



Town of Waynesville, NC
Board of Aldermen Regular Meeting
Town Hall, 9 South Main Street, Waynesville, NC 28786
Date June 11, 2019 Time: 6:30 p.m.

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A. CALL TO ORDER - Mayor Gavin Brown

1. Welcome/Calendar/Announcements
2. Adoption of Minutes

Motion: To approve the minutes of the May 28, 2019 regular meeting and the May 30, 2019 special called meeting, as presented (or as corrected).

B. CALL FOR PUBLIC HEARING

3. ADA Transition Plan - Call for Public Hearing on June 25, 2019
 - David Foster, Public Works Director

Motion: To call for public hearing on Tuesday, June 25, 2019 at 6:30 p.m. or as closely thereafter as possible, to be held in the Town Hall Board Room located at 9 South Main Street, Waynesville, to consider the adoption of the ADA Transition Plan.

C. PUBLIC HEARING

4. Fiscal Year 2019/2020 Budget Public Hearing
 - Rob Hites, Town Manager and Eddie Caldwell, former Finance Director

Motion: To approve the Budget Ordinance for Fiscal Year 2019-2020

Motion: To approve the Resolution for the Financial Operating Plan for the two Internal Service Funds

TOWN OF WAYNESVILLE – REGULAR SESSION AGENDA

June 11, 2019

- 2 -

D. COMMUNICATIONS FROM STAFF

5. Manager's Report

- Town Manager Rob Hites

a. Discussion and Call for Public Hearing - Waynesville Housing Authority Board

Motion: To call for public hearing on Tuesday, June 25, 2019 at 6:30 p.m. or as closely thereafter as possible, to be held in the Town Hall Board Room located at 9 South Main Street, Waynesville, to consider the adoption of the change in the number of members on the Waynesville Housing Authority Board.

b. Update ABC Privatization

6. Attorney's Report

- Town Attorney Bill Cannon

E. COMMUNICATIONS FROM THE MAYOR AND BOARD

F. CALL ON THE AUDIENCE

G. ADJOURN



TOWN OF WAYNESVILLE

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 16 South Main Street
 Waynesville, NC 28786
 Phone (828) 452-2491 • Fax (828) 456-2000
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CALENDAR June 11, 2019

2019	
Tuesday June 11 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Monday June 17 6:00 PM Historic Courthouse	Walk to end Elder Abuse Sponsored by Mountain Projects
Tuesday June 25 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Friday June 28 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Saturday June 29 10:00 AM – 2:00 PM Hazelwood Baptist Church	Car/Craft Show Sponsored by Hazelwood Baptist Church
Thursday July 4	Town Offices Closed – Independence Day
Thursday July 4 11:00am – 3:00pm Main Street	Stars and Stripes Celebration Downtown Waynesville Association
Tuesday July 9 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Friday July 12 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Saturday July 20th 10:00 AM – 11:00 AM	Folkmoot Parade Main Street
Tuesday July 23 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday July 25 8:30 PM	Folkmoot Lantern Parade Hazelwood Parking Area to Folkmoot Friendship Center
Friday July 26 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Saturday July 27 10:00 AM – 5:00 PM Main Street	Folkmoot International Day

Saturday August 3 9:00 AM – 12:00 PM Haywood County Courthouse	Sarge's 14 th Annual Downtown Dog Walk Sarge's Animal Rescue Foundation Inc.
Friday August 9 6:30 – 9:00pm Main Street	Mountain Street Dance Downtown Waynesville Association
Saturday August 10 9:00 am	Antiques Extravaganza Festival Depot Street to Panacea
Saturday August 10 1:00 PM – 2:00 PM Main Street	Mountaineer Day Big T Club Parade of Tuscola Teams
Tuesday August 13 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Sunday August 25 4:00 PM – 7:00 PM First Methodist Church	Back to School Bash First Methodist Church
Tuesday August 27 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Monday September 2	Town Offices Closed – Labor Day
Tuesday September 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 14 6:00 – 10:00pm Main Street	Rockin Block Party Downtown Waynesville Association
Tuesday September 24 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday September 28 9:00 – 10:00am Commerce Street in Frog Level	Power of Pink 5K Haywood Healthcare Foundation
Tuesday October 8 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Saturday October 12 12:00am – 5:00pm Main Street	Church Street Art & Craft Show Downtown Waynesville Association
Saturday October 19 10:00 – 5:00pm Main Street	Apple Harvest Festival Downtown Waynesville Association
Tuesday October 22 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday October 31 5:00 – 7:00pm Main Street	Treats on the Street Downtown Waynesville Association
Thursday October 31 5:00 – 8:00 PM	Trunk or Treat First United Methodist Church

Tuesday November 12 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tuesday November 26 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Thursday & Friday Nov 28 & 29	Town Offices Closed – Thanksgiving
Saturday November 30 9:00 AM – 4:00 PM Frog Level	Holiday Market Sponsored by Frog Level Merchants Association
Tuesday December 10 6:30 PM Board Room	Board of Aldermen Meeting – Regular Session
Tues, Wed & Thurs Dec 24 – 26	Town Offices Closed – Christmas

Board and Commission Meetings – June 2019

ABC Board	ABC Office – 52 Dayco Drive	June 18th 3 rd Tuesdays 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	June 4th 1 st Tuesdays 5:30 PM
Downtown Waynesville Association	UCB Board Room – 165 North Main	June 27th 4 th Thursdays 12 Noon
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	Meets as needed; <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	June 5th 1 st Wednesdays 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	June 17th 3 rd Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	June 13th 2 nd Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	June 19th 3 rd Wednesdays 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	June 19th 3 rd Wednesdays 3:30 PM

BOARD/STAFF SCHEDULE

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**MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REGULAR MEETING
May 28, 2019**

THE WAYNESVILLE BOARD OF ALDERMEN held its regular meeting on Tuesday, May 28, 2019, at 6:30 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 6:30 p.m. with the following members present:

Mayor Gavin Brown
Alderman Jon Feichter
Alderman LeRoy Roberson
Alderman Julia Freeman

Mayor Pro Tem Gary Caldwell was absent due to sickness.

The following staff members were present:

Rob Hites, Town Manager
Assistant Town Manager Amie Owens
Bill Cannon, Town Attorney
Fire Chief Joey Webb
Assistant Fire Chief Chris Mehaffey

Welcome /Calendar/Announcements

Mayor Brown reminded the Board of the following calendar events:

Thursday May 30th – Board of Aldermen Budget Workshop
Thursday June 6th – 2019 Haywood Chamber Annual Dinner

1. Adoption of Minutes

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter, to approve the minutes of the May 14, 2019 regular meeting as presented. The motion passed unanimously.

B. PRESENTATION

3. Recognition of Chris Mehaffey's promotion to Assistant Fire Chief
- Joey Webb, Fire Chief

Chief Webb gave a brief explanation of the application process and requirements to be selected for the position of Assistant Fire Chief. He said there were three candidates chosen, and Mr. Chris Mehaffey did extremely well on all the requirements. He gave a brief biography of Mr. Mehaffey's career with the Town of Waynesville Fire Department beginning in 1991 as a volunteer. He became a full-time employee in 2008, and has completed many firefighting courses, and holds a paramedic certification.

Mr. Mehaffey was presented with his badge and fire helmet and was congratulated by Chief Webb and Mayor Brown and the Board.

4. Presentation from Shelton House – Annual report to the Board

- Mike McLean

Mr. Mike McLean, Vice Chair of the Shelton House, presented the annual report to the Board. Mr. McLean thanked the Board for their assistance and support during difficult times. He said there had been a lot of work put in for future planning of the museum. The historic nature of the house makes it a great attraction for visitors and the citizens of Waynesville. It was the first home on the National Historic Register in Haywood County.

Mr. McClean gave some history of the site and the owners throughout the years, and how it became the Museum of North Carolina Handicrafts. He said a new board had formed an alliance with HART Theater and Farmers Market to become the Shelton Campus. Part of the long-range plans is to create events that complement each partner in the Campus. Mr. McLean said they were going to celebrate being awarded the anchor position on the Blue Ridge National Heritage Craft Trails in Haywood County, which is a 25-county craft trail in Western North Carolina. There will be a two-day festival, Blue Ridge Heritage Weekend, featuring an outdoor craft fair, an indoor exhibit, a play at HART Theater, and junior Appalachian Musicians. The goal is to develop the site into long term recreation for everyone. He went on to explain more plans for the Campus to become a park-like environment.

Mayor Brown thanked Mr. McLean and said the Board appreciated the efforts of the Shelton House, and the Board will consider the request for support.

5. Presentation of two signs for Green Hill Cemetery, designed by Historic Preservation Commission

- Bill Revis, Historic Preservation Commission

This item was taken off the agenda and no date has been given for revisit.

C. NEW BUSINESS

6. Request a budget amendment to use Medford Grant Funds from 2018-19 fiscal year toward Miller Street Garden Improvement.

- Dean Trader, Interim Finance Director

Dean Trader, Interim Finance Director, explained that the Town successfully applied for grants to the Medford Grant program of the Community Foundation of Western North Carolina in support of the Miller Street Garden redevelopment. This generous grant, in the amount of \$14,280.00, was for masonry and landscaping improvements. He said that this grant needed to be in this year's budget for the work that has been ongoing in the park.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve Ordinance No 0-08-19 Amendment #11 in the amount of \$14,280.00, increasing the amount available to improve the Miller Street Garden. The motion carried unanimously.

7. Substation Regulator Bid Results

- Preston Gregg, Town Engineer

Preston Gregg, Town Engineer explained to the Board that when the substation was built in 2008, regulators were not installed. He said that a regulator allows the delivery of voltage at a certain level. Approximately four years ago the Town switched everything from the Smathers Substation into the Calhoun Substation. Utility companies are required to deliver a certain level of voltage to customers. He said that without the regulators, the Town is at risk of not meeting those standards, and it needs to be corrected.

The bid specifications for ten regulators was sent out to various vendors and advertised for formal bidding via internet and local newspaper for a two-week period. The Town received a response from four bidders ranging from \$131,400 to \$164,166.20.

Bid Summary

- Howard Industries:	\$131,400
- GE Grid Solutions:	\$142,350
- National Transformer Sales:	\$151,700
- Eaton Cooper Power:	\$164,166.20

A motion was made by Alderman Jon Feichter, seconded by Alderman LeRoy Roberson to award the purchase of ten regulators to Howard Industries (Shealy Electric) for \$131,400.00. The motion carried unanimously.

8. Special Events – June, July, August and October
- Assistant Town Manager Amie Owens

Ms. Owens stated she had received six (6) event permit applications for the months of June, July, August and October in the Town of Waynesville. The Special Events Committee has reviewed the applications, discussed any concerns noted and spoken with event organizers to seek out solutions.

First UMC – Pig Pickin – Sunday June 2 – this is the fourth year for this request. Requesting closure of Academy Street from Haywood Street to Tate Street. Closure to begin at 1:00 p.m. for set up and re-open at 8:30 p.m. following the conclusion of the event.

Sarge’s 14th Annual Downtown Dog Walk – Saturday August 3 – this is a traditional event for the first Saturday in August. The Waynesville Police Department provides a car at the front and the rear of the parade and participants make one loop through town and events are held on the courthouse lawn. There were no concerns about this event.

Mountaineer Day – Saturday August 10 - NEW EVENT – this is a new event requested by Tuscola’s Big T Club. This is a parade of the Tuscola Athletes from all sports and the band. This is an opportunity for Waynesville to show its support for its high school. Parade should take only about 15 minutes and will be led and followed by Waynesville PD and/or Fire Department.

First UMC - Back to School Bash – Sunday August 25 – this is a regular event for the FUMC. Same closure requested for the Pig Pickin event. Closure to begin at 1:00 p.m. for set up and re-open at 7:30 p.m. following conclusion of the event.

First UMC – Trunk or Treat – Thursday October 31 – this is an annual event held by the FUMC. The requested closure is the same as previously noted. Closure to begin at 3:30 p.m. until 8:00 p.m. following the conclusion of the event.

Hillside Residents – Community Cookout – Thursday, July 4 – NEW EVENT – this has been an event that has previously been held without blocking the street; in the interest of safety, a portion of the street is being requested closed. Closure would begin at 5:00 p.m. and would end at midnight. Due to the festivities lasting past 10 p.m. a noise permit will also be required. All public safety entities will be informed of the various permits, if approved.

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Julia Freeman, to approve the special events permit applications and direct Town Manager to execute special events permits, as presented. The motion carried unanimously.

9. Presentation of Manager’s 2019-20 budget
 - Town Manager Rob Hites

Manager Hites gave the following Budget Presentation.

2019-20 Budget Presentation

Mr. Hites read the following statement: We are presenting a budget that REDUCES spending by 3.52% or \$1,145,485 under the current amended budget. It is a “maintenance of service budget” that continues current levels of service, recommends several critical repair projects and funds the first phase of Craven Street Park. The proposal follows the five-year spending plan that we laid out during the Board’s 2017 retreat.

The total citywide budget is \$31,418,170. It is made up of four separate businesses which the Board of Aldermen govern as their board of directors. Each fund has a separate set of books and each charges the other for services that they provide to the other. The largest, the General Fund is \$15,147,270 of which 66% is set aside for personnel. 46% of the General Fund budget is designated for Police, Fire and Emergency Medical (through the Fire Department).

The proposal does NOT recommend an increase in ad valorem taxes, water or electric rate increases. We do recommend a 10% increase in sewer rates to fund the waste water treatment plant project. This increase will result in a monthly increase of \$4.00 for the average residential sewer bill.

The majority of the increase in General Fund spending comes from a 26.2% increase in employee health benefits and a 1.2% increase in mandated retirement benefits.

In accordance with our five-year cash flow plan we recommend a 1.5% career track for eligible employees. The proposal requests an additional employee in the Police Department to handle increased call traffic. The Police have been using four patrol units to cover an average 33 calls for service per shift. That volume has increased to over 40 in the past month. The department will also transfer a position to patrol so we will have five patrol units per shift. We recommend the “over hire” of a water plant operator to train ahead of a pending retirement. We also recommend the reclassification of the Town Clerk.

We do not recommend a great deal of capital spending in this budget. We are trying to spend down the numerous five-year loans the Town has used to purchase vehicles and equipment in the past. The capital we are requesting involves replacement of vehicles and HVAC units that are in poor condition. They include \$180,000 for a cab and chassis to retrofit an existing packer body to be funded through the General Fund Balance, a \$700,000 replacement of the Dehumidification system in the pool area of the Rec Center paid through a loan from the Electric Fund, ADA compliant restrooms at Rec. Park and \$60,000 for Phase I of Craven Park.

In the water fund we recommend the painting of the water tank at the reservoir, a \$65,000 crew cab for the water maintenance division and a \$13,000 light tower for more safe illumination of water and sewer emergencies during night hours.

To comply with requests from DEQ we recommend a \$52,000 camera system to spot areas of inflow, \$25,000 in smoke testing on our system, \$75,000 for slip lining of failing sewer lines and \$20,000 for repair of lines that have failed where we need to hire a contractor.

We recommend that the Board fund \$200,000 in repairs to the existing sewer plant that are necessary to keep us in service over the five-year period until the renovated plant comes on line.

The major electrical improvement will be the \$160,000 lighting project we will undertake along N. Main street from Marshall Street to Fire Station #1.

Mr. Caldwell, our Finance Director Emeritus, will be present on Thursday to go over the budget in detail. We look forward to answering your questions and receiving your direction.

A motion was made by Alderman Jon Feichter, seconded by Alderman Julia Freeman to accept the budget proposal and set a public hearing for presentation at the June 11th Board Meeting to be held at 6:30 pm or as soon thereafter as possible, in the Town Hall Board Room located at 9 South Main Street. The motion passed unanimously.

10. Attorney's Report
 - Town Attorney Bill Cannon

Attorney Cannon stated the Board needed to go into Closed Session to discuss a matter of pending litigation - G. S. 143.318 11 a 3.

D. COMMUNICATIONS FROM THE MAYOR AND BOARD

Board members had nothing to discuss.

E. CALL ON THE AUDIENCE

Mayor Brown asked if any member of the audience would like to speak.

**Kip Gibert
25 Hummingbird Lane
Waynesville, NC 28786**

Mr. Gibert stated he would like to know how the process stands of getting Dogwood Lane open again after the slide. He expressed concerns about the burden that is being placed on the residents of Dogwood and Skyline Lane. He stated that most of the residents are full time, and the road is not open for emergency traffic. It is extremely difficult if there is a UPS truck or propane truck that must make a delivery to one of the homes. The fire hydrant for these streets is now out of reach for the houses. He stated there are concerns for elderly people who live there, are at risk because of emergency vehicles not being able to reach them. He said something needs to be done.

Town Engineer Preston Gregg said that David Foster, Public Services Director, had met with a geotechnical firm from the Asheville area (ESC) and tried to hone down a scope of study that they would provide to the Town on what it would take to open the road back up to a standard that is safe to the public. Yet, the Town has not received the scope fee estimate for Board approval.

Manager Hites explained that there were four slides within the city limits, and the issue is that it is unclear if structurally the road can handle truck traffic, as it may slide again if someone drives across it. Now there is no alternative until we are told that the road can be rebuilt.

Fire Chief Joey Webb stated he would look at the situation and give a response to the best approach related to emergency management. Mr. Gregg will follow up with ECS and see where they stand.

**Donna Gibson
72 Skyline Drive
Waynesville, NC 28786**

Ms. Gibson stated she had owned property for 25 years on Skyline Drive. She expressed concerns that if a power line or a tree were to fall, residents will be “stuck”, and it is very dangerous.

Mayor Brown thanked those who spoke and noted that if the group could get contact information to Ms. Owens, notifications and updates could be sent out in a timely manner related to the slide and its clean up.

F. CLOSED SESSION

A motion was made by Alderman LeRoy Roberson, seconded by Alderman Jon Feichter to enter closed session for the discussion of pending litigation – G.S. 143.318 11(a) 3 at 7:24 pm. The motion passed unanimously.

The Board returned from Closed Session at 7:55 p.m.

G. ADJOURN

With no further business, a motion was made by Alderman Julia Freeman, seconded by Alderman Jon Feichter, to adjourn at 7:55 p.m. The motion carried unanimously.

ATTEST:

Gavin A. Brown, Mayor

Robert H. Hites, Jr. Town Manager

Amanda Owens, Assistant Town Manager

MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN
SPECIAL CALLED MEETING
May 30, 2019

THE WAYNESVILLE BOARD OF ALDERMEN held a special called meeting on Thursday, May 30, 2019 at 5:30 p.m. in the conference room of the Municipal Building, 16 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Gavin Brown called the meeting to order at 5:30 p.m. with the following members present:

Mayor Gavin Brown
Mayor Pro Tem Gary Caldwell
Alderman Jon Feichter
Alderman Julia Freeman
Alderman LeRoy Roberson

The following staff members were present:

Rob Hites, Town Manager
Amie Owens, Assistant Town Manager
Eddie Caldwell, former Finance Director
Eddie Ward, Town Clerk
Dean Trader, Interim Finance Director
David Foster, Public Services Director

The following media representatives were present:

Cory Villiancourt, Smoky Mountain News
Becky Johnson, The Mountaineer

1. Welcome /Introduction

Mayor Brown welcomed everyone to the meeting and thanked the Board and staff for their participation. The Mayor noted that all members were now experienced with this budget discussion process and encouraged everyone to ask questions.

2. Discussion of the Proposed Fiscal Year 2019-2020 Budget

Town Manager Rob Hites explained that this budget was essentially a maintenance budget with no proposed tax increase and a small allocation of fund balance.

GENERAL FUND including Personnel and Benefits

Manager Hites moved through the budget message highlighting the fact that the proposed General Fund Budget of \$15,147,270 was 1.96% lower than the current year amended budget. This is attributed to departments being fiscally responsible, some lapse salaries from position vacancies and minimal large capital purchases. One new position is proposed from the general fund, a police patrol officer. A 1.5% career track is also recommended as there is no COLA budgeted in this fiscal year.

Town Manager Hites added that there had been a significant increase in health benefit costs and a state-mandated increase in retirement contributions for all classes of employees.

Other appropriations include \$60,000 for the initial phase of Carven Street Park from the General Fund Balance; borrowing from the Electric Fund Balance to fund the replacement of the air circulation and dehumidification system in the pool area of the Recreation Center. The system has been broken for over seven years and the humidity and chlorine are beginning to corrode the roof frame. The actual price of the project will be determined through bid, but the engineer's estimate is \$700,000. The General Fund will repay the Electric Fund with interest in the same manner as it would a private sector borrowing. The final large capital expense is \$180,000 from the General Fund Balance to purchase a cab and chassis for a garbage truck. The cab and chassis should last approximately twenty years, so it is considered a long-term asset.

WATER FUND

Town Manager Hites moved to the Water Fund recommending a budget of \$3,348,660. There is no proposed water rate increase for the upcoming year. There are some major capital projects planned for this division in the coming year and would be covered by the Water Fund Balance. Necessary equipment purchase includes a light tower to be used for night work. A significant water tank replacement at Chestnut Walk is necessary as the tank is in extremely poor condition and will fail if not replaced; this project is budgeted at \$400,000.

He added that due to pending retirements, and the necessity to have state certified positions within our Water Treatment facility, we are recommending a new entry level position be added to allow one existing operator to perform the required duties of a senior operator for the term of one year as required by the state. This will lead to an over-hire for several months in the upcoming budget year.

SEWER FUND

Town Manager Hites noted that a 10% sewer increase was proposed; equivocating to an increase of \$4.00 per month for the average Waynesville customer. The sewer funds would be used to repair and replace pumps at the Waste Water Treatment Plant and to remedy a specific problematic manhole issue that, in times of significant rainfall, causes a sanitary system overflow. The total budget proposed was \$3,353,310.

Town Manager Hites reminded the board that the State Department of Environmental Quality (DEQ) is requiring the Town to enter into a civil contract with them to completely renovate the plant or face a moratorium on further connections to the system. The contract or "Special Order of Consent (SOC)" will establish a five-year process that will lead to an estimated \$17,400,000 renovation of the plant and repair of damaged outfalls. The Town Board has engaged a consultant to seek a combination of grants and loans to fund the renovations. The State and or USDA will require the Town to have an income stream that will pay the debt service. This is why there is a need for the proposed increase.

ELECTRIC FUND

Town Manager Hites explained that the Town experienced a moderate winter and the Electric Fund revenues were enough to fund its needs. We will not request a rate increase in the upcoming year. Mr. Caldwell has been monitoring the impact of the 5% electric rate increase since the Town implemented it in January. Our budget recommendation for 2019-20 is \$9,568,900, a (1.56%) decrease over last year.

