



Town of Waynesville, NC

Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: May 24, 2022 Time: 6:00 p.m.

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(828) 452-2491 eward@waynesvillenc.gov

A. CALL TO ORDER - Mayor Gary Caldwell

1. Welcome/Calendar/Announcements

B. PUBLIC COMMENT

C. ADDITIONS OR DELETIONS TO THE AGENDA

D. CONSENT AGENDA

All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

1. Adoption of minutes of the May 2, 2022 special meeting (Budget Workshop)
2. Adoption of May 10, 2022 regular meeting

Motion: To approve the consent agenda as presented.

E. PROCLAMATION

2. National Public Works Week
 - Mayor Gary Caldwell

F. PRESENTATION

3. Retirement of Detective Tim Shook
 - Police Chief David Adams
4. TDA 1%Zip Code Funding Mid-Year Report for 28785/86
 - Lynn Collins, TDA Executive Director
5. Request for waiver of 65% rule for traffic calming device petitions
 - Christine Kavanaugh

Motion: To waive the requirement for 65% of property owners, permit emails in lieu of signatures, and add East Street to the list of streets approved for traffic calming devices

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

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F. PUBLIC HEARING

6. Public Hearing to consider a request for Annexation for property at 1184 Camp Branch Road, Waynesville, NC 28786, PIN 8614-34-4314.

- Olga Grooman, Planner

Motion: To adopt Ordinance No. O-18-22 to extend the corporate limits of the Town of Waynesville, NC at 1184 Camp Branch Road PIN 8614-34-4314.

7. Public Hearing to consider the 2022/2023 Fiscal Year Budget

- Town Manager Rob Hites

Motion: Instruct staff as to changes that are recommended for staff presentation during the meeting on June 14th.

G. NEW BUSINESS

8. Automatic Aid Agreement

- Joey Webb, Fire Chief

Motion: To approve the automatic aid agreement between the Junaluska Community Volunteer Fire Department and the Town of Waynesville Fire Department.

9. Budget Amendment to account for the December 2021 refinancing on Fire Station 1

- Misty Hagood, Finance Director

Motion: To approve Ordinance No. O-20-22 in the amount of \$1,679,109.63 for refinancing on Fire Station 1

10. Budget Amendment to account for the May 10, 2022 refinancing on the Public Works building and financing the land for Fire Station 2 and a new fire truck

- Misty Hagood, Finance Director

Motion: To approve Ordinance O-20-22 Amendment No. 25 to pay off the Truist loan for the public works building, the funds we received to reimburse ourselves for the land we purchased for Fire Station 2, the funds for the new fire truck and equipment, pay the attorney that represented JPM-Chase, and pay our bond attorney.

11. Establish a capital projects fund to account for the Walnut Street/Russ Avenue Improvements

- Misty Hagood, Finance Director

Motion: To approve Capital Project Ordinance O-21-22 for the Walnut Street/Russ Avenue Improvements.

12. Update of Grant Project Ordinance for the ARP Funds

- Misty Hagood, Finance Director

Motion: To approve Grant Project Ordinance

13. Budget Amendment to use Unauthorized Substance Tax Distribution Funds to purchase new equipment for patrol officers

- Billy Benhart, Patrol Lieutenant

Motion: To approve the budget amendment increasing the amount available to purchase equipment for the patrol officers of the Waynesville Police Department.

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

May 24, 2022

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14. Request approval to use the remaining ARP Funds from FY2021-22 allocated to the Police Department for vehicles, to purchase a UTV Polaris

- Chris Chandler, Senior Lieutenant

Motion: To approve available ARP funds from the FY 2021-2022 to purchase a UTV Polaris

15. Resolution Supporting an increase in the State Revolving Loan for the WWTP

- Town Manager Rob Hites

Motion: To approve Resolution R-09-22 supporting the Town’s application for a \$5 million increase in the State Revolving Fund (SRF) Loan amount

H. COMMUNICATION FROM STAFF

16. Manager’s Report

- Town Manager, Rob Hites

17. Town Attorney Report

- Town Attorney, Martha Bradley
Presentation of Proposed Rules and Procedures

POSSIBLE MOTIONS

Option 1. Motion: To call for a Public Hearing to be held on Tuesday, May 24, 2022 at 6:00 pm or as closely thereafter as possible in the Town Hall Board room located at 9 South Main Street Waynesville to consider revisions to Ordinance Sec. 2-54 and adoption of “Rules of Procedure for Public Bodies of the Town of Waynesville.”

Option 2. Motion: To place Ordinance #O- - and “Rules of Procedure for Public Bodies of the Town of Waynesville” on the agenda for the Tuesday, May 24, 2022 meeting (with revisions, if any) for adoption.

Option 3. Motion: To adopt Ordinance #O- - as presented (or revised, if any).

AND

Motion: To adopt “Rules of Procedure for Public Bodies of the Town of Waynesville” as presented (or as revised, if any).

Option 4. Other motions consistent with the Board’s preference.

I. COMMUNICATIONS FROM THE MAYOR AND BOARD

J. ADJOURN



TOWN OF WAYNESVILLE

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 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
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CALENDAR June 2022

| 2022 | |
|------------------------|---|
| Wednesday May 25 | Summer Resource Fair – FUMC Parking Lot 11:00 am – 2:00 pm |
| Saturday May 28 | Spring Block Party – Main Street – 7:00 pm – 10:00 pm |
| Monday May 30 | Town Offices Closed – Memorial Day |
| Saturday June 11 | Main Street Mile – Main Street – 7:30 pm to 8:30 pm |
| Tuesday June 14 | Board of Aldermen Meeting – Regular Session |
| Friday June 24 | Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm |
| Tuesday June 28 | Board of Aldermen Meeting – Regular Session |
| Monday July 4 | Town Offices Closed – Independence Day |
| Friday July 8 | Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm |
| Tuesday July 12 | Board of Aldermen Meeting – Regular Session |
| Friday July 22 | Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm |
| Tuesday July 26 | Board of Aldermen Meeting – Regular Session |
| Friday August 5 | Mountain Street Dance – Main Street – 6:00 pm – 9:00 pm |
| Tuesday August 9 | Board of Aldermen Meeting – Regular Session |
| Tuesday August 23 | Board of Aldermen Meeting – Regular Session |
| Monday September 5 | Town Offices Closed – Labor Day |
| Saturday September 10 | Fall Block Party – Main Street – 7:00 pm – 10:00 pm |
| Saturday September 10 | Tuscola High School Band Day-8:00 am – 6:00 pm – First Presbyterian Church – and County Courthouse lawn |
| Tuesday September 13 | Board of Aldermen Meeting – Regular Session |
| Tuesday September 27 | Board of Aldermen Meeting – Regular Session |
| Tuesday October 11 | Board of Aldermen Meeting – Regular Session |
| Saturday October 15 | Apple Festival |
| Tuesday October 25 | Board of Aldermen Meeting – Regular Session |
| Monday October 31 | Treats on the Street – 5:00 pm – 7:00 pm |
| Tuesday November 8 | Board of Aldermen Meeting – Regular Session |
| Tuesday November 11 | Town Offices Closed – Veterans Day |
| Friday November 22 | Board of Aldermen Meeting – Regular Session |
| Monday December 5 | Waynesville Christmas Parade – Main Street - 6:00 pm |
| Saturday December 10 | Night Before Christmas – Main Street – 6:00 pm – 9:00 pm |
| Tuesday December 13 | Board of Aldermen Meeting – Regular Session |
| Saturday December 17 | Night Before Christmas – 6:00 om – 9:00 pm |
| December 23, 24 & 27th | Town Closed – Christmas Holidays |

Board and Commission Meetings – June 2022

| | | |
|---|---|--|
| ABC Board | ABC Office – 52 Dayco Drive | June 21 3 rd Tuesday 10:00 AM |
| Board of Adjustment | Town Hall – 9 S. Main Street | June 7 1 st Tuesday 5:30 PM |
| Downtown Waynesville Advisory Committee | Municipal Building – 16 South Main Street | June 21 3 rd Tuesday |
| Firefighters Relief Fund Board | Fire Station 1 – 1022 N. Main Street | Meets as needed; <i>No meeting currently scheduled</i> |
| Historic Preservation Commission | Town Hall – 9 S. Main Street | June 1 1 st Wednesday 2:00 PM |
| Planning Board | Town Hall – 9 S. Main Street | June 20 3 rd Mondays 5:30 PM |
| Public Art Commission | Town Hall – 9 S. Main Street | June 9 2 nd Thursdays 4:00 PM |
| Recreation & Parks Advisory Commission | Rec Center Office – 550 Vance Street | June 15 3 rd Wednesday 5:30 PM |
| Waynesville Housing Authority | Waynesville Towers – 65 Church Street | June 14 2 nd Tuesday 3:30 PM |

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL MEETING - RETREAT
May 2, 2022

THE WAYNESVILLE BOARD OF ALDERMEN held a Special Called Meeting on Monday May 3, 2022 at 5:30 p.m. at the Municipal Building Training Room located at 16 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 5:33 pm with the following members present:

Mayor Gary Caldwell
Alderman Jon Feichter
Alderman Chuck Dickson
Alderman Anthony Sutton

Mayor Pro Tem Julia Freeman was absent.

The following staff members were present:

Town Manager Rob Hites
Assistant Town Manager Jesse Fowler
Town Clerk Eddie Ward
Town Attorney Martha Bradley
Assistant Fire Chief Chris Mehaffey
Police Chief David Adams
Assistant Police Chief Brandon Gilmore
Parks and Recreation Director Rhett Langston
Development Services Director Elizabeth Teague
Public Services Director Jeff Stines
Finance Director Misty Hagood

The following media representatives were present:

Vicky Hyatt – The Mountaineer
Cory Vaillancort – Smoky Mountain News

B. Review of proposed General Fund Budget

1. General Fund Revenue Highlights
2. General Fund Capital Requests

Town Manager Rob Hites thanked everyone for attending the meeting. He said he wanted to give an overview of the preliminary budget with the Board and Department Heads in the event there needed to be changes before the May 24 Board of Aldermen meeting. He asked Finance Director Misty Hagood to go over the revenues and expenditures and encouraged the Board to ask questions.

Ms. Hagood reviewed the proposed 2022/2023 proposed budget stating decreases in the following areas:

| | |
|---|--------------|
| ❖ Recreation revenues due to COVID = | \$275,900.00 |
| ❖ Commercial Sanitation since stopping dumpster service = | \$174,000.00 |
| ❖ Utility Franchise Tax = | \$ 99,400.00 |

Increases were shown in the following areas:

| | |
|---|--------------|
| ❖ Sales Tax (budgeting 5% increase from current actual) = | \$568,620.00 |
| ❖ Fire Taxes in outside districts = | \$ 92,000.00 |
| ❖ Residential Sanitation is monthly fee goes up \$1.00 = | \$ 45,000.00 |

Ms. Hagood said that at this point, we are asking for a two-cent property tax increase, which will amount to \$304,000.00, which would bring the rate to .4592/\$100.00. With this proposed budget the General Fund would increase 1.1% or \$191,261.00.

General Fund Capital Requests

Alderman Anthony Sutton asked about the App for the Police One Application and said he would like to see that added to the Police Department requests. Chief Adams explained the App could be installed on phones and is free to the public. It can be used to send out alerts for water outages, arrests, weather related items, searches, road closures, employee directory and many other police alerts. Alderman Sutton said this would be a transparent way for the public to know what is going on. He said the start-up cost would be \$15,000.00 for the first year, and \$4000.00 annually.

Alderman Jon Feichter inquired about the solar installation at the Recreation Center. Manager Hites said this was a General Fund Expense, and we just did not have the revenue, unless it is taken out of the Fund Balance. There was discussion concerning the possibility of starting with a smaller project, such as one of the other Town buildings, and placing the solar on the ground. Manager Hites suggested adding solar panels, or solar roofing to the RFP for the new Fire Station. Alderman Dickson said he would like to look for grants to help with the cost of solar projects.

Chief Adams explained to everyone about the Tsunami 360 Surveillance Camera. He said it was a set of 3 mobile cameras that can be used all over Town and has live feed. They would be excellent for festivals, events, and problem areas. The cameras are fed through the Verizon network. Alderman Feichter said he would like to move forward with the Tsunami cameras. The Board discussed the need for the upgrade of the cameras in the cemetery. The consensus of the Board was to proceed with both items.

C. Proposed Salary Increases

1. Proposed implementation of remaining pay plan
2. Proposed cost of living adjustments

Finance Director Hagood told the Board that inflation for the last 12 months ending in March of 2022 is 8.5%. She proposed a 2% COLA for all employees as of July 1, 2022. The remaining 60% of the Pay Plan is proposed for January 1, 2023. Assistant Manager Fowler stated that if an employee is above the midpoint of their current position, they will not receive any money. He added that the Police Department would not be receiving the Pay Plan Compensation in January because they had received so much more when the last compensation was distributed in September, but they will receive the 2% COLA. All employees will still be eligible for the 2% - 5% career track. Alderman Feichter asked that he receive a report of what percentage of employees will receive the 60% compensation.

Alderman Feichter asked about the installation of smart meters for the Finance Department. He is very concerned about the length of days in the billing cycles in electric and water bills that are sent out. Manager Hites explained that \$60,000.00 had been budgeted for a consultant and study, because AMI is a very complex, and it could take many years to complete installation of the meters. He said to convert to the smart meters would be very expensive.

Manager Hites explained how "packaging" some of the capital items that have been requested by the Department Heads, into one loan could be handled. Alderman Feichter said that maybe it is time to look at that possibility with the significant amount of capital projects requested. All the requests seem important, and he does not want to keep pushing things out into the future, so now is the time. The Board would like to see exactly what each department needs, rather than what they are wishing for.

Manager Hites reminded the Board that a "borrowing package" would be in next year's budget.

D. Review of Enterprise Funds

1. Enterprise Funds Highlights
2. Enterprise and Internal Services Funds Capital Requests

Ms. Hagood said that all the utility funds is down from what was budgeted, which could be accounted for in that people are paying more attention to their utility usage, and there has been no cut-offs for utilities since COVID. She said she anticipated to send final letters to customers by the end of May, send out the second cut-off notices, and start cutting them at the first of July. There is potential to make up part of the revenue when that happens.

There has been a big increase in the price of supplies, and because of that Ms. Hagood suggested 3% increase in water rates, 10% increase in sewer rates, and 5% increase in electric rates. She proposed that some of the ARP funds be used for some water and sewer capital. Alderman Chuck Dickson asked if we could increase the gallon rate that is charged in the water utility. He said he would like to see a base charge in the electric rate for everyone that would include a certain number of kilowatt hours. There was much discussion concerning establishing a base rate for residential customers.

E. American Recovery Plan (APR) Review

The allocation of ARP Funds for FY 2022 is \$1,615,955.39. The total budgeted amount is \$1,578,411.00. The second allocation for FY 2023 is expected in late August or early September. She listed several items that she felt the second allocation could be used for, but said she wanted to wait until it is in hand before spending any of it. She said the money had to be spent by December 2026 and be appropriated by December 2024.

F. General Board Discussion

Alderman Chuck Dickson stated he would like to see the proposed \$304,00.00 from the 2-cent tax increase be taken from the General Fund balance instead of raising taxes.

Manager Hites said that the Budget would be presented at the May 10, 2022 Board Meeting and the Public Hearing could be set at that time. Another budget work session can be schedules after that meeting.

G. Other Business

No other business was discussed.

H. Adjourn

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to adjourn the meeting at 7:18 pm. The motion passed unanimously.

Gary Caldwell, Mayor

Rob Hites, Town Manager

ATTEST

Eddie Ward, Town Clerk

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN

Regular Meeting

May 10, 2022

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday May 10, 2022 at 6:00 pm. in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:05 pm with the following members present:

Mayor Gary Caldwell
Mayor Pro Tem Julia Freeman
Alderman Jon Feichter
Alderman Anthony Sutton

Alderman Chuck Dickson was absent

The following staff members were present:

Rob Hites, Town Manager
Jesse Fowler, Assistant Town Manager
Eddie Ward, Town Clerk
Martha Bradley, Town Attorney
David Adams, Police Chief
Fire Department members

The following media representative was present:

Becky Johnson, Mountaineer
Cory Valliancort, Smoky Mountain News

1. Welcome/Calendar/Announcements

Mayor Gary Caldwell welcomed everyone and reminded the Board of the upcoming Drug Awareness Walk on Main Street on Sunday May 15 starting at 2:00, and election Day on May 17th.

B. PUBLIC COMMENT

Courtney McEntire expressed his concerns about the proposed 16-unit complex on Preservation Way.

Dan Shultz spoke on behalf of the Parks and Recreation Department Advisory Commission and told the Board the Commission supported the Text Amendment to the Civic Space Ordinance. He asked the Board to consider establishing a fund for land acquisition in the future.

Sherry Morgan told the Board the citizens of Waynesville are upset at the uncontrolled development and talked about the quasi-judicial process in the Planning Board.

C. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

D. CONSENT AGENDA

All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.

- i. Adoption of minutes of the April 6, 2022 special meeting (Board Retreat)
- ii. Adoption of April 26, 2022 regular meeting
- iii. Tuscola Band Day Special Event Application

A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to approve the Consent Agenda as presented. The motion passed unanimously.

E. PRESENTATION

2. Promotion and New Hire Recognition
 - Fire Chief Joey Webb

Fire Chief Joey Webb and Assistant Fire Chief Chris Mehaffey introduced Mr. Doug Smith who has been promoted to Captain, and Mr. Hank Baker who was hired to replace Mr. Smith as Fire Engineer on B-Shift. Everyone congratulated both Firemen.

3. Smart Growth
 - Scott Cason

Mr. Scott Cason spoke to the Board concerning Waynesville's zoning Ordinances. He stated they are pro development and lacks protection for single-family neighborhoods. Mr. Cason also addressed the quasi-judicial process that has recently changed with the adoption of 160D in the Planning Board decisions. The Board was shown a power point developed by Mr. Cason indicating relationship between existing infrastructures and appropriate development, and infill development and its context to the Town.

E. PUBLIC HEARING

4. Public Hearing to consider the text amendment to Chapter 7 of the Land Development Standards (LDS), Civic Space.
 - Elizabeth Teague, Development Services Director

Town Attorney Martha Bradley asked if anyone wished to speak concerning the text amendment and opened the Public Hearing at 6:35 pm.

Ms. Elizabeth Teague, Development Services Director, presented the staff report and said this is a Planning Board initiated text Amendment to Chapter 7, Civic Space, of the Land Development Standards, related to the changes to 160D and the 2035 Comprehensive Plan. She said that currently the standards treat all subdivisions equally no matter how large. Maintenance and ownership responsibilities for civic spaces are also unclear as

written. The proposed Ordinance provide more options to create and maintain diverse and attractive communities and up the scale in the amount of civic space required to development size.

Ms. Teague told the Board that the subcommittee had researched the Ordinances of several other municipalities in North Carolina and out of State. She reviewed the cities of Asheville, Brevard, Hendersonville, Fletcher, Fayetteville, and Durham and said it was determined that Waynesville’s civic space standards are too low compared to these Towns. She referred the Board to the proposed Ordinance in their packet, and read through each of the changes, and explained how each change would be an improvement to 2035 Land Use Plan Goals and the Land Development Standards. The Planning Board’s recommendations include nine options for developers in choosing how to use civic space including:

- A natural preserve available for unstructured recreation (Park)
- An open space for unstructured recreation with landscape (Green)
- Natural preserves including any area of existing or restored open land (Preserve)
- Open space for unstructured recreation consisting of paths, lawns, and trees. (Square)
- And open space designed and equipped for the recreation of children (Playground)
- A grouping of garden plots available for small-scale cultivation (Community Garden)
- A linear parcel of land set aside to contain a trail for non-motorized transportation (Greenway)
- An off-leash dog area (Dog Park)
- Designated indoor or outdoor facility to support social and recreational activities of residents (Community Area)

Alderman Jon Feichter asked about the role in the Planning Department in assisting a developer to decide what option is best for their development. Ms. Teague said that they do recommend certain options and often consult the Parks and Recreation Department. She said what the Planning Board wanted to do with the creation of this Ordinance is to have more conversation, involvement, and more overlap with the Parks and Recreation Department.

Ms. Teague stated that the owner or lessee of the property designated for civic space is responsible for its maintenance. Landscaped areas must be maintained in good condition and the entire area will be kept clear of debris. All civic spaces require documentation recorded with the final plat that outlines the ongoing maintenance plans. If the civic space is dedicated to the Town and accepted for public use, the land will be maintained by the Town.

Attorney Bradley closed the Public Hearing at 7:02 pm.

A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to adopt Ordinance O-16-22 because it continues to promote smart growth principles in land use planning and zoning, it creates a range of housing opportunities and choices, and it protects and enhances Waynesville’s natural resources. The motion passed unanimously.

5. Continuation of Public Hearing from March 22, 2022 to consider text amendments to the Land Development Standards (LDS) on revisions to LDS Section 6.10: Transportation Impact Analysis.
 - Development Services Director, Elizabeth Teague

Attorney Bradley re-opened the Public Hearing from March 22, 2022 at 7:04.

Ms. Teague presented the staff report and stated that with the assistance of Mark Teague of J. M. Teague Associates, the staff and Planning Board recommend a decrease in the traffic threshold for traffic analysis associated with new development. This Ordinance was presented to the Board of Alderman at the March 22, 2022 meeting, and the Board asked that the Ordinance be adjusted to have more understandable criteria for when a TIA could result in requirements for a developer to perform mitigation measures and to be more context oriented.

The proposed text amendments are based on lowering the TIA threshold from the current requirement of 3,000 cars per day. The proposed ordinance would trigger a TIA when:

- a development is anticipated to generate 500 trips per day,
- there is a school of greater than 250 students within 1 mile, or
- traffic safety concerns are triggered by a substandard road network accessing the development proposed or when there may be a school nearby.

The ordinance also requires a pre-submittal meeting to develop a scope for the area and focus of study which relates directly to the context and road system relevant to the property in question.

JM Teague also revised the ordinance to move the specifics of the TIA submission document to a guidance document as part of the ordinance, and amended the mitigation thresholds based on comments from the hearing.

Mr. Mark Teague from J. M. Teague Associates reviewed the proposed Ordinance and discussed changes with the Board.

Attorney Bradley closed the Public Hearing at 7:26 pm.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to find the Ordinance is consistent with the Comprehensive Plan and is reasonable and in the public interest, and continue to promote smart growth principles in land use planning and zoning, encourage in-fill, mixed use, and context-sensitive development. The motion passed unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Julia Freeman, to adopt Ordinance O-07-22 to create an attractive, safe, and multi-modal transportation system by providing interconnected transportation network of roadways, greenways, freight mobility, bicycle routes, and sidewalks that improve safety and strategic access for all users, and to coordinate with NCDOT on roadway improvement projects, particularly those along South Main Street, North Main, Russ Avenue, Pigeon Road, and Dellwood Road. The motion passed unanimously.

G. NEW BUSINESS

6. Budget Amendment to the Garage Internal Service Fund

- Misty Hagood, Finance Director

Ms. Misty Hagood, Finance Director told the Board that the increase in prices for gas, diesel, oil, and other supplies has caused a need to amend the Garage Budget. To cover expenses for the remainder of the fiscal year, she asked the Board to increase the Garage Budget by \$50,000.00. She added that all departments have enough to cover their increased portion of the budget, and there is no need to amend the departmental budgets.

A motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to approve Resolution R-08-22 amending the Financial Operating Plan for Garage Internal Service Fund. The motion passed unanimously.

7. Personnel Policy Update

- Jesse Fowler, Assistant Town Manager

Recently the Board approved several changes to the Town of Waynesville's Pay and Classification Table. Assistant Manager Jesse Fowler stated that as formality he requested the Board of Aldermen to adopt an amended Personnel Policy with the updated language that identifies the Pay and Classification Table. This language is located on page 11, Employment Relationship – Employee Pay and classification.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to adopt the amended Personal Policy as presented. The motion carried unanimously.

8. Presentation of 2022-23 Budget and scheduling public hearing.

- Rob Hites, Town Manager

Manager Rob Hites told the Board that Ms. Hagood is making changes that have been recommended by the concurrence of the Board, and staff has started working some of the analytical questions posed by members. Some of the questions regarding a redistribution of revenue within the electric fund, and it is important to remember that utility rates and general fund fees may be changed by the Board at any time during the budget year. The ad valorem tax rate must be set by midnight on June 30th.

Manager Hites read the Budget message (included in these minutes.) The budget proposal recommends a 3% increase in water rates across all rate schedules. Also recommended is a 10% increase to sewer rates to establish a fee schedule that will be able to fund the first year of debt service when the sewer plant is complete. This series of increases in the sewer rates are a requirement of our "State Revolving Loan Agreement." The proposed electric fund contains a 5% rate increase across all schedules. The rate increases do not impact the "base rates" of the customer classes. The Schedule of Rates and Fees contain a number of changed to individual fees in all funds, many of which have not increased in over a decade.

The largest financial impact to the Town in the upcoming year is the funding of the Wastewater Treatment Plant, and a principal goal of the Board to design, fund, and construct, a new fire station in Hazelwood. While moving through the process of design, bidding, and borrowing, it is critical that the Board set a limit on the budget for the project, and it is imperative to retain approximately 42% of the operating budget of the General Fund.

A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman, to call for a Public Hearing to be held on Tuesday, May 24, 2022 in the Town Hall Board Room at 6:00 pm or as closely thereafter as possible for the purpose of adopting the 2022/2023 FY Town of Waynesville Budget. The motion carried unanimously.

H. COMMUNICATION FROM STAFF

Manager's Report

- Rob Hites, Town Manager

Manager Hites said the County has the opportunity to apply for up to two million dollars from the Dogwood Trust Fund, and it is a one-to-one match. They are asking for the Towns to contribute to this fund for inside projects, in particular an affordable outreach for Pathways to place qualified candidates and set up a revolving trust fund within Habitat for Humanity for houses sold. He said that Alderman Chuck Dickson asked to allocate \$100,000.00 of the ARP money to match the Dogwood Trust Fund. This is solely an effort to provide funds for housing on a fifty-fifty basis by the Towns in Haywood County.

After much discussion, the consensus of the Board was to reject the offer to match funds for the housing projects.

I. Budget Amendment in the Finance Department to contract with DebtBook for software to assist with GASB 87 implementation.

- Misty Hagood, Finance Director

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87 Leases. There have been several delays to the effective date, but the lease standard must now be implemented for fiscal years ending June 30, 2022 and later.

The new lease standard changes the accounting and reporting model by removing the concept of operating vs. capital leases and replacing it with a single lease model based on the principle that all leases are financing of the right to use an underlying asset. Accounting and financial statements will be impacted with the new lease-related assets, receivables, liabilities, and deferred inflows of resourcing being reported on the statement of net position, as well as the effects of changes in those accounts on the statement of activities in the form of principal, interest, and amortization.

Implementing the new lease standard will require a significant amount of research and preparation. The Finance Director is requesting to contract with DebtBook for software that will track all the Town's debt and leases. The software tracks each debt issue and lease and will generate the necessary journal entries, supplements, and notes for the financial statements. DebtBook will do all the upfront work to import our

current debt and lease information into the software which saves a lot of staff time on the implementation.

A motion was made by Alderman Anthony Sutton , seconded by Alderwoman Julia Freeman, to approve Ordinance O-17-22 Amendment No. 23 in the amount of \$10,000.00 for DebtBook software. The motion carried unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter to move \$10,000.00 from the General Fund to cover the DebtBook software. The motion passed unanimously.

Town Attorney Report

- Martha Bradley, Town Attorney

Attorney Bradley had nothing to report.

J. COMMUNICATIONS FROM THE MAYOR AND BOARD

The Mayor and Board had nothing to report.

K. CLOSED SESSION

A motion was made by Alderman Anthony Sutton, seconded by Alderman Jon Feichter, to enter closed session under NCGS 143.318.11(a) for discussion with Town Attorney regarding potential litigation at 8:10 pm. The motion carried unanimously.

A motion was made by Alderman Anthony Sutton, seconded by Alderwoman Julia Freeman , to enter open session at 8:52 pm. The motion passed unanimously.

L. ADJOURN

With no further business, a motion was made by Alderwoman Julia Freeman, seconded by Alderman Anthony Sutton, to adjourn the meeting at 8:55 pm. The motion carried unanimously.

ATTEST:

Gary Caldwell, Mayor

Robert W. Hites, Jr. Town Manager

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022**

SUBJECT: National Public Works Week

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Public Services
Contact: Jeff Stines
Presenter: **Mayor Gary Caldwell**

BRIEF SUMMARY: May 15-22, 2022, is National Public Works Week. It is important to recognize the staff in the Public Services Department for their continued efforts and hard work during this time.

MOTION FOR CONSIDERATION: To proclaim May 15-22, 2022, National Public Works Week

FUNDING SOURCE/IMPACT: N/A

ATTACHMENTS: NPWW Proclamation

MANAGER'S COMMENTS AND RECOMMENDATIONS:

National Public Works Week Proclamation

May 15–21, 2022

“Ready and Resilient”

WHEREAS, *Public Works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities and the public health, high quality of life, and well-being of the people of the **Town of Waynesville**; and,*

WHEREAS, *these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are federally mandated first responders, and the engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water and sewer treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,*

WHEREAS, *it is in the public interest for the citizens, civic leaders, and children in **Waynesville, North Carolina** to gain knowledge and maintain ongoing interest and understanding of the importance of public works first responders and public works programs in their respective communities; and,*

WHEREAS, *the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,*

RESOLVED, *I, **Mayor Gary Cladwell**, do hereby designate the week May 15–21, 2022, as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.*

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the State (to be affixed),

*DONE at the **Town of Waynesville, North Carolina** this **24th day of May 2022**.*

TOWN OF WAYNESVILLE

Gary Caldwell, Mayor

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022**

SUBJECT: Retirement of Detective Tim Shook

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: Leave Blank
Department: Police Department
Contact: Chief David Adams
Presenter: Chief David Adams

BRIEF SUMMARY:

Detective Tim Shook will be retiring from the Waynesville Police Department with 12 years of service as a part-time investigator and a combined 48 years in law enforcement. We would like to recognize Det. Shook for his dedicated service to this community and say thank you for sharing with the Waynesville Police Department his knowledge and experience of many years as well as for sharing the countless stories he was never shy to tell.

MOTION FOR CONSIDERATION:

FUNDING SOURCE/IMPACT: (must have approval by Finance Director prior to submission to the Board)

N/A

Misty Hagood, Finance Director

Date: 05/17/2022

ATTACHMENTS:

MANAGER'S COMMENTS AND RECOMMENDATIONS:

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: April 26, 2022**

SUBJECT: TDA 1% Zip Code Funding Mid-Year Report for 28785/86

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Haywood County TDA
Contact: Lynn Collins
Presenter: **Lynn Collins**

BRIEF SUMMARY: Presentation of the TDA Occupancy Tax collections for the 28785/86 zip code and how the funding has been utilized. Additional information on TDA Programs.

MOTION FOR CONSIDERATION: NA

FUNDING SOURCE/IMPACT: (must have approval by Finance Director prior to submission to the Board)

NA

Misty Hagood, Finance Director

Date

ATTACHMENTS: Report

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Waynesville 1% MID-YEAR REPORT



VISITNC  SMOKIES

| 4% | 07 -08 | 08 -09 | 09 -10 | 10 -11 | 11 -12 | 12 -13 | 13-14 | 14-15 |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------|
| JULY | \$119,444 | \$159,495 | \$137,569 | \$145,990 | \$135,198 | \$137,947 | \$133,263 | \$142,655 |
| AUGUST | \$99,841 | \$131,497 | \$117,782 | \$100,236 | \$93,646 | \$103,431 | \$116,162 | \$126,898 |
| SEPTEMBER | \$79,311 | \$87,440 | \$91,141 | \$89,438 | \$95,843 | \$90,510 | \$94,870 | \$95,747 |
| OCTOBER | \$110,003 | \$132,396 | \$133,849 | \$134,624 | \$130,581 | \$136,495 | \$142,155 | \$151,235 |
| NOVEMBER | \$46,439 | \$55,182 | \$43,621 | \$42,659 | \$47,080 | \$53,005 | \$60,419 | \$67,636 |
| DECEMBER | \$39,365 | \$53,605 | \$54,350 | \$55,330 | \$50,958 | \$53,897 | \$58,161 | \$66,898 |
| JANUARY | \$39,259 | \$41,875 | \$32,049 | \$38,460 | \$35,651 | \$34,897 | \$37,531 | \$42,020 |
| FEBRUARY | \$41,147 | \$36,774 | \$35,892 | \$32,692 | \$36,109 | \$37,176 | \$38,257 | \$45,762 |
| MARCH | \$31,274 | \$27,539 | \$24,597 | \$25,977 | \$29,368 | \$37,277 | \$36,329 | \$35,662 |
| APRIL | \$49,773 | \$45,245 | \$41,406 | \$40,432 | \$41,440 | \$45,647 | \$53,249 | \$53,250 |
| MAY | \$89,153 | \$70,170 | \$66,649 | \$74,350 | \$75,488 | \$93,520 | \$88,787 | \$99,318 |
| JUNE | \$134,730 | \$111,445 | \$110,512 | \$113,614 | \$119,172 | \$131,194 | \$134,102 | \$135,308 |
| TOTAL | \$879,739 | \$952,663 | \$889,417 | \$893,802 | \$890,534 | \$954,996 | \$993,285 | \$1,062,389 |

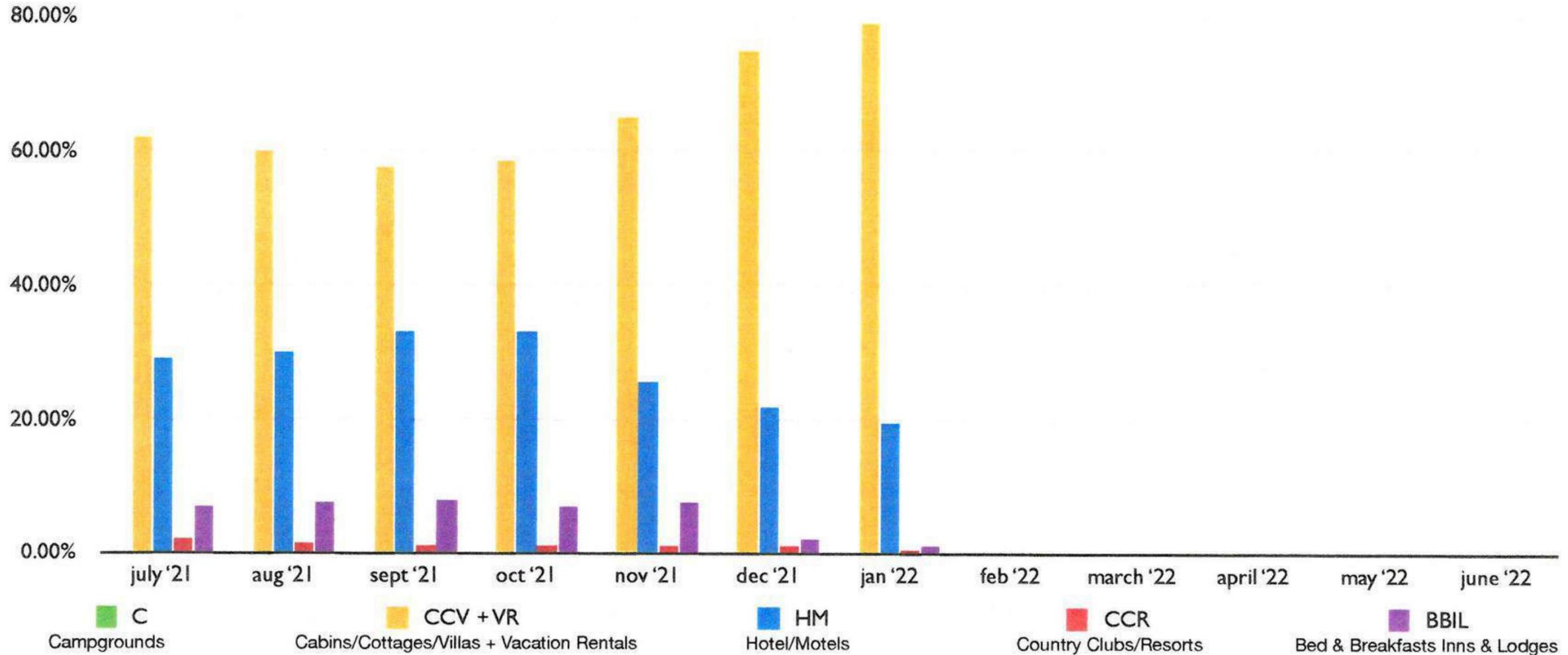
| 15-16 | 16-17 | 17-18 | 18-19 | 19-20 | 20-21 | 21-22 |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| \$166,306 | \$191,526 | \$208,212 | \$203,959 | \$213,134 | \$238,533 | \$344,159 |
| \$125,654 | \$145,818 | \$169,913 | \$169,594 | \$183,375 | \$238,713 | \$283,879 |
| \$118,307 | \$143,632 | \$167,758 | \$155,249 | \$179,291 | \$233,067 | \$268,037 |
| \$166,228 | \$200,681 | \$204,954 | \$214,612 | \$228,613 | \$298,343 | \$345,442 |
| \$81,833 | \$103,543 | \$106,654 | \$121,957 | \$150,046 | \$172,765 | \$218,281 |
| \$64,892 | \$94,392 | \$98,016 | \$96,992 | \$105,707 | \$158,729 | \$180,840 |
| \$52,924 | \$48,009 | \$59,986 | \$76,960 | \$89,208 | \$144,809 | \$163,273 |
| \$55,888 | \$56,218 | \$52,597 | \$68,170 | \$83,112 | \$151,142 | |
| \$53,782 | \$64,041 | \$75,078 | \$84,653 | \$36,803 | \$177,298 | |
| \$70,257 | \$84,126 | \$89,550 | \$101,950 | \$7,456 | \$211,387 | |
| \$101,839 | \$120,395 | \$135,671 | \$150,073 | \$79,339 | \$230,997 | |
| \$157,368 | \$178,049 | \$194,431 | \$197,065 | \$181,127 | \$298,164 | |
| \$1,215,278 | \$1,430,430 | \$1,562,820 | \$1,641,234 | \$1,537,211 | \$2,553,947 | \$1,803,911 |

21/22 OCCUPANCY TAX BY CATEGORY

OCCUPANCY TAX JULY 2021 - JUNE 2022

| TYPE | JULY '21 | AUG '21 | SEPT '21 | OCT '21 | NOV '21 | DEC '21 | JAN '22 | FEB '22 | MARCH '22 | APRIL '22 | MAY '22 | JUNE '22 |
|----------|----------|---------|----------|---------|---------|---------|---------|---------|-----------|-----------|---------|----------|
| C | 0.00% | 0.00% | 0.05% | 0.05% | 0.05% | 0.00% | 0.00% | | | | | |
| CCV + VR | 62.00% | 60.00% | 57.50% | 58.50% | 65.00% | 75.00% | 79.00% | | | | | |
| HM | 29.00% | 30.00% | 33.00% | 33.00% | 25.50% | 22.00% | 19.50% | | | | | |
| CCR | 2.00% | 1.50% | 1.00% | 1.00% | 1.00% | 1.00% | 0.50% | | | | | |
| BBIL | 7.00% | 7.50% | 8.00% | 7.00% | 7.50% | 2.00% | 1.00% | | | | | |

OCCUPANCY TAX BY ACCOMMODATION CATEGORY



STR Report

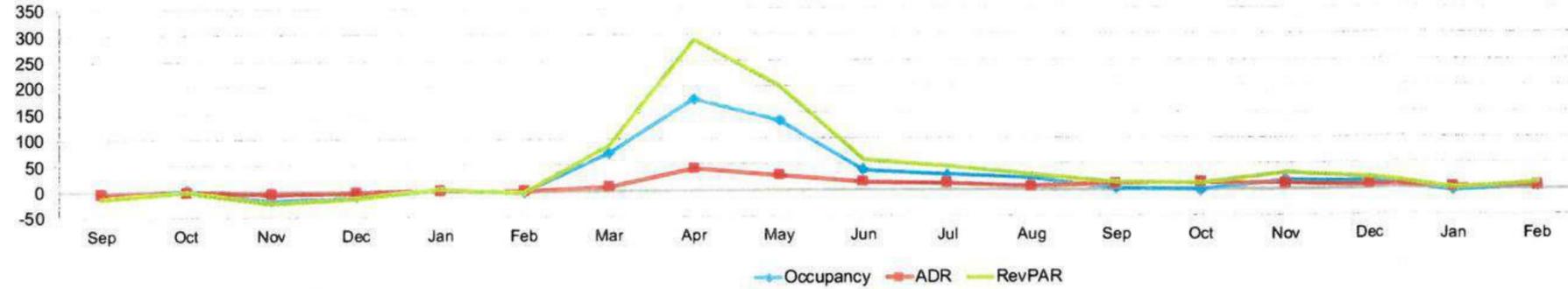
Tab 2 - Trend Haywood County, NC

Currency: USD - US Dollar

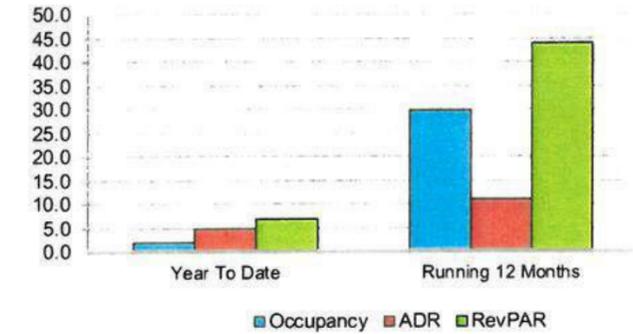
Haywood County Tourism Development Authority

for the Month of February 2022

Monthly Percent Change



Overall Percent Change



| Metric | 2020 | | | | 2021 | | | | | | | | | | | | 2022 | | Year To Date | | | Running 12 Months | | | | | | | | | | | | |
|----------------------|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------|-----------|-----------|-------------------|------------|------------|------|------|------|------|------|------|------|------|------|------|
| | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | | | | | | | | | | |
| Occupancy (%) | This Year: 55.5 | 69.7 | 43.1 | 36.1 | 33.2 | 37.7 | 45.1 | 56.6 | 54.8 | 64.7 | 71.1 | 61.0 | 56.7 | 68.7 | 50.8 | 41.0 | 32.4 | 40.0 | 35.5 | 35.3 | 36.0 | 54.6 | 41.8 | 54.2 | | | | | | | | | | |
| Last Year | 60.7 | 68.3 | 52.4 | 40.2 | 32.5 | 38.9 | 26.2 | 20.5 | 23.5 | 46.9 | 55.0 | 49.7 | 55.5 | 69.7 | 43.1 | 36.1 | 33.2 | 37.7 | 37.5 | 32.5 | 35.3 | 55.5 | 55.8 | 41.8 | | | | | | | | | | |
| Percent Change | -8.5 | 2.0 | -17.8 | -10.3 | 2.3 | -3.2 | 72.4 | 175.6 | 133.7 | 37.9 | 29.4 | 22.7 | 2.1 | -1.4 | 17.9 | 13.8 | -2.5 | 6.2 | -5.3 | 8.8 | 1.9 | -1.6 | -25.1 | 29.6 | | | | | | | | | | |
| ADR | This Year: 104.92 | 121.30 | 100.26 | 98.61 | 93.44 | 93.65 | 96.09 | 105.35 | 112.87 | 112.90 | 123.24 | 111.98 | 116.88 | 136.83 | 111.79 | 106.51 | 96.42 | 99.56 | 93.26 | 93.54 | 98.07 | 108.34 | 102.15 | 113.29 | | | | | | | | | | |
| Last Year | 110.58 | 123.54 | 106.67 | 101.44 | 92.22 | 94.23 | 89.13 | 74.50 | 87.91 | 98.40 | 109.31 | 105.36 | 104.92 | 121.30 | 100.26 | 98.61 | 93.44 | 93.65 | 90.64 | 92.22 | 93.54 | 106.73 | 109.08 | 102.15 | | | | | | | | | | |
| Percent Change | -5.1 | -1.8 | -6.0 | -2.8 | 1.3 | -0.6 | 7.8 | 41.4 | 28.4 | 14.7 | 12.7 | 6.3 | 11.4 | 12.8 | 11.5 | 8.0 | 3.2 | 6.3 | 2.9 | 1.4 | 4.8 | 1.5 | -6.4 | 10.9 | | | | | | | | | | |
| RevPAR | This Year: 58.24 | 84.55 | 43.19 | 35.56 | 31.04 | 35.27 | 43.35 | 59.60 | 61.86 | 73.01 | 87.66 | 68.28 | 66.24 | 94.02 | 56.80 | 43.70 | 31.23 | 39.83 | 33.13 | 33.05 | 35.31 | 59.16 | 42.71 | 61.38 | | | | | | | | | | |
| Last Year | 67.11 | 84.44 | 55.87 | 40.79 | 29.93 | 36.68 | 23.32 | 15.29 | 20.62 | 46.15 | 60.08 | 52.37 | 58.24 | 84.55 | 43.19 | 35.56 | 31.04 | 35.27 | 34.00 | 29.93 | 33.05 | 59.24 | 60.86 | 42.71 | | | | | | | | | | |
| Percent Change | -13.2 | 0.1 | -22.7 | -12.8 | 3.7 | -3.8 | 85.9 | 289.7 | 200.0 | 58.2 | 45.9 | 30.4 | 13.7 | 11.2 | 31.5 | 22.9 | 0.6 | 12.9 | -2.5 | 10.4 | 6.8 | -0.1 | -29.8 | 43.7 | | | | | | | | | | |
| Supply | This Year: 51,990 | 53,723 | 48,810 | 48,825 | 48,081 | 43,428 | 49,941 | 50,400 | 53,506 | 51,780 | 52,855 | 52,855 | 51,150 | 52,855 | 47,970 | 48,174 | 46,190 | 41,720 | 93,338 | 91,509 | 87,910 | 630,226 | 606,468 | 599,396 | | | | | | | | | | |
| Last Year | 52,710 | 54,467 | 49,530 | 49,786 | 49,042 | 44,296 | 50,902 | 47,550 | 53,723 | 51,990 | 53,723 | 53,723 | 51,990 | 53,723 | 48,810 | 48,825 | 48,081 | 43,428 | 101,067 | 49,042 | 91,509 | 665,989 | 585,930 | 606,468 | | | | | | | | | | |
| Percent Change | -1.4 | -1.4 | -1.5 | -1.9 | -2.0 | -2.0 | -1.9 | 6.0 | -0.4 | -0.4 | -1.6 | -1.6 | -1.6 | -1.6 | -1.7 | -1.3 | -3.9 | -3.9 | -7.6 | 86.6 | -3.9 | -5.4 | 3.5 | -1.2 | | | | | | | | | | |
| Demand | This Year: 28,860 | 37,449 | 21,028 | 17,606 | 15,972 | 16,357 | 22,531 | 28,511 | 29,325 | 33,482 | 37,593 | 32,230 | 28,989 | 36,320 | 24,371 | 19,764 | 14,963 | 16,689 | 33,159 | 32,329 | 31,652 | 344,134 | 253,568 | 324,768 | | | | | | | | | | |
| Last Year | 31,990 | 37,226 | 25,945 | 20,018 | 15,918 | 17,241 | 13,321 | 9,761 | 12,601 | 24,382 | 29,528 | 26,703 | 28,860 | 37,449 | 21,028 | 17,606 | 15,972 | 16,357 | 37,908 | 15,918 | 32,329 | 369,681 | 326,893 | 253,568 | | | | | | | | | | |
| Percent Change | -9.8 | 0.6 | -19.0 | -12.0 | 0.3 | -5.1 | 69.1 | 192.1 | 132.7 | 37.3 | 27.3 | 20.7 | 0.4 | -3.0 | 15.9 | 12.3 | -6.3 | 2.0 | -12.5 | 103.1 | -2.1 | -6.9 | -22.4 | 28.1 | | | | | | | | | | |
| Revenue | This Year: 3,027,979 | 4,542,541 | 2,108,188 | 1,736,130 | 1,492,416 | 1,531,781 | 2,165,010 | 3,003,733 | 3,310,003 | 3,780,263 | 4,633,079 | 3,609,134 | 3,388,198 | 4,969,635 | 2,724,483 | 2,105,158 | 1,442,683 | 1,661,543 | 3,092,541 | 3,024,197 | 3,104,226 | 37,283,138 | 25,901,753 | 36,792,923 | | | | | | | | | | |
| Last Year | 3,537,495 | 4,599,053 | 2,767,438 | 2,030,563 | 1,467,983 | 1,624,558 | 1,187,242 | 727,217 | 1,107,807 | 2,399,254 | 3,227,717 | 2,813,480 | 3,027,979 | 4,542,541 | 2,108,188 | 1,736,130 | 1,492,416 | 1,531,781 | 3,436,107 | 1,467,983 | 3,024,197 | 39,455,511 | 35,658,580 | 25,901,753 | | | | | | | | | | |
| Percent Change | -14.4 | -1.2 | -23.8 | -14.5 | 1.7 | -5.7 | 82.4 | 313.0 | 198.8 | 57.6 | 43.5 | 28.3 | 11.9 | 9.4 | 29.2 | 21.3 | -3.3 | 8.5 | -10.0 | 106.0 | 2.6 | -5.5 | -27.4 | 42.0 | | | | | | | | | | |
| Census % | Census Props: 44 | 44 | 40 | 38 | 37 | 37 | 39 | 42 | 44 | 44 | 44 | 44 | 44 | 44 | 40 | 38 | 36 | 36 | Census Rooms: 1733 | 1733 | 1627 | 1575 | 1551 | 1551 | 1611 | 1680 | 1726 | 1726 | 1705 | 1705 | 1599 | 1554 | 1490 | 1490 |
| % Rooms Participants | 22.7 | 22.7 | 24.2 | 25.0 | 31.3 | 31.3 | 30.1 | 31.3 | 30.4 | 35.6 | 34.8 | 34.8 | 34.8 | 34.8 | 37.1 | 38.2 | 39.9 | 39.9 | | | | | | | | | | | | | | | | |

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 +1 (720) 372-2318
 hello@airdna.co

Data pulled up to Feb-22

140389 - Haywood County

Total Available Listings

| | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Entire Place | 899 | 1,073 | 1,158 | 1,212 | 1,247 | 1,239 | 1,276 | 1,305 | 1,389 | 1,422 | 1,396 | 1,414 | 1,344 |
| Private Room | 76 | 80 | 82 | 81 | 77 | 77 | 69 | 72 | 77 | 73 | 69 | 70 | 67 |
| Shared Room | 2 | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | 2 | 3 | 3 | 1 |

Booked Listings

| | | | | | | | | | | | | | |
|--------------|-----|-----|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Entire Place | 841 | 967 | 1,074 | 1,159 | 1,194 | 1,216 | 1,210 | 1,255 | 1,351 | 1,369 | 1,344 | 1,334 | 1,218 |
| Private Room | 68 | 58 | 73 | 73 | 71 | 73 | 65 | 66 | 71 | 64 | 61 | 61 | 54 |
| Shared Room | 2 | 0 | 2 | 2 | 2 | 2 | 1 | 1 | 3 | 2 | 3 | 2 | 0 |

Room Nights - Entire Place

| | | | | | | | | | | | | | |
|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Total Available | 55,200 | 68,655 | 72,539 | 80,455 | 80,219 | 80,244 | 84,240 | 85,046 | 94,987 | 96,223 | 97,740 | 94,117 | 83,149 |
| Booked | 31,299 | 45,099 | 47,291 | 49,596 | 60,184 | 66,079 | 56,281 | 52,191 | 70,398 | 60,819 | 58,951 | 46,411 | 38,347 |

Room Nights - Hotel Comparable

| | | | | | | | | | | | | | |
|-----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Total Available | 4,264 | 5,134 | 5,639 | 5,808 | 6,009 | 6,207 | 5,931 | 6,103 | 6,946 | 6,205 | 6,241 | 5,875 | 5,241 |
| Booked | 1,958 | 2,946 | 3,486 | 3,466 | 3,987 | 4,533 | 3,778 | 3,630 | 5,023 | 3,837 | 3,530 | 2,497 | 2,416 |

Listing Nights - Entire Place

| | | | | | | | | | | | | | |
|-----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Available | 21,349 | 26,468 | 28,217 | 31,077 | 31,002 | 30,998 | 31,870 | 32,417 | 36,476 | 36,613 | 37,103 | 35,700 | 31,435 |
| Booked | 11,860 | 16,986 | 18,280 | 19,169 | 22,834 | 25,069 | 21,270 | 19,976 | 27,246 | 23,173 | 22,096 | 17,023 | 14,348 |

Occupancy

| | | | | | | | | | | | | | |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Entire Place | 55.6% | 64.2% | 64.8% | 61.7% | 73.7% | 80.9% | 66.7% | 61.6% | 74.7% | 63.3% | 59.6% | 47.7% | 45.6% |
| Hotel Comparable | 45.9% | 57.4% | 61.8% | 59.7% | 66.4% | 73.0% | 63.7% | 59.5% | 72.3% | 61.8% | 56.6% | 42.5% | 46.1% |

ADR

| | | | | | | | | | | | | | |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Entire Place | \$222.53 | \$224.39 | \$225.19 | \$228.84 | \$233.41 | \$242.65 | \$235.95 | \$231.07 | \$237.81 | \$238.57 | \$242.52 | \$240.24 | \$248.74 |
| Hotel Comparable | \$136.45 | \$134.99 | \$136.05 | \$142.17 | \$142.90 | \$146.48 | \$138.24 | \$141.65 | \$147.47 | \$143.05 | \$142.96 | \$138.04 | \$139.83 |

RevPAR

| | | | | | | | | | | | | | |
|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Entire Place | \$123.62 | \$144.01 | \$145.89 | \$141.15 | \$171.91 | \$196.24 | \$157.47 | \$142.39 | \$177.63 | \$150.99 | \$144.43 | \$114.55 | \$113.53 |
| Hotel Comparable | \$62.66 | \$77.46 | \$84.11 | \$84.84 | \$94.82 | \$106.97 | \$88.06 | \$84.25 | \$106.64 | \$88.46 | \$80.86 | \$58.67 | \$64.46 |

Haywood County POI Dashboard

Total est. US adult Trips to POI

256,335

Average Nights

2.6

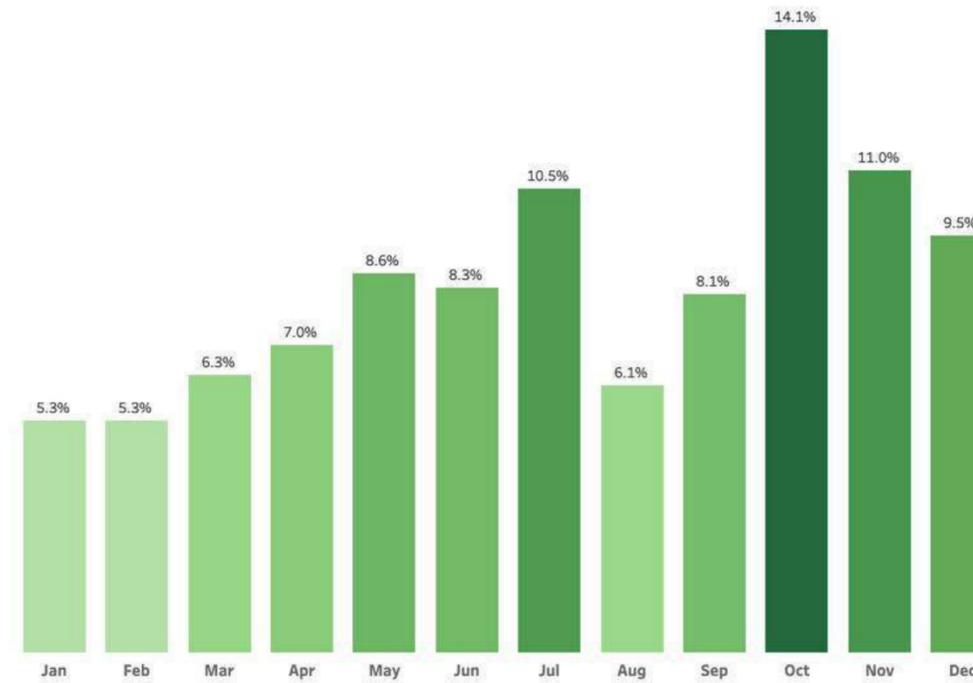
Average Distance Traveled

330.2 Miles

Trips by POI

| Point of Interest | Trips | Share of Trips | Avg. Time in POI (Hours) |
|----------------------|---------|----------------|--------------------------|
| Downtown Waynesville | 256,335 | 100.0% | 2.3 |

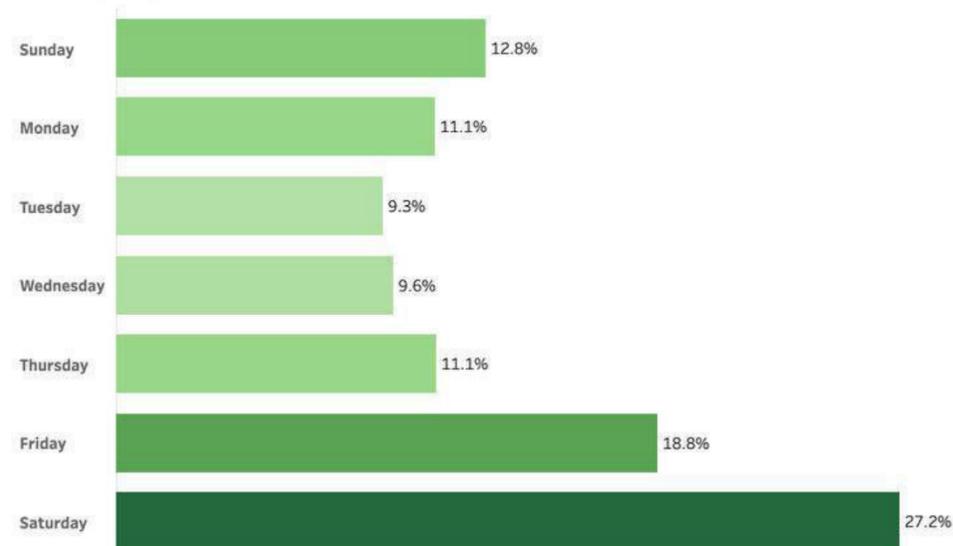
Trips by Month



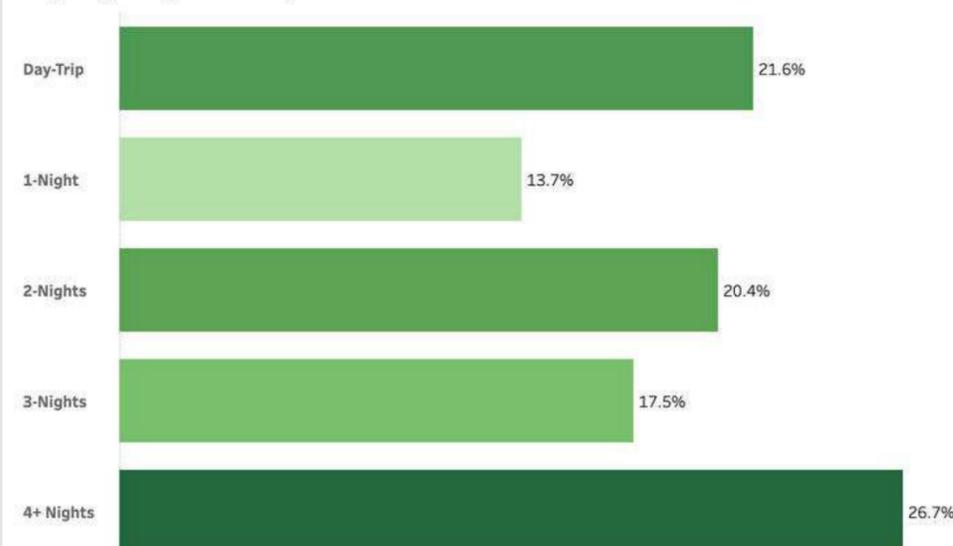
Top Origin Markets(DMA)

| DMA | Trips | Share of Trips | Average Unique Nights |
|--------------------------------------|--------|----------------|-----------------------|
| Charlotte | 30,044 | 11.7% | 2.2 |
| Greenville/Spartanburg/Asheville/... | 19,339 | 7.5% | 0.9 |
| Atlanta | 17,322 | 6.8% | 1.8 |
| Tampa/Saint Petersburg | 16,056 | 6.3% | 3.3 |
| Raleigh/Durham | 15,595 | 6.1% | 2.7 |
| Orlando/Daytona Beach/Melbourne | 13,062 | 5.1% | 3.1 |
| Columbia-Sc | 12,064 | 4.7% | 2.2 |
| Knoxville | 8,524 | 3.3% | 0.9 |
| Greensboro/High Point/Winston-S... | 8,378 | 3.3% | 2.1 |
| Jacksonville-Brunswick | 7,576 | 3.0% | 3.6 |
| Miami/Fort Lauderdale | 6,711 | 2.6% | 4.0 |
| Charleston-Sc | 6,616 | 2.6% | 2.5 |
| West Palm Beach/Fort Pierce | 5,985 | 2.3% | 3.6 |
| Wilmington | 5,930 | 2.3% | 4.0 |
| Florence/Myrtle Beach | 4,467 | 1.7% | 2.5 |
| Greenville/New Bern/Washington | 4,077 | 1.6% | 2.6 |
| Nashville | 4,068 | 1.6% | 2.7 |
| Fort Myers/Naples | 3,348 | 1.3% | 4.0 |
| Chattanooga | 3,241 | 1.3% | 1.6 |
| Tallahassee/Thomasville | 3,144 | 1.2% | 2.3 |
| Augusta | 2,663 | 1.0% | 1.9 |
| Savannah | 2,550 | 1.0% | 2.9 |
| Cincinnati | 2,465 | 1.0% | 4.4 |
| Tri-Cities-Tn-Va | 2,294 | 0.9% | 0.9 |
| Mobile/Pensacola/Fort Walton Be.. | 2,243 | 0.9% | 2.9 |

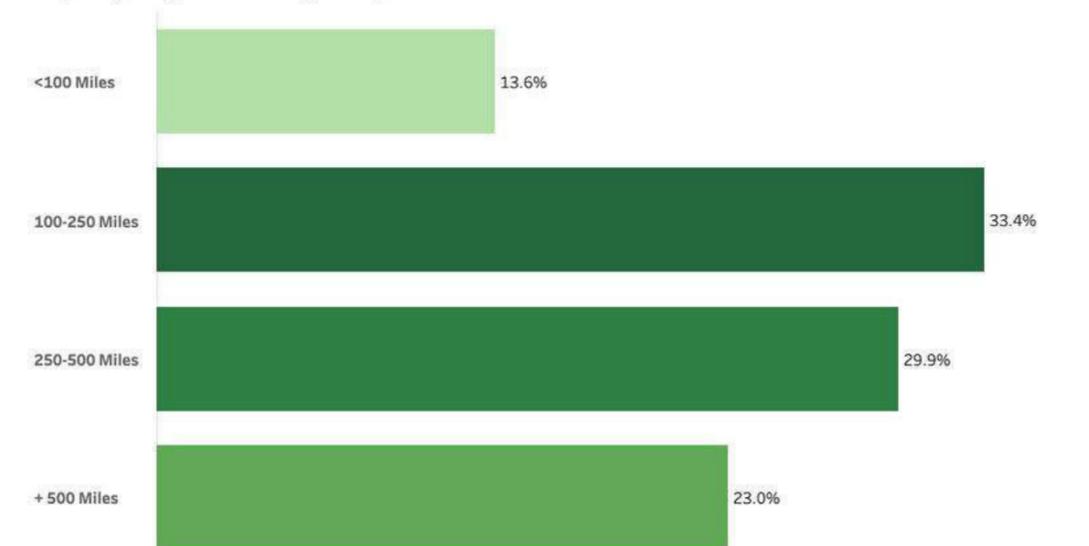
Trips by Day of Week



Trips by Length of Stay



Trips by Avg. Distance(miles)



Zip Code Destination Marketing

- Q4 traffic to Waynesville landing pages increased 24.0% YOY.
- Organic search traffic increased 11.3% YOY, making up more than 56.7% of all traffic in Q4.
- 180 email leads were generated for the Waynesville e-newsletter in Q4
- Display campaign CTRs increased slightly from Q3 to Q4, averaging 0.99% and exceeding the industry average of 0.47%.
- Facebook ads had a CTR of 2.3%, more than double the industry average of 0.90%.
- The Facebook page like campaign generated 295 likes in Q4 at a cost of \$1.26 per like.
- Organic search traffic increased 11.3% YOY, making up 56.7% of all traffic in Q4.
- On average, organic users visited 3.6 pages per session and spent an average of 3m on the site.



