

**Town of Valdese
Town Council Meeting
Valdese Town Hall
102 Massel Avenue SW, Valdese
Monday, June 5, 2023
6:00 P.M.**

- 1. Call Meeting to Order**
- 2. Invocation**
- 3. Pledge of Allegiance**

4. Informational Items:

- A. Communication Notes
- B. Reading Material

5. Open Forum/Public Comment

6. Consent Agenda

All items below are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests. In which event, the item will be removed from the Consent Agenda and considered under Item 7.

- A. Approval of Regular Meeting and Closed Session Minutes of May 1, 2023
- B. Revised Valdese Town Council Rules of Procedures
- C. VEDIC Board of Directors Appointment
- D. Approval of Lease Agreement at the Old Rock School with Dream Connections
- E. Request from Old Colony Players to Sell Alcohol

7. New Business

- A. New Employee Introduction
- B. FY 2023-2024 Budget Public Hearing & Ordinance Adoption
 1. Adoption of FY 2023-2024 Fee Schedules
 2. Adoption of FY 2023-2024 General Fund Capital Improvement Plan
 3. Adoption of FY 2023-2024 Utility Capital Improvements Plan
 4. Adoption of Budget Ordinance
- C. Adoption of the Revised Position Classification and Pay Plan
- D. Resolution for Amendments to the Personnel Policy
- E. Approval of Withdrawal From Dedication of Unopened Roadway
- F. Master Encroachment Agreement Town Right of Way with Foothills Broadband, LLC
- G. Façade Grant Request – Burke Onsite Computer Solutions
- H. Façade Grant Request – Highlands Family Farm
- I. Resolution Awarding Town-Issued Service Side Arm and Badge for Retiring Police Officer

8. Manager's Report

- A. Family Friday Nights, 7:00 p.m. – 10:00 p.m., at the Temple Field. Concerts will continue every Friday through September 1, 2023. Band schedule available at visitvaldese.com.
- B. Valdese Independence Day Celebration, Friday, June 30, 2023, 6:00 p.m., Main Street
- C. Town Offices Closed on Tuesday, July 4, 2023, in Observance of Independence Day
- D. Next Regular Council meeting scheduled for Monday, July 10, 2023, 7:00 p.m.

9. Mayor and Council Comments

10. Adjournment

COMMUNICATION NOTES

To: Mayor Watts
Town Council

From: Seth Eckard, Town Manager

Date: June 2, 2023

Subject: Monday, June 5, 2023 Council Meeting

6. Consent Agenda

A. Approval of Regular Meeting and Closed Session Minutes of May 1, 2023

B. Revised Valdese Town Council Rules of Procedures

Enclosed in the agenda packet is a revised copy of the Valdese Town Council Rules of Procedures. It is recommended that Council revise "Rule 5. Public Comment" to add, *person(s) must be present if they wish to address the Council.*

C. VEDIC Board of Directors Appointment

The VEDIC Board of Directors recommends the reappointment of Suzanne Wallace (second term) to the VEDIC Board. The three-year term will expire on July 1, 2026.

D. Approval of Lease Agreement at the Old Rock School with Dream Connections

Enclosed in the agenda packet is a lease agreement for rental space at the Old Rock School. The Dream Connections Lease is in the amount of \$1,045.00 per month.

E. Request from Old Colony Players to Sell Alcohol

Enclosed in the agenda packet is a request from Old Colony Players to partner with the Levee Brewery and Pub to sell beer and wine(hard cider) at the following upcoming productions:

- "From This Day Forward" at the Fred B. Cranford Amphitheatre. The show will run July 14, 15, 21, 22, 28, 29 and August 4, 5, 11 and 12. Show time is 8:00 PM
- OCP Dinner Theatre September in the Waldensian Room. September 7, 8 and 9 at 6:00 PM and September 10 at 2:00 PM
- "Young Frankenstein" at the Fred B Cranford Amphitheatre. October 13, 14, 19, 20, 21, 26, 27 and 28 at 7:30 PM

7. New Business

A. New Employee Introduction

Police Chief Jack Moss will introduce new full-time Police Officer Gage Davis.

B. FY 2023-2024 Budget Public Hearing & Ordinance Adoption

- 1. Adoption of FY 2023-2024 Fee Schedules**
- 2. Adoption of FY 2023-2024 General Fund Capital Improvement Plan**
- 3. Adoption of FY 2023-2024 Utility Capital Improvements Plan**
- 4. Adoption of Budget Ordinance**

Enclosed in the agenda packet is the Fiscal Year 2023-2024 Budget Ordinance, proposed Fee Schedule, General Fund Capital Improvement Plan, and Utility Capital Improvements Plan. Mayor Watts will open the public hearing, staff will present the FY 2023-2024 Budget, and Council will receive input from our citizens.

Requested Action: Following the public hearing, Council will need to adopt the budget ordinance as presented or amended by Council. This can be in the form of one vote.

Staff recommends that Council approve the FY 2023-2024 Fee Schedule; adopt the FY 2023-2024 General Fund Capital Improvement Plan; adopt the FY 2023-2024 Utility Capital Improvements Plan; and Budget Ordinance, as presented.

C. Adoption of the Revised Position Classification and Pay Plan

Enclosed in the agenda packet are two memos and the proposed revised Position Classification and Pay Plan for the Town of Valdese. During this year's budget meetings, it was discussed to increase the Pay Plan by 10% across the board. Any employee who is currently paid less than the new minimum starting pay will be brought up to the new minimum salary on July 1, 2023. In addition to the 10% increase to the pay plan, Fire Chief Truman Walton will request a new position, Fire Captain. Chief Walton will be at the meeting to discuss this. HR Consultant, David Hill with Piedmont Triad Regional Council, reviewed the position and made recommendations for the salary grade placement.

Requested Action: Staff requests Council approve the revised Position Classification and Pay Plan, as presented.

D. Resolution for Amendments to the Personnel Policy

Enclosed in the agenda packet is a Resolution and an outline of the proposed Personnel Policy amendments. During this year's budget meetings, it was discussed to increase the Longevity cap from \$1,500 to \$2,000 and to reinstate the retiree health insurance benefit for FT employees who have completed at least 25 years of employment with the Town of Valdese but are not yet eligible for Medicare. The retiree must pay their share of the cost. The reinstated benefit sunsets; anyone hired after June 30, 2026, will not be eligible. In addition, Fire Chief/Safety Director Truman Walton has made changes to the Alcohol and Drug Free Work Place Policy.

Requested Action: Staff requests Council approve the amendments to the Personnel Policy, as presented.

E. Approval of Withdrawal From Dedication of Unopened Roadway

Enclosed in the agenda packet is a memo from Town Attorney Tim Swanson and a Withdrawal from Dedication of Unopened Roadway at 605 Pineburr Ave SW, for approval. Mr. Swanson will discuss at the meeting.

Requested Action: Staff recommends that Council approve the Withdrawal from Dedication of Unopened Roadway, as presented.

F. Master Encroachment Agreement Town Right of Way with Foothills Broadband, LLC

Enclosed in the agenda packet is a memo from Planning Director Larry Johnson, background information from Zachary Chiz, COO of Foothills Broadband, LLC, and a Master Encroachment Agreement Town Right of Way. Mr. Chiz is seeking approval to encroach upon Valdese public streets and right-of-way to construct and install fiber cable. Mr. Johnson will be at the meeting to present.

Requested Action: Staff recommends that Council approve the Master Encroachment Agreement Town Right of Way, as presented.

G. Façade Grant Request – Burke Onsite Computer Solutions

Enclosed in the agenda packet is a memo from Community Affairs Director Morrissa Angi and a request from Burke Onsite Computer Solutions for a façade grant in the amount of \$2,500. Burke Onsite recently purchased the former Wells Fargo building at 101 Main Street West and has restored the decorative clock on the front of the building. The clock has not been restored since its original construction. The cost of the total project was \$5,280. Funds will come from FY 23-24 budget.

Requested Action: Staff recommends that Council approve the request for a Façade Grant from Burke Onsite Computer Solutions in the amount of \$2,500.

H. Façade Grant Request – Highlands Family Farm

Enclosed in the agenda packet is a memo from Community Affairs Director Morrissa Angi and a request from Highlands Family Farm for a façade grant in the amount of \$2,500. Highlands Family Farm recently purchased the “old post office” building at 205 Rodoret Street North, and will be completing renovations that will include replacing five existing windows, construction of portico over the main entrance door, and installing a new glass entrance door. The estimated cost of the total project is \$18,500. Funds will come from FY 23-24 budget.

Requested Action: Staff recommends that Council approve the request for a Façade Grant from Highlands Family Farm, in the amount of \$2,500.

I. Resolution Awarding Town-Issued Service Arm and Badge for Retiring Police Officer

Enclosed in the agenda packet is Resolution Awarding County-Issued Service Arm and Badge for Retiring Police Officer Carson Dean Berry. Officer Berry retired on May 31, 2023, and pursuant to NCGS 20-187.2 A, the Town of Valdese can donate the Officers badge worn to him at no cost and can authorize to sell the service-issued side arm at a price determined by the Town Council Members. Staff recommends a set price of \$1.00.

Requested Action: Staff recommends that Council approve the Resolution Awarding County-Issued Service Arm and Badge for \$1.00 to Retired Officer Carson Dean Berry.

READING MATERIAL

FIRE DEPARTMENT EMERGENCY RESPONSES:

<u>FIRE:</u>	<u>MONTHLY TOTAL</u>
FIRE ALARM	4
CARBON MONOXIDE ALARM	0
MUTUAL AID TO STATION 64	1
MUTUAL AID TO STATION 67	3
ILLEGAL BURN	1
STRUCUTRE FIRE	1
FIRE INVESTIGATION	0
ELECTRICAL HAZARD	2
GAS ODOR	1
SERVICE CALL	1
VEHICLE FIRE	2
TREE DOWN	<u>1</u>
	17
<u>MEDICAL:</u>	
ABDOMINAL PAIN	0
ALLERGIC REACTION	0
ANIMAL BITE	0
ASSAULT	1
ASSIST EMS	2
BACK PAIN	0
CANCELLED ENROUT	0
CARDIAC	0
CHEST PAIN	3
CHOKING	0
CODE BLUE	1
DIABETIC	1
DOA	0
FAINTING	0
FALL	10
GUNSHOT	0
HEADACHE	0
HEMORRHAGE	1
MOTOR VEHICLE ACCIDENT	2
MEDICAL STANDBY	0
OTHER	8
OVERDOSE/INTOXICATED	6
PREGNACY	0
PSYCHIATRIC	0
RESPIRATORY	2
SEIZURE	2
SICK	6
STROKE	3
TRAUMATIC	1
UNCONSCIOUS	2
UNKNOWN	<u>0</u>
	51
<u>TOTAL RESPONSES:</u>	<u>68</u>

TRUMAN WALTON, CHIEF
VALDESE FIRE DEPARTMENT

Town of Valdese Personnel Report

<u>Employee Name</u>	<u>Position</u>	<u>Previous Position</u>	<u>Department</u>	<u>Date of Event</u>
<i>Promotions</i>				
<i>New Hires</i>				
Gage Davis	Police Officer	Reserve Police Officer	Police Department	5/22/2023
<i>Transfers</i>				

Community Affairs & Tourism Monthly Stats

May 2023

Tourism Statistics

<i>visitvaldese.com Visits (last 28 days)</i>	12,014
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<i>townofvaldese.com Visits (last 28 days)</i>	11,411
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Top 5 Pages Viewed (townofvaldese): Utilities, Recreation, Aquatics, Water Dept, Program Schedules

Facebook

<i># of followers</i>	16,279
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<i>Post Engagement (last 28 days)</i>	23,674
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<i>Post Reach (last 28 days)</i>	105,645
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Zoho Social Media Monthly Report: Positive vs. Negative Feedback

Positive: 99.85%

Negative: .15%

TOP FIVE MARKETS: Morganton, Valdese, Hickory, Drexel, Lenoir

<i>Approximate # of Visitors to the Tourism/CA Office</i>	503
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Community Affairs Stats

Old Rock School Rental Breakdown

AUDITORIUM	1
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TEACHER'S COTTAGE	15
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WALDENSIAN ROOM	10
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CLASSROOMS	0
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MAJOR EVENT (ENTIRE SCHOOL)	4
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Major Events Held at the Old Rock School	Average Number of Attendees
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Girl Scouts Awards Ceremony, Girl Scouts Convention, BMC Graduation, Morganton Day School	250
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<i>Monthly Old Rock School Rentals</i>	30
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Old Rock School Total Attendance	3,000
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CA Summary for May 2023

May means the beginning of Summer events for Valdese Community Affairs. The Family Friday Nights Summer Concert Series begins Friday, May 26th and will be the biggest kick off event yet, anticipating an average of 1,000 attendees. Featuring The Ace Party Band, the event will also include free bouncy houses and food trucks for attendees to enjoy. Many improvements have been made to Temple Field for the 2023 season, including stage lighting/decor, dance floor expansion, and landscaping. Promotions and progress continues on other summer events to come: Independence Day and the 48th Annual Waldensian Festival. Facility rentals have kept the Old Rock School busy with graduation season underway. Burke Middle College hosted their commencement ceremonies in the auditorium and several graduation parties are booked for Memorial Day weekend. The Old Rock School also hosted Morganton Day School for their Spring theatre production and New Dimension School's spring program. Other successes for the month include the Mother's Day Shop Hop, progress on the Rural Transformation Grant renovations, and steady season ticket sales for the 23-24 Bluegrass at the Rock.

VALDESE POLICE DEPARTMENT

Jack W. Moss
Chief of Police
Post Office Box 339
121 Faet Street
Valdese, North Carolina 28690

Telephone 828-879-2109
Fax 828-879-2106

June 1st, 2023

To: Seth Eckard
From: Chief Moss
Re: Boots on the ground

Progress reports: Boots on the Ground

<u>Location:</u>	<u>Officer Visits:</u>
McGalliard Falls	101 Visual Checks / Walk around
Old Rock School	96 Visuals Checks / Walk around
Children's Park	96 Visual Checks / Walk around
Community Center	115 Visual Checks / Walk around
Lakeside Park	66 Community Contact
Main St Extra Patrol	Nightly Door Checks
Business/Residential Contact	85 Community Policing
Family Fun Night	1 Community Checks
Myra's Car show	2 Community Checks

Our officer have logged 919 residential/business security checks, 1,467 extra patrols and 66 community policing contacts in 30 days for a total of 2,452 events related to the safety, security and public interest. These checks and extra patrols include all of the standard residential checks, business, and boots on the ground CAD logs.

May 1, 2023, MB#32

**TOWN OF VALDESE
TOWN COUNCIL REGULAR MEETING
May 1, 2023**

The Town of Valdese Town Council met on Monday, May 1, 2023, at 6:00 p.m., in the Town Council Chambers at Town Hall, 102 Massel Avenue SW, Valdese, North Carolina. The following were present: Mayor Charles Watts, Mayor Pro Tem Frances Hildebran, Councilwoman Rexanna Lowman, Councilman Tim Skidmore, Councilman Tim Barus, and Councilman Paul Mears. Also present were: Town Attorney Tim Swanson, Town Manager Seth Eckard, Assistant Town Manager/CFO Bo Weichel, Town Clerk Jessica Lail, and various Department Heads.

Absent:

A quorum was present.

Mayor Watts called the meeting to order at 6:00 p.m. He offered the invocation and led the Pledge of Allegiance to the flag.

OPEN FORUM/PUBLIC COMMENT: Mayor Watts presented the following Resolution of Appreciation for Retired Fire Chief Greg Stafford:

WHEREAS, Chief Greg Stafford for the past 34 years has served the Town of Valdese with distinction as a committed and dedicated public servant with the Valdese Fire Department; and

WHEREAS, Chief Stafford's 34 years of service have been marked by exemplary dedication, compassion and integrity to serve the best interests of the community, our citizens, and the Valdese Fire Department; and

WHEREAS, Chief Stafford has earned the admiration and high regard of those with whom he has worked with and the members of the public with whom he has served these past 34 years; and

WHEREAS, Chief Stafford has served the Valdese Fire Department in numerous positions; working his way up through the ranks of the department, and obtained the rank of Fire Chief at which he has served for the last 4 years and has proven himself a true leader; and

WHEREAS, Chief Stafford was instrumental in the establishment of the Burke County Emergency Communications Center and played a key role in the development of the Communication Centers county-wide Computer Aided Dispatch System; and

WHEREAS, Chief Stafford was instrumental in the engineering and development of the current fleet of emergency response apparatus at the Valdese Fire Department; and

WHEREAS, Chief Stafford served as the first NC State Certified Fire Inspector for the Town of Valdese and was responsible for establishing the Fire Department's Fire Inspection Program; and

WHEREAS, Chief Stafford has received four lifesaving awards; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Valdese as we take this occasion to express honor, respect, and admiration to **Chief Greg Stafford** for his outstanding contributions to the Valdese Fire Department and the Town of Valdese.

BE IT FURTHER RESOLVED, that the Town Council of the Town of Valdese, North Carolina, hereby expresses its sincere appreciation and gratitude to **Chief Greg Stafford** for his service and leadership to the Valdese Fire Department and the Town of Valdese during the past 34 years and extends congratulations and best wishes upon his retirement.

Adopted this the 1st day of May, 2023.

/s/ Charles Watts, Mayor

May 1, 2023, MB#32

Mayor Pro Tem Frances Hildebran read the Rules & Procedures for Public Comment:

Rule 5. Public Comment

Any individual or group who wishes to address the council shall inform the town clerk, Jessica Lail, any time prior to the start of the meeting, and provide their name, address and subject matter about which they wish to speak. Comments should be limited to five minutes per speaker.

VALDESE PROPERTY TAX RATE – DAVID WIESE, 3318 MONTANYA VIEW DR., VALDESE: Mr. Wiese shared his concern with the proposed tax increase and feels that the increase of tax revenue over the last year of \$394,000, which is a 20% increase in one year is too much. Mr. Wiese hopes that the 51.5 cent is not in concrete yet. Mr. Wiese asked why the Town needed an increase of that magnitude in one year and would like to see it spread out. Mr. Wiese hoped the Council would think about that with their hearts. Mr. Wiese is concerned for the citizens who cannot afford this increase. Mr. Wiese was also concerned about the Street Paving budget.

VALDESE PROPERTY TAX RATE – JIM JACUMIN, 3690 MILLER BRIDGE RD, CONNELLY SPRINGS: Mr. Jacumin shared that he has been involved in County and State government for many years and he has never voted to increase taxes in his tenure. Mr. Jacumin challenged the Council to spend time looking at operations in the Town, and ideas should come to them as to how to save money. Mr. Jacumin is concerned for the citizens that are low-income and elderly that cannot be at the meeting. Mr. Jacumin said you build what you can afford and suggested that Council tell staff they have a certain amount of money and they need to figure out a budget that is within what can be afforded.

DOTS & QUESTIONS – GLENN HARVEY, 801 MICOL AVE NE., VALDESE: Mr. Harvey shared that he liked connecting dots and had questions. Mr. Harvey recapped Town published articles and meetings from January through April of 2023 where certain items were discussed and not discussed and asked if it was a coincidence that all the calculations and assumptions on preliminary information that arrived at 51.5 cents happened to generate \$400,000, which is what is needed to pay the USDA loan, and where is the \$400,000 in the proposed budget? Mr. Harvey can find a \$21,000 increase in part-time pay, but he cannot find the other \$29,000 or any mention in the Capital Improvement Plan, Streets budget, or Powell Bill budget of that \$350,000 paving plan. Mr. Harvey hopes Council members will have more questions during the budget item this evening.

TAX RATE – JEAN MARIE COLE, 705 BERTIS ST., VALDESE: Ms. Cole shared her concerns with citizens with older homes, such as 1950 and earlier, and the upcoming tax rate. Ms. Cole gave her home as an example and shared her recent increases. Ms. Cole feels that the use of the increase of funds should be spread out a little longer. Ms. Cole thanked the Council and Parks & Recreation Director David Andersen for the work they put into the renovations of the Community Center.

CONSENT AGENDA: (enacted by one motion)

APPROVED REGULAR MEETING MINUTES OF APRIL 4, 2023

APPROVED BUDGET WORKSHOP MINUTES OF APRIL 6, 2023

APPROVED BUDGET WORKSHOP #2 MINUTES OF APRIL 18, 2023

APPROVED VALDESE ABC BOARD TRAVEL POLICY

May 1, 2023, MB#32

VALDESE ABC BOARD

1018 MAIN STREET WEST • VALDESE, NC 28690 • PHONE 828-879-2227 • FAX 828-874-0332

TRAVEL POLICY

Proposed Date: April 17, 2023
 Effective Date: July 1, 2023

Re: Adoption of Town of Valdese Travel Policy
 JULY 01, 2000, "Revised"

The following guidelines will be used as a travel policy for all employees traveling on Valdese ABC Board business:

1. Reimbursement of travel expenses-

Meals will be covered on a per day rate. (Based on the current Federal Per Diem Rate.) The Federal Per Diem Rates listing (found online at www.gsa.gov) is updated on an annual basis in October. If the traveler's destination is not listed on the website, the standard rate is used.

When traveling to attend a conference, where some meals are provided by the conference, remaining meals not provided by the conference will be eligible for reimbursement on a reasonable and actual basis (receipts required).

When on a trip not involving an over-night stay, expenses (i.e. mileage, meals) will be eligible for reimbursement on a reasonable and actual basis (receipts required).

Lodging will be covered for reasonable and actual cost (receipt required). Unless attending a conference, the Federal Per Diem Listing should be used as a guideline in determining reasonable cost.

2. Board credit cards may be used to reserve lodging. Travel related cost however, should not be charged to the credit cards. All travel expenses will be covered through travel advances and / or reimbursements.
3. It is the responsibility of the General Manager to determine which meal allowances are eligible for reimbursement to employees for partial day travel. Reimbursement will be for reasonable and actual cost (receipt required).
4. All requests for travel expense reimbursement (i.e. meals, lodging, mileage, etc.) must be accompanied by a travel expense report.

5. Other issues-

- Transportation: As a general rule, it is the Board's policy that an employee is authorized to use a private vehicle and be reimbursed at the current standard mileage rate. The current standard rate shall be the same as paid by the Town of Valdese following the IRS rate.
- Registration: Registration fees are generally paid in advance directly to the vendor, not from travel advance.
- Advances: The Board does permit employees to request advances whenever an estimated trip cost exceed \$25. If the cost is less than \$25, employee must seek reimbursement when the trip is completed.

Adopted this the 17th day of April, 2023


 Chairman

Attest:

 Secretary/Treasurer

Councilwoman Hildebran made a motion to approve the aforementioned items on the Consent Agenda, seconded by Councilman Mears. The vote was unanimous.

End Consent Agenda

ITEMS REMOVED FROM CONSENT AGENDA: None

VALDESE ABC STORE PRESENTATION Valdese ABC Store Manager Karen Clark-Carusio thanked the Council for all their support since opening. Ms. Clark-Carusio reported that the Valdese ABC Board had

distributed \$279,620 to the Town within two years. Ms. Clark-Carusio shared that in addition to that amount, the Police Department received \$13,025, and Burke Recovery received \$17,323 for alcohol education and rehab. Today, Ms. Clark-Carusio shared another distribution check just to the Town for \$50,557, the Police Department received a separate distribution check for \$1,821, and Burke Recovery received \$2,422 for the 3rd quarter of this FY. Ms. Clark-Carusio introduced the Assistant ABC Store Manager, Chris Leonhardt, and he shared he is excited about his future at the ABC Store. Ms. Clark-Carusio will be retiring at the end of September. Town Manager Seth Eckard and Council members thanked the ABC Store team for all their hard work.

VEDIC PRESENTATION VEDIC's Executive Director Kerri Poteat, Business Development Eddie McGimsey, and Chairman Sherry Long gave Council an overview of VEDICs history and updates. The following presentation was shared:

VEDIC
"Helping Businesses Start, Grow and Thrive"

VALDESE ECONOMIC DEVELOPMENT INVESTMENT CORPORATION

VEDIC
Helping Businesses Start, Grow and Thrive

VEDIC is a non-profit corporation organized by the Town of Valdese, North Carolina, to assist the Town of Valdese, Burke County and surrounding counties in the promotion, stimulation, development and advancement of business prosperity and economic welfare.

CONTACT US

(828) 874-6731
admin@vedicnc.com
www.vedicnc.com
Hours by appointment

VEDIC HISTORY
Presented by: Eddie McGimsey
Business Development

VEDIC UPDATES
Presented by: Sherry Long
Chairman

# OF LOANS 7/1/2021 – 6/30/2022	# OF LOANS 7/1/2020 – 6/30/2021
21 Loans Total 7 = ARC Total= \$739,500	22 Loans Total 7 = ARC Total= \$935,972

OF LOANS BY COUNTY 2021-2022

- Alexander 2
- Burke 12
- Caldwell 5
- Catawba 1
- McDowell 1

of Loans: 167

Total Loan Production:
\$7,616,583.31

TOTAL LOAN PRODUCTION TO DATE:

4.2%- 7 loans out of 167

DEFAULT RATE

1.7%

(\$126,500)

LOAN LOSS % SINCE INCEPTION:

Original Grant From
GL: \$250,000

Revolved Loan Fund
Total:
\$884,481

BURKE COUNTY GOLDEN LEAF REVOLVING
LOAN FUND TO DATE:

Original Grant
from RC:
\$125,000

Revolved Loan
Fund Total:
\$372,285

VALDESE RURAL CENTER
REVOLVING LOAN FUND TO DATE:

75 of the 167 Total Loans

45% = \$3,515,609.64

MINORITY LENDING:

2019 GRANT:
\$100,000

VEDIC has
funded \$195,000
totaling 21 loans

APPALACHIAN REGIONAL COMMISSION
GRANT- REVOLVING LOAN FUND TO
DATE:

2022 Additional
Grant from
ARC:

\$100,000

APPALACHIAN REGIONAL COMMISSION
REVOLVING LOAN FUND GRANT

58 Loans

Original Loan Amount:
\$2,730,323.50

Outstanding Balance:
\$1,977,087.66

CURRENT LOAN PORTFOLIO

County	Sum of Jobs FT/PT
Alexander	2
Burke	585
Caldwell	17
Catawba	62
Cleveland	6
Iredell	12
McDowell	71
Mecklenburg	1
Rowan	34
Rutherford	31
Grand Total	821

JOBS
CREATED
AND OR
RETAINED TO
DATE:

100% MUNICIPALITY SUPPORTED


VEDIC HIGHLIGHTS

Presented by: Kerri Poteat
Executive Director

PAYOFFS RECEIVED FROM APRIL 1, 2020, TO PRESENT

Payoffs received due to refinance with a traditional bank, low interest government loans or normal loan payout:


- 53 Loans
- \$2,422,555.34



SECRETARY OF STATE PARTNERSHIP

Board Members	Executive Board Members
Jessica Bargsley Timothy Barus Robert Benfield John Branstrom Seth Eckard Kylie Gera Sharon Jablonski Rick Justice Lily Laramie	Butch McSwain Scott Mulwee Nancy Page Karen Robinson T. R. Robinson Maria Thompson Suzanne Wallace Donna Zamora

VEDIC BOARD OF DIRECTORS 2022-2023



VEDIC BOARD OF DIRECTORS
2022-2023

LOAN REVIEW COMMITTEE


Charles Conley Office Manager, Burke County United Way Lisa Crump Financial Services Manager, First Citizens Bank Sharon Jablonski Director of the Department of Cultural and Creative Development, City of Morganton Lily Laramie Director, Small Business Center, Western Piedmont Community College Sherry Long Assistant Executive Director, Western Piedmont Council of Governments	Nancy Page Retired - Personal Banker, Wells Fargo Bank Tonia Stephenson President & CEO, Burke County Chamber of Commerce Maria Thompson Mayor, Town of Long View Suzanne Wallace Director, Small Business Center, Catawba Valley Community College
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STAFF

Kerri Poteat
 Executive Director

Eddie McGimsey
 Business Development

Chuck Moseley
 On-Call Help



2022-2023 CONTRIBUTORS


THANK YOU

- Town of Valdese for your support since the very beginning.
- Thank you to everyone who has been apart of the VEDIC journey.

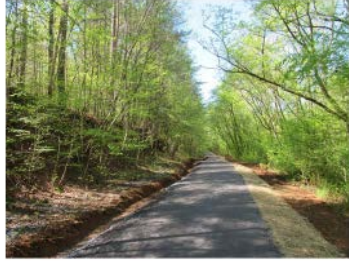
Councilman Barus thanked Ms. Poteat, Mr. McGimsey, and Ms. Long for their compassion and dedication to their clients and work.

PROPOSED WORK AT LAKESIDE PARK PRESENTATION President of Friends of the Valdese Rec, Beth Heile, presented the following presentation:

Beth Heile
FriendsOfTheValdeseRec.org



FVR Update



Greenway is Complete

March Visitation to Valdese Lakeside Park

March 4-5: Over 900 visitors

Daily Average: 275

VLP side Greenway was closed March 6-April 14



FVR April - March

Park Improvements
 Story Book Trail Installation (\$6K)
 Greenway - Crushed Cinder (\$250K)
 Suspension Bridge (\$200K)
 Binibo Bakeries Steps (\$4K)
 Dog Park - clearing, fence, sod, obstacles (\$25K)
 *Worked with FCNC to purchase 5.8 acres north of Children's Park (\$40K)
 Back Country Bench Program (\$2000)

Events/Programs
 Story Book Trail Ribbon Cutting with activities
 365 Challenge
 McCalliard Falls 40th Anniversary Celebration
 Paint the Park with Town and RSAC (Flem Air)
 Bridge Ribbon Cutting with State Officials
 Booth at McDowell Trails Expo
 VLP Survey (questions)
 5K, 10K and Fun Runs on Dec 31
 Year of the Trail - First Day Outdoors Hike
 Pickleball Demo

Free Tennis for kids with racquets and balls
 Trail Camera - ongoing
 Monthly Lunch and Learn
 1st Sunday & Every Wed Group Hikes
 VLP Interactive Map/App

Workdays
 Kellex, Rotary Mulch, BRIDGE
 Dept of Adult Corrections
 Paint Pipe
 Paint back walls of Children's Park Shelter
 Trail Building Workdays
 Cove Cleanup

In the Works
 Kayak Launch/Fishing Pier
 Dog Park Shade
 Railing



Valdese Lakeside Park - Pavilion Needed for COMMUNITY GATHERING

CLASSES - MEALS - AWARDS - EXERCISE - MEET UPS



Pavilion - \$90K - At Valdese Lakeside Park

Applied for Cannon Foundation Grant

Duke - run Power to Site - \$15K

Met with Contractor and Architect




Who would use it?
 Senior citizens of Adjacent High School of Milling Division of Civic Organizations of Community Members of Valdese State High School

Quizes are being in at \$10,000. We have \$30,000 and are requesting \$50,000 from the Cannon Foundation.

Children below 18 years old 9%

Flyer created for donation ask

FVR Updates



Mountain Bike Trails - \$150K - At Valdese Lakeside Park

Applied for Glass Foundation Grant

Planning - \$22K - happening now

4-5 miles




FVR Upcoming Events

April 30 - 4-6 pm - at Valdese Lakeside Park
 Free Concert - Shelby Rae Moore Band

May 7 - 2pm at Valdese Lakeside Park
 First Sunday Group Hike

Every Wednesday - 9:30am at Valdese Lakeside Park
 Group Hike, 3-4 miles

Every Third Thursday - Noon
 Lunch and Learn



Wilderness Gateway State Trail





Planned use: Hiking with some horseback riding, biking, and paddling sections.


- 300 miles
- Bakers Mtn to South Mtns to Chimney Rock
- Connection to Valdese




Trails Through Valdese



- **WGST route is Main Street Valdese**
- **WGST - Visitor Center** for Western NC Outdoor Rec - Exit 111 (potential)
- **Outfitter Needed** - rent bikes and kayaks
- **6 airbnb rentals** now in Valdese - could grow, hotel? camping?
- **Burke River Trail** - 20 miles Morganton to Hickory



Trail Visitation in Valdese
 • 900 over a weekend in March
 • 275 per day

FriendsOfTheValdeseRec.org



LOVELADY TRAILHEAD & WILDERNESS GATEWAY STATE TRAIL ALIGNMENT - VALDESE, NC

DESTINATION BY DESIGN

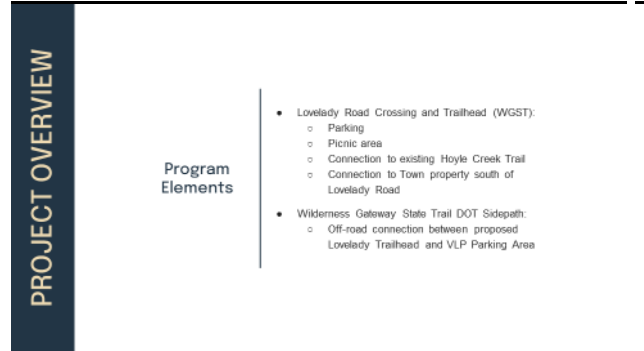


ROAD CROSSING & TRAILHEAD (Existing)

PROJECT PURPOSE

Scope of Work

- Propose potential improvements at the intersection of Lovelady Road NE and Lake Rhodhiss Drive NE to include:
 - Lovelady Trailhead for the Wilderness Gateway State Trail (WGST) and
 - trail crossing of Lovelady Road NE.
- Examine feasibility of a DOT sidepath location within the Lake Rhodhiss Drive NE/Hoyle Creek corridor between Lovelady Road NE and the entrance to Valdese Lakeside Park (VLP).



PROJECT OVERVIEW

Program Elements

- Lovelady Road Crossing and Trailhead (WGST):
 - Parking
 - Picnic area
 - Connection to existing Hoyle Creek Trail
 - Connection to Town property south of Lovelady Road
- Wilderness Gateway State Trail DOT Sidepath:
 - Off-road connection between proposed Lovelady Trailhead and VLP Parking Area



ROAD CROSSING & TRAILHEAD (Proposed)



ROAD CROSSING & TRAILHEAD (Proposed)

Key Features

- Trailhead sign
- Parking (18 typical, 2 ADA)
- Picnic area (x 3 pads with tables)
- Bridge connection to existing Hoyle Creek Trail
- Kiosk
- Benches (x 2)
- Gateway monuments
- High visibility crosswalk
- Pedestrian activated rapid-flashing beacon
- Connection to Town property south of Lovelady Road



WGST ALIGNMENT

WGST ALIGNMENT

Key Features

- Multi-use DOT side path - six (6) feet wide crushed granite
- ADA loop at Lovelady Trailhead
- Overlooks (x 3)
- Natural surface trail loop
- Connection with Burke River Trail
- Connection with Outer Loop Trail
- ADA loop at Valdese Lakeside Park Trailhead



Funding

- Foothills Conservancy of NC as the nonprofit for Wilderness Gateway State Trail
- NC DOT since Lake Rhodhiss Dr is now a DOT managed road

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EMPLOYEE PROMOTIONS Town Manager Seth Eckard introduced Truman Walton, who was promoted to Fire Chief. Fire Chief Truman Walton introduced Levi Henry, who was promoted to Assistant Fire Chief.

2022 NC DEPARTMENT OF LABOR SAFETY AWARDS Fire Chief/Safety Director Truman Walton presented Town Departments with 2022 safety awards.

TO: Seth Eckard, Town Manager
Valdese Town Council

FROM: Truman Walton, Safety Director

DATE: April 4, 2023

REF: 2022 North Carolina Department of Labor Safety Awards

The goal of the North Carolina Department of Labor Safety Awards Program is to recognize those entities that go the extra mile to promote safety in the workplace. For calendar year 2022, all of our town departments received recognition for their efforts to prevent work place injuries and illnesses. These achievements are largely due to our department heads and employees working and training together to ensure that safe workplace practices are followed and that safety is the top priority of every Town of Valdese employee.

In order to qualify for a NCDOL Safety Achievement Silver Award the rate of days away from work must be at least 50% below the industry average. The following town departments received NCDOL Safety Achievement Silver Awards for calendar year 2022:

- Public Works Department (1st year)
- Waste Water Department (1st year)

In order to qualify for a NCDOL Safety Achievement Gold Award the rate of days away from work, job transfer or restriction must be at least 50% below the industry average. The following town departments received NCDOL Safety Achievement Gold Awards for calendar year 2022:

- Recreation Department (1st year)
- Police Department (2nd consecutive year)
- Water Department (6th consecutive year)
- Fire Department (8th consecutive year)
- Community Affairs Department (12th consecutive year)
- Administrative Department (35th consecutive year)

The Administrative Department's 35th consecutive year of achievement is the 3rd longest active awards streak in the State of North Carolina according to NCDOL Commissioner Josh Dobson.

Particular attention should be paid to those departments receiving consecutive Safety Awards, especially those departments where accident rates are usually elevated due to the nature of their work.

PUBLIC HEARING FOR RE-ZONING OF LAKESIDE PARK Mayor Watts declared the public hearing open at 7:17 p.m.

Planning Director Larry Johnson briefly reviewed highlights of the following report:

Rezoning Application 2-3-23
Town of Valdese

Property Location: McGalliard Pointe Drive NE, Lake Rhodhiss Drive NE, Crescent Street NE, and Lovelady Road NE

Real Estate Identification Numbers (REID): 64274, 59764, 64263, and 64264

ACREAGE: 320.34 acres

Requested Action: Rezone properties from R-12 Residential District and M-1 Manufacturing District to R-12A Residential District

BACKGROUND: The four parcels under consideration for rezoning were annexed into the corporate limits of the Town of Valdese in 2006 and subsequently zoned for residential and manufacturing uses. Remaining undeveloped, a master plan for the properties was developed in 2017 for outdoor recreation. In 2018, the Town purchased the parcels to create recreational opportunities outlined in the 2018 master plan. Park amenities currently are proposed to include walking trails, a dog park, a greenway, a kayak launch, mountain bike trails, and possible primitive camping. A bridge has been constructed to connect the existing McGalliard Falls Park to Lakeside.

During a recent meeting of the Valdese Planning Board, the staff informed the Board of the need to change the zoning designations of the parcels to a designation appropriate to the current and future uses. The current zoning designations of R-12 Residential and M-1 Manufacturing do not list parks as a use permitted by right. A rezoning to R-12A Residential will allow the recreational uses to continue without nonconformity.

The Planning Board has recommended an R-12A Residential District designation for the four parcels.

REVIEW CRITERIA:

1. Existing land uses in the general vicinity of the subject's property are residential, vacant land, and industrial.
 - North: The properties are zoned R-2 and R-3 Residential by Burke County, R-12A Residential and R-8 Residential occupied by single-family homes.
 - South: The property is zoned R-1 and R-2 by Burke County, R-2 and M-1 Manufacturing and contains manufacturing and residential uses.
 - East: The properties to the East are zoned M-1 Manufacturing. These properties are occupied mainly by a secondary school or vacant.
 - West: The properties to the West are zoned R-1 and R-2 by Burke County. The properties are mostly single-family residences and vacant.

To the extent to which zoning will detrimentally affect properties in the general vicinity of the applicant's properties, the requested R-12A Residential District permit uses are similar to those in the area, except for manufacturing.

2. Traffic

Lake Rhodhiss Drive NE is the primary entrance to Lakeside Park parcels. It is considered a local or minor street. The street provides ingress and egress for park attendees and school buses.

In April, the Town's Public Works Department conducted a two-week traffic study for Lake Rhodhiss Drive NE. The results revealed an (ADT) Average Daily Traffic count of 257 vehicles per day.

3. Public Services;

The proposed amendment will not cause public services to fall below acceptable levels. Public services are in place to service the area. These public services include water and sewer, police, and fire protection.

4. Consistency of the proposed zoning with the Valdese Vision: A Land Use Action Plan for the Future. The proposed zoning designation of R-12A Residential is *inconsistent* with the future land use of "natural" in the Valdese Vision: A Land Use Action Plan for the Future adopted by the Valdese Town Council in 2014.

REVIEW:

1. The Town of Valdese requested a zoning map amendment in March 2023 to rezone four parcels with zoning designations of M-1 Manufacturing and R-12 Residential to R-12A Residential District.
2. The four parcels comprise Lakeside Park.

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3. The four parcels are contiguous with residential uses, vacant land, and industrial uses. The proposed rezoning to R-12A Residential permits “parks” and “neighbor and outdoor recreation.”
4. The Valdese Vision: A Land Use Action Plan for the Future. The Land Use Action Plan identifies the four parcels for natural and industrial development, which need to be revised with existing and planned development of the area for recreation.
5. Staff confirmed the following steps were taken in advance of the public hearing on Rezoning Petition 2-3-23:
 - a. adjoining property owners received first-class mail notifications.
 - b. The Town Clerk advertised the public hearing in the local paper.
 - c. Staff placed Rezoning Public Hearing signs along with the properties.

RECOMMENDED ACTIONS:

PLANNING BOARD

The Planning Board took up the issue of amending the Town's Zoning Map around the parcels described by REIDs: 64274, 59764, 64263, and 64264 from their currently designated zoning to R-12A Residential District. The Land Use Plan calls for natural and industrial uses on four parcels of interest.

The Planning Board found the Rezoning Petition 2-3-22 map amendment *inconsistent* with the Town of Valdese 2014 Valdese Vision: A Land Use Action Plan. However, in a five to zero vote, the Planning Board recommends that Town Council amend the Town's zoning map regarding the parcels of interest from M-1 Manufacturing and R-12 Residential to R-12A Residential District. The Planning Board Zoning Map Amendment Consistency Statement is included with this memorandum.

TOWN COUNCIL ACTION:

Before taking such lawful action as it may deem advisable, the Town Council shall consider the Planning Board's recommendations. Town Council must adopt a written statement (Consistency Statement) documenting its consideration of the land-use plan when making rezoning map amendment decisions. Town Council actions do not have to be consistent with The Valdese Vision: A Land Use Action Plan. Additionally, when adopting or rejecting any petition for a zoning map amendment, the Town Council shall approve a statement analyzing the reasonableness of the proposed Rezoning (Reasonableness Statement). This statement of reasonableness may consider, among other factors, (i) the size, physical conditions, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment; (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.

if Town Council approves the petition, the approval shall also amend the existing and any future land use map, and no additional request or application for a plan amendment shall be required.

The Valdese Planning Board finds Rezoning Petition 2-3-23 inconsistent with the Valdese Vision: A Land Use Action Plan for the Future; however, the Planning Board recommends the Town Council's approval of the Rezoning Petition.

The Consistency and Reasonableness statement is required for Council's review and consideration for adoption. Town Council may approve both as a single combined statement.

CITIZEN INPUT

A Notice of Public Hearing will appear in the News-Herald in April 2023. All adjoining property owners will receive notices of the hearing. Notice of Public Hearing was posted before the appearance of the public hearing in an area of high traffic.

VALDESE PLANNING BOARD

ZONING MAP AMENDMENT CONSISTENCY/INCONSISTENCY STATEMENT

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The Town of Valdese Planning Board has considered rezoning the following parcels from their currently designated zoning (as set forth below) to Zone R-12A Residential District.

1. A 20.3-acre parcel commonly known as McGalliard Pointe Drive NE, Valdese, NC, Parcel ID Number 2734843186, Zoned R-12 Residential;
2. A 294.91-acre parcel commonly known as 1149 Lake Rhodhiss Drive NE, Valdese, NC, Parcel ID Number 2744445905, Zoned R-12 Residential and M-1 Manufacturing;
3. A 2.65-acre parcel commonly known as Crescent Street NE, Valdese, NC, Parcel ID Number 2744329127, Zoned M-1 Manufacturing; and
4. A 2.48-acre parcel commonly known as Lovelady Road NE, Valdese, NC, Parcel ID Number 2743037173, Zoned M-1 Manufacturing.

The Valdese Vision: A Land Use Plan For the Future identifies parcels #1 and #2 for “natural” uses. Parcels #3 and #4 are designated for “industrial” uses.

The Planning Board finds the Petitioner’s (Town of Valdese) request to amend the Town’s Zoning Map around the parcels described above from their currently designated zoning to Zone R-12A Residential District to be ***inconsistent*** with the adopted Town of Valdese 2014, The Valdese Vision: A Land Use Action Plan.

