

**Town of Montreat
Board of Commissioners
Special Meeting Agenda – Public Forum
June 2, 2016 – 6:30 p.m.
Walkup Building**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Meeting Agenda
June 2, 2016 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council

- A. Montreat Bridge Committee - Alice Lentz, Chair – Material Pending

IV. Public Hearing

- A. Proposed 2016-2017 Fiscal Year Budget

V. Mayor’s Communications

VI. Consent Agenda

- A. Meeting Minutes Adoption

- May 6, 2016, Public Forum
- May 6, 2016, Town Council Agenda Meeting
- May 12, 2016 Town Council Meeting - Pending

- B. Special Meeting: 2016-2017 Budget Meeting

- **Suggested Motion:** To set a special meeting on _____ at _____ p.m. in the Town Services Office to review the 2016-2017 Fiscal Year Budget.

- C. Special Meeting: 2016-2017 Fiscal Year Budget Adoption

- **Suggested Motion:** To set a special meeting on June 23, 2016 at 3:00 p.m. in the Town Services Office to adopt the 2016-2017 Fiscal Year Budget Ordinance and make any necessary amendments to the 2015-2016 Fiscal Year Budget.

- D. Approve Fiscal Year 2015-2016 Budget Amendment

- **Suggested Motion:** To adopt Fiscal Year 2015-2016 Budget Amendment #7 to reallocate budget to cover Group Insurance expenses.

- E. Approve Fiscal Year 2015-2016 Budget Amendment

- **Suggested Motion:** To adopt Fiscal Year 2015-2016 Budget Amendment #8 to reallocate budget to amend Salary & Wage and FICA costs.

All items on the Consent Agenda are considered routine, to be enacted by one motion with the adoption of the agenda and without discussion. If a member of the governing body requests discussion of an item, it will be removed from the Consent Agenda and considered separately.

VII. Town Administrator's Communications

- Consent Agenda Review
- Other Topics

VIII. Administrative Reports

- Police Chief
- Public Works Director
- Finance Officer
- Building Inspector/Code Administrator

IX. Public Comment – Agenda Items

Public comments will be heard during this period for only those items listed on the meeting agenda.

X. Old Business

- A. 2016-2017 Fiscal Year Budget Discussion
- B. Sanitation Services Discussion

XI. New Business

- A. Employee Health Insurance Benefit Renewal
 - **Suggested Motion:** To authorize the Town Administrator and Finance Officer to contract with [Blue Cross/Blue Shield of North Carolina OR United Health Care], effective July 1, 2016 for the _____ [Gold 1500CS OR RV Gold KL-Z/247A] employee benefit health insurance, and to renew [vision] dental, life, and AD&D insurance coverage as proposed, for fiscal year 2016-2017, and for the Town to reimburse employees for the last half of the employee-only deductible.
- B. Property & Liability Insurance Renewal: North Carolina Interlocal Risk Management Agency (NCIMA)
 - **Suggested Motion:** To approve the Property and Liability Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$19,214 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

- C. Worker's Compensation Insurance Renewal – North Carolina Interlocal Risk Management Agency
 - **Suggested Motion:** To approve the Worker's Compensation Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$14,012.96 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

- D. Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan
 - **Suggested Motion:** To Adopt Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan.

XII. Public Comment – Other Topics

Public comments will be heard during this period for other public business items or topics not listed on the meeting agenda.

XIII. Commissioner Communications

XIV. Meeting Dates

<u>Bi-Weekly Sanitation Pick-up:</u>	Begins week of May 31, 2016-June 3, 2016 Will continue until August 26, 2016
<u>June Town Council Meeting:</u>	June 9, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	June 28, 2016, 10:00 a.m. Town Services Building
<u>Agenda Packets Available:</u>	June 28, 2016 http://www.townofmontreat.org/ TownGovernment.php or Town Services Office
<u>Town Services Office Closed:</u>	July 4, 2016 Independence Day Holiday **There will be no sanitation pickup on this day**
<u>Montreat Gait at the Montreat Gate:</u>	July 4, 2016 7:00 a.m.

**Montreat Board of Commissioners
Meeting Agenda
June 2, 2016**

4th of July Parade: July 4, 2016
10:00 a.m.

Montreat Landcare: July 6, 2016, 9:00 a.m.
Kirk Allen Building
Swannanoa Room

July Agenda Meeting: July 7, 2016, 7:00 p.m. Walkup Building
Public Forum begins at 6:30 p.m.

Bulk Items/White Goods Pick-Up Day: July 12, 2016

July Town Council Meeting: July 14, 2016, 7:00 p.m.
Walkup Building

XV. Adjournment

Town Of Montreat

2016 – 2017

Annual Budget

**Public Hearing and
Presentation to the
Board of
Commissioners**

June 9, 2016



2016-2017 Budget Overview

- **Total Budget: \$2,265,800**
- **General Fund Budget: \$1,929,300**
\$657,450 decrease from last year
- **Water Fund Budget: \$336,500**
\$9,500 increase from last year
- **Proposed Tax Rate Increase from 0.41 to 0.42**
- **One Cent on the Tax Rate Generates \$23,252**
- **Proposed Water Rate Increase of 2.5% to \$4.95 per 1,000 gallons**

The Budget is Divided into Six Sections:

- **Introduction** – Contains the budget message and information about the Town's organization
- **Policy Document** – Gives a coherent statement of the organization-wide financial and programmatic policies and goals that address long-term concerns and issues
- **Financial Plan** – Describes all funds that are subject to appropriation as well as a summary of revenue sources and expenditures

The Budget is Divided into Six Sections:

- **Operational Guide** – Describes the activities, services and functions carried out by each department of the Town
- **Capital Improvements Plan** – A flexible financial planning tool that forecasts the Town's equipment, building and infrastructure needs
- **Glossary and Miscellaneous Statistics**

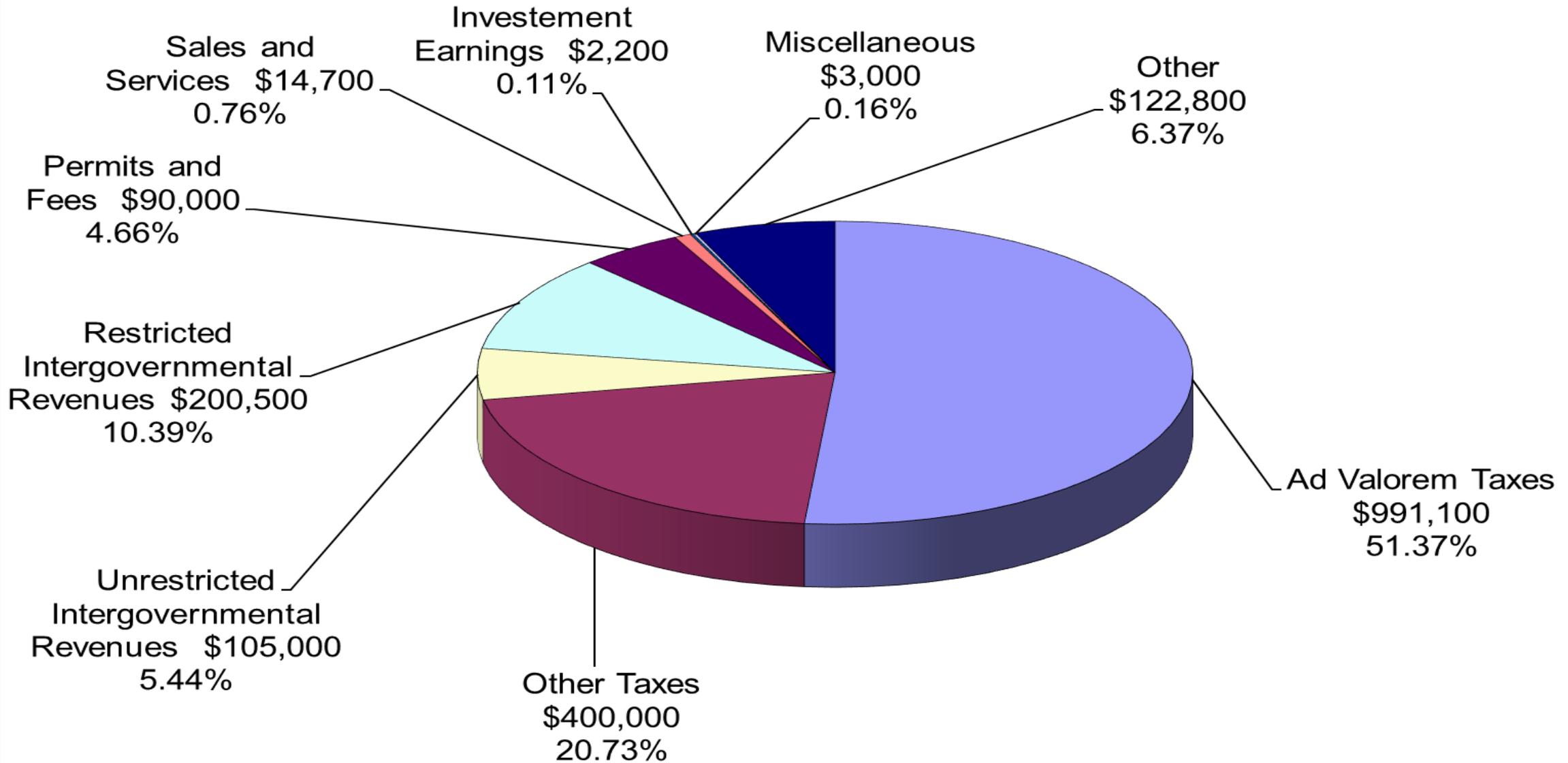
Significant Impacts Shaping the Budget:

- **Capital Projects – Town Hall Facility, Mecklenburg Circle Paving, Texas Road Bridge, and Sanitation Truck**
- **Personnel Costs including cost of living adjustments, insurance and benefit costs, and the NC Retirement System Rate Increase**
- **Rising cost of doing business (i.e. fuel, utilities)**
- **Mandated changes to the Powell Bill Fund**

**General
Fund
Revenue
Highlights**



General Fund Revenues Proposed FY 2016-2017



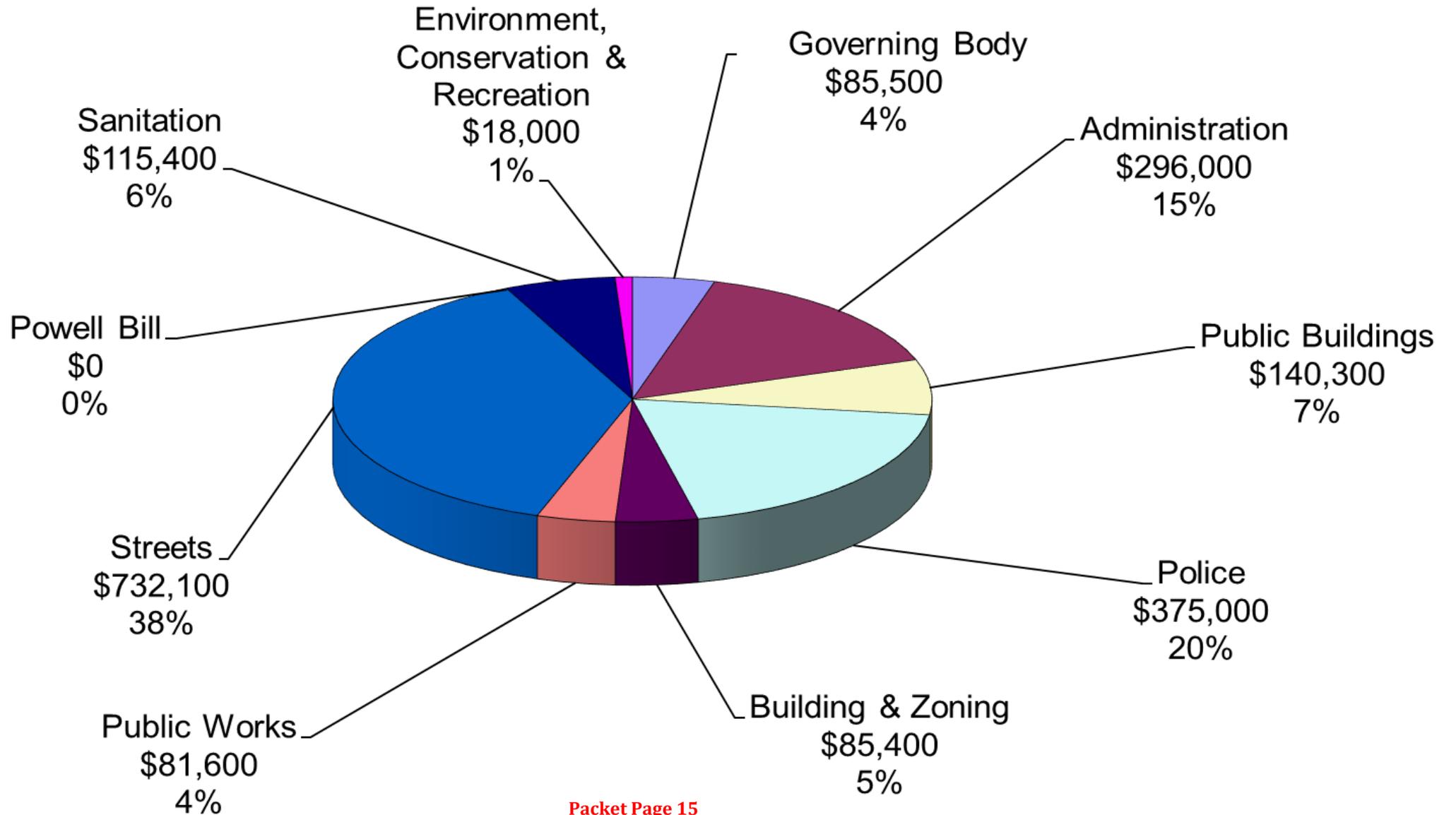
General Fund Revenues

- **Proposed Tax Rate increase to 0.42 per \$100 valuation**
- **Real, Personal and Public Utility Property Valuations remained flat. DMV Valuations increased by just under 3%.**
- **There is projected growth in Sales Tax (\$400,000) and Utilities Franchise Tax (\$100,000) Revenues.**
- **An appropriation of \$122,800 from the Fund Balance will be required.**

**General
Fund
Expenditure
Highlights**



General Fund Expenditures FY 2016-2017



Personnel

- **Cost of Living Adjustment**

Two percent (2%) increase effective 7/1/16 except for the town administrator.

- **Health Insurance**

Health Insurance costs projected to increase ten percent (10%) beginning 7/1/16.

- **401(K) Contribution**

Continues five percent (5%) contribution effective 7/1/16.

- **Retirement**

NC Retirement System Division rates increased effective 7/1/16.

- **Staffing**

No new full-time or part-time staffing positions are being recommended.

