

MINUTES

TOWN OF WEAVERVILLE
STATE OF NORTH CAROLINA

TOWN COUNCIL WORKSHOP
THURSDAY, JUNE 1, 2017

The Town Council for the Town of Weaverville met on Thursday, June 1, 2017, at 5:30 p.m. in the Training Room within Weaverville Fire Department at 3 Monticello Road, Weaverville, North Carolina.

Council members present were: Mayor Dottie Sherrill, Vice Mayor/Councilman John Penley, Councilman Doug Jackson, Councilman Doug Dearth, and Councilman Patrick Fitzsimmons. Councilman Andrew Nagle was absent.

Staff present were: Town Attorney Jennifer Jackson, Town Manager Selena Coffey, Town Clerk Derek Hunninghake, Police Chief Greg Stephens, Fire Chief Ted Williams, Finance Officer Tonya Dozier, Town Planner James Eller and Public Works Director Tony Laughter.

1. Call to Order

Mayor Sherrill called the meeting to order at 5:30 p.m.

2. Action Items

Town Manager requests a vote to approve the following items as they are necessary for approval within the FY 2017-2018 Budget.

- **Resolution Abolishing the Town's Capital Reserve Fund**
- **Resolution Concerning Eller Cove Property**
- **Legal Services Contract**
- **Revisions to Personnel Policy regarding Retiree Medical Insurance & Domestic Partnership Insurance**

Councilman Penley moved for the approval of the following items within the FY 2017-2018 Budget. Councilman Jackson seconded the motion and all voted unanimously to approve all action items requested.

3. Overview of Budget Revisions

- **Review of Power Point on Revised Budget**

Town Manager Selena Coffey gave a brief review of the revisions applied on the new Revised Budget. She mentioned that under the Revised Budget the new tax rate would be 0.3840 cents and the General Fund operational budget will increase \$154,670 over the original proposed budget. Coffey reiterated that the budget process is a 'moving target', a dynamic process. Therefore some figures have changed due to her having received additional or updated information. Some revisions that increased the General Fund operational budget were additions to expenses for personnel health insurance, election fees, utility franchise tax, and website and technology. The revisions that lowered the budget were decreases in tax and sales tax revenue, cut cost to a Public Works vehicle, revised legal services expenses and cut the manager proposed Council workshop stipend. Town Manager Selena Coffey noted that these revisions culminated in the appropriation of Fund Balance in the amount of \$323,600. The Appropriated Fund Balance will primarily be used to catch up on previously

postponed equipment such as replacement vehicles for the Fire, Police, and Public Works Departments, a previously postponed brush chipper, safety padding for outdoor exercise equipment at Lake Louise, contingency funding for Lake Louise Community Center improvements, Greenways match funding and acoustic panels for community room at Town Hall. The PowerPoint from June 1, 2017 Budget Workshop is attached.

- **Capital Improvement Program Thresholds**

Town Manager Selena Coffey discussed the proposed Capital Improvements Plan. She mentioned that the purpose of the Town of Weaverville CIP is to forecast and match projected revenues and capital needs over a three-year period. This is critical for the Town to identify major needs, project subsequent revenue and financial capacity, establish priorities and develop project schedules to better serve the Town's residents. The Town of Weaverville defines capital as any expenditure of significant value that recurs irregularly and results in the acquisition of a fixed asset. With this basis established, the Town has adopted the following capital thresholds: Assets with a useful life greater than two years and assets with a cost of \$5,000 or greater. The Town established the following categories for planning for the purchase of capital equipment or making capital improvements given the aforementioned thresholds: Vehicles, Capital Outlay, Street Maintenance and Capital Improvements. The proposed Capital Improvements Plan from the June 1, 2017 Budget Workshop is attached.

- **Question and Answer regarding Revisions**

Town Manager Selena Coffey answered questions Town Council had about the new revisions to the budget.

Councilman Jackson asked why sales tax revenue was decreasing by \$52,643. Ms. Coffey stated that the Senate Bill 126 is the reason for this decrease, it is the adjustment of funds by the counties to the municipalities. Overall the state is allocating more money to poorer counties.

Councilman Fitzsimmons asked if we were cutting the part time firefighters down to 3 since on the last budget we had planned for 6 part time firefighters. Town Manager Selena Coffey said that the proposed did not include the 3 firefighters, but in anticipation of the grant award, she had included those 3 positions. She noted that, if we receive the grant then we will do a budget amendment so the Town's portion will decrease. After the amendment, the money will go back into the fund balance at the end of the year.

Councilman Dearth asked if the relief pay for 3 firefighters was going to come out of Fund balance and if the \$107,468 would be lowered if we receive the grant? Ms. Coffey stated that this expense will be coming out of the operating budget and the balance will be lower if we receive the grant.

4. Overview of Fee Schedule

Town Manager Selena Coffey gave an overview of the proposed Fee Schedule. She stated that the group of fees highlighted in yellow have historically been charged, but haven't been included in the fee schedule before. These fees are for online water and property tax payments. The next group of fees highlighted in green are new fees to be approved by Town Council. These fees are for Zoning Permits, Beer and wine privilege licenses, and miscellaneous Planning and Coding Enforcement fees for the Planning and Zoning Department. As well as public records requests copying charges and electronic and online payments. As of now, staff is currently developing a method for encouraging more online payments and a method for passing along surcharges on electronic payments received in Town Hall. This would mean adding 2.75% for all water or property bills paid electronically in person. The last group of fees highlighted in blue are changes to the current fees. These fees will include a 2% increase in water rates as suggested by the McGill study, sign permits, and water tap and fire line connection charges. Town Manager Selena Coffey noted that this Fee Schedule is mainly administrative,

water, and planning and zoning fees. This Fee Schedule is a very important document that by law, will have to be published and posted online. She recommends adopting this Fee Schedule when the Budget Ordinance is adopted. The proposed Fee Schedule from June 1, 2017 Budget Workshop is attached.