Even though the Planning Board found the Rezoning Petition 2-3-2023 map amendment request to R-12A Residential District to be inconsistent with the Town of Valdese 2014 Valdese Vision: A Land Use Action Plan, per NCGS 160A-383 in a five to zero vote, the Planning Board recommends that Town Council amend the Town’s zoning map regarding the four parcels of interest from M-1 Manufacturing and R-12 Residential to R-12A Residential District.

Roy Sweezy, Chairman

Date

**VALDESE TOWN COUNCIL ZONING MAP AMENDMENT
CONSISTENCY AND REASONABLENESS STATEMENT**

On May 1, 2023, the Valdese Town Council met to consider Rezoning Petition 2-3-23 and received a recommendation from the Valdese Planning Board. After considering the Plan (defined below), ordinances, maps, recommendations, and other materials presented, the Valdese Town Council makes the following findings and conclusions:

1. In 2014 the Town of Valdese adopted a comprehensive land use plan entitled “The Valdese Vision: A Land Use Action Plan for the Future” (hereinafter the “Plan”).
2. The Town of Valdese submitted a Rezoning Petition to the Town of Valdese Planning Board requesting to rezone McGalliard Pointe Drive NE (Tax PIN: 2734843186; Zoned R-12 Residential) (“Parcel 1”), 1149 Lake Rhodhiss Drive NE (Tax PIN: 2744445905; Zoned R-12 Residential) (“Parcel 2”), Crescent Street NE, Valdese (Tax PIN: 2744329127; Zoned M-1 Manufacturing) (“Parcel 3”), and Lovelady Road NE (Tax PIN: 2743037173; Zoned M-1 Manufacturing) (“Parcel 4”) to Zone R-12A Residential District.
3. Town of Valdese desires to use Parcels 1-4 for park and outdoor recreation purposes.
4. R-12A Residential District uses permitted by right include residential development, single-family, multi-family, parks and neighborhood recreation, government buildings, and essential service.
5. Parcels 1 and 2 are currently zoned R-12 and M-1.

6. Parcels 3 and 4 are currently zoned M-1.
7. The Plan designates Parcels 1-4 as “natural” and “industrial,” which designations do not provide for use as parks and outdoor recreation.
8. North Carolina General Statute 160D-605(a) provides, in pertinent part, as follows:

When adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive or land-use plan. The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the governing board that at the time of action on the amendment the governing board was aware of and considered the planning board's recommendations and any relevant portions of an adopted comprehensive or land-use plan. If a zoning map amendment is adopted and the action was deemed inconsistent with the adopted plan, the zoning amendment has the effect of also amending any future land-use map in the approved plan, and no additional request or application for a plan amendment is required. A plan amendment and a zoning amendment may be considered concurrently.

9. The Town of Valdese's request for amendment was duly considered at a meeting of the Town of Valdese Planning Board. The Planning Board found the Town of Valdese's request to amend the Town's Zoning Map around Parcels 1-4 from their currently designated zoning to Zone R-12A Residential District to be ***inconsistent*** with the Plan.
10. The Planning Board voted five to zero to recommend that Town Council amend the Town's Zoning Map regarding Parcels 1-4 from M-1 Manufacturing and R-12 Residential Districts to R-12A Residential District.
11. The Valdese Town Council hereby finds Rezoning Petition 2-3-23 in regards to rezoning Parcels 1-4 from their currently designated zoning to Zone R-12A Residential District to be ***inconsistent*** with the Plan.
12. North Carolina General Statute 160D-605(b) provides, in pertinent part, as follows:

When adopting or rejecting any petition for a zoning map amendment, a statement analyzing the reasonableness of the proposed rezoning shall be approved by the governing board. This statement of reasonableness may consider, among other factors, (i) the size, physical conditions, and other attributes of the area proposed to be rezoned, (ii) the benefits and detriments to the landowners, the neighbors, and the surrounding community, (iii) the relationship between the current actual and permissible development on the tract and adjoining areas and the development that would be permissible under the proposed amendment; (iv) why the action taken is in the public interest; and (v) any changed conditions warranting the amendment.

13. The Town Council finds that the zoning amendment is reasonable and in the public interest based on the following:
 - a. The total acreage of Parcels 1-4 is of sufficient size so as not to be construed as “spot” zoning.
 - b. The surrounding zoning designations are R-2 Residential (County), R-8 Residential, R-12 Residential, and M-1 Manufacturing. The surrounding land uses include residential development, outdoor recreation, and manufacturing.

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- c. With the zoning designation of M-1 Manufacturing, Parcels 3 and 4 could be developed for industrial and related uses, which could include, by way of example and not limited to, an automotive body repair shop, automotive repair, automotive service station, recycling center, a collection point or plant, manufacturing, truck terminal, and warehousing.
- d. With the zoning designation of R-12 Residential, Parcels 1 and 2 could provide for agricultural uses and single-family development. Uses interfering with the quiet, less urban residential nature of single-family neighborhoods, such as multifamily and commercial uses, would not be considered appropriate for the R-12 Residential District.
- e. The R-12A Residential District is intended to be a moderately quiet, medium-high-density residential living area with many types of residential development, home occupations, and limited private and public community uses.
- f. R-12A Residential District development will not harm the surrounding land uses in that the permitted uses of the district consist of moderately quiet, medium-high density, residential living, and private and public community use.
- g. The zoning amendment will allow the continued development of the Town's municipal park, according to the park's master plan.
- h. The Plan was adopted in 2014. The Town of Valdese rezoned Parcels 1-4 manufacturing and residential upon the subsequent annexation in October 2006. The Town of Valdese then purchased Parcels 1-4 in 2018 with recreational opportunities in mind following the creation of a master plan for the properties in 2017. Town Council finds that conditions have changed since adopting the Plan, warranting this zoning amendment.

Based upon the recommendation of the Valdese Planning Board and the findings from the public hearing, the Valdese Town Council, having found Rezoning Petition 2-3-23 in regards to rezoning Parcels 1-4 from their currently designated zoning to Zone R-12A Residential District to be **inconsistent** with the Plan, approves Rezoning Petition 2-3-23 and the recommendation from the Valdese Planning Board to amend the Town's Zoning Map regarding Parcels 1-4 from M-1 Manufacturing and R-12 Residential Districts to R-12A Residential District.

Based on those above and the findings from the public hearing, the Valdese Town Council further finds Rezoning Petition 2-3-23 and the proposed rezoning reasonable.

The Town Council therefore approves Rezoning Petition 2-3-23.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

/s/ Charles Watts, Mayor

ATTEST:
/s/ Town Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED AMENDMENT TO THE ZONING MAP OF THE TOWN OF VALDESE

Valdese Town Council will meet in the Council Chambers of the Valdese Town Hall, at 102 Massel Avenue SW, on May 1, 2023, at 6:00 p.m., upon rezoning four parcels from a combination of R-12 Residential and M-1 Manufacturing districts to R-12A Residential District.

Map Amendment #02-03-23

The Valdese Town Council will consider an application by the Town of Valdese to rezone four parcels located on Lake Rhodhiss Drive NE, Lovelady Road NE, Crescent Street NE, and McGalliard Pointe Drive NW, further identified the Record Numbers 64274, 59764, 64263, and 64264. The request is a change in the zoning designation from a combination of R-12 Residential and M-1 Manufacturing Districts to R-12A Residential District.

At the hearing, all interested persons may be heard and voice any objections to the proposed amendment to the zoning map of the Town of Valdese. Notice is further given that complete copies of the proposed map amendment and this notice are now and will remain on file in the Office of the Planning Department at Valdese Town Hall for the inspection of all interested citizens until the public hearings. For information regarding the above-listed items, contact the Planning Department at (828) 879-2124.

Interested parties are invited to attend this hearing and present comments. Request for accommodations by persons with disabilities should contact Jessica Lail, Town Clerk, at (828) 879-2117 at least 48 hours before the scheduled meeting time.

PUBLISH: APRIL 17, 2023, AND APRIL 26, 2023

Mayor Watts asked if anyone wished to speak either for or against the re-zoning.

GLENN HARVEY, 801 MICOL AVE NE., VALDESE Mr. Harvey asked if this would allow entrepreneurial activity at Lakeside Park allowing people to rent kayaks, camping spaces, concession stands, etc. Mr. Johnson said yes, he feels that that would be allowed.

Mayor Watts asked if there was anyone else that wished to speak. There being no one wishing to speak, Mayor Watts closed the public hearing at 7:37 p.m.

Councilman Mears made a motion to approve the rezoning petition #2-3-23 and adopt the proposed consistency and reasonableness statement contained in the agenda materials, this approval is also deemed an amendment to the Valdese Vision: A Land Use Action Plan for the Future Land Use Map, seconded by Councilman Barus. The vote was unanimous.

Councilman Mears thanked Mr. Johnson for his service and dedication to the Planning Board and Department.

TAX RATE DISCUSSION Assistant Town Manager/CFO Bo Weichel presented the following presentation showing how the tax rate and revenue is calculated.

TOWN OF VALDESE

2023 May Council Meeting

TAX RATE & REVENUE CALCULATION

REAL property
Land
Buildings

PERSONAL property
Machinery
Equipment

<p style="text-align: center;">Data From Burke County Tax Office</p> <p style="text-align: center;">REAL Property Values</p> <ul style="list-style-type: none"> • 2022 = \$310,622,017 • 2023 (revaluation) = \$449,252,757 • Increase of \$138,630,740 (44.63%) 	<p style="text-align: center;">Data From Burke County Tax Office</p> <p style="text-align: center;">PERSONAL Property Values</p> <ul style="list-style-type: none"> • No revaluation on PERSONAL. • Actual value available later in May. • Based on prior years, \$70,000,000 of PERSONAL values for the budget.
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<p style="text-align: center;">Data From Burke County Tax Office</p> <p style="text-align: center;">REAL + PERSONAL (R&P) Property Values</p> <p style="text-align: center;">\$449,252,757 + 70,000,000 = 519,252,757</p> <p style="text-align: center;"><u>Taxable Property Value for 2023</u></p>	<p style="text-align: center;">Data From Burke County Tax Office</p> <p style="text-align: center;">R&P Values from Prior Four Years</p> <ul style="list-style-type: none"> • Purpose: Calculate the average growth • 2019 (revaluation) = \$366,833,535 • 2020 = 375,094,774 → 2.25% increase • 2021 = 377,564,374 → 0.66% increase • 2022 = 387,050,384 → 2.51% increase • Average of the above increases = 1.81% "Growth Factor"
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<p style="text-align: center;">Revenue Neutral Rate (RNR)</p> <p style="text-align: center;"><i>Purpose:</i> What tax rate would produce same tax revenue as last year?</p> <ul style="list-style-type: none"> • Last year revenue based on 2022 R&P value? (\$387,050,384 / 100) x 0.545 = \$2,109,425 • Rate needed to match same revenue using 2023 R&P? (\$2,109,425 x 100) / 519,252,757 = \$0.4062 tax rate • Apply "Growth Factor" 1.81% \$0.4062 x (1+1.81%) = \$0.4136 • Round to nearest ½ cent = \$0.415 "RNR" 	<p style="text-align: center;">"NEW" Revenue</p> <p style="text-align: center;">Proposed Budget recommends to decrease tax rate 3 cents. Lowers the rate from \$0.545 to \$0.515</p> <p style="text-align: center;">How much "NEW" revenue is generated with a tax rate 10 cents more than our RNR of \$0.415?</p>
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<p style="text-align: center;">"NEW" Revenue (cont.)</p> <ul style="list-style-type: none"> • Remember our \$449,252,757 REAL property value provided by the County? <i>Does not include a reduction for tax relief (~5% each year) AND the appeals process.</i> • Calculate reduction of 5% for exemptions plus 5% for appeals: \$449,252,757 x 90% = \$404,327,481 REAL value for budget • Add the above to the \$70,000,000 PERSONAL value \$404,327,481 + 70,000,000 = \$474,327,481 R&P used for budgeting 	<p style="text-align: center;">"NEW" Revenue (cont.)</p> <p style="text-align: center;">\$474,327,481 R&P used for budgeting</p> <ul style="list-style-type: none"> • Calculate 2023 tax levy based on \$0.515 tax rate: (\$474,327,481 / 100) x \$0.515 = \$2,442,787 • NCGS 159-13 tells us the estimated tax collection percentage used for budgeting shall not be higher than the prior year collection percentage. Since the County will be handling our collections, we can use their collection rate to finalize our tax revenue budget for REAL and PERSONAL collections. \$2,442,787 x 98.5% = \$2,406,145
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<p style="text-align: center;">"NEW" Revenue (cont.)</p> <p style="text-align: center;">Proposed Budget recommends to decrease tax rate 3 cents. Lowers the rate from \$0.545 to \$0.515</p> <p style="text-align: center;">How much "NEW" revenue is generated with a tax rate 10 cents more than our RNR of \$0.415?</p> <p style="text-align: center;">\$2,406,145 (2023) – 2,011,341 (2022) = \$394,804</p>	<p style="text-align: center;">"NEW" Revenue (cont.)</p> <p style="text-align: center;">\$394,804 "NEW" revenue is generated with a tax rate 10 cents more than our RNR of \$0.415</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0;">Budget Allocation:</td> <td style="background-color: #e0e0e0;">Street Improvements</td> <td style="text-align: right;">350,000</td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;">Part-Time Pay</td> <td style="text-align: right;">14,804</td> </tr> <tr> <td></td> <td style="background-color: #e0e0e0;">Downtown Beautification</td> <td style="text-align: right;">30,000</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; background-color: #00a0e3; color: white;">394,804</td> </tr> </table>	Budget Allocation:	Street Improvements	350,000		Part-Time Pay	14,804		Downtown Beautification	30,000			394,804
Budget Allocation:	Street Improvements	350,000											
	Part-Time Pay	14,804											
	Downtown Beautification	30,000											
		394,804											

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Councilman Mears asked if the Local Government Commission could assist the Town in coming up with the calculations. Mr. Weichel explained that the Local Government Commission provides us with a worksheet to calculate revenue neutral, which we have used. Councilman Mears just wanted to ensure we had accurate calculations because citizens say that revenue neutral is much lower.

Councilman Barus shared that he has had questions from the public and was able to clarify some misinformation with citizens and encourages all to call Council for questions and clarifications. Councilman Barus reminded citizens that we had four budget meetings open to the public.

Councilwoman Hildebran shared that we are a Manager/Council form of government where we hire staff to present the Council with the information that has the final say. Councilwoman Hildebran stated that we are not “Yes people” and that we question proposals, and sometimes staff has to come back with more information. Councilwoman Hildebran also shared that she had heard nothing but street-paving requests for the last four to five years, and Council is trying to respond to what citizens have been requesting. Councilwoman Hildebran shared that the Town has not had a tax increase in the last 20 years, but with the economy changing, we have to pay for all kinds of increases. Councilwoman Hildebran explained that we could cut services if needed.

FY 23-24 PROPOSED BUDGET AND SCHEDULING OF PUBLIC HEARING FOR MONDAY, JUNE 5, 2023 The proposed budget was submitted to the Valdese Town Council on Wednesday, April 26, 2023. Town Manager Seth Eckard presented the proposed budget:

**TOWN OF VALDESE
BUDGET MESSAGE
2023 – 2024**

TO: Mayor Charlie Watts
Councilman Tim Barus – Ward 1
Councilman Paul Mears – Ward 2
Councilwoman Rexanna Lowman – Ward 3
Councilwoman Frances Hildebran – Ward 4
Councilman Tim Skidmore – Ward 5

FROM: Seth Eckard, Town Manager

DATE: May 1, 2023

SUBJECT: Proposed 2023 – 2024 Town of Valdese Budget

Honorable Mayor Watts and Members of the Valdese Town Council:

In accordance with the North Carolina Local Government Fiscal Control Act, the recommended budget for fiscal year 2023-2024 is presented for your consideration. The budget document represents balanced revenues and expenditures. The fiscal year 2023-2024 budget continues investment in our community’s services and infrastructure needs. The capital budget includes equipment replacement, facility improvements, and substantial utility system investments.

The proposed combined fiscal year 2023-2024 operating and capital budgets are \$13,375,607. This includes a total General Fund budget of \$7,693,609 and a total Utility Fund budget of \$5,681,998.

Economic Improvements and Constraints

Inflation

Our community is facing several economic challenges. Inflation is at a 40-year high, and the cost of goods and services is rising rapidly. This is putting a strain on our residents and businesses, and it is making it more expensive for us to provide the same level of service that our citizens expect.

In addition to inflation, we face other economic challenges, such as supply chain disruptions, the rising cost of labor, and rising interest rates. These challenges are making it difficult for our town to control costs.

As a result of these challenges, we are facing a number of difficult choices regarding our budget. We must ensure that we provide the essential services our residents need while also being mindful of our financial constraints.

North Carolina Local Government Pension System

The Board of Trustees of the Local Government Employees' Retirement System (LGERS) voted to increase the employer contribution rate to 12.91% for general employees and 14.04% for law enforcement.

It is important to remember that these rates are not a pay increase to employees; it is a mandatory expenditure imposed by the State.

General Fund

In 2022 Burke County conducted a reappraisal of real property. Property revaluation is the process of updating the assessed value of all properties. This is necessary to ensure that property taxes are fair and equitable. Property values can change over time due to various factors, such as inflation, market changes, and property improvements.

The initial assessment in Valdese (before appeals) is an average increase of 44.3% of all property. Using the Local Government Commission's prescribed formula, calculates a revenue-neutral rate of 41.5 cents.

The proposed budget includes a total General Fund budget of \$7,693,609 and proposes lowering the current tax rate of 54.5 cents per \$100 to 51.5 cents per \$100 valuation. This will generate approximately \$394,804 in additional property tax revenue for the Town of Valdese. The proposed budget allocates \$350,000 of these funds for street resurfacing and the remaining funds to increase part-time pay for lifeguards, part-time firefighters and downtown beautification.

We are currently in one of the tightest labor markets in US history. The unemployment rate for Burke County is 3.3%, and there are presently two jobs open for every person looking for a job. The proposed budget includes several strategies to help with the recruitment and retention of employees, including a five percent cost of living adjustment for full-time employees, increasing the longevity cap from \$1,500 to \$2,000, and adjusting the Town's pay plan to reflect the current labor market more accurately. In addition, we have redesigned our employee health insurance plan to maintain the same benefits for our employees while keeping insurance premium costs level.

Sanitation and Recycling

Republic Services contractually increases its solid-waste and recycling contract with the Town based on its annual consumer price index. This year's increase is five percent. The Town will absorb this increase.

Long Term Debt

The percentage of the General Fund's annual operating budget used to service existing debt is 3.37 percent. No additional debt is proposed in this budget cycle.

ABC Distributions

North Carolina General Statutes allow ABC Stores with a substantial operating reserve to make quarterly distributions to the local government in which they operate. Staff projects that the Valdese ABC Store will distribute \$100,000 to the Town of Valdese in 2023-2024. In addition, ABC funds will be placed in the Town's public safety building capital project account.

Parks and Recreation

Aquatics and Fitness membership fees will decrease for Valdese residents and increase for non-residents.

Burke County Library

The proposed budget includes a \$40,000 donation to the Burke County Library.

Public Safety Building

On March 7th, 2022, The Valdese Town Council voted to authorize the architect (CBSA) to develop construction documents for a new facility, advertise for construction bids, and staff to develop alternative bids that will reduce the size and cost of the proposed facility. We anticipate receiving bids for the Town Council's consideration in late 2023. Funds for a future debt service payment are already contained in the proposed budget

General Fund Capital Projects:

In the Fiscal Year 2023-2024 budget, the Town plans to make strategic capital investments amongst all departments to ensure efficient delivery, and repair our aging infrastructure. The General Fund Budget reflects expenditures of \$473,800 in capital projects across multiple departments. Highlights include:

Community Affairs

- Clock Tower Repairs
- Village Park Mural improvements (Canvas Print Installation)
- New Town Entrance Signs

Police Department

- Patrol vehicle and equipment (replace unit 118)

Public Works

- Replace HVAC
- Update Fuel Management System
- Replace Broken Rollup Doors

Street Department

- Street Resurfacing

Sanitation Department

- Replace the 2001 Trash Truck

Administration

- Repair Town Owned Street Lights
- Repair Fence Around HVAC Units
- Update Printed Zoning Maps

Parks and Recreation

- New Truck
- Pool Vacuum
- Fitness Room Equipment
- Bowling Lane Machine

Utility Fund

May 1, 2023, MB#32

The Utility Fund budget for Fiscal Year 2023-2024 is \$5,681,998. This includes \$503,700 of capital improvement needs. No additional debt is proposed in this budget cycle.

In the Fiscal Year 2015-2016 budget, the Town conducted a comprehensive capital improvement plan for the utility system. The study revealed that the Town has pressing needs to be addressed to ensure high-quality water and wastewater treatment for our citizens. The Town is heading into implementation year seven of our 10-year plan.

The Capital Improvement Plan contains a recommended funding model that restructures our utility rates to ensure we can pay for all our capital needs. This budget proposes a five percent increase in residential and commercial rates and an eight percent increase in industrial and bulk customer rates. These rate adjustments are needed to combat significant material inflation and ensure we continue replacing our aging infrastructure.

The Town of Valdese Utility Capital Improvement Plan calls for several investments next fiscal year.

Utility Fund Capital Projects:

Water Plant

- Roof Replacement – Finish Water Pump Station
- Install Security System
- Replace 2004 Ford F-150

Waste Water Plant

- Replace 1998 Biosolids Truck
- Sludge Trailer
- Centrifuge #1 Overhaul
- Spare Pump (Cline Street)
- Install Security System

Water Distribution

- Replace 2014 Mini Trackhoe
- Replace 2006 Chevy Dump Truck (1.5 Ton)
- Spare Meter Stock

Conclusion

I appreciate the dedicated employees of the Town of Valdese for their hard work and good stewardship of the Town's resources. Our team works hard and takes pride in carrying out their duties. I also thank Mayor Watts and the Town Council for their dedication in carrying out their responsibilities in providing leadership and guidance during the budgeting process.

Respectfully,

Seth Eckard, ICMA-CM
Town Manager

Councilman Mears shared that this year we were looking at a 30% rate increase to employee insurance, and with staff and our insurance broker, we were able to come up with an alternative plan that did not include that kind of rate increase and felt like that was a success.

Mayor Watts encouraged citizens to contact Council members for questions and clarifications.

Councilwoman Hildebran made a motion to set the public hearing for the FY 2023-2024 budget on Monday, June 5, 2023, at 6:00 p.m., at Valdese Town Hall, seconded by Councilman Barus. The vote was unanimous.

May 1, 2023, MB#32

CAPITAL PROJECT ORDINANCE – STREET IMPROVEMENTS Assistant Town Manager/CFO Bo Weichel presented the following Capital Project Ordinance for the proposed street improvements. Mr. Weichel said the money would not go in until the budget was approved.

TOWN OF VALDESE
STREET IMPROVEMENTS
CAPITAL PROJECT ORDINANCE

Be it ordained by the Town Council of the Town of Valdese that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted.

Section 1. The project authorized is Street Improvements. Project proposes repairs and resurfacing of Town of streets which will be recommended by the appointed Street Paving Committee. The project is to be financed by Town funds.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the program ordinance and the budget contained herein.

Section 3. The following revenues are anticipated to be available to contribute to this project:

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
Transfer from General Fund	\$ 350,000	76.3000.000

	<u>\$ 350,000</u>	

Section 4. The following amounts are appropriated for the project:

<u>Source</u>	<u>Amount</u>	<u>Assigned Account Number</u>
2024 Street Improvements	\$ 350,000	76.5600.450

	<u>\$ 350,000</u>	

Section 5. The finance officer is hereby directed to maintain within the Project Fund sufficient specific detailed accounting records to provide the accounting to town council required by the program procedures, loan agreement(s), grant agreement(s) and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7. The finance officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total revenues received or claimed.

Section 8. The budget officer is directed to include a detailed analysis of the past and future cost and revenues on this project in every budget submission made to this board.

May 1, 2023, MB#32

Section 9: Copies of this project ordinance shall be made available to the budget officer and the finance officer for direction in carrying out this project.

Adopted this 1st day of May 2023.

Charles Watts, Mayor

Jessica Lail, Town Clerk

Councilwoman Hildebran made a motion to approve the Capital Project Ordinance, seconded by Councilman Barus. The vote was unanimous.

MANAGER'S REPORT: Town Manager Seth Eckard made the following announcements:

Granville Morrow Fun Fish Day is scheduled for Saturday, May 13, 2023, 9:00 a.m. – 1:00 p.m. at McGalliard Falls. Rain Date: May 20, 2023. Register online at www.valdese.recdesk.com.

Family Friday Nights Kickoff Celebration is scheduled for Friday, May 26, 2023, 7:00 p.m. – 10:00 p.m., with Ace Party Band, at the Temple Field. Concerts will continue every Friday until September 1, 2023.

Town Offices Closed on Monday, May 29, 2023, in Observance of Memorial Day

MAYOR AND COUNCIL COMMENTS: Councilman Mears is discouraged by how expensive street resurfacing is. Councilman Mears asked if we think the prices will go down. Town Manager Seth Eckard does not know but is hopeful.

CLOSED SESSION: Mayor Watts called for a motion to recess into Closed Session pursuant to NC General Statute 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. At 8:28 p.m., Councilman Barus made a motion to recess into Closed Session pursuant to NC General Statute 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee. Councilman Mears seconded the motion. The vote was unanimous.

At 9:27 p.m., Councilwoman Lowman made a motion to return to Open Session, seconded by Councilwoman Hildebran. The vote was unanimous.

TOWN MANAGER'S SALARY: Councilman Barus made a motion to increase the Town Manager's salary by 7%, seconded by Councilman Mears. The vote was unanimous.

ADJOURNMENT: At 9:28 p.m., there being no further business to come before Council, Councilwoman Hildebran made a motion to adjourn, seconded by Councilwoman Lowman. The vote was unanimous.

The next meeting is a regularly scheduled meeting on Monday, June 5, 2023, 6:00 p.m.

Town Clerk

Mayor

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VALDESE TOWN COUNCIL – RULES OF PROCEDURES

Meeting Procedures

When the Valdese Town Council conducts its meetings, it follows *Suggested Rules of Procedures for a City Council, third edition, by A. Fleming Bell, II, UNC School of Government*, as a guideline to ensure a fair and impartial hearing for one and all, that each person's rights will be protected, and that democratic rule prevails at each meeting.

Purpose: The purpose of this policy statement is to develop favored procedures for council to look to and follow. It is hoped that these procedures will facilitate communications between and among council members and staff, provide efficient and equitable procedures to follow in and out of public meetings, and provide general information and recommendations about how the council conducts Town business. This policy is based in large part on N.C. law, but the policy is not designed to create any additional rights or obligations and does not provide any procedural rights to any person. The failure of council or any other person to adhere to the recommended procedures described herein shall not affect the validity of any meeting or action taken by council. To the extent there is conflict or any discrepancy between these procedures and the N.C. General Statutes, case law, or Town ordinances (collectively "law"), the law shall prevail.

Rule 1. Regular Meetings

The council shall hold a regular meeting on the first Monday of each month, except that if a regular meeting day is a legal holiday or falls on Easter Monday, the meeting shall be held on the next business day. So that the annual budget may be approved before July 1, the council may hold its July meeting on the last Monday in June. The meeting shall be held at Valdese Town Hall Council Chambers and shall begin at 6:00 p.m. A copy of the council's current meeting schedule shall be filed with the town clerk.

Rule 2. Special, Emergency, and Recessed Meetings

Special Meetings.

The mayor, the mayor pro tempore, or any two members of the council may at any time call a special council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) e-mailed or delivered to the mayor and each council member or left at his or her usual dwelling place; (2) posted on the council's principal bulletin board, or if none, at the door of the council's usual meeting room; and (3) e-mailed or delivered to each newspaper, radio station, television station, and person who has filed a written request for notice with the town clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. [Even in such a case, the council shall only discuss or transact items of business not specified in the notice if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.]

A special meeting may also be called or scheduled by vote of the council in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the council's principal bulletin board; and (2) e-mailed or delivered to each newspaper, radio station, television station, and person who has filed a written request for notice with the town clerk. [Such notice shall also be e-mailed or delivered at least forty-eight hours before the meeting to each council member not present at the meeting at which the special meeting was called or scheduled, and to the mayor if he or she was not present at that meeting.] [Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner, unless all members are present or those not present have signed a written waiver of notice, and the council determines in good faith at the meeting that it is essential to discuss or act on the item immediately.]

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VALDESE TOWN COUNCIL – RULES OF PROCEDURES

(b) Emergency Meetings. Emergency meetings of the city council may be called only because of generally unexpected circumstances that require immediate consideration by the council. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the council.

(1) The mayor, the mayor pro tempore, or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be e-mailed or delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the mayor and all members of the council are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the council complies with the notice provisions of the next paragraph.

Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local radio station, and local television station. This notice shall be given either by telephone or e-mail.

(c) Recessed. A properly called regular, special, or emergency meeting may be recessed to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed session of a properly called regular, special, or emergency meeting.

Rule 3. Organizational Meeting

On the date and at the time of the first regular meeting in December following a general election in which council members are elected, or at an earlier date, if any, set by the incumbent council, the newly elected members shall take and subscribe the oath of office. During this meeting, the council shall elect a mayor pro tempore. This organizational meeting shall not be held before the municipal election results are officially determined, certified, and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

Rule 4. Agenda

(a) Proposed Agenda. The town clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least ten days before the meeting. Any council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed ordinances shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each council member shall receive the electronic, proposed agenda and agenda package on their iPads by Friday afternoon prior to the Monday meeting and the proposed agenda shall be available for public inspection and distribution or copying when it is distributed to the council members.

(b) Consent Agenda. The council may designate a part of the agenda as the “consent agenda.” Items shall be placed on the consent agenda by those preparing the proposed agenda if they are judged to be noncontroversial and routine. Any member may remove an item from the consent agenda and place under “Item(s) Removed From Consent Agenda.” All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the action on each item.

(c) Open Meetings Requirements. The council shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the

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intention of making it impossible for persons attending a meeting of the council to understand what is being deliberated, voted, or acted on. The council may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

Rule 5. Public Comment

The council shall provide at least one period for public comment per month during a regular meeting, unless no regular meeting is held that month. Any individual or group who wishes to address the council shall inform the town clerk, any time prior to the start of the meeting, and provide their name, address and subject matter about which they wish to speak. **Person(s) must be present if they wish to address the Council.** Comments should be limited to five minutes per speaker.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- I. Call Meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Informational Items:
 - A. Communication Notes
 - B. Reading Material
- V. Open Forum/Public Comment
- VI. Consent Agenda: All items below are considered to be routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member so requests. In which event the item will be removed from the Consent Agenda and considered under Item VII.
 - A. Approval of the minutes, etc.
- VII. Item(s) Removed from Consent Agenda
- VIII. New Business:
 - A. Public hearings, etc.
- IX. Manager's Report
- X. Mayor and Council Comments
- XI. Closed Session
- XII. Adjournment

Rule 7. Office of Mayor

The mayor shall preside at all meetings of the council but shall have the right to vote only when there is a tie. In order to address the council, a member must be recognized by the mayor.

The mayor or other presiding officer shall have the following powers:

- (a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) To entertain and answer questions of parliamentary law or procedure;
- (d) To call a brief recess at any time;

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(e) To adjourn in an emergency.

A decision by the presiding officer under (a), (b), or (c) may be appealed to the council upon motion of any member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b), or (c) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.

Rule 8. Office of Mayor Pro Tempore

At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the council's pleasure. A council member who serves as mayor pro tempore shall be entitled to vote on all matters and shall be considered a council member for all purposes, including the determination of whether a quorum is present. In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. If the mayor should become physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare that the mayor is incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When a mayor declares that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties. If both the mayor and mayor pro tempore are absent from a meeting, the council may elect from among its members a temporary chairman to preside at the meeting.

Rule 9. When the Presiding Officer Is in Active Debate

If the mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another council member to preside over the debate. The mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 10. Action by the Council

The council shall proceed by motion. Any member may make a motion.

Rule 11. Second to the Motion

Second to the motion will be required.

Rule 12. One Motion at a Time

A member may make only one motion at a time.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 27 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 15. Voting

The council will vote verbally. In case of a split vote the mayor will call for the ayes or noes. The mayor may also ask for the vote by show of hands.

Rule 16. Debate

The mayor shall state the motion and then open the floor to debate on it. The mayor shall preside over the debate according to the following general principles:

VALDESE TOWN COUNCIL – RULES OF PROCEDURES

- (a) The maker of the motion is entitled to speak first;
- (b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- (c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 17. Ratification of Actions

To the extent permitted by law, the council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 18. Procedural Motions

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority, the procedural motions are

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the council, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of council consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess [or adjourn] to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess.

Motion 4. To Go into Closed Session. The council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the council expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 5. To Leave Closed Session.

Motion 6. To Defer Consideration -- Table. The council may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 18(b), Motion 9].

Motion 7. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A member who wishes to revisit the matter must wait until the specified time.

Motion 8. To Amend.

- (a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion

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or an amendment shall be treated as a motion to amend.

- (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.
- (c) Any amendment to a proposed ordinance [order] [policy] [resolution] shall be recited by the mayor before the vote on the amendment.

Motion 9. To Revive Consideration. The council may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 6 of Rule 18(b). The motion is in order at any time with 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

Motion 10. To Rescind or Repeal. The council may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Rule 19. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

Rule 20. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

Rule 21. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 22. Introduction of Ordinances

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the council.

Rule 23. Adoption of Ordinances and Approval of Contracts

(a) Generally. An affirmative vote equal to a majority of all the members of the council not excused from voting on the question in issue (including the mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify, or authorize any contract on behalf of the city. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor unless he or she has the right to vote on all questions before the council. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken.

Rule 24. Adoption of the Budget Ordinance

Notwithstanding the provisions of the city charter, general law, or local act:

- (1) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the council by a simple majority of those present and voting, a quorum being present;

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- (2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and
- (3) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any city charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each member of the board has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to allow, the holding of closed meetings or executive sessions by the council if it is otherwise prohibited by law from holding such a meeting or session.

Rule 25. Special Rules of Procedure

The board has no special rules at this time.

Rule 26. Closed Sessions

The council may hold closed sessions as provided by law. The council shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The council shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

Rule 27. Quorum

A majority of the actual membership of the council plus the mayor, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 28. Public Hearings

Public hearings required by law or deemed advisable by the council shall be organized by a special order (adopted by a majority vote) that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The rules may include, but are not limited to, rules (a) fixing the maximum time allotted to each speaker; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to council meetings shall also apply to public hearings at which a majority of the council is present; such a hearing is considered to be

June 5, 2023, Ordinance Book No. 9**VALDESE TOWN COUNCIL – RULES OF PROCEDURES**

part of a regular or special meeting of the council. These requirements also apply to hearings conducted by appointed or elected committees of the council, if a majority of the committee is present. A public hearing for which any notices required by the open meetings law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the council is present.

The council may vote to delegate to city staff members, as appropriate, the authority to schedule, call, and give notice of public hearings required by law or the council. The council shall provide adequate guidelines to assist staff members in fulfilling this responsibility, and it shall not delegate the responsibility in cases where the council itself is required by law to call, schedule, or give notice of the hearing.

At the time appointed for the hearing, the mayor or his or her designee shall open the public hearing and then preside over it. When the allotted time of five minutes per person expires or when no one wishes to speak who has not done so, the presiding officer shall declare the hearing closed.

Rule 29. Quorum at Public Hearings

A quorum of the council shall be required at all public hearings required by state law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular council meeting without further advertisement.

Rule 30. Minutes

Full and accurate minutes of the council proceedings, including closed sessions, shall be kept. The board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the council, the “ayes” and “noes” upon any question shall be taken. Members’ and other persons’ comments may be included in the minutes if the council approves.

Minutes and general accounts of closed sessions may be sealed by action of the council. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session.

Rule 31. Appointments

The council may consider and make appointments to other bodies, including its own committees, if any, only in open session. The council may not consider or fill a vacancy among its own membership except in open session.

Town staff liaisons to boards and commissions shall make recommendations to council for appointments/reappointments.

Rule 32. Committees and Boards

(a) Establishment and Appointment. The council or the mayor, if the mayor is delegated that power by the council, may establish and appoint members for such temporary and standing city committees and boards as are needed to help carry on the work of city government. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of the city that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions. However, the law’s requirements shall not apply to a meeting solely among the city’s professional staff.

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VALDESE TOWN COUNCIL – RULES OF PROCEDURES

Rule 33. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the city charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor.

Rule 34. Reference to *Robert's Rules of Order Newly Revised*

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the council shall refer to *Robert's Rules of Order Newly Revised*, to answer unresolved procedural questions.

Adopted this 5th day of _____, 2023.

Charles Watts, Mayor

Jessica Lail, Town Clerk

Memo

To: Seth Eckard, Town Manager
From: Kerri Poteat, VEDIC Executive Director
Date: May 26, 2023
Re: VEDIC Board of Directors Appointments

Staff recommends the following appointments to the Valdese Economic Development Investment Corporation (VEDIC) Board of Directors:

- Re-appointment – Suzanne Wallace

Member will serve another three-year term that will expire July 1, 2026.

- Nancy Page's term will expire on July 1, 2023, and she has decided to resign. Ms. Page's seat will be vacant until the nominating committee recommends a replacement.

jl



State of North Carolina – County of Burke

Town of Valdese Lease Agreement

THIS AGREEMENT, made and entered into this **First** day of **July 2023**, by and between the TOWN OF VALDESE, hereinafter called “Lessor” and **Dream Connections** hereinafter called “Lessee”; Lessor and Lessee are hereinafter referred to collectively as the “Parties”.

ARTICLE 1.00

Creation of Tenancy, Term and General Conditions

- 1.01 **DEMISE OF PREMISES:** Lessor, for and in consideration of the rentals hereinafter provided and in further consideration of the covenants, conditions, and provisions hereinafter contained, does hereby demise and lease unto Lessee the property (hereinafter called “Premises”) located in that building known as the Valdese Old Rock School, Main Street, Valdese, Burke County, North Carolina, and being Suite(s) **10, 16, 17, 18, 19, 20** as described on the attached Exhibit “A,” together with the right of access and use to the common areas of the building and parking, subject to the restrictions hereinafter set out.
- 1.02 **TERM:** The Lessee shall have and hold the premises for a period of time commencing the **First** day of **July 2023** and extending to the **30th** day of **June 2024**.
- 1.03 **RENT:** Lessee agrees to pay Lessor a monthly rent of **\$1045.00**. The first month’s rent shall be due and payable at the time of execution of this Lease, with each subsequent monthly rent being due and payable on the first day of the month for each and every month thereafter during the Lease term. In addition, the Lessee shall pay to the Lessor a deposit in the sum equal to one month’s rent. Said sum will be held by the Lessor and applied as a payment or partial payment of any damages that might occur by reason of a default under this agreement.
- 1.04 **UTILITIES:** During the term of this Lease the Lessor shall provide heating and air conditioning Monday through Friday of each week from 8:00 A.M. until 5:00 P.M., and such other times in the Lessor’s sole discretion. The Lessee shall be responsible for all other utilities, including electricity (other than lights) and telephone.
- 1.05 **TAXES:** During the term of this Lease the Lessor shall pay any taxes which might come due on the real property, however, the Lessee shall be responsible for all taxes on the personalty located on the premises.

1.06 ^{47 of 241} **GENERAL CONDITIONS:** This Lease is made by Lessor and accepted by Lessee subject to the following:

1.01.1 All zoning regulations affecting the premises now or hereafter in force.

1.01.2 All ordinances, statutes, and regulations, and any presently existing violations thereof, whether or not of record.

1.01.3 The existing condition and state of repair of the premises.

ARTICLE 2.00

Use of Premises

2.01 CHARACTER OF USE:

2.01.1 The premises shall be used by the Lessee for an **Office Space** and shall not be used by Lessee for any other purpose without the prior written consent of the Lessor.

2.01.2 Lessee covenants and agrees to comply with all legal requirements of the City, County, State and Federal Governments respecting any operation conducted, or any equipment installations or property located at the premises, and Lessee further covenants and agrees not to create or permit the creation of any nuisance on the premises, or to make any other offensive use thereof.

2.02 IMPROVEMENT AND ALTERATION OF PREMISES: Lessee shall not make, and shall not have the right to make any alterations, changes or improvements, structural, or otherwise in or to the premises without Lessor's prior written consent, provided, that if such consent is given, all such alterations, changes, and improvements shall be at Lessee's expense and shall become the property of Lessor at the termination of the Lease. The granting or denial of consent as provided for in this section shall be the subject of Lessor's sole and absolute discretion.

2.03 TRADE FIXTURES: Lessee will be permitted to install trade fixtures on the premises without necessity of written consent by Lessor, and shall be permitted to remove such fixtures upon the expiration of the Lease term, provided that the removal of such fixtures will not permanently damage the premises, and provided that Lessee shall return the premises to their condition at the commencement of this Lease.

ARTICLE 3.00

Condition of Premises

3.01 ACCEPTANCE OF PREMISES: Lessee acknowledges that the act of taking possession of the premises shall constitute conclusive evidence that Lessee has inspected and examined the premises, and that the same were and are in good and satisfactory condition.

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3.02 MAINTENANCE: Lessee covenants and agrees to maintain said premises in their present condition, reasonable wear and tear excepted, during the term of this Lease or any extension thereof at Lessee's own cost and expense. Lessor shall maintain the roof, exterior walls, plumbing, heating and electrical system except to the extent that the same shall be damaged by the negligence, misuse or overuse by Lessee in which case Lessee shall make said repairs.

In addition, the Lessor shall be responsible for and maintain all common areas in the building, which shall consist of halls and restrooms. The Lessee and its guests may use such common areas, but will make no business use of or store any property in any common areas.

3.03 PARKING: The Lessee and its guests and/or customers, may use the parking lot adjacent to the building between the hours of 7:30 A.M. and 6:00 P.M. on Monday through Friday, and such other times subject to regulations and restrictions as may be determined by the Lessor.

3.04 ACCESS: The Lessee shall have access to the building between the hours of 7:30 A.M. and 6:00 P.M. on Monday through Friday (except on Holidays) and such other times subject to regulations and the Lessor may determine restrictions. The Lessor reserves the right to secure and lock the building and otherwise limit access, as it should determine advisable during other hours.

3.05 CONDITIONS UPON TERMINATION: Upon the expiration, termination or acceleration of Lessee's obligations under this Lease, Lessee shall return the premises to a condition at least as good as their condition upon the commencement of this Lease, ordinary wear and tear accepted.

ARTICLE 4.00

Insurance, Liability of Parties

4.01 CASUALTY INSURANCE: Lessor shall carry, at Lessor's expense, fire insurance with extended coverage insuring loss or damage to the premises. Lessee shall be responsible for insuring Lessee's personal property on the premises.

4.02 LIABILITY INSURANCE: Throughout the continuance of this Lease, Lessee shall keep the premises insured, at Lessee's sole cost and expense, against claims for personal injury or property damage under a policy of general liability insurance, with a single limit of at least \$500,000.

4.03 INDEMNIFICATION: The Lessee will protect, indemnify, save and hold harmless the Lessor, its officers, agents, servants, and employees, from and against any and all claims, demands, expense, and liability, arising out of injury or property which may occur on or in the demised premises or which may arise, or in any way grow out of any act or omission of the Lessee, its (his) agents, subcontractors, servants, and employees of the use and occupancy of the demised premises by the Lessee or anyone using or occupying said premises as a guest, patron, or invitee of Lessee.

4.04 WAIVERS: Insofar as it may be permitted by the terms of the fire or extended coverage insurance policy carried by the Lessor or Lessee, each party hereby releases the other with respect to any claim

^{49 of 241} (including a claim for negligence) that it might have against the other party for loss, damage or destruction with respect to its property by fire or other casualty (including rental value or business interruption, as the case may be) occurring during the term of this Lease. In the event one or both of the parties' insurance policies do not permit this waiver, such party will immediately give notice of such denial to the other party and upon such request shall cause the other party to be named in such policy or policies as one of the name insured.