The major project we recommend the Board fund in FY 19-20 is the installation of decorative light fixtures on Walnut and N. Main Streets as part of DOT's project to construct a round-about. We will be moving the current location of the power infrastructure from the new right of way of the round-about early in 2020. DOT will bear that expense. The Town will be required to bear the cost of lighting the new roadway and sidewalks which we estimate to cost \$160,000. We recommend that you fund this project from the Electric Fund Balance. The Board was presented a plan at the May 14th meeting to discuss alternative lighting plans for this project as well as the Russ Avenue corridor.

INTERNAL SERVICE FUNDS

The two additional internal funds, Asset Management and Garage, had budgets significantly lower than the other funds. The proposed Asset Management budget was \$1,615,930 which is a decrease of 28.65%. This is due to the decrease in capital spending related to the new IT system and the redistribution of staff from Asset Management to Recreation.

The Garage fund budget is recommended at \$667,670.

Year End Review and Proposed Budget Summary

Former Finance Director Eddie Caldwell began by noting that there were no surprises and that revenues and expenditures were coming in the way that was projected.

Mr. Caldwell reviewed information contained in the budget notebook beginning with section 2, 2018-2019 Budget Review to Estimated Actuals (June 30, 2019). He covered some key points in the Revenues including sales tax revenue was coming in slightly above projections. The sales tax revenue is on a lag schedule due to the process of sending to the state and then being reimbursed several months later.

Mr. Caldwell covered the water, sewer and electric revenues and expenditures in the same fashion as the general fund. He noted that all funds would be stable even if there had to be some use of fund balance.

Finance Director Caldwell continued to the proposed budget and provided graphs highlighting the fund summaries by department and the expenditures by category for each fund.

Finance Director Caldwell called attention to section 4 of the budget book and outlined the various proposed budget for all funds. Much of the information was repetitive of the initial budget message presented by Manager Hites. He noted that the financial position was good, but did caution the Board to remain cognizant of the reduction in fund balance over the next few years. He reminded the Board that the Local Government Commission (LGC) would see how Waynesville was doing related to their peers and if the fund balance were to drop below that peer group, the LGC would send a letter to the Town.

Discussion/Comments regarding the proposed budget

Discussion related to special appropriations to non-profits was held. Alderman Roberson voiced that the goal should be to get the maximum funding for non-profits back to a level equivocal with one cent on the tax rate in future years. Alderman Roberson noted that non-profits perform very important roles and the actions would not eliminate funding, but it should be noted that the Town cannot be the majority source for funding and these entities need to look for additional revenue sources.

Mayor Brown reminded the Board members that they would need to discuss the special appropriations at the regular meeting on June 11, 2019, as well as any other budget topics that they questioned from their review of the proposed budget.

Mayor Brown thanked the department heads and employees for their efforts to be fiscally responsible and thanked Town Manager Hites, Assistant Manager Owens and especially Former Finance Director Caldwell for their work on the budget. Mayor Brown also thanked the Board for their support and input in the budget process.

I. ADJOURN

There being no further business to discuss, Alderman Gary Caldwell made a motion, seconded by Alderman Julia Freeman to adjourn the meeting at 7:19 p.m. The motion carried unanimously.

ATTEST

Gavin A. Brown, Mayor

Robert W. Hites, Jr., Town Manager

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 11, 2019

SUBJECT: ADA Transition Plan - Call for Public Hearing on June 25, 2019

AGENDA INFORMATION:

Agenda Location: Call for Public Hearing
Item Number: **B3**
Department: Public Services Department
Contact: David Foster, Preston Gregg
Presenter: David Foster, Public Services Director

BRIEF SUMMARY:

The NCDOT has been mandated by the US Department of Justice and Federal Highway Administration to ensure that all subrecipients of State and Federal funds comply with the Americans with Disabilities Act in which any municipality in receipt of Federal or State aid (Powell Bill funds) with over 50 employees possess an ADA Transition Plan.

This plan inventories Town assets to include: sidewalks, signals, buildings, parking lots, rest areas, mixed us trails, linkage to transit, etc.

JM Teague Engineering has completed the plan.

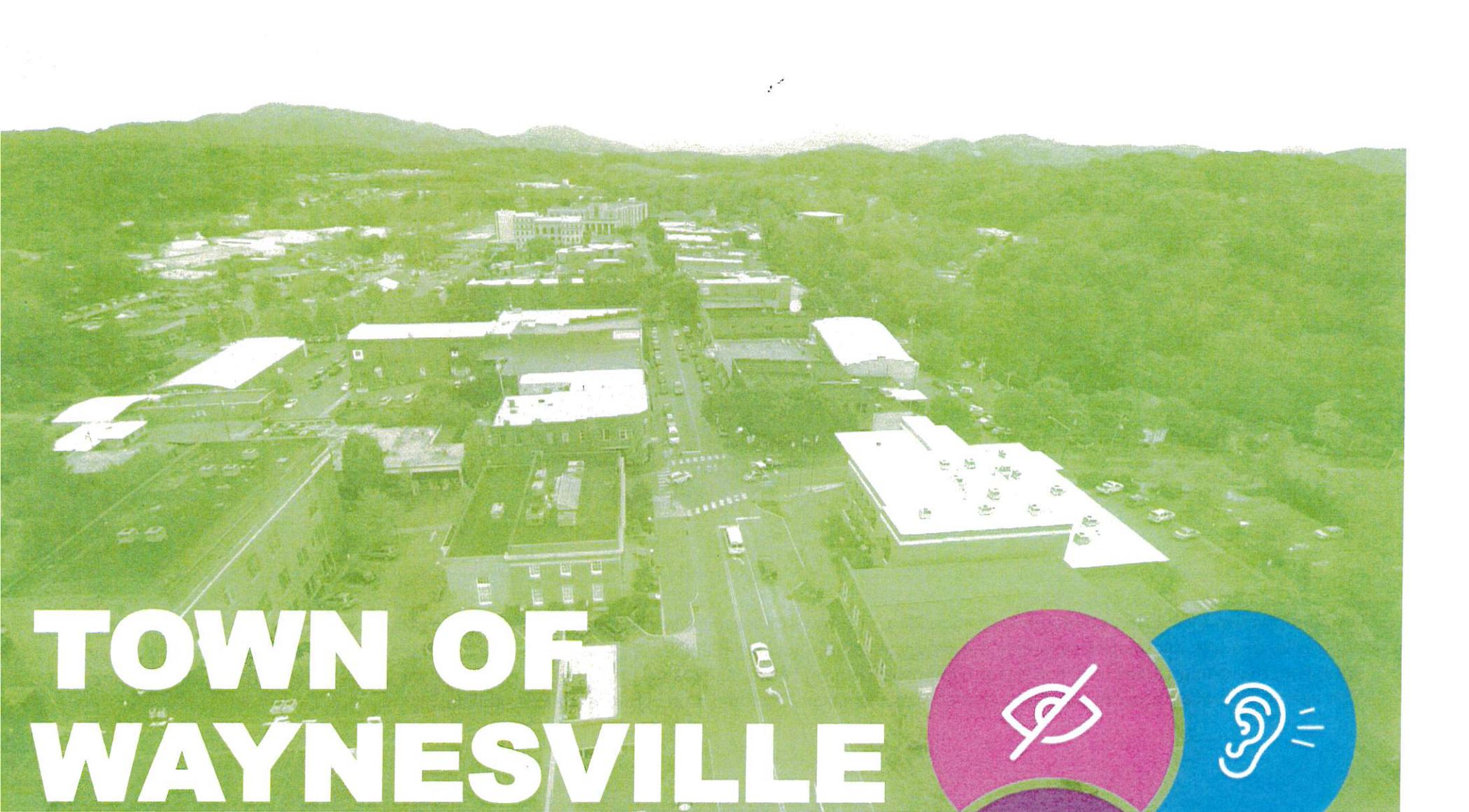
MOTION FOR CONSIDERATION: To Call for public hearing to be held on June 25, 2019.

FUNDING SOURCE/IMPACT: Continued Powell Bill funding requirement

ATTACHMENTS:

- ADA Transition Plan prepared by JM Teague Engineering

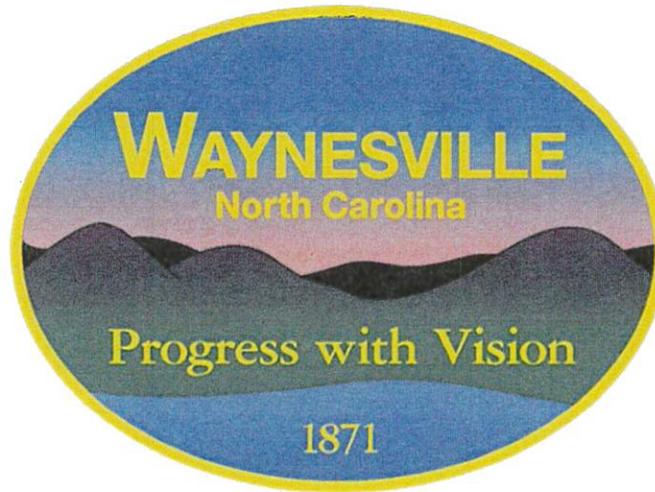
MANAGER'S COMMENTS AND RECOMMENDATIONS: No action required other than calling for the public hearing



TOWN OF WAYNESVILLE

2019 ADA Assessment and Transition Plan





By adopting this ADA Assessment and Transition Plan, The Town of Waynesville shall make available to applicants, participants, beneficiaries and other interested persons information regarding the provisions of this document and its applicability to Title II of the Americans with Disabilities Act. In its adoption, this plan provides for infrastructure improvements and gives a grievance procedure to citizens of the Town, along with all other recipients of this agency's services, programs and or activities protection from discrimination in reference to disabilities.



TOWN OF WAYNESVILLE, NC

2019 ADA Assessment and Transition Plan

Adopted (_____)

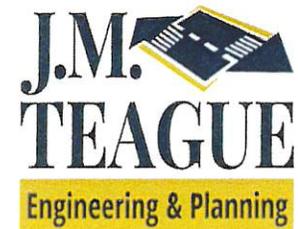
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TABLE OF CONTENTS



CHAPTER 1: INTRODUCTION

- 1.1 Plan Summary
- 1.2 Plan Purpose and Direction
- 1.3 Background
- 1.4 Title II Considerations

TRANSITION RECOMMENDATIONS

- 1.5 Process
- 1.6 Plan Requirements

CHAPTER 2: REQUIREMENTS

- 2.1.1 Title II Agency Requirements
- 2.1.2 Self Evaluation § 35.105
- 2.1.3 New Construction and Alterations § 35.151
- 2.1.4 Designation of the ADA Coordinator
- 2.1.5 Training and Continuing Education

CHAPTER 2.2: CODE AND POLICY REVIEW—WAYNESVILLE LAND DEV. STANDARDS

CHAPTER 2.3: STATE BUILDING CODE—PARKING

CHAPTER 3: PUBLIC AND STAKEHOLDER ENGAGEMENT

- 3.1 Survey Summary
- 3.2 Survey Advertisement
- 3.3 Survey Process
- 3.4 Response Rates
- 3.5 Findings

CHAPTER 4.1: SELF ASSESSMENT

- 4.1.1 Areas of Study
- 4.1.2 Commonly Observed ADA Barriers

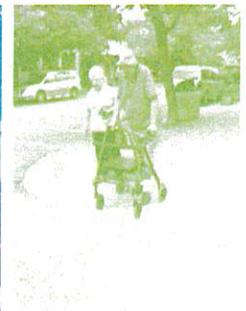
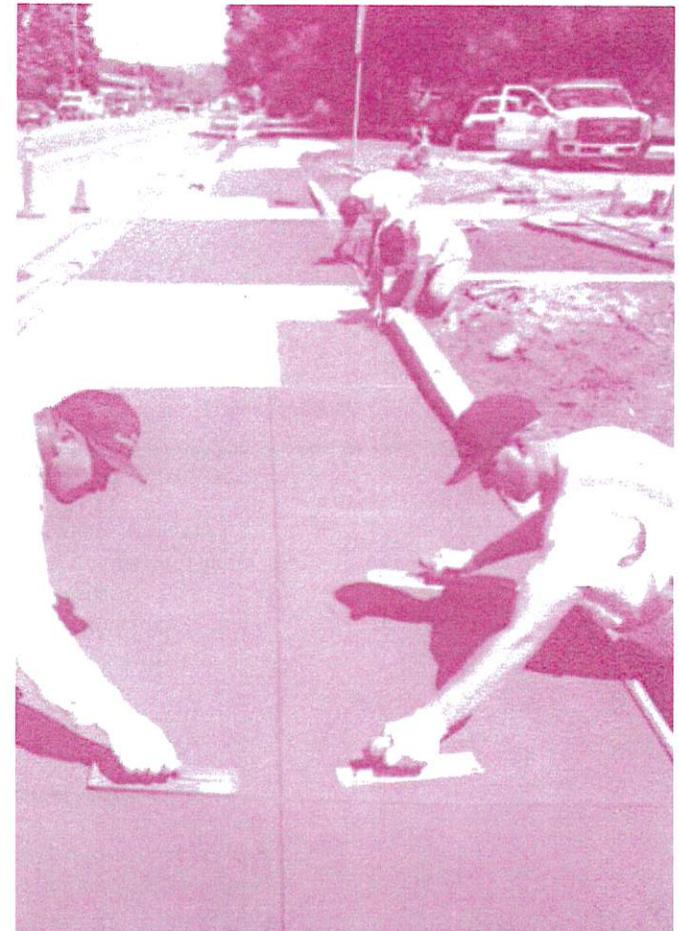
CHAPTER 4.2: ASSESSMENT SUMMARIES PER CATEGORY

- 4.2.1 Public Buildings
- 4.2.2 Parking Lots
- 4.2.3 Parks and Playgrounds
- 4.2.4 Sidewalks and Crossings

TRANSIT ACCESS

APPENDIX

- A. Surveys
- B. Maps
- C. Data
- D. Sample Resolution
- E. Grievance Procedure
- F. Checklists



Chapter 1 INTRODUCTION



1.1 Plan Summary

Within this ADA Assessment and Transition Plan, The Town of Waynesville, along with its consultant J. M. Teague Engineering and Planning (JMTE), have taken a broad look at publicly maintained sidewalks, parking areas, parks, and entrances to public buildings to discover common barriers to individuals with physical and cognitive limitations. Upon identifying these barriers, this plan outlines a general path of correction that will be utilized to address said issues.

1.2 Plan Purpose and Objective

It is the purpose of this ADA Assessment and Transition Plan to ensure that citizens of all physical and cognitive abilities have full access to the Town's street network and its services and activities. This pursuit is based upon the idea that equitable accommodation for disabled citizens is not only essential to good governance but also to the enhancement of quality of life within the town of Waynesville. The objective of this plan is to provide the Town with a comprehensive strategy to remove commonly identified barriers and upgrade non-compliant facilities while keeping context and feasibility in mind. This strategy has been organized into a short- to long-range schedule that places priority on eliminating certain barriers before others and also providing guidance for upgrades to systems when regular maintenance is required.

1.3 Background

In compliance with the Americans with Disabilities Act (ADA) and more specifically Title II of said Act, the Town of Waynesville has adopted this plan in order to ensure access to civic life by people with disabilities. Title II of the ADA regulates programs, activities, and services provided by public entities which includes municipalities. Moreover, while the Town desires to enhance quality of life for all of its citizens, the Town is also legally mandated to do so. While many facilities operated by the Town of Waynesville have been designed, constructed, and remodeled to comply with federal and state accessibility requirements, some barriers still exist.

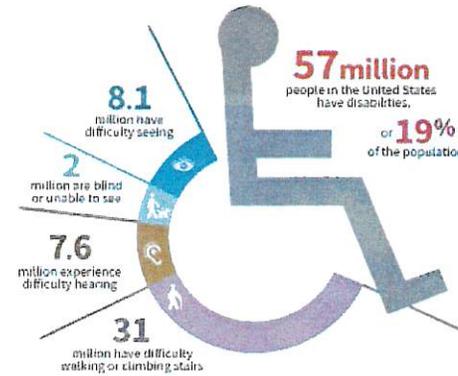
1.4 Title II Considerations

"...No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity" (42 USC Sec. 12132; 28 CFR Sec. 35.130).

See [HERE](#) for Greater Detail



American Disabilities



137° 0' N
Lat: 35° 30' 6.28" N Lon: 83° 50' 46.77" W



TRANSITION RECOMMENDATIONS

Years 1-3

- Create an ADA Update line item within the Town's budget.
- Add or update better detectable warnings - truncated domes in all deficient areas.
- Update pedestrian signal timing and auditory signals to facilitate longer crossings.
- Work to remove obstructions along sidewalks—except utility relocation.
- Level sidewalks with heaving, sinking or cracking.
- Add or update accessible parking spaces where deficient or lacking proper placement.
- Add signage and update pavement markings.
- Conduct a review of all internal building specifications.
- Partner with Haywood Transit in order to better serve disabled riders.
- Address accessibility limitations to all Town programs.

Years 4-6

- Bring all Main Street, Hazelwood and Frog Level sidewalk corridor crossings into full compliance (outside of grade).
- Plan for upgrades along Sulphur Springs Road, Hazelwood Avenue and Montgomery and East Streets.
- Upgrade accessibility of standalone public restrooms.
- Complete a town-wide sidewalk condition survey.
- Add accessible walkway to restroom and play equipment near the town Dog Park.
- Add ADA accessible amenities in all parks and insure proper access to greenway gateways.
- Continue spot improvements where feasible.
- Draft, adopt, and start to implement a "Complete Streets Policy".

Years 7+

- Implement Complete Streets on all new street projects.
- Work with utility companies to relocate poles out of sidewalks.
- Finish improvements on Sulphur Springs Road, Hazelwood Avenue and Montgomery and East Streets.

PROCESS



1.5 Process

The purpose of an ADA Transition Plan is more than striving for state and federal compliance, but to create infrastructure that works for all. In order to accomplish this goal, the Town of Waynesville followed the process to the right, starting with assessment and ending with implementation.

1. **Conduct a Self-Assessment:** The purpose of an assessment is for the Town to look at its current level of inclusive accessibility. In order to find issues that need to be addressed, both observed data and surveyed data must be collected.
2. **Collect Stakeholder Feedback:** While gathering field data provides observed data, an assessment must also be vetted through the public process. This step ensures that all voices have a chance to be heard within the data collection process.
3. **Develop a Transition Plan:** Upon gathering all observed and collected data, a Transition Plan is created in order to prioritize mitigation projects that range from short- to long-term. While a Transition Plan addresses existing accessibility barriers of the day, the true goal is to transition into full compliance.
4. **Appoint an ADA Coordinator:** In order to further formalize a plan, an ADA Coordinator is appointed to be responsible for the ongoing continuance and maintenance of the plan. These duties include:
 - Ensuring adherence to the Action Plan
 - Receiving, processing, and mitigating future ADA compliance grievances
 - Maintaining records of all process documents
5. **Adopt a Resolution of Implementation:** The plan and a resolution of support must be formally adopted by a governing board. In passing a resolution, the Board of Aldermen state in a unified voice that the plan is to be priority both in project and fiscal planning.
6. **Create an Action Plan:** The Transition Plan addresses what needs to be done, while an Action Plan addresses how to do them. The ADA Coordinator is to facilitate the Action Plan.
7. **Implementation:** Implementation is a process that is to be carried out in perpetuity.

1. Conduct a Self-Assessment

2. Collect Stakeholder Feedback

3. Develop a Transition Plan

4. Appoint an ADA Coordinator

5. Adopt a Resolution of Implementation

6. Create an Action Plan

7. Implement Short- to Long-Term Action Plans

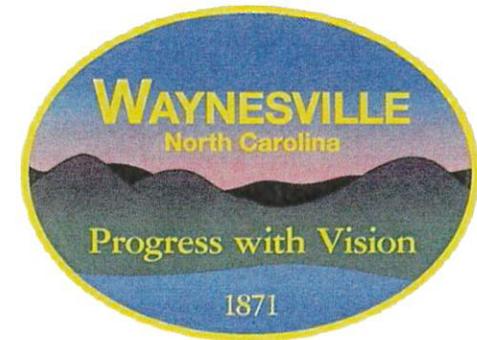


PLAN REQUIREMENTS

1.6 Plan Requirements

The ADA mandates that any municipality with greater than 50 employees prepare a transition plan outlining the steps necessary to make its facilities accessible to persons with disabilities. In order to ensure compliance, transition plans must:

1. Identify common barriers that limit the accessibility of services or activities to individuals with disabilities;
2. Outline improvements and abatement methods that will be used to improve accessibility where needed;
3. Create an abatement schedule for short- to long-range improvements that balances the needs of today and tomorrow;
4. Identify the Town official responsible for implementation of the plan.



Chapter 2 TITLE II REQUIREMENTS



2.1.1 Title II Agency Requirements

The Town of Waynesville must meet these general requirements in order to comply with Title II:

1. Must operate programs so that, when viewed in their entirety, the programs are accessible to and usable by individuals with disabilities [28 CFR Sec. 35.150].
2. May not refuse to allow a person with a disability to participate in a service, program or activity simply because the person has a disability [28 CFR Sec. 35.130 (a)].
3. Must make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities unless a fundamental alteration in the program would result [28 CFR Sec. 35.130(b)(7)].
4. May not provide services or benefits to individuals with disabilities through programs that are separate or different unless the separate or different measures are necessary to ensure that benefits and services are equally effective [28 CFR Sec. 35.130(b)(iv) and (d)].
5. Must take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others [29 CFR Sec. 35.160(a)].
6. Must designate at least one responsible employee to coordinate ADA compliance [28 CFR Sec. 35.107(a)]. This person is typically referred to as the ADA Coordinator. The public entity must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 CFR Sec. 35.107(a)].
7. Must provide notice of ADA requirements. All public entities, regardless of size, must provide information about the rights and protections of Title II of the ADA to applicants, participants, beneficiaries, employees, and other interested persons [28 CFR Sec. 35.106]. The notice must include the identification of the employee serving as the ADA Coordinator and must provide this information on an ongoing basis [28 CFR Sec. 104.8(a)].
8. Must establish a grievance procedure. Public entities must adopt and publish grievance procedures providing for prompt and equitable resolution of complaints [28 CFR Sec. 35.107(b)]. This requirement provides for a timely resolution of all problems or conflicts related to ADA compliance before they escalate to litigation and/or the federal complaint process.

2.1.2 Self Evaluation § 35.105

Under § 35.105 the Town of Waynesville shall do the following:

1. A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.
2. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.
3. A public entity that employs 50 or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available for public inspection:
 - i) A list of the interested persons consulted;
 - ii) A description of areas examined and any problems identified; and
 - iii) A description of any modifications made.

