Town of Montreat Board of Commissioners Meeting Agenda January 7, 2016 - 7:00 p.m. Walkup Building

I. Call to Order

- Pledge of Allegiance
- Invocation

II. Agenda Adoption

III. Presentation to Council

- Matt Ashley-Metropolitan Sewerage District Report
- 2016-2021 Capital Improvements Plan Overview

IV. Mayor's Communications

V. Consent Agenda

- A. Meeting Minutes Adoption
 - December 3, 2015, Agenda Meeting
 - December 10, 2015 Town Council Meeting
- B. Metropolitan Sewerage District Board Appointment: Ashley **Suggested Motion**: To re-appoint Matt Ashley as the Town of Montreat's

 Representative to the Metropolitan Sewerage District Board for a term of three years
 to expire on January 20, 2019.

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.

VI. Town Administrator's Communications

- Consent Agenda Review
- 2016 Annual Board Retreat Update: February 8, 2016
- Town Administrator's Annual Performance Evaluation
- Other Topics

VII. Administrative Reports

- A. Police Chief
- B. Public Works Director
- C. Finance Officer

D. Building Inspector/Code Administrator

VIII. Public Comment - Agenda Items

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

IX. Old Business

X. New Business

- A. Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV-Hillside Development, Section II
 - Suggested Motion: To call for a Public Hearing on February 11, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance, Chapter K, Article IV Hillside Development
- B. Proposed Revisions to Montreat Zoning Ordinance Article VI-General Provisions, Section 612.4-Reasonable Accommodations
 - Suggested Motion: To call for a Public Hearing on February 11, 2016 at 7:15 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance Article VI-General Provisions
- C. Appoint a Primary Delegate and an Alternate Delegate to the Land of Sky Regional Council
 - Suggested Motion: To appoint Mayor Tim Helms as Primary Delegate to the Land of Sky Regional Council and to appoint ______ as Alternate Delegate to the Land of Sky Regional Council.
- D. Town Services Building Roof Repair
 - **Suggested Motion:** To approve the Bid Proposal from The Bonitz Company of Carolina-Tennessee, Inc. in the amount of \$7,625.00 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.
- E. Vacancy on Town Council
 - Suggested Motion: To Be Determined

XI. Public Comment - Other Topics

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

XII. Commissioner Communications

XIII. Meeting Dates

January Town Council Meeting: January 14, 2016, 7:00 p.m.

Walkup Building

<u>Town Services Office Closed:</u>
January 18, 2016

Martin Luther King, Jr Holiday

Agenda Items Due January 29, 2016 by 5:00 p.m.

Town Services Office

Agenda Packets Available February 2, 2016

Town Services Office

<u>Landcare Committee Meeting</u> February 3, 2016, 9:00 a.m.

Moore Center Meeting Room

<u>February Agenda Meeting:</u> February 4, 2016, 7:00 p.m.

Walkup Building

<u>February Town Council Meeting:</u> February 11, 2016, 7:00 p.m.

Walkup Building

XIV. Closed Session

• Suggested Motion: 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, John L. Currie, Nancy B. Thomas, Henry W. Darden, Jr., and wife, Carolyn V. Darden, Plaintiffs, versus the Town of Montreat, Defendant.

XV. Adjournment

TOWN OF MONTREAT BOARD OF COMMISSIONERS REQUEST FOR BOARD ACTION

Meeting Date: January 14, 2016

SUBJECT: 2016-2021 Capital Improvements Plan Presentation

AGENDA INFORMATION:

Agenda Location: Presentations to Council

Item Number: A

Department:AdministrationContact:Ron NalleyPresenter:Ron Nalley

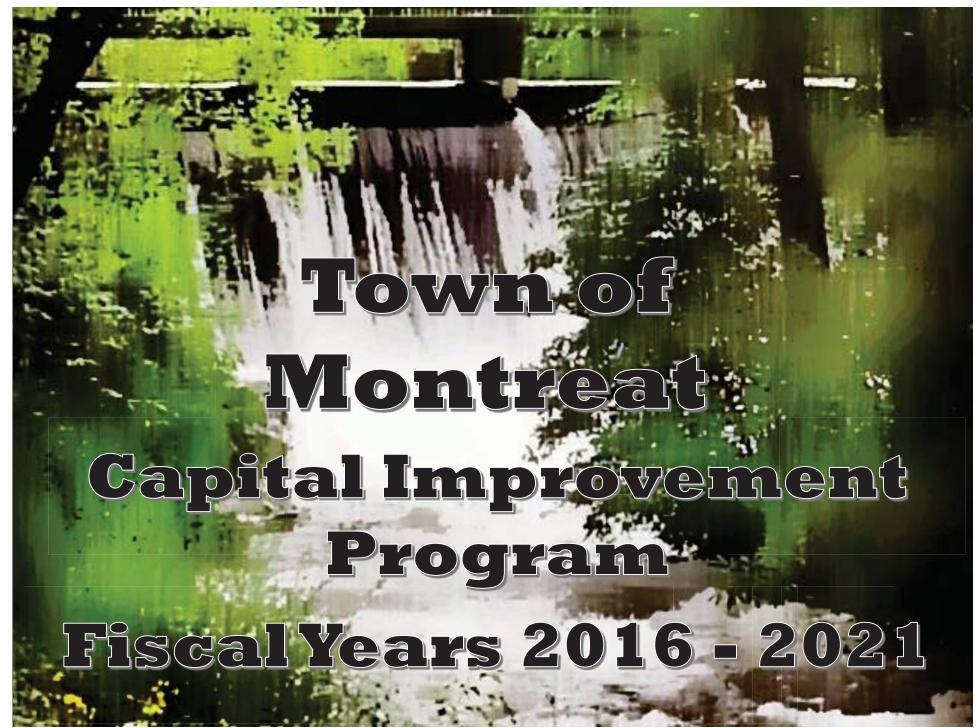
BRIEF SUMMARY: The Capital Improvement Program (CIP) is a financial planning tool that looks into the future to forecast the Town's equipment, building and infrastructure needs. Generally speaking, an item is included in the Town's CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000. The CIP process began with the distribution of the worksheets to department heads and will end in March or April with the adoption of the final plan.

RECOMMENDED MOTION AND REQUESTED ACTIONS: None

FUNDING SOURCE: None

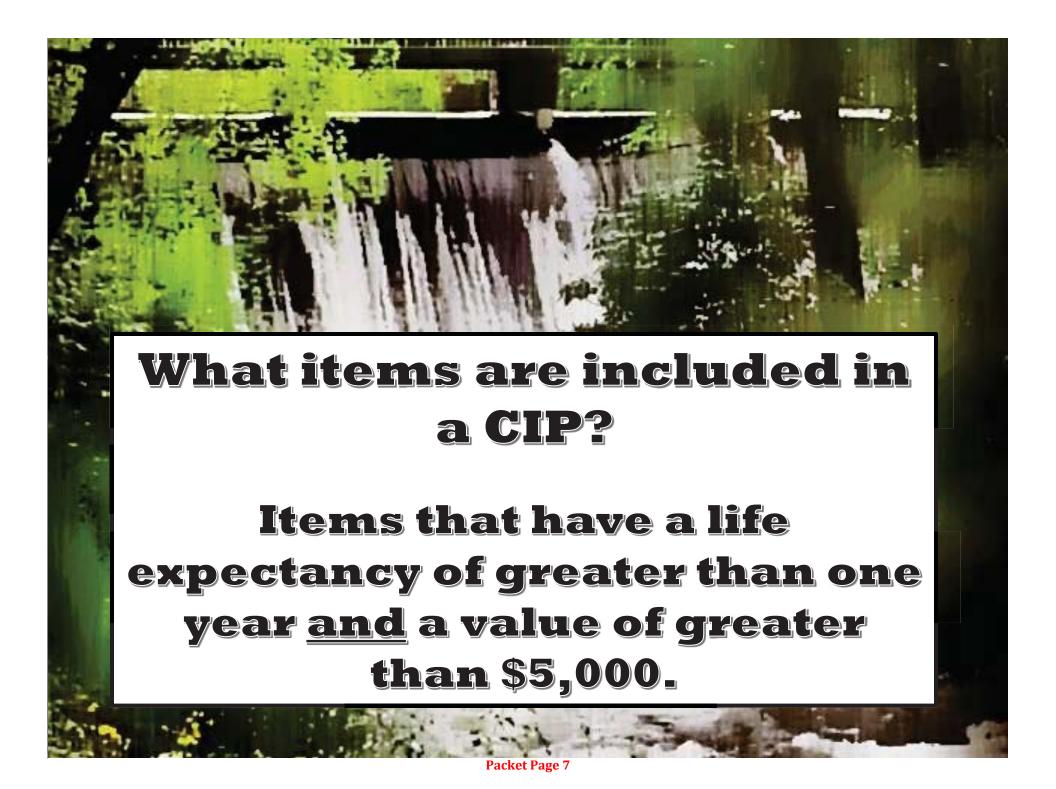
ATTACHMENTS: Presentation Handout

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: As you can see from the handout, the purpose of the CIP presentation is to describe the following: what is a capital improvement program; what is included in a CIP; and a description of the process for Board members or our residents to request an item be included in the CIP. The first draft of the CIP will be completed by late January and I will distribute a draft for your consideration at your meeting in February. Over the next month, the Board and residents will be asked to determine if there are any projects that you or they feel need to be added, modified or even deleted from the plan. Following a public hearing in March and any additional modifications, the Board can then adopt the plan.





A <u>flexible</u> financial planning tool that looks into the future to forecast the Town's equipment, building and infrastructure needs. It forecasts not only expenditures but identifies potential funding sources.



Capital Improvement Program



How do you prioritize CIP projects?

- 1. Addresses a health or safety issue;
- 2. Is mandated by some federal or state agency;
- 3. Is the replacement of an existing item;
- 4. Is an expansion item.

Town of Montreat Capital Improvement Plan - Project Summary Form **Project Title:** Local Street Paving Departmental Priority: 1 Department: Streets Organizational Priority: **Acct. Number:** 10-20-5600-730 ✓. Health, Safety and Welfare Renovation/Replacement Purpose: Mandate Expansion This project sets aside an annual appropriation to maintain local streets within the Town. Funding Description: should provide for routine resurfacing, maintenance needs and replacement or upgrade of the storm drainage system. Budget figures for 2015-2016 include Texas Road. Figures for 2016-2017 include Appalachian (S.C. to top) for \$190,000 and Mecklenburg Circle (\$160,000). Figures for 2017-2018 include Louisiana from Virginia to Harmony (\$150,000) and on Virginia from Mississippi to Louisiana (\$135,000). Figures for 2018-2019 includes Upper Kentucky (\$190,000) and Oklahoma (\$150,000). Figures for 2019-2020 includes Eastminster (\$150,000), Maryland (\$100,000) and a portion of [\$190,000] Shenandoah (\$100,000). Figures for future years include Arkansas (\$150,000) and John Knox Weather, heavier traffic flows, poor sub-bases and limited funds have contributed to deteriorating Justification: roadways in Montreat. For these reasons, streets are breaking down sooner, cracking and becoming riddled with potholes. This project provides for a more systematic approach to repaving local streets. Streets are indexed on a scale of 1 (poor) to 5 (good), prioritized and presented to the Board for their consideration during their annual retreat. lacksquareProject Status: Unfunded Partially Funded Funded **Unappropriated Subsequent Years Total Budget** Total Total **Appropriations** Year 1 Year 2 Year 3 Year 4 Year 5 **Future** Requested Project 2015 - 2016 2016 - 2017 2017 - 2018 2018 - 2019 2019 - 2020 **Funds** To Date Years Cost 314,000 \$ 374,000 385,000 194.000 385,000 374.000 \$ 2,026,000 \$ 2.026,000

Project Title: Local Street Pav	ing	Capi	tal Improveme	ent Plan - Proje	ect Summary F	orm			Page 2
			Recomn	nended Time S	chedule			Operating Bu	ıdget Impac
Wilestones:	2013 - 2014	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2015 - 2016	
Planning/Preliminary Design			K	V	>	V	V	2016 - 2017	
Engineering/Arch. Services			V	~	>	~	~	2017 - 2018	
and/ROW/Acquisition								2018 - 2019	
Award of Contract			V	~	V	~	~	2019 - 2020	
Construction/Purchase			V	V	V	V	✓	Future Years	
Operating Budget Impact:	Salaries	Benefits		Util	ties		Departmen	tal Expenses	
		al Services			nce/Repair		-	l Outlay	
			_		, ,				
	Current								
	Estimated	Prior Year	Budget	Budget	Budget	Budget	Budget	Future	Project
Project Costs:	Cost	Costs	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	Years	Total
Planning/Design/Engineering	\$ 18,000		\$ 18,000	\$ 35,000	\$ 29,000	\$ 34,000	\$ 35,000	\$ 34,000	\$ 185,00
Land/ROW Acquisition									\$ -
Construction	\$ 176,000		\$ 176,000	\$ 350,000	\$ 285,000	\$ 340,000	\$ 350,000	\$ 340,000	\$ 1,841,00
Equipment									\$ -
Hardware/Software									\$ -
Total Project Costs:	\$ 194,000	\$ -	\$ 194,000	\$ 385,000	\$ 314,000	\$ 374,000	\$ 385,000	\$ 374,000	\$ 2,026,00
Total Operating Budget Costs:	÷ 25.,500	7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 194,000	\$ -	\$ 194,000	\$ 385,000	\$ 314,000	\$ 374,000	\$ 385,000		\$ 2,026,00
	. 2.,230			, 122,230		, ,,,,,,,,,		,	, ,:=1,50
			Budget	Budget	Budget	Budget	Budget	Future	Project
Source of Funds:		Percentage	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	Years	Total
Current Revenue	V	100.00%	\$ 194,000	\$ 385,000	\$ 314,000	\$ 374,000	\$ 385,000	\$ 374,000	\$ 2,026,00
Bonds									\$ -
Assessment									\$ -
ease/Purchase									\$ -
Grant									\$ -
Other:									\$ -
Total Funding:		100.00%	\$ 194,000	\$ 385,000	\$ 314,000	\$ 374,000	\$ 385,000	\$ 374,000	\$ 2,026,00
otal Fulluling.		100.00/0	7 134,000	000,000 ب	7 کین	3/4,000	000,000 ب	ب 3/4,000	2,020,00

5600/5700 - STREET/POWELL BILL SUMMARY

The Street Department of the Town of Montreat provides street services and upgrades to the residents of Montreat. The Street Department is responsible for storm water management, road repair and resurfacing, mowing and right-of-way maintenance.

PROJECT DESCRIPTION	PRIORITY CODE	FY 15-16	FY 1	.6-17	F	Y 17-18	F	Y 18-19	F	Y 19-20	F	UTURE		TOTAL
Local Street Paving	1	\$ 194,000	\$ 38	35,000	\$	314,000	\$	374,000	\$	385,000	\$	374,000	\$2	2,026,000
Bridge Replacement	2	\$ 818,000	\$	-	\$	-	\$	_	\$	-	\$	-	\$	818,000
New Road Paving	10	\$ 37,000	\$ 4	40,000	\$	88,000	\$	35,000	\$	75,000	\$	100,000	\$	375,000
Truck Replacement (96)	4	\$ 45,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	45,000
Dump Truck Replacement (85)	В	\$ -	\$ 1	16,500	\$	16,500	\$	16,500	\$	16,500	\$	16,500	\$	82,500
Sander Replacement	В	\$ -	\$	6,000	\$	-	\$	-	\$	-	\$	-	\$	6,000
Chipper	В	\$ -	\$	-	\$	44,000	\$	-	\$	-	\$	-	\$	44,000
Truck Replacement (04)	В	\$ -	\$	-	\$	45,000	\$	-	\$	-	\$	-	\$	45,000
Dump Truck Replacement (95)	В	\$ -	\$	-	\$	-	\$	-	\$	16,500	\$	66,000	\$	82,500
Leaf/Bucket Truck	С	\$ -	\$	-	\$	-	\$	-	\$	-	\$	82,500	\$	82,500
TOTALS		\$ 1,094,000	\$ 44	47,500	\$	507,500	\$	425,500	\$	493,000	\$	639,000	\$3	3,606,500
Expenditure Classifications														
Planning/Design/Engineering		\$ 23,000	\$ 4	40,000	\$	37,000	\$	37,000	\$	45,000	\$	34,000	\$	216,000
Land		\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Construction		\$ 1,026,000	\$ 38	35,000	\$	365,000	\$	372,000	\$	415,000	\$	440,000	\$3	3,003,000
Equipment		\$ 45,000	\$ 2	22,500	\$	105,500	\$	16,500	\$	33,000	\$	165,000	\$	387,500
Hardware/Software		\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
TOTALS		\$ 1,094,000	\$ 44	47,500	\$	507,500	\$	425,500	\$	493,000	\$	639,000	\$3	3,606,500
Revenue Classifications														
Operating Revenues - General		\$ 439,600	\$ 43	31,000	\$	491,000	\$	409,000	\$	460,000	\$	474,000	\$ 2	2,704,600
Operating Funds - Powell Bill		\$ -	\$	-	\$	_	\$	-	\$	-	\$	_	\$	_
Debt/Financing		\$ -	\$ 1	16,500	\$	16,500	\$	16,500	\$	33,000	\$	165,000	\$	247,500
Grant		\$ -	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Other		\$ 654,400	\$		\$		\$		\$		\$		\$	654,400
TOTALS		\$ 1,094,000	\$ 44	17,500	\$	507,500	\$	425,500	\$	493,000	\$	639,000	\$3	3,606,500
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GENERAL FUND EXPENDITURES SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	PRIORITY CODE	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
4100 Governing Board	5521							
Sub-Total: Governing Board		0	0	0	0	0	0	0
3								
4200 Administration								
Comprehensive Plan Update	В	0	60,000	0	0	0	0	60,000
Computer Software Update	В	0	0	30,000	0	0	0	30,000
Sub-Total: Administration		0	60,000	30,000	0	0	0	90,000
5000 Public Buildings								
Town Hall Replacement	3	97,650	109,300	109,300	109,300	109,300	1,147,650	1,682,500
Public Works Facility	В	0	57,800	35,600	35,600	35,600	409,400	574,000
Pavement of Compactor Area	7	25,000	0	0	0	0	0	25,000
Sub-Total: Public Buildings		122,650	167,100	144,900	144,900	144,900	1,557,050	2,281,500
5100 Police								
Police Vehicle Replacement	В	0	36,000	0	36,000	0	36,000	108,000
Radio Replacement	A&B	0	35,000	0	0	0	0	35,000
Sub-Total: Police		0	71,000	0	36,000	0	36,000	143,000
5400 Planning & Zoning								
Stormwater Utility Study	5	35,000	0	0	0	0	0	35,000
Wayfinding Signage Plan	6	20,000	30,000	39,000	35,000	12,000	0	136,000
GPS/GIS Integration	С	0	27,500	0	0	0	0	27,500
UDO/Form Based Code	С	0	25,000	25,000	0	0	0	50,000
Ordinance Recodification	В	0	0	15,000	0	0	0	15,000
Vehicle Replacement	В	0	0	0	0	0	25,000	25,000
Sub-Total: Planning & Zoning		55,000	82,500	79,000	35,000	12,000	25,000	288,500
5550 Public Works								
Radio Replacement	В	0	0	4,200	0	0	0	4,200
Sub-Total: Public Works		0	0	4,200	0	0	0	4,200
5600 Streets & 5700 Powell Bill								
Local Street Paving	1	194,000	385,000	314,000	374,000	385,000	374,000	2,026,000
Bridge Replacement	2	818,000	0	0	0	0	0	818,000
120/1999		2701	41.44	And the second second	A STATE OF THE PARTY OF THE PAR	THE RESERVE TO SHARE		and the Ballion of the San San

