

**Town of Montreat
Board of Commissioners
Town Council Meeting
August 13, 2020 – 7:00 p.m.
Conducted electronically using Zoom Software**

I. Call to Order

- Pledge of Allegiance
- Moment of Silence

II. Agenda Adoption

III. Mayor's Communications

IV. Consent Agenda

- A. Meeting Minutes Adoption
- May 28, 2020, Special Meeting Minutes
 - May 29, 2020, Special Meeting Minutes
 - June 11, 2020, Town Council Minutes
 - June 30, 2020, Special 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.

V. Town Administrator's Communications

- Consent Agenda Review
- Other Items

VI. Administrative Reports

- Administration
- Finance
- Planning and Zoning
- Police
- Public Works and Water
- Sanitation
- Streets

VII. Public Comment

Public comments will be heard during this period for any and all items.

VIII. Old Business

A. System for Tracking Public Comment

IX. New Business

A. Server Replacement

- **Suggested Motion:** Move to approve the Statement of Work- Server Replacement from Electronic Office in the amount of \$12,260.06.

B. Technical Assistance Service Contract – Land of Sky

- **Suggested Motion:** Move to approve the Technical Service Assistance Contract between the Land of Sky Council of Governments and the Town of Montreat in the amount of \$54,810

C. Discussion with possible action on establishing a frequent fiscal monitoring report

XI. Public Comment

Public comments will be heard during this period for any and all items.

XII. Commissioner Communications

XIII. Adjournment

**Town of Montreat
Board of Commissioners
Special Meeting Minutes-Budget Meeting and Presentation
May 28, 2020 – 5:00 p.m.
Walkup Building/Zoom Meeting**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Kitty Fouche
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Alice Lentz

Board members present via
Zoom: None

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer
Adrienne Isenhower, Zoning Administrator

A few members of the public were present via Zoom. Mayor Helms called the meeting to order at 5:00 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Fouche moved to adopt the agenda as presented. Commissioner Alexander seconded and the motion carried 5/0.

**Presentation and Reports
Budget Presentation**

Mr. Carmichael began the presentation by saying that revenues are projected to be low in FY 2020-2021. Mr. Carmichael reviewed the numerous sources he utilized to base the revenue projections upon. The Town's revenues come from a variety of sources. The largest source is real estate taxes which make up approximately 58% of total revenues. Sales, use and personal property taxes make up approximately 27% of total revenues. Mr. Carmichael expects sales, use and property taxes to be down approximately 18% due to the COVID-19 pandemic. Other taxes and fees are also expected to decrease as well. Mr. Carmichael's presentation stated that between falling revenues and rising expenses, the Town would face an approximate \$319,000 gap without bold cost cutting and revenue raising strategies. Mr. Carmichael discussed potential budgeting strategies which included deferring Capital Projects, a Tax Rate increase, Service Cuts and Eliminating Cost of Living/Merit raises to employees. This budget is based on deferring Capital Projects, a Tax Rate

increase and Eliminating Cost of Living/Merit raises to employees. Mr. Carmichael went on to say that no new positions will be implemented but the budget does, however, include funds to fill the vacancy when the Sanitation Worker retires. All Capital Projects have been deferred including the Texas Road Pedestrian Bridge, Oklahoma Waterline Project, Oklahoma Road Project, Arbor Lane Bridge Repair, the Chipper Replacement and the sidewalk project between Town Hall and the Greenway. This budget will affect employees as there will be no Cost of Living or Merit raises included. This budget will utilize \$265,100 of Fund Balance Appropriation which leaves \$80,393 over 35% in the "Rainy Day Fund". Mr. Carmichael stated that this budget will propose a 2 cent tax rate increase from 0.41 per \$100 valuation to 0.43. That increase will generate \$50,067 in additional revenue. Montreat has not had a tax increase in eight years. This version of the budget does not include pay cuts for employees.

After a lengthy discussion the Council made the following budget cuts: deferring the \$96,000 Financial Software Upgrade, lowered penalties and fees from \$4,000 to \$1,000, furniture/generator for the new Town Hall will be lowered by \$7,000, a culvert project on Texas Road Extension in the amount of \$32,850 will be deferred a year, \$2,500 will be cut by cutting down sanitation services to one day a week for this summer and \$4100 will be cut out by omitting the Oklahoma water project this year. The Council also decided to lower the Landcare Budget down to \$800 shaving off \$1,000. It was decided to use the savings of \$146,450 from the above cuts to bolster up the fund balance.

Public Hearing

The following comments were read aloud by Town Clerk Angie Murphy.

Mr. Philip Arnold of 530 Magill Drive implored the Town Council to not cut employees pay. Mr. Arnold felt the blow to morale would be disproportional in size to the savings to the Town. He also encouraged Council to utter a statement that pay cuts will be one of their last steps in the budget cutting process. He felt that would send a strong message of support to the staff who work with such dedication. Mr. Arnold commended Council for the painful but realistic belt tightening that they were about to undertake.

Martha and Gill Campbell of 149 Maryland Place stated they did not oppose a tax increase from \$.41 to \$.43 but suggested eliminating Commissioner salaries for 2020-2021. The Campbell's opposed the proposed salary reductions for the Town of Montreat staff. They feel that the Town budget is a moral statement that reflects the values citizens in Montreat cherish and that people are more important than things.

