

AGENDA

CITY OF HENDERSONVILLE CITY COUNCIL – REGULAR MEETING

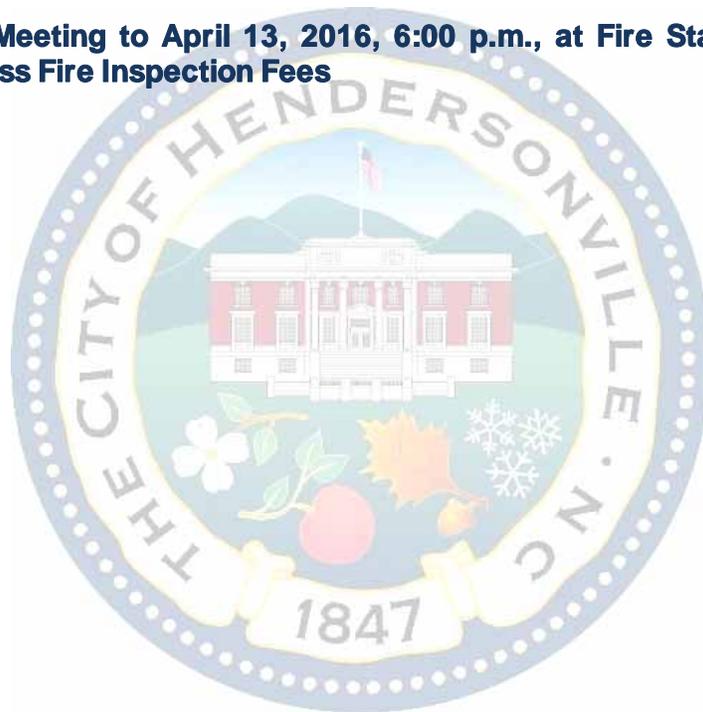
APRIL 7, 2016 – 5:45 P.M.

Assembly Room – Operations Center

1. **Call to Order**
2. **Invocation and Pledge of Allegiance**
3. **Public Comment Time:** *Up to 15 minutes is reserved for comments from the public for items not listed on the agenda*
4. **Consideration of Agenda**
5. **Consideration of Consent Agenda:** *These items are considered routine, noncontroversial in nature and are considered and approved by a single motion and vote.*
 - A. **Consideration of Minutes:**
 - i. **March 3, 2016 Regular Meeting**
 - ii. **February 12, 2016 Special Meeting**
 - B. **Consideration of Budget Amendment: NCDOT Reimbursement for Utility Relocation**
 - C. **Consideration of Personnel Amendments:**
 - i. **Pay Grade for Deputy Fire Chief Position**
 - ii. **Create Senior Planner Position and Eliminate Planning Director Position**
 - D. **Consideration of Contract with new Financial Audit Firm**
 - E. **Consideration of an Amendment to the Fee Schedule for Patton Pool Passes**
 - F. **Consideration of a Resolution Authorizing the Tax Collector to Make Adjustments for Underpayments or Overpayments and to Set a Minimum Billing Amount**
 - G. **Consideration of Easement Agreement with LaMond Properties, LLC, for Certain Tracts in the Azalea Parking Lot**
 - H. **Consideration of Adoption of Mission and Value Statements and Next Steps for Hendersonville Water and Sewer**

- I. **Consideration of a Resolution Authorizing the Application for a NC Department of Environmental Quality Division of Water Infrastructure SRF Loan to Fund a Multi-Area Streambank Restoration Project**
- J. **Consideration of a Resolution Authorizing the Application for a NC Department of Environmental Quality Division of Water Infrastructure Grant to Fund a Sanitary Sewer Asset Inventory and Assessment (Master Plan) Project**
- K. **Consideration of a Waterline Extension Agreement for extended service within the High Vista Community**
6. **Recognition – Proclamation for Week of the Young Child**
Presenter: Mayor Barbara Volk
7. **Presentation of Ninth Avenue Circulation Study by Kimley-Horn and Associates**
Presenter: City Manager John Connet
8. **Public Hearing – Consideration of Applications from Henderson County for the Rezoning of Two Parcels located on N. Oak Street Across from the Joint Health Education Center from R-6 High Density Residential to MIC Medical, Institutional, Cultural**
Presenter: Senior Planner Dave Hazzard
9. **Quasi-Judicial Public Hearing – Consideration of an Application from Flatiron Group, Inc. for a Special Use Permit for Lakewood Terrace: to Construct Five Apartment Buildings Consisting of 80 Residential Units, a Community Building, Associated Drives and Parking on an Eight-acre Parcel Located off of Lakewood Road, and to Rezone a Portion of this Parcel to Planned Residential Development**
Presenter: Senior Planner Dave Hazzard
10. **Consideration of Request from Ms. Cheria Duncan for the Waiving of System Development Charges**
Presenter: City Manager John Connet
11. **Consideration of Parking Permit Program and Rates**
Presenter: Downtown Economic Development Director Lew Holloway
12. **Consideration of a Resolution Requesting the General Assembly To Amend Section 3.4 of the Hendersonville City Charter Respecting the Change in Compensation for Mayor and Council Members**
Presenter: City Manager John Connet
13. **Consideration of a Proposal from Vannoy Construction (through their contract with Henderson County) to widen N. Oak Street, Replace Utility Lines, and Consideration of the Associated Budget Amendment and Capital project Ordinance**
Presenter: Engineering Director Brent Detwiler
14. **Comments from Mayor and City Council Members**

- 15. Reports from Staff**
 - A. Report on Contingencies
 - B. Report on Investments
 - C. Reminder of Upcoming Special Meeting of the Council: May 6, 2016, 8:00 a.m., City Hall, for review of the proposed budget for Fiscal Year 2016-17
- 16. Boards and Commissions: Consideration of (Re)Appointments, Announcement of Upcoming Vacancies**
- 17. New Business**
- 18. Staff Request for Closed Session**
- 19. Continue the Meeting to April 13, 2016, 6:00 p.m., at Fire Station II, 632 Sugarloaf Road, to Discuss Fire Inspection Fees**





CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Brian Pahle

Department: Admin

Date Submitted: 03/24/16

Presenter: Brian Pahle

Date of Council Meeting to consider this item: 04/07/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 05b

Budget Amendments (1)
NCDOT Reimbursement | Water & Sewer Fund | Increase \$262,396

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? ^{N/A} If no, describe how it will be funded.

Fund 60 | Increase \$262,396

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the attached budget amendment(s).

Attachments:
See below...

BUDGET AMENDMENT

FUND: 60

ACCOUNT NUMBER		DESCRIPTION OF ACCOUNT	INCREASE	DECREASE
ORG	OBJECT			
607126	559900	Capital Outlay Other Improvements	262,396.00	
600090	499200	Fund Balance Appropriation	262,396.00	
		TOTALS IN BALANCE	\$ 524,792.00	\$ -

NCDOT Reimbursement for utility relocation. The NCDOT when working on a NCDOT project would need to relocate municipal assets during there project and they bill the municipality for relocating the City's assets. The pace at which NCDOT requests these reimbursements is unknown and varies greatly. This is for a second installment of reimbursement associated with the Upward Rd. Project. In the future, we will budget these costs and and expend them (on the books) as if we have already paid it even though NCDOT has not requested reimbursement yet. When they do we will not be hit with a surprise expenditure and Finance will complete the payment.



 CITY MANAGER

Date: 4/7/2016

APPROVED BY CITY COUNCIL: _____ DATE: 4/7/2016



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Joseph Vindigni

Department: Fire

Date Submitted: March 16, 2016

Presenter: Joseph Vindigni

Date of Council Meeting to consider this item: April 7, 2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 05ci

The Deputy Fire Chief Position is classified as a Grade 18 which is only one pay grade above a Fire Marshal and six pay grades below the Fire Chief. This is not consistent with other positions within the City. We would request that the Deputy Fire Chief position be assigned to the grade 20 salary range. This would put this position in the same grade as the Assistant Police Chief, Assistant Public Works Director, Zoning Administrator, and the Tech & Metering Manager.

Budget Impact: \$0 _____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to transition the Deputy Fire Chief position from a grade 18 in the pay scale to a grade 20 in the pay scale.

Attachments:



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Jennifer Harrell

Department: Admin

Date Submitted: 03/29/16

Presenter: Jennifer Harrell

Date of Council Meeting to consider this item: 04/07/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 05cii

The City Manager is requesting the reclassification of the Planning Director, grade 24, position (currently vacant and will not be filled) to a Senior Planner, grade 17, position. After the merging of the Planning and Zoning Departments there is no longer a need for two director positions. The Development Assistance Director position will remain as the head position of that department. The Planning Director job description will be eliminated, and the new Senior Planner job description is attached. The Position Allocation to Salary Range will be adjusted accordingly.

Budget Impact: \$0 _____ Is this expenditure approved in the current fiscal year budget? ^{N/A} If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the recommended position changes as presented.

Attachments:

See below

TO BE REMOVED

PLANNING DIRECTOR

General Statement of Duties

Performs difficult professional and administrative planning work for the City.

Distinguishing Features of the Class

An employee in this class plans, organizes and reviews the planning activities including current and long range planning programs involving physical, economic and social future of the City. Work involves professional planner responsibilities in the formation, installation, modification and improvement of the City's growth and development. Duties include staffing and consulting with boards and committees on development issues in the City including zoning, economic development, community appearance, and related issues. Work involves coordination with a variety of other local and state jurisdictions and agencies and considerable knowledge of the planning field and local ordinances, and extensive public contact skills. Work is performed in an office environment under the general supervision of the Development Assistance Director and is evaluated through conferences, reports, and progress on planning issues and projects.

Duties and Responsibilities

Essential Duties and Tasks

Plans and organizes project activities; establishes goals and objectives; recommends and administers policies and procedures.

Provides advice to the Development Assistance Director, City Manager, Board, and various appointed committees; deals with the public on controversial issues.

Researches, writes and recommends ordinances related to zoning, subdivision regulations, appearance, economic development, park and open space development, noise, and other growth and development issues.

Serves as technical support to the Planning Board, Board of Adjustment, other City departments, and civic groups on planning, zoning, and related matters.

Confers with engineers, developers, architects, a variety of agencies and the general public in obtaining information and coordinating planning matters; coordinates activities with County and surrounding jurisdictions; participates in plan review process.

Conducts special studies; researches complex planning problems; prepares a variety of comprehensive reports.

Responds to and resolves difficult citizens' inquiries and complaints regarding planning matters.

Coordinates development review process with various departments, developers and contractors.

Trains and provides performance coaching, to assigned staff.

Processes street closing and annexation petitions; prepares documents for annexation processes and procedures.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of planning, land use, and zoning related to long range planning, current planning, and the comprehensive planning process.

Considerable knowledge of computer applications related to GIS, planning, data base and statistical analysis.

Working knowledge of the laws and regulations in building inspections and local code enforcement.

Skill in collaborative conflict resolution.

Skill in working with committees, tasks forces, and other groups and in public presentation.

Ability to organize work, set and follow effective priorities, and coordinate work with others to obtain desired outcomes.

Ability to communicate effectively in oral and written forms; to interpret planning, zoning and building inspection policies to officials and the general public.

Demonstrated ability to analyze and systematically compile technical and statistical information, and to prepare technical reports.

Demonstrated ability to evaluate the feasibility of planning alternatives in relation to trends, costs and social pressures and needs.

Ability to establish and maintain effective working relationships with contractors, developers, property owners, other City staff, officials, and the general public.

Physical Requirements

Must be able to perform the basic life operational skills of fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift or move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, do extensive reading, and perform visual inspections.

Desirable Education and Experience

Graduation from a four year college or university with a major in planning, geography, landscape architecture, or related field and considerable experience in municipal, county or regional planning; or an equivalent combination of education and experience. Master's degree in urban planning preferred.

Special Requirements

Possession of a valid North Carolina driver's license.

Prefer certification or ability to obtain from the American Institute of Certified Planners.

SENIOR PLANNER

General Statement of Duties

Performs advanced professional planning, research, and analysis in the City Development Assistance Department to ensure the orderly growth of the City and efficient administration of City resources.

Distinguishing Features of the Class

An employee in this class performs planning work that provides coordinated guidance and regulation of the growth and development of the City. Work involves leading the detailed review and analysis of applications for site plan approval, special use permits, certificates of appropriateness, planned developments, landscape plans, map amendments, text amendments, subdivisions and related plans/documents. Assists property owners, developers and citizens; conducts research and studies for zoning, annexation and other issues; develops various types of maps using GIS software; develops publications using City software and provides staff assistance to advisory boards and the public; provides planning consultation to other City departments. Work involves providing technical guidance with considerable public contact on issues requiring judgment, firmness, and tact. The role also includes developing a favorable relationship between the City and the community. Work is performed under the general supervision of the Development Assistance Director and is evaluated through periodic performance reviews.

Duties and Responsibilities

Essential Duties and Tasks

Reviews development plans for compliance with adopted plans and policies; researches and prepares staff reports for council, board member and commissioner consideration; provides guidance to architects, builders, attorneys, contractors, engineers and the general public on the consistency of their interests with City land use regulations; conducts on site visits and inspections.

Creates high quality cartographic materials to be used by city staff, elected officials, board members, commissioners and the public.

Maintains the official City of Hendersonville GIS data sets and maps, such as but not limited to the city limits, extraterritorial jurisdictional boundary and zoning districts.

Serves as staff coordinator or City liaison when deemed appropriate by the Development Assistance Director.

Participates in public meetings, hearings and various presentations; represents City at selected public meetings; makes presentations as appropriate; explains recommendations and planning work required.

Researches and prepares planning elements necessary for decisions by management, council, boards or commissions regarding land use, historic preservation, zoning, housing, and environmental impact.

Provides research and input into the development of ordinances, policies, procedures and publications for the City and the department; drafts ordinances, plans and publications.

Prepares forms, correspondence, reports, presentations, and other written materials.

Assists with grant applications and proposals.

Assists the Development Assistance Director in planning activities with federal, state, city, county and private agencies.

Develops, coordinates and recommends a variety of special and continuing plans related to the growth, development and redevelopment of the City.

Assists in the preparation of budget estimates for the department.

Serves as staff to City Council and Planning Board as directed; serves supervisory responsibilities in the absence of the Development Assistance Director.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of the principles and practices of community and economic development and public sector planning.

Knowledge of governmental laws, programs, and services pertinent to the community and economic development and planning processes.

Knowledge of the environmental and socio-economic implications of the planning process.

Knowledge of the City's zoning, land use, and other ordinances and codes.

Knowledge of grants and grant administration.

Skill in the collection, analysis, and presentation of technical data and planning recommendations.

Skilled in database development and management.

Ability to establish and maintain effective working relationships with community groups, federal, state, regional, and City officials, and the general public.

Ability to prepare comprehensive reports and studies.

Ability to prepare high quality cartographic maps using GIS software.

Ability to express ideas effectively in oral and written forms.

Ability to use and adapt to technology.

Ability to provide leadership to committees and staff, build consensus, and work collaboratively with developers, City officials, and the community regarding development.

Physical Requirements

Must be able to perform the basic physical life operational functions of reaching, crouching, standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects.

Must possess the visual acuity to examine and work with maps, operate a computer, inspect sites regarding planning issues, and do extensive reading.

Desirable Education and Experience

Graduation from an accredited college or university with a Master's degree in planning, public administration, geography, environment, landscape architecture, or a related field and 2 years professional experience in public sector planning; or an equivalent combination of education and experience. The ideal candidate must have strong analytical and graphic presentation skills, report writing and preparation, and project organizational skills along with excellent computer skills including Word, Excel, PowerPoint, ArcGIS 10.

Hendersonville
2016

City of Hendersonville

Position Allocation to Salary Range

<i>GRADE</i>	<i>HIRING RATE</i>	<i>MIN</i>	<i>MID</i>	<i>MAX</i>	<i>Position</i>
1	20,554.51	21,582.24	27,267.19	31,278.62	
2	21,585.53	22,664.81	27,214.78	32,844.04	
3	22,662.66	23,795.79	28,572.72	34,482.78	
4	23,794.27	24,983.99	30,000.34	36,206.40	Street Maintenance Worker I Environmental Services Worker Recycle Worker Property Maintenance Worker
5	24,985.61	26,234.89	31,501.82	38,018.03	Street Maintenance Worker II Meter Reader Environmental Services Worker II Office Assistant
6	26,235.62	27,547.41	33,077.70	39,919.77	Line Maintenance Mechanic Equipment Service Attendent Field Customer Service Specialist
7	27,546.41	28,923.73	34,731.11	41,915.81	Meter Maintenance Mechanic Administrative Support Specialist Customer Services Specialist Equipment Operator Police Support Specialist
8	28,924.26	30,370.47	36,467.82	44,011.39	Facility Maintenance Mechanic Police Telecommunicator Property Maintenance Crewleader Traffic Enforcement Officer Utility Locations Specialist Warehouse Specialist Senior Line Maintenance Mechanic Sr. Police Support Specialist Treatment Plant Operator I
9	30,370.21	31,888.72	38,293.07	46,215.94	Accounting Technician Building Maintenance Technician Equipment Mechanic Firefighter/EMT Lead Telecommunicator

City of Hendersonville

Position Allocation to Salary Range

<i>GRADE</i>	<i>HIRING RATE</i>	<i>MIN</i>	<i>MID</i>	<i>MAX</i>	<i>Position</i>
10	31,888.45	33,482.88	40,204.24	48,520.03	Street Maintenance Crewleader
					Police Officer
					Parking Services Supervisor
					Senior Administrative Support Specialist
					Senior Accounting Technician
					Senior Facility Maintenance Mechanic
					Traffic Control Technician
					Utility Operations Support Specialist
					City Tax Collector
					Telecommunications Supervisor
					Environmental Services Crew Leader
Treatment Plant Operator II					
11	33,483.19	35,157.35	42,215.48	50,947.76	Equipment Services Specialist
					Fire Engineer
					Line Maintenance Crewleader
					Zoning Code Enforcement Officer
					Property Maintenance Supervisor
					Inflow & Infiltration Technician
					Leak Detection Technician
					Traffic Control Supervisor
					Public Information Officer
Promotions Coordinator					
12	35,156.52	36,914.34	44,315.25	53,494.94	Utility Operations Support Supervisor
					Police Detective
					Laboratory Technician
					Environmental Services Coordinator
					Budget & Management Analyst
					Payroll Benefits Coordinator
Treatment Plant Operator III					
13	36,916.80	38,762.64	46,544.42	56,172.05	Administrative Aide
					Building Maintenance Supervisor
					Fire Lieutenant
					Human Resources Coordinator
					Deputy Fire Marshal
					Fleet Maintenance Superintendent
					Meter Services Supervisor
					Police Sergeant
					Environmental Services Supervisor
					Street Maintenance Supervisor
GIS Analyst					
14	38,763.01	40,701.16	48,870.52	58,978.03	Collections & Distribution Systems Supervisor
					Police Communications & Technology Manager
					Laboratory Supervisor
					Treatment Plant Supervisor
					Quality Excellence Coordinator
					Paralegal

City of Hendersonville

Position Allocation to Salary Range

<i>GRADE</i>	<i>HIRING RATE</i>	<i>MIN</i>	<i>MID</i>	<i>MAX</i>	<i>Position</i>
15	40,698.28	42,733.19	51,314.49	61,930.70	Fire Captain
					Assistant to City Manager
					Investigations Lieutenant
					Police Lieutenant
					Planner
					Facility Maintenance Superintendent
					Accountant
					Engineering Technician
					Construction Inspector
16	42,734.13	44,870.84	53,879.48	65,024.83	Electrical and Instruction Technician
					City Clerk
					Main Street / Economic Development Director
17	44,869.53	47,113.01	56,572.30	68,275.07	Fire Marshal
					Treatment Plant Superintendent
					Senior Accounting Supervisor
					Revenue Accounting Supervisor
					Senior Planner
18	47,113.90	49,469.59	59,402.91	71,691.92	Assistant Finance Director
					Police Captain
19	49,471.43	51,945.00	62,372.35	75,273.27	
20	51,943.16	54,540.32	65,489.52	79,035.88	Assistant Police Chief
					Assistant Public Works Director
					Deputy Fire Chief
					Zoning Administrator
					Technology and Metering Manager
21	54,540.64	57,267.67	68,766.49	82,992.34	Civil Engineer
					GIS Administrator
					Utilities Engineer
22	57,265.94	60,129.24	72,202.72	87,139.49	Assistant Utilities Director
					Human Resources Director
23	58,978.03	61,926.93	75,237.64	91,497.25	Information Technology Director
					Downtown Economic Development Director

City of Hendersonville

Position Allocation to Salary Range

GRADE	HIRING RATE	MIN	MID	MAX	Position
24	63,136.71	66,293.54	79,604.83	96,072.95	Finance Director
					Planning Director
					Public Works Director
					Police Chief
					Fire Chief
					City Engineer
					Development Assistance Director
25	66,296.84	69,611.69	83,585.39	100,873.93	
26	69,612.05	73,092.66	87,767.64	105,923.23	Utilities Director

Below is a summary of the grades and scale:

GRADE	HIRING RATE	MIN	MID	MAX
1	\$ 20,554.51	\$ 21,582.24	\$ 27,267.19	\$ 31,278.62
2	\$ 21,585.53	\$ 22,664.81	\$ 27,214.78	\$ 32,844.04
3	\$ 22,662.66	\$ 23,795.79	\$ 28,572.72	\$ 34,482.78
4	\$ 23,794.27	\$ 24,983.99	\$ 30,000.34	\$ 36,206.40
5	\$ 24,985.61	\$ 26,234.89	\$ 31,501.82	\$ 38,018.03
6	\$ 26,235.62	\$ 27,547.41	\$ 33,077.70	\$ 39,919.77
7	\$ 27,546.41	\$ 28,923.73	\$ 34,731.11	\$ 41,915.81
8	\$ 28,924.26	\$ 30,370.47	\$ 36,467.82	\$ 44,011.39
9	\$ 30,370.21	\$ 31,888.72	\$ 38,293.07	\$ 46,215.94
10	\$ 31,888.45	\$ 33,482.88	\$ 40,204.24	\$ 48,520.03
11	\$ 33,483.19	\$ 35,157.35	\$ 42,215.48	\$ 50,947.76
12	\$ 35,156.52	\$ 36,914.34	\$ 44,315.25	\$ 53,494.94
13	\$ 36,916.80	\$ 38,762.64	\$ 46,544.42	\$ 56,172.05
14	\$ 38,763.01	\$ 40,701.16	\$ 48,870.52	\$ 58,978.03
15	\$ 40,698.28	\$ 42,733.19	\$ 51,314.49	\$ 61,930.70
16	\$ 42,734.13	\$ 44,870.84	\$ 53,879.48	\$ 65,024.83
17	\$ 44,869.53	\$ 47,113.01	\$ 56,572.30	\$ 68,275.07
18	\$ 47,113.90	\$ 49,469.59	\$ 59,402.91	\$ 71,691.92
19	\$ 49,471.43	\$ 51,945.00	\$ 62,372.35	\$ 75,273.27
20	\$ 51,943.16	\$ 54,540.32	\$ 65,489.52	\$ 79,035.88
21	\$ 54,540.64	\$ 57,267.67	\$ 68,766.49	\$ 82,992.34
22	\$ 57,265.94	\$ 60,129.24	\$ 72,202.72	\$ 87,139.49
23	\$ 58,978.03	\$ 61,926.93	\$ 75,237.64	\$ 91,497.25
24	\$ 63,136.71	\$ 66,293.54	\$ 79,604.83	\$ 96,072.95
25	\$ 66,296.84	\$ 69,611.69	\$ 83,585.39	\$100,873.93
26	\$ 69,612.05	\$ 73,092.66	\$ 87,767.64	\$105,923.23



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Lisa White

Department: Finance

Date Submitted: 3-29-16

Presenter: Lisa White

Date of Council Meeting to consider this item: April 7, 2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 05d

The (GFOA) recommends auditor rotation at least every 5 years, per their best practices guidelines: "Governmental entities should undertake a full-scale competitive process for the selection of independent auditors at the end of the term of each audit contract". The City has used Carland for over 40 years, therefore staff issued an RFP for audit services on February 18, 2016. The RFP was posted to the City website on February 18, 2016. The RFP was directly sent to 29 audit firms, (including local firms used by other nearby municipalities, including Mills River, Laural Park, City of Brevard, City of Asheville, as well as other firms listed on the State Treasurer's website along with firms who have requested to receive RFPs from the City). The proposals were due on March 18. The following six firms responded, Carter P.C, (Asheville), Gould Killian, (Asheville), Greene Finney & Horton,(Asheville & SC),Cannon & Co, (Winston-Salem), Bernard Robinson, (Greensboro), RSM, (Greensboro). Carland & Anderson did not submit a written proposal, however Terry Anderson did call and offer to continue services at the same rate as the previous year. No other Hendersonville firms responded. Selection Process: Audit Firm Selection Committee included: Lisa White, John Buchanan, Michelle Harris, Tammy Holland, Brian Pahle. See review instructions, scoring matrix. The committee meet with City Manager on March 28 and after review of qualifications, checking references and comparison of price, the committee and City Manager recommend Greene, Finney & Horton (Asheville office), who had highest qualifications score and was the lowest bidder. The City intends to continue the relationship with the auditor for no less than three years on the basis of annual negotiation after the completion of the first year contract. This Council approval will cover the period of the current fiscal year only, since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual Council approval.

Budget Impact: \$ 37,000.00 Is this expenditure approved in the current fiscal year budget? Yes If no, describe how it will be funded.

Note: Greene, Finney, & Horton was the lowest bidder. See all bids and qualifications on the attached Maxtrix worksheet. Carland & Anderson cost was \$44,000 annually for the past two years. This contract saves \$7,000 for the fiscal year.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I make a motion to award the contract for financial audit services for the fiscal year 2015-2016 to Greene, Finney & Horton, LLP.

Attachments:

- 1.Contract - pending Council Approval & Mayor's signature,
- 2.Review Committee Matrix - Score Summary,
3. Listing of Distribution of RFP to Firms,
4. Review Committee Instructions and Review Criteria,
5. Greene, Finney & Horton Proposal
- 6.Copy of Request for Proposal

CONTRACT TO AUDIT ACCOUNTS

Of City of Hendersonville
Primary Governmental Unit

None

Discretely Presented Component Unit (DPCU) if applicable

On this 7th day of April, 2016,

Auditor: Greene, Finney & Horton Auditor Mailing Address: 28 Schenck Pkwy, Ste 200 Asheville, NC 28803

Hereinafter referred to as The Auditor

and City Council (Governing Board(s)) of City of Hendersonville
(Primary Government)

and None: hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2015, and ending June 30, 2016. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
 2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Rule*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or audit documentation are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
- County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.
3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
 4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
 5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Governmental Unit

None

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2016. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (Note: **Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Governmental Unit

None

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, agreed-upon procedures report, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net>. No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of

Governmental Unit

None

Discretely Presented Component Units (DPCU) if applicable

this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #24 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment.

None

18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of October 2015. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-6A-4. Contractor shall not utilize any subcontractor that is identified on the List.
24. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) City of Hendersonville
Governmental Unit None
Discretely Presented Component Units (DPCU) if applicable

City of Hendersonville - FEES
Year-end bookkeeping assistance - [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____
Audit \$37,000.

Preparation of the annual financial Statements Included
Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.
The 75% cap for interim invoice approval for this audit contract is \$ \$27,750.
** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.
Audit Firm Signature:
Greene, Finney & Horton
Name of Audit Firm
By Kevin Madden, CPA
Authorized Audit firm representative name: Type or print
Kevin Madden
Signature of authorized audit firm representative
Date 3/28/2016
Kevin.m@gfhllp.com
Email Address of Audit Firm

City of Hendersonville
PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.
By Lisa A. White, CPA
Primary Governmental Unit Finance Officer:
Type or print name

Governmental Unit Signatures:
City of Hendersonville
Name of Primary Government
By Barbara Volk
Mayor / Chairperson: Type or print name and title
Signature of Mayor/Chairperson of governing board
Date 04-07-2016

Primary Government Finance Officer Signature
Date 04-07-2016
(Pre-audit Certificate must be dated.)
lwhite@hvlnc.gov
Email Address of Finance Officer

By NA
Chair of Audit Committee - Type or print name
Signature of Audit Committee Chairperson
Date NA
** If Governmental Unit has no audit committee, mark this section "N/A"

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)
04-07-16

Contract to Audit Accounts (cont.) City of Hendersonville
Governmental Unit
None
Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

None FEES
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____

Preparation of the annual financial Statements _____

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

None

Name of Discretely Presented Component Unit _____

By _____

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By _____

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson **

Date
**** If Governmental Unit has no audit committee, mark this section "N/A"**

None

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By _____

DPCU Finance Officer:

Type or print name

DPCU Finance Officer Signature

Date _____

(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Governmental Unit

None

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW; If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slgl/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slgl/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Governmental Unit

None

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

Audit Proposal Evaluation Matrix

City of Hendersonville
March 28, 2016

Proposal Criteria	Points	Cannon & Cannon	RSM	Carter, PC	Bernard Robinson	Gould Killian	Greene, Finney & Horton	Comments
Approach to Audit Quality	25 points max	88	87	91	102	111	117	
The proposal outlines an audit approach that is tailored based on obtaining an understanding of the City's activities, operating systems, personnel and special needs.	0-5	5	2	3	3	5	5	
The proposal indicates an audit approach that is tailored based on the firm's advanced understanding of local government.	0-5	5	3	3	3	5	5	
The proposal outlines the firm's processes for ensuring an efficient and effective audit process.	0-5	5	3	5	5	5	5	
The proposal showcases the firm's commitment to providing quality audit services by voluntarily adhering to higher standards of audit quality. This is evidenced by willingness to share their current unqualified peer review report resulting from the American Institute of CPAs external peer review process.	0-5	5	5	5	5	5	5	
The proposal indicates the firm is a dedicated member of one or more of the following firm-based voluntary membership quality centers for firms that perform audits: • AICPA Center for Audit Quality •• AICPA Governmental Audit Quality Center	0-5	-	5	5	5	5	5	
Team Knowledge and Experience	30 points max	100	100	113	113	125	133	
The proposal outlines the firm's qualifications, local government/municipal audit experience, licenses and strengths for all partners.	0-10	6	9	7	6	10	10	
The proposal highlights the firms commitment to professional training and staff continuity.	0-5	3	4	5	5	5	5	
The proposal illustrates that the firm has sufficient resources and staff to complete the audit and specifies the strengths of assigned team members as well as their years of prior experience in municipal engagements.	0-5	3	2	5	5	5	5	GF&H has a staff of 30, 20 are CPAs. The review committee felt that Gould may not have as much depth of staff with municipal experience.
The proposal identifies how the firm will comply with GASB reporting regulations,	0-5	5	-	5	-	4	4	
The proposal provides the firm's background, local government client base, licensing information and years in business.	0-5	5	5	3	5	5	5	Gould has 4 clients that have CAFRs, GF&H listed 7 cities that have CAFRs.

Audit Proposal Evaluation Matrix

City of Hendersonville
March 28, 2016

Proposal Criteria	Points	Cannon & Cannon	RSM	Carter, PC	Bernard Robinson	Gould Killian	Greene, Finney & Horton	Comments
Unique Qualifications	10 points max	30	33	30	41	44	46	
The proposal conveys a positive and confident feeling derived from the firm's business beliefs, communication practices and unique qualifications of which lays the foundation for a trusted relationship.	0-5	2	3	1	5	5	5	Both firms had excellent positive references
The proposal identifies the firm's advanced technical expertise, specialized knowledge or additional participation in or contribution to the goals and values of the GFOA.	0-5	2	4	-	5	5	5	GF&H sponsors, speakers for GFOA
Value Added Services	10 points max	31	34	28	36	42	47	
The proposal provides a listing of additional value added services the firm provides beyond the audit engagement. (e.g. proactively monitor and communicate topics relevant to our financial and governmental operations all year long that may impact the City, technical assistance provided throughout the year, including providing City staff with ongoing guidance or continuing education).	0-5	2	5	1	5	5	5	Both firms appear to be able to provide assistance on issues. GFH appeared to have a lot of additional education for their clients, free CPA,
It is evident that the firm understands local government and our unique challenges. The firm is committed to being our accounting/technical advisor, beyond the audit engagement.	0-5	3	4	2	5	5	5	
Scope and Pricing of the Engagement	25 points max					17	17	
The proposal clearly provides a framework for the scope, timing, steps and resources to complete the engagement.	0-5	-	-	-	-	5	5	Only top two based on qualifications were scored on price
The proposal specifies the price for the engagement and how it will be billed.	0-5	-	-	-	-	2	2	
The proposal addresses all items requested by us in the RFP	0-5	-				5	5	
The proposed fee is reasonable based on the experience, unique value and knowledge the firm brings to the engagement.	0-10	-				5	5	Greene Finney & Horton was the low bidder
Total Points		249	254	262	292	339	360	Greene, Finney & Horton has 21 more points than next highest scoring firm.

Price: (Binding cost, year 1)

\$46,670

\$91,500

\$41,740

\$45,000

\$40,000

\$37,000

Audit RFP Review Directions

Proposals will be evaluated by the audit review committee to obtain “best value” based on the evaluation criteria detailed on the Audit Proposal Evaluation Matrix form. A 100-point scale will be used to create the final evaluation recommendation. When assessing points, we will utilize a 0-5 scale for each factor. A maximum of 75 points is assigned to the qualifications of the bidding firm and a maximum of 25 points is assigned to the cost of the bid proposal. The techniques used to evaluate these two components are described below.

Criteria: QUALIFICATIONS

Qualifications are broken down into 3 subcategories on the Audit Proposal Evaluation Matrix form:

- Approach to Audit Quality 25 points max
- Team Knowledge 30 points max
- Unique Qualifications 10 points max
- Value Added Services 10 points max
- Total Qualification Points: 75 points Total**

Evaluation Technique: When assessing points, utilize a 0-5 scale for each factor. *Subjective* scoring should be used with the following guidance:

Points	Qualification Score Ranking
5	Best possible response
4-5	Excellent, insightful response
3-4	More than adequate response
2-3	Adequate response, no special insights
1	Inadequate response
0	No response given

Criteria: COST

Total cost includes **both** Scope and Pricing of the engagement. The cost proposals will not be opened by the review committee until after the qualifications points are awarded.

Total Scope and Pricing Points: 25 points Total

Evaluation Technique: When assessing points, utilize a 0-5 scale for each factor. *Comparative* scoring should be used with the following guidance:

Points	Cost Score Ranking
5	Best price, best timing, addresses all items in an excellent manner
4-5	Low price, good timing, clearly addresses all items
3-4	Cost is higher than other bidders or not reasonable based on experience of firm or scope or timing does not match the Cities objectives
2-3	Cost is high or scope or pricing not clearly defined
1	Inadequate response
0	No response given

FIRM	CPA NAME	ADDRESS1	ADDRESS2	CITY	ST	ZIP
ANDERSON SMITH & WIKE PLLC	Kenneth Anderson	220 E Washington St		ROCKINGHAM	NC	28379
ANDREW HARRIS CPA	Andrew Harris	3722 N Main St		FARMVILLE	NC	27828
BARROW PARRIS & DAVENPORT PA	Edward Barrow	662 Sussex St		KINSTON	NC	28504
BERNARD ROBINSON & CO, LLP	Victor Blackburn	1501 Highwoods Blvd	Suite 300	GREENSBORO	NC	27419-9608
BERRY, PADGETT, & CHANDLER, PLLC	Duncan B. Hilburn	1123 N Howe St		SOUTHPORT	NC	28461
BOBBY J MASSEY CPA	Larry Crawford	3132 Commerce Pl	Suite D	BURLINGTON	NC	27215
BOGGS, CRUMP & BROWN PA	Daniel Boggs	205 E Union St		MORGANTON	NC	28655
BURLESON AND EARLEY	Bronwyn Burleson	902 SAND HILL RD		ASHEVILLE	NC	28806
CANNON & COMPANY, CPA, LLP	Valerie Davis Kiger	2160 Country Club Road		WINSTON-SALEM	NC	27104
CARL SHAW CPA, PLLC	Carl Shaw	220-C THIRD AVE WEST		HENDERSONVILLE	NC	28739
CARR RIGGS & INGRAM LLC	Chris Burton	3105 Trent Road		NEW BERN	NC	28563
CARTER, PC	Rob Carter	16 Biltmore Ave	Suite 200	ASHEVILLE	NC	28801
CHERRY BEKAERT & HOLLAND CPAs LLP	J. Scott Duda	2626 Glenwood Ave	Suite 200	Raleigh	NC	27608
CHERRY BEKAERT & HOLLAND CPAs LLP	Erik Horstmann	1111 Metropolitan Ave	Suite 1000	Charlotte	NC	28204
COLLIS AND ASSOCIATES, CPAs	Robert Collis	103 E 3rd Ave		GASTONIA	NC	28052
DARRELL KELLER CPA PA	Darrell Keller	700 W King St		KINGS MOUNTAIN	NC	28086
DIXON HUGHES GOODMAN, LLP	David Dills	500 RIDGEFIELD CT		ASHEVILLE	NC	28806
ELIZABETH KEEL GOMES, PLLC	Elizabeth Keel Gomes	60 RAVENSCROFT DR		ASHEVILLE	NC	28801
ELLIOTT DAVIS	Lee A Wagner	5410 Trinity Road	Suite 320	RALEIGH	NC	27607
GOULD KILLIAN CPA GROUP, P. A.	Dan Mullinix	100 COXE AVE		ASHEVILLE	NC	28801-4051
GREENE FINNEY & HORTON	Kevin Madden	28 Schenck Prkway	Suite 200	ASHEVILLE	NC	28803
JOHNSON PRICE & SPRINKLE, P.A.	Kathryn M. Atkinson	500 N Main St	SUITE 16	MARION	NC	28752
JOHNSON PRICE & SPRINKLE, P.A.	J. Scott Hughes	79 WOODFIN PL	Suite 300	ASHEVILLE	NC	28801
JOHNSON PRICE & SPRINKLE, P.A.	Kellie Kanipe	79 WOODFIN PL	Suite 300	ASHEVILLE	NC	28801
LOWDERMILK CHURCH & CO.	Carol Avery	121 N STERLING ST		MORGANTON	NC	28655
MARTIN STARNES & ASSOCIATES CPAs	Paula Hodges	730 13th Ave Dr SE		HICKORY	NC	28602
MAXTON C. MCDOWELL, CPA	Maxton C McDowell	379 S Cox St		ASHEBORO	NC	27203
MCGLADREY LLP (RSM)	Chelsey Burton	4725 Piedmont Row Dr	Suite 300	Charlotte	NC	28210
WILLIAMSON, CPA	Bob Williamson	PO Box 15285		ASHEVILLE	NC	28813
RSM	Michael Schertzinger	230 N. Elm St	Suite 1100	Greensboro	NC	27401

Denotes proposals received

**CITY OF HENDERSONVILLE,
NORTH CAROLINA**

**PROPOSAL TO PROVIDE PROFESSIONAL
AUDIT SERVICES**



Prepared by:

GREENE, FINNEY & HORTON, LLP
Certified Public Accountants & Consultants

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(828) 771-0847
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Contacts:

Kevin Madden
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March 18, 2016

CITY OF HENDERSONVILLE
PROPOSAL TO PROVIDE AUDIT SERVICES

TABLE OF CONTENTS

Transmittal Letter	1
GF&H Profile	3
GF&H Audit Approach	5
GF&H Qualifications and Experience	9
References	13
Additional Information	18
External Peer Review	20
Professional Liability Insurance Policy	21
Required forms from RFP	22
Resume of Larry Finney	23
Resume of David Phillips	24
Resume of Mike Downing	25
Resume of Andrew Coleman	26
Resume of Amy Newman	27
Resume of Jane Polk	28

Greene, Finney & Horton, LLP Amended and Restated Quality Control Policies and Procedures Manual is included in proposal package.



Greene Finney & Horton

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

LETTER OF TRANSMITTAL

March 18, 2016

Members of the Board and Management
City of Hendersonville
145 5th Ave. E.
Hendersonville, NC 28792

Dear Members of Council and Management:

Greene, Finney & Horton, LLP ("GF&H") appreciates the opportunity to submit a proposal to provide audit services for the City of Hendersonville ("the City"). We understand the requirements as set forth in the Request for Proposal, and we are willing, able, and technically competent to perform all necessary services within the required timetable.

GF&H is a regional certified public accounting firm with offices in Mauldin, SC; Greenville, SC; Mount Pleasant, SC; Spartanburg, SC; and Asheville, NC. Established in 1996, GF&H focuses on two services:

1. Auditing, accounting, and consulting services to government and nonprofit organizations
2. Individual and corporate tax services, payroll services, and accounting services to businesses and other organizations through our Back Office Support System ("BOSS").

We will perform our work out of our **Asheville office**. Our firm includes five partners, five managers, five supervisors/seniors, ten professional staff, four BOSS staff and one administrative staff (30 people, 20 of which are professional audit staff). Larry Finney, David Phillips, Mike Downing, Andrew Coleman, and one or two additional staff will be assigned to the City's audit. Resumes and additional information for those individuals are included in the proposal.

We work with our audit clients throughout the year. No matter when you need assistance, we will be available for you. GF&H's audit staff, as well as the partners, do not work on taxes. Unlike our competitors, we are not encumbered by a "tax busy season." Feel free to contact our references, who can attest to our availability not only throughout the audit, but also throughout the rest of the year.

GF&H is committed to providing the City of Hendersonville with quality services and we believe you will see that in the remainder of this proposal.

- We have extensive experience in municipality accounting and auditing.
 - We currently provide audit services to 20 municipalities and provide consulting services to numerous others.
- We are committed to excellence in our work.
 - We have consistently received the best opinions we can receive from our peer reviews.
 - We endeavor to provide clear communication to all levels of our client and provide a quality and comprehensive presentation to the Council.
- We do not require our staff to track their time for fixed fee engagements.
 - We understand the time commitment of performing our job correctly and thoroughly as a result of our extensive work with municipalities.
 - By not requiring our staff to track time, we alleviate any pressure they may otherwise feel to rush through their work.

The primary contact and Engagement Partner for the City of Hendersonville audit will be David Phillips.

We look forward to showing you that a financial audit is more than a commodity and that we can bring VALUE to the City of Hendersonville.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin W.", written in a cursive style.

Kevin Madden, CPA
Greene, Finney & Horton, LLP

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H PROFILE

GF&H is a regional certified public accounting firm with offices in Mauldin, SC; Greenville, SC; Mount Pleasant, SC; Spartanburg, SC; and Asheville NC. Established in 1996, GF&H focuses on two services:

1. Auditing, accounting, and consulting services to government and nonprofit organizations
2. Individual and corporate tax services, payroll services, and accounting services to businesses and other organizations through BOSS.

All work will be performed out of our Asheville office. Our firm includes five partners, five managers, five supervisors/seniors, ten professional staff, four BOSS staff and one administrative staff (30 people, 20 of which are professional audit staff).

There has been no regulatory action taken by any oversight body against GF&H.

GF&H is a member of the American Institute of CPAs. We are also members of numerous government associations, including state municipal associations, affiliate organizations such as the Municipal Finance Officers, Clerks, and Treasurers Association, and state and national government finance officers associations. **We support these organizations and associations as sponsors, speakers, and exhibitors, and strive to stay up-to-date on issues effecting municipalities.**

GF&H currently provides audit services to over 50 governments, including **20 municipalities.**

Our mission is to be the CPA firm in the Carolinas best known for providing quality auditing, accounting, and consulting services to government organizations and not-for-profit organizations.

The best way for us to reach our goal is to provide quality services that meet or exceed the expectations of the City of Hendersonville. Municipalities comprise a large part of our business, and we would like to help the City accomplish its vision and mission.

GF&H is a properly licensed CPA firm in the State of North Carolina and does meet the independence standards of the GAO'S Government Auditing Standards and the North Carolina Board of Accountancy.

Below are some of the reasons why we believe we are the best qualified firm to provide audit services to the City:

- We **specialize** in providing auditing, consulting and accounting services to governments (approximately 70%-75% of our work is with governments). **We work with governments year-round**, so no matter when you need assistance we will be available for you. Our staff is very familiar with governmental accounting, auditing, and financial reporting. If a professional were to leave the firm, another qualified professional would be able to fill that void.

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H PROFILE (continued)

- We are very familiar with municipal operations and finances as **we currently provide audit services to twenty municipalities.**
- **Our philosophy is to provide our clients with very personal service, while clearly maintaining our objectivity and independence. We go the extra mile to exceed our clients' needs.** For example, we provide a one-day governmental accounting and financial reporting seminar each year that is free to clients. We also perform quality assessments with our clients to learn how we can improve our service to our clients.
- We strive to stay current on issues affecting municipalities by **participating in numerous organizations, including a State Municipal Association (and its various subgroups) and the Government Finance Officers Association.** We support these associations not only as members and sponsors, but also as exhibitors, speakers, and active participators in their meetings and conventions.
- We are also members of the **AICPA's Government Audit Quality Center**, a division within the AICPA committed to excellence in the auditing of government organizations.
- We are knowledgeable and experienced in **the CAFR program.** We currently prepare CAFRs for six municipalities and eight school districts.
- We work extremely hard to **ensure timely, clear, and meaningful communication to all levels of our client.** Throughout the audit process, we take the time to meet with management and council members.

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H AUDIT APPROACH

At GF&H, we apply a risk based approach to our audits. We believe the key factors in providing effective and efficient audit service to the City are 1) proper planning, 2) gaining an understanding of the unique aspects of the City's operations, 3) developing an audit program that accomplishes the identified audit objectives, and 4) effectively responding to issues as they arise during the audit.

Communicate

GF&H will spend as much time as necessary prior to planning procedures or fieldwork to meet with the City management and other personnel. Our goal is to understand the City's concerns, goals, and expectations, and to identify any significant events and changes. We will communicate regularly throughout the audit process and include exit conferences to review drafts prior to Council meetings.

Understand the City's Organization and Internal Control Structure

Understanding the City's organization and internal control structure involves 1) obtaining narratives of internal control processes and procedures from City, 2) reviewing updates to documentation of accounting policies and procedures, and 3) meeting with the City's financial personnel, including those involved with the federal grants. This will also include attaining copies of any new significant contracts, bond issues, leases, etc. including Single Audit documents.

Identify Accounting, Auditing, and Reporting Issues and Significant Audit Areas

The primary focus of planning is to identify accounting, auditing, and reporting issues up front, so there are few, if any, "surprises" as the audit is completed. We will not only meet with City personnel to review contracts and other legal documents, but also to review minutes of City meetings and perform preliminary analytical reviews (in which we compare current year-to-date financial information with the year-to-date budget and with the prior year). This financial information and the results of the analytical review assist us in identifying the significant audit areas to which we will devote more audit time. During this time, we will identify any new accounting standards or changes in regulations regarding federal grants or accounting standards that would apply to the City.

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H AUDIT APPROACH (continued)

Develop the Audit Program

The last phase of our planning process will be to design a detailed audit approach, as documented in an audit program, to most effectively and efficiently complete the audit of the City, including the Single Audit.

We estimate the planning procedures will take approximately 100 hours. Most of the planning work will be completed by the Partner, Manager, and Supervisor, with some assistance from the Staff.

We will perform as much Single Audit work as possible during interim work. We will follow the federal guidelines for determining major programs, ensuring that our coverage meets the low-risk auditee or high-risk auditee requirements. Once the major programs are determined, the federal Single Audit guide provides the guidance for compliance testing of program laws and regulations.

Substantive Work Plan

The remainder of our fieldwork will be completing the audit work as detailed in the audit program. Where possible, we will tie in any substantive work (review of specific expenditures) in the compliance (Single Audit) area with our financial audit work in order to avoid duplication or excess audit work.