Governing Board

- **Legal and Audit Services - \$59,000**
- **Communication Services - \$5,000**
- **Salary Contingency - \$13,500**

Administration

- **Tax Collection Fee - \$21,000**

Public Buildings

- **Utilities, Insurance and Maintenance/Repairs - \$48,900**
- **Funding for Construction for New Town Hall - \$100,000**

Police

- **Dispatching Services - \$19,200**
- **Increases Spending in Medical Certifications, Uniforms and in Departmental Supplies in order to Bolster Reserve Officer Program and Purchase of Evidence Locker System.**

Inspections, Planning and Zoning

- **Allocated funds for the Building Inspector/Code Administrator**

Public Works

- **Tree Replacement Program and Newly Established Tree Board - \$1,500**
- **Supervisor Training - \$1,000**

Powell Bill

- **Due to Mandated Changes, Powell Bill Expenditures have been moved to Street Department Budget**

Streets

- **Street Lighting - \$23,500**
- **Tree Removal Services - \$12,000 and Contract Labor for Road Maintenance - \$2,000**
- **Paving of Mecklenburg Circle and a portion of Louisiana Road - \$310,000**
- **Texas Road Bridge Project - \$200,000**
- **Debt Service Payment – Upper Kentucky and Replacement of Street Truck - \$29,400**

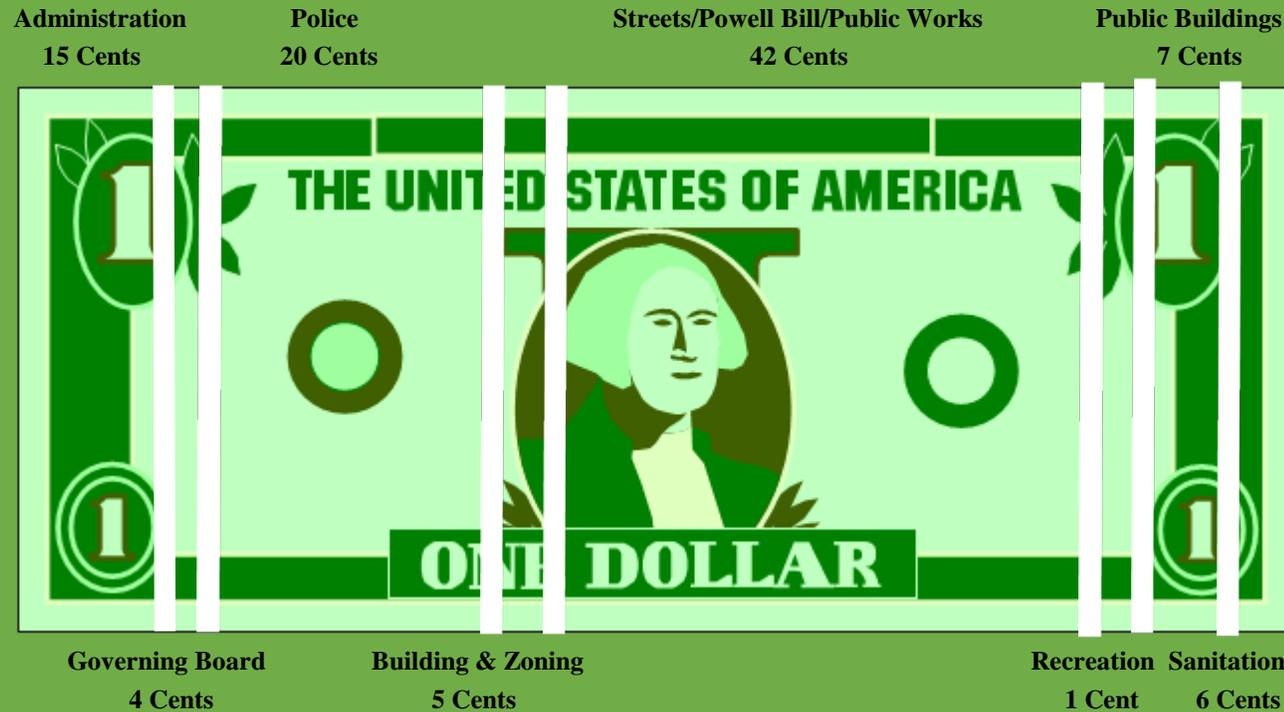
Sanitation

- **Provides in-house sanitation services including garbage collection and disposal, recycling, yard waste and white goods pick-up and disposal - \$109,300**
- **Proposed Financing for Sanitation Truck - \$16,000**

Environment and Recreation

- **Landcare Committee - \$3,000**
- **Hemlock Initiative Grant - \$10,000**
- **Open Space Conservation Fund**

What You Get For Your Montreat Tax Dollar



In Montreat our tax rate is \$0.42 per \$100 of property valuation; A \$300,000 home generates \$1,260 in annual property taxes:

This comes to \$105 per month for Town of Montreat taxes.

What could you purchase for \$105 a month?

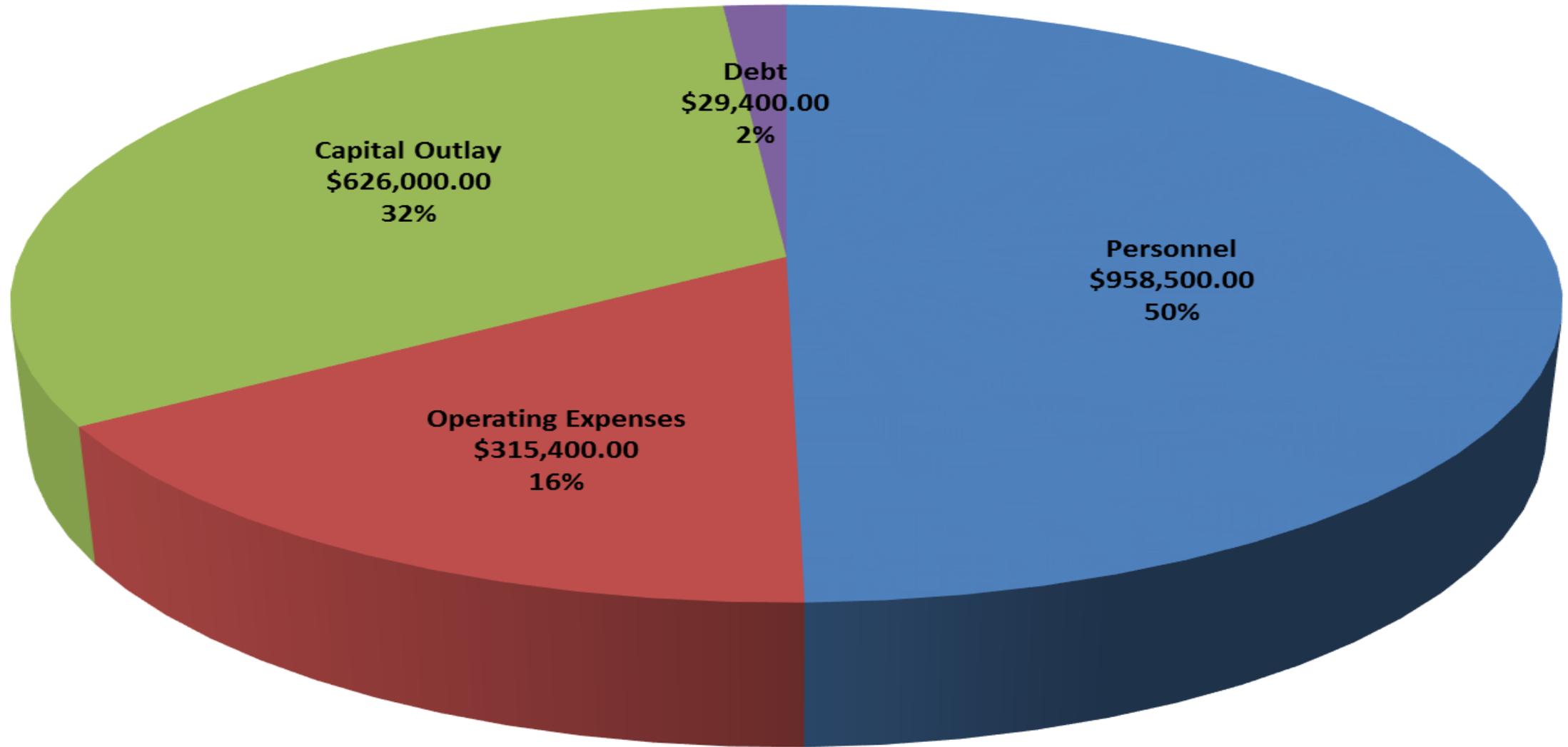
One of These. . .

- One month of premium cable service
- Three hardback books
- Two months at a gym
- Six compact discs
- Dinner for five
- Two video games
- Movie and snacks for four

All of These. . .

- 24 Hour Police Protection
- Planning and Zoning Service
- Curbside Garbage Collection
- Curbside Recycling Services
- Leaf and Brush Collection
- Paved and Maintained Streets
- Snow and Ice Removal
- Street Lighting
- Right-of-Way Mowing
- Parks and Recreation

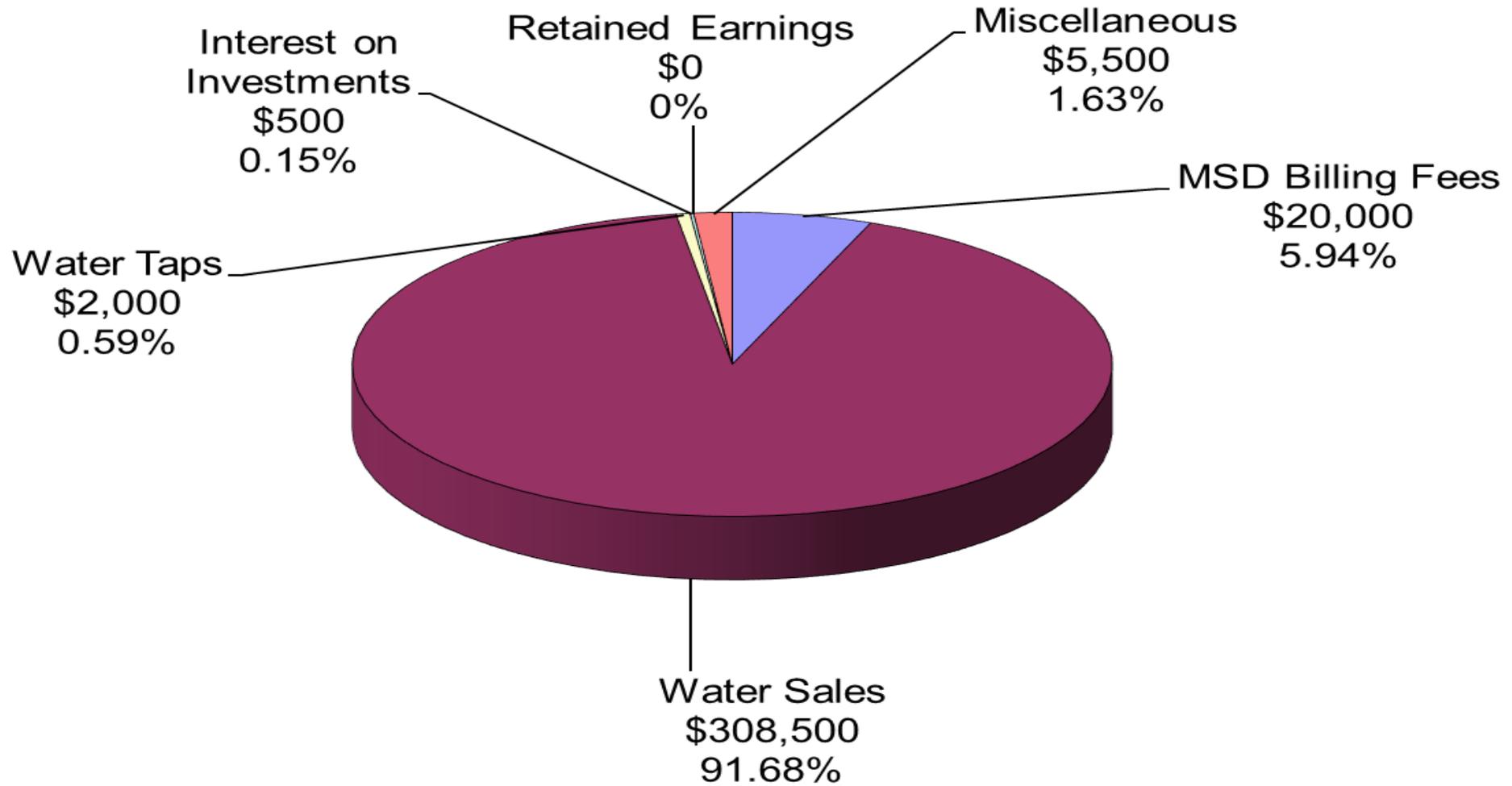
2016-2017 General Fund - Categorical Expense



**Water
Fund
Revenue
Highlights**



Water Fund Revenues Proposed FY 2016-2017



Water Fund Revenues

- Operating revenues are budgeted at \$336,500
- This amount represents a \$9,500 increase in revenues budgeted last year.
- Proposed Water Rate Increase of 2.5% or from \$4.83 to \$4.95 per 1,000 gallons.
- Water Sales accounts for 92% of water fund revenue.
- The Water Fund will Reimburse the General Fund \$86,800.

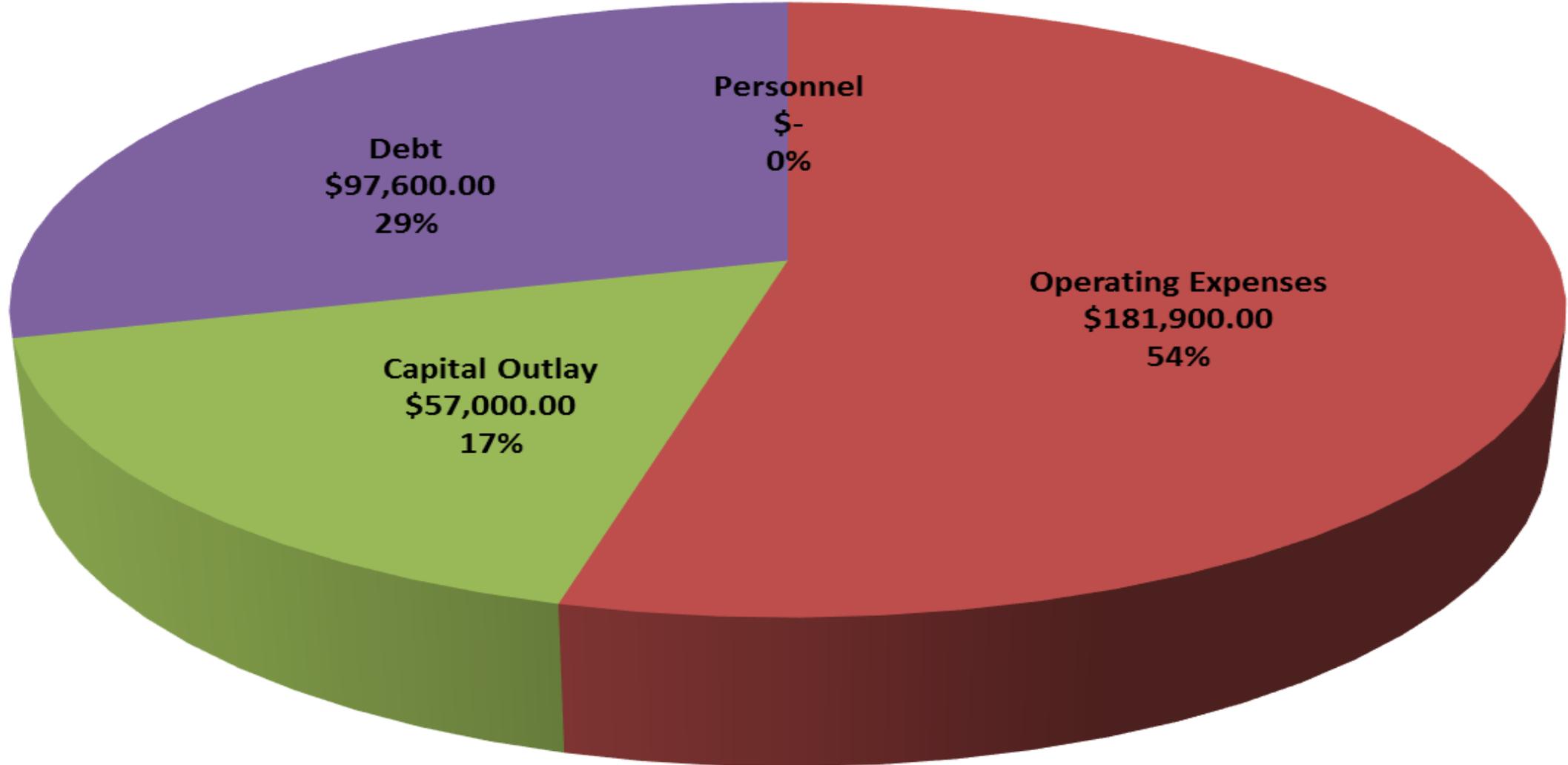
**Water
Fund
Expenditure
Highlights**



Water

- **Water Line Replacement – Mecklenburg Circle and Georgia Terrace - \$52,000**
- **Debt Service Payment - \$97,600**
Includes Water Bond Payment (\$35,300), ARRA Debt Service Payment (\$29,500), the Backhoe Debt Payment (\$16,000), and the Upper Kentucky Road Assessment Project Debt Payment (\$16,800).
- **Reimbursement to General Fund - \$86,800**

2016-2017 Water Fund - Categorical Expense



Budget Calendar

- **May 12 – June 9**
Budget Review by Board of Commissioners
- **June 9**
Public Budget Hearing of Proposed Budget
- **June 9 – June 23**
Additional Time for Review and Amendments
- **June 23**
Adoption of Final Budget

Budget Document Availability

- **Filed with the Town Clerk at the Town Services Building**
- **Regular Meetings of the Board of Commissioners**
- **Budget Document is Available on our Website at:**

www.townofmontreat.org

**Town of
Montreat**

**2016-2017
Annual Budget**

Questions?



**Town of Montreat
Board of Commissioners
Public Forum
May 6, 2016
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kitty Fouche (arrived at 3:15 p.m.)
Commissioner Bill Gilliland
Commissioner Kent Otto
Commissioner Mary Standaert
Commissioner Ann Vinson

Board members absent: None

Town staff present: Ron Nalley, Town Administrator
Jack Staggs, Chief of Police (arrived at 3:47 p.m.)
Angie Murphy, Town Clerk

Call to Order

Approximately 18 people were in attendance. Mayor Helms called the meeting to order at 3:02 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Vinson moved to adopt the agenda as presented. Commissioner Gilliland seconded and the agenda was approved 4/0.

Public Forum

Gladys Brooks of 113 Mecklenburg Circle, thanked all elected officials for representing the community. Mrs. Brooks stated she was against her tax money going towards paying off the lawsuit. Mrs. Brooks expressed her hopes that House Bill 2 would be discussed at this evening's meeting. She feels that a Town Hall should be constructed inside the Montreat Gate rather than in the Town of Black Mountain. Mrs. Brooks expressed her appreciation to Mr. Nalley, the Public Works Department and the Police Department for all of their continued hard work in the Town. She hopes that soon Montreat residents will be able to greet each other with peace, love and the right hand of friendship.

