

**Town of Montreat
Board of Commissioners
Town Council Meeting
November 10, 2016 – 7:00 p.m.
Walkup Building**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Presentation to Council: 2015-2016 Fiscal Year Audit Report Presentation

IV. Mayor's Communications

V. Consent Agenda

A. Meeting Minutes Adoption

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

X. New Business

A. Network Wiring Replacement & Improvement

- **Suggested Motion:** The Board of Commissioners hereby authorizes 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

B. Purchase Order Module for Computerized Accounting System

- **Suggested Motion:** The Board of Commissioners hereby authorizes 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.

C. Budget Amendment #1:

- **Suggested Motion:** 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.

- **Suggested Motion:** Adopt Resolution #16-11-01 Commending Emergency Services Personnel for Suwannee Drive House Fire Response.

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

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

XIII. Meeting Dates

<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, 9:00 a.m. Allen Building Swannanoa Room
<u>December Town Council Meeting</u>	December 8, 2016, 7:00 p.m. Walkup Building

XIV. Closed Session

- **Suggested Motion: To enter into Closed Session in accordance with NCGS §143-318.11(6) for discussion of a personnel matter**

XV. Adjournment

MARTIN • STARNES

 & ASSOCIATES, CPAs, P.A.

Town of Montreal

2016 Audited Financial Statements

Audit Highlights

- ❑ Unmodified (clean) Opinion
- ❑ Cooperative Staff



Audit Process

- ❑ Planning and Risk Assessment
- ❑ Interim Procedures
- ❑ Final Procedures
- ❑ Year-round Process

Fund Balance

- Serves as a measure of the Town's financial resources available.

- $\text{Assets} - \text{Liabilities} = \text{Fund Balance}$

5 Classifications:

- **Non spendable** - not in cash form
- **Restricted** - external restrictions (laws, grantors)
- **Committed** - internal constraints at the highest (Board) level-do not expire, require Board action to undo
- **Assigned** - internal constraints, lower level than committed
- **Unassigned** - no external or internal constraints

Fund Balance

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

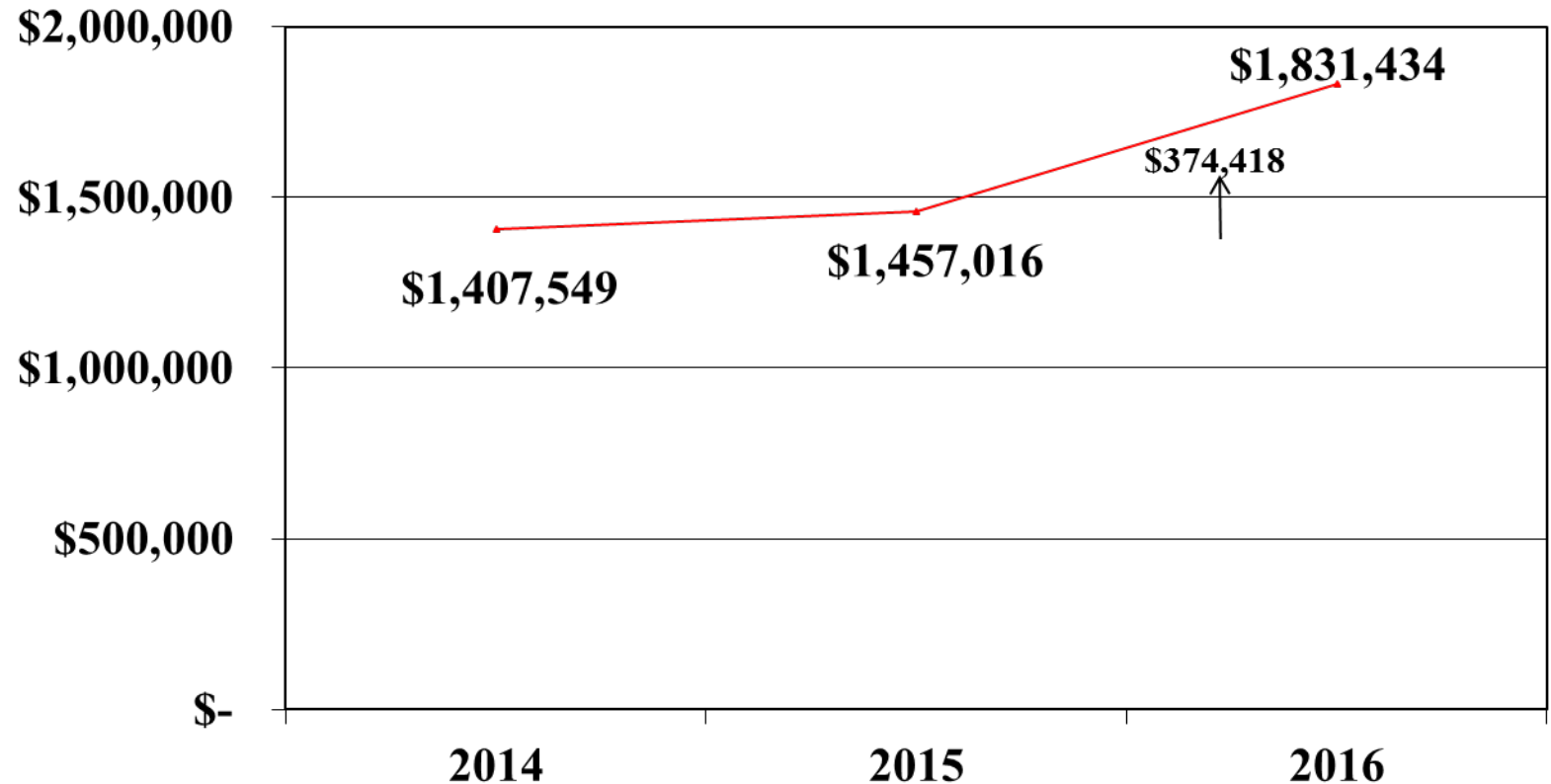
Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

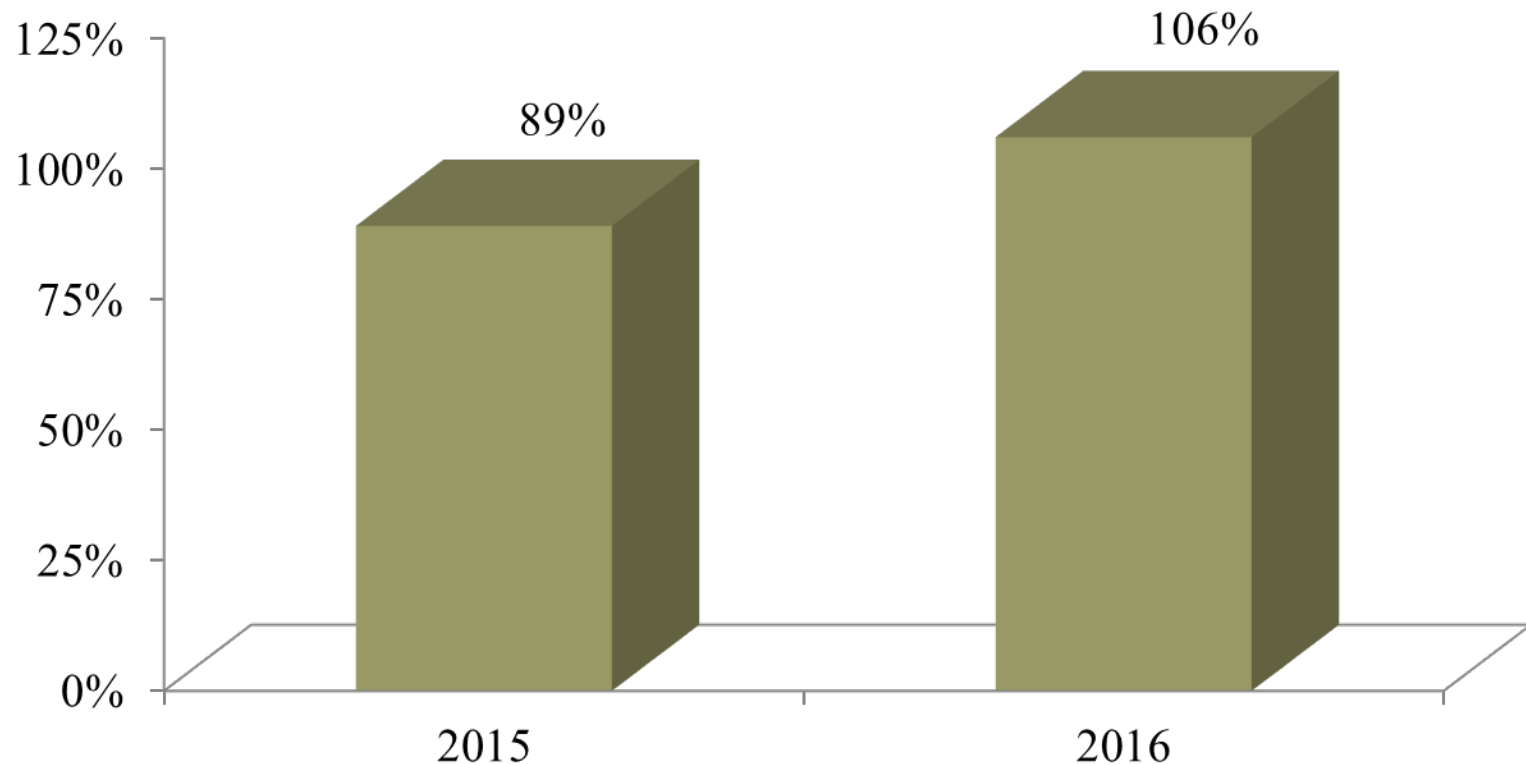
Fund Balance Position General Fund

□ Total Fund Balance – 2016	\$ 1,831,434
□ Prepaids	15,394
□ Stabilization by State Statue	- <u>103,731</u>
□ Available Fund Balance	\$ 1,712,309
□ Available Fund Balance - 2015	\$ 1,377,731
□ Increase in available FB	\$ 334,578

Total Fund Balance General Fund



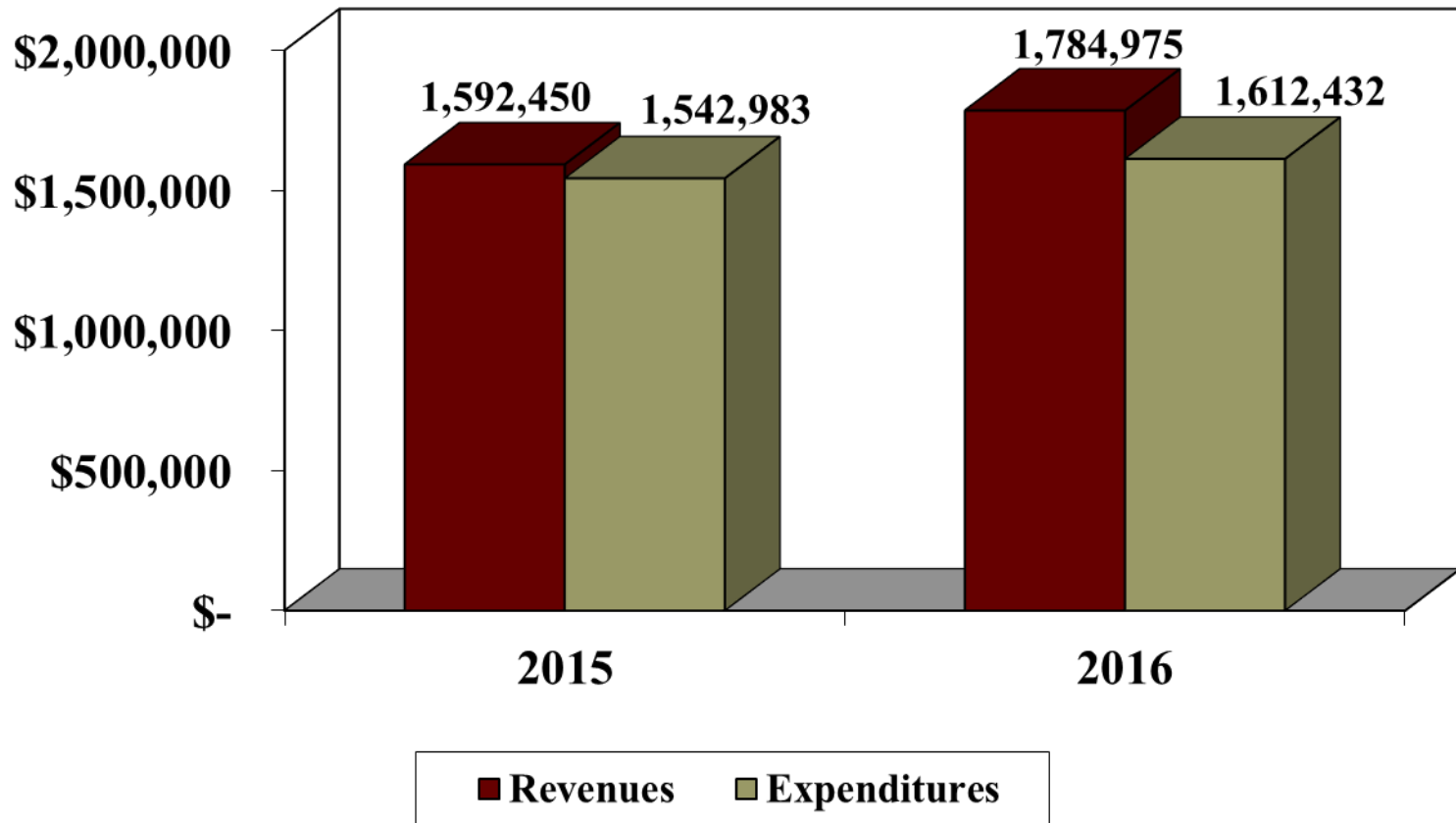
Available Fund Balance as a Percent of Expenditures - General Fund



Fund Balance Continued - GF

□ Total Fund Balance – 2016	\$ 1,831,434
□ Prepaids	- 15,394
□ Stabilization by State Statute	- <u>103,731</u>
<i>Available Fund Balance</i>	\$ 1,712,309
□ Restricted for Streets	- 190,669
□ Committed for Open Space Conservation	- 34,932
□ Assigned for Public Safety	- 54,392
□ Assigned for subsequent year's expenditures	- <u>122,800</u>
<i>Unassigned Fund Balance</i>	\$ 1,309,516

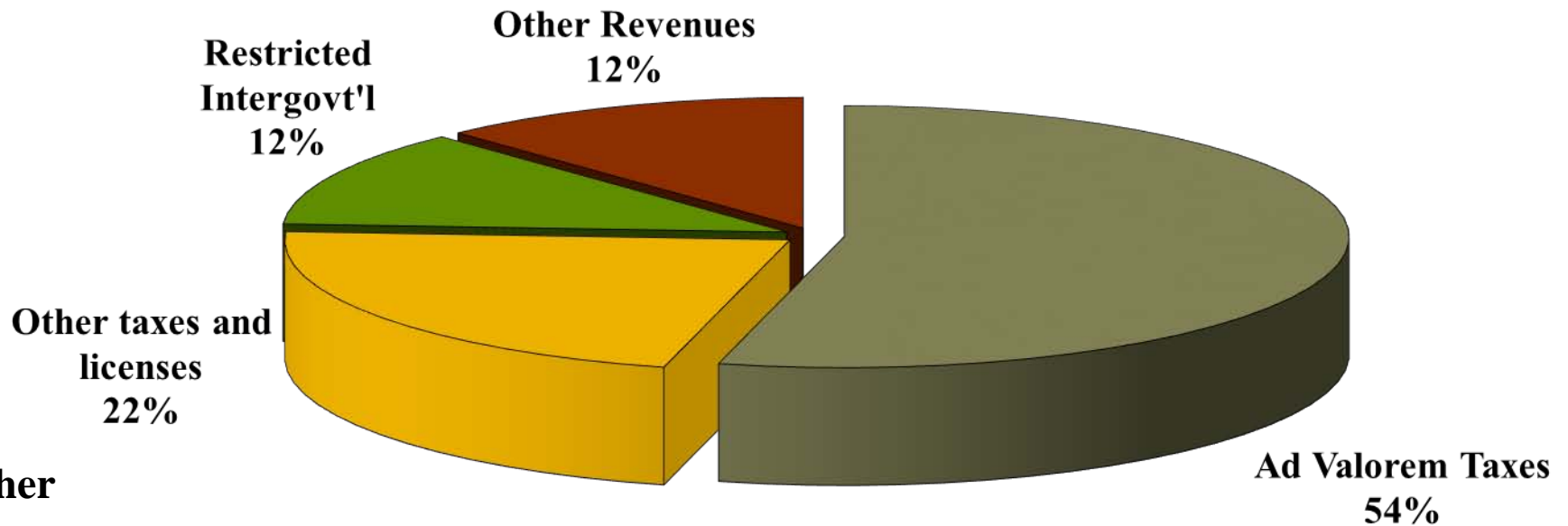
General Fund Summary



General Fund Summary

□ Total Revenues - 2016	\$ 1,784,975
□ Total Expenditures - 2016	<u>- 1,612,432</u>
□ Revenues over (under) expenditures	\$ 172,543

