

Town Hall Council Chambers
30 South Main Street
Weaverville, N.C. 28787

October 16, 2017 at 6:00pm
Town Council Monthly Meeting

- 1. **Call to Order**..... Mayor Sherrill
- 2. **Approval / Adjustments to the Agenda**..... Mayor Sherrill
- 3. **Approval of Minutes**..... Mayor Sherrill
 - A. August 8, 2017 Town Council Special-Called Meeting Minutes
 - B. August 21, 2017 Town Council Regular Meeting Minutes
 - C. September 18, 2017 Town Council Regular Meeting Minutes
- 4. **Employee Recognition**..... Town Manager
- 5. **General Public Comments**
- 6. **Consent Agenda**..... Mayor Sherrill

Motion to approve the consent agenda

 - A. Quarterly Tax Report
Town Manager recommends approval.
 - B. Tax Release Request
Town Manager recommends approval.
 - C. Quarterly Departmental Reports
No action required; For informational purposes.
 - D. Approval of Concept Plan & Preliminary Plat for Amblers Chase
Town Manager recommends approval.
 - E. Re-Appointment to the Animal Control Appeals Board
Town Manager recommends approval of the budget amendment.
 - F. Appointment of Finance Officer & Deputy Finance Officer
Town Manager recommends approval.
 - G. Re-appropriations: ABC Funds and Powell Bill Funds
Town Manager recommends approval.
 - H. Set Public Hearing on Proposed Amendments to Town Code for November 20, 2017
Planning Board recommends approval of three amendments to Table of Uses.
 - I. Resolution to Exempt Professional Services under \$50,000 from Qualification-Based Selection Process
Town Manager recommends approval of resolution.
- 7. **Discussion & Action Items:**
 - A. Request for Waterline Extension: 40 Doan Road..... Public Works Dir
 - B. Contract for Supporting Analysis of Water System Development Fees..... Town Attorney
 - C. Set Date for Organizational Meeting of Town Council..... Town Manager
- 8. **Town Manager's Report** Town Manager
- 9. **Adjournment**..... Mayor Sherrill

MINUTES

TOWN OF WEAVERVILLE
STATE OF NORTH CAROLINA

TOWN COUNCIL SPECIAL CALLED MEETING
TUESDAY, AUGUST 8, 2017

The Town Council for the Town of Weaverville met for a Special Called meeting on Tuesday, August 8, 2017, at 5:30 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

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

Staff present were: Town Attorney Jennifer Jackson, Town Clerk Derek Huninghake and Town Planner James Eller.

1. Call to Order

Mayor Sherrill called the meeting to order at 5:35 p.m.

2. Approval/Adjustments to the Agenda

Town Attorney Jennifer Jackson informed Council that the meeting was noticed with a closed session to give Council the opportunity to consult with the Town Attorney should it wish to prior to taking action. The consensus was that closed session was not necessary.

Councilman Jackson made a motion to approve the agenda without the Closed Session to consult with the Town Attorney. Councilman Dearth seconded and all voted in favor of the motion.

3. Approval of Waterline Easement Agreement for Brookstone Baptist Church

Town Attorney Jennifer Jackson mentioned that Town Council took action back in May on this matter when Public Works Director Tony Laughter presented at that time, the North Asheville Baptist Church property for approval of waterlines into the Town's water system subject to staff level approval. Some changes have been requested by the property owner, which is now known as Brookstone Baptist Church, and staff seeks final Town Council approval of the attached waterline easement agreement which is the document which transfers the waterlines and easement area on this project.

Councilman Penley made a motion to approve the attached waterline easement for the Brookstone Baptist Church project and for the form of the easement to be used for future waterline easements. Councilman Jackson seconded and all voted in favor of the motion. Motion carried 3-0.

4. Adjournment

Vice Mayor/ Councilman Penley made the motion to adjourn; Councilman Dearth seconded and all voted to adjourn the Council's meeting at 5:42 p.m.

DEREK K. HUNINGHAKE, Town Clerk

MINUTES

**TOWN OF WEAVERVILLE
STATE OF NORTH CAROLINA**

**TOWN COUNCIL REGULAR MEETING
MONDAY, AUGUST 21, 2017**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, August 21, 2017, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

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

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

1. Call to Order

Mayor Sherrill called the meeting to order at 6:00 p.m.

2. Approval/Adjustments to the Agenda

Mayor Dottie Sherrill mentioned to delete item 3C (7/25/17 Town Council Workshop minutes) from the minutes to be approved and add the final plat to item 8D on the Consent Agenda.

Councilman Penley made a motion to approve the agenda with the aforementioned revisions.

Councilman Jackson seconded and all voted in favor of the motion.

3. Approval of Minutes

Councilman Penley made the motion to approve the minutes from June 27, 2017 Joint Meeting of Town Council & Planning and Zoning Board and July 17, 2017 Town Council Regular Meeting as presented. Councilman Fitzsimmons seconded the motion and all voted in favor on the approval of the minutes.

4. Employee Recognition

Town Manager Selena Coffey recognized Town Planner James Eller, Town Attorney Jennifer Jackson and the Planning and Zoning Board for all their hard work on the proposed Table of Uses. This has been a long process going on for a few months and the whole time they have continued to keep this as an open transparent process for the community. Our history shows that having the communities input in this process is very beneficial.

5. General Public Comment

Public comments were received as follows:

Earl Valois, 42 Loftin St, commented that he feels that he has a lot to offer the Town of Weaverville and will be running for Town Council this year. He has served on numerous National Committees and was a volunteer on the zoning board for his local neighborhood. He helped the State of Louisiana implement a Health and Wellness Fitness Program in New Orleans and would like to open dialogue to

the Public Safety Officers because he understands how much that they have to do. Mr. Valois thanked Town Council for their service and everything they do.

6. Public Hearing on Voluntary Annexation Petition submitted by Shakamar, LLC and R-2 Zoning Request

Town Attorney Jennifer Jackson gave a brief overview before Town Council went into Public Hearing. The Town of Weaverville received a voluntary annexation petition by Shakamar Investment Group, LLC for a 7.78 acre parcel of land off Reems Creek. They are requesting R-2 initial zoning with plans for a 21 single family home sub division. There are no vested rights on this project, so this will be handled in accordance with the Town of Weaverville's Subdivision Ordinance.

Councilman Penley made the motion to enter into public hearing; Councilman Nagle seconded and all voted in favor of opening the public hearing.

Earl Valois, 42 Loftin St., commented that he knows he has been talking about model codes and trying to get the Town of Weaverville to adopt them, but one of the guidelines under the model codes for an initial annexation is to start with a conservative 1A residential area and adjust it later.

Councilman Nagle commented that this subdivision is going to be less dense than if it were in R-1, since they are only building 21 single family homes.

Town Planner James Eller mentioned that Town Council needs to take into consideration all things that would be permissible within the R-2 zoning district. The R-2 zoning district allows for duplexes and multi-family housing with the minimum lot size being 2500 sq. ft. less than in R-1.

Tim Brigman, Owner of Shakamar, LLC, commented that he is the owner and builder of the property that is being discussed and is available for any questions Town Council may have. Town Council had no questions.

Councilman Jackson made the motion to closed the public hearing; Councilman Fitzsimmons seconded and all voted in favor of closing the public hearing.

Councilman Jackson made a motion to adopt the proposed annexation ordinance. Councilman Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council.

Councilman Dearth made a motion to adopt the ordinance establishing an initial R-2 zoning classification for the property. Councilman Penley seconded the motion. The motion passed by a unanimous vote of Council.

7. Public Hearing on Code Amendments Related to the Table of Uses

Councilman Nagle made the motion to enter into public hearing; Councilman Penley seconded and all voted in favor of opening the public hearing.

Earl Valois, 42 Loftin St., discussed the history on model codes so that it might be understood a little better. Model codes started in the 1990s because of three major building construction codes then consolidated into the International Code Council. The first zoning model code came out in 1998 and every three years they get readjusted. It covers zoning identification, conditional uses and has guidelines for any subject matter in order to put the correct zoning in those areas. It is a very comprehensive plan including four residential zones with eight subdivisions, four commercial zones

and three agricultural plans. Mr. Valois thanked Town Council for their time and hopes they consider looking into model codes next time or in the future.

Town Attorney Jennifer Jackson mentioned that she would like to give a recap of some of the comments that Town Council has heard over the series of community input meetings, since it will be important to note the modifications to the ordinance that was originally proposed to what is proposed for adoption at the close of the Public Hearing tonight.

Town Planner James Eller started off by mentioning that due to the scope of this exercise that Town Council undertook many months ago, it is important to go over one more time what we are trying to accomplish here. There is a section within our code presently that states, “it is the intent of this article that any use or class of use, not specifically permitted in a particular use district set forth such use shall be prohibited in that district”. This is not permissible under North Carolina law and as the Zoning Administrator; he is tasked with finding the next closest use and applying those standards to the application. This particular set of legislation does a couple of things to address this issue by increasing the number of uses specified by the code from 55 to 78 and the number of uses permitted with additional standards from 3 to 23. Secondly, this language transitions the Town of Weaverville from special use permits into conditional zoning districts.

Town Attorney Jennifer Jackson briefly covered all the changes that have been applied within the 146 page amendments in the ordinance which are listed below. The Planning and Zoning Board did provide Town Council a unanimous favorable recommendation on these amendments, which included several typographical changes.

- Mr. Valois suggested that a more efficient way to approach this is to fall back on International Zoning Codes. Town Council thanked him but said at this point we are too far along to start over.
- Changed the name from boarding house to bed and breakfast.
- Staff’s recommendation on a change to clarify minimum acreage for farms as usable acreage for livestock, excluding impervious surfaces.
- Mr. Theroux asked that the definition for noxious use be changed to include “including, but not limited” within the definition.
- Under Section 36-12 – Street Access, the sentence was changed to read “any lot in the C-2 general business district used for commercial purposes shall have its primary access upon the street on which it fronts”.
- Child care homes was changed to permitted with standards in R1, R2, and R3
- Tattoo Parlors are permitted in C-2 and I-1
- Agriculture run off management practices added in the agricultural neighborhood and agricultural commercial uses
- Mobile Food Vendor standards were amended to being allowed in C-1 only in conjunction with a special event permit

Town Attorney Jennifer Jackson thanked the Planning and Zoning Board for all their hard work. They have put in countless hours of volunteer time and have held themselves accountable to some pretty high standards on transparency and accountability. She did mention to Town Council that if they still have any questions in their mind, it would be best to continue the Public Hearing out to another date so we don’t have to start the notice procedure over again.

Councilman Fitzsimmons made the motion to closed the public hearing; Councilman Jackson seconded and all voted in favor of closing the public hearing.

Councilman Jackson made a motion to adopt the proposed ordinance. Councilman Fitzsimmons seconded the motion. The motion passed by a unanimous vote of Council.

8. Consent Agenda

Vice Mayor/Councilman Penley moved for the approval of the consent agenda. Councilman Dearth seconded the motion and all voted unanimously to approve all action requested in the consent agenda as follows:

- A. FY 16-17 Tax Collector's Settlement Report; Approval of Bond Amount for Tax Collector; FY 17-18 Tax Order for Collection** - *approval of the resolution approving the tax collector's settlement, approval of the resolution setting bond amount for the tax collector, approval of resolution adopting the order for collection and charging the tax collector for the collection of taxes for FY 2017/2018.*
- B. Local Government Employees Retirement System (LGERS) Contract** - *approval of contract.*
- C. Budget Amendment: Re-appropriation for McGill Water Study Fee** - *approval of the budget amendment.*
- D. Final Plat Approval and Waterline Acceptance for Lillie Farm Cove** - *approval of the final plat; acceptance of the waterlines with a \$8,500 in repair guarantee amount and authorization for staff to finalize documents for recording.*

9. Discussion and Action Items

A. Engineering Report on Water Plant Expansion

Town Manager Selena Coffey mentioned that since Keith Webb from McGill Associates wasn't present to discuss the Engineering Report that Public Works Director Tony Laughter would cover the highlights of the report. She also recommended that Town Council give direction to add this to their scheduled workshop on September 12, 2017 so at that time someone from McGill Associates can join them.