Martha Campbell of 149 Maryland Place, thanked Public Works for their diligence in cleaning up the roadways after the hailstorm on Sunday, May 1st.

Gill Campbell of 149 Maryland Place, advised the Board that the Planning and Zoning Commission held a meeting recently regarding amendments to the Sign Ordinance due to a recent Supreme Court ruling. Mr. Campbell encouraged Council to review the Wayfinding Committee

documentation and recommendations for permanent signage options that would be directionally helpful.

Emory Underwood of 120 John Knox Road, spoke further to the possible changes in the Sign Ordinance and stated while signs cannot be regulated on content based on the Supreme Court ruling, there will be other ways that the Town can regulate signs: size, time limits that signs can be displayed, by zoning district and temporary versus permanent signs. Mr. Nalley also mentioned that while the Town's current Sign Ordinance categorizes signs this may not be the case in the future.

Nan Clarke of 558 Providence Terrace, suggested that visitors to Montreat could stop at the Information Booth inside the gate to ask for directions or a map.

Martha Campbell of 149 Maryland Place, mentioned that the Information Booth is only open a few weeks in the summer and the Wayfinding Committee had researched kiosks to be displayed around Town highlighting the walking paths and the roads.

Erskine Clarke of 558 Providence Terrace, expressed his thoughts on the projected cost of the Wayfinding Committee proposals. Mr. Clarke feels the cost is exorbitant with all of the other monetary obligations that the Town is currently facing and he does not feel that the signage is aesthetically appealing for Montreat.

Alice Lentz of 115 Eastminster Terrace, expressed her thanks to the Board for the openness and welcoming attitude of the Public Forum. Mrs. Lentz feels the tone that has been set can be felt trickling down throughout the community.

Emory Underwood of 120 John Knox Road, wanted to clarify that the work the Planning and Zoning Commission will be accomplishing, will be in ordinance format and not be funded by the Town. Commissioner Vinson advised that the Wayfinding Committee proposals, while historically have been included in the budget, had been a lower priority for the Town.

Adjournment

There being no further comments, Commissioner Standaert moved to adjourn the Public Forum Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 3:26 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
May 6, 2016
Walkup Building**

Board members present: Mayor Tim Helms
Mayor Pro Tem Kitty Fouche
Commissioner Bill Gilliland
Commissioner Kent Otto
Commissioner Mary Standaert
Commissioner Ann Vinson

Board members absent: None

Town staff present: Ron Nalley, Town Administrator
Angie Murphy, Town Clerk
Jack Staggs, Chief of Police (arrived at 3:47 p.m.)

Approximately 20 members of the public were also present. Mayor Helms called the meeting to order at 3:32 p.m., and led the group in reciting the Pledge of Allegiance and a moment of silence.

Agenda Approval

Commissioner Vinson moved to adopt the agenda as presented. Commissioner Gilliland seconded. Mayor Pro Tem Fouche expressed her desire to remove House Bill 2 (HB2) from the agenda and leave it off until decisions are made by the Federal Government. Commissioner Vinson felt the Town needed to stand firm and express a public opinion to further assist those that want the bill repealed. Commissioner Otto felt there are more pressing issues that the Town needs to resolve and would also like HB2 removed from the agenda. Commissioner Standaert concurred with Commissioner Vinson and felt like a statement should be made from the Town. Commissioner Vinson advised the Board, that Montreat Conference Center made a formal statement the following day after the bill was passed and feels it is important that the entities stand united. Mayor Helms called for a vote to adopt the Agenda as presented. The motion passed 4/1 with Commissioner Otto voting against the motion. Commissioner Standaert requested a slight change in the motion language for clarity to remove John L. Currie from the Closed Session suggested motion since he is no longer a party to the lawsuit. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Gilliland seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms stated that he had no communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- March 10, 2016, Annual Board Retreat Minutes as amended
- April 7, 2016, Public Forum Minutes
- April 7, 2016, Town Council Agenda Meeting Minutes
- April 14, 2016, Town Council Meeting Minutes
- Adoption of Fiscal Year 2015-2016 Budget Amendment #5 to reallocate budget to cover Administration expenses
- Called for a Public Hearing on June 9, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss the proposed 2016-2017 Fiscal Year Budget.

Town Administrator's Communications

- Mr. Nalley advised the Board that they can call for as many special meetings or budget workshops as they need prior to adopting the Budget.
- Mr. Nalley, at the request of Commissioner Standaert, explained a recent article that was published in the Asheville Citizen-Times about property revaluations. Mr. Nalley explained the article compared market rates against County valuation rates. Montreat's valuations were at 96% of the market rate, which means that property in Montreat is selling for just above what the property is valued at by the Buncombe County Tax Department. Homes, for example, in Asheville are valued significantly lower, between 70 to 80%, so they will potentially see a larger increase following the next revaluation.
- Mr. Nalley hoped to be able to give an update on the Texas Road Bridge Project but due to scheduling conflicts, a final date and time for the conference call has not been set. Mr. Nalley assured the Board that once a call is scheduled, he would make sure that the Mayor, Bridge Committee Chair and Staff were available to participate.

Administrative Reports

The Board will hear administrative reports from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council meeting.

Public Comment – Agenda Items

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to items listed on the meeting agenda, including staff reports and communications.

There were no comments from the public at this time.

Old Business

- A. Proposed Revisions to Montreat General Ordinance, Chapter E – Utilities, Article I – Water and Sewer: In 2015, the Board and staff discussed the inconsistencies found in Montreat General Ordinance Chapter E (Utilities) and Chapter M (Extensions of Public Utilities and Streets) as they relate to public utility extensions in the Town’s Extraterritorial Jurisdiction (ETJ). At their 2015 Retreat, the Board agreed that the text of Chapter M would remain unchanged, and that revisions would be needed to Chapter E so that it would clearly state that public water and sewer connections/extensions would be allowed for in the ETJ. Mr. Nalley clarified a response given at the last meeting, stating that a homeowner would be required to tie into public utilities if their current private well or septic system failed and/or the Town extended service into their home through the assessment process. Mr. Nalley will contact Mr. Colley and let him know of this additional information.

New Business

- A. House Bill 2, the Public Facilities Privacy and Security Act: The Board will consider the suggested motion at their May 12th meeting.
- B. Selection of Town Auditors – Martin Starnes & Associates, P.A.: It is the Town’s policy to request proposals for auditing services every five to six years. As the six-year tenure of Martin Starnes expired with the completion of the FYE 2015 audit, the Audit Committee has undertaken a Request for Qualifications (RFQ) process to select auditors for the next five year period. The RFQ was developed with guidance from the North Carolina Local Government Commission, and sent to ten firms recommended by other municipal finance officers in Western North Carolina. The Town received responses from three, and invited the three respondents to meet with the Audit Committee on April 27th: Gould Killian; Carland & Andersen; and Martin Starnes. On the basis of their review of the submitted proposals and the interviews, it is the unanimous recommendation of the Audit Committee that Martin Starnes & Associates be selected as the Town’s auditors for the next five year term, and engaged for the FYE 2016 audit.
- C. Resolution #16-05-01 Honoring Andy Andrews: A Resolution will be presented in remembrance of Mr. Andy Andrews and honoring the more than 20 years he spent serving the Communities of Montreat and Black Mountain.

Public Comment-Other Topics

Mayor Helms reiterated that this Public Comment period was intended for remarks pertaining to public business items not listed on the meeting agenda, including any reports or communications from other community entities.

There were no public comments at this time.

Commissioner Communications

Commissioner Standaert requested an article be shared on the Town’s Facebook page regarding part- time job openings with the U.S. Census Bureau in the Buncombe County area.

Upcoming Meeting Dates

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines next week.

<u>Open Space Conservation Meeting:</u>	May 10, 2016, 3:30 p.m. Town Services Building
<u>May Town Council Meeting:</u>	May 12, 2016, 7:00 p.m. Walkup Building
<u>Montreat Bridge Committee:</u>	May 17, 2016, 5:00 p.m. Wayout Building
<u>Montreat Tree Board:</u>	May 24, 2016, 10:00 a.m. Town Services Building
<u>Montreat Bridge Committee:</u>	May 31, 2016, 5:00 p.m. Wayout Building
<u>Montreat Landcare:</u>	June 1, 2016, 9:00 a.m. Kirk Allen Building Swannanoa Room
<u>June Agenda Meeting:</u>	June 2, 2106, 7:00 p.m. Walkup Building Public Forum begins at 6:30 p.m.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
May 6, 2016**

June Town Council Meeting:

June 9, 2016, 7:00 p.m.
Walkup Building

Closed Session

Commissioner Standaert moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(3) for attorney consultation regarding the Civil Action: Carolyn Zoe Crowder, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant. Commissioner Vinson seconded and the motion carried 5/0.

Commissioner Vinson moved to return to Open Session. Commissioner Gilliland seconded and the motion carried 5/0. No action was taken during Closed Session.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 5:08 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**TOWN OF MONTREAT
FISCAL YEAR 2015-2016
BUDGET AMENDMENT #7**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2016.

Department(s): Governing Board

Purpose: To amend Group Insurance line items to cover a change in how employee health insurance was billed, and a net cost of \$2900, which was slightly higher than anticipated.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Admin – Group Ins	10-00-4200-060		\$4700	\$21800
Police – Group Ins	10-10-5100-060	\$3900		\$42600
Pub Wks – Group Ins	10-20-5550-060		\$200	\$9080
Streets – Group Ins	10-20-5600-060	\$6900		\$25700
Sanitation – Group Ins	10-30-5800-060		\$3000	\$9100
Fund Bal Appropriated	10-00-3905-900		\$2900	\$445975

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Finance Officer

Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this 9th day of June, 2016.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2015-2016
BUDGET AMENDMENT #8**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2016.

Department(s): Governing Board

Purpose: To amend Salary & Wage and FICA line items to adjust to expected end-of-year totals.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Admin – Salary & Wage	10-00-4200-020		\$6900	\$174200
Admin-FICA	10-00-4200-050		\$400	\$13500
Police – Salary & Wage	10-10-5100-020	\$5000		\$233000
Police – FICA	10-10-5100-050	\$300		\$17800
Bldg & Zone – Sal & Wg	10-10-5400-020	\$200		\$50000
Pub Wks – Sal & Wage	10-20-5550-020	\$200		\$54000
Streets – Sal & Wage	10-20-5600-020	\$1500		\$110600
Streets – FICA	10-20-5600-050	\$100		\$8500

Section 2. I certify that the accounting records provide for this budget amendment, and that the revenue source(s) are available:

Finance Officer

Date

Section 3. Copies of this amendment shall be delivered to the Budget/Finance Officer and Town Auditor for their direction.

Adopted this 9th day of June, 2016.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

MONTHLY POLICE STATISTICS REPORT

MAY	2016	2015	2014	2013	2012
Mileage	3383	2765	2505	3235	3152
Dispatched Calls	94	128	153	135	123
Officer-Initiated Calls	285	254	236	185	237
Fire/EMS Assistance Calls	7F/3E	3F/1E	8F/2E	8F/7E	6
Motorist/Other Assistance Calls	49	60	61	73	15
Traffic Stops	30	25/64G	39/90G	68	127
Parking Issues	3	9	10	6	18
Burglar/Fire Alarm Responses	2B	4B/1F	2B/2F	6B/2F	3
Residential House Checks	267	245	167	158	101
Ordinance violations	13	17	13	8	17
LE Agency Assistance Calls	7	19	21	33	66
Animal Calls	5	3	4	5	1
Larcenies	0	0	0	0	0
B&E Calls	0	0	0	2R/3V	0
Suspicious Person/Vehicle Investigations	7P/20V	3P/23V	10P/11V	22P/12V	14
Disturbance Calls	5	9	4	0	7
Accident Responses	1	2	0	0	3
Auxiliary Hours Worked	40R/38T	32R/36T	32R/24T	32R/80T	186
Truck turns at gate	0	2	0	3	8

- Town Service: 496
- MRA Service: 189
- College Service: 8
- On 05/08/2016 MPD located a large tree on a house on Appalachian Way and notified the owner.
- On 05/14/2016 Montreat College held its graduation ceremony, congratulations to all graduates!
- On 05/15/2016 MPD received a call reference a fall on Lookout Trail, located same along with BMFD.
On this same day MPD received a call reference a sick raccoon on Harmony Lane, it was relocated. Please advise MPD of any unusual wildlife activity.
- On 05/18/2016 MPD investigated a wreck at the Gate (not involving the Gate).
- On 05/19/2016 MPD received a call from Assembly Drive to assist a subject with health problems. The subject voluntarily went for treatment.
- On 05/20/2016 MPD located a tree on a house on Chapman Road, notified owner.
- On 05/21/2016 MPD participated in Safety Saturday at the Ingles in Black Mountain. The MPD's glow in the dark frisbees were a big hit and the event was a great success. Officer Whitson did a great job.
- On 05/22/2016 MPD located a tree down on West Virginia that was partially on a car and blocking the road. Thanks to the Montreat Street Department for quickly removing the debris.
On 05/22/2016 MPD received a call reference a Samsung Tablet found on the Westminster Terrace roadway.

- On 05/23/2016 MPD made several phone calls in reference to locating owner of the Samsung Tablet. One of those calls was to MRA front desk and it belonged to the operator there.
- On 05/25/2016 MPD Officers participated in a 4-hour firearm session at NCJA.
On this same day Mr. Allen from Chapman Road came in to see the Town Administrator and praised Officer Arrant for calling reference a tree on their house, for his assistance with getting them into the house, for getting the water on in the house and for assisting them with getting the power company to come and restore the power to the house. Officer Arrant went over and above his expected duties...good job!
- On 05/26/2016 MPD would like to thank Caring Neighbors for providing lunch for Town employees. It was also Angie's birthday.
On this same day MPD received a call reference door to door solicitation in the Shenandoah Road area. The subject was located and advised that there was no door to door selling allowed in Montreat.
- On 05/31/2016 MPD received a call reference a domestic dispute on Assembly Drive.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended April 30, 2016

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget %	Statement Period	Variance	4/30/15
								10		
Revenues:										
Ad valorem taxes	\$ 952,500.00	\$ 877,150.64	\$ 65,146.31	\$ 942,296.95	\$ 938,347.41	\$ 10,203.05				
Other taxes and licenses	\$ 357,400.00	\$ 244,253.07	\$ 31,351.66	\$ 275,604.73	\$ 252,592.47	\$ 81,795.27				
Unrestricted intergovernmental	\$ 60,500.00	\$ 50,325.62	\$ -	\$ 50,325.62	\$ 47,417.15	\$ 10,174.38				
Permits and Fees	\$ 46,000.00	\$ 30,716.01	\$ 1,170.07	\$ 31,886.08	\$ 24,407.63	\$ 14,113.92				
Community Service Fee	\$ 50,000.00	\$ 45,558.00	\$ -	\$ 45,558.00	\$ 41,075.00	\$ 4,442.00				
Sales and Services	\$ 13,000.00	\$ 6,549.67	\$ 1,968.79	\$ 8,518.46	\$ 6,418.37	\$ 4,481.54				
Investment earnings	\$ 2,200.00	\$ 1,027.68	\$ 198.86	\$ 1,226.54	\$ 801.95	\$ 973.46				
Other revenues	\$ 23,718.00	\$ 37,780.60	\$ 1,000.00	\$ 38,780.60	\$ 868.28	\$ (15,062.60)				
Subtotal - Normal Operating	\$ 1,505,318.00	\$ 1,293,361.29	\$ 100,835.69	\$ 1,394,196.98	\$ 1,311,928.26	\$ 111,121.02	92.62%	83.33%	9.28%	5.15%
<i>Restricted intergovernmental</i>	\$ 740,000.00	\$ 156,087.96	\$ -	\$ 156,087.96	\$ 75,860.32	\$ 583,912.04				
<i>Contributions - Landcare</i>	\$ 10,000.00	\$ 14,100.00	\$ -	\$ 14,100.00	\$ -	\$ (4,100.00)				
<i>Contributions - Open Space</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total Revenues	2,255,318.00	1,463,549.25	100,835.69	1,564,384.94	\$ 1,387,788.58	690,933.06	69.36%	83.33%	-13.97%	-23.92%
Expenditures:										
Governing Body	\$ 104,700.00	\$ 60,454.76	\$ 8,024.08	\$ 68,478.84	\$ 47,385.52	\$ 36,221.16	65.40%	83.33%	17.93%	13.56%
Administration	\$ 282,800.00	\$ 196,830.63	\$ 20,241.54	\$ 217,072.17	\$ 228,378.44	\$ 65,727.83	76.76%	83.33%	6.58%	1.56%
Public Buildings	\$ 139,950.00	\$ 44,896.21	\$ 921.25	\$ 45,817.46	\$ 190,270.99	\$ 94,132.54	32.74%	83.33%	50.59%	-0.84%
Police	\$ 378,943.00	\$ 283,735.89	\$ 31,236.01	\$ 314,971.90	\$ 313,289.23	\$ 63,971.10	83.12%	83.33%	0.21%	1.51%
Building & Zoning	\$ 82,200.00	\$ 58,955.14	\$ 6,041.28	\$ 64,996.42	\$ 61,358.91	\$ 17,203.58	79.07%	83.33%	4.26%	2.49%
Public Works	\$ 86,100.00	\$ 53,763.06	\$ 6,169.50	\$ 59,932.56	\$ 55,041.23	\$ 26,167.44	69.61%	83.33%	13.73%	8.74%
Streets	\$ 1,265,900.00	\$ 206,689.42	\$ 18,187.00	\$ 224,876.42	\$ 188,545.22	\$ 1,041,023.58	17.76%	83.33%	65.57%	70.30%
Powell Bill	\$ 56,000.00	\$ 6,778.90	\$ 586.65	\$ 7,365.55	\$ 5,614.71	\$ 48,634.45	13.15%	83.33%	70.18%	70.43%
Sanitation	\$ 119,100.00	\$ 75,317.09	\$ 6,511.72	\$ 81,828.81	\$ 79,651.74	\$ 37,271.19	68.71%	83.33%	14.63%	0.32%
Env/Cons/Rec	\$ 28,500.00	\$ 10,392.02	\$ 264.62	\$ 10,656.64	\$ 90.05	\$ 17,843.36	37.39%	83.33%	45.94%	82.27%
Total expenditures	2,544,193.00	\$ 997,813.12	\$ 98,183.65	\$ 1,095,996.77	\$ 1,169,626.04	\$ 1,448,196.23	43.08%	83.33%	40.25%	40.03%
Revenues over expenditures	(288,875.00)	\$ 465,736.13	\$ 2,652.04	\$ 468,388.17	\$ 218,162.54	\$ (757,263.17)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Total other financing source	\$ 288,875.00	\$ -	\$ -	\$ -	\$ -	\$ 288,875.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 465,736.13	\$ 2,652.04	\$ 468,388.17	\$ 218,162.54	\$ (468,388.17)				
Expenditure Recap:										
Salaries & Benefits	\$ 922,400.00	\$ 685,450.28	\$ 70,045.34	\$ 755,495.62	\$ 726,041.92	\$ 166,904.38				
Other Operating	\$ 405,318.00	\$ 237,641.41	\$ 22,108.62	\$ 259,750.03	\$ 226,657.00	\$ 145,567.97				
CIP/Grant Projects	\$ 1,216,475.00	\$ 74,721.43	\$ 6,029.69	\$ 80,751.12	\$ 216,927.12	\$ 1,135,723.88				
Total Expenditures	\$ 2,544,193.00	\$ 918,623.24	\$ 98,183.65	\$ 1,095,996.77	\$ 1,169,626.04	\$ 1,448,196.23				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended April 30, 2016