Top 3 Revenues: General Fund

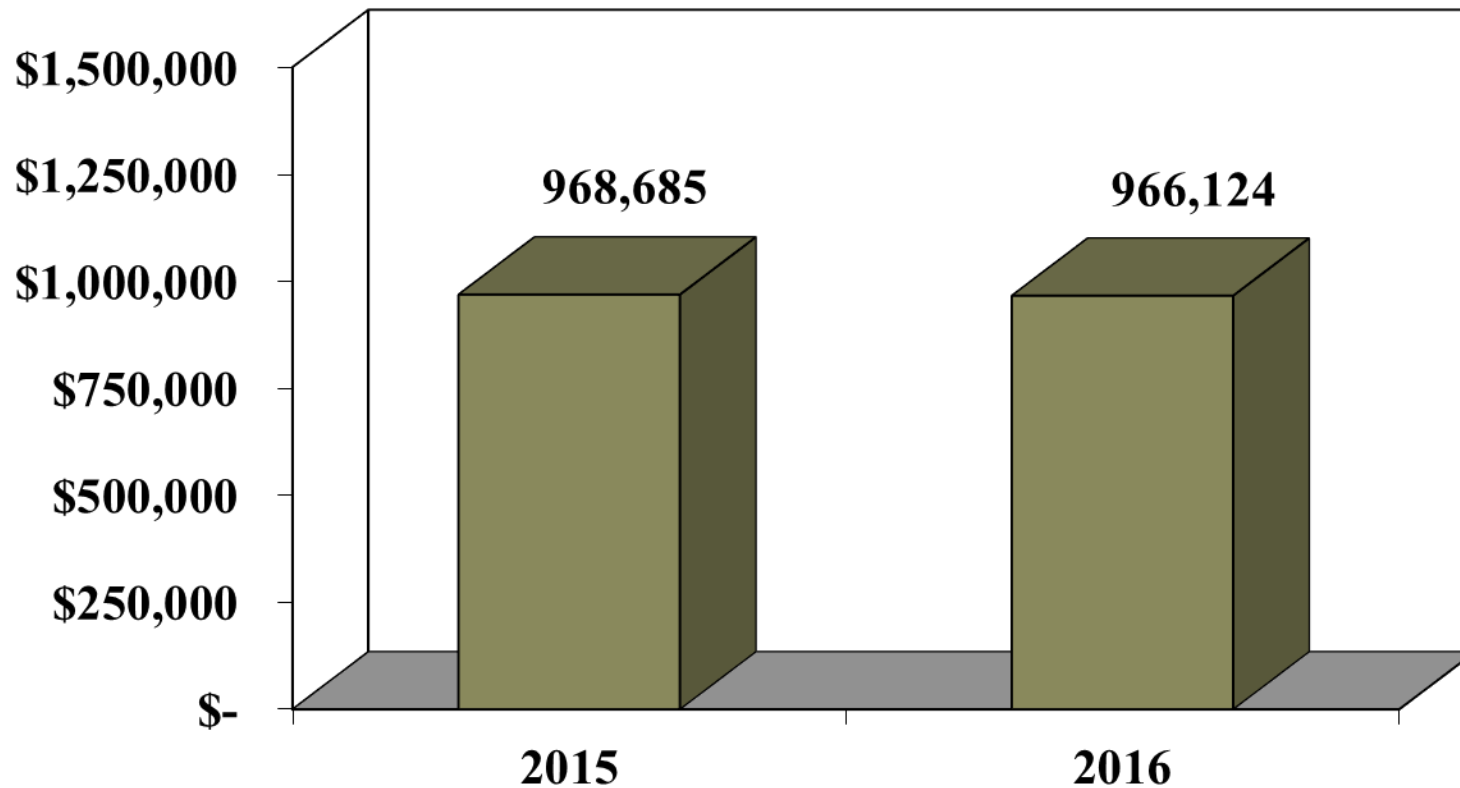


Other Revenues:

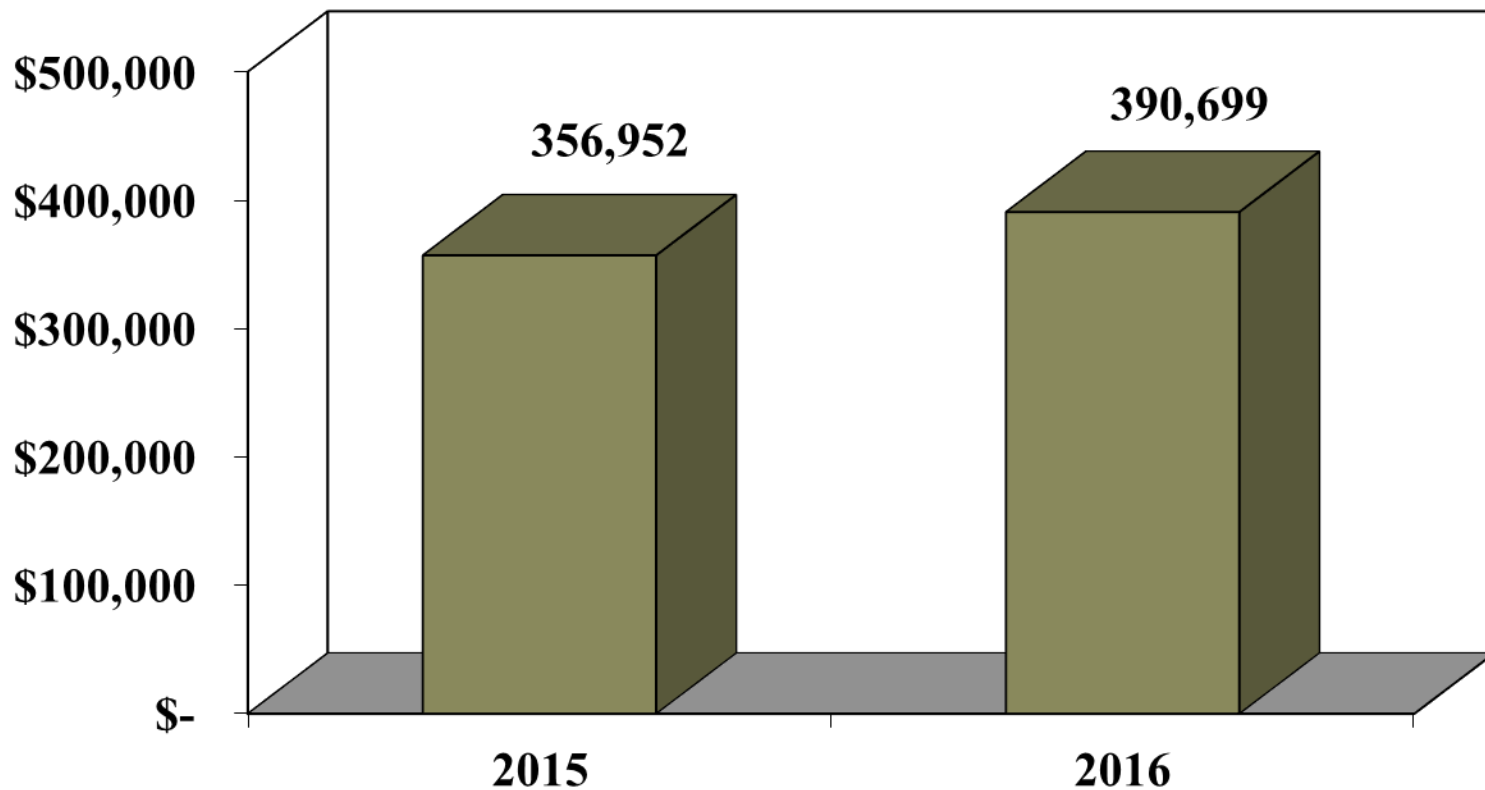
Unrestricted Intergovt'l
Permits and fees
Sales and services
Investment earnings
Miscellaneous

Top 3 comprise \$ 1,562,082 (88%) of revenues

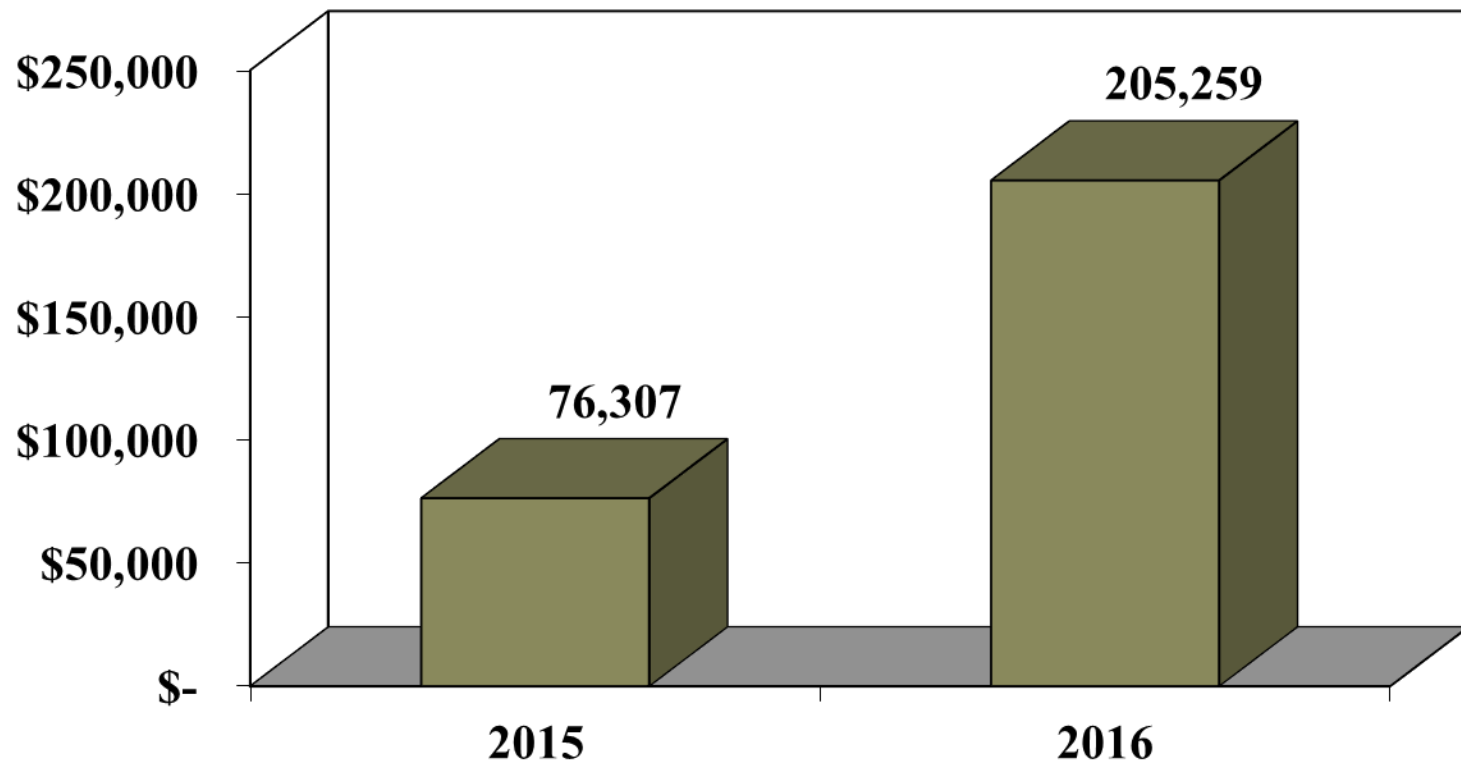
Ad Valorem Taxes



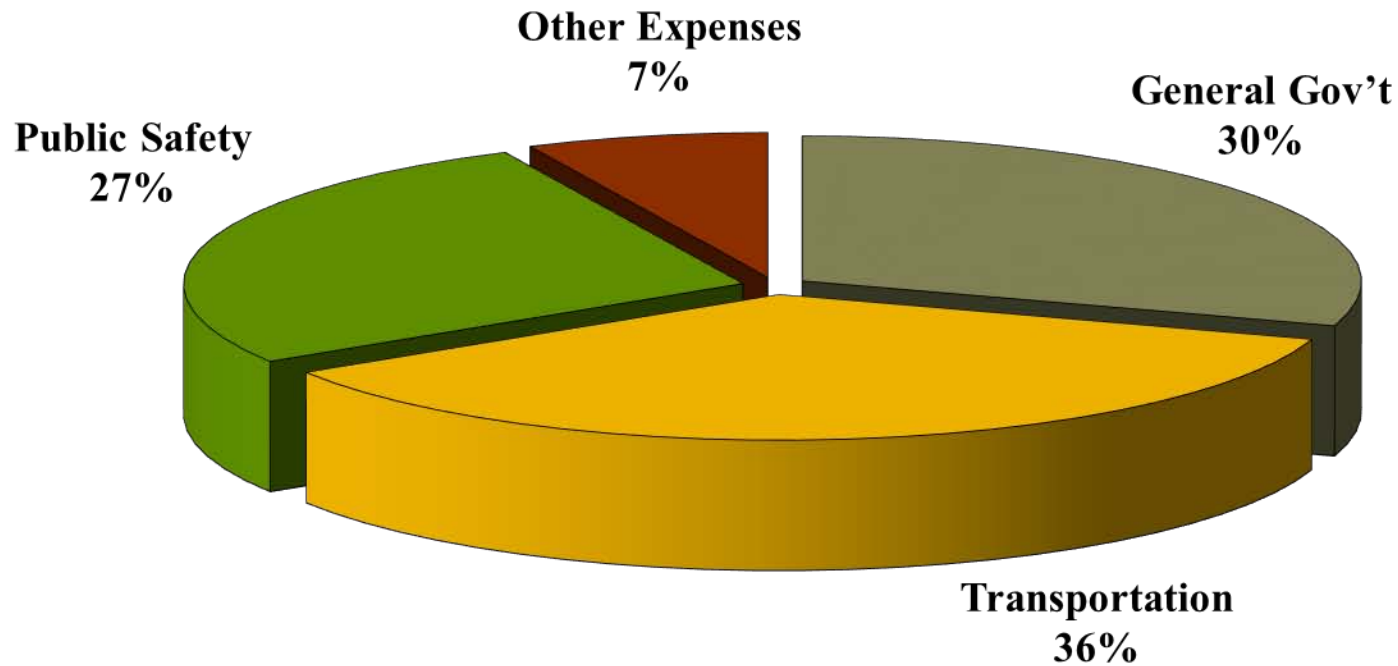
Other Taxes and Licenses



Restricted Intergovernmental Revenues



Top 3 Expenditures: General Fund



Other Expenses:

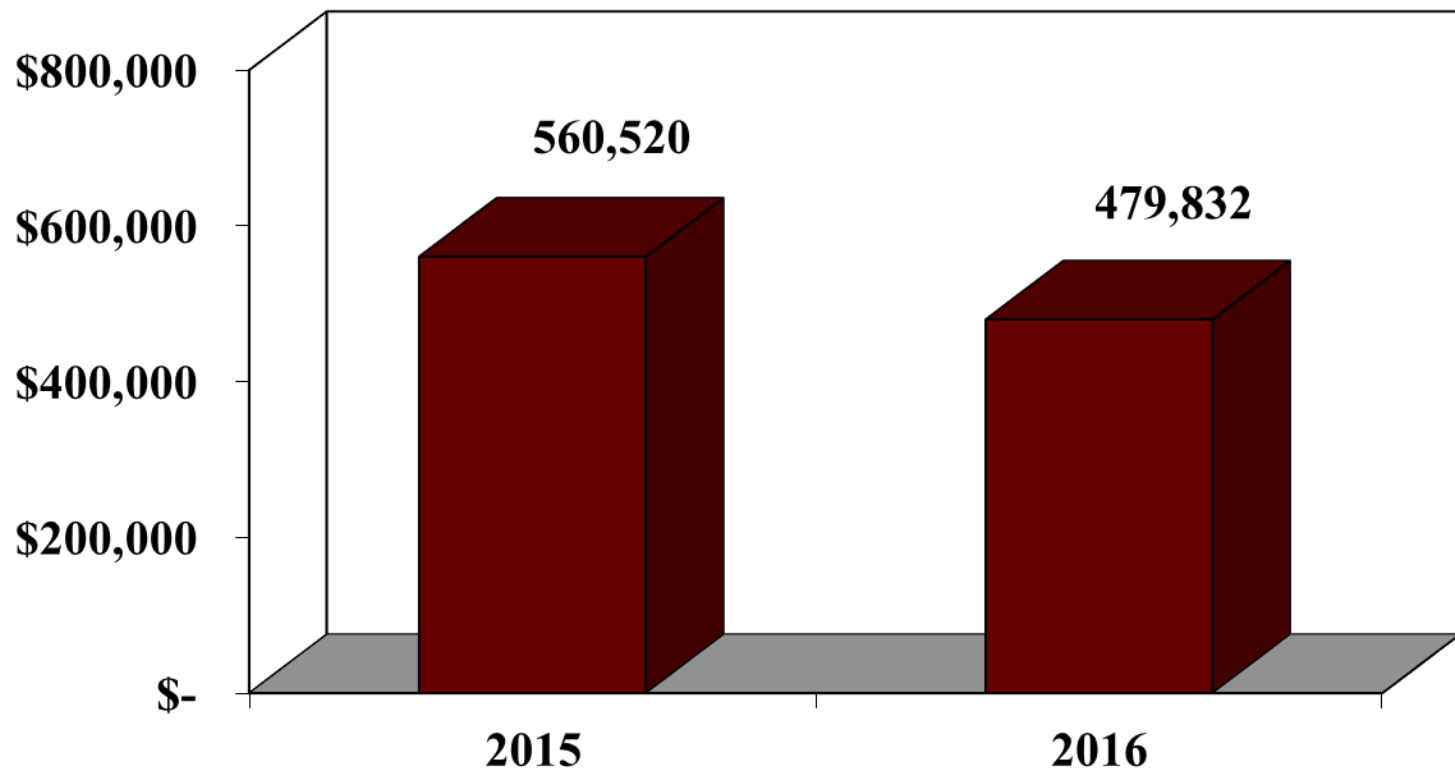
Cultural & Recreation

Environmental Protection

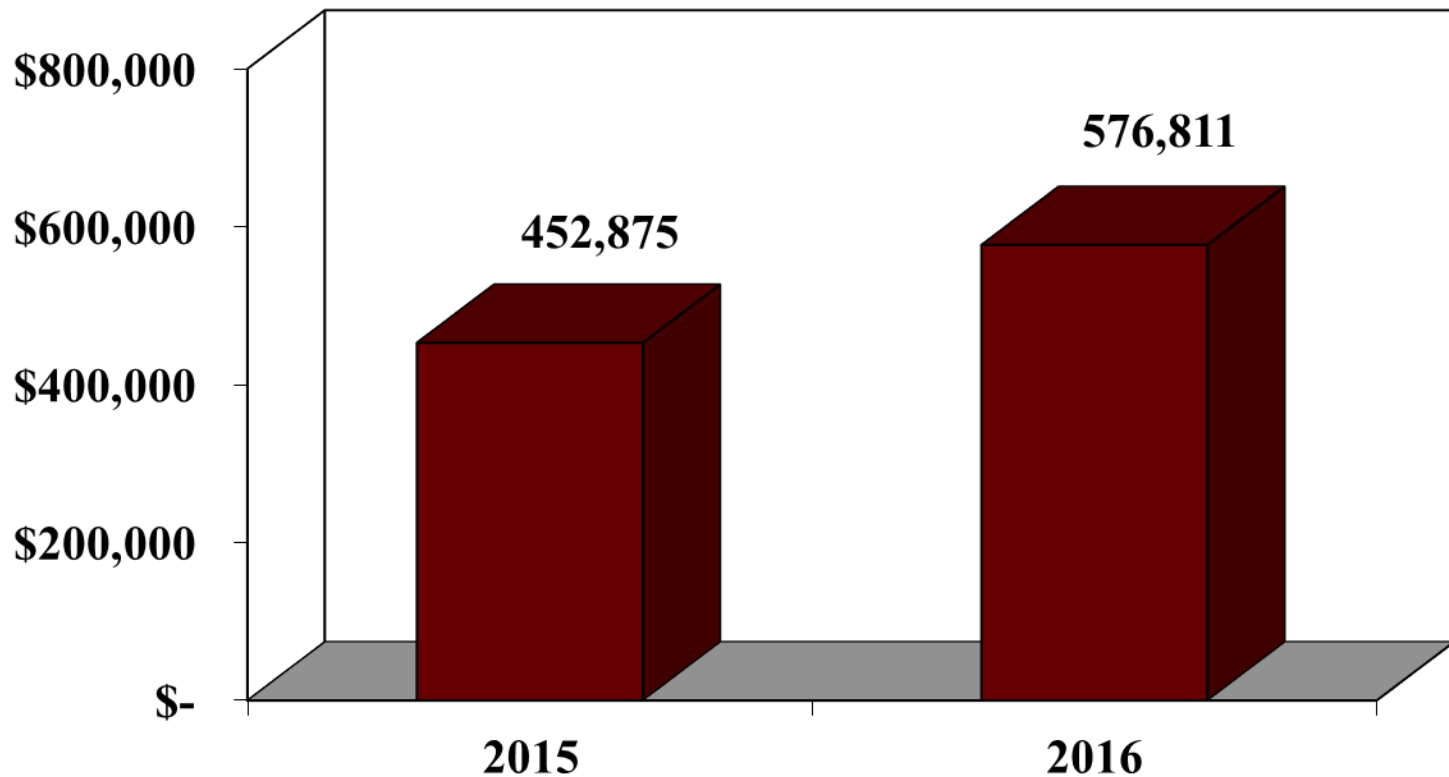
Debt Service

Top 3 comprise \$ 1,491,150 (92%) of revenues

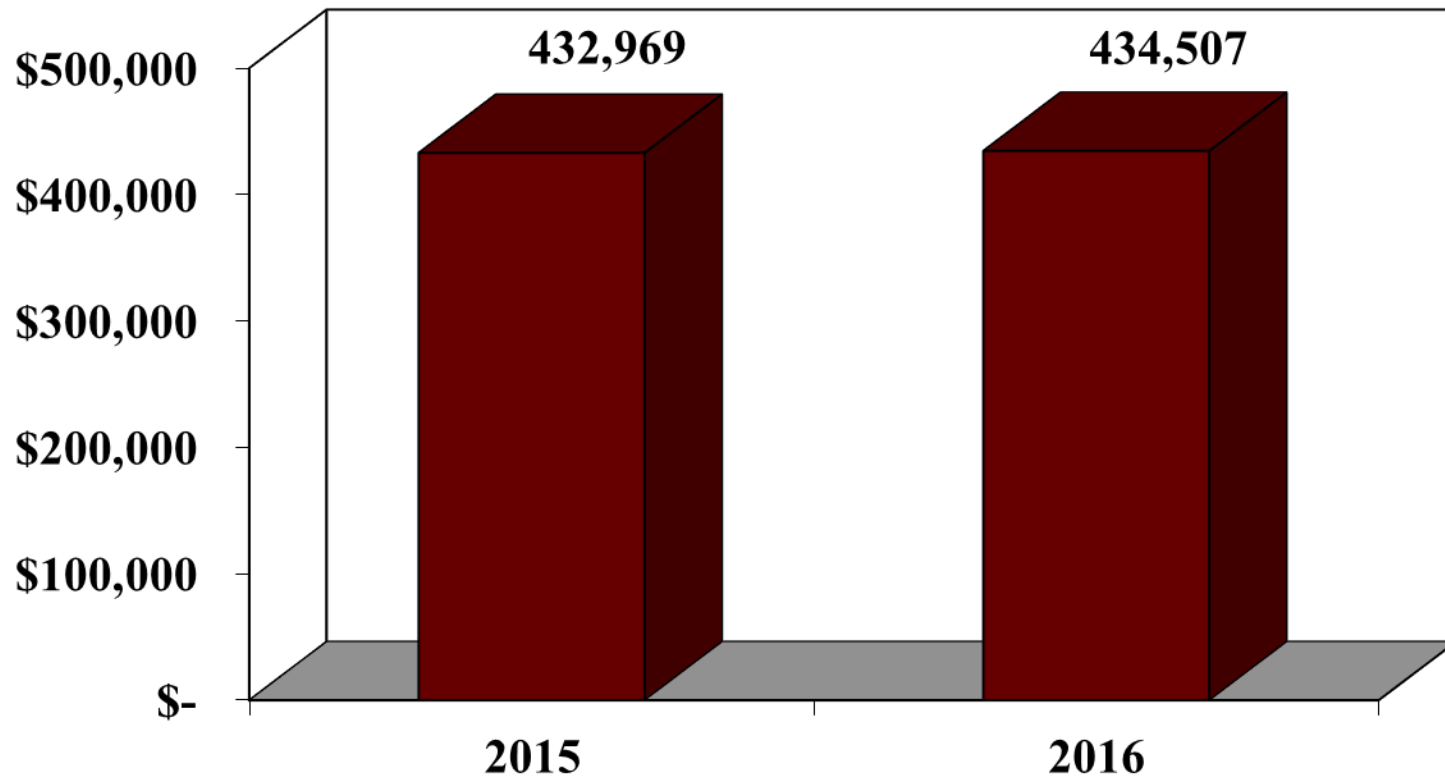
General Government Expenditures



Transportation Expenditures



Public Safety Expenditures





Water Fund

**Required
Debt Service**

\$84,114

**Charges
For Service**

\$413,243

**Unrestricted
Net Position**

\$754,721

Comparison to June 30, 2015

\$85,701

\$315,824

\$391,634

Water Budgetary Results

	<u>2016</u>	<u>2015</u>
Operating Revenues	\$ 453,957	\$ 306,630
Non-operating Revenues	<u>152</u>	<u>75</u>
Total Revenues	454,109	306,705
Operating Expenditures	145,021	441,236
Debt Services	<u>84,001</u>	<u>85,593</u>
	229,022	526,829
Debt Issued	<u>138,000</u>	<u>-</u>
Revenues and Other Financing		
Sources Over (Under) Expenditures	<u>\$ 363,087</u>	<u>\$ (220,124)</u>



Discussion & Questions

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—
& ASSOCIATES, CPAs, P.A.
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Town of Montreat

MARTIN • STARNES

& ASSOCIATES, CPAs, P.A.

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

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

Board members absent: None

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

Call to Order

Approximately 6 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 5/0.

Public Forum

Mrs. Susanne McCaskill of 114 John Knox Road, stated that she thinks the Town is doing well. She then posed the question of what we needed to do to keep the Gate from getting hit again.

Mr. Peter Boggs of 338 Chapman Road, suggested the possibility of a hologram in place of the Gate.

Mrs. Judy Shuford of 613 Greybeard Trail, suggested speed bumps on both sides of the Gate and wondered if the State of North Carolina would agree to something like that.

Mrs. Martha Campbell of 149 Maryland Place, stated that Town Staff were against speed bumps because they make it harder to plow around and the maintenance involved of keeping the bumps in place outweighs the benefits.

Adjournment

There being no further discussion, Commissioner Gilliland moved to adjourn the Public Forum Meeting. Commissioner Vinson seconded and the motion carried 5/0. 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
October 6, 2016
Walkup Building**

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

Board members absent: None

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

Approximately 5 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 adopt the agenda. Commissioner Gilliland seconded and the motion carried 5/0.

Mayor's Communications

Mayor Helms stated that he did not have any communications this evening.

Consent Agenda Review

The proposed Consent Agenda will include the following items:

- September 1, 2016, Public Forum Minutes
- September 1, 2016, Town Council Agenda Meeting Minutes
- September 8, 2016, Town Council Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson thanked the Caring Neighbor Group for his "Welcome to Montreat" lunch.

Administrative Reports

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

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

- August 2016 Financial Summary Report;
- Final August 2016 Detailed Financial Statement;
- Preliminary September 2016 Detailed Financial Statement.

Mr. Stackhouse advised that the audit is on track to be submitted to the Local Government Commission by the October 31, 2016 deadline. The audit will be presented to Council during the November regular 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

- A. Proposed Revisions to Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted Banners: Mayor Helms stated that Mr. Currie would report on this topic at next week's meeting.

New Business

- A. Representative Appointment for the National Pollutant Discharge Elimination System (NPDES) Permit: Mayor Helms reported that it would be suggested that David Currie be appointed as the Town of Montreat's authorized representative to apply for the National Pollutant Discharge Elimination System (NPDES) Permit.
- B. Mecklenburg Circle Waterline Proposal: Mayor Helms advised that Mr. Freeman would present a proposal from McGill Associates in the amount of \$4,300 to complete the Mecklenburg Circle Waterline.
- C. Schedule a Meeting for Review of Applications/Resumes: Mayor Helms asked the Council to bring their calendars to next week's meeting to find a date when they could sit down and review the 39 applications for the Town Administrator position. Commissioner Standaert advised the Board that she will be out of Town from October 11th until November 7th and to proceed along with scheduling the meeting without her. Commissioner Standaert will not be

able to review the applications prior to her departure. Interim Town Administrator Richardson advised that 39 applications were received for the job posting. Mayor Pro Tem Fouche asked what the process would be to narrow down the applicants. Mr. Richardson stated that would be up to the discretion of the Council.

- D. Appointment of Al Richardson as Deputy Finance Officer: Mayor Helms advised that Council would appoint Al Richardson as Deputy Finance Officer alongside Steve Stackhouse Finance Officer.

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

There were no Commissioner Communications at this time.

Mayor Helms announced that October 17th would be an Employee Appreciation Day with a meal at Mayor Pro Tem Fouche's home on Virginia Road.

Commissioner Standaert announced that the Town of Black Mountain was hoping to complete the Montreat Road sidewalk project by Fall 2017

Upcoming Meeting Dates

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

<u>Audit Committee:</u>	October 12, 2016, 3:00 p.m. Town Services Office
<u>October Town Council Meeting:</u>	October 13, 2016, 7:00 p.m. Walkup Building
<u>Montreat Tree Board:</u>	October 25, 2016, 9:30 a.m. Town Services Office
<u>Fall Bulk/White Goods Pickup:</u>	October 25, 2016

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

Montreat Landcare:

November 2, 2016

Allen Building

Swannanoa Room

November Town Council Agenda Meeting:

November 3, 2016, 7:00 p.m.

Public Forum begins at 6:30 p.m.

Walkup Building

November Town Council Meeting:

November 10, 2016, 7:00 p.m.

Walkup Building

Adjournment

There being no further business, Commissioner Vinson moved to adjourn the Town Council Meeting. Mayor Pro Tem Fouche seconded and the motion carried 5/0. The meeting was adjourned at 7:13 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Town Council Meeting
October 13, 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
Steve Freeman, Public Works Director
Chief Jack Staggs, Police Chief
Angie Murphy, Town Clerk
David Currie, Code Administrator/Building Inspector

Approximately 25 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 Helms requested that a verbal summary from the recent trip to Raleigh for a meeting with the NCDOT and FHWA with regards to the Texas Road Bridge Project be added to the agenda. Mayor Pro Tem moved to delay the public forum for Proposed Revisions to the Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted banner for another month to allow Montreat College to gather additional information. Commissioner Otto seconded and the motion carried 4/0. Commissioner Vinson moved to add under New Business, Item E as follows: move to add a report from Mayor Helms on a recent trip to Raleigh to discuss the Texas Road Bridge Project with the NCDOT, the FHWA and KCI with possible action to follow. Commissioner Otto seconded and the motion carried 4/0. Commissioner Vinson moved to adopt the agenda as amended. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

Mayor's Communications

Mayor Helms read a Proclamation Honoring the Montreat College Class of 1966 50th Class Reunion.

Consent Agenda Review

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

- September 1, 2016, Public Forum Minutes

- September 1, 2016, Town Council Agenda Meeting Minutes
- September 8, 2016, Town Council Meeting Minutes

Town Administrator's Communications

- Interim Town Administrator Al Richardson reported to Council that the switch from AT&T to Charter Spectrum is going well for employees at the Town Services Building. There is one final step to this process and that is moving the Server to a location where it can get more ventilation. This item will be on the November agenda.

Administrative Reports

Police: Chief Staggs reviewed and presented the September 2016 monthly departmental activity report. Chief Staggs advised that the monthly activity log could be found on the Town Website each month. Chief Staggs advised that Officer Whitson had completed his week-long training for radar certification. Master Police Officer Dave Arrant also completed his two week-long State Instructor Certification School. This will allow all training to take place in the Montreat Police Department rather than relying on other departments for training. The Montreat Police Department shredded 2,070 pounds of paper and they are now compliant to North Carolina state standards. The Town of Montreat Town Services Building is fully alarmed now for the first time in history. Chief Staggs commended Public Works for all of their hard work in cleaning up around the Town Services Building as well as building shelves for the upcoming server installation. Chief Staggs also mentioned that in the coming months the department will be switching offices with the Town Administrator in order to build and maintain an evidence room to meet state standards. Chief Staggs reminded everyone that the Montreat Police Department is available 24 hours a day and 7 days a week and to not hesitate to call immediately if they see or hear anything out of the ordinary. The sooner suspicious activity is reported the quicker it can be resolved.

Public Works Director:

- Mr. Freeman reported that the semi-annual Bulk Item and White Goods Pickup will be held on Tuesday, October 25th and everything but hazardous materials and tires will be accepted.
- Mr. Freeman advised that crews are continuing to do mowing and weeding along the roadsides in anticipation of leaf season.
- Mr. Freeman advised that drainage was upgraded on Calvin Trail.
- Crews worked on curbing and pot hole patching throughout the Town.

Finance Officer: Mr. Stackhouse presented and reviewed his monthly reports at last week's Agenda Meeting.

Building Inspector/Code Administrator: Mr. Currie presented and reviewed his September 2016 zoning and inspections activity report. Planning and Zoning met to discuss Montreat College's Lighting Pole-Mounted Banners request which was removed from the Agenda earlier this evening.

Board of Adjustments did not meet in the month of September. The new roof on Howerton Hall is almost complete and the new hip design will be long-lasting and will alleviate water from settling on the top.

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

- A. Proposed Revisions to Town of Montreat Zoning Ordinance, Articles V & X, Allowing Lighting Pole-Mounted Banners: This item was removed from tonight's agenda in order to allow Montreat College time for more research.