ARTICLE 5.00

Termination, Default, Remedies

- 5.01 HOLDOVER TENANCY:** In the event that Lessee remains in possession after the expiration of the term hereof or the validly commenced extension thereof and without the execution of a new Lease, Lessee shall not acquire any right, title or interest in or to the premises and in such event Lessee shall occupy the premises as Lessee from month to month and be subject to all conditions, provisions, and obligations of this Lease in so far as the same shall be applicable.
- 5.02 DEFAULT OR BREACH OF COVENANT:** If Lessee shall fail to timely make any payment of rent herein provided for, or promptly perform any other covenant or obligation imposed upon it hereunder and shall fail to make good such Default within ten (10) days after written notice from the Lessor to Lessee, Lessor may enter the premises and expel Lessee therefrom without prejudice to any and all other remedies that may be available to Lessor under the laws.
- 5.03 REMEDIES ARE CUMULATIVE:** To the extent that the remedies provided for under this Lease are not clearly inconsistent, they shall be cumulative, and Lessor shall be entitled to pursue all or any part of the remedies provided herein. The remedies specified in this Lease are in addition to, and not in lieu of any remedies otherwise available to Lessor by law or in equity. Pursuit of any remedy by Lessor shall not constitute a binding election of such remedy or prevent Lessor from seeking other relief.
- 5.04 COSTS AND ATTORNEYS FEES:** In addition to any other damages sustained by Lessor as a result of Lessee's Default, Lessor shall be entitled to recover of Lessee all reasonable attorneys' fees and costs incurred in pursuit of Lessor's remedies.
- 5.05 ACCEPTANCE OF SURRENDER:** No act or conduct of Lessor, including without limitation, the acceptance of the keys to the premises shall constitute an acceptance of the surrender of the premises by Lessor before the expiration of the term. Only a Notice from Lessor to Lessee shall constitute acceptance of the surrender of the Premises and accomplish a termination of this Lease.

ARTICLE 6.00

Destruction of Taking of Premises

6.01 ^{59 of 241} **DAMAGE BY CASUALTY OR FIRE:** If said premises should be damaged or destroyed by casualty, explosion or fire, as to be unfit for Lessee's continued use, then this Lease shall thereupon be terminated and the rent for the month in which the damage occurred shall be apportioned and refunded to Lessee; but if said premises should be damaged or destroyed by casualty, explosion or fire, however caused or by the elements, or any cause or happening and still be fit for Lessee's continued use, then the same shall be promptly restored by Lessor to their previous condition and a just and fair proportion of the rent herein reserved shall abate until the same have been completely restored, and a like proportion of any rent unpaid in advance shall be refunded to Lessee.

The Lessor may, following damage as above provided, elect to terminate this Lease by providing the Lessee with written notice of its election within ninety (90) days of the occurrence of the damage.

ARTICLE 7.00

Additional Provisions

- 7.01 ASSIGNMENT AND SUBLETTING:** Lessee shall not have the right to assign or sublet the within Lease or sublet the premises in whole or in part without first obtaining the written consent of the Lessor. No approval of assignment or subletting shall be effective until the prospective assignee or Sublessee shall have given Lessor Notice acknowledging familiarity with the terms of this Lease and evidencing agreement to be bound thereby. Any assignment or subletting in violation of this provision shall be void and the discretion of the Lessor as to whether to permit such assignment or sublease is absolute.
- 7.02 RIGHT OF ENTRY:** Lessor shall have the right at all reasonable times to enter and inspect the premises, and to take any action which Lessor reasonably believes to be necessary to protect the premises from damage.

ARTICLE 8.00

Special Provisions

- 8.01 RELATIONSHIP OF PARTIES:** It is specifically understood that the parties hereto have created a Lessor-Lessee relationship with respect to the demised premises and that the Lessor shall in no way control or be responsible for the acts of the Lessee with respect to the operations carried out on the demised premises. The Lessee specifically agrees to indemnify and hold harmless the Lessor from any loss by reason of operation on the premises and it is further agreed to erect a suitable sign to be placed in a visible located on the demised premises indicating the name and ownership of the business being rented upon the property and further the Lessee agrees not to take any action that might in any way indicate any involvement by Lessor in the Lessee's business except as hereinafter set out.

ARTICLE 9.00

Interpretation, Execution

- 51 of 241
- 9.01 GOVERNING LAW:** The laws and decisions of the State of North Carolina will govern and control the construction, enforceability, validity, and interpretation of this Lease and of all agreements, instruments and documents heretofore, now or hereafter executed by Lessee and delivered to Lessor pertaining or relating to this Lease or the transaction contemplated herein.
- 9.02 MODIFICATION:** This Lease, together with the schedules and exhibits attached hereto, contains the full, final and exclusive statement of the Lease between Lessor and Lessee relating to the leasing of the premises and cannot be amended, altered, modified or terminated except by a written agreement signed by both Lessor and Lessee. The parties hereto specifically relinquish any rights they may have to orally rescind or otherwise terminate this Lease and acknowledge that they will not rely upon any such oral agreements.
- 9.03 SEVERABILITY:** If any clause or provision of this Lease is illegal, invalid or unenforceable under present or future laws effective during the term of extensions thereof, in that event it is the intention of the Parties hereto that the remainder of this Lease shall not be affected thereby.
- 9.04 CAPTIONS:** The caption of each Section is added as a matter of convenience only, and shall be considered of no effect in the construction of any provision of this Lease.
- 9.05 WORD USAGE:** Throughout this Lease, the masculine gender shall include the plural and vice versa, wherever the context requires such construction.
- 9.06 EFFECT UPON SUCCESSORS:** This Lease shall inure to the benefit of and shall be binding upon the heirs, executors, administrators, conservators, guardians, or other legal representatives and assigns of each party.
- 9.07 MULTIPLE SIGNATURES:** If there is more than one signer (exclusive of Lessor) of this Lease, whether as Lessee or a co-signer, their obligations will joint and several, and term “Lessee” will include each such party, jointly and severally.
- 9.08 QUIET ENJOYMENT:** The Lessor agrees that Lessee on paying the stipulated rental and keeping and performing the agreement and covenants herein contained, shall hold and enjoy the premises for the term aforesaid, subject however to the terms of this Lease, and further warrants that the use of the premises called for herein do not violate the terms of any zoning affecting the premises.

X _____

Town of Valdese

Seth Eckard, Town Manager

Lessor

X _____

Witness (Attest)

X _____

Dream Connections, INC.

John Morrison, President or Carolyn Miller

Lessee

X _____

Witness9

Board of Directors

May 29, 2023

Board of Directors

Chair

Tammy Black

Vice Chair

Greg Mastin

Treasurer

Morrissa Angi

Secretary

Angela Cannon

Members

Sharon Bowman

Mindy Cook

John Heilman

Josh Lail

Susan Pollpeter

Susan Stevenson

Louis Vinay

Philip Brendel,

Ex- Officio

Tim Barus,

Ex-officio

General Manager

Edyth Pruitt

Bookkeeper

Karen Knight

Dear Valdese Town Council and Honorable Mayor,

Old Colony Players respectfully requests to partner with the Levee Brewery and Pub to sell beer, wine and cider at our upcoming productions

- “From This Day Forward” at the Fred B. Cranford Amphitheatre. The show will run July 14, 15, 21, 22, 28, 29 and August 4, 5, 11 and 12. Show time is 8:00 PM
- OCP Dinner Theatre September in the Waldensian Room. September 7, 8 and 9 at 6:00 PM and September 10 at 2:00 PM
- “Young Frankenstein” at the Fred B Cranford Amphitheatre. October 13, 14, 19, 20, 21, 26, 27 and 28 at 7:30 PM

Please see the attached proposed contract between Old Colony Players, the Levee Brewery and Pub and, with your approval, the Town of Valdese as lessor of the Fred B Cranford Amphitheatre. We are excited to be able to continue to partner with one of our local merchants to provide a fun and safe experience for our patrons.

The Levee Brewery and Pub has secured all the off site permits for sale of alcohol. With their off-site permit, their liability insurance will cover any alcohol related liability.

Thank you for your consideration in this matter and for all you do for our wonderful town.

Sincerely,

Edyth Potter Pruitt

Edyth P. Pruitt

General Manger, Old Colony Players, Inc.

(828)413-3730

ftdfoutdoordrama@yahoo.com

Contract for Alcohol Sales- Old Colony Players/The Levee Brewery and Pub

This contract exists between the Parties:

Old Colony Players and Town of Valdese

and

The Levee Brewery and Pub

Old Colony Players, Inc contracts the Levee Brewery and Pub to be the exclusive seller/distributor of beer, wine and cider at the upcoming productions:

- “From This Day Forward” at the Fred B. Cranford Amphitheatre. The show will run July 14, 15, 21, 22, 28, 29 and August 4, 5, 11 and 12. Show time is 8:00 PM
- OCP Dinner Theatre September in the Waldensian Room. September 7, 8 and 9 at 6:00 PM and September 10 at 2:00 PM
- “Young Frankenstein” at the Fred B Cranford Amphitheatre. October 13, 14, 19, 20, 21, 26, 27 and 28 at 7:30 PM

The Levee will provide:

- All alcohol as requested by Old Colony Players and containers for alcohol.
- One Levee employee per show to oversee and manage the alcohol tent.
- Point of sale check out.
- Off-site permits, with copy sent to Old Colony Players as producer and available to the Town of Valdese as lessor of the Amphitheatre and Old Rock School property seven days prior to the event.
- A copy of liability insurance with a rider specifying Old Colony Players and the Town of Valdese are listed as off site recipients of the Levee’s services provided seven days prior to the event.
- The Levee Brewery and Pub agrees to pay the sum of \$1 per drink served to Old Colony Players reportable at the end of each weekend and paid by the Wednesday after the closing of each show.

Old Colony Players will provide:

- Tent and table for set up.
- All pertinent signs designating boundaries for alcohol consumption.
- Volunteers as needed to assist employees with alcohol concessions.
- The Levee logo and information will be included on all playbills, signage, website and social media as a sponsor of Old Colony Players.

Service for shows will begin when house opens (1/2 hour prior to curtain time for regular shows and ½ hour prior to dinner during dinner theatre shows) and will conclude 15 minutes after the end of intermission.

All alcohol will be removed from the amphitheatre/Old Rock School at the conclusion of each weekend.

Signed: _____ Date: _____
Peter Skelton for The Levee Brewery

Signed: _____ Date: _____
Edyth Pruitt, General Manager of Old Colony Players

Date Approved by Town Council: _____



Fiscal Year 2023-2024
Recommended BUDGET

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**TOWN OF VALDESE
BUDGET MESSAGE
2023 – 2024**

TO: Mayor Charlie Watts
Councilman Tim Barus – Ward 1
Councilman Paul Mears – Ward 2
Councilwoman Rexanna Lowman – Ward 3
Councilwoman Frances Hildebran – Ward 4
Councilman Tim Skidmore – Ward 5

FROM: Seth Eckard, Town Manager

DATE: May 1, 2023

SUBJECT: Proposed 2023 – 2024 Town of Valdese Budget

Honorable Mayor Watts and Members of the Valdese Town Council:

In accordance with the North Carolina Local Government Fiscal Control Act, the recommended budget for fiscal year 2023-2024 is presented for your consideration. The budget document represents balanced revenues and expenditures. The fiscal year 2023-2024 budget continues investment in our community's services and infrastructure needs. The capital budget includes equipment replacement, facility improvements, and substantial utility system investments.

The proposed combined fiscal year 2023-2024 operating and capital budgets are \$13,375,607. This includes a total General Fund budget of \$7,693,609 and a total Utility Fund budget of \$5,681,998.

Economic Improvements and Constraints

Inflation

Our community is facing several economic challenges. Inflation is at a 40-year high, and the cost of goods and services is rising rapidly. This is putting a strain on our residents and businesses, and it is making it more expensive for us to provide the same level of service that our citizens expect.

In addition to inflation, we face other economic challenges, such as supply chain disruptions, the rising cost of labor, and rising interest rates. These challenges are making it difficult for our town to control costs.

As a result of these challenges, we are facing a number of difficult choices regarding our budget. We must ensure that we provide the essential services our residents need while also being mindful of our financial constraints.

North Carolina Local Government Pension System

The Board of Trustees of the Local Government Employees' Retirement System (LGERS) voted to increase the employer contribution rate to 12.91% for general employees and 14.04% for law enforcement.

It is important to remember that these rates are not a pay increase to employees; it is a mandatory expenditure imposed by the State.

General Fund

In 2022 Burke County conducted a reappraisal of real property. Property revaluation is the process of updating the assessed value of all properties. This is necessary to ensure that property taxes are fair and equitable. Property values can change over time due to various factors, such as inflation, market changes, and property improvements.

The initial assessment in Valdese (before appeals) is an average increase of 44.3% of all property. Using the Local Government Commission's prescribed formula, calculates a revenue-neutral rate of 41.5 cents.

The proposed budget includes a total General Fund budget of \$7,693,609 and proposes lowering the current tax rate of 54.5 cents per \$100 to 51.5 cents per \$100 valuation. This will generate approximately \$394,804 in additional property tax revenue for the Town of Valdese. The proposed budget allocates \$350,000 of these funds for street resurfacing and the remaining funds to increase part-time pay for lifeguards, part-time firefighters and downtown beautification.

We are currently in one of the tightest labor markets in US history. The unemployment rate for Burke County is 3.3%, and there are presently two jobs open for every person looking for a job. The proposed budget includes several strategies to help with the recruitment and retention of employees, including a five percent cost of living adjustment for full-time employees, increasing the longevity cap from \$1,500 to \$2,000, and adjusting the Town's pay plan to reflect the current labor market more accurately. In addition, we have redesigned our employee health insurance plan to maintain the same benefits for our employees while keeping insurance premium costs level.

Sanitation and Recycling

Republic Services contractually increases its solid-waste and recycling contract with the Town based on its annual consumer price index. This year's increase is five percent. The Town will absorb this increase.

Long Term Debt

The percentage of the General Fund's annual operating budget used to service existing debt is 3.37 percent. No additional debt is proposed in this budget cycle.

ABC Distributions

North Carolina General Statutes allow ABC Stores with a substantial operating reserve to make quarterly distributions to the local government in which they operate. Staff projects that the Valdese ABC Store will distribute \$100,000 to the Town of Valdese in 2023-2024. In addition, ABC funds will be placed in the Town's public safety building capital project account.

Parks and Recreation

Aquatics and Fitness membership fees will decrease for Valdese residents and increase for non-residents.

Burke County Library

The proposed budget includes a \$40,000 donation to the Burke County Library.

Public Safety Building

On March 7th, 2022, The Valdese Town Council voted to authorize the architect (CBSA) to develop construction documents for a new facility, advertise for construction bids, and staff to develop alternative bids that will reduce the size and cost of the proposed facility. We anticipate receiving bids for the Town Council's consideration in late 2023. Funds for a future debt service payment are already contained in the proposed budget

General Fund Capital Projects:

In the Fiscal Year 2023-2024 budget, the Town plans to make strategic capital investments amongst all departments to ensure efficient delivery, and repair our aging infrastructure. The General Fund Budget reflects expenditures of \$473,800 in capital projects across multiple departments. Highlights include:

Community Affairs

- Clock Tower Repairs
- Village Park Mural improvements (Canvas Print Installation)
- New Town Entrance Signs

Police Department

- Patrol vehicle and equipment (replace unit 118)

Public Works

- Replace HVAC
- Update Fuel Management System
- Replace Broken Rollup Doors

Street Department

- Street Resurfacing

Sanitation Department

- Replace the 2001 Trash Truck

Administration

- Repair Town Owned Street Lights
- Repair Fence Around HVAC Units
- Update Printed Zoning Maps

Parks and Recreation

- New Truck
- Pool Vacuum
- Fitness Room Equipment
- Bowling Lane Machine

Utility Fund

The Utility Fund budget for Fiscal Year 2023-2024 is \$5,681,998. This includes \$503,700 of capital improvement needs. No additional debt is proposed in this budget cycle.

In the Fiscal Year 2015-2016 budget, the Town conducted a comprehensive capital improvement plan for the utility system. The study revealed that the Town has pressing needs to be addressed to ensure high-quality water and wastewater treatment for our citizens. The Town is heading into implementation year seven of our 10-year plan.

The Capital Improvement Plan contains a recommended funding model that restructures our utility rates to ensure we can pay for all our capital needs. This budget proposes a five percent increase in residential and commercial rates and an eight percent increase in industrial and bulk customer rates. These rate adjustments are needed to combat significant material inflation and ensure we continue replacing our aging infrastructure.

The Town of Valdese Utility Capital Improvement Plan calls for several investments next fiscal year.

Utility Fund Capital Projects:

Water Plant

- Roof Replacement – Finish Water Pump Station
- Install Security System
- Replace 2004 Ford F-150

Waste Water Plant

- Replace 1998 Biosolids Truck
- Sludge Trailer
- Centrifuge #1 Overhaul
- Spare Pump (Cline Street)
- Install Security System

Water Distribution

- Replace 2014 Mini Trackhoe
- Replace 2006 Chevy Dump Truck (1.5 Ton)
- Spare Meter Stock

Conclusion

I appreciate the dedicated employees of the Town of Valdese for their hard work and good stewardship of the Town's resources. Our team works hard and takes pride in carrying out their duties. I also thank Mayor Watts and the Town Council for their dedication in carrying out their responsibilities in providing leadership and guidance during the budgeting process.

Respectfully,

Seth Eckard, ICMA-CM
Town Manager

GENERAL FUND

SUMMARY

2023-2024 Budget
General Fund Summary

OPERATING BUDGET

Department	FY21-22 Budget	FY22-23 Budget	FY23-24 Recommended
GOVERNING BODY	70,846	82,835	76,989
ADMINISTRATION	1,043,162	1,139,938	1,199,605
PUBLIC WORKS ADMIN	237,388	193,523	195,689
MAINTENANCE & GROUNDS	234,828	261,432	283,573
PLANNING	65,673	66,944	127,144
POLICE	1,123,965	1,210,334	1,295,208
FIRE	934,819	972,961	1,211,715
STREET	412,189	408,041	643,820
POWELL BILL	144,500	146,300	146,300
SANITATION	321,720	335,472	368,199
RECREATION	929,973	938,939	981,680
COMMUNITY AFFAIRS	559,459	607,540	689,887
Operating Total	6,078,522	6,364,259	7,219,809

CAPITAL BUDGET

GOVERNING BODY	0	23,000	0
ADMINISTRATION	10,000	2,000	20,000
PUBLIC WORKS ADMIN	50,000	20,000	41,000
MAINTENANCE & GROUNDS	0	0	0
PLANNING	2,000	16,000	3,000
POLICE	45,000	45,000	45,000
FIRE	32,200	175,000	0
STREET	277,000	32,000	0
POWELL BILL	0	0	0
SANITATION	0	32,000	165,000
RECREATION	138,000	0	104,800
COMMUNITY AFFAIRS	81,000	60,000	95,000
Capital Total	635,200	405,000	473,800

TOTAL BUDGET	6,713,722	6,769,259	7,693,609
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REVENUES

TOTAL REVENUES	7,693,609
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GENERAL FUND REVENUES

2023-2024 Budget Allocation
GENERAL FUND REVENUES

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
2019 AD VALOREM TAXES	10-3010-191	16,067	9,097	10,757	16,000	8,000
2020 AD VALOREM TAXES	10-3010-201	2,061,537	20,690	13,625	22,000	15,000
2021 AD VALOREM TAXES	10-3010-211	0	2,088,946	2,040,795	50,000	20,000
2022 AD VALOREM TAXES	10-3010-221	0	0	0	2,081,302	45,000
2023 AD VALOREM TAXES	10-3010-231	0	0	0	0	2,440,668
MOTOR VEHICLE TAXES	10-3100-000	198,216	215,212	180,000	192,000	216,000
TAX REFUNDS	10-3120-001	-14,813	-13,811	-13,811	-10,679	-8,256
TAX PENALTY & INTEREST	10-3170-000	15,157	26,139	10,000	10,000	10,000
OCCUPANCY TAX	10-3200-000	29,943	66,648	75,000	110,000	152,000
INTEREST ON INVESTMENTS	10-3290-000	1,145	12,150	1,000	0	100,000
RENTS	10-3310-000	68,932	66,676	67,104	68,400	68,400
DONATIONS	10-3350-000	25,000	35,000	0	0	0
DONATIONS-RECREATION	10-3350-002	0	0	50,000	0	0
OTHER	10-3350-030	241,305	-29,346	2,500	2,500	2,500
UTILITY FRANCHISE TAX	10-3370-000	433,899	436,229	457,000	440,000	440,000
ALCOHOL/BEVERAGE TAX	10-3410-000	18,903	18,562	19,000	19,000	18,500
POWELL BILL ST ALLOCATION	10-3430-000	135,606	162,972	144,500	146,300	146,300
UNRESTRICTED SALES TAX	10-3450-010	1,354,203	1,597,037	1,282,942	1,465,039	1,720,144
ALARM PERMIT FEES	10-3530-010	1,420	1,380	1,500	1,500	1,300
JAIL FEES	10-3580-000	914	400	1,500	500	400
REFUSE COLLECTION FEES	10-3590-000	206,191	209,071	202,000	202,000	205,000
RECYCLE FEES	10-3590-010	45,028	45,643	44,200	44,200	45,000
SOLID WASTE DISPOSAL TX	10-3590-020	3,362	3,550	3,400	3,400	3,400
CEMETERY REVENUES	10-3610-000	8,525	18,525	6,000	5,000	5,000
SALES TAX CERTIFICATION REFUND	10-3670-000	0	31,718	7,000	7,000	7,000
SALE OF REAL PROPERTY	10-3820-000	61,800	1,250	0	0	0
SALE OF FIXED ASSETS	10-3830-000	9,340	7,450	0	0	0
ABATEMENTS	10-3930-001	7,050	1,478	0	0	0
HOUSING AUTHORITY	10-3970-020	22,743	20,162	21,000	21,000	20,000
PARAMOUNT FORD	10-3970-021	1,500	1,819	1,910	1,910	1,910
XTREME MACHINES	10-3970-022	1,900	901	809	809	809
ORS FACILITY RENTALS	10-3970-025	7,926	17,301	19,100	15,700	23,075
ORS AUDITORIUM & TICKET SALES	10-3970-026	12,382	52,041	30,000	50,000	54,000
ORS LEASES	10-3970-027	23,832	25,395	23,760	24,300	30,480
C.A. TOURS	10-3970-028	1,350	2,450	400	500	1,000
YOUTH SPORTS REGISTRATION FEES	10-3970-029	4,500	9,994	9,900	11,000	14,500
COMMUNITY CENTER MEMBERSHIPS	10-3970-030	67,603	142,777	144,000	144,000	153,000
COMMUNITY CENTER CONCESSIONS	10-3970-031	14,589	32,869	33,600	33,600	37,000
SUMMER SWIM TEAM	10-3970-032	3,707	3,972	2,000	4,000	4,500
BOWLING	10-3970-033	34,001	46,483	46,325	46,325	55,000
VENDING	10-3970-034	959	1,181	800	1,000	1,200
RECREATION CREDIT CARD FEES	10-3970-035	799	2,141	1,280	1,500	2,000
WALDENSIAN FOOTRACE	10-3970-036	0	2,845	2,400	3,000	3,000
MCGALLIARD FALLS CONCESSIONS	10-3970-038	3,255	4,193	2,000	2,500	4,000
RECREATION MISC REV & PARK RENT	10-3970-039	16,796	29,800	27,000	32,000	32,000
ORS FACILITY FEES	10-3970-126	1,119	2,261	1,500	1,500	2,000
TEACHERS COTTAGE RENTALS	10-3970-127	1,119	2,261	1,500	1,500	8,000
MERCHANDISE SALES	10-3970-128	1,119	2,261	1,500	1,500	2,000
C. A. CONCESSIONS	10-3970-129	1,068	3,131	2,500	3,500	3,500
PRO RATA	10-3970-300	1,100,000	1,100,000	1,100,000	1,100,000	1,100,000
CAPITAL PROJECTS	10-3970-302	221,000	221,000	221,000	221,000	221,000
FESTIVAL	10-3970-920	5,769	23,715	15,000	15,000	20,000
TRANSFER FROM CAPITAL RESERVE	10-3970-930	0	0	139,101	0	0
FUND BALANCE APPROPRIATED	10-3990-000	0	133,830	0	150,653	238,279
POWELL BILL FUND BALANCE	10-3991-000	0	0	0	0	0
PROCEEDS FROM FINANCING	10-3995-001	0	245,292	250,000		0
PROCEEDS FROM GRANTS	10-3995-002	0	0	0	0	0
TOTAL		6,477,765	7,162,741	6,704,397	6,763,259	7,693,609

GENERAL FUND EXPENDITURES

2023-2024 Budget Allocation
GOVERNING BODY

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-4100-020	18,300	18,300	18,300	18,300	18,300
PROFESSIONAL SERVICES	10-4100-040	0	0	0	0	0
FICA TAX	10-4100-050	907	972	1,400	1,400	1,400
GROUP INSURANCE	10-4100-060	35,594	33,004	47,846	59,535	53,689
TRAINING	10-4100-140	0	930	1,500	1,500	2,500
DEPT SUPPLIES	10-4100-330	0	120	100	100	100
IT	10-4100-490	0	0	0	0	0
DUES AND SUBSCRIPTIONS	10-4100-530	0	0	0	0	0
MISCELLANEOUS	10-4100-570	1,052	1,086	1,700	2,000	1,000
CAPITAL OUTLAY	10-4100-740	0	8,703	0	23,000	0
CONTINGENCY	10-4100-999	109,404	0	0	0	0
TOTAL		165,258	63,115	70,846	105,835	76,989

2023-2024 Budget Allocation
ADMINISTRATION

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-4200-020	360,440	376,149	373,202	423,393	414,826
PART TIME PAY	10-4200-022	0	0	0	3,840	0
PROFESSIONAL SERVICES	10-4200-040	29,212	45,574	47,875	77,375	90,225
HEALTH REIMBURSEMENT (HRA)	10-4200-041	0	0	0	3,840	55,500
FICA TAX	10-4200-050	27,214	28,309	28,363	32,497	31,548
GROUP INSURANCE	10-4200-060	50,026	54,722	54,979	60,175	45,774
RETIREMENT	10-4200-070	36,018	41,747	41,619	50,548	52,464
UNEMPLOYMENT CHARGES	10-4200-080	1,145	0	4,000	4,000	3,000
TELEPHONE & INTERNET	10-4200-110	22,209	17,885	23,150	23,150	23,150
POSTAGE	10-4200-111	3,500	2,970	4,600	4,000	4,000
PRINTING	10-4200-120	2,399	2,284	7,975	7,100	3,100
ELECTRIC	10-4200-130	7,422	7,252	8,460	8,460	9,000
TRAINING	10-4200-140	9,237	7,576	10,810	13,310	13,310
MAINT & REPAIR BLDG & GROUNDS	10-4200-150	3,794	22,178	5,540	17,021	17,021
MAINT & REPAIR - EQUIP	10-4200-160	2,244	3,051	4,020	4,500	4,400
MAINT & REPAIR - AUTO	10-4200-170	40	0	250	250	250
ADVERTISING	10-4200-260	2,255	1,412	2,850	2,850	2,850
AUTO SUPPLIES GAS	10-4200-311	110	409	400	500	1,000
AUTO SUPPLIES TIRES	10-4200-313	0	0	0	0	0
AUTO SUPPLIES OIL	10-4200-314	0	0	40	40	40
DEPT SUPPLIES & MATL	10-4200-330	8,418	12,903	15,700	15,700	15,700
CONTRACTED SERVICES	10-4200-450	34,121	25,193	40,976	44,416	43,956
IT	10-4200-490	67,397	45,573	73,732	74,570	73,070
DUES & SUBSCRIPTIONS	10-4200-530	10,417	9,153	15,000	15,000	15,500
INSURANCE & BONDS	10-4200-540	106,754	102,696	140,092	140,092	140,092
MISC EXPENSE	10-4200-570	11,351	8,045	10,650	10,950	10,950
CAPITAL OUTLAY	10-4200-740	48,409	0	10,000	2,000	20,000
ECONOMIC DEVELOPMENT GRANT	10-4200-763	0	0	0	0	0
BURKE COUNTY LIBRARY	10-4200-930	40,000	40,000	40,000	40,000	40,000
DEBT SERVICE	10-4200-962	88,878	88,878	88,878	88,878	88,878
TRANSFER TO CAPITAL RESERVE	10-4200-963	0	0	0	0	0
CONTINGENCY	10-4200-990	0	0	0	0	0
TOTAL		973,009	943,959	1,053,161	1,168,455	1,219,605

2023-2024 Budget Allocation
PUBLIC WORKS ADMIN

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-4250-020	145,123	122,970	122,262	88,723	93,094
OVER TIME PAY	10-4250-021	377	1,791	3,400	1,448	1,448
PART TIME PAY	10-4250-022	0	0	0	0	0
PROFESSIONAL SERVICES	10-4250-040	279	220	1,200	550	550
FICA TAX PAYABLE	10-4250-050	10,670	9,082	9,534	6,858	7,193
GROUP INSURANCE	10-4250-060	30,101	27,043	26,799	29,295	17,818
RETIREMENT PAYABLE	10-4250-070	14,748	14,116	14,219	10,902	12,138
PRINTING	10-4250-120	0	0	500	500	500
ELECTRIC	10-4250-130	6,627	6,569	6,720	7,200	7,200
NATURAL GAS	10-4250-131	2,405	2,991	3,000	3,000	3,000
TRAINING	10-4250-140	0	0	0	0	3,000
MAINT & REPAIR BLDGS & GROUNDS	10-4250-150	10,586	16,603	15,100	12,524	13,024
MAINT & REPAIR EQUIP	10-4250-160	1,362	1,669	3,985	3,100	3,500
MAINT & REPAIR AUTO	10-4250-170	458	440	1,949	917	1,500
AUTO SUPPLIES GAS	10-4250-311	4,137	4,208	6,180	4,332	6,000
AUTO SUPPLIES TIRES	10-4250-313	40	2,120	2,120	1,420	1,420
AUTO SUPPLIES OIL	10-4250-314	304	72	383	184	184
DEPT SUPPLIES & MATERIAL	10-4250-330	15,135	11,236	13,500	13,500	14,500
CHEMICALS	10-4250-332	0	0	0	500	500
UNIFORMS	10-4250-360	2,968	1,329	2,380	1,380	1,580
CONTRACTED SERVICES	10-4250-450	3,735	1,356	3,216	5,216	5,216
IT	10-4250-490	0	0	0	0	0
DUES & SUBSCRIPTIONS	10-4250-530	940	0	940	2,325	2,325
MISC EXPENSE	10-4250-570	0	0	0	0	0
CAPITAL OUTLAY	10-4250-740	0	0	50,000	20,000	41,000
TOTAL		249,997	223,815	287,389	213,874	236,689

2023-2024 Budget Allocation
GROUNDS AND MAINTENANCE

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-4350-020	99,016	101,106	100,453	144,556	151,646
OVER TIME PAY	10-4350-021	1,162	5,005	8,750	4,973	4,973
PART TIME PAY	10-4350-022	4,864	11,842	9,600	10,400	10,400
FICA TAX	10-4350-050	7,614	8,586	8,969	9,126	12,658
GROUP INSURANCE	10-4350-060	24,789	26,936	26,523	38,548	34,652
RETIREMENT	10-4350-070	10,089	11,929	12,282	13,242	20,018
TRAINING	10-4350-140	85	14	200	400	400
MAINT & REPAIR BLDGS & GROUND	10-4350-150	4,424	12,395	4,150	4,150	7,150
MAINT & REPAIR EQUIP	10-4350-160	1,192	2,111	3,480	3,480	3,480
MAINT & REPAIR AUTO	10-4350-170	232	472	2,253	2,253	2,253
AUTO SUPPLIES - GAS	10-4350-311	2393	4018	4,620	6,160	6,500
AUTO SUPPLIES DIESEL	10-4350-312	171	133	812	928	928
AUTO SUPPLIES - TIRES	10-4350-313	642	1346	1,350	1,350	1,350
AUTO SUPPLIES - OIL	10-4350-314	224	537	566	566	566
DEPT SUPPLIES & MATERIAL	10-4350-330	2763	3224	3,400	3,600	3,600
CHRISTMAS DECORATIONS	10-4350-331	0	9884	10,000	7,500	0
CHEMICALS	10-4350-332	2035	2101	2,300	2,500	2,500
UNIFORMS	10-4350-360	1800	1765	1,800	1,590	2,400
CONTRACT SERVICES	10-4350-450	600	0	250	500	500
HELPING HANDS	10-4350-451	5850	0	8,269	4,800	4,800
IT	10-4350-490	0	0	0	0	0
MISC EXPENSE	10-4350-570	0	5127	11,000	0	2,000
CAPITAL OUTLAY	10-4350-740	0	0	0	0	0
ARBOR BEAUTIFICATION	10-4350-927	2,260	3,583	13,800	10,800	10,800
TOTAL		172,205	212,114	234,827	271,422	283,573

2023-2024 Budget Allocation
PLANNING

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-4900-020	670	610	670	60,920	40,920
PART TIME PAY	10-4900-022	34,344	33,576	34,800	37,240	39,660
PROFESSIONAL SERVICES	10-4900-040	52,764	967	7,500	7,000	7,000
FICA TAX	10-4900-050	2,571	2,518	2,713	7,469	6,125
GROUP INSURANCE	10-4900-060	0	0	0	9,529	9,055
RETIREMENT	10-4900-070	0	0	0	7,345	5,216
TRAINING	10-4900-140	0	0	500	500	500
MAINT & REPAIR BLDG & GROUNDS	10-4900-150	0	0	750	750	0
MAINT & REPAIR EQUIP	10-4900-160	0	1,896	2,720	2,720	3,500
ADVERTISING	10-4900-260	356	0	1,125	1,125	1,125
DEPT SUPPLIES & MATL	10-4900-330	437	557	695	695	700
CONTRACTED SERVICES	10-4900-450	3,400	3,631	4,000	3,000	3,000
ABATEMENTS	10-4900-451	7,791	526	9,000	9,000	9,000
IT	10-4900-490	0	0	0	0	0
DUES & SUBSCRIPTIONS	10-4900-530	0	200	200	344	344
MISC EXPENSE	10-4900-570	337	964	1,000	1,000	1,000
CAPITAL OUTLAY	10-4900-740	0	1,250	2,000	16,000	3,000
TOTAL		102,671	46,695	67,673	164,637	130,144

2023-2024 Budget Allocation

POLICE

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-5100-020	575,577	613,073	633,225	667,184	727,693
OVER TIME PAY	10-5100-021	12,971	8,250	9,830	9,830	16,624
PART TIME PAY	10-5100-022	11,700	15,491	16,560	16,560	10,560
EXTRA DUTY HOURS	10-5100-024	24,148	19,588	24,363	24,363	29,186
PROFESSIONAL SERVICES	10-5100-040	5,816	885	1,350	1,650	1,800
FICA TAX	10-5100-050	46,170	49,190	51,807	54,445	59,503
GROUP INSURANCE	10-5100-060	108,580	126,262	124,760	136,588	129,734
DEFERRED COMP 401K	10-5100-065	25,226	29,322	31,027	32,887	35,357
RETIREMENT	10-5100-070	65,130	76,341	79,290	90,317	104,601
TELEPHONE	10-5100-110	5,013	6,364	5,951	6,471	6,471
POSTAGE	10-5100-111	242	556	1,090	1,090	1,286
PRINTING	10-5100-120	144	0	1,174	1,174	1,174
TRAINING	10-5100-140	0	1,197	500	2,500	2,500
MAINT & REPAIR BLDG & GROUNDS	10-5100-150	5,542	3,924	1,570	1,570	2,588
MAINT & REPAIR EQUIP	10-5100-160	2,241	2,486	3,942	4,192	4,517
MAINT & REPAIR AUTO	10-5100-170	16,409	11,686	15,995	11,495	13,275
ADVERTISING	10-5100-260	0	0	354	354	100
AUTO SUPPLIES GAS	10-5100-311	20,996	48,320	28,875	40,000	45,000
AUTO SUPPLIES TIRES	10-5100-313	5,218	5,021	7,647	5,500	5,500
AUTO SUPPLIES OIL	10-5100-314	37	763	1,851	2,850	2,000
DEPT SUPPLIES & MATL	10-5100-330	18,873	13,007	18,820	21,945	21,125
UNIFORMS	10-5100-360	11,858	13,681	14,770	16,300	14,920
CONTRACTED SERVICES	10-5100-450	8,892	13,668	13,944	27,892	27,962
IT	10-5100-490	12,521	13,668	14,334	12,242	10,772
DUES & SUBSCRIPTIONS	10-5100-530	94	31	400	400	424
INSURANCE & BONDS	10-5100-540	0	0	2,065	2,065	2,065
MISC EXPENSE	10-5100-570	0	0	0	0	0
CAPITAL OUTLAY	10-5100-740	37,899	121,431	45,000	45,000	45,000
DEBT SERVICE - CARS	10-5100-910	18,470	18,470	18,471	18,471	18,471
TOTAL		1,039,765	1,212,675	1,168,965	1,255,335	1,340,208

2023-2024 Budget Allocation
FIRE

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-5300-020	310,590	325,193	319,556	336,034	348,043
OVER TIME PAY	10-5300-021	217	605	1,000	1,000	1,000
PART TIME PAY	10-5300-022	73,560	67,623	76,055	65,555	67,875
EXTRA DUTY HOURS	10-5300-024	31,334	27,006	39,741	39,741	39,741
PROFESSIONAL WAGES	10-5300-040	1,635	1,383	5,900	5,900	7,980
FICA TAX	10-5300-050	31,119	31,596	33,262	33,719	34,815
GROUP INSURANCE	10-5300-060	61,618	65,844	75,519	75,842	80,601
RETIREMENT	10-5300-070	34,841	40,077	40,932	45,626	49,991
TELEPHONE	10-5300-110	418	418	457	457	457
POSTAGE	10-5300-111	0	106	200	200	200
PRINTING	10-5300-120	150	0	700	700	700
ELECTRIC	10-5300-130	10,741	10,710	14,400	14,400	14,400
NATURAL GAS	10-5300-131	3,436	3,912	4,550	4,550	4,550
TRAVEL	10-5300-140	8,037	11,537	14,672	14,672	18,800
MAINT & REPAIR BLDGS & GROUNDS	10-5300-150	5,292	5,696	5,950	6,598	6,568
MAINT & REPAIR EQUIP	10-5300-160	8,493	8,440	9,995	10,065	10,165
MAINT & REPAIR AUTO	10-5300-170	8,764	9,349	17,220	17,120	16,450
ADVERTISING	10-5300-260	0	0	500	500	500
AUTO SUPPLIES GAS	10-5300-311	81	1,978	1,150	1,600	2,580
AUTO SUPPLIES DIESEL	10-5300-312	3,614	4,785	4,200	5,565	7,650
AUTO SUPPLIES TIRES	10-5300-313	0	0	0	1,200	4,800
AUTO SUPPLIES OIL	10-5300-314	958	1,859	1,531	1,628	2,019
DEPT SUPPLIES & MATL	10-5300-330	42,020	14,246	38,305	38,805	39,705
UNIFORMS	10-5300-360	8,114	2,120	7,000	7,000	7,000
CONTRACTED SERVICES	10-5300-450	3,200	3,200	3,200	1,600	0
IT	10-5300-490	5,189	3,941	4,660	3,560	3,735
DUES & SUBSCRIPTIONS	10-5300-530	5,070	4,193	5,845	5,855	5,345
INSURANCE & BONDS	10-5300-540	19,530	21,465	21,100	21,650	22,735
MISC EXPENSE	10-5300-570	0	0	0	0	0
SAFETY	10-5300-572	4,024	6,207	7,550	8,180	9,640
TRANSFER TO PUBLIC SAFETY BUILDING	10-5300-720	100,000	100,000	100,000	124,000	324,000
CAPITAL OUTLAY	10-5300-740	44,974	27,278	32,200	175,000	0
DEBT SERVICE - ENG #1	10-5300-910	26,908	26,908	26,908	26,908	26,908
DEBT SERVICE LADDER TRK	10-5300-912	52,761	52,761	52,761	52,761	52,761
TOTAL		906,689	880,436	967,019	1,147,991	1,211,715

2023-2024 Budget Allocation
STREET

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-5600-020	113,272	118,540	136,001	128,877	144,791
OVER TIME PAY	10-5600-021	298	3,911	3,600	4,459	4,787
PART TIME PAY	10-5600-022	0	0	0	0	0
PROFESSIONAL SERVICES	10-5600-040	214	0	1,000	1,000	1,000
FICA TAX	10-5600-050	8,381	9,048	10,520	10,041	11,284
GROUP INSURANCE	10-5600-060	26,227	29,694	35,293	38,620	34,724
RETIREMENT	10-5600-070	11,444	13,771	15,691	15,961	19,042
ELECTRIC	10-5600-130	1,338	1,574	1,701	1,860	1,860
ELECTRIC - STREET LIGHTS	10-5600-133	62,085	60,930	78,520	66,980	66,980
ELECTRIC - TRAFFIC LIGHTS	10-5600-134	1,361	791	1,224	1,224	1,224
TRAINING	10-5600-140	65	42	350	350	350
MAINT & REPAIR BLDGS & GROUNDS	10-5600-150	15,078	9,918	16,100	16,100	16,100
MAINT & REPAIR EQUIP	10-5600-160	7,653	2,962	12,046	12,046	12,046
MAINT & REPAIR AUTO	10-5600-170	6,089	5,660	8,173	8,173	8,173
AUTO SUPPLIES GAS	10-5600-311	1,832	2,198	2,775	3,700	3,800
AUTO SUPPLIES DIESEL	10-5600-312	8,319	12,269	14,058	16,047	16,047
AUTO SUPPLIES TIRES	10-5600-313	3,831	3,213	5,836	5,836	5,836
AUTO SUPPLIES OIL	10-5600-314	450	187	2,954	2,954	2,954
DEPT SUPPLIES & MATL	10-5600-330	10,145	3,355	7,150	7,900	8,600
CHEMICALS	10-5600-332	1,410	1,379	1,500	2,000	2,000
UNIFORMS	10-5600-360	2,271	2,264	2,454	1,590	2,400
CONTRACTED SERVICES	10-5600-450	1,059	2,268	1,500	1,080	1,080
IT	10-5600-490	0	0	0	0	0
CAPITAL OUTLAY	10-5600-740	325,000	246,063	277,000	32,000	0
TRANSFER TO STREETS PROJECT FUN	10-5600-900	0	0	0	0	225,000
DEBT SERVICE	10-5600-910	53,743	53,743	53,743	53,743	53,743
TOTAL		661,565	583,780	689,189	432,541	643,820

2023-2024 Budget Allocation
POWELL BILL

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-5700-020	0	0	0	0	0
OVER TIME PAY	10-5700-021	0	0	0	0	0
PROFESSIONAL SERVICES	10-5700-040	0	0	0	0	0
PROF SERVICES PAVING PROJECT	10-5700-041	0	0	0	0	0
FICA TAX	10-5700-050	0	0	0	0	0
GROUP INSURANCE	10-5700-060	0	0	0	0	0
RETIREMENT	10-5700-070	0	0	0	0	0
MAINT & REPAIR BLDG & GRDS	10-5700-150	1,294	1,294	3,000	4,000	4,000
MAINT & REPAIR - PATCHING	10-5700-151	1,319	1,319	7,000	8,000	8,000
RIGHT OF WAY	10-5700-153	0	0	0	0	0
DRAINAGE AND STORM SEWER	10-5700-154	1,097	1,097	3,000	3,000	3,000
SNOW AND ICE REMOVAL	10-5700-155	0	0	4,000	3,800	3,800
MAINT & REPAIR EQUIP	10-5700-160	0	0	0	0	0
MAINT & REPAIR VEHICLE	10-5700-170	0	0	0	0	0
DEPT SUPPLIES & MATL	10-5700-330	1,832	1,832	2,500	2,500	2,500
CONTRACTED SERVICES	10-5700-450	0	0	0	0	0
MISC EXPENSE	10-5700-570	0	0	0	0	0
CAPITAL OUTLAY OTHER	10-5700-720	0	0	0	0	0
CRACK SEALING	10-5700-721	0	0	0	0	0
CAPITAL OUTLAY SIDEWALKS	10-5700-730	0	0	0	0	0
CAPITAL OUTLAY	10-5700-740	100,609	100,609	0	0	0
DEBT SERVICE	10-5700-910	0	0	125,000	125,000	125,000
TOTAL		106,151	106,151	144,500	146,300	146,300