TITLE II REQUIREMENTS CONTINUED



2.1.3 New Construction and Alterations § 35.151

Each requirement below is presented as a direct excerpt from the Americans with Disabilities Act Title II Regulations.

(a) Design and construction.

- (1) Each facility or part of a facility constructed by, on behalf of, or for the use of a public entity shall be designed and constructed in such manner that the facility or part of the facility is readily accessible to and usable by individuals with disabilities, if the construction was commenced after January 26, 1992.
- (2) Exception for structural impracticability.
 - (i) Full compliance with the requirements of this section is not required where a public entity can demonstrate that it is structurally impracticable to meet the requirements. Full compliance will be considered structurally impracticable only in those rare circumstances when the unique characteristics of terrain prevent the incorporation of accessibility features.
 - (ii) If full compliance with this section would be structurally impracticable, compliance with this section is required to the extent that it is not structurally impracticable. In that case, any portion of the facility that can be made accessible shall be made accessible to the extent that it is not structurally impracticable.
 - (iii) If providing accessibility in conformance with this section to individuals with certain disabilities (e.g., those who use wheelchairs) would be structurally impracticable, accessibility shall nonetheless be ensured to persons with other types of disabilities, (e.g., those who use crutches or who have sight, hearing, or mental impairments) in accordance with this section.

(b) Alterations.

- (1) Each facility or part of a facility altered by, on behalf of, or for the use of a public entity in a manner that affects or could affect the usability of the facility or part of the facility shall, to the maximum extent feasible, be altered in such manner that the altered portion of the facility is readily accessible to and usable by individuals with disabilities, if the alteration was commenced after January 26, 1992.
- (2) The path of travel requirements of § 35.151(b)(4) shall apply only to alterations undertaken solely for purposes other than to meet the program accessibility requirements of § 35.150.
- (3)
 - (i) Alterations to historic properties shall comply, to the maximum extent feasible, with the provisions applicable to historic properties in the design standards specified in § 35.151(c).
 - (ii) If it is not feasible to provide physical access to an historic property in a manner that will not threaten or destroy the historic significance of the building or facility, alternative methods of access shall be provided pursuant to the requirements of § 35.150.

TITLE II REQUIREMENTS CONTINUED



2.1.4 Designation of the ADA Coordinator

In compliance with 28 CFR 35.107(a), the Town of Waynesville has designated the following to serve as ADA Title II Coordinator. In this role (he/she) will oversee the Town's policies and procedures and insure the Town's compliance with this transition plan along with any other action plans adopted by the Town (see Appendix F):

**Preston Gregg PE — Town Engineer
ADA Coordinator and Grievance Officer**

**Email: pgregg@waynesvillenc.gov
Office: 828-456-3706**

2.1.5 Training and Continuing Education

The ADA Title II Coordinator will also be responsible for the identification of resources and opportunities for agency employees, at various levels, to receive ADA-related training appropriate to their job functions.



REFERENCES

<https://www.ada.gov/regs2010/2010ADAStandards/2010ADAStandards.pdf>

<https://www.nadtc.org/wp-content/uploads/NADTC-Toolkit-for-the-Assessment-of-Bus-Stop-Accessibility.pdf>

2.2 CODE AND POLICY REVIEW—LAND DEV. STANDARDS



Each code below is presented as a direct excerpt from the Town of Waynesville’s Land Development Standards (LDS).

5.7.3 Applicable Design Standards.

The Historic Preservation Commission in reviewing applications shall consider the following in their review and approval of all Civic/Monument buildings.

B. Site Prominence: Designers should consider methods in which to place such buildings above the grade of the surrounding buildings as a means to provide site prominence. Methods to consider include the incorporation of a raised entry from the primary street frontage (while still accommodating NC *Accessibility Code* requirements) and/or the setback of such buildings to create a formal landscaped area or plaza. Where possible, such buildings shall form a terminating vista down a street or across a civic space.

5.8.3 Building Entrances.

C. *Visibility/Accessibility*: For residential buildings in developments designed for residents aged 55 and older, there shall be provided one zero-step entrance to each building from an *accessible* path at the front, side, or rear of each building.

6.4.2 Pedestrian/Bicycle Connections.

D. Surface Treatment of Accessways: The surface of accessways shall be constructed of a smooth, compactable material that is *accessible* for wheelchairs and strollers. Acceptable materials include asphalt, concrete, and crushed stone.

6.7.6 Curb Radii and Construction.

F. Ramps Required: Wheel chair ramps shall be provided at all curb and gutter intersections and at other major points of pedestrian flow in accordance with ADA *Accessibility Standards*.

9.2.4 Accessible Parking.

Accessible parking shall be provided in accordance with Chapter 4 of the North Carolina Accessibility Code, as amended.

***Note: 2018 NC State Building Code: Accessibility in now Chapter 11 Recommend update to Waynesville LDS**

9.4.1 Surfacing.

Off-street parking areas developed to meet the minimum requirements of this section and all off-street parking facilities in the Central Business District, shall be properly graded, marked, and located on improved lots or within parking structures.

B. Accessible Spaces: All accessible spaces and corresponding access paths shall consist of concrete or asphalt.

***Note: Waynesville LDS will need to be updated to reflect adopted transition plan.**

2.3 STATE BUILDING CODE—PARKING



Section 1106: Parking and Passenger Loading Facilities

1106.1 Required.

Where parking is provided, accessible parking spaces shall be provided in compliance with Table 1106.1, except as required by Sections 1106.2 through 1106.4. Where more than one parking facility is provided on a site, the number of parking spaces required to be accessible shall be calculated separately for each parking facility [...]

Exception: This section does not apply to parking spaces used exclusively for buses, trucks, other delivery vehicles, law enforcement vehicles or vehicular impound and motor pools where lots accessed by the public are provided with an accessible passenger loading zone.

1106.5 Van spaces.

For every six or fraction of six accessible parking spaces, at least one shall be a van-accessible parking space [...]

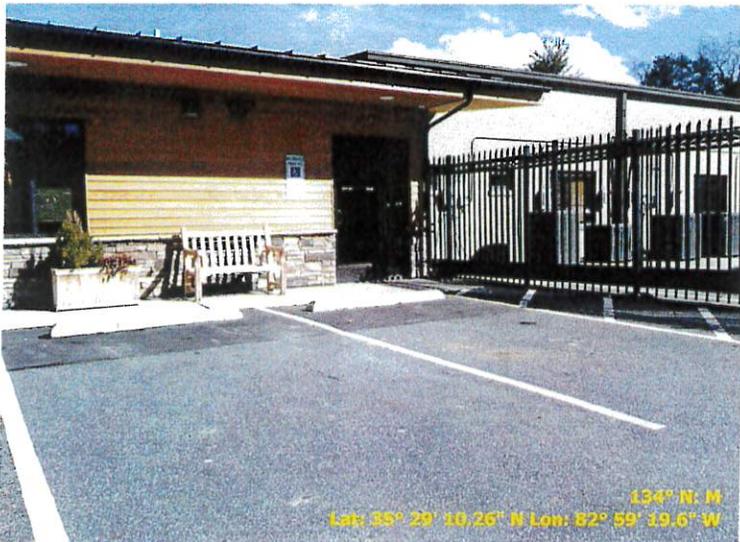
1106.6 Location.

Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance [...]



110' W x M
Lat: 35° 30' 19.71" N Lon: 82° 58' 40.68" W

TABLE 1106.1
ACCESSIBLE PARKING SPACES



134' N x M
Lat: 35° 29' 10.26" N Lon: 82° 59' 19.6" W

TOTAL PARKING SPACES PROVIDED IN PARKING FACILITIES	REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20, plus one for each 100, or fraction thereof, over 1,000

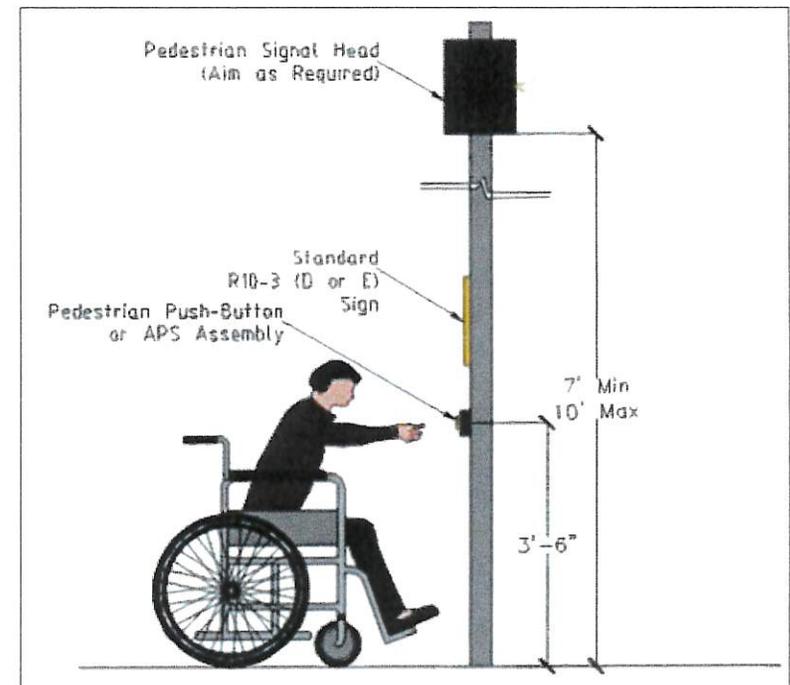
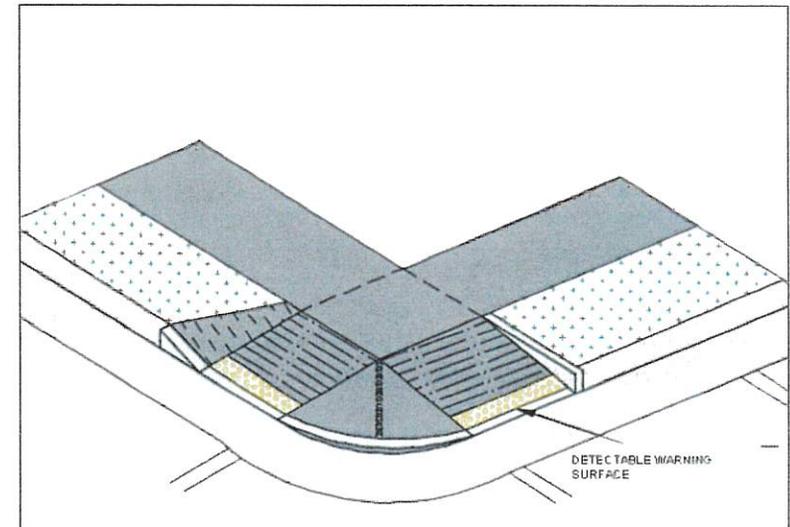
CRITERIA FOR COMPLIANCE—PEDESTRIAN CROSSINGS



Each of the figures shown here illustrate proper ADA regulated installments for a curb ramp at a signalized intersection. The chart above defines these regulations as a checklist for compliant curb ramps as well as those that are non-compliant.

This criteria defines what has been decided by the ADA as the most inclusive and helpful design that should be used, at a minimum, in all municipalities to be ADA compliant.

Curb Ramp Criteria	Compliant	Non-Compliant
Ramp present	Yes	No
Width	>36"	<36"
Slope	<1:12 (8.33%)	>1:12 (8.33%)
Transition between ramp and walkway or street	Flush/Smooth	Abrupt level change
Truncated Domes/ Detectable Warnings	Yes	No, if required
Obstructed	No	Yes



Chapter 3 PUBLIC AND STAKEHOLDER ENGAGEMENT



3.1 Survey Summary

In order to provide the most accurate and inclusive ADA Transition Plan for the Town of Waynesville, JMTE worked with Town staff in surveying both individual residents and organizations. These surveys (in Appendix A) aimed to take a more personal look at ADA barriers.

Sample Questions and Responses:



Q5: Are you aware of any specific concerns, complaints or problems regarding access for persons with disabilities to any of the programs, services or activities provided by the Town of Waynesville?

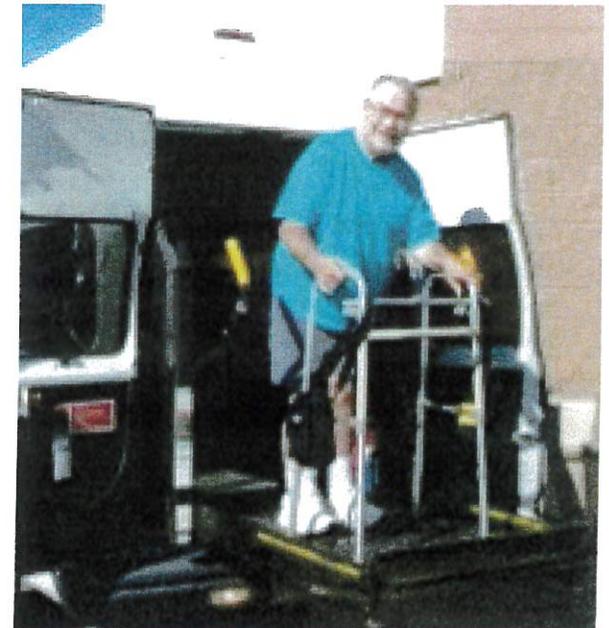
“The Pottery class is taught upstairs at the Armory”

This response is a good example of personal limitations to the Town’s programming.

Q6: What do you feel should be the highest priority of the Town of Waynesville to improve accessibility for persons with disabilities?

“The biggest problem we have is transportation which is a town and county problem”

Some responses outlined issues that cross agency service provision lines. Said issues should be addressed with partner agencies.





3.2 Survey Advertisement

The links below were posted on the Town's website during the survey phase of the plan. The survey link was also placed within the local newspaper.

THIS WEEK

Survey Available for ADA Transition Planning



The Town of Waynesville is gathering information from the public as part of the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. This survey is intended for people who live in Waynesville or who visit Waynesville to have valuable input about accessibility. This survey addresses accessibility of services and activities offered to the public. All responses are subject to becoming public record.

The purpose of this survey is intended to inform the ADA Transition Plan update by generating priorities for improving Town-owned infrastructure. The goal is that each service is readily accessible to and usable by persons of all abilities.

You may complete the survey by [CLICKING HERE](#).

Waynesville seeks input on Americans with Disabilities Act self-evaluation survey



The Town of Waynesville is gathering information from the public as part of the Americans with Disabilities Act Self-Evaluation and Transition Plan. This survey is intended for people who live in Waynesville or who visit the Town to have valuable input about accessibility. This survey addresses accessibility of services and activities offered to the public. All responses are subject to becoming public record.

The purpose of this survey is to inform the ADA Transition Plan update by generating priorities for improving Town-owned infrastructure. The goal is that each service is readily accessible to and usable by persons of all abilities.

The survey will be available on the Town's website and on the Town's Facebook page or by visiting the following link: <http://bit.ly/2HUEavC>

For organizations representing specific populations, there is an organization survey link: <http://bit.ly/2HUKitW>

3.3 Survey Process

Formal entry and submission period for both surveys began midway through March, 2019 and was accessible through April 25th, 2019.

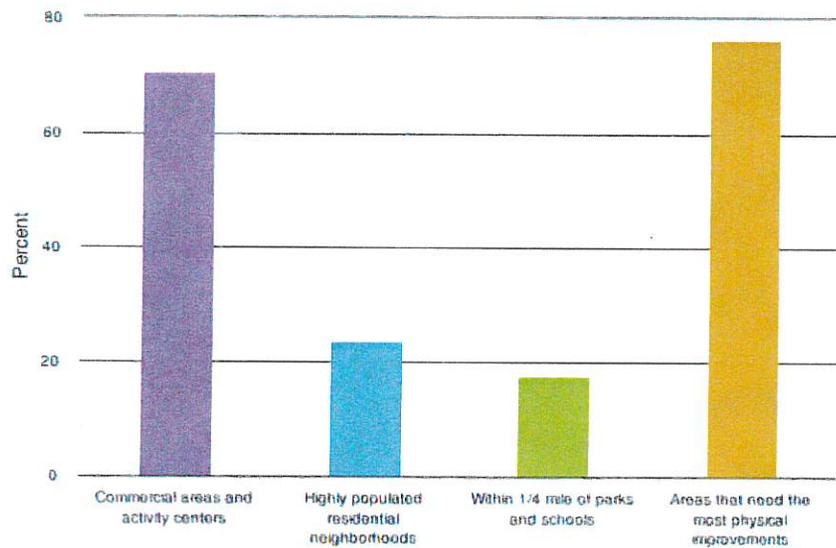
3.4 Response Rates

During the allocated response period, a total of 23 individuals responded to the survey with five organizations submitting responses.



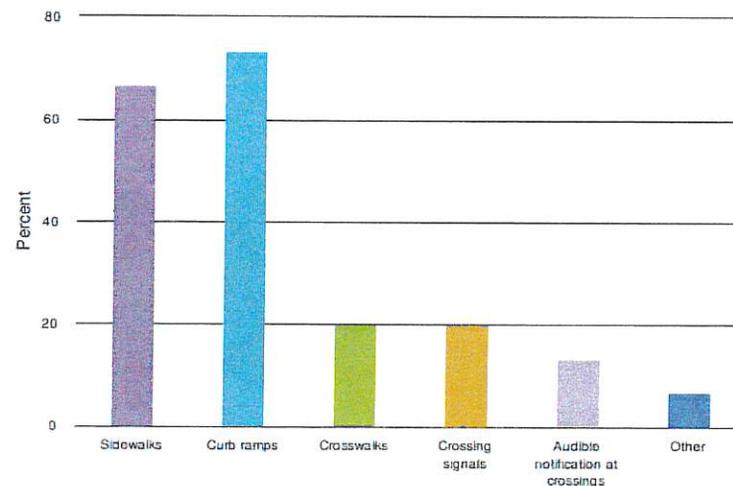
3.5 Findings

Having considered all non-compliant ADA features and locations around Waynesville, individuals were asked which of them are most urgently in need of repair. Commercial areas, activity centers, and more general areas each scored as the areas in town with the most urgent need of repair. More specifically, sidewalks, and curb ramps ranked the highest compared to crosswalks, crossing signals, and audible notifications. These results highlight the areas the people of Waynesville see as a priority for compliance repairs.



Value	Percent	Responses
Commercial areas and activity centers	70.6%	12
Highly populated residential neighborhoods	23.5%	4
Within 1/4 mile of parks and schools	17.6%	3
Areas that need the most physical improvements	76.5%	13

Figure 1: Individuals show the most concern in commercial areas and activity centers.



Value	Percent	Responses
Sidewalks	66.7%	10
Curb ramps	73.3%	11
Crosswalks	20.0%	3
Crossing signals	20.0%	3
Audible notification at crossings	13.3%	2
Other	6.7%	1

Figure 2: When asked what fixes they feel are most urgent, individuals answered (1) sidewalks and (2) curb ramps at the top of their list.

Note: full survey data is available upon request.

Chapter 4.1 SELF-ASSESSMENT



4.1.1 Areas of Study

In taking a comprehensive accessibility survey of the Town's facilities, the following areas were studied:

Facility
Town Hall Building
Municipal Building
Fire Station #1 Building
Public Works Building
Recreation Center Building
Finance Building / Fire Station #2
Parking Lot (Municipal Building)
Parking Lot (Hazelwood)
Parking Lot (Wall Street)
Parking Lot (Miller Street)
Parking Lot (Comm. Playground)
Parking Lot (Skate Park)
Parking Lot (Vance Ball Field)
Public Restroom (Vance St)
Public Restroom (Dog Park)
Public Restroom (Miller St)
Public Restroom (Hazelwood)



SELF-ASSESSMENT—4.1.2 COMMON BARRIERS



While specific examples of accessibility barriers have been outlined within the following pages, the table below gives a general overview of the most common observations.



For more information on full access and inclusion guidelines and standards visit <https://www.access-board.gov/>

Issues	Barriers
Sidewalk or Pathway width	Some sidewalks are less than 5-ft wide and or have barriers such as utility poles
Landings along Sidewalk or Pathways	Less than 4-ft x 4-ft or below guidelines
Sidewalk or Pathway Grade	Some sidewalks are too steep or have sharp angles
Sidewalk or Pathway Material and Finish	Some sidewalks have deterioration of surface or markings
Poor Connections	There are missing sections of sidewalk and some poor connections
Detectable Warnings Domes at roadway crossings	Not all crossings have truncated domes and some are made of inappropriate materials, while others are located incorrectly
Obstructions to Sidewalk or Pathways	There are places where utility poles, fire hydrants, signs, vegetation and other obstructions are in the sidewalk
Traffic Signal Systems	There are crossings where there is a lack of provision for the visually Impaired such as APS, inadequate time allowed to cross, and also inaccessible or inoperable buttons
Public Parking	There are instances where accessible parking spots are improperly located (i.e. too far from a destination or located among other barriers such as grade.)
Public Parks	There are instances of inaccessible gravel paths, and lack of ADA amenities
Public Buildings	See following pages 20 and 22

Chapter 4.2 ASSESSMENT SUMMARIES PER CATEGORY



Access to Public Buildings

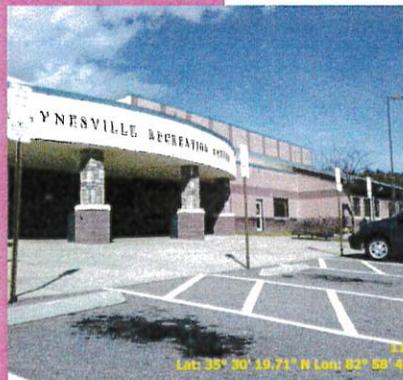
Buildings open to the public in Waynesville include the Town Hall, Public Works and Finance offices, Municipal Building, Waynesville Recreation Center, two fire stations, and multiple public restrooms.

Many of the public buildings have been retrofitted with accessible amenities such as electric door openings, parking, and curb ramps.

Review of public buildings throughout Waynesville revealed a few barriers to accessibility.

Some of the needs for spot upgrades at town buildings include the addition of accessible parking spaces and the replacement of faded pavement markings and signage.

Recommendation:
The "BUILDINGS - ADA checklist" (in Appendix F) can be used by Facilities staff to review the internal public space at each of the town's buildings.



Parking Lots

Public parking lots in Waynesville are located on Hazelwood Avenue, Miller Street, Commerce Street, and Wall Street. There are also public parking lots at each of the Town's public buildings and parks.

The number of accessible spaces required for each parking lot is regulated by the Town's LDS section 9.2.4 and NC Building Code.

Recommendation:
Update existing parking lots with required number of accessible parking spaces, update pavement markings where they are missing or faded, and add signage where necessary.