New Business

- A. Representative Appointment for the National Pollutant Discharge Elimination System (NPDES) Permit: Mr. Currie advised that as the stormwater administrator for the Town he needs to have it on record that he is the representative that can issue the MS4 permits through NPDES. Commissioner Vinson moved to re-appoint David Currie as the Town of Montreat's authorized representative to apply for the National Pollutant Discharge Elimination System (NPDES) Permit. Mayor Pro Tem Fouché seconded and the motion carried 4/0.
- B. Mecklenburg Circle Waterline Proposal: Mr. Freeman advised this proposal will allow McGill Associates to submit a proposal to the Division of Water Quality in order to upgrade the water line on Mecklenburg Circle from an old 2 inch galvanized pipe to a larger 6 inch ductile tubular pipe. Mayor Pro Tem Fouché moved to award the proposal from McGill Associates in the amount of \$4,300.00 and to authorize the Mayor and Town Administrator to execute the necessary related documents. Commissioner Vinson seconded and the motion carried 4/0.
- C. Schedule a Meeting for Review of Applications/Resumes: Interim Town Administrator Richardson advised there were 39 applications but he had narrowed them down to 18 qualified applicants for the Council to review. Commissioner Otto moved to schedule a meeting on November 3rd at 4:00 p.m. in the Town Services Building. Commissioner Vinson seconded and the motion carried 4/0.
- D. Appointment of Al Richardson as Deputy Finance Officer: North Carolina State Statutes require a Deputy Finance Officer and that person has traditionally been the Town Administrator. Commissioner Vinson moved to appoint Al Richardson as Deputy Finance Officer. Commissioner Otto seconded and the motion carried 4/0.

- E. Report from Meeting in Raleigh about the Texas Road Bridge Project: Mayor Helms reported that Interim Town Administrator Al Richardson, Mayor Pro Tem Kitty Fouche, Commissioner Kent Otto and himself traveled to Raleigh on October 4 to discuss the Texas Road Bridge Project with the NCDOT, the FHWA and KCI Engineering. Mr. Richardson asked each of the 9 attendees, at the request of Commissioner Mary Standaert, if they minded if the meeting was recorded. One person stated that they never allowed recordings and Mr. Jimmy Travis advised that if one person did not agree to taping then no recording devices would be allowed. It was decided that DeWayne Sykes of KCI would transcribe minutes for all who attended. It became very obvious that the NCDOT wanted the Town of Montreat to decide to build a bridge as planned or to choose a no-build option. Mr. Jimmy Travis noted that it was unusual to forego replacement of a bridge but the NCDOT would be happy to assist in any way it could to satisfy the Town and community. Mayor Helms gave a brief history of the Texas Road Bridge with previous Council actions and current Council actions. Mayor Helms noted that initially the alternate opposite Tennessee Road was preferred by the town but was changed to the alternate replacing the bridge in its existing location. Mayor Helms stated that citizens were very upset with the proposed bridge design and it became an election issue. A new mayor and three new town commissioners were elected. Basically the community decided that maintenance of Montreat's historical character was more important than the bridge and the vehicular traffic service. Mayor Helms advised those in attendance that the Town of Montreat does not want to replace the bridge per the alternate in the current planning document and requested that FHWA forgive the \$231,000 of federal funds spent thus far. NCDOT officials did agree to the Town's request that the approximate \$40,000 administrative costs now owed by the Town be at the 80/20 split like the Federal Funds. John Williams of the NCDOT spoke about the 3 options available to the Town which would eliminate the need to repay federal funding:

No-Build, leaves the existing bridge in place. The Town must send to NCDOT a letter stating that "no need for vehicular traffic services". A "Consultation" of the planning document would be needed to select the "No-Build" alternate. The Town would be responsible for the "Consultation" documentation. The documentation should explain community concerns associated with the impact the required design (previously unanticipated) would have on the community's historic character.

Remove bridge without replacement, removes the existing bridge and approaches returning the immediate area to its pre-bridge state. A "Reevaluation" of the planning document would be needed. The Town would be responsible for the "Reevaluation" documentation. The town would also be responsible for a 20% share of the construction costs to remove the bridge and approaches and the associated administrative costs. This was estimated at \$15,000 in costs to the Town.

Replace bridge with other alternative, would replace the bridge via different alternative. It was noted that SHPO had changed its ruling on the current alternative to "Adverse Effect" which

opens the way to evaluation of other alternatives. A “Reevaluation” of the planning document would be needed. The town would be responsible for the “Reevaluation” documentation.

Mayor Helms mentioned that he and Commissioner Vinson met earlier that day and she reminded him of the fourth option which would be to build the bridge as designed in the current location.

Commissioner Otto moved to choose a No-Build option at the Texas Road Bridge pending an inspection and cost-estimate and leave the bridge for a future walking bridge. Mayor Pro Tem Fouche seconded the motion. The motion carried 3/1 with Commissioner Ann Vinson voting in opposition.

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.

Ms. Annie Carlson representing Montreat College, reported record enrollment in the history of Montreat College this fall. An upcoming cyber-security conference will feature Senator Burr as well as some other nationally known speakers. Howerton Hall roof repairs are close to being completed and construction is going on in Belk Student Center for a cyber-security operations teaching lab. Mission Health provided \$25,000 to put towards this teaching lab. Montreat College was named a NAIA Champion of Character with regards to their student athletes.

Mr. Bill McCaskill of 114 John Knox Road, extended his appreciation to Steve Freeman and Barry Creasman for fixing the water problem at his residence.

Mr. Richard DuBose representing Montreat Conference Center, presented the Town a check in the amount of \$26,296.00 for the summer Community Service Activity Fees.

Commissioner Communications

Commissioner Vinson reported that the Audit Committee recently met and reviewed the final draft of the Audit. The auditor will present the Audit to the town at the November Town Council meeting. Montreat Landcare recently had their annual Landcare Luncheon with a variety of people from town in attendance. Two leadership awards were given to Dr. Dottie Shuman and John Johnson. The Montreat Tree Board has been meeting and they are beginning the process of establishing a Tree Plan and a Tree Inventory. There is an opening on the Tree Board for a member of the community: applications can be found on the Town Website or at the Town Services Building.

Upcoming Meeting Dates

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

<u>Montreat Tree Board:</u>	October 25, 2016, 9:30 a.m. Town Services Building
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<u>Fall Bulk/White Goods Pickup:</u>	October 25, 2016
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<u>Montreat Landcare:</u>	November 2, 2016, 9:00 a.m. Allen Building Swannanoa Room
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<u>November Town Council Agenda Meeting:</u>	November 3, 2016, 7:00 p.m. Public Forum begins at 6:30 p.m. Walkup Building
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<u>November Town Council Meeting:</u>	November 10, 2016, 7:00 p.m. Walkup Building
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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. Mayor Pro Tem Fouche seconded and the motion carried 4/0.

Upon a motion by Commissioner Vinson and a second by Mayor Pro Tem Fouche with the motion carrying 4/0, the Board returned to Open Session. Commissioner Gilliland moved to pay an employee their owed back pay and raise their salary to the applicable amount due to a miscalculation in a raise. Commissioner Vinson seconded and the motion carried 4/0.

Adjournment

There being no further business, Mayor Pro Tem Fouche moved to adjourn the Town Council Meeting. Commissioner Vinson seconded and the motion carried 4/0. The meeting was adjourned at 8:30 p.m.

Tim Helms, Mayor

Angela Murphy, Town Clerk

MONTHLY POLICE STATISTICS REPORT

October	2016	2015	2014	2013	2012
Mileage	3329	3415	2728	2826	3155
Dispatched Calls	95	125	94	105	102
Officer-Initiated Calls	294	338	206	239	217
Fire/EMS Assistance Calls	6F 3E	9F 4E	8F 2E	2F 2E	7
Motorist/Other Assistance Calls	49	69	42	57	30
Traffic Stops	32	22	28	41	39
Parking Issues	11	5	4	10	14
Burglar/Fire Alarm Responses	6B 2F	1B 3F	5B 4F	2B 1F	2
Residential/Building Checks	265	250	253	125	39
Ordinance violations	10	12	12	15	10
LE Agency Assistance Calls	6	16	14	21	38
Animal Calls	2	5	4	7	5
Larcenies	0	0	0	0	1
B&E Calls	0	1	0	0	0
Suspicious Person/Vehicle Investigations	35V 6P	13V 12P	19V 13P	8V 4P	15
Disturbance Calls	5	2	7	3	1
Accident Responses	1	0	0	1	1
Auxiliary Hours Worked	32R 60T	32R 48T	32R 80T	32R 60O	58R 48O
Truck turns at gate	1	1	3	6	8

- Town service: 459
- MRA service: 197
- College service: 22
- On 10/01/2016 Master Patrol Officer David Arrant completed mandatory In-Service State training.
- On 10/04/2016 Officer Whitson represented MPD at the Montreat Morning School Career Week event, roughly 60 children participated. I was advised by several parents that Officer Whitson did an outstanding job.
- On 10/06/2016 at approximately 12:04 p.m. MPD received a call reference an incident that had occurred at 5:30 a.m. of someone walking around with a flashlight at 305 North Carolina Terrace. Six residences were checked and carded, they all checked secured. (The caller was advised that we are a 24 hour agency.)
- On 10/09/2016 MPD received a call of a motor vehicle accident, hit and run, in Howerton Parking Lot area. Upon investigation the subject had tried to leave his information on the car. A report was taken and the incident resolved.
- On 10/10/2016 MPD received a call of a disturbance on Upward Way. BCSD was called and the incident was resolved.
- On 10/13/2016 MPD received a call of gunshots fired in the Texas Road area. Officers responded and heard what sounded like gunshots, but could not locate.
- On 10/17/2016 MPD Officers responded to a house fire on Suwanee Road. The fire was extensive. BMFD wanted to thank Officer Whitson for his assistance. He ended up getting

trapped on the Road and was found sleeping in his car after checking off duty. Also on this same date, the City Council and citizens threw a Town employee appreciation luncheon. The food and the company was fantastic.

- On 10/23/2016 BCSD arrested the subject MPD was involved with on Appalachian Way for additional fraud charges. He was placed under a \$250K secured bond.
- On 10/29/2016 MPD was called in reference to an illegal camper at the Montreat Campground. On this same date, MPD Officer responded with BMFD to Assembly Inn reference a little girl stung by an insect, subject was transported to hospital.
- On 10/31/2016 Caring Neighbors provided snacks for Town employees recognizing Officer Lee Blevins birthday and Halloween, which was greatly appreciated.

Notes:

- MPD saw a dramatic increase in residents and visitors to our Town due in part to the storms that hit Florida, Georgia, South Carolina, and parts of North Carolina, and also the leaf season. We were fortunate that the storms had little to no impact in Western North Carolina.
- The Town and the Police Department want to warn residents and visitors of the tremendously dry season we are having. We are recommending no campfires, fire-pit burning, or any kind of outside burning due to these extreme conditions.
- MPD has started in full swing our spot checks. We checked approximately 49 houses this month and did find a couple houses unsecure and the owners were notified.
- MPD would like to notify residents that 10/17/2016 was the start of Bear hunting season.
- MPD would like to thank all citizens for their support. We have two holiday seasons approaching, let work together to keep the community safe. Please be vigilant in notifying the Police Department of any suspicious activity.

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Period Ended September 30, 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	9/30/15
								3		
Revenues:										
Ad valorem taxes	\$ 953,900.00		\$ -		\$ 478.30	\$ 953,900.00				
Other taxes and licenses	\$ 413,700.00	\$ 1,446.05	\$ 35,427.86	\$ 36,873.91	\$ 36,950.90	\$ 376,826.09				
Unrestricted intergovernmental	\$ 105,500.00		\$ -			\$ 105,500.00				
Permits and Fees	\$ 45,700.00	\$ 7,542.09	\$ 3,075.00	\$ 10,617.09	\$ 13,109.74	\$ 35,082.91				
Community Service Fee	\$ 45,000.00	\$ 9,514.00	\$ -	\$ 9,514.00	\$ 30,086.00	\$ 35,486.00				
Sales and Services	\$ 13,000.00	\$ 1,692.00	\$ 1,975.79	\$ 3,667.79	\$ 2,743.95	\$ 9,332.21				
Investment earnings	\$ 2,200.00	\$ 326.09	\$ 150.36	\$ 476.45	\$ 206.08	\$ 1,723.55				
Other revenues	\$ 4,000.00	\$ 4,113.87	\$ 175.92	\$ 4,289.79	\$ 1,500.00	\$ (289.79)				
Subtotal - Normal Operating	\$ 1,583,000.00	\$ 24,634.10	\$ 40,804.93	\$ 65,439.03	\$ 85,074.97	\$ 1,517,560.97	4.13%	25.00%	-20.87%	-19.31%
<i>Restricted intergovernmental</i>	\$ 173,200.00		\$ -		\$ 56,767.79	\$ 173,200.00				
<i>Contributions - Landcare</i>	\$ -		\$ -		\$ 10,000.00	\$ -				
<i>Contributions - Open Space</i>	\$ -		\$ -		\$ -	\$ -				
Total Revenues	1,756,200.00	24,634.10	40,804.93	65,439.03	\$ 151,842.76	1,690,760.97	3.73%	25.00%	-21.27%	-18.24%
Expenditures:										
Governing Body	\$ 85,500.00	\$ 6,162.16	\$ 4,870.84	\$ 11,033.00	\$ 26,824.07	\$ 74,467.00	12.90%	25.00%	12.10%	-0.62%
Administration	\$ 292,400.00	\$ 66,452.18	\$ 24,871.46	\$ 91,323.64	\$ 75,641.44	\$ 201,076.36	31.23%	25.00%	-6.23%	-1.75%
Public Buildings	\$ 140,300.00	\$ 34,203.45	\$ 1,091.56	\$ 35,295.01	\$ 35,837.76	\$ 105,004.99	25.16%	25.00%	-0.16%	-0.61%
Police	\$ 369,000.00	\$ 55,396.38	\$ 34,938.45	\$ 90,334.83	\$ 100,797.89	\$ 278,665.17	24.48%	25.00%	0.52%	-2.32%
Building & Zoning	\$ 84,200.00	\$ 14,010.79	\$ 5,961.21	\$ 19,972.00	\$ 19,458.17	\$ 64,228.00	23.72%	25.00%	1.28%	1.33%
Public Works	\$ 80,400.00	\$ 12,831.13	\$ 6,585.29	\$ 19,416.42	\$ 20,385.54	\$ 60,983.58	24.15%	25.00%	0.85%	1.32%
Streets	\$ 695,000.00	\$ 32,128.75	\$ 25,318.75	\$ 57,447.50	\$ 55,556.66	\$ 637,552.50	8.27%	25.00%	16.73%	20.63%
Powell Bill	\$ -	\$ -	\$ -	\$ -	\$ 1,481.41	\$ -	0.00%	25.00%	0.00%	22.35%
Sanitation	\$ 114,200.00	\$ 15,585.10	\$ 9,841.62	\$ 25,426.72	\$ 24,817.00	\$ 88,773.28	22.27%	25.00%	2.73%	3.15%
Env/Cons/Rec	\$ 18,000.00	\$ -	\$ -	\$ -	\$ 117.50	\$ 18,000.00	0.00%	25.00%	25.00%	24.59%
Total expenditures	1,879,000.00	\$ 236,769.94	\$ 113,479.18	\$ 350,249.12	\$ 360,917.44	\$ 1,528,750.88	18.64%	25.00%	6.36%	10.76%
Revenues over expenditures	(122,800.00)	\$ (212,135.84)	\$ (72,674.25)	\$ (284,810.09)	\$ (209,074.68)	\$ 162,010.09				
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	\$ -	\$ (212,135.84)	\$ (72,674.25)	\$ (284,810.09)	\$ (209,074.68)	\$ 284,810.09				
Expenditure Recap:										
Salaries & Benefits	\$ 926,700.00	\$ 147,882.65	\$ 82,967.16	\$ 230,849.81	\$ 231,565.87	\$ 695,850.19				
Other Operating	\$ 399,800.00	\$ 86,439.55	\$ 29,357.12	\$ 115,796.67	\$ 124,781.95	\$ 284,003.33				
<i>CIP/Grant Projects</i>	\$ 552,500.00	\$ 2,447.74	\$ 1,154.90	\$ 3,602.64	\$ 4,569.62	\$ 548,897.36				
Total Expenditures	\$ 1,879,000.00	\$ 236,769.94	\$ 113,479.18	\$ 350,249.12	\$ 360,917.44	\$ 1,528,750.88				

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

	FYE 2016 Budgeted	Previously Reported	Current Month	FYE 2016 YTD Actual	FYE 15 Comparison YTD Actual	FYE 2016 Remaining Budget	Actual to Budget Percent	Statement Period 3	Variance	9/30/15
Revenues:										
Ad valorem taxes			\$ -			\$ -				
Other taxes and licenses			\$ -			\$ -				
MRA Comm Svc Fee	\$ -		\$ -			\$ -				
Permits and Fees			\$ -			\$ -				
Sales and Services	\$ 308,500.00	\$ 59,086.55	\$ 26,439.14	\$ 85,525.69	\$ 86,250.31	\$ 222,974.31				
Investment earnings	\$ 500.00	\$ 39.87	\$ 19.12	\$ 58.99	\$ 19.72	\$ 441.01				
Other revenues	\$ 27,500.00	\$ 711.50	\$ 3,273.86	\$ 3,985.36	\$ 9,000.93	\$ 23,514.64				
Subtotal - Normal Operating	\$ 336,500.00	\$ 59,837.92	\$ 29,732.12	\$ 89,570.04	\$ 95,270.96	\$ 246,929.96				
Restricted intergovernmental			\$ -			\$ -				
Total revenues	\$ 336,500.00	\$ 59,837.92	\$ 29,732.12	\$ 89,570.04	\$ 95,270.96	\$ 246,929.96	26.62%	25.00%	1.62%	4.13%
Expenditures:										
Water Department	\$ 336,500.00	\$ 6,533.13	\$ 5,378.16	\$ 11,911.29	\$ 17,440.27	\$ 324,588.71	3.54%	25.00%	21.46%	19.67%
Total expenditures	\$ 336,500.00	\$ 6,533.13	\$ 5,378.16	\$ 11,911.29	\$ 17,440.27	\$ 324,588.71	3.54%	25.00%	21.46%	19.67%
Revenues over expenditures	\$ -	\$ 53,304.79	\$ 24,353.96	\$ 77,658.75	\$ 77,830.69	\$ (77,658.75)				
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	\$ -	\$ 53,304.79	\$ 24,353.96	\$ 77,658.75	\$ 77,830.69	\$ (77,658.75)				
Expenditure Recap:										
Salaries & Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Other Operating	\$ 279,500.00	\$ 6,533.13	\$ 5,378.16	\$ 11,911.29	\$ 17,440.27	\$ 267,588.71				
CIP/Grant Projects	\$ 57,000.00	\$ -	\$ -	\$ -	\$ -	\$ 57,000.00				
Total Expenditures	\$ 336,500.00	\$ 6,533.13	\$ 5,378.16	\$ 11,911.29	\$ 17,440.27	\$ 324,588.71				

