

# Board of Aldermen Retreat Agenda

February 23, 2018

- |   |                                |          |
|---|--------------------------------|----------|
| 1. Call to Order<br>Introductory Comments   | Mayor Brown                    | 8:30 AM  |
| 2. Additions or Changes to Agenda   | Board of Aldermen              | 8:30 AM  |
| 3. Staggered Electoral Terms  | Alderman Roberson<br>Rob Hites | 8:45 AM  |
| 4. Mid Year Financial Update  | Eddie Caldwell                 | 9:15 AM  |
| 5. <b>BREAK</b>   |                                | 10:15 AM |
| 6. Five Year Capital Project Plan<br>Targeted Revenue<br>a. Storm Water Program<br>b. Out of Town Recreation Fees<br>c. Vehicle Tax (on DMV bill) | Rob Hites                      | 10:30 AM |
| 7. Special Appropriation Funding Limit  | Alderman Roberson              | 11:15 AM |
| 8. Study of Air BNB Zoning  | Alderman Roberson              | 11:30 AM |
| 9. Additional Comments by Board   |                                | 11:50 AM |
| • Recycling Discussion  | Alderman Feichter              |          |
| • Underground Utility Location  | Alderman Feichter              |          |
| • Conversion to LED lighting  | Alderman Feichter              |          |
| 10. <b>LUNCH</b>  |                                | 12:20 PM |
| 11. Revisiting of Policies:   | Board of Aldermen              | 1:50 PM  |
| • Naming Policy   | • Overtime for Special Events  |          |
| • Animals at Festivals  | • Personnel Policy Revisions   |          |
| 12. Schedule Additional Discussion Periods  | Mayor Brown                    | 2:30 PM  |
| 13. Adjourn   |                                | 2:40 PM  |

## **Memorandum**

**To: Mayor and Board of Aldermen**

**From: Rob Hites**

**Date: 2/15/2018**

**Subject: Staggered Terms**

Alderman Robinson asked that the Board discuss a Charter amendment that would change the election process from the current format to one where the Board runs on staggered terms.

### **Article III Section 3.1 Regular municipal elections; conduct** states:

Regular municipal elections shall be held in the Town every four years in odd-numbered years, and shall be conducted in accordance with the uniform municipal election laws of North Carolina. The mayor and members of the board shall be elected according to the nonprofit election method.

### **Article III Section 3.2 Election of the Mayor** states:

At the regular municipal election in 1995, and every four years thereafter, there shall be elected a mayor and four aldermen to serve a term of four years.

The Charter is the section of law adopted by the General Assembly that sets up a municipalities governing structure. Every town charter is different so one town's authority will not necessarily be the same as another's. Waynesville's Charter set out the method that the Town must use to conduct its elections. Since the method is prescribed in the Charter the Board must return to the Legislature for any change.

### **Staggered Terms**

This is a fairly common local bill. Municipalities request that their election methods move from two to four years and visa versa.

The most frequent way that Towns move from a board running as a group every four years to one where half run every two years (staggered terms) is to state in the local bill that in the first election after passage of the bill all the members will run together and the two highest vote getters will have four year terms and the two next two highest will get two year terms.

Another method is during the election following passage of the local bill new board members will draw lots to determine who shall serve four years and who shall serve two.

### **Charter Change Method**

During the "short session" of the Legislature they will set aside approximately two weeks for municipalities to introduce local bills. The municipality adopts the language of a charter amendment through adoption of a resolution stating the change and requesting its local legislative delegation to introduce it as a "Local Bill".

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Staggered Terms

The Board will meet with members of the local delegation and discuss their request. Introduction of a local bill is solely at the discretion of the delegation. Generally a legislative delegation will require a unanimous or near unanimous vote of the Board to introduce the bill. In turn, the delegation will need to be unanimous in their concurrence with the request in order to have it introduced in either chamber. If they agree to introduce it the Town Attorney will work with legislative bill drafting on the language of the local bill. The delegation will decide on a "sponsor" for the bill and it will be introduced in the sponsor's chamber. It will be assigned a committee and the sponsor will follow it through and communicate any issues to the Board. The bill will have to survive two or three committees and three readings on the floor of each chamber. Any legislator may add amendments to a local bill and frequently do. Once the bill passes three readings in both houses it becomes law. Local bills are not subject to signature by the governor.



**Town of Waynesville**  
**General Fund**  
**Schedule of Revenues and Expenditures**  
**Budget and Actual (Non-GAAP)**  
**For the Period Beginning July 1, 2017 thru December 31, 2017**

The % of budget used should be 6/12 ths or 50.00%.

**Our General Fund:**

	Actual	Budget			One Year Prior Comparison			Two Year Prior Comparison		
		% of Budget Collected To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget Collected To Date	Full Year's Budget	Total*	% of Budget Collected To Date	Full Year's Budget
<b>Revenues:</b>	<b>Total*</b>									
Ad Valorem Taxes-current year	4,202,278	82.28%	2,553,775	5,107,550	4,176,691	81.95%	5,096,900	3,894,987	84.86%	4,589,700
DWA Ad Val .Taxes-current year	71,860	77.19%	46,550	93,100	76,047	78.54%	96,830	82,416	84.36%	97,690
Motor Vehicle Ad Val.-current year	147,774	35.33%	209,140	418,280	144,969	41.74%	347,320	126,813	42.27%	300,030
Ad Valorem Taxes-prior year	80,145	70.99%	56,450	112,900	83,347	73.95%	112,700	42,683	40.27%	106,000
DWA Ad Val .Taxes-prior year	1,060	7.31%	7,250	14,500	2,550	17.59%	14,500	318	2.19%	14,500
Motor Vehicle Ad Val.-prior year	2,135	100.00%	-	-	119	100.00%	-	236	11.80%	2,000
Penalties, Interest , Other	25,492	42.84%	29,750	59,500	24,477	38.55%	63,500	17,610	28.73%	61,300
Sale Taxes	705,647	25.51%	1,383,000	2,766,000	660,886	25.39%	2,602,440	646,152	26.46%	2,442,420
Cable and Privilege License	30,138	25.02%	60,220	120,440	30,474	27.20%	112,040	30,336	22.29%	136,100
Franchise Taxes	199,009	24.14%	412,200	824,400	205,752	24.06%	855,110	222,190	30.69%	723,880
Restricted Intergovernmental Revenues (Pow. Bill & Grants)	156,224	26.78%	291,645	583,290	184,595	40.10%	460,300	363,455	79.21%	458,840
Building and Planning fees	26,013	23.00%	56,550	113,100	29,181	25.80%	113,100	67,872	44.33%	153,100
Connect & Late Payment fees	49,260	49.76%	49,500	99,000	50,117	50.62%	99,000	51,351	51.87%	99,000
Fire Protection fees	89,109	28.29%	157,500	315,000	96,628	35.79%	270,000	76,559	28.89%	265,000
Garbage fees	358,285	44.79%	400,000	800,000	363,773	45.33%	802,500	366,672	46.33%	791,350
Recreation fees	306,218	42.50%	360,250	720,500	321,707	44.01%	731,000	309,894	44.13%	702,200
Other sales and services	12,995	15.18%	42,800	85,600	23,036	26.91%	85,600	57,622	67.32%	85,600
Other revenues	87,051	45.95%	94,730	189,460	60,655	41.24%	147,080	93,550	64.95%	144,030
ABC Distributions	36,150	52.16%	34,655	69,310	17,535	30.30%	57,870	13,713	49.81%	27,530
Transfers from Other Funds	744,805	50.00%	744,805	1,489,610	741,614	50.00%	1,483,230	739,050	50.00%	1,478,100
Fund Bal. Approp.-Pow. Bill	-	0.00%	157,020	314,040	-	0.00%	-	-	0.00%	110,270
Fund Balance Appropriation	-	0.00%	197,395	394,790	-	0.00%	1,185,520	-	0.00%	1,002,360
<b>Total Revenues</b>	<b>7,331,647</b>	<b>49.91%</b>	<b>7,345,185</b>	<b>14,690,370</b>	<b>7,294,153</b>	<b>49.50%</b>	<b>14,736,540</b>	<b>7,203,479</b>	<b>52.23%</b>	<b>13,791,000</b>

\*\* budget amounts are the budgets in placed at December 31 not June 30.



**Town of Waynesville**  
**General Fund**  
**Schedule of Revenues and Expenditures**  
**Budget and Actual (Non-GAAP)**  
**For the Period Beginning July 1, 2017 thru December 31, 2017**

The % of budget used should be 6/12 ths or 50.00%.

Our General Fund:		Budget			One Year Prior Comparison			Two Year Prior Comparison		
Actual		% of Budget Used To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget Used To Date	Full Years Budget	Total*	% of Budget Used To Date	Full Year's Budget
Total*										
<b>Expenditures:</b>										
Governing Board	30,337	51.02%	29,730	59,460	52,291	55.99%	93,400	42,112	41.17%	102,290
Administration	93,721	34.22%	136,940	273,880	99,649	24.87%	400,710	176,061	36.15%	487,050
Finance	182,441	52.56%	173,570	347,140	153,845	42.79%	359,550	165,940	49.57%	334,770
Public Building/Debt Pymts	469,241	76.68%	305,965	611,930	470,035	76.63%	613,420	470,828	76.56%	615,000
Police Department	2,227,081	47.85%	2,327,390	4,654,780	2,292,512	49.94%	4,590,370	2,191,639	52.24%	4,195,160
Police Grant Projects	1,464	1.83%	40,000	80,000	16,044	20.06%	80,000	24,739	30.92%	80,000
Fire Department	859,588	47.75%	900,015	1,800,030	746,301	41.90%	1,781,270	645,876	50.71%	1,273,660
Streets and Sanitation	1,238,357	48.54%	1,275,640	2,551,280	1,269,852	46.51%	2,730,330	1,226,851	47.51%	2,582,190
Powell Bill	37,154	5.74%	323,900	647,800	18,174	5.36%	339,000	126,733	28.56%	443,800
Cemetery	84,894	46.01%	92,260	184,520	80,008	41.59%	192,380	59,992	38.08%	157,550
Planning & Code Enforcement	262,347	43.26%	303,200	606,400	270,857	44.85%	603,930	304,816	51.20%	595,330
Special Appropriations	153,870	58.66%	131,150	262,300	182,317	60.21%	302,790	227,421	60.53%	375,720
Parks and Recreation	1,255,130	49.43%	1,269,675	2,539,350	1,227,568	47.04%	2,609,390	1,268,822	50.44%	2,515,480
Recreation-Special Projects	10,786	30.82%	17,500	35,000	7,188	17.97%	40,000	12,352	37.43%	33,000
Miscellaneous Set a Side	-	0.00%	18,250	36,500	-	0.00%	-	-	0.00%	-
<b>Total Expenditures</b>	<b>6,906,410</b>	<b>47.01%</b>	<b>7,345,185</b>	<b>14,690,370</b>	<b>6,886,641</b>	<b>46.73%</b>	<b>14,736,540</b>	<b>6,944,182</b>	<b>50.35%</b>	<b>13,791,000</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>425,237</b>				<b>407,512</b>			<b>259,297</b>		

\* includes open purchase orders (except for purchase orders associated with loan reimbursements)

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**Town of Waynesville  
Water Fund  
Schedule of Revenues and Expenditures  
Budget and Actual (Non-GAAP)**

**For the Period Beginning July 1, 2017 thru December 31, 2017**

The % of budget used should be 6/12 ths or 50.00%.

**Our Water Fund:**

	Actual	Budget			One Year Prior Comparison			Two Year Prior Comparison		
	Total*	% of Budget To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget
<b>Revenues:</b>										
Charges to Customers (5/12)	1,499,842	46.37%	1,617,100	3,234,200	1,469,835	48.00%	3,062,100	1,319,435	45.04%	2,929,400
Taps and Capacity fees	22,925	57.31%	20,000	40,000	30,806	59.24%	52,000	6,900	13.27%	52,000
All Other Revenues	-	0.00%	2,560	5,120	383	25.53%	1,500	5,755	383.67%	1,500
Loan from General Fund	-	0.00%	-	-	-	0.00%	-	-	0.00%	-
Transfer from the Elect. Fund	-	0.00%	-	-	-	0.00%	-	-	0.00%	-
Fund Balance Appropriation	-	0.00%	(6,370)	(12,740)	-	0.00%	471,640	-	0.00%	579,050
<b>Total Revenues</b>	<b>1,522,767</b>	<b>46.62%</b>	<b>1,633,290</b>	<b>3,266,580</b>	<b>1,501,024</b>	<b>41.84%</b>	<b>3,587,240</b>	<b>1,332,090</b>	<b>37.40%</b>	<b>3,561,950</b>
<b>Expenditures: (6/12)</b>										
Maintenance	756,841	49.02%	771,900	1,543,800	629,777	40.32%	1,562,120	646,395	38.11%	1,696,180
Treatment	471,903	35.55%	663,765	1,327,530	981,722	59.26%	1,656,570	605,616	39.86%	1,519,440
Administration and Finance	131,225	47.81%	137,225	274,450	118,615	47.59%	249,230	110,070	47.42%	232,140
Transfer to Other Funds	60,400	50.00%	60,400	120,800	59,660	50.00%	119,320	57,095	50.00%	114,190
<b>Total Expenditures</b>	<b>1,420,369</b>	<b>43.48%</b>	<b>1,633,290</b>	<b>3,266,580</b>	<b>1,789,774</b>	<b>49.89%</b>	<b>3,587,240</b>	<b>1,419,176</b>	<b>39.84%</b>	<b>3,561,950</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>102,398</b>				<b>(288,750)</b>			<b>(87,086)</b>		

\* includes open purchase orders (except for purchase orders associated loan reimbursements)

\*\* budget amounts are the budgets in placed at December 31 not June 30.



Town of Waynesville  
Sewer Fund  
Schedule of Revenues and Expenditures  
Budget and Actual (Non-GAAP)

For the Period Beginning July 1, 2017 thru December 31, 2017

The % of budget used should be 6/12 ths or 50.00%.

Our Sewer Fund:		Actual	Budget		One Year Prior Comparison			Two Year Prior Comparison			
			% of Budget To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget
Revenues:		Total*									
Charges to Customers (5/12)	1,179,363	46.68%	1,263,200	2,526,400	1,116,640	47.66%	2,342,700	1,039,128	48.00%	2,164,800	
Taps and Capacity fees	5,725	27.93%	10,250	20,500	25,400	59.76%	42,500	3,625	8.53%	42,500	
All Other Revenues	93	2.19%	2,125	4,250	410	102.50%	400	-	0.00%	400	
Transfers from Other Funds	-	0.00%	-	-	-	0.00%	-	-	0.00%	-	
Fund Balance Appropriation	-	0.00%	(16,110)	(32,220)	-	0.00%	164,130	-	0.00%	157,930	
Total Revenues	1,185,181	47.05%	1,259,465	2,518,930	1,142,450	44.81%	2,549,730	1,042,753	44.08%	2,365,630	
Expenditures: (6/12)											
Maintenance	312,982	41.00%	381,700	763,400	260,603	34.21%	761,810	351,544	43.94%	799,970	
Treatment	722,401	50.04%	721,820	1,443,640	763,413	50.37%	1,515,600	634,135	48.55%	1,306,020	
Administration and Finance	102,165	46.72%	109,340	218,680	84,830	46.10%	184,010	78,490	45.81%	171,330	
Transfer to Other Funds	46,605	50.00%	46,605	93,210	44,156	50.00%	88,310	44,155	50.00%	88,310	
Total Expenditures	1,184,153	47.01%	1,259,465	2,518,930	1,153,002	45.22%	2,549,730	1,108,324	46.85%	2,365,630	
Revenue Over/(Under) Expenditures		1,028			(10,552)			(65,571)			

\* includes open purchase orders

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**Town of Waynesville**  
**Electric Fund**  
**Schedule of Revenues and Expenditures**  
**Budget and Actual (Non-GAAP)**  
**For the Period Beginning July 1, 2017 thru December 31, 2017**

The % of budget used should be 6/12 ths or 50.00%.

Our Electric Fund:		Budget			One Year Prior Comparison			Two Year Prior Comparison		
Actual		% of Budget To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget
<b>Revenues:</b>										
Charges to Customers (5/12)	3,662,607	40.54%	4,516,880	9,033,760	3,803,820	41.61%	9,142,460	3,709,242	39.64%	9,356,560
All Other Revenues	390	5.58%	3,500	7,000	24,174	805.80%	3,000	75	2.50%	3,000
Proceeds form Capital Lease	-	0.00%	-	-	-	0.00%	-	-	0.00%	-
Fund Balance Appropriation	-	0.00%	190,055	380,110	-	0.00%	209,300	-	0.00%	727,600
<b>Total Revenues</b>	<b>3,662,997</b>	<b>38.88%</b>	<b>4,710,435</b>	<b>9,420,870</b>	<b>3,827,994</b>	<b>40.92%</b>	<b>9,354,760</b>	<b>3,709,317</b>	<b>36.77%</b>	<b>10,087,160</b>
<b>Expenditures: (6/12)</b>										
Maintenance	809,094	51.68%	782,850	1,565,700	930,155	63.19%	1,471,970	948,417	55.92%	1,695,910
Power Purchases (5/12)	2,228,674	38.59%	2,887,875	5,775,750	2,321,125	39.69%	5,847,650	2,130,338	33.41%	6,376,450
Administration and Finance	373,845	46.51%	401,910	803,820	351,705	46.31%	759,540	341,535	46.20%	739,200
Transfer to Other Funds	637,800	50.00%	637,800	1,275,600	637,800	50.00%	1,275,600	637,800	50.00%	1,275,600
<b>Total Expenditures</b>	<b>4,049,413</b>	<b>42.98%</b>	<b>4,710,435</b>	<b>9,420,870</b>	<b>4,240,785</b>	<b>45.33%</b>	<b>9,354,760</b>	<b>4,058,090</b>	<b>40.23%</b>	<b>10,087,160</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>(386,416)</b>				<b>(412,791)</b>			<b>(348,773)</b>		

\* includes open purchase orders (except for purchase orders associated with loan reimbursements)

\*\* budget amounts are the budgets in placed at December 31 not June 30.



**Town of Waynesville**  
**Asset Services Management**  
**Schedule of Revenues and Expenditures**  
**Budget and Actual (Non-GAAP)**  
**For the Period Beginning July 1, 2017 thru December 31, 2017**

The % of budget used should be 6/12 ths or 50.00%.

**Our Public Works:**

	Actual	Budget			One Year Prior Comparison			Two Year Prior Comparison		
	Total*	% of Budget To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget
<b>Revenues:</b>										
Charges to Customers	985,695	49.07%	1,004,295	2,008,590	1,079,530	46.25%	2,334,060	1,027,950	47.68%	2,155,900
All Other Revenues	-	0.00%	-	-	348	100.00%	-	2,416	100.00%	-
Fund Balance Appropriation	-	0.00%	-	-	-	0.00%	-	-	0.00%	-
<b>Total Revenues</b>	<b>985,695</b>	<b>49.07%</b>	<b>1,004,295</b>	<b>2,008,590</b>	<b>1,079,878</b>	<b>46.27%</b>	<b>2,334,060</b>	<b>1,030,366</b>	<b>47.79%</b>	<b>2,155,900</b>
<b>Expenditures:</b>										
Public Service Administration	212,490	50.23%	211,525	423,050	213,524	48.57%	439,620	201,781	43.21%	466,980
Public Facilities & Grounds	637,634	46.83%	680,725	1,361,450	628,458	38.09%	1,649,880	662,807	46.10%	1,437,840
Purchasing	109,406	48.82%	112,045	224,090	107,730	44.05%	244,560	117,550	46.82%	251,080
<b>Total Expenditures</b>	<b>959,530</b>	<b>47.77%</b>	<b>1,004,295</b>	<b>2,008,590</b>	<b>949,712</b>	<b>40.69%</b>	<b>2,334,060</b>	<b>982,138</b>	<b>45.56%</b>	<b>2,155,900</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>26,165</b>				<b>130,166</b>			<b>48,228</b>		

\* includes open purchase orders (except purchase orders for service contracts January thru June not included)

\*\* budget amounts are the budgets in placed at December 31 not June 30.



Town of Waynesville  
Garage Operations  
Schedule of Revenues and Expenditures  
Budget and Actual (Non-GAAP)

For the Period Beginning July 1, 2017 thru December 31, 2017

The % of budget used should be 6/12 ths or 50.00%.

Our Garage:		Actual	Budget			One Year Prior Comparison			Two Year Prior Comparison		
		Total*	% of Budget To Date	6/12 ths of Budget	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget	Total*	% of Budget To Date	Full Year's Budget
Revenues:											
Charges to Customers		271,960	50.00%	271,960	543,920	313,980	50.02%	627,730	309,545	50.00%	619,090
All Other Revenues		376	3.76%	5,000	10,000	8,334	83.34%	10,000	1,796	17.96%	10,000
Total Revenues		272,336	49.17%	276,960	553,920	322,314	50.54%	637,730	311,341	49.49%	629,090
Expenditures:											
Operations		267,758	48.34%	276,960	553,920	297,965	46.72%	637,730	240,194	38.18%	629,090
Total Expenditures		267,758	48.34%	276,960	553,920	297,965	46.72%	637,730	240,194	38.18%	629,090
Revenue Over/(Under) Expenditures		4,578				24,349			71,147		

\* includes open purchase orders

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**Town of Waynesville**  
**Selected Information**  
**General Fund - Top Three Revenue Sources**  
**As of 01/30/2018**

		2017-2018 Budget	Thru 12/31/2017 Actual	Difference	% Difference
<b>Property Valuation</b>	*	<b>1,087,698,024</b>	<b>1,102,786,774</b>	<b>15,088,750</b>	<b>1.3872%</b>
Tax Rate per \$100		0.4857	0.4857	0.4857	
<b>Levy</b>		<b>5,282,949.30</b>	<b>5,356,235.36</b>	<b>73,286.06</b>	
*excludes motor vehicles values					
		Prior Year thru 01/31/2017	Current Year thru 01/31/2018	Difference	% Difference
<b>Property Tax Collections</b>		<b>4,812,564.60</b>	<b>4,895,827.75</b>	<b>83,263</b>	<b>1.7301%</b>
<b>Motor Vehicle Collections</b>	**	<b>206,032.23</b>	<b>210,158.28</b>	<b>4,126</b>	<b>2.0026%</b>

\*\*motor vehicle collections is based on first six months rather than what was received thru 01/31/20XX.

		Budget July-Nov ***	Actual July-Nov ***	Difference	% Difference
<b>Sales Taxes****</b>					
Article 39-one cent		459,560.00	472,359.00	12,799	2.7851%
Article 40-1/2 cent		234,140.00	241,129.00	6,989	2.9850%
Article 42-1/2 cent		220,190.00	226,688.00	6,498	2.9511%
Article 44-hold harmless		222,540.00	229,685.00	7,145	3.2107%
<b>Totals</b>		<b>1,136,430.00</b>	<b>1,169,861.00</b>	<b>33,431</b>	<b>2.9418%</b>
***five months					
		Prior Year July-Nov ***	Actual July-Nov ***	Difference	% Difference
<b>Sales Taxes****</b>					
Article 39-one cent		446,170.00	472,359.00	26,189	5.8697%
Article 40-1/2 cent		227,361.00	241,129.00	13,768	6.0556%
Article 42-1/2 cent		213,799.00	226,688.00	12,889	6.0286%
Article 44-hold harmless		216,082.00	229,685.00	13,603	6.2953%
<b>Totals</b>		<b>1,103,412.00</b>	<b>1,169,861.00</b>	<b>66,449</b>	<b>6.0221%</b>
***five months					

**Town of Waynesville**  
**Selected Information**  
**General Fund - Top Three Revenue Sources**  
**As of 01/30/2018**

	<b>Budget</b>	<b>Actual</b>		<b>%</b>
<b>Franchise Taxes</b>	<b>First Quarter</b>	<b>First Quarter</b>	<b>Difference</b>	<b>Difference</b>
Sales tax on Electricity	165,250.00	158,837.48	(6,413)	-3.8805%
Sales tax on Natural Gas	1,090.00	1,361.47	271	24.9055%
Sales tax on Telecommunication	39,540.00	38,809.90	(730)	-1.8465%
Sales tax on Video	29,900.00	29,841.59	(58)	-0.1954%
<b>Totals</b>	<b>235,780.00</b>	<b>228,850.44</b>	<b>(6,930)</b>	<b>-2.9390%</b>
	<b>Prior Year</b>	<b>Actual</b>		<b>%</b>
<b>Franchise Taxes</b>	<b>First Quarter</b>	<b>First Quarter</b>	<b>Difference</b>	<b>Difference</b>
Sales tax on Electricity	162,019.00	158,837.48	(3,182)	-1.9637%
Sales tax on Natural Gas	1,206.00	1,361.47	155	12.8914%
Sales tax on Telecommunication	42,527.00	38,809.90	(3,717)	-8.7406%
Sales tax on Video	30,369.00	29,841.59	(527)	-1.7367%
<b>Totals</b>	<b>236,121.00</b>	<b>228,850.44</b>	<b>(7,271)</b>	<b>-3.0792%</b>

**Town Of Waynesville**  
**Monthly Cash Balances before year end Adjustments**  
**For Month Ending December 31, 2017**

											Public Building	Public Works		
							Asset Mgmt.	Garage	Playground Fund		Capital Projects	Capital Projects	Bond Money	Perpetual Care
Month	Totals	General		Water	Sewer	Electric								
12/31/2015	12,402,378.97	7,219,260.35	0.00	1,494,518.68	1,349,987.05	1,353,100.18	228,059.74	113,599.80	0.00	0.00	247,719.37	0.00	18,762.14	377,371.66
1/31/2016	12,287,156.19	7,370,288.36	0.00	1,500,767.57	1,377,388.37	1,037,406.37	213,875.71	142,576.64	0.00	0.00	247,719.37	0.00	18,762.14	378,371.66
2/29/2016	12,446,553.84	7,113,875.95	0.00	1,493,474.39	1,485,341.74	1,300,753.70	251,431.40	151,823.49	0.00	0.00	247,719.37	0.00	18,762.14	383,371.66
3/31/2016	12,342,026.23	6,916,797.00	0.00	1,432,505.64	1,469,015.35	1,418,299.61	291,404.78	164,149.75	0.00	0.00	247,719.37	0.00	18,763.07	383,371.66
4/30/2016	11,878,510.19	6,367,810.90	0.00	1,389,631.28	1,485,145.75	1,524,994.21	290,178.36	161,295.59	0.00	0.00	247,719.37	0.00	18,763.07	392,971.66
5/31/2016	11,520,380.15	5,993,012.04	0.00	1,388,096.07	1,450,736.50	1,566,824.69	301,898.93	158,357.82	0.00	0.00	247,719.37	0.00	18,763.07	394,971.66
6/30/2016	11,183,768.23	5,862,521.78	0.00	1,359,870.17	1,446,524.35	1,697,941.83	110,095.90	44,843.20	0.00	0.00	247,719.37	0.00	18,764.01	395,487.62
7/31/2016	9,578,187.63	4,381,309.15	0.00	1,449,883.12	1,491,081.60	1,356,897.73	148,712.41	84,332.62	0.00	0.00	247,719.37	0.00	18,764.01	399,487.62
8/31/2016	9,223,180.64	4,061,818.86	0.00	1,336,302.67	1,513,023.23	1,398,898.24	188,793.80	54,372.84	0.00	0.00	247,719.37	0.00	18,764.01	403,487.62
9/30/2016	9,885,294.69	4,710,260.87	0.00	1,297,203.79	1,525,256.80	1,360,372.22	239,352.54	80,276.53	0.00	0.00	247,719.37	0.00	18,764.95	406,087.62
10/31/2016	10,055,403.70	4,819,886.83	0.00	1,258,372.59	1,531,553.31	1,434,207.32	271,610.34	81,477.41	0.00	0.00	247,719.37	-16,276.04	18,764.95	408,087.62
11/30/2016	11,203,349.75	5,710,412.90	0.00	1,421,266.06	1,556,143.64	1,444,918.13	292,729.68	100,307.40	0.00	0.00	247,719.37	0.00	18,764.95	411,087.62
12/31/2016	12,568,903.65	7,117,508.27	0.00	1,472,909.86	1,562,667.72	1,369,389.43	272,036.33	94,819.16	0.00	0.00	247,719.37	0.00	18,765.89	413,087.62
1/31/2017	12,844,148.86	7,280,467.98	0.00	1,416,927.31	1,599,378.64	1,447,720.02	293,095.97	120,986.06	0.00	0.00	247,719.37	0.00	18,765.89	419,087.62
2/28/2017	13,011,743.39	7,265,718.54	0.00	1,475,350.63	1,558,896.71	1,537,535.81	362,968.66	123,700.16	0.00	0.00	247,719.37	0.00	18,765.89	421,087.62
3/31/2017	13,752,292.34	7,674,534.42	0.00	1,531,473.35	1,600,039.02	1,692,356.92	412,496.75	153,817.95	0.00	0.00	247,719.37	0.00	18,766.94	421,087.62
4/30/2017	12,936,180.76	7,012,818.06	0.00	1,461,717.92	1,600,994.58	1,552,570.27	437,696.53	177,809.47	0.00	0.00	247,719.37	0.00	18,766.94	426,087.62
5/31/2017	12,513,652.75	6,293,158.02	0.00	1,602,328.13	1,666,691.87	1,652,581.06	430,367.16	175,952.58	0.00	0.00	247,719.37	0.00	18,766.94	426,087.62
6/30/2017	12,101,688.56	6,196,431.00	0.00	1,584,349.51	1,666,771.68	1,643,494.31	182,122.30	52,862.73	0.00	0.00	0.00	326,587.40	18,771.62	430,298.01
7/31/2017	10,539,498.70	4,911,168.90	0.00	1,572,899.42	1,670,578.86	1,441,044.66	157,397.84	67,060.06	0.00	0.00	0.00	269,279.33	18,771.62	431,298.01
8/31/2017	10,211,836.92	4,466,226.70	0.00	1,644,965.58	1,760,871.66	1,440,596.66	150,381.13	34,606.20	0.00	0.00	0.00	262,119.36	18,771.62	433,298.01
9/30/2017	10,356,477.48	4,686,486.85	0.00	1,679,802.12	1,726,976.27	1,404,314.05	96,777.22	47,916.56	0.00	0.00	0.00	262,130.05	18,776.35	433,298.01
10/31/2017	10,609,973.14	5,006,319.34	0.00	1,736,242.18	1,748,569.80	1,294,617.97	122,411.91	62,782.66	0.00	0.00	0.00	186,954.92	18,776.35	433,298.01
11/30/2017	10,881,860.52	5,384,898.71	0.00	1,703,503.56	1,739,608.44	1,235,269.59	130,139.12	46,793.49	0.00	0.00	0.00	185,573.25	18,776.35	437,298.01
12/31/2017	12,992,599.95	7,194,304.61	0.00	1,779,812.67	1,751,216.87	1,448,210.17	121,474.19	54,929.09	0.00	0.00	0.00	185,573.25	18,781.09	438,298.01
<b>Notes:</b> (Balances for reimbursements (spent funds to be reimbursed) are included in above comparisons after 10/31/2016)														
<b>***Total Cash Balance will not change because of year-end adjustments, however, year-end adjustments will change Cash Balances within each fund.</b>														
(Not included in above figures.)														
The town's escrow for the Police, Streets and Water Maint. vehicles has \$000,000.00 in unspent loan proceeds and \$000.00 in earned interest income.														
The town has spent \$000,000.00 on General Fund purchases, \$000,000.00 on Water Fund purchases and \$00,000.00 on Asset Services Mgmt purchases that should be paid by escrow.														
The town's escrow for the Police, Streets Water Maint. & Electric Maint. vehicles has \$543,200.00 in unspent loan proceeds and \$261.44 in earned interest income.														
The town has spent \$229,900.00 on General Fund purchases, \$146,000.88 on Water Fund purchases and \$143,358.65 on Electric Fund purchases that should be paid by escrow.														
The town's escrow for the Public Works Building has \$00.00 in unspent loan proceeds and \$00.00 in earned interest income.														
The town has spent \$000.00 on purchases that should be paid back by the loan.														
*****MONTHLY BALANCES ARE BEFORE YEAR END ADJUSTMENTS WHICH MEANS FINAL AUDITED NUMBERS WILL SHOW DIFFERENCES WITHIN EACH FUND.														
*****AMOUNTS OWED TO US OR DUE TO US ARE NOT REFLECTED IN ABOVE BALANCES.														

**Town of Waynesville**  
**Revenues 5 Year Projection-Estimate**  
**From FY 2018-2019 thru FY 2022-2023**

	Current Year	Year 1	Year 2	Year 3	Year 4	Year 5	Diff. Year 5 From Budget
Property Taxes*	N/A	(52,250)	(52,250)	(52,250)	(52,250)	(52,250)	(261,250)
Sales Taxes - 2.50%	N/A	(72,100)	(73,900)	(75,700)	(77,600)	(79,500)	(378,800)
Fund Balance Appropriation-Powell Bill	N/A	314,040	-	-	-	-	314,040
From Estimated Growth		189,690	(126,150)	(127,950)	(129,850)	(131,750)	(326,010)
* New value per year (estimate) \$11,206,000 * .004857 * 96 % = \$52,250							

	FY 2017-2018 Budget	FY 2018-2019 Estimate	FY 2019-2020 Estimate	FY 2020-2021 Estimate	FY 2021-2022 Estimate	FY 2022-2023 Estimate	Diff. Year 5 From Budget
General Fund Revenues:							
Total Taxes-Ad Valorem, Int., & Adv.	(5,805,830)	(5,858,080)	(5,910,330)	(5,962,580)	(6,014,830)	(6,067,080)	(261,250)
Other Taxes and Licenses	(2,886,440)	(2,958,540)	(3,032,440)	(3,108,140)	(3,185,740)	(3,265,240)	(378,800)
Unrestricted Intergovernmental	(870,480)	(870,480)	(870,480)	(870,480)	(870,480)	(870,480)	-
Restricted Intergovern. Rev.	(583,290)	(583,290)	(583,290)	(583,290)	(583,290)	(583,290)	-
Permits And Fees	(212,250)	(212,250)	(212,250)	(212,250)	(212,250)	(212,250)	-
Sales And Services	(1,921,100)	(1,921,100)	(1,921,100)	(1,921,100)	(1,921,100)	(1,921,100)	-
All Other Revenues & Investment Income	(143,230)	(143,230)	(143,230)	(143,230)	(143,230)	(143,230)	-
ABC Distributions	(69,310)	(69,310)	(69,310)	(69,310)	(69,310)	(69,310)	-
Transfers	(1,489,610)	(1,489,610)	(1,489,610)	(1,489,610)	(1,489,610)	(1,489,610)	-
Fund Balance Appropriation-Powell Bill	(314,040)	-	-	-	-	-	314,040
Fund Balance Appropriation	(394,790)	(394,790)	(394,790)	(394,790)	(394,790)	(394,790)	-
(Fund Bal. Approp.) = reduced fund balance							
Total General Fund Revenues	(14,690,370)	(14,500,680)	(14,626,830)	(14,754,780)	(14,884,630)	(15,016,380)	(326,010)

**Town of Waynesville**  
**Expenditures 5 Year Projection-Estimate**  
**From FY 2018-2019 thru FY 2022-2023**

	Current Year	Year 1	Year 2	Year 3	Year 4	Year 5	Diff. Year 5 From Budget	
Salary Increases- %	0.00%	3.00%	1.50%	3.00%	1.50%	3.00%		
Salary Increases- \$	N/A	163,484	84,194	170,915	88,021	178,683	685,298	
Fica, Retirement, 401(k), Workers Comp & Life %	22.93%	23.18%	23.43%	23.68%	23.93%	24.18%		
Increase \$	N/A	51,500	33,800	54,700	35,700	58,100	233,800	
Inflationary Increase (Health) %	N/A	5.00%	5.00%	5.00%	5.00%	5.00%		
Inflationary Increase (Operations) %	N/A	2.00%	2.00%	2.00%	2.00%	2.00%		
Inflationary Increase (Oper./Health)-\$	N/A	144,940	150,200	155,700	161,400	167,300	779,540	
Capital Increase /(Decrease)-\$	N/A	(314,040)	-	-	-	-	(314,040)	
Loan Payments	N/A	(402,585)	(356,989)	(3,402)	(113,911)	(118,003)	(994,890)	
Set A Side	N/A	(36,500)	-	-	-	-	(36,500)	
		(393,201)	(88,795)	377,913	171,210	286,080	353,208	
	FY 2017-2018 Budget	FY 2018-2019 Estimate	FY 2019-2020 Estimate	FY 2020-2021 Estimate	FY 2021-2022 Estimate	FY 2022-2023 Estimate	Diff. Year 5 From Budget	
General Fund Expenditures:								
Wages-Full Time	5,449,480	5,612,964	5,697,159	5,868,074	5,956,095	6,134,778	685,298	
Fica, Retirement, 401(k), Workers Comp & Life	1,249,500	1,301,000	1,334,800	1,389,500	1,425,200	1,483,300	233,800	
Wage-Part time	783,330	783,330	783,330	783,330	783,330	783,330	-	
Fica & Workers Comp. 10.15%	79,500	79,500	79,500	79,500	79,500	79,500	-	
Health Insurance, Dental, etc.	1,575,710	1,654,500	1,737,300	1,824,200	1,915,500	2,011,300	435,590	
Total Personal and Fringe Benefits	9,137,520	9,431,294	9,632,089	9,944,604	10,159,625	10,492,208	1,354,688	
Total Operating Costs	3,342,970	3,409,900	3,478,100	3,547,700	3,618,700	3,691,100	348,130	
Total Capital	860,280	546,240	546,240	546,240	546,240	546,240	(314,040)	
Loan Payments	1,354,820	952,235	595,246	591,844	477,933	359,930	(994,890)	
chgs2funds	(1,214,470)	(1,238,800)	(1,263,600)	(1,288,900)	(1,314,700)	(1,341,000)	(126,530)	5 Years
Total Internal Service Costs	1,172,750	1,196,300	1,220,300	1,244,800	1,269,700	1,295,100	122,350	Accum.
COLA/Merit w/Fringe Set A Side	36,500	-	-	-	-	-	(36,500)	(Surplus)/
Total General Fund Expenditures	14,690,370	14,297,169	14,208,375	14,586,288	14,757,498	15,043,578	353,208	Deficit
Revenue (Over)/Under Expenditures	-	(203,511)	(418,455)	(168,492)	(127,132)	27,198	(890,393)	Amount

## **Memorandum**

**To:** Mayor and Board of Aldermen

**From:** Rob Hites

**Date:** 2/15/2018

**Subject:** Five Year Budget and Capital Framework

During last year's retreat Eddie and I presented you with an analysis of how our financial position may appear over the next five years. With a disappointing re-evaluation those predictions have come more of a certainty.

With 2016-17 behind us we have refined our estimates and wish to present a format for financial planning over the next five years. The plan includes Eddie's estimates of both revenue and expenditure growth. I will follow up with a set of recommendations for "targeted revenues" that would help us fund needed programs and free up General Fund revenue to cover future borrowing. The highlights of the presentation are:

General Fund Revenues are expected to yield \$1,901,650 over next five years.  
General Fund Expenditures are expected to increase a total of \$ 1,047,257 over the next five years.

Three 3% GF Salary Increases and two 1.5% increases amount to \$2,707,966 including FICA, Retirement etc. over next five years.

Operational expenditures increase a total of \$2,282,700 over next five years. The plan creates an increase in fund balance of \$890,393 which would be used in year six through ten if the ad valorem tax base does not improve.

The result is that we are left with only \$92,150 to finance new general fund debt. Our Capital Improvements Plan has a total of \$20,247,200 in capital requests. So how can we even finance a portion of that Plan?

### **Recommendation: Targeted Revenues**

The Town is financing several activities solely with General Fund revenue where many municipalities have augmented them with some fee based income. I recommend that the Board study several targeted fees and determine if it makes sense to use fee based revenue to implement them to create cash flows to support capital projects.

### **Storm Water Revenue:**

Waynesville is a “Storm Water II” municipality. Many Towns in North Carolina adopt small storm water fees to fund this program.

A Town will determine the average impervious surface for a dwelling, driveway and sidewalk and designate it as an Equivalent Residential Unit (ERU) ex. 2,000 sq. ft. They will measure the impervious surface of large parking areas and divide the surface with the ERU (2,000 sq. ft.) to determine the fee for larger areas. The most common monthly storm water fee is \$2.00 per dwelling. Dividing the \$2.00 fee by large parking areas would create monthly fees in excess of \$100 so many Town cap the storm water fee. We would use it to fund storm water related activities such as Haywood Waterways educational program, street cleaning and leaf collection, creek rehabilitation and cleanup.

The Storm Water fee may supplement the General Fund with approximately \$227,540 per year.

### **Recreation Fee Increase**

The majority of users of our recreation programs do not reside in the city. Currently the Town collects \$703,770 in total fees on a program with a \$2,000,000 annual budget. The Town’s residents are paying the lion’s share of a very successful program through their fees and property taxes. While the Town has been very generous in permitting out of town residents to pay the same rates as in town residents the practice has left the Town with no funds to use in leveraging borrowing for the new recreation master plan. I recommend that the Board consider either of two options: (1) a surcharge for out of town residents on all recreation activities so that they may pay their proportional share of future recreation improvements. Such a fee could raise \$178,324 annually. (2) adopt an “across the board” increase of 25% in all recreation fees. This would raise approximately \$175,942 annually to fund capital projects.

### **Vehicle Fee**

General Fund taxes are paying 100% of the operation of the Police Department. Like other tourist oriented towns the Department must deal with up to a third more residents and vehicles during six months of the year. Vehicle related incidents take up a good portion of every day. GS 20.97 permits a municipality to charge up to \$30 per vehicle for general fund purposes and general street maintenance.

I recommend that the Board adopt a \$5 “vehicle fee” to be added to the DMV bill to help augment the General Tax funds used to operate the Police Department. Such a fee would raise \$47,045 per year.

**Two Cent Ad Valorem Tax Increase in years 2018 and 2021.**

It is never a good time to raise taxes however the lack of appreciable growth in the tax base has placed the Town in a difficult position. Our recommendation is to use saving from debt payoff to fund governmental activities for the next five years rather depending exclusively on increases in ad valorem taxes. The drawback to this plan is that the Town is left with virtually no revenue to leverage debt. The targeted revenues provide some help but are not the total answer. In order to provide cash flow necessary to carry out even 50% of the capital projects I recommend that the Board study the idea of increasing ad valorem taxes 1 cent per \$100 in 2018 and a second penny in 2021.

The Town has \$20,247,200 in capital requests in its “Capital Improvement Plan”. If the Board adopts the fees and a two cent tax increase it will create a pool of \$772,014 to leverage \$9,013,310 in borrowing. The Board could either study the individual items of the plan and chose among them or give the departments a borrowing budget and let them decide which projects they wish to fund.

**Recommendation:**

Study the recommendation for new fees and give the staff guidance for the upcoming budget.

Schedule a meeting to review the Capital Improvements Plan and establish a 9 million target for the capital items with the highest priority.

**PROJECTS FUNDED BY FIVE YEAR DEBT**

<b><u>DEPARTMENT/ITEM</u></b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b><u>Administration</u></b>					
sedan/ replaces Prius (1009)	24000				
sedan/replaces Prius (904)		25000			
sedan/replaces Fusion (908)			30000		
<b><u>Finance</u></b>					
Postage Machine			10000		
<b><u>Police</u></b>					
body cameras	38000				
vehicles	90000	144000	133000	32000	
vehicle equipment	32000	32500	30500	32000	
crime scene vehicle		55000			
<b><u>Fire</u></b>					
Rescue/Medical vehicle	65000				
<b><u>Streets</u></b>					
Rubber Tire Loader		78000			
Leaf Vacuums	22000		24800		
Cab&Chassis 33000 GVW	82000				
Replace F550 Dump Truck (405)			70000		
Replace F550 Dump Truck(431)				72000	
Replace F550 Utility Body(401					74000
Replace35000 GVW (427)			84000		
<b><u>Total</u></b>	<b><u>353000</u></b>	<b><u>334500</u></b>	<b><u>382300</u></b>	<b><u>136000</u></b>	<b><u>74000</u></b>
					<b><u>1279800</u></b>

**PROJECTS FUNDED BY FIFTEEN YEAR LONG TERM DEBT**

<u>Project</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
<b><u>Police</u></b>					
SRT Room expansion	65000				
<b><u>Fire</u></b>					
land, station #2	400000				
Station #2 design	210000				
Station #2 constructon	3290000				
Station #1 Addition				1500000	
Ladder Truck Replacement		1000000			
Rescue Truck (new)			300000		
Engine #3 replacement					525,000
<b><u>Sanitation</u></b>					
Automated Trash System 6800 cans & truck with hydraulic can lifts			1500000		
Rear loading garbage truck replacement		200000			
<b><u>Transportation matches</u></b>					
Greenways DOT T 21 match	24,000	100000	100000		
Russ Avenue Sidewalks				40792	
S. Main Street Match				200000	
Walnut Street Match				42608	
DOT Project Utility Relocation				400000	
<b><u>Recreation</u></b>					
Vance Street Park Improvements		750000			
Recreation Park Improvements		2500000			
Hazelwood Park			250000		
Chestnut Park			500000		
East Street Park			500000		
Sulfur Springs Park				250000	
Architectural for above projects		250000	225000		
Land acquisition community park				250000	
niche park, new		250000			
neighborhood park				750000	
Architectural for above projects				75000	
<b><u>Waynesville Rec Center Improvements</u></b>					
Weight/Aerobics Room Expansion				650000	
Therapy Pool				750000	
Outdoor Spray Pad				550000	
Architectural for above projects				170000	
Greenway construction			400000		
<b>Total</b>	<b>3,989,000</b>	<b>5050000</b>	<b>3775000</b>	<b>5628400</b>	<b>525,000</b>
<b>Total All</b>					<b>18,967,400</b>

# FIVE YEAR BUDGET PROJECTIONS

**General Fund Revenue Increases: Next Five Years** **\$1,901,650**

3% GF Salary Increases plus Fringes \$1,988,548

1.5% GF Salary Increase plus Fringes \$ 719,418

**Increases/Decreases in GF Cash Flows:**

2% Operating and 5% Health Care Costs \$2,282,700

Five Year reduction in GF Debt Service \$3,796,912

Five Year reduction in GF Other Expense \$ 182,500

**Total GF Spending: Next Five Years** **\$1,011,257**

**Revenue to Support Borrowing/Operating Deficits** **\$ 890,393**

Annual Revenue to support Borrowing \$ 92,150

Annual Revenue to support Operating Deficits \$ 85,928



# ANNUAL FUNDS TO SUPPORT CAPITAL PROJECTS

**Funds to support Capital Improvement Projects** **\$92,150**

\$92,150 will support \$1,100,080 in borrowing (15 years, 3%)

## **Targeted Revenue to support Capital Projects**

Storm Water Program Revenue **\$227,540**

Recreation Fee increase **\$178,324**

Vehicle Fees **\$ 47,000**

**Total Targeted Revenue** **\$452,864**

**Total Revenue to Support Borrowing for Capital Projects** **\$545,014**

\$545,014 (15 years 3%) will support borrowing of: **\$6,506,340**

Property Tax increases (\$227,000) in 2018& 2022 will support: **\$2,709,910**

**Total Capital Projects Borrowing (15 years, 3%)** **\$9,216,250**

**Total Capital Improvement Plan** **\$20,247,200**

**Percent Funded:** **46%**



# **WRC Rate Comparisons**

## **2001**

	<b>Daily</b>	<b>Yearly</b>	<b>12 Visit</b>	<b>Quarterly</b>	<b>6 months</b>
<b>Family of 4</b>	15	540	120	147	282
<b>Family of 2</b>	8	420	60	117	222
<b>Individual - 16 yrs up</b>	5	300	45	87	162
<b>Individual - 5 - 15</b>	3	180	27	57	102
<b>Special Needs / Senior</b>	3	180	27	57	102

## **2002-04**

	<b>Daily</b>	<b>Yearly</b>	<b>12 Visit</b>	<b>Quarterly</b>	<b>6 months</b>
<b>Family of 4</b>	15	540	120	147	282
<b>Family of 2</b>	8	420	60	117	222
<b>Individual - 18 thru 54</b>	5	300	45	87	162
<b>Individual Youth 12 - 17</b>	3	180	27	57	102
<b>Individual Child 5 - 11</b>	2	144	18	48	84
<b>Individual Infant 0 - 4</b>	FREE	FREE	FREE	FREE	FREE
<b>Special Needs / Senior</b>	3	180	27	57	102

## **2005 - 07**

	<b>Daily</b>	<b>Yearly</b>	<b>12 Visit</b>	<b>Quarterly</b>	<b>6 months</b>	<b>1 Month</b>
<b>Family of 4</b>	16	567	126	154	296	62
<b>Family of 2</b>	9	441	63	123	233	51
<b>Individual - 18 thru 54</b>	6	315	47	91	170	41
<b>Individual Youth 12 - 17</b>	4	189	28	60	107	30
<b>Individual Child 5 - 11</b>	3	151	19	50	88	27
<b>Individual Infant 0 - 4</b>	FREE	FREE	FREE	FREE	FREE	FREE
<b>Special Needs / Senior</b>	4	189	28	60	107	30

## **2008**

	<b>Daily</b>	<b>Yearly</b>	<b>12 Visit</b>	<b>Quarterly</b>	<b>6 months</b>	<b>1 Month</b>
<b>Family of 4</b>	16.25	593.35	132.3	161.7	310.8	65.1
<b>Family of 2</b>	9.25	463.05	66.15	129.15	244.65	53.55
<b>Individual - 18 thru 54</b>	6.25	330.75	49.35	95.55	178.5	43.05
<b>Individual Youth 12 - 17</b>	4.25	198.45	29.4	63	112.35	31.5
<b>Individual Child 5 - 11</b>	3.25	158.55	19.95	52.5	92.4	28.35
<b>Individual Infant 0 - 4</b>	FREE	FREE	FREE	FREE	FREE	FREE
<b>Special Needs / Senior</b>	4.25	198.45	29.4	63	112.35	31.5

## **2009 - 18**

	<b>Daily</b>	<b>Yearly</b>	<b>12 Visit</b>	<b>6 Visit</b>	<b>6 months</b>	<b>1 Month</b>	<b>Quarterly</b>
<b>Family of 4</b>	18	660	146	79	342	72	177
<b>Family of 2</b>	10	516	73	43	270	59	142
<b>Individual - 18 thru 54</b>	7	372	54	34	198	47	105
<b>Individual Youth 12 - 17</b>	5	228	32	22	126	35	69
<b>Individual Child 5 - 11</b>	4	180	22	17	102	31	58
<b>Individual Infant 0 - 4</b>	FREE	FREE	FREE	FREE	FREE	FREE	FREE
<b>Special Needs / Senior</b>	5	228	32	22	126	35	69

	Daily	12 Visits	6 Visits	Monthly	Quarterly	6 Months	Year	Daily	12 Visits	6 Visits	Monthly	Quarterly	6 Months	Year
Family of 4	18	146	79	72 vs 95	177	342 57 / mo vs 79	660 55 / mo	20	161	87	79 vs 95	195	376 63 / mo vs 79	726 61 / mo
Family of 2	10	73	43	59 vs 85	142	270 45 / mo vs 67	516 43 / mo	11	80	47	65 vs 85	156	297 50 / mo vs 67	568 47 / mo
Individual Adult Ages 18 - 59	7 vs 10	54	34	47 vs 60	105	198 33 / mo vs 44	372 31 / mo	8 vs 10	59	37	52 vs 60	116	218 36 / mo vs 44	409 34 / mo
Individual Youth Ages 12 - 17	5 vs 10	32	22	35	69	126 21 / mo	228 19 / mo	6 vs 10	35	24	39	76	139 23 / mo	251 21 / mo
Individual Child Ages 5 - 11	4	22	17	31	58	102 17 / mo	180 15 / mo	4	24	19	34	64	112 19 / mo	198 17 / mo
Special (Senior Citizen or Special Needs)	5	32	22	35	69	126 21 / mo vs 40	228 19 / mo	6	35	24	39	76	139 23 / mo vs 40	251 21 / mo

RESIDENTS OF HAYWOOD COUNTY	NON-RESIDENTS
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The blue represents the current rates. The green represents living outside out of Haywood County. This is an increase of 10% rounded up to the nearest dollar.

The red represents the rate of the Haywood Fitness Center in comparison. Their rate sheet is also attached as a pdf.

Even with the 10% increase our non-resident rate is still less than the Haywood Fitness Center in a head-to-head comparison.





**OFFICE OF THE TAX COLLECTOR**  
**280 GEORGIA AVE.**  
**WAYNESVILLE, NC 28786**  
**828-452-3588**  
[jrobertson@waynesvillenc.gov](mailto:jrobertson@waynesvillenc.gov)

I wanted to touch base and throw out an idea for you all to consider if you wanted to concerning revenue streams. I know that the budget season is rapidly approaching and that this time of year can be very challenging to many local municipalities.

A couple of years ago, I did some research regarding the General Municipal Vehicle Tax according to N.C.G.S. 20.97. Since then, there have been changes to the law and now it is called a Municipal Vehicle Tax. I have attached a copy of the statute but basically in a short overview it gives a municipality the authority to levy a tax of up to \$30.00 per registered motor vehicle that is located within the city limits. A municipality may use \$5.00 of that for any lawful purpose. The rest can be used on public transportation, which is non-applicable to the Town of Waynesville, with the remaining amount being used to repair public streets as long as certain guidelines are met. The positive side of this is that if this vehicle tax was exercised, it would be billed and collected by the North Carolina Department of Motor Vehicles at the time a vehicle is registered and would then be forwarded back to the Town of Waynesville after the revenue has been collected.

I have made a call into the Haywood County Tax Assessor's office for an official vehicle count for the Town of Waynesville and have not heard back from them as of yet. I would like to get a five year history that reflects the motor vehicles that are registered within the city limits if I can. However, according to my research from a couple of years ago, the Town of Waynesville recorded 9,409 registered motor vehicles within the city limits. This 2015 number would have reflected a revenue stream increase of approximately \$47,045.00 with a \$5.00 tax implemented.

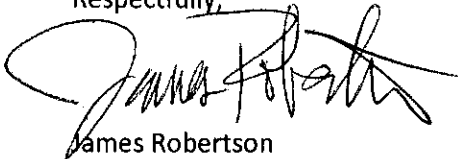
One thing to consider is that while this is a tax that would be instituted by the Town of Waynesville, we would basically not have any interaction with the collection of it. I believe that there would be very few complaints if any, since there are other fees that are associated with a tag registration and renewal. Many people just want to pay the fees and get their tags for their vehicles without many questions. To validate my thoughts on this, I attended a tax conference a few short years ago and heard a state tax official state that when they raised the late fees on vehicle registrations they thought that this would generate customers paying earlier to avoid the penalty but rather generated a larger revenue stream because people still paid their tag registration fees late. He also stated that there were hardly any complaints due to the increase of the fees!

In closing, I am aware that managers, governing boards and citizens can get nervous when talking about a tax being implemented. In no way am I trying to be political or trying to advocate a tax increase of any kind upon our citizens. I believe that is left up for our governing board to decide. However, I realize that it is our responsibility as public servants to review and consider all options

available so that we can make the best decisions in making our organization more efficient and effective for all of our citizens and employees.

If you want me to gather more information on this and get a better picture of where we are regarding a vehicle count and a clearer and more concise revenue projection and how the process will work, please let me know. If not, then this was just something to consider and can be placed in File 13 very quickly. LOL!

Respectfully,

A handwritten signature in black ink, appearing to read 'James Robertson', written over a horizontal line.

James Robertson  
Tax Collector-Waynesville



AirDNA  
1644 Platte Street  
4th Floor  
Denver, CO 80202  
+1 (720) 372-2318  
hello@airdna.co

Data pulled up to Dec-17

	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
<b>140389 - Haywood County</b>																		
Total Available Listings																		
Entire Place	49	52	50	51	52	62	60	71	69	63	67	69	71	83	80	83	82	92
Private Room	7	6	6	7	7	12	13	15	14	13	17	11	10	9	17	19	16	16
Shared Room	0	0	0	0	0	0	0	0	0	0	1	1	1	2	1	1	1	1
Booked Listings																		
Entire Place	22	23	19	18	17	20	16	20	32	34	34	32	54	66	62	59	56	56
Private Room	3	1	1	0	2	0	2	8	5	7	7	6	7	4	7	7	4	5
Shared Room	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	0	1
Room Nights - Entire Place																		
Total Available	1,420	1,338	1,180	1,892	1,173	1,797	1,044	1,591	2,366	2,176	2,195	2,436	3,437	4,515	4,788	4,803	3,730	4,457
Booked	586	470	409	359	298	423	251	441	739	957	786	545	1,177	1,191	1,646	1,094	1,109	1,077
Room Nights - Hotel Comparable																		
Total Available	0	14	15	0	21	19	0	5	9	0	0	30	70	164	151	114	191	237
Booked	0	8	5	0	4	2	0	3	4	0	0	4	23	31	41	29	47	40
Listing Nights - Entire Place																		
Available	502	518	428	504	405	451	350	413	607	590	641	716	1,038	1,517	1,581	1,601	1,400	1,557
Booked	207	183	135	108	114	120	82	116	226	273	243	180	372	383	535	390	413	397
Occupancy																		
Entire Place	41.2%	35.3%	31.5%	21.4%	28.1%	26.6%	23.4%	28.1%	37.2%	46.3%	37.9%	25.1%	35.8%	25.2%	33.8%	24.4%	29.5%	25.5%
Hotel Comparable	0	57.1%	33.3%	0	19.0%	10.5%	0	60.0%	44.4%	0	0	13.3%	32.9%	18.9%	27.2%	25.4%	24.6%	16.9%
ADR																		
Entire Place	\$163.84	\$159.05	\$184.39	\$172.97	\$153.26	\$187.58	\$162.47	\$166.46	\$175.48	\$170.46	\$168.70	\$162.31	\$198.90	\$176.63	\$194.52	\$193.03	\$188.56	\$175.10
Hotel Comparable	0	\$150.0	\$170.0	0	\$175.0	\$200.0	0	\$183.33	\$191.75	0	0	\$125.0	\$118.43	\$127.96	\$132.72	\$148.64	\$139.72	\$147.68
RevPAR																		
Entire Place	\$67.56	\$56.19	\$58.16	\$37.07	\$43.14	\$49.91	\$38.06	\$46.75	\$65.33	\$78.87	\$63.96	\$40.80	\$71.28	\$44.59	\$65.82	\$47.02	\$55.63	\$44.65
Hotel Comparable	0	\$85.71	\$56.67	0	\$33.33	\$21.05	0	\$110.0	\$85.22	0	0	\$16.67	\$38.91	\$24.19	\$36.04	\$37.81	\$34.38	\$24.92

Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17
110	123	134	135	143	162	169	165	158	147	134	174	174	206	223	240	261	266	317	326	319
16	19	25	27	33	38	45	44	39	39	35	39	40	48	51	51	62	60	52	53	43
1	1	1	1	2	3	3	3	4	4	4	4	4	4	4	4	10	8	8	8	10
58	77	89	103	96	117	136	141	138	111	98	114	130	170	186	207	219	225	297	289	286
7	10	13	22	20	29	39	31	26	19	17	18	23	41	42	46	51	51	48	42	33
0	1	1	1	1	2	3	1	3	3	1	0	2	2	3	2	9	2	8	7	8
4,611	6,198	6,142	7,366	6,710	8,263	9,858	10,832	10,821	8,588	7,248	8,886	10,014	13,054	14,142	14,794	16,151	16,625	22,431	21,631	22,797
1,005	1,546	2,504	3,461	2,820	2,513	4,308	3,253	4,318	2,313	2,174	2,988	3,770	4,540	6,884	9,314	7,844	7,262	11,764	8,779	9,549
216	370	456	540	519	720	876	687	649	408	447	514	570	803	861	972	986	1,046	1,349	1,231	1,111
39	94	159	206	191	259	391	243	222	125	121	173	230	313	437	559	438	406	721	553	482
1,577	2,227	2,317	2,812	2,571	3,175	3,722	3,882	3,822	3,014	2,533	3,195	3,564	4,718	5,002	5,438	5,867	6,103	8,232	7,956	8,054
360	579	945	1,315	1,062	1,035	1,706	1,242	1,531	833	787	1,106	1,387	1,688	2,512	3,413	2,842	2,675	4,444	3,325	3,474
22.8%	26.0%	40.8%	46.8%	41.3%	32.6%	45.8%	32.0%	40.1%	27.6%	31.1%	34.6%	38.9%	35.8%	50.2%	62.8%	48.4%	43.8%	54.0%	41.8%	43.1%
18.1%	25.4%	34.9%	38.1%	36.8%	36.0%	44.6%	35.4%	34.2%	30.6%	27.1%	33.7%	40.4%	39.0%	50.8%	57.5%	44.4%	38.8%	53.4%	44.9%	43.4%
\$182.22	\$170.56	\$160.61	\$159.82	\$162.08	\$159.50	\$169.99	\$178.23	\$232.13	\$197.43	\$238.72	\$211.92	\$217.64	\$194.09	\$194.68	\$206.04	\$210.13	\$205.29	\$217.39	\$232.94	\$235.39
\$113.01	\$99.73	\$120.07	\$115.86	\$107.56	\$105.23	\$112.40	\$112.06	\$133.16	\$119.37	\$138.79	\$124.04	\$131.98	\$113.77	\$112.68	\$123.67	\$132.98	\$136.71	\$133.68	\$131.04	\$129.97
\$41.60	\$44.34	\$65.50	\$74.74	\$66.95	\$51.99	\$77.91	\$57.02	\$92.99	\$54.57	\$74.17	\$73.36	\$84.70	\$69.44	\$97.77	\$129.32	\$101.79	\$89.98	\$117.36	\$97.35	\$101.53
\$20.40	\$25.34	\$41.87	\$44.20	\$39.59	\$37.85	\$50.17	\$39.64	\$45.55	\$36.57	\$37.57	\$41.75	\$53.26	\$44.35	\$57.19	\$71.12	\$59.07	\$53.06	\$71.45	\$58.87	\$56.39

**Memorandum****To:** Mayor and Board of Aldermen**From:** Rob Hites**Date:** 2/19/2018**Subject:** Rollout Garbage and Sanitation

Alderman Feichter's item regarding conversion of our recycling program to rollout cans opens a larger question regarding the use of 95 gallon rollout cans in general.

While we have an attractive Town in general our method of sanitation pickup creates an "unkept" look in many parts of Town. Folks leave their 30 gallon cans and even bags of trash on the street right of way all week causing messy conditions in neighborhoods. They use any manner of 30 gallon cans including wooden bins that hold cans and bags. On recycling day bags of recyclables remains on the right of way a good portion of the day. The effect of this is to give many parts of our town a messy, unsanitary look.

On a staffing level, the most dangerous job in municipal government is that of "Sanitation Collector". Picking up 30 gallon cans of varying weights causes frequent lower back injuries and riding the back of the truck is extremely dangerous. Most municipalities including those in Western NC have converted to a 95 gallon "rollout" container that is picked up by a hydraulic lift rather than a staff member. The State has a grant program to provide 95 gallon "blue" recycling cans of the same type.

Should the Town wish to convert it would develop a set of specifications and bid the cans out. Cans purchased in excess of 5,000 usually can get them for approximately \$75. In Waynesville that would amount to approximately \$450,000. The Town would purchase the hydraulic lifts for the existing trucks (\$3,000 each) and the vendor would be responsible to putting them out. Hopefully the Town could apply for the same grant that other Western NC Towns have received to purchase the recycling rollouts.

The Town would provide one can to each household and one to each business that currently uses cans to dispose of their waste. Old cans would be picked up by the loose trash and furniture crews.

For people that have handicapped stickers and cannot rollout their cans the staff would rollout their cans before the truck comes by and return it afterwards.

The biggest issue towns face as they study rollout is the perception that steep driveways prohibit the use of rollouts. While there may be some merit to these issues the people are taking their garbage out now just in smaller cans.

**Town of Waynesville**  
**Facility Naming and Sponsorship Policy**  
**Draft 11-14-17**

**Intent of Policy**

The Town of Waynesville will consider applications for and/or seek opportunities for naming or sponsorship opportunities that further its mission by providing honorary, monetary or in-kind support for Town buildings, facilities, programs or services. The Town of Waynesville recognizes that the public trust and perception of its impartiality may be damaged by sponsorships that are aesthetically displeasing, politically oriented, or offensive to segments of its citizenry. The Town of Waynesville permits private naming and/or sponsorship of public buildings, facilities, programs or services as a means to honor individuals or groups and/or to generate funds for improving or expanding those programs and services. The Town of Waynesville exercises sole discretion of approving naming or sponsorship applications according to the terms of this policy.

Whenever possible, naming or sponsorships should be linked to specific facilities, activities, events, programs, or services. The Town will neither seek nor accept naming or sponsorship applications from manufacturers or products that take positions inconsistent with local, state, or federal law or inconsistent with Town policies, positions, or resolutions. The establishment of a naming or sponsorship agreement does not constitute an endorsement by the Town of the sponsor's organization, products, and/or services.

## **Definition of Terms**

“Sponsorship” is an external entity (for-profit or not-for-profit) to associate its name, products, or services with the Town of Waynesville’s facilities, buildings, programs, services, or name. Sponsorship is a business relationship in which the Town of Waynesville and the external entity exchange goods, services, and donations for the public display of a message on Town property acknowledging private support.

“Naming” is the honorary naming of a Town of Waynesville building, facility, program or service in recognition of the civic contributions of an individual or group honoree.

## **Procedure for Review and Approval**

The Town of Waynesville Board of Aldermen possess sole and final decision-making authority for determining the appropriateness of a naming/sponsorship relationship and reserves the right to deny applications for naming/sponsorship.

Naming/Sponsorship applications will be reviewed according to the following procedures and guidelines:

- All naming/sponsorship applications shall be reviewed by the Town Manager prior to being presented to the Town of Waynesville Board of Aldermen.
- Naming/Sponsorship applications shall require approval of The Town of Waynesville Board of Aldermen.
- Applications for renaming existing facilities or sponsorships will NOT be accepted.

## **Criteria for Review**

Naming/sponsorship applications shall be reviewed based on information contained in the application. The application shall clearly outline the terms of support offered by the sponsor and any consideration to be offered by the Town. An application shall be created for each naming/sponsorship relationship. It shall detail the following information, at a minimum:

- Name, address and contact information of the applicant requesting the sponsorship.
- Description of the building, facility, program or service for which naming/sponsorship is requested.
- Description of the activities, products, and services of the sponsor and any subsidiaries.
- Benefits to be given to the proposed sponsor by the Town, and the estimated monetary value of those benefits, if any.
- Benefits to be given to the Town by the proposed sponsor and the estimated monetary value of those benefits, if any.
- Description of the prominence of the proposed sponsor as evidenced by proclamations, awards, commendations or resolutions on behalf of the proposed sponsor endorsing the application.
- Duration of the proposed naming/sponsorship.
- Conditions under which the sponsorship agreement will be terminated, if any.

The Town of Waynesville recognizes that entering into a naming/sponsorship agreement with an external entity does not constitute an endorsement of the entity or its services and/or products but does imply an affiliation. Such affiliation can affect the reputation of the Town among its citizens and its ability to govern effectively.

Therefore, any naming/ sponsorship which compromise the public's perception of the Town's neutrality or its ability to act in the public interest will be rejected. A memorandum of understanding shall be created for each sponsorship relationship.

The Town of Waynesville may consider the following criteria before approving a sponsorship application or entering into a sponsorship agreement:

- Extent, prominence and location of the naming/ sponsorship public display.
- Aesthetic characteristics of the naming/ sponsorship public display.
- Importance of the sponsorship to the mission of the Town.
- Level of support provided by the naming/ sponsor or applicant; the minimum for consideration is at least 50% monetary support, not including in-kind services.
- Cooperation necessary from other Town units or other entities to implement the sponsorship.
- Consistencies between Town policies and the known policies or practices of the potential naming/ sponsor.
- Other factors that might undermine public confidence in the Town's impartiality or interfere with the efficient delivery of Town services or operations, including, but not limited to, current or potential conflicts of interest between the sponsor and the Town.

### **Permissible Sponsors and Message Content**

The Town of Waynesville preserves its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of naming/ sponsorship affiliations and messages. The Town may make distinctions on the appropriateness of sponsors on the basis of subject matter of a potential sponsorship recognition message.

The Town of Waynesville will not deny sponsorship opportunities on the basis of the potential sponsor's race, creed, religious affiliation or political viewpoint.

No materials or communications, including but not limited to, print, video, Internet, broadcast, or display items developed to promote or communicate the sponsorship using The Town of Waynesville's name, marks, or logo, may be issued without written approval of the Town manager.

Sec. 6-6. - Animals ~~prohibited~~ at street fairs, festivals or parades.

~~(a) — Pursuant to section 91-01 of the Haywood County Code of Ordinances definition of restraint, which requires animal owners to ensure animals are:~~

- ~~1. Controlled by means of a chain, leash, or other like device; and~~
- ~~2. To be under the physical control of the owner or animal handler and is obedient to that person's commands;~~

~~Animals under restraint will be allowed at street fairs, festivals and parades on leashes six (6) feet in length or less, or if carried by their owners.~~

~~(a) Prohibited.~~ It shall be unlawful for any person that owns or possesses any animal, including dogs or cats, ~~to possess, lead, keep, run or:~~

~~i. To allow such animal to run at large within 150 feet of any street fair, festival or parade sanctioned or permitted by the town.~~

~~ii. (b) — Exceptions. The prohibition of subsection (a) of this section shall not apply to guide dogs or other guide animals for disabled persons under the control of such person. The prohibition of subsection (a) of this Animals designated under section 91-01 of the Haywood County Code and defined by G.S. § 67-4.1(a) (1) and (2), subject to the exceptions of G.S. § 67-4.1(b) as "fierce, dangerous, or vicious" are not permitted within the boundaries of the festival.~~

~~(b) Exceptions. This section shall not apply to licensed or permitted kennels or to animals legitimately a part of a parade, sanctioned street fair or festival—, animals in a petting zoo or animal rides if the otherwise prohibited animals are part of an authorized exhibit, activity or display.~~

~~(c) Approval.~~ For the purposes of this section, a sanctioned or permitted street fair, festival or parade is an event approved or permitted by the ~~board~~Board of ~~aldermen~~Aldermen by ~~resolution-action taken and recorded in the official minutes of the Board of Aldermen.~~ The geographical limitations of the street fair, festival or parade shall be delineated by the ~~resolution~~approval or permitting of the event.

~~(d) Violations.~~ Violations of subsection (a) of this section shall be misdemeanors, punishable upon conviction in accordance with section 1-8.

~~(Ord. No. 12-02, 7-23-2002)~~

## **Sec. 6-6. - Animals at street fairs, festivals or parades.**

Pursuant to section 91-01 of the Haywood County Code of Ordinances definition of restraint, which requires animal owners to ensure animals are:

1. Controlled by means of a chain, leash, or other like device; and
2. To be under the physical control of the owner or animal handler and is obedient to that person's commands;

Animals under restraint will be allowed at street fairs, festivals and parades on leashes six (6) feet in length or less, or if carried by their owners.

(a) *Prohibited.* It shall be unlawful for any person that owns or possesses any animal, including dogs or cats:

- i. To allow such animal to run at large within 150 feet of any street fair, festival or parade sanctioned or permitted by the town.
- ii. Animals designated under section 91-01 of the Haywood County Code and defined by G.S. § 67-4.1(a) (1) and (2), subject to the exceptions of G.S. § 67-4.1(b) as "fierce, dangerous, or vicious" are not permitted within the boundaries of the festival.