GENERAL FUND EXPENDITURES SUMMARY ALL DEPARTMENTS

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PROJECT DESCRIPTION	PRIORITY CODE	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
New Road Paving	10	37,000	40,000	88,000	35,000	75,000	100,000	375,000
Truck Replacement (96)	4	45,000	0	0	0	0	0	45,000
Dump Truck Replacement (85)	В	0	16,500	16,500	16,500	16,500	16,500	82,500
Sander Replacement	В	0	6,000	0	0	0	0	6,000
Chipper Replacement	В	0	0	44,000	0	0	0	44,000
Truck Replacement (04)	В	0	0	45,000	0	0	0	45,000
Dump Truck Replacement (95)	В	0	0	0	0	16,500	66,000	82,500
Leaf/Bucket Truck	С	0	0	0	0	0	82,500	82,500
Sub-Total: Streets/Powell Bill		1,094,000	447,500	507,500	425,500	493,000	639,000	3,606,500
5000 Cardination								
5800 Sanitation		75.000	0	0	0	0		75.000
Sanitation Trk. Replacement	8	75,000	0	0	0	0	0	75,000
Sanitation Pick-Up Truck	В	0	0	0	0	48,000	0	48,000
Sub-Total: Sanitation		75,000	0	0	0	48,000	0	123,000
6190 Conservation/Recreation								
Native Plant Garden	9	10,000	0	0	0	0	0	10,000
Sidewalks/Greenways Devp.	С	0	25,000	0	0	75,000	0	100,000
Gateway Plan	С	0	55,000	55,000	0	0	0	110,000
Sub-Total: Recreation		10,000	80,000	55,000	0	75,000	0	220,000
GENERAL FUND TOTALS		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
Expenditure Classifications								
Planning/Design/Engineering		121,000	165,000	77,000	37,000	45,000	34,000	479,000
Land		0	0	0	0	0	0	0
Construction		1,115,650	622,100	603,900	551,900	646,900	1,997,050	5,537,500
Equipment		120,000	93,500	109,700	52,500	81,000	226,000	682,700
Hardware/Software		0	27,500	30,000	0	0	0	57,500
TOTAL		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
D								
Revenue Classifications		647.600	744 500	650 200	400.000	505.000	525.000	2 664 200
Operating Revenues-General		647,600	744,500	659,200	480,000	595,000	535,000	3,661,300
Operating Revenues-Powell Bill		0	0	0	0	0	0	0
Debt/Financing		54,650	143,600	161,400	161,400	177,900	1,722,050	2,421,000
Grant		0	20,000	0	0	0	0	20,000
Other		654,400	0	0	0	0	0	654,400
TOTAL		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700

GENERAL FUND REVENUES SUMMARY

		FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FUTURE	TOTAL
REVENUE SOURCES								
Ad Valorem Taxes		967,000	976,000	986,000	996,000	1,005,000	1,016,000	5,946,000
Other Taxes		369,000	380,000	391,000	402,000	413,000	425,000	2,380,000
Unrestricted Intergovernmenta	al	59,000	59,000	59,000	59,000	59,000	59,000	354,000
Restricted Intergovernmental		694,500	41,500	42,500	43,500	44,500	45,500	912,000
Permits and Fees		96,000	96,500	97,000	97,500	98,000	98,500	583,500
Sales and Services		13,000	13,000	13,000	13,000	13,000	13,000	78,000
Investment Earnings/Miscellar	neous	5,500	5,500	6,000	6,000	6,500	6,500	36,000
TOTALS		2,204,000	1,571,500	1,594,500	1,617,000	1,639,000	1,663,500	10,289,500
HISTORICAL DATA		450/	450/	450/	4507	4507	4504	450/
Average % Capital vs. Revenue		45%	45%	45%	45%	45%	45%	45%
Capital Funding Based on Aver	rage %	991,800	707,175	717,525	727,650	737,550	748,575	4,630,275
DEBT SERVICE								
Existing		0	0	0	0	0	0	0
Proposed		54,650	143,600	161,400	161,400	177,900	1,722,050	2,421,000
Other		654,400	0	0	0	0	0	654,400
REVENUE CLASSIFICATIONS								
Operating Revenues - General		647,600	744,500	659,200	480,000	595,000	535,000	3,661,300
Operating Funds - Powell Bill		0	0	0	0	0	0	0
Debt/Financing		54,650	143,600	161,400	161,400	177,900	1,722,050	2,421,000
Grant		0	20,000	0	0	0	0	20,000
Other		654,400	0	0	0	0	0	654,400
TOTAL		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
EXPENDITURE CLASSIFICATIO	NS							
Planning/Design/Engineering	- 3-	121,000	165,000	77,000	37,000	45,000	34,000	479,000
Land		0	0	0	0	0	0	0
Construction		1,115,650	622,100	603,900	551,900	646,900	1,997,050	5,537,500
Equipment		120,000	93,500	109,700	52,500	81,000	226,000	682,700
Hardware/Software		0	27,500	30,000	0	0	0	57,500
TOTAL		1,356,650	908,100	820,600	641,400	772,900	2,257,050	6,756,700
		1,330,030	330,200	0_0,000	5.1,700	,500	_,,,,,,,	5,. 50,. 50



Next Steps:

- Review Projects and Establish Priorities
- Consider Revenue/Expenditure
 Impacts
- Draft CIP Presented in February
- CIP Public Hearing Held in March
- Adopt CIP in March or April





Town of Montreat Board of Commissioners Agenda Meeting December 3, 2015 Walkup Building

Board members present: Mayor Pro Tem Mary Standaert

Commissioner Martha Campbell

Commissioner Tim Helms Commissioner Jack McCaskill Commissioner Ann Vinson

<u>Board members absent</u>: Mayor Letta Jean Taylor

<u>Town staff present</u>: Ron Nalley, Town Administrator

Angie Murphy, Town Clerk

Steve Freeman, Public Works Director Barry Creasman, Senior Water Operator

Chief Jack Staggs, Chief of Police

Stefan Stackhouse, Finance Officer & Deputy Town Clerk

Approximately fifteen members of the public were also present. Mayor Pro Tem Standaert called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and observed a moment of silence.

Agenda Approval

Mayor Pro Tem Standaert welcomed everyone to the meeting and asked if there were any corrections to the agenda. Commissioner Campbell moved to adopt the meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Mayor's Communications

Mayor Pro Tem Standaert stated that at next week's meeting we will have plaque presentations for Mayor Taylor, Commissioner McCaskill, and Commissioner Campbell; recognize our community volunteers; and officially welcome new Town Clerk, Angie Murphy.

Consent Agenda Review

The proposed Consent Agenda included the following items:

- July 2, 2015, Agenda Meeting Minutes
- July 9, 2015, Town Council Meeting Minutes
- August 6, 2015, Agenda Meeting Minutes
- August 11, 2015, Special Meeting Minutes

- August 13, 2015, Town Council Meeting Minutes
- September 3, 2015, Agenda Meeting Minutes
- September 10, 2015, Town Council Meeting Minutes
- October 1, 2015, Agenda Meeting Minutes
- October 8, 2015, Town Council Meeting Minutes
- October 15, 2015, Special Meeting Minutes
- November 5, 2015, Agenda Meeting Minutes (Pending)
- November 12, 2015, Town Council Meeting Minutes (Pending)

Mayor Pro Tem Standaert mentioned that all new and returning Commissioners should come prepared with their calendars next week in preparation for the Calendar Adoption and for scheduling meetings.

Town Administrator's Communications

Mr. Nalley stated that with Mayor Taylor and Commissioner Campbell leaving Council, as well as the departure of the former Town Clerk, the Town is left with only one authorized signatory at Asheville Savings Bank. Mr. Nalley stated that the Consent Agenda proposes adding Mayor Elect Tim Helms and new Town Clerk Angie Murphy as authorized signers for the Town's accounts at Asheville Savings Bank.

Administrative Reports

The Board will hear reports from the Police Chief, Public Works Director, Finance Officer and Building Inspector/Code Administrator during next week's Town Council Meeting. Mayor Pro Tem Standaert requested additional information under the Finance Officer's report on the letter included in their packets about the Water Fund. Commissioner Campbell also requested Mr. Stackhouse to be prepared to report on attorney fees spent up this point in the fiscal year.

<u>Public Comment - Agenda Items</u>

Mayor Pro Tem Standaert 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. Montreat General Ordinance, Chapter K, Article V: Trees: Mr. Nalley reported that prior to the Ordinance adoption at the November Town Council Meeting, the Board removed Section 8: Mitigation of Unsafe Trees on Private Property, with the understanding that two Commissioners were going to work on alternative language. This work has been completed and is being brought back to the Board for consideration. The proposed revision adds language that would allow the Public Works Director, in conjunction with the Environmental Commissioner, to cause or order to be removed any tree or shrub from private property adding an extra layer of approval and protection for the private property owner. The amendment also exempts hemlock trees infected with Hemlock Wooly Adelgid from this section.
- B. <u>Montreat Landcare Committee Appointments:</u> Mayor Pro Tem Standaert stated that all Landcare entities were asked to update their various appointees to the Committee. In response to a question from Commissioner Helms, Mr. Nalley stated that all Board appointments typically end on January 31st of the given year.

New Business

- A. <u>Oaths of Office</u>: Oaths of office will be administered to Commissioner-Elect Kitty Fouche, Commissioner-Elect Bill Gilliland and Mayor-Elect Tim Helms.
- B. <u>Appointment of Mayor Pro Tempore</u>: The new Town Council will appoint a Mayor Pro Tem at next week's meeting.
- C. <u>Scheduling of 2016 Annual Board Retreat</u>-Mayor Pro Tem Standaert reminded everyone to bring their calendars for scheduling of the Annual Board Retreat.

<u>Public Comment - Other Topics</u>

Mayor Pro Tem Standaert 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 comments from the public at this time.

Commissioner Communications

Commissioner Campbell reported from the Landcare Committee Meeting that the Hemlock Restoration Project work continues with another 1,000 beetles to be released in the next few days. More recent Hemlock work has included chemical treatments on larger Carolina Hemlock

trees. Educational signs about the restoration project and the wooly adelgid are being developed by Dr. Dottie Shuman's class to mirror those already located along Elizabeth's Path. There is also ongoing planning for the 4th Annual Native Plant Sale and Arbor Day Celebration to be held the last weekend in April 2016. Volunteers are needed to continue the success of this event. The PHC Annual Christmas Tea will be held next Wednesday, December 9 from 3-5:30 PM. The tea is a thank you to supporters and to the community. Commissioner Campbell encouraged everyone to be present at 4 PM when a 60 year old time capsule will be opened. The Montreat College Choir and Chamber Orchestra have their Christmas Concert on Saturday in Anderson Auditorium. The concert is free; donations to the Montreat College Music Department are appreciated.

Commissioner Campbell then expressed her appreciation for the opportunity to serve the Town of Montreat as a Commissioner the past four years. In addition to supporting the ongoing business of the Town, she noted several accomplishments: paving the bike lane, paving the walking path from the Gate to Lake Susan, hiring our current Police Chief, Jack Staggs, providing extra training for town staff and updating a number of our Ordinances. The Town has also kept up with regional, state and national issues that directly affect our town's ability to serve its citizens and institutions. Commissioner Campbell stated that she appreciated the partnership the Council and town have with a capable and hard-working Town Administrator and Town Staff and that she wishes the new Council well as they continue the work and progress of our town.

Mayor Pro Tem Standaert announced that if anyone is interested in learning more about the Hemlock Project to contact either her or her husband. Margot Walston's group, Mountain True, will be leading a hike onto Brushy on December 12th. She also welcomed again, new Town Clerk, Angie Murphy.

Upcoming Meeting Dates

<u>December Town Council Meeting:</u>
December 10, 2015, 7:00 p.m.
Walkup Building

<u>Town Services Office Closed:</u>
December 24-25, 2015
Christmas Holidays

Agenda Items Due: December 31, 2015, 5:00 p.m.

Town Services Office

<u>Town Services Office Closed:</u>

January 1, 2016

New Year's Day Holiday

Montreat Board of Commissioners Agenda Meeting Minutes December 3, 2015

Landcare Committee Meeting:	January 6, 2016, 9:00 a.m. Moore Center Meeting Room
January Agenda Meeting:	January 7, 2016, 7:00 p.m. Walkup Building
January Town Council Meeting:	January 14, 2016, 7:00 p.m. Walkup Building
<u>Adjournn</u>	<u>nent</u>
Commissioner Vinson moved to adjourn the seconded and the motion carried 5/0. The meeting	
Mary Standaert, Mayor Pro Tem	Angie Murphy, Town Clerk

Town of Montreat Board of Commissioners Town Council Meeting December 10, 2015 Walkup Building

Board members present: Mayor Pro Tem Mary Standaert

Commissioner Martha Campbell

Commissioner Tim Helms Commissioner Jack McCaskill Commissioner Ann Vinson

<u>Board members absent:</u> Mayor Letta Jean Taylor

<u>Town staff present</u>: Ron Nalley, Town Administrator

Stefan Stackhouse, Finance Officer & Deputy Town Clerk

Steve Freeman, Public Works Director Barry Creasman, Senior Water Operator

Chief Jack Staggs, Chief of Police Angie Murphy, Town Clerk

David Currie, Code Administrator/Building Inspector

Approximately 69 members of the public were also present. Mayor Pro Tem Standaert called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Mayor Pro Tem Standaert asked if there were any changes to the agenda. Commissioner Campbell moved to adopt the meeting agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Mayor's Communications

Mayor Pro Tem Standaert thanked the members of the Town's various appointed boards and committees and other community volunteers for their service. Members of these committees who were in attendance stood up to be recognized. Mayor Pro Tem Standaert awarded plaques of appreciation to Commissioner Campbell and Commissioner McCaskill and thanked them for their service to the Town of Montreat. Mayor Taylor was unable to attend the meeting, however Mayor Pro Tem Standaert read Mayor Taylor's plaque of appreciation and announced that Mayor Letta Jean Taylor had received the Order of The Long Leaf Pine signed by Governor Pat McCrory. The Order of the Long Leaf Pine is presented to outstanding North Carolinians who have demonstrated a lifetime of service to the State and their community. Mayor Pro Tem Standaert then administered the Oath of Office for Town Clerk Angela M. Murphy.

Consent Agenda Review

With the adoption of the Consent Agenda, the Board approved the following items:

- July 2, 2015, Agenda Meeting Minutes
- July 9, 2015, Town Council Meeting Minutes
- August 6, 2015 Agenda Meeting Minutes
- August 11, 2015, Special Meeting Minutes
- August 13, 2015, Town Council Meeting Minutes
- September 3, 2015, Agenda Meeting Minutes
- September 10, 2015, Town Council Meeting Minutes
- October 1, 2015, Agenda Meeting Minutes
- October 8, 2015, Town Council Meeting Minutes
- October 15, 2015, Special Meeting Minutes
- November 5, 2015, Agenda Meeting Minutes
- November 12, 2015, Town Council Meeting Minutes
- 2016 Board of Commissioners Annual Meeting Calendar
- 2016-2017 CIP and Budget Preparation Calendar
- 2015-2016 Budget Amendment #3
- Corporate Authorization Resolutions #15-12-0001 through #15-12-0005 amending the Town of Montreat's list of authorized signers with Asheville Savings Bank.

Town Administrator's Communications

Mr. Nalley stated that quotes for repairs to fix the damage to the roof and ceiling from all the recent rains at the Town Services Building are currently being gathered and will be brought to the Board in January. Commissioner Helms advised Mr. Nalley that if the mold became a problem to go ahead and see that it is ameliorated.

Administrative Reports

<u>Police</u>: Chief Staggs reviewed and presented the November 2015 monthly departmental activity report. He commended Master Police Officer Arrant for climbing up the side of a balcony to help a small child locked in a master bedroom. Chief Staggs reminded everyone that with the Holidays coming up to keep vehicles secured and free of valuables.

<u>Public Works Director</u>: Mr. Freeman reported that beginning January 6, 2016 the Sanitation Department will go to a bi-weekly collection schedule alternating between leaves and brush. The crews are currently working on cleaning the ditches of leaves and debris on the lower part of town. They are also working on replacing 85 stop signs with the new North Carolina Department of Transportation mandated reflective styles that will be required for 2016. Mr. Freeman reported that there were no water leaks in the month of November.

<u>Finance Officer</u>: Mr. Stackhouse presented and reviewed the following monthly reports:

- October 2015 Financial Summary Report;
- Final October 2015 Detailed Financial Statement;
- Preliminary November 2015 Detailed Financial Statement;
- November 30, 2015 Cash and Investment Earnings Report;
- Year-to-Date Legal Fees Report with regards to the lawsuit.

Mr. Stackhouse also reviewed a letter from the N.C. Local Government Commission expressing concern over fund balances and revenue fee structure as it relates to expenditures in the Water Fund. Mr. Stackhouse and Mr. Nalley will be drafting a response which informs them of the Town's special assessment activities that tend to inflate our expenditures on a short-term basis. Mr. Stackhouse advised the Council that Water Rates will need to be discussed at the Annual Board Retreat as has been done in the past.

<u>Building Inspector/Code Administrator</u>: Mr. Currie presented and reviewed his November 2015 zoning and inspections activity report. The Planning and Zoning Commission met to discuss setback requirements under the Zoning Ordinance and plan to present amendments to Council at their January meeting. Under the Federal Fair Housing Act jurisdictions are required to make reasonable accommodations in their Zoning Ordinances. A recent case brought before the Board of Adjustment called into question whether the town provides reasonable accommodations to the extent necessary. These amendments will also be brought back to the Council in January.

Public Comments

Mayor Pro Tem Standaert 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. Montreat General Ordinance, Chapter K, Article V: Trees: Following a brief discussion of the revisions and scope of the Ordinance, Commissioner Vinson moved to adopt Ordinance #15-12-0001 amending Montreat General Ordinance, Chapter K, Article V-Trees. Commissioner Campbell seconded and the motion carried 5/0. Commissioner Campbell moved to appoint Bill Solomon, Maggie Ray and John Johnson to the Montreat Tree Board for a term of three years to expire on January 31, 2019. Commissioner Vinson seconded and the motion carried 5/0.