2023-2024 Budget Allocation
SANITATION

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-5800-020	30,349	31,553	30,948	32,028	35,217
OVER TIME PAY	10-5800-021	0	1,070	1,000	1,084	1,138
PART TIME PAY	10-5800-022	0	0	0	0	0
PROFESSIONAL SERVICES	10-5800-040	0	0	0	0	0
FICA TAX	10-5800-050	2,282	2,456	2,404	2,493	2,741
GROUP INSURANCE	10-5800-060	8,251	8,989	8,841	9,673	8,699
RETIREMENT	10-5800-070	3,052	3,663	3,586	3,963	4,626
POSTAGE	10-5800-111	0	939	1,000	1,000	3,000
PRINTING EXPENSE	10-5800-120	70	356	750	750	900
TRAINING	10-5800-140	0	0	0	0	0
MAINT. & REPAIR EQUIPMENT	10-5800-160	171	0	2,000	2,000	2,000
MAINT. & REPAIR AUTO & TRUCK	10-5800-170	387	628	2,134	2,134	2,134
ADVERTISEMENT	10-5800-260	0	0	0	0	0
AUTO SUPPLIES GAS	10-5800-311	1,700	2,983	3,639	4,852	4,000
AUTO SUPPLIES DIESEL	10-5800-312	973	1,366	1,750	2,000	1,700
AUTO SUPPLIES TIRES	10-5800-313	755	2,290	2,290	2,290	2,290
AUTO SUPPLIES OIL	10-5800-314	0	600	628	628	628
DEPT SUPPLIES & MATERIALS	10-5800-330	678	192	1,400	1,400	1,400
CHEMICAL	10-5800-332	0	0	200	200	200
UNIFORMS	10-5800-360	930	937	970	690	1,260
CONTRACTED SERVICES	10-5800-450	248,543	262,231	258,180	266,424	296,267
IT	10-5800-490	0	0	0	0	0
MISCELLANEOUS EXPENSE	10-5800-570	0	0	0	0	0
CAPITAL OUTLAY	10-5800-740	0	0	0	32,000	165,000
DEBT SERVICE	10-5800-910	0	0	0	0	0
TOTAL		298,142	320,253	321,720	365,609	533,199

2023-2024 Budget Allocation
RECREATION

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-6200-020	226,616	226,616	256,826	246,278	281,126
OVER TIME PAY	10-6200-021	0	0	0	0	0
PART-TIME PAY	10-6200-022	106,049	106,049	212,065	243,920	263,259
PROFESSIONAL SERVICES	10-6200-040	5,924	5,924	1,000	1,000	1,000
FICA TAX	10-6200-050	24,854	24,854	35,830	37,460	41,566
GROUP INSURANCE	10-6200-060	51,562	51,562	59,989	65,989	59,151
RETIREMENT	10-6200-070	23,130	23,130	29,244	29,884	36,159
TELEPHONE	10-6200-110	390	390	1,200	1,200	1,200
POSTAGE	10-6200-111	0	0	0	0	0
PRINTING	10-6200-120	0	0	0	0	0
ELECTRIC	10-6200-130	34,494	34,494	48,000	46,000	40,000
NATURAL GAS	10-6200-131	48,542	48,542	46,000	49,000	54,000
TRAINING	10-6200-140	0	0	1,500	1,500	2,500
MAINT & REPAIR BLDGS	10-6200-150	32,804	32,804	29,350	32,550	33,150
PARK REPAIRS	10-6200-151	11,789	11,789	60,000	10,000	8,000
MAINT & REPAIR EQUIPMENT	10-6200-160	10,468	10,468	15,950	15,950	16,850
MAINT & REPAIR AUTO	10-6200-170	757	757	1,200	1,200	1,000
ADVERTISING	10-6200-260	284	284	500	500	1,000
AUTO SUPPLIES GAS	10-6200-311	893	893	1,560	1,820	2,340
AUTO SUPPLIES TIRES	10-6200-313	0	0	0	0	0
AUTO SUPPLIES OIL	10-6200-314	0	0	240	240	240
DEPT SUPPLIES & MATERIALS	10-6200-330	20,393	20,393	21,200	21,900	22,525
CHEMICALS	10-6200-332	7,678	7,678	12,350	16,000	17,000
UNIFORMS	10-6200-360	860	860	1,000	1,000	1,000
CONTRACTED SERVICES	10-6200-450	29,627	29,627	32,986	38,986	35,586
WALDENSIAN FOOTRACE	10-6200-454	0	0	4,000	4,000	4,500
SWIM TEAM	10-6200-480	1,226	1,226	1,500	1,500	2,000
P F R CONCESSIONS	10-6200-481	11,570	11,570	24,000	24,000	25,000
P F R OTHER	10-6200-484	6,840	6,840	8,000	8,000	8,000
DUES AND SUBSCRIPTIONS	10-6200-530	3,696	3,696	5,000	5,000	4,045
CAPITAL OUTLAY	10-6200-740	13,811	13,811	138,000	0	104,800
DEBT SERVICE	10-6200-910	19,483	19,483	19,483	19,483	19,483
TOTAL		693,739	693,739	1,067,973	924,360	1,086,480

2023-2024 Budget Allocation
COMMUNITY AFFAIRS

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	10-6250-020	141,235	151,121	145,651	160,274	171,855
OVER TIME PAY	10-6250-021	0	0	0	0	0
PART-TIME PAY	10-6250-022	9,930	19,711	20,000	26,000	30,000
PROFESSIONAL SERVICES	10-6250-040	0	0	1,500	1,380	1,380
FICA TAX	10-6250-050	11,305	12,816	12,593	14,131	15,323
GROUP INSURANCE	10-6250-060	24,978	28,221	27,075	36,910	32,994
RETIREMENT	10-6250-070	14,344	17,124	16,500	19,300	21,985
TELEPHONE	10-6250-110	130	0	400	0	100
POSTAGE	10-6250-111	1,663	3,693	4,800	5,500	5,500
PRINTING	10-6250-120	4,166	3,548	4,100	4,600	4,600
ELECTRIC	10-6250-130	21,139	31,298	33,000	35,500	31,000
NATURAL GAS	10-6250-131	8,847	11,400	9,000	9,000	11,500
TRAINING	10-6250-140	55	98	100	200	200
MAINT. & REPAIR BLDGS	10-6250-150	21,077	24,702	22,000	22,000	24,900
MAINT & REPAIR EQUIPMENT	10-6250-160	2,074	2,000	2,000	1,700	1,700
ADVERTISING	10-6250-260	5,098	6,486	5,000	7,000	8,000
DEPT SUPPLIES & MATERIAL	10-6250-330	6,563	7,905	7,000	6,400	6,600
EVENT SUPPLIES & DÉCOR	10-6250-331	468	500	500	500	14,000
CONCESSION STAND TRAILER	10-6250-332	2,378	2,884	2,500	3,500	4,000
CONTRACTED SERVICES	10-6250-450	38,371	36,113	38,040	23,500	30,500
CONT SERVICES ENTERTAINMENT	10-6250-452	20,479	90,111	95,500	84,000	86,000
CONT SERVICES TOURISM	10-6250-453	0	462	500	500	500
IT	10-6250-490	328	486	500	500	500
DUE AND SUBSCRIPTIONS	10-6250-530	371	1,187	1,200	800	1,050
WELLNESS	10-6250-572	6,483	6,409	7,000	7,000	7,000
CAPITAL OUTLAY	10-6250-740	55,294	117,000	81,000	60,000	95,000
BUILDING REUSE & FACADE	10-6250-920	0	2,500	5,000	5,000	5,000
FESTIVAL	10-6250-922	2,949	19,999	20,000	20,000	28,700
MAIN STREET PROGRAM	10-6250-924	2,927	3,000	3,000	3,000	3,000
VALDESE TOURISM COMMISSION	10-6250-925	32,483	74,214	75,000	100,000	142,000
TOTAL		435,135	674,988	640,459	658,195	784,887

**CAPITAL
IMPROVEMENT
PLAN

GENERAL FUND**

Summary of General Fund Capital Improvement Plan (CIP)

	<i>Capital Budget</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>Year 6</i>	<i>Year 7</i>	<i>Year 8</i>	<i>Year 9</i>
	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
<i>Capital Expenditures by Department</i>									
Administration	23,000	27,500	106,000	6,000	31,000	17,000	30,000	-	-
Public Works	41,000	-	59,000	8,000	20,000	6,000	46,000	-	-
Streets	-	60,000	60,000	26,000	140,000	47,000	275,000	74,000	120,000
Sanitation	165,000	5,000	7,000	4,000	7,000	-	30,000	-	-
Grounds	-	44,000	44,000	100,000	-	45,000	-	15,000	-
Police	45,000	47,000	47,000	50,000	110,000	45,000	67,000	50,000	50,000
Fire	-	75,000	80,000	175,000	75,000	1,000,000	250,000	-	22,000
Community Affairs	95,000	65,000	60,000	350,000	50,000	50,000	50,000	100,000	30,000
Parks & Recreation	104,800	190,000	155,000	61,000	122,000	80,000	55,000	68,000	35,000
<i>Expense</i>	473,800	513,500	618,000	780,000	555,000	1,290,000	803,000	307,000	257,000
<i>Financing Sources</i>									
Operating Revenues	256,099	221,000	239,471	293,214	293,214	293,214	239,471	239,471	239,471
Grants	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	1,000,000	505,000	-	-
Reserved/Project Funds	-	-	-	-	-	-	-	-	-
Fund Balance Appropriated	217,701	292,500	378,529	486,786	261,786	(3,214)	58,529	67,529	17,529
<i>Revenue</i>	473,800	513,500	618,000	780,000	555,000	1,290,000	803,000	307,000	257,000
10 year Fund Balance Effect:	1,748,204								

UTILITY FUND

SUMMARY

2023-2024 Budget
Utility Fund Summary

OPERATING BUDGET

Department	FY21-22 Budget	FY22-23 Budget	FY23-24 Recommended
WATER PLANT	1,871,061	1,907,590	2,103,250
WASTE WATER PLANT	1,689,112	1,739,692	1,746,881
WATER & SEWER CONSTRUCTION	1,235,157	1,263,359	1,328,166
Operating Total	4,795,330	4,910,641	5,178,298

CAPITAL BUDGET

WATER PLANT	165,000	400,000	76,000
WASTE WATER PLANT	274,300	364,600	175,000
WATER & SEWER CONSTRUCTION	82,000	0	252,700
Capital Total	521,300	764,600	503,700
TOTAL BUDGET	5,316,630	5,675,241	5,681,998

REVENUE

TOTAL REVENUES	5,681,998
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UTILITY FUND

REVENUES

2023-2024 Budget Allocation
UTILITY FUND REVENUES

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
INTEREST ON INVESTMENTS	30-3290-000	222	1,336	300	300	5,000
RENTS	30-3310-000	1,800	2,150	1,800	1,800	1,800
OTHERS	30-3350-030	3,325	474	0	0	0
UTILITY BILL PENALTIES	30-3350-040	72,453	61,013	51,000	51,000	51,000
WATER CHARGES - RES	30-3710-010	2,445,881	2,565,350	2,300,000	2,450,000	2,677,500
WATER CHARGES - COMM	30-3710-011	263,040	275,531	250,000	262,000	294,000
WATER CHARGES - IND	30-3710-012	388,776	471,762	500,000	450,000	479,520
WASTE WATER CHARGES	30-3710-020	1,027,966	1,159,053	1,199,950	1,199,950	1,199,950
LONG TERM MONITORING	30-3710-021	18,500	18,900	18,500	18,500	18,500
SPRINKLER SERVICE CHARGES	30-3710-030	0	0	0	0	0
TAP & CONNECTION FEES	30-3730-000	43,340	53,130	10,000	10,000	10,000
RECONNECTION FEES	30-3750-000	17,680	14,641	20,000	15,000	35,000
TOWN OF DREXEL	30-3810-020	229,031	177,328	204,740	175,000	216,000
BURKE CNTY-E BURKE SYST-WW	30-3810-030	163,180	110,486	145,790	108,000	116,640
BURKE COUNTY WATER	30-3810-032	101,109	92,670	108,120	94,000	108,000
RC WATER CORP	30-3810-040	183,760	222,420	188,490	188,490	232,200
RC WW	30-3810-042	15,983	17,504	13,890	13,890	16,500
ICARD WATER CORP	30-3810-070	136,646	144,773	128,400	128,400	128,400
CONNELLY SPRINGS MAINT	30-3810-080	23,000	11,500	23,000	23,000	23,000
SALE OF FIXED ASSETS	30-3830-000	78,388	78,388	0	0	0
TRANSFER FROM CAPITAL RESERVE	30-3970-700	0	260,000	260,000	375,000	0
PROCEEDS FROM FINANCING	30-3970-812	0	27,935	117,000	0	0
FUND BALANCE-APPROPRIATED	30-3990-000	-42,084	-15,708	-224,350	110,911	68,988
TOTAL		5,171,997	5,750,636	5,316,630	5,675,241	5,681,998

UTILITY FUND

EXPENDITURES

2023-2024 Budget Allocation
WATER PLANT

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	30-8100-020	385,248	379,274	392,567	401,392	423,871
OVER TIME PAY	30-8100-021	194	3,640	3,000	3,000	3,000
PART TIME PAY	30-8100-022	0	0	0	0	0
PROFESSIONAL SERVICES	30-8100-040	899	3,364	11,500	11,500	11,500
FICA TAX	30-8100-050	28,769	28,368	30,141	30,817	32,536
GROUP INSURANCE	30-8100-060	73,844	74,197	80,722	88,210	79,442
RETIREMENT	30-8100-070	39,194	43,453	44,956	48,984	54,908
TELEPHONE & INTERNET	30-8100-110	1,009	1,078	1,400	1,400	1,300
ELECTRIC	30-8100-130	204,113	210,071	245,892	220,008	275,892
FUEL OIL	30-8100-132	2,562	4,451	5,000	5,000	5,000
TRAINING	30-8100-140	170	2,203	3,000	2,000	2,500
MAINT & REPAIR BLDGS	30-8100-150	18,728	32,981	27,770	29,270	29,270
MAINT. & REPAIR EQUIPMENT	30-8100-160	12,829	91,150	29,000	29,000	29,000
MAINT. & REPAIR AUTO & TRUCKS	30-8100-170	27	588	680	680	680
ADVERTISING	30-8100-260	0	0	600	600	600
AUTO SUPPLIES GAS	30-8100-311	1,701	4,271	2,500	2,500	4,500
AUTO SUPPLIES DIESEL	30-8100-312	159	94	1,000	1,000	400
AUTO SUPPLIES TIRES	30-8100-313	503	0	625	625	625
AUTO SUPPLIES OIL	30-8100-314	0	150	162	162	162
DEPT SUPPLIES & MATERIALS	30-8100-330	6,338	2,075	3,400	3,400	3,400
CHEMICALS	30-8100-332	57,251	76,202	78,500	78,500	198,900
LAB SUPPLIES	30-8100-333	14,582	16,114	18,500	18,500	18,500
WATER TESTING-PROFESSIONAL	30-8100-334	7,015	9,704	10,900	11,900	11,900
UNIFORMS	30-8100-360	0	6,981	7,100	3,328	5,200
CONTRACTED SERVICES	30-8100-450	3,738	3,214	5,040	5,040	6,540
IT	30-8100-490	0	0	4,800	4,800	500
DUES AND SUBSCRIPTIONS	30-8100-530	9,994	9,989	10,624	10,424	10,064
INSURANCE AND BONDS	30-8100-540	24,342	24,137	24,342	24,342	24,342
MISCELLANEOUS EXPENSE	30-8100-570	0	0	0	0	0
SAFETY	30-8100-572	3,031	3,132	3,400	3,400	3,000
CAPITAL OUTLAY	30-8100-740	35,336	65,457	165,000	400,000	76,000
DEBT SERVICE	30-8100-910	0	31,453	35,920	73,414	71,324
PRO RATA	30-8100-920	550,000	550,000	550,000	550,000	550,000
VEDIC	30-8100-930	10,000	12,500	12,500	12,500	12,500
ECONOMIC DEVELOPMENT BPED	30-8100-931	9,695	9,904	9,904	10,894	10,894
ECONOMIC GRANTS	30-8100-935	108,127	0	0	0	0
CONTINGENCY	30-8100-990	221,000	221,000	221,000	221,000	221,000
TOTAL		1,830,397	1,921,195	2,041,445	2,307,590	2,179,250

2023-2024 Budget Allocation

WASTE WATER PLANT

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	30-8110-020	362,577	365,324	374,886	398,209	396,842
OVER TIME PAY	30-8110-021	0	0	0	0	0
PART TIME PAY	30-8110-022	0	0	0	0	0
PROFESSIONAL SERVICES	30-8110-040	80	0	2,500	2,500	2,500
FICA TAX	30-8110-050	27,030	26,927	28,560	30,344	30,239
GROUP INSURANCE	30-8110-060	72,805	78,633	80,398	87,814	85,332
RETIREMENT	30-8110-070	36,899	41,510	42,596	48,232	51,031
TELEPHONE & INTERNET	30-8110-110	2,479	2,992	3,264	3,264	3,264
ELECTRIC	30-8110-130	248,499	141,621	225,000	225,000	225,000
FUEL OIL	30-8110-132	6,934	6,432	7,500	7,500	7,500
TRAINING	30-8110-140	5,317	2,294	4,925	4,925	4,925
MAINT. & REPAIR BLDGS	30-8110-150	102,242	94,030	110,000	110,000	110,000
MAINT. & REPAIR EQUIPMENT	30-8110-160	11,354	11,895	12,000	12,000	12,000
MAINT. & REPAIR AUTO	30-8110-170	177	597	2,090	2,090	2,090
ADVERTISING	30-8110-260	0	0	100	100	100
AUTO SUPPLIES GAS	30-8110-311	1,254	4,222	4,860	5,670	5,670
AUTO SUPPLIES DIESEL	30-8110-312	0	0	0	0	0
AUTO SUPPLIES TIRES	30-8110-313	944	469	2,900	2,900	2,900
AUTO SUPPLIES OIL	30-8110-314	0	0	750	750	750
DEPT. SUPPLIES & MATERIALS	30-8110-330	6,036	11,837	12,000	12,000	12,000
CHEMICALS	30-8110-332	41,745	57,577	59,014	77,318	77,318
LAB SUPPLIES	30-8110-333	7,484	8,989	9,000	12,000	12,000
WOOD CHIPS	30-8110-336	40,040	61,000	51,000	51,000	51,000
UNIFORMS	30-8110-360	3,131	3,530	3,750	3,750	3,750
CONTRACTED SERVICES	30-8110-450	12,116	12,244	13,060	13,860	14,160
IT	30-8110-490	0	0	500	500	500
LONG TERM MONITORING	30-8110-500	17,399	17,737	18,500	18,500	21,000
DUES AND SUBSCRIPTIONS	30-8110-530	8,010	7,960	8,670	8,670	10,381
INSURANCE AND BONDS	30-8110-540	28,000	24,040	28,000	28,000	28,000
MISCELLANEOUS EXPENSE	30-8110-570	0	0	0	0	0
SAFETY	30-8110-572	1,500	1,261	2,500	2,500	2,500
CAPITAL OUTLAY	30-8110-740	0	209,903	274,300	364,600	175,000
DEBT SERVICE	30-8110-910	154,115	0	7,650	0	0
PRO RATA	30-8110-920	550,000	550,000	550,000	550,000	550,000
VEDIC	30-8110-930	10,000	12,500	12,500	12,500	12,500
ECONOMIC DEV BPED	30-8110-931	5,161	10,272	10,639	11,630	11,630
TOTAL		1,763,329	1,765,796	1,963,412	2,108,126	1,921,881

2023-2024 Budget Allocation
WATER SEWER CONSTRUCTION

Line Item Description	Account Code	2020-21 Actual	2021-22 Actual	2021-22 Budget	2022-23 Budget	2023-24 Recommended
SALARIES & WAGES	30-8120-020	319,389	322,592	352,177	380,473	399,296
OVER TIME PAY	30-8120-021	6,508	10,973	18,030	18,030	19,400
PART TIME PAY	30-8120-022	0	0	0	0	0
PROFESSIONAL SERVICES	30-8120-040	56,531	39,922	76,806	76,996	77,727
HEALTH REIMBURSEMENT (HRA)	30-8120-041	23,668	24,889	27,963	30,127	27,700
FICA TAX	30-8120-050	23,668	24,889	27,963	30,127	31,672
GROUP INSURANCE	30-8120-060	69,913	78,681	86,104	95,164	79,118
RETIREMENT	30-8120-070	32,291	36,691	40,320	46,168	51,623
TELEPHONE & INTERNET	30-8120-110	4,057	2,485	2,700	2,700	2,700
POSTAGE	30-8120-111	0	0	510	510	650
PRINTING	30-8120-120	0	105	1,481	1,481	1,500
ELECTRIC	30-8120-130	19,313	18,305	18,108	20,088	20,088
NATURAL GAS	30-8120-131	366	0	0	0	0
TRAINING	30-8120-140	2,287	2,958	2,970	2,970	6,370
MAINT. & REPAIR BLDGS	30-8120-150	48,896	22,441	43,250	43,250	44,500
MAINT. & REPAIR EQUIPMENT	30-8120-160	4,121	9,742	10,650	10,650	10,650
MAINT & REPAIR AUTO	30-8120-170	2,615	3,623	3,693	3,693	3,693
ADVERTISING	30-8120-260	0	0	100	100	100
AUTO SUPPLIES GAS	30-8120-311	7,287	8,223	8,763	8,763	13,500
AUTO SUPPLIES DIESEL	30-8120-312	946	3,620	3,668	3,668	3,668
AUTO SUPPLIES TIRES	30-8120-313	0	5,200	5,200	5,200	5,200
AUTO SUPPLIES OIL	30-8120-314	86	718	2,180	2,180	2,180
DEPT. SUPPLIES & MATERIALS	30-8120-330	52,772	69,818	57,418	68,902	80,514
METERS	30-8120-331	1,084	951	5,000	8,000	10,000
CHEMICALS	30-8120-332	1,582	1,250	1,700	1,700	1,700
UNIFORMS	30-8120-360	6,350	2,079	6,730	3,328	3,328
CONTRACTED SERVICES	30-8120-450	71,166	79,055	102,283	102,063	106,103
IT	30-8120-490	0	0	1,000	1,000	1,000
DUES AND SUBSCRIPTIONS	30-8120-530	2,825	2,275	5,449	5,449	5,449
INSURANCE AND BONDS	30-8120-540	28,612	24,628	28,612	28,612	28,612
MISCELLANEOUS EXPENSE	30-8120-570	0	0	0	0	0
SAFETY	30-8120-572	310	254	1,400	2,660	3,060
CAPITAL OUTLAY	30-8120-740	111,805	154,213	82,000	0	252,700
DEBT SERVICE	30-8120-910	199,088	290,597	308,681	287,066	287,066
TOTAL		1,097,533	1,241,177	1,332,909	1,260,991	1,580,866

**CAPITAL
IMPROVEMENT
PLAN

UTILITY FUND**

Town of Valdese Water and Sewer Utility Fund 10-YEAR Capital Improvements Plan FISCAL YEAR 2024

Water Distribution / Wastewater Collection

Project Number	Project Description	10-Yr CIP Cost Cost	Test Year 2023	FY 1 2024	FY 2 2025	FY 3 2026	FY 4 2027	FY 5 2028	FY 6 2029	FY 7 2030	FY 8 2031	FY 9 2032	FY 10 2033	Years 11+ 2034
Vehicles and Equipment														
1	2022 Chevy 3500 Diesel 4x4	-												76,100
2	2014 Cat Mini Trackhoe	90,000		90,000										
3	2009 Pipe Hunter Jet M 35418	45,800				45,800								
4	2018 Ford F150 Meter Truck	40,000						40,000						
5	Trailer	16,700					16,700							
6	2021 Chevy 4x4	40,000									40,000			
7	2011 Ford 4x4 F350	62,000		62,000										
8	2006 Chevy Dump Truck 1.5 Ton	80,000		80,000										
9	2017 Ford F250 4x4	60,200					60,200							
10	2016 Ford F150 4x4	30,500				30,500								
Subtotal Vehicles and Equipment		465,200	-	232,000	-	76,300	76,900	40,000	-	-	40,000	-	-	76,100
Infrastructure Improvements														
11	Advent St. Tank and Booster Station	-												3,850,500
12	Spare Meter Stock	20,700		20,700										
13	Large Meter Replacement	72,700					72,700							
14	Renew Arc-Flash Study	7,200			3,400			3,800						
15	Harris Avenue PS Gravity Sewer Extension	-												2,091,500
16	Holly Hills Sewer System Extension	-												4,403,700
17	Ridgewood-18S Loop	907,200			907,200									
18	Mt. Home - Hawkins Loop	1,764,100						1,764,100						
19	Jacumin Rd. Loop	-												3,837,720
20	Rodoret St. Water and Sewer	1,155,200				1,155,200								
21	Water Main Replacement	750,000									750,000			
22	Sewer Main Rehabilitation	3,250,000				1,500,000				1,750,000				
Subtotal - Infrastructure Improvements		7,927,100	-	20,700	910,600	2,655,200	72,700	1,767,900	-	1,750,000	750,000	-	-	14,183,420
10-Yr CIP: Water Distribution / Wastewater Collection FY24-33		8,392,300	-	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-	14,259,520

Capital Project funded or patially funded using external source(s). ARPA, Direct Allocation, etc.
 Capital Project funded or patially funded using debt issue(s)

Town of Valdese Water and Sewer Utility Fund

10-YEAR Capital Improvements Plan

FISCAL YEAR 2024

Water Treatment Division

Project Number	Project Description	10-Yr CIP Cost Cost	Test Year 2023	FY 1 2024	FY 2 2025	FY 3 2026	FY 4 2027	FY 5 2028	FY 6 2029	FY 7 2030	FY 8 2031	FY 9 2032	FY 10 2033	Years 11+ 2034
Vehicles and Equipment														
1	2018 Explorer	43,000				43,000								
2	2017 Ford F-250	44,000					44,000							
3	2004 Ford F-150	40,000		40,000										
4	New 4-Wheel Drive Lawnmower	17,500				17,500								
Subtotal Vehicles and Equipment		144,500	-	40,000	-	60,500	44,000	-	-	-	-	-	-	-
Plant Upgrades and Improvements														
5	Roof Replacement - Finished Water PS	21,000		21,000										
6	Chemical Feed Pump	17,500			5,800	5,800	5,900							
7	Water Treatment Plant Upgrades	4,763,900			4,763,900									
8	Raw Water Pump, Piping and Valve Replacement	5,610,700										5,610,700		
9	Pave Raw Water PS Access Road	236,300											236,300	
10	Renew Arc-Flash Study	37,600			16,600						21,000			
11	SCADA Upgrades (add #2 and #3 FWP)	26,000				12,000				14,000				
12	Move #2 and #3 fwp mcc to roof (upstairs)	-												240,200
13	Tank Maintenance	88,000			8,000	80,000								
14	WTP Equipment Rehab & Replacement	125,000								125,000				
15	WTP Security System	15,000		15,000										
Subtotal - Plant Upgrades and Improvements		10,941,000	-	36,000	4,794,300	97,800	5,900	-	-	139,000	21,000	5,610,700	236,300	240,200
10-Yr CIP: Water Treatment FY24-33		11,085,500	-	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300	240,200

 Capital Project funded or patially funded using external source(s). ARPA, Direct Allocation, etc.

 Capital Project funded or patially funded using debt issue(s)

Town of Valdese Water and Sewer Utility Fund

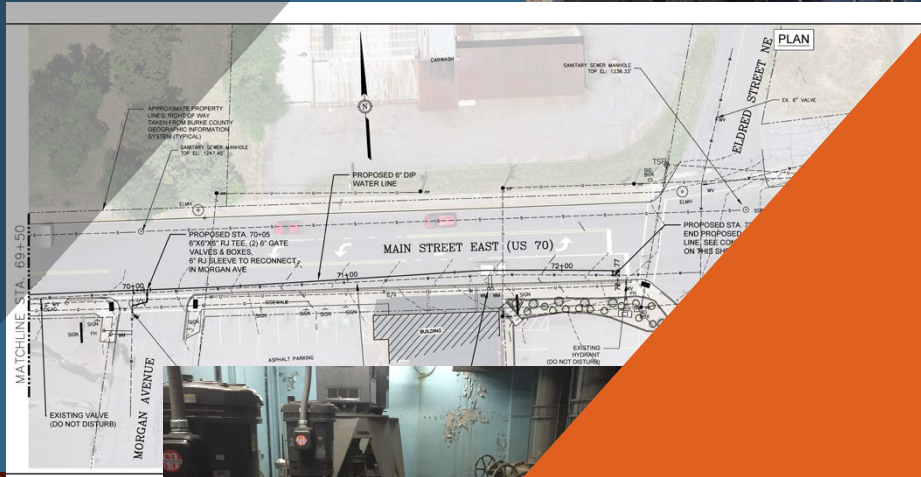
10-YEAR Capital Improvements Plan

FISCAL YEAR 2024

Wastewater Treatment Division

Project Number	Project Description	10-Yr CIP Cost Cost	Test Year 2023	FY 1 2024	FY 2 2025	FY 3 2026	FY 4 2027	FY 5 2028	FY 6 2029	FY 7 2030	FY 8 2031	FY 9 2032	FY 10 2033	Years 11+ 2034
Vehicles and Equipment														
1	1998 Biosolids Truck	35,000		35,000										
2	Sludge Trailer	50,000		50,000										
3	2014 Plant Truck	42,000				42,000								
4	Maint Vehicle 2013	65,000								65,000				
5	2017 Lab Truck	45,000						45,000						
6	Riding Mower (2004)	15,000							15,000					10,100
Subtotal Vehicles and Equipment		252,000	-	85,000	-	42,000	-	45,000	15,000	65,000	-	-	-	10,100
Plant Upgrades and Improvements														
7	Seal Replacement for Influent Pumps 1&2	7,400						7,400						18,300
8	Seal Replacement for Influent Pumps 3&4	35,900				16,900						19,000		6,000
9	Seal Replacement for Sludge Recycle Pumps	11,000			11,000									
10	Centrifuge #2 Overhaul	70,000								70,000				
11	Centrifuge #1 Overhaul	141,000		70,000							71,000			
13	Admin Building Roof	70,000				70,000								
14	Dewatering Building Roof	80,000							80,000					
15	Sludge Recycle PS Building Roof	56,000						56,000						
16	Sludge Grinder #1	15,000								15,000				
17	Sludge Grinder #2	16,000									16,000			
18	Aeration Basin	5,184,800					5,184,800							
19	Spare Pump Cline Street	5,000		5,000										
20	Cline Street PS Modifications	1,490,000			1,490,000									
21	Spare Pump Morgan Trace	7,000			7,000									
22	Spare Pump High Meadows	7,000			7,000									
23	Spare Pump John Berry	-												108,000
24	Spare Pump Seitz	42,000							42,000					
25	SCADA	31,100				14,000					17,100			
26	Renew Arc-Flash Study	32,100			14,100			18,000						
27	6" Compound Flow Meter	-												96,100
28	Biosolids Drying Equipment	-												10,800,000
29	Alternative Disinfection	700,000			700,000									
30	Concrete Work at Compost Pad	30,000			30,000									
31	WWTP Equipment Rehab & Replacement	225,000						50,000	20,000	22,000		133,000		
32	WWTP Security System	15,000		15,000										
Subtotal Plant Upgrades and Improvements		8,271,300	-	90,000	2,259,100	100,900	5,184,800	131,400	142,000	107,000	104,100	152,000	-	11,028,400
10-Yr CIP: Wastewater Treatment FY24-33		8,523,300	-	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-	11,038,500
Total System Capital Improvements Plan														
10-Yr CIP: Total Water and Wastewater FY24-33		28,001,100	-	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300	25,538,220

WATER and SEWER RATE PLAN STUDY



Capital Improvements Plan Water & Sewer Rate Study 2023 Update

RJ Mozeley, PE
Project Manager

Dale R. Schepers
Senior Consultant



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APPENDIX

March 2023 Council Retreat Presentation Materials
 Capital Improvements Plan
 Financial Model Output Summary
 Rate Tables for Water, Sewer and Combined Water and Sewer

1.0 EXECUTIVE SUMMARY and KEY FINDINGS

1.1 Executive Summary:

McGill Associates (McGill) was retained by the Town of Valdese for the eighth consecutive year to review and update the Water and Sewer Capital Improvement Plan (CIP) and conduct a cost-of-service based financial analysis of the water and sewer utility fund to determine the amounts and timing for revenue adjustments needed to maintain a reasonable level of sustainability. The Capital Plan and Financial Analysis Updates Project provided the following:

- Updated 10-year Capital Improvements Plan (CIP), detailing future water and sewer treatment plant improvements, vehicle and equipment replacement and distribution/collection system rehabilitation.
- Determined the Utility’s Revenue Requirements. This analysis included full cost recovery of expenses related to operations and maintenance, debt service, revenue-financed system renewal and replacements, transfers, contingencies and reserves.
- Determined the amounts and timing of revenue adjustments necessary to fully support the financial requirements identified in the above items.
- Recommended rate adjustments for each customer class that support the financial policies and goals of the utility and updates to the corresponding rate tables for the 10-year financial analysis planning period.

McGill worked closely with the Town’s Manager, Assistant Manager, Water Resources Director and Public Works Director throughout the project to ensure the adequacy of data and accuracy of analyses. Several meetings, phone conversations, and email correspondence allowed the Town’s staff to provide direction for the study’s efforts and to align deliverables with the expectations of the Town Council.

1.2 Key Findings:

- Revenue Requirements Analysis determined rate adjustments (increases) are needed in each year of the 10-year planning period to generate revenue sufficient to continue to meet the financial obligations of the water/sewer utility fund.

Table 1 – Summary of annual revenue adjustments (combined water and sewer) required to recover the full cost of water and sewer expenditures as they are anticipated to occur. The following table shows the total revenue increases required to fully fund the utility with the current CIP. These recommended changes are assumed to be applied uniformly to all customer classes.

Projected Annual Revenue Increases

Percent Increase Applied	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Overall Revenue Adjustment	8%	7%	6%	6%	4%	4%	4%	4%	4%	4%



- Revenue adjustments are driven primarily by the following factors:
 - Debt issuances anticipated to support capital improvements projects required to address renewal and replacement of aging water and wastewater infrastructure including treatment plants, distribution and collection systems.
 - Increasing Operations and Maintenance (O&M) expenses, because of inflation.
 - System demand growth, new customers and/or increasing consumption patterns are observed to be increasing slightly. Water sales forecasts are 2% growth for residential and commercial water customers and 1.5% for industrial and contract sales. Sewer sales forecasts are 1% growth for contract sales 0% growth for residential, commercial and industrial.

- Capital Improvements Schedule: Review and refinement of the CIP resulted in a total need of \$28 million over the 10-year planning period, FY24 through FY33.
 - McGill updated the existing water and sewer system capital construction projects to determine adjustments to the ten-year CIP.
 - Prioritization for project scheduling was based on regulatory compliance, workplace safety, operational viability, replacement of obsolete equipment, gain in efficiency, system growth and economic development.
 - Opinions of probable construction costs for recommended projects were also updated based on most recent construction bid market conditions.
 - Project costs in general increased significantly due to the current construction bid market which has been affected by COVID, workforce shortages and supply chain issues.

- A five-year snapshot of the rate increases on a typical monthly inside residential bill of 3,000 gallons is presented in Table 2.

- Council recognizes the need for the proposed schedule of rate adjustments and will review and consider each potential increase every fiscal year as part of the budget preparation process. This will allow fine tuning as needed using the most accurate and up-to-date data.

Table 2 – Proposed Rate Adjustments; Residential Customer Combined Water and Sewer Monthly Bill, based on 3,000-gallon consumption by an Inside Town Customer.

Monthly Residential Water/Sewer Bill: 3,000 gallons					
Current Rate	5-year Rate Adjustment Projection				
FY23	FY24	FY25	FY26	FY27	FY28
\$44.50	\$48.10	\$51.50	\$54.60	\$57.90	\$60.30
\$ change	\$3.60	\$3.40	\$3.10	\$3.30	\$2.40
% change	8%	7%	6%	6%	4%

2.0**BACKGROUND****2.1 Background:**

The Town of Valdese water and sewer utilities serve a population of approximately 12,700, with an average daily water demand of 2.16 million gallons per day (MGD) based on statistics gathered from the North Carolina Division of Water Resources, Local Water Supply Plan. Surface water is withdrawn from Lake Rhodhiss and treated through the Town's 12.0 MGD conventional Water Treatment Plant (WTP). Finished water is delivered through approximately 170 miles of water mains ranging in size from 2 to 24 inches in diameter and includes 5,377 service connections located within the Town's corporate boundaries, Triple Community District and certain areas beyond the Town's corporate limits. Wholesale water service is also provided to the Town of Rutherford College, Icard Water Corporation and Burke County.

Wastewater service is provided to approximately 2,230 connections with an average daily flow of 1.65 MGD. Treatment is provided by the Town's 7.5 MGD extended aeration Wastewater Treatment Plant (WWTP). The collection system consists of 101 miles of sewer mains ranging in size from 4 to 24 inches in diameter and also includes 7 sewer lift stations. Wastewater service is provided primarily to customers located within the Town's corporate boundaries. Wholesale wastewater service is also provided to the Town of Rutherford College, the Town of Drexel and Burke County.

The Town of Valdese continues with this annual capital planning and financial analysis effort to evaluate the ability of the water and sewer rates to fully recover the costs of water and sewer operations, maintenance and capital improvements.

3.0**APPROACH AND METHODOLOGY**

The Town of Valdese continues to advance development and implementation of long-term water and sewer infrastructure management practices that identify and adequately address critical infrastructure needs, focusing on system reliability, operational efficiency, affordability and sustainability. This effort is built upon knowledgeable and experienced staff, supported by competent professionals that together can determine both the physical and financial needs of the utility, along with an implementation strategy and guidance that will result in continued short and long-term stability of water and sewer revenues and user rates.

McGill used the American Water Works Association (AWWA) M1 Manual of Water Supply Practices, Principles of Water Rates, Fees and Charges, Seventh Edition, cash-needs approach to determine the water and sewer utility's revenue requirements. This approach defines revenue requirements as the total amount of revenue that is required to cover all costs of the utility, including O&M, debt service, cash reserves, depreciation (reinvestment in the utility's infrastructure), and transfers to/from other municipal funds. Determining a utility's revenue requirements is the basis for setting rates, which includes providing adequate and sustainable funding levels for all operational costs and capital needs.

Adequacy of revenues is determined by comparing projected expenses required to fully support ongoing needs of the utility (administration, O&M, capital outlay, debt service, etc.) to revenues that are anticipated to be generated under the existing rate structure through the 10-year planning period. This comparison identifies potential revenue shortfalls. Corrective action (typically user rate adjustments) can then be applied to accurately address these potential revenue shortfalls as they are anticipated.

4.0 CAPITAL IMPROVEMENTS PLAN UPDATE

The Capital Improvements Plan (CIP) updates were developed interactively with Town Staff. This effort included an update of the CIP inventory and review of each project status and determination of new projects to be incorporated into the 10-year CIP. Priority and scheduling were determined based on regulatory compliance, safety, operational viability, obsolescence, efficiency, system growth and economic development.

This comprehensive capital needs assessment and planning effort focused on maximizing useful life through improved asset management, refining the scope of construction on several proposed projects and reviewing project priorities and scheduling. The result is an updated CIP schedule that represents a more complete understanding of the long-term needs of the utility.

Key elements of the CIP update include:

- Construction cost estimates for all plant and infrastructure projects were updated using escalation factors related to current supply chain interruptions and other contractor cost increases associated with recent construction bidding trends.
- Five rehabilitation projects for the water treatment plant were combined into a single larger project in order to take full advantage of water and sewer infrastructure funding that may become available. The financial model assumes this project along with improvements to the raw water intake will be fully funded by external source(s) (i.e. Legislative Appropriation or other grant funds).
- Scheduling adjustments were made to select capital projects in order to minimize potential cost impacts and limit rate increases to an annual average of 6.3% over the first 5 years and 5.4% over the 10-year planning period. Care was taken to ensure that any time extension would not diminish the benefits or corrective needs for each project.

Table 3 – Summary of Capital Investment Projections

Water/Sewer 10-Year Capital Investment

Description	Total CIP	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Water Treatment	11,086,000	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300
Wastewater Treatment	8,523,000	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-
Distribution / Collection	8,392,000	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-
Total Water/Sewer CIP	28,001,000	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300

The detailed CIP schedule is included in the March 2023 Council Retreat Presentation Materials in the Appendix of this report.

5.0**FINANCIAL MODEL UPDATE**

McGill determined Revenue Requirements sufficient to meet ongoing expenses. Current financial information was reviewed to measure the adequacy of revenues generated from all sources compared to expenses required to sustain the entire utility system for the long-term. The 10-year financial model was updated to examine these interrelationships and determine the necessity for revenue adjustments and recommended timing to help minimize rate impacts to customers.

5.1 Key Assumptions and Targets:

The model was constructed using the following inputs for projecting revenue and expenses:

Water Revenue growth Metered Sales – Residential/Commercial:	2.0%
Water Revenue growth Metered Sales – Industrial:	0.0%
Water Revenue growth Metered Sales – Contract:	1.5%
Sewer Revenue growth Metered Sales – All Customers:	0.0%
Sewer Revenue growth Metered Sales – Contract:	1.0%
Revenue growth all other sources:	2.0%
Expenses Salaries and Benefits growth:	5.0%
Expenses all other operations growth:	2.5%
Unrestricted Net Assets Target:	35 to 50%
Operating Ratio Target:	1.0 or Greater
Days of Working Capital	120 or Greater

5.2 Findings:*Consumption:*

Overall, water and sewer revenue has trended upward, just over 5% in 2022, and nearly 4% per year over the past 5 years. Growth is primarily in residential and commercial water customers. Industrial customers remain flat and contract sales show smaller growth rates during the 5-year period. Annual sewer revenue trended 1.6% higher over the past 5-years, primarily in contract sales. Therefore, for the purposes of the revenue model, the growth in annual revenue for each customer class are projected are as follows:

Residential and Commercial Water:	2.0%
Industrial Water:	0.0%
Contract Sales Water:	1.5%
Residential and Commercial Sewer:	0.0%
Industrial Sewer:	0.0%
Contract Sales Sewer:	1.0%

Sufficiency of Revenues:

Sufficiency of revenues above debt requirements remains very strong. Annual debt obligation is 6% for the current fiscal year and projected to remain under 20% for the next 3 years of the planning horizon. This falls well within an industry standard value of less than 25%, and less than the average debt service obligation (29%) of over 115 water utilities reporting to the National Association of Clean Water Agencies.

The Water Research Foundation cites capital funding through equity sources (enterprise fund cash) as a performance benchmark measuring financial viability and recommends a minimum 20% of capital funding through equity sources as prudent. The financial model projects capital funding through equity sources to be slightly below this industry benchmark, averaging 18% through the 10-year planning period.

Unrestricted Net Assets & Days Working Capital:

One area where the Town's current standing has room for improvement is within the balance of unrestricted net assets (cash from the enterprise fund) from year to year. While balancing expenditures between debt and equity sources is important, it is also important to have enough of those equity sources to sustain the utility system in the event of a prolonged revenue loss. This is measured by the percentage of unrestricted net assets compared to the total annual expenditures. This percentage is 47% in FY23, and remains steady near this value through year 7, then increases to 59% in FY32 and 66% FY33.

Industry benchmarks for days of working capital are set normally at 120 days or more. That means that if the utility system were to stop receiving revenue, the system would have enough liquid assets to operate for a period of 3 months. This is another metric that the Town's utility system and this revenue requirements evaluation is working to improve. In FY23, this metric stands at 118 days and is projected to increase to 135 days FY24, then improve and remain above the target for the remainder of the 10-year planning period.