ASSESSMENT SUMMARIES CONTINUED



Access to Parks and Playgrounds

Overall, the Town's parks, greenways, and playgrounds are highly accessible. This is especially true for the fully compliant ADA accessible playground that opened in spring of 2018 that is adjacent to Vance Street. This facility should be used as a model and benchmark for future parks development with the town.



In making site visits to each facility though, there were some observed deficiencies. In summary, wheelchair access to some areas could be improved as well as the addition of ADA accessible amenities.



Other noted deficiencies were access to greenway issues such as blockages in pathways to improper entryways.



Sidewalks and Crossings

Sidewalks and crossings were most notably in need of upgrading, as several common barriers were observed throughout the system. While many of these instances occur due to an aging network and topographic limitations of the Town, some limiting factors such as maintenance and blockages in pathways should be addressed.



OBSERVED BARRIERS—ACCESS TO PUBLIC BUILDINGS



4.2.1—Common Accessibility Barriers at the Town's Public Buildings

1. Access to the door of Firehouse #2 has limitations from existing accessible parking (close to Finance Office) due to decorative column leaving <math>< 36''</math> on sidewalk.
2. The ADA parking space behind the Municipal Building is non-compliant for access to the front as the slope from said location is too great. Slope >1:12(8.33%)
3. The restroom building near the Dog Park lacks accessibility as picnic tables block entry.
4. The restroom building on Vance Street near Ball Field lacks accessible hand levers.
5. The closest ADA accessible parking space is too far from the Hazelwood Restroom. While there are enough spaces present in the lot, they are all oriented towards the street.



OBSERVED BARRIERS—PUBLIC PARKING LOTS



4.2.2—Common Accessibility Barriers within the Town's Parking Lots

1. Frog Level Parking Lot— Brick, used in place of truncated domes, some are sunken causing tripping hazard. Missing accessible parking signage.
2. Wall St. Parking Lot— No accessible parking spaces. Consider adding on Wall St. Per LDS; at least one accessible space for lots with 0-25 spaces.
3. Miller St. Parking Lot- Faded pavement markings on accessible parking. Only one accessible parking space. Per LDS, 2 spaces required for lots with 26-50 spaces.
4. Miller St. Parking Lot— No curb ramp or crosswalk from parking lot to cross Montgomery St.
5. Public Works Employee Parking Lot that is opposite the building lacks accessible parking spaces. Per LDS, 2 spaces required for 26-50 spaces.
6. Hazelwood Public Parking Lot—No accessible parking spaces at the rear of lot near the public restrooms.



OBSERVED BARRIERS—PARKS AND PLAYGROUNDS



4.2.3— Common Accessibility Barriers within the Town's Parks and Playgrounds

1. Howell Street Park has a gravel parking area and no accessible pathways or ramps for utilizing playground equipment or picnic shelter.
2. While no accessibility barriers were found within the new ADA playground, there is a lack of ADA accessible features such as picnic tables.
3. Play area near Dog Park, ramp entering play area but no accessible pathway through the grass to playground equipment, or picnic shelter.
4. Dog Park has gravel parking and no accessible pathways to restrooms. Picnic benches block accessible use of restrooms.
5. No accessible parking near public tennis courts.
6. No accessible walkways or parking at Hazelwood ball field.



OBSERVED BARRIERS—SIDEWALKS



4.2.4—Common Accessibility Barriers within the Town's Sidewalk Network

1. Pedestrian Signal button is inaccessible due to curb. This makes the signal useless, as it is out of reach for those who cannot pass over the curb.
2. Curb ramp is misaligned with crosswalk.
3. Various issues including: missing truncated domes, lack of level landing, narrow ramp, and utility pole blocking sidewalk.
4. Sidewalk < 5' wide, due to cut around sewer grate.
5. Decorative bricks used in lieu of truncated domes, needs more distinguishable texture.
6. Various issues including: Non-compliant placement of truncated domes, no crosswalk, grate at transition.



OBSERVED BARRIERS—SIDEWALKS CONT.



7. No landing, exceeds running slope.
8. Signalized intersection without pedestrian crossing infrastructure.
9. Pedestrian must cross lane of traffic to get to pedestrian signal button.
10. Non-compliant transition from sidewalk to street.
11. Non-compliant intersection alignment, missing crosswalk.
12. Missing curb ramp, no transition.

Other Considerations:

Signal Timing: While efficient traffic flow is important, some signal sequences had extremely short crossing periods. This was especially evident on uphill crossings.

Vegetation Creep: Throughout town, there are many instances where vegetation is encroaching onto sidewalks. This results in a sidewalk being constricted or impassable by those in wheelchairs and motorized carts and scooters.

Sidewalk Sweeping: While this is not a functional issue, there was a great amount of organic and non-organic debris along major thoroughfare routes in town.



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TRANSIT ACCESS



Transportation Services for Haywood County

Door to door transit services are available for Waynesville residents by Haywood Public Transit. They use lift-equipped vans to provide accessibility to Haywood County residents. Currently, individuals must schedule rides in advance to take advantage of this service.

Connections provided to Buncombe County occur with the coordination between Haywood Public Transit and Mountain Projects/Buncombe County. They provide service from Waynesville to the edge of the County where the rider can transfer to Buncombe County transit.

Currently, there are plans in place to create a deviated fixed bus route for the urban sector of Haywood County. This plan includes a route connecting Canton, Clyde, Waynesville, and Hazelwood as well as a continued link into Buncombe County. Plans include busses that will be lift-equipped and offer paratransit.



Image: brasco.com

Barrier-Free Bus Stops

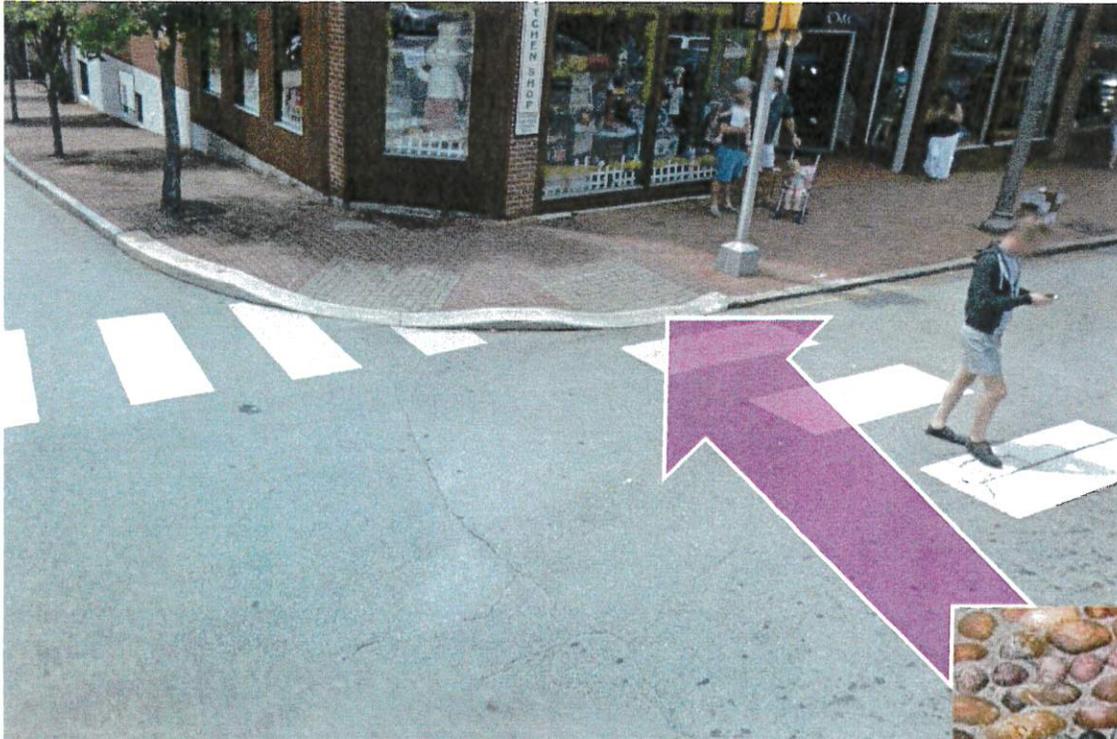
According to Easterseals "Toolkit for the Assessment of Bus Stop Accessibility and Safety" a barrier-free design includes:

- Planning outdoor elements to minimize obstacles and eliminate travel hazards such as support cables for utility poles and low signage protruding into the travel path.
- Positioning newspaper boxes and other street furniture close to the edge of a travel path, out of the main flow of pedestrian traffic and the bus landing pad.
- Avoiding grade-level changes in sidewalk and platforms wherever possible.
- Providing slip-resistant finishes, good grip, and sure footing to ensure surfaces are safe.
- Supplying seating adjacent to pathway routes.



Image: haywoodtransit.com

APPENDIX



Transition to Functional Art

While traditional truncated domes may not be aesthetically pleasing, their importance to safety is paramount. Often in an effort to make these more design friendly, functionality is diminished. This example of using raised mosaic stones may be a way to blend both safety and public art within the Main Street District.

A. SURVEYS (INDIVIDUAL)



Town of Waynesville, NC ADA Survey for individuals

The Town of Waynesville is gathering information from the public as part of the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. This survey addresses accessibility of services and activities offered to the public. All responses are subject to becoming public record.

The purpose of this survey is intended to inform the ADA Transition Plan update by generating priorities for improving Town-owned infrastructure. The goal is that each service is readily accessible to and usable by persons of all abilities.

If you have questions about the ADA Self-Evaluation and Transition Plan or require additional assistance, contact Andrew Bowen at J.M. Teague Engineering & Planning.

Q1 Which option most accurately describes your disability status?

Individual with a disability

Family member or friend of an individual with a disability

Individual without a disability

Other _____

Q2 What is your current association with the Town of Waynesville?

Town Resident

Merchant or business owner

Visitor

Other _____

Q3 Where should the Town prioritize improvements? *This can be based on location or proximity to certain destinations. Please choose up to two options.*

Commercial Areas and Activity Centers

Highly populated residential neighborhoods

Within ¼ mile of parks and schools

Areas that need the most physical improvements

Other (specify) _____

Q4 Do you participate in programs, services or activities offered by the Town of Waynesville?

No

Yes - Please list: _____

Q5 Are you aware of any specific concerns, complaints or problems regarding access for persons with disabilities to any of the programs, services or activities provided by the Town of Waynesville?

No

Yes, please describe: _____

Q6 Do you know who to contact if you need assistance, have a concern, or need an accommodation to access a facility, service or event?

Yes - Please list who you would contact: _____

No - I do not know who to contact

Q7 Have you ever requested an accommodation for a disability from the Town?

Yes

No

Not Applicable

Q8 If an accommodation was requested, was your accommodation made by the Town?

Yes

No

Not sure/don't remember

Don't know

If yes, what accommodations were made? _____

A. SURVEYS (INDIVIDUAL) CONTINUED



Q9 Overall, how would you rate the current level of accessibility to town buildings?

- Good
- Average
- Below Average
- Poor

Q10 Overall, how would you rate the current level of accessibility to town parks facilities?

- Good
- Average
- Below Average
- Poor

Q11 Overall, how would you rate the current level of accessibility to town sidewalks?

- Good
- Average
- Below Average
- Poor

Q12 What should be the highest priority of the Town of Waynesville to improve accessibility for persons with disabilities? Please choose up to two options.

- Sidewalks
- Curb Ramps
- Crosswalks
- Crossing Signals
- Signs (advisory and regulatory)
- Audible notifications at crossings
- Other _____

Q13 Please describe any specific Town buildings or facilities with which you have accessibility concerns:

Q14 How may we reach you?

- Contact information (name/email/phone) _____
- I choose to remain anonymous |

Thank you for completing this survey. The information collected will assist the various Town departments, divisions, and the people it serves

A. SURVEYS (ORGANIZATIONS)



Town of Waynesville, NC ADA Survey for Organizations

The Town of Waynesville is gathering information from the public as part of the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan. This survey, which addresses accessibility of services and activities offered to the public. All responses are subject to becoming public record.

The purpose of this survey is intended to inform the ADA Transition Plan update by generating priorities for improving town-owned infrastructure. The goal is that each service is readily accessible to and usable by persons with disabilities.

If you have questions about the ADA Self-Evaluation and Transition Plan or require additional assistance, contact _____.

Name: _____

Organization: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Q1 Do you or your clients participate in programs, services or activities offered by the Town of Waynesville?

No

Yes - Please list: _____

Q2 Have you had direct communication with the Town of Waynesville regarding services and accommodations for individuals with disabilities?

No

Yes describe: _____

Q3 Are you aware of any specific concerns, complaints or problems regarding access for persons with disabilities to any of the programs, services or activities provided by Town of Waynesville?

No

Yes, please describe: _____

Q4 What information or other resources can you supply to help educate or inform the Town of Waynesville about your organization and your services for individuals with disabilities?

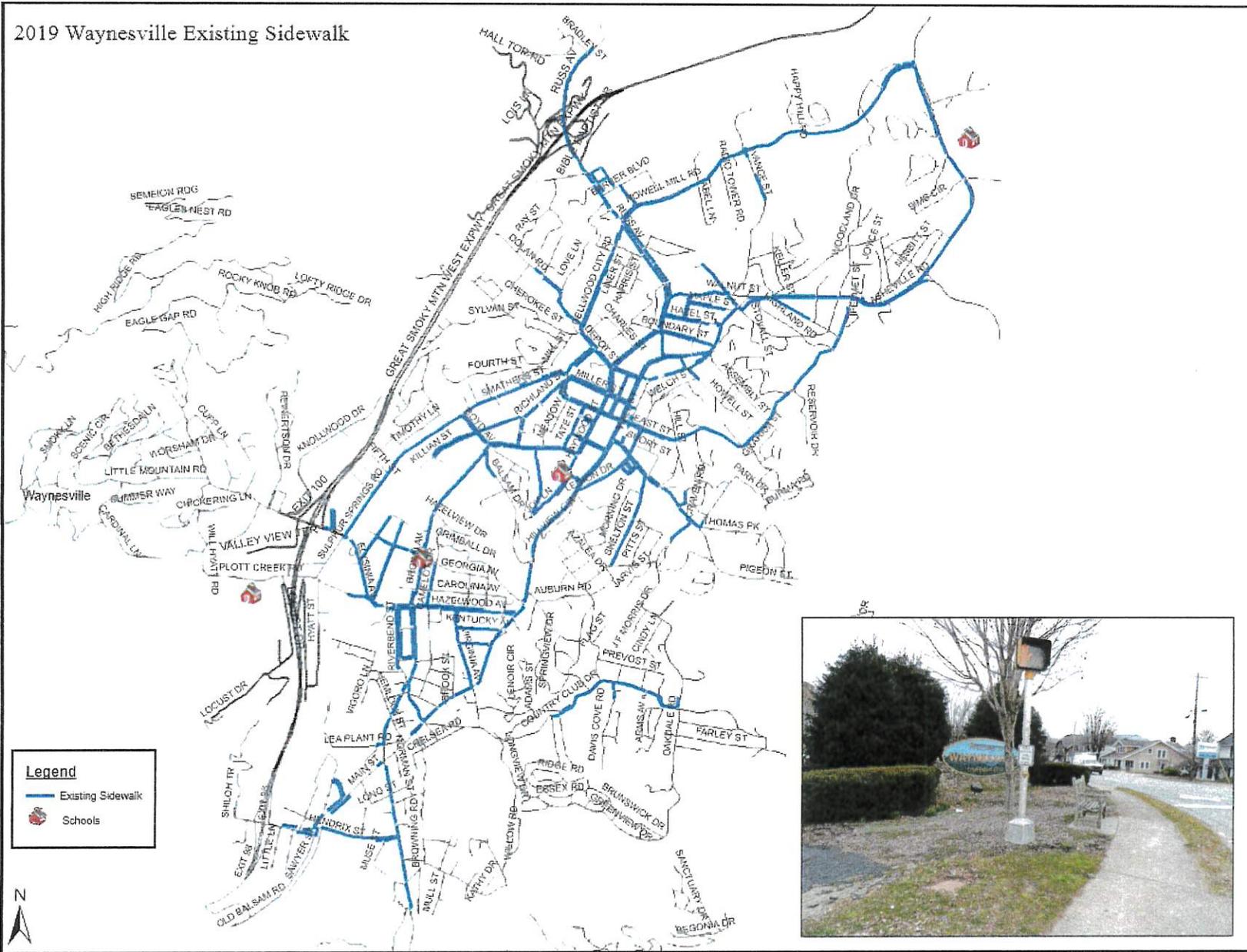
Q5 What general guidance, advice or assistance could your organization provide to the Town of Waynesville to protect against potential discrimination of individuals with disabilities in its programs, services and activities?

Q6 What do you feel should be the highest priority of the Town of Waynesville to improve accessibility for persons with disabilities?

Q8 Thank you for completing this questionnaire. If you have any questions regarding the Town of Waynesville's ADA Self-evaluation and Transition Plan, or aware of any specific physical or programmatic barriers, please use the area below for your suggestions or comments.

Thank you for completing this survey. The information collected will assist the various Town departments, divisions, and the people it serves.

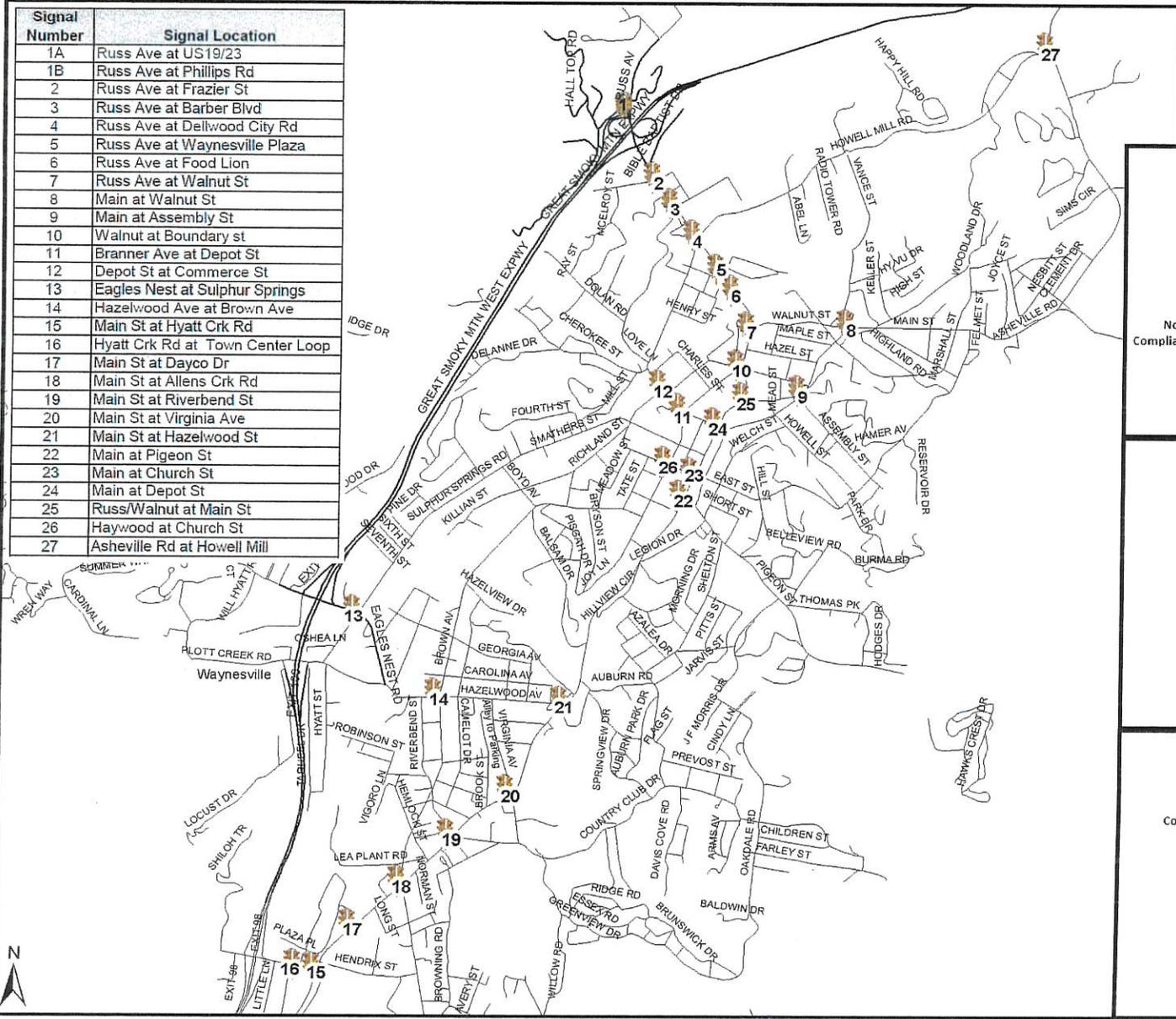
B. TOWN OF WAYNESVILLE EXISTING SIDEWALKS





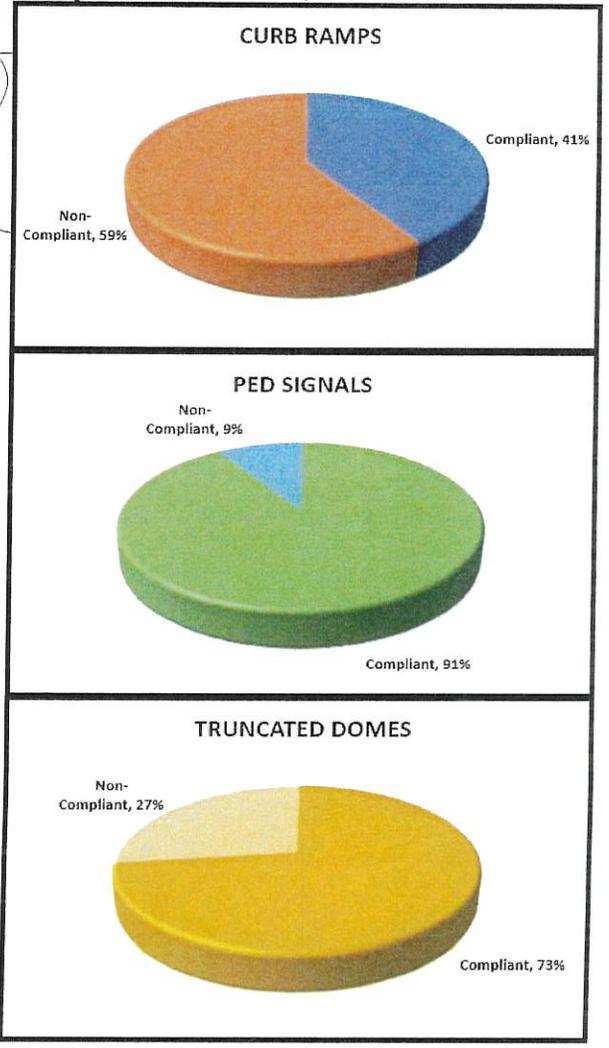
B. SIGNALIZED INTERSECTION REVIEW

2019 WAYNESVILLE SIGNALIZED INTERSECTIONS



Intersection Compliance

The pie charts below show compliance versus non-compliance for all signalized crosswalks within Town. Overall, the majority of signals within the Town's network are compliant.