Public Works Director Tony Laughter mentioned that this study does show our concerns were on mark and has brought about some new light. The Water Treatment Plant is able to withdraw 1.5 million gallons a day from the river, but that doesn't mean that there is 1.5 million gallons available to sell. The water used in processing and analyzing is waste water that they aren't able to sell. The demand projection without surface area expansions shows that the average daily flow is 682,000 gallons a day. It has been an extremely wet year so the water usage is off, but the key number to look at is peak day demand which is based on 1.35 million gallons a day. Back during the drought, the Town ran at peak day demand for 21 straight days. By law you are required to be able to cover peak day demands. Mr. Laughter also point out that the study shows that in 2025, we will reach our peak day capacity. But if the Town decided to expand the surface area, we will reach the peak sooner than it shows. As far as looking at the Ivy River for support, they didn't even look at the 4.5 million gallons per day because the 7Q10 showed that at 3 million gallons a day, we were already going to be above the 20 percent stream flow. A 7Q10 is the lowest 7 day flow over a 10 year period. In order to double the plant to 3 million gallons a day, the study shows it would cost around \$7.5 million. This includes \$1.33 million for 13,000 linear of 12" duck pipe.

Councilman Nagle asked about the original 7Q10 data that came online twenty years ago stating that the amount the Water Treatment Plant could pump from the Ivy River could be quadrupled. Public Works Director Tony Laughter said that the drought we had really affected those calculations and the change in regulations did as well.

Councilman Jackson asked if the required aquatic study would be conducted by the Department of Natural Resources or the Wildlife Commission, and wondered how long this process would take. Public Works Director Tony Laughter said that we would have to hire a firm that would compile a 100 year history and then present to us the yield that we are able to take out of the Ivy River. McGill Associates has used a firm before for the Brevard Water Supply in Transylvania County, who is very reputable. However, he doesn't know exactly how much that would cost or how long it would take.

Consensus was made by Town Council to discuss this item further at the scheduled Town Council workshop on September 12, 2017.

B. Board Appointment

Mayor Dottie Sherrill recommended to Town Council the following names and terms for reappointment or appointment starting in September 2017.

- Robert Chason, Three year term to the ABC Board
- Doug Theroux, Two year term to the Planning and Zoning Board
- Peter Stanz, Two year term to the Planning and Zoning Board
- Tyker Lewis, Three year term to the Zoning Board of Adjustments
- Roger Parkin, Three year term to the Zoning Board of Adjustments
- Steve Warren, Three year term to Planning and Zoning Board as alternate

Councilman Nagle made a motion to accept the mentioned Board appointments for the terms noted . Councilman Penley seconded the motion. The motion passed by a unanimous vote of Council.

C. Update on Lake Louise Community Center

Town Manager Selena Coffey gave a brief overview of how we have gotten to this point. During the budget process Town Council appointed an Ad Hoc Committee to study the utilization of the Lake Louise Community Center. The committee consists of members from the Weaverville Tailgate Market, Weaverville Business Association and Lake Louise Preservation Association, and includes Vice Mayor/Councilman Penley and Councilman Nagle. The next Ad Hoc meeting will be held on August 29, 2017 at the Lake Louise Community Center and Regional Consultant Judy Francis from the North Carolina Parks and Recreation Trust Fund will be attending to discuss the conditions for applying for the grant. If the Town of Weaverville is awarded the grant, they would have to match up to \$500,000 dollar for dollar.

Councilman Nagle mentioned that at the moment the opinion is that the building needs to be torn down, since the newest part of the building is from 1955. The scheduled Ad Hoc meeting coming up will help us find out if the building needs to be torn down first or what is the best path for applying for the grant.

Town Manager Selena Coffey mentioned that having spoken with Judy Francis several times, her recommendation is that the Town of Weaverville come in with an application of a brand new site. The review board that looks at these grants feels that there is a more efficient and less expensive process if

you start from the ground up, instead of trying to renovate something that was built in the 1930s and not ADA compliant. Ms. Coffey provided a timeline to Town Council for the Lake Louise Community Center construction and proposed that they consider authorizing staff to go ahead with the demolition process. This grant application process is a pretty significant process for the Town and staff. These grants are not easy to get, but she feels very certain that we can get one. Everything will have to be completed according to the scoring schedule in order to make this happen, which includes making a master recreation plan. She does have a quote for someone who can do a part of this master plan, but she believes that our staff can do a large part of it. Ms. Coffey told Town Council to take it very seriously when she asks them to authorize staff to begin the demolition process because as shown in the timeline, construction for the new community center won't begin until February 2019. Also, they need to consider that if they go ahead and commit to this project that the Town may or may not get the grant. Attached is the timeline that was handed out.

Councilman Jackson commented that he is very supportive of the project, but he would like a short recap of what the facilities provide.

Public Works Director Tony Laughter discussed the drawing sketches he has been working on for the new community center. The concept is to have multiple kitchens so that three separate venues can be used at the same time. All of which would be trying to take advantage of Lake Louise and the view. He is trying to make sure that the new structure has similarities and is reminiscent to the previous structure. He is also trying to make sure it fits into the landscape and compliments the neighborhood, so that it doesn't just look like a commercial building. It will consist of four different multi-purpose rooms, one large multi-purpose room, a covered deck out front with a full wrap around porch and a pavilion with a fire place.

Councilman Jackson made a motion to apply the \$25,000 budgeted for the Lake Louise Community Center project for demolition and planning and to proceed with the demolition . Councilman Penley seconded the motion. The motion passed by a unanimous vote of Council.

D. Discussion of Eller Cove Watershed Easement Proceeds

Town Manager Selena Coffey mentioned that earlier this year the easement was signed for the Eller Cove Watershed and the Town of Weaverville received \$550,000.

Councilman Jackson mentioned that he wondered about the dam on the property and had briefly discussed it with Public Works Director Tony Laughter.

Public Works Director Tony Laughter said that the dam is as sound as it can be. The base of it is really thick and attached in bedrock. The water doesn't meet the dam requirements for inspection so it isn't a concern for the Town of Weaverville. Mr. Laughter said in his personal opinion, he believes that the Town should remove the tanks, clean the property up and offer it for sale. There are some buildings and structures up there that would need to be removed, which would have some cost associated with it. However, the three acres with a quarter acre pond would be more valuable than without the pond.

Councilman Nagle made a motion to assign the \$550,000 from the Eller Cove Watershed to the Lake Louise Community Center project . Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

10. Town Manager's Report

Town Manager Selena Coffey presented her manager's report to Council including that the 9/11 Memorial Observance will be at 12 pm, staff is still working on the provisions to personnel policy, the new Town website should be completed by mid-September, Town Council has a workshop on September 12 at 5:30 pm at the Fire Department, she has spoken with BCBS and Mission Hospital about insurance benefits, and Buncombe County has allowed Dry Ridge Museum to stay below the library for as long as they need.

11. Adjournment

Councilman Fitzsimmons made the motion to adjourn; Councilman Penley seconded and all voted to adjourn the Council's meeting at 7:25 p.m.

DEREK K. HUNINGHAKE, Town Clerk

MINUTES

TOWN OF WEAVERVILLE
STATE OF NORTH CAROLINA

TOWN COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 18, 2017

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, September 18, 2017, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, 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 Huninghake, Police Chief Greg Stephens, Fire Chief Ted Williams, Town Planner James Eller, Finance Officer Tonya Dozier and Public Works Director Tony Laughter.

1. Call to Order

Mayor Sherrill called the meeting to order at 6:00 p.m.

2. Approval/Adjustments to the Agenda

Councilman Penley made a motion to approve the agenda as presented. Councilman Fitzsimmons seconded and all voted in favor of the motion.

3. Approval of Minutes

Councilman Penley made the motion to approve the minutes from July 25, 2017 Town Council Workshop, August 8, 2017 Town Council Workshop and August 15, 2017 Joint Meeting of Town Council and Planning and Zoning Board as presented. Councilman Fitzsimmons seconded the motion and all voted in favor on the approval of the minutes.

4. Employee Recognition

Town Manager Selena Coffey recognized the Police Department, Fire Department and Public Works Departments for the great job they do for Art in Autumn every year. They have to help setup for the event and keep crowd control, as well as perform their typical jobs at the same time.

5. General Public Comment

Public comments were received as follows:

Thomas Veasey, 69 Lakeshore Drive, commented that he noticed they started the development at Lake Louise and wanted to know if the property and state were transferred over yet. He also commented that he was concerned about the partial soil erosion and silk fence that you can see from the down by the creek.

Town Attorney Jennifer Jackson mentioned that the property has not been transferred yet, but we are in those discussions. Also, Buncombe County regulates the sedimentation erosion control so Mr. Veasey would need to call them.

6. Consent Agenda

Councilman Dearth moved for the approval of the consent agenda. Councilman Jackson seconded the motion and all voted unanimously to approve all action requested in the consent agenda.

A. Tax Release - *Approval of requested tax release.*

B. Appointment to the French Broad River Metropolitan Planning Organization and Transportation Advisory Committee - *Councilman Fitzsimmons appointed to French Broad River MPO and TAC, becomes effective October 26, 2017*

C. Budget Amendment: Miscellaneous Re-appropriations - *Approval of Budget Amendments.*

D. NC 457 Plan – Deferred Compensation Plan Option - *Adopted NC 457 Plan as an additional option for employees.*

7. Discussion and Action Items

A. Recreation Advisory Board

Town Manager Selena Coffey discussed that the Lake Louise Community Center project is underway and the Town of Weaverville is in the process of applying for the \$500,000 grant. As a part of this grant, Town Council will need to appoint a Recreation Advisory Board, which cannot consist of elected officials or an ex officio member. Ms. Coffey recommends that the individuals serving on the Ad Hoc Committee be appointed for the Recreation Advisory Board, while adding Beth Magnum and Nicole Ogg.

Councilman Jackson made a motion to adopt the proposed resolution. Councilman Fitzsimmons seconded the motion. The motion passed by a 4-0 vote of Council.

Councilman Fitzsimmons made a motion to appoint the following members to a one year term on the Recreation Advisory Board: Beth Mangum, Nicole Ogg, Thomas Veasey, Jeremy Sheridan, Judy Glickman, Jim Proffitt, Laura Ayres, Brenda Dillingham and Wendy Stancil. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

B. Update to Town Code of Ordinances

Town Manager Selena Coffey discussed that she has been looking at some various options for the Nature Park, more in regards to the Conservation Board and Tree Board. She proposed that the Town Council table the Conservation and Tree Board to a workshop.

Town Attorney Jennifer Jackson mentioned that she has continued efforts in reviewing and identifying provisions of the Town’s Code of Ordinances which are out of date or not in use. There are several provisions that she is recommending to have repealed listed below.

- Chapter 26 – Telecommunications [Cable TV Franchise] - Town’s legal authority for this regulation was repealed by the legislature in 2007
- Chapter 34 – Vehicles for Hire [Taxicabs] – Hasn’t been used since adopted in 1973
- Chapter 12, Article III – Smoke Detectors – Article doesn’t have any content and smoke detectors are regulated in the Fire Code
- Chapter 12, Article IV – Opening Burning – In April 2016, this was meant to be moved to Chapter 10, but was duplicated instead of moved. However with repeal there are slight revisions recommended to §§ 10-73 and 10-75

- Chapter 2, Article IV, Division 2 – Appearance Commission – Commission hasn't been active in many years; Committee can be established informally by majority action of Town Council
- Chapter 32, Article II – Tree/Conservation Board – Town Council slated this board for review; Council should discuss whether to continue these boards as is or repeal it in favor of a less formally created board; Council could appoint itself as the board. However, before repealing there are tree duties within Article I of Chapter 32 that should be considered, as well as Tree City USA responsibilities.

Councilman Jackson made a motion to adopt the proposed ordinance . Councilman Dearth seconded the motion. The motion passed by a unanimous vote of Council.

C. Overview of Public Water System Development Fees

Town Attorney Jennifer Jackson gave a brief overview on the Public Water System Development Fees. She mentioned that a Supreme Court case last year came down saying that impact fees were illegal and not allowed to be charged. But, the legislator granted towns and counties the authority to charge system development fees, which are fees that can be passed along for the future of the system. They have put in place a strenuous procedure to allow these fees to be analyzed before being adopted. We are in a grace period beginning October 1, 2017 until January 1, 2018 to get these procedures in place.

No discussion taken.