Sponsored

From Theater to Table: Exploring Waynesville's Arts

Spend a weekend on the edge of the Great Smoky Mountains in this vibrant, artsy town and you'll offer a standing ovation.

by Cate Doty



A SPIRITED TOUR OF WAYNESVILLE

When it comes to restaurants, Waynesville has no shortage of places to delight your tastebuds.



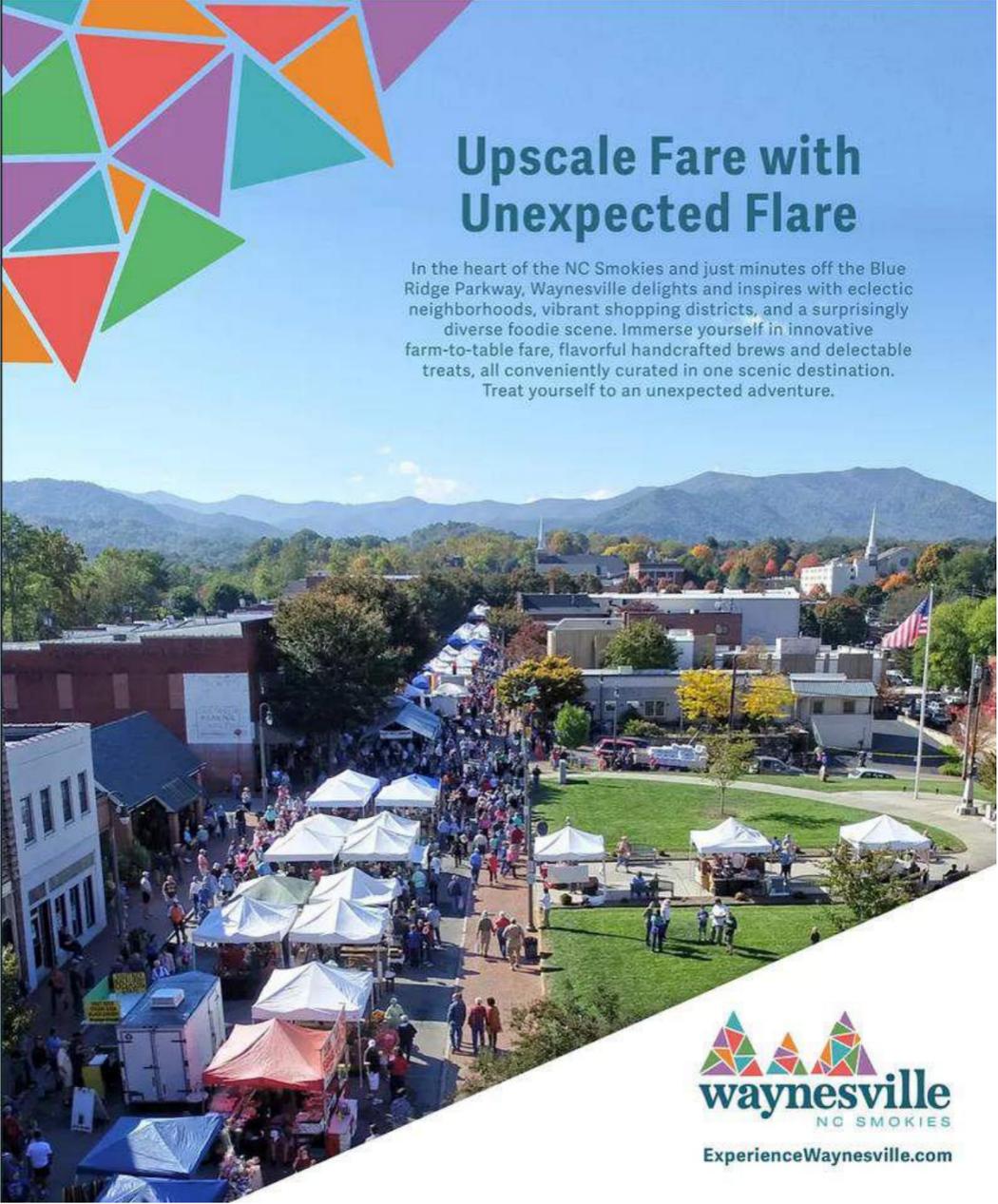
You won't soon forget a winter spent in Waynesville. Experience it for yourself.



Go For a Winter Hike

LEARN MORE

Zip Code Destination Marketing



Upscale Fare with Unexpected Flare

In the heart of the NC Smokies and just minutes off the Blue Ridge Parkway, Waynesville delights and inspires with eclectic neighborhoods, vibrant shopping districts, and a surprisingly diverse foodie scene. Immerse yourself in innovative farm-to-table fare, flavorful handcrafted brews and delectable treats, all conveniently curated in one scenic destination. Treat yourself to an unexpected adventure.



ExperienceWaynesville.com

PAID ADVERTISEMENT

SUMMER SURPRISES IN THE SMOKIES

Discover the unexpected adventures of Western NC.

It's no secret that summer vacations are known for sizzling days in the sun. But why not take a more refreshing approach for your time off and immerse yourself in the cool mountain breezes and crystal-clear waters of the North Carolina Smokies. Nestled in the heart of these mountains lies five out-of-the-ordinary destinations with unique adventures to explore—Maggie Valley, Waynesville, Canton, Clyde, and Lake Junaluska. Capture the delights of outdoor excursions, cultural celebrations, and a blend of flavorful cuisines, without all the crowds. Haywood County is your haven for escaping the ordinary and embracing a getaway filled with new adventures.

A visit to the NC Smokies creates new opportunities for authentic experiences. Set your sights on Maggie Valley for a festival, a unique shopping experience, or a peek at our famous antlered "locals" in Cataloochee Valley. Enjoy artistic and cultural events of the summer surrounded by majestic mountain views in Waynesville. Discover the eclectic blend of small-town history and outdoor adventures of Canton. Looking for even more? Rest and relax in our unique accommodations like a luxury train caboose in Clyde. When it's time to cool off, beautiful Lake Junaluska is your stop for watersports or a lakeside round of golf. It's never too early to start planning your summer getaway at VisitNCSmokies.com.



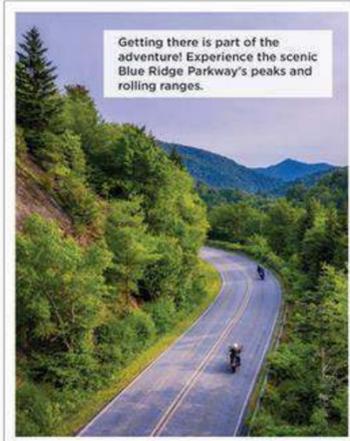
VisitNC Smokies

PAID ADVERTISEMENT

MAGGIE VALLEY

SHE'S A BREATH OF FRESH AIR.

Maggie Valley, NC is well-known as a place for making memories and feeling nostalgic. Generations of families gather to enjoy the friendly charm and warm hospitality that radiates from this special mountain town. Cruise along vibrant Soco Road to browse local specialty shops and handcrafted artisan goods. Visit the Festival Grounds to enjoy a summer lineup of car and craft shows, or listen to a live concert as it echoes throughout the mountains. Take a pit stop at the legendary Dale's Wheels Through Time Museum for a mind-blowing collection of rare motorcycles. Or pay a visit to the elk roaming through scenic Cataloochee Valley. When you're exhausted after a day full of adventures, our unique accommodations are sure to help you recharge. Explore even more things to do at VisitMaggieValleyNC.com.



Getting there is part of the adventure! Experience the scenic Blue Ridge Parkway's peaks and rolling ranges.

waynesville

EXPRESSION AT ITS PEAK.

There's a certain charm that draws people to Waynesville, NC. Downtown is home to fine art galleries, shops, and delicious farm-to-table dining—all with a backdrop of picturesque mountain views. Relax with a cold beer at Frog Level Brewing Company with your furry four-legged companion. Have a locally ground coffee from Smoky Mountain Roasters or take in a live performance at the HART Theatre. Share the gift of handmade soaps from Green Orchid Soap Company and take a few home for friends. Venture beyond downtown to embrace your wild side with an animal encounter at Winchester Creek Farm or by hiking a scenic trail along the Blue Ridge Parkway. Summer brings a new level of excitement to Waynesville that you won't want to miss. Find even more opportunities that await at ExperienceWaynesville.com.



See inspiration in Sun Sohovich's new art gallery and studio. Find the perfect landscape to take home with you!

PLAN AHEAD: EVENTS AND SEASONAL FUN AT VISITNCSMOKIES.COM

| MAY | JUNE | JULY |
|--|---|--|
| <ul style="list-style-type: none"> • Whole Bloomin' Thing • Block Party • Slingshots in the Smokies | <ul style="list-style-type: none"> • Cold Mountain Music Festival • WNC Jeep Fest • Thunder in the Smokies | <ul style="list-style-type: none"> • Maggie Valley Arts & Crafts Festival • Folkmoot • Hillbilly Jam • Independence Day Celebrations |



HAYWOOD You Like To GET HIGH?

Plan your adventure today.



HAYWOOD You Like To STEP THINGS UP?

Plan your adventure today.



HAYWOOD You Go With OUR FLOW?

Plan your adventure today.



HAYWOOD You Like To HANG WITH OUR GANG?

Plan your adventure today.



HAYWOOD You Like To STAY A WHILE?

Plan your adventure today.



HAYWOOD You Like To SEE WHAT'S IN STORE?

Plan your adventure today.



One Time Project Fund

The Purpose of the One Time Project Fund (OTPF) is to encourage creation or expansion of capital projects that will showcase Haywood County's unique offerings and will attract visitors from outside a fifty (50) mile radius, generating overnight stays and creating economic/destination impact for the zip code and Haywood County.

All grants will be awarded to Capital Projects and are defined as follows:

New construction, expansion, renovation, or a replacement project for an existing facility or facilities. The project must have a minimum budget of \$40,000. All grants will be awarded on a competitive basis, with primary consideration given to applications that focus on the following:

- Enhance the destination experience for both visitors and residents
- Attract overnight visitors from more than fifty (50) miles outside Haywood County
- Shovel ready projects will be preferred
- Project funding is a 50/50 match for all applicants
- No studies or maintenance projects

All awarded One Time Project Funds grants must be used by June 30, 2024

Applications are due by 5:00 PM on April 29, 2022, to the HCTDA.

STRATEGIC DESTINATION PLANNING

A proven approach that empowers the HCTDA to lead a community-wide collaborative process that will establish a shared, thoughtful, and exciting vision for the future.

WHY DO THIS?

- Current resurgence of travel and development brings risks – overtourism, brand dilution or drift, etc.
- Local power plays bring risk – mixed use of tax dollars, mixed messaging, etc.

**Strategic
Destination
Plan will be
delivered by
December 2022**

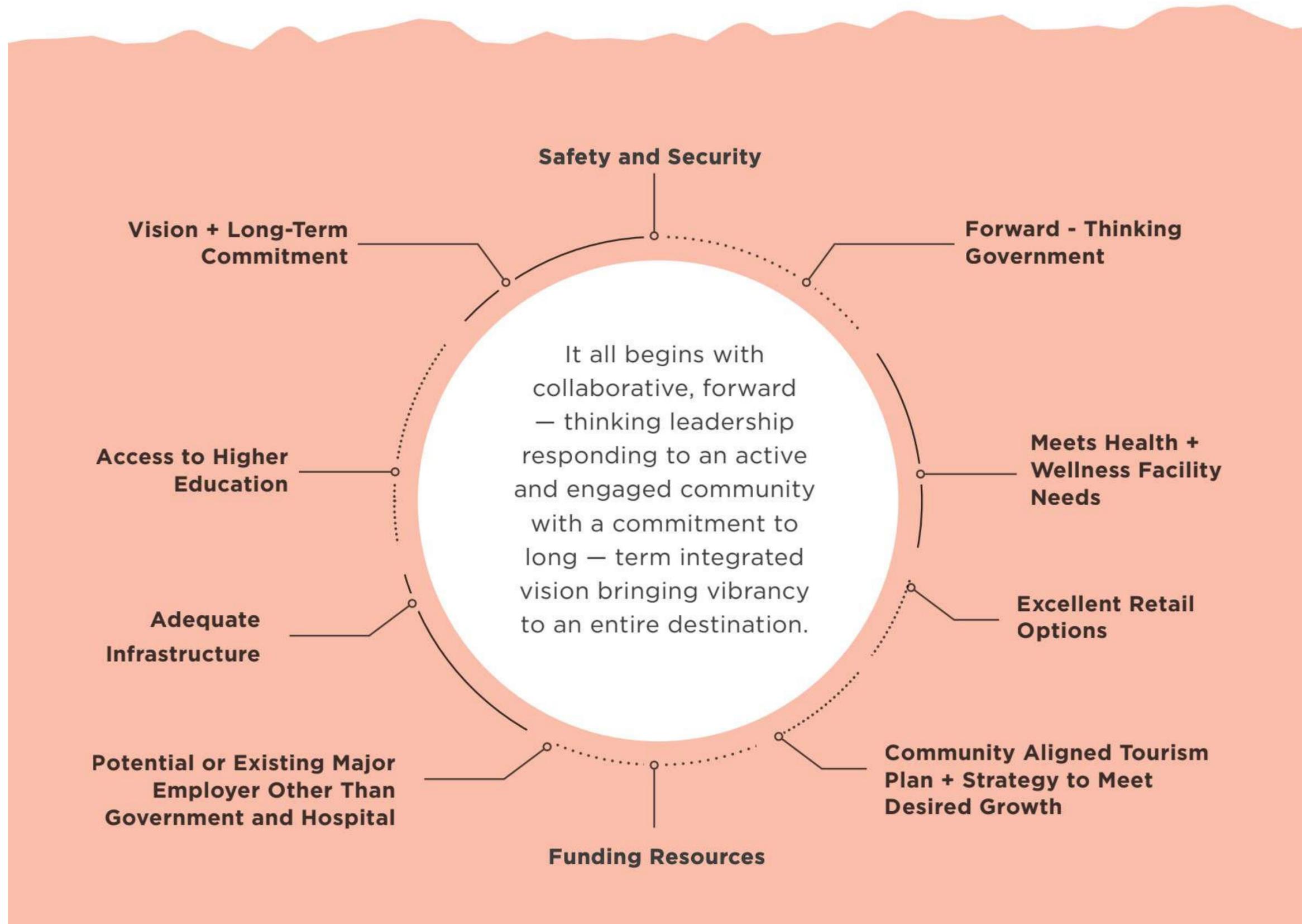
PLAN OBJECTIVES

- Widely-shared vision for the community's future
- Pathway to develop and achieve that vision
- Pathway to sustainably market the destination based on the vision
- Metrics to measure progress and success

THE SOLUTION

- **A Comprehensive and Strategic Destination Plan**
 - Stakeholder ownership
 - Long-range vision
 - Updated and comprehensive brand plan
 - Specific destination development plan
 - Updated and specific marketing plan
 - Success measures

PILLARS OF A **VIBRANT DESTINATION**



**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 5/16/2022**

SUBJECT Request for waiver of 65% rule for traffic calming device petitions

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Administration

Contact: Rob Hites

Presenter: **Rob Hites**

BRIEF SUMMARY: J.M. Teague and Associates conducted a traffic survey for East Street from the intersection of Assembly to Howell St. Their report concludes that the area qualified for step 2 (petition of property owners). The applicant, Christine Kavanaugh was sent a list of 27 properties that represent the impacted property owners. Ms. Kavanaugh submitted her petition bearing the signatures of 9 property owners and 6 emails (not signatures) stating their support for the devices. Ms. Kavanaugh is two property owners short of the required 65% if you consider an email the same as a signature. She appealed for a waiver of the Board's policy. The report recommends that a pair of 3 inches high, 22 ft wide traffic calming devices be installed as per the design in J M Teague's Traffic survey at an estimated cost of \$10,000. The signage and painting of the devices amounts to \$3200 or a total of \$13,200 (See attached report.)

MOTION FOR CONSIDERATION: Waive the requirement for 65% of property owners, permit emails in lieu of signatures and add East Street to the list of streets approved for traffic calming devices (the staff places the streets on the traffic calming device list according to a "first come, first serve basis and installs them as part of its street paving contract).

FUNDING SOURCE/IMPACT: General: We have set aside \$50,000 in Powell Bill funds to pay for a number of devices that have been approved and confirmed by petition.

ATTACHMENTS: J.M Teague Traffic report, Petitions,

MANAGER'S COMMENTS AND RECOMMENDATIONS : This is your first request for a waiver of the policy. Your decision to lower waive the required percentage and accept emails in lieu of signatures will set a precedent regardless of how you choose to deal with the request.



1155 North Main Street
Waynesville, NC 28786
(P) 828.456.8383
(F) 828.456.8797
www.jmteagueengineering.com

JMTE: WAYN 1096

TECHNICAL MEMORANDUM

January 8, 2021

To: Town of Waynesville
Preston Gregg, PE
Town Engineer
129 Legion Drive
Waynesville, NC 28786
pgregg@waynesvillenc.gov

From: William Thompsen, Engineering Director
J.M. Teague Engineering & Planning (JMTE)

Subject: Traffic Calming Request Assistance - Phase II - Mitigation

Request: 10/06/2020, Christine & Glenn Kavanagh, 657 East Street, Waynesville, NC 28786

Studied Roadway: East Street between Assembly Street and Howell Street

Study Conclusion: The daily traffic volume on East Street between Assembly Street and Howell Street meets the minimum average daily traffic (ADT) threshold for consideration for implementation of traffic calming measures. Due to the 85th percentile observed speeds being nearly 15 to 20 mph above the posted speed limit, it is recommended that this location be advanced to Phase II - Mitigation for preparation of a traffic calming plan.

The following report was created for inclusion in the Town's formal petition package to be sent to the requester based on speed study results analyzed in Phase I.



Study Traffic Shed

WAYN 1096

The following map shows the traffic shed identified for this road segment's study and analysis. This traffic shed was developed in reference to the Waynesville Traffic Calming Policy that states, "The size and extent of the service area will take into consideration the type of traffic calming project being proposed, the layout and type of properties in the vicinity, and the characteristics of the street network surrounding the proposed project site(s). Depending on the circumstances, the service area may include:

- All properties abutting the proposed street segment to be modified.
- All properties on adjacent street(s) with ingress/egress only possible via the modified street segment.
- All properties on adjacent street(s) that have alternative points of ingress/egress but will be otherwise affected by the modified street segment."

JMTE has determined that the residents directly located on East Street in the study area will be affected the most by the proposed traffic calming measures. Additionally, the area of this traffic shed was developed with other factors considered, as advised by JMTE. Due to the recommended traffic calming measure locations, the traffic shed also includes all properties on Grahl Street because these properties are accessed exclusively from East Street.

East Street Traffic Shed Map

Legend

- East Street
- Roadways
- Traffic Shed Parcels



<https://maps.haywoodcountync.gov/gisweb/default.htm>

Property owners in the identified traffic shed
WAYN 1096

| PIN | Address | Property Owner Name | Property Owner Signature |
|--------------|-----------------|---|---------------------------------|
| 8615-66-1934 | 657 EAST ST | KAVANAGH, GLENN O KAVANAGH, DONNA C | |
| 8615-66-2938 | 677 EAST ST | CONKLIN, PAUL PRICE, BILLY | |
| 8615-66-0970 | 641 EAST ST | AUTREY SHEILA MARIE HEIRS | |
| 8615-66-0860 | 629 EAST ST | LINDER, CASSIE MARIE LINDER, CORY WADE | |
| 8615-66-2604 | 618 EAST ST | PRATT, PAUL K PRATT, PAMELA T | |
| 8615-66-2669 | 630 EAST ST | RHEA, GEOFFREY LEE RHEA, BROOKE V | |
| 8615-66-2736 | 630 EAST ST | RHEA, GEOFFREY LEE RHEA, BROOKE V | |
| 8615-66-3813 | 650 EAST ST | HOYT CHRISTOPHER A | |
| 8615-66-3961 | 680 EAST ST | FARRELL MARGIE HELEN | |
| 8615-66-1559 | 604 EAST ST | WALZ, JAN BLURTON BROOKS, LESLIE ERIN SHADWICK | |
| 8615-66-1504 | 598 EAST ST | COTHRAN, JAMES BUNYAN COTHRAN, BARBARA | |
| 8615-66-0503 | 15 PARK DR | COFFEY ELEANOR | |
| 8615-56-9792 | 426 HOWELL ST | LUX, NANCY D LUX, DONALD EDWARD | |
| 8615-56-9626 | 591 EAST ST | WELCH DEREK HOWARD | |
| 8615-67-3122 | 717 EAST ST | MAY, DAVID WILLIAM MAY, JESSICA CRIMM | |
| 8615-67-4214 | 727 EAST ST | HAYWOOD RENTALS | |
| 8615-67-4421 | 769 EAST ST | ROGERS, RODERICK N | |
| 8615-67-4022 | 706 EAST ST | HAYWOOD RENTALS | |
| 8615-66-6948 | 40 GRAHL ST | HAYWOOD RENTALS | |
| 8615-66-6863 | 449 ASSEMBLY ST | MCCOY, JESSICA | |
| 8615-66-8807 | 433 ASSEMBLY ST | MCCOY, JESSICA | |
| 8615-66-7753 | 151 GRAHL ST | TOWNSEND, KELLY N | |
| 8615-66-8675 | GRAHL ST | BALL, LOWELL A | |
| 8615-66-9934 | 91 GRAHL ST | MCMAHAN, JAMES ALLEN MCMAHAN, NINA BOWMAN | |
| 8615-67-8028 | 71 GRAHL ST | BALL, NOAH AARON BALL, ANDREA CELESTE | |
| 8615-67-6143 | 25 GRAHL ST | SHELTON, JENNIFER ANNETTE | |
| 8615-67-5242 | 748 EAST ST | MILLER, JASON | |

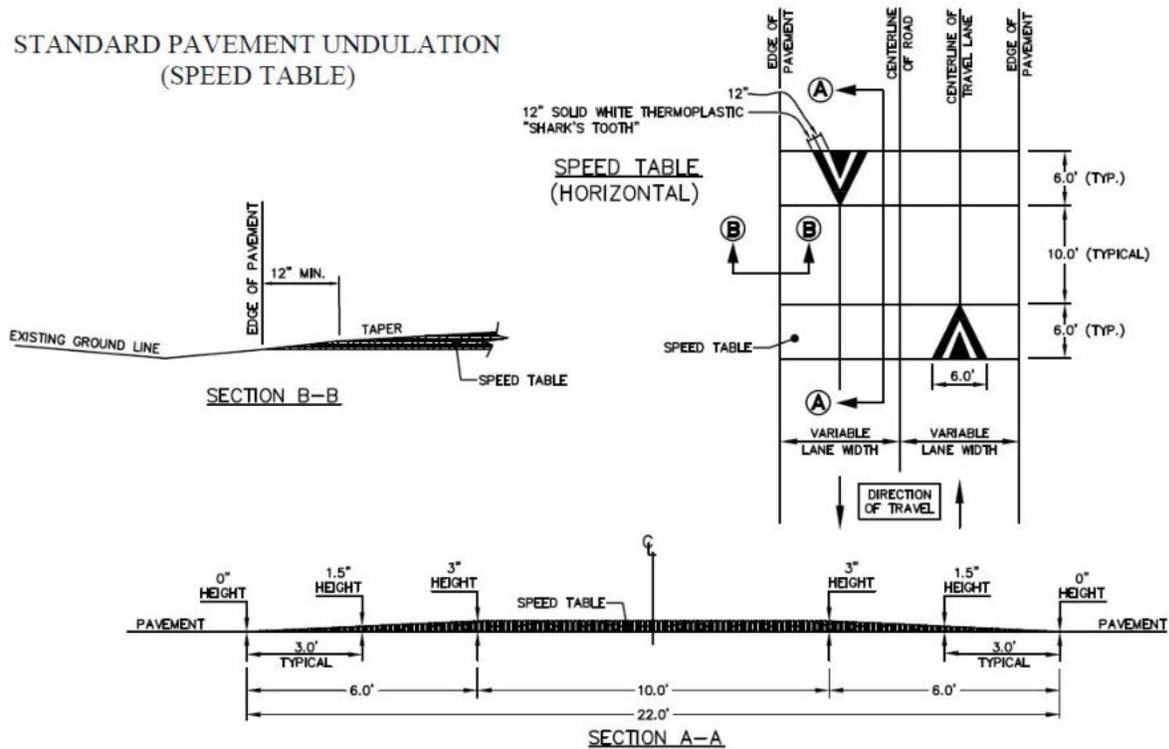
Preliminary Traffic Calming Plan

WAYN 1096

Recommended treatment:

East Street meets criteria for consideration of speed tables (ADT, speed limit, sight distance, etc.), which is the recommended traffic calming treatment. A speed table is similar to a speed hump, but is often 22 feet in length (6-foot ramps on either end of a 10-foot flat top). Speed tables create a gentle vertical rocking motion encouraging motorists to slow to a safe speed at or below the speed limit. The standard speed table is designed to slow vehicles to approximately 15 to 20 mph at each table and 25 to 30 mph in between properly spaced speed tables.

STANDARD PAVEMENT UNDULATION
(SPEED TABLE)



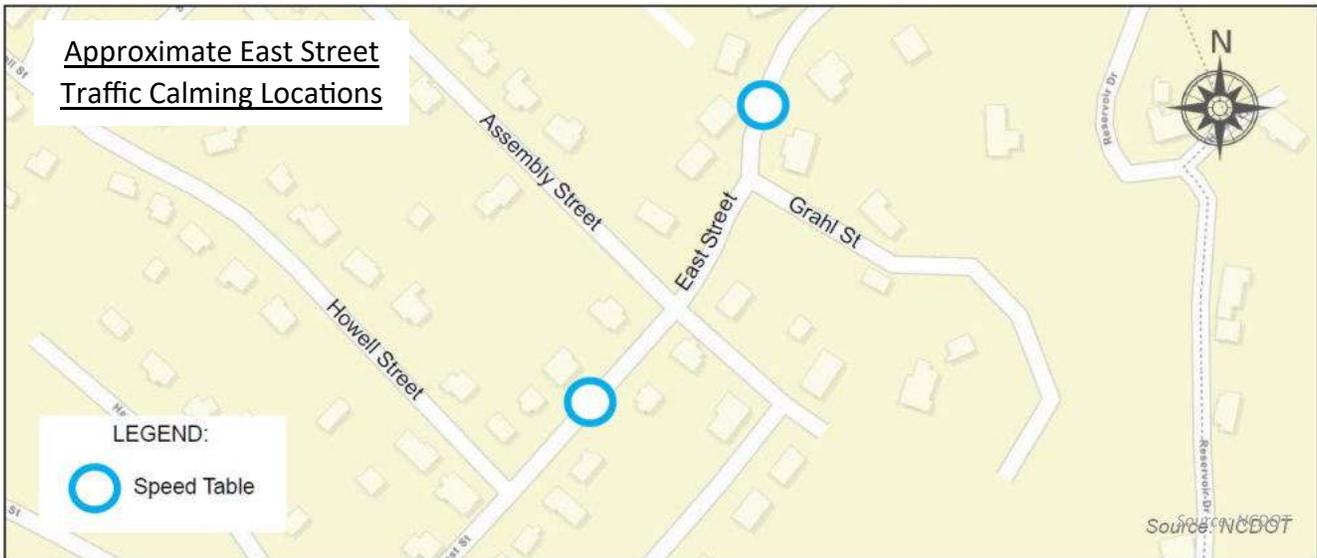
Location(s) of recommended treatment:

Placing two speed tables on East Street will help ensure that vehicles slow down along this segment of roadway. Locations were determined based on roadway geometries, including distance from intersections and existing residential driveways. While the preliminary traffic calming request was for the segment of East Street between Assembly Street and Howell Street, appropriate spacing of speed tables mandates locating one speed table higher up the hill (north of Assembly Street). This area is a slightly lower density, but the steep grade and straightaways enable higher vehicular speeds coming downhill. It is also imperative that more than one speed table be installed, but there are no feasible locations for placement west of Howell Street.

Speed tables should be placed 250 to 600 feet apart. This segment of East Street allows for two (2) speed tables spaced approximately 580 feet apart, avoiding driveway curb cuts. Speed tables should also not be placed within 150 feet of an unsignalized intersection or 250 feet of a signalized intersection. There are no signalized intersections along this segment of East Street; and the proposed speed table locations are all at least 150 feet from any unsignalized intersection.

NOTE: If future traffic volumes on Assembly Street increase to match the volumes on East Street, it may be prudent to convert the intersection to an all-way stop.

We are recommending treatment at the following locations along East Street:



NOTE: Drivers might try to avoid speed tables by swerving onto the grass shoulder. Luckily, East Street has continuous curb and gutter sidewalks along one side and frequent trees and utility poles on the other side that will limit this behavior. If speed tables are installed where there is a grass shoulder, it is recommended that an advisory sign, a flexible bollard, or other vertical element be placed in the shoulder to further limit this potential behavior.

Cost estimate:

Each speed table installation costs between \$4,000 to \$8,000, depending on roadway width. Since there are two tables recommended and a narrow roadway (approx. 20 feet), the estimated total cost is: \$5,000 per speed table. This includes cost for installation materials and pavement markings but does not include preliminary design costs or traffic control. Advisory signs are also recommended.

| Item | Unit Cost (approx.) | # of Units | Cost |
|-----------------|---------------------|------------|-----------------|
| Speed Table | \$5,000 | 2 | \$10,000 |
| Signage (MUTCD) | \$400 | 8 | \$3,200 |
| TOTAL: | | | \$13,200 |

Visual depiction of recommended device:

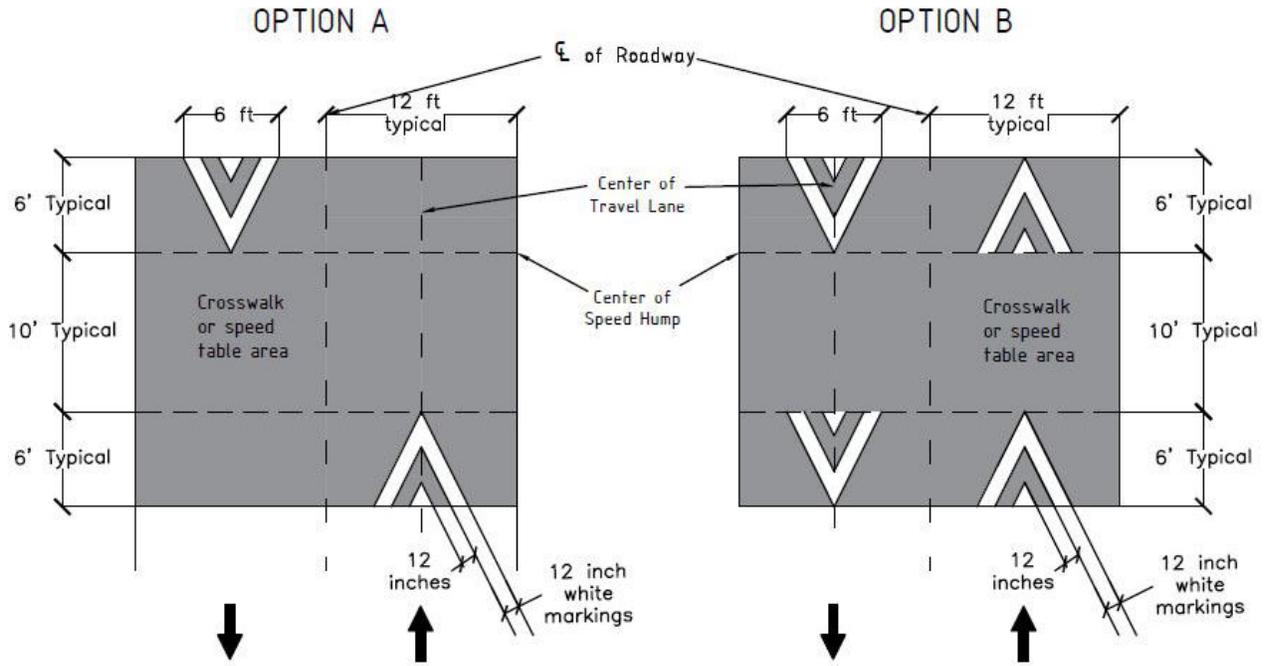


The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.



The exact locations of the traffic calming measures have not been determined and this is a conceptual rendering only.

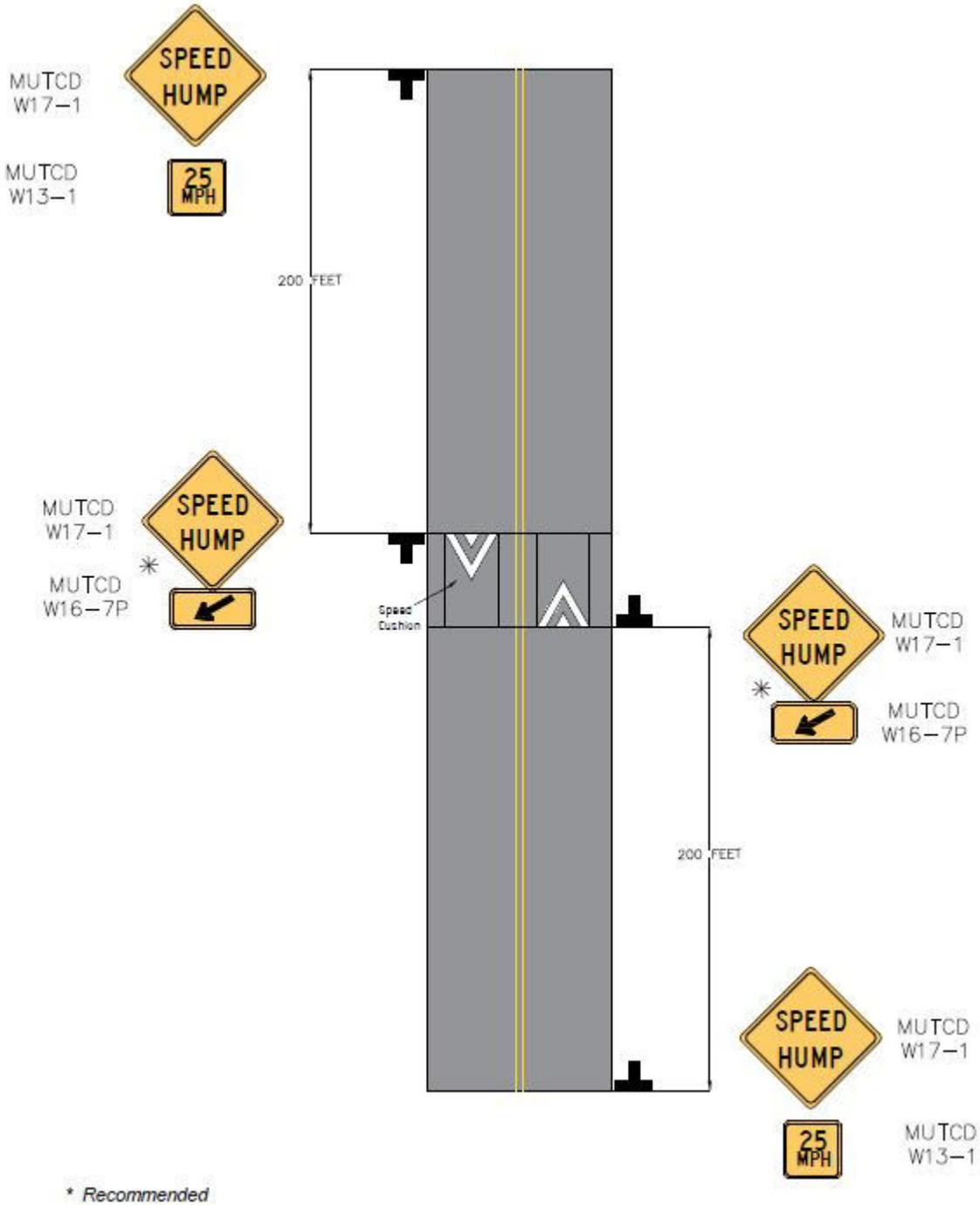
Pavement Marking Options (Speed Table)



Legend

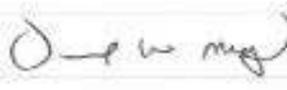
➔ Direction of travel

Recommended Signage (Speed Table)



NOTE: Since the speed tables are placed approximately 580 feet apart, the speed limit advisory signs (MUTCD W17-1 and W13-1) are recommended for both speed tables in the series from each direction. MUTCD signs W17-1 and W16-7P are recommended for both speed tables as well, as they provide visibility at each location.

Property owners in the identified traffic shed
WAYN 1096

| PIN | Address | Property Owner Name | Property Owner Signature |
|--------------|-----------------|--|--|
| 8615-66-1934 | 657 EAST ST | KAVANAGH, GLENN O KAVANAGH, DONNA C | |
| 8615-66-2938 | 677 EAST ST | CONKLIN, PAUL PRICE, BILLY | |
| 8615-66-0970 | 641 EAST ST | AUTREY SHEILA MARIE HEIRS | |
| 8615-66-0860 | 629 EAST ST | LINDER, CASSIE MARIE LINDER, CORY WADE | |
| 8615-66-2604 | 618 EAST ST | PRATT, PAUL K PRATT, PAMELA T | |
| 8615-66-2669 | 630 EAST ST | RHEA, GEOFFREY LEE RHEA, BROOKE V | |
| 8615-66-2736 | 630 EAST ST | RHEA, GEOFFREY LEE RHEA, BROOKE V | |
| 8615-66-3813 | 650 EAST ST | HOYT CHRISTOPHER A |  |
| 8615-66-3961 | 680 EAST ST | FRYELL, BARBARA HELEN Elizabeth Burson | |
| 8615-66-1559 | 604 EAST ST | WALZ, JAN BLURTON BROOKS, LESLIE ERIN SHADWICK | |
| 8615-66-1504 | 598 EAST ST | COTHRAN, JAMES BUNYAN COTHRAN, BARBARA | |
| 8615-66-0503 | 15 PARK DR | COFFEY ELEANOR | |
| 8615-56-9792 | 426 HOWELL ST | LUX, NANCY D LUX, DONALD EDWARD | |
| 8615-56-9626 | 591 EAST ST | WELCH DEREK HOWARD |  |
| 8615-67-3122 | 717 EAST ST | MAY, DAVID WILLIAM MAY, JESSICA CRIMM | |
| 8615-67-4214 | 727 EAST ST | HAYWOOD RENTALS | |
| 8615-67-4421 | 769 EAST ST | ROGERS, RODERICK N | |
| 8615-67-4022 | 706 EAST ST | HAYWOOD RENTALS | |
| 8615-66-6948 | 40 GRAHL ST | HAYWOOD RENTALS | |
| 8615-66-6863 | 449 ASSEMBLY ST | MCCOY, JESSICA | |
| 8615-66-8807 | 433 ASSEMBLY ST | MCCOY, JESSICA | |
| 8615-66-7753 | 151 GRAHL ST | TOWNSEND, KELLY N | |
| 8615-66-8675 | GRAHL ST | BALL, LOWELL A | |
| 8615-66-9934 | 91 GRAHL ST | MCPAHAN, JAMES ALLEN MCPAHAN, NINA BOWMAN | |
| 8615-67-8028 | 71 GRAHL ST | BALL, NOAH AARON BALL, ANDREA CELESTE | |
| 8615-67-6143 | 25 GRAHL ST | SHELTON, JENNIFER ANNETTE | |
| 8615-67-5242 | 748 EAST ST | MILLER, JASON | |

Subject: East Street installation of speed table

Date: Tuesday, July 13, 2021 at 2:50:13 PM Eastern Daylight Time

From: Jessica McCoy

To: Christine Kavanagh

To whom it may concern,

I am the owner of 449 and 433 East Assembly Street in Waynesville NC, 28786 and I have read the traffic study and agree to the installation of the speed table

Thank you,
Jessica McCoy
828-400-2150

Subject: Traffic Calming Plan for East Street

Date: Monday, July 12, 2021 at 3:51:25 PM Eastern Daylight Time

From: James McMahan

To: Christine Kavanagh

Hi Christine,

I am Jim McMahan. My wife, Nina, and I live at 91 Grahl Street, and received the packet of information you sent concerning traffic calming plans for East Street. We are very supportive of the plan for installation of the tables on East Street, as well as any other measures that the City decides to take to combat the problem of speeding and careless driving.

If you need us to come by to sign the petition, just let us know.

Jim and Nina McMahan
828-246-0735

10/11

Subject: (none)

Date: Tuesday, January 4, 2022 at 12:45:17 PM Eastern Standard Time

From: Brooke Rhea

To: Christine Kavanagh

As the owners of our home of the two plots of land at 630 East St. we support the installation of speed tables to slow down traffic on our street.

12

Subject: East street

Date: Tuesday, January 4, 2022 at 10:54:21 AM Eastern Standard Time

From: Paul Conklin

To: Christine Kavanagh

We Paul D. Conklin And Billy J Price as the owners of 677 East St. are in full support of the petition to add speed tables to our neighborhood to slow traffic down and make it safer.

Sent from my iPad

Property owners in the identified traffic shed
WAYN 1096

| PIN | Address | Property Owner Name | Property Owner Signature |
|------------------|-----------------|---|---|
| B 8615-66-1934 | 657 EAST ST | KAVANAGH, GLENN O KAVANAGH, DONNA C | <i>[Signature]</i> 6/30/21 Donna C. Kavanagh 6/30/21 |
| 8615-66-2938 | 677 EAST ST | CONKLIN, PAUL PRICE, BILLY | See attached |
| 8615-66-0970 | 641 EAST ST | AUTREY SHEILA MARIE HEIRS | |
| 8615-66-0860 | 629 EAST ST | LINDER, CASBIE MARIE Joseph LINDER, CORY WADE Beckler | |
| 110 8615-66-2604 | 618 EAST ST | PRATT, PAMELA O'Donnell, icah PRATT, PAMELA T O'Donnell, STEPHANIE | <i>[Signature]</i> Stephanie O'Donnell |
| 8615-66-2669 | 630 EAST ST | RHEA, GEOFFREY LEE RHEA, BROOKE V | See attached |
| 8615-66-2736 | 630 EAST ST | RHEA, GEOFFREY LEE RHEA, BROOKE V | |
| 15 8615-66-3813 | 650 EAST ST | HOYT CHRISTOPHER A | <i>[Signature]</i> |
| 8615-66-3961 | 680 EAST ST | FRIZZI, MARGIE HELEN FARRELL MARGIE HELEN ✓ | |
| 8615-66-1559 | 604 EAST ST | WALZ, JAN BLURTON BROOKS, LESLIE ERIN SHADWICK | |
| 8615-66-1504 | 598 EAST ST | COTHRAN, JAMES BUNYAN COTHRAN, BARBARA | |
| 8615-66-0503 | 15 PARK DR | COFFEY ELEANOR | |
| 8615-56-9792 | 426 HOWELL ST | LUX, NANCY D LUX, DONALD EDWARD | |
| 8615-56-9626 | 591 EAST ST | WELCH DEREK HOWARD | |
| 8615-67-3122 | 717 EAST ST | MAY, DAVID WILLIAM ✓ MAY, JESSICA CRIMM | |
| 8615-67-4214 | 727 EAST ST | HAYWOOD RENTALS | |
| 8615-67-4421 | 769 EAST ST | ROGERS, RODERICK N | See attached |
| 8615-67-4022 | 706 EAST ST | HAYWOOD RENTALS | |
| 8615-66-6948 | 40 GRAHL ST | HAYWOOD RENTALS | |
| 8615-66-6863 | 449 ASSEMBLY ST | MCCOY, JESSICA | See attached |
| 8615-66-8807 | 433 ASSEMBLY ST | MCCOY, JESSICA | See attached |
| 8615-66-7753 | 151 GRAHL ST | TOWNSEND, KELLY N | See attached |
| 8615-66-8675 | GRAHL ST | BALL, LOWELL A | |
| 8615-66-9934 | 91 GRAHL ST | MCMAHAN, JAMES ALLEN MCMAHAN, NINA BOWMAN | See attached |
| 8615-67-8028 | 71 GRAHL ST | BALL, NOAH AARON Lisa BALL, ANDREA CELESTE Neal | See attached |
| 8615-67-6143 | 25 GRAHL ST | SHELTON, JENNIFER ANNETTE | See attached |
| 8615-67-5242 | 748 EAST ST | MILLER, JASON | |

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Public Hearing to consider a request for Annexation for property at 1184 Camp Branch Road, Waynesville, NC 28786, PIN 8614-34-4314.

AGENDA INFORMATION:

Agenda Location: **Public Hearing**
Item Number:
Department: Development Services
Contact: Olga Grooman, Planner
Presenter: Olga Grooman, Planner

BRIEF SUMMARY: The Town received the attached Petition for Annexation for 1184 Camp Branch Road signed by the property owners Billy Sorrells and Hazel Sorrells. This 0.57-acre property is within the Town's extra-territorial jurisdiction, and it is contiguous to the Town. The parcel is zoned Country Club Residential-Low Density (CC-RL).

The connection to the Town's sewer due to the failed septic tank was the main reason for annexation. The property was already connected to the Town's water a few years ago. On April 26, 2022, the Board of Aldermen voted to allow the extension of the Town sewer line to the property before the actual annexation hearing. The job has been successfully completed. Therefore, Mr. Sorrells has both, Town's water and sewer.

MOTIONS FOR CONSIDERATION:

1. Adoption of attached ordinance to approve the annexation of described property.

FINDING SOURCE/IMPACT: Future action to annex this property will allow the property to receive town municipal services and be subject to Town property tax.

ATTACHMENTS:

1. Petition with metes and bounds description
2. Property location map relative to municipal boundaries
3. Zoning Map
4. Payment confirmation
5. Property posting
6. Annexation Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Exhibit 1

**TOWN OF WAYNESVILLE
PLANNING DEPARTMENT
P.O. BOX 100, WAYNESVILLE, NC 28786
828-456-2004**

**ANNEXATION UPON PETITION
OF ALL OWNERS OF REAL PROPERTY**

(G.S. 160A-31, as amended)

Date: Apr 6 - 22

To: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described below be annexed to the Town of Waynesville.
2. Character of area to be annexed:
 - a. Any area which is contiguous to the corporate limits of the Town of Waynesville may be annexed by petition.
 - b. For purposes of these laws, an area is deemed "contiguous" if, at the time the petition is submitted, the area either abuts directly on the municipal boundary or is separated from the municipal boundary by a street, right-of-way, a creek or river, or the right-of-way of a railroad or other public service corporation, lands owned by the municipality or some other political subdivision, or lands owned by the State.
3. The area to be annexed is contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
 - a. Metes and bounds description is attached.
 - b. Tax map of the proposed territory is attached.

Name Billy Wayne Samuels Signature Billy Wayne Samuels

Address 1184 Camp Branch RD Waynesville N.C. 28786

Name Harrel M. Samell Signature Harrel M. Samell

Address 1184 Camp Branch Rd. Waynesville N.C. 28786

Name Danny W. Sorrell Signature Danny W. Sorrell

Address 1367 Queenstown Rd. Canton NC 28716

(Attach additional sheet if necessary)

421-6643 - Cell
wendsem 452-2756 - Home

PENDING REVIEW FOR TAX LISTING

Exhibit 1



2017002451

HAYWOOD CO, NC FEE \$26.00

NO TAXABLE CONSIDERATION

PRESENTED & RECORDED
03-20-2017 12:09:13 PM

SHERRI C. ROGERS
REGISTER OF DEEDS
BY: TARA E. REINHOLD
DEPUTY

BK: RB 925

PG: 242-244

DATE 3/20/17 BY SP

HAYWOOD COUNTY TAX CERTIFICATION

There are no delinquent taxes due that are a lien
against parcel number(s) 8614-34-4306/4353

Mike Matthews, Haywood County Tax Collector

Date: 3-20-17 By: ell

NORTH CAROLINA GENERAL WARRANTY DEED

Prepared by and return to: T. Michael Jordan, 154 N. Main St., Suite 1, Waynesville, NC 28786

Excise Tax: \$0.00
Parcel Identifier No. 8614-34-4306 and 8614-34-4353
TITLE NOT CHECKED BY PREPARER.

THIS DEED made this 20th day of March, 2017, by and between

| GRANTOR | GRANTEE |
|--|--|
| BILLY WAYNE SORRELLS and wife, HAZEL M. SORRELLS a/k/a HAZEL SORRELLS Mailing Address: 1184 Camp Branch Road Waynesville, NC 28786 | DANNY WAYNE SORRELLS Mailing Address: 1367 Queentown Road Canton, NC 28716 |

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

WITNESSETH, that the Grantors, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents do grant, bargain, sell and convey unto the Grantee in fee simple, SUBJECT TO THE LIFE ESTATE HEREIN RESERVED, all that certain lot or parcel of land situated in Waynesville Township, Haywood County, North Carolina, and more particularly described as follows:

SEE SCHEDULE A ATTACHED HERETO AND
INCORPORATED HEREIN BY REFERENCE.

THE SUBJECT REAL ESTATE IS THE PRIMARY
RESIDENCE OF GRANTOR.

Exhibit 1

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple, BUT SUBJECT ALWAYS TO THE LIFE ESTATE HEREIN RESERVED BY THE SAID GRANTORS.

And the Grantors covenant with the Grantee, that Grantors are seized of the premises in fee simple, have the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantors will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals the day and year first above written.

Billy Wayne Sorrells (SEAL)
BILLY WAYNE SORRELLS

Hazel M. Sorrells (SEAL)
HAZEL M. SORRELLS a/k/a HAZEL SORRELLS

NORTH CAROLINA
HAYWOOD COUNTY

I, a Notary Public of the County and State aforesaid, certify that BILLY WAYNE SORRELLS and HAZEL M. SORRELLS a/k/a HAZEL SORRELLS personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this 20th day of March, 2017.

My commission expires:
3/29/2021

Lorraine S. Ransburg
Notary Public

Lorraine S. Ransburg
Notary Public
Haywood County
North Carolina

SCHEDULE A

Exhibit 1

PARCEL ONE (PIN 8614-34-4306):

BEGINNING on a locust tree and Southwest corner of the 0.405-acre tract conveyed by Shepard to W. S. Hicks on January 3, 1957, and runs N. 73 deg. W. 121 feet to a stake; thence N. 18 deg. E. 190 feet to a stake in south margin of Camp Branch Road; thence with road margin S. 55 deg. 15 min. E. 53.5 feet to a stake, the northwest corner of said W. S. Hicks lot; thence with line of that lot, S. 0 deg. 15 min. E. 200 feet to the BEGINNING, containing 0.389 of an acre as per survey and plat of Nathan Rogers, Surveyor.

BEING the same property conveyed from Lowell L. Mills and wife, Elaine P. Mills, to Billy Wayne Sorrells and wife, Hazel M. Sorrells by deed dated September 25, 1973, recorded in Deed Book 264, page 421, Haywood County Registry.

PARCEL TWO (PIN 8614-34-4353):

BEGINNING at the northwesterly corner of the 0.405 acre tract as described in Deed dated July 28, 1976, and filed in Deed Book 283, page 517, Haywood County Registry, said BEGINNING point BEING in the southerly margin of Camp Branch Road (NCSR 1138); thence in a southeasterly direction on a curve to the left with a radius of 704.73 feet and a chord of S. 66 deg. 41 min. 43 sec. E. 38.48 feet, and an arc length of 38.49 feet; thence S. 02 deg. 51 min. 38 sec. E. 218.78 feet passing an iron set at 13.80 feet to an iron set in a fence line; thence along said fence line N. 65 deg. 08 min. 37 sec. W. 47.16 feet to a locust stump in the fence; thence N. 00 deg. 55 min. 46 sec. W. 213.93 feet to the point of BEGINNING; and containing 0.191 acres according to map entitled "Billy Wayne Sorrells and wife & Lester Wayne Mashburn and wife", prepared by Herron Land Surveying, dated November 11, 1991, bearing Drawing No. 2312-279-A.

BEING the same property conveyed from Grace J. Blythe, a single woman, to Billy Wayne Sorrells and wife, Hazel Sorrells, by deed recorded November 26, 1991, in Deed Book 422, page 207, Haywood County Registry.

BUT THIS CONVEYANCE OF PARCELS ONE AND TWO IS MADE SUBJECT TO a life estate in said lands which is hereby expressly excepted and reserved by Grantors for and during their natural lives.

It is the intent of the Grantors and Grantee that these parcels be combined into one parcel.

Exhibit 2

Maggie Valley ETJ

Waynesville ETJ

Waynesville

1184 Camp Branch Rd

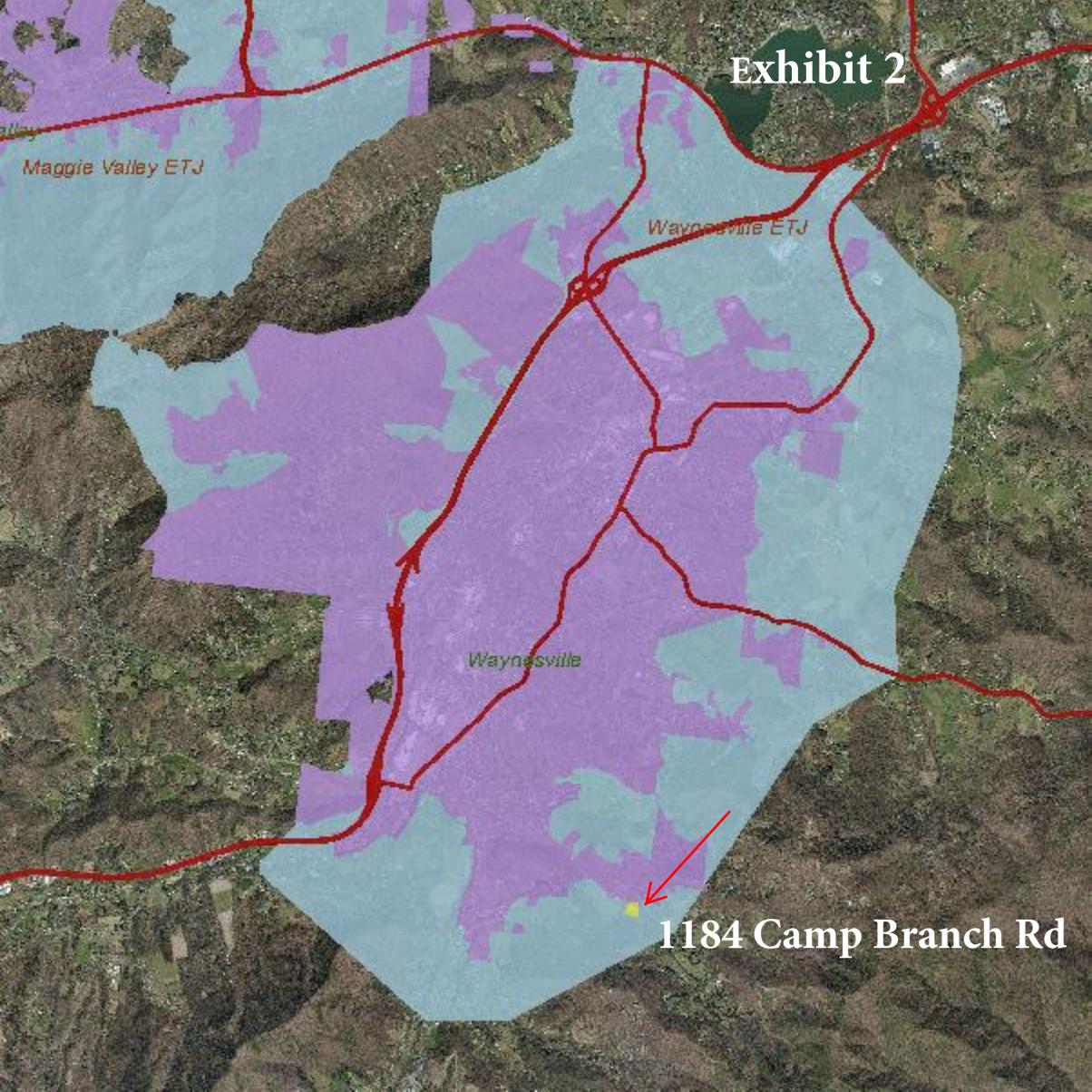
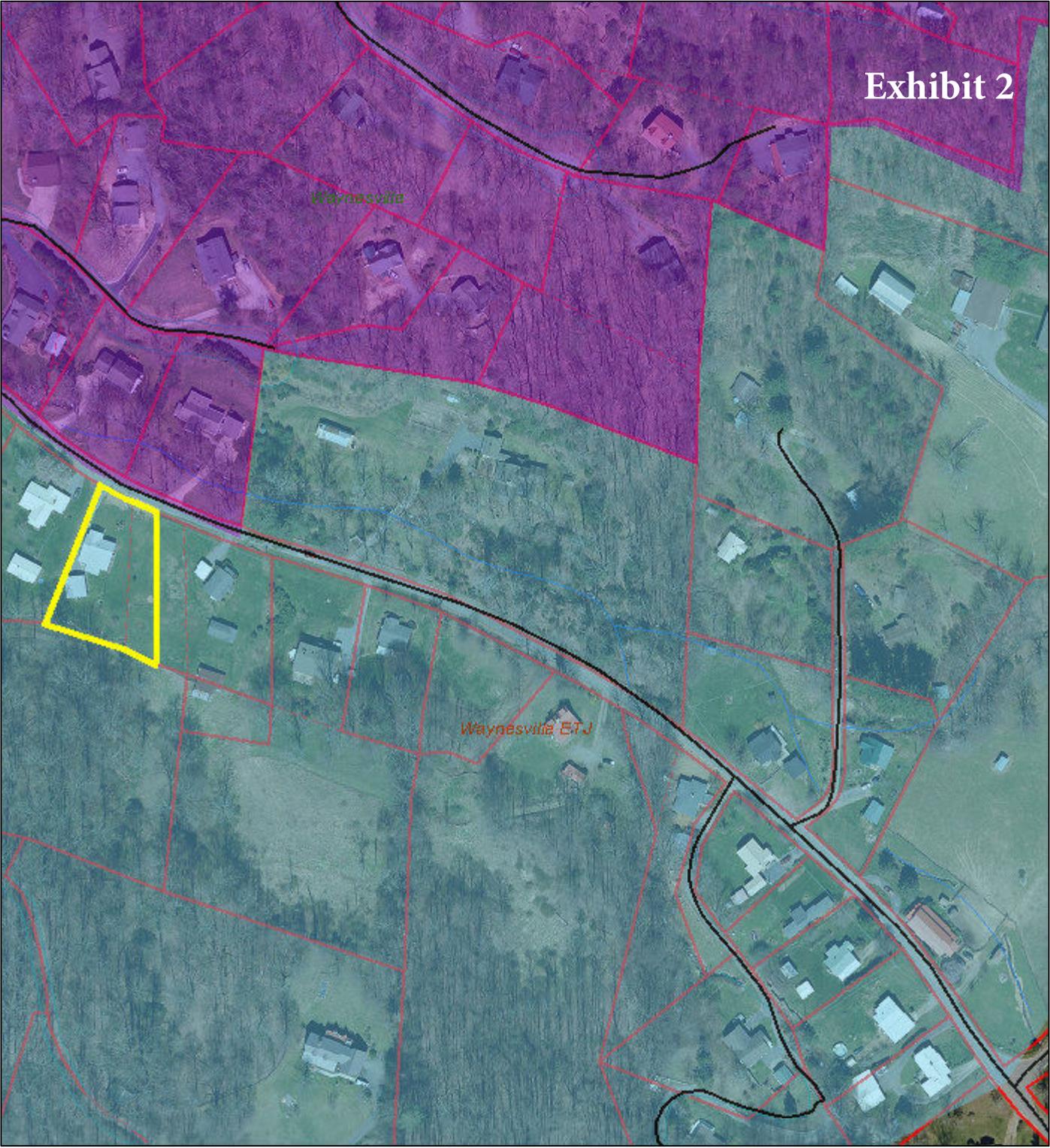


Exhibit 2



SORRELLS, BILLY WAYNE/LT
SORRELLS, HAZEL M/LT
1184 CAMP BRANCH RD
WAYNESVILLE, NC 28786

Account Information

PIN: 8614-34-4314

Legal Ref: 925/242

Add Ref: A92/79

Site Information

DWELLING

1184 CAMP BRANCH RD

Heated Area: 1520

Year Built: 1960

Total Acreage: 0.5732

Township: Waynesville

Site Value Information

Land Value:

Building Value:

Market Value:

Deferred Value:

Assessed Value:

Sale Price:

Sale Date: 03/19/2017



1 inch = 200 feet

April 13, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

Report For

Exhibit 3

SORRELLS, BILLY WAYNE/LT
SORRELLS, HAZEL M/LT
1184 CAMP BRANCH RD
WAYNESVILLE, NC 28786

Account Information

PIN: 8614-34-4314

Legal Ref: 925/242

Add Ref: A92/79

Site Information

DWELLING

1184 CAMP BRANCH RD

Heated Area: 1520

Year Built: 1960

Total Acreage: 0.5732

Township: Waynesville

Site Value Information

Land Value: \$30,300

Building Value: \$108,700

Market Value: \$139,000

Deferred Value: \$0

Assessed Value: \$139,000

Sale Price: \$0

Sale Date: 03/19/2017



1 inch = 100 feet
April 13, 2022

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TOWN OF WAYNESVILLE
280 GEORGIA AVENUE
WAYNESVILLE NC 28786

Exhibit 4

MISC RECEIPT 2748535
REFERENCE Annexation
DATE/TIME 04/08/22 15:22
CLERK 2044ecou
CUSTOMER Billy Sorrells
EFF. DATE 04/08/2022
DEPT

01 200.00
TOTAL: 200.00

| PMT TYPE | QTY | REF | AMOUNT |
|----------|-----|-------|--------|
| CHECK | 1 | 14167 | 200.00 |



Exhibit 5 : Property posted on May 2, 2022

THE TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
WILL HOLD A
PUBLIC HEARING
ON MAY 24, 2022, AT 6:00 PM
IN THE TOWN HALL BOARD ROOM AT
9 SOUTH MAIN ST.
TO CONSIDER AN ANNEXATION PETITION
CONTACT THE DEVELOPMENT SERVICES DEPARTMENT
828-456-8647

Exhibit 5 : Property posted on
May 2, 2022

THE TOWN OF WAYNESVILLE
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May 2, 2022



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828-456-8647

ORDINANCE NO. O-18-22

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE TOWN OF WAYNESVILLE, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned voluntarily under G.S. G.S. 160A-31, to annex the area as described in the petition for a contiguous annexation request, and

WHEREAS, the governing board of any municipality may annex by ordinance any area contiguous to its boundaries upon presentation to the governing board of a petition signed by the owners of all real property located within the area; and

WHEREAS, the Board of Aldermen finds the sufficiency of the petition in accordance with 160A-31, to wit:

- a. The petition follows the form required by statute in which the owner of real property has requested the area described for voluntary annexation; and
- b. That the petitioning owner of record owns 100 percent of the property in question; and
- c. The property is contiguous to the Town's municipal boundary, abutting other contiguous property;
- d. The Town Clerk has conducted an investigation in compliance with G.S. 160A31(c) and has certified the sufficiency of the petition; and
- e. The provisions of G.S. 160A-31(b1) and 160A-31(j) do not apply to the area described in the petition.