C. SIGNALIZED INTERSECTION DATA

Intersection #	# of Curb Ramps	# of Ramps Compliant	# of Transitions Compliant	# of Ped Signals	Ped Signal Compliant?	# of Truncated Domes Present	# of Truncated Domes Compliant	# of Crosswalks Present
1a	0	0	0	0	0	0	0	0
1b	1	0	0	0	0	1	0	0
2	1	1	0	0	0	1	0	1
3	0	0	0	0	0	0	0	0
4	4	4	0	2	1	4	0	2
5	1	0	1	0	0	0	0	0
6	1	0	1	0	0	0	0	0
7	2	0	0	2	2	2	0	1
8	0	0	0	0	0	0	0	0
9	3	2	3	0	0	0	0	1
10	2	0	2	4	4	2	2	3
11	6	0	4	4	4	6	6	4
12	4	0	2	4	4	0	0	3
13	3	2	3	0	0	3	3	2
14	3	0	2	3	3	0	0	4
15	4	0	0	3	2	3	2	3
16	4	3	2	4	3	4	3	4
17	5	4	5	3	3	5	5	3
18	2	2	2	0	0	2	2	0
19	2	0	2	0	0	1	1	0
20	0	0	0	0	0	0	0	0
21	3	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	3
23	6	2	6	4	4	2	0	4
24	2	2	2	4	4	2	2	3
25	1	0	1	3	3	0	0	3
26	4	2	2	0	0	2	2	4
27	4	4	4	3	2	4	4	2
TOTAL	68	28	44	43	39	44	32	50



C. PUBLIC BUILDINGS REVIEWED

Building	Finance	Public Works	Recreation Center	Municipal	Town Hall	Fire Station 1	Fire Station 2
Door Landing	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Door Opening	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Non-Compliant
Door Hardware	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Door Pull	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Non-Compliant
# Accessible Parking	3	3	15	2	2	2	1
Accessible Parking Location	Compliant	Compliant	Compliant	Non-Compliant	Compliant	Compliant	Non-Compliant
Width of Parking	9'	8.5'	10'	8.5'	9'	9'	9'
Signs Present?	No	Yes	Yes	Yes	Yes	Yes	Yes
Pavement Markings Present?	Yes	Faded	Yes	Yes	Yes	Faded	Faded
Aisle of Access	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Van Parking	Yes	No	Yes	No	Yes	Yes	No
Curb Ramps Present?	Yes	Yes	Yes	No	N/A	Yes	No
Handrail Present?	N/A	N/A	N/A	Yes	N/A	Yes	N/A
Slopes Compliant?	Yes	Yes	Yes	No	Yes	Yes	Yes

D. RESOLUTION OF PLAN ADOPTION



RESOLUTION NO. ()

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, NORTH CAROLINA ADOPTING THE AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public programs, services and facilities; and

WHEREAS, Title II of the ADA requires that municipalities develop and adopt Transition Plans which document physical barriers to accessibility, propose modifications to remove those barriers, and a schedule to complete the modifications; and

WHEREAS, the Town of Waynesville, North Carolina adopted Resolution () pertaining to ADA Standards for Accessible Design and Guidelines for Pedestrian Facilities in the Public Right-of-Way; and

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2011, respectively; and

WHEREAS, the Town of Waynesville, North Carolina remains committed to the ADA and the elimination of barriers to public program and services, and facilities; and

WHEREAS, a Transition Plan for the pedestrian network and a Transition Plan for programs, services, and facilities has been prepared that reflects current municipality infrastructure and ADA design standards, referred to as the "ADA Transition Plan: Pedestrian Facilities in the Public Right-of-Way" and the "ADA Transition Plan: Programs and Services, and Facilities;"

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Waynesville, North Carolina hereby adopts the ADA Transition Plan, a copy of which shall be filed with and maintained by the Town Clerk.

PASSED, APPROVED AND ADOPTED this () day of June, 2019.

Note: Due to chance of changing Federal ADA requirements, the designated ADA Coordinator should periodically review and adjust this plan accordingly.

E. GRIEVANCE PROCEDURE



Under Title II of the Americans with Disabilities Act Guidelines, the Town is required to adopt and publish procedures for resolving grievances. The intention of this process is to create a local system for resolving complaints of disability discrimination in a prompt and fair manner and to provide information for filing a complaint.

Currently, the Town of Waynesville has an online “Action Line” form on the town website. It includes requests for information and requests for service and repairs. Each request is provided a tracking number for reference and follow up. This could be a good platform for adding a Title II Grievance Form.

It is recommended that the following items be included in a standardized discrimination complaint form:

1. Description of Waynesville’s Grievance Procedure
2. Contact information for the Town’s ADA Coordinator
3. Contact information for the person filing the Grievance Form
4. A statement on alternative means of filing a complaint for people with disabilities who require an alternative (i.e., large print, Braille, audio format)
5. A space for the written description of complaint and how it is covered under Title II guidelines
6. Information on appeals to adverse decisions
7. Policy for retaining filed complaints

REPORT A PROBLEM / REQUEST A SERVICE



It is recommended the Town utilize its current “Report a Problem” link for ADA Grievances.

Check the Status of an Action Line Request

Tracking Number: Search

Create a New Action Line Request

Search for Request Type(s)

Request Type: Search

Requests for Information

- Sewer General
- Tax Questions - General
- Utility Billing Questions
- Water General

Repairs and Requests for Service

- Electric Locate
- Sewer Stoppage
- Street Name Signs
- Street/Security Light Out
- Water & Sewer Locates
- Water Leak

F. GRIEVANCE POLICY



This full version of the ADA Grievance Procedure may be published on public sites and/or other forms of public advertising:
Americans with Disabilities Act Grievance Procedure

This grievance procedure is established to meet the requirements of Title II of the Americans with Disabilities Act. This procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Waynesville.

The complaint should be in writing and contain the following general information about the alleged discrimination:

1. Name
2. Mailing Address
3. Phone number
4. Email Address
5. Location of Complaint
6. Date of Occurrence
7. Description of the Problem

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted as soon as possible, preferably within 60 calendar days of the alleged violation to:

Preston Gregg

Email: pgregg@waynesvillenc.gov

Mail: P.O. Box 100 Waynesville, NC 28786

Within 15 calendar days after receipt of the complaint, Preston Gregg will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days of the meeting, Preston Gregg will respond in writing, and where appropriate, in a format that is accessible to the complainant, such as in large print, Braille, or audio tape. The response will explain the position of the Town of Waynesville and offer options for substantive resolution of the complaint.



ADA SELF-ASSESSMENT CHECKLIST

BUILDINGS (EXTERIOR AND INTERIOR)	Compliant If:	Yes	No	Notes
EXTERIOR				
Is there a ramp, lift or alternative accessible entrance other than stairs?	Yes			
Do these entrances have proper signage?	Yes			
Does the entrance have a doorway at least 32 inches in width? At least 18 inches of door pull space?	Yes			
Is the door handle ≤ 48 inches high and operable with a closed fist?	Yes			
Parking - See Parking checklist	**			
INTERIOR				
Are all aisles and pathways at least 36 inches wide?	Yes			
Are all obstacles cane-detectable?	Yes			
Are the spaces for wheelchair seating distributed throughout?	Yes			
Are the tops of tables or counters between 28 and 34 inches high?	Yes			
Are there ramps, lifts, or elevators to all public levels?	Yes			
Do stair treads have non-slip surfaces? Continuous hand rails on both sides?	Yes			
Visible and audio indicators for opening/closing elevators? Are the call buttons no higher than 42-inches?	Yes			
RESTROOMS				
If public restrooms are present, is there at least one fully accessible restroom? With proper signage?	Yes			
Does restroom entry configuration provide adequate maneuvering space for persons in wheelchairs?	Yes			
Is there a 36 inch wide path to all fixtures?	Yes			
Is there a wheelchair accessible stall that has greater access than a typical stall?	Yes			
In the accessible stall, are there grab bars behind and on the side of the wall?	Yes			
Is the toilet seat 17-19 inches tall?	Yes			
Does one lavatory have a 30 inch wide by 48 inch deep clear space in front?	Yes			
Is the lavatory rim no higher than 34 inches?	Yes			
Are soap and other dispensers and hand dryers within reach and usable with a closed fist?	Yes			

G. BUILDINGS CHECKLIST



G. PATHWAYS AND ROAD CROSSINGS CHECKLIST

ADA SELF-ASSESSMENT CHECKLIST				
PATHWAYS AND ROAD CROSSINGS	Compliant if:	Yes	No	Notes
CURB RAMPS				
Is the curb ramp set at a slope \leq 1:12?	Yes			
Is the curb ramp at least 36 inches wide?	Yes			
Does the foot of the curb ramp fit within the crosswalk markings?	Yes			
Is the curb ramp to gutter transition flush?	Yes			
Is the boundary between sidewalk and street detectable with truncated domes?	Yes			
SIDEWALKS				
Is the sidewalk at least 36 inches wide	Yes			
Is the cross slope of the sidewalk no steeper than 1:48	Yes			
Are there clear and accessible audio and visual tools for crossings?	Yes			
Is there sufficient time allowed to cross by the signals?	Roughly 3.5 feet per second			
PEDESTRIAN SIGNALS				
Is the push button clearly aligned with the direction of travel?	Yes			
Are the audible, vibrotactile and visual indicators clear, unambiguous to all forms of disability?	Yes			
Is the visual crossing signal at max 10 ft. and at least 7 ft. tall?	Yes			
Is the visual crossing signal aimed correctly at the crossing pedestrian?	Yes			
Does the push button have a 4' x 4' landing with less than a 2% cross slope in each direction?	Yes			
Is the push button no more than 5 ft. from the edge of the crosswalk?	Yes			
Is the push button between 1.5 ft and 10 ft. from the back of the curb?	Yes			
If there are two push buttons, are they at least 10 ft. apart from each other?	Yes			
Is the push button, at most, a height of 42 in.? (vertical reach)	Yes			
Is the push button, at most, 10 in. off the sidewalk? (horizontal reach)	Yes			

*For use as a basic checklist only. For complete Title II guidelines: www.ada.gov



G. PARKING CHECKLIST

ADA SELF-ASSESSMENT CHECKLIST				
PARKING	Compliant if:	Yes	No	Notes
Are there an adequate number of accessible spaces?	1 for every 25 spaces			
Is at least one accessible space van accessible?	Yes; 1 for every 6 accessible spaces			
Do these accessible spaces connect with an access route?	Yes			
Is there signage designating accessible parking spots?	Yes			
Is there at least one access route from arrival point?	Yes; must have compliant ramp			
Is the travel route stable, firm and slip resistant?	Yes			
Are the accessible ramps/routes at least 36 inches wide?	Yes			
Do the accessible ramps/routes have a slope \leq 1:20?	Yes			
If accessible route crosses a curb, is there a curb ramp?	Yes			
Is the curb ramp set at a slope \leq 1:12?	Yes			
Is the curb ramp at least 36 inches wide?	Yes			

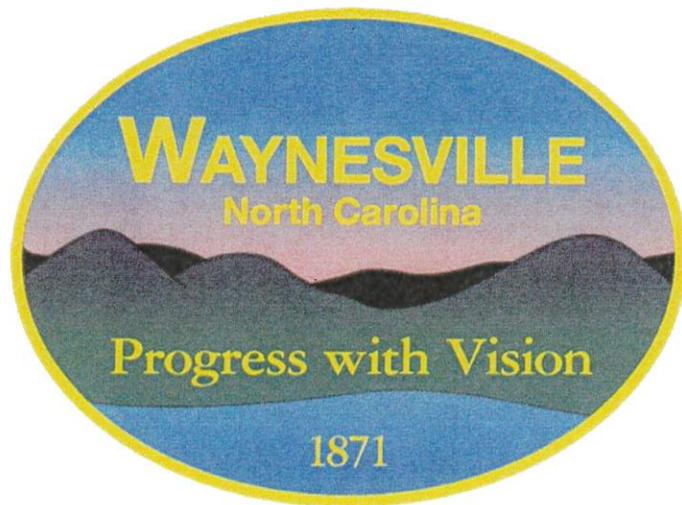
*For use as a basic checklist only. For complete Title II guidelines: www.ada.gov



G. REC. FACILITIES AND PLAY AREAS CHECKLIST

ADA SELF-ASSESSMENT CHECKLIST				
RECREATIONAL FACILITIES AND PLAY AREAS	Compliant if:	Yes	No	Notes
Is there an accessible route to the entrance of the play area?	Yes			
Is there an accessible route to to at least one of each type of play component?	Yes			
If the play area is less than 1000 sq ft. is the route at least 44 inches wide?	Yes			
If the play area is 1000 sq ft. or greater, is the route at least 60 inches wide?	Yes			
Is the accessible route no steeper than 1:16 inches?	Yes			
If the route is steeper than 1:20 and the rise for a ramp	Yes			
Is the top of the handrail gripping surface no less than 20 inches and no greater than 28 inches above the ramp surface?	Yes			

*For use as a basic checklist only. For complete Title II guidelines: www.ada.gov



WAYNESVILLE

North Carolina

Progress with Vision

1871

RESOLUTION NO. R-13-19

**A RESOLUTION ADOPTING THE
AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN**

WHEREAS, the Federal government enacted the Americans with Disabilities Act of 1990 (ADA) to prevent discrimination of the physically and mentally disabled relating to employment and access to public programs, services and facilities; and

WHEREAS, Title II of the ADA requires that municipalities develop and adopt Transition Plans which document physical barriers to accessibility, propose modifications to remove those barriers, and a schedule to complete the modifications; and

WHEREAS, the Town of Waynesville, North Carolina adopted Resolution R-13-19 pertaining to ADA Standards for Accessible Design and Guidelines for Pedestrian Facilities in the Public Right-of-Way; and

WHEREAS, the United States Department of Justice recently modified the ADA Standards for Accessible Design and the Guidelines for Pedestrian Facilities in the Public Right-of-Way in 2010 and 2011, respectively; and

WHEREAS, the Town of Waynesville, North Carolina remains committed to the ADA and the elimination of barriers to public program and services, and facilities; and

WHEREAS, a Transition Plan for the pedestrian network and a Transition Plan for programs, services, and facilities has been prepared that reflects current municipality infrastructure and ADA design standards, referred to as the "ADA Transition Plan: Pedestrian Facilities in the Public Right-of-Way" and the "ADA Transition Plan: Programs and Services, and Facilities;"

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Waynesville, North Carolina hereby adopts the ADA Transition Plan, a copy of which shall be filed with and maintained by the Town Clerk.

PASSED, APPROVED AND ADOPTED this 25th day of June, 2019.

TOWN OF WAYNESVILLE

ATTEST:

Gavin A. Brown, Mayor

Eddie Ward, Town Clerk

TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 11, 2019

SUBJECT: Budget Ordinance 2019-2020 and Resolution on Financial Operating Plan-Internal Service Funds

AGENDA INFORMATION:

Agenda Location: Public Hearing
Item Number: C4
Department: All Departments
Contact: Eddie Caldwell, Finance Director / Rob Hites Town Manager / Amie Owens Assistant Town Manager
Presenter: Eddie Caldwell, Finance Director / Rob Hites Town Manager / Amie Owens Assistant Town Manager

BRIEF SUMMARY: Over the past three months, extensive work has taken place on the development of the annual budget for the Town of Waynesville. As you know, the 2019-2020 Budget Ordinance covers four separate funds-General, Water, Sewer, and Electric. In addition, there are what we call Internal Service Funds for the operation of the Asset Services Management and the Garage Fund. The Internal Service Funds covers the maintenance and repair of the department's various buildings, grounds, vehicles and equipment. The funds are as follows:

- General Fund \$15,147,270
- Water Fund 3,348,660
- Sewer Fund 3,353,310
- Electric Fund 9,568,930
- Total \$31,418,170

- Public Works \$1,615,930
- Garage 667,670

On the revenue side, the General Fund proposed budget maintains the tax rate at .4957 cents per hundred and keeps all other fees at the same levels. In the enterprise funds, the sewer fund will increase rates 10% and the water and electric rates will remain the same.

On the expenditure side, the major increases are in the personnel and fringe benefits area, the proposed budget funds a 26.20% increase in health insurance premiums, funds a 1.2% increase in state retirement contributions, funds an 1.5% sit aside for career track adjustments and adds three positions. Operating expenditures for the most part, will see slight decreases from the 2018-2019 budget. Capital expenditures, dept payments and internal service costs will decrease to fund the increases in personnel and fringe benefits. Overall the proposed 2019-2020 budget is (\$1,135,485) or (3.49%) lower than the current 2018-2019 amended budget. The lower budget will allow the Town to use less fund balance or savings to balance the budget than the 2018-2019 budget.

MOTION FOR CONSIDERATION: 1) To *approve Budget Ordinance 2019-2020.*

2) To approve Resolution on Financial Operating Plan for Two Internal Service Funds.

FUNDING SOURCE/IMPACT: This will be the budget for the next Fiscal Year

ATTACHMENTS:

- Budget Ordinance 2019-2020
- Resolution on Financial Operating Plan for Two Internal Service Funds

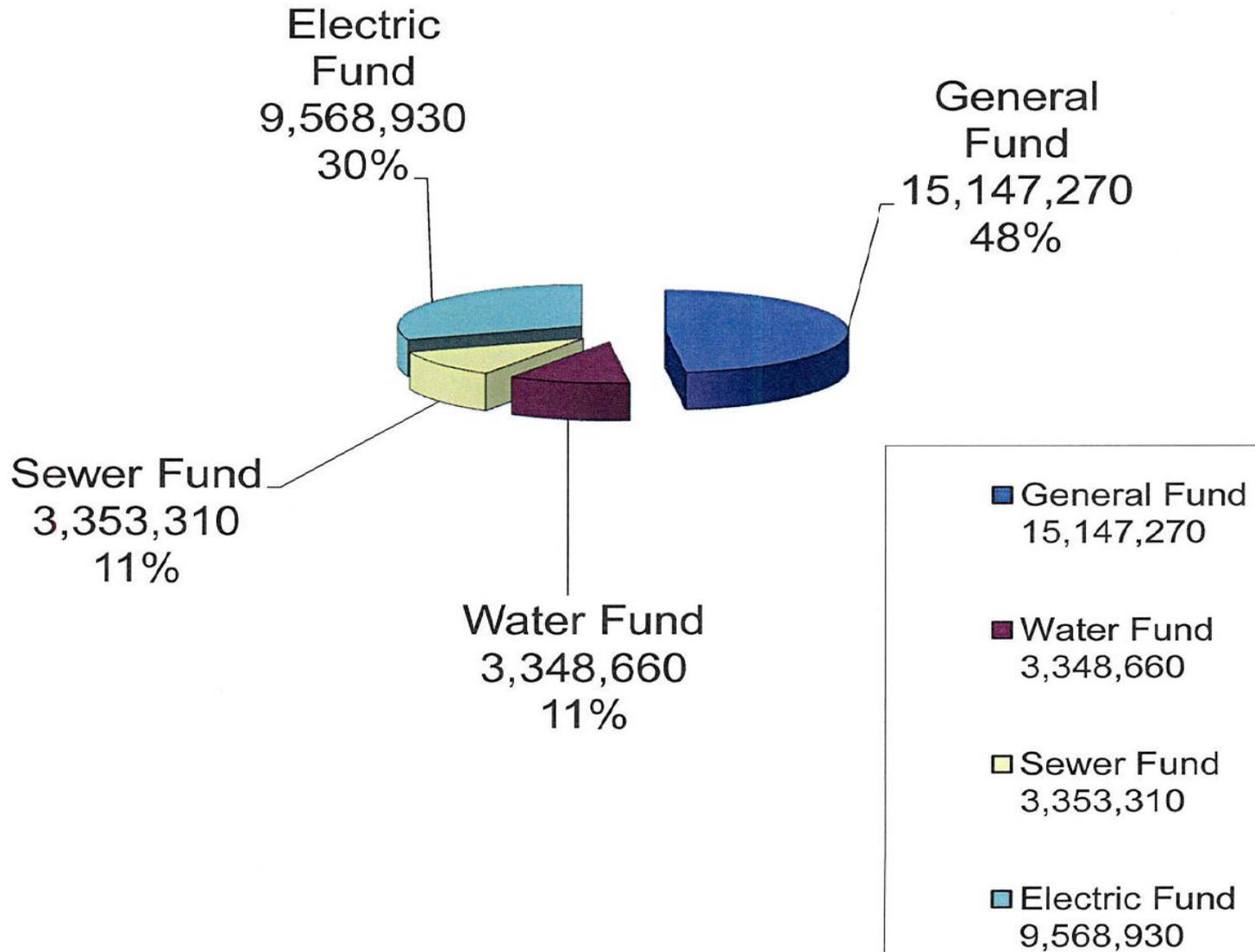
MANAGER'S COMMENTS AND RECOMMENDATIONS: Approve as presented.