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period 10	Variance	4/30/15
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses	\$ -	\$ 133,764.64	\$ 5,334.03	\$ 139,098.67		\$ (139,098.67)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 300,000.00	\$ 219,741.61	\$ 21,982.53	\$ 241,724.14	\$ 235,606.42	\$ 58,275.86				
Investment earnings	\$ 500.00	\$ 92.31	\$ 19.70	\$ 112.01	\$ 62.24	\$ 387.99				
Other revenues	\$ 26,500.00	\$ 22,303.67	\$ 4,483.06	\$ 26,786.73	\$ 18,217.35	\$ (286.73)				
Subtotal - Normal Operating	\$ 327,000.00	\$ 375,902.23	\$ 31,819.32	\$ 407,721.55	\$ 253,886.01	\$ (80,721.55)				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 327,000.00	\$ 375,902.23	\$ 31,819.32	\$ 407,721.55	\$ 253,886.01	\$ (80,721.55)	124.69%	83.33%	41.35%	-36.23%
Expenditures:										
Water Department	\$ 327,000.00	\$ 107,840.16	\$ 36,508.46	\$ 144,348.62	\$ 392,364.62	\$ 182,651.38	44.14%	83.33%	39.19%	10.54%
Total expenditures	\$ 327,000.00	\$ 107,840.16	\$ 36,508.46	\$ 144,348.62	\$ 392,364.62	\$ 182,651.38	44.14%	83.33%	39.19%	10.54%
Revenues over expenditures	\$ -	\$ 268,062.07	\$ (4,689.14)	\$ 263,372.93	\$ (138,478.61)	\$ (263,372.93)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 268,062.07	\$ (4,689.14)	\$ 263,372.93	\$ (138,478.61)	\$ (263,372.93)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -		\$ -				
Other Operating	\$ 327,000.00	\$ 107,840.16	\$ 36,508.46	\$ 144,348.62	\$ 148,156.57	\$ 182,651.38				
<i>CIP/Grant Projects</i>		\$ -	\$ -	\$ -	\$ 244,208.05	\$ -				
Total Expenditures	\$ 327,000.00	\$ 82,136.06	\$ 36,508.46	\$ 144,348.62	\$ 392,364.62	\$ 182,651.38				

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Fiscal Year: 2016
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department Page 1
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	1,283.82	4,010.46	-3,510.46	802.09
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	63,862.49	938,286.49	13,713.51	98.56
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	701.45	1,927.90	-927.90	192.79
LOCAL SALES TAX	10-00-3065-100	345,000.00	27,327.01	262,748.89	82,251.11	76.15
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,300.00	3,323.20	10,927.94	372.06	96.70
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	50,085.86	4,914.14	91.06
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	239.76	260.24	47.95
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	842.79	2,528.37	471.63	84.27
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	100.00	9,900.00	1.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	1,000.00	1,000.00	-1,000.00	0.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	14,000.00	-4,000.00	140.00
GRANT PROCEEDS - NCDPS/FEMA 2	10-10-3341-013	0.00	0.00	26,023.91	-26,023.91	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	1.87	16.87	183.13	8.43
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	1,168.20	31,869.21	13,130.79	70.82
SANITATION FEES	10-10-3435-400	10,000.00	1,126.00	5,990.09	4,009.91	59.90
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	45,558.00	4,442.00	91.11
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	182.54	1,063.49	936.51	53.17
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.32	163.05	36.95	81.52
MISC REVENUE	10-00-3815-800	1,000.00	0.00	238.12	761.88	23.81
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	10,018.57	-0.57	100.00

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Fiscal Year: 2016
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TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department *Page 2*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
FUND BALANCE APPROPRIATED	10-00-3905-900	273,075.00	0.00	0.00	273,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00
TOTAL FUND REVENUE:		2,544,193.00	100,835.69	1,564,384.94	979,808.06	61.48

05/27/16 Fiscal Year: 2016
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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department *Page 1*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	850.00	62,071.97	0.00	17,628.03	77.88
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	600.00	0.00	2,230.00	0.00	-1,630.00	371.66
ADVERTISING	10-00-4100-260	6,900.00	189.87	189.87	0.00	6,710.13	2.75
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	140.84	1,732.15	0.00	767.85	69.28
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	4,500.00	6,843.37	6,843.37	0.00	-2,343.37	152.07
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-10,208.40	0.00	-3,391.60	75.06
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		104,700.00	8,024.08	68,478.84	0.00	36,221.16	65.40

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Fiscal Year: 2016
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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department Page 2
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	13,680.92	134,669.32	0.00	46,430.68	74.36
FICA EXPENSE	10-00-4200-050	13,900.00	1,054.25	10,380.42	0.00	3,519.58	74.67
GROUP INSURANCE	10-00-4200-060	26,500.00	2,208.27	19,590.84	0.00	6,909.16	73.92
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,622.02	15,633.36	0.00	7,766.64	66.80
POSTAGE	10-00-4200-100	2,200.00	0.00	877.62	0.00	1,322.38	39.89
TELEPHONE	10-00-4200-110	4,000.00	-91.83	4,375.31	0.00	-375.31	109.38
TRAVEL & TRAINING	10-00-4200-140	3,400.00	402.35	2,914.34	0.00	485.66	85.71
M & R EQUIPMENT	10-00-4200-160	24,400.00	1,110.00	20,722.55	0.00	3,677.45	84.92
ADVERTISING	10-00-4200-260	1,800.00	-700.62	994.26	0.00	805.74	55.23
OFFICE EXPENSE	10-00-4200-320	3,000.00	163.37	1,897.47	0.00	1,102.53	63.24
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	54.53	269.53	0.00	730.47	26.95
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	-735.21	948.49	0.00	451.51	67.74
CONTRACT SERVICES	10-00-4200-450	19,500.00	1,473.49	20,531.36	0.00	-1,031.36	105.28
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	0.00	-19,814.70	0.00	-6,585.30	75.05
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,082.00	0.00	18.00	99.41
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		282,800.00	20,241.54	217,072.17	0.00	65,727.83	76.75

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Fiscal Year: 2016
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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department Page 3
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	644.67	2,452.56	0.00	1,047.44	70.07
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	64.13	1,088.98	0.00	1,411.02	43.55
M & R EQUIPMENT	10-00-5000-160	5,200.00	212.45	2,927.95	0.00	2,272.05	56.30
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	0.00	-3,916.80	0.00	-1,283.20	75.32
INSURANCE	10-00-5000-540	36,100.00	0.00	35,639.77	0.00	460.23	98.72
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	7,625.00	0.00	90,025.00	7.80
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	921.25	45,817.46	0.00	94,132.54	32.73

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Fiscal Year: 2016
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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department Page 4
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	18,142.23	196,323.36	0.00	31,676.64	86.10
FICA EXPENSE	10-10-5100-050	17,500.00	1,379.55	14,945.46	0.00	2,554.54	85.40
GROUP INSURANCE	10-10-5100-060	39,700.00	3,598.64	39,929.85	0.00	-229.85	100.57
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,009.69	22,192.60	0.00	6,307.40	77.86
TELEPHONE	10-10-5100-110	2,000.00	185.22	1,718.64	0.00	281.36	85.93
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	219.80	0.00	280.20	43.96
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	14,018.00	145.14	11,742.36	0.00	2,275.64	83.76
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	140.00	0.00	360.00	28.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	416.54	5,340.16	0.00	11,159.84	32.36
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	322.00	322.00	0.00	678.00	32.20
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	287.00	982.22	0.00	1,117.78	46.77
UNIFORMS	10-10-5100-360	1,700.00	0.00	678.36	0.00	1,021.64	39.90
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
CAPITAL OUTLAY	10-10-5100-730	3,425.00	0.00	4,079.62	0.00	-654.62	119.11
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		378,943.00	31,236.01	314,971.90	0.00	63,971.10	83.11

05/27/16 Fiscal Year: 2016
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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2016
10 GENERAL FUND

Selected Department *Page 5*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	3,773.18	42,167.99	0.00	7,632.01	84.67
FICA EXPENSE	10-10-5400-050	3,900.00	288.64	3,228.82	0.00	671.18	82.79
GROUP INSURANCE	10-10-5400-060	9,100.00	719.72	8,299.63	0.00	800.37	91.20
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	444.11	4,874.39	0.00	1,225.61	79.90
TELEPHONE	10-10-5400-110	800.00	43.75	437.49	0.00	362.51	54.68
TRAVEL & TRAINING	10-10-5400-140	2,500.00	697.35	2,432.58	0.00	67.42	97.30
M & R EQUIPMENT	10-10-5400-160	4,700.00	0.00	0.00	0.00	4,700.00	0.00
M&R AUTO	10-10-5400-170	700.00	33.23	616.29	0.00	83.71	88.04
AUTO SUPPLIES	10-10-5400-310	1,100.00	41.30	953.81	0.00	146.19	86.71
DEPARTMENT SUPPLIES	10-10-5400-330	800.00	0.00	603.42	0.00	196.58	75.42
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	575.00	0.00	675.00	46.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	0.00	755.00	0.00	-55.00	107.85
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	6,041.28	64,996.42	0.00	17,203.58	79.07

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Period Ending: April 30, 2016
10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	4,016.40	45,641.03	0.00	8,158.97	84.83
FICA EXPENSE	10-20-5550-050	4,200.00	307.25	3,494.71	0.00	705.29	83.20
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	719.72	8,082.51	0.00	1,017.49	88.81
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	472.74	5,277.53	0.00	1,222.47	81.19
TELEPHONE	10-20-5550-110	700.00	553.02	553.02	0.00	146.98	79.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	203.29	0.00	296.71	40.65
AUTO SUPPLIES	10-20-5550-310	3,800.00	100.37	2,118.95	0.00	1,681.05	55.76
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	270.48	0.00	1,729.52	13.52
UNIFORMS	10-20-5550-360	500.00	0.00	252.94	0.00	247.06	50.58
STORMWATER PROGRAM	10-20-5550-370	4,500.00	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	-5,961.90	0.00	-2,038.10	74.52
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	6,169.50	59,932.56	0.00	26,167.44	69.60

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10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	8,189.67	92,637.44	0.00	16,462.56	84.91
FICA EXPENSE	10-20-5600-050	8,400.00	626.50	7,087.00	0.00	1,313.00	84.36
GROUP INSURANCE	10-20-5600-060	18,800.00	2,159.19	23,539.44	0.00	-4,739.44	125.21
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	963.92	10,586.04	0.00	2,613.96	80.19
TRAVEL & TRAINING	10-20-5600-140	1,800.00	0.00	2,012.20	0.00	-212.20	111.78
M & R EQUIPMENT	10-20-5600-160	2,000.00	519.02	1,486.09	0.00	513.91	74.30
M & R TRUCKS	10-20-5600-170	3,500.00	0.00	3,270.89	0.00	229.11	93.45
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	719.85	4,771.68	0.00	4,728.32	50.22
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	475.05	4,297.45	0.00	1,202.55	78.13
UNIFORMS	10-20-5600-360	2,000.00	127.24	1,595.45	0.00	404.55	79.77
CONTRACT SERVICE	10-20-5600-450	14,000.00	0.00	2,798.00	0.00	11,202.00	19.98
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-17,398.80	0.00	-5,801.20	74.99
CAPITAL OUTLAY	10-20-5600-730	1,077,800.00	6,029.69	69,046.50	0.00	1,008,753.50	6.40
STREET LIGHTING	10-20-5600-740	23,500.00	1,841.57	19,147.04	0.00	4,352.96	81.47
DEBT PAYMENT	10-20-5600-900	0.00	-3,464.70	0.00	0.00	0.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		1,265,900.00	18,187.00	224,876.42	0.00	1,041,023.58	17.76

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10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	267.25	2,759.31	0.00	1,240.69	68.98
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	58.82	0.00	16,941.18	0.34
PATCHING	10-20-5700-760	4,000.00	0.00	588.22	0.00	3,411.78	14.70
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	319.40	1,104.20	0.00	895.80	55.21
TOTAL DEPT: (5700) POWELL BILL		56,000.00	586.65	7,365.55	0.00	48,634.45	13.15

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,469.44	27,939.63	0.00	13,860.37	66.84
CONTRACT SERVICES	10-30-5800-040	15,000.00	870.00	12,450.00	0.00	2,550.00	83.00
FICA EXPENSE	10-30-5800-050	3,300.00	188.91	2,137.38	0.00	1,162.62	64.76
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	719.72	8,331.53	0.00	3,768.47	68.85
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	290.66	3,230.46	0.00	769.54	80.76
TELEPHONE	10-30-5800-110	750.00	43.75	438.89	0.00	311.11	58.51
UTILITIES	10-30-5800-130	500.00	41.00	426.67	0.00	73.33	85.33
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	7,000.00	0.00	6,080.83	0.00	919.17	86.86
AUTO SUPPLIES	10-30-5800-310	5,000.00	167.76	2,603.92	0.00	2,396.08	52.07
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	329.35	862.41	0.00	3,137.59	21.56
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	1,098.30	9,817.86	0.00	2,682.14	78.54
TIPPING FEES	10-30-5800-550	12,000.00	292.83	7,309.28	0.00	4,690.72	60.91
TOTAL DEPT: (5800) SANITATION		119,100.00	6,511.72	81,828.81	0.00	37,271.19	68.70

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Uncumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	264.62	759.67	0.00	240.33	75.96
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		1,000.00	264.62	759.67	0.00	240.33	75.96

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2016
10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (00000)							
Landcare - Hemlocks	10-80-6190-452	20,000.00	0.00	9,896.97	0.00	10,103.03	49.48
TOTAL DEPT: (00000)		20,000.00	0.00	9,896.97	0.00	10,103.03	49.48

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2016
10 GENERAL FUND

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		7,500.00	0.00	0.00	0.00	7,500.00	0.00
TOTAL FUND: (10) GENERAL FUND		2,544,193.00	98,183.65	1,095,996.77	0.00	1,448,196.23	43.07

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TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2016
30 WATER FUND

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(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	4,650.60	18,588.92	1,411.08	92.94
WATER SALES	30-91-3500-500	140,000.00	8,482.06	104,839.78	35,160.22	74.88
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,500.47	136,884.36	23,115.64	85.55
BILLING FEE REVENUE	30-91-3500-800	1,000.00	86.45	907.47	92.53	90.74
WATER TAPS	30-91-3505-500	2,000.00	0.00	900.00	1,100.00	45.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	0.00	650.00	350.00	65.00
SERVICE CHARGE REVENUE	30-91-3515-500	0.00	0.00	-25.00	25.00	0.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	5,334.03	139,098.67	-139,098.67	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	19.70	112.01	387.99	22.40
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	200.00	200.00	-200.00	0.00
LATE FEES	30-91-3815-800	2,000.00	-453.99	2,509.64	-509.64	125.48
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-19.30	19.30	0.00
TOTAL FUND REVENUE:		327,000.00	31,819.32	407,721.55	-80,721.55	124.68
TOTAL REVENUE:		2,871,193.00	132,655.01	1,972,106.49	899,086.51	68.68%