WHEREAS, a public hearing on the question of annexation was held at Town Hall at 6:00pm, on the 24th day of May, 2022, and

WHEREAS, the Board of Aldermen does hereby find as a fact that said petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety, and welfare of the Town and of the area proposed for annexation will best be served by annexing the area described as PIN # 8614-34-4314.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville, North Carolina:

Section 1. By virtue of the authority granted by North Carolina General Statutes, the following described contiguous territory is hereby annexed and made part of the Town of Waynesville as of the Twenty-Fourth day of May, 2022. Metes and bounds description is in Exhibit 1 attached hereto and incorporated by reference.

Section 2. Upon and after the Twenty-Fourth day of May, 2022, the above described territory, and its citizens, and property shall be subject to all debts, laws, ordinances, and

regulations in force in the Town of Waynesville and shall be entitled to the same privileges and benefits as other parts of the Town of Waynesville. Said territory shall be subject to municipal taxes according to G.S. 160A.

Section 3. The Mayor of the Town of Waynesville shall cause to be recorded in the office of the Register of Deeds of Haywood County and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Haywood County Board of Elections as required by G.S. 163-288.1.

Section 4. Notice of adoption of this ordinance shall be published once, following the effective date of annexation, in a newspaper having general circulation in the Town of Waynesville.

Adopted this the 24th day of May, 2022.

TOWN OF WAYNESVILLE

ATTEST:

J. Gary Caldwell, Mayor

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

Martha Sharpe Bradley, Town Attorney

EXHIBIT 1
Metes and Bounds Description
PIN 8614-34-4314

Instrument# 2017002451 Book 925 Page 244

SCHEDULE A

PARCEL ONE (PIN 8614-34-4306):

BEGINNING on a locust tree and Southwest corner of the 0.405-acre tract conveyed by Shepard to W. S. Hicks on January 3, 1957, and runs N. 73 deg. W. 121 feet to a stake; thence N. 18 deg. E. 190 feet to a stake in south margin of Camp Branch Road; thence with road margin S. 55 deg. 15 min. E. 53.5 feet to a stake, the northwest corner of said W. S. Hicks lot; thence with line of that lot, S. 0 deg. 15 min. E. 200 feet to the BEGINNING, containing 0.389 of an acre as per survey and plat of Nathan Rogers, Surveyor.

BEING the same property conveyed from Lowell L. Mills and wife, Elaine P. Mills, to Billy Wayne Sorrells and wife, Hazel M. Sorrells by deed dated September 25, 1973, recorded in Deed Book 264, page 421, Haywood County Registry.

PARCEL TWO (PIN 8614-34-4353):

BEGINNING at the northwesterly corner of the 0.405 acre tract as described in Deed dated July 28, 1976, and filed in Deed Book 283, page 517, Haywood County Registry, said BEGINNING point BEING in the southerly margin of Camp Branch Road (NCSR 1138); thence in a southeasterly direction on a curve to the left with a radius of 704.73 feet and a chord of S. 66 deg. 41 min. 43 sec. E. 38.48 feet, and an arc length of 38.49 feet; thence S. 02 deg. 51 min. 38 sec. E. 218.78 feet passing an iron set at 13.80 feet to an iron set in a fence line; thence along said fence line N. 65 deg. 08 min. 37 sec. W. 47.16 feet to a locust stump in the fence; thence N. 00 deg. 55 min. 46 sec. W. 213.93 feet to the point of BEGINNING; and containing 0.191 acres according to map entitled "Billy Wayne Sorrells and wife & Lester Wayne Mashburn and wife", prepared by Herron Land Surveying, dated November 11, 1991, bearing Drawing No. 2312-279-A.

BEING the same property conveyed from Grace J. Blythe, a single woman, to Billy Wayne Sorrells and wife, Hazel Sorrells, by deed recorded November 26, 1991, in Deed Book 422, page 207, Haywood County Registry.

BUT THIS CONVEYANCE OF PARCELS ONE AND TWO IS MADE SUBJECT TO a life estate in said lands which is hereby expressly excepted and reserved by Grantors for and during their natural lives.

It is the intent of the Grantors and Grantee that these parcels be combined into one parcel.

Exhibit 1

**TOWN OF WAYNESVILLE
PLANNING DEPARTMENT
P.O. BOX 100, WAYNESVILLE, NC 28786
828-456-2004**

**ANNEXATION UPON PETITION
OF ALL OWNERS OF REAL PROPERTY**

(G.S. 160A-31, as amended)

Date: Apr 6 - 22

To: Board of Aldermen of the Town of Waynesville

1. We, the undersigned owners of real property, respectfully request that the area described below be annexed to the Town of Waynesville.
2. Character of area to be annexed:
 - a. Any area which is contiguous to the corporate limits of the Town of Waynesville may be annexed by petition.
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3. The area to be annexed is contiguous to the Town of Waynesville and the boundaries of such territory are as follows:
 - a. Metes and bounds description is attached.
 - b. Tax map of the proposed territory is attached.

Name Billy Wayne Samuels Signature Billy Wayne Samuels

Address 1184 Camp Branch RD Waynesville N.C. 28786

Name Harrel M. Samell Signature Harrel M. Samell

Address 1184 Camp Branch Rd. Waynesville N.C. 28786

Name Danny W. Sorrell Signature Danny W. Sorrell

Address 1367 Queenstown Rd. Canton NC 28716

(Attach additional sheet if necessary)

421-6643 - Cell
wendsem 452-2756 - Home

PENDING REVIEW FOR TAX LISTING

Exhibit 1



2017002451

HAYWOOD CO, NC FEE \$26.00

NO TAXABLE CONSIDERATION

PRESENTED & RECORDED
03-20-2017 12:09:13 PM

SHERRI C. ROGERS
REGISTER OF DEEDS
BY: TARA E. REINHOLD
DEPUTY

BK: RB 925

PG: 242-244

DATE 3/20/17 BY SP

HAYWOOD COUNTY TAX CERTIFICATION

There are no delinquent taxes due that are a lien

against parcel number(s) 8614-34-4306/4353

Mike Matthews, Haywood County Tax Collector

Date: 3-20-17 By: ell

NORTH CAROLINA GENERAL WARRANTY DEED

Prepared by and return to: T. Michael Jordan, 154 N. Main St., Suite 1, Waynesville, NC 28786

Excise Tax: \$0.00

Parcel Identifier No. 8614-34-4306 and 8614-34-4353

TITLE NOT CHECKED BY PREPARER.

THIS DEED made this 20th day of March, 2017, by and between

| GRANTOR | GRANTEE |
|---|--|
| BILLY WAYNE SORRELLS and wife, HAZEL M. SORRELLS a/k/a HAZEL SORRELLS | DANNY WAYNE SORRELLS |
| Mailing Address: 1184 Camp Branch Road Waynesville, NC 28786 | Mailing Address: 1367 Queentown Road Canton, NC 28716 |

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

WITNESSETH, that the Grantors, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents do grant, bargain, sell and convey unto the Grantee in fee simple, SUBJECT TO THE LIFE ESTATE HEREIN RESERVED, all that certain lot or parcel of land situated in Waynesville Township, Haywood County, North Carolina, and more particularly described as follows:

SEE SCHEDULE A ATTACHED HERETO AND
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RESIDENCE OF GRANTOR.

Exhibit 1

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And the Grantors covenant with the Grantee, that Grantors are seized of the premises in fee simple, have the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantors will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated. Title to the property hereinabove described is subject to the following exceptions:

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals the day and year first above written.

Billy Wayne Sorrells (SEAL)
BILLY WAYNE SORRELLS

Hazel M. Sorrells (SEAL)
HAZEL M. SORRELLS a/k/a HAZEL SORRELLS

NORTH CAROLINA
HAYWOOD COUNTY

I, a Notary Public of the County and State aforesaid, certify that BILLY WAYNE SORRELLS and HAZEL M. SORRELLS a/k/a HAZEL SORRELLS personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this 20th day of March, 2017.

My commission expires:
3/29/2021

Lorraine S. Ransburg
Notary Public

Lorraine S. Ransburg
Notary Public
Haywood County
North Carolina

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Waynesville ETJ

Waynesville

1184 Camp Branch Rd

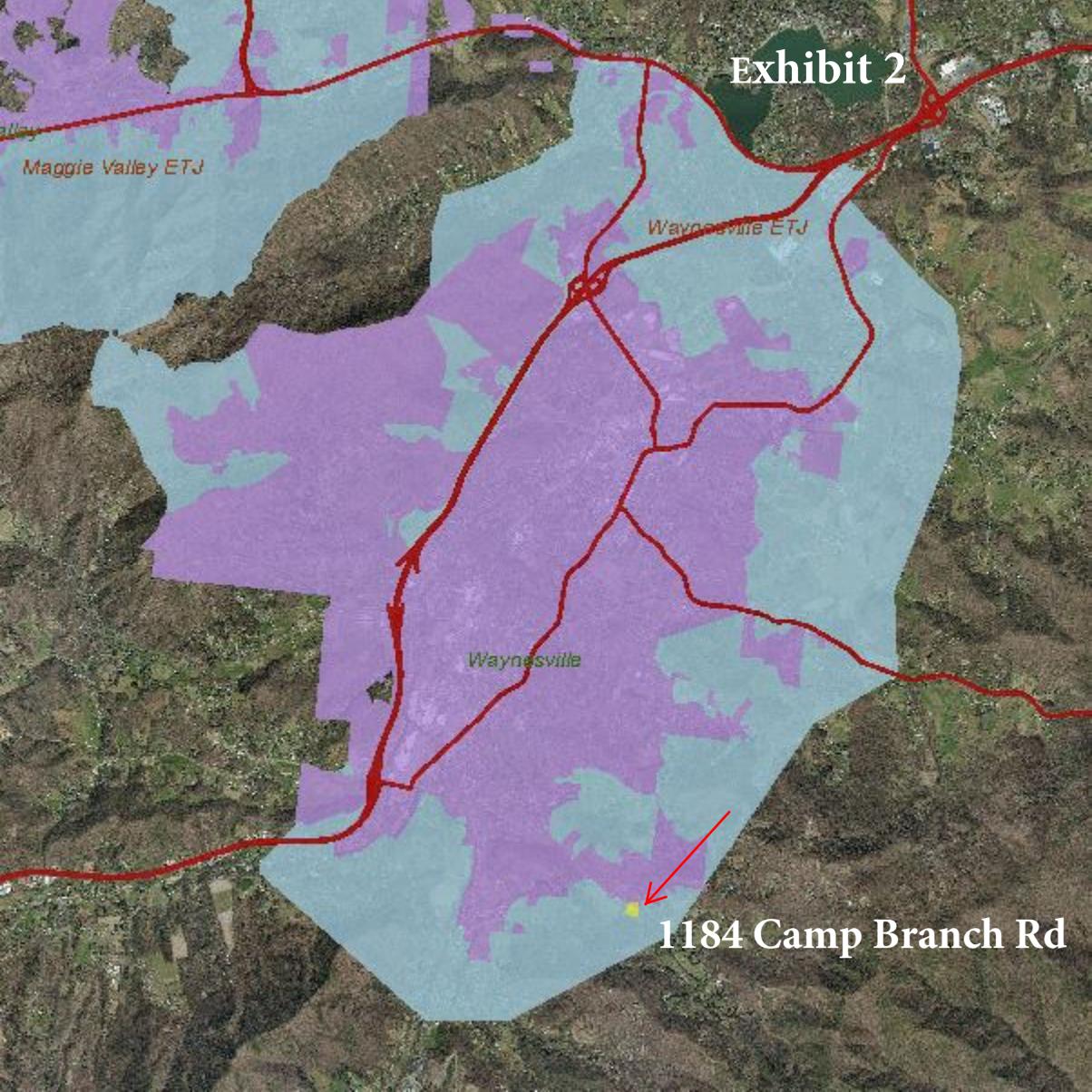
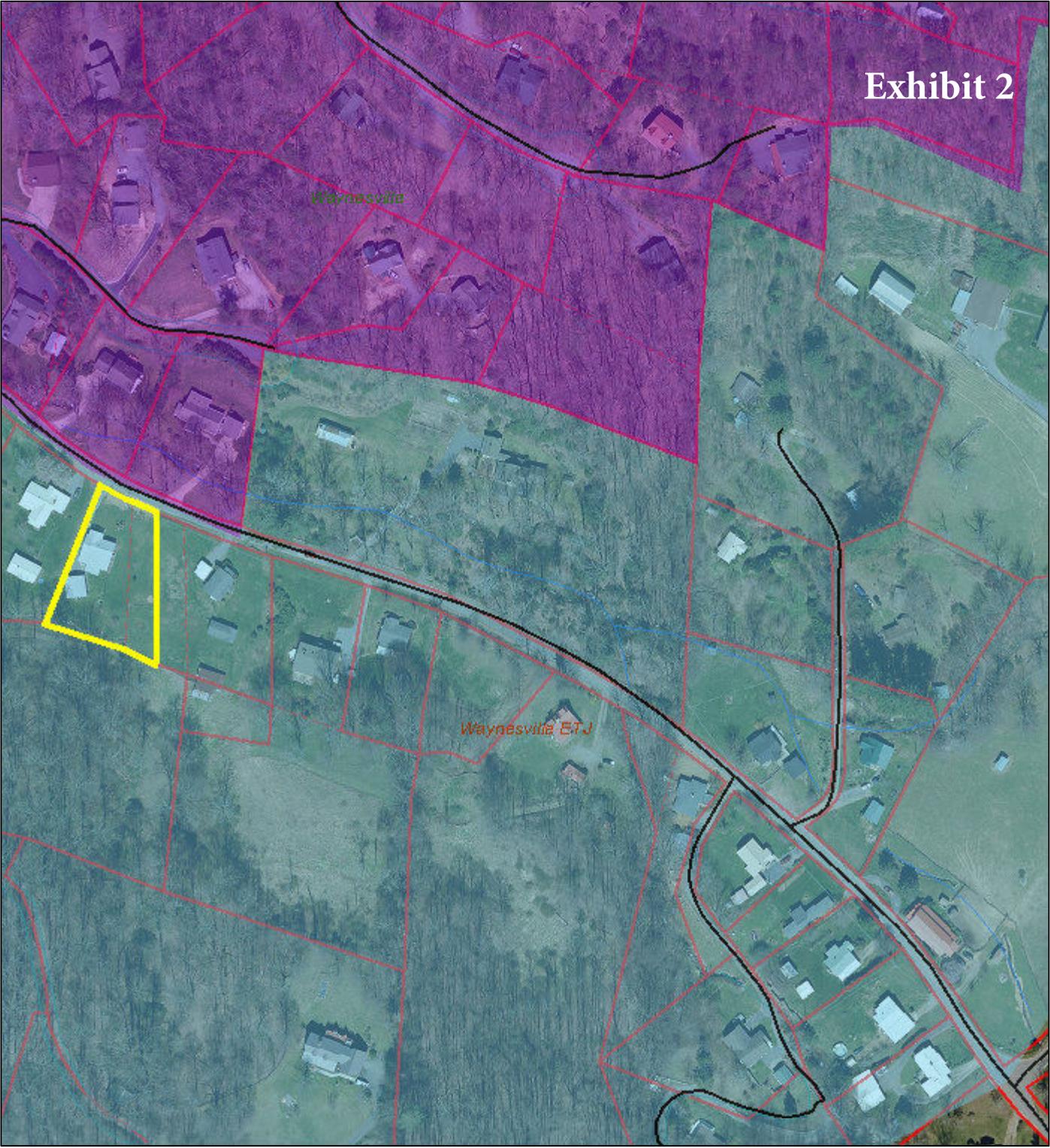


Exhibit 2



SORRELLS, BILLY WAYNE/LT
SORRELLS, HAZEL M/LT
1184 CAMP BRANCH RD
WAYNESVILLE, NC 28786

Account Information

PIN: 8614-34-4314

Legal Ref: 925/242

Add Ref: A92/79

Site Information

DWELLING

1184 CAMP BRANCH RD

Heated Area: 1520

Year Built: 1960

Total Acreage: 0.5732

Township: Waynesville

Site Value Information

Land Value:

Building Value:

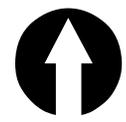
Market Value:

Deferred Value:

Assessed Value:

Sale Price:

Sale Date: 03/19/2017



1 inch = 200 feet

April 13, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

Report For

Exhibit 3

SORRELLS, BILLY WAYNE/LT
SORRELLS, HAZEL M/LT
1184 CAMP BRANCH RD
WAYNESVILLE, NC 28786

Account Information

PIN: 8614-34-4314

Legal Ref: 925/242

Add Ref: A92/79

Site Information

DWELLING

1184 CAMP BRANCH RD

Heated Area: 1520

Year Built: 1960

Total Acreage: 0.5732

Township: Waynesville

Site Value Information

Land Value: \$30,300

Building Value: \$108,700

Market Value: \$139,000

Deferred Value: \$0

Assessed Value: \$139,000

Sale Price: \$0

Sale Date: 03/19/2017



1 inch = 100 feet
April 13, 2022

Disclaimer: The maps on this site are not surveys. They are prepared from the inventory of real property found within this jurisdiction and are compiled from recorded deeds, plats and other public records and data. Users of this site are hereby notified that the aforementioned public primary information sources should be consulted for verification of any information contained on these maps. Haywood county and the website provider assume no legal responsibility for the information contained on these maps.

TOWN OF WAYNESVILLE
280 GEORGIA AVENUE
WAYNESVILLE NC 28786

Exhibit 4

MISC RECEIPT 2748535
REFERENCE Annexation
DATE/TIME 04/08/22 15:22
CLERK 2044ecou
CUSTOMER Billy Sorrells
EFF. DATE 04/08/2022
DEPT

01 200.00
TOTAL: 200.00

| PMT TYPE | QTY | REF | AMOUNT |
|----------|-----|-------|--------|
| CHECK | 1 | 14167 | 200.00 |



Exhibit 5 : Property posted
on May 2, 2022

THE TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
WILL HOLD A
PUBLIC HEARING
ON MAY 24, 2022, AT 6:00 PM
IN THE TOWN HALL BOARD ROOM AT
9 SOUTH MAIN ST.
TO CONSIDER AN ANNEXATION PETITION
CONTACT THE DEVELOPMENT SERVICES DEPARTMENT
828-456-8647

Exhibit 5 : Property posted on
May 2, 2022

THE TOWN OF WAYNESVILLE
BOARD OF ALDERMEN
WILL HOLD A
PUBLIC HEARING
ON MAY 24, 2022, AT 6:00 PM
IN THE TOWN HALL BOARD ROOM AT
9 SOUTH MAIN ST.
TO CONSIDER AN ANNEXATION PETITION
CONTACT THE DEVELOPMENT SERVICES DEPARTMENT
828-456-8647

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May 2, 2022



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828-456-8647

Please Publish on May 11, 2022 and May 18, 2022

NOTICE OF PUBLIC HEARING

The Town of Waynesville Board of Aldermen will be holding a public hearing on Tuesday, May 24, 2022 beginning at 6:00 p.m. or as closely thereafter as possible in the Town Hall Board Room located at 9 South Main Street, Waynesville. The purpose of the Public Hearing is to consider a request for Annexation for property at 1184 Camp Branch Road, Waynesville, NC 28786, PIN 8614-34-4314.

Interested persons are encouraged to attend and be heard. For more information, please contact Elizabeth Teague, Development Services Director at 828 456 2004 or via email at eteague@waynesvillenc.gov.

s/Eddie Ward

By: Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 5-24-22**

SUBJECT Public Hearing on Budget

AGENDA INFORMATION:

Agenda Location: Public Hearings
Item Number:
Department: Administration
Contact: Rob Hites
Presenter: **Rob Hites**

BRIEF SUMMARY: The Budget has been summarized in the "Budget Message. If you review the message, the "budget summary" on page 11, "capital requests on Page 44-45 and "fee schedule" found on pages 47-59, you will get a good look at the budget.

MOTION FOR CONSIDERATION: Conduct a "Public Hearing" on the 2022-23 Budget. (Ms. Hagood will make a presentation on the budget) Based on your review of the budget and citizen input, instruct the staff as to changes that you recommend for staff presentation during the meeting on June 14th.

FUNDING SOURCE/IMPACT: All

ATTACHMENTS: Revised Budget

MANAGER'S COMMENTS AND RECOMMENDATIONS: We look forward to public and Board comment on our proposal. If you suggest changes to the proposal, we will make the changes or present alternatives to the budget for your review on the 14th.



Town of Waynesville

PROPOSED

Annual Budget

2022—2023



BUDGET MESSAGE

2022-2023

May 10, 2022

The Honorable Mayor and Members of the Board of Aldermen
Town of Waynesville.

In accordance with the provisions of the North Carolina General Statutes, your staff presents the proposed Municipal Operating and Capital Budget for Fiscal Year 2022-23.

INTRODUCTION

The 2022-23 proposed budget is heavily influenced by three financial trends, (1) the impact of the Covid Epidemic on the Town's user fees (recreation fees), utility collections and employee recruitment, (2) the dramatic increases in fuels and maintenance supplies as well as the rising cost of living and (3) growth in the regional economy including sales tax and final adjustments to the ad valorem tax base.

The approval of several medium size commercial and residential projects gives one the impression that the Town tax base and resulting revenues are growing. In fact, no project that has been approved since the Special Order of Consent (SOC) was executed on December 31st of 2020 has yet to break ground. As July approaches, we see very little chance that any of these projects will be far enough along to benefit Waynesville's tax base in 2023.

The Town's ability to hire and retain employees is being impacted by competition for jobs in the region. The market analysis that we carried out two years ago has been negated by inflation. Last year, the Town was only able to fund 40% of the market adjustment for all employees except Police. We are having problems recruiting service and maintenance related employees. The staff recommends that the Town bring its employees to the market salaries established in 2021. To ease the impact of inflation we also recommend a 2% cost of living increase for all employees.

The Town is very fortunate to have received \$3,231,911 in American Rescue Plan (ARP) funds. The stimulus has provided capital to replace a number of vehicles, carry out the Pigeon Street water line replacement and other projects that the

Town would not have been able to afford without a considerable increase in ad valorem taxes. We will not get this type of revenue in the future. Ms. Hagood recommends that we reserve \$486,630 of our August/September allotment of ARP funds for next year's capital needs.

On a more positive note, the final ad valorem tax values provided by the County Tax Assessor are higher than we projected in the last budget year. Ms. Hagood estimates that our ad valorem revenue will increase by 13.1% over last year's estimate. Based on impressive increases in the Town's Sales Tax receipts we are estimating a 5% increase over current year actuals for FY 2022-23. On the negative side Ms. Hagood estimates a \$275,950 loss in Recreation Fees and \$129,000 loss in Commercial Garbage revenue. When we total the increases and decreases in the General Fund, we result in only a 1.4% increase in revenue over the past year.

BUDGET SUMMARY

Salaries and Benefits

45% of the Town's Budget is dedicated to the employment and retention of the Town's workforce. Once hired, it takes approximately six months to thoroughly train an employee. Properly training, compensating and retaining that employee increases the productivity of the entire workforce. The impact of the Covid Epidemic and demand for employees is forcing local governments across the State to increase their pay scales and benefit packages in order to attract and retain new employees.

In 2020 the Town conducted a pay and classification plan that established a "market rate" for our workforce based on the wage scales for eight Western local governments. The plan established higher starting salaries for entry level employees and a pay plan that would place employees at a proper level of compensation based on their tenure in their current position (not with their entire tenure in local government). The Board brought employees' positions to the level they would be paid when they enter their new position, brought the Police Department to 100% of the recommended tenure in their current positions and funded the remaining employees at 40% of the recommended rate based on their tenure.

For 2022-23 we recommend that the Board adopt pay adjustments that would provide a 2% cost of living adjustment (COLA) for ALL employees and complete the pay adjustments based on tenure in an employee's current position. This would increase employee's tenure adjustment from the 40% employees received in 2021-22 to 100% recommended in the pay plan. (The Police Department will not receive this increase since the Board adjusted their salaries to the 100% level in the current year's budget. We recommend that the market increases take effect on the first pay period in January of 2023. The impact of the COLA and market adjustment will increase the General Fund

\$252,600, the Water Fund \$45,168, the Sewer Fund \$38,135, and the Electric Fund \$14,250 including benefits.

Career Track

We recommend that Career Track be funded at the same level as the current year with no modifications.

New and Reclassified Positions

The staff is not requesting any new positions or reclassifications within the Town workforce.

Health Insurance

Our health insurance rate is tied to the Town's "medical loss ratio", the cost of the claims submitted by the employees and their families. The Town's experience rating and rate increases are evaluated annually. The insurance companies like "medical loss ratios stay less than 70%. Thanks to a healthy workforce our insurance rating is 64%. In light of our rating our health insurance carrier is NOT requesting an increase in insurance premiums for the upcoming year.

Worker's Compensation Insurance

The Town's worker's compensation insurance rates are set by the NC Insurance Commission, not by the insurance industry. The Town's worker's compensation claims have been in the acceptable range for the past year so NO increase in Worker's Compensation rates will be necessary.

Liability Insurance

We have not received a quote on property and liability insurance. We have budgeted no increase for the upcoming year.

FUND SUMMARIES

General Fund

Ad Valorem Taxes

Haywood County provides its municipalities with a tax scroll that lists the value of each tax payer's real and personal property. The Towns apply their tax rate to those values and calculates the taxes due to the Towns. Haywood County re-assesses its property every four years. We are in year two of an assessment cycle.

The staff recommends an ad valorem tax rate of \$0.4592 per \$100 in value based on a tax base of \$1,355,268,987 in real and \$101,322,695 in personal property. This represents an increase of 2 cents from the current rate of \$0.4395. The State requires that local governments budget the percentage of taxes collected in the previous year. Waynesville's collection rate was 97.4% in 2021-22. We project the Town will collect \$6,514,000 or 97.4% of the Ad Valorem Tax Levy.

We recommend a \$17,377,874 General Fund operating budget for FY 2022-23. This represents a 1.4% increase from the FY 2021-22 budget. We have reduced our dependence on General Fund Balance (Savings) by \$222,742.

Downtown Municipal Service District

The Town established a "Downtown Municipal Service District" in 1986 in order to provide redevelopment and promotion of the Town's traditional central business district. The revenue derived from the MSD also funds the District's membership in the State and US Mainstreet program. Properties within the district pay an additional ad valorem tax in addition to the ad valorem taxes paid by the rest of the Town.

The current ad valorem tax on the Downtown Municipal Service District is \$.19 per \$100 of valuation. It is based on a tax base of \$56,012,316 and yields \$103,656.

In early 2022 the Board of Alderman reorganized the administration of the district by placing the staff, programming and accounting functions within the Town's organization. The Board created a 13- member committee that serves to advise the staff and Board on programs and policies of the Downtown Service District.

Water Fund

The staff recommends a budget of \$4,054,300 This represents an 8% increase from FY 2021-22. Due to decreases in both collections and consumption we recommend a 3% increase in Water Rates. The increase on an average water user's bill (5000 gallons per month) will amount to an estimated \$0.20 per month. The increase does not affect the base rate.

Water Treatment

We recommend a \$1,718,972 budget to fund the operation of the Water Treatment Plant. This represents a \$583,487 increase from last year's budget. These increases are due to price increases in chemicals, supplies, salaries, and capital improvements.

Water Collection Line Service and Maintenance

We recommend a \$1,872,038 budget for FY 2022-23. This represents a \$252,187 decrease from the previous year. The decrease is due to completion of several capital projects that were funded through operating revenue in the previous year.

Water Fund Administration and Finance

The Water Fund contributes a portion of its revenue to the meter reading, billing, collection and accounting of its operation. The staff estimates the percentage of the Finance Department's operation dedicated to the Water Fund. For the upcoming FY 2022-23 budget year we recommend a \$460,290 budget. This represents a decrease of \$30,200 from the current year.

SEWER FUND

Sewer Plant Financing and Construction

The staff recommends a 10% increase in Sewer Rates beginning with the August billing period. The increase in rates is due to rate increases required as conditions to \$19,454,000 State Revolving Loan recently awarded to the Town. The loan carries a "0" percent interest rate over a 26- year period with \$500,000 in loan forgiveness.

The construction bids were opened in December. The low bid was \$28,440,000, \$8,980,000 over the \$19,454,000 loan. Since the bids were opened, our engineers have worked with the low bidder to reduce the bid by altering the design plans. They have been able to reduce the bid price to \$23,600,000. We are negotiating several alternatives that must be acceptable to two different divisions of DENR, the Division of Water Infrastructure (DEI) and the Division of Environmental Quality (DEQ).

The 1st alternative is to request that both divisions accept the value engineering redesign and project cost, award the Town a 10% increase in the \$19,454,000 loan amount and recommend an additional sum from the LGC that would fund the reduced construction bid. The 2nd alternative is to request that the State use its ARP allotment to fund the increased price of the redesigned plant and leave the \$19,454,000 loan in place. The 3rd path is to request DENR to use ARP funds to permit the Town to accept the original bid of \$28,440,000 and fund that amount over the Town's SRF loan.

One of our major efforts has been to convince DENR to change our funding status to a “distressed facility” This change would move the Town from a group that has been allocated \$59 million to one that has been allocated \$159 million in ARP funds. The “distressed” designation would move the Town from a maximum \$5 million dollar grant to \$15 million. DENR has reviewed our status and agreed to change the Town to “distressed”. We applied for the entire \$15 million dollar grant for the grant cycle that closed May 2nd. It is our goal to be capable of awarding a construction bid by mid-summer using one of these alternatives. If we can achieve one of the three alternatives the impact on our rate payers should be a sewer bill of between \$45 and \$49 in 2029 for 5,000 gallons of use per month.

The Sewer Fund is made up of two operating divisions. Details of their major budget items are listed below.

Sewer Maintenance

We recommend a \$1,362,329 operating budget for this Division. The recommended budget represents a 10% increase over FY 2021-22. This increase is mainly due to inflow/infiltration projects and capital equipment that will be purchased. We are recommending \$540,000 in ARP funds to be used to remediate inflow and infiltration of storm water into the sewer collection system.

Sewer Plant

We recommend that the Board of Aldermen appropriate \$1,922,499 for operation and maintenance of the plant. This amounts to a 1.5% increase from last year’s budget.

In late 2022 construction on the plant should commence. In the meantime, we have to maintain the present plant and meet the limits stated in our NPDES permit. The recommended budget is estimated to achieve these goals while not funding equipment that will be modified or replaced by the renovation of the plant.

ELECTRIC FUND

For FY 2022-23 we recommend an Electric Department budget of \$10,045,862. This represents a 6.4% decrease in the operating budget. We recommend at 5% increase in electric rates across all rate classes. This increase will not be applied to the base charges. The increase is due to reduction in electric consumption and losses due to the freeze on electric disconnects during the Covid epidemic. Many of the customers that have balances on their accounts have moved outside our service area and we will not be able to collect their prior balances resulting in an unrecoverable loss.

The Board of Aldermen has recently amended the Fee schedule to create three new “rate riders” that provide incentives for customers to convert to solar technology. We recommend that the current “Residential Solar” rate be discontinued for customers that wish to connect after April 26th, 2022. Existing customers using the “Residential Solar” rate may continue with that rate or they may change their account to the new “Solar Residential Rate Rider”. Should they transfer their account, they will not be permitted to return to the old account. The specifics of the new “Solar Rate Riders can be found in the “Electric Section” of the “Rates and Fee Schedule.”

ASSET MANAGEMENT AND GARAGE FUNDS

The Asset Management Fund is an internal service fund that charges the various operating departments for services such as building maintenance, garage, and fuel purchase and distribution. We recommend a budget increase of \$95,376 or 3.7% primarily due to the increase in fuel costs and service and maintenance contracts.

RATES AND FEES

The budget proposal recommends a 3% increase in water rates across all rate schedules. It also recommends a 10% increase to Sewer rates in order to establish a fee schedule that will be able to fund the first year of debt service when the Sewer Plant is complete. This series of increases in the sewer rates are a requirement of our “State Revolving Loan Agreement”. The proposed Electric Fund contains a 5% rate increase across all schedules. The increases above do not impact the “Base Rates” of the customer classes. The “Schedule of Rates and Fees” contains a number of changes to individual fees in all funds. Many have not been increased for over a decade. One such increase is a \$1 per month increase in Solid Waste pickup. Additions to the Electric Fund schedule of rate and fees are mentioned above.

Capacity Use Fees

In 2018-19 the Town adopted a schedule of “Capacity Use Fees” based on a study mandated by the General Assembly (HB 436). A certified engineering firm reviewed the Town’s capital needs and weighed them against the Town’s goal to keep its cost of service affordable. We have not increased the Town’s Capacity Use Fees since 2019 and do not recommend an increase for the 2022-23 fiscal year.

Capacity Use Fees are based on the premise that users of Waynesville’s waste treatment system purchase a portion of the plant’s six-million-gallon capacity. The fees are based on a table of projected sewer use adopted by the Board. The fees fall below the “upper limit” of fees the Study indicated could be charged. The schedule of Capacity

Use Fees the Town adopted represents a “single fee system” that creates one schedule of fees for both In-Town and Out-of-Town users. Capacity Use Fees are calculated on a case-by-case basis. The calculations are based on the State’s “NC Wastewater Flow Rates” (15A NCAC 02T .0114).

In order to insure that user/developers reserve their capacity in the Waste Treatment Plant they must receive approval for their development in accordance with the Town’s Comprehensive Plan AND pay the system development fees at the time of approval. Should an owner/developer choose to abandon their project within three years of approval, the Town will refund their Capacity Use Fees. Failure to pay the fees may result in the user/developer not being guaranteed the capacity necessary to develop their project.

As the Town completes its renovation of the waste treatment plant and repairs areas of inflow and infiltration, the staff will request a consultant to recalculate the Capacity Use Fees for sewer treatment and collection system that will reflect the cost of repairing and replacing lines to reduce inflow/infiltration as well as the new debt that will be repaid over the next 26 years beginning in 2024.

CONCLUSION

The proposal that is before you represents a “program of work” that is experiencing both the positive and negative impact of a growing local economy, rebound from the Covid Epidemic, Inflation and changes in the use of Town facilities. These impacts are affecting all areas of the Town’s operations, employee recruitment and retention, prices for fuel and supplies and waiting time for orders to be delivered. Ms. Hagood has studied the actual spending trends in the Town’s organization and has produced departmental budgets that reflect the spending patterns of the last three years. This approach has helped limit the impacts of increased salaries and benefits, fuel and supplies. The proposed budget sets the stage for a two-year period of low to moderate growth as the Town absorbs the impact of both the growth as developments are completed and the rapid price increases in the local and national economy. The largest financial impact Waynesville will face in the upcoming year is the resolution of the funding of the Waste Treatment Plant and the Town’s ability to satisfy the Western Office of DEQ that we have substantially reduced our inflow/infiltration issues. We have reached the maximum allotment of sewer capacity permitted under the Special Order of Consent (SOC) and the Western Office has notified us that they will not permit additional flows. This has the impact of a moratorium on new development in Waynesville, Lake Junaluska, Junaluska Sanitary District and the Town of Clyde. Single family houses on established lots will not be impacted by this action of DEQ but development requiring the subdivision of land will be restricted until the plant is completed in late 2024.

Thanks to the ARP funds the Town will be able to carry out \$3,231,911 in capital spending that would normally rely on use of the fund balances in the four funds or short-term borrowing. We are recommending that \$486,629 of this summer's payment of ARP funds be reserved for the capital needs of the FY 2023-24 budget.

One of the Board's principal goals is to design, fund and construct a new fire station in Hazelwood. The proposal appropriates \$400,000 to retain an architect to begin the design process. As we move through the design, bidding and borrowing process it is vital that we retain a General Fund Balance that keeps the Town in the average range of its peer municipalities in order to qualify for the most favorable loan possible for our size Town. This will require that we retain approximately 42% of the operating budget of the General Fund. Since we will be financing the fire department it is critical that we set a limit on the project budget so that we can set a design budget for the architect and plan for the impact of the borrowing before we launch into the design process.

The budget has been drafted by our finance director Misty Hagood. She has brought over a decade of experience in municipal budgeting for Towns our size. The proposal that is before you represents a more refined approach to funding departments which has resulted in lower departmental budgets. We appreciate the time you provided us in our "Pre-Budget Workshop". We have taken your input and adjusted our proposal in line as per your instructions. We look forward to presenting the budget and providing any input you and the public wish to request.

Respectfully submitted:



Robert W. Hites Jr.
Town Manager



Misty Hagood
Finance Director

Budget Summary

Operating Funds

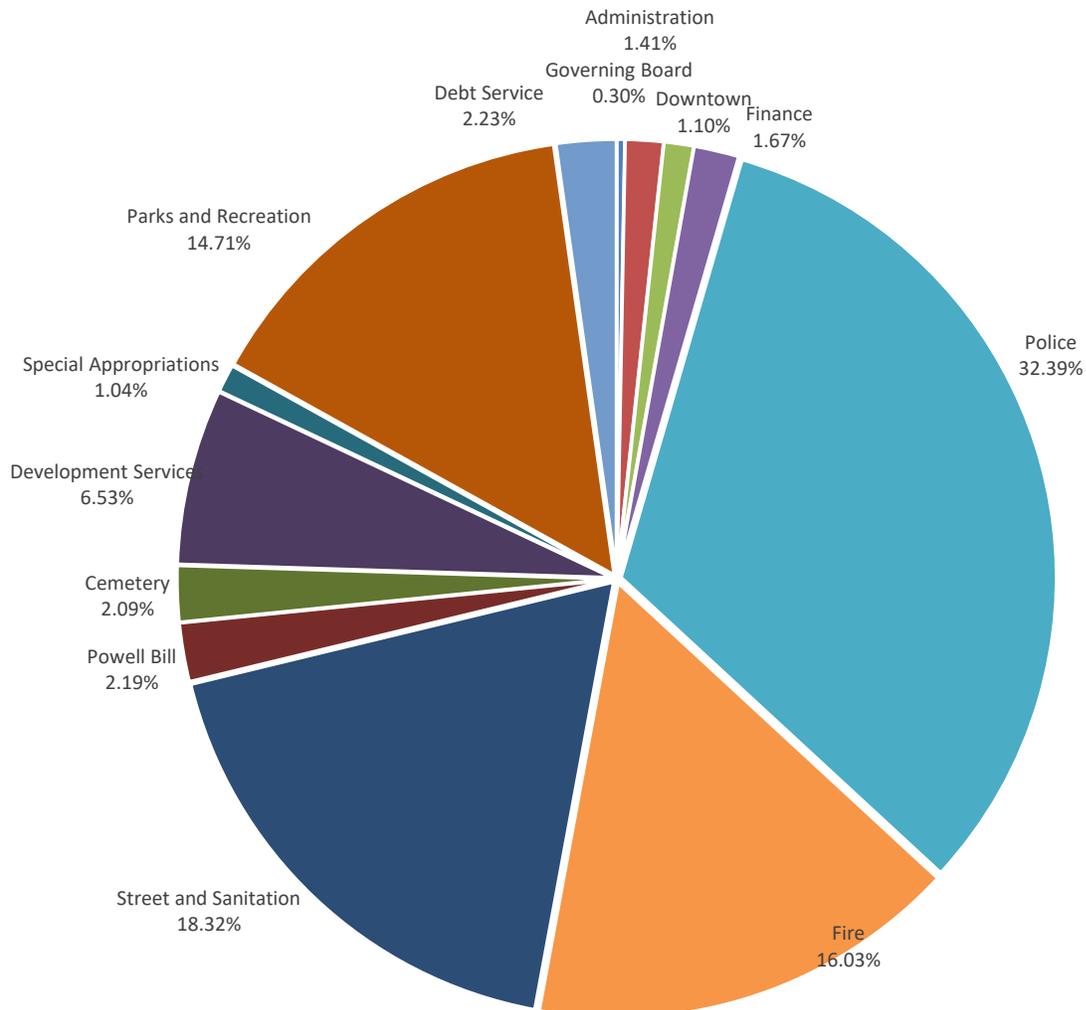
| | FY21 Budget | FY21 Actual | FY22 Budget | FY23 Budget |
|---------------------|----------------------|----------------------|----------------------|----------------------|
| Revenues | | | | |
| General Fund | \$ 15,750,580 | \$ 14,657,706 | \$ 17,135,053 | \$ 17,377,874 |
| Water Fund | \$ 3,644,830 | \$ 3,211,870 | \$ 3,753,200 | \$ 4,054,300 |
| Sewer Fund | \$ 3,523,815 | \$ 3,172,512 | \$ 3,981,900 | \$ 3,740,138 |
| Electric Fund | \$ 10,097,795 | \$ 9,362,669 | \$ 10,730,854 | \$ 10,045,862 |
| Total | \$ 33,017,020 | \$ 30,404,757 | \$ 35,601,007 | \$ 35,218,174 |
| Expenditures | | | | |
| General Fund | \$ 15,750,580 | \$ 14,030,678 | \$ 17,135,053 | \$ 17,377,874 |
| Water Fund | \$ 3,644,830 | \$ 2,717,980 | \$ 3,753,200 | \$ 4,054,300 |
| Sewer Fund | \$ 3,523,815 | \$ 2,330,341 | \$ 3,981,900 | \$ 3,740,138 |
| Electric Fund | \$ 10,097,795 | \$ 8,541,638 | \$ 10,730,854 | \$ 10,045,862 |
| Total | \$ 33,017,020 | \$ 27,620,637 | \$ 35,601,007 | \$ 35,218,174 |

Internal Service Funds

| | FY21 Budget | FY21 Actual | FY22 Budget | FY23 Budget |
|---------------------|----------------------|---------------------|---------------------|---------------------|
| Revenues | | | | |
| Asset Services | \$ 1,698,570 | \$ 1,484,004 | \$ 1,772,429 | \$ 1,804,287 |
| Garage | \$ 738,235 | \$ 693,952 | \$ 813,049 | \$ 876,776 |
| Total | \$ 2,436,805 | \$ 2,177,956 | \$ 2,585,478 | \$ 2,681,063 |
| Expenditures | | | | |
| Asset Services | \$ 15,750,580 | \$ 1,475,176 | \$ 1,772,429 | \$ 1,804,287 |
| Garage | \$ 3,644,830 | \$ 691,760 | \$ 813,049 | \$ 876,776 |
| Total | \$ 19,395,410 | \$ 2,166,936 | \$ 2,585,478 | \$ 2,681,063 |

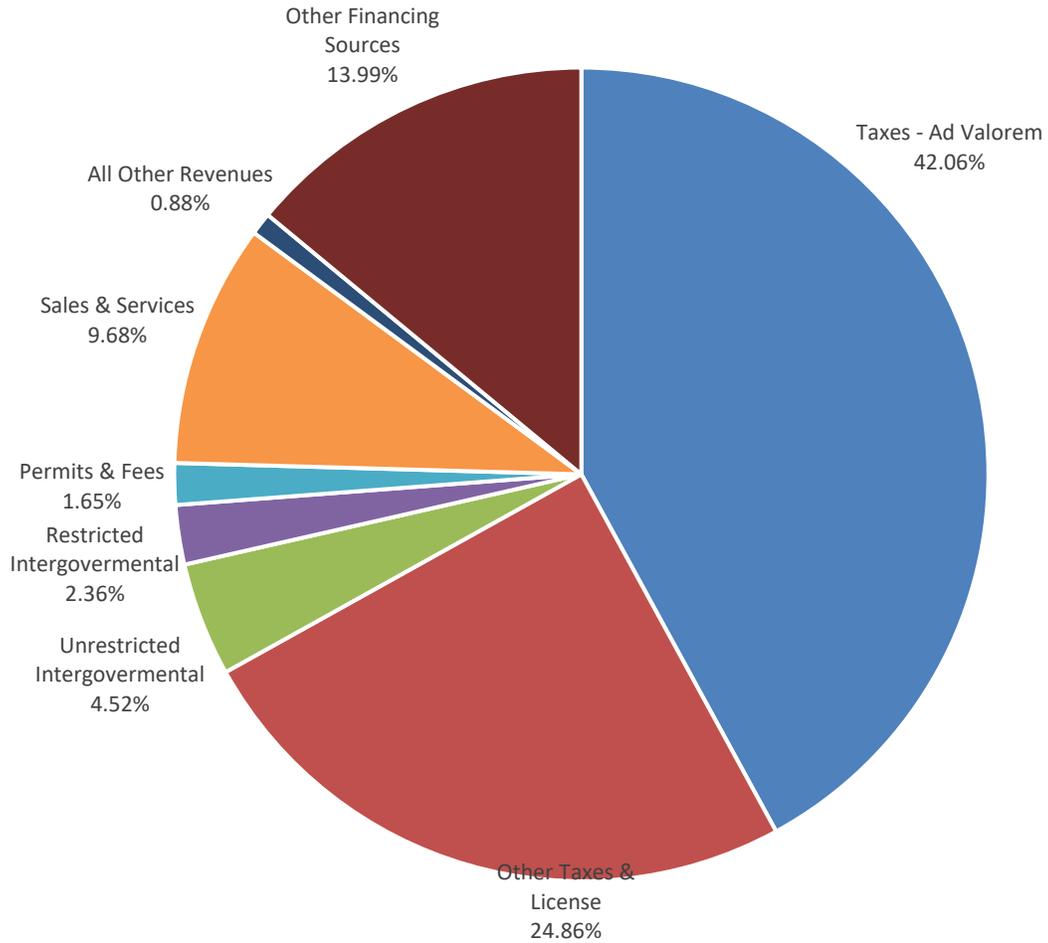
General Fund

| Department | Amount | Percent of Total |
|------------------------|---------------------|------------------|
| Governing Board | \$51,543 | 0.30% |
| Administration | \$245,439 | 1.41% |
| Downtown | \$191,515 | 1.10% |
| Finance | \$290,817 | 1.67% |
| Police | \$5,629,042 | 32.39% |
| Fire | \$2,785,165 | 16.03% |
| Street and Sanitation | \$3,182,758 | 18.32% |
| Powell Bill | \$380,000 | 2.19% |
| Cemetery | \$362,890 | 2.09% |
| Development Services | \$1,134,636 | 6.53% |
| Special Appropriations | \$180,000 | 1.04% |
| Parks and Recreation | \$2,557,069 | 14.71% |
| Debt Service | \$387,000 | 2.23% |
| Total | \$17,377,874 | 100.00% |



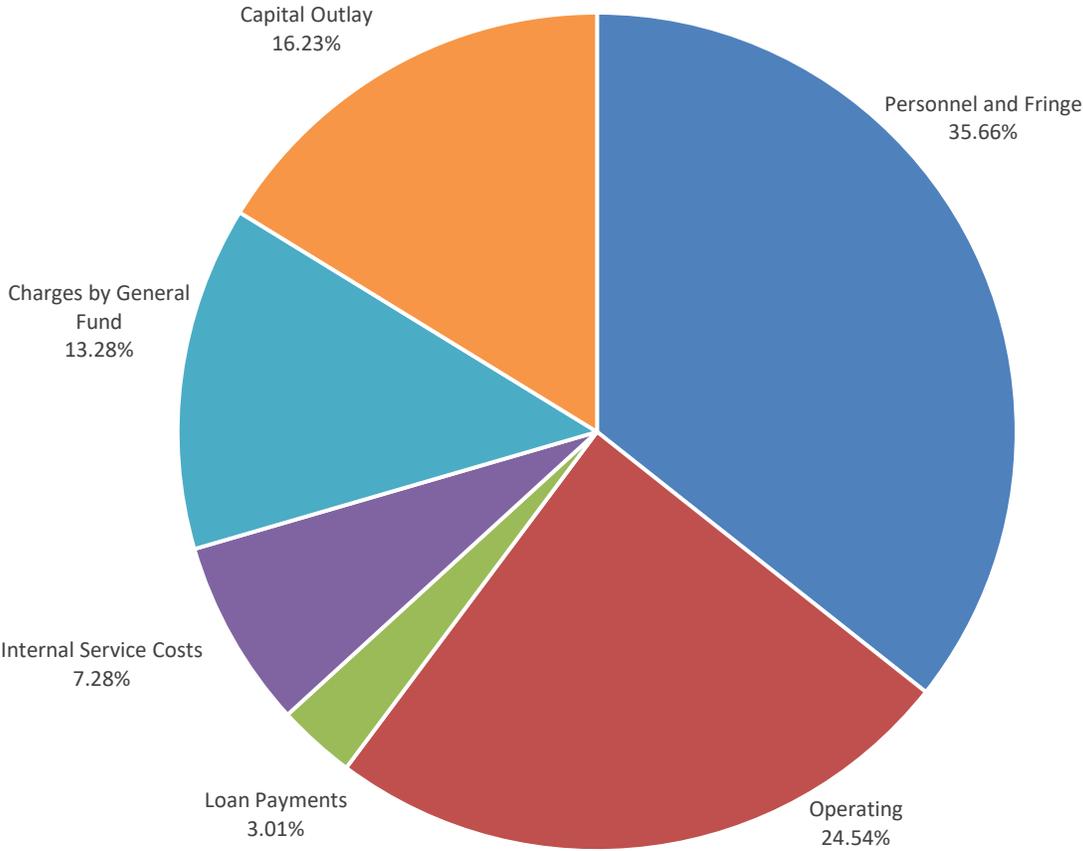
General Fund Revenues

| Revenues | Amount | Percent of Total |
|--------------------------------|---------------------|------------------|
| Taxes - Ad Valorem | \$7,308,350 | 42.06% |
| Other Taxes & License | \$4,320,150 | 24.86% |
| Unrestricted Intergovernmental | \$785,500 | 4.52% |
| Restricted Intergovernmental | \$410,000 | 2.36% |
| Permits & Fees | \$287,200 | 1.65% |
| Sales & Services | \$1,681,350 | 9.68% |
| All Other Revenues | \$153,600 | 0.88% |
| Other Financing Sources | \$2,431,724 | 13.99% |
| Grand Total | \$17,377,874 | 100.00% |



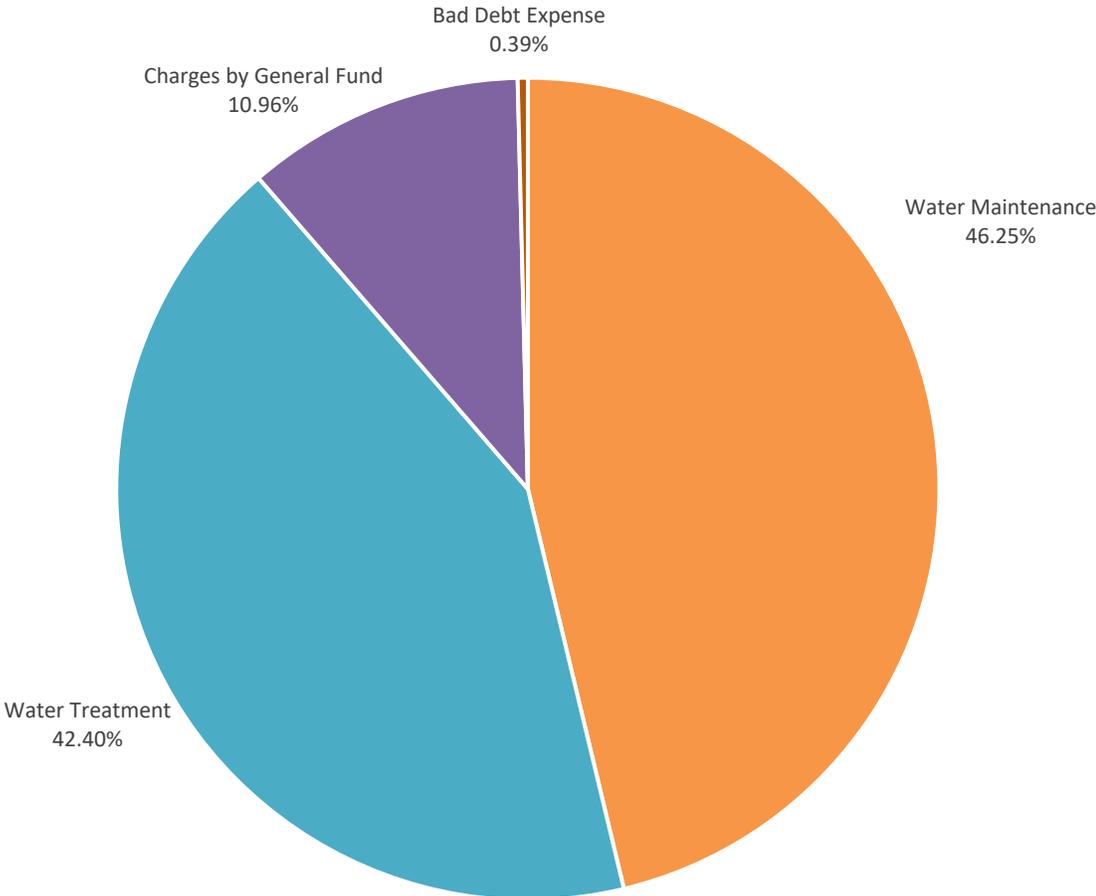
General Fund Expenditures

| Expenditure Type | Amount | Percent of Total |
|-------------------------|---------------------|------------------|
| Personnel and Fringe | \$11,794,981 | 67.87% |
| Operating | \$3,433,300 | 19.76% |
| Loan Payments | \$600,812 | 3.46% |
| Internal Service Costs | \$1,658,066 | 9.54% |
| Charges by General Fund | (\$1,693,860) | -9.75% |
| Capital Outlay | \$1,584,575 | 9.12% |
| Grand Total | \$17,377,874 | 100.00% |



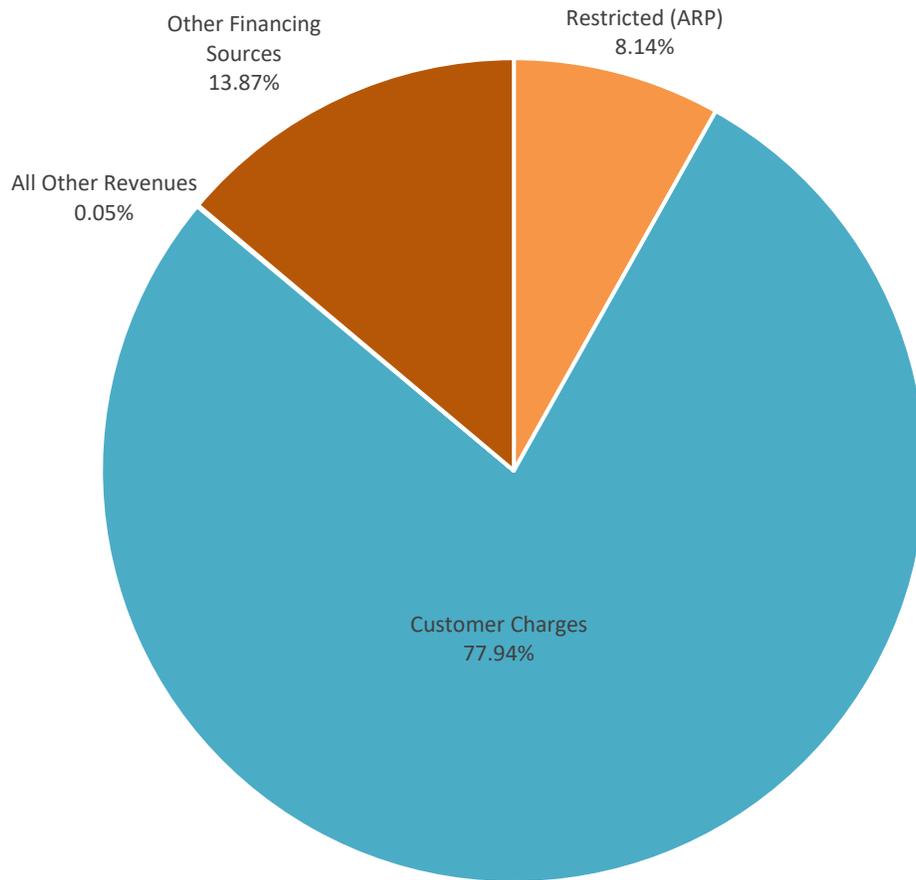
Water Fund

| Department | Amount | Percent of Total |
|-------------------------|--------------------|------------------|
| Water Maintenance | \$1,875,038 | 46.25% |
| Water Treatment | \$1,718,972 | 42.40% |
| Charges by General Fund | \$444,290 | 10.96% |
| Bad Debt Expense | \$16,000 | 0.39% |
| Total | \$4,054,300 | 100.00% |



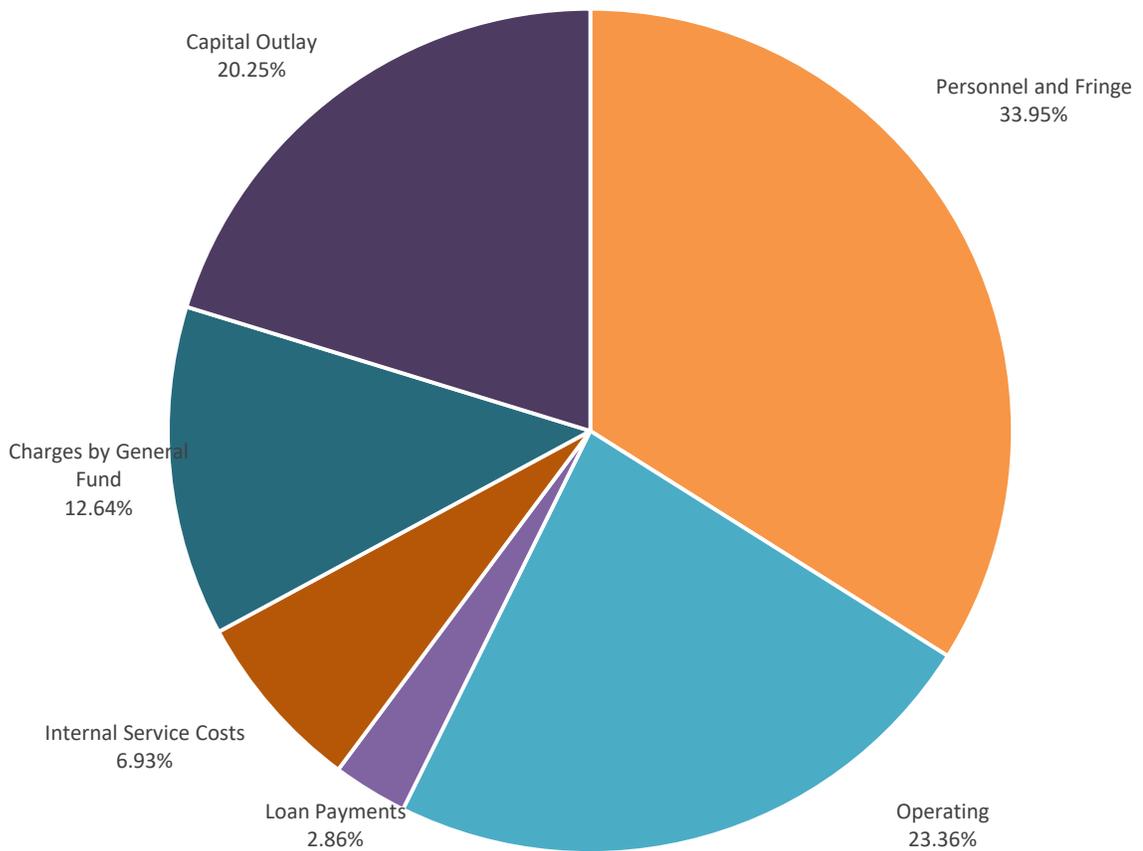
Water Fund Revenues

| Revenues | Amount | Percent of Total |
|-------------------------|--------------------|------------------|
| Restricted (ARP) | \$330,000 | 8.14% |
| Customer Charges | \$3,160,000 | 77.94% |
| All Other Revenues | \$2,000 | 0.05% |
| Other Financing Sources | \$562,300 | 13.87% |
| Grand Total | \$4,054,300 | 100.00% |