Based on our experience with other municipalities, our review of the latest City financial statements, our communications with City personnel, and the potential significant audit areas, the estimated hours and Staff likely to perform the audit work would be:

- Cash and investments, including restrictions (40 hours – Manager/Supervisor and Staff)
- Property tax and utility receivables (40 hours – Manager/Supervisor)
- Capital assets (40 hours – Staff)
- Payables and accruals (30 hours – Manager/Supervisor and Staff)
- Debt and other long-term obligations (25 hours – Manager/Supervisor and Staff)
- Reporting (110 hours – Partner, Manager/Supervisor)
- Payroll (40 hours – Staff)
- Revenues and expenditures, including unbilled revenue (due to the volume of transactions, the governmental focus on current financial resources, and the budget) (60 hours – Manager/Supervisor and Staff)
- Single Audit (40 hours – Manager/Supervisor and Staff)

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H AUDIT APPROACH (continued)

Our audit procedures would generally consist of:

- Analytical review (comparing balances to prior years and to budget for revenues and expenditures, obtain explanations/support from the City for significant variances; we will also use other data to assess reasonableness of revenue or expenditure balances)
- Walk-throughs of internal controls
- Confirmation with third parties
- Trace to third party supporting documentation
- Inquiry of City personnel
- Review of contracts, reconciliations, and other City documents
- Compliance testing with Federal regulations

Where sampling is necessary, we use both statistical and nonstatistical, stratified random sampling. Sample sizes generally range from 25 to 60 and are utilized in the Single Audit and general audit work for payroll and payable disbursements. We will also perform walk-throughs for all significant processes as needed.

To gain and document our understanding of internal controls, we will first request any existing documentation on internal control procedures and processes. We will talk with personnel to ensure the documentation is up to date and complete. Once the documentation is up-to-date and complete, we will perform a walk-through of each significant process to determine if the internal control procedures are operating as designed. At this point, we will determine whether it is more efficient to test controls or to perform substantive procedures for each process.

Once the audit is complete, we will meet with the City to ensure all adjustments have been made and that the general ledger reconciles to the financial statements.

Our presentation to the Council will include a PowerPoint presentation, which we believe more effectively communicates to the Council the important points and issues on which they should focus. The presentation will also include a review of the management letter, including any recommendations for improvement. The presentation will be reviewed with management in draft form before being presented to the Council.

CITY OF HENDERSONVILLE
PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H AUDIT APPROACH (continued)

Management Letter

As part of our audit of the City, we will issue a management letter that might include recommendations for the City's consideration. Our management letter will focus on internal control weaknesses, if any, and provide ideas for improving the efficiency and effectiveness of operations and the productivity of staff. Of course, any significant deficiencies or material weaknesses identified in the Single Audit must be included in the Single Audit section of the report. Any irregularities and illegal acts that come to our attention during the course of the audit will immediately be brought to the attention of the appropriate City personnel. Drafts of the management letter and financial statements will be reviewed with appropriate City personnel. We endeavor to provide construction suggestions for improvement and to communicating with affected staff people before moving up the organization chart. Of course some of our suggestions tend to be less significant and are just communicated verbally.

Audit Timing and Schedule

A general schedule for the annual audits might be as follows:

May (200 hours)

- Initial meetings with the City personnel to gather initial information needed to plan and discuss audit timing and potential accounting and reporting issues
- Preliminary fieldwork (planning, Single Audit testing, preparing the draft report—to ensure reporting issues are addressed up front—expenditure test work, capital asset test work, and debt test work)

August – October (325 hours)

- Final fieldwork to complete audit of the City
- Preparation of report and of management letter, meetings as necessary to review report, management letter drafts, and issue final report
- Finance Committee and Council presentations

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

QUALIFICATIONS AND EXPERIENCE

Our Staff

GF&H will have at least four people working on the audit of the City of Hendersonville; Larry Finney—Quality Control Partner, David Phillips—Engagement Partner, Mike Downing—Manager, Andrew Coleman—Supervisor, and Amy Newman and Jane Polk—Staff. Resumes for Larry, David, Mike, Andrew, Amy, and Jane are included.

Larry Finney – Quality Control Partner

Larry is a partner with GF&H and has been providing auditing and consulting services to governments for over 25 years. Larry graduated from the University of Illinois in 1982 with a BS in Accountancy. He will serve as the Quality Control Partner for the audit of the City. Larry is licensed to practice as a CPA in the State of South Carolina.

Larry's background includes:

- Nine years of experience with international public accounting firms
- Five years of experience as a Chief Financial Officer
- Founding partner of GF&H, established in 1996
- Partner in over 100 government audits
- Involvement in numerous advisory projects with governments, including internal controls, financial turn-around, alleged fraud, and GASB implementations

Larry has served as a partner and provided audit and advisory services to numerous governments, including:

- Some of the largest municipalities in SC—Greenville, Spartanburg, Mount Pleasant, and North Charleston
- The two largest school districts in SC—Greenville and Charleston
- Two of the largest counties in SC—Berkeley and Anderson
- Various state entities and component units

Larry fulfills his continuing professional education requirements the last three years by attending and presenting at government conferences and seminars. Larry speaks at numerous conferences including the School Boards Association (“SBA”), the Government Finance Officers Association (“GFOA”), and numerous other governmental organizations. Presentation topics have included:

- Effective Habits of Government Finance Officers
- Ethics, Risk, and Fraud
- Recent GASBs
- Governmental Accounting, Auditing, and Financial Reporting Update
- COSO and internal controls

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H QUALIFICATIONS AND EXPERIENCE (continued)

David Phillips – Engagement Partner

David joined GF&H in early 2003 after working in private industry and for Ernst & Young in Greenville, SC. David graduated from the Clemson University in 1989 with a BS in Financial Management and minors in accounting and computer science. David will serve as the Engagement Partner for the audit of City and will be on site approximately 20% of the time. David is licensed to practice as CPA in South Carolina.

David has over 20 years of financial accounting and auditing experience. David has GASB Statement No. 34 experience with over 35 governmental agencies. David has worked on audit engagements for numerous governments and government related enterprise and not-for-profit entities, including:

- City of Greenville, City of Anderson, City of Simpsonville, City of Mauldin, and Town of Mount Pleasant
- Greenville County School District, Fort Mill School District, and Clover School District
- York School District and Spartanburg School District Three
- North Spartanburg Fire & Emergency Services, Wade Hampton Fire District, and Gantt Fire, Water & Sewer District

David is our partner responsible for technical issues and, due to his varied background, can bring this technical understanding to assist the City with GASB technical issues. He has developed excellent relationships with people at the Government Audit Quality Center (“GAQC”) of the AICPA, GASB, and the GFOA. David has also done extensive research for clients on financial reporting matters to ensure compliance with GASB and GFOA. Our firm is a member of the GAQC and GFOA, and David is the firm contact with these organizations.

As a result of David’s technical expertise, he is one of the primary teachers at our in-house CPE days, from which he earns most of his continuing professional education. David also periodically attends outside annual updates in governmental accounting, auditing, and financial reporting and annual GFOA conferences.

David has obtained his CPE in the last three years from:

- Outside governmental and nonprofit accounting, auditing, and financial reporting classes, such as updates with the State Department of Education, numerous sessions with the Government Audit Quality Center of the AICPA, and the GFOA annual update
- GF&H in-house training that is almost all focused on governmental and nonprofit accounting, auditing, and financial reporting, including the Single Audit.
- GF&H’s annual CPE day provided for clients
- David is also one of the primary teachers at our in house CPE days

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H QUALIFICATIONS AND EXPERIENCE (continued)

Mike Downing – Manager

Mike joined GF&H in early 2005 after working in private industry and for Ernst & Young in Greenville, SC. Mike graduated from Bob Jones University in 1981 with a BS in Accounting. Mike will serve as the Manager for the audit of the City and will be on site approximately 50% to 70% of the time. Mike is licensed to practice as a CPA in South Carolina.

Mike has over 30 years of financial accounting and auditing experience. Since joining GF&H, Mike has worked on audit engagements for numerous governments and governments and not-for-profit entities, including:

- School districts of Greenville, Newberry, Fort Mill, Rock Hill, Pickens, Clover, Charleston, Dorchester Two, and Berkeley
- Charleston Area Regional Transportation Authority, Greenville Transit Authority, Newberry County Water and Sewer Authority
- Berkeley County, York County, and Berkeley County Water and Sanitation
- Municipalities of Greenville, Greenwood, Spartanburg, and Woodruff
- Mike is also one of the primary teachers at our in house CPE days

Mike shares responsibilities for technical issues with Kevin Madden and David Phillips, so he can bring this technical understanding to assist the City with GASB technical issues.

Mike has obtained his CPE in the last three years from:

- Outside governmental and nonprofit accounting, auditing, and financial reporting classes, such as updates with the State Department of Education, numerous sessions with the Government Audit Quality Center of the AICPA, and the GFOA annual update
- GF&H in-house training that is almost all focused on governmental and nonprofit accounting, auditing, and financial reporting, including the Single Audit.
- GF&H's annual CPE day provided for clients

Andrew Coleman – Supervisor

Andrew has over 11 years of financial experience in public accounting, most with GF&H. Andrew will serve as the Engagement Supervisor for the audit of the City and would supervise 100% of the daily on-site work. Andrew graduated in 2005 from North Greenville University with a BS in Business Administration. He continued his education at Furman University to meet the hours required for his CPA certification. Andrew Coleman is licensed to practice as a CPA in South Carolina.

Andrew has worked on numerous government entity audits including:

- Municipalities of Williamston, Greenville, Spartanburg, Woodruff, and Simpsonville
- Spartanburg Three, Newberry, Chester, Anderson One, Two, and Five School Districts
- Several special purpose districts

Andrew has obtained his CPE in the last three years from:

- Outside governmental and nonprofit accounting, auditing, and financial reporting classes, such as updates with the State Department of Education, numerous sessions with the Government Audit Quality Center of the AICPA, and the GFOA annual update
- GF&H in-house training that is almost all focused on governmental and nonprofit accounting, auditing, and financial reporting, including the Single Audit.
- GF&H's annual CPE day provided for clients

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

GF&H QUALIFICATIONS AND EXPERIENCE (continued)

Other Staff

Our practice is to maintain the same staff on an engagement from year to year (please ask our references about this). This is beneficial not only to the City, but also to us. We have numerous other professional staff, all of whom are experienced in providing audit services to municipalities. If any one of our employees were to leave our firm, we would have another professional who is familiar with municipal finance who can replace them. Our staff receive continuing professional education through GF&H in-house training (almost all of which is related to governmental accounting, auditing, and financial reporting) or outside governmental accounting, auditing, and financial reporting classes provided by the AICPA.

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

REFERENCES

Below we have included 20 municipalities whom we have served in the past three years. We provide audit services to approximately 40 additional governmental entities. If additional references are needed, we are more than willing to provide them.

City of Spartanburg – CAFR issued and award received (GFOA)

Contact: Dennis Locke, Finance Director
145 W. Broad St. | Spartanburg, SC 29306
(864) 596-2119

Scope: Annual audit in accordance with generally accepted government auditing standards, and the Single Audit Act

Years serviced: 2003 to Present

Total hours: 900

Partner: Kevin Madden

City of Greenville, SC – CAFR issued and award received (GFOA)

Contact: Karen Crawford, Comptroller
206 S Main Street | Greenville, SC 29601
(864) 467-4527

Scope: Annual audit in accordance with generally accepted government auditing standards, and the Single Audit Act

Years serviced: 2004 to Present

Total hours: 800

Partner: David Phillips

Town of Mt. Pleasant – CAFR issued and award received (GFOA)

Contact: Marcy Cotov, Chief Financial Officer
100 Ann Edwards Lane | Mount Pleasant, SC 29464
Phone: (843) 884-8517

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards, and the compliance requirements of OMB A-133 (Single Audit) when applicable.

Years Serviced: 2005 to Present

Total Hours: 800 Hours

Partner: Larry Finney

City of Anderson – CAFR issued and award received (GFOA)

Contact: Peggy Maxwell, Finance Director
401 South Main Street | Anderson, SC 29624
(864) 231-2203

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards, and the compliance requirements of OMB A-133 (Single Audit).

Years serviced: 2008 to Present

Total hours: 600

Partner: David Phillips

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

REFERENCES (continued)

City of Mauldin – CAFR issued and award received (GFOA)

Contact: Holly Abercrombie, Finance Director
P.O. Box 249 | Mauldin, SC 29662
(864) 289-8895

Scope: Annual audit in accordance with generally accepted auditing standards and government auditing standards.

Years Serviced: 2014 to Present

Total Hours: 350 Hours

Partner: David Phillips

Town of Williamston

Contact: Mack Durham, Mayor
12 West Main Street | Williamston, SC 29697
(864) 847-7473

Scope: Annual audit in accordance with generally accepted government auditing standards

Years Serviced: 2006 to Present

Total Hours: 300 Hours

Partner: Ken Meadows

City of North Charleston – CAFR issued and award received (GFOA)

Contact: Warren Newton, Director of Finance
2500 City Hall Lane | North Charleston, SC 29406
(843) 740-2630

Scope: Annual audit in accordance with generally accepted government auditing standards, including the Single Audit Act; we have also assisted with bond issuances

Years serviced: 2005 to Present

Total hours: 600

Partner: Ken Meadows

Town of Fort Mill

Contact: Dennis Pieper, Town Manager
112 Confederate Street | South Carolina, 29715
(803) 547-2116 Ext. 230

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards (and the compliance requirements of OMB A-133/Single Audit when applicable).

Years serviced: 2007 to Present

Total hours: 500

Partner: Kevin Madden

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

REFERENCES (continued)

Town of Clover

Contact: Barbara Denny, Town Treasurer
116 Bethel Street | Clover, South Carolina 29710
(803) 222-9495

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards (and the compliance requirements of OMB A-133/Single Audit when applicable).

Years serviced: 2013 to Present

Total hours: 450

Partner: Kevin Madden

City of Greenwood

Contact: Steffanie Dorn, Finance Director
520 Monument Street | Greenwood, SC 29646
(864) 942-8416

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards, and the compliance requirements of OMB A-133 (Single Audit) when applicable.

Years Serviced: 2007 to 2014

Total Hours: 350 Hours

Partner: David Phillips

City of Belton

Contact: Laurie Kennedy, City Clerk/Treasurer
306 Anderson Street | Belton, SC 29627
(864) 338-7773 Ext. 203

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards, and the compliance requirements of OMB A-133 (Single Audit) when applicable.

Audit of Financial Statements, including Single Audit

Years Serviced: 2014 to Present

Total Hours: 300 Hours

Partner: David Phillips

City of Folly Beach

Contact: Lee Gessner, Director of Finance
21 Center Street | Folly Beach 29439
(843) 513-1840

Scope: Annual audit in accordance with generally accepted government auditing standards

Years serviced: 2006 to Present

Total hours: 300

Partner: Larry Finney

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

REFERENCES (continued)

City of Georgetown

Contact: Debra Bivens, Finance Director
120 N. Fraser Street | Georgetown, SC 29440
(843) 545-4036

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards, and the compliance requirements of OMB A-133 (Single Audit) when applicable.

Years Served: 2011 to Present

Total Hours: 450 Hours

Partner: David Phillips

City of Isle of Palms

Contact: Debbie Suggs, Treasurer
1207 Palm Blvd. | Isle of Palms, SC 29451
(864) 886-6428

Scope: Annual audit in accordance with generally accepted auditing standards and government auditing standards.

Years serviced: 2005 to 2015

Total hours: 250

Partner: David Phillips

City of Pickens

Contact: Bruce Evilsizor, City Administrator
219 Pendleton Street | Pickens, SC 29671
(864) 898-8160

Scope: Annual audit in accordance with generally accepted auditing standards, government auditing standards, and the compliance requirements of OMB A-133 (Single Audit) when applicable.

Years Served: 2011 to Present

Total Hours: 275 Hours

Partner: David Phillips

Town of Sullivan's Island

Contact: Jason Blanton, Comptroller
2050-B Middle Street | Sullivan's Island, SC 29482
(843) 883-5751

Scope: Annual audit in accordance with generally accepted government auditing standards

Years serviced: 2006 to Present

Total hours: 350

Partner: Larry Finney

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

REFERENCES (continued)

Town of Surfside

Contact: Diana King, Director of Finance
115 Highway 17 North | Surfside Beach, SC 29575
(843) 913-6336

Scope: Annual audit in accordance with generally accepted auditing standards and government auditing standards.

Years serviced: 2015 to Present

Total hours: 425

Partner: David Phillips

Town of Moncks Corner

Contact: Marilyn Baker, Clerk-Treasurer
118 Carolina Avenue | Moncks Corner, SC 29461
(843) 719-7900

Scope: Annual audit in accordance with generally accepted government auditing standards

Years serviced: 2014 to Present

Total hours: 400

Partner: Ken Meadows

Town of Kiawah Island

Contact: John Wilson, Finance Chair
21 Beachwalker Drive | Kiawah Island, SC
(843) 768-0685

Scope: Annual audit in accordance with generally accepted government auditing standards

Years serviced: 2015 to Present

Total hours: 350

Partner: Larry Finney

City of Simpsonville

Contact: Judy Bishop, Finance Director
118 N.E. Main Street | Simpsonville, SC 29681
(864) 967-9526

Scope: Annual audit in accordance with generally accepted auditing standards and government auditing standards.

Years serviced: 2015 to Present

Total hours: 400

Partner: David Phillips

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

ADDITIONAL INFORMATION

Some advantages of contracting GF&H include:

- We **specialize** in providing auditing, consulting and accounting services to governments (approximately 70% to 75% of our work is with governments). **We work with municipalities year-round**, so no matter when the City personnel need assistance, we will be available. This also means that most of our staff is very familiar with governmental accounting, auditing, and financial reporting. If we have a professional leave the firm, there are other qualified professionals to fill that void.
- **Our philosophy is to provide our clients with very personal service (while clearly maintaining our objectivity and independence)—we go the extra mile to exceed our client's needs.** For example, we provide a one day governmental accounting and financial reporting seminar each year that is free to clients. We also perform quality assessments with our clients to learn how we can better improve our service to our clients.
- We are members of the American Institute of Certified Public Accountants' (AICPA) **Government Audit Quality Center**. This allows us to stay on the forefront of governmental accounting and auditing policies and standards, which means we can also keep our clients up to date on government finance changes.
- Our five partners and two of our managers all have experience with the big four international firms—over 45 years in total. We combine that experience with a small firm approach of personal service to provide a very professional and personal approach to our services.

We can offer a range of management and other consulting services without affecting our independence. We work hard to maintain our objectivity and independence and yet partner with the City to accomplish its mission and goals as efficiently and effectively as possible. As such we have helped the Municipalities in many different areas over the year, including, but not limited to:

- Bond issue consents and comfort letters
- IT Security assessments
- Internal audit projects with a focus on improving efficiency and effectiveness
- ACA payroll reporting
- Assistance with payroll tax issues and IRS penalties
- Fraud investigations

GF&H provides an annual training day for all of our clients. This training days provides an opportunity for all of our clients to be updated on new GASB requirements, new Single Audit requirements, and hear from various speakers on topics that are meaningful to government clients. In addition to our annual training day, as the need arises, we will send out newsletters updating our clients on any matters that might affect their operations or current year audit.

CITY OF HENDERSONVILLE

PROPOSAL TO PROVIDE AUDIT SERVICES

ADDITIONAL INFORMATION (Continued)

GF&H can help the City improve its financial performance in the following ways:

- During our planning phase, we will evaluate the City's internal controls and look for other areas where we can offer suggestions for improving efficiency or effectiveness.
- We can provide periodic internal audit projects to help the City identify high risk areas, and then determine how to lower those risks to a more acceptable level. We can also perform projects with a goal to improve the efficiency and/or effectiveness of the City in various area. As a result of our extensive experience with Municipalities, we are familiar with effective practices and will strive to use this experience for the City's benefit.
- We also endeavor, along with management, to develop strong relationships with Council members and help them understand the financial statements and the importance of financial measurements. We have found this can be very beneficial to municipalities.
- Finally, we do not just perform our audit services and then move on to the next client. We are constantly helping the City identify financial and operation opportunities, risks, and solutions.

A. Creig Odom, CPA, PA
Five Office Way, Second Floor
PO Box 6098
Hilton Head Island, SC 29938
Telephone (843) 842-4021
Fax (843) 842-6629

System Review Report

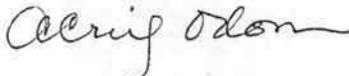
June 19, 2014

To the firm of
Greene, Finney & Horton, LLP
And the Peer Review Committee of the
South Carolina Association of Certified Public Accountants

I have reviewed the system of quality control for the accounting and auditing practice of Greene, Finney & Horton, LLP (the firm) in effect for the year ended May 31, 2014. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for the review included an engagement performed under *Governmental Auditing Standards* and an audit of an employee benefit plan.

In my opinion, the system of quality control for the accounting and auditing practice of Greene, Finney & Horton, LLP, in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Greene, Finney & Horton, LLP has received a peer review rating of *pass*.



A. Creig Odom, CPA, PA

PROFESSIONAL LIABILITY INSURANCE POLICY



CAMICO MUTUAL INSURANCE COMPANY
DECLARATIONS
ACCOUNTANTS PROFESSIONAL LIABILITY INSURANCE POLICY

Policy Number: SCL104732-09

Effective Date: 09/15/2015 at 12:01 A.M. Standard time at the address shown below
Expiration Date: 09/15/2016 at 12:01 A.M. Standard time at the address shown below
Retroactive Date: 02/15/1997

Item 1 - Named Insured: Greene, Finney & Horton, LLP

Item 2 - Business Address: 211 East Butler Road, Suite C6
Mauldin, SC 29662

Item 3 - Limits of Liability: \$1,000,000 Per Claim
\$1,000,000 Policy Aggregate

Item 4 - Deductibles: \$10,000 Per Claim Deductible

Item 5 - Total Premium: \$13,881

Item 6 - The policy consists of this Declarations page, and the following policy forms and endorsements:

- PL-1000-A 06/08 Accountants Professional Liability Insurance Policy
- PL-1043-A 02/12 Supplemental Policy Benefits and Liberalization
- PL-2030-A (SC) 02/12 State Endorsement - South Carolina
- PL-1026-A 09/11 Limited Coverage for Known Claims
- PL-1016-A 08/05 Special Exclusion Endorsement - Tax Technology LLC
- PL-1016-A 08/05 Special Exclusion Endorsement - Computer Related Services
- PL-1034-A 08/05 Excluded Entities

PLEASE READ THESE DECLARATIONS, THE POLICY AND ENDORSEMENTS CAREFULLY.

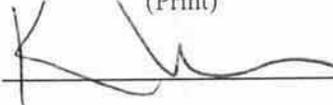
CAMICO Mutual Insurance Company

Authorized Representative

This RFP for Audit Services is submitted by:

Offeror/Firm Name: Greene, Finney & Horton, LLP

Authorized Representative Name: Kevin Madden
(Print)

Authorized Representative Signature:  Date: 3/18/2016

Address: 28 Schenck Parkway, Building 2B, Suite 200

City/State/Zip: Asheville, NC 28803

Telephone: (828) 771-0847, (864) 232-5204
(Area Code) Telephone Number

Facsimile: (864) 232-5532
(Area Code) Fax Number

It is understood by the Offeror that The City of Hendersonville reserves the right to reject any and all Proposals, to waive formalities, technicalities, and to recover and rebid this RFP.

This RFP is valid for sixty (60) calendar days from the RFP due date.

**A certificate of insurance and W9 must be received prior to any work being done.
No Business License is required in the City of Hendersonville or Henderson County, NC**



LARRY J. FINNEY, CPA

Education: 1982 BS in Accountancy from University of Illinois

CPA Certification: Certified as a CPA since 1984

Work Experience:

1996-Present
Greene, Finney & Horton, LLP
Certified Public Accountants
Partner

CPA firm with niche markets in small and medium size businesses, nonprofits, and governments:

- Audits, reviews, and compilations
- BOSS (Back Office Support System)—a secure, integrated, and paperless system for accounting, payroll, and tax planning and compliance

1994-1995
Southern Water Treatment, Inc.
Treasurer and Chief Financial Officer

1991-1993
Evode-Tanner Industries and Mercer Products (owned by same parent)
Chief Financial Officer

1986-1991
KPMG, CPAs
Senior Manager, Manager, Supervisor

Audit experience included:
School Districts, Municipalities, Manufacturing and
Distribution, Retail and Restaurants, Nonprofits

1982-1986
Coopers & Lybrand, CPAs
Supervisor, Senior, Staff

Audit experience included:
School Districts, Municipalities, Nonprofits, Manufacturing and
Distribution, Retail

Other: Member of American Institute of CPAs, SC Association of CPAs and
Various Associations and Chambers



DAVID G. PHILLIPS, CPA

Education: 1989 BS in Financial Management from Clemson University, with a minor in accounting and computer science

CPA Certification: Certified Public Accountant in South Carolina

Work Experience:

2003-Present Greene, Finney & Horton, LLP, Certified Public Accountants
Partner – Assigned to and specializing in Governmental Auditing

CPA firm with niche markets in small and medium size business, nonprofits and governments:

- Audits, reviews, compilations, and other attest services
- BOSS (Back Office Support System) – a secure, integrated and paperless system for accounting, payroll, and tax planning and compliance

1996-2002 Gerber Childrenswear, Inc.
Manager of Treasury Services to Assistant Secretary/Treasurer

- Responsible for external financial reporting
- Responsible for treasury and risk management functions
- Responsible for administering the employee benefit plans

1994-1996 Advantica (f/k/a Flagstar)
Manager of Financial Reporting

1990-1994 Ernst & Young, LLC
Staff, Senior, Supervisor

Audit experience included:

- HUD partnerships
- Manufacturing/Wholesale
- Employee Benefit Plans

Other: Member of American Institute of CPAs (including Government Audit Quality Center), Member of South Carolina Association of CPAs, Associate Member of Government Finance Officers Association, Served as a Member on the GASB Lease Task Force.



MIKE DOWNING, CPA

Education: 1981 BS in Accounting from Bob Jones University

CPA Certification: Certified Public Accountant in South Carolina since 1983

Work Experience:

2004-Present Greene, Finney & Horton, LLP
Certified Public Accountants
Senior Manager – Assigned to and specializing in Governmental Auditing

CPA firm with niche markets in small and medium size business, nonprofits and governments:

- Audits, reviews and compilations
- BOSS (Back Office Support System)-a secure, integrated and paperless system for accounting, payroll, and tax planning and compliance

1993-2004 Ernst & Young, LLP
Senior Manager, Manager
Audit experience included:

- Commercial and Multi-Family Real Estate
- Construction
- HUD Compliance

1984-1993 Sloan Construction Company
Controller, Assistant Controller

1981-1984 Ernst & Whinney, CPAs
Senior, Staff Accountant
Audit experience included:

- Construction
- Manufacturing
- Retail

Other: Member of American Institute of CPAs, SC Association of CPAs



ANDREW COLEMAN, CPA

Education: 2005 BS in Business Administration from North Greenville College

CPA Certification: Certified Public Accountant in South Carolina

Work Experience:

2007-Present
Greene, Finney & Horton, LLP
Certified Public Accountants
Supervisor

CPA firm with niche markets in small and medium size business, nonprofits and governments:

- Audits, reviews and compilations
- BOSS (Back Office Support System)-a secure, integrated and paperless system for accounting, payroll, and tax planning and compliance

2005-2007
The Cohen Company
Staff Accountant

2003-2005
RGB Rentals II Inc.
General Accountant



Amy J. Newman

- Education: 1984 BS in Administration Management from Clemson University
- Work Experience:
- 2014 – Present Staff at Greene, Finney, & Horton
- CPA firm with niche markets in small and medium size business, nonprofits and governments:
- Audits, reviews, and compilations
 - BOSS (Back Office Support System)-a secure, integrated and paperless system for accounting, payroll, and tax planning and compliance
- 1990 – 1993 In-Charge Accountant-Audit with KPMG Peat Marwick, Greenville, SC
- 1988 – 1990 Staff Accountant with KPMG Peat Marwick
- 1986 – 1988 Commercial Loan Review, Commercial Loan Processor at First Federal Savings and Loan
- 1984 – 1986 Customer Service Representative, Loan Assistant at The Palmetto Bank



JANE POLK

Education: 2014 BA in Philosophy from Covenant College, minor in Business

Work Experience:

2015 – Present Staff at Greene, Finney, & Horton

CPA firm with niche markets in small and medium size business, nonprofits and governments:

- Audits, reviews, and compilations
- BOSS (Back Office Support System)-a secure, integrated and paperless system for accounting, payroll, and tax planning and compliance

2014 – 2015 Patient Support Specialist at Perseus PCI

2013 – 2014 Copy Editor for Dew Learning, LLC
Customer Service Representative for Dew Learning, LLC

2011 – 2013 Administrative Assistant at Mustang Medical, LLC

**CITY OF HENDERSONVILLE,
NORTH CAROLINA**

**PROPOSAL TO PROVIDE PROFESSIONAL
AUDIT SERVICES – COST ESTIMATE**

Prepared by:

GREENE, FINNEY & HORTON, LLP
Certified Public Accountants & Consultants

28 Schenck Parkway, Building 2B, Suite 200
Asheville, NC 28803

Phone:
(828) 771-0847
(864) 232-5204

Contacts:

Kevin Madden
kevinm@gfhllp.com

March 18, 2016

CITY OF HENDERSONVILLE
PROPOSAL TO PROVIDE AUDIT SERVICES

COMPENSATION

We estimate the financial audit will require approximately 600 hours the first year and 525 hours per year in subsequent years. For purposes of this proposal we will use 525 hours as we consider the additional hours in the first year as our commitment to building a long-term relationship.

Standard Classifications	Standard Hourly Rate	Billed Hourly Rate	Estimated Hours	Professional Fees
Partner	\$ 190	\$ 140	85	\$ 11,900
Manager	140	100	100	10,000
Supervisor	110	80	170	13,600
Staff	70	50	170	8,500
				<u>44,000</u>
Out-of-pocket costs				1,000
Total Fees				<u>45,000</u>
Strategic Client Discount				(8,000)
2015-2016 fee not to exceed				\$ 37,000
2016-2017 fee not to exceed				37,500
2017-2018 fee not to exceed				38,000
Total for the three years				<u>\$ 112,500</u>

Please note:

- The above fees are based on expectations of what will be completed by the City in preparation for our audit. Our expectations are generally that the general ledger under audit for all funds will be closed accurately and completely, balance sheet accounts will be reconcile to supporting detail subsidiary ledgers, calculations for depreciation expense will be performed once the City has updated the capital asset schedules.
- Additional work is billed at our standard hourly rates as noted above unless different rates or fees are agreed to; our desire, when possible, is to agree to a fee prior to beginning additional work. **We understand if circumstances are encountered which would warrant extended services, the City will be notified and no extended services will be performed until authorized in writing by the City.** Please note that if there are changes in the scope of our work due to accounting and auditing standards or other requirements change then our fees may change. We will discuss potential changes with City management prior to any increase in the fee.

SUMMARY OF AUDIT COSTS SHEET --FIRM NAME Greene, Finney & Horton, LLP

	FY16	FY17	FY18
	<i>Binding</i>	<i>Estimate</i>	<i>Estimate</i>
Base Audit Fee: Includes all personnel costs, travel, and on-site work, supplies and materials – provide separate detail as described below	\$ 37,000	\$ 37,500	\$ 38,000
Financial Statement Preparation: Includes preparation and printing of CAFR	\$ Included	\$ Included	\$ Included
Extra Audit Services (if needed)			
Other Costs: (Explain)			
TOTAL:	\$37,000	\$37,500	\$38,000

Separately provide detail for the following components of the *Base Audit Fees*:

Personnel costs –

Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.

Estimated hours – categorize estimated hours into the following:

of Hours -On-site interim work, # 150 Rate per hour \$70

of Hours -Year-end on-site work, # 200 Rate per hour \$70

of Hours -Work performed in the auditor's office # 175 Rate per hour \$70

Total cost for each category of personnel and for all personnel costs in total.

Travel – itemize transportation and other travel costs separately.

Cost of supplies and materials – itemize.

Other costs – completely identify and itemize.

If applicable, note your method of determining increases in audit costs on a year to year basis.

GREENE, FINNEY & HORTON, LLP

**AMENDED AND RESTATED QUALITY
CONTROL POLICIES AND PROCEDURES MANUAL
JUNE 1, 2013**



Greene Finney & Horton
CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

GREENE, FINNEY & HORTON, LLP

**AMENDED AND RESTATED
QUALITY CONTROL POLICIES AND PROCEDURES
MANUAL**

TABLE OF CONTENTS

<u>Description</u>	<u>Page Number</u>
Quality Control Policies and Procedures	1
Appendix A – Quality Control Director	15
Appendix B – Engagement Bridging Document	16
Appendix C – Peer Review Calendar	32
Appendix D – Proposed Quality Control Maintenance Calendar	33
Appendix E – Quality Control Review Engagements	35

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

Greene, Finney & Horton, LLP's (the "Firm") quality control policies and procedures for the six elements of quality control are presented on the following pages. All employees of the Firm are provided copies and are responsible for understanding, implementing, and adhering to these policies and procedures.

The Firm is a member of the AICPA Governmental Audit Quality Center ("Center") and has agreed to establish policies and procedures specific to the Firm's governmental audit practice (as defined in the membership requirements) to comply with the applicable professional standards and the membership requirements of the Center. These policies and procedures are documented and communicated by this document.

As required by the membership requirements of the Center, it is the policy of the Firm that all eligible audit partners be members of the AICPA. It is the responsibility of the managing partner to annually advise each audit partner that AICPA membership is mandatory. Also, as required by the membership requirements of the Center, the managing partner annually designates an audit partner to assume Firm-wide responsibility for the quality of the Firm's governmental audit practice. See Appendix A for the person selected for the quality control director.

It is the Firm's policy to adhere to all applicable unconditional and presumptively mandatory requirements of SQCS No. 8, *A Firm's System of Quality Control*, as evidenced by the policies and procedures within this quality control ("QC") document. Any questions, concerns, or recommendations about the Firm's quality control system should be communicated to the managing partner.

LEADERSHIP RESPONSIBILITIES FOR QUALITY WITHIN THE FIRM

It is the Firm's policy to promote a culture of quality that is pervasive throughout the Firm's operations through the development of its system of quality control. Firm management, under the direction of the managing partner, assumes responsibility for the Firm's system of quality control and designs the system to (a) emphasize the importance of performing work that complies with professional standards and applicable legal and regulatory requirements and (b) issue reports that are appropriate in the circumstances. In maintaining a culture of quality, the Firm emphasizes the importance of ethics and integrity in every decision that personnel make, particularly at the engagement level. The Firm ensures compliance with this policy by implementing the following procedures:

1. The Firm dedicates sufficient and suitable resources to its quality control system and quality initiative and assigns the operational responsibility for the Firm's quality control system to individuals with the experience, ability, and authority to identify, develop, and implement the necessary QC policies and procedures based upon their comprehensive understanding of SQCS No. 8. The Firm communicates clear, consistent, and frequent actions and messages that emphasize the Firm's quality control policies and procedures. Such actions and messages include:
 - Providing a copy of the Firm's system of quality control document to all new professional employees and reviewing the document and its importance with them.
 - Reviewing the Firm's quality control policies and procedures, especially in areas where questions or problems have arisen, with personnel during Firm training sessions.
2. The managing partner evaluates client relationships and engagements to ensure that commercial considerations are not placed ahead of the Firm's commitment to quality control. Additionally, the Firm's performance evaluation, compensation, and advancement practices do not place commercial considerations ahead of the quality of work performed.
3. The managing partner, audit engagement partners, and other partners in the Firm demonstrate the importance of quality by their actions.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

4. The engagement partner assumes responsibility for the overall quality of each audit engagement to which he or she is assigned and sets an appropriate example throughout all stages of the engagement for the other engagement team members to follow.
5. The Firm has a code of conduct that reflects the Firm's core value of quality and guides personnel to make appropriate decisions throughout their workday. The code of conduct is regularly communicated and reiterated to all employees.
6. The Firm rewards personnel who demonstrate a commitment to quality through its performance evaluation, compensation, and advancement system.
7. The Firm does not allow unethical behavior to occur unchallenged and addresses instances of noncompliance with the Firm's quality control system through swift disciplinary action or, in extreme cases, termination of the offending employee.
8. At least annually, the Firm's leadership responsibilities for quality within the Firm policies and procedures are reviewed to determine if they are appropriate and operating effectively. See the MONITORING section of this document for further information.

RELEVANT ETHICAL REQUIREMENTS

It is the Firm's policy that all professional personnel be familiar with and follow relevant ethical requirements of the AICPA, contained in the *Code of Professional Conduct*, the South Carolina Board of Accountancy, and the State of South Carolina Association of Certified Public Accountants in performing their professional responsibilities. Furthermore, it is the policy of our Firm that, for engagements subject to *Government Auditing Standards* and other applicable regulatory agencies, all professional personnel be familiar with and adhere to the relevant ethical requirements included in those standards, including any that may be more restrictive. Additionally, when the Firm and its professional personnel encounter situations that raise potential independence threats, but such situations are not specifically addressed by the independence rules of the AICPA *Code of Professional Conduct*, the situation will be evaluated by referring to the *Conceptual Framework for AICPA Independence Standards* and applying professional judgment to determine whether an independence breach exists. The Firm takes appropriate action to eliminate threats to independence or mitigate them to an acceptable level by applying safeguards. If effective safeguards cannot be applied, the Firm will withdraw from the engagement or take other corrective actions as appropriate to eliminate the breach. The Firm ensures compliance with this policy by implementing the following procedures:

1. All personnel have access to the ethical requirements to which the Firm is subject. The Firm expects its personnel to be familiar with those relevant ethical requirements.
2. All professional personnel who work on accounting and auditing engagements and are required to be independent sign an Independence, Integrity, and Objectivity representation letter ("Representation Letter") when hired (and annually thereafter) that acknowledges their familiarity with the Firm's policy and procedures, particularly with regard to independence. The Representation Letter also lists known circumstances and relationships that may create a potential threat to independence.
3. Ethics training (eight hours of CPE) for professional who are certified public accountants is required at least once every three years as required by the South Carolina Board of Accountancy.
4. Certain relevant ethical requirements are addressed by procedures within the work programs and standard forms in the Firm's in-house and on-line library used by the Firm. Such procedures:

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

- a. Determine compliance with relevant ethical requirements on each new and recurring client as part of the acceptance and continuance decision.
 - b. Consider unpaid fees.
 - c. Consider any familiarity threat related to senior personnel recurring on an audit or attest engagement for five years or more.
 - d. Annually confirm the independence of another accountant performing work on a group audit or a segment of a review or attestation engagement.
 - e. Identify nonattest services performed for attest service clients and determine if the services threaten independence with respect to that client. Where applicable, this includes determining whether such nonattest (nonaudit) services impair independence under the independence rules in *Government Auditing Standards*.
 - f. Consider the Firm's independence of attest clients at which professional personnel have been offered management positions or have accepted offers of employment.
 - g. Consider whether actual or threatened litigation has an effect on the Firm's independence with respect to the client.
 - h. Determine whether all professional personnel are independent of the financial reporting entity, if the Firm is engaged as the group auditor to report on the basic financial statements of the financial reporting entity.
 - i. Consider whether the Firm was party to a cooperative arrangement with a client that was material to the Firm or the client.
5. All professional personnel remain alert for any evidence of noncompliance with relevant ethical requirements during the engagement and are required to promptly notify the engagement partner and generally the managing partner of any circumstance or relationships that may create a potential threat to independence or an independence breach, so that appropriate action can be taken.
 6. If a potential threat to independence is identified, the managing partner accumulates and communicates relevant information to appropriate personnel so (a) Firm management and the engagement partner can determine whether they satisfy independence requirements, (b) the engagement partner can take appropriate action to address identified threats to independence, and (c) current independence information can be maintained. For clients of whom the Firm is not independent, only compilation services are performed and the Firm discloses the lack of independence in its accountant's reports for those clients.
 7. All relevant ethical requirements matters (including potential issues from the Representation Letters and those from other sources) are resolved by the managing partner. The managing partner is responsible for determining actions to be taken when professional personnel violate Firm independence policies and procedures. Documentation of the resolution of a relevant ethical requirements matter is generally filed in the client's workpaper files.
 8. If a breach of independence is identified, the breach and the required corrective actions are promptly communicated to (a) the managing partner, (b) the engagement partner, who (along with the Firm) needs to address the breach and (b) other relevant personnel in the Firm and those subject to the independence requirements who need to take appropriate action: The engagement partner confirms to the managing partner

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

when required corrective actions related to the independence breach and noncompliance with these policies and procedures has been taken.

9. At least annually, the managing partner reviews the Firm's ethical requirements to determine if they are appropriate and operating effectively. See the MONITORING section of this document for further information.

ACCEPTANCE AND CONTINUANCE OF CLIENT RELATIONSHIPS AND SPECIFIC ENGAGEMENTS

It is the Firm's policy that, for all compilation, review, audit, and attestation engagements, the acceptability of the client and the engagement be evaluated before the Firm agrees to provide professional services. The Firm will accept and continue only client relationships and specific engagements when it has determined that the requisite competence and capabilities (including adequate time and resources) exist within the Firm to perform the engagement and the firm can comply with legal and relevant ethical requirements. Additionally, the Firm will only undertake or continue relationships and engagements when the Firm has considered the integrity of the client and does not obtain information indicating that the client lacks integrity. The Firm ensures compliance with this policy by implementing the following procedures:

1. For each prospective client that requests for the first time a compilation, review, audit, or attestation service, the partner making initial contact with the client considers the relevant information contained in the engagement acceptance form. This consideration is generally evidenced by the completion of an engagement acceptance form.
2. For existing attest clients, the partners annually review the Firm's client list and reevaluate the acceptability of each client and engagement. Furthermore, the engagement work programs used by the Firm (as documented in the ENGAGEMENT PERFORMANCE section of this document) contain steps requiring the engagement team to consider whether the Firm should discontinue providing all or certain services to a client.
3. The managing partner or the engagement partner documents how issues identified during the acceptance and continuance process, if any, were overcome and resolved so that the Firm decided to accept or continue the client relationship or specific engagement. Such documentation includes discussion of significant issues, consultations, conclusions, and the basis for the conclusions.
4. If situations occur after the commencement of an engagement and while work is in process that indicates the Firm should consider withdrawing from the engagement, the managing partner is notified of the circumstances. In this situation, the Firm considers whether there are any professional, regulatory, or legal requirements for the Firm to remain associated with the client and the engagement or to report the withdrawal to regulatory authorities. In addition, the Firm considers whether withdrawing from the engagement or discontinuing the client relationship is appropriate. The engagement partner and managing partner jointly decide whether to withdraw from an attest engagement. Significant issues, consultations, conclusions, and the basis for the conclusions are documented when withdrawal from an engagement or from both the engagement and the client relationship occurs.
5. The engagement partner is responsible for ensuring that an engagement letter is obtained for each client (if required). The engagement letter documents the Firm's understanding with the client regarding the nature, scope, and limitations of the services to be performed, as well as the identification of the engagement partner and his or her role.
6. For audit engagements, the engagement partner is responsible for:

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

- a. Being satisfied that appropriate acceptance and continuance procedures were followed and that acceptance and conclusion decisions reached are appropriate.
 - b. Promptly communicating information obtained, if any, that would have caused the Firm to decline the engagement had it been known initially, to the Firm, so that the Firm and the engagement partner can take the necessary action.
7. If the Firm discovers a potential conflict of interest during the acceptance and continuance decision, the managing partner determines whether it is appropriate to accept or continue the engagement. If the engagement is accepted or continued, the ethical requirements under AICPA Interpretation No. 102-2, "Conflicts of Interest," under Rule 102, *Integrity and Objectivity*, are considered, including whether a conflict of interest that might be perceived as impairing objectivity was disclosed and consented to by the client or other appropriate parties.
8. At least annually, the managing partner reviews the Firm's acceptance and continuance of client relationships and specific engagement policy and procedures to determine if they are appropriate and operating effectively. See the MONITORING section of this document for further information.

HUMAN RESOURCES

Overall

The success of the Firm is dependent upon its professional staff. It is the Firm's intent to succeed in the marketplace by having partners and staff who possess the competence, capabilities, and commitment to ethical principles to assure that engagements performed by the Firm are in accordance with professional standards and acceptable legal and regulatory requirements and that appropriate reports are issued. Having effective QC policies and procedures over the human resources element will help ensure the proficiency of its personnel. The activities of a comprehensive human resources QC system includes:

- Recruitment and hiring.
- Determining capabilities and competencies.
- Assignment of engagement teams.
- Professional development.
- Performance evaluation, compensation, and advancement.

Policies and procedures for each of these activities are detailed below. Periodically, the managing partner reviews the Firm's human resources policies and procedures (practices) to determine if they are appropriate and operating effectively. See the MONITORING element of the Firm's QC system for further information.

Recruitment and Hiring

It is the Firm's policy that recruitment and hiring decisions for the professional staff be based on an objective evaluation of the Firm's personnel needs, that candidates possess the appropriate characteristics to perform competently, and that new employees are adequately informed of the Firm's policies and procedures. The Firm ensures compliance with this policy by implementing the following procedures:

1. A recruitment and hiring plan is prepared periodically (as necessary) and is approved by the partners. The recruitment and hiring plan is communicated to those involved in the recruitment and hiring process.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

2. Recruiting techniques and actual employment decisions are made by the partners after considering the needs of the Firm.
3. An Interview and Evaluation Checklist is considered when interviewing each applicant.
4. The Firm's personnel policies and procedures relevant to applicants and new employees are communicated to them.

Determining Capabilities and Competencies

It is the Firm's policy to determine whether personnel possess the requisite competencies and capabilities. In making this determination, the Firm primarily considers qualitative measure, as opposed to quantitative ones. The Firm ensures compliance with this policy by implementing the following procedures:

1. Periodically, the managing partner assesses the capabilities and competencies of engagement partners to help assure engagements are performed in accordance with professional standards and applicable legal and regulatory requirements, and that appropriate reports are issued in the circumstances. The following competencies and capabilities are assessed based on the characteristics of the particular client, industry, and service provided:
 - a. An understanding of the role of the Firm's QC system and the *Code of Professional Conduct*.
 - b. An understanding of the service to be performed.
 - c. Technical proficiency.
 - d. A familiarity with the industries served.
 - e. Professional judgment.
 - f. An understanding of the organization's information technology systems.
 - g. Personal attributes, leadership qualities, and perspective on business issues.
2. The Firm determines how engagement partners and other personnel can best obtain additionally needed capabilities and competencies.
3. Performance evaluations are conducted, at least annually, to determine the capabilities and competencies possessed by professional staff other than partners.

Assignment of Engagement Teams

It is the Firm's policy that each engagement be supervised by an engagement partner with appropriate competence, capabilities, and authority. Additionally, all personnel assigned to engagements possess the necessary competence and capabilities to perform engagements that comply with professional standards and applicable legal and regulatory requirements and enable the Firm to issue reports that are appropriate in the circumstances. The Firm ensures compliance with this policy by implementing the following procedures:

1. In addition to assessing the engagement partner's capabilities and competencies (see the Determining Capabilities and Competencies section), the managing partner clearly defines and communicates the

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

responsibilities and authority of an engagement partner to that partner, and evaluates the partner's work load to ensure that he or she has the time to adequately perform the role.

2. The identity and role of the engagement partner are generally communicated to client management and those charged with governance through a written engagement letter.
3. In an audit engagement, the engagement partner obtains satisfaction that the engagement team (including any external specialists) meets the objective of the "Assignment of Engagement Team" section of this document.
4. The managing partner makes all partner assignments, assesses the staffing requirements of each client and engagement, and develops a partner and staff assignment plan. All assignments are made after considering the requisite competencies and capabilities needed for the particular client and engagement. A copy of the staffing plan (work schedule) is circulated to all employees.

