

**MEETING OF THE BOARD OF COMMISSIONERS
TOWN OF MINT HILL, NORTH CAROLINA
MINT HILL TOWN HALL
4430 MINT HILL VILLAGE LANE
NOVEMBER 10, 2016
7:00 P.M.**

1. CALL TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. ADDITION, DELETION OR ARRANGEMENT OF AGENDA ITEMS
4. APPROVE MINUTES OF THE OCTOBER 5, 2016 CALLED MEETING, OCTOBER 13, 2016 QUARTERLY DEVELOPERS' WORKSHOP AND OCTOBER 13, 2016 REGULAR MEETING
5. CONSENT AGENDA: (A) ACCEPT SEPTEMBER TAX COLLECTORS REPORT; (B) ACCEPT SEPTEMBER TREASURER'S REPORT; AND, (C) ACCEPT OCTOBER TAX COLLECTORS REPORT
6. WORLD PANCREATIC CANCER DAY PROCLAMATION
7. VETERANS DAY PROCLAMATION
8. NATIONAL AMERICAN INDIAN HERITAGE MONTH PROCLAMATION
9. PRESENTATION BY STEVE FREY, P.E.
10. PRESENTATION BY CHIEF TIM LEDFORD
11. PUBLIC COMMENTS**
12. CONSIDER REQUEST FROM IDLEWILD VOLUNTEER FIRE DEPARTMENT AND RELATED BUDGET AMENDMENT
13. OTHER BUSINESS/COUNCIL MATTERS
14. CLOSED SESSION TO APPROVED OCTOBER 13, 2016 CLOSED SESSION MINUTES
15. ADJOURNMENT

** IN ACCORDANCE WITH NORTH CAROLINA GENERAL STATUTES AND/OR LOCAL ORDINANCES, A PUBLIC HEARING IS REQUIRED/SCHEDULED ON THIS AGENDA ITEM. PUBLIC COMMENTS RELATED TO THIS ITEM HAVE BEEN OR WILL BE HEARD DURING THE SCHEDULED PUBLIC HEARING. TIME ALLOTTED EACH SPEAKER MAY BE LIMITED DUE TO LENGTH OF AGENDA. **UP TO ONE HOUR HAS BEEN RESERVED FOR COMMENTS FROM THE PUBLIC ON MATTERS OF GENERAL INTEREST, OR AGENDA ITEMS OTHER THAN THOSE FOR WHICH A PUBLIC HEARING IS REQUIRED AS NOTED ABOVE. INDIVIDUALS WISHING TO SPEAK UNDER "PUBLIC COMMENTS" MUST SIGN UP (ON THE SHEET PROVIDED IN THE LOBBY) PRIOR TO THE MEETING BEING CALLED TO ORDER. SPEAKERS WILL BE LIMITED TO TWO MINUTES PER PERSON, AND RECOGNIZED IN THE ORDER IN WHICH THEY SIGN UP.*

**MINUTES OF THE CALLED MEETING OF
THE BOARD OF COMMISSIONERS
TOWN OF MINT HILL, NORTH CAROLINA
OCTOBER 5, 2016**

The Board of Commissioners of the Town of Mint Hill met in called session on Wednesday, October 5, 2016 at 6:00 p.m. in the Flex Room, Mint Hill Town Hall.

ATTENDANCE

Mayor: Ted H. Biggers, Jr.

Commissioners: Carl M. Ellington, Dale Dalton, Richard Newton and Katrina (Tina) W. Ross

Town Manager: Brian L. Welch

Deputy Town Manager: Lee Bailey

Town Engineer: Steve Frey

Town Clerk: Michelle Wells

Mayor Biggers called the meeting to order, ruled a quorum present and the meeting duly constituted to carry on business. The purpose of the meeting was to discuss plans for the Mint Hill Athletic Park to be located at 9801 Brief Road.

Manager Welch stated Edifice, at the September 14, 2016 meeting, had given the Board the best final plan price estimate for the Athletic Park located at 9801 Brief Road. The total estimate before any additional alternates was \$7,048,646. Manager Welch said he understood from the Board they would like to pursue Geofill and to revise the baseball infield from natural grass/infield mix to synthetic turf with either crumb rubber or coconut/pad. The alternates increased the total estimate to a total of \$7,563,050.

Manager Welch reminded the Board of the Fund Balance Policy Change with a memo dated March 14, 2013. In 2013, the Board amended the policy and adopted a policy of a 25% Fund Balance Policy. Manager Welch presented the Board with a sample ten year payment plan for \$7,750,000 with an interest rate of 2.5%. He said the unaudited FY16 General Fund Revenues were approximately \$11,300,000 and the unaudited FY16 General Fund Expenditures were approximately \$10,400,000. The anticipated amount for FY16, to be placed in savings, would be \$900,000. He stated \$790,000 was placed in savings in FY14 and \$255,000 was placed in savings in FY15. He stated, if history repeated, the Town would save enough each budget year to pay the debt service. He stated the Local Government Commission (LGC) had been contacted about the proposed amounts. An application would be submitted to the LGC if that was the desire of the Board.

The Board discussion included but was not limited to: the financial aspects of the facility, the pros and cons of partnering with the Mecklenburg County Park and Recreation Department to develop the Athletic Park and the possibility of running water and sewer to the site.

Town Staff was looking for a recommendation by the Board to move forward with the project while researching the ways to reduce cost and construct the facility the Board envisioned.

Mayor Biggers stated the Board had not jumped into the project quickly; the PARTF grant was pursued three years ago, a consultant was selected and the Board had been diligently working toward construction of the Athletic Park. Mayor Biggers asked the Board members if they recommended moving forward with the project. The Board unanimously supported moving forward with the construction of the Athletic Park located at 9801 Brief Road.

There being no further Public Comments, to come before the Board, Mayor Biggers adjourned the Public Meeting at 7:02 p.m.

Michelle Wells, Town Clerk

**MINUTES OF THE CALLED MEETING OF
THE BOARD OF COMMISSIONERS
TOWN OF MINT HILL, NORTH CAROLINA
OCTOBER 13, 2016**

The Board of Commissioners of the Town of Mint Hill met in called session on Thursday, October 13, 2016 at 6:20 p.m. in the John M. McEwen Assembly Room, Mint Hill Town Hall.

ATTENDANCE

Mayor: Ted H. Biggers, Jr.

Commissioners: Dale Dalton, Carl M. Ellington, Richard Newton and Katrina (Tina) W. Ross

Town Manager: Brian L. Welch

Planning Director: John Hoard

Town Clerk: Michelle Wells

Mayor Biggers called the meeting to order, ruled a quorum present and the meeting duly constituted to carry on business. The purpose of the called meeting was to hold the Quarterly Developers' Workshop.

Mayor Biggers recognized Scott Stevens and Phil Eisenhauer of Keller Williams. Mr. Stevens began presenting the Mint Hill Town Center plan by characterizing and defining a Town Center for Mint Hill as a place to live, work and play. The plan included office, residential, retail, an open space/park area, and walkable areas with entertainment features. The Mint Hill Town Center PowerPoint presentation (copy filed with minutes) used a definition by Urban Land Institute Chairman, Peter Pappas; outlined the keys for developing a successful Town Center; highlighted the rare opportunity for such a Town Center; and, concluded by asking the Board if they were supportive of the conceptual plan.

Mayor Biggers stated a number of years ago, the Board was presented with a similar plan and the Board had supported it; although that plan fell apart. The Mint Hill Downtown was developed in conjunction with citizens to make a walkable, livable community. He stated he was very excited about the concept even though there were details to be worked out. The Board would be very cautious because the plan would be very big for the Town.

Commissioner Dalton liked the concept of a Mint Hill Town Center very much.

Commissioner Ross thought a Town Center would be a great opportunity for Mint Hill.

Commissioner Ellington was concerned about the prospect of non-brick components and he'd like it to be studied further. Mr. Stevens said he understood the preference for brick. The renderings were based off Birkdale and they had their own flavor just as Mint Hill had their own flavor.

Commissioner Newton said it was a great plan; they should be careful to address the details but he looked forward to working with them.

Mr. Stevens thanked the Board for their time; he thought the project would be wonderful in Mint Hill.

Mayor Biggers recognized Scott Stevens of Keller Williams regarding property located at 4810 Margaret Wallace Road. The approximately 20 acres was situated near the intersection of Margaret Wallace Road and Idlewild Road. Commercial property comprised all four corners of the intersection. On September 16, 1993 a Conditional Use Permit was granted to the property owner to develop the property as multi-family housing; the permit expired on August 30, 1995 due to inactivity. He stated in the PowerPoint (copy filed with minutes) the owners would prefer to sell the property for commercial, multi-family. office, age-restricted living, or a combination. The owners were not interested in multi-family apartments but rather single family attached or detached, age-restricted living and medical office uses that would serve to add value to the adjacent residents.

Mayor Biggers stated the area in question had a dense population and it had required large amounts of town resources due to crime. He noted the property was conducive to an age restrictive community/assisted living facility and he would be open to hearing more and seeing a specific plan.

Commissioner Dalton expressed interest in seeing a specific plan and he would consider zoning for an assisted living facility.

Commissioner Ross suggested she would prefer to comment on a conceptual plan.

Commissioner Ellington stated he would prefer to see a specific plan.

Commissioner Newton echoed the sentiments that a detailed plan would be needed.

Mr. Stevens thanked the Board for their time. He expressed his gratitude to the Board for being open to seeing what might be available for the site.

There being no further business to come before the Board, Mayor Biggers adjourned the Quarterly Developers' Workshop at 6:52 p.m.

Michelle Wells, CMC, Town Clerk

**MINUTES OF THE MEETING OF
THE BOARD OF COMMISSIONERS
TOWN OF MINT HILL, NORTH CAROLINA
OCTOBER 13, 2016**

The Board of Commissioners of the Town of Mint Hill met in regular session on Thursday, October 13, 2016 at 7:00 p.m. in the John M. McEwen Assembly Room, Mint Hill Town Hall.

ATTENDANCE

Mayor: Ted H. Biggers, Jr.

Commissioners: Dale Dalton, Carl M. Ellington, Richard Newton and Katrina (Tina) Ross

Town Manager: Brian L. Welch

Planning Director: John Hoard

Police Lieutenant: Joe Hatley

Town Clerk: Michelle Wells

CALL TO ORDER, INVOCATION AND PLEDGE

Mayor Biggers called the meeting to order, ruled a quorum present and the meeting duly constituted to carry on business. Following the invocation offered by Commissioner Ross, Mayor Biggers led the Pledge of Allegiance to the Flag of the United States of America.

ORDER OF BUSINESS

Addition, Deletion or Arrangement of Agenda Items: None.

Approve Minutes of the September 8, 2016 Meeting and the September 14, 2016 Called Meeting: Upon the motion of Commissioner Ellington, seconded by Commissioner Ross, the Board unanimously approved the minutes of the September 8, 2016 and September 14, 2016 meetings.

Consent Agenda: (A) Accept Resolution Waiving Formal Bidding Requirements Pursuant to N.C. General Statute § 143-129(G) for the Purchase of Police Vehicles; (B) Accept August Tax Collectors Report; (C) Consider Revising November and December 2016 Meeting Schedule for Board of Commissioners; (D) Accept Resolution to Approve Financing Terms for the Purchase of Police Vehicles; (E) Accept Personnel Policy Amendments and Title Changes; (F) Authorize Mayor and Manager to Enter Into Agreements with State of NC for Grant Funds; (G) Accept July and August Treasurer's Report and Financials; (H) Appointments to the Idlewild VFD Firefighters' Relief Fund; and, (I) Accept Records Retention Schedule Amendment: Commissioner Ross asked for Item (A) to be pulled.

Upon the motion of Commissioner Ross, seconded by Commissioner Ellington, the Board unanimously approved the consent agenda Items B,C,D,E,F,G,H, and I. (Copy filed with minutes of record.)

Commissioner Ross asked about Item (A) Accept Resolution Waiving Formal Bidding Requirements Pursuant to N.C. General Statute § 143-129(G) for the Purchase of Police Vehicles. She asked if the vehicles were less expensive when purchased in South Carolina. Manager Welch said yes they were less expensive. She asked if the total price financed included the equipment for the vehicle; Manager Welch said it did.