The motion was made by Councilman Penley to direct the Town Manager to proceed with preparation of the Budget Ordinance, which incorporates the Fee Schedule and the revisions to the proposed budget as presented during the meeting. Councilman Jackson seconded the motion and all unanimously approved.

5. Adjournment

Councilman Dearth made the motion to adjourn; Councilman Penley seconded and all voted to adjourn the Council's meeting at 6:10 p.m.



DEREK K. HUNINGHAKE, Town Clerk

Town Manager's Revised Budget
Fiscal Year 2017-2018
 Presented 06/01/2017

GENERAL FUND REVENUE	FY2018 Proposed	FY2018 Revised	Notes
Prior Year Tax Revenue	\$1,600	\$1,600	
Prior Year Interest & Penalties	\$200	\$200	
Ad Valorem Tax Revenue	\$3,276,888	\$3,110,600	* Total revaluation of \$819,074,475
DMV Tax Revenue	\$180,000	\$180,000	* Revised tax rate of \$0.38 cents
Tax Penalties & Interest	\$5,000	\$5,000	
Utilities Franchise Tax	\$450,000	\$480,000	
Beer & Wine Tax	\$16,000	\$16,000	
Powell Bill Distributions	\$100,000	\$100,000	
Local Government Sales Tax	\$1,180,000	\$1,127,357	* Updated sales tax revenue projection based on SB126
Buncombe County Fire Protection	\$1,358,292	\$1,358,293	* Current fire tax rate of \$0.112 = \$258,293 additional taxes
ABC Store Distribution to Town	\$55,000	\$70,000	
ABC Store Alcohol Education	\$3,000	\$6,000	
ABC Store Police Department	\$2,000	\$4,000	
Cell Tower Revenue	\$16,000	\$16,000	
Miscellaneous Revenue	\$9,000	\$9,000	
Interest Earned	\$5,000	\$5,000	
Interest Earned-Powell Bill	\$150	\$150	
Zoning Inspections Fees	\$20,000	\$20,000	
Fire Inspections Fees	\$600	\$600	
Sale of Property	\$5,000	\$5,000	
Appropriated Fund Balance	\$0	\$323,600	
Appropriated Fund Balance-Powell Bill	\$0	\$0	
TOTAL GENERAL FUND REVENUE	\$6,683,730	\$6,838,400	

- * Fund Balance Appropriated includes:**
- * 2 Previously postponed Police vehicles - \$66,700
 - * 1 Previously postponed Fire vehicle - \$45,000
 - * 1 Previously postponed Streets vehicle - \$38,900
 - * Safety padding for exercise equipment - \$18,500
 - * Lake Louise Community Center funding - \$25,000
 - * Postponed replacement brush chipper - \$54,500
 - * Greenways match - \$60,000
 - * Acoustical Panels for Community Room - \$15,000
 - \$323,600**

Town Manager's Revised Budget
Fiscal Year 2017-2018
 Presented 06/01/2017

GENERAL FUND EXPENDITURES		FY2018 Proposed	FY2018 Revised	Notes
Town Council				
Personnel	\$89,694	\$83,736		* Council workshop additional stipend cut - \$3,600 * Adjustment to legal services allocation * \$12,500 Election fees added
Operations	\$137,850	\$152,050		
Capital Outlay	\$0	\$0		
Total	\$227,544	\$235,786		
Administration				
Personnel	\$426,866	\$427,986		* Retirement system match increased to 7.68% * Funds increase for technical and website expenses - \$10,000 * Add acoustical panels to community room - \$15,000
Operations	\$148,934	\$158,934		
Capital Improvements	\$0	\$15,000		
Total	\$575,800	\$601,920		
Planning & Code Enforcement				
Personnel	\$84,042	\$84,196		* Retirement system match increased to 7.68%
Operations	\$27,000	\$27,000		
Total	\$111,042	\$111,196		
Police Department				
Personnel	\$1,198,512	\$1,209,829		* Retirement system match increased to 8.25% * Funds 2 postponed vehicle replacements with <u>fund balance</u> - \$66,700 * Funds 2 vehicle replacements with operating revenue - \$54,600
Operations	\$284,513	\$284,513		
Capital Outlay	\$121,300	\$121,300		
Total	\$1,604,325	\$1,615,642		
Fire Department				
Personnel	\$1,540,008	\$1,647,476		* Funds 3 additional firefighters - \$137,090 (approximately) * Retirement system match increased to 7.68% * Funds 1 SUV replacement with <u>fund balance</u> - \$45,000
Operations	\$303,793	\$303,793		
Capital Outlay	\$45,000	\$45,000		
Total	\$1,888,802	\$1,996,270		

Town Manager's Revised Budget

Fiscal Year 2017-2018

Presented 06/01/2017

	FY2018 Proposed	FY2018 Revised	Notes
GENERAL FUND EXPENDITURES			
Public Works: All Divisions			
Personnel	\$766,098	\$767,067	
Operations	\$435,644	\$435,644	* Funds postponed brush chipper with fund balance - \$54,500
Capital Outlay	\$116,500	\$111,900	* Maintains streets maintenance plan - \$400,000
Capital Improvements	\$485,000	\$485,000	* Funds Community Center contingency with fund balance - \$25,000
Total	\$1,803,243	\$1,799,611	* Funds Greenways match with fund balance - \$60,000 * Funds postponed 1 truck replacement with fund balance - \$38,900
Debt Service			
Loan Payment-Fire Truck 09/14	\$53,541	\$53,541	
Loan Payment-Fire Trucks	\$149,413	\$149,413	
Loan Payment-Fire Station	\$255,021	\$255,021	
Total	\$457,975	\$457,975	
Contingency	\$15,000	\$20,000	* Increased per auditor's recommendation
Total General Fund Expenditures	\$6,683,730	\$6,838,400	