B. <u>Montreat Landcare Committee Appointments</u>: Commissioner Vinson moved to appoint the Environmental Commissioner of the Montreat Board of Commissioners, Martha Campbell and Shannon Ingersoll to the Montreat Landcare Committee for a term of two years to expire on January 31, 2018. Commissioner Helms seconded and the motion carried 5/0.

New Business

A. <u>Oaths of Office:</u> Town Clerk Angela M. Murphy administered the Oath of Office to Commissioner Kitty Fouche, Commissioner Bill Gilliland and Mayor Tim Helms.

Mayor Helms addressed the public and thanked them for coming to the meeting as well as for their participation on Election Day. Mayor Helms stated that he looks forward to working with the Montreat Conference Center, Montreat College, Presbyterian Heritage Center and Montreat Cottagers Inc. As for the months ahead, Mayor Helms stated that the new Council was not going to build a Town Hall on Florida Terrace and that they are going to look at relocating the Bridge on Texas Road. Mayor Helms anticipates reviewing the Town Ordinances to ease restrictions and improve the process for building new homes in Montreat in order to grow the tax base and resolving the Sanitation delivery services as well. Mayor Helms stated that Commissioner Gilliland and Commissioner Fouche had proposed the appointment of Kent Otto for the remaining two years of Mayor Helm's now vacant Commissioner seat. Mayor Helms stated that he investigated the suggestion and looks forward to making that appointment. Commissioner Standaert appreciated the suggestion to appoint Mr. Otto, however she felt that the Board should be open to allowing other members of the community, if interested, to submit an application as has been done in the past. Mayor Helms stated that the matter will be placed on the January Agenda Meeting for further discussion.

B. Appointment of Mayor Pro Tempore: Mayor Pro Tem Standaert nominated Commissioner Ann Vinson to be appointed as Mayor Pro Tempore. Commissioner Vinson seconded the motion. Mayor Pro Tem Standaert then proposed an amendment to the motion stating that if other people were going to be nominated that they be nominated at this time. Commissioners Vinson and Standaert voted for the amendment. Commissioners Gilliland and Fouche voted against the amended motion. Mayor Helms announced that the vote was 2/2 and as Mayor he was voting against the amendment. The motion to amend failed 2/3 with Mayor Helms, Commissioner Fouche and Commissioner Gilliland voting against the motion. Mayor Helms then returned to the original motion of appointing Commissioner Ann Vinson as Mayor Pro Tempore. Commissioner Standaert and Commissioner Vinson voted in favor of the motion. Commissioner Gilliland and Commissioner Fouche voted against the motion. Mayor Helms announced that the vote was 2/2 and as Mayor he was voting against the motion. The motion to appoint Commissioner Ann Vinson as Mayor Pro Tempore failed 2/3 with Mayor Helms, Commissioner Fouche and Commissioner Gilliland voting against the motion. Commissioner Gilliland then moved that Commissioner Fouche be appointed Mayor Pro Tempore. Commissioner Fouche

Walkup Building

seconded the motion and the motion carried 3/1 with Commissioner Standaert voting against the motion. Mayor Helms then asked Keith Grogg to lead the group in prayer.

C. <u>Scheduling of 2016 Annual Board Retreat:</u> The Council scheduled the 2016 Annual Board Retreat for February 8th, 2016. Town Clerk Angie Murphy will be making arrangements for a meeting location.

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.

Adlai Boyd, 208 Harmony Lane, congratulated the new Mayor and Board members.

Commissioner Communications

There were no Commissioner reports at this time.

Upcoming Meeting Dates

Mayor Helms reviewed the following list of upcoming meeting dates and deadlines:

Town Services Office Closed:	December 24 -25, 2015 Christmas Holidays
Agenda Items Due:	December 31, 2015, 5:00 p.m. Town Services Office
Town Services Office Closed:	January 1, 2016 New Year's Day Holiday
<u>Landcare Committee Meeting:</u>	January 6, 2016, 9:00 a.m. Moore Center Meeting Room
January Agenda Meeting	January 7, 2016, 7:00 p.m. Walkup Building
January Town Council Meeting	January 14, 2016, 7:00 p.m.

Adjourn	<u>nment</u>
There being no further business, Mayor Helms Commissioner Vinson seconded and the motion of p.m.	,
Tim Helms, Mayor	Angela Murphy, Town Clerk



Metropolitan Sewerage District

OF BUNCOMBE COUNTY, NORTH CAROLINA

November 20, 2015

Ms. Misty R. Gedlinske, Town Clerk Town of Montreat PO Box 423 Montreat, North Carolina 28757

Dear Ms. Gedlinske:

This is to remind you that the term of Matt Ashley, a Town of Montreat appointee to the Metropolitan Sewerage District Board expires January 20, 2016.

Mr. Ashley is a member of the CIP and Right of Way Committees. From January, 2015 to date, Mr. Ashley attended 9 regular Board Meetings and 4 Committee Meetings.

Accordingly, on behalf of the District Board, I am respectfully requesting that the Town of Montreat take action as may be appropriate.

Thank you for the valuable service Mr. Ashley provides to the District and its ratepayers. If I can be of assistance, please feel free to contact me at your convenience.

Sincerely,

M. Jerry VeHaun, Chairman
MSD Board of Directors

MJV:sh

Cc: Matt Ashley

Montreat Garbage: A Request for Reasonable Service

A Simple Solution to a Major Montreat Problem

January 1, 2016

To: Mayor Tim Helms and Town Council CC: Steve Freeman, Public Works Director

From: Perry Sprawls, Full-time Resident, 130 Kanawha Drive and on behalf of the other full-time residents of Montreat

Subject: A request for safe and no-cost access to the dumpster/compactor for Montreat residents.

The weekly pickup service for both garbage on Mondays and yard trash on Wednesdays is outstanding. The source of this great service is Bill Creasman. His dedication, organization, and major efforts to serve the citizens is outstanding and one of the bright stars in our town government. The Friday pickup during the summer months extends this excellent service for all, including full-time residents and visitors.

However, during the nine (9) months when the Friday service is discontinued, residents have inadequate garbage disposal opportunity which has been made even a greater hardship by recent actions of the Council.

The recommendation that I make here was first made in January of 2015 but was either ignored or rejected by the Council. I submit the request again not only for myself but on behalf of the full-time residents of Montreat and especially for those of us who are among the elderly and disabled.

Request: That access to the dumpster/compactor area be opened, and without charge, to Montreat residents for four (4) hours each Thursday afternoon when Friday curb-side pickup is not provided.

Looking back to last winter before we were completely locked out from free drive-in access it was recognized that having to place garbage in the dumpsters using the walk-in gate was both a hardship and hazard for all, and especially those with some physical limitations. That was especially treacherous because of the weather making Rainbow Road a slippery hill for walking across, parking, and turning around. An added danger is having to park across the street and back into Rainbow Road in the blind curve almost out of sight of traffic coming, or sliding if they try to stop, down the mountain. This is a condition that can cause a tragic and deadly accident.

The additional hardship now imposed on the residents is the charge for each bag now taken to the Montreat dumpster/compactor. For two or more bags, and especially including recyclables, it is <u>more cost effective to take it to the Buncombe County Landfill.</u>

Therefore: If the Town of Montreat cannot, or does not, take action to provide the very basic service as described above by January 15, 2016 I will move forward with the organization of a resident's volunteer van and truck pooling to the Buncombe County Landfill to serve our fellow residents.

Montreat can be even a greater place to live, especially year-round, if it can offer basic garbage service that appears to be the norm in most communities.

CC: Concerned Montreat Residents

ARTICLE II. - STREET NAMES AND STREET ADDRESSES

FOOTNOTE(S):

--- (2) ---

Cross reference— Any ordinance naming any street or public way in the county saved from repeal, § 1-10(6).

State Law reference— Authority to name roads and assign street numbers, G.S. 153A-240.

Sec. 66-26. - Title of article.

This article shall be known and may be cited as the "Street Name, Street Address and Address Display Ordinance of Buncombe County, North Carolina."

(Ord. No. 20351, art. 2, 11-30-93)

Sec. 66-27. - Intent of article.

The purpose and objectives for which this article is adopted and enacted are as follows:

- (1) Provide a uniform system of assigning street addresses throughout the county.
- (2) Facilitate provision of adequate public safety and emergency response services.
- (3) Minimize difficulty in locating buildings for public service agencies and the general public.

(Ord. No. 20351, art. 1, 11-30-93)

Sec. 66-28. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

BCMSAL (Buncombe County Master Street Address List) means the official listing of all streets and roads within the county.

End point means a point at either end of a street where the street either begins or ends.

Plat means a map representing a lot, parcel, or a tract of land showing the boundaries and location of streets, and other information required by this article.

Point of origin means:

- (1) For dead-end streets, the point of origin is located at the end point from which the street emanates.
- (2) For all streets which are not dead-end streets, the point of origin shall be the end point of the street closest to the center of the intersection of Patton Avenue and Broadway Street.
- (3) Where the point of origin is questionable and for all other conditions not defined in subsections (1) and (2) of this definition, the determination of the point of origin is left to the discretion of the street address administrator.

Street address administrator means an official or designated person of the county responsible for the administration of this article.

Street address number means the address number assigned to a property or building by the street address administrator.

Street naming and numbering proposal means a proposal submitted to the street address administrator prior to subdividing and recording subdivided parcels.

(Ord. No. 20351, art. 3, 11-30-93)

Cross reference— Definitions generally, § 1-2.

Sec. 66-29. - Enforcement.

- (a) No building permit shall be issued until an official street address has been assigned to the lot.
- (b) Power shall not be released nor shall a certificate of occupancy be issued until the assigned street address number has been properly displayed.
- (c) Owners or occupants of buildings already constructed, which do not comply with street address display requirements described in this article, will be notified by registered or certified mail and requested to meet these requirements within 60 days from the date of notification. A warning notice will be issued after 60 days if the requirements have not been met. If the owner or occupant does not comply voluntarily with this article within 30 days of the delivery of the warning notice by registered or certified mail, or by hand delivery, a \$25.00 civil penalty shall be assessed.
- (d) The street address administrator shall have the authority to issue warning notices, to collect civil penalties and to coordinate the enforcement activities of this article.

(Ord. No. 20351, art. 7, 11-30-93)

Sec. 66-30. - Street names.

- (a) On file. The street names listed in the BCMSAL kept on file with the county planning department, are hereby declared the official names of streets in the county, unless hereafter changed by action of the county board of commissioners.
- (b) Determination of need for names and changes. The street address administrator is hereby authorized to determine the need for street names and name changes and to recommend such additions or changes to the county board of commissioners for both private and public streets outside the jurisdiction of any municipality within the county.
- (c) *Public hearing.* A public hearing is required and shall be held before the naming or renaming of a street or road is official in accordance with G.S. 153A-240.
- (d) *Duplication*. There shall be no assignment of duplicate street names. Street names should not closely approximate phonetically the name of any street within the county, irrespective of the use of a suffix (street, avenue, boulevard, drive, place, court, etc.).
- (e) Extensions of existing streets. Where proposed streets are the extension of existing streets, the existing street names shall be used.

(Ord. No. 20351, art. 4, 11-30-93)

Sec. 66-31. - Street addresses.

- (a) Duties of street address administrator. The street address administrator is hereby authorized to:
 - (1) Assign street addresses on streets which are not presently addressed; and

- (2) Resolve conflicts in numbers, assign and reassign numbers, or propose any changes which are deemed necessary and in accordance with G.S. 153A-240.
- (b) *Inclusions and exclusions.* Street addressing includes the assignment of street numbers to residences, businesses and other property within the county and outside the jurisdiction of any municipality within the county. It shall not include the assignment of numbers to interior offices and rooms in existing or future houses, buildings and other structures.
- (c) Assignment procedures. Addresses shall be assigned to buildings and property according to the following procedures:
 - (1) Address numbers shall follow in numerical sequence from low to high, beginning at the point of origin of the street.
 - (2) For all address assignments, beginning at the street's point of origin, even numbers shall be assigned on the left side of the street and odd numbers shall be assigned on the right side of the street.
 - (3) Allowances shall be made for vacant properties in order that numbers may be assigned to future structures on such properties. For all new streets and roads and all streets receiving new street addresses, two numbers shall be assigned, one on either side of the street, at 50-foot intervals.
 - (4) The street address administrator will have the right to authorize and approve alternate methods of street address numbering which meet the intent of this article when strict adherence to these standards cannot reasonably be met.
- (d) New street naming and numbering; proposal. For all subdivisions where new streets are proposed, a street naming and numbering proposal shall be submitted to the street address administrator for approval before any property can be subdivided and recorded. The proposal shall include:
 - (1) A scaled plat of the overall tract illustrating street layout;
 - (2) The name proposed for each street identified on the map;
 - (3) The proposed address scheme for the subdivision identified on the map; and
 - (4) An alphabetical list of the proposed street names, together with an alternate name for each name proposed.

The street address administrator will review the proposed street naming and numbering proposal for duplicate names, appropriateness of names, and for overall compliance with the street naming and numbering policy and make a recommendation to the county commissioners to accept or deny the proposal. Approved street names and addresses shall be included in the final plat submitted for recordation.

- (e) For all presently unnamed streets or roads, whenever there is a need to name said street or road for 911 purposes the procedure shall be as follows:
 - (1) The street address administrator shall send by certified mail a notice to all property owners on the unnamed street or road informing them of the need to name said street or road, and of their right to select a name for the street or road within 30 days;
 - (2) If within 30 days of the sending of said notice, the street address administrator receives a petition signed by the majority of the property owners stating a preference for the name, the street or road shall be named accordingly unless the chosen name is already in use for another street or road within the county or otherwise objectionable;

(3)

- In the event the name chosen by the property owners is already in use or otherwise objectionable, the street address administrator shall notify the property owners that the name they have selected cannot be used and the process specified in the foregoing paragraphs (1) and (2) shall be repeated;
- (4) That in the event the property owners shall fail to respond to the street address administrator's notice within 30 days, the street address administrator shall be authorized to choose a name for the street or road.

(Ord. No. 20351, art. 5, 11-30-93; Ord. No. 96-1-1, 1-2-96)

Sec. 66-32. - Display of street address numbers.

- (a) It shall be the duty of every owner or occupant of a house, building or mobile home to erect or cause to be erected the assigned street address number of the property so that the location can be easily identified from the street. Rural route box numbers shall be substituted for street address numbers only in areas where street addresses have not been assigned.
- (b) The official street address number shall be displayed on the front of or at the entrance to the structure so as to be clearly legible from the street on which the property fronts.
- (c) If the structure is situated so that reasonably sized numerals cannot be clearly seen from the street, the address number shall also be displayed at the end of the driveway or easement nearest the street which provides access to the building.
- (d) Numerals indicating the address number of a single-family dwelling shall be at least three inches in height, shall be in a contrasting color to the background on which they are applied and shall be posted and maintained so as to be legible from the street.
- (e) Numerals for multiple dwelling units and nonresidential buildings shall be at least six inches in height, shall be in a contrasting color to the background on which they are applied and shall be placed on the front of the building facing the street or on the end of the building nearest the street.
- (f) Street address numbers of all mobile home lots must be clearly displayed on each lot so as to be legible from the street or service street.

(Ord. No. 20351, art. 6, 11-30-93)

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Presbyterian Church (U.S.A.)

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Providence	ng.	79
Pueblo	Dg.	78
Redstone	Dg.	81
Redwoods, The	DO.	77
Riverside	Dg.	79
Sacramento	De.	77
St. Andrew	De.	74
St. Augustine	DG.	79
Salem	Do.	75
San Diego	DO.	79
San Fernando	DE.	79
San Francisco	De.	77
San Gabriel	DE.	80
San Joaquin	ng.	77
San Jose	DG.	77
San Juan	DO.	77
Santa Barbara	Dg.	80
Santa Fe	ng.	80
Savannah	Do.	79
Scioto Valley	Do.	72
Scioto ValleySeattle	Do.	71
Shenandoah	DO.	75
Shenango	DØ.	81
Sheppards and Lancley	Do.	74
Sheppards and Lapsley Sierra Blanca	no.	80
South Alabama	DO.	74
South Dakota	Do.	73
South Louisiana	Do.	81
Southeastern Illinois	DO.	73
Southern Kansas	DO.	75
Southern New England	no.	76
Southwest, The	DO.	77
Stockton	ne	77
Susquehanna Valley	DQ.	76
Tampa Bay	no.	79
Transylvania	DØ.	74
Tres Rios	no.	81
Trinley.	10.	79
Fropical Florida	DO.	79
Twin Cities Area	DG.	73
Upper Ohio Valley	DD.	81
Utah	Dg.	78
Utica	DO.	76
Wabash Valley	DO.	73
Vachington	DG.	81
West Jersey	DG.	76
West Virginia	DØ.	81
Western Colorado	DO.	78
Western Kentucky	DG.	74
Western New York	Dō.	76
Western North Carolina	DG.	75
Western Reserve, The	DS.	72
Whitewater Valley	DD.	73
Winnebago	DG.	73
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V V V V V V V V V V V V V V V V V V V	DØ.	78
Vyoning	pg.	78
Yellowstone	pg.	78 78

MONTHLY POLICE STATISTICS REPORT									
December	2015	2014	2013	2012	2011				
Mileage	3424	2840	2794	2976	3307				
Dispatched Calls	63	64	91	103	57				
Officer-Initiated Calls	238	164	253	174	309				
Fire/EMS Assistance Calls	5F/2E	5F/2E	5F/1E	8	1				
Motorist/Other Assistance Calls	49	39	67	56	10				
Traffic Stops	21/69CP	33/50CP	29/21CP	24	29				
Parking Issues	5	3	7	9	14				
Burglar/Fire Alarm Responses	4B/3F	2B/1F	2B/3F	3	8				
Residential/Building Checks	277	291	137	168	690				
Ordinance violations	8	15	5	8	9				
LE Agency Assistance Calls	20	17	23	26	57				
Animal Calls	9	0	4D	5	5				
Larcenies	0	3	0	0	2				
B&E Calls	0	0	0	0	1				
Suspicious Person/Vehicle Investigations	6P/23V	3P/15V	3P/9V	6P 7V	26				
Disturbance Calls	6	9	1	1	2				
Accident Responses	1	1	2	1	0				
Auxiliary Hours Worked	32R/24T	40R/48T	40R/36T	77	120				
Truck turns at gate	0	1	2	1	10				