Town of Waynesville 2019-2020 Budget



Prepared by
Eddie Caldwell, CPA

2019-2020 Budget Summary

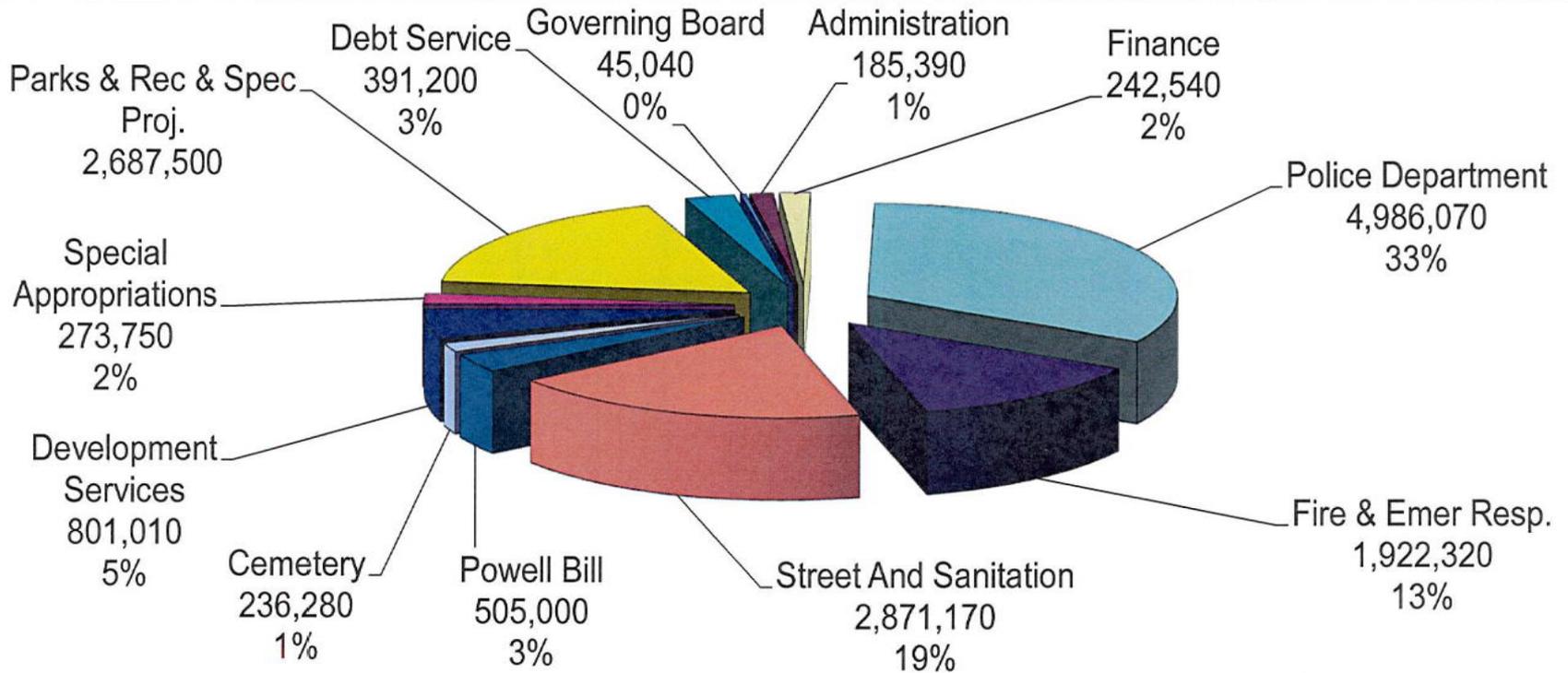


**2019-2020 BUDGET
SUMMARY**

FUND SUMMARY			
A. REVENUES BY FUND	BUDGET 2018-2019	PROPOSED 2019-2020	DIFFERENCE
GENERAL FUND	15,449,575	15,147,270	(302,305)
WATER FUND	3,990,330	3,348,660	(641,670)
SEWER FUND	3,392,940	3,353,310	(39,630)
ELECTRIC FUND	9,720,810	9,568,930	(151,880)
TOTAL BUDGET REVENUES	32,553,655	31,418,170	(1,135,485)
B. EXPENDITURES BY FUND	BUDGET	PROPOSED	DIFFERENCE
GENERAL FUND	15,449,575	15,147,270	(302,305)
WATER FUND	3,990,330	3,348,660	(641,670)
SEWER FUND	3,392,940	3,353,310	(39,630)
ELECTRIC FUND	9,720,810	9,568,930	(151,880)
TOTAL BUDGET EXPENDITURES	32,553,655	31,418,170	(1,135,485)

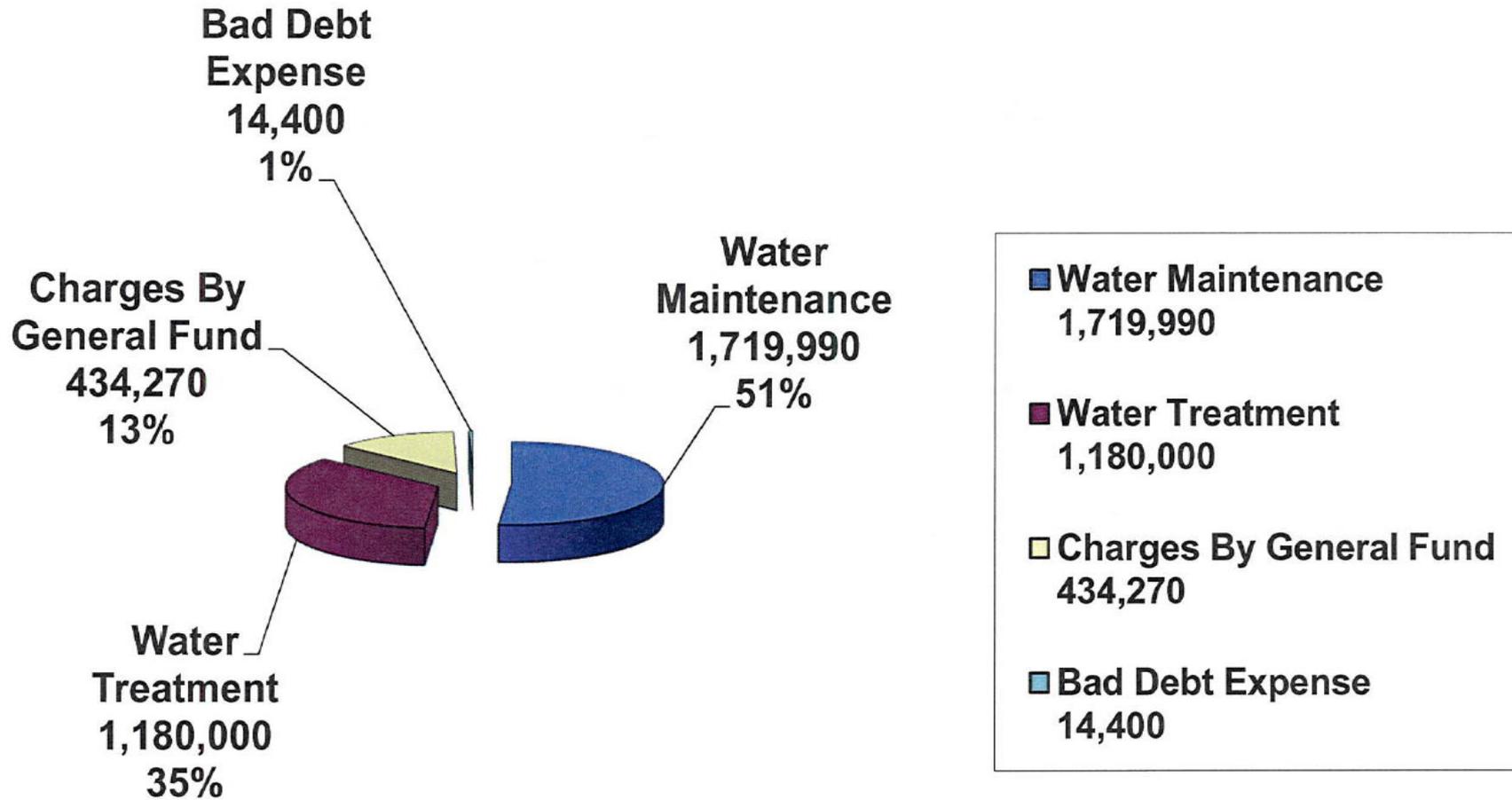
INTERNAL SERVICE FUND SUMMARY			
C. REVENUES BY INTERNAL SERVICES	BUDGET	PROPOSED	DIFFERENCE
ASSET SERVICES MANAGEMENT	2,264,920	1,615,930	(648,990)
GARAGE OPERATIONS	681,550	667,670	(13,880)
D. EXPENDITURES BY INTERNAL SERVICES	BUDGET	PROPOSED	DIFFERENCE
ASSET SERVICES MANAGEMENT	2,264,920	1,615,930	(648,990)
GARAGE OPERATIONS	681,550	667,670	(13,880)

General Fund Manager Recommended 2019-2020

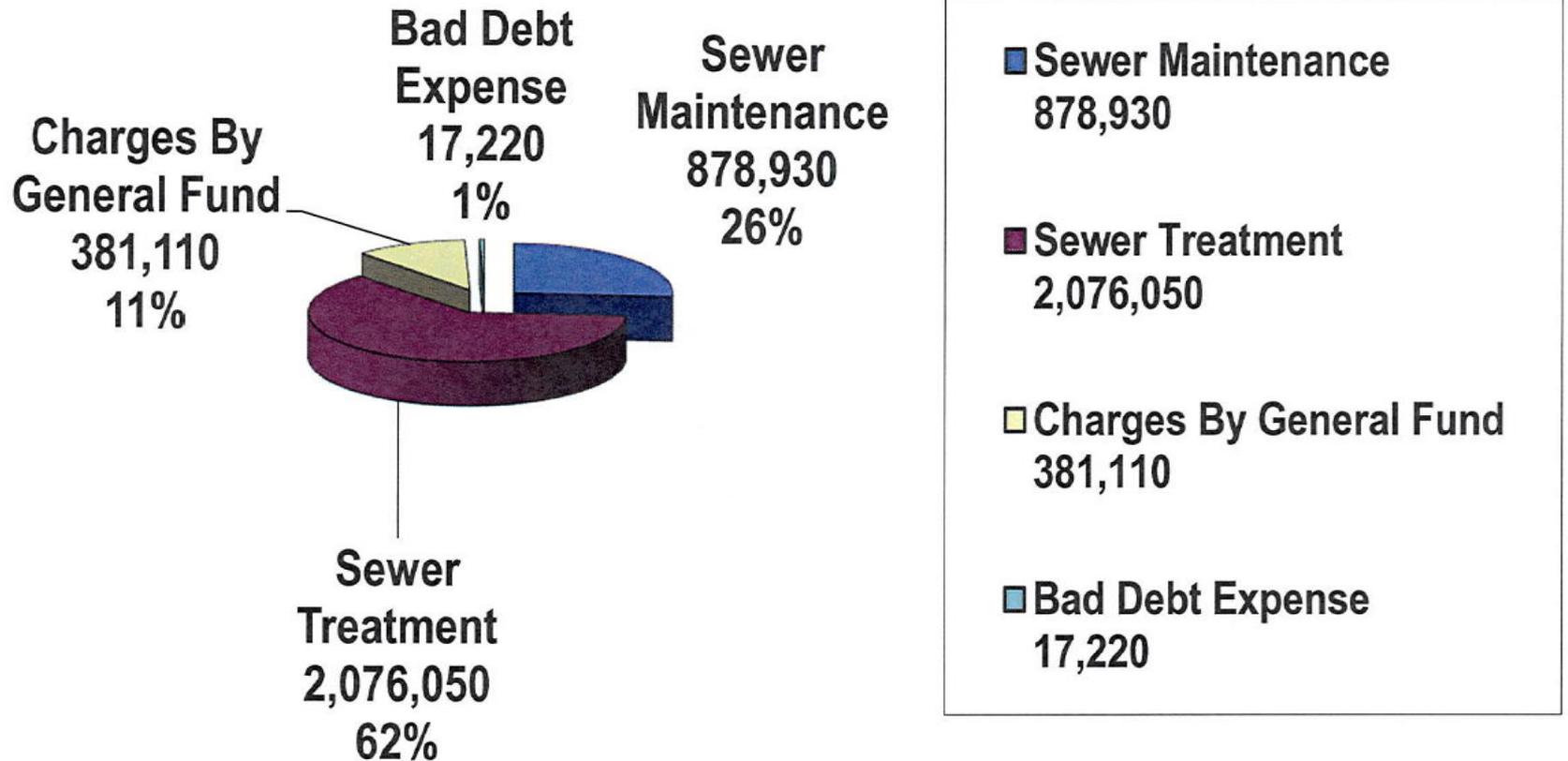


■ Governing Board	45,040	■ Administration	185,390
□ Finance	242,540	■ Police Department	4,986,070
■ Fire & Emer Resp.	1,922,320	■ Street And Sanitation	2,871,170
■ Powell Bill	505,000	■ Cemetery	236,280
■ Development Services	801,010	■ Special Appropriations	273,750
■ Parks & Rec & Spec Proj.	2,687,500	■ Debt Service	391,200

**Water Fund
Manager Recommended
2019-2020**



**Sewer Fund
Manager Recommended
2019-2020**



**Electric Fund
Manager Recommended
2019-2020**

**Transfer To Other
Funds**

**1,275,600
13%**

**Electric
Maintenance
1,577,390
17%**

**Bad Debt
Expense
38,400
0%**

**■ Electric Maintenance
1,577,390**

**■ Purchase Power
5,915,500**

**□ Charges By General Fund
762,040**

**■ Bad Debt Expense
38,400**

**■ Transfer To Other Funds
1,275,600**

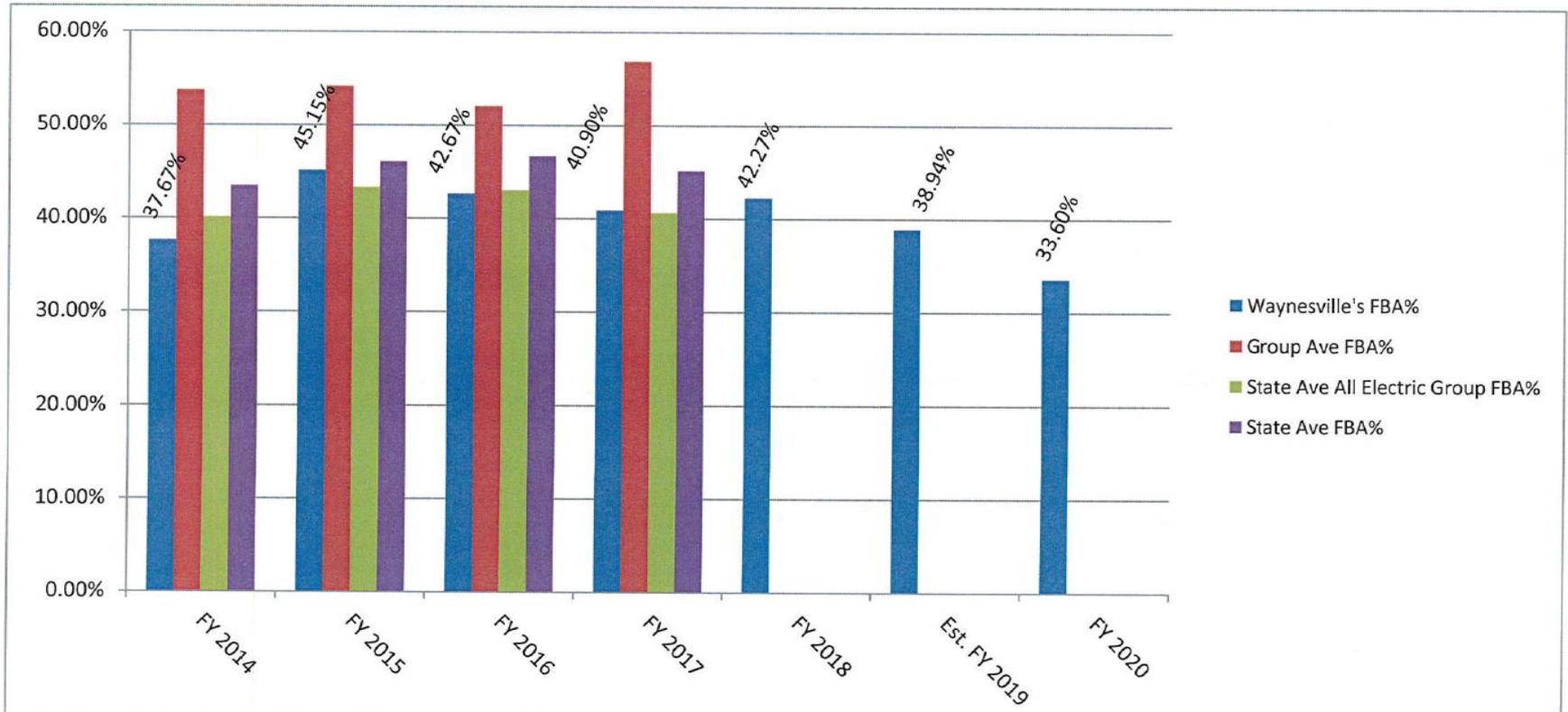
**Charges By
General Fund
762,040
8%**

**Purchase Power
5,915,500
62%**



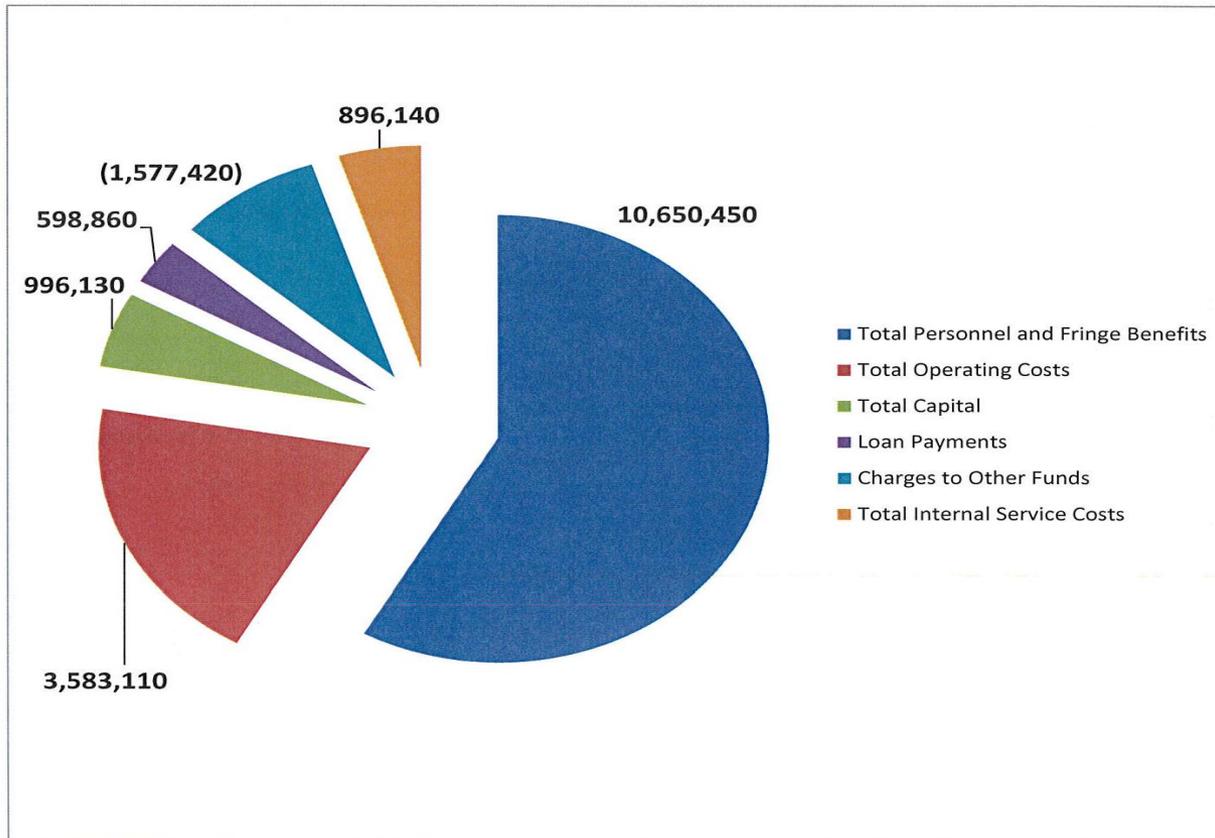
Town of Waynesville
Fund Balance Available Data
For Year Ending 06/30/2014 thru estimated 06/30/2020

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	What if we meet Projections Est. FY 2019	Budget FY 2020
Waynesville's FBA%	37.67%	45.15%	42.67%	40.90%	42.27%	38.94%	33.60%
Group Ave FBA%	53.74%	54.14%	52.07%	56.85%			
State Ave All Electric Group FBA%	40.05%	43.30%	43.04%	40.65%			
State Ave FBA%	43.50%	46.11%	46.71%	45.16%			
FBA	5,112,799	5,672,448	5,575,977	5,648,398	5,809,254	5,701,314	5,089,604
Expenditures	\$ 13,571,963	\$ 12,562,983	\$ 13,069,109	\$ 13,809,100	\$ 13,741,878	\$ 14,642,890	\$ 15,147,270



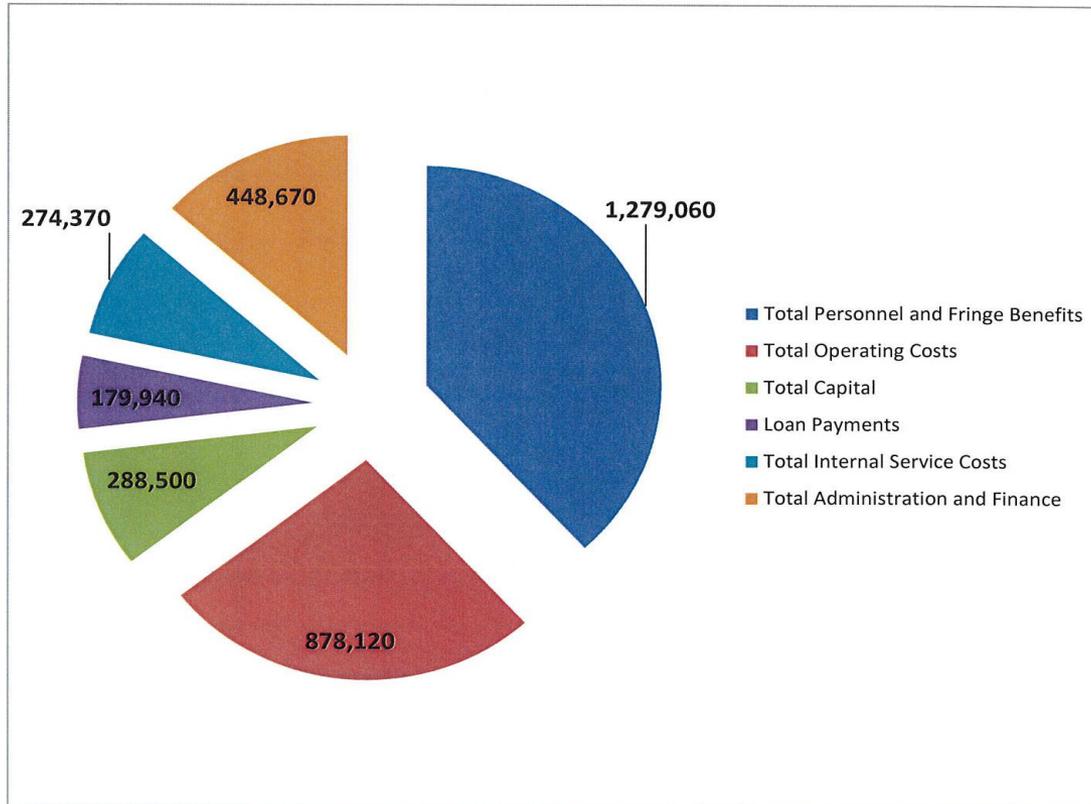
**Town of Waynesville
General Fund
Proposed FY 2019 - 2020 Budget**