Rates:

Continuation of annual revenue increases will be necessary to fully support the ongoing O&M costs, debt service obligations and revenue-financed system renewal and replacements of the water and sewer utility over the 10-year planning horizon. The recommended rate increases to fully fund the utility through the 10-year planning period forecast new revenue averaging approximately 7.5% per year through the first 5 years followed by an average approximately of 4% for the remaining 5-years through FY33.

6.0**RECOMMENDATIONS***Rate Adjustments:*

Implement overall revenue increases beginning with 8% in FY24, followed by revenue increases of 7%, 6% and 4% for the remainder of the first 5 years of the planning horizon. 4% increases will be needed for FY29 through FY33. These increases are assumed to be applied across-the-board to all customer classes. The recommended rate adjustments are provided in the Rate Summary Tables that are included in the Appendix.

Unrestricted net position (assets) is a common indicator for tracking the general health of the utility fund. In the Town's 2022 Audited Financial Statement, the Enterprise Fund, which accounts for the water and sewer activities, reported an increase in unrestricted net position in the amount of \$117,793 bringing the fiscal year-end total to \$2,845,266. This single year measurement along with the FY21 increase of \$413,111 FY21 shows meaningful short-term improvement in the Utility's overall financial condition. The financial model, using the recommended rate adjustments, forecasts a general trend of increases in Unrestricted Net Income throughout the remainder of the 10-year planning period, signaling continued improvement in the Utility's overall health over time.

Alignment of Revenues and Expenses:

Historically, water revenue has been approximately 70% of total utility revenues, and sewer revenue approximately 30%. Water expenses are 49% and sewer expenses are 51%. This translates into sewer system revenue only covering approximately 60% of sewer system expenses. Some consideration should be given to adjusting sewer rates more aggressively than water to bring greater alignment between revenues and expenses for each utility system.

Higher sewer rates, to generate revenue in greater alignment with expenses, would also move the Town toward better financing terms with funding agencies like NC Department of Water Infrastructure.

In 2020, industrial customers consumed 37% of the water, while producing 11% of revenue from rate charges. Conversely residential customers consumed 30% of the water and produced 70% of the revenue. FY22 rate adjustments for industrial customers were set above residential and commercial as a first step toward reducing this inequity. Continuing with industrial rate increase above residential and commercial is recommended along with developing reasonable target values and milestones to ensure progress continues and targets are met.

Customer equity will need to continue to be monitored and adjustments made to achieve greater alignment as the Town may determine over time.

Key Performance Indicators:

Consider developing financial management objectives to assist with analysis, interpretation and comparison to other utilities. Objectives can be used to set financial goals and facilitate efforts to monitor and track progress. These financial performance indicators may be in the form of formal, Council adopted financial management policies or directives, or informal administrative direction through the Town Manager. Examples for consideration may include:

- Working Capital Reserves
- Capital Improvements Reserve Fund
- Sufficiency of Revenues Above Debt Requirements
- Credit Ratings
- Cash Financing of Capital
- Rate/Revenue Stabilization Fund

Presentation to Town Council:

McGill presented findings of the water and sewer rate review to the Town Council at the March 23, 2023, Council Retreat and responded to questions concerning approach, methodology and calculations. A copy of the pertinent presentation information is attached including tables from the financial model summarizing Capital Improvements, Financial Analysis and Proposed Rates.

Following the retreat, McGill continued to provide additional support as needed for the Town Staff to respond to Council's discussions and deliberations on water and sewer adjustments for the FY24 budget. A number of scenarios have been requested, and McGill has provided financial model output summaries projecting revenues, expenses, financial outcomes, effects on customer bills and tracking key financial indicators corresponding to alternate inputs for rate increases. A copy of each Financial Model Output Summary related to each scenario request is included in the Appendix.

APPENDIX

March 2023 Council Retreat Presentation Materials
Capital Improvements Plan
Financial Model Output Summary
Water, Sewer and Combined Bill Rate Tables
Financial Model Output Summaries for Alternate Scenarios

MARCH 23, 2023 BUDGET RETREAT PRESENTATION



Capital Improvements Plan Water & Sewer Rate Study

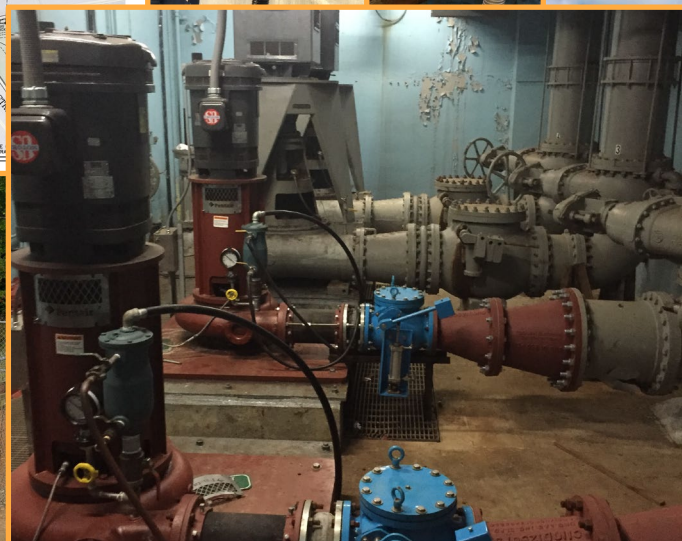
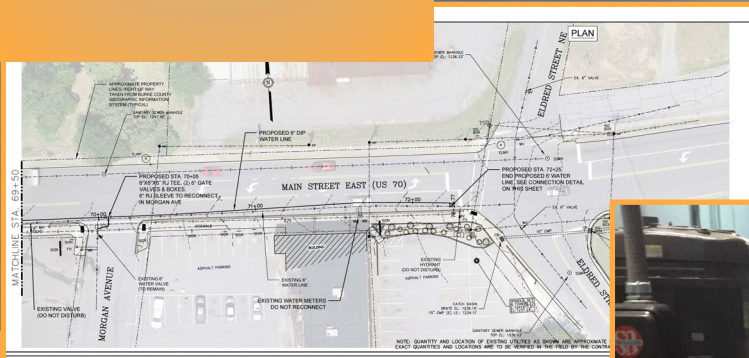
March 2023



Prepared by:
107 of 241

RJ Mozeley, PE
Senior Project Manager

Dale R. Schepers
Senior Consultant



Projects in Progress

- Water Asset Inventory & Assessment Grant
- Cline Avenue Basin Improvements
- Valdese Bluffs Water & Sewer Service
- WTP Electrical Sub-Station Replacement



Upcoming/Continuing Projects

- WTP Treatment Process Replacements
- Lenoir Interconnect
- Failing Sewer Line Replacement
- Water Line Replacement
- Lead Service Line Inventory
Inventory soon
Replacement on horizon



Why Develop a CIP

- Planned Infrastructure Replacement
- System Renewal, Reliability & Regulatory Readiness
- System Stability

Financial & Operational

- Advantageous Position for Funding
- Manage Future Financial Condition

Why Develop a CIP



Replace Failing Main Street Water Main ~ 80+ years old.

Why Develop a CIP



Replace Grit Removal System – Wastewater Treatment Plant

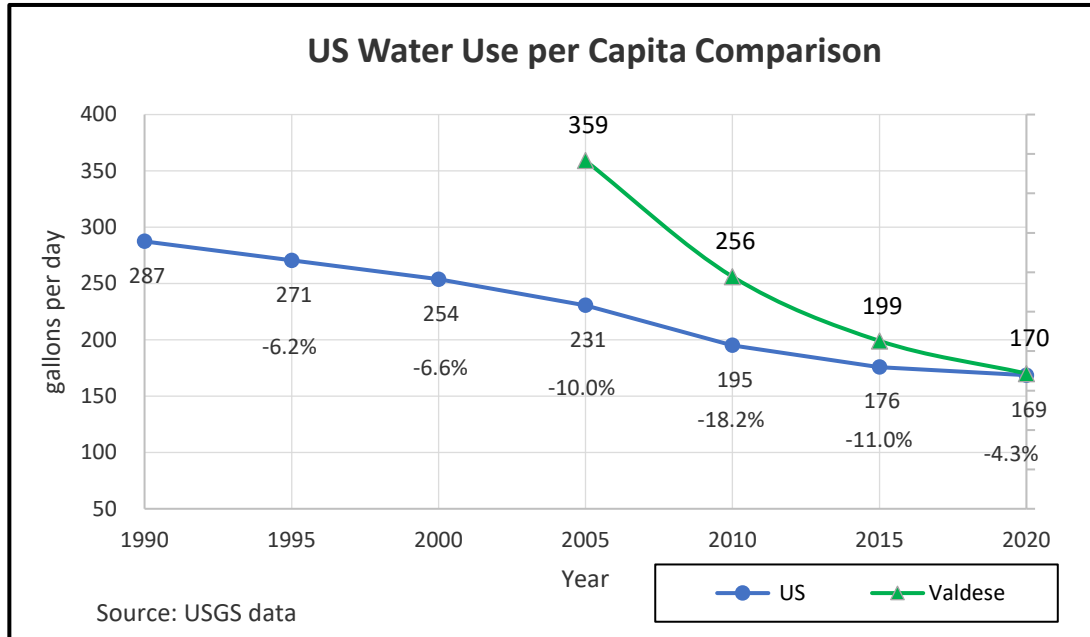
What Projects Make Up The CIP?

- Assure Infrastructure **Viability**
- Improve Infrastructure **Efficiency**
- Satisfy **Regulatory** Requirements
- System **Growth** (i.e. new development = new revenue)

Market Considerations

- Energy Sector Inflation 7.9% increase from 01/2022 – 01/2023
- Consumer Price Index Up 6.9%
- Construction Bid Market Impacted by COVID Continues
- Supply Chain Strained – Pricing Risk for Contractors
- BABA (Build America Buy American)
- System Growth Forecast is 2%, but Inflation is Higher
- Duke Energy seeking 16% rate increase

Water Consumption – National Trend





Capital Improvements Plan

2023 – 2024 Proposed CIP Table

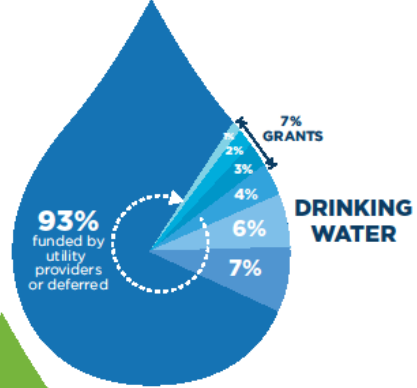
North Carolina

Statewide Water and Wastewater Infrastructure Master Plan:

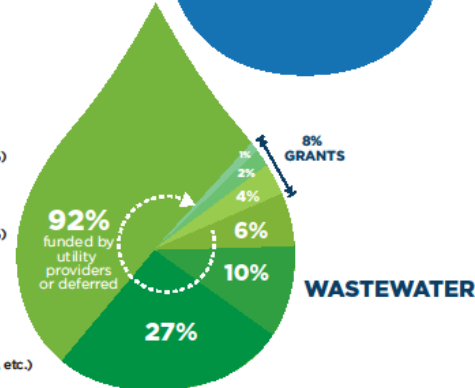
Estimated Drinking Water and Wastewater INFRASTRUCTURE NEEDS and FUNDING SOURCES for FY2017 and FY2018



- State Drinking Water Reserve Grants (1%)
- Community Development Block Grant - Infrastructure (2%)
- Drinking Water Connect NC bond grants (3%)
- USDA - Rural Development (4%) (3% loans + 1% grants)
- Drinking Water State Revolving Funds (6%)
- Drinking Water Connect NC bond loans (7%)
- Drinking water needs deferred or funded by other means (bonds, etc.)



- State Wastewater Reserve grants (1%)
- Community Development Block Grant - Infrastructure (2%)
- Wastewater Connect NC bond grants (4%)
- USDA - Rural Development (6%) (5% loans + 1% grants)
- Wastewater Connect NC bond loans (10%)
- Clean Water State Revolving Funds (27%)
- Wastewater needs deferred or funded by other means (bonds, etc.)



Water Infrastructure ENVIRONMENTAL QUALITY



2023 – 2024 Proposed Revenue Requirements Summary Table

FY2023 Rate Recommendations

Water

- 8% Residential
- 8% Commercial & Industrial
- 8% Wholesale

Sewer

- 8% All Classes

Percentage Increase	Monthly Residential Increase (3,000 gal)	Resulting 2024 Enterprise Fund Revenue
8%	\$3.60	\$416,000

Wisdom in Affordability & Balance

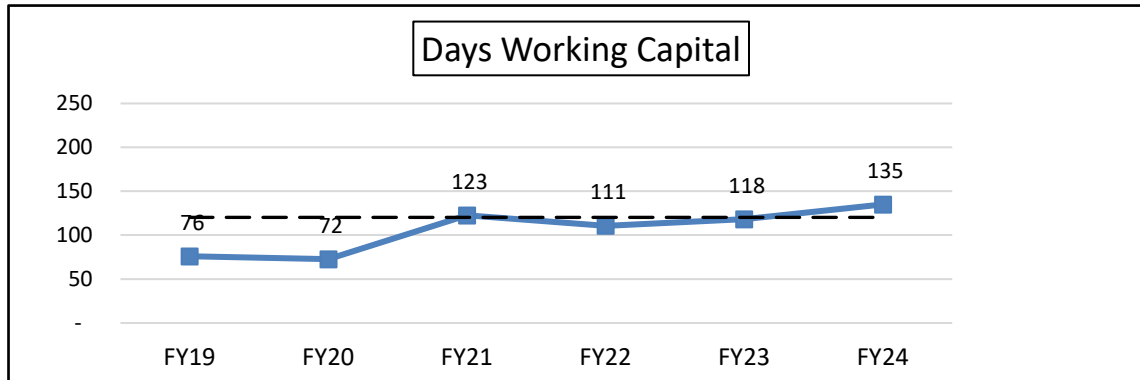
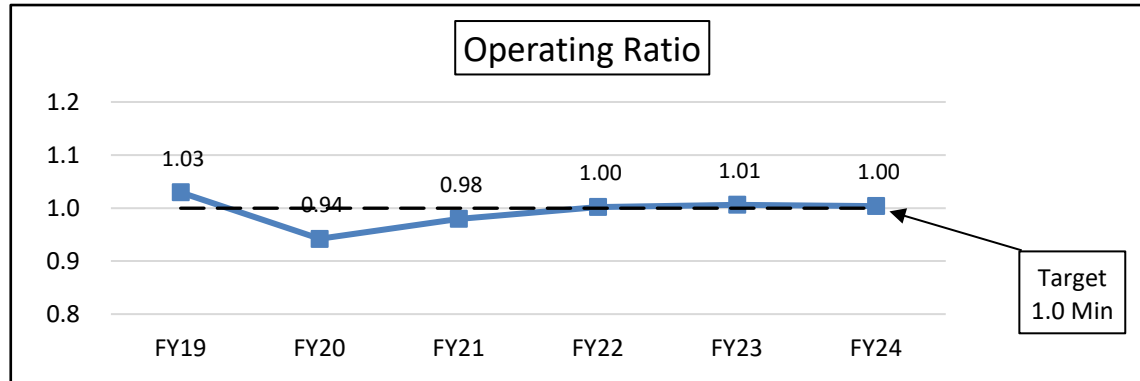
- Manage the Enterprise Fund's Health
- Avoid Deferrals, Costs Always Escalate
- Accomplish Projects
 - Spend Cash / Borrow / Manage Rate Increases
- Manage Debt Load
- Town's Regional Presence & Longevity
- Viability & the Utility Industry

Financial Benchmarks

Metric	2023 Value	Proposed 2024 Value	Benchmark
Operating Ratio	1.01	1.00	1.0 or greater
Days Working Capital	118 days	135 days	120 days or greater
Debt Service Coverage Ratio	3.79	2.61	1.2 or greater
Sufficiency of Revenue above Debt	6%	8%	25% or less

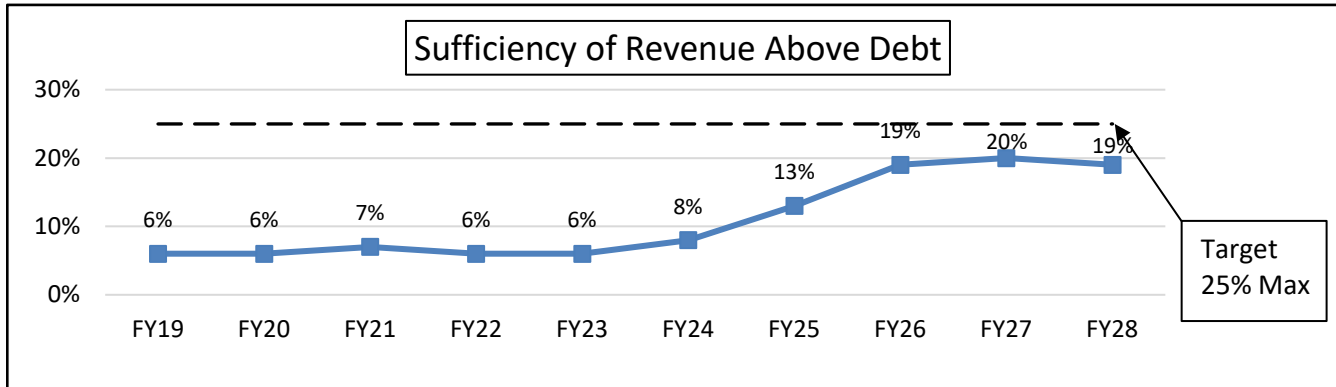
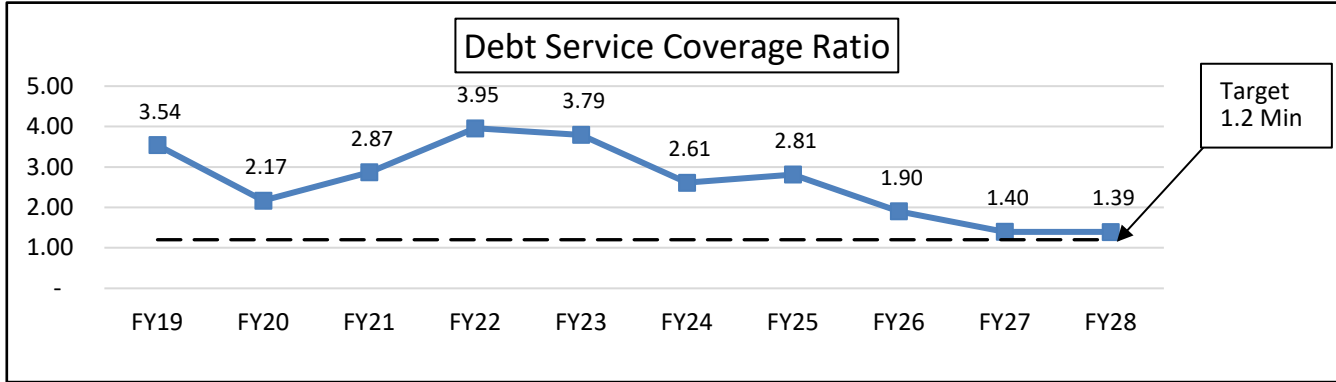
Note: All benchmark values are projected from FY22 Audit values.

Financial Benchmark Trend Projections



Note: All benchmark values are projections using FY22 Audit values.

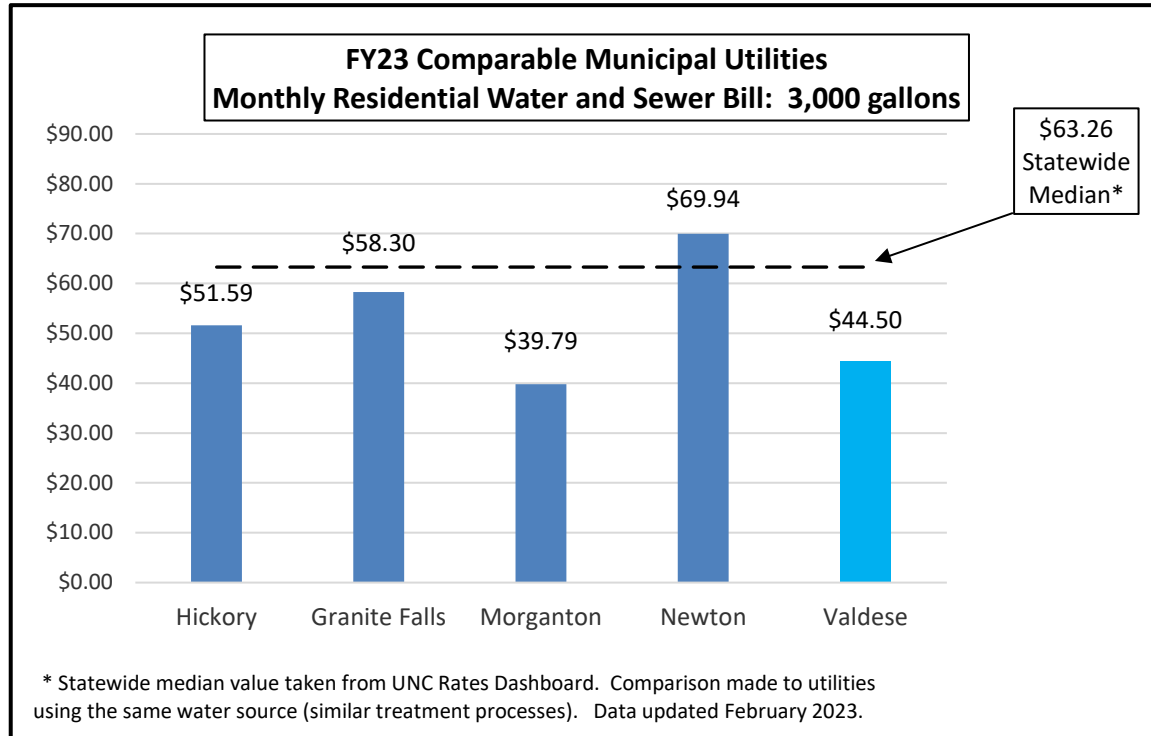
Financial Benchmark Trend Projections



Note: All benchmark values are projections using FY22 Audit values.

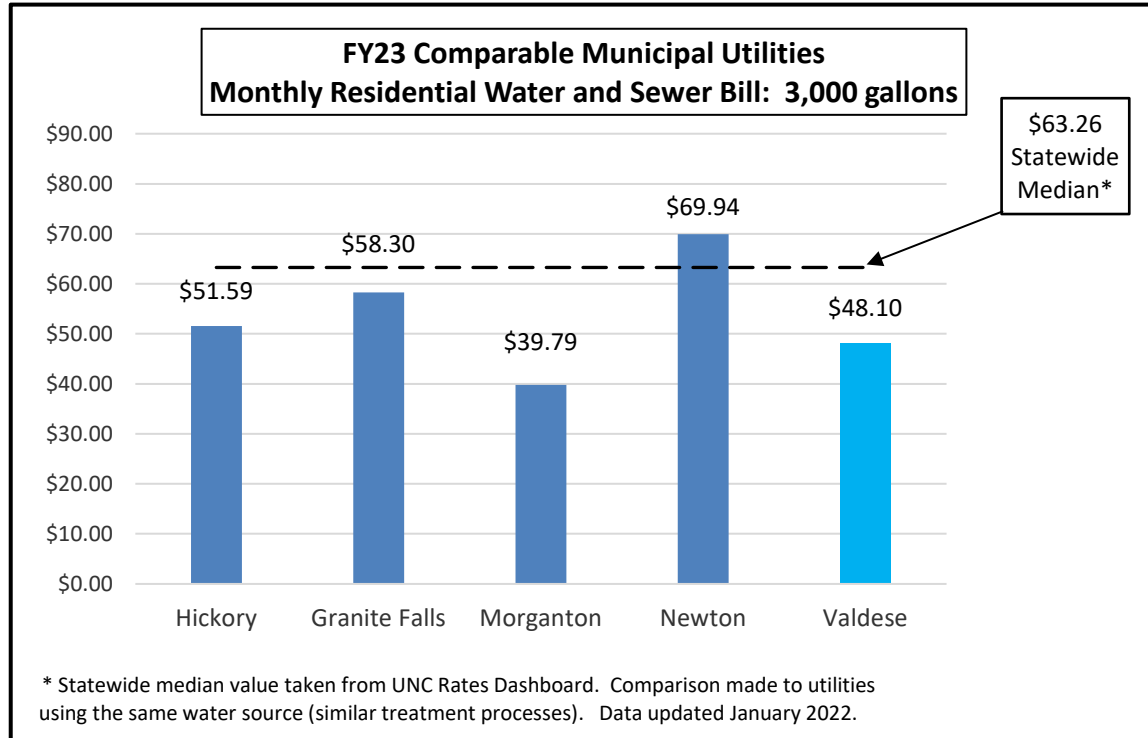
Residential Water Bill Comparison

Monthly Residential Bill: Existing Rates



Residential Water Bill Comparison

Monthly Residential Bill: Proposed Rates



Anticipated Increases

Hickory + 10%

Conover + 13%

Granite Falls + 10%

Morganton + 4%



Recap / Conclusions

- 8th Year of CIP & Financial Model Planning Process
- CIP Guides Decision Making, Budgeting & Operations
- Balance Cash vs Debt vs Rate Increases
- Future Capital Needs
- Healthy and Sustainable Enterprise Fund

Percentage Increase	Monthly Residential Increase (3,000 gal)	Resulting 2024 Enterprise Fund Revenue
8%	\$3.60	\$416,000

CAPITAL IMPROVEMENTS PLAN

Town of Valdese Water and Sewer Utility Fund 10-YEAR Capital Improvements Plan FISCAL YEAR 2024

Water Distribution / Wastewater Collection

Project Number	Project Description	10-Yr CIP Cost Cost	Test Year 2023	FY 1 2024	FY 2 2025	FY 3 2026	FY 4 2027	FY 5 2028	FY 6 2029	FY 7 2030	FY 8 2031	FY 9 2032	FY 10 2033	Years 11+ 2034
Vehicles and Equipment														
1	2022 Chevy 3500 Diesel 4x4	-												76,100
2	2014 Cat Mini Trackhoe	90,000		90,000										
3	2009 Pipe Hunter Jet M 35418	45,800				45,800								
4	2018 Ford F150 Meter Truck	40,000						40,000						
5	Trailer	16,700					16,700							
6	2021 Chevy 4x4	40,000									40,000			
7	2011 Ford 4x4 F350	62,000		62,000										
8	2006 Chevy Dump Truck 1.5 Ton	80,000		80,000										
9	2017 Ford F250 4x4	60,200					60,200							
10	2016 Ford F150 4x4	30,500				30,500								
Subtotal Vehicles and Equipment		465,200	-	232,000	-	76,300	76,900	40,000	-	-	40,000	-	-	76,100
Infrastructure Improvements														
11	Advent St. Tank and Booster Station	-												3,850,500
12	Spare Meter Stock	20,700		20,700										
13	Large Meter Replacement	72,700					72,700							
14	Renew Arc-Flash Study	7,200			3,400			3,800						
15	Harris Avenue PS Gravity Sewer Extension	-												2,091,500
16	Holly Hills Sewer System Extension	-												4,403,700
17	Ridgewood-18S Loop	907,200			907,200									
18	Mt. Home - Hawkins Loop	1,764,100						1,764,100						
19	Jacumin Rd. Loop	-												3,837,720
20	Rodoret St. Water and Sewer	1,155,200				1,155,200								
21	Water Main Replacement	750,000									750,000			
22	Sewer Main Rehabilitation	3,250,000				1,500,000				1,750,000				
Subtotal - Infrastructure Improvements		7,927,100	-	20,700	910,600	2,655,200	72,700	1,767,900	-	1,750,000	750,000	-	-	14,183,420
10-Yr CIP: Water Distribution / Wastewater Collection FY24-33		8,392,300	-	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-	14,259,520

Capital Project funded or patially funded using external source(s). ARPA, Direct Allocation, etc.
 Capital Project funded or patially funded using debt issue(s)

Town of Valdese Water and Sewer Utility Fund

10-YEAR Capital Improvements Plan

FISCAL YEAR 2024

Water Treatment Division

Project Number	Project Description	10-Yr CIP Cost Cost	Test Year 2023	FY 1 2024	FY 2 2025	FY 3 2026	FY 4 2027	FY 5 2028	FY 6 2029	FY 7 2030	FY 8 2031	FY 9 2032	FY 10 2033	Years 11+ 2034
Vehicles and Equipment														
1	2018 Explorer	43,000				43,000								
2	2017 Ford F-250	44,000					44,000							
3	2004 Ford F-150	40,000		40,000										
4	New 4-Wheel Drive Lawnmower	17,500				17,500								
Subtotal Vehicles and Equipment		144,500	-	40,000	-	60,500	44,000	-	-	-	-	-	-	-
Plant Upgrades and Improvements														
5	Roof Replacement - Finished Water PS	21,000		21,000										
6	Chemical Feed Pump	17,500			5,800	5,800	5,900							
7	Water Treatment Plant Upgrades	4,763,900			4,763,900									
8	Raw Water Pump, Piping and Valve Replacement	5,610,700										5,610,700		
9	Pave Raw Water PS Access Road	236,300											236,300	
10	Renew Arc-Flash Study	37,600			16,600						21,000			
11	SCADA Upgrades (add #2 and #3 FWP)	26,000				12,000				14,000				
12	Move #2 and #3 fwp mcc to roof (upstairs)	-												240,200
13	Tank Maintenance	88,000			8,000	80,000								
14	WTP Equipment Rehab & Replacement	125,000								125,000				
15	WTP Security System	15,000		15,000										
Subtotal - Plant Upgrades and Improvements		10,941,000	-	36,000	4,794,300	97,800	5,900	-	-	139,000	21,000	5,610,700	236,300	240,200
10-Yr CIP: Water Treatment FY24-33		11,085,500	-	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300	240,200

 Capital Project funded or patially funded using external source(s). ARPA, Direct Allocation, etc.

 Capital Project funded or patially funded using debt issue(s)

Town of Valdese Water and Sewer Utility Fund

10-YEAR Capital Improvements Plan

FISCAL YEAR 2024

Wastewater Treatment Division

Project Number	Project Description	10-Yr CIP Cost Cost	Test Year 2023	FY 1 2024	FY 2 2025	FY 3 2026	FY 4 2027	FY 5 2028	FY 6 2029	FY 7 2030	FY 8 2031	FY 9 2032	FY 10 2033	Years 11+ 2034
Vehicles and Equipment														
1	1998 Biosolids Truck	35,000		35,000										
2	Sludge Trailer	50,000		50,000										
3	2014 Plant Truck	42,000				42,000								
4	Maint Vehicle 2013	65,000								65,000				
5	2017 Lab Truck	45,000						45,000						
6	Riding Mower (2004)	15,000							15,000					10,100
Subtotal Vehicles and Equipment		252,000	-	85,000	-	42,000	-	45,000	15,000	65,000	-	-	-	10,100
Plant Upgrades and Improvements														
7	Seal Replacement for Influent Pumps 1&2	7,400						7,400						18,300
8	Seal Replacement for Influent Pumps 3&4	35,900				16,900						19,000		6,000
9	Seal Replacement for Sludge Recycle Pumps	11,000			11,000									
10	Centrifuge #2 Overhaul	70,000								70,000				
11	Centrifuge #1 Overhaul	141,000		70,000							71,000			
13	Admin Building Roof	70,000				70,000								
14	Dewatering Building Roof	80,000							80,000					
15	Sludge Recycle PS Building Roof	56,000						56,000						
16	Sludge Grinder #1	15,000								15,000				
17	Sludge Grinder #2	16,000									16,000			
18	Aeration Basin	5,184,800					5,184,800							
19	Spare Pump Cline Street	5,000		5,000										
20	Cline Street PS Modifications	1,490,000			1,490,000									
21	Spare Pump Morgan Trace	7,000			7,000									
22	Spare Pump High Meadows	7,000			7,000									
23	Spare Pump John Berry	-												108,000
24	Spare Pump Seitz	42,000							42,000					
25	SCADA	31,100				14,000					17,100			
26	Renew Arc-Flash Study	32,100			14,100			18,000						
27	6" Compound Flow Meter	-												96,100
28	Biosolids Drying Equipment	-												10,800,000
29	Alternative Disinfection	700,000			700,000									
30	Concrete Work at Compost Pad	30,000			30,000									
31	WWTP Equipment Rehab & Replacement	225,000						50,000	20,000	22,000		133,000		
32	WWTP Security System	15,000		15,000										
Subtotal Plant Upgrades and Improvements		8,271,300	-	90,000	2,259,100	100,900	5,184,800	131,400	142,000	107,000	104,100	152,000	-	11,028,400
10-Yr CIP: Wastewater Treatment FY24-33		8,523,300	-	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-	11,038,500
Total System Capital Improvements Plan														
10-Yr CIP: Total Water and Wastewater FY24-33		28,001,100	-	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300	25,538,220

FINANCIAL MODEL OUTPUT SUMMARY

Town of Valdese Water and Sewer Utility Fund Financial Model Output Summary FISCAL YEAR 2024

Revenue

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Operating Revenue Existing Rates	5,194,000	5,265,000	5,332,000	5,400,000	5,470,000	5,541,000	5,613,000	5,687,000	5,762,000	5,838,000	5,916,000
New Revenue (Cumulative amount)		416,000	784,000	1,104,000	1,428,000	1,646,000	1,868,000	2,092,000	2,320,000	2,550,000	2,783,000
Projected Operating Revenue	5,194,000	5,681,000	6,116,000	6,504,000	6,898,000	7,187,000	7,481,000	7,779,000	8,082,000	8,388,000	8,699,000

Expenses

Operating Expenses	4,742,000	4,794,000	4,994,000	5,132,000	5,275,000	5,425,000	5,581,000	5,743,000	5,913,000	6,091,000	6,276,000
Capital Outlay	914,000	504,000	660,000	533,000	284,000	284,000	157,000	561,000	315,000	152,000	236,000
Existing Debt Service	361,000	361,000	360,000	480,000	498,000	481,000	479,000	477,000	475,000	472,000	471,000
Projected Debt Service	-	-	82,000	307,000	762,000	899,000	879,000	998,000	1,030,000	1,005,000	980,000

Percent Increase Applied

Overall Revenue Adjustment	8%	7%	6%	6%	4%	4%	4%	4%	4%	4%	4%
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Financial Outcomes

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenses to Cover	6,017,000	5,659,000	6,096,000	6,452,000	6,819,000	7,089,000	7,096,000	7,779,000	7,733,000	7,720,000	7,963,000
Difference / (Shortage)		22,000	20,000	52,000	79,000	98,000	385,000	-	349,000	668,000	736,000

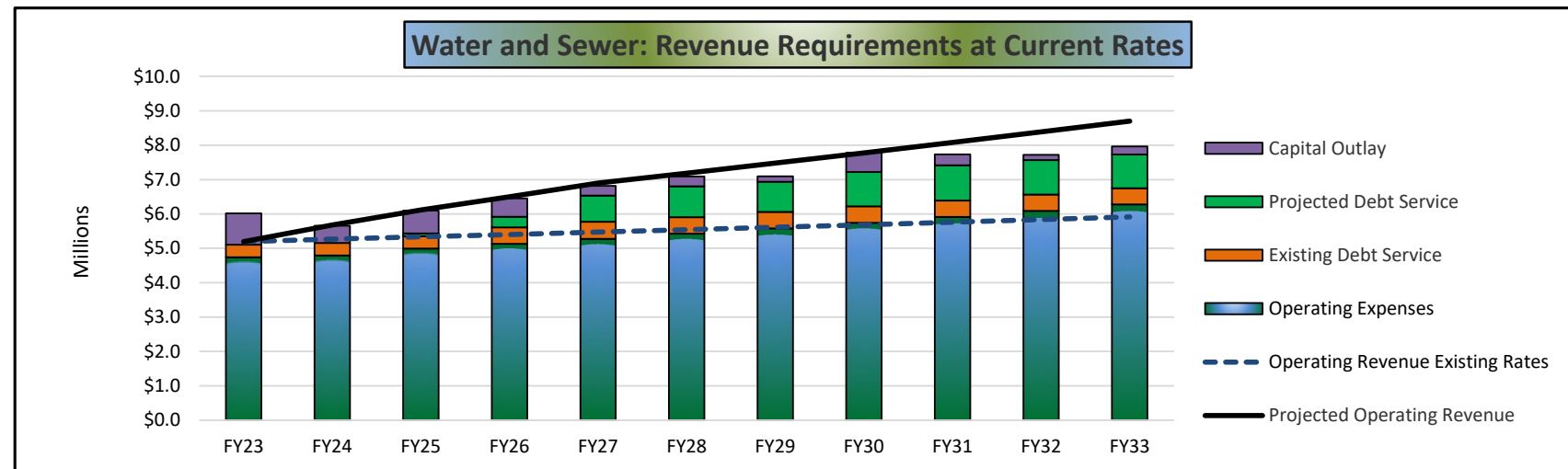
Effect on Customer Bills

Combined Residential Bill 3,000 gal	\$44.50	\$48.10	\$51.50	\$54.60	\$57.90	\$60.30	\$62.75	\$65.30	\$67.95	\$70.70	\$73.60
Monthly Combined Residential Bill Change		\$3.60	\$3.40	\$3.10	\$3.30	\$2.40	\$2.45	\$2.55	\$2.65	\$2.75	\$2.90

Financial Indicators

Fund Balance Tracker	2,555,000	2,577,000	2,597,000	2,649,000	2,728,000	2,826,000	3,211,000	3,211,000	3,560,000	4,228,000	4,964,000
Fund Balance % of Expenses to Cover	42%	46%	43%	41%	40%	40%	45%	41%	46%	55%	62%

Summary Chart



Water/Sewer 10-Year Capital Investment

Description	Total CIP	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Water Treatment	11,086,000	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300
Wastewater Treatment	8,523,000	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-
Distribution / Collection	8,392,000	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-
Total Water/Sewer CIP	28,001,000	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300

WATER, SEWER AND COMBINED BILL RATE TABLES

Town of Valdese
Water and Sewer Utility Fund

Current and Proposed Water Rates

Customer Class	Current Rate	Projected				
	FY23	FY24	FY25	FY26	FY27	FY28
Inside Water Residential						
Minimum 3,000 gallons	36.65	39.60	42.40	44.95	47.65	49.60
Volume Charge (per 1,000 gal); 3,001+ gallons	3.70	4.00	4.30	4.60	4.90	5.10
Outside Water Residential						
Minimum 3,000 gallons	54.80	54.80	54.80	54.80	54.80	54.80
Volume Charge (per 1,000 gal); 3,001+ gallons	6.50	6.50	6.50	6.50	6.50	6.50
Inside Water Commercial						
Minimum 3,000 gallons	38.00	41.05	43.95	46.60	49.40	51.40
Volume Charge (per 1,000 gal); 3,001+ gallons	3.85	4.20	4.50	4.80	5.10	5.35
Outside Water Commercial						
Minimum 3,000 gallons	76.00	82.10	87.85	93.15	98.75	102.70
Volume Charge (per 1,000 gal); 3,001+ gallons	7.50	8.10	8.70	9.25	9.85	10.25
Inside Water Industrial						
Minimum 3,000 gallons	14.80	16.00	17.15	18.20	19.30	20.10
Volume Charge (per 1,000 gal); 3,001 - 3,000,000 gallons	2.85	3.10	3.35	3.60	3.85	4.05
Volume Charge (per 1,000 gal); 3,000,001+ gal	1.45	1.60	1.75	1.90	2.05	2.15
Outside Water Industrial						
Minimum 3,000 gallons	29.50	31.90	34.15	36.20	38.40	39.95
Volume Charge (per 1,000 gal); 3,001 - 300,000 gallons	5.70	6.20	6.65	7.05	7.50	7.80
Volume Charge (per 1,000 gal); 300,001+ gal	2.65	2.90	3.15	3.35	3.60	3.75
Burke County & Rutherford College						
Volume Charge (per 1,000 gal); 3,001+ gallons	4.05	4.40	4.75	5.05	5.40	5.65
Icard						
Minimum 10,000,000 gal	10,700.00	10,800.00	10,900.00	11,000.00	11,100.00	11,200.00
Volume Charge (per 1,000 gal) 10,000,000+ gal	volume charge not to exceed current Hickory Rate					

Sample Monthly Water Charges	Current Rate	Projected				
	FY23	FY24	FY25	FY26	FY27	FY28
Residential Inside 3,000 gal	36.65	39.60	42.40	44.95	47.65	49.60
Residential Outside 3,000 gal	54.80	54.80	54.80	54.80	54.80	54.80
Commercial Inside 10,000 gal	64.95	70.45	75.45	80.20	85.10	88.85
Commercial Outside 10,000 gal	128.50	138.80	148.75	157.90	167.70	174.45
Commercial Inside 50,000 gal	218.95	238.45	255.45	272.20	289.10	302.85
Commercial Outside 50,000 gal	428.50	462.80	496.75	527.90	561.70	584.45
Industrial Inside 500,000 gal	1,151.25	1,256.70	1,362.10	1,467.40	1,572.75	1,652.95

Town of Valdese
Water and Sewer Utility Fund

Current and Proposed Sewer Rates

Customer Class	Current Rate	Projected				
	FY23	FY24	FY25	FY26	FY27	FY28
Inside Sewer Residential						
Minimum 3,000 gallons	7.85	8.50	9.10	9.65	10.25	10.70
Volume Charge (per 1,000 gal); 3,001+ gallons	2.65	2.90	3.15	3.35	3.60	3.75
Outside Sewer Residential						
Minimum 3,000 gallons	14.70	15.90	17.05	18.10	19.20	20.00
Volume Charge (per 1,000 gal); 3,001+ gallons	5.00	5.40	5.80	6.15	6.55	6.85
Inside Sewer Commercial						
Minimum 3,000 gallons	8.35	9.05	9.70	10.30	10.95	11.40
Volume Charge (per 1,000 gal); 3,001+ gallons	2.90	3.15	3.40	3.65	3.90	4.10
Outside Sewer Commercial						
Minimum 3,000 gallons	16.50	17.85	19.10	20.25	21.50	22.40
Volume Charge (per 1,000 gal); 3,001+ gallons	5.65	6.15	6.60	7.00	7.45	7.75
Inside Sewer Industrial						
Minimum 0 gallons	8.00	8.65	9.30	9.90	10.50	10.95
Volume Charge (per 1,000 gal)	2.65	2.90	3.15	3.35	3.60	3.75
Outside Sewer Industrial						
Minimum 0 gallons	15.85	16.50	17.20	17.90	18.65	19.40
Volume Charge (per 1,000 gal)	5.30	5.50	5.70	5.95	6.20	6.45
Burke County						
Volume Charge (per 1,000 gal)	2.85	3.10	3.35	3.60	3.85	4.05
Drexel						
Volume Charge (per 1,000 gal)	2.85	3.10	3.35	3.60	3.85	4.05
Rutherford College						
Volume Charge (per 1,000 gal)	2.85	3.10	3.35	3.60	3.85	4.05

Sample Monthly Sewer Charges	Current Rate	Projected				
	FY22	FY23	FY24	FY25	FY26	FY27
Residential Inside 3,000 gal	7.85	8.50	9.10	9.65	10.25	10.70
Residential Outside 3,000 gal	14.70	15.90	17.05	18.10	19.20	20.00
Commercial Inside 10,000 gal	28.65	31.10	33.50	35.85	38.25	40.10
Commercial Outside 10,000 gal	56.05	60.90	65.30	69.25	73.65	76.65
Commercial Inside 50,000 gal	144.65	157.10	169.50	181.85	194.25	204.10
Commercial Outside 50,000 gal	282.05	306.90	329.30	349.25	371.65	386.65
Industrial Inside 500,000 gal	1,333.00	1,458.65	1,584.30	1,684.90	1,810.50	1,885.95