Town Manager's Revised Budget
Fiscal Year 2017-2018
 Presented 06/01/2017

WATER FUND REVENUE	FY2018 Proposed	FY2018 Revised	Notes
Water Revenue	\$1,800,000	\$1,800,000	* Includes water rate increase of 2%
Miscellaneous Revenue	\$20,000	\$20,000	
Water Taps	\$18,000	\$18,000	
Capacity Depletion Fees	\$36,000	\$36,000	
Fees for MSD Collection	\$45,000	\$45,000	
Appropriated Fund Balance	\$152,586	\$156,916	
Interest Earned	\$2,500	\$2,500	
Total Water Fund Revenue	\$2,074,086	\$2,078,416	

WATER FUND EXPENDITURES	FY2018 Proposed	FY2018 Revised	Notes
Water Fund			* Retirement system match increased to 7.68% * Funds water meter replacements - \$55,000 * Funds building and facility repairs - \$86,000 * Includes funding for 1 replacement SUV - \$38,900 * Includes funding for Wastewater Truck - \$168,000
Personnel	\$968,681	\$969,529	
Operations	\$536,380	\$536,380	
Capital Outlay	\$261,900	\$261,900	
Capital Improvements	\$86,000	\$86,000	
Total	\$1,852,961	\$1,853,809	
Contingency	\$15,000	\$15,000	
Reserve for Bond Payment	\$209,607	\$209,607	
Total Water Fund Expenditures	\$2,077,568	\$2,078,416	
GRAND TOTAL BUDGET	\$8,761,298	\$8,916,815	

TOWN OF WEAVERVILLE



Capital Improvements Plan

**Fiscal Year 2017-2018 through
Fiscal Year 2019-2020**

ADOPTED JUNE 19, 2017

Town Council

Dottie Sherrill
Mayor

John Penley
Vice Mayor

Doug Jackson
Councilman

Doug Dearth
Councilman

Andrew Nagle
Councilman

Patrick Fitzsimmons
Councilman

Selena D. Coffey
Town Manager

Purpose of the Capital Improvements Plan

The purpose of the Town of Weaverville Capital Improvement Plan (CIP) is to forecast and match projected revenues and capital needs over a three-year period. Capital improvement programming is critical for the Town to identify major needs, project subsequent revenue and financial capacity, establish priorities and develop project schedules to better serve the Town's residents.

Capital Thresholds

As is the case with most small to medium units of government across North Carolina, the Town of Weaverville defines capital as any expenditure of significant value that recurs irregularly and results in the acquisition of a fixed asset. With this basis established, the Town has adopted the following capital thresholds:

1. Assets with a useful life greater than two (2) years; and
2. Assets with a cost of \$5,000 or greater.

The Town has established the following categories for planning for the purchase of capital equipment or making capital improvements given the aforementioned thresholds:

- Vehicles: Cost exceeds \$25,000; Based on vehicle replacement guidelines
- Capital Outlay: Cost exceeds \$5,000 and is not replaced until 5+ years
- Street Maintenance : Based on Streets Maintenance Plan
- Capital Improvements: Cost exceeds \$10,000 (i.e. building or land improvements, renovations, construction, etc.)

The Town has established a vehicle replacement policy, which dictates the replacement of vehicles. This policy is based on the replaced vehicle's age, mileage, repair expenses and type of service. In recognition of the need to maintain a dependable fleet of police vehicles, the Town established a goal of replacing patrol cruisers at a rate of two (2) per year.

Capital Outlay may include equipment that meets the Town's capital thresholds, including equipment, machinery, tools, etc. used in routine operations. In fiscal year 2016-2017, Town Council adopted a three-year street maintenance plan. The goal for this plan is to continue funding for maintenance of the Town's streets. This plan is supported by Powell Bill funds and general fund revenues. The final category, capital improvements, may include building or land improvements, renovations, and/or construction exceeding \$5,000.

Purchases of small, recurring equipment for routine operations and most maintenance and repair costs for Town facilities are funded through the annual operating budget. The Town of Weaverville has adopted the following capitalization thresholds:

Capital Improvement Plan Development

The CIP is updated annually as part of the Town's budget process. Projects are reviewed and evaluated based on the Mayor and Town Council's goals, infrastructure needs, the financial capacity of the Town and the impact the projects will have on the Town's operating budget. Once the projects are evaluated, the CIP is updated in order to identify the selection and timing of capital projects in future fiscal years. These projects are then incorporated into the Town Manager's recommended annual operating budget. The Mayor and Town Council will then review and consider the CIP for adoption with the fiscal year budget.

Capital Improvement Plan

The capital improvement plan is simply that -- a plan. As such, projects within the CIP are subject to change based on new or shifting service demands, special financing opportunities, emergency needs or other directives or priorities established by Town Council. Acknowledging that Town priorities can change, projects included in outward planning years are not guaranteed for funding.

The Town of Weaverville CIP achieves the following major objectives as a component of the Town's budget and financial planning process:

- Assists in the development of the annual operating budget;
- Ensures that the Town is scheduling and prioritizing future capital needs;
- Assists Town officials to responsibly plan for the repair, replacement, and acquisition of capital items that are necessary in providing quality services to the Town's residents;
- Assists in fiscal planning by forecasting capital demands in comparison with future revenues and expenditures;
- Ensures vital coordination, evaluation, and planning of projects to serve the residents' needs; and
- Supplements the annual operating budget in serving as a guide for informed decision-making for department heads, the town manager and Town Council.

Format of the CIP

The Town of Weaverville Capital Improvements Plan is provided on a 3-year basis. The CIP will include a detail summary document for both the General Fund and the Water Fund. In addition, it will include the vehicle replacement guidelines as well as the vehicle replacement worksheet showing how each vehicle compared with regard to the point system. Finally, the CIP will include a 3-year Capital Improvement Plan Summary showing expenditures as well as revenues for each project.

TOWN OF WEAVERVILLE
VEHICLE REPLACEMENT POLICY

The Vehicle Replacement Guidelines should serve as an objective tool for measuring the need for replacement of Town vehicles on an annual basis during the budget process. This policy should be reviewed, discussed and revised as necessary to reflect the most efficient and effective use of the Town's fleet. These guidelines do not apply to vehicles such as fire engines, tanker trucks, ladder trucks, wastewater tanker trucks, etc. as these vehicles are utilized in different manners than normal vehicles.

POINTS	GUIDELINES
1	Age of Vehicle: One (1) point should be assigned for each year of chronological age of the vehicle.
1	Mileage of Vehicle: One (1) point should be assigned for each 10,000 miles of operation, based on actual odometer readings. Example: A vehicle with 87,000 miles would receive nine (9) points due to rounding.
1	Maintenance & Repair Costs: One (1) point should be assigned for every \$1,000 spent in major repairs over the life of the vehicle. This does not include preventative maintenance or costs for body damage associated with accidents, unless these exterior parts affect the overall operability and dependability of the vehicle.
1 - 5	Type of Service: Points should be assigned according to the type of service to which the vehicle is subject: <ul style="list-style-type: none"> • Emergency vehicles – 5 points • Heavy duty use vehicles – 4 points • Vehicles for daily use for routine job duties – 2 • Administrative use vehicles - 1

POINT RANGE FOR REPLACEMENT CONSIDERATION

-
- < 14 points: Excellent condition; does not qualify for replacement
 - 15 - 19 points: Good condition; does not qualify for replacement
 - 20 - 24 points: Qualifies for replacement
 - 25 - 29 points: Needs replacement
 - 30 > points: Unsafe; Obsolete

FY 2017-2018 VEHICLE REPLACEMENT SUMMARY

DEPARTMENT	VEHICLE FOR REPLACEMENT						POINTS			DOES THE VEHICLE QUALIFY: Y/N		
	MAKE	MODEL	YEAR	EST. FY END MILEAGE	REPAIR EXPENSES	TYPE OF SERVICE	AGE	MILEAGE	REPAIR COSTS		SERVICE TYPE	TOTAL
Police *	Ford	Explorer	2008	107,000	\$8,000	Emerg.	9	11	8	5	33	Y
Police	Dodge	Charger	2008	108,000	\$6,000	Emerg.	9	11	6	5	31	Y
Police *	Dodge	Charger	2009	131,000	\$12,000	Emerg.	8	13	12	5	38	Y
Police	Dodge	Charger	2009	88,000	\$11,000	Emerg.	8	9	11	5	33	Y
Fire *	Ford	Expedition	2006	75,000	\$4,000	Emerg.	11	8	4	5	28	Y
Public Works *	Ford	Explorer	2009	114,000	\$4,000	Routine	8	11	4	2	25	Y

* Previously postponed - Funding within fund balance this year only

GUIDELINES:

- Age of Vehicle:** 1 point assigned for each year of chronological age of vehicle
- Mileage of Vehicle:** 1 point assigned for each 10,000 miles on vehicle
- Repair Costs:** 1 point assigned for every \$1,000 spent in repair costs (does not include regular maintenance)
- Type of Service:**
 - 1 point assigned for administrative vehicles
 - 2 points assigned for daily use for routine job duties
 - 4 points assigned for heavy use vehicles
 - 5 points assigned for emergency response use

POINT RANGE

- < 14 pts Excellent condition; does not qualify for replacement
- 15 - 19 pts Good condition; does not qualify for replacement
- 20 - 24 pts Fair condition; may qualify for replacement
- 25 - 29 pts Poor condition; qualifies for replacement
- 30 > pts Unsafe; must be replaced

Town of Weaverville Public Works Department

FY 2017-18 through FY 2020-2021

Prepared by: Tony Laughter-Public Works Director

NCDOT STREET SCORE RATINGS (NET SCORE):

- 91-100 = Very Good
- 81-90 Good
- 66-80 Fair
- 51-65 Poor
- Below 51 Very Poor

UNDER CONTRACT FOR SPRING 2017			
PY 2016-17 CONTRACTED & COMPLETED	LENGTH IN MILES	Net Score 2016 Survey	COST
Devonshire Drive	0.09	10.9	47,484.00
Lakeway Circle	0.27	25	61,813.00
Crescent Court	0.04	30.7	19,600.00
Valley Drive	0.46	40.6	101,000.00
Manor Way	0.04	49	17,689.00
	0.91		\$247,586.00

REVISED 3 YEAR STRATEGIC PLANS			
PY 2017-18 PROPOSED	LENGTH IN MILES	Net Score 2017 Survey	COST BASIS
Salem Road	0.52	67.25	ACTUAL/ESTIMATE
		46	COST
			152,883.00

Hawtree Court sec 1	0.02	46	12,717.00	ESTIMATE
Birkdale	0.14	70.25	41,932.00	ESTIMATE
Hamburg Lane	0.07	43.75	19,837.00	ESTIMATE
Hamburg Drive (pig trail)	0.17	56.75	50,672.00	ESTIMATE
Ridgemont Drive	0.1	56.75	30,206.00	ESTIMATE
Salem Acres Drive	0.3		88,617.00	ESTIMATE
	0.8		\$396,864.00	

PY 2019-2020 PROPOSED		Net Score		COST BASIS	
STREET NAME	LENGTH IN MILES	2017 Survey	COST	ACTUAL/ESTIMATE	
Lakeshore Drive	0.59	69.75	183,357.00	ESTIMATE	
Quarry Road *	0.06	56.75	86,000.00	ESTIMATE	
Ridgemont Drive	0.1		30,206.00	ESTIMATE	
	0.75		\$299,563.00		

PY 2020-21 PROPOSED		Net Score		COST BASIS	
STREET NAME	LENGTH IN MILES	2017 Survey	COST	ACTUAL/ESTIMATE	
Church Street **	0.43	64.5	223,680.00	ESTIMATE	
Central Avenue	0.25	73.5	73,014.00	ESTIMATE	
	0.68		296,694.00		

COST FACTORS

*Quarry Road includes widening to standards and storm drainage.

**Church Street is over concrete and cracks mirror through in short time after resurface. Some sidewalk work is added to this estimate.

**TOWN OF WEAVERVILLE - 3-YEAR CAPITAL PLAN
DETAIL SUMMARY BY DEPARTMENT**

GENERAL FUND CIP DETAIL	DEPARTMENT	FY 2017-18	FY 2018-19	FY 2019-20	3 YR TOTAL
DESCRIPTION					
Acoustical panels for Town Hall Community Room	Administration	\$15,000	\$0	\$0	\$15,000
Greenways Match	Recreation	\$60,000	\$0	\$0	\$60,000
Lake Louise Community Center Improvements (TBD)	Recreation	\$25,000	\$0	\$0	\$25,000
Heavy Duty Truck Replacement	Streets	\$38,900	\$0	\$0	\$38,900
Street Improvements	Streets	\$400,000	\$300,000	\$300,000	\$1,000,000
Outdoor Exercise Equipment Safety Padding	Recreation	\$18,500	\$0	\$0	\$18,500
Brush Chipper Replacement	Sanitation	\$54,500	\$0	\$0	\$54,500
Patrol Vehicle Replacement (2008 Dodge)	Police	\$27,250	\$0	\$0	\$27,250
Detective Vehicle Replacement (2008 Ford)	Police	\$39,550	\$0	\$0	\$39,550
2 Patrol Vehicle Replacements (2 per Year Schedule)	Police	\$54,500	\$58,000	\$60,000	\$172,500
Command Vehicle - SUV Replacement	Fire	\$45,000	\$0	\$0	\$45,000
First Responder SUV	Fire	\$0	\$45,000	\$0	\$45,000
Fire Marshal Vehicle Replacement	Fire	\$0	\$0	\$43,000	\$43,000
Facility Security Upgrade	Police	\$0	\$10,000	\$0	\$10,000
Message Board	Police	\$0	\$23,000	\$0	\$23,000
Digital Video Systems	Police	\$0	\$15,600	\$15,600	\$31,200
Digital Server	Police	\$0	\$15,000	\$43,000	\$58,000
Crime Scene Mapping	Police	\$0	\$0	\$10,000	\$10,000
Facility Carpet Replacement	Town Hall/Police	\$0	\$22,000	\$0	\$22,000
TOTAL GENERAL FUND CIP DETAIL		\$778,200	\$488,600	\$471,600	\$1,738,400

Notes:

- * Items in red are to be determined.
- * Vehicles replaced based on vehicle replacement guidelines.

GENERAL FUND CIP SUMMARY

SUMMARY OF CAPITAL BY CATEGORY

	FY 2017-18	FY 2018-19	FY 2019-20	3 YR TOTAL
Capital Improvements	\$100,000	\$32,000	\$0	\$132,000
Street Improvements	\$400,000	\$300,000	\$300,000	\$1,000,000
Capital Equipment	\$73,000	\$53,600	\$68,600	\$195,200
Vehicles	\$205,200	\$103,000	\$103,000	\$411,200
TOTALS	\$778,200	\$488,600	\$471,600	\$1,738,400

SUMMARY OF REVENUE BY SOURCE

Operating Revenues	\$354,600	\$388,600	\$371,600	\$1,114,800
Fund Balance	\$323,600	\$0	\$0	\$323,600
Powell Bill Proceeds	\$100,000	\$100,000	\$100,000	\$300,000
Other: Eller Cove Watershed Proceeds ?	\$0	\$0	\$0	\$0
TOTALS	\$778,200	\$488,600	\$471,600	\$1,738,400

WATER FUND CIP

WATER FUND CIP DETAIL

DESCRIPTION	DIVISION	FY 2017-18	FY 2018-19	FY 2019-20	3 YR TOTAL
Water Plant Facility Repairs	Production	\$17,000	\$60,000	\$50,000	\$127,000
Repairs to Ox Creek Reservoir, other facility repairs	Maintenance	\$69,000	\$0	\$0	\$69,000
Replacement of Director Vehicle (Ford Explorer)	Administration	\$38,900	\$0	\$0	\$38,900
Replacement of Wastewater Tanker Truck	Production	\$168,000	\$0	\$0	\$168,000
Replacement of Water Meters	Maintenance	\$55,000	\$55,000	\$55,000	\$165,000
TOTAL WATER FUND CIP		\$347,900	\$115,000	\$105,000	\$567,900

SUMMARY OF CAPITAL BY CATEGORY

	FY 2017-18	FY 2018-19	FY 2019-20	3 YR TOTAL
Capital Improvements	\$86,000	\$60,000	\$50,000	\$196,000
Capital Equipment	\$55,000	\$55,000	\$55,000	\$165,000
Vehicles	\$206,900	\$0	\$0	\$206,900
TOTALS	\$347,900	\$115,000	\$105,000	\$567,900

SUMMARY OF REVENUE BY SOURCE

	FY 2017-18	FY 2018-19	FY 2019-20	3 YR TOTAL
Operating Revenues	\$190,984	\$115,000	\$105,000	\$410,984
Fund Balance	\$156,916	\$0	\$0	\$156,916
Debt Service / Financing Proceeds	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
TOTALS	\$347,900	\$115,000	\$105,000	\$567,900

Capital Thresholds:

- Capital Improvements: Cost exceeds \$10,000; Includes construction, land purchases, refurbishments, new improvements, renovations, etc.
- Street Improvements: Based on Streets Maintenance Plan.
- Capital Equipment: Cost exceeds \$5,000 and equipment is not replaced until after 5 years (5 yrs +/-) basis.
- Vehicles: Cost exceeds \$25,000; Includes cars, trucks, etc.; Replaced based on vehicle replacement guidelines.

GENERAL FUND

Departmental Expenses	FY2017-2018				FY2018-FY2019				FY2019-2020						
	Capital Improvements	Street Improvements	Capital Equipment	Vehicles	Total	Capital Improvements	Street Improvements	Capital Equipment	Vehicles	Total	Capital Improvements	Street Improvements	Capital Equipment	Vehicles	Total
Administration	\$15,000	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police Department	\$0	\$0	\$0	\$121,300	\$121,300	\$32,000	\$0	\$53,600	\$58,000	\$143,600	\$0	\$0	\$68,600	\$60,000	\$128,600
Fire Department	\$0	\$0	\$0	\$45,000	\$45,000	\$0	\$0	\$0	\$43,000	\$43,000	\$0	\$0	\$0	\$43,000	\$43,000
Public Works: Streets	\$0	\$400,000	\$0	\$38,900	\$438,900	\$0	\$300,000	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Public Works: Sanitation	\$0	\$0	\$54,500	\$0	\$54,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Works: Recreation	\$85,000	\$0	\$18,500	\$0	\$103,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Departmental Expenditures	\$100,000	\$400,000	\$73,000	\$205,200	\$778,200	\$32,000	\$300,000	\$53,600	\$103,000	\$488,600	\$0	\$300,000	\$68,600	\$103,000	\$871,600
Funding Sources															
General Fund - Operating Budget	\$0	\$300,000	\$0	\$54,500	\$354,500	\$32,000	\$200,000	\$53,600	\$103,000	\$388,600	\$0	\$300,000	\$0	\$43,000	\$571,600
General Fund - Fund Balance	\$100,000	\$0	\$73,000	\$150,700	\$323,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Powell Bill	\$0	\$100,000	\$0	\$0	\$100,000	\$0	\$100,000	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other: Eller Cove Watershed Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funding Sources	\$100,000	\$400,000	\$73,000	\$205,200	\$778,200	\$32,000	\$300,000	\$53,600	\$103,000	\$488,600	\$0	\$400,000	\$0	\$43,000	\$871,600

WATER FUND

Departmental Expenses	FY2017-2018				FY2018-FY2019				FY2019-2020						
	Capital Improvements	Street Improvements	Capital Equipment	Vehicles	Total	Capital Improvements	Street Improvements	Capital Equipment	Vehicles	Total	Capital Improvements	Street Improvements	Capital Equipment	Vehicles	Total
Water Administration	\$17,000	\$0	\$0	\$38,900	\$55,900	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0
Water Production	\$69,000	\$0	\$55,000	\$168,000	\$232,000	\$50,000	\$0	\$55,000	\$0	\$105,000	\$50,000	\$0	\$55,000	\$0	\$105,000
Water Maintenance	\$66,000	\$0	\$55,000	\$206,900	\$327,900	\$60,000	\$0	\$55,000	\$0	\$115,000	\$50,000	\$0	\$55,000	\$0	\$105,000
Total Departmental Expenditures	\$152,000	\$0	\$110,000	\$513,800	\$795,800	\$120,000	\$0	\$110,000	\$0	\$230,000	\$100,000	\$0	\$110,000	\$0	\$470,000
Funding Sources															
Water Usage Revenue	\$86,000	\$0	\$55,000	\$49,984	\$190,984	\$60,000	\$0	\$55,000	\$0	\$115,000	\$50,000	\$0	\$55,000	\$0	\$105,000
Appropriated Fund Balance	\$0	\$0	\$0	\$156,916	\$156,916	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loan Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Funding Sources	\$86,000	\$0	\$55,000	\$206,900	\$347,900	\$60,000	\$0	\$55,000	\$0	\$115,000	\$50,000	\$0	\$55,000	\$0	\$105,000

- Fees highlighted in yellow have historically been charged, but not included in the fee schedule.
- Fees highlighted in green are new fees to be approved.
- Fees highlighted in blue are changes to the current fees.

TOWN OF WEAVERVILLE

PROPOSED FEE SCHEDULE



ADOPTED JUNE 19, 2017

Town Council

Dottie Sherrill
Mayor

John Penley
Vice Mayor

Doug Jackson
Councilman

Doug Dearth
Councilman

Andrew Nagle
Councilman

Patrick Fitzsimmons
Councilman

Selena D. Coffey
Town Manager

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GENERAL ADMINISTRATIVE FEES

Returned check fee\$25.00 or 10% of tax amount

Electronic & Online Payments

Please note: Staff is currently developing a method for encouraging more online payments and a method for passing along surcharges on electronic payments received in Town Hall

Water or Property Bills Paid In-Person 2.75% added to bill

Online Water Payments\$3.95 flat fee for payments up to \$500.00
 Additional \$3.95 for every \$500.00 increment over \$500.00

Online Payment of Property Taxes Schedule:

Tax Bill/Payment Amount	Fees
\$0.00 -- \$49.99	\$3.00
\$50.00 -- \$99.99	\$5.00
\$100.00 -- \$199.99	\$7.00
\$200.00 -- \$299.99	\$10.00
\$300.00 -- \$399.99	\$12.00
\$400.00 -- \$499.99	\$15.00
\$500.00 -- \$599.99	\$18.00
\$600.00 -- \$699.99	\$21.00
\$700.00 -- \$799.99	\$24.00
\$800.00 -- \$899.99	\$27.00
\$900.00 -- \$999.99	\$30.00
\$1,000.00 -- \$9,999.99	3.0%
\$10,000.00 -- Over	2.5%

Special Permit Fees (Reference Special Events Permit)

Events with Alcohol.....\$200.00
 Events with No Alcohol.....\$300.00

Facility Use Fees (Reference Facility Use Policy & Application)

Facility	Resident per Hour	Non-Resident per Hour	Deposit
Town Hall Community Room	\$100.00	\$300.00	\$500.00
Lake Louise Community Center & Parking Lot	\$50.00	\$200.00	\$250.00
Town Hall Community Room Kitchen	\$20.00	\$20.00	

Lake Louise Fishing License

Daily.....\$3.00
 Annually, Town Residents.....\$10.00
 Annually, Non-Residents.....\$20.00

Solid Waste/Trash Violation.....\$50.00

Recycling Fee (per month on utility bill).....\$2.59

Public Records Request Copying Charge(s)

8 1/2" x 11" black & white single-sided hardcopy (per page)	\$0.03
8 1/2" x 11" color single-sided hardcopy (per page)	\$0.09
8 1/2" x 11" black & white double-sided hardcopy (per page)	\$0.03
8 1/2" x 11" color double-sided hardcopy (per page)	\$0.18
Electronic Copies	No Charge
<i>Applicable postage will also be charged for mailing hard copy documents.</i>	

Administrative Water Fees

Account Establishment Service Charge\$25.00
 Seasonal Reconnect Fee\$20.00
 Reconnect Fee.....\$60.00
 Flow Test Fee.....\$40.00
 Meter Testing at Customer Request (Charged only if meter is operational)\$40.00

Annexation Petition Fee\$500.00

Fire Hydrant Connection Permit.....\$30.00

Hourly Charges for Equipment/Personnel

Equipment

Police Car	\$15.00
16" Chain Saw	\$2.00
25" Chain Saw	\$3.00
Pumper Truck.....	\$80.00
Ladder Truck.....	\$150.00
Ton Truck (P/U Brush Truck	\$20.00
Command Vehicles	\$10.00
Tanker.....	\$30.00

Personnel

Firefighters, Police Officers, Public Works Employees.....	\$25.00
Captain.....	\$30.00
Chief Officers	\$35.00

Beer & Wine Privilege Licenses

Note: Municipalities are permitted to tax establishments who offer beer and wine for on and off premises consumption as follows:

Beer (on premises)	\$15.00
Beer (off premises)	\$5.00
Wine (on premises)	\$15.00
Wine (off premises).....	\$10.00
Beer and/or Wine Wholesale	up to \$37.50

FIRE DEPARTMENT

Plans Review Permit.....	\$100.00
Fuel Dispensing Permit.....	\$50.00

Other potential charges from the Fire Department or Fire Marshal's Office due to fines associated with fire code and fire lane violations.

POLICE DEPARTMENT

Violations of General Provisions\$100.00
 (Unless otherwise specifically provided, \$100.00 charge for each separate and distinct violation.)

Dangerous Dog Violations

Class I: \$250.00 first day, and \$250.00 each subsequent day of continuous violation.

Class II: \$500.00 first day, and \$500.00 each subsequent day of continuous violation.

Class III: \$1,000.00 first day, and \$1,000.00 each subsequent day of continuous violation.

Parks and Recreation Violations (daily) \$25.00
 (Includes dogs on walking trail, and vehicles on grass/trail)

Truck Traffic on Residential Street..... \$50.00

Vegetation Violations..... \$50.00

Parking Violations \$10.00
 (Includes all parking violations)

PLANNING & ZONING DEPARTMENT

Residential Zoning Permits:

Single Family Dwelling..... \$150.00 plus \$0.05 per sq. ft. over 1,200

Multi Family Dwelling..... \$300.00 plus \$50.00 per dwelling unit

Secondary Dwelling..... \$150.00

Addition to Dwelling..... \$75.00 plus \$0.05 per sq. ft. over 1,200

Accessory Structure..... \$50.00 plus \$0.05 per sq. ft. over 100

Deck/Porch..... \$50.00

Home Occupation..... \$50.00

Internal Up-fit..... \$50.00

Temporary Structure/Use..... \$50.00

Commercial / Industrial Zoning Permits:

Commercial/Industrial Structure..... \$350.00 plus \$0.05 per sq. ft. over 2,000

Commercial/Industrial Addition..... \$100.00 plus \$0.05 per sq. ft. over 2,000

Accessory Structure..... \$50.00 plus \$0.05 per sq. ft. over 500

Internal Up-Fit..... \$100.00

Telecommunication Tower..... \$4,000.00 per location or max allowed by law

Telecommunication Tower (Co-location, Microcell, Concealed)..... \$500.00 per location or max allowed by law

Temporary Structure/Use..... \$100.00

Sign Permits:

Sign Permit Fee	\$50.00 plus additional based upon total surface area of sign
Up to 32 sq. ft.	\$25.00
33 - 64 sq. ft.	\$50.00
65 - 96 sq. ft.	\$100.00
97 sq. ft. plus	\$150.00 plus \$2.50 per sq. ft.