Professional Development

It is the Firm's policy that all professional personnel comply with the continuing professional education requirements of the AICPA, the South Carolina Board of Accountancy, the AICPA Governmental Audit Quality Center, the U.S. Government Accountability Office, and other regulatory agencies, if applicable; that all professional staff maintain an adequate awareness and understanding of current developments in professional standards; that all non-licensed professional staff should generally work toward passing the CPA exam; and that all professional staff assist in the training and development of staff members under their supervision. The Firm ensures compliance with this policy by implementing the following procedures:

1. The managing partner or quality control director approve professional staff member CPE prior to staff attending external CPE. An individual CPE record will be prepared annually for each professional staff member.
2. The quality control director monitors employee progress toward meeting the required CPE.
3. All professional personnel are generally required to obtain the minimum number of 20 hours of CPE each year (80 hours every two years) in programs that qualify for credit under the CPE rules that govern the Firm.
4. Individuals who work on audits and attestation engagements subject to the *Government Auditing Standards*, including planning, directing, performing fieldwork, or reporting, should generally complete at least 24 hours of CPE every two years that directly relates to government auditing, the government environment, or the specific or unique environment in which the audited entity operates. In addition, auditors who do any amount of planning, directing, or reporting on Yellow Book audits and auditors who are not involved in those activities but charge at least 20% of their time annually to Yellow Book audits are required to also obtain at least another 56 hours (for a total of 80 hours) of CPE that enhances their professional proficiency to perform audits.
5. In accordance with the membership requirements of the AICPA Governmental Audit Quality Center's membership requirements, the partner assigned Firm wide responsibility for the quality of the Firm's governmental audit practice must meet both the 24-hour and 80-hour CPE requirements. The partner must also participate in the annual Center sponsored webcast on recent developments in governmental auditing.
6. Appropriate CPE documentation is maintained for each professional for the most recent five years.
7. The Firm maintains a current library and circulates within the Firm important news about new or emerging changes in professional literature or business activities.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

8. The Firm recognizes the importance of on-the-job training and encourages personnel with supervisory responsibility to be aware of situations where it can be provided.
9. The Firm recognizes the benefit of other professional development activities and encourages personnel at each staff level to participate in such activities.

Performance Evaluation, Compensation, and Advancement

It is the Firm's policy that performance evaluation, compensation, and advancement decisions for professional personnel be based on a timely and objective evaluation of individual performance, that the professional personnel selected for advancement have the necessary qualifications to fulfill their assigned responsibilities, and that compensation of personnel, including partners, be based generally on the quality of their work. The Firm ensures compliance with this policy by implementing the following procedures:

1. The following personnel levels and related performance criteria are used by the Firm:
 - a. **Staff Accountant** – Assume responsibility for unaudited financial statement engagements, segments of audits, or the completion of tax returns under the supervision of more experienced staff/professionals.
 - b. **Senior** – Assume responsibility for the supervision of unaudited financial statement engagements, audits, and tax return preparation engagements – under the supervision of more experienced professionals. Begin to assist in the development of new practice opportunities.
 - c. **Supervisor** – Plan and supervise assigned engagements, assist in the development of accounting/auditing tools, procedures, and Firm resources. Assist in the development of new practice opportunities.
 - d. **Manager** – Plan and supervise assigned engagements, assist in administrative functions of the Firm, assist in the development of accounting/auditing tools, procedures, and Firm resources. Assist in the development of new practice opportunities.
 - e. **Senior Manager** – Have earned their CPA license. Plan and supervise assigned engagements, assist in administrative functions of the office, assist in the development of auditing tools and procedures and Firm Resources. Actively involved in the development of new practice opportunities.
 - f. **Partners (Equity and Non-Equity)** – Have Earned their CPA license. Assume ultimate responsibility for all assigned engagements, attract and develop new clients, perform assigned administrative duties, and participate in civic and community activities.
2. All professional staff (excluding partners) are evaluated (performance review) at least once a year. The importance of passing the CPA exam is also emphasized (to applicable staff) to all staff members.
3. The partners meet annually to approve partner compensation and any incentive bonus (if any) based upon criteria established by the partner group. Such criteria reward quality service and do not place commercial considerations ahead of the quality of work performed.
4. At least annually, and on an *ad hoc* basis if necessary, the partners meet as a committee to discuss advancement, compensation, and termination decisions.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

ENGAGEMENT PERFORMANCE

Overall

Engagement performance encompasses many aspects of performing an engagement, from the initial planning stages to the issuance of the report and assembly of the workpapers. Additionally, it is not uncommon for the Firm's engagement teams to occasionally encounter complex or contentious issues that result in the need for consultation or that create differences of opinion. The Firm believes in a strong quality control system and has established an engagement quality control review process. While all of these activities are part of the engagement performance element of the QC system, the Firm has chosen to differentiate certain activities within this section of the QC document for ease of understanding. The activities are segregated as follows:

- Engagement performance and documentation.
- Engagement quality control review.
- Consultation and differences of opinion.

Policies and procedures for each of these activities of engagement performance are described below. At least annually, the audit partners review the Firm's engagement performance policies and procedures to determine if they are appropriate and operating effectively. See the MONITORING section of this document for further information.

Engagement Performance and Documentation

It is the Firm's policy that all compilation, review, audit, and attestation engagements be properly planned, performed, supervised, reviewed, documented, and reported or communicated in accordance with the requirements of professional standards, applicable legal and regulatory requirements, and the Firm. In this regard, the Firm's engagement performance quality control ("EPQC") steps are documented in the Firm's engagement performance bridging documents.

The Firm has adopted and integrated within its quality control system the use of original and edited/revised PPC accounting and auditing manuals and practice aids, as more fully described in the engagement performance bridging documents attached as an Appendix B to this document. This QC document and the use of original and edited/revised PPC accounting and auditing manuals and practice aids and any other practice aids used by the Firm are intended solely to assist us in achieving compliance with professional standards. Accordingly, nothing within this QC document should be construed as (1) requiring a higher level of performance or documentation than the minimum specifically required by our Firm's QC policies and procedures, or (2) overriding the exercise of professional judgment.

In accordance with requirements of the South Carolina Board of Accountancy Regulation 1-12 "Safeguarding Client Files When a Licensee is Incapacitated, Disappears, or Dies", each licensee of the Firm has designated the managing partner and the quality control director as his/her personal representative for client files in the case of incapacity or death of the licensee.

Engagement Quality Control Review

It is the Firm's policy to evaluate all engagements against criteria established by the Firm to determine whether an engagement quality control review should be performed, and to perform an engagement quality control review for all engagements that meet the criteria. Engagement quality control reviews are completed before the report is released. The Firm ensures compliance with this procedure by implementing the following procedures:

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

1. The Firm establishes criteria for performance of an engagement quality control review ("EQCR"). The Firm establishes a different set of criteria for each major type of service provided (i.e., compilations, reviews, audits, and attestation engagements).
2. All engagements are evaluated against the established criteria. An engagement quality control review is performed for all engagements that meet the established criteria. If no engagements meet the criteria established by the Firm for EQCR, no EQCRs are performed.
3. The Firm periodically evaluates and makes changes to its EQCR criteria as needed based on changes in the structure and nature of the Firm's practice.
4. Based on the current composition of the Firm's accounting and auditing practice, the Firm has concluded that engagement quality control review should be performed for those engagements as outlined in Appendix E. Engagements other than those are not required to have EQCR performed.
5. Performing an engagement quality control review includes the following procedures:
 - Having a discussion with the engagement partner about significant findings and issues.
 - Reading the financial statements or other subject matter information and the proposed report.
 - Reviewing selected engagement documentation relating to the significant judgments of the engagement team and the conclusions reached.
 - Performing an evaluation of the conclusions reached in formulating the report and considering whether the proposed report is appropriate.
 - Reviewing for appropriateness the resolution and conclusions reached regarding differences of opinion and matters requiring consultation (if any).
 - Considering the engagement team's evaluation of the Firm's independence in relation to the specific engagement.
6. If differences of opinion occur between the engagement partner and the engagement quality control reviewer, appropriate differences of opinion procedures are followed (see the Consultation and Differences of Opinion section of this QC document), and documentation of the resolution of conflicting opinions is finalized before the release of the report.
7. The Firm prepares appropriate documentation of the engagement quality control review, including documentation that reflects:
 - The procedures required by Firm policies have been performed.
 - That the EQCR was completed before the report was released.
 - That the reviewer was not aware of any unresolved matters that would have caused him or her to believe that significant judgments the engagement team made and conclusions they reached were not appropriate.
8. The appointment of engagement quality control reviewers requires consideration of the technical qualifications necessary to perform the role (including the necessary experience and authority), and the

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

degree to which an engagement quality control reviewer can be consulted during the engagement without jeopardizing the reviewer's objectivity. In selecting appropriate engagement quality control reviewers, the following criteria are followed:

- The engagement quality control reviewer is selected by the quality control director or /managing partner.
 - The engagement quality control reviewer has sufficient and appropriate experience, technical expertise, and authority for the particular engagement to be reviewed.
 - Engagement quality control reviewers maintain appropriate ethical requirements (such as objectivity, due professional care, and independence), including independence requirements relating to the engagement reviewed.
 - The engagement quality control reviewer does not make decisions for the engagement team or otherwise participate in the performance of the performance of the engagement except in a consulting role. Both the engagement quality control reviewer and the engagement team are careful to maintain the reviewer's objectivity.
 - If the objectivity and/or continued eligibility of the engagement quality control reviewer come into question, the engagement partner will communicate the situation to the quality control director or managing partner. The engagement quality control reviewer will be replaced if the reviewer's ability to perform an objective review is likely to have been impaired.
9. For audit engagements (see step 4 of this section) for which an EQCR is required, if any, the engagement partner (a) determines that an engagement quality control reviewer has been appointed; (b) discusses with the engagement quality control reviewer the significant findings or issues that arose during the audit, if any; and (c) does not release the auditor's report until the completion of the EQCR.
10. When the Firm does not have qualified personnel to perform the engagement quality control review, the Firm contracts with qualified external individuals or other firms to perform the review. The criteria in Procedure 8 are followed in selecting qualified external engagement quality control reviewers.

Consultation and Differences of Opinion

It is the Firm's policy that personnel refer to authoritative literature or other sources when appropriate. It is also the Firm's policy that all professional personnel seek consultation on a timely basis, within or outside the Firm, whenever differences of opinion occur or uncertainties exist regarding a technical issue. The Firm ensures compliance with this policy by implementing the following procedures:

1. The Firm maintains or provides ready access to an adequate and up-to-date reference library that includes materials related to clients served and that should be consulted to assist professional staff in their research of technical issues.
2. Issues requiring consultation are first discussed by members of the engagement team. If further consultation is necessary, individuals within the Firm having appropriate expertise are then consulted.
3. Consultations with individuals outside of the Firm who have relevant specialized expertise, including nonaccounting or nonauditing specialists, must generally be approved by the quality control director or managing partner. Before using an outside individual or specialist, the Firm evaluates whether the external provider is qualified for the specific purpose of the consultation.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

4. All known relevant facts are provided to those consulted so they can understand the nature and scope of the consultation.
5. All consultations involving difficult or contentious issues are agreed upon by both the individuals seeking consultation and the individual consulted. Such consultations are sufficiently documented to facilitate understanding of the issue for which the consultation was needed, the results of the consultation, the decisions made and the basis for those decisions, and how those decisions were implemented.
6. If a difference of opinion occurs within the engagement team, between the engagement partner and the engagement quality control reviewer, or with those consulted within or outside the Firm, that difference will be resolved using Procedures 2, 3, and 4, if possible. If not, the matter should be brought to the attention of the managing partner. The managing partner (with the assistance of other practitioners or regulatory entities if desired) resolves the dispute regarding the proper course of action to be taken by the Firm on the issue in question. The conclusion reached to resolve the matter of disagreement and how that conclusion was implemented should generally be documented. In addition, any party to the consultation/difference of opinion who disagrees with the final conclusion may document his or her disassociation from the resolution of the matter. The Firm will not release the report until any differences of opinion are resolved.
7. For audit engagements, the engagement partner is responsible for ensuring that appropriate consultation is undertaken on difficult or contentious matters. Additionally, the engagement partner ensures that (a) members of the engagement team follow the Firm's consultation policies during the course of the engagement, (b) the nature and scope of the consultation are agreed upon with the party consulted, (c) the resulting conclusions are understood by the party consulted, and (d) such conclusions are implemented.

MONITORING

It is the Firm's policy that the quality control system be monitored on an ongoing basis to provide the Firm with reasonable assurance that the policies and procedures established by the Firm for each of the elements of quality control are relevant, adequate, and operating effectively. Monitoring activities include EQCR, inspection, and postissuance review. EQCR, performed prior to completion of the engagements, assists in providing ongoing consideration and evaluation of the Firm's QC system. The policy and procedures relate to EQCR are addressed in the **ENGAGEMENT PERFORMANCE** section of this document. The retrospective monitoring activities performed by the Firm relate to inspection and postissuance review (collectively referred to as *inspection/review*) and are the primary activities addressed in these monitoring policy and procedures.

As an integral part of the monitoring process, inspection/review procedures are performed on all elements of the Firm's quality control system at least annually (Appendix D) to determine whether the Firm has complied with professional standards, applicable legal and regulatory requirements, and its stated quality control policies and procedures. The Firm ensures compliance with this policy by implementing the following procedures:

1. At least annually, the managing partner will select a quality control director. At least annually, the quality control director and/or managing partner will perform or select a team (hereafter referred to as the "inspector") to perform inspection/review procedures on the Firm's quality control system. Individuals selected as monitoring team members possess adequate technical knowledge and experience and, when practical, are not directly involved in the administration, supervision, or performance of the QC procedures or engagement each will inspect/review. The monitoring process is planned, performed, and documented considering the appropriate monitoring checklist information found in the practice aid section of *PPC's Guide to Quality Control* as a work program. The monitoring procedures include review of administrative records to assess Compliance relating to QC elements other than engagement performance. The monitoring process includes a review of the governmental audit practice in accordance with the membership requirements of the Center.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

2. At the conclusion of the inspection/review, the inspector is responsible for (a) identifying and summarizing the deficiencies noted and (b) discussing the results of the inspection/review with the engagement partners and other appropriate personnel responsible for each of the engagements selected for review and determining whether any corrective action needs to be taken or improvements made with respect to those specific engagements. Audit engagement partners consider whether any deficiencies noted in the monitoring team's communication may affect other audit engagements.
3. The Firm pursues one or more of the following actions resulting from its evaluation of the deficiencies noted during inspection/review:
 - Take appropriate remedial action directed toward the individual engagement or person.
 - Revise the Firm's quality control policies and procedures.
 - Discipline individuals who failed to follow the Firm's QC policies and procedures.
 - Communicate the findings to those responsible for training and professional development.
4. If monitoring procedures indicate that required engagement procedures were not performed or that an issued report is inappropriate, the Firm determines what further actions are needed to comply with relevant professional standards and applicable legal and regulatory requirements. Depending upon the specific situation, the Firm may obtain legal advice.
5. At least annually, the Firm prepares and distributes a formal inspection/review report to the partners. This annual monitoring communication provides a description of (a) the monitoring procedures performed, (b) the conclusions reached from such procedures, and (c) any systemic, repetitive, or other significant deficiencies noted and the corrective actions taken to resolve them. Audit engagement partners consider whether any deficiencies noted in the Firm's communication may affect their audit engagements.
6. In addition, the Firm is subject every three years to a peer review (Appendix C) in accordance with the requirements of the AICPA and the South Carolina Board of Accountancy. The managing partner and the quality control director are responsible for scheduling and coordinating that review. The Firm elects to have its peer review count as its inspection for each year in which a peer review is performed.
 - In accordance with the membership requirements of the AICPA Governmental Audit Quality Center, the engagement letter covering the Firm's peer review requires that the governmental audits selected for review during the Firm's peer review be reviewed by someone who is employed by a member Firm of the Center. Also information relative to the Firm's most recently accepted peer review is available to the public in accordance with the membership requirements of the Center.
 - The internal inspection/review results (including those specific to the Firm's governmental audit engagements selected for inspection/review) and annual monitoring communication are made available to the Firm's peer review team.
7. Based on the results of the ongoing monitoring of the QC system, the Firm's annual inspection/review, the monitoring communication, and, if appropriate, the results of the Firm's peer review, the quality control director and managing partner determine any corrective actions that should be pursued to improve, amend, or revise the QC system.
8. The managing partner periodically reminds personnel during staff meetings that any concerns regarding complaints or allegations may be communicated to the Firm without fear of reprisals. The Firm is

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

particularly interested in complaints and allegations about the Firm's noncompliance with professional standards, applicable legal and regulatory requirements, or the Firm's system of quality control. The Firm appropriately addresses complaints and allegations by:

- Establishing channels of communication for complaints and allegations.
 - Investigating complaints and allegations and involving legal counsel if considered necessary. The Firm assigns partners to this process who are trained and knowledgeable about Firm procedures and who are not otherwise involved in the engagement relating to the complaint or allegation.
 - Documenting all complaints and allegations.
9. The Firm documents the performance of each element of its QC system on an ongoing basis, as well as in conjunction with documenting its monitoring of the system. The Firm retains documentation evidencing the operation of its QC policies and procedures for a time sufficient to allow those monitoring the QC system, including peer reviewers, to evaluate the Firm's compliance with its system.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX A

QUALITY CONTROL DIRECTOR

Year	Quality Control Director
1998	Boyd Greene
1999	Boyd Greene
2000	Boyd Greene
2001	Boyd Greene
2002	Boyd Greene
2003	Larry Finney
2004	David Phillips
2005	David Phillips
2006	David Phillips
2007	David Phillips
2008	David Phillips
2009	David Phillips
2010	David Phillips
2011	David Phillips
2012	David Phillips

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Audits of Historical Financial Statements

	Person or Group Responsible for		Historical Financial	Historical Financial	Practice Aids (QCM's) Used By Firm	
	Completing Step		Statements	Statements		
ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Primary Responsibility	Secondary Responsibility	Government/ Non-Profit Audits	Private Audits	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
1. Evaluate whether to accept/continue the engagement considering the client's integrity and the firm's competence, capabilities, time, and resources.	Partner (P)	Engagement Team (ET)	Yes	Yes	Acceptance and Continuance Memo or Form Step on Work Program	GF&H Network/RIA Checkpoint site.
2. Assign staff based on competencies, capabilities, and availability. Ensure that all staff assigned meet any professional qualifications.	P	ET	Yes	Yes	Managing Partner Work Schedule	N/A
3. Obtain an engagement letter (including the partner's identity and role to the client).	P	ET	Yes	Yes	Engagement Letter	GF&H Network/RIA Checkpoint site.
4. Entrance memo.	ET	P	Opt	Opt	Entrance Memo Workpaper	GF&H Network/RIA Checkpoint site
5. Determine Major Funds and Component Units (if applicable)	ET	P	Yes (if applicable)	N/A	Complete Major Fund and Component Unit Templates (if necessary)	GF&H Network/RIA Checkpoint site.
6. Evaluate and document materiality	ET	P	Yes	Yes	Complete PM Form	GF&H Network
7. Planning and brainstorming meeting. Consider potential fraud implications.	ET	P	Yes	Yes	Client Information and Planning Forms	GF&H Network/RIA Checkpoint site.
8. Prepare interim and YE client assistance package ("CAP").	ET	ET	Opt	Opt	Prepare/Update CAP Form	GF&H Network
9. Prepare audit planning forms / risk assessments forms and related work papers (including preliminary audit strategy). Obtain an understanding of the entity and its environment (including internal control). Identify and assess risk of material misstatements and develop	ET	P	Yes	Yes	Planning and Risk Assessment Forms	GF&H Network/RIA Checkpoint site.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Audits of Historical Financial Statements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for		Historical Financial	Historical Financial	Practice Aids (QCM's) Used By Firm	
	Completing Step		Statements	Statements		
	Primary Responsibility	Secondary Responsibility	Government/ Non-Profit Audits	Private Audits	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
responses to identified risks).						
10. Obtain or document internal controls ("IC").	ET	P	Yes	Yes	Internal Control Memos	GF&H Network/RIA Checkpoint site.
11. Perform (a) internal control walkthroughs and (b) test and evaluate the operating effectiveness of internal control (if applicable)	ET	P	(a) Yes (b) Opt	(a) Yes (b) Opt	Walkthroughs and Test of Controls (if applicable)	GF&H Network/RIA Checkpoint site.
12. Perform preliminary analytical procedures.	ET	P	Yes	Yes	Obtain/Prepare Analysis	GF&H Network/RIA Checkpoint site/Client Obtained Analysis
13. Perform and document Independence Consideration (Required for Yellow Book audits)	ET	P	Yes (If Applicable)	No	Complete Independence Workpaper	GF&H Network/RIA Checkpoint site
14. Perform review of board minutes.	ET	P	Yes (If Applicable)	Yes (If Applicable)	Prepare list of all significant board actions for the period under audit up through the report date.	GF&H Network/RIA Checkpoint site.
15. Perform fraud risk meetings and consider the implication of fraud.	ET	P	Yes	Yes	Use Fraud Risk Inquiries Form or Other Available Forms	GF&H Network/RIA Checkpoint site.
16. Perform and document general and other audit procedures	ET	P	Yes	Yes	Use Standardized Form	GF&H Network/RIA Checkpoint site.
17. Document Group Audit Considerations (if applicable)	ET	P	Yes (If Applicable)	Yes (If Applicable)	Use Standardized Form	GF&H Network/RIA Checkpoint site.
18. Request letter from attorney(s) and review these	ET	P	Yes (If Deemed)	Yes (If Deemed)	Use Standardized Letters	GF&H Network/RIA

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

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ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for		Historical Financial	Historical Financial	Practice Aids (QCM's) Used By Firm	
	Primary Responsibility	Secondary Responsibility	Statements	Statements	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
responses (if applicable).			Necessary)	Necessary)		Checkpoint site.
19. Prepare audit programs (preparation of a time estimate is optional). Obtain partner approval of audit programs.	ET/P	ET/P	Yes	Yes	Update audit program templates	GF&H Network/RIA Checkpoint site.
20. Perform and document the procedures. Supervise procedures (including the work of other accountants, if applicable). Perform and document further audit procedures (if necessary).	ET	P	Yes	Yes	Various	GF&H Network/RIA Checkpoint site or Prepared by GF&H or by Client.
21. Review journal entries	ET	P	Yes	Yes	Use Standardized Form or Checklist	GF&H Network/RIA Checkpoint site.
22. Related Party List and documentation of all significant related party transactions noted during audit.	ET	P	Yes	Yes	Use Standardized Form or Checklist	GF&H Network/RIA Checkpoint site.
23. Review for commitments and contingencies.	ET	P	Yes	Yes	Use Standardized Form or Checklist	GF&H Network/RIA Checkpoint site.
24. Review of subsequent events.	ET	P	Yes	Yes	Use Standardized Form or Checklist	GF&H Network/RIA Checkpoint site.
25. Obtain a management representation letter.	ET	P	Yes	Yes	Prepare specifically-tailored Representation Letter, using the PPC Form as a guide	GF&H Network/RIA Checkpoint site.
26. Prepare a list of all adjusting/closing entries recorded by client (if applicable).	ET	P	Yes (If Applicable)	Yes (If Applicable)	Use GO Fund Journal Entry Report or Other Standardized Form	GF&H Network/RIA Checkpoint site.
27. Evaluate and conclude the effect of audit	P	ET	Yes (If Applicable)	Yes (If Applicable)	Audit Difference	GF&H Network/RIA

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Audits of Historical Financial Statements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for		Historical Financial	Historical Financial	Practice Aids (QCM's) Used By Firm	
	Completing Step		Statements	Statements		
	Primary Responsibility	Secondary Responsibility	Government/ Non-Profit Audits	Private Audits	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID

differences (if applicable).					Evaluation Form	Checkpoint site.
28. Document material or complex consultations. Document the propriety of a step down to a lower level of service.	P	ET	Yes (If Applicable)	Yes (If Applicable)	Consultation Form	GF&H Network/RIA Checkpoint site.
29. Resolve any differences of opinion and document and implement conclusions.	ET	P	Yes (If Applicable)	Yes (If Applicable)	Consultation Form	GF&H Network/RIA Checkpoint site.
30. Compile list of proposed issues or comments noted during the audit (if applicable)	ET	P	Yes (If Applicable)	Yes (If Applicable)	Use Standardized Form	GF&H Network/RIA Checkpoint site.
31. Hold exit conference/meeting and document discussions in a memo.	ET	P	Opt	Opt	Use Standardized Form	GF&H Network/RIA Checkpoint site.
32. Document any other miscellaneous communications with client, regulatory bodies, etc.	ET	P	Yes (If Applicable)	Yes (If Applicable)	Prepare Memo or Include External Communications	N/A
33. Prepare a working trial balance or document where one can be found.	ET	P	Yes	Yes	Excel File or GO Fund Produced Reports	Excel File or Go Fund Report
34. Complete or review a presentation/disclosure checklist.	ET	P	Yes	Yes	Use Standardized Checklist(s)	GF&H Network/RIA Checkpoint site.
35. Going Concern Considerations (if applicable)	ET	P	Yes (If Applicable)	Yes (If Applicable)	Document or Use Standardized Form	GF&H Network/RIA Checkpoint site.
36. Draft or assist in drafting (a) the financial statements and (b) the necessary reports.	ET	P	(a) Opt (b) Yes	(a) Opt (b) Yes	Numerous illustrations; use opinions from GAQC	GF&H Network/RIA Checkpoint site.
37. Consider and document changes from the audit strategy, planning materiality, or audit plan.	ET	P	Yes (If Applicable)	Yes (If Applicable)	Document where changes were made as they occur throughout the audit	GF&H Network/RIA Checkpoint site.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Audits of Historical Financial Statements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for		Historical Financial	Historical Financial	Practice Aids (QCM's) Used By Firm	
	Completing Step		Statements	Statements		
	Primary Responsibility	Secondary Responsibility	Government/ Non-Profit Audits	Private Audits	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
38. Prepare GASB #34 reporting work papers (if applicable)	ET	P	Yes (If Applicable)	N/A	Complete GASB #34 Schedules	GF&H Network/RIA Checkpoint site.
39. Include other financial statement support schedules and/or work papers (if applicable)	ET	P	Yes (If Applicable)	Yes (If Applicable)	Obtain or prepare schedules and work papers	N/A
40. Prepare required client communications.	ET	P	Yes	Yes	Step on Work Program and sample form letter	GF&H Network/RIA Checkpoint site.
41. Perform final (a) analytical review and prepare (b) PowerPoint presentation ("PPP")	ET	P	(a) Yes (b) Opt	(c) Yes (d) Opt	Memo, Forms, and related work papers; Preparation of PPP	GF&H Network/RIA Checkpoint site.
42. Include pertinent planning notes for the following year's engagement	ET	P	Opt	Opt	Use GF&H Form	GF&H Network/RIA Checkpoint site.
43. Review the workpapers and complete audit, supervision, review and approval form by detailed reviewer and the Cover Sheet. Obtain EQCR of engagement or 2 nd partner review of opinions.	ET/P	ET/P	Yes	Yes	Supervision, Review, and Approval Form or Step in Program	GF&H Network/RIA Checkpoint site.
44. Determine that all review points and open items have been cleared.	ET	P	Yes	Yes	Step on Work Program	Not Applicable – Done primarily in Engagement Software
45. Partner to sign the report(s) and/or other communications to the client.	P	ET	Yes	Yes	Use Supervision, Review, and Approval Form or Step on Work Program	GF&H Network/RIA Checkpoint site.
46. Evaluate the staff's performance.	ET	P	Opt	Opt	Verbally communicate performance and areas for improvement	N/A

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Audits of Historical Financial Statements

	Person or Group Responsible for		Historical Financial	Historical Financial	Practice Aids (QCM's) Used By Firm	
	Completing Step		Statements	Statements		
ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Primary Responsibility	Secondary Responsibility	Government/ Non-Profit Audits	Private Audits	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
47. Make sure that all work has been completed by the documentation completion date (60 days) and that the audit binder in Engagement (has been "Finalized"). Make sure that the Report files have been properly finalized on the Server. Maintain the confidentiality, safe custody, integrity, accessibility, and retrievability of the workpapers for a sufficient time period of time (subject to monitoring review)	ET	P	Yes	Yes	Primarily Engagement software and/or Network for Report files.	N/A

Notes:

"Opt" = Optional.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Attestation Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group		Engagements Subject to QC Standards						Practice Aids (QCM's) Used By Firm		
	Responsible for Completing Step		Forecasts and Projections			Attestations			DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID ^b	
	Primary Responsibility	Secondary Responsibility	Compilations	Examinations	Agreed-Upon Procedures	Reviews	Examinations	Agreed-Upon Procedures			
1. Evaluate whether to accept/continue the engagement, considering the client's integrity and the firm's competence, capabilities, time, and resources.	Partner (P)	Engagement Team (ET)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Acceptance Form/ Step on Work Program/Implied in Engagement Letter	GF&H Network/RIA Checkpoint site.
2. Obtain an engagement letter.	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Engagement Letter or other formal documentation	GF&H Network/RIA Checkpoint site.
3. Assign staff based on capabilities, competence and availability.	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Managing Partner Work Schedule	GF&H Network/RIA Checkpoint site.
4. Evaluate the propriety of a step down to a lower level of service (if applicable).	ET	P	Opt	N/A	Opt	Opt	N/A	N/A	N/A	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
5. Plan the work and obtain background information about the company, officers, accounting practices, key factors affecting forecasts, etc. as deemed necessary.	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Client Information and Planning Forms	GF&H Network/RIA Checkpoint site.
6. Evaluate and document materiality and tolerable misstatement.	ET	P	No	Yes	No	Yes	Yes	No	No	Materiality Forms Or Memo	GF&H Network/RIA Checkpoint site.
7. Consider potential fraud implications	ET	P	No	No	No	Yes	Yes	No	No	Planning and Evaluation Forms/Step on Work Program/Memo	GF&H Network/RIA Checkpoint site.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Attestation Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group		Engagements Subject to QC Standards						Practice Aids (QCM's) Used By Firm	
	Responsible for Completing Step		Forecasts and Projections			Attestations			DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID ^b
	Primary Responsibility	Secondary Responsibility	Completions	Examinations	Agreed-Upon Procedures	Reviews	Examinations	Agreed-Upon Procedures		
8. Identify and assess risk of material misstatement and develop responses to identified risks.	ET	P	No	Opt	No	Opt	Opt	No	Planning and Evaluation Forms/Step on Work Program/Memo	GF&H Network/RIA Checkpoint site.
9. Prepare an engagement plan.	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Work Program and/or other forms and checklists	GF&H Network/RIA Checkpoint site.
10. Develop a time estimate.	ET	P	Opt	Opt	Opt	Opt	Opt	Opt	—	GF&H Network/RIA Checkpoint site.
11. Obtain partner approval of work program and staff assignments, and, if applicable, time estimates.	P	ET	Opt	Yes	Yes	Yes	Yes	Yes	Step on Work Program/Engagement Signoff	GF&H Network/RIA Checkpoint site.
12. Perform and document procedures.	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Step on Work Program/Checklist/Workpapers	GF&H Network/RIA Checkpoint site.
13. Supervise work (including work of other accountants, if applicable).	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Work Program	GF&H Network/RIA Checkpoint site.
14. Obtain legal representation letters.	ET	P	No	Opt	No	No	Opt	No	Legal Letter Template	GF&H Network/RIA Checkpoint site.
15. Draft (or assist in drafting) the information or subject matter.	ET	P	Yes	Yes	Yes	Opt	Opt	Opt	Numerous illustrations	GF&H Network/RIA Checkpoint site.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Attestation Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group		Engagements Subject to QC Standards						Practice Aids (QCM's) Used By Firm	
	Responsible for Completing Step		Forecasts and Projections			Attestations			DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID ^b
	Primary Responsibility	Secondary Responsibility	Compilations	Examinations	Agreed-Upon Procedures	Reviews	Examinations	Agreed-Upon Procedures		
16. Perform analytical procedures.	ET	P	No	Opt	No	Yes	Opt	No	Step on Work Program	GF&H Network/RIA Checkpoint site.
17. Complete a presentation and disclosure checklist and read the financial information.	ET	P	Yes	Yes	Opt	N/A	N/A	N/A	Checklist	GF&H Network/RIA Checkpoint site.
18. Obtain a management representation letter (if applicable and required by applicable standards)	ET	P	Yes	Yes	Yes	Yes	Yes	Opt	Rep. Letter	GF&H Network/RIA Checkpoint site.
19. Draft the report.	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Numerous Illustrations	GF&H Network/RIA Checkpoint site.
20. Review the workpapers.	P & ET	P & ET	Yes	Yes	Yes	Yes	Yes	Yes	Step on Work Program	GF&H Network/RIA Checkpoint site.
21. Determine that all review points and open items have been cleared.	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Step on Work Program	GF&H Network/RIA Checkpoint site.
22. Obtain an engagement quality control review, if required by firm policy.	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Supervision, Review, and Approval Form/Step on Work Program/2 nd Party Review Form	GF&H Network/RIA Checkpoint site.
23. Obtain consultation when appropriate and document and implement conclusions, if applicable.	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Consultation Form and Step on Work Program	GF&H Network/RIA Checkpoint site.
24. Resolve any differences of opinion and	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Form and/or Step on	GF&H Network/RIA Checkpoint

**GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES**

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Attestation Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group		Engagements Subject to QC Standards						Practice Aids (QCM's) Used By Firm	
	Responsible for Completing Step		Forecasts and Projections			Attestations			DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID ^b
	Primary Responsibility	Secondary Responsibility	Compilations	Examinations	Agreed-Upon Procedures	Reviews	Examinations	Agreed-Upon Procedures		
document and implement conclusions, if applicable.									Work Program	site.
25. Partner to sign the report(s) and/or other communications to client.	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Supervision, Review, and Approval Form or Step on Work Program	GF&H Network/RIA Checkpoint site.
26. Evaluate the staff's performance.	ET	P	Opt	Opt	Opt	Opt	Opt	Opt	Verbal only	N/A
27. Maintain the confidentiality, safe custody, integrity, accessibility, and retrievability of the workpapers.	P	ET	Yes	Yes	Yes	Yes	Yes	Yes	Engagement and Network if applicable); network for electronic files.	GF&H Network/Engagement Software
28. Assemble and retain the workpapers for a sufficient period of time (subject to monitoring review).	ET	P	Yes	Yes	Yes	Yes	Yes	Yes	Engagement and Network if applicable); network for electronic files.	GF&H Network/Engagement Software

Notes:

“Opt” = Optional.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Review Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for Completing Step		Historical Financial Statements	<i>Practice Aids (QCM's) Used By Firm</i>	
	Primary Responsibility	Secondary Responsibility	Reviews	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
1. Evaluate whether to accept/continue the engagement, considering the client's integrity and the firm's competence, capabilities, time, and resources.	Partner (P)	Engagement Team (ET)	Yes	Acceptance Form/ Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
2. Obtain an engagement letter.	P	ET	Yes	Engagement Letter	GF&H Network/RIA Checkpoint site.
3. Assign staff based on capabilities, competence and availability.	P	ET	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
4. Evaluate the propriety of a step down to a lower level of service	ET	P	Yes	Step-down Checklist, step on Checklist	RIA Checkpoint site.
5. Obtain an understanding of the entity and its industry, business, and accounting principles and practices and plan the work.	ET	P	Yes	Client Information and Planning Forms / Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
6. Consider potential fraud implications.	ET	P	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
7. Prepare an engagement plan.	ET	P	Yes	Review Procedures, Review and Approval Form, Work Program and/or other forms and checklists	GF&H Network/RIA Checkpoint site.
8. Develop a time estimate	ET	P	Opt	Form or Ad Hoc Memo	GF&H Network/RIA Checkpoint site.
9. Obtain partner approval of engagement plan and staff assignments and, if applicable, time estimates.	P	ET	Yes	Step on Checklist	GF&H Network/RIA Checkpoint site.
10. Perform and document the procedures.	ET	P	Yes	Checklists, other engagement work papers	GF&H Network/RIA Checkpoint site.
11. Supervise procedures (including the work of other accountants, if applicable)	ET	P	Yes	Review Procedures, Review and Approval Form	GF&H Network/RIA Checkpoint site.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Review Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for Completing Step		Historical Financial Statements	Practice Aids (QCM's) Used By Firm	
	Primary Responsibility	Secondary Responsibility	Reviews	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
12. Draft (or assist in drafting) the financial statements (if applicable)	ET	P	Yes (if applicable)	Numerous examples in the accounting literature	GF&H Network/RIA Checkpoint site, other sources
13. Complete a presentation and disclosure checklist and read the financial statements.	ET	P	Yes	Disclosure Checklist	GF&H Network/RIA Checkpoint site.
14. Obtain a management representation letter.	ET	P	Yes	Representation Letter	GF&H Network/RIA Checkpoint site.
15. Draft the accountant's report.	ET	P	Yes	Numerous illustrations	RIA Checkpoint site.
16. Review the work papers, determining that all review points and open items have been cleared.	P & ET	P & ET	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
17. If information is incorrect, incomplete, or otherwise unsatisfactory, obtain revised information/perform additional procedures.	ET	P	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
18. Obtain an Engagement Quality Control Review, if required by firm policy.	P	ET	Yes	Step on Checklist	RIA Checkpoint site.
19. Obtain consultation when appropriate and document and implement conclusions.	P	ET	Yes	Step on Work Program or Checklist	RIA Checkpoint site.
20. Resolve any differences of opinion among the staff on the engagement and document and implement conclusions.	P	ET	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
21. Have the partner (or engagement executive) sign the report or transmittal letter.	P	ET	Yes	Step on Work Program or Checklist	GF&H Network
22. Evaluate the staff's performance.	ET	P	Opt	Verbal only	N/A
23. Maintain the confidentiality, safe custody, integrity, accessibility and retrievability of the work papers.	ET	P	Yes	Engagement and Network if applicable); network for electronic files.	GF&H Network/Engagement Software

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Review Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for Completing Step		Historical Financial Statements	<i>Practice Aids (QCM's) Used By Firm</i>	
	Primary Responsibility	Secondary Responsibility	Reviews	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
24. Assemble and retain the work papers for a sufficient period of time (subject to monitoring review); ensure that all electronic files are backed up on the Server.	ET	P	Yes	Engagement and Network if applicable); network for electronic files.	GF&H Network/Engagement Software

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

Engagement Performance Bridging Document with QCM Described for Compilation Engagements

ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for Completing Step		Note 1 Type of Compilation			Practice Aids (QCM's) Used By Firm	
	Primary Responsibility	Secondary Responsibility	Regular – 3 rd Party	3 rd Party – Not Independent and All Disclosures Omitted	Management Use Only	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
1. Evaluate whether to accept/continue the engagement, considering the client's integrity and the firm's competence, capabilities, time and resources.	Partner (P)	Engagement Team (ET)	Yes - Formal Documentation Encouraged but Not Required			Generally - Acceptance Form/ Step on Work Program or Checklist is sufficient	GF&H Network/RIA Checkpoint site.
2. Obtain an engagement letter.	P	ET	Yes	Yes	Yes	Engagement Letter or Other Documentation	GF&H Network/RIA Checkpoint site.
3. Assign staff based on capabilities, competence and availability.	P	ET	Yes	Yes	Yes	Managing Partner Work Schedule/Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
4. Evaluate the propriety of a step down to a lower level of service, if applicable.	ET	P	Yes	Yes	Yes	Step-down Checklist, step on Checklist	RIA Checkpoint site.
5. Obtain an understanding of the entity and its industry, business, and practices, etc.	ET	P	Yes	Yes	Yes	Client Information and Planning Forms / Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
6. Prepare an obtain approval of engagement plan (which includes consideration of fraud). Perform and document the procedures. Supervise procedures performed.	P/ET	P/ET	Yes	Yes	Yes	Compilation Procedures, Review and Approval Form, Work Program and/or other forms and checklists	GF&H Network/RIA Checkpoint site.
7. Develop a time estimate	ET	P	Opt	Opt	Opt	—	GF&H Network/RIA Checkpoint site.
8. Draft (or assist in drafting) the financial statements	ET	P	Yes	Yes	Yes	Numerous examples in the accounting literature	GF&H Network/RIA Checkpoint site, other sources

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

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ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for Completing Step		Note 1 Type of Compilation			Practice Aids (QCM's) Used By Firm	
	Primary Responsibility	Secondary Responsibility	Regular – 3 rd Party	3 rd Party – Not Independent and All Disclosures Omitted	Management Use Only	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
9. Complete/review presentation and disclosure checklist and read the financial statements (if applicable)	ET	P	Yes	No	No	Disclosure Checklist	GF&H Network/RIA Checkpoint site.
10. Obtain a management's representation letter	ET	P	Opt	Opt	Opt	Numerous examples in the accounting literature and templates	GF&H Network/RIA Checkpoint site.
11. Draft the accountant's report.	ET	P	Yes	Yes	No	Numerous illustrations	RIA Checkpoint site.
12. Review the work papers, determining that all review points and open items have been cleared.	P & ET	P & ET	Yes	Yes	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
13. If information is incorrect, incomplete, or otherwise unsatisfactory, obtain revised information/perform additional procedures.	ET	P	Yes	Yes	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.
14. Obtain an Engagement Quality Control Review, if required by firm policy.	P	ET	Yes	Yes	Yes	Step on Checklist	RIA Checkpoint site.
15. Obtain consultation when appropriate and document and implement conclusions (if applicable).	P	ET	Yes	Yes	Yes	Step on Work Program or Checklist	RIA Checkpoint site.
16. Resolve any differences of opinion among the staff on the engagement and document and implement conclusions (if applicable).	P	ET	Yes	Yes	Yes	Step on Work Program or Checklist	GF&H Network/RIA Checkpoint site.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX B – ENGAGEMENT BRIDGING DOCUMENT

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ENGAGEMENT PERFORMANCE QUALITY CONTROL STEPS	Person or Group Responsible for Completing Step		Note 1 Type of Compilation			Practice Aids (QCM's) Used By Firm	
	Primary Responsibility	Secondary Responsibility	Regular – 3 rd Party	3 rd Party – Not Independent and All Disclosures Omitted	Management Use Only	DESCRIPTION OF PRACTICE AID	LOCATION OF PRACTICE AID
17. Have the partner (or engagement executive) sign the report or transmittal letter.	P	ET	Yes	Yes	No	Step on Work Program or Checklist	GF&H Network
18. Maintain the confidentiality, safe custody, integrity, accessibility and retrievability of the work papers.	ET	P	Yes	Yes	Yes	Engagement and Network if applicable); network for electronic files.	GF&H Network/Engagement Software
19. Assemble and retain the work papers for a sufficient period of time (subject to monitoring review); ensure that all electronic files are backed up on the Server.	ET	P	Yes	Yes	Yes	Engagement and Network if applicable); network for electronic files.	GF&H Network/Engagement Software

NOTE 1: DOCUMENTATION REQUIREMENTS FOR CERTAIN COMPILATIONS FOR WHICH WE GENERALLY PERFORM ONGOING BOOKKEEPING OR ACCOUNTING SERVICES (NONATTEST SERVICES):

- 1) **COMPILATIONS – NOT INDEPENDENT AND SUBSTANTIALLY ALL DISCLOSURES HAVE BEEN OMITTED:** GF&H documentation requirements will be (1) an engagement letter documenting our understanding with the client that we are not independent and that management has elected to omit substantially all disclosures; (2) we will issue a compilation report which will state that we are not independent and that management has elected to omit substantially all disclosures; (3) copies of the financial statements submitted to the client and applicable trial balance / supporting documentation will be retained (preferably in electronic form).
- 2) **COMPILATIONS - MANAGEMENT USE ONLY:** GF&H documentation requirements will be (1) an engagement letter documenting our understanding with the client that the statements are not expected to be used by a third party; (2) each page of the financial statements will include a statement that these financial statements are restricted for management's use only; (3) copies of the financial statements submitted to the client and applicable trial balance / supporting documentation will be retained (preferably in electronic form). No accountants' reports will be issued with financial statements that are compiled for management's use only.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX C

PEER REVIEW CALENDAR

GF&H's quality control year begins June 1 and ends May 31. The firm's first peer review was performed for the QC year ended May 31, 1999.

GF&H's second peer review was due for the QC year ended May 31, 2002. The peer review for the year 2002 was due to be completed by November 30, 2002. The peer review was actually completed in June 2002.

GF&H's third peer review was due for the QC year ended May 31, 2005. The peer review for the year 2005 was due to be completed by November 30, 2005. The peer review was actually completed in July 2005.

GF&H's fourth peer review was due for the QC year ended May 31, 2008. The peer review for the year 2008 was due to be completed by November 30, 2008. The peer review was actually completed in June 2008.

GF&H's fifth peer review was due for the QC year ended May 31, 2011. The peer review for the year 2011 was due to be completed by November 30, 2011. The peer review was actually completed in June 2011.

GF&H's sixth peer review is due for the QC year ended May 31, 2014. The peer review for the year 2014 is due to be completed by November 30, 2014.

Responsibility for selecting the reviewer firm and for scheduling and coordinating the firm's peer review rests with the firm's quality control director and/or managing partner. See Appendix A for person serving as quality control director.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX D

PROPOSED QUALITY CONTROL MAINTENANCE CALENDAR

Targeted Completed Date	Procedures
Jan 15 th	1. Office manager prepares a current client list for the preceding calendar year. Once approved by the quality control director, it is distributed to all staff along with the "Independence, Integrity and Objectivity Representation" form.
Jan 15 th	2. The audit partners review the firm's client list and reevaluate the acceptability of each client and engagement.
Jan 15 th	3. The quality control director reviews outstanding client accounts receivable as of December 31 st for possible independence problems.
Jan 15 th	4. Office manager will provide a final summary of CPE hours by professional to the quality control director. The quality control director will review each professional's CPE files for compliance and will formulate corrective actions for any deficiencies. The quality control director will also determine that the partner designated as responsible for the firm-wide governmental audit practice has met the GAO's CPE requirements and has participated in the most recent annual Center-sponsored webcast on recent developments in governmental auditing.
Jan 31 st	5. The quality control director obtains and reviews for completeness an "Independence, Integrity and Objectivity Representation" form from each applicable staff (distributed to all staff at the beginning of the year).
Jan 31 st	6. The quality control director ensures that all annual (calendar year) staff evaluations are performed and that all salary adjustments have been communicated.
Feb 28 th	7. The office manager, under the supervision of the managing partner, ensures that the firm has obtained all of its required firm and individual state licenses.
Feb 28 th	8. The quality control director and/or managing partner will select the inspection/review team and start the inspection/review. GF&H has elected to have its peer review count as its inspection/review for each year in which a peer review is performed. In addition, the inspection/review should comply with all requirements of the Governmental Audit Quality Center for inspections.
June 15 th	9. Quality Control Director/Inspection & Review Team (or Peer Review Team) should complete the inspection/review and deliver the report.
June 30 th	10. Quality control director will determine (and update if necessary) whether GF&H's quality control materials are current.
June 30 th	11. Quality control director will review the contents of the firm library (maintained on the network) to ensure that it contains current technical and reference materials and that update services have been updated on a timely basis.

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX D

PROPOSED QUALITY CONTROL MAINTENANCE CALENDAR

Targeted Completed Date	Procedures
June 30 th	<p>12. Managing Partner/Quality control director should schedule a partners' meeting(s) to discuss the following items:</p> <ul style="list-style-type: none"> a. Evaluate the results of the inspection/review and monitoring programs b. Effectiveness of the QC systems for each of the applicable elements and activities. c. Decide on corrective action plans (if any) d. Hold preliminary discussions on any promotions and/or terminations. e. Consider the next year's staffing assignments and needs f. Consider a hiring plan for the next year. g. Discuss and approve any changes to firm-wide professional development (which should include any requirements under the Governmental Audit Quality Center). h. Review the propriety of continuing ongoing client relationships and engagements. i. Approve any changes or major additions to the firm library. j. Evaluate owner performance and responsibilities.
Jul 15 th	<p>13. Quality control director will review the quality control manual and review monitoring/inspection results (or peer review findings) with Firm professionals/staff. Any partner communications related to #12 above will be communicated to Firm professionals/staff.</p>
Jul 30 th	<p>14. Office manager will provide a summary of all professional's CPE files to the quality control director for the first half of the year. The quality control director will review to determine that all required staff appears to be on schedule to meet their required CPE for the current year and/or formulate corrective actions for any anticipated CPE hour deficiencies.</p>
Nov 30 th	<p>15. Office manager will provide a summary of all professional's CPE files to the quality control director. The quality control director will review to determine that all professional will meet the required CPE for the current year and/or formulate corrective actions for any CPE hour deficiencies.</p>
Dec 15 th	<p>16. Managing partner will designate the quality control director for the coming year.</p>

GREENE, FINNEY & HORTON, LLP
QUALITY CONTROL POLICIES AND PROCEDURES MANUAL

APPENDIX E

ENGAGEMENT QUALITY CONTROL REVIEW

Based on the current composition of the Firm's accounting and auditing engagements, the Firm has concluded that engagement quality control review ("EQCR") should be performed for all high risk audit engagements as documented in our Engagement Acceptance/Continuance form (at GP-2) and our Planning Materiality Worksheet form (at GP-6). Reviews, compilations, agreed upon procedures, and other attest engagements are generally not required to have engagement quality control reviews performed unless the engagement is deemed high risk (as noted above) and the managing partner has concluded it prudent/wise to perform an EQCR (based on the specific facts and circumstances).