Town of Valdese
Water and Sewer Utility Fund

Current and Proposed Combined Water and Sewer Rates

Customer Class	Current Rate	Projected				
	FY23	FY24	FY25	FY26	FY27	FY28
Inside Combined Residential						
Minimum 3,000 gallons	44.50	48.10	51.50	54.60	57.90	60.30
Volume Charge (per 1,000 gal); 3,001+ gallons	6.35	6.90	7.45	7.95	8.50	8.85
Outside Combined Residential						
Minimum 3,000 gallons	69.50	70.70	71.85	72.90	74.00	74.80
Volume Charge (per 1,000 gal); 3,001+ gallons	11.50	11.90	12.30	12.65	13.05	13.35
Inside Combined Commercial						
Minimum 3,000 gallons	46.35	50.10	53.65	56.90	60.35	62.80
Volume Charge (per 1,000 gal); 3,001+ gallons	6.75	7.35	7.90	8.45	9.00	9.45
Outside Combined Commercial						
Minimum 3,000 gallons	92.50	99.95	106.95	113.40	120.25	125.10
Volume Charge (per 1,000 gal); 3,001+ gallons	13.15	14.25	15.30	16.25	17.30	18.00
Inside Combined Industrial						
Water Minimum 3,000 Gallons, Sewer Minimum 0 gallons	22.80	24.65	26.45	28.10	29.80	31.05
Water Volume Charge (per 1,000 gal); 3,001 - 3,000,000 gallons	2.85	3.10	3.35	3.60	3.85	4.05
Water Volume Charge (per 1,000 gal); 3,000,000+ gallons	1.45	1.60	1.75	1.90	2.05	2.15
Sewer Volume Charge (per 1,000 gal)	2.65	2.90	3.15	3.35	3.60	3.75
Outside Combined Industrial						
Water Minimum 3,000 Gallons, Sewer Minimum 0 gallons	45.35	48.40	51.35	54.10	57.05	59.35
Water Volume Charge (per 1,000 gal); 3,001 - 3,000,000 gallons	5.70	6.20	6.65	7.05	7.50	7.80
Water Volume Charge (per 1,000 gal); 3,000,000+ gallons	2.65	2.90	3.15	3.35	3.60	3.75
Sewer Volume Charge (per 1,000 gal)	5.30	5.50	5.70	5.95	6.20	6.45
Burke County						
Water Volume Charge (per 1,000 gal); 3,001+ gallons	4.05	4.40	4.75	5.05	5.40	5.65
Sewer Volume Charge (per 1,000 gal)	2.85	3.10	3.35	3.60	3.85	4.05
Rutherford College						
Water Volume Charge (per 1,000 gal); 3,001+ gallons	4.05	4.40	4.75	5.05	5.40	5.65
Sewer Volume Charge (per 1,000 gal)	2.85	3.10	3.35	3.60	3.85	4.05
Icard						
Minimum 10,000,000 gal	10,700.00	10,800.00	10,900.00	11,000.00	11,100.00	11,200.00
Volume Charge (per 1,000 gal) 10,000,000+ gal	volume charge not to exceed current Hickory Rate					
Drexel						
Sewer Volume Charge (per 1,000 gal)	2.85	3.10	3.35	3.60	3.85	4.05
Sample Monthly Combined Water and Sewer Charges						
	Current Rate	Projected				
	FY23	FY24	FY25	FY26	FY27	FY28
Residential Inside 3,000 gal	44.50	48.10	51.50	54.60	57.90	60.30
Residential Outside 3,000 gal	69.50	70.70	71.85	72.90	74.00	74.80
Commercial Inside 10,000 gal	93.60	101.55	108.95	116.05	123.35	128.95
Commercial Outside 10,000 gal	184.55	199.70	214.05	227.15	241.35	251.10
Commercial Inside 50,000 gal	363.60	395.55	424.95	454.05	483.35	506.95
Commercial Outside 50,000 gal	710.55	769.70	826.05	877.15	933.35	971.10
Industrial Inside 500,000 gal	2,484.25	2,715.35	2,946.40	3,152.30	3,383.25	3,538.90

FINANCIAL MODEL OUTPUT SUMMARY: ALTERNATIVE SCENARIO 1

Town of Valdese Water and Sewer Utility Fund

Financial Model Output Summary - FISCAL YEAR 2024

Scenario 1: 4% Across the Board

Revenue

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Operating Revenue Existing Rates	5,194,000	5,265,000	5,332,000	5,400,000	5,470,000	5,541,000	5,613,000	5,687,000	5,762,000	5,838,000	5,916,000
New Revenue (Cumulative amount)		208,000	418,000	632,000	847,000	1,066,000	1,288,000	1,512,000	1,739,000	1,970,000	2,203,000
Projected Operating Revenue	5,194,000	5,473,000	5,750,000	6,032,000	6,317,000	6,607,000	6,901,000	7,199,000	7,501,000	7,808,000	8,119,000

Expenses

Operating Expenses	4,742,000	4,794,000	4,994,000	5,132,000	5,275,000	5,425,000	5,581,000	5,743,000	5,913,000	6,091,000	6,276,000
Capital Outlay	914,000	504,000	660,000	533,000	284,000	284,000	157,000	561,000	315,000	152,000	236,000
Existing Debt Service	361,000	361,000	360,000	480,000	498,000	481,000	479,000	477,000	475,000	472,000	471,000
Projected Debt Service	-	-	82,000	307,000	762,000	899,000	879,000	998,000	1,030,000	1,005,000	980,000

Percent Increase Applied

Overall Revenue Adjustment	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%	4%
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Financial Outcomes

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenses to Cover	6,017,000	5,659,000	6,096,000	6,452,000	6,819,000	7,089,000	7,096,000	7,779,000	7,733,000	7,720,000	7,963,000
Difference / (Shortage)		(186,000)	(346,000)	(420,000)	(502,000)	(482,000)	(195,000)	(580,000)	(232,000)	88,000	156,000

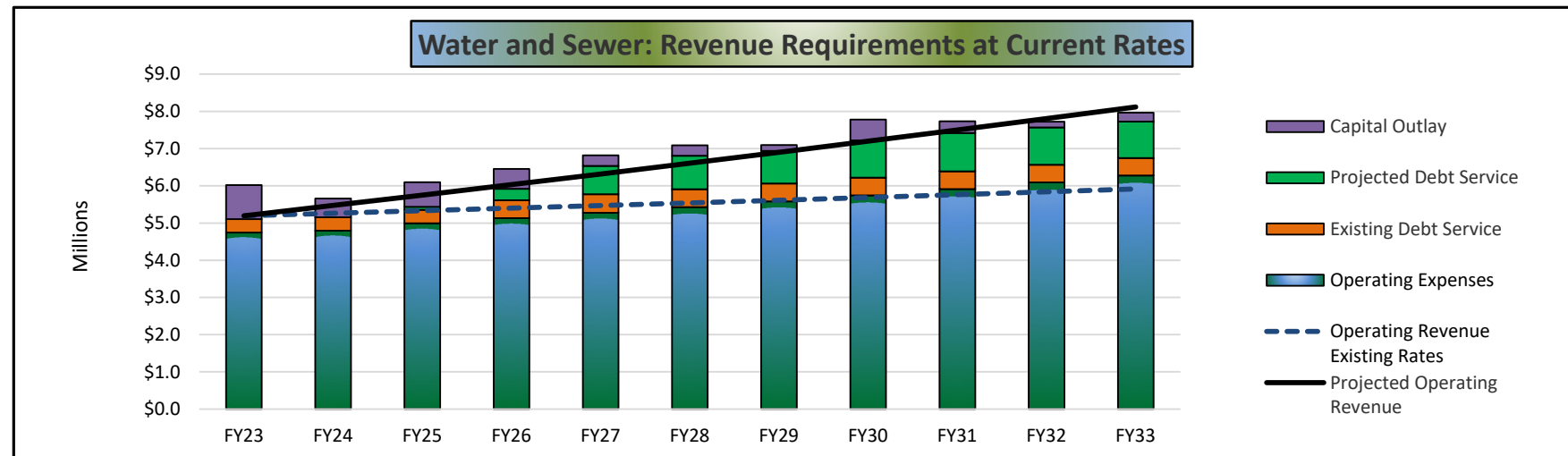
Effect on Customer Bills

Combined Residential Bill 3,000 gal	\$44.50	\$46.35	\$48.25	\$50.20	\$52.30	\$54.45	\$56.65	\$59.00	\$61.40	\$63.90	\$66.50
Monthly Combined Residential Bill Change		\$1.85	\$1.90	\$1.95	\$2.10	\$2.15	\$2.20	\$2.35	\$2.40	\$2.50	\$2.60

Financial Indicators

Fund Balance Tracker	2,845,000	2,659,000	2,313,000	1,893,000	1,391,000	909,000	714,000	134,000	(98,000)	(10,000)	146,000
Fund Balance % of Expenses to Cover	47%	47%	38%	29%	20%	13%	10%	2%	-1%	0%	2%

Summary Chart



Water/Sewer 10-Year Capital Investment

Description	Total CIP	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Water Treatment	11,086,000	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300
Wastewater Treatment	8,523,000	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-
Distribution / Collection	8,392,000	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-
Total Water/Sewer CIP	28,001,000	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300

FINANCIAL MODEL OUTPUT SUMMARY: ALTERNATIVE SCENARIO 2

Town of Valdese Water and Sewer Utility Fund

Financial Model Output Summary - FISCAL YEAR 2024

Scenario 2: 4% in FY24 with Catch-Up

Revenue

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Operating Revenue Existing Rates	5,194,000	5,265,000	5,332,000	5,400,000	5,470,000	5,541,000	5,613,000	5,687,000	5,762,000	5,838,000	5,916,000
New Revenue (Cumulative amount)		208,000	839,000	1,159,000	1,429,000	1,648,000	1,869,000	2,094,000	2,321,000	2,551,000	2,785,000
Projected Operating Revenue	5,194,000	5,473,000	6,171,000	6,559,000	6,899,000	7,189,000	7,482,000	7,781,000	8,083,000	8,389,000	8,701,000

Expenses

Operating Expenses	4,742,000	4,794,000	4,994,000	5,132,000	5,275,000	5,425,000	5,581,000	5,743,000	5,913,000	6,091,000	6,276,000
Capital Outlay	914,000	504,000	660,000	533,000	284,000	284,000	157,000	561,000	315,000	152,000	236,000
Existing Debt Service	361,000	361,000	360,000	480,000	498,000	481,000	479,000	477,000	475,000	472,000	471,000
Projected Debt Service	-	-	82,000	307,000	762,000	899,000	879,000	998,000	1,030,000	1,005,000	980,000

Percent Increase Applied

Overall Revenue Adjustment	4%	12%	6%	5%	4%	4%	4%	4%	4%	4%	4%
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Financial Outcomes

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenses to Cover	6,017,000	5,659,000	6,096,000	6,452,000	6,819,000	7,089,000	7,096,000	7,779,000	7,733,000	7,720,000	7,963,000
Difference / (Shortage)		(186,000)	75,000	107,000	80,000	100,000	386,000	2,000	350,000	669,000	738,000

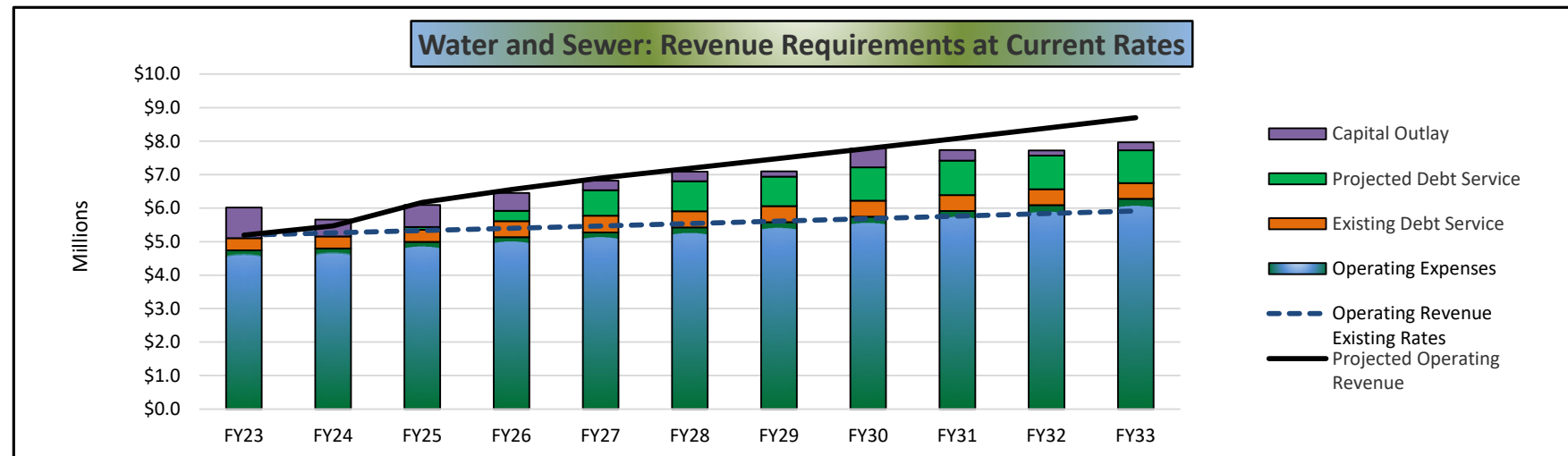
Effect on Customer Bills

Combined Residential Bill 3,000 gal	\$44.50	\$46.35	\$51.95	\$55.15	\$57.95	\$60.35	\$62.80	\$65.35	\$68.00	\$70.75	\$73.65
Monthly Combined Residential Bill Change		\$1.85	\$5.60	\$3.20	\$2.80	\$2.40	\$2.45	\$2.55	\$2.65	\$2.75	\$2.90

Financial Indicators

Fund Balance Tracker	2,845,000	2,659,000	2,734,000	2,841,000	2,921,000	3,021,000	3,407,000	3,409,000	3,759,000	4,428,000	5,166,000
Fund Balance % of Expenses to Cover	47%	47%	45%	44%	43%	43%	48%	44%	49%	57%	65%

Summary Chart



Water/Sewer 10-Year Capital Investment

Description	Total CIP	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Water Treatment	11,086,000	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300
Wastewater Treatment	8,523,000	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-
Distribution / Collection	8,392,000	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-
Total Water/Sewer CIP	28,001,000	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300

FINANCIAL MODEL OUTPUT SUMMARY: ALTERNATIVE SCENARIO 3

Town of Valdese Water and Sewer Utility Fund

Financial Model Output Summary - FISCAL YEAR 2024

Scenario 3: 6% in FY24 then Catch-Up

Revenue

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Operating Revenue Existing Rates	5,194,000	5,265,000	5,332,000	5,400,000	5,470,000	5,541,000	5,613,000	5,687,000	5,762,000	5,838,000	5,916,000
New Revenue (Cumulative amount)		312,000	838,000	1,158,000	1,428,000	1,646,000	1,868,000	2,092,000	2,320,000	2,550,000	2,783,000
Projected Operating Revenue	5,194,000	5,577,000	6,170,000	6,558,000	6,898,000	7,187,000	7,481,000	7,779,000	8,082,000	8,388,000	8,699,000

Expenses

Operating Expenses	4,742,000	4,794,000	4,994,000	5,132,000	5,275,000	5,425,000	5,581,000	5,743,000	5,913,000	6,091,000	6,276,000
Capital Outlay	914,000	504,000	660,000	533,000	284,000	284,000	157,000	561,000	315,000	152,000	236,000
Existing Debt Service	361,000	361,000	360,000	480,000	498,000	481,000	479,000	477,000	475,000	472,000	471,000
Projected Debt Service	-	-	82,000	307,000	762,000	899,000	879,000	998,000	1,030,000	1,005,000	980,000

Percent Increase Applied

Overall Revenue Adjustment	6%	10%	6%	5%	4%	4%	4%	4%	4%	4%	4%
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Financial Outcomes

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenses to Cover	6,017,000	5,659,000	6,096,000	6,452,000	6,819,000	7,089,000	7,096,000	7,779,000	7,733,000	7,720,000	7,963,000
Difference / (Shortage)		(82,000)	74,000	106,000	79,000	98,000	385,000	-	349,000	668,000	736,000

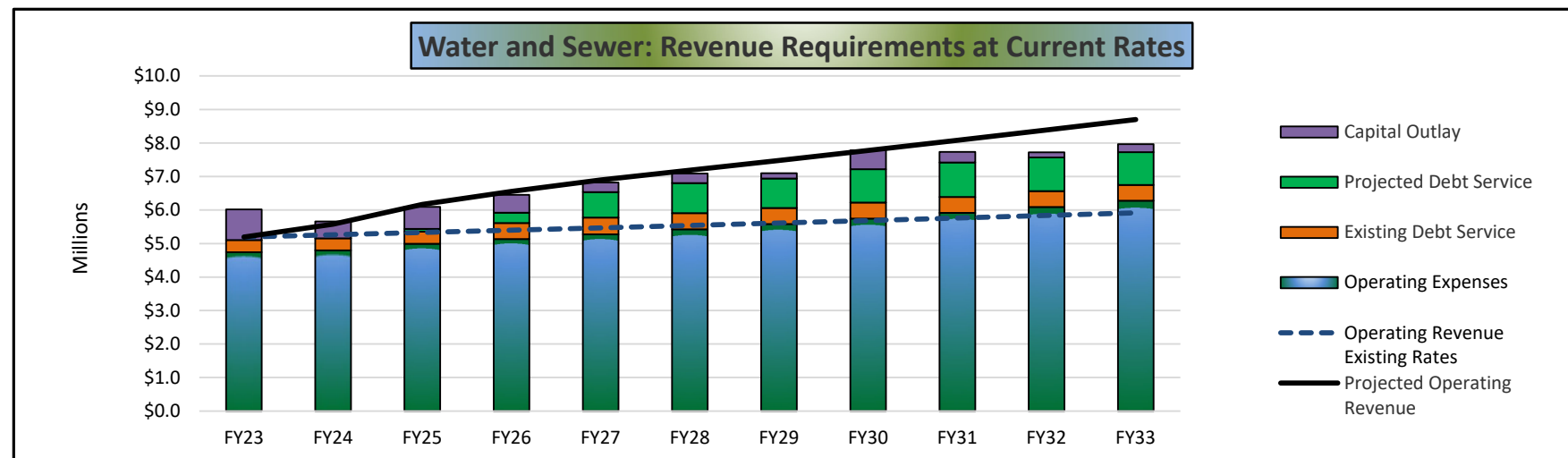
Effect on Customer Bills

Combined Residential Bill 3,000 gal	\$44.50	\$47.20	\$51.95	\$55.15	\$57.95	\$60.35	\$62.80	\$65.35	\$68.00	\$70.75	\$73.65
Monthly Combined Residential Bill Change		\$2.70	\$4.75	\$3.20	\$2.80	\$2.40	\$2.45	\$2.55	\$2.65	\$2.75	\$2.90

Financial Indicators

Fund Balance Tracker	2,845,000	2,763,000	2,837,000	2,943,000	3,022,000	3,120,000	3,505,000	3,505,000	3,854,000	4,522,000	5,258,000
Fund Balance % of Expenses to Cover	47%	49%	47%	46%	44%	44%	49%	45%	50%	59%	66%

Summary Chart



Water/Sewer 10-Year Capital Investment

Description	Total CIP	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Water Treatment	11,086,000	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300
Wastewater Treatment	8,523,000	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-
Distribution / Collection	8,392,000	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-
Total Water/Sewer CIP	28,001,000	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300

FINANCIAL MODEL OUTPUT SUMMARY: ALTERNATIVE SCENARIO 4

Town of Valdese Water and Sewer Utility Fund

Financial Model Output Summary - FISCAL YEAR 2024

Scenario 4: 5% Residential/Commercial, 8% Industrial in FY24 then Catch-Up

Revenue

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Operating Revenue Existing Rates	5,194,000	5,265,000	5,332,000	5,400,000	5,470,000	5,541,000	5,613,000	5,687,000	5,762,000	5,838,000	5,916,000
New Revenue (Cumulative amount)		289,000	868,000	1,187,000	1,457,000	1,676,000	1,848,000	2,017,000	2,187,000	2,360,000	2,535,000
Projected Operating Revenue	5,194,000	5,554,000	6,200,000	6,587,000	6,927,000	7,217,000	7,461,000	7,704,000	7,949,000	8,198,000	8,451,000

Expenses

Operating Expenses	4,742,000	4,794,000	4,994,000	5,132,000	5,275,000	5,425,000	5,581,000	5,743,000	5,913,000	6,091,000	6,276,000
Capital Outlay	914,000	504,000	660,000	533,000	284,000	284,000	157,000	561,000	315,000	152,000	236,000
Existing Debt Service	361,000	361,000	360,000	480,000	498,000	481,000	479,000	477,000	475,000	472,000	471,000
Projected Debt Service	-	-	82,000	307,000	762,000	899,000	879,000	998,000	1,030,000	1,005,000	980,000

Percent Increase Applied

Overall Revenue Adjustment	5%	11%	6%	5%	4%	3%	3%	3%	3%	3%
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Financial Outcomes

Description	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenses to Cover	6,017,000	5,659,000	6,096,000	6,452,000	6,819,000	7,089,000	7,096,000	7,779,000	7,733,000	7,720,000	7,963,000
Difference / (Shortage)		(105,000)	104,000	135,000	108,000	128,000	365,000	(75,000)	216,000	478,000	488,000

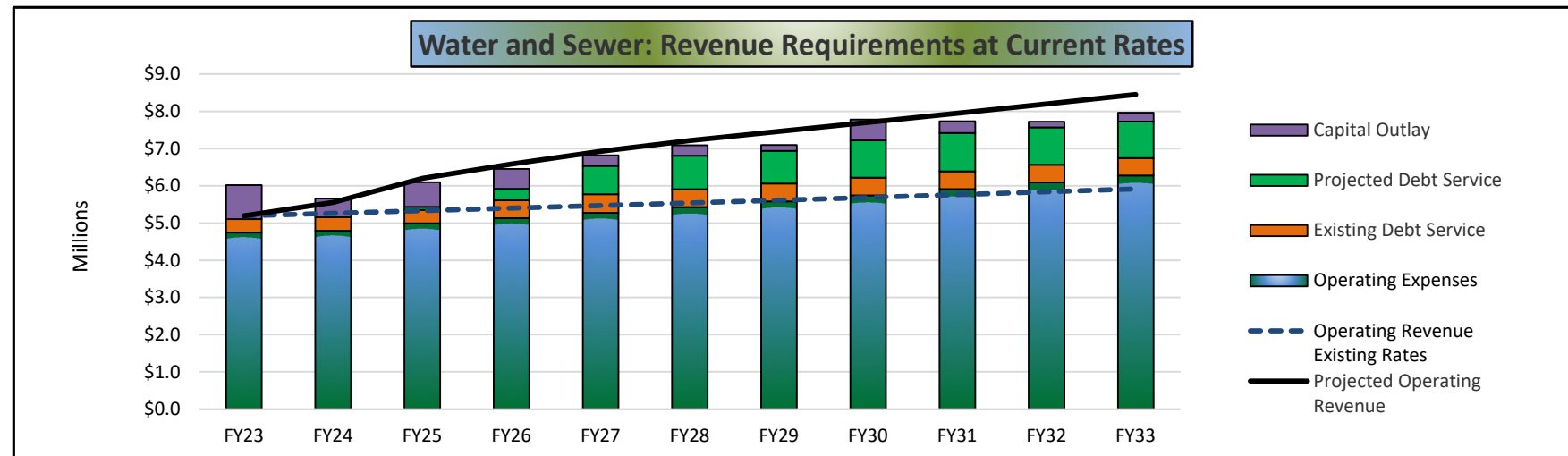
Effect on Customer Bills

Combined Residential Bill 3,000 gal	\$44.50	\$46.75	\$51.95	\$55.15	\$57.95	\$60.35	\$62.20	\$64.10	\$66.05	\$68.10	\$70.20
Monthly Combined Residential Bill Change		\$2.25	\$5.20	\$3.20	\$2.80	\$2.40	\$1.85	\$1.90	\$1.95	\$2.05	\$2.10

Financial Indicators

Fund Balance Tracker	2,845,000	2,740,000	2,844,000	2,979,000	3,087,000	3,215,000	3,580,000	3,505,000	3,721,000	4,199,000	4,687,000
Fund Balance % of Expenses to Cover	47%	48%	47%	46%	45%	45%	50%	45%	48%	54%	59%

Summary Chart



Water/Sewer 10-Year Capital Investment

Description	Total CIP	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Water Treatment	11,086,000	76,000	4,794,300	158,300	49,900	-	-	139,000	21,000	5,610,700	236,300
Wastewater Treatment	8,523,000	175,000	2,259,100	142,900	5,184,800	176,400	157,000	172,000	104,100	152,000	-
Distribution / Collection	8,392,000	252,700	910,600	2,731,500	149,600	1,807,900	-	1,750,000	790,000	-	-
Total Water/Sewer CIP	28,001,000	503,700	7,964,000	3,032,700	5,384,300	1,984,300	157,000	2,061,000	915,100	5,762,700	236,300

RATE and FEE SCHEDULES

OLD ROCK SCHOOL RATE & FEE SCHEDULE 2023-2024

Major Event Rental			
Monday - Thursday Profit			
	<4 hours	4-6 hours	6-12 hours
Auditorium	\$400.00	\$500.00	\$600.00
Waldensian Room	\$150.00	\$150.00	\$150.00
Monday - Thursday Non-Profit			
Auditorium	\$300.00	\$400.00	\$500.00
Waldensian Room	\$150.00	\$150.00	\$150.00
Friday-Sunday Profit			
	<4 hours	4-6 hours	6-12 hours
Auditorium	\$450.00	\$550.00	\$650.00
Waldensian Room	\$200.00	\$200.00	\$200.00
Friday- Sunday Non-Profit			
Auditorium	\$300.00	\$400.00	\$500.00
Waldensian Room	\$175.00	\$175.00	\$175.00
Waldensian Room			
	Rate	Additional Hours	
Base Price (5 hours of use)	\$200.00	\$30.00	
Teachers Cottage			
	Rate	Additional Hours	
Base Price (4 hours of use)	\$100.00	\$20.00	
Classrooms/Dressingrooms			
	Rate	Additional Hours	
Base Price (6 hours of use)	\$60.00	\$20.00	
Businesses			
	Square Footage	Annual Lease Rate	
Dream Connections	3350	\$13,200.00	
David Harmon Studios	800	\$4,410.00	
Tranquility Day Spa	700	\$4,410.00	
Modern Treatment Healthcare	120	\$700.00	
Meals on Wheels	TC Rental M-F (8am-12pm)	\$3,000.00	

Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees
JIMMY C. DRAUGHN AQUATIC & FITNESS CENTER

Daily Swim/Fitness Center Fees - \$5.00

INSIDE Valdese City Limits

	AQUATICS <u>or</u> FITNESS CENTER		AQUATICS <u>and</u> FITNESS CENTER	
	<u>3 month</u>	<u>Annual</u>	<u>3 month</u>	<u>Annual</u>
Individual	\$47	\$147	\$69	\$220
Household	\$94	\$294	\$138	\$440

OUTSIDE Valdese City Limits

	AQUATICS <u>or</u> FITNESS CENTER		AQUATICS <u>and</u> FITNESS CENTER	
	<u>3 month</u>	<u>Annual</u>	<u>3 month</u>	<u>Annual</u>
Individual	\$70	\$220	\$103	\$330
Household	\$140	\$440	\$206	\$660

10 Visit Punch Cards

One punch allows you to Swim and use the Fitness Room on the same day
 Carries NO membership benefits - \$45

Fitness Class Benefits

Aquatics only members - Core water exercise classes FREE
 - Premium/Advanced water exercise classes \$5
 - Core land exercise classes \$5
 - Premium/Advanced land exercise classes \$8

Fitness only members - Core land exercise classes FREE
 - Premium/Advanced land exercise classes \$5
 - Core water exercise classes \$5
 - Premium/Advanced water exercise classes \$8

Aquatics and Fitness members - Core water and land exercise classes FREE
 - Premium/Advanced water and land exercise classes \$5

Non-members - Core water and land exercise classes \$5
 - Premium/Advanced water and land exercise classes \$8

Aquatic Members receive **50% off** all swim lessons for all persons listed on the membership

Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees
PARKS & RECREATION FACILITIES

Splash Park Multi-Purpose Room
 \$ 100 for two hours (minimum)
 \$ 50 for each additional hour

Picnic Shelters
 (Rotary Park, Childrens Park, Splash Park)
 \$ 50 for two hours (minimum)
 \$ 25 for each additional hour

 (McGalliard Falls Entire Shelter)
 \$60 for two hours (minimum)
 \$30 per hour extra

Bowling Center Party Room
 \$ 40 for 2 hours

Bowling Party Package (food, bowling on 4 lanes, party room)
 \$150 minimum for 10 people/ \$10 per additional person up to 20 people

Lane Rental
 \$20 per hour per lane up to 5 people per lane (shoe rental included)

Game Rates
 \$3/game; \$2 shoe rental (Special Needs \$2.50 Game and Rental)

Pool Parties
 Saturdays during when the Bubble is up
 \$ 25 per table for 1.50 hours

Umbrella Tables
 \$ 50 per table for 12-5pm in summer

Private Pool Parties
 Sunday afternoons when the bubble is up (3 hrs.) All tables available.

 \$ 250 up to 50 persons
 \$ 275 for over 50 persons

Daily Pool Use
 \$5 All Ages

Daily Fitness Center Use
 \$5 per person

Swim Lessons
 \$ 56 for eight classes (non-members)
 \$ 28 for eight classes (members)

Day Care Pool Use
 \$ 4 per child

<p>Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees</p> <p>PUBLIC WORKS</p>

CEMETERY PLOTS	<u>Each</u>
Inside Valdese Town Limit	\$400
Outside Valdese Town Limit	\$1,000
Deed Transfer	\$25
SOLID WASTE	<u>Monthly</u>
Residential Trash	\$10.00
Residential Recycling	\$2.30
Small User Fee (small businesses)	\$13.30
Construction Debris per load	\$75.00

Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees PLANNING

	<u>Each</u>
CONDITIONAL USE PERMIT	\$350
REZONING PERMIT	\$350
VARIANCE APPLICATION	\$350

Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees
FIRE

SCHEDULE OF INSPECTION FEES

These are the fees for inspections as referred to in Section 3-2021(g) of the Code of Ordinances of Valdese, North Carolina:

<u>Inspection Type</u>	<u>Scheduled Fee:</u>
Periodic fire inspection:	None
Fire inspection pursuant to permit application:	None
First inspection for noncompliance, if code requirements are met:	None
First reinspection for noncompliance, if code requirements are not met:	\$50.00
Second and subsequent reinspections for noncompliance:	\$100.00

SCHEDULE OF CIVIL PENALTIES

These are the civil penalties for violations of the Fire Prevention and Protection Code of Valdese, North Carolina as referred to in Section 3-2021(h) of the Code of Ordinances of Valdese, North Carolina:

<u>Chapter Number</u>	<u>Title</u>	<u>Fee Amount</u>
1	Scope and Administration	\$100.00
2	Definitions	\$0.00
3	General Requirements	\$100.00
4	Emergency planning and preparedness	\$100.00
5	Fire service features	\$100.00
6	Building services and systems	\$100.00
7	Fire and Smoke Protection Features	\$100.00
8	Interior finish, decorative materials and furnishings	\$100.00
9	Fire protection systems	\$200.00
10	Means of egress	\$200.00
20	Aviation facilities	\$100.00
21	Dry cleaning	\$100.00
22	Combustible dust producing operations	\$100.00
23	Motor Fuel-Dispensing Facilities and Repair Garages	\$100.00
24	Flammable finishes	\$100.00
25	Fruit and crop ripening	\$100.00
26	Fumigation and insecticidal fogging	\$100.00
27	Semiconductor fabrication facilities	\$100.00
28	Lumber yards and Agro-Industrial, Solid Biomass and Wood Working Facilities	\$100.00

Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees
FIRE (cont.)

29	Manufacture of organic coatings	\$100.00
30	Industrial ovens	\$100.00
31	Tents and other membrane structures	\$100.00
32	High piled combustible storage	\$100.00
33	Fire Safety During Construction and Demolition	\$100.00
34	Tire rebuilding and tire storage	\$100.00
35	Welding and other hot work	\$100.00
36	Marinas	\$100.00
37	Combustible fibers	\$100.00
50	Hazardous materials – general provisions	\$100.00
51	Aerosols	\$100.00
53	Compressed gases	\$100.00
54	Corrosive materials	\$100.00
55	Cryogenic fluids	\$100.00
56	Explosives and fireworks	\$100.00
57	Flammable and combustible liquids	\$100.00
58	Flammable gases and Flammable Cryogenic Fluids	\$100.00
59	Flammable solids	\$100.00
60	Highly toxic and toxic materials	\$100.00
61	Liquefied petroleum gases	\$100.00
62	Organic peroxides	\$100.00
63	Oxidizers, Oxidizing Gases and Oxidizing Cryogenic Fluids	\$100.00
64	Pyrophoric materials	\$100.00
65	Pyroxylin (cellulose nitrate) plastics	\$100.00
66	Unstable (reactive) materials	\$100.00
67	Water-reactive solids and liquids	\$100.00
80	Referenced standards	\$0.00

Alarm Permit Fees:

\$10.00

<p>Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees</p> <p>WATER & SEWER RATES</p>
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<i>Inside Water – Residential</i>	
Minimum 3,000 gallons	\$38.50
Volume Charge (per 1,000 gal); 3,001 + gallons	\$3.90
<i>Outside Water – Residential</i>	
Minimum 3,000 gallons	\$54.80
Volume Charge (per 1,000 gal); 3,001 + gallons	\$6.50
<i>Inside Water – Commercial</i>	
Minimum 3,000 gallons	\$40.00
Volume Charge (per 1,000 gal); 3,001 + gallons	\$4.05
<i>Outside Water – Commercial</i>	
Minimum 3,000 gallons	\$79.85
Volume Charge (per 1,000 gal); 3,001 + gallons	\$7.90
<i>Inside Water - Industrial</i>	
Minimum 3,000 gallons	\$16.05
Volume Charge (per 1,000 gal); 3,001 – 300,000 gallons	\$3.10
Volume Charge (per 1,000 gal); 300,000 +	\$1.60
<i>Outside Water - Industrial</i>	
Minimum 3,000 gallons	\$31.90
Volume Charge (per 1,000 gal); 3,001 – 300,000 gallons	\$6.20
Volume Charge (per 1,000 gal); 300,000 +	\$2.90
<i>Inside Sewer – Residential</i>	
Minimum 3,000 gallons	\$8.30
Volume Charge (per 1,000 gal); 3,001 + gallons	\$2.85
<i>Outside Sewer – Residential</i>	
Minimum 3,000 gallons	\$15.45
Volume Charge (per 1,000 gal); 3,001 + gallons	\$5.25
<i>Inside Sewer – Commercial</i>	
Minimum 3,000 gallons	\$8.80
Volume Charge (per 1,000 gal); 3,001 + gallons	\$3.05
<i>Outside Sewer – Commercial</i>	
Minimum 3,000 gallons	\$17.35
Volume Charge (per 1,000 gal); 3,001 + gallons	\$5.95
<i>Inside Sewer - Industrial</i>	
Minimum 0 gallons	\$8.65
Volume Charge (per 1,000 gal)	\$2.95
<i>Outside Sewer - Industrial</i>	
Minimum 0 gallons	\$17.15
Volume Charge (per 1,000 gal)	\$5.80

<p>Town of Valdese: Fiscal Year 2023-2024 Schedule of Fees</p> <p>WATER & SEWER RATES</p>
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Utility Fees

Non-owner resident deposit	\$150.00
Non-owner commercial deposit	\$150.00
Non-owner industrial deposit	\$150.00
Non-payment fee	\$25.00
Meter Tampering penalty	\$500 plus damages
Late penalty	10% after 15 th of month bill is due. Amended policy now included for large users. If the penalty exceeds \$200.00 the amended policy becomes effective.

Tap fees

Water line located on same side of road

¾" water tap	\$1,500.00
1" water tap	\$1,920.00
Greater than 1"	Cost plus 15%

Water line located on opposite side of road

¾" water tap	\$1,700.00
1" water tap	\$2,120.00
Greater than 1"	Cost plus 15%

Meter Relocate (using existing tap- not to exceed 20 feet)	\$800.00
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Sewer line located on same side of road

4" sewer tap	\$1,500.00
Larger than 4"	Actual cost plus 15%

Sewer line located on opposite side of road

4" sewer tap	\$1,700.00
(any other extreme circumstances)	\$1700.00 or cost plus 15% whichever is greater

Larger than 4"	Actual cost plus 15%
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Industrial Pretreatment Surcharge	\$18,500.00
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**TOWN OF VALDESE BUDGET ORDINANCE
FISCAL YEAR 2023-2024**

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF VALDESE, NORTH CAROLINA, THAT:

Section 1: The following amounts are hereby appropriated to the fund set forth for the operation of the town government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024, in accordance with the chart of accounts heretofore established for this town:

GENERAL FUND - OPERATIONS		\$	7,219,809
Governing Body	\$		76,989
Administration			1,199,605
Public Works			195,689
Maintenance & Grounds			283,573
Planning			127,144
Police			1,295,208
Fire			1,211,715
Street			643,820
Powell Bill			146,300
Sanitation			368,199
Recreation			981,680
Tourism/Community Affairs			689,887
GENERAL FUND - CAPITAL OUTLAY		\$	473,800
Governing Body	\$		-
Administration			20,000
Public Works			41,000
Maintenance & Grounds			-
Planning			3,000
Police			45,000
Fire			-
Street			-
Powell Bill			-
Sanitation			165,000
Recreation			104,800
Tourism/Community Affairs			95,000
WATER SEWER FUND - OPERATIONS		\$	5,178,298
Water	\$		2,103,250
Wastewater			1,746,881
Water & Sewer Construction			1,328,166
WATER SEWER FUND - CAPITAL OUTLAY		\$	503,700
Water	\$		76,000
Wastewater			175,000
Water & Sewer Construction			252,700
TOTAL BUDGET		\$	13,375,607

**TOWN OF VALDESE BUDGET ORDINANCE
FISCAL YEAR 2023-2024**

Section 2: It is estimated, and therefore appropriated, that the following revenues will be made available to the respective funds for the fiscal year beginning July 1, 2023 as follows:

GENERAL FUND	\$	7,693,609
UTILITY FUND		5,681,998
TOTAL REVENUES	\$	13,375,607

Section 3: There is hereby levied an ad valorem tax at the rate of fifty-one and one half cents (\$0.515) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising a portion of the revenue listed in the General Fund appropriation in Section II of this ordinance. This rate, based upon an estimated total valuation of \$474,327,481 will generate a levy of \$2,406,145 with an estimated collection rate of 98.50%.

Section 4: As set forth in the Utility Fund Debt Service of the FY 2023-2024 budget document, the amount of \$358,386 is appropriated for the purpose of debt service and that this amount is sufficient for the complete and proper payment of all bond principal, bond interest and commissions on the outstanding debt of the town relating thereto for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Section 5: As set forth in the General Fund Debt Service Section of the FY 2023-2024 budget document, the amount of \$260,244 is appropriated for the purpose of debt service and that this amount is sufficient for the complete and proper payment of all bond principal, bond interest and commissions on the outstanding debt of the town relating thereto for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Section 6: The operating funds encumbered on the financial records of June 30, 2023 are hereby reappropriated into this budget.

Section 7: The corresponding "Fiscal Year 2023-2024 Rate and Fee Schedule" is approved with the adoption of this Annual Budget Ordinance.

Section 8: The Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. He may transfer amounts between line-item expenditures within a department without limitation and without a report being required.
- b. He may transfer amounts of \$10,000 between departments of the same fund without a report being required.
- c. He may not transfer any amounts between funds or from any fund balance appropriation within any fund without approval of the Town Council.

Section 9: The Budget Officer is hereby authorized to execute agreements, within funds included in the Budget Ordinance or other actions by the Governing Body, for the following purposes:

- a. Form grant agreements to public and non-profit organizations
- b. Leases of routine business equipment
- c. Consultant, professional, or maintenance service agreements
- d. Purchase of supplies, materials, or equipment where formal bids are not required by law
- e. Applications for and agreements for acceptance of grant funds from federal, state, public, and non-profit organizations, and other funds from other governmental units, for services to be rendered which have been previously approved by the Governing Body
- f. Construction or repair projects
- g. Liability, health, life, disability, casualty, property, or other insurance or performance bonds
- h. Other administrative contracts which include agreements adopted in accordance with the directives of the Governing Body.

**TOWN OF VALDESE BUDGET ORDINANCE
FISCAL YEAR 2023-2024**

Section 10: Copies of this budget ordinance and accompanying documents shall be furnished to the finance office, budget officer, and other department heads of the Town of Valdese to be kept on file by them for their direction in the disbursement of funds.

Upon introduction by Town Manager Seth B. Eckard, motion to adopt by

Council _____, and seconded by Council _____, the vote was _____.

This ordinance is adopted on this the 5th day June, 2023.

Charles Watts, Mayor

Attest: _____
Jessica Lail, Town Clerk

VALDESE FIRE DEPARTMENT

M. Truman Walton
Fire Chief / Safety Director
Post Office Box 339
121 Faet Street SW
Valdese, North Carolina 28690



Serving The Community With Pride,
Integrity And Courage.

Telephone: 828-879-2103
Fax: 828-879-2106

TO: Seth Eckard, Town Manager
Valdese Town Council

FROM: Truman Walton, Fire Chief

DATE: May 25, 2023

REF: New Fire Captain Position

The Fire Department would like to create the position classification of Fire Captain.

The Fire Captain will serve as both the training officer and the maintenance officer, as well as serving as third in command of the Fire Department. The duties of the position would include scheduling and conducting department training, training new personnel, and ensuring that all personnel received required training. Duties would also include performing preventative maintenance and repairs to apparatus, equipment and facilities, scheduling and coordinating major repairs, and keeping inventory of all supplies and equipment. The person in this role would supervise employees and serve as command of the fire department or incident scene in the absence of the Fire Chief and Assistant Fire Chief.

David Hill with Piedmont Triad Regional Council recommended that this position be placed at grade 20 on the Town of Valdese pay scale.



Town of Valdeese FIRE CAPTAIN

I. General Statement of Duties

Performs technical and supervisory work of planning, managing, and conducting the training and maintenance programs of the fire department. Assists with the fire prevention inspection, public education, and Safe Kids programs. Supervision may be exercised over subordinate staff. The member in this position is also susceptible to performing fire suppression operations, emergency medical duties, supervising a specific task during an emergency incident, and performing within the Incident Command System. Employee performs the duties of the Fire Chief and/or Assistant Fire Chief in their absence.

II. Distinguishing Features of the Class

An employee in this class supervises and participates in all aspects of fire department operations and serves as the training officer and maintenance officer, ensuring that personnel receive required and beneficial training in all fire department operations. Coordinates maintenance, and ensures proper documentation of station, apparatus, equipment and facility repairs. Work requires that the employee stay abreast of current procedures for dealing with fires, hazardous materials, rescue procedures and techniques, and have the ability to incorporate changes into the fire department training program. Employee in this class must have good problem solving skills; exercise good judgement and have the ability to make effective decisions under pressure, particularly when directing personnel at an emergency incident. Employee is subject to the hazards associated with emergency incident response work, including working in outside and inside environments, working below grade and at high angles, in extreme cold and heat, and loud noise; working in close proximity to machinery, electrical current, high heat, chemicals, fumes, odors, dusts, gases, reduced visibility, poor ventilation, oils, and confined spaces. Perform activities such as fire attack and extinguishment, protection of cause of fire evidence, extrication of victims, performing basic life support, technical rescue operations and assisting Hazardous Materials Incident Response Teams. Work involves responsibility for the safe and efficient operation, care, minor maintenance, and adjustment of fire engines, aerial ladders, and other equipment. Plan, schedule, assign, and participate in equipment and station maintenance, drills and training, fire inspections, and other operational and administrative functions. This employee performs repairs to fire apparatus, equipment and station, and is responsible for scheduling the routine and annual maintenance and testing of apparatus and equipment. Employee ensures that annual service and maintenance of fire hydrants is completed, and that all related maintenance and repairs are properly documented. Promote public fire safety education by conducting fire prevention inspections, pre-incident surveys, station tours, life safety activities, home safety demonstrations and lectures, and other community risk reduction activities as necessary. Represents the department in meetings, conferences, and public events as needed. Provides an environment through leadership and example where customer service is the highest priority. Employee plays a significant role in the department's Safe Kids Program.