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30 WATER FUND

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	1,310.00	1,986.00	0.00	6,514.00	23.36
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	192.76	1,982.23	0.00	1,017.77	66.07
TELEPHONE	30-91-8100-110	2,500.00	167.71	1,546.55	0.00	953.45	61.86
UTILITIES	30-91-8100-130	30,000.00	2,596.31	25,805.50	0.00	4,194.50	86.01
TRAVEL & TRAINING	30-91-8100-140	2,000.00	50.00	829.00	0.00	1,171.00	41.45
M & R WELLS	30-91-8100-150	28,000.00	0.00	8,315.84	0.00	19,684.16	29.69
M & R EQUIPMENT	30-91-8100-160	10,000.00	222.56	6,298.67	0.00	3,701.33	62.98
AUTO SUPPLIES	30-91-8100-310	5,500.00	266.72	2,066.03	0.00	3,433.97	37.56
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	1,228.67	2,735.62	0.00	-235.62	109.42
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	1,478.90	2,728.90	0.00	-2,728.90	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	57,300.60	0.00	19,099.40	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	71,900.00	0.00	0.00	0.00	71,900.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	28,994.83	31,467.51	0.00	52,732.49	37.37
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	36,508.46	144,348.62	0.00	182,651.38	44.14
TOTAL FUND: (30) WATER FUND		327,000.00	36,508.46	144,348.62	0.00	182,651.38	44.14
TOTAL EXPENDITURES		2,871,193.00	134,692.11	1,240,345.39	0.00	1,630,847.61	43.19

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TOWN OF MONTREAT
Revenue Statement
Period Ending: May 31, 2016
10 GENERAL FUND

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(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	-560.41	3,450.05	-2,950.05	690.01
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	3,456.38	941,742.87	10,257.13	98.92
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	187.66	2,115.56	-1,115.56	211.55
LOCAL SALES TAX	10-00-3065-100	345,000.00	23,142.69	285,891.58	59,108.42	82.86
PAYMENT IN LIEU OF TAXES	10-00-3070-100	2,000.00	0.00	0.00	2,000.00	0.00
PY DMV TAXES	10-00-3104-100	100.00	0.00	0.00	100.00	0.00
CY DMV TAXES	10-00-3194-100	11,300.00	1,183.09	12,111.03	-811.03	107.17
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	50,085.86	4,914.14	91.06
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	115.30	355.06	144.94	71.01
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	2,528.37	471.63	84.27
GRANT PROCEEDS - FEDERAL	10-10-3310-300	700,000.00	0.00	0.00	700,000.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	300.00	400.00	9,600.00	4.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	1,150.00	2,150.00	-2,150.00	0.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	0.00	104,430.75	-104,430.75	0.00
GRANT PROCEEDS-NC-PARTF GREEN	10-80-3340-451	0.00	0.00	11,516.00	-11,516.00	0.00
Landcare - Grants - Hemlock	10-80-3340-452	10,000.00	0.00	14,000.00	-4,000.00	140.00
GRANT PROCEEDS - NCDPS/FEMA 2	10-10-3341-013	0.00	0.00	26,023.91	-26,023.91	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	4.00	20.87	179.13	10.43
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	688.00	32,557.21	12,442.79	72.34
SANITATION FEES	10-10-3435-400	10,000.00	157.00	6,147.09	3,852.91	61.47
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	45,558.00	4,442.00	91.11
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	0.00	1,063.49	936.51	53.17
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	0.00	163.05	36.95	81.52
MISC REVENUE	10-00-3815-800	1,000.00	0.00	238.12	761.88	23.81
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
INSURANCE RECOVERY PROCEEDS	10-00-3850-800	10,018.00	0.00	10,018.57	-0.57	100.00

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TOWN OF MONTREAT
Revenue Statement
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10 GENERAL FUND

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(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Percent To Date	Collected %
FUND BALANCE APPROPRIATED	10-00-3905-900	443,075.00	0.00	0.00	443,075.00	0.00
POWELL BILL FUND BALANCE APP.	10-20-3925-900	15,800.00	0.00	0.00	15,800.00	0.00
TOTAL FUND REVENUE:		2,714,193.00	29,823.71	1,594,208.65	1,119,984.35	58.73

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TOWN OF MONTREAT
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	249,700.00	5,250.00	67,321.97	0.00	182,378.03	26.96
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	2,300.00	0.00	2,230.00	0.00	70.00	96.95
ADVERTISING	10-00-4100-260	2,800.00	0.00	189.87	0.00	2,610.13	6.78
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	90.84	1,822.99	0.00	677.01	72.92
SALARY CONTINGENCY	10-00-4100-332	13,000.00	0.00	0.00	0.00	13,000.00	0.00
CONTRACT SERVICES	10-00-4100-450	6,900.00	0.00	6,843.37	0.00	56.63	99.17
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-10,208.40	0.00	-3,391.60	75.06
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		274,700.00	5,340.84	73,819.68	0.00	200,880.32	26.87

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	15,360.76	150,030.08	0.00	31,069.92	82.84
FICA EXPENSE	10-00-4200-050	13,900.00	1,182.75	11,563.17	0.00	2,336.83	83.18
GROUP INSURANCE	10-00-4200-060	26,500.00	2,208.27	21,799.11	0.00	4,700.89	82.26
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,810.20	17,443.56	0.00	5,956.44	74.54
POSTAGE	10-00-4200-100	2,200.00	60.00	937.62	0.00	1,262.38	42.61
TELEPHONE	10-00-4200-110	8,400.00	159.25	4,534.56	0.00	3,865.44	53.98
TRAVEL & TRAINING	10-00-4200-140	3,400.00	299.03	3,213.37	0.00	186.63	94.51
M & R EQUIPMENT	10-00-4200-160	24,400.00	0.00	20,722.55	0.00	3,677.45	84.92
ADVERTISING	10-00-4200-260	1,800.00	0.00	994.26	0.00	805.74	55.23
OFFICE EXPENSE	10-00-4200-320	3,000.00	47.85	1,945.32	0.00	1,054.68	64.84
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	269.53	0.00	730.47	26.95
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	8.47	956.96	0.00	443.04	68.35
CONTRACT SERVICES	10-00-4200-450	21,500.00	92.30	20,623.66	0.00	876.34	95.92
INDIRECT COST ALLOCATI	10-00-4200-480	-24,400.00	0.00	-19,814.70	0.00	-4,585.30	81.20
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	0.00	3,082.00	0.00	18.00	99.41
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		291,200.00	21,228.88	238,301.05	0.00	52,898.95	81.83

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,500.00	0.00	2,452.56	0.00	1,047.44	70.07
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	125.00	1,213.98	0.00	1,286.02	48.55
M & R EQUIPMENT	10-00-5000-160	5,200.00	346.90	3,274.85	0.00	1,925.15	62.97
DEPARTMENT SUPPLIES	10-00-5000-330	1,200.00	203.28	203.28	0.00	996.72	16.94
INDIRECT COST ALLOCATI	10-00-5000-480	-5,200.00	0.00	-3,916.80	0.00	-1,283.20	75.32
INSURANCE	10-00-5000-540	36,100.00	0.00	35,639.77	0.00	460.23	98.72
CAPITAL OUTLAY	10-00-5000-730	96,650.00	2,671.64	10,296.64	0.00	86,353.36	10.65
TOTAL DEPT: (5000) PUBLIC BUILDINGS		139,950.00	3,346.82	49,164.28	0.00	90,785.72	35.12

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	18,604.28	214,927.64	0.00	13,072.36	94.26
FICA EXPENSE	10-10-5100-050	17,500.00	1,414.89	16,360.35	0.00	1,139.65	93.48
GROUP INSURANCE	10-10-5100-060	39,700.00	3,598.64	43,528.49	0.00	-3,828.49	109.64
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,119.39	24,311.99	0.00	4,188.01	85.30
TELEPHONE	10-10-5100-110	2,000.00	61.26	1,779.90	0.00	220.10	88.99
TRAVEL & TRAINING	10-10-5100-140	500.00	78.75	298.55	0.00	201.45	59.71
M & R EQUIPMENT	10-10-5100-160	4,000.00	0.00	2,107.47	0.00	1,892.53	52.68
M & R AUTO	10-10-5100-170	14,018.00	150.00	11,892.36	0.00	2,125.64	84.83
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	293.95	433.95	0.00	66.05	86.79
AUTO SUPPLIES (GAS, OI	10-10-5100-310	15,000.00	4,199.29	9,539.45	0.00	5,460.55	63.59
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	322.00	0.00	678.00	32.20
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	461.46	1,443.68	0.00	656.32	68.74
UNIFORMS	10-10-5100-360	1,700.00	550.60	1,228.96	0.00	471.04	72.29
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	50.00	50.00	0.00	250.00	16.66
CAPITAL OUTLAY	10-10-5100-730	4,925.00	761.69	4,841.31	0.00	83.69	98.30
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		378,943.00	32,344.20	347,316.10	0.00	31,626.90	91.65

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DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	49,800.00	4,055.56	46,223.55	0.00	3,576.45	92.81
FICA EXPENSE	10-10-5400-050	3,900.00	310.25	3,539.07	0.00	360.93	90.74
GROUP INSURANCE	10-10-5400-060	9,100.00	719.72	9,019.35	0.00	80.65	99.11
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	474.16	5,348.55	0.00	751.45	87.68
TELEPHONE	10-10-5400-110	800.00	43.75	481.24	0.00	318.76	60.15
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	2,432.58	0.00	67.42	97.30
M & R EQUIPMENT	10-10-5400-160	4,600.00	1,605.00	1,605.00	0.00	2,995.00	34.89
M&R AUTO	10-10-5400-170	700.00	30.00	646.29	0.00	53.71	92.32
AUTO SUPPLIES	10-10-5400-310	1,100.00	64.73	1,018.54	0.00	81.46	92.59
DEPARTMENT SUPPLIES	10-10-5400-330	800.00	0.00	603.42	0.00	196.58	75.42
PLANNING BOARD	10-10-5400-331	250.00	0.00	0.00	0.00	250.00	0.00
BOARD OF ADJUSTMENT	10-10-5400-332	250.00	0.00	52.00	0.00	198.00	20.80
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	300.00	875.00	0.00	375.00	70.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	800.00	0.00	755.00	0.00	45.00	94.37
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	7,603.17	72,599.59	0.00	9,600.41	88.32

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DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	4,260.80	49,901.83	0.00	3,898.17	92.75
FICA EXPENSE	10-20-5550-050	4,200.00	325.94	3,820.65	0.00	379.35	90.96
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	719.72	8,802.23	0.00	297.77	96.72
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	497.95	5,775.48	0.00	724.52	88.85
TELEPHONE	10-20-5550-110	700.00	0.00	553.02	0.00	146.98	79.00
TRAVEL & TRAINING	10-20-5550-140	200.00	0.00	0.00	0.00	200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	203.29	0.00	296.71	40.65
AUTO SUPPLIES	10-20-5550-310	3,800.00	152.92	2,271.87	0.00	1,528.13	59.78
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	347.63	618.11	0.00	1,381.89	30.90
UNIFORMS	10-20-5550-360	500.00	139.05	391.99	0.00	108.01	78.39
STORMWATER PROGRAM	10-20-5550-370	4,500.00	60.00	60.00	0.00	4,440.00	1.33
INDIRECT COST ALLOCATI	10-20-5550-480	-8,000.00	0.00	-5,961.90	0.00	-2,038.10	74.52
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		86,100.00	6,504.01	66,436.57	0.00	19,663.43	77.16

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DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	109,100.00	5,294.25	97,931.69	0.00	11,168.31	89.76
FICA EXPENSE	10-20-5600-050	8,400.00	405.02	7,492.02	0.00	907.98	89.19
GROUP INSURANCE	10-20-5600-060	18,800.00	2,159.19	25,698.63	0.00	-6,898.63	136.69
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	618.73	11,204.77	0.00	1,995.23	84.88
TRAVEL & TRAINING	10-20-5600-140	2,100.00	0.00	2,012.20	0.00	87.80	95.81
M & R EQUIPMENT	10-20-5600-160	3,000.00	1,262.90	2,748.99	0.00	251.01	91.63
M & R TRUCKS	10-20-5600-170	4,000.00	368.60	3,639.49	0.00	360.51	90.98
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,200.00	179.66	4,951.34	0.00	4,248.66	53.81
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	314.70	4,612.15	0.00	887.85	83.85
UNIFORMS	10-20-5600-360	2,000.00	407.60	2,003.05	0.00	-3.05	100.15
CONTRACT SERVICE	10-20-5600-450	14,000.00	775.00	3,573.00	0.00	10,427.00	25.52
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-17,398.80	0.00	-5,801.20	74.99
CAPITAL OUTLAY	10-20-5600-730	1,067,900.00	4,032.26	73,078.76	0.00	994,821.24	6.84
STREET LIGHTING	10-20-5600-740	23,500.00	0.00	19,147.04	0.00	4,352.96	81.47
DEBT PAYMENT	10-20-5600-900	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		1,257,500.00	15,817.91	240,694.33	0.00	1,016,805.67	19.14

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DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	1,855.00	0.00	1,145.00	61.83
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	2,759.31	0.00	1,240.69	68.98
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	58.82	0.00	16,941.18	0.34
PATCHING	10-20-5700-760	4,000.00	199.55	787.77	0.00	3,212.23	19.69
SURVEYS/MAPS	10-20-5700-765	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00
REPAVING/WIDENING	10-20-5700-770	24,000.00	0.00	0.00	0.00	24,000.00	0.00
SNOW REMOVAL	10-20-5700-775	2,000.00	0.00	1,104.20	0.00	895.80	55.21
TOTAL DEPT: (5700) POWELL BILL		56,000.00	199.55	7,565.10	0.00	48,434.90	13.50

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DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	41,800.00	2,619.62	30,559.25	0.00	11,240.75	73.10
CONTRACT SERVICES	10-30-5800-040	15,000.00	0.00	12,450.00	0.00	2,550.00	83.00
FICA EXPENSE	10-30-5800-050	3,300.00	200.40	2,337.78	0.00	962.22	70.84
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	719.72	9,051.25	0.00	3,048.75	74.80
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	306.16	3,536.62	0.00	463.38	88.41
TELEPHONE	10-30-5800-110	750.00	43.75	482.64	0.00	267.36	64.35
UTILITIES	10-30-5800-130	500.00	0.00	426.67	0.00	73.33	85.33
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	7,000.00	0.00	6,080.83	0.00	919.17	86.86
AUTO SUPPLIES	10-30-5800-310	5,000.00	78.73	2,682.65	0.00	2,317.35	53.65
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	0.00	862.41	0.00	3,137.59	21.56
UNIFORMS	10-30-5800-360	750.00	0.00	199.95	0.00	550.05	26.66
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	950.37	10,768.23	0.00	1,731.77	86.14
TIPPING FEES	10-30-5800-550	12,000.00	604.15	7,913.43	0.00	4,086.57	65.94
TOTAL DEPT: (5800) SANITATION		119,100.00	5,522.90	87,351.71	0.00	31,748.29	73.34

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DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	1,000.00	208.70	968.37	0.00	31.63	96.83
Landcare - Hemlocks	10-80-6190-452	20,000.00	80.00	9,976.97	0.00	10,023.03	49.88
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
CAPITAL OUTLAY	10-80-6190-730	2,500.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		28,500.00	288.70	10,945.34	0.00	17,554.66	38.40
TOTAL FUND: (10) GENERAL FUND		2,714,193.00	98,196.98	1,194,193.75	0.00	1,519,999.25	43.99

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	18,588.92	1,411.08	92.94
WATER SALES	30-91-3500-500	140,000.00	-572.24	104,267.54	35,732.46	74.47
WATER ACCESS FEES	30-91-3500-600	160,000.00	0.00	136,884.36	23,115.64	85.55
BILLING FEE REVENUE	30-91-3500-800	1,000.00	0.00	907.47	92.53	90.74
WATER TAPS	30-91-3505-500	2,000.00	0.00	900.00	1,100.00	45.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	100.00	750.00	250.00	75.00
SERVICE CHARGE REVENUE	30-91-3515-500	0.00	0.00	-25.00	25.00	0.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	644.07	139,742.74	-139,742.74	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	0.00	112.01	387.99	22.40
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
INSURANCE REIMBURSEMENT	30-91-3810-900	0.00	0.00	3,075.00	-3,075.00	0.00
RECONNECT FEES	30-91-3815-700	0.00	0.00	200.00	-200.00	0.00
LATE FEES	30-91-3815-800	2,000.00	0.00	2,509.64	-509.64	125.48
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	-19.30	19.30	0.00
TOTAL FUND REVENUE:		327,000.00	171.83	407,893.38	-80,893.38	124.73
TOTAL REVENUE:		3,041,193.00	29,995.54	2,002,102.03	1,039,090.97	65.83%