As a matter of wise practice, and regardless of whether EQCR requirements are applicable for a particular engagement as noted above, the Firm has a general practice of requiring all opinions (except agreed-upon procedures) to be reviewed by a second party/partner for propriety.



**REQUEST FOR PROPOSAL
FOR
AUDIT SERVICES**

CITY OF HENDERSONVILLE, NORTH CAROLINA

Due Date: **March 18, 2016** Time: 2:00 pm

Receipt Location: City Hall – Third Floor
City of Hendersonville
145 5th Ave. E.
Hendersonville, NC 28792

Email or facsimile submissions will not be accepted

Contact Person:
Lisa White, CPA
Finance Director
(828)697-3015
lwhite@hvlnc.gov

REQUEST FOR PROPOSAL FOR AUDIT SERVICES – CITY OF HENDERSONVILLE, NC

The City Council of The City of Hendersonville (hereinafter called the “City”) invites qualified independent auditors (hereinafter called “auditor”) having sufficient governmental accounting and auditing experience in performing an audit in accordance with the specifications outlined in this Request for Proposal (RFP) to submit a proposal.

There is no expressed or implied obligation for the City of Hendersonville to reimburse firms for any expenses incurred in preparing proposals in response to this request.

The specific details shown herein shall be considered minimum unless otherwise shown. The specifications, terms, and conditions included with this RFP shall govern in any resulting contract(s) unless approved otherwise in writing by the City of Hendersonville. The bidder consents to personal jurisdiction and venue in a state court of competent jurisdiction in Henderson County, North Carolina.

Type of Audit

The audit will encompass a financial and compliance examination of the City’s Comprehensive Annual Financial Report (CAFR) in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; *Government Auditing Standards*, the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of OMB Circular No. A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including revisions; the State Single Audit Implementation Act; and all other applicable laws and regulations.

Period

The City intends to continue the relationship with the auditor for no less than three years on the basis of annual negotiation after the completion of the first year contract. Each year after negotiation has taken place an annual contract documenting the terms of the audit will be signed. Since one governing board may not obligate future governing boards, the remaining years of the agreement are subject to annual governing board approval. The City of Hendersonville reserves the right to request proposals at any time following the first year of this contract. Thus, prepare proposals for the following years, with Year one being the only obligated year:

July 1, 2015 to June 30, 2016

July 1, 2016 to June 30, 2017

July 1, 2017 to June 30, 2018

Requirements

The audit must be conducted in accordance with generally accepted auditing standards; *Government Auditing Standards*, revisions issued by the Comptroller General of the United States; Office of Management and Budget Circular No.A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, including revisions published in *Federal Register*, the State Single Audit Implementation Act of 1996, and any other applicable procedures for the audit of a government's financial statements prepared in accordance with GAAP.

The financial audit opinion will cover the financial statements for the governmental activities, the business-type activities, each major fund, and the remaining fund information, which collectively constitutes the basic financial statements. The combining and individual financial statements, schedules, and related information are not necessary for fair presentation, but will be presented as additional analytical data. This supplemental information, as required by GASB 34, will be subjected to the tests and other auditing procedures applied in the audit of the basic financial statements, and an opinion will be given as to whether the supplemental information is fairly stated in all material respects in relation to the basis financial statements taken as a whole. The auditor shall also express an opinion on the budgetary comparison information for the general fund, the major funds, and any annually budgeted special revenue funds. An opinion will not be given on the Management Discussion and Analysis.

The following will be expected in the base bid:

The Auditor will prepare some year-end adjusting journal entries, primarily GASB34 conversion and GASB68 entries. The auditor will be ultimately responsible for the preparation, typing, proofing, printing, and copying of the Comprehensive Annual Financial Report (CAFR), including the Basic Financial Statements, notes to the financial statements, supplementary information and compliance reports. The City of Hendersonville Finance staff will be actively involved in the MD&A, and other schedules section preparation. The auditor will submit a draft of the Financial Statement to be reviewed in detail by the Finance Officer. This draft should be submitted to the City of Hendersonville in time to allow ample review and corrections. The timing of this should insure final completion of the Financial Statements no later than the annual October 31st deadline for submission to the LGC.

Guidance will be required for new note disclosures; all approved GASB's as well as GASB implementations, and other reporting requirements as well as any early implementation requests by the LGC.

The auditor will assist with the City's response to prior year comments from the Government Finance Officers Association relating to the Certificate of Achievement for Excellence in Financial Reporting Award Program.

Assistance with filing the Annual Financial Information Forms (AFIR) with the US Census site for the North Carolina State Treasurer and any other applicable reports with appropriate state agencies and departments.

Assistance with the preparation and submission of the reporting package, required by the Single Audit Act Amendments of 1996, to the Federal Single Audit Clearing House. This package includes the annual financial report, the supplementary schedule of expenditures of federal awards, the required auditor's reports, including any current findings and questioned costs, a summary schedule of prior audit findings, and a corrective plan.

Ten bound paper copies of each audit report, management letter, and other applicable reports along with electronic copies of all components of the CAFR must be supplied to the Finance Director within the time frame cited above. In addition, the auditor is responsible for submitting the required two copies to the staff of the Local Government Commission (LGC) by the annual deadline. Any other copies required will be charged on an as needed basis in addition to the quoted fee.

The City also requires the following compliance reports:

Report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with Government Auditing Standards.

Report on compliance with requirements applicable to each major federal program and internal control over compliance in accordance with OMB Circular A-133 and the State Single Audit Implementation Act.

The working papers shall be retained and made available upon request for no less than three years from the date of the audit report.

In the event that circumstances arise during the audit that require work to be performed in excess of the original estimates, any additional costs will be negotiated prior to commencement of the work and an amended contract will be approved by the governing board and forwarded to the staff of the LGC for approval.

The City of Hendersonville prefers interim fieldwork be completed in May or June. Year-end fieldwork should begin in mid-August and be completed by September 15th. An agreed upon post-closing trial balance must exist by September 30th.

The Finance Officer will expect a listing of requested information needed for the audit at the preplanning conference, periodic conferences during the conduct of the audit, as well as an exit conference prior to the completion of fieldwork.

A preliminary draft of the audit and required journal entries must be submitted to the Finance Director by the first week of October for proofing and reconciliation to the City's records. The audit must be completed and reports rendered four months following the fiscal year end (October 31).

Audit Contract & Payment of Audit Fees

The audit contract must be approved by the staff of the Local Government Commission. Invoices are subject to approval by the LGC staff and the appropriate Grantor Agency, if applicable, prior to processing by the City. Interim or progress billings will be accepted up to 75% of the total fee prior to submission of the audited financial statements to the staff of the Local Government Commission and their approval of the audited financial statements.

Other Services

The auditor will prepare, type, and print the audited Comprehensive Annual Financial Report. The auditor will submit a draft for review by the Finance Director. The Finance Director will return the draft with proposed revisions within 10 working days.

Description of Selection Process

Five sets/copies of each section of the proposal should be submitted at the time and place indicated under the section entitled "Time Schedule for Awarding Contract."

Proposals will be submitted in two sections. The first section will be comprised of the audit firm's prior experience and qualifications of its personnel in performing governmental audits. The audit selection committee will evaluate the auditor/firm on educational and technical qualifications. The top five firms from the first section will have their second section opened and evaluated. The firm best meeting the City of Hendersonville expectations for experience, audit approach, and cost requirements will be selected.

PLEASE KEEP IN MIND THAT COST, WHILE AN IMPORTANT FACTOR, WILL NOT BE A SOLE DETERMINING FACTOR. UNUSUALLY LOW BIDS THAT ARE OBVIOUSLY OUT OF LINE WITH OTHER BIDDERS OR ARE SIGNIFICANTLY LOWER THAN OUR CURRENT FEES WILL RAISE CONCERN. THE LOWEST BID WILL NOT AUTOMATICALLY BE AWARDED PREFERENTIAL CONSIDERATION.

The City of Hendersonville requests that no City of Hendersonville officials or employees be contacted during this process. The Finance Officer may be contacted only to clarify questions concerning the RFP. Email is the preferred method of communication, lwhite@hvlnc.gov

The City reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the City.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

First Section - Qualifications

The first section should address the requested information below. The corresponding responses should begin with the number below for the requested information.

1. Indicate the number of people (by level) located within the local office that will handle the audit. Provide other resources available to your staff.
2. Provide a list of the current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.
3. Indicate the experience of the firm in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.
4. Describe your audit organization's participation in AICPA-sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review.
5. Describe the professional experience in governmental audits of each senior and higher level person assigned to the audit, the years on each job, and his/her position while on each audit. Indicate the percentages of time each senior and higher-level personnel will be on site.
6. Describe the relevant educational background of each person assigned to the audit, senior level and higher. This should include seminars and courses attended within the past three years, especially those courses in governmental accounting and auditing.
7. Describe the efforts your firm makes to keep its staff informed of developments relevant to government issues.
8. Describe the professional experience of assigned individuals in auditing relevant government organizations, programs, activities, or functions for Municipal Water Utilities.
9. Describe any specialized skills, training, or background in public finance of assigned individuals. This may include participation in any State or national professional organizations (GFOA), speaker or instructor roles in conferences or seminars, or authorship of articles and books.
10. Provide names, addresses, and telephone numbers of personnel of current and prior governmental audit clients who may be contacted for a reference.
11. Describe the firm's Statement of Policy and Procedures regarding Independence under Government Auditing Standards (Yellow Book), July 2011 Revision. Provide a copy of the firm's Statement of Policy and Procedures.
12. Is the firm adequately insured to cover claims? Describe liability insurance coverage arrangements.
13. Describe any regulatory action taken by any oversight body against the proposing audit organization or local office.

14. Provide a brief summation of the reasons you believe your firm should be selected. In particular, the City is interested in the unique capabilities of your firm that distinguish it from other firms. Be specific and relate this discussion to how the City will benefit by choosing your firm as an auditor.

Second Section

Proposals should include completed cost estimate sheets and any other necessary cost information in a *separate, sealed* envelope marked – “Audit RFP Cost Estimate.” The City plans to evaluate the qualifications of all firms submitting proposals before considering the Cost Estimate.

This second section should include the following information:

1. Type of audit program used (tailor-made, standard government, or standard commercial).
2. Use of statistical sampling.
3. Use of computer audit specialists.
4. Organization of the audit team and the approximate percentage of time spent on the audit by each member.
5. Assistance expected from the government’s staff, if other than outlined in the RFP.
6. Tentative schedule for completing the audit within the specified deadlines of the RFP.
7. Provide total costs using the Summary of Audit Costs Sheet for the audit year July 1, 2015 to June 30, 2016. For the two audit years, which follow, list the estimated costs. The cost for the audit year ending June 30, 2016 is binding, while the second and third years are estimated costs. Cost estimates must indicate the basis for the charges and whether the amount is a “not-to-exceed” amount. If applicable, note your method of determining increases in audit costs on a year to year basis.
8. Details should be separately provided for the following:
 - A. Personnel costs – Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.
 - 1) Estimated hours – categorize estimated hours into the following:
 - On-site interim work,
 - Year-end on-site work,
 - Work performed in the auditor’s office.
 - 2) Rate per hour.
 - 3) Total cost for each category of personnel and for all personnel costs in total.

- B. Travel – itemize transportation and other travel costs separately.
 - C. Cost of supplies and materials – itemize.
 - D. Other costs – completely identify and itemize.
8. Please list any other information the firm may wish to provide.
9. Summary of Audit Costs Sheet must be included with all proposals.

Time Schedule for Awarding the Contract

Request for proposal packages will be emailed to audit firms listed in the City by audit vendor list by **February 19, 2016**. The RFP package will also be posted on the City website www.cityofhendersonville.org (on February 19 and until March 1) and on the City's new website: www.hvlnc.gov after March 1.

No pre-proposal conference will be held. Any questions that might arise and for general background information on the City and its operations please contact Lisa White, lwhite@hvlnc.gov.

Proposals signed by authorized officials will be received by Lisa White, Finance Director at 145 5th Ave E., Hendersonville, NC 28792 until **March 18, 2016 at 2:00 p.m.** Envelopes containing proposals should be clearly identified on the front with the words "RESPONSE TO RFP FOR AUDIT SERVICES". Email or facsimile submissions will not be accepted. The review committee and City Manager will review the proposals and make a recommendation to the City Council. The City Council will award the contract at its regularly scheduled meeting either on April 7, 2016 or on May 5, 2016.

Evaluation Criteria

The review committee will make a recommendation based on criteria and the qualifications of Offerors. The evaluation of the Proposals by the Review Committee shall include, but are not limited to the following criteria listed below in no particular order:

- ***Qualifications and experience of the firm in governmental audits***
Demonstration of the firm's commitment to governmental issues by knowledge of current issues and membership and participation in related organizations such as the Government Finance Officer's Association. In addition, the firm's ability to communicate to the City the changes in relevant regulations and the public financial/accounting environment.
- ***Qualification, experience and technical competence of key staff of the proposed team assigned to the City audit.***
Demonstrated experience, qualifications, and professional activities of the audit team, including technical expertise of supervisory staff available to perform "on-site" work as well as other resources readily available to the firm in key areas to assist the City. These key areas include such specialization as municipal government, municipal water utilities, and Federal funding auditing. .
- ***Compliance with the general bidding requirements and general submission of proposal requirements of the RFP***
Responsiveness of the proposal in clearly stating an understanding of the work to be performed; responsiveness to terms and conditions, including scheduling; completeness and thoroughness of the technical data and documentation
- ***Ability to meet the RFP's priorities and outcomes***
- ***Firm size and organization structure***
- ***Total Cost***

Proposal Evaluation and Offeror Selection

The evaluation and selection criteria and process contained in this RFP will be used by the Review Committee to evaluate the Proposals. The Review Committee will recommend their selection(s) to the City Manager, and after consensus between the City Manager and the review committee, the City Manager will recommend a prospective audit firm to the City Council and seek the Council's concurrence and authorization to consider entering into an agreement with the selected Prospective Auditing Firm.

Selection Process

The City may, in its discretion, require one or more offerors to appear before an evaluation committee for an interview or to make a presentation. During such interview, the offeror may be required to orally and otherwise present its proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Offerors will be notified in advance of the time and format of such meetings. Since the City may choose to award a contract without engaging in discussions or negotiations, the proposal submitted shall define each offeror's best offer for performing the services described in this RFP.

The commencement of such discussions, however, does not signify a commitment by the City to execute a contract or to continue discussions. The City may terminate discussions at any time and for any reason. The City will have a period of up to (60) days, unless otherwise stated, to decide which proposal best meets the criteria outlined in the RFP. The City reserves the right to waive any minor informalities or irregularities which do not go to the heart of the proposal or prejudice other offers. The City may also reject, for good and compelling reasons, any and all proposals submitted.

Description of the Governmental Entity and Its Accounting System

Entity

The City of Hendersonville is a City in western North Carolina with a population of approximately 13,600. The City has operated under the "Manager-Council" form of government since January 1994. Policy making and legislative authority are vested in the City Council, which consists of a mayor and a four-member council.

The City is authorized by the *Machinery Act of North Carolina* to levy a property tax on both real and personal property located within its legal boundaries. The City bills and collects its own property taxes.

A full range of services, including police and fire protection, street construction and maintenance along with a public swimming pool and parks maintenance is provided. In addition, the City has two proprietary funds, the Water & Sewer Fund, which operates a Water Treatment Plant and a Wastewater Treatment system which provides services to more than 65,000 persons and The Environmental Services Fund, which provides solid waste services to City residents.

Budgeted revenues for FY2015-2016, excluding project amounts, are budgeted at \$13,730,800 for the General Fund, \$25,117,900 for the Water and Sewer Fund, and \$1,501,460 for the Environmental Services Fund. The City of Hendersonville prepares a five-year Capital Improvement Plan. The current year of the CIP is adopted as part of the annual budget. For capital projects estimated at over \$1 million dollars and expected to span over one fiscal year are adopted by Council as Capital Project Ordinances.

Governmental outstanding debt totaled \$8,086,667 as of June 30, 2015 and Enterprise Debt outstanding was \$20,075,548 for the same period. The City continues to maintain an AA bond rating from Standard & Poor's Corporation and Aa2 from Moody's Investors Service. At the time of this request for proposal the City does not expect to issue any type of debt in the following year.

The City has received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada since 1988. The auditor is expected to assist the City in maintaining its certification through technical assistance and timely compliance with new reporting requirements. The Finance Department may require the auditor's guidance on the completion of certain schedules/documents as to proper format and content, so that they can be used in the audit process as well as for inclusion in the City's CAFR. Guidance will be required for new note disclosures, all approved GASB's as well as GASB implementations, and other reporting requirements. These services will be included in the base bid.

The, City of Hendersonville Board of Alcoholic Control (ABC) a discretely presented component unit, maintains its own financial records. The ABC Board's audit as well as preparation of its financial statements is completed by another accounting firm and is not part of this proposal request.

Funds

The City of Hendersonville maintains the following funds:

Governmental Funds

General Fund,

Special Revenue Funds – All Non-Major Funds:

Downtown Tax District Fund (MSD)

Seventh Ave. Tax District Fund (MSD)

Grant Funds

Governor's Highway Safety Grant Fund

Oklawaha Greenway NCDOT Grant Fund

Berkeley Mills Ballpark Fund

Police Fines and Forfeiture Funds

Capital Projects Funds –All Non-Major Funds:

Sidewalk Construction Project Fund

Hwy 64 Sidewalk Improvement Project Fund

East Side Fire Station Construction Project Fund

Mud Creek Dump Project Fund

Old Tracey Grove Road Project

Permanent Funds:

None

Proprietary Funds

Enterprise Funds:

Water and Sewer Fund

Environmental Services (Solid Waste) Fund

Enterprise Capital Project Funds

Britton Creek Watershed Project

Academy Road Waterline Project (CDBG Grant fund)

Wolfpen Sewer Line Project

Jackson Park Sewer Interceptor Project

Shepherd Creek/Atkinson Elementary Sewer Line Project

Water Treatment Plant Project (new fund FY16)

Etowah Water Project (new fund FY16)

Fletcher Northside Water System Improvements (new fund FY16)

Eastside Transmission Main Project (new fund FY16)

Scada System Upgrade Project (new fund FY16)

Rugby Interconnection Project (new fund FY16)

Rutledge Road Water System Improvements (new fund FY16)

Gravity Filter Replacement Project (new fund FY16)

Internal Service Fund:

Health and Welfare Fund

Fiduciary Funds:

None

Agency Funds:

Fines and Forfeiture Agency Fund

Grants, Entitlements, and Shared Revenues

A copy of the Schedule of Expenditures of Federal and State Awards for the year ended June 30, 2015 is shown on Exhibit J-1 in the Comprehensive Annual Financial Report posted on the City's new website www.hvlnc.gov or www.cityofhendersonville.org prior website. Also included is a Summary of Auditor's Results showing the major programs for the prior year. The City has had no findings or question costs related to the audit of Federal and State awards for the preceding three fiscal years. .

Budgets

The City budgets all funds on the modified accrual basis of accounting as required by North Carolina law. Appropriations are made at the departmental level. The City also maintains an encumbrance system. All encumbrances, except for capital project ordinance funds, lapse at year end. Both the budgetary and encumbrance systems are integrated with the accounting system to provide easy comparison with actual expenditures.

Accounting Records

The City of Hendersonville maintains all its accounting records at the finance office located at 145 5th Ave. E, Hendersonville, NC. The City maintains its cash receipts journal, cash disbursements journal, general ledger, and accounts receivable ledger on an offsite hosted system supported by Tyler Technology. The financial software is Munis.

Assistance Available to Auditor

The City will make available to the auditor all records, and prepare and mail all necessary confirmations. A final trial balance with budgeted amounts will be made available via Excel on September 2, 2016. The following accounting procedures will be completed and documents prepared by the City's staff no later than Friday September 2, 2016:

The books of account will be fully balanced.

All subsidiary ledgers will be reconciled to control accounts.

All bank account reconciliations for each month will be completed.

The City's personnel will prepare the following items:

General

1. Working Trial Balance for each fund.
2. Schedule of Transfers for each fund.
3. A copy of the original budget, all amendments, and the final budget as of June 30, 2016.
4. A copy of all project ordinances and all amendments for active projects during the audit period.
5. A copy of the operating and capital lease schedules itemizing contracts in force during the audit period as well as access to the lease files maintained in the Finance office.
6. A copy of board policies, including travel and investment policies.
7. Copies of all correspondence with the staff of the Local Government Commission, City letters, faxes regarding the audited financial statements and compliance reports for the previous year.
8. Management's Discussion and Analysis and Letter of Transmittal
9. Required supplementary information, e.g. actuarial information of the Law Enforcement Officers' Separation Allowance and statistical tables.

Cash and Investments

1. All bank reconciliations for each month
2. List of outstanding checks by account, showing check number, date, and amount.
3. Schedule of all investments for all funds at the audit date, showing book value and estimated market value at fiscal year end.

Receivables

1. Listing of unpaid tax bills in detail totaled by year as of fiscal year end.
2. Listing of all outstanding receivables by account as of the fiscal year end.
3. Listing of outstanding receivables in detail as of the fiscal year end.
4. Schedule of miscellaneous receivables booked as of the fiscal year end.

Other Assets

1. Schedule of insurance coverage.

Capital Assets

1. Printout of all capital asset acquisitions made during the audit year.
2. Printout of all capital asset dispositions made during the audit year.
3. Access to printout containing calculations used in balancing the Capital Assets subsystem to the government-wide statements.
4. Printout of depreciation expense posted for the audit year.

Current Liabilities

1. Schedule of accounts payable including batch printouts.

Long-Term Debt

1. Computation of vested vacation payable as of the audit date.
2. Debt Schedule for each debt issue and related payments.

Grants

The following will be compiled for each grant:

1. Grant agreement.
2. Budget.
3. All financial reports.
4. Correspondence with the grantor agency, including monitoring reports.
5. CFDA # and/or pass-through grant #.

Conversion

1. Allocation of depreciation among functional areas
2. Schedule with computation of additions and retirements of compensated absences

Size and Complexity of City

Personnel/Payroll

Number of employees	215 FTE
Frequency of payroll	bi-weekly
Number of payroll direct deposit advises	630 per month (all employees)

Property Tax

Number of tax bills issued (without motor vehicles)	8,200
Number of motor vehicle tax bills issued	done by State Tax & Tag
Total dollar amount of most recent year's collections	\$6,837,723 98%
Total dollar amount of levy	\$6,936,072

Water & Sewer Billing

Total number of active accounts	26,863
Avg Number of statements each month	26,622
Avg number of delinquent accounts at month end	225
Avg number of payments accepted & processed in house	5,000
Avg number of payments processed by lockbox	8,000
Avg number of bank E-box payments processed	700
Avg credit cards processed online	3,000
Avg ACH Direct Bank Draft	8,300

Purchasing

Number of purchase orders issued to date for FY16	500
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Bank Accounts

Number of bank accounts	7
Number of escrow accounts	none
Average monthly activity in main accounts	
Number of deposits (Central Depository)	270
Number of checks:	
Central Depository	400
Payroll (direct deposit)	630

Management Information Systems:

Number of PCs on the premises	120
Core storage of the central processing City	1580 GB
Total disk capacity of the system	3000 GB

Number of employed programmers capable of modifying the operating system and the applications programs **none**

The City has contracted with VC-3 for offsite, Cloud servers, backup & support, (Virtual Office) includes all servers, computers, software for all departments except Police and portions of Engineering GIS systems. Financial software and data is housed and supported on the Tyler servers in Falmouth Maine.

The following financial applications are on the Munis Financial software computer system:

- General Ledger
- Accounts Payable
- Payroll & Human Resources
- Budgeting
- Purchasing
- Capital Assets
- Accounts Receivable
- Property Tax Revenues & Taxes Receivable
- Utility Billing

The following interrelated applications are on separate computer systems

- Inventory – Citi-works
- Automated Meter Reading System – Sensus

Other Information:

The City of Hendersonville is committed to invest and continually improve its water and sewer system. Therefore during fiscal year 2016 the Water and Sewer fund transferred approximately 8 million dollars into several newly established capital project funds.

The City does not expect to issue debt in the immediate future.

The City does not maintain an internal audit function.

Notification of Award:

The successful respondent will be notified of the award of contract following the favorable decision made by City Council. No other proposers will be personally contacted. Notification of Award will be posted on the City of Hendersonville website following the award.

Contact information:

Lisa A. White, CPA
145 5th Ave. E.
Hendersonville, NC 28739
(828)697-3015

lwhite@hvlnc.gov Please note that email is the preferred method of communication.

Prior year CAFRs can be found at
<http://www.cityofhendersonville.org/index.aspx?page=86>
or on our new website www.hvlnc.gov under Departments / Finance after March 1, 2016

SUMMARY OF AUDIT COSTS SHEET --FIRM NAME _____

	FY16	FY17	FY18
	<i>Binding</i>	<i>Estimate</i>	<i>Estimate</i>
Base Audit Fee: Includes all personnel costs, travel, and on-site work, supplies and materials – provide separate detail as described below	\$	\$	\$
Financial Statement Preparation: Includes preparation and printing of CAFR	\$	\$	\$
Extra Audit Services (if needed)			
Other Costs: (Explain)			
TOTAL:	\$	\$	\$

Separately provide detail for the following components of the *Base Audit Fees*:

Personnel costs –

Itemize the following for each category of personnel (partner, manager, senior, staff accountants, clerical, etc.) with the different rates per hour.

Estimated hours – categorize estimated hours into the following:

of Hours -On-site interim work, # _____ Rate per hour _____

of Hours -Year-end on-site work, # _____ Rate per hour _____

of Hours -Work performed in the auditor’s office # _____ Rate per hour _____

Total cost for each category of personnel and for all personnel costs in total.

Travel – itemize transportation and other travel costs separately.

Cost of supplies and materials – itemize.

Other costs – completely identify and itemize.

If applicable, note your method of determining increases in audit costs on a year to year basis.

This RFP for Audit Services is submitted by:

Offeror/Firm Name: _____

Authorized Representative Name: _____
(Print)

Authorized Representative Signature: _____ **Date:** _____

Address: _____

City/State/Zip: _____

Telephone: _____
(Area Code) Telephone Number

Facsimile: _____
(Area Code) Fax Number

It is understood by the Offeror that The City of Hendersonville reserves the right to reject any and all Proposals, to waive formalities, technicalities, and to recover and rebid this RFP.

This RFP is valid for sixty (60) calendar days from the RFP due date.

**A certificate of insurance and W9 must be received prior to any work being done.
No Business License is required in the City of Hendersonville or Henderson County, NC**



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Tom Wooten

Department: Public Works

Date Submitted: 3/16/2016

Presenter: Tom Wooten

Date of Council Meeting to consider this item: April 7, 2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 05e

The Public Works Department is requesting an adjustment to the Fee Schedule to adjust the prices of three punch passes for Patton Pool. The adjustments will increase the prices slightly for these three passes in order to bring them in line with the other pass prices (they were a little too low). We are making the request now in order for the prices to take effect prior to the opening of the pool for the summer.

Fee Schedule Adjustments:

Punch Pass - Adult - City Resident (15 Admissions) \$30 to \$38

Punch Pass - Adult - Non-City Resident (15 Admissions) \$50 to \$60

Punch Pass - Youth - City Resident (15 Admissions) \$25 to \$30

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to adjust the three prices for the pool punch passes in the fee schedule as described in the summary.

Attachments:

See proposed changes on page 5 of the attached document...

CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
ADMINISTRATION	
Application for Certificate of Public Convenience & Necessity (taxicab)	\$60.00
CDs	\$1.00
Copy Charges (per page)	
Black	\$0.15
Color	\$0.25
Special Event Vendors: (per day)	
Food Vendors	\$30.00
Non-Food Vendors	\$15.00

DEVELOPMENT ASSISTANCE	
Administrative Review	No Charge
Annexation Waiver, Voluntary (contiguous or satellite)	\$26.00
Comprehensive Plan (per page)	
Black	\$0.15
Color	\$0.25
Conditional Use	\$200.00
Copy Charges (per page)	
Black	\$0.15
Color	\$0.25
Large Format Copy	\$10.00
Demolition Admin Fee	\$100.00
Floodplain Development Permit	\$300.00
Non-Conforming Use	\$100.00
Nuisance Fee (Admin. Cost Doubles for each Offense within a Year)	Cost + \$100 Admin. Cost
Sign Permits (based on cost of sign)	
Minimum	\$40.00
\$1,000	\$45.00
\$2,000	\$50.00
\$3,000	\$55.00
\$4,000	\$60.00
\$5,000	\$65.00
\$6,000	\$70.00
\$7,000	\$75.00
\$8,000	\$80.00
\$9,000	\$85.00
\$10,000	\$90.00
Over \$10,000	\$40.00 per \$1000 over \$10,000

¹Applicable only to applications required to meet the additional standards contained in Section 16-4-23.4.

Fees for towers proposed for siting in PCD or PID district are included in the fee for special use review.



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
DEVELOPMENT ASSISTANCE	
Site Plan Reviews & Amendments	
Commercial, Industrial or Institutional	
5,000 - 19,999 square feet in floor area	\$300.00
20,000 - 50,000 square feet in floor area	\$450.00
Minor Planned Residential Developments	
3 - 10 dwellings	\$300.00
11 - 50 dwellings	\$450.00
Special Use Reviews & Amendments	\$100/acre (\$500 minimum)
Street Closing Petition (\$1000 deposit)	Actual Cost
Subdivision Ordinance (per page)	\$0.15
Subdivision Plats	\$20/lot
Telecommunications Towers, Antennas and Equipment	
Basic Permit (C-3, I-1)	\$450.00
Special Use Permit	\$2500.00 ¹
Temporary Use Permit	\$60.00
Traffic Impact Analysis Study	\$1,000.00
Variance	\$75.00
Zoning Map	\$5.00
Zoning Ordinance (per page)	\$0.15
Zoning Ordinance Map Amendment (Legislative Rezoning)	
Commercial or Industrial	\$275.00
Residential < 3 acres	\$175.00
Residential > 3 acres	\$225.00
Zoning Ordinance Text Amendments	\$175.00
Zoning Permit	\$50.00
ENGINEERING	
Stormwater Permit Fee	\$500.00
FIRE DEPARTMENT	
<u>Operational Permits</u>	
ABC License Fee	\$50.00
Amusement Buildings	\$50.00
Carnival and Fairs	\$50.00
Covered Mall Buildings	\$50.00
Exhibits and trade shows (per event)	\$50.00
Explosives	\$100.00
Fire Hydrants and Valves	\$50.00
Flammable and Combustible Liquids	\$100.00
Fumigation and thermal insecticide fogging	\$100.00
Private Hydrants	\$50.00
Pyrotechnic special effects material	\$100.00
Spraying and Dipping	\$100.00
Temporary membrane structures, tents, and canopies (excludes special events)	\$50.00



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
FIRE DEPARTMENT	
Construction Permits	
Automatic fire extinguishing systems	\$100.00
Compressed gas	\$100.00
Fire alarm and detection systems and related equipment	\$100.00
Fire pumps and related equipment	\$100.00
Flammable and Combustible liquids	\$100.00
Hazardous Materials	\$100.00
Industrial Ovens	\$100.00
LP Gas	\$100.00
Private fire hydrant	\$100.00
Spraying and Dipping	\$100.00
Standpipe systems	\$100.00
Temporary membrane structures, tents, canopies	\$50.00
(Fee per site) (excludes special events)	
Construction Plans Review	
Commercial hood suppression systems	\$100.00
Petroleum tanks and appurtenances	\$100.00
Sprinkler systems and fire alarm systems:	
1-50,000 square feet	\$50.00
50,001 to 75,000 square feet	\$100.00
75,001 to 100,000 square feet	\$150.00
100,001 to 150,000 square feet	\$200.00
150,001 square feet and over	\$300.00
Explosives and fireworks	\$100.00
Re-inspection Fee (Follow-up) per re-inspection	\$100.00
Work without a permit	\$250.00
Hazardous Material Response Fees	
Engine Company Response - per engine (per hr.)	\$150.00
Ladder/Truck Response - per ladder/truck (per hr.)	\$200.00
Chief Officer - per officer (per hr.)	\$75.00
Fire Marshall/Deputy Fire Marshall - per person (per hr.)	\$50.00
Materials/Supplies Used	Actual replacement cost
Off Duty/Call Back Personnel	Average hourly rate x 1.5
Site Assessment Fee	\$50.00
FINANCE	
Business Registry Fee	\$50.00
Credit Card Processing Fee (per transaction) for Tax Payments	2.75%
Credit Card Processing Fee (per \$300) for Water & Sewer Bills	\$2.95
Returned check fee	\$25.00
Returned electronic item fee	\$10.00
Rejected bank draft	\$5.00
Itinerant Merchant/Peddlers Fee	\$100.00



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
POLICE	
Fingerprinting	\$10.00
Precious Metals Dealer Background Check	\$75.00
Parking Fees, Fines & Penalties:	
Monthly parking space fee	\$20.00
Monthly parking space fee in the municipal service business district	\$30.00
Skyland Refundable Parking Permit	\$25.00
Construction parking permit (per day)	\$5.00
Parking meter (per 1/2 hour)	\$0.50
Overtime/Expired meter	\$25.00
Subsequent overtime	\$50 + Doubles each O/T
Loading Zone/15 minute parking	\$25.00
Crosswalk	\$25.00
Handicapped	\$250.00
Fire Lane	\$100.00
Fire Hydrant	\$100.00
Limited Zone (Same Block Parking)	\$50.00
All Other Parking Violations C.O. 50	\$25.00
Penalty after 15 days	\$25.00
Penalty after 30 days additional	\$50.00
Habitual Offender (3 Tickets or more in 30 days)	\$100.00

PUBLIC WORKS	
Operation Center Room Rental Rates	
Large Assembly Room (8 a.m. - 5 p.m.)	\$50.00
Large Assembly Room (5 p.m. - 10 p.m.)	\$25.00
Small Assembly Room (8 a.m. - 5 p.m.)	\$10.00
Small Assembly Room (5 p.m. - 10 p.m.)	\$5.00
Boyd Park Mini-Golf Admission	
Adults	\$3.00
Children	\$2.00
Oakdale Cemetery Lots (per grave space)	
City Resident	\$500.00
Out of City Resident	\$1,000.00
Park Usage	
Berkeley Park - Large Pavilion (May through September)	\$50/half day
Berkeley Park - Field Usage for Organized Groups (per player per season)	\$20.00
Patton Park - Small Pavilion	\$25/half day
Patton Park - Large Pavilion (May through September)	\$50/half day
Patton Park - Field Usage for Organized Groups (per player per season)	\$10.00



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
PUBLIC WORKS	
Patton Pool	
Lap Swim	\$4.00
Daily Admittance Fee (adults)	\$5.00
Daily Admittance Fee (children) (3yrs or younger will be free with adult)	\$4.00
Daily Admittance Fee (non-swimmer)	\$2.00
Season Pass - Family - City Resident	\$150.00
Season Pass - Family - Non City Resident	\$300.00
Season Pass - Individual Adult - City Resident	\$75.00
Season Pass - Individual Adult - Non City Resident	\$150.00
Season Pass - Individual Senior - City Resident	\$60.00
Season Pass - Individual Senior - Non City Resident	\$120.00
Season Pass - Individual Youth - City Resident	\$60.00
Season Pass - Individual Youth - Non City Resident	\$120.00
Punch Pass - Adult - City Resident (15 admissions)	\$30.00 <u>\$ 38.00</u>
Punch Pass - Adult - Non City Resident (15 admissions)	\$50.00 <u>\$ 60.00</u>
Punch Pass - Youth - City Resident (15 admissions)	\$25.00 <u>\$ 30.00</u>
Punch Pass - Youth - Non City Resident (15 admissions)	\$45.00
Miscellaneous	
Backhoe (per hour)	\$80.00
Building Maintenance Fees (per hour)	\$45.00
Bush Hogs/Tractor Mowing (per hour)	\$80.00
Fleet Maintenance Fees (per hour)	\$45.00
Gas Utility Cuts (per 5' X 5' cut)	\$300.00
Water/Flusher Truck (per load)	\$100.00
Water/Sewer Utility Cuts	\$300.00
Weed Eater/Hedge Trimmer (per hour)	\$40.00
Electrical Usage for Special Events - 20 Amps or Less	\$25/per day
Electrical Usage for Special Events - 21 Amps - 50 Amps	\$50/per day
Electrical Usage for Special Events - over 50 Amps	\$100/per day
Encroachment Permit Fee	\$10.00
Sanitation Services	
Special Loads (tipping fee added to special fee)	\$150.00
(collected with knuckleboom using city staff)	
Small Special load (collected with pickup truck and city staff)	\$50.00
Environmental Services Base Fee	\$2.00
Environmental Services	
<i>Residential Services</i>	
Residential - 96-gal container (non recycler)	\$20.00
Residential - 96-gal container (actively recycles)	\$16.50
Residential - 32-gal container (non recycler)	\$18.00
Residential - 32-gal container (actively recycles)	\$14.25
<i>Commercial Services</i>	
Commercial Recycling Collection (up to four 65 gallon carts emptied once per week)	\$10.00
Commercial Recycling Collection (up to four 65 gallon carts emptied twice per week)	\$20.00
Commercial-Business refuse pickup per can (96-gal)	\$25.50
Commercial-Business refuse pickup per can (96-gal) (Actively Recycles)	\$22.00
Stolen/Damaged Cart Replacement Fee	\$100.00
Mulch/Composted Leaves	
2.5 CY (small truck or small trailer)	\$10.00
10 CY (single axle dump truck or equivalent)	\$40.00
We will sell to residents, non-residents and businesses. (2.5 CY = one scoop of backhoe loader front bucket.)	



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
WATER AND SEWER	
Water Rate Schedule	
Deposits	
Water & Sewer Service Deposit	\$100.00
<i>Inside City Limits</i>	
Residential	
Base Charge per Account	\$5.62 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$2.72 per 1000 gallons
> 40,000 gallons	\$2.99 per 1000 gallons
Commercial/Industrial	
Base Charge per Account	\$5.62 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$2.72 per 1000 gallons
40,000 - 200,000 gallons	\$2.07 per 1000 gallons
> 200,000 gallons	\$2.14 per 1000 gallons
Irrigation	
Base Charge per Account	\$6.08 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$2.99 per 1000 gallons
> 40,000 gallons	\$3.29 per 1000 gallons
<i>Outside City Limits</i>	
Residential	
Base Charge per Account	\$8.38 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$4.33 per 1000 gallons
> 40,000 gallons	\$4.76 per 1000 gallons
Commercial/Industrial	
Base Charge per Account	\$8.38 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$4.33 per 1000 gallons
40,000 - 200,000 gallons	\$3.23 per 1000 gallons
> 200,000 gallons	\$3.07 per 1000 gallons
Municipal	
Base Charge per Account	\$8.38 per month
Rate per 1,000 Gallons	
All Usage	\$2.82 per 1000 gallons
Irrigation	
Base Charge per Account	\$9.12 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$4.76 per 1000 gallons
> 40,000 gallons	\$5.23 per 1000 gallons
Bulk Water Sales	
Base Charge per Account	\$9.12 per month
Rate per 1,000 Gallons	
0 - 40,000 gallons	\$4.76 per 1000 gallons
> 40,000 gallons	\$5.23 per 1000 gallons



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
WATER AND SEWER	
<i>Water Fee Schedule</i>	
Taps & Connections	
Water Tap, 5/8"	\$1,000.00
Water Tap, 1"	\$1,400.00
Water Taps > 1"	Cost plus 10%
Water - Stub Out	\$600.00
Irrigation Tee, 5/8"	\$600.00
Meters	
Turn On/Set Meter During Business Hours	\$40.00
Turn On/Set Meter After Business Hours	\$100.00
Meter Tampering Fee	\$75.00
Test Meter, at customer's request (<1-in.); if meter faulty - No Charge	\$45.00
Test Meter, at customer's request (>1-in.); if meter faulty - No Charge	Cost plus 10%
System Development Charges (SDC)	
System Development Charges (SDC) - New Customers (Residential and Commercial)	
Meter Size, Inches	Meter Equivalent
5/8"	1
1"	3
1-1/2"	5
2"	7
3"	10
4"	16
6"	40
8"	70
10"	100
Cost	
	\$1,430.00
	\$2,330.00
	\$4,650.00
	\$7,500.00
	\$14,930.00
	\$23,400.00
	\$46,730.00
	\$74,780.00
	\$107,480.00
*System Development Charges (SDC) - Existing Customers (Residential Only)	
5/8"	1
1"	3
	\$950.00
	\$1,550.00
<i>*Eligible for financing SDCs up to 36-months</i>	
<i>Fees - associated with financing of System Development Charges (SDC):</i>	
Title Search for SDC financing agreement	\$250.00
Note & Deed of Trust Document Preparation for SDC financing agreement	\$200.00
Subordination agreement preparation-per recorded lien for SDC financing	\$50.00
County Register of Deeds Recording fee per document -SDC financing	\$26.00
Copies - .25 per page for copies from Register of Deeds - SDC financing	\$0.25
Engineering Review Fees	
Line Extensions	\$300.00
Pump Stations	\$75.00
Storage Tanks	\$75.00



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
WATER AND SEWER	
Miscellaneous Fees	
Credit Card Processing Fee (per \$300)	\$2.95
Returned check fee	\$25.00
Returned electronic item fee	\$10.00
Rejected bank draft	\$5.00
Late Payment Fee (15 days after due date)	\$15.00
Administrative Disconnection Fee	\$40.00
Reconnection for Non-Payment - After Business Hours	\$100.00
Reconnection of Service at Main	Cost plus 10%
Replace Removed Meter due to additional usage after non-payment cut-off	
During Business Hours	\$75.00
After Business Hours	\$100.00
Premise Visit	\$40.00
Fire Hydrant Installation	Cost plus 10%
Assist with Fire Hydrant Flow/Pressure Testing Conducted by Others	\$50.00
Illegal Use of Fire Hydrant/Tampering Fee	\$500 + Damages
Drill for Main Tap, Cost/Inch of Diameter	\$150.00
Chemical Analysis of Water	Cost plus 10%
Water Conservation Incentives Program Rebate Schedule	
Clothes Washer (\$75 min; \$150 max) - Limit one per account	15% of purchase price
High-Efficiency Toilet (\$25 min; \$100 max) - Limit 2 per residential account	15% of purchase price
Weather-Based Irrigation System Controller - Limit one per account	**50% of purchase price or \$200, whichever is less
<i>Limited number of rebates offered annually.</i>	



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE	
WATER AND SEWER		
Sewer Rate Schedule		
Retail - Inside		
Base Charge per Account	\$6.28 per month	
Rate per 1,000 Gallons	\$4.33 per 1000-gallons	
Retail - Outside		
Base Charge per Account	\$9.45 per month	
Rate per 1,000 Gallons	\$6.93 per 1000-gallons	
Municipal		
Base Charge per Account	\$9.45 per month	
Rate per 1,000 Gallons	\$6.60 per 1000-gallons	
<i>Note: These sewer rates are not applicable to the Cane Creek Sanitary Sewer District</i>		
Sewer Fee Schedule		
Taps and Connections		
Sewer Taps, 4" gravity sewer tap	\$1,500.00	
Fee per 6" gravity sewer tap	\$1,800.00	
Fee per 8" gravity sewer tap	\$2,000.00	
System Development Charges (SDC)		
System Development Charges (SDC) - New Customers (Residential and Commercial)		
Meter Size, Inches	Meter Equivalent	Cost
5/8"	1	\$1,280.00
1"	3	\$2,100.00
1-1/2"	5	\$4,200.00
2"	7	\$6,750.00
3"	10	\$13,500.00
4"	16	\$21,080.00
6"	40	\$42,080.00
8"	70	\$67,350.00
10"	100	\$96,830.00
*System Development Charges (SDC) - Existing Customers (Residential Only)		
5/8"	1	\$850.00
1"	3	\$1,400.00
<i>*Eligible for financing SDCs up to 36-months</i>		
<i>Fees - associated with financing of System Development Charges (SDC):</i>		
Title Search for SDC financing agreement	\$250.00	
Note & Deed of Trust Document Preparation for SDC financing agreement	\$200.00	
Subordination agreement preparation-per recorded lien for SDC financing	\$50.00	
County Register of Deeds Recording fee per document -SDC financing	\$26.00	
Copies - .25 per page for copies from Register of Deeds - SDC financing	\$0.25	



CITY OF HENDERSONVILLE FEE SCHEDULE
ADOPTED BY BUDGET ORDINANCE FOR FISCAL YEAR 2015 - 2016

PUBLIC HEARING REQUIRED FOR ITEMS DENOTED WITH ASTERIK

DESCRIPTION	COST/CHARGE/FEE
WATER AND SEWER	
Surcharges	
BOD (biochemical oxygen demand), per lb. in excess of 250-mg/l	\$0.25
TSR (total suspended residue), per lb. in excess of 250-mg/l	\$0.15
Ammonia nitrogen, per lb. in excess of 30-mg/l	\$1.50
Engineering Review Fees	
Line Extensions	\$300.00
Pump Stations	\$75.00
Miscellaneous Fees	
Premise Visit	\$40.00
Septic Tank Waste Disposal, per 1000-gallons	\$60.00
Septic Tank Waste Disposal Permit	\$75.00
Concrete Core Drill (manhole), Cost/Inch of Diameter	\$100.00
Drill for Main Tap, Cost/Inch of Diameter	\$100.00
Pretreatment Program	Cost of Program Per SIU
Nondischarge Permit Fee	\$300.00
Food Services Sewer Connection Application Fee	\$75.00
**Sewer system development charge (SDC) calculated using residential equivalent unit (REU) of 360-gallons per day.	
Equipment Usage (hourly rates)	
Rubber-Tired Backhoe, Small	\$33.00
Rubber-Tired Backhoe, Large	\$38.00
Mini-Excavator, 8,000-lb	\$18.00
Mini-Excavator, 12,000-lb	\$39.00
Excavator, 30,000-lb	\$65.00
Vac Truck	\$75.00
Dump Truck (single-axle), Small	\$20.00
Dump Truck (single-axle), Large	\$35.00
Dump Truck (triaxle)	\$65.00
Pick-Up Truck	\$14.00
Harben	\$25.00
Camera Truck	\$75.00
Air Compressor	\$20.00
Air Hammer/Pusher	\$0.65
Soil Tamp	\$20.00





CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Tammy Holland

Department: Finance

Date Submitted: 03/18/16

Presenter: Tammy Holland

Date of Council Meeting to consider this item: 04.07.16

Nature of Item: Council Action

Summary of Information/Request:

Item # 05f

The Finance Department is requesting the amendment of resolution #97-0626 regarding minimal taxes. North Carolina General Statute 105-357(c) sets the "small underpayment" and "small overpayment" amount at no more than \$1. The previous resolution was approved for the amount of "not to exceed \$3."

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? ^{N/A} If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

il move Council to approve the amendment to 97-0626 to change the amount from \$3.00 to \$1.00 and authorize the Tax Collector to make adjustments for under-payments or over-payments up to \$1.00

Attachments:

Original resolution 97-0626 and the new proposed resolution.

**RESOLUTION AUTHORIZING THE TAX COLLECTOR TO MAKE
ADJUSTMENTS FOR UNDERPAYMENTS OR OVERPAYMENTS
AND TO SET A MINIMUM BILLING AMOUNT**

BE IT RESOLVED by the City Council of the City of Hendersonville, pursuant to North Carolina General Statute 105-357(c), that the City of Hendersonville Tax Collector, as a function of that office, be authorized to treat small underpayments of taxes as paid in full and not to refund small overpayments unless the taxpayer requests a refund before the end of the fiscal year in which the payment is made. A "small underpayment" is a payment made that is no more than \$1.00 less than the taxes due.

MAY IT BE RESOLVED by the Council, pursuant to North Carolina General Statute 105-321(f), that the City of Hendersonville Tax Collector, as a function of that office, be authorized not to bill any taxpayer for, or otherwise collect minimal taxes in the amount of \$1.00 or less.

This authority shall be deemed to be continuing until rescinded by the appropriate resolution of this Council.

Duly adopted this April 7, 2016.