III. Duties and Responsibilities

Essential Duties and Tasks

- Serves as Department Head in the absence of the Fire Chief and Assistant Fire Chief.
- Supervises fire personnel to ensure effective utilization of staff and department resources.
- Responds to emergency incidents including fire, medical emergencies, accidents, as well as hazardous materials incidents, and directs operations as required, or until arrival of incident commander.
- Manage and perform emergency scene operations including lifesaving and property protection work, conduct scene size up, resource request and assignment, confinement, extinguishment, salvage, and overhaul while wearing personal protective equipment (PPE) and SCBA
- Prepares reports on incident responses, maintenance, and training; assists with related record keeping.
- Participates in fire safety inspections program, pre-incident planning and site plan review, Safe Kids program, and

- other regulatory enforcement as needed
- Serves as the department training officer responsible for planning, organizing, conducting and coordinating other instructors to provide required and enhanced training for all staff; maintains documentation of personnel training.
- Provides educational programs, fire department tours, fire prevention programming, and presents information to the public as needed.
- Conducts orientation training and practice drills in all phases of fire suppression and related activities to develop and maintain the capabilities, required standards, and readiness of firefighters, including training related to fire prevention, public education, accident prevention, and department safety practices
- Identify training needs, supervise and instruct classes and drills in firefighting and emergency medical techniques, including such areas as driving and operating equipment, the use of tools and techniques of firefighting, first aid, rescue, and hydraulics to ensure minimum standards are maintained
- Inspects personnel, apparatus, equipment, and station to ensure proper appearance and condition
- Oversees and performs equipment, apparatus, and station repairs maintenance to ensure sufficient operating condition, including washing and waxing trucks, hydrant maintenance, checking batteries, checking fuel and oil levels, cleaning and drying hoses, and inspecting hose and hose connections for damage and wear.
- Tracks and ensures return of all equipment and supplies at the incident scene; ensures that equipment is returned to a state of readiness upon return to the station, and participates in post-fire operations of cleaning and salvage.
- Make recommendations with supporting documentation regarding the need for specialized apparatus or equipment

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Knowledge of principles and practices of fire service management, fire prevention programs, emergency services training programs, emergency medical operations, hazardous materials response and skill in their application.
- Knowledge of modern firefighting practices and methods; thorough knowledge of fire suppression equipment and apparatus.
- Knowledge of the state laws, regulations and ordinances which govern fire prevention and control.
- Knowledge of industrial and commercial operations; and the potential hazards associated with them.
- Knowledge of various types of construction and the hazards presented by them.
- Knowledge of effective management principles and practices including motivation, communication, leadership, conflict resolution, performance coaching and evaluation
- Knowledge of the application of information technology in fire and emergency services operations.
- Ability to prepare clear and concise reports to analyze departmental operations
- Ability to communicate effectively both orally and in writing; to speak effectively before a group, to deal tactfully and firmly with the public, and to establish and maintain good working relationships.
- Ability to effectively supervise the work of staff and to plan, assign, and coordinate activities performed by personnel.
- Ability to exercise a calm demeanor and sound judgment, react effectively and lead and inspire confidence in emergency situations.
- Must be in good physical condition and have the ability to maintain good physical condition.
- Considerable knowledge of the operation of firefighting apparatus and equipment.
- Considerable knowledge of the geography of the Town; working knowledge of the location of hydrants and sprinkler connections.
- Considerable knowledge of and skill in administering emergency medical procedures and techniques
- Considerable knowledge of OSHA and Blood Borne Pathogens compliance.
- Skill in the use of firefighting equipment.

- Knowledge and ability to maintain vehicles, equipment and facilities.

Physical Requirements

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, climbing, balancing, pulling, grasping, feeling, talking, hearing, and repetitive motions.
- Must be capable of performing physically challenging work under emergency conditions.
- Must be able to successfully complete fire department's physical agility test, successfully pass medical physical exam and drug test. Must successfully pass criminal background check.
- Must be able to perform heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and 20 pounds of force constantly to move objects.
- Must possess the visual acuity to work with data and figures, operate a computer terminal, and perform extensive reading and operate equipment.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels.
- Must successfully complete the fire department fit-for-duty evaluation.

Required Education and Experience

- Graduation from an accredited high school
- Considerable experience as a Firefighter
- Considerable experience as an Emergency Medical Responder or higher
- Equivalent combination of education and experience
- Fire service supervisory experience

Desirable Education and Experience

- Graduation from a community college with a degree in fire science, emergency management, public administration or other related field
- Completion of advanced courses and seminars in fire administration, modern supervision and fire science

Special Requirements

- Valid North Carolina Class B Driver's License
- NC Hazardous Materials Operations
- NC Firefighter Certification
- NC Fire Officer II Certification
- NC Fire Instructor II Certification
- NC Fire Apparatus Driver/Operator Pumps & Aerials Certifications
- NC Emergency Medical Responder Certification (minimum)
- Child Passenger Safety Technician Certification
- ICS 100, 200, 300, 400, 700, & 800
- NC Fire Prevention Inspector Level I
- Willingness and ability to obtain the required State level certifications as required by the Town of Valdese.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This position is nonexempt.

Memo

To: Valdese Town Council & Mayor
From: Seth Eckard, Town Manager
Date: 6/2/2023
Re: Position Classification and Pay Plan

During this year's budget process, increasing the minimum starting pay for new full-time employee hires was discussed as a recruitment strategy to be more competitive in this current labor market. To achieve this, staff recommends increasing the minimum starting pay for each position in the existing Pay Plan by 10%. This adjustment aligns with our commitment to attracting and retaining quality employees. Any employee paid less than the new minimum starting pay will be brought up to the new minimum salary on July 1, 2023. The last Pay Study was completed in May 2019.

TOWN OF VALDESE PAY PLAN (7/1/2023)

Pay Grade	Min	Market	Max	FLSA	Classification
10	28,930	34,441	41,329	N	Public Works Maintenance Worker I
10	28,930	34,441	41,329	N	Street Maintenance Worker I
10	28,930	34,441	41,329	N	Utilities Maintenance Worker I
11	30,377	37,971	45,565	N	Public Works Maintenance Worker II
11	30,377	37,971	45,565	N	Street Maintenance Worker II
11	30,377	37,971	45,565	N	Utilities Maintenance Worker II
12	31,896	39,870	47,843	N	Equipment Operator
12	31,896	39,870	47,843	N	Utility Field Service Technician I
12	31,896	39,870	47,843	N	Wastewater Treatment Plant Operator I
12	31,896	39,870	47,843	N	Water Treatment Plant Operator C
13	33,491	41,864	50,236	N	
14	35,165	43,956	52,747	N	Administrative Specialist I
14	35,165	43,956	52,747	N	Customer Service Representative
14	35,165	43,956	52,747	N	Fleet Mechanic I
14	35,165	43,956	52,747	N	Laboratory Technician
14	35,165	43,956	52,747	N	Meter Technician I
14	35,165	43,956	52,747	N	Utility Field Service Technician II
14	35,165	43,956	52,747	N	Wastewater Treatment Operator II
14	35,165	43,956	52,747	N	Water Treatment Plant Operator B
15	36,924	46,154	55,385	N	Animal Control Officer
15	36,924	46,154	55,385	N	Fleet Mechanic II
15	36,924	46,154	55,385	N	Meter Technician II
15	36,924	46,154	55,385	N	Plant Maintenance Mechanic
16	38,770	48,462	58,155	N	Administrative Specialist II
16	38,770	48,462	58,155	N	Events and Facilities Supervisor
16	38,770	48,462	58,155	N	Fire Engineer
16	38,770	48,462	58,155	N	Fire Engineer/Maintenance
16	38,770	48,462	58,155	N	Public Works Crew Leader
16	38,770	48,462	58,155	N	Wastewater Treatment Plant Operator III
16	38,770	48,462	58,155	N	Water Treatment Plant Operator A
17	40,708	50,885	61,062	N	Accounting Technician I
17	40,708	50,885	61,062	N	Assistant Community Affairs Director
17	40,708	50,885	61,062	N	Athletics Programs Supervisor
17	40,708	50,885	61,062	N	Police Officer I
17	40,708	50,885	61,062	N	Code Enforcement/Animal Control Officer
17	40,708	50,885	61,062	N	Wastewater Treatment Plant Maintenance Mechanic Supv
17	40,708	50,885	61,062	N	Wastewater Treatment Plant Operator IV
18	42,744	53,429	64,116	N	Accounting Technician II

18	42,744	53,429	64,116	N	Fire Marshal
18	42,744	53,429	64,116	N	Laboratory Supervisor
18	42,744	53,429	64,116	N	Police Officer II
19	44,881	56,101	67,321	N	
20	47,125	58,906	70,687	E	Aquatics and Fitness Supervisor
20	47,125	58,906	70,687	N	Police Sergeant
20	47,125	58,906	70,687	N	Utility Maintenance Crew Leader
20	47,125	58,906	70,687	N	Fire Captain
21	49,481	61,851	74,221	N/E	
22	51,955	64,944	77,933	N/E	
23	54,552	68,191	81,829	N	Assistant Fire Chief
23	54,552	68,191	81,829	N	Assistant Police Chief/Detective
23	54,552	68,191	81,829	E	Wastewater Treatment Plant Superintendent
23	54,552	68,191	81,829	E	Water Treatment Plant Superintendent
24	57,280	71,600	85,920	N	Assistant Public Works Director
25	60,145	75,181	90,217	E	
26	63,151	78,939	94,728	E	Planning Director
26	63,151	78,939	94,728	E	Community Affairs Director
27	66,309	82,886	99,463	E	Town Clerk/HR Director
27	66,309	82,886	99,463	E	Parks and Recreation Director
28	69,625	87,031	104,437	E	Fire Chief
28	69,625	87,031	104,437	E	Police Chief
29	73,106	91,383	109,659	E	Water Resources Director
30	76,761	95,951	115,141	E	Public Works Director
30	76,761	95,951	115,141	E	Public Service Director
31	80,599	100,749	120,899	E	Finance Director
32	84,629	105,785	126,942	E	
33	88,859	111,074	133,288	E	Assistant Town Manager/Chief Finance Officer

Town Manager (Not Administered on Pay Plan)

Memo

To: Valdese Town Council & Mayor

From: Seth Eckard, Town Manager & Truman Walton, Safety Director

Date: 6/2/2023

Re: Amendments to the Personnel Policy

Staff recommends the following changes to the Personnel Policy:

Article III, Section 16 (Longevity)

Changed the \$1,500 cap to \$2,000 on the Longevity Payment Schedules:

Longevity amounts shall be as follows for employees hired prior to November 6, 2007 with a ~~\$1,500~~ \$2,000 maximum for any one individual:

<u>Years of Service</u>	<u>Amount</u>
1-2 years	1% of annual Salary or \$400 whichever is greater
3-4 years	1.5% or \$400 whichever is greater
5-9 years	\$ 2.0%
10-14 years	\$ 2.5%
15-19 years	\$ 3.0%
20 -29 years	\$ 3.5%
30 plus years	\$ 4.0%

Longevity amounts shall be as follows for employees hired on or after November 6, 2007 with a ~~\$1,500~~ \$2,000 maximum for any one individual:

<u>Years of Service</u>	<u>Amount</u>
0- but less than 5 years	-0-
5 but less than 10 years	2.0%
10 but less than 15 years	2.5%
15 but less than 20 years	3.0%
20 but less than 30 years	3.5%

30 plus years

4.0%

Longevity amounts shall be as follows for employees hired on or after May 1, 2020 with a ~~\$1,500~~ \$2,000 maximum for any one individual:

Years of Service	Longevity Amount
5 but less than 10 Years	\$500.00
10 but less than 15 Years	\$750.00
15 but less than 20 Years	\$1,000.00
20 but less than 25 Years	\$1,250.00
25 or more Years	\$1,500.00 <u>\$2,000.00</u>

Article VI, Section 5. Retiree Insurance Coverage

Change: Reinstated the retiree insurance benefit for full-time employees who have completed at least 25 years of employment with the Town of Valdese but are not yet eligible for Medicare. This benefit sunsets; anyone hired after June 30, 2026, will not be eligible. All current full-time employees are retroactively eligible for the retiree health insurance benefit.

For those employees ~~who were hired prior to July 1, 2016~~ hired prior to June 30, 2026, the Town provides medical insurance coverage or provides a monetary amount in lieu of insurance for the purpose of allowing the retiree to purchase insurance. The choice of insurance or payment in lieu is made by the Town. Employee eligibility for this coverage is determined as follows:

1. ~~the employee must have been hired by the Town of Valdese prior to July 1, 2016; the~~ employee must be hired before June 30, 2026
2. the employee must have completed at least 25 years of employment with the Town of Valdese and not yet be eligible for Medicare; and
3. the employee must pay his/her share of the cost of such insurance coverage as hereinafter provided, if applicable.

The Town's contribution shall be reviewed each year by the Town Council to determine if the Town's contribution is financially feasible. ~~The Town does not provide this retiree insurance benefit to employees who were hired on or after July 1, 2016.~~ The Town will not provide this retiree insurance benefit to employees who are hired after June 30, 2026.

Safety Officer Truman Walton made the following changes: These revisions follow recommendations made by the NCLM, our Employee Assistance Program provider and the National Safety Council and TOV Safety Director. The additions are marked in red.

Appendix A: Alcohol and Drug Free Work Place Policy

Introduction

~~It has been estimated that American companies and municipalities spend over one hundred billion dollars each year on the consequences of substance abuse in the workplace. This considerable amount of money covers the costs of absenteeism, accidents, and equipment damage, as well as the increased medical costs and the insurance premiums that accompany such events.~~

~~We know for example, that health insurance costs for employees with alcohol related problems are about twice that of other employees. It has also been estimated that those employees who abuse alcohol or drugs have two times as many accidents, three times as many vehicular accidents, and use three times as much sick leave as those who do not abuse these substances.~~

~~The financial cost of substance abuse is substantial; however, the emotional impact of losing a friend, co-worker, or family member to drugs or alcohol is even greater. In fact, there is no way to calculate the enormity of this kind of loss.~~

~~Each of us reacts differently to drugs and alcohol, but one thing is clear ----- these substances affect our judgement and our ability to perform. The danger of employees abusing these substances becomes especially clear when you add a motor vehicle or piece of machinery to the picture.~~^[TW1]

I. Purpose

As an employer, the Town of Valdese seeks to provide a healthy and safe work environment, to provide the best possible services to citizens, to maintain the public's confidence in its employees, and to protect the Town from economic losses that can occur due to alcohol and drug abuse. The Town is committed to administering a fair and consistent drug and alcohol testing program, to promote and maintain a drug free work environment, and to comply with the provisions of the Omnibus Transportation Employee Act of 1991. **The purpose of this policy is to prevent accidents and injuries that are the result of alcohol abuse and/or use of drugs.**

II. Policy Statement

The Town of Valdese is committed to the health, safety, and welfare of its employees and the citizens it serves. As part of this commitment, the Town expects its employees to be fit, alert, and prepared to perform their jobs safely and productively for the benefit of all. Substance and alcohol abuse is a safety and health threat. To promote a drug and alcohol free work environment, the Town of Valdese will require pre-employment and workplace testing for ~~either or both~~ alcohol and/or ~~drugs~~ drugs according to the procedure prescribed herein.

III. Responsibilities

Town Manager

The Town Manager is responsible for insuring that all Town departments adhere to this policy.

Safety Director

Serving as the Program Coordinator, the Safety Director is responsible for the implementation of this policy including employee training as it relates to the policy, maintaining related documentation, and for identifying employees covered by The Omnibus Transportation Act.

Department Directors

All Department Directors are responsible for insuring that supervisors and employees attend training sessions pertaining to the Town's substance abuse policy and adhere to its requirements. Department Directors are also responsible for properly applying this policy and taking disciplinary actions when necessary.

Employees

All Town employees are responsible for knowing and adhering to the requirements of this policy. Employees are expected to share the responsibility of promoting and maintaining an alcohol and drug free work environment. Any employee who knows or strongly suspects that another employee is illegally using, under the influence of, or is in possession of prohibited substances shall immediately report the facts and circumstances to their supervisors. ~~Employees~~ Supervisors will be provided training through the Town of Valdese Employee Assistance Program.

IV. Alcohol and Drug Prohibitions and Requirements

A. Alcohol and Drugs

The Town of Valdese recognizes that impaired or reduced mental and physical abilities may create a hazard in the workplace as a result of an on or off duty use of alcohol or drugs. Therefore, the Town of Valdese prohibits the unlawful manufacture, distribution, dispensing, possession, purchase, sale, and use of alcohol, **drugs, or the impairment by alcohol or drugs** by its employees during work hours, while on Town property, while performing any duties for or on behalf of the Town, or while driving any Town vehicle within the course and scope of their duties as an employee of the Town of Valdese, or within eight (8) hours prior to performing duties for the Town.

B. Drugs

~~The Town of Valdese recognizes that impaired or reduced mental and physical abilities may create a hazard in the workplace because of on or off duty use of alcohol or drugs. Therefore, the Town of Valdese prohibits the unlawful manufacture, distribution, dispensing, possession, purchase, sale, and use of drugs or impairment by drugs by its employees during work hours, while on Town property, while performing any duties for or on behalf of the Town, or while driving any Town vehicle within the course and scope of their duties as an employee of the Town of Valdese.~~^[TW3]

B. Medications

Any prescription medication used by an employee at the workplace must be ~~in the name of~~ **prescribed to** the employee and used in the amount and manner prescribed, consistent with any usage warnings. Any over the counter medication must be used in accordance with a physician's written direction or the manufacturer's directions and warnings. Any use of prescription or over the counter medications while not at the workplace must be consistent with the above, so as not to result in a positive drug screen.

C. Charges or Convictions

An employee must notify his/her department head verbally and in writing of any drug or alcohol conviction within three days of the conviction **or on the first working day for the employee, whichever is earlier**. Further, any employee charged with a drug or alcohol violation must report the charge to his/her department head within three (3) days following the charge **or on the first working day for the employee, whichever is earlier**. Under employer authority, such notification shall constitute grounds for reasonable suspicion testing and investigatory suspension, as outlined in Section XI of this policy. Furthermore, the employee may receive mandatory referral to the EAP. Failure to notify the department head will result in disciplinary action up to and including termination from employment.

D. Violation of Policy

Violation of the policy stated above and/or alcohol or controlled substance impaired behavior on the job shall be viewed as unacceptable personal conduct and shall be cause for disciplinary action, up to and including termination, under employer authority.

E. Report of Criminal and/or Policy Violations

The Town of Valdese will report all violations of criminal drug statutes occurring in the workplace to the appropriate law enforcement agency. All employees have a responsibility to report observed and suspected violation of this policy to their supervisor or Town management.

F. Privacy and Confidentiality

The Town of Valdese, in accordance with the Employee Assistance Program (EAP), will support the responsible action of an employee seeking help for an alcohol or controlled substance problem. An employee's efforts to obtain help through the EAP will be handled in confidence. With the exceptions identified elsewhere in this policy, the Town of Valdese will maintain employee medical and personal information in confidence and release this information to authorized Town personnel on a "need to know" basis only. If the employee signs a release for the transfer of such information, the information will be released as noted in the signed release to designated persons or agencies regarding the reporting of positive substance or alcohol tests.

V. Education

The Town of Valdese will provide drug and alcohol awareness materials to all its employees to help them understand the consequences of alcohol and drug abuse in their personal lives and in the workplace and to recognize the signs of this abuse. This education will be provided to the Town through its Employee Assistance Program. In addition, training will be conducted in order to assure compliance with the Federal Omnibus Transportation Employee Act of 1991.

Department Directors and supervisors must receive 60 minutes of training on alcohol misuse and an additional 60 minutes of training on controlled substance use **annually**. This training will include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and controlled substances use.

The Town of Valdese will provide each employee a copy of the drug and alcohol policy so the employee will be prepared to meet the expectations and standards set forth in the policy. Questions about this policy and its implementation may be addressed in writing to the Town of Valdese Safety Director or the Town Manager. Documentation of employee's acknowledgement of receiving a copy of this policy, drug, and alcohol awareness material will be maintained in the employee's personnel file.

VI. Notice of Testing – Condition of Employment:

Notice is given to all applicants and all current employees that employment with the Town of Valdese is conditioned upon the applicant and employee's agreement with the testing policy and consent to be tested as provided in this policy.

A. New Employees

Employment with the Town of Valdese for all persons newly employed, on or after the effective date of this policy, is conditioned upon the employee's acceptance of this alcohol and drug free workplace policy and agreement to be tested as directed by management under the conditions stated herein. The employee's acceptance of employment will constitute the employee's agreement with and acceptance of this policy as a condition of employment.

B. Current Employees

Continued employment with the Town of Valdese for all persons employed before the effective date of this policy is conditioned upon the employee's acceptance of this alcohol and drug free workplace policy and agreement to be tested as directed by management under the conditions stated herein. Current employees will not have to undergo initial testing in that they are already employed.

VII. Drug and Alcohol Testing Circumstances

The Town of Valdese will require drug and alcohol testing as follows:

A. Pre-Employment Testing

Applicants for employment with the Town of Valdese must successfully undergo pre-employment drug testing as a post-offer condition of employment. The applicant must be available for testing within forty-eight (48) hours following communication of a conditional offer of employment. Pre-employment drug and alcohol testing shall be required for all applicants, whether applying for full-time or part-time positions.

B. Random Testing

Town of Valdese employees who are required to hold a **Commercial Driver's License (CDL)**, due to their current job assignment with the Town are subject to random drug testing as outlined in the Omnibus Transportation Act. **These** employees will be selected for testing by a computer-generated program administered by an independent third party contractor. Testing will be spread throughout the year and all employees will be subject to selection in each selection period.

~~These~~ Employees who have been charged or convicted of a drug or alcohol related offense may also be subject to random testing under employer authority or as recommended by EAP.

C. Reasonable Suspicion Testing

All Town of Valdese employees will be subject to reasonable suspicion drug and alcohol testing when the Town of Valdese has cause to suspect an employee has violated this policy, or has placed himself/herself, fellow employees or the general public in harm's way due to a drug or alcohol related offense.

The Town Manager, the Program Coordinator and related Department Directors will be responsible for determining when an employee must undergo ~~either, or both,~~ drug and/or alcohol reasonable suspicion testing. Such a determination will be based on specific, describable observations, by ~~the immediate~~ **any Town of Valdese Supervisor, Department Director, Assistant Department Director or the Program Coordinator^[TW4]**, such as appearance, behavior, speech or body odors, when those observations are immediately prior to, during or immediately after the performance of duties for, or on behalf of The Town of Valdese. **Indications of the chronic and withdrawal effects of drugs may also be considered when determining reasonable suspicion for drug testing.** Such observations must be by made by at least two (2) management staff personnel. The supervisors must prepare documentation of the employee's conduct leading to the sending of the employee for reasonable suspicion testing. **The documentation must be prepared and signed by the supervisors who witnessed and made the reasonable suspicion determination within 24 hours of the observed behavior, or before the results of the alcohol and/or drug test are released, whichever is earlier.** Also, reasonable suspicion testing will be conducted when it has been determined the employee has recently been charged or convicted of a drug or alcohol related offense. **Reasonable suspicion testing may not be conducted based on the reports of a third party or coworker who has made the observations.**

The Program Coordinator will arrange for testing to be conducted as soon as practicable, but no later than thirty-two (32) hours after the event for drug testing and no later than eight (8) hours after the event for alcohol testing. If a reasonable suspicion alcohol test is not given within two hours following the observations, you must make a record stating the reasons the alcohol test was not given. If the test was not given within eight hours, you must stop all attempts to give the test, and must make a record stating the reasons the alcohol test was not given. [TW5] If reasonable suspicion is observed but a reasonable suspicion test has not yet been given, the employee cannot perform work functions until an alcohol test is given and the employee's blood alcohol concentration measures less than 0.02 or until 24 hours have passed following the determination of reasonable suspicion.

D. Post Accident / Post Injury Testing

All Town of Valdese employees are subject to post accident / post injury drug and alcohol testing following an accident, vehicular or otherwise, when there exists reasonable suspicion ~~and~~ or one of the following circumstances:

1. Injuries resulting in professional medical treatment
2. Worker's Compensation forms must be submitted
3. Aggregate property damage of at least \$500.00 or more
4. Contributory negligence on part of the Town employee
5. Employee is involved in a physical altercation
 - Exception – Police involved in a physical altercation while making an arrest or detaining a suspect

An exception ~~will~~ may be made to this requirement for testing when such an injury or damage is caused by a third party. If the employee is involved in an automobile accident while carrying out duties in the capacity of his / her job, the employee must notify his / her immediate supervisor or other management staff immediately. Testing will be carried out as soon as possible.

Testing Guidelines for Reasonable Suspicion and Post Accident Tests:

- Employee being tested will be driven to the test site by a member of the same sex and who is either a member of management or supervisory personnel.
- Employee being tested will not return to duty until the test results have been received by the Town. The tested employee will continue to receive their regular wages until test results are received by the Town. ~~will have his or her wages withheld from the time they are sent for testing until the test results are received by the Town. If the employee test positive for alcohol and/or drugs, he or she will not be compensated for the time lost between the time of the testing and receiving the test results. If the employee test negative for alcohol and drugs, the employee will be back paid his or her regular wages for the missed work time between the time of the testing and receiving the test results.~~ [WT6]

- Employees being tested will not be allowed to drive home after testing, if negative test results have not **been** received from the test site. A member of the same sex **and who is either a member of management or supervisory personnel** will drive the tested employee home from the test site.

E. Return to Duty and Follow-up Testing

All Town of Valdese employees are subject to **return to duty and follow-up** drug and alcohol testing following a violation of this policy or following the completion of chemical dependency treatment by a designated Employee Assistance Program or counseling program. Follow-up testing will be determined by the chemical dependency evaluator and treatment provider, but will be conducted under Town authority. The employee must provide a written release for the Town Manager or the Program Coordinator to receive evaluation information relevant to a return to duty decision.

The Town is required to advise its employees of the resources available for appropriate treatment for alcohol misuse and drug use. However, the Town is not required to pay for the rehabilitation or to hold a job open for an employee while treatment is sought.

VIII. Substances Tested

Alcohol concentration will be tested by breath, saliva, or blood analysis.

Drug testing by urinalysis will include the following substances:

1. Amphetamines
2. Cocaine
3. Marijuana
4. Opiates
5. Phencyclidine

The Town of Valdese may include additional drugs in the test panel for reasonable suspicion or post accident / injury testing based on evidence or information relating to the incident in question.

NOTE: In some cases, the use of medicinal CBD products may produce a “Positive” drug screen. Since there is no way to determine if the positive screen came from the use of medicinal products or from the use of marijuana, all positive drug screens will be treated as prohibited behavior and subject to the requirements and disciplinary actions of this policy.

IX. Testing Procedures

Employees and/or applicants will report to a medical facility designated by the Town of Valdese for drug specimen collection.

Drug and blood alcohol testing will be conducted by a laboratory certified by the United States Department of Health and Human Services (DHHHS).

Evidential Breath Alcohol Testing will be conducted by a certified Breath Alcohol Technician (BAT) using an Evidential Breath Testing (EBT) device.

Testing will occur immediately prior to, during, or immediately after performing job duties.

An applicant or employee who produces a positive drug test will be afforded the opportunity to present medical information relevant to the positive test to a special physician called a Medical Review Officer (MRO). The MRO will evaluate and verify the information and make a final medical determination on the laboratory results. Final testing results will then be reported to the Program Coordinator. Both positive and negative reports will be placed in an appropriate, secure, confidential file for the tested individual.

Within 72 hours of notification of a verified positive test result, a donor may request through the MRO that the remainder of the specimen be reconfirmed at the same or a different certified laboratory. The result will be considered positive if the confirmation testing protocol determines the presence of the drug or drug metabolite in question without regard to cutoff levels which apply to the first testing.

The employee or applicant will be responsible for the cost of the reconfirmation test unless the Medical Review Officer (MRO) determines there has been a testing discrepancy and cancels the test.

X. Refusal to Test

As part of this policy, employees must submit to alcohol and drug testing. Employees must agree to be tested upon notice. A refusal to submit immediately to testing as directed by management is a violation of this policy and will be considered insubordination, unacceptable personal conduct and reason for disciplinary action, up to and including dismissal. A refusal to submit to testing is treated the same as a positive alcohol and/or drug test. If an employee refuses to be tested, he or she cannot continue to perform work functions until he or she has gone through the return-to-duty process. Once the employee has completed the return-to-duty process, he or she is subject to follow-up drug and/or alcohol testing for at least one year and for up to a total for five years.

The following situations are all considered a refusal to submit to an alcohol and/or drug test:

1. Failure to report to the testing site within one hour from the time the employee was given the notice will constitute a willful refusal to follow instructions and insubordination.
2. Failure to remain at the testing site until the testing process is complete
3. Failure to provide a urine specimen for drug testing or a saliva or breath specimen for alcohol testing
4. Failure to provide enough urine for drug testing or an adequate amount of saliva or breath for alcohol testing and there is no medical explanation for the failure
 - If the employee or applicant does not provide a sufficient urine specimen within a period of three (3) hours or an adequate breath specimen after a reasonable number of attempts, the collection process will be discontinued and The Town of Valdese will be promptly notified. If the employee chooses, he/she may consume up to forty (40) ounces of fluid over the three (3) hour period to assist in the providing the urine specimen.
 - If the collection or testing technician reports that an employee or applicant failed to provide a specimen, the Program Coordinator will inform the employee / applicant that he/she may submit valid medical evidence from a personal physician to justify the inability to provide the required specimen. Failure to provide this information will be deemed a refusal to submit to the required testing and the donor will be subject to disciplinary action as set forth in this policy.
5. In the case of a directly observed or monitored drug test collection, failing to permit the observation or monitoring of the provision of the specimen
6. For observed collection, the employee's failure to follow the observer's directions to raise or lower clothing to show that he or she does not have a prosthetic or other device that could be used to interfere with the collection process

7. The employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process
8. The employee admits to the collector or medical review officer (MRO) that he or she adulterated or substituted the specimen. A verified adulterated or substituted drug test is also considered a refusal to test
9. Failing or declining to take a second drug test when directed by the collector
10. Failure to undergo a medical examination or evaluation as part of: the verification process for drug testing or as directed by the designated employer representative, “shy bladder” procedures for drug testing or insufficient breath procedures for alcohol testing
11. Failure to cooperate with any part of the testing process^[TW7]

~~In addition, failing to proceed promptly and directly for specimen collection or testing, obstructing the testing process, failing to remain available for testing under any circumstance or the express refusal to undergo testing immediately when informed of required testing also will be considered~~ Any refusal to submit to an alcohol and/or drug test and will be considered reason for disciplinary action.

XI. Consequences of Engaging in Prohibited Conduct

- A.** The conditional offer of employment to an applicant will be withdrawn should the applicant produce a positive drug / alcohol test. If the applicant tests positive, the applicant is considered unqualified for a period of one (1) year.
- B.** An employee determined by administrative or other investigation to be involved in the unlawful manufacture, distribution, dispensation, use or sale of a controlled substance on the premises of the Town of Valdese will be dismissed based on unacceptable personal conduct. Failure to comply with any requirement of this policy will result in disciplinary action up to and including dismissal.
- C.** An employee determined by administrative or other investigation to be in possession of or involved in the manufacture, or delivery of drug paraphernalia on the premises of the Town of Valdese will receive at least a written warning, investigatory suspension, be required to participate in an Employee Assistance Program, and undergo mandatory testing.

D. A refusal to test will result in removal from duty and other disciplinary action up to and including dismissal.

E. First Testing Violation Offense

Any employee, producing a verified positive drug test or a confirmed positive alcohol test of 0.04 BAC or greater, **may be** offered the opportunity to complete the return to duty requirements described in Section VII of this policy in preparation for resuming workplace duties. Failing to undergo evaluation or failing to complete recommended treatment successfully will result in dismissal based upon unacceptable personal conduct. Employees on probationary status are not eligible for this return to duty option and will be dismissed following a positive drug or a confirmed positive alcohol test of 0.02 or greater.

An employee producing a confirmed alcohol test result of ~~0.04~~ 0.02 or greater BAC will be immediately removed from duty and will be subject to disciplinary action, up to and including termination.

If an employee fails an alcohol test

- Alcohol concentration of 0.04 or greater
 - The employee must be immediately removed from all work functions
 - The employee may not return to work functions until an evaluation by a substance abuse professional (SAP) has been done, the employee has complied with prescribed treatment, and he or she passes a return-to-duty test. The employee is then subject to six follow-up tests in the first 12 months after returning to duty and may be subject to follow-up testing for up to a total of five years.
- Alcohol concentration of 0.02 to 0.03
 - The employee must be immediately removed from all work functions
 - Employee may not return to work functions for at least 24 hours
- Alcohol concentration of 0.00 or 0.01
 - Employee may return to work functions

If an employee tests positive for drug(s) or has a verified adulterated or substituted test result

- The employee must be immediately removed from all work functions
- The employee may not return to work functions until an evaluation by a substance abuse professional (SAP) has been done, the employee has complied with prescribed treatment, and he or she passes a return-to-duty test. The employee is then subject to six follow-up tests in the first 12 months after returning to duty and may be

subject to follow-up testing for up to a total of five years. Both return-to-duty and follow-up drug tests must be conducted under direct observation.^[TW8]

F. Second Testing Violation Offense

An employee producing a second positive test, either for drugs or for alcohol at or above 0.04 BAC, within five years will be dismissed for continual violation of this policy and unacceptable personal conduct.

G. Self Referral

An employee may, prior to the first testing or if there has been no second violation offense, voluntarily enter rehabilitation without incurring disciplinary action, but will be subject to return to duty and follow-up testing at the direction of the evaluator or treatment professional. The employee may initiate this process through the Town of Valdese Employee Assistance Program or directly with a treatment provider, after obtaining approval from the Town. **The Town is required to advise its employees of the resources available for appropriate treatment for alcohol misuse and drug use. However, the Town is not required to pay for the rehabilitation or to hold a job open for an employee while treatment is sought.**

XII. Return to Duty Requirements

Following a request for assistance, a verified positive drug test or a confirmed positive alcohol test of 0.04 BAC or greater, an eligible employee will be referred to the EAP for chemical dependency evaluation. The employee must complete the evaluation and undergo any recommended treatment to be considered for return to duty status.

The evaluator will assess the employee's needs and recommend treatment if needed. The evaluator will monitor the employee's progress during any recommended treatment and at the end of treatment will reevaluate the employee for compliance with treatment. At a time designated by the evaluator, the Valdese Town Manager and the Program Coordinator, the employee will undergo return to duty testing for either or both alcohol and drugs as determined by the evaluator. Further, if the evaluator recommends treatment, the employee will be subject to follow-up tests for a maximum of five (5) years at the direction of the evaluator, the Valdese Town Manager and the Program Coordinator.

The employee will have sole responsibility of the costs incurred in the evaluation and treatment process except for any benefits that the employee may be eligible for under the Town of Valdese Employee Assistance Program or personal medical plans.

The employee may take sick days, accrued vacation days, or, with prior agreement with the Valdese Town Manager, a specified period of unpaid leave to complete any required rehabilitation after undergoing evaluation.

Entering into or participating in a treatment program does not preclude the Town from administering appropriate disciplinary measures consistent with this or any other existing policy contained in the Town of Valdese Personnel Ordinance.

Failure of an employee in return to duty status to perform job duties to normal departmental standards and expectations can result in disciplinary action up to and including dismissal.

Right of Appeal

An employee on probationary status who has violated this policy has no right of appeal beyond the medical review program and specimen reconfirmation.

Permanent employees have the right of appeal following the guidelines in the Town of Valdese Personnel Ordinance.

XIII. Technical Implementation of Drug and Alcohol Testing Program

Urine Collections

The collection of urine specimens will follow the protocol established by the U.S. Department of Health and Human Services (DHHS). Among other things, this protocol includes suitable donor identification, secured collection restroom with blueed toilet water, and a strict external and internal chain of custody to assure specimen integrity.

The urine specimen collection will be performed by qualified medical personnel or the personnel trained in full DHHS urine collection procedures. Under most circumstances, the urine specimen will be provided unobserved. Observed collections will be carried out ~~only~~ in circumstances where there is reason to suspect an initial sample was substituted or adulterated, **the test is a return-to-duty test, or a follow up test after a previously positive test.**

If the donor cannot provide an adequate specimen, the individual may consume **up to 40 ounces** of fluid to facilitate providing an adequate specimen within a three (3) hour period. Leaving the collection site during this time will be considered a refusal to test and will result in disciplinary action set forth in this policy.

A split sample method of collection will be used for those employees who fall under the guidelines of the **Omnibus Transportation Act (employees who posses CDL drivers license)**. At least forty-five (45) ml of urine must be collected, thirty (30) ml to be used as the primary specimen and fifteen (15) ml to be used as the split specimen.

Breath Testing

A Breath Alcohol Technician (BAT) who has been trained to proficiency and certified in the operation of an evidential breath alcohol testing device (EBT) will collect breath

specimens. The BAT and the donor will jointly complete reporting requirements on a Breath Alcohol Test Form. If the donor leaves the collection site premises without completing the test, he/she will be considered to have refused to submit to testing and will be subject to the disciplinary action set forth in this policy.

XIV. Analytical Requirements

Drugs

The analytical process for the testing of the designated drugs will be conducted by a DHHS certified laboratory. Such testing will be conducted under the required protocols and quality assurance requirements established by DHHS and industry standards.

Initial screening of primary urine specimens submitted to the laboratory will be performed using an immunoassay process. Any specimen indicating the positive presence of any of the screened drugs will undergo a confirmatory procedure known as the Gas Chromatography / Mass Spectrometry (GC/MS). Cutoff levels to determine positive drug tests are determined by DHHS guidelines. Cutoff levels will be adopted by reference to DHHS threshold standards where available and industry guidelines otherwise.

Alcohol

Alcohol testing will be conducted by a Breath Alcohol Technician (BAT) using an evidential breath testing (EBT) device, which meets specified industry guidelines. An initial test of 0.02 or greater will result in a 15 to 20 minutes oral deprivation period where the donor is instructed not to consume any product orally. Following this period, a second evidential breath test will produce a final reportable alcohol concentration result. Donor disregard of instructions does not discount the final test. In the event that the initial test and the confirmation test results are different, the confirmation test result is deemed to be the final test result upon which any action under the terms of this policy shall be based.

XV. Omnibus Transportation Employee Testing Act

Each calendar year, a minimum of 25% of the average number of Town employees covered under the Omnibus Transportation Act will be randomly tested for alcohol, and a minimum of 50% of the average number of Town employees covered by the Omnibus Transportation Act will be randomly tested for controlled substances.

XVI. Glossary

Alcohol: constitutes any beverage, mixture, or preparation (including medication) containing as an intoxicating agent any low molecular weight alcohol such as ethyl, methyl, or isopropyl alcohol.

Alcohol Concentration: means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath.

BAC: breathe alcohol concentration; used to report the level of breath alcohol.

Breath Alcohol Technician (BAT): a person trained to proficiency in the operation of an evidential breath testing device and in the alcohol testing procedures.

Confirmed Positive Alcohol Test: is the result of an initial and confirmatory test via breath or other approved body fluid with both tests reflecting an alcohol concentration of 0.04 or greater.

Confirmed Positive Drug Test: is the result of the detection of one or more of the designated substances at thresholds at or exceeding the levels established by DHHS, the Department of Health and Human Services, through the two separate testing protocols.

Drug: includes any substance listed on Schedule I through V as they may be revised under federal law in 21 CFR 1308.

Drug Test: constitutes an analytical procedure or chemical test to determine if specific drugs or their metabolites are present at a given time in a person's system.

Evidential Breath Testing Device (EBT): a device meeting requirements set forth by the National Highway Traffic Safety Administration and placed on their list of Confirming Products for the evidential testing of breathe alcohol.

Medical Review Officer (MRO): is a medical doctor (MD) or a doctor of osteopathy (DO) who has knowledge in the field of substance abuse disorders and who receives, reviews, and evaluates confirmed positive drug tests. MRO shall be designated by the Town of Valdese or the third party administrator of this policy.

Negative Drug Test: is the result of a testing process, which has not found evidence of presence of any one of the designated substances or its metabolites at thresholds established by the Department of Health and Human Services (DHHS)

Over the Counter Medication: constitutes those medications legally available as over the counter purchases.

Prescription Medication: constitutes a substance prescribed to a specific individual by an authorized health care professional with that substance being used in the prescribed manner.

Reasonable Suspicion: an objectively justifiable suspicion that is based on specific facts or circumstances, such as appearance, behavior, speech, or odors that may indicate that a person is under the influence of alcohol and/or drugs

Safety Sensitive Position: Any Town of Valdese employee who drives a vehicle within the course and scope of their duties as an employee of the Town of Valdese, in which the type of vehicle operated requires the driver to hold a Commercial Driver's License.

Verified Positive Drug Test: occurs when the Medical Review Officer has reviewed a confirmed positive test and found no acceptable medical alternative for the presence of the drug(s) or metabolite.

**CONSENT AND ACKNOWLEDGEMENT FORM
FOR DRUG AND ALCOHOL
TESTING**

As an employee with the Town of Valdese, I hereby consent to and acknowledge that I am scheduled to undergo a drug/alcohol test. The test will involve an analysis of urine, saliva, blood, and/or breath sample, which I will provide at a designated collection site. The purpose of the test will be to detect the presence of the following substances: marijuana/cannabinoids (THC), cocaine metabolites, opiates, phencyclidine (PCP), amphetamines/methamphetamines, and/or alcohol. I acknowledge that the test result will be made available to the Town of Valdese Safety Director. I understand that a refusal to submit to a drug or alcohol test, or a confirmed positive test result, will result in disciplinary action as outlined the Town of Valdese Alcohol and Drug Free Workplace Policy.

I acknowledge that a copy of this form will be maintained in my personnel file.

Name of Employee: _____

Department: _____

Employee Social Security Number: _____

Date Test Scheduled: _____ Time Scheduled: _____

Collection Site Designated: _____

Signature of Employee

Date

Signature of Department Director

Date

Designation that Employee Refused to Sign: _____
Department Director or Safety Director

Attachment A

**RECEIPT OF TOWN OF VALDESE
ALCOHOL AND DRUG FREE WORKPLACE POLICY**

As an employee with the Town of Valdese, I hereby acknowledge that I have received a copy of the Town of Valdese Alcohol and Drug Free Workplace Policy. Furthermore, I acknowledge that I have received training and educational materials as outlined in the policy.