Upon the motion of Commissioner Ross, seconded by Commissioner Newton, the Board unanimously approved Item A. (Copy filed with minutes of record.)

Fire Prevention Week Proclamation: Upon the request of Mayor Biggers, Chairman Jerry Mullis along with Deputy Chief John Phillips and members of the Fire Department stood while Commissioner Ross read the following Proclamation:

WHEREAS, the week of October 9-15, 2016, has been designated as Fire Prevention Week by the National Fire Protection Association; and,

WHEREAS, since the organization of the first fire departments during the colonial era of this Nation, firefighters have maintained their dedication to protecting the health and safety of the American public; and,

WHEREAS, this year's theme for Fire Prevention Week is "Don't Wait: Check the Date! Replace Smoke Alarms Every 10 Years" and citizens are encouraged to make sure their smoke alarms are in fact working; and,

WHEREAS, Fire Prevention Week was established to commemorate the Great Chicago Fire of October 8, 1871, and is designed to focus attention on fire safety programs that offer engineering, educational, enforcement-related and evaluative solutions to our national and local fire problem by emphasizing fire sprinkler and smoke alarm installation and maintenance, school and adult educational programs, safety inspections of residential and commercial properties, identification of the cause and contributing factors of all fires, and practicing exit drills in the home; and,

WHEREAS, the Mint Hill and Idlewild Volunteer Fire Departments regularly participate in local fire education efforts for children, including tours of the fire stations and equipment.

NOW, THEREFORE, I, Ted H. Biggers, Jr., do hereby Proclaim the week of October 9-15, 2016 as Fire Prevention Week, and urge all citizens to check the batteries in their alarms and practice their escape plans when they set their clocks back this fall.

Town Seal Witness my hand and seal of the Town of Mint Hill this 13th day of October, 2016.

Induction and Recognition of the Independence High School Dream Team: Mayor Biggers recognized the Dream Team Advisor, Noel Hamrick. Mrs. Hamrick introduced the following Dream Team members: Trey Shuford, Agisanyang Molapisi, Angelo Aldarondo, Matt Statile, Haley Love, Hannah Cobb, Jabari Moore, Matthew Lee, Paige Strickland, Skylar Bunn, Taylor Williams, and Logan Brock.

Mayor Biggers asked Commissioner Ross to administer the Oath to each Dream Team member. In their affirmation of the Oath, Dream Team members:

- Acknowledged how dangerous alcohol and drugs can be for their bodies and minds and pledged to abstain from alcohol and drugs and never use any unlawful substances while a student at Independence High School.
- Recognized they had the power to refrain from physical or verbal violence or abuse towards anyone based on race, religion, gender or sexual orientation and pledged to resolve conflicts in a non-violent manner and encourage positive behavior.
- Realized that participation in athletics is a privilege; and as a student athlete, they are held to higher standards and pledged to follow the six pillars of Character Counts of trustworthiness, respect, responsibility, fairness, caring and citizenship.
- Accepted commitment to their community and civic duties within it; and pledged dedication to doing community service, education and portraying good leadership on and off the field of play.

Mayor Biggers commended the athletes for their commitment and congratulated each upon being selected as a member of the Independence High School Dream Team.

Public Comments: None.

Other Business/Council Matters: Commissioner Newton attended the Chamber of Commerce meeting where they made a \$500 donation to the November 12th Veterans Breakfast. He also attended the Compleat Therapy Grand Opening.

Commissioner Ellington said the Planning Board meeting had been cancelled.

Commissioner Ross stated the Fire Department had responded to 263 EMS calls and 121 Fire calls for a total of 384 calls in August; 249 EMS calls and 116 Fire calls in September. The year-to-date calls were 3,294. She stated a third ambulance was ordered and should be delivered in 6-8 months. She attended the October 9th Fallen Firefighters service. She reminded everyone to help “Fill the Boot” for the Muscular Dystrophy Association on Saturday from 9 a.m. to 1 p.m. She attended the Arts and Science Council Board meeting, ASC south and east meetings, the Chamber of Commerce Board meeting and luncheon, the Grand Openings for Servants Heart, and Sandy Harrison Fine Art. She encouraged everyone to take part in the Mint Hill Art’s Plein Air Paintout on October 21st and 22nd. She thanked Manager Welch and Sheryl Smith for the Employee Appreciation event held on October 5th at Town Hall. She also attended Coffee with a Cop at McDonalds.

Commissioner Dalton attended the information meeting for Steven’s Creek Nature Preserve, the Chamber of Commerce luncheon, the COG meeting and the ice cream social/employee appreciation. He also attended the Grand Opening for a Servant’s Heart and Carillon.

Mayor Biggers had attended the Fallen Firefighters service and the 94th birthday party for his mom.

Closed Session for a Legal Matter: The Board agreed by consensus to move into Closed Session.

The Mayor said no announcement was expected. The Board returned from Closed Session.

Adjournment: Upon the motion of Commissioner Newton, seconded by Commissioner Ross, the Board unanimously agreed the meeting be adjourned. Mayor Biggers adjourned the meeting at 7:27 p.m.

Michelle Wells, CMC, Town Clerk

TAX COLLECTOR'S REPORT FOR SEPTEMBER 2016

Please see attached reports from County regarding taxes collected on behalf of the Town of Mint Hill. The following is a summary of the collections during the month of September 2016:

Current/Prior Year Real Estate/Personal Property**:	\$222,300.33
Interest Collected on All Taxes:	\$440.71
Registered Motor Vehicle Tax (less 1.5%***):	\$32.33
Registered Motor Vehicle Fee (less 1.5%***):	\$11.67
Total Collected During September 2016	\$222,785.04

** Personal Property other than registered motor vehicles.

***In accordance with State Statutes, County receives 1.5% for billing/collecting vehicle tax/fee.

Report Parameters:

Date Sent to Finance Start: 9/1/2016

Date Sent to Finance End: 9/30/2016

Abstract Type: RMV

Tax District: MINT HILL

Tax Year: ALL

Year For: 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991

Collapse

Districts: N

Default Sort-By: Tax Year

Grouping: Tax District, Levy Type

Tax Year	Orig. Billed Amt (\$)	Abs. Adj (\$)	Bill Releases (\$)	Disc. Levy (\$)	Net Levy (\$)	Property Tax (\$)	Penalties (\$)	Int. Collect. (\$)	1.5% Admin	Net Amt Due	Total Collect. (\$)	% Coll.	% Un-coll.
			Assessor Refunds (\$)	Additional Levy (\$)		Assmt Fees (\$)	Coll. Fees (\$)	Net Collect. (\$)			Unpaid Balance (\$)		

TAX DISTRICT: MINT HILL LEVY TYPE: TAX

2014	3,294.04	0.00	0.00	0.00	2,938.96	3,320.91	0.00	0.00			0.00	97.10 %	2.90 %
			0.00	26.87		0.00	0.00	0.00			85.21		
2013	322,077.93	0.00	0.00	0.00	317,114.93	322,077.93	0.00	16.10			67.62	98.02 %	1.98 %
			0.00	0.00		0.00	0.00	67.62			6,269.34		
2012	550,264.19	0.00	0.00	0.00	542,323.54	550,419.11	0.00	16.49			46.96	98.53 %	1.47 %
			0.00	154.92		0.00	0.00	46.96			7,973.92		
2011	513,213.51	0.00	0.00	0.00	506,501.35	513,307.88	0.00	0.23			13.72	98.86 %	1.14 %
			0.00	94.37		0.00	0.00	13.72			5,757.28		
2010	488,951.08	0.00	0.00	0.00	481,869.52	489,518.80	0.00	0.00			0.00	98.51 %	1.49 %
			0.00	567.72		0.00	0.00	0.00			7,159.53		
2009	501,368.74	0.00	0.00	0.00	494,162.07	502,170.92	0.00	0.00			0.00	98.61 %	1.39 %
			0.00	802.18		0.00	0.00	0.00			6,890.63		
2008	542,235.83	0.00	0.00	0.00	534,007.05	542,859.70	0.00	0.00			0.00	98.74 %	1.26 %
			0.00	623.87		0.00	0.00	0.00			6,752.47		
2007	570,743.61	0.00	0.00	0.00	555,961.15	573,148.45	0.00	0.00			0.00	97.92 %	2.08 %
			0.00	2,404.84		0.00	0.00	0.00			11,585.04		
2006	545,204.67	0.00	0.00	0.00	538,006.19	549,611.45	0.00	0.00			0.00	98.18 %	1.82 %
			0.00	4,406.78		0.00	0.00	0.00			9,782.54		

2005	228,095.33	0.00	0.00	0.00	223,747.26	229,740.47	0.00	0.00			0.00	97.77 %	2.23 %
			0.00	1,645.14		0.00	0.00	0.00			4,988.84		
Subtot.	4,265,448.93	0.00	0.00	0.00	4,196,632.02	4,276,175.62	0.00	32.82	0.49	32.33	128.30	98.40 %	1.60 %
			0	10,726.69		0.00	0.00	128.30	1.92	126.38	67,244.80		
TAX DISTRICT: MINT HILL LEVY TYPE: VEHICLE FEE													
2014	690.00	0.00	0.00	0.00	689.12	0.00	0.00	0.00			0.00	94.20 %	5.80 %
			0.00	10.00		700.00	0.00	0.00			40.00		
2013	111,822.63	0.00	0.00	0.00	110,796.96	0.00	0.00	4.01			17.48	96.94 %	3.06 %
			0.00	0.00		111,822.63	0.00	17.48			3,392.36		
2012	197,645.01	0.00	0.00	0.00	195,899.34	0.00	0.00	7.76			17.76	97.36 %	2.64 %
			0.00	30.00		197,675.01	0.00	17.76			5,171.61		
2011	193,644.99	0.00	0.00	0.00	192,190.64	0.00	0.00	0.08			0.08	97.89 %	2.11 %
			0.00	10.00		193,654.99	0.00	0.08			4,062.82		
2010	189,020.83	0.00	0.00	0.00	187,609.85	0.00	0.00	0.00			0.00	97.38 %	2.62 %
			0.00	80.00		189,100.83	0.00	0.00			4,906.13		
2009	189,032.51	0.00	0.00	0.00	187,555.64	0.00	0.00	0.00			0.00	97.50 %	2.50 %
			0.00	180.00		189,212.51	0.00	0.00			4,685.06		
2008	192,005.00	0.00	0.00	0.00	190,299.40	0.00	0.00	0.00			0.00	97.78 %	2.22 %
			0.00	170.00		192,175.00	0.00	0.00			4,221.20		
2007	192,756.67	0.00	0.00	0.00	190,799.54	0.00	0.00	0.00			0.00	96.78 %	3.22 %
			0.00	810.00		193,566.67	0.00	0.00			6,152.50		
2006	186,370.85	0.00	0.00	0.00	184,544.72	0.00	0.00	0.00			0.00	96.79 %	3.21 %
			0.00	708.33		187,079.18	0.00	0.00			5,923.20		
2005	74,844.73	0.00	0.00	0.00	73,872.50	0.00	0.00	0.00			0.00	96.26 %	3.74 %
			0.00	277.52		75,122.25	0.00	0.00			2,761.69		
Subtot.	1,527,833.22	0.00	0.00	0.00	1,514,257.71	0.00	0.00	11.85	0.18	11.67	35.32	97.27 %	2.73 %
			0	2,275.85		1,530,109.07	0.00	35.32	0.53	34.79	41,316.57		
Total	5,793,282.15	0.00	0.00	0.00	5,710,889.73	4,276,175.62	0.00	44.67	0.67	44.00	163.62	98.10 %	1.90 %
			0.00	13,002.54		1,530,109.07	0.00	163.62	2.45	161.17	108,561.37		

Signature (Tax Collector) _____

Report Parameters:

Date Sent to Finance Start: **9/1/2016**

Date Sent to Finance End: **9/30/2016**

Abstract Type: **BUS,IND,PUB,REI**

Tax District: **MINT HILL**

Tax Year: **ALL**

Year For: **2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991**

Collapse Districts: **N**

Default Sort-By: **Tax Year**

Grouping: **Tax District,Levy Type**

Tax Year	Orig. Billed Amt (\$)	Abs. Adj (\$)	Bill Releases (\$)	Disc. Levy (\$)	Net Levy (\$)	Property Tax (\$)	Penalties (\$)	Int. Collect. (\$)	Total Collect. (\$)	% Coll.	% Un-coll.
			Assessor Refunds (\$)	Additional Levy (\$)		Assmt Fees (\$)	Coll. Fees (\$)	Net Collect. (\$)	Unpaid Balance (\$)		