Barbara G. Volk, Mayor

ATTEST:

_____(seal)
Tammie K. Drake, City Clerk

**RESOLUTION TO DIRECT THE TAX COLLECTOR
OF THE CITY OF HENDERSONVILLE NOT TO COLLECT MINIMAL TAXES
CHARGED ON THE TAX RECORDS AND RECEIPTS OF THE CITY**

Whereas, per G.S. 105-321(f) the governing body of a taxing unit may direct its tax collector not to collect minimal taxes charged on the tax records and receipts of the City in an amount not to exceed three dollars (\$3.00); and

Whereas, the amount set by the governing body should be the estimated cost to the taxing unit of billing the taxpayer for the amounts due on a tax receipt or tax notice; and

Whereas, a record shall be kept of all minimal taxes by receipt number and amount and presented to the governing body at the time of settlement; and

Whereas, these minimal taxes shall not be a lien on the taxpayer's real property and shall not be collectible under Article 20 of Subchapter 105-321 (f).

Now, Therefore, Be It Resolved by the Council of the City of Hendersonville, North Carolina as follows:

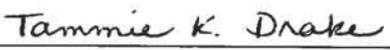
- Section 1. That the City Tax Collector is directed not to collect minimal taxes charged on the tax records and receipts of the City in an amount not to exceed three dollars (\$3.00).
- Section 2. That the City Tax Collector shall keep a record of all minimal taxes by receipt number and amount and shall make a report of these amounts to the City Council at the time of the settlement.
- Section 3. That all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed.

Adopted this fifth day of June, 1997.



Fred H. Niehoff, Jr., Mayor, City of Hendersonville

ATTEST:



Tammie K. Drake, City Clerk



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Amy Knight

Department: Legal

Date Submitted: March 30, 2016

Presenter: Sam Fritschner

Date of Council Meeting to consider this item: April 7, 2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 05g

The Azalea Parking lot repaving project involves acquiring the title to a portion of the underlying land to which the City does not currently own and which is subject to an easement held by Lamond Properties, LLC. Lamond Properties, LLC has a legally uncertain easement to a legally uncertain number of parking spaces in the Azalea Parking lot. The attached document would relinquish the current Lamond easement and would give back a more definite easement in clearly defined space.

Budget Impact: \$ 0.00 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move the Council to authorize and direct the City Manager to execute the Easement Redefinition Agreement.

Attachments:

Proposed Agreement

Excise Tax **\$0.00**

Recording Time, Book and Page

Tax Lot No. _____ Parcel Identifier No. _____
Verified by _____ County on the _____ day of _____,
20_____
by _____

After Recording: City of Hendersonville Box
This instrument was prepared by Samuel H. Fritschner

Brief Description for the index

Azalea Parking Lot Spaces
Near 3rd and 4th Avenues & King St. Hendersonville

EASEMENT REDEFINITION AGREEMENT

THIS DEED made _____ day of _____, 2016, by and between

First Party

Second Party

LaMond Properties, LLC,
A North Carolina Limited Liability Company

**The CITY OF HENDERSONVILLE, A North Carolina
Municipal Corporation**

Address: 145 Fifth Avenue East
Hendersonville, NC 28792

The designation First Party and Second Party as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the First Party, for a valuable consideration paid by the Second Party, the receipt of which is hereby acknowledged, has and by these presents does quitclaim, grant, bargain, sell and convey unto the Second Party all of the First Party's right, title and interest in and to that real property described as " 18 parking spaces" in that document entitled " Fourth Amendment to Declaration of Condominium for Rosdon Mall Condominium" and recorded in Deed Book 1321 at page 345 Henderson County Registry, subject to the conveyance by the Second Party as herein provided.

AND the Second Party, for a valuable consideration paid by the First Party, the receipt of which is hereby acknowledged, has and by these presents does quitclaim, grant, bargain, sell and convey unto the Grantee, all of the Grantor's right, title and interest in and to an easement for ingress and egress and for the parking of motor vehicles in and over that land described herein in Exhibit A attached hereto and made a part of this document by this reference.

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto attached in accordance with the terms of the easement as herein provided.

Subject to Restrictions and Easements of Record
Subject to rights of way of record.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be signed in their corporate names by their duly authorized representatives and their seals to be hereunto affixed, the day and year first above written.

First Party

LaMond Properties, LLC

By: _____ (SEAL)
David N. LaMond,
Manager

State of North Carolina
County of _____

I, _____, a Notary
Public of County and State aforesaid, certify that David N. LaMond, a manager of LaMond Properties,
LLC, personally appeared before me this day and acknowledged the execution of the foregoing instrument.
Witness my hand and official stamp or seal, this ____ day of _____, 2016.

My commission expires: _____

Notary Public

Second Party

City of Hendersonville

by: _____
John F. Connet, City Manager

**STATE OF NORTH CAROLINA
COUNTY OF HENDERSON**

I, _____, a Notary
Public of the County and State aforesaid, certify that John F. Connet, in his capacity as City Manager of
the City of Hendersonville, appeared before me this day and acknowledged the execution of the foregoing
instrument. Witness my hand and official stamp or seal, this _____ day of
_____ 2016.

Notary
Public

My commission expires: _____

Exhibit A

The real property conveyed herein consists of four separate tracts. These tracts will be described with respect to three separate points designated in this description as "reference points." The reference points are described as follows:

Beginning at a point on a building corner, the said point being the northernmost corner shown on Condominium Plat A-332A, and proceeding thence south 09 deg 08 min 54 sec east 123.95 feet to a point, the said point being the southwesternmost point of the City of Hendersonville tract described in Deed Book 894 at page 137 Henderson County registry, thence with the southern line of the said City of Hendersonville tract, thence North 81 deg 23 min 04 sec east 6.30 feet to a point, thence south 08 deg 28 min 29 sec east 2.60 feet to a point designated herein as "Reference point A", thence south 08 deg 28 min 29 sec east 42.16 feet to a point, thence north 87 deg 49 min 29 sec east 1.07 feet to a point, thence south 08 deg 58 min 43 sec east 2.29 feet to a point, the said point being designated herein as "Reference B" thence south 08 deg 58 min 43 sec east 59.34 feet to a point, thence north 81 deg 12 min 32 sec east 64.13 feet to a point, the said point being designated herein as "Reference point C".

Tract 1

Beginning at "Reference Point A" as designated herein above and proceeding thence north 83 deg 16 min 00 sec east 18.99 feet to a point, thence south 07 deg 56 min 07 sec east 43.87 feet to a point, thence south 81 deg 08 min 02 sec west 17.48 feet to a point designated herein as "Reference Point B", thence north 08 deg 58 min 43 sec west 2.29 feet to a point, thence south 87 deg 49 min 29 sec west 1.07 feet to a point, thence north 08 deg 28 min 29 sec west 42.16 feet to the point of beginning, containing 0.019 acres more or less.

Tract 2

Beginning at a point, the said beginning point lying south 08 deg 58 min 43 sec east 17.93 feet from the point designated herein as "Reference Point B" and proceeding thence north 81 deg 08 min 02 sec east 17.44 feet to a point, thence south 08 deg 51 min 58 sec east 25.78 feet to a point, thence south 81 deg 08 min 02 sec west 17.39 feet to a point, thence north 08 deg 58 min 43 sec west 25.77 feet to the point of beginning, containing 0.01 acres more or less.

Tract 3

Beginning at a point, the said beginning point lying south 81 deg 12 min 32 sec west 64.13 feet from the point designated herein at "Reference Point C", and proceeding from the said beginning point north 08 deg 58 min 43 sec west 8.13 feet to a point, thence north 81 deg 08 min 02 sec east 17.38 feet to a point, thence south 08 deg 51 min 58 sec east 8.15 feet to a point, thence south 81 deg 12 min 32 sec west 17.36 feet to the point of beginning, containing 0.003 acres more or less.

Tract 4

Beginning at a point, the said beginning point lying north 45 deg 14 min 00 sec west 10.89 feet from the point designated herein as "Reference Point C", and proceeding from the said beginning point south 81 deg 23 min 28 sec west 17.85 feet to a point, thence north 08 deg 31 min 19 sec west 94.45 feet to a point, thence north 82 deg 05 min 35 sec east 17.98 feet to a point, thence south 08 deg 26 min 32 sec east 94.23 feet to the point of beginning, containing 0.04 acres more or less.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Admin

Date Submitted: 3/28/2016

Presenter: John Connet

Date of Council Meeting to consider this item: 4/7/2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 05h

At our recent Council/Staff Retreat, we developed new Mission and Value Statements for the Water and Sewer System. I believe that it is important for the City Council to formally approve these statements. In addition to the statements, City Council identified several next steps for Hendersonville Water and Sewer. Staff recommends the approval of the attached Mission and Value Statements and next steps for Hendersonville Water and Sewer.

Budget Impact: \$ NA Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move the approval of the new Mission and Value Statements for the Hendersonville Water and Sewer System.

Attachments:

Powerpoint of new Mission and Value Statements with next steps

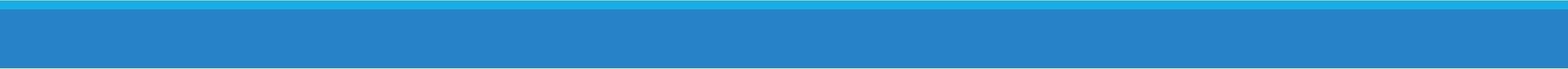


Hendersonville Water and Sewer Utility

MISSION AND VALUE STATEMENTS

Mission Statement

Operate a great utility for our customers

- Inside customers
 - Outside customers
 - Municipal customers
 - Wholesale customers
 - Industrial customers
 - Etc., Etc. Etc.
- 

Value Statements

Our water utility exists to serve our customers.

We are committed to earning and maintaining public trust every day. We will be open, ensure access, encourage involvement and be accountable to our customers.

We are cost conscious. We spend public funds responsibly and effectively to ensure the utility's short and long term financial strength.

We will have the highest standards for the quality of water & effluent.

We are committed to an affordable rate– keep price down & encouraging conservation.

Value Statements

We are committed to protecting our environment.

We are committed to protecting the water/sewer system from hazards.

We will have access to redundancy – contingency plans.

We will achieve the best results through effective teamwork, regional partnership and customer participation.

We are committed to proactive, comprehensive planning, to guide the future of our utility in response to the needs of our customers.

Next Steps (External)

- Henderson County Water and Sewer Forum (tentatively scheduled for May 2016)
 - Share Stakeholder Information
 - Water and Sewer needs in Henderson County
 - Discuss creation of technical (staff) review committee
- Continue to support all economic development activities
- Willing to discuss partnerships if we are invited

Next Steps (Internal)

- Water and Sewer Master Planning
- Construct French Broad River Intake
- Examine expansion and connection policies to support the goals of the City Council and Utility System



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Brent Detwiler

Department: Engineering

Date Submitted: 3/30/16

Presenter: Brent Detwiler

Date of Council Meeting to consider this item: 4/7/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 05i

The North Carolina Department of Environmental Quality Division of Water Infrastructure (DWI) is accepting State Revolving Fund (SRF) loan applications by April 29, 2016 for streambank restoration projects. Staff has attended a workshop and feel that this may be a good opportunity to fund improvements to several reaches of various streams throughout the City that are eroding and impacting existing infrastructure. This particular project is considered a "green" project by DWI staff. We were told that such projects have a high likelihood of being funded and typically are in the form of 0% interest loans.

The attached resolution is required as part of the application process, and staff is asking for it's execution so that we can proceed with an application.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I hereby authorize the Mayor to execute the attached resolution in order to apply for a North Carolina Department of Environmental Quality Division of Water Infrastructure SRF loan to fund a Multi-Area Streambank Restoration project. I also hereby authorize that the City Manager shall be considered the City's Authorized Official when executing or providing any funding application or other documents associated with the project.

Attachments:

Resolution
Certification by Recording Officer

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of stream restoration projects, and

WHEREAS, The City of Hendersonville has need for and intends to construct a Multi-Area Streambank Restoration Project, and

WHEREAS, The City of Hendersonville intends to request state loan assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSONVILLE CITY COUNCIL:

That The City of Hendersonville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Hendersonville to make scheduled repayment of the loan, to withhold from the City of Hendersonville any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That John F. Connet, City Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of April, 2016 at 145 5th Avenue East, Hendersonville, North Carolina.

(Signature of Chief Executive Officer)

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Hendersonville does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of
the Hendersonville City Council duly held on the 7th day of April, 2016; and, further, that such resolution
has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I
have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

(Title of Recording Officer)



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Brent Detwiler

Department: Engineering

Date Submitted: 3/30/16

Presenter: Brent Detwiler

Date of Council Meeting to consider this item: 4/7/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 05j

The North Carolina Department of Environmental Quality Division of Water Infrastructure is accepting grant applications by April 29, 2016 for Asset Inventory and Assessment projects. This is a new funding mechanism. Staff has attended a workshop and feel that this may be a good opportunity to fund a Sewer Master Plan for the City, which as you recall, was one of the one to two year priorities from the February Council Retreat. Up to \$150,000 in grant funds are available.

The attached resolution is required as part of the application process, and staff is asking for it's execution so that we can proceed with an application.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I hereby authorize the Mayor to execute the attached resolution in order to apply for a North Carolina Department of Environmental Quality Division of Water Infrastructure grant to fund a Sanitary Sewer Asset Inventory and Assessment (Master Plan) project. I also hereby authorize that the City Manager shall be considered the City's Authorized Official when executing or providing any funding application or other documents associated with the project.

Attachments:

Resolution
Certification by Recording Officer

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina the Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of asset inventory & assessment plans for sewer systems, and

WHEREAS, The City of Hendersonville has need for and intends to develop a Sanitary Sewer System Asset Inventory and Assessment (Master Plan) , and

WHEREAS, The City of Hendersonville intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE HENDERSONVILLE CITY COUNCIL:

That the City of Hendersonville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the (unit of government) to make scheduled repayment of the loan, to withhold from the (unit of government) any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That John F. Connet, City Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 7th day of April, 2016 at 145 5th Avenue East, Hendersonville, North Carolina.

(Signature of Chief Executive Officer)

(Title)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting City Clerk of the City of Hendersonville does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of
the Hendersonville City Council duly held on the 7th day of April, 2016; and, further, that such resolution
has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I
have hereunto set my hand this _____ day of _____, 20____.

(Signature of Recording Officer)

(Title of Recording Officer)



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Rhonda Wiggins

Department: Admin

Date Submitted: March 9, 2016

Presenter: Lee Smith

Date of Council Meeting to consider this item: April 7, 2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 05k

High Vista - Round Robin Lane Extension

This project will require an extension of the existing water system to serve a proposed development of 7 residential lots on Round Robin Lane, within the existing High Vista Community. This project will be paid for by High Vista Finance, LLC, of Jacksonville, FL.

This extension will consist of:
605 LF of 6" PVC waterline
355 LF of 2" PVC waterline
1 fire hydrant

This project is within the jurisdiction of Mills River and has been reviewed and approved.

Based on the above information, the Water & Sewer Department has the capacity to support this additional infrastructure and associated connections and hereby recommends approval of said project contingent upon final approval of construction plans and specifications by the Water & Sewer Department.

Budget Impact: \$0 _____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

"I move to accept this Water Utility Extension Project and to authorize the City Manager to execute the associated Water Utility Extension Agreement on behalf of the City."

Attachments:



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Tammie Drake

Department: Admin

Date Submitted: 03.30.15

Presenter: Mayor Volk

Date of Council Meeting to consider this item: 04.07.16

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 06

Mayor Volk will present a proclamation for "Week of the Young Child" to Ms. Elisha Freeman, Executive Director of Children and Family Resource Center.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

Attachments:
proclamation

PROCLAMATION

Whereas, the Children & Family Resource Center and other local organizations, in conjunction with the North Carolina Association for the Education of Young Children (NCAeYC) and National Association for the Education of Young Children (NAEYC), are celebrating the Week of the Young Child™, April 9–16, 2016; and

Whereas, these organizations are working to promote and inspire high quality early childhood experiences for our state's youngest citizens, that can provide a foundation of learning and success for children in Hendersonville, North Carolina; and

Whereas, teachers and others who work with or on behalf of young children birth through age eight, who make a difference in the lives of young children in Hendersonville deserve thanks and recognition; and

Whereas, the purpose of the Week of the Young Child is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs, and

Whereas, the Week of the Young Child is a time to recognize that children's opportunities are our responsibilities, and to recommit ourselves to ensuring that each and every child experiences the type of early environment – at home, at child care, at school, and in the community – that will promote their early learning, and

Whereas, public policies that support early learning for all young children are crucial to young children's futures and to the prosperity of our society.

Now, Therefore, I, Barbara G. Volk, Mayor of the City of Hendersonville, NC, do hereby proclaim April 9–16, 2016 as

"The Week of the Young Child™"

in Hendersonville, NC and encourage all citizens to work to support and invest in early childhood in Hendersonville, NC.

Signed this seventh day of April, 2016.

Barbara G. Volk, Mayor

Attest:

Tammie K. Drake, MMC, City Clerk



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Admin

Date Submitted: 3/28/2016

Presenter: John Connet

Date of Council Meeting to consider this item: 4/7/2016

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 07

The City Council engaged Kimley-Horn Engineering to complete a traffic circulation study for the Ninth Avenue Area. Kimley-Horn has completed phase one of the study and will present their initial findings. Phase two will include the development of engineering concepts for street and intersection improvements. No action will be necessary at this meeting.

Budget Impact: \$ NA Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

None

Attachments:

Phase I report

HENDERSONVILLE 9TH AVENUE AREA CIRCULATION STUDY

IMPROVEMENT OPTIONS

IMPROVE US 64 CROSSING SAFETY

- Install high-visibility crosswalks at US 64 and N Whitted Street.
- Install high-visibility crosswalks at US 64 and Valley Street.
- Perform a turning movement count including both motor vehicles and pedestrians at US 64 and N Whitted Street to analyze for traffic signal warrants.
- Periodically enforce 20mph posted speed limit during school zone hours.
- Coordinate school delays and early releases to ensure flashing school zone signs activate accordingly.
- Realign US 64 and N Oak Street to create a traditional 4-leg intersection and analyze for traffic signal warrants.

IMPROVE WALKABILITY AND BIKABILITY

- Repair and regularly maintain existing sidewalks on 9th Avenue.
- Plan and execute Walk to School Day and Bike to School Day events.
- Install bike racks at Elementary School and High School if requested.
- Construct sidewalks to fill-in sidewalk gaps on N Justice Street and Fleming Street south of 9th Avenue.
- Explore the potential for a bike boulevard along N Whitted Street.

IMPROVE N WHITTED STREET TRAFFIC FLOW

- Restrict on-street parking on the west side of N Whitted Street with signage and enforcement, pending resident support.

IMPROVE SCHOOL CIRCULATION

- Investigate the southbound one-way conversion of Orleans.
- Enhance communication with parents to clarify designated drop-off and pick-up locations.
- Enhance communication with residents to inform them about delays and early releases.

IMPROVE ASHEVILLE HWY AND N CHURCH ST

- Conduct traffic analysis of Asheville Highway and N Church Street from Fleming Street to N Main Street.
- Analyze the impact on nearby intersections resulting from the closure of 9th Avenue between Oakland Street and N Church Street.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Susan G. Frady

Department: Development Asst Dept

Date Submitted: 3/22/16

Presenter: Dave Hazzard, Senior Planner

Date of Council Meeting to consider this item: 4/7/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 08

The City is in receipt of two applications, both dated February 12, 2016, for a zoning map amendment. The applicant and property owner is Henderson County. The applications are for parcel numbers 9568-49-7242 and 9568-49-7136 and consist of .23 acre. These parcels are located on North Oak Street across from the Joint Health Education Center. The requested change is from R-6, High Density Residential to MIC Medical, Institutional, Cultural.

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of parcel numbers 9568-49-7136 and 9568-49-7242 from R-6, High Density Residential to MIC, Medical, Institutional, Cultural, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the following reasons:
[PLEASE STATE YOUR REASONS]

Attachments:

Memorandum

M E M O R A N D U M

TO: Honorable Mayor and City Council
FROM: Development Assistance Department
RE: Henderson County Zoning Map Amendment
FILE #: P16-7-Z
DATE: March 21, 2016

PROJECT HISTORY

The City is in receipt of two applications, both dated February 12, 2016, for a zoning map amendment. The applicant and property owner is Henderson County. The applications are for parcel numbers 9568-49-7242 and 9568-49-7136 and consist of .23 acre. These parcels are located on North Oak Street across from the Joint Health Education Center. The requested change is from R-6, High Density Residential to MIC Medical, Institutional, Cultural.

COMPREHENSIVE PLAN CONSISTENCY

According to N.C.G.S.160A-383, zoning map amendments shall be made in accordance with a comprehensive plan. As shown on the map located on page 8, the 2030 Comprehensive Plan's Future Land Use Map designates these parcels as Urban Institutional. The Urban Institutional future land use category is intended to create a cohesive, well-defined urban campus for medical and educational institutions, with supportive office, service and residential uses, that is integrated with Downtown.

The primary and secondary recommended land uses for the Urban Institutional land use category are as follows:

Primary

- Public and institutional uses
- Offices
- Structured or underground parking

Secondary

- Single-family attached residential
- Multi-family residential
- Live-work units
- Limited retail and services

PROPOSED ZONING CLASSIFICATION

These parcels are proposed to be rezoned to MIC Medical, Institutional, Cultural which is established primarily for medical, institutional and cultural uses.

SURROUNDING LAND USE & ZONING CLASSIFICATION

The two parcels in the proposed rezoning request are currently developed with a single-family dwelling on each lot.

Parcels to the south and west are zoned R-6, High Density Residential and have a church with associated parking on them. The property to the north is zoned MIC, Medical, Institutional, Cultural and has been approved for a parking lot. The property to the east is zoned MIC-SU Medical, Institutional, Cultural, Special Use and is the site of the Joint Health Education Center which is under construction. The parcel to the west contains a Religious Institution. Please note an existing land use map is located on page 7 and an existing zoning map is located on page 9.

ANALYSIS

Listed in Table A is an outline of the dimensional requirements for the two zoning district classifications. The individual lots do not meet the minimum lot area for the MIC

Table A

Dimensional Req.	R-6	MIC
Minimum Lot Area	6,000 Sq. Ft.	8,000 Sq. Ft.
Minimum Lot Width at Building Line	50 Feet	70 Feet
Minimum Front Yard	20 Feet	30 Feet
Minimum Side Yard	8 Feet	10 Feet
Minimum Rear Yard	10 Feet	20 Feet
Maximum Building Height	35 Feet	50' Feet

Note parcels 9568-49-7242 and 9568-49-7136 individually do not meet all of the dimensional requirements for the MIC zoning district and will have to be combined with additional parcels to meet the standards of the MIC zoning district.

The Medical, Institutional, Cultural designation is intended for the development of medical, institutional and cultural uses. Following is a list of permitted and conditional uses under this designation.

MIC, Medical, Institutional, Cultural

Permitted Uses:

Accessory dwelling units
Accessory uses & structures
Adult care centers
Adult care homes
Banks and other financial institutions
Child care centers
Child care homes
Congregate care facilities
Home occupations
Hospitals
Laundries, coin-operated
Music & art studios
Neighborhood community centers
Nursing Homes
Offices, business, professional and public
Parking lots & parking garages
Parks
Personal services
Planned residential developments

Progressive care facilities
Public & semi-public buildings
Religious institutions
Residential care facilities
Residential dwellings, single-family
Residential dwellings, two-family
Rest homes
Retail stores
Schools, post-secondary, business, technical and vocational
Schools, primary & secondary
Signs
Telecommunications antennas

Conditional Uses:

Bed & breakfast facilities
Civic clubs & fraternal organizations
Cultural arts buildings
Public utility facilities
Restaurants

As is shown on the enclosed map, these parcels are currently zoned R-6, High Density Residential. This zoning classification is intended for areas in which the principal use of land is to permit high-density residential development. Following is a list of permitted and conditional uses for the R-6, High Density Residential classification.

R-6, High Density Residential

Permitted Uses:

Accessory dwelling units
Accessory structures
Adult care homes
Camps
Child Care Homes
Home occupations
Neighborhood community centers
Planned residential developments
Religious institutions

Residential dwellings, single-family
Residential dwellings, two-family
Signs
Telecommunications antennas

Conditional Uses:

Bed & breakfast facilities
Public utility facilities
Residential care facilities
Schools, primary & secondary

PLANNING BOARD RECOMMENDATION

The Planning Board took this matter up at its regular meeting of March 14, 2016. The Planning Board voted unanimously to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of parcel numbers 9568-49-7242 and 9568-49-7136 from R-6, High Density Residential to MIC Medical, Institutional, Cultural, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the following reasons: it benefits the community.

ZONING ORDINANCE GUIDELINES

Per Section 11-4 of the City's Zoning Ordinance, the following factors shall be considered prior to adopting or disapproving an amendment to the City's Official Zoning Map:

1. Comprehensive Plan consistency. Consistency with the Comprehensive Plan and amendments thereto.
2. Compatibility with surrounding uses. Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject property.
3. Changed conditions. Whether and the extent to which there are changed conditions, trends or facts that require an amendment.
4. Public interest. Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern that benefits the surrounding neighborhood, is in the public interest and promotes public health, safety and general welfare.
5. Public facilities. Whether and the extent to which adequate public facilities and services such as water supply, wastewater treatment, fire and police protection and transportation are available to support the proposed amendment.
6. Effect on natural environment. Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment including but not limited to water, air, noise, storm water management, streams, vegetation, wetlands, and wildlife.

SUGGESTED MOTIONS

For Recommending Approval:

I move City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of parcel numbers 9568-49-7136 and 9568-49-7242 from R-6, High Density Residential to MIC, Medical, Institutional, Cultural, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the following reasons:

[PLEASE STATE YOUR REASONS]

For Recommending Denial:

I move City Council not adopt an ordinance rezoning parcel numbers 9568-49-7136 and 9568-49-7242.

[PLEASE STATE YOUR REASONS]

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF
HENDERSONVILLE**

IN RE: FILE NO. P16-7-Z

Be it ordained by the City Council of the City of Hendersonville:

1. Pursuant to Article XI Amendments of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of parcel numbers 9568-49-7136 and 9568-49-7242 from City of Hendersonville R-6, High Density Residential to City of Hendersonville MIC, Medical, Institutional, Cultural.
2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 7th day of April 2016.

Barbara Volk, Mayor

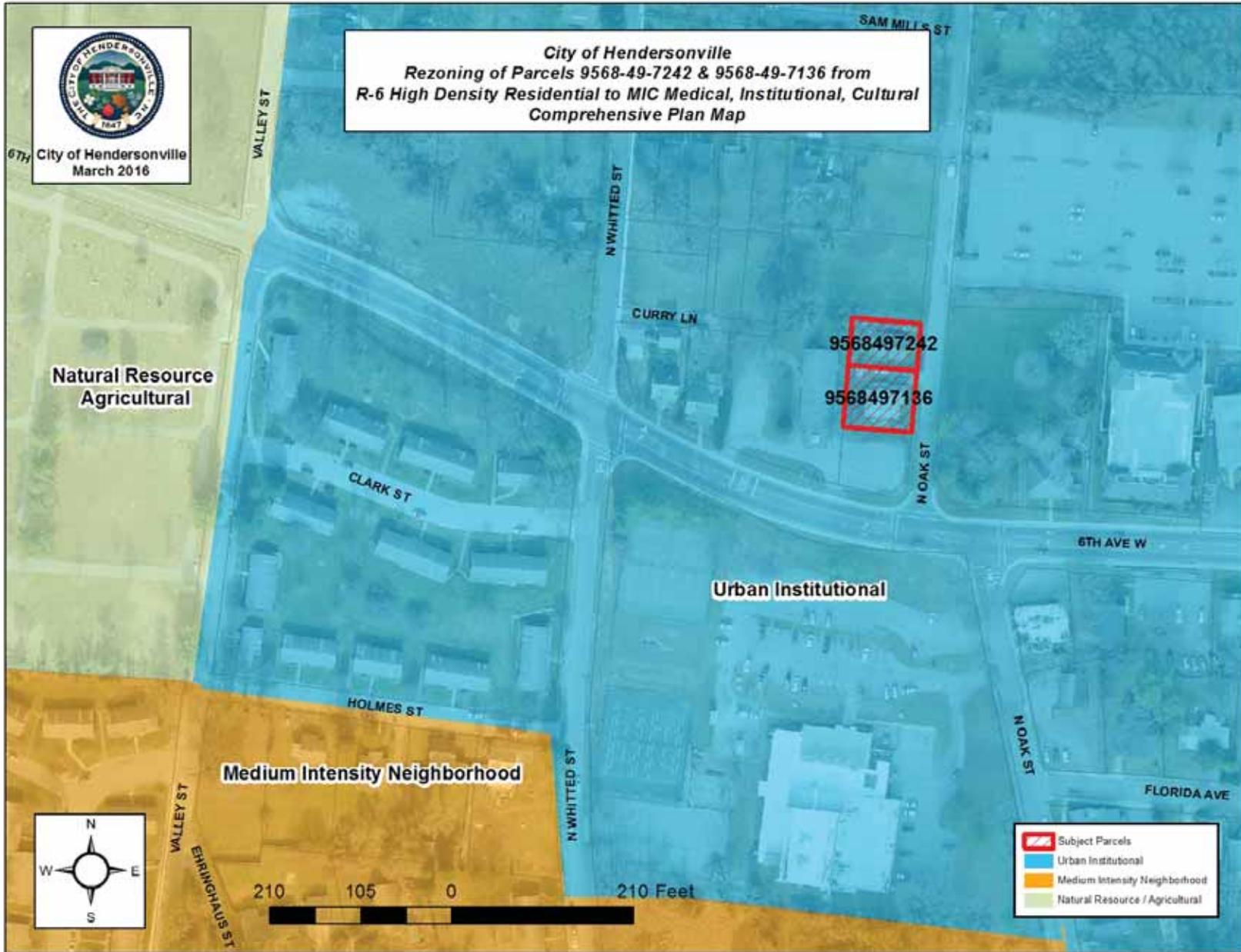
ATTEST:

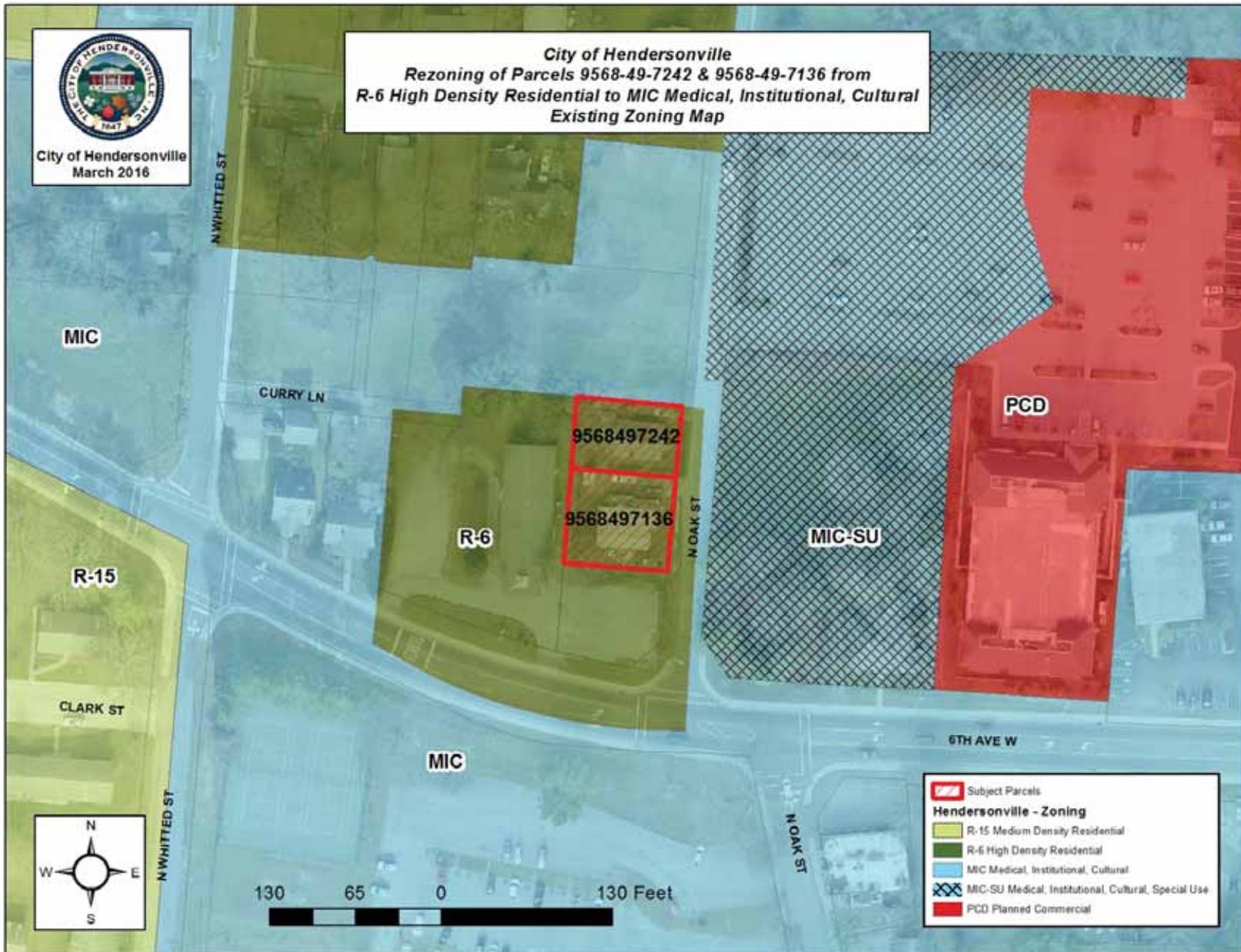
Tammie K. Drake, CMC, City Clerk

Approved as to form:

Samuel H. Fritschner, City Attorney









CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Susan G. Frady

Department: Development Asst Dept

Date Submitted: 3/22/16

Presenter: Dave Hazzard, Senior Planner

Date of Council Meeting to consider this item: 4/7/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 09

The City is in receipt of a Special Use Permit application from Charles F. Irick of Flatiron Partners for the development of 80 multi-family residential units on approximately 8 acres. The project is in Hendersonville's ETJ and is located on a portion of Parcel # 9579-29-5777. The proposed parcel will have frontage on Lakewood Road. The density for this project is 10 units per acre. The applicant is also requesting to rezone a portion of this parcel from I-1 Industrial to PRD Planned Residential Development.

This application is for special use review. The preliminary site plan is subject to recommendation by the Planning Board and approval by City Council. The final site plan is subject to City staff approval.

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

Suggested motions are shown on pages 4 and 5 of the Lakewood Terrace memorandum.

Attachments:

Memorandum

M E M O R A N D U M

TO: Honorable Mayor and City Council
FROM: Development Assistance Department
RE: Lakewood Terrace
FILE #: P15-57-SUR
DATE: March 21, 2016

PROJECT DESCRIPTION

The City is in receipt of a Special Use Permit application from Charles F. Irick of Flatiron Partners for the development of 80 multi-family residential units on approximately 8 acres. The project is in Hendersonville's ETJ and is located on a portion of Parcel # 9579-29-5777. The proposed parcel will have frontage on Lakewood Road. The density for this project is 10 units per acre. The applicant is also requesting to rezone a portion of this parcel from I-1 Industrial to PRD Planned Residential Development.

This application is for special use review. The preliminary site plan is subject to recommendation by the Planning Board and approval by City Council. The final site plan is subject to City staff approval.

EXISTING LAND USE & ZONING

Parcel # 9579-29-5777 is currently zoned I-1 Industrial and is vacant. The parcels to the north and east are zoned R-15 Medium Density Residential and includes single family residential houses. The parcel located to the east across Lakewood Road is zoned PCD Planned Commercial Development and includes Sam's Club. Parcels to the south are zoned I-1 Industrial and include U.S. Post Office and the remainder of the parent parcel for this project and is vacant. Surrounding zoning districts are shown on the "Zoning Map" on page 15.

COMPREHENSIVE PLAN CONSISTENCY

The parcel included in this application and parcels located to the west and south are classified as Business Center on the 2030 Comprehensive Plan's Future Land Use Map. The goal of the Business Center classification is to "create an employment corridor along I-26 that supports the growth of Hendersonville as a business destination and to create a campus like mixed-use environment that includes office, research and low-impact industrial uses, as well as supportive retail amenities."

The parcels located to the north are classified as Medium Intensity Neighborhood on the 2030 Comprehensive Plan's Future Land Use Map. The goal of the Medium Intensity Neighborhood classification is to "Provide a transition between High-and Low-Intensity

Neighborhood areas while providing a wide range of housing formats and price points. Promote walkable neighborhood design and compatible infill development in new neighborhoods and as a means of preserving and enhancing existing neighborhoods.”

The parcel located to the east across Lakewood Road is classified as Regional Activity Center on the 2030 Comprehensive Plan’s Future Land Use Map. The goal of the Regional Activity Center classification is to “meet the large-scale retail needs of Hendersonville residents while encouraging mixed-use, walkable design through redevelopment and infill projects.”

The Business Center classification lists multi-family residential as a secondary use. The Comprehensive Plan recommends that secondary uses such as this one may be permitted through the planned development and special use procedures. This project is a planned development and is being processed through the special use permit procedures.

The 2030 Comprehensive Plan’s Future Land Use Map is located on page 16. Comprehensive Plan consistency is addressed under “E” on page three.

PLAN REVIEW

Buildings

The site plan includes the following:

- Five two story multi-family buildings with a total of 80 units
- A 1,952 ft² Community Building
- Common areas including a playground and a covered picnic area.

The site plan and an architectural elevations are included with this memorandum..

Parking

The site plan shows 160 parking spaces for the proposed multi-family residential development. The minimum required by the Zoning Ordinance based on number of bedrooms is 132.

Buffer Plantings

As per section 15-6 Bufferyards, no buffer is required between this parcel and the single family residential houses to the north because both uses are residential. However the applicant has proposed a buffer of Leyland Cypress 20’ on center adjacent to the single family residential houses to the north. This has been added to the list of conditions.

Stormwater

The applicant will be providing stormwater management plans to the Engineering Department as part of the final site plan submittal requirements.

ANALYSIS

Section 7-4-10.1 of the Zoning Ordinance states, "no special use permit shall be approved by City Council unless each of the following findings is made."

- (A) The use or development is located, designed, and proposed to be operated so as to maintain or promote the public health, safety, and general welfare.

Staff has not identified any issues relating to public health, safety or general welfare.

- (B) There are, or will be at the time they are required, adequate public facilities to serve the use or development as specified in Section 7-11.

Water and sewer service is intended to be extended to the site.

- (C) The use or development complies with all required regulations and standards of the Zoning Ordinance or with variances thereto, if any, granted pursuant to Section 7-4-14, and with all other applicable regulations.

No variances are requested.

- (D) The use or development is located, designed, and proposed to be operated so as to be compatible with the particular neighborhood in which it is to be located.

A neighborhood compatibility meeting concerning the application was held on January 14, 2016. Notice was provided by U.S. mail to the owners of record of all property situated within 400 feet of the subject property as required by Section 7-4-4.1 of the Zoning Ordinance.

Approximately seventeen people representing the general public attended the meeting. The public raised concerns about the traffic on Lakewood Road, Buffer adjacent to single family residential, parking, income level of tenants, property maintenance, and future development.

A copy of the neighborhood compatibility report accompanies this memorandum.

- (E) The use or development conforms to the general plans for the physical development of the City as embodied in this Ordinance and in the *Comprehensive Plan* and the *Comprehensive Transportation Plan*.

The 2030 Comprehensive Plan's Business Center classification is intended to "create an employment corridor along I-26 that supports the growth of Hendersonville as a business destination and to create a campus like

mixed-use environment that includes office, research and low-impact industrial uses, as well as supportive retail amenities.”

The Business Center classification lists multi-family residential as a secondary use. The Comprehensive Plan recommends that secondary uses such as this one may be permitted through the planned development and special use procedures. This project is a planned development and is being processed through the special use permit procedures. Therefore, this proposed development is consistent with the 2030 Comprehensive Plan’s Land Use and Development recommendations.

The Comprehensive Transportation Plan does not indicate any improvements to Lakewood Road.

PLANNING BOARD

The Planning Board took this matter up at its regular meeting of March 14, 2016. The Planning Board voted unanimously to recommend City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of a portion of Parcel # 9579-29-5777 from I-1 Industrial to PRD Planned Residential Development, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the following reasons: this rezoning best serves the community.

The Planning Board also voted unanimously to recommend City Council approve the application of Flatiron Partners for a Special Use Permit based on the site plan submitted by the applicant and subject to the limitations and conditions stipulated on the published List of Uses and Conditions.

SUGGESTED MOTIONS

Special Use Permit and Rezoning

For Recommending Approval: I move City Council adopt an ordinance amending the official zoning map of the City of Hendersonville changing the zoning designation of a portion of Parcel # 9579-29-5777 from I-1 Industrial to PRD Planned Residential Development, finding that the rezoning is consistent with the Comprehensive Plan, the rezoning is reasonable and in the public interest for the following reasons:

[PLEASE STATE YOUR REASONS]

I further move City Council approve the application of Flatiron Partners for a Special Use Permit based on the site plan submitted by the applicant and subject to the limitations

and conditions stipulated on the published List of Uses and Conditions.

[ADD, IF APPLICABLE, "AND THE FOLLOWING ADDITIONAL CONDITIONS"]

For Recommending Denial: I move City Council not approve the application of Flatiron Partners for rezoning and issuance of a special use permit.

[PLEASE STATE YOUR REASONS]

IN RE: Cedar Terrace (File # P15-57-SUR)

List of Uses & Conditions

I. Stipulated Uses:

Only the following uses are authorized for the referenced development:

Residential Dwellings Multi-family

II. Conditions:

(1) Shall Be Attached to the Special Use Permit and Satisfied Prior to Issuance of Final Site Plan Approval:

Recorded subdivision plat creating this parcel

Annexation application for this parcel for sewer extension

(2) Shall Be Attached to the Special Use Permit:

Installation of planting buffer adjacent to the single family residential houses to the north of this parcel. Buffer shall include Leyland Cypress at 20' on center as shown on the preliminary site plan.

Final plans for the project shall comply with approved plans, the conditions agreed to on the record of this proceeding and applicable provisions of the Zoning Ordinance.

Lakewood Terrace

Signature: _____

Printed Name: _____

Date: _____

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP
OF THE CITY OF HENDERSONVILLE**

IN RE: Lakewood Terrace
(File # P15-57-SUR)

Be it ordained by the City Council of the City of Hendersonville:

1. Pursuant to Article XI of the Zoning Ordinance of the City of Hendersonville, North Carolina, the Zoning Map is hereby amended by changing the zoning designation of the following:

Rezone a portion of Parcel # 9579-29-5777, as shown in Exhibit A, from I-1 Industrial to PRD Planned Residential Development.

2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted this 7th, day of April 2016.

Barbara Volk, Mayor

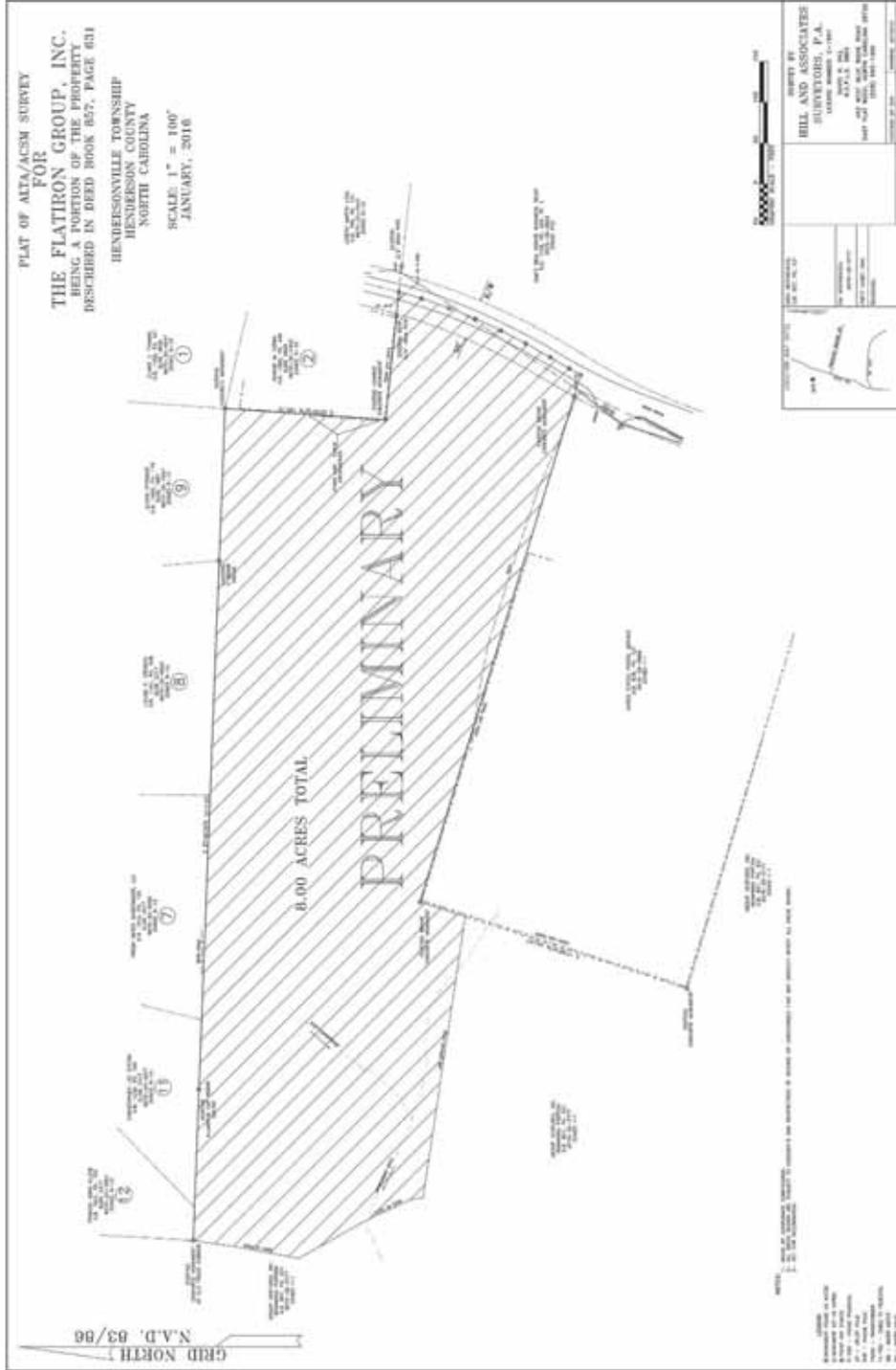
ATTEST:

Tammie K. Drake, CMC, City Clerk

Approved as to form:

Samuel H. Fritschner, City Attorney

Exhibit A



Planning Director's Report
 Neighborhood Compatibility Meeting
 Application for a Special Use Permit
 Lakewood Terrace File #P15-47-SUR
 Thursday, January 14, 2016 1:30 p.m.

Sue Anderson, Planning Director, convened the compatibility meeting at 1:30 pm in the Assembly Room of the City Operations Center. The following were in attendance:

<i>Name</i>	<i>Address</i>	<i>Name</i>	<i>Address</i>
Paul Fitch (applicant)	3959 Laurel Park Hwy.	Glenn Gordon	4 Cozy Cove
David Cohen	104 Dublin Ln.	Randi Gordon	4 Cozy Cove
Walter Barnwell	102 Dublin Ln.	Louise Stevens	109 Dublin Ln.
Steven & Sharon Vance	112 Dublin Ln.	Mike Owers	108 Dublin Ln.
Ken Erb	709 Crab Creek Rd.	Chelsea Owen	10 Shovelhead Dr. Asheville, NC
Marilyn Barnwell	161 Nimbus Ln.	Elaine Thomas	70 Lakewood Rd.
Joyce Evans	38 Cozy Cove	Penny Self	117 Dublin Ln.
Bruce Bill	600 Carolina Village Rd.	Carl Owenby	NCDOT
Chris Staton	113 Dublin Ln.	Sue Anderson	100 N. King Street
Jennifer Staton	113 Dublin Ln.	Terri Swann	100 N. King Street
Carol & Frank Kluge	115 Dublin Ln.	Dave Hazzard	100 N. King Street

Ms. Anderson opened the meeting explaining this is the first step in a three step process. The first step is Neighborhood Compatibility Meeting, next is the Planning Board and last it goes to City Council. This is an informal meeting to ask questions and get answers. Minutes of this meeting will be forwarded to Planning Board and City Council. The Planning Board meeting for this application will be held March 14, 2016. Anyone can attend this meeting.