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DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	60.00	2,046.00	0.00	6,454.00	24.07
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	0.00	1,982.23	0.00	1,017.77	66.07
TELEPHONE	30-91-8100-110	2,500.00	43.75	1,590.30	0.00	909.70	63.61
UTILITIES	30-91-8100-130	30,000.00	0.00	25,805.50	0.00	4,194.50	86.01
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	829.00	0.00	1,171.00	41.45
M & R WELLS	30-91-8100-150	28,000.00	435.42	8,751.26	0.00	19,248.74	31.25
M & R EQUIPMENT	30-91-8100-160	10,000.00	40.00	6,338.67	0.00	3,661.33	63.38
AUTO SUPPLIES	30-91-8100-310	5,000.00	317.94	2,383.97	0.00	2,616.03	47.67
DEPARTMENT SUPPLIES	30-91-8100-330	3,000.00	0.00	2,735.62	0.00	264.38	91.18
SPECIAL ASSESSMENTS EX	30-91-8100-340	2,800.00	0.00	2,728.90	0.00	71.10	97.46
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	57,300.60	0.00	19,099.40	75.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,286.17	0.00	713.83	64.30
CAPITAL OUTLAY	30-91-8100-730	69,100.00	0.00	0.00	0.00	69,100.00	0.00
DEBT PAYMENT	30-91-8100-900	84,200.00	36,700.00	68,167.51	0.00	16,032.49	80.95
TOTAL DEPT: (8100) WATER DEPARTMENT		327,000.00	37,597.11	181,945.73	0.00	145,054.27	55.64
TOTAL FUND: (30) WATER FUND		327,000.00	37,597.11	181,945.73	0.00	145,054.27	55.64
TOTAL EXPENDITURES		3,041,193.00	135,794.09	1,376,139.48	0.00	1,665,053.52	45.25

**Town of Montreat
May 2016 Zoning & Building Inspections Report**

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Kennington	Scott	414 South Carolina Terrace	N/A	5166	5/5/2016	Residential - Bathroom & Kitchen Remodel
Dennis	Mary	307 North Carolina Terrace	N/A	5167	5/16/2016	Mechanical - Change Out
Montreat College		400-B Assembly Circle	N/A	5168	5/17/2016	Commercial Repairs
Montreat College		400-B Assembly Circle	N/A	5169	5/17/2016	Commercial Re-Roof
Montreat College		319 Missouri Road	N/A	5170	5/19/2016	Mechanical - Change Out
Craig	Ben	John Knox Road	N/A	5171	5/19/2016	Residential - Rockery Walls/Parking
Montreat College		319 Missouri Road	N/A	5172	5/24/2016	Electrical-Elevator Rehab.

ZONING ACTIVITY

Zoning Permit Applications: None
Variance/Interpretation Requests: None
Conditional Use Requests: None
Permit Extensions Requested: None
Sign Permit Applications: None
Violations Reported: None

BUILDING INSPECTIONS

Building Permit Applications: 7
Building Inspections Requested: 24
Re-inspections Requested/Required: 2
Fire Inspections Requested/Required: None
Fire Permit Applications: None

Totals

Approved Zoning Permits: None
Denied Zoning Permits: None
Pending Zoning Permits: 1
Variance/Interpretation Granted: None
Conditional Use Permits Granted: None
Permit Extensions Granted: None
Sign Permits Issued: None
Notice of Violation (NOV): None

Totals

Building Permits Issued: 7
Pending Building Permits: None
Building Inspections Performed: 26
***Stop Work Order Issued:** 1
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: None
Fire Re-Inspections Performed: None
Fire Permits Issued: None

Basic Violations Report

Report for 05/01/2016 to 05/31/2016

Report Date 06/01/2016

Next Inspect: //	Location: 319 MISSOURI ROAD	ID: 200088-V000027	
Type: STOP WORK ORDER	How Received: PHONE CALL	Last Inspect: 05/17/2016	Who: DEC
Violation #: V2013-0026	Status: COMPLIANCE		
Date Entered: 05/17/2016	First Letter Date: //	Citation Date: //	Comply Date: 05/24/2016

Combo Basic Report

Permits for 05/01/2016 to 05/31/2016

Report Date 06/01/2016

Source: Building Permit: U2012-5166 Date Issued: 05/05/2016 Permit Expires: 11/05/2016 ID:100195-B000623
Applicant: ROBERT SCOTT KENNINGTON Location: 414 SOUTH CAROLINA TER
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME/RENTAL Cost Est: 13000
Property Owner: ROBERT SCOTT KENNINGTON PIN: 072007933500000

Source: Mechanical Permit: U2012-5167 Date Issued: 05/16/2016 Permit Expires: 05/16/2017 ID:100233-M000246
Applicant: GENTRY HEATING INC.: NASH JAME Location: 307 NORTH CAROLINA TER
Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: MARY J K DENNIS PIN: 071096081500000

Source: Building Permit: U2012-5168 Date Issued: 05/17/2016 Permit Expires: 11/17/2016 ID:200075-B000624
Applicant: H & M CONSTRUCTORS, INC.: CANN Location: 400-B ASSEMBLY CIRCLE
Permit Type: COMM. REPAIRS Structure: HOWERTON DORMITORY Cost Est: 88307
Property Owner: MONTREAT COLLEGE PIN: 072006828000000-HWRTND

Source: Building Permit: U2012-5169 Date Issued: 05/17/2016 Permit Expires: 11/17/2016 ID:200075-B000625
Applicant: WNC ROOFING, LLC: ROSS SEAN MI Location: 400-B ASSEMBLY CIRCLE
Permit Type: COMMERCIAL REROOF Structure: HOWERTON DORMITORY Cost Est: 117240
Property Owner: MONTREAT COLLEGE PIN: 072006828000000-HWRTND

Source: Mechanical Permit: U2012-5170 Date Issued: 05/19/2016 Permit Expires: 05/19/2017 ID:200088-M000247
Applicant: HAYNES HEATING & COOLING: Location: 319 MISSOURI ROAD
Permit Type: CHANGE OUT Structure: ANDERSON DORMITORY Cost Est: 0
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-AND.

Source: Building Permit: U2012-5171 Date Issued: 05/19/2016 Permit Expires: 05/19/2017 ID:100359-B000626
Applicant: BEN T CRAIG JR. Location: JOHN KNOX RD
Permit Type: RETAINING WALL Structure: EXISTING HOME Cost Est: 8000
Property Owner: BEN T CRAIG JR PIN: 071055740300000

Source: Electrical Permit: U2012-5172 Date Issued: 05/24/2016 Permit Expires: 11/24/2016 ID:200088-E000128
Applicant: JENN ELECTRIC COMPANY: WAYNE Location: 319 MISSOURI ROAD
Permit Type: ELEVATOR DRIVE Structure: DORMITORY Cost Est: 0
Property Owner: MONTREAT COLLEGE PIN: 072006725100000-AND.

Fee Detail Subsort Report

Report for 04/01/2016 to 05/31/2016

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5157	04/01/2016	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Mechanical	U2012-5158	04/04/2016	GAS	GAS	23552951	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5159	04/08/2016	CHANGE OUT	MECHANICAL	23621184	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5163	04/18/2016	SERVICE	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5164	04/19/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5165	04/19/2016	RES.	ELECTRICAL	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	HR FUND	23807591	\$10.00	
Building	U2012-5165	04/19/2016	RES.	PLUMBING	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	PERMIT	23807591	\$88.20	
Item Count	4				Fee Totals	\$298.20	
Building	U2012-5166	05/05/2016	RES.	HR FUND		\$10.00	
Building	U2012-5166	05/05/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PERMIT		\$78.00	
Item Count	4				Fee Totals	\$288.00	
Mechanical	U2012-5167	05/16/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	COMM. REPAIRS		\$990.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	ADJUSTMENT		\$-107.00	
Item Count	2				Fee Totals	\$883.00	
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	MECHANICAL	24370710	\$100.00	
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	ELECTRICAL	24370710	\$100.00	
Item Count	2				Fee Totals	\$200.00	
Building	U2012-5171	05/19/2016	RETAINING	PERMIT		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Electrical	U2012-5172	05/24/2016	ELEVATOR	ELECTRICAL		\$200.00	

Fee Detail Subsort Report

Report for 04/01/2016 to 05/31/2016

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1				Fee Totals	\$200.00	
Item Count	20				Fee Totals	\$2,744.20	

Fee Detail Subsort Report

Report for 04/01/2015 to 05/31/2015

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5052	04/06/2015	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Project	U2012-5053	04/10/2015	RESIDENTIAL	RES. GRADING		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Plumbing	U2012-5054	04/14/2015	REPLACE WATER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	BUILDING		\$144.00	
Building	U2012-5055	04/23/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$244.00	
Building	U2012-5056	04/24/2015	DECK ADDITION	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5057	04/27/2015	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5058	05/01/2015	RES.	PERMIT		\$156.00	
Building	U2012-5058	05/01/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5058	05/01/2015	RES.	PLUMBING		\$100.00	
Item Count	3				Fee Totals	\$356.00	
Mechanical	U2012-5059	05/01/2015	ADD OR EXT.	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5060	05/01/2015	RES. REPAIRS	RES. REPAIRS		\$57.00	
Item Count	1				Fee Totals	\$57.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	CERT OF OCC		\$60.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	MECHANICAL		\$200.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	ELECTRICAL		\$200.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	DRIVEWAY		\$100.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	ADJUSTMENT		\$-25.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	PLUMBING		\$200.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	GAS		\$100.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	HR FUND		\$10.00	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	HEATED AREA		\$1,347.98	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	CONCRETE		\$16.13	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	COVERED		\$93.24	
Building	U2012-5061	05/04/2015	SINGLE FAMILY	OPEN DECK		\$13.99	

Fee Detail Subsort Report

Report for 04/01/2015 to 05/31/2015

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count 12						Fee Totals	\$2,316.34
Building	U2012-5062	05/07/2015	RETAINING	ENG. RETAINING		\$300.00	
Item Count 1						Fee Totals	\$300.00
Plumbing	U2012-5063	05/08/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count 1						Fee Totals	\$100.00
Plumbing	U2012-5064	05/08/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count 1						Fee Totals	\$100.00
Building	U2012-5065	05/11/2015	RES. REPAIRS	PLUMBING		\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	RES. REPAIRS		\$222.00	
Building	U2012-5065	05/11/2015	RES. REPAIRS	MECHANICAL		\$100.00	
Item Count 4						Fee Totals	\$522.00
Building	U2012-5066	05/12/2015	ACCESSORY	RELOCATION		\$54.00	
Building	U2012-5066	05/12/2015	ACCESSORY	ELECTRICAL		\$100.00	
Item Count 2						Fee Totals	\$154.00
Mechanical	U2012-5067	05/12/2015	INSTALL E.R.V.	MECHANICAL		\$100.00	
Item Count 1						Fee Totals	\$100.00
Electrical	U2012-5068	05/21/2015	REPAIR	ELECTRICAL		\$100.00	
Item Count 1						Fee Totals	\$100.00
Mechanical	U2012-5069	05/21/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count 1						Fee Totals	\$100.00
Item Count 36						Fee Totals	\$5,074.34

Fee Detail Subsort Report

Report for 04/01/2014 to 05/31/2014

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4931-M	04/11/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-4952	04/01/2014	RES.	PERMIT		\$186.00	
Building	U2012-4952	04/01/2014	RES.	MECHANICAL		\$200.00	
Item Count	2				Fee Totals	\$386.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	PLUMBING		\$200.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	RES. REPAIRS		\$300.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	ELECTRICAL		\$200.00	
Building	U2012-4953	04/01/2014	RES. REPAIRS	CERT OF OCC		\$60.00	
Item Count	4				Fee Totals	\$760.00	
Building	U2012-4954	04/01/2014	RES. REPAIRS	RES. REPAIRS		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Building	U2012-4955	04/04/2014	RES.	PERMIT		\$51.00	
Item Count	1				Fee Totals	\$51.00	
Building	U2012-4956	04/07/2014	RES.	PERMIT		\$288.00	
Building	U2012-4956	04/07/2014	RES.	HR FUND		\$10.00	
Building	U2012-4956	04/07/2014	RES.	PLUMBING		\$200.00	
Building	U2012-4956	04/07/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-4956	04/07/2014	RES.	ELECTRICAL		\$200.00	
Item Count	5				Fee Totals	\$798.00	
Mechanical	U2012-4957	04/08/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-4958	04/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
Mechanical	U2012-4958	04/10/2014	CHANGE OUT	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$200.00	
Building	U2012-4960	04/17/2014	RES.	ELECTRICAL		\$100.00	
Building	U2012-4960	04/17/2014	RES.	PERMIT		\$132.00	
Item Count	2				Fee Totals	\$232.00	
Building	U2012-4961	04/29/2014	COMM. REPAIRS	COMM. REPAIRS		\$380.00	
Building	U2012-4961	04/29/2014	COMM. REPAIRS	ADJUSTMENT		\$-80.00	
Item Count	2				Fee Totals	\$300.00	
Mechanical	U2012-4962	04/30/2014	NEW	ELECTRICAL		\$200.00	
Mechanical	U2012-4962	04/30/2014	NEW	MECHANICAL		\$100.00	

Fee Detail Subsort Report

Report for 04/01/2014 to 05/31/2014

Sorted by Permit Number

Report Date 06/01/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	2					Fee Totals	\$300.00
Building	U2012-4963	05/12/2014	COMMERCIAL	COMM.		11,723.87	
Building	U2012-4963	05/12/2014	COMMERCIAL	ELECTRICAL		\$200.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	PLUMBING		\$200.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	MECHANICAL		\$200.00	
Building	U2012-4963	05/12/2014	COMMERCIAL	CERT OF OCC		\$150.00	
Item Count	5					Fee Totals	\$12,473.87
Electrical	U2012-4964	05/12/2014	REPAIR	ELECTRICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-4966	05/20/2014	RES.	ADJUSTMENT		\$14.04	
Building	U2012-4966	05/20/2014	RES.	PERMIT		\$35.96	
Building	U2012-4966	05/20/2014	RES.	ELECTRICAL		\$100.00	
Item Count	3					Fee Totals	\$150.00
Mechanical	U2012-4968	05/22/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1					Fee Totals	\$100.00
Plumbing	U2012-4969	05/23/2014	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1					Fee Totals	\$100.00
Building	U2012-4970	05/23/2014	COMMERCIAL	COMMERCIAL		\$300.00	
Item Count	1					Fee Totals	\$300.00
Plumbing	U2012-4971	05/23/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1					Fee Totals	\$100.00
Item Count	36					Fee Totals	\$16,700.87

Last Inspect Records

Report for 05/01/2016 to 05/31/2016

Report Date 06/01/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	PLUMBING R.I.	Building	05/03/2016	_3:00 PM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	WTR. SERV/SEWER	Building	05/04/2016	_3:30 PM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	PARTIAL	Building	05/04/2016	_4:00 PM	APPROVED	//	DEC
U2012-5147	435 KENTUCKY RD	EWING &	RES.	ELECTRICAL	Building	05/17/2016	09:30 AM	APPROVED	//	DEC
U2012-5147	435 KENTUCKY RD	EWING &	RES.	PLUMBING FINAL	Building	05/17/2016	10:00 AM	APPROVED	//	DEC
U2012-5147	435 KENTUCKY RD	EWING &	RES.	BUILDING FINAL	Building	05/17/2016	10:15 AM	NOT READY	//	DEC
U2012-5121-B	117 KANAWHA DR	EWING &	RES.	MECH./ELECT.	Building	05/17/2016	_1:30 PM	FAILED	//	DEC
U2012-5121-B	117 KANAWHA DR	EWING &	RES.	PLUMBING FINAL	Building	05/17/2016	_1:50 PM	FAILED	//	DEC
U2012-5121-B	117 KANAWHA DR	EWING &	RES.	BUILDING FINAL	Building	05/17/2016	_2:00 PM	FAILED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	MECHANICAL R.I.	Building	05/17/2016	_4:00 PM	APPROVED	//	DA
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	PORCH POST FTG.	Building	05/19/2016	_1:15 PM	APPROVED	//	DEC
U2012-5171	JOHN KNOX RD	BEN T CRAIG JR.	RETAINING	WALL FOOTINGS	Building	05/19/2016	_3:30 PM	NOT READY	//	DEC
U2012-5171	JOHN KNOX RD	BEN T CRAIG JR.	RETAINING	WALL FOOTINGS	Building	05/20/2016	10:30 AM	*SEE NOTES	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	PLUMBING R.I.	Building	05/23/2016	09:00 AM	FAILED	//	DEC
U2012-5131	310 GAITHER CIRCLE	NORTHSTAR	COMM.	FINAL RE-INSP.	Building	05/23/2016	10:00 AM	APPROVED	//	DEC
U2012-5061	102 KANAWHA DR	AARON VOIGT:	SINGLE FAMILY	CONDITIONAL	Building	05/23/2016	_3:30 PM	APPROVED	//	DEC
U2012-5165	95 KANAWHA DR	CURTIS WHITE	RES.	PLUMBING	Building	05/24/2016	09:40 AM	APPROVED	//	DEC
U2012-5139	176 MISSISSIPPI RD	STAFFORD	RES.	WALKTHRU-FINAL	Building	05/24/2016	11:00 AM	N/A	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	FRAMING	Building	05/24/2016	_4:00 PM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	ELECTRICAL R.I.	Building	05/24/2016	_4:15 PM	FAILED	//	DEC
U2012-5167	307 NORTH CAROLINA	GENTRY HEATING	CHANGE OUT	MECH./ELECT.	Mechanical	05/25/2016	10:00 AM	APPROVED	//	DEC
U2012-5166	414 SOUTH CAROLINA	ROBERT SCOTT	RES.	PLUMBING R.I.	Building	05/25/2016	11:00 AM	FAILED	//	DEC
U2012-5140	523 BIG PINEY RD	ROB ROBINSON	RES.	PART. ELECTRICAL	Building	05/25/2016	11:50 AM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	ELEC. RE-INSPECT	Building	05/26/2016	_1:00 PM	APPROVED	//	DEC
U2012-5149	146 EASTMINSTER	LIVING STONE	RES.	INSULATION	Building	05/26/2016	_1:30 PM	APPROVED	//	DEC
U2012-5159	141 HOLSTON LN	MCNUTT SERVICE	CHANGE OUT	MECH.	Mechanical	05/27/2016	_4:00 PM	APPROVED	//	DEC

Inspection Count 26

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION**

Meeting Date: June 9, 2016

SUBJECT: Sanitation Services Discussion

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: B
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: At the formal request of a Commissioner, this item has been added to the agenda for discussion.