10/31/16
10:40:22

Fiscal Year: 2017
Fiscal Month Range:3-3

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

Selected Department Page 1
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
PY AD VALOREM TAXES	10-00-3000-100	500.00	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	35,427.86	35,427.86	364,572.14	8.85
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
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	842.79	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	0.00	40,000.00	0.00
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	3,075.00	10,617.09	34,382.91	23.59
SANITATION FEES	10-10-3435-400	10,000.00	935.00	935.00	9,065.00	9.35
BACK DOOR PICKUP	10-10-3435-410	0.00	95.00	1,110.00	-1,110.00	0.00
SPECIAL PICKUP	10-10-3435-420	0.00	60.00	225.00	-225.00	0.00
PAYT	10-10-3435-430	0.00	43.00	555.00	-555.00	0.00
COMMUNITY SERVICE FEE	10-00-3550-800	45,000.00	0.00	9,514.00	35,486.00	21.14
INTEREST ON INVESTMENTS	10-00-3800-800	2,000.00	134.03	426.38	1,573.62	21.31
INTEREST INVESTMNT-POWELL BIL	10-00-3805-800	200.00	16.33	50.07	149.93	25.03
MISC REVENUE	10-00-3815-800	1,000.00	175.92	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

10/31/16
10:40:22

Fiscal Year: 2017
Fiscal Month Range:3-3

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

Selected Department *Page 2*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
TOTAL FUND REVENUE:		1,879,000.00	40,804.93	65,439.03	1,813,560.97	3.48

10/31/16 Fiscal Year: 2017
 10:40:08 Fiscal Month Range:3-3
 (D)

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

Selected Department *Page 1*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4100) GOVERNING BODY							
SALARIES & WAGES	10-00-4100-020	9,800.00	0.00	0.00	0.00	9,800.00	0.00
PROFESSIONAL SERVICES	10-00-4100-040	59,000.00	4,750.00	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	0.00	0.00	0.00	500.00	0.00
ADVERTISING	10-00-4100-260	5,000.00	30.00	1,134.50	0.00	3,865.50	22.69
DEPARTMENT SUPPLIES	10-00-4100-330	1,800.00	90.84	381.00	0.00	1,419.00	21.16
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	4,870.84	11,033.00	0.00	74,467.00	12.90

10/31/16 Fiscal Year: 2017
 10:40:08 Fiscal Month Range:3-3
 (D)

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

Selected Department Page 2
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (4200) ADMINISTRATION							
SALARIES & WAGES	10-00-4200-020	181,800.00	13,434.92	48,692.15	0.00	133,107.85	26.78
FICA EXPENSE	10-00-4200-050	13,900.00	1,027.78	3,732.75	0.00	10,167.25	26.85
GROUP INSURANCE	10-00-4200-060	24,900.00	3,003.62	6,672.71	0.00	18,227.29	26.79
RETIREMENT EXPENSE	10-00-4200-070	22,300.00	1,066.37	4,864.50	0.00	17,435.50	21.81
POSTAGE	10-00-4200-100	2,000.00	200.00	200.00	0.00	1,800.00	10.00
TELEPHONE	10-00-4200-110	5,200.00	885.01	1,750.25	0.00	3,449.75	33.65
TRAVEL & TRAINING	10-00-4200-140	4,000.00	2,605.05	3,688.33	0.00	311.67	92.20
M & R EQUIPMENT	10-00-4200-160	25,000.00	1,982.40	18,269.33	0.00	6,730.67	73.07
ADVERTISING	10-00-4200-260	1,800.00	51.90	51.90	0.00	1,748.10	2.88
OFFICE EXPENSE	10-00-4200-320	3,000.00	2.25	910.73	0.00	2,089.27	30.35
OFFICE EQUIPMENT	10-00-4200-330	1,000.00	322.99	406.93	0.00	593.07	40.69
BANK SERVICE CHARGE EX	10-00-4200-340	1,200.00	129.17	429.37	0.00	770.63	35.78
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	160.00	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	24,871.46	91,323.64	0.00	201,076.36	31.23

10/31/16 Fiscal Year: 2017
 10:40:08 Fiscal Month Range:3-3
 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: September 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	155.25	521.23	0.00	2,478.77	17.37
M & R BUILDINGS & GROU	10-00-5000-150	2,500.00	464.80	581.12	0.00	1,918.88	23.24
M & R EQUIPMENT	10-00-5000-160	6,400.00	201.18	695.66	0.00	5,704.34	10.87
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	270.33	33,497.00	0.00	3,503.00	90.53
CAPITAL OUTLAY	10-00-5000-730	100,000.00	0.00	0.00	0.00	100,000.00	0.00
TOTAL DEPT: (5000) PUBLIC BUILDINGS		140,300.00	1,091.56	35,295.01	0.00	105,004.99	25.15

10/31/16
10:40:08
(D)

Fiscal Year: 2017
Fiscal Month Range: 3-3

TOWN OF MONTREAL
Encumbrances & Expenditure Statement
Period Ending: September 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	17,679.84	53,967.67	0.00	178,732.33	23.19
FICA EXPENSE	10-10-5100-050	17,800.00	1,344.16	4,103.47	0.00	13,696.53	23.05
GROUP INSURANCE	10-10-5100-060	41,500.00	7,509.18	14,838.19	0.00	26,661.81	35.75
RETIREMENT EXPENSE	10-10-5100-070	30,300.00	2,193.28	6,680.31	0.00	23,619.69	22.04
TELEPHONE	10-10-5100-110	2,000.00	187.03	558.01	0.00	1,441.99	27.90
TRAVEL & TRAINING	10-10-5100-140	500.00	0.00	0.00	0.00	500.00	0.00
M & R EQUIPMENT	10-10-5100-160	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	47.55	92.50	0.00	3,907.50	2.31
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	462.09	1,669.55	0.00	8,330.45	16.69
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	765.32	1,800.13	0.00	699.87	72.00
UNIFORMS	10-10-5100-360	1,700.00	0.00	0.00	0.00	1,700.00	0.00
DUES & SUBSCRIPTIONS	10-10-5100-530	300.00	0.00	0.00	0.00	300.00	0.00
DISPATCHER SERVICES	10-10-5100-760	19,200.00	4,750.00	4,750.00	0.00	14,450.00	24.74
TOTAL DEPT: (5100) POLICE		369,000.00	34,938.45	90,334.83	0.00	278,665.17	24.48

10/31/16 Fiscal Year: 2017
 10:40:08 Fiscal Month Range:3-3
 (D)

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

Selected Department Page 5
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5400) BUILDING & ZONING							
SALARIES & WAGES	10-10-5400-020	50,900.00	3,848.64	11,765.81	0.00	39,134.19	23.11
FICA EXPENSE	10-10-5400-050	3,900.00	294.41	897.68	0.00	3,002.32	23.01
GROUP INSURANCE	10-10-5400-060	8,300.00	1,501.81	2,967.60	0.00	5,332.40	35.75
RETIREMENT EXPENSE	10-10-5400-070	6,300.00	474.93	1,446.97	0.00	4,853.03	22.96
TELEPHONE	10-10-5400-110	800.00	43.78	131.34	0.00	668.66	16.41
TRAVEL & TRAINING	10-10-5400-140	2,500.00	-227.36	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	0.00	0.00	0.00	800.00	0.00
DEPARTMENT SUPPLIES	10-10-5400-330	3,500.00	25.00	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	0.00	75.00	0.00	1,175.00	6.00
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	300.00	0.00	400.00	42.85
TOTAL DEPT: (5400) BUILDING & ZONING		84,200.00	5,961.21	19,972.00	0.00	64,228.00	23.71

10/31/16 Fiscal Year: 2017
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 (D)

TOWN OF MONTREAT
Encumbrances & Expenditure Statement
 Period Ending: September 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	4,096.74	12,491.02	0.00	42,308.98	22.79
FICA EXPENSE	10-20-5550-050	4,200.00	313.40	955.58	0.00	3,244.42	22.75
GROUP HEALTH INSURANCE	10-20-5550-060	8,300.00	1,501.81	2,967.60	0.00	5,332.40	35.75
RETIREMENT EXPENSE	10-20-5550-070	6,800.00	505.55	1,540.27	0.00	5,259.73	22.65
TELEPHONE	10-20-5550-110	700.00	62.88	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	104.91	414.85	0.00	3,085.15	11.85
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	860.00	0.00	1,640.00	34.40
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	6,585.29	19,416.42	0.00	60,983.58	24.14

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 (D)

TOWN OF MONTREAL
Encumbrances & Expenditure Statement
 Period Ending: September 30, 2016
10 GENERAL FUND

Selected Department Page 7
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5600) STREET DEPARTMENT							
SALARIES & WAGES	10-20-5600-020	111,400.00	12,430.65	26,123.18	0.00	85,276.82	23.45
FICA EXPENSE	10-20-5600-050	8,600.00	654.58	1,998.41	0.00	6,601.59	23.23
GROUP INSURANCE	10-20-5600-060	24,900.00	4,505.43	8,902.80	0.00	15,997.20	35.75
RETIREMENT EXPENSE	10-20-5600-070	13,700.00	1,055.89	3,059.07	0.00	10,640.93	22.32
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	27.78	27.78	0.00	1,972.22	1.38
M & R TRUCKS	10-20-5600-170	3,500.00	1,177.42	1,177.42	0.00	2,322.58	33.64
AUTO SUPPLIES (GAS, OI	10-20-5600-310	8,000.00	328.61	1,206.99	0.00	6,793.01	15.08
DEPARTMENT SUPPLIES -	10-20-5600-330	5,000.00	201.48	647.35	0.00	4,352.65	12.94
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	171.96	371.95	0.00	1,628.05	18.59
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	3,602.64	0.00	432,897.36	0.82
STREET LIGHTING	10-20-5600-740	23,500.00	1,867.93	5,567.57	0.00	17,932.43	23.69
STORMWATER IMPROVEMENT	10-20-5600-745	3,000.00	0.00	0.00	0.00	3,000.00	0.00
ROAD MAINTENANCE	10-20-5600-750	8,000.00	1,357.12	2,648.34	0.00	5,351.66	33.10
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	385.00	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	0.00	0.00	29,400.00	0.00
TOTAL DEPT: (5600) STREET DEPARTMENT		695,000.00	25,318.75	57,447.50	0.00	637,552.50	8.26

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 (D)

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

Selected Department *Page 8*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (5800) SANITATION							
SALARIES AND WAGES	10-30-5800-020	33,700.00	2,518.84	7,679.96	0.00	26,020.04	22.78
CONTRACT SERVICES	10-30-5800-040	15,000.00	1,884.00	5,838.00	0.00	9,162.00	38.92
FICA EXPENSE	10-30-5800-050	2,600.00	192.69	587.51	0.00	2,012.49	22.59
GROUP HEALTH INSURANCE	10-30-5800-060	8,300.00	1,501.81	2,967.60	0.00	5,332.40	35.75
RETIREMENT - LOCAL GOV	10-30-5800-070	4,200.00	310.83	947.00	0.00	3,253.00	22.54
TELEPHONE	10-30-5800-110	750.00	43.78	131.34	0.00	618.66	17.51
UTILITIES	10-30-5800-130	500.00	39.17	120.15	0.00	379.85	24.03
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	250.00	250.00	0.00	1,250.00	16.66
AUTO SUPPLIES	10-30-5800-310	5,000.00	207.47	458.61	0.00	4,541.39	9.17
SUPPLIES/TOOLS	10-30-5800-330	1,000.00	4.79	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	1,394.85	3,794.68	0.00	8,705.32	30.35
TIPPING FEES	10-30-5800-550	12,000.00	1,493.39	2,647.08	0.00	9,352.92	22.05
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	9,841.62	25,426.72	0.00	88,773.28	22.26

10/31/16 Fiscal Year: 2017
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 (D)

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

Selected Department *Page 9*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (6190) ENVIRONMENT, CONSERVATION & RECREATION							
LANDCARE	10-80-6190-340	3,000.00	0.00	0.00	0.00	3,000.00	0.00
Landcare - Hemlocks	10-80-6190-452	10,000.00	0.00	0.00	0.00	10,000.00	0.00
OPEN SPACE CONSERVATIO	10-80-6190-710	5,000.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL DEPT: (6190) ENVIRONMENT, CONSERVATION & REC		18,000.00	0.00	0.00	0.00	18,000.00	0.00
TOTAL FUND: (10) GENERAL FUND		1,879,000.00	113,479.18	350,249.12	0.00	1,528,750.88	18.64

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10:40:22

Fiscal Year: 2017
Fiscal Month Range:3-3

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

Selected Department *Page 3*
(ALL) All Departments

Account Description	Account Number	Estimated Revenue	Activity This Period	Revenue To Date	Uncollected To Date	Percent Collected %
MSD BILLING FEES REVENUE	30-91-3400-400	20,000.00	3,109.26	3,109.26	16,890.74	15.54
WATER SALES	30-91-3500-500	143,500.00	12,378.19	43,385.22	100,114.78	30.23
WATER ACCESS FEES	30-91-3500-600	165,000.00	14,060.95	42,140.47	122,859.53	25.54
BILLING FEE REVENUE	30-91-3500-800	1,000.00	89.60	269.15	730.85	26.91
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	75.00	300.00	700.00	30.00
INTEREST ON INVESTMENTS	30-91-3805-800	500.00	19.12	58.99	441.01	11.79
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	12.70	-12.70	0.00
TOTAL FUND REVENUE:		336,500.00	29,732.12	89,570.04	246,929.96	26.61
TOTAL REVENUE:		2,215,500.00	70,537.05	155,009.07	2,060,490.93	6.99%

10/31/16 Fiscal Year: 2017
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 (D)

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

Selected Department *Page 10*
 (ALL) All Departments

Account Description	Account No	Budget Amount	Activity This Period	Expenditure Year to Date	Encumbrance Year to Date	Unencumbered Balance	% Spent
DEPT (8100) WATER DEPARTMENT							
WATER SAMPLES	30-91-8100-030	8,500.00	250.00	560.00	0.00	7,940.00	6.58
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	380.91	571.36	0.00	2,428.64	19.04
TELEPHONE	30-91-8100-110	2,500.00	169.55	505.57	0.00	1,994.43	20.22
UTILITIES	30-91-8100-130	30,600.00	1,988.95	6,458.44	0.00	24,141.56	21.10
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	1,145.12	1,145.12	0.00	26,854.88	4.09
M & R EQUIPMENT	30-91-8100-160	10,000.00	878.50	1,132.60	0.00	8,867.40	11.32
AUTO SUPPLIES	30-91-8100-310	5,500.00	332.94	1,029.70	0.00	4,470.30	18.72
DEPARTMENT SUPPLIES	30-91-8100-330	2,500.00	120.69	397.00	0.00	2,103.00	15.88
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	111.50	111.50	0.00	1,888.50	5.57
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	0.00	0.00	0.00	97,600.00	0.00
TOTAL DEPT: (8100) WATER DEPARTMENT		336,500.00	5,378.16	11,911.29	0.00	324,588.71	3.53
TOTAL FUND: (30) WATER FUND		336,500.00	5,378.16	11,911.29	0.00	324,588.71	3.53
TOTAL EXPENDITURES		2,215,500.00	118,857.34	362,160.41	0.00	1,853,339.59	16.34

Town of Montreat			Cash & Investments Report			As of	September 30, 2016	
Institution	Type	Maturity Date	Balance	Central	General	Water	Int. Rate	Int for mo
Avl Sav Bank	Checking x2519		\$ 215,865.64	\$ 215,865.64			0.00%	\$ -
Avl Sav Bank	Cent'l Dep x 6863		\$ 9,978.27	\$ 9,978.27			0.00%	\$ -
Avl Sav Bank	Savings - Powell Bill 3572		\$ 198,688.89		\$ 198,688.89		0.10%	\$ 16.33
Avl Sav Bank	Savings - Water Res. 7727		\$ 58,158.33			\$ 58,158.33	0.10%	\$ 4.78
Avl Sav Bank	MMkt Acct xxx1204		\$ 1,156,486.88		\$ 1,156,486.88		0.10%	\$ 95.77
Avl Sav Bank	Subtotal		\$ 1,639,178.01					
BB&T	MMkt Act - General Fund		\$ 450,087.05		\$ 450,087.05		0.10%	\$ 36.89
BB&T	MMkt Act - Water Fund		\$ 157,510.79			\$ 157,510.79	0.10%	\$ 12.91
BB&T	Subtotal		\$ 607,597.84					
NCCMT	Investment - General Fund		\$ 6,443.45		\$ 6,443.45		0.26%	\$ 1.37
NCCMT	Investment - Water Fund		\$ 6,729.15			\$ 6,729.15	0.26%	\$ 1.44
NCCMT	Subtotal		\$ 13,172.60					
All Accts	Subtotal		\$ 2,259,948.45	\$ 225,843.91	\$ 1,811,706.27	\$ 222,398.27	0.09%	\$ 169.49
All Accts	Fiscal Year to Date		\$ 2,293,510.97				0.09%	\$ 535.45
			(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		\$ 2,324,771.12				0.09%	\$ 169.49
All Accts + CDs	Fiscal Year to Date		\$ 2,358,333.64				0.09%	\$ 535.45
			(average)				(average)	

**Town of Montreat
October 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>
Montreat College		307 Lookout Road	N/A	5214	10/3/2016	Electrical - Add Circuits/Devices
Davis	Mary	307 North Carolina Terrace	N/A	5215	10/13/2016	LP Gas Piping/Appliance
Dews	Julie	201 Saint Andrews Place	N/A	5216	10/18/2016	LP Gas Piping/Appliance
Montreat College		405 Assembly Circle	N/A	5217	10/18/2016	Commercial Re-Roof
McCarley Properties LLC		313 North Carolina Terrace	N/A	5218	10/19/2016	Electrical - Repairs
Frank	Margaret	205 Harmony Lane	N/A	5219	10/19/2016	Mechanical - Change Out
Underwood	Emory	120 John Knox Road	N/A	5220	10/19/2016	Residential Elevator Installation
Alexander	Mary	105 Mecklenburg Circle	N/A	5221	10/24/2016	Plumbing Repairs
Jolley III	Charles	211 Alabama Terrace	N/A	5222	10/26/2016	Plumbing Repairs
Foscue & Bryan		139 Holston Lane	N/A	5223	10/27/2016	Plumbing Alterations
MRA		401 Assembly Drive	N/A	5224	10/27/2016	Commercial Re-Roof
MRA		303 Lookout Road	N/A	5225	10/27/2016	Commercial Re-Roof
Rogers	Sally	129 Assembly Drive	N/A	5226	10/28/2016	Residential Deck Addition
Ray	Margaret	507 Greybeard Trail	N/A	5227	10/28/2016	Residential Bathroom Renovation
Morgan	Charles	201 Alabama Terrace	N/A	5228	10/31/2016	Bathroom Renovation
Andersaon	Eade	517 Suwannee Drive	N/A	5229	10/31/2016	Plumbing - Tankless Water Heater
Shuford	Gene	613 Greybeard Trail	N/A	5230	10/31/2016	Mechanical - Change Out

ZONING ACTIVITY

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

BUILDING INSPECTIONS

Building Permit Applications: 19
Building Inspections Requested: 37
Re-inspections Requested/Required: 4
Fire Inspections Requested/Required: 1
Fire Permit Applications: None

Totals

<u>Totals</u>		<u>Building Permits Issued:</u>	17
<u>Approved Zoning Permits:</u>	None	<u>Pending Building Permits:</u>	2
<u>Denied Zoning Permits:</u>	None	<u>Building Inspections Performed:</u>	41
<u>Pending Zoning Permits:</u>	None	<u>*Stop Work Order Issued:</u>	None
<u>Variance/Interpretation Granted:</u>	None	<u>**Defective Building Posted:</u>	None
<u>Conditional Use Permits Granted:</u>	None	<u>Denied Building Permits</u>	None
<u>Permit Extensions Granted:</u>	None	<u>Fire Inspections Performed:</u>	1
<u>Sign Permits Issued:</u>	None	<u>Fire Re-Inspections Performed:</u>	None
<u>Notice of Violation (NOV):</u>	None	<u>Fire Permits Issued:</u>	None

Combo Basic Report

Permits for 10/01/2016 to 10/31/2016

Report Date 10/31/2016

Source: Plumbing Permit: U2012-5223 Date Issued: 10/27/2016 Permit Expires: 04/27/2017 ID: 100343-P000139
 Applicant: SPENCE FOSCUE & ELIZABETH Location: 139 HOLSTON LN
 Permit Type: PLUMBING Structure: EXISTING HOME Cost Est: 0
 Property Owner: SPENCE FOSCUE & ELIZABETH BRYAN PIN: 071053889600000

Source: Building Permit: U2012-5224 Date Issued: 10/27/2016 Permit Expires: 04/27/2017 ID: 100857-B000649
 Applicant: BONITZ CO. OF CAROLINA-TENN.: Location: 401 ASSEMBLY DR
 Permit Type: COMMERCIAL REROOF Structure: ASSEMBLY INN Cost Est: 145060
 Property Owner: MOUNTAIN RETREAT ASSOC PIN: 071096514400000-AI

Source: Building Permit: U2012-5225 Date Issued: 10/27/2016 Permit Expires: 04/27/2017 ID: 200095-B000650
 Applicant: BONITZ CO. OF CAROLINA-TENN.: Location: 303 LOOKOUT ROAD
 Permit Type: COMMERCIAL REROOF Structure: MOORE CENTER BLDG. Cost Est: 26615
 Property Owner: MOUNTAIN RETREAT ASSOCIATION PIN: 071096844500000-M

Source: Building Permit: U2012-5226 Date Issued: 10/28/2016 Permit Expires: 04/28/2017 ID: 100234-B000651
 Applicant: SALLY OTTS ROGERS Location: 129 ASSEMBLY DR
 Permit Type: OPEN DECK Structure: EXISTING HOME Cost Est: 3000
 Property Owner: SALLY OTTS ROGERS PIN: 071064877900000

Source: Building Permit: U2012-5227 Date Issued: 10/28/2016 Permit Expires: 04/28/2017 ID: 100533-B000652
 Applicant: GLADE CONSTRUCTION: MORGAN Location: 507 GREYBEARD TRL
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 6500
 Property Owner: MARGARET W RAY PIN: 072008552600000

Source: Building Permit: U2012-5228 Date Issued: 10/31/2016 Permit Expires: 04/28/2017 ID: 100407-B000653
 Applicant: EWING & MCCONNAUGHY, INC.: Location: 201 ALABAMA TER
 Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 0
 Property Owner: JAS L MORGAN PIN: 071086111000000

Source: Plumbing Permit: U2012-5229 Date Issued: 10/31/2016 Permit Expires: 04/28/2017 ID: 100703-P000140
 Applicant: ALL WAYS PLUMBING, LLC: SZABO Location: 517 SUWANNEE DR
 Permit Type: REPLACE WATER Structure: EXISTING HOME Cost Est: 0
 Property Owner: JAMES E ANDERSON PIN: 071099804700000

Source: Mechanical Permit: U2012-5230 Date Issued: 10/31/2016 Permit Expires: 10/31/2017 ID: 200043-M000267
 Applicant: BULLMAN HEATING & AIR, INC.: B Location: 613 GREYBEARD TRAIL
 Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
 Property Owner: GENE M. & JUDITH B. SHUFORD PIN: 072101516600000

Combo Basic Report

Permits for 10/01/2016 to 10/31/2016

Report Date 10/31/2016

Source: Electrical Permit: U2012-5214 Date Issued: 10/03/2016 Permit Expires: 10/03/2017 ID:200071-E000133
Applicant: LEE LYDA Location: 307 LOOKOUT ROAD
Permit Type: ADD BRANCH CIRCUITS Structure: BELK BUILDING Cost Est: 0
Property Owner: MONTREAT COLLEGE PIN: 072006828000000-BELK

Source: Mechanical Permit: U2012-5215 Date Issued: 10/13/2016 Permit Expires: 04/13/2017 ID:100233-M000263
Applicant: BLOSSMAN GAS OF NORTH Location: 307 NORTH CAROLINA TER
Permit Type: GAS Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: MARY FORD DENNIS DAVIS PIN: 071096081500000

Source: Mechanical Permit: U2012-5216 Date Issued: 10/18/2016 Permit Expires: 04/18/2017 ID:100078-M000264
Applicant: SUBURBAN PROPANE, LLP: Location: 201 SAINT ANDREWS PL
Permit Type: GAS Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: JULIE DEWS PIN: 071067507400000

Source: Building Permit: U2012-5217 Date Issued: 10/18/2016 Permit Expires: 04/18/2017 ID:200066-B000646
Applicant: WNC ROOFING, LLC: ROSS SEAN MI Location: 405 ASSEMBLY CIRCLE
Permit Type: COMMERCIAL REROOF Structure: MCALLISTER GYMNASIUM Cost Est: 24475
Property Owner: MONTREAT COLLEGE PIN: 072006490700000

Source: Electrical Permit: U2012-5218 Date Issued: 10/19/2016 Permit Expires: 04/19/2017 ID:100455-E000134
Applicant: DOUG GRINDSTAFF ELECTRIC CO.: Location: 313 NORTH CAROLINA TER
Permit Type: REPAIR ELECTRICAL Structure: EXISTING HOME Cost Est: 0
Property Owner: MCCARLEY PROPERTIES LLC PIN: 071096181400000

Source: Mechanical Permit: U2012-5219 Date Issued: 10/19/2016 Permit Expires: 10/19/2017 ID:100492-M000265
Applicant: TW & COMPANY: DANIEL HUGH Location: 205 HARMONY LN
Permit Type: CHANGE OUT Structure: EXISTING SFR/RENTAL Cost Est: 0
Property Owner: MARGARET A FRANK PIN: 071066870800000

Source: Building Permit: U2012-5220 Date Issued: 10/19/2016 Permit Expires: 04/19/2017 ID:100568-B000647
Applicant: BODODD.CONSTRUCTION, LLC: Location: 120 JOHN KNOX RD
Permit Type: RES. IMPROVEMENTS Structure: EXISTING HOME Cost Est: 40000
Property Owner: EMORY M UNDERWOOD PIN: 071065032700000

Source: Plumbing Permit: U2012-5221 Date Issued: 10/24/2016 Permit Expires: 04/24/2017 ID:100120-P000137
Applicant: PARTON'S PLUMBING L.L.C.: PART Location: 105 MECKLENBURG CIR
Permit Type: PLUMBING REPAIRS Structure: EXISTING HOME Cost Est: 0
Property Owner: MARY H ALEXANDER PIN: 071054516900000

Source: Plumbing Permit: U2012-5222 Date Issued: 10/26/2016 Permit Expires: 04/26/2017 ID:100717-P000138
Applicant: STEVE FLEMING PLUMBING, INC.: Location: 211 ALABAMA TER
Permit Type: PLUMBING REPAIRS Structure: EXISTING HOME Cost Est: 0
Property Owner: CHARLES JOLLEY III PIN: 071086410700000

Fee Detail Subsort Report

Report for 10/01/2016 to 10/31/2016

Sorted by Permit Number

Report Date 10/31/2016

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.	PERMIT	27313859	\$240.00	
Building	U2012-5220	10/19/2016	RES.	ELECTRICAL	27313859	\$100.00	
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.	ADJUSTMENT		\$11.00	
Building	U2012-5227	10/28/2016	RES.	PLUMBING		\$100.00	
Building	U2012-5227	10/28/2016	RES.	ELECTRICAL		\$100.00	
Item Count	4				Fee Totals	\$250.00	
Building	U2012-5228	10/31/2016	RES.	ELECTRICAL		\$100.00	

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Fee Detail Subsort Report

Report for 10/01/2016 to 10/31/2016

Sorted by Permit Number

Report Date 10/31/2016

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.	PERMIT		\$30.00	
Building	U2012-5228	10/31/2016	RES.	PLUMBING		\$100.00	
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	
Item Count	23				Fee Totals	\$3,425.75	

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 10/28/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
Building	U2012-5117	10/06/2015	COMM.	COMM.		\$300.00	
Building	U2012-5117	10/06/2015	COMM.	ELECTRICAL		\$100.00	
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.	PERMIT		\$54.00	
Building	U2012-5119	10/07/2015	RES.	GAS		\$75.00	
Building	U2012-5119	10/07/2015	RES.	ELECTRICAL		\$100.00	
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.	HR FUND		\$10.00	
Building	U2012-5121	10/08/2015	RES.	ELECTRICAL		\$100.00	
Building	U2012-5121	10/08/2015	RES.	PERMIT		\$198.00	
Building	U2012-5121	10/08/2015	RES.	PLUMBING		\$100.00	
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	
Item Count	15				Fee Totals	\$1,612.00	

Fee Detail Subsort Report

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

Sorted by Permit Number

Report Date 10/28/2016

Source	Permit	Date	Permit Type	Fee Type	Account	Fee Amount	Surcharge
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.	CERT OF OCC		\$60.00	
Building	U2012-5015	10/27/2014	RES.	HR FUND		\$10.00	
Building	U2012-5015	10/27/2014	RES.	ELECTRICAL		\$200.00	
Building	U2012-5015	10/27/2014	RES.	PLUMBING		\$200.00	
Building	U2012-5015	10/27/2014	RES.	MECHANICAL		\$100.00	
Building	U2012-5015	10/27/2014	RES.	PERMIT		\$720.00	
Item Count	6				Fee Totals	\$1,290.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	ADJUSTMENT		\$-25.00	
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	COVERED		\$90.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	HEATED AREA		\$1,909.51	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	OPEN DECK		\$72.60	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	PLUMBING		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	CERT OF OCC		\$60.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	ELECTRICAL		\$200.00	
Building	U2012-5016	10/27/2014	SINGLE FAMILY	GAS		\$100.00	
Item Count	10				Fee Totals	\$2,817.11	
Project	U2012-5017	10/27/2014	DEMOLITION	DEMOLITION		\$100.00	
Item Count	1				Fee Totals	\$100.00	

Last Inspect Records

Report for 10/01/2016 to 10/28/2016

Report Date 10/28/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5192	120 JOHN KNOX RD	EMORY M	RES.	ELECTRICAL R.I.	Building	10/05/2016	11:00 AM	FAILED	//	DEC
U2012-5192	120 JOHN KNOX RD	EMORY M	RES.	FRAMING	Building	10/05/2016	11:15 AM	FAILED	//	DEC
U2012-5141	554 COVENANT LANE	EWING &	SINGLE FAMILY	FRMNG.	Building	10/06/2016	09:00 AM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	PARTIAL GAS	Building	10/06/2016	11:00 AM	*APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	PLUMBING FINAL	Building	10/06/2016	11:30 AM	APPROVED	//	DEC
U2012-5160	123 MISSISSIPPI RD	E CRAIG EVANS	RES. REPAIRS	ELECTRICAL	Building	10/06/2016	11:50 AM	FAILED	//	DEC
U2012-5200	324 CHAPMAN RD	EWING &	RES.	FRAMING DETAIL	Building	10/06/2016	3:00 PM	FAILED	//	DEC
U2012-5206	310 GAITHER CIRCLE	HAYNES HEATING	CHANGE OUT	MECH.	Mechanical	10/07/2016	11:00 AM	APPROVED	//	DA
U2012-5207	307 LOOKOUT ROAD	HAYNES HEATING	CHANGE OUT	MECH.	Mechanical	10/07/2016	12:00 PM	APPROVED	//	DA
U2012-5213	ASSEMBLY DRIVE	DSH	COMM. REPAIRS	FOOTING	Building	10/11/2016	10:00 AM	APPROVED	//	DEC
U2012-5192	120 JOHN KNOX RD	EMORY M	RES.	ELEC. RE-INSPECT	Building	10/11/2016	2:30 PM	APPROVED	//	DEC
U2012-5192	120 JOHN KNOX RD	EMORY M	RES.	FRMNG.	Building	10/11/2016	2:45 PM	APPROVED	//	DEC
U2012-5203	438 SOUTH CAROLINA	RUFUS LONG	RES.	FOOTING	Building	10/11/2016	4:00 PM	*APPROVED	//	DEC
U2012-5214	307 LOOKOUT ROAD	LEE LYDA	ADD BRANCH	ABOVE ACT INSP.	Electrical	10/12/2016	10:00 AM	FAILED	//	DEC
U2012-5196	400-B ASSEMBLY	H & M	COMM.	FRMNG.	Building	10/12/2016	1:00 PM	*APPROVED	//	DEC
U2012-5196	400-B ASSEMBLY	H & M	COMM.	MECHANICAL	Building	10/12/2016	1:30 PM	APPROVED	//	DEC
U2012-5214	307 LOOKOUT ROAD	LEE LYDA	ADD BRANCH	ELEC. RE-INSPECT	Electrical	10/13/2016	12:30 PM	APPROVED	//	DEC
U2012-5214	307 LOOKOUT ROAD	LEE LYDA	ADD BRANCH	LOW-VOLTAGE/DA	Electrical	10/13/2016	12:45 PM	APPROVED	//	DEC
U2012-5178	115 ASSEMBLY DR	GENTRY HEATING	CHANGE OUT	MECH.	Mechanical	10/13/2016	3:30 PM	APPROVED	//	DEC
U2012-5215	307 NORTH CAROLINA	BLOSSMAN GAS	GAS	GAS PIPING	Mechanical	10/13/2016	4:00 PM	APPROVED	//	DEC
U2012-5214	307 LOOKOUT ROAD	LEE LYDA	ADD BRANCH	ELECTRICAL	Electrical	10/14/2016	3:30 PM	FAILED	//	DEC
U2012-5194	110 VIRGINIA RD	JENNIFER	RES.	PLUMBING FINAL	Building	10/17/2016	11:00 AM	FAILED	//	DEC
U2012-5194	110 VIRGINIA RD	JENNIFER	RES.	ELECTRICAL	Building	10/17/2016	11:15 AM	APPROVED	//	DEC
U2012-5194	110 VIRGINIA RD	JENNIFER	RES.	BUILDING FINAL	Building	10/17/2016	11:30 AM	FAILED	//	DEC
U2012-5214	307 LOOKOUT ROAD	LEE LYDA	ADD BRANCH	ELEC. RE-INSPECT	Electrical	10/17/2016	4:00 PM	APPROVED	//	DEC
U2012-5203	438 SOUTH CAROLINA	RUFUS LONG	RES.	FRAMING	Building	10/19/2016	12:00 PM	*APPROVED	//	DEC
U2012-5215	307 NORTH CAROLINA	BLOSSMAN GAS	GAS	MECH. FINAL	Mechanical	10/19/2016	1:30 PM	APPROVED	//	DEC
U2012-5218	313 NORTH CAROLINA	DOUG	REPAIR	ELECTRICAL INSP.	Electrical	10/19/2016	2:00 PM	APPROVED	//	DEC
U2012-5193	116 SHENANDOAH TER	TOM AMES	RES.	ELECTRICAL	Building	10/19/2016	4:00 PM	APPROVED	//	DEC
U2012-5193	116 SHENANDOAH TER	TOM AMES	RES.	PLUMBING FINAL	Building	10/19/2016	4:15 PM	APPROVED	//	DEC
U2012-5216	201 SAINT ANDREWS PL	SUBURBAN	GAS	GAS PIPING	Mechanical	10/24/2016	11:50 AM	FAILED	//	DEC
U2012-5114	438 KENTUCKY RD	ROB ROBINSON	RES.	ELECTRICAL	Building	10/24/2016	2:30 PM	APPROVED	//	DEC
U2012-5114	438 KENTUCKY RD	ROB ROBINSON	RES.	PLUMBING FINAL	Building	10/24/2016	2:45 PM	APPROVED	//	DA
U2012-5114	438 KENTUCKY RD	ROB ROBINSON	RES.	GAS PIPING	Building	10/24/2016	3:00 PM	APPROVED	//	DEC
U2012-5213	ASSEMBLY DRIVE	DSH	COMM. REPAIRS	FRAMING DETAIL	Building	10/25/2016	10:30 AM	APPROVED	//	DEC

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Last Inspect Records

Report for 10/01/2016 to 10/28/2016

Report Date 10/28/2016

Permit	Location	Applicant	Permit Type	Insp Detail	Source	Last Insp	Time	Result	Next Insp	Who
U2012-5216	201 SAINT ANDREWS PL	SUBURBAN	GAS	GAS PIPE RE-INSP.	Mechanical	10/25/2016	12:45 AM	APPROVED	//	DEC
U2012-5220	120 JOHN KNOX RD	BODODD.CONSTR	RES.	PART. INSULATION	Building	10/26/2016	10:00 AM	APPROVED	//	DEC
U2012-5217	405 ASSEMBLY CIRCLE	WNC ROOFING,	COMMERCIAL	TPO	Building	10/26/2016	10:30 AM	APPROVED	//	DEC
U2012-5213	ASSEMBLY DRIVE	DSH	COMM. REPAIRS	FRAMING DETAIL	Building	10/26/2016	11:00 AM	APPROVED	//	DEC
U2012-5200	324 CHAPMAN RD	EWING &	RES.	FRMNG.	Building	10/26/2016	12:00 PM	APPROVED	//	DEC
U2012-5220	120 JOHN KNOX RD	BODODD.CONSTR	RES.	PART. ELECTRICAL	Building	10/26/2016	9:45 AM	APPROVED	//	DEC

Inspection Count 41

TOWN OF MONTREAL BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: 10 November 2016

SUBJECT: Network Wiring Replacement & Improvement

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Stefan Stackhouse

Presenter: Stefan Stackhouse

BRIEF SUMMARY: 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.

RECOMMENDED MOTION AND REQUESTED ACTIONS: The Board of Commissioners hereby authorized 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

FUNDING SOURCE: See proposed Budget Amendment 1

ATTACHMENTS: Quotes from Electronic Office and Carolina Technologies; Root Cause Analysis from Electronic Office

STAFF COMMENTS AND RECOMMENDATIONS: A few months ago, we were experiencing such severe and frequently recurring network outages that it was becoming almost impossible for our staff to get their work done. Switching from AT&T to Charter has helped, and Electronic Office has done some systems maintenance that has helped matters somewhat. However, they recommended that we have one of their engineers perform a system-wide Root Cause Analysis. This analysis identified a number of serious problems and vulnerabilities. Among their recommendations were the replacement of switching equipment, the installation of a hardware firewall appliance, and the complete replacement of all of our network wiring. Given the critical dependence that we now have on networked computer technology, we feel that proceeding with these recommendation is of prime importance.



QUOTE

1257 Sweeten Creek Road - Asheville, North Carolina 28803
Phone: 828-274-1196 - Fax: 828-274-4048

Date	Quote #
09/16/16	AAAQ29405

Sold To: Town of Montreat
Stefan Stackhouse
97 Rainbow Terrace
P.O. Box 423
Montreat NC 28757
Phone: (828) 669-8002
Fax:

Ship To: Town of Montreat
Stefan Stackhouse
97 Rainbow Terrace
P.O. Box 423
Montreat NC 28757
Phone: (828) 669-8002
Fax:

213328-Root Cause Remediation

Terms	Rep	P.O. Number	Ship Via
	Brett		

Qty	Description	Unit Price	Ext. Price
1	HP 2530-24G Switch - 24 Ports - Manageable - 4 x Expansion Slots - 10/100/1000Base-T - Twisted Pair - Gigabit Ethernet - 4 x SFP Slots - 2 Layer Supported - 1U High - Desktop, Rack-mountable, Wall MountableLifetime Limited Warranty	\$566.00	\$566.00
1	SONICWALL SOHO TOTALSECURE 1YR - Intrusion Prevention, Malware Protection, Application Control, Content Filtering, Spyware Protection, URL Filtering, Denial of Service (DoS), Stateful Packet Filtering, Signature-based Intrusion Prevention, Distributed Denial of Service (DDoS) - 5 Port - 10/100/1000Base-T Gigabit Ethernet - DES, 3DES, MD5, SHA-1, AES (128-bit), AES (192-bit), AES (256-bit) - USB - 5 x RJ-45 - Manageable - Power Supply - 1 Year - Desktop	\$409.00	\$409.00
1	Holmes HBF2010A-WM 21-Inch by 4.5-Inch Box Fan	\$29.00	\$29.00
1	QVS 3-Outlet 3-Prong 10ft Power Extension Cord - 3-prong - 3 x AC Power - 10 ft Cord - 13 A Current - 125 V AC Voltage - 1.63 kW - Wall Mountable	\$12.00	\$12.00
SubTotal			\$1,016.00
1	Installation & Configuration Services	\$1,898.00	\$1,898.00

****PAYMENT SCHEDULE****

Product Total: \$1,087.12 50% = \$543.56
Service Total: \$2,030.86 50% = \$1,015.43

\$1,558.99 Total Due upon acceptance
\$543.56 Total Due upon delivery of product
\$1,015.43 Total Due Net 15 Days upon completion

****ACCEPTANCE****

SubTotal \$2,914.00

TERMS AND CONDITIONS

Projects and Special Orders require 50% deposit with each order and 50% payment upon delivery of each order or as detailed in an associated Statement of Work. Companies with specific terms accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in a Master Purchase Agreement. Orders from Companies without prearranged financing or terms accounts shall require a deposit, and balance is due Net Payable upon delivery. No specific warranties, other than manufacturer's individual warranties, express or implied, is granted. Warranty for service is as stated in the associated SOW. This quote is valid for 15 days from the date issued and is subject to availability. Price is subject to change. All Orders are contingent upon acceptance by Electronic Office at it's office in Asheville, NC.

Qty	Description	Unit Price	Ext. Price
	By:		
	Name:		
	Title:	Sales Tax	\$203.98
	Date:	Shipping	\$0.00
		Total	\$3,117.98

TERMS AND CONDITIONS

Projects and Special Orders require 50% deposit with each order and 50% payment upon delivery of each order or as detailed in an associated Statement of Work. Companies with specific terms accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in a Master Purchase Agreement. Orders from Companies without prearranged financing or terms accounts shall require a deposit, and balance is due Net Payable upon delivery. No specific warranties, other than manufacturer's individual warranties, express or implied, is granted. Warranty for service is as stated in the associated SOW. This quote is valid for 15 days from the date issued and is subject to availability. Price is subject to change. All Orders are contingent upon acceptance by Electronic Office at it's office in Asheville, NC.

The Electronic Office of Asheville

1257 Sweeten Creek Rd
Asheville, NC 28803



Services Performed For:

Town of Montreat
97 Rainbow Terrace
Montreat, NC 28757

Date:

August 31, 2016

Original Issue

Over the last six months, the staff at the Town of Montreat have reported numerous intermittent, chronic issues with network availability. Symptoms are twofold:

1. Intermittent Loss of Connectivity to the Internet and Microsoft Office 365 email.
2. Availability issues with the J: drive, a shared network drive (D: drive) on the local Windows 2012 tom-server.

Both issues have become more than a nuisance and are impacting business.

Analysis

Issue 1 – Intermittent Loss of Internet

A degraded Internet connection has led to many problems for staff throughout the workday as well as generating after-hours server offline incidents—ie Kaseya Network Operations Center (NOC) Alerts. The Town of Montreat had subscribed to AT&T U-verse DSL service. Since switching to Charter Spectrum Cable on Thursday, August 25th, there have been no server offline incidents, and the staff has observed that Internet performance has improved.

Issue 2 – Network Drive Availability Issues

Network drive availability issues can occur as often as several times per day. It is unclear whether all end-users are affected simultaneously. Sometimes, the issue goes away, and sometimes it remains until an EO engineer intervenes. Staff have learned that they can re-establish a connection to the J: drive by waiting and trying again. If waiting doesn't work, then staff open a trouble-ticket with EO. EO Engineers have been able to restore connection to the J: drive by rebooting the workstation or by re-activating the mapped network drive by

clicking on the drive. Event Logs on the tom-server do not show any indication of issues with the J: drive.

In the past, staff had attempted to troubleshoot availability issues on their own by disconnecting power to all network equipment, including the server. Unplugging power from the server without conducting a graceful shutdown of the operating system has led to other problems. Eventually, the tom-server's hard drives failed, which is a well-known consequence in IT caused by frequent hard resets.

Staff have reported other issues related to poor power quality known as dirty power. While EO has mitigated power issues by recommending Universal Power Supplies (UPS) battery backups for the server, the network equipment and workstations to condition the power, it's possible that other dirty power issues are caused by the onsite generator.

In an effort to improve local area network (LAN) availability and performance, EO engineers replaced one of the three unmanaged switches onsite with a faster managed switch (1 Gbps Netgear ProSafe GS108T) after noticing the tom-server connected to an old 10/100 Mbps D-Link unmanaged switch.

The tom-server has two 1Gbps Network Interface Cards (NICs). One of the two is in use, auto-negotiating 1000Mbps/Full. Both the tom-server NIC and the G3 Interface on the new NetGear GS108T switch report that traffic is error-free between them. While network connectivity to the server has been addressed, it is possible that other issues with physical cabling and network availability exist within Town of Montreat's LAN.

In addition to the one Windows 2012 Server and the 3 unmanaged switches, the Town of Montreat's LAN consists of seven Windows 7 workstations and one Windows 10 workstation. Most, if not all, workstations connect to the LAN over Ethernet. The Ethernet in the building does not appear to follow industry standards—eg none of the Ethernet is terminated to a patch panel and cables appear to be stapled to the walls. It is highly likely that the Ethernet cable pinouts do not follow TIA/EIA 568 specifications. Problems with poor cabling can definitely impact network availability and possibly cause issues with J: drive connectivity.

The tom-server sits in a back closet in the Town of Montreat office, close to a wall. It is surrounded by unused equipment and enclosed by shelving. While the space did seem somewhat climate controlled during a morning visit, the closet has poor air ventilation which is further hampered by the equipment storage. Poor air ventilation can cause a server to overheat, leading to suboptimal operation.

Issue 3 - Security

Stefan Stackhouse mentioned that staff are discouraged from using wifi in the building as a security measure. It appears that Town of Montreat currently has an exposed connection to the Internet. While this is a separate issue, not related to network availability, it should be addressed to protect Town of Montreat's data.

Remediation Plan

Both the Client and EO agree to the scope described in the following tasks, which EO will perform in order to meet the project objectives:

Task 1 Hire a contractor to clean-up and test Ethernet cables.

Task 2 Replace all three switches with one managed switch.

Task 3 Set all workstation NICs to remain awake.

Task 4 Train staff in proper server shutdown procedures.

Task 5 Ensure that the server has better air ventilation.

Task 6 Install a firewall between the LAN and the Internet.

Task 7 Hire an electrician to test power quality.

NETWORK WIRING

NETWORK

- | | |
|--------|--|
| 2 | Allen Tel Dual Surface Mount
AT33D-15 |
| 10 | Allen Tel Single Surface Mount
AT33S-15 |
| 650 ft | Binary™ Cables Cat 5e 350MHz (Blue)
Binary by SnapAV NST-CAT5E-1000-BLU
<i>Binary™ Cables Cat 5e 350MHz (Blue) features toughest in business armour pack with 0.5mm copper core along with oxygen free copper and is installer friendly.</i> |
| 14 | Wirepath™ Cat 5e UTP Keystone Jack 90 Degree(Wht)
WirePath by SnapAV WP-CAT5E-RJ45-WH
<i>Wirepath™ Cat 5e UTP Keystone Jack 90 Degree with IDC Cap (White)</i> |
| 200 ft | Medium Raceway
Panduit Raceway Medium |
| 4 | Surface Mount Outlet Box
Wiremold Outlet Box |
| 1 | Wirepath™ RM 24-port RJ-5 Cat5e Patch Panel(Black)
WirePath by SnapAV WP-CAT5E-PP-24
<i>Wirepath™ Rack Mount 24-port RJ-45 Cat 5e Patch Panel (Black)</i> |
| 1 | Patch Panel Wall Bracket
Patch Panel Wall Bracket |
| 14 | Wirepath™ Cat 5e 10ft Eth Patch Cable (Blue 3Pk)
WirePath by SnapAV PATCH-CAT5E-10FT-BLU
<i>Wirepath™ Cat 5e 10ft Ethernet Patch Cable (Blue 3 Pack)</i> |
| 13 | Wirepath™ Cat 5e 2ft Patch Cable
WirePath by SnapAV PATCH-CAT5E-2FT-BLU
<i>Wirepath™ Cat 5e 2ft Ethernet Patch Cable (Blue 3 Pack)</i> |

- 1 Wirepath™ Cat 5e 3ft Patch Cable
WirePath by SnapAV PATCH-CAT5E-3FT-BLU
Wirepath™ Cat 5e 3ft Ethernet Patch Cable (Blue | 3 Pack)

PROJECT SUMMARY

Equipment Total	\$1,274.38
Cable & Hardware	\$100.00
Installation Total	\$855.60
Tax	<u>\$150.52</u>
TOTAL	\$2,380.50

TERMS, SCOPE & ACCEPTANCE

Your satisfaction is important to us, and we plan to exceed your expectations!

This proposal is a complete package, including design, wiring, equipment, installation, and coordination of plans with architects, decorators, electricians, and cabinetmakers.

All equipment is warranted by the manufacturers. We guarantee all installation work to be free of defects for a period of one year from installation date. If service is required, we will be happy to provide you with excellent service for your system. Carolina Technologies assumes no responsibility for damages, either direct or consequential, that may result from accidents associated with the design, installation, and operation of the sound and video equipment listed herein. Prices contained in this proposal are valid for 30 days. Any changes to this proposal will be submitted in writing for approval.

Responsibilities of others: Rough in of basic Cable TV (CATV) wiring is only included as shown. High voltage electrical wiring and cabinetry are to be supplied by others. Cable TV service connection will be furnished by others. Any 'prewire' locations do not include termination of wiring or wall outlets. Cabinetry must be adequate to fit this equipment and drawings must be submitted for our approval. Media cabinets must provide adequate ventilation to dissipate the heat of electronic equipment. In some cases, quiet fans may be needed for ventilation. Any conduits or trenching required to bury outdoor cabling (including Satellite and Cable company wiring) are not included and will be provided by others.

Audio Video Manufacturer's regularly update their product offerings. In our efforts to provide you with the very latest technology, we reserve the right to substitute the most up to date models available at the time of installation.

Terms: 30% with acceptance, 30% after rough-in is complete, and balance 40% upon completion of the installation. This equipment shall remain the property of Carolina Technologies until all installation and equipment charges have been paid in full.

Accepted by

Date

Carolina Technologies

I accept this proposal and authorize the work to be done and accept responsibility for payments due.