Paul Fitch, Flatiron Group, applicant stated their company has developed apartments in three states. He showed pictures of the apartments they constructed in Brevard, Greenville, Franklin and Elkin. He likes to concentrate on building outside of the metropolitan areas. These will be affordable apartments and there is a need for that in this county. This tract is on Lakewood Road next to the post office. It backs up to Shamrock Estates. They are looking to connect to the sewer that runs on Highland Square Drive by Sam's Club. This tract is part of 90 acres that is zoned Industrial. They will have 80 units and it will include 1,2,and 3 bedroom units. There is a buffer of trees along the property line. They will also be putting a buffer along the property line. The site will be lit and professionally managed. Tenants will be screened and have a criminal background check.

Ms. Anderson stated a representative from NCDOT is in attendance.

Chris Staton, 113 Dublin Lane, was concerned about the buffer and stated what is existing now can be seen through. Mr. Fitch stated he plans to add the required buffer and it will consist of spruce pines and evergreens. The specific trees that can be used are stated in the zoning ordinance. He is planning to use Leyland Cypress.

Ms. Anderson stated the applicant will have to submit a final site plan for approval and the landscaping will have to be on the final site plan.

David Cohen, 104 Dublin Lane, asked if the buffer footage would be planted between the property line and the building. Mr. Fitch stated there is 30' requirement. The final layout will have the buffer more on the post office side. Mr. Cohen asked if the units would have terraces in the rear. Mr. Fitch stated yes.

Mr. Cohen asked if this was going to be Section 8 Housing. Mr. Fitch stated 60% have median income for this area, which is about \$36,000 a year. Section 8 is for professional developers with rental property that have over 3 units. He cannot turn down Section 8. There are no background requirements against welfare and he cannot discriminate against them.

Mr. Fitch discussed the density. The zoning density is 8 acres with 10 units per acre.

Walter Barnwell, 102 Dublin Lane, asked if the developer would be constructing a fence. Mr. Fitch stated he was not sure but he did not think so. Mr. Barnwell was concerned about people trespassing on his property and if this area is the jurisdiction of the Hendersonville Police Department or the Henderson County Sheriff's Department because neither organization wants to patrol it. Ms. Anderson stated this project would be annexed into the City of Hendersonville and the Hendersonville Police Department would be responsible for calls made to this property. Any property in the extra territorial jurisdiction would need to contact the Henderson County Sheriff's Department for any situations that may need police.

Mr. Barnwell asked if the City is planning to take Shamrock Estates into the city limits. Ms. Anderson stated no there are no plans to annex Shamrock Estates.

Glen Gordon, 4 Cozy Cove discussed the highway and location of the different apartments the developer has previously built. He wanted to know if any of the developments were on small roads such as this one. Mr. Fitch stated they have constructed developments on roads such as Lakewood. He has actually constructed a development this size on a road not as big as Lakewood. Mr. Fitch explained each photo he had of the different developments and their location. Mr. Gordon asked if a traffic study had been done.

Carl Owenby, NCDOT stated a traffic study had been done in 2014. The traffic on Lakewood Road was 2,500. A study was done on Nix Road 5 years ago and he could not find where one had been done on Francis Road. Mr. Gordon stated it is more congested now that Sam's has a road in the back of the Walmart property. People use Lakewood Road for the back entrance into Walmart. He would like to see a traffic survey done with the type and number of vehicles and the miles per hour they are traveling on Lakewood Road. The speed limit is 25 MPH but the cars go much faster than that. Mr. Gordon was concerned with 220 more vehicles in the area because of the development. He feels like the state needs to get together with the Police Department and have a traffic analysis done.

Mr. Fitch stated no significant impact was determined with the traffic study that was done.

Mr. Gordon was concerned about the number of vehicles in the development with each unit having at least two vehicles and the development having guest spots for parking. Ms. Anderson stated there would be 160 required parking spaces and the City has minimum parking requirements with no requirements for guest spaces. Mr. Gordon stated he knows what happens in apartment complexes when all these guests show up. He realizes this is a good company but sometimes four tenants turns into six tenants living in a unit and it gets out of hand.

Ms. Anderson stated the purpose of this meeting is to hear concerns such as this and that all of their concerns will be heard.

Mr. Fitch stated when they develop a property they maintain ownership for 15 years, which ends up being closer to 25 years. During this time they see to it that things are taken care of and they make sure the maintenance of the property is handled very well. Management is the key and is critical in keeping these apartment complexes in top shape and without issues arising.

Ms. Anderson stated a final site plan will have to be submitted for approval for the driveway permit from NCDOT.

Don Daines, Director of Development for Housing Assistance Corporation spoke. He stated there are advantages for these type of developments concerning tax credits and their operating budget. They have an adequate line item budget for property management where they are actually able to hire a Property Manager. They are able to hire a professional property manager that is dedicated to taking care of any issues, such as over population. Adjacent property owners can have the assurance that they can contact the manager with any issues and you can maintain the quality of life that you now have.

Mr. Fitch stated the budget maintenance reserve builds up yearly and they have insurance in case of catastrophes. The State Housing Financial Group also inspects the property yearly and this is a regulated industry.

Steven Vance, 112 Dublin Lane, stated this property is zoned Industrial and several industrial type projects have been turned down in the past. This project is willing to assume responsibility for any issues that arise. This property won't sit vacant for another 10 years and they could end up with an industrial project in the area that will not assume responsibility.

Frank Kluge, 115 Dublin Lane discussed having turn lanes and how the fire trucks would enter the property. Mr. Fitch stated all requirements for the Fire Department have been met and the state has determined that a turn lane is not needed. Mr. Kluge asked if the road into the development would be a public road. Mr. Fitch stated no this road would be private and they will be responsible for maintaining it.

Mr. Kluge asked about a retaining wall like the one Sam's has. Mr. Fitch stated he has some discretion about a retaining wall but he is willing to listen to the adjacent property owners. He is more in favor of having the Leyland Cypress as a buffer.

Elaine Thomas, 70 Lakewood Road stated she is the house on the corner and she was concerned about the buffer. Mr. Fitch stated they will help screen her view from the development.

Ms. Anderson stated this developer has gone above and beyond the minimum requirements for landscaping. They can add as a condition for any additional buffering to make sure the buffer is in place before approving the final site plan.

Jennifer Staton, 113 Dublin Lane stated she would prefer greenery over a fence. She asked if the landscaping would be planted before the building. Mr. Fitch stated no the landscaping would be planted after construction. Ms. Staton asked about the timeframe. Mr. Fitch stated after they get all the approvals he is looking to start construction in Spring 2017.

Ms. Staton asked what the management company policy is concerning the background checks and what happens if they find issues on any of them. Mr. Fitch stated they will turn down applicants if the background checks do not come back clean.

Carol Kluge, 115 Dublin Lane stated when you come out of the post office and look to the left, there is a slight incline in the road and cars come whipping over this hill and it is a very dangerous spot. She asked about having a turning lane. Mr. Fitch stated they prepare the site plan with the widths of the street and file this with NCDOT. NCDOT then sends someone out and looks at it and approves it. There is not enough space for a turning lane but this will all be looked at by NCDOT. Ms. Anderson stated a NCDOT representative is here and the concerns have been heard.

Mr. Fitch stated concerning the traffic, NCDOT has standards they have set and he has to meet them. He has to meet all state and local regulations.

Mike Owers, 108 Dublin Lane asked if this project is for low income housing. Mr. Fitch stated it would be affordable housing. The one bedroom units would rent for \$550 a month and the three bedroom units would rent for \$750 to \$800 a month.

Mr. Owers stated 2,500 people a day would cause a bad traffic problem and with two different law enforcement agencies where neither agency wants to do anything will result in a bad situation. He feels like a highway study should be done because it is not safe now and a traffic increase will only make it worse. Young kids are speeding all the time on the road going up to Sam's. They drive their trucks on the grass and cause ruts in the grassy areas. This is just not a good situation.

Mr. Fitch stated he had a traffic study done last year at peak time and the standard conclusion was there would be no significant impact.

Mr. Daines asked if there was a traffic report on file. Ms. Anderson stated the standard requirement for a traffic study by the City is 1,000 trips per day. She will have to look and see if anything is on file.

Ms. Thomas stated there is a problem with young kids hanging out at Walmart and flooring their trucks up the road and leaving around 9:00 or 10:00 o'clock at night. They leave large gully's in the grass and squeal their tires. Ms. Anderson suggested the neighborhood get together and submit a petition to the Henderson County Sheriff's Department concerning this.

Penny Self, 117 Dublin Road asked how many times the management will do a walk-through of the development. Mr. Fitch stated he would have to refer to the management company to answer that question.

Randi Gordin, 4 Cozy Cove stated with two new developments she feels like the road can't handle all the traffic. Mr. Owenby stated there are certain formulas and policy standards that NCDOT uses in determining site distance, traffic, etc. to determine if a turning lane is needed. The city uses 1,000 vehicles a day for city roads but NCDOT uses 3,000 a day.

Mr. Barnwell asked how the contractor will get the large vehicles onto the site since there is such a small area off of Lakewood Road. Mr. Fitch stated they will ask the owners for temporary use of the roadway to bring the heavy equipment into the backside of the property.

Ms. Kluge, 115 Dublin Lane asked if the property manager would be on-site fulltime or just certain hours. Mr. Fitch stated the property managers will work 9:00 to 5:00 but their hours will stagger. They will not live on-site and the hours will vary and they will also have weekend duty as well.

Ms. Self talked about affordable housing and how there is a need for workforce housing in the area and she does understand this.

Ms. Gordon asked if there was a state law as to how much affordable housing is allowed in each state. Mr. Fitch stated no, this is a federal program to address the needs. Ms. Anderson stated the city does not choose to bring in affordable housing and City Council cannot deny this based on income level. This would not be constitutional. Ms. Gordon asked if Cedar Terrace is affordable housing too. Ms. Anderson stated yes.

Mr. Fitch explained workforce housing and how the need is great in this area.

Ms. Thomas asked what the name of the development would be. Mr. Fitch stated Lakewood Terrace.

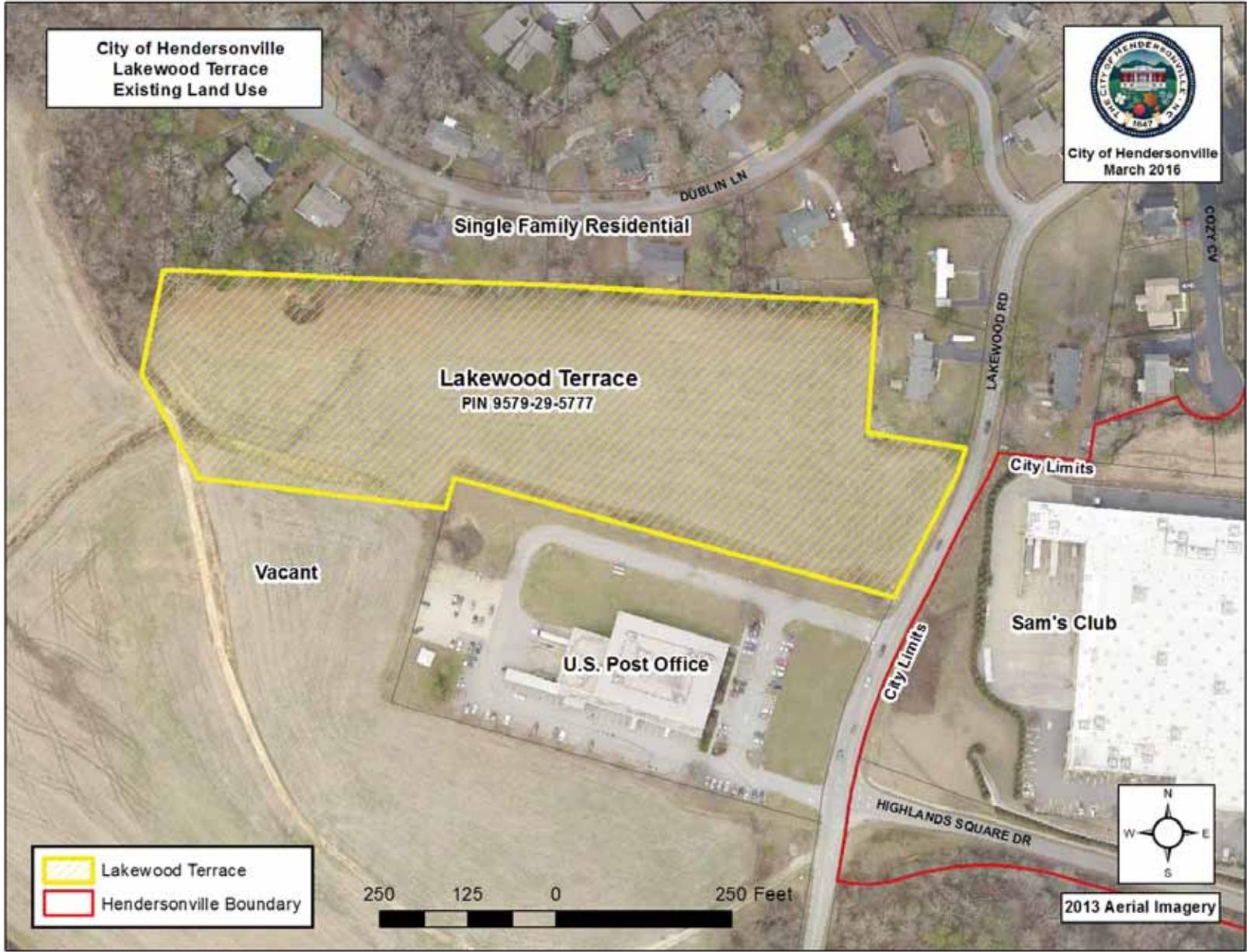
Ms. Self asked if there was any plans to develop the property outside of this development. Mr. Fitch stated no, and a large portion of this is in the floodplain.

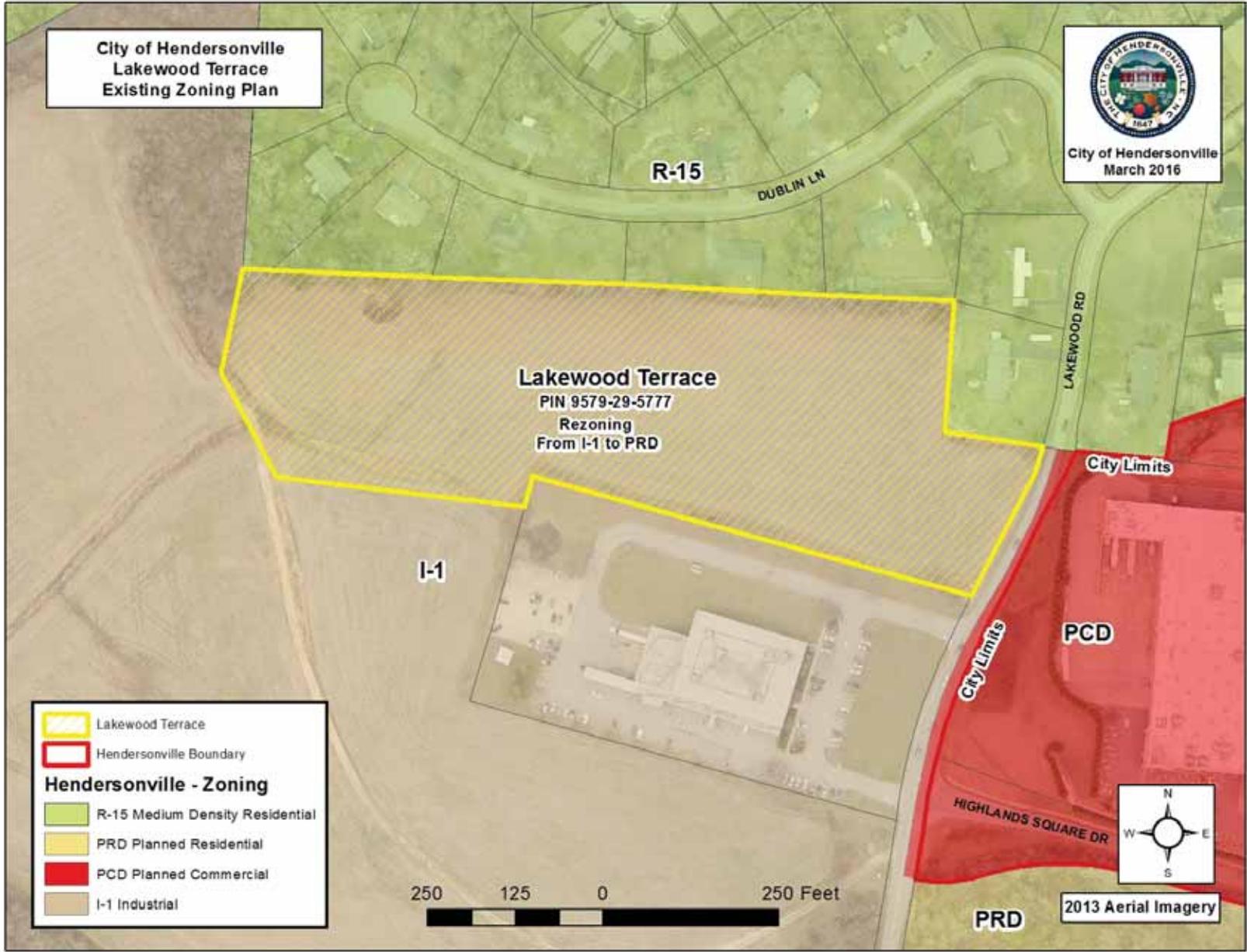
Mr. Owers asked if there was any plans to expand the project in the future. Mr. Fitch there was no plans to expand whatsoever.

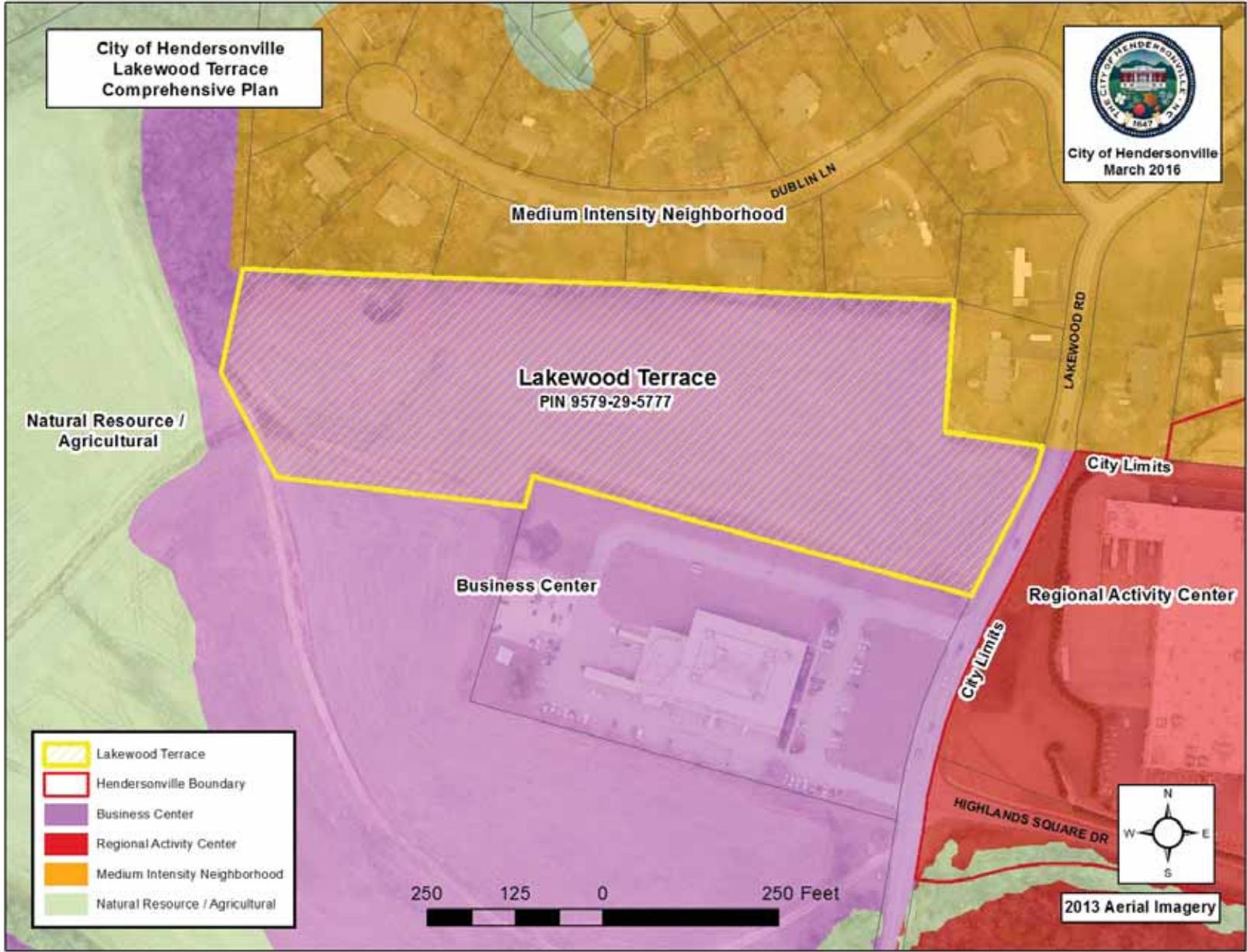
Mr. Owers asked about the water being effected. Mr. Fitch explained the size of the water line and sewer line. Ms. Anderson stated this will have to be approved by the Water & Sewer Department.

Ms. Anderson stated this will go before the Planning Board and City Council. Anyone that would like to attend these meetings can.

With no further comments or questions, Ms. Anderson closed the meeting at 2:30 p.m.







City of Hendersonville
Lakewood Terrace
Comprehensive Plan

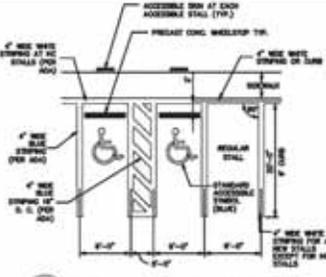


- Lakewood Terrace
- Hendersonville Boundary
- Business Center
- Regional Activity Center
- Medium Intensity Neighborhood
- Natural Resource / Agricultural

250 125 0 250 Feet



2013 Aerial Imagery



3 TYP. HANDICAP AISLE DETAIL
1/4"=1'-00"

DEVELOPER:
THE PLATON GROUP, INC.
1714 EAST RIVA
CHARLOTTE, NC 28003

OWNER:
GROUP VENTURES, INC.
1410 GREENVILLE HIGHWAY
HENDERSONVILLE, NC 28033

- SITE INFO.:**
- THE SITE IS CURRENTLY 8.0 ± ACRES
 - THE SITE IS LOCATED IN HENDERSONVILLE EJ3
 - THIS SITE IS A PORTION OF PARCEL 9279-99-0777.
 - CURRENT ZONING IS S-4 (INDUSTRIAL AND PROPOSED ZONING IS PFD (MULTIFAMILY BY SPECIAL USE PERMIT))
 - THERE ARE NO TREES ON SITE GREATER THAN 10" DBH

PARKING:
PARKING REQUIRED AT 1.5 SPACES FOR 1 & 2 BEDROOM UNIT AND 2 SPACES FOR 3 BEDROOM UNIT.
120 SPACES REQUIRED
160 SPACES PROVIDED

- AMENITIES:**
- PLAYGROUND
 - COVERED PICNIC AREA
 - COMMUNITY ROOM
 - COVERED PATIO W/ SEATING
 - EXERCISE ROOM (W/ NEW EQUIPMENT)
 - RESIDENT COMPUTER CENTER (MIN. 3 COMPUTERS)

- CONDITIONS:**
- NOTE THE FOLLOWING
- PROPERTY AS SHOWN SHALL BE SEVEREDED FROM THE LARGER PARCEL 9279-99-0777.
 - PROPERTY SHALL BE ASSESSED.

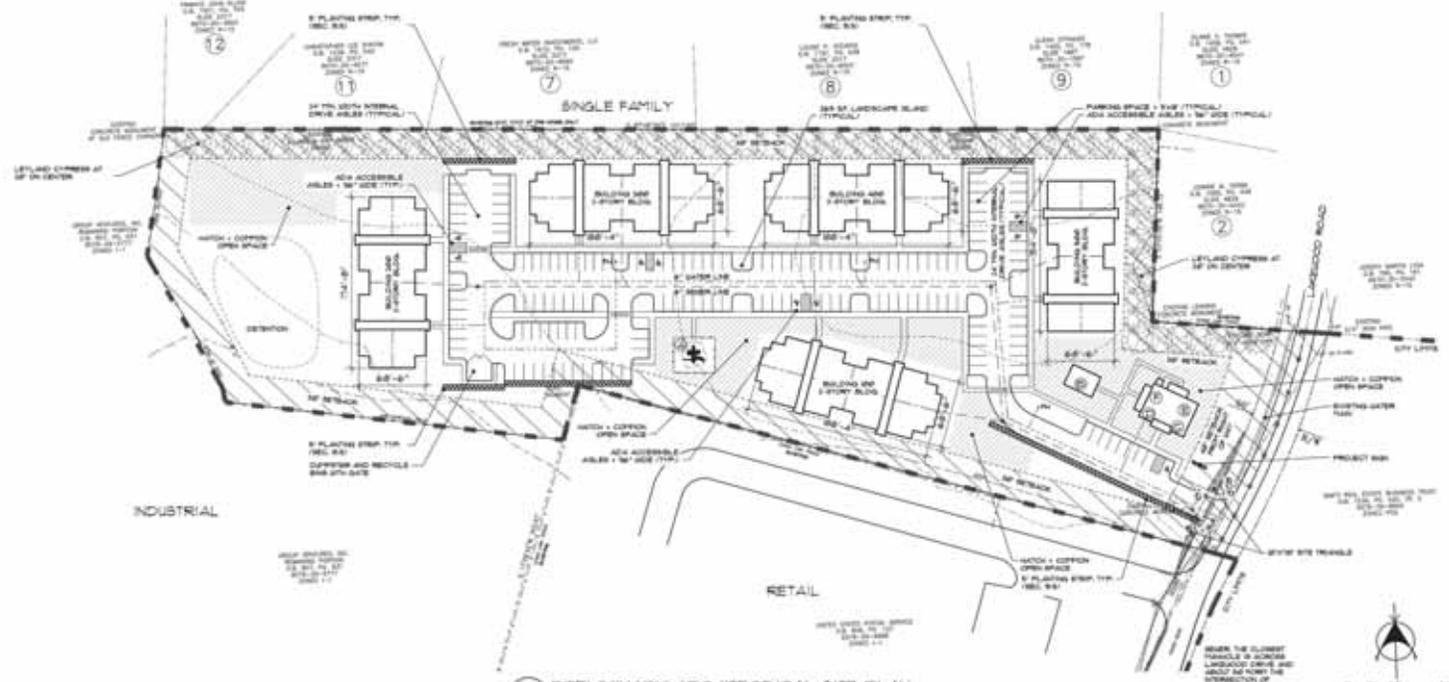
PROJECT MATRIX:

UNIT TYPE	2011-2012					TOTAL UNITS
	2011	2012	2013	2014	2015	
1 & 2 BR	100	100	100	100	100	500
3 BR	0	0	0	0	0	0
TOTAL	100	100	100	100	100	500

TOTAL PROJECT AREA	TOTAL GROSS AREA		TOTAL NET AREA	
	2011	2012	2011	2012
100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000
100,000	100,000	100,000	100,000	100,000



2 VICINITY LOCATION MAP
1/4"=100'



1 PRELIMINARY ARCHITECTURAL SITE PLAN
1/4"=50'

MARTIN RILEY ASSOCIATES - ARCHITECTS, P.C.
20 CHURCH STREET SUITE 200 DECATUR GEORGIA 30030-3520 404-253-2800
LAKESWOOD TERRACE
HENDERSONVILLE, NC
PRELIMINARY ARCHITECTURAL SITE PLAN



PLOTTED: 07/15/2011 10:58 AM - DRAWING: PRELIMINARY ARCHITECTURAL SITE PLAN - SHEET: 001 - PLOTTED BY: AEE - PLOT: 4 - COPY: 00000001.DWG

NOT RELEASED FOR CONSTRUCTION

APPEAL OF DEVELOPMENT DECISIONS

Section 7-13 of the Zoning Ordinance outlines the process for appeal of development decisions by City Council. The following Sections of the Zoning Ordinance apply specifically to Special Use Review:

Section 7-13-2 (b): Preliminary site plans. Decisions of the City Council regarding appeals from development decisions concerning applications for preliminary site plan approval may be appealed to the Superior Court by any aggrieved party. Such appeals shall be in the nature of certiorari and must be filed within 30 days after the filing of the decision in the office of the City Clerk or after a written copy thereof is delivered to every aggrieved party who has filed a written request for such copy with the Clerk at the time of the hearing, whichever is later. The copy of the decision of the Council may be delivered to aggrieved parties either by personal service or by registered mail or certified mail return receipt requested.

Section 7-13-2 (d): Special use review. Judicial review of decisions regarding applications processed under the provisions of special use review, established in Section 7-4, above, require special treatment due to the fact that they involve two separate applications which, though processed simultaneously, require Council to make two separate decisions exercising two different types of decision-making authority. One application requests enactment of an ordinance amending the Official Zoning Map, and the other requests issuance of a special use permit. The first application involves a legislative decision on the part of Council, and the second a quasi-judicial decision. The quasi-judicial decision, that is, the one concerning the application for a special use permit, may be appealed to the Superior Court by any aggrieved party in the manner prescribed in paragraph b), above. Such appeal shall be in the nature of certiorari. The legislative decision, which is the one concerning the request for rezoning, may be contested, in accordance with NCGS Section 160A-364.1, by a cause of action commenced within two months of the date of the decision.

The validity of the ordinance may be challenged in accordance with North Carolina General Statute Section 160A-364.1.

§ 160A-364.1. Statute of limitations.

A cause of action as to the validity of any zoning ordinance, or amendment thereto, adopted under this Article or other applicable law shall accrue upon adoption of the ordinance, or amendment thereto, and shall be brought within two months



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: John Connet / Lee Smith

Department: Water/Sewer

Date Submitted: 3/28/2016

Presenter: John Connet and Lee Smith

Date of Council Meeting to consider this item: 4/7/2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 10

We recommend denial of this request to waive System Development Fees. See the attached memorandum from City Manager John Connet for additional information.

Information from March City Council meeting:

I recently met with Cheria, Billy and Tony Duncan regarding a 55+ retirement community comprised of mobile homes located on a parcel at 20 Hannah Grace Way off of Sugarloaf Road, just west of Fire Station 2. The Duncans are potential buyers for this property and are carrying out their due diligence in regards to purchasing this property. Our meeting centered around a discussion regarding the possible connection of this community to the City's gravity sewer main located in the right-of-way of this property along Sugarloaf Road and the associated system development charges. The existing septic system serving this community is continuing to fail and has prevented the replacement of homes once removed from the property thus limiting the potential to maximize the occupancy of this community. Based on GIS data, there are 31-homesites but only 23 are occupied with homes, leaving 8-vacant spaces.

The Duncans are requesting an opportunity to describe their plans to improve this community and to request City Council's consideration of waiving the system development charges for this property if connected to City sewer. The cost for the sewer system development charges for this site would be \$26,350 (31-units x \$850/unit = \$26,350). This parcel is already connected to City water.

Budget Impact: \$26,350 Is this expenditure approved in the current fiscal year budget? No If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council deny Ms. Duncan's request to waive System Development Charges for Whiteside's Green Acre Mobile Home Park.

Attachments:

Copy of correspondence from potential developer of the property.

View of property from GIS.

Memorandum from City Manager John Connet

Smith, Lee

From: Cheria Duncan <cheriaduncan2@live.com>
Sent: Friday, February 19, 2016 8:42 AM
To: Smith, Lee
Cc: billyduncan2@yahoo.com; tameduncan@hotmail.com
Subject: Request for assistance to connect to the City of Hendersonville Utilites

Dear Mr. Smith,

As per our meeting yesterday, we are requesting to be heard at the Hendersonville City Council meeting forthcoming on March 3, 2016.

Our plea is to waive the system development charges associated with connecting to Hendersonville City Sewer in order to replace a disadvantaged wastewater system located at 20 Hannah Grace Way, Hendersonville, North Carolina 28792. (Reference: Whitesides Green Acres Retirement Mobile Home Community)

We are currently under contract to purchase the said property which is being operated as an age restrictive 55+ retirement community. Subsequent to it's owner Mr. Whitesides passing in 2011, the community has continued to deteriorate as evidenced by the overall condition of the property and what few homes remain. Due to violations recorded at the Hendersonville Health Department relative to waste water, there can be no more homes moved into the community based on the limited capacity of the existing septic system.

Our revitalization plans include replacing the existing septic system with connection to city water and all new manufactured homes with front porches, rock accents and carports. The existing farm house, which sits in the middle of the property, will be restored and converted into a gathering place for senior residents and their guests for activities and social events. All of these improvements will offer senior residents an affordable housing option in a safe and welcoming setting.

In addition to improving the integrity of the property, this project will greatly enhance the overall appearance of the area in general which includes a new fire station across the street.

We ask your assistance in helping us to make this a wonderful place to call home for senior residents whom are blessed to retire in the beautiful mountains of Western North Carolina.

Kind Regards,
We are,

Cheria Duncan
Billy Duncan
Tony Duncan
(828) 702-7924

MEMORANDUM

TO: MAYOR VOLK AND CITY COUNCIL
FROM: JOHN CONNET, CITY MANAGER
SUBJECT: WIAVER OF SYSTEM DEVELOPMENT FEES
DATE: MARCH 21, 2016
CC: LEE SMITH AND SUSAN FRADY

City Staff met last week to discuss Cheria Duncan's request to waive System Development Fees for Whiteside's Green Acres Mobile Home Park. During the meeting, we decided that the best course of action, to address these types of requests, is to develop an overall affordable housing strategy. One component of this strategy is to develop a mechanism for non-profit and for-profit developers to lower their cost in exchange for the development of affordable housing projects. We believe this strategy should be a tiered approach that will allow the City Council to waive 100%, 50%, or 25% of the System Development Fees based on the scope of the project. We believe that lowering these costs should be tied to ensuring that rental rates will remain at an affordable level and the savings will be put back into the provision of true affordable housing. For example, housing projects that receive state or federal assistance are required to remain in the same ownership for a specific period of time and maintain their rental rates at a certain level for thirty to forty years. The ownership and rental rates are monitored on a regular basis by a state or federal agency. We will be recommending the establishment of a formal affordable housing strategy at a future meeting.

Unfortunately, there is no mechanism to ensure that the Green Acres project will fall in line with this strategy and rental rates will actually be in the affordable range. In fact, there is no way to guarantee that once on sewer that the property will not be sold for the highest and best use. Therefore, we would recommend against waiving the System Development Fees for Whiteside's Green Acres Mobile Home Park for the reasons:

1. Sewer is available immediately adjacent to the property. It does not require any significant extension of the main collection system. Therefore, there is no financial hardship associated with connection to our sewer system. It is simply a business decision.
2. There is no simple mechanism to ensure that rental rates will remain at an affordable level. Therefore, this request does not meet the affordable housing standard as recommended by the Waiver Policy.
3. There is no simple mechanism to ensure that the property will not be sold for a higher and better use once on sewer. Therefore, this request does not meet the affordable housing standard as recommended by the Waiver Policy.
4. Although the property will be annexed, manufactured housing is still considered personal property and depreciates in value over time. Therefore, it is not a direct economic benefit for the City of Hendersonville as recommended by the Waiver Policy.

5. The property owner has the alternative to reduce the number of units to ensure the septic system can operate properly. So, the immediate health hazard can reasonably be eliminated without waiving the System Development Charges. Therefore, the request does not meet the definitive health hazard standard of the Waiver Policy.

Thank you for your attention in this matter, if you have any questions or need additional information, please feel free to contact me at (828) 233-3201.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Lew Holloway

Department: Downtown

Date Submitted: 3/28/16

Presenter: Lew Holloway

Date of Council Meeting to consider this item: 4/7/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 11

Council was presented with proposed changes to the City of Hendersonville Parking Permit Program during the March 3rd, 2016 Council meeting. Following City Council feedback that evening, staff revised the proposed changes. The schedule proposed in the attached permit structure was discussed in an open meeting with existing permit holders on March 24th, 2016.

The permit types would be offered to existing permit holders for the 2016-2017 budget year. We will contact each over the next month to determine which of the three permit types they would prefer before transitioning spaces within the various lots accordingly on July 1, 2016. No new permits would be offered during a trial period (3 to 6 months), during which time staff will monitor program function and lot occupancy.

Please see attached document for information on the three permit types proposed.

Budget Impact: \$ N/A Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Any impact from these changes will be included as a component of the 2016-2017 Budget.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move to approve the revised City of Hendersonville parking permit types as outlined in the attached permit schedule.

Attachments:
permit program

Proposed City of Hendersonville Permit Program

Permit Type	Interior Price	Exterior Price
<u>G Permit</u> : 24/7 Assigned Space. This permit is a mirror of the permit currently offered. The only difference to an existing permit holder would be the \$10 price increase.	\$40	\$30
<u>R Permit</u> : 24/7 Unassigned Space. This permit would offer access to spaces reserved 24/7, but not assigned to specific permit holders.	\$30	\$20
<u>S Permit</u> : Mon/Sat: 8 am – 6 pm Unassigned Space. This permit would offer access to spaces reserved Mon/Sat: 8 am – 6 pm, but not assigned to specific permit holders.	\$20	\$10

Notes:

- All three permit types would be offered to existing permit holders.
- All permit types would be associated with a designated lot, i.e. Apple, Spruce, Dogwood, etc.
- R & S permits would allow permit holders to park in an associated metered lot in the case that their designated bank of reserved spaces is occupied.
- The interior price reflects proposed permit costs for existing and future lots within the boundaries of the Downtown Main Street MSD.
- The exterior price reflects proposed permit costs for existing and future lots outside of the MSD.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Sam Fritschner

Department: Legal

Date Submitted: 28 March 2016

Presenter: Sam Fritschner

Date of Council Meeting to consider this item: 7 April 2016

Nature of Item: Council Action

Summary of Information/Request:

Item # 12

The current Hendersonville City Charter contains a provision, section 3.4, respecting the Council's power to change the pay of council members.

Currently under the Charter the council may not increase or reduce the mayor's salary and may not increase any council member's salary if the change takes effect during the term in which it is voted.

Currently under state statute section 160A-64 the council may fix its own compensation and the compensation of the mayor "by adoption of the annual budget ordinance."

At the city manager's request I have drafted a proposed resolution requesting the General Assembly to amend the Charter to reflect statutory law as it may exist from time to time with respect to the change in council compensation. This change if enacted by the General Assembly would permit the council to raise or lower its salary as part of the annual budget ordinance.

As a point of further information, the method for changing the charter with respect to form of government, voting and representation does not apply to a charter change of this kind. Those other changes can be effected by a process involving the City Council and a possible popular vote. This proposed change must be enacted by the General Assembly.

Budget Impact: \$0 Is this expenditure approved in the current fiscal year budget? ^{N/A} If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move the council to request the General Assembly to enact the proposed amendment to Charter section 3.4.

Attachments:

Proposed resolution requesting charter amendment with the proposed amendment attached.

RESOLUTION # _____

**A RESOLUTION REQUESTING THE GENERAL ASSEMBLY TO AMEND § 3.4 OF THE
HENDERSONVILLE CITY CHARTER**

WHEREAS, the Hendersonville City Charter contains a provision § 3.4 respecting the change in compensation for Mayor and Council members, and

WHEREAS, the Council believes that it would be in the best interest of the City for the Charter to follow general state statutory law,

NOW, THEREFORE, BE IT RESOLVED that the City Council request and it does hereby request the General Assembly to enact legislation effecting an amendment to the City Charter, § 3.4, as attached to this resolution and made a part hereof;

And the city manager and city attorney are hereby authorized and directed to publish this resolution to the appropriate persons and cooperate with such persons as may be necessary and proper to effect introduction of the proposed Charter Amendment to the General Assembly.

Adopted this seventh day of April 2016.

Barbara Volk
Mayor, City of Hendersonville

ATTEST:

Tammie K. Drake, CMC
City Clerk

Hendersonville City Charter

Sec. 3.4. - Compensation of mayor and councilmen members.

The mayor and council members shall receive for ~~his~~ their services such salaryies as the city council shall determine from time to time in accordance with applicable North Carolina law. ~~, and no increase or reduction in his salary shall be made to take effect during the term in which it is voted. The council may establish a salary for its members which may be increased or reduced, but no increase shall be made to take effect as to any councilman during the respective term of office which he is serving at the time the increase is voted.~~



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Brent Detwiler

Department: Engineering

Date Submitted: 3/30/16

Presenter: Brent Detwiler

Date of Council Meeting to consider this item: 4/7/16

Nature of Item: Council Action

Summary of Information/Request:

Item # 13

As approved at the March 3, 2016, City staff is working with WGLA Engineering, PLLC (WGLA) to complete a design for widening N Oak Street from its current 18' to 24' from US 64 to 7th Avenue and adding a turn lane at US 64. This will provide better access to users of the new Joint Health Education facility as well as local residents. Since the entire street will be under construction, water line and sewer line replacements as well as stormwater, curb & gutter and sidewalks will be included as part of this work.

WGLA completed their design on March 30, 2016 and subsequently submitted it to Vannoy Construction (Vannoy), the general contractor for the Joint Health Education facility and various parking and site projects in the Pardee area. Vannoy is currently estimating the construction cost associated with the N Oak Street widening and water/sewer improvements and will have it back to the engineer and City by April 7, 2016. If the pricing is appropriate and acceptable, it will be presented to Council for approval at the April 7 meeting. If approved it is anticipated that Vannoy will perform the work as an amendment to their contract with Henderson County, and the City will reimburse the County for the work as part of an inter-local agreement to be drafted by the City and County Attorneys.

We have included an associated budget amendment and capital project ordinance (the numbers will be included when received and reviewed). We have provided the plans for reference and welcome any questions that you may have. Thank you.

Budget Impact: \$ Unavailable on 3/30/16 Is this expenditure approved in the current fiscal year budget? Yes If no, describe how it will be funded.

There are funds set aside for the Widening Project. There will also be a contribution from the Water/Sewer Fund because of the water and sewer improvements.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I hereby move to approve a proposal from Vannoy Construction through their contract with Henderson County in the amount of \$ _____ (to be provided on 4/7/16) in order to widen N Oak Street from 6th to 7th Avenue and replace water and sewer lines. I also hereby move to approve the associated budget amendment and capital project ordinance. for the N Oak Street project. I also hereby move to authorize the City Manager and/or City Attorney to prepare and execute an inter-local agreement with Henderson County in order for the City to pay for said work.

Attachments:

N Oak Street Widening Project design plans dated 3/30/16

**CAPITAL PROJECT ORDINANCE FOR
THE ACQUISITION, CONSTRUCTION AND INSTALLATION
OF THE NORTH OAK STREET INFRASTRUCTURE IMPROVEMENTS PROJECT**

BE IT ORDAINED by the Governing Board of the City of Hendersonville, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: The project authorized is a City infrastructure project described as the North Oak Street Infrastructure Improvement Project.

Section 2: The following amounts are appropriated for the project:

Account Number		Account Name	Total Budget
4350000	559900	Capital Outlay-Other Improvements	TBD
Total Project Appropriation			TBD

Section 3: The following revenues are anticipated to be available via transfers to the aforementioned special project fund from the General Fund and Water & Sewer Fund for project expenses:

Account Number		Account Name	Total Budget
109900	999435	Transfer to N. Oak St.	TBD
4350000	998010	Transfer In From GF	TBD
609900	999435	Transfer to N. Oak St.	TBD
4350000	998060	Transfer In From W&S	TBD
Total Project Revenue			TBD

Section 4: The Finance Director is hereby directed to maintain within the capital project fund sufficient specific detailed accounting records to satisfy the disclosure requirements of all the contractual agreements, if applicable.

Section 5: Funds may be advanced from the General Fund and Water & Sewer Fund as necessary for the purpose of making payments as due. Reimbursement requests shall be made in an orderly and timely manner.

Section 6: The Finance Director is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and Section 4.

Section 7: The Finance Director is further instructed to include a detailed analysis of past and future revenues and expenses during each annual budget submission made to the Governing Board.

Section 8: Copies of this capital project shall be furnished to the City Clerk, Finance Director and City Manager for direction in carrying out this project.

ADOPTED by the City Council of the City of Hendersonville, North Carolina, on this seventh day of April, 2016.