	Proposed FY 19-20	% of Budget
General Fund Expenditures:		
Total Personnel and Fringe Benefits	10,650,450	70.31%
Total Operating Costs	3,583,110	23.66%
Total Capital	996,130	6.58%
Loan Payments	598,860	3.95%
Charges to Other Funds	(1,577,420)	-10.41%
Total Internal Service Costs	896,140	5.92%
Total General Fund Expenditures	15,147,270	100.00%



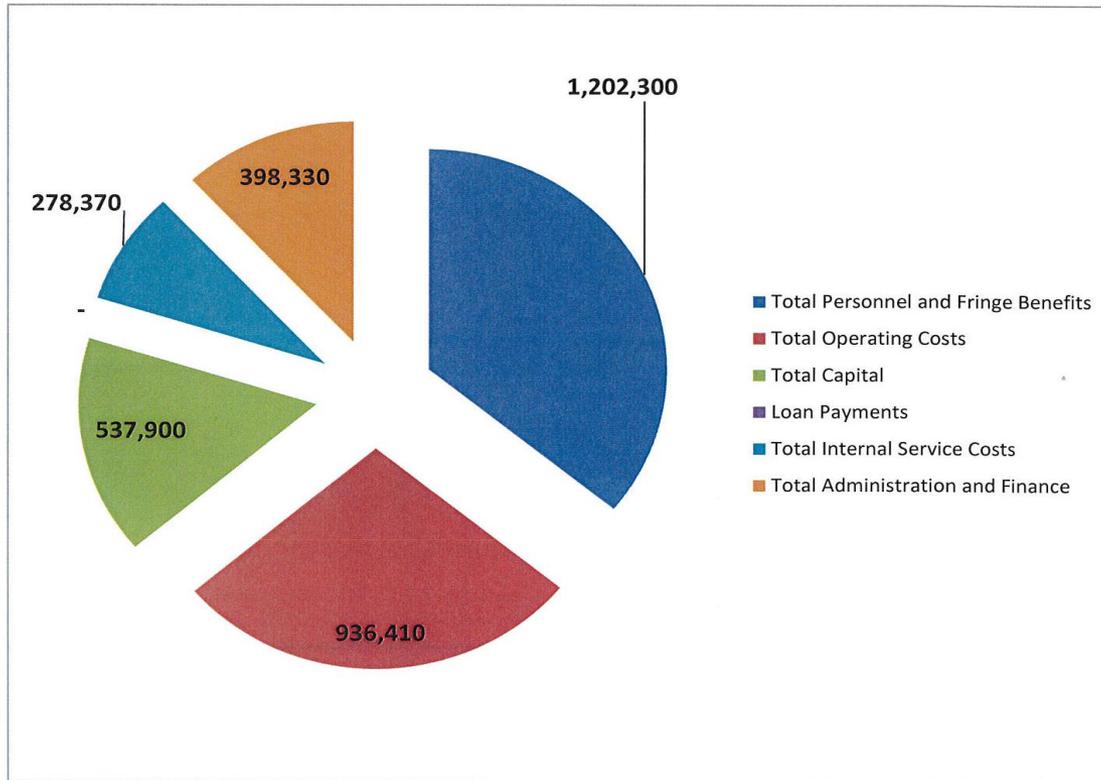
Town of Waynesville
Water Fund
Proposed FY 2019 - 2020 Budget

	<u>Proposed FY 19-20</u>	<u>% of Budget</u>
Water Fund Expenditures:		
Total Personnel and Fringe Benefits	1,279,060	38.20%
Total Operating Costs	878,120	26.22%
Total Capital	288,500	8.62%
Loan Payments	179,940	5.37%
Total Internal Service Costs	274,370	8.19%
Total Administration and Finance	448,670	13.40%
Total Water Fund Expenditures	<u>3,348,660</u>	<u>100.00%</u>



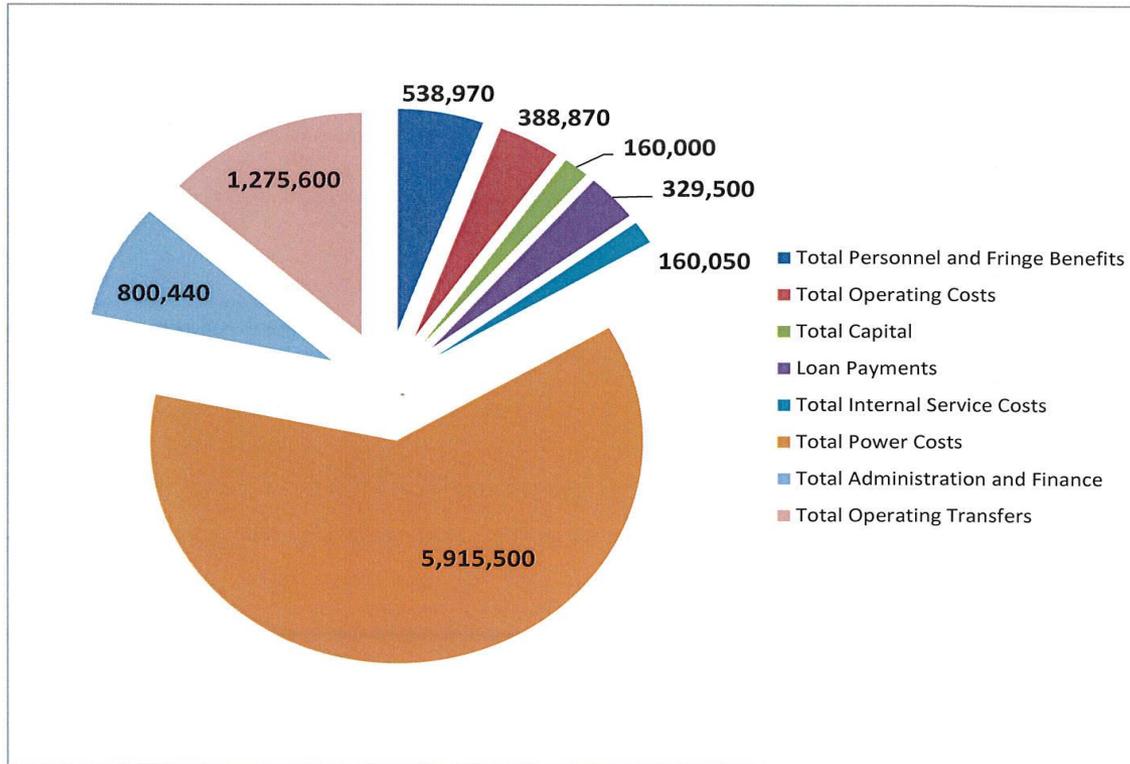
**Town of Waynesville
Sewer Fund
Proposed FY 2019 - 2020 Budget**

	Proposed FY 19-20	% of Budget
Sewer Fund Expenditures:		
Total Personnel and Fringe Benefits	1,202,300	35.85%
Total Operating Costs	936,410	27.92%
Total Capital	537,900	16.04%
Loan Payments	-	0.00%
Total Internal Service Costs	278,370	8.30%
Total Administration and Finance	398,330	11.88%
Total Sewer Fund Expenditures	3,353,310	100.00%



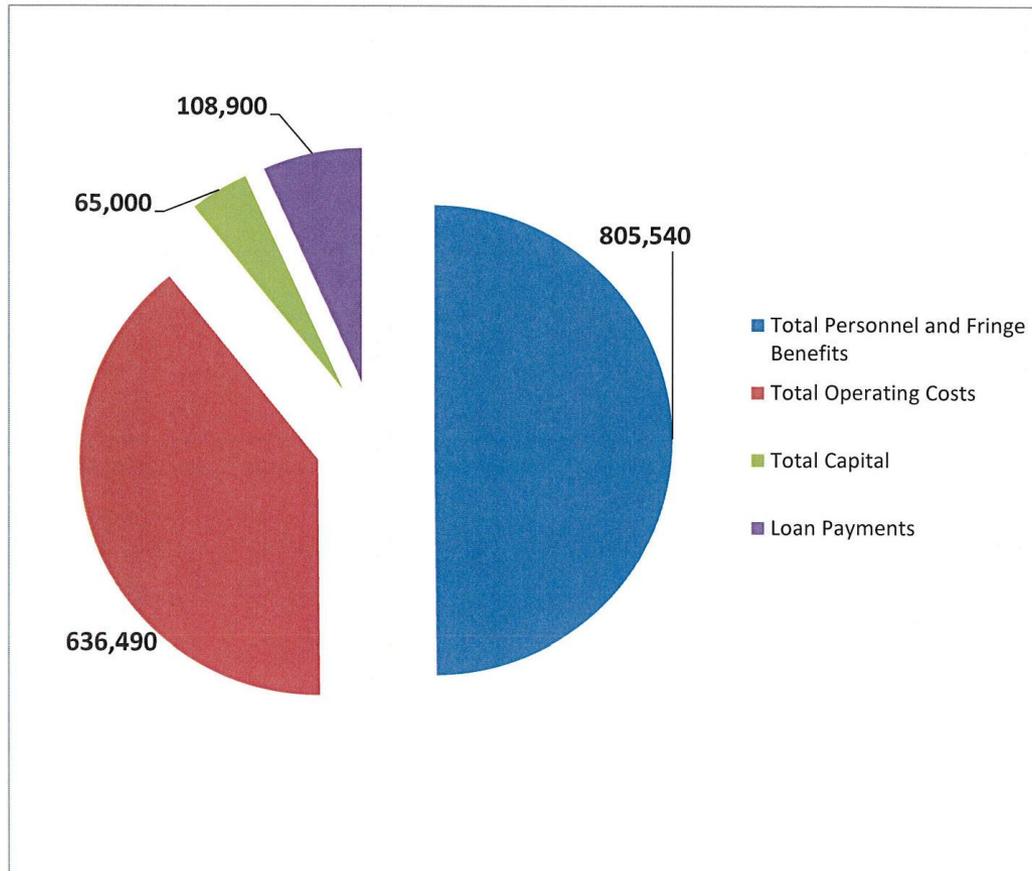
**Town of Waynesville
Electric Fund
Proposed FY 2019 - 2020 Budget**

	Proposed FY 19-20	% of Budget
Electric Fund Expenditures:		
Total Personnel and Fringe Benefits	538,970	5.63%
Total Operating Costs	388,870	4.06%
Total Capital	160,000	1.67%
Loan Payments	329,500	3.44%
Total Internal Service Costs	160,050	1.67%
Total Power Costs	5,915,500	61.82%
Total Administration and Finance	800,440	8.36%
Total Operating Transfers	1,275,600	13.33%
Total Electric Fund Expenditures	9,568,930	100.00%



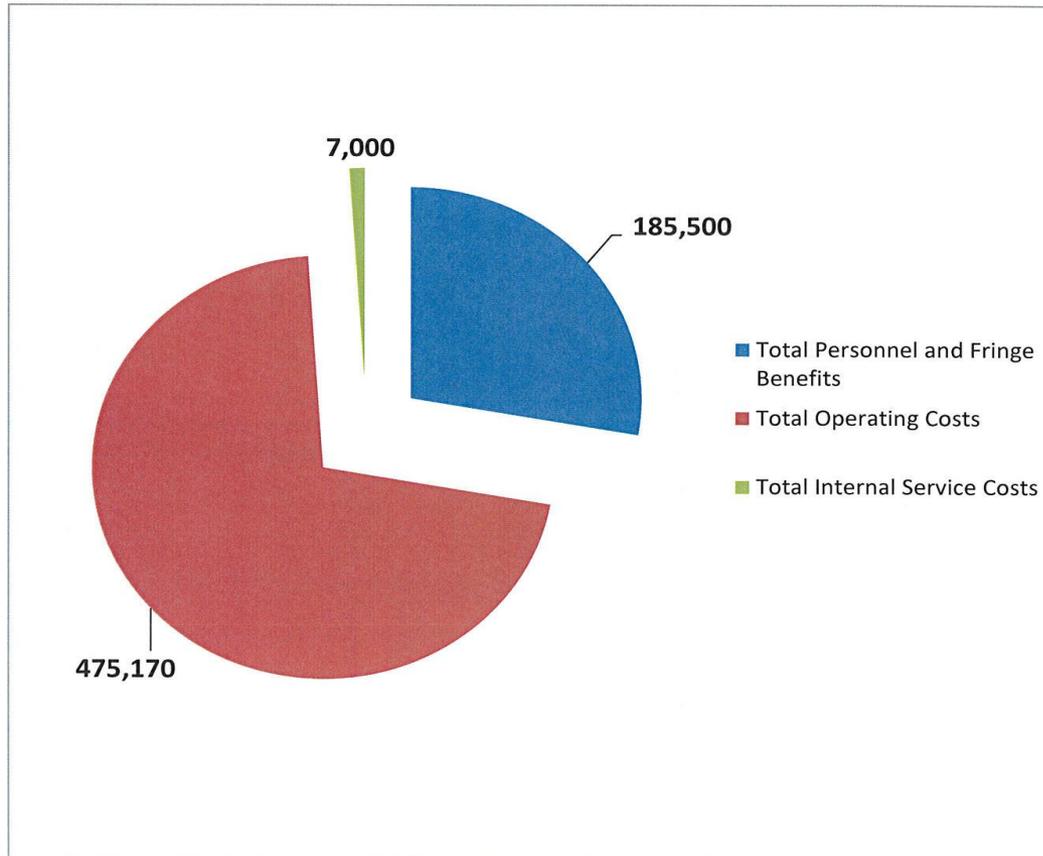
**Town of Waynesville
Asset Services Management
Proposed FY 2019 - 2020 Budget**

	Proposed FY 19-20	% of Budget
Asset Svs. Management Fund Expenditures:		
Total Personnel and Fringe Benefits	805,540	49.85%
Total Operating Costs	636,490	39.39%
Total Capital	65,000	4.02%
Loan Payments	108,900	6.74%
Total Asset Svs. Mgmt Expenditures	1,615,930	100.00%



**Town of Waynesville
Garage Operations
Proposed FY 2019 - 2020 Budget**

	Proposed FY 19-20	% of Budget
Garage Fund Expenditures:		
Total Personnel and Fringe Benefits	185,500	27.78%
Total Operating Costs	475,170	71.17%
Total Capital	-	0.00%
Loan Payments	-	0.00%
Total Internal Service Costs	7,000	1.05%
Total Garage Fund Expenditures	667,670	100.00%



**Town of Waynesville
2019-2020 Department Budget Worksheets**

							Diff	%
	FYE 2017	FYE 2018	FYE 2019	FYE 2019	FYE 2020	FYE 2020	FYE 2019	%
	ACTUAL	ACTUAL	DEPARTMENT PROJECTION	BUDGET	DEPARTMENT REQUESTS	MANAGER'S RECOMMENDS	Bud. Vs. FYE 2020	Diff from FYE 2019 Bud
Water Fund Revenues:								
Total Customer Charges	(3,273,109)	(3,343,510)	(3,375,860)	(3,395,300)	(3,390,600)	(3,390,600)	4,700	-0.14%
Total All Other Revenues & Invest. Inc.	(12,730)	(27,095)	(29,550)	(10,420)	(27,300)	(27,300)	(16,880)	162.00%
Fund Balance Appropriation	125,081	521,256	(411,300)	(584,610)	(12,650)	69,240	653,850	-111.84%
Total Water Fund Revenues	(3,160,758)	(2,849,349)	(3,816,710)	(3,990,330)	(3,430,550)	(3,348,660)	641,670	-16.08%

Revenues amounts have not been converted to budget basis/Fund balance numbers are being plugged in just to give a comparison.

Fund Bal. Approp. = add to balance
(Fund Bal. Approp.) = reduced fund balance

**Town of Waynesville
2019-2020 Department Budget Worksheets**

							Diff	%
			FYE 2019		FYE 2020	FYE 2020	FYE 2019	%
	FYE 2017	FYE 2018	DEPARTMENT	FYE 2019	DEPARTMENT	MANAGER'S	Bud. Vs.	from FYE
	ACTUAL	ACTUAL	PROJECTION	BUDGET	REQUESTS	RECOMMENDS	FYE 2020	2019 Bud
Sewer Fund Revenues:								
Total Customer Charges	(2,503,651)	(2,667,077)	(2,847,500)	(2,793,300)	(3,192,400)	(3,192,400)	(399,100)	14.29%
Total All Other Revenues & Invest. Inc.	(5,036)	(10,652)	(33,440)	(10,520)	(23,660)	(23,660)	(13,140)	124.90%
Fund Balance Appropriation	473,515	429,598	(165,490)	(589,120)	(451,430)	(137,250)	451,870	-76.70%
Total Sewer Fund Revenues	(2,035,172)	(2,248,131)	(3,046,430)	(3,392,940)	(3,667,490)	(3,353,310)	39,630	-1.17%

Revenues amounts have not been converted to budget basis/Fund balance numbers are being plugged in just to give a comparison.

Fund Bal. Approp. = add to balance
(Fund Bal. Approp.) = reduced fund balance

**Town of Waynesville
2019-2020 Department Budget Worksheets**

			FYE 2019		FYE 2020	FYE 2020	Diff	%
	FYE 2017	FYE 2018	DEPARTMENT	FYE 2019	DEPARTMENT	MANAGER'S	FYE 2019	%
	ACTUAL	ACTUAL	PROJECTION	BUDGET	REQUESTS	RECOMMENDS	Bud. Vs. FYE 2020	Diff from FYE 2019 Bud
Total Sewer Fund Expenditures:								
Total Personnel and Fringe Benefits	1,026,969	1,033,078	1,091,540	1,184,930	1,229,640	1,202,300	17,370	1.47%
Total Operating Costs	602,618	555,934	849,520	981,790	939,250	936,410	(45,380)	-4.62%
Total Capital	-	-	403,710	500,000	812,900	537,900	37,900	7.58%
Loan Payments	-	-	-	-	-	-	-	0.00%
Total Internal Service Costs	234,926	255,805	338,190	351,360	277,480	278,370	(72,990)	-20.77%
Total Administration and Finance	158,691	200,069	363,470	374,860	408,220	398,330	23,470	6.26%
Total Depreciation	416,531	422,266	-	-	-	-	-	0.00%
Total Operating Transfers	139,070	93,210	-	-	-	-	-	0.00%
Reconciliation to budgetary	(543,633)	(312,228)	-	-	-	-	-	0.00%
Total Sewer Fund Expenditures								
	2,035,172	2,248,134	3,046,430	3,392,940	3,667,490	3,353,310	(39,630)	-1.17%

Expenditures amounts have not been converted to budget basis. Capital and Principal Payments of prior years are moved to Balance Sheet at year end.

**Town of Waynesville
2019-2020 Department Budget Worksheets**

							Diff	%
	FYE 2017	FYE 2018	FYE 2019	FYE 2019	FYE 2020	FYE 2020	FYE 2019	%
	ACTUAL	ACTUAL	DEPARTMENT PROJECTION	BUDGET	DEPARTMENT REQUESTS	MANAGER'S RECOMMENDS	Bud. Vs. FYE 2020	Diff from FYE 2019 Bud
Electric Fund Revenues:								
Total Customer Charges	(8,743,149)	(9,219,663)	(9,592,740)	(9,582,840)	(9,495,190)	(9,495,190)	87,650	-0.91%
Total All Other Revenues & Invest. Inc.	(28,954)	(26,314)	(23,950)	(12,690)	(25,270)	(25,270)	(12,580)	99.13%
Transfers from Sewer Fund	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriation	18,660	410,139	475,420	(125,280)	(579,060)	(48,470)	76,810	-61.31%
Total Electric Fund Revenues	(8,753,443)	(8,835,838)	(9,141,270)	(9,720,810)	(10,099,520)	(9,568,930)	151,880	-1.56%

Revenue amounts have not been converted to budget basis/Fund balance numbers are being plugged in just to give a comparison.

Fund Bal. Approp. = add to balance
(Fund Bal. Approp.) = reduced fund balance

**Town of Waynesville
2019-2020 Department Budget Worksheets**

			FYE 2019		FYE 2020	FYE 2020	Diff	%
	FYE 2017	FYE 2018	DEPARTMENT	FYE 2019	DEPARTMENT	MANAGER'S	FYE 2019	Diff
	ACTUAL	ACTUAL	PROJECTION	BUDGET	REQUESTS	RECOMMENDS	Bud. Vs.	from FYE
							FYE 2020	2019 Bud
Total Electric Fund Expenditures:								
Total Personnel and Fringe Benefits	403,357	309,263	366,650	525,680	557,390	538,970	13,290	2.53%
Total Operating Costs	548,679	248,133	299,150	403,000	391,420	388,870	(14,130)	-3.51%
Total Capital	-	-	325,000	325,000	620,000	160,000	(165,000)	-50.77%
Loan Payments	26,533	21,177	329,440	329,500	329,500	329,500	-	0.00%
Total Internal Service Costs	166,239	189,176	212,390	220,500	186,830	160,050	(60,450)	-27.41%
Total Power Purchases	5,330,503	5,602,669	5,633,000	5,918,530	5,915,500	5,915,500	(3,030)	-0.05%
Total Administration and Finance	640,579	705,925	700,040	723,000	823,280	800,440	77,440	10.71%
Total Depreciation	262,244	275,679	-	-	-	-	-	0.00%
Total Operating Transfers	1,326,361	1,275,600	1,275,600	1,275,600	1,275,600	1,275,600	-	0.00%
Reconciliation to budgetary	48,947	208,215	-	-	-	-	-	0.00%
Total Electric Fund Expenditures	8,753,442	8,835,837	9,141,270	9,720,810	10,099,520	9,568,930	(151,880)	-1.56%

Expenditures amounts have not been converted to budget basis. Capital and Principal Payments of prior years are moved to Balance Sheet at year end. Depreciation numbers are being subtracted from prior years.

**Town of Waynesville
2019-2020 Department Budget Worksheets**

			FYE 2019		FYE 2020	FYE 2020	Diff	%
	FYE 2017	FYE 2018	DEPARTMENT	FYE 2019	DEPARTMENT	MANAGER'S	FYE 2019	Diff
	ACTUAL	ACTUAL	PROJECTION	BUDGET	REQUESTS	RECOMMENDS	Bud. Vs.	from FYE
							FYE 2020	2019 Bud
Asset Services Management:								
Total Customer Charges	(1,996,276)	(1,897,744)	(2,168,560)	(2,263,860)	(1,599,630)	(1,615,930)	647,930	-28.62%
Total All Other Revenues & Invest. Inc.	(642)	(1,999)	(1,060)	(1,060)	-	-	1,060	-100.00%
Transfers	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriation	458,322	(67,827)	-	-	-	-	-	0.00%
Total Asset Services Management	(1,538,596)	(1,967,570)	(2,169,620)	(2,264,920)	(1,599,630)	(1,615,930)	648,990	-28.65%

Revenue amounts have not been converted to budget basis/Fund balance numbers are being plugged in just to give a comparison.