D. Out-of-Town Water Requests – Lifting of Moratorium

Town Manager Selena Coffey mentioned that last week at the Town Council workshop, Public Works Director Tony Laughter gave a recommendation to lift the moratorium at this point based on some projects being stopped and not going forward. Town Manager Coffey is in support of lifting the moratorium as well.

Councilman Fitzsimmons made a motion to move the Resolution Concerning Out-of-Town Water Requests adopted by Town Council on November 21, 2016, and amended on February 27, 2017, be rescinded so that out-of-town water requests can be handled as set forth in Chapter 30 of the Town Code. Councilman Penley seconded the motion. The motion passed by a unanimous vote of Council.

E. Danny Joe Brown – Commercial Building Water Meter – 431 Old Mars Hill Highway

Town Manager Selena Coffey mentioned that at the Town Council workshop, Public Works Director Tony Laughter brought up that Danny Joe Brown is requesting a waterline extension for a commercial building at 431 Old Mars Hill Highway. She recommends Town Councils approval of the waterline extension.

Councilman Penley made a motion to approve this application for a single residential meter to supply this proposed single commercial building. Councilman Jackson seconded the motion. The motion passed by a unanimous vote of Council.

8. Town Manager's Report

Town Manager Selena Coffey presented her Manager's Report to Council including that the Town is in the process of beginning the Park and Recreation Grant, a survey consisting of 25 questions is online to be completed by residents to help form a master plan on the Lake Louise project, the tree trimming disaster completed on North Main by the power company will be cleaned up by Weaverville's Public

Works Department, there is a letter being sent out to businesses addressing the issue of blocking sidewalks with tables and chairs, and Buncombe County will be removing a few mature trees behind the Weaverville Elementary School due to the fact they are endangering some neighboring homes.

9. Adjournment

Councilman Dearth made the motion to adjourn; Councilman Penley seconded and all voted to adjourn the Council's meeting at 6:37 p.m.

DEREK K. HUNINGHAKE, Town Clerk

DRAFT

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: October 16, 2017
SUBJECT: Quarterly Tax Report
PRESENTER: Town Finance Director
ATTACHMENTS: Tax Report dated October 11, 2017

DESCRIPTION/SUMMARY OF REQUEST:

The Tax Collector's tax report is attached for your information. This report is good through October 11, 2017, and represents the first quarter of tax collections during the Town's 2017/2018 fiscal year.

**Town of Weaverville
MONTHLY TAX REPORT
FY 2017-18**

	<u>AS OF 10/11/17</u>	
Real Property:	719,944,779	
Real Property Discoveries:	4,382,100	
Total Real Property:	724,326,879	724,326,879
Personal:	68,272,808	
Personal Discoveries:	25,284	
Total Personal:	63,906,730	63,906,730
Public Utilities:	5,147,971	
Exemption:	(9,394,737)	
Releases:	(1,083,948)	
Total Tax Value	782,902,895	
Tax Levy (\$0.44 per \$100 Valuation):		
Real Property:		2,752,442.00
Personal Property:		242,846.00
Public Utilities:	19,563.00	
Less Under \$5 Adjustment	(61.00)	
Total Public Utilities:		19,563.00
Exemption:		(35,700.00)
Releases:		(4,058.00)
Total Levy (Total Billed)		2,975,031.00
Total Current Year Collections		411,925.00
% Collected		13.84%
Total Left to be Collected:		2,563,106.00
Prior Years Paid		1414

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: October 16, 2017
SUBJECT: Tax Releases
PRESENTER: Town Finance Director
ATTACHMENTS: Copies of Buncombe County Correspondence with Notations of Town Tax Collector

DESCRIPTION/SUMMARY OF REQUEST:

The Tax Collector has been requested by Buncombe County to reduce the value of the business personal property listings for Kathleen Key Properties, LLC, to and \$895 at the 85 South Main Street location and \$800 at the 87 South Main Street location. This results in a total tax release of \$1348.00 on the two business property listings for Kathleen Key Properties, LLC. The requested release results in Town tax bills that are under \$5.00 each. Historically tax bills under \$5.00 have not levied.

TOWN COUNCIL ACTION:

Town Council is requested to approve the release as requested.
This action could be in the form of the following motion:

I move the approval of tax releases of \$448 from the 2017 business personal property of Kathleen Key Properties, LLC for the 85 South Main Street location and \$900 for the 87 South Main Street location.



Buncombe County Tax Department

Keith Miller
Interim Tax Director

September 29, 2017

Kathleen Key Properties LLC
PO Box 826
Weaverville, NC 28787-0826

Re: 795053 and 799520

Dear Taxpayer,

Enclosed are adjusted 2017 bills for your business personal property, based on the Business Personal Property Listing Forms you submitted to our office. Please disregard the original bill amounts of \$10.24 and \$7.24. The taxable value on your original bills was incorrect.

Kim Chisdock

Kim Chisdock
Buncombe County Tax Department
828-250-4938



Buncombe County Tax Department

2017 Property Tax Bill



000079505320172017000000

KATHLEEN KEY PROPERTIES LLC
P O BOX 826
WEAVERVILLE NC 28787-0826

BILL NUMBER	BILL DATE
0000795053-2017-2017-0000-00	8/2/2017

LOCATION	PARCEL NUMBER	DESCRIPTION	ACRES
87 S MAIN ST - WEAVERVILLE BUNCOMBE COUNTY		87 S MAIN ST - WEAVERVILLE BUSINESS PERSONAL PROPERTY	0.00

REAL VALUE	PERSONAL VALUE	EXCLUSION	EXEMPTION	DEFERMENT	TAXABLE VALUE
\$0	\$800	\$0	\$0	\$0	\$800

IMPORTANT INFORMATION	TAX DISTRICTS	TAX RATE	AMOUNT
<p>If your taxes are escrowed as part of your ortgage your tax bill information will be ade avallable to your mortgage provider. This copy is for your records.</p> <p>www.BuncombeTax.org</p> <p>SEE REVERSE SIDE FOR CREDIT/DEBIT CARD PAYMENT INSTRUCTIONS.</p>	BUNCOMBE COUNTY TAX	0.5390	4.31

Handwritten notes:
 release val. to \$800 which will be under \$500.
 release full bill of \$7.22
 Original valuation \$1900.

ORIGINAL DUE →
 AMOUNT DUE →

Return this portion with your payment. Please write the bill number on your check or correspondence.

PARCEL NUMBER	
BILL NUMBER	0000795053-2017-2017-0000-00

AMOUNT GOOD THROUGH DATE
1/5/2018

\$4.31

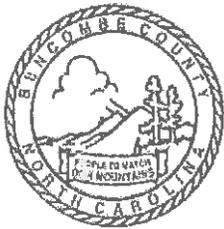
Check for Address Changes on Back

MAKE CHECK PAYABLE AND REMIT TO:

KATHLEEN KEY PROPERTIES LLC
P O BOX 826
WEAVERVILLE NC 28787-0826

BUNCOMBE COUNTY TAX COLLECTOR
94 COXE AVENUE
ASHEVILLE, NC 28801

0000000431720172017000000007950536



Buncombe County Tax Department 2017 Property Tax Bill



000079952020172017000000

KATHLEEN KEY PROPERTIES LLC
P O BOX 826
WEAVERVILLE NC 28787-0826

BILL NUMBER	BILL DATE
0000799520-2017-2017-0000-00	8/2/2017

LOCATION	PARCEL NUMBER	DESCRIPTION	ACRES
85 S MAIN ST BUNCOMBE COUNTY		85 S MAIN ST BUSINESS PERSONAL PROPERTY	0.00

REAL VALUE	PERSONAL VALUE	EXCLUSION	EXEMPTION	DEFERMENT	TAXABLE VALUE
\$0	\$895	\$0	\$0	\$0	\$895

IMPORTANT INFORMATION	TAX DISTRICTS	TAX RATE	AMOUNT
<p>If your taxes are escrowed as part of your mortgage your tax bill information will be made available to your mortgage provider. This copy is for your records.</p> <p>www.BuncombeTax.org</p> <p>SEE REVERSE SIDE FOR CREDIT/DEBIT CARD PAYMENT INSTRUCTIONS.</p>	<p>BUNCOMBE COUNTY TAX</p> <p><i>adj. valuation to \$895 will be made release full bill of \$5.00 \$5.10</i></p>	0.5390	4.82

Original Valuation \$1343.00

ORIGINAL DUE →

AMOUNT DUE →

Return this portion with your payment. Please write the bill number on your check or correspondence.

PARCEL NUMBER	
BILL NUMBER	0000799520-2017-2017-0000-00

AMOUNT GOOD THROUGH DATE
1/5/2018

\$4.82

Check for Address Changes on Back

MAKE CHECK PAYABLE AND REMIT TO:

KATHLEEN KEY PROPERTIES LLC
P O BOX 826
WEAVERVILLE NC 28787-0826

BUNCOMBE COUNTY TAX COLLECTOR
94 COXE AVENUE
ASHEVILLE, NC 28801

0000000482020172017000000007995203



Planning Department Report – Q3, 2017

Total Zoning Permits Issued: 33

Residential:

Single family dwellings: 16

Internal upfit or auxiliary structure: 15

Commercial:

New Commercial: 1 (56 North Main)

Internal upfit: 1 (Temp. structure for Kendro Labs)

Sign Permits: 9

WEAVERVILLE POLICE DEPARTMENT



Weaverville Police Department



TAKE A BITE OUT OF
CRIME[®]

October is National Crime Prevention Month.

Be alert and aware of your surroundings. Scan parking lots before you leave the building. Pay attention to people or vehicles that seem out of place, and have your keys in hand to avoid fumbling as you approach your car. Staying vigilant will keep you attuned to potential dangers and empower you to make smart decisions.

July, August, September

Quarterly Report

2017

WEAVERVILLE POLICE DEPARTMENT

Quarterly Report

<u>Activities</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Total</u>
Vehicle crashes	16	22	27	65
Parking Citations	5	2	8	15
Written Warnings	27	36	24	87
Verbal Warnings	7	13	9	29
Misdemeanor Charges	19	14	27	60
Felony Charges	2	1	2	5
Officer Assist	99	94	91	284
Alarm Response	17	28	23	68
Disturbances	41	40	38	119
Escorts / Deliveries	99	57	60	216
Business Checks	4,808	4,611	4,254	13,673
Residential Checks	262	212	242	716
Unsecured Buildings	47	53	35	135
Pedestrian Assist	10	24	56	90
Citizen Checks	81	114	109	304
Assist Motorist	12	3	9	24
Suspicious Person/Vehicle	50	38	43	131
Traffic Safety	172	121	103	396
Citations Issued	21	32	33	86
Drug Charges	3	4	3	10
D.W.I. Charges	0	1	2	3
Reports Taken	40	38	45	123
Court Appearance	3	3	3	9
Investigation Follow-up	33	32	38	103
Vehicle Stop	47	68	56	171
C.O.P.P.S. Activities	295	203	214	712