(b) *Exceptions.* This section shall not apply to licensed or permitted kennels or to animals legitimately a part of a parade, sanctioned street fair or festival, animals in a petting zoo or animal rides if the otherwise prohibited animals are part of an authorized exhibit, activity or display.

(c) *Approval.* For the purposes of this section, a sanctioned or permitted street fair, festival or parade is an event approved or permitted by the Board of Aldermen by action taken and recorded in the official minutes of the Board of Aldermen. The geographical limitations of the street fair, festival or parade shall be delineated by the approval or permitting of the event.

(d) *Violations.* Violations of subsection (a) of this section shall be misdemeanors, punishable upon conviction in accordance with section 1-8.

# Memorandum

**To:** Mayor and Board of Aldermen  
**From:** Amie Owens, Assistant Town Manager  
**Date:** February 19, 2018 (Initial memo-September 29, 2017)  
**Subject:** Value of In-Kind Services

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## Issue

The Town of Waynesville has always been generous with its provision of in-kind services related to special events. Public safety (Police and Fire) and Public Services (Streets and Sanitation) are typically enlisted to assist with festivals, parades and other special events. Due to the mounting number of events and the overtime associated with these events, a policy needs to be considered to allow for continued assistance but to set a reasonable expectation for staffing and the reimbursement when a festival, parade or special event exceeds a certain threshold.

## Background

We have been tracking the amount of overtime in Police, Fire and Public Services associated with various events. Each of these departments was requested to provide their own listing of events that they have assisted with during 2017 and any projections for the remainder of the year. A spreadsheet outlining the various events and the amount of over time that was spent for each department was developed in order to determine a level of in-kind service for festivals and to indicate at what point, recoupment of costs should be considered.

## Proposed Policy

The policy that I have prepared for your consideration is based on research from special events policies from Statesville, Asheville and Hendersonville that allows for recoupment of costs associated with certain services as part of the special event permitting process.

## Updated information – Feb 2018

Following the presentation to the Board of information in September 2017, Town Manager Hites sent out a letter to event organizers, per request of the Mayor, related to their opinions related to charges related to in-kind services. At the time of this memo, only one response was received in writing, and one individual requested a meeting to discuss as they were not comfortable putting anything in writing. No additional responses were received.

The total amount of the excess overtime for 2017 was approximately \$29,000 and carried between Public Safety and Public Services. The Civilian Police Volunteers' time and efforts were not included in the previous information presented, but utilizing a base rate of \$14.00 per hour for a documented 634 hours of service adds another \$8,876 in in-kind service provision. This \$37,876 would cover the salary of a full-time position for the Town of Waynesville.

In looking at the five largest festivals and the half-marathon event, the average cost is \$1,905 per event with the half-marathon being more than double that at \$3,955. The reason for the difference in event cost is due to the number of individuals required to oversee the various intersections for the half-marathon.

# **TOWN OF WAYNESVILLE**

## **In-Kind Service Provision Policy**

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### **Statement**

The Town of Waynesville acknowledges that festivals, parades and special events have an economic impact for the Town and provides the following as its policy related to in-kind service provision for such events.

### **Policy**

A special event is defined as a pre-planned event, whether publicly and/or privately sponsored, which is proposed to be held on public property, including but not limited to parks, streets and/or sidewalks. All special events require a Special Event Permit issued by the Town of Waynesville.

### **Procedure**

Individuals applying for a special event permit must complete the special event application (Attachment A) and submit it at least sixty (60) days in advance of an event, or thirty (30) days in advance of a neighborhood street closure.

Once the application has been reviewed and approved, a special event permit (Attachment B) will be granted indicating the name, date and organizer of the event. A copy of the special event permit must be with the event organizer at all times.

### **In-kind Service Provision**

While the Town may charge for the actual cost of any special event requiring expenditure of public resources, the Town will provide the following as a basis for special event staffing related to event traffic control, fire safety, crowd control and any other event support including set up and clean up.

#### **Police Support:**

Events that are approved via the Special Events Permitting process will have up to four (4) hours of staff time provided as an in-kind service. Any event requiring more than four (4) hours of staff time will be billed a fee of \$35.00 per hour for each hour in excess.

Events which exceed the attendance threshold established below and/or operate with an ABC special event permit are required to hire off-duty police officers. Hourly rates for off duty officers are included for budgeting purposes. Some events may require a larger or smaller number of officers depending on event specific conditions.

<b>Attendance Range</b>	<b>Officers Required</b>
0 to 5,000	Two to Three
5,000 to 10,000	# determined by Police Chief
10,000 (plus)	# determined by Police Chief
Hourly Rate for Off Duty Officer	\$35.00 (with four hour minimum)

**Fire Support:**

Events that are approved via the Special Events Permitting process will have up to four (4) hours of staff time provided as an in-kind service. Any event requiring more than four (4) hours of staff time will be billed a fee of \$35.00 per hour for each hour in excess.

**Public Services Support:**

Events that are approved via the Special Events Permitting process will have up to six (6) hours of staff time for set up and clean up provided as in-kind service. Any events requiring more than 6 hours of staff time will be charged an hourly rate for staff. The current hourly rate for such staffing is \$14.00 per hour.

**Services Exceeding In-Kind Provision**

If the Special Event assistance exceeds the number of hours outlined the policy as in-kind, the hours in excess will be billed to the event organizer via invoice from the Town of Waynesville. Only the Town Board of Aldermen will be able to waive any service fees associated with a special event and must do so at a regular meeting by majority vote.

Policy effective this 6<sup>th</sup> Day of October, 2017.

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Gavin A. Brown, Mayor



# Application for Special Events Permit

## I. General Information

EVENT NAME: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_

Note: If event is more than three days in duration, and not in the public right-of-way, you will also need a temporary event permit. Contact the Waynesville Police Dept. at 828-456-5363 for more information

LOCATION \_\_\_\_\_

IF THIS EVENT IS A PARADE OR ROAD RACE \_\_\_\_\_ Please provide a full route description and map

SET-UP TIME (START/END): \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_

DISMANTLE HOURS (START/END): \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

BASIS ON WHICH THIS ESTIMATE IS MADE: \_\_\_\_\_

COMPREHENSIVE GENERAL LIABILITY INSURANCE REQUIRED: \$1,000,000. Please attach proof of insurance (or applicable rider).

## II. Applicant and Sponsoring Organization Information

SPONSORING ORGANIZATION

NAME:					Place of
ARE YOU A NON PROFIT CORPORATION?	No	Yes	If yes, are you	501c(3)	501c(6)

APPLICANT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY : \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX#: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### III. Brief Description of Event

### IV. Street Closure Request (Attach map of the Street Closure)

List any street(s) (or lanes of streets) requiring temporary street closure as a result of this event.

Include street name(s) indicating beginning and endpoints of the closing, day, date and time of closing and reopening:

1.

2.

3.

### V. Event Details

YES NO

☐ ☐ Does the event involve the sale or **use of alcoholic beverages**?

If yes, has the ABC permit been obtained? Yes ☐ No ☐ Please provide a graphic of the area where alcoholic beverages will be purchased or consumed (i.e. beer garden layout)

☐ ☐ Does the event involve the **sale of food**? \_\_\_\_\_

If "YES", has the health department been notified? \_\_\_\_\_ Have you applied for a temporary permit? \_\_\_\_\_

☐ ☐ Does the event involve the **sale of non-food items**? If "YES" have you applied for a privilege license? \_\_\_\_\_

☐ ☐ Will there be **musical entertainment** at your event? IF "YES" provide the following information:

Number of  
Stages: \_\_\_\_\_

Number of  
Band(s): \_\_\_\_\_

Amplification? \_\_\_\_\_

Note: If amplification is used, you will be required to perform a pretest for compliance with the noise ordinance.

Do you plan to use an existing **occupied building**? Address \_\_\_\_\_

☐

☐

Do you plan to use an existing **vacant building**? Address \_\_\_\_\_

☐

☐

☐ ☐ Will there be any **tents or canopies** in the proposed event site? Please provide the following information:

Approx. Number of Tents: \_\_\_\_\_ Will any tent exceed 400 sq. feet in area? ☐ NO ☐ YES

☐ ☐ Does the event involve the use of **pyrotechnics**? Explain \_\_\_\_\_

☐ ☐ Will you provide **portable toilets** for the general public attending your event? IF SO, how many and where will they be located? \_\_\_\_\_

☐ ☐ Will you require **electrical hookup** for the event? Generators? \_\_\_\_\_

☐ ☐ Will you require **access to water** for the event? Explain \_\_\_\_\_

☐ ☐ Will **admission fees** be charged to attend this event? If "YES", provide the amount(s) of all tickets. \_\_\_\_\_

☐ ☐ Will **fees be charged to vendors** to participate in this event? If "YES", please provide the amount(s). \_\_\_\_\_

☐ ☐ Will **signs and/or banners** be displayed as part of the event? If "YES" have you applied for a sign permit? \_\_\_\_\_

☐ ☐ Will **inflatable parade balloons** be used for the event? Provide details if necessary.

## VI. Additional Questions

How will **parking** be accommodated for this event? \_\_\_\_\_

Notes:

1. Parking and buildings involved may be examined for ADA compliance.
2. You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

How will **trash** be contained and removed during and after the event? \_\_\_\_\_

**Apply for this permit at least 60 days prior to your special event. (30 days for a neighborhood street closing)**

**Return to:**

**Amie Owens, Assistant Town Manager**  
**Town of Waynesville**  
**16 S. Main Street, P.O. Box 100, Waynesville, NC 28786**  
**Telephone: (828) 452-2491**  
**Fax No. : (828) 456-2000**  
**Email Address: [aowens@waynesvillenc.gov](mailto:aowens@waynesvillenc.gov)**

## VIII. Special Information for Applicants

- \* Do not announce, advertise or promote your event until you have an approved and signed permit.
- \* You will be required to notify property owners affected by the event at the time a special events permit is issued with a copy of any correspondence provided to the Town for the permit file.
- \* No permanent alterations to the street will be permitted. Only chalk may be used on streets – no permanent paint.
- \* The Town has an ordinance prohibiting the use of tobacco and e-cigarettes in the business districts and all parks of the Town. The Applicant is to communicate this information to all vendors and participants. Permanent signs are in place in these districts and parks.
- \* The Town has an ordinance against animals at festivals except for service animals. The Applicant is expected to communicate this information to all vendors and participants.
- \* The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing on-duty law enforcement officers, to appropriately police street closures. For festivals, the Applicant shall be additionally responsible for hiring and paying off-duty law enforcement officers, or reimbursing the Town for the costs of providing city staff, including but not limited to: on-duty law enforcement officers, to provide internal festival security and for hiring and paying necessary emergency medical technicians.
- \* The Assistant Town Manager, in consultation with the Waynesville Police Department, shall determine the number of officers needed to appropriately police street closures and for internal security, and with the Fire Department to determine the number of emergency medical technicians needed, and the time when such services shall commence and end.

## FOR INTERNAL USE ONLY:

Application and fee received: \_\_\_\_\_

Application approved: \_\_\_\_\_

Application denied: \_\_\_\_\_



# SPECIAL EVENT PERMIT

PERMIT NUMBER – (Yr issued/Date of Event/Approval Date)

Permit is hereby issued unto \_\_\_\_\_ in accordance with the policy to conduct a special event within the corporate limits of the Town of Waynesville for the following purposes:

This permit is issued subject to the above activity being performed in a lawful manner in compliance with all provisions of the Waynesville Code of Ordinances and the laws of the State of North Carolina and is further subject to the provisions specified below:

1. Times and dates permitted:
2. The person who will be responsible and in direct charge is:
3. Public streets to be closed and the limits thereof (or the park area reserved) are as follows:
4. Other provisions:

This permit includes the attached application and is subject to being withdrawn and the special event canceled by the Town Manager or Police Chief in the event there is any violation of the permit conditions, if there is a false statement in the application, or in the event it is determined there are circumstances which will adversely affect the health or safety of the citizens if the event is held or continued to be held.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Robert W. Hites, Jr., Town Manager

## 2017 Cost of Service for Events in Waynesville Police, Fire and Public Services

These are the main festivals and events that require Board approval each year.