Barbara G. Volk, Mayor

ATTEST:

Tammie K. Drake, City Clerk

Approved as to form:

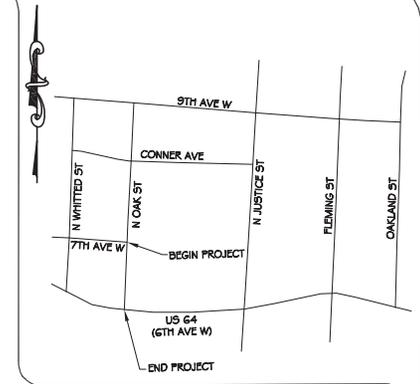
Samuel H. Fritschner, City Attorney

WGLA Project Number: 16118
Revisions:

RELEASED FOR
PERMITTING & BIDDING

CIVIL PLANS for

N. OAK STREET WIDENING CITY OF HENDERSONVILLE



LOCATION MAP
NOT TO SCALE

DEVELOPMENT DATA BLOCK

NAME OF PROJECT:
N. OAK STREET WIDENING

PROJECT ADDRESS:
N. OAK STREET BETWEEN US-64 & 7TH AVE.
HENDERSONVILLE, NC

PROPERTY OWNER:
CITY OF HENDERSONVILLE

CONTACT PERSON:
BRENT DETWILER
CITY ENGINEER – CITY OF HENDERSONVILLE
305 WILLIAMS STREET
HENDERSONVILLE, NC 28792
828-697-3060

ENGINEER:
JARED DERIDDER, P.E.
WGLA ENGINEERING, PLLC
214 N. KING STREET
HENDERSONVILLE, NC 28792
828-687-7177 x306

LAND SURVEYOR:
ED HOLMES & ASSOCIATES LAND SURVEYORS, PA
200 RIDGEFIELD CT, SUITE 215
ASHEVILLE, NC 28806
828-225-6562



HENDERSON COUNTY NORTH CAROLINA



WGLA Engineering, PLLC

CONSULTING ENGINEERS & LAND PLANNERS
NC License No: P-1342
214 N. King Street
Hendersonville, North Carolina 28792
(828) 687-7177
wglac.com

INDEX

SHEET NO.	DESCRIPTION
C-100	EXISTING CONDITIONS & DEMOLITION PLAN
C-300	GRADING & EROSION CONTROL PLAN
C-500	WATER SYSTEM PLAN & PROFILE
C-501	WATER SYSTEM DETAILS
C-600	SEWER SYSTEM PLAN & PROFILE
C-601	SEWER SYSTEM DETAILS
C-700	PAVING PLAN/ SIGNAGE / PAVEMENT MARKINGS
C-701	SITE DETAILS
C-702	SITE DETAILS

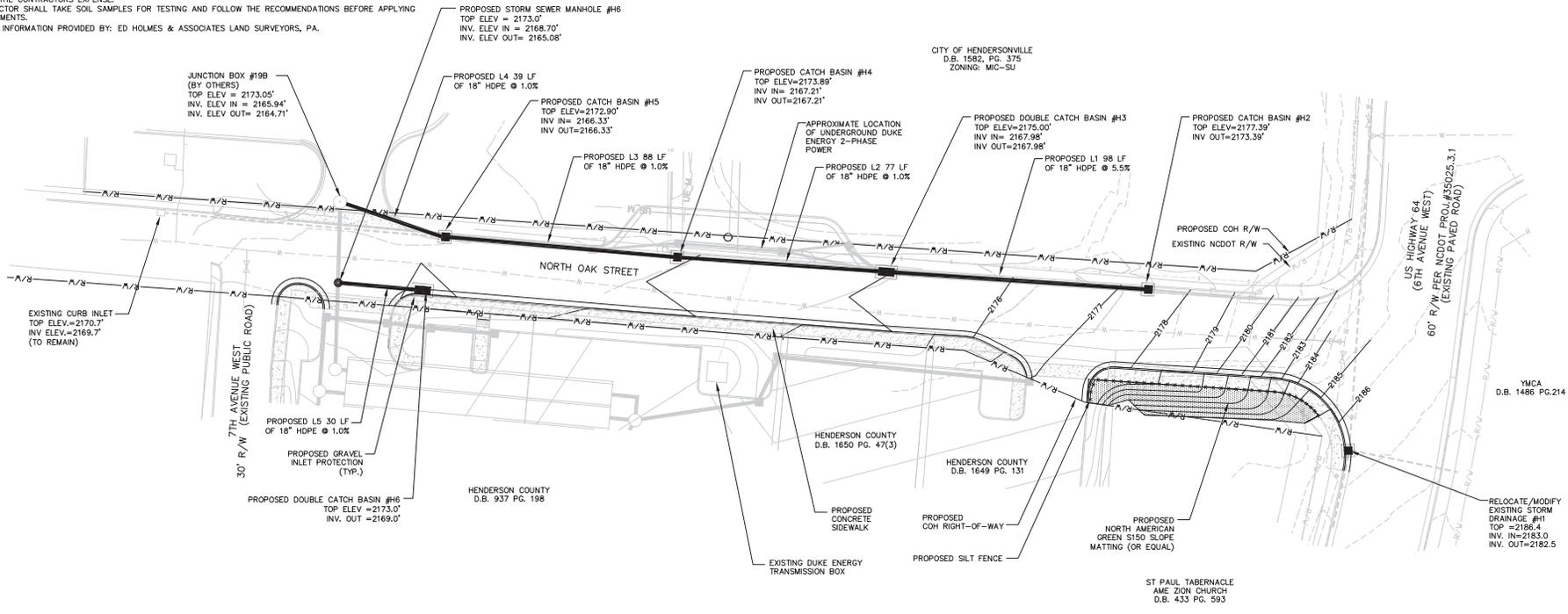
EROSION CONTROL NOTES:

- 1.) MEASURES BEYOND THOSE SHOWN ON THE PLANS SHOULD BE APPROVED BY THE OWNER.
- 2.) CONTRACTOR SHALL OBTAIN A COPY OF THE APPROVED SEDIMENTATION AND EROSION CONTROL PERMIT AND FOLLOW ALL DIRECTIVES. CONTRACTOR SHALL READ AND UNDERSTAND THE NPDES REQUIREMENTS OF THE PERMIT INCLUDING BUT NOT LIMITED TO:
 - PLACEMENT OF RAIN GAUGE ON THE SITE
 - INSPECTION OF ALL EROSION CONTROL MEASURES FOLLOWING SPECIFIED RAINFALL EVENTS OR WEEKLY.
 - UPKEEP OF INSPECTION LOG FOR REVIEW UPON REQUEST BY NCDENR, LOCAL EROSION CONTROL AUTHORITY, OWNER OR ENGINEER.
- 3.) CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL MEASURES THROUGHOUT THE LIFE OF THE PROJECT.
- 4.) THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL FIELD STAKING NECESSARY FOR THE CONSTRUCTION OF THE PROJECT. THE ENGINEER WILL PROVIDE THE CONTRACTOR WITH AN ELECTRONIC COPY OF THE DESIGN FOR STAKING PURPOSES. HOWEVER ALL ELECTRONIC INFORMATION SHOULD BE COORDINATED WITH THE PLANS.
- 5.) CONTRACTOR SHALL REMOVE ALL EROSION CONTROL MEASURES AT COMPLETION OF PROJECT, AFTER SITE HAS STABILIZED AND RESTORE TO FINAL GRADE.
- 6.) ALL STORM DRAINAGE INLETS SHALL HAVE GRAVEL INLET PROTECTION INSTALLED AROUND THEM AS SOON AS THEY ARE INSTALLED.
- 7.) CONTRACTOR SHALL ENSURE NO SILT ENTERS INTO THE EXISTING PAVED STREETS (FURTHER NORTHWARD), IF SILT OR DEBRIS ENTERS THE EXISTING STREETS, THEN THE CONTRACTOR MUST IMMEDIATELY REMOVE THE SILT OR DEBRIS AT THE CONTRACTORS EXPENSE.
- 8.) CONTRACTOR SHALL TAKE SOIL SAMPLES FOR TESTING AND FOLLOW THE RECOMMENDATIONS BEFORE APPLYING SOIL AMENDMENTS.
- 9.) SURVEY INFORMATION PROVIDED BY: ED HOLMES & ASSOCIATES LAND SURVEYORS, PA.



LEGEND

	EXISTING 1' CONTOUR
	PROPOSED 1' CONTOUR
	PROPOSED SILT FENCE
	PROPOSED GRAVEL INLET PROTECTION
	PROPOSED SLOPE MATTING



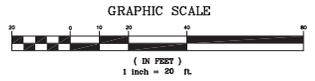
APPROXIMATE DISTURBED AREA = 0.39 ACRES ±

STORM DRAINAGE CONSTRUCTION SEQUENCE

1. OBTAIN PLAN APPROVAL AND APPLICABLE PERMITS
2. HOLD PRE CONSTRUCTION CONFERENCE.
3. INSTALL EROSION CONTROL MEASURES AS SHOWN ON APPROVED PLANS.
4. CONSTRUCT STORM DRAINAGE SYSTEM.
5. INSTALL INLET PROTECTION AROUND EACH CATCH BASIN AND PIPE INLET.
6. FINE GRADE SITE.

GENERAL STORM DRAINAGE NOTES:

- 1) ALL STORM DRAINAGE PIPING SHALL BE HDPE SMOOTH INTERIOR WALL BELL AND SPIGOT WITH SOIL TIGHT JOINTS, UNLESS OTHERWISE NOTED ON PLANS.
- 2) ALL PENETRATIONS INTO STORM DRAINAGE STRUCTURES SHALL BE PROPERLY REPAIRED INSIDE AND OUTSIDE WITH BRICK AND/OR NON SHRINK GROUT.



WGLA Engineering, PLLC
Consulting Engineers & Land Planners
100 Lakeside Way, P.O. Box 1345
214 N. King Street
Hendersonville, North Carolina 28752
(828) 697-7177
www.wgla.com



Revisions

No.	Description

date: 3/30/16
job: 16118
drawn: KHC



WGLA Engineering, PLLC
CONSULTING ENGINEERS & LAND PLANNERS
HENDERSONVILLE, NORTH CAROLINA

N OAK STREET WIDENING
CITY OF HENDERSONVILLE
HENDERSON COUNTY
NORTH CAROLINA

GRADING / DRAINAGE AND
EROSION CONTROL PLAN

sheet
C-300

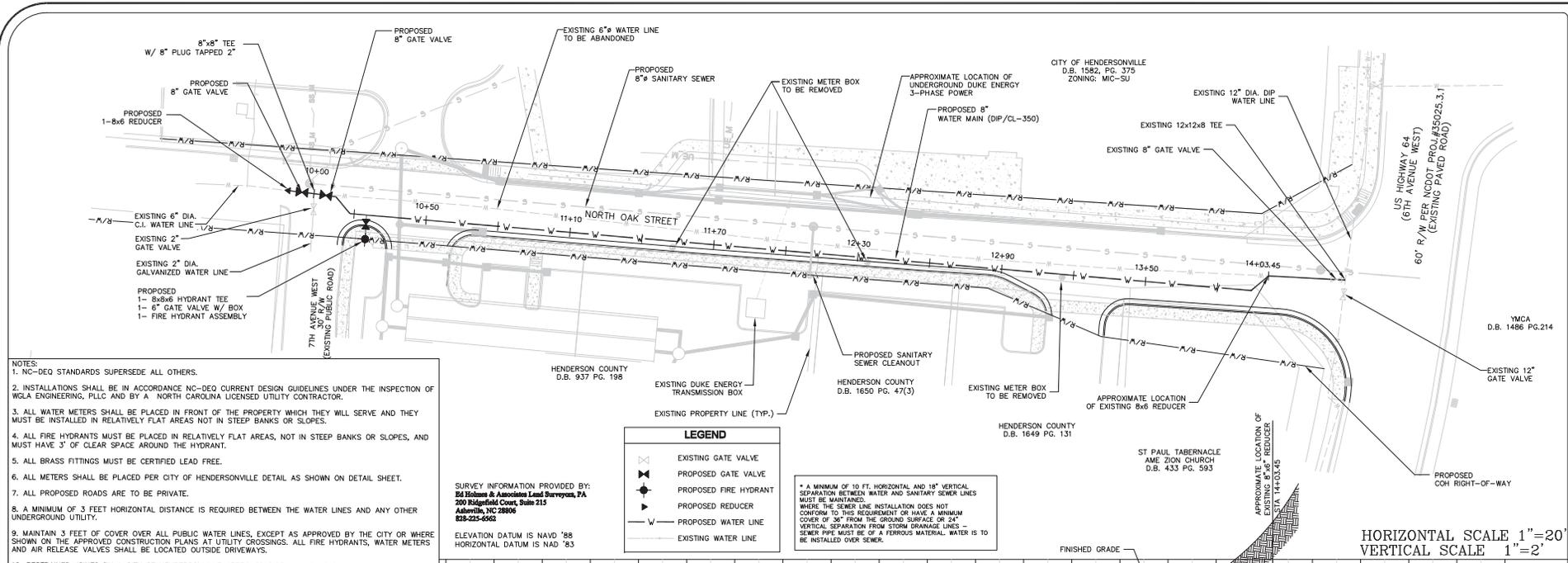


WGLA Engineering, PLLC
CONSULTING ENGINEERS & LAND PLANNERS
HENDERSONVILLE, NORTH CAROLINA

N. OAK STREET WIDENING
CITY OF HENDERSONVILLE
HENDERSON COUNTY
NORTH CAROLINA

WATER PLAN AND PROFILE

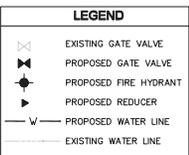
sheet
C-500



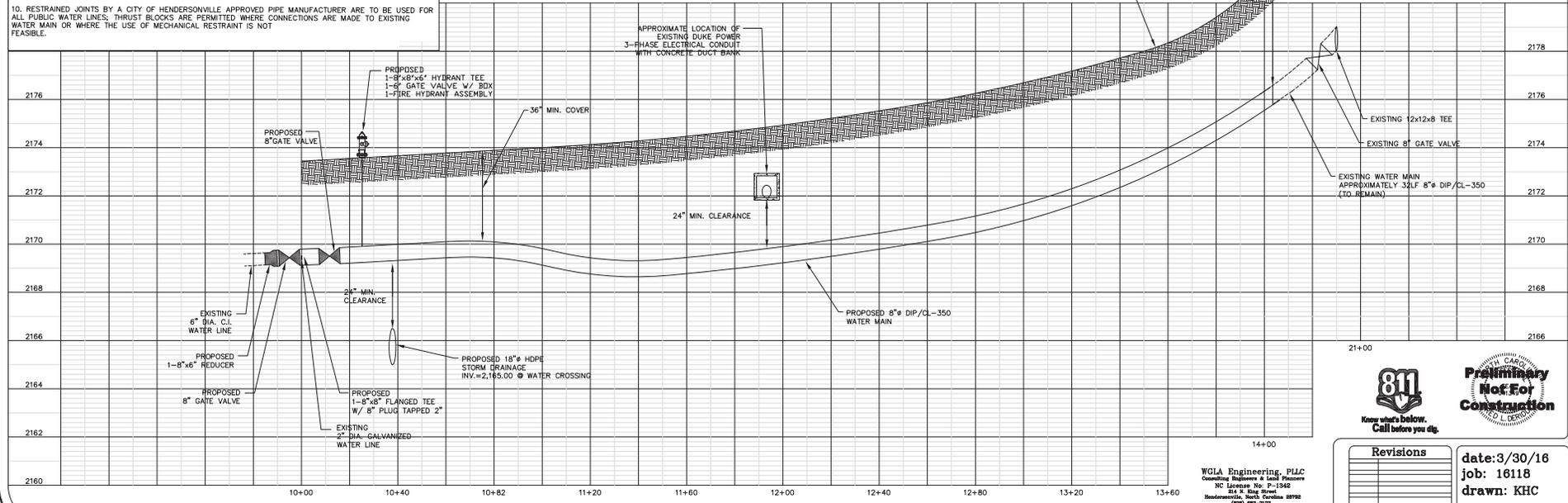
- NOTES:**
1. NC-DEQ STANDARDS SUPERSEDE ALL OTHERS.
 2. INSTALLATIONS SHALL BE IN ACCORDANCE NC-DEQ CURRENT DESIGN GUIDELINES UNDER THE INSPECTION OF WGLA ENGINEERING, PLLC AND BY A NORTH CAROLINA LICENSED UTILITY CONTRACTOR.
 3. ALL WATER METERS SHALL BE PLACED IN FRONT OF THE PROPERTY WHICH THEY WILL SERVE AND THEY MUST BE INSTALLED IN RELATIVELY FLAT AREAS NOT IN STEEP BANKS OR SLOPES.
 4. ALL FIRE HYDRANTS MUST BE PLACED IN RELATIVELY FLAT AREAS, NOT IN STEEP BANKS OR SLOPES, AND MUST HAVE 3' OF CLEAR SPACE AROUND THE HYDRANT.
 5. ALL BRASS FITTINGS MUST BE CERTIFIED LEAD FREE.
 6. ALL METERS SHALL BE PLACED PER CITY OF HENDERSONVILLE DETAIL AS SHOWN ON DETAIL SHEET.
 7. ALL PROPOSED ROADS ARE TO BE PRIVATE.
 8. A MINIMUM OF 3 FEET HORIZONTAL DISTANCE IS REQUIRED BETWEEN THE WATER LINES AND ANY OTHER UNDERGROUND UTILITY.
 9. MAINTAIN 3 FEET OF COVER OVER ALL PUBLIC WATER LINES, EXCEPT AS APPROVED BY THE CITY OR WHERE SHOWN ON THE APPROVED CONSTRUCTION PLANS AT UTILITY CROSSINGS. ALL FIRE HYDRANTS, WATER METERS AND AIR RELEASE VALVES SHALL BE LOCATED OUTSIDE DRIVEWAYS.
 10. RESTRAINED JOINTS BY A CITY OF HENDERSONVILLE APPROVED PIPE MANUFACTURER ARE TO BE USED FOR ALL PUBLIC WATER LINES; THRUST BLOCKS ARE PERMITTED WHERE CONNECTIONS ARE MADE TO EXISTING WATER MAIN OR WHERE THE USE OF MECHANICAL RESTRAINT IS NOT FEASIBLE.

SURVEY INFORMATION PROVIDED BY:
84 Holmes & Associates Land Surveyors, PA
300 Edinboro Court, Suite 215
Asheville, NC 28806
828-225-6500

ELEVATION DATUM IS NAVD '88
HORIZONTAL DATUM IS NAD '83



* A MINIMUM OF 10 FT. HORIZONTAL AND 18" VERTICAL SEPARATION BETWEEN WATER AND SANITARY SEWER LINES MUST BE MAINTAINED WHERE THE SEWER LINE INSTALLATION DOES NOT CONFORM TO THIS REQUIREMENT OR HAVE A MINIMUM COVER OF 36" FROM THE GROUND SURFACE OR 24" VERTICAL SEPARATION FROM STORM DRAINAGE LINES - SEWER PIPE MUST BE OF A FERROUS MATERIAL. WATER IS TO BE INSTALLED OVER SEWER.



HORIZONTAL SCALE 1"=20'
VERTICAL SCALE 1"=2'



Revisions

No.	Description

date: 3/30/16
job: 16118
drawn: KHC

WGLA Engineering, PLLC
Consulting Engineers & Land Planners
NC License # 100, 17-1345
214 N. Duke Street
Hendersonville, North Carolina 28926
(828) 897-7177
www.wgla.com

F:\USERS\jared\N. Oak Street Widening\Project\dwg\35118-C-500 Water Plan and Profile.dwg, 3/30/2016 9:00:53 AM, 1/30



WGLA Engineering, PLLC
CONSULTING ENGINEERS & LAND PLANNERS
HENDERSONVILLE, NORTH CAROLINA

N. OAK STREET WIDENING
CITY OF HENDERSONVILLE
HENDERSON COUNTY
NORTH CAROLINA

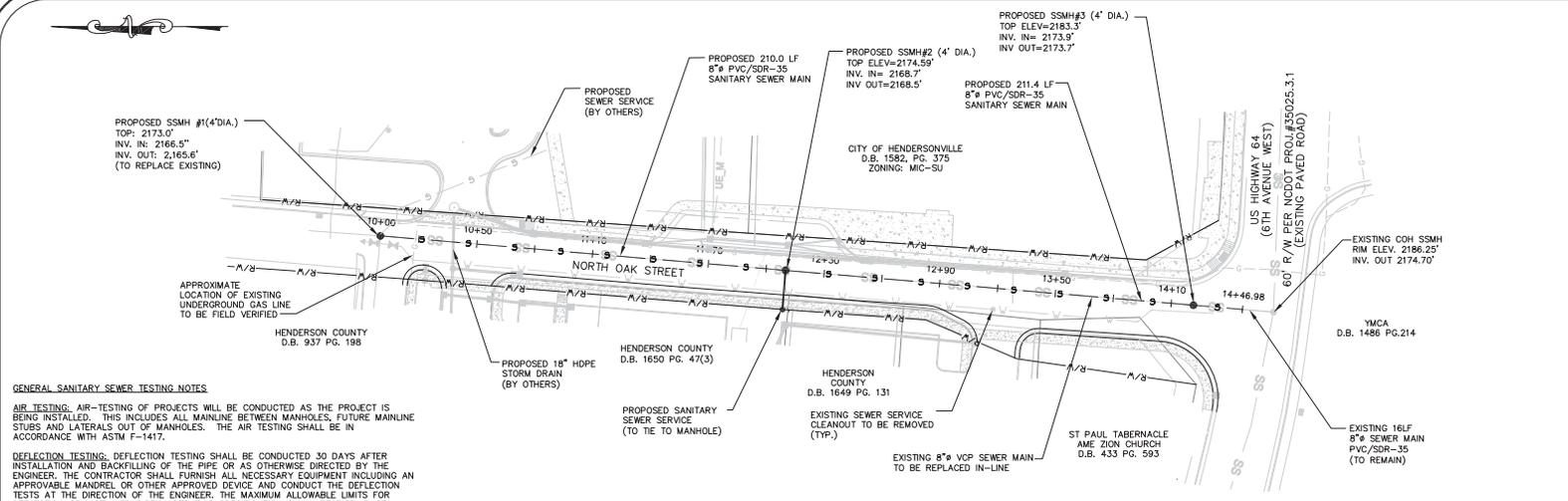
SANITARY SEWER
PLAN AND PROFILE

sheet
C-600

- NOTES:**
- 1) THE SPECIFICATIONS AND REQUIREMENTS OF THE CITY OF HENDERSONVILLE SUPERSEDE ALL OTHERS IN THE INSTALLATION OF THE PROPOSED EXTENSION(S).
 - 2) CITY OF HENDERSONVILLE MAINTENANCE OF SEWER SERVICES ENDS AT THE FIRST CLEANOUT MAINTENANCE OF SERVICES BEYOND THIS POINT IS PRIVATE.
 - 3) ALL PROPOSED SEWER SERVICES SHALL BE 6" .
 - 4) CONTRACTOR SHALL USE DIP/CL-350 PIPING ON ALL SEWER LINES WHERE 3 FEET OF COVER IS NOT PROVIDED.
 - 5) ALL SANITARY SEWER WORK IS TO BE PERFORMED BY A LICENSED NORTH CAROLINA UTILITY CONTRACTOR.
 - 6) BENCHMARK FOR THIS PROJECT SHALL BE EXISTING CITY OF HENDERSONVILLE MANHOLE #E1 TOP WITH ELEV. 2173.0'
 - 7) SEE THE GRADING AND EROSION CONTROL PLANS FOR ANY EROSION MEASURES RELATED TO SEWER CONSTRUCTION.
 - 8) HORIZONTAL CONTROL IS NAD 83, VERTICAL CONTROL IS NAVD 83.
 - 9) NO DOGHOUSE MANHOLES ALLOWED.
 - 10) FILL SHALL TO BE COMPACTED TO 95% PROCTOR

- LEGEND**
- W — PROPOSED WATER MAIN
 - SS — EXISTING SANITARY SEWER MAIN
 - S — PROPOSED SANITARY SEWER MAIN
 - ⊕ — EXISTING SEWER MANHOLE
 - ⊙ — PROPOSED SEWER MANHOLE
 - — PROPOSED STORM DRAINAGE

HORIZONTAL SCALE 1"=30'
VERTICAL SCALE 1"=3'



GENERAL SANITARY SEWER TESTING NOTES

AIR TESTING: AIR TESTING OF PROJECTS WILL BE CONDUCTED AS THE PROJECT IS BEING INSTALLED. THIS INCLUDES ALL MAINLINE BETWEEN MANHOLES, FUTURE MAINLINE STUBS AND LATERALS OUT OF MANHOLES. THE AIR TESTING SHALL BE IN ACCORDANCE WITH ASTM F-1417.

DEFLECTION TESTING: DEFLECTION TESTING SHALL BE CONDUCTED 30 DAYS AFTER INSTALLATION AND BACKFILLING OF THE PIPE OR AS OTHERWISE DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL FURNISH ALL NECESSARY EQUIPMENT INCLUDING AN APPROVABLE MANDREL OR OTHER APPROVED DEVICE AND CONDUCT THE DEFLECTION TESTS AT THE DIRECTION OF THE ENGINEER. THE MAXIMUM ALLOWABLE LIMITS FOR DEFLECTION OF INSTALLED PIPE UNDER THIS SPECIFICATION SHALL BE 7.5% BASE INSIDE DIAMETERS AND 7.5% DEFLECTION MANDREL DIMENSIONS SHALL BE PER ASTM F-679 (LATEST EDITION). DEFLECTION SHALL BE MEASURED WITH A RIGID MANDREL (GO/NO GO) DEVICE CYLINDRICAL IN SHAPE AND CONSTRUCTED WITH A MINIMUM OF NINE EVENLY SPACED ARMS OR PRONGS. DRAWINGS OF THE MANDREL WITH COMPLETE DIMENSIONS SHALL BE SUBMITTED TO THE ENGINEER FOR EACH DIAMETER OF PIPE TO BE TESTED. THE MANDREL SHALL BE HAND PULLED THROUGH ALL SEWER LINES.

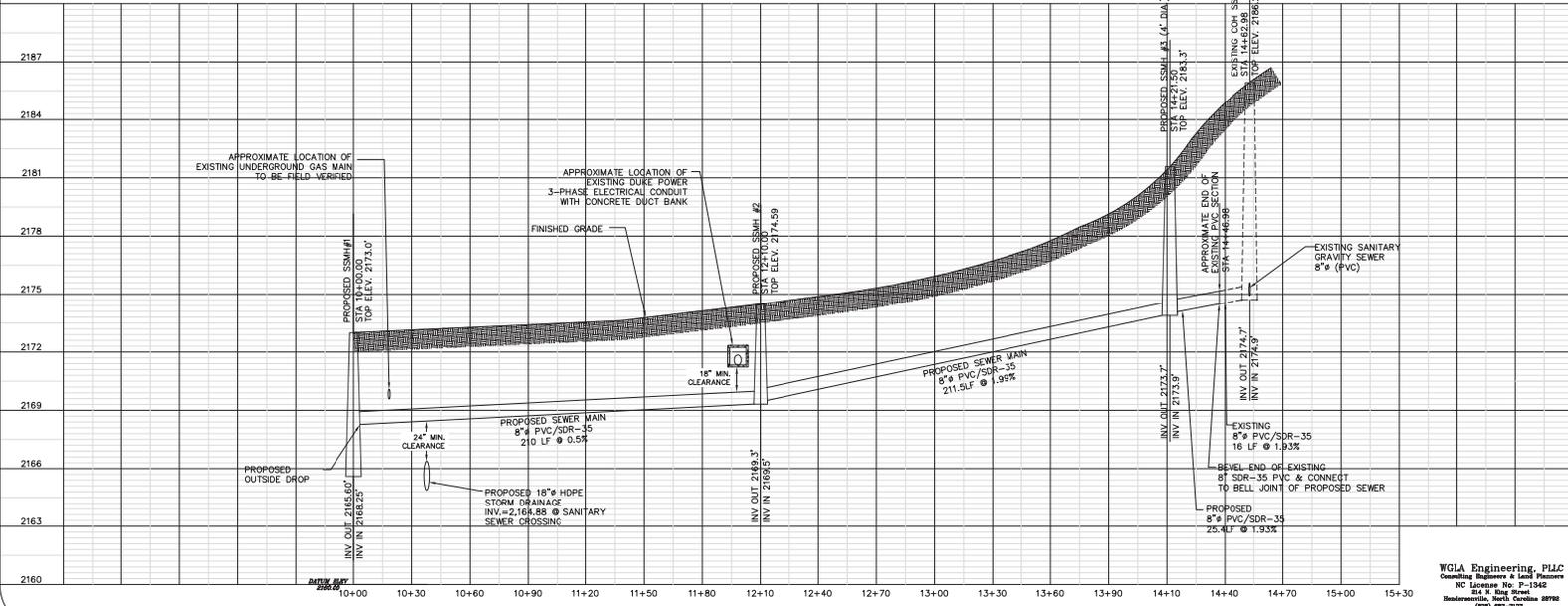
MANHOLE TESTING: AIR TESTING OF ALL NEW MANHOLES IS REQUIRED AND SHALL MEET THE REQUIREMENTS OF ASTM C-1244. MANHOLES SHALL BE SEALED WITH PLATE-STYLE SEALING EQUIPMENT ON TOP OF THE CASTING SO THAT THE ADJUSTMENT RINGS CAN ALSO BE TESTED. BLADDER-STYLE SEALERS ARE NOT ACCEPTABLE. IF A LATERAL IS EXTENDED OUT OF A MANHOLE TO A PROPERTY THE LATERAL SHALL BE AIR TESTED WITH THE MANHOLE TEST, I.E. THE LATERAL SHALL NOT BE SEALED OFF DURING THE TEST.

MAINTAINING FLOW

THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROPERLY MAINTAINING EXISTING SANITARY FLOW DURING THE CONSTRUCTION AND TESTING OF THE PROPOSED IMPROVEMENTS. THE CONTRACTOR'S METHODS FOR MAINTAINING FLOW MUST BE APPROVED BY THE CITY OF HENDERSONVILLE ENGINEERING DEPARTMENT AT THE PRE-CONSTRUCTION MEETING.

BULKHEADS SHALL BE ERECTED IN EXISTING MANHOLES WHERE TAPS FOR NEW MAINLINE SEWERS ARE MADE AND SHALL REMAIN IN PLACE UNTIL THE NEW SEWERS ARE COMPLETE, TESTED AND APPROVED. IN CASES WHERE BULKHEADS WOULD INTERRUPT THE FLOW FROM EXISTING SERVICE CONNECTIONS, THE BULKHEAD SHALL BE PLACED IN THE FIRST NEW MANHOLE UPSTREAM OF THE EXISTING MANHOLE.

* A MINIMUM OF 10 FT. HORIZONTAL AND 18" VERTICAL SEPARATION BETWEEN WATER AND SANITARY SEWER LINES MUST BE MAINTAINED WHERE THE SEWER LINE INSTALLATION DOES NOT CONFORM TO THIS REQUIREMENT OR HAVE A MINIMUM COVER OF 36" FROM THE GROUND SURFACE OR 24" VERTICAL SEPARATION FROM STORM DRAINAGE LINES - SEWER PIPE MUST BE OF A FERROUS MATERIAL. WATER IS TO BE INSTALLED OVER SEWER.



Revisions

date: 3/30/16
job: 16118
drawn: KHC

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Hendersonville, North Carolina 28906
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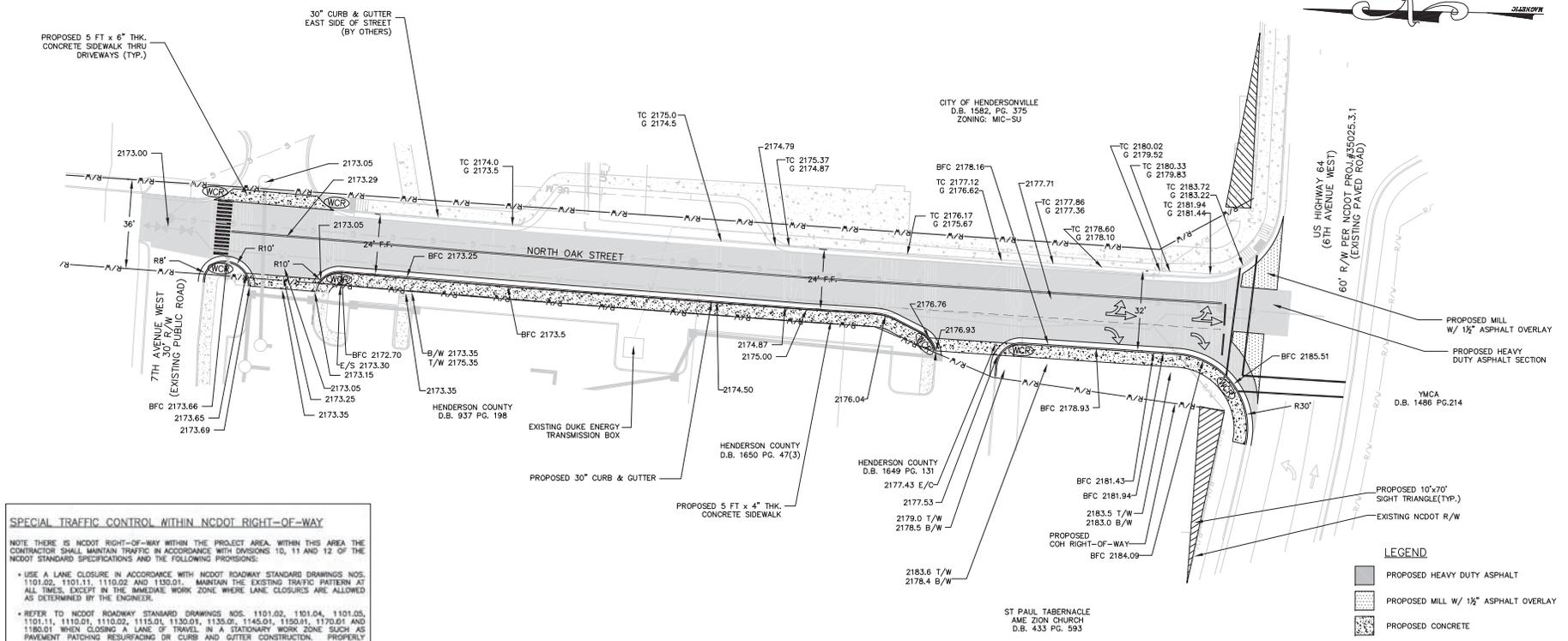


WGLA Engineering, PLLC
CONSULTING ENGINEERS & LAND PLANNERS
HENDERSONVILLE, NORTH CAROLINA

N. OAK STREET WIDENING
CITY OF HENDERSONVILLE
HENDERSON COUNTY
NORTH CAROLINA

PAVING PLAN
& **SPOT ELEVATIONS**

sheet
C-700



SPECIAL TRAFFIC CONTROL WITHIN NCDOT RIGHT-OF-WAY

NOTE THERE IS NCDOT RIGHT-OF-WAY WITHIN THE PROJECT AREA. WITHIN THIS AREA THE CONTRACTOR SHALL MAINTAIN TRAFFIC IN ACCORDANCE WITH DIVISIONS 10, 11 AND 12 OF THE NCDOT STANDARD SPECIFICATIONS AND THE FOLLOWING PROVISIONS:

- USE A LANE CLOSURE IN ACCORDANCE WITH NCDOT ROADWAY STANDARD DRAWINGS NOS. 1101.02, 1101.11, 1110.02 AND 1130.01. MAINTAIN THE EXISTING TRAFFIC PATTERN AT ALL TIMES, EXCEPT IN THE IMMEDIATE WORK ZONE WHERE LANE CLOSURES ARE ALLOWED AS DETERMINED BY THE ENGINEER.
- REFER TO NCDOT ROADWAY STANDARD DRAWINGS NOS. 1101.02, 1101.04, 1101.05, 1101.11, 1110.01, 1110.02, 1115.01, 1130.01, 1130.02, 1140.01, 1150.01, 1170.01 AND 1180.01. WHEN CLOSING A LANE OF TRAVEL IN A STATIONARY WORK ZONE SUCH AS PAVEMENT PATCHING, RESURFACING OR CURB AND GUTTER CONSTRUCTION, PROPERLY BALLASTED CONES MAY BE USED INSTEAD OF SIGNS FOR LANE CLOSURES DURING DAYLIGHT HOURS. THE STATIONARY WORK ZONE SHALL BE A MAXIMUM OF 1,000 FEET IN LENGTH AT ANY GIVEN TIME UNLESS OTHERWISE DIRECTED BY THE ENGINEER. DURING PERIODS OF CONSTRUCTION INACTIVITY, RETURN THE TRAFFIC PATTERN TO THE EXISTING ALIGNMENT AND REMOVE OR COVER ANY WORK ZONE SIGNS. WHEN COVERING WORK ZONE SIGNS, USE AN ORANGE MATERIAL THAT PREVENTS REFLECTIONS OF THE SIGN AT NIGHT BY A DRIVER USING HIGH BEAM HEADLIGHTS. USE MATERIAL WHICH DOES NOT DAMAGE THE SIGN SHEETING. REPLACE ANY OBLITERATED MARKINGS AS REQUIRED BY OTHER SECTIONS OF THE NCDOT STANDARD SPECIFICATIONS AND THE ENGINEER.
- WHEN PERSONNEL AND/OR EQUIPMENT ARE WORKING ON THE SHOULDER ADJACENT TO AN UNDIVIDED FACILITY AND WITHIN 5 FEET OF AN OPEN TRAVEL LANE, CLOSE THE NEAREST OPEN TRAVEL LANE USING THE ROADWAY STANDARD DRAWINGS NO. 1101.02 UNLESS THE WORK AREA IS PROTECTED BY BARRIER OR GUARDRAIL. WHEN PERSONNEL AND/OR EQUIPMENT ARE WORKING WITHIN A LANE OF TRAVEL OF AN UNDIVIDED OR DIVIDED FACILITY, CLOSE THE LANE ACCORDING TO NCDOT ROADWAY STANDARD DRAWINGS OR AS DIRECTED BY THE ENGINEER. CONDUCT THE WORK SO THAT ALL PERSONNEL AND/OR EQUIPMENT REMAIN WITHIN THE CLOSED TRAVEL LANE. PERFORM WORK ONLY IN WET WEATHER AND VISIBILITY CONDITIONS ALLOW SAFE OPERATIONS AS DIRECTED BY THE ENGINEER. OPERATE EQUIPMENT AND CONDUCT OPERATIONS IN THE SAME DIRECTION AS THE FLOW OF TRAFFIC.

WHILE WORKING WITHIN THE NCDOT RIGHT-OF-WAY THE CONTRACTOR SHALL INSTALL AND MAINTAIN SIGNING IN ACCORDANCE WITH DIVISIONS 11 AND 12 OF THE NCDOT STANDARD SPECIFICATIONS, THE NCDOT ROADWAY STANDARD DRAWINGS AND THE FOLLOWING PROVISIONS:

- FURNISH, INSTALL, MAINTAIN, AND REMOVE ADVANCE WARNING WORK ZONE SIGNS AND ANY REQUIRED LANE CLOSURE SIGNING.
- FURNISH, INSTALL, AND MAINTAIN GENERAL WORK ZONE WARNING SIGNS FOR CONSTRUCTION SUCH AS SHOULDER CLOSED (W2-1) AT 48' X 48' AND FLAGGER AHEAD (W2-7A AT 48' X 48'). WHEN CONSTRUCTION IS COMPLETED IN ANY AREA OF THE NCDOT RIGHT-OF-WAY, RELOCATE SIGNS TO THE NEXT WORK SITE, AS DIRECTED BY THE ENGINEER. REMOVE THESE SIGNS AT THE COMPLETION OF THE WORK IN THE NCDOT RIGHT-OF-WAY. ALL WORK ZONE SIGNS MAY BE PORTABLE.

CONTRACTOR SHALL INSTALL ALL WARNING WORK ZONE SIGNS BEFORE BEGINNING WORK ON A PARTICULAR AREA. IF SIGNS ARE INSTALLED THROUGHOUT THE LENGTH OF WORK ON A PARTICULAR AREA, COVER THE SIGNS UNTIL THE WORK BEGINS. INSTALL EACH WORK ZONE WARNING SIGN SEPARATELY AND NOT ON THE SAME POST OR STAND WITH ANY OTHER SIGN EXCEPT WHEN AN ADVISORY SPREAD PLATE OR DIRECTIONAL ARROW IS USED. ADVANCE WARNING WORK ZONE SIGNS (SEE NCDOT ROADWAY STANDARD DRAWINGS NOS. 1101.02 AND 1110.01) PRIOR TO BEGINNING WORK AND REMOVE UPON COMPLETION OF THE WORK WITHIN NCDOT RIGHT-OF-WAY. IF THERE IS A PERIOD OF CONSTRUCTION INACTIVITY LONGER THAN TWO WEEKS, REMOVE OR COVER ADVANCE WARNING WORK ZONE SIGNS. UNCOVER ADVANCE WARNING WORK ZONE SIGNS AND MORE THAN 3 DAYS BEFORE WORK RESUMES. ALL OTHER OPERATIONS COULD BE SUSPENDED UPON FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS. SPECIAL OPERATIONS WOULD NOT BE REGULATED UNTIL THE ABOVE REQUIREMENTS ARE FULFILLED. CONTRACTOR SHALL INSTALL ANY REQUIRED LANE CLOSURE SIGNING NEEDED WITHIN NCDOT RIGHT-OF-WAY IN ACCORDANCE WITH THE ROADWAY STANDARD DRAWINGS NOS. 1101.02, 1110.11 AND 1110.02.

PAVMENT FOR THIS WORK SHALL BE INCLUDED IN THE COSTS BID FOR OTHER ITEMS.

TRAFFIC CONTROL

THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING TRAFFIC CONTROL PLANS AND COORDINATION ON ALL ROADWAYS DURING CONSTRUCTION. ROAD OR STREET CLOSURES WILL NOT BE PERMITTED ON ANY PORTION OF THIS PROJECT UNLESS OTHERWISE SHOWN OR APPROVED BY THE OWNER OF THE ROAD OR STREET. AN APPROVED COPY OF THE CONTRACTOR'S TRAFFIC CONTROL PLAN MUST BE SUBMITTED TO THE ENGINEER PRIOR TO THE START OF CONSTRUCTION. PLEASE NOTE THAT TRAFFIC CONTROL WITHIN NCDOT RIGHT-OF-WAY SHALL BE PROVIDED AND PAID FOR AS SPECIFIED IN THE NOTE BELOW.

THE CONTRACTOR SHALL NOTIFY ANY POLICE, FIRE DEPARTMENTS, AND LOCAL SCHOOL DISTRICT AT LEAST 48 HOURS IN ADVANCE OF ANY APPROVED STREET CLOSING OR TRAFFIC CHANGE.

THE CONTRACTOR SHALL PROVIDE, ERECT, AND MAINTAIN ALL NECESSARY BARRICADES, SUITABLE AND SUFFICIENT WARNING LIGHTS, DANGER SIGNALS, AND SIGNS, SHALL PROVIDE A SUFFICIENT NUMBER OF FLAGMEN TO DIRECT THE TRAFFIC AND SHALL TAKE ALL NECESSARY PRECAUTIONS FOR THE PROTECTION OF THE WORK AND THE SAFETY OF THE PUBLIC. ALL TRAFFIC CONTROL DEVICES NECESSARY TO MAINTAIN AND PROTECT TRAFFIC AND THE WORK SHALL BE FURNISHED, ERECTED, MAINTAINED, AND REMOVED BY THE CONTRACTOR IN CONFORMANCE WITH THE LATEST EDITION OF THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD). IN ADDITION TO THE GENERAL REQUIREMENTS OF THE MUTCD, THE CONTRACTOR SHALL FURNISH, ERECT, MAINTAIN, AND SUBSEQUENTLY REMOVE THE REQUIRED CONSTRUCTION TRAFFIC CONTROL DEVICES INCLUDING: THE WARNING SIGNS IN ADVANCE OF THE DETOUR POINTS, THE BARRICADES, LIGHTS AND SIGNS AT THE DETOUR POINTS, AND THE TRAILBLAZING DETOUR SIGNS ON THE DETOUR ROUTE. ALL BARRICADES AND OBSTRUCTIONS OR HAZARDOUS CONDITIONS SHALL BE ILLUMINATED AS NECESSARY TO PROVIDE FOR SAFE TRAFFIC CONDITIONS. WARNING AND CAUTION SIGNS SHALL BE POSTED THROUGHOUT THE LENGTH OF ANY PORTION OF THE PROJECT WHERE TRAFFIC FLOW IS RESTRICTED.

ALL SIGNS REQUIRED TO BE INSTALLED BY THE CONTRACTOR SHALL BE ERECTED ON THEIR OWN POSTS. THE CONTRACTOR SHALL NOT USE ANY EXISTING SIGN POST TO MOUNT A TRAFFIC CONTROL SIGN. ANY EXISTING ROADWAY SIGNS THAT ARE REMOVED DURING CONSTRUCTION WILL BE REINSTALLED ON THE SAME DAY OR AS SOON AS POSSIBLE.

THE CONTRACTOR SHALL PROVIDE AT LEAST A TWO (2) WEEK NOTICE TO THE ENGINEER PRIOR TO ANY ROAD CLOSURE. THE CONTRACTOR SHALL ALSO SUPPLY THE ENGINEER WITH A 24-HOUR TELEPHONE NUMBER, OR AT LEAST TWO TELEPHONE NUMBERS FOR TWO DIFFERENT INDIVIDUALS AUTHORIZED BY THE CONTRACTOR TO RESTORE DAMAGE, REPLACE MISSING, REPAIR INOPERABLE, OR MAKE ANY OTHER NEEDED MAINTENANCE OF THE REQUIRED TRAFFIC CONTROL DEVICES DURING NONSCHEDULED WORK HOURS. THESE TELEPHONE NUMBERS SHALL BE PROVIDED PRIOR TO ANY WORK BEING STARTED.

LEGEND

- PROPOSED HEAVY DUTY ASPHALT
- PROPOSED MILL W/ 1/2" ASPHALT OVERLAY
- PROPOSED CONCRETE
- PROPOSED WHEELCHAIR RAMP

GENERAL NOTES

- 1) ALL GIVEN RADI ARE FACE OF CURB
- 2) SPOT ELEVATIONS ARE BTM BACK OF CURB UNLESS OTHERWISE NOTED
- 3) ALL MOUNTABLE SIDEWALKS LOCATED IN DRIVE ISLES ARE TO BE 6" DEPTH; 4,000 PSI CONCRETE.

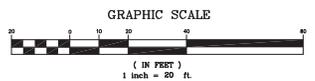
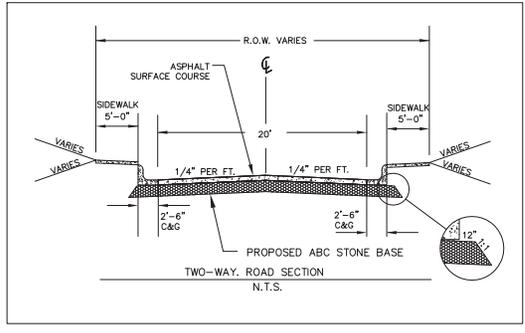
APPROXIMATE CONSTRUCTION QUANTITIES

PROPOSED HEAVY DUTY ASPHALT (SY)	1,200
PROPOSED MILLING & 1/2" OVERLAY (SY)	40
PROPOSED 4" CONCRETE SIDEWALK (SY)	205
PROPOSED 6" CONCRETE SIDEWALK (SY)	55
PROPOSED 2'-6" CURB AND GUTTER (LF)	420



Revisions

date: 3/30/16
job: 16118
drawn: KHC



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214 N. King Street
Hendersonville, North Carolina 28926
(800) 897-7177
WGLA.com

E:\USERS\jared\N Oak Street Widening\Project.dwg, 3/30/2016 8:46:53 AM, 1:20



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Brian Pahle

Department: Admin

Date Submitted: 03/29/16

Presenter: Brian Pahle

Date of Council Meeting to consider this item: 04/07/16

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 15a

In accordance with State Statute 159-13 (b) (3) it is required that all expenditures resulting from a contingency appropriation budget adjustment be reported to the governing board at its next regular meeting and recorded in the minutes. Every month you will receive a staff report detailing the contingency appropriations made from the two months priors last Wednesday to the prior month's last Wednesday. For example for a December meeting you will receive a report of all contingencies appropriated from the last Wednesday in October to the last Wednesday in November.

The following contingency appropriations were made:

- 1) Fund 390 | \$19,000 | For Construction and Material Testing
- 2) Fund 10 | \$1,200 | For Overages in Supply/Dues Accounts
- 3) Fund 10 | \$15,000 | For N. Oak St. Land Purchase
- 4) Fund 10 | \$3,181 | For New Fire Chief Leadership Development

Budget Impact: \$0 Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

Attachments:
None.



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: Lisa White

Department: Finance

Date Submitted: 03/21/16

Presenter: Lisa White

Date of Council Meeting to consider this item: April 7, 2016

Nature of Item: Presentation Only

Summary of Information/Request:

Item # 15b

Per the City Investment policy, the investment officer shall provide the City Manager and City Council an investment report including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed. (Investment transaction listing is attached).

Investment Report/Management Summary:

As of 02/29/16 City Investments held by First Citizens (Custodian) total \$26,545,015.96 (Market Value). The portfolio (at cost) consists of the following investments as allowed by the City Investment Policy and State Statute:

US Treasury Notes	\$999,134.52
Government Agencies	\$22,810,178.09
Municipal & NC	\$2,692,093.46
Cash	\$139.91
Total Cost:	\$26,501,406.07

Bond Funds are required to be kept segregated. The City currently has \$925,166.89 as of 02/29/16 for the 2008 Sidewalk Bond which is held by the NC Capital Management Trust.

Total Investment earnings are budgeted at \$278,710 for all funds, earnings received to date are \$143,251 for FY16 and revenue is expected to reach the budgeted amount. Total annual investment income recorded for all funds in FY15 was \$210,895.

Budget Impact: \$0 Is this expenditure approved in the current fiscal year budget? Yes No If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

No motion necessary. Staff Report only.

