

**AGENDA
REGULAR MEETING
BREVARD CITY COUNCIL
MONDAY, **OCTOBER 21, 2013** – 7:00 P.M.
CITY COUNCIL CHAMBERS**

- A. Welcome and Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Certification of Quorum**
- E. Approval of Agenda**

Mayor
Pastor Richard Jelley
Mayor
City Clerk
City Council

F. APPROVAL OF MINUTES

- 1. Regular Council Meeting (September 16, 2013)**

G. PUBLIC HEARING(S)

- 1. Unified Development Ordinance Text Amendments: Appeals, Variances, & Special Use Permits**

H. CERTIFICATES / AWARDS / RECOGNITION

- 1. Brevard College Art Exhibition**

I. PUBLIC PARTICIPATION

J. SPECIAL PRESENTATIONS

- 1. Heart of Brevard: Executive Director Introduction & Plan of Work Update**
- 2. Silvermont Planning Team**

K. CONSENT and INFORMATION

- 1. Department Staff Reports:**
 - a. Clerk: Quarterly Report**
 - b. Human Resources: Quarterly Report**
 - c. Finance: Monthly Revenue and Expenditure Report**
 - d. Public Services: Monthly Report**
- 2. FY '14 Budget Ordinance Amendment No. 2: Sanitation Truck**
- 3. Recycling Services Contract: Switch to bi-weekly pickup**
- 4. Brevard City Council meeting calendar amendment**

L. UNFINISHED BUSINESS

M. NEW BUSINESS

- 1. Unified Development Ordinance Text Amendments: Mobile Food Vendors**
- 2. Terrell Scruggs Scholarship Committee Appointment**
- 3. Brevard Board of Adjustment Appointment**
- 4. Brevard Housing Authority Appointment**
- 5. Western Carolina Community Action Board Appointment**

N. REMARKS BY OFFICIALS

O. CLOSED SESSION: Requested

October 16, 2013

MEMORANDUM

TO: Mayor and City Council

CC: Staff Management Team
City Attorney
Council Candidates

FROM: Joseph M. Moore, II, PE, City Manager

SUBJECT: City Manager's Comments for [October 21, 2013](#) City Council Meeting

Enclosed are summary comments to assist you in your upcoming meeting. The attached packet includes Staff Reports summarizing the background, discussion focus, fiscal impact, and policy analysis for each item. An Agenda preview meeting is held with the Mayor at 9:00 am on the day of the Council Meeting. Please route any questions regarding the Agenda to myself or the Mayor before the Agenda preview meeting.

G. PUBLIC HEARINGS

1. UDO Text Amendments: Appeals, Variance, Special Use Permits

The 2013 General Assembly rewrote the General Statutes affecting the Board of Adjustment processes (GS 160A-388). Michael Egan, attorney to the Board, will present Unified Development Ordinance amendments to meet the intent of the statute. The general public is invited to comment on the proposed changes through a public hearing. Upon closing the public hearing, Council may offer any questions or comments to Staff. The ordinance will return for Council action on November 18, 2013.

H. CERTIFICATES/AWARDS/RECOGNITION

1. Brevard College Art Exhibition (no attachments)

City Hall has served as the summer home to display Brevard College art students' work the past two years. The students retrieved their work when school came back in session. Lynn Goldsmith, Director of Buildings and Grounds, will acknowledge the students for their hard work, and will share appreciation to the professors for their assistance in furthering the partnership with Brevard College to help implement the City's Enhance Quality of Life Strategy by "bringing people of all ages together through ... our cultural/historic assets of music, arts, and outdoor recreation". The professors will utilize this time to announce and invite the community to the College's next juried art show.

I. PUBLIC PARTICIPATION

(Public Participation is a statutorily (G.S. 160A-81.1) mandated time reserved during Regular Council Meetings for speakers to speak on any topic unless the topic is a public hearing item. The protocol for this time is detailed in Council's Rules of Procedure. Generally, this time is reserved for Speakers to share comments with Council within a three (3) minute period, but it is not established as a question and answer session between the Speaker and Council. Should Council hear a topic of interest for further consideration they may have the topic placed as a future agenda item by following steps listed under the "Citizen Request through Public Participation" section of the Rules of Procedure.)

J. SPECIAL PRESENTATION

(Special Presentation is a time where Staff, Staff's contractors, or organizations appointed or contracted by the City, can provide detailed information on operations, topics furthering a Council policy, or responding to a Council directive. These presentations are only intended to provide Council information and do not require action. Speakers are limited to a maximum of fifteen (15) minutes.)

1. Heart of Brevard: Executive Director Introduction & Plan of Work Update

Jeremy Owen, Heart of Brevard President, wishes to introduce their new Executive Director, Heath Seymour, to Council. Mr. Owen will also provide an update on the progress made to date on the Heart of Brevard Strategic Action Plan of Work 2013-2014.

2. Silvermont Planning Team (separate attachment)

The Silvermont Planning Team is a volunteer effort to upgrade Silvermont Park. Josh Freeman, Planning Director, will introduce the group's work as a means to address some of the public space needs identified by the City.

K. CONSENT and INFORMATION

(All items listed below are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests.)

1. Staff Reports

a. Clerk: Quarterly Report

⇒ The Clerk's report reveals a number of vacancies on several boards. Council may want to consider the following:

- Pursue a more aggressive campaign to engage citizens by hosting "City of Brevard" tents during special events, and/or recruiting citizens by partnering with non-profit agencies such as VISION and United Way.
- Evaluate each board's purpose and mission to better understand if the community need or the legal requirement still exists.
- Require annual or semi-annual reports from board Chairs.

b. Human Resources: Quarterly Report

- ⇒ This report highlights the importance of continuous training in the Career Development and Performance Review Program. Details of this training are included by appendix.
- ⇒ The continued improvements in safety compliance and reported accidents are notable achievements. The City's continued progress was recently recognized through conferment of Gold and Silver safety awards from Department of Labor Commissioner Berry.
- ⇒ Wellness activities are not only an important factor in lowering health insurance premiums, but also in instilling a culture of accountability and camaraderie essential to the successful operation of any organization.

c. Finance: Monthly Revenue and Expenditures Report

- ⇒ At two months into the fiscal year we typically expect revenues and expenditures around 20%:
 - Recreation will always be an outlier given the service peaks early in the fiscal year.
 - The Governing Board expenditures are running higher than normal because Council's budgeted funds of \$10,000 to the Bread of Life Ministries, Transylvania County Christian Ministries (Sharing House), and the Boys and Girls Club were disbursed early in the fiscal year.
 - Sales tax revenue received mid-October (after books closed for this report) indicate uptick in year to year numbers for August.

d. Public Services: Monthly Report

- ⇒ The Collection System Flow Monitoring mentioned in this report will recommend the next large scale capital improvements on addressing Inflow and Infiltration. We are a few months away from delivering details, but Council should expect a project in magnitude to King's Creek Sewer Rehabilitation.

2. FY '14 Budget Ordinance Amendment No. 2

Council budgeted for the purchase and finance of a sanitation truck in the FY'13 Budget. The truck was delivered in the new fiscal year. This amendment adjusts the budget to accurately reflect revenue and expenditure within the same fiscal year.

3. Recycling Services Contract: Switch to bi-weekly pickup

Council approved bi-weekly residential pickup on May 20, 2013. The enclosed contract with Republic Services, Inc. reflects those changes.

4. City Council Meeting Schedule Amendment

Council typically adopts a meeting schedule for the approaching calendar year in December. The 2013 calendar scheduled a work-session for November 5, 2013. This meeting was moved up and held September 30, 2013. This amendment officially drops the November 5, 2013 meeting date from Council's calendar.

M. NEW BUSINESS

1. UDO Text Amendment: Mobile Food Vendors

Council held a public hearing on this proposed ordinance amendment and may approve the text as presented, deny the text as submitted, or remand the text back to Staff with instructions.

2. Terrel Scruggs Scholarship Committee Appointment through ...

5. ... Western Carolina Community Action Board Appointment

Staff does not make recommendations on Council appointments. Council may 1) re-appoint the member with the expiring term (where permitted), 2) table to make a decision later, or 3) appoint another citizen to serve.