TAX DISTRICT: MINT HILL LEVY TYPE: LATE LIST PENALTY

2016	1,722.83	7.65	0.00	1,790.31	3,483.88	0.00	3,513.14	0.00	148.60	11.86 %	88.14 %
			0.00	0.00		0.00	0.00	148.60	3,070.62		
2015	1,728.34	3.38	0.00	2,987.13	2,696.84	0.00	4,716.47	1.64	22.11	87.05 %	12.95 %
			0.00	1.00		0.00	0.00	22.11	349.17		
2014	2,112.76	3.38	0.00	618.04	2,226.19	0.00	2,742.95	0.00	0.00	83.56 %	16.44 %
			0.00	12.15		0.00	0.00	0.00	366.05		
2013	1,746.82	3.38	0.00	737.20	2,419.87	0.00	2,487.29	0.07	0.34	86.83 %	13.17 %
			0.00	3.27		0.00	0.00	0.34	318.66		
2012	1,697.77	0.00	0.00	768.08	2,393.09	0.00	2,469.01	0.10	0.39	86.93 %	13.07 %
			0.00	3.16		0.00	0.00	0.39	312.69		
2011	2,129.19	0.00	0.00	3,171.44	3,895.98	0.00	5,301.44	0.14	0.46	91.95 %	8.05 %
			0.00	0.81		0.00	0.00	0.46	313.81		
2010	3,083.01	0.00	0.00	4,286.80	7,889.36	0.00	9,144.88	0.19	0.55	61.22 %	38.78 %
			0.00	1,775.07		0.00	0.00	0.55	3,059.65		
2009	2,072.67	0.00	0.00	209.41	1,753.13	0.00	2,291.43	0.00	0.00	90.92 %	9.08 %

			0.00	9.35		0.00	0.00	0.00	159.13		
2008	1,537.94	0.00	0.00	2,217.57	3,553.85	0.00	3,755.51	0.00	0.00	91.72 %	8.28 %
			0.00	0.00		0.00	0.00	0.00	294.26		
2007	1,562.60	0.00	0.00	554.83	1,883.60	0.00	2,117.43	0.00	0.00	91.59 %	8.41 %
			0.00	0.00		0.00	0.00	0.00	158.47		
2006	1,859.22	0.00	0.00	7,511.65	9,045.91	0.00	9,370.87	0.94	3.64	97.64 %	2.36 %
			0.00	0.00		0.00	0.00	3.64	213.15		
2005	1,220.48	0.00	0.00	395.41	1,583.99	0.00	1,615.89	0.00	0.00	89.57 %	10.43 %
			0.00	0.00		0.00	0.00	0.00	165.22		
2004	1,167.95	0.00	0.00	132.15	1,293.46	0.00	1,300.10	0.00	0.00	91.68 %	8.32 %
			0.00	0.00		0.00	0.00	0.00	107.65		
2003	909.62	0.00	0.00	509.91	1,334.00	0.00	1,419.53	0.00	0.00	91.27 %	8.73 %
			0.00	0.00		0.00	0.00	0.00	116.47		
2002	135.80	0.00	0.00	137.86	244.85	0.00	273.66	0.00	0.00	69.90 %	30.10 %
			0.00	0.00		0.00	0.00	0.00	73.69		
2001	131.41	0.00	0.00	4.13	114.50	0.00	135.54	0.00	0.00	5.87 %	94.13 %
			0.00	0.00		0.00	0.00	0.00	107.78		
2000	119.41	0.00	0.00	5.72	106.84	0.00	125.13	0.00	0.00	17.18 %	82.82 %
			0.00	0.00		0.00	0.00	0.00	88.48		
Subtot.	24,937.82	17.79	0.00	26,037.64	45,919.34	0.00	52,780.27	3.08	176.09	79.80 %	20.20 %
			0	1,804.81		0.00	0.00	176.09	9,274.95		

TAX DISTRICT: MINT HILL LEVY TYPE: TAX

2016	5,979,496.33	54,414.97	0.00	21,138.42	6,004,006.06	6,067,955.42	0.00	0.00	220,742.61	10.61 %	89.39 %
			0.00	67,320.67		0.00	0.00	220,742.61	5,366,780.45		
2015	6,220,503.06	33.75	0.00	70,279.54	5,858,202.51	6,479,291.09	0.00	94.35	1,299.02	99.42 %	0.58 %
			0.00	188,508.49		0.00	0.00	1,299.02	33,941.25		
2014	5,791,215.02	33.75	0.00	12,837.46	5,598,450.87	5,815,722.07	0.00	0.00	0.00	99.58 %	0.42 %
			0.00	11,669.59		0.00	0.00	0.00	23,594.64		
2013	5,718,131.77	33.75	0.00	5,867.71	5,491,962.49	5,729,351.95	0.00	184.35	258.70	99.63 %	0.37 %
			0.00	5,352.47		0.00	0.00	258.70	20,428.70		

2012	5,662,797.95	0.00	0.00	16,553.46	5,450,243.96	5,767,371.00	0.00	2.78	11.05	99.65 %	0.35 %
			0.00	88,019.59		0.00	0.00	11.05	19,002.94		
2011	5,673,909.72	0.00	0.00	9,241.61	5,365,702.39	5,702,772.55	0.00	1.42	5.72	99.70 %	0.30 %
			0.00	19,621.22		0.00	0.00	5.72	15,968.78		
2010	5,118,690.81	0.00	0.00	17,717.18	5,128,219.89	5,166,330.67	0.00	1.91	5.52	99.55 %	0.45 %
			0.00	29,922.68		0.00	0.00	5.52	22,924.40		
2009	5,012,669.43	0.00	0.00	1,119.79	5,005,982.23	5,021,015.15	0.00	0.00	0.00	99.80 %	0.20 %
			0.00	7,225.93		0.00	0.00	0.00	10,088.33		
2008	4,804,965.61	0.00	0.00	17,907.96	4,816,204.02	4,824,762.21	0.00	6.45	19.69	99.79 %	0.21 %
			0.00	1,888.64		0.00	0.00	19.69	10,047.47		
2007	4,503,833.29	0.00	0.00	4,529.97	4,462,509.20	4,508,363.26	0.00	93.01	93.01	99.83 %	0.17 %
			0.00	0.00		0.00	0.00	93.01	7,647.15		
2006	4,144,511.82	0.00	0.00	34,034.25	4,161,985.14	4,178,546.07	0.00	9.36	12.46	99.82 %	0.18 %
			0.00	0.00		0.00	0.00	12.46	7,320.86		
2005	3,895,131.33	0.00	0.00	15,803.93	3,903,099.02	3,910,935.26	0.00	0.00	0.00	99.81 %	0.19 %
			0.00	0.00		0.00	0.00	0.00	7,498.58		
2004	3,631,356.78	0.00	0.00	28,923.83	3,651,252.24	3,660,280.61	0.00	0.00	0.00	99.84 %	0.16 %
			0.00	0.00		0.00	0.00	0.00	5,943.96		
2003	3,533,766.80	0.00	0.00	12,524.77	3,531,443.74	3,546,291.57	0.00	0.00	0.00	99.84 %	0.16 %
			0.00	0.00		0.00	0.00	0.00	5,787.76		
2002	77,647.79	0.00	0.00	516.10	77,620.98	78,163.89	0.00	0.00	0.00	96.23 %	3.77 %
			0.00	0.00		0.00	0.00	0.00	2,929.98		
2001	23,357.80	0.00	0.00	16.11	23,073.62	23,373.91	0.00	0.00	0.00	89.54 %	10.46 %
			0.00	0.00		0.00	0.00	0.00	2,412.70		
2000	29,281.21	0.00	0.00	70.94	29,169.23	29,352.15	0.00	0.00	0.00	89.24 %	10.76 %
			0.00	0.00		0.00	0.00	0.00	3,138.08		
Subtot.	69,821,266.52	54,516.22	0.00	269,083.03	68,559,127.59	70,509,878.83	0.00	393.63	222,447.78	91.88 %	8.12 %
			0	419,529.28		0.00	0.00	222,447.78	5,565,456.03		

TAX DISTRICT: MINT HILL LEVY TYPE: VEHICLE FEE

2016	130.00	0.00	0.00	0.00	130.00	0.00	0.00	0.00	0.00	53.85 %	46.15 %
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			0.00	0.00		130.00	0.00	0.00	60.00		
2015	90.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		90.00	0.00	0.00	0.00		
2014	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		100.00	0.00	0.00	0.00		
2013	70.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		70.00	0.00	0.00	0.00		
2011	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2010	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2006	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2005	60.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		60.00	0.00	0.00	0.00		
Subtot.	480.00	0.00	0.00	0.00	480.00	0.00	0.00	0.00	0.00	87.50 %	12.50 %
			0	0.00		480.00	0.00	0.00	60.00		
Total	69,846,684.34	54,534.01	0.00	295,120.67	68,605,526.93	70,509,878.83	52,780.27	396.71	222,623.87	91.87 %	8.13 %
			0.00	421,334.09		480.00	0.00	222,623.87	5,574,790.98		

Signature (Tax Collector) _____

TOWN OF MINT HILL - TREASURER'S REPORT

GENERAL FUND (10):

	July-16	August-16	September-16
<i>CHECKING ACCOUNT - FIRST CITIZENS</i>			
Balance - Month Beginning	\$737,371.34	\$996,550.22	\$385,435.12
Receipts	\$1,500,000.00	\$300,000.00	\$1,000,000.00
Disbursements	\$1,240,821.12	\$911,115.10	\$938,489.09
Balance - Month End	\$996,550.22	\$385,435.12	\$446,946.03
<i>SAVINGS ACCOUNT - BB&T</i>			
Balance - Month Beginning	\$52,014.13	\$50,295.29	\$41,981.94
Receipts	\$50.93	\$0.39	\$0.39
Disbursements	\$1,769.77	\$8,313.74	\$9.95
Balance - Month End	\$50,295.29	\$41,981.94	\$41,972.38
<i>CHECKING ACCOUNT - FIRST CITIZENS (Alarm Tracking)</i>			
Balance - Month Beginning	\$50,389.27	\$50,689.27	\$50,689.27
Receipts	\$300.00	\$0.00	\$1,150.00
Disbursements	\$0.00	\$0.00	\$0.00
Balance - Month End	\$50,689.27	\$50,689.27	\$51,839.27
<i>SAVINGS ACCOUNT - NCCMT</i>			
Balance - Month Beginning	\$2,389,054.39	\$1,617,776.09	\$1,493,393.23
Receipts	\$268,359.66	\$240,453.17	\$939,502.96
Disbursements	\$1,039,637.96	\$364,836.03	\$1,043,815.70
Balance - Month End	\$1,617,776.09	\$1,493,393.23	\$1,389,080.49
<i>SAVINGS ACCOUNT - YADKIN</i>			
Balance - Month Beginning	\$573,461.06	\$73,467.30	\$73,473.54
Receipts	\$6.24	\$6.24	\$6.04
Disbursements	\$500,000.00	\$0.00	\$0.00
Balance - Month End	\$73,467.30	\$73,473.54	\$73,479.58
<i>CHECKING ACCOUNT - FIRST CITIZENS (Police Fundraiser)</i>			
Balance - Month Beginning	\$11,798.28	\$11,084.49	\$10,786.81
Receipts	\$0.00	\$0.00	\$150.00
Disbursements	\$713.79	\$297.68	\$858.32
Balance - Month End	\$11,084.49	\$10,786.81	\$10,078.49
<i>CHECKING ACCOUNT - FIRST CITIZENS (FSA)</i>			
Balance - Month Beginning	\$46,334.05	\$38,237.88	\$32,687.28
Receipts	\$0.00	\$0.00	\$0.00
Disbursements	\$8,096.17	\$5,550.60	\$8,656.49
Balance - Month End	\$38,237.88	\$32,687.28	\$24,030.79

GENERAL FUND (10), Continued:

	July-16	August-16	September-16
SAVINGS ACCOUNT- FIRST CITIZENS (Money Market)			
Balance - Month Beginning	\$570,259.98	\$852,987.76	\$893,695.84
Receipts	\$361,073.44	\$103,087.66	\$65,388.85
Disbursements	\$78,345.66	\$62,379.58	\$161,883.75
Balance - Month End	\$852,987.76	\$893,695.84	\$797,200.94
CHEKCKING ACCOUNT- FIRST CITIZENS (Police Seized Funds)			
Balance - Month Beginning	\$88,540.68	\$90,272.68	\$90,656.78
Receipts	\$1,732.00	\$514.10	\$1,244.00
Disbursements	\$0.00	\$130.00	\$0.00
Balance - Month End	\$90,272.68	\$90,656.78	\$91,900.78
CHECKING ACCOUNT - FIRST CITIZENS (Federal Asset Forfeiture)			
Balance - Month Beginning	\$148,370.74	\$63,226.92	\$69,017.23
Receipts	\$4,681.21	\$9,849.01	\$0.00
Disbursements	\$89,825.03	\$4,058.70	\$0.00
Balance - Month End	\$63,226.92	\$69,017.23	\$69,017.23
CHECKING ACCOUNT - FIRST CITIZENS (NC Asset Forfeiture)			
Balance - Month Beginning	\$12,270.40	\$13,439.65	\$13,439.65
Receipts	\$1,169.25	\$0.00	\$0.00
Disbursements	\$0.00	\$0.00	\$0.00
Balance - Month End	\$13,439.65	\$13,439.65	\$13,439.65
PETTY CASH - Balance (on Hand) @ Month-End	\$100.00	\$100.00	\$100.00
TOTAL GENERAL FUND	\$3,858,127.55	\$3,155,356.69	\$3,009,085.63

POWELL BILL FUND (20):

	July-16	August-16	September-16
CHECKING ACCOUNT - FIRST CITIZENS			
Balance - Month Beginning	\$7,105.88	\$3,550.75	\$42,151.01
Receipts	\$10,000.00	\$500,000.00	\$0.00
Disbursements	\$13,555.13	\$461,399.74	\$8,821.09
Balance - Month End	\$3,550.75	\$42,151.01	\$33,329.92
SAVING ACCOUNT - NCCMT			
Balance - Month Beginning	\$682,120.43	\$682,303.36	\$182,385.57
Receipts	\$182.93	\$82.21	\$347,654.59
Disbursements	\$0.00	\$500,000.00	\$0.00
Balance - Month End	\$682,303.36	\$182,385.57	\$530,040.16
SAVING ACCOUNT - YADKIN			
Balance - Month Beginning	\$71,755.38	\$61,761.28	\$61,766.53
Receipts	\$5.90	\$5.25	\$5.07
Disbursements	\$10,000.00	\$0.00	\$0.00
Balance - Month End	\$61,761.28	\$61,766.53	\$61,771.60
PETTY CASH - Balance (on Hand) @ Month-End	\$30.00	\$30.00	\$30.00
TOTAL POWELL BILL FUND	\$747,645.39	\$286,333.11	\$625,171.68

STORM WATER FUND (25):

	July-16	August-16	September-16
CHECKING ACCOUNT - FIRST CITIZENS			
Balance - Month Beginning	\$36,739.81	\$4,739.19	\$3,542.71
Receipts	\$0.00	\$0.00	\$550,000.00
Disbursements	\$32,000.62	\$1,196.48	\$296,075.27
Balance - Month End	\$4,739.19	\$3,542.71	\$257,467.44
SAVINGS ACCOUNT - NCCMT			
Balance - Month Beginning	\$63,129.18	\$88,374.95	\$114,788.90
Receipts	\$25,245.77	\$26,413.95	\$43,262.48
Disbursements	\$0.00	\$0.00	\$50,000.00
Balance - Month End	\$88,374.95	\$114,788.90	\$108,051.38
SAVINGS ACCOUNT - YADKIN			
Balance - Month Beginning	\$62,172.89	\$62,178.17	\$62,183.45
Receipts	\$5.28	\$5.28	\$519,861.94
Disbursements	\$0.00	\$0.00	\$0.00
Balance - Month End	\$62,178.17	\$62,183.45	\$582,045.39
TOTAL STORM WATER FUND	\$155,292.31	\$180,515.06	\$947,564.21

INFRASTRUCTURE FUND (50):

	July-16	August-16	September-16
SAVINGS ACCOUNT- FIRST CITIZENS			
Balance - Month Beginning	\$21,491.90	\$21,491.90	\$21,491.90
Receipts	\$0.00	\$0.00	\$0.00
Disbursements	\$0.00	\$0.00	\$0.00
Balance - Month End	\$21,491.90	\$21,491.90	\$21,491.90
TOTAL INFRASTRUCTURE FUND	\$21,491.90	\$21,491.90	\$21,491.90

TOURISM FUND (60):

	July-16	August-16	September-16
CHECKING ACCOUNT - FIRST CITIZENS			
Balance - Month Beginning	\$286,771.19	\$269,705.57	\$214,933.52
Receipts	\$2,500.00	\$2,500.00	\$0.00
Disbursements	\$19,565.62	\$57,272.05	\$34,746.18
Balance - Month End	\$269,705.57	\$214,933.52	\$180,187.34
TOTAL TOURISM FUND	\$269,705.57	\$214,933.52	\$180,187.34

CERTIFICATES OF DEPOSIT (Earning 1.85%, opened 8/21/14):

	July-16	August-16	September-16
CD - GENERAL FUND	\$516,420.34	\$518,828.41	\$518,828.41
CD - STORMWATER FUND	\$516,420.34	\$518,828.41	\$518,828.41
CD - STORMWATER FUND	\$516,420.34	\$518,828.41	\$518,828.41
Balance - Month End	\$1,549,261.02	\$1,556,485.23	\$1,556,485.23

SUMMARY CASH - ALL FUNDS:

	July-16	August-16	September-16
TOTAL GENERAL FUND (w/ Petty Cash)	\$4,374,547.89	\$3,674,185.10	\$3,527,914.04
TOTAL POWELL BILL FUND (w/ Petty Cash)	\$747,645.39	\$286,333.11	\$625,171.68
TOTAL STORM WATER FUND	\$1,188,132.99	\$1,218,171.88	\$1,985,221.03
TOTAL INFRASTRUCTURE FUND	\$21,491.90	\$21,491.90	\$21,491.90
TOTAL TOURISM FUND	\$269,705.57	\$214,933.52	\$180,187.34
TOTAL CASH (ALL FUNDS)	\$6,601,523.74	\$5,415,115.51	\$6,339,985.99

TOWN OF MINT HILL
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

09/01/2016 TO 09/30/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10 GENERAL FUND					
REVENUE:					
1000 ADMINISTRATIVE					
10-1000-3100 AD VALOREM TAXES - LEVY	5,745,000.00	408,378.91	431,109.33	5,313,890.67	8
10-1000-3101 AD VALOREM TAXES - PRIOR YEAR	40,000.00	10,338.54	10,552.60	29,447.40	26
10-1000-3102 AUTO FEE	190,000.00	22,526.84	60,375.34	129,624.66	32
10-1000-3103 AD VALOREM TAXES - INTEREST	25,000.00	2,738.98	4,522.89	20,477.11	18
10-1000-3110 MOTOR VEHICLE TAX	567,000.00	69,184.10	189,612.76	377,387.24	33
10-1000-3220 TAXES - SOLID WASTE DISPOSAL	14,500.00	0.00	4,095.43	10,404.57	28
10-1000-3225 VEHICLE RENTAL	4,000.00	732.84	2,451.37	1,548.63	61
10-1000-3250 OTHER TAXES - ABC	70,000.00	0.00	23,165.00	46,835.00	33
10-1000-3322 BEER & WINE TAX	100,000.00	0.00	0.00	100,000.00	0
10-1000-3324 UTILITY FRANCHISE TAX	1,000,000.00	271,099.44	271,099.44	728,900.56	27
10-1000-3325 SALES & USE TAX REFUND	1,500,000.00	154,201.48	446,605.03	1,053,394.97	30
10-1000-3800 OTHER FINANCING SOURCES	250,000.00	0.00	0.00	250,000.00	0
10-1000-3831 EARNINGS ON INVESTMENTS	5,000.00	308.26	3,664.46	1,335.54	73
10-1000-3834 ASSEMBLY ROOM DEPOSITS	0.00	355.00	440.00	-440.00	0
10-1000-3838 PARK USER FEES	0.00	1,466.00	3,082.50	-3,082.50	0
10-1000-3839 OTHER MISCELLANEOUS REVENUE	45,000.00	9,517.75	20,896.38	24,103.62	46
10-1000-3840 REVENUE - GRANTS	831,039.00	0.00	0.00	831,039.00	0
10-1000-3841 ZONING APPLICATION FEES	15,000.00	185.00	9,555.00	5,445.00	64
10-1000-3844 SEWER BONDS (CMUD)	361,589.00	0.00	0.00	361,589.00	0
10-1000-3845 WATER BONDS (CMUD)	143,474.00	0.00	0.00	143,474.00	0
10-1000-3850 APPROPRIATED FUND BALANCE	835,532.00	0.00	0.00	835,532.00	0
1000 ADMINISTRATIVE	11,742,134.00	951,033.14	1,481,227.53	10,260,906.47	13
3000 FIRE					
10-3000-3839 OTHER MISCELLANEOUS REVENUE	861,720.00	100.00	170,120.81	691,599.19	20
3000 FIRE	861,720.00	100.00	170,120.81	691,599.19	20
5000 POLICE					
10-5000-3825 POLICE SEIZED FUNDS	0.00	1,244.00	3,360.10	-3,360.10	0
10-5000-3833 FEES, CONTRIBUTIONS & GENERAL	0.00	975.50	8,413.86	-8,413.86	0
10-5000-3840 PUBLIC SAFETY - GRANTS	0.00	0.00	18,823.05	-18,823.05	0
10-5000-3843 CMS / SRO REVENUE	105,000.00	52,500.00	52,500.00	52,500.00	50
10-5000-3846 STATE FORFEITURE REVENUE	0.00	0.00	1,169.25	-1,169.25	0
10-5000-3847 FEDERAL FORFEITURE REVENUE	52,000.00	0.00	14,232.54	37,767.46	27
10-5000-3848 FUNDRAISER REVENUE	0.00	-708.32	-1,422.11	1,422.11	0
10-5000-3849 POLICE ALARM REVENUE	0.00	1,150.00	1,150.00	-1,150.00	0
5000 POLICE	157,000.00	55,161.18	98,226.69	58,773.31	63
TOTAL REVENUE	12,760,854.00	1,006,294.32	1,749,575.03	11,011,278.97	14
EXPENDITURE:					
0100 GOVERNING BODY					
10-0100-4121 SALARIES - FT	30,000.00	2,307.72	8,077.02	21,922.98	27
10-0100-4181 FICA	2,295.00	176.54	617.89	1,677.11	27
10-0100-4313 ALLOWANCES - TECHNOLOGY	6,000.00	500.00	1,500.00	4,500.00	25

TOWN OF MINT HILL
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

09/01/2016 TO 09/30/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
0100 GOVERNING BODY	38,295.00	2,984.26	10,194.91	28,100.09	27
1000 ADMINISTRATIVE					
10-1000-4121 SALARIES - FT	690,000.00	51,882.26	181,139.27	508,860.73	26
10-1000-4126 SALARIES - PT	18,000.00	1,312.50	6,917.50	11,082.50	38
10-1000-4181 FICA	54,162.00	3,882.23	13,731.23	40,430.77	25
10-1000-4182 NC RETIREMENT	48,300.00	3,985.80	12,921.05	35,378.95	27
10-1000-4183 HOSPITAL INSURANCE	96,000.00	833.99	15,539.49	80,460.51	16
10-1000-4189 401(K) CONTRIBUTION	34,500.00	2,594.10	9,056.98	25,443.02	26
10-1000-4265 BANK SVC CHARGE	5,000.00	150.92	635.49	4,364.51	13
10-1000-4391 ADVERTISING	2,500.00	0.00	0.00	2,500.00	0
10-1000-4399 OTHER SERVICES/STUDIES	10,000.00	0.00	0.00	10,000.00	0
1000 ADMINISTRATIVE	958,462.00	64,641.80	239,941.01	718,520.99	25
1500 ELECTIONS					
10-1500-4170 ELECTIONS	2,500.00	0.00	0.00	2,500.00	0
1500 ELECTIONS	2,500.00	0.00	0.00	2,500.00	0
3000 FIRE					
10-3000-4121 SALARIES - FT	1,120,000.00	75,125.49	271,900.57	848,099.43	24
10-3000-4181 FICA	85,680.00	5,345.03	19,301.39	66,378.61	23
10-3000-4182 NC RETIREMENT	78,400.00	5,688.05	21,161.58	57,238.42	27
10-3000-4183 HOSPITAL INSURANCE	184,320.00	0.00	30,091.82	154,228.18	16
10-3000-4189 401(K) CONTRIBUTION	55,000.00	3,756.27	13,297.98	41,702.02	24
10-3000-4212 UNIFORMS	30,000.00	1,191.48	1,727.47	28,272.53	6
10-3000-4300 PUBLIC SAFETY	12,000.00	215.99	540.20	11,459.80	5
10-3000-4311 TRAINING & MILEAGE	4,000.00	1,000.00	1,000.00	3,000.00	25
10-3000-4375 DONATION - VFD	658,500.00	32,500.02	241,445.69	417,054.31	37
10-3000-4520 COMPUTERS / TECHNOLOGY	1,000.00	0.00	0.00	1,000.00	0
3000 FIRE	2,228,900.00	124,822.33	600,466.70	1,628,433.30	27
3200 FIRE EMS					
10-3200-4121 SALARIES - FT	400,000.00	27,495.74	89,499.75	310,500.25	22
10-3200-4181 FICA	30,600.00	1,914.18	6,250.17	24,349.83	20
10-3200-4182 NC RETIREMENT	28,000.00	2,007.18	6,533.44	21,466.56	23
10-3200-4183 HOSPITAL INSURANCE	69,120.00	0.00	9,158.38	59,961.62	13
10-3200-4189 401(K) CONTRIBUTION	20,000.00	1,208.56	4,110.21	15,889.79	21
3200 FIRE EMS	547,720.00	32,625.66	115,551.95	432,168.05	21
3500 STREETS & HIGHWAYS					
10-3500-4121 SALARIES - FT	300,000.00	22,051.03	76,762.99	223,237.01	26
10-3500-4181 FICA	22,950.00	1,574.18	5,508.96	17,441.04	24
10-3500-4182 NC RETIREMENT	21,000.00	1,609.74	5,603.75	15,396.25	27
10-3500-4183 HOSPITAL INSURANCE	46,080.00	0.00	7,850.00	38,230.00	17
10-3500-4189 401(K) CONTRIBUTION	15,000.00	963.51	3,353.14	11,646.86	22
10-3500-4212 UNIFORMS	6,000.00	406.00	649.60	5,350.40	11
10-3500-4260 SUPPLIES & MATERIALS	19,000.00	0.00	0.00	19,000.00	0
10-3500-4311 TRAINING & MILEAGE	8,000.00	120.00	1,437.18	6,562.82	18
10-3500-4332 STREET LIGHTING	105,000.00	14,812.37	22,732.09	82,267.91	22
10-3500-4370 STORMWATER UTILITIES	71,000.00	0.00	0.00	71,000.00	0

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-3500-4513 STREET NAME SIGNS	15,000.00	2,867.25	2,867.25	12,132.75	19
10-3500-8580 GROUNDS MAINTENANCE	15,000.00	528.78	1,562.55	13,437.45	10
10-3500-8598 CAPITAL EXPENDITURES	60,000.00	0.00	0.00	60,000.00	0
10-3500-8599 CAP OUTLAY - SIDEWALKS	590,000.00	0.00	0.00	590,000.00	0
3500 STREETS & HIGHWAYS	1,294,030.00	44,932.86	128,327.51	1,165,702.49	10
4000 SOLID WASTE					
10-4000-4394 GARBAGE/RUBBISH - CONT SVC	1,820,000.00	150,518.96	450,611.60	1,369,388.40	25
10-4000-4441 LANDFILL FEES	300,000.00	31,960.72	63,394.63	236,605.37	21
4000 SOLID WASTE	2,120,000.00	182,479.68	514,006.23	1,605,993.77	24
5000 POLICE					
10-5000-4121 SALARIES - FT	1,890,000.00	129,286.13	444,654.20	1,445,345.80	24
10-5000-4126 SALARIES - PT	10,000.00	0.00	2,506.00	7,494.00	25
10-5000-4131 EMERGENCY SEPARATION/VAC	10,000.00	0.00	0.00	10,000.00	0
10-5000-4181 FICA	144,585.00	9,541.71	33,003.48	111,581.52	23
10-5000-4182 NC RETIREMENT	132,300.00	10,522.94	35,261.82	97,038.18	27
10-5000-4183 HOSPITAL INSURANCE	314,880.00	0.00	45,791.90	269,088.10	15
10-5000-4185 ESC - UNEMPLOYMENT	15,000.00	0.00	0.00	15,000.00	0
10-5000-4186 WORKER'S COMPENSATION	50,000.00	0.00	43,755.65	6,244.35	88
10-5000-4189 401(K) CONTRIBUTION	94,500.00	6,418.55	21,998.32	72,501.68	23
10-5000-4192 PROF SVCS - LEGAL	7,500.00	0.00	0.00	7,500.00	0
10-5000-4196 PROF SVCS - MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0
10-5000-4197 PROF SVCS - PHYSICALS/DRUG	3,500.00	131.10	180.10	3,319.90	5
10-5000-4198 PROF SVCS - PSYCTEST	3,500.00	0.00	1,170.00	2,330.00	33
10-5000-4199 PROF SVCS - DCI	8,000.00	0.00	2,604.00	5,396.00	33
10-5000-4200 COMM/RADIO	75,000.00	74,911.25	74,911.25	88.75	100
10-5000-4212 UNIFORMS	51,000.00	2,792.24	5,568.19	45,431.81	11
10-5000-4213 DUTY SUPPLIES & EQUIPMENT	40,000.00	3,159.96	6,302.86	33,697.14	16
10-5000-4250 INSURANCE & BONDS	30,000.00	0.00	18,375.81	11,624.19	61
10-5000-4251 FUEL	100,000.00	5,038.24	10,056.69	89,943.31	10
10-5000-4252 TIRES	9,000.00	598.67	1,605.50	7,394.50	18
10-5000-4253 AUTO SUPPLIES	3,500.00	311.49	396.15	3,103.85	11
10-5000-4260 SUPPLIES & MATERIALS	25,000.00	6,341.25	11,156.25	13,843.75	45
10-5000-4311 TRAINING & MILEAGE	15,000.00	446.19	6,712.67	8,287.33	45
10-5000-4321 TELEPHONE	20,000.00	1,629.35	3,234.41	16,765.59	16
10-5000-4325 POSTAGE	5,000.00	305.75	809.25	4,190.75	16
10-5000-4330 UTILITIES	21,000.00	891.56	4,620.99	16,379.01	22
10-5000-4341 PRINTING	5,000.00	987.83	1,454.42	3,545.58	29
10-5000-4344 CLEANING/HOUSEKEEPING	5,000.00	325.00	975.00	4,025.00	20
10-5000-4350 REPAIRS& MAINT - CONTRACTUAL	94,000.00	41,578.68	56,262.66	37,737.34	60
10-5000-4352 REPAIRS & MAINT - EQUIPMENT	15,000.00	2,705.04	2,787.21	12,212.79	19
10-5000-4353 REPAIRS & MAINT- AUTO	65,000.00	16,303.12	20,178.06	44,821.94	31
10-5000-4391 ADVERTISING	1,000.00	0.00	0.00	1,000.00	0
10-5000-4398 DISPATCHING	123,000.00	0.00	122,504.30	495.70	100
10-5000-4452 AUTO INSURANCE	32,000.00	5,953.02	30,359.90	1,640.10	95
10-5000-4491 DUES & SUBSCRIPTIONS	2,000.00	0.00	0.00	2,000.00	0
10-5000-4520 COMPUTERS / TECHNOLOGY	57,000.00	0.00	0.00	57,000.00	0

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10-5000-4540 VEHICLES	398,500.00	77,279.55	216,894.55	181,605.45	54
10-5000-4550 K-9 PROGRAM	5,000.00	123.99	227.99	4,772.01	5
10-5000-5030 INVESTIGATIONS	15,000.00	231.48	672.19	14,327.81	4
10-5000-5060 DRUG FORFEITURE USAGE	0.00	908.00	908.00	-908.00	0
10-5000-5070 MHPD - TASER	4,000.00	0.00	0.00	4,000.00	0
10-5000-9830 DEBT RETIREMENT (POLICE)	86,000.00	0.00	0.00	86,000.00	0
5000 POLICE	3,989,265.00	398,722.09	1,227,899.77	2,761,365.23	31
6000 PARKS					
10-6000-4126 SALARIES - PT	58,000.00	4,555.50	15,788.25	42,211.75	27
10-6000-4181 FICA	4,437.00	348.49	1,207.78	3,229.22	27
10-6000-4223 STORMWATER UTILITIES	7,100.00	802.28	1,280.88	5,819.12	18
10-6000-4240 REPAIRS & MAINT - SUPPLIES	1,500.00	0.00	0.00	1,500.00	0
10-6000-4260 SUPPLIES & MATERIALS	6,000.00	585.35	1,440.28	4,559.72	24
10-6000-4330 UTILITIES	25,000.00	3,092.77	4,265.18	20,734.82	17
10-6000-4351 REPAIRS & MAINT - BUILDINGS	6,000.00	116.80	1,203.71	4,796.29	20
10-6000-4352 REPAIRS & MAINT - EQUIPMENT	10,000.00	681.89	1,496.22	8,503.78	15
10-6000-4355 REPAIRS & MAINT - GROUNDS	22,000.00	1,009.08	2,875.97	19,124.03	13
10-6000-4359 REPAIRS & MAINT - OTHER	500.00	0.00	0.00	500.00	0
10-6000-4393 MISC CONTRACTUAL SVCS	10,000.00	0.00	0.00	10,000.00	0
10-6000-8520 CAPITAL OUTLAY	55,000.00	2,084.00	3,888.00	51,112.00	7
6000 PARKS	205,537.00	13,276.16	33,446.27	172,090.73	16
7000 DEBT SERVICE					
10-7000-4512 DEBT SVC - PRINCIPAL (FLEET)	82,486.00	0.00	33,330.58	49,155.42	40
10-7000-4518 DEBT SVC - PRINCIPAL (WATER)	133,000.00	0.00	0.00	133,000.00	0
10-7000-4519 DEBT SVC - PRINCIPAL (SEWER)	292,000.00	0.00	0.00	292,000.00	0
10-7000-4522 DEBT SVC - INTEREST (FLEET)	3,096.00	0.00	529.94	2,566.06	17
10-7000-4528 DEBT SVC - INTEREST (WATER)	10,474.00	0.00	0.00	10,474.00	0
10-7000-4529 DEBT SVC - INTEREST (SEWER)	69,589.00	0.00	0.00	69,589.00	0
7000 DEBT SERVICE	590,645.00	0.00	33,860.52	556,784.48	6
7500 NON-DEPARTMENTAL					
10-7500-4190 CONTRACTED TAX BILLING SVC	23,000.00	0.00	0.00	23,000.00	0
10-7500-4191 PROFESSIONAL SVCS - ACCOUNTING	22,000.00	0.00	0.00	22,000.00	0
10-7500-4192 PROFESSIONAL SVCS - LEGAL	70,000.00	3,682.50	3,682.50	66,317.50	5
10-7500-4193 PROFESSIONAL SVCS - CODE	6,000.00	0.00	0.00	6,000.00	0
10-7500-4195 PROF SVCS - ANIMAL CONTROL	115,000.00	24,633.00	112,633.00	2,367.00	98
10-7500-4223 STORMWATER UTILITIES	5,000.00	34.58	79.06	4,920.94	2
10-7500-4250 INSURANCE & BONDS	140,000.00	488.57	92,614.39	47,385.61	66
10-7500-4251 FUEL	4,000.00	0.00	0.00	4,000.00	0
10-7500-4260 SUPPLIES & MATERIALS	40,000.00	1,864.77	5,778.66	34,221.34	14
10-7500-4311 TRAINING & MILEAGE	32,000.00	337.50	1,464.41	30,535.59	5
10-7500-4312 ALLOWANCES - AUTO	6,000.00	400.00	1,200.00	4,800.00	20
10-7500-4321 TELEPHONE	26,000.00	3,891.33	6,863.59	19,136.41	26
10-7500-4325 POSTAGE	8,000.00	652.35	1,272.85	6,727.15	16
10-7500-4330 UTILITIES	34,000.00	3,990.40	7,813.15	26,186.85	23
10-7500-4342 NEWSLETTER PUBLICATION	1,000.00	0.00	0.00	1,000.00	0
10-7500-4350 REPAIRS & MAINT - COMPUTER	40,000.00	2,775.00	9,019.74	30,980.26	23

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
10-7500-4351 REPAIRS & MAINT - BUILDINGS	20,000.00	0.00	1,397.61	18,602.39	7
10-7500-4352 REPAIRS & MAINT - EQUIPMENT	3,000.00	0.00	0.00	3,000.00	0
10-7500-4371 DONATION - CHAMBER	10,000.00	0.00	0.00	10,000.00	0
10-7500-4373 DONATION - MHAA	65,500.00	60,000.00	60,000.00	5,500.00	92
10-7500-4374 DONATION - LEVINE CENTER	5,000.00	0.00	0.00	5,000.00	0
10-7500-4391 ADVERTISING	2,000.00	1,224.80	1,282.60	717.40	64
10-7500-4393 MISC CONTRACTUAL SVCS	65,000.00	13,975.75	15,556.30	49,443.70	24
10-7500-4491 DUES & SUBSCRIPTIONS	33,000.00	0.00	35,254.48	-2,254.48	107
10-7500-4585 OFFICE EQUIPMENT	10,000.00	1,435.98	1,435.98	8,564.02	14
7500 NON-DEPARTMENTAL	<u>785,500.00</u>	<u>119,386.53</u>	<u>357,348.32</u>	<u>428,151.68</u>	<u>45</u>
TOTAL EXPENDITURE	12,760,854.00	983,871.37	3,261,043.19	9,499,810.81	26
EXCESS OF REVENUE BEFORE TRANSFERS	<u>0.00</u>	<u>22,422.95</u>	<u>-1,511,468.16</u>		<u>0</u>
EXCESS OF REVENUE AFTER TRANSFERS	<u>0.00</u>	<u>22,422.95</u>	<u>-1,511,468.16</u>		<u>0</u>

TOWN OF MINT HILL

REVENUE & EXPENDITURE STATEMENT FOR 20 POWELL BILL FUND

FY 2016-2017

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
20 POWELL BILL FUND					
REVENUE:					
7500 NON-DEPARTMENTAL					
20-7500-3321 ALLOCATION	679,000.00	347,610.71	347,610.71	331,389.29	51
20-7500-3831 EARNINGS ON INVESTMENTS	500.00	48.95	325.24	174.76	65
20-7500-3850 UNDESIGNATED FUND BALANCE	46,500.00	0.00	0.00	46,500.00	0
7500 NON-DEPARTMENTAL	<u>726,000.00</u>	<u>347,659.66</u>	<u>347,935.95</u>	<u>378,064.05</u>	<u>48</u>
TOTAL REVENUE	<u>726,000.00</u>	<u>347,659.66</u>	<u>347,935.95</u>	<u>378,064.05</u>	<u>48</u>
EXPENDITURE:					
2000 PLANNING					
20-2000-4440 ST MAINT - CONTRACTUAL	470,000.00	0.00	0.00	470,000.00	0
2000 PLANNING	<u>470,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>470,000.00</u>	<u>0</u>
7500 NON-DEPARTMENTAL					
20-7500-4241 ST MAINT - GRAVEL	13,000.00	958.69	958.69	12,041.31	7
20-7500-4242 ST MAINT - ASPHALT	18,000.00	620.04	940.16	17,059.84	5
20-7500-4244 ST MAINT - TRAFFIC SIGNS	6,000.00	268.00	268.00	5,732.00	4
20-7500-4251 ST MAINT - FUEL	30,000.00	858.92	2,619.70	27,380.30	9
20-7500-4252 ST MAINT - TIRES & TUBES	5,000.00	592.48	799.63	4,200.37	16
20-7500-4253 ST MAINT - PARTS	5,000.00	1.74	220.84	4,779.16	4
20-7500-4260 SUPPLIES & MATERIALS	1,000.00	88.00	236.47	763.53	24
20-7500-4352 REPAIRS & MAINT - EQUIPMENT	23,000.00	1,431.73	5,124.61	17,875.39	22
20-7500-4353 REPAIRS & MAINT - AUTO	18,000.00	3,407.47	3,536.47	14,463.53	20
20-7500-4354 ST MAINT - RIGHT OF WAY	5,000.00	98.48	107.08	4,892.92	2
20-7500-4393 MISC CONTRACTUAL SVCS	2,000.00	0.00	425.00	1,575.00	21
20-7500-4442 SIDEWALKS	100,000.00	33.23	443.49	99,556.51	0
7500 NON-DEPARTMENTAL	<u>226,000.00</u>	<u>8,358.78</u>	<u>15,680.14</u>	<u>210,319.86</u>	<u>7</u>
8000 CAPITAL OUTLAY					
20-8000-4555 CAPITAL OUTLAY - 218 IMPROVE	30,000.00	0.00	0.00	30,000.00	0
8000 CAPITAL OUTLAY	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>	<u>0</u>
TOTAL EXPENDITURE	<u>726,000.00</u>	<u>8,358.78</u>	<u>15,680.14</u>	<u>710,319.86</u>	<u>2</u>
EXCESS OF REVENUE					
BEFORE TRANSFERS	<u>0.00</u>	<u>339,300.88</u>	<u>332,255.81</u>		<u>0</u>
EXCESS OF REVENUE					
AFTER TRANSFERS	<u>0.00</u>	<u>339,300.88</u>	<u>332,255.81</u>		<u>0</u>

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	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
25 STORM WATER FUND					
REVENUE:					
7500 NON-DEPARTMENTAL					
25-7500-3831 EARNINGS ON INVESTMENTS	1,500.00	23.32	4,889.08	-3,389.08	326
25-7500-3842 STORM WATER FEES COLLECTED	315,000.00	43,247.12	94,867.78	220,132.22	30
25-7500-3850 FUND BALANCE - UNRESERVED	613,520.00	0.00	0.00	613,520.00	0
7500 NON-DEPARTMENTAL	<u>930,020.00</u>	<u>43,270.44</u>	<u>99,756.86</u>	<u>830,263.14</u>	<u>11</u>
TOTAL REVENUE	<u>930,020.00</u>	<u>43,270.44</u>	<u>99,756.86</u>	<u>830,263.14</u>	<u>11</u>
EXPENDITURE:					
1000 ADMINISTRATIVE					
25-1000-4121 SALARIES - FT	200,000.00	14,700.70	51,175.37	148,824.63	26
25-1000-4181 FICA	15,300.00	1,049.49	3,672.81	11,627.19	24
25-1000-4182 NC RETIREMENT	14,000.00	1,073.15	3,735.82	10,264.18	27
25-1000-4183 HOSPITAL INSURANCE	30,720.00	0.00	5,233.40	25,486.60	17
25-1000-4189 401(K) CONTRIBUTION	10,000.00	642.29	2,235.29	7,764.71	22
1000 ADMINISTRATIVE	<u>270,020.00</u>	<u>17,465.63</u>	<u>66,052.69</u>	<u>203,967.31</u>	<u>24</u>
7500 NON-DEPARTMENTAL					
25-7500-4730 STORM WATER REPAIRS	595,000.00	263,818.27	264,585.76	330,414.24	44
25-7500-4732 SW - PHASE II PROGRAM COSTS	65,000.00	15,121.99	15,121.99	49,878.01	23
7500 NON-DEPARTMENTAL	<u>660,000.00</u>	<u>278,940.26</u>	<u>279,707.75</u>	<u>380,292.25</u>	<u>42</u>
TOTAL EXPENDITURE	<u>930,020.00</u>	<u>296,405.89</u>	<u>345,760.44</u>	<u>584,259.56</u>	<u>37</u>
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-253,135.45</u>	<u>-246,003.58</u>		<u>0</u>
BEFORE TRANSFERS					
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-253,135.45</u>	<u>-246,003.58</u>		<u>0</u>
AFTER TRANSFERS					

TOWN OF MINT HILL
REVENUE & EXPENDITURE STATEMENT FOR 50 INFRASTRUCTURE FUND

FY 2016-2017

09/01/2016 TO 09/30/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
50 INFRASTRUCTURE FUND					
REVENUE:					
7500 NON-DEPARTMENTAL					
50-7500-3831 EARNINGS ON INVESTMENTS	50.00	0.00	0.00	50.00	0
7500 NON-DEPARTMENTAL	50.00	0.00	0.00	50.00	0
TOTAL REVENUE	50.00	0.00	0.00	50.00	0
EXPENDITURE:					
9000 CONTINGENCY					
50-9000-9999 CONTINGENCY	50.00	0.00	0.00	50.00	0
9000 CONTINGENCY	50.00	0.00	0.00	50.00	0
TOTAL EXPENDITURE	50.00	0.00	0.00	50.00	0
DEFICIENCY OF REVENUE BEFORE TRANSFERS	0.00	0.00	0.00		0
DEFICIENCY OF REVENUE AFTER TRANSFERS	0.00	0.00	0.00		0

TOWN OF MINT HILL
REVENUE & EXPENDITURE STATEMENT FOR 60 TOURISM FUND

FY 2016-2017

09/01/2016 TO 09/30/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
60 TOURISM FUND					
REVENUE:					
7500 NON-DEPARTMENTAL					
60-7500-3270 TOURISM TAX REVENUE	175,000.00	0.00	0.00	175,000.00	0
60-7500-3831 EARNINGS ON INVESTMENTS	150.00	0.00	0.00	150.00	0
60-7500-3840 REVENUE - GRANTS	5,000.00	0.00	5,000.00	0.00	100
60-7500-3850 UNDESIGNATED FUND BALANCE	33,850.00	0.00	0.00	33,850.00	0
7500 NON-DEPARTMENTAL	<u>214,000.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>209,000.00</u>	<u>2</u>
TOTAL REVENUE	<u>214,000.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>209,000.00</u>	<u>2</u>
EXPENDITURE:					
7500 NON-DEPARTMENTAL					
60-7500-4220 CULTURAL EVENTS	15,000.00	553.52	2,242.72	12,757.28	15
60-7500-4225 ARTS & SCIENCE COORDINATOR	10,000.00	0.00	0.00	10,000.00	0
60-7500-4373 MINT HILL MADNESS	12,000.00	0.00	0.00	12,000.00	0
60-7500-4376 DONATIONS	77,000.00	3,500.00	33,700.00	43,300.00	44
60-7500-8510 CAPITAL OUTLAY	100,000.00	30,683.34	56,236.54	43,763.46	56
7500 NON-DEPARTMENTAL	<u>214,000.00</u>	<u>34,736.86</u>	<u>92,179.26</u>	<u>121,820.74</u>	<u>43</u>
TOTAL EXPENDITURE	<u>214,000.00</u>	<u>34,736.86</u>	<u>92,179.26</u>	<u>121,820.74</u>	<u>43</u>
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-34,736.86</u>	<u>-87,179.26</u>	<u>0</u>	<u>0</u>
BEFORE TRANSFERS	<u>0.00</u>	<u>-34,736.86</u>	<u>-87,179.26</u>	<u>0</u>	<u>0</u>
DEFICIENCY OF REVENUE	<u>0.00</u>	<u>-34,736.86</u>	<u>-87,179.26</u>	<u>0</u>	<u>0</u>
AFTER TRANSFERS	<u>0.00</u>	<u>-34,736.86</u>	<u>-87,179.26</u>	<u>0</u>	<u>0</u>

TOWN OF MINT HILL
 REVENUE & EXPENDITURE STATEMENT FOR 60 TOURISM FUND

FY 2016-2017

09/01/2016 TO 09/30/2016

	<u>BUDGETED</u>	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>REMAINING BALANCE</u>	<u>PCT USED</u>
GRAND TOTAL	0.00	73,851.52	-1,512,395.19	1,512,395.19	0

TAX COLLECTOR'S REPORT FOR OCTOBER 2016

Please see attached reports from County regarding taxes collected on behalf of the Town of Mint Hill. The following is a summary of the collections during the month of October 2016:

Current/Prior Year Real Estate/Personal Property**:	\$769,271.77
Interest Collected on All Taxes:	\$866.80
Registered Motor Vehicle Tax (less 1.5%***):	\$17.52
Registered Motor Vehicle Fee (less 1.5%***):	\$6.39
Total Collected During October 2016	\$770,162.48

** Personal Property other than registered motor vehicles.

***In accordance with State Statutes, County receives 1.5% for billing/collecting vehicle tax/fee.

Report Parameters:

Date Sent to Finance Start: 10/1/2016

Date Sent to Finance End: 10/31/2016

Abstract Type: RMV

Tax District: MINT HILL

Tax Year: ALL

Year For: 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991

Collapse

Districts: N

Default Sort-By: Tax Year

Grouping: Tax District, Levy Type

Tax Year	Orig. Billed Amt (\$)	Abs. Adj (\$)	Bill Releases (\$)	Disc. Levy (\$)	Net Levy (\$)	Property Tax (\$)	Penalties (\$)	Int. Collect. (\$)	1.5% Admin	Net Amt Due	Total Collect. (\$)	% Coll.	% Un-coll.
			Assessor Refunds (\$)	Additional Levy (\$)		Assmt Fees (\$)	Coll. Fees (\$)	Net Collect. (\$)			Unpaid Balance (\$)		

TAX DISTRICT: MINT HILL LEVY TYPE: TAX

2014	3,294.04	0.00	0.00	0.00	2,938.96	3,320.91	0.00	0.00			0.00	97.10 %	2.90 %
			0.00	26.87		0.00	0.00	0.00			85.21		
2013	322,077.93	0.00	0.00	0.00	317,114.93	322,077.93	0.00	17.59			73.08	98.04 %	1.96 %
			0.00	0.00		0.00	0.00	73.08			6,213.85		
2012	550,264.19	0.00	0.00	0.00	542,323.54	550,419.11	0.00	0.07			1.77	98.53 %	1.47 %
			0.00	154.92		0.00	0.00	1.77			7,972.22		
2011	513,213.51	0.00	0.00	0.00	506,501.35	513,307.88	0.00	0.13			17.76	98.87 %	1.13 %
			0.00	94.37		0.00	0.00	17.76			5,739.65		
2010	488,951.08	0.00	0.00	0.00	481,869.52	489,518.80	0.00	0.00			0.00	98.51 %	1.49 %
			0.00	567.72		0.00	0.00	0.00			7,159.53		
2009	501,368.74	0.00	0.00	0.00	494,162.07	502,170.92	0.00	0.00			0.00	98.61 %	1.39 %
			0.00	802.18		0.00	0.00	0.00			6,890.63		
2008	542,235.83	0.00	0.00	0.00	534,007.05	542,859.70	0.00	0.00			0.00	98.74 %	1.26 %
			0.00	623.87		0.00	0.00	0.00			6,752.47		
2007	570,743.61	0.00	0.00	0.00	555,961.15	573,148.45	0.00	0.00			0.00	97.92 %	2.08 %
			0.00	2,404.84		0.00	0.00	0.00			11,585.04		
2006	545,204.67	0.00	0.00	0.00	538,006.19	549,611.45	0.00	0.00			0.00	98.18 %	1.82 %
			0.00	4,406.78		0.00	0.00	0.00			9,782.54		

2005	228,095.33	0.00	0.00	0.00	223,747.26	229,740.47	0.00	0.00			0.00	97.77 %	2.23 %
			0.00	1,645.14		0.00	0.00	0.00			4,988.84		
Subtot.	4,265,448.93	0.00	0.00	0.00	4,196,632.02	4,276,175.62	0.00	17.79	0.27	17.52	92.61	98.40 %	1.60 %
			0	10,726.69		0.00	0.00	92.61	1.39	91.22	67,169.98		
TAX DISTRICT: MINT HILL LEVY TYPE: VEHICLE FEE													
2014	690.00	0.00	0.00	0.00	689.12	0.00	0.00	0.00			0.00	94.20 %	5.80 %
			0.00	10.00		700.00	0.00	0.00			40.00		
2013	111,822.63	0.00	0.00	0.00	110,796.96	0.00	0.00	6.33			26.33	96.96 %	3.04 %
			0.00	0.00		111,822.63	0.00	26.33			3,372.36		
2012	197,645.01	0.00	0.00	0.00	195,899.34	0.00	0.00	0.08			0.08	97.36 %	2.64 %
			0.00	30.00		197,675.01	0.00	0.08			5,171.61		
2011	193,644.99	0.00	0.00	0.00	192,190.64	0.00	0.00	0.08			3.66	97.89 %	2.11 %
			0.00	10.00		193,654.99	0.00	3.66			4,059.24		
2010	189,020.83	0.00	0.00	0.00	187,609.85	0.00	0.00	0.00			0.00	97.38 %	2.62 %
			0.00	80.00		189,100.83	0.00	0.00			4,906.13		
2009	189,032.51	0.00	0.00	0.00	187,555.64	0.00	0.00	0.00			0.00	97.50 %	2.50 %
			0.00	180.00		189,212.51	0.00	0.00			4,685.06		
2008	192,005.00	0.00	0.00	0.00	190,299.40	0.00	0.00	0.00			0.00	97.78 %	2.22 %
			0.00	170.00		192,175.00	0.00	0.00			4,221.20		
2007	192,756.67	0.00	0.00	0.00	190,799.54	0.00	0.00	0.00			0.00	96.78 %	3.22 %
			0.00	810.00		193,566.67	0.00	0.00			6,152.50		
2006	186,370.85	0.00	0.00	0.00	184,544.72	0.00	0.00	0.00			0.00	96.79 %	3.21 %
			0.00	708.33		187,079.18	0.00	0.00			5,923.20		
2005	74,844.73	0.00	0.00	0.00	73,872.50	0.00	0.00	0.00			0.00	96.26 %	3.74 %
			0.00	277.52		75,122.25	0.00	0.00			2,761.69		
Subtot.	1,527,833.22	0.00	0.00	0.00	1,514,257.71	0.00	0.00	6.49	0.10	6.39	30.07	97.27 %	2.73 %
			0	2,275.85		1,530,109.07	0.00	30.07	0.45	29.62	41,292.99		
Total	5,793,282.15	0.00	0.00	0.00	5,710,889.73	4,276,175.62	0.00	24.28	0.36	23.92	122.68	98.10 %	1.90 %
			0.00	13,002.54		1,530,109.07	0.00	122.68	1.84	120.84	108,462.97		

Signature (Tax Collector) _____

Report Parameters:

Date Sent to Finance Start: **10/1/2016**

Date Sent to Finance End: **10/31/2016**

Abstract Type: **BUS,IND,PUB,REI**

Tax District: **MINT HILL**

Tax Year: **ALL**

Year For: **2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003, 2002, 2001, 2000, 1999, 1998, 1997, 1996, 1995, 1994, 1993, 1992, 1991**

Collapse Districts: **N**

Default Sort-By: **Tax Year**

Grouping: **Tax District,Levy Type**

Tax Year	Orig. Billed Amt (\$)	Abs. Adj (\$)	Bill Releases (\$)	Disc. Levy (\$)	Net Levy (\$)	Property Tax (\$)	Penalties (\$)	Int. Collect. (\$)	Total Collect. (\$)	% Coll.	% Un-coll.
			Assessor Refunds (\$)	Additional Levy (\$)		Assmt Fees (\$)	Coll. Fees (\$)	Net Collect. (\$)	Unpaid Balance (\$)		

TAX DISTRICT: MINT HILL LEVY TYPE: LATE LIST PENALTY

2016	1,968.03	6.42	0.35	2,305.50	4,240.21	0.00	4,276.24	0.00	110.41	12.35 %	87.65 %
			0.00	2.71		0.00	0.00	110.41	3,716.54		
2015	1,728.34	0.00	0.00	2,987.13	2,696.84	0.00	4,716.47	0.83	10.34	87.41 %	12.59 %
			0.00	1.00		0.00	0.00	10.34	339.66		
2014	2,112.76	0.00	0.00	618.04	2,226.19	0.00	2,742.95	0.00	0.00	83.56 %	16.44 %
			0.00	12.15		0.00	0.00	0.00	366.05		
2013	1,746.82	0.00	0.00	737.20	2,419.87	0.00	2,487.29	0.00	0.00	86.83 %	13.17 %
			0.00	3.27		0.00	0.00	0.00	318.66		
2012	1,697.77	0.00	0.00	768.08	2,393.09	0.00	2,469.01	0.00	0.00	86.93 %	13.07 %
			0.00	3.16		0.00	0.00	0.00	312.69		
2011	2,129.19	0.00	0.00	3,171.44	3,895.98	0.00	5,301.44	0.00	0.00	91.95 %	8.05 %
			0.00	0.81		0.00	0.00	0.00	313.81		
2010	3,083.01	0.00	0.00	4,286.80	7,889.36	0.00	9,144.88	0.00	0.00	61.22 %	38.78 %
			0.00	1,775.07		0.00	0.00	0.00	3,059.65		
2009	2,072.67	0.00	0.00	209.41	1,753.13	0.00	2,291.43	0.00	0.00	90.92 %	9.08 %

			0.00	9.35		0.00	0.00	0.00	159.13		
2008	1,537.94	0.00	0.00	2,217.57	3,553.85	0.00	3,755.51	0.00	0.00	91.72 %	8.28 %
			0.00	0.00		0.00	0.00	0.00	294.26		
2007	1,562.60	0.00	0.00	554.83	1,883.60	0.00	2,117.43	0.00	0.00	91.59 %	8.41 %
			0.00	0.00		0.00	0.00	0.00	158.47		
2006	1,859.22	0.00	0.00	7,511.65	9,045.91	0.00	9,370.87	0.00	0.00	97.64 %	2.36 %
			0.00	0.00		0.00	0.00	0.00	213.15		
2005	1,220.48	0.00	0.00	395.41	1,583.99	0.00	1,615.89	0.00	0.00	89.57 %	10.43 %
			0.00	0.00		0.00	0.00	0.00	165.22		
2004	1,167.95	0.00	0.00	132.15	1,293.46	0.00	1,300.10	0.00	0.00	91.68 %	8.32 %
			0.00	0.00		0.00	0.00	0.00	107.65		
2003	909.62	0.00	0.00	509.91	1,334.00	0.00	1,419.53	0.00	0.00	91.27 %	8.73 %
			0.00	0.00		0.00	0.00	0.00	116.47		
2002	135.80	0.00	0.00	137.86	244.85	0.00	273.66	0.00	0.00	69.90 %	30.10 %
			0.00	0.00		0.00	0.00	0.00	73.69		
2001	131.41	0.00	0.00	4.13	114.50	0.00	135.54	0.00	0.00	5.87 %	94.13 %
			0.00	0.00		0.00	0.00	0.00	107.78		
2000	119.41	0.00	0.00	5.72	106.84	0.00	125.13	0.00	0.00	17.18 %	82.82 %
			0.00	0.00		0.00	0.00	0.00	88.48		
Subtot.	25,183.02	6.42	0.35	26,552.83	46,675.67	0.00	53,543.37	0.83	120.75	78.77 %	21.23 %
			0	1,807.52		0.00	0.00	120.75	9,911.36		

TAX DISTRICT: MINT HILL LEVY TYPE: TAX

2016	6,115,764.43	25,338.44	4.09	23,487.43	6,117,908.70	6,207,200.59	0.00	0.00	769,917.84	23.00 %	77.00 %
			0.00	67,948.73		0.00	0.00	769,917.84	4,710,765.25		
2015	6,220,503.06	1,163.68	-0.52	70,279.54	5,857,039.35	6,479,291.09	0.00	199.89	1,441.50	99.46 %	0.54 %
			0.00	188,508.49		0.00	0.00	1,441.50	31,536.48		
2014	5,791,215.02	1,163.16	0.00	12,837.46	5,597,287.71	5,815,722.07	0.00	242.46	286.20	99.60 %	0.40 %
			0.00	11,669.59		0.00	0.00	286.20	22,387.74		
2013	5,718,131.77	1,163.16	0.00	5,867.71	5,490,799.33	5,729,351.95	0.00	142.07	-345.79	99.64 %	0.36 %
			0.00	5,352.47		0.00	0.00	-345.79	19,753.40		

2012	5,662,797.95	1,139.13	0.00	16,553.46	5,449,104.83	5,767,371.00	0.00	192.41	-475.03	99.66 %	0.34 %
			0.00	88,019.59		0.00	0.00	-475.03	18,531.25		
2011	5,673,909.72	1,139.67	0.00	9,241.61	5,364,562.72	5,702,772.55	0.00	41.57	-977.28	99.70 %	0.30 %
			0.00	19,621.22		0.00	0.00	-977.28	15,847.96		
2010	5,118,690.81	0.00	0.00	17,717.18	5,128,219.89	5,166,330.67	0.00	1.42	51.22	99.55 %	0.45 %
			0.00	29,922.68		0.00	0.00	51.22	22,874.60		
2009	5,012,669.43	0.00	0.00	1,119.79	5,005,982.23	5,021,015.15	0.00	12.35	12.35	99.80 %	0.20 %
			0.00	7,225.93		0.00	0.00	12.35	10,088.33		
2008	4,804,965.61	0.00	0.00	17,907.96	4,816,204.02	4,824,762.21	0.00	0.00	0.00	99.79 %	0.21 %
			0.00	1,888.64		0.00	0.00	0.00	10,047.47		
2007	4,503,833.29	0.00	0.00	4,529.97	4,462,509.20	4,508,363.26	0.00	9.88	9.88	99.83 %	0.17 %
			0.00	0.00		0.00	0.00	9.88	7,647.15		
2006	4,144,511.82	0.00	0.00	34,034.25	4,161,985.14	4,178,546.07	0.00	0.00	0.00	99.82 %	0.18 %
			0.00	0.00		0.00	0.00	0.00	7,320.86		
2005	3,895,131.33	0.00	0.00	15,803.93	3,903,099.02	3,910,935.26	0.00	0.00	0.00	99.81 %	0.19 %
			0.00	0.00		0.00	0.00	0.00	7,498.58		
2004	3,631,356.78	0.00	0.00	28,923.83	3,651,252.24	3,660,280.61	0.00	0.00	0.00	99.84 %	0.16 %
			0.00	0.00		0.00	0.00	0.00	5,943.96		
2003	3,533,766.80	0.00	0.00	12,524.77	3,531,443.74	3,546,291.57	0.00	0.00	0.00	99.84 %	0.16 %
			0.00	0.00		0.00	0.00	0.00	5,787.76		
2002	77,647.79	0.00	0.00	516.10	77,620.98	78,163.89	0.00	0.00	0.00	96.23 %	3.77 %
			0.00	0.00		0.00	0.00	0.00	2,929.98		
2001	23,357.80	0.00	0.00	16.11	23,073.62	23,373.91	0.00	0.00	0.00	89.54 %	10.46 %
			0.00	0.00		0.00	0.00	0.00	2,412.70		
2000	29,281.21	0.00	0.00	70.94	29,169.23	29,352.15	0.00	0.00	0.00	89.24 %	10.76 %
			0.00	0.00		0.00	0.00	0.00	3,138.08		
Subtot.	69,957,534.62	31,107.24	3.57	271,432.04	68,667,261.95	70,649,124.00	0.00	842.05	769,920.89	92.86 %	7.14 %
			0	420,157.34		0.00	0.00	769,920.89	4,904,511.55		

TAX DISTRICT: MINT HILL LEVY TYPE: VEHICLE FEE

2016	160.00	0.00	0.00	0.00	160.00	0.00	0.00	0.00	0.00	43.75 %	56.25 %
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			0.00	0.00		160.00	0.00	0.00	90.00		
2015	90.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		90.00	0.00	0.00	0.00		
2014	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		100.00	0.00	0.00	0.00		
2013	70.00	0.00	0.00	0.00	70.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		70.00	0.00	0.00	0.00		
2011	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2010	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2006	10.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		10.00	0.00	0.00	0.00		
2005	60.00	0.00	0.00	0.00	60.00	0.00	0.00	0.00	0.00	100 %	0 %
			0.00	0.00		60.00	0.00	0.00	0.00		
Subtot.	510.00	0.00	0.00	0.00	510.00	0.00	0.00	0.00	0.00	82.35 %	17.65 %
			0	0.00		510.00	0.00	0.00	90.00		
Total	69,983,227.64	31,113.66	3.92	297,984.87	68,714,447.62	70,649,124.00	53,543.37	842.88	770,041.64	92.85 %	7.15 %
			0.00	421,964.86		510.00	0.00	770,041.64	4,914,512.91		

Signature (Tax Collector) _____



WORLD PANCREATIC CANCER DAY

WHEREAS, in 2016, an estimated 53,070 people in the United States will be diagnosed with pancreatic cancer, one of the deadliest cancers, and 41,780 will die from the disease; and,

WHEREAS, pancreatic cancer surpassed breast cancer this year to become the third leading cause of cancer death in the United States and it is projected to become the second leading cause by 2020; and,

WHEREAS, pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent; and,

WHEREAS, when symptoms of pancreatic cancer present themselves, it is generally in later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis; and,

WHEREAS, approximately 1,240 deaths will occur in North Carolina in 2016; and,

WHEREAS, pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and,

WHEREAS, there will be an estimated 418,451 new pancreatic cancer cases diagnosed worldwide in 2020; and,

WHEREAS, the good health and well-being of the residents of Mint Hill, North Carolina are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes and effective treatments; and,

NOW, THEREFORE, BE IT RESOLVED that I, Ted H. Biggers, Jr. by virtue of the authority vested in me as Mayor of the Town of Mint Hill, do hereby proclaim November 17, 2016 as

WORLD PANCREATIC CANCER DAY

in the Town of Mint Hill, North Carolina and commend its observance to all citizens.

Witness my hand and seal of the Town of Mint Hill on this 10th day of November, 2016.

Ted H. Biggers, Jr., Mayor



VETERANS DAY PROCLAMATION

Whereas, the history and culture of our great nation have been significantly influenced by American Patriots, our veterans; and,

Whereas, the contributions of American Veterans have preserved the freedom, prosperity, and greatness of America today, and are to be honored for their patriotism, love of country and willingness to serve and sacrifice for the common good; and,

Whereas, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and,

Whereas, Veterans Day began unofficially at the end of The Great War, “The War To End All Wars”, officially ended with the Treaty of Versailles signed on June 28, 1919, but the actual fighting ceased seven months earlier when an armistice between the Allied Nations and Germany went into effect on the eleventh hour of the eleventh day of the eleventh month. For that reason, November 11th, was enacted into law as a holiday on May 13, 1938 chosen for our Armistice Day Celebrations henceforth. It officially was declared Veterans Day and a holiday on June 1, 1954 under President Dwight D. Eisenhower; and,

Whereas, in honor of Veterans Day community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned on Veterans Day which is always celebrated on November 11th regardless of the day of the week.

Now, Therefore, I, Ted H. Biggers, Jr., by virtue of the authority vested in me as Mayor of the Town of Mint Hill do hereby proclaim November 11, 2016 as

Veterans Day

in the Town of Mint Hill, North Carolina and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

Witness my hand and caused the Seal of the Town of Mint Hill to be affixed this 10th day of November, 2016.

Ted H. Biggers, Jr., Mayor



NATIONAL AMERICAN INDIAN HERITAGE MONTH

Whereas, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and,

Whereas, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today, and,

Whereas, their customs and traditions are respected and celebrated as part of a rich legacy throughout The United States; and,

Whereas, Native American Awareness Week began in 1976. Recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November as National American Indian Heritage Month; and,

Whereas, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational and historical activities have been planned.

Now, Therefore, I, Ted H. Biggers, Jr., by virtue of the authority vested in me as Mayor of the Town of Mint Hill do hereby proclaim November as

National American Indian Heritage Month

in the Town of Mint Hill, North Carolina and urge all our citizens to observe this month with appropriate programs, ceremonies and activities.

Witness my hand and caused the Seal of the Town of Mint Hill to be affixed this 10th day of November, 2016.

Ted H. Biggers, Jr., Mayor

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**IDLEWILD
VOLUNTEER
FIRE DEPARTMENT**

Oct 24, 2016

Hon. Ted Biggers, Mayor
Town of Mint Hill
4430 Mint Hill Village Ln
Mint Hill, NC 28227

Ref: Idlewild Staff Position

Dear Mayor Biggers:

For a number of years Idlewild VFD has employed an office administrator to assist with the department's business and administrative activities. Over the years this role has evolved into a full-time position that is critical to our day-to-day operations. Unfortunately it is becoming more and more difficult to retain a person with the right set of skills and abilities in this position without the ability to offer any traditional employee benefits (since we have only one full time employee.)

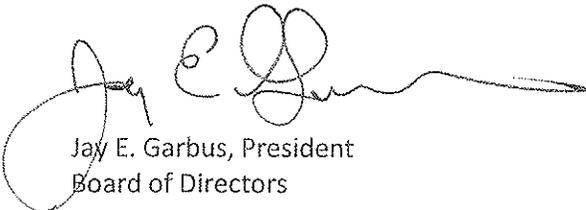
Upon recommendation of our fire chief, our Board has looked at this on-going concern and agreed to submit this request that the town of Mint Hill consider making the person in this position an employee of the town of Mint Hill. The town manager has been provided with a detailed list of duties and responsibilities for the position. We are open to discuss any and all details of how the arrangement would be structured to insure that all parties to the agreement receive as much benefit as possible.

We greatly appreciate your willingness to consider this request. Please let us know what additional information you need.

Sincerely,



Michael Pressley, Fire Chief



Jay E. Garbus, President
Board of Directors

CC: Brian Welch
David Leath

JOB DESCRIPTION

Administrative Assistant – Fire Department

GENERAL DESCRIPTION AND CONDITIONS OF WORK:

Performs responsible skilled clerical and administrative work assisting with a variety of office and administrative tasks; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/ TYPICAL TASKS:

Receives, screens, and processes telephone calls and serves as receptionist for department; word and data processing duties; maintains records and files; prepares reports;

- Greets visitors to the fire administration office;
- Receives calls for the department and ascertains nature of business; assists callers or directs to appropriate authority for disposition; processes incoming and outgoing mail;
- Compiles and types agenda for meetings of commissions, board and committees;
- Composes routine correspondence; compiles reports and materials;
- Maintains calendars; assists with scheduling and preparing for meetings;
- Maintains confidential files and records;
- Administers workers' compensation for town staff and volunteers;
- Reviews a variety of data for accuracy, completeness and conformance to standards and procedures;
- Assists department with applicants and form completion;
- Oversees drug licenses;
- Compiles employees' certifications;
- Assists with a variety of daily activities and program records, such as employee time sheets;
- Receives and accounts for departmental monies;
- Oversees and accounts for department and related rosters;
- Compiles fire incident reports monthly and reports to the State;
- Orders and stocks office supplies and department forms; maintains office equipment and requests repairs as required;

- Assists with purchase orders and receives delivery of packages;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of standard office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English spelling, and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; ability to handle sensitive and confidential information; ability to establish and maintain effective working relationships with associates and the general public. Have a good understanding of the National Fire Incident Reporting System and National Fire Protection Association standards.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in office administration and office assistance experience. Experience in fire service preferred but not required.

SPECIAL REQUIREMENTS:

May require specific certifications and/or licenses depending on departmental assignment.

FY2017
Proposed Budget Amendments:

GENERAL FUND

Budget	Budgeted Amount	Amendment	Amended
Revenues			
Appropriated Fund Balance	835,532	55,305	890,837
Expenditures			
Fire	2,228,900	55,305	2,284,205

The above amendment represents an overall increase to the General Fund of \$55,305 and brings the total Revenues and Expenditures to \$12,816,159.