Fund Bal. Approp. = add to balance
(Fund Bal. Approp.) = reduced fund balance

**Town of Waynesville
2019-2020 Department Budget Worksheets**

			FYE 2019	FYE 2019	FYE 2020	FYE 2020	Diff	%
	FYE 2017	FYE 2018	DEPARTMENT	FYE 2019	DEPARTMENT	MANAGER'S	FYE 2019	Diff
	ACTUAL	ACTUAL	PROJECTION	BUDGET	REQUESTS	RECOMMENDS	Bud. Vs.	from FYE
							FYE 2020	2019 Bud
Total Asset Services Management Expenditures:								
Total Personnel and Fringe Benefits	909,150	886,480	935,150	949,700	825,840	805,540	(144,160)	-15.18%
Total Operating Costs	816,991	837,982	796,900	852,230	599,890	636,490	(215,740)	-25.31%
Total Capital	-	-	326,900	352,240	65,000	65,000	(287,240)	-81.55%
Loan Payments	-	25,381	110,670	110,750	108,900	108,900	(1,850)	-1.67%
Total Internal Service Costs	44,567	-	-	-	-	-	-	0.00%
Reconciliation from budgetary	167,888	217,727	-	-	-	-	-	0.00%
Total Asset Services Management	1,938,596	1,967,570	2,169,620	2,264,920	1,599,630	1,615,930	(648,990)	-28.65%

Expenditures amounts have not been converted to budget basis. Capital and Principal Payments of prior years are moved to Balance Sheet at year end. Depreciation numbers are being subtracted from prior years.

Costs Administration, Public Facilities and Public Grounds were recorded in other departments prior to 06/30/2015

**Town of Waynesville
2019-2020 Department Budget Worksheets**

							Diff	%
	FYE 2017	FYE 2018	FYE 2019	FYE 2019	FYE 2020	FYE 2020	FYE 2019	%
	ACTUAL	ACTUAL	DEPARTMENT PROJECTION	DEPARTMENT BUDGET	DEPARTMENT REQUESTS	MANAGER'S RECOMMENDS	Bud. Vs. FYE 2020	Diff from FYE 2019 Bud
Garage Fund Revenues:								
Total Customer Charges	(520,498)	(547,841)	(620,650)	(670,930)	(693,600)	(656,960)	13,970	-2.08%
Total All Other Revenues & Invest. Inc.	(12,135)	(4,065)	(3,620)	(10,620)	(10,710)	(10,710)	(90)	0.85%
Transfers	-	-	-	-	-	-	-	0.00%
Fund Balance Appropriation	35,166	(1,956)	-	-	-	-	-	0.00%
Total Garage Fund Revenues	-497,467	-553,862	-624,270	-681,550	(704,310)	(667,670)	13,880	-2.04%

Revenue amounts have not been converted to budget basis/Fund balance numbers are being plugged in just to give a comparison.

Fund Bal. Approp. = add to balance
(Fund Bal. Approp.) = reduced fund balance

**Town of Waynesville
2019-2020 Department Budget Worksheets**

							Diff	%
	FYE 2017	FYE 2018	FYE 2019	FYE 2019	FYE 2020	FYE 2020	FYE 2019	%
	ACTUAL	ACTUAL	DEPARTMENT PROJECTION	DEPARTMENT BUDGET	DEPARTMENT REQUESTS	MANAGER'S RECOMMENDS	Bud. Vs. FYE 2020	Diff from FYE 2019 Bud
Garage Operations Expenditures:								
Total Personnel and Fringe Benefits	145,236	128,914	154,250	180,880	190,280	185,500	4,620	2.55%
Total Operating Costs	360,350	399,896	433,580	451,520	475,330	475,170	23,650	5.24%
Depreciation	14,499	15,333	-	-	-	-	-	0.00%
Total Capital	-	-	30,000	42,500	32,000	-	(42,500)	-100.00%
Total Internal Service Costs	6,297	5,322	6,440	6,650	6,700	7,000	350	5.26%
Reconciliation from budgetary	-28,915	4,397	-	-	-	-	-	0.00%
Total Garage	497,467	553,862	624,270	681,550	704,310	667,670	(13,880)	-2.04%

Expenditures at year end. nts have not been converted to budget basis. Capital and Prir | Payments of prior years are moved to Balance Sheet

ORDINANCE NO. 09-19
BUDGET ORDINANCE 2019-2020

SECTION I: The following amounts are hereby appropriated for the operation of the Town of Waynesville and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020 according to the following summary and schedules.

<u>SUMMARY</u>	<u>ESTIMATED REVENUES</u>	<u>APPROPRIATIONS</u>
General Fund	\$15,147,270	\$15,147,270
Water Fund	3,348,660	3,348,660
Sewer Fund	3,353,310	3,353,310
Electric Fund	<u>9,568,930</u>	<u>9,568,930</u>
TOTAL BUDGET	\$31,418,170	\$31,418,170

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

<u>GENERAL FUND - 10</u>	<u>CODE</u>	<u>AMOUNT</u>
Governing Board	4110-0000	\$ 45,040
Administration	4120-0000	185,390
Finance	4130-0000	242,540
Police	4310-0000	4,906,070
Police Grant Projects	4315-0000	80,000
Fire & Emergency Responders	4340-0000	1,922,320
Streets and Sanitation	4510-0000	2,871,170
Powell Bill	4560-0000	505,000
Cemetery	4740-0000	236,280
Planning, Code Enforcement & Inspections	4910-0000	801,010
Special Appropriations	6000-0000	273,750
Parks & Recreation	6120-0000	2,632,500
Recreation - Special Projects	6125-0000	55,000
Loan Payments Public Facilities	9100-0000	<u>391,200</u>
TOTAL APPROPRIATIONS		<u>\$15,147,270</u>

SECTION III: It is estimated that the following General Fund Revenues will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the foregoing General Fund Appropriations:

<u>ESTIMATED REVENUES - GENERAL FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Ad Valorem Taxes - Current Year	3000	\$5,816,100
Ad Valorem Taxes - All Prior Years	3000	132,100
Tax Refunds	3000	(3,500)
Tax Penalties, Interests and Advertising	3000	41,000
Motor Vehicle Rental Tax	3000	28,000
Motor Vehicle Taxes	3000-3350	114,000
1 cent County Sales Tax	3200	1,172,210
2 half cents Local Sales Tax	3200	1,196,830
Additional ½ cent Sales Tax (Hold Harmless)	3200	620,200
CATV Gross Receipts Tax	3200	113,290
Utilities Franchise Tax	3300	839,970
Wine and Beer	3300	44,580
Court Costs and Fees	3300	2,250
Powell Bill & 80% Reimbursement	3350	329,230
Grants/Restricted Revenues	3350	233,540
Interest Earned	3350-3850	59,770
Building Permits and Fees	3500	132,250
Reconnect Fees	3500	75,000
Late Fees	3500	25,000
Fire Protection	3600	347,400
Cemetery Revenues	3600	26,600
Recreation Department Revenues	3600	763,000
Police Contract Services	3600	121,500
Garbage Sanitation Fees	3600	769,000
Donations	3800	45,000
Miscellaneous Income	3800	78,890
Sale of Fixed Assets and Materials	3350-3800	7,000
Operating Transfer from Other Funds	3900	1,275,600
A B C Revenues	3900	129,750
Fund Balance Appropriated/Powell Bill	3900	88,720
Fund Balance Appropriated	3900	<u>522,990</u>
TOTAL ESTIMATED REVENUES		<u>\$15,147,270</u>

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

<u>WATER FUND - 61</u>	<u>CODE</u>	<u>AMOUNT</u>
Water Maintenance	7121	\$1,719,990
Water Treatment	7122	1,180,000
Charges by General Fund & Bad Debt	7125	<u>448,670</u>

TOTAL APPROPRIATIONS \$3,348,660

SECTION V: It is estimated that the following Water Fund Revenues will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the foregoing Water Fund Appropriations:

<u>ESTIMATED REVENUES - WATER FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Utility Revenue	3700	\$3,330,600
Taps and Connections	3700	40,000
Capacity Fees	3700	20,000
Miscellaneous	3800	1,500
Contributed Capital	3800	000
Interest Earned	3850	25,800
Fund Balance Appropriated /(Add)	3900	<u>(69,240)</u>
TOTAL ESTIMATED REVENUES:		<u>\$3,348,660</u>

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

<u>SEWER FUND - 62</u>	<u>CODE</u>	<u>AMOUNT</u>
Maintenance	7121	\$ 878,930
Treatment and Operations	7122	2,076,050
Charges by General Fund & Bad Debts	7125	<u>398,330</u>
TOTAL APPROPRIATIONS:		<u>\$3,353,310</u>

SECTION VII: It is estimated that the following Sewer Fund Revenues will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the foregoing Sewer Fund Appropriations:

<u>ESTIMATED REVENUES - SEWER FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Utility Revenue	3700	\$3,084,400
Taps and Connections	3700	20,000
Industrial Discharge Permits	3700	500
Flow Letter	3700	2,000
Capacity Fees	3700	85,500
Miscellaneous Revenue	3800	400
Contributed Capital	3800	00
Interest Earned	3850	23,260
Fund Balance Appropriated	3900	<u>137,250</u>
TOTAL ESTIMATED APPROPRIATED:		<u>\$3,353,310</u>

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

<u>ELECTRIC FUND - 63</u>	<u>CODE</u>	<u>AMOUNT</u>
Maintenance	7121	\$1,577,390
Purchased Power	7123	5,915,500
Charges by General Fund & Bad Debts	7125	800,440
Transfers to General Fund	9800	<u>1,275,600</u>
TOTAL APPROPRIATIONS:		<u>\$9,568,930</u>

SECTION IX: It is estimated that the following Electric Fund Revenues will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the foregoing Electric Fund Appropriations:

<u>ESTIMATED REVENUES - ELECTRIC FUND</u>	<u>CODE</u>	<u>AMOUNT</u>
Utility Revenue	3700	\$ 8,776,900
Security Lights	3700	51,200
Street Lights	3700	129,250
Sales Tax Collected	3700	465,070
REPS Charges	3700	52,800
Electric Pole Rents	3700	19,970
Miscellaneous Revenue/Sale of Fixed Assets	3800	3,000
Interest Earned	3850	22,270
Fund Balance Appropriated	3900	<u>48,470</u>
TOTAL ESTIMATED REVENUES:		<u>\$ 9,568,930</u>

SECTION X: Tax Rate Established

An Ad Valorem tax rate of 49.57 cents per \$100 evaluation on real and personal property billed by the town of \$1,109,070,950 and on motor vehicles billed by the North Carolina Department of Motor Vehicles of \$89,673,490 as of January 1, 2019 with an estimated rate of collection of 95.89 percent is hereby established for the Town of Waynesville and an estimated rate of collection of 99.99 percent is hereby established for motor vehicles collected by the state. A tax rate of \$.20 per \$100 evaluation of \$51,079,230 as of January 1, 2019, with an estimated rate of collection of 97.82 percent is hereby established for the Downtown Waynesville Association, a municipal service district within the Town of Waynesville.

SECTION XI: Rates effective for the fiscal year beginning July 1, 2019 are contained in the accompanying Town of Waynesville 2019-2020 Fee Schedule.

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

Water System Development Fees:	\$2.62 GPD* (Gallons Per Day) <i>With a \$100,000 Cap on residential</i>
Sewer System Development Fees	\$3.05 GPD*

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

SECTION XIII: Special Authorization

Budget Officer

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

SECTION XIV: Restrictions - Budget Officer

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

SECTION XV: Utilization of Budget and Budget Ordinance

This Ordinance and the Budget Document shall be the basis of the financial plan for the Waynesville Municipal Government during the 2019-2020 fiscal year.

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

Adopted this 11th day of June, 2019.

TOWN OF WAYNESVILLE:

ATTEST:

Gavin A Brown, Mayor

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

William E Cannon Jr, Town Attorney

RESOLUTION NO. R-14-19

Resolution on Financial Operating Plan for Two Internal Service Funds

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

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville to adopt a financial operating plan for the 2019-20 year for two Internal Service Funds as follows:

Asset Services Management:

Estimated Revenues:

Charges to User Departments \$ 1,615,930

Total Estimated Revenues \$ 1,615,930

Appropriations:

Public Services Administration \$ 443,730

Public Facilities-Inside 671,980

Public Facilities-Outside 253,880

Purchasing Operations 246,340

Total Asset Services Management \$ 1,615,930

Garage Operations:

Estimated Revenues:

Charges to User Departments \$ 656,960

Other Revenue 10,000

Investment Income 710

Total Estimated Revenues \$ 667,670

Appropriations:

Operations \$ 667,670

Adopted this 11th day of June 2019.

TOWN OF WAYNESVILLE

Gavin A. Brown
Mayor

ATTEST:

Eddie Ward
Town Clerk

APPROVED AS TO FORM:

William E Cannon Jr
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 11, 2019**

SUBJECT Statutory Basis for Creation, Expansion, and Discontinuation of Housing Authorities

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: D5
Department: Administrative Services
Contact: Rob Hites, Town Manager
Presenter: **Rob Hites, Town Manager**

BRIEF SUMMARY Chapter 157-4 of the General Statutes outlines the procedures for the creation, expansion and dissolution of Housing Authorities. The Chapter lays out their considerable powers to construct and maintain affordable housing and undertake neighborhood redevelopment. Municipalities have the power to create an independent authority, assign the powers to an existing Redevelopment Authority or undertake the powers of a Housing Authority themselves.

Housing Authorities may be administered as separate administrative units or a department of a Town. The statute permits authorities to have as few as five members and as many as eleven. Waynesville's authority currently has seven members with three vacancies coming up on June 30th. With the critical need for more affordable housing in Waynesville several people have suggested that the Authority take on a more proactive role is neighborhood revitalization and construction of new housing.

To bring additional perspectives on the Authority's role in providing affordable housing they have suggested that the Town Board expand the size of the Housing Authority from seven to nine members. The General Statutes require that the Town Board pass a resolution to that effect and hold a public hearing seeking input into the need to increase the size of the Board. You will find a summary of the General Statutes and a sample resolution as attachments.

MOTION FOR CONSIDERATION: Approve a resolution setting a public hearing on the question of whether to increase the size of the Housing Authority from seven to nine members.

FUNDING SOURCE/IMPACT: None

ATTACHMENTS:

- Memorandum outlining the NC General Statutes governing Housing Authorities

MANAGER'S COMMENTS AND RECOMMENDATIONS: Discuss the need for the Housing Authority to take a more proactive role in neighborhood revitalization and funding and constructing additional affordable housing in Waynesville. Determine if a larger Authority Board would bring new views and fresh insight into the Authority's role in providing affordable housing. If so, move to hold a public hearing on a resolution expanding the Housing Authority Board on June 25th.



MEMORANDUM

TO: Mayor and Town Board of Aldermen
FROM: Robert W. Hites Jr.
DATE: 6/11/19
SUBJECT: Discussion of a municipality's authority to create, expand and disband Housing Authorities.

INTRODUCTION

Chapter 157 of the NC General Statutes empowers municipalities and counties to create, expand and disband housing authorities. The chapter grants housing authorities broad powers to purchase land and constructs and maintain public housing. It grants them the power of eminent domain, the power to demolish dilapidated housing, and to borrow funds to carry out their programs. Few public bodies have such a broad grant of authority.

CREATION OF AUTHORITY

Chapter 157-4 (2) permits a municipality to create a housing authority after hearing evidence of the need for such a body during a public hearing and the adoption of a resolution establishing the authority. The resolution would authorize the mayor to make the appointments to the body. The statute permits towns to set up a housing authority with as few as five and as many as eleven members. The Waynesville Housing Authority currently has a commission made up of seven members. As of June 30, there will be three vacancies. Members whose terms have expired may serve in until their replacements have been chosen by the mayor.

MAKEUP OF AUTHORITY

There are few stipulations as to the makeup of the authority. One member must be "directly assisted" by the services of the authority. There is a stipulation that for authorities with less than 300 units the requirement that one member be "directly assisted" may be waived if, after notification of the "Resident Advisory Board" that a member be recommended the Advisory Board the Board does not respond or states they have no nominees the Mayor may choose anyone. A maximum of 1/3rd of the members can be "directly assisted" by the authority.

CHANGE OF COMPOSITION OF AUTHORITY

GA157-4(c) States that the Town Board of Aldermen may change the composition of the Housing Authority through public hearing and resolution.

REMOVAL OF HOUSING AUTHORITY MEMBERS

GS 157-8 states that the Mayor may remove a member of the Housing Authority Board for inefficiency, neglect of duty or misconduct. The member must be given a copy of the charges against him at least ten days prior to hearing before the Mayor and have an opportunity to defend himself against the charges.

ALTERNATIVE ORGANIZATION

GS 157-4.1 permits a Town to designate its “Redevelopment Authority” or itself as a Housing Authority. Should a Town wish to designate itself as a Housing Authority it may create carry out the programs of an authority through an existing or new department. The Town’s Finance Department may be authorized to carry out the duties of a Housing Authority.

RESOLUTION # R-15-19

**A RESOLUTION CHANGING THE COMPOSITION
OF THE WAYNEVILLE HOUSING AUTHORITY**

WHEREAS, The Board of Aldermen has determined that areas of dilapidated housing exist within the Town limits; and

WHEREAS, The Board of Aldermen of the Town of Waynesville has determined that the private market cannot provide suitable low to moderate income housing in such quantities and at such rents that it can serve the needs of the Town; and

WHEREAS, In accordance with GS 157-4 the Board of Aldermen have appointed the “Waynesville Housing Authority” to carry out a comprehensive housing program that will serve the needs of the Town’s low to moderate income residents; and

WHEREAS, the Board has received input from numerous citizens that the breadth and scope of the Housing Authority needs to be expanded and refined; and

WHEREAS, it is in the best interests to the Town to expand the size of the Housing Authority to increase community input in its programming effort;

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE THAT in ACCORDANCE WITH GS 157-4:

1. The Town advertise a public hearing at least 10 days in advance of the hearing
2. Receive public input regarding increasing the membership of the Waynesville Housing Authority.
3. After receiving such input consider increasing the size of the Waynesville Housing Authority to 9 members.
- 4.

Adopted this the 25th day of June 2019.

Town of Waynesville

Gavin A. Brown, Mayor

ATTEST

Eddie Ward, Town Clerk

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN
REQUEST FOR BOARD ACTION
Meeting Date: June 11, 2019**

SUBJECT: Update and Review of pending ABC Legislation

AGENDA INFORMATION:

Agenda Location: Manager's Report
Item Number: D5-b
Department: Administrative Services
Contact: Rob Hites, Town Manager
Presenter: Rob Hites, Town Manager

BRIEF SUMMARY: Three bills have been filed in the NC Legislature relating to privatizing the States' ABC system. They are summarized in the attached memo.

MOTION FOR CONSIDERATION: Accept for information an update on ABC legislation pending before the legislature.

FUNDING SOURCE/IMPACT: HB 0971 would reduce the contribution of ABC profits to a municipality's General Fund. The Bill directs the State to collect the tax and remit 25% of the \$28 per gallon excise tax to the cities. A municipality may charge an annual fee of \$15.00 for an off-premises license and \$37.50 per year for a wholesaler's license. 30% of the revenue is restricted to alcohol and substance abuse education and law enforcement. The remainder may be used for any lawful purpose.

ATTACHMENTS:

- Memo from Manager Hites

MANAGER'S COMMENTS AND RECOMMENDATIONS: Oppose the bill as currently drafted. If privatization becomes a reality, require each retail outlet to remit the same proportion of taxes to the municipality as is currently permitted.



MEMORANDUM

TO: Mayor and Town Board of Aldermen
FROM: Robert W. Hites Jr.
DATE: 6/11/19
SUBJECT: Review of Alcoholic Beverage Control Legislation

Three bills have been filed in the Legislature regarding changes to the ABC system. House Bill 091 and Senate Bill 0087 are companion bills. The House version has been assigned to House Finance and hasn't moved since 4/17/19. Senate Bill 0087 has been assigned to Senate Rules and hasn't been calendared for debate. These bills mainly deal with permitting private, non-State-owned vehicles to transport liquor to retail establishments. It permits an independent contractor hired by the ABC store or permit holder to transport any amount of spiritous liquor or fortified wine without obtaining a purchase-transportation permit. The main issue for municipalities is that his bill permits Sunday opening of ABC stores upon passage of an ordinance by a municipality permitting such an opening and it orders the merger of all ABC stores in a County into one. There does not appear to be much activity surrounding these bills.

House Bill 971 completely changes the way that spiritous liquors are distributed and sold in NC. The bill dissolves the State ABC warehouse and all locally owned ABC stores. It orders that the assets of both the State and local systems be sold at public auction by January 1, 2020. It specifies that "local boards remain subject to any liabilities arising or remaining from the liquidation. The proceeds of the auction of local ABC assets shall go to capital needs of the school system. The bill does NOT provide a mechanism for dealing with any debt local ABC Boards may owe.

The Bill states that if a municipality or county has an ABC system they are deemed to permit private distributors of liquor (off premises sales of spiritous liquor). The State shall permit an initial group of 1,500 liquor store permits and after January 1, 2021 each municipality and or county shall receive an additional permit for each 7,500 citizens added after the 2010 census. If a Town or County has an ABC store they must permit at least one retail sales location.

Sunday sales of liquor may be permitted by ordinance with each store opening at 10:00 am.

The distribution of taxes from the sale of liquor would be changed to one where each gallon of liquor is taxed at a rate of \$28. 25% of that tax would revert to municipalities. 30% of that would be earmarked for alcohol and substance abuse education and law enforcement. The remainder could be used for any lawful governmental purpose.

Page 2.

Review of ABC Legislation

HB 971 passed first reading in the and has been sitting in the Finance Committee since April. It was supposed to be discussed during the Finance Committee meeting on Tuesday June 4th but was not on the committee agenda. A companion bill has not been introduced in the Senate.

The legislature is consumed in the budget at present and it is very possible that the Governor may veto it. Without the votes to override the Governors' veto the legislature may adopt a continuing resolution and "fight it out in the trenches if it takes all year". Given the uncertain adjournment of the long session it is difficult to determine if HB 971 will be passed by the House. If it is adopted in the House, it could be taken up in the Short Session of 2020 or even reintroduced as a "budget bill". There is also the real threat that the Governor could veto it even if it is ratified by both houses of the General Assembly.