TOWN OF MONTREAT BOARD OF COMMISSIONERS
REQUEST FOR BOARD ACTION
Meeting Date: 10 November 2016

SUBJECT: Purchase Order Module for Computerized Accounting System

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Stefan Stackhouse

Presenter: Stefan Stackhouse

BRIEF SUMMARY: 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. We are requesting Board approval to proceed with the procurement of this Purchase Order module.

RECOMMENDED MOTION AND REQUESTED ACTIONS: The Board of Commissioners hereby authorized 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.

FUNDING SOURCE: See proposed Budget Amendment 1

ATTACHMENTS: Quote from Harris Local Government

STAFF COMMENTS AND RECOMMENDATIONS: We have not felt that the procurement of the PO module was justified up to now, given that we have previously only issued a couple dozen Purchase Orders each year, and we have been able to use a manual procedure for this. While changes in the state law and LGC regulations do not require us to issue a blanket or individual purchase order covering every transaction, for our Town's particular operations it is our considered opinion that going to a system where issuing a series of blanket POs covering the typical annual transaction volumes for all of the vendors with which we routinely do business, combined with the issuing individual POs for exceptional and one-time transactions, would be the easiest and best way to assure our uniform and complete compliance with the revised Pre-Audit Certification requirements. Because all such POs will have the Pre-Audit

Certification printed on them, and because an integrated automated system will assure that we do not exceed budget authority with any transaction, compliance will become systematic and automatic.



Purchase Agreement

Date: 10/17/2016
Contract#: WAW-V9W4J7
Effective To: 11/30/2016
Prepared By: Allison Whelchel

This understanding between Montreat, Town of at 96 Rainbow Terrace, Montreat NC 28757-0423 ("Purchaser") and Computer Software Innovations, Inc. at 2429 Military Road Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and/or services:

Qty	Item	Price	Ext Amount
SOFTWARE LICENSES:			
1	Purchase Order Software - ICS	\$1,500.00	\$1,500.00
Total SOFTWARE LICENSES:			\$1,500.00
PROFESSIONAL SERVICES:			
Application Consulting			
6	ESTIMATED Training - ICS	\$150.00	\$900.00
The estimated time is an approximate time for module set up and training. Only the time used will be billed on final invoice.			
Subtotal			\$900.00
Total PROFESSIONAL SERVICES:			\$900.00
TOTAL:			\$2,400.00
ANNUAL MAINTENANCE & SUPPORT:			\$330.00

Thank you so much for your continued support and business!

Additional maintenance quoted will be added to coincide with your current maintenance agreement.

To move forward with this purchase, please approve this quote/contract and return to:

Allison Whelchel
awhelchel@harrislocalgov.com
or via fax to #864-855-6266

Immediately thereafter the 1st Years Annual Maintenance Fee Period, subsequent Annual Maintenance Fees will be calculated at the then current Harris rate.

All charges are exclusive of out-of-pocket expenses for services performed. Charges for actual and reasonable out-of-pocket expenses, including but not limited to travel and lodging expenses, will be billed monthly as accrued.

Quote does not include applicable sales tax. If the Purchaser is Tax Exempt, a Tax Exemption Certificate (or other documentation) must be provided with this signed Contract. Otherwise, applicable sales tax will be applied at the time of billing.

AGREEMENT TERMS AND CONDITIONS:

1. Definition

a. Software Applications "Software Applications" are the computer programs explicitly listed above in the section titled "Software Products" and those indicated using initials by the Purchaser in the section titled "Software Options."

2. Payment Terms

Order will be processed with the return of signed contract and an initial payment of 50% of the total software, professional services, hardware, and customizations as outlined above. Orders will not be processed until both of these two requirements are satisfied.

The remaining fees for the Software Applications shall be invoiced after delivery (CD-ROM or Electronic Transfer) to Purchaser and due thirty (30) days from the date of invoice.

License Transfer Fees, if applicable, shall be invoiced at the start of the project and due in thirty (30) days.

Professional Services and any applicable travel and lodging expenses, shall be billed monthly as the work is performed.

State Taxes are applicable on prices listed. If the Purchaser is Tax Exempt, a Tax Exemption Certificate must be provided with this signed Contract.

3. Delivery Media Type: CD-ROM or Electronic Transfer

4. Delivery Schedule

The parties will agree upon an appropriate training, project, and delivery schedule based on, among other things, the modules in respect of which training is required and the skills and availability of both the Purchaser and Harris staff members.

5. Data Conversion

The success of a data conversion is based on the format and quality of the input data. Unless otherwise indicated, conversion is strictly limited to non-dollar amounts. A typical utility billing conversion includes information such as names, addresses, phone numbers, and services. Only information explicitly listed in this document will be converted. Initial cost estimates for conversion are included in system pricing proposals but these are only estimates until inspections or sample data can be examined to verify data formats and data integrity. Only then can an accurate conversion cost can be established. Any costs associated with obtaining the data from the existing vendor are the responsibility of the Purchaser. Sample data shall be provided in standard fixed length format with ASCII display characters only. Data must be on a media formats readable by Harris. File layouts must include: record size, field length, field starting and ending points, field name, field type, data field description.

Where ever possible, the data extraction shall be done twice. The first extraction is to test and create the conversion tools. The second extraction is done when the implementation is ready to go live.

In the event a data re-conversion is required, for whatever reason, Purchaser will be billed at the original rate quoted above in the Conversion section of the Agreement.

6. Maintenance and Support Fees

Maintenance and Support fees ("MSF") include all program updates, enhancements and general releases that Harris makes available to the Purchaser as part of its regular software maintenance program. MSF does not include fees for any third party licenses or Harris services that may be necessary to perform a third party license upgrade. MSF also includes access to the Harris support hot line.

The initial maintenance amount will be billed and due the earlier of sixty (60) days from the date of signing of the Agreement or the date which represents the Completion of Services. Harris reserves the right to change maintenance and support fees from time to time.

Subsequent years' MSF shall be rendered at the beginning of each year in which services are to be furnished. Lapses in annual MSF will be monitored and will lead to denial of support, upgrade privileges and termination of Licenses. In the event of a lapse, Purchaser will be subject to reactivation fees not to exceed 40% of the current annual MSF applied to each year of the lapse including partial year lapses plus the amount representing "the lapsed" MSF. The specific services provided by the technical support staff are outlined in the Harris Software Support Agreement Standard Guidelines.

7. Additional Customization(s)

The Purchaser and Harris have jointly reviewed the Software Applications and have determined that all items are adequate except as noted in the CUSTOMIZATIONS section. Additional customization(s) or report modifications not identified in this Agreement will be quoted as requested and billed at the hourly rate of \$150.00. Customizations and/or report modifications requested one year or more from the date of this agreement will be billed at the then current Harris hourly rate. No additional customizations will be undertaken without prior agreement by both parties on cost, scope of functionality, and the impact on the project schedule.

Twenty-two percent of any fees associated with any customization services will automatically be added to the Purchaser's MSF.

8. Forms

Purchaser agrees to use standard forms unless otherwise indicated. If purchaser does not order forms from Harris, forms must be approved by Harris Project Manager (named below in Section 15) before ordering. A Change Order may be issued to purchaser by Harris for any report modifications, which will be billed at a rate of one hundred-fifty dollars (\$150) per hour.

9. Professional Services

Additional professional services are available on-site or via the telephone. Telephone work is billed at \$150.00 per hour. On-site work is billed at \$1050.00 per day plus travel, lodging and per diem expenses. Work performed one year or more from the date of this agreement will be billed at the then current Harris rates. Help line support does not include training. New employees must be trained by Purchaser or by making arrangements with Harris.

In the event, Purchaser wishes to schedule any professional services on a Saturday; there is a \$250 surcharge. Application consulting and setup services may include but are not limited to: software installation, configuration, data validation, system setup, system balancing, interface setup, interface testing, process training, application training and business requirements gathering.

10. Travel and Lodging Expenses

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser's offices, fifty-five dollars (\$55) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred-ten dollars (\$110) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

11. Grant of License

Harris hereby grants Purchaser a nontransferable, nonexclusive, nonrefundable license under the terms of this Agreement to use the Software Applications on its equipment subject to the following:

a. The Purchaser may not sublicense, rent, lease or assign the Software Applications.

b. No license is given to Purchaser for the source code to the Software Applications. The Purchaser is expressly prohibited from reverse engineering, decompiling, or disassembling the Software Applications or from creating a derivative or modified copy of the Software Applications.

c. Initial delivery of the Software Application shall be COTS ("Commercial off the shelf"). Purchaser is not relying upon any future product availability or functionality upon entering into the payment obligations under this Agreement

12. Performance by Customer

a. Co-operation by Purchaser The Purchaser acknowledges that the success and timeliness of the implementation process shall require the active participation and collaboration of the Purchaser and its staff and agrees to act reasonably and co-operate fully with the Consultant to achieve the Completion of Services.

b. Required Programs The Purchaser acknowledges that if the use of the Software requires that the Purchaser obtain and install additional software programs, then the Purchaser agrees that the acquisition of the additional software programs shall be at its sole cost and that the cost thereof is not included in the fees herein. The Purchaser further acknowledges that the operation of the Software requires the Purchaser's hardware to be of sufficient quality, condition and repair, and the Purchaser agrees to maintain its hardware in the appropriate quality, condition and repair at its sole cost and expense, in order to facilitate the achievement of Completion of Services.

c. Project Manager The Purchaser shall appoint a project manager who shall work closely with Harris Staff to facilitate the successful completion of the implementation process and who shall be responsible for supervising the staff of the Purchaser and their co-operation with and participation in such process.

13. Warranty Disclaimer

Harris does not make, and hereby disclaims, any and all express and/or implied warranties regarding the services or any material provided by Harris to Purchaser pursuant to this agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement, and warranties arising from a course of dealing, usage or trade practice. Further, Harris does not warrant that the Software Licenses will meet any exact user requirements, and that the software will operate error free or uninterrupted. In the event an error is discovered in one of the Software Applications currently covered by MSF, and the error is confirmed, Harris will make reasonable efforts to provide Purchaser with a correction.

It is acknowledged by the parties hereto that the Hardware provided by Harris to Customer pursuant to this Agreement was manufactured and delivered to Customer by a third party manufacturer and Harris is reselling it to Customer. As such, Harris makes no warranties, express or implied, with respect to the Hardware, including, without limitation, their merchantability or fitness for a particular purpose. Any warranty Customer has with respect to the Hardware shall be solely provided by the manufacturer(s)."

14. Limitations on Liability

Purchaser agrees that Harris' liability hereunder for damages, regardless of the form of action, shall be limited to actual direct damages and shall not exceed the charges hereunder paid by Purchaser to Harris. Purchaser further agrees that Harris will not be liable for any other damages including consequential, incidental, special, exemplary damages, lost profits, failure to realize anticipated savings, data loss, loss of goodwill, business opportunities or reputation, economic loss or for any claim or demand by any third party, except a claim for patent or copyright infringement with respect to Licensed Software.

15. Change Order Process

With respect to any proposed changes to the Services defined by this Agreement, the parties will cooperate in good faith to execute Change Orders in respect thereof, and will not unreasonably withhold approval of such proposed changes. If either party causes or requests a change in the allocation of the resources of Harris applied to a task, changes in completion schedules for individual tasks or for overall implementation, and changes in staffing that require Harris to provide additional work hours, Harris may propose a change to cover the additional work effort required of it. Approval of any such proposed changes will not be unreasonably withheld (it being acknowledged that any such material changes may require modifications to the consideration paid, and timelines governing, the Services), and any disputes regarding changes shall be handled initially by discussions between the parties which will be convened in good faith by the parties to resolve any such matters in dispute.

The following individuals are authorized to sign off on change orders on the Purchaser's behalf:

Name: _____ Title: _____

Name: _____ Title: _____

The following individuals are authorized to sign off on change orders on Harris's behalf:

Sharon Kimble – Director of Client Services
John Swan – Business Analyst
Holly Caston – Director of Operations
Ruth Niermeyer – VP of Harris Local Government

16. Cancellation Policy

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Software Applications delivered, any Professional Services rendered and T&L expenses incurred prior to the cancellation. Initial down payment of deposit is non-refundable. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement.

Cancellation of any on-site Services by Purchaser is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Cancellation by Purchaser with fourteen (14) days or less of scheduled on-site Services will be billed at fifty percent (50%) of the on-site fee, plus any non-recoverable costs incurred by Harris due to advance scheduling of travel. Additionally, Purchaser hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris' then current schedule permits. Harris is not responsible for any delay in Purchaser's project resulting from Purchaser's cancellation of consulting. If additional services are required because the Purchaser was not adequately prepared for the on-site services, Harris will provide a Change Order to the Purchaser for the additional services.

17. Governing Law; Venue

This Agreement shall be governed by the substantive and procedural laws of the State of New York. Purchaser hereby agrees to submit to the exclusive jurisdiction of, and venue in, the courts in the State of New York in any dispute arising out of or related to this agreement.

18. Entire Agreement

This Agreement shall constitute the entire agreement between the parties hereto with respect to the matters covered herein. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged. Provisions of a Customer purchase order or similar document are not applicable if they conflict with or add to the terms of this Agreement.

Purchaser: **Montreat, Town of (NC)**

By: _____ Date: _____

Title: _____

Purchaser's Project Leader:

Contact Name: _____

Contact Title: _____

E-mail address: _____

Phone #: _____

Purchaser's Accounts Payable Dept Information:

Billing Address: _____

Accounts Payable Contact: _____

Email Address: _____

Phone & Fax #: _____

Alternate Contact: _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Purchase Order System

System Features

- Maintains current open purchase order information and detail purchase order history
- Encumbers funds in General Ledger System
- Handles individual or blanket purchase orders
- Prints single or multiple notes or comments lines on purchase order
- Calculates and prints taxes on purchase order without encumbering funds
- System automatically releases encumbered funds for cancelled purchase orders
- Ability to have partial receipts against a purchase order
- Files accessible by Microsoft's® Excel or other ODBC programs

The Purchase Order Module provides the ability to enter, maintain and update purchase orders. The Purchase Order system interfaces with and updates the Accounts Payable and General Ledger Systems. The system checks the available funds as each line of the purchase order is entered. Purchase orders automatically encumber funds and the encumbrances are reported via General Ledger System.

Application Features:

- Allows a single purchase order with multiple line items to encumber multiple funds
- Ability to enter a Blanket Purchase Order and to process multiple invoices against it
- Allows departmental staff to enter requisition number, warehouse number, department number, request date, vendor number and purchase order detail
- Ability to enter comment lines during purchase order entry
- Prints a message on the purchase order if the vendor is set up to receive a 1099 and has not provided their tax ID number
- Ability to close/cancel a single line or the entire purchase order and have system automatically reverse the encumbered funds
- Line items are automatically closed as a by-product of entering the vendor invoice in accounts payable
- During invoice entry through accounts payable, line items display automatically
- Payment of purchase order will release encumbered fund and increase expenditure amounts for the General Ledger
- Partial receipts can be posted against line items
- Ability to reprint a single purchase order or range of open purchase orders
- Provides Purchase Order history inquiry by vendor, purchase order number, general ledger account number, department number or item number
- Prints history reports by date for selected vendor, purchase orders, or general ledger accounts
- History can be purged based on a user defined date

**TOWN OF MONTREAT
FISCAL YEAR 2016-2017
BUDGET AMENDMENT #1**

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

Department(s): Administration & Public Buildings

Purpose: 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.

Section 1. To amend the General Fund as follows:

Line Item	Account Number	Debit Change	Credit Change	Amended Budget
Admin – Eqpt Maint & Repair	10-00-4200-160	\$4500		\$29500
Admin – Capital Outlay	10-00-4200-730	\$2600		\$2600
Public Buildings – Maint & Repair	10-00-5000-160	\$2400		\$8800
Public Buildings – Capital Outlay (Town Hall)	10-00-5000-730		\$9500	\$90500

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

Finance Officer

Date

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

Adopted this 10th day of October 2016.

Recorded and filed:

Budget Officer/Town Administrator

Date

Town Clerk

Date



TOWN OF MONTREAT

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

RESOLUTION #16-11-01 COMMENDING EMERGENCY SERVICES PERSONNEL FOR SUWANNEE FIRE REPOSE

WHEREAS, the Black Mountain Fire Department responded to a reported house fire on October 17, 2016 at 5:35 a.m. located at 521 Suwannee Drive in the Montreat area of Buncombe County, North Carolina; and

WHEREAS, the Black Mountain Fire Department dispatched 21 fire personnel of which 5 were volunteers; and

WHEREAS, the Swannanoa Fire Department dispatched 3 fire personnel; and

WHEREAS, the Asheville Fire Department dispatched 5 fire personnel and Buncombe County EMS dispatched 2 personnel; and

WHEREAS, the Reynolds Fire Department dispatched 3 fire personnel to the Black Mountain Fire Department to handle other calls that may have arose during this time; and

WHEREAS, full containment of the Suwannee Drive fire was achieved on October 17, 2016;

NOW, THEREFORE, BE IT RESOLVED that the Town of Montreat Board of Commissioners, on behalf of the entire Montreat community, hereby commends and expresses its gratitude to all firefighting and emergency response agencies that provided support during the Suwannee Drive Fire event.

READ, APPROVED AND ADOPTED, this the 10th day of November, 2016.

[SEAL]

Tim Helms, Mayor

ATTEST:

I hereby certify that this is a true and correct copy of this Resolution, duly adopted by the Town of Montreat on the 10th day of November, 2016 as it appears of record in the official minutes.

Angie Murphy
Town Clerk