Town service: 446MRA service: 148College service: 14

- On 12/01/2015 MPD discovered a gas leak on Kentucky Road, BMFD was notified and found it was coming from a tank
- On 12/03/2015 MPD assisted Buncombe County Arson Task Force reference locating college students that they needed to interview reference an arson investigation in Black Mountain
- On 12/10/2015 MPD investigated a dog bite incident at the Post Office
- On 12/12/2015 MPD participated in the Black Mountain Center's Christmas Parade
- On 12/18-19/2015 MPD monitored the weather situation in Town, Officers removed several limbs and branches from roadway. At approximately 10 p.m. a larger tree fell on North Carolina Terrace and the Street Department had to be contacted (Thanks again to the Street Department)
- On 12/19/2015 MPD discovered a water leak at a residence on North Carolina Terrace, the Water Department was contacted and the meter was shut down (Thanks again to the Water Department)
- On 12/19&23/2015 MPD participated in the North Carolina Governors Highway Safety Program with BCSD, DHR, BMPD
- Note: MPD would like to wish the Town of Montreat a Happy New Year and to thank all residents for the cards, food, and well wishes that were received. We truly are blessed to have such a great community!
- Note: All MPD Officers have completed their state and department mandatory classes and firearm requirements: Domestic Violence, Missing Children, Emotional Survival, Legal Updates, Active Shooter, LE Intel Updates, Hazardous Material and Blood-Borne Pathogens, A Juvenile What Does It Have To Do With Me?, Teenage Dating Violence, Firearms Qualification (Day and Night), Firearms classroom Use of Force, for a total of 192 hours

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Fiscal Year: 2016 Fiscal Month Range: 5-5

TOWN OF MONTREAT Revenue Statement

Period Ending: November 30, 2015

10 GENERAL FUND

Selected Department (ALL) All Departments

Page 1

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected F	
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	2,726.64	-2,226.64	545.32
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	149,662.57	285,352.22	666,647.78	29.97
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	127.51	872.49	12.75
LOCAL SALES TAX	10-00-3065-100	345,000.00	29,156.38	98,217.29	246,782.71	28.46
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	2,787.86	5,846.42	5,453.58	51.73
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	0.00	0.00	55,000.00	0.00
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	118.49	118.49	381.51	23.69
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	1,123.72	1,876.28	37.45
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	20,070.61	19,929.39	50.17
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	100.00	10,100.00	*-100.00	101.00
GRANT PROCEEDS - NC	10-10-3340-300	0.00	47,662.96	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	4,000.00	6,000.00	40.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	15.00	185.00	7.50
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	660.00	15,366.74	29,633.26	34.14
SANITATION FEES	10-10-3435-400	10,000.00	225.00	3,441.09	6,558.91	34.41
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	10,676.80	40,762.80	9,237.20	81.52
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	82.83	299.87	1,700.13	14.99
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	15.85	80.83	119.17	40.41
MISC REVENUE	10-00-3815-800	1,000.00	74.63	74.63	925.37	7.46
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	0.00	10,018.57	10,018.57	-10,018.57	0.00
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	Packet Page 38	0.00	0.00	15,800.00	0.00

12/31/15 16:01:50 Fiscal Year: 2016

TOWN OF MONTREAT Revenue Statement Selected Department

(ALL) All Departments

Page 2

Fiscal Month Range:5-5

Period Ending: November 30, 2015

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date		
TOTAL FUND REVENUE:		2,534,175.00	251,241.94	615,189.18	1,918,985.82	24.27

Encumbrances & Expenditure Statement
Period Ending: November 30, 2015

Selected Department (ALL) All Departments Page 1

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Fiscal Year: 2016 Fiscal Month Range:5-5

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (4100) GOVERNING BODY	′						
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	14,772.97	48,564.52	0.00	31,135.48	60.93
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	25.00	40.00	0.00	460.00	8.00
ADVERTISING	10-00-4100-260	7,000.00	0.00	0.00	0.00	7,000.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	140.84	404.20	0.00	2,095.80	16.16
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	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	-3,402.80	-6,805.60	0.00	-6,794.40	50.04
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNIN	IG BODY	104,700.00	11,536.01	42,303.12	0.00	62,396.88	40.40

Encumbrances & Expenditure Statement Period Ending: November 30, 2015

Selected Department

(ALL) All Departments

Page 2

10 GENERAL FUND

(D)

12/31/15 Fiscal Year: 2016 16:01:34 Fiscal Month Range:5-5

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,100.00	12,561.76	60,704.16	0.00	120,395.84	33.52
FICA EXPENSE	10-00-4200-050	13,900.00	968.61	4,670.50	0.00	9,229.50	33.60
GROUP INSURANCE	10-00-4200-060	26,500.00	1,469.50	8,744.84	0.00	17,755.16	32.99
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,490.28	7,202.10	0.00	16,197.90	30.77
POSTAGE	10-00-4200-100	2,200.00	200.00	457.62	0.00	1,742.38	20.80
TELEPHONE	10-00-4200-110	4,000.00	457.16	2,677.36	0.00	1,322.64	66.93
TRAVEL & TRAINING	10-00-4200-140	3,400.00	100.00	563.15	0.00	2,836.85	16.56
M & R EQUIPMENT	10-00-4200-160	24,400.00	775.10	16,159.42	0.00	8,240.58	66.22
ADVERTISING	10-00-4200-260	1,800.00	54.48	1,247.31	0.00	552.69	69.29
OFFICE EXPENSE	10-00-4200-320	3,000.00	185.11	814.15	0.00	2,185.85	27.13
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	950.95	1,343.90	0.00	56.10	95.99
CONTRACT SERVICES	10-00-4200-450	19,500.00	3,035.07	5,848.79	0.00	13,651.21	29.99
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	-6,604.90	-13,209.80	0.00	-13,190.20	50.03
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	732.00	2,440.00	0.00	660.00	78.71
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	16,375.12	99,663.50	0.00	183,136.50	35.24

Encumbrances & Expenditure Statement
Period Ending: November 30, 2015

10 GENERAL FUND

Selected Department Page 3 (ALL) All Departments

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12/31/15

Fiscal Year: 2016

Fiscal Month Range:5-5

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS	3						
UTILITIES	10-00-5000-130	3,500.00	100.55	745.40	0.00	2,754.60	21.29
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	77.95	415.89	0.00	2,084.11	16.63
M & R EQUIPMENT	10-00-5000-160	5,200.00	478.76	1,064.61	0.00	4,135.39	20.47
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	-1,305.60	-2,611.20	0.00	-2,588.80	50.21
INSURANCE	10-00-5000-540	36,100.00	418.48	34,801.02	0.00	1,298.98	96.40
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BU	JILDINGS	139,950.00	-229.86	34,415.72	0.00	105,534.28	24.59

Fiscal Year: 2016 Fiscal Month Range: 5-5

Encumbrances & Expenditure Statement Period Ending: November 30, 2015

Selected Department (ALL) All Departments

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10 GENERAL FUND

(D)

12/31/15

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	21,961.55	100,379.88	0.00	127,620.12	44.02
FICA EXPENSE	10-10-5100-050	17,500.00	1,671.70	7,637.35	0.00	9,862.65	43.64
GROUP INSURANCE	10-10-5100-060	39,700.00	3,673.74	21,840.88	0.00	17,859.12	55.01
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,507.84	11,552.83	0.00	16,947.17	40.53
TELEPHONE	10-10-5100-110	2,000.00	183.22	793.02	0.00	1,206.98	39.65
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
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	4,000.00	9,952.45	10,620.67	0.00	-6,620.67	265.51
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	0.00	0.00	0.00	500.00	0.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	560.68	3,284.68	0.00	13,215.32	19.90
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	36.58	322.72	0.00	1,777.28	15.36
UNIFORMS	10-10-5100-360	1,700.00	139.95	376.89	0.00	1,323.11	22.17
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	0.00	4,750.00	0.00	14,450.00	24.74
TOTAL DEPT: (5100) POLICE		368,925.00	40,687.71	167,746.01	0.00	201,178.99	45.46

Encumbrances & Expenditure Statement Period Ending: November 30, 2015

Selected Department

(ALL) All Departments

Page 5

10 GENERAL FUND

(D)

12/31/15

16:01:34	Fiscal	Month	Range: 5-
(D)			

Fiscal Year: 2016

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING	G						
SALARIES & WAGES	10-10-5400-020	49,800.00	4,473.18	21,415.50	0.00	28,384.50	43.00
FICA EXPENSE	10-10-5400-050	3,900.00	342.18	1,638.27	0.00	2,261.73	42.00
GROUP INSURANCE	10-10-5400-060	9,100.00	734.75	4,681.76	0.00	4,418.24	51.44
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	526.49	2,526.15	0.00	3,573.85	41.41
TELEPHONE	10-10-5400-110	800.00	43.76	218.73	0.00	581.27	27.34
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	50.00	0.00	2,450.00	2.00
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	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	0.00	110.98	0.00	689.02	13.87
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	0.00	94.04	0.00	1,205.96	7.23
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	250.00	400.00	0.00	850.00	32.00
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	150.00	520.00	0.00	180.00	74.28
TOTAL DEPT: (5400) BUILDING & ZONING		82,200.00	6,520.36	31,724.43	0.00	50,475.57	38.59

Fiscal Year: 2016

Encumbrances & Expenditure Statement
Period Ending: November 30, 2015

(D) **10 GENERAL FUND**

Fiscal Month Range:5-5

12/31/15

16:01:34

Selected Department (ALL) All Departments

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	5,516.40	23,550.82	0.00	30,249.18	43.77
FICA EXPENSE	10-20-5550-050	4,200.00	422.01	1,801.64	0.00	2,398.36	42.89
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	734.75	4,464.04	0.00	4,635.96	49.05
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	649.28	2,777.88	0.00	3,722.12	42.73
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
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	110.00	0.00	390.00	22.00
AUTO SUPPLIES	10-20-5550-310	3,800.00	150.41	785.91	0.00	3,014.09	20.68
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	0.00	75.00	0.00	1,925.00	3.75
UNIFORMS	10-20-5550-360	500.00	0.00	177.95	0.00	322.05	35.59
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	-1,987.30	-3,974.60	0.00	-4,025.40	49.68
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WO	PRKS	86,100.00	5,485.55	29,768.64	0.00	56,331.36	34.57

Fiscal Year: 2016

Encumbrances & Expenditure Statement Period Ending: November 30, 2015

Selected Department (ALL) All Departments Page 7

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Fiscal Month Range:5-5

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5600) STREET DEPARTM	IENT				,		
SALARIES & WAGES	10-20-5600-020	109,100.00	10,989.62	47,594.26	0.00	61,505.74	43.62
FICA EXPENSE	10-20-5600-050	8,400.00	840.71	3,640.94	0.00	4,759.06	43.34
GROUP INSURANCE	10-20-5600-060	18,800.00	2,204.25	12,689.37	0.00	6,110.63	67.49
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	1,293.48	5,609.19	0.00	7,590.81	42.49
TRAVEL & TRAINING	10-20-5600-140	1,800.00	0.00	1,291.56	0.00	508.44	71.75
M & R EQUIPMENT	10-20-5600-160	2,000.00	191.33	281.58	0.00	1,718.42	14.07
M & R TRUCKS	10-20-5600-170	3,500.00	30.00	2,271.87	0.00	1,228.13	64.91
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	307.50	2,504.12	0.00	6,995.88	26.35
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	415.77	2,192.38	0.00	3,307.62	39.86
UNIFORMS	10-20-5600-360	2,000.00	35.99	1,114.28	0.00	885.72	55.71
CONTRACT SERVICE	10-20-5600-450	14,000.00	380.00	1,080.00	0.00	12,920.00	7.71
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	-5,799.60	-11,599.20	0.00	-11,600.80	49.99
CAPITAL OUTLAY	10-20-5600-730	1,083,300.00	0.00	59,818.71	0.00	1,023,481.29	5.52
STREET LIGHTING	10-20-5600-740	23,500.00	1,992.53	9,818.16	0.00	13,681.84	41.77
TOTAL DEPT: (5600) STREET DI	EPARTMENT	1,271,400.00	12,881.58	138,307.22	0.00	1,133,092.78	10.87

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(D)

Fiscal Year: 2016 Fiscal Month Range:5-5

Encumbrances & Expenditure Statement
Period Ending: November 30, 2015

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	970.44	0.00	3,029.56	24.26
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	9.98	0.00	16,990.02	0.05
PATCHING	10-20-5700-760	4,000.00	60.00	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	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL BILL 56,000.00		60.00	2,568.64	0.00	53,431.36	4.58	

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Fiscal Year: 2016 Fiscal Month Range: 5-5

Encumbrances & Expenditure Statement
Period Ending: November 30, 2015

(D)

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5800) SANITATION			-				
SALARIES AND WAGES	10-30-5800-020	41,800.00	3,269.44	14,357.71	0.00	27,442.29	34.34
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,850.00	7,110.00	0.00	7,890.00	47.40
FICA EXPENSE	10-30-5800-050	3,300.00	250.11	1,098.35	0.00	2,201.65	33.28
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	734.75	4,714.87	0.00	7,385.13	38.96
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	384.82	1,693.57	0.00	2,306.43	42.33
TELEPHONE	10-30-5800-110	750.00	43.76	218.73	0.00	531.27	29.16
UTILITIES	10-30-5800-130	500.00	38.25	205.50	0.00	294.50	41.10
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	1,500.00	89.66	731.69	0.00	768.31	48.77
AUTO SUPPLIES	10-30-5800-310	5,000.00	122.72	1,836.15	0.00	3,163.85	36.72
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	0.00	203.13	0.00	3,796.87	5.07
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	946.06	5,640.81	0.00	6,859.19	45.12
TIPPING FEES	10-30-5800-550	12,000.00	996.74	4,105.39	0.00	7,894.61	34.21
TOTAL DEPT: (5800) SANITATION	١	113,600.00	9,726.31	42,115.85	0.00	71,484.15	37.07

Encumbrances & Expenditure Statement
Period Ending: November 30, 2015

Selected Department (ALL) All Departments Page 10

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Fiscal Year: 2016 Fiscal Month Range:5-5

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CO	NSERVATION & RECREAT	TION					
LANDCARE	10-80-6190-340	21,000.00	5,231.84	5,760.26	0.00	15,239.74	27.43
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) ENVIRONMEREC	ENT, CONSERVATION &	28,500.00	5,231.84	5,760.26	0.00	22,739.74	20.21
TOTAL FUND: (10) GENERAL FUN	ND	2,534,175.00	108,274.62	594,373.39	0.00	1,939,801.61	23.45

Fiscal Year: 2016 Fiscal Month Range:5-5

TOWN OF MONTREAT Revenue Statement

Period Ending: November 30, 2015

30 WATER FUND

Selected Department (ALL) All Departments

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected P To Date Co	
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	7,737.52	12,262.48	38.68
WATER SALES	30-91-3500-500	140,000.00	8,857.87	67,430.25	72,569.75	48.16
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,746.00	68,432,66	91,567.34	42.77
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.65	451.15	548.85	45.11
WATER TAPS	30-91-3505-500	2,000.00	0.00	850,00	1,150.00	42.50
WATER TRANSFER FEES	30-91-3505-700	1,000.00	75.00	450.00	550.00	45.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	64,800.06	64,800.06	-64,800.06	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	6.64	33.12	466.88	6.62
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
LATE FEES	30-91-3815-800	2,000.00	290.36	1,211.09	788.91	60.55
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	186.27	-186.27	0.00
TOTAL FUND REVENUE:		327,000.00	87,866.58	214,657.12	112,342.88	65.64
TOTAL REVENUE:		2,861,175.00	339,108.52	829,846.30	2,031,328.70	29.00%

Fiscal Year: 2016

Encumbrances & Expenditure Statement Period Ending: November 30, 2015

(ALL) All Departments

Selected Department Page 11

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Fiscal Month Range:5-5

30 WATER FUND

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (8100) WATER DEPARTME	ENT		•				
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	448.00	0.00	8,052.00	5.27
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	198.83	994.15	0.00	2,005.85	33.13
TELEPHONE	30-91-8100-110	2,500.00	165.72	708.45	0.00	1,791.55	28.33
UTILITIES	30-91-8100-130	30,000.00	2,304.99	11,384.29	0.00	18,615.71	37.94
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	130.00	0.00	1,870.00	6.50
M & R WELLS	30-91-8100-150	28,000.00	0.00	6,581.85	0.00	21,418.15	23.50
M & R EQUIPMENT	30-91-8100-160	10,000.00	92.86	4,073.14	0.00	5,926.86	40.73
AUTO SUPPLIES	30-91-8100-310	5,500.00	234.28	1,010.79	0.00	4,489.21	18.37
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,145.00	0.00	1,355.00	45.80
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	19,100.20	38,200.40	0.00	38,199.60	50.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	136.17	1,226.17	0.00	773.83	61.30
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	2,472.68	2,472.68	0.00	81,727.32	2.93
TOTAL DEPT: (8100) WATER DEF	PARTMENT	327,000.00	24,735.73	69,624.92	0.00	257,375.08	21.29
TOTAL FUND: (30) WATER FUND		327,000.00	24,735.73	69,624.92	0.00	257,375,08	21.29
TOTAL EXPENDITURES		2,861,175.00	133,010,35	663,998.31	0.00	2,197,176.69	23.20

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Fiscal Year: 2016 Fiscal Month Range: 6-6 TOWN OF MONTREAT
Revenue Statement

Period Ending: December 31, 2015

10 GENERAL FUND

Selected Department
(ALL) All Departments

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected F	
		500.00	0.00	2,726.64	-2,226.64	545.32
PY AD VALOREM TAXES	10-00-3000-100			•		29.97
CY AD VALOREM TAXES	10-00-3005-100	952,000.00	0.00	285,352.22	666,647.78	
TAX INTEREST & PENALTIES	10-00-3050-100	1,000.00	0.00	127.51	872.49	12.75
LOCAL SALES TAX	10-00-3065-100	345,000.00	32,354.17	130,571.46	214,428.54	37.84
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	0.00	5,846.42	5,453.58	51.73
UTILITIES FRANCHISE TAX	10-00-3205-200	55,000.00	28,433.14	28,433.14	26,566.86	51.69
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	118.49	381.51	23.69
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	561.86	1,685.58	1,314.42	56.18
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	20,070.60	40,141.21	-141.21	100.35
CONTRIBUTIONS - LANDCARE	10-80-3330-340	10,000.00	0.00	10,100.00	-100.00	101.00
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	4,000.00	6,000.00	40.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	15.00	185.00	7.50
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	5,601.00	20,967.74	24,032.26	46.59
SANITATION FEES	10-10-3435-400	10,000.00	865.00	4,306.09	5,693.91	43.06
COMMUNITY SERVICE FEE	10-00-3550-800	50,000.00	0.00	40,762.80	9,237.20	81.52
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	0.00	299.87	1,700.13	14.99
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	0.00	80.83	119.17	40.41
MISC REVENUE	10-00-3815-800	1,000.00	0.00	74.63	925.37	7.46
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
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	Packet Page 52	0.00	0.00	15,800.00	0.00

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TOWN OF MONTREAT Revenue Statement

Period Ending: December 31, 2015

10 GENERAL FUND

Selected Department (ALL) All Departments

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected Pe To Date Col	274
TOTAL FUND REVENUE:		2,544,193.00	87,885.77	703,074.95	1,841,118.05	27.63

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

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TOTAL DEPT: (4100) GOVERNING BODY

Fiscal Year: 2016

(D)

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10 GENERAL FUND

Selected Department (ALL) All Departments

0.00

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48,619.49 53.56

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (4100) GOVERNING BODY	,						
SALARIES & WAGES	10-00-4100-020	9,800.00	4,900.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	79,700.00	7,257.45	55,821.97	0.00	23,878.03	70.04
FICA EXPENSE	10-00-4100-050	800.00	374.88	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	600.00	450.00	490.00	0.00	110.00	81.66
ADVERTISING	10-00-4100-260	6,900.00	0.00	0.00	0.00	6,900.00	0.00
DEPARTMENT SUPPLIES	10-00-4100-330	2,500.00	795.06	1,199.26	0.00	1,300.74	47.97
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	0.00	0.00	0.00	4,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-13,600.00	0.00	-6,805.60	0.00	-6,794.40	50.04
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00

13,777.39

56,080.51

104,700.00

Encumbrances & Expenditure Statement
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Fiscal Month Range:6-6

Fiscal Year: 2016

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Selected Department (ALL) All Departments

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							<u> </u>
SALARIES & WAGES	10-00-4200-020	181,100.00	19,502.64	80,206.80	0.00	100,893.20	44.28
FICA EXPENSE	10-00-4200-050	13,900.00	1,512.90	6,183.40	0.00	7,716.60	44.48
GROUP INSURANCE	10-00-4200-060	26,500.00	1,488.31	10,233.15	0.00	16,266.85	38.61
RETIREMENT EXPENSE	10-00-4200-070	23,400.00	1,973.90	9,176.00	0.00	14,224.00	39.21
POSTAGE	10-00-4200-100	2,200.00	0.00	457.62	0.00	1,742.38	20.80
TELEPHONE	10-00-4200-110	4,000.00	707.96	3,385.32	0.00	614.68	84.63
TRAVEL & TRAINING	10-00-4200-140	3,400.00	150.00	713.15	0.00	2,686.85	20.97
M & R EQUIPMENT	10-00-4200-160	24,400.00	610.00	16,769.42	0.00	7,630.58	68.72
ADVERTISING	10-00-4200-260	1,800.00	236.46	1,483.77	0.00	316.23	82.43
OFFICE EXPENSE	10-00-4200-320	3,000.00	279.94	1,094.09	0.00	1,905.91	36.47
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	0.00	0.00	1,000.00	0.00
BANK SERVICE CHARGE EX	10-00-4200-340	1,400.00	0.00	1,343.90	0.00	56.10	95.99
CONTRACT SERVICES	10-00-4200-450	19,500.00	0.00	5,848.79	0.00	13,651.21	29.99
INDIRECT COST ALLOCATI	10-00-4200-480	-26,400.00	0.00	-13,209.80	0.00	-13,190.20	50.03
DUES & SUBSCRIPTIONS	10-00-4200-530	3,100.00	370.00	2,810.00	0.00	290.00	90.64
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTR	ATION	282,800.00	26,832.11	126,495.61	0.00	156,304.39	44.72

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

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Fiscal Year: 2016

4 B	AA NA	Budget	Activity	Expenditure	Encumbrance	Unecumbered	**
Account Description	Account No	Amount	This Period	Year to Date	Year to Date	Balance	Spent
DEPT (5000) PUBLIC BUILDINGS	5						
UTILITIES	10-00-5000-130	3,500.00	111.56	856.96	0.00	2,643.04	24.48
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	239.29	655.18	0.00	1,844.82	26.20
M & R EQUIPMENT	10-00-5000-160	5,200.00	156.15	1,220.76	0.00	3,979.24	23.47
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	-2,611.20	0.00	-2,588.80	50.21
INSURANCE	10-00-5000-540	36,100.00	650.00	35,451.02	0.00	648.98	98.20
CAPITAL OUTLAY	10-00-5000-730	97,650.00	0.00	0.00	0.00	97,650.00	0.00
TOTAL DEPT: (5000) PUBLIC BU	JILDINGS	139,950.00	1,157.00	35,572.72	0.00	104,377.28	25.41

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

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Fiscal Year: 2016

10 GENERAL FUND

Selected Department

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	228,000.00	26,197.93	126,577.81	0.00	101,422.19	55.51
FICA EXPENSE	10-10-5100-050	17,500.00	2,005.96	9,643.31	0.00	7,856.69	55.10
GROUP INSURANCE	10-10-5100-060	39,700.00	3,694.35	25,535.23	0.00	14,164.77	64.32
RETIREMENT EXPENSE	10-10-5100-070	28,500.00	2,601.03	14,153.86	0.00	14,346.14	49.66
TELEPHONE	10-10-5100-110	2,000.00	308.61	1,101.63	0.00	898.37	55.08
TRAVEL & TRAINING	10-10-5100-140	500.00	219.80	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	546.52	11,167.19	0.00	2,850.81	79.66
PUBLIC ED - SAFETY SAT	10-10-5100-234	500.00	140.00	140.00	0.00	360.00	28.00
AUTO SUPPLIES (GAS, OI	10-10-5100-310	16,500.00	390.59	3,675.27	0.00	12,824.73	22.27
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,100.00	237.50	560.22	0.00	1,539.78	26.67
UNIFORMS	10-10-5100-360	1,700.00	232.98	609.87	0.00	1,090.13	35.87
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	9,500.00	0.00	9,700.00	49.47
TOTAL DEPT: (5100) POLICE		378,943.00	41,325.27	209,071.28	0.00	169,871.72	55.17

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

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Fiscal Month Range:6-6

Fiscal Year: 2016

Selected Department

(ALL) All Departments

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5400) BUILDING & ZONIN	G						
SALARIES & WAGES	10-10-5400-020	49,800.00	5,659.77	27,075.27	0.00	22,724.73	54.36
FICA EXPENSE	10-10-5400-050	3,900.00	435.94	2,074.21	0.00	1,825.79	53.18
GROUP INSURANCE	10-10-5400-060	9,100.00	738.99	5,420.75	0.00	3,679.25	59.56
RETIREMENT EXPENSE	10-10-5400-070	6,100.00	571.83	3,097.98	0.00	3,002.02	50.78
TELEPHONE	10-10-5400-110	800.00	43.70	262.43	0.00	537.57	32.80
TRAVEL & TRAINING	10-10-5400-140	2,500.00	260.00	310.00	0.00	2,190.00	12.40
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	500.00	0.00	17.00	0.00	483.00	3.40
AUTO SUPPLIES	10-10-5400-310	800.00	22.48	133.46	0.00	666.54	16.68
DEPARTMENT SUPPLIES	10-10-5400-330	1,300.00	49.90	143.94	0.00	1,156.06	11.07
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	75.00	475.00	0.00	775.00	38.00
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	520.00	0.00	180.00	74.28
TOTAL DEPT: (5400) BUILDING	& ZONING	82,200.00	7,857.61	39,582.04	0.00	42,617.96	48.15

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

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Selected Department	Page 6
(ALL) All Departments	

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	53,800.00	6,024.61	29,575.43	0.00	24,224.57	54.97
FICA EXPENSE	10-20-5550-050	4,200.00	464.05	2,265.69	0.00	1,934.31	53.94
GROUP HEALTH INSURANCE	10-20-5550-060	9,100.00	739.59	5,203.63	0.00	3,896.37	57.18
RETIREMENT EXPENSE	10-20-5550-070	6,500.00	608.69	3,386.57	0.00	3,113.43	52.10
TELEPHONE	10-20-5550-110	700.00	0.00	0.00	0.00	700.00	0.00
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	110.00	0.00	390.00	22.00
AUTO SUPPLIES	10-20-5550-310	3,800.00	823.16	1,609.07	0.00	2,190.93	42.34
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,000.00	47.50	122.50	0.00	1,877.50	6.12
UNIFORMS	10-20-5550-360	500.00	0.00	177.95	0.00	322.05	35.59
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	-3,974.60	0.00	-4,025.40	49.68
CAPITAL OUTLAY	10-20-5550-730	8,300.00	0.00	0.00	0.00	8,300.00	0.00
TOTAL DEPT: (5550) PUBLIC WO	RKS	86,100.00	8,707.60	38,476.24	0.00	47,623.76	44.68

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

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Fiscal Year: 2016

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5600) STREET DEPARTM							
SALARIES & WAGES	10-20-5600-020	109,100.00	11,284.76	58,879.02	0.00	50,220.98	53.96
FICA EXPENSE	10-20-5600-050	8,400.00	863.31	4,504.25	0.00	3,895.75	53.62
GROUP INSURANCE	10-20-5600-060	18,800.00	2,213.34	14,902.71	0.00	3,897.29	79.27
RETIREMENT EXPENSE	10-20-5600-070	13,200.00	1,203.45	6,812.64	0.00	6,387.36	51.61
TRAVEL & TRAINING	10-20-5600-140	1,800.00	382.39	1,673.95	0.00	126.05	92.99
M & R EQUIPMENT	10-20-5600-160	2,000.00	0.00	281.58	0.00	1,718.42	14.07
M & R TRUCKS	10-20-5600-170	3,500.00	355.29	2,627.16	0.00	872.84	75.06
AUTO SUPPLIES (GAS, OI	10-20-5600-310	9,500.00	425.33	2,929.45	0.00	6,570.55	30.83
DEPARTMENT SUPPLIES -	10-20-5600-330	5,500.00	146.49	2,338.87	0.00	3,161.13	42.52
UNIFORMS	10-20-5600-360	2,000.00	150.00	1,264.28	0.00	735.72	63.21
CONTRACT SERVICE	10-20-5600-450	14,000.00	550.00	1,630.00	0.00	12,370.00	11.64
INDIRECT COST ALLOCATI	10-20-5600-480	-23,200.00	0.00	-11,599.20	0.00	-11,600.80	49.99
CAPITAL OUTLAY	10-20-5600-730	1,083,300.00	100.00	59,918.71	0.00	1,023,381.29	5.53
STREET LIGHTING	10-20-5600-740	23,500.00	1,952.32	11,770.48	0.00	11,729.52	50.08
TOTAL DEPT: (5600) STREET DE	EPARTMENT	1,271,400.00	19,626.68	157,933.90	0.00	1,113,466.10	12.42

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

Selected Department (ALL) All Departments Page 8

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Fiscal Year: 2016

Account Description	Account No.	Budget	Activity This Pariod	Expenditure	Encumbrance	Unecumbered	% Spont
Account Description	Account No	Amount	This Period	Year to Date	Year to Date	Balance	Spent
DEPT (5700) POWELL BILL							
NEW BRIDGE/CULVERT	10-20-5700-740	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5700-750	4,000.00	0.00	970.44	0.00	3,029.56	24.26
SIGNS/PAINTING	10-20-5700-755	17,000.00	0.00	9.98	0.00	16,990.02	0.05
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	0.00	0.00	0.00	2,000.00	0.00
TOTAL DEPT: (5700) POWELL E	BILL	56,000.00	0.00	2,568.64	0.00	53,431.36	4.58

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

10 GENERAL FUND

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(ALL) All Departments

0.00

62,369.14

45.09

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TOTAL DEPT: (5800) SANITATION

Fiscal Year: 2016

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (5800) SANITATION			-				
SALARIES AND WAGES	10-30-5800-020	41,800.00	3,704.16	18,061.87	0.00	23,738.13	43.21
CONTRACT SERVICES	10-30-5800-040	15,000.00	2,118.00	9,228.00	0.00	5,772.00	61.52
FICA EXPENSE	10-30-5800-050	3,300.00	283.37	1,381.72	0.00	1,918.28	41.87
GROUP HEALTH INSURANCE	10-30-5800-060	12,100.00	737.78	5,452.65	0.00	6,647.35	45.06
RETIREMENT - LOCAL GOV	10-30-5800-070	4,000.00	374.25	2,067.82	0.00	1,932.18	51.69
TELEPHONE	10-30-5800-110	750.00	43.70	262.43	0.00	487.57	34.99
UTILITIES	10-30-5800-130	500.00	40.34	245.84	0.00	254.16	49.16
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	1,500.00	46.20	777.89	0.00	722.11	51.85
AUTO SUPPLIES	10-30-5800-310	5,000.00	137.39	1,973.54	0.00	3,026.46	39.47
SUPPLIES/TOOLS	10-30-5800-330	4,000.00	107.71	310.84	0.00	3,689.16	7.77
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	764.06	6,404.87	0.00	6,095.13	51.23
TIPPING FEES	10-30-5800-550	12,000.00	758.05	4,863.44	0.00	7,136.56	40.52

113,600.00

9,115.01

51,230.86

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

10 GENERAL FUND

(D)

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Fiscal Year: 2016

Selected Department	Page 10	
(ALL) All Departments		

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CO	NSERVATION & RECREAT	ΓΙΟΝ					
LANDCARE	10-80-6190-340	21,000.00	3,542.71	9,302.97	0.00	11,697.03	44.30
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) ENVIRONME REC	ENT, CONSERVATION &	28,500.00	3,542.71	9,302.97	0.00	19,197.03	32.64
TOTAL FUND: (10) GENERAL FUN	ND	2,544,193.00	131,941.38	726,314.77	0.00	1,817,878.23	28.54

Fiscal Year: 2016 Fiscal Month Range: 6-6 TOWN OF MONTREAT
Revenue Statement

Period Ending: December 31, 2015

30 WATER FUND

Selected Department (ALL) All Departments

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Account Description	Account Number			Uncollected P To Date Co		
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	6,200.80	13,938.32	6,061.68	69.69
WATER SALES	30-91-3500-500	140,000.00	8,398.57	75,828,82	64,171.18	54.16
WATER ACCESS FEES	30-91-3500-600	160,000.00	13,741.23	82,173.89	77,826.11	51.35
BILLING FEE REVENUE	30-91-3500-800	1,000.00	91.00	542.15	457.85	54.21
WATER TAPS	30-91-3505-500	2,000.00	0.00	850.00	1,150.00	42.50
WATER TRANSFER FEES	30-91-3505-700	1,000.00	50.00	500.00	500.00	50.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	0.00	64,800,06	-64,800.06	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	0.00	33.12	466,88	6.62
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
LATE FEES	30-91-3815-800	2,000.00	276.21	1,487.30	512.70	74.36
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	186.27	-186.27	0.00
TOTAL FUND REVENUE:		327,000.00	28,757.81	243,414.93	83,585.07	74.43
TOTAL REVENUE:		2,871,193.00	116,643.58	946,489.88	1,924,703.12	32.96%

Encumbrances & Expenditure Statement
Period Ending: December 31, 2015

01/12/16

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Fiscal Year: 2016

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(D) 30 WATER FUND												
Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unecumbered Balance	% Spent					
DEPT (8100) WATER DEPARTME	NT						*					
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	478.00	0.00	8,022.00	5.62					
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	198.83	1,192.98	0.00	1,807.02	39.76					
TELEPHONE	30-91-8100-110	2,500.00	291.05	999.50	0.00	1,500.50	39.98					
UTILITIES	30-91-8100-130	30,000.00	2,179.02	13,563.31	0.00	16,436.69	45.21					
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	130.00	0.00	1,870.00	6.50					
M & R WELLS	30-91-8100-150	28,000.00	0.00	6,581.85	0.00	21,418.15	23.50					
M & R EQUIPMENT	30-91-8100-160	10,000.00	0.00	4,073.14	0.00	5,926.86	40.73					
AUTO SUPPLIES	30-91-8100-310	5,500.00	0.00	1,010.79	0.00	4,489.21	18.37					
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,145.00	0.00	1,355.00	45.80					
SPECIAL ASSESSMENTS EX	30-91-8100-340	0.00	0.00	1,250.00	0.00	-1,250.00	0.00					
INDIRECT COST ALLOCATI	30-91-8100-480	76,400.00	0.00	38,200.40	0.00	38,199.60	50.00					
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	60.00	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	0.00	2,472.68	0.00	81,727.32	2.93					
TOTAL DEPT: (8100) WATER DE	PARTMENT	327,000.00	2,758.90	72,383.82	0.00	254,616.18	3 22.13					
TOTAL FUND: (30) WATER FUND)	327,000.00	2,758.90	72,383.82	0.00	254,616.18	3 22.13					
TOTAL EXPENDITURES		2,871,193.00	134,700.28	798,698.59	0.00	2,072,494.41	27.81					

General Fund Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Period Ended November, 2015

				For the	Peno	a Ended Nov	ember	, 2015					Actual to	Statement		
4		FYE 2016		Previously		Current]	FYE 2016	FYE	15 Comparison		FYE 2016	Budget %		Variance	11/30/14
	-	Budgeted		Reported		Month	Y	TD Actual		TD Actual	Ren	naining Budget		5		
Revenues:																
Ad valorem taxes	\$	952,500.00	\$	138,416.29	\$	149,662.57	\$	288,078.86	\$	209,308.56	\$	664,421.14				
Other taxes and licenses	\$	357,400.00	\$	72,246.98	\$	31,944.24	\$	104,191.22	\$	91,103.17	\$	253,208.78				
Unrestricted intergovernmental	\$	60,500.00	\$	-	\$	118.49	\$	118.49	\$	6,559.24	\$	60,381.51				
Permits and Fees	\$	46,000.00	\$	14,721.74	\$	660.00	\$	15,381.74	\$	11,160.31	\$	30,618.26				
Community Service Fee	\$	50,000.00	\$	30,086.00	\$	10,676.80	\$	40,762.80	\$	32,591.00	\$	9,237.20				
Sales and Services	\$	13,000.00	\$	4,339.81	\$	225.00	\$	4,564.81	\$	3,343.72	\$	8,435.19				
Investment earnings	\$	2,200.00	\$	282.02	\$	98.68	\$	380.70	\$	356.14	\$	1,819.30				
Other revenues	\$	13,700.00	\$	1,500.00	\$	10,093.20	\$	11,593.20	\$	740.38	\$	2,106.80				
Subtotal - Normal Operating	\$	1,495,300.00	\$	261,592.84	\$	203,478.98	\$	465,071.82	\$	355,162.52	\$	1,030,228.18	31.10%	41.67%	-10.56%	-17.71%
Restricted intergovernmental	\$	740,000.00	\$	88,354.40	\$	47,662.96	\$	136,017.36	\$	19,721.16	\$	603,982.64				
Contributions - Landcare	\$	10,000.00	\$	14,000.00	\$	100.00	\$	14,100.00	\$	-	\$	(4,100.00)				
Contributions - Open Space	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Total Revenues		2,245,300.00		363,947.24		251,241.94		615,189.18	\$	374,883.68		1,630,110.82	27.40%	41.67%	-14.27%	-25.62%
Expenditures:																
Governing Body	\$	104,700.00	\$	30,767.11	\$	11,536.01	\$	42,303.12	\$	14,313.62	\$	62,396.88	40.40%	41.67%	1.26%	20.59%
Administration	\$	282,800.00	\$	83,288.38	\$	16,375.12	\$	99,663.50	\$	123,959.35	\$	183,136.50	35.24%	41.67%	6.42%	-2.72%
Public Buildings	\$	139,950.00	\$	34,645.58	\$	(229.86)	\$	34,415.72	\$	134,692.83	\$	105,534.28	24.59%	41.67%	17.08%	-17.92%
Police	\$	368,925.00	\$	127,058.30	\$	40,687.71	\$	167,746.01	\$	145,077.43	\$	201,178.99	45.47%	41.67%	-3.80%	3.78%
Building & Zoning	\$	82,200.00	\$	25,204.07	\$	6,520.36	\$	31,724.43	\$	28,697.05	\$	50,475.57	38.59%	41.67%	3.07%	3.86%
Public Works	\$	86,100.00	\$	24,283.09	\$	5,485.55	\$	29,768.64	\$	29,522.72	\$	56,331.36	34.57%	41.67%	7.09%	1.65%
Streets	\$	1,271,400.00	\$	125,425.64	\$	12,881.58	\$	138,307.22	\$	163,794.17	\$	1,133,092.78	10.88%	41.67%	30.79%	30.35%
Powell Bill	\$	56,000.00	\$	2,508.64	\$	60.00	\$	2,568.64	\$	3,635.60	\$	53,431.36	4.59%	41.67%	37.08%	33.31%
Sanitation	\$	113,600.00	\$	32,389.54	\$	9,726.31	\$	42,115.85	\$	43,097.57	\$	71,484.15	37.07%	41.67%	4.59%	-3.25%
Env/Cons/Rec	\$	28,500.00	\$	528.42	\$	5,231.84	\$	5,760.26	\$	-	\$	22,739.74	20.21%	41.67%	21.46%	41.67%
Total expenditures		2,534,175.00	\$	486,098.77	\$	108,274.62	\$	594,373.39	\$	686,790.34	\$	1,939,801.61	23.45%	41.67%	18.21%	16.24%
Revenues over expenditures		(288,875.00)	\$	(122,151.53)	\$	142,967.32	\$	20,815.79	\$	(311,906.66)	\$	(309,690.79)				
Other financing sources (uses):																
Transfer to/from Water Fund			\$	-	\$	-	\$	-	\$	-	\$	-				
Fund Balance Appropriated:	\$	288,875.00	\$	-	\$	-	\$	-	\$	-	\$	288,875.00				
Total other financing source	e \$	288,875.00	\$	-	\$	-	\$	-	\$	-	\$	288,875.00				
Revenues and other sources over																
expenditures and other uses	\$	-	\$	(122,151.53)	\$	142,967.32	\$	20,815.79	\$	(311,906.66)	\$	(20,815.79)				
Expenditure Recap:		000 100 0-1	٨	207.217.11	*	50 (51 55	<i>*</i>	25.00	<i>*</i>	266 5 1 2 2 2	4					
Salaries & Benefits	\$	922,400.00	\$	297,315.66	\$	79,671.20	\$	376,986.86	\$	366,545.99	\$	545,413.14				
Other Operating	\$	395,300.00	\$	124,884.78	\$	28,603.42	\$	153,488.20	\$	140,888.20	\$	241,811.80				
CIP/Grant Projects	\$	1,216,475.00	\$	63,898.33	\$	-	\$	63,898.33	\$	179,356.15	\$	1,152,576.67				
Total Expenditures	\$	2,534,175.00	\$	486,098.77	\$	108,274.62	\$	594,373.39	\$	686,790.34	\$	1,939,801.61				

Water Fund Statement of Revenues, Expenditures, and Changes in Fund Balances

For the Period Ended November, 2015

Actual to

													_	Statement		
		FYE 2016		Previously		Current]	FYE 2016	FYE	15 Comparison]	FYE 2016	Percent	Period	Variance	11/30/14
		Budgeted		Reported		Month	Y	TD Actual		YTD Actual	Rem	aining Budget		5		
Revenues:																
Ad valorem taxes					\$	-					\$	-				
Other taxes and licenses	\$	-			\$	64,800.06	\$	64,800.06			\$	(64,800.06)				
MRA Comm Svc Fee	\$	-			\$	-					\$	-				
Permits and Fees					\$	-					\$	-				
Sales and Services	\$	300,000.00	\$	113,259.04	\$	22,603.87	\$	135,862.91	\$	128,530.35	\$	164,137.09				
Investment earnings	\$	500.00	\$	26.48	\$	6.64	\$	33.12	\$	31.21	\$	466.88				
Other revenues	\$	26,500.00	\$	13,505.02	\$	456.01	\$	13,961.03	\$	14,971.82	\$	12,538.97				
Subtotal - Normal Operating	\$	327,000.00	\$	126,790.54	\$	87,866.58	\$	214,657.12	\$	143,533.38	\$	112,342.88				
Restricted intergovernmental					\$	-					\$	-				
Total revenues	\$	327,000.00	\$	126,790.54	\$	87,866.58	\$	214,657.12	\$	143,533.38	\$	112,342.88	65.64%	41.67%	23.98%	-15.04%
Expenditures:																
Water Department	\$	327,000.00	\$	44,889.19	\$	24,735.73	\$	69,624.92	\$	53,418.28	\$	257,375.08	21.29%	41.67%	20.37%	31.76%
Total expenditures	\$	327,000.00	\$	44,889.19	\$	24,735.73	\$	69,624.92	\$	53,418.28	\$	257,375.08	21.29%	41.67%	20.37%	31.76%
Total expeliditures	φ	327,000.00	Ψ	44,007.17	φ	24,133.13	Ψ	07,024.72	Ψ	33,410.20	Ψ	251,515.00	21.29/0	41.07/0	20.37 /0	31.7070
Revenues over expenditures	\$	-	\$	81,901.35	\$	63,130.85	\$	145,032.20	\$	90,115.10	\$	(145,032.20)				
Other financing sources (uses):																
Transfers to/from General Fund	\$	-	\$	-	\$	-	\$	_	\$	_	\$	=				
Fund Balance Appropriated:	\$	_	\$	_	\$	_	\$	_	\$	_	\$	_				
Total other financing sources (us		-	\$	-	\$	-	\$	-	\$	-	\$	-				
									•							
Revenues and other sources over																
expenditures and other uses	\$	-	\$	81,901.35	\$	63,130.85	\$	145,032.20	\$	90,115.10	\$	(145,032.20)				
Expenditure Recap:																
Salaries & Benefits	\$	-	\$	-	\$	-	\$	-			\$	-				
Other Operating	\$	327,000.00	\$	44,889.19	\$	24,735.73	\$	69,624.92	\$	53,118.28	\$	257,375.08				
CIP/Grant Projects			\$	-	\$	-	\$	-	\$	300.00	\$	-				
Total Expenditures	\$	327,000.00	\$	44,889.19	\$	24,735.73	\$	69,624.92	\$	53,418.28	\$	257,375.08				

Town of Montre	at		Cash & Investmen	ts Report		As of	December 31, 2015		
Institution	<u>Type</u>	Maturity Date	<u>Balance</u>	Central	<u>General</u>	<u>Water</u>	Int. Rate	Int for mo	
Avl Sav Bank	Checking x2519		\$ 183,925.57	\$ 183,925.57			0.00%	\$ -	
Avl Sav Bank	Cent'l Dep x 6863		\$ 3,805.80	\$ 3,805.80			0.00%	\$ -	
Avl Sav Bank	Savings - Powell Bill 3572		\$ 198,539.80		\$ 198,539.80		0.10%	\$ 16.40	
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,109.75			\$ 58,109.75	0.10%	\$ 4.77	
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,216,381.67		\$ 1,216,381.67		0.08%	\$ 79.14	
Avl Sav Bank	Subtotal		\$ 1,660,762.59						
вв&т	MMkt Act - General Fund		\$ 449,771.24		\$ 449,771.24		0.01%	\$ 3.82	
BB&T	MMkt Act - Water Fund		\$ 157,398.93			\$ 157,398.93	0.01%	\$ 1.34	
вв&т	Subtotal		\$ 607,170.17						
NCCMT	Investment - General Fund		\$ 6,427.89		\$ 6,427.89		0.19%	\$ 1.04	
NCCMT	Investment - Water Fund		\$ 6,712.91			\$ 6,712.91	0.19%	\$ 1.09	
NCCMT	Subtotal		\$ 13,140.80						
All Accts	Subtotal		\$ 2,281,073.56	\$ 187,731.37	\$ 1,871,120.60	\$ 222,221.59	0.06%	\$ 107.60	
All Accts	Fiscal Year to Date		\$ 1,870,943.40				0.06%	\$ 527.57	
			(average)				(average)	(cumulative)	
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2016	\$ 54,415.89		\$ 54,415.89		0.15%	\$ 23.40	
Avl Sav Bank	CD x5119	11/12/2016	\$ 10,342.18		\$ 10,342.18		0.15%	\$ 4.61	
CDs	Subtotal		\$ 64,758.07				0.15%	\$ 28.01	
All Accts + CDs	Total		\$ 2,345,831.63				0.07%	\$ 135.61	
All Accts + CDs	Fiscal Year to Date		\$ 1,935,661.80				0.06%	\$ 580.07	
			(average)				(average)		



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

December 21, 2015

Ms. Sharon G. Edmundson, CPA
Director, Fiscal Management Section
State and Local Government Finance Division
And the Local Government Commission
North Carolina Department of State Treasurer
3200 Atlantic Avenue
Raleigh, NC 27604

Dear Ms. Edmundson:

We are in receipt of your letter of November 12, 2015. While we appreciate the concern that has been expressed with regard to our Town's Water Fund, we believe that the financial position of the Water Fund as reported in our FYE 2015 audited financial statements needs to be understood within its proper context.

First, we would point out that the Water Fund has seen an increase in net position in seven of the past ten years, as indicated in Table 3, page 65 of our FYE 15 CAFR. The decrease in net position for FYE 15 amounts to only around 3% of the total net position for the water fund. This is for reasons which we will discuss below, and should not be seen as being indicative of any long term trend of concern.

Second, the reason why we ran a loss in the Water Fund on a budgetary basis in FYE 15 (as indicated on Schedule 2, page 60 of our FYE 15 CAFR) – and also a negative cash flow (as indicated on Exhibit I, page 25 of our FYE 15 CAFR) – is due entirely to the exceptional capital outlay activity associated with several related special assessment projects. We will, of course, be recovering the cost of these capital expenditures through special assessment revenues received over the next ten years. Because the Final Assessment Rolls were not certified to Buncombe County until early in FYE 16, we were not yet able to book any offsetting receivable associated with these special assessments. We do anticipate doing so in FYE 16, completely in the case of the government-wide full accrual statements and as available in the modified accrual statements.

Third, we have also just completed an LGC-approved \$300,000 financing of these projects, with the result that approximately \$165,000 of this amount will be entered as cash and the offsetting payable accounts in our Water Fund. While this transaction will have no net impact on our net position, it will strengthen the current position of the Water Fund by replenishing our cash balance and matching the long-term receivables against a long-term payable. It will also result in a strong cash increase for FYE 16, which should be set alongside the cash decrease in FYE 15 in order to obtain a complete picture of our situation.

Ms. Sharon G. Edmundson, CPA Director, Fiscal Management Section December 11, 2015 Page 2

Fourth, our adopted budget for FYE 16 for our Water Fund is in balance, with estimated revenues and appropriated expenditures of \$327,000, and with no transfer from retained earnings anticipated. For the first time in several years this is shaping up as being closer to a "normal" year of operations, and so far both revenues and expenditures seem to be in line with what our budget would anticipate.

Fifth, we did ask our Board of Commissioners to revisit the present water fund fee schedule when they met for their annual planning retreat in early 2015, and we intend to do so again when they meet in early 2016. We have discussed your letter with the Board at their December 10th regular meeting, and all of our Board members are aware that water fees will have to be reconsidered in light of anticipated future usage and expenditures, and kept within balance.

Finally, let us close by assuring you that the Town of Montreat's Water Fund remains in a strong financial position. We are taking seriously our duty to monitor this financial position on an ongoing basis, and to recommend to our Board of Commissioners any corrective action that may be required on a timely and effective basis.

Sincerely,

Ron Nalley Town Administrator Stefan Stackhouse Finance Officer

Town of Montreat December 2015 Zoning & Building Inspections Report

Zoning/Building Permit Applications:

<u>Last Name</u>	First Name	Montreat Address	Zoning Compliance	Permit #	<u>Permit</u>	<u>Description</u>
			<u>Date</u>		<u>Date</u>	
Strong	Jo	216 Tennessee Road	N/A	5129	12/2/2015	Mechanical-New Oil Furnace
Burriss	Louisa	599 Greybeard Trail	10/27/2014	5130	12/9/2015	Stormwater (small) Project
Montreat College		310 Gaither Circle	N/A	5131	12/9/2015	Commercial-Bathroom Renovation
Schell	Daniel	161 Virginia Road	N/A	5132	12/10/2015	Residential-Basement Remodel
Burns	Wade	232 North Carolina Terrace	N/A	5133	12/10/2015	Electrical-Optional Standby Generator
Saunders	Lenore	189 Mississippi Road	N/A	5134	12/16/2015	Plumbing-Replace Water Service Line

ZONING ACTIVITY

BUILDING INSPECTIONS

Zoning Permit Applications:	1	Building Permit Applications:	8
Variance/Interpretation Requests:	None	Building Inspections Requested:	13
Conditional Use Requests:	None	Re-inspections Requested/Required:	None
Permit Extensions Requested:	None	Fire Inspections Requested/Required:	42
Sign Permit Applications:	None	Fire Permit Applications:	None

<u>Totals</u>

Totals

		Building Permits Issued:	6
Approved Zoning Permits:	None	Pending Building Permits:	2
Denied Zoning Permits:	None	Building Inspections Performed:	13
Pending Zoning Permits:	2	*Stop Work Order Issued:	None
Variance/Interpretation Granted:	None	**Defective Building Posted:	None
Conditional Use Permits Granted:	None	Denied Building Permits	None
Permit Extensions Granted:	None	Fire Inspections Performed:	42
Sign Permits Issued:	None	Fire Re-Inspections Performed:	None
		Fire Permits Issued:	None

Combo Basic Report

Permits for 12/01/2015 to 12/31/2015 Report Date 12/31/2015

Source: Mechanical

Permit: U2012-5129

Date Issued: 12/02/2015

Permit Expires: 12/01/2016

ID: 100102-M000234

Applicant: GENTRY HEATING INC.: NASH JAME

Location: 216 TENNESSEE RD

Cost Est:

0

Property Owner: JO STRONG

Permit Type: NEW INSTALLATION

Structure: EXISTING SFR/RENTAL

PIN: 071085374000000

Source: Project

Permit: U2012-5130

Date Issued: 12/09/2015

Permit Expires: //

ID:200094-J000060

Applicant: LOUISA HAY BURRISS

Location: 599 GREYBEARD TRAIL

Cost Est:

Permit Type: STORMWATER (SMALL)

Structure: SINGLE FAMILY RES.

PIN: 072100569500000

0

Property Owner: LOUISA HAY BURRISS

Permit: U2012-5131

Date Issued: 12/09/2015

Permit Expires: 06/09/2016

ID: 200020-B000600

Source: Building

Applicant: NORTHSTAR CONTRACTING CORP.:

Location: 310 GAITHER CIRCLE

Permit Type: COMM. IMPROVEMENTS

Structure: GAITHER HALL

Cost Est:

60000

Property Owner: MONTREAT ANDERSON COLLEGE, INC.

PIN: 072006725100000-GC

Source: Building

Permit: U2012-5132

Date Issued: 12/10/2015

Permit Expires: 12/09/2016

ID: 100874-B000601

Applicant: EWING & MCCONNAUGHY, INC.:

Location: 161 VIRGINIA RD

PIN: 071075282300000

Permit Type: RES RENNOVATION

Structure: EXISTING HOME

Cost Est:

60000

Property Owner: DANIEL & JULIE SCHELL

Source: Electrical

Permit: U2012-5133

Date Issued: 12/10/2015

Permit Expires: 06/10/2016

ID: 100732-E000121

Applicant: WADE D BURNS

Location: 232 NORTH CAROLINA TER

Permit Type: OPT. STANDBY SYSTEM Property Owner: WADE D BURNS

Permit Type: PLUMBING REPAIRS

Structure: EXISTING HOME

Cost Est:

PIN: 071086130000000

Source: Plumbing

Permit: U2012-5134

Date Issued: 12/16/2015

Permit Expires: 06/16/2016

ID: 100574-P000128

Applicant: MR. ROOTER OF BUNC./HEND.: GLO

Location: 189 MISSISSIPPI RD Structure: EXISTING HOME

Cost Est:

0

Property Owner: LENORE M SAUNDERS

PIN: 071075024100000

Sorted by Permit Number

Report for 10/01/2015 to 12/31/2015

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
U2012-5110-M	11/06/2015	533 MAGILL DR		R-1		INSPECTION FEE	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5117 U2012-5117		5 312 TEXAS ROAD 5 312 TEXAS ROAD		CD CD		ELECTRICAL COMM.	\$100.00 \$300.00	
Permits Issued	2	312 TEARS ROAD				Fees Total	\$400.00	
U2012-5118	10/06/2015	5 222 ALABAMA TER		R-2		PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5119 U2012-5119 U2012-5119 U2012-5119	10/07/2015 10/07/2015	5 152 WOODLAND RD 5 152 WOODLAND RD 5 152 WOODLAND RD 5 152 WOODLAND RD		R-2 R-2 R-2 R-2		PERMIT GAS ELECTRICAL PLUMBING	\$54,00 \$75.00 \$100.00 \$100.00	
Permits Issued	4					Fees Total	\$329.00	
U2012-5120	10/07/2015	334 CHAPMAN RD		R-1		PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5121 U2012-5121 U2012-5121 U2012-5121	10/08/2015 10/08/2015	5 117 KANAWHA DR 5 117 KANAWHA DR 5 117 KANAWHA DR 5 117 KANAWHA DR		R-1 R-1 R-1 R-1		MECHANICAL ELECTRICAL PLUMBING HR FUND	\$100.00 \$100.00 \$100.00 \$10.00	
U2012-5121 Permits Issued	10/08/2015 5	5 117 KANAWHA DR		R-1		PERMIT Fees Total	\$198.00 \$508.00	
U2012-5122	10/19/2015	5 152 WOODLAND RD		R-2		GAS	\$75.00	

Sorted by Permit Number

Report for 10/01/2015 to 12/31/2015

ZonePro

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
Permits Issued	1					Fees Total	\$75.00	
U2012-5123	10/27/201:	5 162 VIRGINIA RD				INSPECTION FEE	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5124	11/02/201:	5 182 MISSISSIPPI RD				RES. REPAIRS	\$50.00	
Permits Issued	1					Fees Total	\$50.00	
J2012-5125	11/02/201:	5 120 MISSISSIPPI RD				MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5126	11/09/201:	5 554 NEW HOPE LANE		R-1		RES. GRADING	\$150.00	
Permits Issued	1					Fees Total	\$150.00	
U2012-5127 U2012-5127		5 287 NORTH CAROLINA TER 5 287 NORTH CAROLINA TER		R-1 R-1		ELECTRICAL RES. REPAIRS	\$100.00 \$60.00	
Permits Issued	2					Fees Total	\$160.00	
J2012-5128	11/18/201	5 166 VIRGINIA RD		R-2		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100,00	
J2012-5129	12/02/201	5 216 TENNESSEE RD		R-2		INSPECTION FEE	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5130	12/09/201	5 599 GREYBEARD TRAIL		R-1		STORMWATER	\$100.00	
Permits Issued	1					Fees Total	\$100.00	