Mrs. Letta Jean Taylor of 386 Oklahoma Road a series of questions that she posed to Council. Mrs. Taylor wanted to know why there were no scheduled Capital Improvement Projects for the upcoming year. She indicated that the Fund Balance is not a "slush fund" but a savings fund and a Capital Improvement Plan dictates how it should be spent. Mrs. Taylor felt that the Fund Balance is being depleted at an alarming rate and this could create a situation from which it will take decades

to recover. Mrs. Taylor stated that a 3% decrease in salaries will save the Town \$21,390.21 and the Staff is worth more than that. She indicated several suggestion to avoid this decrease such as moving the old furniture from the old Town Hall to the new Town Hall and adjusting the collection rate to 99% to yield \$1,046,465 instead of \$1,030,611.

Mr. Mike Sonnenberg of Virginia Road posed several questions to the Council from the budget document. Mr. Sonnenberg wanted to know if there was an expense item for repairing cracks in the roads. He also wanted to know if the water problem in the old Town Hall had been solved.

Mrs. Mary Standaert of 118 Shenandoah Terrace also posed a series of questions to Town Council about figures located in the budget document. She also had some concerns about the Texas Road Bridge. She feels that the bridge has become an “attractive nuisance” and is a lawsuit waiting to happen if someone gets hurt on or around it. Mrs. Standaert felt that the \$100,000 needed to repair the bridge, as was presented to Council this Spring, could have been paid for with the \$110,000 expenditure for the stone façade on the new Town Hall or it could have been paid for with the \$95,000 lawsuit settlement and accompanying \$21,000 in attorney fees. It also could have been paid for with the \$109,000 net profit from the sale of the second Florida Terrace lot instead this money was used to cover an under-budgeting error of \$76,000 in FY 19/20.

Mayor Helms asked Mr. Carmichael to respond to all questions posed to the Council and possibly post to the website.

Adjournment

Commissioner Widmer moved to adjourn the meeting. Commissioner Alice Lentz seconded and the motion carried 5/0.

Kent Otto, Mayor Pro Tem

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Special Meeting Minutes
May 29, 2020 – 1:00 p.m.
Walkup Building/Zoom Meeting**

Board members present: Mayor Tim Helms
Mayor Pro Tem Otto
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Alice Lentz

Board members absent: Commissioner Kitty Fouche

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
Barry Creasman, Public Works Director
Darlene Carrasquillo, Finance Officer (via Zoom)

A few members of the public were present via Zoom. Mayor Helms called the meeting to order at 1:00 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Widmer moved to adopt the agenda as presented. Commissioner Lentz seconded and the motion carried 4/0.

New Business

A. Vote to Allow Virtual Meeting Participation: Commissioner Alice Lentz moved to allow virtual participation by Commission Members. Mayor Pro Tem Otto seconded and the motion carried 4/0.

B. Budget Amendment #10: Mr. Carmichael stated that Budget Amendment #10 is in the amount of \$81,639.91 and is being moved from various department to the Capital Project Fund for the new Public Works Building. Mayor Pro Tem Otto moved to adopt Budget Amendment #10 as presented. Commissioner Jane Alexander seconded and the motion carried 4/0.

C. Awarding of Auditor Bid: Mr. Carmichael stated that an RFP had been issued for new auditors and the Town had two responses. The Audit Committee reviewed these responses and are recommending Carter, P.A. They are very knowledgeable in North Carolina governmental auditing. They received good references and were very amicable when Ms. Carrasquillo posed a list of questions to them in order for the Audit Committee to make their decision. Mayor Pro Tem Otto moved to award the bid for Town of Montreat Audit for FY 2019-2020 to Carter, P.A. and to authorize the Mayor to sign engagement letter. Commissioner Alice Lentz seconded and the motion carried 4/0.

Adjournment

Commissioner Tom Widmer moved to adjourn the meeting. Commissioner Jane Alexander seconded and the motion carried 4/0.

Tim Helms, Mayor

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Meeting Minutes
June 11, 2020 – 7:00 p.m.
Walkup Building/Zoom Meeting**

Board members present: Mayor Pro Tem Otto
Commissioner Kitty Fouché
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Alice Lentz

Board members present via
Zoom:

None

Board members absent: Mayor Tim Helms

Town staff present: Alex Carmichael, Town Administrator
Angie Murphy, Town Clerk
David Arrant, Chief of Police

A few members of the public were present via Zoom. Mayor Pro Tem Otto called the meeting to order at 7:01 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Kitty Fouché moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 6/0.

Mayor Pro Tem Communications

Mayor Pro Tem Otto advised that Mayor Tim Helms is doing well after his recent surgery. The keys to the new Town Hall were given to the Mayor in the last week or so and we are scheduled to meet in the new building for the July Town Council meeting in some capacity. Mayor Pro Tem Otto extended a big thank you to the Mountain Retreat Association for letting us utilize the Walkup Building for all of the Commission and Committee Meetings. The Public Works Building is getting very close to completion as well. Greybeard Trail is slated to have the guardrails installed by the end of summer if not sooner. Mayor Pro Tem Otto stated that we find our nation and communities locked in fear, anger and pain due to justice issues and covid-19. We as Montreat need to speak words of healing and thanksgiving and pray for leaders to speak truth and wisdom. Mayor Pro Tem Otto encouraged Montreators to be bridge builders and not dividers.

Meeting Minutes Adoption

- March 12, 2020 Public Forum Minutes

- March 12, 2020 Town Council Minutes
- May 14, 2020 Town Council Minutes

Town Administrator's Communications

Mr. Carmichael had no comments this evening.

Administrative Reports

- Administration – This report was given in written format.
- Planning & Zoning – This report was given in written format.
- Police – This report was given in written format.
- Public Works and Water – This report was given in written format.
- Finance – This report was given in written format.
- Sanitation – This report was given in written format.
- Streets – This report was given in written format.

Public Comment

Town Clerk Angie Murphy read the following emailed comments aloud for the Commission.

Mrs. Mary Standaert of 118 Shenandoah Terrace stated that the questions and comments sent by members of the public to the Budget Public Hearing were not read until the very end of the meeting thus giving the Council no time to consider or respond the questions addressed. Mrs. Standaert stated that the resulting budget includes drastic cuts, reduced services and tax increases. Mrs. Standaert felt that the money spent on furnishings and landscaping for the new Town Hall could have covered the needed tax increase, maintained sanitation services, helped pay for Texas Road Bridge repairs and added to the Fund Balance.

Mrs. Martha Campbell of 149 Maryland Place commented on Montreat's practice of Community Policing. Mrs. Campbell wrote Chief Arrant a separate email in which she asked for what the current Police Department requires and prohibits of officers. Mrs. Campbell also asked Chief Arrant if there is any consideration of reviewing any of the Town's police policies especially in light of the current regional, state and national conversation about policing.

Mrs. Letta Jean Taylor of 386 Oklahoma Road appreciated the fact that employee's salaries were not cut by 3% in the proposed budget. Mrs. Taylor also felt that the money spent for new furniture for the Town Hall could be put to better use in this tight budget year. She stated that what was spent on furniture could have eliminated the tax increase and paid employees appropriately. Mrs. Taylor also asked the Commission to consider renting out Upper Anderson Auditorium for future Town Council Meetings so the community can attend and practice appropriate social distancing.

Mrs. Mary Standaert of 118 Shenandoah Terrace stated that daily from noon until 12:30 p.m. there will be a Stand for Justice at the Montreat Gate until July 4th. She stated that all are welcome to participate and social distancing and mask wearing will be observed.

Old Business

There was no old business to discuss.

New Business

- A. FY 2020-2021 Budget Ordinance: Commissioner Alice Lentz moved to adopt the FY 2020-2021 Budget Ordinance. Commissioner Kitty Fouche seconded the motion. Commissioner Tom Widmer stated that the Commission delayed the relining of the culverts on Texas Road Extension pending an engineer's recent review. Public Works Director Barry Creasman relayed to the Commission that he met with bridge inspectors earlier this week about the culverts. Mr. Creasman stated that the inspectors are willing to work with us to delay repairs until next year without any penalties. The Town is still waiting on the report to be emailed to Mr. Creasman. Commissioner Kitty Fouche stated that this budget was reviewed extensively by every member of the Commission. Commissioner Jane Alexander has been very impressed with the Community's response to this year's budget. She assured everyone that the Commission has listened and tried to make the budget fair across the board. Commissioner Alexander stated that Town Staff are the heart of what makes Montreat work. Commissioner Tom Widmer read a brief summary of an email response that he sent to a Montreat resident based on a lot of hard decisions that were recently made by the Board. Commissioner Fouche suggested that Commissioner Widmer send his response out in the weekly Montreat Minute because it was a good representation of what kind of planning went into this budget. Commissioner Alice Lentz thanked everyone that commented on the budget. The FY 2020-2021 Budget Ordinance was approved 5/0.
- B. Discussion and possible action on a procedure to respond to citizen's questions during Public Forum and Public Comment: Commissioner Widmer led the discussion of a need for a procedure to log, assign and respond to questions asked during the Public Forum and Public Comment period. A lot of times research is needed to answer questions effectively. Commissioner Alice Lentz expressed that she deeply misses the Public Forum that has been canceled due to Social Distancing and looks forward to the day when it can be reinstated. Commissioner Lentz does not want Town Staff to invest a lot of energy into a formal type of system. Council directed Mr. Carmichael to research a system and bring it back to the July Town Council meeting under Old Business.

Commissioner Communications

Commissioner Kitty Fouche and Commissioner Tom Widmer announced there will be a Town Hall Open House Tour on July 4th!! More information will follow so stay tuned to the Montreat Minute. Town Hall dedication plans are still on hold due to Covid-19 regulations.

Commissioner Alice Lentz stated that she hopes we can all feel and act for peace in these troubled times and pray for our community locally as well as globally.

Adjournment

Commissioner Widmer moved to adjourn the meeting. Commissioner Lentz seconded and the motion carried 5/0. The meeting was adjourned at 7:47 p.m.

Kent Otto, Mayor Pro Tem

Angie Murphy, Town Clerk

**Town of Montreat
Board of Commissioners
Special Meeting Minutes
June 30, 2020 – 3:00 p.m.
Town Hall/Zoom Meeting**

Board members present: Mayor Pro Tem Kent Otto
Commissioner Kitty Fouche
Commissioner Jane Alexander
Commissioner Tom Widmer
Commissioner Alice Lentz

Board members present via
Zoom:

None

Board members absent: Mayor Tim Helms

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

No members of the public were present via Zoom. Mayor Pro Tem Otto called the meeting to order at 3:00 p.m., and led the group in the pledge of allegiance and a moment of silence.

Agenda Approval

Commissioner Alice Lentz moved to adopt the agenda as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

New Business

- A. Budget Amendment #11 Public Works & Sanitation: Mr. Carmichael stated that there were six Budget Amendments on this afternoon's agenda to close out the fiscal year. Mr. Carmichael also stated that there was no new monies being allocated today. Budget Amendment #11 is to transfer money from Sanitation to Public Works to cover an overage in Retirement Expenses. Commissioner Kitty Fouche moved to approve Budget Amendment #11 as presented. Commissioner Tom Widmer seconded and the motion carried 5/0.
- B. Budget Amendment #12 General Fund Revenue Accounts: Mr. Carmichael stated that we had more than expected revenues in several accounts and that we are moving these funds to offset the expected lower local sales tax revenue. Commissioner Tom Widmer moved to approve Budget Amendment #12 as presented. Commissioner Jane Alexander seconded and the motion carried 5/0.

- C. Budget Amendment #13 Capital Fund-New Town Hall-Revenue Accounts: Mr. Carmichael stated that this amendment was to address interest that was earned on money borrowed for the new Town Hall. This money was placed in the wrong fund so this transfer is to more accurately reflect actual activity. Commissioner Alice Lentz moved to approve Budget Amendment #13 as presented. Commissioner Kitty Fouche seconded and the motion carried 5/0.
- D. Budget Amendment #14 Special Revenue Fund-Urban Forestry Grant: Mr. Carmichael stated this amendment was to address revenues that were not budgeted for but were received in this fiscal year. Commissioner Jane Alexander moved to approve Budget Amendment #14 as presented. Commissioner Tom Widmer seconded and the motion carried 5/0.
- E. Budget Amendment #15 Special Revenue Fund-Landcare: Mr. Carmichael stated this amendment was to reflect contributions received earlier this year. Commissioner Kitty Fouche moved to approve Budget Amendment #15 as presented. Commissioner Alice Lentz seconded and the motion carried 5/0.
- F. Budget Amendment #16 Water Fund-Revenue Accounts: Mr. Carmichael stated this amendment was to decrease water sales and increase other line items within the water department. Commissioner Tom Widmer moved to approve Budget Amendment #16 as presented. Commissioner Alice Lentz seconded and the motion carried 5/0.

Public Comment

There was no public comment today.

Mayor Pro Tem Otto wished Mayor Helms a continued recovery on his recent hip surgery. Commissioner Kitty Fouche thanked everyone for their continued efforts on the new Town Hall and congratulated staff on moving in tomorrow.

Adjournment

Commissioner Fouche moved to adjourn the meeting. Commissioner Widmer seconded and the motion carried 5/0. The meeting was adjourned at 3:16 p.m.

Kent Otto, Mayor Pro Tem

Angie Murphy, Town Clerk

**Board of Commissioners
Special Meeting Minutes
June 30, 2020**



TOWN OF MONTREAT

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

ADMINISTRATIVE REPORTS: ADMINISTRATION

Town Administration report for the month of July 2020

Monthly Statistics

Public Meetings	2
Inter-Organizational /Intergovernmental Meetings	3
Agendas Prepared	6
Minutes Transcribed	2
Resolutions Drafted	0
Public Records Requests Processed	0
Water Bills Processed	674
Leak Adjustments	8
New Water Accounts Established	2
Purchase Orders	144
Professional Development Hours	0
Sunshine List Messages	10
Website Posts	10
Social Media Posts	0
Code Red Alerts	0
Workers Compensation Claims	0

Upcoming Events and Schedule Changes

0

Comments

N/A

Staff Communications

0



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ADMINISTRATIVE REPORTS: BUILDINGS AND INSPECTIONS

Buildings and Inspections report for the month of July 2020

Monthly Statistics

Building Permits Issued	18
Pending Building Permits	0
Building Inspections Performed	26
Stop Work Order Issued	0
Defective Building Posted	0
Denied Building Permits	0
Fire Inspections Performed	0
Fire Re-Inspections Performed	0
Fire Permits Issued	0

Comments

Staff Communications



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ADMINISTRATIVE REPORTS: STREETS

Streets Department report for the month of July , 2020

Monthly Statistics

Miles of Road Maintained	17.5
Miles of New Road Constructed	0
Public Trees Removed	5
Sand Applied to Roads (tons)	0
Ice Melt Applied to Roads (pounds)	0
Monthly Fuel Costs	199.39
Contracted Employee Staff Hours	0
Road Closures	2

Comments

0

Please keep a watchful eye out for the crews working on the sides of the roads.

Staff Communications



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ADMINISTRATIVE REPORTS: POLICE DEPARTMENT

Police Department report for the month of July , 2020

Monthly Statistics

Mileage	2,533
Dispatched Calls	55
Officer-Initiated Calls	419
Fire Assistance Calls	1
EMS Assistance Calls	0
Motorist/Other Assistance Calls	22
Traffic Stops	16
Parking Issues	2
Burglar Alarm Responses	5
Fire Alarm Responses	1
Residential/Building Checks	341
Ordinance Violations	19
Law Enforcement Agency Assistance Calls	26
Animal Control Calls	3
Larcenies	1
Breaking & Entering Calls	1
Suspicious Person Investigations	13
Suspicious Vehicle Investigations	7
Disturbance Calls	18
Accident Responses	0
Auxiliary Hours Worked (Regular)	32
Auxiliary Hours Worked (Addittional)	60
Truck Turns at Gate	4
MPD Fuel Cost	\$ -
Professional Development Hours	0
Town Service	407
MRA Service	158
College Service	5

Comments

With the absence of normal summertime activity, things are fairly quiet. However, there are certainly a lot of folks in town.

A school resumes in the coming weeks, we will be increasing intensity in speeding and parking enforcement.



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ADMINISTRATIVE REPORTS: WATER AND PUBLIC WORKS

Water and Public Works report for the month of July , 2020

Monthly Statistics

Calls for Service	56
Water Leaks Repaired	2
New Water Lines Installed	0
Water Meters Read	674
Water Meter Replacements	0
Gallons of Water Produced	4,361,885
Monthly Fuel Cost	\$ 214.30
Hours Pumped (11 wells combined)	2,238

Upcoming Events and Schedule Changes

0

Comments

The Public Works Building is moving along well. We have received our CO and are making our final touches to begin moving in. We would like to thank everyone that made this possible. It is truly a blessing.

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Staff Communications

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ADMINISTRATIVE REPORTS: ZONING ADMINISTRATION

Zonning Administration report for the month of July , 2020

Monthly Statistics

Approved Zoning Permits	4
Denied Zoning Permits	0
Pending Zoning Permits	2
Variance/Interpretation Granted	0
Conditional Use Permits Granted	0
Permit Extensions Granted	0
Sign Permits Issued	0
Notice of Violations	0

Comments

Staff Communications

JUNE 2020 - MONTH 12 OF FISCAL YEAR 2019-2020

REVENUES

Fund	Fund #	Budget	YTD Budget	YTD Collected	Difference
GENERAL FUND	10	2,423,561.29	2,423,561.29	2,006,019.77	(417,541.52)
WATER FUND	30	401,896.00	401,896.00	354,562.44	(47,333.56)
TOTAL REVENUES GENERAL & WATER FUNDS		2,825,457.29	2,825,457.29	2,360,582.21	(464,875.08)

EXPENSES

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
GOVERNING BODY	10	152,240.17	152,240.17	111,695.15	40,545.02
ADMINISTRATION	10	430,103.35	430,103.35	409,599.83	20,503.52
PUBLIC BUILDINGS	10	413,391.53	413,391.53	31,641.47	381,750.06
POLICE	10	463,310.00	463,310.00	454,199.28	9,110.72
BUILDING AND ZONING	10	124,660.00	124,660.00	107,525.04	17,134.96
PUBLIC WORKS	10	160,481.79	160,481.79	160,297.80	183.99
STREET	10	533,508.14	533,508.14	534,910.33	(1,402.19)
SANITATION	10	115,462.21	115,462.21	112,600.85	2,861.36
ENVIRON,CONS,REC	10	30,404.10	30,404.10	26,700.23	3,703.87
TOTAL EXPENSES GENERAL FUND		2,423,561.29	2,423,561.29	1,949,169.98	474,391.31

Dept Name	Fund #	Budget	YTD Budget	YTD Exp	Difference
WATER	30	401,896.00	401,896.00	326,438.07	75,457.93
TOTAL EXPENSES WATER FUND		401,896.00	401,896.00	326,438.07	75,457.93

TOTAL EXPENSES GENERAL & WATER FUNDS		\$2,825,457.29	\$2,825,457.29	\$2,275,608.05	\$549,849.24
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GENERAL FUND INCOME/LOSS - YTD	\$56,849.79
WATER FUND INCOME/LOSS - YTD	\$28,124.37
NET INCOME - YTD 2020	\$84,974.16

SPECIAL PROJECTS					
Project	Fund #	Budget	This Month Actual	Amount Spent To Date	% Spent
TOWN HALL	13	2,089,267.67	116,445.69	1,942,695.76	92.98%
PUBLIC WORKS BLDG	14	403,888.86	49,456.52	354,750.21	87.83%
FEMA-GREYBEARD	15	218,232.00	9,596.43	238,359.95	109.22%
FEMA-TEXAS ROAD	16	50,000.00	0.00	38,071.55	76.14%
FEMA-PROVIDENCE TERR	17	21,000.00	0.00	15,683.00	74.68%
FEMA-CALVIN TRAIL	20	30,000.00	0.00	13,490.57	44.97%
FEMA-CULVERT PROJECT	21	39,800.00	0.00	39,274.83	98.68%
FEMA-DEBRIS PROJECTS	22	3,200.00	0.00	0.00	0.00%
FEMA-URBAN FORESTRY 2018	23	10,000.00	0.00	841.28	8.41%
FEMA-URBAN FORESTRY 2019	24	10,114.00	0.00	2,352.41	23.26%
FEMA-MISC	25	15,360.00	0.00	11,290.00	73.50%
LANDCARE	26	750.00	0.00	49.95	6.66%
TOTAL SPECIAL PROJECTS	N/A	\$ 2,891,612.53	\$ 175,498.64	\$ 2,656,859.51	91.88%

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

Meeting Date: 13, 2020

SUBJECT: System for Tracking Public Comment

AGENDA INFORMATION:

Agenda Location: Old Business
Item Number: A
Department: Administration
Contact: Alex Carmichael
Presenter: Alex Carmichael

BRIEF SUMMARY:

In the June 2020 regular meeting, the Commission discussed methods for tracking public comment to ensure that issues were being responded to or followed up with. The Commission directed to Town staff to develop a recommendation and report back. Staff recommends a simple spreadsheet (attached) be used to track public comment and be made part of the monthly reports.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

No motion required,

FUNDING SOURCE:

N/A

ATTACHMENTS:

Public Comment Tracker.

STAFF COMMENTS AND RECOMMENDATIONS:

The spreadsheet would track the meeting date, the name of the person making the comment, the issue being discussed, whether it will be addressed at the Commission level or at the staff level, the resolution and the resolution date. Following each meeting new items that need Commission level response will be sent to the Board. All items will be tracked and reported to the Commission at the following regular meeting.

No motion is necessary. With the consent of the Commission staff will begin using the spreadsheet and will incorporate it into the monthly reports.

[illegible]

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

Meeting Date: 13, 2020

SUBJECT: Server Replacement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: A
Department: Administration
Contact: Alex Carmichael
Presenter: Alex Carmichael

BRIEF SUMMARY:

The Montreat Town Hall currently has a Dell server that is 6.5 years old. The single server functions as a domain controller, a file server, and hosts multiple applications. Though Harris local government backs up the municipal finance software files, there is no complete backup for most of the functions of the server. In the event of a server failure, the server would need to be rebuilt from scratch.

The server is aged out, no longer under warranty, and beginning to malfunction.

The Statement of Work objective is to install a new Lenovo server, replacing the aging Dell server. The new server infrastructure will be configured with two virtual machines, per industry best practice. One virtual machine serves as the domain controller and the second virtual machine will host applications and files.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Move to approve the Statement of Work- Server Replacement from Electronic Office in the amount of \$12,260.06.

FUNDING SOURCE:

10-00-4200-321

ATTACHMENTS:

Statement of Work – Server Replacement

STAFF COMMENTS AND RECOMMENDATIONS:

Staff recommends approval of the Statement of Work- Server Replacement from Electronic Office. This project is fully funded in the operating budget.



1400 Sweeten Creek Road - Asheville, North Carolina 28803
Phone: 828-274-1196 - Fax: 828-274-4048

QUOTE

Date	Quote #
07/13/20	AAAQ33897-05

Sold To: Town of Montreat
Alex Carmichael
97 Rainbow Terrace
P.O. Box 423
Montreat NC 28757
Phone: (828) 669-8002
Fax: (828) 669-3810

Ship To: Town of Montreat
Alex Carmichael
97 Rainbow Terrace
P.O. Box 423
Montreat NC 28757
Phone: (828) 669-8002
Fax: (828) 669-3810

Town of Montreat-446386-Server Replacement

Terms	Rep	P.O. Number	Ship Via
	emackiewicz		

Qty	Description	Unit Price	Ext. Price
<i>Server Hardware</i>			
1	Lenovo ThinkSystem SR630 Server - Xeon Silver 4208 - 16 GB RAM HDD SSD	\$1,541.00	\$1,541.00
1	Lenovo 16GB TruDDR4 Memory Module	\$161.00	\$161.00
1	Lenovo ThinkSystem SR630 8-Bay Backplane Kit	\$136.00	\$136.00
1	Lenovo ThinkSystem RAID 2GB Flash PCIe Adapter	\$571.00	\$571.00
4	Lenovo 5200 480 GB Solid State Drive - 2.5" Internal - SATA - Hot Swappable	\$230.00	\$920.00
1	Lenovo ThinkSystem M.2 with Mirroring Enablement Kit	\$102.00	\$102.00
2	Lenovo 128 GB Solid State Drive - M.2 Internal - SATA	\$103.00	\$206.00
1	Lenovo ThinkSystem 1Gb 4-Port RJ45 LOM - PCI - 4 Port(s)	\$68.00	\$68.00
1	Lenovo ThinkSystem 750W (230/115V) Platinum Hot-Swap Power Supply	\$183.00	\$183.00
2	Tripp Lite 6ft Computer Power Cord Cable	\$5.00	\$10.00
SubTotal			\$3,898.00

TERMS AND CONDITIONS

This quote is valid for 15 days from the date issued and is subject to availability. All pricing is subject to change. Orders paid by Credit Card will incur a 3% processing fee. No specific warranties, other than manufacturer's individual warranties, express or implied, are granted. Projects and Special Orders will require a specific Payment Schedule as detailed on the Quote. Companies with specific terms that have accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in the Managed Services Agreement. Orders from Companies without prearranged financing or terms shall require a deposit, and balance is due Net Payable upon delivery.

Qty	Description	Unit Price	Ext. Price
<i>Server Licensing and Extended Support</i>			
8	Microsoft Windows Server 2019 Standard - 2 Core - Open License for Government	\$99.00	\$792.00
10	Microsoft Windows Server 2019 - 1 User CAL - Volume - Open License for Government	\$28.00	\$280.00
1	Lenovo Essential Service- 3 Year Extended - 24 x 7 x 4 Hour	\$1,388.00	\$1,388.00
SubTotal			\$2,460.00
Running SubTotal			\$6,358.00
1	Installation and Configuration Services	\$5,100.00	\$5,100.00

SubTotal	\$11,458.00
Sales Tax	\$802.06
Shipping	\$0.00
Total	\$12,260.06

****PAYMENT SCHEDULE****

Product Total: \$6,803.06 50% = \$3,401.53
Service Total: \$5,457.00 50% = \$2,728.50

\$6,130.03 Total Due upon acceptance
\$3,401.53 Total Due upon delivery of product
\$2,728.50 Total Due Net 15 Days upon completion

****ACCEPTANCE****

By: _____
Name: _____
Title: _____
Date: _____

TERMS AND CONDITIONS

This quote is valid for 15 days from the date issued and is subject to availability. All pricing is subject to change. Orders paid by Credit Card will incur a 3% processing fee. No specific warranties, other than manufacturer's individual warranties, express or implied, are granted. Projects and Special Orders will require a specific Payment Schedule as detailed on the Quote. Companies with specific terms that have accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in the Managed Services Agreement. Orders from Companies without prearranged financing or terms shall require a deposit, and balance is due Net Payable upon delivery.



Statement of Work | Server Replacement

Prepared for:

Town of Montreat

**97 Rainbow Terrace
Montreat, NC 28757**

July 13, 2020

Table of Contents

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July 13, 2020- I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

Project Background & Objective

Background

Town of Montreat currently has a Dell server that is approximately 6.5 years old. The single server functions as a domain controller, a file server, and hosts multiple applications. Harris Local Government backs up the Town's applications and some user files. There is currently no complete backup solution for this server.

Objective

The objective of this project is to install a new Lenovo server, replacing the aging Dell server. The new server infrastructure will be configured with two virtual machines, per industry best practice. One virtual machine serves as the Domain Controller and the second virtual machine will host applications and files. This project will include working with Harris Local Government, assisting in migrating their software to the new application server.

