



AGENDA
BREVARD CITY COUNCIL – REGULAR MEETING
Monday, October 21, 2019 – 7:00 P.M.
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Dema Barishnikov, Destiny Christian Fellowship

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

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4. Property Acquisition: GS § 143-318.11. (a)(3)(5)	

P. Adjourn

Agenda Posted, Website, Sunshine List (October 15, 2019)

J. Murray, City Clerk

To review Agenda materials, go to the City's website www.cityofbrevard.com. Select "Your Government" tab followed by "Council Agenda Packet" tab. Agenda packet materials are posted on Thursday afternoon prior to Council's Monday meeting.

Approval of Minutes

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
September 16, 2019 – 7:00 PM

The Brevard City Council met in regular session on Monday, September 16, 2019, at 7:00 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, Maureen Copelof, Gary Daniel and Maurice Jones.

Staff Present – City Attorney Michael Pratt, Jim Fatland, Finance Director and City Manager, City Clerk Jill Murray, Deputy Finance Director Tom Whitlock, Executive Assistant to City Manager Denise Hodsdon, Fire Chief Bobby Cooper, Interim Planning Director Paul Ray, Planner Aaron Bland, Police Chief Phil Harris and Public Works Director David Lutz.

Press – Matthew McGregor, Transylvania Times

A. Welcome and Call to Order – Mayor Harris called the meeting to order, welcomed those present and introduced Council members, Manager, Attorney and City Clerk.

B. Invocation – Mayor Jimmy Harris, offered an invocation.

C. Pledge of Allegiance – Mayor Harris led in the Pledge of Allegiance.

D. Certification of Quorum - The City Clerk certified a quorum present.

E. Approval of Agenda – Mayor Jimmy Harris asked that two resolutions be added to New Business as Items M5 and M6. Mr. Pratt added that under Closed Session there will be no Pending Litigation and no Property Acquisition but instead there will be two Potential Litigations and one Personnel Matter. Mr. Jones moved, seconded by Mr. Morrow, the agenda be approved to add the Resolution Approving Property Tax Releases and a Resolution Accepting the Donation of Land from Transylvania County to the City of Brevard to be used as a Connection to the Estatoe Trail at Tannery Park (the Duckworth Property) to New Business as Items M5 and M6 and changing the Closed Sessions to two Potential Litigations and one Personnel Matter as amended. Motion carried unanimously.

F. Approval of Minutes – Mr. Jones asked that his name be removed from receiving a Proclamation and Ms. Copelof asked about a date change at the beginning of the minutes. Mr. Morrow moved, seconded by Mr. Daniel, the August 19, 2019 minutes be approved as amended. Motion carried unanimously.

G. Certificates / Awards / Recognition – None

H. Public Hearing(s) –

H-1. Voluntary Contiguous Annexation Petition of Felipe Flores Duenes.

Mr. Fatland explained that this is the last piece of the annexation for the property located at 961 Ecusta Road and it has been properly advertised and the applicant is in the audience if anyone has any questions. Annexation will make both City water and wastewater service available to the property which currently has an aging septic system.

Public Hearing Public Participation – Michael Galloway, a neighbor of Duenes, asked if this annexation would lead to his land being annexed. Mayor Harris explained that he would have to ask the City to be voluntarily annexed before that would happen.

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 7:19 PM.

I. Public Participation –

Mr. Art Odell, manager of Sycamore Cycles, came to ask for a text amendment to its regulations prohibiting motorized vehicles, specifically the pedal assist bike, or E-Bikes. It looks like a normal bike but it has a small motor powered by a rechargeable battery located on the frame. The cyclist pedals as normal but with a very quiet assist from the electric motor that only gives what you put in. When you stop pedaling, there is no assist from the motor.

Mayor Harris asked how fast they can go. Mr. Odell said 20mph, no faster. Mr. Harris said that one of Council's tasks is to anticipate changing technology and this is something that we will look at and ask the City Manager and City Attorney to look at.

Maurice Jones moved, seconded by Mr. Daniel that City staff spend time looking into this further. Motion carried unanimously.

J. Special Presentation(s) - None

K. Consent Agenda and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Harris read aloud the items listed, and asked if Council desired to remove an item for discussion, or, to add an item(s) to the Consent Agenda. Mayor Harris asked Council to consider adding New Business items M1, M2 M3 and M4 and the recently added M5 and M6 to Consent. Charlie Landreth asked that Item M2 stay under New Business. Mr. Morrow moved, seconded by Mr. Jones that items M1, M3, M4, M5 and M6 be added to the Consent Agenda and be approved as amended. Motion carried unanimously.

K-1. Staff Reports:

- a. Financial Report for month ending August, 2019.
- b. Public Works Monthly Report, July 2019.

K-2. Community Development Contracts – Council Parks, Trails and Recreation Committee Minutes – June 19, 2019.

K-3. Mary C. Jenkins Community Task Force Minutes – June 25, 2019.

K-4. Council Downtown Master Plan Committee Minutes – February 27, 2019.

K-5. Council Downtown Master Plan Committee Minutes – March 27, 2019.

K-6. Tax Settlement Report for Month Ending August 31, 2019.

K-7. Bracken Mountain Master Plan Update. Aaron Bland presented an updated map showing trails that now exist and the remaining approved future trails to be constructed.

K-8. Ordinance No. 2019-21 – Ordinance Street Closure Halloweenfest-Saturday, October 26, 2019.

ORDINANCE NO. 2019-21

AN ORDINANCE DECLARING A ROAD CLOSURE FOR 37th HALLOWEENFEST

WHEREAS, Brevard City Council acknowledges a tradition of providing an annual Halloweenfest festival for the pleasure and enjoyment of its citizens and visitors; and,

WHEREAS, Brevard City Council acknowledges this festival provides an opportunity for day-long, family-oriented activities; and,

WHEREAS, Brevard City Council acknowledges this festival requires a portion of Main Street (U.S. Highway 276) and Broad Street (U.S. Highway 64) to be closed for setup, activities, and cleanup; and,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

SECTION 1. Pursuant to authority granted by G.S. 20-169, the City of Brevard hereby declares the following temporary road closure during the day and time set forth below on the following described portion of a State Highway System route:

Halloweenfest Festival

Date: Saturday, October 26, 2019

Time: 7:00AM – 6:00PM

Route Description: Main Street (U.S. 276) from Caldwell Street to Johnson Street, and Broad Street (U.S. 64) from French Broad Street to Morgan Street.

SECTION 2. This ordinance shall be in full force and effect from and after the date of its adoption.

Adopted and approved this the 16th day of September, 2019.

K-9. Ordinance No. 2019-22 – Ordinance Amending the Brevard Traffic Schedule and Brevard City Code Chapter 66.
into the minutes; and

ORDINANCE NO. 2019-22

**AN ORDINANCE AMENDING THE BREVARD TRAFFIC SCHEDULE
AND BREVARD CITY CODE CHAPTER 66**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT THE TRAFFIC SCHEDULE AND THE BREVARD CITY CODE SHALL BE AMENDED AS FOLLOWS:

Section 1. Chapter 66, Schedule I, Section 66-122 of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Both sides of Jordan Street from Gaston to Johnson.

Section 2. Chapter 66, Article IV, Schedule XXXI, Section 66-89 of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Add Big Bed Road.
- b) Add East Main Street at Greenville Highway and Wilson Drive split.

Section 3. Chapter 66, Schedule XXI, Section 66-87(4) of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Remove Carolina Avenue (SR 1347) from Cashiers Valley Road (SR 1344) to City Limit (Rosman Highway).

Section 4. Chapter 66, Schedule XIX, Section 66-87(2) of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Add Carolina Avenue (SR 1347) from Cashiers Valley Road (SR 1344) to City Limit (Rosman Highway).

Section 5. Chapter 66, Schedule XIX, Section 66-87(2) of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Remove Mills Avenue.

Section 6. Chapter 66, Schedule XVIII, Section 66-87(6) of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Add Mills Avenue.

Section 7. The City Clerk of the City of Brevard is hereby authorized and directed to revise and amend the official records and the Brevard Traffic Schedule to reflect the change as set forth herein.

Section 8. The City Manager of the City of Brevard is hereby authorized and directed to cause the appropriate signs to be installed and enforcement of the foregoing provisions to be implemented.

Section 9. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved this 16th day of September, 2019.

K-10 Memorandum of Transportation Agreement.

K-11. Correspondence (No Action. Offered as information only.)

- a. Transylvania County Building Permit Activity Report, July, 2019.
- b. TCart's Gallery Walk August.
- c. Signage and Wayfinding Program Financing.

K-12. (M-1) Ordinance No. 2019-20-Voluntary Contiguous Annexation, Felipe Flores Duenes.

ORDINANCE NO. 2019-20

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS
OF THE CITY OF BREVARD, NORTH CAROLINA**

WHEREAS, the Brevard City Council has been petitioned under G.S. 160A-31, as amended, to annex the contiguous area described herein, and,

WHEREAS, the City Council has by Resolution No. 2019-04 directed the City Clerk to investigate the sufficiency of said petition; and,

WHEREAS, the Brevard Planning Board reviewed the Petition at their meeting held on February 19, 2019 and recommend approval of the voluntary contiguous annexation; and,

WHEREAS, the City Clerk has certified the sufficiency of said petition (relying on the opinion of the City Attorney) and the City Council adopted Resolution No. 2019-20 fixing a date of public hearing. By authority granted by G.S. 160A-31, a public hearing on the question of this annexation was held at the Brevard City Hall at 7:00 o'clock, P.M. on the 16th day of September, 2019, after due notice by publication on the 2nd of September, 2019 and

WHEREAS, the City Council does hereby find as a fact that the petition meets the requirements of G.S. 160A-31, as amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA, THAT:

Section 1. By virtue of the authority granted by G.S. 160A-31, as amended, all of that property lying in Transylvania County, owned by Felipe Flores Duenes, as shown and being all of that property recorded in Deed Book 861, Page 395 in the Transylvania County Registry and that certain annexation plat provided by the Petitioners to be duly recorded upon annexation is hereby annexed and made a part of the City of Brevard as of the 16th day of September, 2019.

Said property is more fully described as follows:

Location: 961 Ecusta Road, Brevard, NC 28712. Transylvania County Tax Property Identification Number 8596-49-5834-000.

Metes and Bounds Property Description:

BEGINNING at an iron pipe found on the northeast margin of the right of way for Ecusta Road (a/k/a Vanderbilt Road), the southwestern adjoining corners of Lots 3 and 4 of the Carr Lumber Company subdivision, and running thence with the common boundary of Lots 3 and 4, North 54 degrees 33 minutes 08 seconds East 131.25 feet to the Galloway (Lot 23) line; thence running with the Galloway line South 60 degrees 05 minutes 52 seconds East 82.13 feet to an iron pipe found in the common corner of Lots 4 and 5; thence with the common boundary of Lots 4 and 5, South 55 degrees 21 minutes 08 seconds West 183.72 feet to the northeast edge of the pavement of Ecusta Road, within its right of way; thence with the northeast edge of Ecusta Road, North 35 degrees 56 minutes 24 seconds West 72.08 feet; thence North 54 degrees 33 minutes 08 seconds East 18.82 feet to the point of Beginning.

As surveyed and platted by Carolina Mountain Land Surveying, said plat being entitled, "Annexation Plat of Lot 4 prepared for Felipe Flores Duenez," dated February 13, 2019, and recorded in Plat File _____, Slide _____ of the Transylvania County Registry.

"Duenez" is sometimes spelled "Duenes" or "Duene" on documents related to this real estate.

Section 2. Upon and after the 16th day of September, 2019, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the City of Brevard and shall be entitled to the same privileges and benefits as other parts of the City of Brevard. Said territory shall be subject to the municipal taxes according to G.S. 160A-31.

Section 3. Pursuant to 160AA-29 it shall be the duty of the Mayor of the City of Brevard to cause an accurate map of the annexed territory as described in Section 1 hereof, together with a duly certified copy of this Ordinance, to be recorded in the office of the Register of Deeds of Transylvania County, North Carolina, and in the office of the Secretary of State at Raleigh, North Carolina. Such a map shall also be delivered to the Transylvania 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 City of Brevard.

Adopted and approved the 16th day of September, 2019.

K-13. (M-3) Resolution No. 2019-22 Waterline Project King Street.

RESOLUTION NO. 2019-22

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, the Federal Clean Water Act Amendments of 1987 and the North Carolina the 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 (state whether a wastewater treatment works, wastewater collection system, stream restoration, stormwater treatment, drinking water treatment works, and/or drinking water distribution system or other “green” project), and

WHEREAS, the City of Brevard has need for and intends to construct a drinking water distribution system project described as Replace 5,800LF of 4” waterline with 6” waterline, and

WHEREAS, the City of Brevard intends to request state loan assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE City Council OF THE City of Brevard:

That City of Brevard, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan 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 governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the City of Brevard to make scheduled repayment of the loan, to withhold from the City of Brevard 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 James Fatland, City Manager, the **Authorized Official**, 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 or grant) to aid in the construction of the project described above.

That the **Authorized Official**, 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.

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.

Approved and adopted this the 16th day of September, 2019.

K-14. (M-4) Board and Committee Appointment(s).

Planning Board - Council unanimously reappointed Molly Jenkins to the Planning Board.

L. Unfinished Business – None

M. New Business –

M-2. Review Street Naming Policy.

Per the current policy letter limit, Charlie Landreth asked that we update the 15 letter limit for street signs and said he doesn't think this document will help us if we're renaming a serious street, like Main or Broad.

Maureen Copelof added that Council needs to make a decision on this small unnamed street and if we ever go into a massive renaming then we need to look at different criteria.

Charlie Landreth moved, seconded by Maurice Jones, that we name the street off of Asheville Highway between Zaxby's restaurant and the former Mr. Pete's gas station as Jack Hudson Way. Motion carried unanimously.

N. Remarks / Future Agenda Considerations

Mayor Harris said he attended a meeting and he showed off a trophy that the City of Brevard received for becoming the 50th Blue Zone Community. Secondly, this year, the City of Brevard started collecting its own taxes and so far 3.2 million dollars has been collected thus far.

Maureen Copelof said that she would like to reiterate what the Mayor said and that she attended the community workshops dealing with health issues and that fits me with the Blue Zone coming here. Also, I want to mention it was so nice that our staff took on a new function of collecting the taxes. That's always difficult and they've done a fantastic job.

Charlie Landreth said that back during the budget work session, he asked about City staff analyzing our rate of compensation for the Council and Mayor and was wondering if we have that information yet. Mr. Fatland said that it's going to be on the next Finance Committee agenda and then it will go before Council.

Charlie also mentioned that we still have dead trees standing on our block here. We need to get on the way to removing these trees. Hunter Marks is working on our new trees. He's a landscape architect from Hendersonville.

Mac Morrow said that the City was on the front of the Asheville newspaper. There's a segment in there written by John Boyle about small towns thriving.

O. Closed Session(s) – Mayor Harris asked the City Attorney if it would be appropriate for Council to hold a closed session to discuss a matter of potential litigation. City Attorney advised pursuant to **GS § 143-318.11. (a)(3)** It would be appropriate to convene a closed session on the matter. A closed session requires a separate motion, second and vote to discuss the matter. Council will enter and exit regular session for each closed session.

Closed Session #1 - At 8:01 p.m. Mr. Landreth moved, seconded by Mr. Jones to enter into closed session to discuss a matter of potential litigation and clear Council Chambers. Motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were the City Manager, City Clerk Jill Murray and Planner Aaron Bland, Interim Planning Director Paul Ray, Public Works Director David Lutz and Harlow Brown. (A five minute break was taken to allow Council Chambers to be cleared.)

Closed Session #2 - At 9:32 p.m. Mr. Landreth moved, seconded by Mr. Daniel to enter into closed session to discuss a matter of potential litigation. Motion carried unanimously. Authorized to remain for the closed session with Council and the Attorney were the City Manager and City Clerk Jill Murray.

Closed Session #3 – At 10:10 p.m. Mr. Landreth moved, seconded by Mr. Jones, Council go into closed session to discuss a personnel matter. Motion carried

unanimously. Authorized to remain for closed session was Council and the City Attorney. Mr. Fatland and Mrs. Murray were dismissed.

Council Returned to Regular Session – At 11:02 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

P. Adjourn – There being no further business, Mr. Jones moved, seconded by Mr. Landreth, the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 11:02 p.m.

Jimmy Harris
Mayor

Jill Murray, CMC
City Clerk

Minutes Approved: October 21, 2019

Certificates / Awards / Recognition

PROCLAMATION NO. 2019-14
Fire Prevention Month
October 2019

WHEREAS, the City of Brevard has been committed to ensuring the safety and security of all those living in and visiting Brevard; and

WHEREAS, the 2019 Fire Prevention Month theme, **“Not Every Hero Wears a Cape. Plan and Practice Your Escape!”** works to educate everyone about the small but important actions they can take to keep themselves and those around them safe. How do you define a hero? Is it... a person who is courageous and performs good deeds? Someone who comes to the aid of others, even at personal risk? A hero can be all of those things. A hero can also be... someone who takes small, but important actions to keep themselves and those around them safe from fire. When it comes to fire safety, maybe you’re already a hero in your household or community. If not, maybe you’re feeling inspired to become one. It's easy! **Start by making your home escape plan;** and

WHEREAS, **Map It Out:** Draw or map out the layout of your home, marking two exits from every room (typically a door or window) and a path from each exit to the outside; and

WHEREAS, **Meeting Place:** Pick a meeting place outside in front of your home where everyone will meet after exiting. Be sure not to meet in the driveway or the street because fire trucks will be arriving at those areas; and

WHEREAS, **Smoke Alarms:** Mark the location of all of the smoke alarms in your home. (There should be at least one on every level, in each bedroom, and near all sleeping areas); and

WHEREAS, **911:** Make sure everyone knows how to call 911 from a mobile phone or neighbors’ phone once they are safely outside. Mobile phones do not immediately give the location of the call like landline phones do. Be sure that children memorize their address so they can tell the 911 Operator where they are in case of an emergency; and

WHEREAS, in a fire, mere seconds can mean the difference between a safe escape and a tragedy. Fire safety education isn’t just for school children. Teenagers, adults, and the elderly are also at risk in fires, making it important for every member of the community to take some time every October during Fire Prevention Month to make sure they understand how to stay safe in case of a fire; and

THEREFORE, I, Mayor Jimmy Harris and the Brevard City Council, do hereby proclaim October 2019 as Fire Prevention Month throughout this community. We urge all citizens to develop a home fire escape plan with all members of the household and practice it twice a year.

ATTEST:

Jimmy Harris
Mayor

Jill Murray, CMC
City Clerk

Proclamation No. 2019-15
Domestic Violence Awareness Month
October 2019

WHEREAS, Domestic violence, also called intimate partner violence (IPV), domestic abuse or relationship abuse) is a pattern of behaviors used by one partner to maintain power and control over another partner in an intimate relationship; and

WHEREAS, Domestic violence includes behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want and it includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation; and

WHEREAS, Domestic violence does not discriminate, regardless of race, age, gender, sexual orientation, religion anyone can be a victim – or perpetrator – of domestic violence. It can happen to people who are married, living together or who are dating. It affects people of all socioeconomic backgrounds and education levels.; and

WHEREAS, in North Carolina, 1 in 3 women and 1 in 7 men have experienced some form of physical violence by an intimate partner; and

WHEREAS, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

WHEREAS, Domestic Violence Awareness Month provides an opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services, and assistance to survivors of domestic violence.

WHEREAS, since 1985, SAFE, Inc. has been providing shelter, programs and services to people impacted by domestic and/or sexual violence. In the last year SAFE, Inc. served **258** victims of domestic violence and/or sexual assault and provided shelter to **71** adults and **42** children. To this end, SAFE, Inc. invites all of us to support October 2019 as "Domestic Violence Awareness Month".

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Brevard, North Carolina, the month of October as **Domestic Violence Awareness Month** and urge the citizens of Brevard to work together to eliminate domestic violence from our community.

IN WITNESS WHEREOF, I have hereunto set my hand and cause the Seal of the City of Brevard to be affixed on this 21st day of October, 2019.

Jimmy Harris
Mayor

ATTEST:

Jill Murray, CMC
City Clerk

PROCLAMATION NO. 2019-16
BREAST CANCER AWARENESS MONTH
October 2019

WHEREAS, the City of Brevard joins our nation in recognizing October as Breast Cancer Awareness Month; and

WHEREAS, breast cancer is the most commonly diagnosed cancer among women in the United States, and is the second-leading cause of cancer deaths among women in North Carolina and our nation; and

WHEREAS, early detection can be an effective tool in combating breast cancer, with regular screenings preventing 15 to 30 percent of all deaths from breast cancer in women over 40; when diagnosed while still confined to the breast, the 5-year relative survival rate is more than 98 percent; and

WHEREAS, the City of Brevard encourages citizens to talk with their health care providers about regular screenings, examinations and mammograms, and to practice self-examination.

NOW, THEREFORE, I, Mayor Jimmy Harris and Brevard City Council, do hereby proclaim **October 2019**, as “**Breast Cancer Awareness Month**” in the City of Brevard, North Carolina, and call on all citizens to join us in recognizing and commend this observance to all citizens.

Adopted and approved this the 21st day of October, 2019.

Jimmy Harris
Mayor

ATTEST:

Jill Murray, CMC
City Clerk

Public Hearing(s)

STAFF REPORT

City Council, Monday, October 21, 2019

Title: **REZ-19-006 – Request for Rezoning**
Council will consider a request for a zoning map amendment at Builders First Source on Ecusta Road.

Speaker: Aaron Bland, AICP, Planner & Assistant Zoning Administrator
Prepared by: Aaron Bland, AICP, Planner & Assistant Zoning Administrator
Approved by: Jim Fatland, City Manager

Background

On August 15, 2019 an application was submitted by Builders First Source Inc. to request a zoning map amendment (“rezoning”) for multiple parcels of land in the City’s corporate limits at 1242 Ecusta Road, from Corridor Mixed-Use (CMX) to General Industrial (GI). See Attachment A for application materials and Attachment B for map of current zoning.

Affected property PINs: 8596-48-8377-000, 8596-58-4200-000, 8596-58-2166-000, 8596-58-2307-000, 8596-58-4006-000, and 8596-58-3354-000.

Discussion

The UDO defines the General Industrial as “primarily for general industrial land uses and a broader variety of operations, including manufacturing, processing, and assembling of parts and products and distribution of products at wholesale or retail. The standards established for general industrial areas are designed to promote sound permanent industrial development.”

The rezoning of this facility to GI would allow Builders First Source to construct additional storage buildings and provide flexibility from the Building and Architectural Standards chapter of the UDO (Chapter 5) per 5.3.D which states “Structures in General Industrial (GI) Districts are exempt from the provisions of this Chapter unless otherwise specified herein.”

See Attachment C for a comparison of allowed uses in the current and proposed districts.

Policy Analysis

Staff believes that these properties are not being utilized to their full potential and that increasing intensity of land uses within existing utility service areas should be encouraged. The 2015 Comprehensive Plan encourages development of underutilized land and infill development. These are described within Economic Health and Livable Communities Elements:

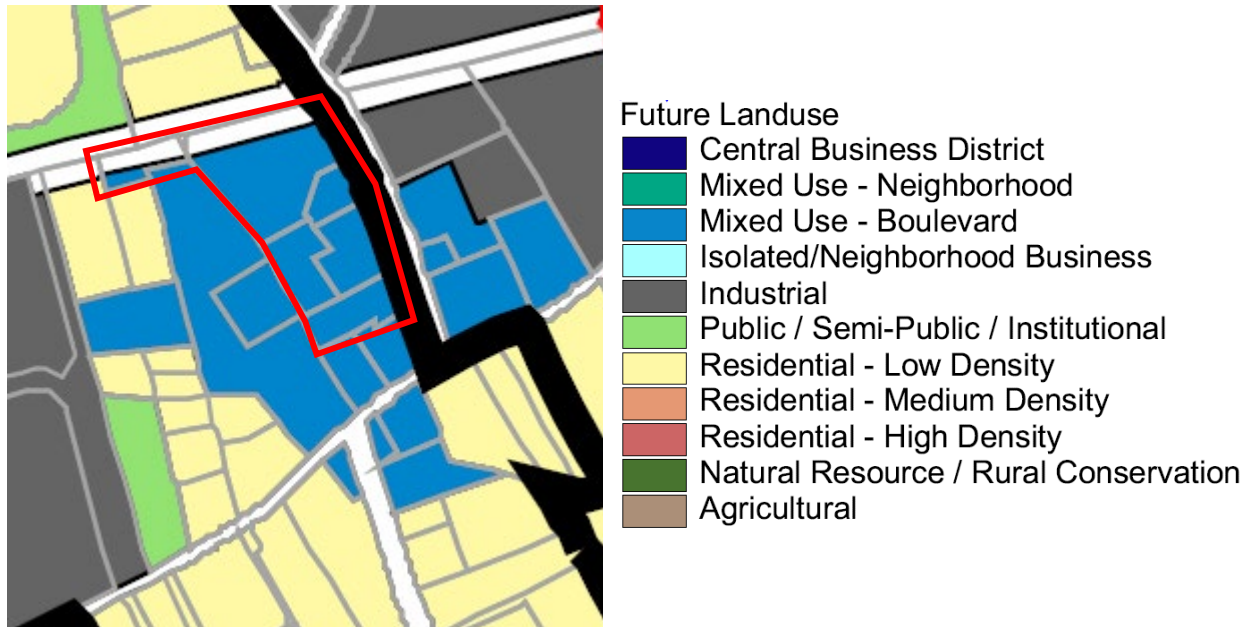
OBJECTIVE 2.1: As the City of Brevard's primary source of financial capital, the City will take proactive measures to stabilize and grow the tax base.

POLICY 2.1.A: Modify zoning regulations to encourage and allow greater density and intensities of land use within its jurisdiction.

OBJECTIVE 4.1: Increased efficiency of land uses to help stabilize and grow the City's tax base.

POLICY 4.1.A: Evaluate and amend development ordinances to facilitate infill development on vacant and under-developed parcels, as well as revitalization of developed parcels.

The 2002 Comprehensive Land Use Plan designates these properties as Mixed Use – Boulevard, and not Industrial.



Recommendation

Staff recommends approval of the rezoning as submitted. At their meeting on September 17th the Planning Board unanimously voted to recommend approval. In accordance with N.C.G.S. § 160A-382(b), the Planning Board has submitted a written consistency statement analyzing the reasonableness of this proposal with regards to existing policies or plans of the City of Brevard. This Statement of Consistency is included as Attachment D.

Council's options are as follows:

1. Grant the rezoning as requested;
2. Grant the rezoning with a reduction in the area requested;
3. Grant the rezoning to a more restrictive general zoning district;
4. Grant the rezoning with a combination of (1) and (2) above; or
5. Deny the application.

Attachments

- | | |
|--------------------------|-----------------------------|
| A. Application Materials | D. Statement of Consistency |
| B. Current Zoning Map | E. Adopting Ordinance |
| C. Comparison of Uses | |

RECEIVED
8-15-19



The City of Brevard North Carolina

REQUEST FOR ZONING MAP AMENDMENT (REZONING)

Applicant Information:

Name: Editha S Nelson Trustee Et Al / Builders First Source - Southeast Group, LLC
Address: PO Box 820 Pisgah Forest, NC 28768 / 2001 Bryan St, Suite 1600 Dallas, TX 75201
Phone: 303-532-9978

Property Owner Information (if different than applicant):

Name: _____
Address: _____
Phone: _____

Location of Property:

1242 Ecusta Road, Brevard, NC 28712

8596-48-8377-000 8596-58-4200-000 8596-58-2166-000

Property Identification Number (PIN): 8596-58-2307-000 8596-58-4006-000 8596-58-3354-000

Present Zoning District: Corridor Mixed Use

Request District to be Changed to: General Industrial (GI) (attach additional explanation if necessary)

Existing Use of Adjacent Properties:

North <u>Railroad</u>	South <u>Convenience Store / Post Office</u>
West <u>Residential</u>	East <u>Public Roadway (Ecusta Road)</u>

Signature of Applicant: [Signature] VP- Real Estate 8/13/19
Builders First Source, Inc. Date

* * * * *

Planning Department must receive the following prior to placement on BPB agenda:

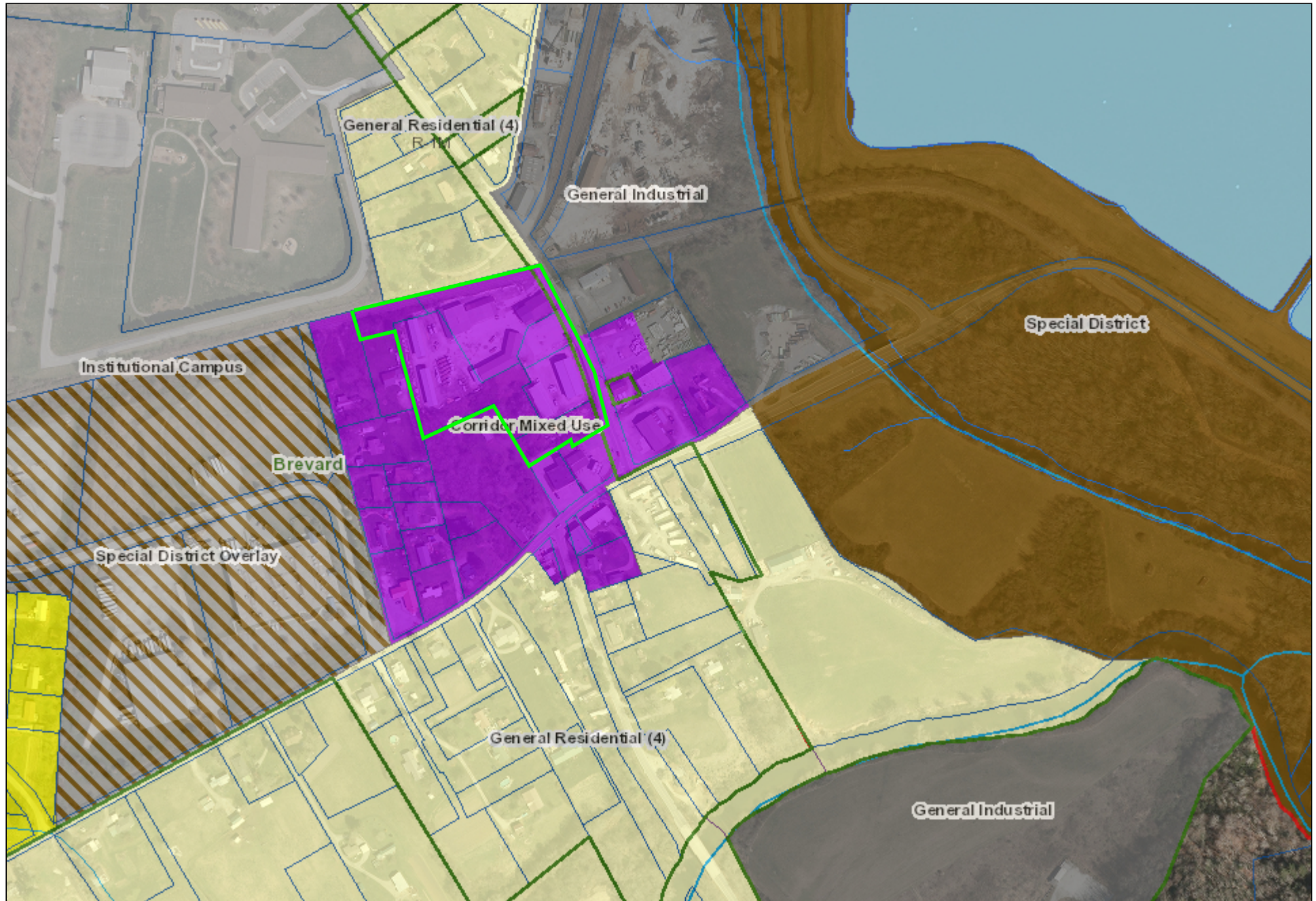
____ Completed Application Form
____ Survey of Property
____ Application Fee – Date Paid _____, Receipt # _____

Heard by Planning Board on: _____

Planning Board's Recommendation: ____ Approval ____ Denial

Heard by City Council on: _____

City Council Action: ____ Approval – Ord. Number _____ Effective Date _____
____ Denial



Disclaimer: The information contained on this page is NOT to be construed or used as a survey or legal description. Map information is believed to be accurate but accuracy is not guaranteed.

Approx. Scale 1:4653

0 388 ft 776 ft

2.2. - Use categories and tables of permitted uses.

A. All uses permitted in this Code have been divided into nine general categories as detailed below and are generally defined as follows:

1. *Residential*: Premises available for long-term human habitation by means of ownership and rental, but excluding short-term leasing or rental of less than a month's duration.
2. *Lodging*: Premises available for short-term human habitation, including daily and weekly rental.
3. *Office/service*: Premises available for the transaction of general business and the provision of services, but excluding retail sales and manufacturing, except as a minority component.
4. *Retail/restaurants*: Premises available for the commercial sale of merchandise, prepared foods, and food and drink consumption, but excluding manufacturing.
5. *Entertainment/recreation*: Premises for the gathering of people for purposes such as arts and culture, amusement, and recreation.
6. *Manufacturing/wholesale/storage*: Premises available for the creation, assemblage, storage, and repair of items including their wholesale or retail sale.
7. *Civic/institutional*: Premises available for organizations dedicated to religion, education, government, social service, health care, and other similar functions.
8. *Infrastructure*: Uses and structures dedicated to transportation, communication, information, and utilities.
9. *Temporary uses*: Uses as defined in Chapter 19 of this ordinance.

B. *Interpretation of use matrices.*

1. Any use not listed in the use matrix and not otherwise explicitly permitted within this ordinance is prohibited, unless the administrator determines that it falls within the same class as a listed use as set forth below.
2. Uses not listed as a permitted (P), permitted with additional standards (PS) or requiring a special use permit (SUP) are presumed to be prohibited from the applicable zoning district, except that prohibited uses may be permitted within the applicable zoning district through the application of a conditional zoning district in accordance with the provisions set forth in Chapter 16.
3. In the event that a particular use is not listed in the use matrix, and such use is not listed as a prohibited use and is not otherwise prohibited by law, the administrator shall determine whether a materially similar use exists in this chapter. Should the administrator determine that a materially similar use does exist, the regulations governing that use shall apply to the particular use not listed and the administrator's decision shall be recorded in writing. Should the administrator determine that a materially similar use does not exist, this chapter may be amended to establish a specific listing for the use in question in accordance with the provisions set forth for text amendments in Chapter 16.
4. The administrator may determine that a use is materially similar if:
 - (a) The use is listed as within the same structure or function classification as the use specifically enumerated in the use matrix, as determined by the Land-Based Classification Standards ("LBCS") of the American Planning Association [Reference: <http://www.planning.org/lbcs/index.html>]. The use shall be considered materially similar if it falls within the same LBCS classification and meets the requirements of subsection (b) below.
 - (b) The proposed use shall not generate average daily trips exceeding other uses proposed in the zoning district by more than ten percent, as determined by the Institute of Transportation Engineers, Trip Generation (7th ed., 2003, or as subsequently updated) (the "ITE Manual"), which document is hereby incorporated by this reference. If the proposed use trip generation

is not specifically listed in the ITE Manual, a use considered materially similar shall be used. The administrator may also refer to similar local traffic studies.

5. In order to assist in interpretation of the use matrix, the LBCS numbers where applicable are enumerated. In interpreting the use matrix, the following rules of construction shall apply:

- (a) If a use is listed for a specific classification, while a more general classification within the same industry classification is also listed for another use, the specific classification governs. The specific use is not permitted in all districts where the uses coded to the general classification are permitted simply because they share a similar LBCS code number. The numbers increase as the classifications get more specific.
- (b) Some uses are listed separately, but fall within the same LBCS classification. The uses within one such classification are not permitted in all of the zoning districts as the others simply because they fall within the same LBCS classification.

- C. *Use matrix.* The following matrix sets forth the manner by which certain uses may be permitted within the various districts set forth above.

1. "P" denotes those uses that are permitted "by right."
2. "—" denotes those uses that are not permitted within the given district.
3. "SUP" denotes those uses that are permitted upon issuance of a special use permit in accordance with the provisions set forth in Chapter 16. Additional standards for certain uses requiring a special use permit are set forth in Chapters 3 and 5 of this ordinance.
4. "PS" denotes those uses that are permitted with additional standards, which are set forth in Chapter 3.
5. "GD" denotes those uses may be permitted as a Group Development in accordance with the provisions set forth in Chapter 16.
6. "MHD" denotes those uses that are permitted within a Manufactured Housing Overlay District.

BASE DISTRICT	GR	RMX	NMX	DMX	CMX	IC	GI
Residential							
Dwelling—Single Family (Site-built) ^(a)	P	P	—	—	—	P	—
Dwelling—Duplex	P	P	P	—	—	P	—
Dwelling—Town Home or Condominium Structure	GD	P	P	P	P	P	—
Dwelling—Multifamily 3—4 units/bldg., not including Condominium Buildings or multiple structures	SUP	P	P	P	P	P	—
Dwelling—Multifamily more than 4 units/bldg.	—	P	P	P	P	P	—
Dwelling—Secondary	PS	PS	PS	PS	PS	PS	—
Family Care Home (Less than 6 residents)	P	P	P	P	P	P	—
Home Occupation	PS	PS	P	P	P	P	—
Housing Service for the Elderly	SUP	P	P	P	P	P	—
Live-Work Units	Please see Subsection (e) below						—
Manufactured Home (single unit) ^(b)	MHD	MHD	MHD	MHD	MHD	MHD	—
Manufactured Home Park	SUP	SUP	—	—	—	—	—

Recreational Vehicle	—	—	—	—	—	—	—
Lodging							
Bed and Breakfast Home	PS	PS	PS	PS	PS	PS	—
Bed and Breakfast Inns	SUP	PS	PS	PS	PS	PS	—
Accessory Rental Cottage/Cabins ^(c)	PS	PS	PS	—	—	—	—
Hotels/Motels/Inns	—	—	—	P	P	P	—
Rooming or Boarding House	—	—	P	P	P	P	—
Recreational Vehicle Park	—	—	—	—	—	—	—
Short-Term Rental ^(d)	P	P	P	P	—	—	—
Office/Service							
Animal Services	—	—	P	P	P	P	P
Artist Workshop	—	P	P	P	P	P	P
ATM	—	—	P	P	P	P	—
Banks, Credit Unions, Financial Services	—	—	P	P	P	P	P
Business Support Services	—	SUP	P	P	P	P	P
Adult/Child Day Care Home (Less than 6)	PS	PS	PS	PS	PS	PS	—
Adult/Child Day Care Center (6 or more)	PS	PS	PS	PS	PS	PS	PS
Community Service Organization	—	SUP	P	P	P	P	P
Drive Thru Service	—	—	SUP	SUP	P	—	—
Equipment Rental	—	—	—	—	P	—	P
Funeral Homes	—	—	PS	PS	PS	PS	—
Group Care Facility (6 or more residents)	—	P	P	P	P	P	—
Government Services	—	P	P	P	P	P	P
Kennels	—	—	SUP	—	PS	—	PS
Medical Services—Clinic, Urgent Care Center	—	SUP	SUP	P	P	P	—
Medical Services—Doctor office	—	P	P	P	P	P	—
Post Office	—	—	P	P	P	P	—
Professional Services	SUP	P	P	P	P	P	P
Personal Services	—	P	P	P	P	P	—
Studio—Art, Dance, Martial Arts, Music	—	P	P	P	P	P	—
Vehicle Services—Major Repair/Body Work	—	—	—	—	PS	—	PS
Vehicle Services—Minor Maintenance/Repair ^(d)	—	—	SUP	SUP	PS	PS	PS
Retail/Restaurants							

Accessory Retail	—	—	—	—	—	—	PS
Alcoholic Beverage Sales Store	—	—	SUP	P	P	—	—
Auto/Mechanical Parts Sales	—	—	—	P	P	—	P
Bar/Tavern/Night Club	—	—	SUP	P	P	—	—
Drive-Thru Retail/Restaurants	—	—	SUP	SUP	PS	—	—
Gas Station	—	—	SUP	SUP	PS	—	PS
General Retail	—	—	P	P	P	P	—
Restaurant	—	—	P	P	P	P	P
Shopping Center - Neighborhood Center	—	—	GD	GD	GD	—	—
Shopping Center - Community Center	—	—	—	—	GD	—	—
Vehicle/Heavy Equipment Sales - Outdoor	—	—	—	—	PS	—	PS
Vehicle/Heavy Equipment Sales - Indoor	—	—	PS	PS	PS	—	PS
Entertainment/Recreation							
Amusements, Indoor	—	—	SUP	P	P	SUP	P
Amusements, Outdoor	—	—	SUP	SUP	P	—	P
Cultural or Community Facility	SUP	P	P	P	P	P	—
Meeting Facilities	—	SUP	P	P	P	P	—
Recreation Facilities, Indoor	SUP	SUP	SUP	P	P	P	P
Recreation Facilities, Outdoor	SUP	P	P	P	P	P	P
Theater, Movie	—	—	—	P	P	—	—
Theater, Live Performance	—	SUP	SUP	P	P	P	—
Manufacturing/Wholesale/Storage							
Inert Debris Storage or Disposal Facilities	—	—	—	—	—	—	PS
Junkyard	—	—	—	—	—	—	SUP
Laboratory—Medical, Analytical, Research and Development	—	—	—	—	SUP	SUP	P
Laundry, Dry Cleaning Plant	—	—	—	—	SUP	P	P
Manufacturing, Light	—	—	—	—	SUP	—	P
Manufacturing, Neighborhood	—	—	P	P	P	P	P
Manufacturing, Heavy	—	—	—	—	—	—	SUP
Media Production	—	—	P	P	P	P	P
Metal Products Fabrication, Machine or Welding Shop	—	—	SUP	SUP	P	—	P
Mini-Warehouses	—	—	—	—	SUP	—	P

Recycling—Small Collection Facility	—	—	—	—	SUP	SUP	P
Research and Development	—	—	—	P	P	P	P
Storage—Outdoor Storage Yard as a Primary Use	—	—	—	—	SUP	—	P
Storage—Warehouse, Indoor Storage	—	—	—	—	SUP	—	P
Wholesaling and Distribution	—	—	—	—	P	—	P
Civic/Institutional							
Campground/Artist Colony/Summer Camp	SUP	SUP	SUP	—	—	SUP	—
Cemeteries	PS	PS	PS	PS	PS	PS	—
Colleges/Universities	—	—	SUP	P	P	P	—
Hospital	—	—	—	P	P	P	—
Jail	—	—	SUP	SUP	P	P	P
Public Safety Station	SUP	SUP	P	P	P	P	P
Religious Institutions	SUP	P	P	P	P	P	—
Schools—Elementary and Secondary	SUP	P	P	P	P	P	—
Schools—Vocational/Technical	SUP	P	P	P	P	P	P
Infrastructure							
Wireless Telecommunication Facility—Stealth	P	P	P	P	P	P	P
Wireless Telecommunication Facility—Tower	—	—	—	—	SUP	—	PS
Utilities—Class 1 and 2	P	P	P	P	P	P	P
Utilities—Class 3	—	—	—	—	—	—	P
Miscellaneous Uses							
Adult Establishment	—	—	—	—	—	—	SUP
Outdoor Firing Range	—	—	—	—	—	—	SUP
Indoor Firing Range	—	—	—	SUP	SUP	SUP	SUP
Agriculture	P	—	—	—	P	P	P
Parking	PS	P	P	P	P	P	P
Swimming Pool—Residential Accessory Use	PS	PS	PS	PS	PS	PS	—
Swimming Pool—Primary Use	—	SUP	SUP	PS	PS	PS	—
Fences	PS	PS	PS	PS	PS	PS	PS
Human Crematories	—	—	PS	PS	PS	P	P
Temporary Uses and Structures							
Carnivals or Circus	—	—	—	—	PS	PS	PS
Farmers Market	—	—	PS	PS	PS	PS	—

Religious Meeting	PS	PS	PS	PS	PS	PS	PS
Contractor's Office and Equipment Shed	PS	PS	PS	PS	PS	PS	PS
Seasonal Structures	PS	PS	PS	PS	PS	PS	PS
Satellite Real Estate Sales Office	PS	PS	PS	PS	PS	PS	PS
Special Event	PS	PS	PS	PS	PS	PS	PS
Temporary Vendors	—	—	PS	PS	PS	—	—
Vending Pushcarts	—	—	—	PS	—	—	—
Mobile Food Vendors	—	—	PS	PS	PS	PS	PS

(a) Within NMX, DMX, and CMX districts, single family structures are permitted only as town homes or multi-family structures; on the second or higher floor of any structure where the ground floor is used for non-residential purposes; or as part of a group development, or conditional district, in which event they shall not be subject to the foregoing limitation.

(b) Manufactured homes are permitted with standards in the Manufactured Home Overlay District.

(c) Accessory rental cottage/cabins are permitted with standards in association with approved bed and breakfasts.

(d) Short-term rentals are allowable uses subject to the standards in Chapter 3.34. No permits required, per NCGS 160A-424(c).

(e) Vehicle services are permitted within institutional campuses only for the purposes of maintaining vehicles associated with the operation of the campus and for instructional classes. For example, a college may operate a maintenance shop for the campus fleet, as well as, for instructional classes. Other vehicle service operations shall not be permitted within institutional campuses.

(f) Non-residential uses within a live-work unit must be listed within Chapter 2, Section 2.2 (C. Use Matrix) as a permissible use within the district in which the live-work unit is proposed and such non-residential use must be approved by means of the appropriate permitting process. Non-residential enterprises and residential units within any live-work unit that is located within a General Residential District shall have a common tenant. In districts where residential building types are not permitted live-work units may be permitted within pre-existing non-conforming residential structures.

(Ord. No. 13-07, § 1, 9-17-07; Ord. No. 3-08, § 1, 3-17-08; Ord. No. 14-08, § 1, 11-17-08; Ord. No. 15-08, § 3, 12-5-08; Ord. No. 07-10, § 1(Exh. A, D), 4-5-10; Ord. No. 03-2011, § 1, 3-21-11; Ord. No. 19-2011, § 1(Exh. A), 8-1-11; Ord. No. 24-11, § 3(Exh. A), 9-19-11; Ord. No. 2012-25, § 1(Exh. A), 11-5-12; Ord. No. 2013-13, § 01.b)(Exh. A), 10-21-13; Ord. No. 2014-24, § 01(Exh. A), 11-17-14; Ord. No. 2017-08, § 1(Exh. A), 3-20-17; Ord. No. 2018-17, § 1(Att. B), 8-20-18)

**COMMENT OF CONSISTENCY WITH COMPREHENSIVE PLAN
AND ANY OTHER OFFICIALLY ADOPTED APPLICABLE PLANS
REZ-19-006**

NCGS 160A-383 requires that the Planning Board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan prior to consideration by the governing board. The planning board shall provide a written recommendation to the governing board that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing board.

The Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is **consistent** with the following elements of the City's adopted plans and policies:

2015 Comprehensive Plan, Element 2: Economic Health:

OBJECTIVE 2.1: Expanded tax base. As the City of Brevard's primary source of financial capital, the City will take proactive measures to stabilize and grow the tax base.

POLICY 2.1.A: Modify zoning regulations to encourage and allow greater density and intensities of land use within its jurisdiction.

OBJECTIVE 4.1: Increased efficiency of land uses to help stabilize and grow the City's tax base.

POLICY 4.1.A: Evaluate and amend development ordinances to facilitate infill development on vacant and under-developed parcels, as well as revitalization of developed parcels.

The Board forwards this recommendation to City Council with a finding that the proposed zoning map amendment is **inconsistent** with the following elements of the City's adopted plans and policies:

The 2002 City of Brevard Land Use Plan, Future Land Use Map recommends use of these properties for Mixed Use – Boulevard.

ORDINANCE NO. 2019-____

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP
OF THE CITY OF BREVARD TO REZONE SEVERAL PROPERTIES
IN THE VICINITY OF 1242 ECUSTA ROAD**

WHEREAS, Brevard City Council requests that the Official Zoning Map of the City of Brevard be amended by rezoning certain real properties from Corridor Mixed Use to General Industrial, such properties are described below, and which are hereafter referred to as the "Subject Properties":

<i>Owner</i>	<i>PIN</i>
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-48-8377-000
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-58-4200-000
BUILDERS FIRST SOURCE-SOUTHEAST GROUP LLC	8596-58-2166-000
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-58-2307-000
BUILDERWAY OF BREVARD	8596-58-4006-000
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-58-3354-000

and,

WHEREAS, a public hearing was conducted October 21, 2019 in consideration of the rezoning request of Builders First Sources Inc. to rezone property located at 1242 Ecusta Road; and,

WHEREAS, the City of Brevard Planning Board considered REZ-19-006 on September 17, 2019 and unanimously recommended approval; and,

WHEREAS, in accordance with North Carolina General Statute 160A-382(b), Brevard City Council finds the following:

- 1) The proposed zoning map amendment is consistent with the following policies and elements of the City of Brevard 2015 Comprehensive Plan:

OBJECTIVE 2.1: Expanded tax base. As the City of Brevard's primary source of financial capital, the City will take proactive measures to stabilize and grow the tax base.

POLICY 2.1.A: Modify zoning regulations to encourage and allow greater density and intensities of land use within its jurisdiction.

OBJECTIVE 4.1: Increased efficiency of land uses to help stabilize and grow the City's tax base.

POLICY 4.1.A: Evaluate and amend development ordinances to facilitate infill development on vacant and under-developed parcels, as well as revitalization of developed parcels.

- 2) The proposed zoning map amendment is inconsistent with the following elements of the City's 2002 Land Use Plan:

The Future Land Use Map recommends use of these properties for Mixed Use – Boulevard.

- 3) That the size of the tract and the proposed uses are reasonable and appropriate within the context of the existing zoning districts and the prevalence of uses in the vicinity of the Subject Properties;

and,

WHEREAS, the City of Brevard, after hearing all persons wishing to comment on this request desires to approve said request.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

Section 1. The Official Zoning Map of the City of Brevard is hereby amended as described herein (Exhibit _____).

Section 2. This Ordinance shall become effective upon its adoption and approval.

Adopted and Approved this the 21st day of October, 2019.

Jimmy Harris,
 Mayor

ATTEST:

Jill Murray
 City Clerk

APPROVED AS TO FORM:

Ordinance No. 2019-XX
[Date of Adoption]
Page 2 of 2

Michael K. Pratt
City Attorney

Public Participation

Special Presentation(s)

Consent and Information



CITY *of* BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

FINANCE REPORT FOR MONTH ENDED SEPTEMBER 30, 2019

JIM FATLAND, CPFO, NCCLGFO, CITY MANAGER

CITY OF BREVARD						
FY20 AMENDED BUDGET						
ALL FUNDS SUMMARY						
REVENUE & EXPENDITURE REPORT						
FOR MONTH ENDED SEPTEMBER 30, 2019						
BEGINNING	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	ENDING
FUND	REVENUE	EXPENSES	REVENUE	EXPENSES	EXPENSES	FUND
BALANCE	SEPTEMBER 30		SEPTEMBER 30		SEPTEMBER 30	BALANCE
GENERAL FUND	\$3,003,893	\$10,993,425	\$3,682,541	\$10,993,425	\$2,890,531	\$3,795,902
UTILITY FUND	\$845,277	\$6,415,167	\$1,613,643	\$6,415,167	\$1,299,247	\$1,159,674
UTILITY PROJECTS FUND	\$0	\$1,460,120	\$0	\$1,460,120	\$453,121	-\$453,121
CAPITAL RESERVE FUND	\$362,578	\$80,000	\$42,160	\$80,000	\$80,000	\$324,738
FIRE DEPARTMENT FUND	\$37,915	\$1,471,468	\$202,285	\$1,471,468	\$269,709	-\$29,509
T.I.SCRUGGS SCHOLARSHIP FUND	\$16,672	\$22,000	\$14,348	\$22,000	\$11,954	\$19,065
BJERG TRUST FUND	\$61,677	\$1,000	\$338	\$1,000	\$0	\$62,015
OPEB TRUST FUND	\$236,470	\$30,000	\$1,243	\$30,000	\$0	\$237,713
HEALTH INSURANCE RESERVE FUND	\$499,253	\$1,520,300	\$381,804	\$1,520,300	\$330,783	\$550,273
HEART OF BREVARD	\$0	\$157,000	\$74,279	\$157,000	\$60,364	\$13,916
HOUSING TRUST FUND	\$107,038	\$2,820	\$2,820	\$2,820	\$0	\$109,857
MULTI USE PATHS PROJECT FUND	\$752,841	\$887,702	\$7,702	\$887,702	\$365,040	\$395,502
911 COMMUNICATIONS FUND	\$56,938	\$56,972	\$0	\$56,972	\$11,916	\$45,022
NARCOTICS TASK FORCE FUND	\$163,126	\$59,100	\$15,246	\$59,100	\$30,586	\$147,786
ROSENWALD REVITALIZATION FUND	\$82,959	\$800,000	\$65,000	\$800,000	\$63,955	\$84,004
DOWNTOWN MASTER PLAN FUND	\$568,014	\$755,729	\$26,373	\$755,729	\$85,874	\$508,513
TOTAL ALL FUNDS	\$6,794,649	\$24,712,803	\$6,129,781	\$24,712,803	\$5,953,079	\$6,971,351

CITY OF BREVARD			
FY20 AMENDED BUDGET			
GENERAL FUND			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$3,003,893	
REVENUE			
Property Taxes	\$4,982,985	\$3,242,217	65.1%
Privilege Licenses		\$90	
Interest Earned on Investments	\$70,000	\$33,769	48.2%
Rental Income	\$29,000	\$7,442	25.7%
Miscellaneous	\$10,000	\$590	5.9%
Zoning Administration	\$35,000	\$9,870	28.2%
Utilities Franchise	\$585,000		
Wine & Beer Tax	\$30,000		
Powell Bill	\$222,000	\$110,284	49.7%
Sales Taxes	\$1,550,880		
ABC Net Revenue	\$150,000		
Court Costs & Fees	\$2,000	\$846	42.3%
Parking Violation Penalties	\$3,000	\$795	26.5%
Donations to Police Department	\$3,000		
Refuse Collection & Recycling	\$886,000	\$233,703	26.4%
Safety Crossing Light Donations		\$20	
Sale of Fixed Assets			
County Vehicle Mtce	\$431,650	\$42,916	9.9%
Transfers from Other Funds			
Utility Fund	\$600,000		
Bjerg Trust Fund	\$1,000		
Fund Balance Appropriated	\$135,000		
Loan Reimbursement from Pedestrian Fund	\$45,000		
Loan Proceeds	\$1,221,910		
TOTAL REVENUE	\$10,993,425	\$3,682,541	33.5%

CITY OF BREVARD			
GENERAL FUND			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
EXPENDITURES			
Governing Board	\$104,668	\$26,742	25.5%
Administration	\$676,105	\$165,942	24.5%
Finance	\$774,903	\$318,493	41.1%
Legal	\$65,500	\$48,170	73.5%
Planning	\$629,259	\$154,558	24.6%
Parks & Property Management	\$333,747	\$58,217	17.4%
Police	\$3,095,564	\$926,485	29.9%
Public Services Administration	\$426,514	\$108,193	25.4%
Public Works Garage	\$610,586	\$98,435	16.1%
Streets-Local	\$741,857	\$186,250	25.1%
Streets-Powell	\$222,000	\$68,835	31.0%
Sanitation	\$1,027,325	\$396,296	38.6%
Recreation	\$208,254	\$98,889	47.5%
Non Departmental (Debt)	\$1,887,963	\$212,778	11.3%
Economic Development	\$77,000	\$22,250	28.9%
Increase in Fund Balance	\$112,180		
Contingency			
TOTAL EXPENDITURES	\$10,993,425	\$2,890,531	26.3%
ENDING FUND BALANCE		\$3,795,902	

CITY OF BREVARD			
UTILITY FUND			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED FY20 BUDGET	THRU SEPTEMBER 30	PERCENT TO DATE
BEGINNING FUND BALANCE		\$845,277	
REVENUE			
Miscellaneous Utility Fees		\$25	
Water Charges	\$2,844,875	\$781,290	27.5%
Sewer Charges	\$2,528,145	\$735,333	29.1%
Meter Charges	\$181,800	\$43,169	23.7%
Meter Reactivation Fee		\$180	
Tap & Connection Fees-Water	\$44,000	\$22,250	50.6%
Tap & Connection Fees-Sewer	\$36,000	\$4,450	12.4%
Transfer From Capital Reserve			
Transfer From Capital Projects Fund			
Reconnection Fees	\$60,000	\$15,622	26.0%
Septage Pretreatment Facility	\$50,000	\$11,325	22.7%
Fund Balance Appropriated	\$250,172		
Loan Proceeds--New Equipment	\$420,175		
TOTAL REVENUE	\$6,415,167	\$1,613,643	25.2%
EXPENDITURES			
On Line/Credit Card Fees	\$30,000	\$8,826	29.4%
Reimbursement to General Fund	\$600,000		
Debt Service Payments	\$1,683,010	\$25,626	1.5%
OPEB Transfer	\$9,600		
Transfer to Utility Capital Projects Fund			
Transfer to Health Insurance Reserve Fund			
Water Treatment Plant	\$829,149	\$275,549	33.2%
Water Distribution	\$566,549	\$223,567	39.5%
Wastewater Treatment Plant	\$1,668,239	\$436,428	26.2%
Wastewater Collection System	\$925,467	\$329,251	35.6%
Transfer to Water & Sewer Capital Projects			
Increase in Fund Balance	\$103,153		
Contingency			
TOTAL EXPENDITURES	\$6,415,167	\$1,299,247	20.3%
ENDING FUND BALANCE		\$1,159,674	

CITY OF BREVARD			
WATER & SEWER CAPITAL PROJECTS FUND (31)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$0	
REVENUE			
Transfer from Utility Fund			
Transfer from Capital Reserve Fund	\$80,000	\$80,000	100.0%
Grant Cathey's Creek Intake & Stream Restoration	\$1,000,000		
AMR Radio Read Meter Loan	\$380,120		
TOTAL REVENUE	\$1,460,120		
EXPENDITURES			
WWTP Rehab Project	\$80,000	\$73,000	91.3%
Cathey's Creek Stream Restoration Project	\$1,000,000		
AMR Radio Read Purchase & Installation	\$380,120	\$380,121	100.0%
Kings Creek Sewer Project Phase 3			
Neely Rd. PS/FM/EQ/ TANK Loan			
Transfer to Utility Fund			
TOTAL EXPENDITURES	\$1,460,120	\$453,121	31.0%
ENDING FUND BALANCE		-\$453,121	

CITY OF BREVARD			
CAPITAL RESERVE FUND (FUND 35)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$362,578	
REVENUE			
Transfer From Utility Fund			
Interest on Investments			
System Development Fees--Water		\$34,650	
System Development Fees--Sewer		\$7,510	
Sidewalks In-Lieu			
Fees In Lieu of Infrastructure			
Contribution from Developer			
Fund Balance Appropriated	\$80,000		
TOTAL REVENUE	\$80,000	\$42,160	52.7%
EXPENDITURES			
Transfer to Capital Projects Fund	\$80,000	\$80,000	100.0%
Increase in Fund Balance			
TOTAL EXPENDITURES	\$80,000	\$80,000	100.0%
ENDING FUND BALANCE		\$324,738	

CITY OF BREVARD			
FIRE DISTRICT FUND (FUND 40)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$37,915	
REVENUE			
Misc. Revenue		\$77	
FD - Donations		\$13	
Fire District Taxes--County	\$382,804	\$92,528	24.2%
Transfer from City General Fund	\$438,664	\$109,666	25.0%
Sale of Fixed Assets			
Fund Balance Appropriated			
Grant / Loan Proceeds	\$650,000		
TOTAL REVENUE	\$1,471,468	\$202,285	13.7%
EXPENDITURES			
Fire Department Operations & Debt	\$1,471,468	\$269,709	18.3%
TOTAL EXPENDITURES	\$1,471,468	\$269,709	18.3%
ENDING FUND BALANCE		-\$29,509	

CITY OF BREVARD			
T.L. SCRUGGS SCHOLARSHIP FUND (FUND 50)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$16,672	
REVENUE			
Fund Balance Appropriated	\$16,000		
Interest Earned on Investments		\$0	
Donations	\$6,000	\$14,348	239.1%
TOTAL REVENUE	\$22,000	\$14,348	65.2%
EXPENDITURES			
Fund Raising Expenses	\$10,000	\$5,954	59.5%
Scholarships Awarded	\$12,000	\$6,000	50.0%
TOTAL EXPENDITURES	\$22,000	\$11,954	54.3%
ENDING FUND BALANCE		\$19,065	

CITY OF BREVARD			
BJERG TRUST FUND (FUND 51)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$61,677	
REVENUE			
Interest on Investments	\$1,000	\$338	33.8%
TOTAL REVENUE	\$1,000	\$338	33.8%
EXPENDITURES			
Transfer to General Fund	\$1,000		
TOTAL EXPENDITURES	\$1,000		
ENDING FUND BALANCE		\$62,015	

CITY OF BREVARD			
RESERVE FOR OPEB (FUND 52)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$236,470	
REVENUE			
Transfer from Other Funds	\$30,000		
Interest on Investments		\$1,243	
TOTAL REVENUE	\$30,000	\$1,243	4.1%
EXPENDITURES			
Increase in fund balance	\$30,000		
TOTAL EXPENDITURES	\$30,000		
ENDING FUND BALANCE		\$237,713	

CITY OF BREVARD			
HEALTH INSURANCE RESERVE (FUND 53)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$499,253	
REVENUE			
Fund Balance Appropriated			
Employee Premiums	\$93,000	\$24,399	26.2%
Dependent Dental & Retiree Premiums	\$71,000	\$18,460	26.0%
Department Charges for Group Medical	\$1,356,300	\$338,945	25.0%
Transfer from General Fund			
Transfer from Utility Fund			
TOTAL REVENUE	\$1,520,300	\$381,804	25.1%
EXPENDITURES			
Third Party Administrator	\$28,860	\$9,529	33.0%
Medical Insurance Broker	\$21,400	\$21,400	100.0%
Cobra Administrator	\$1,600		
Med Cost UR/PPO	\$18,000	\$6,248	34.7%
Aggregate Insurance Premiums	\$265,450	\$101,486	38.2%
Claims Paid	\$1,044,990	\$111,616	10.7%
Employee Assistance Program	\$4,000	\$6,736	168.4%
Wellness Programs	\$105,000	\$64,042	61.0%
Life AD & D	\$16,900	\$5,234	31.0%
Life Dependents	\$900	\$304	33.8%
Short Term Disability	\$13,200	\$4,188	31.7%
TOTAL EXPENDITURES	\$1,520,300	\$330,783	21.8%
ENDING FUND BALANCE		\$550,273	

CITY OF BREVARD			
HEART OF BREVARD (FUND 70)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$0	
REVENUE			
Tax Penalties		\$47	
Dept. of Motor Vehicle Tax			
District Tax Collections	\$146,000	\$74,233	50.8%
Transfer From General Fund	\$11,000		
Fund Balance Appropriation			
TOTAL REVENUE	\$157,000	\$74,279	47.3%
EXPENDITURES			
Contracted Services	\$146,000	\$60,364	41.3%
Transfer to Downtown Master Plan	\$11,000		
Transfer To General Fund			
TOTAL EXPENDITURES	\$157,000	\$60,364	38.4%
ENDING FUND BALANCE		\$13,916	

CITY OF BREVARD			
HOUSING TRUST FUND (FUND 76)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED, SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$107,038	
REVENUE			
Interest on Investments			
Developer Loan Payment	\$2,820	\$2,820	
TOTAL REVENUE	\$2,820	\$2,820	
EXPENDITURES			
Increase in Fund Balance	\$2,820		
TOTAL EXPENDITURES	\$2,820		
ENDING FUND BALANCE		\$109,857	

CITY OF BREVARD			
MULTI USE PATHS (FUND 78)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$752,841	
REVENUE			
Miscellaneous (Other Grants)			
NC DOT Kings Creek Bridge Reim.			
Transfer from Capital Reserve Donation			
Transfer from General Fund	\$180,000		
Transfer Cap Reserve			
Transfer from DTMP			
Transfer from Wayfinding	\$7,702	\$7,702	100.0%
Railroad Depot Donations			
Skate Park Donations			
Davidson Rvr. Ped. Bridge Grt. From Tran. Co.			
Horse Cove Trail Grant			
Fund Balance Appropriated	\$700,000		
TOTAL REVENUE	\$887,702	\$7,702	0.9%
EXPENDITURES			
Pedestrian / Bike Path			
Pedestrian / Bike Improvements	\$304,661	\$142,672	46.8%
TOTAL Pedestrian / Bike Path	\$304,661	\$142,672	46.8%
Skate Park			
Skate Park	\$8,041		
TOTAL Skate Expenditures	\$8,041		
Railroad Depot Project & Land Acquisition	\$530,000	\$203,235	38.3%
TOTAL RAILROAD DEPOT PROJECT	\$530,000	\$203,235	38.3%
Dog Park Project			
Dog Park Project		\$8,500	
TOTAL: Dog Park Project Expenditures		\$8,500	
Railroad Avenue Project Area		\$10,633	
TOTAL RAILROAD PROJECT AREA		\$10,633	
Loan Reimbursement to General Fund	\$45,000		
TOTAL EXPENDITURES	\$887,702	\$365,040	41.1%
ENDING FUND BALANCE		\$395,502	

CITY OF BREVARD			
E911 COMMUNICATIONS GRANT (FUND 80)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$56,938	
REVENUE			
Miscellaneous Revenue			
Grant Received	\$56,972		
TOTAL REVENUE	\$56,972		
EXPENDITURES			
Expenditures	\$56,972	\$11,916	20.9%
TOTAL EXPENDITURES	\$56,972	\$11,916	20.9%
ENDING FUND BALANCE		\$45,022	

CITY OF BREVARD			
NARCOTICS TASK FORCE (FUND 81)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED		
	FY20	THRU	PERCENT
	BUDGET	SEPTEMBER 30	TO DATE
BEGINNING FUND BALANCE		\$163,126	
REVENUE			
Interest on investments	\$100	\$40	40.3%
Received from Transylvania County	\$15,000	\$4,000	26.7%
Received from Brevard Police Department			
Clerk of Court Funds			
Miscellaneous Revenue			
Federal Asset Funds-Police			
State Controller Payments	\$10,000	\$2,922	29.2%
Received Brevard ABC Board	\$10,000	\$8,283	82.8%
Fund Balance Appropriated	\$24,000		
TOTAL REVENUE	\$59,100	\$15,246	25.8%
EXPENDITURES			
BC CRIMINAL JUSTICE SCHOLARSHIP	\$10,000	\$2,500	25.0%
TNTF Expenditures	\$49,100	\$28,086	57.2%
DEA Fed Fund BPD			
TOTAL EXPENDITURES	\$59,100	\$30,586	51.8%
ENDING FUND BALANCE		\$147,786	

CITY OF BREVARD			
ROSENWALD REVITALIZATION (FUND 82)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED	THRU	PERCENT
	FY20	SEPTEMBER 30	TO DATE
	BUDGET		
BEGINNING FUND BALANCE		\$82,959	
REVENUE			
Fund Balance Appropriated			
PARTF Grant			
Transfer from Capital Reserve			
Transfer from General Fund	\$800,000	\$65,000	8.1%
TOTAL REVENUE	\$800,000	\$65,000	8.1%
EXPENDITURES			
Environmental Cleanup & Park Improv.		\$48,839	
Mary C. Jenkins Center	\$800,000	\$15,117	1.9%
TOTAL EXPENDITURES	\$800,000	\$63,955	8.0%
ENDING FUND BALANCE		\$84,004	

CITY OF BREVARD			
DOWNTOWN MASTER PLAN (FUND 83)			
FY20 AMENDED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED SEPTEMBER 30, 2019			
	AMENDED FY20 BUDGET	THRU SEPTEMBER 30	PERCENT TO DATE
BEGINNING FUND BALANCE		\$568,014	
REVENUE			
Interest on Investments			
Transfer form Heart of Brevard	\$11,000		
Appropriated Fund Balance	\$514,729		
Transfer from Capital Reserve Fund			
Transfer from General Fund	\$180,000		
Jordan Street Parking Lot Revenue	\$50,000	\$26,373	52.7%
NCDOT - Caldwell			
Loan Proceeds			
TOTAL REVENUE	\$755,729	\$26,373	3.5%
EXPENDITURES			
Jordan Street Parking Lot		\$2,085	
DTMP Design	\$215,729	\$82,689	38.3%
Clemson Park & Downtown Improvements	\$340,000	\$1,100	0.3%
Caldwell Street	\$200,000		
Perkins Grant			
TOTAL EXPENDITURES	\$755,729	\$85,874	11.4%
ENDING FUND BALANCE		\$508,513	

CITY OF BREVARD
SALES TAXES
FY20 COMPARED TO PRIOR YEARS

FISCAL YEAR 2020

UPDATED: 10.10.2019

	ARTICLE 39	ARTICLE 40	ARTICLE 42	HOLD HARMLESS	TOTAL	CUMULATIVE TO DATE
JULY	\$ 62,156.44	\$ 36,733.55	\$ 30,614.76	\$ 38,360.86	\$ 167,865.61	\$ 167,865.61
AUGUST	\$ 59,784.00	\$ 34,873.19	\$ 29,413.29	\$ 36,622.54	\$ 160,693.02	\$ 328,558.63
SEPTEMBER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
OCTOBER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
NOVEMBER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
DECEMBER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
JANUARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
FEBRUARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
MARCH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
APRIL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
MAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
JUNE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,558.63
TOTAL RECEIVED TO DATE	\$ 121,940.44	\$ 71,606.74	\$ 60,028.05	\$ 74,983.40	\$ 328,558.63	\$ 328,558.63
FY 20 BUDGET (Amended Budget)	\$ 506,507.00	\$ 360,531.00	\$ 296,921.00	\$ 386,921.00	\$ 1,550,880.00	\$ 1,550,880.00
PERCENT OF BUDGET	24%	20%	20%	19%	21%	21%

CITY OF BREVARD
SALES TAXES
FY19 COMPARED TO PRIOR YEARS

FISCAL YEAR 2019

UPDATED: 8.12.2019

	ARTICLE 39	ARTICLE 40	ARTICLE 42	HOLD HARMLESS	TOTAL	CUMULATIVE TO DATE
JULY	\$61,577.75	\$34,205.74	\$30,331.45	\$34,916.55	\$161,031.49	\$161,031.49
AUGUST	\$54,244.00	\$29,225.79	\$26,678.74	\$29,441.48	\$139,590.01	\$300,621.50
SEPTEMBER	\$50,334.67	\$30,860.30	\$24,755.88	\$33,124.17	\$139,075.02	\$439,696.52
OCTOBER	\$54,901.71	\$30,502.47	\$26,969.31	\$30,771.86	\$143,145.35	\$582,841.87
NOVEMBER	\$48,106.79	\$30,309.73	\$23,643.83	\$32,903.47	\$134,963.82	\$717,805.69
DECEMBER	\$48,221.46	\$33,027.08	\$23,731.25	\$37,026.53	\$142,006.32	\$859,812.01
JANUARY	\$46,971.06	\$35,115.71	\$23,092.46	\$39,866.91	\$145,046.14	\$1,004,858.15
FEBRUARY	\$35,295.06	\$26,771.93	\$17,301.95	\$31,303.74	\$110,672.68	\$1,115,530.83
MARCH	\$42,645.34	\$27,552.12	\$20,903.39	\$29,884.26	\$120,985.11	\$1,236,515.94
APRIL	\$52,093.74	\$35,774.68	\$25,627.66	\$39,563.37	\$153,059.45	\$1,389,575.39
MAY	\$52,674.94	\$33,267.67	\$25,904.56	\$36,007.84	\$147,855.01	\$1,537,430.40
JUNE	\$58,900.81	\$35,349.42	\$28,957.26	\$37,543.25	\$160,750.74	\$1,698,181.14
TOTAL RECEIVED TO DATE	\$605,967.33	\$381,962.64	\$297,897.74	\$412,353.43	\$1,698,181.14	\$1,698,181.14
FY 19 BUDGET (Amended Budget)	\$582,525.00	\$387,525.00	\$287,525.00	\$377,525.00	\$1,635,100.00	\$1,635,100.00
PERCENT OF BUDGET	104.02%	98.56%	103.61%	109.23%	103.86%	103.86%

CITY OF BREVARD
SALES TAXES
FY18 COMPARED TO PRIOR YEARS

FISCAL YEAR 2018

	ARTICLE 39	ARTICLE 40	ARTICLE 42	HOLD HARMLESS	TOTAL	CUMULATIVE TO DATE
JULY	\$48,498.11	\$30,937.68	\$23,856.74	\$33,634.75	\$136,927.28	\$136,927.28
AUGUST	\$52,542.94	\$29,220.48	\$25,818.24	\$27,956.93	\$135,538.59	\$272,465.87
SEPTEMBER	\$43,352.38	\$28,693.40	\$21,299.64	\$31,695.98	\$125,041.40	\$397,507.27
OCTOBER	\$52,560.48	\$29,480.84	\$25,833.83	\$30,025.22	\$137,900.37	\$535,407.64
NOVEMBER	\$46,921.95	\$27,000.57	\$23,038.60	\$28,305.84	\$125,266.96	\$660,674.60
DECEMBER	\$44,029.64	\$30,542.00	\$21,650.00	\$34,256.47	\$130,478.11	\$791,152.71
JANUARY	\$43,041.39	\$33,596.88	\$21,153.09	\$38,377.69	\$136,169.05	\$927,321.76
FEBRUARY	\$37,175.37	\$25,343.84	\$18,217.41	\$28,147.48	\$108,884.10	\$1,036,205.86
MARCH	\$29,640.75	\$24,628.89	\$14,497.39	\$29,338.17	\$98,105.20	\$1,134,311.06
APRIL	\$45,424.59	\$31,595.21	\$22,339.03	\$35,109.10	\$134,467.93	\$1,268,778.99
MAY	\$45,360.02	\$29,175.10	\$22,282.34	\$31,740.89	\$128,558.35	\$1,397,337.34
JUNE	\$50,369.39	\$32,109.22	\$24,755.88	\$34,936.26	\$142,170.75	\$1,539,508.09
TOTAL RECEIVED TO DATE	\$538,917.01	\$352,324.11	\$264,742.19	\$383,524.78	\$1,539,508.09	\$1,539,508.09
FY 18 BUDGET (Amended Budget)	\$561,051.00	\$359,000.00	\$252,000.00	\$353,000.00	\$1,525,051.00	\$1,525,051.00
PERCENT OF BUDGET	96.05%	98.14%	105.06%	108.65%	100.95%	100.95%

MUNICIPALITY	ARTICLE 39	ARTICLE 40	ARTICLE 42	ARTICLE 43	ARTICLE 44	ART 44 *524	ARTICLE 45	ARTICLE 46	CITY HH	TOTAL
STANFIELD	10,990.43	7,353.09	5,249.23	-	-	1,521.98	-	-	7,837.93	32,952.66
TOTAL	636,890.25	426,108.07	304,190.13	-	-	88,198.10	-	146,162.46	-	1,601,549.01

STOKES	230,144.68	293,173.80	124,692.19	-	-	153,186.82	-	-	(36,277.28)	764,920.21
DANBURY	260.75	332.16	141.27	-	-	173.56	-	-	404.19	1,311.93
KING *	19,261.51	24,536.61	10,435.87	-	-	12,820.67	-	-	29,858.39	96,913.05
TOBACCOVILLE *	-	-	-	-	-	-	-	-	-	-
WALNUT COVE	3,880.05	4,942.68	2,102.21	-	-	2,582.61	-	-	6,014.70	19,522.25
TOTAL	253,546.99	322,985.25	137,371.54	-	-	168,763.66	-	-	-	882,567.44

SURRY	790,110.71	426,391.53	369,212.71	-	9.25	-	-	208,101.63	(99,029.45)	1,694,796.38
DOBSON	17,279.25	9,324.93	8,074.46	-	0.20	-	-	-	9,198.28	43,877.12
ELKIN *	41,355.56	22,317.96	19,325.14	-	0.48	-	-	-	22,014.85	105,013.99
MOUNT AIRY	111,131.65	59,973.36	51,990.97	-	1.30	-	-	-	59,158.82	282,196.10
PILOT MOUNTAIN	16,263.38	8,776.70	7,599.75	-	0.19	-	-	-	8,657.50	41,297.52
TOTAL	976,140.55	526,784.48	456,143.03	-	11.42	-	-	208,101.63	-	2,167,181.11

SWAIN	171,927.57	93,443.47	85,054.44	-	-	24,597.92	-	42,584.90	(9,294.16)	408,314.14
BRYSON CITY	17,753.00	9,648.84	8,782.60	-	-	2,539.95	-	-	9,294.16	48,018.55
TOTAL	189,680.57	103,092.31	93,837.04	-	-	27,137.87	-	42,584.90	-	456,332.69

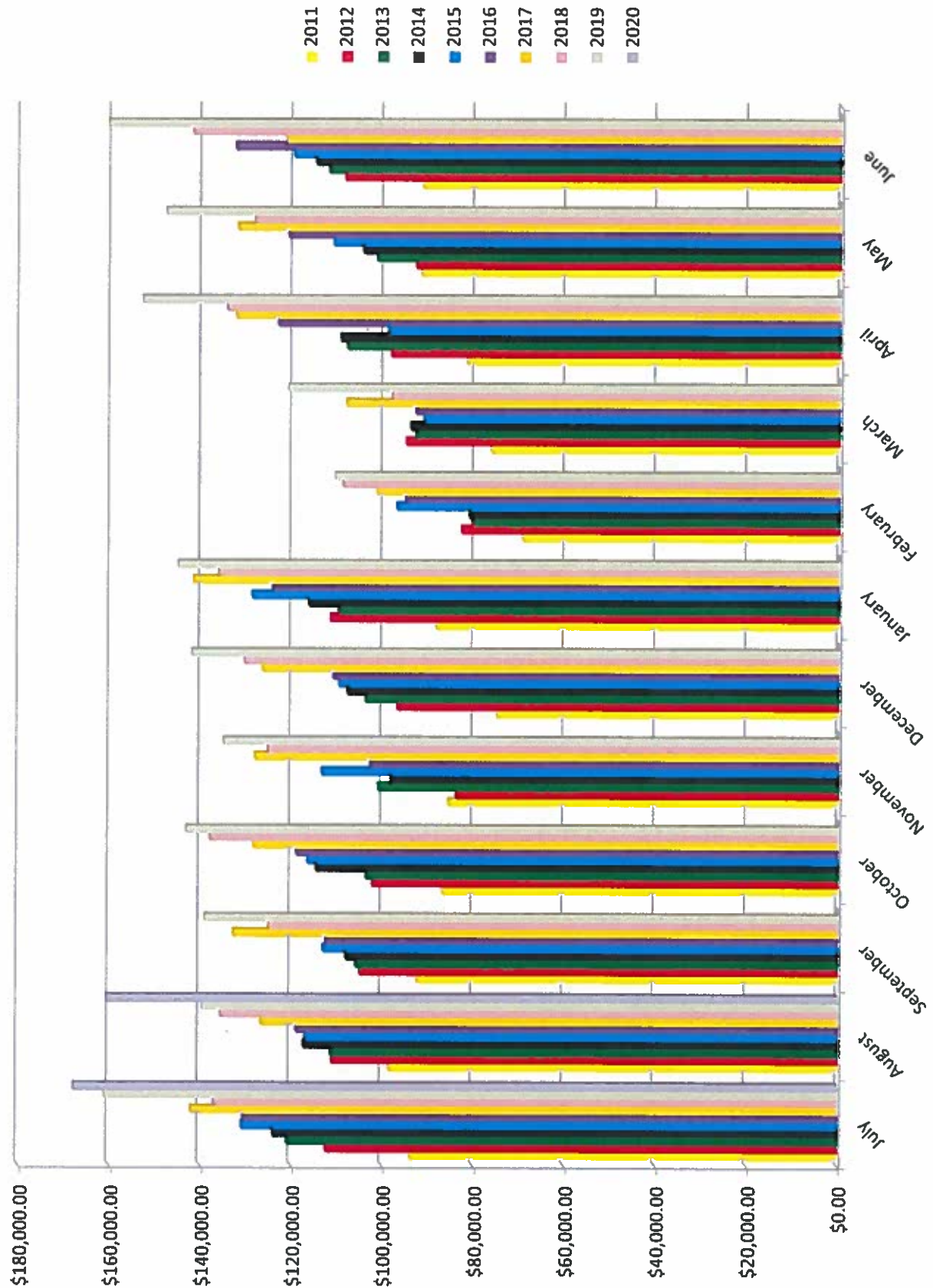
TRANSYLVANIA	386,486.93	225,445.50	190,148.75	-	(5.80)	11,721.86	-	-	(35,460.61)	778,336.63
BREWARD	59,784.00	34,873.19	29,413.29	-	(0.90)	1,813.21	-	-	34,810.23	160,693.02
ROSMAN	1,116.99	651.56	549.55	-	(0.01)	33.88	-	-	650.38	3,002.35
TOTAL	447,387.92	260,970.25	220,111.59	-	(6.71)	13,568.95	-	-	-	942,032.00

TYRRELL	19,246.82	26,820.83	10,505.32	-	-	11,654.00	-	-	(3,031.21)	65,195.76
COLUMBIA	1,761.99	2,455.37	961.73	-	-	1,066.89	-	-	3,031.21	9,277.19
TOTAL	21,008.81	29,276.20	11,467.05	-	-	12,720.89	-	-	-	74,472.95

UNION	1,764,891.78	1,287,839.56	937,803.80	-	(10.16)	300,022.27	-	-	(312,963.71)	3,977,583.54
FAIRVIEW	772.12	563.42	410.28	-	-	131.25	-	-	596.35	2,473.42
HEMBY BRIDGE	-	-	-	-	-	-	-	-	-	-
INDIAN TRAIL	65,275.30	47,631.31	34,685.09	-	(0.38)	11,096.46	-	-	50,415.59	209,103.37
LAKE PARK	5,863.18	4,278.35	3,115.49	-	(0.03)	996.71	-	-	4,528.45	18,782.15
MARSHVILLE	8,615.73	6,286.89	4,578.11	-	(0.05)	1,464.63	-	-	6,654.39	27,999.70
MARVIN	5,361.45	3,912.24	2,848.89	-	(0.03)	911.42	-	-	4,140.93	17,174.90
MINERAL SPRINGS	665.79	485.82	353.78	-	-	113.18	-	-	514.23	2,132.80
MINT HILL *	40.36	29.45	21.45	-	-	6.86	-	-	31.17	129.29
MONROE	197,650.52	144,225.36	105,024.80	-	(1.14)	33,599.54	-	-	152,656.01	633,155.09
STALLINGS *	34,949.89	25,502.90	18,571.19	-	(0.20)	5,941.30	-	-	26,993.67	111,958.75
UNIONVILLE	1,019.30	743.78	541.62	-	(0.01)	173.27	-	-	787.25	3,265.21
WAXHAW	67,714.49	49,411.19	35,981.19	-	(0.39)	11,511.11	-	-	52,299.51	216,917.10
WEDDINGTON *	10,648.90	7,770.49	5,658.46	-	(0.06)	1,810.26	-	-	8,224.71	34,112.76
WESLEY CHAPEL	1,527.53	1,114.64	811.68	-	(0.01)	259.67	-	-	1,179.80	4,893.31
WINGATE	5,103.42	3,723.96	2,711.79	-	(0.03)	867.56	-	-	3,941.65	16,348.35
TOTAL	2,170,099.76	1,583,519.36	1,153,117.62	-	(12.49)	368,905.49	-	-	-	5,275,629.74

VANCE	376,112.45	258,359.84	178,261.02	-	8.26	24,492.44	-	-	(68,685.59)	768,548.42
HENDERSON	92,185.77	63,324.41	43,692.06	-	2.03	6,003.14	-	-	68,292.84	273,500.25
KITTELL	123.07	84.54	58.33	-	-	8.01	-	-	91.17	365.12
MIDDLEBURG	407.08	279.63	192.94	-	0.01	26.51	-	-	301.58	1,207.75

FY 2011 - 2020 Monthly Sales Tax Comparison



STAFF REPORT

City Council, Monday, October 21, 2019

Public Works Monthly Staff Report

Council will receive the attached staff report for work performed during August, 2019.

This information is submitted as information only and with no action requested.

Speaker:

From: David Lutz, Public Works Director
Prepared by: Letha Cox, Administrative Services Manager
Approved by: Jim Fatland, City Manager

Background

N/A

Staff Recommendation

N/A

Fiscal Impact

N/A



**Public Works Department
Staff Report
August, 2019**

**Prepared For: Mayor Harris and City Council
Presented By: David Lutz, Public Works Director
Approved By: Jim Fatland, City Manager**

Projects, services provided, and community assistance included a variety of work performed by the department during the month of August; and reflects departmental implementation of the City's vision as a "safe, friendly, family oriented city with small town charm, outdoor recreation, arts, and culture that bring investment opportunities, environmental consciousness and economic diversity."

Strategy: Foster Economic Development

Foster economic diversity while enhancing the quality of life in an environmentally friendly way by creating an environment that promotes and encourages businesses, and business owners, attracted to and utilizing our natural assets of woods and water and our cultural / historical assets of music, arts, and outdoor recreation.

1. We foster economic development by protecting our natural assets of woods and water that uniquely define Brevard.

- Continual Sewer Collections System inflow and infiltration elimination work comprised the following accomplishments during August:
 - Video inspection of sewer mains, service lines and storm drains were performed on a total of 865' to determine condition, verify location or depth, or in search of suspected inflow and infiltration sites or service line blockages.
 - 150' of an 1-1/2" pump line was video inspected from manhole #LS-265 to verify the location of a residential service adjacent to a construction site located on Elk Mountain Trail in the Lambs Creek Basin.
 - 45' of 4" sewer service lines were inspected in the Kings Creek Basin following the installation of a clean check at a Resada Drive residence and to locate a residential sewer blockage on Tinsley Road.

- 20' of 4" sewer service line was inspected on Onyx Lane in the Brushy Creek Basin to assess a reported sewer blockage. No city side blockage was present.
- 150' of 8" sewer main in the Kings Creek Basin to locate the source of inflow associated with a suspected water leak in the vicinity of Park Avenue and Elks Club Road. Video between manhole #KC-045 and #KC-046 did not confirm the location of the leak; however, further inspection will be scheduled.
- 385' of 8" sewer main was inspected in the Kings Creek Basin along Appletree Street between manhole #KC-084 and #KC-227 to verify the condition of the pipe as requested by the director.
- 115' of 8" new sewer main recently installed by Cantrell Construction on Railroad Avenue in the Kings Creek Basin was video inspected. The new line installed between an un-numbered manhole installed in Probart Street and manhole #KC-103 passed inspection; however, additional grouting was recommended at both manhole sites. An inspection video was provided to Robert Smith, representative of Brown Consultants, the design consultant for the sewer line installation.
- Manhole repair and maintenance continued during the month of August and included:
 - Manhole #BC-072 along Gallimore Road was inspected for potential grease accumulation based on a previous blockage at the site. The visual inspection revealed no additional grease accumulation and adequate sewer flow.
 - Manholes and cleanouts were inspected for suspected blockages in the Hillview Avenue area of Brushy Creek Basin. The reported strong sewer odor was not found and no evidence of any manhole discharge or blockage was observed.
 - Grease was removed from the invert inside manhole #LS-070 on Hospital Drive causing an 8" sewer main blockage in the vicinity. The blockage was discovered during right-of-way maintenance.



**Hospital Drive manhole #LS-070 with
Discovered grease blockage.**



**Manhole #LS-070 with adequate flow
following grease removal.**

- We protect our outdoor recreation areas for public enjoyment. Park and playground improvements during the month of August included a variety of work. Each location was inspected for seasonal landscaping items and routine maintenance issues.
 - Parks and playgrounds were inspected weekly with items noted for repair or replacement; public restrooms were cleaned with litter removed and trash receptacles emptied at each facility.
 - Low hanging tree limbs and shrubs were trimmed and removed from each location as necessary including facility entrances, parking areas, picnic areas, sidewalks, utility strips and walking paths. Lawns and landscape areas were groomed and weeds along curbs, gutters and sidewalk edges were trimmed as needed.
 - Dog waste stations were emptied, restocked and/or repaired during the month.
 - Additional noteworthy items or significant maintenance activities are listed for outdoor recreation areas during August:
 - Bracken Mountain Preserve
 - The fire line and trail entrance were inspected for undergrowth and low hanging tree limbs. Small tree limbs were trimmed as needed and brush was removed.



**Bracken Mountain Preserve
fallen tree removal.**



**Section of trail edge undergrowth
and limbs removed.**

- Overgrown bushes surrounding the picnic area were trimmed.
- Edna Glaze Playground
 - Playground features and picnic table structures were inspected for evidence of bees; no visible activity or nests were found.



W. Main Street sidewalk crack sealed with hydraulic cement.



W. Main Street sidewalk edge leveled to eliminate trip hazard.



W. Main Street preparation for utility pole replacement.



W. Main Street sidewalk restoration.

- Franklin Park Playground
 - A damaged toddler swing was removed and a new seat was ordered for replacement.
 - Playground features, benches and picnic table structures were inspected for evidence of bees with no visible activity or nests reported.
 - Hemlock trees near Hilt Street were trimmed and shaped; two (2) diseased hemlocks were removed.
- Hap Simpson Park
 - Litter was removed from the park.
 - Low hanging tree limbs were trimmed along affected sidewalks.
- Heart of Brevard
 - Grass was trimmed from utility strips and debris was blown from sidewalks as needed within the business district.
 - The street sweeper was run along street curb and gutters in the district.
 - Following the report of a pedestrian falling along W. Main Street a section of sidewalk was inspected and a trip hazard marked with orange paint. Personnel returned and ground the section edge level to eliminate the hazard.
 - Additional hazardous areas on W. Main Street and S. Broad Street were repaired. A large crack that had developed on W. Main Street near the intersection of S. England Street was patched with hydraulic cement and a raised edge was ground level on S. Broad Street to eliminate a tripping hazard.
 - Sections of W. Main Street sidewalk and a portion of the brick utility strip were removed in front of City Hall in preparation of a utility pole installation by Duke Energy. All dirt, brick and excavated concrete were removed and hauled to the Public Works Facility for disposal. Site restoration was completed with pea gravel and brick pavers leveled with the surrounding concrete sidewalk.

- Assistance was provided to a city contractor, Cathey's Creek Electric, in preparation of a N. Caldwell Street utility pole replacement by Duke Energy near the entrance of Mantiques. A breaker panel box serving underground electric wiring for Christmas decorations was unlocked for access to confirm that power was indeed cut off prior to further work performed by Duke Energy's contractor.
- A sidewalk bench on E. Main Street near the Transylvania County Court House was temporarily removed for repair.
- Sidewalks, trash receptacles and benches were pressure washed throughout the business district. Additional cleaning was performed on sections of sidewalk along E. Main Street near the entrance of DD Bullwinkle's Outdoors to remove debris left from a pedestrian incident.
- A broken tree limb hanging over a section of S. Broad Street was cut and removed in front of the Aethelwold Hotel.
- American flags were erected on downtown utility poles prior to Labor Day.



Pressure washing E. Main Street sidewalk bench.

- Sports Complex
 - Landscape areas and field grooming activities continued through the month as needed for use. Field 5 bases were removed and temporarily replaced with shorter bases to accommodate scheduled *travel league* ball games. Fields 1 - 6 were dragged and outfields lined for seasonal games.
 - Wheels on soccer goals were repositioned and tightened to improve mobility.
 - The soccer field grass was cut and the field was lined for continuing use.
 - Crepe Myrtles were trimmed in greenspace areas.
 - Weed deterrent was sprayed along the facility fence line and swamp area behind the Building & Grounds building exterior.

- Tannery Park

- Inspected a tree reportedly leaning at the park; no hazard was noted from the inspection.
- Trees adjacent to the Skate Park were cut and removed; brush was hauled to the Public Works Facility.



Tannery Park tree removal.

- Crusher run stone and a 10' section of 12" storm drain pipe was installed for use as a temporary bridge to accommodate staff access for additional tree removal.

Location	Landscaping		Maintenance	Outdoor Sports
	Mowing, Mulching, Trimming, Weeding	Watering, Fertilizing, Pest Control, Tree, Limb and Loose Leaf Removal	Bridges, Dog Waste Stations, Fixtures, Equipment, Fencing, Flags, Inspection, Picnic Tables, Trash Receptacles, Winterization	Field Maintenance, Pre-Game Striping, Boat Ramp, Trail Maintenance
Asheville Highway Median	X			
Beethoven Park	X			
Bike Paths	X	X	X	X
Bracken Mountain Preserve	X		X	X
Clemson Park	X			
College Corner - Highway Memorial	X			
Dog Waste Stations			X	
East Main at East Main Ext.				
Edna Glaze Playground	X	X		
Franklin Park Playground	X	X	X	
Franklin Park Pool			X	
Greenville Highway Civic Signs				
Hap Simpson Park	X	X	X	
Heart of Brevard Business District	X	X	X	
Illahee Road Property				
Mary C. Jenkins Community Center Lot	X			
N. Broad Street at N. Caldwell Street	X			
N. Broad Street at Old Highway 64	X			
N. Caldwell Street Picnic Area	X			
Park View Drive at Highway 276				
Park Avenue at Park View Drive				
Picklesimer Park	X	X		
Rosenwald Community (Welcome Sign)				
S. Broad Street (Welcome Sign)				
Sculptures	X			
Skate Park	X	X	X	
Sports Complex Grounds	X	X	X	X
Tannery Park	X			
Wilson Road River Access				

2. We foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business.

- Pedestrian, bike and hike pathways were inspected for maintenance issues; grass was cut, loose leaves and brush were removed, weeds were trimmed and trash receptacles were emptied routinely. Additional required improvements included:
 - Eastatoe Trail
 - Weeds were cut and removed from the bike path edge and gutter along Ecusta Road near the entrance to Lowes.
 - Weed deterrent was applied on both sides of the path near the State Employees Credit Union including bench areas.
 - Railroad Avenue Bike Path
 - Assistance was provided to the city contractor of the new bike path, Carolina Specialties Construction LLC, with temporarily closing Railroad Avenue on Wednesday, August 28, 2019. A public notice and press release were issued prior to the closure and staff placed signs and barricades before the delivery of the pedestrian bridge. The street was reopened when the contractor's placement of the bridge section was complete.

**Railroad Avenue Bike Path
Pedestrian bridge
installation.**



- Preservation of street infrastructure during August included:
 - Sign maintenance was performed during the month as follows.
 - Batson Road - *25 MPH speed limit* sign was straightened.
 - Big Bend Road - *No Tractor Trailers Beyond This Point* signs were erected to alert detouring trucks to avoid the street between the Asheville Highway and Ecusta Road.



Big Bend Road sign installation.



N. Johnson Street
speed limit sign installation.



Resada Drive and Tinsley Road sign repair.



Asheville Highway drain inspection.

- Bracken Lane at S. Caldwell Street - *street name* signs temporarily removed during construction were re-erected.
- Cherry Street - *stop* sign replacement at the intersection of Burnette Drive.
- Gaston Street - straightened *street name* signs at the intersection of Maple Street.
- Maple Street - tree limbs blocking the view of a *speed limit* sign were trimmed.
- N. Caldwell Street - overgrown bushes blocking the view of the *pedestrian crosswalk* sign near First United Methodist Church were trimmed.
- N. Johnson Street - an additional 25 MPH speed limit sign was installed between Appletree Street and E. French Broad Street.
- Railroad Avenue - crosswalk sign straightened near intersection of McLean Road.
- Resada Drive - straightened street name signs at the Tinsley Road intersection.
- Catch basins and storm drains were inspected during the month with the following work completed:
 - Owen Street storm water erosion was repaired with over sized stone placed along a section of bank above a storm drain pipe.
 - Drainage along a section of Hawthorne Drive was improved with a driveway culvert cleared and drainage ditches cleaned.
 - Reports of drainage issues along state maintained roads within the city limits were inspected. Drains in need of maintenance or debris removal were reported to NCDOT for further assessment. State roads inspected were:
 - Asheville Highway - hole in storm drain junction box.
 - Fisher Road - culvert deterioration or damage.
 - S. Broad Street - storm drain debris blockage.

- Substantial drainage improvements were completed on Lakeview Avenue.
 - The ditch in front of the Girl Scout Hut was excavated to improve storm water flow. Straw matting was placed to stabilize the ditch and prevent erosion.
 - 12" Culvert, totaling 250', was installed with the addition of three (3) catch basins.
 - An additional 100' of 15" storm drain was installed on Hilt Street at Lakeview Avenue with connection to an existing storm drain box.



Ensuring grade for Lakeview Avenue storm drain installation.



Pipe opening cut for basin access.



Catch basin installed on drain pipe opening.



Backfilling to secure pipe installation.



Straw matting placed to stabilize and prevent erosion.



Concrete mixture prepared for Hilt Street junction box.

- Thomas Street drainage improvements included one (1) clogged driveway culvert cleared of debris preventing storm water flow and open ditches were cleaned along the remainder of the street. Fifteen feet of 8" concrete curb was installed at an additional location to improve storm water erosion to bordering property.



Thomas Street curb installation.

- A temporary easement from the owner of W. French Broad Street property, Carrie Pressley, was received to repair a section of deteriorated storm drain pipe. A 29' section 18" clay storm drain pipe was replaced with ductile iron pipe and the site was restored with fill dirt and clean stone.



Railroad Avenue dye testing to verify drain flow direction.

- Dye testing was performed to determine the direction of flow from a pipe discovered on Railroad Avenue. Water with dye was flowed through the 18" storm drain and it was determined abandoned and plugged. Further inspection revealed a 15" storm drain pipe running parallel and now serving this location.



Dye reveals a plugged and abandoned drain discovered on Railroad Avenue.

- Storm drain repair was completed on Laurel Court near the intersection of W. Laurel Court. Holes within the wall of a storm drain junction box were sealed with surface bonding cement to prevent erosion causing sink holes in the street.

- A developed sink hole over a storm drain pipe behind a Dogwood Drive residence was inspected and found to be caused by a deteriorated drain. The area was temporarily filled with compacted soil. A request for underground utilities to be located was initiated prior to scheduling proposed repair of the storm drain.
- Parking lot inspection was performed at Wells Fargo, located on the Asheville Highway, for a reported sink hole. There was no city infrastructure in the vicinity and the issue was determined to be a private property matter.

- Five (5) potholes were inspected and/or patched on Cedar Crest Drive, Oaklawn Avenue, Oak Park Drive (2) and W. Main Street.
- Twenty-seven (27) utility cuts were inspected, patched or leveled during the month on Bush Drive, Deerlake Road (4), E. Main Street, Eastview Drive (2), Excelsior Drive, Hilt Street (2), Lakeview Avenue, Meadow Lane, Mills Avenue (2), Oakdale Road, Railroad Avenue, Robinson Avenue, Tinsley Road (2), W. Jordan Street (4), W. French Broad Street and Whitmire Street (2).
- Stone washed from a utility cut during a heavy rain was removed from the drive entrance of an Oakdale Street residence.
- Woodlawn Avenue was scraped to improve gravel road conditions.
- Grass and weeds were trimmed along road edges. The flail mower was used to trim heavier vegetation and low hanging tree limbs along Cashiers Valley Road, Hilt Street between Lakeview and E. French Broad Street, Oak Park Drive, Silversteen Drive and Stone Drive.



Leveling hot asphalt mix into Lakeview Avenue utility cut.



Asphalt roller compacting hot mix on Lakeview Avenue utility cut.



Excelsior Drive utility cut patching.



Oak Park Drive trimming with flail mower.

- Overgrown and protruding vegetation was trimmed along E. Probart Street and on Miner Street.

- Tree limbs reportedly blocking visibility at the intersection of Montview Circle and Fisher Road were trimmed, as was the intersection of Hilt Street and E. French Broad Street.
- A large fallen tree limb blocking Yongue Street after a heavy rain event was cut and removed from the street.
- The Sanitation Division provided collections of garbage, commercial and residential recycling, brush, bagged yard waste and loose leaves during August.
 - Code Enforcement investigated one (1) nuisance complaint at property located within the city during August. The Sanitation Division was directed to collect debris from a Bracken Lane residence to abate the nuisance issue with 1.29 tons of waste collected and a disposal cost of \$112.40.
 - The following commercial businesses began participating in the commercial recycling program during the month of August:
 - *First Victory, Incorporated*
 - *Natural Elements*
 - Brevard Academy, already participating in the recycle program, requested an additional cart for use.
 - Recycle carts and/or bins were collected as requested when no longer needed.
 - The mulch pile located on the lower storage yard was gauged for temperature readings on three (3) consecutive days as required.
 - Debris from the lower storage yard and sludge removed from the vehicle maintenance garage were hauled to the county landfill for disposal.
 - Salvaged scrap metal was hauled to Biltmore Iron & Metal for disposal.



Bracken Lane code enforcement issue prior to abatement.

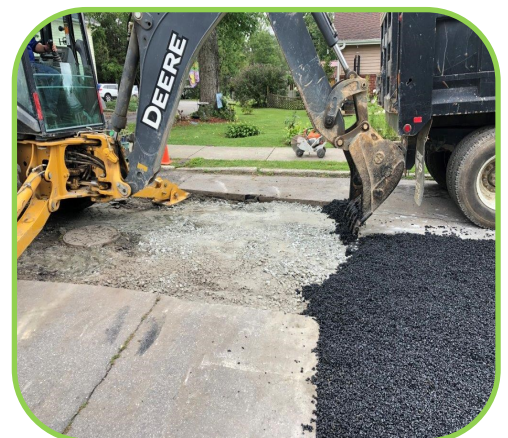
August Sanitation Activities

- **19 Special trash collections.**
- **2 Single item special trash collections.**
- **14 Residential recycle carts delivered.**
- **2 Residential recycle bins delivered.**
- **3 Commercial recycle carts delivered.**
- **4 Small electronic item collected.**

- Collections System infrastructure maintenance consisted of the following noted items during August:
 - System personnel inspected reports of nine (9) sewer line blockages during the month; five (5) actual line blockages were cleared on Gallimore Road, Hospital Drive, S. Oaklawn Avenue and Tinsley Road (2).
 - It was determined that an additional blockage reported was a discharge from a private pump line from a residence on Hillside Heights. The discharge was due to a pump malfunction causing leakage into a creek behind the residence. Personnel met with the owner of the residence and confirmed knowledge of the leak but no financial ability to repair. The issue was reported to the PW Director who will forward the location to Code Enforcement for resolution.
 - Sewer line cleaning was performed at the following locations prior to video inspections or as routine cleaning of system mains for Collections System permit annual requirements:
 - Brushy Creek Basin
 - 1,265' of 8" sewer mains
 - 425' of 12" sewer mains.
 - Kings Creek Basin
 - 2,790' of 8" sewer mains.
 - Lambs Creek Basin
 - 640' of 8" sewer mains.
 - Sunken utility patches along W. Jordan Street were excavated to verify if utility lines were the cause. No issues were found and each site was restored with stone and cold patch mix.
 - Following an inspection of a Resada Drive residential service line for a suspected blockage, it was determined the blockage location could not be located prior to video inspection. A 4" clean check was installed and subsequent video inspection revealed the service line was collapsed with damage caused by tree roots on the customer's side. The section of damaged pipe was marked and the owner was notified of the condition for pending repair by the customer's plumber.



Onyx Lane sewer line cleaning within Brushy Creek Basin.



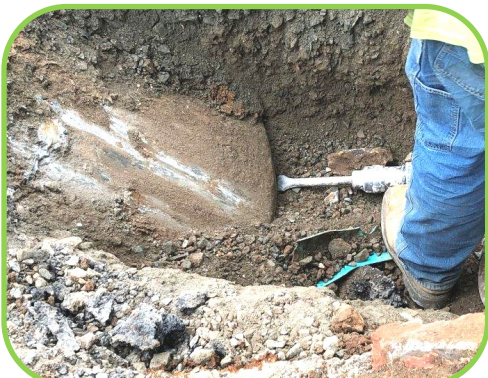
W. Jordan Street restoration following utility line inspections.



Tree roots removed from
Tinsley Road service line.



Tinsley Road sewer service line
and clean check replacement.



Tapping Laurel Lane manhole #JB-084.



Connecting 4" service line pipe
into manhole #JB-084.

- Monthly inspection of a 4" sewer service line and clean out serving the American Legion on E. Jordan Street was performed and verified the pipe was in good condition with no further deterioration or blockage present.
- A sink hole thought to be over a sewer line in a Dogwood Drive yard was inspected. The inspection revealed the hole had developed over a storm drain pipe and was reported to the Streets Division for further inspection.
- A 4" sewer cleanout was removed from a 4" sewer service line at a Deerlake Road residence reference the homeowner's concern with the initial installation within a water meter box. During removal it was determined the cleanout was not needed and therefore was not relocated.
- The cleanout installed by a Onyx Lane customer's plumber was inspected for proper installation. The inspection, requested by the customer, confirmed the cleanout was installed properly with no city-side connection issues noted.
- Aged Orangeburg service line pipe was replaced on Tinsley Road. A 4' section of PVC pipe was installed to amend a section damaged by tree root intrusion causing a residential sewer blockage.
- Accommodations for a storm drain installation by First Victory, Inc. were made with a 20' section of 12" clay sewer main on Railroad Avenue replaced with ductile iron pipe between manhole #KC-149 and #KC-150. The section was upgraded to secure the main line that will rest beneath a new storm drain pipe. The trench was restored with compacted crusher run and clean stone.
- Sewer taps were installed or replaced during the month and included:
 - Bracken Mountain Builders requested a sewer tap relocation for a residence on Laurel Lane. The existing service line crossed an adjacent property of which the owner requested removal. The 4" tap was made into manhole #JB-084 and included a clean check.

- A 116 Whitmire Street residential sewer tap was found to be the cause of a sink hole in the street. The discovered and deteriorated clay tap was replaced with a rubber saddle tap on the main. The replacement included 15' of 4" PVC sewer service line and a 4" clean check.
- During tap replacement at 116 Whitmire Street an additional service line was found at a neighboring property in need of a clean check. A 4" clean check was installed behind the sidewalk and included 5' of 4" sewer service line to serve 126 Whitmire Street.
- First Victory, Inc. requested a new commercial sewer tap for the proposed City of Brevard Depot building on Railroad Avenue. Installation of the 4" tap included 30' of 4" sewer service line with a 4" plug inside the end of the pipe for final connection as building construction and plumbing installations proceed by the contractor.



Hydro-excavation to deteriorated clay sewer taps on Whitmire Street.



Railroad Avenue Depot 4" tap drilled into sewer main.



Depot service line connected to sewer main with 4" rubber saddle.



4" Sewer service line plugged until contractor is ready to connect.

- Smoke testing was performed on a 4" service line at 828 Fit on Deerlake Road to verify if recent improvements were completed to standards. Testing revealed no visible pipe connection deficiencies.

- Stock items were placed into the inventory storage area of the Operations Center as delivered with an inventory of spare parts completed for the month of August.
- Utility rights-of-way were maintained and consisted of mowing grass in the following sewer basin areas as noted:
 - Brushy Creek Basin
 - Holcombe Road between manhole #BC-059 and #BC-061.
 - Jumping Branch Basin
 - Ashworth Avenue between manhole #JB-009 and #JB-010.
 - Turnpike Road to S. Oak Street between manhole #JS-001 and #JB-004.
 - Kings Creek Basin
 - Brevard College Campus between manhole #KC-005 and #KC-007 behind the Maintenance Building.
 - Lambs Creek Basin
 - Adjacent to the Sports Complex Bike path between manhole #LS-060 and #LS-062.
 - Near Asheville Highway and Camp Straus Road between manhole #LO-024 and #LO-137.
 - Hospital Drive between manhole #LS-069 and #LS-072.
- Sewer lift station maintenance included:
 - Camp Illahee Lift Station - sewage was vacuumed from the wet well to assist maintenance staff working at the facility.
 - Grass was cut at all lift station facilities.
- The Water Distribution maintenance and repair of the water system infrastructure included the following items in August:
 - Fire hydrant inspection and maintenance included the following:
 - Leaking fire hydrant #30-05 on Pro-bart Street was inspected. Personnel attempted to adjust the hydrant valve; however, the valve was inoperable. Hydrant replacement is scheduled pending approval by the director.



Attempt to adjust valve on fire hydrant #30-05 found inoperable.



**Park Avenue water leak infiltrating manhole
#KC-045 prior to repair.**



1" Corporation on 6" water main prior to tap.



**Tapping machine connected to
complete Depot water tap.**



**Service line and yoke bar connected pending
water meter installation.**

- Preservation of area water quality included flushing a fire hydrant (*no assigned number*) on Old Hendersonville Highway near the new Holiday Inn Express.
- There were fifteen (15) inspections for reported water leaks during August; five (5) actual leaks were repaired or scheduled for repair on water leaks requiring water line replacement included:
 - East Main Street - 25' of 3/4" water service line replaced.
 - East View Drive - 1' of 3/4" water service line replaced.
 - Park Avenue—2' of 3/4" water service line replaced.
- One (1) new water tap was installed during August on Railroad Avenue. The City of Brevard Depot Building required a 1" commercial water tap with 5' of 1" service line installed. The installation included a 1" meter setting, meter box and backflow preventer.
- Water Distribution ORC Ben Robinson met with the site representative of Abbott Construction to confirm the location of proposed new water tap installations for the Shoppes of Brevard on the Asheville Highway.
- Water service line pipe damaged during a sewer tap replacement on Whitmire Street was replaced. The existing galvanized service line was replaced with 15' of 3/4" PEX service line tubing.
- Pipes discovered during excavations by First Victory, Inc. on the proposed Depot Building property were inspected. Two (2) separate 2-1/2' water pipes were found to inactive and serving no structures.
- Reservoir, water tank and pump station facility maintenance included:
 - Facility fire extinguishers were returned to Straus Park Pump Stations for use after an annual inspection was performed by Pye Barker Fire & Safety.
 - Ant dehydrator was spread on fire ant mounds at the Reservoir facility.

- Weeds were trimmed at the Burrell Mountain and Wal-Mart water tanks including interior and exterior of fence lines and the access road to the Wal-Mart facility; additional trimming occurred at Straus Park Pump Station #2.
- Gutters were cleaned at the Deerlake Pump Station and Straus Park Pump Station #1.
- Meter and meter box maintenance continued throughout the month of August:
 - Existing meters were replaced at the following locations:
 - 3/4" water meter replaced at 116 Whitmire Street during service line replacement.
 - 1" water meter replaced at 42 Asheville Highway serving Huddle House Restaurant.
 - Meter maintenance at a Ducks Drive location required replacement of a 3/4" angle valve, yoke bar and dual angle check valve.
 - Meters turned off by the Finance Department were restored to active service at locations on Maple Street and Railroad Avenue. Customer information and meter readings were provided to the Finance Department for billing purposes.
 - Water pressure was inspected at two (2) locations; residences on Deerlake Road and Ridgetop Circle. Pressure at each location was found adequate at the meter and customers were notified of the findings.
 - New water meters were installed and programmed for communications with the Finance Department at the following locations:
 - Asheville Highway—1" meter for Cook Out Restaurant irrigation line and an additional 1" meter for the domestic water line.
 - Railroad Avenue—1" meter for proposed Depot Building.



Gauge used to inspect Ridgetop Circle pressure at water meter.



1" Water meter installed into yoke bar to serve Depot Building.

- New 3/4" meter boxes were installed for new water tap locations on the Asheville Highway and Railroad Avenue.
- A damaged meter box lid was replaced on Deerlake Road; the lid was damaged during construction by contractors at 828 Fit.
- Two (2) meter boxes were relocated on W. Main Street and Whitmire Street.



Relocated Whitmire Street water meter box.

- A backflow preventer was installed on Ducks Drive.
- A meeting with Utility Accounts Supervisor Vance Godfrey and Water Distribution ORC Ben Robinson was held to discuss and review the current list of suggested water meters in need of replacement. This meeting initiated an inspection of large water meters throughout the distribution system to confirm sizes for potential replacement with radio read meters.
 - 4" water meters were confirmed on the Brevard College Campus, Brevard Music Center and Davidson River Campground.
 - An existing 2" water was inspected on S. Broad Street to verify service for a First Citizens Bank irrigation line.
 - The initial large meter list was revised with data retrieved during the inspection.

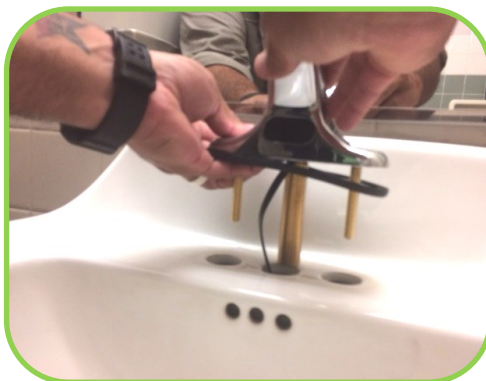
3. We encourage investment when we appear well-run and well planned. We show dedication and reliability by maintaining our city buildings and facilities.

- City buildings and facilities are inspected daily and weekly depending on use and scheduled work, meetings and events. Routine maintenance, janitorial services, seasonal landscaping are provided by city staff with major repair or improvements provided by professional technicians.
- Building and facility items requiring additional maintenance services were noted during the month of August and included the following:
 - Building and Grounds Office
 - Bollards were removed the office building and delivered to the lower yard of the Public Works Facility for storage. The office space could not accommodate their weight and size.

- City Hall, Council Chambers, Public Restrooms
 - Council Chambers was prepared for a monthly Planning Department Board of Adjustment Meeting.
 - Facility light fixtures, including interior and exterior, were inspected in the Public Restrooms and the lobby adjacent to Council Chambers.
 - Bulbs were replaced in hallway light fixtures between Administrative Offices and the Finance Department, and in elevator fixtures.
 - A sink faucet sensor in the Ladies Public Restroom was replaced. Men and Ladies restroom toilets were inspected after a reported overflow issue occurred. Water pressure was adjusted for fixtures to function properly.



Facility light fixtures inspected in Council Chambers lobby area.



Ladies Public Restroom faucet replacement.

- Administration reported difficulty with the door lock at the lobby entrance to the Public Restroom facilities. Floor and ceiling pins were removed, straightened and replaced to promote proper door closure.
- Exhaust fan vents in the Finance Department restrooms were inspected. Inspection included timer switch, breakers and roof vents with no issues noted. It was decided to replace the aged motor for the fans in an attempt to improve odor elimination.
- A return visit to the Ladies Restroom in the Finance Department was required to retrieve a bottle cap from the sink drain causing a pipe blockage.
- Council Chambers experienced an onset of mold on tables and chairs. A source of the mold, other than seasonal dampness or roof leaks in adjacent office spaces may be the cause. Staff sprayed mold and mildew cleaner and preventer on all furniture, fixtures and surfaces in the room. Lights were left on as a growth inhibitor and a fan was placed into the room in an attempt to prevent additional growth. Follow up inspection of the facility revealed no additional growth present. As a note, McEllrath Roofing has been contracted to replace City Hall's roof and work is scheduled, depended upon weather conditions.
- MSS Solutions technicians met on sight reference HVAC concerns. It was determined the air handler capacitor and compressor are failing and in need of replacement. The Public Works Director requested a proposal which was accepted and an approved purchase order was issued with installation a new unit pending.

- Remaining fruit from the Kousa dogwood trees was blown from the landscape area and sidewalks at the entrance to City Hall to prevent a slip or fall hazard and to avoid attraction of bees.
- A desk was repaired in the Human Resources Office.
- Fire Department
 - An existing water fountain was removed and replaced with a new fountain equipped with a bottle refill feature. The model is designed to eliminate plastic bottle waste.
 - The Ladies Restroom toilet was repaired with replacement of a flush valve and batteries in the electric flush mechanism.
 - Bulbs were replaced in a downstairs bay and in the adjacent Fitness Room.
 - New signs were erected identifying the Fitness Room.

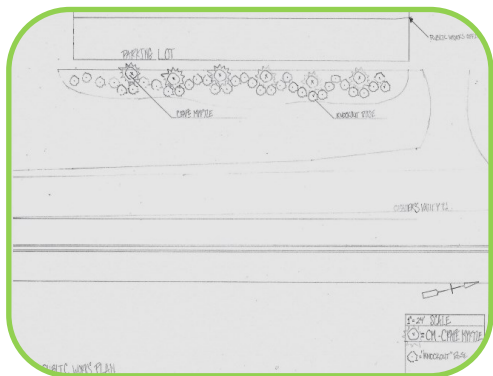


Fire Department fountain with bottle filling feature.



Fitness Room signs erected.

- Franklin Park Bath House
 - Public restrooms were cleaned daily; a trash receptacle was replaced in the men's restroom.
 - New shelving was purchased and assembled. The unit will be installed in the building and used to store cleaning supplies.
- French Broad Community Center
 - Facility supplies were restocked; with excess items provided to cover the extended Labor Day holiday weekend.
 - An overgrown Foster Holly tree and additional shrubs were trimmed near the facility entrance.



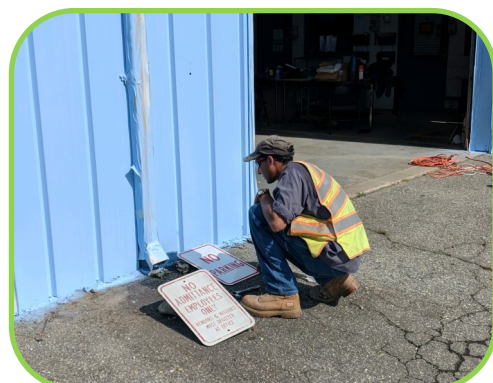
Public Works landscape design by Landscape Technician Matt Landers.



Crape Myrtles and Knockout Roses planted in new landscape space.



Spray painting exterior of Public Works Building.



Facility signage was removed prior trim work.

- **Operations Center**
 - Dirt removed during site development of the Railroad Avenue Depot Project by First Victory, Inc. was hauled to the facility. The loads of dirt were pushed and leveled on the facility storage yard as received.
- **Police Department**
 - Air condition units received quarterly service. Each unit was cleaned; enzyme, condensation, mold and mildew preventer were added.
 - HVAC units and filters were cleaned in the Investigations Office.
 - A dead bush and flowers were removed from an exterior landscape area.
- **Public Works Facility**
 - The department's landscape technician, Matt Landers, designed and proposed a beautification project for the lawn area adjacent to Cashiers Valley Road and below the main parking lot to include the installation a large landscape area with Crape Myrtles and rose bushes.
 - The proposed landscape area was tilled and prepped for plantings; grass and soil was hauled to the lower yard for disposal. Holes were dug to accommodate seven (7) Crepe Myrtles and forty (40) Knockout rose bushes.
 - Mulch rings and mulch were placed around each plant to secure until root growth matures. An additional layer of mulch was spread to shape the entire landscape area.
 - Distribution personnel assisted with painting the exterior aluminum siding on the main building. Two (2) sides including the main building entrance were completed.
 - Loosened electrical conduit in the lower yard stone bin shed was adjusted and secured in place. Additional conduit was replaced as needed.

- Parking lots at city facilities and in the Heart of Brevard District were maintained for appearance and vehicular use. Staff inspect each location for litter, landscape issues, signage and pavement markings with seasonal upkeep performed as needed.
 - Jordan Street
 - Crape Myrtle sucker growth was trimmed; grass was cut between the retaining wall and sidewalk edge.
 - Asphalt within the parking lot was pressure washed.
 - Police Department
 - Tree limbs and vegetation impeding upon the sidewalk were trimmed.
 - Crape Myrtle sucker growth was trimmed near the facility front entrance.
 - W. Main Street
 - A *Public Parking* sign was repaired.

Location	Housekeeping	Seasonal	Landscaping - Exterior	Electrical, HVAC, Plumbing
	Janitorial, Fire Extinguisher Inspections, Flags, Meeting Prep, Recycle Carts, Routine Maintenance Issues	Pest Control, Decorations, Painting, Winterizing	Mowing, Trimming, Flowers, Shrubs, Litter Removal, Leaf Removal	Inspection, Contract Services, Major Maintenance Issues
Building & Grounds Office	X		X	
City Hall	X	X	X	X
Co-Ed Theater				
Council Chambers	X		X	X
Deerlake Pump Station	X		X	X
Fire Department	X	X	X	X
Franklin Park Bath House	X	X		X
Franklin Park Pump Building				X
French Broad Community Center	X		X	
Girl Scout Hut	X		X	
Operations Center	X		X	
Parking Lots	X		X	
Planning Department	X			X
Police Department	X		X	X
Public Restrooms	X			X
Public Works Facility	X	X	X	
Sports Complex Concession Stand	X			
Water Reservoir & Pump Stations	X		X	

Strategy: Enhance Quality of Life

Encourage and enhance our family friendly and small town charm by bringing people of all ages together through physical connections within our community and to our natural assets of woods and water and personal connections to each other and to our cultural / historic assets of music, arts and outdoor recreation.

1. We encourage and enhance our family friendly and small town charm by bringing people together through physical connections within our community.

- The community appreciation of our culture and arts are shared with the City's collection of sculptures. Dedicated to continual care of the sculptures, each location is routinely inspected to ensure visual pleasure and each artist's original concept offering. Mulch was replenished, weeds and shrubs were trimmed and fertilizer was applied to all landscaped areas as needed. The following sculptures were inspected with surrounding landscaped areas maintained:

- *Cows—King Street at Railroad Avenue*

- The sculpture elements were inspected with no maintenance issues noted. Grass was cut in sculpture landscape area.
- One Hundred twenty-one (121) locates at proposed excavation sites or other requirements were marked with flags or marking paint for other utility companies, building contractors or citizens.
- Additional locating work included:
 - Staff met with the construction manager representing Brevard Partners of Tennessee to verify the location of proposed water and sewer tap installations for the Shoppes of Brevard on Asheville Highway property.
 - Underground infrastructure locations were verified in advance of a proposed storm drain relocation project in the Railroad Avenue area.
 - Hydro-excavation to an existing 6" water main confirmed the depth of pipe was 44-1/2".
 - An 8" sewer main on Whitmire Street near the intersection of Railroad Avenue was located. Information gathered confirmed the size and 8' depth of the sewer main pipe.
 - A 24" storm drain was hydro-excavated to confirm the 23-1/2" depth near the intersection of W. French Broad Street and Railroad Avenue.

Utility Locates

- NC 811 Locates - 121
- Other Utility Locates - 10



Depth confirmation of
Railroad Avenue 6" water main.



Probing to confirm location and depth of 8"
Whitmire Street sewer main.

- Additional Railroad Avenue locating was performed in advance of a 15" storm drain relocation by First Victory, Inc. at the site of the Depot Building. Sewer Collections personnel probed a 12" sewer main between manhole #KC-149 and #KC-150 to verify the 6' - 4" depth prior to the contractor's underground bore. Assistance was provided to the contractor obtaining grade prior to the storm drain pipe installation proposed to cross the sewer main pipe.



Railroad Avenue assistance with grade for storm drain installation.

- A section of 14" water main on Cashiers Valley Road was located for NCDOT prior to excavation by state highway maintenance personnel performing a storm drain excavation near Nicholson Creek Road.
- The owner of property on Turnpike Road requested verification of a 12" sewer main crossing the lot for proposed property development. The sewer main was located and marked between manhole #JB-005 and #JB-006 to accommodate the request.
- Underground utility lines along the access road to the Burrell Mountain Water Tank were located for Comporium.
- A water main adjacent to an un-numbered hydrant on N. Broad Street was located as requested by the Public Works Director.
- The Public Works Director attended meetings regarding proposed developments, current projects, committee meetings, divisional day to day operations and citizenry requesting services or information on various topics. Meetings attended during August consisted of:
 - Agenda Preview Meeting
 - City Council Meeting
 - Downtown Master Plan Committee Meeting
 - Job Corp Sewer Reconnection Request
 - Laurel Lane Tree Inspection Meeting
 - Mary C. Jenkins Community Center Property Visit & Walk About
 - Oakdale Street Light Ownership - Duke Energy
 - Oakwood Drive Storm Drain Replacement Project
 - Parks & Trails Committee Meeting
 - Public Works Committee Meeting
 - Railroad Avenue Depot Progress Meetings

- Thomas Street Storm Water Drainage Concerns
- Transylvania Times Interview Reference Wellness Program
- Silversteen Playground Storm Drain Improvements
- Skate Park Progress Meeting
- Staff Meetings
- Street Pavement Condition Study - LaBella Associates
- W. Main Street Power Line Relocation
- W. Main Street Proposed Sidewalk
- Woodlawn Avenue Tree Concerns
- Administrative staff received a total of seven hundred sixteen (716) telephone calls during the month of August. Calls consisted of general information, utility and street maintenance requests, sanitation and recycle service requests, vehicle maintenance appointments, preventive maintenance reschedules, staff and director issues, inter-departmental requests and various engineers, surveyors and sales representatives.

2. We encourage and embrace our family friendly and small town charm by bringing people together through personal connection with each other.

- Streets personnel erected or removed street banners as scheduled to promote community events held in the city.
 - Brevard Music Center - *Summer Music Festival*
 - Brevard Community Band - *Community Band Concert*
 - The Cindy Platt Boys & Girls Club - *Mountain Song Festival*
 - Transylvania County Handcrafters Guild - *Craft Show and Sale*



Brevard Music Center Festival Venue
(photo courtesy of Facebook).



Mountain Song Festival 2019
(photo courtesy of Facebook).

- Staff assisted with preparation of the *Cycle Carolina Mountain Ride* event. A meter was installed on fire hydrant #40-16 located on the campus of Brevard College to accommodate a shower trailer for guests camping on college grounds.
- Assistance was provided to the Human Resources Department with the Annual Employee Picnic held at Brevard Music Center. Tables, chairs and a sound system were set up prior to the event and items were returned to storage when the event ended.
- American flags were lowered to half-staff for three (3) designated honor periods at City Hall, Fire Department, Police Department and at the Sports Complex. Flags were raised at the end of each period per President Donald Trump and/or Governor Roy Cooper's directives:
 - Honoring The Victims of The Tragedies in El Paso, Texas and Dayton, Ohio.
 - Death of US Army Private First Class Brandon Jay Kreischer.
 - Death of US Army Specialist Michael Isaiah Nance of Fort Bragg, North Carolina.



US Army Private First Class
Brandon Jay Kreischer



US Army Specialist
Michael Isaiah Nance

3. A safe community is one where residents know the city provides reliable and consistent service.

- The Vehicle Maintenance Division maintained the city and county fleet with one hundred ninety-six (196) vehicles or equipment items serviced or repaired during August. Preventive maintenance and/or repairs were performed on one hundred twenty-five (125) city and seventy-one (71) county assets.
- A required monthly fuel site walk-through inspection was completed and included inspection of fuel dispensers, underground fuel storage tank spill buckets and visual measurements of unleaded and diesel fuel.

- Employee activities and opportunities during August included:
 - Annual Employee Picnic
 - Annual Safety Training Classes
 - Dr. Ward Weekly Scheduled Appointments
 - Fleetpride Diesel Particulate Filter, Emissions & Diagnostic Training
 - NCAWWA Water Distribution Certification Exams
 - Nathaniel Littleton received his Water Distribution Class A Certification.
 - Post-Accident Interview
 - Safety Committee Meeting



**Nathaniel Littleton's Class A
Water Distribution Certification**

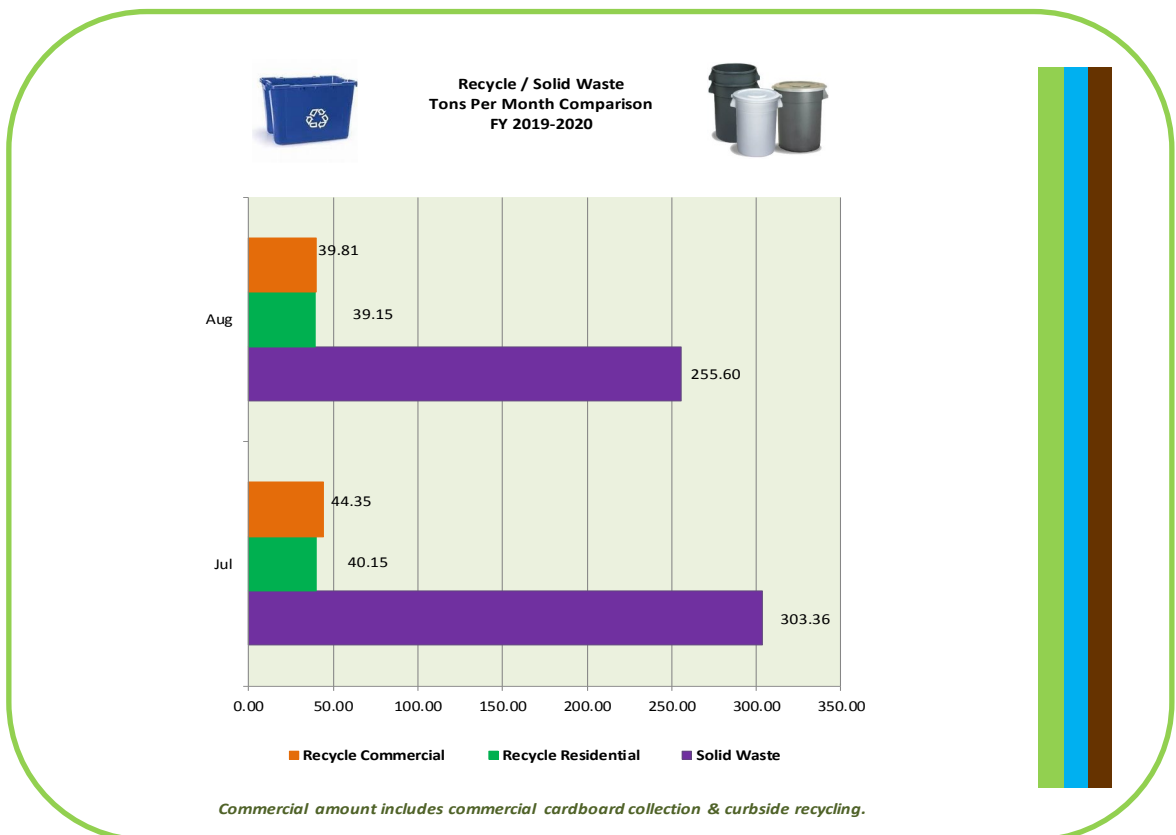
APPENDIX I: August Departmental Statistics

Service statistics are provided as indicators for Public Works performance and budgetary trends.

Item	Previous Month (July)	Current Month (August)	Year To Date (July - August)	Previous FY Year Total 2018-2019
Administrative Call Log	752	716	1,468	9,120
City Meeting or Event Prep	2	2	4	45
Cardboard Collection	21.99	21.31	43.30	235.28
Electronics	3	4	7	59
Residential Recycling - Bin	4	2	6	30
Commercial Recycling - Bin	0	0	0	3
Residential Recycling - Cart	12	14	26	125
Commercial Recycling - Cart	2	3	5	30
Commercial Recycling	22.36	18.50	40.86	205.41
Residential Recycling	40.15	39.15	79.30	448.75
Solid Waste Collection	303	256	558.96	3,107
Special Collections	25	19	44	157
Single Item Collection	7	2	9	32
Television - Large (\$10)	13	5	18	20
Television - Small (\$5)	0	1	1	7
Barricade / Emergency Assist	0	1	1	3
Festival / Special Event Assist	2	1	3	21
Flag Honors / Half Masts	1	1	2	22
Street Banners	11	5	16	52
Potholes	6	5	11	115
Sidewalk Footage (Length)	30	0	30	232
Utility Cuts	4	27	31	83
Fleet Service - City Vehicles	136	125	261	1,444
Fleet Service - County Vehicles	57	71	128	776
I&I Video Inspections	1,490	865	2,355	15,992
Sewer Blockages	5	9	14	68
Sewer Tap New Commercial	2	1	3	1
Sewer Tap New Residential	1	0	1	16
Sewer Taps Repaired / Replaced	0	2	2	30
811 Locates	127	121	248	1,538
Utility Locates	8	10	18	98
Water Leaks	16	15	31	129
Water Meter Boxes	5	4	9	52
Water Meters New	0	4	4	20
Water Meters Other	5	13	18	107
Water Tap New Commercial	2	1	3	11
Water Tap New Residential	1	0	1	18
Water Tap Repaired / Replaced	0	0	0	1

APPENDIX II: August Sanitation Statistics

Sanitation statistics are provided as indicators for solid waste and recycling performance.



APPENDIX III: August Sanitation Statistics

Sanitation statistics are provided as indicators for city commercial cardboard collection performance.

- Revenue includes customer fees collected plus sale of cardboard to American Recycling of Candler, NC.
- Expense includes collection of commercial cardboard labor, fuel and vehicle maintenance during the month.
- A documented *Net Loss* is attributed to a continual drop in *price per ton* since November, 2018. The current revenue for the month of August is \$15.00 per ton.

Revenue	\$5,647.40
Expense	\$5,978.99
Net Profit or Loss	-\$331.59

APPENDIX IV: August Fuel Use Statistics

Fuel Use Statistics are provided as indicators for vehicle and equipment fleet fuel use by the city and county vehicle fleet.

August fuel use decreased by 5.8% in gallons used from the month of July, 2019 with an expense decrease of 8.8%.

- Current Unleaded Fuel Price: \$ 1.644 / last purchase on August 8, 2019.
- Current Diesel Fuel Price: \$ 1.859 / last purchase on August 8, 2019.

Entity Comparison	Current Month Gallons	Previous Month Gallons	Monthly Gallons Difference	Current Month Expense	Previous Month Expense	Monthly Expense Difference	% of Gallons Difference	% of \$ Difference
City Vehicles	6,172.30	6,175.70	-3.40	\$11,204.83	\$11,584.33	-\$379.50	-0.1	-3.3
County Vehicles	1,330.70	1,791.70	-461.00	\$2,332.48	\$3,254.86	-\$922.38	-25.7	-28.3
Narcotics Task Force	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	#DIV/0!
Totals	7,503.00	7,967.40	-464.40	\$13,537.31	\$14,839.19	-\$1,301.88	-5.8	-8.8

The Brevard Police Department

Quarterly Report for

April to June 2019

Special Events and Community Contacts:

- Officers took part in “Code Purple” during the cold weather, making sure individuals needing shelter got to the shelters where they received food and a warm place to sleep.
- The Police Department and the Transylvania County Sheriff’s Office hosted a Community Connections meeting to discuss police operations and community concerns.
- Chief Harris participated in Bethel “A” Baptist Church’s 100th anniversary celebration.
- The Department assisted with presentations in the community concerning domestic violence.
- Chief Harris participated in the statewide Recovery Alliance Summit to champion methods to assist recovering addicts.
- Department personnel assisted in Waynesville Police Department’s promotional process.
- Chief Harris joined the North Carolina Police Executives Association board of directors.
- Investigations made four arrests in a high-profile home invasion and five arrests in a homicide that occurred in August of 2018.

Personnel changes:

- The Department hired a new Communications supervisor, Ms. Brooke Faircloth, to replace the former Communications supervisor, who took a job in another city.
- A lieutenant resigned to take another position with a local law enforcement agency.
- Three new officers were sworn in as part time officers.

Training:

- The officers attended classes for Criminal Investigation, Field Training Officer Certification, Intox- Certification, Forensic Analysis of Bloodstain Patterns, and Video Surveillance for Narcotics, and Radar Re-Certification.

Activity data: Brevard Police Department: First Quarter of 2019

National Incident-Based Reporting System (**NIBRS**) is the new incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes to the FBI. Local, state and federal agencies generate **NIBRS** data from their records management systems. The **NIBRS** system replaces the Uniform Crime Report (**UCR**) which has been in operation since 1907. Crime reporting will transition to **NIBRS** by the beginning of 2021. The FBI will retire the **UCR** and use only **NIBRS**. The Brevard Police Department is transitioning now in the interest of embracing the new system in a leadership role.

There are a number of differences between the **UCR** and the **NIBRS** yet the most important difference is that **UCR** is basically a summary based reporting system while **NIBRS** reports criminal offenses at the incident level in more detail. The **UCR** collects data in a summary format also known as the aggregate or sum total methodology. Below is a summary of the first three months of **NIBRS** data collected by the Brevard Police Department. Additional crime categories such as gambling, bribery and human trafficking were not reported below because those crimes are rare in our community and none were recorded this quarter.

Type of Crime	Jan '19	Feb '19	Mar '19	Apr '19	May '19	Jun '19	Total '19 1 st Quarter	Total '19 2nd Quarter	% Change
Homicide	0	0	0				0	0	0%
Kidnapping/Abduction	0	0	0				0	0	0%
Sex Offense	0	1	2	1	1		3	2	-33%
Robbery	0	0	0			1	0	1	+100%
Assault	6	7	5	2	4	5	18	11	-39%
Arson	0	1	0				1	0	-100%
Extortion/Blackmail	0	0	0				0	0	0%
Burglary/B&E	1	2	2	1	3	5	5	9	+80%
Larceny/Theft	20	6	14	9	10	13	40	32	-20%
Motor Vehicle Theft	0	0	1				1	0	-100%
Counterfeiting/Forgery	0	1	0	1	1	3	1	4	+300%
Fraud	2	0	1				3	0	-100%
Embezzlement	1	0	0		1		1	2	+100%
Stolen Property	0	0	0		1	1	0	2	+100%
Vandalism	9	3	2	2	6	4	14	12	-14%
Drug Offense	50	25	45	18	13	20	120	51	-58%
Weapons Violation	0	3	1			1	4	1	-75%
Animal Cruelty	0	1	0			1	1	1	0%
Total:	89	50	73	34	40	54	212	128	-40%

Vehicular Traffic: One of the key responsibilities of law enforcement is to assure the safe and smooth travel of motorists by holding drivers accountable for following state and local traffic rules and the prevention and reporting of accidents. Collectively, the result should be better traffic flow. The following activity indications reflect police efforts to positively affect traffic.

Crime: An additional indicator of crime is how many arrests year-to-year the Police Department records. Increases and decreases in this statistic may or may not be positive or negative signs. This statistic coupled with the number of crimes reported may give a more complete picture on the state of criminal activity in our community.

Crime Prevention: Crime Prevention efforts by Patrol are another key statistic. The most important police activity is preventing crime. Security checks are one indicator on how much time officers invest in prevention.

Communication Calls: Communication calls are the basic activity indicator for telecommunicators, and is a gauge of how much activity they handle during an average shift.

Activity	April '19	May '19	June '19	Total '19 1st Quarter	Total '19 2nd Quarter	% Change
Vehicular Traffic						
Total Crashes	58	27	42	89	127	+43%
Total Property Damage	\$186,800	\$104,150	\$199,600	\$264,600	\$490,550	+85%
Total Injuries	3	4	3	12	10	-17%
Total DWI Arrests	6	6	6	9	18	+100%
Total Citations	190	166	120	573	476	-17%
Total Written Warnings	87	94	93	319	274	-14%
Total Traffic Assists	19	30	9	39	58	+49%
Crime						
Total Arrests	37	47	51	147	135	-8%
Crime Prevention						
Total Security Checks	195	226	211	675	632	-6%
Total Business Checks	96	88	86	220	270	+23%
Communications calls						
Total Business line calls	1955	2151	1748	5447	5854	+7%
Total 911 calls	345	356	309	859	1010	+18%
Total reassurance calls	324	330	301	1046	955	-9%

STAFF REPORT

City Council Meeting, October 21, 2019

Title: Amend 2019 City Council Meeting Schedule to schedule Council's Organizational Meeting

Date: October 14, 2019

Prepared By: Jill Murray, City Clerk

Approved By: Jim Fatland, City Manager

Background: The current Brevard City Council 2019 Meeting Schedule does not include Council's Organizational Meeting.

Discussion: A reception to extend our appreciation to Charlie Landreth for his service and to congratulate and welcome incoming Council Members is planned at the close of the Organizational Meeting.

Fiscal Impact: None

Staff Recommendation: Staff recommends that Council take action by motion to amend their 2019 Meeting Schedule by adding the Organizational Meeting on Monday, December 2, 2019 at 5:30pm in Council Chambers.



Brevard City Council 2019 Meeting Schedule

Day / Date	Time	Type	Location
Tuesday, January 22, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, February 18, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, March 18, 2019	7:00 PM	Regular Meeting	Council Chambers
Friday, March 22, 2019	8:30 AM	Annual Planning Session	Brevard Music Center
Monday, April 15, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, May 20, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, June 3, 2019	5:30 PM	Budget Work Session #1	Council Chambers
Monday, June 10, 2019 (If Needed)	5:30 PM	Budget Work Session #2	Council Chambers
Monday, June 17, 2019	7:00 PM	Regular Meeting	Council Chambers
<i>No Meetings Are Scheduled For July</i>			
Monday, August 19, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, September 16, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, October 21, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, November 18, 2019	7:00 PM	Regular Meeting	Council Chambers
Monday, December 2, 2019	5:30 PM	Organizational Meeting	Council Chambers
Monday, December 16, 2019	7:00 PM	Regular Meeting	Council Chambers

Amended October 21, 2019
 Adopted Amended Schedule January 22, 2019
 Adopted: November 19, 2018
 Distribution: November 20, 2018
 J Murray, City Clerk

City of Brevard

Community Development Contract Report

Our \$5,000 award for support from the City of Brevard funded scholarships for youth to attend our year-round youth development programming. An outline of our budget versus actual and a narrative provided below speak to our results year to date.

Results

We have two enrollment periods per year for school-aged youth – summer and school year. Summer enrollment begins in the Spring while afterschool program enrollment begins in July. Unless we enroll more youth before year-end, all scholarships for 2019 have been awarded. Total awarded scholarships for our summer and afterschool program this year is \$22,106, approximately \$6,000 less than the previous year. The number of youth who received scholarships was 140 compared to 156 last year, explaining the decrease in awarded scholarships. Of the 78 families who received a scholarship for their children to attend the Club, 65% are single parent households while their average annual household income is \$18,112. After year-end, we will compare annual income data of the families we served in 2019 versus 2018 to determine if potential changes contributed to the reduction in scholarships awarded. We are aware of some families that need a scholarship but refuse to apply due to pride, stigma, cultural norms, etc. We also had several scholarships covered by friends or family this year.

As reflected in our budget versus actual table below, we expected to receive \$25,000 in community and grant support to fund these scholarships. To date, we received \$16,000 with a deficit of \$6,106. We do not expect to receive additional funds for these scholarships before year-end.

Scholarship Program Budget vs. Actual

EXPENSE ITEM	BUDGET AMOUNT	ACTUAL (as of 10/10/19)
2019 Projected Program Scholarships for 150-200 youth	\$35,000	\$22,106 (140 youth)
PROJECTED FUNDS		
Brevard Rotary Club: Our Club was selected as the main beneficiary for the 3 Rotary races	\$10,000	\$1,000
REQUESTED FUNDS		
Lake Toxaway Charities	\$10,000	\$10,000
City of Brevard	\$5,000	\$5,000
Balance to be funded through grants and community support	\$15,000	\$6,106



The Cindy Platt Boys & Girls Club of Transylvania County

PO Box 1360

Brevard, NC 28712

www.bgctransylvania.org



October 10, 2019

City of Brevard
95 West Main Street
Brevard, NC 28712

The Transylvania Farmers' Market would like to thank you for your continued support of our market. We would especially like to thank you for the additional funding this year, dollars that will allow us to finally add the ability to accept SNAP/EBT to our Market.

The funding provided by the City of Brevard has been essential in our continued growth and development as a farmers' market and our success is in large part due to your ongoing support. In the attached report you will find an update on the Market's progress in 2019, as well as our plans for the future.

We hope you will contact us if we may answer any questions or provide any additional information. We look forward to continued success.

Thank you,

Leslie Logemann
Market Manager

October 2019

TRANSYLVANIA FARMERS' MARKET REPORT



2019 IN REVIEW

The Transylvania Farmers' Market has had a very successful 2019. We have a great group of vendors selling local produce and products (all grown/produced within 60 miles), our customer base remains steady, and we are continuing to grow and develop the market as we strive to be an integral part of the community.

THE NUMBERS

Vendors = 79 registered in 2019 (50+ in attendance each Saturday)
Average waiting list of 12-15 businesses/individuals

- Vendors are local and growing/producing products within 60 miles of Brevard.
- A waiting list means that we have a ready source of vendors and can keep our Market full and vibrant.

Sales Revenue

2014 = over \$250,000

2015 = \$348,000

2016 = \$487,109

2017 = \$540,586

2018 = \$562,002

2019 = will be collected at the end of the calendar year

We collected our vendors' sales revenue for the first time in 2014 and have had a great increase in sales in the subsequent years. We will collect 2019 data at year's end. In 2018, we are proud to report that we continue to have multiple vendors reporting annual sales of over \$40,000 each. Additionally, numerous vendors have grown their businesses with sales outside the market and through local wholesale accounts. **We have one business who recently started a woodworking/furniture business at the Market and the exposure our Market provided has helped him build it into a full time business that is so busy he can't even make it to the Market every Saturday morning.** We are excited to be providing real income to local families through our market!

Customers – remaining steady!

In 2019, our Market traffic has remained steady with each Saturday during regular season bringing an estimated **600-800** customers with events drawing over **1,000** attendees. Our Annual Farm Fair over Labor Day weekend is estimated to have drawn around **1,500** people from not just Transylvania County but also the surrounding counties. **We even have customers who visit Brevard regularly from South Carolina, Virginia, and Tennessee... just to stock up at the Market and enjoy all that Brevard has to offer!**

Events

2019 = 14 Special Events

Special events are an important part of our market, drawing crowds with live music, activities for the whole family, healthy cooking demos, activities for kids, and more.

Sponsorships & Donations

2014 = \$6,500

2015 = \$8,400

2016 = \$10,050

2017 = \$9,300

2018 = \$10,430

2019 = \$ 5,800 to date

In addition to the generous grant we receive from the City of Brevard and the vendor fees that we collect, as a 501(c)3, we actively solicit for business and personal sponsorships and

donations. We have held a fund drive at the end of the year for the last two years, and we are working to debut an ongoing sponsorship campaign which we are calling our "Perennial Program." Customers and businesses alike will be able to pledge monthly or yearly amounts to support our market.

Grants

For the third year, we have received **funding from Transylvania County and in 2019/20 it will be for \$9,000.** This grant is vital to providing dollars for our staffing needs. In 2019 we also submitted a grant application to the Pisgah Health Foundation. If received, those funds will help us to add some incredible programming to our market in the coming year.

52 Saturdays Per Year

The Farmers' Market continues to be a year-round market, open every Saturday, from May through November from 8am to 12pm and from December through April from 10am to 12pm. The success and consistency of our Market has allowed our vendors to expand and many can now sell year-round.

PROGRAMS & AFFILIATIONS

SNAP/EBT

Thanks to additional funds provided by the City in 2019/20, our Market will finally have the ability to purchase the equipment and supplies to be able to accept SNAP/EBT (food stamps) at our Market. These funds will also allow us to have a reserve bank account that means we can reimburse our farmers/vendors immediately when those tokens are used, instead of making them wait several weeks for State reimbursement. We are currently in the process of setting this program up and procuring the needed equipment and plan to debut it in the coming months. Starting the program in late fall will allow us to begin slowly and work out any kinks before we hit the busy Market season in 2020.

Continued successfully in 2019... "Growing Minds @ Market" Kids Corner

For the fifth year, we have a dedicated kids' corner at our Market that now runs from May through the beginning of December. This booth is regularly staffed by a Brevard College Early Childhood Education graduate and provides kids with fun craft projects and activities that teaches them something about healthy eating, local food, farming, and nature -- What time of year do tomatoes grow? What does a purple carrot taste like? Why are bees important? **This program has become very popular with dozens of children participating every Saturday morning.**

Sponsors

We continue to work with local businesses who sponsor the farmers' market and then provide an informational or educational morning at the market. **Transylvania Regional Hospital**, a long-time sponsor of our farmers' market, has continued to support our market financially and in 2019, sponsored a morning with health & wellness information and a "make your own smoothie" bicycle. **Healthy Harvest Natural Foods** and **BluAxis Realty** were also sponsors of the market this year, with BluAxis creating a free video that has helped to advertise the farmers' market; and **Transylvania County Farm Bureau** provides tractors and agricultural information during our Farm Fair.

Transylvania County Extension Office & Master Gardeners

Our local Extension Office has been a big supporter of our market and in 2019, they had their usual **Master Gardeners'** booth to answer questions from the public on things like gardening, composting, insects, fungus & disease management, they hand out soil kits and more.

For the second year in 2019, the Extension Office also provided us with an **AmeriCorps volunteer**. The AmeriCorps volunteer was at the market with a "Extension's Educational Booth on Healthy Habitats" to present informative programs and bring in experts in each field that covered topics such as fire prevention, trails and hiking, local waterways and water quality, invasive species, recycling, and more.

The Sharing House

For the past four years, we have run a program with the Hunger Coalition of Transylvania County and when they could no longer participate **in 2019, we began working with The Sharing House** so that we wouldn't have a lapse in this program. Each Saturday morning, customers can purchase and donate produce and eggs and at the end of the morning, any vendor with excess produce may also donate. The Sharing House picks up these donations at the end of Market and it helps to stock **their food pantry, which feeds over 300 families per month.**

This program has been very successful with most mornings providing numerous boxes and a very full cooler, stuffed full of produce and eggs, all going to feed our hungry neighbors.

FFA (Future Farmers of America)

Both local chapters of FFA (Brevard and Rosman) continue to be vendors at our Market and we thoroughly enjoy watching these high school students learn about not only the business of agriculture but the business of selling and customer service.

Staffing

We are pleased to have strong and consistent staffing in 2019. With a paid Market Manager, two paid employees, and several volunteers, we feel strong and able to manage the day-to-day needs of the Market.

Continuing Education and Resources for our Vendors

We continue to refer our vendors to resources such as the Chamber of Commerce, Blue Ridge Community College, and Mountain BizWorks as they plan and grow their businesses and need assistance with business plans, accounting, marketing, social media, and more. We help our vendors to make contacts with local businesses and restaurants that might be interested in becoming wholesale buyers of their produce and products. We work with the Heart of Brevard to help our vendors be included in downtown festivals and events. We work closely with our local Extension Office and other organizations that might have leads for grants and funding that will help our farmers and small business vendors grow.

Additional Organizations and Programs

From the Brevard Fire Department to Blue Ridge Health Center, a variety of businesses and nonprofits participate in our events and support our efforts. We feel that we are truly building a Market that is an integral part of our community. We have great relationships with the Chamber of Commerce and the Heart of Brevard as well as TCarts and we appreciate the cross marketing and promotions these organizations do for us.

CHALLENGES AND SOLUTIONS

Location

Our hosts, Comporium and Masonic Lodge, have been very generous by allowing us to use their space for the last several years, but we know that property is at a premium in Brevard and at some point, our location may not be available. **Finding a permanent home for the Market has been an ongoing project and we believe we have a solution pending.** Please stay tuned... we are hoping to solidify this opportunity in 2019 and make an announcement soon!

PLANNING FOR THE FUTURE

SNAP/EBT

As mentioned above, we believe that adding the ability to accept SNAP/EBT (food stamps) at our Market will open up the ability to more members of our community to have access to fresh, local food. We are so thankful to the City of Brevard for the additional funds this

year, which will allow us to purchase the necessary equipment, tokens, and program needs. It will also allow us to set up a reserve account so that our farmers and vendors don't have to wait to be paid when these benefits are used at our Market. We feel like this is a win all around and we are working diligently to debut this program very soon.

Grant Writing

We are working to expand health & wellness programming at our Market and as part of that, **we have submitted a grant application to the Pisgah Health Foundation.** We will find out in the coming weeks if that is accepted. If it is, the grant money will allow us to expand our health & wellness offerings with a free 12-week yoga & walking program and it will also provide for a part-time employee to conduct regular healthy cooking demos at our Market and throughout the community and it will allow that person to be an outreach coordinator for our new SNAP/EBT program, so that we can ensure that the money the City has invested in helping us implement this program is well-managed by having appropriate outreach and marketing so that the individuals using the program are reached.

Adding More Vendors

We are looking at how we might be able to offer space sharing or other options that will allow us to make our waiting list shorter and include more vendors on a regular basis.

Long-term Goals

Our biggest long-term goal is a permanent and stable Market location and we feel like we are really making progress on that front. Other long-term goals include establishing an annual fundraiser, and developing a capital campaign and a long-term endowment fund that we hope will enable us to continue to grow and become more self-sufficient in the future. We continue to explore available grants and opportunities that will assist our vendors, improve our market, and enhance our community offerings.

THANK YOU!

We are incredibly thankful for the support the City of Brevard has shown our organization. If there are any questions or if you would like any additional information, please don't hesitate to contact Leslie Logemann, Market Manager at (828) 548-0660 or transylvaniafarmersmarket@gmail.com.

**TRANSYLVANIA FARMERS' MARKET
2019-2020 BUDGET**

EXPENSES	DETAILED AMOUNT	TOTAL AMOUNT
Dues, Insurance, Fees		\$571.00
Chamber of Commerce dues	\$115.00	
ASAP dues	\$50.00	
Farm Bureau dues	\$26.00	
Liability insurance	\$380.00	
Permits		\$400.00
City of Brevard annual permitting	\$400.00	
Administrative		\$1,070.00
Post office box rental	\$70.00	
Office supplies (toner, paper, postage, etc.)	\$500.00	
Misc expenses	\$500.00	
Accountant		\$800.00
Annual report, reconciliation, tax forms	\$800.00	
Marketing		\$8,730.00
Website hosting & domain	\$200.00	
Constant Contact email newsletter system subscription	\$480.00	
Advertising in the Transylvania Times	\$4,500.00	
Advertising in the Land of the Waterfalls Guide	\$500.00	
Additional advertising in area publications	\$500.00	
Printing of rack cards (English & Spanish)	\$600.00	
Printing of posters	\$150.00	
Event materials, market bucks, & misc printing	\$400.00	
Signage and banners	\$400.00	
Market tote bags and bumper stickers	\$700.00	
Misc marketing expenses	\$300.00	
SNAP/EBT Program Implementation		\$3,000.00
Costs to initiate program: equipment and token purchase, and set up reserve fund to reimburse vendors weekly	\$3,000.00	
Market Manager		\$20,000.00
Part-time, year-round market manager	\$20,000	
Part-time help		\$8,000.00
Market assistant	\$5,000.00	
Part time help during regular season	\$3,000.00	
Events		\$4,500.00
Expenses for 12 events + Farm Fair	\$4,500.00	
Kids Corner		\$1,400.00

Expenses for Kids' activities (28 weeks)	\$1,400.00	
Weekly Music		\$4,000.00
28 weeks, May through October	\$4,000.00	
Capital Expenses		\$500.00
Repairs to market trailer, replacement of tents, additional seating, electrical upgrades	\$500.00	
TOTAL EXPENSES		\$52,971.00

PROJECTED REVENUE	DETAILED AMOUNT	TOTAL AMOUNT
Vendor Fees		\$8,750.00
80 vendors (\$100 each)	\$8,000.00	
Food truck	\$300.00	
Misc day vendors	\$450.00	
Weekly Donations		\$1,000.00
Donations through sale of Market tote bags & hats	\$1,000.00	
Sponsorships & Donations		\$15,000.00
Local businesses & individuals	\$15,000.00	
City of Brevard Grant		\$20,000.00
For fiscal year 2019-2020	\$20,000.00	
Funding from Transylvania County		\$9,000.00
For fiscal year 2019-2020	\$9,000.00	
TOTAL REVENUE		\$53,750.00



Transylvania Community Arts Council City Grant Update Report – October 2019

Thank you to the City Council, City Manager and Mayor for supporting the Arts with a grant! Let's take a look at what we have been up to in 2019!

Hosting the 14th year of the Brevard Fourth Friday Gallery Walks

We have grown from 10 galleries/businesses in the first year to 32 galleries/studios/businesses this year. The galleries in the center of town, Number 7 Arts and Red Wolf Gallery, continue to see more than 250 – 300 visitors on a Friday night for Gallery Walk.

BREVARD'S

Fourth Friday Gallery Walks

5:00 pm – 8:00 pm

- May 24
- June 28
- July 26
- August 23
- September 27
- October 25
- November 22
- December 20*

(*Dec. held on 3rd Friday due to Holidays)

Number 7 Arts
TC Arts Council
Artists @ Work
Red Wolf Gallery
The Haen Gallery
Starfangled Press
Local Color
Gallery at 44
Gravy
Dragonfly Gallery
Art Lab
Poplar & Ash
185 King Street
Main Street Ltd.
Theophilus
Wine Down on Main
The Square Root
Broad Street Wines
Rocky's Grill & Soda
Shop & Corner Mgt
Heart of the Matter

Brevard Clay
Blue Moon Gallery
Shuptrine Gallery
Hollingsworth Gallery
Color Wheel Gallery
Sun Dragon Art & Fiber
Penny Lane Exchange

Aura Gallery & Studios
Be Boutique
The Tavern
D.D. Bullwinkel's Outdoors
Moose Tracks Footwear
Maggie Meat & Thre
Marco Trattoria

www.tcarts.org • 828-884-2787

Visitation on Gallery Walks so far in 2019

April 26 Gallery Walk

Number 7 Arts 293 visitors
Red Wolf Gallery 202 visitors
TC Arts Council 109 visitors
Local Color 70 visitors
The Haen Gallery 45 visitors

May 24 Gallery Walk

Number 7 Arts 378 visitors
Red Wolf Gallery 353 visitors
TC Arts Council 157 visitors
Local Color 96 visitors
The Haen Gallery CLOSED for MOVE

June 28 Gallery Walk

Number 7 Arts 300
Red Wolf Gallery 308
TC Arts Council 175
The Haen Gallery 165
Artists @ Work 225
Local Color 100



July 26 Gallery Walk

Number 7 Arts 333
Red Wolf Gallery 327
TC Arts Council 109
The Haen Gallery 129
Artists @ Work 250
Local Color 117

August 23 Gallery Walk

Number 7 Arts 350
Red Wolf Gallery 325
TC Arts Council 123
Artists @ Work 150
The Haen Gallery 280
Local Color 43

Sept. 27 Gallery Walk

Number 7 Arts 344
Red Wolf Gallery 325
TC Arts Council 150
The Haen Gallery 130
Artists @ Work Gallery 175
Local Color 81



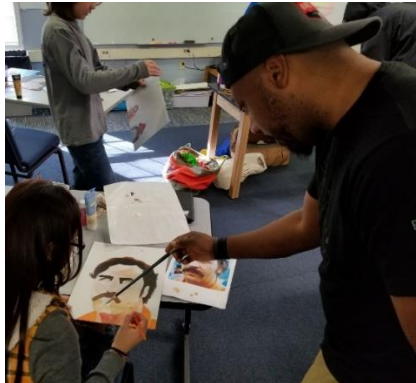
Getting young artists from Brevard College and the community to be involved at Gallery Walk at the TC Arts Council.



Gallery Walk at Number 7 Arts

Arts In Schools 2019 – 2020 School Year

We are busy planning the TC Arts Council's Arts In Schools Programming in the public schools. We partner with the Transylvania County Schools to provide an artist in residence at each of the nine public schools. For example, this school year local artist Billy Smith will work with art teacher Amy Schoenacher at Rosman High School and with staff at Davidson River School to present week-long art programs.



Billy Smith teaching portraits at Rosman High School in the Art Classroom

This week (October 7 – 11, 2019) artist Sigrid Hice is spending Monday – Friday working with Rosman Elementary School on making journals and learning about writing poetry.



Sigrid Hice - Bookmaking and journals at Rosman Elementary

Arts In Schools continued . . .

Take Art to Heart – Arts In Schools Program with Cindy Rehm from TC Arts



For 2018 - 2019 – 2020 we have revamped and reintroduced our TAKE ART TO HEART PROGRAM in the elementary schools.

Cindy Rehm (retired arts educator, tcarts board member and local artist) spent time this past year revamping and changing the Take Art to Heart Program, converting this program into power point presentations and creating hands on activities to go along with each presentation. Cindy did 20 visits to local elementary schools during the 2018 – 2019 school year. She brought this new Take Art to Heart Program into the following schools: Brevard Elementary School, Pisgah Forest Elementary School, and Rosman Elementary School. Some of the teachers that Cindy Rehm worked with included: Stefanie Tomlin, Carrie Norris, Samantha Osteen, John Brinkley, and Jessica Ammons.

In 2019 – 2020 we will add TC Henderson to the programming schedule.

TC Arts Pottery Program

Our pottery program continues to offer clay classes during the day and evenings. We focus on Introduction to Hand Building and Introduction to Wheel Throwing for the beginners and Open Studio for the intermediate to advanced potters. Our pottery program is led by Philippa Hackett.

New this year is **HEALING POTTERY**. Pottery is an art form that helps us get centered and grounded. This program includes a yoga session and a pottery session for helping those in need with centering and becoming grounded in their life. We are currently offering this with clients of SAFE.



TCARTS SPEICAL EVENTS & EXHIBITS

By the end of 2019 the TC Arts Council will have hosted 48 art events, 10 Arts In Schools Artist in Residence programs, and 47 pottery classes.

TC Arts Special Events will have included: 12 art exhibits, the Brevard 4th Friday Gallery Walks, Summer Art Camps, Pottery Camps, Photography Camp, Open Mic Nite for Writers, the July 4th Fine Arts & Crafts Showcase, Duck Race at July 4th, Art Spark Art Auction, Flashmobs at Halloween and Christmas Parades. TC Arts will also have promoted more than 525+ arts and cultural events happening in Brevard and Transylvania County. So far in 2019 we have worked with 439 local artists of all ages and all skill levels.

We have an Up & Coming Gallery where new artists can display and sell their artwork. This includes artists from Middle and High School as well as colleges and young adults who are just starting out.



July 4th Fine Arts & Crafts Showcase on Main Street

Art Camp @ TC Arts Council



Halloweenfest Flashmob with TC Arts

TVS artists get a show each year at TC Arts



Number 7 Arts Gallery



A program of the Transylvania Community Arts Council.

Number 7 Arts is located on West Main Street.

Number 7 Arts is a cooperative gallery with local artists working together to show and sell their artwork.

2019 Monthly Sales Number 7 Arts

Jan.	Feb.	March	April	May	June	July	Aug.	Sept.
6269	8621	12,862	10,123	14,098	13,071	18,880	26,029	9580



Publicity/PR of the Arts Community

TC Arts promotes more than 525+ arts and cultural events that takes place in Brevard and Transylvania County. We do this thru multiple facebook pages, e-newsletters, press releases in newspapers, magazines and news channels as well as radio shows – Tammy Tuesday on WSQL. Tammy at TC Arts works with media when they come to visit Brevard and Transylvania County to pitch Brevard as an arts destination.



Tammy Tuesday on WSQL – here Tammy & James Suttles discuss filming in NC and Brevard.



Holiday Ads getting ready to run in WNC art magazines for gallery walk.

FILM BREVARD NORTH CAROLINA



Crew with the feature film
THE GOOD THINGS DEVIL'S DO



Stars: Bill Oberst Jr & Kane Hodder
Artwork in background Shellie Dambax



Tammy Hopkins/FilmBrevardNC on the red carpet with Eric Roberts for
THE EVIL INSIDE HER premiere that shot in Brevard, NC



Tammy Hopkins/FilmBrevardNC on the red carpet with the 48 Hour film project THE PODCAST that shot in Brevard, NC

So far in 2019 FILMBREVARDNC has worked with or assisted with 15 film, TV projects and photo shoots. We are proud to say that we worked with local artists to decorate sets this year. Eight local artists and four galleries will be represented in a feature film.

FilmBrevardNC is in talks with helping four feature films and a commercial shoot here between October 2019 and June 2020. The possible economic impact of these projects is around 1.4 million.

AWARD – Tammy “Tamara” Hopkins has been named a top female producer/director for NC by the NC Film Office and CUCALORUS Film Festival. She will attend the film festival in November in Wilmington, NC to get a grant award for her work.

Heart of Brevard

**175 East Main St, Brevard NC 28712
828-884-3278**

October 9, 2019

To the Brevard City Council,

As the current President of the Heart of Brevard, and on behalf of the board of directors, it is my pleasure to present our annual report to the City of Brevard for your review. The past year has certainly been one of challenges with the resignation of our executive director, Heath Seymour, but we also see this time of transition as a great opportunity for our organization as well.

We would first like to thank the City Council, Mayor Harris, and City management for your continued support for the Heart of Brevard. Our organization has grown over the years into a substantial entity with an annual budget in excess of \$250,000. The ongoing support of the City is vital to our operation and success as the local administrative arm of the North Carolina Main Street Program.

I would first like to briefly touch on a few of the various programs and projects that we undertake throughout the year as we work to improve the business climate and overall vitality in the HOB district. We follow the national Main Street model for downtown development and revitalization, which is a long-term approach that works incrementally, focusing on economic development through work on four key elements: Design, Economic Vitality, Promotions and Organization.

Our annual reports have historically emphasized a number of examples of programs and efforts as they relate to the four elements listed above. I will briefly touch on some of these ongoing efforts for your review.

Under Promotions, we undertake a number of projects annually such as our four major festivals: The White Squirrel Festival, The Fourth of July, Halloweenfest and Twilight Tour. We also sponsor and coordinate a number of smaller events and programs including late night shopping for holidays and summer months, the old time street dances, Arts in March, and continuous marketing efforts through up to date rack cards, brochures, our downtown kiosk and the Heart of Brevard website.

For the Design element, the HOB continues to work with 35 North Landscape Services to maintain flowers and other seasonal plantings in the downtown planters. We also coordinate with the City and High Country Tree Services to provide the annual Christmas decorations, and decorate for the fall season using volunteer services. We maintain a representative on the City Downtown Master Plan Committee and dedicate a portion of our funds back to the City to be used exclusively for Master Plan projects.

We also administer a small grants program to incentivize and offset the costs of façade improvements for downtown property and business owners. We recently awarded a \$5000 grant to Drew Dean to subsidize an interesting project. Her building on West Main Street was once the home to the Brevard Fire Department, so she removed her front windows and installed a garage door which not only honored the history of the building, but enhanced the function of the space as well. That building now houses the Pisgah Film House, Brevard's premiere nonprofit community cinema.

The Heart of Brevard has had several notable success stories in the last few years in the area of Economic Vitality. We worked with the City to acquire a Main Street Solutions Grant of \$200,000 for the Domokur project at the corner of Broad and Jordan, and helped DD Bullwinkels secure a forgivable loan of \$500,000 through the CDBG Downtown Development Fund for the rehabilitation of a distressed property within the HOB district. The DD Bullwinkel project was awarded this past March, at the NC Main Street conference, as the Best Business Retention, Expansion or Recruitment Project within the Economic Vitality category.

The Heart of Brevard district continues to operate at near full capacity, with very few vacant or unused commercial spaces available. We work hard on behalf of both property owners and business owners to identify and facilitate the location of appropriate businesses into appropriate properties to enhance the healthy mix of uses that are so valuable in maintaining our vibrant downtown character, and thus a thriving economic environment.

I have intentionally tried to remain fairly brief in reviewing some of the ongoing year to year activities of our organization, as I wanted to spend a little time emphasizing some of our organizational restructuring, and newer goals and initiatives that we feel will pay strong dividends moving forward.

Main Street programs have traditionally operated utilizing a committee structure to include four committees: promotion, design, economic vitality and organization. There has been a trend more recently to structure the committees to more accurately reflect the mission and vision statements of the individual Main Street organizations. Each of these committees then concentrates its efforts more specifically toward the goals of the organization while working on all four of the four key elements listed above.

The HOB Economic Vision Statement reads as follows: " Historic Downtown Brevard, cradled by the Pisgah National Forest, is the vibrant, pedestrian/cycle friendly, safe center of our

community. Lined with diverse independent businesses, downtown serves as the crossroad to exceptional outdoor recreation, and is a thriving hub for the arts.”

Our Mission Statement is: “The Heart of Brevard is creating a gathering place for the community, strengthening the economic vitality of the downtown district and preserving and sustaining our rich heritage.”

So, in an effort to accurately align our committee work to achieve the goals identified in our Vision Statement, we now have a structure of three committees: The Safe Walkable Center Committee, The Crossroads to Outdoor Recreation Committee, and the Thriving Hub for the Arts Committee. This structure seems to be working more efficiently, and allows for all committee members to engage in all four elements of the Main Street Program which is both more effective and more rewarding for the members involved. I will give a brief overview of these committees below.

Safe, Walkable Center Committee

This committee strives to create an environment that solidifies downtown as the center of our community. Projects may include being an advocate for the Downtown Master Plan, streetscape and infrastructure; projects that improve walkability and bikeability, efforts that address business and parking concerns, and projects that incentivize historic preservation and economic development.

Among other projects, the Safe, Walkable Center Committee hosted a highly successful business breakfast this past spring. Approximately 70 business owners and associates attended the breakfast at KTCHN for some fellowship and an excellent program presented by The Mann Group entitled “The New Customer Experience”. This was an informative program about how individual businesses, and the downtown collectively can more effectively create an exceptional customer experience, to enhance brick and mortar retail and face to face service to more effectively compete in today's world of all things internet.

Crossroads to Outdoor Education Committee

The goal of this committee is to establish the downtown as the crossroads to exceptional outdoor recreation with a downtown lined with diverse and independent businesses that support our brand as an outdoor adventure community. Projects include collaborative efforts with outdoor recreational opportunities, efforts to increase the connectivity of the downtown to area bike and pedestrian trails, connecting with the economic vitality opportunities that our outdoor amenities provide, and solutions to getting outdoor recreation visitors to the downtown as part of their vacation experience.

This committee has generated ongoing and productive conversations and relationships with various entities to explore how we can work together symbiotically to enhance our customer experiences. These entities include Brevard College and its Wilderness Leadership Program, multiple summer camps, outdoor gear manufacturers, tour operators and other local community service organizations.

Thriving Hub for the Arts Committee

This committee strives to optimize the economic impact that being a hub for the arts has on all businesses in downtown Brevard. Projects may include support for art businesses and festivals, including the annual Arts in March event, working to improve the quality and quantity of art in the downtown , marketing existing art businesses and art opportunities, and being a convener of art businesses and organizations in the area.

The Arts Committee is doing outstanding work. One notable achievement is the newly created Arts in March event. They hosted the 2nd annual event this past March 22nd and 23rd, which was created to be a shoulder season activity for art lovers and visitors to shake off the winter doldrums and transition into the season of the ever popular 4th Friday Gallery Walks hosted by the Transylvania Arts Council. The Arts in March event features open studios and galleries, artist and author meet and greets, restaurant specials and live music.

This committee just recently, on September 26, organized a breakfast hosted by Brevard Clay for a breakfast discussion about how the Heart of Brevard can more effectively support the local arts businesses. This event was well attended and well received by the downtown community.

Lastly, I want to touch on a greatly enhanced effort currently being undertaken by our **Marketing Committee**. The board has recognized that many of our previous marketing strategies have become somewhat stale and ineffective in the new world of digital advertising. We have increased our marketing budget, and are working with Market Connections of Asheville to completely overhaul our comprehensive marketing strategy to better utilize newer technologies and outlets that will afford us much more bang for our buck, and will more effectively target our desired markets and demographics.

Market Connections has for years, and continues to handle much of the marketing for Transylvania County Tourism (former TDA), and we are now working to coordinate our strategies with TCT to enhance the message and effectiveness for both of our organizations. For example, TCT generally concentrates on attracting overnight visitors, putting heads in beds, and appropriately highlights activities throughout the entire county. The HOB is working to enhance this message with an emphasis on day trippers, and offering the downtown experience as an added amenity not to be missed when visitors travel to our community.

Time will tell, but it certainly feels like we are on the right track with this new strategy, and I think it will ultimately benefit both Transylvania County Tourism and the Heart of Brevard.

Perhaps most importantly, I want to emphasize that our current board is enthusiastic, and is committed to working diligently toward the stated goals of the Main Street Program. We realize that we tend to be perceived within the community as the folks that throw a great festival four times a year. I assure you that we remain committed to producing these highly successful events which are valued and enjoyed by both our residents and our visitors, but as a board, we also realize that our even greater value is as an organization dedicated to downtown revitalization based on economic development within the context of historic preservation.

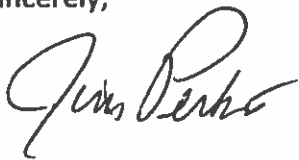
I think that the mission statement of the NC Main Street and Rural Planning Center says it best.

That mission statement reads: "NC Mainstreet works in designated North Carolina Main Street communities, to inspire placemaking through building asset-based economic development strategies that achieve measurable results such as investment, business growth and jobs."

The Heart of Brevard organization is so much more than a festival committee, and we are committed to working toward much loftier goals for the ultimate benefit of our downtown, our community and our economic future.

I will close by once again, on behalf of our Board of Directors, offering our sincere thanks for the continued support of the City of Brevard.

Sincerely,

A handwritten signature in black ink, appearing to read "Jimmy Perkins". The signature is fluid and cursive, with the first name "Jimmy" and last name "Perkins" clearly distinguishable.

Jimmy Perkins
President
Heart of Brevard

October 9, 2019

**Bread of Life
238 S. Caldwell St.
Brevard, NC 28712**

**Mayor Jimmy Harris
City of Brevard
95 West Main St.
Brevard, NC 29712**

**Subject : Reporting Mid-Year Data for FY 2019. A
requirement of our Community Development Contract .**

**The Bread of Life has continued to provide an average of
145 meals a day, five days a week, to Brevard's low income
and homeless communities.**

**Total meals served during the reporting period = 18,850.
Each meal includes a fresh green salad, a fresh fruit salad, a
meat/casserole protein, bread and dessert and is served
individually by volunteers at our primary dining room on S.
Caldwell St. or provided as take-out.**

**Also during reporting period we provided 350 "pantry boxes"
,non-perishable items for home preparation.**

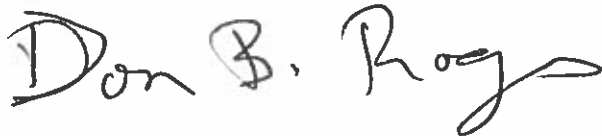
Perishable produce not used for daily meals is also

Page 1

***distributed adjacent to the dining room as available.
We served an average of 145 citizens per day.
During this period we had more than 400 individual and
group community volunteers.***

***On behalf of our Director, staff, volunteers and the Board of
Directors, we appreciate the City of Brevard's generous
support of our mission to provide nutritious, hot meals in a
safe, non-challenging, secure environment - sharing our
food with those in need.***

Sincerely,

A handwritten signature in black ink that reads "Don B. Rogers". The signature is written in a cursive, flowing style.

Don Rogers

Board Chair

Bread of Life of Transylvania Community Kitchen.

Page 2



September 26, 2019

City of Brevard
95 West Main Street
Brevard, NC 28712

Dear City Council Members,

Transylvania Christian Ministry, Inc. continues to be grateful for the partnership we have with our city government as we work together to alleviate hardships for our lowest income residents.

We often hear from our people that they are choosing which bill to pay depending on the expenses of the month-- knowing that their real desire is to pay all utility and rent bills on time. People are forced to choose between bills when their income simply cannot cover the cost of life's basic necessities.

Attached is our 6 month report for the end of the City of Brevard Fiscal Year 2018-2019 Contract Grant. Each bill we pay meets certain income and resident criteria- namely one must live in the city limits of Brevard and the water bill is designated as a City of Brevard Water and Sanitation bill. Also, the household total income has to be considered "low-income", meaning no more than 200% of poverty line (same requirements for receiving SNAP benefits).

Sharing House has an annual audit and we strive to be as transparent with our funding expenditures and donations as possible. At any time, if the city has need for us to provide IRS 990 or audit reports, we will be glad to do so.

Sharing House and other nonprofits are grateful for the partnership in meeting the needs of our most vulnerable population. We are working to help our neighbors "get ahead" when possible so that the need can diminish. No one really wants to be dependent on public assistance.

Thank you for being a governing body that promotes a healthy community for all to thrive!

In gratitude,

Shelly Webb, Executive Director

**FY 2018 – 2019 Community Development Contract Grant
Six-Month Report ENDING FY 2018-2019)
Transylvania Christian Ministry, Inc.
September 26, 2019**

6-Month Report Jan – June 2019	Number of Households Served	Cash Amount Paid to City of Brevard Water	Comparison to Jan-June 2018
	144	\$11,342.77	(-1% decrease)

STAFF REPORT

October 21, 2019, Council Meeting

Date: October 16, 2019

Title: Voluntary Petition Requesting Contiguous Annexation
Petitioner: Transylvania County Historical Society, Inc.

Prepared by: Jill Murray, City Clerk

Approved by: Jim Fatland, City Manager and Finance Director

Executive Summary: A Petition Requesting Voluntary Contiguous Annexation was submitted on September 12, 2019, by Marjorie Lillard, President of the Transylvania County Historical Society, Inc.

Background: None

Discussion: In keeping with NCGS 160A-31, City Council is asked to direct the City Clerk to Investigate the Sufficiency of the Petition.

Fiscal Impact: None

Policy Analysis: In keeping with the City's annexation procedures, the applicant(s) have submitted a Petition, metes and bounds description of the property, copy of the Warranty Deed and a map of the subject property. Their surveyor is working on completing an annexation plat to be submitted prior to scheduling a public hearing.

Staff Recommendation: Staff recommends Council adopt the drafted Resolution directing the City Clerk to Investigate the Sufficiency of the submitted annexation Petition.

RESOLUTION NO. 2019-XX

A RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE THE SUFFICIENCY OF A PETITION FOR AN ANNEXATION PURSUANT TO NCGS 160A-31, AS AMENDED

WHEREAS, a petition was received on September 12, 2019, requesting the annexation of a contiguous area described in said Petition as the Transylvania County Historical Society, Inc., property located at 2753 Asheville Highway, Pisgah Forest, NC, 28768, consisting of 3.787 acres, be annexed into the City of Brevard. (Tax Property Identification Number: 8597-56-4170-000)

Metes and Bounds Property Description:

BEGINNING at an iron pin with an aluminum cap set at the back of the curb in the northwest margin of North Carolina Highway 280, said iron pin being located North 53 deg. 24 min. East 26.45 feet from the center of the back edge of a catch basin and also being located North 14 deg. 31 min. 43 sec. East 902.90 feet from N.C. Geodetic Survey Station "Meany" said iron pin also being located in the northeast property line of a tract of land conveyed to Owen in a deed recorded in Book 184, Page 620, Records of Deeds for Transylvania County, and runs thence along the property line of Owen the following two calls: North 36 deg. 11 min. 50 sec. West 145.54 feet to an aluminum monument set in place of a ¼ inch steel rod and chestnut post and North 54 deg. 12 min. 05 sec. West 78.36 feet to an iron pin with an aluminum cap located North 53 deg. West 13.2 feet from the center of a branch and South 54 deg. 12 min. 05 sec. East 10.35 feet from a ¼ inch steel rod found, said steel rod being the northwest corner of Owen; thence leaving the property line of Owen and along the property line of a tract of land conveyed to Gibbs in a deed recorded in Book 101, page 168, Records of Deeds for Transylvania County, the following calls: North 16 deg. 35 min. 07 sec. East 133.15 feet to an iron pin with an aluminum cap set in a branch; North 04 deg. 24 min. 53 sec. West 79.00 feet to an iron pin with an aluminum cap set in said branch; North 26 deg. 50 min. 07 sec. East 114.00 feet to an iron pin with an aluminum cap set at a fence (said iron pin being located North 51 deg. East 4.1 feet from a seven-inch maple in said fence marked as a witness); North 53 deg. 20 min. 07 sec. East 152.00 feet to an iron pin with an aluminum cap set in place of a rusty one-inch iron pin found located South 68 deg. East 2.15 feet from a corner post of said fence, said iron pin being the southwest corner of Lot 2 and the northwest corner of Lot 1 of Block B of Rolling Acres Subdivision as show on a plat thereof recorded in Plat Book 2, page 39, Records of Plats for Transylvania County in the office of the Register of Deeds for Transylvania County; thence leaving the property line of Gibbs and along the property line of a tract of land conveyed to Mann in a deed recorded in Book 212, page 289, Records of Deed for Transylvania County; South 51 deg. 54 min. 53 sec. East 433.39 feet to an iron pin with an aluminum cap set at the back of the curb in the northwest margin of North Carolina Highway 280, said iron pin being located South 55 deg. East 17.4 feet from a power pole, South 66 deg. East 11.8 feet from a corner fence post and North 61 deg. 30 min. East 71.34 feet from the center of a catch basin; thence leaving the property line of Mann and along the curb of said highway, South 53 deg. 23 min. 48 sec. West 494.44 feet to the BEGINNING. Containing 3.787 acres, more or less, as surveyed by Robert E. Parker, RLS, on January 19, 1987, and as shown on an unrecorded plat designated as Drawing No. 87310-B1.

This conveyance is made subject to the right-of-way any portion of the right-of-way of North Carolina Highway 280 which may presently traverse the property, to all rights-of-way for public utilities presently appearing of record and to the rights-of-way of all utility lines which may presently traverse the property.

Being all of the same described in a deed from Thelma Bryson, et al, to Charles M. Morgan Co., dated June 9, 1987, and recorded in Book 296, page 74, Records of Deeds for Transylvania County, North Carolina.

WHEREAS, said Petition has been received by the City Council of the City of Brevard, North Carolina; and

WHEREAS, NCGS 160A-31, as amended, provides that the sufficiency of the Petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Brevard deems it advisable to proceed in response to this request for annexation.

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

Section 1. The City Clerk is hereby directed to investigate the sufficiency of the above described Petition and to certify as soon as possible to the City Council the result of her investigation.

Section 2. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 21st day of October, 2019.

Jimmy Harris
Mayor

ATTEST:

Jill Murray, CMC,
City Clerk

ORDINANCE NO. 2019-XX

**AN ORDINANCE ESTABLISHING JACK HUDSON WAY
AND AMENDING THE BREVARD TRAFFIC SCHEDULE
AND BREVARD CITY CODE CHAPTER 66**

WHEREAS, John “Jack” Hudson served our community for many years as the attorney for the City of Brevard, Transylvania County, and the town of Rosman; and

WHEREAS, Mr. Hudson also put in years of public service as the chairman of the Transylvania County Election Board, and was so respected in that position he was named chairman of the District One Election Board and a member of the State Executive Committee of Election Board members; and

WHEREAS, Mr. Hudson’s commitment to the community went well beyond his professional life, and he served as president of many local organizations including: the Transylvania County Historical Association, the Brevard Jaycees, the Transylvania Youth Association, and the Lions Club; and

WHEREAS, the Brevard City Council recognizes Mr. Hudson’s numerous contributions to our community and his inspiring dedication to public service.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT THE TRAFFIC SCHEDULE AND THE BREVARD CITY CODE SHALL BE AMENDED AS FOLLOWS:

Section 1. The previously unnamed street located approximately 675 feet south of Jackson Court at 205 Asheville Highway is hereby named “Jack Hudson Way.”

Section 2. Chapter 66, Schedule I, Section 66-122 of the Brevard City Code and the City's Traffic Schedule is hereby amended as described below:

- a) Both sides of Jack Hudson Way in its entirety.

Section 3. Chapter 66, Article IV, Schedule XI, Section 66-72 of the Brevard City Code and the City’s Traffic Schedule is hereby amended as described below:

- a) Add Asheville Highway from Jack Hudson Way.

Section 4. Chapter 66, Schedule XVIII A, Section 66-87(6) of the Brevard City Code and the City’s Traffic Schedule is hereby amended as described below:

- a) Add Jack Hudson Way.

Section 5. The City Clerk of the City of Brevard is hereby authorized and directed to revise and amend the official records and the Brevard Traffic Schedule to reflect the change as set forth herein.

Section 6. The City Manager of the City of Brevard is hereby authorized and directed to cause the appropriate signs to be installed and enforcement of the foregoing provisions to be implemented.

Section 6. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved this 21st day of October, 2019.

Jimmy Harris
Mayor

ATTEST:

Jill Murray, CMC
City Clerk

APPROVED AS TO FORM:

Michael K. Pratt
City Attorney

MINUTES

COUNCIL FINANCE & HUMAN RESOURCES COMMITTEE

Wednesday, April 17, 2019 – 9:00 AM
City Hall Administrative Conference Room

Members Present: Maureen Copelof, Chair, Council Member
Gary Daniel, Vice Chair, Council Member
Jim Fatland, City Manager
Kelley Craig, Human Resources Director

Absent: None

Staff Present: Denise Hodsdon, Executive Assistant

Guests: None

A. Welcome & Call to Order

Committee Chair Maureen Copelof called the meeting to order at 9:01 AM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Mr. Daniel, seconded by Mr. Fatland to approve the agenda as presented.
Motion carried unanimously.

D. Approval of Minutes February 27, 2019 Meeting

Motion by Mr. Daniel, seconded by Mr. Fatland, to approve the February 27, 2019 meeting minutes as presented. Motion carried unanimously.

E. Classification and Compensation Study

Mr. Fatland noted that a review of salaries for the Police Department was done last year for retention and recruitment purposes. It was determined that those salaries were behind the market and adjustments were included in last year's budget. This year Human Resources Director Kelley Craig has completed a classification and compensation study for all other departments. Ms. Craig presented the findings from her study (copy attached). She explained that it has been seven years since the City last looked at classification and compensation as a whole and we want to make sure that we remain competitive to attract and retain employees. Her study

included a salary survey for comparable organizations and a review of the salary ranges for a number of benchmark positions. She looked at pay practices as well, such as on-call pay, whether other organizations give probationary increases like we do, and career ladders where there is a plan for growth in the organization. The organizations included in the survey were the City of Asheville, City of Hendersonville, City of Shelby, Henderson County, Town of Black Mountain, Town of Fletcher, Town of Forest City, Town of Waynesville, Town of Weaverville, Transylvania County and the Metropolitan Sewer District in a couple of the classifications where they had matches.

Ms. Craig reported that the findings were that a majority of our salary ranges were in line with market, but there were a few that fell below market resulting in a recommendation to increase the pay grade by one or two pay grades. She did find that distinct classification levels for treatment plant operators were very common and currently we only have one level. She explained that there are different levels of certifications that operators can get but we only have one pay grade level here. She is recommending that we create three different levels so they have some incentive to get those additional certifications and bump up in pay grade. She noted that there is one division in Public Works where there was some salary compression, so she has recommended some pay adjustments for a certain number of individuals in that division. She said there a couple of positions where duties and responsibilities have changed enough to warrant a change in their title. She also reviewed the director level positions and found that we fall substantially below on all the director level positions. She feels that we need to adjust the salaries for our executive ranges so they are in line with the market, but it doesn't necessarily mean that our directors are not being paid appropriately within that range. She is proposing that we create an executive pay band and put all the director level positions in that band with a new hiring rate and maximum rate. She said that would allow the City Manager some flexibility when we hire new employees for director level positions.

Mr. Fatland noted that if we had hired an outside consultant to conduct this study, it would have cost the City between \$20,000 and \$30,000. He thanked Ms. Craig for doing the study in-house and following through on a promise we made to the employees last year that we would take a look at this. Ms. Copelof commented that our employees are our most important resource and it is important for them to understand that we do want to make sure their salaries are equitable and in line with the area. Ms. Craig will present this information to the full City Council at the Budget Workshop.

F. Tax Collection

Mr. Fatland explained that the County has been behind this year on remitting taxes to the City. As of January we were \$2.2 million behind last year's pace. He met with the County Manager to discuss the situation and they have since delivered additional checks so we have now collected what we should have had as of this time. He noted that interest earnings have gone up considerably from .1% the last few years to 2.26% now. Pursuant to our agreement with the County, we pay them 3%

per year, currently \$175,000, to collect our taxes. Mr. Fatland said Staff has been investigating what it would take to collect City taxes ourselves. He said some cities do collect their own taxes and the advantage is that you immediately have cash in the bank earning interest, and given the current interest rates, this could be a major windfall to us. The software to add tax collection is \$17,000, which our current provider can do, and they will print and mail the tax bills for a fee of \$5,000. We currently have a part-time employee in the Finance Department who is willing to work full-time. The County is required by law to dump the data to our software provider at no cost. The pluses are that we would save \$175,000, we would earn interest income which should be great enough to cover the annual expenses, and it would improve our cash flow.

Mr. Fatland recognized that this is a change for taxpayers as they would now receive two tax bills, but he shared an idea that might make it easier for our constituents to accept and also improve our cash flow. He suggested that we could offer taxpayers a 2% discount if they pay their taxes early. He said the discount would be fully funded by the interest we would earn. It would give us cash in the bank sooner and we would start earning the higher interest rate immediately.

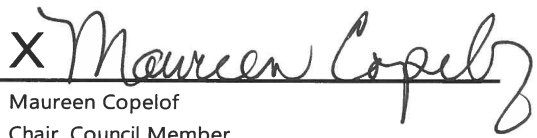
Mr. Fatland noted that we would have to give the County a 30-day notice if we want to terminate our agreement with them so he would like to include this on the agenda for City Council's consideration at the May meeting. There was consensus to make recommendation to the City Council that the City of Brevard proceed with collection of property taxes within the city limits. Mr. Fatland added that the recommendation in the proposed budget is for no tax increases in the general fund and a 4% rate increase for water and sewer.

G. Set Date For Next Meeting

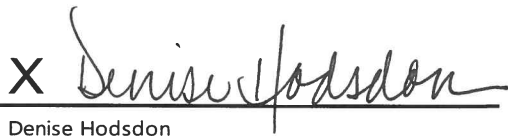
It was decided that the Committee would meet again when needed.

H. Adjourn

There being no further business, Mr. Daniel moved and Mr. Fatland seconded to adjourn the meeting at 9:49 AM. The motion carried unanimously.

X 
Maureen Copelof
Chair, Council Member

Minutes Approved: September 12, 2019

X 
Denise Hodsdon
Executive Assistant



Classification and Compensation Study

April 2019

Why Review?

A

- 7 years since last study

B

- Ensure we remain competitive to attract and retain employees

C

- Sworn law enforcement salaries were reviewed last year

What was reviewed

A

- Salary ranges for a number of benchmark positions

B

- Pay practices (on-call pay, probationary increases, career ladders, etc.)

C

- Job Classifications (individual position questionnaires were completed).

D

- Salary Compression

Organizations included in survey

- City of Asheville
- City of Hendersonville
- City of Shelby
- Henderson County
- Town of Black Mountain
- Town of Fletcher
- Town of Forest City
- Town of Waynesville
- Town of Weaverville
- Transylvania County
- *Metropolitan Sewerage Dist.*

Compensation Study Findings

- The majority of the City’s salary ranges are in line with the market.
 - › A few classifications fell below the market resulting in a recommendation to increase the pay grade by 1 or 2 pay grades.
- Distinct Classification levels for Treatment Plant Operators based on certification level is common practice
 - › Thus a recommendation to establish levels I, II, and III is included.
 - › This will allow career growth and incentives for employees who obtain additional certification levels.
- One division in Public Works had noticeable salary compression.
 - › Recommending slight adjustments to move specific individuals up within the existing pay range – based off years of service.
- A couple of positions had changed duties and responsibilities substantial enough to warrant a classification change.

Results & Recommendations

Position	Current Grade	Current Hiring Rate	Market Average Minimum	Recommendation	New Grade Hiring Rate
Administrative Specialist	11	\$31,137	\$31,075	No Change	
Office Assistant	10	\$29,647	\$28,429	No Change	
City Clerk	22	\$53,243	\$44,040		
HR Specialist	14	\$36,037	\$37,239	No Change	
Telecommunicator	10	\$29,647	\$30,165	No Change	
Communications Supervisor	14	\$36,037	\$38,781	Move up 1 pay grade	\$37,839
Fleet Maintenance Supervisor	15	\$37,839	\$41,336	Move up 2 pay grades	\$41,718
Fleet Mechanic	13	\$34,321	\$33,629	No Change	

Results & Recommendations

Position	Current Grade	Current Hiring Rate	Market Average Minimum	Recommendation	New Grade Hiring Rate
Parks & Property Maint Worker	10	\$29,647	\$27,949	No Change	
Planner/Assistant Zoning Admin	18	\$43,803	\$41,776	No Change	
Sanitation Truck Driver	10	\$29,647	\$29,278	No Change	
Sanitation Worker	8	\$26,891	\$26,688	No Change	
Streets Maintenance Worker	9	\$28,236	\$27,766	No Change	
Streets Crew Leader	14	\$36,037	\$34,996	No Change	

Results & Recommendations

Position	Current Grade	Current Hiring Rate	Market Average Minimum	Recommendation	New Grade Hiring Rate
Dist/Collections Systems Operator	10	\$29,657	\$29,081	No Change	
Sr. Dist/Coll Systems Operator	12	\$32,687	\$33,245	No Change	
Lab Supervisor	16	\$39,731	\$38,821	No Change	
Plant Maintenance Supervisor	17	\$41,717	44,370	Move Up One Grade	\$43,803
Utility Accounts Supervisor	16	\$39,731	\$37,557	No Change	
Sr. Cust Service Rep	12	\$32,686	\$30,620	No Change	
Meter Technician	9	\$28,236	\$29,148	No Change	

Results & Recommendations

Position	Current Grade	Current Hiring Rate	Market Average Minimum	Recommendation	New Grade Hiring Rate
Treatment Plant Operator	12	32,687		Multiple Levels	
Treatment Plant Operator I			\$31,715	Grade 12	\$32,687
Treatment Plant Operator II			\$34,115	Grade 13	\$34,321
Treatment Plant Operator III			\$37,612	Grade 15	\$37,819

Results & Recommendations

CURRENT PLAN	Current Hiring Rate	Market Average Minimum	Current Maximum	Market Average Maximum
Human Resources Director	\$55,905	\$66,250	\$83,858	\$106,808
Fire Chief	\$61,636	\$66,960	\$92,454	\$101,327
Planning Director	\$61,636	\$61,718	\$92,454	\$96,442
Police Chief	\$64,717	\$70,676	\$97,076	\$106,816
Public Works Director	\$64,717	\$70,503	\$97,076	\$106,672

PROPOSED PAY PLAN	Hiring Rate	Maximum
Human Resources Director	\$64,000	\$106,000
Fire Chief	\$64,000	\$106,000
Planning Director	\$64,000	\$106,000
Finance Director	\$64,000	\$106,000
Police Chief	\$64,000	\$106,000
Public Works Director	\$64,000	\$106,000

Classification Changes

Current Classification	Current Grade	New Classification	New Grade
Accounting Technician	14	Accountant	16
Accounting Supervisor	16	Accountant	16
Landscape Technician	11	Parks & Property Crew Leader	12

Questions?!

MINUTES

City Council Public Works & Utilities Committee

Wednesday, August 7, 2019 – 5:30 PM
Administrative Conference Room at City Hall

Members Present: Mac Morrow, Chair, Council Member
Maurice Jones, Vice-Chair, Council Member
Jim Fatland, City Manager
Emory Owen, WWTP Director
Dennis Richardson, WTP Director
David Lutz, Public Works Director

Absent: Clay Sykes, Citizen Member

Staff Present: Interim Planning Director Paul Ray
Denise Hodsdon, Executive Assistant

Guests: Mary Roderick, Land of Sky
Jeffrey Brown, Brown Consultants

A. Welcome and Call to Order

Committee Chair Mac Morrow called the meeting to order at 5:35 pm.

B. Certification of Quorum

Executive Assistant Denise Hodsdon certified that a quorum was present.

C. Approval of Minutes from April 16, 2019 Meeting

Motion by Mr. Jones, seconded by Mr. Owen to approve the minutes of the April 16, 2019 meeting as presented. Motion carried unanimously.

D. CDBG Grant – Azalea Neighborhood

Mr. Fatland explained that the Azalea Neighborhood is a housing development in our ETJ and many of the homes are on septic systems that are failing. He said the City has looked at this project before and we would like to revisit it. Interim Planning Director Paul Ray explained that our current policy says that water is available to residents of the ETJ but sewer is not. He introduced Mary Roderick of the Land of Sky who is helping the Planning Department look into the potential for

CDBG funding to extend wastewater to the Azalea Neighborhood. He said there is up to \$2,000,000 available for the project but there are a lot of conditions and stipulations with the grant. Ms. Roderick noted that Jeffrey and Harlow Brown have looked at this over a number of years and she has reviewed their reports. She said the State will give money to Brevard to put sewer in the ETJ, however if it is Brevard's policy to not provide sewer in the ETJ, they will have to be voluntarily annexed, which will make this complex and it is a stumbling block that we need to figure out before moving forward.

Ms. Roderick said that according to a survey done by DEQ in 2005 they visited 102 sites and actually surveyed 51 homeowners. They identified 16 violations, which at 31% is a high percentage. She explained that normally they would find 18-20%. She feels there is a high likelihood that there are even more failures now and that those previously identified failures were not fixed. The CDBG grant program will require all low to moderate income households and most of the homes connected to the system. We have to get all of them to agree unless we document that their system is not failing. If you can document that their system is not failing then they do not have to connect. We have this added layer of not only do they have to agree to connect, they have to agree to be annexed.

Mr. Fatland asked if the grant would cover the entire cost. Jeffrey Brown of Brown Consultants recalled that they had done a cost estimate in 2010 in anticipation of extending sewer at that time, but due to lack of a majority of homeowners who wanted to annex, the project did not happen then. He said that cost estimate would need to be updated. He noted that Brevard has been proactive with infrastructure projects that have been constructed in order to get ready when the homeowners are ready to connect. Ms. Roderick said there are very distinct parameters for the CDBG grant and it has to be exactly what is in the project scope for sewer to serve the homes. She added that one of the first steps would be a new PER as part of the application. Mr. Brown thought we could get close to the \$2,000,000 amount as some of the work in the 2010 estimate has been done, but we would need to define any conflict points for stormwater, water lines, etc. upfront as best we can.

Mr. Ray pointed out that the grant money can be used to run the sewer line up to the home, but asked if that is only for low to moderate income occupants. Ms. Roderick said that is correct and she would have to do door-to-door income surveys and document it. She said she would want to be prepared to answer questions about what it would cost the homeowners/occupants. There was discussion about voluntary annexation and the need to get authorization of all property owners. Mr. Ray explained that if we could not get agreement for voluntary annexation, there is

the option of involuntary annexation where it goes on a ballot and the residents who are registered voters would vote on it, which may be tenants living at the property and not necessarily the homeowners if they live outside of Brevard.

Mr. Jones asked what would be the timeline to complete the project. Mr. Brown thought it would be a 10 to 14 month construction project, but the CDBG side will take at least two years. Ms. Roderick explained that we will not make this year's CDBG funding round, so it will be September, 2020, which would give us time to get the preliminary work done. She has conducted an initial analysis using the CDBG priority scorecard and the project would score 64.48, which is high enough to qualify for funding. She noted that every household would need to be documented by the Health Department as well. The first step would be to interview the residents and do an income survey to verify that at least 51% of the households in the project area fall into the low to moderate income category. Ms. Roderick and Mr. Brown advised that the interview process and health department surveys are time consuming activities and if we want to proceed with this project it would be great to get started now.

Motion by Mr. Fatland, seconded by Mr. Jones to authorize Staff to put together a work plan and get a cost estimate to extend sewer to the Azalea neighborhood and to take to City Council on August 19th with a recommendation for approval. The motion carried unanimously.

E. Stormwater

This item was postponed until the next meeting on September 12, 2019.

F. Gallimore Road Sewer Rehab Project

Mr. Fatland reported that the City received funding for the Gallimore Road Sewer Rehab Project, which included a \$500,000 grant and a 20-year \$1,500,000 no-interest loan. Mr. Lutz said with the Gallimore Road station, our whole goal has been to improve how much we discharge. He noted that at one event, we had 8.17 inches of rainfall and we discharged 135,000 gallons, which is a great improvement compared to five years ago. He said if you go back through the records, you will see 550,000 to 700,000 gallons. He said we still have issues when the rain events are so intense that we can't hold it. A lot of times though, we are not spilling now when Waynesville or Hendersonville are spilling because we have the EQ tank and it is sending it down there. He added that we have saved approximately 57,000,000 gallons from going into the river.

G. Set Date for Next Meeting

The next meeting of the Public Works & Utilities Committee was set for Thursday, September 12, 2019 at 5:30 pm.

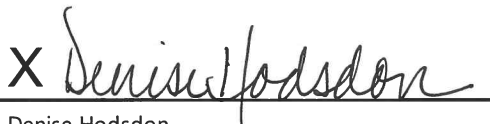
H. Adjourn

There being no further business, Mr. Fatland moved and Mr. Jones seconded to adjourn the meeting at 6:31 pm.

X 

Mac Morrow
Chair, Council Member

Minutes Approved: 9/12/2019

X 

Denise Hodsdon
Executive Assistant

Unfinished Business

MINUTES

COUNCIL DOWNTOWN MASTER PLAN COMMITTEE

August 28, 2019 – 4:00 PM

Administrative Conference Room at City Hall

Members Present: Charlie Landreth, Chair, Council Member
Mac Morrow, Vice Chair, Council Member
Jim Fatland, City Manager
Paul Ray, Interim Planning Director
Melanie Spreen, Heart of Brevard Representative
Dee Dee Perkins, Council Appointed Citizen Member

Members Absent: Susan Threlkel, Council Appointed At-Large Member

Staff Present: David Lutz, Public Works Director
Denise Hodsdon, Executive Assistant

Guests: Hunter Marks & Brooke Alexander of Watermark Landscape
Architecture

A. Welcome & Call to Order

Committee Chair Charlie Landreth called the meeting to order at 4:05 PM.

B. Certification of Quorum

Quorum was certified by Executive Assistant Denise Hodsdon.

C. Approval of Agenda

Motion by Mr. Morrow, seconded by Ms. Spreen to approve the agenda as amended.
The motion carried unanimously.

D. Approval of Minutes from March 27, 2019 Meeting

Motion by Ms. Perkins, seconded by Ms. Spreen to approve the minutes of the March 27, 2019 meeting as presented. Motion carried unanimously.

E. Tree Wells & Trees

Mr. Fatland introduced landscape architect Hunter Marks who has been retained to advise us on trees and tree wells. Mr. Marks introduced his associate Brooke Alexander and said their goal for this meeting was to get some more information from the

Committee in order to help us decide the best way to replace trees and to put together a recommendation and cost information for tree species, their location and sequence, and to help Public Works in getting started and actually implementing the plan. The idea is to have a template, something that is replicable, easy to do and low maintenance. Mr. Marks said he has met with Mr. Landreth, Mr. Lutz and Mr. Fatland and has done a fair amount of research and thinks there is only one tree in the six blocks that he would classify as a nice happy healthy tree. He noted that he has never seen a Bradford pear with that kind of form before and he thought the cherry trees are interesting in an artistic sort of way and he would not recommend taking them down first. He said the worst block is obviously this one with all the ash trees that are dead or almost dead.

Mr. Marks has looked at the Downtown Master Plan and asked realistically, what is the timeline that part or all of that will be implemented. Mr. Landreth and Mr. Fatland explained that we have applied for grant funding for the project, but in the meantime, our goal is to accomplish things we can afford to do now. Mr. Marks said if money was no object, there is a right way to do this and ideally, it would be done on a block-by-block basis.

He said a major part of the problem now is that the little 4x4 tree wells restrict a tree to that and ideally the roots need to have the same width as the canopy of the tree. He said the ideal solution is a Silva Cell, which is a structure under the street where the tree is planted in normal medium and on both sides this would run down to the 4-foot utility strips that you've got now and if you're going to tear up the sidewalk, it could go under the sidewalk as well, which creates voids for the roots to go out. He said the Silva Cell system is expensive, but it does provide for stormwater retention. Another advantage is that it is easy to install and it is easy to run utilities through it.

Mr. Marks said another option is structural soil, which is basically planting the tree in the planting medium with structural soil next to it for the roots to go into. Structural soil is basically 60-80% gravel. He said that it is not as good as the Silva Cell, but it is a lot cheaper. He advised that if you're going to replace a tree and you think there is a realistic chance in 2-3 years you're going to redo that block, this would be fine. If you're going to replace a tree in 10 years, you would be better off spending the money on something like the Silva Cell and just doing it right. The cost for Silva Cell is about \$2,000 per tree, which includes labor, materials, fabric, etc., but does not include the cost of the tree. He advised that you can figure approximately \$400 for the tree. Mr. Landreth felt that we could work with that and one opportunity related to this block is that it is not high up in the phasing order for the Downtown Master Plan implementation so if we do these trees now they would likely be there for a long time and we would not need to move them. He suggested that we should be looking at a proposal for the whole block from Caldwell Street to England Street. Mr. Hunter noted that the report talks about one tree all the way down the street, but cautioned that if a disease came along it could wipe them all out. He recommended using 2 or 3 varieties in some kind of ordered mix along the street. Ms. Alexander showed several tree varieties that they would recommend for the Silva Cell system.

Ms. Perkins suggested that since we are a festival city, it would make sense to add underground conduit for water or power access at the same time we are tearing up the sidewalk. Mr. Landreth added that it might make sense to look at a whole block construction project with the idea that we can drop in conduit or actually put in utilities. Mr. Marks noted that if we were to put Silva Cell system the whole length of the block, the cost will be more than putting in the individual wells and you may be looking at \$7,000 to \$8,000 a tree. Mr. Landreth said he does not want to have the utility issue complicate the project installation and that the priority is to get trees in the ground.

F. Cost Estimates for Main & Broad Streets Streetscape Improvements

Mr. Fatland reported that Brown Consultants has worked with NCDOT and they have come back with estimates for three options for us to look at. The Committee had wanted to see bump outs at that intersection but the estimated cost for that option is \$515,000. Option B is to mill the entire intersection and put in stamped crosswalks without bump outs at a cost of \$85,000. Option C is for just stamping the existing asphalt with brick pattern and painting at a cost of \$40,000. Mr. Fatland said Public Works Director David Lutz recommends Option B and we could come back later with the bump outs. Following discussion, Mr. Morrow moved, seconded by Ms. Perkins to authorize Staff to proceed with Option B. Motion carried unanimously.

G. Review Project Status

Mr. Fatland reported that Staff has ordered 33 black metal benches. They are due to be here September 26th and we will start to get those installed. All of the wooden benches will be pulled out of inventory.

Mr. Fatland asked for input from the Committee before ordering the trash/recycling receptacles. After discussion, there was consensus to order 8 black and blue sets to be placed at mid-block.

Mr. Ray reported that there had been a delay in getting the survey work for the Clemson Plaza project, but Destination by Design has it now and they are moving ahead with their design plans. He said they are waiting for firm guidance on what design we want to go with, specifically with the water feature. Is that to be simply ornamental or is it to be for children to play in? Is there to be wrought iron fencing along Caldwell Street to contain children if there is a water feature? Would it be set to music? Ms. Perkins said that when this was proposed, those elements were not part of that discussion. There was not going to be a fence as we felt that the greenway provided enough of a natural buffer to the street that we really didn't need wrought iron. She said these questions relative to the water feature stem from recommendations by the Mayor. She had a sidebar discussion with him prior to the meeting in terms of how he would like to see it and his recommended changes/additions. Those would be the wrought iron fence and that the water feature would be a water fountain somewhere along the walkway that

kids could play in. She said she was bringing that up because the Mayor asked her to and not as an endorsement of that. Ms. Spreen felt we are not at the point that we want anybody to redesign this. She feels that, safety wise and design wise, having a fountain that close to the opening of the street and having kids running and playing in it is a safety issue. Mr. Fatland said City Council has approved this design and if it gets modified, it has to go back to City Council. He added that he would like to see the Parks Committee look at a splash pad for Franklin Park and Silversteen Park for the kids to play in, which would be of a safer environment. Mr. Fatland also noted that since the apartment over the theater is not going to happen, the design will not include the stairwell. No changes were made to the design plan that was presented and approved by City Council.

H. Objectives for Tourism Off-Season

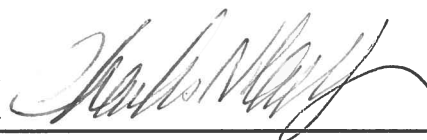
Ms. Perkins suggested that we find a point person from the City, Heart of Brevard, or this Committee who would do a monthly walkabout to point out any areas that need attention and/or maintenance.

I. Adjourn

There being no further business, the meeting was adjourned at 5:06 PM. The motion carried unanimously.

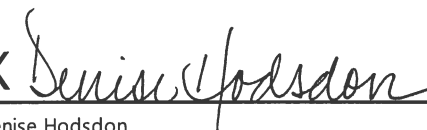
Next Meeting

The next meeting of the Council Downtown Master Plan Committee will be on Wednesday, September 25, 2019 at 4:00 PM.

X 

Charlie Landreth
Chair, Council Member

Minutes Approved - September 25, 2019

X 

Denise Hodsdon
Executive Assistant



CITY *of* BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

TAX SETTLEMENT REPORT FOR MONTH ENDED SEPTEMBER 30, 2019

Tom Whitlock, Tax Collector

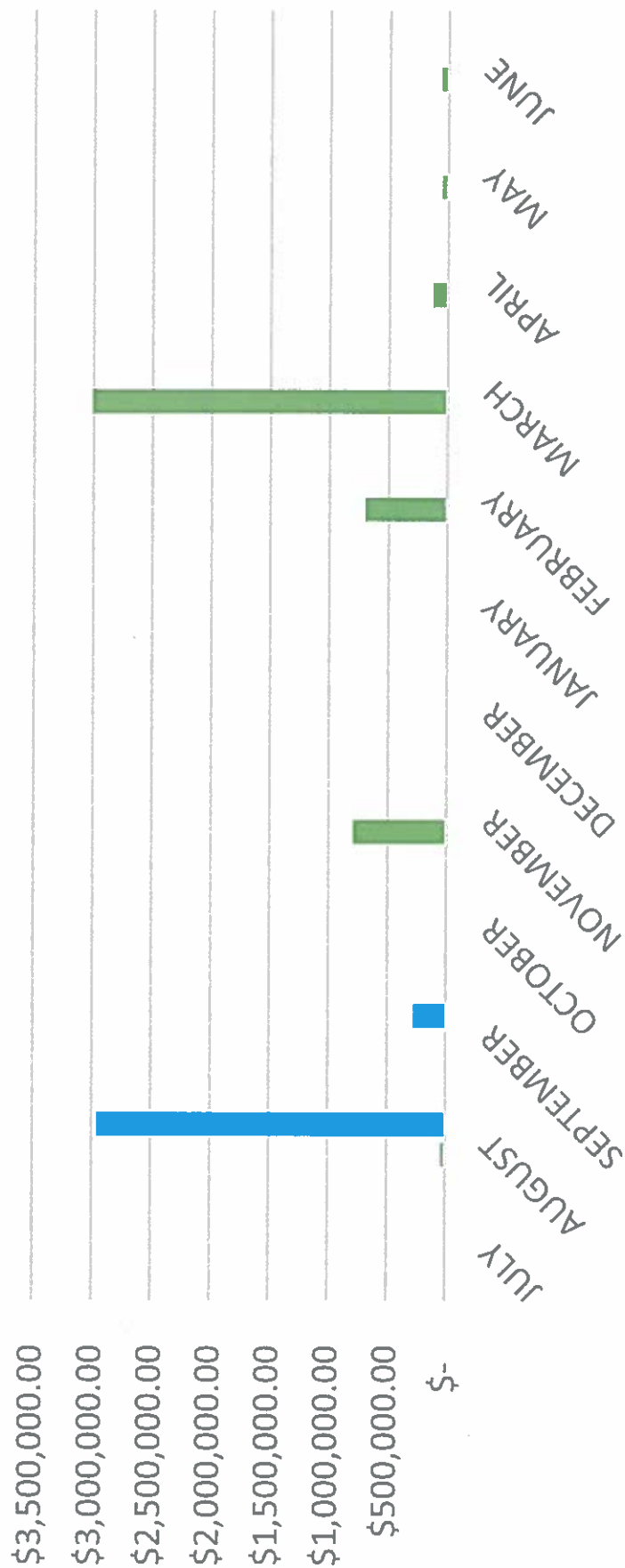
CITY OF BREVARD TAX COLLECTOR REPORT
MONTH ENDING, SEPTEMBER 30, 2019

UPDATED: 10.2.2019

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
2019	\$ 5,790.16	\$ 2,951,760.14	\$ 280,825.91	\$ -	\$ -	\$ -	\$ -
2018 - 2009	\$ 239.27	\$ 3,450.77	\$ 552.09	\$ -	\$ -	\$ -	\$ -
2008 - Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ 6,029.43	\$ 2,955,210.91	\$ 281,378.00	\$ -	\$ -	\$ -	\$ -
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,238,376.21
2018-2009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,242.13
2008 -Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,242,618.34

CITY OF BREVARD PROPERTY TAX COLLECTION

■ FY19 ■ FY20



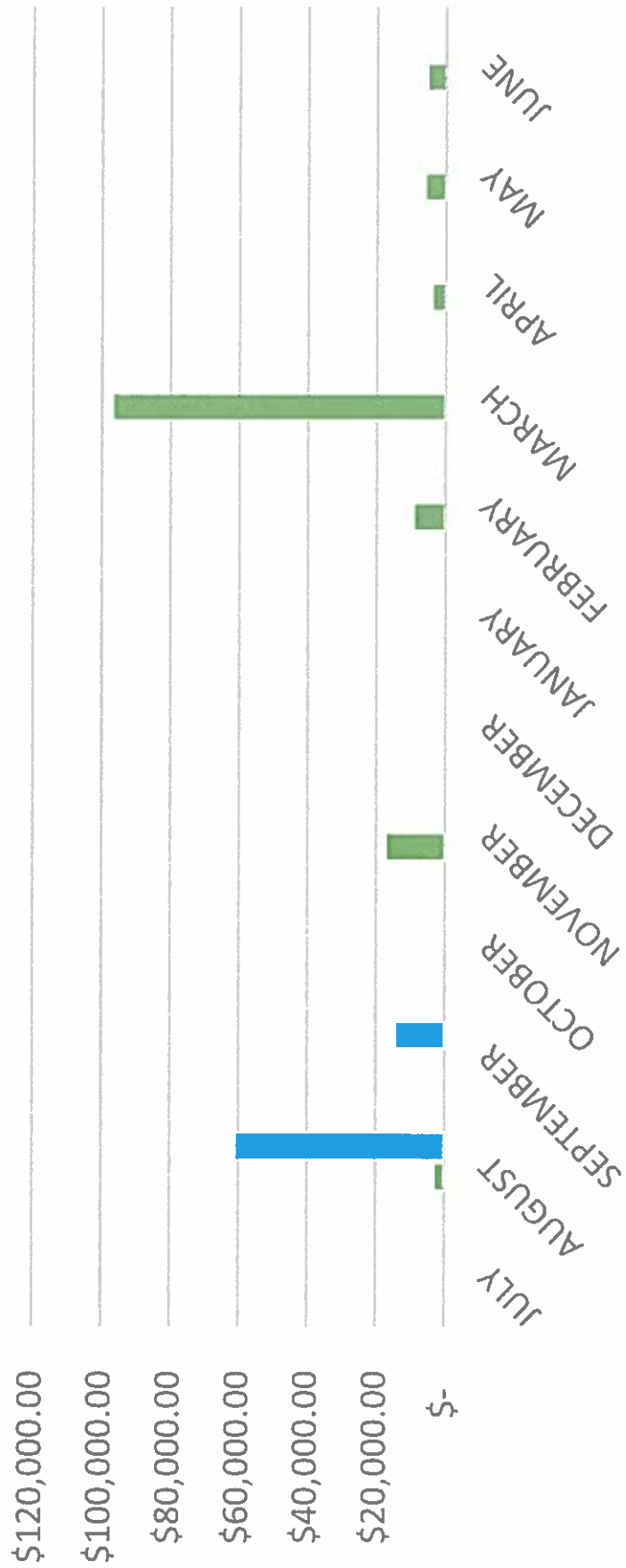
HEART OF BREVARD TAX COLLECTOR REPORT
MONTH ENDING, SEPTEMBER 30, 2019

UPDATED: 10.2.2019

YEAR	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
2019	\$ -	\$ 60,360.50	\$ 13,872.04	\$ -	\$ -	\$ -	\$ -
2018-2009	\$ -	\$ -	\$ 0.08	\$ -	\$ -	\$ -	\$ -
2008 -Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ -	\$ 60,360.50	\$ 13,872.12	\$ -	\$ -	\$ -	\$ -
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,232.54
2018-2009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.08
2008 -Prior	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 74,232.62

HEART OF BREVARD PROPERTY TAX COLLECTION

■ FY19 ■ FY20





City of Brevard

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

AGENDA ITEM

DATE: October 21, 2019
TO: Mayor and City Council Members
FROM: Tom Whitlock, Tax Collector
SUBJECT: Property Tax Releases September 2019

The City of Brevard has been notified by the Transylvania County Tax Administration of the following releases from the tax scroll of the City of Brevard.

The governing body of the City of Brevard is required by General Statute to approve these releases and instruct the Tax Collector to remove these properties values from the city tax records.

General Statute 105-381

(b) Action of Governing Body.--Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct tax liability or notify the taxpayer in writing that no release or refund will be made.

A finance officer, manager, or attorney to whom this authority is delegated shall monthly report to the governing body the actions taken by him on requests for release or refund. All actions taken by the governing body or finance officer, manager, or attorney on requests for release or refund shall be recorded in the minutes of the governing body. If a release is granted or refund made, the tax collector shall be credited with the amount released or refunded in his annual settlement.

Release Amount for September 2019: \$38.95

Recommendation: Approve resolution to release values from the tax scroll.

RESOLUTION 2019-XX

A RESOLUTION APPROVING PROPERTY TAX RELEASES

WHEREAS, The City of Brevard has previously determined to collect property taxes for the City of Brevard and the Heart of Brevard and it is necessary to release the amount shown below from the city tax records.

BE IT NOW, THEREFORE, RESOLVED THAT: The Tax Collector is hereby authorized to remove September releases for property values from the tax scroll of the City of Brevard in the amount of: \$ 38.95

Adopted this the 21st day of October 2019.

Jimmy Harris
Mayor

ATTEST:

Jill Murray, CMC
City Clerk



Transylvania County Building Department

City 09/01/2019 thru 09/30/2019

	Permits Issued	Construction Value	Permit Fees	Misc. Sales Fees	Credit Card Fees	Total of All Fees
Residential						
New House	2	660,000	1,347.00	0.00	0.00	1,347.00
Additions/Alterations	11	511,265	3,240.00	0.00	0.00	3,240.00
Elec/Plumb/Mech	20		150.00	0.00	1,425.00	1,575.00
Mobile Home						
Commercial						
New Commercial						
Additions/Alterations	2	9,350	575.00	0.00	0.00	575.00
Elec/Plumb/Mech	16		300.00	0.00	900.00	1,200.00
Miscellaneous						
Signs	1		75.00	0.00	0.00	75.00
HRF/County			0.00	9.00	0.00	9.00
HRF/State			0.00	81.00	0.00	81.00
Other			129.00	0.00	525.00	654.00
Totals:	52	1,180,615	5,816.00	90.00	2,850.00	8,756.00
Less HRF Refundable to State:						(81.00)
Less Cancelled Permits:						0.00
Total Fees Collected:						8,675.00

Mike Owen - Building Director



Transylvania County Building Department

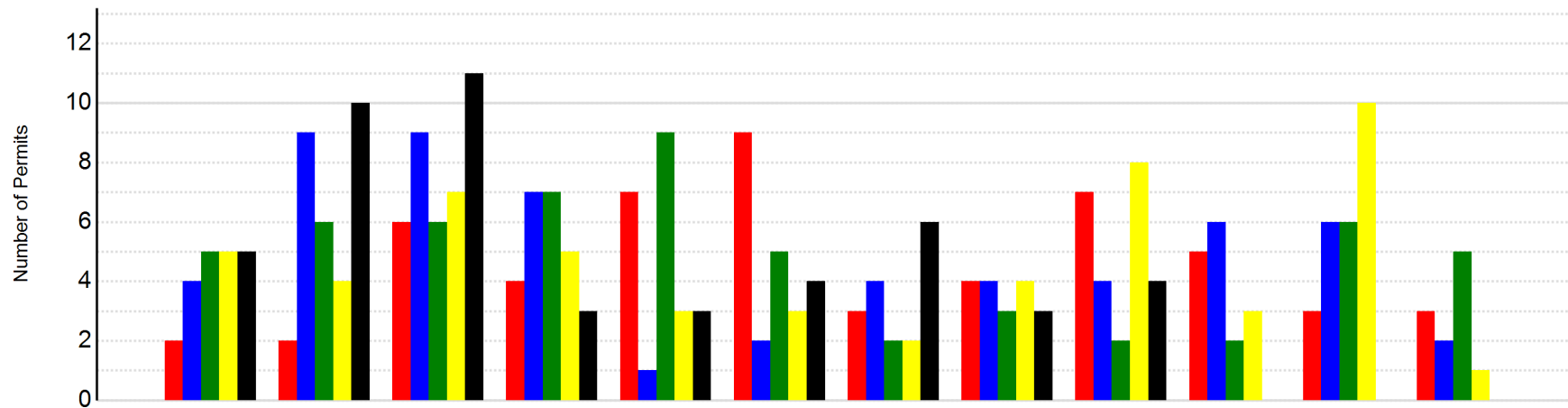
County 09/01/2019 thru 09/30/2019

	Permits Issued	Construction Value	Permit Fees	Misc. Sales Fees	Credit Card Fees	Total of All Fees
Residential						
New House	5	1,816,438	4,502.00	0.00	0.00	4,502.00
Additions/Alterations	28	1,858,430	6,769.00	0.00	65.00	6,834.00
Elec/Plumb/Mech	65		300.00	0.00	4,575.00	4,875.00
Mobile Home	4	155,408	450.00	0.00	175.00	625.00
Commercial						
New Commercial	1	185,000	1,388.00	0.00	0.00	1,388.00
Additions/Alterations	2	145,000	1,225.00	0.00	0.00	1,225.00
Elec/Plumb/Mech	6		75.00	0.00	375.00	450.00
Miscellaneous						
Signs						
HRF/County			0.00	14.00	1.00	15.00
HRF/State			0.00	126.00	9.00	135.00
Other			2,828.00	0.00	1,292.00	4,120.00
Totals:	111	4,160,276	17,537.00	140.00	6,492.00	24,169.00
Less HRF Refundable to State:						(135.00)
Less Cancelled Permits:						0.00
Total Fees Collected:						24,034.00

Mike Owen - Building Director

Commercial Additions and Alterations

1/1/2015 - 9/30/2019

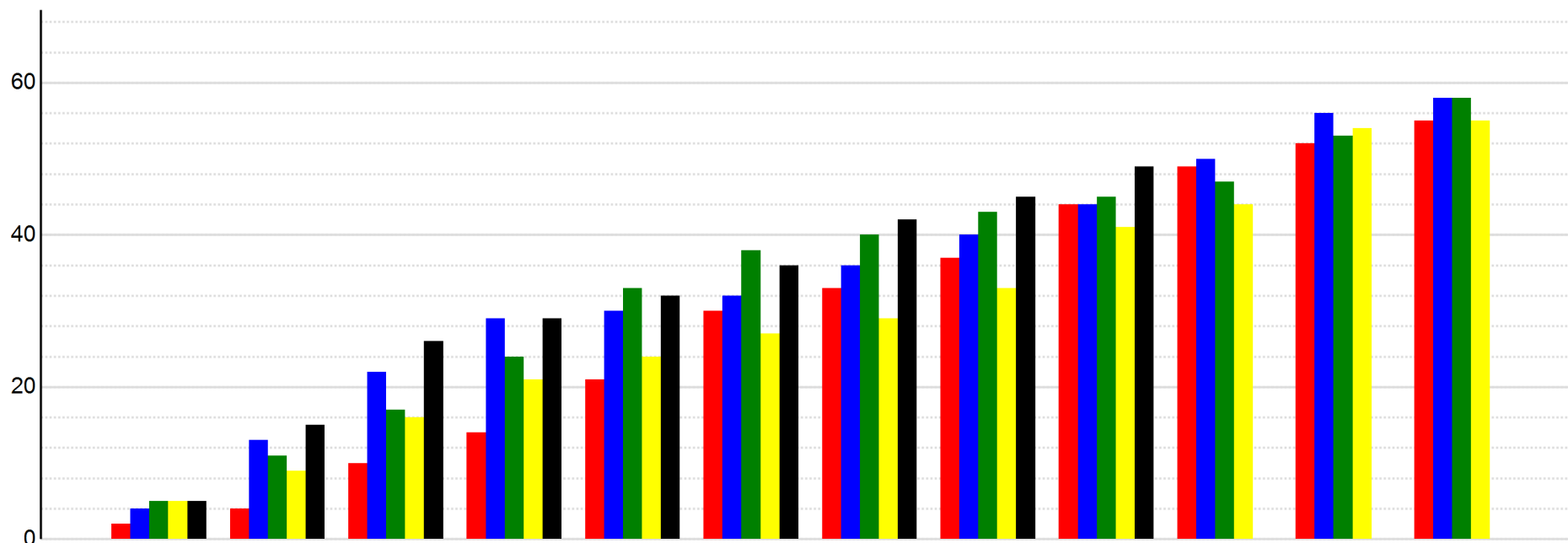


		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	2	2	6	4	7	9	3	4	7	5	3	3
	2016	4	9	9	7	1	2	4	4	4	6	6	2
	2017	5	6	6	7	9	5	2	3	2	2	6	5
	2018	5	4	7	5	3	3	2	4	8	3	10	1
	2019	5	10	11	3	3	4	6	3	4			

Jan \$	\$447,109	Apr \$	\$150,000	Jul \$	\$442,175	Oct \$	\$0	Year End Totals	
Feb \$	\$2,012,845	May \$	\$490,900	Aug \$	\$113,009	Nov \$	\$0	2015	\$6,068,189
Mar \$	\$2,123,617	Jun \$	\$752,572	Sep \$	\$154,350	Dec \$	\$0	2016	\$22,440,963
								2017	\$6,026,593
								2018	\$5,917,874
								2019	\$6,686,577

Commercial Additions and Alterations (Cumulative)

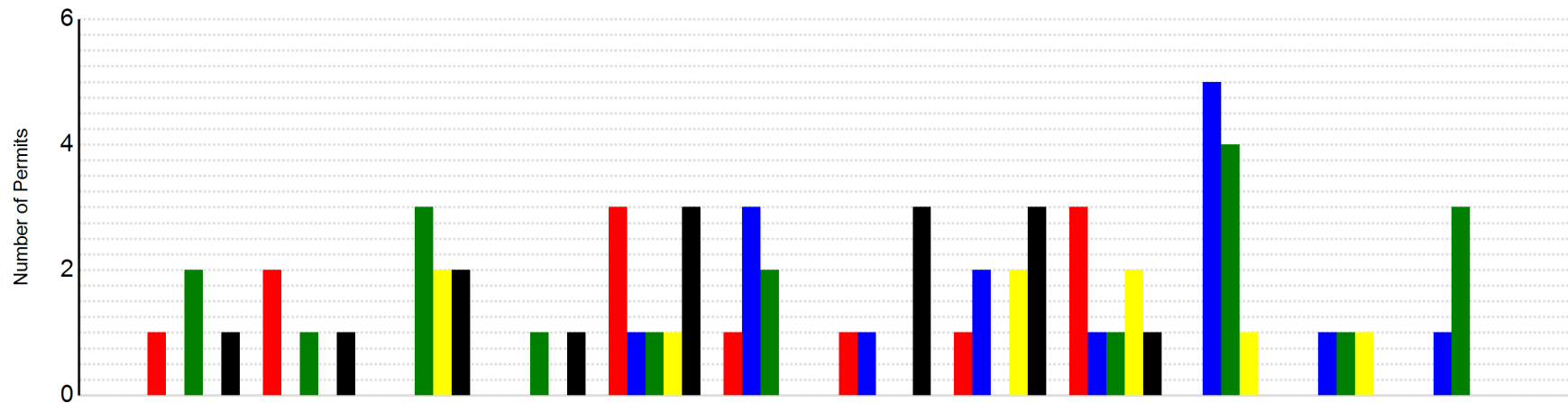
1/1/2015 - 9/30/2019



		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	2	4	10	14	21	30	33	37	44	49	52	55
	2016	4	13	22	29	30	32	36	40	44	50	56	58
	2017	5	11	17	24	33	38	40	43	45	47	53	58
	2018	5	9	16	21	24	27	29	33	41	44	54	55
	2019	5	15	26	29	32	36	42	45	49			

New Commercial Permits

1/1/2015 - 9/30/2019

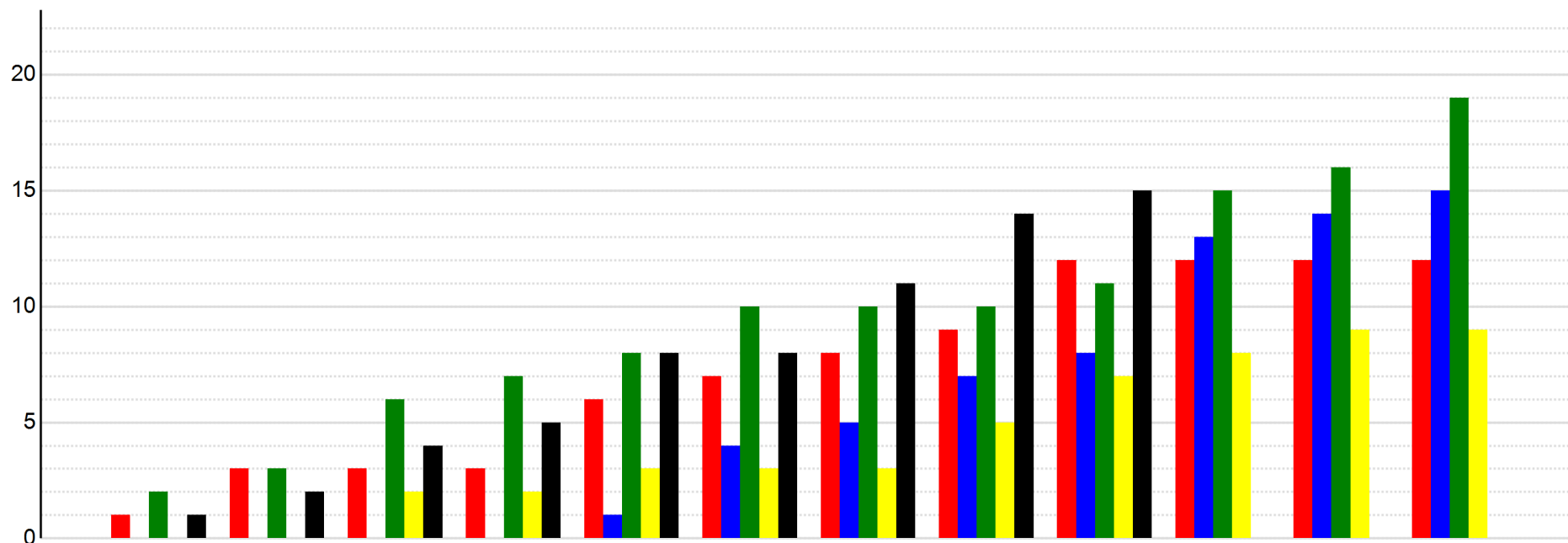


		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	1	2	0	0	3	1	1	1	3	0	0	0
	2016	0	0	0	0	1	3	1	2	1	5	1	1
	2017	2	1	3	1	1	2	0	0	1	4	1	3
	2018	0	0	2	0	1	0	0	2	2	1	1	0
	2019	1	1	2	1	3	0	3	3	1			

Jan \$	\$4,200,000	Apr \$	\$285,000	Jul \$	\$1,592,072	Oct \$	\$0	Year End Totals	
Feb \$	\$520,978	May \$	\$2,215,000	Aug \$	\$2,957,883	Nov \$	\$0	2015	\$12,102,119
Mar \$	\$2,300,000	Jun \$	\$0	Sep \$	\$185,000	Dec \$	\$0	2016	\$11,316,412
								2017	\$15,140,266
								2018	\$13,528,000
								2019	\$14,255,933

New Commercial Permits (Cumulative)

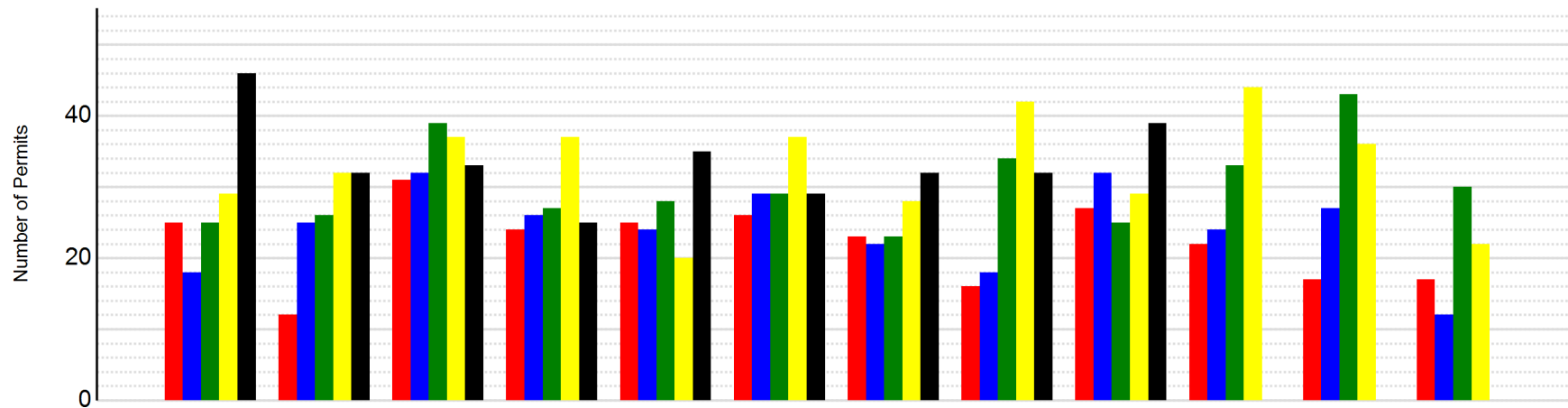
1/1/2015 - 9/30/2019



		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	1	3	3	3	6	7	8	9	12	12	12	12
	2016	0	0	0	0	1	4	5	7	8	13	14	15
	2017	2	3	6	7	8	10	10	10	11	15	16	19
	2018	0	0	2	2	3	3	3	5	7	8	9	9
	2019	1	2	4	5	8	8	11	14	15			

Residential Additions and Alterations

1/1/2015 - 9/30/2019

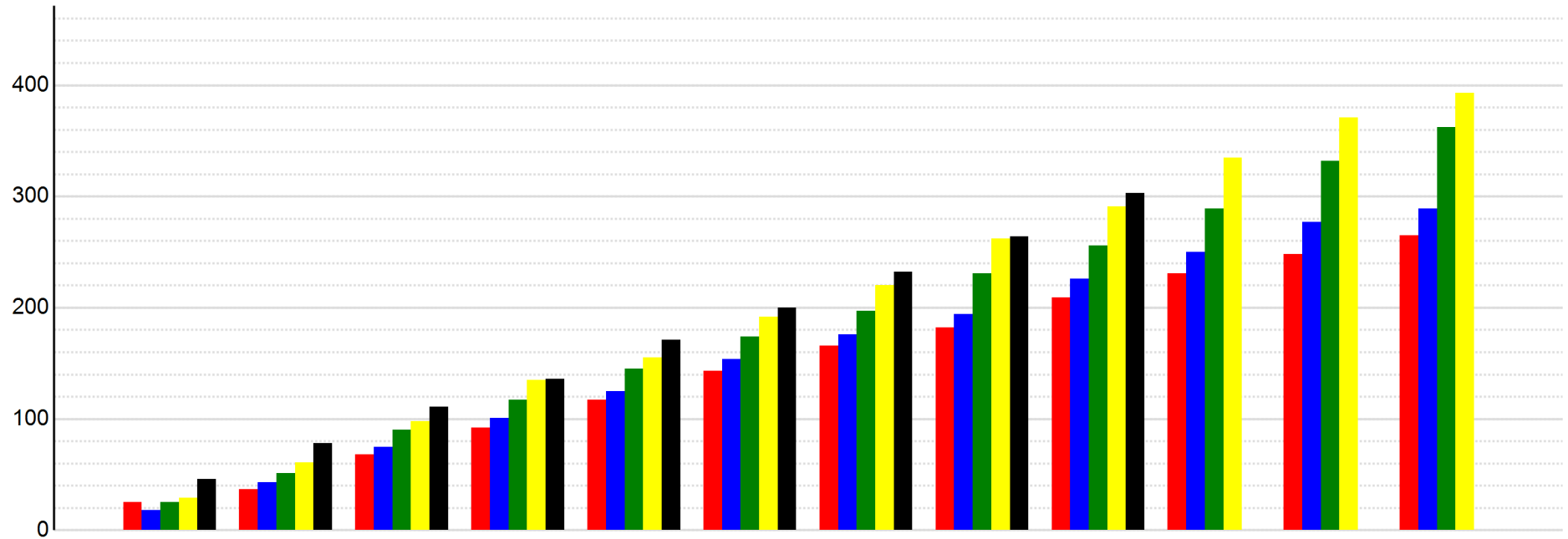


		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	25	12	31	24	25	26	23	16	27	22	17	17
	2016	18	25	32	26	24	29	22	18	32	24	27	12
	2017	25	26	39	27	28	29	23	34	25	33	43	30
	2018	29	32	37	37	20	37	28	42	29	44	36	22
	2019	46	32	33	25	35	29	32	32	39			

Jan \$	\$3,270,600	Apr \$	\$691,848	Jul \$	\$2,253,269	Oct \$	\$0	Year End Totals	
Feb \$	\$1,473,940	May \$	\$1,401,347	Aug \$	\$1,797,953	Nov \$	\$0	2015	\$14,101,402
Mar \$	\$2,880,536	Jun \$	\$1,350,643	Sep \$	\$2,369,695	Dec \$	\$0	2016	\$19,291,660
								2017	\$19,560,553
								2018	\$26,548,888
								2019	\$17,489,831

Residential Additions and Alterations (Cumulative)

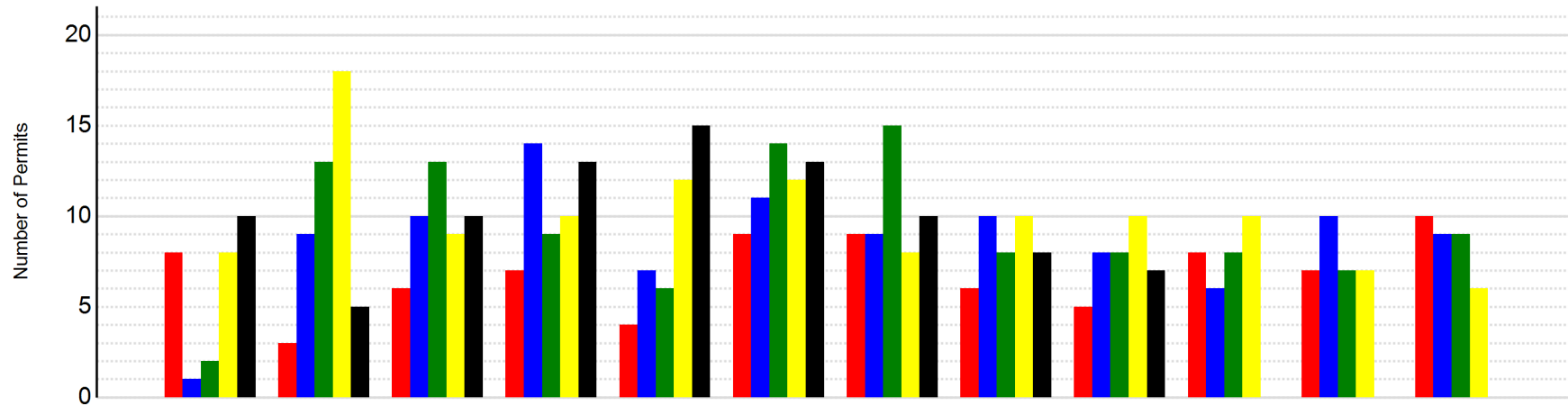
1/1/2015 - 9/30/2019



		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	25	37	68	92	117	143	166	182	209	231	248	265
	2016	18	43	75	101	125	154	176	194	226	250	277	289
	2017	25	51	90	117	145	174	197	231	256	289	332	362
	2018	29	61	98	135	155	192	220	262	291	335	371	393
	2019	46	78	111	136	171	200	232	264	303			

Single Family Residential Permits

1/1/2015 - 9/30/2019

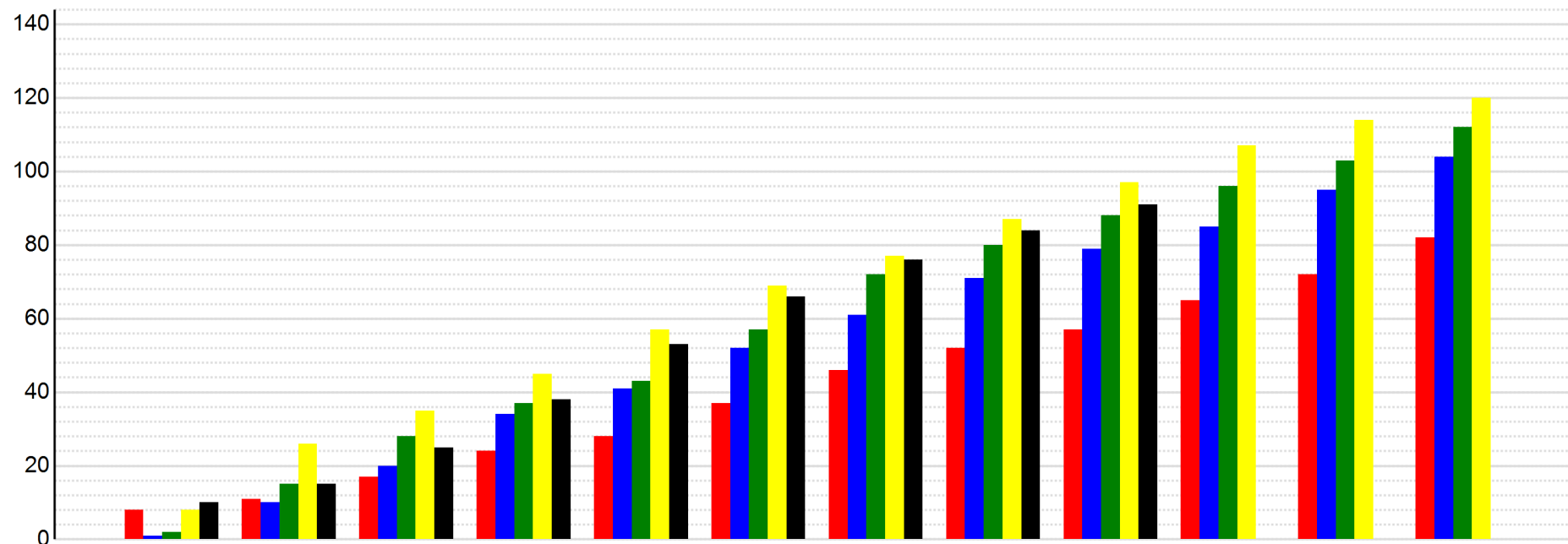


		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	8	3	6	7	4	9	9	6	5	8	7	10
	2016	1	9	10	14	7	11	9	10	8	6	10	9
	2017	2	13	13	9	6	14	15	8	8	8	7	9
	2018	8	18	9	10	12	12	8	10	10	10	7	6
	2019	10	5	10	13	15	13	10	8	7			

Jan \$	\$3,871,768	Apr \$	\$4,270,008	Jul \$	\$10,204,534	Oct \$	\$0	Year End Totals	
Feb \$	\$2,444,437	May \$	\$6,475,078	Aug \$	\$2,718,807	Nov \$	\$0	2015	\$31,917,639
Mar \$	\$4,641,692	Jun \$	\$6,664,396	Sep \$	\$2,476,438	Dec \$	\$0	2016	\$39,648,514
								2017	\$39,911,798
								2018	\$48,962,587
								2019	\$43,767,158

Single Family Residential Permits (Cumulative)

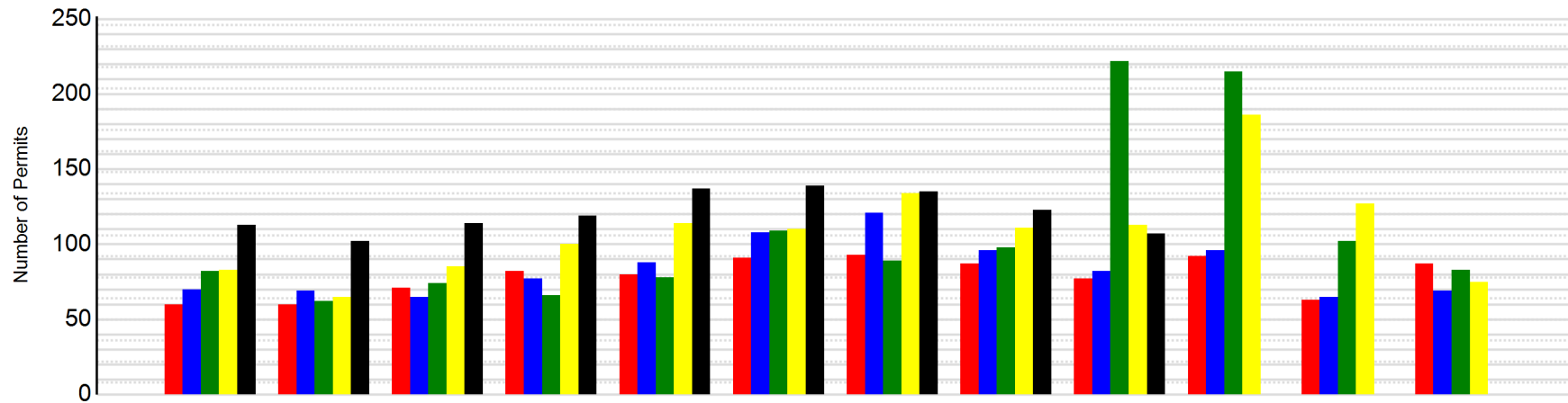
1/1/2015 - 9/30/2019



		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	8	11	17	24	28	37	46	52	57	65	72	82
	2016	1	10	20	34	41	52	61	71	79	85	95	104
	2017	2	15	28	37	43	57	72	80	88	96	103	112
	2018	8	26	35	45	57	69	77	87	97	107	114	120
	2019	10	15	25	38	53	66	76	84	91			

Single Trade Permits

1/1/2015 - 9/30/2019



		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2015	60	60	71	82	80	91	93	87	77	92	63	87
	2016	70	69	65	77	88	108	121	96	82	96	65	69
	2017	82	62	74	66	78	109	89	98	222	215	102	83
	2018	83	65	85	100	114	110	134	111	113	186	127	75
	2019	113	102	114	119	137	139	135	123	107			

Jill Murray

From: Transylvania Community Arts Council <tcarts@comporium.net>
Sent: Monday, September 30, 2019 3:18 PM
To: Jill Murray; Jim Fatland
Subject: Sept 27 Gallery Walk count

Gallery Walk Count for Sept. 27

TC Arts Council 150

Number 7 Arts 344

Red Wolf Gallery 325

The Haen Gallery 130

Artists @ Work Gallery 175

Local Color 81

MAYOR
Brian Shelton
ATTORNEY
Donald Barton
TOWN CLERK
Angela Woodson

TOWN OF ROSMAN
POST OFFICE BOX 636
ROSMAN, NC 28772
828-884-6859
rosmantown@citcom.net

ALDERMEN
Jared Crowe
Larry Bullock
Deedra Shelton
Mark Miller
Missy Hendricks

March 5, 2019

Jimmy Harris, Mayor
City of Brevard
151 West Main Street
Brevard, NC 28712

Re: Robot Camera System

Dear Mayor Harris,

Per our conversation, please accept this letter as a request to purchase the robot camera system at a cost of \$1.00.

Thank you for your continued support in helping our town.

Sincerely,

TOWN OF ROSMAN


Brian Shelton
Mayor

BOARD OF COMMISSIONERS
Mike Hawkins, Chair
W. David Guice, Vice-Chair
Will Cathey
Jason Chappell
Page Lemel



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119
101 South Broad Street
Brevard, NC 28712

Ordinance No. 30-2019

An Ordinance Declaring a Road Closure for the Veterans Day Ceremony

WHEREAS, the Transylvania County Board of Commissioners acknowledges a long tradition of honoring our veterans; and

WHEREAS, the Transylvania County Board of Commissioners established a Veterans Day Committee to plan an annual ceremony at the Courthouse Gazebo on Main Street between Broad and Gaston Streets; and

WHEREAS, the Transylvania County Board of Commissioners acknowledges it requires additional time both prior to and following the event for set up and removal of signs and equipment and one hour for the ceremony;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of Transylvania County pursuant to the authority granted by NCGS 20-169 that they do hereby declare a temporary road closure during the date and times set forth below on the following described portion of a State Highway System route:

Date: Monday, November 11, 2019

Times: 10:30 a.m. – 12:30 p.m.

Location Description: Main Street (E Main St/US 276 N/US-276 S) between Broad and Gaston Streets in downtown Brevard (in front of the Transylvania County Courthouse)

This ordinance to become effective when signs are erected giving notice of the limits and times of the ceremony and implementation of adequate traffic controls to protect participants and to guide vehicles around the event route.

Adopted this 23rd day of September, 2019.

Mike Hawkins, Chair
Transylvania County Board of Commissioners

ATTEST:

Trisha M. Hogan, Clerk to the Board



BOARD OF COMMISSIONERS
Mike Hawkins, Chair
W. David Guice, Vice-Chair
Will Cathey
Jason Chappell
Page Lemel



COUNTY MANAGER
Jaime Laughter
828-884-3100
Fax 828-884-3119

101 South Broad Street
Brevard, NC 28712

September 23, 2019

Mr. Brian Burch
Division Engineer-Highway Division 14
North Carolina Department of Transportation
253 Webster Road
Sylva, NC 28779

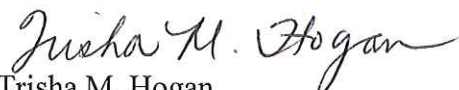
Dear Mr. Burch:

This letter serves as notification of Transylvania County's annual Veterans Day Ceremony scheduled for Saturday, November 11, 2019, on Main Street (E Main St/US 276 N/US-276 S) between Broad Street and Gaston Street in downtown Brevard. We would appreciate any feedback as to whether or not the Department of Transportation is aware of any other special events scheduled for that location on November 11, or if there is any maintenance or other activities planned or other cause for concerns. We have submitted the special use permit to the City of Brevard requesting the road closure.

Enclosed is a copy of the ordinance approved by the Board of Commissioners on September 23, 2019 declaring a road closure for this event.

If you have any questions, please contact me at (828) 884-3271 or trisha.hogan@transylvaniacounty.org.

Sincerely,


Trisha M. Hogan
Clerk to the Board

/tmh

Enclosure

Cc: City of Brevard Planning Department
File

New Business

ORDINANCE NO. 2019-XX

**AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP
OF THE CITY OF BREVARD TO REZONE SEVERAL PROPERTIES
IN THE VICINITY OF 1242 ECUSTA ROAD**

WHEREAS, Brevard City Council requests that the Official Zoning Map of the City of Brevard be amended by rezoning certain real properties from Corridor Mixed Use to General Industrial, such properties are described below, and which are hereafter referred to as the “Subject Properties”:

<i>Owner</i>	<i>PIN</i>
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-48-8377-000
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-58-4200-000
BUILDERS FIRST SOURCE-SOUTHEAST GROUP LLC	8596-58-2166-000
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-58-2307-000
BUILDERWAY OF BREVARD	8596-58-4006-000
NELSON EDITHA S TRUSTEE ET AL BUILDERS FIRST SOURCE	8596-58-3354-000

and,

WHEREAS, a public hearing was conducted October 21, 2019 in consideration of the rezoning request of Builders First Sources Inc. to rezone property located at 1242 Ecusta Road; and,

WHEREAS, the City of Brevard Planning Board considered REZ-19-006 on September 17, 2019 and unanimously recommended approval; and,

WHEREAS, in accordance with North Carolina General Statute 160A-382(b), Brevard City Council finds the following:

- 1) The proposed zoning map amendment is consistent with the following policies and elements of the City of Brevard 2015 Comprehensive Plan:

OBJECTIVE 2.1: Expanded tax base. As the City of Brevard's primary source of financial capital, the City will take proactive measures to stabilize and grow the tax base.

POLICY 2.1.A: Modify zoning regulations to encourage and allow greater density and intensities of land use within its jurisdiction.

OBJECTIVE 4.1: Increased efficiency of land uses to help stabilize and grow the City's tax base.

POLICY 4.1.A: Evaluate and amend development ordinances to facilitate infill development on vacant and under-developed parcels, as well as revitalization of developed parcels.

- 2) The proposed zoning map amendment is inconsistent with the following elements of the City's 2002 Land Use Plan:

The Future Land Use Map recommends use of these properties for Mixed Use – Boulevard.

- 3) That the size of the tract and the proposed uses are reasonable and appropriate within the context of the existing zoning districts and the prevalence of uses in the vicinity of the Subject Properties;

and,

WHEREAS, the City of Brevard, after hearing all persons wishing to comment on this request desires to approve said request.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA THAT:

Section 1. The Official Zoning Map of the City of Brevard is hereby amended as described herein (Exhibit _____).

Section 2. This Ordinance shall become effective upon its adoption and approval.

Adopted and Approved this the 21st day of October, 2019.

Jimmy Harris,
Mayor

ATTEST:

Jill Murray, CMC
City Clerk

APPROVED AS TO FORM:

Michael K. Pratt
City Attorney

STAFF REPORT – October 21, 2019

Date: October 17, 2019

Title: City Council Compensation

From: Kelley Craig, Human Resources Director

Prepared by: Kelley Craig, Human Resources Director

Approved by: Jim Fatland, City Manager

Executive Summary: Council will consider an increase to compensation.

Background:

Over the last two fiscal years, the City completed pay and classification studies for all regular positions within the organization. During the budget workshop for the current fiscal year, it was decided a review would be done for City Council and Mayor compensation. The last increase received was a 1% cost of living increase in July 2014.

Discussion:

Salary data was gathered from several other cities and towns in western North Carolina. This information was shared with the Finance/HR subcommittee on October 17, 2019.

Fiscal Impact: For FY 19/20 the total impact would be an additional \$5,267.77. For FY20/21 the impact would be \$10,535.54

Policy Impact: None

Staff Recommendation: The Finance/HR subcommittee reviewed the data gathered and recommends the annual compensation be moved closer to the median of those surveyed. This would result in the Mayor compensation being increased from \$9,158.27 to \$10,500.00 and the annual compensation for City Council members being increased from \$4,861.20 to \$6,700.00 effective January 1, 2020.

City of Brevard
Compensation Study 2019

Governing Board						
Organization	Population	Number of FT/PT Employees	Mayor Annual Compensation	Governing Board Member Annual Compensation	# of Council Meetings Per Month	Council Committee Meetings
Black Mountain	8150	84/6	\$ 9,339.72	\$ 6,342.00	2	Yes
Fletcher	8337	38/2	\$ 10,933.00	\$ 6,445.00	2	No
Forest City	7210	137/30	\$ 10,196.00	\$ 7,797.00	2	Yes
Hendersonville	14107	263/42	\$ 13,000.00	\$ 7,000.00	1	Yes
Shelby	20018	338/65	\$ 10,224.00	\$ 5,145.00	2	Yes
Waynesville	10112	182/82	\$ 13,003.75	\$ 7,802.25	2	No
Average/Actual			\$ 11,116.08	\$ 6,755.21		
Median			\$ 10,578.50	\$ 6,722.50		
City of Brevard	7890	96/64	\$ 9,158.27	\$ 4,861.24	1	Yes

STAFF REPORT

City Council, October 21, 2019

Title: **Consideration of Potential Moratorium on Electronic Display Signs**

City Council will consider instructing Staff to bring a resolution before them at their November 18th meeting proposing a moratorium on permitting “electric display signs” until such time a complete revision of Chapter 12 is brought before them for consideration, not to exceed 60 days.

Speaker: Paul C. Ray, CZO, Interim Planning Director

From: Paul Ray, CZO, Interim Planning Director

Prepared by: Paul Ray, CZO, Interim Planning Director

Approved by: Jim Fatland, City Manager

Background

The City’s Ordinance prohibits moving content on “electric display signs,” including scrolling, flashing or other distractions to motorists. Staff has found that electric display signs, commonly referred to as digital display message boards, have become a popular advertising platform. Once permitted, enforcement of the minimum 5 second display interval becomes extremely difficult and that scrolling messages and animated graphics are distracting. The permit application fee for electronic display signs is \$1,000.

Chapter 12 of the Unified Development Ordinance (UDO) contains the City’s sign ordinance, which must be revised due to a recent court decision pertaining to content neutral permitting, which complies with the First Amendment. The Planning Board is currently working with Staff on these revisions and are using this opportunity to study the entire chapter. As with all UDO text amendments, Staff will bring forward a recommendation from the Planning Board at a regularly scheduled Council meeting. Until that time, Staff recommends placing a moratorium on permitting new electric display signs to allow time for Staff to study this matter without the issuance of new permits.

Discussion

A resolution for a moratorium requires a public hearing. Staff proposes submitting such a resolution for Council’s consideration on November 18, 2019, placing a moratorium on electric display signs.

An ordinance establishing a moratorium must expressly include the following four items in order to lay out the rationale and plan of action at the time the moratorium is adopted:

1. A clear statement of the problems or conditions necessitating the moratorium, what other courses of action were considered, and why those alternatives were not deemed adequate.

2. A clear statement of the development approvals subject to the moratorium and how the moratorium will address the problems that led to its imposition.
3. An express date for termination of the moratorium and a statement setting forth why that duration is reasonably necessary to address the problems that led to its imposition.
4. A clear statement of the actions, and the schedule for those actions, proposed to be taken by the city or county during the moratorium to address the problems that led to its imposition.

Policy Analysis

NC General Statutes § 160A-381(e) grants cities power to adopt temporary moratorium on development approval, except for the purpose of developing and adopting new or amended plans or ordinances as to residential uses. In this case, the proposed moratorium only pertains to permitting electric display signs for commercial advertising.

Recommendation

Council may instruct Staff to work with the City's Attorney to draft a resolution for a moratorium on electric display signs and present it for consideration at their November 18th meeting; or

Council may instruct Staff to continue working with the Planning Board to amend Chapter 12 without drafting a resolution placing a moratorium on electric display signs.

Fiscal Impact

There is no anticipated cost at this time.

STAFF REPORT

City Council Meeting, October 21, 2019

Title: Set Date for Fall Retreat in November

Date: October 15, 2019

Prepared By: Jill Murray, City Clerk

Approved By: Jim Fatland, City Manager

Background: Staff would like to meet with City Council in a work session beginning at 9:00 AM on Monday, November 4, 2019 in Council Chambers.

Discussion: Staff would like to discuss two items during the work session as follows:

- Mary C. Jenkins Community Center – Design and Project Budget
- Downtown Paid Parking

Staff Recommendation: Staff recommends that Council take action by motion to meet with staff in a work session on Monday, November 4, 2019 in Council Chambers to discuss the aforementioned items.

STAFF REPORT – October 21, 2019

Date: October 14, 2019

Title: County Flat Fire Tax

From: Robert A. Cooper, Chief

Prepared by: Robert A. Cooper, Chief

Approved by: Jim Fatland, City Manager

Executive Summary: Council will consider a resolution to opt out of the County Flat Fire Tax.

Background: The Transylvania County Board of Commissioners is currently considering a Flat Fire Tax, and needs to know if the City of Brevard would like to be included. Per GS 153A-302, "Territory lying within the corporate limits of a city or sanitary district may not be included unless the governing body of the city or sanitary district agrees by resolution to such inclusion."

Discussion: If the Board of Commissioners implement the County Flat Fire Tax, and the City opts to be included, then City residents would pay the Flat Tax in addition to the current City fire tax that is included in the City Ad Valorem tax rate. The Flat Tax revenue would be used to fund fire protection in all fire districts in the County, and would not remain completely within the Sylvan Valley 2 district.

Another option, which is not recommended, would be to opt in to the Flat Tax, and switch all Brevard Fire funding to the County Flat Tax. In this scenario, the County Board of Commissioners would have total control over funding for Brevard Fire through the Flat Tax process.

The Public Safety Committee met on October 26, 2019, and approved opting out of the County Flat Fire Tax.

Fiscal Impact: The estimated cost is unknown at this point, and will depend on the future budget requests of each fire department, as well as the future property valuation at the time of implementation.

Policy Impact: None.

Staff Recommendation: Council consideration to approve a resolution to opt out of the County Flat Fire Tax.

§ 153A-302. Definition of service districts.

(a) **Standards.** – In determining whether to establish a proposed service district, the board of commissioners shall consider all of the following:

- (1) The resident or seasonal population and population density of the proposed district.
- (2) The appraised value of property subject to taxation in the proposed district.
- (3) The present tax rates of the county and any cities or special districts in which the district or any portion thereof is located.
- (4) The ability of the proposed district to sustain the additional taxes necessary to provide the services planned for the district.
- (5) If it is proposed to furnish water, sewer, or solid waste collection services in the district, the probable net revenues of the projects to be financed and the extent to which the services will be self-supporting.
- (6) Any other matters that the commissioners believe to have a bearing on whether the district should be established.

(a1) **Findings.** – The board of commissioners may establish a service district if, upon the information and evidence it receives, the board finds that all of the following apply:

- (1) There is a demonstrable need for providing in the district one or more of the services listed in G.S. 153A-301.
- (2) It is impossible or impracticable to provide those services on a countywide basis.
- (3) It is economically feasible to provide the proposed services in the district without unreasonable or burdensome annual tax levies.
- (4) There is a demonstrable demand for the proposed services by persons residing in the district.

Territory lying within the corporate limits of a city or sanitary district may not be included unless the governing body of the city or sanitary district agrees by resolution to such inclusion.

(b) **Report.** – Before the public hearing required by subsection (c), the board of commissioners shall cause to be prepared a report containing:

- (1) A map of the proposed district, showing its proposed boundaries;
- (2) A statement showing that the proposed district meets the standards set out in subsection (a); and
- (3) A plan for providing one or more of the services listed in G.S. 153A-301 to the district.

The report shall be available for public inspection in the office of the clerk to the board for at least four weeks before the date of the public hearing.

(c) **Hearing and Notice.** – The board of commissioners shall hold a public hearing before adopting any resolution defining a new service district under this section. Notice of the hearing shall state the date, hour, and place of the hearing and its subject, and shall include a map of the proposed district and a statement that the report required by subsection (b) is available for public inspection in the office of the clerk to the board. The notice shall be published at least once not less than one week before the date of the hearing. In addition, it shall be mailed at least four weeks before the date of the hearing by any class of U.S. mail which is fully prepaid to the owners as shown by the county tax records as of the preceding January 1 (and at the address shown thereon) of all property located within the proposed district. The person designated by the board to mail the notice shall certify to the board that the mailing has been completed and his certificate is conclusive in the absence of fraud.

(d) **Effective Date.** – The resolution defining a service district shall take effect at the beginning of a fiscal year commencing after its passage, as determined by the board of commissioners.

(e) **Exceptions For Countywide District.** – The following requirements do not apply to a board of commissioners that proposes to create a law enforcement service district pursuant to G.S. 153A-301(a)(10) that covers the entire unincorporated area of the county:

- (1) The requirement that the district cannot be created unless the board makes the finding in subdivision (a1)(2) of this section.
- (2) The requirement in subsection (c) of this section to notify each property owner by mail, if the board publishes a notice of its proposal to establish the district, once a week for four successive weeks before the date of the hearing required by that subsection.

(f) **Exceptions for Article 24 District.** – The following requirements do not apply to a board of commissioners that proposes to create a service district pursuant to G.S. 153A-301(a)(11) that covers the entire unincorporated area of the county:

- (1) The requirement that the district cannot be created unless the board makes the finding in subdivision (a1)(2) of this section.
- (2) The requirement in subsection (c) of this section to notify each property owner by mail, if the board publishes a notice of its proposal to establish the district, once a week for two successive weeks before the date of the hearing required by that subsection. (1973, c. 489, s. 1; c. 822, s. 2; 1981, c. 53, s. 1; 1995, c. 354, s. 2; 2005-433, s. 10(c).)

RESOLUTION NO. 2019-XX

A RESOLUTION OPTING OUT OF THE COUNTY FLAT FIRE TAX

WHEREAS, the Transylvania County Board of Commissioners is considering a Flat Fire Tax; and

WHEREAS, if the City of Brevard opts to be included in the Flat Fire Tax, City taxpayers would pay the Flat Tax in addition to the current City fire tax that is included in the City Ad Valorem tax rate; and

WHEREAS, the Public Safety Committee met on October 26, 2019, and approved opting out of the County Fire Flat Tax; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

Section 1: The City Council of the City of Brevard approves the resolution to opt out of the County Fire Flat Tax.

Section 2: This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 21st day of October, 2019.

Jimmy Harris
Mayor

ATTEST:

Jill Murray, CMC
City Clerk

STAFF REPORT

City Council, Monday, October 21, 2018

Title: **Pedestrian Infrastructure Priority Maps**
City Council will consider adopting revised sidewalk and multi-use path priority maps.

Speaker: Aaron Bland, AICP, Planner & Asst. Zoning Administrator
Prepared by: Aaron Bland, AICP, Planner & Asst. Zoning Administrator
Approved by: Jim Fatland, CPFO, City Manager

Background

In 2006 the City of Brevard adopted the *2006 Comprehensive Pedestrian Plan*. Included with this plan were a series of maps depicting existing and proposed pedestrian infrastructure. This included both multi-use paths and sidewalks. In March of 2018 Council approved updated multi-use path and sidewalk prioritization maps.

In August of this year the North Carolina Department of Transportation (NCDOT) adopted a new Complete Streets Policy (Attachment A). This updated policy includes a new cost share structure for incorporating bicycle and pedestrian infrastructure into NCDOT projects. The most important change is that bicycle and pedestrian facilities that appear in a state, regional or locally adopted transportation plan will be included as part of NCDOT roadway projects. Further, NCDOT will fully fund the cost of designing, acquiring right of way, and construction these facilities. Previously, such facilities required an 80/20 cost-share between NCDOT and the local government. Facilities that are not in a plan but have an identified need will continue to require a 20% match from the City.

Discussion

Since its original adoption the City has worked to complete several of the top 10 priorities on the original maps. The set of maps included with this report depict recommendations from the Parks, Trails, & Recreation Committee for a revised list of project priorities. These maps are not binding documents, however they are used to guide planning and budget discussions.

In order to fully realize the benefits of the new Complete Streets Policy, Staff has suggested several additions to the multi-use path and sidewalk priority maps along state-maintained roads within the City's planning jurisdiction. See Attachment B for the proposed new multi-use path priority map, and Attachment C for the new sidewalk priority map.

Policy Analysis

The City's 2015 Comprehensive plan includes references to supporting walkable and bicycle friendly neighborhoods. Several are listed below.

Policy 3.2.E: Become a certified Bicycle Friendly Community by the League of American Bicyclists.

Objective 5.2: Increased connectivity of neighborhoods and key destinations through investments in cycling and pedestrian infrastructure and programs.

Policy 5.2.B: Provide bicycle racks at key destinations.

Policy 5.2.C: Continue to require new sidewalks and parking for bicycles and motorcycles with new development.

Policy 5.2.D: Incorporate on-street bike lanes as part of new street construction and street maintenance, wherever possible.

Policy 5.2.F: Look for opportunities to connect greenways to neighborhoods.

Recommendation

During their regular meeting on October 16, 2019 the Parks, Trails & Recreation Committee recommended approval of the maps as presented with this report.

Attachments

- A. NCDOT Complete Streets Policy
- B. Multi-Use Path Priority Map
- C. Sidewalk Priority Map



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

MEMORANDUM

TO: NCDOT Employees

FROM: James H. Trogon, III, PE
Secretary

DATE: August 30, 2019

SUBJECT: Complete Streets Policy Guidance

Attached is the Department's updated Complete Streets Policy, adopted by the Board of Transportation at the August meeting. This policy update is a result of nearly two years of careful analysis, engagement with our partners and collaboration across units to understand and address the challenges of delivering Complete Streets. Updating the Complete Streets Policy has been one of my priorities since returning to the Department, and I am committed to ensuring the Policy is implemented consistently across the state.

As we plan, design and construct the transportation network of the future, this policy update represents the Department's ongoing commitment to safe, multi-modal transportation. The attached Complete Streets Policy and Implementation Guide details my expectations for how Complete Streets will be planned, prioritized, designed, constructed and maintained across the state. My priority is to ensure that as a Department, we construct facilities that our communities want, need and will use.

Effective immediately, Highway Division projects that have not yet completed an Environmental Document will be expected to comply with the updated Policy. As we implement Complete Streets, we will refine our guidance and the Complete Streets Technical Team formed to aid in the development of the Policy update will continue to meet to oversee implementation.

cc: David Howard, Chief Deputy Secretary
Julie White, Deputy Secretary for Multi-Modal
Hanna Cockburn, AICP, Director of Integrated Mobility
Chris Werner, PE, Director of Technical Services, Division of Highways
Tim M. Little, PE, Chief Engineer
Division Engineers

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION DIVISION
1501 MAIL SERVICE CENTER
RALEIGH, NC 27601-1501

Telephone: (919) 707-4685
Fax (919) 733-1391
Customer Service (919) 707-4670

Website: www.ncdot.gov

Location:
1 S WILMINGTON ST
RALEIGH NC, 27601



COMPLETE STREETS

Business Category: Multi-Modal		Business Area: Bicycle & Pedestrian Division	
Approval Date: 8/8/2019	Last Revision Date: N/A	Next Review Date: 8/8/20	
Authority: Select all that apply: ☐ N/A ☒ Requires Board approval ☐ Requires Federal Highways Administration (FHWA) approval ☐ Requires other external agency approval: Click here to enter external agency name(s) .		Policy Owner: Bicycle & Pedestrian Division, Division of Highways	
Definitions: Complete Streets is North Carolina's approach to interdependent, multi-modal transportation networks that safely accommodate access and travel for all users.			
Policy: Transportation, quality of life, and economic development are all undeniably connected through well-planned, well-designed, and context-sensitive transportation solutions. To NCDOT, the designations "well-planned", "well-designed" and "context-sensitive" imply that transportation is an integral part of a comprehensive network that safely supports the needs of communities and the traveling public. The North Carolina Department of Transportation, in its role as steward over the transportation infrastructure, is committed to: - Enhancing safety for all transportation modes, in support of Vision Zero, a statewide program which aims to eliminate roadway deaths and injuries using data-driven prevention strategies; - Providing an efficient multi-modal transportation network in North Carolina such that the access, mobility, and safety needs of motorists, transit users, bicyclists, and pedestrians of all ages and abilities are safely accommodated; - Caring for the built and natural environments by promoting sustainable development practices that minimize impacts on natural resources, historic resources, businesses, residents, scenic and other community values, while also recognizing that transportation improvements have significant potential to contribute to local, regional, and statewide quality of life and economic development objectives; - Working in partnership with local government agencies, interest groups, and the public to plan, fund, design, construct, and manage complete street networks that sustain mobility through walking, biking, transit and driving. This policy requires NCDOT planners and designers consider and incorporate multimodal facilities in the design and improvement of all appropriate transportation projects in North Carolina. Routine maintenance projects may be excluded from this requirement if an appropriate source of funding is not available. Consideration of multimodal elements will begin at the inception of the transportation planning process and the decisions made will be documented.			

The Department recognizes the types of roadway users and the way they interact with the transportation network is evolving as transportation technologies such as ride share, connected and autonomous vehicles, and electric vehicles become more prevalent. The Department will consider these evolving technologies and users in its planning and design guidelines.

This policy sets forth the protocol for the development of transportation networks that encourage non-vehicular travel without compromising the safety, efficiency, or function of the facility. The purpose of this policy is to guide existing decision making and design processes to ensure that all users are included during the planning, design, construction, funding, operation and maintenance of North Carolina's transportation network, and will not create barriers or hazards to the movements of those users.

Scope:

This policy generally applies to all projects undertaken by NCDOT throughout the state.

There are many factors that must be considered when implementing the policy, e.g., number of lanes, design speeds, intersection spacing, medians, curb parking, etc. The applicability of this policy should not be construed as conclusive. Each facility must be evaluated for proper applicability. Notwithstanding the exceptions stated herein, all transportation facilities funded by or through NCDOT, and planned, designed, or constructed on state-maintained facilities, must adhere to this policy.

Approach:

The Department is committed to collaborate with cities, towns, and communities to ensure pedestrian, bicycle, transit and evolving transportation technology options are included as an integral part of their total transportation vision. As a partner in the development and realization of their visions, the Department desires to assist localities, through the facilitation of long-range planning, to optimize connectivity, network interdependence, context sensitive options, and multimodal alternatives. During the Comprehensive Transportation Planning process, bicycle, pedestrian, transit, and other multimodal usage shall be presumed to exist along and across certain corridors (e.g. between residential developments, schools, businesses and recreational areas).

It is the policy of the Department of Transportation to fully replace existing Complete Streets facilities disturbed as a result of a highway improvement project.

Planning and Design Guidelines:

The Complete Streets Planning and Design Guidelines were developed in 2012 to provide planners, designers and decision-makers with a framework for evaluating and incorporating various design elements into the planning, design, construction, and maintenance of the Department's transportation projects. The guidelines describe the planning and project development procedures, including required documentation, to support the Complete Streets policy. In addition, the guidelines describe how all roadway users will share the right of way safely and provide special design elements and traffic management strategies to address unique circumstances.

Planning, implementation and design guidelines will be updated periodically to address changes in Departmental policies and procedures and to reflect new transportation technologies and innovations.

The NCDOT Roadway Design Manual is intended to serve as the authoritative reference for Complete Streets design in accordance with adopted guidelines of the American Association of State Highway and Transportation Officials and other adopted or approved State and Federal guidelines and standards.

Exceptions to Policy:

It is the Department's expectation that suitable multimodal facilities will be incorporated in all appropriate new and improved infrastructure projects. Exceptions to this policy will be considered where exceptional circumstances that prohibit adherence to this policy exist. Such exceptions include, but are not limited to:

- Facilities that prohibit specific users by law;
- Areas in which the population and employment densities or level of transit service around the facility does not justify the incorporation of a multimodal facilities;
- Emergency repairs that require immediate attention.

As exceptions to policy requests are unique in nature, each will be considered on a case-by- case basis. Each exception must be approved by the Complete Streets Review Team consisting of the following or their designees:

- Complete Streets Program Administrator,
- State Traffic Engineer,
- State Roadway Engineer,
- Integrated Mobility Division Director, and
- Division Planning Engineer/Corridor Development Engineer.

Routine maintenance projects may be excluded from this requirement if an appropriate source of funding is not available.

Policy Distribution:

It is the responsibility of all employees to comply with Departmental policies. Therefore, every business unit and appropriate private service provider will be required to maintain a complete set of these policies. The Department shall periodically update departmental guidance to ensure that accurate and up-to-date information is maintained and housed in a policy management system.

Related Documents:

This policy builds on current practices and encourages creativity for considering and providing multi-modal options within transportation projects, while achieving safety and efficiency. Specific procedural guidance includes:

- Highway Landscape Planting Policy (dated 6/10/1988)
- Pedestrian Policy Guidelines – Sidewalk Location (Memo from Larry Goode, 2/15/1995)
- Board of Transportation Resolution: Bicycling & Walking in North Carolina, A Critical Part of the Transportation System (adopted 9/8/2000)
- Bridge Policy (2000)
- Pedestrian Policy Guidelines (effective 10/1/2000, Memo from Len Hill, 9/28/2000)
- NCDOT Context Sensitive Solutions Goals and Working Guidelines (updated 9/8/2003)
- Aesthetics Guidance Manual (2015)

Revision History		
Revision Date	Revision Number	Description
8/8/19	0	Approved

RESOLUTION FOR THE BOARD OF TRANSPORTATION IN SUPPORT OF IMPLEMENTATION FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION COMPLETE STREETS POLICY THAT WILL ENHANCE SAFETY AND PROVIDE AN EFFICIENT NETWORK OF ALL TRANSPORTATION MODES

WHEREAS, The North Carolina Department of Transportation is a state agency created in Article 8 of Chapter 143B of the North Carolina General Statutes; and

WHEREAS, the general purpose of the Department of Transportation is to provide for the necessary planning, construction, maintenance and operation of an integrated statewide transportation system for the economical and safe transportation of people and goods provided by the law; and

WHEREAS, the Department of Transportation Complete Streets Policy evaluation focuses on process improvements that ensures consideration and implementation of an integrated statewide transportation system; and

WHEREAS, the Department of Transportation's 2009 Complete Street Policy has been updated to reflect this intent and purpose; and

WHEREAS, the Department of Transportation's Complete Street Policy focuses on actions to strengthen institutional support;

NOW, THEREFORE, BE IT RESOLVED:

That the North Carolina Board of Transportation hereby adopts the 2019 amendments to the Complete Streets Policy.



Chairman

August 8, 2019

Date



Secretary of Transportation

August 8, 2019

Date



North Carolina Department of Transportation Complete Streets Implementation Guide

The North Carolina Department of Transportation (NCDOT) Complete Streets Implementation Guide (Guide) is designed to assist NCDOT staff engineers, project managers and designers in implementing the Complete Streets Policy as adopted by the NCDOT Board of Transportation. This document provides comprehensive guidance for incorporating a complete streets approach into NCDOT's planning, programming, design, and maintenance processes.

The prime elements of this Guide are the following:

- 1 Planning**
- 2 Project Development**
- 3 Resurfacing and Maintenance Activities**
- 4 Work Zone Accommodations**
- 5 Related Policies**
- 6 Cost Share**
- 7 Design Guidance**
- 8 Administration**

This Guide will be updated periodically as processes and procedures are refined, with a comprehensive review and update every five years, beginning in August 2024.

1 Planning

This section outlines the approach for ensuring Complete Streets elements are evaluated as a roadway project is planned, prioritized and programmed. Each roadway project will include the preparation of a Complete Streets Project Sheet as detailed below. The Project Sheet will identify planned multi-modal facilities and document any exceptions considered in the course of project development.

1.1 Complete Streets Project Sheet (Prioritization 6.0)

For projects where a project sheet has yet to be developed as part of the CTP process, a Complete Streets Project Sheet will be used to document the types of pedestrian, bicycle, public transit, and other multimodal facilities to be evaluated in each highway project. This sheet will be submitted during the Strategic Prioritization submittal process in conjunction with the needs statement required for

Prioritization. The Complete Streets Project Sheet will carry forward as a key document in the Project Advancing Transportation through Linkages, Automation, and Screening (ATLAS) workbench, allowing any personnel to access the project later in development.

1.2 Complete Streets Project Sheet (within the CTP)

Comprehensive Transportation Plans (CTP) developed through NCDOT's Transportation Planning Division identify projects to address network deficiencies for motorists, pedestrians, bicyclists, and transit users. Complete Streets Project Sheets are being introduced into the CTP process. The Project Sheet outlines the recommended improvement, propose a typical cross-section for highway projects, explains the identified need for the project, provide current and projected traffic volume and capacity, identify high-level environmental constraints and provides Complete Street recommendations. These sheets lay the foundation for Complete Streets facilities and serve as a starting point for projects selected for Strategic Prioritization submittal and carry forward as a key document in the project development phase.

1.3 Exceptions to Policy

The Complete Streets Project Sheet will capture requests and approvals of any exceptions to the Complete Streets Policy. Documentation of exceptions will reference the reason for such action, including, unique site constraints, prohibition of pedestrians or bicyclists on the facility or a lack of existing or planned public transit service. Exceptions may be requested and considered any time throughout the process through the Complete Streets Program Administrator in the Integrated Mobility Division. Exceptions are automatically granted if requested by the local government.

A multi-disciplinary Complete Streets Review Team will review all requests for exceptions to the Complete Streets Policy. The Review Team will consider the justification for the proposed exception as detailed on the Complete Streets Project Sheet and decide whether to recommend approval of the exception.

If the exception is not approved, the Review Team will initiate additional discussion with relevant parties, including the Project Manager, to explore options and alternatives for including appropriate multi-modal elements in the project. If necessary, the decision will be elevated to the Chief Deputy Secretary and/or Secretary for a final decision.

The Complete Streets Review Team will consist of:

- Complete Streets Program Administrator,
- State Traffic Engineer or designee,
- State Roadway Engineer or designee,
- Integrated Mobility Division Director or designee, and
- Division Planning Engineer/Corridor Development Engineer or designee.

2 Project Development

The project development phase carries a project from concept to the specific street design to be constructed.

The Complete Streets Project Sheet will carry forward with a project through the project development phase. Project managers will use the Complete Streets Project Sheet early in project development to assist with determining facilities to be included in preliminary project design alternatives.

The Complete Streets Project Sheet will be a 'key document' in the Project Advancing Transportation through Linkages, Automation, and Screening (ATLAS) workbench, allowing all personnel working on the project throughout the development process to refer to the information. Project ATLAS features a workbench tool to organize technical reports and data needed during project delivery. As part of the Workbench structure, the Project Manager will be responsible for documenting how complete street elements are reflected in the project design.

2.1 Project Scoping

The Project Engineer shall coordinate with NCDOT's Integrated Mobility Division (IMD) on all programmed highway projects. The Integrated Mobility Division will participate in scoping meetings and provide a written summary memo identifying facility recommendations and design guidance as appropriate.

2.2 Bridge Projects

The Complete Streets Project Sheet will be integrated into the Structures Management Planning Process for bridge replacements and refurbishments. Until that step is complete, project managers will communicate with the Integrated Mobility Division through scoping requests to incorporate complete streets elements in bridge designs. This will occur for each bridge replacement project undertaken by NCDOT.

Due to the long useful life of bridges, on bridges with shoulder approach sections, where:

- a pedestrian need is identified through an adopted plan, sufficient deck space will be made available on the replacement bridge for future construction of sidewalks.
- a bicycle need is identified through an adopted plan, sufficient width for bike facilities will be provided.
- a multi-use path or sidepath need is identified through an adopted plan, sufficient width for the appropriate facility will be provided on and/or below the structure.

2.3 Equal or Better Performance of Facility

Conditions often change between the time a project is added to the STIP and the when the project development process begins that may support the incorporation of a different type of bicycle or pedestrian improvement than shown in an adopted plan. NCDOT will review an alternative facility to the bicycle and/or pedestrian facility type proposed in the adopted plan upon the written request of the local representatives. An alternative facility will be evaluated by the Complete Streets Review Team based on:

- purpose and need of the proposed facilities
- current or anticipated land use context of the project area
- traffic count data
- design speed
- crash history
- topographic and geometric features of the roadway
- safety

Project Managers will consult with the Complete Streets Program Administrator to request evaluation of an alternative facility. The decision of the Complete Streets Review Team will be documented in the Complete Streets Project Sheet.

3 Resurfacing and Maintenance Activities

3.1 Scheduled Resurfacing

Each year, a county-level resurfacing schedule is developed within each NCDOT Division. NCDOT Division staff will meet with local agencies to review the scheduled roadways and identify locations to evaluate Complete Streets improvements. These may include striping, markings and associated signage.

The following process shall be followed to review resurfacing projects for complete street improvements:

- The Operations Program Management Unit will coordinate with the Integrated Mobility Division to identify planned facilities within the project limits suitable for implementation in conjunction with maintenance activities.
- Identified locations for Complete Streets improvements will be noted on the resurfacing list distributed to each unit of local government.
- The local government concurrence with recommended Complete Streets improvements will be provided to the local NCDOT Division in writing.
- Completed improvements will be incorporated into the Pedestrian and Bicycle Infrastructure Network (PBIN) and ATLAS upon completion.

3.2 Addition of Rumble Strips

Rumble strips (raised traffic bars), asphalt concrete dikes, reflectors, and other such surface alterations, where installed on roadways without full access control, will be placed in a manner as not to present hazards to bicyclists or interfere with existing on-road bicycle facilities. Rumble strips shall not be extended across the shoulder of the roadway or other areas intended for bicycle travel.

4 Work Zone Accommodations

The continuity of existing bicycle and pedestrian facilities will be maintained during construction and maintenance activities. During the construction phase of a roadway project, NCDOT's [Guidelines for the Level of Pedestrian Accommodation in Work Zones](#) will be followed.

5 Policy References

5.1 Eliminated Policies

The following policy documents are superseded by the Complete Streets Policy (2019):

- *Complete Streets Policy* (2009) and *Complete Streets Planning and Design Guidelines* (2012)
- *Bicycle Policy* (2009, update)
- *Pedestrian Policy Guidelines* (2001)
- *Administrative Action to Include Local Adopted Greenway Plans in the NCDOT Highway Planning Process* (1994)

5.2 Related Policies

The following policy documents include elements related to Complete Streets implementation:

- *Traditional Neighborhood Development Manual* (2000)
- *Bridge Policy* (2000)
- *Policy on Street and Driveway Access to North Carolina Highways* (2003)
- *Exceptions to Maintenance Responsibilities on State Highway System Streets in Municipalities* (2003)
- *Subdivision Roads: Minimum Construction Standards* (2010, updated May 2016)
- *Guidelines for Inclusion of Greenway Accommodation Underneath a Bridge as Part of a NCDOT Project* (2015)

6 Cost Share

6.1 Complete Street Cost Share

The table below illustrates the funding responsibilities for Complete Streets incorporating bicycle and pedestrian and roadway public transportation facilities.

Complete Street Cost Share			
Facility Type	In Plan	Not in Plan, but Need Identified	Betterment
Pedestrian Facility	NCDOT pays full	Cost Share	Local
Bicycle Facility	NCDOT pays full	NCDOT pays full	Local
Side Path	NCDOT pays full	Cost Share	Local
Greenway Crossing	NCDOT pays full	Cost Share	Local
Bus Pull Out	NCDOT pays full	Cost Share	Local
Bus Stop (pad only)	NCDOT pays full	Cost Share	Local

Bicycle and pedestrian and public transportation facilities that appear in a state, regional or locally adopted transportation plan will be included as part of the proposed roadway project. NCDOT will fully fund the cost of designing, acquiring right of way, and constructing the identified facilities.

Bridges will not be included in the total project construction cost for cost-sharing purposes. NCDOT is responsible for the full cost of bridges.

Where an alternative facility requiring equal or lesser right-of-way is deemed to perform on an equal or better basis with concurrence by the Integrated Mobility Division, NCDOT shall construct the alternative facilities no cost share by the local jurisdiction.

6.2 Maintenance

Bicycle and pedestrian improvements within a municipal boundary are subject to local maintenance. A local maintenance agreement will be executed prior to the completion of a construction project.

In instances where a local maintenance agreement is not executed to maintain a bicycle or pedestrian facility, NCDOT will maintain the facility after construction if the bicycle or pedestrian facility lies within NCDOT right-of-way.

6.3 Betterment

A roadway project betterment is defined as:

- A requested bicycle, pedestrian or public transportation improvement that exceeds the recommendations appearing in a state or locally adopted plan requiring additional roadway width and/or right-of-way
- Aesthetic materials and treatments, if this cost is determined to exceed the cost of standard construction materials
- Landscaping in excess of standard treatments
- Lighting in excess of standard treatments

The additional costs associated with inclusion of these elements in a roadway project are the responsibility of the local jurisdiction, executed through a local agreement.

6.4 Betterment Cost Share Formula

Bicycle and pedestrian facilities incidental to a roadway project where a need has been identified through the project scoping process but not identified in a locally adopted plan may be included in the project. Inclusion of these incidental facilities requires the local jurisdiction to share the incremental cost of constructing the identified improvements.

NCDOT will estimate the incremental cost of proposed improvements. The percentage of the total cost share for these improvements will be based on the table below according to the population of the jurisdiction in the most recent [annual certified estimated of population](#) as determined by the state demographer, and executed through a local agreement.

Betterment Cost Share		
Municipal Population	Cost Participation	
	NCDOT	Local
> 100,000	80%	20%
50,000 to 100,000	85%	15%
10,000 to 50,000	90%	10%
< 10,000	95%	5%

7 Design Guidance

The NCDOT **Roadway Design Manual** will serve as the authoritative reference for Complete Streets design. Cross-sections from the Manual will be used in stages of project planning, prioritization and development.

American Association of State Highway Transportation Officials (**AASHTO**) guides will serve as authoritative references for street design and will be used in coordination with the NCDOT Roadway Design Manual.

National Association of City Transportation Officials (**NACTO**) guides will serve as supplemental references for street design and will be used in coordination with the NCDOT Roadway Design Manual and AASHTO guides.

8 Administration of the Policy

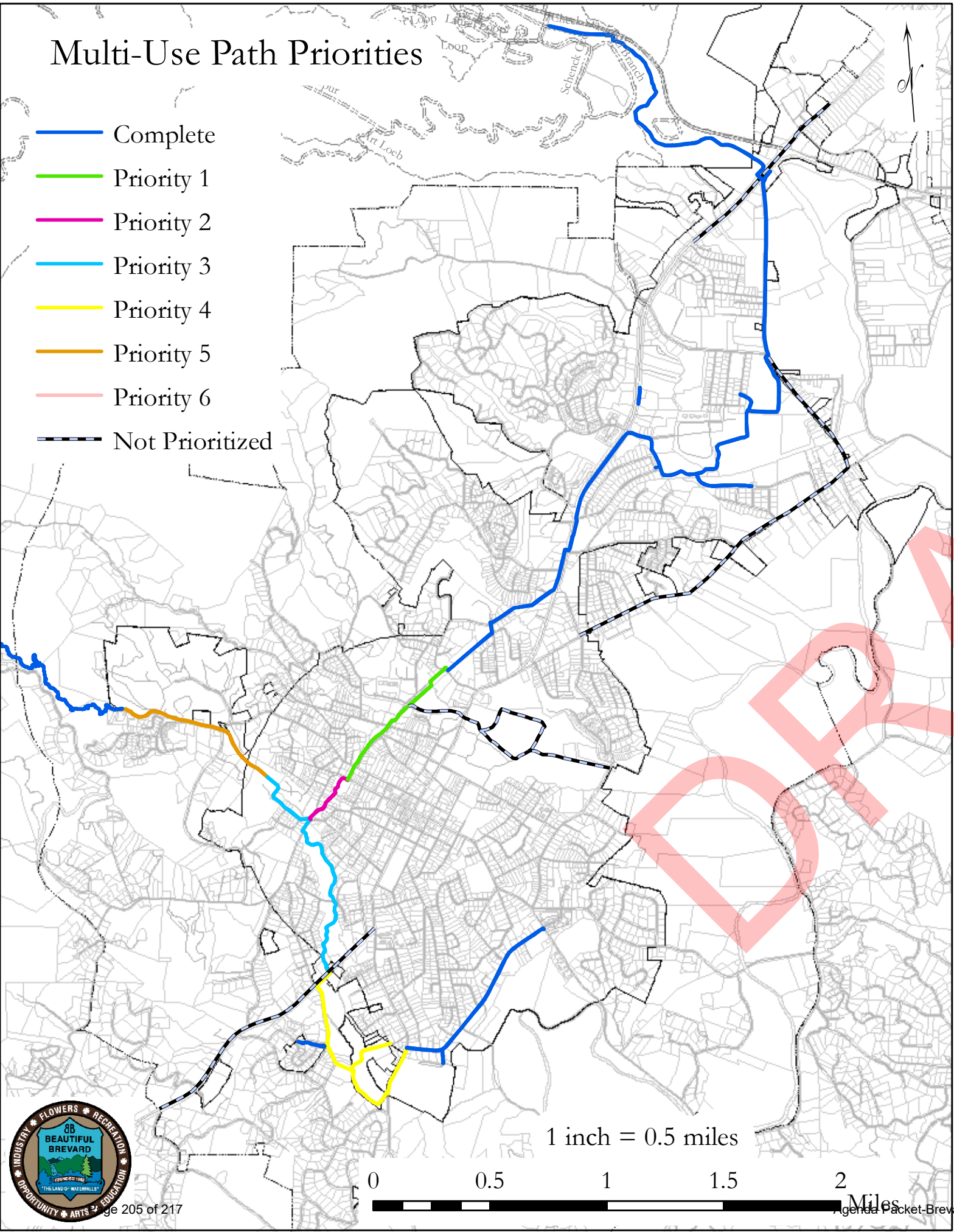
The Complete Streets Core Technical Team (CTT) will meet quarterly to oversee the implementation of Complete Streets. The primary role of the CTT will be to review and maintain the Implementation Guide, recommend updates and process improvements and establish performance metrics for implementation. The CTT will direct the implementation of recommendations contained within the NCDOT Complete Streets 2.0 Recommendations document.

The CTT is comprised of the following units.

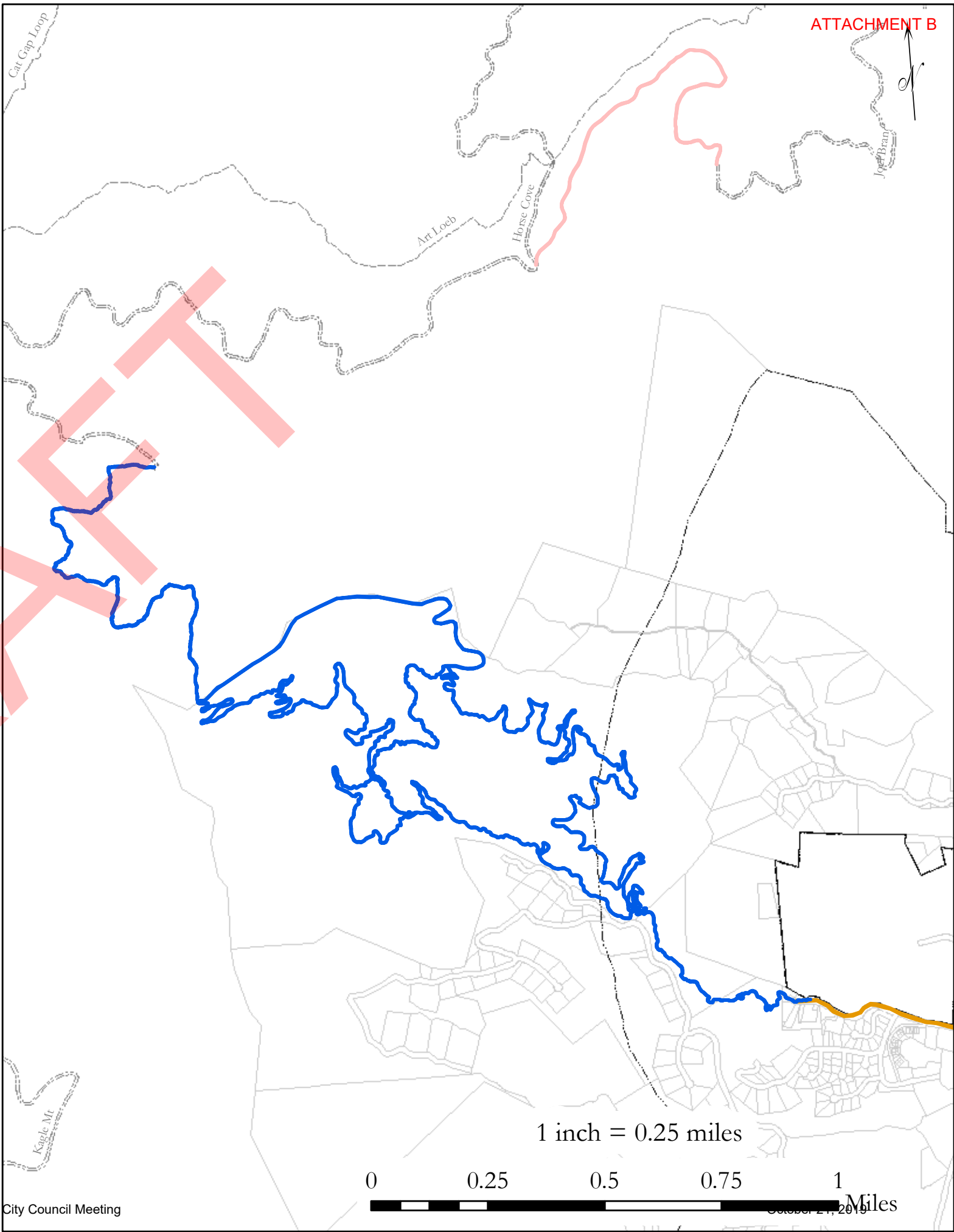
- ADA/Title VI Office
- Integrated Mobility Division
- Chief Deputy Secretary's Office
- Division of Highways
- Environmental Policy Unit
- Mobility & Safety
- Planning & Programming
- Rail Division
- Roadway Design Unit
- Technical Services
- Transportation Planning Division

Multi-Use Path Priorities

- Complete
- Priority 1
- Priority 2
- Priority 3
- Priority 4
- Priority 5
- Priority 6
- Not Prioritized

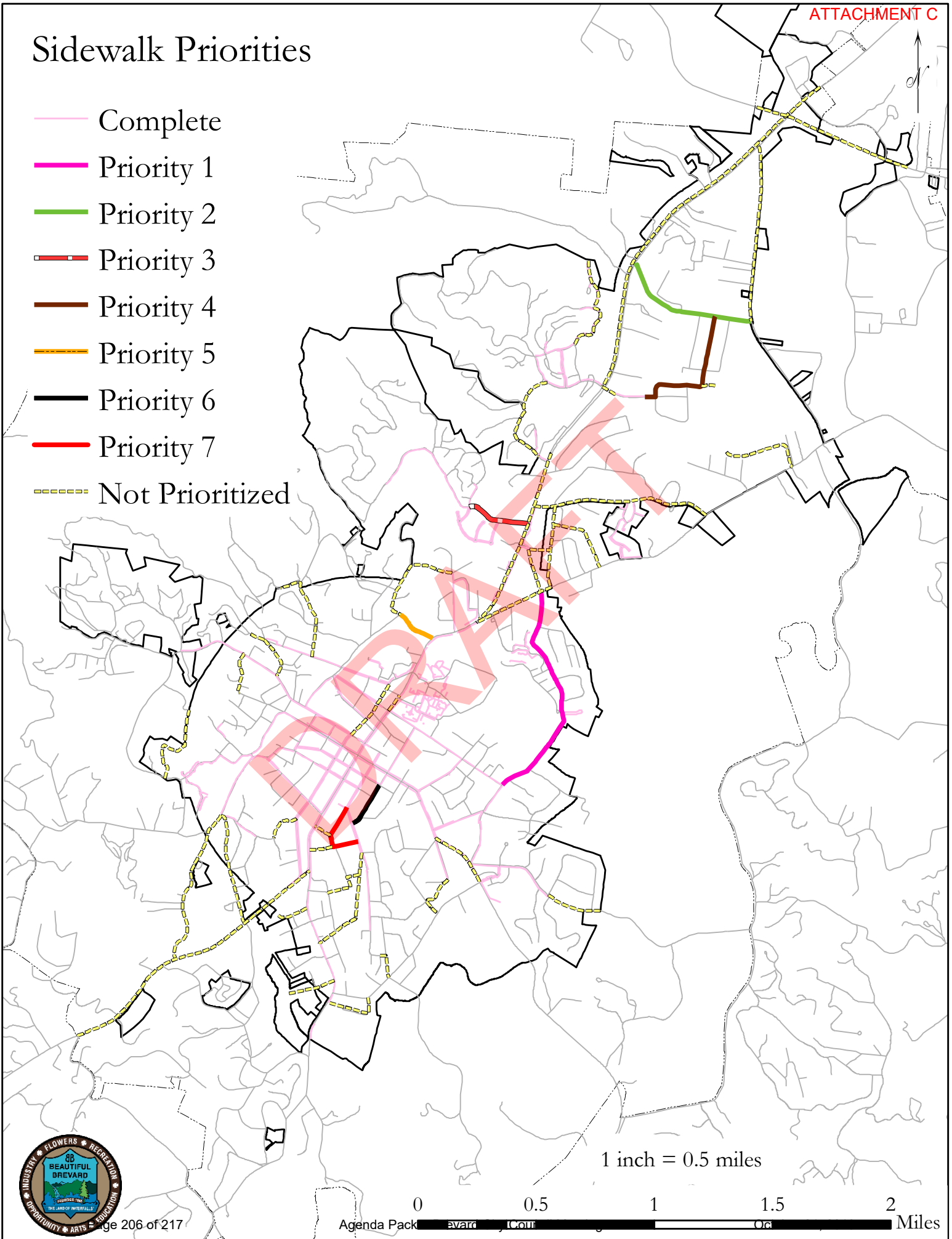


ATTACHMENT B



Sidewalk Priorities

- Complete
- Priority 1
- Priority 2
- Priority 3
- Priority 4
- Priority 5
- Priority 6
- Priority 7
- Not Prioritized



1 inch = 0.5 miles

0

0.5

1

1.5

2

STAFF REPORT

City Council, October 21, 2019

Title: **Asheville Highway Corridor Visioning**
City Council will consider a visioning step to conceptualize enhancements to the entire corridor of Asheville Highway in conjunction with NCDOT projects R-5800 and R-5799.

Speaker: Paul C. Ray, CZO, Interim Planning Director

From: Paul Ray, CZO, Interim Planning Director

Prepared by: Paul Ray, CZO, Interim Planning Director

Approved by: Jim Fatland, City Manager

Background

The North Carolina Department of Transportation is undertaking several Access Management projects on Asheville Highway on the City's busiest commercial corridor.

- Project R-5800 extends from Fortune Cove Road to North Caldwell Street, approximately 1.5 miles, and will include at least three roundabouts.
- Project R-5799 is improving the intersections of Asheville Highway at Deaver Road, and Asheville Highway at U.S. 64 Business (Pisgah Highway) by converting the intersections to roundabouts.

Staff has hired Mosaic Civic Studio to design a monument sign and landscaping plan as a "betterment" to NCDOT project R-5799, providing a "gateway" to the City of Brevard. Staff now seeks to initiate steps for improving the entire corridor leading into downtown Brevard, which is the main entry into the city and has a significant impact on how travelers first experience Brevard. The addendum to the existing contract would help identify the steps needed to create a vision for the entire corridor enhancements.

Discussion

Mosaic will capture aerial footage via drone flight over the study corridor to provide aerial views of the public right-of-way along Asheville Highway from the Forest Gate Shopping Center near the intersection of Asheville Highway and Deavor Rd. to Caldwell Street in downtown Brevard. A conceptual plan will identify strategic connections to Estatoe Trail along the highway corridor. Mosaic will collaborate with City staff to develop corridor improvement recommendations along the public right-of-way including the following elements:

1. A lighting style will be developed that can be coordinated throughout the corridor to provide unity, safety and improved aesthetics.
2. A coordinated landscape concept will be developed to provide unity and enhancement along the entire corridor.

3. Locations to connect Estatoe Trail along the highway corridor will be explored and identified.
4. In order to convey the conceptual recommendations, Mosaic will develop photo-realistic renderings showing proposed corridor improvements, and will propose three perspective renderings to express the vision and recommendations.

The recommendations, at this stage, will be conceptual in nature and not construction drawings. These recommendations and deliverables can be used to convey the vision to the public and prepare for STIP (State Transportation Improvement Program) inclusion with Division 14 NC DOT.

Policy Analysis

The 2015 Comprehensive Plan's Livable Communities Element contains numerous references to the creation of new opportunities for citizens and visitors to experience recreation and nature and enhancing this intersection will help to facilitate that goal.

Recommendation

Staff recommends the proposed addendum.

Fiscal Impact

The estimated cost for the aforementioned work is \$7,000.

Attachments

Mosaic Civic Studio Proposal

1. Background

The City of Brevard has hired Mosaic Civic Studio to develop a monument sign and landscape plan as a "betterment" to NC Department of Transportation (NCDOT) project R-5799. The project will provide a gateway to the City of Brevard at Asheville Highway and Pisgah Highway (including landscape design on two roundabouts: one at Deavor Rd. and one at Hwy. 276).

Furthermore, the City has provided input to NCDOT on project R-5800, a project of broader scope that will ultimately improve the corridor from Fortune Cove Road to N. Caldwell Rd., approximately 1.5 miles with at least three roundabouts.

The City of Brevard now seeks to initiate steps to improve the public right-of-way along the entire corridor leading into downtown Brevard. This crucial corridor is the main entry into the City and has a significant impact on how travelers experience the city of Brevard. This addendum to the existing contract made and entered into on August 29th, 2019, by and between Mosaic Civic Studio, PLLC and the City of Brevard, identifies the steps needed to create a vision for the full corridor enhancements. It is understood that all of the provisions of the original contract apply to this addendum.

2. Scope of Services

2.1 Aerial Filming: Mosaic will capture aerial footage via drone flight over the study corridor to provide aerial views for analysis purposes of the public right-of-way along Asheville Highway from the Forest Gate Shopping Center near the intersection of Asheville Highway and Deavor Rd. to N. Caldwell St. in downtown Brevard.

2.2 Corridor Recommendations (Pre-design): Mosaic will collaborate with City staff to develop corridor improvement recommendations along the public right-of-way including the following elements:

1. Lighting. A lighting style will be developed that can be coordinated throughout the corridor to provide unity, safety and improved aesthetics.
2. Street trees and landscape. A coordinated landscape concept will be developed to provide unity and enhancement along the corridor.
3. Pedestrian infrastructure. Locations to connect Estatoe Trail along the highway corridor will be explored and identified.

2.3 Photo-Realistic Renderings: In order to convey the conceptual recommendations, Mosaic will develop photo-realistic renderings showing proposed corridor improvements at key locations along the corridor. We propose three (3) perspective renderings. It is understood that the recommendations at this stage will be conceptual in nature and not a construction drawing.

3. Fee for Services

3.1 A flat fee of \$7,000 is proposed for the additional services described above. This includes the scope described in 2.0 above as well as one (1) additional on-site meeting with City staff and/or officials.

4. Signatures

As evidence of the parties' mutual agreement to the terms provided, they have executed this agreement by signature.

James Fatland,
City Manager
City of Brevard

Date

Teresa Buckwalter, PLA
Design Principal
Mosaic Civic Studio,
PLLC

Date

STAFF REPORT
October 21, 2019 Council Meeting

Date: October 14, 2019

Title: **Board Appointments**
Council will consider making an appointment to the Parks, Trails and Recreation Committee

Prepared by: Jill Murray, City Clerk

Background / Discussion:

Parks, Trails and Recreation Committee – Currently the committee has two vacancies. One is for a Council Appointed Citizen Member and one is for a Council Appointed At-Large Member. Nicola Karesh has submitted an application for a Citizen Member. If appointed, her term will expire in May, 2021.

Fiscal Impact: None

Policy Impact: None

Staff Recommendation: Council consider the appointment of Nicola Karesh to the Parks, Trails and Recreation Committee.



CITY OF BREVARD

Board/Committee Appointment Application

The City Council invites all citizens of the City to participate in governmental decisions by serving as a member on an advisory board or committee. Boards and committees include:

- ABC Board of Directors • Board of Adjustment • Brevard Housing Authority Board of Directors
- Community Appearance Commission • City Council Downtown Master Plan Committee
- City Council Parks, Trails and Recreation Committee • City Council Public Works & Utilities Committee
- Dangerous Dog Appellate Board • Personnel Board • Planning and Zoning Board •
- Terrell Scruggs Scholarship Committee • Western Carolina Community Action Board

Name of Board or Committee Interested In: Parks, Trails and Recreation
* List only one per Appointment Application form.

Date 8/20/19

Name Nicola Kavesh

Home Address 92 Briarwood LN, Brevard, NC 28712

Phone (home) (828) 884-4565 (work) (828) 421-8615

Occupation Resident Support Specialist E-Mail nicola@comporium.net

May you be contacted at work? YES Do you live within the corporate City Limits? Just outside

Please list other appointed positions you presently hold in Brevard or Transylvania County Government:

No Government position. Mary C. Jenkins Community Center
Board member + on MCJCC/City Task Force
Educational background, special qualifications (i.e., civic memberships, related work experience, etc.). (Use
back of sheet if additional space is needed.) County Parks + Recreation Commission
board (2 years.) worked as a volunteer w/ downtown planters + other

Based on your qualifications and experiences, briefly describe why your services on this board/committee would be beneficial to the City of Brevard:

I have a strong interest in the outdoors, community health and well-being
*Please note: Upon appointment to a board/committee, the information contained in this application becomes a matter of public record per North Carolina General Statutes 132-1 and may be published or released. Your application will be kept on file for a period of two years and then destroyed. You may reapply after that time period.

Nicola Kavesh
Signature of Applicant

Please return this application to:

City of Brevard Attn: Jill Murray, City Clerk
95 W Main Street, Brevard, NC 28712
Phone: 828-885-5614 - Fax: 828-883-2853
Email: jill.murray@cityofbrevard.com

beautification projects ; community liason + project manager with Rosenwald / City (many outdoor activities and events related to Tannery Park, Silversteen playground, MCTCC , stream and community cleanup.)

Active projects that I am involved in:

- The African American Storyline Project (historic art, signage and education within Rosenwald and along fore bike path)
- Morning Glory Inspirations (historic walking tours)
- The Peace Tree Garden project (nature, community beautification project in low-income areas)

Remarks / Future Agenda Considerations

Closed Session(s)

North Carolina General Statute 143-318.11 Closed Sessions.

(a) Permitted Purposes. – It is the Policy of the State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required.