TOWN OF WEAVERVILLE
 BUDGET REPORT BY DEPARTMENT
 CURRENT PERIOD: 09/01/2017 TO 09/30/2017

IDEAL REMAINING PERCENT: 75 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
GOVERNING BODY						
010-410-411-12100 SALARIES & WAGES	74,720.00	5,830.76	17,684.72	0.00	57,035.28	76
010-410-411-18100 FICA	5,716.00	446.08	1,014.58	0.00	4,701.42	82
010-410-411-18210 401-K MATCH	3,300.00	253.85	657.71	0.00	2,642.29	80
010-410-411-18400 RETIREE HEALTH INSURANCE	0.00	0.00	325.08	0.00	-325.08	0
010-410-411-19000 PROFESSIONAL SERVICES	50,000.00	0.00	21,959.00	0.00	28,041.00	56
010-410-411-26000 SUPPLIES / MATERIALS	1,000.00	0.00	0.00	0.00	1,000.00	100
010-410-411-28000 CONSERVATION BOARD	1,500.00	0.00	0.00	0.00	1,500.00	100
010-410-411-31000 TRAVEL & TRAINING	7,700.00	0.00	477.80	0.00	7,222.20	94
010-410-411-32500 POSTAGE	500.00	0.00	0.00	0.00	500.00	100
010-410-411-35100 BUILDING REPAIR / MAINTENANCE	5,000.00	527.18	2,968.13	0.00	2,031.87	41
010-410-411-39100 ADVERTISING	5,300.00	0.00	125.88	0.00	5,174.12	98
010-410-411-39200 NEWS LETTERS	800.00	453.00	670.74	0.00	129.26	16
010-410-411-39300 PRINTING	1,000.00	400.00	400.00	0.00	600.00	60
010-410-411-39500 DUES & SUBSCRIPTIONS	200.00	0.00	0.00	0.00	200.00	100
010-410-411-39510 COMMUNITY PROMOTIONS	60,000.00	104.94	18,579.79	0.00	41,420.21	69
010-410-411-39520 ELECTION EXPENSES	12,500.00	0.00	0.00	0.00	12,500.00	100
010-410-411-40450 INSURANCE	550.00	0.00	183.58	0.00	366.42	67
010-410-411-50100 SMALL EQUIPMENT	6,000.00	0.00	0.00	0.00	6,000.00	100
411 GOVERNING BODY	235,786.00	8,015.81	65,047.01	0.00	170,738.99	72
ADMINISTRATION						
010-410-412-12100 SALARIES & WAGES	317,687.00	21,308.36	79,854.20	0.00	237,832.80	75
010-410-412-18100 FICA	24,303.00	1,592.96	6,328.54	0.00	17,974.46	74
010-410-412-18200 RETIREMENT	24,398.00	1,636.47	6,008.36	0.00	18,389.64	75
010-410-412-18210 401-K MATCH	19,061.00	1,278.50	4,921.64	0.00	14,139.36	74
010-410-412-18300 HEALTH INSURANCE	35,356.00	3,210.91	8,327.71	0.00	27,028.29	76
010-410-412-18400 RETIREE HEALTH INSURANCE	7,180.00	0.00	1,903.82	0.00	5,276.18	73
010-410-412-19000 PROFESSIONAL SERVICES	50,000.00	1,305.45	5,049.11	0.00	44,950.89	90
010-410-412-25000 VEHICLE SUPPLIES	1,000.00	34.59	48.08	0.00	951.92	95
010-410-412-26000 SUPPLIES / MATERIALS	13,000.00	704.20	1,996.96	0.00	11,003.04	85
010-410-412-31000 TRAVEL & TRAINING	15,000.00	1,221.34	6,330.31	0.00	8,669.69	58
010-410-412-32100 TELEPHONE	7,000.00	765.05	2,295.87	0.00	4,704.13	67
010-410-412-32500 POSTAGE	3,000.00	1,067.82	1,485.80	0.00	1,514.20	50
010-410-412-33100 UTILITIES	5,000.00	44.56	703.51	0.00	4,296.49	86
010-410-412-35100 BUILDING REPAIR / MAINTENANCE	20,000.00	528.33	944.17	0.00	19,055.83	95
010-410-412-35200 EQUIPMENT MAINTENANCE	6,000.00	407.25	1,119.13	0.00	4,880.87	81
010-410-412-35300 VEHICLE MAINTENANCE	1,000.00	0.00	0.00	0.00	1,000.00	100
010-410-412-39100 ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00	100
010-410-412-39600 BANK SERVICE CHARGES	6,600.00	0.00	599.68	0.00	6,000.32	91
010-410-412-39650 BANK CARD FEES	6,000.00	0.00	422.73	0.00	5,577.27	93
010-410-412-39800 ESC REIMBURSEMENT	10,000.00	0.00	0.00	0.00	10,000.00	100
010-410-412-40450 INSURANCE	7,334.00	0.00	6,278.38	0.00	1,055.62	14
010-410-412-50100 SMALL EQUIPMENT	7,000.00	4,288.31	4,608.30	0.00	2,391.70	34
010-410-412-50500 CAPITAL EQUIPMENT	15,000.00	0.00	0.00	0.00	15,000.00	100
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FY 2017-2018

TOWN OF WEAVERVILLE
BUDGET REPORT BY DEPARTMENT
CURRENT PERIOD: 09/01/2017 TO 09/30/2017

IDEAL REMAINING PERCENT: 75 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
412 ADMINISTRATION	601,919.00	39,394.10	139,226.30	0.00	462,692.70	77
PLANNING						
010-410-413-12100 SALARIES & WAGES	62,360.00	4,584.26	15,934.52	0.00	46,425.48	74
010-410-413-18100 FICA	4,771.00	352.15	1,223.96	0.00	3,547.04	74
010-410-413-18200 RETIREMENT	4,789.00	352.07	1,218.32	0.00	3,570.68	75
010-410-413-18210 401-K MATCH	3,742.00	275.06	956.07	0.00	2,785.93	74
010-410-413-18300 HEALTH INSURANCE	8,535.00	548.25	1,644.75	0.00	6,890.25	81
010-410-413-19000 PROFESSIONAL SERVICES	5,000.00	0.00	192.75	0.00	4,807.25	96
010-410-413-25000 VEHICLE SUPPLIES	500.00	19.55	37.03	0.00	462.97	93
010-410-413-26000 SUPPLIES / MATERIALS	1,000.00	6.83	169.62	0.00	830.38	83
010-410-413-31000 TRAVEL & TRAINING	5,000.00	55.00	150.00	0.00	4,850.00	97
010-410-413-32100 TELEPHONE	5,000.00	118.84	356.48	0.00	4,643.52	93
010-410-413-32500 POSTAGE	3,000.00	0.00	0.00	0.00	3,000.00	100
010-410-413-35200 EQUIPMENT MAINTENANCE	500.00	0.00	0.00	0.00	500.00	100
010-410-413-35300 VEHICLE MAINTENANCE	500.00	0.00	61.54	0.00	438.46	88
010-410-413-39100 ADVERTISING	3,000.00	338.72	625.96	0.00	2,374.04	79
010-410-413-40450 INSURANCE	500.00	0.00	0.00	0.00	500.00	100
010-410-413-50100 SMALL EQUIPMENT	3,000.00	2,007.26	2,007.26	0.00	992.74	33
413 PLANNING	111,197.00	8,657.99	24,578.26	0.00	86,618.74	78
POLICE						
010-430-431-12100 SALARIES & WAGES	851,993.00	71,971.13	233,304.05	0.00	618,688.95	73
010-430-431-12500 SEPARATION ALLOWANCE	17,950.00	1,378.38	4,824.33	0.00	13,125.67	73
010-430-431-18100 FICA	66,551.00	5,325.22	17,224.77	0.00	49,326.23	74
010-430-431-18200 RETIREMENT	71,770.00	5,898.09	19,084.43	0.00	52,685.57	73
010-430-431-18210 401-K MATCH	50,205.00	3,592.95	11,122.70	0.00	39,082.30	78
010-430-431-18300 HEALTH INSURANCE	144,180.00	11,156.84	31,140.60	0.00	113,039.40	78
010-430-431-18400 RETIREE HEALTH INSURANCE	7,180.00	0.00	1,028.90	0.00	6,151.10	86
010-430-431-19000 PROFESSIONAL SERVICES	39,000.00	2,009.33	31,319.92	0.00	7,680.08	20
010-430-431-25000 VEHICLE SUPPLIES	42,000.00	2,081.68	4,489.24	0.00	37,510.76	89
010-430-431-26000 SUPPLIES / MATERIALS	6,600.00	1,260.15	2,356.48	0.00	4,243.52	64
010-430-431-26200 CRIME PREVENTION	1,300.00	0.00	0.00	0.00	1,300.00	100
010-430-431-26608 COPS FOR KIDS	0.00	1,767.39	2,717.35	0.00	-2,717.35	0
010-430-431-26900 UNIFORMS	6,700.00	1,418.95	2,211.05	0.00	4,488.95	67
010-430-431-31000 TRAVEL & TRAINING	3,300.00	254.95	624.95	0.00	2,675.05	81
010-430-431-32100 TELEPHONE	13,500.00	1,359.39	3,227.34	0.00	10,272.66	76
010-430-431-32500 POSTAGE	350.00	9.77	46.07	0.00	303.93	87
010-430-431-33100 UTILITIES	4,800.00	47.24	710.54	0.00	4,089.46	85
010-430-431-35100 BUILDING REPAIR / MAINTENANCE	6,700.00	153.34	1,213.05	0.00	5,486.95	82
010-430-431-35200 EQUIPMENT MAINTENANCE	2,600.00	0.00	1,110.15	0.00	1,489.85	57
010-430-431-35300 VEHICLE MAINTENANCE	18,000.00	581.35	5,878.48	0.00	12,121.52	67
010-430-431-40450 INSURANCE	62,963.00	737.09	50,046.25	0.00	12,916.75	21
010-430-431-50100 SMALL EQUIPMENT	76,700.00	4,362.84	36,337.90	0.00	40,362.10	53
010-430-431-50500 CAPITAL EQUIPMENT	121,300.00	0.00	121,603.56	0.00	-303.56	0

FY 2017-2018

TOWN OF WEAVERVILLE
BUDGET REPORT BY DEPARTMENT
 CURRENT PERIOD: 09/01/2017 TO 09/30/2017

IDEAL REMAINING PERCENT: 75 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
431 POLICE	1,615,642.00	115,366.08	581,622.11	0.00	1,034,019.89	64
FIRE						
010-430-434-12100 SALARIES & WAGES	1,084,831.00	71,752.98	246,759.21	0.00	838,071.79	77
010-430-434-12110 OVERTIME	51,450.00	3,453.16	10,866.27	0.00	40,583.73	79
010-430-434-12800 RELIEF PAY	75,000.00	2,170.00	8,775.00	0.00	66,225.00	88
010-430-434-18100 FICA	92,663.00	5,612.18	19,280.15	0.00	73,382.85	79
010-430-434-18200 RETIREMENT	85,221.00	5,640.44	19,225.88	0.00	65,995.12	77
010-430-434-18210 401-K MATCH	43,393.00	3,018.32	9,739.19	0.00	33,653.81	78
010-430-434-18300 HEALTH INSURANCE	207,738.00	15,333.37	40,201.19	0.00	167,536.81	81
010-430-434-18400 RETIREE HEALTH INSURANCE	7,180.00	0.00	1,028.90	0.00	6,151.10	86
010-430-434-19000 PROFESSIONAL SERVICES	4,000.00	225.20	443.45	0.00	3,556.55	89
010-430-434-25000 VEHICLE SUPPLIES	18,000.00	2,019.57	2,910.41	0.00	15,089.59	84
010-430-434-26000 SUPPLIES / MATERIALS	10,000.00	269.05	1,077.30	0.00	8,922.70	89
010-430-434-26100 MEDICAL VACINATIONS	6,000.00	0.00	0.00	0.00	6,000.00	100
010-430-434-26150 PREVENTATION SUPPLIES	5,000.00	770.00	794.98	0.00	4,205.02	84
010-430-434-26260 MEDICAL EQUIP & SUPPLIES	5,500.00	276.76	1,534.40	0.00	3,965.60	72
010-430-434-26900 UNIFORMS	10,000.00	121.55	288.33	0.00	9,711.67	97
010-430-434-31000 TRAVEL & TRAINING	11,000.00	427.00	1,390.25	0.00	9,609.75	87
010-430-434-32100 TELEPHONE	17,000.00	1,251.98	3,775.78	0.00	13,224.22	78
010-430-434-33100 UTILITIES	15,000.00	967.04	2,098.47	0.00	12,901.53	86
010-430-434-35100 BUILDING REPAIR / MAINTENANCE	15,000.00	264.00	7,614.79	0.00	7,385.21	49
010-430-434-35200 EQUIPMENT MAINTENANCE	20,000.00	835.76	2,942.68	0.00	17,057.32	85
010-430-434-35300 VEHICLE MAINTENANCE	22,500.00	5,279.42	16,826.33	0.00	5,673.67	25
010-430-434-39500 DUES & SUBSCRIPTIONS	8,500.00	408.00	3,043.00	0.00	5,457.00	64
010-430-434-40450 INSURANCE	82,293.00	1,904.24	68,579.92	0.00	13,713.08	17
010-430-434-50100 SMALL EQUIPMENT	54,000.00	9,390.70	9,444.69	0.00	44,555.31	83
010-430-434-50500 CAPITAL EQUIPMENT	45,000.00	36,563.52	36,563.52	0.00	8,436.48	19
434 FIRE	1,996,269.00	167,954.24	515,204.09	0.00	1,481,064.91	74
STREETS						
010-450-451-12100 SALARIES & WAGES	125,692.00	10,279.95	35,059.84	0.00	90,632.16	72
010-450-451-18100 FICA	9,615.00	713.15	2,435.87	0.00	7,179.13	75
010-450-451-18200 RETIREMENT	9,653.00	789.50	2,684.40	0.00	6,968.60	72
010-450-451-18210 401-K MATCH	7,004.00	527.64	1,888.91	0.00	5,115.09	73
010-450-451-18300 HEALTH INSURANCE	26,666.00	2,024.22	6,103.39	0.00	20,562.61	77
010-450-451-19000 PROFESSIONAL SERVICES	4,000.00	0.00	267.00	0.00	3,733.00	93
010-450-451-19500 CONTRACT LABOR	12,800.00	2,307.01	8,724.34	0.00	4,075.66	32
010-450-451-19900 CONTRACT WORK	25,000.00	8,501.50	8,781.35	0.00	16,218.65	65
010-450-451-25000 VEHICLE SUPPLIES	7,000.00	432.29	1,480.44	0.00	5,519.56	79
010-450-451-26000 SUPPLIES / MATERIALS	25,000.00	4,962.50	6,076.74	0.00	18,923.26	76
010-450-451-26500 SAFETY MATERIALS	2,300.00	169.50	324.60	0.00	1,975.40	86
010-450-451-26900 UNIFORMS	1,200.00	0.00	0.00	0.00	1,200.00	100
010-450-451-32100 TELEPHONE	3,000.00	71.21	213.63	0.00	2,786.37	93
010-450-451-33100 UTILITIES	58,000.00	3,713.76	11,124.90	0.00	46,875.10	81