Attachments:

- Investment Bank Statement - First Citizens Custody Account 02/29/16
- Investment Activity Report- Transactions Executed as of 03/18/16

IF YOU HAVE ANY QUESTIONS ON YOUR ACCOUNT, PLEASE CALL 800-222-3232



c/o Capital Management of the Carolinas, LLC
 1520 South Boulevard, Suite 230
 Charlotte, NC 28203

STATEMENT

Env # S 466003023 I4
 CITY OF HENDERSONVILLE
 2008 SIDEWALK BOND FUND
 ATTN: LISA WHITE
 145 5TH AVE E
 HENDERSONVILLE, NC 28792-4328

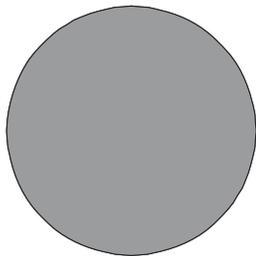
CAPITAL MANAGEMENT OF THE CAROLINAS
 1520 SOUTH BOULEVARD
 CHARLOTTE, NC 28203
 Rep. Name:
 Rep. #:

Client/Master #: 301N
 Branch #: 0000



Account Number - 00047317359

PORTFOLIO ALLOCATION BY ASSET CLASS



100.00% Money Market

PORTFOLIO SUMMARY

Portfolio Value as of 01/31/16	\$	924,923.54
Additions	\$	0.00
Withdrawals	\$	0.00
Change In Investment Value	\$	243.35
Ending Value as of 02/29/16	\$	925,166.89

ACCOUNT SUMMARY

Fund Name	Fund - Account #	Market Value		Units Held	NAV	% of
		01/31/16	02/29/16	02/29/16	02/29/16	Total
NORTH CAROLINA CAPITAL MGMT TRUST-CASH	0047-00047317359	924,923.54	925,166.89	925,166.890	1.00	100.00
TOTAL		\$924,923.54	\$925,166.89			100.00



c/o Capital Management of the Carolinas, LLC
1520 South Boulevard, Suite 230
Charlotte, NC 28203

STATEMENT

CITY OF HENDERSONVILLE
2008 SIDEWALK BOND FUND
ATTN: LISA WHITE

Rep. Name:
Rep. #:

Client/Master #: 301N
Branch #: 0000

DIVIDEND AND CAPITAL GAIN SUMMARY					
Fund Name	Fund - Account #	Dividend	Short Term Capital Gain	Long Term Capital Gain	Total
NORTH CAROLINA CAPITAL MGMT TRUST-CASH	0047-00047317359				
DIVIDEND OPTION : REINVEST	CURRENT PERIOD	243.35	0.00	0.00	243.35
CAPITAL GAIN OPTION : REINVEST	FISCAL YTD 06/30/16	918.23	0.00	0.00	918.23
TOTAL	CURRENT PERIOD \$	243.35	0.00	0.00	243.35
	FISCAL YTD 06/30/16	918.23	0.00	0.00	918.23

CITY OF HENDERSONVILLE 2008 SIDEWALK BOND FUND							
ACCOUNT ACTIVITY (for funds with account activity this period)							
NORTH CAROLINA CAPITAL MGMT TRUST-CASH		Fund # 0047	Account # 00047317359	CUSIP # 658191101			
Transaction Description	Sales Charge	Confirm Date	Trade Date	Dollar Amount	Unit Price	Unit Amount	Account Balance
Beginning Balance							924,923.540
Reinvest Dividend		02/29/16	02/29/16	\$ 243.35	\$ 1.00	243.350	925,166.890
Ending Balance							925,166.890



FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE
ACCOUNT NO. 71-0655-01-0

FINANCIAL STATEMENT FOR THE PERIOD
02/01/16 THROUGH 02/29/16

RELATIONSHIP OFFICER
MARISA LINDSEY 877-685-0576

FIRST CITIZENS WEALTH MANAGEMENT IS A JOINT MARKETING MARK OF FIRST-CITIZENS BANK & TRUST COMPANY, MEMBER FDIC, FIRST CITIZENS INVESTOR SERVICES, INC., MEMBER FINRA/SIPC, AN SEC-REGISTERED BROKER-DEALER AND INVESTMENT ADVISOR; AND FIRST CITIZENS ASSET MANAGEMENT, INC., AN SEC-REGISTERED INVESTMENT ADVISOR.

CITY OF HENDERSONVILLE
C/O MS. LISA WHITE
145 5TH AVENUE EAST
HENDERSONVILLE NC 28792



TABLE OF CONTENTS

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

	PAGE
CASH RECONCILEMENT.	1
SUMMARY OF ASSETS	2
SCHEDULE A - STATEMENT OF ASSETS.	3
SCHEDULE C - MISCELLANEOUS RECEIPTS	6
SCHEDULE D - INCOME	7
SCHEDULE E - DISBURSEMENTS.	8
SCHEDULE F - PURCHASES.	9
SCHEDULE G - SALES AND REDEMPTIONS.	10
SCHEDULE N - 5% TRANSACTIONS.	11
MARKET VALUE RECONCILEMENT.	12



CASH RECONCILEMENT
FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 1

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

BALANCES AT BEGINNING OF PERIOD .00

RECEIPTS

OTHER RECEIPTS	SCHEDULE C	276,000.00
INCOME	SCHEDULE D	38,576.97
SALES AND REDEMPTIONS	SCHEDULE G	6,119,863.58

TOTAL RECEIPTS ----- 6,434,440.55

DISBURSEMENTS

INCOME	SCHEDULE D	14,901.84-
EXPENSES	SCHEDULE E	.00
PURCHASES	SCHEDULE F	6,419,538.71-

TOTAL DISBURSEMENTS ----- 6,434,440.55-

CASH BALANCE END OF PERIOD ----- .00



SUMMARY OF ASSETS
AS OF 02/29/16 PAGE 2

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL
CASH	.00	.00	.00	.00
DIRECT GOVERNMENT SECURITI	1,004,120.00	999,134.52	4,985.48	412.08
GOVERNMENT AGENCIES	22,862,202.45	22,810,178.09	52,024.36	71,428.46
OTHER INVESTMENTS	2,678,693.51	2,692,093.46	13,399.95-	24,546.30
TOTAL INVESTMENTS	26,545,015.96	26,501,406.07	43,609.89	96,386.84
	26,545,015.96	26,501,406.07	43,609.89	96,386.84



SCHEDULE A - STATEMENT OF ASSETS
AS OF 02/29/16 PAGE 3

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

UNITS/ CUSIP NUMBER	TICKER UNIT/MKT PRC	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL
CASH					
CASH		.00	.00		.00
CASH		.00	.00	.00	.00
DIRECT GOVERNMENT SECURITIES					
1,000,000 912828-H9-4	UNIT18 100.412	1,004,120.00	999,134.52	4,985.48	412.08
UNITED STATES TREASURY NOTE DTD 02/17/15 1.000% DUE 02/15/2018					
DIRECT GOVERNMENT SECURITIES		1,004,120.00	999,134.52	4,985.48	412.08
GOVERNMENT AGENCIES					
20,000 3130A3-J7-0	FEDE16 100.028	20,005.60	20,004.35	1.25	34.02
FEDERAL HOME LOAN BANK DTD 11/17/14 0.625% DUE 11/23/2016					
3,000,000 3130A6-J7-3	FEDE18 99.690	2,990,700.00	3,000,000.00	9,300.00-	4,812.50
FEDERAL HOME LOAN BANK DTD 10/06/15 1.050% DUE 07/06/2018 CALLABLE 01/06/16 @100.00					
2,000,000 3130A6-TY-3	FEDE18 100.120	2,002,400.00	2,000,000.00	2,400.00	4,374.99
FEDERAL HOME LOAN BANK DTD 12/28/15 1.250% DUE 06/28/2018 CALLABLE 06/28/16 @ 100.00					
1,000,000 3133EE-NH-9	FEDE19 100.003	1,000,030.00	997,000.00	3,030.00	1,025.55
FEDERAL FARM CREDIT BANK DTD 02/05/15 1.420% DUE 02/05/2019 CALLABLE 02/05/16 @100.00					
2,035,000 3133EF-EA-1	FEDE19 100.120	2,037,442.00	2,035,000.00	2,442.00	12,390.88
FEDERAL FARM CREDIT BANK DTD 09/21/15 1.370% DUE 03/21/2019 CALLABLE 9/21/16 @100.00					
1,365,000 3134G6-S5-3	FEDE19 100.052	1,365,709.80	1,362,649.44	3,060.36	4,976.56
FEDERAL HOME LOAN MORTGAGE CORP. DTD 06/16/15 1.750% DUE 12/16/2019 CALLABLE 09/16/15 @100.00					
3,000,000 3134G6-S9-5	FEDE18 100.872	3,026,160.00	3,000,000.00	26,160.00	8,325.00
FEDERAL HOME LOAN MORTGAGE CORP. DTD 06/17/15 1.350% DUE 12/17/2018 CALLABLE 12/17/15 @100.00					

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

UNITS/ CUSIP NUMBER	TICKER UNIT/MKT PRC	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL
2,000,000 3134G8-BL-2	FEDERAL HOME LOAN MORTGAGE CORP. DTD 12/29/15 1.100% DUE 12/29/2017 CALLABLE 03/29/16 @ 100.00 FEDE17 100.016	2,000,320.00	1,999,998.72	321.28	3,788.88
1,335,000 3136G2-GR-2	FEDERAL NATIONAL MORTGAGE ASSOC. DTD 04/28/15 1.500% DUE 04/28/2020 CALLABLE 04/28/17 @100.00 FEDE20 100.410	1,340,473.50	1,335,000.00	5,473.50	6,841.87
2,165,000 3136G2-H9-1	FEDERAL NATIONAL MORTGAGE ASSOC. DTD 05/20/15 1.250% DUE 11/20/2018 CALLABLE 11/20/15 @100.00 FEDE18 100.910	2,184,701.50	2,165,000.00	19,701.50	7,592.53
2,000,000 3136G2-LM-7	FEDERAL NATIONAL MORTGAGE ASSOC. DTD 09/28/15 1.350% DUE 09/28/2018 CALLABLE 03/28/16 @ 100.00 FEDE18 100.031	2,000,620.00	2,000,700.00	80.00-	11,475.00
1,000,000 3136G2-SZ-1	FEDERAL NATIONAL MORTGAGE ASSOC. DTD 11/27/15 1.875% DUE 11/27/2020 CALLABLE 05/27/16 @ 100.00 FEDE20 100.207	1,002,070.00	1,000,000.00	2,070.00	4,895.83
1,895,000 3137EA-DU-0	FEDERAL HOME LOAN MORTGAGE CORP. DTD 01/16/15 0.500% DUE 01/27/2017 FHLM17 99.819	1,891,570.05	1,894,825.58	3,255.53-	894.85
	GOVERNMENT AGENCIES	22,862,202.45	22,810,178.09	52,024.36	71,428.46
OTHER INVESTMENTS					
190,000 266705-C3-4	DURHAM COUNTY NORTH CAROLINA DTD 11/10/10 3.505% DUE 11/01/2019 BUILD AMERICA BONDS-DURHAM CNTY 106.234	201,844.60	205,625.60	3,781.00-	2,219.83
110,000 271371-WN-2	EAST CAROLINA UNIVERSITY NC DTD 07/23/15 3.000% DUE 10/01/2017 REF - TXBL - SERIES B 102.773	113,050.30	114,606.80	1,556.50-	1,374.99
440,000 271371-WQ-5	EAST CAROLINA UNIVERSITY NC DTD 07/23/15 3.000% DUE 10/01/2019 REF - TXBL - B 105.134	462,589.60	461,203.60	1,386.00	5,500.00
105,000 346622-7Y-3	FORSYTH COUNTY NORTH CAROLINA DTD 09/02/10 3.548% DUE 04/01/2020 BUILD AMERICA BOND - SER C 108.550	113,977.50	113,443.05	534.45	1,552.25

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

UNITS/ CUSIP NUMBER	TICKER UNIT/MKT PRC	MARKET VALUE	COST BASIS	UNREALIZED GAIN/LOSS	CURRENT ACCRUAL	
250,000 429749-DD-3	HIGH POINT NC COMB ENTER SYS REV DTD 06/24/10 3.554% DUE 11/01/2016 BUILD AMERICA BONDS	101.844	254,610.00	255,025.00	415.00-	2,961.66
305,000 429749-DE-1	HIGH POINT NC COMB ENTERPRISE SYS DTD 06/24/10 3.904% DUE 11/01/2017 REV - BUILD AMERICA BOND	104.653	319,191.65	324,782.30	5,590.65-	3,969.06
25,000 65829Q-AC-8	NORTH CAROLINA ST LTD OBLIG DTD 10/26/11 5.000% DUE 11/01/2016 REF - SER B	103.101	25,775.25	26,256.75	481.50-	416.66
525,000 914713-K2-7	UNIVERSITY OF NORTH CAROLINA NC DTD 10/09/14 1.317% DUE 12/01/2017 AT CHAPEL HILL - REVENUE	100.946	529,966.50	532,739.00	2,772.50-	1,728.56
130,000 914716-XK-6	UNIVERSITY OF NORTH CAROLINA AT DTD 02/23/12 1.203% DUE 04/01/2016 CHARLOTTE	100.050	130,065.00	131,050.40	985.40-	651.62
315,000 914716-XN-0	UNIVERSITY OF NORTH CAROLINA DTD 02/23/12 2.272% DUE 04/01/2019 AT CHARLOTTE	102.648	323,341.20	324,283.05	941.85-	2,982.00
200,000 975680-CZ-0	WINSTON SALEM NC LTD OBLG DTD 10/01/14 2.260% DUE 06/01/2019 REF - TXBL - SER B	102.071	204,142.00	202,938.00	1,204.00	1,130.00
139.910 99936K-MI-4	NORTH CAROLINA CAP MANAGMNT FD#NCCMT	1.000	139.91	139.91		59.67
	OTHER INVESTMENTS		2,678,693.51	2,692,093.46	13,399.95-	24,546.30
----- 26,410,139.910	NET ASSETS	1.005	26,545,015.96	26,501,406.07	43,609.89	96,386.84
	TOTAL ASSETS + ACCRUALS		26,641,402.80			



SCHEDULE C - MISCELLANEOUS RECEIPTS
FOR PERIOD 02/01/16 THRU 02/29/16

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

DATE	DESCRIPTION	CASH
	OTHER RECEIPTS	
02/24/16	MISCELLANEOUS RECEIPT FUNDS WIRED FROM WELLS FARGO	260,000.00
02/26/16	MISCELLANEOUS RECEIPT FUNDS WIRED FROM WELLS FARGO	4,000.00
02/26/16	INCOMING WIRE FROM WELLS FARGO	12,000.00

	TOTAL OTHER RECEIPTS	276,000.00

	TOTAL MISCELLANEOUS RECEIPTS	276,000.00



SCHEDULE D - INCOME
 FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 7

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
 AS CUSTODIAN
 FOR THE CITY OF HENDERSONVILLE

DATE	DESCRIPTION	CASH
	INTEREST INCOME	
	FEDERAL FARM CREDIT BANK	
	DTD 02/05/15 1.420% DUE 02/05/2019	
	CALLABLE 02/05/16 @100.00	
02/05/16	INT TO 02/05/16 ON 1,000,000	7,100.00
	FEDERAL HOME LOAN MORTGAGE CORP.	
	DTD 05/26/15 1.375% DUE 02/26/2019	
	CALLABLE 02/26/16 @100.00	
02/26/16	INT TO 02/26/16 ON 3,850,000	26,468.75
	FEDERAL NATIONAL MORTGAGE ASSOC.	
	DTD 09/28/15 1.350% DUE 09/28/2018	
	CALLABLE 03/28/16 @ 100.00	
02/29/16	ACCRUED INT TO 02/29/16 PAID ON PURCHASE OF 2,000,000	11,325.00-
	FEDERAL HOME LOAN MORTGAGE CORP.	
	DTD 01/16/15 0.500% DUE 01/27/2017	
02/26/16	ACCRUED INT TO 02/26/16 PAID ON PURCHASE OF 1,895,000	763.26-
	HIGH POINT NC COMB ENTER SYS REV	
	DTD 06/24/10 3.554% DUE 11/01/2016	
	BUILD AMERICA BONDS	
02/25/16	ACCRUED INT TO 02/25/16 PAID ON PURCHASE OF 250,000	2,813.58-
	UNITED STATES TREASURY NOTE	
	DTD 02/17/15 1.000% DUE 02/15/2018	
02/16/16	INT TO 02/15/16 ON 1,000,000	5,000.00
	NORTH CAROLINA CAP MANAGMNT FD#NCCMT	
02/01/16	INT TO 01/31/16	8.22

	TOTAL INTEREST INCOME	23,675.13

	TOTAL INCOME	23,675.13



SCHEDULE E - DISBURSEMENTS
FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 8

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
AS CUSTODIAN
FOR THE CITY OF HENDERSONVILLE

DATE	DESCRIPTION	CASH
02/12/16	EXPENSES	
	\$328.08	.00
	MONTHLY FEE TO 01/31/16	
	INVOICE #5052629	
	TOTAL EXPENSES	.00

	TOTAL DISBURSEMENTS	.00



SCHEDULE F - PURCHASES
 FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 9

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
 AS CUSTODIAN
 FOR THE CITY OF HENDERSONVILLE

DATE	SECURITY	DESCRIPTION	UNIT PRICE	BROKER COMMISSION	OTHER COSTS	TOTAL CASH
		FIXED INCOME				
02/29/16	3136G2-LM-7	PURCHASED 2000000 02/26/16 @ 100.035 FEDERAL NATIONAL MORTGAGE ASSOC. DTD 09/28/15 1.350% DUE 09/28/2018 CALLABLE 03/28/16 @ 100.00	100.035	.00	.00	2,000,700.00-
02/26/16	3137EA-DU-0	PURCHASED 1895000 02/24/16 @ 99.990796 FEDERAL HOME LOAN MORTGAGE CORP. DTD 01/16/15 0.500% DUE 01/27/2017	99.990	.00	.00	1,894,825.58-
02/25/16	429749-DD-3	PURCHASED 250000 02/22/16 @ 102.01 HIGH POINT NC COMB ENTER SYS REV DTD 06/24/10 3.554% DUE 11/01/2016 BUILD AMERICA BONDS	102.010	.00	.00	255,025.00-
		TOTAL FIXED INCOME				----- 4,150,550.58-
		CASH EQUIVALENT				
02/29/16	99936K-MI-4	PURCHASES (6) 02/01/16 TO 02/29/16 NORTH CAROLINA CAP MANAGMNT FD#NCCMT	1.000	.00	.00	2,268,988.13-
		TOTAL CASH EQUIVALENT				----- 2,268,988.13-
		TOTAL PURCHASES				----- 6,419,538.71-



SCHEDULE G - SALES AND REDEMPTIONS
 FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 10

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
 AS CUSTODIAN
 FOR THE CITY OF HENDERSONVILLE

DATE	SECURITY	DESCRIPTION	BROKER COMMISSION	PROCEEDS	COST	REALIZED GAIN/LOSS
		FIXED INCOME				
		FEDERAL HOME LOAN MORTGAGE CORP.				
		DTD 05/26/15 1.375% DUE 02/26/2019				
		CALLABLE 02/26/16 @100.00				
02/26/16	3134G6-R6-2	CALLED @ 100.00%	.00	3,850,000.00	3,850,000.00-	.00
		TOTAL FIXED INCOME		3,850,000.00	3,850,000.00-	.00
		CASH EQUIVALENTS				
		NORTH CAROLINA CAP MANAGMNT FD#NCCMT				
02/29/16	99936K-MI-4	SALES (2) 02/01/16 TO 02/29/16	.00	2,269,863.58	2,269,863.58-	.00
		TOTAL CASH EQUIVALENTS		2,269,863.58	2,269,863.58-	.00
		TOTAL SALES AND REDEMPTIONS		6,119,863.58	6,119,863.58-	.00



SCHEDULE N - 5% TRANSACTIONS
 FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 11

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
 AS CUSTODIAN
 FOR THE CITY OF HENDERSONVILLE

DESCRIPTION	NO. OF TRANS	COST	CASH	REALIZED GAIN/LOSS
FEDERAL HOME LOAN MORTGAGE CORP. DTD 05/26/15 1.375% DUE 02/26/2019 CALLABLE 02/26/16 @100.00 CALLED @ 100.00%	*	3,850,000.00	3,850,000.00	.00
SALES	1	3,850,000.00	3,850,000.00	.00
FEDERAL NATIONAL MORTGAGE ASSOC. DTD 09/28/15 1.350% DUE 09/28/2018 CALLABLE 03/28/16 @ 100.00	*	2,000,700.00	2,000,700.00	.00
PURCHASED 2000000 02/26/16 @ 100.035	1	2,000,700.00	2,000,700.00	.00
PURCHASES	1	2,000,700.00	2,000,700.00	.00
FEDERAL HOME LOAN MORTGAGE CORP. DTD 01/16/15 0.500% DUE 01/27/2017 PURCHASED 1895000 02/24/16 @ 99.990796	*	1,894,825.58	1,894,825.58	.00
PURCHASES	1	1,894,825.58	1,894,825.58	.00
NORTH CAROLINA CAP MANAGMNT FD#NCCMT PURCHASES	6	2,268,988.13	2,268,988.13	.00
SALES	2	2,269,863.58	2,269,863.58	.00

			20,029,902.87	

TRANSACTIONS NOTED BY A "*" ARE IN THEMSELVES GREATER THAN 5%



MARKET VALUE RECONCILEMENT
 FOR PERIOD 02/01/16 THRU 02/29/16

PAGE 12

ACCOUNT NO. 71-0655-01-0

FIRST-CITIZENS BANK & TRUST COMPANY
 AS CUSTODIAN
 FOR THE CITY OF HENDERSONVILLE

MARKET VALUE BEGINNING OF PERIOD 26,335,658.93

INCREASES

OTHER RECEIPTS SCHEDULE C 276,000.00

REALIZED GAINS/LOSSES SCHEDULE G .00

INCOME EARNED

ENDING ACCRUAL 96,386.84

BEGINNING ACCRUAL 89,176.72

INCOME COLLECTED SCHEDULE D 23,675.13

TOTAL INCOME EARNED ----- 30,885.25

TOTAL INCREASES ----- 306,885.25

DECREASES

EXPENSES SCHEDULE E .00

MARKET DEPRECIATION

END OF PERIOD 43,609.89

BEGINNING OF PERIOD 44,751.27

TOTAL MARKET DEPRECIATION ----- 1,141.38-

TOTAL DECREASES ----- 1,141.38-

MARKET VALUE END OF PERIOD ----- 26,641,402.80

City of Hendersonville

Investment Account Activity

Account Number
710655010

Period: July 1, 2015 - March 30, 2016

Settlement Date	Security Number	Units	\$ Amount	Tran Desc. Line 2	Tran Desc. Line 1
	3136G0E64	0.000	\$6,375.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"INT TO 03/27/15 ON 1,500,000"
03/27/2015	3136G0E64	-1,500,000.000	\$1,500,000.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"CALLED @ 100.00%"
03/27/2015	99936KMI4	1,506,375.000	\$-1,506,375.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1506375.00 UNITS @ 1"
	914716XK6	0.000	\$781.95	"UNIVERSITY OF NORTH CAROLINA AT"	"INT TO 04/01/15 ON 130,000"
	99936KMI4	0.000	\$6.63	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 03/31/15"
04/01/2015	99936KMI4	788.580	\$-788.58	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 788.58 UNITS @ 1"
04/13/2015	914713K27	200,000.000	\$-201,642.00	"UNIVERSITY OF NORTH CAROLINA NC"	"PURCHASED 200000 04/08/15"
	914713K27	0.000	\$-965.80	"UNIVERSITY OF NORTH CAROLINA NC"	"ACCRUED INT TO 04/13/15 PAID ON"
04/13/2015	99936KMI4	-202,607.800	\$202,607.80	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 202607.80 UNITS @ 1"
		0.000	\$-300.00	"MONTHLY FEE TO 03/31/15"	"\$300.00"
04/20/2015	914716XN0	315,000.000	\$-324,283.05	"UNIVERSITY OF NORTH CAROLINA"	"PURCHASED 315000 04/15/15"
	914716XN0	0.000	\$-377.72	"UNIVERSITY OF NORTH CAROLINA"	"ACCRUED INT TO 04/20/15 PAID ON"
04/20/2015	99936KMI4	-324,660.770	\$324,660.77	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 324660.77 UNITS @ 1"
	3133EEJY7	0.000	\$8,450.00	"FEDERAL FARM CREDIT BANK"	"INT 01/22/15 TO 04/22/15 ON 2000000"
04/22/2015	99936KMI4	8,450.000	\$-8,450.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 8450.00 UNITS @ 1"
		0.000	\$325,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
04/27/2015	99936KMI4	325,000.000	\$-325,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 325000.00 UNITS @ 1"
04/28/2015	3130A27B6	-2,666,666.670	\$2,666,666.67	"FEDERAL HOME LOAN BANK"	"PARTIAL CALL PD @ 100.00%"
	3130A27B6	0.000	\$18,400.00	"FEDERAL HOME LOAN BANK"	"INT TO 04/28/15 ON 1,333,333.330"
04/28/2015	3136G2GR2	1,335,000.000	\$-1,335,000.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"PURCHASED 1335000 04/15/15"
04/28/2015	99936KMI4	1,350,066.670	\$-1,350,066.67	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1350066.67 UNITS @ 1"
	3134G5X83	0.000	\$4,241.25	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT 01/30/15 TO 04/30/15 ON 1170000"
	3134G5X91	0.000	\$2,250.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT 01/30/15 TO 04/30/15 ON 1000000"
04/30/2015	3134G5X83	-1,170,000.000	\$1,170,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"CALLED @ 100.00%"
04/30/2015	3134G5X91	-1,000,000.000	\$1,000,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"CALLED @ 100.00%"
04/30/2015	99936KMI4	2,176,491.250	\$-2,176,491.25	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 2176491.25 UNITS @ 1"
	99936KMI4	0.000	\$40.54	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 04/30/15"
05/01/2015	99936KMI4	40.540	\$-40.54	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 40.54 UNITS @ 1"
05/04/2015	266705C34	190,000.000	\$-205,625.60	"DURHAM COUNTY NORTH CAROLINA"	"PURCHASED 190000 04/29/15"
	266705C34	0.000	\$-55.50	"DURHAM COUNTY NORTH CAROLINA"	"ACCRUED INT TO 05/04/15 PAID ON"
05/04/2015	99936KMI4	-205,681.100	\$205,681.10	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 205681.10 UNITS @ 1"
05/06/2015	914713K27	325,000.000	\$-331,097.00	"UNIVERSITY OF NORTH CAROLINA NC"	"PURCHASED 325000 05/01/15"
	914713K27	0.000	\$-1,842.89	"UNIVERSITY OF NORTH CAROLINA NC"	"ACCRUED INT TO 05/06/15 PAID ON"
05/06/2015	99936KMI4	-332,939.890	\$332,939.89	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 332939.89 UNITS @ 1"
		0.000	\$-300.00	"MONTHLY FEE TO 04/30/15"	"\$300.00"
05/20/2015	3136G2H91	2,165,000.000	\$-2,165,000.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"PURCHASED 2165000 04/24/15"
05/20/2015	99936KMI4	-2,165,000.000	\$2,165,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 2165000.00 UNITS @ 1"
	3134G5N92	0.000	\$17,625.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT TO 05/24/15 ON 4,700,000"
05/26/2015	3134G5N92	-4,700,000.000	\$4,700,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"CALLED @ 100.00%"
05/26/2015	3134G6R62	3,850,000.000	\$-3,850,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"PURCHASED 3850000 05/19/15"
05/26/2015	99936KMI4	867,625.000	\$-867,625.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 867625.00 UNITS @ 1"
	914713K27	0.000	\$3,457.13	"UNIVERSITY OF NORTH CAROLINA NC"	"INT TO 06/01/15 ON 525,000"
	975680CZ0	0.000	\$2,260.00	"WINSTON SALEM NC LTD OBLG"	"INT TO 06/01/15 ON 200,000"
	99936KMI4	0.000	\$114.61	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 05/31/15"
06/01/2015	99936KMI4	5,717.130	\$-5,717.13	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 5717.13 UNITS @ 1"
06/01/2015	99936KMI4	114.610	\$-114.61	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 114.61 UNITS @ 1"
		0.000	\$-301.20	"MONTHLY FEE TO 05/31/15"	"\$301.20"
	3130A27B6	0.000	\$12,000.00	"FEDERAL HOME LOAN BANK"	"INT TO 06/10/15 ON 1,333,333.340"
06/10/2015	3130A27B6	-1,333,333.330	\$1,333,333.33	"FEDERAL HOME LOAN BANK"	"CALLED @ 100.00%"
06/10/2015	99936KMI4	1,345,333.330	\$-1,345,333.33	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1345333.33 UNITS @ 1"
	3130A3KC7	0.000	\$10,500.00	"FEDERAL HOME LOAN BANK"	"INT 12/12/14 TO 06/12/15 ON 3000000"
06/12/2015	3130A3KC7	-3,000,000.000	\$3,000,000.00	"FEDERAL HOME LOAN BANK"	"CALLED @ 100.00%"
06/12/2015	99936KMI4	3,010,500.000	\$-3,010,500.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 3010500.00 UNITS @ 1"
06/16/2015	3134G6S53	1,365,000.000	\$-1,362,649.44	"FEDERAL HOME LOAN MORTGAGE CORP."	"PURCHASED 1365000 06/05/15"
06/16/2015	99936KMI4	-1,362,649.440	\$1,362,649.44	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 1362649.44 UNITS @ 1"
06/17/2015	3134G6S95	3,000,000.000	\$-3,000,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"PURCHASED 3000000 05/19/15"
06/17/2015	99936KMI4	-3,000,000.000	\$3,000,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 3000000.00 UNITS @ 1"
		0.000	\$305,000.00	"FROM WELLS FARGO"	"RECEIPT OF INCOMING WIRE"
06/22/2015	99936KMI4	305,000.000	\$-305,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 305000.00 UNITS @ 1"
06/25/2015	429749DE1	305,000.000	\$-324,782.30	"HIGH POINT NC COMB ENTERPRISE SYS"	"PURCHASED 305000 06/22/15"

City of Hendersonville

Investment Account Activity

Account Number
710655010

Period: July 1, 2015 - March 30, 2016

Settlement Date	Security Number	Units	\$ Amount	Tran Desc. Line 2	Tran Desc. Line 1
	429749DE1	0.000	\$-1,786.08	"HIGH POINT NC COMB ENTERPRISE SYS"	"ACCRUED INT TO 06/25/15 PAID ON"
06/25/2015	99936KMI4	-326,568.380	\$326,568.38	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 326568.38 UNITS @ 1"
06/30/2015	3130A5LD9	3,000,000.000	\$-3,000,000.00	"FEDERAL HOME LOAN BANK"	"PURCHASED 3000000 06/11/15"
06/30/2015	99936KMI4	-2,984,919.190	\$2,984,919.19	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 2984919.19 UNITS @ 1"
		0.000	\$16,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
06/30/2015	99936KMI4	919.190	\$-919.19	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 919.19 UNITS @ 1"
	99936KMI4	0.000	\$127.13	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 06/30/15"
07/01/2015	99936KMI4	127.130	\$-127.13	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 127.13 UNITS @ 1"
	3130A3UP7	0.000	\$1,250.00	"FEDERAL HOME LOAN BANK"	"INT 01/06/15 TO 07/06/15 ON 1000000"
07/06/2015	99936KMI4	1,250.000	\$-1,250.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1250.00 UNITS @ 1"
		0.000	\$-300.00	"MONTHLY FEE TO 06/30/15"	"\$300.00"
		0.000	\$460,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
07/22/2015	99936KMI4	460,000.000	\$-460,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 460000.00 UNITS @ 1"
07/23/2015	271371WQ5	440,000.000	\$-461,203.60	"EAST CAROLINA UNIVERSITY NC"	"PURCHASED 440000 07/01/15"
07/23/2015	99936KMI4	-461,203.600	\$461,203.60	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 461203.60 UNITS @ 1"
	99936KMI4	0.000	\$0.87	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 07/31/15"
08/03/2015	99936KMI4	0.870	\$-0.87	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED .87 UNITS @ 1"
	3133EENH9	0.000	\$7,100.00	"FEDERAL FARM CREDIT BANK"	"INT 02/05/15 TO 08/05/15 ON 1000000"
08/05/2015	99936KMI4	7,100.000	\$-7,100.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 7100.00 UNITS @ 1"
		0.000	\$0.00	"MONTHLY FEE TO 07/31/15"	"\$300.00"
	912828H94	0.000	\$5,000.00	"UNITED STATES TREASURY NOTE"	"INT TO 08/17/15 ON 1,000,000"
08/17/2015	99936KMI4	5,000.000	\$-5,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 5000.00 UNITS @ 1"
	3134G6R62	0.000	\$13,234.38	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT 05/26/15 TO 08/26/15 ON 3850000"
08/26/2015	99936KMI4	13,234.380	\$-13,234.38	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 13234.38 UNITS @ 1"
	99936KMI4	0.000	\$0.75	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 08/31/15"
09/01/2015	99936KMI4	0.750	\$-0.75	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED .75 UNITS @ 1"
		0.000	\$-300.00	"MONTHLY FEE TO 08/31/15"	"\$300.00"
	3133EEJY7	0.000	\$13,707.78	"FEDERAL FARM CREDIT BANK"	"INT TO 09/18/15 ON 2,000,000"
09/18/2015	3133EEJY7	-2,000,000.000	\$2,000,000.00	"FEDERAL FARM CREDIT BANK"	"CALLED @ 100.00%"
09/18/2015	99936KMI4	2,013,707.780	\$-2,013,707.78	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 2013707.78 UNITS @ 1"
09/21/2015	3133EFEA1	2,035,000.000	\$-2,035,000.00	"FEDERAL FARM CREDIT BANK"	"PURCHASED 2035000 09/16/15"
09/21/2015	99936KMI4	-2,035,000.000	\$2,035,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 2035000.00 UNITS @ 1"
	3130A5LD9	0.000	\$16,125.00	"FEDERAL HOME LOAN BANK"	"INT 06/30/15 TO 09/30/15 ON 3000000"
09/30/2015	3130A5LD9	-3,000,000.000	\$3,000,000.00	"FEDERAL HOME LOAN BANK"	"CALLED @"
09/30/2015	99936KMI4	3,016,125.000	\$-3,016,125.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 3016125.00 UNITS @ 1"
	271371WQ5	0.000	\$2,493.33	"EAST CAROLINA UNIVERSITY NC"	"INT 07/23/15 TO 10/01/15 ON 440000"
	914716XK6	0.000	\$781.95	"UNIVERSITY OF NORTH CAROLINA AT"	"INT TO 10/01/15 ON 130,000"
	914716XN0	0.000	\$3,578.40	"UNIVERSITY OF NORTH CAROLINA"	"INT TO 10/01/15 ON 315,000"
	99936KMI4	0.000	\$19.12	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 09/30/15"
10/01/2015	99936KMI4	6,872.800	\$-6,872.80	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 6872.80 UNITS @ 1"
10/05/2015	65829QAC8	25,000.000	\$-26,256.75	"NORTH CAROLINA ST LTD OBLIG"	"PURCHASED 25000 09/30/15"
	65829QAC8	0.000	\$-534.72	"NORTH CAROLINA ST LTD OBLIG"	"ACCRUED INT TO 10/05/15 PAID ON"
10/05/2015	99936KMI4	-26,791.470	\$26,791.47	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 26791.47 UNITS @ 1"
10/06/2015	3130A6J73	3,000,000.000	\$-3,000,000.00	"FEDERAL HOME LOAN BANK"	"PURCHASED 3000000 09/28/15"
10/06/2015	99936KMI4	-3,000,000.000	\$3,000,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 3000000.00 UNITS @ 1"
		0.000	\$-312.69	"MONTHLY FEE TO 09/30/15"	"\$312.69"
	3136G2GR2	0.000	\$10,012.50	"FEDERAL NATIONAL MORTGAGE ASSOC."	"INT 04/28/15 TO 10/28/15 ON 1335000"
10/28/2015	99936KMI4	10,012.500	\$-10,012.50	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 10012.50 UNITS @ 1"
		0.000	\$1,095,000.00	"FROM WELLS FARGO BANK"	"RECEIPT OF INCOMING WIRE"
10/29/2015	99936KMI4	1,095,000.000	\$-1,095,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1095000.00 UNITS @ 1"
	266705C34	0.000	\$3,329.75	"DURHAM COUNTY NORTH CAROLINA"	"INT TO 11/02/15 ON 190,000"
	429749DE1	0.000	\$5,953.60	"HIGH POINT NC COMB ENTERPRISE SYS"	"INT TO 11/02/15 ON 305,000"
	65829QAC8	0.000	\$625.00	"NORTH CAROLINA ST LTD OBLIG"	"INT TO 11/02/15 ON 25,000"
	99936KMI4	0.000	\$37.79	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 10/31/15"
11/02/2015	99936KMI4	9,908.350	\$-9,908.35	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 9908.35 UNITS @ 1"
11/02/2015	99936KMI4	37.790	\$-37.79	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 37.79 UNITS @ 1"
11/03/2015	3466227Y3	105,000.000	\$-113,443.05	"FORSYTH COUNTY NORTH CAROLINA"	"PURCHASED 105000 10/29/15"
	3466227Y3	0.000	\$-331.15	"FORSYTH COUNTY NORTH CAROLINA"	"ACCRUED INT TO 11/03/15 PAID ON"
11/03/2015	99936KMI4	-113,774.200	\$113,774.20	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 113774.20 UNITS @ 1"
		0.000	\$-300.00	"MONTHLY FEE TO 10/31/15"	"\$300.00"

City of Hendersonville

Investment Account Activity

Account Number
710655010

Period: July 1, 2015 - March 30, 2016

Settlement Date	Security Number	Units	\$ Amount	Tran Desc. Line 2	Tran Desc. Line 1
	3136G2H91	0.000	\$13,531.25	"FEDERAL NATIONAL MORTGAGE ASSOC."	"INT 05/20/15 TO 11/20/15 ON 2165000"
11/20/2015	99936KMI4	13,531.250	\$-13,531.25	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 13531.25 UNITS @ 1"
11/27/2015	3136G2SZ1	1,000,000.000	\$-1,000,000.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"PURCHASED 1000000 10/29/15"
11/27/2015	99936KMI4	-1,000,000.000	\$1,000,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 1000000.00 UNITS @ 1"
11/30/2015	271371WN2	110,000.000	\$-114,606.80	"EAST CAROLINA UNIVERSITY NC"	"PURCHASED 110000 11/24/15"
	271371WN2	0.000	\$-540.83	"EAST CAROLINA UNIVERSITY NC"	"ACCRUED INT TO 11/30/15 PAID ON"
11/30/2015	99936KMI4	-16,058.520	\$16,058.52	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 16058.52 UNITS @ 1"
		0.000	\$115,147.63	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
11/30/2015	99936KMI4	16,058.520	\$-16,058.52	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 16058.52 UNITS @ 1"
	914713K27	0.000	\$3,457.13	"UNIVERSITY OF NORTH CAROLINA NC"	"INT TO 12/01/15 ON 525,000"
	975680CZ0	0.000	\$2,260.00	"WINSTON SALEM NC LTD OBLG"	"INT TO 12/01/15 ON 200,000"
12/01/2015	99936KMI4	5,717.130	\$-5,717.13	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 5717.13 UNITS @ 1"
	99936KMI4	0.000	\$74.81	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 11/30/15"
12/01/2015	99936KMI4	74.810	\$-74.81	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 74.81 UNITS @ 1"
		0.000	\$0.00	"MONTHLY FEE TO 11/30/15"	"\$315.32"
	3134G6S53	0.000	\$11,943.75	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT 06/16/15 TO 12/16/15 ON 1365000"
12/16/2015	99936KMI4	11,943.750	\$-11,943.75	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 11943.75 UNITS @ 1"
	3134G6S95	0.000	\$20,250.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT 06/17/15 TO 12/17/15 ON 3000000"
12/17/2015	99936KMI4	20,250.000	\$-20,250.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 20250.00 UNITS @ 1"
		0.000	\$2,958,000.00	"FROM WELLS FARGO BANK"	"RECEIPT OF INCOMING WIRE"
12/23/2015	99936KMI4	2,958,000.000	\$-2,958,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 2958000.00 UNITS @ 1"
12/28/2015	3130A6TY3	2,000,000.000	\$-2,000,000.00	"FEDERAL HOME LOAN BANK"	"PURCHASED 2000000 11/30/15"
12/28/2015	99936KMI4	-2,000,000.000	\$2,000,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 2000000.00 UNITS @ 1"
12/29/2015	3134G8BL2	1,000,000.000	\$-1,000,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"PURCHASED 1000000 12/01/15"
12/29/2015	99936KMI4	-1,000,000.000	\$1,000,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 1000000.00 UNITS @ 1"
	99936KMI4	0.000	\$108.94	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 12/31/15"
01/04/2016	99936KMI4	108.940	\$-108.94	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 108.94 UNITS @ 1"
	3130A3UP7	0.000	\$1,250.00	"FEDERAL HOME LOAN BANK"	"INT TO 01/06/16 ON 1,000,000"
	3130A6J73	0.000	\$7,875.00	"FEDERAL HOME LOAN BANK"	"INT 10/06/15 TO 01/06/16 ON 3000000"
01/06/2016	3130A3UP7	-1,000,000.000	\$1,000,000.00	"FEDERAL HOME LOAN BANK"	"RECD PROCEEDS ON MATURITY OF"
01/06/2016	99936KMI4	1,009,125.000	\$-1,009,125.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1009125.00 UNITS @ 1"
01/07/2016	3130A3J70	20,000.000	\$-20,004.35	"FEDERAL HOME LOAN BANK"	"PURCHASED 20000 01/06/16"
	3130A3J70	0.000	\$-15.28	"FEDERAL HOME LOAN BANK"	"ACCRUED INT TO 01/07/16 PAID ON"
01/07/2016	3134G8BL2	1,000,000.000	\$-999,998.72	"FEDERAL HOME LOAN MORTGAGE CORP."	"PURCHASED 1000000 01/06/16"
	3134G8BL2	0.000	\$-244.44	"FEDERAL HOME LOAN MORTGAGE CORP."	"ACCRUED INT TO 01/07/16 PAID ON"
01/07/2016	99936KMI4	-1,020,262.790	\$1,020,262.79	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 1020262.79 UNITS @ 1"
		0.000	\$-326.91	"MONTHLY FEE TO 12/31/15"	"\$326.91"
	99936KMI4	0.000	\$8.22	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 01/31/16"
02/01/2016	99936KMI4	8.220	\$-8.22	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 8.22 UNITS @ 1"
	3133EENH9	0.000	\$7,100.00	"FEDERAL FARM CREDIT BANK"	"INT TO 02/05/16 ON 1,000,000"
02/05/2016	99936KMI4	7,100.000	\$-7,100.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 7100.00 UNITS @ 1"
		0.000	\$-328.08	"MONTHLY FEE TO 01/31/16"	"\$328.08"
	912828H94	0.000	\$5,000.00	"UNITED STATES TREASURY NOTE"	"INT TO 02/15/16 ON 1,000,000"
02/16/2016	99936KMI4	5,000.000	\$-5,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 5000.00 UNITS @ 1"
		0.000	\$260,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
02/24/2016	99936KMI4	260,000.000	\$-260,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 260000.00 UNITS @ 1"
02/25/2016	429749DD3	250,000.000	\$-255,025.00	"HIGH POINT NC COMB ENTER SYS REV"	"PURCHASED 250000 02/22/16"
	429749DD3	0.000	\$-2,813.58	"HIGH POINT NC COMB ENTER SYS REV"	"ACCRUED INT TO 02/25/16 PAID ON"
02/25/2016	99936KMI4	-257,838.580	\$257,838.58	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 257838.58 UNITS @ 1"
	3134G6R62	0.000	\$26,468.75	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT TO 02/26/16 ON 3,850,000"
		0.000	\$4,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
02/26/2016	3137EADU0	1,895,000.000	\$-1,894,825.58	"FEDERAL HOME LOAN MORTGAGE CORP."	"PURCHASED 1895000 02/24/16"
	3137EADU0	0.000	\$-763.26	"FEDERAL HOME LOAN MORTGAGE CORP."	"ACCRUED INT TO 02/26/16 PAID ON"
02/26/2016	3134G6R62	-3,850,000.000	\$3,850,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"CALLED @ 100.00%"
02/26/2016	99936KMI4	1,984,879.910	\$-1,984,879.91	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1984879.91 UNITS @ 1"
		0.000	\$12,000.00	"FROM WELLS FARGO"	"INCOMING WIRE"
02/26/2016	99936KMI4	12,000.000	\$-12,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 12000.00 UNITS @ 1"
02/29/2016	3136G2LM7	2,000,000.000	\$-2,000,700.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"PURCHASED 2000000 02/26/16"
	3136G2LM7	0.000	\$-11,325.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"ACCRUED INT TO 02/29/16 PAID ON"
02/29/2016	99936KMI4	-2,012,025.000	\$2,012,025.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 2012025.00 UNITS @ 1"

City of Hendersonville

Investment Account Activity

Account Number
710655010

Period: July 1, 2015 - March 30, 2016

Settlement Date	Security Number	Units	\$ Amount	Tran Desc. Line 2	Tran Desc. Line 1
	99936KMI4	0.000	\$59.63	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"INT TO 02/29/16"
03/01/2016	99936KMI4	59.630	\$-59.63	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 59.63 UNITS @ 1"
	3133EENH9	0.000	\$1,301.67	"FEDERAL FARM CREDIT BANK"	"INT TO 03/08/16 ON 1,000,000"
03/08/2016	3133EENH9	-1,000,000.000	\$1,000,000.00	"FEDERAL FARM CREDIT BANK"	"CALLED @ 100.00%"
03/08/2016	99936KMI4	1,001,301.670	\$-1,001,301.67	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 1001301.67 UNITS @ 1"
		0.000	\$-380.43	"MONTHLY FEE TO 02/29/16"	"\$380.43"
		0.000	\$2,892,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
03/14/2016	99936KMI4	2,892,000.000	\$-2,892,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 2892000.00 UNITS @ 1"
	3134G6S53	0.000	\$5,971.88	"FEDERAL HOME LOAN MORTGAGE CORP."	"INT TO 03/16/16 ON 1,365,000"
03/16/2016	3134G6S53	-1,365,000.000	\$1,365,000.00	"FEDERAL HOME LOAN MORTGAGE CORP."	"CALLED @ 100.00%"
03/16/2016	3130A7K53	1,365,000.000	\$-1,364,849.85	"FEDERAL HOME LOAN BANK"	"PURCHASED 1365000 03/11/16"
03/16/2016	3136G3BB0	3,889,000.000	\$-3,889,000.00	"FEDERAL NATIONAL MORTGAGE ASSOC."	"PURCHASED 3889000 02/19/16"
03/16/2016	99936KMI4	-3,882,877.970	\$3,882,877.97	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"SOLD 3882877.97 UNITS @ 1"
		0.000	\$10,000.00	"FUNDS WIRED FROM WELLS FARGO"	"MISCELLANEOUS RECEIPT"
03/16/2016	99936KMI4	10,000.000	\$-10,000.00	"NORTH CAROLINA CAP MANAGMNT FD#NCCMT"	"PURCHASED 10000.00 UNITS @ 1"



CITY OF HENDERSONVILLE

AGENDA ITEM SUMMARY

Submitted By: Tammie Drake

Department: Admin

Date Submitted: 03.22.16

Presenter: Tammie Drake

Date of Council Meeting to consider this item: 04.07.16

Nature of Item: Council Action

Summary of Information/Request:

Item # 16

SEVENTH AVE ADVISORY COMMITTEE: At your March meeting, you reappointed Mr. Ron Kauffman and appointed Sheryl Fortune to this Committee. There is an additional vacant at-large position (Neither Farrell Beam nor Jim Kastetter wanted to be reappointed.) The City Manager is requesting the position remain vacant to allow time to recruit applicants.

ANNOUNCEMENTS:

BOARD OF ADJUSTMENT: There is a vacant alternate position due to the resignation of Ms. April Thompson. There are no applications on file at this time.

HISTORIC PRESERVATION COMMISSION: There is a vacancy on the HPC due to Jo Tyler's resignation. There are no applications on file at this time for the HPC.

ENVIRONMENTAL SUSTAINABILITY BOARD: There are five City resident positions and two of those are vacant.

ABC BOARD: The term of Charles Byrd who is currently serving as Chair will expire in June. He has expressed a desire to be reappointed. This will be on your May agenda for consideration.

TOURISM DEVELOPMENT AUTHORITY: The term of Lew Holloway will expire 06/30/15. He serves in the Seat 5 at-large position and according to the resolution by Henderson Co. to create the Authority, he cannot be reappointed for at least one year. Mr. Connet is willing to serve in this position.

Budget Impact: \$ _____ Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I nominate ...

Attachments:

board membership lists



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY

Submitted By: John Connet

Department: Admin

Date Submitted: 3/28/2016

Presenter: John Connet

Date of Council Meeting to consider this item: 4/7/2016

Nature of Item: Discussion/Staff Direction

Summary of Information/Request:

Item # 18

City Manager John Connet requests a closed session in accordance with NCGS 143-318.11(a) (5) to establish or instruct the staff concerning the position to be taken by or on behalf of the City Council on negotiating for the acquisition of real property identified property off of N. Main Street owned by TCB Property Development LLC

Budget Impact: \$ TBD Is this expenditure approved in the current fiscal year budget? N/A If no, describe how it will be funded.

Suggested Motion: *To disapprove any item, you may allow it to fail for lack of a motion.*

I move that the City Council enter closed session in accordance with 143-318.11 (11)(5) to establish or instruct the staff concerning the position to be taken by or on behalf of the City Council on negotiating for the acquisition of real property.

Attachments: