

**FY 2024-2025 BUDGET ORDINANCE  
TOWN OF WEAVERVILLE, NORTH CAROLINA**

**WHEREAS**, N.C.G.S §159-8 requires that the Town of Weaverville appoint a Budget Officer to serve at the will of the governing body and Town Council has and hereby appoints the Town Manager to serve in such capacity; and

**WHEREAS**, in accordance with N.C.G.S. §159-10, departmental budget requests were submitted to the Budget Officer by February 23, 2024, and in accordance with N.C.G.S. §159-11, the Budget Officer submitted the budget message to the Mayor and Town Council on April 16, 2024, which included the tax rate calculated as thirty-five cents (\$0.35) per \$100 in valuation per the Buncombe County Tax Department's assessments; and

**WHEREAS**, in accordance with N.C.G.S. §159-12(a), the Budget Officer filed the proposed budget with the Town Clerk on April 16, 2024, and posted the same on the Town's website, and the Town Clerk caused a statement indicating that the proposed budget had been submitted to the governing body and was available for public inspection and that a public hearing on the budget was scheduled for May 14, 2024; and

**WHEREAS**, Town Council, in accordance with N.C.G.S. §159-12(b) and after proper notice under N.C.G.S. §159-12(a), held a public hearing on the proposed budget on May 14, 2024, providing the public with an opportunity to attend and provide comment; and

**WHEREAS**, Town Council has carefully considered the anticipated revenues and expenditures necessary to provide for the provision of municipal services within the Town of Weaverville during the 2024-2025 fiscal year and wishes to adopt this Budget Ordinance which reflects a balanced budget in accordance with N.C.G.S. §159-8, with the sum of estimated net revenues and appropriated fund balances equal to appropriations;

**BE IT, THEREFORE, ORDAINED** by the Town Council for the Town of Weaverville, North Carolina:

**Section 1. General Fund Revenues**

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

**GENERAL FUND**

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**REVENUES**

Prior Year Taxes	\$3,000
Ad Valorem Taxes	\$4,262,256
DMV Tax Revenue	\$221,402

Tax Penalties & Interest	\$8,000
Utility Tax Revenue	\$490,661
Beer & Wine Excise Tax	\$19,000
Powell Bill Funds	\$148,440
Local Government Sales Tax Revenue	\$2,167,561
ABC – Distribution to Town	\$350,000
Cell Tower Revenue	\$22,300
Miscellaneous Revenue	\$8,000
Interest Income	\$287,647
Powell Bill Interest Income	\$34,710
Planning & Zoning Fees	\$18,000
Facility Use Rental Fees	\$75,770
Parking Enforcement Fees	\$3,400
Sale of Property	\$10,000
Appropriated Fund Balance	\$1,216,788
 <b>TOTAL ESTIMATED GENERAL FUND REVENUES</b>	 <b>\$9,346,935</b>

**Section 2. General Fund Appropriations**

The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025, in accordance with the departmental units heretofore established for the Town:

**APPROPRIATIONS**

Governance and Legal	\$384,527
Administration	\$1,080,660
Planning Department	\$244,430
Police Department	\$3,264,224
Public Works:	
Streets Division	\$557,361
Powell Bill Division	\$148,440
Sanitation Division	\$934,793
Stormwater Management Division	\$118,915
Grounds Maintenance Division	\$474,511
Recreation Department	\$246,689

Contingency	\$10,000
Transfer to Special Revenue Fund	\$1,882,385
<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$9,346,935</b>

**Section 3. Water Fund Revenues**

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

**WATER FUND**

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**REVENUES**

Water Revenue	\$2,847,745
Miscellaneous Revenue	\$20,000
Water Tap Revenue	\$22,680
System Development Fees	\$150,600
Fees for MSD Collections	\$82,426
Interest Earned	\$130,153
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<b>TOTAL ESTIMATED WATER FUND REVENUES</b>	<b>\$3,253,604</b>

**Section 4. Water Fund Appropriations**

The following amounts are hereby appropriated in the Water Fund for the operation of the Town's water system for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in accordance with the departmental divisions heretofore established for the Town:

**WATER FUND**

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**APPROPRIATIONS**

Water Administration	\$354,592
Water Production	\$1,129,648
Water Maintenance	\$1,463,405
Contingency	\$5,000

Debt Service – Revenue Bonds	\$93,640
Debt Service – General Obligation Bonds	<u>\$207,319</u>
<b>TOTAL WATER FUND APPROPRIATIONS</b>	<b>\$3,253,604</b>

**Section 5. Special Revenue Fund – Weaverville Fire Department Revenue**

A Special Revenue Fund was established in fiscal year 2021-2022 to account for North Buncombe Fire Tax revenue as well as all expenditures associated with the Town’s fire department, as required by Buncombe County to remain eligible for fire tax revenue. It is estimated that the following revenues will be available in the Special Revenue Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

<b>SPECIAL REVENUE FUND – WEAVERVILLE FIRE</b>	
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<b>REVENUES</b>	
Fire Protection Contract Revenue	\$2,227,144
Fire Fees	\$500
Transfer from General Fund	<u>\$1,882,385</u>
<b>TOTAL ESTIMATED SPECIAL REVENUE FUND REVENUES</b>	<b>\$4,110,029</b>

**Section 6. Special Revenue Fund – Weaverville Fire Department Appropriations**

The following amounts are hereby appropriated in the Special Revenue Fund for the operation of the Town’s fire department and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

<b>SPECIAL REVENUE FUND – WEAVERVILLE FIRE</b>	
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<b>APPROPRIATIONS</b>	
Fire Department	\$4,056,488
Debt Service	<u>\$53,541</u>
<b>TOTAL ESTIMATED SPECIAL REVENUE FUND APROPRIATIONS</b>	<b>\$4,110,029</b>

## **Section 7. Capital Project Funds**

A Capital Project Fund for the new Recreation Complex was established by an ordinance adopted on January 27, 2020, and was most recently amended on July 18, 2023. The current budgeted amount for this capital project fund is \$462,371, of which 91% has been spent, with funding from General Fund Balance and donations from the public. Budget amendments may be needed to transfer funds as the final elements are completed. It is expected that this project will be fully completed during the fiscal year beginning July 1, 2024, and ending June 30, 2025.

A Capital Project Fund was first established by ordinance on June 28, 2021, for capital projects associated with the Town's Water System. This ordinance includes both the Water System Resiliency Project and the Water Treatment Plant Expansion Project and was most recently amended on April 24, 2023. Both of these projects are underway and budget amendments and transfers will be necessary as each project progresses.

## **Section 8. Ad Valorem Taxes**

An *ad valorem* tax rate of thirty-five cents (\$0.35) per one hundred dollars (\$100.00) valuation of taxable property, as listed for taxes as of January 1, 2024, is hereby levied and established as the official tax rate for the Town of Weaverville for fiscal year beginning July 1, 2024 and ending June 30, 2025. This tax rate is based upon a total projected valuation of \$1,219,006,300 and an estimated collection rate of 99.9%.

## **Section 9. Fee and Rate Schedule**

The attached Fee Schedule is incorporated into this Budget Ordinance and hereby adopted as the official Fee Schedule (including Water Rates) which lists monies receivable by the Town of Weaverville as referenced in Sections 1, 3, and 5 of this Budget Ordinance.

## **Section 10. Pay Plan and Position Classification Plan**

The attached Pay Plan & Position Classification Plan is hereby adopted and effective for fiscal year beginning July 1, 2024 and ending June 30, 2025. The Pay Plan & Position Classification Plan is incorporated as an addendum to this Budget Ordinance.

## **Section 11. Contingency Concerning Fire Tax Rate**

The North Buncombe Fire Tax Rate used in this Budget Ordinance is 12.27 cents (\$0.1227) per \$100.00 in valuation. Should Buncombe County set the fire tax rate applicable within the Town's jurisdiction lower than \$0.1227 per \$100.00 in valuation, then the Town's Budget for FY 2024-

2025 shall be and is hereby automatically amended to appropriate the resulting difference in fire tax revenue from the fund balance within the Town's General Fund.

**Section 12. Authorizations & Conditions**

The Town Manager, serving as the Budget Officer for the Town of Weaverville, is hereby authorized to transfer appropriations as contained herein under the following conditions:

A. This Budget Ordinance defines departments and divisions as follows:

**General Fund Departments:**

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Governance & Legal  
Administration  
Planning Department  
Recreation Department  
Police Department  
Fire Department  
Public Works:

**Divisions:**

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- Streets
- Powell Bill
- Sanitation
- Stormwater Management
- Grounds Maintenance

**Water Fund Departments:**

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Water:

**Divisions:**

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- Water Administration
- Water Production
- Water Maintenance

- 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.

**Section 13. Utilization of Budget Ordinance**

The Budget Ordinance shall be the basis for the financial plan of the Town of Weaverville during the fiscal year beginning July 1, 2024 and ending June 30, 2025. The Budget Officer or his/her designee shall administer the budget. The accounting system shall establish records which are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

**Section 14. Distribution & Documentation**


Copies of this Budget Ordinance shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer to be kept on file by them for direction in the collection of revenues and disbursement of Town funds.

**DULY ADOPTED** this the **18th** day of **June 2024**.



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**Patrick Fitzsimmons, Mayor**  
**Town of Weaverville**

**ATTEST:**



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**Tamara Mercer, Town Clerk**



**FY 2024-2025 FEE SCHEDULE  
TOWN OF WEAVERVILLE**

Adopted June 18, 2024

**Page References**

- GENERAL ADMINISTRATIVE FEES ..... 3
  - Returned Check/Bank Draft Fee ..... 3
  - Processing Fees for Electronic Payments ..... 3
  - Special Event Permit Fees ..... 3
  - Solid Waste/Trash Violation ..... 3
  - Recycling Fee ..... 3
  - Public Records Request Copying Charge(s) ..... 3
  - Annexation Petition Fee ..... 3
  - Municipal Election Filing Fee ..... 3
  - Beer & Wine Privilege Licenses ..... 3
  - Hourly Charges for Equipment/Personnel ..... 4
- FACILITY USE FEES ..... 4
- FIRE DEPARTMENT ..... 4
  - Construction/Operations Permits ..... 4
  - Construction Plan Review ..... 5
  - Sprinkler/Fire Alarm System Inspections ..... 5
  - Violations ..... 5
- POLICE DEPARTMENT ..... 5
  - Violations of General Provisions ..... 5
  - Dangerous Dog Violations ..... 6
  - Unrestrained Dogs ..... 6
  - Parks and Recreation Violations ..... 6
  - Parking Violations ..... 6
  - Parking Permit for Construction/Loading/Unloading ..... 6
  - Nuisance Security Alarms ..... 6
  - Parade Entry Fee ..... 6
  - Removal of Traffic Related Signs ..... 6

























ATTACHMENT A TO FEE SCHEDULE – FACILITY USE FEES  
 FY 2024-2025 6/18/24

TOWN FACILITY LOCATION		GOVERNMENT, NON-PROFIT, EDUCATIONAL, CHURCHES		PRIVATE - MEETINGS, PARTIES, WEDDINGS, RECEPTIONS		Employee
		Resident	Non-Resident	Resident	Non-Resident	
<b>TOWN HALL *</b>						
Community Room / Kitchen	Deposit	\$200	\$200	\$200	\$200	\$200
Mon-Sun	2 Hours	\$0				
	Hourly	\$10	\$15	\$15	\$30	\$10
	Daily Maximum	\$50	\$100	\$100	\$200	\$100
<b>COMMUNITY CENTER *</b>						
Albert Weaver Main Room	Deposit	\$500	\$500	\$500	\$500	\$500
Mon-Fri	Hourly	\$20	\$30	\$40	\$70	\$15
Mon-Fri	Daily Maximum	\$100	\$175	\$250	\$750	\$75
Sat-Sun	Hourly	\$30	\$50	\$75	\$100	\$25
Sat-Sun	Daily Maximum	\$200	\$325	\$500	\$1,000	\$150
<b>Multi-Purpose Room</b>	Deposit	\$100	\$100	\$100	\$100	\$100
Mon-Fri	2 Hours	\$0				
Mon-Fri	Hourly	\$10	\$15	\$15	\$35	\$10
Mon-Fri	Daily Maximum	\$50	\$100	\$125	\$250	\$50
Sat-Sun	Hourly	\$15	\$30	\$30	\$60	\$15
Sat-Sun	Daily Maximum	\$75	\$150	\$175	\$350	\$75
<b>Kitchen</b>	Deposit	\$300	\$300	\$300	\$300	\$300
Mon-Fri	2 Hours	\$0				
Mon-Fri	Hourly	\$12	\$20	\$20	\$30	\$12

Mon-Fri	Daily Maximum	\$50	\$100	\$100	\$100	\$200	\$50
Sat-Sun	Hourly	\$15	\$30	\$25	\$35	\$35	\$15
Sat-Sun	Daily Maximum	\$75	\$150	\$150	\$400		\$75
<b>Back Porch/Patio</b>	Deposit	\$100	\$100	\$100	\$100	\$100	\$100
*Does not include building access* **Weekend patio reservations must be made week of*	Hourly	\$15	\$25	\$25	\$35	\$35	\$15
	Daily Maximum	\$75	\$150	\$150	\$350	\$350	\$75
<b>Add Ons</b>							
<b>Fireplace Usage</b>		\$25	\$25	\$25	\$25	\$25	\$25
<b>Back Porch / Patio</b>		\$25	\$25	\$25	\$25	\$25	\$25
*Facility Fees are determined based on hourly increments							

**TOWN OF WEAVERVILLE  
PAY PLAN & POSITION CLASSIFICATION PLAN  
FY 2024-2025**

<b>GRADE</b>	<b>CLASSIFICATION</b>	<b>FLSA STATUS</b>	<b>MINIMUM</b>	<b>MID-POINT</b>	<b>MAXIMUM</b>
20	<b>Maintenance Technician</b>	Non-Exempt	\$37,036.00	\$46,295.00	\$55,554.00
21			\$38,517.00	\$48,147.00	\$57,776.00
22	<b>Senior Maintenance Technician</b>	Non-Exempt	\$40,058.00	\$50,073.00	\$60,087.00
23	<b>Administrative Assistant</b>	Non-Exempt	\$41,660.00	\$52,076.00	\$62,491.00
	<b>Financial Administrative Assistant</b>	Non-Exempt			
	<b>Police Administrative Assistant</b>	Non-Exempt			
	<b>Public Works Administrative Assistant</b>	Non-Exempt			
	<b>Recreation Assistant</b>	Non-Exempt			
24	<b>Meter Technician</b>	Non-Exempt	\$43,327.00	\$54,159.00	\$64,990.00
	<b>Water Treatment Plant Operator I</b>	Non-Exempt			
25	<b>Police Records Specialist</b>	Non-Exempt	\$45,060.00	\$56,325.00	\$67,590.00
26	<b>Firefighter</b>	Non-Exempt	\$46,862.00	\$58,578.00	\$70,294.00
	<b>Police Officer</b>	Non-Exempt			
	<b>School Resource Officer</b>	Non-Exempt			
	<b>Public Works Crew Leader</b>	Non-Exempt			
	<b>Water Treatment Plant Operator II</b>	Non-Exempt			
27	<b>Senior Police Officer</b>	Non-Exempt	\$48,737.00	\$60,921.00	\$73,105.00
	<b>Police Detective</b>	Non-Exempt			
	<b>Senior Firefighter</b>	Non-Exempt			
28	<b>Fire Engineer</b>	Non-Exempt	\$50,686.00	\$63,358.00	\$76,029.00
	<b>Recreation Coordinator</b>	Non-Exempt			
	<b>Finance Specialist</b>	Non-Exempt			
	<b>Senior Police Detective</b>	Non-Exempt			
	<b>Water Treatment Plant Operator III</b>	Non-Exempt			
29	<b>Police Sergeant</b>	Non-Exempt	\$52,714.00	\$65,892.00	\$79,071.00
	<b>Detective Sergeant</b>	Non-Exempt			
	<b>Community Resource Officer</b>	Non-Exempt			
30	<b>Planner / Code Enforcement Technician</b>	Non-Exempt	\$54,822.00	\$68,528.00	\$82,233.00
	<b>Town Clerk</b>	Exempt			
	<b>Assistant to the Town Manager</b>	Exempt			
31	<b>Police Lieutenant</b>	Non-Exempt	\$54,856.00	\$68,570.00	\$82,284.00
	<b>Fire Captain</b>	Non-Exempt			

32	<b>Public Works Superintendent</b> <b>Water Maintenance Superintendent</b> <b>Water Treatment Plant Chief Operator</b>	Non-Exempt Non-Exempt Non-Exempt	\$57,598.00 \$71,998.00 \$86,397.00
33	<b>Fire Battalion Chief</b> <b>Police Captain</b>	Non-Exempt Non-Exempt	\$60,478.00 \$75,598.00 \$90,717.00
34	<b>Fire Marshal</b> <b>Water Treatment Plant Supervisor</b>	Exempt Exempt	\$63,502.00 \$79,378.00 \$95,253.00
35	<b>Assistant Police Chief</b> <b>Deputy Fire Chief</b> <b>Assistant Public Works Director</b>	Exempt Exempt Exempt	\$66,677.00 \$83,346.00 \$100,016.00
36	<b>Water Treatment Plant Superintendent</b>	Exempt	\$70,011.00 \$87,514.00 \$105,017.00
37	<b>Planning Director</b>	Exempt	\$73,512.00 \$91,890.00 \$110,268.00
38	<b>Fire Chief</b> <b>Police Chief</b>	Exempt Exempt	\$77,187.00 \$96,484.00 \$115,781.00
39	<b>Finance Director</b> <b>Public Works Director</b>	Exempt Exempt	\$81,047.00 \$101,309.00 \$121,571.00
40			\$85,099.00 \$106,374.00 \$127,649.00
41			\$89,354.00 \$111,693.00 \$134,031.00

**Town Manager - Exempt; Pay established by employment agreement**

**Town Attorney - Exempt; Pay established by employment agreement**

**Exempt = Classification eligible to be exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)**