

**Town of Montreat
Board of Commissioners Meeting Agenda – Public Forum
December 8, 2016 – 6:30 p.m.
Walkup Building**

I. Call to Order

- Welcome
- Moment of Silence

II. Agenda Adoption

III. Public Comments

IV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Meeting
December 8, 2016 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council: Bounty and Soul

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

- November 3, 2016, Public Forum Minutes
- November 3, 2016, Town Council Agenda Meeting Minutes
- November 10, 2016, 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
- Texas Road Bridge Update
- Other Topics

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

- A. Request from Montreat College for Approval to Install 30 Light Pole Banners on the Montreat College Campus
- **Suggested Motion:** The Board of Commissioner hereby agrees to table this topic indefinitely.

X. New Business

- A. Approval of Recertification of Tree City USA
- **Suggested Motion:** The Board of Commissioners hereby authorizes Mayor Tim Helms to execute the documents for recertification of Tree City USA.
- B. Discussion of Disposition of Florida Terrace Property
- **Suggested Motion:**
- C. Discussion of affirming Montreat as a Welcoming Community
- **Suggested Motion:**

XI. 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.

XII. Commissioner Communications

XIII. Meeting Dates

Montreat Landcare:

December 7, 2016, 9:00 a.m.
Allen Building
Swannanoa Room

December Town Council Meeting:

December 8, 2016, 7:00 p.m.
Walkup Building
Public Forum begins at 6:30 p.m.

Town Offices Closed:

December 23 & December 26, 2016
Christmas Holidays
Sanitation resumes on December 27th

**Montreat Board of Commissioners
Town Council Meeting
December 8, 2016**

Montreat Tree Board:

Will not be meeting in the month of December

Town Services Office Closed:

January 2, 2016 for the New Year's Holiday
Sanitation resumes on January 3rd

Montreat Landcare:

January 4, 2017, 9:00 a.m.
Allen Building
Swannanoa Room

January Town Council Agenda Meeting

January 5, 2017, 7:00 p.m.
Walkup Building
Public forum begins at 6:30 p.m.

January Town Council Meeting

January 12, 2017, 7:00 p.m.
Walkup Building

XIV. Adjournment

**Town of Montreat
Board of Commissioners
Town Council Public Forum
November 3, 2016
Walkup Building**

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

Board members absent: Commissioner Mary Standaert

Town staff present: Al Richardson, Interim Town Administrator
Barry Creasman, Senior Water Operator
Angie Murphy, Town Clerk
Steve Freeman, Public Works Director

Call to Order

Approximately 5 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. Commissioner Gilliland seconded and the agenda was approved 4/0.

Public Forum

Mr. Tom Frist of 98 Frist Road, inquired about the new Town Hall Site. Mayor Helms advised Mr. Frist that the Town Hall Committee is still continuing to meet and they hope to make a presentation to Council in December. Mr. Frist also asked if the Town of Black Mountain had been contacted with regards to possible annexation efforts. Mayor Helms advised that they had been contacted by the Town Hall Committee.

Mrs. Martha Campbell of 149 Maryland Place, thanked the Public Works Crews for all their efforts in clearing the leaves from the rights-of-way. Mrs. Campbell also expressed her appreciation to the U.S. Forest Service for all of their hard work in putting out the fire on the East Ridge Trail.

Mr. Eric Nichols of 527 Suwannee Drive, inquired about when the Florida Terrace property would be sold. Mayor Helms advised that Council would need to decide the next course of action for the property and the Town just got a clear title within the past 4 weeks. Mr. Nichols also asked for updates on the Town Hall Committee and the Texas Road Bridge. Mr. Nichols expressed his disappointment that a vehicular bridge has not been provided by the Council.

Mrs. Alice Lentz of 115 Eastminster Terrace, thanked the Town Staff for all their hard work and for the Board for all they do each day for the Town of Montreat.

Mr. Tom Frist of 98 Frist Road, proposed if the Montreat Gate gets hit again it should be moved to the Texas Road Pedestrian Bridge to preserve the history.

Mr. Peter Boggs of 338 Chapman Road, stated that a hologram of the Montreat Gate is the best idea that he's heard as a solution thus far.

Mayor Pro Tem Fouche advised those in attendance to visit the Town of Montreat website to view the minutes and supporting documents of the Town Hall Committee.

Adjournment

There being no further discussion, Mayor Pro Tem Fouche moved to adjourn the Public Forum Meeting. Commissioner Otto seconded and the motion carried 4/0. The meeting was adjourned at 6:48 p.m.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Agenda Meeting
November 3, 2016
Walkup Building**

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

Board members absent: Commissioner Mary Standaert

Town staff present: Al Richardson, Interim Town Administrator
Steve Freeman, Public Works Director
Angie Murphy, Town Clerk
Barry Creasman, Senior Water Operator

Approximately 4 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

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

Mayor's Communications

Mayor Helms stated that at next week's meeting, Martin, Starnes & Associates will be giving a presentation on the 2015-2016 Annual Audit Report.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- October 6, 2016, Public Forum Minutes
- October 6, 2016, Town Council Agenda Meeting Minutes
- October 13, 2016, Town Council Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson will reserve his communications until next week.

Administrative Reports

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

Public 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 comments from the public at this time.

Old Business

There will be no Old Business to discuss.

New Business

- A. Network Wiring Replacement & Improvement: The Town's internal data network has been thrown together piecemeal over the past decade or more. It is difficult to maintain, and we continue to be subject to problems requiring repair. Our network security is also not as strong as it needs to be. We are past due for a complete replacement of the cabling and of our firewall. We have obtained recommendations from our tech support vendor, Electronic Office. While they can do some of the work, they also recommended that we engage Carolina Technologies to undertake the rewiring. The required work by Electronic Office will cost \$2,914, and the required work by Carolina Technologies will cost \$2,380.50, for a total of \$5,294.50.
- B. Purchase Order Module for Computerized Accounting System: Due to changes in state legal requirements, the Town will now need to considerably increase the number of purchase orders issued each year, from a couple dozen to potentially many hundreds. This can only be feasible with an automated solution that integrates with our existing computerized accounting system. Our existing vendor, Harris Local Government, offers a Purchase Order module as an addition to our existing suite of applications for an initial investment of \$1,500, plus up to \$900 for implementation and training support. The ongoing annual maintenance and support cost will be \$330. Town Staff are requesting Board approval to proceed with the procurement of this Purchase Order module.
- C. Budget Amendment #1: The purpose is to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. These expenditures are to be funded by a reallocation of budget from Public Buildings capital outlay.
- D. Resolution #16-11-01 Commending Emergency Services Personnel for Suwannee Drive House Fire Response: Mayor Helms also requested a resolution commending personnel for the East Ridge Trail wildfire.

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 Gilliland thanked everyone in attendance for their comments during the Public Forum period.

Commissioner Vinson had some documents on Firewise Landscaping and “Help! A Tree Has Fallen” which was compiled by the Montreat Tree Board.

Upcoming Meeting Dates

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

<u>November Town Council Meeting:</u>	November 10, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	November 22, 2016, 9:30 a.m. Town Services Building
<u>Town Services Office Closed:</u>	November 24, 2016 and November 25, 2016 In observance of Thanksgiving
<u>December Town Council Agenda Meeting:</u>	December 1, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
<u>Montreat Landcare:</u>	December 7, 2016 Allen Building Swannanoa Room
<u>December Town Council Agenda Meeting:</u>	December 8, 2016, 7:00 p.m. Walkup Building

Closed Session

There will be a Closed Session next week for discussion of a personnel matter.

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 4/0. The meeting was adjourned at 7:14 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
November 10, 2016
Walkup Building**

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

Board members absent: None

Town staff present: Al Richardson, Interim Town Administrator
Steve Freeman, Public Works Director
Angie Murphy, Town Clerk
Barry Creasman, Senior Water Operator
David Currie, Code Administrator/Building Inspector
Stefan Stackhouse, Finance Officer & Deputy Town Clerk
Jack Staggs, Police Chief

Approximately 15 members of the public were also present. Mayor Helms called the meeting to order at 7:00 p.m., led the group in reciting the Pledge of Allegiance, and held a moment of silence.

Agenda Approval

Commissioner Vinson moved to amend the agenda to add Resolution #16-11-02 Commending Emergency Services Personnel for East Ridge Trail Fire Response under New Business as Item E. Commissioner Otto seconded and the motion carried 5/0. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 5/0.

Presentation to Council: 2015-2016 Fiscal Year Audit Report

Mr. Brian Lee, CPA and Field Auditor of Martin, Starnes & Associates presented and reviewed the 2015-2016 Fiscal Year Audit Report. The Report reflected an unmodified opinion, meaning that the Town's financial statements were fairly presented in all material respects. Mr. Lee summarized the procedures and stages of review performed at each phase of the audit process, as well as, the definition, purpose and calculation of the Town's Fund Balance. Mr. Lee then gave comparison data including Fund Balance levels over the past three fiscal years. The Fund Balance for the General Fund is \$1,831,434, an increase of \$374,418 from last year. This represents more than one year of General Fund expenditures. Mr. Lee reviewed significant revenue sources and expenditures for the General and Water Funds, comparing each figure to the balances reported at the end of the prior fiscal year. The Water Fund is an enterprise fund, which operates like a business, and must be self-sustaining. Special Assessment projects in the Upper Kentucky area

distorted the year-end results showing about a \$100,000 more for Charges for Service otherwise the Town would have been right on track with 2015. Mr. Lee thanked the Audit Committee and Town Staff for their participation and cooperation in this year's audit. The Local Government Commission has approved both the Town's Audit Report and Comprehensive Annual Financial Report (CAFR).

Commissioner Standaert asked Mr. Lee what a pre-audit certificate was and who is responsible for the pre-audit certificate process. Mr. Lee advised that a pre-audit certificate stamp is an item that says that any funds being spent by the Town have been budgeted and approved by the Board. In most cases, this stamp is pre-printed on the Town's business checks. The person or persons writing and approving the check should know the check has been approved, that it is going to the correct line item and that proper funding is available for the transaction. Prior to the Town of Montreat's lawsuit there had never been a situation like this in the State. The transaction in question was a wire transfer and there was nowhere to physically affix the pre-audit certification. The auditors went to the minutes and saw that the transaction was approved by the Board. Commissioner Standaert asked Mr. Lee if his firm checked the wire transfer to see if it met all legal requirements. Mr. Lee stated that it was approved by the Board, it was spent correctly and it was reviewed and signed off on by the Board. They did not look for a pre-audit stamp because it would not be feasible to have one for a wire transfer. The State has now said you can print off the wire transfer and stamp the pre-audit stamp on the document.

Commissioner Vinson, who serves as Chair of the Committee, recognized and thanked the members of the Audit Committee, including Commissioner Standaert, Commissioner Gilliland, Philip Arnold and Hugh Alexander. Mayor Helms thanked Mr. Lee for his report.

Mayor's Communications

Mayor Helms wished everyone a Happy Thanksgiving and safe travels.

Consent Agenda Review

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

- October 6, 2016, Public Forum Minutes
- October 6, 2016, Town Council Agenda Meeting Minutes
- October 13, 2016, Town Council Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson thanked the Caring Neighbors for the birthday celebrations and meals brought to the Town Services Offices and Mayor Helms and everyone who participated in the Staff Appreciation Meal at Commissioner Fouche's home. Everything was greatly appreciated by Staff.

Administrative Reports

Public Works Director: Mr. Freeman reported that the October Bulk Item/White Goods Pickup resulted in a collection of 47 yards of goods. Mr. Freeman advised Council that he was working on the specification sheets for the new Sanitation Truck which will be brought before the Board in December. Public Work Crews have collected 40 dump truck loads of leaves out of the road rights-of-way and ditches. Mr. Freeman reminded everyone that leaves must be placed in biodegradable paper bags for pickup. Mr. Freeman also requested voluntary water conservation due to the current drought situation.

Police: Chief Staggs reviewed and presented the October 2016 monthly departmental activity report. Chief Staggs reminded everyone in attendance that the Montreat Police Department is open 24 hours a day and 7 days a week and to call immediately if you witness suspicious activity. Master Police Officer David Arrant completed mandatory In-Service State Training. There were two serious fire situations in Montreat during the month: one was a house fire on Suwannee Drive and the other was a trail fire on East Ridge Trail. These fires could have caused extensive damage if it were not for the emergency personnel who responded quickly and efficiently to fight the fires. The Town and the Police Department want to warn residents and visitors of the tremendously dry season we are experiencing. Please refrain from campfires, fire-pit burning, or any kind of outside burning due to these extreme conditions.

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

- September 2016 Financial Summary Report;
- Final September 2016 Detailed Financial Statement;
- September 30, 2016 Cash and Investment Earnings Report.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his October 2016 zoning and inspections activity report. Neither Planning or Zoning nor Board of Adjustments met during the month.

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 comments from the public at this time.

Old Business

There was no Old Business to discuss.

New Business

- A. Network Wiring Replacement & Improvement: The Town's internal data network has been thrown together piecemeal over the past decade or more. It is difficult to maintain, and we continue to be subject to problems requiring repair. Our network security is also not as strong as it needs to be. We are past due for a complete replacement of the cabling and of our firewall. We have obtained recommendations from our tech support vendor, Electronic Office. While they can do some of the work, they also recommended that we engage Carolina Technologies to undertake the rewiring. The required work by Electronic Office will cost \$2,914, and the required work by Carolina Technologies will cost \$2,380.50, for a total of \$5,294.50. Commissioner Vinson moved to authorize Interim Town Administrator Al Richardson and Finance Officer Stefan Stackhouse to execute the procurement of network remediation and rewiring services from Electronic Office in the amount of \$2,914, and from Carolina Technologies in the amount of \$2,380.50. Commissioner Gilliland seconded and the motion passed 5/0.
- B. Purchase Order Module for Computerized Accounting System: Due to changes in state legal requirements, the Town will now need to considerably increase the number of purchase orders issued each year, from a couple dozen to potentially many hundreds. The Local Government Commission has decided to instruct municipalities and auditors to look for the pre-audit certification on almost every transaction. This can only be feasible with an automated solution that integrates with our existing computerized accounting system. Our existing vendor, Harris Local Government, offers a Purchase Order module as an addition to our existing suite of applications for an initial investment of \$1,500, plus up to \$900 for implementation and training support. The ongoing annual maintenance and support cost will be \$330. Town Staff are requesting Board approval to proceed with the procurement of this Purchase Order module. Commissioner Standaert moved to authorize Interim Town Administrator Al Richardson and Finance Officer Stefan Stackhouse to execute the procurement of a Purchase Order module from Harris Local Government for the quoted price of \$1500 for the software license, plus up to \$900 in training and implementation support. Commissioner Vinson seconded and the motion passed 5/0.
- C. Budget Amendment #1: The purpose is to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. These expenditures are to be funded by a reallocation of budget from Public Buildings capital outlay. Mayor Pro Tem Fouche moved to amend the Administration and Public Buildings budgets to cover expenditures for the switch from AT&T to Charter, the Root Cause Analysis performed by Electronic Office, replacement and improvement of the Town's network cable infrastructure, and for the procurement of a Purchase Order module. Commissioner Otto seconded and the motion carried 5/0.

- D. Resolution #16-11-01 Commending Emergency Services Personnel for Suwannee Drive House Fire Response: Mayor Helms read Resolution #16-11-01 Commending Emergency Services Personnel for the Suwannee Drive House Fire Response. Commissioner Vinson moved to adopt Resolution #16-11-01. Commissioner Gilliland seconded and the motion carried 5/0.
- E. Resolution #16-11-02 Commending Emergency Services Personnel for East Ridge Trail Fire Response: Mayor Helms read Resolution #16-11-02 Commending Emergency Services Personnel for the East Ridge Trail Fire Response. Commissioner Vinson moved to adopt Resolution #16-11-02. Commissioner Gilliland seconded and the 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, briefly talked about the Party Rock fire which is currently burning in the Lake Lure area. She asked everyone to keep former employee Ron Nalley in their thoughts as he managed the evacuations and emergency situations in his position as Town Manager of Lake Lure. Mrs. Campbell also acknowledged Public Works Director Steve Freeman, who is also Assistant Fire Chief in Bat Cave, who will be spending his time off from Montreat fighting the wildfires in Lake Lure and surrounding areas. Mrs. Campbell asked if the Town of Montreat will be eligible for municipal bridge monies in the future. Mayor Helms advised that the Town would be eligible for Municipal Bridge Project monies for bridges other than the Texas Road Bridge.

Commissioner Communications

Commissioner Standaert read a prepared statement in which she stated that there was a lack of openness and failure to provide all available information to the public with regards to the Bridge Meeting in Raleigh on October 4th which was attended by Mayor Tim Helms, Mayor Pro Tem Fouche, Commissioner Otto and Interim Town Administrator Al Richardson. This meeting was not mentioned at the October 6th Agenda Meeting nor was it added to the agenda for the October 13th Town Council Meeting. [Additionally, Commissioner Otto made the motion, seconded by Commissioner Fouche, to not build a vehicular bridge, during the middle of this same October 13th meeting without having placed it on the table at the October 6th Agenda Meeting.](#) Commissioner Standaert requested that this meeting be audio recorded and Mayor Helms reported that it was not recorded at the request of members from the Federal Highway Association. Commissioner Standaert contacted Frayda Bluestein of the School of Government who stated that Commissioner Standaert's request was legal and did not require the acquiescence of any, much less all, of the participants. Commissioner Standaert felt that with all the controversy surrounding the bridge a recording would have been helpful. Commissioner Standaert stated she would have opposed the "no-build" option if she had been at the October Town Council Meeting. She stated that Montreat

has spent over \$100,000 to build a vehicular bridge over Flat Creek with nothing to show for it. Commissioner Standaert also stated that the Montreat/American taxpayer has spent an additional \$250,000 to build a vehicular bridge over Flat Creek, again, now gone forever, with nothing to show for it. At no point during the 6 years of council deliberations did she recall a single objection to a vehicular bridge over Flat Creek during public comment on the annual Montreat Budget or the Capital Improvement Plan. Commissioner Standaert felt that a “no-build” vote is a vote of no confidence in the Town of Montreat’s Police Chief and Staff; shows a lack of support for the Montreat Conference Center and Montreat College and disregards the safety concerns of impacted citizens. Commissioner Standaert acknowledged that Veterans Day was the following day and encouraged everyone to participate in the many activities around the Swannanoa Valley.

Commissioner Vinson had some information on Firewise Landscaping and “Help! A Tree Has Fallen” which was compiled by the Montreat Tree Board. Commissioner Vinson thanked Public Works Director Steve Freeman for the work he will be doing in Lake Lure fighting fires.

Commissioner Otto had recently participated in the From Lookout Brewery to Lookout Mountain Race and he was amazed at how complimentary everyone was with the community of Montreat. He stated how nice it was during these heavy post election times to hear such positive comments about our community and the people within.

Mayor Pro Tem Fouche advised that the Town Hall Committee had met the previous evening and had a report ready to present to Council in December. She thanked everyone who served on the Committee.

Upcoming Meeting Dates

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

<u>Montreat Tree Board:</u>	November 22, 2016, 9:30 a.m. Town Services Building
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<u>Open Space Conservation Committee:</u>	November 22, 2016, 3:30 p.m. Town Services Building
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<u>Town Services Office Closed:</u>	November 24, 2016 and November 25, 2016 In observance of Thanksgiving
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<u>December Town Council Agenda Meeting:</u>	December 1, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
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<u>Montreat Landcare:</u>	December 7, 2016
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**Montreat Board of Commissioners
Town Council Meeting Minutes
November 10, 2016**

Allen Building
Swannanoa Room

December Town Council Agenda Meeting:

December 8, 2016, 7:00 p.m.
Walkup Building

Closed Session

Commissioner Vinson moved to enter into Closed Session in accordance with North Carolina General Statute §143-318.11(6) for discussion of a personnel matter. Commissioner Gilliland seconded and the motion carried 5/0.

Upon a motion by Commissioner Gilliland and a second by Commissioner Vinson with the motion carrying 5/0, the Board returned to Open Session. Commissioner Vinson moved to grant a 5% merit increase to Public Works Director Steve Freeman effective immediately. Commissioner Otto seconded and the motion carried 5/0. Mayor Pro Tem Fouche moved to promote Master Police Officer Dave Arrant to the position of Captain with a 5% increase effective immediately. Commissioner Standaert seconded and the motion carried 5/0.

Adjournment

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Meeting. Commissioner Standaert seconded and the motion carried 5/0. The meeting was adjourned at 8:57 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

MONTHLY POLICE STATISTICS REPORT

November	2016	2015	2014	2013	2012
Mileage	2800	3239	2734	2724	3268
Dispatched Calls	93	84	66	94	69
Officer-Initiated Calls	316	208	187	220	172
Fire/EMS Assistance Calls	10F/6E	9F/4E	5F 1E	6F 3E	3
Motorist/Other Assistance Calls	64	44	40	61	28
Traffic Stops	21	25/55CP	47	35	23
Parking Issues	6	7	2	3	23
Burglar/Fire Alarm Responses	2B/1F	1B	2B 1F	1B	3
Residential/Building Checks	245	228	248	118	56
Ordinance violations	3	8	7	10	9
LE Agency Assistance Calls	3	13	22	19	37
Animal Calls	3	6	2	4	1
Larcenies	1	0	1	1	2
B&E Calls	0	0	0	0	0
Suspicious Person/Vehicle Investigations	7P/11V	6P/18V	22V 11P	15V 12P	9
Disturbance Calls	4	3	4	0	1
Accident Responses	1	0	0	0	0
Auxiliary Hours Worked	32R/36T	32R/12T	32R 38/T	32R 120O	44R
Truck turns at gate	1	1	0	1	10

- Town service: 448
- MRA Service: 152
- College service: 19
- On 11/01/2016 MPD received a call reference a brush fire on East Ridge Trail, near Brushy Mountain from BMFD. MPD immediately notified the College, MRA, and the Sunshine List. An ICS command center was setup at the top of Appalachian Way and MPD assisted with traffic control. BMFD and US Forest Service personnel responded. Upon finding the fire a chopper was called in to help extinguish the fire.
- On 11/01/2016 MPD received a call at 12:25 a.m. on a well-being check on Virginia Road for a subject that failed to show up to work. The subject was located and in good condition.
- On 11/02/2016 MPD received a call of a larceny of 15 sheets of plywood taken at the Gate. A report was declined.
- On 11/05/2016 MPD received a call of subjects jumping the Gate at BGA. The subjects were located and removed from property.
- On 11/05/2016 MPD received a call reference a prowler walking around a house on West Virginia. The subject was not located.
- On 11/07/2016 MPD received a call on a well-being check on Chapman Home Road. The subject was located and in good condition.
- On 11/10/2016 MPD received a call to escort BMFD and EMS to Frist Road reference a car that had rolled back on a subject.
- On 11/10/2016 MPD escorted BMFD to Providence reference a chimney fire.

- On 11/11/2016 MPD received a call to escort BMFD and EMS to a subject down at Assembly Inn.
- On 11/11/2016 MPD received a call of swimmers in Lake Susan. The subjects were located and removed from the Lake.
- On 11/15/2016 MPD received a call reference a vehicle accident with a deer at the Gate. A report was taken.
- On 11/17/2016 MPD was called to escort BMFD and EMS to Greybeard Trail reference a subject on the trail with a broken leg.
- On 11/24/2016 MPD received a call reference a suspicious vehicle at the Gate containing a body bag.
- On 11/24/2016 MPD while on patrol noticed on Oklahoma Road an outside fire-pit being used. The subjects were advised of the State wide ban on fires and the fires was extinguished.
- On 11/25/2016 MPD was called to escort BMFD to a mulch fire in the Mecklinberg area.
- On 11/25/2016 MPD was called to assist BMPD, BCSD, US Forest Service with a be-on-the-lookout for an arson suspect that had set 6 fires in Black Mountain, Ridgecrest, and the Old Toll area.

Notes:

- All MPD Officers have now completed their mandatory 32 hours in-service training. This training includes Hazardous Material, Human Trafficking, NC Firearm Laws, Leadership Behaviors, Juvenile Laws, Recovering Mobile Device/Evidence, LE Intel Updates, Legal Updates, and Nighttime-Daytime-Combat Qualifications.
- Starting this month the Town Staff made a decision to conserve fuel as much as possible due to the recent Pipeline explosion. This resulted in a decrease in the overall patrol mileage.
- MPD hopes that everyone enjoyed a wonderful Thanksgiving! The Town was certainly more active this year due to the beautiful weather conditions. Christmas is now upon us and MPD would like to remind the community to call the Police Department with any suspicious activity.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended October 31, 2016

	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	10/31/16
								4		
Revenues:										
Ad valorem taxes	\$ 953,900.00		\$ -		\$ 478.30	\$ 953,900.00				
Other taxes and licenses	\$ 413,700.00	\$ 36,873.91	\$ 27,551.58	\$ 64,425.49	\$ 70,336.60	\$ 349,274.51				
Unrestricted intergovernmental	\$ 105,500.00		\$ 6,027.08	\$ 6,027.08		\$ 99,472.92				
Permits and Fees	\$ 45,700.00	\$ 10,617.09	\$ 2,044.35	\$ 12,661.44	\$ 14,721.74	\$ 33,038.56				
Community Service Fee	\$ 45,000.00	\$ 9,514.00	\$ 26,296.40	\$ 35,810.40	\$ 30,086.00	\$ 9,189.60				
Sales and Services	\$ 13,000.00	\$ 3,667.79	\$ 143.00	\$ 3,810.79	\$ 4,339.81	\$ 9,189.21				
Investment earnings	\$ 2,200.00	\$ 476.45	\$ 158.32	\$ 634.77	\$ 282.02	\$ 1,565.23				
Other revenues	\$ 4,000.00	\$ 4,289.79	\$ (0.00)	\$ 4,289.79	\$ 1,500.00	\$ (289.79)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 65,439.03	\$ 62,220.73	\$ 127,659.76	\$ 121,744.47	\$ 1,455,340.24	8.06%	33.33%	-25.27%	-25.19%
<i>Restricted intergovernmental</i>	\$ 173,200.00		\$ 20,458.70	\$ 20,458.70	\$ 88,354.40	\$ 152,741.30				
<i>Contributions - Landcare</i>	\$ -		\$ -		\$ 14,000.00	\$ -				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	65,439.03	82,679.43	148,118.46	\$ 224,098.87	1,608,081.54	8.43%	33.33%	-24.90%	-23.35%
Expenditures:										
Governing Body	\$ 85,500.00	\$ 11,033.00	\$ 373.25	\$ 11,406.25	\$ 30,767.11	\$ 74,093.75	13.34%	33.33%	19.99%	3.95%
Administration	\$ 292,400.00	\$ 91,323.64	\$ 19,388.66	\$ 110,712.30	\$ 85,568.24	\$ 181,687.70	37.86%	33.33%	-4.53%	3.08%
Public Buildings	\$ 140,300.00	\$ 35,295.01	\$ 13,932.05	\$ 49,227.06	\$ 34,645.58	\$ 91,072.94	35.09%	33.33%	-1.75%	8.58%
Police	\$ 369,000.00	\$ 90,334.83	\$ 34,981.36	\$ 125,316.19	\$ 127,058.30	\$ 243,683.81	33.96%	33.33%	-0.63%	-1.11%
Building & Zoning	\$ 84,200.00	\$ 19,972.00	\$ 5,821.03	\$ 25,793.03	\$ 25,204.07	\$ 58,406.97	30.63%	33.33%	2.70%	2.67%
Public Works	\$ 80,400.00	\$ 19,416.42	\$ 5,918.45	\$ 25,334.87	\$ 24,283.09	\$ 55,065.13	31.51%	33.33%	1.82%	5.13%
Streets	\$ 695,000.00	\$ 57,447.50	\$ 38,069.25	\$ 95,516.75	\$ 125,425.64	\$ 599,483.25	13.74%	33.33%	19.59%	23.47%
Powell Bill	\$ -	\$ -	\$ -		\$ 2,508.64	\$ -	0.00%	33.33%	0.00%	28.85%
Sanitation	\$ 114,200.00	\$ 25,426.72	\$ 6,894.83	\$ 32,321.55	\$ 32,389.54	\$ 81,878.45	28.30%	33.33%	5.03%	4.82%
Env/Cons/Rec	\$ 18,000.00	\$ -	\$ 5,162.88	\$ 5,162.88	\$ 528.42	\$ 12,837.12	28.68%	33.33%	4.65%	31.48%
Total expenditures	1,879,000.00	\$ 350,249.12	\$ 130,541.76	\$ 480,790.88	\$ 488,378.63	\$ 1,398,209.12	25.59%	33.33%	7.75%	14.06%
Revenues over expenditures	(122,800.00)	\$ (284,810.09)	\$ (47,862.33)	\$ (332,672.42)	\$ (264,279.76)	\$ 209,872.42				
Other financing sources (uses):										
Transfer to/from Water Fund		\$ -	\$ -	\$ -	\$ -	\$ -				
Fund Balance Appropriated:	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Total other financing source	\$ 122,800.00	\$ -	\$ -	\$ -	\$ -	\$ 122,800.00				
Revenues and other sources over expenditures and other uses	\$ -	\$ (284,810.09)	\$ (47,862.33)	\$ (332,672.42)	\$ (264,279.76)	\$ 332,672.42				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 230,849.81	\$ 78,072.48	\$ 308,922.29	\$ 297,315.66	\$ 617,777.71				
Other Operating	\$ 399,800.00	\$ 115,796.67	\$ 39,769.50	\$ 155,566.17	\$ 127,164.64	\$ 244,233.83				
CIP/Grant Projects	\$ 552,500.00	\$ 3,602.64	\$ 12,699.78	\$ 16,302.42	\$ 63,898.33	\$ 536,197.58				
Total Expenditures	\$ 1,879,000.00	\$ 350,249.12	\$ 130,541.76	\$ 480,790.88	\$ 488,378.63	\$ 1,398,209.12				

Water Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended October 31, 2016

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period 4	Variance	10/31/16
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ -			\$ -				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 85,525.69	\$ 22,088.31	\$ 107,614.00	\$ 113,259.04	\$ 200,886.00				
Investment earnings	\$ 500.00	\$ 58.99	\$ 19.92	\$ 78.91	\$ 26.48	\$ 421.09				
Other revenues	\$ 27,500.00	\$ 3,985.36	\$ 102.84	\$ 4,088.20	\$ 13,505.02	\$ 23,411.80				
Subtotal - Normal Operating	\$ 336,500.00	\$ 89,570.04	\$ 22,211.07	\$ 111,781.11	\$ 126,790.54	\$ 224,718.89				
Restricted intergovernmental			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 89,570.04	\$ 22,211.07	\$ 111,781.11	\$ 126,790.54	\$ 224,718.89	33.22%	33.33%	-0.11%	5.44%
Expenditures:										
Water Department	\$ 336,500.00	\$ 11,911.29	\$ 25,426.27	\$ 37,337.56	\$ 44,889.19	\$ 299,162.44	11.10%	33.33%	22.24%	19.61%
Total expenditures	\$ 336,500.00	\$ 11,911.29	\$ 25,426.27	\$ 37,337.56	\$ 44,889.19	\$ 299,162.44	11.10%	33.33%	22.24%	19.61%
Revenues over expenditures	\$ -	\$ 77,658.75	\$ (3,215.20)	\$ 74,443.55	\$ 81,901.35	\$ (74,443.55)				
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	\$ -	\$ 77,658.75	\$ (3,215.20)	\$ 74,443.55	\$ 81,901.35	\$ (74,443.55)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 11,911.29	\$ 25,426.27	\$ 37,337.56	\$ 44,889.19	\$ 242,162.44				
CIP/Grant Projects	\$ 57,000.00	\$ -	\$ -	\$ -	\$ -	\$ 57,000.00				
Total Expenditures	\$ 336,500.00	\$ 11,911.29	\$ 25,426.27	\$ 37,337.56	\$ 44,889.19	\$ 299,162.44				

Town of Montreat			Cash & Investments Report			As of	October 31, 2016	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 240,517.34	\$ 240,517.34			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 2,940.82	\$ 2,940.82			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 198,705.76		\$ 198,705.76		0.10%	\$ 16.87
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,163.27			\$ 58,163.27	0.10%	\$ 4.94
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,274,588.64		\$ 1,274,588.64		0.10%	\$ 101.76
Avl Sav Bank	Subtotal		\$ 1,774,915.83					
BB&T	MMkt Act - General Fund		\$ 450,125.17		\$ 450,125.17		0.10%	\$ 38.12
BB&T	MMkt Act - Water Fund		\$ 157,524.13			\$ 157,524.13	0.10%	\$ 13.34
BB&T	Subtotal		\$ 607,649.30					
NCCMT	Investment - General Fund		\$ 6,445.02		\$ 6,445.02		0.29%	\$ 1.57
NCCMT	Investment - Water Fund		\$ 6,730.79			\$ 6,730.79	0.29%	\$ 1.64
NCCMT	Subtotal		\$ 13,175.81					
All Accts	Subtotal		\$ 2,395,740.94	\$ 243,458.16	\$ 1,929,864.59	\$ 222,418.19	0.09%	\$ 178.24
All Accts	Fiscal Year to Date		\$ 2,319,068.46				0.09%	\$ 713.69
			(average)				(average)	(cumulative)
Avl Sav Bank	CD, 1yr x6827 Empl Benf	11/24/2016	\$ 54,470.17		\$ 54,470.17		0.20%	\$ -
Avl Sav Bank	CD x5119	11/12/2016	\$ 10,352.50		\$ 10,352.50		0.20%	\$ -
CDs	Subtotal		\$ 64,822.67				0.20%	\$ -
All Accts + CDs	Total		\$ 2,460,563.61				0.09%	\$ 178.24
All Accts + CDs	Fiscal Year to Date		\$ 2,383,891.13				0.09%	\$ 713.69
			(average)				(average)	

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

Selected Department Page 1
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	0.00	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	0.00	0.00	953,400.00	0.00
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	0.00	0.00	2,000.00	0.00
LOCAL SALES TAX	10-00-3065-100	400,000.00	27,551.58	62,979.44	337,020.56	15.74
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	1,446.05	10,153.95	12.46
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	0.00	100,000.00	0.00
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	6,027.08	6,027.08	-6,027.08	0.00
SOLID WASTE DISPOSAL TAX	10-00-3235-200	500.00	0.00	0.00	500.00	0.00
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	842.79	2,157.21	28.09
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	20,458.70	20,458.70	19,541.30	51.14
CONTRIBUTIONS - Voluntary Rec	10-00-3330-341	0.00	0.00	1,743.94	-1,743.94	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	0.00	200.00	0.00
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	2,044.35	12,661.44	32,338.56	28.13
SANITATION FEES	10-10-3435-400	10,000.00	0.00	935.00	9,065.00	9.35
BACK DOOR PICKUP	10-10-3435-410	0.00	0.00	1,110.00	-1,110.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	25.00	250.00	-250.00	0.00
PAYT	10-10-3435-430	0.00	118.00	673.00	-673.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	26,296.40	35,810.40	9,189.60	79.57
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	141.45	567.83	1,432.17	28.39
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.87	66.94	133.06	33.47
MISC REVENUE	10-00-3815-800	1,000.00	0.00	439.72	560.28	43.97
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

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

Selected Department *Page 2*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
TOTAL FUND REVENUE:		1,879,000.00	82,679.43	148,118.46	1,730,881.54	7.88

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(D)

TOWN OF MONTREAT

Encumbrances & Expenditure Statement

Period Ending: October 31, 2016

10 GENERAL FUND

Selected Department

Page 1

(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	0.00	9,417.50	0.00	49,582.50	15.96
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	332.41	332.41	0.00	167.59	66.48
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	40.84	421.84	0.00	1,378.16	23.43
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	0.00	0.00	0.00	-5,400.00	0.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	373.25	11,406.25	0.00	74,093.75	13.34

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: October 31, 2016
10 GENERAL FUND

Selected Department Page 2
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	13,184.92	61,877.07	0.00	119,922.93	34.03
FICA EXPENSE	10-00-4200-050	13,900.00	1,008.64	4,741.39	0.00	9,158.61	34.11
GROUP INSURANCE	10-00-4200-060	24,900.00	1,775.59	8,448.30	0.00	16,451.70	33.92
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	809.49	5,673.99	0.00	16,626.01	25.44
POSTAGE	10-00-4200-100	2,000.00	0.00	200.00	0.00	1,800.00	10.00
TELEPHONE	10-00-4200-110	5,200.00	55.86	1,806.11	0.00	3,393.89	34.73
TRAVEL & TRAINING	10-00-4200-140	4,000.00	934.19	4,622.52	0.00	-622.52	115.56
M & R EQUIPMENT	10-00-4200-160	25,000.00	1,072.45	19,341.78	0.00	5,658.22	77.36
ADVERTISING	10-00-4200-260	1,800.00	124.95	176.85	0.00	1,623.15	9.82
OFFICE EXPENSE	10-00-4200-320	3,000.00	285.13	1,195.86	0.00	1,804.14	39.86
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	46.79	453.72	0.00	546.28	45.37
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	90.65	520.02	0.00	679.98	43.33
CONTRACT SERVICES	10-00-4200-450	21,000.00	0.00	21.69	0.00	20,978.31	0.10
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	0.00	0.00	-18,500.00	0.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	0.00	1,633.00	0.00	1,667.00	49.48
SUPERVISOR'S EXPENSE	10-00-4200-550	500.00	0.00	0.00	0.00	500.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		292,400.00	19,388.66	110,712.30	0.00	181,687.70	37.86

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
Period Ending: October 31, 2016
10 GENERAL FUND

Selected Department Page 3
(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	135.09	656.32	0.00	2,343.68	21.87
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	204.99	786.11	0.00	1,713.89	31.44
M & R EQUIPMENT	10-00-5000-160	6,400.00	311.01	1,006.67	0.00	5,393.33	15.72
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	0.00	0.00	-8,800.00	0.00
INSURANCE	10-00-5000-540	37,000.00	1,736.08	35,233.08	0.00	1,766.92	95.22
CAPITAL OUTLAY	10-00-5000-730	100,000.00	11,544.88	11,544.88	0.00	88,455.12	11.54
TOTAL DEPT: (5000) PUBLIC BUILDINGS		140,300.00	13,932.05	49,227.06	0.00	91,072.94	35.08

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TOWN OF MONTREAT

Encumbrances & Expenditure Statement

Period Ending: October 31, 2016

10 GENERAL FUND

Selected Department

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	24,931.00	78,898.67	0.00	153,801.33	33.90
FICA EXPENSE	10-10-5100-050	17,800.00	1,898.84	6,002.31	0.00	11,797.69	33.72
GROUP INSURANCE	10-10-5100-060	41,500.00	3,885.87	18,724.06	0.00	22,775.94	45.11
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	3,092.14	9,772.45	0.00	20,527.55	32.25
TELEPHONE	10-10-5100-110	2,000.00	61.26	619.27	0.00	1,380.73	30.96
TRAVEL & TRAINING	10-10-5100-140	500.00	95.00	95.00	0.00	405.00	19.00
M & R EQUIPMENT	10-10-5100-160	5,000.00	0.00	1,875.00	0.00	3,125.00	37.50
M & R AUTO	10-10-5100-170	4,000.00	251.92	344.42	0.00	3,655.58	8.61
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	455.92	2,125.47	0.00	7,874.53	21.25
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	29.98	1,830.11	0.00	669.89	73.20
UNIFORMS	10-10-5100-360	1,700.00	118.94	118.94	0.00	1,581.06	6.99
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	160.49	160.49	0.00	139.51	53.49
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	4,750.00	0.00	14,450.00	24.74
TOTAL DEPT: (5100) POLICE		369,000.00	34,981.36	125,316.19	0.00	243,683.81	33.96

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: October 31, 2016
10 GENERAL FUND

Selected Department Page 5
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	3,848.64	15,614.45	0.00	35,285.55	30.67
FICA EXPENSE	10-10-5400-050	3,900.00	294.44	1,192.12	0.00	2,707.88	30.56
GROUP INSURANCE	10-10-5400-060	8,300.00	777.15	3,744.75	0.00	4,555.25	45.11
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	474.93	1,921.90	0.00	4,378.10	30.50
TELEPHONE	10-10-5400-110	800.00	83.86	215.20	0.00	584.80	26.90
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	45.84	0.00	2,454.16	1.83
M & R EQUIPMENT	10-10-5400-160	3,800.00	0.00	0.00	0.00	3,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	0.00	0.00	700.00	0.00
AUTO SUPPLIES	10-10-5400-310	800.00	42.01	42.01	0.00	757.99	5.25
DEPARTMENT SUPPLIES	10-10-5400-330	3,500.00	0.00	2,341.76	0.00	1,158.24	66.90
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	100.00	175.00	0.00	1,075.00	14.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	200.00	500.00	0.00	200.00	71.42
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	5,821.03	25,793.03	0.00	58,406.97	30.63

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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	4,096.74	16,587.76	0.00	38,212.24	30.27
FICA EXPENSE	10-20-5550-050	4,200.00	313.39	1,268.97	0.00	2,931.03	30.21
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	777.15	3,744.75	0.00	4,555.25	45.11
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	505.54	2,045.81	0.00	4,754.19	30.08
TELEPHONE	10-20-5550-110	700.00	0.00	187.10	0.00	512.90	26.72
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	0.00	0.00	500.00	0.00
AUTO SUPPLIES	10-20-5550-310	3,500.00	100.63	515.48	0.00	2,984.52	14.72
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	0.00	0.00	2,500.00	0.00
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	125.00	985.00	0.00	1,515.00	39.40
INDIRECT COST ALLOCATI	10-20-5550-480	-5,100.00	0.00	0.00	0.00	-5,100.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	5,918.45	25,334.87	0.00	55,065.13	31.51

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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 (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	8,556.58	34,679.76	0.00	76,720.24	31.13
FICA EXPENSE	10-20-5600-050	8,600.00	654.60	2,653.01	0.00	5,946.99	30.84
GROUP INSURANCE	10-20-5600-060	24,900.00	2,331.45	11,234.25	0.00	13,665.75	45.11
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	1,055.88	4,114.95	0.00	9,585.05	30.03
TRAVEL & TRAINING	10-20-5600-140	2,000.00	0.00	285.00	0.00	1,715.00	14.25
M & R EQUIPMENT	10-20-5600-160	2,000.00	386.65	414.43	0.00	1,585.57	20.72
M & R TRUCKS	10-20-5600-170	3,500.00	63.20	1,240.62	0.00	2,259.38	35.44
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	595.56	1,802.55	0.00	6,197.45	22.53
DEPARTMENT SUPPLIES -	10-20-5600-330	5,000.00	926.58	1,573.93	0.00	3,426.07	31.47
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	118.97	490.92	0.00	1,509.08	24.54
CONTRACT SERVICE	10-20-5600-450	12,000.00	0.00	1,444.00	0.00	10,556.00	12.03
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	0.00	0.00	-49,000.00	0.00
CAPITAL OUTLAY	10-20-5600-730	436,500.00	1,154.90	4,757.54	0.00	431,742.46	1.09
STREET LIGHTING	10-20-5600-740	23,500.00	1,843.05	7,410.62	0.00	16,089.38	31.53
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	64.60	64.60	0.00	2,935.40	2.15
ROAD MAINTENANCE	10-20-5600-750	8,000.00	625.59	3,273.93	0.00	4,726.07	40.92
SIGNS AND PAINTING	10-20-5600-755	4,500.00	0.00	0.00	0.00	4,500.00	0.00
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	385.00	0.00	1,615.00	19.25
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	0.00	0.00	2,000.00	0.00
DEBT PAYMENT	10-20-5600-900	29,400.00	19,691.64	19,691.64	0.00	9,708.36	66.97
TOTAL DEPT: (5600) STREET DEPARTMENT		695,000.00	38,069.25	95,516.75	0.00	599,483.25	13.74

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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 (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,700.00	2,518.84	10,198.80	0.00	23,501.20	30.26
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,032.00	6,870.00	0.00	8,130.00	45.80
FICA EXPENSE	10-30-5800-050	2,600.00	192.68	780.19	0.00	1,819.81	30.00
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	777.15	3,744.75	0.00	4,555.25	45.11
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	310.83	1,257.83	0.00	2,942.17	29.94
TELEPHONE	10-30-5800-110	750.00	43.75	175.09	0.00	574.91	23.34
UTILITIES	10-30-5800-130	500.00	38.15	158.30	0.00	341.70	31.66
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	63.20	313.20	0.00	1,186.80	20.88
AUTO SUPPLIES	10-30-5800-310	5,000.00	102.18	560.79	0.00	4,439.21	11.21
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	0.00	4.79	0.00	995.21	0.47
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	1,236.92	5,031.60	0.00	7,468.40	40.25
TIPPING FEES	10-30-5800-550	12,000.00	579.13	3,226.21	0.00	8,773.79	26.88
CAPITAL OUTLAY - SANIT	10-30-5800-730	16,000.00	0.00	0.00	0.00	16,000.00	0.00
TOTAL DEPT: (5800) SANITATION		114,200.00	6,894.83	32,321.55	0.00	81,878.45	28.30

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TOWN OF MONTREAT
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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	162.88	162.88	0.00	2,837.12	5.42
Landcare - Hemlocks	10-80-6190-452	10,000.00	5,000.00	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	5,162.88	5,162.88	0.00	12,837.12	28.68
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	130,541.76	480,790.88	0.00	1,398,209.12	25.58

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30 WATER FUND

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Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	3,109.26	16,890.74	15.54
WATER SALES	30-91-3500-500	143,500.00	8,056.06	51,441.28	92,058.72	35.84
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,032.25	56,172.72	108,827.28	34.04
BILLING FEE REVENUE	30-91-3500-800	1,000.00	89.60	358.75	641.25	35.87
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	325.00	675.00	32.50
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	19.92	78.91	421.09	15.78
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	0.00	294.25	2,705.75	9.80
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	-11.76	0.94	-0.94	0.00
TOTAL FUND REVENUE:		336,500.00	22,211.07	111,781.11	224,718.89	33.21
TOTAL REVENUE:		2,215,500.00	104,890.50	259,899.57	1,955,600.43	11.73%

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30 WATER FUND

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	30.00	590.00	0.00	7,910.00	6.94
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	190.45	761.81	0.00	2,238.19	25.39
TELEPHONE	30-91-8100-110	2,500.00	43.75	549.32	0.00	1,950.68	21.97
UTILITIES	30-91-8100-130	30,600.00	2,026.77	8,485.21	0.00	22,114.79	27.72
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	0.00	0.00	2,000.00	0.00
M & R WELLS	30-91-8100-150	28,000.00	923.69	2,068.81	0.00	25,931.19	7.38
M & R EQUIPMENT	30-91-8100-160	10,000.00	1,679.46	2,812.06	0.00	7,187.94	28.12
AUTO SUPPLIES	30-91-8100-310	5,500.00	236.27	1,265.97	0.00	4,234.03	23.01
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	94.29	491.29	0.00	2,008.71	19.65
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	0.00	0.00	86,800.00	0.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	1,100.00	1,211.50	0.00	788.50	60.57
CAPITAL OUTLAY	30-91-8100-730	57,000.00	0.00	0.00	0.00	57,000.00	0.00
DEBT PAYMENT	30-91-8100-900	97,600.00	19,101.59	19,101.59	0.00	78,498.41	19.57
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	25,426.27	37,337.56	0.00	299,162.44	11.09
TOTAL FUND: (30) WATER FUND		336,500.00	25,426.27	37,337.56	0.00	299,162.44	11.09
TOTAL EXPENDITURES		2,215,500.00	155,968.03	518,128.44	0.00	1,697,371.56	23.38

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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	0.00	500.00	0.00
CY AD VALOREM TAXES	10-00-3005-100	953,400.00	0.00	0.00	953,400.00	0.00
TAX INTEREST & PENALTIES	10-00-3050-100	2,000.00	0.00	0.00	2,000.00	0.00
LOCAL SALES TAX	10-00-3065-100	400,000.00	0.00	62,979.44	337,020.56	15.74
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	1,446.05	10,153.95	12.46
UTILITIES FRANCHISE TAX	10-00-3205-200	100,000.00	0.00	0.00	100,000.00	0.00
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	0.00	500.00	0.00
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	842.79	2,157.21	28.09
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	20,458.70	19,541.30	51.14
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	1,000.00	1,000.00	-1,000.00	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	10.00	10.00	190.00	5.00
FIRE INSPECTION FEES	10-10-3425-400	500.00	0.00	0.00	500.00	0.00
BUILDING PERMITS	10-10-3430-400	45,000.00	1,793.00	14,454.44	30,545.56	32.12
SANITATION FEES	10-10-3435-400	10,000.00	0.00	935.00	9,065.00	9.35
BACK DOOR PICKUP	10-10-3435-410	0.00	0.00	1,110.00	-1,110.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	115.00	365.00	-365.00	0.00
PAYT	10-10-3435-430	0.00	19.00	692.00	-692.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	35,810.40	9,189.60	79.57
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	0.00	567.83	1,432.17	28.39
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	0.00	66.94	133.06	33.47
MISC REVENUE	10-00-3815-800	1,000.00	0.00	439.72	560.28	43.97
SALE OF FIXED ASSETS	10-00-3820-800	1,000.00	0.00	0.00	1,000.00	0.00

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Revenue Statement
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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	2,937.00	151,055.46	1,727,944.54	8.03

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	6,030.00	15,447.50	0.00	43,552.50	26.18
FICA EXPENSE	10-00-4100-050	800.00	0.00	0.00	0.00	800.00	0.00
TRAVEL & TRAINING	10-00-4100-140	500.00	0.00	332.41	0.00	167.59	66.48
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	114.93	536.77	0.00	1,263.23	29.82
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	0.00	0.00	0.00	-5,400.00	0.00
CONTRIBUTIONS	10-00-4100-520	500.00	0.00	100.00	0.00	400.00	20.00
TOTAL DEPT: (4100) GOVERNING BODY		85,500.00	6,144.93	17,551.18	0.00	67,948.82	20.52

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Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	14,334.92	76,211.99	0.00	105,588.01	41.92
FICA EXPENSE	10-00-4200-050	13,900.00	1,096.62	5,838.01	0.00	8,061.99	42.00
GROUP INSURANCE	10-00-4200-060	24,900.00	1,539.12	9,987.42	0.00	14,912.58	40.11
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	945.21	6,619.20	0.00	15,680.80	29.68
POSTAGE	10-00-4200-100	2,000.00	0.00	200.00	0.00	1,800.00	10.00
TELEPHONE	10-00-4200-110	5,200.00	329.12	2,135.23	0.00	3,064.77	41.06
TRAVEL & TRAINING	10-00-4200-140	4,000.00	475.00	5,097.52	0.00	-1,097.52	127.43
M & R EQUIPMENT	10-00-4200-160	29,500.00	2,223.99	21,565.77	0.00	7,934.23	73.10
ADVERTISING	10-00-4200-260	1,800.00	0.00	176.85	0.00	1,623.15	9.82
OFFICE EXPENSE	10-00-4200-320	3,000.00	5.98	1,201.84	0.00	1,798.16	40.06
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	0.00	453.72	0.00	546.28	45.37
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	0.00	520.02	0.00	679.98	43.33
CONTRACT SERVICES	10-00-4200-450	21,000.00	0.00	21.69	0.00	20,978.31	0.10
INDIRECT COST ALLOCATI	10-00-4200-480	-18,500.00	0.00	0.00	0.00	-18,500.00	0.00
DUES & SUBSCRIPTIONS	10-00-4200-530	3,300.00	67.00	1,700.00	0.00	1,600.00	51.51
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	0.00	0.00	2,600.00	0.00
TOTAL DEPT: (4200) ADMINISTRATION		299,500.00	21,016.96	131,729.26	0.00	167,770.74	43.98

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

Selected Department *Page 3*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5000) PUBLIC BUILDINGS							
UTILITIES	10-00-5000-130	3,000.00	0.00	656.32	0.00	2,343.68	21.87
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	209.10	995.21	0.00	1,504.79	39.80
M & R EQUIPMENT	10-00-5000-160	8,800.00	197.09	1,203.76	0.00	7,596.24	13.67
DEPARTMENT SUPPLIES	10-00-5000-330	200.00	0.00	0.00	0.00	200.00	0.00
INDIRECT COST ALLOCATI	10-00-5000-480	-8,800.00	0.00	0.00	0.00	-8,800.00	0.00
INSURANCE	10-00-5000-540	37,000.00	200.00	35,433.08	0.00	1,566.92	95.76
CAPITAL OUTLAY	10-00-5000-730	90,500.00	0.00	11,544.88	0.00	78,955.12	12.75
TOTAL DEPT: (5000) PUBLIC BUILDINGS		133,200.00	606.19	49,833.25	0.00	83,366.75	37.41

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

Selected Department *Page 4*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5100) POLICE							
SALARIES & WAGES	10-10-5100-020	232,700.00	23,138.60	102,037.27	0.00	130,662.73	43.84
FICA EXPENSE	10-10-5100-050	17,800.00	1,761.73	7,764.04	0.00	10,035.96	43.61
GROUP INSURANCE	10-10-5100-060	41,500.00	3,847.79	22,571.85	0.00	18,928.15	54.39
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	2,832.86	12,605.31	0.00	17,694.69	41.60
TELEPHONE	10-10-5100-110	2,000.00	61.26	680.53	0.00	1,319.47	34.02
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	95.00	0.00	405.00	19.00
M & R EQUIPMENT	10-10-5100-160	5,000.00	0.00	1,875.00	0.00	3,125.00	37.50
M & R AUTO	10-10-5100-170	4,000.00	27.20	371.62	0.00	3,628.38	9.29
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	487.05	2,612.52	0.00	7,387.48	26.12
MEDICAL CERTIFICATION	10-10-5100-320	1,000.00	0.00	0.00	0.00	1,000.00	0.00
DEPARTMENT SUPPLIES	10-10-5100-330	2,500.00	0.00	1,830.11	0.00	669.89	73.20
UNIFORMS	10-10-5100-360	1,700.00	0.00	118.94	0.00	1,581.06	6.99
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	160.49	0.00	139.51	53.49
DISPATCHER SERVICES	10-10-5100-760	19,200.00	0.00	4,750.00	0.00	14,450.00	24.74
TOTAL DEPT: (5100) POLICE		369,000.00	32,156.49	157,472.68	0.00	211,527.32	42.67

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: November 30, 2016
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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	4,648.64	20,263.09	0.00	30,636.91	39.81
FICA EXPENSE	10-10-5400-050	3,900.00	355.63	1,547.75	0.00	2,352.25	39.68
GROUP INSURANCE	10-10-5400-060	8,300.00	769.56	4,514.31	0.00	3,785.69	54.38
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	573.64	2,495.54	0.00	3,804.46	39.61
TELEPHONE	10-10-5400-110	800.00	43.75	258.95	0.00	541.05	32.36
TRAVEL & TRAINING	10-10-5400-140	2,500.00	0.00	45.84	0.00	2,454.16	1.83
M & R EQUIPMENT	10-10-5400-160	3,800.00	0.00	0.00	0.00	3,800.00	0.00
M&R AUTO	10-10-5400-170	700.00	0.00	0.00	0.00	700.00	0.00
AUTO SUPPLIES	10-10-5400-310	800.00	9.64	51.65	0.00	748.35	6.45
DEPARTMENT SUPPLIES	10-10-5400-330	3,500.00	0.00	2,341.76	0.00	1,158.24	66.90
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	25.00	200.00	0.00	1,050.00	16.00
FIRE INSPECTIONS	10-10-5400-451	250.00	0.00	0.00	0.00	250.00	0.00
DUES & SUBSCRIPTIONS	10-10-5400-530	700.00	0.00	500.00	0.00	200.00	71.42
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	6,425.86	32,218.89	0.00	51,981.11	38.26

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

Selected Department Page 6
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5550) PUBLIC WORKS							
SALARIES & WAGES	10-20-5550-020	54,800.00	5,698.77	22,286.53	0.00	32,513.47	40.66
FICA EXPENSE	10-20-5550-050	4,200.00	435.96	1,704.93	0.00	2,495.07	40.59
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	769.56	4,514.31	0.00	3,785.69	54.38
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	703.23	2,749.04	0.00	4,050.96	40.42
TELEPHONE	10-20-5550-110	700.00	0.00	187.10	0.00	512.90	26.72
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	0.00	0.00	500.00	0.00
AUTO SUPPLIES	10-20-5550-310	3,500.00	164.77	680.25	0.00	2,819.75	19.43
DEPARTMENTAL SUPPLIES	10-20-5550-330	2,500.00	0.00	0.00	0.00	2,500.00	0.00
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	0.00	0.00	0.00	-5,100.00	0.00
TOTAL DEPT: (5550) PUBLIC WORKS		80,400.00	7,772.29	33,107.16	0.00	47,292.84	41.17

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

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	7,890.32	42,570.08	0.00	68,829.92	38.21
FICA EXPENSE	10-20-5600-050	8,600.00	603.60	3,256.61	0.00	5,343.39	37.86
GROUP INSURANCE	10-20-5600-060	24,900.00	2,308.68	13,542.93	0.00	11,357.07	54.38
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	973.68	5,088.63	0.00	8,611.37	37.14
TRAVEL & TRAINING	10-20-5600-140	2,000.00	0.00	285.00	0.00	1,715.00	14.25
M & R EQUIPMENT	10-20-5600-160	2,000.00	105.36	519.79	0.00	1,480.21	25.99
M & R TRUCKS	10-20-5600-170	3,500.00	28.57	1,269.19	0.00	2,230.81	36.26
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	521.22	2,323.77	0.00	5,676.23	29.04
DEPARTMENT SUPPLIES -	10-20-5600-330	5,000.00	157.25	1,731.18	0.00	3,268.82	34.62
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	244.98	735.90	0.00	1,264.10	36.79
CONTRACT SERVICE	10-20-5600-450	12,000.00	0.00	1,444.00	0.00	10,556.00	12.03
INDIRECT COST ALLOCATI	10-20-5600-480	-49,000.00	0.00	0.00	0.00	-49,000.00	0.00
CAPITAL OUTLAY	10-20-5600-730	436,500.00	1,154.90	5,912.44	0.00	430,587.56	1.35
STREET LIGHTING	10-20-5600-740	23,500.00	0.00	7,410.62	0.00	16,089.38	31.53
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	247.59	3,521.52	0.00	4,478.48	44.01
SIGNS AND PAINTING	10-20-5600-755	4,500.00	93.09	93.09	0.00	4,406.91	2.06
BRIDGE INSPECTION	10-20-5600-760	2,000.00	0.00	385.00	0.00	1,615.00	19.25
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	0.00	0.00	2,000.00	0.00
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		695,000.00	14,329.24	109,845.99	0.00	585,154.01	15.80

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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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	3,418.84	13,617.64	0.00	20,082.36	40.40
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,470.00	8,340.00	0.00	6,660.00	55.60
FICA EXPENSE	10-30-5800-050	2,600.00	261.53	1,041.72	0.00	1,558.28	40.06
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	769.56	4,514.31	0.00	3,785.69	54.38
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	421.89	1,679.72	0.00	2,520.28	39.99
TELEPHONE	10-30-5800-110	750.00	43.75	218.84	0.00	531.16	29.17
UTILITIES	10-30-5800-130	500.00	0.00	158.30	0.00	341.70	31.66
M & R EQUIPMENT	10-30-5800-160	400.00	0.00	0.00	0.00	400.00	0.00
M & R - TRUCKS	10-30-5800-170	1,500.00	264.61	577.81	0.00	922.19	38.52
AUTO SUPPLIES	10-30-5800-310	5,000.00	192.03	752.82	0.00	4,247.18	15.05
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	0.00	4.79	0.00	995.21	0.47
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	1,184.82	6,216.42	0.00	6,283.58	49.73
TIPPING FEES	10-30-5800-550	12,000.00	693.88	3,920.09	0.00	8,079.91	32.66
CAPITAL OUTLAY - SANIT	10-30-5800-730	16,000.00	0.00	0.00	0.00	16,000.00	0.00
TOTAL DEPT: (5800) SANITATION		114,200.00	8,720.91	41,042.46	0.00	73,157.54	35.93

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
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10 GENERAL FUND

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(ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	892.95	1,055.83	0.00	1,944.17	35.19
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	892.95	6,055.83	0.00	11,944.17	33.64
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	98,065.82	578,856.70	0.00	1,300,143.30	30.80

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

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(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	0.00	3,109.26	16,890.74	15.54
WATER SALES	30-91-3500-500	143,500.00	-680.41	50,760.87	92,739.13	35.37
WATER ACCESS FEES	30-91-3500-600	165,000.00	-43.05	56,129.67	108,870.33	34.01
BILLING FEE REVENUE	30-91-3500-800	1,000.00	0.00	358.75	641.25	35.87
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	0.00	325.00	675.00	32.50
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	0.00	78.91	421.09	15.78
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	0.00	294.25	2,705.75	9.80
CASH OVER/ CASH SHORT	30-91-3825-800	0.00	0.00	0.94	-0.94	0.00
TOTAL FUND REVENUE:		336,500.00	-723.46	111,057.65	225,442.35	33.00
TOTAL REVENUE:		2,215,500.00	2,213.54	262,113.11	1,953,386.89	11.83%

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TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: November 30, 2016
30 WATER FUND

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 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	60.00	650.00	0.00	7,850.00	7.64
COOP - WATER PURCHASES	30-91-8100-090	500.00	0.00	0.00	0.00	500.00	0.00
POSTAGE	30-91-8100-100	3,000.00	0.00	761.81	0.00	2,238.19	25.39
TELEPHONE	30-91-8100-110	2,500.00	43.75	593.07	0.00	1,906.93	23.72
UTILITIES	30-91-8100-130	30,600.00	0.00	8,485.21	0.00	22,114.79	27.72
TRAVEL & TRAINING	30-91-8100-140	2,000.00	0.00	0.00	0.00	2,000.00	0.00
M & R WELLS	30-91-8100-150	28,000.00	4.54	2,073.35	0.00	25,926.65	7.40
M & R EQUIPMENT	30-91-8100-160	10,000.00	90.06	2,902.12	0.00	7,097.88	29.02
AUTO SUPPLIES	30-91-8100-310	5,500.00	266.21	1,532.18	0.00	3,967.82	27.85
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	627.96	1,119.25	0.00	1,380.75	44.77
INDIRECT COST ALLOCATI	30-91-8100-480	86,800.00	0.00	0.00	0.00	86,800.00	0.00
DUES & SUBSCRIPTIONS	30-91-8100-530	2,000.00	85.00	1,296.50	0.00	703.50	64.82
CAPITAL OUTLAY	30-91-8100-730	57,000.00	0.00	0.00	0.00	57,000.00	0.00
DEBT PAYMENT	30-91-8100-900	97,600.00	0.00	19,101.59	0.00	78,498.41	19.57
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	1,177.52	38,515.08	0.00	297,984.92	11.44
TOTAL FUND: (30) WATER FUND		336,500.00	1,177.52	38,515.08	0.00	297,984.92	11.44
TOTAL EXPENDITURES		2,215,500.00	99,243.34	617,371.78	0.00	1,598,128.22	27.86

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

Zoning/Building Permit Applications:

<u>Last Name</u>	<u>First Name</u>	<u>Montreat Address</u>	<u>Zoning Compliance Date</u>	<u>Permit #</u>	<u>Permit Date</u>	<u>Description</u>
Maxwell	Jack	200 Alabama Terrace	N/A	5231	11/1/2016	Plumbing-Replace Sewer Line
Pollock	Roger	406 South Carolina Terrace	N/A	5232	11/3/2016	Mechanical-New Installation
Brooks	Gladys	113 Mecklenburg Circle	N/A	5233	11/10/2016	Residential-Interior Renovation
DuBose	Henry	207 Alabama Terrace	N/A	5234	11/14/2016	Mechanical-New Installation
Tennent	Gregory	522 Kentucky Road	N/A	5235	11/14/2016	Mechanical-New Installation
Pender	William	177 Mississippi Road	N/A	5236	11/14/2016	Residential-Bathroom Renovations
MRA		335 Lookout Road	N/A	5237	11/14/2016	Commercial Re-Roofing
MRA		421 Kentucky Road	N/A	5238	11/14/2016	Commercial Re-Roofing
Spence	Mark	533 Magill Drive	N/A	5239	11/28/2016	Residential-Bathroom Renovations
Hull	Sam	100 Kanawha Drive	N/A	5240	11/28/2016	Plumbing-Replace Sewer Line

ZONING ACTIVITY

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

BUILDING INSPECTIONS

<u>Building Permit Applications:</u>	10
<u>Building Inspections Requested:</u>	30
<u>Re-inspections Requested/Required:</u>	3
<u>Fire Inspections Requested/Required:</u>	15
<u>Fire Permit Applications:</u>	None

Totals

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

Totals

<u>Building Permits Issued:</u>	10
<u>Pending Building Permits:</u>	None
<u>Building Inspections Performed:</u>	33
<u>*Stop Work Order Issued:</u>	None
<u>**Defective Building Posted:</u>	None
<u>Denied Building Permits</u>	None
<u>Fire Inspections Performed:</u>	15
<u>Fire Re-Inspections Performed:</u>	None
<u>Fire Permits Issued:</u>	None

Combo Basic Report

Permits for 11/01/2016 to 11/30/2016

Report Date 12/06/2016

Source: Plumbing Permit: U2012-5231 Date Issued: 11/01/2016 Permit Expires: 05/01/2017 ID:100327-P000141
Applicant: ANCHOR PLUMBING OF WNC, INC.: Location: 200 ALABAMA TER
Permit Type: PLUMBING REPAIRS Structure: EXISTING HOME Cost Est: 0
Property Owner: JACK E MAXWELL ET AL PIN: 071085195300000

Source: Mechanical Permit: U2012-5232 Date Issued: 11/03/2016 Permit Expires: 11/03/2017 ID:100507-M000268
Applicant: CAROLINA COMFORT HEATING & Location: 406 SOUTH CAROLINA TER
Permit Type: NEW INSTALLATION Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: ROGER W POLLOCK PIN: 072007802600000

Source: Building Permit: U2012-5233 Date Issued: 11/10/2016 Permit Expires: 05/09/2017 ID:100269-B000654
Applicant: TIM SMITH CONSTRUCTION: SMITH Location: 113 MECKLENBURG CIR
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 29000
Property Owner: GLADYS R BROOKS PIN: 071054301200000

Source: Mechanical Permit: U2012-5234 Date Issued: 11/14/2016 Permit Expires: 11/14/2017 ID:100189-M000269
Applicant: BULLMAN HEATING & AIR, INC.: B Location: 207 ALABAMA TER
Permit Type: NEW INSTALLATION Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: HENRY W DOBOSE JR TRUST (ET AL) PIN: 071086214100000

Source: Mechanical Permit: U2012-5235 Date Issued: 11/14/2016 Permit Expires: 11/14/2017 ID:100606-M000270
Applicant: BULLMAN HEATING & AIR, INC.: B Location: 522 KENTUCKY RD
Permit Type: NEW INSTALLATION Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: GREGORY LYNN TENNENT (ET AL) PIN: 072018446900000

Source: Building Permit: U2012-5236 Date Issued: 11/14/2016 Permit Expires: 05/14/2017 ID:100158-B000655
Applicant: EWING & MCCONNAUGHY, INC.: Location: 177 MISSISSIPPI RD
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 24000
Property Owner: WILLIAM C PENDER PIN: 071065627400000

Source: Building Permit: U2012-5237 Date Issued: 11/14/2016 Permit Expires: 05/14/2017 ID:200054-B000656
Applicant: MONTREAT CONFERENCE CENTER Location: 335 LOOKOUT RD. (COUNTY TAX)
Permit Type: COMMERCIAL REROOF Structure: LOOKOUT LODGE Cost Est: 11220
Property Owner: MONTREAT CONFERENCE CENTER PIN: 072015260300000

Source: Building Permit: U2012-5238 Date Issued: 11/14/2016 Permit Expires: 05/14/2017 ID:200044-B000657
Applicant: MONTREAT CONFERENCE CENTER Location: 421 KENTUCKY ROAD
Permit Type: COMMERCIAL REROOF Structure: GLEN ROCK INN Cost Est: 12250
Property Owner: MONTREAT CONFERENCE CENTER PIN: 072007542500000

Source: Plumbing Permit: U2012-5239 Date Issued: 11/28/2016 Permit Expires: 05/28/2017 ID:100897-P000142
Applicant: T.P. HOWARD'S PLUMBING CO. INC Location: 533 MAGILL DR
Permit Type: PLUMBING Structure: EXISTING HOME Cost Est: 0
Property Owner: MARK D. SPENCE PIN: 072009163600000

Combo Basic Report

Permits for 11/01/2016 to 11/30/2016

Report Date 12/06/2016

Source: Plumbing	Permit: U2012-5240	Date Issued: 11/28/2016	Permit Expires: 05/28/2017	ID: 100040-P000143
Applicant: STEVE FLEMING PLUMBING, INC.:		Location: 100 KANAWHA DR		
Permit Type: REPLACE WATER LINE		Structure: EXISTING HOME		Cost Est: 0
Property Owner: SAM F HULL		PIN: 071044938400000		

Fee Detail Subsort Report

Report for 10/01/2016 to 11/30/2016

Sorted by Permit Number

Report Date 12/06/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5215	10/13/2016	GAS	GAS	27198150	\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5216	10/18/2016	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Electrical	U2012-5218	10/19/2016	REPAIR	ELECTRICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5219	10/19/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5220	10/19/2016	RES.	ELECTRICAL	27313859	\$100.00	
Building	U2012-5220	10/19/2016	RES.	PERMIT	27313859	\$240.00	
Building	U2012-5220	10/19/2016	RES.	HR FUND	27313859	\$10.00	
Item Count	3				Fee Totals	\$350.00	
Plumbing	U2012-5221	10/24/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5222	10/26/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5223	10/27/2016	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5224	10/27/2016	COMMERCIAL	COMMERCIAL		\$1,450.60	
Item Count	1				Fee Totals	\$1,450.60	
Building	U2012-5225	10/27/2016	COMMERCIAL	COMMERCIAL		\$266.15	
Item Count	1				Fee Totals	\$266.15	
Building	U2012-5226	10/28/2016	OPEN DECK	OPEN DECK		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Building	U2012-5227	10/28/2016	RES.	PERMIT		\$39.00	
Building	U2012-5227	10/28/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5227	10/28/2016	RES.	ELECTRICAL		\$100.00	
Building	U2012-5227	10/28/2016	RES.	ADJUSTMENT		\$11.00	
Item Count	4				Fee Totals	\$250.00	
Building	U2012-5228	10/31/2016	RES.	ELECTRICAL		\$100.00	

Fee Detail Subsort Report

Report for 10/01/2016 to 11/30/2016

Sorted by Permit Number

Report Date 12/06/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5228	10/31/2016	RES.	ADJUSTMENT		\$-21.00	
Building	U2012-5228	10/31/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5228	10/31/2016	RES.	PERMIT		\$30.00	
Item Count		4			Fee Totals	\$209.00	
Plumbing	U2012-5229	10/31/2016	REPLACE WATER PLUMBING		27544913	\$100.00	
Item Count		1			Fee Totals	\$100.00	
Mechanical	U2012-5230	10/31/2016	CHANGE OUT	MECHANICAL		\$100.00	
Item Count		1			Fee Totals	\$100.00	
Plumbing	U2012-5231	11/01/2016	PLUMBING	PLUMBING		\$100.00	
Item Count		1			Fee Totals	\$100.00	
Mechanical	U2012-5232	11/03/2016	NEW	INSPECTION FEE	27651352	\$100.00	
Item Count		1			Fee Totals	\$100.00	
Mechanical	U2012-5234	11/14/2016	NEW	ELECTRICAL		\$100.00	
Mechanical	U2012-5234	11/14/2016	NEW	MECHANICAL		\$100.00	
Item Count		2			Fee Totals	\$200.00	
Mechanical	U2012-5235	11/14/2016	NEW	MECHANICAL		\$100.00	
Mechanical	U2012-5235	11/14/2016	NEW	ELECTRICAL		\$100.00	
Item Count		2			Fee Totals	\$200.00	
Building	U2012-5237	11/14/2016	COMMERCIAL	COMMERCIAL		\$300.00	
Item Count		1			Fee Totals	\$300.00	
Building	U2012-5238	11/14/2016	COMMERCIAL	COMMERCIAL		\$300.00	
Item Count		1			Fee Totals	\$300.00	
Plumbing	U2012-5239	11/28/2016	PLUMBING	PLUMBING		\$100.00	
Plumbing	U2012-5239	11/28/2016	PLUMBING	ELECTRICAL		\$100.00	
Item Count		2			Fee Totals	\$200.00	
Plumbing	U2012-5240	11/28/2016	REPLACE WATER PLUMBING			\$100.00	
Item Count		1			Fee Totals	\$100.00	
Item Count		34			Fee Totals	\$4,925.75	

Fee Detail Subsort Report

Report for 10/01/2015 to 11/30/2015

Sorted by Permit Number

Report Date 12/06/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-5110-M	11/06/2015	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5117	10/06/2015	COMM.	ELECTRICAL		\$100.00	
Building	U2012-5117	10/06/2015	COMM.	COMM.		\$300.00	
Item Count	2				Fee Totals	\$400.00	
Plumbing	U2012-5118	10/06/2015	REPLACE WATER PLUMBING			\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5119	10/07/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5119	10/07/2015	RES.	PERMIT		\$54.00	
Building	U2012-5119	10/07/2015	RES.	GAS		\$75.00	
Building	U2012-5119	10/07/2015	RES.	PLUMBING		\$100.00	
Item Count	4				Fee Totals	\$329.00	
Plumbing	U2012-5120	10/07/2015	REPLACE SEWER PLUMBING			\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5121	10/08/2015	RES.	MECHANICAL		\$100.00	
Building	U2012-5121	10/08/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5121	10/08/2015	RES.	PLUMBING		\$100.00	
Building	U2012-5121	10/08/2015	RES.	HR FUND		\$10.00	
Building	U2012-5121	10/08/2015	RES.	PERMIT		\$198.00	
Item Count	5				Fee Totals	\$508.00	
Mechanical	U2012-5122	10/19/2015	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Mechanical	U2012-5123	10/27/2015	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5124	11/02/2015	RES. REPAIRS	RES. REPAIRS		\$50.00	
Item Count	1				Fee Totals	\$50.00	
Mechanical	U2012-5125	11/02/2015	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Project	U2012-5126	11/09/2015	RESIDENTIAL	RES. GRADING		\$150.00	
Item Count	1				Fee Totals	\$150.00	
Building	U2012-5127	11/17/2015	RES. REPAIRS	RES. REPAIRS		\$60.00	

Fee Detail Subsort Report

Report for 10/01/2015 to 11/30/2015

Sorted by Permit Number

Report Date 12/06/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5127	11/17/2015	RES. REPAIRS	ELECTRICAL		\$100.00	
Item Count	2				Fee Totals	\$160.00	
Mechanical	U2012-5128	11/18/2015	ADD HEAT PUMP	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Item Count	22				Fee Totals	\$2,272.00	

Fee Detail Subsort Report

Report for 10/01/2014 to 11/30/2014

Sorted by Permit Number

Report Date 12/06/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Mechanical	U2012-4950-G	11/04/2014	GAS	GAS		\$75.00	
Item Count	1				Fee Totals	\$75.00	
Plumbing	U2012-5009	10/06/2014	PLUMBING	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5010	10/09/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Mechanical	U2012-5011	10/09/2014	NEW	INSPECTION FEE		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5012	10/20/2014	COMM.	COMM.		\$900.00	
Item Count	1				Fee Totals	\$900.00	
Mechanical	U2012-5013	10/20/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Plumbing	U2012-5014	10/23/2014	REPLACE SEWER	PLUMBING		\$100.00	
Item Count	1				Fee Totals	\$100.00	
Building	U2012-5015	10/27/2014	RES.	HR FUND		\$10.00	
Building	U2012-5015	10/27/2014	RES.	CERT OF OCC		\$60.00	
Building	U2012-5015	10/27/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-5015	10/27/2014	RES.	PERMIT		\$720.00	
Building	U2012-5015	10/27/2014	RES.	PLUMBING		\$200.00	
Building	U2012-5015	10/27/2014	RES.	ELECTRICAL		\$200.00	
Item Count	6				Fee Totals	\$1,290.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	CERT OF OCC		\$60.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	OPEN DECK		\$72.60	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	HEATED AREA		\$1,909.51	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	COVERED		\$90.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	PLUMBING		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	MECHANICAL		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	HR FUND		\$10.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	ELECTRICAL		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	GAS		\$100.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	ADJUSTMENT		\$-25.00	
Item Count	10				Fee Totals	\$2,817.11	
Project	U2012-5017	10/27/2014	DEMOLITION	DEMOLITION		\$100.00	

Fee Detail Subsort Report

Report for 10/01/2014 to 11/30/2014

Sorted by Permit Number

Report Date 12/06/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Item Count 1							Fee Totals \$100.00
Mechanical	U2012-5018	11/04/2014	REINSPECTION	REPLACE FLEX		\$100.00	
Item Count 1							Fee Totals \$100.00
Electrical	U2012-5020	11/05/2014	ADD	ELECTRICAL		\$100.00	
Item Count 1							Fee Totals \$100.00
Mechanical	U2012-5021	11/10/2014	CHANGE OUT	MECHANICAL		\$100.00	
Item Count 1							Fee Totals \$100.00
Item Count 27							Fee Totals \$5,982.11

Last Inspect Records

Report for 11/01/2016 to 11/30/2016

Report Date 12/06/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5225	303 LOOKOUT ROAD	BONITZ CO. OF	COMMERCIAL	ROOFING/FLASHIN	Building	11/01/2016	3:00 PM	APPROVED	//	DEC
U2012-5196	400-B ASSEMBLY	H & M	COMM.	INSULATION	Building	11/03/2016	1:30 PM	*SEE NOTES	//	DEC
U2012-5196	400-B ASSEMBLY	H & M	COMM.	FINAL	Building	11/03/2016	2:00 PM	*APPROVED	//	DEC
U2012-5204	309-B COLLEGIATE	DSH	COMM.	PLUMBING FINAL	Building	11/04/2016	08:30 AM	APPROVED	//	DA
U2012-5204	309-B COLLEGIATE	DSH	COMM.	ELECTRICAL	Building	11/04/2016	08:45 AM	APPROVED	//	DEC
U2012-5204	309-B COLLEGIATE	DSH	COMM.	MECH. FINAL	Building	11/04/2016	09:00 AM	*APPROVED	//	DEC
U2012-5204	309-B COLLEGIATE	DSH	COMM.	INSULATION	Building	11/04/2016	09:30 AM	FAILED	//	DEC
U2012-5229	517 SUWANNEE DR	ALL WAYS	REPLACE WATER	GAS PIPING	Plumbing	11/07/2016	10:00 AM	NOT READY	//	DEC
U2012-5229	517 SUWANNEE DR	ALL WAYS	REPLACE WATER	PLUMBING	Plumbing	11/07/2016	10:15 AM	FAILED	//	DEC
U2012-5221	105 MECKLENBURG CIR	PARTON'S	PLUMBING	PLUMBING FINAL	Plumbing	11/07/2016	11:30 AM	APPROVED	//	DEC
U2012-5204	309-B COLLEGIATE	DSH	COMM.	INSULATION	Building	11/08/2016	10:00 AM	APPROVED	//	DEC
U2012-5225	303 LOOKOUT ROAD	BONITZ CO. OF	COMMERCIAL	FINAL	Building	11/08/2016	3:30 PM	APPROVED	//	DEC
U2012-5217	405 ASSEMBLY CIRCLE	WNC ROOFING,	COMMERCIAL	ROOFING/FLASHIN	Building	11/09/2016	10:30 AM	FAILED	//	DEC
U2012-5232	406 SOUTH CAROLINA	CAROLINA	NEW	MECH. FINAL	Mechanical	11/09/2016	12:00 PM	APPROVED	//	DEC
U2012-5213	ASSEMBLY DRIVE	DSH	COMM. REPAIRS	FINAL	Building	11/11/2016	1:30 PM	APPROVED	//	DEC
U2012-5187	307 LOOKOUT ROAD	HAYNES HEATING	CHANGE OUT	MECH.	Mechanical	11/14/2016	4:00 PM	APPROVED	//	DEC
U2012-5206	310 GAITHER CIRCLE	HAYNES HEATING	CHANGE OUT	MECH.	Mechanical	11/14/2016	4:15 PM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	BUILDING RE-INSP.	Building	11/16/2016	3:30 PM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	ELECTRICAL	Building	11/16/2016	3:40 PM	APPROVED	//	DEC
U2012-5112	406 APPALACHIAN WAY	MOUNTAIN	SINGLE FAMILY	MECH.	Building	11/16/2016	4:00 PM	APPROVED	//	DEC
U2012-5173	119 VIRGINIA RD	EWING &	RES.	THERMAL	Building	11/17/2016	09:30 AM	APPROVED	//	DEC
U2012-5222	211 ALABAMA TER	STEVE FLEMING	PLUMBING	PLUMBING	Plumbing	11/18/2016	09:30 AM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	CONDITIONAL	Building	11/18/2016	10:00 AM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	BUILDING FINAL	Building	11/18/2016	10:30 AM	APPROVED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	PLUMBING FINAL	Building	11/18/2016	11:00 AM	FAILED	//	DEC
U2012-5209	126 EASTMINSTER TER	BULLMAN	CHANGE OUT	MECH.	Mechanical	11/21/2016	10:20 AM	FAILED	//	DEC
U2012-5229	517 SUWANNEE DR	ALL WAYS	REPLACE WATER	PLUMBING	Plumbing	11/21/2016	11:15 AM	APPROVED	//	DEC
U2012-5209	126 EASTMINSTER TER	BULLMAN	CHANGE OUT	MECH.	Mechanical	11/28/2016	12:30 PM	APPROVED	//	DEC
U2012-5194	110 VIRGINIA RD	JENNIFER	RES.	PLUMBING	Building	11/29/2016	11:00 AM	APPROVED	//	DEC
U2012-5194	110 VIRGINIA RD	JENNIFER	RES.	BUILDING RE-INSP.	Building	11/29/2016	11:30 AM	APPROVED	//	DEC
U2012-5239	533 MAGILL DR	T.P. HOWARD'S	PLUMBING	PLUMBING R.I.	Plumbing	11/29/2016	2:30 PM	APPROVED	//	DEC
U2012-5239	533 MAGILL DR	T.P. HOWARD'S	PLUMBING	ELECTRICAL R.I.	Plumbing	11/29/2016	2:45 PM	FAILED	//	DEC
U2012-5239	533 MAGILL DR	T.P. HOWARD'S	PLUMBING	ELEC. RE-INSPECT	Plumbing	11/30/2016	4:45 PM	APPROVED	//	DEC

Montreat

2016 APPLICATION INFORMATION

Status : In Progress**Community Name:** Montreat**Community Website:** www.townofmontreat.org**Mayor or Equivalent:** **City Forestry Contact:**

Tim Helms

Ann Vinson

P.O. Box 423

PO Box 699

Montreat , NC 28757

Montreat, NC 28757

828-669-2975

avinson@townofmontreat.org**Portal Login Contact:**

Angie Murphy

PO Box 423

Montreat, NC 28757

828-669-8002-301

amurphy@townofmontreat.org

Standard 1 - A Tree Board or Department

Community Type: Community has both a Tree Board and a Department Chair or City Manager/Official**Frequency of Meetings:** Monthly**Chairperson:**

Ann Vinson

PO Box 699

Montreat, NC 28757

Tree Board Members:

Ann Vinson

Maggie Ray

John Johnson

Bill Seaman

Dept. Chair/City Manager:

Steve Freeman

PO Box 423

Montreat, NC 28757

Standard 2 - A Community Tree Ordinance

Date ordinance established: 12/1/2015**Ordinance verified:** Ordinance has been verified

Standard 3 - A Community Forestry Program with an Annual Budget of at least \$2 Per Capita

[Print this page](#)

Tree City USA

2016 Application for Certification



The Tree City USA award is in recognition of work completed by the community during the 2016 calendar year.

As Mayor or Equivalent of the Community of Montreat

I herewith make application for this community to be officially certified/recertified as a Tree City USA for 2016, having achieved the standards set forth by the Arbor Day Foundation as noted below.

Standard 1: A Tree Board or Department

Community has both a Tree Board and a Department Chair or City Manager/Official

Department Chair/City Manager

Steve Freeman Dept Chairperson 828-669-8002-304 sfreeman@townofmontreat.org

Tree Board Chair

Ann Vinson Tree Board Chairperson 828-669-2975 avinson@townofmontreat.org

Standard 2: A Community Tree Ordinance

✓ Our community ordinance is on record

Standard 3: A Community Forestry Program with an Annual Budget of at Least \$2 Per Capita

Total Community Forestry Expenditures \$19257.2

Community Population 791

Per Capita Spending \$24.35

Standard 4: An Arbor Day Observance and Proclamation

✓ Official Arbor Day proclamation is on record

Mayor or Equivalent Signature

Title

Date

Application Certification

To Be Completed By The State Forester:

Montreat

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained herein, said community is eligible to be certified as a Tree City USA community, for the 2016 calendar year, having in my opinion met the four standards required for recognition.

State Forester Signature

Title

Date

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