RECOMMENDED MOTION AND REQUESTED ACTIONS: None

FUNDING SOURCE: None

ATTACHMENTS: None

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: None

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION**

Meeting Date: June 9, 2016

SUBJECT: Employee Health Insurance Benefit Renewal

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: A
Department: Administration/Finance
Contact: Ron Nalley/Steve Stackhouse
Presenter: Ron Nalley/Steve Stackhouse

BRIEF SUMMARY: The Town has the option of either renewing its present BlueCross/BlueShield (BCBS) health insurance at an increase of \$6,966.24, or switching to United Health Care (UHC) for a savings of \$7,001.76 – less \$942.48 if new Vision coverage is added to the UHC package. The UHC provider network is different from that for BCBS, and at least one or possibly more employees will be impacted by this. A decision is required at the June regular Board meeting to assure that our employees have coverage on July 1st.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To authorize the Town Administrator and Finance Officer to contract with [*Blue Cross/Blue Shield of North Carolina OR United Health Care*], effective July 1, 2016 for the _____ [*Gold 1500CS OR RV Gold KL-Z/247A*] employee benefit health insurance, and to renew [*vision*] dental, life, and AD&D insurance coverage as proposed, for fiscal year 2016-2017, and for the Town to reimburse employees for the last half of the employee-only deductible.

FUNDING SOURCE: General Fund Budget - Insurance

ATTACHMENTS: Blue Cross/Blue Shield quote, comparison charts and benefit highlights

ADMINISTRATOR’S COMMENTS AND RECOMMENDATIONS: We reviewed options from BCBS, UHC, and the North Carolina League of Municipalities (NCLM). The NCLM plan has improved, but was still not competitive. A renewal of our BCBS with the least possible changes would result in an increase of \$6,541.20, or 5.7% for the health insurance premiums. BCBS Dental would increase \$425.04, or 7.7%. There would be no change to the Life and AD&D insurance coverage. We also investigated UHC as an alternative option. The most closely comparable plan would cost \$7,892.16 less than we are paying now, or a savings of 6.9%. When compared with the BCBS renewal proposal the UHC plan offers a savings of \$14,433.36, or 11%. The UHC Dental would cost a little more (\$890.40), but also offers slightly improved benefits. We are suggesting that if a switch is made to UHC, consideration also be given to adding their Vision plan, which would cost the Town an additional \$942.48. It should be noted, however, that not every primary care provider is a member of the UHC network, and it is possible that some employees might be adversely impacted by this. We are attempting to research this and hope to have more information to report to you.

The UHC proposal would be the most favorable for the Town financially, and the savings would be sufficient to allow us to consider further enrichment of the employee benefit package by adding Vision coverage. However, it does appear as of the time of this writing that at least one employee will be adversely impacted by their primary care physician not being in the UHC network; we are still researching to determine if there are other employees that might be impacted.

The Board will have to weigh the potential cost savings and plan enrichment against the limitations of the UHC network. In any case, a decision between BCBS and UHC will have to be made to assure that our employees have health care coverage July 1st.

To date, we have not had to reimburse any employees this year for the last half of the deductible. We are recommending that we continue this program for the next fiscal year, with the town covering the upper half of the employee deductible.

Town Of Montreat

July 1, 2016 Renewal Options

			Blue Cross Blue Shield NC		UHC
			Gold 1500 CX		RV Gold KL-Z/ 247A Plan Opt 2
			Current	Renewal	
Darrick Allen	27	EE Only	\$394.55	\$412.74	\$634.56
David Arrant	42	EE Only	\$501.66	\$521.84	\$634.56
Armon Blevins	44	EE Only	\$522.85	\$550.19	\$634.56
Phyllis Comrie	60	EE Only	\$1,002.94	\$1,068.88	\$634.56
Clyde Creasmen	60	EE Only	\$1,002.94	\$1,068.88	\$634.56
Barry Creasmen	42	EE Only	\$501.66	\$521.84	\$634.56
David Currie	53	EE Only	\$751.11	\$803.43	\$634.56
Stephen Freeman	53	EE Only	\$751.11	\$803.43	\$634.56
Angela Murphy	40	EE Only	\$486.25	\$503.33	\$634.56
Michael Harrison	50	EE Only	\$657.32	\$703.40	\$634.56
Ronald Nalley	47	EE Only	\$577.95	\$615.57	\$634.56
Stefan Stackhouse	64	EE Only	\$1,137.41	\$1,181.52	\$634.56
Jack Stagge	56	EE Only	\$859.22	\$918.83	\$634.56
Justyn Whitson	27	EE Only	\$394.55	\$412.74	\$634.56
Estimated Monthly Premium			\$9,541.52	\$10,086.62	\$8,883.84
% Change from Current			5.7%		-6.9%
Est. Annual Renewal Premium			\$114,498.24	\$121,039.44	\$106,606.08
Annual Dollar Change			\$6,541.20		(\$7,892.16)
Health Summary of In-Network Benefits					
Health Benefits			Current	Renewal	Plan Opt 2
Deductible			\$1500/\$3000	\$1500/\$3000	\$1500/\$3000
Coinsurance			80%	80%	80%
Out-of-Pocket Max			\$4500/\$9000**	\$4,000/\$8,000**	\$4,500/\$9,000**
Preventive Care			100%	100%	100%
Office Visit Copay			\$25	\$25	\$25
Specialist Copay			\$50	\$50	\$50
Urgent Care			\$75	\$50	\$100
Emergency Room			\$150	\$500	\$200
Inpatient Hospital			20% After Ded	20% After Ded	20% After Ded
Outpatient Services			20% After Ded	20% After Ded	20% After Ded
Prescription Drug Coverage T1A/T1			\$4	\$4	\$10
Prescription Drug Coverage T2			\$35	\$15	\$35
Prescription Drug Coverage T3			\$50	\$35	\$60
Prescription Drug Coverage T4			75%	\$50	\$100
Prescription Drug Coverage T5			N/A	25% up to \$100 Max	N/A

This is not a contract or policy. This outline of coverage is only a summary of benefits. If there are any differences between summary & group policy, provisions in group policy govern. Please refer to the Carrier's Summary of Benefits for a complete listing of in network & out of network benefits.

Town Of Montreat

July 1, 2016 Renewal Options

Rate Information		BCBS Dental		UHC H4879
		Current	Renewal	Opt 1
Employee Only	14	\$32.79	\$35.32	\$38.09
Employee/Spouse	0	\$70.88	\$76.71	\$76.17
Employee/Child(ren)	0	\$73.17	\$78.95	\$76.88
Family	0	\$114.60	\$123.94	\$118.49
Estimated Monthly Premium		\$459.06	\$494.48	\$533.26
% Change from Current		7.7%		16.2%
Est. Annual Renewal Premium		\$5,508.72	\$5,933.76	\$6,399.12
Annual Dollar Change		\$425.04		\$890.40
Dental Summary of In-Network Benefits				
Dental Benefits		Current	Renewal	Renewal
Individual Deductible		\$50	\$50	\$50
Family Deductible		\$150	\$150	\$150
Diagnostic & Preventive Care		100%	100%	100%
Basic Care		80% After Ded	80% After Ded	80% After Ded
Endodontic Services		80% After Ded	80% After Ded	80% After Ded
Periodontic Services		50% After Ded	50% After Ded	80% After Ded
Major Care		50% After Ded	50% After Ded	50% After Ded
Benefit Period Maximum		\$1,000	\$1,000	\$1,000

This is not a contract or policy. This outline of coverage is only a summary of benefits. If there are any differences between summary & group policy, provisions in group policy govern. Please refer to the Carrier's Summary of Benefits for a complete listing of in network & out of network benefits.

UnitedHealthcare Vision Proposal



Better Vision is in Sight

- No participation requirement for voluntary vision
- Discounts on non-covered options to reduce out-of-pocket expenses (may not be available in all states)
- Both private practice and retail providers
- Access to discounted laser vision correction procedures
- Covered-in-full benefits for eye exams, eyeglasses and contact lenses (after applicable copayment)
- Premium digital hearing aid discount program

Company Name
Effective Date
Total Eligible EEs:

TOWN OF MONTREAT
7/1/2016
14

		Option 1 V1049
Services & Materials		
Exam Copay		\$15
Materials Copay		\$30
Frequencies		
Exam		12 months
Lenses		12 months
Frames		24 months
Retail Frame Allowance		
		\$130
	30% discount on frame overage at participating providers	
Contact Lens Benefit		
	Fitting/evaluation fees, contacts, and up to 2 follow-up visits are covered-in-full (after applicable copay)	
	For disposable lenses, up to 4 boxes are included	
All Other Elective Contacts		
		\$105 allowance
Out-of-Network Allowance		
Exam		Up to \$40
Single Vision Lenses		Up to \$40
Frames		Up to \$45
Contact Lenses		Up to \$105
Contribution Type		50% ER Paid
Employee Only	0	\$5.61
Employee & Spouse	0	\$10.66
Employee & Child(ren)	0	\$12.45
Employee & Family	0	\$17.56
Total Monthly Premium**		\$0.00
Illustrative Monthly Packaged Savings Credit		\$0
Total Annual Premium (Including Packaged Savings)		\$0.00

**UnitedHealthcare Vision rates are guaranteed for 24 months

1. This quote assumes Carrier replacement. 2. Product availability may vary based upon group size. 3. See benefit summary for specific plan benefits and design such as frame allowance, contact lens options, and covered in full lens options. 4. Agents may receive commissions, bonuses and other compensations for selling the product in this proposal. The cost of the compensation may be directly or indirectly reflected in the premium or fees for these products. 5. Proposed rates are valid to the Effective Date. 6. Out-of-Network Allowances for lenses will vary by lens type with a maximum of \$80. Medically necessary contacts have a maximum allowance of \$210. 7. UnitedHealthcare's Packaged Savings Program allows you the opportunity to receive an administrative credit on your monthly invoice when you purchase eligible UnitedHealthcare specialty products with your medical coverage. Per-employee per-month administrative savings apply based on the number of enrolled medical subscribers and will continue for a period of 12 months as long as eligible medical and specialty benefits remain in-force. Contact your UnitedHealthcare representative to discuss plan and program availability. UnitedHealth Group Incorporated owns the trademark for Packaged Savings. Used by permission of UnitedHealth Group Incorporated. 8. The employer must meet the minimum contribution and eligible employee participation requirements. For voluntary Vision plans: minimum 1 or more enrollees required; no participation percentage required. For employer sponsored plans: at least 75% participation of eligible employees less valid waivers, not to fall below 50% of total eligible employees. For employee core/voluntary dependent Vision plans: 75-100% employer contribution for employees; no employer contribution requirements for dependents; at least 75% participation of eligible employees less valid waivers, not to fall below 50% of total eligible employees. 9. The purchase of a UnitedHealthcare medical plan will include voluntary vision coverage, at the rates quoted within this proposal, unless you notify your UnitedHealthcare representative at the point of sale that the employer is electing to buy up to an alternate plan design or opting out of the vision coverage. During the installation process, you will be required to either opt out or select an alternate plan design from the options presented. For those employers electing to offer a vision plan their members will have the opportunity to elect their level of vision coverage from the medical enrollment form. If there is no member enrollment in the vision plan after 5 months the vision coverage may be terminated from the policy.

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION**

Meeting Date: June 9, 2016

SUBJECT: Property & Liability Insurance Renewal: North Carolina Interlocal Risk Management Agency (NCIMA)

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: B
Department: Administration
Contact: Stefan Stackhouse, Finance Officer
Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: The Town participates in the North Carolina Interlocal Risk Management Agency for our Property and Liability Insurance. The preliminary renewal for year ending 2016 has been received, and is \$19,214. This is an 8% decrease from our previous year's premium of \$20,713.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the Property and Liability Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$19,214 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

FUNDING SOURCE: General Fund – Public Buildings

ATTACHMENTS: Insurance renewal proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: None

Interlocal Risk Financing Fund of North Carolina
Property and Liability Insurance Trust administered by the NC League of Municipalities
COVERAGE PROPOSAL SUMMARY

NAMED INSURED Town of Montreat
 PO Box 423
 Montreat, NC 28757

POLICY PERIOD 7/1/2016 to 7/1/2017 At 12:01 A.M. Standard Time at the address of the Named Insured

POLICY NUMBER PL-26036-2016-00

Coverage for the individual coverages is afforded by this proposal only if indicated with an (X) in the checkbox for the selected coverage.

COVERAGE	LIMITS	DEDUCTIBLES	PREMIUM
GENERAL LIABILITY COVERAGES			\$3,073
<input checked="" type="checkbox"/> General Liability	2,000,000	Per Occurrence	0
<input type="checkbox"/> Premises Medical Payments		Per Person	
<input type="checkbox"/> No Fault Sewer Backup		Per Occurrence	
		Aggregate	
<input type="checkbox"/> No Fault Electrical Surge		Per Occurrence	
		Aggregate	
EMPLOYEE BENEFITS LIABILITY			\$25
<input checked="" type="checkbox"/> Employee Benefits Liability	1,000,000	Each Claim	1,000
PUBLIC OFFICIALS LIABILITY (Claims Made)			\$1,300
<input checked="" type="checkbox"/> Public Officials Liability	2,000,000	Each Claim	10,000
	3,000,000	Annual Aggregate	
EMPLOYMENT PRACTICES LIABILITY(Claims Made)			\$1,100
<input checked="" type="checkbox"/> Employment Practices Liability	2,000,000	Each Claim	10,000
	3,000,000	Annual Aggregate	
POLICE PROFESSIONAL LIABILITY			\$2,903
<input checked="" type="checkbox"/> Police Professional Liability	2,000,000	Each Occurrence	2,500
	3,000,000	Annual Aggregate	
LIQUOR LIABILITY			Coverage Not Provided
<input type="checkbox"/> Liquor Liability		Each Common Cause	
PROPERTY COVERAGES			\$1,294
<input checked="" type="checkbox"/> Blanket Buildings & Personal Property	1,765,425	Total Insured Values	1,000
<input type="checkbox"/> Builders Risk			
<input type="checkbox"/> Excess Valuable Papers		Excess Limit	
<input type="checkbox"/> Excess Accounts Receivable		Excess Limit	
INLAND MARINE COVERAGES			\$1,177
<input checked="" type="checkbox"/> Municipal Equipment	217,446	Refer to Schedule	500
<input checked="" type="checkbox"/> Computer Equipment & Media	109,000	Refer to Schedule	1,000
<input type="checkbox"/> Portable Equipment		Refer to Schedule	
<input checked="" type="checkbox"/> Fine Arts	0	Refer to Schedule	1,000
<input type="checkbox"/> Scheduled Animal		Refer to Schedule	
CRIME COVERAGES			\$215
<input checked="" type="checkbox"/> Employee Dishonesty	50,000	Per Occurrence	250
<input checked="" type="checkbox"/> Forgery & Alteration	50,000	Per Occurrence	250
<input checked="" type="checkbox"/> Inside the Premises - Theft of Money or Securities	5,000	Per Occurrence	250
<input checked="" type="checkbox"/> Outside the Premises	5,000	Per Occurrence	250
<input type="checkbox"/> Public Officials Bond			
AUTOMOBILE COVERAGES			\$6,902
<input checked="" type="checkbox"/> Auto Liability	2,000,000	Each Accident	0
<input checked="" type="checkbox"/> Non-Owned & Hired			0
<input checked="" type="checkbox"/> Uninsured/Underinsured Motorists	1,000,000	Each Accident	0
<input type="checkbox"/> Impounded Auto Comprehensive		Each Accident	
<input type="checkbox"/> Impounded Auto Collision		Each Accident	
<input type="checkbox"/> Garage Liability		Each Accident	
<input type="checkbox"/> Garagekeepers Comprehensive		Each Accident	
<input type="checkbox"/> Garagekeepers Collision		Each Accident	
AUTOMOBILE PHYSICAL DAMAGE COVERAGES			\$2,316
<input checked="" type="checkbox"/> Auto Physical Damage Comprehensive	486,957	Total Insured Values	Refer to Schedule
<input checked="" type="checkbox"/> Auto Physical Damage Collision	486,957	Total Insured Values	Refer to Schedule
<input checked="" type="checkbox"/> Hired Auto Physical Damage Comprehensive			500
<input checked="" type="checkbox"/> Hired Auto Physical Damage Collision			500
TOTAL PREMIUM			\$20,306
Less INCENTIVE CREDIT			\$1,092
NET PREMIUM			\$19,214

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION**

Meeting Date: June 9, 2016

SUBJECT: Worker's Compensation Insurance Renewal – North Carolina Interlocal Risk Management Agency

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C
Department: Administration
Contact: Stefan Stackhouse, Finance Officer
Presenter: Stefan Stackhouse, Finance Officer

BRIEF SUMMARY: The Town participates in the North Carolina Interlocal Risk Management Agency for our Worker's Compensation Insurance. The preliminary renewal for year ending 2017 has been received, and is \$14,012.96. This is an increase of 0.8% from our previous year's premium of \$13,890.78.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the Worker's Compensation Insurance renewal from the North Carolina Interlocal Risk Management Agency in the amount of \$14,012.96 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

FUNDING SOURCE: General Fund – Public Buildings

ATTACHMENTS: NCIRMA insurance renewal proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: Please be aware that there could be an adjustment to this final figure depending upon the results of the final payroll audit that NCIRMA performs annually. These adjustments in the past have typically been relatively minor, and totaled \$418.48 this year.

NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY
Workers' Compensation Insurance Trust administered by the NC League of Municipalities
Proposal

Town of Montreat
 PO Box 423
 Montreat, NC 28757

Program Year: 2016/2017
Policy Period: 7/1/2016 to 7/1/2017
Policy Number: WC-466-2016-00

Proposal Number: 52178
Proposal Date: 04/21/2016

Code	Classification	Estimated	Revise Payroll to:
7720	Police Officers	\$219,330	
8810	Clerical	\$85,275	
9402	Street Cleaning & Sewer Line Cleaning	\$158,590	
9403	Garbage & Bulk Collection (Sanitation)	\$32,750	
9410	Municipal Employees (not otherwise classified)	\$50,000	
9990	City Manager: office duties only	\$96,130	
9996	Mayor and Council	\$30,000	
Total Payroll:		\$672,075	

Renewal Quote Information

Experience Modifier:	0.8600
Employers Liability Limits: \$1,000,000/\$1,000,000/\$1,000,000	
Deductible:	\$1,000
Schedule:	N/A
IRFFNC Member?:	Yes
Estimated Annual Premium:	\$17,179.96
Incentive Credit:	\$3,167
Estimated Final Premium:	\$14,012.96

 Signature

 Date

This is not an invoice. Invoices will be mailed at a later date.

NORTH CAROLINA INTERLOCAL RISK MANAGEMENT AGENCY
Workers' Compensation Insurance Trust administered by the NC League of Municipalities
Proposal Detailed Estimate

Town of Montreat
 PO Box 423
 Montreat, NC 28757

For the Program Year: 2016/2017
 Effective Dates: 7/1/2016 to 7/1/2017
 Policy Number: WC-466-2016-00

Proposal Number: 52178
 Proposal Date: 04/21/2016

Code	Classification	Payroll	Rate	Premium
7720	Police Officers	\$219,330	3.7000	\$8,115.21
8810	Clerical	\$85,275	0.3600	\$306.99
9402	Street Cleaning & Sewer Line Cleaning	\$158,590	5.8500	\$9,277.52
9403	Garbage & Bulk Collection (Sanitation)	\$32,750	5.8500	\$1,915.88
9410	Municipal Employees (not otherwise classified)	\$50,000	1.5500	\$775.00
9990	City Manager: office duties only	\$96,130	0.3600	\$346.07
9996	Mayor and Council	\$30,000	0.3600	\$108.00
Totals:		\$672,075		\$20,844.67

Premium	Limit	Rate	Result
Estimated Manual Premium:			\$20,844.67
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000		0.028000 +	\$583.65
Employers Liability Minimum Premium Balance:			+ \$0.00
Deductible: \$1,000		0.040000 -	\$833.79
Estimated Subject Premium:			= \$20,594.53
Ex Mod (used):			x 0.8600
Estimated Modified Premium:			= \$17,711.30
Schedule Adjustment:		1.0000 +	\$0.00
Schedule Adjusted Premium:			= \$17,711.30
Package Discount:		0.9700 +	(\$531.34)
Package Adjusted Premium:			= \$17,179.96
WC Minimum Premium Balance:			+ \$0.00
Expense Constant:			- \$0.00
Estimated Standard Premium:			= \$17,179.96
Expense Constant:			+ \$0.00
Estimated Annual Premium:			= \$17,179.96
Pro-rata:			x 1.0000
Estimated Pro-rata Annual Premium:			= \$17,179.96
Incentive Credit			- \$3,167.00
Estimated Final Premium:			= \$14,012.96

Estimated Final Premium: \$14,012.96

**TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION**

Meeting Date: June 9, 2016

SUBJECT: Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: D
Department: Administration
Contact: Ron Nalley, Town Administrator
Presenter: Ron Nalley, Town Administrator

BRIEF SUMMARY: The Town of Montreat participated with Buncombe County, Madison County and other local municipalities within those counties, to prepare a multi-jurisdictional Hazard Mitigation Plan as required by the State of North Carolina and the Federal Emergency Management Agency. The plan is designed to help local jurisdictions take actions that reduces the long-term risk to life and property from natural hazards. Adoption of the plan is required by each participating jurisdiction by September, 2016.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To Adopt Resolution #16-06-01 Adopting the Buncombe Madison Hazard Mitigation Plan.

FUNDING SOURCE: None

ATTACHMENTS: The Buncombe Madison Hazard Mitigation Plan is a large file and can be found on the Town website under Services. A copy of the Town of Montreat's Mitigation Action Plan is attached.

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: As mentioned, the current Hazard Mitigation Plan covers all municipalities in Buncombe and Madison County, but each municipal jurisdiction is required to adopt the new regional plan prior to September in order to remain eligible for disaster recovery funds authorized through the Stafford Act as well as mitigation funding. As you can see from the Mitigation Action Plan, the Town of Montreat has already completed a majority of our action requirements.



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
www.townofmontreat.org

RESOLUTION #16-06-01 TO ADOPT THE BUNCOMBE MADISON REGIONAL HAZARD MITIGATION PLAN

WHEREAS, the Town of Montreat is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Montreat desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Board of Commissioner to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Board of Commissioners to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Montreat; and

WHEREAS, the Town of Montreat, in coordination with Buncombe County, Madison County, and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Buncombe Madison Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Montreat hereby:

1. Adopts the Buncombe Madison Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
Tel: (828)669-8002 Fax: (828)669-3810
www.townofmontreat.org

Adopted on _____, 2016.

Tim Helms, Mayor
Town of Montreat

ATTEST:

Angie Murphy, Town Clerk

Town of Montreat Mitigation Action Plan

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
Prevention							
P-1	Appoint a representative to the Hazard Mitigation Plan Evaluation and Revision Committee. Continue to meet as needed.	All	High	Local	Town Administrator /Public Works Director	2015, Annual review	The town has appointed a representative to the Hazard Mitigation Plan Committee and that representative participated in the plan update process. The town will continue to provide a representative to HMP Committee going forward.
P-2	Review resources discussing hazard mitigation concepts.	All	High	Local	Town Administrator	2015, Annual review	The town has annually reviewed all resources discussing hazard mitigation concepts. The town will continue to review these resources and integrate new resources as necessary.
P-3	Develop a mechanism that will ensure review of appropriate policies and procedures following a natural disaster event.	All	High	Local	Town Administrator	Completed	The town has developed a mechanism in conjunction with the county to ensure appropriate policies and procedures are followed in the wake of a disaster event. In the future, the town will continue to follow these policies. This action will be removed from the next update as a capability.
P-4	Develop a checklist in our zoning and building inspections department to ensure consistency in zoning enforcement and to prevent omissions in the evaluation of projects.	All	High	Local	Building Inspector/ Code Administrator	2015, Annual review	The town has developed a building/zoning checklist to ensure consistency in zoning enforcement. This checklist will need to be reviewed and updated annually to ensure applicability of checklist.
P-5	Develop a tracking system in the building inspections department to record the number of plans accepted and rejected and the number of warning and citation issued.	All	High	Local	Building Inspector/ Code Administrator	Completed	The town has developed a tracking system for building inspections to record plans that were accepted/rejected. Since this system is in place, this action will be removed from the next update as a capability.

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
P-6	Report results of inspection/enforcement measures to the Project Impact Coordinator/Emergency Management Planner on a semi-annual basis.	All	High	Local	Town Administrator	2015, Semi-Annual review	On a semi-annual basis, the town has reported the results of inspection/enforcement measures to the PIC or EM Planner. In the future, this reporting process will continue to take place semi-annually.
P-7	Continue to enforce the International Building Code.	All	High	Local	Building Inspector/ Code Administrator	Completed	The International Building Code has been adopted and will continue to be enforced. This action will be removed from the next update as a capability.
P-8	Continue to update the Town of Montreat Emergency Response Ordinance on an annual basis including relevant positions and contact information changes.	All	High	Local	Building Inspector/ Code Administrator	2015, Annual review	The town has worked on updating its ERO on an annual basis and will continue to make updates and changes to the ordinance during an annual review period.
P-9	Create a storm sewer system map that identifies and locates stormwater drainage components that include outfalls and receiving streams.	FL	High	Local	Town	Completed	The stormwater sewer system map has been created, so this action will be removed from the next update as a capability.
P-10	Establish a system for inspecting illicit discharges, which shall include employee cross-training for town staff on detecting and reporting illicit discharges.	FL	High	Local	Town	Completed	A system for inspecting illicit discharges has been established, so this action will be removed from the next update as a capability.
P-11	Establish a reporting mechanism for the public to report illicit discharges.	FL	High	Local	Town	Completed	A mechanism has been established for the public to report illicit discharges, so this action will be removed from the next update as a capability.
P-12	Provide a reporting mechanism for the public to notify the appropriate authorities of observed erosion and sedimentation problems.	ER	High	Local	Town	Completed	A reporting mechanism for the public to report erosion/sedimentation problems has been put in place, so this action will be removed from the next update as a capability.

ANNEX A: BUNCOMBE COUNTY

Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
P-13	Conduct annual review and update plans for permitted facilities as needed for the Stormwater Management Plan.	FL	High	Local	Town	Completed	The town has developed a list of facilities that need to have plans updated for the Stormwater Management Plan, so this action will be removed from the next update as a capability.
P-14	Purchase a complete GPS setup and provide training on said setup to all pertinent town personnel.	All	High	General Fund Revenue/ Grants	Town	2019	Although some GPS technology is available, the town would like to look into additional components. The town will continue to work to train all pertinent town staff in the latest updates in GPS technology.
Property Protection							
PP-1	Update the zoning ordinance to reflect mitigation planning and safety factors.	All	High	Local	Town Administrator	2019	The zoning ordinance has been updated in many ways to reflect mitigation planning, however there are additional measures that could be added to improve mitigation so the town will work to include those going forward.
PP-2	Develop, implement and enforce an Illicit Discharge Ordinance.	FL	High	Local	Town	Completed	An Illicit Discharge Ordinance has been implemented, so this action will be removed from the next update as a capability.
PP-3	Develop an ordinance to implement and enforce post-construction runoff controls for new development and redevelopment.	FL	High	Local	Town	Completed	An ordinance has been developed to regulate post-construction runoff, so this action will be removed from the next update as a capability.
PP-4	Inspect all facilities and operations with the potential for generating polluted stormwater runoff. Document deficiencies and corrective actions.	FL	High	Local	Town	Completed	A system is in place to have regular inspections for stormwater runoff, so this action will be removed from the next update as a capability.

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Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
PP-5	Investigate participation in the National Flood Insurance Programs Community Ratings System.	FL	High	Local	Town	2019	The town has not joined the CRS, but it will continue to look into the program and work towards developing the necessary programs to join. There has not been sufficient staff availability to pursue this action.
PP-6	Maintain all tax parcel information and floodplain locations in a GIS system in order to build the Towns capability to identify areas needing future mitigation.	All	High	Local	Town	Completed	All tax parcel information is maintained in GIS, so this action will be removed from the next update as a capability.
PP-7	Develop a database that identifies each property that has received damage due to hazards identified within this mitigation plan. The database should also include a tax identification number of the property, a description of the property damage, the value of the damage, and links to photographs of the damage.	All	High	Local	Town	2017	The town has not fully developed a database that identifies properties that have been damaged by past events, in large part because there have not been enough historic events to gain a full perspective of risk. The town will work to continue to develop this database over the next several years.
Natural Resource Protection							
NRP-1	Develop post-construction runoff control measures for protecting Trout Waters in accordance with 15A NCAC .0126	FL	High	Local	Town	Completed	An ordinance has been developed to regulate post-construction runoff, so this action will be removed from the next update as a capability
Public Education and Awareness Activities							
PEA-1	Educate contractors, developers and designers on code changes and new development issues.	All	High	Local	Planning and Inspections Department	2015, Annually	The town has worked to ensure developers and contractors are well-educated on code changes and will continue to keep these interests up to date as new information is developed.
PEA-2	Provide new homebuilders with information on quality redevelopment and safe housing development.	All	High	Local	Planning and Inspections Department	2015, Annual review	The town has provided information on quality redevelopment and safe housing to homebuilders over the past several years and will continue to provide this information. Updates to information will be integrated as well.

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Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
PEA-3	Manually disperse and have a website posting which provides information about relevant emergency response and preparedness actions the public can take.	All	High	Local	Planning and Inspections Department	2015, Annual review and update	The town has developed a number of resources for the public to utilize to help with preparedness and these have been dispersed both manually and through the website. The town will work to reach out in new ways going forward, such as through social media, and will also maintain current outreach strategies.
PEA-4	Manually disperse and have a website posting which provides information on Buncombe County's Project Impact and the County's HMP and relevant mitigation measures the public can take.	All	High	Local	Planning and Inspections Department	2015, Annual review and update	The town has developed a number of resources for the public to utilize to help with understanding Project Impact and mitigation and these have been dispersed both manually and through the website. The town will work to reach out in new ways going forward, such as through social media, and will also maintain current outreach strategies.
PEA-5	Prepare a public education program for the Stormwater Management Plan.	FL	High	Local	Regional Stormwater Planning Committee	Completed	The town has implemented the public education program for the Stormwater Management Plan, so this action will be removed from the next update as a capability
PEA-6	Develop and maintain a web site that will offer information on water quality, stormwater projects and activities and ways to contact stormwater program staff.	FL	High	Local	Regional Stormwater Planning Committee	Completed	The town has developed a website on water quality and stormwater projects, so this action will be removed from the next update as a capability
PEA-7	Develop general stormwater educational material targeting school children, homeowners and business.	FL	High	Local	Regional Stormwater Planning Committee	Completed	Educational information on stormwater has been developed, so this action will be removed from the next update as a capability
PEA-8	Distribute written material on stormwater management through utility mail outs and at special events.	FL	High	Local	Regional Stormwater Planning Committee	Completed	Material on stormwater has been distributed through a number of ways, so this action will be removed from the next update as a capability

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Action #	Description	Hazard(s) Addressed	Relative Priority	Funding Sources	Responsible Party	Target Completion Date	2014 Action Implementation Status
PEA-9	Conduct at least one public meeting during the application process to explain the Phase II program. Allow the public an opportunity to review and comment on the stormwater management program.	FL	High	Local	Regional Stormwater Planning Committee	Completed	Public meetings were held during the application process for Phase II to allow review and comment, so this action will be removed from the next update as a capability
PEA-10	Develop educational materials for local developers explaining the local post-construction approval process for stormwater management.	FL	High	Local	Town	Completed	Educational materials have been developed for local developers, so this action will be removed from the next update as a capability
PEA-11	Conduct training on pollution prevention and good housekeeping procedures for the Stormwater Management Plan.	L	High	Local	Town	Completed	Training on pollution prevention and housekeeping procedures for the Stormwater Management Plan have taken place, so this action will be removed from the next update as a capability

FL = Flood DR = Drought ES = Expansive Soils HU = Hurricane T = Tornado WF= Wildfire S/I = Snow/Ice ET = Extreme Temperatures EQ = Earthquake LS = Landslide L = Lightning ER = Erosion HM = HAZMAT D = Dams/Levees TS = Thunderstorms EM = Buncombe County Emergency Management Town = Town of Montreat