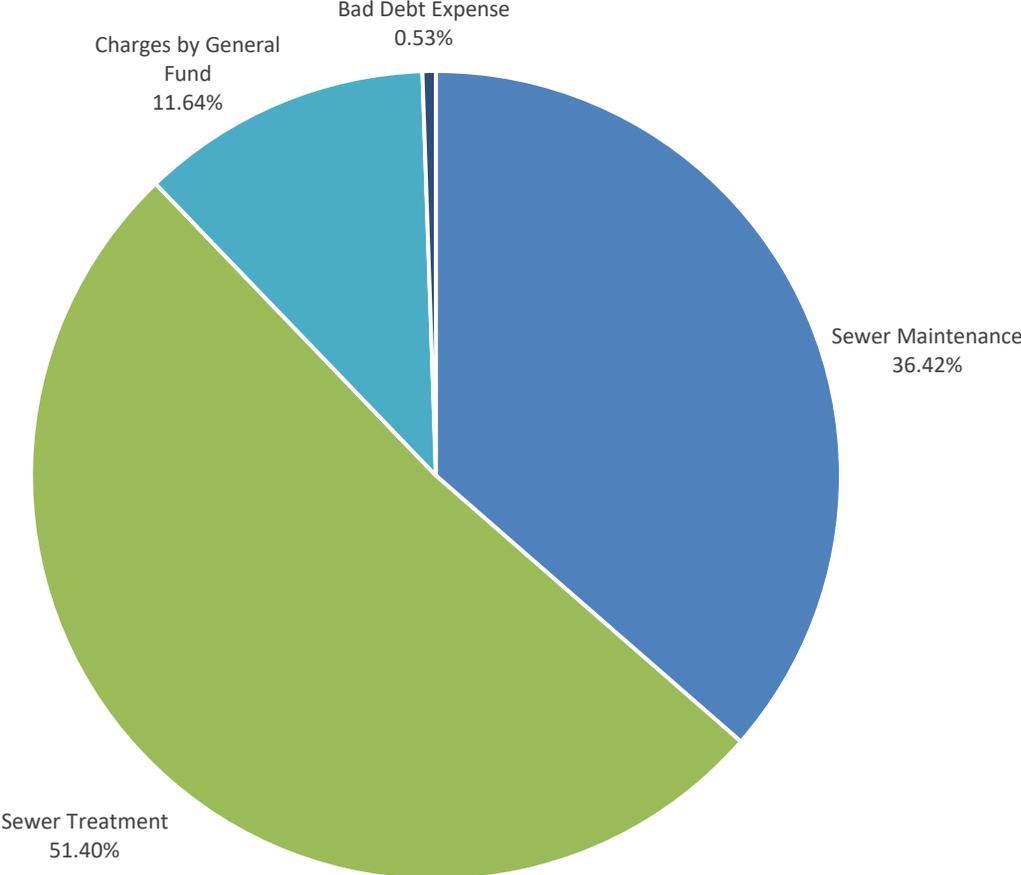
Water Fund Expenditures

| Expenditure Type | Amount | Percent of Total |
|-------------------------|--------------------|------------------|
| Personnel and Fringe | \$1,268,471 | 33.95% |
| Operating | \$890,040 | 23.36% |
| Loan Payments | \$73,000 | 2.86% |
| Internal Service Costs | \$332,499 | 6.93% |
| Charges by General Fund | \$460,290 | 12.64% |
| Capital Outlay | \$1,030,000 | 20.25% |
| Grand Total | \$4,054,300 | 100.00% |



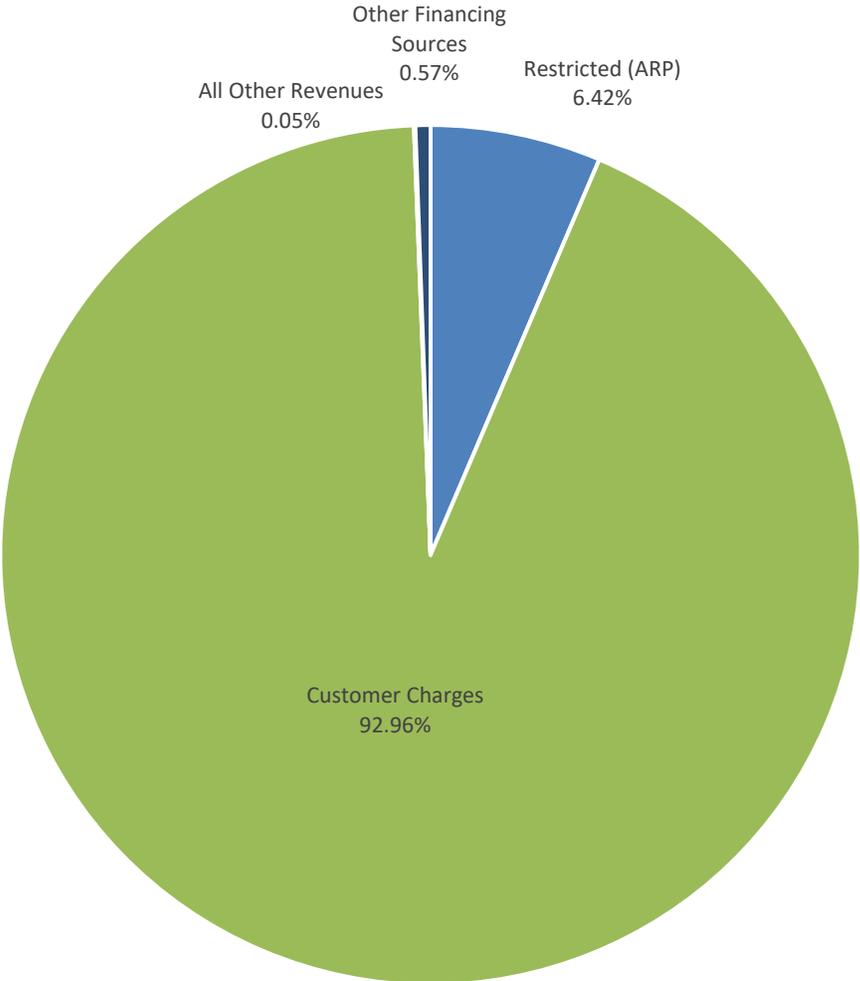
Sewer Fund

| Department | Amount | Percent of Total |
|-------------------------|--------------------|------------------|
| Sewer Maintenance | \$1,362,329 | 36.42% |
| Sewer Treatment | \$1,922,499 | 51.40% |
| Charges by General Fund | \$435,310 | 11.64% |
| Bad Debt Expense | \$20,000 | 0.53% |
| Total | \$3,740,138 | 100.00% |



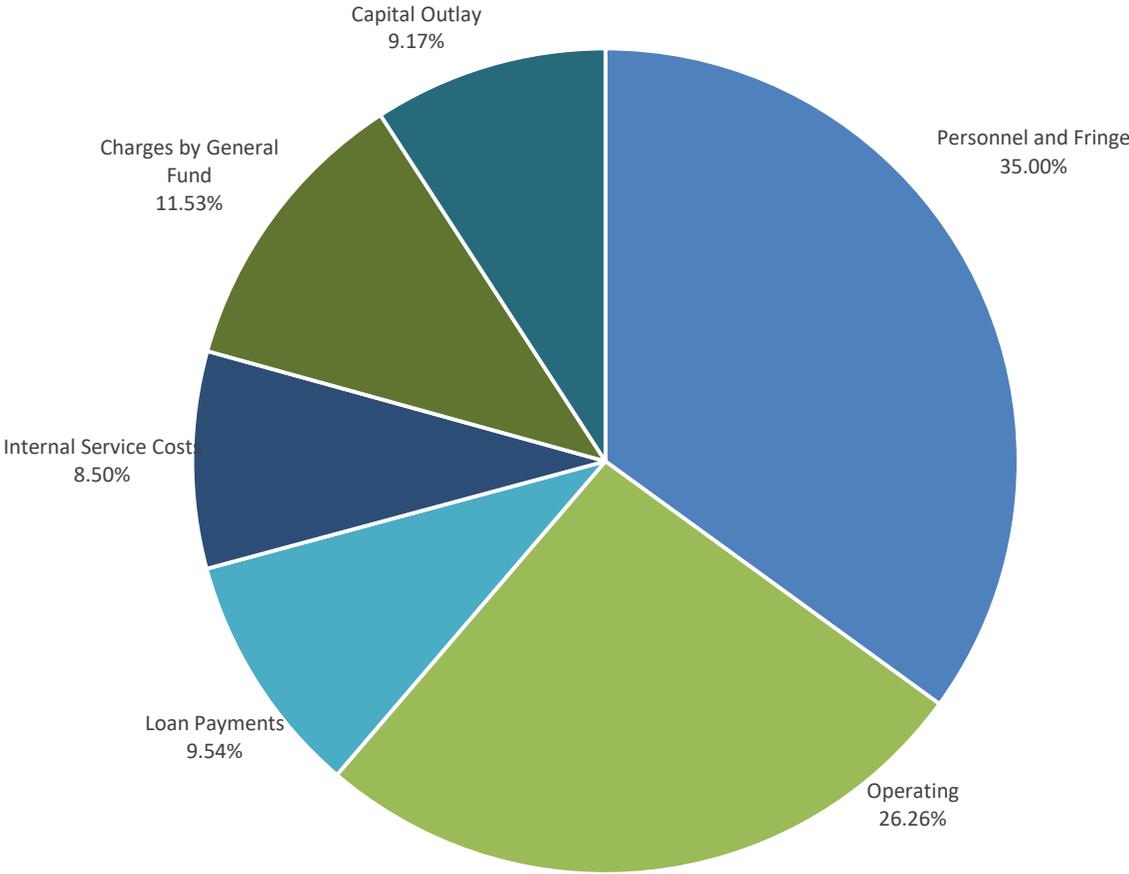
Sewer Fund Revenues

| Revenues | Amount | Percent of Total |
|-------------------------|--------------------|------------------|
| Restricted (ARP) | \$240,000 | 6.42% |
| Customer Charges | \$3,477,000 | 92.96% |
| All Other Revenues | \$2,000 | 0.05% |
| Other Financing Sources | \$21,138 | 0.57% |
| Grand Total | \$3,740,138 | 100.00% |



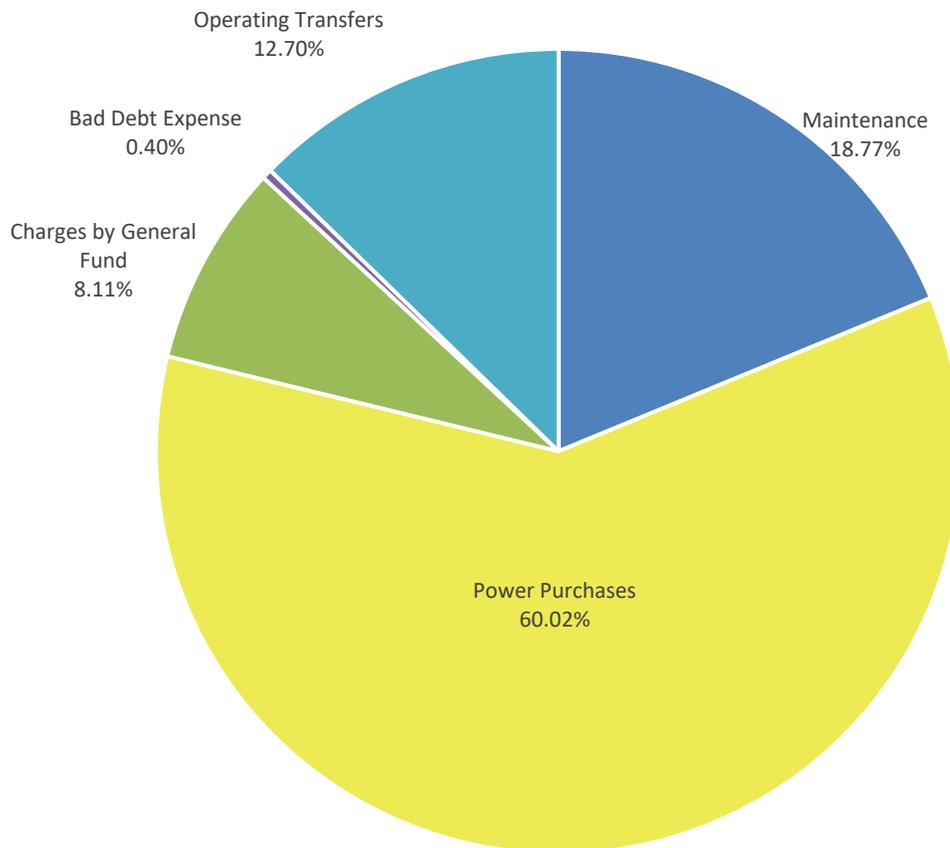
Sewer Fund Expenditures

| Expenditure Type | Amount | Percent of Total |
|--------------------------------|--------------------|------------------|
| Personnel and Fringe | \$1,478,343 | 35.00% |
| Operating | \$1,020,290 | 26.26% |
| Loan Payments | \$0 | 9.54% |
| Internal Service Costs | \$309,776 | 8.50% |
| Charges by General Fund | \$455,310 | 11.53% |
| Capital Outlay | \$476,419 | 9.17% |
| Grand Total | \$3,740,138 | 100.00% |



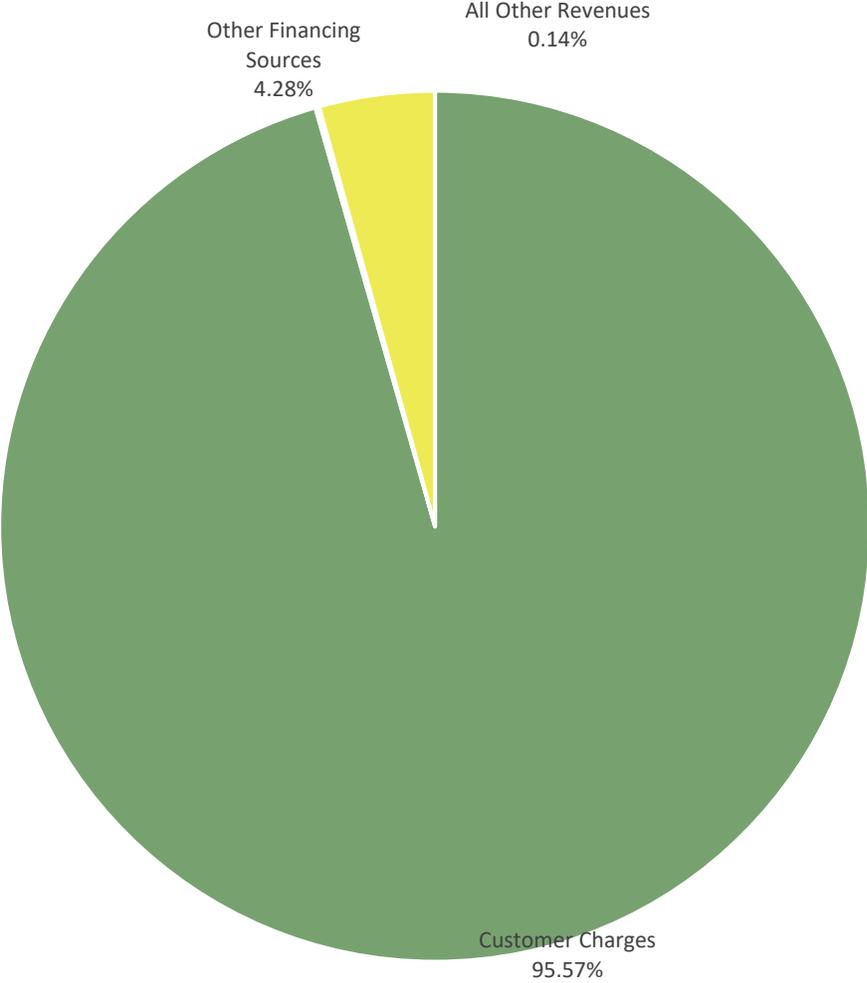
Electric Fund

| Department | Amount | Percent of Total |
|-------------------------|---------------------|------------------|
| Maintenance | \$1,886,002 | 18.77% |
| Power Purchases | \$6,030,000 | 60.02% |
| Charges by General Fund | \$814,260 | 8.11% |
| Bad Debt Expense | \$40,000 | 0.40% |
| Operating Transfers | \$1,275,600 | 12.70% |
| Total | \$10,045,862 | 100.00% |



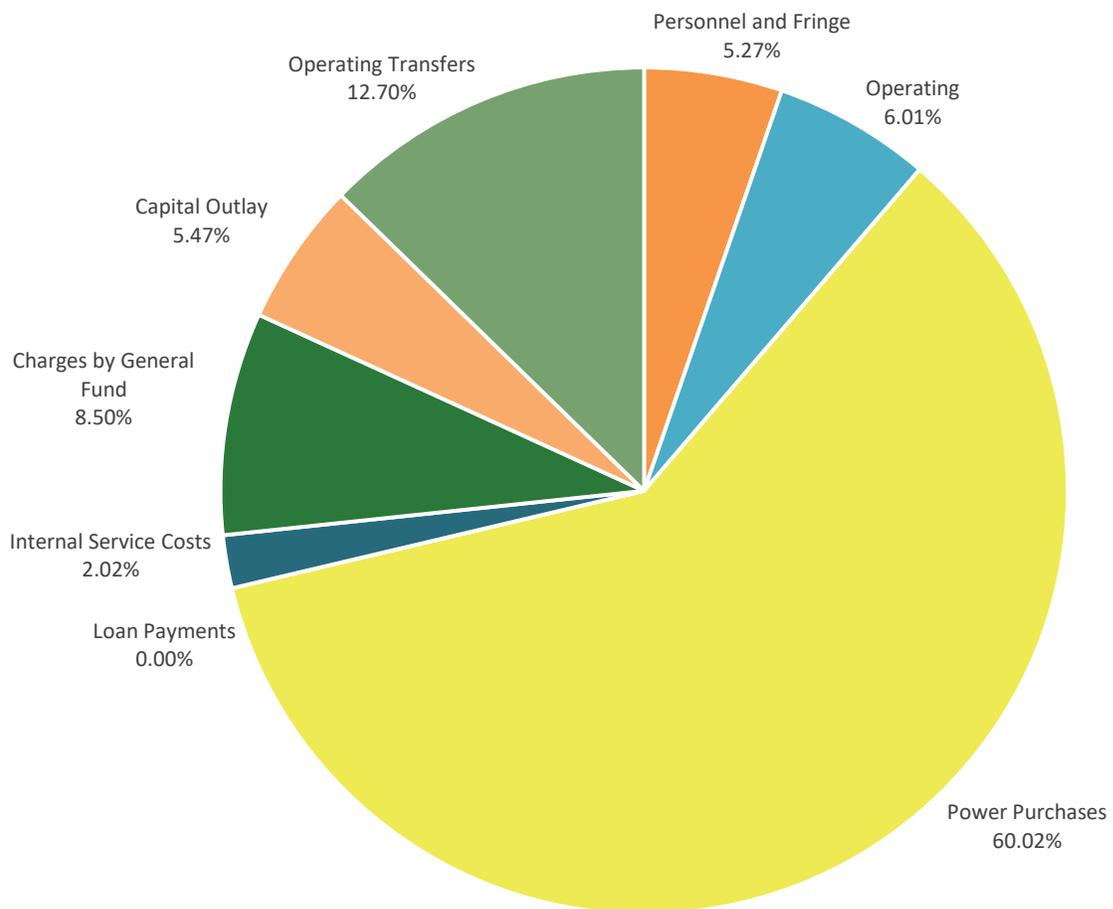
Electric Fund Revenues

| Revenues | Amount | Percent of Total |
|-------------------------|---------------------|------------------|
| Customer Charges | \$9,601,000 | 95.57% |
| All Other Revenues | \$14,500 | 0.14% |
| Other Financing Sources | \$430,362 | 4.28% |
| Grand Total | \$10,045,862 | 100.00% |



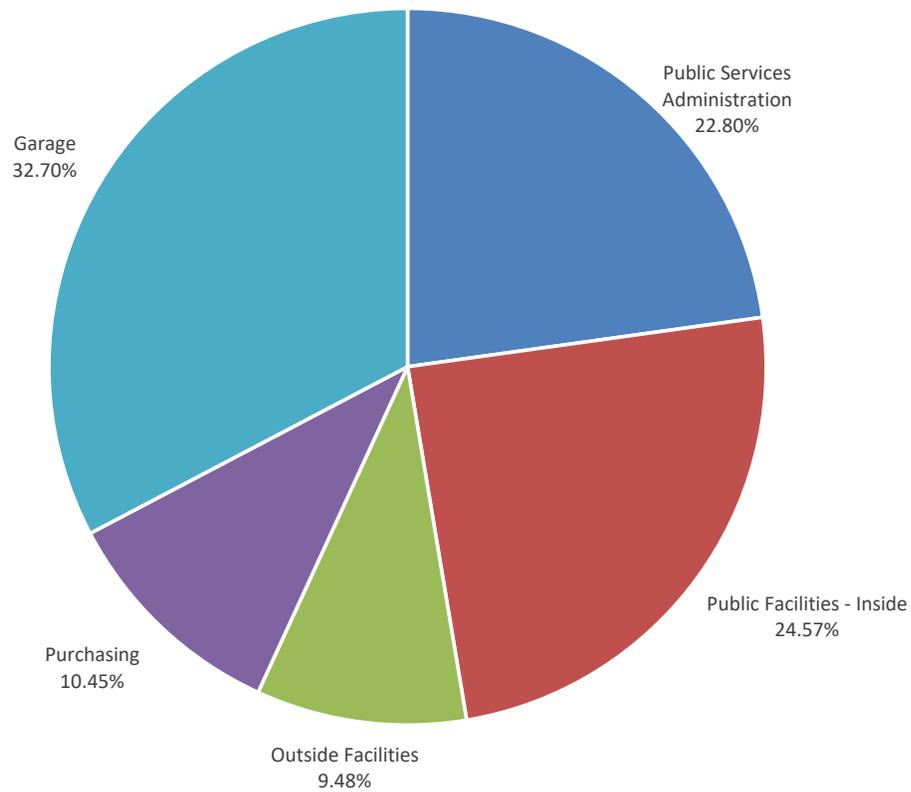
Electric Fund Expenditures

| Expenditure Type | Amount | Percent of Total |
|-------------------------|---------------------|------------------|
| Personnel and Fringe | \$529,543 | 5.27% |
| Operating | \$603,290 | 6.01% |
| Power Purchases | \$6,030,000 | 60.02% |
| Loan Payments | \$0 | 0.00% |
| Internal Service Costs | \$203,169 | 2.02% |
| Charges by General Fund | \$854,260 | 8.50% |
| Capital Outlay | \$550,000 | 5.47% |
| Operating Transfers | \$1,275,600 | 12.70% |
| Grand Total | \$10,045,862 | 100.00% |



Internal Service Funds

| Department | Amount | Percent of Total |
|--------------------------------|--------------------|------------------|
| Public Services Administration | \$611,132 | 22.80% |
| Public Facilities - Inside | \$658,657 | 24.57% |
| Outside Facilities | \$254,197 | 9.48% |
| Purchasing | \$280,256 | 10.45% |
| Garage | \$876,612 | 32.70% |
| Total | \$2,680,854 | 100.00% |



Line Item Budgets

General Fund - Revenues

| Account Description | FY21 Budget | FY21 Actual | FY22 Budget | FY23 Budget |
|---------------------------------------|------------------|------------------|------------------|------------------|
| AD VALOREM TAXES | | | | |
| Ad Valorem Taxes | \$ 5,431,680 | \$ 5,673,643 | \$ 5,871,420 | \$ 6,647,000 |
| DWA Taxes | 112,430 | 100,282 | 119,798 | 106,350 |
| Motor Vehicle Tax | 410,000 | 498,609 | 408,739 | 487,000 |
| MV Rental Tax | 27,700 | 30,964 | 27,700 | 20,000 |
| Municipal Vehicle Tax | 33,000 | 91,410 | - | - |
| MSD VEHICLE TX | - | - | - | - |
| Ad Valorem Tax Refunds | (3,500) | (2,042) | (3,500) | (3,500) |
| Penalties And Interest | 39,000 | 64,595 | 39,000 | 50,000 |
| Advertising | 2,000 | 916 | 2,000 | 1,500 |
| Total | 6,052,310 | 6,458,377 | 6,465,157 | 7,308,350 |
| OTHER TAXES | | | | |
| Sales Tax | 2,784,150 | 3,655,787 | 3,651,380 | 4,220,000 |
| Cable Television Tax | 109,500 | 103,320 | 105,000 | 100,000 |
| Business Registration | - | 150 | - | 150 |
| Privilege License Tax | - | 275 | - | - |
| Total | 2,893,650 | 3,759,532 | 3,756,380 | 4,320,150 |
| UNRESTRICTED INTERGOVERNMENTAL | | | | |
| Beer and Wine Tax | 45,600 | 42,312 | 45,600 | 42,000 |
| Court Facilities Fees | 2,250 | 1,359 | 2,250 | 1,500 |
| Franchise Tax | 836,400 | 764,890 | 836,400 | 742,000 |
| Total | 884,250 | 808,561 | 884,250 | 785,500 |
| RESTRICTED INTERGOVERNMENTAL | | | | |
| Powell Bill Revenue | 286,960 | 305,384 | 290,000 | 325,000 |
| MUNICIPAL VEHICLE TAX-STREETS | 67,000 | 45,705 | - | - |
| Other Police Grants | 59,000 | 26,977 | 40,000 | 40,000 |
| SOLID WASTE DISPOSAL TAX DIST. | 7,100 | 7,583 | 7,100 | 7,500 |
| Investment Earnings-PowellBill | 1,000 | 79 | 1,000 | - |
| DWAC Event Fees | - | - | - | 20,000 |
| FEDERAL MPO FUNDS | 57,600 | - | - | - |
| Misc. Grant | 137,500 | - | 130,000 | 17,500 |
| UNAUTH SUB-TAX DIST. NEW LAW | 21,000 | - | - | - |
| Total | 637,160 | 385,728 | 468,100 | 410,000 |
| PERMITS AND FEES | | | | |
| Building Permits | 115,000 | 184,151 | 125,000 | 200,000 |
| Connect & Reconnect Fees | 75,000 | 26,433 | 75,000 | 50,000 |
| Late Payment Penalties | 25,000 | (12) | 25,000 | 20,000 |
| Sign Permits | 7,000 | 3,702 | 7,000 | 3,500 |
| Planning Fees | 5,000 | 8,227 | 5,000 | 7,500 |
| Occupancy Use Fees | 3,250 | 3,600 | 3,250 | 3,000 |
| Clean Up/Demolition Revenue | - | 1,600 | 40,000 | 1,000 |
| Civil Penalties - Ord 14-10 | 1,000 | - | 1,000 | 250 |
| Rezoning Fees | 1,000 | 970 | 1,000 | 1,000 |
| ABC Inspection | 700 | 875 | 700 | 750 |
| Fire Inspections | 300 | 375 | 300 | 300 |
| STREET PERFORMER PERMIT | 150 | 50 | 150 | - |
| TEMPORARY USE - FOOD TRUCKS | - | 400 | - | 300 |
| Homeowners Recovery Fund | (400) | (613) | (400) | (400) |
| Total | 233,000 | 229,758 | 283,000 | 287,200 |
| SALES & SERVICES | | | | |
| Adult & Children Programs | 165,000 | 16,376 | 165,000 | 80,000 |
| ADULT AND CHILDREN - ARMORY | 10,000 | 2,485 | 10,000 | 10,000 |
| Cemetery After Hours Call Out | 600 | 400 | 600 | 600 |
| Cemetery Lot Sales | 20,000 | 18,500 | 20,000 | 20,000 |
| CHILD CARE | - | - | - | - |
| COLUMBARIUM SALES | 2,000 | 7,500 | 2,000 | 2,000 |
| Commercial Sanitation Fees | 275,000 | 267,263 | 275,000 | 125,000 |
| Cremation Open / Close | 2,000 | 4,800 | 2,000 | 3,000 |

| | | | | |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|
| CREMATION SPACE - IN GROUND | 1,500 | 2,000 | 1,500 | 1,500 |
| DAILY PASSES - RECREATION DEPT | 125,000 | 40,786 | 125,000 | 70,000 |
| FACILITY RENTAL-ARMORY | 5,000 | 572 | 5,000 | 1,000 |
| Fire Protection | 375,000 | 369,437 | 375,000 | 467,000 |
| LEASED DUMPSTER FEES | 24,000 | 22,774 | 24,000 | - |
| Police Contract Services | 120,000 | 107,703 | 120,000 | 105,000 |
| REC- RESALE - VENDING & OTHER | 1,200 | 163 | 1,200 | 750 |
| RECREATION - COMMISSIONS | 2,000 | 530 | 2,000 | 500 |
| RECREATION MEMBERSHIPS | 355,000 | 128,871 | 355,000 | 250,000 |
| RECREATION RENTAL | 50,000 | 1,742 | 50,000 | 25,000 |
| RESIDENTIAL SANITATION | 475,000 | 473,561 | 475,000 | 520,000 |
| Total | 2,008,300 | 1,465,463 | 2,008,300 | 1,681,350 |
| OTHER REVENUES | | | | |
| Bad Check Charges | 3,000 | 983 | 3,000 | 1,500 |
| Cash Over (Short) | - | 899 | - | - |
| Contribution/Donations | - | 500 | - | - |
| MEMORIAL CONTRIBUTION/DONATION | 20,000 | 1,950 | 20,000 | - |
| Miscellaneous Revenue | 7,000 | 86,311 | 7,000 | 30,000 |
| NOISE ORDINANCE VIOLATION | 100 | - | 100 | - |
| Parking Tickets | 100 | 20 | 100 | 100 |
| PUBLIC ART DONATIONS | 20,000 | 4,750 | 20,000 | 7,500 |
| Rents | 68,800 | 80,365 | 68,800 | 80,000 |
| Sale of Materials/Fixed Assets | 10,000 | 60,189 | 10,000 | 30,000 |
| TOW PUBLIC ART DONATION | 5,000 | - | 5,000 | - |
| WALKING TOUR BOOK SALES WPAC | - | 463 | - | - |
| Investment Income | 50,000 | 4,103 | - | 4,500 |
| Total | 184,000 | 240,533 | 134,000 | 153,600 |
| OTHER FINANCING SOURCES | | | | |
| ABC Distribution - General | 95,000 | 73,020 | 95,000 | 75,000 |
| ABC Distribution - Law Enf. | 19,500 | 40,011 | 19,500 | 40,000 |
| ABC Distribution - Rehab | 16,900 | 31,120 | 16,900 | 30,000 |
| Fund Balance App. Powell Bill | - | - | 250,000 | 55,000 |
| Fund Balance Appropriated | 1,450,910 | - | 983,866 | 956,124 |
| Proceeds From Capital Lease | - | - | 495,000 | - |
| TRANSFER FROM CEMETERY FUND | - | - | - | - |
| Transfer From Electric Fund | 1,275,600 | 1,275,600 | 1,275,600 | 1,275,600 |
| Total | 2,857,910 | 1,419,751 | 3,135,866 | 2,431,724 |
| GRAND TOTAL | \$ 15,750,580 | \$ 14,767,703 | \$ 17,135,053 | \$ 17,377,874 |

General Fund - Expenditures

| Account | Description | FY20 Actual | FY21 Actual | FY22 Budget | FY23 Budget |
|------------------------|--------------------------------|---------------|---------------|---------------|---------------|
| GOVERNING BOARD | | | | | |
| 10-4110-00-511210 | Regular Pay | 45,947 | 44,213 | 44,218 | 44,218 |
| 10-4110-00-511810 | FICA | 2,633 | 2,571 | 3,382 | 3,382 |
| 10-4110-00-511830 | Hospital Expense | 49,045 | 50,121 | 55,743 | 62,750 |
| 10-4110-00-511832 | Life Insurance Expense | 274 | 252 | 252 | 252 |
| 10-4110-00-511833 | Dental Insurance | 1,898 | 1,736 | 1,136 | 1,136 |
| 10-4110-00-511840 | HEALTH REIMBURS EXPENSE - REG | 8,221 | 7,265 | 9,000 | 9,000 |
| 10-4110-00-511850 | Unemployment Ins. Expense | 27 | 10 | 100 | 100 |
| 10-4110-00-511860 | Workers Comp. Expense | 862 | 717 | 1,000 | 1,000 |
| 10-4110-00-521990 | Prof. Services/Consultant Fees | 1,671 | 2,812 | 15,000 | 15,000 |
| 10-4110-00-532920 | Materials And Supplies | 7,895 | 857 | 4,000 | 8,000 |
| 10-4110-00-533180 | Travel And Training | 240 | - | 1,500 | 2,000 |
| 10-4110-00-533210 | Telephone | - | - | 100 | 110 |
| 10-4110-00-533990 | Election Services Contract | 13,004 | - | - | - |
| 10-4110-00-534510 | Property And Gen. Liab. Ins. | 3,602 | 3,641 | 3,652 | 3,652 |
| 10-4110-00-534580 | Other Insurance Costs | - | - | - | - |
| 10-4110-00-534910 | Dues Memberships And Subscript | 22,396 | 21,182 | 24,000 | 24,000 |
| 10-4110-00-548000 | Charges to other funds | (135,090) | (108,060) | (131,190) | (130,950) |
| 10-4110-00-548100 | Internal Service Costs | 7,360 | 8,698 | 10,747 | 7,893 |
| | Total | 29,985 | 36,017 | 42,640 | 51,543 |
| ADMINISTRATION | | | | | |
| 10-4120-00-511210 | Regular Pay | 306,790 | 307,865 | 311,766 | 330,800 |
| 10-4120-00-511230 | Temporary And Part Time Pay | - | 0 | 2,000 | 2,000 |
| 10-4120-00-511810 | FICA | 22,307 | 22,296 | 24,003 | 25,459 |
| 10-4120-00-511820 | Retirement Expense | 27,520 | 31,450 | 35,603 | 40,225 |
| 10-4120-00-511825 | 401K EXPENSE-ADMINISTRATION | 15,282 | 15,372 | 15,588 | 16,540 |
| 10-4120-00-511830 | Hospital Expense | 48,855 | 50,067 | 56,116 | 63,250 |
| 10-4120-00-511831 | Retired Employee Ins. Exp | 7,145 | 7,359 | 7,370 | 7,370 |
| 10-4120-00-511832 | Life Insurance Expense | 420 | 413 | 420 | 420 |
| 10-4120-00-511833 | Dental Insurance | 1,898 | 1,109 | 758 | 758 |
| 10-4120-00-511840 | HEALTH REIMBURS EXPENSE - REG | 8,221 | 7,265 | 9,090 | 9,090 |
| 10-4120-00-511841 | HEALTH REIMBURS EXP - RET | 1,215 | 1,069 | 1,280 | 1,280 |
| 10-4120-00-511845 | HEALTH AND WELLNESS | 17,668 | 15,644 | 25,750 | 15,000 |
| 10-4120-00-511850 | Unemployment Ins. Expense | 180 | 70 | 500 | 500 |
| 10-4120-00-511860 | Workers Comp. Expense | 5,596 | 4,592 | 6,400 | 6,400 |
| 10-4120-00-521920 | Legal Fees | 27,969 | 41,233 | 45,000 | 45,000 |
| 10-4120-00-521930 | Deductibles & Medical Fees | 29,335 | 22,141 | 35,000 | 35,000 |
| 10-4120-00-521990 | Prof. Services/Consultant Fees | 35,327 | 22,517 | 38,780 | 25,000 |
| 10-4120-00-532510 | Gas | 490 | 535 | 584 | 900 |
| 10-4120-00-532520 | Tires | 100 | 110 | 110 | 170 |
| 10-4120-00-532530 | Vehicle Repairs/Maintenance | 806 | 960 | 1,104 | 1,100 |
| 10-4120-00-532920 | Materials And Supplies | 10,965 | 16,755 | 15,000 | 15,000 |
| 10-4120-00-532930 | Data Processing Supplies | - | 0 | 143,500 | 15,000 |
| 10-4120-00-533180 | Travel And Training | 6,970 | 4,140 | 10,000 | 15,000 |
| 10-4120-00-533210 | Telephone | 4,297 | 4,331 | 5,400 | 5,000 |
| 10-4120-00-533250 | Postage | 44,050 | 33,595 | 60,000 | 50,000 |
| 10-4120-00-533520 | Equipment Repairs/Maintenance | 12,266 | 12,355 | 20,000 | 20,000 |
| 10-4120-00-533700 | Other Advertising | 7,340 | 6,164 | 9,000 | 9,000 |
| 10-4120-00-533910 | Legal Notice | 1,012 | 3,541 | 4,500 | 4,500 |
| 10-4120-00-534390 | Equipment Rentals | 1,310 | 1,320 | 2,000 | 1,500 |
| 10-4120-00-534490 | Other Contractual Service | 329 | 40,442 | 50,000 | 50,000 |
| 10-4120-00-534510 | Property And Gen. Liab. Ins. | 2,882 | 2,917 | 2,926 | 2,954 |
| 10-4120-00-534520 | Vehicle Insurance | 953 | 1,328 | 1,110 | 1,110 |
| 10-4120-00-534910 | Dues Memberships And Subscript | 2,100 | 4,338 | 5,000 | 5,000 |
| 10-4120-00-534990 | Miscellaneous | 8,253 | 3,537 | 12,000 | 10,000 |
| 10-4120-00-545400 | Vehicles | - | 0 | 27,000 | - |
| 10-4120-00-545900 | Capital Improvements | 304,301 | 56,211 | - | - |

| | | | | | |
|-------------------|------------------------|----------------|----------------|----------------|----------------|
| 10-4120-00-546000 | LOAN PAYMENTS | - | 0 | - | - |
| 10-4120-00-548000 | Charges to other funds | (556,210) | -587,050 | (686,470) | (622,390) |
| 10-4120-00-548100 | Internal Service Costs | 30,250 | 39,671 | 45,255 | 37,503 |
| | Total | 438,192 | 195,662 | 343,443 | 245,439 |

DOWNTOWN

| | | | | | |
|-------------------|--------------------------------|----------|----------|----------|----------------|
| 10-4120-00-511210 | Regular Pay | - | - | - | 51,600 |
| 10-4120-00-511230 | Temporary And Part Time Pay | - | - | - | - |
| 10-4120-00-511810 | FICA | - | - | - | 3,947 |
| 10-4120-00-511820 | Retirement Expense | - | - | - | 6,244 |
| 10-4120-00-511825 | 401K EXPENSE-ADMINISTRATION | - | - | - | 2,580 |
| 10-4120-00-511830 | Hospital Expense | - | - | - | 8,100 |
| 10-4120-00-511831 | Retired Employee Ins. Exp | - | - | - | - |
| 10-4120-00-511832 | Life Insurance Expense | - | - | - | 120 |
| 10-4120-00-511833 | Dental Insurance | - | - | - | - |
| 10-4120-00-511840 | HEALTH REIMBURS EXPENSE - REG | - | - | - | - |
| 10-4120-00-511841 | HEALTH REIMBURS EXP - RET | - | - | - | - |
| 10-4120-00-511845 | HEALTH AND WELLNESS | - | - | - | - |
| 10-4120-00-511850 | Unemployment Ins. Expense | - | - | - | 250 |
| 10-4120-00-511860 | Workers Comp. Expense | - | - | - | 250 |
| 10-4120-00-521920 | Legal Fees | - | - | - | - |
| 10-4120-00-521930 | Deductibles & Medical Fees | - | - | - | - |
| 10-4120-00-521990 | Prof. Services/Consultant Fees | - | - | - | 15,000 |
| 10-4120-00-532510 | Gas | - | - | - | - |
| 10-4120-00-532520 | Tires | - | - | - | - |
| 10-4120-00-532530 | Vehicle Repairs/Maintenance | - | - | - | - |
| 10-4120-00-532920 | Materials And Supplies | - | - | - | 15,000 |
| 10-4120-00-532930 | Data Processing Supplies | - | - | - | - |
| 10-4120-00-533180 | Travel And Training | - | - | - | 10,000 |
| 10-4120-00-533210 | Telephone | - | - | - | - |
| 10-4120-00-533250 | Postage | - | - | - | - |
| 10-4120-00-533520 | Equipment Repairs/Maintenance | - | - | - | - |
| 10-4120-00-533700 | Other Advertising | - | - | - | 15,000 |
| 10-4120-00-533910 | Legal Notice | - | - | - | - |
| 10-4120-00-534390 | Equipment Rentals | - | - | - | 5,000 |
| 10-4120-00-534490 | Other Contractual Service | - | - | - | 15,000 |
| 10-4120-00-534510 | Property And Gen. Liab. Ins. | - | - | - | - |
| 10-4120-00-534520 | Vehicle Insurance | - | - | - | - |
| 10-4120-00-534910 | Dues Memberships And Subscript | - | - | - | 20,000 |
| 10-4120-00-534990 | Miscellaneous | - | - | - | 5,924 |
| 10-4120-00-545400 | Vehicles | - | - | - | - |
| 10-4120-00-545900 | Capital Improvements | - | - | - | 17,500 |
| 10-4120-00-546000 | LOAN PAYMENTS | - | - | - | - |
| 10-4120-00-548000 | Charges to other funds | - | - | - | - |
| 10-4120-00-548100 | Internal Service Costs | - | - | - | - |
| | Total | - | - | - | 191,515 |

FINANCE

| | | | | | |
|-------------------|-------------------------------|---------|---------|---------|---------|
| 10-4130-00-511210 | Regular Pay | 432,355 | 431,633 | 482,224 | 532,000 |
| 10-4130-00-511220 | Overtime Pay | 12,749 | 1,453 | 6,500 | 6,500 |
| 10-4130-00-511230 | Temporary And Part Time Pay | 15,364 | 11,495 | 25,600 | 20,000 |
| 10-4130-00-511810 | FICA | 34,034 | 32,755 | 39,345 | 42,725 |
| 10-4130-00-511820 | Retirement Expense | 39,922 | 44,154 | 58,735 | 65,482 |
| 10-4130-00-511825 | 401K EXPENSE-FINANCE | 22,232 | 21,603 | 24,436 | 26,925 |
| 10-4130-00-511830 | Hospital Expense | 81,581 | 88,916 | 135,749 | 111,000 |
| 10-4130-00-511831 | Retired Employee Ins. Exp | 7,145 | 11,039 | 21,050 | 21,050 |
| 10-4130-00-511832 | Life Insurance Expense | 1,020 | 910 | 1,260 | 1,260 |
| 10-4130-00-511833 | Dental Insurance | 5,089 | 3,713 | 3,030 | 3,030 |
| 10-4130-00-511840 | HEALTH REIMBURS EXPENSE - REG | 13,690 | 12,927 | 24,320 | 24,320 |
| 10-4130-00-511841 | HEALTH REIMBURS EXP - RET | 1,215 | 1,604 | 1,280 | 1,280 |
| 10-4130-00-511850 | Unemployment Ins. Expense | 270 | 110 | 800 | 800 |
| 10-4130-00-511860 | Workers Comp. Expense | 10,551 | 8,610 | 12,000 | 12,000 |
| 10-4130-00-521910 | Accounting | 51,072 | 51,000 | 54,000 | 65,000 |
| 10-4130-00-521940 | County Tax Collection Fees | 16,852 | 19,743 | 17,800 | 17,800 |

| | | | | | |
|-------------------|--------------------------------|----------------|----------------|----------------|----------------|
| 10-4130-00-521990 | Prof. Services/Consultant Fees | 14,067 | 7,938 | 10,700 | 8,000 |
| 10-4130-00-532120 | Uniform Expense | 2,797 | 3,360 | 3,000 | 3,000 |
| 10-4130-00-532510 | Gas | 3,980 | 4,196 | 4,687 | 6,150 |
| 10-4130-00-532520 | Tires | 830 | 890 | 882 | 1,360 |
| 10-4130-00-532530 | Vehicle Repairs/Maintenance | 6,460 | 7,730 | 8,999 | 9,080 |
| 10-4130-00-532920 | Materials And Supplies | 21,610 | 32,399 | 24,000 | 24,000 |
| 10-4130-00-533180 | Travel And Training | 1,087 | 573 | 4,500 | 10,000 |
| 10-4130-00-533210 | Telephone | 3,969 | 4,990 | 5,700 | 5,700 |
| 10-4130-00-533410 | Printing | - | 3,496 | 30,000 | 30,000 |
| 10-4130-00-533520 | Equipment Repairs/Maintenance | 106,215 | 106,233 | 110,950 | 110,950 |
| 10-4130-00-533700 | Other Advertising | 3,744 | 0 | 3,800 | 3,800 |
| 10-4130-00-534510 | Property And Gen. Liab. Ins. | 8,631 | 8,006 | 8,030 | 8,030 |
| 10-4130-00-534520 | Vehicle Insurance | 639 | 885 | 740 | 740 |
| 10-4130-00-534530 | BONDS | 1,188 | 962 | 1,500 | 1,500 |
| 10-4130-00-534910 | Dues Memberships And Subscript | 50 | 70 | 800 | 800 |
| 10-4130-00-534920 | Bad Debt Expense | 18,043 | 23,777 | 4,000 | 4,000 |
| 10-4130-00-545400 | Vehicles | - | - | - | - |
| 10-4130-00-545500 | Equipment | 19,021 | - | - | - |
| 10-4130-00-548000 | Charges to other funds | (886,120) | (778,500) | (941,150) | (940,520) |
| 10-4130-00-548100 | Internal Service Costs | 45,940 | 44,426 | 55,932 | 53,055 |
| | Total | 117,291 | 213,094 | 245,199 | 290,817 |

| | | | | | | |
|-------------------------|--------------------------------|-----------|-----------|-----------|-----------|----------|
| POLICE | | | | | | - |
| 10-4310-00-511210 | Regular Pay | 2,027,134 | 2,180,093 | 2,428,915 | 2,340,000 | |
| 10-4310-00-511220 | Overtime Pay | 142,650 | 154,124 | 167,748 | 150,000 | |
| 10-4310-00-511230 | Temporary And Part Time Pay | 100,768 | 122,856 | 105,000 | 105,000 | |
| 10-4310-00-511280 | Separation Pay - Police | 111,401 | 119,460 | 119,460 | 111,000 | |
| 10-4310-00-511290 | Police Contract Service Exp. | - | 0 | - | - | |
| 10-4310-00-511810 | FICA | 171,060 | 186,855 | 215,816 | 207,009 | |
| 10-4310-00-511820 | Retirement Expense | 204,121 | 249,027 | 308,563 | 326,190 | |
| 10-4310-00-511825 | 401K Expense-Police | 116,217 | 116,105 | 129,833 | 124,500 | |
| 10-4310-00-511830 | Hospital Expense | 536,864 | 550,610 | 656,987 | 655,000 | |
| 10-4310-00-511831 | Retired Employee Ins. Exp | 64,228 | 76,658 | 80,990 | 80,990 | |
| 10-4310-00-511832 | Life Insurance Expense | 3,647 | 3,906 | 4,452 | 4,452 | |
| 10-4310-00-511833 | Dental Insurance | 17,675 | 11,861 | 8,712 | 8,712 | |
| 10-4310-00-511840 | HEALTH REIMBURS EXPENSE - REG | 90,149 | 79,951 | 100,500 | 100,500 | |
| 10-4310-00-511841 | HEALTH REIMBURS EXP - RET | 10,795 | 11,134 | 14,020 | 14,020 | |
| 10-4310-00-511850 | Unemployment Ins. Expense | 1,398 | 539 | 3,600 | 3,600 | |
| 10-4310-00-511860 | Workers Comp. Expense | 46,013 | 39,008 | 52,500 | 50,000 | |
| 10-4310-00-513920 | Laundry & Cleaning Allowance | 12,180 | 13,260 | 14,500 | 14,500 | |
| 10-4310-00-521990 | Prof. Services/Consultant Fees | 50,157 | 20,637 | 16,000 | 16,000 | |
| 10-4310-00-532120 | Uniform Expense | 20,452 | 25,073 | 39,400 | 46,600 | |
| 10-4310-00-532510 | Gas | 60,041 | 59,900 | 81,870 | 102,000 | |
| 10-4310-00-532520 | Tires | 15,367 | 16,510 | 26,467 | 24,670 | |
| 10-4310-00-532530 | Vehicle Repairs/Maintenance | 125,902 | 146,835 | 155,642 | 164,980 | |
| 10-4310-00-532920 | Materials And Supplies | 73,032 | 112,826 | 131,687 | 130,000 | |
| 10-4310-00-533180 | Travel And Training | 13,540 | 27,398 | 37,400 | 30,000 | |
| 10-4310-00-533210 | Telephone | 35,030 | 37,985 | 34,700 | 34,700 | |
| 10-4310-00-533310 | Electricity | 714 | 1,643 | 1,500 | 1,500 | |
| 10-4310-00-533520 | Equipment Repairs/Maintenance | 57,621 | 60,700 | 75,942 | 60,000 | |
| 10-4310-00-534390 | Equipment Rentals | 3,330 | 3,828 | 13,000 | 13,000 | |
| 10-4310-00-534510 | Property And Gen. Liab. Ins. | 33,126 | 32,784 | 29,895 | 29,895 | |
| 10-4310-00-534520 | Vehicle Insurance | 16,591 | 23,033 | 19,250 | 19,250 | |
| 10-4310-00-534580 | Other Insurance Costs | 154 | 2,495 | 11,700 | 11,700 | |
| 10-4310-00-534910 | Dues Memberships And Subscript | 2,062 | 3,437 | 10,000 | 25,000 | |
| 10-4310-00-534995 | Special Operations Expense | 206 | 497 | 10,000 | 6,000 | |
| 10-4310-00-545400 | Vehicles | - | 95,677 | - | 252,210 | |
| 10-4310-00-545500 | Equipment | - | 0 | - | 20,865 | |
| 10-4310-00-545900 | Capital Improvements | - | 0 | 82,246 | 105,000 | |
| 10-4310-00-546000 | LOAN PAYMENTS | 78,868 | 78,868 | 35,197 | - | |
| 10-4310-00-548100 | Internal Service Costs | 201,350 | 207,753 | 247,798 | 240,199 | |
| 10-4315-00-532920 | Materials And Supplies | 213 | 20,155 | - | - | |
| 10-4315-00-532920-50013 | Materials And Supplies | 150 | - | - | - | |

| | | | | | |
|-------------------------|------------------------|------------------|------------------|------------------|------------------|
| 10-4315-00-532920-50014 | Materials And Supplies | 3,019 | - | - | - |
| 10-4315-00-533180-50013 | SWAT TEAM TRAINING | 1,100 | - | - | - |
| 10-4315-00-545500 | Equipment | - | - | - | - |
| 10-4315-00-545500-50014 | Equipment | 10,000 | 6,822 | 40,000 | - |
| | Total | 4,458,325 | 4,900,303 | 5,511,290 | 5,629,042 |

FIRE

| | | | | | |
|-------------------|--------------------------------|------------------|------------------|------------------|------------------|
| 10-4340-00-511210 | Regular Pay | 762,732 | 788,407 | 899,407 | 907,000 |
| 10-4340-00-511220 | Overtime Pay | 882 | 1,149 | 6,500 | 10,000 |
| 10-4340-00-511230 | Temporary And Part Time Pay | 28,567 | 40,060 | 149,936 | 125,000 |
| 10-4340-00-511240 | Volunteer Pay | 15,288 | 13,368 | 26,000 | 25,000 |
| 10-4340-00-511810 | FICA | 56,075 | 58,348 | 80,772 | 81,626 |
| 10-4340-00-511820 | Retirement Expense | 71,033 | 81,911 | 103,454 | 111,507 |
| 10-4340-00-511825 | 401K Expense-FIRE DEPARTMENT | 38,309 | 39,307 | 45,295 | 45,850 |
| 10-4340-00-511830 | Hospital Expense | 223,070 | 233,122 | 277,972 | 310,400 |
| 10-4340-00-511831 | Retired Employee Ins. Exp | 7,896 | 7,359 | 8,560 | 8,560 |
| 10-4340-00-511832 | Life Insurance Expense | 1,533 | 1,526 | 1,596 | 1,596 |
| 10-4340-00-511833 | Dental Insurance | 8,106 | 5,882 | 4,167 | 4,167 |
| 10-4340-00-511840 | HEALTH REIMBURS EXPENSE - REG | 37,461 | 33,842 | 44,490 | 44,490 |
| 10-4340-00-511841 | HEALTH REIMBURS EXP - RET | 1,323 | 1,069 | 1,280 | 1,280 |
| 10-4340-00-511850 | Unemployment Ins. Expense | 477 | 193 | 1,400 | 1,400 |
| 10-4340-00-511860 | Workers Comp. Expense | 16,919 | 13,919 | 19,400 | 19,400 |
| 10-4340-00-513920 | Laundry & Cleaning Allowance | 6,480 | 6,510 | 6,840 | 6,840 |
| 10-4340-00-521990 | Prof. Services/Consultant Fees | 14,808 | 10,321 | 25,400 | 27,400 |
| 10-4340-00-532120 | Uniform Expense | 13,809 | 10,301 | 15,000 | 17,000 |
| 10-4340-00-532510 | Gas | 15,943 | 15,988 | 19,905 | 24,000 |
| 10-4340-00-532520 | Tires | 3,663 | 4,178 | 4,940 | 5,900 |
| 10-4340-00-532530 | Vehicle Repairs/Maintenance | 28,270 | 34,750 | 38,312 | 39,480 |
| 10-4340-00-532920 | Materials And Supplies | 40,347 | 50,238 | 66,100 | 95,500 |
| 10-4340-00-533180 | Travel And Training | 13,234 | 4,180 | 15,000 | 17,000 |
| 10-4340-00-533210 | Telephone | 11,247 | 7,492 | 12,500 | 12,500 |
| 10-4340-00-533310 | Electricity | 16,582 | 17,107 | 18,000 | 18,000 |
| 10-4340-00-533320 | Fuel Oil | - | 524 | 1,000 | 1,000 |
| 10-4340-00-533340 | Water | 560 | 365 | 700 | 700 |
| 10-4340-00-533350 | SEWER | 723 | 524 | 850 | 850 |
| 10-4340-00-533360 | DUMPSTER FEE | 1,460 | 1,413 | 1,390 | 2,000 |
| 10-4340-00-533510 | Building Repairs & Maintenance | 11,787 | 14,259 | 15,000 | 15,000 |
| 10-4340-00-533520 | Equipment Repairs/Maintenance | 66,413 | 57,364 | 48,500 | 49,500 |
| 10-4340-00-534390 | Equipment Rentals | 1,250 | 1,250 | 1,250 | 1,250 |
| 10-4340-00-534510 | Property And Gen. Liab. Ins. | 12,968 | 25,223 | 23,000 | 23,000 |
| 10-4340-00-534520 | Vehicle Insurance | 3,843 | 5,337 | 4,460 | 4,460 |
| 10-4340-00-534580 | Other Insurance Costs | 21,197 | 164 | 770 | 770 |
| 10-4340-00-534910 | Dues Memberships And Subscript | 4,413 | 4,209 | 5,080 | 5,895 |
| 10-4340-00-545100 | Land Purchase | - | 0 | 495,000 | - |
| 10-4340-00-545400 | Vehicles | - | 0 | - | - |
| 10-4340-00-545500 | Equipment | 10,728 | 0 | - | 75,000 |
| 10-4340-00-545900 | Capital Improvements | - | 0 | - | 400,000 |
| 10-4340-00-546000 | LOAN PAYMENTS | 94,210 | 94,210 | 48,722 | 125,147 |
| 10-4340-00-548100 | Internal Service Costs | 77,940 | 73,361 | 91,784 | 119,697 |
| 10-4340-02-511240 | Volunteer Pay | 4,390 | 1,965 | - | - |
| 10-4340-02-511810 | FICA | 336 | 150 | - | - |
| 10-4340-02-511820 | Retirement Expense | 196 | 8 | - | - |
| 10-4340-02-511825 | 401K Expense | 109 | 4 | - | - |
| | Total | 1,746,578 | 1,760,856 | 2,629,732 | 2,785,165 |

STREETS AND SANITATION

| | | | | | |
|-------------------|-------------------------------|---------|---------|---------|---------|
| 10-4510-00-511210 | Regular Pay | 621,636 | 555,364 | 777,890 | 840,000 |
| 10-4510-00-511220 | Overtime Pay | 14,868 | 12,061 | 25,000 | 25,000 |
| 10-4510-00-511230 | Temporary And Part Time Pay | 10,043 | 9,777 | 20,000 | 20,000 |
| 10-4510-00-511810 | FICA | 46,686 | 41,353 | 63,271 | 67,703 |
| 10-4510-00-511820 | Retirement Expense | 57,236 | 57,535 | 92,167 | 105,184 |
| 10-4510-00-511825 | 401K Expense-STREETS AND SANT | 31,963 | 27,788 | 40,353 | 43,250 |
| 10-4510-00-511830 | Hospital Expense | 196,544 | 214,961 | 277,655 | 328,600 |
| 10-4510-00-511831 | Retired Employee Ins. Exp | 28,579 | 40,891 | 36,850 | 36,850 |

| | | | | | |
|-------------------------|--------------------------------|------------------|------------------|------------------|------------------|
| 10-4510-00-511832 | Life Insurance Expense | 1,631 | 1,533 | 2,016 | 2,100 |
| 10-4510-00-511833 | Dental Insurance | 8,225 | 6,847 | 7,197 | 7,576 |
| 10-4510-00-511840 | HEALTH REIMBURS EXPENSE - REG | 32,993 | 31,232 | 46,370 | 46,370 |
| 10-4510-00-511841 | HEALTH REIMBURS EXP - RET | 4,790 | 5,944 | 6,390 | 6,390 |
| 10-4510-00-511850 | Unemployment Ins. Expense | 380 | 178 | 1,380 | 1,380 |
| 10-4510-00-511860 | Workers Comp. Expense | 16,441 | 13,740 | 19,150 | 18,000 |
| 10-4510-00-521990 | Prof. Services/Consultant Fees | 65,147 | 40,952 | 50,000 | 50,000 |
| 10-4510-00-532120 | Uniform Expense | 13,993 | 11,017 | 20,000 | 18,000 |
| 10-4510-00-532510 | Gas | 65,118 | 66,890 | 81,242 | 96,000 |
| 10-4510-00-532520 | Tires | 15,310 | 16,340 | 19,850 | 24,530 |
| 10-4510-00-532530 | Vehicle Repairs/Maintenance | 124,716 | 149,355 | 161,398 | 164,030 |
| 10-4510-00-532920 | Materials And Supplies | 106,605 | 174,719 | 341,000 | 250,000 |
| 10-4510-00-532920-70097 | SIDEWALKS UNDER 1500 | 36,467 | 30,509 | 50,000 | 50,000 |
| 10-4510-00-533180 | Travel And Training | 3,284 | 1,764 | 6,000 | 6,000 |
| 10-4510-00-533210 | Telephone | 2,181 | 1,554 | 2,500 | 2,500 |
| 10-4510-00-533310 | Electricity | 211,881 | 192,277 | 215,000 | 215,000 |
| 10-4510-00-533330 | Propane Gas | - | 0 | 750 | 750 |
| 10-4510-00-533515 | LANDFILL ROAD MAINTENANCE | 1,202 | 4,160 | 6,000 | 6,000 |
| 10-4510-00-533520 | Equipment Repairs/Maintenance | 16,077 | 20,326 | 20,000 | 25,000 |
| 10-4510-00-534390 | Equipment Rentals | 1,820 | 4,022 | 3,500 | 2,000 |
| 10-4510-00-534440 | Grinding | 27,360 | 22,814 | 55,000 | 30,000 |
| 10-4510-00-534450 | Tipping Fees | 60,874 | 72,239 | 64,000 | 40,000 |
| 10-4510-00-534490 | Other Contractual Service | 11,778 | 400 | 3,000 | 3,000 |
| 10-4510-00-534510 | Property And Gen. Liab. Ins. | 18,011 | 18,226 | 16,620 | 16,620 |
| 10-4510-00-534520 | Vehicle Insurance | 9,573 | 13,293 | 11,110 | 11,110 |
| 10-4510-00-534580 | Other Insurance Costs | 1,740 | 1,388 | 6,510 | 6,510 |
| 10-4510-00-534910 | Dues Memberships And Subscript | 1,072 | 1,459 | 1,500 | 1,500 |
| 10-4510-00-536910 | DONATIONS & CONTRIBUTIONS | 1,277 | 1,338 | 2,000 | - |
| 10-4510-00-545400 | Vehicles | 153,871 | - | - | 145,000 |
| 10-4510-00-545500 | Equipment | 12,035 | - | 38,000 | 170,000 |
| 10-4510-00-545900 | Capital Improvements | 91,723 | 49,188 | - | - |
| 10-4510-00-546000 | LOAN PAYMENTS | 34,495 | 34,495 | 15,000 | - |
| 10-4510-00-548100 | Internal Service Costs | 247,726 | 247,045 | 286,033 | 300,805 |
| | Total | 2,407,352 | 2,194,972 | 2,891,702 | 3,182,758 |

POWELL BILL

| | | | | | |
|-------------------------|--------------------------------|----------------|----------------|----------------|----------------|
| 10-4560-00-521990 | Prof. Services/Consultant Fees | 1,044 | 23,256 | 10,000 | 10,000 |
| 10-4560-00-522000 | R/R CROSSING W/GATE ANNUAL COS | 1,140 | 1,140 | 15,000 | 5,000 |
| 10-4560-00-532920 | Materials And Supplies | 7,500 | 20,049 | 25,000 | 25,000 |
| 10-4560-00-534430 | Infrastructure/Paving/Improv. | 189,293 | 351,122 | 288,500 | 200,000 |
| 10-4560-00-534430-30008 | SIDEWALKS - NEW | - | 0 | 65,000 | 75,000 |
| 10-4560-00-534490 | Other Contractual Service | - | 5,290 | 16,500 | 50,000 |
| 10-4560-00-545500 | Equipment | 12,177 | - | 120,000 | 15,000 |
| 10-4560-00-545900 | Capital Improvements | - | - | - | - |
| | Total | 211,153 | 400,857 | 540,000 | 380,000 |

CEMETERY

| | | | | | |
|-------------------|--------------------------------|--------|--------|--------|---------|
| 10-4740-00-511210 | Regular Pay | 86,038 | 81,817 | 98,076 | 114,000 |
| 10-4740-00-511220 | Overtime Pay | 318 | 375 | 1,000 | 1,000 |
| 10-4740-00-511230 | Temporary And Part Time Pay | 830 | 0 | 7,000 | 7,000 |
| 10-4740-00-511810 | FICA | 6,533 | 6,163 | 8,114 | 9,333 |
| 10-4740-00-511820 | Retirement Expense | 7,723 | 8,372 | 11,314 | 13,984 |
| 10-4740-00-511825 | 401K Expense-CEMETERY | 4,288 | 4,092 | 4,954 | 5,750 |
| 10-4740-00-511830 | Hospital Expense | 25,159 | 17,977 | 36,156 | 30,000 |
| 10-4740-00-511832 | Life Insurance Expense | 183 | 217 | 252 | 252 |
| 10-4740-00-511833 | Dental Insurance | 949 | 1,254 | 758 | 758 |
| 10-4740-00-511840 | HEALTH REIMBURS EXPENSE - REG | 4,218 | 2,611 | 6,390 | 6,390 |
| 10-4740-00-511850 | Unemployment Ins. Expense | 51 | 23 | 150 | 150 |
| 10-4740-00-511860 | Workers Comp. Expense | 1,888 | 1,543 | 2,150 | 2,150 |
| 10-4740-00-521990 | Prof. Services/Consultant Fees | 6,011 | 1,170 | 34,000 | 40,000 |
| 10-4740-00-532120 | Uniform Expense | 2,186 | 2,266 | 3,000 | 3,000 |
| 10-4740-00-532510 | Gas | 1,870 | 1,920 | 2,206 | 2,700 |
| 10-4740-00-532520 | Tires | 390 | 720 | 992 | 640 |
| 10-4740-00-532530 | Vehicle Repairs/Maintenance | 3,030 | 6,260 | 3,650 | 4,260 |

| | | | | | |
|---------------------|-------------------------------|----------------|----------------|----------------|----------------|
| 10-4740-00-532920 | Materials And Supplies | 18,075 | 12,417 | 18,000 | 17,000 |
| 10-4740-00-533180 | Travel And Training | 733 | 463 | 1,000 | 1,000 |
| 10-4740-00-533210 | Telephone | 232 | 697 | 250 | 700 |
| 10-4740-00-533310 | Electricity | 1,047 | 1,134 | 2,000 | 2,000 |
| 10 -4740-00-533340- | Water | 0 | 184 | 0 | 0 |
| 10 -4740-00-533350- | SEWER | 0 | 236 | 0 | 0 |
| 10-4740-00-533520 | Equipment Repairs/Maintenance | 2,206 | 63 | 2,400 | 2,400 |
| 10-4740-00-534490 | Other Contractual Service | 9,500 | 2,746 | 9,000 | 15,000 |
| 10-4740-00-534510 | Property And Gen. Liab. Ins. | 2,161 | 7,605 | 1,990 | 1,990 |
| 10-4740-00-534520 | Vehicle Insurance | 639 | 2,182 | 740 | 740 |
| 10-4740-00-534580 | Other Insurance Costs | 307 | 885 | 1,150 | 1,150 |
| 10-4740-00-545500 | Equipment | 5,153 | 245 | - | 15,000 |
| 10-4740-00-545900 | Capital Improvements | - | 0 | 8,000 | 30,000 |
| 10-4740-00-548100 | Internal Service Costs | 17,460 | 17,647 | 24,303 | 34,543 |
| | Total | 209,180 | 183,283 | 288,995 | 362,890 |

DEVELOPMENT SERVICES

| | | | | | |
|-------------------|--------------------------------|----------------|----------------|----------------|------------------|
| 10-4910-00-511210 | Regular Pay | 349,684 | 357,809 | 397,228 | 488,500 |
| 10-4910-00-511220 | Overtime Pay | 856 | 0 | 1,500 | 500 |
| 10-4910-00-511230 | Temporary And Part Time Pay | 1,050 | 1,350 | 2,500 | 3,000 |
| 10-4910-00-511810 | FICA | 25,015 | 25,731 | 30,693 | 37,638 |
| 10-4910-00-511820 | Retirement Expense | 31,365 | 36,395 | 45,534 | 59,462 |
| 10-4910-00-511825 | 401K Expense-PLANNING | 17,235 | 17,789 | 19,936 | 24,450 |
| 10-4910-00-511830 | Hospital Expense | 80,169 | 84,753 | 103,692 | 123,500 |
| 10-4910-00-511831 | Retired Employee Ins. Exp | 7,145 | 3,442 | 7,370 | 7,370 |
| 10-4910-00-511832 | Life Insurance Expense | 588 | 595 | 672 | 672 |
| 10-4910-00-511833 | Dental Insurance | 2,926 | 2,893 | 2,273 | 2,273 |
| 10-4910-00-511840 | HEALTH REIMBURS EXPENSE - REG | 13,476 | 12,298 | 12,230 | 12,230 |
| 10-4910-00-511841 | HEALTH REIMBURS EXP - RET | 1,215 | 503 | 1,280 | 1,280 |
| 10-4910-00-511850 | Unemployment Ins. Expense | 206 | 82 | 600 | 600 |
| 10-4910-00-511860 | Workers Comp. Expense | 6,918 | 5,632 | 7,850 | 7,850 |
| 10-4910-00-521920 | Legal Fees | 15,013 | 15,001 | 25,000 | 30,000 |
| 10-4910-00-521950 | Clean Up/Demolition Expense | - | 4,220 | 40,000 | 40,000 |
| 10-4910-00-521990 | Prof. Services/Consultant Fees | 23,801 | 115,873 | 100,200 | 138,800 |
| 10-4910-00-532120 | Uniform Expense | 1,856 | 2,123 | 5,500 | 3,500 |
| 10-4910-00-532510 | Gas | 3,249 | 3,339 | 4,500 | 5,700 |
| 10-4910-00-532520 | Tires | 680 | 1,110 | 1,103 | 1,130 |
| 10-4910-00-532530 | Vehicle Repairs/Maintenance | 5,230 | 9,640 | 6,511 | 7,570 |
| 10-4910-00-532920 | Materials And Supplies | 8,330 | 12,116 | 8,000 | 13,000 |
| 10-4910-00-533180 | Travel And Training | 7,146 | 5,536 | 8,500 | 9,500 |
| 10-4910-00-533210 | Telephone | 5,034 | 3,816 | 5,600 | 6,000 |
| 10-4910-00-533520 | Equipment Repairs/Maintenance | 7,905 | 9,972 | 10,500 | 10,500 |
| 10-4910-00-534510 | Property And Gen. Liab. Ins. | 5,043 | 5,099 | 4,650 | 4,650 |
| 10-4910-00-534520 | Vehicle Insurance | 1,278 | 1,771 | 1,480 | 1,480 |
| 10-4910-00-534910 | Dues Memberships And Subscript | 2,682 | 2,371 | 3,200 | 4,600 |
| 10-4910-00-534920 | Bad Debt Expense | 1,800 | 0 | - | - |
| 10-4910-00-545400 | Vehicles | - | 0 | 27,000 | 40,000 |
| 10-4910-00-545500 | Equipment | 13,620 | 5,890 | - | - |
| 10-4910-00-545900 | Capital Improvements | - | 39,325 | - | - |
| 10-4910-00-548100 | Internal Service Costs | 32,590 | 33,475 | 40,996 | 48,881 |
| | Total | 673,105 | 819,950 | 926,098 | 1,134,636 |

SPECIAL APPROPRIATIONS

| | | | | | |
|---------------------|--------------------------------|---------|---------|---------|---------|
| 10-5300-00-511830 | Hospital Expense | 3,572 | 4,762 | 6,960 | - |
| 10-5300-00-511832 | Life Insurance Expense | (53) | -48 | 155 | - |
| 10-5300-00-511833 | Dental Insurance | (174) | -159 | 385 | - |
| 10-5300-00-511840 | HEALTH REIMBURS EXPENSE - REG | 608 | 692 | - | - |
| 10-5300-00-536910 | DONATIONS & CONTRIBUTIONS | 113,870 | 75,741 | 137,184 | 150,000 |
| 10-5300-00-536915 | R. ECONOMIC DEVELOPMENT | 4,700 | 28,041 | 25,000 | 25,000 |
| 10-5300-00-536920 | TRANSFER TO OTHER ORGANIZATION | 3,078 | 3,651 | 5,000 | 5,000 |
| 10-5300-00-536930 | Taxes Transferd To DWA | 99,905 | 100,282 | 122,568 | - |
| 10-5300-00-536950 | INVENTORY REIMB TRANSF TO DWA | 6,250 | 6,250 | 6,250 | - |
| 10-5300-00-536970 | PAY STUDY ADJUSTMENTS | - | 0 | 250,000 | - |
| 10 -5300-00-545900- | Capital Improvements | 0 | 155,406 | 0 | 0 |

| | Total | 231,757 | 374,618 | 553,502 | 180,000 |
|-----------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| PARKS AND RECREATION | | | | | |
| 10-6120-00-511210 | Regular Pay | 702,696 | 725,229 | 751,122 | 933,000 |
| 10-6120-00-511220 | Overtime Pay | 9,876 | 12,603 | 8,000 | 10,000 |
| 10-6120-00-511230 | Temporary And Part Time Pay | 287,367 | 181,982 | 400,000 | 250,000 |
| 10-6120-00-511810 | FICA | 75,033 | 68,697 | 88,672 | 91,265 |
| 10-6120-00-511820 | Retirement Expense | 69,884 | 81,651 | 86,691 | 114,103 |
| 10-6120-00-511825 | 401K Expense-PARKS & REC | 36,702 | 36,526 | 37,956 | 47,150 |
| 10-6120-00-511830 | Hospital Expense | 148,692 | 145,162 | 169,051 | 220,000 |
| 10-6120-00-511832 | Life Insurance Expense | 1,589 | 1,578 | 1,596 | 1,596 |
| 10-6120-00-511833 | Dental Insurance | 8,857 | 9,682 | 6,440 | 6,440 |
| 10-6120-00-511840 | HEALTH REIMBURS EXPENSE - REG | 24,986 | 21,073 | 28,090 | 28,090 |
| 10-6120-00-511850 | Unemployment Ins. Expense | 587 | 255 | 1,200 | 1,200 |
| 10-6120-00-511860 | Workers Comp. Expense | 22,314 | 18,296 | 25,500 | 23,000 |
| 10-6120-00-521990 | Prof. Services/Consultant Fees | 1,905 | 2,291 | 35,500 | 35,000 |
| 10-6120-00-532120 | Uniform Expense | 6,357 | 7,431 | 11,000 | 10,000 |
| 10-6120-00-532510 | Gas | 4,924 | 4,824 | 5,966 | 7,500 |
| 10-6120-00-532520 | Tires | 1,040 | 420 | 1,103 | 1,710 |
| 10-6120-00-532530 | Vehicle Repairs/Maintenance | 8,050 | 3,630 | 11,226 | 11,440 |
| 10-6120-00-532700 | Purchases For Resale | 2,959 | 0 | 3,100 | 2,900 |
| 10-6120-00-532910 | Treatment Chemicals | 13,897 | 14,896 | 23,000 | 20,000 |
| 10-6120-00-532920 | Materials And Supplies | 119,393 | 97,017 | 120,000 | 120,000 |
| 10-6120-00-533180 | Travel And Training | 9,594 | 5,302 | 12,000 | 12,000 |
| 10-6120-00-533210 | Telephone | 5,826 | 6,238 | 15,000 | 10,000 |
| 10-6120-00-533310 | Electricity | 82,561 | 109,263 | 150,000 | 150,000 |
| 10-6120-00-533330 | Propane Gas | 27,059 | 5,304 | 43,000 | 43,000 |
| 10-6120-00-533340 | Water | 3,517 | 2,772 | 7,000 | 5,000 |
| 10-6120-00-533350 | SEWER | 4,938 | 4,240 | 8,500 | 7,000 |
| 10-6120-00-533360 | DUMPSTER FEE | 6,212 | 5,730 | 7,500 | 7,500 |
| 10-6120-00-533510 | Building Repairs & Maintenance | 49,695 | 44,330 | 60,000 | 60,000 |
| 10-6120-00-533520 | Equipment Repairs/Maintenance | 43,211 | 45,704 | 45,720 | 45,000 |
| 10-6120-00-533700 | Other Advertising | 32,523 | 4,801 | 5,000 | 5,000 |
| 10-6120-00-534390 | Equipment Rentals | 407 | 200 | 2,550 | 2,550 |
| 10-6120-00-534490 | Other Contractual Service | - | 0 | - | - |
| 10-6120-00-534510 | Property And Gen. Liab. Ins. | 12,968 | 13,851 | 12,630 | 12,630 |
| 10-6120-00-534520 | Vehicle Insurance | 2,556 | 3,542 | 2,960 | 2,960 |
| 10-6120-00-534580 | Other Insurance Costs | 102 | 81 | 380 | 380 |
| 10-6120-00-534910 | Dues Memberships And Subscript | 5,417 | 5,224 | 5,400 | 6,000 |
| 10-6120-00-536910 | DONATIONS & CONTRIBUTIONS | 2,000 | - | 3,500 | - |
| 10-6120-00-545400 | Vehicles | - | - | - | - |
| 10-6120-00-545500 | Equipment | - | - | 122,000 | 14,000 |
| 10-6120-00-545820 | Building Improvements | 8,750 | - | - | - |
| 10-6120-00-545900 | Capital Improvements | 240,258 | 719,712 | 194,000 | 25,000 |
| 10-6120-00-546000 | LOAN PAYMENTS | - | - | 95,600 | 88,665 |
| 10-6120-00-548100 | Internal Service Costs | 108,130 | 122,374 | 111,514 | 108,490 |
| 10-6125-00-535000 | PLAYGROUND MAINTENANCE | 5,680 | 7,910 | 10,000 | 10,000 |
| 10-6125-00-536230 | Adult And Childern Programs | 9,605 | 818 | 15,000 | 7,500 |
| 10-6125-00-536310 | Misc. Grants-Recreation | - | 20,942 | 30,000 | - |
| 10-6125-00-536310-10022 | Misc. Grants-Recreation | - | 0 | - | - |
| | Total | 2,208,116 | 2,561,578 | 2,774,467 | 2,557,069 |
| DEBT SERVICE | | | | | |
| 10-9100-00-546000 | LOAN PAYMENTS | 391,067 | 389,481 | 387,985 | 387,000 |
| OPERATING TRANSFERS | | | | | |
| 10-9800-00-599620 | Transfer To Sewer Fund | - | 110,000 | - | - |
| GRAND TOTAL | | 13,122,099 | 14,140,671 | 17,135,053 | 17,377,874 |

Line Item Budgets

Water Fund - Revenues

| Account | Description | FY20 Actual | FY21 Actual | FY22 Budget | FY23 Budget |
|-------------------------|--------------------------------|------------------|------------------|------------------|------------------|
| 61-3700-00-453710 | Water Charges | 3,152,861 | 3,057,941 | 3,300,000 | 3,090,000 |
| 61-3700-00-453711 | Water Taps And Connections | 54,061 | 45,683 | 35,000 | 45,000 |
| 61-3700-00-453727 | CAPACITY FEE | 53,167 | 86,905 | 25,000 | 25,000 |
| 61-3350-00-433010-23001 | American Rescue Plan Act | - | - | 180,000 | 330,000 |
| 61-3800-00-463830 | Miscellaneous Revenue | - | 20,207 | 1,000 | 1,000 |
| 61-3800-00-463835 | Sale of Materials/Fixed Assets | 681 | - | - | - |
| 61-3850-00-473831 | Investment Income | 23,282 | 1,127 | - | 1,000 |
| 61-3900-00-493992 | Fund Balance Appropriated | - | - | 212,200 | 562,300 |
| GRAND TOTAL | | 3,284,051 | 3,211,863 | 3,753,200 | 4,054,300 |

Water Fund - Expenditures

| Account | Description | FY20 Actual | FY21 Actual | FY22 Budget | FY23 Budget |
|--------------------------|--------------------------------|------------------|------------------|------------------|------------------|
| Water Maintenance | | | | | |
| 61-7121-00-511210 | Regular Pay | 383,341 | 313,387 | 396,116 | 390,000 |
| 61-7121-00-511220 | Overtime Pay | 20,591 | 18,437 | 25,000 | 25,000 |
| 61-7121-00-511230 | Temporary And Part Time Pay | 13,205 | - | 15,000 | 5,000 |
| 61-7121-00-511810 | FICA | 30,073 | 24,156 | 29,538 | 32,130 |
| 61-7121-00-511820 | Retirement Expense | 40,158 | 43,341 | 42,382 | 50,464 |
| 61-7121-00-511825 | 401K Expense-WATER MAINT. | 19,992 | 16,725 | 18,556 | 20,750 |
| 61-7121-00-511830 | Hospital Expense | 181,809 | 44,528 | 100,028 | 90,000 |
| 61-7121-00-511832 | Life Insurance Expense | 770 | 666 | 672 | 672 |
| 61-7121-00-511833 | Dental Insurance | 3,875 | 3,450 | 2,273 | 2,500 |
| 61-7121-00-511840 | HEALTH REIMBURS EXPENSE - REG | 17,408 | 9,593 | 20,080 | 20,000 |
| 61-7121-00-511850 | Unemployment Ins. Expense | 245 | 99 | 700 | 700 |
| 61-7121-00-511860 | Workers Comp. Expense | 8,114 | 6,637 | 9,250 | 9,250 |
| 61-7121-00-521990 | Prof. Services/Consultant Fees | 41,593 | 16,994 | 63,000 | 63,000 |
| 61-7121-00-532120 | Uniform Expense | 7,409 | 4,369 | 8,750 | 8,750 |
| 61-7121-00-532510 | Gas | 12,872 | 12,873 | 14,921 | 16,500 |
| 61-7121-00-532520 | Tires | 2,730 | 2,910 | 5,514 | 4,420 |
| 61-7121-00-532530 | Vehicle Repairs/Maintenance | 22,000 | 25,280 | 26,809 | 29,540 |
| 61-7121-00-532920 | Materials And Supplies | 210,836 | 274,911 | 245,000 | 275,000 |
| 61-7121-00-533180 | Travel And Training | 7,435 | 622 | 9,000 | 9,000 |
| 61-7121-00-533210 | Telephone | 3,079 | 3,490 | 2,900 | 5,000 |
| 61-7121-00-533310 | Electricity | 49,779 | 57,802 | 47,000 | 50,000 |
| 61-7121-00-533520 | Equipment Repairs/Maintenance | 18,712 | 6,606 | 25,000 | 25,000 |
| 61-7121-00-534390 | Equipment Rentals | 3,640 | - | 4,200 | 2,500 |
| 61-7121-00-534490 | Other Contractual Service | 1,500 | - | 20,000 | 5,000 |
| 61-7121-00-534510 | Property And Gen. Liab. Ins. | 7,204 | 7,293 | 6,650 | 6,650 |
| 61-7121-00-534520 | Vehicle Insurance | 2,556 | 3,542 | 2,960 | 2,960 |
| 61-7121-00-534580 | Other Insurance Costs | 922 | 733 | 3,440 | 3,440 |
| 61-7121-00-534910 | Dues Memberships And Subscript | 370 | 685 | 1,200 | 1,000 |
| 61-7121-00-545400 | Vehicles | - | - | - | - |
| 61-7121-00-545500 | Equipment | - | - | 130,000 | 30,000 |
| 61-7121-00-545900 | Capital Improvements | - | - | 610,000 | 430,000 |
| 61-7121-00-546000 | LOAN PAYMENTS | 9,574 | 12,933 | 107,471 | 73,000 |
| 61-7121-00-548100 | Internal Service Costs | 139,680 | 152,100 | 133,815 | 187,812 |
| | Total | 1,261,471 | 1,064,160 | 2,127,225 | 1,875,038 |
| Water Treatment | | | | | |
| 61-7122-00-511210 | Regular Pay | 348,438 | 329,159 | 393,564 | 390,000 |
| 61-7122-00-511220 | Overtime Pay | 591 | 2,375 | 3,000 | 4,500 |
| 61-7122-00-511230 | Temporary And Part Time Pay | - | - | 3,000 | 3,000 |

| | | | | | |
|-----------------------------------|--------------------------------|------------------|------------------|------------------|------------------|
| 61-7122-00-511810 | FICA | 25,730 | 24,352 | 26,742 | 30,179 |
| 61-7122-00-511820 | Retirement Expense | 34,733 | 43,108 | 39,578 | 47,971 |
| 61-7122-00-511825 | 401K Expense-WATER TREATMENT | 17,318 | 16,556 | 17,329 | 19,725 |
| 61-7122-00-511830 | Hospital Expense | 141,227 | 54,804 | 92,205 | 96,000 |
| 61-7122-00-511831 | Retired Employee Ins. Exp | - | - | 7,370 | - |
| 61-7122-00-511832 | Life Insurance Expense | 784 | 756 | 756 | 1,000 |
| 61-7122-00-511833 | Dental Insurance | 3,440 | 3,472 | 2,653 | 2,500 |
| 61-7122-00-511840 | HEALTH REIMBURS EXPENSE - REG | 13,404 | 11,732 | 18,180 | 18,180 |
| 61-7122-00-511841 | HEALTH REIMBURS EXP - RET | - | - | 1,280 | - |
| 61-7122-00-511850 | Unemployment Ins. Expense | 205 | 84 | 650 | 650 |
| 61-7122-00-511860 | Workers Comp. Expense | 7,286 | 5,955 | 8,300 | 8,300 |
| 61-7122-00-521990 | Prof. Services/Consultant Fees | 21,701 | 41,562 | 40,000 | 40,000 |
| 61-7122-00-532120 | Uniform Expense | 5,054 | 3,254 | 5,500 | 7,000 |
| 61-7122-00-532510 | Gas | 1,950 | 2,000 | 2,658 | 3,150 |
| 61-7122-00-532520 | Tires | 500 | 955 | 1,103 | 800 |
| 61-7122-00-532530 | Vehicle Repairs/Maintenance | 3,850 | 5,017 | 4,786 | 5,320 |
| 61-7122-00-532910 | Treatment Chemicals | 123,466 | 124,754 | 141,000 | 141,000 |
| 61-7122-00-532920 | Materials And Supplies | 25,217 | 38,780 | 45,000 | 45,000 |
| 61-7122-00-533180 | Travel And Training | 1,849 | 1,296 | 2,500 | 3,000 |
| 61-7122-00-533210 | Telephone | 3,142 | 3,387 | 3,200 | 3,200 |
| 61-7122-00-533310 | Electricity | 19,376 | 18,475 | 21,500 | 21,500 |
| 61-7122-00-533320 | Fuel Oil | 560 | 379 | 1,500 | 1,500 |
| 61-7122-00-533510 | Building Repairs & Maintenance | 3,284 | 6,154 | 10,000 | 10,000 |
| 61-7122-00-533520 | Equipment Repairs/Maintenance | 23,761 | 27,330 | 23,000 | 23,000 |
| 61-7122-00-533540 | Operating Plant Repairs/Maint. | - | - | - | 15,000 |
| 61-7122-00-534390 | Equipment Rentals | - | 50 | - | - |
| 61-7122-00-534490 | Other Contractual Service | 61,930 | 45,587 | 60,000 | 50,000 |
| 61-7122-00-534510 | Property And Gen. Liab. Ins. | 5,763 | 5,834 | 5,320 | 5,320 |
| 61-7122-00-534520 | Vehicle Insurance | 953 | 1,328 | 1,110 | 1,110 |
| 61-7122-00-534580 | Other Insurance Costs | 102 | 81 | 380 | 380 |
| 61-7122-00-534910 | Dues Memberships And Subscript | 5,606 | 5,523 | 6,000 | 6,000 |
| 61-7122-00-545500 | Equipment | - | - | - | 150,000 |
| 61-7122-00-545900 | Capital Improvements | - | - | 20,000 | 420,000 |
| 61-7122-00-548100 | Internal Service Costs | 96,010 | 101,358 | 126,321 | 144,687 |
| | Total | 997,232 | 925,454 | 1,135,485 | 1,718,972 |
| Administration and Finance | | | | | |
| 61-7125-00-554920 | Bad Debt Expense | - | - | 16,000 | 16,000 |
| 61-7125-00-554970 | Charges By General Fund | 434,270 | 410,780 | 474,490 | 444,290 |
| 61-9200-00-574600 | Depreciation | 633,955 | 640,836 | - | - |
| | Total | 1,068,224 | 1,051,616 | 490,490 | 460,290 |
| GRAND TOTAL | | 3,326,927 | 3,041,231 | 3,753,200 | 4,054,300 |

Line Item Budgets

Sewer Fund - Revenues

| Account | Description | FY20 Actual | FY21 Actual | FY22 Budget | FY23 Budget |
|-------------------------|--------------------------------|------------------|------------------|------------------|------------------|
| 62-3700-00-453720 | Sewer Charges | 2,923,463 | 2,960,305 | 3,509,000 | 3,432,000 |
| 62-3700-00-453721 | Sewer Taps And Connections | 39,370 | 18,434 | 20,000 | 20,000 |
| 62-3700-00-453727 | CAPACITY FEE | 50,493 | 82,942 | 25,000 | 25,000 |
| 62-3350-00-433010-23001 | American Rescue Plan Act | - | - | 150,000 | 240,000 |
| 62-3800-00-463830 | Miscellaneous Revenue | - | 110,000 | 2,900 | 1,000 |
| 62-3800-00-463835 | Sale of Materials/Fixed Assets | - | - | - | - |
| 62-3850-00-473831 | Investment Income | 20,952 | 831 | 5,000 | 1,000 |
| 62-3900-00-493992 | Fund Balance Appropriated | - | - | 270,000 | 21,138 |
| GRAND TOTAL | | 3,034,278 | 3,172,512 | 3,981,900 | 3,740,138 |

Sewer Fund - Expenditures

| Account | Description | FY20 Actual | FY21 Budget | FY22 Budget | FY23 Budget |
|--------------------------|--------------------------------|----------------|----------------|------------------|------------------|
| Sewer Maintenance | | | | | |
| 62-7121-00-511210 | Regular Pay | 229,239 | 241,739 | 351,002 | 375,000 |
| 62-7121-00-511220 | Overtime Pay | 10,373 | 13,310 | 20,000 | 20,000 |
| 62-7121-00-511230 | Temporary And Part Time Pay | - | - | 15,000 | 5,000 |
| 62-7121-00-511810 | FICA | 17,521 | 18,696 | 24,609 | 30,600 |
| 62-7121-00-511820 | Retirement Expense | 42,587 | 37,144 | 35,023 | 48,032 |
| 62-7121-00-511825 | 401K Expense-SEWER MAINT. | 11,738 | 12,839 | 15,334 | 19,750 |
| 62-7121-00-511830 | Hospital Expense | 101,240 | 55,527 | 92,203 | 125,000 |
| 62-7121-00-511831 | Retired Employee Ins. Exp | - | - | 7,360 | - |
| 62-7121-00-511832 | Life Insurance Expense | 581 | 608 | 672 | 660 |
| 62-7121-00-511833 | Dental Insurance | 2,807 | 3,638 | 3,031 | 2,400 |
| 62-7121-00-511840 | HEALTH REIMBURS EXPENSE - REG | 9,615 | 6,573 | 10,990 | 10,990 |
| 62-7121-00-511841 | HEALTH REIMBURS EXP - RET | 0 | 0 | - | - |
| 62-7121-00-511850 | Unemployment Ins. Expense | 141 | 56 | 450 | 450 |
| 62-7121-00-511860 | Workers Comp. Expense | 4,953 | 4,161 | 5,800 | 5,800 |
| 62-7121-00-521990 | Prof. Services/Consultant Fees | 72,831 | 10,558 | 80,000 | 110,000 |
| 62-7121-00-532120 | Uniform Expense | 4,796 | 4,180 | 6,600 | 8,750 |
| 62-7121-00-532510 | Gas | 12,370 | 12,803 | 15,053 | 16,500 |
| 62-7121-00-532520 | Tires | 2,810 | 3,000 | 5,514 | 4,520 |
| 62-7121-00-532530 | Vehicle Repairs/Maintenance | 23,174 | 26,223 | 27,746 | 30,210 |
| 62-7121-00-532920 | Materials And Supplies | 34,054 | 57,055 | 80,000 | 100,000 |
| 62-7121-00-533180 | Travel And Training | 2,308 | 621 | 3,500 | 5,000 |
| 62-7121-00-533210 | Telephone | 1,660 | 1,860 | 1,700 | 1,900 |
| 62-7121-00-533520 | Equipment Repairs/Maintenance | 4,464 | 410 | 6,000 | - |
| 62-7121-00-534390 | Equipment Rentals | 4,105 | 4,437 | 5,000 | 6,000 |
| 62-7121-00-534490 | Other Contractual Service | 3,323 | 660 | 50,000 | 5,000 |
| 62-7121-00-534510 | Property And Gen. Liab. Ins. | 5,043 | 5,099 | 4,650 | 20,000 |
| 62-7121-00-534520 | Vehicle Insurance | 953 | 1,328 | 1,110 | 4,650 |
| 62-7121-00-534580 | Other Insurance Costs | - | 41 | 190 | 1,110 |
| 62-7121-00-534910 | Dues Memberships And Subscript | 4,810 | 1,795 | 2,700 | 190 |
| 62-7121-00-545500 | Equipment | - | - | 25,000 | 10,000 |
| 62-7121-00-545900 | Capital Improvements | - | - | 180,000 | 280,000 |
| 62-7121-00-548100 | Internal Service Costs | 71,080 | 92,722 | 151,630 | 114,817 |
| | Total | 678,577 | 617,086 | 1,227,867 | 1,362,329 |

Sewer Treatment

| | | | | | |
|-------------------|--------------------------------|------------------|------------------|------------------|------------------|
| 62-7122-00-511210 | Regular Pay | 411,938 | 383,272 | 473,580 | 475,000 |
| 62-7122-00-511220 | Overtime Pay | 30,132 | 12,477 | 25,000 | 10,000 |
| 62-7122-00-511230 | Temporary And Part Time Pay | - | - | 15,000 | 5,000 |
| 62-7122-00-511810 | FICA | 31,542 | 28,386 | 34,368 | 37,485 |
| 62-7122-00-511820 | Retirement Expense | 82,709 | 61,032 | 49,592 | 58,976 |
| 62-7122-00-511825 | 401K Expense-SEWER TREATMENT | 21,740 | 18,287 | 21,713 | 24,250 |
| 62-7122-00-511830 | Hospital Expense | 202,484 | 127,814 | 112,126 | 121,000 |
| 62-7122-00-511831 | Retired Employee Ins. Exp | 0 | 0 | 36,900 | 8,100 |
| 62-7122-00-511832 | Life Insurance Expense | 863 | 850 | 840 | 1,000 |
| 62-7122-00-511833 | Dental Insurance | 4,441 | 5,159 | 3,410 | 4,000 |
| 62-7122-00-511840 | HEALTH REIMBURS EXPENSE - REG | 19,052 | 15,128 | 21,810 | 21,810 |
| 62-7122-00-511841 | HEALTH REIMBURS EXP - RET | (0) | 0 | 6,390 | 6,390 |
| 62-7122-00-511850 | Unemployment Ins. Expense | 260 | 101 | 750 | 750 |
| 62-7122-00-511860 | Workers Comp. Expense | 9,110 | 7,821 | 10,900 | 10,900 |
| 62-7122-00-521990 | Prof. Services/Consultant Fees | 169,517 | 8,170 | 100,000 | 75,000 |
| 62-7122-00-532120 | Uniform Expense | 10,883 | 12,131 | 13,000 | 14,500 |
| 62-7122-00-532510 | Gas | 2,050 | 2,110 | 2,415 | 2,100 |
| 62-7122-00-532520 | Tires | 430 | 460 | 551 | 710 |
| 62-7122-00-532530 | Vehicle Repairs/Maintenance | 3,330 | 3,777 | 4,543 | 4,720 |
| 62-7122-00-532910 | Treatment Chemicals | 53,323 | 24,537 | 66,000 | 75,000 |
| 62-7122-00-532920 | Materials And Supplies | 76,567 | 50,945 | 55,000 | 60,000 |
| 62-7122-00-533180 | Travel And Training | 2,909 | 965 | 5,000 | 6,000 |
| 62-7122-00-533210 | Telephone | 2,348 | 2,836 | 2,600 | 2,600 |
| 62-7122-00-533310 | Electricity | 121,020 | 127,215 | 145,000 | 145,000 |
| 62-7122-00-533320 | Fuel Oil | 4,305 | 2,719 | 2,800 | 3,000 |
| 62-7122-00-533330 | Propane Gas | 13,281 | 22 | 24,000 | 20,000 |
| 62-7122-00-533340 | Water | 500 | 1,985 | 2,500 | 2,500 |
| 62-7122-00-533510 | Building Repairs & Maintenance | 7,033 | 4,628 | 15,000 | 20,000 |
| 62-7122-00-533520 | Equipment Repairs/Maintenance | 40,554 | 34,170 | 52,000 | 47,000 |
| 62-7122-00-533540 | Operating Plant Repairs/Maint. | 119,496 | 65,019 | 200,000 | 200,000 |
| 62-7122-00-533360 | COMMERCIAL FEE/OR DUMPSTE | - | - | - | 3,000 |
| 62-7122-00-534450 | Tipping Fees | 18,993 | 26,317 | 25,000 | 20,000 |
| 62-7122-00-534510 | Property And Gen. Liab. Ins. | 7,925 | 8,017 | 7,310 | 7,310 |
| 62-7122-00-534520 | Vehicle Insurance | 953 | 1,328 | 1,110 | 1,110 |
| 62-7122-00-534580 | Other Insurance Costs | 512 | 407 | 1,910 | 1,910 |
| 62-7122-00-534910 | Dues Memberships And Subscript | 9,312 | 12,625 | 10,000 | 35,000 |
| 62-7122-00-545400 | Vehicles | - | - | - | - |
| 62-7122-00-545500 | Equipment | - | - | 110,000 | 173,000 |
| 62-7122-00-545900 | Capital Improvements | - | - | 50,000 | 23,419 |
| 62-7122-00-548100 | Internal Service Costs | 168,010 | 160,366 | 186,685 | 194,959 |
| | Total | 1,647,520 | 1,211,076 | 1,894,803 | 1,922,499 |

Administration and Finance

| | | | | | |
|--------------------|-------------------------|------------------|------------------|------------------|------------------|
| 62-7125-00-554920 | Bad Debt Expense | - | - | 20,000 | 20,000 |
| 62-7125-00-554970 | Charges By General Fund | 381,110 | 364,080 | 459,230 | 435,310 |
| 62-9100-00-567510 | Service Charges | - | - | 380,000 | - |
| 62-9200-00-574600 | Depreciation | 455,955 | 473,701 | - | - |
| | Total | 837,065 | 837,781 | 859,230 | 455,310 |
| GRAND TOTAL | | 3,163,162 | 2,665,943 | 3,981,900 | 3,740,138 |

Line Item Budgets

Electric Fund - Revenues

| Account | Description | FY20 Actual | FY21 Budget | FY22 Budget | FY23 Budget |
|--------------------|--------------------------------|------------------|------------------|-------------------|-------------------|
| 63-3700-00-453730 | Electric Charges | 8,250,721 | 8,661,223 | 9,208,900 | 8,910,000 |
| 63-3700-00-453731 | Security Lights | 49,510 | 52,256 | 51,200 | 50,000 |
| 63-3700-00-453732 | Street Lights | 129,252 | 118,481 | 129,250 | 115,000 |
| 63-3700-00-453733 | Underground Service Install | 1,080 | - | 2,000 | 2,000 |
| 63-3700-00-453735 | Renewable Energy Portf. Stand. | 53,243 | 50,516 | 52,800 | 50,000 |
| 63-3700-00-453737 | Electric Pole Rent | 8,011 | 32,973 | 14,000 | 14,000 |
| 63-3700-00-453739 | Sales Tax Charges | 425,185 | 445,920 | 460,000 | 460,000 |
| 63-3800-00-463830 | Miscellaneous Revenue | 7,990 | - | 3,000 | 12,000 |
| 63-3800-00-463835 | Sale of Materials/Fixed Assets | 3,126 | 285 | - | 500 |
| 63-3800-00-463840 | CONTRIBUTED CAPITAL | 180,465 | - | 700,000 | - |
| 63-3850-00-473831 | Investment Income | 23,204 | 1,015 | 14,040 | 2,000 |
| 63-3900-00-493992 | Fund Balance Appropriated | - | - | 95,664 | 430,362 |
| GRAND TOTAL | | 9,131,786 | 9,362,669 | 10,730,854 | 10,045,862 |

| Account | Description | FY20 Actual | FY21 Budget | FY22 Budget | FY23 Budget |
|-----------------------------|--------------------------------|-------------|-------------|-------------|-------------|
| Electric Maintenance | | | | | |
| 63-7121-00-511210 | Regular Pay | 239,698 | 256,849 | 309,575 | 315,000 |
| 63-7121-00-511220 | Overtime Pay | 9,513 | 11,024 | 15,000 | 15,000 |
| 63-7121-00-511810 | FICA | 16,946 | 19,339 | 21,005 | 25,245 |
| 63-7121-00-511820 | Retirement Expense | 45,197 | 70,047 | 31,357 | 40,128 |
| 63-7121-00-511825 | 401K Expense-ELECTRIC MAINT. | 12,101 | 13,608 | 13,729 | 16,500 |
| 63-7121-00-511830 | Hospital Expense | 64,909 | 84,340 | 68,000 | 73,000 |
| 63-7121-00-511831 | Retired Employee Ins. Exp | 8,514 | - | 14,800 | 14,800 |
| 63-7121-00-511832 | Life Insurance Expense | 483 | 497 | 800 | 800 |
| 63-7121-00-511833 | Dental Insurance | 2,214 | 1,157 | 1,000 | 1,000 |
| 63-7121-00-511840 | HEALTH REIMBURS EXPENSE - REG | 9,580 | 8,712 | 18,060 | 18,060 |
| 63-7121-00-511841 | HEALTH REIMBURS EXP - RET | 1,443 | - | 2,560 | 2,560 |
| 63-7121-00-511850 | Unemployment Ins. Expense | 146 | 71 | 500 | 500 |
| 63-7121-00-511860 | Workers Comp. Expense | 6,008 | 4,987 | 6,950 | 6,950 |
| 63-7121-00-521990 | Prof. Services/Consultant Fees | 9,016 | 21,876 | 65,000 | 140,000 |
| 63-7121-00-532120 | Uniform Expense | 14,219 | 15,450 | 20,000 | 25,000 |
| 63-7121-00-532510 | Gas | 8,131 | 8,248 | 9,793 | 10,800 |
| 63-7121-00-532520 | Tires | 1,850 | 1,970 | 3,308 | 2,960 |
| 63-7121-00-532530 | Vehicle Repairs/Maintenance | 14,982 | 19,038 | 18,560 | 19,760 |
| 63-7121-00-532920 | Materials And Supplies | 12,987 | 126,511 | 128,464 | 200,000 |
| 63-7121-00-532950 | Transformers | 22,114 | 25,640 | 28,000 | 40,000 |
| 63-7121-00-533180 | Travel And Training | 2,722 | 1,716 | 6,000 | 10,000 |
| 63-7121-00-533210 | Telephone | 3,842 | 1,749 | 4,000 | 4,000 |
| 63-7121-00-533360 | COMMERCIAL FEE/OR DUMPSTE | - | - | - | 1,500 |
| 63-7121-00-533520 | Equipment Repairs/Maintenance | 24,927 | 7,862 | 40,000 | 40,000 |
| 63-7121-00-534390 | Equipment Rentals | 3,478 | - | 7,000 | 5,000 |
| 63-7121-00-534490 | Other Contractual Service | 67,331 | 93,237 | 40,000 | 78,500 |
| 63-7121-00-534510 | Property And Gen. Liab. Ins. | 5,071 | 5,132 | 4,680 | 4,680 |
| 63-7121-00-534520 | Vehicle Insurance | 2,231 | 3,099 | 2,590 | 2,590 |
| 63-7121-00-534580 | Other Insurance Costs | 666 | 531 | 2,490 | 2,500 |
| 63-7121-00-534910 | Dues Memberships And Subscript | 10,159 | 256 | 11,000 | 16,000 |
| 63-7121-00-545500 | Equipment | - | - | 21,000 | - |
| 63-7121-00-545900 | Capital Improvements | - | - | 1,530,000 | 550,000 |
| 63-7121-00-546000 | LOAN PAYMENTS | 7,900 | 998 | 32,000 | - |

| | | | | | |
|-----------------------------------|--------------------------------|------------------|------------------|-------------------|-------------------|
| 63-7121-00-548100 | Internal Service Costs | 139,103 | 176,635 | 251,043 | 203,169 |
| | Total | 767,482 | 980,578 | 2,728,264 | 1,886,002 |
| Power Purchases | | | | | |
| 63-7123-00-582700 | Wholesale Purchased Power | 4,566,328 | 4,592,740 | 5,290,500 | 5,350,000 |
| 63-7123-00-582710 | REPS - Renewable Energy Charge | 142,366 | 136,355 | 125,000 | 200,000 |
| 63-7123-00-582750 | Sales Tax Paid-Purchased Power | 424,305 | 446,316 | 448,000 | 480,000 |
| | Total | 5,132,998 | 5,175,410 | 5,863,500 | 6,030,000 |
| Administration and Finance | | | | | |
| 63-7125-00-554920 | Bad Debt Expense | - | - | 38,400 | 40,000 |
| 63-7125-00-554970 | Charges By General Fund | 762,040 | 698,750 | 825,090 | 814,260 |
| 63-9200-00-574600 | Depreciation | 272,639 | 281,385 | - | - |
| 63-9800-00-599100 | Transfer To General Fund | 1,275,600 | 1,275,600 | 1,275,600 | 1,275,600 |
| | Total | 2,310,280 | 2,255,735 | 2,139,090 | 2,129,860 |
| GRAND TOTAL | | 8,210,760 | 8,411,723 | 10,730,854 | 10,045,862 |

Line Item Budgets

Internal Service Funds - Revenues

| Account | Description | FY20 Actual | FY21 Actual | FY22 Budget | FY23 Budget |
|---|--------------------------|------------------|------------------|------------------|------------------|
| Sales and Service - Asset Services | | | | | |
| 81-3650-00-453610 | Charges To General Fund | 768,746 | 794,451 | 914,362 | 950,534 |
| 81-3650-00-453661 | Charges to Water Fund | 235,690 | 253,458 | 260,136 | 332,029 |
| 81-3650-00-453662 | Charges to Sewer Fund | 239,090 | 253,089 | 338,315 | 309,330 |
| 81-3650-00-453663 | Charges to Electric Fund | 139,103 | 176,635 | 251,043 | 202,882 |
| 81-3650-00-453682 | Charges To Garage | 6,330 | 6,200 | 8,573 | 9,467 |
| 81-3850-00-473831 | Investment Income | 3,479 | - | - | - |
| GRAND TOTAL | | 1,392,437 | 1,483,833 | 1,772,429 | 1,804,242 |

| | | | | | |
|-----------------------------------|--------------------------------|----------------|----------------|----------------|----------------|
| Sales and Service - Garage | | | | | |
| 82-3650-00-453610 | Charges To General Fund | 477,247 | 541,097 | 643,249 | 702,488 |
| 82-3650-00-453661 | Charges to Water Fund | 40,780 | 48,130 | 55,791 | 60,928 |
| 82-3650-00-453662 | Charges to Sewer Fund | 42,730 | 48,310 | 55,822 | 60,964 |
| 82-3650-00-453663 | Charges to Electric Fund | 24,150 | 27,318 | 31,661 | 34,577 |
| 82-3650-00-453681 | Charges to Asset Management | 13,810 | 13,590 | 16,166 | 17,655 |
| 82-3800-00-463830 | Miscellaneous Revenue | 2,055 | 15,461 | 10,000 | - |
| 82-3800-00-463835 | Sale of Materials/Fixed Assets | 2 | - | - | - |
| 82-3850-00-473831 | Investment Income | 590 | 46 | 360 | - |
| GRAND TOTAL | | 601,364 | 693,952 | 813,049 | 876,612 |

Internal Service Funds - Expenditures

| Account | Description | FY20 Actual | FY21 Actual | FY22 Budget | FY23 Budget |
|---------------------------------------|--------------------------------|-------------|-------------|-------------|-------------|
| Public Services Administration | | | | | |
| 81-4120-00-511210 | Regular Pay | 222,053 | 261,085 | 271,189 | 270,000 |
| 81-4120-00-511220 | Overtime Pay | - | - | 500 | 500 |
| 81-4120-00-511230 | Temporary And Part Time Pay | 1,600 | - | 7,000 | 2,500 |
| 81-4120-00-511810 | FICA | 15,707 | 18,268 | 21,320 | 20,885 |
| 81-4120-00-511820 | Retirement Expense | 17,359 | 63,062 | 31,027 | 32,893 |
| 81-4120-00-511825 | 401K Expense | 11,195 | 12,916 | 13,585 | 13,525 |
| 81-4120-00-511830 | Hospital Expense | 30,385 | 97,118 | 59,811 | 57,500 |
| 81-4120-00-511831 | Retired Employee Ins. Exp | 0 | - | 7,380 | 7,380 |
| 81-4120-00-511832 | Life Insurance Expense | 385 | 420 | 420 | 500 |
| 81-4120-00-511833 | Dental Insurance | 1,700 | 579 | 1,520 | 1,520 |
| 81-4120-00-511840 | HEALTH REIMBURS EXPENSE - REG | 6,220 | 7,832 | 8,310 | 8,310 |
| 81-4120-00-511841 | HEALTH REIMBURS EXP - RET | (0) | - | 1,280 | 1,280 |
| 81-4120-00-511850 | Unemployment Ins. Expense | 131 | 59 | 435 | 400 |
| 81-4120-00-511860 | Workers Comp. Expense | 5,189 | 4,305 | 6,000 | 6,000 |
| 81-4120-00-521920 | Legal Fees | 585 | 203 | 5,000 | 5,000 |
| 81-4120-00-521990 | Prof. Services/Consultant Fees | 6,874 | 1,904 | 8,000 | 10,000 |
| 81-4120-00-532120 | Uniform Expense | 879 | 1,716 | 2,000 | 4,000 |
| 81-4120-00-532510 | Gas | 130 | 160 | 154 | 150 |
| 81-4120-00-532520 | Tires | 30 | 30 | 110 | 40 |
| 81-4120-00-532530 | Vehicle Repairs/Maintenance | 210 | 2,965 | 210 | 290 |
| 81-4120-00-532920 | Materials And Supplies | 3,992 | 6,164 | 6,500 | 8,000 |
| 81-4120-00-533180 | Travel And Training | 1,509 | 1,741 | 7,000 | 7,000 |
| 81-4120-00-533210 | Telephone | 3,633 | 4,213 | 4,500 | 5,000 |
| 81-4120-00-533310 | Electricity | - | 4,640 | - | 1,000 |
| 81-4120-00-533520 | Equipment Repairs/Maintenance | - | 858 | 1,000 | 6,500 |

| | | | | | |
|-------------------|--------------------------------|----------------|----------------|----------------|----------------|
| 81-4120-00-534510 | Property And Gen. Liab. Ins. | 2,882 | 2,917 | 2,660 | 2,660 |
| 81-4120-00-534520 | Vehicle Insurance | 953 | 1,328 | 1,110 | 1,110 |
| 81-4120-00-534580 | Other Insurance Costs | - | 41 | 190 | 190 |
| 81-4120-00-534600 | Depreciation | 3,154 | 3,154 | - | - |
| 81-4120-00-534910 | Dues Memberships And Subscript | 19,322 | 6,532 | 3,200 | 7,000 |
| 81-4120-00-545400 | Vehicles | - | - | 30,000 | - |
| 81-4120-00-545500 | Equipment | - | - | - | 30,000 |
| 81-4120-00-545900 | Capital Improvements | - | - | - | 100,000 |
| | Total | 356,078 | 504,209 | 501,411 | 611,132 |

Public Facilities

| | | | | | |
|-------------------------|--------------------------------|----------------|----------------|----------------|----------------|
| 81-4260-00-511210 | Regular Pay | 46,971 | 46,119 | 43,925 | 50,500 |
| 81-4260-00-511220 | Overtime Pay | 1,331 | 767 | 1,000 | 1,000 |
| 81-4260-00-511230 | Temporary And Part Time Pay | - | - | 1,500 | - |
| 81-4260-00-511810 | FICA | 3,720 | 3,549 | 3,552 | 3,940 |
| 81-4260-00-511820 | Retirement Expense | 3,820 | 11,234 | 5,131 | 6,262 |
| 81-4260-00-511825 | 401K Expense | 2,438 | 2,352 | 2,247 | 2,575 |
| 81-4260-00-511830 | Hospital Expense | 5,956 | 13,257 | 8,099 | 8,100 |
| 81-4260-00-511831 | Retired Employee Ins. Exp | 3,305 | (0) | 7,650 | 7,650 |
| 81-4260-00-511832 | Life Insurance Expense | 87 | 85 | 150 | 150 |
| 81-4260-00-511833 | Dental Insurance | 491 | 588 | 385 | 500 |
| 81-4260-00-511840 | HEALTH REIMBURS EXPENSE - REG | 1,215 | 1,069 | 1,280 | 1,280 |
| 81-4260-00-511841 | HEALTH REIMBURS EXP - RET | 566 | (0) | 740 | 740 |
| 81-4260-00-511850 | Unemployment Ins. Expense | 28 | 12 | 150 | 150 |
| 81-4260-00-511860 | Workers Comp. Expense | 864 | 861 | 1,200 | 1,200 |
| 81-4260-00-521990 | Prof. Services/Consultant Fees | 374 | 374 | 5,000 | 5,000 |
| 81-4260-00-532120 | Uniform Expense | 1,207 | 1,204 | 1,000 | 1,200 |
| 81-4260-00-532510 | Gas | 310 | 320 | 607 | 750 |
| 81-4260-00-532520 | Tires | 120 | 130 | 375 | 200 |
| 81-4260-00-532530 | Vehicle Repairs/Maintenance | 970 | 1,160 | 1,103 | 1,340 |
| 81-4260-00-532920 | Materials And Supplies | 12,216 | 22,124 | 25,000 | 25,000 |
| 81-4260-00-532920-10012 | Materials And Supplies | 15,222 | - | 2,500 | 2,500 |
| 81-4260-00-533180 | Travel And Training | 130 | 150 | 1,000 | 1,000 |
| 81-4260-00-533180-10012 | Travel And Training | - | - | 2,500 | - |
| 81-4260-00-533210 | Telephone | 3,919 | 4,308 | 4,200 | 4,200 |
| 81-4260-00-533310 | Electricity | 45,593 | 49,253 | 58,500 | 58,500 |
| 81-4260-00-533340 | Water | 884 | 859 | 1,000 | 1,000 |
| 81-4260-00-533350 | SEWER | 10,873 | 1,080 | 1,100 | 1,100 |
| 81-4260-00-533510 | Building Repairs & Maintenance | 22,807 | 24,675 | 35,000 | 35,000 |
| 81-4260-00-533520 | Equipment Repairs/Maintenance | - | - | 1,000 | 2,000 |
| 81-4260-00-534490 | Other Contractual Service | 268,012 | 259,564 | 295,000 | 300,000 |
| 81-4260-00-534510 | Property And Gen. Liab. Ins. | 720 | 724 | 660 | 660 |
| 81-4260-00-534520 | Vehicle Insurance | 314 | 443 | 370 | 370 |
| 81-4260-00-534580 | Other Insurance Costs | 51 | 41 | 190 | 190 |
| 81-4260-00-534600 | Depreciation | 62,258 | 61,318 | - | - |
| 81-4260-00-534910 | Dues Memberships And Subscript | 600 | 95 | 800 | 800 |
| 81-4260-00-545500 | Equipment | - | - | - | - |
| 81-4260-00-545900 | Capital Improvements | - | - | 65,000 | 25,000 |
| 81-4260-00-545900-10012 | Capital Improvements | - | - | 20,000 | - |
| 81-4260-00-546000 | LOAN PAYMENTS | 21,758 | 19,974 | 108,900 | 108,800 |
| | Total | 539,130 | 527,687 | 707,814 | 658,657 |

Outside Facilities

| | | | | | |
|-------------------|-----------------------------|--------|--------|--------|--------|
| 81-4261-00-511210 | Regular Pay | 78,812 | 80,601 | 90,041 | 68,000 |
| 81-4261-00-511220 | Overtime Pay | 1,172 | 494 | 3,000 | 2,000 |
| 81-4261-00-511230 | Temporary And Part Time Pay | - | - | 1,500 | 1,500 |
| 81-4261-00-511810 | FICA | 5,581 | 5,827 | 7,232 | 5,470 |
| 81-4261-00-511820 | Retirement Expense | 6,144 | 20,697 | 10,625 | 8,512 |
| 81-4261-00-511825 | 401K Expense | 3,909 | 4,302 | 4,652 | 3,500 |
| 81-4261-00-511830 | Hospital Expense | 20,077 | 57,812 | 27,685 | 20,000 |

| | | | | | |
|-------------------------|--------------------------------|----------------|----------------|----------------|----------------|
| 81-4261-00-511831 | Retired Employee Ins. Exp | - | - | 7,380 | 7,380 |
| 81-4261-00-511832 | Life Insurance Expense | 220 | 168 | 168 | 350 |
| 81-4261-00-511833 | Dental Insurance | 933 | 579 | 379 | 765 |
| 81-4261-00-511840 | HEALTH REIMBURS EXPENSE - REG | 4,111 | 4,686 | 4,480 | 4,480 |
| 81-4261-00-511841 | HEALTH REIMBURS EXP - RET | - | - | 1,280 | 1,280 |
| 81-4261-00-511850 | Unemployment Ins. Expense | 47 | 19 | 160 | 160 |
| 81-4261-00-511860 | Workers Comp. Expense | 1,331 | 1,363 | 1,900 | 1,900 |
| 81-4261-00-521990 | Prof. Services/Consultant Fees | - | 3,534 | 4,000 | 4,000 |
| 81-4261-00-532120 | Uniform Expense | 1,899 | 1,733 | 2,850 | 2,850 |
| 81-4261-00-532510 | Gas | 3,330 | 3,430 | 4,279 | 5,100 |
| 81-4261-00-532520 | Tires | 800 | 850 | 1,103 | 1,280 |
| 81-4261-00-532530 | Vehicle Repairs/Maintenance | 6,090 | 7,290 | 8,225 | 8,460 |
| 81-4261-00-532920 | Materials And Supplies | 13,674 | 15,079 | 50,000 | 35,000 |
| 81-4261-00-532920-10021 | Materials And Supplies | - | - | - | - |
| 81-4261-00-533180 | Travel And Training | 1,736 | 867 | 3,500 | 3,500 |
| 81-4261-00-533210 | Telephone | 1,094 | 1,226 | 1,300 | 1,300 |
| 81-4261-00-533330 | Propane Gas | - | - | 1,000 | - |
| 81-4261-00-533520 | Equipment Repairs/Maintenance | 105 | 146 | 3,000 | 2,000 |
| 81-4261-00-534110 | Lease Parking | 20,721 | 23,490 | 23,200 | 26,000 |
| 81-4261-00-534490 | Other Contractual Service | 15,875 | 22,656 | 25,000 | 35,000 |
| 81-4261-00-534510 | Property And Gen. Liab. Ins. | 1,441 | 1,459 | 1,330 | 1,330 |
| 81-4261-00-534520 | Vehicle Insurance | 639 | 885 | 740 | 740 |
| 81-4261-00-534580 | Other Insurance Costs | 358 | 286 | 1,340 | 1,340 |
| 81-4261-00-534600 | Depreciation | 33,442 | 33,442 | - | - |
| 81-4261-00-534910 | Dues Memberships And Subscript | 125 | 855 | 1,000 | 1,000 |
| 81-4261-00-535000 | PLAYGROUND MAINTENANCE | - | - | - | - |
| 81-4261-00-545900 | Capital Improvements | - | - | - | - |
| | Total | 223,665 | 293,776 | 292,349 | 254,197 |

Purchasing

| | | | | | |
|-------------------|--------------------------------|---------|---------|---------|---------|
| 81-8100-00-511210 | Regular Pay | 117,658 | 111,628 | 129,317 | 136,500 |
| 81-8100-00-511220 | Overtime Pay | 147 | 174 | 500 | 500 |
| 81-8100-00-511810 | FICA | 8,649 | 8,216 | 9,918 | 10,481 |
| 81-8100-00-511820 | Retirement Expense | 8,909 | 28,177 | 14,805 | 16,660 |
| 81-8100-00-511825 | 401K Expense-PUB. OPERATIONS | 5,737 | 5,537 | 6,482 | 6,850 |
| 81-8100-00-511830 | Hospital Expense | 25,856 | 53,316 | 39,851 | 39,250 |
| 81-8100-00-511832 | Life Insurance Expense | 252 | 231 | 252 | 310 |
| 81-8100-00-511833 | Dental Insurance | 1,423 | 1,157 | 1,150 | 1,225 |
| 81-8100-00-511840 | HEALTH REIMBURS EXPENSE - REG | 5,326 | 4,309 | 5,800 | 5,800 |
| 81-8100-00-511850 | Unemployment Ins. Expense | 69 | 26 | 210 | 210 |
| 81-8100-00-511860 | Workers Comp. Expense | 2,181 | 1,794 | 2,500 | 2,500 |
| 81-8100-00-521990 | Prof. Services/Consultant Fees | - | - | - | - |
| 81-8100-00-532120 | Uniform Expense | 1,727 | 1,772 | 2,100 | 2,400 |
| 81-8100-00-532920 | Materials And Supplies | 7,199 | 12,558 | 13,000 | 13,000 |
| 81-8100-00-533180 | Travel And Training | 1,316 | 220 | 2,400 | 2,400 |
| 81-8100-00-533210 | Telephone | 2,524 | 2,635 | 2,550 | 2,650 |
| 81-8100-00-533310 | Electricity | 11,441 | 12,304 | 12,000 | 12,500 |
| 81-8100-00-533330 | Propane Gas | 8,125 | 5,620 | 11,000 | 10,000 |
| 81-8100-00-533340 | Water | 246 | 245 | 400 | 500 |
| 81-8100-00-533350 | SEWER | 309 | 268 | 500 | 600 |
| 81-8100-00-533360 | COMMERCIAL FEE/OR DUMPSTE | 1,696 | 1,272 | 1,700 | - |
| 81-8100-00-533510 | Building Repairs & Maintenance | 1,812 | 399 | 4,200 | 4,200 |
| 81-8100-00-533520 | Equipment Repairs/Maintenance | 2,896 | 2,172 | 7,000 | 7,000 |
| 81-8100-00-534390 | Equipment Rentals | - | - | - | 1,500 |
| 81-8100-00-534510 | Property And Gen. Liab. Ins. | 2,161 | 2,182 | 1,990 | 1,990 |
| 81-8100-00-534520 | Vehicle Insurance | 314 | 443 | 370 | 370 |
| 81-8100-00-534580 | Other Insurance Costs | 102 | 81 | 380 | 380 |
| 81-8100-00-534600 | Depreciation | 29,239 | 29,239 | - | - |
| 81-8100-00-534910 | Dues Memberships And Subscript | 360 | 290 | 480 | 480 |

| | Total | 247,677 | 286,264 | 270,855 | 280,256 |
|--------------------|--------------------------------|------------------|------------------|------------------|------------------|
| GRAND TOTAL | | 1,366,550 | 1,611,935 | 1,772,429 | 1,804,242 |
| Garage | | | | | |
| 82-8200-00-511210 | Regular Pay | 122,746 | 127,618 | 130,875 | 144,800 |
| 82-8200-00-511220 | Overtime Pay | 826 | 776 | 2,000 | 2,500 |
| 82-8200-00-511810 | FICA | 8,971 | 9,321 | 10,165 | 11,268 |
| 82-8200-00-511820 | Retirement Expense | 27,659 | 22,679 | 15,175 | 17,912 |
| 82-8200-00-511825 | 401K Expense-GARAGE | 5,943 | 6,586 | 6,644 | 7,365 |
| 82-8200-00-511830 | Hospital Expense | 51,375 | 41,728 | 32,089 | 36,000 |
| 82-8200-00-511831 | Retired Employee Ins. Exp | 5,666 | - | - | - |
| 82-8200-00-511832 | Life Insurance Expense | 252 | 252 | 252 | 400 |
| 82-8200-00-511833 | Dental Insurance | 949 | 1,736 | 1,137 | 1,500 |
| 82-8200-00-511840 | HEALTH REIMBURS EXPENSE - REG | 4,754 | 4,215 | 5,160 | 6,450 |
| 82-8200-00-511841 | HEALTH REIMBURS EXP - RET | 962 | - | - | - |
| 82-8200-00-511850 | Unemployment Ins. Expense | 73 | 28 | 200 | 200 |
| 82-8200-00-511860 | Workers Comp. Expense | 2,287 | 1,901 | 2,650 | 2,650 |
| 82-8200-00-521990 | Prof. Services/Consultant Fees | - | - | - | - |
| 82-8200-00-532120 | Uniform Expense | 1,942 | 1,782 | 3,200 | 4,000 |
| 82-8200-00-532500 | OIL | 4,368 | 4,053 | 8,000 | 12,000 |
| 82-8200-00-532510 | Gas | 177,431 | 175,636 | 225,000 | 275,000 |
| 82-8200-00-532520 | Tires | 46,637 | 49,780 | 60,000 | 75,000 |
| 82-8200-00-532920 | Materials And Supplies | 148,184 | 207,283 | 177,969 | 210,000 |
| 82-8200-00-533180 | Travel And Training | 195 | 22 | 2,000 | 4,000 |
| 82-8200-00-533210 | Telephone | 1,960 | 2,006 | 2,000 | 2,000 |
| 82-8200-00-533330 | Propane Gas | 13,719 | 21,011 | 50,000 | 25,000 |
| 82-8200-00-533520 | Equipment Repairs/Maintenance | 12,246 | 15,214 | 22,000 | 26,000 |
| 82-8200-00-534510 | Property And Gen. Liab. Ins. | 2,161 | 2,182 | 1,990 | 2,100 |
| 82-8200-00-534520 | Vehicle Insurance | 314 | 443 | 370 | 400 |
| 82-8200-00-534600 | Depreciation | 12,031 | 12,669 | - | - |
| 82-8200-00-534910 | Dues Memberships And Subscript | - | - | 600 | 600 |
| 82-8200-00-545500 | Equipment | - | - | 10,000 | - |
| 82-8200-00-545900 | Capital Improvements | - | - | 35,000 | - |
| 82-8200-00-548100 | Internal Service Costs | 6,330 | 6,200 | 8,573 | 9,467 |
| GRAND TOTAL | | 659,979 | 715,121 | 813,049 | 876,612 |

General Fund - Capital Budget

| Capital Outlay | Dept Request | FY23 Funded | FY23 ARP Funded |
|---|-------------------------|------------------------|----------------------|
| Police Department | | | |
| Dispatch Center Upgrade | \$ 124,869.71 | \$ - | \$ 124,870.00 |
| Bldg. Expansion SRT Room | \$ 105,000.00 | \$ 105,000.00 | \$ - |
| Tsunami 360 Surveillance | \$ 20,865.00 | \$ 20,865.00 | \$ - |
| Polaris Ranger Crew XP 1000 | \$ 27,011.11 | \$ - | \$ 27,011.11 |
| Refurbished Bearcat G2 | \$ 179,725.00 | \$ - | \$ - |
| Dodge Charger Police Rated Sedan - 3 | \$ 79,617.00 | \$ 79,617.00 | \$ - |
| Dodge Durango Pursuit AWD - 1 | \$ 33,198.00 | \$ 33,198.00 | \$ - |
| Ford Interceptor - 1 | \$ 32,800.27 | \$ 32,800.27 | \$ - |
| Ford Police Rated F-150 | \$ 33,993.82 | \$ 33,993.82 | \$ - |
| Dodge Charger Patrol Ready Package - 3 | \$ 36,300.00 | \$ 36,300.00 | \$ - |
| SUV Patrol Ready Package - 3 | \$ 36,300.00 | \$ 36,300.00 | \$ - |
| Total Police Department: | \$ 709,679.91 | \$ 378,074.09 | \$ 151,881.11 |
| Fire Department | | | |
| Station 2 | \$ 5,000,000.00 | \$ 400,000.00 | \$ - |
| Equipment | \$ 75,000.00 | \$ 75,000.00 | \$ - |
| Total Fire Department: | \$ 5,075,000.00 | \$ 475,000.00 | \$ - |
| Street and Sanitation | | | |
| Recycle Truck | \$ 145,000.00 | \$ 145,000.00 | \$ - |
| asphalt roller | \$ 80,000.00 | \$ 80,000.00 | \$ - |
| Wren Way Slide Mitigation | \$ 350,000.00 | \$ - | \$ - |
| Oakdale Rd Bridge Maint. (replacement) | \$ 420,000.00 | \$ - | \$ - |
| Rear Load Garbage Truck | \$ 220,000.00 | \$ - | \$ - |
| Sweeper Truck | \$ 300,000.00 | \$ - | \$ - |
| New Boom for Knuckle Boom Truck | \$ 90,000.00 | \$ 90,000.00 | \$ - |
| Total Street and Sanitation: | \$ 1,605,000.00 | \$ 315,000.00 | \$ - |
| Powell Bill | | | |
| Traffic Calming Devices | \$ 100,000.00 | \$ 75,000.00 | \$ - |
| Milling for Paving/Striping | \$ 200,000.00 | \$ 200,000.00 | \$ - |
| Dump Truck (2 1/2 Ton) | \$ 180,000.00 | \$ - | \$ - |
| Total Powell Bill: | \$ 480,000.00 | \$ 275,000.00 | \$ - |
| Cemetery | | | |
| New Stand Mower w/Attachments | \$ 15,000.00 | \$ 15,000.00 | \$ - |
| Camera System Upgrade | \$ 30,000.00 | \$ 30,000.00 | \$ - |
| Total Cemetery: | \$ 45,000.00 | \$ 45,000.00 | \$ - |
| Planning and Code Enforcement | | | |
| Truck for new Inspector | \$ 40,000.00 | \$ 40,000.00 | \$ - |
| Total Planning and Code Enforcement: | \$ 40,000.00 | \$ 40,000.00 | \$ - |
| Parks And Recreation | | | |
| Vehicles | \$ 50,000.00 | \$ - | \$ - |
| HVAC system at WRC | \$ 14,000.00 | \$ 14,000.00 | \$ - |
| Fencing at All-Abilities Playground | \$ 25,000.00 | \$ 25,000.00 | \$ - |
| Roof repair dugouts and press box | \$ 48,000.00 | \$ - | \$ - |
| Lights at skatepark | \$ 18,000.00 | \$ 18,000.00 | \$ - |
| Skatepark Pavilion | \$ 100,000.00 | \$ - | \$ - |
| Playground at East Street Park | \$ 43,000.00 | \$ - | \$ - |
| Storage Unit at WRC | \$ 24,000.00 | \$ - | \$ - |
| Rec Park Site Specific Plan | \$ 2,400,000.00 | \$ - | \$ - |
| WRC pool deck | \$ 250,000.00 | \$ - | \$ - |
| Greenway | unknown | \$ - | \$ - |
| Solar on Rec Center | \$ 275,400.00 | \$ - | \$ - |
| Total Parks And Recreation: | \$ 3,247,400.00 | \$ 57,000.00 | \$ - |
| Downtown | | | |
| Bumpouts | \$ 50,000.00 | \$ 17,500.00 | \$ - |
| Main St Pavilion | \$ 152,000.00 | \$ - | \$ - |
| Total Downtown: | \$ 202,000.00 | \$ 17,500.00 | \$ - |
| Total General Fund Capital: | \$ 11,404,079.91 | \$ 1,602,574.09 | \$ 151,881.11 |

Water, Sewer, Electric, and ISF Fund - Capital Budgets

| Capital Outlay | Dept Request | | FY23 Funded | | FY23 ARP Funded |
|---|--------------|---------------------|-------------|-------------------|----------------------|
| Garage | | | | | |
| Column Lifts | \$ | 40,000.00 | \$ | - | \$ 40,000.00 |
| F350 to replace 1004 | \$ | 62,000.00 | \$ | - | \$ 62,000.00 |
| Total Garage: | \$ | 102,000.00 | \$ | - | \$ 102,000.00 |
| Electric Fund | | | | | |
| Polaris Ranger | \$ | 27,000.00 | \$ | - | \$ - |
| Walnut Street DOT project | \$ | 950,000.00 | \$ | - | \$ - |
| Russ Ave DOT project | \$ | 600,000.00 | \$ | - | \$ - |
| Sunny Side 115 new homes | \$ | 500,000.00 | \$ | 500,000.00 | \$ - |
| Electric manholes | \$ | 50,000.00 | \$ | 50,000.00 | \$ - |
| AMI System for meters | \$ | - | \$ | 60,000.00 | \$ - |
| EV Charging Stations | \$ | 100,000.00 | \$ | - | \$ - |
| Electric Fund Total: | \$ | 2,227,000.00 | \$ | 610,000.00 | \$ - |
| Water Fund | | | | | |
| Small excavator | \$ | 30,000.00 | \$ | - | \$ 30,000.00 |
| Skid Steer | \$ | 55,000.00 | \$ | - | \$ - |
| Install New Pumps Browning Branch Pump Station | \$ | 30,000.00 | \$ | 30,000.00 | \$ - |
| Valve insertions | \$ | 100,000.00 | \$ | 100,000.00 | \$ - |
| Misc. line replacements | \$ | 100,000.00 | \$ | - | \$ - |
| Fire Hydrant Replacement | \$ | 50,000.00 | \$ | - | \$ - |
| Repaint CT Chamber & backwash tanks | \$ | 300,000.00 | \$ | - | \$ 300,000.00 |
| Valves at Water Plant | \$ | 150,000.00 | \$ | 150,000.00 | \$ - |
| Maintenance Building | \$ | 50,000.00 | \$ | - | \$ - |
| Entry Gates | \$ | 120,000.00 | \$ | 120,000.00 | \$ - |
| Water Fund Total: | \$ | 985,000.00 | \$ | 400,000.00 | \$ 330,000.00 |
| Sewer Fund | | | | | |
| Sewer Vac Truck 2023 | \$ | 450,000.00 | \$ | - | \$ - |
| I&I | \$ | 200,000.00 | \$ | - | \$ 200,000.00 |
| Manholes | \$ | 40,000.00 | \$ | - | \$ 40,000.00 |
| Line Replacement | \$ | 40,000.00 | \$ | 40,000.00 | \$ - |
| Polaris Ranger | \$ | 20,000.00 | \$ | - | \$ - |
| Z-Track Mower | \$ | 13,000.00 | \$ | 13,000.00 | \$ - |
| Rubber Tire Loader | \$ | 160,000.00 | \$ | 160,000.00 | \$ - |
| Piping for Digester | \$ | 180,000.00 | \$ | - | \$ - |
| Sewer Fund Total: | \$ | 1,103,000.00 | \$ | 213,000.00 | \$ 240,000.00 |
| Asset Services | | | | | |
| Truck to replace Volt (Volt becomes travel vehicle) | \$ | 35,000.00 | \$ | - | \$ - |
| Camera Upgrades at Public Works | \$ | 30,000.00 | \$ | 30,000.00 | \$ - |
| Public Works Paving | \$ | 30,000.00 | \$ | - | \$ - |
| HVAC Replacement | \$ | 25,000.00 | \$ | 25,000.00 | \$ - |
| New Tractor with snow removal equipment | \$ | 35,000.00 | \$ | - | \$ 35,000.00 |
| Misc Outside Capital Improvements | \$ | 10,000.00 | \$ | - | \$ - |
| Asset Services Total: | \$ | 165,000.00 | \$ | 55,000.00 | \$ 35,000.00 |

Debt Payments

| Description | Amount |
|--|----------------|
| Fire | |
| Fire Truck | 48,722 |
| Land/Truck | 76,425 |
| Parks and Recreation | |
| Dectron Dehumidification Unit | 88,665 |
| General Debt Service (Public Buildings & Parking) | |
| Fire Station | 174,930 |
| Police Station | 211,337 |
| TOTAL GENERAL FUND | 600,079 |
| Water Maintenance | |
| Water Meters | 16,447 |
| Various Water Lines | 56,284 |
| TOTAL WATER FUND | 72,731 |
| Asset Services Management | |
| Public Services Additions and Improvements | 108,749 |
| TOTAL ASSET SERVICES FUND | 108,749 |
| GRAND TOTAL | 781,559 |

Town of Waynesville 2022 - 2023 Fee Schedule

Effective July 1, 2022 - June 30, 2023

| GENERAL FUND | |
|---|---------------------------------|
| Utility Accounts | |
| New Account Fee | \$25.00 |
| Reconnection Fee | \$50.00 |
| After Hours | \$100.00 |
| Return Check Fee (Insufficient Funds) | \$25.00 |
| Theft investigation charge (meter tampering) | \$ 75.00 per occurrence |
| Fire Protection Charges (per month, per meter) | |
| Residential | \$8.00 |
| Commercial | \$12.80 |
| Mobile Home Parks | \$8.00 |
| Motels, Hotels, Cottages | \$ 3.20 per unit, \$160 maximum |
| <p>Fire protection charges are billed to all water accounts located outside the city limits, unless the area has been designated as a fire district subject to a tax imposed by Haywood County. A fire district may contract for fire protection with the Town of Waynesville. Should a fire protection contract be executed with the Town of Waynesville, the tax collected by Haywood County will be remitted to the Town of Waynesville in lieu of the per month charges stated above.</p> | |
| Miscellaneous | |
| Copies - Black and White, per page | \$0.10 |
| Copies - Color, per page | \$0.20 |
| Copies- 24"-48" plot map copy - Black and White, per page | \$3.00 |
| Copies- 24"-48" plot map - Color, per page | \$10.00 |
| Weed, Brush Removal, or Mowing | \$150.00 for the first hour |
| Each Additional Hour | \$100.00/hour |
| | |
| SANITATION & SOLID WASTE COLLECTION (monthly fees) | |
| Residential Garbage (1 weekly pickup) | \$10.00 |
| Commercial Garbage (1 weekly pickup) | \$22.97 |
| <i>Dumpster Lease and Dumpster Collection Services no longer offered as of July 1, 2021.</i> | |

| CEMETERY | |
|---|------------|
| Call Out (weekends, holidays, outside normal operating hours) | \$200.00 |
| <i>John Taylor and Shook Survey Sections</i> | |
| Traditional Burial Space | \$1,500.00 |
| (\$1,000 to perpetual care fund/\$500 to General Fund) | |
| <i>Columbarium Area</i> | |
| Columbarium Niche | \$1,500.00 |
| (\$1,000 to perpetual care fund/\$500 to General Fund, includes partial engraving of door.) | |
| Opening/Closing of Columbarium Niche | \$200.00 |
| (Includes completion of engraving of granite door, Town staff removing & replacing door.) | |
| In Ground Space for Cremations (Urn Garden) | \$1,000.00 |
| (\$600 to perpetual care fund/\$200 to General Fund/ \$200 for flat granite stone) | |
| <p>Urn Garden (in-ground inurnment) includes excavating and filling burial space by Town personnel, placement and engraving of granite marker to include the addition of date of death.</p> | |

| POLICE DEPARTMENT | |
|---|------------------|
| Police Reports (per report) | \$2.00 |
| Off Duty Security (4 hour minimum) | \$25.00 per hour |
| Parking Violations | |
| Overtime Parking | \$5.00 |
| Parking in Restricted Area | \$10.00 |
| Double Parking | \$10.00 |
| Parking in Handicapped Space | \$100.00 |
| Parking in Prohibited Area | \$10.00 |
| Parking Too Close to Intersection | \$10.00 |
| Parking in Wrong Direction | \$10.00 |
| Parking in Alley Way | \$10.00 |
| Obstructing Traffic Lane | \$10.00 |
| Improper Parking | \$10.00 |
| Parking in Loading Area | \$10.00 |
| Parking in No Parking Zone | \$10.00 |
| Parking in Fire Zone | \$50.00 |
| Parking Too Close to Fire Hydrant | \$10.00 |
| Parking Too Close to Stop Sign | \$10.00 |
| Parking Across Lines | \$10.00 |
| Parking in Crosswalk | \$10.00 |
| Blocking Private Driveway | \$10.00 |
| Persons violating parking regulations shall be subject to the above schedule of civil penalties to be recovered by the Town of Waynesville in civil action. | |
| | |
| DOWNTOWN MSD | |
| Festival Vendor Fees | |
| Booth Space | \$140.00 |
| Double Booth Space | \$255.00 |
| Commercial Food Vendor Booth Space | \$185.00 |
| Commercial Food Vendor Double Booth Space | \$295.00 |
| Non-profit Food Vendor Booth Space | \$125.00 |
| Non-profit Food Vendor Double Booth Space | \$190.00 |
| | |
| Parade Entry Fees | |
| Non-profit vehicle/float | \$25.00 |
| Commercial vehicle/float | \$40.00 |
| | |
| Business Licenses | |
| Schedule B (State Regulated) | |
| Maximum penalty is 25% of the privilege license tax due | |
| Penalties are automatic, and may be recovered using the same collection methods available for the collection of privilege license taxes. | |
| | |

| PLANNING DEPARTMENT | |
|--|--|
| Planning & Zoning Permits | |
| Stand alone Land Dev Permit or Zoning Verification Letter | \$25.00 |
| Certificate of LDS Compliance Zoning Verification/Zoning Letter | \$25.00 |
| Temporary Use Permit other than mobile food vendors | No charge |
| Temporary Use Permit for mobile food vendors | \$50.00 |
| Land Disturbing Permit | \$25.00 |
| Local Land Disturbing Permit (1000 sf < 1 acre) | \$75.00 |
| Floodplain Development Permit | \$25.00 |
| Operating without a Land Disturbance, Zoning or Occupancy Permit | \$200.00 |
| Minor Site Plan Review | |
| Single family or duplex residence | \$25.00 |
| Multi-family with less than 8 units | \$100.00 |
| Non-residential development or expansion up to 1,000 sq ft | \$100.00 |
| Bed and Breakfast or Inns | \$100.00 |
| Major Site Plan Review | |
| Multi-family residential | \$100.00 for up to 8 units and \$20/unit greater than 8 |
| Non-residential development or expansion over 1,000 sq ft | \$200.00 |
| Hotel/Motel | \$400.00 |
| Subdivision (Minor) | \$50 + \$10/lot |
| Subdivision (Major) | \$200 + \$10/lot |
| Special Use Permits | |
| General Commercial - Greater than 100,000 sf | \$750.00 |
| Monopole Wireless Communications Tower | \$1,000.00 |
| First Layer Parking Increase | \$500.00 |
| All Others, in addition to site plan review fees | \$200.00 |
| Historic Preservation Commission | |
| Local Landmark Designation | \$200.00 |
| Designation of Historic District | No charge |
| Certificate of Appropriateness (Minor) | \$25.00 |
| Certificate of Appropriateness (Major) | \$25.00 |
| Board of Adjustment | |
| Appeal of Administrative Decision | \$250.00 |
| Variance Request | \$250.00 |
| Text Amendment | |
| | \$500.00 |
| Map Amendment (Rezoning) | |
| 1 acre or less | \$500.00 |
| Each additional acre | \$50.00 |

| | |
|---------------------------------------|--------------------------------|
| Conditional District - 1 acre or less | \$500.00 |
| Each additional acre | \$100.00 |
| Vested Right | \$200.00 |
| Sign Permits | \$4.00 per sq. ft. - \$40 min. |
| Voluntary Annexation | \$200.00 |

| Inspections | |
|--|--|
| New Single Family Dwelling/Single Family Additions (Crawl Space or Slab on Grade) | |
| 0 to 1,000 square feet | \$.40 per sq. ft. |
| 1,001 to 1,500 square feet | \$.45 per sq. ft. |
| 1,501 to 2,000 square feet | \$.50 per sq. ft. |
| Over 2,000 square feet | \$.50 per sq. ft. and \$50.00 for each increase of 500 sq. ft. |
| Minimum | \$75.00 per trade |
| Unfinished Basement | \$100.00 |
| Attached Garage | \$75.00 |
| Homeowners Recovery Fund (per G.S. 87-15.6) | \$10.00 |
| Single Family Alterations | |
| SQUARE FOOTAGE | |
| 0-1000 | \$.25 per sq. ft. - minimum \$75.00 |
| 1001 - 1500 | \$.25 per sq. ft. |
| 1501 - 2000 | \$.25 per sq. ft. |
| 2001 - 2500 | \$.25 per sq. ft. |
| 2501 - 3000 | \$.25 per sq. ft. |
| 3001-up | \$.25 per sq. ft. and \$50.00 for each increase of 500 sq. ft. |
| Deck Permit | |
| Uncovered Deck | \$100.00 |
| | additional trades are \$75 per trade |
| Covered Deck | \$150.00 |
| | additional trades are \$75 per trade |
| Modular Home | \$400.00 |
| Manufactured Homes | |
| Single wide | \$200.00 |
| Double wide | \$300.00 |
| Triple wide | \$400.00 |
| (Deck permit required over 35 sq. ft. of deck) | |
| Accessory Building (does not include trades) | |
| Includes Electric, Plumbing and A/C | \$75.00 each and \$.40 per sq. ft. |
| | |
| | |

| Miscellaneous Residential & Commercial | |
|--|-----------------------|
| Electric Service Change | \$75.00 |
| Demolition permit | \$100.00 |
| HVAC changeout | \$75.00 |
| Gas Line | \$75.00 |
| Water/Sewer line Replacement | \$75.00 |
| Retaining wall | \$100.00 |
| Swimming Pool | \$150.00 |
| Permit renewal fee | \$50.00 |
| Plumbing, electric, and mechanical not covered elsewhere (\$75.00 minimum charge per trade) | \$75.00 per trade |
| Other Permits and Fees | |
| Day Care & Home Care | \$75.00 |
| ABC Inspection | \$200.00 |
| Driveway Permit | \$150.00 |
| Solar Panel | \$150.00 |
| Starting construction without permit | Double the Permit Fee |
| Residential Re-roof | \$0.00 |
| Commercial Re-roof | \$100.00 |
| Occupancy Use | \$75.00 |
| Plan Review - Commercial | \$.05 per sq ft |
| Fire Sprinkler and Fire Alarm Plan Review | \$150.00 |
| Fire Sprinkler and Fire Alarm Permit Fee - no permit fee if submitted at time of application and part of the approved plans | \$150.00 |
| Special Events Permit | \$50.00 |
| Tent Inspection | \$50.00 |
| Additional / Re-Inspection (each) after first fail | \$50.00 |
| Pre-permit inspection (walk through commercial) | \$50.00 |
| Commercial Building | |
| | \$.50/sq. ft. |
| Minimum | \$75.00 per trade |

| RECREATION DEPARTMENT | | | | | | | |
|---|-----------|----------|-----------|-------------|-----------|-----------|-----------|
| Recreation Center | Admission | | | Memberships | | | |
| Category | Daily | 6 Visits | 12 Visits | 1 Month | 3 Months | 6 Months | Yearly |
| Family of 4** | \$ 20.00 | \$ 87.00 | \$ 161.00 | \$ 79.00 | \$ 195.00 | \$ 376.00 | \$ 726.00 |
| (Additional family members are \$12.70 per month) | | | | | | | |
| Family of 2** | \$ 11.00 | \$ 47.00 | \$ 80.00 | \$ 65.00 | \$ 156.00 | \$ 297.00 | \$ 568.00 |
| | | | | | | | |
| Individual Adult (18 - 59 yrs) | \$ 8.00 | \$ 37.00 | \$ 59.00 | \$ 52.00 | \$ 116.00 | \$ 218.00 | \$ 409.00 |
| | | | | | | | |
| Individual Child (5 - 11 yrs) | \$ 4.00 | \$ 19.00 | \$ 24.00 | \$ 34.00 | \$ 64.00 | \$ 112.00 | \$ 198.00 |
| | | | | | | | |
| Individual Youth (12 - 17 yrs) | \$ 6.00 | \$ 24.00 | \$ 34.00 | \$ 39.00 | \$ 76.00 | \$ 139.00 | \$ 251.00 |
| OR Full-Time Student (College or High School) with valid ID) OR Special (Senior Citizen (60 + yrs) OR Handicapped) | | | | | | | |
| Individual Spectator (5-99 yrs) | \$ 2.00 | | | | | | |
| Children (0 - 4 yrs) | \$1.00 | | | | | | |
| | | | | | | | |
| Corporate Membership Rate (available to businesses with five (5) or more employees as members) | | | | | | | |
| If total Corporate Membership drops below the 5 employee minimum, a 30 day grace period is allowed to obtain a 5th member. Proof of business may be required to obtain this rate. | | | | | | | |
| Category | Daily | 6 Visits | 12 Visits | 1 Month | 3 Months | 6 Months | Yearly |
| Family of 4** | N/A | | | \$ 64.00 | \$ 156.00 | \$ 301.00 | \$ 576.00 |
| (Additional family members are \$10.40 per month) | | | | | | | |
| Family of 2** | N/A | | | \$ 52.00 | \$ 124.00 | \$ 237.00 | \$ 449.00 |
| | | | | | | | |
| Individual Adult (18 - 59 yrs) | N/A | | | \$ 42.00 | \$ 84.00 | \$ 173.00 | \$ 320.00 |
| | | | | | | | |
| Individual Youth (12 - 17 yrs) | N/A | | | \$ 31.00 | \$ 62.00 | \$ 110.00 | \$ 193.00 |
| OR Full-Time Student (College or High School) with valid ID) OR Special (Senior Citizen (60 + yrs) OR Handicapped) | | | | | | | |
| Individual Spectator (5-99 yrs) | \$ 2.00 | | | | | | |
| Children (0 - 4 yrs) | FREE | | | | | | |
| | | | | | | | |
| Memberships (Regular and Corporate) | | | | | | | |
| 1 Month memberships expire one month from date of purchase. | | | | | | | |
| 1 and 3 Month memberships must be paid in full. | | | | | | | |
| Consecutive monthly payment options are available for 6 Month and 12 Month Memberships. If a member fails to make the required payments, any future memberships must be paid in full or pay 1 month in full then can go back to regular payments. | | | | | | | |
| | | | | | | | |
| Admission Passes | | | | | | | |
| Daily, 6 Visit and 12 Visit passes are not considered memberships. | | | | | | | |
| 12 visit passes expire one calendar year from date of purchase. | | | | | | | |
| 6 visit passes expire 6 months from date of purchase. | | | | | | | |
| Family: an individual, spouse, or dependent children that can be claimed on taxes. Step-children and adopted children qualify. Court documentation is required to include foster children on a family membership. Anyone age 25 or over (other than parents), engaged couples, couples living together, older siblings, aunts, cousins, or grandchildren DO NOT qualify for the family rate. | | | | | | | |

| | |
|---|---------------|
| Group Rate (Daily visit for groups of 15 or more non-members. Available only with advance notice.) | |
| Individual Adult (18 - 59 yrs) | \$7.00 |
| Individual Child (5 - 11 yrs) | \$3.00 |
| Individual Youth (12 - 17 yrs) | \$5.00 |

Recreation Center Rental Rates

Multi-purpose Rooms

| | |
|---|-----------------|
| <i>*Rates are Based on Two Hour Minimum</i> | |
| 1 Room | \$52.00 |
| Kitchen + 1 Room | \$135.00 |
| Kitchen + 2 Rooms | \$200.00 |

If utilizing for more than two hours (i.e. 3 hours or more) will be charged for an additional block of time.

Gymnasium (Capacity 709) (10 am - 12 noon; 1 - 3 pm; 4 - 6 pm) - applicable to operating hours

| | |
|------------------|------------------|
| Entire Gym | \$140.00 |
| 1/2 of the Gym | \$70.00 |
| Volleyball Setup | No Charge |

Athletic Programs

| | |
|------------------------------|-----------------|
| Softball Field Rental | |
| All day | \$115.00 |
| Night only | \$55.00 |

Other Fees and Charges

| | |
|---|----------------|
| Bleacher Rental (5 row, for 24 hours) | \$40.00 |
| Shelter Rental (8 am - 12 noon; 1 - 5 pm) | \$50.00 |

Child Care

| | |
|-----------------------------------|---|
| Members | No Charge |
| Non-Members | \$7.00 / hour |
| Rental of greenspace - no shelter | \$50.00 min or \$2.00 per person |

Old Armory

| | |
|--|---------------|
| Daily Admission | \$2.00 |
| Current Recreation Center members | No Charge |
| Individuals ages 17 and under, 60 and above, special needs, or involved with a program at the Armory | No Charge |

Base Camp on the Go Festival Fees (2 hour minimum)

| | |
|---------------------------|----------------|
| Up to 50 participants | \$100 per hour |
| 51 to 100 participants | \$200 per hour |
| 101 plus participants | \$250 per hour |
| Refundable damage deposit | \$250.00 |

* Renter responsible for additional fees if crowd exceeds the anticipated number

| Water Fund | | |
|---|----------------|-------------------------------------|
| Water Rates | | |
| | Inside | Outside |
| Bulk Sales (contract) | \$1.57/100 cf. | \$2.69/100 cf. |
| Industrial Sales | \$1.63/100 cf. | \$2.82/100 cf. |
| Retail Sales (Residential and Commercial) | | |
| (Base Charge) 0-275 cubic foot | \$16.66 | \$30.04 |
| > 275 cubic foot | \$1.82/100 cf. | \$3.24/100 cf. |
| Irrigation Only Meter | | |
| (Base Charge) 0-275 cubic foot | \$16.66 | \$30.04 |
| > 275 cubic foot | \$2.74/100 cf. | \$4.03/100 cf. |
| Pump Fee (per pump) | | |
| | \$7.39 | \$11.54 |
| Sales From Fire Hydrant | | \$.02401/gallon |
| Illegal Hydrant Connection/Use | | \$75.00 |
| Barber's Orchard Water System | | |
| 3/4" meter | | \$5.00 + Town outside rate |
| 1" meter | | \$10.00 + Town outside rate |
| 1 - 1/2" meter | | \$50.00 + Town outside rate |
| Maggie Valley Sanitary District | | |
| 0 - 10,000 gallons | | \$2,874.94 |
| All over 10,000 gallons (per 1,000 gal.) | | \$11.75/1,000 gal. |
| Fire Line Connection (monthly) | | |
| <2 inch | \$2.92 | \$6.57 |
| <4 inch | \$11.66 | \$26.24 |
| <6 inch | \$23.39 | \$52.61 |
| >6 inch | \$40.95 | \$91.10 |
| Deposits | | |
| (tenant-occupied accounts only) | \$40.00 | \$60.00 |
| Refund, transfer and application of deposit policies are the same as for electric deposits. | | |
| Late Payment Penalty (applied to any arrears balance) | | 1.0% per month |
| Reconnection Fee | | \$50.00 |
| Reconnection Fee After 4 PM or on Weekends | | \$100.00 |
| Tampering Fee | | |
| First offense | | \$200.00 |
| Second offense (or if service is disconnected) | | \$500.00 |
| Third offense (meter will be removed) | | Full cost of tap and connection fee |
| Meter Testing Fee (reimbursable if beyond 2.5% off) | | \$75.00 |

| | | |
|---|--------|---|
| Meter Relocation Fee | | \$200.00 plus cost of specialized equipment, if necessary |
| Water Tap | | |
| Residential (5/8" x 3/4") | | \$1,250.00 |
| Special (3/4" x 3/4") | | \$1,375.00 |
| 1" | | \$1,562.00 |
| 1 1/2" | | \$2,125.00 |
| 2" | | \$3,125.00 |
| Greater than 2" | | \$1,300 + Costs |
| | | |
| Water Capacity Fees - effective July 1, 2018 | | |
| Per gallon per day | \$2.62 | (\$100,000 maximum for residential) |

It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report".

*Equivalent

flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)

| | | |
|---|---------------------------|---------------------|
| Sewer Fund | | |
| Sewer Rates (Based on water consumption unless separately metered) | | |
| Late Payment Penalty (applied to any arrears balance) | | 1.0% per month |
| | | |
| | Inside | Outside |
| Bulk Sales (Industrial, min. 5,000 gpd) | \$2.6631/100 cf. | \$4.5356/100 cf. |
| Industrial Waste Surcharges | | |
| | BOD | \$147.25/1,000 lbs. |
| | COD | \$73.62/1,000 lbs. |
| | TSS | \$73.62/1,000 lbs. |
| Retail Sales (Residential and Commercial) | | |
| | Inside | Outside |
| (Base Charge) 0-275 cubic foot | \$23.58 | \$42.62 |
| >275 cubic foot | \$3.42/100 cf. | \$6.26/100 cf. |
| Flat Rate | | |
| | Full Time Resident | \$71.92 |
| | Part Time Resident | \$46.88 |
| Connection Fee | | |
| | | \$25.00 |
| After Hours Connection Fee | | |
| | | \$75.00 |

| Industrial User Permits | Inside | Outside |
|--|---------------|--------------------------------------|
| Annual Fee | \$1,000.00 | \$2,000.00 |
| Application Fee | \$200.00 | \$400.00 |
| Hauled Wastewater | | |
| Septic Tank (domestic only) | | \$0.0342/gallon \$49.30 minimum |
| Industrial Waste (non-domestic) | | \$0.0342/gallon \$99.02 minimum |
| Industrial Waste (out of county) | | \$0.06903/gallon \$148.78 minimum |
| All unit prices are applied to tanker capacity without regard to fill percentage | | |
| Grease Blockage | | \$250.00/minimum on callout |
| Sewer Tap | | |
| 4" | | \$1,250.00 |
| 6" and larger | | \$1,562.00 |
| Sewer Capacity Fee - effective July 1, 2018 | | |
| Per Gallon per Day | | \$3.05 |
| <p>In addition to the tap fee, new connections to the sewage system of the Town of Waynesville shall pay a sewer capacity fee based on wastewater design flow rate determined from the table of minimum allowable design daily flow in 15A NCAC, 02T.0114 of the Environmental Management regulations contained in the North Carolina Administrative Code.</p> <p>For the tributary sewer systems of Junaluska Sanitary District, Town of Clyde or Maggie Valley, wastewater flow allocation letters will be charged the sewer capacity fee at the outside rate. Lake Junaluska Assembly will be charged the sewer capacity fee for flow allocation letters at the inside rate (in consideration of their participation between 1942 and 1990 in the costs of sewer trunk and treatment plant facilities). The minimum flow rate is 240 GPD.</p> <p><i>It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report". *Equivalent flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)</i></p> | | |
| Electric Fund | | |
| Electric Rates | | |
| Waynesville's electric rates are reviewed and adjusted monthly based on power costs billed by town's supplier for wholesale rates. Monthly reviews will determine fuel adjustments to be added to based rates shown below. All rates are effective August 1, 2022. | | |
| All electric sales are subject to a 7% sales tax imposed by the State of North Carolina, with the exception of electric sales to the State of North Carolina or United States government, which are exempt from the sales tax. | | |
| | | |
| | | |

| | |
|---|------------------------------------|
| Residential & Commercial fuel adjustment added to base rate as of January 1, 2018 is \$ 0.00000 per kWh. | |
| Late Payment Penalty (applied to any arrears balance) | 1.0% per month |
| Residential | |
| Base Charge | \$13.86 |
| All kWh(s) | \$0.11795/kWh |
| Residential Solar (Accounts established prior to 4/26/22) | |
| Base Charge | \$40.13 |
| All kWh(s) | \$0.068796/kWh |
| Net Meter Residential Solar Rate Rider (20kW Max. Sized to Existing Consumption) | |
| Base Charge in addition to residential base rate | \$10.00 |
| Residential Rate | \$0.11795/kWh |
| Solar Power Credit | \$.0125 less than residential rate |
| Commercial, Single Phase (No Demand) | |
| Base Charge | \$13.86 |
| 1 - 700 kWh | \$0.139130/kWh |
| 701 - 4,000 kWh | \$0.111717/kWh |
| All over 4,000 kWh | \$0.106731/kWh |
| Commercial, Three Phase (No Demand) | |
| Base Charge | \$21.36 |
| 1 - 700 kWh | \$0.139130/kWh |
| 701 - 4,000 kWh | \$0.111717/kWh |
| All over 4,000 kWh | \$0.106731/kWh |
| Net Metering Commercial Solar Rate Rider (150 kW max. Sized to Existing Consumption) | |
| Base Charge in addition to commercial base rate | \$10.00 |
| 1 - 700 kWh | \$0.139130/kWh |
| 701 - 4,000 kWh | \$0.111717/kWh |
| All over 4,000 kWh | \$0.106731/kWh |
| Solar Power Credit | \$0.08 |
| Net Metering Governmental Solar Rate Rider (150 kW max. Sized to Existing Consumption) | |
| Base Charge in addition to commercial base rate | \$10.00 |
| 1 - 700 kWh | \$0.139130/kWh |
| 701 - 4,000 kWh | \$0.111717/kWh |
| All over 4,000 kWh | \$0.106731/kWh |
| Solar Power Credit | \$0.08 |
| Demand Accounts | |
| Demand meters are placed on all commercial accounts with an actual or anticipated 12 month average consumption of at least 5,000 kWh per month. | |

Accounts will be removed from demand service rates when the calendar year average declines below a 5,000 kWh per month average or the nature of the operation is changed to the extent that the average consumption will be less than 5,000 kWh per month.

Three Phase

| | |
|-------------|----------------|
| Base Charge | \$15.90 |
| Usage | \$0.081811/kWh |

Single Phase

| | |
|-------------|----------------|
| Base Charge | \$13.86 |
| Usage | \$0.081811/kWh |

In addition to the kilowatt hours charges, peak metered demand is billed at \$7.4639 per kilowatt of peak demand per month.

Industrial Accounts

Industrial rates are used on all industrial accounts with an actual or anticipated 12 month average consumption of at least 1,500,000 kWh per month.

Industrial fuel adjustment added to base rate as of January 1, 2018 is \$ 0.00000 per kWh.

Three Phase

| | |
|-------------|----------------|
| Base Charge | \$15.90 |
| Usage | \$0.060128/kWh |

In addition to the kilowatt hours charges, peak metered demand is billed at \$15.92 per kilowatt of peak demand per month.

Renewable Energy and Efficiency Portfolio Standards (REPS)

In 2007, the North Carolina General Assembly passed legislation that requires utility companies to develop an increasing supply of alternative energy resources, with 3% of their total supply coming from renewable by 2013 and 12% from renewable by 2021. Utility companies are charging their customers to recover the cost of the renewable energy they purchase. In turn the Town is passing along these costs to its customers. These charges (REPS) are set each December by our power supplier.

| | |
|-------------|---------|
| Residential | \$0.56 |
| Commercial | \$4.50 |
| Industrial | \$35.00 |

Deposits (tenant-occupied accounts only)

| | |
|-------------------------------------|----------|
| Residential (with Electric Heat) | \$170.00 |
| Residential (without Electric Heat) | \$120.00 |
| Commercial | \$200.00 |

Deposits may be refunded at customer request if the most recent twelve months of billings have been paid before a late-payment penalty has been added. Deposits available at termination of service are applied to unpaid utility balances and any excess deposit is refunded to customer.

Deposits may be transferred to a new account when customer is moving if the current account is paid in full. The final bill at the current location will be transferred to the new location if not paid in full within thirty (30) days of billing.

Area Lighting Fixture

| | |
|---|---------|
| 30 to 140 LED/Sodium Vapor, 100w/ 9,500 lumen Semi-Enclosed | \$12.00 |
| 150 to 215 LED/Sodium Vapor, 400w/50,000 lumen Enclosed | \$25.00 |
| 220 to 280 LED/Metal Halide, 400w/40,000 lumen Flood | \$40.00 |

| Lighting Fixtures (no longer available to new customers) | |
|---|---|
| Sodium Vapor, 150w/16,000 lumen Semi-Enclosed | \$14.00 |
| Sodium Vapor, 400w/50,000 lumen Flood | \$28.00 |
| Mercury, 175w/ 7,000 lumen Semi-Enclosed | \$10.00 |
| Special Area Lighting Pole | |
| If other than distribution pole, add monthly charge per pole | |
| Wood | \$4.00 |
| Or, a one-time pole charge | \$200.00 |
| Underground service for area lighting | |
| Monthly | \$3.62 |
| Or a one-time charge | \$181.00 |
| Underground Service for New Homes (Up to 4/0 wire) | |
| 0 - 100 feet of wire from pole to house | \$200.00 |
| All wire over 100 feet | \$2.00/ft. |
| Underground Service for Existing Homes That Change from Overhead (Up to 4/0 wire) | |
| Opening and Closing of Ditch | \$70.00/hr |
| All wire | \$2.00/ft. |
| 3 Phase Underground Service | |
| 4/0 wire | \$2.00/ft. |
| 350 mcm | \$2.50/ft. |
| 500 mcm | \$3.95/ft. |
| Opening and Closing of Ditch | \$70.00/hr |
| If a customer digs his own ditch, the ditch must meet electrical code before the Town will put wire into the ditch. | |
| Reconnection Fee | \$50.00 |
| Reconnection Fee After 4 PM or on Weekends | \$100.00 |
| Broken Seal on Electric Meter | \$50.00 |
| Tampering Fee | |
| First offense | \$200.00 |
| Second offense (or if service is disconnected) | \$500.00 |
| Third offense (meter will be removed) | Full cost of tap and connection fee |
| Meter Testing Fee (reimbursable if beyond 2.5% off) | \$75.00 |
| Meter Relocation Fee | \$200.00 plus cost of specialized equipment, if nec |

ORDINANCE NO. XX-XX
BUDGET ORDINANCE 2022-2023

SECTION I: The following amounts are hereby appropriated for the operation of the Town of Waynesville and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 according to the following summary and schedules.

| SUMMARY | Estimated Revenues | Appropriations |
|---------------------|----------------------|----------------------|
| General Fund | \$ 17,377,874 | \$ 17,377,874 |
| Water Fund | \$ 4,054,300 | \$ 4,054,300 |
| Sewer Fund | \$ 3,740,138 | \$ 3,740,138 |
| Electric Fund | \$ 10,045,862 | \$ 10,045,862 |
| TOTAL BUDGET | \$ 35,218,174 | \$ 35,218,174 |

SECTION II: That for the said fiscal year there is hereby appropriated out of the General Fund the following:

| Estimated Expenditures | Amount |
|------------------------|----------------------|
| Governing Board | \$ 51,543 |
| Administration | \$ 245,439 |
| Downtown | \$ 191,515 |
| Finance | \$ 290,817 |
| Police | \$ 5,629,042 |
| Fire | \$ 2,785,165 |
| Street and Sanitation | \$ 3,182,758 |
| Powell Bill | \$ 380,000 |
| Cemetery | \$ 362,890 |
| Development Services | \$ 1,134,636 |
| Special Appropriations | \$ 180,000 |
| Parks and Recreation | \$ 2,557,069 |
| Debt Service | \$ 387,000 |
| Total | \$ 17,377,874 |

SECTION III: It is estimated that the following General Fund Revenues will be available during the fiscal year beginning July 1, 2022 and ending June 30, 2023 to meet the foregoing General Fund Appropriations:

| Estimated Revenues | Amount |
|--|--------------|
| Ad Valorem Taxes | \$ 7,240,350 |
| Tax Refunds | \$ (3,500) |
| Tax Penalties, Interests and Advertising | \$ 51,500 |
| Motor Vehicle Rental Tax | \$ 20,000 |
| Sales Tax | \$ 4,220,000 |
| CATV Gross Receipts Tax | \$ 100,000 |
| Utilities Franchise Tax | \$ 742,000 |
| Wine and Beer | \$ 42,000 |
| Other Taxes | \$ 150 |
| Court Costs and Fees | \$ 1,500 |
| Powell Bill | \$ 325,000 |
| Grants/Restricted Revenues | \$ 65,000 |
| DWAC Event Fees | \$ 20,000 |
| Building Permits and Fees | \$ 217,200 |
| Reconnect and Late Fees | \$ 70,000 |
| Fire Protection | \$ 467,000 |
| Cemetery Revenues | \$ 27,100 |
| Recreation Department Revenues | \$ 437,250 |
| Police Contract Services | \$ 105,000 |

| | | |
|---|-----------|-------------------|
| Garbage Sanitation Fees | \$ | 645,000 |
| Donations | \$ | 7,500 |
| Investment Income | \$ | 4,500 |
| Miscellaneous Income | \$ | 111,600 |
| Sale of Fixed Assets and Materials | \$ | 30,000 |
| Operating Transfer from Other Funds | \$ | 1,275,600 |
| A B C Revenues | \$ | 145,000 |
| Fund Balance Appropriated – Powell Bill | \$ | 55,000 |
| Fund Balance Appropriated | \$ | 956,124 |
| Total | \$ | 17,377,874 |

SECTION IV: That for said fiscal year there is hereby appropriated out of the Water Fund the following:

Estimated Expenditures

| | | |
|-------------------------|-----------|------------------|
| Water Maintenance | \$ | 1,875,038 |
| Water Treatment | \$ | 1,718,972 |
| Charges by General Fund | \$ | 444,290 |
| Bad Debt Expense | \$ | 16,000 |
| Total | \$ | 4,054,300 |

SECTION V: It is estimated that the following Water Fund Revenues will be available during the fiscal year beginning July 1, 2022 and ending June 30, 2023 to meet the foregoing Water Fund Appropriations:

Estimated Revenues

| | | |
|----------------------------|-----------|------------------|
| Water Charges | \$ | 3,090,000 |
| Water Taps And Connections | \$ | 45,000 |
| Capacity Fee | \$ | 25,000 |
| American Rescue Plan Act | \$ | 330,000 |
| Miscellaneous Revenue | \$ | 1,000 |
| Investment Income | \$ | 1,000 |
| Fund Balance Appropriated | \$ | 562,300 |
| Total | \$ | 4,054,300 |

SECTION VI: That for said fiscal year there is hereby appropriated out of Sewer Fund the following:

Estimated Expenditures

| | | |
|-------------------------|-----------|------------------|
| Sewer Maintenance | \$ | 1,362,329 |
| Sewer Treatment | \$ | 1,922,499 |
| Charges by General Fund | \$ | 435,310 |
| Bad Debt Expense | \$ | 20,000 |
| Total | \$ | 3,740,138 |

SECTION VII: It is estimated that the following Sewer Fund Revenues will be available during the fiscal year beginning July 1, 2022 and ending June 30, 2023 to meet the foregoing Sewer Fund Appropriations:

Estimated Revenues

| | | |
|--------------------------------|-----------|------------------|
| Sewer Charges | \$ | 3,432,000 |
| Sewer Taps And Connections | \$ | 20,000 |
| Capacity Fee | \$ | 25,000 |
| American Rescue Plan Act | \$ | 240,000 |
| Sale of Materials/Fixed Assets | \$ | 1,000 |
| Investment Income | \$ | 1,000 |
| Fund Balance Appropriated | \$ | 21,138 |
| Total | \$ | 3,740,138 |

SECTION VIII: That for said fiscal year there is hereby appropriated out of the Electric Fund the following:

Estimated Expenditures

| | | |
|-------------------------|-----------|-------------------|
| Maintenance | \$ | 1,886,002 |
| Power Purchases | \$ | 6,030,000 |
| Charges by General Fund | \$ | 814,260 |
| Bad Debt Expense | \$ | 40,000 |
| Operating Transfers | \$ | 1,275,600 |
| Total | \$ | 10,045,862 |

SECTION IX: It is estimated that the following Electric Fund Revenues will be available during the fiscal year beginning July 1, 2021 and ending June 30, 2022 to meet the foregoing Electric Fund Appropriations:

Estimated Revenues

| | | |
|--------------------------------|-----------|-------------------|
| Electric Charges | \$ | 8,910,000 |
| Security Lights | \$ | 50,000 |
| Street Lights | \$ | 115,000 |
| Underground Service Install | \$ | 2,000 |
| Renewable Energy Portf. Stand. | \$ | 50,000 |
| Electric Pole Rent | \$ | 14,000 |
| Sales Tax Charges | \$ | 460,000 |
| Miscellaneous Revenue | \$ | 12,000 |
| Sale of Materials/Fixed Assets | \$ | 500 |
| Investment Income | \$ | 2,000 |
| Fund Balance Appropriated | \$ | 430,362 |
| Total | \$ | 10,045,862 |

SECTION X: Tax Rate Established

An Ad Valorem tax rate of 45.92 cents per \$100 on real and personal property billed by the town is hereby established for the Town of Waynesville. The total real and personal property valuation is \$1,456,591,682 as of January 1, 2022 with an estimated rate of collection of 97.4 percent and on motor vehicles billed by the North Carolina Department of Motor Vehicles with a value of \$106,117,766 with an estimated rate of collection of 99.99 percent for motor vehicles collected by the state. A tax rate of 19 cents per \$100 is hereby established for the Downtown Waynesville MSD with a valuation of \$56,012,316 as of January 1, 2022, with an estimated rate of collection of 97.4 percent.

SECTION XI: Rates effective for the fiscal year beginning July 1, 2021 are contained in the accompanying Town of Waynesville 2022-2023 Fee Schedule.

SECTION XII: It is the policy of the Town of Waynesville to establish a schedule of “System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled “Cost-Justified Water and Wastewater System Development Fees Report”.

The fees are established as follows:

| | |
|-------------------------------|---|
| Water System Development Fees | \$2.62 GPD* (Gallons Per Day) with a \$100,000 cap on residential |
| Sewer System Development Fees | \$3.05 GPD* (Gallons Per Day) |

*Equivalent flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)

SECTION XIII: Special Authorization

- A. The Budget Officer may transfer amounts between objects of expenditure within a department without limitations.
- B. The Budget Officer may make interfund loans as deemed necessary.

SECTION XIV: Restrictions - Budget Officer

- A. The transfer of monies between funds, except as noted in this document, shall be accomplished by Board authorization only.
- B. The utilization of any reserve or contingency appropriation shall be accomplished only with Board authorization.

SECTION XV: Utilization of Budget and Budget Ordinance

This Ordinance and the Budget Document shall be the basis of the financial plan for the Waynesville Municipal Government during the 2022-2023 fiscal year.

The Budget Officer shall administer the budget and ensure that departments are provided guidance and sufficient information to implement their appropriate portion of the budget. The Finance Department shall establish records which are in consonance with the budget and this ordinance and the appropriate statutes of the State of North Carolina.

Adopted this 14th day of June, 2022.

TOWN OF WAYNESVILLE:

ATTEST:

Eddie Ward, Town Clerk

J. Gary Caldwell, Mayor

APPROVED AS TO FORM:

Martha Sharpe Bradley, Town Attorney

RESOLUTION NO. XX-XX

Resolution on Financial Operating Plan for Two Internal Service Funds

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to establish a financial operating plan for two Internal Service Funds.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville to adopt a financial operating plan for the 2022-2023 year for two Internal Service Funds as follows:

Asset Services Management:

Estimated Revenues:

| | |
|-----------------------------|---------------------|
| Charges to User Departments | \$ 1,804,242 |
| Total | \$ 1,804,242 |

Appropriations:

| | |
|--------------------------------|---------------------|
| Public Services Administration | \$ 611,132 |
| Public Facilities-Inside | \$ 658,657 |
| Public Facilities-Outside | \$ 254,197 |
| Purchasing Operations | \$ 280,256 |
| Total | \$ 1,804,242 |

Garage Operations:

Estimated Revenues:

| | |
|-----------------------------|-------------------|
| Charges to User Departments | \$ 876,612 |
| Total | \$ 876,612 |

Appropriations:

| | |
|--------------|-------------------|
| Operations | \$ 876,612 |
| Total | \$ 876,612 |

Adopted this 14th day of June, 2022.

ATTEST:

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

Martha Sharpe Bradley, Town Attorney

TOWN OF WAYNESVILLE:

J. Gary Caldwell, Mayor

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022**

SUBJECT: Automatic Aid Agreement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Fire Department
Contact: Joey Webb, Fire Chief
Presenter: Joey Webb

BRIEF SUMMARY:

Currently Waynesville Fire Department has Contract Agreements for Automatic Aid with Saunook, Maggie and Center Pigeon Fire Departments. We would like to contract with Junaluska Community Volunteer Fire Department as well. We boarder on several areas of our northern and eastern end of our coverage area. This agreement will help us with our NC insurance rating as an additional water supply and credit for manpower and equipment. The agreement is reciprocal.

Automatic aid is dispatched simultaneous on initial dispatch to structure fire response. Mutual aid is called for when needed.

MOTION FOR CONSIDERATION:

Approve Agreement

FUNDING SOURCE/IMPACT:

No impact

ATTACHMENTS:

Contract for Automatic Aid Agreement between the Junaluska Community Volunteer Fire Department and Town of Waynesville Fire Department

MANAGER'S COMMENTS AND RECOMMENDATIONS:

**Contract for Automatic Aid Agreement between the Junaluska Community
Volunteer Fire Department and Town of Waynesville Fire Department**

**State of North Carolina
County of Haywood**

THIS CONTRACT, made and entered into this the _____ day of _____,
20___, by and between Junaluska Community Volunteer Fire Department, a non-profit
corporation, organized and existing pursuant to the laws of North Carolina and with its principal
place of business in Haywood County, North Carolina, hereinafter referred to as the party of the
FIRST PART, and the Town of Waynesville Fire Department, a Municipal corporation in
Haywood County, North Carolina, hereinafter referred to as the party of the SECOND PART.

WITNESSTH:

WHEREAS, the Junaluska Community Volunteer Fire Department (the party of the FIRST
PART) wishes to have automatic-aid in its Fire Insurance District in accordance with the rules as
set forth and administered by the North Carolina Department of Insurance, Office of State Fire
Marshal;

WHEREAS, the party of the FIRST PART is therein required to have a contract with other
districts, thereby demonstrate their willingness and assurance of participation of rendering
automatic aid;

WHEREAS, the county has written automatic aid protocols which is maintained and utilized by
the Haywood County Communications Center and is utilized on all structure fires whereby they
simultaneously dispatch the automatic aid departments;

WHEREAS, that the Town of Waynesville Fire Department
(The party of the SECOND PART) hereby contracts and agrees that:
The party of the SECOND PART, when alerted for automatic aid it will respond pre-determined
apparatus determined by the Fire Chief, to the party of the FIRST PART to a specified location
for structure fire protection.

WHEREAS, all terms within this automatic aid agreement are hereby reciprocal between the
party of the FIRST PART and the party of the SECOND PART.

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Budget Amendment to account for the December 2021 refinancing on Fire Station 1

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Finance
Contact: Misty Hagood, Finance Director
Presenter: Misty Hagood, Finance Director

BRIEF SUMMARY:

As we prepare for the end of the fiscal year, I realized that we needed a budget amendment to account for the refinancing of Fire Station 1 that closed in December 2021. The amendment will cover the transactions to pay off the USDA loan, pay the attorney that represented Truist Bank, and pay our bond attorney.

MOTION FOR CONSIDERATION:

1. Approval of the attached budget amendment.

FUNDING SOURCE/IMPACT:

The loan closed in December 2021 for \$1,694,509.63 and all transactions have taken place in this fiscal year.



Misty Hagood, Finance Director

5/16/2022

Date

ATTACHMENTS:

1. Budget Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Recommendation is to approve budget amendment.

Ordinance No. O-19-22

Amendment No. 24 to the 2021-2022 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2021-2022 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2021-2022 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenue:

All Other Revenues-Proceeds from Capital Lease \$1,694,509.63

Total General Fund revenue increase: \$1,694,509.63

Increase the following appropriations:

Debt Service-Loan Payments \$1,679,109.63

Fire Department-Prof Services \$ 15,400.00

Total General Fund appropriations increase: \$1,694,509.63

(For Fire Dept refinancing that closed with Truist 12/21/21)

Adopted this 24th day of May, 2022.

Town of Waynesville

Gary Caldwell, Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Budget Amendment to account for the May 10, 2022 refinancing on the Public Works building and financing the land for Fire Station 2 and a new fire truck

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Finance
Contact: Misty Hagood, Finance Director
Presenter: Misty Hagood, Finance Director

BRIEF SUMMARY:

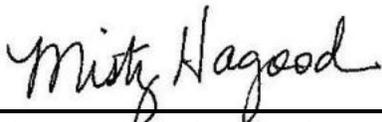
The budget amendment is to account for the refinancing of the Public Works building and financing of the land for Fire Station 2 and a new fire truck that closed in May 2022. The amendment will cover the transactions to pay off the Truist loan for the public works building, the funds we received to reimburse ourselves for the land we purchased for Fire Station 2, the funds for the new fire truck and equipment, pay the attorney that represented JPM-Chase, and pay our bond attorney.

MOTION FOR CONSIDERATION:

1. Approval of the attached budget amendment.

FUNDING SOURCE/IMPACT:

The loans closed on May 10, 2022 and the amendment is needed to record the transactions.



Misty Hagood, Finance Director

5/16/2022

Date

ATTACHMENTS:

1. Budget Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Recommendation is to approve budget amendment.

Ordinance No. O-20-22

Amendment No. 25 to the 2021-2022 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2021-2022 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2021-2022 Budget Ordinance be amended as follows:

General Fund:

Increase the following revenue:

| | |
|---|----------------|
| Other Financing Sources-Proceeds from Capital Lease | \$ (75,004.00) |
| Total General Fund revenue decrease: | (75,004.00) |

Increase the following appropriations:

| | |
|---|----------------|
| Fire Department-Land Purchase | \$ (75,004.00) |
| Total General Fund appropriations decrease: | \$ (75,004.00) |

(For Fire Dept land cost and loan lower than anticipated)

Asset Management Fund:

Increase the following revenue:

| | |
|---|---------------|
| Other Financing Sources-Proceeds from Capital Lease | \$ 843,377.00 |
| Total Asset Services Fund revenue increase: | 843,377.00 |

Increase the following appropriations:

| | |
|----------------------------------|---------------|
| Public Facilities-Prof. Services | 7,500.15 |
| Public Facilities-Loan Payment | \$ 835,876.85 |

| | |
|---|---------------|
| Total General Fund appropriations decrease: | \$ 843,377.00 |
|---|---------------|

(For Fire Dept land cost and loan lower than anticipated)

Adopted this 24th day of May, 2022.

Town of Waynesville

Gary Caldwell, Mayor

Attest:

Eddie Ward
Town Clerk

Approved As To Form:

Martha Sharpe Bradley, Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Establish a capital projects fund to account for the Walnut Street/Russ Avenue Improvements

AGENDA INFORMATION:

Agenda Location:

Item Number:

Department: Electric and Finance

Contact: Jeff Stines, Public Services Director

Misty Hagood, Finance Director

Presenter: Misty Hagood, Finance Director

BRIEF SUMMARY:

We are requesting to establish a capital project fund for the Walnut Street and Russ Avenue improvements since it will take place over a period of several years. A capital project fund is easier to manage for a multi-year project because it does not close out at the end of the fiscal year. Any capital funds in the Electric Fund that are left in the FY22 budget will be transferred to the project. I am estimating we will have around \$250,000 to transfer to the project fund on June 30, 2022. We had to use part of the town funds that were budgeted this year to cover the increase in the price of the lights for the roundabout. We did not include a transfer to the project fund in the FY23 budget because of the estimated timing of the project so will budget the additional funds in the FY24 budget. DOT is planning to let the project in 2024.

MOTION FOR CONSIDERATION:

1. Approval of the attached capital project ordinance for the Walnut Street/Russ Avenue Improvements.

FUNDING SOURCE/IMPACT:

The Electric Fund will be impacted for transfers in FY22 and FY24. NCDOT will reimburse expenses for a portion of the project.

Misty Hagood

Misty Hagood, Finance Director

5/16/2022

Date

ATTACHMENTS:

1. Project Ordinance

MANAGER'S COMMENTS AND RECOMMENDATIONS:

Recommendation is to approve the Walnut Street/Russ Avenue Improvements Project Ordinance.

Ordinance No. O-21-22

Walnut Street/Russ Avenue Improvements Project Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville wishes to establish a capital projects fund to account for the Walnut Street/Russ Avenue Improvements.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the following project ordinance is hereby adopted:

Section 1. The following sources of resources are anticipated to be available to complete this project:

| | |
|-----------------------------|------------------|
| Revenues | |
| Transfer from Electric Fund | \$ 675,000 |
| NCDOT Reimbursement | <u>1,075,000</u> |
| Total Revenues | \$ 1,750,000 |

Section 2. The following amounts are appropriated for expenditures of this project:

| | |
|----------------------|---------------|
| Expenditures | |
| Additional Lighting | \$ 250,000 |
| Historic District | 950,000 |
| Russ to Howell Mill | 500,000 |
| Contingency | <u>50,000</u> |
| Total Appropriations | \$1,750,000 |

Section 3. Funds may be advanced from the Electric Fund for the purpose of making payments due.

Section 4. The budget officer may approve transfers of appropriations, including transfers from the contingency, without prior approval of the Board of Aldermen. Any transfers of appropriation will be reported by the budget officer to the Board of Aldermen at their next regular meeting.

Section 5. This Fund will be abolished when all obligations to contractors and vendors are complete, and reimbursement has been received from NCDOT. Any resources remaining will be transferred to the Electric Fund.

Adopted this 24th day of May, 2022.

Town of Waynesville

Gary Caldwell, Mayor

Attest:

Eddie Ward, Town Clerk

Approved As To Form:

Martha Sharpe Bradley
Town Attorney

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Update of Grant Project Ordinance for the ARP Funds

AGENDA INFORMATION:

Agenda Location: New Items
Item Number:
Department: Finance
Contact: Misty Hagood, Finance Director
Presenter: Misty Hagood, Finance Director

BRIEF SUMMARY:

I am asking for the Board of Aldermen to update the Grant Project Ordinance to amend the budget amounts for the following:

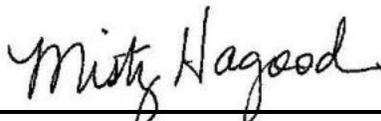
- Fire Vehicles increase by \$2,250 for tax and tags on 2 vehicles
- Garbage cans increase by \$1,141 for variation prices from original estimates
- Pigeon Street water project increase by \$218,000 recommend using ARP funds for increase from estimate instead of General Fund Balance that was originally approved

MOTION FOR CONSIDERATION:

1. Approval of the attached Grant Project Ordinance.

FUNDING SOURCE/IMPACT:

The funding will come from the ARP distribution that was received on August 6, 2021.



Misty Hagood, Finance Director

5/16/2022

Date

ATTACHMENTS:

1. Budget Ordinance

Grant Project Ordinance for the Town of Waynesville American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the Town of Waynesville, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF). The Town of Waynesville (Town) has received the first tranche in the amount of \$1,615,955.39 of CSLFRF funds. The total allocation is \$3,231,910.78, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its ARP/CSLFRF funds for the provision of government services.

Section 3: The following amounts are appropriated for the project and authorized for expenditure:

| Internal Project Code | Project Description | Expenditure Category | Cost Object | Appropriation of ARP/CSLFRF Funds |
|------------------------------|--|-----------------------------|----------------------|--|
| 1 | Law Enforcement for Police Department vehicles | 6.1 | Vehicles | \$250,000 |
| 2 | Fire Service for fire vehicles | 6.1 | Vehicles | \$82,250 |
| 3 | Sanitation service garbage cans | 6.1 | Garbage cans | \$310,141 |
| 4 | Community assistance Helping Hands | 6.1 | Community assistance | \$35,000 |
| 5 | Storm sewer on Kentucky Avenue | 6.1 | stormwater | \$90,000 |
| 6 | Greenways for bridge | 6.1 | greenways | \$265,911 |
| 7 | Water project Pigeon Street | 6.1 | water | \$398,500 |
| 8 | I&I mitigation 1st year | 6.1 | wastewater | \$150,000 |
| | 1st Year Total Appropriated | | | \$1,581,802 |

Section 4: The following revenues are anticipated to be available to complete the projects:

ARP/CSLFRF Funds: \$3,231,910.78
General Fund Transfer: \$0

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Request a budget amendment to use Unauthorized Substance Tax Distribution Funds for the 2021-2022 fiscal year to purchase new equipment for the patrol officers of The Waynesville Police Department.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number:
Department: Police Department
Contact: William J. "Billy" Benhart, Patrol Lieutenant
David Adams, Police Chief
Presenter: **Billy Benhart**, Patrol Lieutenant

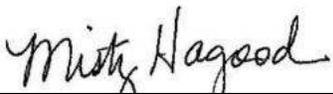
BRIEF SUMMARY:

The Town of Waynesville has a deferred revenue balance of \$28,545.95 from funds received for the Unauthorized Substance Tax Distribution program of The Town of Waynesville. These funds are received to purchase equipment and materials deemed necessary by the Waynesville Police Department. The Police Department would like to use these available funds to purchase three new IDEMIA MorphoIDent mobile fingerprint scanners to be used by patrol officers on patrol. These mobile fingerprint scanners provide immediate proper identification using the AFIS (Automated Fingerprint Identification System). The quotes for the IDEMIA MorphoIDent mobile fingerprint scanners are attached for your review.

MOTIONS FOR CONSIDERATION:

1. To approve the budget amendment increasing the amount available to purchase equipment for the patrol officers of The Waynesville Police Department.

FUNDING SOURCE/IMPACT: This project will use grant funding received by The Town of Waynesville from the Unauthorized Substance Tax Distribution program of NC to be allocated to the General Fund.



Misty Hagood, Finance Director

5/16/22

Date

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: May 24, 2022

SUBJECT: Request approval to use the remaining ARP Funds from FY2021-22 allocated to the Police Department for vehicles, to purchase a UTV Polaris, to be used at Festivals, Parades, and other large crowd gatherings in Waynesville.

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: Leave Blank
Department: Police Department
Contact: Chris Chandler, Senior Lieutenant
David Adams, Police Chief
Presenter: Chief David Adams

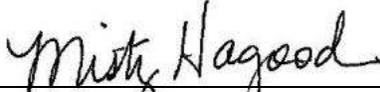
BRIEF SUMMARY:

The Waynesville Police Department was allocated ARP funds in FY2021-22 to purchase and equip vehicles. Currently, \$33,778.22 of those funds are available with approximately \$1,700.00 designated for tax and tags on remaining vehicles to be delivered. The Waynesville Police Department realized there was a need for a UTV to be utilized at Parades, Festivals, and the many other large crowd events within the Town to best serve the citizens of Waynesville. The availability of a smaller vehicle, (UTV), would allow more mobility in confined areas, resulting in a more rapid response to emergencies commonly associated with these large gatherings.

MOTION FOR CONSIDERATION:

1. Permission to use the available ARP funds from FY2021-22 previously designated for vehicle purchases, be used to purchase a UTV Polaris to better equip the Waynesville Police Department for a more rapid response in large crowd gatherings.

FUNDING SOURCE/IMPACT: (must have approval by Finance Director prior to submission to the Board)



Misty Hagood, Finance Director

05/17/2022

Date:

ATTACHMENTS:

Quotes from qualified dealerships.

MANAGER'S COMMENTS AND RECOMMENDATIONS:



Polaris Sales Inc., Medina, MN 55340
 gov.info@polaris.com
 Phone: 866-468-7783 Fax: 763-847-8288
 www.polaris.com/gov

QUOTE

Contact Information

Name: TYLER HOWELL
 Email: thowell@waynesvillenc.gov
 Phone: 8284565363
 Fax:
 Bill To: Waynesville Police Department
 9 South Main Street
 Waynesville, NC 28786
 Ship To: Waynesville Police Department
 9 South Main Street
 Waynesville, NC 28786

Quote Number: QUO-28517-C1Z0Y0
 Revision #: 2
 Date: 5/3/2022 12:24 PM
 Quote Expires: 6/2/2022
 Contract Name: Polaris Direct
 Contract #:
 Expiration Date:
 Cage: 3FP69
 Duns#: 123399383
 Tax ID#: 41-1921490
 Customer#:

| Freight | Delivery Terms | Payment Terms | Payment Methods |
|--|----------------|---------------|----------------------------------|
| FOB Destination-CONUS US Continental (CONUS) Only | 240 Days | Net 30 | Visa Mastercard Wire Check |

| Item # | QTY | Description | Open Mkt | MSRP | Discount Price | Extended |
|------------|-----|---|----------|-------------|----------------|-------------|
| R22RSU99AM | 1 | RANGER CREW XP 1000 NorthStar Premium - Matte Titanium - 49 State | No | \$30,799.00 | \$28,876.10 | \$28,876.10 |

Comments:

| | |
|-----------------|-------------|
| SUBTOTAL | \$28,876.10 |
| INSTALL* | \$0.00 |
| FREIGHT | \$0.00 |
| TAX | \$0.00 |
| TOTAL | \$28,876.10 |

*Installation Pricing is Open Market

Vehicle model year and color are subject to change dependent upon delivery date.

Acceptance and Payment Information



Polaris Sales Inc., Medina, MN 55340
gov.info@polaris.com
Phone: 866-468-7783 Fax: 763-847-8288
www.polaris.com/gov

QUOTE

To accept the above quotation, please provide a purchase order via email (gov.info@polaris.com) and include the following:

- Bill to Address
- Billing Phone Number
- Ship to Address
- Point of Contact for Delivery
- Point of Contact E-Mail
- Point of Contact Phone
- Quote Number
- Alternate Point of Contact if applicable

If you would like to submit payment via credit card, please call (866) 468-7783 to process payment during our hours of operation from 8:30 AM to 4:30 PM CST Monday through Friday. We accept Visa, Mastercard & American Express.

Q (.xd4-mobile-search)

Four Wheels of Texas

(/)

(tel:+1(817) 834-1090) (/locations)

2022 Polaris Industries RANGER CREW XP 1000 NorthStar Edition Premium Matte Titanium

\$30,799.00



1 of 2

Key Features

| | |
|--------------|---------------------|
| Availability | Pre-Order Available |
| Year | 2022 |

\$30,799.00

Request Info

2105A N Beach St
Fort Worth, TX 76111 (locations)
(817) 834-1090 (tel:+1(817) 834-1090)

4371 Highway 51 S
Decatur, TX 76234 (locations)
(940) 627-8488 (tel:+1(940) 627-8488)

Mon - Fri: 8:30 a.m. - 5:30 p.m.
Sat: 9:00 a.m. - 2:00 p.m.
Sun: CLOSED

[s://www.facebook.com/FourWheelsOfTexas](https://www.facebook.com/FourWheelsOfTexas) | eBay
(<https://www.ebay.com/str/fourwheelsoft>)

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(tel:+1(780) 532-4313)



(/locations)



(/)

2022 Polaris Industries RANGER CREW XP 1000 NorthStar Edition Premium Matte Titanium

\$37,199.00

*Prices may not include dealer-added accessories, freight, PDI and taxes.



2022 Polaris Industries RANGER CREW XP 1000 NorthStar Edition Premium Matte Titanium



Availability

Not in stock - Online Brochure

Year

2022

Manufacturer

Polaris Industries

Model

RANGER CREW XP 1000 NorthStar Edition Premium Matte Titanium



Have a question? Text us here!



Text us!

Overview

Description

Fend Off The Elements

Rain or shine, there's no stopping you from getting the work done with the RANGER XP 1000 NorthStar Edition with seating for 6. The factory-installed HVAC offers quick heating and cooling for all-season comfort. Enjoy a quiet ride and keep water and dust out with the tight sealing Pro Shield cab system. Work even harder with LED headlights and a 4,500 lb winch.

Includes

- Heating & Air Conditioning HVAC System
- Premium RANGER Pro Shield Cab System
- New LED Headlights
- Polaris HD 4,500 lb. Winch with Synthetic Rope and Autostop
- Sport Roof with Premium Liner & Dome Light
- Lock & Ride Glass Windshield with Wiper/Washer System
- Lock & Ride Glass Rear Panel
- Premium Manual Crank Window Doors

Features

- **Unmatched Capability:** Whether you're hauling gear, towing a trailer or transporting people, the RANGER CREW XP 1000 is powerful enough to take on the toughest tasks. The 999cc ProStar engine cranks out best-in-class 82 HP for class-leading towing, payload and box capacity.
- **Next-Level Comfort:** There's smooth and then there's RANGER smooth with a comfortable 11" of suspension travel and all-new seats that offer premium refinement and a contoured fit for all-day comfort. Optimize throttle response with a selectable 3-mode throttle control offering standard, work, and performance settings.
- **Engineered For Brute Strength:** Fend off rocks, stumps, and rough terrain with a rigid one piece chassis, full-body skid plate and massive front bumper delivering maximum protection. New 27" 8-ply Pro Armor X-Terrain tires provide better improved durability and a more comfortable and confident ride in tough terrain

Engine & Drivetrain

- Cooling: Liquid
- Cylinders Displacement: 999cc
- Drive System Type: High Performance On-Demand True AWD/2WD/VersaTrac Turf Mode
- Engine Braking System (EBS): Not Equipped



Have a question? Text us here!

Text us!

- Engine Type: 4-Stroke Twin Cylinder DOHC
- Fuel System/Battery: Electronic Fuel Injection
- Horsepower: 82 HP
- Transmission/Final Drive: Automatic PVT H/L/N/R/P; Shaft

Dimensions

- Bed Box Dimensions (L x W x H): 36.75 x 54.25 x 12.5 in (93.3 x 137.8 x 31.75 cm)
- Box Capacity: 1,000 lb (453.6 kg)
- Dry Weight: 2,344 lbs. (1,063 kg)
- Fuel Capacity: 11.5 gal (43.5 L)
- Ground Clearance: 13 in (33 cm)
- Hitch Towing Rating: 2,500 lb (1,133.9 kg)
- Hitch Type: Standard 2 in (5.08 cm) Receiver
- Overall Vehicle Size (L x W x H): 152 x 65 x 78 in. (386 x 165 x 198 cm)
- Payload Capacity: 1,230 lbs. (558 kg)
- Person Capacity: 6
- Wheelbase: 113 in (287 cm)

Brakes

- Front/Rear Brakes: 4-Wheel Hydraulic Disc with Dual-Bore Front Calipers
- Parking Brake: Park In-Transmission

Additional Specifications

- Adjustable Driver Seat: Standard
- Cargo System: Lock & Ride
- Color / Graphics: Matte Titanium
- Electronic Power Steering: Standard
- Instrumentation: Dual-sweep Analog Dials w/ 4" LCD Rider Information Center: User Selectable Blue/Red Backlighting & Brightness, Programmable Service Inte
Clock, Hour Meter, Gear Indicator, Fuel Gauge, Coolant
Seat Belt Reminder, DC Outlet
- Lighting: Dual LED Headlamps, 1250lm Low Beam, 230
- Other Standard Features: Polaris HD 4,500 Lb. Synthet
Premium Pro-Shield Cab, Doors with Crank Windows, Fixed Glass Windshield with Wiper, Rear Glass Panel.
Dome Light, Rearview Mirror, Heat, AC, Defrost, Premium Cut & Sew Seats with Contourer'
Embroidered Northstar Premium Branding, Premium Steering Wheel and Interior Accents,



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Text us!

Electrical System with 6-Position Underhood Busbar and 6-Position Roof Busbar, Standard In-Dash SAE Charge Port

- Tilt Steering: Standard

Tires / Wheels

- Front Tires: 27 x 9-14; PRO ARMOR X-TERRAIN
- Rear Tires: 27 x 11-14; PRO ARMOR X-TERRAIN
- Tire Ply Rating: 8 Ply Rated
- Wheels: 14 in. (35.6 cm) Aluminum

Suspension

- Front Suspension: Dual A-Arm 11 in (27.9 cm) Travel
- Rear Suspension: Dual A-Arm, IRS 11 in (27.9 cm) Travel
- Turning Radius: 17 ft

NOTES:

The Polaris RANGER® can be hazardous to operate and is not intended for on-road use. Driver must be at least 16 years old with a valid driver's license to operate. Passengers must be at least 12 years old. Drivers and passengers should always wear helmets, eye protection, and seat belts. Always use cab nets or doors (as equipped). Never engage in stunt driving, and avoid excessive speeds and sharp turns. Riding and alcohol/ drugs don't mix. All drivers should take a safety training course. Call 800-342-3764 for additional information. Check local laws before riding on trails. ©2021 Polaris Industries Inc.

Specs

Engine

Engine Type

4-Stroke Twin Cylinder DOHC

Displacement

999cc

Cooling

Liquid

Fuel System

Electronic Fuel Injection

Chassis



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Text us!

Front Suspension
Dual A-Arm

Front Brakes
Hydraulic Disc with Dual-Bore Front Calipers

Front Tire
27 x 9-14: PRO ARMOR X-TERRAIN

Rear Suspension
Dual A-Arm, IRS

Rear Brakes
Hydraulic Disc with Dual-Bore Front Calipers

Rear Tire
27 x 11-14: PRO ARMOR X-TERRAIN

Dimensions

Dry Weight
2,344 lb.. (1,063 kg)

Wheelbase
113 in. (287 cm)

Front Travel
11 in. (27.9 cm)

Rear Travel
11 in. (27.9 cm)

Ground Clearance
13 in. (33 cm)

Fuel Capacity
11.5 gal. (43.5 L)

Box Capacity
1,000 lb. (453.6 kg)

Towing Capacity
2,500 lb. (1,133.9 kg)

Transmission

Transmission
Automatic PVT H/L/N/R/P



Have a question? Text us
here!



Text us!

Drive System

High Performance On-Demand True AWD/2WD/VersaTrac Turf Mode

General

Colors

Matte Titanium

CONTACT US

(780) 532-4313 (tel:+1(780) 532-4313)

12806 100 St Grande Prairie, AB T8V 4H9 (/locations)

(Map & Hours) (/locations)

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Text us!

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 5-24-22**

SUBJECT Resolution Supporting an increase in the State Revolving Loan for the WWTP

AGENDA INFORMATION:

Agenda Location: New Business

Item Number:

Department: Administration

Contact: Rob Hites

Presenter: **Rob Hites**

BRIEF SUMMARY: The Town and McGill and Associates are following the guidance of DENR's Division of Environmental Infrastructure (DEI) to fund the cost overruns in the Wastewater Treatment Plant. Their advice is to request an additional \$5 million loan to supplement the \$19,454,000 loan that the LGC has already approved while at the same time applying for a \$15 million dollar ARP grant earmarked for "Distressed Communities". The loan, by itself will not fully cover the cost of the plant. It will take substantial grant to permit the plant to be constructed. As you can tell the Town is at the mercy of not only the Division of Environmental Infrastructure but also the Western Division of the regulatory division of DENR the Division of Environmental Quality. Both divisions must approve the design and bids for the project to move forward. The purpose of this resolution is to support the Town's application to both DEI and the LGC to approve the \$5 million dollar loan. We will not know if some or all of the loan will be necessary to fund the improvements to the plant until we are notified of our grant amount.

MOTION FOR CONSIDERATION: Approve the Attached Resolution supporting the Town's application for a \$5 million increase in the State Revolving Fund (SRF) Loan amount.

FUNDING SOURCE/IMPACT: Sewer

ATTACHMENTS: Application portion of the Loan increase application

MANAGER'S COMMENTS AND RECOMMENDATIONS Approve the Application



Application for

North Carolina Department of
Environmental Quality
Division of Water Infrastructure
North Carolina
Wastewater Treatment Plant

Supplemental Funding

Clean Water State Revolving Fund

Submitted by:
Town of Waynesville

Spring 2022

McGill Associates, PA
55 Broad Street, Asheville, NC 28801
828.252.0575 | mcgillassociates.com



North Carolina Department of Environmental Quality
Division of Water Infrastructure
Application for Funding



(Last updated: February 2022)

1. General Information

| | | |
|--|--|---|
| Applicant Name Town of Waynesville | County Haywood | DUNS Number 142300289 |
| Project Name WWTP Supplemental Funding | Federal Tax ID # 56-6001367 | PWSID # (if applicable) N/A |
| Applicant Type | Total Project Cost \$35,660,000 | Funding Amount Requested \$34,960,000 |
| <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> County <input type="checkbox"/> Water and Sewer District <input type="checkbox"/> Water and Sewer Authority | <input type="checkbox"/> Sanitary District <input type="checkbox"/> Non-Profit Water Corporation <input type="checkbox"/> Other (Specify:) | |
| Funding Type(s) Requested | <input checked="" type="checkbox"/> Construction Project <input type="checkbox"/> Drinking Water <input checked="" type="checkbox"/> Wastewater <input type="checkbox"/> CWSRF Green Project: stream restoration, stormwater BMP, reclaim water | |
| <input type="checkbox"/> Asset Inventory and Assessment (AIA) Grant <input type="checkbox"/> Merger/Regionalization Feasibility (MRF) Grant <input type="checkbox"/> Pre-Construction Planning Grant (without construction) <input type="checkbox"/> Other: _____ | | |

Acceptance of Funding Offer (for Construction Projects only)

These questions will be used to identify the best funding fit. Funding from the American Rescue Plan Act (ARPA) is available as grants, and principal forgiveness is available from the State Revolving Funds.

- I am willing to accept funding that includes federal conditions. Yes No
- I will only accept a funding offer (loan and/or grant) if a minimum of \$15,000,000 is offered as a grant or principal forgiveness. Enter \$0 if you are willing to accept a loan offer with no grant or principal forgiveness.
- Because of the potential hardship related to a State Revolving Fund and/or State Reserve Program loan, this application seeks to replace the \$ _____ loan awarded to the Insert Project Name (Insert project number) with grant funding. *Note: loans that have already received disbursements are not eligible.*

2. System Parameters

| | | |
|--|--|---|
| Residential Sewer Connections 4346 | Residential Water Connections 6024 | |
| Non-Residential Sewer Connections 694 | Non-Residential Water Connections 775 | |
| Monthly Sewer Bill per 5,000 gallons 35.81 | Monthly Water Bill per 5,000 gallons 23.62 | |
| Percentage of Utility Bills Collected and Rate Increase Percentages | | |
| Year | Percentage of Utility Bills Collected | Rate Increase Percentage 3% Water / 10% Sewer |
| 2020-2021 | 95.8% | 9.09% |
| 2019-2020 | 99.0% | 8.36% |
| 2018-2019 | 99.7% | 5.41% |
| 2017-2018 | 99.5% | 4.08% |
| 2016-2017 | 99.6% | |

(OVER)

Applicant Contact Information

Authorized Representative Name: Rob Hites

Authorized Representative Title: Town Manager

Mailing Address Line 1: P.O. Box 100

Mailing Address Line 2:

City: Waynesville

State: North Carolina

Zip Code: 28786

Physical Address Line 1: 16 South Main Street

Physical Address Line 2:

Physical Address City: Waynesville

Physical Address State: North Carolina

Physical Address Zip Code: 28786

Phone Number: 828-452-2401

E-Mail Address: rhites@waynesvillenc.gov

Application Preparer Contact Information

Firm Name: McGill Associates, PA

Contact Name: Alison Heim

Mailing Address Line 1: 55 Broad Street

Mailing Address Line 2:

City: Asheville

State: North Carolina

Zip Code: 28801

Physical Address Line 1: 55 Broad Street

Physical Address Line 2:

Physical Address City: Asheville

Physical Address State: North Carolina

Physical Address Zip Code: 28801

Phone Number: 828-252-0575

E-Mail Address: Alison.heim@mcgillassociates.com

5. Engineer Contact InformationIs the engineering firm different from the application preparer? Yes No

Engineering Firm Name: McGill Associates

Contact Name: MJ Chen

Mailing Address 1: 55 Broad Street

Mailing Address 2:

City: Asheville

State: North Carolina

Zip Code: 28801

Physical Address Line 1: 55 Broad Street

Physical Address Line 2:

Physical Address City: Asheville

Physical Address State: North Carolina

Physical Address Zip Code: 28801

Phone Number: 828-252-0575

E-Mail Address: MJ.chen@mcgillassociates.com

6. Project Description (see Instructions)

In recent years Waynesville's wastewater treatment plant (WWTP) has received numerous notices of violations (NOVs) from North Carolina Department of Environmental Quality (NCDEQ) for sewer system overflows and permit limit exceedances National Pollution of Discharge Permit (NDPES) since 2016. Civil penalties and fines have been paid with increasing frequency in last several years. It is believed that the majority of the compliance issues were caused by aged and inadequate equipment structures. The newest additions to the liquids and solids treatment processes were made in 2000 and 2001, respectively. All concrete basins, except for the anaerobic digester, are 50+ years old and the anaerobic digester is over 35 years old. Many mechanical components are at least 20 years old.

This project will consist of the replacement or rehabilitation of some component of every unit process at the WWTP, including not limited to:

1. Replacement of the existing headworks with a new headworks to be housed in a new structure, consisting of new mechanical fine screens, vortex grit removal, and a grit classifier.
2. Replacement of the primary clarifiers with primary disk filters for primary treatment.
3. Installation of an influent pump station with four submersible solids handling pumps.
4. Rehabilitation of the existing aeration basins, including concrete rehabilitation, and replacement of air piping and new aeration diffusers.
5. Installation of new blowers and new control panels to control blowers with variable frequency drives using dissolved oxygen data from aeration basins
6. Demolition of two primary clarifiers and installation of two 100-ft circular clarifiers equipped with solids scraping mechanisms, scum box, suction header, drive assembly, and sludge draw off box.
7. Installation of one scum pump station and controls.
8. Conversion of the intermediate pump station to the return activated sludge/wasted activated sludge station.
9. Conversion of the existing blower building to a liquid chemical storage and feed building with storage tanks, dosing pump and piping.
10. Modification of chlorine contact basins.
11. Construction of a non-potable effluent water reuse system to provide primary filter backwash water and plant washdown water.
12. Replacement of mechanical components in primary and secondary sludge thickeners.
13. Refurbishing the existing 1.5-meter belt filter press and replacing the polymer feed system and repair of the control panel.

The purpose of the project goal is to implement necessary improvements to bring the wastewater treatment plant into full and stable compliance with its NPDES discharge permit. This project will not increase capacity and 100% of the project cost is to replace/rehabilitate aged infrastructure.

Estimated number of new connections served by project (if applicable):

For Construction Projects and Pre-Construction Planning Grants only:

- The proposed project is a result of an Asset Inventory and Assessment Grant previously awarded by the Division?
- The proposed project is a result of a Merger / Regionalization Feasibility Grant previously awarded by the Division?
- None of the above.

7. Additional Information for Consideration

The Town of Waynesville received a CSWR loan of \$19,545,900 (CS370930-01) in July 2019. Therefore, we are requesting a supplemental grant to complete the project.

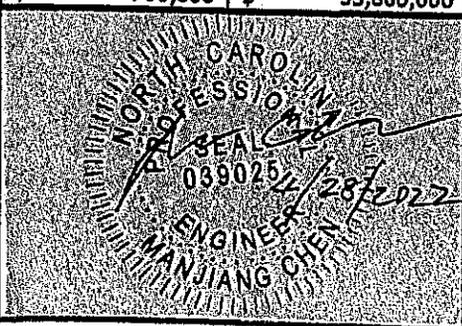
Waynesville was also recently added to the "Distressed Utility" list based upon April 2022 scoring assessment updates. This update was not complete and finalized in time for the Town of Waynesville to adopt a VUR resolution to accompany this application but regardless, a \$35 million WWTP project is economically infeasible for Waynesville in their current distressed situation.

(OVER)

8a. Project Budget (for Construction Projects Only)

| | Division Funding Requested | Other Secured Funding Source(s) | Total Cost Amount |
|---|----------------------------|---------------------------------|----------------------|
| Indicate construction costs by line item (e.g., linear feet of different-sized lines) | | | |
| Construction Costs | | | |
| Mobilization/General Requirements | \$ 630,000 | \$ - | \$ 630,000 |
| Primary Treatment Facility | \$ 12,875,730 | \$ - | \$ 12,875,730 |
| Aeration Basin and Blowers | \$ 2,625,000 | \$ - | \$ 2,625,000 |
| Secondary Clarifiers and RAS/WAS Pump Station | \$ 6,300,000 | \$ - | \$ 6,300,000 |
| Chemical System Improvements | \$ 630,000 | \$ - | \$ 630,000 |
| Chlorine Contact Basin Modifications | \$ 157,500 | \$ - | \$ 157,500 |
| Reuse Pump Station | \$ 262,500 | \$ - | \$ 262,500 |
| Sludge Thickener Rehabilitation | \$ 262,500 | \$ - | \$ 262,500 |
| Solids Handling Improvements | \$ 3,150,000 | \$ - | \$ 3,150,000 |
| Yard Piping | \$ 1,050,000 | \$ - | \$ 1,050,000 |
| Site Work | \$ 1,480,500 | \$ - | \$ 1,480,500 |
| Sludge Removal | \$ 52,500 | \$ - | \$ 52,500 |
| Existing Blower Building Roof Insulation | \$ 15,750 | \$ - | \$ 15,750 |
| Existing Blower Building Wood Replacement | \$ 2,520 | \$ - | \$ 2,520 |
| Rock Excavation | \$ 367,500 | \$ - | \$ 367,500 |
| Contingency (10% of construction costs): | \$ 2,986,200 | \$ - | \$ 2,986,200 |
| Construction Total: | \$ 32,848,200 | \$ - | \$ 32,848,200 |
| Engineering Costs | | | |
| Engineering Design | \$ 1,332,300 | \$ - | \$ 1,332,300 |
| Bidding and Award | \$ 19,500 | \$ - | \$ 19,500 |
| Construction Administration and Observation | \$ 619,969 | \$ - | \$ 619,969 |
| Post Construction Service | \$ 10,000 | \$ - | \$ 10,000 |
| Engineering Subtotal: | \$ 1,981,800 | \$ - | \$ 1,981,800 |
| Administration Costs | | | |
| Grant Administration (if applicable) | \$ 65,000 | \$ - | \$ 65,000 |
| Loan Administration (if applicable) | \$ 15,000 | \$ - | \$ 15,000 |
| Easement Preparation | \$ - | \$ - | \$ - |
| Engineering Report Preparation | \$ 30,000 | \$ - | \$ 30,000 |
| Environmental Documentation Preparation (if applicable) | \$ - | \$ - | \$ - |
| Legal Costs | \$ 20,000 | \$ - | \$ 20,000 |
| Administration Subtotal: | \$ 130,000 | \$ - | \$ 130,000 |
| Loan Closing Fee (2%) | \$ - | \$ 700,000 | \$ 700,000 |
| TOTAL PROJECT COST: | \$ 34,960,000 | \$ 700,000 | \$ 35,660,000 |

A PE Seal for the estimate must be provided in the space to the right for the application to be considered complete.



Certification by Authorized Representative

The attached statements and exhibits are hereby made part of this application, and the undersigned representative of the Applicant certifies that the information in this application and the attached statements and exhibits are true, correct, and complete to the best of his/her knowledge and belief. By initialing each item and signature at the end of this application, he/she further certifies that:

1. as Authorized Representative, he/she has been authorized to file this application by formal action of the governing body;
2. the governing body agrees to provide for proper short-term and long-term maintenance and operation of the approved project after its completion;
3. the Applicant has substantially complied with or will comply with all federal, state, and local laws, rules, and regulations and ordinances as applicable to this project;
4. the Applicant will adopt and place into effect on or before the completion of the project a schedule of fees and charges which will provide for the adequate and proper operation, maintenance, and administration and repayment of all principal and interest on loans (if applicable) of the project;
5. the Applicant has followed proper accounting and fiscal reporting procedures, as evidenced by the Applicant's most recent audit report, and that the Applicant is in substantial compliance with provision of the general fiscal control laws of the State;
6. the Project Budget for construction projects and pre-construction planning grants provided in this application form (if applicable) includes all funding requested from all sources of funding proposed for this project;
7. the (Town or County), North Carolina is organized and chartered under the laws of North Carolina, or the special purpose unit of local government is incorporated under the laws of North Carolina. All officials and employees are aware of, and in full compliance with NCGS 14-234, "Public officers or employees benefiting from public contracts; exceptions." (For units of local government only. All others should initial "N/A");
8. the Applicant acknowledges that all loans, and Viable Utility Reserve grants, are subject to approval by the Local Government Commission;
9. the Applicant acknowledges that, in accordance with G.S. 120-157.2, for local government debt to be issued greater than \$1,000,000, the local government must report to Committee Chairs, Committee Assistant, and the Fiscal Research Division of the General Assembly at least 45 days prior to presentation before the Local Government Commission (For units of local government only. All others should initial "N/A"); and
10. if the Applicant receives a grant with American Rescue Plan Act (ARPA) State Fiscal Recovery Funds, the Applicant acknowledges and accepts the following conditions:
 - a) all ARPA project funds must be reimbursed by December 31, 2026;
 - b) project funds will not be used to pay existing debt or as a match for other federal funds;
 - c) if the project is also funded with other federal funds, the federal requirements of the other funds will apply to the ARPA funds; and
 - d) for projects receiving ten million dollars or more in ARPA funding: recipients must certify or provide plans and reports meeting federal requirements on reporting on prevailing wage rates, project labor agreements, and related information as specified in the U.S. Treasury's Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds (pages 21-22).

Completeness Checklist

In addition to this application, the following items must be included for a complete application package. Incomplete applications will not be considered. Please initial that each item is included in this submittal.

- | | |
|------------|---|
| <u>AA</u> | Resolution by Governing Body of Applicant with Certification by Recording Officer* |
| <u>AA</u> | Water & Sewer Financial Information Form* |
| <u>AA</u> | Fund Transfer Certification* |
| <u>AA</u> | Applicable Priority Rating System Form* with supporting narratives and documentation |
| <u>AA</u> | Affordability Calculator* or handwritten affordability calculations |
| <u>AA</u> | Current rate sheets in effect on application deadline (for <u>both</u> water <u>and</u> sewer if the utility provides both water a sewer, or for water or sewer depending on the utility service) |
| <u>AA</u> | PE Seal on project budget (construction projects and pre-construction planning grants only. All others initial "N/A") |
| <u>N/A</u> | Supporting documentation/maps for construction projects that connect residences in disadvantaged, underserved areas to water/wastewater utility (if applicable. If not applicable, initial "N/A") |

* Forms and templates are available separately on the [Division's website](#).

**** For each application, please provide copies that are bound (e.g., report cover with fasteners, plastic repro combs, spiral or 3-ring binders). No paper clips, staples or binder clasps. ****

Submittal Information

- Send one (1) **original hard copy** and one (1) **electronic copy** of the Application.

Send complete Application package to:

Mailing Address[†] (US Postal Service only)

Division of Water Infrastructure
1633 Mail Service Center
Raleigh, NC 27699-1633

Physical Address (FedEx, UPS)[‡]

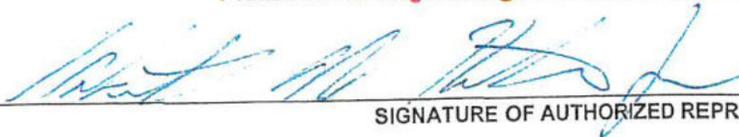
Division of Water Infrastructure – 8th Floor, Archdale Building
512 North Salisbury Street
Raleigh, NC 27604
919.707.9160

[†]Please allow two weeks for delivery if mailing via the US Postal Service.

[‡]For all courier services, please use the physical address, as having a courier deliver to the mailing address will delay package delivery.

Application Signature

Please note: original signatures are required for each application.



SIGNATURE OF AUTHORIZED REPRESENTATIVE

Rob Hites
TYPED NAME

Town Manager
TYPED TITLE

4/29/2022
DATE

Resolution

RESOLUTION No. R-05-22

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS; The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment plant upgrades and

WHEREAS; The Town of Waynesville has need for and intends to construct a wastewater treatment improvement project, and

WHEREAS; The Town of Waynesville intends to request State loan and/or grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:

That Town of Waynesville, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

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

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

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

That Gary Caldwell, Mayor, and Rob Hites, Town Manager, the **Authorized Officials**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

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

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting (title of officer) of the Town of Waynesville does hereby certify that the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Board of Aldermen of the Town of Waynesville duly held on the 26th day of April, 2022; and further that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of April, 2022.



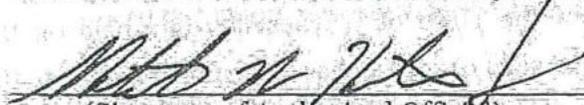
[Handwritten Signature]
(Signature of Recording Officer)

Eddie Ward
Eddie Ward, Town Clerk

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

Adopted this the 26 day of APRIL, 2022 at

16 South Main Street, PO Box 100 Waynesville NC 28786.



(Signature of Authorized Official)

TOWN MANAGER

(Title)

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN

Regular Meeting

April 12, 2022

THE WAYNESVILLE BOARD OF ALDERMEN held a regular meeting on Tuesday, April 12, 2022, at 6:00 pm, in the Town Hall Board Room located at 9 South Main Street Waynesville, NC.

A. CALL TO ORDER

Mayor Gary Caldwell called the meeting to order at 6:04 pm with the following members present:

Mayor Gary Caldwell

Mayor Pro Tem Julia Freeman

Alderman Jon Feldtner

Alderman Chuck Dickson

Alderman Anthony Sutton

The following staff members were present:

Rob Hites, Town Manager

Jesse Fowler, Assistant Town Manager

Eddie Ward, Town Clerk

Martha Bradley, Town Attorney

David Adams, Police Chief

Brandon Gillmore, Assistant Police Chief

Joey Webb, Fire Chief

Misty Hagood, Finance Director

Elizabeth Teague, Development Services Director

Members of the Development Services Team

Public Services Director, Jeff Stines

Assistant Public Services Director, Ricky Foster

Wastewater Treatment Superintendent, Jeff Evans

Fire Marshall, Darrell Calhoun

The following media representatives was present:

Becky Johnson, Mountaineer

Cory Vaillancourt, Smoky Mountain News

Manager's Report

- Rob Hites, Town Manager

Presentation on WWTTP Project (design, bids, borrowing, grants)

The Town and McGill Associates have been working to alter the design of the Wastewater Treatment Plant to reduce the price from \$28,600,00.00, and it has been submitted to the DENR staff and received their informal

approval. They have also requested the Division of Environmental Infrastructure (DEI) use their adm discretion to increase our loan by 10% or \$1,900,000.00. In addition, they are asking the LCG to grant increase in the loan by an additional \$2,100,000.00. We are applying for a \$5 million grant to eliminate for this additional loan amount.

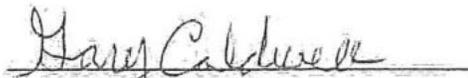
Manager Hites told the Board that the impact is minimal on rates with the additional \$4 million in said if the Town borrows the addition money, the rate for sewer usage would increase to \$49.95 by 2

A motion was made by Alderman Anthony Sutton, seconded by Alderman Chuck Dickson, to re presentation and approve Resolution # R-03-22 to carry out the design, loan increases and grants. It passed unanimously.

Manager Hites told the Board that in addition to the services that McGill and Associates are providin this grant, provide reporting for the grant, and carry the project through, they are requiring an amen their contract in the amount of \$15,000.00. The Town is also requesting a modification of the Special Consent to permit us to have an addition 150 thousand gallons of flow. He explained to the Board th still 2.9 million gallons of capacity in the Treatment Plant.

A motion was made by Alderman Chuck Dickson, seconded by Alderman Anthony Sutton to add \$30,000.00 to the McGill Contract for additional services provided. The motion passed unanimously

ATTEST:


Gary Caldwell, Mayor

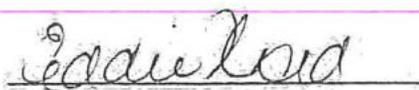

Robert W. Hites, Jr. Town


Eddie Ward, Town Clerk

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the Board of A Town of Waynesville, North Carolina; that this meeting was properly called and held on April 12, 2022; was present and acting throughout this meeting; and that this resolution has not been modified or remains in full effect as of today.

Dated this 12th day of April 2022.

[SEAL]


Eddie Ward, Town Clerk

Town of Waynesville
Regular Meeting April 12, 2022



Financial Information



North Carolina Department of Environmental Quality
Division of Water Infrastructure
Water & Sewer Financial Information Form

(Updated: February 2022)

Complete the following information related to your utility's water/sewer Enterprise Fund. If your Enterprise Funds are separate for water and sewer, *please provide sheets for the appropriate fund*. For expenditures only absolute values (i.e., no negative values). *Do not modify this form*.

1. Supply the required information below.

Combined System Water System Sewer System

Unit Name: Town of Waynesville

Fund Name: Sewer Fund

2. Provide the following information for the past three fiscal years for which an audit has been completed submitted to the Local Government Commission.

| | Fiscal Years | | |
|--|------------------|------------------|------------------|
| | 2019 | 2020 | 2021 |
| Operating Revenues | | | |
| Customer Charges | 2,809,568 | 2,923,464 | 2,960,305 |
| Connection Fees | 33,916 | 89,863 | 101,376 |
| Other Operating Revenues | | | |
| Total Operating Revenues | 2,843,484 | 3,013,327 | 3,061,681 |
| Expenditures | | | |
| <i>Administration</i> | | | |
| Salaries | | | |
| Other | 360,510 | 381,110 | 364,080 |
| <i>Operations</i> | | | |
| Salaries | 1,042,232 | 1,080,771 | 1,031,180 |
| Other | 1,197,811 | 1,081,030 | 773,545 |
| Total Expenditures | 2,600,553 | 2,542,911 | 2,168,805 |
| Other (do not include depreciation) | | | |
| Debt principal | | | |
| Interest | | | |
| Capital outlay | 234,426 | 505,321 | 161,536 |
| Capital reserve | | | |
| Transfer from (to) other funds | | | 110,000 |
| Other (list): | | | |
| Total Other | 234,426 | 505,321 | 51,536 |
| Net Income (Loss) | 8,505 | (34,905) | 841,340 |

(OVER)

3. Certification. Please read and sign below.

I attest that the fiscal information provided in this form, to the best of my knowledge, is accurate, complete, true, and matches audits for the past three years. I further attest that, to the best of my knowledge, if the Town of Waynesville has made any transfers within the past three years, these transfers are shown in Item #2 of this form.

(Local government unit)

Misty Hagood

SIGNATURE OF
FINANCE OFFICER

4-27-2022

DATE

Misty Hagood

TYPED NAME

Finance Director

TYPED TITLE

North Carolina Department of Environmental Quality

Division of Water Infrastructure

Fund Transfer Certification

(Not needed for CDBG-I only projects)

(revised February 2022)



§ 159G-37(b) requires that all local governments applying for funding from the Clean Water State Revolving Fund, the Wastewater Reserve, the Drinking Water State Revolving Fund, the Drinking Water Reserve, Viable Utility Reserve for water or wastewater projects certify that no funds received from water or wastewater utility operations have been transferred to the local government's general fund for the purpose of supplementing the resources of the general fund since July 1, 2014. The prohibition contained in § 159G-37(b) shall not be interpreted to include payments made to the local government to reimburse the general fund for expenses from that fund that are reasonably allocable to the regular and ongoing operations of the utility, including but not limited to, rent and shared facility costs, engineering and design work, plan review, and shared personnel costs. **Note:** A payment in lieu of taxes (PILOT) is not exempt from this certification unless the PILOT is specifically calculated to reimburse for these specific expenses.

Applicant's Certification:

I, as a representative of Town of Waynesville, hereby certify that since July 1, 2014 funds received from the water and/or wastewater utility have: (**CHOOSE ONE**)

been transferred from the water and/or sewer enterprise fund to the general fund AND were reasonably allocable to the regular and ongoing operations of the utility in accordance with § 159G-37(b),

OR

not been transferred from the water and/or sewer enterprise fund to the general fund.

Any transfers must be consistent with the information provided in the Division of Water Infrastructure's Water & Sewer Financial Information Form and must be accurately reflected in the audits as reported by the Local Government Unit to the Local Government Commission since July 1, 2014.

Misty Hagood
SIGNATURE OF AUTHORIZED REPRESENTATIVE OR FINANCIAL OFFICER

4-27-2022
DATE

Misty Hagood
TYPED NAME

Finance Director
TYPED TITLE

Priority Rating Form for Construction Projects

Priority Rating System Score Sheet for Wastewater Projects

| PRIORITY RATING SYSTEM for Wastewater Projects | | | |
|--|--|----------------|--------|
| <p>Instructions: For each line item, mark "X" to claim the points for that line item. Be sure that your narrative includes justification for every line item claimed. At the end of each Category, provide the total points claimed for each program in the subtotal row for that category. Then add the subtotals from each category and enter the Total of Points for All Categories in the last line. Note that some categories have a maximum allowed points that may be less than the total of individual line items.</p> | | | |
| Line Item # | Category 1 – Project Purpose | Claimed Yes/No | Points |
| 1.A | Project will consolidate a nonviable drinking water or wastewater utility | | 25 |
| 1.B | Project will resolve failed infrastructure issues | | 15 |
| 1.C | Project will rehabilitate or replace infrastructure | x | 15 |
| 1.C.1 | Treatment units, pumps and/or pump stations to be rehabilitated or replaced are greater than 20 years old, OR water/sewer lines, storage tanks, drinking water wells or intake structures to be rehabilitated or replaced are greater than 40 years old | x | 10 |
| 1.D | Project will expand infrastructure | | 2 |
| 1.D.1 | Treatment units, pumps and/or pump stations to be rehabilitated or replaced are greater than 20 years old, OR lines, storage tanks, drinking water wells or intake structures to be rehabilitated or replaced are greater than 40 years old | | 10 |
| 1.E – 1.E.2 | Reserved for Other Programs | | |
| 1.F | Project will provide stream/wetland/buffer restoration | | 15 |
| 1.F.1 | Restoration project that includes restoration of a first order stream and includes stormwater infiltration BMPs | | 5 |

| Line Item # | Category 1 – Project Purpose (Continued) | Claimed Yes/No | Points |
|-------------|---|----------------|--------|
| 1.F.2 | Restoration project that includes restoration and / or protection of riparian buffers to at least 30 feet on both sides of the stream | | 5 |
| 1.G | Project will provide stormwater BMPs to treat existing sources of pollution | | 20 |
| 1.G.1 | Project that includes BMPs or BMPs in series that achieve at least 35% nutrient reduction (both TN and TP) and 85% TSS reduction | | 10 |
| 1.H | Project will provide reclaimed water/usage or rainwater harvesting/usage | | 15 |
| | Maximum Points for Category 1 – Project Purpose | | 25 |
| | Subtotal claimed for Category 1 – Project Purpose | | 25 |
| Line Item # | Category 2 – Project Benefits | Claimed Yes/No | Points |
| 2.A – 2.B | Reserved for Other Programs | | |
| 2.C | Project provides a specific environmental benefit by replacement, repair, or merger; includes replacing failing septic tanks | | 15 |
| 2.D | Project addresses promulgated but not yet effective regulations | | 10 |
| 2.E | Project directly addresses enforcement documents | | |
| 2.E.1 | Project directly addresses an EPA Administrative Order for a local government Applicant located in a Tier 1 county, or addresses an existing or pending SOC, or a DEQ Administrative Order, OR | x | 5 |

| Line Item # | Category 2 – Project Benefits (Continued) | Claimed Yes/No | Points |
|-------------|---|----------------|--------|
| 2.E.2 | Project directly resolves a Notice of Violation or Notice of Deficiency | x | 3 |
| 2.F | Project includes system merger | | 10 |
| 2.G – 2.H | Reserved for Other Programs | | |
| 2.I | Project improves treated water quality by adding or upgrading a unit process | x | 3 |
| 2.J – 2.M | Reserved for Other Programs | | |
| 2.N | Project provides resiliency for critical system functions | | |
| 2.N.1 | Project relocates infrastructure from inside 100-year floodplain to outside 500-year floodplain OR | | 8 |
| 2.N.2 | Project relocates infrastructure out of a 100-year floodplain OR | | 5 |
| 2.N.3 | Project relocates infrastructure from between the 100-year and 500-year floodplains to outside the 500-year floodplain OR | | 3 |
| 2.N.4 | Project fortifies or elevates infrastructure within floodplain OR | | 4 |
| 2.N.5 | Project improves ability to assure continued operation during flood events OR | | 4 |
| 2.N.6 | Project reduces the size of infrastructure as a result of a buyout or other abrupt loss of population OR | | 4 |
| 2.N.7 | Project provides redundancy/resiliency for critical treatment and/or transmission/distribution system functions including backup electrical power source. | | 3 |
| 2.O | Project <u>directly benefits</u> subwatersheds that are impaired as noted on the most recent version of the Integrated Report | | 20 |
| 2.P | Project <u>directly benefits</u> waters classified as HQW, ORW, Tr, SA, WS-I, WS-II, WS-III* or WS-IV* (* these | | 10 |

| | | | |
|--------------------|---|-----------------------|---------------|
| | classifications must be covered by an approved Source Water Protection Plan to qualify) | | |
| Line Item # | Category 2 – Project Benefits (Continued) | Claimed Yes/No | Points |
| 2.Q | Project will result in elimination of an NPDES discharge | | 3 |
| 2.R | Primary purpose of the project is to achieve at least 20% reduction in energy use | | 5 |
| | Maximum Points for Category 2 – Project Benefits | | 35 |
| | Subtotal claimed for Category 2 – Project Benefits | | 11 |
| Line Item # | Category 3 – System Management | Claimed Yes/No | Points |
| 3.A | Capital Planning Activities | | |
| 3.A.1 | Applicant has implemented an Asset Management Plan as of the date of application OR | x | 10 |
| 3.A.2 | Applicant has a current Capital Improvement Plan (CIP) that spans at least 10-years and proposed project is included in the plan | | 2 |
| 3.B | System Operating Ratio is greater than or equal to 1.00 based on a current audit, or is less than 1.00 and unit cost is greater than 2.5% | x | 5 |
| 3.C – 3.E | Reserved for Other Programs | | |
| | Maximum Points for Category 3 – System Management | | 15 |
| | Subtotal claimed for Category 3 – System Management | | 15 |
| Line Item # | Category 4 – Affordability | Claimed Yes/No | Points |
| 4.A | Residential Connections | | |
| 4.A.1 | Less than 10,000 residential connections OR | | 2 |

| | | | |
|--------------------|--|-----------------------|---------------|
| 4.A.2 | Less than 5,000 residential connections OR | x | 4 |
| 4.A.3 | Less than 1,000 residential connections | | 8 |
| Line Item # | Category 4 – Affordability (Continued) | Claimed Yes/No | Points |
| 4.B | Current Monthly Combined Utility Rates at 5,000 Usage | | |
| 4.B.1 | Greater than \$79 OR | | 4 |
| 4.B.2 | Greater than \$90 OR | | 6 |
| 4.B.3 | Greater than \$107 OR | | 8 |
| 4.B.4 | Greater than \$129 | | 10 |
| 4.C | Local Government Unit (LGU) Indicators | | |
| 4.C.1 | 3 out of 5 LGU indicators worse than state benchmark OR | x | 3 |
| 4.C.2 | 4 out of 5 LGU indicators worse than state benchmark OR | | 5 |
| 4.C.3 | 5 out of 5 LGU indicators worse than state benchmark | | 7 |
| 4.D – 4.E | Reserved for Other Programs | | |
| | Maximum Points for Category 4 – Affordability | | 25 |
| | Subtotal claimed for Category 4 – Affordability | | 7 |
| | Total of Points for All Categories | | 58 |

Narrative

[The following text is extremely faint and largely illegible due to low contrast and scan quality. It appears to be a multi-paragraph narrative.]

Town of Waynesville – Supplemental Funding for WWTP Improvements

PRIORITY POINTS NARRATIVE TOWN OF WAYNESVILLE APRIL 2022 CWSRF

WWTP IMPROVEMENTS PROJECT (PHASE I)

Category 1: Project Purpose

(25 points of 25 points claimed)

1.C – Project Will Rehabilitate or Replace Infrastructure (15 Point)

The Town of Waynesville owns and operates a wastewater treatment plant (WWTP) with a per capacity of 6 million gallons per day (MGD). The WWTP has aging structures and equipment, which have been impairing treatment performance. As a result, the Town has experienced difficulties staying in compliance with its National Pollutant Discharge Elimination System (NPDES) permit and has received numerous violations and civil penalties for excessive fecal coliform, total suspended solids (TSS), biological oxygen demand (BOD₅), and nitrogen ammonia in effluent.

This proposed project consists of the rehabilitation/replacement of the existing treatment plant including:

1. Replacement of the existing headworks with a new headworks to be housed in a new structure consisting of new mechanical fine screens, vortex grit removal, and a grit classifier.
2. Replacement of the primary clarifiers with primary disk filters for primary treatment.
3. Installation of an influent pump station with four submersible solids handling pumps.
4. Rehabilitation of the existing aeration basins, including concrete rehabilitation, and replacement of air piping and new aeration diffusers.
5. Installation of new blowers and new control panels to control blowers with variable frequency drives using dissolved oxygen data from aeration basins.
6. Demolition of two primary clarifiers and installation of two 100-ft circular clarifiers equipped with solids scraping mechanisms, scum box, suction header, drive assembly, and sludge draw off.
7. Installation of one scum pump station and controls.
8. Conversion of the intermediate pump station to the return activated sludge/wasted activated sludge station.
9. Conversion of the existing blower building to a liquid chemical storage and feed building with storage tanks, dosing pumps and piping.
10. Modification of chlorine contact basins.
11. Construction of a non-potable effluent water reuse system to provide primary filter backwash water and plant washdown water.
12. Replacement of mechanical components in primary and secondary sludge thickeners.
13. Refurbishing the existing 1.5-meter belt filter press and replacing the polymer feed system and repair of the control panel.

This project will not increase capacity. The project goal is to implement necessary improvements to bring the wastewater treatment plant into full and stable compliance with its NPDES discharge permit.

1.C.1 - Replace and Rehabilitate Aged Infrastructures Greater Than 20 Years Old (10 Points)

The majority of the Town of Waynesville's WWTP was constructed between 1975-1976. Documentation of age includes a copy of one of the original plant drawings dated November 1975. This project will be replacing components of the WWTP that qualify for aging infrastructure, as the treatment units being rehabilitated or replaced are well over 20 years old. 100% of this project construction costs are for replacing infrastructure that is aged. Photos excerpted from the 8-31-18 Medlock & Associates' Structural Conditions Assessment included in the attachments visually illustrate some of these WWTP structural issues, due to excessive age of many components.

Category 2: Project Benefits

(11 points of 35 points claimed)

2.E.1 - Project Directly Addresses an Existing SOC (5 Points)

Due to the age of the plant and deterioration of equipment and structures, the ability to make adjustments in operational practice is limited. The overall facility is in marginal operational condition.

Between 2017 and 2019, 24 NOVs have been received for exceedance of effluent parameter limits.

The Town committed to developing a long-term solution to address WWTP issues. First, the Town allocated some operational and management financial resources to refurbishment of existing mechanical screen, replace missing diffusers in aeration basins, and limited surface repairs to some concrete structures. The Town had undertaken various actions to address non-compliance at the WWTP including:

1. Reviewed and identified alternatives for providing a treatment system capable of consistently meeting its permit limits;
2. Coordinated and reviewed the recommended alternative with DWR Regional and Local Office staff and incorporated input from the agency into the general WWTP Improvements Plan;
3. Engaged DEQ to discuss the development of a Special Order by Consent (SOC) to formalize the needed improvements at the WWTP;
4. Developed and submitted a SOC application; and
5. Proceeded with the steps necessary to accomplish the WWTP Capital Improvement Program (CIP).

A SOC was issued in December 2020 by the North Carolina Environmental Management Commission to the Town, which gave temporary relaxed effluent limits for TSS and Fecal Coliform until further and permanent corrective measurements are in place.

Although some operational margins are provided with a SOC in place, the Town is working on permanent measures and plans to improve the WWTP. The proposed project will ultimately address stipulated

actions to bring the WWTP back to compliance and the SOC will be dismissed.

2.E.2 - Project Directly Resolves a Notice of Violation or Notice of Deficiency (3 Points)

More NOVs have been issued in the two years since the SOC was applied for and received in 2020. records of NOVs that have been received recently are included in the supporting document (Appendix A).

As discussed in 2.E.1, the Town has made some operational changes. However, without improved and upgrades of existing infrastructure, the plant is not able to achieve consistent treatment performance. This project will revamp the aged and ineffective treatment units at the WWTP, which will in turn allow wastewater to be treated properly, so that the effluent released from the WWTP will be in compliance with the effluent limits. The proposed project will lead to compliance with North Carolina General Statutes in the following ways:

1. Improvements to the aeration basins equipment and controls will more efficiently remove Ammonia, and TSS in wastewater to be compliant with effluent discharge limits.
2. New circular secondary clarifiers with new mechanical components have enough depth improved solids settling and separation and would facilitate the sludge removal from the secondary clarifiers and provide better operational controls.

With this rehabilitation and improvements implemented, this project will provide overall treatment reliability to ensure that the plant is in regulatory compliance.

2.I – Project Improves treated water quality by adding or upgrading a unit process (3 Points)

The WWTP currently treats wastewater through a conventional activated sludge (suspended growth) process, consisting of influent screening to remove coarse inorganic material, grit removal, primary clarification, biological treatment, secondary clarification, and disinfection and dechlorination prior to discharge of the treated effluent. Biosolids produced by the treatment process receive primary treatment including thickening using gravity thickeners prior to dewatering. The WWTP has a permitted distribution of Class A residuals. Previously, anaerobically digested biosolids were processed through an alkaline stabilization process where lime/cement kiln dust and heat were used to produce a product which meets 503 standards for Class A biosolids. This Class A product was distributed to local farmers as a soil amendment. The anaerobic digester was taken out of service in 2019. Since 2020 all solids have been disposed of in the White Oak landfill. The Town is in the process of securing funds for installation of diffusers and blowers to convert the former anaerobic digester to an aerated sludge holding tank.

As demonstrated in line item 2.E. above, the effluent levels from the WWTP are consistently reported above the allowable limits for fecal coliform, BOD₅, and TSS, and this project aims to upgrade the treatment process so that the WWTP can operate more efficiently and discharge effluent that is in compliance with the NPDES permit.

In addition to the replacement/rehabilitation of many WWTP components, the WWTP upgrade includes new components that improve water quality by adding or upgrading a unit process. In particular, the installation of primary filters will provide better BOD₅ and TSS removal performance compared to the existing primary clarifiers, while occupying a significantly smaller footprint. The proposed mechanical screening system is sized for 1/4" openings, where the existing screen has 3/8" openings. The screening system includes

screenings compactor and handling components to make the system more user friendly. The new vortex grit removal system will have improved performance over the current outdated aerated grit removal technology. With all these improvements, the plant will provide better and more consistent pollutant removal efficacy, even during high flow events. Attached is a proposed site plan.

Category 3: System Management

(15 points of 15 points claimed)

3.A.1- Asset Management Plan (10 Points)

The Town of Waynesville has adopted and implemented an Asset Management Plan (AMP), which was updated in April of 2019 and included the Wastewater Treatment Plant Improvements project being applied for in this application. The original budget was \$17,400,000. However, due to a sharp rise in inflation, the additional funding is needed to implement these improvements.

The Town's Asset Management Plan satisfies the four key areas described in DWI's guidance document to receive priority points for the plan. The AMP includes system inventory, system assessment, Capital Improvements Planning efforts and Operation and Maintenance planning.

The wastewater system was assessed based on the current state of wastewater assets, risk assessment of horizontal and vertical asset systems, and a capital improvement plan that covers both 10-year and 20-year line replacement costs. The financial funding and performance options and objectives and costs for implementation of operation and maintenance activities were also incorporated. System inventory was completed with field mapping in conjunction with the ongoing mapping updates. A copy of the Town's Wastewater Asset Management Plan is provided in Appendix B of the Supporting Documentation. A copy of the Council meeting minutes adopting the AMP, dated April 23, 2019, is included in the documentation.

The Town of Waynesville has a current Capital Improvement Plan (CIP) that spans 10-years. This CIP was adopted as part of the budget for Fiscal Year -2023 at the monthly Town Council Meeting on April 26th, 2022. The CIP matrix, which is prioritized by Year of Implementation, is attached showing the proposed project in FY 2031-2032. However, the Town intends to construct the project in 2022 if adequate funding is received, in lieu of a less costly project involving new primary filters and refurbished secondary clarifiers. A resolution and Council meeting minutes adopting the CIP are attached to this application.

3.B – Operating Ratio (5 Points)

The most recent audit year for Town of Waynesville is the fiscal year ended June 30, 2021. The Town has a combined water and sewer fund; therefore, the calculations in this section are combined as well.

From Water and Sewer Fund Statement of Revenues and Expenditures for FY 2021:
(Included with Supporting Documents)

| Town of Waynesville | |
|--|--------------------------------|
| Fiscal Year 2021 | |
| Operating Ratio Formula: | |
| $\frac{\text{Operating Revenues}}{\text{Total Exp. + Debt Principal + Interest + Cap Outlay}} =$ | Operating Ratio 1.31 |
| Formula Inputs: | |
| Operating Revenues | 3,061,681 |
| Total Expenditures | 2,168,805 |
| Debt Principal | - |
| Interest | - |
| Capital Outlay | 161,536 |

Category 4: Affordability

(7 of 25 Points claimed)

4.A.2.- Less than 5,000 residential connections (4 Points)

The Town of Waynesville has 4,261 residential sewer connections and is claiming 4 points for this item.

4.C.1 - 3 out of 5 LGU indicators worse than state benchmark (3 Points)

4.C.1. LGU Indicators Worse Than the State Benchmarks

The Town of Waynesville has 3/5 economic indicators worse than the state benchmarks and is claim points for this line item.

| Economic Indicator | Data | Worse Than State Benchmark? |
|----------------------------------|-----------|-----------------------------|
| Population Change | 2.23% | Yes |
| Poverty Rate | 18 | Yes |
| Median Household Income | \$42,796 | Yes |
| Unemployment | 3.4 | No |
| Calculated Prop. Val. per Capita | \$122,321 | No |

Current Rates Sheets

| Water Fund | | |
|---|----------------|---|
| Water Rates | | |
| | Inside | Outside |
| Bulk Sales (contract) | \$1.52/100 cf. | \$2.61/100 cf. |
| Industrial Sales | \$1.58/100 cf. | \$2.74/100 cf. |
| Retail Sales (Residential and Commercial) | | |
| (Base Charge) 0-275 cubic foot | \$16.66 | \$30.04 |
| > 275 cubic foot | \$1.77/100 cf. | \$3.15/100 cf. |
| | | |
| Irrigation Only Meter | Inside | Outside |
| (Base Charge) 0-275 cubic foot | \$16.66 | \$30.04 |
| > 275 cubic foot | \$2.66/100 cf. | \$3.91/100 cf. |
| | | |
| Pump Fee (per pump) | \$7.17 | \$11.20 |
| Sales From Fire Hydrant | | \$0.02331/gallon |
| Illegal Hydrant Connection/Use | | \$75.00 |
| | | |
| Barber's Orchard Water System | | |
| 3/4" meter | | \$5.00 + Town outside rate |
| 1" meter | | \$10.00 + Town outside rate |
| 1 - 1/2" meter | | \$50.00 + Town outside rate |
| | | |
| Maggie Valley Sanitary District | | |
| 0 - 10,000 gallons | | \$2,791.20 |
| All over 10,000 gallons (per 1,000 gal.) | | \$11.41/1,000 gallons |
| | | |
| Fire Line Connection (monthly) | Inside | Outside |
| <2 inch | \$2.70 | \$6.08 |
| <4 inch | \$10.80 | \$24.30 |
| <6 inch | \$21.66 | \$48.71 |
| >6 inch | \$37.92 | \$85.28 |
| | | |
| | Inside | Outside |
| Deposits (tenant-occupied accounts only) | \$40.00 | \$60.00 |
| Refund, transfer and application of deposit policies are the same as for electric deposits. | | |
| Late Payment Penalty (applied to any arrears balance) | | 1.0% per month |
| Reconnection Fee | | \$50.00 |
| Reconnection Fee After 4 PM or on Weekends | | \$100.00 |
| Tampering Fee | | |
| First offense | | \$200.00 |
| Second offense (or if service is disconnected) | | \$500.00 |
| Third offense (meter will be removed) | | Full cost of tap and connection fee |
| Meter Testing Fee (reimbursable if beyond 2.5% off) | | \$75.00 |
| Meter Relocation Fee | | \$200.00 plus cost of specialized equipment, if nec |

| Water Tap | |
|---------------------------|-----------------|
| Residential (5/8" x 3/4") | \$1,250.00 |
| Special (3/4" x 3/4") | \$1,375.00 |
| 1" | \$1,562.00 |
| 1 1/2" | \$2,125.00 |
| 2" | \$3,125.00 |
| Greater than 2" | \$1,300 + Costs |

| Water Capacity Fees - effective July 1, 2018 | |
|--|--|
| Per gallon per day | \$2.62 (\$100,000 maximum for residential) |

It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report".

*Equivalent flow rates will be per the North Carolina Administrative Code 15A: NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)

Sewer Fund (Proposed Rates effective 08-01-2021)

Sewer Rates (Based on water consumption unless separately metered)

| | |
|---|----------------|
| Late Payment Penalty (applied to any arrears balance) | 1.0% per month |
|---|----------------|

| | Inside | Outside |
|---|-----------------|------------------|
| Bulk Sales (Industrial, min. 5,000 gpd) | \$2.421/100 cf. | \$4.1233/100 cf. |

| Industrial Waste Surcharges | |
|-----------------------------|---------------------|
| BOD | \$122.71/1,000 lbs. |
| COD | \$61.35/1,000 lbs. |
| TSS | \$61.35/1,000 lbs. |

| Retail Sales (Residential and Commercial) | | |
|---|----------------|----------------|
| | Inside | Outside |
| (Base Charge) 0-275 cubic foot | \$23.58 | \$42.62 |
| >275 cubic foot | \$3.11/100 cf. | \$5.69/100 cf. |

| Flat Rate | |
|--------------------|---------|
| Full Time Resident | \$65.38 |
| Part Time Resident | \$42.62 |

| | |
|----------------------------|---------|
| Connection Fee | \$25.00 |
| After Hours Connection Fee | \$75.00 |

| Industrial User Permits | Inside | Outside |
|--|--------------------|------------------------------------|
| Annual Fee | \$1,000.00 | \$2,000.00 |
| Application Fee | \$200.00 | \$400.00 |
| Hauled Wastewater | | |
| Septic Tank (domestic only) | | \$0.0311/gall \$44.82 minimum |
| Industrial Waste (non-domestic) | | \$0.0311/gall \$90.02 minimum |
| Industrial Waste (out of county) | | \$0.06275/gall \$135.25 minimum |
| All unit prices are applied to tanker capacity without regard to fill percentage | | |
| Grease Blockage | | \$207.83/minimum on call |
| Sewer Tap | | |
| | 4" | \$1,250.00 |
| | 6" and larger | \$1,562.00 |
| Sewer Capacity Fee - effective July 1, 2018 | | |
| | Per Gallon per Day | \$3.05 |

In addition to the tap fee, new connections to the sewage system of the Town of Waynesville shall pay a sewer capacity fee based on wastewater design flow rate determined from the table of minimum allowable design daily flow in 15A NCAC, 02T.0114 of the Environmental Management regulations contained in the North Carolina Administrative Code.

For the tributary sewer systems of Junaluska Sanitary District, Town of Clyde or Maggie Valley, wastewater flow allocation letters will be charged the sewer capacity fee at the outside rate. Lake Junaluska Assembl will be charged the sewer capacity fee for flow allocation letters at the inside rate (in consideration of the participation between 1942 and 1990 in the costs of sewer trunk and treatment plant facilities). The minimum flow rate is 240 GPD.

*It is the policy of the Town of Waynesville to establish a schedule of "System Development Fees in accordance with Article 8 of Chapter 162 of the North Carolina General Statutes. The fees are intended to defray the cost of the water and sewer infrastructure as calculated in a report by McGill Associates dated March, 2018 and titled "Cost-Justified Water and Wastewater System Development Fees Report". *Equivalent flow rates will be per the North Carolina Administrative Code 15A NCAC 18C.0409 and NCAC 02T.0114 (Authority NCGS 130A-315; 103A-317)*

RESOLUTION # R-09-22

A RESOLUTION OF TENTATIVE AWARD FOR WASTEWATER TREATMENT PLANT IMPROVEMENTS

WHEREAS, the **Town of Waynesville**, North Carolina has received bids, pursuant to duly advertisement notice therefore, for construction of the **Wastewater Treatment Plant Improvements Phase I**, and

WHEREAS, the Town's Consulting Engineer, McGill Associates, has reviewed the bids; and

WHEREAS, all three bids exceeded the SRF construction budget. Of three, Harper General Contractors of Greenville, SC (Harper), was the lowest bidder for the Wastewater Treatment Plant Improvements Phase I Project, in the total base bid amount of \$28,440,000, and

WHEREAS, the Town directed Engineer to negotiate potential cost savings with Harper pursuant to NC formal bidding guidelines. Engineer worked closely with its subconsultants and Harper during the value engineering (VE) phase and total project cost reductions were created from scope changes and modifications, and

WHEREAS, the bid price is \$24,019,200 after VE efforts as of May 12, 2022.

NOW THEREFORE BE IT RESOLVED, BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE:

That **TENTATIVE AWARD** is made to Harper General Contractors of Greenville, SC for the Contract Price of \$24,019,200.

That such **TENTATIVE AWARD** be contingent upon the approval of bidding documentation and the commitment of additional funding by the North Carolina Department of Environmental Quality, Division of Water Infrastructure. The exact contract amount is subject to change based on price fluctuation from date of resolution until such time contract is signed between Town and Harper.

That Gary Caldwell, Mayor, and/or Rob Hites, Town Manager, the **Authorized Officials**, and successors so titled, are hereby authorized to execute and approve all contract documents and change orders for this project on behalf of the **Town of Waynesville**.

Adopted this the **24th day of May 2022**

Town of Waynesville

Gary Caldwell, Mayor

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting **Town Clerk** of the Town of Waynesville does hereby certify: That the above/attached resolution is a true and correct copy of the resolution, as regularly adopted at a legally convened meeting of the Town of Waynesville duly held on the 24th day of May 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of May 2022.

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: 5-24-22**

SUBJECT Presentation of Proposed Rules and Procedures

AGENDA INFORMATION:

Agenda Location: Old Business

Item Number:

Department: Legal

Contact: Martha Bradley

Presenter: **Martha Bradley**

BRIEF SUMMARY: Ms. Bradley presented the Board with a draft proposing rules and procedures for conducting business during public meetings. Due to the length of the meeting the Board requested that the item be discussed at the May 24th meeting.

MOTION FOR CONSIDERATION: Receive the proposal, comment, amend and adopt procedures.

FUNDING SOURCE/IMPACT: None

ATTACHMENTS: Proposed Procedures

MANAGER'S COMMENTS AND RECOMMENDATIONS Receive Ms. Bradley's presentation, consider how they would impact the conduct of the meetings, make any necessary changes and adopt the rules. They take the form of a "policy" NOT an ordinance.



MEMORANDUM

TO: Mayor and Town Board of Aldermen
FROM: Martha S. Bradley, Town Attorney
DATE: April 19, 2022
SUBJECT: Proposed Rules of Procedure

SUMMARY

Several Aldermen have suggested that we consider revising our procedures for meetings of the Board of Aldermen (“BOA”). In undertaking that task, it became apparent that we have very few policies in place concerning the conduct of meetings of the BOA and none at all for the other various boards and committees that qualify as “public bodies” under state law. Adopting a comprehensive set of Rules of Procedure would benefit the public, as well as Town staff and individual board and committee members, by having access to a single set of guidelines rather than several dozen separate statutes or ordinances.

KEY CHANGES / ADDITIONS

The vast majority of these rules are simply a restatement of current practice and/or state law. The items included here are either notable deviations from current practice or a new procedure instituted where none existed previously.

- Rule 13. Agenda (pp 13-14) – This rule creates a written, uniform process by which members of the public may request to place an informational presentation on the agenda of a regular meeting of the BOA. It creates an application and formal review process and imposes deadlines for the submission of information or illustrations to be shown as a part of the presentation.
- Rule 15. Agenda Items from Members of the Public (p 15) – This rule permits the Town Clerk to place items submitted by members of the public according to the process in Rule 13 on the agenda for a regular meeting of the BOA. It also permits the BOA to remove these same items at the beginning of the meeting.
- Part VIII. Motions and Voting (pp 19-23) – This section condenses the most common aspects of Roberts Rules of Order applicable to small bodies and is likely the most beneficial for members of the Town’s other boards or

committees. Most meetings operate consistent with these Rules, but it will be helpful, particularly in meetings with active debate, to have a single, condensed set handy for the presiding officer to rely on in governing the conduct of the participants. Input from the BOA regarding the timing and deadlines set by Motions 8, 11, 13, and 16 under Rule 30(c) is requested.

- Rule 33(a). Adoption of Ordinances (p 24) – This rule is notably only to confirm whether the BOA wishes to continue with its practice to hold public hearings before the adoption of any new ordinance. Public hearings are required only for certain ordinances (e.g., zoning ordinances), but the BOA has adopted the custom of holding a public hearing anytime a new ordinance is up for consideration.
- Rule 36. Public Hearings (pp 26-28) – The Town’s current public hearing procedure and policy is attached.
- Rule 37. Public Comment Periods (pp 28-30) – The Town’s current public comment procedure and policy is attached.
- Article II – Rules Applicable to All Other Boards & Committees (pp 34-38) – This article applies all of the previously stated rules, with some revisions, to all other public bodies of the Town. (Meetings of Town staff are exempt from this definition by state law.)

POSSIBLE MOTIONS

Option 1. Motion: To call for a Public Hearing to be held on Tuesday, May 24, 2022 at 6:00 pm or as closely thereafter as possible in the Town Hall Board room located at 9 South Main Street Waynesville to consider revisions to Ordinance Sec. 2-54 and adoption of “Rules of Procedure for Public Bodies of the Town of Waynesville.”

Option 2. Motion: To place Ordinance #O-__-__ and “Rules of Procedure for Public Bodies of the Town of Waynesville” on the agenda for the Tuesday, May 24, 2022 meeting (with revisions, if any) for adoption.

Option 3. Motion: To adopt Ordinance #O-__-__ as presented (or as revised, if any).

AND

Motion: To adopt “Rules of Procedure for Public Bodies of the Town of Waynesville” as presented (or as revised, if any).

Option 4. Other motions consistent with the Board’s preference.

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Waynesville
NORTH CAROLINA

(/).

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Public Hearings

Public hearings are a specific time during a meeting of the Board of Aldermen when citizens and other interested persons have the opportunity to be heard and to express their opinions on a particular matter. They are opened and closed by the Town Attorney.

Some public hearings are required by state statute before the Board may take any action. For example, the Board must hold a public hearing before it may adopt the annual budget, to allow interested citizens to provide their opinions on the proposed budget. Other public hearings are not required by statute, but the Waynesville Board of Aldermen has adopted the practice of calling for a public hearing before adopting any ordinance changes.

When required by law, a notice of public hearing will be published in a local newspaper.

Upcoming Public Hearings

No upcoming hearings

Policy on Comments at Public Hearings

1. Public Hearings scheduled for the Board meetings shall be conducted by the Town Attorney. Prior to opening any public hearing, the Town Attorney shall advise those in attendance of the rules to be followed.
2. The Town Attorney shall first call upon the appellant or the designated representative either of which shall be allowed a combined maximum time of ten minutes to explain the request and provide whatever information they feel is needed for consideration by the Town Board.
3. The Town Attorney may call upon Staff members to provide any information related to the matter at hand.
4. The customary amount of time set aside for public comment during a public hearing shall be thirty minutes. The Town Attorney shall note that the public hearing is the time for speakers to express their opinions about the issue under discussion, not a time to ask questions of the Mayor and Town Board or staff members. The Town Attorney will recognize those wishing to speak on the particular issue, and the individuals who are recognized will come to the podium and give their name and address. They will then be allowed three minutes in which to present comments, and the Town Attorney will keep the time for that period. A person may only speak once during the period allotted for all comments on the issue.
5. In an attempt to give balance to discussion on a particular issue, the Town Attorney shall alternate speakers between someone wishing to support a

request and then someone who is opposed to the request.

6. At the conclusion of the thirty minute period, the Town Attorney shall close the public hearing and turn the meeting back over to the Mayor.
7. The Board may vote to allow additional comment beyond the thirty minute period, and it may allow a person to speak a second time during the period if time remains after all others have spoken.

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Public Comment Policy

Board of Aldermen Policy On Comments At Board Meetings

1. At the beginning of each regularly scheduled meeting, the Board shall allow public comment. The maximum amount of time set aside for public comment shall be thirty minutes, but the Board may reduce that time based upon various factors, such as: the length of the meeting, the time the normal business on the agenda concludes, whether there is a closed session scheduled, whether one or more of the Board members have other conflicts and are unable to remain past a certain time, etc.
2. Prior to the meeting, anyone wishing to speak shall complete an index card supplied by the Town, on which they will provide their name, address and telephone number. They shall identify the topic they wish to address, and they shall indicate the Town representative with whom they have discussed the issue. These cards are to be presented to the Town Clerk who will give each card a number in the order in which it is received.
3. When the Board reaches that portion of the meeting when public comments are permitted, the Mayor will recognize those wishing to speak in the numerical order shown on the cards. Individuals who are recognized will come

to the podium and give their name and address. They will then be allowed three minutes in which to present comments, and the Town Attorney will keep the time for that period. A person may only speak once during the period allotted for all comments.

4. The Board may decline to take action on a request which is presented during the public comment portion of the meeting. They may instead refer the matter to the Town Manager, the Town Attorney or other appropriate individual for investigation and action or for a future report back to the Board.
5. The Board may also vote to allow additional comment beyond the thirty minute period, and it may allow a person to speak a second time during the period if time remains after all others have spoken.

ORDINANCE NO. ____

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE CODE OF ORDINANCES**

WHEREAS, the Town of Waynesville has the authority, pursuant to Chapter 160A-71 of the North Carolina General Statutes, to adopt its own rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure; and

WHEREAS, establishing rules of procedure for meetings of the Board of Aldermen and other public bodies in the Town of Waynesville is necessary to preserve order and decorum and to ensure compliance with the city charter, general law, and parliamentary procedure;

WHEREAS, after notice duly given, the following ordinance was first introduced on April 26, 2022 at the regularly scheduled meeting of the Board of Aldermen;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON _____, 2022 AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

That the Ordinance be amended as follows:

Chapter 2 – ADMINISTRATION

ART. II. – MAYOR AND BOARD OF ALDERMEN

Sec. 2-54. - Rules of procedure.

- (a) ~~Except where otherwise provided, the~~ The procedure of the board of aldermen and other boards, commissions, and committees of the town shall be governed by consistent with Robert's Rules of Order, Newly Revised.
- (b) The board of alderman shall adopt rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure which may apply to all boards, commissions, or committees of the town.
- ~~(a)~~(c) Any rules of procedure adopted pursuant to this section shall be published on the town's website, if any, and copies shall be available to the public in the office of the town clerk and at each meeting of the board of aldermen or any other board, commission, or committee or the town.

(Code 1987, § 30.03)

State Law reference— Council to adopt rules of procedure, G.S. 160A-71.

**RULES OF PROCEDURE FOR PUBLIC BODIES OF THE TOWN OF
WAYNESVILLE¹**

ARTICLE I – RULES APPLICABLE TO THE BOARD OF ALDERMEN

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of Waynesville (the “Town”) Board of Aldermen (the “Board”). For purposes of these rules, a meeting of the Board occurs whenever a majority of the Board’s members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council’s real or apparent jurisdiction. The term “majority” as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.²

¹ N.C. Gen. Stat. § 160A-71 (“The council may adopt its own rules of procedure, not inconsistent with the city charter, general law, or generally accepted principles of parliamentary procedure.”).

² N.C. Gen. Stat. §§ 160A-71(c) & 143-318.9, -318.18.

Part II. Quorum

Rule 2. Quorum

The presence of a quorum is necessary for the Board to conduct business. A majority of the Board's actual membership plus the mayor, excluding vacant seats, constitutes a quorum.³ A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

³ N.C. Gen. Stat. §160A-74; Waynesville, NC, Charter § 2.7.

Part III. Open Meetings

Rule 3. Meetings to be Open to the Public

Except as permitted by Rule 5, all meetings of the council shall be open to the public, and any person may attend its meetings.⁴

Rule 4. Remote Participation in Meetings.

No member who is not physically present for a Board meeting held pursuant to Rules 9, 10, or 11 may participate in the meeting by telephonic or electronic means⁵ except as allowed by a majority vote of the members physically in attendance and by using one of the following means: (i) conference telephone; or (iii) other electronic means. Any member who attends an in-person meeting telephonically or electronically pursuant to such means may take part in debate but shall not be counted toward a quorum or vote on any matter before the council.

Rule 5. Closed Sessions

- (a) **Motion to Enter Closed Session.** The Board may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under sub-paragraph (b)(1), (b)(2), or (b)(4) must contain the additional information specified in those provisions.⁶
- (b) **Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:
- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.⁷
 - (2) To consult with the city attorney or another attorney employed or retained by the city in order to preserve the attorney-client privilege. If the Board expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.⁸

⁴ N.C. Gen. Stat. § 143-318.10(a); Waynesville, NC, Code § 2-56(a).

⁵ N.C. Gen. Stat. § 143-318.13(a).

⁶ N.C. Gen. Stat. § 143-318.11.

⁷ N.C. Gen. Stat. § 143-318.11(a)(1).

⁸ N.C. Gen. Stat. § 143-318.11(a)(2).

- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the Town or (b) the closure or realignment of a military installation. The Board may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.⁹
- (4) To establish or instruct staff or agents concerning the Town's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease. A motion to enter a closed session for this purpose must disclose: (i) the current owner of the property; (ii) the property's location; and (iii) the use to which the Board intends to put the property.¹⁰
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.¹¹
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective member of the Board or other public body or is being considered to fill a vacancy on the Board or other public body. Final action to appoint or employ a public officer or employee must take place in open session.¹²
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.¹³
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.¹⁴
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.¹⁵

⁹ N.C. Gen. Stat. § 143-318.11(a)(4).

¹⁰ N.C. Gen. Stat. § 143-318.11(a)(5).

¹¹ N.C. Gen. Stat. § 143-317.11(a)(5).

¹² N.C. Gen. Stat. § 143-318.11(a)(6).

¹³ N.C. Gen. Stat. § 143-318.11(a)(6).

¹⁴ N.C. Gen. Stat. § 143-318.11(a)(7).

¹⁵ N.C. Gen. Stat. § 143-318.11(a)(9).

- (10) To view a law enforcement recording released pursuant to N.C. Gen. Stat. 132-1.4A.¹⁶
- (11) On another basis permitted by law.
- (c) **Closed Session Participants.** Unless the Board directs otherwise, the Town Manager, the Town Attorney, and Town Clerk may attend closed sessions of the Board. No other person may attend a closed session unless their presence is (i) reasonably necessary to aid the Board’s deliberations and (ii) invited by the mayor or, in their absence, the Mayor Pro Tempore.¹⁷
- (d) **Motion to Return to Open Session.** Upon completing its closed session business, the Board shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

- (a) **Minutes Required for All Meetings.** The Board must keep full and accurate minutes of all its meetings, including closed sessions.¹⁸ To be a “full and accurate,” minutes must record all actions taken by the Board. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for an against each motion. The minutes need not record discussions of the Board, though the Board in its discretion may decide to incorporate such details into the minutes.¹⁹ All minutes shall be approved by the Board and signed by the Mayor and Town Clerk.²⁰
- (b) **Record of “Ayes” and “Noes.”** At the request of any member of the Board, the minutes shall list each member by name and record how each member voted on a particular matter.²¹
- (c) **General Accounts of Closed Sessions.** In addition to minutes, the Board must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpire. The Board may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.
- (d) **Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Board or, if the Board

¹⁶ N.C. Gen. Stat. § 143-318.11(a)(10).

¹⁷ Waynesville, NC, Code § 2-56.

¹⁸ N.C. Gen. Stat. § 143-318.10(e).

¹⁹ *Id.*; N.C. Gen. Stat. § 160A-72; *Maready v. City of Winston-Salem*, 342 N.C. 708, 733 (1996) (Minutes “should contain mainly a record of what was *done* at the meeting, not what was *said* by the members.”)

²⁰ Waynesville, NC, Code § 2-53(a)(2).

²¹ N.C. Gen. Stat. § 160A-72.

delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the Board. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

- (a) **Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Board meeting.²²
- (b) **Advance Notice.** Any radio or television station that plans to broadcast any portion of a Board meeting shall so notify the Town Clerk no later than twenty-four (24) hours prior to the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Board meeting.
- (c) **Equipment Placement.** The Board, the Town Manager, or their designee may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Board meeting, so long as the equipment may be placed where it can carry out its intended function. If the Town Manager or their designee determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the Board, the Town Manager, or their designee may require the pooling of the equipment and the personnel operating it.²³
- (d) **Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the Board grants the request, the news media making the request shall pay the costs incurred by the Town in securing an alternative meeting site.²⁴

²² N.C. Gen. Stat. § 143-318.14(a).

²³ N.C. Gen. Stat. § 143-318.14(b).

²⁴ *Id.*

Part IV. Organization of the Board

Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore

- (a) **Scheduling Organizational Meeting.** The Board must hold an organizational meeting following each general election in which Board members are elected. The organizational meeting must be held either (i) on the date and at the time of the Board's first regular meeting in December following the election or (ii) at an earlier date, if any, set by the incumbent Board members. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.²⁵
- (b) **Oath of Office.** As the first order of business at the organizational meeting, all newly elected members of the Board must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the Town Clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.²⁶
- (c) **Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the Board shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve as set forth in the Charter for the Town of Waynesville, section 2.4 and as otherwise authorized by law.²⁷

²⁵ N.C. Gen. Stat. § 160A-68(a).

²⁶ N.C. Gen. Stat. §§ 11-7 & 160-A-68(b).

²⁷ N.C. Gen. Stat. § 160A-70; Waynesville, NC, Charter § 2.4.

Part V. Types of Meetings

Rule 9. Regular Meetings

- (a) **Regular Meeting Schedule.** The Board shall hold a regular meeting on the second and fourth Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day or on another date selected by a majority of the Board. The meeting shall be held at the Town Hall located at 9 South Main Street, Waynesville, North Carolina 28786 and begin at 6:00PM. The Board shall adopt a meeting schedule each year consistent with this rule. A copy of the Board's current meeting schedule shall be filed with the Town Clerk and posted on the Town's website.²⁸
- (b) **Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the Board may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the Town Clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the Town's website.²⁹

Rule 10. Special Meetings

- (a) **Calling Special Meetings.** A special meeting of the Board may be called by the mayor, the mayor pro tempore, or any two (2) members of the Board. A special meeting may also be called by vote of the Board in open session during a regular meeting or another duly called special meeting.³⁰
- (b) **Notice to the Public.** At least twenty-four (24) hours before a special meeting of the Board, notice of the date, time, place, and purpose of the meeting shall be (i) posted on the Board's principal bulletin board or, if the Board has no such board, at the door of the Board's usual meeting room and (ii) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the Town Clerk. Furthermore, if the Board has a website maintained by at least one (1) Town employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.³¹
- (c) **Notice to Members.**
 - (1) *Meeting called by the mayor, the mayor pro tempore, or any two (2) Board members.* At least forty-eight (48) hours before a special meeting called

²⁸ N.C. Gen. Stat. §§ 143-318.12(d) & 160A-71(a); Waynesville, NC, Charter § 2.5, Code § 2-51(a).

²⁹ N.C. Gen. Stat. § 143-318.12(a).

³⁰ N.C. Gen. Stat. § 160A-71(b)(1); Waynesville, NC, Charter § 2.5.

³¹ N.C. Gen. Stat. §§ 143-318.12(b)(2), (e).

by the mayor, the mayor pro tempore, or any two (2) Board members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each Board member or left at their usual dwelling place.³²

(2) *Meeting called by vote of the Board in open session.* When a special meeting is called by vote of the Board in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose.³³

(d) **Transacting Other Business.** Unless all members are present or any absent member has signed a written waiver of notice, only those items of business specified in the notice to Board members may be taken up at a special meeting. Even when all members are present or any absent member has signed a waiver, the Board may take up an item of business not covered by the notice only if the Board first determines, upon motion of a member, in good faith that the item must be discussed or acted upon immediately. A motion to take up an item of business not covered by the notice must state a factual basis or other reasonable grounds for the Board's determination of good faith and exigency.³⁴

Rule 11. Other Special Meetings

(a) **Special Meeting for an Emergency.**³⁵

(1) *Grounds.* A special meeting of the Board may be called in an emergency ("emergency meeting") only to address generally unexpected circumstances demanding the council's immediate attention.

(2) *Notice to the Media.* Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the Town Clerk for notice of emergency meetings. Notice may be given by telephone, e-mail, or the same method used to notify Board members, and must be delivered immediately after notifying Board members.

(3) *Notice to Members.* There are two methods by which an emergency meeting of the Board may be called. These methods shall be the sole and exclusive methods for providing notice of an emergency meeting.

i. The mayor, the mayor pro tempore, or any two (2) members of the Board may call an emergency meeting by signing a written notice

³² N.C. Gen. Stat. § 160A-71(b)(1); Waynesville, NC, Code § 2-51(b)(1).

³³ N.C. Gen. Stat. § 160A-71(b)(3); Waynesville, NC, Code § 2-51(b)(3).

³⁴ N.C. Gen. Stat. § 160A-71(b)(1) ("[A] person or persons calling a special meeting of a city council shall comply with the notice requirements of Article 33C of the General Statutes Chapter 143 ["Open Meetings Law"].)

³⁵ N.C. Gen. Stat. § 160A-71(b)(1); Waynesville, NC, Charter § 2.5.

stating the date, time, and place of the meeting, as well as the subject(s) to be considered. The notice shall be personally delivered to the mayor and each Board member or left at their usual dwelling place at least six (6) hours before the meeting.

- ii. An emergency meeting may be held when the mayor and all members of the Board are present and consent thereto, or which any absent member has signed a written waiver of notice.

(4) *Transacting Other Business.* The Board may not take up any business other than the specific subject(s) set forth in the meeting notice.

(b) **Electronic Meetings.** The Board may hold an official meeting by use of conference telephone or other electronic means. If the Board holds an official meeting by the foregoing means, it shall provide a location and means whereby members of the public may listen to the meeting, and the notice of the meeting shall specify that location. A fee of up to twenty-five dollars (\$25.00) may be charged to each such listener to defray the cost of providing the necessary location and equipment.³⁶

(c) **Remote Meetings During Certain Declarations of Emergency.**³⁷

(1) *Remote Meetings Allowed.* Notwithstanding any other provision of law, upon issuance of a declaration of emergency by the Governor or General Assembly according to G.S. 166A-19.20, the Board within the emergency area may conduct remote meetings in accordance with applicable state law throughout the duration of that declaration of emergency. Any meeting held according to this provision shall be open to the public.

(2) *Notice.* The Board shall give notice as required for any regular meeting, and such notice shall include instructions to the public on the manner in which they can access the remote meeting as the remote meeting occurs.

(3) *Participation by Board Members.* Any Board member participating by a method of simultaneous communication in which that member cannot be physically seen by the other members of the Board must identify themselves in each of the following situations: (i) when the roll is taken or the remote meeting commences; (ii) prior to participating in deliberations, including making motions, proposing amendments, and raising points of order; and (iii) prior to voting.

(4) *Documents Considered.* All documents to be considered during the remote meeting shall be provided to each member of the Board in advance of the meeting.

³⁶ N.C. Gen. Stat. § 143.318.13(a).

³⁷ N.C. Gen. Stat. § 166A-19.24.

- (5) *Communication Requirements.* The method of simultaneous communication shall allow for any member of the Board to do all of the following: (i) hear what is said by other members of the Board; (ii) hear what is said by any individual addressing the Board; and (iii) to be heard by other members of the Board when speaking.
- (6) *Votes.* All votes of the Board taken in a remote meeting held pursuant to this provision shall be by roll call. No other means of voting is allowed.
- (7) *Acting by Reference.* The Board may not deliberate, vote, or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, in any manner which makes it impossible for members of the public attending the meeting to understand what is being deliberated, voted on, or acted upon. This subsection does not prohibit the Board from deliberating, voting, or otherwise taking action by reference to an agenda which: (i) has been made available for public inspection prior to or at the meeting; and (ii) is sufficiently worded to enable the public to understand the matters before the Board.³⁸
- (8) *Minutes.* In addition to the requirements in Rule 6, the minutes of a remote meeting must reflect that the meeting was conducted by use of simultaneous communication, which Board members participated by simultaneous communication, and when such Board members joined or left the remote meeting.
- (9) *Public Record.* All chats, instant messages, texts, or other written communications between Board members within the simultaneous communication platform and regarding the transaction of the public business during the remote meeting are deemed a public record.
- (10) *Simultaneous Live Streaming.* The remote meeting shall be simultaneously streamed live online so that simultaneous live audio and/or video of such meeting is available to the public. If the remote meeting is conducted by conference call, the Board may comply with this requirement by providing the public with an opportunity to dial in or stream the audio live.
- (11) *Quorum.* Notwithstanding the provisions of Rule 2 and Rule 4(a), a member of the Board attending a remote meeting pursuant to Rule 4(c) shall be counted as present for the purpose of establishing a quorum but only during the period while simultaneous communication.
- (12) *Voting.* Members of the Board shall vote according to the manner, means, and obligations delineated in these rules.³⁹ Votes of each

³⁸ N.C. Gen. Stat. §§ 166A-19.24(b)(6) & 143.318.13(c).

³⁹ N.C. Gen. Stat. §§ 166A-19.24(c) & 160A-75.

member of the Board made during a remote meeting shall be counted as if the member were physically present only during the period while simultaneous communication is maintained for that member.

- (13) *Public Hearings.* The Board may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the Board allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and twenty-four (24) hours prior to the scheduled time for the beginning of the public hearing.
- (14) *Quasi-Judicial Hearings.* The Board may conduct a quasi-judicial proceeding as a remote meeting if: (i) the right of an individual to a hearing and decision occurs during the emergency; (ii) all persons subject to the quasi-judicial proceeding who have standing to participate in the quasi-judicial hearing have been given notice as otherwise required by law and consent to the remote meeting; and (iii) all due process rights of the parties affected are protected.
- (15) *Closed Sessions.* The Board may conduct a closed session during the remote meeting according to the provisions of Rule 5. While in closed session, the Board is not required to provide public access to the remote meeting.

Rule 12. Recessed Meetings

- (a) **Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the Board may recess the meeting to another date, time, or place by a procedural motion made and adopted⁴⁰, as provided in Rule 31, Motion 3, in open session⁴¹. The motion must state the time (including the date if the meeting will resume on a different day) and place at which the meeting will reconvene.⁴²
- (b) **Notice of Recessed Meetings.** Notice of the recessed meeting's date, time, and place must appear on the Town's webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

⁴⁰ N.C. Gen. Stat. § 143-318.12(b)(1), (e).

⁴¹ N.C. Gen. Stat. § 143-318.11.

⁴² Waynesville, NC, Code § 2-51(c).

Part VI. Agenda

Rule 13. Agenda

- (a) **Preparing Agenda.** The Town Clerk will prepare an agenda in advance of each meeting of the Board according to the following provisions.⁴³
- (1) *Content.* Each agenda may provide for the following items: announcements concerning the official Town calendar; comment by members of the public; presentations pursuant to subparagraph (a)(3) below; consent agenda pursuant to subparagraph (c) below; public hearings; quasi-judicial hearings; old unfinished business; new business; informal reports from the Town Manager, Town Attorney, or other Town employees; comments or updates from members of the Board; or other items deemed necessary for the Board's consideration by a member of the Board, the Town Manager, the Town Attorney, or another Town employee.
 - (2) *Requesting placement of items on an agenda by the Board or Town employees.* For a regular meeting, a request from any member of the Board or any person employed by the Town to have an item of business placed on the agenda should be delivered to the Town Clerk at least one (1) week prior to the date of the meeting. For a special meeting, each item of business for the agenda shall be delivered to the Town Clerk with the written notice of the special meeting in compliance with Rules 10 and 11.
 - (3) *Requesting placement of items on an agenda by members of the public.* Members of the public may submit a written request to the Town Manager or Assistant Town Manager to place an informational presentation of no more than ten (10) minutes in length on the agenda of any regular meeting of the Board. In order to be effective, such written request shall include: (i) the presenter's name, residential address, and telephone number; (ii) whether the presenter is affiliated with any organization and the name of such organization; (iii) the general topic covered by the presentation; and (iv) whether the presenter will request any action by the Board. The Town Manager or Assistant Town Manager shall approve or deny the request in writing within two (2) working days of receipt. If approved, the presenter shall provide either a digital or physical copy of any photographs, data sets, graphs, tables, illustrations, slides, or other illustrative materials to be displayed to the Board during the course of the presentation to the Town Clerk at least one (1) week prior to the date of the meeting. No informational presentation may be placed on the agenda of any regular

⁴³ Waynesville, NC, Code § 2-53.

meeting of the Board if the presenter fails to provide the foregoing materials by the deadline imposed herein.

- (4) *Delivery to Board members.* Each Board member shall receive either a paper or electronic copy of the agenda and packet of any additional materials to be considered by the Board during the meeting on the Thursday immediately preceding any regular meeting. For any special meeting, the agenda and packet of additional materials shall be furnished to each Board member at least six (6) hours prior to the meeting or as soon thereafter as the Town Clerk is reasonably able.
- (5) *Public inspection.* The agenda and packet of additional materials shall be made available to the public immediately after delivery to Board members and published on the Town's website.
- (b) **Altering the Agenda after Publication.** At the beginning of any meeting, the Board may add or remove items from the agenda by majority vote of the members present and voting except as otherwise governed by Rules 10(d) and 11(a)(4).
- (c) **Consent Agenda.** The agenda may designate some of the items for consideration at a regular meeting as the "consent agenda." Items may be placed on the consent agenda by the Town Manager, Assistant Town Manager, or Town Clerk if the items are judged to be noncontroversial and routine. An item may be removed from the consent agenda under subparagraph (b) of this rule, and the request of any member to remove an item from the consent agenda to unfinished business must be honored by the Board. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.
- (d) **Informal Discussion of Agenda Items.** The Board may informally discuss an agenda item even when no motion regarding that item is pending.⁴⁴

Rule 14. Acting by Reference

The Board shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document in such a manner which prevents persons in attendance from understanding what action is being considered or undertaken. The Board may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, if it: (i) has been made available for public inspection prior to or at the meeting; and (ii) is sufficiently worded to enable the public to understand the matters before the Board.⁴⁵

⁴⁴ Waynesville, NC, Code § 2-54; *Robert's Rules of Order, Newly Revised* ("RONR") (11th ed.) 488. ll. 7-8.

⁴⁵ N.C. Gen. Stat. § 143-218.13(c).

Rule 15. Agenda Items from Members of the Public

If a member of the public requests that the Board undertake an action item either as a part of an informational presentation pursuant to Rule 13(a)(3) or otherwise, he or she must submit a written request to the Town Clerk as specified in Rule 13(a)(3). If approved as provided therein by the Town Manager or Assistant Town Manager, the Town Clerk shall place the action item on the agenda with other items of new business. The Board may, according to Rule 13(b), remove the action item from the agenda.

Rule 16. Order of Business

- (a) At any regular meeting of the Board, the order of business shall be as follows:
 - (1) Reading the proceedings of the last regular meeting and all special meetings held since the last regular meeting, if any;
 - (2) Correction of the minutes, if necessary and their approval;
 - (3) Published agenda of the meeting;
 - (4) New business.⁴⁶
- (b) If the Board directs any matter to be the special business of a future meeting according to Rule 31, Motion 10, then that matter will take precedence over any other business at such meeting.⁴⁷
- (c) Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

⁴⁶ Waynesville, NC, Code § 2-53(a).

⁴⁷ Waynesville, NC, Code § 2-53(b).

Part VII. Role of the Presiding Officer

Rule 17. The Mayor

- (a) **Presiding Officer.** The mayor shall preside at all meetings of the Board.⁴⁸
- (b) **Right to Vote.** The mayor shall have the right, but no obligation, to vote on all matters before the Board.⁴⁹
- (c) **Recognition of Members.** A member should be recognized by the mayor prior to addressing the Board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.⁵⁰ The presiding officer must recognize any member who seeks the floor and is entitled to it.⁵¹
- (d) **Powers as Presiding Officer.** The mayor will enforce these rules and maintain order and decorum during Board meetings⁵² and, as a result, may:
 - (1) Rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
 - (2) Determine whether a member or other speaker has gone beyond reasonable standards of courtesy in their remarks and entertain and rule on objections from other members on this ground;
 - (3) Entertain and answer questions of parliamentary procedure;
 - (4) Call a brief recess at any time;
 - (5) Adjourn the meeting without motion or vote of the Board in an emergency; or
 - (6) Take any such other proper or necessary action permitted by Robert's Rules of Order, Newly Revised.
- (e) **Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.
- (f) **Definitions.** For the purposes of Rule 17(d), the following definitions will apply:
 - (1) The term "recess" shall mean a short intermission in the Board's meeting, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.

⁴⁸ Waynesville, NC, Code § 2-52.

⁴⁹ Waynesville, NC, Charter § 2.2; N.C. Gen. Stat. § 160A-69.

⁵⁰ *RONR* (11th ed.) 376, ll. 13-16.

⁵¹ *RONR* (11th ed.) 376, l. 16; 377, l. 1.

⁵² Waynesville, NC, Code § 2-55.

- (2) The term “emergency” shall embrace and include any circumstance or condition which endangers the health or well-being of the Board or those other persons in attendance at the meeting, including, but not limited to, fire, riot, explosion, spread of poisonous gas or effluent, or the threat of any of any dangerous circumstance or condition which the presiding officer reasonably believes to be legitimate.

Rule 18. The Mayor Pro Tempore

- (a) **Presiding in Mayor’s Absence.** In the event of the mayor’s absence from a meeting of the Board, the mayor pro tempore shall preside with all the powers specified in Rule 17.⁵³
- (b) **Delegation of Mayor’s Powers or Duties.** In the mayor’s absence or disability, the mayor pro tempore shall perform the duties of the mayor as conferred upon them by the Board.⁵⁴ If the mayor should become physically or mentally incapable of performing the duties of their office, the Board may by unanimous vote declare that the mayor is incapacitated and confer any of the powers and duties of their office on the mayor pro tempore.⁵⁵ Upon the mayor’s declaration that he is no longer incapacitated, and with the concurrence of a majority of the council, the mayor shall resume the exercise of his powers and duties.⁵⁶
- (c) **Duty to Vote.** The mayor pro tempore has a duty to vote on all matters before the Board even when serving as the presiding officer for the meeting unless they have been excused from voting on a matter according to Rule 28.⁵⁷

Rule 19. Other Presiding Officer

If both the mayor and mayor pro tempore are absent, the Board may elect from among its members in attendance a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17. Service as a temporary presiding officer does not relieve that member of the duty on all questions unless excused from voting pursuant to Rule 28.⁵⁸

Rule 20. When the Presiding Officer is Active in Debate

If the mayor becomes active in debate on a particular matter before the Board, they may have the mayor pro tempore or another presiding officer preside during the

⁵³ Waynesville, NC, Charter § 2.4.

⁵⁴ *Id.*

⁵⁵ N.C. Gen. Stat. § 160A-70.

⁵⁶ *Id.*

⁵⁷ N.C. Gen. Stat. § 160A-75.

⁵⁸ N.C. Gen. Stat. § 160A-70.

Board's consideration of the matter. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debate, they may designate another Board member to preside temporarily.⁵⁹

⁵⁹ See *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (“*Standard Code*”) 2 (2012) (“The purpose of meeting procedures is to allow members to reach informed business decisions in an effective, efficient, orderly, courteous, and fair manner.”).

Part VIII. Motions and Voting

Rule 21. Action by the Board

Except as otherwise provided in these rules or by law, the Board shall act by motion.⁶⁰ Any member may make a motion, not including the mayor.

Rule 22. Second Required; Motion Reduced to Writing

No proposition shall be entertained by the mayor until it has been seconded⁶¹, and every motion, when required by the mayor or any member of the Board, shall be reduced to writing.⁶²

Rule 23. One Motion at a Time

A member may make only one motion at a time.⁶³

Rule 24. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been seconded or amended or the presiding officer has put the motion to a vote.⁶⁴

Rule 25. Debate

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the following principles⁶⁵:

- (a) The maker of the motion is entitled to speak first.
- (b) A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- (c) To the extent practicable, the debate shall alternate between proponents and opponents of the measure.

Rule 26. Adoption by Majority Vote

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.⁶⁶

⁶⁰ Waynesville, NC, Charter § 2.7, Code § 2-53(b).

⁶¹ *RONR* (11th ed.) 36, ll. 28-31.

⁶² Waynesville, NC, Code § 2-53(b).

⁶³ *See Standard Code 2, infra.*

⁶⁴ *RONR* (11th ed.) 295, ll. 31-33; 296, ll. 21-25.

⁶⁵ *RONR* (11th ed.) 379, ll. 10-13, 27-35; 380, ll. 1-2.

⁶⁶ Waynesville, NC, Charter § 2.7.

Rule 27. Changing a Vote

A member may change their vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change their vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.⁶⁷

Rule 28. Duty to Vote

- (a) **Duty to Vote.** Every Board member must vote except when excused from voting as provided by this rule.⁶⁸
- (b) **Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker).
- (c) **Procedure for Excusal.**⁶⁹
 - (1) *At member's request.* Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
 - (2) *On the Board's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).
- (d) **Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e)⁷⁰, if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote⁷¹ provided: (i) the member is physically present in the meeting chamber;

⁶⁷ *RONR* (11th ed.) 408, ll. 21-36; 409, ll. 1-10.

⁶⁸ N.C. Gen. Stat. § 160A-75.

⁶⁹ See N.C. Gen. Stat. §§ 160A-12 & 160A-67.

⁷⁰ N.C. Gen. Stat. § 160A-385.

⁷¹ N.C. Gen. Stat. § 160A-75.

or (ii) the member has physically withdrawn from the meeting without being excused by a majority vote of the remaining members present.

- (e) **Failure to Vote on Certain Zoning Matters.** A member's unexcused failure to vote on a motion concerning a proposal to amend, supplement, or repeal a zoning ordinance shall not be recorded as an affirmative vote. Instead, the member's unexcused failure to vote shall be recorded as an abstention.⁷²

Rule 29. Voting by Written Ballot

- (a) **Secret Ballots Prohibited.** The Board may not vote by secret ballot.⁷³
- (b) **Rules for Written Ballots.** The Board may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign their own ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the Town Clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.⁷⁴

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the Board disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.⁷⁵

Rule 31. Procedural Motions

- (a) **Certain Motions Allowed.** The Board may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.
- (b) **Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that: (i) any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12; and (ii) a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

⁷² N.C. Gen. Stat. § 160A-385.

⁷³ N.C. Gen. Stat. § 143-318.13(b).

⁷⁴ *Id.*

⁷⁵ *RONR* (11th ed.) 100, ll. 3-4; 111, ll. 11-15.

(c) **Procedural Motions Allowed.**

Motion 1. To Appeal a Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. Any member may move to adjourn to close a meeting. A motion to adjourn is not in order if the Board is in closed session.

Motion 3. To Recess to a Time and Place Certain. Any member may make a motion to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the council is in closed session.

Motion 4. To Take a Brief Recess. Any member may move to pause a meeting for a few minutes.

Motion 5. To Follow the Agenda. Any member may move to require the presiding officer to adhere to the agenda as presented where the presiding officer attempts to deviate from the agenda pursuant to Rule 16(c). The motion is not in order if no such attempt to deviate has occurred.

Motion 6. To Suspend the Rules. Any member may move to suspend these rules but may be adopted only with an affirmative vote of at least two-thirds (2/3) of the Board's actual membership, excluding vacant seats. The Board may not suspend any provisions in these rules that are required by state law.

Motion 7. To Divide a Complex Motion. Any member may move to consider and vote on parts of a complex motion separately. The motion must specify how the complex motion will be divided.

Motion 8. To Defer Consideration. Any member may move to defer the Board's consideration of a substantive motion, and any amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Board votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. To End Debate (Call the Previous Question). Any member may move to terminate debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

Motion 10. To Postpone to a Certain Time. Any member may move to delay the Board’s consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

Motion 11. To Refer a Motion to a Committee. Any member may move to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the Board may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the Board must take up the motion if asked to do so by the member who introduced it.

Motion 12. To Amend. Any member may move to amend an earlier motion under consideration by the Board. The motion to amend must concern the same subject matter as the motion it seeks to alter. No more than one motion to amend and one motion to amend the amendment may be pending at the same time. Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. Any member may move to revive consideration of any substantive motion that was deferred pursuant to Motion 8, provided it does so within 100 days of the Board’s vote to defer.

Motion 14. To Reconsider. A member may move to have the Board reconsider its action on a previously considered matter. The motion must be made: (i) at the same meeting during which the action to be reconsidered was taken; and (ii) by a member who voted with the prevailing side. For the purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place pursuant to Motion 3. The motion is not in order if: (i) it is made by a member who voted with the non-prevailing side; or (ii) it interrupts the Board’s deliberation on a pending matter.

Motion 15. To Rescind. Any member may move to have the Board rescind an action taken at a prior meeting provided rescission is not forbidden by law.

Motion 16. To Prevent Reintroduction for Six (6) Months. Any member may move to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive an affirmative vote of at least two-thirds (2/3) of the Board’s actual membership, excluding vacant seats. If the motion is adopted, the ban on reintroduction remains in effect for six (6) months or until the Board’s next organizational meeting, whichever occurs first.

Part IX. Ordinances and Contracts

Rule 32. Introduction of Ordinances

For the purposes of the rules in this Part IX, the “date of introduction” for a proposed ordinance is the date on which the Board first votes on the proposed ordinance’s subject matter.⁷⁶ The Board votes on the subject matter of a proposed ordinance when it votes on whether to adopt or to make changes to the proposed ordinance.

Rule 33. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.⁷⁷

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive an affirmative vote of at least two-thirds (2/3) of the Board’s actual membership, excluding vacant seats.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all Board members not excused from voting on the matter.

(b) Amendment and Repeal of Ordinances. The same voting requirements that govern the adoption of proposed ordinances apply to the amendment or repeal of an ordinance.⁷⁸

Rule 34. Adoption of the Budget Ordinance

(a) Special Rules for the Adoption or Amendment of the Budget Ordinance. Notwithstanding any provision in the Town Charter, general law, or local act:

- (1) The Board may adopt or amend the budget ordinance at a regular or special meeting of the Board by a simple majority of those members present and voting, a quorum being present⁷⁹;

⁷⁶ N.C. Gen. Stat. § 160A-75.

⁷⁷ *Id.*

⁷⁸ *Id.*; N.C. Gen. Stat. § 160A-364(a).

⁷⁹ N.C. Gen. Stat. § 159-17(1).

- (2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Board⁸⁰; and
 - (3) The adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any section of the Town Charter or local act concerning initiative or referendum⁸¹.
- (b) **Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the Board and ending with the adoption of the budget ordinance, the Board may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as: (i) each member of the Board has actual notice of each special meeting called for the purpose of considering the budget; and (ii) no business other than consideration of the budget is taken up.⁸²
- (c) **No Authority for Closed Sessions.** This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set forth in Rule 5.

Rule 35. Approval of Contracts and Authorization of Expenditures

- (a) **Contracts to be in Writing.** No contract shall be approved or ratified by the Town Board unless it has been reduced to writing at the time of the Board's vote.⁸³
- (b) **Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all Board members not excused from voting on the contract.⁸⁴
- (c) **Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the Board to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

⁸⁰ N.C. Gen. Stat. § 159-17(2).

⁸¹ N.C. Gen. Stat. § 159-17(3).

⁸² N.C. Gen. Stat. § 159-17.

⁸³ N.C. Gen. Stat. § 160A-16.

⁸⁴ N.C. Gen. Stat. § 160A-75.

Part X. Public Hearings and Comment Periods

Rule 36. Public Hearings

- (a) **Calling Public Hearings.** In addition to holding public hearings required by law, the Board may hold any public hearing it deems advisable. The Board may schedule hearings or delegate that responsibility to Town employees, as appropriate, except when state law directs the Board itself to call the hearing. If the Board delegates scheduling authority, it must provide adequate guidance to assist Town employees in exercising that authority.⁸⁵
- (b) **Public Hearing Locations.** Public hearings may be held anywhere within the Town of Waynesville or within Haywood County.⁸⁶
- (c) **Rules for Public Hearings.** The Board hereby adopts the following reasonable rules for the conduct of public hearings⁸⁷:
- (1) Public Hearings shall be conducted by the Town Attorney.⁸⁸
 - (2) The Town Attorney shall determine first whether any individuals with standing to offer evidence or to contest or appeal the decision of the Board wish to make a presentation during the public hearing.
 - (3) Prior to opening any public hearing, the Town Attorney shall advise those in attendance of the rules to be followed if there are any individuals other than Town employees who will offer evidence or comment.
 - (4) The Town Attorney shall then administer oaths to any individuals offering testimony or evidence during the public hearing.
 - (5) The total time for a public hearing shall be limited to one (1) hour. The Board may, in its discretion, extend the time allotted for a public hearing by a majority vote of the members actually in attendance and not excused from voting.
 - (6) After opening the public hearing, the Town Attorney shall first recognize any Town employees to provide information concerning the subject matter of the public hearing.
 - (7) Following the presentation of any Town employees, the Town Attorney shall next recognize the applicant or petitioner, if any. The time allotted for the applicant or petitioner shall be limited to ten (10) minutes. The Board may, in its discretion, extend the time allotted for public comment

⁸⁵ See N.C. Gen. Stat §§ 160A-30(c); 160A-58.2; 160A-102; 160A-364(a).

⁸⁶ N.C. Gen. Stat. § 160A-81.

⁸⁷ N.C. Gen. Stat. § 160A-81.

⁸⁸ See fn. 90, *infra*.

by a majority vote of the members actually in attendance and not excused from voting.

- (8) Following the applicant or petitioner, if any, the Town Attorney shall next recognize any other individuals with standing. The time allotted for each individual with standing shall be limited to five (5) minutes. The Board may, in its discretion, extend the time allotted for individuals with standing by a majority vote of the members actually in attendance and not excused from voting.
- (9) Next, the Town Attorney shall recognize members of the general public who wish to make a comment during the public comment portion of the hearing.
- (10) Public comment during a public hearing shall be limited to thirty (30) minutes. Before making their remarks, individuals making a comment during this period shall provide their full name and their permanent residential address. Each individual shall be allowed no more than three (3) minutes to make their comments, and no person may speak more than once. The Board may, in its discretion, extend the time allotted for public comment, extend the time allotted for any individual, or allow an individual to speak more than once by a majority vote of the members actually in attendance and not excused from voting.
- (11) The Board may, in its discretion and by a majority vote of the members actually in attendance and not excused from voting, allow groups of aligned individuals who have retained a licensed professional to speak on their behalf during the public comment period to combine their allotted time to permit the professional to exceed the three (3) minute limit. No such professional, however, shall be permitted to speak longer than ten (10) minutes, regardless of the number of individuals represented.
- (12) Individuals providing comment during the public comment period are permitted to express their concerns or opinions about the issues under discussion or share facts, data, or other information which may assist the Board in its deliberation, but they may not ask questions of the Mayor, Town Board, or Town officers or employees; make personal attacks on the applicant, petitioner, members of the Board or mayor, or any other persons which are not pertinent to the subject matter of the public hearing; or generally expound on matters which are wholly unrelated and irrelevant to the subject matter of the public hearing.
- (13) Following the conclusion of the public comment period, the Town Attorney may recognize a Town employee to provide additional information to address any concerns raised during public comment. The Town Attorney may then recognize the applicant or petitioner, if any, to provide a rebuttal to address concerns raised during public comment.

- (14) At the conclusion of the public hearing, the Town Attorney shall close the public hearing and turn the meeting back over to the mayor.
- (d) **Notice of Public Hearings.** Any public hearing at which a majority of the Board is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.
- (e) **Continuing Public Hearings.** The Board may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to subparagraph (g) below, if a quorum of the Board is not present for a properly scheduled public hearing, the hearing must be continued until the Board's next regular meeting without further advertisement.⁸⁹
- (f) **Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall designate the Town Attorney as the presiding officer who shall conduct the public hearing according to the rules adopted in subparagraph (c) above. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Town Attorney shall declare the hearing closed, return the meeting to the mayor, and the Board shall resume the regular order of business.⁹⁰
- (g) **Public Hearings by Less Than a Majority of Board Members.** Nothing in this rule prevents the Board from appointing a member or members to hold a public hearing on the Board's behalf, except when state law requires that the Board itself conduct the hearing.

Rule 37. Public Comment Periods

- (a) **Frequency of Public Comment Periods.** The Board must provide at least one opportunity for public comment each month at a regular meeting, except that the Board need not offer a public comment period during any month in which it does not hold a regular meeting.⁹¹

⁸⁹ N.C. Gen. Stat. § 160A-81.

⁹⁰ This subparagraph as written deviates from the model language recommended by the School of Government which is: "At the time appointed for the hearing, the *mayor* shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Board for the hearing. Unless the Board extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the *mayor* shall declare the hearing closed, and the Board shall resume the regular order of business."

⁹¹ N.C. Gen. Stat. § 160A-81.1.

- (b) **Rules for Public Comment Periods.** The Board hereby adopts the following reasonable rules for the conduct of public comment during regular meetings⁹²:
- (1) At the beginning of each⁹³ regularly scheduled meeting, the Board will allow public comment.
 - (2) The maximum time allotted for all comments from the public shall be thirty (30) minutes, and the maximum time allotted for any individual to make comments shall be three (3) minutes. No individual may speak more than once. The Board may, in its discretion and by a majority vote of the members actually in attendance and not excused from voting, increase or decrease this period or, if all other persons have spoken, permit any individual to speak longer than their allotted time or more than once, based upon various factors, such as: the length of the meeting agenda; the time required to address the normal business on the agenda; whether a closed session is scheduled; whether one or more of the Board members are unable to remain past a certain time; or any such other reasonable grounds to alter the time provided for public comment.
 - (3) Before any meeting including a public comment period is called to order, any individual may request to speak during the period by submitting a fully completed written request card supplied by the Town to the Town Clerk.
 - (4) A written request shall not be fully completed unless the individual provides their name, permanent residential address, and telephone number, as well as the general topic of their remarks.
 - (5) The Town Clerk shall reject any written requests which are not fully completed and shall mark all fully completed requests with a number corresponding to the order in which it was received.
 - (6) During that portion of the meeting designated for public comment, the mayor shall recognize the individuals who wish to speak in the numerical order shown on the fully completed request cards provided by the Town Clerk.
 - (7) Individuals providing comment during the public comment period are permitted to express their concerns or opinions about any matter under discussion or share facts, data, or other information which may assist the Board in its deliberation, or on any subject within the Board's real or apparent jurisdiction, but they may not ask questions of the Mayor, Town Board, or Town officers or employees; make personal attacks on the members of the Board or mayor, or any other persons which are not pertinent to a subject within the Board's real or apparent jurisdiction;

⁹² N.C. Gen. Stat. § 160A-81.1.

⁹³ See N.C. Gen. Stat. § 160A-81 (only one public comment session per month is required).

or generally expound on matters which are wholly unrelated and irrelevant to the Board's real or apparent jurisdiction.

- (8) The Town Attorney shall keep time for each individual and for the total time of the public comment period.
 - (9) The Board may decline to take action on a request presented during the public comment period. The Board also may refer the matter to the Town Manager, the Town Attorney, or another appropriate individual for investigation, action, or for future report back to the Board.
- (c) **Content-Based Restrictions Generally Prohibited.** The Board will not restrict speakers based on the subject-matter of their remarks, as long as their comments pertain to subjects within the Board's real or apparent jurisdiction.

Part XI. Appointments and Appointed Bodies

Rule 38. Appointments

- (a) **Appointments in Open Session.** The Board must consider and make any appointment to another body or, in the event of a vacancy on the Board, to its own membership in open session.⁹⁴
- (b) **Nomination and Voting Procedure.** The Board shall use the following procedure to fill a vacancy in its own membership or in any other body over which it has the power of appointment.
- (1) The Town shall call for applications from the public to fill any vacancies, specifying any eligibility requirements in the notice.
 - (2) The Town Clerk or the Assistant Town Manager shall review all applications received to determine whether the applicants meet the eligibility requirements specified in the notice and shall compile a list, together with the full applications, of all eligible applicants which shall be provided to the Board with the agenda for the meeting where the appointment(s) will be considered by the Board.
 - (3) Voting shall occur by written ballot according to Rule 29, and each Board member actually present and not otherwise excused from voting shall vote to appoint one (1) person for each vacancy to be filled.
 - (4) The Board may vote to fill multiple vacancies on a single body on one (1) ballot.
 - (5) The Town Clerk or the Assistant Town Manager shall collect and tally the written ballots, keeping a record for the minutes of how each member voted, and then they shall announce the total votes for each applicant from all ballots.
 - (6) Where the Board considers multiple vacancies on a single body, if no applicant receives a majority vote for one or more vacancies, then the Town Clerk or Assistant Town Manager shall announce: (i) any vacancy which was filled and the applicant to be appointed; (ii) the number of vacancies which were not filled; and (iii) the applicants who were not appointed in order of most votes received to least. The Board shall then complete successive rounds of ballots according to this procedure until all vacancies are filled.
 - (7) At the conclusion of voting, the mayor shall call for a vote to confirm the appointments to the body consistent with the outcome of the written ballots.

⁹⁴ N.C. Gen. Stat. § 143-318.11(a)(6).

- (c) **Mayor.** The mayor may vote on appointments under this rule.
- (d) **Duty to Vote.** It is the duty of each member, other than the mayor, to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

Rule 39. Committees and Boards

- (a) **Establishment and Appointment.** The Board may establish temporary and standing committees, boards, and other bodies to help carry on the work of city government. Unless otherwise provided by law or the Board, the power of appointment to such bodies lies with the Board.⁹⁵
- (b) **Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the Town's professional staff.⁹⁶
- (c) **Procedural Rules.** The Board may prescribe the procedures by which the Town's appointed bodies operate, subject to any applicable state law.

⁹⁵ N.C. Gen. Stat. § 160A-146.

⁹⁶ N.C. Gen. Stat. § 143.318.10(c).

Part XII. Miscellaneous

Rule 40. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the Town Charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Board's members, excluding vacant seats.

Rule 41. Reference to *Robert's Rules of Order Newly Revised*

The Board shall refer to *Robert's Rules of Order Newly Revised* ("*RONR*") for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *RONR*, the mayor shall make a ruling on the issue subject to appeal to the Board under Rule 31, Motion 1.

ARTICLE II – RULES APPLICABLE TO ALL OTHER BOARDS & COMMITTEES

Part I. Applicability

Rule 1. Applicability of Rules

These rules apply to all meetings of the boards and committees (“Public Body” or “Public Bodies” collectively) of the Town of Waynesville (the “Town”). For purposes of these rules, a meeting of a Public Body occurs whenever a majority of the Public Body’s members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council’s real or apparent jurisdiction. The term “majority” as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.⁹⁷

⁹⁷ N.C. Gen. Stat. §§ 160A-71(c) & 143-318.9, -318.18.

Part II. Adoption by Reference

The following rules from Article I – Rules Applicable to the Board of Aldermen are adopted by reference as though fully set forth herein and shall apply to all Public Bodies of the Town:

- (a) Rule 2,
- (b) Rule 3,
- (c) Rule 4,
- (d) Rule 5,
- (e) Rule 6,
- (f) Rule 7,
- (g) Rule 9,
- (h) Rule 10,
- (i) Rule 11(b),
- (j) Rule 11(c),
- (k) Rule 12,
- (l) Rule 13,
- (m) Rule 14,
- (n) Rule 15,
- (o) Rule 16,
- (p) Rule 21,
- (q) Rule 22,
- (r) Rule 23,
- (s) Rule 24,
- (t) Rule 25,
- (u) Rule 26,
- (v) Rule 27,
- (w) Rule 28,
- (x) Rule 29,
- (y) Rule 30,
- (z) Rule 31,
- (aa) Rule 36,
- (bb) Rule 37, and
- (cc) Rule 41.

Part III. Additional Rules for Public Bodies

Rule 42. Selection and Role of a Chair and Vice Chair

- (a) **Selection of a Chair.** Each Public Body may select from among its members an individual to recommend to the Board of Aldermen to be appointed as Chair. The Board of Aldermen may, in its discretion, accept the recommendation of the Public Body but shall not be bound by it.
- (b) **Selection of a Vice Chair.** Each Public Body may select from among its members an individual to recommend to the Board of Aldermen to be appointed as Vice Chair. The Board of Aldermen may, in its discretion, accept the recommendation of the Public Body but shall not be bound by it.
- (c) **Role of the Chair.**
 - (1) *Presiding Officer.* The chair of each Public Body shall preside at all meetings of that Public Body.
 - (2) *Right to Vote.* The chair shall have the right, but not obligation, to vote on all matters before the Board.
 - (3) *Recognition of Members.* A member should be recognized by the presiding officer prior to addressing the Board, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1. The presiding officer must recognize any member who seeks the floor and is entitled to it.
 - (4) *Powers as Presiding Officer.* The presiding officer will enforce these rules and maintain order and decorum during Board meetings and, as a result, may:
 - i. Rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
 - ii. Determine whether a member or other speaker has gone beyond reasonable standards of courtesy in their remarks and entertain and rule on objections from other members on this ground;
 - iii. Entertain and answer questions of parliamentary procedure;
 - iv. Call a brief recess at any time;
 - v. Adjourn the meeting without motion or vote of the Board in an emergency; or
 - vi. Take any such other proper or necessary action permitted by *Robert's Rules of Order, Newly Revised.*

- (5) *Appeals of Procedural Rulings.* A member may appeal a decision made or answer given by the presiding officer under subparagraph (c)(4)i., ii., or iii. in accordance with Rule 31, Motion 1.
- (6) *Definitions.* For the purposes of Rule 42(c), the following definitions will apply:
 - i. The term “recess” shall mean a short intermission in the Board’s meeting, commonly of only a few minutes, which does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.
 - ii. The term “emergency” shall embrace and include any circumstance or condition which endangers the health or well-being of the Board or those other persons in attendance at the meeting, including, but not limited to, fire, riot, explosion, spread of poisonous gas or effluent, or the threat of any of any dangerous circumstance or condition which the presiding officer reasonably believes to be legitimate.

(d) **Role of the Vice Chair.**

- (1) *Presiding in the Chair’s Absence.* In the event of the chair’s absence from a meeting of the Public Body, the vice chair shall preside with all the powers specified in Rule 42(c).
- (2) *Duty to Vote.* The vice chair has a duty to vote on all matters before the Public Body even when serving as the presiding officer for the meeting unless they have been excused from voting on a matter according to Rule 28.

Rule 43. Other Presiding Officer

If both the chair and vice chair are absent, the Public Body may elect from among its members in attendance a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 42(c). Service as a temporary presiding officer does not relieve that member of the duty on all questions unless excused from voting pursuant to Rule 28.

Rule 44. When the Presiding Officer is Active in Debate

If the chair becomes active in debate on a particular matter before the Public Body, they may have the vice chair or another presiding officer preside during the Public Body’s consideration of the matter. Similarly, if the vice chair or a temporary presiding officer is presiding and takes an active part in debate, they may designate another member of the Public Body to preside temporarily.

Rule 45. Delegation of Responsibilities

Where reference is made to the Town Clerk, Town Manager, Assistant Town Manager, or Town Attorney in rules adopted by reference in Part II of these rules, those individuals may delegate the duties imposed upon them by such rules to another Town officer or employee whose regular responsibilities are more suited to carry out the duties required for the corresponding Public Body.

Rule 46. Adoption of Additional Rules

Each Public Body may adopt rules of procedure to supplement or in addition to, but not inconsistent with, the rules set forth herein. No Public Body may attempt to amend or repeal any rules adopted by the Board of Aldermen.