FY 2017-2018

TOWN OF WEAVERVILLE
BUDGET REPORT BY DEPARTMENT
CURRENT PERIOD: 09/01/2017 TO 09/30/2017

IDEAL REMAINING PERCENT: 75 %

ACCOUNT	BUDGETED	CURRENT	YEAR TO DATE	REMAINING		
	EXPENDITURE	EXPENDITURE	EXPENDITURE	ENCUMBRANCE	BALANCE	PCT
010-450-451-35100 BUILDING REPAIR / MAINTENANCE	2,200.00	0.00	0.00	0.00	2,200.00	100
010-450-451-35200 EQUIPMENT MAINTENANCE	4,200.00	911.05	1,005.89	0.00	3,194.11	76
010-450-451-35300 VEHICLE MAINTENANCE	2,900.00	0.00	1,312.78	0.00	1,587.22	55
010-450-451-40450 INSURANCE	9,853.00	0.00	9,344.14	0.00	508.86	5
010-450-451-50100 SMALL EQUIPMENT	2,000.00	0.00	198.97	0.00	1,801.03	90
010-450-451-50300 CAPITAL IMPROVEMENTS	300,000.00	0.00	0.00	0.00	300,000.00	100
010-450-451-50500 CAPITAL EQUIPMENT	38,900.00	38,407.51	38,407.51	0.00	492.49	1
451 STREETS	676,983.00	73,810.79	135,434.70	0.00	541,548.30	80
POWELL BILL						
010-450-459-12100 SALARIES & WAGES	8,822.00	677.25	2,377.96	0.00	6,444.04	73
010-450-459-18100 FICA	675.00	46.55	164.10	0.00	510.90	76
010-450-459-18200 RETIREMENT	678.00	52.02	181.84	0.00	496.16	73
010-450-459-18210 401-K MATCH	529.00	22.80	78.92	0.00	450.08	85
010-450-459-18300 HEALTH INSURANCE	1,052.00	127.83	404.38	0.00	647.62	62
010-450-459-19000 PROFESSIONAL SERVICES	4,000.00	0.00	0.00	0.00	4,000.00	100
010-450-459-19500 CONTRACT LABOR	1,000.00	0.00	0.00	0.00	1,000.00	100
010-450-459-19900 CONTRACT WORK	1,500.00	0.00	0.00	0.00	1,500.00	100
010-450-459-26000 SUPPLIES / MATERIALS	500.00	0.00	0.00	0.00	500.00	100
010-450-459-35200 EQUIPMENT MAINTENANCE	550.00	0.00	0.00	0.00	550.00	100
010-450-459-50300 CAPITAL IMPROVEMENTS	100,000.00	0.00	0.00	0.00	100,000.00	100
459 POWELL BILL	119,306.00	926.45	3,207.20	0.00	116,098.80	97
SANITATION						
010-470-471-12100 SALARIES & WAGES	289,522.00	18,884.75	70,737.42	0.00	218,784.58	76
010-470-471-18100 FICA	22,148.00	1,324.75	4,990.34	0.00	17,157.66	77
010-470-471-18200 RETIREMENT	22,235.00	1,450.36	5,402.11	0.00	16,832.89	76
010-470-471-18210 401-K MATCH	16,833.00	627.45	2,504.28	0.00	14,328.72	85
010-470-471-18300 HEALTH INSURANCE	66,599.00	5,304.73	15,150.67	0.00	51,448.33	77
010-470-471-19000 PROFESSIONAL SERVICES	2,000.00	46.00	710.85	0.00	1,289.15	64
010-470-471-19500 CONTRACT LABOR	18,000.00	1,030.46	2,951.04	0.00	15,048.96	84
010-470-471-25000 VEHICLE SUPPLIES	18,500.00	3,553.40	5,464.86	0.00	13,035.14	70
010-470-471-26000 SUPPLIES / MATERIALS	8,500.00	265.55	2,559.54	0.00	5,940.46	70
010-470-471-26500 SAFETY MATERIALS	2,800.00	1,699.03	2,707.59	0.00	92.41	3
010-470-471-26900 UNIFORMS	3,600.00	0.00	0.00	0.00	3,600.00	100
010-470-471-33100 UTILITIES	4,000.00	0.00	57.20	0.00	3,942.80	99
010-470-471-35100 BUILDING REPAIR / MAINTENANCE	2,300.00	1,125.00	1,125.00	0.00	1,175.00	51
010-470-471-35200 EQUIPMENT MAINTENANCE	9,500.00	205.59	2,135.49	0.00	7,364.51	78
010-470-471-35300 VEHICLE MAINTENANCE	12,500.00	3,418.27	5,501.21	0.00	6,998.79	56
010-470-471-40100 TIPPING FEES	75,000.00	5,843.41	11,325.73	0.00	63,674.27	85
010-470-471-40450 INSURANCE	34,568.00	0.00	22,947.30	0.00	11,620.70	34
010-470-471-50100 SMALL EQUIPMENT	5,700.00	0.00	0.00	0.00	5,700.00	100
010-470-471-50500 CAPITAL EQUIPMENT	54,500.00	0.00	53,050.00	0.00	1,450.00	3
471 SANITATION	668,805.00	44,778.75	209,320.63	0.00	459,484.37	69
RECREATION						

TOWN OF WEAVERVILLE
BUDGET REPORT BY DEPARTMENT
CURRENT PERIOD: 09/01/2017 TO 09/30/2017

FY 2017-2018

IDEAL REMAINING PERCENT: 75 %

ACCOUNT	BUDGETED	CURRENT	YEAR TO DATE	REMAINING		
	EXPENDITURE	EXPENDITURE	EXPENDITURE	ENCUMBRANCE	BALANCE	PCT
010-600-612-12100 SALARIES & WAGES	114,030.00	7,845.33	27,305.51	0.00	86,724.49	76
010-600-612-18100 FICA	8,723.00	575.62	2,004.22	0.00	6,718.78	77
010-600-612-18200 RETIREMENT	8,758.00	602.51	2,090.36	0.00	6,667.64	76
010-600-612-18210 401-K MATCH	6,304.00	381.56	1,389.95	0.00	4,914.05	78
010-600-612-18300 HEALTH INSURANCE	21,528.00	1,525.20	4,585.54	0.00	16,942.46	79
010-600-612-19000 PROFESSIONAL SERVICES	1,000.00	75.00	365.25	0.00	634.75	63
010-600-612-19500 CONTRACT LABOR	14,500.00	0.00	0.00	0.00	14,500.00	100
010-600-612-19900 CONTRACT WORK	9,600.00	0.00	0.00	0.00	9,600.00	100
010-600-612-25000 VEHICLE SUPPLIES	3,250.00	190.32	724.72	0.00	2,525.28	78
010-600-612-26000 SUPPLIES / MATERIALS	16,800.00	1,220.61	1,614.18	0.00	15,185.82	90
010-600-612-26500 SAFETY MATERIALS	1,800.00	0.00	399.90	0.00	1,400.10	78
010-600-612-26900 UNIFORMS	1,200.00	0.00	0.00	0.00	1,200.00	100
010-600-612-33100 UTILITIES	12,500.00	842.67	1,814.19	0.00	10,685.81	85
010-600-612-35100 BUILDING REPAIR / MAINTENANCE	1,200.00	0.00	393.51	0.00	806.49	67
010-600-612-35200 EQUIPMENT MAINTENANCE	2,400.00	1.69	443.05	0.00	1,956.95	82
010-600-612-35300 VEHICLE MAINTENANCE	1,300.00	43.66	43.66	0.00	1,256.34	97
010-600-612-40450 INSURANCE	4,324.00	0.00	2,294.73	0.00	2,029.27	47
010-600-612-50100 SMALL EQUIPMENT	1,800.00	0.00	0.00	0.00	1,800.00	100
010-600-612-50300 CAPITAL IMPROVEMENTS	85,000.00	0.00	0.00	0.00	85,000.00	100
010-600-612-50500 CAPITAL EQUIPMENT	18,500.00	0.00	0.00	0.00	18,500.00	100
612 RECREATION	334,517.00	13,304.17	45,468.77	0.00	289,048.23	86
WATER ADMINISTRATION						
030-700-711-12100 SALARIES & WAGES	143,411.00	9,473.82	34,532.06	0.00	108,878.94	76
030-700-711-18100 FICA	10,971.00	692.15	2,530.94	0.00	8,440.06	77
030-700-711-18200 RETIREMENT	10,756.00	727.59	2,590.80	0.00	8,165.20	76
030-700-711-18210 401-K MATCH	8,605.00	568.44	2,056.95	0.00	6,548.05	76
030-700-711-18300 HEALTH INSURANCE	19,199.00	2,023.28	6,206.11	0.00	12,992.89	68
030-700-711-19000 PROFESSIONAL SERVICES	25,000.00	1,751.98	6,859.98	0.00	18,140.02	73
030-700-711-25000 VEHICLE SUPPLIES	3,000.00	164.12	418.18	0.00	2,581.82	86
030-700-711-26000 SUPPLIES / MATERIALS	3,800.00	1,290.00	1,629.11	0.00	2,170.89	57
030-700-711-26500 SAFETY MATERIALS	575.00	0.00	0.00	0.00	575.00	100
030-700-711-26900 UNIFORMS	400.00	0.00	0.00	0.00	400.00	100
030-700-711-31000 TRAVEL & TRAINING	1,800.00	32.00	32.00	0.00	1,768.00	98
030-700-711-32100 TELEPHONE	2,800.00	332.96	998.19	0.00	1,801.81	64
030-700-711-32500 POSTAGE	14,300.00	873.91	1,744.34	0.00	12,555.66	88
030-700-711-35300 VEHICLE MAINTENANCE	1,800.00	0.00	36.99	0.00	1,763.01	98
030-700-711-40450 INSURANCE	10,852.00	0.00	8,848.47	0.00	2,003.53	18
030-700-711-50100 SMALL EQUIPMENT	2,300.00	0.00	0.00	0.00	2,300.00	100
030-700-711-50500 CAPITAL EQUIPMENT	38,900.00	34,820.00	34,820.00	0.00	4,080.00	10
711 WATER ADMINISTRATION	298,469.00	52,750.25	103,304.12	0.00	195,164.88	65
PRODUCTION						
030-700-712-12100 SALARIES & WAGES	279,472.00	17,274.40	59,959.25	0.00	219,512.75	79
030-700-712-18100 FICA	21,380.00	1,319.98	4,581.12	0.00	16,798.88	79
030-700-712-18200 RETIREMENT	20,960.00	1,326.70	4,569.39	0.00	16,390.61	78

FY 2017-2018

TOWN OF WEAVERVILLE
 BUDGET REPORT BY DEPARTMENT
 CURRENT PERIOD: 09/01/2017 TO 09/30/2017

IDEAL REMAINING PERCENT: 75 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
030-700-712-18210 401-K MATCH	16,768.00	356.86	1,192.14	0.00	15,575.86	93
030-700-712-18300 HEALTH INSURANCE	35,192.00	2,316.18	6,945.82	0.00	28,246.18	80
030-700-712-18400 RETIREE HEALTH INSURANCE	7,180.00	0.00	1,028.90	0.00	6,151.10	86
030-700-712-19000 PROFESSIONAL SERVICES	14,000.00	62.50	1,803.40	0.00	12,196.60	87
030-700-712-19600 WATER TESTING / MAINTENANCE	19,000.00	798.50	2,443.16	0.00	16,556.84	87
030-700-712-19900 CONTRACT WORK	12,000.00	0.00	400.00	0.00	11,600.00	97
030-700-712-20000 CHEMICALS	54,000.00	1,502.92	15,502.97	0.00	38,497.03	71
030-700-712-25000 VEHICLE SUPPLIES	6,500.00	215.21	754.62	0.00	5,745.38	88
030-700-712-26000 SUPPLIES / MATERIALS	12,000.00	307.14	821.21	0.00	11,178.79	93
030-700-712-26500 SAFETY MATERIALS	2,300.00	0.00	0.00	0.00	2,300.00	100
030-700-712-26900 UNIFORMS	2,100.00	639.84	639.84	0.00	1,460.16	70
030-700-712-27001 LAB SUPPLIES	19,800.00	0.00	272.76	0.00	19,527.24	99
030-700-712-31000 TRAVEL & TRAINING	14,000.00	1,104.00	4,533.24	0.00	9,466.76	68
030-700-712-32100 TELEPHONE	4,900.00	343.34	1,390.83	0.00	3,509.17	72
030-700-712-33100 UTILITIES	93,000.00	6,592.54	19,353.26	0.00	73,646.74	79
030-700-712-34000 SLUDGE REMOVAL	30,000.00	0.00	0.00	0.00	30,000.00	100
030-700-712-35100 BUILDING REPAIR / MAINTENANCE	6,000.00	0.00	0.00	0.00	6,000.00	100
030-700-712-35200 EQUIPMENT MAINTENANCE	16,000.00	0.00	0.00	0.00	16,000.00	100
030-700-712-35300 VEHICLE MAINTENANCE	4,550.00	0.00	18.00	0.00	4,532.00	100
030-700-712-40450 INSURANCE	10,852.00	0.00	8,848.48	0.00	2,003.52	18
030-700-712-40900 WATER PURCHASES	6,000.00	0.00	0.00	0.00	6,000.00	100
030-700-712-50100 SMALL EQUIPMENT	3,300.00	0.00	826.85	0.00	2,473.15	75
030-700-712-50300 CAPITAL IMPROVEMENTS	17,000.00	0.00	0.00	0.00	17,000.00	100
030-700-712-50500 CAPITAL EQUIPMENT	168,000.00	0.00	143,282.50	0.00	24,717.50	15
712 PRODUCTION	896,254.00	34,160.11	279,167.74	0.00	617,086.26	69
MAINTENANCE						
030-700-713-12100 SALARIES & WAGES	273,472.00	20,313.95	73,278.49	0.00	200,193.51	73
030-700-713-18100 FICA	20,921.00	1,398.12	5,022.98	0.00	15,898.02	76
030-700-713-18200 RETIREMENT	20,510.00	1,560.14	5,603.06	0.00	14,906.94	73
030-700-713-18210 401-K MATCH	16,408.00	448.44	1,788.83	0.00	14,619.17	89
030-700-713-18300 HEALTH INSURANCE	64,324.00	4,495.00	11,914.33	0.00	52,409.67	81
030-700-713-19000 PROFESSIONAL SERVICES	12,000.00	71.86	493.08	0.00	11,506.92	96
030-700-713-19500 CONTRACT LABOR	3,000.00	0.00	0.00	0.00	3,000.00	100
030-700-713-19900 CONTRACT WORK	3,500.00	0.00	0.00	0.00	3,500.00	100
030-700-713-25000 VEHICLE SUPPLIES	9,500.00	716.30	1,945.21	0.00	7,554.79	80
030-700-713-26000 SUPPLIES / MATERIALS	43,000.00	2,136.49	9,074.32	0.00	33,925.68	79
030-700-713-26500 SAFETY MATERIALS	3,000.00	0.00	707.80	0.00	2,292.20	76
030-700-713-26900 UNIFORMS	3,000.00	0.00	0.00	0.00	3,000.00	100
030-700-713-31000 TRAVEL & TRAINING	3,800.00	0.00	1,314.68	0.00	2,485.32	65
030-700-713-32100 TELEPHONE	5,000.00	483.15	1,448.79	0.00	3,551.21	71
030-700-713-33100 UTILITIES	6,500.00	152.41	2,172.54	0.00	4,327.46	67
030-700-713-33300 UTILITIES FOR PUMP STATION	18,500.00	0.00	169.78	0.00	18,330.22	99
030-700-713-33500 UTILITIES/BUILDING	6,000.00	509.70	1,278.15	0.00	4,721.85	79
030-700-713-35100 BUILDING REPAIR / MAINTENANCE	2,800.00	0.00	0.00	0.00	2,800.00	100

FY 2017-2018

**TOWN OF WEAVERVILLE
BUDGET REPORT BY DEPARTMENT
CURRENT PERIOD: 09/01/2017 TO 09/30/2017**

IDEAL REMAINING PERCENT: 75 %

<u>ACCOUNT</u>	<u>BUDGETED EXPENDITURE</u>	<u>CURRENT EXPENDITURE</u>	<u>YEAR TO DATE EXPENDITURE</u>	<u>ENCUMBRANCE</u>	<u>REMAINING BALANCE</u>	<u>PCT</u>
030-700-713-35200 EQUIPMENT MAINTENANCE	8,500.00	172.27	614.97	0.00	7,885.03	93
030-700-713-35300 VEHICLE MAINTENANCE	6,300.00	263.45	4,326.90	0.00	1,973.10	31
030-700-713-39410 EQUIPMENTAL RENTAL	1,200.00	0.00	0.00	0.00	1,200.00	100
030-700-713-40450 INSURANCE	10,852.00	0.00	8,848.49	0.00	2,003.51	18
030-700-713-50100 SMALL EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	100
030-700-713-50300 CAPITAL IMPROVEMENTS	60,000.00	0.00	0.00	0.00	60,000.00	100
030-700-713-50310 REPAIRS TO RESERVOIR	6,000.00	0.00	0.00	0.00	6,000.00	100
030-700-713-50320 WATER SYSTEM IMPROVEMENTS	3,000.00	0.00	0.00	0.00	3,000.00	100
030-700-713-50500 CAPITAL EQUIPMENT	55,000.00	0.00	11,400.00	0.00	43,600.00	79
713 MAINTENANCE	671,087.00	32,721.28	141,402.40	0.00	529,684.60	79
DEBT SERVICE						
010-910-910-91061 LOAN PAYMENT-FIRE TRUCK 09/14	53,541.00	0.00	53,540.72	0.00	0.28	0
010-910-910-91062 LOAN PAYMENT - FIRE TRUCKS	149,413.00	0.00	74,706.48	0.00	74,706.52	50
010-910-910-91063 LOAN PAYMENT - FIRE STATION	255,021.00	0.00	0.00	0.00	255,021.00	100
030-910-910-60030 RESERVE FOR BOND PAYMENT	209,607.00	0.00	0.00	0.00	209,607.00	100
910 DEBT SERVICE	667,582.00	0.00	128,247.20	0.00	539,334.80	81
OTHER FUNDING USES						
010-005-999-90000 CONTINGENCY	20,000.00	0.00	0.00	0.00	20,000.00	100
030-005-999-90000 CONTINGENCY	15,000.00	0.00	0.00	0.00	15,000.00	100
999 OTHER FUNDING USES	35,000.00	0.00	0.00	0.00	35,000.00	100
	8,928,816.00	591,840.02	2,371,230.53	0.00	6,557,585.47	73

Weaverville Fire Department Third Quarter 2017 Activites

Fire	Inside City	Property Loss	Outside City	Property Loss
Brush / Woods	1	0	10	0
Vehicle	0	0	2	6,150
Structure	1	20,000	1	1,050
Investigation	25	0	27	0
Haz-mat Incident	3	0	1	0
Mutual Aid	0	0	29	0
Fire Alarm Activation	22	0	8	0
Public Assistance	16	0	12	0
TOTAL (Fire)	68	20,000	90	7,200
 Rescue				
MVA \ MCA	23	0	26	0
EMS \ FR \ Rescue	115	0	135	0
Mutual Aid	0	0	5	0
Search	0	0	0	0
TOTAL (Rescue)	138	0	166	0
 TOTAL Fire & Rescue	 206	 20,000	 256	 7,200

Remarks: Total Fire\Rescue Alarms:	462	
Total Fire Loss: \$27,200	Total Saved:	20,143,950
Total Inspections:	72	

*** Fire Loss and save numbers driven by a fire at the Thermo Fisher facility***

10-9-2017 TW

TOWN OF WEAVERVILLE PUBLIC WORKS ACTIVITY SHEET
3rd Quarter 2017

WATER MAINTENANCE:

Water Leaks Repaired	<u>7</u>	
New Water Taps	<u>34</u>	
Water Quality Complaints	<u>1</u>	
Meter Re-Read Service Calls	<u>153</u>	
General Service Calls	<u>308</u>	
Water Door Tags Delivered	<u>74</u>	
Water Line Locate Utility Service Calls	<u>419</u>	
Water Meter Change Outs to Radio Read	<u>93</u>	
Reservoir-Pump Station Site Checks	<u>469</u>	
Water Line Construction Site Supervision/Inspections:	Creekside	Village
	Maple Trace	

WEAVERVILLE WATER PRODUCTION:

1. Water Treatment Plant	<u>53,136,000</u>	GALLONS
2. Water Purchased from Asheville	<u>0</u>	GALLONS
A. TOTAL WATER PRODUCTION (1+2)	<u>53,136,000</u>	GALLONS
B. TOTAL METERED FOR BILLING	<u>38,942,300</u>	GALLONS
C. Metered and Non-Metered/Non-Billed Use	<u>5,622,450</u>	GALLONS
D. Total Accounted For Water (B+C)	<u>47,434,120</u>	GALLONS
E. TOTAL UNACCOUNTED (A-D)	<u>5,701,880</u>	GALLONS

WEAVERVILLE WATER DEPARTMENT CAPACITY VS PRODUCTION:

WATER PLANT DESIGN CAPACITY:	1,500,000	GALLONS PER DAY
NET SALABLE PRODUCTION CAPACITY:	1,300,000	GALLONS PER DAY

NET SALABLE PRODUCTION CAPACITY:	1,300,000	GALLONS PER DAY
QUARTERLY AVG DAILY PRODUCTION:	577,573	GALLONS PER DAY
AVERAGE USE AS A PERCENTAGE OF CAPACITY	<u>44.4 %</u>	

UNACCOUNTED FOR RUNNING ANNUAL AVERAGE:

1. Finished Water Pumped to System	<u>197,386,000</u>	GALLONS
2. Unaccounted for Water	<u>19,077,312</u>	GALLONS
3. Unaccounted for Water as a Percentage	<u>9.7 %</u>	

STREET MAINTENANCE:

Street Work Orders Completed	<u>10</u>	
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SANITATION Garbage Collection Points:

Residential Collections Points	<u>22,355</u>	
Business Pick Ups	<u>711</u>	
Residential Set-Outs	<u>642</u>	
TOTAL	23,708	
Total Tons to Landfill	<u>345.17</u>	
Average Pounds Per Collection Point	<u>29.1</u>	
Cubic Yards - Yard Debris	<u>85</u>	
Cubic Yards - Brush Chipped	<u>423</u>	
Cubic Yards - Leaf Collection (collection begins October 15th)	<u>0</u>	

PARKS AND RECREATION FACILITY MAINTENANCE DEPARTMENT

P&R Projects/Repairs Completed	<u>6</u>	
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TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, October 16, 2017
Subject: Amblers Chase Major Subdivision Preliminary Plat
Presenter: Planning Director
Attachments: Major Subdivision Application, Preliminary Plat; Planning and Zoning Board Recommendation

Description:

The attached Major Subdivision Application, Preliminary Plat and Plans for Amblers Chase have been reviewed by the Fire Marshall, Public Works Director and Town Planner and been found to comply with the Town's subdivision ordinance as it relates to major subdivisions and other sections of code which are applicable. Same has been reviewed by the Planning and Zoning Board and unanimously recommended for your consideration. As subdivision review and approval is an administrative action, no Public Hearing is required.

Action Requested:

Staff is seeking approval of the aforementioned Major Subdivision preliminary plat commonly known as Amblers Chase.



**Town of Weaverville
Planning and Zoning Board**

On Tuesday, October 3, 2017 the Planning and Zoning Board reviewed and unanimously recommended to Town Council the attached major subdivision application and preliminary plat for the property commonly known as Amblers Chase.

It has been found that the proposed major subdivision would not conflict with the Town's Comprehensive Plan or Subdivision and Zoning Ordinances. The Planning and Zoning Board considers approval both reasonable and in the public interest.

A handwritten signature in black ink, reading "Doug Theroux", is written over a horizontal line.

**Doug Theroux
Chairman, Planning and Zoning Board**

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: October 16, 2017
SUBJECT: Re-Appointment to Animal Control Appeals Board
PRESENTER: Mayor Sherrill
ATTACHMENTS: Proposed Roster for Animal Control Appeals Board

DESCRIPTION/SUMMARY OF REQUEST:

The Animal Control Appeals Board was established under Section 4-86 of Town Code and serves as the appeals board for the dangerous dogs section of the Town's Code (Article II of Chapter 4). This board is a three member board appointed by the Mayor with approval by Town Council.

Harold Payne has been serving on the Animal Control Board since November 2015 and his present term is set to expire in November of 2017. The Mayor has spoken with Ms. Payne and he has agreed to serve another three year term.

COUNCIL ACTION REQUESTED:

The Mayor recommends that Harold Payne be reappointed to the Animal Control Appeals Board for a new term from November 2017 through November 2020. The following motion could be consider:

I move that Harold Payne be reappointed to the Animal Control Appeals Board for a three-year term beginning in November 2017 and extending to November 2020.

**WEAVERVILLE
ANIMAL CONTROL APPEALS BOARD**

Meets on an as-needed basis pursuant to Town Code § 4-86

NAME AND POSITION	CONTACT INFORMATION	DATE OF APPOINTMENT	TERM (3 YEARS)
Dan Moffitt	9 Crescent Court (RCG) Weaverville, NC 28787 645-0517	November 2016	November 2016 - 2019
Harold Payne	PO Box 865 20 Sunset Drive Weaverville, NC 28787	November 2017	November 2017 - 2020
Beth Palien	4 Chestnut Street Weaverville, NC 28787 828-231-5941	November 2015	November 2015 - 2018

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: October 16, 2017
SUBJECT: Appointment of Finance Officer and Deputy Finance Officer
PRESENTER: Town Manager
ATTACHMENTS: No

DESCRIPTION/SUMMARY OF REQUEST:

Town Council must take formal action to confirm the appointment of its Finance Officer and Deputy Finance Officer. Tonya Dozier was hired on September 12, 2016, to serve this role and has acted in that capacity since that date. In order to ensure continuity of service, Town Council has previously appointed the Town Manager as Deputy Finance Officer.

The Town Manager recommends these appointments.

TOWN COUNCIL ACTION:

Town Council is asked to confirm the appointment of Tonya Dozier as the Town's Finance Officer and Town Manager Selena Coffey as the Deputy Finance Officer.

I make a motion to officially appoint Tonya Dozier as Finance Officer as of September 12, 2016, and to confirm the appointment of Town Manager Selena Coffey as Deputy Finance Officer for as long as she serves as Town Manager.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: October 16, 2017
Subject: Budget Amendment - Re-appropriations from FY17
Presenter: Town Finance Director
Attachments: Budget Amendment Form

Description:

The FY 2016-2017 Budget contained several items that were received and/or budgeted in FY 2016-2017, but need to carryforward to FY 2017-2018. These amounts reverted to General Fund Balance at 6/30/17, and must be re-appropriated in order to be used in FY 2017-2018.

Town Manager recommends approval of a budget amendment to add the following expenditure items to the FY 2017-2018 Budget:

Police Department:

010-430-431-26400 (Alcohol Education & Prevention) \$4,693.11

010-430-431-26450 (ABC Law Enforcement) \$2,638.65

Public Works:

010-450-451-50300 (Capital Improvements – Streets) \$30,000.00

Action Requested:

Town Manager recommends approval of the attached Budget Amendment.

**Budget Amendment
Town of Weaverville**

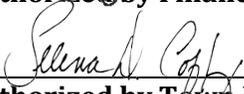
What expense accounts are to be increased?

<u>Account</u>	<u>Account Description</u>	<u>Transfer Amount</u>
010-430-431-26400	Alcohol Education & Prevention	\$4,693.11
010-430-431-26450	ABC Law Enforcement	\$2,638.65
010-450-451-50300	Capital Improvements (Streets)	\$30,000.00

What expense account(s) are to be decreased or additional revenue expected to offset expense?

<u>Account</u>	<u>Account Description</u>	<u>Transfer Amount</u>
010-004-300-06045	ABC Store - Alcohol Education	\$4,693.11
010-004-300-06050	ABC Store - Police Dept	\$2,638.65
010-004-310-09900	Appropriated Fund Balance	\$30,000.00

Justification: Please provide a brief justification for this budget amendment. *See attached.*

 Authorized by Finance Officer	10/12/2017 Date
 Authorized by Town Manager	10/12/2017 Date
Authorized by Town Council (if applicable)	Date

Budget Ordinance Section 7:

- B. The Budget Officer or his/her designee is hereby authorized to distribute departmental funds based upon the line item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.
- C. The Budget Officer or his/her designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.
- D. The Budget Officer or his/her designee may transfer amounts up to 5%, but not to exceed \$10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.
- E. The Budget Officer or his/her designee may not transfer any amounts between funds, except as approved by Town Council, as a budget amendment.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: Monday, October 16
Subject: Setting a Date for a Public Hearing
Presenter: Planning Director
Attachments: None

Description:

On October 3rd staff relayed to the Planning and Zoning Board some minor revisions to the Table of Uses. All three were reviewed and unanimously recommended to Town Council for their consideration.

The proposed amendments are in brief:

- Uses defined as manufacturing, heavy from permitted within the I-1 Zoning District to a Conditional Zoning District within the I-1 Zoning District.
- Removing the last line of the definition of mixed use building or development which states “the uses permitted within the mixed use building or development shall be determined by the regulations applicable to the zoning district in which the property is located” to allow Council to consider any use within same following review and recommendation of the Planning and Zoning Board.
- Uses defined as mini-warehouses to be permitted only in the I-1 Zoning District.

Action Requested:

Staff is seeking the scheduling of a Public Hearing related to revisions to the Table of Uses and Definitions related to same for Monday, November 20 at 6pm.

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: October 16, 2017

SUBJECT: Exempting Architectural, Engineering and Surveying Projects with Professional Fees Under \$50,000 from Qualifications Based Selection

PRESENTER: Town Manager

ATTACHMENTS: Proposed Resolution
N.C.G.S. §§ 143-64.31 and 143-64.32

DESCRIPTION/SUMMARY OF REQUEST:

N.C.G.S. § 143-64.31 requires the use of a qualifications based selection process for professional services such as architects, engineers and surveyors. The Town is allowed, under N.C.G.S. § 143-64.32 to exempt those projects from the qualifications based selection process where professional fees are expected to be under \$50,000.00.

The Town Manager recommends that Town Council consider this exemption in order to expedite projects involving architects, engineers and/or surveyors.

TOWN COUNCIL ACTION:

Should Town Council wish to authorize the exemption as recommended by the Town Manager, a proposed resolution is attached for that purpose.

This action could be in the form of the following motion:

I move the adoption of the attached resolution exempting the Town of Weaverville from requirements of N.C.G.S. § 143-64.31 for procurement of architectural, engineering, and surveying services from the requirements of N.C.G.S. § 143-64.31 when the professional fee is less than \$50,000.

RESOLUTION EXEMPTING THE TOWN OF WEAVERVILLE FROM REQUIREMENTS OF N.C.G.S. § 143-64.31 FOR PROCUREMENT OF ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES WHEN THE PROFESSIONAL FEE IS LESS THAN \$50,000

WHEREAS, N.C.G.S. § 143-64.31 requires units of government to undertake qualification based contracting for procurement of architectural, engineering, and surveying services; and

WHEREAS, N.C.G.S. § 143-64.32 authorizes units of local government to exempt from the requirements of N.C.G.S. § 143-64.31 projects where an estimated professional fee is less than \$50,000; and

WHEREAS, the Town Council of the Town of Weaverville determines that qualifications based procurement is not in the best interest of the Town for projects under \$50,000 as this step is done informally by staff and would add to the cost of the projects if the Town followed the formal procedures of N.C.G.S. § 143-64.31;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF WEAVERVILLE HEREBY RESOLVES, that, effective immediately, the Town of Weaverville is hereby made exempt from the qualifications based contracting requirements of N.C.G.S. § 143-64.31 for procurement of architectural, engineering, and surveying services for all projects where the estimated professional fee is less than \$50,000.

ADOPTED this the 16th day of October, 2017.

DOTTIE SHERRILL, Mayor

ATTESTED BY:

DEREK K. HUNINGHAKE, Town Clerk

Article 3D.

Procurement of Architectural, Engineering, and Surveying Services.

§ 143-64.31. Declaration of public policy.

(a) It is the public policy of this State and all public subdivisions and Local Governmental Units thereof, except in cases of special emergency involving the health and safety of the people or their property, to announce all requirements for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee other than unit price information at this stage, and thereafter to negotiate a contract for those services at a fair and reasonable fee with the best qualified firm. If a contract cannot be negotiated with the best qualified firm, negotiations with that firm shall be terminated and initiated with the next best qualified firm. Selection of a firm under this Article shall include the use of good faith efforts by the public entity to notify minority firms of the opportunity to submit qualifications for consideration by the public entity.

(a1) A resident firm providing architectural, engineering, surveying, construction management at risk services, design-build services, or public-private partnership construction services shall be granted a preference over a nonresident firm, in the same manner, on the same basis, and to the extent that a preference is granted in awarding contracts for these services by the other state to its resident firms over firms resident in the State of North Carolina. For purposes of this section, a resident firm is a firm that has paid unemployment taxes or income taxes in North Carolina and whose principal place of business is located in this State.

(b) Recodified as G.S. 143-133.1(a) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(c) Recodified as G.S. 143-133.1(b) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(d) Recodified as G.S. 143-133.1(c) by Session Laws 2014-42, s. 3, effective October 1, 2014, and applicable to contracts awarded on or after that date.

(e) For purposes of this Article, the definition in G.S. 143-128.1B and G.S. 143-128.1C shall apply.

(f) Except as provided in this subsection, no work product or design may be solicited, submitted, or considered as part of the selection process under this Article; and no costs or fees, other than unit price information, may be solicited, submitted, or considered as part of the selection process under this Article. Examples of prior completed work may be solicited, submitted, and considered when determining demonstrated competence and qualification of professional services; and discussion of concepts or approaches to the project, including impact on project schedules, is encouraged. (1987, c. 102, s. 1; 1989, c. 230, s. 2; 2001-496, s. 1; 2006-210, s. 1; 2013-401, s. 1; 2014-42, ss. 3, 4.)

§ 143-64.32. Written exemption of particular contracts.

Units of local government or the North Carolina Department of Transportation may in writing exempt particular projects from the provisions of this Article in the case of proposed projects where an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000). (1987, c. 102, s. 2; 2013-401, s. 2.)

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: October 16, 2017

Subject: Request for Water Line Extension,
Brian Sineath PO Box 1515 Weaverville NC 28787
Extension for property PIN 9643-57-9494
40 Doan Road, Weaverville NC 28787

Presenter: Tony Laughter, Public Works Director (introduction)
Marvin Mercer P.E. for the developer

Attachments: Yes

Description:

Attached you will find our rejection of a Request for Commitment Letter for this proposed project. This proposed project is outside Town of Weaverville Limits and will require a water line extension if service is to be provided. I have also attached a copy of the Conceptual Layout. Service is available with an extension.

Action Requested:

Council discussion and decision.

TOWN OF WEAVERVILLE
WATER DEPARTMENT

APPLICATION FOR A COMMITMENT LETTER

NAME OF APPLICANT: Brian Sineath PROJECT NAME: 40 Down Rd
ADDRESS: P.O. Box 1515 LOCATION: 40 Down Road
Weaverille NC 28787 Weaverille
PHONE NO: 769-8893 PIN NO: 9643-57-9499
ELEVATION: 2220 +/-

TYPE OF SERVICE:

- RESIDENTIAL SINGLE FAMILY HOME
 TWO FAMILY 7 NO. OF BUILDINGS
 MULTI - FAMILY _____ NO. OF BUILDINGS _____ UNITS PER BUILDING
 RESIDENTIAL SUBDIVISION _____ NO. OF LOTS
- COMMERCIAL SINGLE COMMERCIAL BUILDING
 UNIFIED BUSINESS DEVELOPMENT _____ NO. OF BUILDINGS _____ NO. OF UNITS
- INDUSTRIAL SANITARY FACILITIES ONLY
 SANITARY & INDUSTRIAL PROCESS WATER
- OTHER FIRE SPRINKLER SYSTEM
 IRRIGATION SYSTEM

CAPACITY REQUESTED:

MAXIMUM GALLONS PER MINUTE 18
MAXIMUM GALLONS PER DAY 3,500-80
ANTICIPATED DATE OF SERVICE Spring 2018

PROJECT DESCRIPTION:

By way of Attachment(s) provide as much information as possible about this project. At minimum, attach a copy of the County Tax map showing the location of the property. If the project involves a subdivision or more than one building location, a topographic map of the property is required to show building or lot elevation.

ACKNOWLEDGMENT

I James M. Mercer, PE understand that the processing fee of \$ 35.00, paid herewith, is non-refundable and is to cover the costs of processing and investigating this request and that an additional Commitment Fee based on the size and number of connections is due upon approval. It is further understood that the Town has the exclusive right to deny the request for any reason whatsoever.

SIGNATURE _____

DATE _____

Town of Weaverille
P. O. Box 338
Weaverille, NC 28787
(828) 645-7116

MERCER DESIGN GROUP, PC
PH. (828)645-7088
PO BOX 1516
WEAVERVILLE, NC 28787

66-7027/2531

2242

DATE 9/16/17 FRP

© DELUXE CHEQUES COMPANY
SPECIALTY CHEQUE SECURITY

PAY TO THE ORDER OF Town of Weaverville \$ 35.00
Thirty Five and 00/100 DOLLARS ← Heat Reactive Ink

HomeTrust Bank
hometrustedbanking.com

MEMO Down Rd LOC

⑆ 253170279⑆ 0001228588⑆ 02242

LOOK FOR FRAUD-DETECTING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

CHECK

Nº 27082

TOWN OF WEAVERVILLE

WEAVERVILLE, NORTH CAROLINA 28787 Sept 12, 2017

RECEIVED OF Mercer Design Group

Commitment Letter Fee - \$35.00



TOTAL \$35.00

Debra K. Hough
CLERK

Dottie Sherrill
Mayor

The Town of
Weaverville
NORTH CAROLINA

Doug Dearth
Council Member

Patrick Fitzsimmons
Council Member

Doug Jackson
Council Member

Andrew Nagle
Council Member

John Penley
Council Member

October 3, 2017

Brian Sineath
PO Box 1515
Weaverville NC, 28787
828-768-8893

Re: Request for Commitment Letter serving 7 Duplex Units, 40 Doan Road
PIN: 9643-57-9499

Mr. Sineath

Your request to the Weaverville Water Department for water service to supply the proposed 7- duplex buildings, 40 Doan Road, Weaverville NC 28787, PIN NO: 9643-57-9499 has been reviewed by town staff. I regret to inform you water service is not currently available to this parcel. The nearest water supply main is located near the intersection of Doan Road and Griffee Road. Subject property service would require a water line main extension approved by Weaverville Town Council. If approved, the project is subject to the Town of Weaverville Water Policies and Procedures and design criteria. Weaverville Town Council will consider outside Town limit projects for water line extensions upon formal request. The Town of Weaverville Water Policies and Procedures Section 2.4 EXTENSION AGREEMENT guides in such matters.

1. You, the project developer and/or other legal representative can formally request, in person, to the Weaverville Town Council, consideration for this request for water service. This would be done at the Town Council regular scheduled monthly meeting. Our next Town Council meeting is Monday October 16th, 2017 at 6:00 pm. The Council Chambers is located at Weaverville Town Hall, 30 South Main Street Weaverville. We will place you on Monday October 16th agenda. Please be prepared to present your project to Town Council at that time. If you cannot attend that meeting please notify me by Monday October 9th, 9:00 AM.
2. If approved by Town Council, I will issue you a formal Commitment Letter which contain specific conditions and actions which must be met to activate the commitment.
3. If approved, the owner/developer shall be responsible for designing and constructing an extension of the Town's water distribution system to and through the subject property in accordance with Town Specifications and Ordinances.
4. The owner/developer shall be responsible for obtaining any and all right-of-ways, encroachment agreements, etc. necessary for the installation of said water distribution system and conveying said water distribution system and applicable right-of-ways to the Town for permanent maintenance as part of the Town system.

Sincerely,


Selena Coffey, MPA, ICMA-CM
Town Manager

Cc: Tony Laughter, Public Works Director
Marvin Mercer, P.E. for Brian Sineath

30 South Main Street • Weaverville, NC 28787 (PO Box 338)
(828) 645-7116 • Fax (828) 645-4776
www.weaverville.org

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: October 16, 2017

SUBJECT: Proposal from WR-Martin to Provide Professional Services in Developing the Supporting Analysis for Water System Development Fees

PRESENTER: Town Attorney

ATTACHMENTS: Proposal dated October 12, 2017

DESCRIPTION/SUMMARY OF REQUEST:

The Town Attorney has reported to Town Council that certain water system development fees must follow a new procedure in order to be legally assessed. The critical step in that new process is the preparation of a supporting analysis which can only be done by a “financial professional or a licensed professional engineer qualified by experience and training or education to employ generally accepted accounting, engineering, and planning methodologies to calculate system development fees for public water and sewer systems.” The attached proposal was received from Dennie Martin of WR-Martin and proposes that they perform this work for \$17,500.00.

Town Council heard a presentation from Dennie Martin of WR-Martin at its workshop on October 12, 2017.

Town Manager recommends that the Town contract with WR-Martin for this work so that the Town will be in good shape to consider setting water system development fees before July 1, 2018.

TOWN COUNCIL ACTION:

Should Town Council wish to approve the contract with WR-Martin the following motion could be used for that purpose:

I move that the Town engage WR-Martin for the work necessary to allow the Town to adopt a water system development fee prior to July 1, 2018, as outlined in the October 12, 2017 proposal, and to authorize Town Manager and Finance Officer to execute said contract.

If approved the Finance Officer will place an appropriate budget amendment on Town Council’s next agenda.

October 12, 2017

Ms. Selena Coffey
Town Manager
Town of Weaverville
30 South Main Street
P.O. Box 338
Weaverville, NC 28787

REGARDING: **Water System Development Fee Assessment (DRAFT)**

Dear Ms. Coffey:

In response to recent conversations, WR Martin has prepared the following Scope of Services and cost estimate for the subject project, for your consideration. We look forward to working with you on this important project.

PROPOSED SCOPE OF SERVICES

Project Planning / Management

- Conduct a project planning working session with the Weaverville's Town Manager and her designees (Project Leadership Group) to review project objectives, key assumptions, and project schedule.
- Assess progress at strategic milestones during the project.
- Conduct working sessions with the Project Leadership Group (PLG) to review project drafts, key operational parameters, internal processes and gathered data and information.
- Review the latest NC legislation governing System Development Fee authorization for local government (HB 436) with the PLG to establish a compliant approach to project methodology, related policy, rate structure and other compliance issues. ***This proposal assumes that the buy-in or equity methodology will be utilized in the assessment as the basis for proposed system development fees.***
- Establish policy assumptions related to SDF rates for inside and outside users and other potential rate structure issues.

Compile Requisite Data for Current Water Assets

- Collect recent water usage data, fixed asset inventory, and other related information from the Town.
- Collect and review the status and content of the Town's fixed asset report to determine whether supplemental work must be accomplished to address essential data gaps. If data gaps exist, discuss potential solutions with the Town Manager and take necessary actions to obtain the missing information, provided it is deemed essential to the project outcome. (OPTIONAL)
- Gather information necessary to identify and calculate debt, grants and other value off-sets in compliance with the NC general statutes.

- Prepare a draft summary of present water assets and associated attributes related to quantities, capacities, condition, age, construction characteristics, models and relevant values.

SDF Rate Calculation Modeling

- Prepare a Water Asset Valuation model for Weaverville's water assets.
- Prepare a draft SDF calculation model, based on established project assumptions and data gathered and vetted with Town staff.
- Meet with the Town Manager and PLG to review the draft models and identify options for establishing SDF rates, based on the values provided by the SDF Calculation model.
- Finalize SDF model refinements based on discussions with the Town.
- Prepare a draft project report that contains a written description of the data and process used to calculate the SDF rates and which complies with the requirements of the North Carolina enabling legislation (HB 436).
- Assist the Town with the requisite public hearing and prepare edits / modifications resulting from the public comment period and public hearing and update the models and report.

Final Project Deliverables

- A draft memorandum of findings and conclusions, including the written explanation of the proposed System Development fee methodology, related policy assumptions and recommendations and other information relevant to the SDF development process.
- Review of the draft Memorandum with the Weaverville Town Manager and PLG.
- The final Policy and Memorandum.

Key Project Assumptions

- The proposed project scope assumes a total of up to three (3) meetings in Weaverville with Town staff.
- The Town will provide all needed data, reports, and supporting capital cost estimates in a timely fashion.
- The Town will provide timely feedback and response to inquiries, reviews, and communications.
- The estimated time for project completion is 90 to 125 days from receipt of the Town's written notification to proceed. Excessive delays in the project attributable to the Town could result in additional charges for lost time.

ESTIMATED PROJECT COST

WR Martin proposes to provide the services outlined in the above scope of services for an estimated fee of Seventeen Thousand, Five Hundred Dollars (\$17,500), which does not consider optional or supplemental work addressed in the scope of services.

The estimated project cost would be assessed monthly based on progress, in accordance with WR Martin's current schedule of fees and expenses. Any agreed upon additional charges would be assessed in accordance with WR Martin's current schedule of fees and expenses. The estimated project cost does not include any cost for architectural or engineering services, cost estimates, legal services, or other services that are not specifically addressed in the above scope of services.

We greatly value the opportunity to assist the Town of Weaverville with this important project. We are prepared to begin work immediately upon receipt of your notice to proceed. We would be pleased to meet with you to discuss the proposed scope of services at your convenience.

Respectfully,
WR Martin, Inc.



Jessica Martin-Lane
President

Execution of this document in the space provided below acknowledges approval of the terms and provisions provided for herein.

Ms. Selena Coffey, Town Manager
Town of Weaverville, North Carolina

Date

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

Pre-Audit Certification
Finance Officer

Date

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

Date of Meeting: October 16, 2017
Subject: Set Date for Organizational Meeting
Presenter: Selena Coffey, Town Manager
Attachments: No

Description:

North Carolina General Statute § 160A-68 sets out the schedule for municipalities to hold their organizational meeting whereby new Council members take their oaths of office and Council itself chooses its Vice-Mayor. Per General Statute, the organizational *“may be held at any time after the results of the municipal election have been officially determined and published but not later than the date and time of the first regular meeting of the council in December after the results of the municipal election have been certified.....”*

Action Requested:

The Town Manager recommends that Town Council establish the date for its organizational meeting at this time. The regularly scheduled November 20th and December 18th meetings are available for the organizational meeting. Precedent has provided November as the Town’s organizational meeting.

Proposed Motion:

I move that Town Council establish _____, 2017 as its organizational meeting.