Special Use Permit or Related Amendment Fee\$500.00

Rezoning, Map or Text Amendment Fees:

Less Than 1 Acre.....	\$350.00
1 - 3 Acres.....	\$450.00
4 - 9 Acres.....	\$550.00
10 - 25 Acres	\$750.00
25 Acres plus.....	\$900.00

Conditional Zoning District:

Less Than 1 Acres	\$350.00
1 - 3 Acres.....	\$500.00
4 - 9 Acres.....	\$750.00
10 - 25 Acres	\$1,500.00
25 Acres Plus.....	\$2,500.00

Subdivision Fees:

Minor Subdivision.....	\$100.00 plus \$25 per lot
Major Subdivision.....	\$300.00 plus \$25 per lot

Miscellaneous Planning & Code Enforcement Fees:

Initial Review by Zoning Administrator	No charge
Zoning Verification Letter	\$25.00
Gaming Terminal Fees (per machine)	\$1,000.00
Variance	\$250.00 plus \$50.00 for each variance requested
Interpretation.....	\$500.00

Water Resource System

Tap Charges Including Re-Taps (Inside & Outside Customers)

Meter Size	Tap Fee
5/8" and 3/4"	\$1,000.00
1"	\$1,500.00
1 1/2"	\$3,250.00
2"	\$4,000.00

Water System Capacity Depletion Fees (Inside & Outside Customers)

Size of Connection	Rated Maximum Capacity	Depletion Fee
5/8"	20 gallons	\$600.00
1"	50 gallons	\$1,500.00
1 1/2"	100 gallons	\$3,000.00
2"	160 gallons	\$4,800.00
3"	300 gallons	\$9,000.00
4"	500 gallons	\$14,950.00
6"	1,000 gallons	\$29,900.00

Water System Deposits

Size of Connection	Inside Town Limits Amount	Outside Town Limits Amount
5/8" x 3/4"	\$80.00	\$160.00
1"	\$100.00	\$200.00
1 1/2"	\$180.00	\$360.00
2"	\$300.00	\$600.00
3"	\$600.00	\$1,200.00
4"	\$1,000.00	\$2,000.00

Water System Commitment Letter Fees (Inside & Outside Customers)

Size of Connection	Inside Town Limits	Outside Town Limits
¾"	\$35.00	\$70.00
1"	\$50.00	\$100.00
1½"	\$100.00	\$200.00
2"	\$160.00	\$320.00
3"	\$300.00	\$600.00
4"	\$500.00	\$1,000.00
6"	\$1,000.00	\$2,000.00

Water Rates

For water used **INSIDE** the Corporate limits of the Town:

The first 3,000 Gallons or fraction thereof used monthly.....	\$7.96	per 1,000 gallons
The next 22,000 Gallons or fraction thereof used monthly.....	\$8.77	per 1,000 gallons
The next 75,000 Gallons or fraction thereof used monthly.....	\$9.53	per 1,000 gallons
The next 300,000 Gallons or fraction thereof used monthly.....	\$10.30	per 1,000 gallons
All over 500,000 Gallons or fraction thereof used monthly.....	\$11.07	per 1,000 gallons

For water used **OUTSIDE** the Corporate limits of the Town:

The first 3,000 Gallons or fraction thereof used monthly.....	\$15.91	per 1,000 gallons
The next 22,000 Gallons or fraction thereof used monthly.....	\$17.54	per 1,000 gallons
The next 175,000 Gallons or fraction thereof used monthly.....	\$19.07	per 1,000 gallons
The next 300,000 Gallons or fraction thereof used monthly.....	\$20.60	per 1,000 gallons
All over 500,000 Gallons or fraction thereof used monthly.....	\$22.13	per 1,000 gallons

Minimum Monthly Water Charges

The minimum monthly charge for water service shall be according to the size of the meter through which water is delivered to each customer in accordance with the following schedule:

Meter Size	Minimum Monthly Usage	Inside Town	Outside Town
5/8"	2,000 gallons	\$15.91	\$31.82
3/4"	4,000 gallons	\$32.49	\$64.98
1"	6,000 gallons	\$49.83	\$99.66
1 1/2"	11,200 gallons	\$94.86	\$189.72
2"	18,200 gallons	\$155.50	\$311.00
3"	36,200 gallons	\$320.08	\$640.16
4"	58,500 gallons	\$511.53	\$1,023.06
6"	112,000 gallons	\$1,035.20	\$2,070.40
8"	180,000 gallons	\$1,676.78	\$3,353.56
10"	258,000 gallons	\$2,457.74	\$4,915.48

Charges for Fire Line Connection

All fire line connections on the water system for the Town of Weaverville shall be subject to a minimum monthly charge based upon the square inch size of the line at the following rate:

INSIDE Corporate limits of the Town: \$1.88 per square inch/month

OUTSIDE Corporate limits of the Town: \$5.56 per square inch/month

Fire line charges shall be levied by the Water Department according to the following schedule:

Diameter of Fire Line	Square Inch Size	Inside Town	Outside Town
2" & smaller	3.14	\$5.89	\$17.46
3"	7.07	\$13.29	\$39.31
4"	12.56	\$23.61	\$69.83
6"	28.26	\$53.13	\$157.13
8"	50.24	\$94.45	\$279.33
10"	78.50	\$147.58	\$436.46

If during any month the detector-check valve meter for the fire line shows consumption of more than 100 gallons of water on the fire line the customer (owner) shall be billed, in lieu of the minimum, according to the following schedule:

Fire Line Size	Gallons	Inside Town	Outside Town
2"	18,000 gallons	\$133.94	\$267.88
3"	36,000 gallons	\$277.27	\$554.54
4"	56,000 gallons	\$441.78	\$883.56
6"	112,000 gallons	\$902.45	\$1,804.90
8"	180,000 gallons	\$1,461.80	\$2,923.60
10"	258,000 gallons	\$2,143.61	\$4,287.22

Note: For all multi-lot or unit developments, the commitment letter fee shall apply to each connection.