

**Town of Montreat
Board of Commissioners Meeting Agenda – Public Forum
June 1, 2017 – 6:30 p.m.
Walkup Building**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
June 1, 2017 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Public Hearing

- A. Proposed 2017-2018 Fiscal Year Budget

IV. Mayor's Communications

V. Consent Agenda

- A. Meeting Minutes Adoption
- May 4, 2017, Public Forum Meeting Minutes
 - May 4, 2017, Town Council Agenda Meeting Minutes
 - May 11, 2017, Town Council Meeting Minutes

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
- Other Items

VII. Administrative Reports

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

VIII. Public Comment – Agenda Items

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

IX. Old Business

X. New Business

- A. Worker's Compensation Insurance Renewal-NC Interlocal Risk Management Agency
- **Suggested Motion:** To approve the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$12,865.57 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.
- B. Property & Liability Insurance Renewal – NC Interlocal Risk Management Agency
- **Suggested Motion:** To approve the Property and Liability Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$19,319 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.
- C. Employee Benefit Health Insurance
- **Suggested Motion:** To authorize the Town Administrator and Finance Officer to contract with the NCLM Health Benefits Trust, effective July 1, 2017 for the Option C health insurance, Dental II (no ortho), Basic Vision, and \$15,000 Life Insurance as proposed, for fiscal year 2017-2018, and for the Town to reimburse employees for the last half of the employee-only deductible as has been our policy.
- D. Budget Amendment #5
- **Suggested Motion:** To amend payroll budgets to match projected expenditures for FYE 17.
- E. Budget Amendment #6
- **Suggested Motion:** To amend the Administration budget to cover exceptional travel and training expenditures due to new hires.

I. Public Comment – Other Topics

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

II. Commissioner Communications

III. Meeting Dates

**Montreat Board of Commissioners
Town Council Agenda Meeting
June 1, 2017**

<u>Montreat Landcare:</u>	June 7, 2017, 9:00 a.m. Allen Building Swannanoa Room
<u>June Town Council Meeting</u>	June 8, 2017, 7:00 p.m. Walkup Building
<u>Special Budget Workshop:</u>	June 20, 2017, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	June 27, 2017, 9:30 a.m. Town Services Building
<u>Town Services Office Closed:</u>	July 4, 2017
<u>July Town Council Agenda Meeting:</u>	July 6, 2017, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building

IV. Closed Session

- **Suggested Motion: To enter into Closed Session in accordance with NCGS §143-318.11(5) to instruct the Town's staff concerning the position to be taken on behalf of the Town in negotiating the price and other material terms of a contract for acquisition of an interest in real property.**

V. Adjournment

General Fund
Schedule of Revenues

Account Number	Account Name	Current Year Budget FY 16-17	Estimated at 6/30/17	Administrator Recommended FY 17-18	Board Approved FY 17-18
1302001	Taxes, Ad Valorem - Prior	500	0		
1301001	Taxes, Ad Valorem - Current	953,400	955,434	967,843	
1317001	Penalties and Interest	2,000	1,600	1,600	
1307001	Privilege License Tax	0	0	0	
1367005	NC Sales & Use Tax	400,000	400,000	410,000	
1303001	Payments in Lieu of Taxes	2,000	0	0	
1305001	Taxes, Personal - Prior	100	0	0	
1304001	Taxes, Personal - 2015	11,600	14,000	14,000	
1337003	NC Franchise Tax	100,000	100,000	102,325	
1338003	Beer & Wine Tax	3,000	3,000	3,150	
1368005	NC Gasoline Tax Refund	0	0	0	
New Account	Solid Waste Disposal Tax	500	500	508	
1388005	Contributions	2,000	2,000	2,000	
New Account	Community Service Fee	45,000	45,000	45,000	
1349005	Interest on Investments	2,000	6,540	6,600	
1352005	Interest on Powell Bill	200	192	200	
1350005	Cable TV - Franchise Tax	0	0	0	
1382005	Miscellaneous Revenues	1,000	1,000	1,000	
New Account	Sale of Fixed Assets	1,000	4,480	1,000	
1380005	Fund Balance Appropriated	122,800	0	127,718	
New Account	Transfer from Water Fund	0	0	0	
New Account	Proceeds from Debt Service	0	0	0	
1344003	Buncombe County - P&I	0	0	0	
1389004	Public Safety Charges	3,000	3,850	3,850	
1387005	State/Federal - Reimbursement	133,200		0	
New Account	State Grant	0	0	0	
New Account	Reimbursement - Comp. Plan	0	0	0	
1351005	Arrest Fees and Fines	200	50	50	
New Account	Fire Inspection Fees	500	0	0	
1325002	Building Permits	45,000	48,000	48,480	
New Account	Sanitation Fees	10,000	8,200	8,200	
1343003	Powell Bill Grant	40,000	40,917	39,446	
1339003	NC Intangible Tax	0	0	0	
1341003	Food Stamp Reimbursement	0	0	0	
1342003	R&W Inventory Exclusion	0	0	0	
1345003	Buncombe Cty. 2% Sales Tax	0	0	0	
1353005	NCCMT - Interest Earned	0	0	0	
1354005	Paving - Interest	0	0	0	
1355005	Police - Interest	0	0	0	
1356005	Streets - Interest	0	0	0	
1383005	Transfer from CP - Paving	0	0	0	
1384005	Transfer from CP - Street	0	0	0	
1385005	Transfer from CP - Police	0	0	0	
1386005	Reimbursement - Bridge Insp.	0	0	0	
	Other Sales and Services	0	0	225,000	
New Account	Insurance Proceeds	0	0	0	
General Fund Totals		\$1,879,000	\$1,634,763	\$2,007,970	\$0

10-00-3004-100	Ad Valorem Tax - Prior Year	
10-00-3005-100	Ad Valorem Tax - Current Year	
10-00-3050-100	Tax Penalties and Interest	
10-00-3055-100	Privilege Licenses	
10-00-3065-100	Local Sales Tax	
10-00-3070-100	Payments in Lieu of Taxes	
10-00-3105-100	DMV Taxes - Prior Year	
10-00-3106-100	DMV Taxes - Current Year	
10-00-3205-200	Utility Franchise Tax	
10-00-3220-200	Beer and Wine Tax	
10-00-3230-200	Gasoline Tax Refund	
10-00-3235-200	Solid Waste Disposal Tax	
10-00-3300-300	Contributions	
10-00-3550-800	Community Service Fee	
10-00-3800-800	Interest of Investments	
10-00-3805-800	Powell Bill Interest	
10-00-3810-800	Cable TV Franchise Tax	\$ 204,323.00
10-00-3815-800	Miscellaneous Revenue	\$ 76,605.00
10-00-3820-800	Sale of Fixed Assets	\$ 127,718.00
10-00-3905-900	Fund Balance Appropriated	
10-00-3915-900	Interfund Transfer from Water	
10-00-3920-900	Proceeds from Debt Service	
10-10-3240-200	City County Agreement	
10-10-3305-300	Public Safety Charges	
10-10-3310-300	Reimbursement - Municipal Bridge Program - Texas Bridge	
10-10-3340-300	Grant Proceeds - Assessment Revenue	
10-10-3345-300	Reimbursement - Electric Car	
10-10-3405-400	Arrest Fees & Fines	
10-10-3425-400	Fire Inspection Fees	
10-10-3430-400	Building Permits	
10-10-3435-400	Sanitation Fees	
10-20-3325-300	Powell Bill	

Powell Bill Fund Balance

Other Sales and Services

**Water Fund
Schedule of Revenues**

Account Number	Account Name	Current Year Budget FY 17-18	Estimated at 6/30/17	Administrator Recommended FY 17-18	Board Approved FY 17-18
30-91-3400-400	MSD Billing Fees Revenue	20,000	20,500	20,910	0
30-91-3500-500	Water Sales	143,500	143,000	146,575	0
30-91-3500-600	Water Access Fees	165,000	165,000	169,125	0
30-91-3500-800	Billing Fee Revenue	1,000	0	0	0
30-91-3505-500	Water Taps	2,000	900	900	0
30-91-3505-700	Water Transfer Fees	1,000	900	900	0
30-91-3741-013	FEMA PW00143	0	0	0	0
30-91-3805-800	Interest on Investments	500	175	193	0
30-91-3905-900	Retained Earnings Appropriated	0	0	0	0
30-91-3810-800	Miscellaneous Revenue	500	1,000	1,000	0
30-91-3610-600	Assessment Revenue	0	27,357	27,000	0
30-91-3815-800	Late Fees	3,000	2,000	2,000	0
	ARRA DWSRF Principal Forgiveness	0	0	0	0
	ARRA Revolving Loan Proceeds	0	0	0	0
30-91-3550-800	Interfund Transfer from General	0	0	0	0
	Water Fund Totals	\$336,500	\$360,832	\$368,603	\$0

MSD Billing Fees Revenue
Water Sales
Water Access Fees
Billing Fee Revenues
Water Taps
Water Transfer Fees
FEMA Well Replacement
Interest on Investments
Retained Earnings Appropriated
Miscellaneous Revenue (Billing Fee 3500-800: Reconnect Fees 381
Assessment Revenue
Late Fees
ARRA DWSRF Principal Forgiveness
ARRA Revolving Loan Proceeds
Interfund Transfer from General

5-700: Cash Over/Under)

**Major Revenues by Fund
General Fund**

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999
Ad Valorem Taxes	303,940	301,372	353,351	359,933	407,412
Other Taxes	109,283	110,868	111,230	130,004	171,958
Unrestricted Intergovernmental Revenues	61,668	66,869	58,865	62,104	69,184
Restricted Intergovernmental Revenues	39,010	39,029	44,740	42,401	46,562
Permits and Fees	16,182	17,329	16,243	19,149	18,941
Sales and Services	45,388	41,072	25,628	27,088	28,871
Investment Earnings	4,815	6,079	8,732	10,122	12,879
Miscellaneous	9,258	3,784	7,901	8,364	4,357
Total General Fund Revenues	\$589,544	\$586,402	\$626,690	\$659,165	\$760,164

**Major Revenues by Fund
General Fund**

	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
Ad Valorem Taxes	421,629	424,179	482,456	492,480	573,564
Other Taxes	183,073	192,546	177,995	204,053	234,971
Unrestricted Intergovernmental Revenues	78,461	77,046	69,603	60,234	55,189
Restricted Intergovernmental Revenues	46,489	44,545	47,271	44,780	52,358
Permits and Fees	13,465	16,079	17,168	18,022	22,181
Sales and Services	24,077	18,904	19,744	19,259	21,962
Investment Earnings	14,256	16,196	7,327	8,617	5,311
Miscellaneous	4,847	22,439	6,046	3,842	5,403
Total General Fund Revenues	\$786,297	\$811,934	\$827,610	\$851,287	\$970,939

**Major Revenues by Fund
General Fund**

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Ad Valorem Taxes	616,184	634,727	843,074	858,966	865,993
Other Taxes	265,804	283,491	302,903	330,010	298,781
Unrestricted Intergovernmental Revenues	40,072	42,617	57,058	58,489	71,242
Restricted Intergovernmental Revenues	223,244	41,243	190,347	45,980	60,945
Permits and Fees	28,141	42,058	44,102	34,849	39,884
Sales and Services	25,938	23,175	51,039	63,751	52,685
Investment Earnings	12,389	42,858	74,902	56,008	22,347
Miscellaneous	9,470	5,166	18,387	13,253	7,628
Total General Fund Revenues	1,221,242	1,115,335	1,581,812	1,461,306	1,419,505

**Major Revenues by Fund
General Fund**

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Ad Valorem Taxes	877,564	873,310	879,659	895,333	973,858
Other Taxes	277,467	280,616	307,211	313,951	332,403
Unrestricted Intergovernmental Revenues	60,802	56,934	55,856	41,756	59,392
Restricted Intergovernmental Revenues	45,907	37,609	49,160	97,902	300,024
Permits and Fees	39,412	35,626	36,003	94,898	102,255
Sales and Services	45,028	50,257	43,518	28,129	13,784
Investment Earnings	14,591	7,921	5,915	1,850	1,629
Miscellaneous	53,891	7,592	21,772	2,020	1,396
Total General Fund Revenues	1,414,662	1,349,865	1,399,094	1,475,839	1,784,741

**Major Revenues by Fund
General Fund**

	FY 2015	FY 2016	FY 2017	
Ad Valorem Taxes	970,016	953,675	969,443	Ad Valorem Taxes
Other Taxes	355,621	403,148	424,000.00	Other Taxes
Unrestricted Intergovernmental Revenues	86,869	98,808	105,475.00	Unrestricted Intergovernmental Revenues
Restricted Intergovernmental Revenues	76,307	204,787	39,954.00	Restricted Intergovernmental Revenues
Permits and Fees	79,467	86,153	93,480.00	Permits and Fees
Sales and Services	12,158	13,916	237,100.00	Sales and Services
Investment Earnings	1,073	22,633	6,800.00	Investment Earnings
Miscellaneous	10,939	1,000	4,000.00	Miscellaneous
Total General Fund Revenues	1,592,450	1,784,120	1,880,252	Total General Fund Revenues

Water Fund

	FY 1995	FY 1996	FY 1997	FY 1998	FY 1999
Water Sales	148,195	153,084	165,684	163,212	166,756
MSD Billing Fee and Postage	8,345	8,673	10,235	9,987	10,146
Water Taps	1,620	3,100	2,301	2,450	2,574
MSD Charges Collected	189,206	196,563	187,447	186,379	167,722
MSD Maintenance Charges	2,448	0	0	0	0
Miscellaneous	4,620	3,434	592	365	1,810
Investment Earnings	1,114	1,314	2,068	4,156	4,483
Community Service Fee	0	0	0	0	0
Local Option Sales Tax	29,781	28,604	28,925	33,371	0
Tax Refunds	1,564	0	0	0	0
Late Fees	0	0	0	0	0
ARRA Revolving Loan Proceeds	0	0	0	0	0
ARRA - Principal Forgiveness	0	0	0	0	0
Total Water Fund Revenues	\$386,893	\$394,772	\$397,252	\$399,920	\$353,491
	\$197,687	\$198,209	\$209,805	\$213,541	\$185,769

Water Fund

	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004
Water Sales	191,002	186,548	204,147	207,881	207,775
MSD Billing Fee and Postage	12,040	10,287	11,559	11,459	11,608
Water Taps	2,100	1,700	6,100	1,150	3,800
MSD Charges Collected	178,532	180,994	184,261	184,457	185,292
MSD Maintenance Charges	0	0	0	0	0
Miscellaneous	0	0	0	0	566
Investment Earnings	1,589	1,954	1,451	1,717	1,379
Community Service Fee	0	0	0	0	0
Local Option Sales Tax	0	0	0	0	0
Tax Refunds	0	0	0	0	0
Late Fees	0	0	0	0	0
ARRA Revolving Loan Proceeds	0	0	0	0	0
ARRA - Principal Forgiveness	0	0	0	0	0
Total Water Fund Revenues	\$385,263	\$381,483	\$407,518	\$406,664	\$410,420
	\$206,731	\$200,489	\$223,257	\$222,207	\$225,128

Water Fund

	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009
Water Sales	184,729	228,105	207,619	256,790	266,872
MSD Billing Fee and Postage	13,266	11,798	14,978	13,948	17,276
Water Taps	0	3,400	2,750	1,500	2,900
MSD Charges Collected	0	0	0	0	0
MSD Maintenance Charges	0	0	0	0	0
Miscellaneous	1,066	0	1,009	2,258	9,677
Investment Earnings	2,992	5,926	7,809	6,771	2,916
Community Service Fee	0	0	0	0	0
Local Option Sales Tax	0	0	0	0	0
Tax Refunds	0	0	0	0	0
Late Fees	0	0	0	0	0
ARRA Revolving Loan Proceeds	0	0	0	0	0
ARRA - Principal Forgiveness	0	0	0	0	0
Total Water Fund Revenues	202,053	249,229	234,165	281,267	299,641
	\$202,053	\$249,229	\$234,165	\$281,267	\$299,641

Water Fund

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Water Sales	261,156	257,219	256,888	273,316	307,686
MSD Billing Fee and Postage	13,702	15,536	16,446	23,618	20,682
Water Taps	4,350	1,950	1,850	2,025	3,800
MSD Charges Collected	0	0	0	0	0
MSD Maintenance Charges	0	0	0	0	0
Miscellaneous	245	35,948	-51,128	-19,472	1,052
Investment Earnings	1,128	1,085	600	231	102
Community Service Fee	9,734	35,880	44,514	45,769	45,614
Local Option Sales Tax	0	0	0	0	0
Tax Refunds	0	0	0	0	0
Late Fees	0	2,452	2,307	2,225	2,140
ARRA Revolving Loan Proceeds	0	30,776	0	0	0
ARRA - Principal Forgiveness	0	251,022	0	0	0
Total Water Fund Revenues	290,315	631,868	271,477	327,712	381,076
	\$290,315	\$631,868	\$271,477	\$327,712	\$381,076

Water Fund

	FY 2015	FY 2016	FY 2017	
Water Sales	293,455	137,258	146,575	Water Sales
MSD Billing Fee and Postage	19,999	24,789	20,910	MSD Billing Fee and Postage
Water Taps	1,900	900	900	Water Taps
MSD Charges Collected	0		0	MSD Charges Collected
MSD Maintenance Charges	0		0	MSD Maintenance Charges
Miscellaneous	2,655	-6,970	1,000	Miscellaneous
Investment Earnings	75	152	193	Investment Earnings
Community Service Fee	0		0	Interfund Transfer from General
Local Option Sales Tax	0		0	Local Option Sales Tax
Tax Refunds	0		0	Tax Refunds
Late Fees	2,383	2,786	2,000	Late Fees
ARRA Revolving Loan Proceeds	0		0	ARRA Revolving Loan Proceeds
ARRA - Principal Forgiveness	0		0	ARRA - Principal Forgiveness
Total Water Fund Revenues	320,467	158,915	171,578	Total Water Fund Revenues
	\$320,467	\$158,915.00	\$158,915.00	

Statement of Revenues
General Fund

	FY 2009-2010	FY 2010-2011	FY 2011-2012	FY 2012-2013	FY 2013-2014
Ad Valorem Taxes					
Taxes, Ad Valorem - Current Year	\$ 876,034.00	\$ 871,957.00	\$ 878,470.00	\$ 892,030.00	\$ 972,209.00
Taxes, Ad Valorem - Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -
Penalties and Interest	\$ 1,530.00	\$ 1,353.00	\$ 1,189.00	\$ 3,303.00	\$ 1,649.00
Other Taxes					
Privilege Licenses	\$ -	\$ -	\$ -	\$ -	\$ -
Local Option Sales Tax	\$ 277,467.00	\$ 280,616.00	\$ 307,211.00	\$ 313,951.00	\$ 332,403.00
Personal Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Intergovernmental					
Payments in Lieu of Taxes	\$ -	\$ -	\$ 225.00	\$ -	\$ 2,000.00
Beer & Wine Tax	\$ 1,013.00	\$ 3,075.00	\$ 3,126.00	\$ 2,774.00	\$ 3,004.00
Utility Franchise Tax	\$ 56,524.00	\$ 53,859.00	\$ 52,505.00	\$ 38,982.00	\$ 54,388.00
Tax Refunds, Gasoline Tax	\$ 3,265.00	\$ -	\$ -	\$ -	\$ -
Intangibles Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
Police Grant Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
Inventory Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
Food Stamp Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted Intergovernmental					
Powell Bill Allocation	\$ 37,137.00	\$ 37,136.00	\$ 38,372.00	\$ 38,545.00	\$ 39,050.00
Reimbursement - Bridge Insp.	\$ -	\$ -	\$ -	\$ -	\$ 260,586.00
FEMA Grant	\$ 8,272.00	\$ -	\$ 10,294.00	\$ 59,032.00	\$ -
Solid Waste Disposal Tax	\$ 498.00	\$ 473.00	\$ 494.00	\$ 325.00	\$ 388.00
Permits and Fees					
Building Permits	\$ 38,022.00	\$ 35,626.00	\$ 36,003.00	\$ 49,129.00	\$ 56,636.00
Cable TV Franchise Fees	\$ 1,390.00	\$ -	\$ -	\$ -	\$ -
Community Service Fee	\$ -	\$ -	\$ -	\$ 45,769.00	\$ 45,619.00
Sales and Services					
Public Safety Charges	\$ 3,371.00	\$ 2,809.00	\$ 3,376.00	\$ 3,371.00	\$ 3,386.00
Sanitation Collection	\$ 36,210.00	\$ 37,793.00	\$ 38,015.00	\$ 23,395.00	\$ 7,995.00
Fire Inspection Fees	\$ 400.00	\$ 9,175.00	\$ 325.00	\$ 25.00	\$ 460.00
Other	\$ 5,047.00	\$ 480.00	\$ 1,802.00	\$ 1,338.00	\$ 1,943.00
Investment Earnings					
Other Funds	\$ 14,591.00	\$ 7,921.00	\$ 5,915.00	\$ 1,850.00	\$ 1,629.00
Miscellaneous					
Contributions	\$ 52,000.00	\$ 5,550.00	\$ 5,841.00	\$ 2,000.00	\$ 1,202.00
Other	\$ 1,891.00	\$ 2,042.00	\$ 15,931.00	\$ 20.00	\$ 194.00
Total General Fund Revenues	\$ 1,414,662.00	\$ 1,349,865.00	\$ 1,399,094.00	\$ 1,475,839.00	\$ 1,784,741.00

Statement of Revenues
General Fund

	FY 2014-2015	FY 2015-2016	FY 2016-2017		Proposed 2017-2018	
Ad Valorem Taxes				Ad Valorem Taxes		
Taxes, Ad Valorem - Current Year	\$ 968,685.00	\$ 948,775.00	\$ 953,400.00	Taxes, Ad Valorem - Current Year	967,843.00	
Taxes, Ad Valorem - Prior Year	\$ -	\$ 3,124.00	\$ 500.00	Taxes, Ad Valorem - Prior Year		
Penalties and Interest	\$ 1,331.00	\$ 1,776.00	\$ 2,000.00	Penalties and Interest	1,600.00	969,443.00
Other Taxes				Other Taxes		
Privilege Licenses	\$ -		0	Privilege Licenses	-	
Local Option Sales Tax	\$ 355,621.00	\$ 388,923.00	\$ 400,000.00	Local Option Sales Tax	410,000.00	
Personal Taxes				Personal Taxes	14,000.00	424,000.00
Unrestricted Intergovernmental				Unrestricted Intergov		
Payments in Lieu of Taxes	\$ 2,000.00		\$ 2,000.00	Payments in Lieu of Taxes		
Beer & Wine Tax	\$ 3,344.00	\$ 3,191.00	\$ 3,000.00	Beer & Wine Tax	3,150.00	
Utility Franchise Tax	\$ 81,525.00	\$ 95,145.00	\$ 100,000.00	Utility Franchise Tax	102,325.00	
Tax Refunds, Gasoline Tax	\$ -		0	Tax Refunds, Gasoline Tax	-	
Intangibles Tax Reimbursement	\$ -		0	Intangibles Tax Reimbursement	-	
Police Grant Reimbursement	\$ -			Police Grant Reimbursement	-	
Inventory Tax Reimbursement	\$ -		0	Inventory Tax Reimbursement	-	
Food Stamp Tax Reimbursement	\$ -		0	Food Stamp Tax Reimbursement	-	105,475.00
Restricted Intergovernmental				Restricted Intergover		
Powell Bill Allocation	\$ 39,442.00	\$ 40,141.00	\$ 40,000.00	Powell Bill Allocation	39,446.00	
Reimbursement - Bridge Insp.	\$ -	\$ 164,646.00	\$ 133,200.00	Reimbursement - Bridge Insp.		
FEMA Grant	\$ 36,418.00		0	Grants	-	
Solid Waste Disposal Tax	\$ 447.00	\$ 472.00	\$ 500.00	Solid Waste Disposal Tax	508.00	39,954.00
Permits and Fees				Permits and Fees		
Building Permits	\$ 31,309.00	\$ 36,545.00	\$ 45,000.00	Building Permits	48,480.00	
Cable TV Franchise Fees	\$ -		0	Cable TV Franchise Fees	-	
Community Service Fee	\$ 48,158.00	\$ 49,608.00	\$ 45,000.00	Community Service Fee	45,000.00	93,480.00
Sales and Services				Sales and Services		
Public Safety Charges	\$ 3,090.00	\$ 3,371.00	\$ 3,000.00	Public Safety Charges	3,850.00	
Sanitation Collection	\$ 9,053.00	\$ 10,516.00	\$ 10,000.00	Sanitation Collection	8,200.00	
Fire Inspection Fees	\$ -		500	Fire Inspection Fees	-	
Other	\$ 15.00	\$ 29.00	\$ 1,000.00	Other	225,050.00	237,100.00
Investment Earnings				Investment Earnings		
Other Funds	\$ 1,073.00	\$ 1,681.00	\$ 2,000.00	Other Funds	6,800.00	6,800.00
Miscellaneous				Miscellaneous		
Contributions	\$ 559.00	\$ 4,700.00	\$ 2,000.00	Contributions	2,000.00	
Other	\$ 10,380.00	\$ 16,252.00	\$ 1,000.00	Other	2,000.00	4,000.00
Total General Fund Revenues	\$ 1,592,450.00	\$ 1,768,895.00	\$ 1,744,100.00	Total General Fund Revenues		
				Fund Balance	204,323.00	
				Water Fund Transfer	-	-
					2,084,575.00	1,880,252.00

**Town of Montreat
Tax Rate Analysis**

Fiscal Year 2005-2006

Ad Valorem Taxes

2005 Estimated Valuation	165,792,920	Real Property	165,029,100
2005 Estimated Taxes @ .37 Tax Rate	613,434	Personal Property	<u>763,820</u>
2005 Estimated Revenue @ 96.8%	593,800	Total Property	165,792,920

DMV (Vehicle) Taxes

2005 Estimated Valuation	5,207,590
2005 Estimated Taxes @ .37 Tax Rate	19,268
2005 Estimated Revenue @ 87%	16,760

Fiscal Year 2006-2007

Ad Valorem Taxes

2006 Estimated Valuation	221,973,178	Real Property	226,963,500
2006 Estimated Taxes @ .37 Tax Rate	821,301	Less 2.5% Appeal	<u>5,674,088</u>
2006 Estimated Revenue @ 98%	804,875	Total Real Property	221,289,413

DMV (Vehicle) Taxes

2006 Estimated Valuation	4,183,520	Real Property	221,289,413
2006 Estimated Taxes @ .37 Tax Rate	15,479	Personal Property	<u>683,765</u>
2006 Estimated Revenue @ 99%	15,324	Total Property	221,973,178

Fiscal Year 2007-2008

Ad Valorem Taxes

2007 Estimated Valuation	223,956,838	Real Property	222,097,500
2007 Estimated Taxes @ .37 Tax Rate	828,640	Personal Property	1,018,870
2007 Estimated Revenue @ 99%	820,354	Public Utility	<u>840,468</u>
		Total Property	223,956,838

DMV (Vehicle) Taxes

2007 Estimated Valuation	4,219,615	Total 2007 Value	228,176,453
2007 Estimated Taxes @ .37 Tax Rate	15,613		
2007 Estimated Revenue @ 98%	15,300		

Fiscal Year 2008-2009

Ad Valorem Taxes

2008 Estimated Valuation	228,615,443	Real Property	226,985,100
2008 Estimated Taxes @ .37 Tax Rate	845,877	Personal Property	785,240
2008 Estimated Revenue @ 99%	837,418	Public Utility	<u>845,103</u>
		Total Property	228,615,443

DMV (Vehicle) Taxes

2008 Estimated Valuation	4,144,250	Total 2008 Value	232,759,693
2008 Estimated Taxes @ .37 Tax Rate	15,334		
2008 Estimated Revenue @ 98%	15,027		

Fiscal Year 2009-2010**Ad Valorem Taxes**

2009 Estimated Valuation	233,067,088
2009 Estimated Taxes @ .37 Tax Rate	862,348
2009 Estimated Revenue @ 99%	853,725

Real Property	231,476,700
Personal Property	753,026
Public Utility	837,362
Total Property	233,067,088

DMV (Vehicle) Taxes

2009 Estimated Valuation	4,124,231
2009 Estimated Taxes @ .37 Tax Rate	15,260
2009 Estimated Revenue @ 98%	14,954

Total 2009 Value	237,191,319
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Fiscal Year 2010-2011**Ad Valorem Taxes**

2010 Estimated Valuation	233,827,382
2010 Estimated Taxes @ .37 Tax Rate	865,161
2010 Estimated Revenue @ 99%	856,510

Real Property	232,151,900
Personal Property	698,437
Public Utility	977,045
Total Property	233,827,382

DMV (Vehicle) Taxes

2010 Estimated Valuation	3,295,120
2010 Estimated Taxes @ .37 Tax Rate	12,192
2010 Estimated Revenue @ 98%	11,948

Total 2010 Value	237,122,502
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Fiscal Year 2011-2012**Ad Valorem Taxes**

2011 Estimated Valuation	234,888,306
2011 Estimated Taxes @ .37 Tax Rate	869,087
2011 Estimated Revenue @ 99%	860,396

Real Property	233,257,200
Personal Property	621,110
Public Utility	1,009,996
Total Property	234,888,306

DMV (Vehicle) Taxes

2011 Estimated Valuation	3,453,610
2011 Estimated Taxes @ .37 Tax Rate	12,778
2011 Estimated Revenue @ 98%	12,523

Total 2011 Value	238,341,916
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Fiscal Year 2012-2013**Ad Valorem Taxes**

2012 Estimated Valuation	236,360,627
2012 Estimated Taxes @ .37 Tax Rate	874,534
2012 Estimated Revenue @ 99%	865,789

Real Property	234,688,300
Personal Property	689,425
Public Utility	982,902
Total Property	236,360,627

DMV (Vehicle) Taxes

2012 Estimated Valuation	3,213,040
2012 Estimated Taxes @ .37 Tax Rate	11,888
2012 Estimated Revenue @ 98%	11,650

Total 2012 Value	239,573,667
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Fiscal Year 2013-2014 Revaluation**Ad Valorem Taxes**

2013 Estimated Valuation	237,298,513
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Real Property	236,034,700
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2013 Estimated Taxes @ .41 Tax Rate	972,924	Appeal Rate (1/4%)	590,087
2013 Estimated Revenue @ 98.9%	962,222	Total Real Property	235,444,613
DMV (Vehicle) Taxes		Personal Property	898,184
2013 Estimated Valuation	3,704,562	Public Utility	955,716
2013 Estimated Taxes @ .41 Tax Rate	15,189	Total Property	237,298,513
2013 Estimated Revenue @ 98.9%	15,022	Total 2013 Value	241,003,075

Fiscal Year 2014-2015

Ad Valorem Taxes

2014 Estimated Valuation	232,092,818	Real Property	230,078,100
2014 Estimated Taxes @ .41 Tax Rate	951,581	Personal Property	1,082,225
2014 Estimated Revenue @ 99.25%	944,444	Public Utility	932,493
		Total Property	232,092,818

DMV (Vehicle) Taxes

2014 Estimated Valuation	4,033,240	Total 2014 Value	236,126,058
2014 Estimated Taxes @ .41 Tax Rate	16,536		
2014 Estimated Revenue @ 98.6%	16,305		

Fiscal Year 2015-2016

Ad Valorem Taxes

2015 Estimated Valuation	233,098,993	Real Property	230,865,300
2015 Estimated Taxes @ .41 Tax Rate	955,706	Personal Property	1,293,862
2015 Estimated Revenue @ 99.70%	952,839	Public Utility	939,831
		Total Property	233,098,993

DMV (Vehicle) Taxes

2015 Estimated Valuation	2,778,466	Total 2015 Value	235,877,459
2015 Estimated Taxes @ .41 Tax Rate	11,392		
2015 Estimated Revenue @ 99.33%	11,315		

Fiscal Year 2016-2017

Ad Valorem Taxes

2016 Estimated Valuation	233,125,456	Real Property	231,239,300
2016 Estimated Taxes @ .41 Tax Rate	955,814	Personal Property	877,970
2016 Estimated Revenue @ 99.75%	953,425	Public Utility	1,008,186
		Total Property	233,125,456

DMV (Vehicle) Taxes

2016 Estimated Valuation	2,851,602	Total 2016 Value	235,977,058
2016 Estimated Taxes @ .41 Tax Rate	11,692		
2016 Estimated Revenue @ 99.75%	11,662		

Fiscal Year 2017-2018

Ad Valorem Taxes

2017 Estimated Valuation	240,486,486	Real Property	238,443,840
2017 Estimated Valuation @ .41 Tax Rate	985,995	Personal Property	730,282

2017 Estimated Revenue @ 99.99%	985,896	Public Utility	1,312,364
		Totoal Property	240,486,486
DMV (Vehicle) Taxes			
2017 Estimated Valuation	3,566,187		
2017 Estimated Valuation @ .41 Tax Rate	14,621	Total 2017 Value	244,052,673
2017 Estimated Revenue @ 99.99%	14,620		

ADMINISTRATION

DEPARTMENTAL GOAL

The Administration Department of the Town of Montreat provides a support role to the Board of Commissioners as well as managing the day-to-day activities of the town government by providing citizens quality customer service and cost effective, innovative problem solving.

KEY ACTION ITEMS

1. Prepare for migration and implementation of an online "cloud based" municipal accounting package for 2018.
2. Develop succession plan for the Finance Department.
3. Seek opportunities to further develop public relations and public information efforts.
4. Continue the training and educational requirements of fulfilling the two year Municipal Clerk Certification.
5. Complete the School of Government's Municipal and County Administration course.

WORKLOAD INDICATORS

Number of Meetings Attended

FY 14-15	FY 15-16	FY 16-17	FY 17-18
30	35	37	30

Number of Budget Amendments

FY 14-15	FY 15-16	FY 16-17	FY 17-18
4	7	7	7

Number of Full Time/Part Time Employees Processed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
0	1	2	3

Number of Sets of Minutes Completed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
30	50	52	48

Number of Accounts Payable/Payroll Checks Processed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
750	1,200	1,200	1,200

FY 14-15	FY 15-16	FY 15-16	FY 16-17

ADMINISTRATION			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	181,800	180,659	170,400
Benefits	61,100	51,013	61,000
Subtotal	\$242,900	\$231,672	\$231,400
OPERATING EXPENSES			
Maintenance and Repair	25,000	30,000	35,000
Departmental Expenses	24,500	26,900	31,739
Utilities	0	0	0
Professional Services	0	0	0
Subtotal	\$49,500	\$56,900	\$66,739
CAPITAL OUTLAY	2,600	1,500	0
DEBT PAYMENT	0	0	0
TOTALS	\$295,000	\$290,072	\$298,139

ADMINISTRATION DETAIL NOTES

1. Allocates funding for the tax collection fee of \$21,000 charged by Buncombe County.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET 16- 17	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-00-4200-020	SALARIES & WAGES	181,100	181,800	125,317	180,659	170,400	170,400	
10-00-4200-021	SEPARATION ALLOWANCE	0	0	0	0	0	0	
10-00-4200-050	FICA EXPENSE	13,900	13,900	9,647	14,045	13,300	13,300	
10-00-4200-060	GROUP HEALTH INSURANCE	26,500	24,900	13,362	21,687	26,200	26,200	
10-00-4200-070	RETIREMENT - LOCAL GOVT.	23,400	22,300	9,658	15,281	21,500	21,500	
TOTALS:	PERSONNEL SERVICES	\$244,900	\$242,900	\$157,983	\$231,672	\$231,400	\$231,400	\$0
OPERATING EXPENSES:								
10-00-4200-040	PROFESSIONAL SERVICES	0	0	0	0	0	0	
10-00-4200-100	POSTAGE	2,200	2,000	400	1,600	2,000	2,000	
10-00-4200-110	TELEPHONE	4,000	5,200	3,981	5,500	5,200	5,200	
10-00-4200-140	TRAVEL & TRAINING	3,400	4,000	7,560	10,500	15,100	15,071	
10-00-4200-160	M & R EQUIPMENT	24,400	25,000	24,969	30,000	35,000	35,000	
10-00-4200-260	ADVERTISING	1,800	1,800	469	1,000	7,018	5,500	
10-00-4200-320	OFFICE EXPENSE	3,000	3,000	1,830	3,000	3,000	3,000	
10-00-4200-330	OFFICE EQUIPMENT	1,000	1,000	454	500	2,600	2,600	
10-00-4200-340	BANK SERVICE CHARGES	1,400	1,200	1,008	1,500	1,500	1,500	
10-00-4200-450	CONTRACT SERVICES	19,500	21,000	16,739	18,000	21,000	21,000	
10-00-4200-480	INDIRECT COST ALLOCATION	-26,400	-18,500	-13,913	-18,500	-27,932	-27,932	
10-00-4200-530	DUES & SUBSCRIPTIONS	3,100	3,300	2,245	3,300	3,300	3,300	
10-00-4200-550	SUPERVISOR'S EXPENSE	500	500	0	500	500	500	
TOTALS:	OPERATING EXPENSES	\$37,900	\$49,500	\$45,744	\$56,900	\$68,286	\$66,739	\$0
CAPITAL OUTLAY:								
10-00-4200-730	CAPITAL OUTLAY	0	2,600	1,500	1,500	0	0	
TOTALS:	CAPITAL OUTLAY	\$0	\$2,600	\$1,500	\$1,500	\$0	\$0	\$0
DEBT PAYMENT:								
10-00-4200-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADMINISTRATION DEPARTMENT TOTAL:		\$282,800	\$295,000	\$205,227	\$290,072	\$299,686	\$298,139	\$0

	FY 16-17	FY 17-18
<u>.020 SALARIES AND WAGES</u>		
Town Administrator, Town Clerk and Finance Officer	181,800	170,400
<u>.021 SEPARATION ALLOWANCE</u>		
Separation Allowance	-	-
<u>.040 PROFESSIONAL SERVICES</u>		
	-	-
<u>.100 POSTAGE</u>		
General Postage Expenses (i.e. Accounts Payable Checks, Payroll, Correspondence)	2,000	2,000
<u>.110 TELEPHONE</u>		
Telephone service	3,500	3,500
Town Administrator cell phone	1,700	1,700
<u>.140 TRAVEL AND TRAINING</u>		
Workshop Meetings	500	1,500
Miscellaneous	300	2,435
Town Administrator Certification	500	7,515
Town Clerk Certification	1,000	1,950
Finance Officer Certification	500	500
Travel Allowance	1,200	1,200
<u>.160 M & R EQUIPMENT</u>		
ICS Annual Maintenance Agreement	5,200	5,200
Gemini Off-Site Backup and Recovery	5,400	5,400
Electronic Office Support Contract	7,000	7,000
Analog Digital Services	800	800
Technical Support	6,600	9,000
Miscellaneous	-	7,600
<u>.260 ADVERTISING</u>		
Blue Host - Web	201	201
Legal Ads/Classifieds	1,501	6,716
Gov Deals	101	101

	FY 16-17	FY 17-18
<u>.320 OFFICE EXPENSE</u>		
Office Supplies (i.e. paper,pens,folders)	2,000	2000
Forms - Checks, etc.	500	500
Miscellaneous	300	300
Professional Publications	200	200
<u>.330 OFFICE EQUIPMENT</u>		
Computer Replacement	-	1100
Other Equipment	1,000	1500
<u>.340 BANK SERVICE CHARGES</u>		
Bank Service Charges	1,200	1500
<u>.450 CONTRACT SERVICE</u>		
Tax Collection Fee - County	21,000	21000
<u>.480 INDIRECT COST ALLOCATION - WF</u>		
Water Fund - Cost Allocation	-18,500	-27932
<u>.530 DUES AND SUBSCRIPTIONS</u>		
NC League of Municipalities	1,400	1400
NCAMC	75	75
NCCCMA	250	250
ICMA	750	750
IAMC	175	175
NCGFOA	50	50
GFOA	200	200
CAFR/GFOA	400	400
<u>.550 SUPERVISOR'S EXPENSE</u>		
Miscellaneous Expense	500	500
<u>.730 CAPITAL OUTLAY</u>		
	1,500	0

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4200-020	SALARIES & WAGES	181,800	170,400	(11,400)	-6%	Decrease due to staffing changes.
10-00-4200-021	SEPARATION ALLOWANCE	0	0	-	#DIV/0!	
10-00-4200-050	FICA EXPENSE	13,900	13,300	(600)	-4%	
10-00-4200-060	GROUP HEALTH INSURANCE	24,900	26,200	1,300	5%	FY 16-17 does not reflect the midyear change. FY 17-18 based on NCLM rates (health, basic dental, basic vision.)
10-00-4200-070	RETIREMENT - LOCAL GOVT.	22,300	21,500	(800)	-4%	
10-00-4200-040	PROFESSIONAL SERVICES	0	0	-	#DIV/0!	
10-00-4200-100	POSTAGE	2,000	2,000	-	0%	
10-00-4200-110	TELEPHONE	5,200	5,200	-	0%	
10-00-4200-140	TRAVEL & TRAINING	4,000	15,071	11,071	277%	Increased based on training certification requirements for the Town Administrator, Town Clerk, and Finance Officer.
10-00-4200-160	M & R EQUIPMENT	25,000	35,000	10,000	40%	Technology support costs continue to increase.
10-00-4200-260	ADVERTISING	1,800	5,500	3,700	206%	Increase based on anticipated advertising requirements for open positions.
10-00-4200-320	OFFICE EXPENSE	3,000	3,000	-	0%	

POLICE

DEPARTMENTAL GOAL

The Police Department is committed to providing competent, efficient, diligent, personalized and accountable law enforcement services to residents and visitors of the Town of Montreat. The department strives to become an example of a high degree of police professionalism in all aspects of our function. The mission of the Police Department is to reduce crime and maintain the high standard of quality of life in the Town by providing personalized police service to the residents and visitors of the Town of Montreat.

KEY ACTION ITEMS

1. Provide a minimum of two additional opportunities for officer training.
2. Further steps in recruitment in effort to bolster Reserve Force roster.
3. Research and pursue radio replacement in accordance with C.I.P. and in compliance with state and federal mandates.

WORKLOAD INDICATORS

Number of Miles Patrolled

FY 14-15	FY 15-16	FY 16-17	FY 17-18
33,140	39,342	41,000	38,000

Number of House Checks

FY 14-15	FY 15-16	FY 16-17	FY 17-18
2,942	3,464	3,500	3,400

Calls Received from Dispatcher

FY 14-15	FY 15-16	FY 16-17	FY 17-18
1,350	1,381	1,400	1,400

Officer Initiated Investigations

FY 14-15	FY 15-16	FY 16-17	FY 17-18
2,608	2,814	3,000	2,800

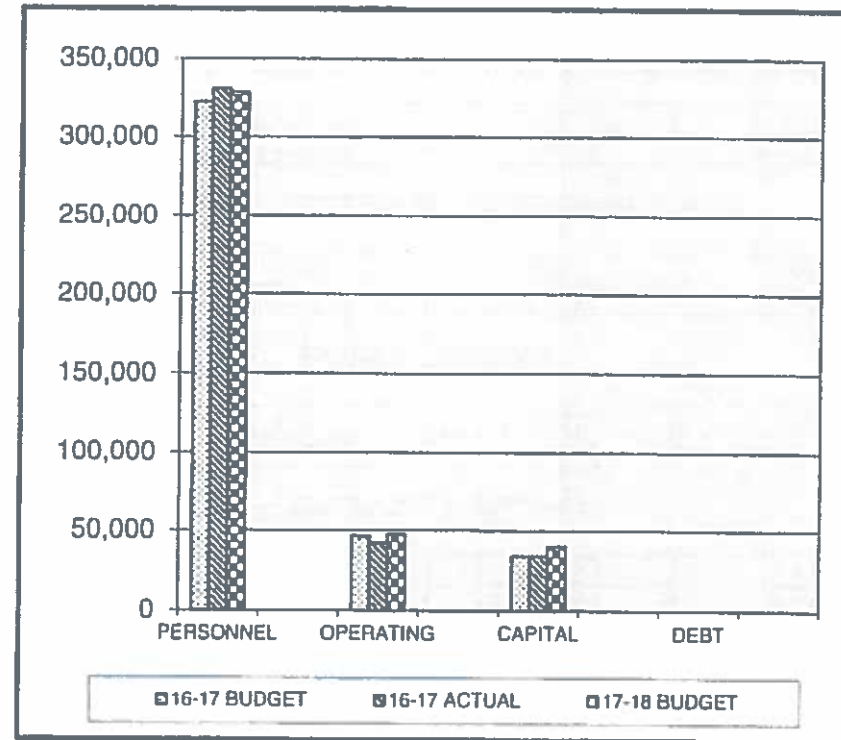
Number of Traffic Stops

FY 14-15	FY 15-16	FY 16-17	FY 17-18
574	663	650	800

Number of Parking Tickets and Town Ordinance Citations

FY 14-15	FY 15-16	FY 16-17	FY 17-18
97	121	140	200

POLICE			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	232,700	234,653	217,500
Seperation Allowance	0	5,150	20,600
Benefits	89,600	90,930	90,500
Subtotal	\$322,300	\$330,733	\$328,600
OPERATING EXPENSES			
Maintenance and Repair	9,000	8,000	9,000
Departmental Expenses	18,500	15,000	19,500
Utilities	0	0	0
Professional Services	19,200	19,200	19,200
Subtotal	\$46,700	\$42,200	\$47,700
CAPITAL OUTLAY	34,100	34,100	40,000
DEBT PAYMENT	0	0	0
TOTALS	\$403,100	\$407,033	\$416,300



POLICE DETAIL NOTES

1. Funds have been allocated for radio replacements in accordance with C.I.P.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-10-5100-020	SALARIES & WAGES	228,000	232,700	165,239	214,653	217,500	217,500	
10-10-5100-021	SEPERATION ALLOWANCE	0	0	0	5,150	20,600	20,600	
10-10-5100-050	FICA EXPENSE	17,500	17,800	12,585	18,345	18,300	18,300	
10-10-5100-060	GROUP HEALTH INSURANCE	39,700	41,500	33,383	44,309	45,500	45,500	
10-10-5100-070	RETIREMENT - LOCAL GOVT.	28,500	30,300	20,462	28,277	26,700	26,700	
TOTALS:	PERSONNEL SERVICES	\$313,700	\$322,300	\$231,670	\$330,733	\$328,600	\$328,600	\$0
OPERATING EXPENSES:								
10-10-5100-110	TELEPHONE	2,000	2,000	864	2,000	2,500	2,500	
10-10-5100-140	TRAVEL & TRAINING	500	500	142	500	500	500	
10-10-5100-160	M & R EQUIPMENT	4,000	5,000	2,135	4,000	5,000	5,000	
10-10-5100-170	M & R AUTO	4,000	4,000	1,867	4,000	4,000	4,000	
10-10-5100-234	PUBLIC SAFETY EDUCATION	500	500	0	500	500	500	
10-10-5100-310	AUTO SUPPLIES	16,500	10,000	4,088	7,000	10,000	10,000	
10-10-5100-320	MEDICAL CERTIFICATION	1,000	1,000	0	500	1,000	1,000	
10-10-5100-330	DEPARTMENT SUPPLIES	2,100	2,500	2,140	2,500	2,500	2,500	
10-10-5100-360	UNIFORMS	1,700	1,700	515	1,700	2,200	2,200	
10-10-5100-530	DUES & SUBSCRIPTIONS	300	300	160	300	300	300	
10-10-5100-760	DISPATCHER SERVICES	19,200	19,200	9,500	19,200	19,200	19,200	
TOTALS:	OPERATING EXPENSES	\$51,800	\$46,700	\$21,411	\$42,200	\$47,700	\$47,700	\$0
CAPITAL OUTLAY:								
10-10-5100-730	CAPITAL OUTLAY	0	34,100	0	34,100	40,000	40,000	0
TOTALS:	CAPITAL OUTLAY	\$0	\$34,100	\$0	\$34,100	\$40,000	\$40,000	\$0
DEBT PAYMENT:								
10-10-5100-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POLICE DEPARTMENT TOTAL:		\$365,500	\$403,100	\$253,081	\$407,033	\$416,300	\$416,300	\$0

<u>.020 SALARIES AND WAGES</u>	FY 16-17	FY 17-18	<u>.530 DUES & SUBSCRIPTIONS</u>	FY 16-17	FY 17-18
Police Chief, Police Officers (5) and	222,114	205,425	Sam's Club Membership	200	200
Part Time Officers	12,538	12,000	Professional Dues	100	100
<u>.021 SEPERATION ALLOWANCE</u>			<u>.760 DISPATCHER SERVICE</u>		
Separation Allowance (1)	-	20,599	Town of Black Mountain	19,200	19,200
<u>.110 TELEPHONE</u>			<u>.730 CAPITAL OUTLAY</u>		
Telephone service	2,000	2,500	Police Vehicle	34,100	-
<u>.140 TRAVEL AND TRAINING</u>			Radio Replacement	-	40,000
ESMP	200	200			
Workshops/Training Seminars	300	300			
<u>.160 M & R EQUIPMENT</u>					
Radar Certification/Maintenance	350	350			
Radio Maintenance	250	250			
Miscellaneous Repairs					
Computer Hot Spots	2,400	2,400			
Code Red	2,000	2,000			
<u>.170 M&R AUTO</u>					
Maintenance costs for 4 vehicles	4,000	4,000			
<u>.234 PUBLIC SAFETY EDUCATION</u>					
Public Education	500	500			
<u>.310 AUTO SUPPLIES</u>					
Gas, Tires, and Oil for 4 vehicles	10,000	10,000			
<u>.320 MEDICAL CERTIFICATION</u>					
Physical Fees	500	500			
Drug and Psychological Screenings	500	500			
<u>.330 DEPARTMENTAL SUPPLIES</u>					
General Office Supplies	1,000	1,000			
Law Enforcement Supplies	1,500	1,500			
Miscellaneous Supplies	-	-			
<u>.360 UNIFORMS</u>					
Uniform Supplies for 5 officers	1,700	2,200			

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5100-020	SALARIES & WAGES	232,700	217,500	(15,200)	-7%	Decrease due to staffing changes in Department.
10-10-5100-021	SEPERATION ALLOWANCE	0	20,600	20,600	#DIV/0!	Increase due to retirement in Department
10-10-5100-050	FICA EXPENSE	17,800	18,300	500	3%	
10-10-5100-060	GROUP HEALTH INSURANCE	41,500	45,500	4,000	10%	FY 16-17 does not reflect the midyear change. FY 17-18 based on NCLM rates (health, basic dental, basic vision.)
10-10-5100-070	RETIREMENT - LOCAL GOVT.	30,300	26,700	(3,600)	-12%	
10-10-5100-110	TELEPHONE	2,000	2,500	500	25%	
10-10-5100-140	TRAVEL & TRAINING	500	500	-	0%	
10-10-5100-160	M & R EQUIPMENT	5,000	5,000	-	0%	
10-10-5100-170	M & R AUTO	4,000	4,000	-	0%	
10-10-5100-234	PUBLIC SAFETY EDUCATION	500	500	-	0%	
10-10-5100-310	AUTO SUPPLIES	10,000	10,000	-	0%	
10-10-5100-320	MEDICAL CERTIFICATION	1,000	1,000	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5100-330	DEPARTMENT SUPPLIES	2,500	2,500	-	0%	
10-10-5100-360	UNIFORMS	1,700	2,200	500	29%	Increase reflects expected cosst for new hire.
10-10-5100-530	DUES & SUBSCRIPTIONS	300	300	-	0%	
10-10-5100-760	DISPATCHER SERVICES	19,200	19,200	-	0%	
10-10-5100-730	CAPITAL OUTLAY	34,100	40,000	5,900	17%	Increased reflects radio replacement in accordance with the CIP.
TOTALS		403,100	416,300	13,200	3%	

PLANNING AND ZONING

DEPARTMENTAL GOAL

The Planning and Zoning Department of the Town of Montreat provides for the health, safety and welfare of Montreat by assuring fair application of all applicable federal, state and local laws regulating land uses, building construction and code compliance.

KEY ACTION ITEMS

1. Accurately review variance and building, zoning, and conditional use permits in a timely manner.
2. Investigate complaints fairly and thoroughly.
3. Continue to provide thorough professional support to the Planning and Zoning Committee and the Board of Adjustment.
4. Continue to pursue trainings and maintain key certifications in fire, plumbing, mechanical, electrical, stormwater BMP, and building inspections, floodplain management, zoning official certification, and ArcGIS.

WORKLOAD INDICATORS

Number of Planning/Zoning and Board of Adjustment Meetings Attended

FY 14-15	FY 15-16	FY 16-17	FY 17-18
3 and 1	6 and 3	5 and 3	5 and 3

Number of Public Assistance Calls

FY 14-15	FY 15-16	FY 16-17	FY 17-18
1,402	1,343	1,375	1,320

Number of Zoning Permits Issued

FY 14-15	FY 15-16	FY 16-17	FY 17-18
16	16	18	10

Number of Building Permits Issued

FY 14-15	FY 15-16	FY 16-17	FY 17-18
90	94	95	100

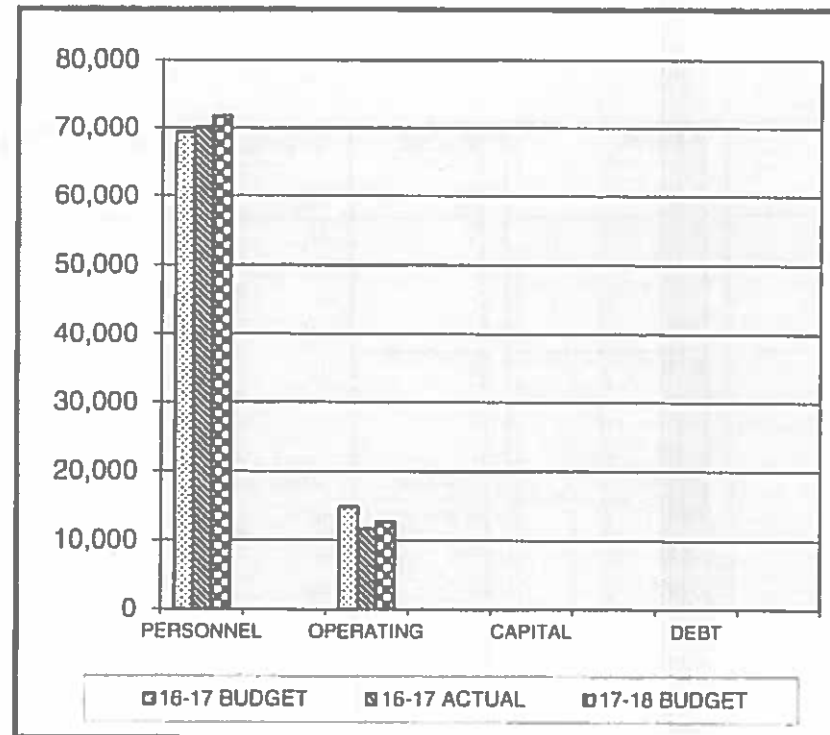
Number of Variances/Conditional Use Permits Issued

FY 14-15	FY 15-16	FY 16-17	FY 17-18
1 and 0	2 and 1	2 and 1	1 and 0

Number of Complaints and Investigations

FY 14-15	FY 15-16	FY 16-17	FY 17-18
17	21	20	16

PLANNING AND ZONING			
	APPROPRIATION FY 2015-2016	ESTIMATED EXPENDITURES JUNE 30, 2016	REQUEST FY 2016-2017
PERSONNEL:			
Salaries	50,900	50,874	52,175
Benefits	18,500	19,243	19,644
Subtotal	\$69,400	\$70,117	\$71,819
OPERATING EXPENSES			
Maintenance and Repair	4,500	3,610	4,250
Departmental Expenses	8,800	7,310	6,950
Utilities	0	0	0
Professional Services	1,500	750	1,500
Subtotal	\$14,800	\$11,670	\$12,700
CAPITAL OUTLAY	0	0	0
DEBT PAYMENT	0	0	0
TOTALS	\$84,200	\$81,787	\$84,519



PLANNING AND ZONING DETAIL NOTES

1. Allocated in this department are funds for the Building Inspector/Code Administrator and funding for the code inspection services of the Town.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-10-5400-020	SALARIES & WAGES		50,900	33,733	50,874	52,175	52,175	
10-10-5400-050	FICA EXPENSE		3,900	258	3,892	3,991	3,991	
10-10-5400-060	GROUP HEALTH INSURANCE		8,300	6,894	9,074	9,084	9,084	
10-10-5400-070	RETIREMENT - LOCAL GOVT.		6,300	4,158	6,278	6,569	6,569	
TOTALS:	PERSONNEL SERVICES	\$0	\$69,400	\$45,044	\$70,117	\$71,819	\$71,819	\$0
OPERATING EXPENSES:								
10-10-5400-110	TELEPHONE	800	800	390	800	800	800	
10-10-5400-140	TRAVEL AND TRAINING	2,500	2,500	1,864	2,400	2,500	2,500	
10-10-5400-160	M&R EQUIPMENT	4,700	3,800	0	3,510	3,550	3,550	
10-10-5400-170	M&R AUTO	500	700	63	100	700	700	
10-10-5400-310	AUTO SUPPLIES	1,100	800	99	200	800	800	
10-10-5400-330	DEPARTMENT SUPPLIES	1,000	3,500	2,529	3,000	1,500	1,500	
10-10-5400-331	PLANNING BOARD	250	250	0	0	250	250	
10-10-5400-332	BOARD OF ADJUSTMENT	250	250	0	110	250	250	
10-10-5400-450	CONTRACT SERVICES - BLDG. INSP.	1,250	1,250	250	750	1,250	1,250	
10-10-5400-451	CONTRACT SERVICES - FIRE INSP.	250	250	0	0	250	250	
10-10-5400-510	DUES & SUBSCRIPTIONS	700	700	735	800	850	850	
TOTALS:	OPERATING EXPENSES	\$13,300	\$14,800	\$5,929	\$11,670	\$12,700	\$12,700	\$0
CAPITAL OUTLAY:								
10-10-5400-730	CAPITAL OUTLAY	0	0	0	0	0	0	0
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-10-5400-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PLANNING AND ZONING DEPARTMENT TOTAL:		\$13,300	\$84,200	\$50,973	\$81,787	\$84,519	\$84,519	\$0

	FY 16-17	FY 17-18
<u>0.02 SALARIES AND WAGES</u>		
Salaries and Wages (1)	50,900	52,175
<u>.110 TELEPHONE</u>		
Telephone	800	800
<u>.140 TRAVEL AND TRAINING</u>		
Building Inspector, Planning Board and Board of Adjustment	2,500	2,500
<u>.160 M & R EQUIPMENT</u>		
Annual GIS Software/Service Renewal	3,500	3,250
Permitting Software Support	300	300
<u>.170 M & R AUTO</u>		
Maintenance costs for 1 vehicle	700	700
<u>.310 AUTO SUPPLIES</u>		
Gas, Oil and Tires for 1 vehicle	800	800
<u>.330 DEPARTMENT SUPPLIES</u>		
General Office Supplies	500	500
Miscellaneous Supplies/Expense	500	1,000
Computer and Software	2,500	-
<u>.331 PLANNING BOARD</u>		
Miscellaneous Expense	250	250
<u>.332 BOARD OF ADJUSTMENT</u>		
Miscellaneous Expense	250	250
<u>.450 CONTRACT SERVICES - BLDG. INSP.</u>		
Contract with Town of Black Mountain	1,250	1,250
<u>.451 FIRE INSPECTIONS</u>		
Contract with Town of Black Mountain	250	250

	FY 16-17	FY 17-18
<u>.530 DUES & SUBSCRIPTIONS</u>		
Professional Dues	700	850
<u>.730 CAPITAL OUTLAY</u>		
Wayfinding Signage Plan	-	-
GPS System	-	-

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5400-020	SALARIES & WAGES	50,900	52,175	1,275	3%	
10-10-5400-050	FICA EXPENSE	3,900	3,991	91	2%	
10-10-5400-060	GROUP HEALTH INSURANCE	8,300	9,084	784	9%	FY 16-17 does not reflect the midyear change. FY 17-18 based on NCLM rates (health, basic dental, basic vision.)
10-10-5400-070	RETIREMENT - LOCAL GOVT.	6,300	6,569	269	4%	
10-10-5400-110	TELEPHONE	800	800	-	0%	
10-10-5400-140	TRAVEL AND TRAINING	2,500	2,500	-	0%	
10-10-5400-160	M&R EQUIPMENT	3,800	3,550	(250)	-7%	
10-10-5400-170	M&R AUTO	700	700	-	0%	
10-10-5400-310	AUTO SUPPLIES	800	800	-	0%	
10-10-5400-330	DEPARTMENT SUPPLIES	3,500	1,500	(2,000)	-57%	
10-10-5400-331	PLANNING BOARD	250	250	-	0%	
10-10-5400-332	BOARD OF ADJUSTMENT	250	250	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-10-5400-450	CONTRACT SERVICES - BUILDING INSPECTIONS	1,250	1,250	-	0%	
10-10-5400-451	CONTRACT SERVICES - FIRE INSPECTIONS	250	250	-	0%	
10-10-5400-530	DUES & SUBSCRIPTIONS	700	850	150	21%	
10-10-5400-730	CAPITAL OUTLAY	0	0	-	#DIV/0!	
TOTALS		84,200	84,519	319	0%	

GOVERNING BODY

DEPARTMENTAL GOAL

The Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.

KEY ACTION ITEMS

1. Update the 2008 Comprehensive Plan.
2. Investigate opportunities for a Town Hall.
3. Continue to pursue the forgiveness of Municiple Bridge Program grant funding for Texas Road Bridge.
4. Await a petition for voluntary annexation of the Upper Greybeard Trail area.
5. Complete each applicable section of ICS training for Board Members.

WORKLOAD INDICATORS

Number of Hours - Regular Meetings/Special Meetings/Workshops

FY 14-15	FY 15-16	FY 16-17	FY 17-18
33/8/5	32/5/4	30/6/5	30/8/5

Number of Public Hearings

FY 14-15	FY 15-16	FY 16-17	FY 17-18
4	11	7	3

Number of Ordinances and Resolutions Adopted

FY 14-15	FY 15-16	FY 16-17	FY 17-18
21	29	25	25

Number of Zoning Ordinance Amendments

FY 14-15	FY 15-16	FY 16-17	FY 17-18
1	1	1	1

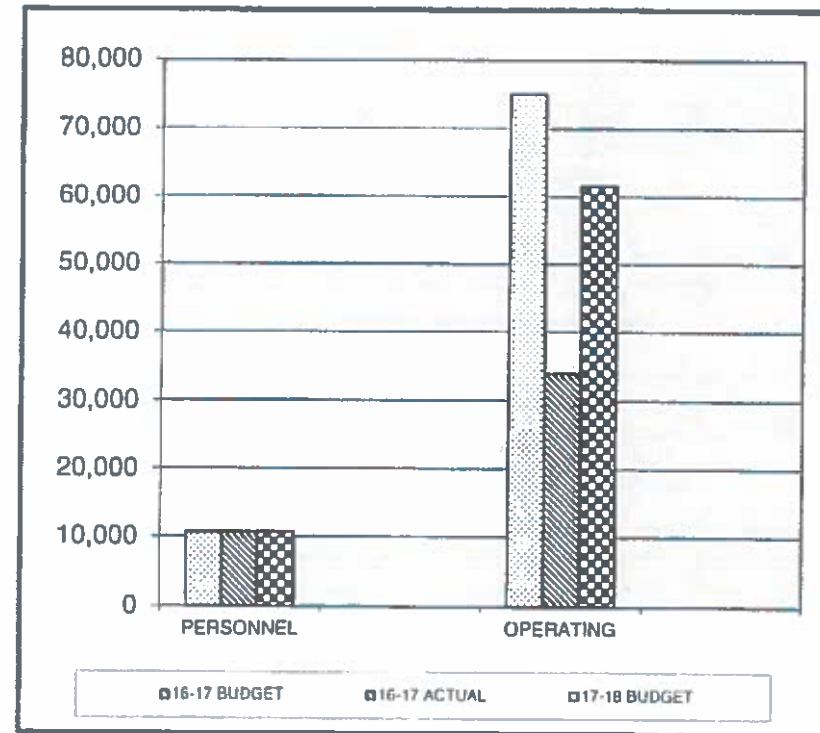
Number of Agenda Items Acted Upon

FY 14-15	FY 15-16	FY 16-17	FY 17-18
71	73	60	60

Number of Closed Sessions

FY 14-15	FY 15-16	FY 16-17	FY 17-18
10	18	6	10

GOVERNING BODY			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	9,800	9,800	9,800
Benefits	800	800	800
Subtotal	\$10,600	\$10,600	\$10,600
OPERATING EXPENSES			
Maintenance and Repair	0	0	0
Departmental Expenses	15,900	-1,050	16,629
Utilities	0	0	0
Professional Services	59,000	35,000	45,000
Subtotal	\$74,900	\$33,950	\$61,629
CAPITAL OUTLAY	0	0	0
DEBT PAYMENT	0	0	0
TOTALS	\$85,500	\$44,550	\$72,229



GOVERNING BODY DETAIL NOTES

1. Under professional services, \$40,000 has been budgeted for legal services and \$19,000 has been budgeted for the audit.
2. Under advertising, \$5,000 has been allocated for Communication Services.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-16	ESTIMATE @ 6-30-16	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-00-4100-020	SALARIES & WAGES	9,800	9,800	4,900	9,800	9,800	9,800	
10-00-4100-050	FICA EXPENSE	800	800	375	800	800	800	
TOTALS:	PERSONNEL SERVICES	\$10,600	\$10,600	\$5,275	\$10,600	\$10,600	\$10,600	\$0
OPERATING EXPENSES:								
10-00-4100-040	PROFESSIONAL SERVICES	79,700	59,000	15,448	35,000	45,000	45,000	
10-00-4100-140	TRAVEL AND TRAINING	600	500	412.41	1000	1,500	1,500	
10-00-4100-260	ADVERTISING	6,900	5,000	1134.5	1,500	2,000	2,000	
10-00-4100-330	DEPARTMENT SUPPLIES	2,500	1,800	809.29	1,500	1,850	1,850	
10-00-4100-332	SALARY CONTINGENCY	13,000	13,500	0	0	13,500	15,000	
10-00-4100-450	CONTRACT SERVICES	4,500	0	0	0	1,750	1,750	
10-00-4100-480	INDIRECT COST ALLOCATION - WF	-13,600	-5,400	-4,021	-5,400	-5,971	-5,971	
10-00-4100-520	CONTRIBUTIONS	500	500	345	350	500	500	
10-00-4100-570	INTERFUND TRANSFER TO WATER	0	0	0	0	0	0	
TOTALS:	OPERATING EXPENSES	\$94,100	\$74,900	\$14,128	\$33,950	\$60,129	\$61,629	\$0
CAPITAL OUTLAY:								
10-00-4100-730	CAPITAL OUTLAY	0	0	0	0	0	0	
TOTALS:	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-00-4100-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GOVERNING BODY DEPARTMENT TOTAL:		\$104,700	\$85,500	\$19,402	\$44,550	\$70,729	\$72,229	\$0

	FY 16-17	FY 17-18
<u>.020 SALARIES AND WAGES</u>		
Mayor and five Commissioners	9,800	9,800
<u>.040 PROFESSIONAL SERVICES</u>		
Legal Services	40,000	26,000
Audit Services	19,000	19,000
Planning Services - Comp. Plan	-	-
<u>.050 FICA EXPENSE</u>		
Mayor and five Commissioners	800	800
<u>.140 TRAVEL AND TRAINING</u>		
Educational Workshop Meetings	400	1,000
Miscellaneous	100	500
<u>.260 ADVERTISING</u>		
Postcard Printing	2,000	500
Communication Services	3,000	1,500
<u>.330 DEPARTMENT SUPPLIES</u>		
Room Rental	700	750
Lunches	300	300
Miscellaneous	200	200
Data Plan - Hot Spots	600	600
<u>.332 SALARY CONTINGENCY</u>		
Salary Costs	13,500	15,000
<u>.450 CONTRACT SERVICES</u>		
Election Expense	-	1,750
<u>.480 INDIRECT COST ALLOCATION - WF</u>		
Water Fund - Cost Allocation	-5,400	-5,971

	FY 16-17	FY 17-18
<u>.520 CONTRIBUTIONS</u>		
Chamber of Commerce	250	
School of Government Foundation	250	
Open Space Conservation Fund	-	
<u>.570 INTERFUND TRANSFER TO WATER</u>		
Interfund Transfer to Water Fund	0	
<u>.730 CAPITAL OUTLAY</u>		

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-4100-020	SALARIES & WAGES	9,800	9,800	-	0%	
10-00-4100-050	FICA EXPENSE	800	800	-	0%	
10-00-4100-040	PROFESSIONAL SERVICES	59,000	45,000	(14,000)	-24%	Decreased based on actual expenditures.
10-00-4100-140	TRAVEL AND TRAINING	500	1,500	1,000	200%	
10-00-4100-260	ADVERTISING	5,000	2,000	(3,000)	-60%	Decreased based on actual expenditures.
10-00-4100-330	DEPARTMENT SUPPLIES	1,800	1,850	50	3%	
10-00-4100-332	SALARY CONTINGENCY	13,500	15,000	1,500	11%	Increased based on expected turnover.
10-00-4100-450	CONTRACT SERVICES	0	1,750	1,750	#DIV/0!	Election services are budgeted every two years.
10-00-4100-480	INDIRECT COST ALLOCATION	-5,400	-5,971	(571)	11%	
10-00-4100-520	CONTRIBUTIONS	500	500	-	0%	
10-00-4100-570	INTERFUND TRANSFER	0	0	-	0%	
10-00-4100-730	CAPITAL OUTLAY	0	0	-	0%	
10-00-4100-900	DEBT PAYMENT	0	0	-	0%	
TOTALS		85,500	72,229	(13,271)	-16%	

ENVIRONMENT, CONSERVATION
AND RECREATION

DEPARTMENTAL GOAL

The Parks and Recreation Committee of the Town of Montreat recommends plans, policies and community actions that meet the desires, needs and opinions of the citizens of Montreat for the protection of greenspace and the safety of walkers, joggers, hikers, bicyclists, bird-watchers and nature lovers.

KEY ACTION ITEMS

1. Promote and support the Tree City USA, Open Space Conservation and Montreat Landcare program initiatives.
2. Promote public education and involvement with Open Space Conservation, Landcare and other environmental conservation initiatives and projects.

WORKLOAD INDICATORS

Number of Meetings Attended

FY 14-15	FY 15-16	FY 15-16	FY 17-18
11	11	11	11

Grant Dollars Secured

FY 14-15	FY 15-16	FY 16-17	FY 17-18
0	14,100	7,000	5,000

FY 14-15	FY 15-16	FY 16-17	FY 17-18

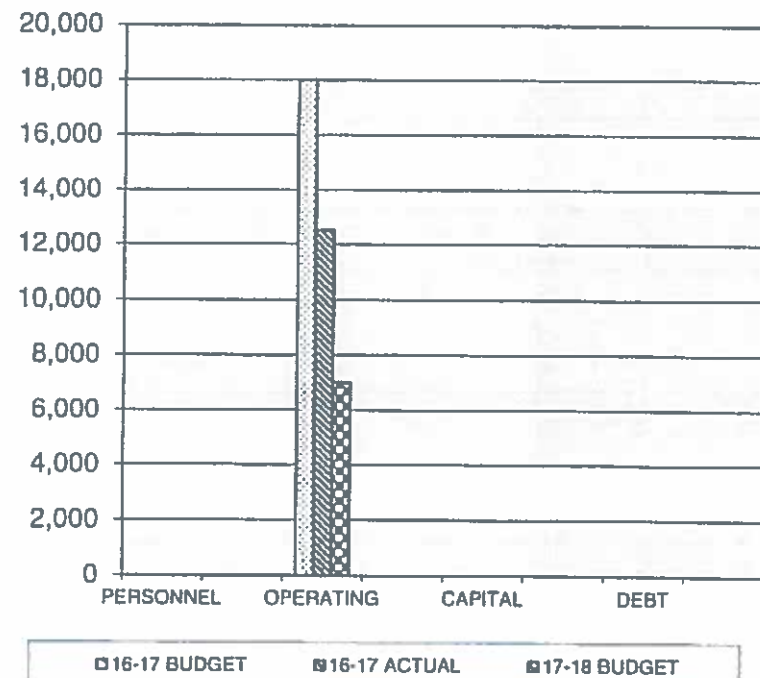
FY 14-15	FY 15-16	FY 16-17	FY 17-18

FY 14-15	FY 15-16	FY 16-17	FY 17-18

FY 14-15	FY 15-16	FY 16-17	FY 17-18

ENVIRONMENT, CONSERVATION & RECREATION

	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	0	0	0
Benefits	0	0	0
Subtotal	\$0	\$0	\$0
OPERATING EXPENSES			
Maintenance and Repair	0	0	0
Departmental Expenses	13,000	12,500	2,000
Utilities	0	0	0
Professional Services	5,000	0	5,000
Subtotal	\$18,000	\$12,500	\$7,000
CAPITAL OUTLAY	0	0	0
DEBT PAYMENT	0	0	0
TOTALS	\$18,000	\$12,500	\$7,000



ENVIRONMENT & RECREATION DETAIL NOTES

1. Funding is provided for the Landcare Committee in the amount of \$3,000 and the Hemlock Initiative Grant through Landcare (\$10,000).
2. Funding is provided for the Open Space Conservation Fund.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
TOTALS:	PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES:								
10-80-6190-340	LANDCARE COMMITTEE	1,000	3,000	1,968	2,500	3,000	2,000	
10-80-3340-452	LANDCARE GRANT - HEMLOCKS	20,000	10,000	5,000	10,000	0	0	
10-80-6190-450	GREENWAY DEVELOPMENT	0	0	0	0	0	0	
10-80-6190-710	OPEN SPACE CONSERVATION	5,000	5,000	0	0	5,000	5,000	
TOTALS:	OPERATING EXPENSES	\$26,000	\$18,000	\$6,968	\$12,500	\$8,000	\$7,000	\$0
CAPITAL OUTLAY:								
10-80-6190-730	CAPITAL OUTLAY	2,500	0	0	0	0	0	
TOTALS:	CAPITAL OUTLAY	\$2,500	\$0	\$0	\$0	\$0	\$0	\$0
DEBT PAYMENT:								
10-80-6100-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION DEPARTMENT TOTAL:		\$28,500	\$18,000	\$6,968	\$12,500	\$8,000	\$7,000	\$0

	FY 16-17	FY 17-18
<u>.340 LANDCARE COMMITTEE</u>		
Website Design/ Support	1,800	300
Miscellaneous Expense	1,200	1,700
<u>.450 GREENWAY DEVELOPMENT</u>		
<u>.452 LANDCARE GRANT - HEMLOCKS</u>		
Hemlock Program	10,000	
<u>.710 OPEN SPACE CONSERVATION</u>		
Legal Fees, Surveys and Associated Costs	5,000	5,000
<u>.730 CAPITAL OUTLAY</u>		
Native Plant Garden		

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-80-6190-340	LANDCARE COMMITTEE	3,000	2,000	(1,000)	-33%	Website launched, but funds budgeted for maintenance.
10-80-6190-450	GREENWAY DEVELOPMENT	0	0	-	#DIV/0!	
10-80-6190-452	LANDCARE GRANT - HEMLOCK	10,000	0	(10,000)	-100%	Reduced to reflect the closing out of the grant program.
10-80-6190-710	OPEN SPACE CONSERVATION	5,000	5,000	-	0%	
10-80-6190-730	CAPITAL OUTLAY	0	0	-	#DIV/0!	
TOTALS		18,000	7,000	(11,000)	-61%	

PUBLIC WORKS

DEPARTMENTAL GOAL

The Public Works Department receives, processes and monitors all public work services including streets, sanitation and water.

KEY ACTION ITEMS

1. Assist in the completion of the Native Plant Garden project, pending available funding and property acquisition.
2. Complete inspections of Town-owned stormwater features.
3. Complete and submit the annual Water Supply Plan and Solid Waste Report.
4. Continue the tree removal and replacement program.
5. In conjunction with the Montreat Tree Board, develop a Town Tree Plan and Shrub Standards Specifications and Detail Manual.
6. Develop succession plan.
7. Purchase used bucket truck in accordance with capital improvement plan (C.I.P.) and annual retreat discussion (\$25,000.)
8. Secure grant for tree study and arborist certification (\$10,000.)

WORKLOAD INDICATORS

Number of Work Orders Processed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
890	860	875	875

Number of Illicit Discharge Calls

FY 14-15	FY 15-16	FY 16-17	FY 17-18
4	6	6	6

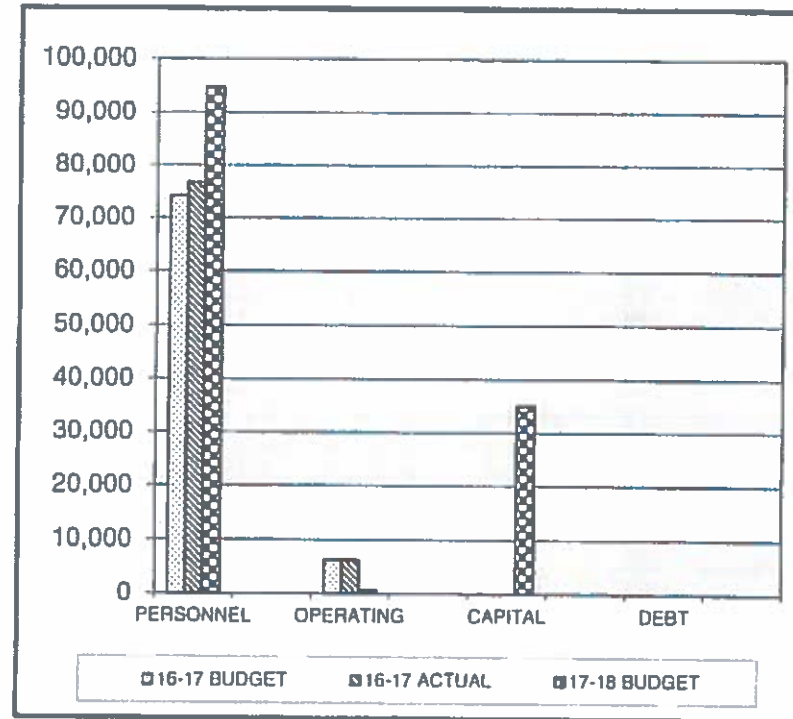
FY 14-15	FY 15-16	FY 16-17	FY 17-18

FY 14-15	FY 15-16	FY 16-17	FY 17-18

FY 14-15	FY 15-16	FY 16-17	FY 17-18

FY 14-15	FY 15-16	FY 16-17	FY 17-18

PUBLIC WORKS			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	54,800	56,534	61,440
Seperation Allowance	0	0	10,800
Benefils	19,300	20,157	22,345
Subtotal	\$74,100	\$76,691	\$94,585
OPERATING EXPENSES			
Maintenance and Repair	500	500	500
Departmental Expenses	3,300	3,190	-2,366
Utilities	0	0	0
Professional Services	2,500	2,500	2,500
Subtotal	\$6,300	\$6,190	\$634
CAPITAL OUTLAY	0	0	35,000
DEBT PAYMENT	0	0	0
TOTALS	\$80,400	\$82,881	\$130,219



PUBLIC WORKS DETAIL NOTES

1. Allocated in this department are funds for the Public Works Director.
2. Allocates funding for tree replacement program and the Tree Board (\$1,500.)

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-20-5550-020	SALARIES & WAGES	53,800	54,800	37,339	56,534	61,440	61,440	
10-20-5550-021	SEPERATION ALLOWANCE	0	0	0	0	10,800	10,800	
10-20-5550-050	FICA EXPENSE	4,200	4,200	2,860	4,325	5,526	5,526	
10-20-5550-060	GROUP HEALTH INSURANCE	9,100	8,300	6,677	8,856	9,084	9,084	
10-20-5550-070	RETIREMENT - LOCAL GOVT.	6,500	6,800	4,607	6,976	7,735	7,735	
TOTALS:	PERSONNEL SERVICES	\$73,600	\$74,100	\$51,482	\$76,691	\$94,585	\$94,585	\$0
OPERATING EXPENSES:								
10-20-5550-110	TELEPHONE	700	700	283	690	700	700	
10-20-5550-140	TRAVEL & TRAINING	200	1,200	0	1,100	1,200	1,200	
10-20-5550-170	M & R TRUCKS	500	500	0	500	500	500	
10-20-5550-310	AUTO SUPPLIES	3,800	3,500	1,044	3,500	3,500	3,500	
10-20-5550-330	DEPARTMENT SUPPLIES	2,000	2,500	48	2,500	2,500	2,500	
10-20-5550-360	UNIFORMS	500	500	0	500	500	500	
10-20-5550-370	STORMWATER PROGRAM	4,500	2,500	985	2,500	2,500	2,500	
10-20-5550-480	INDIRECT COST ALLOCATION	-8,000	-5,100	-3836	-5,100	-10,766	-10,766	
TOTALS:	OPERATING EXPENSES	\$4,200	\$6,300	-\$1,476	\$6,190	\$634	\$634	\$0
CAPITAL OUTLAY:								
10-20-5550-730	CAPITAL OUTLAY	8,300	0	0	0	35,000	35,000	
TOTALS:	CAPITAL OUTLAY	\$8,300	\$0	\$0	\$0	\$35,000	\$35,000	\$0
DEBT PAYMENT:								
10-20-5550-900	DEBT PAYMENT	0	0	0	0	0	0	
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC WORKS DEPARTMENT TOTAL:		\$86,100	\$80,400	\$50,006	\$82,881	\$130,219	\$130,219	\$0

	FY 16-17	FY 17-18
<u>.020 SALARIES AND WAGES</u>		
Public Works Personnel	54,800	56,534
<u>.110 TELEPHONE</u>		
Telephone	700	700
<u>.140 TRAVEL AND TRAINING</u>		
Workshop Meetings	1,200	1,200
<u>.170 M & R TRUCKS</u>		
Maintenance costs for 1 vehicle	500	500
<u>.310 AUTO SUPPLIES</u>		
Gas, Oil and Tires for 1 vehicle	3,500	3,500
<u>.330 DEPARTMENT SUPPLIES</u>		
General Office Supplies	500	500
Miscellaneous Supplies	500	500
Tree Board	500	500
Tree Replacement Program	1,000	1,000
<u>.360 UNIFORMS</u>		
Uniforms for 1 employee	500	500
<u>.370 STORMWATER PROGRAM</u>		
Phase II, Year 4 Stormwater Program	2,500	2,500
<u>.480 INDIRECT COST ALLOCATION</u>		
Indirect Cost Allocation	-5,100	10,766
<u>.730 CAPITAL OUTLAY</u>		
	-	35,000

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5550-020	SALARIES & WAGES	54,800	61,440	6,640	12%	Increase based on anticipated reorganization of personnel.
10-20-5550-021	SEPERATION ALLOWANCE	0	10,800	10,800	#DIV/0!	Seperation pay for pending retirement.
10-20-5550-050	FICA EXPENSE	4,200	5,526	1,326	32%	Increase based on anticipated reorganization of persponnel.
10-20-5550-060	GROUP HEALTH INSURANCE	8,300	9,084	784	9%	FY 16-17 does not reflect the midyear change. FY 17-18 based on NCLM rates (health, basic dental, basic vision.)
10-20-5550-070	RETIREMENT - LOCAL GOVT.	6,800	7,735	935	14%	Increase based on anticipated reorganization of persponnel.
10-20-5550-110	TELEPHONE	700	700	-	0%	
10-20-5550-140	TRAVEL & TRAINING	1,200	1,200	-	0%	
10-20-5550-170	M & R TRUCKS	500	500	-	0%	
10-20-5550-310	AUTO SUPPLIES	3,500	3,500	-	0%	
10-20-5550-330	DEPARTMENT SUPPLIES	2,500	2,500	-	0%	
10-20-5550-360	UNIFORMS	500	500	-	0%	
10-20-5550-370	STORMWATER PROGRAM	2,500	2,500	-	0%	
10-20-5550-480	INDIRECT COST ALLOCATION	-5,100	-10,766	(5,666)	111%	
10-20-5550-730	CAPITAL OUTLAY	0	35,000	35,000	#DIV/0!	Increase for used bucket truck and Tree Board
TOTALS		80,400	130,219	49,819	62%	

PUBLIC BUILDINGS

DEPARTMENTAL GOAL

The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Services Building and provides adequate insurance protection for the Town.

KEY ACTION ITEMS

1. Prepair for building a new Town Hall through purchasing land, completeing surveys, site work, engineering and archetectual design.
2. Prepair for and construct Public Works metal building.

WORKLOAD INDICATORS

Number of Pieces Mailed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
12,500	13,000	13,000	13,000

Number of Copies

FY 14-15	FY 15-16	FY 16-17	FY 17-18
33,240	53,000	55,000	58,000

Number of Workers Compensation Injuries

FY 14-15	FY 15-16	FY 16-17	FY 17-18
0	0	0	0

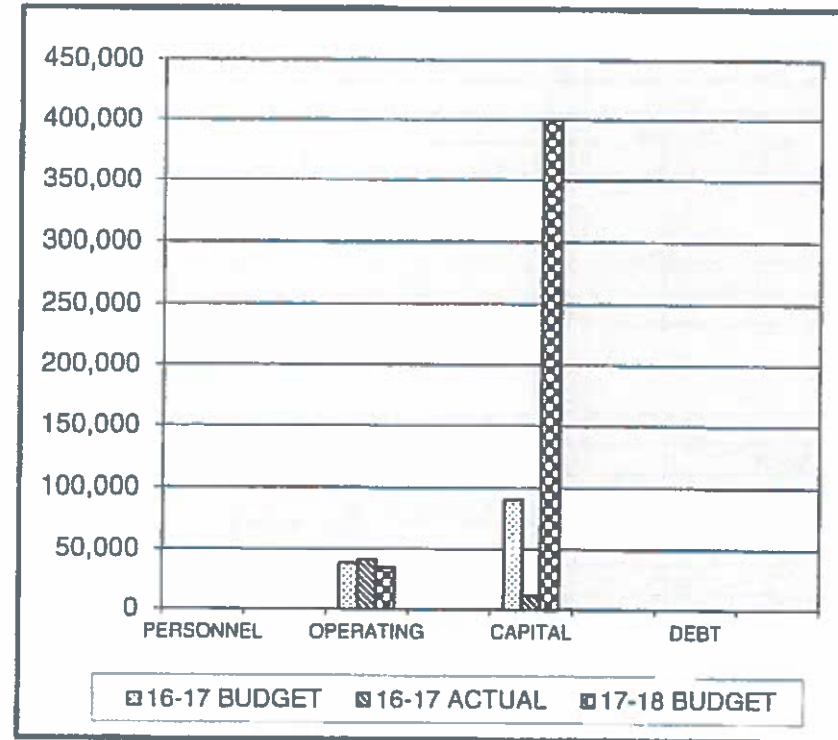
Number of Workers Compensation Days Away from Work

FY 14-15	FY 15-16	FY 16-17	FY 17-18
0	0	0	0

FY 14-15	FY 15-16	FY 16-17	FY 17-18

FY 14-15	FY 15-16	FY 16-17	FY 17-18

PUBLIC BUILDINGS			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	0	0	0
Benefits	0	0	0
Subtotal	\$0	\$0	\$0
OPERATING EXPENSES			
Maintenance and Repair	7,700	10,500	7,700
Departmental Expenses	27,623	27,623	23,814
Utilities	3,000	3,000	3,000
Professional Services	0	0	0
Subtotal	\$38,323	\$41,123	\$34,514
CAPITAL OUTLAY	90,500	11,545	400,000
DEBT PAYMENT	0	0	0
TOTALS	\$128,823	\$52,668	\$434,514



PUBLIC BUILDINGS DETAIL NOTES

1. Utilities (\$3,000), insurance (\$37,000) and maintenance and repair to buildings and equipment (\$8,900) for the Town Services building are budgeted in this department.
2. Funding in the amount of \$100,000 for the new Town Hall project is budgeted under Capital Outlay.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
TOTALS:	PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES:								
10-00-5000-130	UTILITIES	3,500	3,000	1,118	3,000	3,000	3,000	
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,500	2,500	1,440	2,500	2,500	2,500	
10-00-5000-160	M&R EQUIPMENT	5,200	5,200	4,604	8,000	5,200	5,200	
10-00-5000-330	DEPARTMENTAL SUPPLIES	200	200	0	200	200	200	
10-00-5000-480	INDIRECT COST ALLOCATION	-5,200	-8,800	-6,596	-8,800	-11,386	-11,386	
10-00-5000-540	INSURANCE	36,100	36,223	36,223	36,223	35,000	35,000	
TOTALS:	OPERATING EXPENSES	\$42,300	\$38,323	\$36,789	\$41,123	\$34,514	\$34,514	\$0
CAPITAL OUTLAY:								
10-00-5000-730	CAPITAL OUTLAY	97,650	90,500	11,545	11,545	400,000	400,000	
TOTALS:	CAPITAL OUTLAY	\$97,650	\$90,500	\$11,545	\$11,545	\$400,000	\$400,000	\$0
DEBT PAYMENT:								
10-00-5000-900	DEBT PAYMENT		0					
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC BUILDINGS DEPARTMENT TOTAL:		\$139,950	\$128,823	\$48,334	\$52,668	\$434,514	\$434,514	\$0

	FY 16-17	FY 17-18
<u>.130 UTILITIES</u>		
Progress Energy	1,600	1,600
Heating Expense	1,400	1,400
<u>.150 M&R BUILDINGS AND GROUNDS</u>		
Terminex	300	300
Maintenance Supplies	500	500
Equipment and Furnace Repairs	400	400
Building Maintenance	1,300	1,300
Parking Lot Maintenance	-	-
<u>.160 M&R EQUIPMENT</u>		
Phone System Lease Payments	600	600
Phone System Repairs	300	300
Postage Meter Lease and Fees	1,100	1,100
Copier System Lease	2,000	2,000
Copier System Maintenance Agreement	-	-
Alarm System Monitoring	1,200	1,200
<u>.330 DEPARTMENTAL SUPPLIES</u>		
Postage Meter	100	100
Miscellaneous	100	100
<u>.480 INDIRECT COST ALLOCATION</u>		
Indirect Cost Allocation	-8,800	-11,386
<u>.540 INSURANCE</u>		
Liability, Property, Auto etc.	19,213	19,500
Bonds	597	1,000
Workers Compensation	16,413	14,500
	36,223	35,000
<u>.730 CAPITAL OUTLAY</u>		
Town Hall	100,000	100,000
Public Works Facility	-	300,000
Pavement of Compactor Area	-	-

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 16-17 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-00-5000-130	UTILITIES	3,000	3,000	-	0%	
10-00-5000-150	M&R BUILDINGS & GROUNDS	2,500	2,500	-	0%	
10-00-5000-160	M&R EQUIPMENT	5,200	5,200	-	0%	
10-00-5000-330	DEPARTMENTAL SUPPLIES	200	200	-	0%	
10-00-5000-480	INDIRECT COST ALLOCATION	-8,800	-11,386	(2,586)	29%	
10-00-5000-540	INSURANCE	36,223	35,000	(1,223)	-3%	
10-00-5000-730	CAPITAL OUTLAY	90,500	400,000	309,500	342%	Increased in accordance with C.I.P. \$100k for Town Hall site prep and design and \$300 for Public Works building.
TOTALS		128,823	434,514	305,691	237%	

WATER

DEPARTMENTAL GOAL

The Water Department of the Town of Montreat provides a continuous supply of high quality water at a reasonable cost and provides professional quality customer service, effective communication and accurate administration of the water system records.

KEY ACTION ITEMS

1. Replace approximately fifteen (15) air valves within the water system.
2. Replace roofs on at least two well buildings.
3. Inspect and clean 100,000 gallon and 500,000 gallon water tanks in accordance with state regulations.

WORKLOAD INDICATORS

Number of Water Bills Processed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
8,050	9,168	9,200	9,200

Number of Water Meters Replaced

FY 14-15	FY 15-16	FY 16-17	FY 17-18
14	60	20	40

Total Water Receipts and Deposits Processed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
3,850	2,943	3,000	3,000

Water Bill Collection Rate

FY 14-15	FY 15-16	FY 16-17	FY 17-18
98.00%	98.00%	98.00%	98.00%

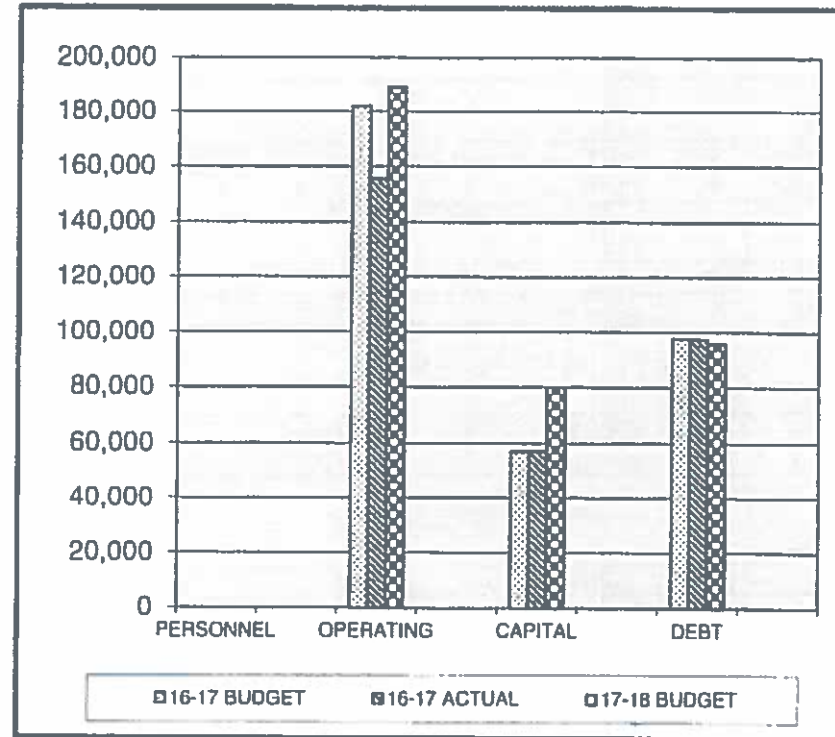
Number of New Taps

FY 14-15	FY 15-16	FY 16-17	FY 17-18
2	2	2	2

Number of Leaks Repaired

FY 14-15	FY 15-16	FY 16-17	FY 17-18
5	6	5	4

WATER			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	0	0	0
Benefits	0	0	0
Subtotal	\$0	\$0	\$0
OPERATING EXPENSES			
Maintenance and Repair	38,000	14,000	38,000
Departmental Expenses	113,300	111,400	121,000
Utilities	30,600	30,000	30,000
Professional Services	0	0	0
Subtotal	\$181,900	\$155,400	\$189,000
CAPITAL OUTLAY	57,000	57,000	80,000
DEBT PAYMENT	97,600	97,403	95,711
TOTALS	\$336,500	\$309,803	\$364,711



WATER DETAIL NOTES

1. The waterline project on Teaxas Spur (\$55,000) and tank inspections and cleaning (\$25,000) are funded under Capital Outlay.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
	SALARIES & BENEFITS							
TOTALS:	PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OPERATING EXPENSES:								
30-91-8100-030	WATER SAMPLES	8,500	8,500	710	8,000	8,500	8,500	
30-91-8100-090	WATER PURCHASES	500	500	0	0	500	500	
30-91-8100-100	POSTAGE	3,000	3,000	1,525	3,000	3,000	3,000	
30-91-8100-110	TELEPHONE	2,500	2,500	992	2,500	2,500	2,500	
30-91-8100-130	UTILITIES	30,000	30,600	18,395	30,000	30,000	30,000	
30-91-8100-140	TRAVEL AND TRAINING	2,000	2,000	0	2,000	2,000	2,000	
30-91-8100-150	M&R WELLS	28,000	28,000	3,289	5,000	28,000	28,000	
30-91-8100-160	M&R EQUIPMENT	10,000	10,000	5,965	9,000	10,000	10,000	
30-91-8100-310	AUTO SUPPLIES	5,500	5,500	2,413	5,200	5,500	5,500	
30-91-8100-330	DEPARTMENTAL SUPPLIES	2,500	2,500	1,144	2,400	2,500	2,500	
30-91-8100-340	SPECIAL ASSESSMENT EXPENSE	0	0	0	0	0	0	0
30-91-8100-480	INDIRECT COST ALLOCATION	76,400	86,800	65,101	86,800	94,500	94,500	
30-91-8100-530	DUES & SUBSCRIPTIONS	2,000	2,000	1,382	1,500	2,000	2,000	
30-91-8100-570	CONTRIBUTION TO GENERAL FUND	0	0	0	0	0	0	0
TOTALS:	OPERATING EXPENSES	\$170,900	\$181,900	\$100,916	\$155,400	\$189,000	\$189,000	\$0
CAPITAL OUTLAY:								
30-91-8100-730	CAPITAL OUTLAY	131,365	57,000	2,156	57,000	80,000	80,000	
30-91-8100-770	WATER PROJECT	0	0	0	0	0	0	
TOTALS:	CAPITAL OUTLAY	\$131,365	\$57,000	\$2,156	\$57,000	\$80,000	\$80,000	\$0
DEBT PAYMENT:								
30-91-8100-900	DEBT PAYMENT	85,593	97,600	19,102	97,403	95,711	95,711	
TOTALS:	DEBT PAYMENT	\$85,593	\$97,600	\$19,102	\$97,403	\$95,711	\$95,711	\$0
WATER DEPARTMENT TOTAL:		\$387,858	\$336,500	\$122,173	\$309,803	\$364,711	\$364,711	\$0

	FY 16-17	FY 17-18
<u>.030 WATER SAMPLES</u>		
Water Testing	8,500	8,500
<u>.090 WATER PURCHASES</u>		
Water Purchase from Black Mountain	500	500
<u>.100 POSTAGE</u>		
Water Bill Postage	3,000	3,000
<u>.110 TELEPHONE</u>		
Cell Phone - Public Works Director	900	900
Local Service	1,200	1,200
Long Distance Service	400	400
<u>.130 UTILITIES</u>		
Wells/Booster Stations/Tanks	30,600	30,000
<u>.140 TRAVEL AND TRAINING</u>		
Licenses/Certifications	1,500	1,500
Workshops/Training Seminars	500	500
<u>.150 M&R WELLS</u>		
Repair to Wells/Generator Wiring	18,000	18,000
Chemicals	8,000	8,000
Miscellaneous Maintenance/Repair	2,000	2,000
<u>.160 M&R EQUIPMENT</u>		
Repair to Pumps, Backhoe and	6,000	6,000
Other Equipment	2,000	2,000
Miscellaneous Maintenance/Repair	2,000	2,000
<u>.310 AUTO SUPPLIES</u>		
Gas, Tires and Oil for 1 vehicle and equipment	5,500	5,500
<u>.330 DEPARTMENTAL SUPPLIES</u>		
General Office Supplies	500	500
Water Supplies and Tools	1,500	1,500
Miscellaneous Supplies	500	500
<u>.530 DUES & SUBSCRIPTIONS</u>		
Water Organizational Dues	2,000	2,000

	FY 16-17	FY 17-18
<u>.480 INDIRECT COST ALLOCATION</u>		
Costs Shared	86,800	94,500
<u>.730 CAPITAL OUTLAY</u>		
Water Line Replacement - Mecklenburg	52,000	
Portable Generator Project	5,000	
Texas Spur Water Line		55,000
Tank Inspections		25,000
<u>.770 WATER PROJECT</u>		
	-	-
<u>.900 DEBT PAYMENT</u>		
Water Bond Payment	35,300	33,900
ARRA Debt Service Payment	29,431	29,431
Backhoe Replacement Debt Payment	15,946	15,946
Upper Kentucky Road Assessment	16,726	16,433

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
30-91-8100-030	WATER SAMPLES	8,500	8,500	-	0%	
30-91-8100-090	WATER PURCHASES	500	500	-	0%	
30-91-8100-100	POSTAGE	3,000	3,000	-	0%	
30-91-8100-110	TELEPHONE	2,500	2,500	-	0%	
30-91-8100-130	UTILITIES	30,600	30,000	(600)	-2%	
30-91-8100-140	TRAVEL AND TRAINING	2,000	2,000	-	0%	
30-91-8100-150	M&R WELLS	28,000	28,000	-	0%	
30-91-8100-160	M&R EQUIPMENT	10,000	10,000	-	0%	
30-91-8100-310	AUTO SUPPLIES	5,500	5,500	-	0%	
30-91-8100-330	DEPARTMENTAL SUPPLIES	2,500	2,500	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
30-91-8100-530	DUES & SUBSCRIPTIONS	2,000	2,000	-	0%	
30-91-8100-480	INDIRECT COST ALLOCATION	86,800	94,500	7,700	9%	
30-91-8100-710	CAPITAL OUTLAY	57,000	80,000	23,000	40%	
30-91-8100-770	WATER PROJECT	0	0	-	#DIV/0!	
30-91-8100-900	DEBT PAYMENT	97,600	95,711	(1,889)	-2%	
TOTALS		336,500	364,711	28,211	8%	

STREET AND POWELL BILL

DEPARTMENTAL GOAL

The Street Department provides street services and upgrades to the residents of Montreat and preserves the street infrastructure in order to promote safe travel. The Street Department is responsible for storm water management, road repair and resurfacing, mowing and right-of-way maintenance.

KEY ACTION ITEMS

1. Complete the Texas Road Bridge project.
2. Pursue completion of the Texas Road resurfacing and storm drainage project.
3. Perform road resurfacing on smaller portions of streets.
4. Replace thirty stop signs with "retro-reflectivity signs" in compliance with new Federal and State program.
5. Install or upgrade two storm water improvement projects.
6. Update at least one guardrail system to "parkway style".

WORKLOAD INDICATORS

Number of Work Orders Processed

FY 14-15	FY 15-16	FY 16-17	FY 17-18
650	640	650	655

Linear Feet of Storm Drainage Installed/Replaced

FY 14-15	FY 15-16	FY 16-17	17-18
150	100	100	100

Number of Traffic Signs Replaced/Erected

FY 14-15	FY 15-16	FY 16-17	17-18
35	92	75	30

Number of Dead/Diseased or Damaged Trees Removed from the Right-of-Way

FY 14-15	FY 15-16	FY 16-17	17-18
125	75	80	90

Number of Miles Maintained - Paved Roads/Gravel Roads

FY 14-15	FY 15-16	FY 16-17	17-18
14.22/1.00	14.32/.90	14.32/.90	14.32/.90

Tons of Asphalt - Street Repairs

FY 14-15	FY 15-16	FY 16-17	17-18
30	35	25	20

STREET			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	111,400	112,021	103,588
Benefits	47,200	48,961	48,220
Subtotal	\$158,600	\$160,982	\$151,808
OPERATING EXPENSES			
Maintenance and Repair	13,500	13,500	13,500
Departmental Expenses	1,000	-8,055	11,555
Utilities	0	0	0
Professional Services	16,000	15,100	16,000
Subtotal	\$30,500	\$20,545	\$41,055
CAPITAL OUTLAY	476,500	234,000	239,000
DEBT PAYMENT	29,400	33,493	33,150
TOTALS	\$695,000	\$449,020	\$465,013

STREET DETAIL NOTES

1. The paving project for Frist Road (\$40,000) is budgeted under Powell Bill and Texas Road (\$194,000) and Guardrail System Upgrades (\$5,000) are budgeted under capital outlay.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-20-5600-020	SALARIES & WAGES	109,100	111,400	74,455	112,021	103,587	103,588	
10-20-5600-050	FICA EXPENSE	8,400	8,600	5,696	8,570	7,924	7,925	
10-20-5600-060	GROUP HEALTH INSURANCE	18,800	24,900	20,030	26,568	27,252	27,252	
10-20-5600-070	RETIREMENT - LOCAL GOVT.	13,200	13,700	9,023	13,823	13,042	13,043	
TOTALS:	PERSONNEL SERVICES	\$149,500	\$158,600	\$109,204	\$160,982	\$151,805	\$151,808	\$0
OPERATING EXPENSES:								
10-20-5600-140	TRAVEL & TRAINING	500	2,000	295	500	2,000	2,000	
10-20-5600-160	M & R EQUIPMENT	2,000	2,000	709	2,000	2,000	2,000	
10-20-5600-170	M & R AUTO	3,500	3,500	1,625	3,500	3,500	3,500	
10-20-5600-310	AUTO SUPPLIES	9,500	8,000	4,065	7,500	8,000	8,000	
10-20-5600-330	DEPARTMENT SUPPLIES	5,500	5,000	2,379	4,800	5,000	5,000	
10-20-5600-340	POWELL BILL REPAVING	24,000	40,000	0	40,000	40,000	40,000	
10-20-5600-360	UNIFORMS	2,000	2,000	1,135	1,980	2,000	2,000	
10-20-5600-450	CONTRACT SERVICES	14,000	12,000	3,329	12,000	12,000	12,000	
10-20-5600-453	NCDPS/FEMA 2013 PROJECTS	0	0	0	0	0	0	
10-20-5600-480	INDIRECT COST ALLOCATION	-23,200	-49,000	-36,735	-49,000	-38,445	-38,445	
10-20-5600-740	STREET LIGHTING	23,500	23,500	14,353	23,400	23,500	23,500	
10-20-5600-745	STORMWATER IMPROVEMENTS	3,000	3,000	65	65	3,000	3,000	
10-20-5600-750	ROAD MAINTENANCE	8,000	8,000	3,522	8,000	8,000	8,000	
10-20-5600-755	SIGNS AND PAINTING	17,000	4,500	93	1,000	4,500	4,500	
10-20-5600-760	BRIDGE INSPECTIONS	0	2,000	1,228	1,300	2,000	2,000	
10-20-5600-765	SURVEYS/MAPPING	2,000	2,000	0	1,800	2,000	2,000	
10-20-5600-770	SNOW REMOVAL	2,000	2,000	1,680	1,700	2,000	2,000	
TOTALS:	OPERATING EXPENSES	\$93,300	\$70,500	-\$2,257	\$60,545	\$81,055	\$81,055	\$0
CAPITAL OUTLAY:								
10-20-5600-730	CAPITAL OUTLAY	1,084,600	436,500	15,452	194,000	199,000	199,000	
TOTALS:	CAPITAL OUTLAY	\$1,084,600	\$436,500	\$15,452	\$194,000	\$199,000	\$199,000	\$0
DEBT PAYMENT:								
10-20-5600-900	DEBT PAYMENT	0	29,400	19,692	33,493	33,150	33,150	
TOTALS:	DEBT PAYMENT		\$29,400	\$19,692	\$33,493	\$33,150	\$33,150	\$0
STREET DEPARTMENT TOTAL:		\$1,327,400	\$695,000	\$142,091	\$449,020	\$465,010	\$465,013	\$0

	FY 16-17	FY 17-18
<u>.020 SALARIES AND WAGES</u>		
Utility Maintenance Worker (2)	111,400	103,587
<u>.140 TRAVEL AND TRAINING</u>		
Licenses and Certifications	1,500	1,500
Workshops/Training Seminars	500	500
<u>.160 M & R EQUIPMENT</u>		
Routine Equipment Maintenance	1,000	1,000
Miscellaneous Repairs	1,000	1,000
<u>.170 M&R AUTO</u>		
Maintenance costs for vehicles and equipment	3,500	35,000
<u>.310 AUTO SUPPLIES</u>		
Gas, Tires, and Oil for 3 vehicles and equipment	8,000	8,000
<u>.330 DEPARTMENTAL SUPPLIES</u>		
General Office Supplies	500	500
Street Supplies and Tools	4,500	4,500
Miscellaneous Supplies	-	-
<u>.340 POWELL BILL REPAVING</u>		
Smaller Repaving Projects	40,000	40,000
<u>.360 UNIFORMS</u>		
Uniform Supplies for 4 employees	2,000	2,000
<u>.450 CONTRACT SERVICES</u>		
Right-of-Way Tree Removal	12,000	12,000
Road Maintenance	-	-
<u>.480 INDIRECT COST ALLOCATION</u>		
Indirect Cost Allocation	-49,000	-38,445
<u>.740 STREET LIGHTING</u>		
Street Lights	23,500	23,500

	FY 16-17	FY 17-18
<u>.745 STORMWATER IMPROVEMENTS</u>		
Culverts and Stormwater Features	3,000	3,000
<u>.750 ROAD MAINTENANCE</u>		
General Maintenance to Roads	8,000	8,000
<u>.755 SIGNS AND PAINTING</u>		
General Maintenance to Road Signs	4,500	4,500
<u>.760 BRIDGE INSPECTIONS</u>		
Inspections for Bridges	2,000	2,000
<u>.765 SURVEYS/MAPPING</u>		
Powell Bill Map	1,000	1,000
Right-of-Way Surveying	1,000	1,000
<u>.770 SNOW REMOVAL</u>		
Salt, Sand and Snow Removal Costs	2,000	2,000
<u>.730 CAPITAL OUTLAY</u>		
Texas Road Bridge Replacement	200,000	
Mecklenburg and Louisiana Road Paving	310,000	
Dump Truck Replacement (1985)	16,500	
Sander Replacement	6,000	
New Road Paving	40,000	
Local Street Paving Texas Road		194,000
Guardrail System Upgrade		5,000
<u>.900 DEBT PAYMENT</u>		
Upper Kentucky Street Assessment	16,200	19,291
1996 Street Truck Replacement	13,859	13,859

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5600-020	SALARIES & WAGES	111,400	103,600	(7,800)	-7%	Decrease based on anticipated reorganization of persponnel.
10-20-5600-050	FICA EXPENSE	8,600	8,000	(600)	-7%	Decrease based on anticipated reorganization of persponnel.
10-20-5600-060	GROUP HEALTH INSURANCE	24,900	27,300	2,400	10%	FY 16-17 does not reflect the midyear change. FY 17-18 based on NCLM rates (health, basic dental, basic vision.)
10-20-5600-070	RETIREMENT - LOCAL GOVT.	13,700	13,100	(600)	-4%	Decrease based on anticipated reorganization of persponnel.
10-20-5600-140	TRAVEL & TRAINING	2,000	2,000	-	0%	
10-20-5600-160	M & R EQUIPMENT	2,000	2,000	-	0%	
10-20-5600-170	M & R AUTO	3,500	3,500	-	0%	
10-20-5600-310	AUTO SUPPLIES	8,000	8,000	-	0%	
10-20-5600-330	DEPARTMENT SUPPLIES	5,000	5,000	-	0%	
10-20-5600-340	POWELL BILL REPAVING	40,000	40,000	-	0%	
10-20-5600-360	UNIFORMS	2,000	2,000	-	0%	
10-20-5600-450	CONTRACT SERVICES	12,000	12,000	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-20-5600-480	INDIRECT COST ALLOCATION	-49,000	-38,445	10,555	-22%	
10-20-5600-740	STREET LIGHTING	23,500	23,500	-	0%	
10-20-5600-745	STORMWATER IMPROVEMENTS	3,000	3,000	-	0%	
10-20-5600-750	ROAD MAINTENANCE	8,000	8,000	-	0%	
10-20-5600-755	SIGNS AND PAINTING	4,500	4,500	-	0%	
10-20-5600-760	BRIDGE INSPECTIONS	2,000	2,000	-	0%	
10-20-5600-765	SURVEYS/MAPPING	2,000	2,000	-	0%	
10-20-5600-770	SNOW REMOVAL	2,000	2,000	-	0%	
10-20-5600-730	CAPITAL OUTLAY	436,500	199,000	(237,500)	-54%	Decreased based on projects proposed for funding through the CIP.
10-20-5600-900	DEBT PAYMENT	29,400	33,150	3,750	13%	
TOTALS		695,000	465,205	(229,795)	-33%	

SANITATION

DEPARTMENTAL GOAL

The Sanitation Department is responsible for the collection and disposal of solid waste, recyclables, yard waste and white goods within the Town of Montreat.

KEY ACTION ITEMS

1. Distribute updated public education sanitation and recycling brochure.
2. Continue sanitation collection services in the same manner and continue an imprinted bag system.
3. Continue education efforts for container rules bear-proof container requirements and special collection services.

WORKLOAD INDICATORS

Number of Households Served

FY 14-15	FY 15-16	FY 16-17	FY 17-18
667	669	673	675

Cost per Household - Solid Waste Collection/Disposal

FY 14-15	FY 15-16	FY 16-17	FY 17-18
\$74.50	\$75.00	\$75.00	\$75.00

Cost per Household - Recycling

FY 14-15	FY 15-16	FY 16-17	FY 17-18
\$44.42	\$45.00	\$45.00	\$45.00

Cost per Household - Other Programs

FY 14-15	FY 15-16	FY 16-17	FY 17-18
\$25.00	\$25.50	\$25.50	\$25.50

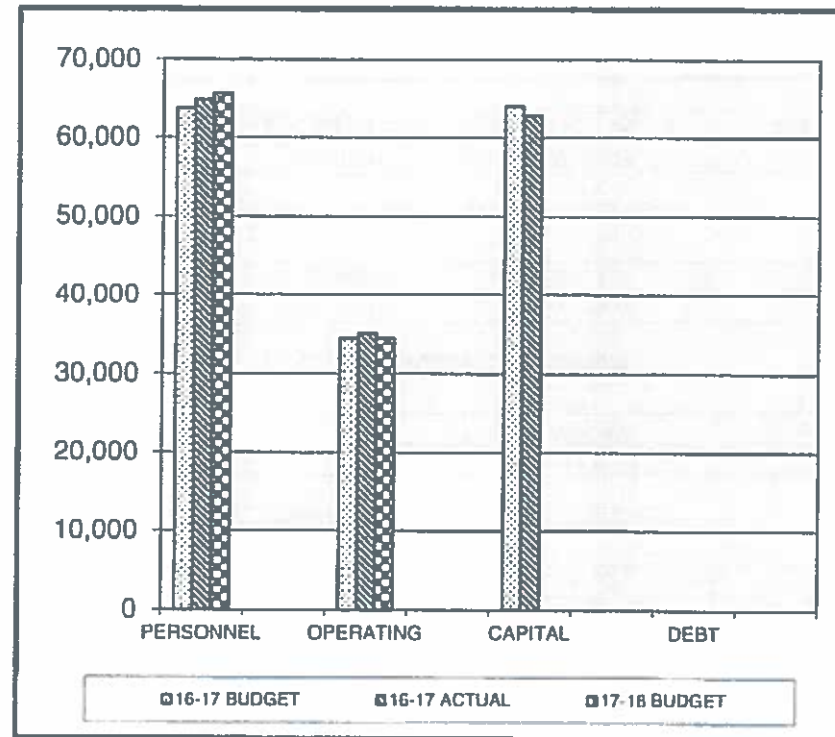
Tons Processed - Solid Waste

FY 14-15	FY 15-16	FY 16-17	FY 17-18
206.85	200.00	210.00	215.00

Tons Processed - Recycling/Yard Waste

FY 14-15	FY 15-16	FY 16-17	FY 17-18
63.34 and 440.00	65.00 and 445.00	67.00 and 450.00	69.00 and 455

SANITATION			
	APPROPRIATION FY 2016-2017	ESTIMATED EXPENDITURES JUNE 30, 2017	REQUEST FY 2017-2018
PERSONNEL:			
Salaries	48,700	49,200	49,558
Benefits	15,100	15,560	16,079
Subtotal	\$63,800	\$64,760	\$65,637
OPERATING EXPENSES			
Maintenance and Repair	1,900	1,900	1,900
Departmental Expenses	19,500	20,290	19,500
Utilities	500	500	500
Professional Services	12,500	12,400	12,500
Subtotal	\$34,400	\$35,090	\$34,400
CAPITAL OUTLAY	64,000	62,804	0
DEBT PAYMENT	0	0	0
TOTALS	\$162,200	\$162,654	\$100,037



SANITATION DETAIL NOTES

1. Provides funding for in-house sanitation services including garbage collection and disposal, recycling, yard waste pick-up and white goods disposal.

ACCOUNT NUMBER	DESCRIPTION	PRIOR YEAR FY 15-16	CURRENT YEAR BUDGET	ACTUAL @ 2-29-17	ESTIMATE @ 6-30-17	DEPT REQUEST FY 17-18	ADMINISTRATOR RECOMMENDED FY 17-18	BOARD APPROVED FY 17-18
PERSONNEL SERVICES:								
10-30-5800-020	SALARIES & WAGES	41,800	33,700	22,474	33,800	34,558	34,558	
10-30-5800-040	CONTRACT SERVICES	15,000	15,000	11,472	15,400	15,000	15,000	
10-30-5800-050	FICA EXPENSE	3,300	2,600	1,716	2,600	2,644	2,644	
10-30-5800-060	GROUP HEALTH INSURANCE	12,100	8,300	6,677	8,860	9,084	9,084	
10-30-5800-070	RETIREMENT - LOCAL GOVT.	4,000	4,200	2,768	4,100	4,351	4,351	
TOTALS:	PERSONNEL SERVICES	\$76,200	\$63,800	\$45,066	\$64,760	\$65,636	\$65,637	\$0
OPERATING EXPENSES:		750						
10-30-5800-110	TELEPHONE	500	750	350	740	750	750	
10-30-5800-130	UTILITIES	400	500	322	500	500	500	
10-30-5800-160	M & R EQUIPMENT	400	400	78	400	400	400	
10-30-5800-170	M & R TRUCKS	1,500	1,500	671	1,500	1,500	1,500	
10-30-5800-310	AUTO SUPPLIES	5,000	5,000	1,026	5,900	5,000	5,000	
10-30-5800-330	SUPPLIES/TOOLS	4,000	1,000	218	900	1,000	1,000	
10-30-5800-360	UNIFORMS	750	750	0	750	750	750	
10-30-5800-450	CONTRACT SERVICES - SANITATION	0	0	0	0	0	0	
10-30-5800-451	CONTRACT SERVICES - DUMPSTER	12,500	12,500	10,070	12,400	12,500	12,500	
10-30-5800-480	INDIRECT COST ALLOCATION	0	0	0	0	0	0	
10-30-5800-550	TIPPING FEES	12,000	12,000	6,142	12,000	12,000	12,000	
TOTALS:	OPERATING EXPENSES	\$37,050	\$34,400	\$18,878	\$35,090	\$34,400	\$34,400	\$0
CAPITAL OUTLAY:								
10-30-5800-710	CAPITAL OUTLAY	0	64,000	0	62,804	0	0	
TOTALS:	CAPITAL OUTLAY	\$0	\$64,000	\$0	\$62,804	\$0	\$0	\$0
DEBT PAYMENT:								
10-30-5800-900	DEBT PAYMENT	0	0	0	0	0	0	0
TOTALS:	DEBT PAYMENT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SANITATION DEPARTMENT TOTAL:		\$113,250	\$162,200	\$63,943	\$162,654	\$100,036	\$100,037	\$0

	FY 16-17	FY 17-18
<u>.020 SALARIES AND WAGES</u>		
Utility Maintenance Worker	33,700	34,558
Convenience Center - Part Time	-	-
<u>.040 CONTRACT SERVICES</u>		
Part-Time Laborers	15,000	15,000
<u>.110 TELEPHONE</u>		
Cell Phone	750	750
<u>.130 UTILITIES</u>		
Two Compactors	500	500
<u>.170 M & R EQUIPMENT</u>		
Maintenance costs for Equipment	400	400
<u>.170 M & R TRUCKS</u>		
Maintenance costs for 2 vehicles	1,500	1,500
<u>.310 AUTO SUPPLIES</u>		
Gas, Oil and Tires for 2 vehicles	5,000	5,000
<u>.330 DEPARTMENT SUPPLIES</u>		
General Supplies/Tools	500	500
Miscellaneous Supplies	500	500
Convenience Center	-	-
<u>.360 UNIFORMS</u>		
Uniforms for 1 employee	750	750
<u>.450 CONTRACT SERVICES - COMPACTORS</u>		
Rental and Hauling of 2 Compactors	12,500	12,500
<u>.550 TIPPING FEES</u>		
Buncombe County Tipping Fees	12,000	12,000
<u>.730 CAPITAL OUTLAY - SAINT</u>		
Sanitation Truck	64,000	-

.900 DEBT SERVICE
Sanitation Truck

FY 16-17 FY 17-18

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-30-5800-020	SALARIES & WAGES	33,700	34,558	858	3%	
10-30-5800-040	CONTRACT SERVICES	15,000	15,000	-	0%	
10-30-5800-050	FICA EXPENSE	2,600	2,644	44	2%	
10-30-5800-060	GROUP HEALTH INSURANCE	8,300	9,084	784	9%	
10-30-5800-070	RETIREMENT - LOCAL GOVT.	4,200	4,351	151	4%	
10-30-5800-110	TELEPHONE	750	750	-	0%	
10-30-5800-130	UTILITIES	500	500	-	0%	
10-30-5800-160	M & R EQUIPMENT	400	400	-	0%	
10-30-5800-170	M & R TRUCKS	1,500	1,500	-	0%	
10-30-5800-310	AUTO SUPPLIES	5,000	5,000	-	0%	
10-30-5800-330	SUPPLIES/TOOLS	1,000	1,000	-	0%	
10-30-5800-360	UNIFORMS	750	750	-	0%	

ACCOUNT NUMBER	DESCRIPTION	CURRENT YEAR BUDGET	FY 17-18 REQUEST	INC/(DEC)	%	JUSTIFICATION
10-30-5800-450	CONTRACT SERVICES - SANITATION	0	0	-	#DIV/0!	
10-30-5800-451	CONTRACT SERVICES - DUMPSTER	12,500	12,500	-	0%	
10-30-5800-550	TIPPING FEES	12,000	12,000	-	0%	
10-20-5550-730	CAPITAL OUTLAY	64,000	0	(64,000)	-100%	Sanitation truck paid in full.
10-20-5550-900	DEBT PAYMENT	0	0	-	#DIV/0!	
TOTALS		162,200	100,037	(62,163)	-38%	

Project	Estimated Price (first year)	High	Medium	Low	Score
Bucket Truck	\$ 25,000	6			18
Town Hall Replacement	\$ 111,521	6			18
Public Works Building	\$ 111,521	6			18
Local Street Paving	\$ 194,000	6			18
Water Line Replacement	\$ 55,000	6			18
New Road Paving	\$ 40,000	5	1		17
Water Tank Inspection/Maintenance	\$ 25,000	5	1		17
Subtotal	\$ 562,042				
Portable Generators	\$ 5,000	4	2		16
Radio Replacement	\$ 44,200	4	2		16
Subtotal	\$ 49,200				
Comprehensive Plan	\$ 35,000	1	1	4	9
Ordinance Recodification	\$ 15,000			6	6
Subtotal	\$ 50,000				
*Other: Tree Program	\$ 10,000				
Subtotal	\$ 10,000				
Total	\$ 671,242				

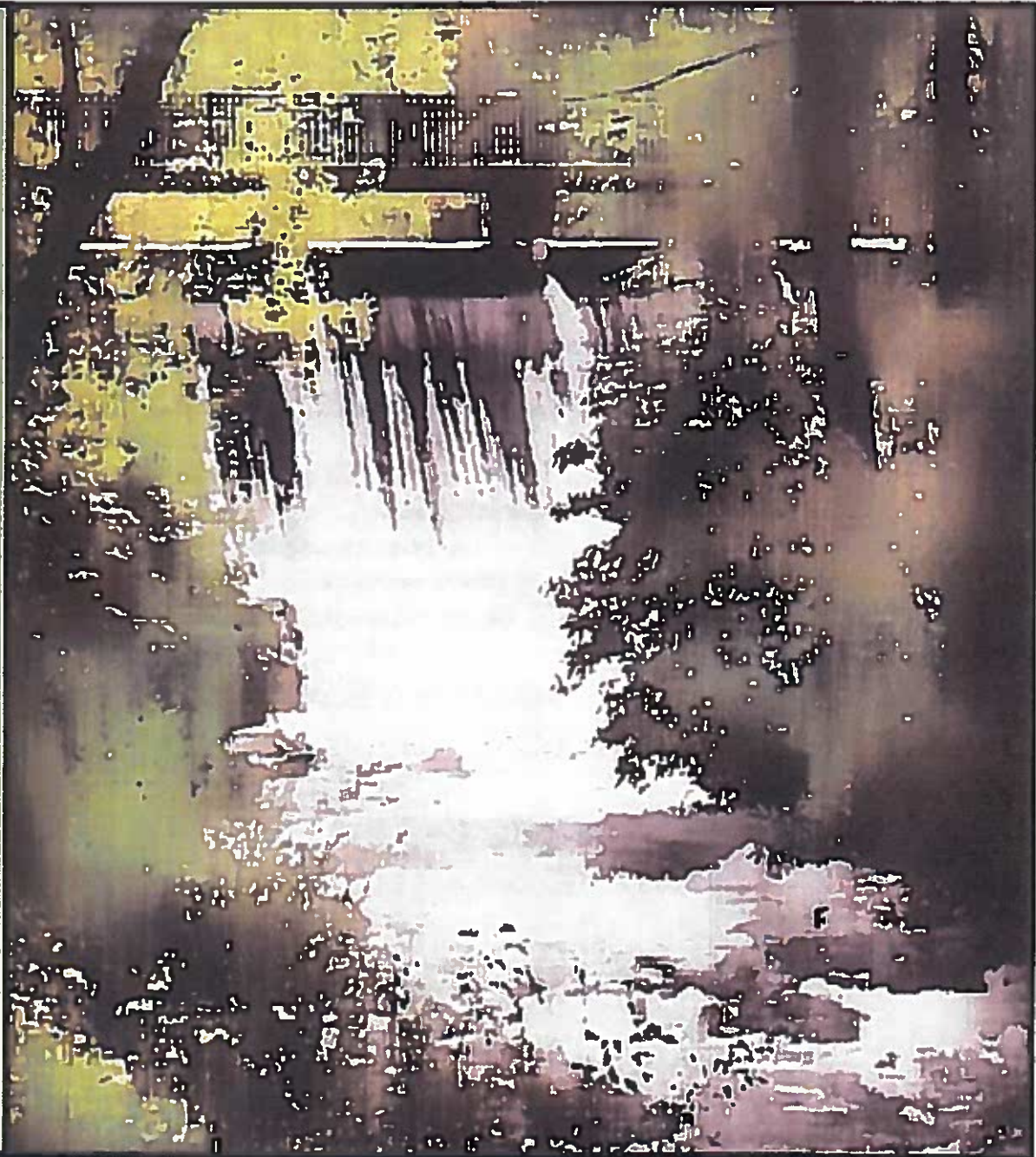
KEY	
Priority Level	Individual Vote Weight
High	3
Medium	2
Low	1

* The Tree Program was supported in the retreat discussion for the current year, but was omitted from the voting.

Town Of Montreat

Capital Improvement Program

2017 - 2022



**Town of Montreat
North Carolina**

**Capital Improvement Program
Fiscal Years 2017-2022**

BOARD OF COMMISSIONERS

Tim Helms, Mayor
Kitty Fouche, Mayor Pro Tem
Bill Gilliland, Commissioner
Kent Otto, Commissioner
Mary Standaert, Commissioner
Ann Vinson, Commissioner

TOWN ADMINISTRATOR/BUDGET OFFICER

Alex Carmichael

FINANCE OFFICER

Stefan Stackhouse

TOWN CLERK

Angie Murphy

In some cases projects scheduled for the fourth, fifth or "Years Beyond" category are included in the CIP simply to determine if there is sufficient community support for such a project. It is not unusual for CIP projects to linger in the later years' columns through several updates while the community attempts to decide if a project is important. Similarly, projects may be pushed back from year to year as priorities shift and the community waits for the appropriate time to undertake a project that is seen as less important. Finally, we sometimes find that project support may exist early on in the CIP development process, but that support may wane the closer we get to the time at which the project is scheduled to be undertaken. Once again, the CIP is a flexible tool designed to meet the ever-changing needs of the community.

About this Plan

In your review of this document, you will find information contained on many different forms that are placed in a format that is designed to give you increasingly intimate knowledge of the capital needs of the Town. We would like to take the opportunity to provide an overview of the information that is contained herein.

First, you will find projects proposed for funding in the General Fund, followed by those proposed with the Water Fund. Each section provides the same type of information regarding the individually proposed projects and the anticipated funding.

In each section, we begin with an analysis of the projected revenue over the course of the planning period for that particular fund. Summary sheets showing all of the proposed projects and their proposed implementation schedule within each fund then follow the revenue projections. On those summary pages, you will also find information regarding the types of expenditures that will be necessary in order to accomplish the objectives, together with proposed funding sources for each the projects. The initial fund summary sheets are then followed by departmental summaries that are placed immediately in front of the individual project proposal forms. In choosing this format, it is our intention to provide the reader with summaries of the proposed expenditures, separated by fund, coupled together with supporting information that should provide sufficient information to gain a basic understanding of the need and justification for a proposed project.

Revenue projections are provided within this document because they are critical to the successful implementation of a CIP. Projections of revenues five years into the future (at this point in time) are considered to be, at best, an educated guess; however, without a reasonable expectation of what resources might be available for a proposed project, the community cannot make an informed decision regarding the viability of that project. For example, a project may not be considered viable if the Town has to pay 100% of the cost, yet it might be considered somewhat more viable if a grant can be obtained in order to offset some of the direct cost to the community. Similarly, some projects may be considered viable only if the Town can save money in anticipation of the project thereby offsetting some of the costs with future year revenues. Without revenue projections, a community cannot make an informed decision as to the most appropriate timing for undertaking a project.

Summary

With the plans, desires and dreams that we all have for our community, it is especially important to prioritize our capital projects as we are going to have stiff competition for the future allocation of limited public resources. Without this critical financial planning document, attempting to satisfy needs identified through the development of various Town plans and programs is likely to overwhelm the Town and its capabilities. In addition, without the development of proper planning tools that recognize and prioritize public needs/desires, the Town stands to thwart the energy and enthusiasm of a public that currently participates at exceptionally high levels. If that enthusiasm is thwarted, we shall lose our most valuable asset in the accomplishment of our goals – public support and involvement. This proposed CIP is a tool that allows us to assess needs, together with resources, and to make more systematic decisions regarding the emphasis that the community will place on particular goals and objectives. The CIP is not a begin all and end all of community planning, but it certainly is a key element in providing community direction.

We present to you, for your consideration, the FY 2017-2022 Capital Improvement Program for the Town of Montreat. The CIP is an excellent and necessary planning tool in today's local government environment and we encourage your input and value your opinions.

Respectfully Submitted
Alex Carmichael
Town Administrator

How Are Projects Developed for Inclusion in the CIP?

In developing a CIP, we first hold a public hearing at which the concept of the CIP is explained and input for proposed projects is solicited. We then also ask department heads to identify their departmental capital needs over the five-year forecast period. Requests are returned at which time further clarification is sought. Requests are then ranked against the relative needs of the organization. Once the initial discussions are concluded and requests prioritized, projects are coordinated in an effort to eliminate duplication/overlap and to take advantage of any available funding opportunities. Finally, priorities are once again reviewed and the projects are then placed into the format that is contained herein. The results of the draft CIP are then shared with the Board of Commissioners and the public in a hearing designed to solicit input on the proposed document.

How are Project Costs Determined and How Are Projects Scheduled?

The year in which a project is scheduled to be undertaken is not necessarily indicative of its relative importance to the community. Scheduling of projects is done in accordance with relative need, coordination with other projects and the availability of appropriate funding.

Project justifications and cost estimates are far more detailed and accurate for those items that are scheduled for funding in an earlier fiscal year. The closer we get to the time at which we will undertake a project the more important it becomes for us to have a more accurate picture of the total project costs. Conversely, projects scheduled for later years are likely to change in scope and/or the acquisition costs are likely to change due simply to inflation, therefore less emphasis is placed on the accuracy of the cost figures associated with those projects.

The anticipated cost of CIP projects is expressed in today's dollars without accounting for inflationary factors in future years. While this may seem foolhardy to some, accurate projections of future years' costs is virtually impossible. As we perform our annual updates of the CIP, projects in the forecast years will be re-evaluated and become better defined. This update process will also allow us the opportunity to revise projected costs to reflect accurately, then current year dollars.

The bottom line is that the CIP is primarily a financial planning tool. While it does allow for coordination and replacement of assets, the end result of the development and implementation of a CIP is that the local government will realize financial benefits from properly planning for the acquisition and development of those assets.

How Do You Prioritize CIP Projects?

In the text of the attached document, you will note that each project has a departmental priority. The departmental priority is a numerical rating indicating the order in which the department head would like to see the projects within his or her department funded. In assigning those priorities, we measured each proposed project against the following criteria in order to determine relative rank.

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

The criteria are placed in rank order. The higher a project could be placed in comparison to this hierarchy of needs, the more important it is considered to be to the community. So a project addressing a health or safety need is considered most important to the community while one determined to be an expansion item is determined to be of lesser importance. The theory behind this rank hierarchy is that you must address the organization's basic mission before you begin expanding into other areas.

replacement of capital facilities and equipment. It also allows the community to plan for future development through the identification of equipment, buildings and infrastructure that will be needed in order to accomplish particular objectives.

The CIP emphasizes sound financial planning. One of the key components of any CIP is the projection of revenue sources. Not only can these projects be used in developing the CIP, they can also be used in a multitude of other local government matters that require a determination of the availability of future resources. Another aspect of financial planning that is emphasized through the CIP development process is the identification of alternative funding sources for a project before that project is a necessity.

Alternative funding sources generally are interpreted to be either State or Federal grants, but alternative funding can go far beyond those areas. In today's local government environment, we increasingly look to outside funding sources that include non-profit or not-for-profit organizations. We also find ourselves looking to donations and the voluntary service sector for assistance in the development of not only capital projects but the maintenance of on-going operations as well. Finally, the CIP contributes to good financial planning by identifying for us, in sufficient time, large projects that will need funding from somewhere other than current revenue sources. That leads us to review debt financing sources or, better yet, allows us to follow an old practice that is still one of the most sound financial tools around – save for the project in anticipation of its need.

A side benefit to the development of the CIP is that local government observers and regulators, including lending agents, see the development and maintenance of a sound CIP as key to the financial success of any governmental unit. That results in more confidence in the financial operations of the local government, which then translates into lower bond ratings and lower interest rates. Montreat, like all local governments, typically finds itself in the position of needing to borrow money in the normal course of business, and when it does, lower interest rates means less tax dollars that must be paid for the use of that money.

As sound a financial planning tool as the CIP may be, it is equally as useful as a physical planning tool. The CIP encourages local officials to look carefully at the timing of projects in order to determine if there is coordination that can/should occur before a project can take place. This planning may help to reduce duplication of effort and promote scheduling that will allow for the acquisition of assets at the optimal time. Optimal replacement of equipment, for example, allows the local governmental unit to replace that equipment before it reaches the end of its useful life expectancy thereby avoiding additional unnecessary operational costs.

merely represent a "wish list" of items without regard to the fiscal constraints that will face the governing board when the time comes to fund the previously identified needs. Rather, all projects proposed for funding in the CIP are prioritized and include projections of revenues that are expected to be available at the time of any expenditure. If, when it comes time to develop the Annual Budget, sufficient funds are not available to pay for CIP projects, the document provides sufficient flexibility for the governing body to re-prioritize expenditure and project scheduling. It is imperative that the governing board adopting a CIP understand that it is simply a flexible planning tool and that in adopting a particular CIP they are not committing to fund a particular project. The CIP serves only to recognize the importance of a project to the community and projects a timeframe in which it should be undertaken.

What Items Are Included in a CIP?

Different local governments have differing thresholds for inclusion of items and projects in a CIP. Generally speaking, the larger the governmental unit, the greater the dollar limit that is used as the minimum threshold above which items are to be included in the CIP. In Montreal, an item is included in our CIP if it has a life expectancy of greater than one year and a value of greater than \$5,000. In some cases, we may include an item in the proposed plan that is not tangible. Those items, while not generally considered to be traditional capital items, are sometimes included because they represent a significant, inordinate expenditure on the part of the local government.

The limitations that we place on items for inclusion as a CIP request (one-year life expectancy and \$5,000 or more in value) should not be confused with our general accounting definition of a capital item. For budgetary and accounting purposes, our definition of a capital item is greater than \$500 with a life expectancy of greater than one year. That means that although we call this document our Capital Improvement Program, it is not an all-inclusive list of anticipated capital expenditures within the CIP planning period. We do not include items under \$5,000 in value in the CIP because the acquisition of items of lesser value is considered relatively routine. The development of a CIP showing each anticipated capital acquisition in excess of \$500 within the coming five years would be far too cumbersome to develop, review and maintain.

Why Have a CIP?

As referenced above, a CIP is a planning and growth management tool. The Plan allows a community to provide for the orderly

TOWN OF MONTREAT

CAPITAL IMPROVEMENT PROGRAM

FISCAL YEARS 2017 - 2022

Introduction

It is our pleasure to submit to the Mayor and Board of Commissioners for the Town of Montreat the proposed Capital Improvement Program for fiscal years 2017 through 2022. This document is intended as a resource and reference as the Board considers substantial funding commitments for the next fiscal year and future years. We hope that you find the quality of the document to your liking and the information contained herein sufficient to allow the governing body to make informed decisions regarding the direction that the program sets for the next five years.

What is a Capital Improvement Program?

A Capital Improvement Program (CIP) is a financial planning tool that looks into the future to forecast the Town's equipment, building, and infrastructure needs. It encourages the community to forecast not only what expenditures they intend and expect to make, but also to identify potential funding sources in order to more properly plan for the acquisition of the asset. Upon adoption of the Plan, the first year of proposed CIP becomes the list of capital items that are included in the proposed budget for the coming fiscal year. The program is then updated and revised on an annual basis to insure previous projections are still on course. In so doing, the Town is always working on a prospective five-year schedule.

The CIP is designed to be a flexible planning tool. In the most ideal of situations, the CIP is revised and reviewed prior to the initiation of the annual budget process. By beginning the review and revision process ahead of the development of the Annual Budget, the community is better able to scrutinize the actual needs of both the community and the organization, outside of the constraints of the budgetary process. Despite its independence from the development of the operating budget, the CIP does not

TOWN OF MONTREAT CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2017 - 2022

The Town of Montreat Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth, while maintaining our community image, heritage and traditions.

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GENERAL FUND EXPENDITURES

GENERAL FUND EXPENDITURES SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Comprehensive Plan Update		35,000	35,000	0	0	0	70,000
Computer Software Update	0	30,000	0	0	0	0	30,000
Sub-Total: Administration	0	65,000	35,000	0	0	0	100,000
Town Hall Replacement	100,000	79,886	79,886	79,886	79,886	958,694	1,378,238
Public Works Facility	300,000						300,000
Pavement of Compactor Area	0	0	0	0	0	0	0
Sub-Total: Public Buildings	400,000	79,886	79,886	79,886	79,886	958,694	1,678,238
Police Vehicle Replacement		0	36,000	0	0	36,000	72,000
Radio Replacement	44,200	0	0	0	0	0	44,200
Sub-Total: Police	44,200	0	36,000	0	0	36,000	116,200
Stormwater Utility Study	0	35,000	0	0	0	0	35,000
Wayfinding Signage Plan		30,000	35,000	12,000	0	0	77,000
GPS/GIS Integration		0	0	0	0	0	0
UDO/Form Based Code		25,000	0	0	0	0	25,000
Ordinance Recodification	0		15,000	0	0	0	15,000
Vehicle Replacement	0	0	0	0	0	25,000	25,000
Sub-Total: Planning & Zoning	0	90,000	50,000	12,000	0	25,000	177,000
Radio Replacement	0	4,200	0	0	0	0	4,200
Sub-Total: Public Works	0	4,200	0	0	0	0	4,200
Local Street Paving	194,000	314,000	374,000	385,000	0	374,000	1,641,000
Bridge Replacement	0	0	0	0	0	0	0
New Road Paving	40,000	37,000	88,000	35,000	75,000	100,000	375,000
Truck Replacement (96)	0	0	0	0	0	0	0
Dump Truck Replacement (85)		16,500	16,500	16,500	0	16,500	66,000
Sander Replacement		0	0	0	0	0	0
Chipper Replacement	0	44,000	0	0	0	0	44,000
Truck Replacement (04)	0	45,000	0	0	0	0	45,000
Dump Truck Replacement (95)	0	0	0		16,500	66,000	82,500
Leaf/Bucket Truck	25,000	0	0	0	0	82,500	107,500
Sub-Total: Streets/Powell Bill	259,000	456,500	478,500	436,500	75,000	639,000	2,344,500
Sanitation Trk. Replacement	0	0	0	0	0	0	0
Sanitation Pick-Up Truck	0	0	0	48,000	0	0	48,000
Sub-Total: Sanitation	0	0	0	48,000	0	0	48,000
Native Plant Garden	0	0	0	10,000	0	0	10,000
Sidewalks/Greenways Devp.			0	75,000	0	0	75,000
Gateway Plan		55,000	55,000	0	0	0	110,000
Sub-Total: Recreation	0	55,000	55,000	85,000	0	0	195,000

GENERAL FUND
EXPENDITURES

4100 - GOVERNING BOARD

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	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Local Street Paving	\$ 194,000	\$ 325,000	\$ 300,000	\$ 350,000	\$ 374,000	\$ 364,000	\$ 1,907,000
Bridge Conversion		\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
New Road Paving		\$ 40,000	\$ 37,000	\$ 88,000	\$ 35,000	\$ 75,000	\$ 275,000
Chipper Replacement	\$ -	\$ 44,000		\$ -	\$ -	\$ -	\$ 44,000
Truck Replacement (04)				\$ -	\$ -	\$ -	\$ -
Dump Truck Replacement (95)	\$ -	\$ -	\$ -	\$ -	\$ 16,500	\$ 49,500	\$ 66,000
	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
TOTALS	\$ 194,000	\$ 429,000	\$ 337,000	\$ 438,000	\$ 425,500	\$ 488,500	\$ 2,312,000
Expenditure Classifications							
Planning/Design/Engineering	\$ 23,000	\$ 40,000	\$ 37,000	\$ 37,000	\$ 45,000	\$ 34,000	\$ 216,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 385,000	\$ 365,000	\$ 372,000	\$ 415,000	\$ 440,000	\$ 1,977,000
Equipment	\$ 45,000		\$ 105,500	\$ 14,500	\$ 33,000	\$ 165,000	\$ 119,000
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 68,000	\$ 425,000	\$ 507,500	\$ 423,500	\$ 493,000	\$ 639,000	\$ 2,312,000
Revenue Classifications							
Operating Revenues - General	\$ 439,600	\$ 431,000	\$ 491,000	\$ 409,000	\$ 460,000	\$ 474,000	\$ 2,312,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ 16,500	\$ 16,500	\$ 16,500	\$ 33,000	\$ 165,000	
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 439,600	\$ 447,500	\$ 507,500	\$ 425,500	\$ 493,000	\$ 639,000	\$ 2,312,000

GENERAL FUND
EXPENDITURES

4200 - ADMINISTRATION

4100 - GOVERNING BOARD SUMMARY

The Town of Montreat Board of Commissioners will seek ways to maintain and improve the quality of life, preserve the natural beauty and promote responsible growth while maintaining our community image, heritage and traditions.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Comprehensive Plan Update		\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	70,000
TOTALS	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	70,000
Expenditure Classifications								
Planning/Design/Engineering		\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	70,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTALS	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	70,000
Revenue Classifications								
Operating Revenues - General		\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	70,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTALS	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	70,000

GENERAL FUND
EXPENDITURES

5000 - PUBLIC BUILDINGS

4200 - ADMINISTRATION SUMMARY

The Administration Department of the Town of Montreat provides a support role to the Board of Commissioners as well as managing the day-to-day activities of the town government by providing citizens quality customer service and cost effective, innovative problem solving in accordance with all federal, state and local regulations and policies.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Computer Sys. Software Update	\$	-	\$ 30,000			\$ -	\$ -	\$ 30,000
TOTALS	\$	-	\$ 30,000			\$ -	\$ -	\$ 30,000
Expenditure Classifications								
Planning/Design/Engineering	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Land	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Construction	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Equipment	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Hardware/Software	\$	-	\$ 30,000			\$ -	\$ -	\$ 30,000
TOTALS	\$	-	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Revenue Classifications								
Operating Revenues - General	\$	-	\$ 30,000		\$ -	\$ -	\$ -	\$ 30,000
Operating Funds - Powell Bill	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt/Financing	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grant	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTALS	\$	-	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

GENERAL FUND
EXPENDITURES

5100 - POLICE

5000 - PUBLIC BUILDINGS SUMMARY

The Public Buildings Department of the Town of Montreat provides and maintains public use facilities at the Town Services Building and provides adequate insurance protection for the Town.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Town Hall Replacement		\$100,000	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 958,694	\$ 1,300,000
Public Works Facility		\$300,000						\$ 300,000
TOTALS		\$ 400,000	\$ 79,886	\$ 79,886	\$ 79,886	\$ 79,886	\$ 958,694	\$ 1,600,000
Expenditure Classifications								
Planning/Design/Engineering			\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 71,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 1,560,000
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 1,600,000
Revenue Classifications								
Operating Revenues - General			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 1,600,000
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 111,521	\$ 1,600,000

5100 - POLICE SUMMARY

The Police Department of the Town of Montreat is committed to providing competent, efficient, diligent, personalized and accountable law enforcement services to residents and visitors of Montreat.

PROJECT DESCRIPTION	PRIORITY CODE	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Police Vehicle Replacement		\$ -	\$ 36,000	\$ -			\$ 36,000	\$ 72,000
Radio Replacement		\$ 44,200	\$ -	\$ -	\$ -		\$ -	\$ 44,200
TOTALS		\$ 44,200	\$ 36,000	\$ -	\$ -		\$ 36,000	\$ 116,200
Expenditure Classifications								
Planning/Design/Engineering		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Land		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Construction		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Equipment		\$ 40,000	\$ 36,000	\$ -			\$ 36,000	\$ 112,000
Hardware/Software		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
TOTALS		\$ 40,000	\$ 36,000	\$ -	\$ -		\$ 36,000	\$ 112,000
Revenue Classifications								
Operating Revenues - General		\$ 40,000	\$ 36,000	\$ -			\$ 36,000	\$ 112,000
Operating Funds - Powell Bill		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Debt/Financing		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Grant			\$ -	\$ -	\$ -		\$ -	\$ -
Other		\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
TOTALS		\$ 40,000	\$ 36,000	\$ -	\$ -		\$ 36,000	\$ 112,000

GENERAL FUND
EXPENDITURES

5550 - PUBLIC WORKS

5400 - PLANNING AND ZONING SUMMARY

The Planning and Zoning Department of the Town of Montreat provides for the health, safety and welfare of Montreat by assuring fair application of all applicable federal, state and local laws regulating land uses, building construction and code compliance.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Stormwater Utility Study			\$ 35,000	\$ -	\$ -		\$ -	\$ 35,000
Wayfinding Signage Plan			\$ 30,000	\$ 39,000	\$ 35,000	\$ 20,000	\$ 12,000	\$ 136,000
Ordinance Recodification			\$ -	\$ 15,000	\$ -		\$ -	\$ 15,000
Vehicle Replacement	\$ -	\$ -	\$ -	\$ -	\$ 25,000		\$ -	\$ 25,000
TOTALS		\$ -	\$ 65,000	\$ 54,000	\$ 60,000		\$ 12,000	\$ 211,000

Expenditure Classifications

Planning/Design/Engineering			\$ 35,000	\$ -	\$ -		\$ -	\$ 35,000
Land	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Construction			\$ 30,000	\$ 39,000	\$ 35,000		\$ 12,000	\$ 116,000
Equipment	\$ -	\$ -	\$ -	\$ -			\$ 25,000	\$ 25,000
Hardware/Software			\$ -	\$ -	\$ -		\$ -	\$ -
TOTALS		\$ -	\$ 65,000	\$ 39,000	\$ 35,000		\$ 37,000	\$ 176,000

Revenue Classifications

Operating Revenues - General			\$ 65,000	\$ 54,000	\$ 60,000	\$ 20,000	\$ 37,000	\$ 236,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
TOTALS		\$ -	\$ 65,000	\$ 54,000	\$ 60,000		\$ 37,000	\$ 236,000

GENERAL FUND
EXPENDITURES

5800 - SANITATION

5500 - PUBLIC WORKS SUMMARY

The Public Works Department of the Town of Montreat provides a support role to the street department, sanitation department and water department.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Radio Replacement	\$	4,200		\$ -	\$ -	\$ -	\$ -	\$ 4,200
Tree Program	\$	10,000						\$10,000
Used Leaf/Bucket Truck	\$	25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
TOTALS	\$	39,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,200
Expenditure Classifications								
Planning/Design/Engineering	\$	10,000		\$ -	\$ -	\$ -	\$ -	\$ 10,000
Land	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Construction	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	
Equipment	\$	29,200		\$ -	\$ -	\$ -	\$ -	\$ 29,200
Hardware/Software	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTALS	\$	39,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,200
Revenue Classifications								
Operating Revenues - General	\$	39,200		\$ -	\$ -	\$ -	\$ -	\$ 39,200
Operating Funds - Powell Bill	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Debt/Financing	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grant	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTALS	\$	39,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,200

GENERAL FUND
EXPENDITURES

6190 - ENVIRONMENT, CONSERVATION AND RECREATION

5800 - SANITATION SUMMARY

The Sanitation Department is responsible for the collection and disposal of solid waste, recyclables, yard waste and white goods within the Town of Montreat.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Sanitation Pick-Up Truck Repl.	\$	-	\$	-	\$	-	\$	-
	\$	-	\$	48,000	\$	-	\$	48,000
	\$	-	\$	-	\$	-	\$	-
TOTALS	\$	-	\$	48,000	\$	-	\$	48,000
Expenditure Classifications								
Planning/Design/Engineering	\$	-	\$	-	\$	-	\$	-
Land	\$	-	\$	-	\$	-	\$	-
Construction	\$	-	\$	-	\$	-	\$	-
Equipment	\$	-	\$	48,000	\$	-	\$	48,000
Hardware/Software	\$	-	\$	-	\$	-	\$	-
TOTALS	\$	-	\$	48,000	\$	-	\$	48,000
Revenue Classifications								
Operating Revenues - General	\$	-	\$	48,000	\$	-	\$	48,000
Operating Funds - Powell Bill	\$	-	\$	-	\$	-	\$	-
Debt/Financing	\$	-	\$	-	\$	-	\$	-
Grant	\$	-	\$	-	\$	-	\$	-
Other	\$	-	\$	-	\$	-	\$	-
TOTALS	\$	-	\$	48,000	\$	-	\$	48,000

6190 - ENVIRONMENT, CONSERVATION AND RECREATION SUMMARY

The Landcare Committee of the Town of Montreat is a community-based group of volunteers working on conservation projects that contribute to positive environmental, social and economic outcomes. The committee recommends plans, policies and community actions that meet the desires, needs and opinions of the citizens of Montreat for the protection of greenspace and the safety of walkers, joggers, hikers, bicyclists, bird-watchers and nature lovers.

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Native Plant Garden	-			\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
Sidewalks/Greenways Devp.	\$ -			\$ -	\$ -	\$ 75,000		\$ 75,000
Gateway Plan	\$ -	\$ 55,000	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
TOTALS	\$ -	\$ 55,000	\$ 65,000	\$ -	\$ 75,000	\$ -	\$ -	\$ 195,000
Expenditure Classifications								
Planning/Design/Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction		\$ 10,000	\$ 80,000	\$ 30,000	\$ 75,000			\$ 195,000
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hardware/Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 10,000	\$ 80,000	\$ 30,000	\$ 75,000	\$ -	\$ -	\$ 195,000
Revenue Classifications								
Operating Revenues - General		\$ 10,000	\$ 80,000	\$ 30,000	\$ 75,000			\$ 195,000
Operating Funds - Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt/Financing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ -	\$ 10,000	\$ 80,000	\$ 30,000	\$ 75,000	\$ -	\$ -	\$ 195,000

WATER FUND EXPENDITURES

WATER FUND SUMMARY ALL DEPARTMENTS

PROJECT DESCRIPTION		FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FUTURE	TOTAL
Water Line Replacement		\$ 55,000	\$ 50,000	\$ 50,000	\$ 41,000	\$ 41,000	\$ 75,000	\$ 312,000
Water Storage Facility		\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 275,000	\$ 550,000
Portable Generators		\$ 5,000	\$ 5,000	\$ 60,000	\$ -		\$ -	\$ 70,000
Water Tank Inspection/Maint.		\$ 25,000		\$ -	\$ -		\$ -	\$ 25,000
Well Exploration and Const.		\$ 125,000		\$ -	\$ -		\$ -	\$ 125,000
Water Truck Replacment		\$ -	\$ 55,000		\$ -		\$ -	\$ 55,000
Water Meter Replacement		\$ -	\$ -	\$ 90,750	\$ 90,750			\$ 181,500
GIS/GPS		\$ 26,000						\$ 26,000
WATER FUND TOTALS		\$ 291,000	\$ 165,000	\$ 255,750	\$ 186,750	\$96,000	\$ 350,000	\$ 1,318,500

**Town of Montreat
Board of Commissioners
Town Council Public Forum
May 4, 2017
Walkup Building**

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

Board members absent: Commissioner Bill Gilliland

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk

Call to Order

Approximately 18 people were in attendance. Mayor Helms called the meeting to order at 6:30 p.m. and led the group in a moment of silence.

Agenda Approval

Commissioner Vinson moved to adopt the agenda as presented. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

Public Forum

Mr. John Jordan of 346 Texas Road felt that the last Montreat administration had a “no-growth” policy and he presented a brief review of Real Estate activity in Montreat over the past two years.

Mrs. Martha Campbell of 149 Maryland Place spoke in favor of keeping the Agenda Meetings as scheduled. Mrs. Campbell felt that the purpose of the Agenda Meeting was to complete the bulk of the work of the Town. It allows opportunities for Staff to gather information and respond to questions the following week. Mrs. Campbell suggested moving the Agenda Meeting during business hours the week before the regular council meeting and holding the meeting in a facility that does not require rent.

Mrs. Mary Jo Clark of 407 West Virginia Terrace felt that moving the Agenda Meeting to daytime hours would result in a loss of transparency as well as lower attendance.

Mr. Tom Frist of 98 Frist Road wanted an update on the proposed Town Hall. Mr. Frist would also love to see the Montreat Gate disassembled and erected on the walking path on Texas Road to be revered and enjoyed by all. This was in response to the recent truck incident over the weekend. Mayor Helms and the Town Administrator advised that the Creekside property for the proposed

Town Hall is still in the negotiation process.

Mr. Grace Nichols of 527 Suwannee Drive stated that the Montreat Gate belongs to the Mountain Retreat Association and that she feels that the Gate will eventually be hit again. Mrs. Nichols suggested raising the Gate a couple of inches to allow for larger trucks and cars. Mayor Helms stated that he would get with the Town Administrator and contact the Department of Transportation to see if there is anything else, we as a Town, can do in the way of signage.

Mr. Gordon Neville of 226 Alabama Terrace felt that flashing signage would be beneficial in preserving the Gate.

Mr. Jim McNair of 224 Virginia Road suggested that a speed limit sign with “slow down” would be beneficial as well.

Adjournment

There being no further discussion, Commissioner Vinson moved to adjourn the Public Forum Meeting. Commissioner Otto seconded and the motion carried 4/0. The meeting was adjourned at 6:56 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
May 4, 2017
Walkup Building**

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

Board members absent: Commissioner Bill Gilliland

Town staff present: Alex Carmichael, Town Administrator
David Currie, Building Inspector/Code Enforcement Officer
Barry Creasman, Senior Water Operator
Steve Freeman, Public Works Director
Angie Murphy, Town Clerk
Dave Arrant, Interim Police Chief

Approximately 21 members of the public were also present. Mayor Helms called the meeting to order at 7:03 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Mr. Carmichael advised Council that he had more descriptive motion language for Item D under New Business when they came to it on the Agenda. Commissioner Vinson moved to adopt the agenda as amended. Commissioner Standaert seconded and the motion carried 4/0.

Mayor's Communications

Mayor Helms had no communications this evening.

Presentations to Council

There will be two presentations at next week's Town Council meeting. One will be from Matt Ashley the Town of Montreat's Representative to the Metropolitan Sewerage District Board and the other will be a presentation on Steep Slopes and Stormwater Management Systems by Building Inspector/Code Enforcement Officer David Currie.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- April 6, 2017, Public Forum Meeting Minutes
- April 6, 2017, Town Council Meeting Minutes

- April 7, 2017, Town Council Annual Board Retreat Minutes

Town Administrator's Communications

- Mr. Carmichael will provide an update on the pedestrian bridge as it stands thus far as well as any communication with the NCDOT. Mr. Carmichael will also provide further explanation on the Budget Adoption Calendar.

Administrative Reports

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

Commissioner Standaert would like the following items included in next week's discussion packet or at the upcoming Planning and Zoning Meeting: (1) a map of all the Residential/Institutional areas within Montreat; (2) if the Town moves forward with rezoning the entire area will this set a political precedence for other areas rezoning to strictly Residential; (3) will church houses be allowed in Residential zoning areas; and (4) what will happen to Sylvan Heights if the whole area is rezoned Residential: for example, if the structure were to burn down could it be rebuilt by MRA. Mayor Helms asked if Sylvan Heights could be tied into the zoning on the Florida Terrace side of the road.

Public Comments

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

There were no public comments at this time.

Old Business

There was no Old Business to discuss.

New Business

- A. Promotion of Justyn Whitson to Officer Second Class: There will be a discussion of approving the transference of rank and a two percent pay increase, per the Officer Advancement Program adopted in 2005 and amended in 2017.
- B. Rescheduling or Cancellation of Agenda Meeting: Mr. Carmichael will provide several different options for this item: some being the cancellation of the Agenda Meeting, the rescheduling of the day and time, and leaving the meeting as currently scheduled. Commissioner Standaert asked for the Town Clerk to provide the attendance of each Agenda and Regular Meeting by

month beginning in February of 2016 and continuing until May of 2017. Commissioner Standaert would also like to see a cost-analysis stating what it actually costs the Town to rent the Walkup Building and provide compensatory time to those employees who attend the Agenda and Regular Meetings. Mayor Helms asked Mr. Carmichael how he plans to keep the Commissioners informed and prepared prior to the Regular meeting if the Agenda meeting is cancelled. Commissioner Vinson would like to know how the Public Forum could be worked into the options outlined thus far.

- C. Montreat as an Inclusive Community: There will be a discussion to add the phrase “to be an inclusive community” to the Town of Montreat Board of Commissioners Mission Statement.
- D. Florida Terrace Property: Mayor Helms read the new proposed motion which is as follows: move to authorize the Town Attorney, Town Administrator, the Mayor and the Commissioner of Finance to investigate and report back to the Commission, specific proposals for the method of sale and state requirements for the process at the July meeting. This would include methods to sell the property as a single unit or division into separate lots. Cost analysis of what the Town has currently invested in the property, including analysis for rock, water, geothermal possibilities and any other cost already spent by the Town which add to the material value of the property. Commissioner Standaert would also like to know if retaining one of the lots for a possible well site is necessary.
- E. Potential Subdivision of Florida Terrace Property: Commissioner Standaert would like to start the process of authorizing a survey of the Florida Terrace property and direct Staff to prepare deed documents for potential subdivision into separate lots. Commissioner Otto feels like the rezoning should play out in the community first before making other steps forward.
- F. Scheduling Annual Budget Workshops, Meetings and Public Hearings: The following schedule of budget presentations, hearings and workshops are being proposed at this time:

May 25 Presentation of proposed capital improvement plan (C.I.P) and annual budget (presentation only)

June 1 Public hearing of the proposed C.I.P and budget

June 8 Budget workshop held during regularly scheduled Commission meeting

June 20 Board of Commissioners adopt final budget

These dates are important as the budget needs to be approved on June 30 by State Law to go into effect on July 1st.

Public Comments-Other Topics

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

There were no public comments at this time.

Commissioner Communications

Commissioner Communications will be held next week.

Upcoming Meeting Dates

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

<u>Open Space Conservation Committee:</u>	May 9, 2017, 3:30 p.m. Town Services Building
<u>Planning & Zoning Commission</u>	May 18, 2017, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	May 23, 2017, 9:30 a.m. Town Services Building
<u>June Town Council Agenda Meeting:</u>	June 1, 2017, 7:00 p.m. Walkup Building Public Forum starts at 6:30 p.m.
<u>Montreat Landcare:</u>	June 7, 2017, 9:00 a.m. Allen Building Swannanoa Room

Closed Session

There will be a closed session on four different items at next week's meeting.

Adjournment

There being no further business, Commissioner Standaert moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 7:26 p.m.

**Montreat Board of Commissioners
Town Council Agenda Meeting Minutes
May 4, 2017**

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
May 11, 2017
Walkup Building**

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

Board members absent: None

Town staff present: Alex Carmichael, Town Administrator
Steve Freeman, Public Works Director
Dave Arrant, Police Captain
David Currie, Code Administrator/Building Inspector
Stefan Stackhouse, Finance Officer
Barry Creasman, Senior Water Operator

Approximately 24 members of the public were also present. Mayor Helms called the meeting to order at 7:01 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Mayor Pro Tem Fouche moved to adopt the agenda as presented. Commissioner Vinson seconded and the motion carried 5/0.

Presentation to Council: Metropolitan Sewerage District Update – Matt Ashley

Matt Ashley, Montreat's Representative to the Metropolitan Sewerage District (MSD) Board presented an overview of the scope of MSD's operations and what it means to the Town. MSD is a non-profit, publicly-owned utility. The District Board consists of twelve members. Three from the County of Buncombe, three from the City of Asheville, one from Woodfin Sanitary Water & Sewer District, and one each from the Towns of Biltmore Forest, Black Mountain, Montreat, Weaverville and Woodfin.

The District owns, operates and maintains a 40 million gallon per day (MGD) wastewater treatment plant to treat raw sewage and industrial wastewaters collected in an extensive network of collector sewers currently owned, operated and maintained by the District.

In the presentation Mr. Ashley discussed MSD's Capital Improvement Plan and pointed out that there is a projected 2.5% increase on sewerage rates per year for the next ten years. Mr. Ashley felt that based on projections this 2.5% increase will continue indefinitely.

Mayor Pro Tem Fouche thanked Mr. Ashley for serving on this Committee on behalf of Montreat. Commissioner Standaert pointed out that this was one of the few Boards that pay a stipend. Mr. Ashley stated it was \$100 per meeting including participation on subcommittees. Commissioner Otto recently spent 2.5 hours touring the MSD Plant and he was most impressed by their concern for environmental protection.

Presentation to Council: Steep Slopes & Stormwater Management Systems – David Currie

The Clean Water Act (CWA) was established in 1972 and under it the Environmental Protection Agency (EPA) has implemented pollution control programs such as setting wastewater standards for industry. The CWA made it unlawful to discharge any pollutant from a point source into navigable waters, unless a permit was obtained. EPA's National Pollutant Discharge Elimination System (NPDES) permit program controls discharges.

Stormwater pollution occurs when debris, chemicals, sediment or other pollutants are washed into storm drains and flows into water bodies. The CWA, and its implementing regulations, requires that certain industrial facilities, construction sites, and Municipal Separate Storm Sewer Systems (MS4) obtain coverage for their stormwater discharges under an NPDES permit, develop a Stormwater Pollution Prevention Plan (SWPPP) or Stormwater Management Plan (SWMP) and put measures in place to prevent discharges of pollutants in stormwater runoff.

The stormwater management program must include the following six (6) minimum control measures:

- Public education and outreach
- Public participation/involvement
- Illicit discharge detection and elimination
- Construction site runoff control
- Post-construction runoff control
- Pollution prevention/good housekeeping

The small MS4 operator must identify its selection of BMPs (Best Management Practices) and measurable goals for each minimum measure in the permit application. The operator must evaluate and assess the chosen BMPs and measurable goals in periodic reports to NCDENR.

Commissioner Gilliland asked if Montreat was required to follow these requirements and Mr. Currie stated that we are federally mandated by law to be in compliance.

In 2008 Land of Sky Regional Council published a 76 page document entitled *Mountain Ridge and Steep Slope Protection Strategies*. The document provides an extensive list of recommendations

and is the culmination of efforts revealing 11/2 years' worth of work by the Advisory Committee. The Committee consisted of more than 30 individuals representing a vast spectrum of regional interests and knowledge - ranging from local government planners, civil and environmental engineers, developers, state land trusts, state legislature, local realty and home builders association, state environmental affairs, forestry and wildfire management, landscape architecture, environmental economics and county and municipal government. There was also an impressive list of experts and local groups supporting their work and providing technical expertise, ranging from Rick Wooten and Rebecca Latham with N.C. Geological Survey, to hydrogeologists, biologists, engineering firms, wastewater and stormwater professionals, stream ecologists, GIS mapping professionals and others in the property development industry.

The project is the direct result of increased attention directed towards landslide hazards in the wake of the 2004 double storm events in WNC. The back-to-back hurricanes that moved through the region precipitated multiple landslides, some resulting in loss of life and millions of dollars in property damage. Following the tragic events of 2004, additional federal funding was allocated to the N.C. Geological Survey - to the tune of nearly \$400,000 annually – to accelerate the process of creating digital landslide hazard maps for all the western counties of North Carolina. In late June of 2011, the project was defunded under sweeping statewide budget cuts; only four of the targeted counties every received complete mapping profiles – Macon, Henderson, Buncombe and Watauga. In response to the newly published information, many local jurisdictions identified the need to draft steep slope and hillside development regulations. The primary guidance contained in the report made it clear that it is unwise to develop these sensitive mountain regions without careful consideration of site stability on a case-by-case basis. Geotechnical investigation of all sites 40% slope or greater is emphasized, a threshold which Montreat incorporated in our Hillside Development Ordinance (adopted in 2009). Asheville and Buncombe County chose to establish a threshold of 15 - 25% slope to increase regulation of development – a standard which the Town of Montreat felt was too strict, and would be overly burdensome to developers. There was guidance in the adopted Comprehensive Plan to address building on steeper slopes.

Mr. Currie reviewed a comparison matrix of surrounding jurisdictions with respect to stormwater regulations. Commissioner Standaert asked if Mr. Jordan was the only individual in Montreat paying the inspection fee and wondered if there was any way he could rework his system to avoid paying the annual fee. Mr. Currie advised there were two other similar stormwater control systems in Montreat but they do not require the annual inspection fee and he is unsure why Mr. Jordan's engineer chose to add that feature.

Mr. Carmichael and Mr. Currie recently met with Mr. Jordan to discuss other possibilities to help alleviate the annual inspection fee. The current system requires a certification for confined space and most engineering firms have to outsource to find someone to do this certification. While looking for a firm could be onerous this could be a way to lower the cost to Mr. Jordan.

Mayor's Communications

Mayor Helms had no communications for the evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- April 6, 2017, Public Forum Meeting Minutes
- April 6, 2017, Town Council Meeting Minutes
- April 7, 2017, Town Council Annual Board Retreat Minutes

Town Administrator's Communications

- Mr. Carmichael reported that he has been in communication with the NCDOT and a division of the municipal bridge program and he has been asked for additional information which he is in the process of preparing for them.
- Mr. Carmichael advised the Board that he has a proposed Budget Adoption Calendar which will begin with a presentation only meeting on May 25; a Public Hearing on June 1; a Budget Workshop during the regularly scheduled meeting on June 8; and a Budget Adoption on June 20th.
- Mr. Carmichael advised that the Town of Montreat has several committees with vacancies: such as the Tree Board, Planning & Zoning and the Board of Adjustments. He encouraged anyone with interest to apply.

Commissioner Standaert asked if there would be a question/answer period for the Commission as well as a public comment period during the presentation only meeting. Mr. Carmichael proposed this schedule as a way to give the community time to digest the information before the Board makes any initial revisions on June 8th but he would be happy to open the floor for question/answers on May 25th per Commissioner Standaert's request.

Administrative Reports

Police Chief: Interim Police Chief/Captain Arrant reviewed and presented the April 2017 monthly departmental activity report. Captain Arrant stated that April was a rather slow month with mileage being down a significant amount due to the vacancy with the department. There was a rather quick spreading fire on Carolina Heights, just outside the Montreat Gate, which could have encroached onto Kanawha but thankfully due to the quickness and the number of fire agencies that responded there was no threat to Montreat. Captain Arrant reported that a truck did get stuck inside the Gate but there was no structural damage to the Gate this time.

Public Works Director: Public Works Director Steve Freeman advised that Sanitation Pickup will start Friday pickup service on June 2nd as well as in lieu of Memorial Day refuse will be picked up

on Tuesday May 30th instead of Monday May 29th. Public Work Crews are busy testing a newly installed 6 inch water main along Mecklenburg Circle. The next step is to connect the main to the system as well as installing the residential taps along the line. Crews are looking to the 2nd week of June for the Mecklenburg/Upper Louisiana Paving Project to begin.

Finance Officer: Mr. Stackhouse present and reviewed the following monthly reports:

- April 2017 Financial Summary Report;
- Final April 2017 Detailed Financial Statement;
- April 30, 2017 Cash and Investment Earnings Report;
- Preliminary May 2017 Detailed Financial Statements.

Building Inspector/Code Enforcement Officer: Mr. Currie presented and reviewed his April 2017 zoning and inspections activity report. Planning & Zoning and the Board of Adjustments did not meet in the month of April. Mr. Currie reported that Planning & Zoning would be meeting the following Thursday to discuss the possibility of rezoning Florida Terrace at the request of the Council. Mr. Currie also reported that Anderson Auditorium's window replacement project was almost finished and the windows will not only be cost effective but they have increased the beauty of the building as well.

Public Comments

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

Mr. Ron Sneed, John Jordan's attorney, was there to speak on behalf of Mr. Jordan who was unable to attend the meeting. Mr. Sneed stated that Mr. Jordan felt that the stormwater ordinance is a burden to the property owner as well as a burden to the growth of the Community. Mr. Jordan feels that the ordinance creates extra cost which discourages development in Montreat. Mr. Jordan feels that there are things within the ordinance that could be relaxed. Mr. Sneed suggested that relaxing things within the MS4 permit application process would be helpful as well. Mr. Sneed believes that Mr. Jordan wants to take appropriate measures to reduce pollution but feels that certain areas of our ordinance are overkill.

Mr. Jim McNair of 224 Virginia Road said that Mr. Jordan has spent over \$10,000 in the engineered system and then spends over \$1,400 annually in inspections and frankly he's tired of it.

Mr. Mike Sonnenberg of 125 Virginia Road asked a series of questions about stormwater.

Mrs. Clare Frist of 98 Frist Road felt that perhaps a trial period with no Agenda Meetings would be a great compromise for both sides of the issue. If the trial period did not seem to work then the Council could revert back to monthly Agenda Meetings.

Mr. Sam Sloan of 423 Kentucky Road suggested that Option B under Item B in New Business would be the best way to go with regards to the Agenda Meeting issue.

Mrs. Peggy Scheu of 146 Eastminster Terrace felt that we should eliminate Agenda Meetings and consider other creative ways to get the information out to the public and the Commission.

Mr. Bill Scheu of 146 Eastminster Terrace also felt that eliminating the Agenda Meeting would be an efficient way to handle the business of the Board. In some instances the Agenda Meeting has been used as a Regular Meeting with no vote so in essence people are attending the same meeting twice.

Mrs. Shannon Ingersoll of 124 Eastminster Terrace felt that one meeting a month would be a good use of everyone's time and would eliminate the need for meeting space rent.

Mr. Gordon Neville of 226 Alabama Terrace agreed with the idea of having one meeting per month.

Old Business

There was no Old Business to discuss.

New Business

- A. Promotion of Justyn Whitson to Officer Second Class: Officer Justyn Whitson has been a valuable member of the Montreat Police Department. Officer Whitson has far exceeded the extra training required for his current position. Commissioner Vinson moved to approve the transference of rank and a two percent pay increase, per the Officer Advancement Program adopted in 2005 and amended in 2017. Commissioner Standaert seconded and the motion carried 5/0.

- B. Rescheduling or Cancellation of Agenda Meeting: Mr. Carmichael reviewed options A through E which ranged from cancelling the Agenda Meeting completely, to rescheduling the Regular Meeting to the 1st Thursday of the month and even holding the Agenda Meeting during business hours. Mayor Helms asked if everyone understood all the options. Mayor Pro Tem Fouche has listened to the opinion of many homeowners and she felt that the Agenda Meetings add cost financially in compensatory time as well as personal time for paid staff. She feels that more people would attend a single meeting each month where everything happens. Mayor Pro Tem Fouche read an excerpt from an email sent to the Commissioners which suggested a trial run for several months of not having an Agenda Meeting to see how it worked. Mayor Pro Tem Fouche moved that we start the Public Forum at 6:30 p.m. on the second Thursday of the month followed by the Regular Meeting which would begin with the agenda approval. Commissioner Gilliland seconded. Commissioner Standaert stated that the Commissioners knew the commitments involved when they made the choice to run for elected office. Commissioner Standaert finds the Agenda Meetings to be crucial in doing her job as an

elected official. She stated that only the Town Administrator and Town Clerk are required to attend the meetings, with an estimated cost of \$150 in compensatory time and room rental fees, while other associates could be invited as needed. Commissioner Standaert recommended holding the Agenda Meeting the week before the Regular Meeting during business hours so all associates could attend if they wanted. Commissioner Vinson felt that the purpose of the Agenda Meeting was to ask for additional information when needed. For example, last week the Board asked for more options with regards to the Agenda Meetings which Mr. Carmichael then provided in the weeks packet. If it had not been for the Agenda Meeting the other options would not have been so readily available. Commissioner Otto stated that he enjoyed being able to hear from the Community but there are some Agenda Meetings where very few people speak. He also needs time to research but as long as he has the Agenda Packet a week to 10 days ahead of the meeting he can have time to speak to staff as necessary. Commissioner Otto felt that while \$150 seemed insignificant in the scheme of things it does add up and it could have been used to pay for vision insurance for staff. Commissioner Otto stated that he is open for compromise and is interested in doing a trial run to see if a different schedule works better for everyone. Mayor Pro Tem Fouche was encouraged at the Annual Retreat when Commissioner Vinson suggested looking into other avenues for the Agenda Meetings and she feels that a trial period would be beneficial for everyone. Mayor Helms called the question and the motion failed due to lack of 2/3 majority vote with Commissioners Otto, Commissioner Gilliland and Mayor Pro Tem Fouche voting in the affirmative and Commissioners Standaert and Vinson voting against the motion. Commissioner Vinson moved to reschedule the Agenda Meeting to the first Thursday of the month at 4:00 p.m. and move the Public Forum to the second Thursday of the month before the Regular Meeting at 7:00 p.m. Commission Standaert seconded the motion. Commissioner Standaert suggested adding one public comment period at the beginning of the Agenda Meeting and would like some feedback on that. Mayor Pro Tem Fouche felt that this would not be beneficial to the two Commissioners that work full or for people in the community who may work or be otherwise occupied during the daytime. Commissioners Standaert and Vinson voted in the affirmative while Commissioners Otto, Gilliland and Fouche voted in opposition.

- C. Montreat as an Inclusive Community: Commissioner Standaert moved to add the phrase “to be an inclusive community” to the Town of Montreat Board of Commissioners Mission Statement. Commissioner Vinson seconded the motion. The motion failed 2/3 with Commissioners Standaert and Vinson voting in the affirmative and Commissioners Otto, Gilliland and Fouche voting in opposition.
- D. Florida Terrace Property: Commissioner Standaert moved to sell the Florida Terrace Property owned by the Town of Montreat and to authorize the Town Attorney, Town Administrator, the Mayor and the Commissioner of Finance to investigate and report back to the Commission, specific proposals for the method of sale and state requirements for the process at the July meeting. And to authorize the Town Attorney, Town Administrator, the Mayor and the Commissioner of Finance to investigate and report back to the Commission, specific proposals

for the method of sale and state requirements for the process at the July meeting. This would include methods to sell the property as a single unit or division into separate lots. Cost analysis of what the Town has currently invested in the property, including analysis for rock, water, geothermal possibilities and any other cost already spent by the Town which add to the material value of the property. Commissioner Vinson seconded the motion. Mayor Pro Tem Fouche moved to amend the motion as follows: move to authorize the Town Attorney, Town Administrator, Mayor and the Commissioner of Finance to investigate and report back to the Commission, in a timely manner, specific proposals for the method of sale and state requirements for the process. This would include consultation with a broker to assist with a recommendation concerning market value, whether to sell as a single unit or divide into separate lots, and methods to sell the property. Also, as part of the report, would be a cost analysis of what the Town has currently invested in the property including analysis for rock, water, geothermal possibilities and any other investments. Commissioner Otto seconded the motion. Commissioner Standaert wanted to add a specific time limit back into the motion. Commissioner Otto stated he was hesitant to sell the property immediately due to the possibility of rezoning. Commissioner Standaert asked if the Town needed to retain the property due to the availability of water on the property. Public Works Director Steve Freeman stated that the property was not wide enough to meet the requirements for municipal wells. Mayor Helms called the question on the amended motion. Commissioner Gilliland, Otto and Commissioner Fouche voted in the affirmative. Commissioner Standaert and Vinson voted against the amended motion. The affirmative motion carried 3/2. Mayor Pro Tem Fouche moved to vote on the original motion as amended. Commissioner Otto seconded and the motion carried 4/1 with Commissioner Standaert voting in opposition.

- E. Potential Subdivision of Florida Terrace Property: Commissioner Standaert moved to authorize a survey of the Florida Terrace property and direct Staff to prepare deed documents for potential subdivision into separate lots. Commissioner Vinson seconded. The motion failed 2/3 with Commissioners Otto, Gilliland and Fouche voting against the motion.
- F. Schedule Annual Budget Workshops, Meetings and Public Hearings: Commissioner Standaert moved to adopt the following schedule of budget presentations, hearings and workshops:
- May 25 Presentation of proposed capital improvement plan (C.I.P) and annual budget (presentation only)
 - June 1 Public hearing of the proposed C.I.P and budget
 - June 8 Budget workshop held during regularly scheduled Commission meeting and
 - June 20 Board of Commissioners adopt final budget.

Commissioner Gilliland seconded the motion and motion carried 5/0.

Public Comments-Other Topics

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

Mrs. Martha Campbell of 149 Maryland Place thanked everyone for the public support of the Arbor Day Celebration and Native Plant Sale. Mrs. Campbell advised those in attendance that next year's celebration is scheduled for the last Saturday in April.

Mr. Gill Campbell of 149 Maryland Place suggested that the Board considering updating the Comprehensive Plan.

Commissioner Communications

Commissioner Vinson stated that there was a good turnout for the Arbor Day Celebration and Native Plant Sale. Eric Mueke with the North Carolina Forest Service was on hand to deliver a talk about Firewise and he will be back to talk with the Cottagers in July.

Commissioner Standaert attended a meeting held by the League of Municipalities in Black Mountain last week. She felt that they provided a generous amount of legislative updates and she asked Mr. Carmichael to keep us updated on any changes from the General Assembly. One of the things before the General Assembly is a ¼% municipal sales tax and she would like to be apprised of any changes. Commissioner Standaert also mentioned the PILOT (payment in lieu of taxes) program and she encouraged the other entities to donate to the Town for all their hard work.

Upcoming Meeting Dates

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

<u>Open Space Conservation Committee:</u>	May 9, 2017, 3:30 p.m. Town Services Building
<u>Planning & Zoning Commission:</u>	May 18, 2017, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	May 23, 2017, 9:30 a.m. Town Services Building
<u>June Town Council Agenda Meeting:</u>	June 1, 2017, 7:00 p.m. Walkup Building Public Forum starts at 6:30 p.m.
<u>Montreat Landcare:</u>	June 7, 2017, 9:00 a.m.

Allen Building
Swannanoa Room

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with NCGS §143-318.11(5) to instruct the Town's staff concerning the position to be taken on behalf of the Town in negotiating the price and other material terms of a contract for acquisition of an interest in real property and also NCGS §143-318.11(6) for discussion of a personnel matter. Commissioner Otto seconded the motion. The motion carried 5/0.

Commissioner Vinson moved to enter back into Open Session. Commissioner Gilliland seconded the motion. The motion carried 5/0.

Upon returning to Open Session, Commissioner Vinson moved to direct the Town Administrator to conduct an internal-only recruitment for the Chief of Police position whereby qualified applicants already employed by the Town of Montreat may apply. Commissioner Gilliland seconded and the motion carried 5/0. Commissioner Gilliland moved to Compensate Captain David Arrant with a 5% pay increase for out of class assignment as Chief of Police, to be applied retroactively from April 1st, 2017 until such time as Captain Arrant ends his interim assignment. Mayor Pro Tem Fouché seconded and the motion carried 5/0. Commissioner Vinson moved to authorize the Town Administrator to negotiate with Susan Taylor Rash for the continuation of representation, including representation by her during her remaining time at Adams, Hendon, Carson, Crow & Saenger, P.A. and later at Patla, Straus, Robinson & Moore, P.A., and for the transfer to Susan Taylor Rash all of the Town of Montreat's files at such time she stops providing legal services at Adam, Hendon, Carson, Crow & Saenger, P.A. and begins providing services at Patla, Staus, Robinson, & Moore, P.A. Mayor Pro Tem Fouché seconded and the motion carried 5/0.

Adjournment

There being no further business, Commissioner Gilliland moved to adjourn the Town Council Agenda Meeting. Commissioner Vinson seconded and the motion carried 5/0. The meeting was adjourned at 10:27 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

MONTHLY POLICE STATISTICS REPORT

MAY	2017	2016	2015	2014	2013
Mileage	2234	3383	2765	2505	3235
Dispatched Calls	62	94	128	153	135
Officer-Initiated Calls	411	285	254	236	185
Fire/EMS Assistance Calls	3	7F/3E	3F/1E	8F/2E	8F/7E
Motorist/Other Assistance Calls	59	49	60	61	73
Traffic Stops	13	30	25/64G	39/90G	68
Parking Issues	0	3	9	10	6
Burglar/Fire Alarm Responses	2	2B	4B/1F	2B/2F	6B/2F
Residential House Checks	280	267	245	167	158
Ordinance violations	5	13	17	13	8
LE Agency Assistance Calls	13	7	19	21	33
Animal Calls	5	5	3	4	5
Larcenies	2	0	0	0	0
B&E Calls	0	0	0	0	2R/3V
Suspicious Person/Vehicle Investigations	25V/2P	7P/20V	3P/23V	10P/11V	22P/12V
Disturbance Calls	7	5	9	4	0
Accident Responses	1	1	2	0	0
Auxiliary Hours Worked	32R/48T	40R/43T	32R/36T	32R/24T	32R/80T
Truck turns at gate	1	0	2	0	3

These figures do not reflect 5/29-5/31. Those three days will be folded into next month's stats.

Service Calls:

Town: 354

MRA: 158

College: 11

- 5/11/2017- On this morning, MPD was called for assistance in investigating a series of vandalism act carried out on college property.
- 5/20/2017- MPD once again participated in the annual Safety Saturday event in Black Mountain. This is an event that has taken place for three years running now. It offers the public, especially the young, the opportunity to see and interact with representatives of multiple law enforcement, fire, and EMS agencies. A wide array of vehicles and equipment are on display. Safety Saturday is growing with every year, and MPD is proud to be a part of it. A well-deserved "thank you" to Officer Whitson for once again being the face of the department, and facilitating our involvement.
- 5/20/2017- MPD was involved with a multiagency vehicle checkpoint along with elements of BMPD and DHHS.

Chief's Communications:

As the summer season is quickly upon us, I'd like to remind everyone of the increases in population and activity. A higher level of vehicular traffic, as well as, pedestrian flow is the normative action this time of year. Let's all exercise a bit of extra caution in driving to ensure the safety and wellbeing of everyone this summer.

And as always, the police department is a "round the clock" organization. Please don't hesitate in calling on us.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended April 30, 2017

	FYE 2017 Budgeted	Previously Reported	Current Month	FYE 2017 YTD Actual	FYE 16 Comparison YTD Actual	FYE 2017 Remaining Budget	Actual to Budget %	Statement Period	Variance	4/30/16
								10		
Revenues:										
Ad valorem taxes	\$ 953,900.00	\$ 814,613.28	\$ -	\$ 814,613.28	\$ 942,296.95	\$ 139,286.72				
Other taxes and licenses	\$ 413,700.00	\$ 245,952.30	\$ 28,235.66	\$ 274,187.96	\$ 275,604.73	\$ 139,512.04				
Unrestricted intergovernmental	\$ 105,500.00	\$ 54,932.12	\$ -	\$ 54,932.12	\$ 50,325.62	\$ 50,567.88				
Permits and Fees	\$ 45,700.00	\$ 37,911.54	\$ (2,516.85)	\$ 35,394.69	\$ 31,886.08	\$ 10,305.31				
Community Service Fee	\$ 45,000.00	\$ 44,663.40	\$ -	\$ 44,663.40	\$ 45,558.00	\$ 336.60				
Sales and Services	\$ 13,000.00	\$ 7,256.44	\$ 727.00	\$ 7,983.44	\$ 8,518.46	\$ 5,016.56				
Investment earnings	\$ 2,200.00	\$ 2,057.57	\$ 530.08	\$ 2,587.65	\$ 1,226.54	\$ (387.65)				
Other revenues	\$ 4,000.00	\$ 4,443.73	\$ 50.00	\$ 4,493.73	\$ 38,780.60	\$ (493.73)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 1,211,830.38	\$ 27,025.89	\$ 1,238,856.27	\$ 1,394,196.98	\$ 344,143.73	78.26%	83.33%	-5.07%	9.28%
Restricted intergovernmental	\$ 173,200.00	\$ 40,917.40	\$ -	\$ 40,917.40	\$ 156,087.96	\$ 132,282.60				
Contributions - Landcare	\$ -	\$ 7,250.00	\$ -	\$ 7,250.00	\$ 14,100.00	\$ (7,250.00)				
Contributions - Open Space	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	1,259,997.78	27,025.89	1,287,023.67	1,564,384.94	469,176.33	73.28%	83.33%	-10.05%	-13.97%
Expenditures:										
Governing Body	\$ 85,500.00	\$ 28,975.85	\$ (427.96)	\$ 28,547.89	\$ 68,478.84	\$ 56,952.11	33.39%	83.33%	49.94%	17.93%
Administration	\$ 299,500.00	\$ 227,634.47	\$ 13,796.42	\$ 241,430.89	\$ 217,072.17	\$ 58,069.11	80.61%	83.33%	2.72%	6.58%
Public Buildings	\$ 185,200.00	\$ 50,230.19	\$ (2,079.34)	\$ 48,150.85	\$ 45,817.46	\$ 137,049.15	26.00%	83.33%	57.33%	50.59%
Police	\$ 403,100.00	\$ 286,533.92	\$ 35,215.28	\$ 321,749.20	\$ 314,971.90	\$ 81,350.80	79.82%	83.33%	3.51%	0.21%
Building & Zoning	\$ 84,200.00	\$ 58,866.05	\$ 5,870.48	\$ 64,736.53	\$ 64,996.42	\$ 19,463.47	76.88%	83.33%	6.45%	4.26%
Public Works	\$ 80,400.00	\$ 56,077.11	\$ 4,767.63	\$ 60,844.74	\$ 59,932.56	\$ 19,555.26	75.68%	83.33%	7.66%	13.73%
Streets	\$ 560,900.00	\$ 167,869.54	\$ 5,105.89	\$ 172,975.43	\$ 224,876.42	\$ 387,924.57	30.84%	83.33%	52.49%	65.57%
Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ 7,365.55	\$ -	0.00%	83.33%	0.00%	70.18%
Sanitation	\$ 162,200.00	\$ 71,573.85	\$ 5,570.63	\$ 77,144.48	\$ 81,828.81	\$ 85,055.52	47.56%	83.33%	35.77%	14.63%
Env/Cons/Rec	\$ 18,000.00	\$ 7,040.17	\$ -	\$ 7,040.17	\$ 10,656.64	\$ 10,959.83	39.11%	83.33%	44.22%	45.94%
Total expenditures	1,879,000.00	954,801.15	67,819.03	1,022,620.18	1,095,996.77	856,379.82	54.42%	83.33%	28.91%	40.25%
Revenues over expenditures	(122,800.00)	305,196.63	(40,793.14)	264,403.49	468,388.17	(387,203.49)				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing sources	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ 305,196.63	\$ (40,793.14)	\$ 264,403.49	\$ 468,388.17	\$ (264,403.49)				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 706,095.11	\$ 83,345.70	\$ 789,440.81	\$ 755,495.62	\$ 137,259.19				
Other Operating	\$ 399,800.00	\$ 214,753.08	\$ (16,681.57)	\$ 198,071.51	\$ 259,750.03	\$ 201,728.49				
CIP/Grant Projects	\$ 552,500.00	\$ 33,952.96	\$ 1,154.90	\$ 35,107.86	\$ 80,751.12	\$ 517,392.14				
Total Expenditures	\$ 1,879,000.00	\$ 954,801.15	\$ 67,819.03	\$ 1,022,620.18	\$ 1,095,996.77	\$ 856,379.82				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended April 30, 2017

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period	Variance	4/30/16
								10		
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses		\$ 18,343.62	\$ -	\$ 18,343.62	\$ 139,098.67	\$ (18,343.62)				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 222,059.71	\$ 23,118.01	\$ 245,177.72	\$ 241,724.14	\$ 63,322.28				
Investment earnings	\$ 500.00	\$ 179.38	\$ 20.91	\$ 200.29	\$ 112.01	\$ 299.71				
Other revenues	\$ 27,500.00	\$ 13,824.59	\$ 140.65	\$ 13,965.24	\$ 26,786.73	\$ 13,534.76				
Subtotal - Normal Operating	\$ 336,500.00	\$ 254,407.30	\$ 23,279.57	\$ 277,686.87	\$ 407,721.55	\$ 58,813.13				
<i>Restricted intergovernmental</i>			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 254,407.30	\$ 23,279.57	\$ 277,686.87	\$ 407,721.55	\$ 58,813.13	82.52%	83.33%	-0.81%	41.35%
Expenditures:										
Water Department	\$ 336,500.00	\$ 133,577.23	\$ 61,942.82	\$ 195,520.05	\$ 144,348.62	\$ 140,979.95	58.10%	83.33%	25.23%	39.19%
Total expenditures	\$ 336,500.00	\$ 133,577.23	\$ 61,942.82	\$ 195,520.05	\$ 144,348.62	\$ 140,979.95	58.10%	83.33%	25.23%	39.19%
Revenues over expenditures	\$ -	\$ 120,830.07	\$ (38,663.25)	\$ 82,166.82	\$ 263,372.93	\$ (82,166.82)				
Other financing sources (uses):										
Transfers to/from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Revenues and other sources over expenditures and other uses	\$ -	\$ 120,830.07	\$ (38,663.25)	\$ 82,166.82	\$ 263,372.93	\$ (82,166.82)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 126,440.47	\$ 52,525.80	\$ 178,966.27	\$ 144,348.62	\$ 100,533.73				
<i>CIP/Grant Projects</i>	\$ 57,000.00	\$ 7,136.76	\$ 9,417.02	\$ 16,553.78	\$ -	\$ 40,446.22				
Total Expenditures	\$ 336,500.00	\$ 133,577.23	\$ 61,942.82	\$ 195,520.05	\$ 144,348.62	\$ 140,979.95				

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Fiscal Year: 2017
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department *Page 1*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	2.15	497.85	0.43
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	0.00	814,611.13	138,788.87	85.44
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	0.00	1,127.77	872.23	56.38
LOCAL SALES TAX	10-00-3065-100	400,000.00	28,235.66	265,869.02	134,130.98	66.46
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	11,600.00	0.00	7,191.17	4,408.83	61.99
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	48,627.21	51,372.79	48.62
WINE & BEER TAX	10-00-3220-200	3,000.00	0.00	0.00	3,000.00	0.00
RETAIL & WHOLESALE REFUND	10-00-3225-200	0.00	0.00	6,027.08	-6,027.08	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	277.83	222.17	55.56
CONTRIBUTIONS	10-00-3300-300	2,000.00	0.00	1,500.00	500.00	75.00
PUBLIC SAFETY CHARGES	10-10-3305-300	3,000.00	0.00	2,247.44	752.56	74.91
GRANT PROCEEDS - FEDERAL	10-10-3310-300	133,200.00	0.00	0.00	133,200.00	0.00
POWELL BILL	10-20-3325-300	40,000.00	0.00	40,917.40	-917.40	102.29
CONTRIBUTIONS - LANDCARE	10-80-3330-340	0.00	50.00	300.00	-300.00	0.00
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	0.00	1,743.94	-1,743.94	0.00
Landcare - Grants - Hemlock	10-80-3340-452	0.00	0.00	7,000.00	-7,000.00	0.00
REIMBURSEMENT OF EXPENDITURE	10-10-3345-300	0.00	0.00	606.13	-606.13	0.00
COURT COSTS - ARREST FEES & F	10-10-3405-400	200.00	0.00	49.50	150.50	24.75
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	-2,516.85	35,345.19	9,654.81	78.54
SANITATION FEES	10-10-3435-400	10,000.00	0.00	2,510.00	7,490.00	25.10
BACK DOOR PICKUP	10-10-3435-410	0.00	540.00	1,650.00	-1,650.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	25.00	630.00	-630.00	0.00
PAYT	10-10-3435-430	0.00	162.00	946.00	-946.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	44,663.40	336.60	99.25
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	514.40	2,424.82	-424.82	121.24
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	15.68	162.83	37.17	81.41
MISC REVENUE	10-00-3815-800		0.00	593.66	406.34	59.36

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Fiscal Year: 2017
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department *Page 2*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00
FUND BALANCE APPROPRIATED	10-00-3905-900	122,800.00	0.00	0.00	122,800.00	0.00
TOTAL FUND REVENUE:		1,879,000.00	27,025.89	1,287,023.67	591,976.33	68.49

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(D)

Fiscal Year: 2017
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 1
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	4,900.00	0.00	4,900.00	50.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	851.65	25,119.44	10,000.00	23,880.56	59.52
FICA EXPENSE	10-00-4100-050	800.00	0.00	374.88	0.00	425.12	46.86
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	827.23	0.00	-327.23	165.44
ADVERTISING	10-00-4100-260	5,000.00	0.00	1,134.50	0.00	3,865.50	22.69
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	60.79	1,208.44	0.00	591.56	67.13
SALARY CONTINGENCY	10-00-4100-332	13,500.00	0.00	0.00	0.00	13,500.00	0.00
INDIRECT COST ALLOCATI	10-00-4100-480	-5,400.00	-1,340.40	-5,361.60	0.00	-38.40	99.28
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	345.00	0.00	155.00	69.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	-427.96	28,547.89	10,000.00	46,952.11	45.08

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(D)

Fiscal Year: 2017
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 2
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	13,924.27	152,220.64	0.00	29,579.36	83.73
FICA EXPENSE	10-00-4200-050	13,900.00	959.01	11,637.48	0.00	2,262.52	83.72
GROUP INSURANCE	10-00-4200-060	24,900.00	1,800.05	17,304.66	0.00	7,595.34	69.49
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	1,407.74	12,159.80	0.00	10,140.20	54.52
POSTAGE	10-00-4200-100	2,000.00	0.00	825.00	0.00	1,175.00	41.25
TELEPHONE	10-00-4200-110	5,200.00	0.00	4,469.73	0.00	730.27	85.95
TRAVEL & TRAINING	10-00-4200-140	4,000.00	169.60	9,759.50	0.00	-5,759.50	243.98
M & R EQUIPMENT	10-00-4200-160	30,300.00	0.00	25,812.98	5,143.98	-656.96	102.16
ADVERTISING	10-00-4200-260	1,000.00	0.00	469.41	0.00	530.59	46.94
OFFICE EXPENSE	10-00-4200-320	3,000.00	65.00	2,653.47	0.00	346.53	88.44
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	459.73	0.00	540.27	45.97
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	108.35	1,303.33	0.00	-103.33	108.61
CONTRACT SERVICES	10-00-4200-450	21,000.00	0.00	16,789.56	0.00	4,210.44	79.95
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	-4,637.60	-18,550.40	0.00	50.40	100.27
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	0.00	2,616.00	0.00	684.00	79.27
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
CAPITAL OUTLAY	10-00-4200-730	2,600.00	0.00	1,500.00	0.00	1,100.00	57.69
TOTAL DEPT: (4200) ADMINISTRATION		299,500.00	13,796.42	241,430.89	5,143.98	52,925.13	82.32

05/23/17 Fiscal Year: 2017
 19:50:44 Fiscal Month Range: 10-10
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 3
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	119.36	1,955.21	0.00	1,044.79	65.17
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	0.00	1,682.35	0.00	817.65	67.29
M & R EQUIPMENT	10-00-5000-160	8,800.00	0.00	5,527.14	0.00	3,272.86	62.80
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	12.99	0.00	187.01	6.49
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	-2,198.70	-8,794.80	0.00	-5.20	99.94
INSURANCE	10-00-5000-540	37,000.00	0.00	36,223.08	0.00	776.92	97.90
CAPITAL OUTLAY	10-00-5000-730	142,500.00	0.00	11,544.88	0.00	130,955.12	8.10
TOTAL DEPT: (5000) PUBLIC BUILDINGS		185,200.00	-2,079.34	48,150.85	0.00	137,049.15	25.99

05/23/17 Fiscal Year: 2017
 19:50:44 Fiscal Month Range: 10-10
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 4
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	25,929.39	209,809.36	0.00	22,890.64	90.16
FICA EXPENSE	10-10-5100-050	17,800.00	1,848.12	15,851.06	0.00	1,948.94	89.05
GROUP INSURANCE	10-10-5100-060	41,500.00	3,605.60	40,702.96	0.00	797.04	98.07
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	3,051.33	25,326.94	0.00	4,973.06	83.58
TELEPHONE	10-10-5100-110	2,000.00	0.00	986.83	0.00	1,013.17	49.34
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	328.81	0.00	171.19	65.76
M & R EQUIPMENT	10-10-5100-160	5,000.00	0.00	2,580.00	0.00	2,420.00	51.60
M & R AUTO	10-10-5100-170	4,000.00	0.00	3,356.14	0.00	643.86	83.90
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	10,000.00	392.34	4,930.74	0.00	5,069.26	49.30
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	332.90	0.00	667.10	33.29
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	0.00	2,229.61	0.00	270.39	89.18
UNIFORMS	10-10-5100-360	1,700.00	356.00	870.86	0.00	829.14	51.22
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	32.50	192.99	0.00	107.01	64.33
CAPITAL OUTLAY	10-10-5100-730	34,100.00	0.00	0.00	34,087.00	13.00	99.96
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	14,250.00	0.00	4,950.00	74.21
TOTAL DEPT: (5100) POLICE		403,100.00	35,215.28	321,749.20	34,087.00	47,263.80	88.27

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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 5
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	3,848.64	41,430.61	0.00	9,469.39	81.39
FICA EXPENSE	10-10-5400-050	3,900.00	294.42	3,170.22	0.00	729.78	81.28
GROUP INSURANCE	10-10-5400-060	8,300.00	721.12	8,358.19	0.00	-58.19	100.70
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	474.93	5,011.41	0.00	1,288.59	79.54
TELEPHONE	10-10-5400-110	800.00	0.00	477.61	0.00	322.39	59.70
TRAVEL & TRAINING	10-10-5400-140	2,500.00	497.84	2,397.94	0.00	102.06	95.91
M & R EQUIPMENT	10-10-5400-160	1,800.00	0.00	0.00	0.00	1,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	63.02	0.00	636.98	9.00
AUTO SUPPLIES	10-10-5400-310	800.00	33.53	177.64	0.00	622.36	22.20
DEPARTMENT SUPPLIES	10-10-5400-330	3,450.00	0.00	2,579.89	0.00	870.11	74.77
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	0.00	0.00	250.00	0.00
CONTRACT SERVICES - BU	10-10-5400-450	1,250.00	0.00	275.00	0.00	975.00	22.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	750.00	0.00	795.00	0.00	-45.00	106.00
CAPITAL OUTLAY	10-10-5400-730	2,000.00	0.00	0.00	1,844.99	155.01	92.25
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	5,870.48	64,736.53	1,844.99	17,618.48	79.07

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 6
 (ALL) All Departments

05/23/17 Fiscal Year: 2017
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,800.00	4,300.80	45,940.93	0.00	8,859.07	83.83
FICA EXPENSE	10-20-5550-050	4,200.00	329.03	3,517.71	0.00	682.29	83.75
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	721.12	8,140.47	0.00	159.53	98.07
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	530.72	5,560.48	0.00	1,239.52	81.77
TELEPHONE	10-20-5550-110	700.00	0.00	362.64	0.00	337.36	51.80
TRAVEL & TRAINING	10-20-5550-140	1,200.00	0.00	0.00	0.00	1,200.00	0.00
M&R TRUCKS	10-20-5550-170	500.00	0.00	62.00	0.00	438.00	12.40
AUTO SUPPLIES	10-20-5550-310	3,500.00	164.46	1,291.16	0.00	2,208.84	36.89
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	98.35	0.00	2,401.65	3.93
UNIFORMS	10-20-5550-360	500.00	0.00	0.00	0.00	500.00	0.00
STORMWATER PROGRAM	10-20-5550-370	2,500.00	0.00	985.00	0.00	1,515.00	39.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	-1,278.50	-5,114.00	0.00	14.00	100.27
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	4,767.63	60,844.74	0.00	19,555.26	75.67

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TOWN OF MONTREAL
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department Page 7
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	8,352.70	94,548.86	0.00	16,851.14	84.87
FICA EXPENSE	10-20-5600-050	8,600.00	638.98	7,005.42	0.00	1,594.58	81.45
GROUP INSURANCE	10-20-5600-060	24,900.00	2,163.36	24,421.41	0.00	478.59	98.07
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	1,030.74	11,007.80	0.00	2,692.20	80.34
TELEPHONE	10-20-5600-110	200.00	0.00	175.54	0.00	24.46	87.77
TRAVEL & TRAINING	10-20-5600-140	2,000.00	0.00	295.00	0.00	1,705.00	14.75
M & R EQUIPMENT	10-20-5600-160	2,000.00	24.99	782.98	503.96	713.06	64.34
M & R TRUCKS	10-20-5600-170	3,500.00	0.00	1,628.21	0.00	1,871.79	46.52
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	373.86	4,752.26	0.00	3,247.74	59.40
DEPARTMENT SUPPLIES -	10-20-5600-330	4,800.00	1,087.10	3,638.32	0.00	1,161.68	75.79
REPAIRING AND WIDENING	10-20-5600-340	40,000.00	0.00	0.00	0.00	40,000.00	0.00
UNIFORMS	10-20-5600-360	2,000.00	0.00	1,135.22	0.00	864.78	56.76
CONTRACT SERVICE	10-20-5600-450	12,000.00	875.00	4,204.00	0.00	7,796.00	35.03
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	-12,245.00	-48,980.00	0.00	-20.00	99.95
CAPITAL OUTLAY	10-20-5600-730	302,400.00	1,154.90	22,062.98	0.00	280,337.02	7.29
STREET LIGHTING	10-20-5600-740	23,500.00	1,649.26	17,654.01	0.00	5,845.99	75.12
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	0.00	64.60	0.00	2,935.40	2.15
ROAD MAINTENANCE	10-20-5600-750	8,000.00	0.00	5,124.49	0.00	2,875.51	64.05
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	104.87	0.00	4,395.13	2.33
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	1,228.35	0.00	771.65	61.41
SURVEYS AND MAPPING	10-20-5600-765	2,000.00	0.00	0.00	0.00	2,000.00	0.00
SNOW REMOVAL	10-20-5600-770	2,000.00	0.00	2,429.47	0.00	-429.47	121.47
DEBT PAYMENT	10-20-5600-900	29,400.00	0.00	19,691.64	0.00	9,708.36	66.97
TOTAL DEPT: (5600) STREET DEPARTMENT		560,900.00	5,105.89	172,975.43	503.96	387,420.61	30.92

05/23/17 Fiscal Year: 2017
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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department *Page 8*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,700.00	2,518.84	27,471.26	0.00	6,228.74	81.51
CONTRACT SERVICES	10-30-5800-040	15,000.00	0.00	12,360.00	0.00	2,640.00	82.40
FICA EXPENSE	10-30-5800-050	2,600.00	192.69	2,101.51	0.00	498.49	80.82
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	721.12	8,140.47	0.00	159.53	98.07
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	310.82	3,326.28	0.00	873.72	79.19
TELEPHONE	10-30-5800-110	750.00	0.00	437.50	0.00	312.50	58.33
UTILITIES	10-30-5800-130	500.00	42.67	407.41	0.00	92.59	81.48
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	77.85	0.00	322.15	19.46
M & R - TRUCKS	10-30-5800-170	1,500.00	662.68	1,333.53	0.00	166.47	88.90
AUTO SUPPLIES	10-30-5800-310	5,000.00	0.00	1,128.51	0.00	3,871.49	22.57
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	57.65	775.11	0.00	224.89	77.51
UNIFORMS	10-30-5800-360	750.00	0.00	0.00	0.00	750.00	0.00
CONTRACT - DUMPSTER SE	10-30-5800-451	12,500.00	200.72	12,315.26	0.00	184.74	98.52
TIPPING FEES	10-30-5800-550	12,000.00	863.44	7,269.79	0.00	4,730.21	60.58
CAPITAL OUTLAY - SANIT	10-30-5800-730	64,000.00	0.00	0.00	62,804.00	1,196.00	98.13
TOTAL DEPT: (5800) SANITATION		162,200.00	5,570.63	77,144.48	62,804.00	22,251.52	86.28

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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
10 GENERAL FUND

Selected Department *Page 9*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	0.00	2,040.17	0.00	959.83	68.00
Landcare - Hemlocks	10-80-6190-452	10,000.00	0.00	5,000.00	0.00	5,000.00	50.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		18,000.00	0.00	7,040.17	0.00	10,959.83	39.11
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	67,819.03	1,022,620.18	114,383.93	741,995.89	60.51

05/23/17
19:50:30

Fiscal Year: 2017
Fiscal Month Range: 10-10

TOWN OF MONTREAT
Revenue Statement
Period Ending: April 30, 2017
30 WATER FUND

Selected Department Page 3
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	10,882.41	9,117.59	54.41
WATER SALES	30-91-3500-500	143,500.00	9,071.41	104,739.75	38,760.25	72.98
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,046.60	140,437.97	24,562.03	85.11
BILLING FEE REVENUE	30-91-3500-800	1,000.00	90.65	901.95	98.05	90.19
WATER TAPS	30-91-3505-500	2,000.00	0.00	0.00	2,000.00	0.00
WATER TRANSFER FEES	30-91-3505-700	1,000.00	25.00	600.00	400.00	60.00
SPECIAL ASSESSMENTS REVENUE	30-91-3610-600	0.00	0.00	18,343.62	-18,343.62	0.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	20.91	200.29	299.71	40.05
MISC REVENUE	30-91-3810-800	500.00	0.00	0.00	500.00	0.00
LATE FEES	30-91-3815-800	3,000.00	25.00	1,579.94	1,420.06	52.66
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	0.94	-0.94	0.00
TOTAL FUND REVENUE:		336,500.00	23,279.57	277,686.87	58,813.13	82.52
TOTAL REVENUE:		2,215,500.00	50,305.46	1,564,710.54	650,789.46	70.62%

05/23/17 Fiscal Year: 2017
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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: April 30, 2017
30 WATER FUND

Selected Department *Page 10*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	138.00	3,438.00	0.00	5,062.00	40.44
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	191.13	1,907.25	0.00	1,092.75	63.57
TELEPHONE	30-91-8100-110	2,500.00	0.00	1,079.21	0.00	1,420.79	43.16
UTILITIES	30-91-8100-130	30,600.00	2,601.33	23,568.82	0.00	7,031.18	77.02
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	100.00	0.00	1,900.00	5.00
M & R WELLS	30-91-8100-150	28,000.00	658.23	4,348.64	0.00	23,651.36	15.53
M & R EQUIPMENT	30-91-8100-160	9,900.00	243.07	6,225.58	1,626.86	2,047.56	79.31
M & R TRUCKS	30-91-8100-170	100.00	0.00	19.23	0.00	80.77	19.23
AUTO SUPPLIES	30-91-8100-310	5,500.00	471.69	3,118.96	0.00	2,381.04	56.70
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	0.00	1,354.54	0.00	1,145.46	54.18
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	21,700.20	86,800.80	0.00	-0.80	100.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	0.00	1,381.50	0.00	618.50	69.07
CAPITAL OUTLAY	30-91-8100-730	57,000.00	9,417.02	16,553.78	0.00	40,446.22	29.04
DEBT PAYMENT	30-91-8100-900	97,600.00	26,522.15	45,623.74	0.00	51,976.26	46.74
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	61,942.82	195,520.05	1,626.86	139,353.09	58.58
TOTAL FUND: (30) WATER FUND		336,500.00	61,942.82	195,520.05	1,626.86	139,353.09	58.58
TOTAL EXPENDITURES		2,215,500.00	129,761.85	1,218,140.23	116,010.79	881,348.98	60.21

Town of Montreat			Cash & Investments Report			As of	April 30, 2017	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 184,415.46	\$ 184,415.46			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 31,790.59	\$ 31,790.59			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 190,831.65		\$ 190,831.65		0.10%	\$ 15.68
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,192.12			\$ 58,192.12	0.10%	\$ 4.79
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,889,117.73		\$ 1,889,117.73		0.30%	\$ 474.35
Avl Sav Bank	Subtotal		\$ 2,354,347.55					
BB&T	MMkt Act - General Fund		\$ 450,348.23		\$ 450,348.23		0.10%	\$ 37.01
BB&T	MMkt Act - Water Fund		\$ 157,602.18			\$ 157,602.18	0.10%	\$ 12.95
BB&T	Subtotal		\$ 607,950.41					
NCCMT	Investment - General Fund		\$ 6,458.88		\$ 6,458.88		0.57%	\$ 3.04
NCCMT	Investment - Water Fund		\$ 6,745.27			\$ 6,745.27	0.56%	\$ 3.17
NCCMT	Subtotal		\$ 13,204.15					
All Accts	Subtotal		\$ 2,975,502.11	\$ 216,206.05	\$ 2,536,756.49	\$ 222,539.57	0.22%	\$ 550.99
All Accts	Fiscal Year to Date		\$ 2,593,845.32				0.13%	\$ 2,726.97
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2017	\$ 54,525.10		\$ 54,525.10		0.20%	
Avl Sav Bank	CD x5119	11/12/2017	\$ 10,362.94		\$ 10,362.94		0.20%	
CDs	Subtotal		\$ 64,888.04				0.20%	\$ -
All Accts + CDs	Total		\$ 3,040,390.15				0.22%	\$ 550.99
All Accts + CDs	Fiscal Year to Date		\$ 2,658,700.67				0.13%	\$ 2,787.95
			(average)				(average)	

**Town of Montreat
May 2017 Zoning & Building Inspections Report**

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Neale	Henry	117 Shenandoah Terrace	N/A	5284	5/1/2017	Residential Solar P.V. System
George	Beverly	210 Tennessee Road	N/A	5285	5/1/2017	Mechanical - New Installation
Walker	Ann	435 West Virginia Terrace	5/2/2017	5265	2/21/2017	Deck Addition to Permit
Stump	Theodore	110 Mississippi Road Ext.	N/A	5286	5/10/2017	Engineered Retaining Wall
Johnson	Wallace	131 Mecklenburg Circle	N/A	5287	5/15/2017	Residential - Repairs/Improvements
Martha E. Green Crymes		197 Mississippi Road	N/A	5288	5/17/2017	Residential Repairs - Tree Damage
Kennington	Scott	414 South Carolina Terrace	N/A	5289	5/23/2017	Residential Repairs
Potts	Sarah	142 Eastminster Terrace	N/A	5290	5/24/2017	Mechanical - New Installation

ZONING ACTIVITY

Zoning Permit Applications: 1
Variance/Interpretation Requests: None
Conditional Use Requests: None
Permit Extensions Requested: None
Sign Permit Applications: None
Violations Reported: None

BUILDING INSPECTIONS

Building Permit Applications: 9
Building Inspections Requested: 24
Re-inspections Requested/Required: 1
Fire Inspections Requested/Required: 1
Fire Permit Applications: None

Totals

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

Totals

Building Permits Issued: 7
Pending Building Permits: 2
Building Inspections Performed: 25
***Stop Work Order Issued:** None
****Defective Building Posted:** None
Denied Building Permits None
Fire Inspections Performed: 1
Fire Re-Inspections Performed: None
Fire Permits Issued: None

Zoning Permits Report

Permits for 05/01/2017 to 05/30/2017

Report Date 05/30/2017

Permit: Z2008-0269	Issued: 05/02/2017	Expires: 10/28/2017	Property Owner: ANN FULTON WALKER
Applicant: DSH CONSTRUCTION LLC: HENSLEY		Location: 435 WEST VIRGINIA TER	Inspector: DEC
Permit Type: ZONING COMPLIANCE	Details: RESIDENTIAL	Cost: 0	ID: 100178-Z000283

Combo Basic Report

Permits for 05/01/2017 to 05/30/2017

Report Date 05/30/2017

Source: Building	Permit: U2012-5284	Date Issued: 05/01/2017	Permit Expires: 11/01/2017	ID: 100512-B000679
Applicant: SUGAR HOLLOW SOLAR, INC.: MCCL Location: 117 SHENANDOAH TER				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est: 46873	
Property Owner: HENRY W NEALE		PIN: 071064812500000		
Source: Mechanical	Permit: U2012-5285	Date Issued: 05/01/2017	Permit Expires: 05/01/2018	ID: 100521-M000280
Applicant: TW & COMPANY: DANIEL HUGH Location: 210 TENNESSEE RD				
Permit Type: NEW INSTALLATION	Structure: EXISTING SFR/RENTAL		Cost Est: 0	
Property Owner: HARRY D. & BEVERLY M. GEORGE		PIN: 071085165500000		
Source: Building	Permit: U2012-5286	Date Issued: 05/10/2017	Permit Expires: 05/10/2018	ID: 100474-B000680
Applicant: THEODORE M STUMP Location: 110 MISSISSIPPI RD.				
Permit Type: RETAINING WALL	Structure: ENG.STONE RET. WALL		Cost Est: 7500	
Property Owner: THEODORE M STUMP		PIN: 071045518400000		
Source: Building	Permit: U2012-5287	Date Issued: 05/15/2017	Permit Expires: 11/15/2017	ID: 100875-B000681
Applicant: ROB ROBINSON BUILDER, INC.: RO Location: 131 MECKLENBURG CIR				
Permit Type: RES. IMPROVEMENTS	Structure: EXISTING HOME		Cost Est: 60000	
Property Owner: G WALLACE JOHNSON		PIN: 071054293000000		
Source: Building	Permit: U2012-5288	Date Issued: 05/17/2017	Permit Expires: 05/17/2018	ID: 100193-B000682
Applicant: DUINKERKEN HOMES: Location: 197 MISSISSIPPI RD				
Permit Type: RES. REPAIRS	Structure: EXISTING HOME		Cost Est: 100000	
Property Owner: MARTHA E. GREEN CRYMES		PIN: 071075333200000		
Source: Building	Permit: U2012-5289	Date Issued: 05/23/2017	Permit Expires: 05/23/2018	ID: 100195-B000683
Applicant: MATT HIGGINS Location: 414 SOUTH CAROLINA TER				
Permit Type: RES. REPAIRS	Structure: EXISTING HOME		Cost Est: 22500	
Property Owner: ROBERT SCOTT KENNINGTON		PIN: 072007933500000		
Source: Mechanical	Permit: U2012-5290	Date Issued: 05/24/2017	Permit Expires: 05/24/2018	ID: 100382-M000281
Applicant: BULLMAN HEATING & AIR, INC.: B Location: 142 EASTMINSTER TER				
Permit Type: NEW INSTALLATION	Structure: EXISTING SFR/RENTAL		Cost Est: 0	
Property Owner: ELIZABETH G WREN C/O SARAH POTTS		PIN: 071073696500000		

Fee Detail Subsort Report

Report for 04/01/2017 to 05/30/2017

Sorted by Permit Number

Report Date 05/30/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Plumbing	U2012-5278	04/03/2017	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5279	04/04/2017	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Electrical	U2012-5280	//	SERVICE	INSPECTION		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5281	04/17/2017	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5283	04/21/2017	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5284	05/01/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5284	05/01/2017	RES.	PERMIT		\$281.24	
Item Count	2				Fee Totals	\$381.24	
Mechanical	U2012-5285	05/01/2017	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5286	05/10/2017	RETAINING	PERMIT		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Building	U2012-5287	05/15/2017	RES.	CERT OF OCC		\$60.00	
Building	U2012-5287	05/15/2017	RES.	PLUMBING		\$100.00	
Building	U2012-5287	05/15/2017	RES.	PERMIT		\$360.00	
Building	U2012-5287	05/15/2017	RES.	ELECTRICAL		\$100.00	
Building	U2012-5287	05/15/2017	RES.	HR FUND		\$10.00	
Item Count	5				Fee Totals	\$630.00	
Building	U2012-5289	05/23/2017	RES. REPAIRS	RES. REPAIRS		\$135.00	
Item Count	1				Fee Totals	\$135.00	
Mechanical	U2012-5290	05/24/2017	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Item Count	16				Fee Totals	\$2,346.24	

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 05/30/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5157	04/01/2016	COMM. REPAIRS	COMM. REPAIRS		\$300.00	
Item Count	1				Fee Totals	\$300.00	
Mechanical	U2012-5158	04/04/2016	GAS	GAS	23552951	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5159	04/08/2016	CHANGE OUT	MECHANICAL	23621184	\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	HR FUND		\$10.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	RES. REPAIRS		\$240.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	ELECTRICAL		\$100.00	
Building	U2012-5160	04/11/2016	RES. REPAIRS	PLUMBING		\$100.00	
Item Count	4				Fee Totals	\$450.00	
Electrical	U2012-5163	04/18/2016	SERVICE	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5164	04/19/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5165	04/19/2016	RES.	HR FUND	23807591	\$10.00	
Building	U2012-5165	04/19/2016	RES.	PLUMBING	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	ELECTRICAL	23807591	\$100.00	
Building	U2012-5165	04/19/2016	RES.	PERMIT	23807591	\$88.20	
Item Count	4				Fee Totals	\$298.20	
Building	U2012-5166	05/05/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5166	05/05/2016	RES.	PERMIT		\$78.00	
Building	U2012-5166	05/05/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5166	05/05/2016	RES.	HR FUND		\$10.00	
Item Count	4				Fee Totals	\$288.00	
Mechanical	U2012-5167	05/16/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	COMM. REPAIRS		\$990.00	
Building	U2012-5168	05/17/2016	COMM. REPAIRS	ADJUSTMENT		\$-107.00	
Item Count	2				Fee Totals	\$883.00	
Building	U2012-5169	05/17/2016	COMMERCIAL	COMMERCIAL		\$1,172.40	

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 05/30/2017

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count	1					Fee Totals	\$1,172.40
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	MECHANICAL	24370710	\$100.00	
Mechanical	U2012-5170	05/19/2016	CHANGE OUT	ELECTRICAL	24370710	\$100.00	
Item Count	2					Fee Totals	\$200.00
Building	U2012-5171	05/19/2016	RETAINING	PERMIT		\$100.00	
Item Count	1					Fee Totals	\$100.00
Electrical	U2012-5172	05/24/2016	ELEVATOR	ELECTRICAL		\$200.00	
Item Count	1					Fee Totals	\$200.00
Item Count	25					Fee Totals	\$4,366.60

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 05/30/2017

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

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 05/30/2017

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

Last Inspect Records

Report for 05/01/2017 to 05/30/2017

Report Date 05/30/2017

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5285	210 TENNESSEE RD	TW & COMPANY:	NEW	MECH/ELECT.	Mechanical	05/02/2017	10:30 AM	APPROVED	//	DEC
U2012-5285	210 TENNESSEE RD	TW & COMPANY:	NEW	DUCT BLOWER	Mechanical	05/02/2017	10:45 AM	APPROVED	//	DEC
U2012-5274	302 LOOKOUT ROAD	DAVIDSON SASH	COMM.	WINDOW REPL.	Building	05/03/2017	10:30 AM	APPROVED	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	ENG. WALL	Building	05/04/2017	5:30 PM	APPROVED	//	DEC
U2012-5282	122 KANAWHA DR	BULLMAN	CHANGE OUT	MECH.	Mechanical	05/09/2017	2:00 PM	APPROVED	//	DEC
U2012-5265	435 WEST VIRGINIA TER	DSH	RES.	DECK POST	Building	05/10/2017	1:30 PM	FAILED	//	DEC
U2012-5272	102 FRIST RD	ROB ROBINSON	RES.	ELECTRICAL	Building	05/15/2017	10:30 AM	APPROVED	//	DEC
U2012-5272	102 FRIST RD	ROB ROBINSON	RES.	BUILDING FINAL	Building	05/15/2017	10:40 AM	FAILED	//	DEC
U2012-5265	435 WEST VIRGINIA TER	DSH	RES.	RE-INSPECTION	Building	05/15/2017	11:00 AM	APPROVED	//	DEC
U2012-5261	237 ASSEMBLY DR	EWING &	RES.	BUILDING FINAL	Building	05/15/2017	11:30 AM	*APPROVED	//	DEC
U2012-5261	237 ASSEMBLY DR	EWING &	RES.	ELECTRICAL	Building	05/15/2017	11:40 AM	*APPROVED	//	DEC
U2012-5261	237 ASSEMBLY DR	EWING &	RES.	PLUMBING FINAL	Building	05/15/2017	12:00 PM	APPROVED	//	DEC
U2012-5284	117 SHENANDOAH TER	SUGAR HOLLOW	RES.	PARTIAL	Building	05/16/2017	10:30 AM	APPROVED	//	DEC
U2012-5266	554 COVENANT LANE	EWING &	RES.	BUILDING FINAL	Building	05/17/2017	10:30 AM	*APPROVED	//	DEC
U2012-5266	554 COVENANT LANE	EWING &	RES.	ELECTRICAL	Building	05/17/2017	10:40 AM	APPROVED	//	DEC
U2012-5266	554 COVENANT LANE	EWING &	RES.	PLUMBING FINAL	Building	05/17/2017	11:00 AM	APPROVED	//	DEC
U2012-5284	117 SHENANDOAH TER	SUGAR HOLLOW	RES.	ELECTRICAL	Building	05/19/2017	10:00 AM	INCOMPLET	//	DEC
U2012-5284	117 SHENANDOAH TER	SUGAR HOLLOW	RES.	SOLAR PV ARRAY	Building	05/19/2017	10:30 AM	*APPROVED	//	DEC
U2012-5274	302 LOOKOUT ROAD	DAVIDSON SASH	COMM.	ENG.	Building	05/19/2017	12:00 PM	COMPLIANC	//	DEC
U2012-5286	110 MISSISSIPPI RD.	THEODORE M	RETAINING	CONSULTATION	Building	05/19/2017	3:00 PM	ENG. OKAY	//	DEC
U2012-5245	232 NORTH CAROLINA	WADE D BURNS	ACCESSORY	ENG. WALL STEEL	Building	05/23/2017	11:30 AM	APPROVED	//	DEC
U2012-5256	309 CHAPMAN RD	EWING &	RES.	CONSULTATION	Building	05/23/2017	4:00 PM	*SEE NOTES	//	DEC
U2012-5155	396 GENEVA PLACE	GENTRY HEATING	CHANGE OUT	MECH.	Mechanical	05/24/2017	10:30 AM	APPROVED	//	DEC
U2012-5289	414 SOUTH CAROLINA	MATT HIGGINS	RES. REPAIRS	PTL. PIER	Building	05/25/2017	11:30 AM	APPROVED	//	DEC
U2012-5289	414 SOUTH CAROLINA	MATT HIGGINS	RES. REPAIRS	PIER FTNG	Building	05/26/2017	10:30 AM	APPROVED	//	DEC

Inspection Count 25

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

Meeting Date: June 8, 2017

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

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town participates in the N.C. Interlocal Risk Management Agency for our Worker's Compensation Insurance. The preliminary renewal for FYE 2018 has been received, as is \$12865.57. This is a substantial decrease from our FYE17 premium of \$14012.96. Be aware that there could be an adjustment to this figure depending upon the results of the final payroll audit that they perform annually. These adjustments typically run from a few hundred to a couple thousand dollars, depending upon employee turnover.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the Worker's Compensation Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$12865.57 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

FUNDING SOURCE: General Fund – Public Buildings

ATTACHMENTS: Insurance renewal proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:

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

Town of Montreat
 PO Box 423
 Montreat, NC 28757

Program Year: 2017/2018
Policy Period: 7/1/2017 to 7/1/2018
Policy Number: WC-466-2017-00

Proposal Number: 55884

Proposal Date: 05/02/2017

Code	Classification	Estimated	Revise Payroll to:
7720	Police Officers	\$200,000	
8810	Clerical	\$86,370	
9402	Street Cleaning & Sewer Line Cleaning	\$161,249	
9403	Garbage & Bulk Collection (Sanitation)	\$32,745	
9410	Municipal Employees (not otherwise classified)	\$50,020	
9990	City Manager: office duties only	\$70,000	
9996	Mayor and Council	\$30,000	

Total Payroll: \$630,384

Renewal Quote Information

Experience Modifier:	0.8600
Employers Liability Limits: \$1,000,000/\$1,000,000/\$1,000,000	
Deductible:	\$1,000
Schedule:	N/A
IRFFNC Member?:	Yes

Estimated Annual Premium:	\$16,408.57
Incentive Credit:	\$3,543
Estimated Final Premium:	\$12,865.57

 Signature

 Date

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

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

Town of Montreat
 PO Box 423
 Montreat, NC 28757

For the Program Year: 2017/2018
Effective Dates: 7/1/2017 to 7/1/2018
Policy Number: WC-466-2017-00

Proposal Number: 55884

Proposal Date: 05/02/2017

Code	Classification	Payroll	Rate	Premium
7720	Police Officers	\$200,000	3.7000	\$7,400.00
8810	Clerical	\$86,370	0.3600	\$310.93
9402	Street Cleaning & Sewer Line Cleaning	\$161,249	5.8500	\$9,433.07
9403	Garbage & Bulk Collection (Sanitation)	\$32,745	5.8500	\$1,915.58
9410	Municipal Employees (not otherwise classified)	\$50,020	1.5500	\$775.31
9990	City Manager: office duties only	\$70,000	0.3600	\$252.00
9996	Mayor and Council	\$30,000	0.3600	\$108.00
Totals:		\$630,384		\$20,194.89

Premium	Limit	Rate		Result
Estimated Manual Premium:				\$20,194.89
Employers Liability: \$1,000,000/\$1,000,000/\$1,000,000		0.011000	+	\$222.14
Employers Liability Minimum Premium Balance:			+	\$0.00
Deductible: \$1,000		0.037000	-	\$747.21
Estimated Subject Premium:			=	\$19,669.82
Ex Mod (used):			x	0.8600
Estimated Modified Premium:			=	\$16,916.05
Schedule Adjustment:		1.0000	+	\$0.00
Schedule Adjusted Premium:			=	\$16,916.05
Package Discount:		0.9700	+	(\$507.48)
Package Adjusted Premium:			=	\$16,408.57
WC Minimum Premium Balance:			+	\$0.00
Expense Constant:			-	\$0.00
Estimated Standard Premium:			=	\$16,408.57
Expense Constant:			+	\$0.00
Estimated Annual Premium:			=	\$16,408.57
Pro-rata:			x	1.0000
Estimated Pro-rata Annual Premium:			=	\$16,408.57
Incentive Credit			-	\$3,543.00
Estimated Final Premium:			=	\$12,865.57

Estimated Final Premium: \$12,865.57

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

Meeting Date: June 8, 2017

SUBJECT: Property & Liability Insurance Renewal – NC Interlocal Risk Management Agency

AGENDA INFORMATION:

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

BRIEF SUMMARY: The Town participates in the N.C. Interlocal Risk Management Agency for our Property and Liability Insurance. The preliminary renewal for FYE 2018 has been received, and is \$19,319. This is only slightly higher than our FYE 17 premium of \$19,214.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To approve the Property and Liability Insurance renewal from the N.C. Interlocal Risk Management Agency in the amount of \$19,319 and to authorize the Town Administrator and Finance Officer to execute the necessary contract documents.

FUNDING SOURCE: General Fund – Public Buildings

ATTACHMENTS: Insurance renewal proposal

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:

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

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

POLICY PERIOD 7/1/2017 to 7/1/2018 At 12:01 A.M. Standard Time at the address of the Named Insured

POLICY NUMBER PL-26036-2017-00

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

COVERAGE		LIMITS	DEDUCTIBLES	PREMIUM
GENERAL LIABILITY COVERAGES				\$3,163
(X) General Liability	2,000,000	Per Occurrence	0	
() Premises Medical Payments		Per Person		
() No Fault Sewer Backup		Per Occurrence		
		Aggregate		
() No Fault Electrical Surge		Per Occurrence		
		Aggregate		
EMPLOYEE BENEFITS LIABILITY				\$25
(X) Employee Benefits Liability	1,000,000	Each Claim	1,000	
PUBLIC OFFICIALS LIABILITY (Claims Made)				\$1,300
(X) Public Officials Liability	2,000,000	Each Claim	10,000	
EMPLOYMENT PRACTICES LIABILITY(Claims Made)				\$1,100
(X) Employment Practices Liability	2,000,000	Each Claim	10,000	
	3,000,000	Annual Aggregate		
POLICE PROFESSIONAL LIABILITY				\$2,587
(X) Police Professional Liability	2,000,000	Each Occurrence	2,500	
	3,000,000	Annual Aggregate		
LIQUOR LIABILITY				Coverage Not Provided
() Liquor Liability		Each Common Cause		
PROPERTY COVERAGES				\$1,318
(X) Blanket Buildings & Personal Property	1,799,338	Total Insured Values	1,000	
() Builders Risk				
() Excess Valuable Papers		Excess Limit		
() Excess Accounts Receivable		Excess Limit		
INLAND MARINE COVERAGES				\$1,043
(X) Municipal Equipment	217,446	Refer to Schedule	500	
(X) Computer Equipment & Media	109,000	Refer to Schedule	1,000	
() Portable Equipment		Refer to Schedule		
(X) Fine Arts	0	Refer to Schedule	1,000	
() Scheduled Animal		Refer to Schedule		
CRIME COVERAGES				\$215
(X) Employee Dishonesty	50,000	Per Occurrence	250	
(X) Forgery & Alteration	50,000	Per Occurrence	250	
(X) Inside the Premises - Theft of Money or Securities	5,000	Per Occurrence	250	
(X) Outside the Premises	5,000	Per Occurrence	250	
() Public Officials Bond				
AUTOMOBILE COVERAGES				\$7,180
(X) Auto Liability	2,000,000	Each Accident	0	
(X) Non-Owned & Hired			0	
(X) Uninsured/Underinsured Motorists	1,000,000	Each Accident	0	
() Impounded Auto Comprehensive		Each Accident		
() Impounded Auto Collision		Each Accident		
() Garage Liability		Each Accident		
() Garagekeepers Comprehensive		Each Accident		
() Garagekeepers Collision		Each Accident		
AUTOMOBILE PHYSICAL DAMAGE COVERAGES				\$2,521
(X) Auto Physical Damage Comprehensive	525,461	Total Insured Values	Refer to Schedule	
(X) Auto Physical Damage Collision	525,461	Total Insured Values	Refer to Schedule	
(X) Hired Auto Physical Damage Comprehensive			500	
(X) Hired Auto Physical Damage Collision			500	
TOTAL PREMIUM				\$20,453
Less INCENTIVE CREDIT				\$1,134
NET PREMIUM				\$19,319

05/09/2017

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

Meeting Date: June 8, 2017

SUBJECT: Employee Benefit Health Insurance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: C
Department: Administration/Finance
Contact: Alex Carmichael/Steve Stackhouse
Presenter: Alex Carmichael/Steve Stackhouse

BRIEF SUMMARY: The Town needs to renew its employee health insurance package effective July 1, 2017. We received proposals from both Blue Cross and NCLM. Continuing with the present policy with Blue Cross will result in an increase from \$660.33 to \$786.50 (or 24%), which seems to us to be excessively high. Lower cost Blue Cross policies will place our employees at a considerable disadvantage. The NCLM proposals look to us to be far more attractive. We are suggesting the selection of option C, which is the most favorable to the employee (at a cost of \$726.00 per employee per month). The Town will also need to renew dental and life insurance plans, and from both a practical and cost perspective switching to NCLM as well is advised. We also have the opportunity to add some basic vision coverage with NCLM at the very reasonable cost of \$1 per employee per month.

RECOMMENDED MOTION AND REQUESTED ACTIONS: To authorize the Town Administrator and Finance Officer to contract with the NCLM Health Benefits Trust, effective July 1, 2017 for the Option C health insurance, Dental II (no ortho), Basic Vision, and \$15,000 Life Insurance as proposed, for fiscal year 2017-2018, and for the Town to reimburse employees for the last half of the employee-only deductible as has been our policy.

FUNDING SOURCE: General Fund budget

ATTACHMENTS: NCLM & Blue Cross/Blue Shield quotes, comparison charts and benefit highlights

ADMINISTRATOR'S COMMENTS AND RECOMMENDATIONS:

The Town has multiple options for renewing our employee health insurance benefits. Our present Blue Cross policy costs us \$660.33 per employee per month. Renewing with the closest match would result in a 24% price increase to \$786.50. The least expensive alternative from Blue Cross would be \$632.32, but this would massively increase the out-of-pocket maximum for the employees and is not recommended. While a number of different plans were presented to us from Blue Cross, these are all minor variations on these two main options. We also received three quotes from the NCLM Health Benefits Trust. The plan which would be least expensive for the Town (option A) would cost \$690.00 per employee per month, while the plan that would be most advantageous to the employees (option C)

would cost \$726.00; an intermediate plan (option B) would cost \$708.00. Switching to one of the NCLM plans would also be advantageous to the Town, because it would bring all of our insurance “under one roof,” and we would have the benefit of participating in a larger group for underwriting. We are thus recommending that either the NCLM option B or option C plan be selected for the next fiscal year.

The Town also needs to renew our employee’s dental insurance coverage. Presently we are with Blue Cross and are paying \$35.23 per employee. Renewing this existing policy would cost \$33.01. Virtually identical coverage from the NCLM Health Benefits Trust would cost \$29.50; our employees would also have the option of adding family members or of paying extra for better coverage. Other options from these two and from other carriers were also presented to us, but if the Board does accept our recommendation to go with NCLM for health insurance, then we would recommend also going with the NCLM proposal.

We have also requested quotes for adding some vision care insurance for this next fiscal year. The NCLM Health Benefits Trust offers a Basic Vision policy for just \$1.00 per employee per month. Again, employees can pay to add family members or increase coverage at their own expense. The comparable policy from Blue Cross would be \$6.07/month. The cost of the NCLM basic policy is so minimal that we are strongly recommending this addition to our employee benefit program.

Part of our health insurance package includes a \$15,000 life insurance policy. The cost to continue with Blue Cross would be \$5.25 per employee per month, while switching to NCLM would cost only \$4.20 per month.

A decision is required at the June regular board meeting to assure that our employees have coverage on July 1st.



Option A
Lowest cost
to Tom

Effective July 1, 2017

MED 2000 30/40 F

For the period July 1, 2017 - June 30, 2018:

Active Employees

Tier	2017
Employee Only	\$690.00
Employee + Spouse	\$1,620.00
Employee + Child	\$1,035.00
Employee + Children	\$1,242.00
Family	\$2,069.00

Retirees (Pre-65)

Tier	2017
Employee Only	\$1,139.00
Employee + Spouse	\$2,673.00
Employee + Child	\$1,708.00
Employee + Children	\$2,049.00
Family	\$3,414.00

Retirees (MedSup)

Tier	2017
Employee Only	\$348.00
Employee + Spouse	\$696.00

Deductibles and Out-of-Pocket Limits**In Network**

Calendar Year Deductible	\$2,000/\$4,000
Maximum Out-of-Pocket	\$4,000/\$8,000
Coinsurance	70%

Hospital Services

ER Services	\$200 copay/coins/deductible
-------------	------------------------------

Physician Services

Primary Office Visits Co-pay	\$30
Specialist Office Visits Co-pay	\$40

Preventive Services

Routine Preventive Care	100%
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Prescription Drugs / Rx Drug Card

Retail Pharmacy	\$5/\$30/\$50/\$75
-----------------	--------------------



*Recommended
Option B
Intermediate*

Effective July 1, 2017

MED 1500 30/40 F

For the period July 1, 2017 - June 30, 2018:

Active Employees

Tier	2017
Employee Only	\$708.00
Employee + Spouse	\$1,664.00
Employee + Child	\$1,062.00
Employee + Children	\$1,274.00
Family	\$2,124.00

Retirees (Pre-65)

Tier	2017
Employee Only	\$1,168.00
Employee + Spouse	\$6.00
Employee + Child	\$1,752.00
Employee + Children	\$2,102.00
Family	\$3,505.00

Retirees (MedSup)

Tier	2017
Employee Only	\$348.00
Employee + Spouse	\$696.00

Deductibles and Out-of-Pocket Limits**In Network**

Calendar Year Deductible	\$1,500/\$3,000
Maximum Out-of-Pocket	\$3,500/7,000
Coinsurance	70%

Hospital Services

ER Services	\$200 copay/coins/deductible
-------------	------------------------------

Physician Services

Primary Office Visits Co-pay	\$30
Specialist Office Visits Co-pay	\$40

Preventive Services

Routine Preventive Care	100%
-------------------------	------

Prescription Drugs / Rx Drug Card

Retail Pharmacy	\$5/\$30/\$50/\$75
-----------------	--------------------



*Recommended
Option C
most advantageous
to employees*

Effective July 1, 2017

MED 2000 20/30 F

For the period July 1, 2017- June 30, 2018:

Active Employees	
Tier	2017
Employee Only	\$726.00
Employee + Spouse	\$1,706.00
Employee + Child	\$1,090.00
Employee + Children	\$1,307.00
Family	\$2,178.00

Retirees (Pre-65)	
Tier	2017
Employee Only	\$1,198.00
Employee + Spouse	\$2,815.00
Employee + Child	\$1,799.00
Employee + Children	\$2,157.00
Family	\$3,594.00

Retirees (MedSup)	
Tier	2017
Employee Only	\$348.00
Employee + Spouse	\$696.00

Deductibles and Out-of-Pocket Limits**In Network**

Calendar Year Deductible	\$2,000 /\$4,000
Maximum Out-of-Pocket	\$3,500/\$7,000
Coinsurance	85%

Hospital Services

ER Services	\$200 copay/coins/deductible
-------------	------------------------------

Physician Services

Primary Office Visits Co-pay	\$20
Specialist Office Visits Co-pay	\$30

Preventive Services

Routine Preventive Care	100%
-------------------------	------

Prescription Drugs / Rx Drug Card

Retail Pharmacy	\$5/\$30/\$50/\$75
-----------------	--------------------



Recommended present Effective July 1, 2017

DENTAL II -- No ORTHO

Closest to present

For the period July 1, 2017 - June 30, 2018:

Active Employees	
Tier	2017 Renewal Rates
Employee Only	\$29.50
Employee + Spouse	\$59.00
Employee + Children	\$62.00
Family	\$78.00

PLAN DESIGN

Deductible	\$50
Family Deductible	\$100
Preventive Services	100%
Basic	80%
Major	50%
Annual Maximum	\$1,000



Effective July 1, 2017

DENTAL II WITH ORTHO

For the period July 1, 2017 - June 30, 2018:

Active Employees	
Tier	2017 Renewal Rates
Employee Only	\$29.50
Employee + Spouse	\$59.00
Employee + Children	\$83.00
Family	\$94.00

PLAN DESIGN

Deductible	\$50
Family Deductible	\$100
Preventive Services	100%
Basic	80%
Major	50%
Child Orthodontia	50%
Annual Maximum	\$1,000
Child Orthodontia Maximum	\$1,000



Effective July 1, 2017

DENTAL III- NO ORTHO

For the period July 1, 2017- June 30, 2018:

Active Employees	
Tier	2017 Renewal Rates
Employee Only	\$39.00
Employee + Spouse	\$78.50
Employee + Children	\$82.00
Family	\$102.50

PLAN DESIGN

Deductible	\$50
Family Deductible	\$100
Preventive Services	100%
Basic	80%
Major	80%
Annual Maximum	\$1,500



Effective July 1, 2017

DENTAL III WITH ORTHO

For the period July 1, 2017 - June 30, 2018:

Active Employees	
Tier	2017 Renewal Rates
Employee Only	\$39.00
Employee + Spouse	\$78.50
Employee + Children	\$109.00
Family	\$122.00

PLAN DESIGN

Deductible	\$50
Family Deductible	\$100
Preventive Services	100%
Basic	80%
Major	80%
Child Orthodontia	50%
Annual Maximum	\$1,500
Child Orthodontia Maximum	\$1,000



Recommended

BASIC VISION

For the period July 1, 2017- June 30, 2018:

Active Employees	
Tier	2016 Renewal Rates
Employee Only	<u>\$1.00</u>
Employee + Spouse	\$2.00
Employee + Children	\$2.00
Family	\$3.00

PLAN DESIGN

- WellVision Exam: \$10 every 12 months
- 20% savings on complete pair of prescription glasses and sunglasses, including lens enhancements, from any VSP provider within 12 months from your last WellVision Exam.
- 15 % savings on a **contact lens exam** (fitting and evaluation)
- 15% off the regular price or 5% of the promotional price of **Laser Vision Correction**



PREMIER PLAN VISION

For the period July 1, 2017- June 30, 2018:

Active Employees	
Tier	2017 Renewal Rates
Employee Only	\$7.00
Employee + Spouse	\$13.00
Employee + Children	\$13.00
Family	\$20.00

PLAN DESIGN

- WellVision Exam: \$10 every 12 months
- Prescription Glasses: \$20 copayment every 12 months
 - Frame allowance of \$120 and \$140 for featured frame brands
 - 20% savings on amount over your allowance
- Or Contacts (instead of glasses) \$120 allowance every 12 months



PREMIER PLUS PLAN VISION

For the period July 1, 2017 - June 30, 2018:

Active Employees	
Tier	2017 Renewal Rates
Employee Only	\$12.00
Employee + Spouse	\$21.00
Employee + Children	\$21.00
Family	\$32.00

PLAN DESIGN

- WellVision Exam: \$10 every 12 months
- Prescription Glasses: \$20 copayment every 12 months
 - Frame allowance of \$160 and \$180 for featured frame brands
 - 20% savings on amount over your allowance
- Or Contacts (instead of glasses) \$160 allowance every 12 months



LIFE

For the period July 1, 2017 - June 30, 2018:

Employee Life & AD&D Insurance (per \$1,000)

\$0.28

Retiree Life (per \$1,000)

\$0.28

*5
x 15 = 4.20/mo*

Dependent Life Insurance

Plan A (\$2,000 per dependent)

\$0.88

Plan B (\$2,500 per dependent)

\$1.06

Plan C (\$5,000 per dependent)

\$2.00

Plan D (\$10,000 per dependent)

\$4.10

Supplemental Life (\$10,000 increments)

Based on Age Schedule

SHORT TERM & LONG TERM DISABILITY

Short Term Disability

\$12.00

Long Term Disability (per \$100 in monthly salary)

\$0.29



BANKERS INSURANCE
Insuring today to ensure tomorrow.

Town Of Montreat

July 1, 2017 Renewal Options

Present

Renewal

Lowest Cost

			Blue Cross Blue Shield				
			Gold ACA CURRENT	Gold 1500 C COMPOSITE	Gold 2000 C COMPOSITE	Silver 2000 C COMPOSITE	Silver 3000 C COMPOSITE
Employee Only	12	EE Only	Refer to Age-Band Rate Table	\$786.50	\$794.08	\$632.32	\$653.65
Employee/Spouse	0	EE Only		\$1,573.00	\$1,588.16	\$1,264.64	\$1,307.30
Employee/Children	0	EE Only		\$1,455.03	\$1,469.05	\$1,169.79	\$1,209.25
Family	0	EE Only		\$2,438.15	\$2,461.65	\$1,960.19	\$2,026.32
Estimated Monthly Premium			\$7,924.05	\$9,438.00	\$9,528.96	\$7,587.84	\$7,843.80
% Change from Current			0.0%	19.1%	20.3%	-4.2%	-1.0%
			Health Summary of In-Network Benefits				
Health Benefits			Current	937834 Gold 1500 C	937825 Gold 2000 C	937824 Silver 2000 C	937833 Silver 3000 C
Deductible			\$1500/\$3000	\$1500/\$3000	\$2000/\$4000	\$2000/\$4000	\$3000/\$6000
Coinsurance			80%	80%	80%	70%	70%
Out-of-Pocket Max			\$4,000/\$8,000	\$4,000/\$8,000	\$4,000/\$8,000	\$7,150/\$14,300	\$7,150/\$14,300
Preventive Care			100%	100%	100%	100%	100%
Office Visit Copay			\$25	\$25	\$15	\$45	\$30
Specialist Copay			\$50	\$50	\$30	\$90	\$60
Urgent Care			\$50	\$50	\$30	\$90	\$60
Emergency Room			\$500	\$500	\$500	\$500	\$500
Inpatient Hospital			20% After Ded	20% After Ded	20% After Ded	30% After Ded	30% After Ded
Outpatient Services			20% After Ded	20% After Ded	20% After Ded	30% After Ded	30% After Ded
Prescription Drug Coverage T1A/T1			\$4	\$4	\$4	\$20	\$10
Prescription Drug Coverage T2			\$15	\$15	\$15	\$35	\$25
Prescription Drug Coverage T3			\$35	\$35	\$35	\$45	\$40
Prescription Drug Coverage T4			\$50	\$50	\$50	\$90	\$80
Prescription Drug Coverage T5			25% up to \$100 Max	25% up to \$100 Max	25% up to \$100 Max	25% up to \$200 Max	25% up to \$100 Max
Prescription Drug Coverage T6			N/A	25% up to \$200 Max	25% up to \$200 Max	25% up to \$300 Max	25% up to \$100 Max

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

Town of Montreat

July 1, 2017 Ancillary Proposal

= \$5.25/mo

Group Life/Ad&d	BCBS	BCBS	Principal	Met Life	Humana
Life/ AD&D Benefit	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000
Life Rate	\$0.350	\$0.350	\$0.295	\$0.451	\$0.420
Ad&d Rate	\$0.040	\$0.040	\$0.031	\$0.028	\$0.030
Total Rate	\$0.390	\$0.390	\$0.326	\$0.479	\$0.450
Estimated Monthly Premium	\$68.31	\$101.40	\$84.76	\$121.19	\$113.85

Dental		BCBS Current	Principal Option 1	Met Life Option 2	Met Life Option 3	Humana Option 4	Humana Option 5	BCBS Option 6	BCBS Option 7	BCBS Option 8
Employee Only	13	\$35.23	\$29.57	\$33.51	\$35.39	\$35.42	\$39.67	\$33.01	\$32.41	\$33.57
Employee/Spouse	0	\$76.47	\$59.26	\$68.32	\$72.18	\$70.84	\$79.34	\$71.63	\$70.33	\$72.84
Employee/Children	0	\$78.45	\$66.83	\$78.00	\$74.76	\$90.32	\$101.16	\$74.29	\$72.94	\$75.55
Family	0	\$123.26	\$100.99	\$72.17	\$118.84	\$125.74	\$140.83	\$116.34	\$114.23	\$118.31
Estimated Monthly Premium		\$457.99	\$384.41	\$435.63	\$460.07	\$460.46	\$515.71	\$429.13	\$421.33	\$436.41
Percentage Change from Current		-16.07%		-4.88%	0.45%	0.54%	12.60%	-6.30%	-8.00%	-4.71%
Annual Deductible										
Individual		\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Family		\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
Diagnostic & Preventive Care		100%	100%	100%	100%	100%	100%	100%	100%	100%
Basic Dental Services		80% After Ded	80% After Ded	80% After Ded	80% After Ded	80% After Ded	80% After Ded	80% After Ded	80% After Ded	80% After Ded
Major Dental Services		50% After Ded	50% After Ded	50% After Ded	50% After Ded	50% After Ded	50% After Ded	50% After Ded	50% After Ded	50% After Ded
Annual Maximum Benefit		\$1,000	\$1,000	\$1,000	\$1,500	\$1,000	\$1,500	\$1,000	\$1,000	\$1,000

Endo 80%/Perio 50% Endo 50%/Perio 20% Endo 20%/Perio 50%

VISION		BCBS Option 1	BCBS Option 2	Principal Option 3	Met Life Option 4	Humana Option 5	Humana Option 6	Humana Option 7
Employee Only	13	\$6.07	\$8.80	\$7.87	\$8.06	\$4.12	\$5.75	\$7.08
Employee/Spouse	0	\$11.53	\$16.72	\$15.96	\$16.17	\$8.24	\$11.51	\$14.16
Employee/Children	0	\$12.14	\$17.60	\$16.88	\$13.68	\$7.83	\$10.93	\$13.45
Family	0	\$17.85	\$25.87	\$26.77	\$22.55	\$12.30	\$17.18	\$21.14
Estimated Monthly Premium		\$78.91	\$114.40	\$102.31	\$104.78	\$53.56	\$74.75	\$92.04
Frequency								
Exam	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
Lenses	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months	12 Months
Frames	24 Months	24 Months	24 Months	24 Months	24 Months	24 Months	24 Months	24 Months
Exam	\$10 copay	\$0 Copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$10 copay	\$0 Copay
Materials	\$25 copay	\$10 Copay	\$25 copay	\$25 copay	\$15 copay	\$10 copay	\$10 copay	\$0 Copay
Frames	\$130	\$150	\$130	\$130	\$130	\$160	\$160	\$200
Elective Contact Lenses	\$130	\$150	\$130	\$105	\$130	\$160	\$160	\$200

Includes Ortho

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Town Of Montreat

July 1, 2017 Renewal Options



BANKERS INSURANCE
Insuring today to ensure tomorrow.

			Blue Cross Blue Shield								
			Gold ACA	Gold 1500 C	Gold 1500	Gold 2000 C	Gold 2000 C	Silver 2000 C	Silver 2000	Silver 3000 C	Silver 3000 C
			CURRENT	AGE-BANDED	COMPOSITE	AGE-BANDED	COMPOSITE	AGE-BANDED	COMPOSITE	AGE-BANDED	COMPOSITE
Darrick Allen	28	EE Only	\$412.74	\$470.04	\$786.50	\$474.57	\$794.08	\$377.90	\$632.32	\$390.65	\$653.65
David Arrant	43	EE Only	\$521.84	\$586.79	\$786.50	\$592.45	\$794.08	\$471.76	\$632.32	\$487.68	\$653.65
Armon Blevins	45	EE Only	\$550.19	\$624.41	\$786.50	\$630.44	\$794.08	\$502.01	\$632.32	\$518.94	\$653.65
Phyllis Comrie	61	EE Only	\$1,106.69	\$1,215.10	\$786.50	\$1,226.82	\$794.08	\$976.90	\$632.32	\$1,009.86	\$653.65
Clyde Creasmen	61	EE Only	\$1,068.88	\$1,215.10	\$786.50	\$1,226.82	\$794.08	\$976.90	\$632.32	\$1,009.86	\$653.65
Barry Creasmen	43	EE Only	\$521.84	\$586.79	\$786.50	\$592.45	\$794.08	\$471.76	\$632.32	\$487.68	\$653.65
David Currie	54	EE Only	\$803.43	\$923.22	\$786.50	\$932.12	\$794.08	\$742.23	\$632.32	\$767.28	\$653.65
Stephen Freeman	54	EE Only	\$840.85	\$923.22	\$786.50	\$932.12	\$794.08	\$742.23	\$632.32	\$767.28	\$653.65
Angela Murphy	41	EE Only	\$503.33	\$563.01	\$786.50	\$568.44	\$794.08	\$452.64	\$632.32	\$467.91	\$653.65
Michael Harrison	51	EE Only	\$703.40	\$806.46	\$786.50	\$814.24	\$794.08	\$648.37	\$632.32	\$670.24	\$653.65
Stefan Stackhouse	65	Waive	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Justyn Whitson	57	EE Only	\$412.74	\$1,053.81	\$786.50	\$1,063.97	\$794.08	\$847.22	\$632.32	\$875.81	\$653.65
John Carmichael	28	EE Only	\$478.12	\$470.04	\$786.50	\$474.57	\$794.08	\$377.90	\$632.32	\$390.65	\$653.65
Estimated Monthly Premium			\$7,924.05	\$9,437.99	\$9,438.00	\$9,529.01	\$9,528.96	\$7,587.82	\$7,587.84	\$7,843.84	\$7,843.80
% Change from Current			0.0%	19.1%	19.1%	20.3%	20.3%	-4.2%	-4.2%	-1.0%	-1.0%
			Health Summary of In-Network Benefits								
				937817	937834	937768	937825	937767	937824	937816	937833
Health Benefits			Current	Plan Opt 1		Plan Opt 2		Plan Opt 3		Plan Opt 4	
Deductible			\$1500/\$3000	\$1500/\$3000	\$1500/\$3000	\$2000/\$4000	\$2000/\$4000	\$2000/\$4000	\$2000/\$4000	\$3000/\$6000	\$3000/\$6000
Coinsurance			80%	80%	80%	80%	80%	70%	70%	70%	70%
Out-of-Pocket Max			\$4,000/\$8,000	\$4,000/\$8,000	\$4,000/\$8,000	\$4,000/\$8,000	\$4,000/\$8,000	\$7,150/\$14,300	\$7,150/\$14,300	\$7,150/\$14,300	\$7,150/\$14,300
Preventive Care			100%	100%	100%	100%	100%	100%	100%	100%	100%
Office Visit Copay			\$25	\$25	\$25	\$15	\$15	\$45	\$45	\$30	\$30
Specialist Copay			\$50	\$50	\$50	\$30	\$30	\$90	\$90	\$60	\$60
Urgent Care			\$50	\$50	\$50	\$30	\$30	\$90	\$90	\$60	\$60
Emergency Room			\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Inpatient Hospital			20% After Ded	20% After Ded	20% After Ded	20% After Ded	20% After Ded	30% After Ded	30% After Ded	30% After Ded	30% After Ded
Outpatient Services			20% After Ded	20% After Ded	20% After Ded	20% After Ded	20% After Ded	30% After Ded	30% After Ded	30% After Ded	30% After Ded
Prescription Drug Coverage T1A/T1			\$4	\$4	\$4	\$4	\$4	\$20	\$20	\$10	\$10
Prescription Drug Coverage T2			\$15	\$15	\$15	\$15	\$15	\$35	\$35	\$25	\$25
Prescription Drug Coverage T3			\$35	\$35	\$35	\$35	\$35	\$45	\$45	\$40	\$40
Prescription Drug Coverage T4			\$50	\$50	\$50	\$50	\$50	\$90	\$90	\$80	\$80
Prescription Drug Coverage T5			25% up to \$100 Max	25% up to \$100 Max	25% up to \$100 Max	25% up to \$100 Max	25% up to \$100 Max	25% up to \$200 Max	25% up to \$200 Max	25% up to \$100 Max	25% up to \$100 Max
Prescription Drug Coverage T6			N/A	25% up to \$200 Max	25% up to \$200 Max	25% up to \$200 Max	25% up to \$200 Max	25% up to \$300 Max	25% up to \$300 Max	25% up to \$100 Max	25% up to \$100 Max

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Town of Montreat
Health Insurance Comparison
FYE 18

	Present BCBSNC	Closest to present BCBSNC 937834	Cheapest, not recommended BCBSNC 937824	Least for TOM NCLM A
Deductible	1500/3000	1500/3000	2000/4000	2000/4000
Coinsurance	80%	80%	70%	70%
Out-of-Pocket Max	4000/8000	4000/8000	7150/14300	4000/8000
ER CoPay	\$500	\$500	\$500	\$200
Primary MD CoPay	\$25	\$25	\$45	\$30
Specialist CoPay	\$50	\$50	\$90	\$40
Rx Tiers	\$4/15/35/50	\$4/15/35/50	\$20/35/45/90	\$5/30/50/75
Employee premium	\$660.33	\$786.50	\$632.32	\$690.00

In-between		Least for employee
NCLM B		NCLM C
1500/3000		2000/4000
	70%	85%
3500/7000		3500/7000
	\$200	\$200
	\$30	\$20
	\$40	\$30
\$5/30/50/75		\$5/30/50/75
	\$708.00	\$726.00

**TOWN OF MONTREAT
FISCAL YEAR 2016-2017
BUDGET AMENDMENT #5**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2017.

Department(s): Governing Board, Administration, Police, Building & Zoning, Public Works, Streets, & Sanitation

Purpose: To amend payroll budgets to match projected expenditures for FYE 17.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Admin – FICA	10-00-4200-050	\$200		\$14,100
Admin – Group Ins	10-00-4200-060		\$1000	\$23,900
Admin – Retirement	10-00-4200-070		\$1200	\$21,100
Police – Salaries	10-10-5100-020	\$2000		\$232,720
Police – Separation Pay	10-10-5100-021	\$5200		\$5,200
Police – FICA	10-10-5100-050	\$600		\$18,400
Police – Group Ins	10-10-5100-060	\$2900		\$44,400
Police – Retirement	10-10-5100-070		\$2000	\$28,300
Bldg & Zone – Grp Ins	10-10-5400-060	\$800		\$9,100
Pub Wks – Salaries	10-20-5550-020	\$1800		\$56,600
Pub Wks – FICA	10-20-5550-050	\$200		\$4,400
Pub Wks – Grp Ins	10-20-5550-060	\$600		\$8,900
Pub Wks – Retirement	10-20-5550-070	\$200		\$7,000
Streets – Salaries	10-20-5600-020	\$700		\$112,100
Streets – Grp Ins	10-20-5600-060	\$1700		\$26,600
Streets – Retirement	10-20-5600-070	\$200		\$13,900
Sanitation – Grp Ins	10-30-5800-060	\$600		\$8,900
Gov Bd – Salary Contingency	10-00-4100-332		\$13500	\$0

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

Finance Officer

Date

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

Adopted this 8th day of June 2017.

**TOWN OF MONTREAT
FISCAL YEAR 2016-2017
BUDGET AMENDMENT #5**

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date

**TOWN OF MONTREAT
FISCAL YEAR 2016-2017
BUDGET AMENDMENT #6**

Be it ordained by the Town of Montreat Board of Commissioners that the following amendment be made to the Budget Ordinance for the fiscal year ending June 30, 2017.

Department(s): Administration/Streets

Purpose: To amend the Administration budget to cover exceptional travel and training expenditures due to new hires.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Administration – Travel & Training	10-00-4200-140	\$7000		\$11000
Streets – Capital Exp	10-20-5600-730		\$7000	\$295,400

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

Finance Officer

Date

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

Adopted this 8th day of June 2017.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date