

**MINUTES
BREVARD CITY COUNCIL
May 28, 2013 – 5:30 PM**

Budget Work Session #1

The Brevard City Council met on Monday, May 28, 2013, starting at 5:00 p.m. with a light dinner for the scheduled budget work session starting at 5:30 p.m. in the Council Chambers of City Hall with Mayor Jimmy Harris presiding.

Present: Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Charlie Landreth, Maurice Jones and Wes Dickson. At 5:45 p.m. Mr. Locks joined the meeting in progress.

Staff: City Manager Joe Moore, City Clerk Desiree Perry, Planning Director Josh Freeman, Planner Sarah Lutz, Finance Director Jim Fatland, HR Director Christine Caldwell, Police Chief Phil Harris, Fire Chief Craig Budzinski, Planner Daniel Cobb, Assistant Planning Director Brad Burton, Public Service Director David Lutz, Building & Grounds Director Lynn Goldsmith and Planner Aaron Bland.

Press: Derek McKissock, Transylvania Times

A. Welcome - Mayor Harris called the meeting to order, welcomed those present and explained the properly Noticed meeting is open to the public. The purpose of the work session is for Council and staff to discuss together the two items upon the Agenda.

B. Quorum – City Clerk certified a quorum.

C. Agenda - Mr. Morrow moved, seconded by Mr. Landreth, the Agenda be approved as presented. Motion carried unanimously.

D. Work Session Business

D-1 City of Brevard Proposed Budget

Planning Director Josh Freeman and Planner Sarah Lutz provided background on projects and engaged in discussion with Council members, as noted below:

Downtown Master Plan (DTMP)

- Originally adopted by Council (as policy) in 2003.
- 2012-13 Engineering Process. Finished survey and preliminary design. Moving forward will continue to review with NCDOT and have neighborhood meetings with property owners, get construction easements, ROW, encroachments, then will work with Duke Power for design and underground power line. Once Duke is done, the City can begin their utilities, upgraded sewer line improvements and other utility projects that might open up other properties along the corridor.
- Keep in mind there are no allocations for land acquisition in the coming budget.
- Without the 2 cent tax increase this project cannot move forward.
- DTMP, public parking or public space - Any options to get funding from HOB under their Main Street Program or as they become a 501C3? Yes
- Has there been a discussion on HOB boundaries being expanded? No
- If needed, could delay some on the streetscape and address the greater priority of utilities.
- Phase 3 would include design and utility relocation to Brevard College.
- Costs are less to make improvements along Broad Street than Main Street.
- Phases: Phase One - Intersection of Broad/Main to Broad/French Broad; Phase Two - Broad/French Broad to Broad and Caldwell; Phase Three - Main from Gaston to Caldwell but also includes Broad from Main to Jordan ("T" shape);

Phase Four - Main from Gaston to Johnson and Main from Caldwell to England Street; Phase Five - Main from Johnson to Rice and from England to Oaklawn on Main; Phase Six - Broad Street from Jordan to Varsity Street.

- Improvements along Broad Street will give more bang for the buck, also, Broad is main entrance to Main Street and has the largest undeveloped lots.
- Feedback loop indicates (a) knowing there is public investment on the horizon makes development more attractive, and, (b) absence of public investment has been a deterrent to development.
- Questioned if expanding municipal service district to incorporate the described Broad Street area would result in investors finding it still attractive and continued willingness to develop - or - would establishing a MSD deter development.
- Sales tax options are not in City control. Only City options are property and MSD tax. Downtown area is important to the whole City and is a benefit to all of our City. To increase only MSD would not bring in the revenue needed. To really improve the assets of the City it will take a share from everyone in the City.
- MSD one cent increase would increase revenue by \$15,000; property tax increase would provide approximately \$95,000.
- Future could expand MSD, create a separate MSD, or, consider Special Assessment.

Public Parking / Public Space

- Need identified however, how and where to meet the needs has not yet been identified. Have \$30,000 to do a site analysis. Propose one cent (\$.01) tax increase for Parking/Public Space. (In addition to the \$.02 for DTMP)

Railroad Avenue Community Plan

- Neighborhood Small Area Plan. A bit behind schedule. Recommended Plan emphasis on development of the West Loop in order to reduce some of the stress on Broad Street; rehab the Railroad Avenue bridge; phased infrastructure (water, sewer, stormwater); establishment of historic district (tax credit and incentive to improve property) and public parking. Finance much of improvements by establishing a standalone MSD.
- Bridge for the West Loop project is on the NCDOT TIP funding list. TIP funds are a 80/20 match with the City's portion being 20%.
- NCDOT TIP - The more a City does for itself, the greater potential to be bumped up on the TIP scoring system.
- City would be responsible for widening of bridge, including realignment, and curb and gutter.
- Traffic Study - Brevard is due to update our Transportation Plan in 2014-15.

Rosenwald Community Planning Process

- Desire for reinvestment in the neighborhood community center; however, not successful in receiving Parks and Recreation funding.

Probart Sidewalk

- Probart identified as second highest sidewalk priority. First priority was Elm Bend which has been completed.
- 2015 - Survey of the entire project, and then break into phases. Phase 1 - Railroad to Kings Mill; Phase 2 - Kings Mill to Hampton; Phase 3 - Hampton to Music Camp Rd. Breaking into phases will make it more manageable. ROW acquisition, conceptual design, engineer, utility relocations and then constructing it. Shown on the plan is the most conservative option.
- Estimate \$500,000 for the first phase; for all phases over 2 million dollars.
- Current timeline is 2019. Staff was asked to review and report to Council if it could be moved up to 2014, and if so, what that would mean. (cost of project)
- Probart ties into Rosenwald community, there a nexus here and to wait seven years seems too long.

~~ At 7:00 p.m. Mayor Harris called for a 10-minute break. ~~

Heart of Brevard - Heart of Brevard Chairman Jeremy Owen, Secretary Martha Carlton, and Richard Coadwell joined Council at the work session table.

Mr. Owen explained about a year ago the HOB learned former Executive Director Madrid Zimmerman would be leaving resulting in HOB members pulling together. Together, a lot of work has been done. They have revised their mission and vision statement which they have built their budget around. Asking the City for a \$45,000 grant (last year received \$15,000). They plan to break even this year on festivals and anticipate an increase in income for Special Events. These and the increase requested of the City makes up their budget. Budget includes an increase in salaries; proposed are two positions (1) Economic Director \$55,000-\$60,000, and, (2) Office Manager/Promotions Manager \$28,000-\$32,000.

Mr. Owen further explained their Strategic Plan serves as a summary of their comprehensive plan. Susan Miller and Billy Higgins are assisting them in the 501C3 process that they hope to submit by August 2013; hope to hire Exec. Dir. by September; anticipate increase in festival income; plan to evaluate and assess current festivals and explore new special events; a number of people from the community are volunteering; desire to work with other agencies to effectively recruit businesses for downtown; plan to gather statistical data (ESRI Report) as it will shed light on what business types and services we need in the downtown rather than just try to fill storefronts; and, consider feasibility of expanding boundaries. However, hearing they need to do a better job to meet the needs and provide benefits to those who are already in the MSD before expanding it.

Discussion:

- Noticed HOB economic restructuring budget does not have dollar amounts associated with them; asked what are the steps that have to happen in order to do so?
- Mr. Owen explained the HOB Board has been divided into four communities; all of which have been meeting and have been asked to prioritize and give feedback on what they believe is achievable in short term. Waiting to hear back from the communities in order to provide that detail.
- HOB 501C6 promotions would be pulled out and separated from 501C3.
- Briefly discussed at times there has been confusion as the MSD is called "Heart of Brevard" as well as the Association is named "Heart of Brevard" and questioned if the MSD should be renamed.
- Mayor Harris suggested the MSD name not be renamed as it is established and well recognized.
- Manager added to consider naming the MSD something like "County Seat" would aid in quickly distinguishing when one is making reference to the Association or to the MSD.
- Mr. Landreth suggested leaving name alone unless the HOB says having the same name is a branding/vision problem for them.

City Employee Performance Review and Performance Pay Programs

- HR Director Christine Caldwell distributed to Council members a hard copy of the power point slides.
- City paid Dental Benefit is proposed for employees.
- Longevity - NC Trend is a dollar amount rather than a percentage.
- City has seven or eight employees that have over 20 years of service.
- Health Insurance - Going up or remaining the same? No anticipated change in this fiscal year. City is grandfathered, and we do not anticipate seeing any significant changes with the Health Care Act.
- Health Care Act - 30 hours is now deemed as "full time"
- Although not certified, the City of Brevard is a living wage employer.
- Budget Proposal: 2% lump sum \$74,000; COLA 1% \$35,000 for a total of \$109,000.

- Cost of living equals a permanent increase in salary. Lump sum would be provided as a bonus, and does not increase the employees base salary.

Proposed Budget - Closing Comments or Questions

- Proposed budget figures shown does not draw below the 30% General Fund balance.
- Chamber of Commerce representatives will be at the next budget session work session.
- Suggested Chamber of Commerce would be a good legislative liaison for us to go to Raleigh, and their doing so would likely be more effective than hosting a legislative breakfast in Brevard.
- Recycling - to be discussed at next budget work session.
- State Legislature is proposing a variety of bills that would result in reduction or elimination of revenues municipalities have been receiving. If that takes place, courses of action will need to be considered. Budget would need to be amended and most likely cuts in services - Sports Complex closed, Franklin Park closed, cut back on overtime, reduce Festival support, etc.

D-2 Cottages at Brevard Contract

Mr. Freeman explained the City has received a Community Development Block Grant (CDBG) from the State. Grant has been offered as a low-interest loan to Pendergraph Development, LLC to support the installation of public infrastructure within the Cottages of Brevard project. Formal bid proposals for construction of public infrastructure were received on April 17, 2013, and three bids were received. Jerry T. Whitmire Grading of Brevard was the lowest qualified and responsible bidder, with bid amount totaling \$132,036.50. Staff recommends Council adopting the drafted Resolution authorizing Pendergraph Development, LLC to award the contract to Jerry T. Whitmire Grading.

Mr. Morrow moved, seconded by Mr. Dickson, Council adopt **Resolution No. 2013-14** Authorizing the Issuance of Contract to Jerry T. Whitmire Grading of Brevard on Behalf of the Cottages at Brevard. Motion carried unanimously.

RESOLUTION NO. 2013-14

A RESOLUTION AUTHORIZING THE ISSUANCE OF CONTRACT TO JERRY T. WHITMIRE, GRADING OF BREVARD, NORTH CAROLINA IN THE AMOUNT OF \$132,036.50 ON BEHALF OF THE COTTAGES AT BREVARD

WHEREAS, formal proposals were received for street improvements pursuant to the Cottages at the City of Brevard Planning Department, Brevard City Hall, 95 West Main Street, Brevard NC, at 3:00 P.M. on Wednesday, April 17, 2013 at which time three (3) bids were received; and,

WHEREAS, after receiving the Bid Tabulation from this bid opening for the proposed project, and receiving staff recommendation, the Brevard City Council desires to authorize an award of contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BREVARD THAT:

Section 1: Brevard City Council hereby authorizes Pendergraph Development, LLC, to award the contract to Jerry T. Whitmire, Grading in the amount of \$132,036.50.

Section 2: The City of Brevard will provide financial support for the street improvements project through a loan to Pendergraph Development, LLC, in the amount of \$132,036.50 from funds that were received by the City through Community Development Block Grant (CDBG) No. 10-C-2209.

Section 3: This Resolution shall take effect immediately and be effective for the life of the grant (CDBG No. 10-C-2209).

Adopted this the 28th day of May, 2013.

E. Adjourn - There being no further business, Mr. Landreth moved, seconded by Mr. Locks, the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 9:00 p.m.

Jimmy Harris
Mayor

Desiree D. Perry, CMC, NCCMC
City Clerk

Minutes Approved: July 15, 2013