Risks

1. Due to hardware shortages surrounding COVID-19, vendor prices are rapidly fluctuating. Electronic Office has no control over these fluctuations, and it is possible a Change Request would be needed to accommodate an unexpected price change. We will do everything in our power to try and avoid this for all involved.
2. In the event of server failure during this project, there is currently no complete backup of the existing server. If server failure did occur, in the event server failure occurs, the server would then need to be rebuilt from scratch. This will result in more hours associated with the project.

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Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment:
Left + Aligned at: 0.25" + Indent at: 0.5"

July 13, 2020, I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

require additional labor and will result in a Change Request being drafted.

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July 13, 2020- I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

Project Scope & Client Responsibilities

Scope of Work

The Parties agree the following scope has been identified during our meetings and interviews, and in consideration the Contractor shall perform these specific tasks to meet the objectives listed:

Configure and Install Server

Create New Virtual Machines

Software Migration

Assumptions

The Statement of Work was based upon the following assumptions.

1. Harris Local Government will be responsible for the migration of their software, but Electronic Office will be assisting as needed.

Client Responsibilities

The Client agrees to perform the following within timelines necessary to meet the objectives listed:

1. Client will allow appropriate access to building and server room to complete the project
2. Client will allow for appropriate downtime as necessary to complete the project.

July 13, 2020-| I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

Change Control, Adverse Conditions, & Unaccounted Items

Change Control Procedure

The following process will be followed if a change to this SOW is required:

Additional tasks or activities outside the scope of this Statement of Work ("SOW"), but related to the project, will be accommodated by a billable Change Request ("CR").

- A Change Request ("CR") will be the method for requesting a change to the SOW. The CR will describe the change, the rationale for the change, the impact on the implementation timeline, and the impact on the overall cost of this project. Both EO and Client may initiate a CR.
- A written CR must be signed by both the client and Electronic Office to authorize implementation of the CR.

Adverse Conditions and Unaccounted Items

This project has been designed based upon the information provided by the client. In some cases, we may have not been privy to critical information pertaining to the successful implementation of this project, which may impact the results or create the need for a Change Request.

- Software licensing, server data consumption, and internal network performance have not been fully validated prior to the creation of this Statement of Work due to lack of access.
- Software and hardware do not always act as advertised by the manufacturer in every environment. EO does not extend technical support beyond that offered by the manufacturer or publisher.
- EO will assist with the provisioning of services from the Telco companies but is in no way responsible for problems associated with the ordering or provisioning of services supplied by the Telco company.
- We have not substantiated the network compatibility of any existing and planned applications and make no warranties. Some applications may require an upgrade to newer revisions to run properly.
- Proper power and line conditioning is essential to health and reliability of the network system. It is up to the client and the building owner to be certain the environment is free of "dirty" power, electro-magnetic interference and other disruptive forces.
- Proper ventilation and operating temperatures are essential to health and reliability of the network system. It is the responsibility of the client to make sure hardware and other components are operated within normal operating temperatures.

July 13, 2020; I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

Price, Payment, & Completion Criteria

Price & Payment

The fixed price for performance of this SOW is **\$5,100.00** (plus tax). The payment terms are 50% upon execution of the agreement and 50% upon completion of the project. Payment for larger projects will be based on a schedule of milestone events. In no event shall Client defer payment, or make partial payment as a result of implementation delays caused by Client, Client's agents, or third parties not under control of The Electronic Office of Asheville, Inc. ("EO").

Completion Criteria

Electronic Office shall have fulfilled its obligations when the following occurs:

- All items listed in the 'Scope of Work' of this SOW are completed.
- Client has tested and signed off that all items listed in the 'Scope of Work' of this SOW are completed.

Project Closure

After delivery and installation of the goods, services, software, and equipment to be provided by Electronic Office pursuant to this Statement of Work, Client shall have a commercially reasonable period of time to utilize the goods, services, software and equipment to determine whether the same are performing in accordance with specifications prior to acceptance of the same (the "Acceptance Testing Period"). However, in no event shall the Acceptance Testing Period extend beyond thirty (30) days after the First Productive Use of the goods, services, software and equipment. For these purposes, First Productive Use shall occur only after the effective "go live" date has occurred, and the hardware/software is in use, performing substantially in accord with the product specifications.

July 13, 2020; I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

Approval

Limitation of Liability

In no event shall EO be liable for any indirect, special, or consequential damages or lost profits, arising out of or relating to this agreement or the performance or breach thereof, including loss of or damage to data, even if EO has been advised of the possibility thereof. EO's liability to Client hereunder, if any, shall in no event exceed the total of the amounts paid to EO for the product or work invoiced which is alleged to have caused damages.

Project Acceptance

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Town of Montreat

The Electronic Office of Asheville

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

July 13, 2020; I HEREBY ACKNOWLEDGE THE AFOREMENTIONED RESPONSIBILITIES NOTED HEREIN AND AGREE TO ADHERE TO THEM.
CLIENT INITIALS _____

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

Meeting Date: 13, 2020

SUBJECT: Technical Service Assistance Contract – Land of Sky

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: B
Department: Buildings and Zoning
Contact: Alex Carmichael
Presenter: Alex Carmichael

BRIEF SUMMARY:

The attached contract is a renewal of the Planning and Zoning administration contract between the Land of Sky Council of Governments and the Town of Montreat. The contract provides for three days a week of work or 1,248 hours per year. The contract holds the same rate steady as the previous year, totaling \$54,810.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Move to approve the Technical Service Assistance Contract between the Land of Sky Council of Governments and the Town of Montreat in the amount of \$54,810.