Event Name/Month	Police		Fire		Public Services		TOTAL EVENT COST
	Hours	Cost	Hours	Cost	Hours	Cost	
<b>March</b>							
Mountaineer 2 Miler	4	\$140.00					\$140.00
<b>April</b>	No Events		No Events		No Events		NO EVENTS IN APRIL
<b>May</b>							
Whole Bloomin Thing	9	\$315.00			6.5	\$91.00	\$406.00
Gateway 1/2 Marathon	105	\$3,675.00	8	\$280.00			\$3,955.00
<b>June</b>							
Block Party	5	\$175.00			6.5	\$91.00	\$266.00
<b>July</b>							
July 4th Kids Parade	4	\$140.00	2	\$70.00	6.5	\$91.00	\$301.00
Junaluska Fireworks	12	\$420.00	12	\$420.00			\$840.00
Street Dance	10	\$350.00			6.5	\$91.00	\$441.00
Folkmoort Parade	9	\$135.00	4	\$140.00	6.5	\$91.00	\$366.00
Folkmoort International Day	36	\$1,260.00	16	\$560.00	6.5	\$91.00	\$1,911.00
Car Rally (one time event)	12	\$420.00			2	\$28.00	\$448.00
<b>August</b>							
SARGE'S Dog Walk					6.5	\$91.00	\$91.00
Street Dance	10	\$350.00			6.5	\$91.00	\$441.00
<b>September</b>							
Block Party	16	\$560.00			6.5	\$91.00	\$651.00
Street Dance (special)	10	\$350.00			6.5	\$91.00	\$441.00
<b>October</b>							
Church Street	32	\$1,120.00	16	\$560.00	6.5	\$91.00	\$1,771.00
Apple Festival	48	\$1,680.00	16	\$560.00	6.5	\$91.00	\$2,331.00
Halloween/Treats on Street	32	\$1,120.00			6.5	\$91.00	\$1,211.00
<b>November</b>	No Events		No Events		No Events		NO EVENTS IN NOV
<b>December</b>							
Christmas Parade	45	\$1,575.00	18	\$630.00	8	\$112.00	\$2,317.00
Night Before Christmas	16	\$560.00			6.5	\$91.00	\$651.00
		<b>\$14,345.00</b>		<b>\$3,220.00</b>		<b>\$1,414.00</b>	<b>\$18,979.00</b>

The Police and Fire Departments also provide coverage for five (5) home Tuscola Football Games

Average Cost Per Game	24	\$560.00	8	\$280.00	\$4,200.00
THS/PHS Game	80	\$2,800.00	16	\$560.00	\$3,360.00
					<b>\$7,560.00</b>

The Police Department also provides additional coverage for Black Friday, Protests and Gatherings and Rolling Street Closures

60	\$2,100.00	<b>\$2,100.00</b>
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**TOTAL FOR ALL EVENTS**

**\$28,639.00**

# Memorandum

**To:** Mayor and Board of Aldermen  
**From:** Amie Owens, Assistant Town Manager  
**Date:** February 21, 2018  
**Subject:** Policy Clarifications

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## Background

The Town has had a Nepotism policy in place since August 2016. Since that time, there have been small tweaks made to allow for ease in administration of the policy and to try and lessen the impact of any perceived issues with the policy.

## Proposed Policy Statement

As there are certain key positions that are afforded the designation as officers of the organization and those who handle individual personnel and payroll information, the policy has been modified to list those individuals related to their function rather than the entirety of the departments where they work. These are the only individuals who would be precluded from having related individuals employed by the Town of Waynesville while they are in such positions; with the exception of temporary employment as outlined in the policy.

Another clarifier is for those employees who may at some point be related to an elected official. The Town Manager will review the job function of an individual who is related to an elected official to determine if there is any conflict of interest prior to requesting a resignation from an existing employee.

## Motion

To approve the clarifications related to Section 4 Employment of Relatives (Nepotism) policy, to be effective March 1, 2018, as presented.

## **Section 4 Employment of Relatives (Nepotism) (Amended Board of Aldermen 03-01-2018)**

### **Overview:**

It is the policy of the Town that persons considered for employment or promotion shall be evaluated on the basis of individual merit, including qualifications, experience and training, without reference to considerations of race, gender, color, religion, disability, age, sexual orientation, national origin, or any other factors not involving personal professional qualifications and performance. Notwithstanding this policy, the Town retains the right to refuse to appoint a person to any position wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security or morale or involves a potential conflict of interest. The purpose of this Nepotism Policy is to prevent improper favoritism in employment based upon family or personal relationships within the Town.

### **Objectives:**

- To promote fairness in employment, supervision, discipline, transfer, promotion, salary administration and other human resource management considerations.
- To prevent improper favoritism, real or perceived conflicts of interest, or undue influence based upon family or personal relationship.
- To enhance the overall internal control system and reduce the probability of placing public assets in jeopardy.

### **Policy:**

A relative may not occupy a position which has influence over another related family member's employment, transfer or promotion, salary administration, or other human resource management consideration, including any position having responsibility for the direct supervision of the other related person.

If relatives are considered for employment, transfer, or promotion by the Town, it is necessary for Human Resources Manager to certify that such action will not result in one family member supervising another member of the family, or in any other violation of this section.

Relatives of current employees (permanent or temporary) may not be employed within the same department, except as provided by exception below. A person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.

### **Definitions:**

"Family member" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child,

brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

In addition, the Town also prohibits the employment of a person into any position who is relative of individuals holding the following positions: Mayor, Mayor Pro Tem, Alderman, Town Manager, ~~or Assistant Town Manager~~, Town Attorney ~~or any individual employed in the Finance, Director or Human Resources or Administrative Services Departments;~~ with the exception noted below related to a limited duty assignment.

### **Existing Employees:**

If an existing employee of the Town becomes subject to this policy as a result of the election of a relative, the Town Manager will assess whether or because not there would be any conflict of changes interest prior to requesting the resignation of an existing employee. Changes in marital, domestic partner/cohabitant or relationship status, will result in one of the related persons ~~must resign~~ resigning his/her position within 180 days. Every effort will be made to accommodate the displaced employee with a transfer to another position within the Town for which he/she is qualified, if such a position becomes available during the 180 day period. If the change in relationship status also results in a direct supervisory relationship between two relatives, the Town Manager shall arrange for an alternate supervisory relationship for the duration of the 180-day period, after consultation with the employees' Department Director or Human Resources.

It shall be each employee's affirmative duty to immediately disclose any circumstances which may constitute a violation of this policy. Failure to do so will result in disciplinary action.

Any employees who may be related to any elected official prior to the approval of this revised policy would be considered grandfathered in and not subject to Town Manager assessment related to conflicts.

**Exception:** Unpaid volunteers and individuals hired for temporary positions, with duration of 100 days or less within any one-year period, e.g. student internships or limited professional consulting relationships, are exempt from this section. Also exempt are part-time public safety employees in fire and police, who generally are full-time employees of other agencies, and who occasionally and voluntarily provide supplemental staffing in the form of off-duty or overtime routine staffing or special event coverage or response to emergency calls for service. Any other exceptions to this policy shall be made only with the expressed and documented approval of the Town Manager.

## **Section 4 Employment of Relatives (Nepotism) (*Amended Board of Aldermen 03-01-2018*)**

### **Overview:**

It is the policy of the Town that persons considered for employment or promotion shall be evaluated on the basis of individual merit, including qualifications, experience and training, without reference to considerations of race, gender, color, religion, disability, age, sexual orientation, national origin, or any other factors not involving personal professional qualifications and performance. Notwithstanding this policy, the Town retains the right to refuse to appoint a person to any position wherein his/her relationship to another employee has the potential for creating adverse impact on supervision, safety, security or morale or involves a potential conflict of interest. The purpose of this Nepotism Policy is to prevent improper favoritism in employment based upon family or personal relationships within the Town.

### **Objectives:**

- To promote fairness in employment, supervision, discipline, transfer, promotion, salary administration and other human resource management considerations.
- To prevent improper favoritism, real or perceived conflicts of interest, or undue influence based upon family or personal relationship.
- To enhance the overall internal control system and reduce the probability of placing public assets in jeopardy.

### **Policy:**

A relative may not occupy a position which has influence over another related family member's employment, transfer or promotion, salary administration, or other human resource management consideration, including any position having responsibility for the direct supervision of the other related person.

If relatives are considered for employment, transfer, or promotion by the Town, it is necessary for Human Resources Manager to certify that such action will not result in one family member supervising another member of the family, or in any other violation of this section.

Relatives of current employees (permanent or temporary) may not be employed within the same department, except as provided by exception below. A person related to an incumbent employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person.

### **Definitions:**

"Family member" is defined as one of the following: relationships by blood—parent, child, grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece and first cousin; and relationships by marriage—husband, wife (as defined by state law), step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-

brother, half-sister, uncle, aunt, nephew, niece, spouse/partner of any of the above and co-habiting couples or significant others.

In addition, the Town also prohibits the employment of a person into any position who is relative of individuals holding the following positions: Mayor, Mayor Pro Tem, Alderman, Town Manager, Assistant Town Manager, Town Attorney, Finance Director or Human Resources ; with the exception noted below related to a limited duty assignment.

### **Existing Employees:**

If an existing employee of the Town becomes subject to this policy as a result of the election of a relative, the Town Manager will assess whether or not there would be any conflict of interest prior to requesting the resignation of an existing employee. Changes in marital, domestic partner/cohabitant or relationship status will result in one of the related persons resigning his/her position within 180 days. Every effort will be made to accommodate the displaced employee with a transfer to another position within the Town for which he/she is qualified, if such a position becomes available during the 180 day period. If the change in relationship status also results in a direct supervisory relationship between two relatives, the Town Manager shall arrange for an alternate supervisory relationship for the duration of the 180-day period, after consultation with the employees' Department Director or Human Resources.

It shall be each employee's affirmative duty to immediately disclose any circumstances which may constitute a violation of this policy. Failure to do so will result in disciplinary action.

Any employees who may be related to any elected official prior to the approval of this revised policy would be considered grandfathered in and not subject to Town Manager assessment related to conflicts.

**Exception:** Unpaid volunteers and individuals hired for temporary positions, with duration of 100 days or less within any one-year period, e.g. student internships or limited professional consulting relationships, are exempt from this section. Also exempt are part-time public safety employees in fire and police, who generally are full-time employees of other agencies, and who occasionally and voluntarily provide supplemental staffing in the form of off-duty or overtime routine staffing or special event coverage or response to emergency calls for service. Any other exceptions to this policy shall be made only with the expressed and documented approval of the Town Manager.

# Memorandum

**To:** Mayor and Board of Aldermen  
**From:** Amie Owens, Assistant Town Manager  
**Date:** February 21, 2018  
**Subject:** Policy Clarifications

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## Background

In September 2000, the Board of Aldermen approved that *“Town of Waynesville Employees and their immediate family members will receive free memberships to the Recreation Center. Immediate family member is defined as employee, spouse or dependent children as outlined in our insurance guidelines. Member fees for programs and activities will still apply.”* However, since the Town of Waynesville does not allow for employee spouses on the plan if their spouse’s employer offers group health insurance; spouses who work and have access to other coverage would be ineligible for such membership.

This item was initially to be presented at the December 12, 2017 regular meeting; however, I was not able to attend that meeting.

## Proposed Policy Statement

In order to ensure that we are not excluding eligible dependents from utilizing the Waynesville Recreation Center, we propose that the board approve language specific to Recreation Center membership as follows:

*For purposes of membership to the Waynesville Recreation Center as a benefit for full-time employees, individuals who appear on the employee’s tax return or are covered under the employee’s insurance, shall be recognized as immediate family members and receive a free membership. Individuals who do not appear on the employee’s tax return or insurance policy must pay a membership fee for use of the Recreation Center facilities. In addition, all part-time employees are eligible to go to the Recreation Center – their family members must pay to do so.*

This language will be incorporated into the Town of Waynesville Employee Benefits Booklet and reflected in any updates to the Personnel Policy Manual.

## Motion

To approve the clarification related to employee spouse and dependents and the use of the Waynesville Recreation Center as a benefit, as presented.