Sorted by Permit Number

Report for 10/01/2015 to 12/31/2015

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
U2012-5131	12/09/2015	310 GAITHER CIRCLE		I		MECHANICAL	\$100.00	21451636
U2012-5131	12/09/2015	310 GAITHER CIRCLE		I		COMM.	\$600.00	21451636
U2012-5131	12/09/2015	310 GAITHER CIRCLE		I		ELECTRICAL	\$100.00	21451636
U2012-5131	12/09/2015	310 GAITHER CIRCLE		I		PLUMBING	\$100.00	21451636
Permits Issued	4					Fees Totai	\$900.00	
U2012-5132	12/10/2015	161 VIRGINIA RD		R-2		PERMIT	\$360.00	
U2012-5132	12/10/2015	161 VIRGINIA RD		R-2		MECHANICAL	\$100,00	
U2012-5132	12/10/2015	161 VIRGINIA RD		R-2		ELECTRICAL	\$100.00	
U2012-5132	12/10/2015	161 VIRGINIA RD		R-2		PLUMBING	\$100.00	
U2012-5132	12/10/2015	161 VIRGINIA RD		R-2		HR FUND	\$10.00	
Permits Issued	5					Fees Total	\$670.00	
U2012-5133	12/10/2015	232 NORTH CAROLINA TE	R	R-1		ELECTRICAL	\$100.00	
U2012-5133	12/10/2015	232 NORTH CAROLINA TE	R	R-1		GAS	\$75.00	
Permits Issued	2					Fees Total	\$175.00	
U2012-5134	12/16/2015	189 MISSISSIPPI RD		R-2		PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
			 -	 				
Permits Issued	36					Fees Total	\$4,317.00	

Sorted by Permit Number

Report for 10/01/2014 to 12/31/2014

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
J2012-4950-G	11/04/201	4 119 VIRGINIA RD		R-1		GAS	\$75.00	
Permits Issued	1					Fees Total	\$75.00	
U2012-5009	10/06/201	4 523 CALVIN TRL				PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5010	10/09/201	4 417 APPALACHIAN WAY				INSPECTION FEE	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5011	10/09/201	4 512 WYCK RD		R-1		INSPECTION FEE	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5012	10/20/2014	4 302 LOOKOUT ROAD		I		сомм.	\$900.00	
Permits Issued	1					Fees Total	\$900.00	
U2012-5013	10/20/2014	4 107 JOHN KNOX RD		R-1		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5014	10/23/2014	4 227 ALABAMA TER		R-2		PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5015	10/27/2014	4 337 CHAPMAN RD		R-1		CERT OF OCC	\$60.00	
J2012-5015	10/27/2014	4 337 CHAPMAN RD		R-1		HR FUND	\$10.00	
J2012-5015	10/27/2014	4 337 CHAPMAN RD		R-1		PLUMBING	\$200.00	
J2012-5015		4 337 CHAPMAN RD		R-1		PERMIT	\$720.00	
U2012-5015	10/27/2014	4 337 CHAPMAN RD		R-1		ELECTRICAL	\$200.00	
U2012-5015	10/27/2014	4 337 CHAPMAN RD		R-1		MECHANICAL	\$100.00	

Fee Detail Subtotal Report Sorted by Permit Number

Report for 10/01/2014 to 12/31/2014

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
Permits Issued	6	ENGLISHED BY AT THE RESIDENCE	Fight Entire" y			Fees Total	\$1,290.00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		GAS	\$100.00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		HEATED AREA	\$1,909.51	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-I		ADJUSTMENT	\$-25.00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		COVERED UNHEATED	\$90,00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		CERT OF OCC	\$60.00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		PLUMBING	\$200.00	
J2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		MECHANICAL	\$200.00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		OPEN DECK	\$72.60	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		HR FUND	\$10.00	
U2012-5016	10/27/2014	599 GREYBEARD TRAIL		R-1		ELECTRICAL	\$200.00	
Permits Issued	10					Fees Total	\$2,817.11	
U2012-5017	10/27/2014	226 NORTH CAROLINA TER		R-1		DEMOLITION PERMIT	\$100,00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5018	11/04/2014	305 NORTH CAROLINA TER		R-2		REPLACE FLEX DUCT	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5020	11/05/2014	381 WEST VIRGINIA TER		R-1		ELECTRICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5021	11/10/2014	447 KENTUCKY RD		R-1		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-5022	12/05/2014	203 LOUISIANA RD		R-2		ELECTRICAL	\$100.00	
U2012-5022		203 LOUISIANA RD		R-2		MECHANICAL	\$100.00	

Sorted by Permit Number

Report for 10/01/2014 to 12/31/2014

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
Permits Issued	2					Fees Total	\$200.00	
U2012-5023	12/08/2014	4 226 NORTH CAROLINA TER		R-1		ELECTRICAL	\$100.00	
J2012-5023 J2012-5023		4 226 NORTH CAROLINA TER 4 226 NORTH CAROLINA TER		R-1 R-1		PLUMBING PERMIT	\$100.00 \$150.00	
Permits Issued	3					Fees Total	\$350.00	
J2012-5025	12/16/2014	4 166 TEXAS RD		R-1		PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5026	12/16/201	4 119 MECKLENBURG CIR				PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5027	12/17/201	4 312 APPALACHIAN WAY		1		PLUMBING	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-5029	12/22/201	4 400-B ASSEMBLY CIRCLE		1		DEMOLITION PERMIT	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
Permits Issued	36					Fees Total	\$6,932.11	

Sorted by Permit Number

Report for 10/01/2013 to 12/31/2013

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
J2012-4889-G	12/05/2013	320 TEXAS RD		R-2		GAS	\$75.00	
Permits Issued	1					Fees Total	\$75.00	
J2012-4891-G	10/07/2013	133 JOHN KNOX RD		R-1		GAS	\$75.00	
Permits Issued	1					Fees Total	\$75.00	
J2012-4896	10/01/2013	161 OVERBROOK RD		R-2		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-4897	10/03/2013	141 HOLSTON LN		R-1		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
72012-4898	10/07/2013	529 CALVIN TRL		R-1		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
J2012-4900	10/11/2013	401 ASSEMBLY DR		I		TYPE-1 HOOD	\$453.65	
Permits Issued	1					Fees Total	\$453.65	
12012-4901	10/14/2013	161 OVERBROOK RD		R-2		GAS	\$150.00	
Permits Issued	1					Fees Total	\$150.00	
J2012-4902	10/15/2013	314 CHAPMAN RD		R-1		RES. REPAIRS	\$72.00	
Permits Issued	1					Fees Total	\$72.00	
12012-4903	10/21/2013	168 OAK LN		R-1		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	

Sorted by Permit Number

Report for 10/01/2013 to 12/31/2013

Permit	Date Street	Subdivision	Zoning Regio	n Fee Type	Fee Amount	Account
U2012-4904	10/22/2013 307 LOOKOUT ROAD		I	COMM.	\$352.09	
Permits Issued	1			Fees Total	\$352.09	
U2012-4905	10/23/2013 215 TENNESSEE RD		R-2	PLUMBING	\$100.00	
Permits Issued	1			Fees Total	\$100.00	
U2012-4906	10/23/2013 116 SHENANDOAH TER		R-1	PERMIT	\$100.00	
Permits Issued				Fees Total	\$100.00	
U2012-4907 U2012-4907	10/23/2013 321 ASSEMBLY DR. 10/23/2013 321 ASSEMBLY DR.		I/R I/R	ADJUSTMENT PERMIT	\$14.00 \$36.00	
Permits Issued	2			Fees Total	\$50.00	
U2012-4908	10/23/2013 148 MARYLAND PL		R-1	RES, REPAIRS	\$39.16	
Permits Issued	ī			Fees Total	\$39.16	
U2012-4909 U2012-4909 U2012-4909 U2012-4909	11/01/2013 401 ASSEMBLY DR 11/01/2013 401 ASSEMBLY DR 11/01/2013 401 ASSEMBLY DR 11/01/2013 401 ASSEMBLY DR		I I I	PLUMBING COMMERCIAL ELECTRICAL CERT OF OCC	\$100.00 \$8,950.00 \$200.00 \$150.00	
Permits Issued	4			Fees Total	\$9,400.00	
U2012-4910	11/01/2013 318 ASSEMBLY DRIVE		I/R	MECHANICAL	\$500.00	
Permits Issued	1			Fees Total	\$500.00	
U2012-4911 U2012-4911 U2012-4911	11/05/2013 398 SOUTH CAROLINA 11/05/2013 398 SOUTH CAROLINA 11/05/2013 398 SOUTH CAROLINA		I/R I/R I/R	BUILDING ELECTRICAL DEMOLITION PERMIT	\$550.00 \$100.00 \$100.00	
7b		Packet	Page 80			Page 2

Sorted by Permit Number

Report for 10/01/2013 to 12/31/2013

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
J2012-4911	11/05/2013	398 SOUTH CAROLINA		I/R		COLLOCATION	\$500.00	
Permits Issued	4					Fees Total	\$1,250.00	
U2012-4912	11/06/2013	103 VIRGINIA RD		R-1		RES. REPAIRS	\$96.00	
Permits Issued	I					Fees Total	\$96.00	
U2012-4913	11/08/2013	400-A ASSEMBLY CIRCLE		I		INSPECTION FEE	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-4914	11/14/2013	364 OKLAHOMA RD		R-1		ELECTRICAL	\$200.00	
U2012-4914		364 OKLAHOMA RD		R-1		PERMIT	\$30.00	
U2012-4914 U2012-4914		364 OKLAHOMA RD 364 OKLAHOMA RD		R-1		MECHANICAL	\$100.00	
U2012-4914 U2012-4914		364 OKLAHOMA RD		R-1 R-1		ADJUSTMENT HR FUND	\$20.00 \$10.00	
Permits Issued	5					Fees Total	\$360.00	
U2012-4916	11/18/2013	ROBERT LAKE PARK		CD		SFHA PERMIT	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-4917	11/19/2013	129 VIRGINIA RD		R-1		PERMIT	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-4918	11/19/2013	338 CHAPMAN RD		R-1		ADJUSTMENT	\$14.00	
U2012-4918	11/19/2013	338 CHAPMAN RD		R-1		PERMIT	\$36.00	
U2012-4918		338 CHAPMAN RD		R-1		ELECTRICAL	\$100.00	
U2012-4918	11/19/2013	338 CHAPMAN RD		R-1		PLUMBING	\$100.00	
Permits Issued	4					Fees Total	\$250.00	

Sorted by Permit Number

Report for 10/01/2013 to 12/31/2013

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Accou	ınt
U2012-4918-M	11/26/2013	338 CHAPMAN RD		R-1		INSPECTION FEE	\$100.00		
Permits Issued	1					Fees Total	\$100.00		
U2012-4919	11/20/2013	393 SOUTH CAROLINA		I		GAS	\$75.00		
Permits Issued	1					Fees Total	\$75.00		
U2012-4920		149 MISSISSIPPI RD		R-1 R-1		HR FUND PERMIT	\$10.00 \$155.40		
U2012-4920 U2012-4920 U2012-4920	11/25/2013	149 MISSISSIPPI RD 149 MISSISSIPPI RD 149 MISSISSIPPI RD		R-1 R-1 R-1		ELECTRICAL PLUMBING	\$100.00 \$100.00		
U2012-4920 U2012-4920		149 MISSISSIPPI RD		R-1		MECHANICAL	\$200.00		
Permits Issued	5					Fees Total	\$565.40		
U2012-4920-G U2012-4920-G		149 MISSISSIPPI RD 149 MISSISSIPPI RD		R-1 R-1		GAS TANKLESS WTR. HTR.	\$75.00 \$100.00		
Permits Issued	2					Fees Total	\$175.00		
U2012-4921 U2012-4921		420 SOUTH CAROLINA TER 420 SOUTH CAROLINA TER		R-1 R-1		MECHANICAL ELECTRICAL	\$100.00 \$100.00		
Permits Issued	2					Fees Total	\$200.00		
U2012-4922	12/05/2013	401 ASSEMBLY DR		I		COMM.	\$750.00		
Permits Issued	1					Fees Total	\$750.00		
U2012-4923	12/06/2013	161 VIRGINIA RD		R-2		ELECTRICAL	\$100.00		
U2012-4923	12/06/2013	161 VIRGINIA RD		R-2		CERT OF OCC	\$60.00		
U2012-4923		161 VIRGINIA RD		R-2		PLUMBING	\$100.00		
U2012-4923		161 VIRGINIA RD		R-2		PERMIT	\$450.00		
U2012-4923	12/06/2013	161 VIRGINIA RD		R-2		HR FUND	\$10.00		
ZonePro			Pac	ket Page 82				Page	4

Sorted by Permit Number

Report for 10/01/2013 to 12/31/2013

Permit	Date	Street	Subdivision	Zoning	Region	Fee Type	Fee Amount	Account
Permits Issued	5					Fees Total	\$720.00	
J2012-4924	12/12/2013	163 OVERBROOK RD		R-2		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-4925 U2012-4925		129 VIRGINIA RD 129 VIRGINIA RD		R-1 R-1		GAS MECHANICAL	\$75.00 \$100.00	
Permits Issued	2					Fees Total	\$175.00	
U2012-4926	12/18/2013	405 ASSEMBLY CIRCLE	÷.	I		ELECTRICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	
U2012-4927		425 APPALACHIAN WAY		R-1		PERMIT	\$309.00	
J2012-4927 J2012-4927	12/19/2013	425 APPALACHIAN WAY 425 APPALACHIAN WAY		R-1 R-1		PLUMBING ELECTRICAL	\$100.00 \$100.00	
J2012-4927 J2012-492 7		425 APPALACHIAN WAY 425 APPALACHIAN WAY		R-1 R-1		MECHANICAL HR FUND	\$100.00 \$10.00	
Permits Issued	5					Fees Total	\$619.00	
J2012-4928 J2012-4928		318 CHAPMAN RD 318 CHAPMAN RD		R-1 R-1		ELECTRICAL GAS	\$100.00 \$75.00	
Permits Issued	2					Fees Total	\$175.00	
J2012-4929	12/31/2013	206 LOUISIANA RD		R-2		MECHANICAL	\$100.00	
Permits Issued	1					Fees Total	\$100.00	

Permits Issued 66 Fees Total \$17,877.30

Last Inspect Records

Report for 12/01/2015 to 12/31/2015

Permit Location **Applicant Permit Type Insp Detail** Source Last Insp Time Result Next Insp Who U2012-5127 287 NORTH CAROLINA RES. REPAIRS SLAB/FORMING 12/01/2015 12:30 PM *APPROVED 11 DEC **MOUNTAIN** Building U2012-5112 406 APPALACHIAN WAY MOUNTAIN **DEC** SINGLE FAMILY FNDTN. Building 12/08/2015 _1:30 PM **APPROVED** 11 U2012-5127 287 NORTH CAROLINA DEC **MOUNTAIN RES. REPAIRS** SLAB/FORMING Building 12/08/2015 _2:00 PM **APPROVED** 11 WADE D. & SUSIE ACCESSORY U2012-5066 SAMUEL B. LINCOLN'S **ELECTRICAL INSP. Building** 12/08/2015 _2:30 PM **APPROVED** 11 DEC U2012-5112 406 APPALACHIAN WAY MOUNTAIN SINGLE FAMILY FNDTION. WALL Building 12/14/2015 09:30 AM **APPROVED** 11 DEC U2012-4914 364 OKLAHOMA RD KERR REVOCABLE RES. ELECTRICAL R.I. Building 12/14/2015 _3:30 PM **APPROVED** 11 DEC **DEC** U2012-5129 **216 TENNESSEE RD GENTRY HEATING NEW MECHANICAL** Mechanical 12/15/2015 10:00 AM **FAILED** 11 399 TRINITY TRL **FAILED** 11 **DEC** U2012-4411-A WILLIAM A SINGLE FAMILY **DECK POST** Building 12/16/2015 10:45 AM U2012-5134 **PLUMBING APPROVED** 11 **DEC** 189 MISSISSIPPI RD MR. ROOTER OF WTR. SERVICE Plumbing 12/18/2015 08:30 AM U2012-5133 232 NORTH CAROLINA WADE D BURNS **OPT. STANDBY GAS PIPING** Electrical 12/28/2015 10:30 AM **APPROVED** 11 DEC DEC U2012-5110 RES. 533 MAGILL DR DSH **BATHROOM-PARTI** Building 12/28/2015 _3:30 PM **APPROVED** 11

PARTIAL

ELECTRICAL R.I.

Building

Building

12/30/2015 12:00 PM

12/30/2015 12:30 PM

APPROVED

APPROVED

Inspection Count 13

U2012-5095

U2012-5095

780 FOREMAN SIDING

780 FOREMAN SIDING

TIM SMITH

TIM SMITH

RES.

RES.

Report Date 12/31/2015

11

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DEC

DEC



NORTH CAROLINA PLUG-IN ELECTRIC VEHICLE TASKFORCE

Innovation is a journey, and we are part of a movement. Technology is changing, and we are the part of a movement.

The North Carolina Plug-in Electric Vehicle Taskforce is made possible through the support of Duke Energy and North Carolina's Electric Cooperatives

ent. Technology is are a part of a mov

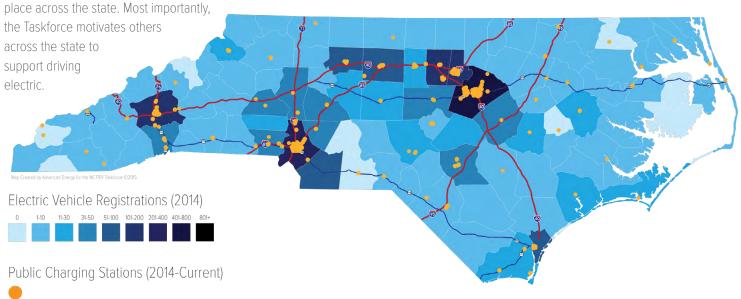
We Motivate

Celebrating Five Years

This year, the North Carolina Plug-in Electric Vehicle Taskforce celebrated five years of promoting electric vehicles (EVs)! North Carolina is now viewed as a leading state for EV adoption. The state has EVs registered in 90 percent of its counties and is the 12th highest ranked state for the number of EV charging stations.

The NC PEV Taskforce was formed in 2011 with a kick start from a US Department of Energy funded grant to create NC's first EV readiness plans (Plugging-in from Mountains to Sea, led by Centralina Council of Governments). The plans were released in 2013, and since then the NC PEV Taskforce has been supporting implementation of the plans by tracking growth and supporting EV adoption.