FUNDING SOURCE:

10-20-5400-452

ATTACHMENTS:

Technical Service Assistance Contract

STAFF COMMENTS AND RECOMMENDATIONS:

This renewal contract is fully funded in the operating budget. Staff recommends approving the Technical Services Assistance contract as presented.



Contract No. _____

AGREEMENT BETWEEN
LAND OF SKY REGIONAL COUNCIL
and
TOWN OF MONTREAT
for the provision of
Technical Service Assistance

July 1, 2020 through June 30, 2021

This **AGREEMENT**, entered into on the _____ 2020, by and between the Land of Sky Regional Council of Governments (hereinafter referred to as the "Council") and the Town of Montreat, North Carolina (hereinafter referred to as the "Local Government"); **WITNESSETH THAT:**

WHEREAS, the Council is empowered to provide technical assistance by the North Carolina General Statutes and by resolution passed by the Council on April 17, 1972. Technical assistance shall consist of the provisions of services as described in Attachment A, which is herein made part of this Contract;

WHEREAS, the Local Government has requested the Council to provide such technical assistance to the Local Government and;

WHEREAS, the Council desires to cooperate with the Local Government in every way possible to the end that the proposed activities are carried out in an efficient and professional manner;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Personnel**

That during the period of this Contract, the Council will furnish the necessary trained personnel to the Local Government for 24 hours per week.

2. **Compensation**

That for the purpose of providing funds for carrying out this Contract, the Local Government will pay the Council a fee of no more than \$54,810.00 annually (fifty-four thousand, eight hundred and ten dollars). These fees will be billed in twelve equal monthly payments of \$4,567.50 (four thousand, five hundred and sixty-seven dollars) during the period noted in Section 5.

3. **Travel/Printing**

The Local Government will pay for additional expenses related to conferences, conventions, seminars, local travel, etc. of the personnel when the Local Government requests or approves travel related to the Local Government's planning program, or if it is beneficial to both parties, the costs will be shared on an agreed-upon ratio. The Local Government will also pay for expenses related to printing of report(s), mailings to advisory boards, and other costs not related to normal staffing costs associated with personnel furnished by the Council. The contract budget does not include travel for conferences or other purposes that may arise.

Land of Sky Regional Council will pay for expenses related to training, certifications, and educational opportunities as approved and of benefit to the region, council and staff.

4. **Termination/Modifications**

The Local Government or Council may terminate the contract by giving a thirty-day written notice to the other entity. Furthermore, if there is a need to amend the proposal outlined in Attachment A, either party may do so with the written consent of the other.

5. **Time of Performance**

The Council shall ensure that all services required herein shall be completed and all required reports, maps, and documents submitted during the period beginning July 1, 2020 and ending June 30, 2021.

6. **Changes**

The Local Government may from time to time request changes in the scope of work or services to be performed by the Council hereunder. Such changes, including any increases or decreases in the Council's compensation, which are mutually agreed upon by and between the Local Government and Council, shall be incorporated as written amendments to the Contract.

7. **Interest of Members, Officers, or Employees of the Council, Members of the Local Government, or Other Public Officials**

No member, officer, or employee of the Council or its agents; no member of the governing body of the locality in which the program is situated; and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his or her tenure or for one year thereafter, shall have any financial interests, either direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Agreement. Immediate family members of said members, officers, employees, and officials are similarly barred from having any financial interests in the program. The Council shall incorporate, or cause to be incorporated, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purpose of this section.

8. **Nondiscrimination Clause**

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination with any program or activity funded in whole or in part with funds available under the Housing and Development Act of 1974, Section 109.

9. **Age Discrimination Act of 1975, as amended**

No qualified person shall on the basis age be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives benefits from federal financial assistance.

10. **Section 504, Rehabilitation Act of 1973, as amended**

No qualified handicapped person shall, on the basis of handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

11. **E-Verify Provision**

Pursuant to G.S. 143-48.5 and G.S. 147-33.95(g), the undersigned hereby certifies that the Contractor named below, and the Contractor's subcontractors, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. E-Verify System Link: www.uscis.gov

Town of Montreat

Land of Sky Regional Council

By: _____

By: _____

Title: Town Administrator

Title: Executive Director

Date: _____

Date: _____

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

_____, Finance Officer Date _____

ATTACHMENT A

TOWN OF MONTREAT
TECHNICAL PLANNING ASSISTANCE

WORK PROGRAM / BUDGET

The following work program and budget are presented as descriptive of the work and dollar amounts called for in the agreement concerning planning activities by the Land of Sky Regional Council of Governments for the Town of Montreat. The product(s) of the planning activities shall be:

WORK PROGRAM

1. Code Administration

Assistance in the administration of the Town's Code Enforcement, Zoning Ordinance and Subdivision Regulations will be provided. Planning advice and staff memoranda and recommendations will be provided to the Town Council, Town Administrator, Attorney, Planning Board, and Board of Adjustment. Some examples of duties include staff administration of zoning permits, rezoning applications and hearings, Board of Adjustment applications and hearings, site plan reviews, and subdivision reviews.

2. Other Duties as Directed by Town Administrator

It is understood that priority changes and/or substitutions may be made by the Town Administrator as needed to include work in such areas as floodplains, extraterritorial zoning, or other planning-related topics, not to exceed the dollar/time/travel amount of this contract.

Montreat FY21 Proposed

Total needed for Planner/Zoning	SFI		Hours/year		\$ per hour	
	\$	91,350	2080	\$	43.92	
						40
	hrs/week	hrs/month	\$ per month	Hrs / year	Annual total	Comments
Montreat (at cost for hourly rate)	24	104	\$ 4,567.50	1,248	\$ 54,810	*this is current amount of FY20 contract

*does not include travel, training, certifications