The NC PEV Taskforce provides a collaborative opportunity for stakeholders to work together to ensure a seamless integration of EVs into local communities. Specifically, the Taskforce works to address barriers, conduct research, increase awareness and recognize the efforts taking



We Share

Education and Outreach

To ensure a seamless integration of EVs into our communities, the Taskforce creates and shares resources and information through trainings, presentations, exhibits, webinars and articles. To increase awareness of EVs in 2015, the Taskforce held:



Webinars Workshops





Presentations



We Progress

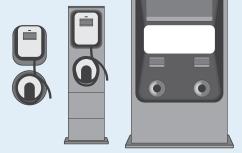
2015 NC Public Charging Station Study

The Taskforce worked with Chipley Consulting this year to conduct a study of public Level 2 EV charging stations in our state. Public charging stations are expected to play a critical role in preparing the market for EV adoption, however, there is little public reporting on charging station management and usage information in the Southeast. Download the report

Key findings from the study revealed:

- The median energy usage of a public charging station site in NC was 183 kWh per month, or \$18 per month, assuming \$0.10 per kWh
- Half of the public charging sites averaged over 28 charge events per month
- Average monthly charge events increased for sites that have a variety of destinations within walking distance

Note: This study did not cover usage information for DC Fast Charge stations in NC.



Impact of EVs in NC's Economy

The NC PEV Taskforce is pleased to announce the commissioning of a modeling study to analyze the impact of EVs in NC's economy. The study will consider three components, including the economic benefit of reduced oil consumption, employment effects and supply chain effects for North Carolina. The NC PEV Taskforce will release findings from the study in 2016.



We Breath

EPRI Study

In 2015, the Electric Power Research Institute (EPRI) and the Natural Resources Defense Council (NRDC) released an analysis of air quality impacts from a widespread shift to EVs (including light-duty, medium-duty and industrial equipment such as forklifts) from petroleum-fueled internal combustion vehicles in the United States. They found that EVs today "are lower-emitting vehicles, even when accounting for the emissions associated with producing electricity for them."

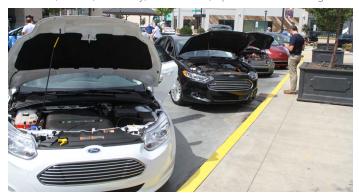
Looking forward, a shift to EVs could achieve a significant reduction in greenhouse gas emissions. <u>Download the report.</u>

We Drive

National Drive Electric Week

The NC PEV Taskforce loves putting drivers behind the wheel of an EV. It's always fun to see their excitement at the quick acceleration and quite drive. This year, the Taskforce hosted a large National Drive Electric Week event in Raleigh that included test drives and an EV showcase. Over 40 vehicles were displayed and eight dealerships were present to give test drives. Over 200 people attended the event.

Also during this week, 10 additional events took place across the state to celebrate National Drive Electric Week. Altogether, events occurred in Asheville, UNC Pembroke, Matthews, Raleigh, Charlotte, Dallas, Salisbury, Wadesboro, Spencer and Wilmington.



NC PEV Taskforce Summit

This year, the 5th annual Taskforce Summit was hosted in Winston-Salem, where attendees celebrated the success that has occurred through community collaboration. Ben Prochazka, with the Electrification Coalition, presented on efforts to develop an EV accelerator model and EV tourism programs, and local speakers, including David Joyner, Rocky Mount Chamber of Commerce, Bill Eaker, Land of Sky Clean Vehicles Coalition, Erika Ruane, Centralina Clean Fuels Coalition, and Mary Sell, Triangle Clean Cities Coalition, gave updates on the activities taking place across North Carolina.



2015 NC PEV Taskforce Steering Committee Members

Katie Drye	Advanced Energy
Kristi Brodd	Advanced Energy
Keith Aldridge	Advanced Energy
Ward Lenz	Advanced Energy
Ged Moody	Appalachian State University
Lee Ball	Appalachian State University
Stan Cross	. Brightfield Transportation Solutions
Erika Ruane	Centralina Clean Fuels Coalition
Jason Wager	Centralina Clean Fuels Coalition
Jessica Hill	Centralina Clean Fuels Coalition
Prince John Gaither-Eli	City of Greensboro
Mike Waters	Duke Energy
Lauren Tuttle	Eastern Carolina Council
Rob Will	Eastern Carolina Council
Tristan Winkler	Land of Sky Regional Council

Lyuba Zuyeva	Land of Sky Regional Council
Bill Eaker	Land of Sky Regional Council
Kevin Lacey	NC DOT
Tom Rhodes	NC GreenTravel
Anne Tazewell	NC Clean Energy Technology Center
Rick Sapienza	NC Clean Energy Technology Center
Andrea Bachrach	Triangle Clean Cities Coalition
Mary Sell	Triangle Clean Cities Coalition
Rick Schroeder	NCEMC
Cornelius Willingham	Nissan North America
	NRG eVgo
Jennifer Satterthwaite	Palmetto State Clean Fuels Coalition
David Joyner	Rocky Mount Gateway Center
Alana Napora-Tichenor	Rocky Mount Gateway Center
David Lankewicz	Saft Batteries

Now let's Connect

We are excited to announce our new state-wide recognition program, Plug-in NC! North Carolina communities, organizations and schools are now invited to join. The program seeks to recognize locations that have installed EV charging stations, have purchased electric fleet vehicles or are working to promote driving electric. By joining the free program, you will be recognized on the NC PEV Taskforce's

website, newsletter and social media. You will also have opportunities to connect with other EV supporters across the state to share lessons learned and best practices. For more information, <u>visit Pluginnc.com</u>.

Packet Page & NCPEV TASKEORCE



North Carolina's Electric Vehicle Recognition Program

Innovation is a journey, and we are part of a movement. Technology is changing, and we are the game changers.

We motivate

Electric vehicles are a new technology and we believe that they can make a big impact. We encourage communities and organizations to support this technology by installing charging stations and purchasing electric fleet vehicles.

We share

We spread the word about driving electric and assist others in learning about electric vehicles and charging stations. We share experiences and seek to learn from others in order to gain best practices and increase electric vehicle adoption.

We progress

We're innovators and early-adopters. We see the opportunity that electric vehicles have and we seek to help build awareness. We recognize that charging stations help to boost the economy by attracting new visitors and serving as a progressive marketing tool.

We breathe

We care about the environment and want our communities to be healthy places to live, work and play. Electric vehicles lead to decreased local emissions so that the air we breathe is cleaner.

We drive

We strive be a positive influence. We inspire people to think larger and see how electric transportation plays a part in our communities. We support driving electric through our initiatives and actions.

Who can join Plug-in NC?

• The program is open to businesses, schools and communities located in North Carolina that have installed Level 2 or DC Fast Charge charging stations or purchased plug-in electric fleet vehicles.



Why join Plug-in NC?

- Get recognized on the NC PEV Taskforce website
- Get highlighted in the NC PEV Taskforce newsletter
- Get promoted on NC PEV Taskforce's social media
- Connect with others across the state who are also supporting electric vehicle adoption

Questions?

• Please contact Kristi Brodd at kbrodd@advancedenergy.org or 919-857-9019.

TOWN OF MONTREAT BOARD OF COMMISSIONERS REQUEST FOR BOARD ACTION

Meeting Date: January 14, 2016

SUBJECT: Proposed Revisions to Montreat General Ordinance, Chapter K, Article IV – Hillside Development

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: A

Department: Planning and Zoning

Contact: David Currie **Presenter:** David Currie

BRIEF SUMMARY: At your 2015 Annual Board Retreat, you asked staff to have Planning and Zoning review the required setbacks listed for various zoning districts. During development of the Comprehensive Plan in 2006-2007, there was mention of modifying building setbacks in the front and rear yards based upon steeply-sloping conditions of some lots, as well as the suggestion of increasing front yard setbacks for properties under development within the Assembly Drive Corridor to maintain visual consistency. In keeping with the guidance of the Comprehensive Plan, the Hillside Development Ordinance (adopted in 2009) *does* include provisions for administratively reducing the front yard setback of smaller lots within steeply-sloping areas by as much as 50% for the associated zoning district. At their November meeting, P&Z reviewed various setback provisions in our developmental ordinances and submit the recommendation you see presented tonight.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To call for a Public Hearing on February 11, 2016 at 7:00 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat General Ordinance, Chapter K, Article IV – Hillside Development

FUNDING SOURCE: None

<u>ATTACHMENTS:</u> Proposed revisions to Montreat General Ordinance, Montreat General Ordinance, Chapter K, Article IV – Hillside Development

STAFF COMMENTS AND RECOMMENDATIONS: During their review of setback requirements, Planning and Zoning members discussed recommendations found in the implementation matrix of the Comprehensive Plan. I also provided them with the setback reference found in the Hillside Development Ordinance which allows administrative reduction of front setbacks for steeply-sloping smaller lots. While their discussion did not generate any recommendations for modifying setbacks along Assembly Drive corridor or other existing developed sections of town, P&Z members did agree that setback reductions on steeper lots should not be limited based upon lot size. If Council wishes to have P&Z reconsider other potential modifications to setbacks, I can have them take another look during their next meeting.

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MONTREAT GENERAL ORDINANCE CHAPTER K: ENVIRONMENT ARTICLE IV – HILLSIDE DEVELOPMENT

Section II. Administration and Procedures.

(4)(b) Front Yard Setback Reduction. Owners of previously-platted smaller parcels defined as 0.30 acre or less with an existing grade of forty percent (40%) or greater may request up to a fifty percent (50%) reduction in the required front yard building setback for the associated Zoning District. Requests will be evaluated on a case-by-case basis, and permission must be evidenced by written approval bearing signatures of both the Zoning and Town Administrators.

TOWN OF MONTREAT BOARD OF COMMISSIONERS REQUEST FOR BOARD ACTION

Meeting Date: January 14, 2016

SUBJECT: Proposed Revisions to Montreat Zoning Ordinance, Article VI – General

Provisions

AGENDA INFORMATION:

Agenda Location: New Business

Item Number: B

Department: Planning and Zoning

Contact: David Currie **Presenter:** David Currie

BRIEF SUMMARY: The Montreat Zoning Ordinance does provide some accommodation that allows persons with disabilities to request modification of the zoning setback(s), enabling construction of accessibility features. This change occurred in 2013 in response to a renewed awareness of specific requirements under the Federal Fair Housing Act (FFHA) that require municipalities to make "reasonable accommodation" in their zoning codes. Earlier this year, a case came before the Board of Adjustment that caused us to reconsider if we had gone far enough. A property owner requested a variance to allow addition of square footage to an existing bathroom for increased accessibility. After reviewing the variance request and other case law on the books for similar situations, staff decided that a variance procedure and the associated findings is not well-suited to consider modifying provisions of the zoning ordinance under the FFHA. It is our belief that a Conditional Use approval process or a similar approach better addresses the need to provide reasonable accommodation, since a variance is tied to peculiar physical aspects of the property irrespective of the applicant's condition.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To call for a Public Hearing on February 11, 2016 at 7:15 p.m. or as soon thereafter as possible to discuss proposed revisions to Montreat Zoning Ordinance, Article VI – General Provisions

FUNDING SOURCE: None

<u>ATTACHMENTS:</u> Proposed revisions to Montreat General Ordinance, Montreat Zoning Ordinance, Article VI – General Provisions

STAFF COMMENTS AND RECOMMENDATIONS: Reasonable accommodation under the FFHA can be somewhat of a "moving target" for municipalities. Currently, most of the guidance defining this concept is being decided in courtrooms across our nation. After reviewing the recent case dispensed by the Board of Adjustment, staff believes that the amendment under consideration tonight – while not guaranteeing we will avoid court proceedings – does provide generous flexibility to hear these requests and thereby grant persons with disabilities the full use of their property as other residents enjoy.

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 $Requests \ | REQUEST_MZO_Article_VI_Call_for_Public_Hearing_01142016 \ | REQUEST_MZO_Article_VI_Call_for_NUMBER | Requests | Reque$

MONTREAT ZONING ORDINANCE ARTICLE VI – GENERAL PROVISIONS

- 612.4 <u>Accessibility Features</u>Reasonable Accommodation. In addition to meeting the general requirements of Section 612.1, a property owner may request approval to erect or install accessibility features within the required yard setback, subject to meeting all the following conditions:
 - 1) The proposed accessibility improvements shall be demonstrated to be the least possible modification of the setback(s) that provides "reasonable accommodations" within the zoning ordinance to avoid discrimination against individuals with disabilities.
 - 2) Expansion of, or addition to, decks and other appurtenant structures beyond what is deemed necessary by the Zoning Official to provide reasonable accommodation for accessibility shall not be permitted.
 - 3) Accessibility improvements designed and sited to occupy a portion of street right-of-way fronting the property served are also subject to review for Administrative Approval by the Zoning Official and Town Administrator prior to application for the associated construction permits
 - 4) The applicant must provide the minimum documentation in accordance with U.S. Department of Justice guidelines under the Fair Housing Act, which verifies the associated disability or medical condition(s) justify the need to modify provisions of the zoning ordinance.
 - 5) The applicant may apply for a conditional use permit if requesting reasonable accommodation for individuals with disabilities.



2016 Delegates Certification Form Municipal Government

Jurisdiction:	Town of Montreat
Person Completing Form:	Ron Nalley
Email:	rnalley@townofmontreat.org
Primary Delegate:	Tim Helms, Mayor
Daytime Phone:	(828) 669-3852
Email:	thelms@townofmontreat.org
Alternate Delegate 1:	
Daytime Phone:	.34
Email:	
Alternate Delegate 2:	
Daytime Phone:	
Email:	
Alternate Delegate 3:	
Daytime Phone:	
Email:	

Feel free to contact us if you have any questions.

Please return completed forms to Justin. Thank you!

Justin Hembree justin@landofsky.org 828.251.6622

TOWN OF MONTREAT BOARD OF COMMISSIONERS REQUEST FOR BOARD ACTION

Meeting Date: January 14, 2016

SUBJECT: Town Services Building Roof Repair

AGENDA INFORMATION:

Agenda Location:

New Business

Item Number:

D

Department:

Public Works Department

Contact:

Barry Creasman, Utility Maintenance Tech

Presenter:

Mike Harrison, Utility Maintenance Worker

BRIEF SUMMARY: The Town Services building is in need of a new roof. The current roof has developed a very bad leak in the offices of the finance officer and the building inspector. The roof has been patched several times in the past and is at the point now where patching will not help. The whole roof needs to be replaced before any structural damage occurs from rot.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To Approve the Bid Proposal from The Bonitz Company of Carolina-Tennessee, Inc. in the amount of \$7,625.00 and to authorize the Mayor and Town Administrator to execute the necessary contract documents.

FUNDING SOURCE: Public Buildings – Capital Outlay

ATTACHMENTS: Bid Summary Sheet and the Bonitz Company Bid Proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS: While this bid replaces the roof, additional repair work will be needed in the interior of the building. It is estimated that the interior work will cost an additional \$5,000 to replace the ceiling and carpet. If the mold that has developed on the ceiling is more widespread, we may incur additional costs above the \$5,000.

ACCOUSTICAL TREATMENT

THE BONITZ COMPANY

OF CAROLINA-TENNESSEE, INC

ROOF DECKS
ROOFING
COMPUTER FLOORS
CARPET
FLOOR TILE

BOX 490 ASHEVILLE, NC 28802 (828) 255-0123 FAX (828) 255-0922

PROPOSAL: ROOFING

DATE: 12/21/15

Montreat Town Hall Office

We propose to furnish all materials and labor as herein described and specified, for the above named project as follows, subject to acceptance within 30 days.

ROOFING: WE INCLUDE THE FOLLOWING MATERIALS AND LABOR:

- 1) Remove Existing Torch Down Roof
- 2) Install 1/4" Invinsa Cover Board
- 3) 045 TPO
- 4) New Edge Metal
- 5) 10 Year Warranty

Bid: \$7,625.00

Note: This price does not include any permit fees.

As Contractor or Subcontractors, we intend to perform our work within legally stipulated safety requirements existing at the time of our work. We will comply with all requirements insofar as our men and equipment are concerned. We will expect the general contractor to be in compliance insofar as the building is concerned.

This proposal is made subject to your acceptance or that of and authorized officer or agent, and to final approval by an authorized agent or officer of this company at Asheville, NC, after the same shall have been accepted by you, and when so accepted and finally approved, shall constitute a contract between us.

Accepted:	Respectfully submitted,
Date:	THE BONITZ COMPANY
	OF CAROLINA-TENNESSEE, INC.
Ву:	
Billing Address:	By:
Similar Neuross.	Ronnie Wheeler
	Approved: THE BONITZ COMPANY of
	CAROLINA-TENNESSEE INC.

TOWN OF MONTEAT

Construction Project Bid Summary Sheet

Project Title:	Town Services Building - Roof	Contact Person:	Barry Creasman
Department:	Public Works	Advertisement Date(s):	N/A
		Verification of Advertising	
Bid Opening Date and Time:	December 22, 2015	Contained in File:	Yes No

Company	Contract #	Bid Bond	Performance Bond/ Minority Participation	Liability Insurance	Workers' Compensation	Bid	Comments
The Bonitz Company						7,625.00	Staff recommends bid award goes to Bonitz. Because of lowest bid.
Jays Roofing						8,650.00	
Carolina Roofing Solutions,Inc.						10,400.00	
<u>-</u>							

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§ 160A-63. Vacancies.

A vacancy that occurs in an elective office of a city shall be filled by appointment of the city council. If the term of the office expires immediately following the next regular city election, or if the next regular city election will be held within 90 days after the vacancy occurs, the person appointed to fill the vacancy shall serve the remainder of the unexpired term. Otherwise, a successor shall be elected at the next regularly scheduled city election that is held more than 90 days after the vacancy occurs, and the person appointed to fill the vacancy shall serve only until the elected successor takes office. The elected successor shall then serve the remainder of the unexpired term. If the number of vacancies on the council is such that a quorum of the council cannot be obtained, the mayor shall appoint enough members to make up a quorum, and the council shall then proceed to fill the remaining vacancies. If the number of vacancies on the council is such that a quorum of the council cannot be obtained and the office of mayor is vacant, the Governor may fill the vacancies upon the request of any remaining member of the council, or upon the petition of any five registered voters of the city. Vacancies in appointive offices shall be filled by the same authority that makes the initial appointment. This section shall not apply to vacancies in cities that have not held a city election, levied any taxes, or engaged in any municipal functions for a period of five years or more.

In cities whose elections are conducted on a partisan basis, a person appointed to fill a vacancy in an elective office shall be a member of the same political party as the person whom he replaces if that person was elected as the nominee of a political party. (R.C., c. 111, ss. 9, 10; Code, ss. 3793, 3794; Rev., ss. 2921, 2931; C.S., ss. 2629, 2631; 1971, c. 698, s. 1; 1973, c. 426, s. 11; c. 827, s. 1; 1983, c. 827, s. 1.)