Name of Employee: _____

Department: _____

Employee Social Security Number: _____

Signature of Employee

Date

Signature of Department Director

Date

Attachment B

OBSERVED BEHAVIOR

Employee Name:

Date of Observation:

Time of Observation: From: _____ To:

Description of Event:

Reasonable Suspicion Test For Suspected Drug Use:

Reasonable Suspicion Test for Alcohol Use:

CHECK ALL APPROPRIATE ITEMS

~~1. ODOR OF ALCOHOL ON BREATH? YES NO~~

~~2. SPEECH: NORMAL INCOHERENT CONFUSED~~

~~SLURRED WHISPERING SILENT~~

~~3. BALANCE: NORMAL SWAYING STAGGERING~~

~~4. WALKING: NORMAL STUMBLING SWAYING~~

~~ARMS RAISED REACHING FOR SUPPORT~~

5. STANDING: FEET WIDE APART RIGID SAGGING AT KNEES

6. EYES: BLOOD SHOT CLOSED DILATED/CONSTRICTED
 DROOPY GLASSY WA Y

7. FACE: FLUSHED PALE SWEATY

8. DEMEANOR: CALM CRYING ANGRY
 EXCITED SARCASTIC

9. AWARENESS: NORMAL CONFUSED PARANOID
 SLEEPY LACK OF COORDINATION

10. OTHER OBSERVATIONS AND FACTORS:

ABOVE BEHAVIOR WITNESSED BY:

SIGNED: _____ DATE: _____

SIGNED: _____ DATE: _____

Attachment B

REASONABLE SUSPICION OBSERVATIONS

Employee Name: _____

Date of Observation: _____

Time of Observation: From: _____ To: _____

Location of Observation: _____

Reasonable suspicion determined for: Alcohol _____ Drugs _____

CHECK ALL APPROPRIATE ITEMS

1. SPEECH: SHOUTING WHISPERING SLOW RAMBLING
 SLURRED SLOBBERING INCOHERENT

2. WALKING: STUMBLING SWAYING STAGGERING UNSTEADY
 FALLING SAGGING AT KNEES FEET WIDE APART
 HOLDING ON RIGID UNABLE TO STAND

3. ACTIONS: RESISTING COMMUNICATIONS INSULTING HOSTILE
 DROWSY FIGHTING/INSUBORDINATE PROFANITY
 THREATENING ERRATIC HYPERACTIVE
 CRYING INDIFFERENT

4. EYES: BLOOD SHOT CLOSED DILATED CONSTRICTED
 DROOPY GLASSY WATERY WEARING

SUNGLASSES

5. FACE: FLUSHED PALE SWEATY

6. APPEARANCE/CLOTHING: DISHEVELED MESSY DIRTY
 PARTIALLY DRESSED HAVING ODOR STAINS ON CLOTHING

7. BREATH: ALCOHOL ODOR FAINT ALCOHOL ODOR NO ALCOHOL ODOR
 MARIJUANA ODOR

8. MOVEMENTS: FUMBLING JERKY SLOW NERVOUS
 HYPERACTIVE

9. EATING/CHEWING: GUM CANDY MINTS TOBACCO OTHER

10. OTHER OBSERVATIONS AND FACTORS:

Did employee admit to using drugs and/or alcohol? Yes No

NOTES:

ABOVE BEHAVIOR WITNESSED BY:

SIGNED: _____ DATE: _____ TIME: _____

SIGNED: _____ DATE: _____ TIME: _____
_____ [TW9]

**TOWN OF VALDESE
PERSONNEL POLICY MANUAL UPDATE
RESOLUTION**

WHEREAS, the Town of Valdese adopted a revised Personnel Policy Manual in May of 2020; and

WHEREAS, it is necessary to amend the Town of Valdese Personnel Policy Manual from time-to-time, to clarify and modify Personnel Policy Articles; and

WHEREAS, the Town of Valdese believes these changes to the Personnel Policy Manual are in the best interest of the employees of the Town of Valdese; and

WHEREAS, the following Articles and Sections of the Town of Valdese Personnel Policy Manual are being modified, deleted or added:

- Article III, Section 16 – Longevity
- Article VI, Section 5 – Retiree Insurance Coverage
- Appendix A: Alcohol and Drug Free Work Place Policy

NOW, THEREFORE, BE IT RESOLVED by the Town of Valdese Town Council that the Council adopts the updated Personnel Policy Manual.

PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF VALDESE, NORTH CAROLINA, on this, the ____ day of June, 2023.

TOWN OF VALDESE

Charles Watts, Mayor

ATTEST:

Jessica Lail, Town Clerk

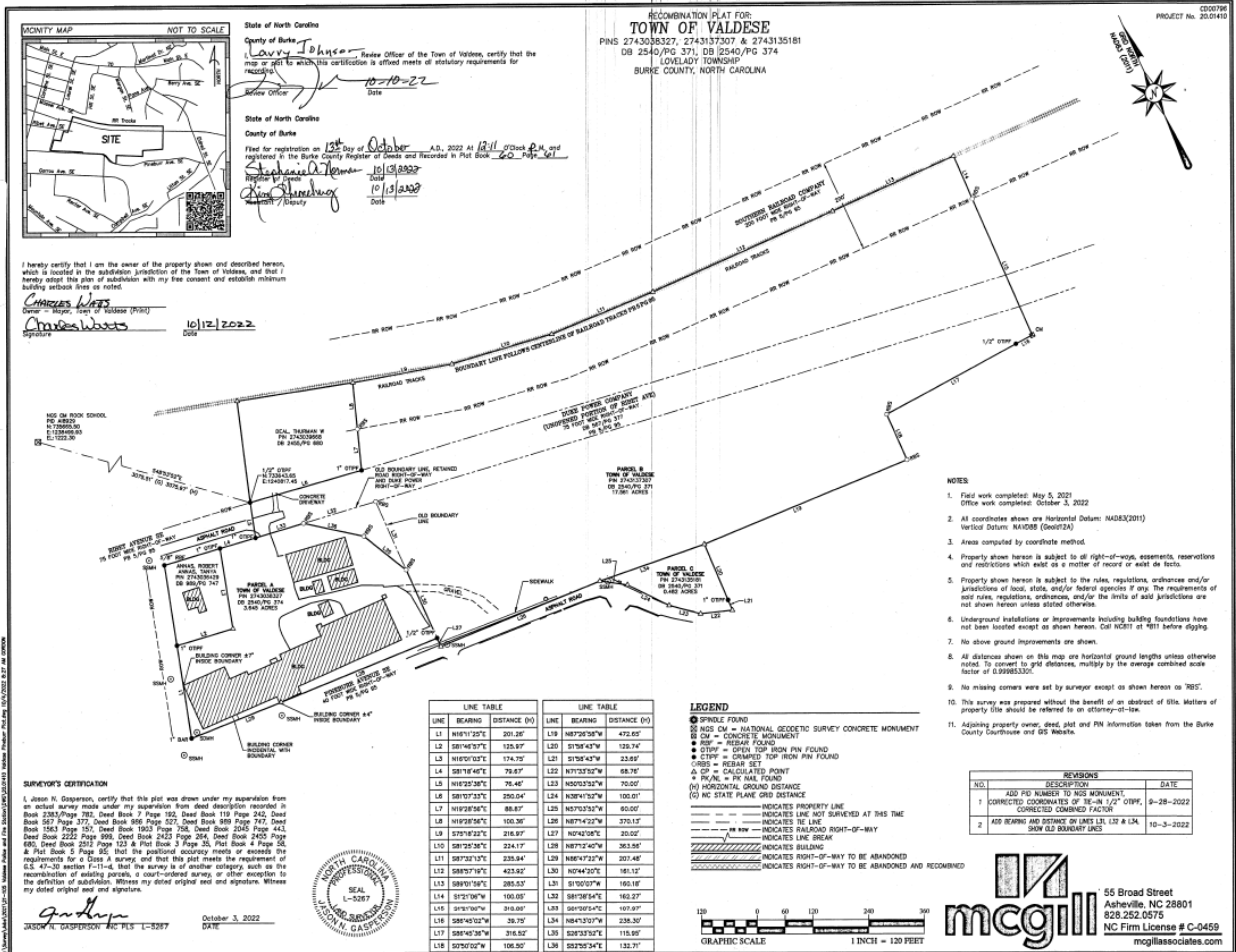
Memo

(Submitted Under Attorney-Client Privilege)

To: Town Council and Town Manager
 From: Timothy D. Swanson, Attorney
 Date: 05/05/2023
 Re: Withdrawal from Dedication of Unopened Roadway – 650 Pineburr Ave SE

A seventy-five (75) foot right-of-way (an unopened portion of Ribet Ave) is shown on a Plat entitled “Recombination Plat For: Town of Valdese” recorded on October 13, 2022 in Plat Book 60, Page 61, Burke County Registry, and also on a Plat entitled “Property of ALBA-Waldensian, Inc.” recorded on July 23, 1970 in Plat Book 5, Page 95, Burke County Registry.

Plat Book 60, Page 61



In order to avoid any claims that Ribet Ave has been dedicated and must be opened, we recommend that it be withdrawn from dedication pursuant to N.C.G.S. § 136-96, which provides, in pertinent part, that every parcel of land dedicated to public use as a road that has not actually be opened and used within fifteen years after its dedication is presumed to be abandoned by the public for the purposes for which it was dedicated. However, under N.C.G.S. § 136-96, no abandonment is presumed until the dedicator (here, the Town) files or causes to be recorded in the register's office of the county where the land lies a declaration withdrawing the land from the public or private use to which it was dedicated.

I have included a copy of N.C.G.S. § 136-96 below for your review.

§ 136-96. Road or street not used within 15 years after dedication deemed abandoned; declaration of withdrawal recorded; joint tenants or tenants in common; defunct corporations

(a) Every strip, piece, or parcel of land that has been at any time dedicated to public use as a road, highway, street, avenue, or for any other purpose whatsoever, by a deed, grant, map, plat, or other means, and that has not been actually opened and used by the public within 15 years after its dedication is conclusively presumed to have been abandoned by the public for the purposes for which it was dedicated; and no person shall have any right or cause of action thereafter to enforce any public or private easement in the land.

(b) Notwithstanding subsection (a) of this section, no abandonment of any public or private right or easement shall be presumed until the dedicator or a person claiming under the dedicator files or causes to be recorded in the register's office of the county where the land lies a declaration withdrawing the strip, piece, or parcel of land from the public or private use to which it was dedicated.

(c) When the fee simple title is vested in tenants in common or joint tenants of any land embraced within the boundaries of a road, highway, street, avenue, or other land dedicated for any public purpose whatsoever, as described in this section, any one or more of the cotenants, on the cotenant's behalf and on behalf of the other cotenants, may execute and cause to be registered in the office of the register of deeds of the county where the land is situated the declaration of withdrawal provided for in this section. Under Chapter 46A (Partition) of the General Statutes and Article 29A (Judicial Sales) of Chapter 1 of the General Statutes, and on petition of any one or more of the cotenants, the land thereafter may be partitioned by sale only as between or among the cotenants, irrespective of who may be in actual possession of the land. In the partition proceeding, any cotenant may object to the withdrawal certificate and the court shall thereupon order the certificate cancelled of record.

(d) When any corporation has dedicated any strip, piece, or parcel of land in the manner set out in this section, and the dedicating corporation is no longer in existence, the corporation is conclusively presumed to have no further right, title, or interest in the land, regardless of the provisions of conveyances from the corporation, or those holding under the corporation, retaining title and interest in the land. The right, title, and interest in the land is conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to it, subject to the provisions of this section.

(e) This section does not apply in any of the following circumstances:

(1) When the continued use of any strip of land dedicated for street or highway purposes is necessary to afford convenient ingress or egress to any lot or parcel of land sold and conveyed by the dedicator of the street or highway.

(2) When the public dedication is part of a future street shown on the street plan adopted pursuant to G.S. 136-66.2. Upon request, a city shall adopt a resolution indicating that the dedication described in the proposed declaration of withdrawal is or is not part of the street plan adopted under G.S. 136-66.2. This resolution shall be attached to the declaration of withdrawal and shall be registered in the office of the register of deeds of the county where the land is situated.

PREPARED BY AND RETURN TO:

Terry M. Taylor, Esq.
Young, Morphis, Bach & Taylor, LLP
Post Office Drawer 2428
Hickory, North Carolina 28603

STATE OF NORTH CAROLINA

**WITHDRAWAL FROM DEDICATION
OF UNOPENED ROADWAY**

COUNTY OF BURKE

THIS WITHDRAWAL FROM DEDICATION OF UNOPENED ROADWAY, made this ____ day of June, 2023 by **TOWN OF VALDESE**, a North Carolina Municipal Corporation, of an unopened roadway located in Burke County, North Carolina, hereinafter described:

W I T N E S S E T H:

WHEREAS, on a Plat entitled “Recombination Plat For: Town of Valdese” recorded in Plat Book 60, Page 61, Burke County Registry, and also on a Plat recorded in Plat Book 5, Page 95, Burke County Registry, there was located and identified a seventy-five (75) foot right-of-way (an unopened portion of RIBET AVE.), a “roadway”;

WHEREAS, the Town of Valdese is the owner of the entire parcel of land upon which this roadway exists which land was acquired by Deed recorded in Book 2540, Page 371, Burke County Registry (see also Deed Book 2681, Page 919, Burke County Registry), and therefore is the proper party to withdraw said unopened portion of roadway from dedication as it has never been opened; and

WHEREAS, the Town of Valdese has never accepted said dedication or accepted said portion of unopened roadway for maintenance.

NOW, THEREFORE, pursuant to the foregoing and North Carolina General Statute 136-96, the Town of Valdese hereby withdraws from any dedication for roadway purposes, that tract or parcel of land designated as “roadway,” that is unopened and being the unopened portion of RIBET AVE. located in Burke County, North Carolina, and said parcel being more particularly described as follows:

See attached Exhibit “A” Description.

AND THE UNDERSIGNED, do hereby certify that none of the described portion of road or street have actually been used or opened by the public at any time following the recordation of the plat in Plat Book 5, Page 95, Burke County Registry, and the undersigned are the parties who own any and all rights in such roads and own the fee simple embraced within the boundaries thereof and it being further certified by the undersigned that the continued use of no portion of said street is necessary to afford convenient ingress or egress to any lot or parcel of land and due hereby certify that the dedication has not been accepted by any governmental entity and therefore any and all street and roadways and any portion thereof are hereby withdrawn from public use and any other dedication.

IN WITNESS WHEREOF, each party on behalf of said company sets their hand and seal the day and year first above written.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

CHARLES WATTS, Mayor (Seal)

ATTEST:

JESSICA LAIL, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF BURKE

I, _____ a Notary Public of said county and state, certify that Jessica Lail personally came before me this day and acknowledged that she is Town Clerk of the Town of Valdese, a North Carolina municipal corporation, and that by authority duly given and as the act of the Town Council of the Town of Valdese, the foregoing instrument was signed in its name and by its Mayor, CHARLES WATTS, sealed with its corporate seal and attested by her as its Town Clerk.

Witness my hand and notarial stamp or seal, this _____ day of _____, 2023.

Notary Public

[AFFIX NOTARIAL SEAL]

My Commission Expires: _____.

Exhibit "A"

BEING an undeveloped and unopened 75 foot roadway as shown on Plat Book 5, Page 95 and Plat Book 60, Page 61, Burke County Registry, and being that portion of an unopened roadway that crosses the property of the Town of Valdese and being more particularly described shown on said Plats.

To: Valdese Town Council

From: Larry Johnson, Planning Director

Date: May 24, 2023

Subject: Master Encroachment Agreement
Foothills Broadband

Receiving support from the Manager and Town Council in bringing broadband services to Valdese, Foothills Broadband LLC is moving forward with construction activities. To that end, Foothills Broadband seeks approval to encroach upon Valdese public streets and right-of-way to construct and install fiber optic cable, thus a master encroachment agreement.

Town attorney Tim Swanson has prepared such an agreement for Town Council's consideration. In addition to access to all public streets for installing fiber optic cable, the agreement drafted by Town Attorney Swanson includes safeguards that protect the Town and its citizenry, including a) notification to the Town and affected property owners before the commencement of work on any street, b) providing appropriate traffic control devices, including signage and flagmen, c) promptly repair any damage as a result of the fiber installation and reimbursement to the Town of any expense for repairs or maintenance resulting from Foothills installation performance, and d) maintain valid general liability insurance in the amount of \$5,000,000 (bodily injury and property damage).

The Master Encroachment Agreement, along with additional background material from Foothills, is attached.

Staff recommends approval of the agreement.



Foothills Broadband

*Valdese Underground
Permit – Seeking Approval*
June – 2023

PURPOSE

The purpose of this proposal is to seek approval for a Blanket Underground Encroachment Agreement for all roads and utility easements that follow under Town of Valdese jurisdiction and maintenance. You will find a detailed plan in this document that will outline:

- I. Proposed engineering drawings and paths*
- II. Plan of execution after engineering*
- III. Plan for communication with town officials*

Foothills Broadband is seeking unanimous approval from the town council on this agreement, as outlined in the agreement prepared by the Town of Valdese attorney and Foothills Broadbands attorney.

*** Should any questions arise, please feel free to contact Zachary Chiz, COO of Foothills Broadband, directly.

I. Engineering Documentation

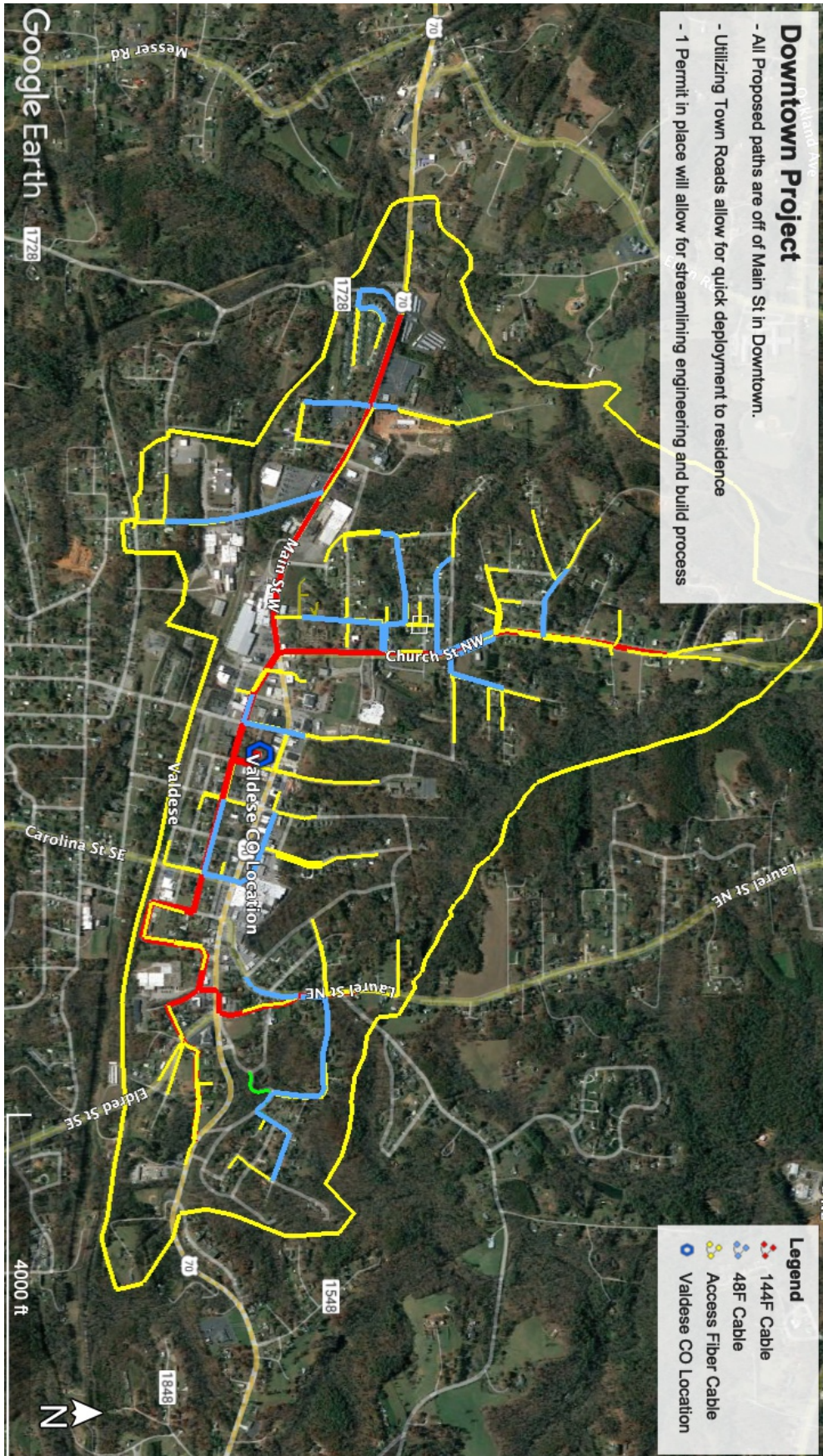


Exhibit 1:

This design is for the downtown project. This is a completed design ready for construction and is being used here to show designated paths on town roads including state-maintained roads.

II. Plan of Execution

How does 1 permit help?

- 1 permit for all town roads allows for a streamline process, in order:
 - High Level Design
 - Engineering Walk Out (Verifying Path)
 - Design Corrections
 - Completed Design, ready for construction
 - Call in Locates (811, Call before you dig)
 - This is when a permit would be pulled as well
 - Start Construction
- With 1 permit in place, we can save on time and be efficient with our resources, and also town resources
 - Less meetings as we build on multiple roads
 - Less paperwork per road covered under 1 permit
 - As we continue to expand our footprint, 1 permit will allow for seamless transitions into the next build areas, in turn deploying faster to the residents of Valdese

Safety is Key!

- We can focus our efforts on a safe process, including but not limited to:
 - Locates of public utilities being completed in a timely manner
 - Use of safety resources such as public safety (If needed) for lane closures
 - Assuring our construction crew is safe, and the public is safe as well

III. Plan of Communication

Timing on communication?

- With 1 permit in place, we will start with a “Kick off” meeting with Foothills and Town Officials, including but not limited to:
 - Zachary Chiz | COO, Foothills
 - James Gillon | Area Director, Foothills
 - Larry Johnson | Town of Valdese
 - Seth Eckard | Town of Valdese
 - Public Works Leadership
 - Construction Partner Leadership
- *Bi-Weekly* calls with this group will be scheduled for entirety of project
 - Once construction begins, communication is paramount to success!
 - We will designate a set day and time for this mandatory meeting
- Emergency Meetings will be scheduled if needed for this group

What Info do we plan to share?

- Where we will be completing construction activities on ALL roads
 - o Local and State
- Forward Progress reports as projects are completed
- Answer any ride-of-way, marked utilities, or safety concern questions
- Provide documentation of completed and QC'd (Quality Control) work
- Seek any pertinent information from local officials that will help drive success and continued safety for construction teams and the public
- Discuss any issues such as damaged utilities if they were to arise, and discuss plans for remediation of damage

A Note from Zachary Chiz:

As we start construction activities for this exciting project, Foothills Broadband is grateful for the Town of Valdese being such a great ambassador for this service coming to the community. With this permit in place, the residence of Valdese will see the benefit of FIBER internet much faster than pulling individual permits by road, in turn showing your constituents what I already know: You care for them and their families, and want them to have access to the best technology available. Jodi and I love our community, and we appreciate the support in our local, family-owned business. Fiber for the people, by the people!



Foothills Broadband

Zachary Chiz | COO
zchiz@foothillsbroadband.net
1-877-41FIBER

PREPARED BY AND RETURN TO:

Timothy D. Swanson, Attorney
Post Office Drawer 2428, Hickory, North Carolina 28603

**STATE OF NORTH CAROLINA
BURKE COUNTY**

**MASTER ENCROACHMENT AGREEMENT
TOWN RIGHT OF WAY**

This **MASTER ENCROACHMENT AGREEMENT** (“Agreement”) is made and entered into this the ____ day of _____, 2023, by and between the **Town of Valdese**, a North Carolina municipal corporation (the “Town”), and **Foothills Broadband, LLC**, a North Carolina limited liability company (the “Grantee”).

W I T N E S S E T H:

WHEREAS, the Grantee desires to encroach on certain public streets and/or street right of ways (hereinafter collectively “ROW”) under the Town’s jurisdiction for the purposes of constructing and installing a fiber-to-the premises infrastructure network (hereinafter “FTTP Network”) and the parties wish to memorialize any such permission and conditions through this Agreement rather than individual permits or approvals; and

WHEREAS, the Town is willing to exercise its authority in accordance with N.C.G.S. § 160A-296 to grant the Grantee a non-exclusive, revocable (subject to applicable law) permission to encroach on the ROW in locations approved by the Town pursuant to plans approved for the purposes described in this Agreement.

NOW, THEREFORE, IT IS AGREED that the Town grants to the Grantee, its successors, and assigns, the right and privilege to make this encroachment as shown on the attached plans, upon the following conditions:

1. Permission to Encroach. Upon the approval of specific construction plans by the Town, the Town hereby grants the Grantee permission to encroach at the locations described in construction plans in accordance with this Agreement. Encroachments are for the purpose of constructing and/or erecting, installing, maintaining, operating and if necessary removing an FTTP Network and related facilities. The FTTP Network may consist of aerial or underground fiber optic cables, lines, or strands; underground conduits, vaults, access manholes and handholes; electronic equipment; power generators; batteries; pedestals; boxes; cabinets; huts; and other similar facilities (hereinafter “Network Facilities”). A general route and proposed design of Grantee’s FTTP Network is attached as **Exhibit A**. Grantee understands and agrees that, notwithstanding any language in this Agreement to the contrary, the Town grants permission only to the extent authorized by law and the terms of the conveyance of the right of way, fee, easement, or other property interest to the Town in the ROW or public street. Nothing in this Agreement shall constitute or create an assignment to Grantee by the Town of any easement or license held by the Town or of any rights under any easement or license held by the

Town. Nothing herein contained shall be construed to confer on Grantee an exclusive right to encroach on ROW or public streets or confer any rights to any third party. This Agreement also does not grant usage of Town poles or conduits by the Grantee.

Construction plans that are approved by the Town and show an encroachment shall be added as exhibits to this Agreement and shall be governed by the terms and conditions of this Agreement. Each such approved plan shall have a sequential Exhibit number included on the plan. All such construction plans that show an encroachment shall reference this Agreement and provide that any such installation, operation, or maintenance shall be governed by and incorporated into this Agreement.

2. Pre-Existing Interests. This Agreement and the rights granted hereto are subordinate and subject to the Town's continuing right to use and control the ROW in accordance with North Carolina law. Nothing in this Agreement shall be interpreted to restrict, impair, or affect the Town's right to construct, install, operate, maintain, repair, or remove roadways, sewers, water pipes, storm drains, gas pipes, utility poles, overhead and underground electric lines, and any other associated facilities or utility and municipal uses.

Grantee's rights are subject to all pre-existing easements, restrictions, conditions, covenants, claims of title and other property interests in the ROW. Grantee shall obtain any permission or rights necessary to accommodate such pre-existing property interests.

3. Grantee's Obligations. The Grantee, its contractors, employees, agents, successors, and assigns shall:

(a) take all necessary steps, including but not limited to, contacting North Carolina 811 at least three (3) days prior to any digging or excavation to ensure that any activity or operation by Grantee will not interfere with, damage, disrupt, or interrupt any utility located in the ROW, above or below ground;

(b) notify the Town at least five (5) business days before commencing work at a Town ROW location and at least three (3) days before work begins, take reasonable steps to notify residents of buildings in the area of the affected ROW that work will be performed. Failure to provide the notifications outlined in this Agreement may, in the Town's discretion, result in suspension or termination of this Agreement. Grantee shall not begin work until approval to proceed has been provided by the Town. Approval may be provided through electronic mail and shall not be unreasonably withheld. Approvals will be provided by a representative designated by the Town. Approval or objections will be provided by the Town within two (2) business days of receipt of Notice

(c) in the event Grantee will be placing Network Facilities in the ROW within the tolerance zone (as defined in Section 87-117 of the North Carolina Underground Utility Safety and Damage Prevention Act) (hereinafter "NC811 Law") of a town water or sewer line or any other town-owned utility line, Grantee shall follow NC811 Law requirements for excavating within that tolerance zone;

- (d) provide proper traffic control devices in conformance with the latest Manual on Uniform Traffic Control Devices for Streets and Highways (“MUTCD”), including but not limited to signs, signal lights, and flagmen for the protection of traffic and amendments or supplements thereto during any installation or maintenance of the Network Facilities pursuant to this Agreement; Grantee shall provide at least five (5) business days’ notice to the Town of any work which will require lane closure or traffic control measures lasting more than twenty-four hours; Grantee shall follow all federal, state, and local accessibility regulations, including the MUTCD and the Americans with Disabilities Act;
- (e) install, operate, repair and maintain the Network Facilities at Grantee’s sole cost and expense and in accordance with federal, state, and local law, and any other regulations, ordinances and standards imposed by the Town, as may be amended from time to time. Construction, installation, operation, and maintenance of Network Facilities shall not endanger, inhibit, prevent, or interfere (i) with use of a ROW as a way of passage except in conformance with paragraph 3(d) above, (ii) with traffic on any ROW except in conformance with paragraph 3(d) above, (iii) with the maintenance of any ROW, (iv) with operation or maintenance of any Town-owned infrastructure located within or adjacent to the ROW, including but not limited to electric lines or poles, underground fiber, and water or sewer lines, or (v) with operation or maintenance of any other infrastructure or equipment lawfully located within the ROW;
- (f) in the event Grantee damages any existing gas, electric, communications, water, sewer, or other utility facilities, Grantee shall immediately cease work and notify the Town and the affected utility company of the damage. Grantee will not resume work where damage has occurred until the Town determines that the danger to the public and the utility facilities has been eliminated;
- (g) promptly repair any damage to the ROW, all Town-owned infrastructure, and all other areas disturbed during installation, operation, repair and maintenance of the Network Facilities, including but not limited to pavement, sidewalk, curb and gutter, drainage systems, signs, pavement markings, underground fiber, utility poles, electric lines, and water or sewer lines, and shall restore same to the condition existing prior to Grantee’s disturbance, re-establishing grass cover with seeding and spreading of straw for finishing, all to the Town’s satisfaction which shall be based on the industry standards for such activity;
- (h) comply with all Town ordinances, rules, and regulations regarding stormwater discharge and soil erosion and sedimentation control as well as the Town’s regulations, ordinances, standards and specifications for roadway and utility construction;
- (i) reimburse Town for any reasonable costs or expenses of Town for any repairs or maintenance to the ROW, any Town-owned infrastructure, or other Town-owned structures resulting from or related to Grantee’s negligence or willful misconduct in performing the installation, operation, maintenance, repair, or existence of the Network Facilities following receipt of invoices from the Town detailing those costs and/or

expenses, including supporting documentation evidencing them, if requested and available;

(j) in the event that Town, its employees, agents, or contractors, in Town's sole discretion, need to conduct work in the ROW for a legitimate governmental purpose that will conflict with the Network Facilities, Grantee shall within a commercially reasonable time, remove or alter the Network Facilities at its cost, unless applicable law provides otherwise. The Town will use due diligence when approving Grantee's construction plans to avoid a potential foreseeable conflict between the proposed Network Facilities and the need for work in the ROW by the Town. In the event of a public emergency that creates an imminent threat to the health, safety, or property of the Town or its residents, the Town may remove or relocate any applicable Network Facilities without notice to Grantee, provided, however, that Town will make best efforts to provide prior notice to Grantee before making an emergency removal or relocation. Town will provide Grantee a detailed description of any emergency removals or relocations of Network Facilities. If Grantee abandons any portion of its Network Facilities, Grantee shall notify the Town and remove the Network Facilities at Grantee's expense, provided, however, that Town and Grantee shall discuss whether underground facilities may be abandoned in place or transferred to Town at the mutual agreement of Grantee and Town;

(k) understand and agree that damage or destruction may occur to Network Facilities and other property of Grantee in the course of Town's operations and that Town has no obligation to take extraordinary measures to protect Grantee, Grantee's property, or Network Facilities or to minimize, mitigate, or avoid any such damage; and release, waive, and discharge any legal rights or claims to seek payment or relief of any kind from the Town, its elected officials, boards, commissions, and employees, for any damages resulting from Town's operations, maintenance, or other use of the ROW under its prior and continuing right to use the ROW;

(l) understand and agree that permission provided by this Agreement is non-exclusive, that additional encroachments by others may currently exist and be permitted in the future in the ROW ("Third Party Encroachments"), and that Town is not liable for any damage to Network Facilities that arise from the installation, operation, maintenance, or existence of Third Party Encroachments; and that any recourse for such damage must be from the Third Party Encroacher;

(m) release, waive, and discharge any legal rights to seek payment or relief of any kind from the Town, its elected officials, boards, commissions, and employees, for any damages due to or resulting from Third Party Encroachments;

(n) hold the Town, its officers, employees, and elected officials harmless from any and all liability arising out of the construction, installation, maintenance, repair, or existence of the Network Facilities and associated restoration activities in the ROW; that it will defend the Town, its officers, employees, and elected officials, and pay reasonable attorney fees in any and all actions brought as a result of such; and that it will indemnify the Town, its officers, employees, and elected officials against any and all loss sustained

by reason of negligence, recklessness, or intentional wrongful conduct of Grantee arising out of the installation, maintenance, operation, repair, removal, location, or existence of Network Facilities, provided, however, that indemnification relating to personal injury of employees will not apply to any claims made by Town's employees that are covered under applicable workers' compensation laws, and provided, further, that Grantee's indemnification and defense obligations shall not extend to liability to the extent caused by the negligence or willful misconduct of any indemnitee or Grantor;

(o) comply with all applicable Federal, State, and local laws and regulations. Grantee, and all subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes; and

(p) maintain valid general liability insurance in the combined single limit (bodily injury and property damage) amount of \$5,000,000 general aggregate, commercial automobile liability insurance in the minimum amount of \$2,000,000, and provide certificates of such insurance naming the Town as an additional insured by endorsement to the policies. Grantee shall maintain an umbrella excess policy in the minimum amount of \$3,000,000 over primary insurance. Additionally, Grantee shall maintain and show proof of workers' compensation within the NC statutory limits and employer's liability insurance in the minimum amount of \$1,000,000. Grantee shall provide notice of cancellation, non-renewal or material change in coverage to the Town within 10 days of their receipt of notice from the insurance company. All required certificates of insurance, endorsements, and blanket additional insured policy provisions are attached and considered part of this document. Notwithstanding the foregoing, neither the requirement of Grantee to have sufficient insurance nor the requirement that the Town is named as an additional insured, shall constitute waiver of the Town's governmental immunity in any respect, under North Carolina law. All insurance certificates, endorsements, coverage verifications and any other items required pursuant to this Agreement will be mailed directly to:

Town of Valdese
Attn: Seth Eckard, Town Manager
Post Office Box 339
Valdese, North Carolina 28690
seckard@valdesenc.gov

4. Microtrenching. Installation of Network Facilities through the use of microtrenching (installing conduits within the edges of sidewalk or roads) that in any way impacts any Town-owned street, road, sidewalk, curb, gutter, or infrastructure of any kind is prohibited under this Agreement unless first approved in writing by the Town. Approval may be provided through electronic mail.

5. As-Built Maps. Grantee will maintain accurate as-built drawings and maps of its Network Facilities located in the Town and provide them to the Town upon request and subject to applicable confidentiality protections under North Carolina law.

6. Required Relocation. In the event Grantee's Network Facilities would interfere with the Town's use of the ROW for a legitimate governmental purpose, including but not limited to, construction or installation of water, sewer, or electric lines, or construction/relocation of a public road, Grantee will, upon written notice from the Town, relocate its Network Facilities at Grantee's expense to another location in the public ROW as may be agreed upon by the Parties. Relocation shall occur within a commercially reasonable time period after receiving notice from the Town, taking into account the urgency of the need for relocation, the difficulty of the relocation, and other relevant facts and circumstances.

7. Contractors and Subcontractors. Grantee may retain contractors and subcontractors to perform the work contemplated by this Agreement on behalf of Grantee. Grantee will notify the Town in writing of the identity of and contact information for each contractor and subcontractor performing any work for the Grantee in the Town prior to commencement of the work by the contractor or subcontractor. The contact information to be provided to the Town shall include the contractor's state license information and the name and telephone number of the contractor/subcontractor representative with supervisory authority of the work.

8. Term. This Agreement is effective on the date the last party to sign executes this Agreement ("Effective Date"). The initial term will be twenty (20) years from the Effective Date. At the end of the initial term, the Agreement shall automatically renew for successive five-year terms unless terminated by either party in accordance with this Agreement or unless superseded by a new or amended agreement. Either party may terminate this Agreement without cause upon one hundred eighty (180) days written notice to the other party. In the event of termination of this Agreement, the Agreement will nevertheless continue to govern any construction plans approved by the Town and that are Exhibits to this Agreement prior to the effective date of termination. All provisions contained in Section 3 of this Agreement shall survive termination.

Notwithstanding the foregoing, a grant of permission to encroach shall become void, and this Agreement terminated, as to any individual Town approved construction plans if the Grantee does not begin installation of the Facilities covered by that permit application in the relevant ROW within one (1) year of the date the plans are approved, unless the approval is updated in writing by the Town, and thereafter diligently pursue installation to completion.

9. Notice. Notices related to this Agreement shall be sent to Grantee at the following email address: zchiz@foothillsbroadband.net, with a copy to thlabse@ramseurmaultsby.com. Mailed notices, if required, shall be sent to Grantee at:

Foothills Broadband, LLC
223 Greenfield Pl
Brandon, Mississippi 30947
Attention: Zachary and Jodi Chiz

With a copy to:
Tina Hlabse, Esq.
Ramseur Maultsby LLP

1150 N. Revolution Mill Drive, Suite 3
Greensboro, NC 27405

Notices related to this Agreement shall be sent to the Town at the following email address: seckard@valdesenc.gov, with a copy to, timothys@hickorylaw.com. Mailed notices, if required, shall be sent to the Town at:

Town of Valdese
Post Office Box 339
Valdese, North Carolina 28690
Attention: Seth Eckard, Town Manager

With a copy to:
Timothy D. Swanson, Esq.
Young, Morphis, Bach & Taylor, LLP
Post Office Drawer 2428
Hickory, North Carolina 28603

Notices are effective when delivered in person, upon confirmation of receipt when sent by electronic mail, on the next business day if transmitted by registered or certified mail, postage prepaid (with confirmation of delivery), on the next business day if transmitted by overnight courier (with confirmation of delivery), or three (3) days after the date of mailing, whichever is earlier.

10. Recitals. The Recitals are incorporated herein.

11. Governing Law. This Agreement shall be governed by the laws of the State of North Carolina and the parties agree that the proper venue for all suits or actions related to Agreement shall be in Burke County, North Carolina.

12. Miscellaneous.

(a) Neither party waives any rights it may have under applicable law with respect to the subject matter in this Agreement, and no breach or non-performance of this Agreement shall be deemed to be waived by either party unless said breach or non-performance is waived in writing and signed by the parties.

(b) There are no third party beneficiaries to this Agreement.

(c) The individual signing this Agreement warrants that he/she has the authority to do so and binds the Grantee to the obligations set forth herein.

(d) Grantee acknowledges that records in the custody of Town are public records and subject to public records requests unless such records are exempt from disclosures under North Carolina law. The burden of claiming an exemption from disclosure shall rest solely with Grantee and Grantee shall comply with North Carolina law in asserting any

such exemption. Town shall make reasonable efforts to notify Grantee of any requests made for disclosure of documents submitted under any claim of exemption from public records requests, and Grantee may take any appropriate actions, at its own expense, to prevent disclosure of such material.

(e) Nothing contained in this Agreement shall be deemed or construed so as to restrict or inhibit the Town's police powers or regulatory authority.

(f) No elected official, agent, or employee of the Town shall be subject to any personal liability by reason of the execution of this Agreement. Such elected officials, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities.

(g) Should any portion of this Agreement require judicial interpretation, it is agreed that the court construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against any one party by reason of the rule of construction that a document is to be more strictly construed against the party who prepared the documents.

(h) This Agreement represents the entire agreement between the Parties with regard to the subject matter hereof and supersedes all prior negotiations, representations, or agreements, either written or oral, and may only be amended only by written amendment in a writing signed by the both parties.

(i) In the event of conflict between the requirements of this Agreement, the Town's ordinances, or the terms of any applicable construction plans, the more restrictive requirement shall apply.

(j) The Encroachment shall not be enlarged or increased beyond that shown in any individual approved construction plans.

(k) Grantee binds itself, its successors, permitted assigns and legal representatives to the terms of this Agreement. This Agreement may not be assigned without the prior written consent of the Town. In the event Grantee retains subcontractors to perform any activities covered by this Agreement, Grantee shall be and remain responsible for all activities and all required insurance. All entities performing the work must be North Carolina licensed and bonded contractors.

This Space was Intentionally Left Blank. Signatures and Acknowledgments Appear on the Following Pages.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed effective as of the day and year written below.

THE TOWN OF VALDESE,
a North Carolina Municipal Corporation

CHARLES WATTS, Mayor (Seal)

ATTEST:

JESSICA LAIL, Town Clerk

**STATE OF NORTH CAROLINA
COUNTY OF BURKE**

I, _____ a Notary Public of said county and state, certify that Jessica Lail personally came before me this day and acknowledged that she is Town Clerk of the Town of Valdese, a North Carolina municipal corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name and by its Mayor, sealed with its corporate seal and attested by her as its Town Clerk.

Witness my hand and notarial stamp or seal, this _____ day of _____, 2023.

Notary Public

[AFFIX NOTARIAL SEAL]

My Commission Expires: _____.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed effective as of the day and year written below.

FOOTHILLS BROADBAND, LLC

By: _____
ZACHARY CHIZ, Chief Operating Officer

By: _____
JODI CHIZ, Chief Executive Officer

STATE OF NORTH CAROLINA
COUNTY OF _____

I, _____, a Notary Public of the County and State aforesaid, certify that Zachary Chiz and Jodi Chiz personally appeared before me this day and acknowledged that they are the Chief Operating Officer and the Chief Executive Officer of Foothills Broadband, LLC, a North Carolina limited liability company, and being duly authorized to do so, voluntarily executed the foregoing instrument for the purposes stated therein on behalf of said limited liability company.

Witness my hand and official stamp or seal this ____ day of _____, 2023.

[NOTARIAL SEAL]

Notary Public

My commission expires: _____

Town of Valdese
Community Affairs

Memo

To: Valdese Town Council & Mayor
From: Morrissa Angi
cc: Seth Eckard, Ronnie Harmon
Date: 5/8/2023
Re: Façade Grant Request

Included in the agenda packet, you will find a completed façade grant application from Burke Onsite Computer Solutions. Burke Onsite recently purchased the former Wells Fargo building at 101 Main Street West. The front façade of the building featured a decorative clock since its original construction. Burke Onsite's owner, Ronnie Harmon, has restored the clock and rehabbed it to include his business's name and logo. The sign restoration is estimated to cost \$5,280. Mr. Harmon requests the Town of Valdese award a façade grant of \$2,500 to help offset the investment in restoring this piece of Valdese history.

Staff recommends that the Town Council vote to approve the façade grant for \$2,500. Before reimbursement, all required documentation will be reviewed. Sincerely,



Morrissa Angi
Director Community Affairs & Tourism – Old Rock School
mangi@valdesenc.gov | 828-879-2129 | visitvaldese.com



Historic VALDESE north carolina

Main Street Façade Improvement Program Application

This program is financed by the Town of Valdese and administered by the Small Town Main Street Design Committee. Each grant application will be evaluated by the committee for eligibility and merit according to the procedures set forth in the program guidelines. Grant awards are distributed after work on the project is completed, reviewed, and paid project bills submitted.

Applicant's Name: Ronnie Harmon

Mailing Address: (Street or P.O. Box) 904 Church St NW
City: Valdese State: NC Zip: 28690

Telephone: Day: 8284759595 Evening: 8284759595 Email: Ronnie@Burkeonsite.com

I am the Business Owner and/or Property Owner.

Applicant's Signature: Ronnie Harmon Date: 3/18/23

If the applicant is NOT the owner of the property, the section below must be completed and the application must be signed and dated by the owner to verify the owner's approval of the application and proposed work.

Owner's Name: Ronnie Harmon

Mailing Address: (Street or P. O. Box) 904 Church St. NW
City: Valdese State: NC Zip: 28690

Telephone: Day: same Evening: same Email: Ronnie@burkeonsite.com

As Property Owner, I approve of this application which is submitted by my tenant.

Owner's Signature: above Date: _____

Project Description:
*restoration of historic clock/sign located @ 101 Main St. W.
→ Addition of business signage to renovated clock

Property Address: 101 Main St. W Estimated Project Cost \$: 5,280.⁰⁰ Estimated Project
Completion Date: June 2023 Grant Request Amount \$: 2,500

Attachments:

- Deed to property
- Lease to property, if applicable. If not applicable, initial here: RH
- Color photograph of the existing condition of the building or project area.

(Be sure to include enough detail of the proposed work area to enable the Design Committee to evaluate your application.)

- Sketch or other depiction of the proposed work to be done.
- Project plans and specifications (if applicable).
- Company or person to perform work proposed. Attach required bids.

I have attached the items requested above. I understand the requirements of this grant (including eligible and ineligible activities) and the process for review of my application. I understand that the façade improvement grant must be used for the project described in this application and that all work must be completed before any grant proceeds are disbursed. I understand that the grant must be approved prior to commencement of work. I understand that any improvements made through the grant may not be removed for a minimum of five years without the permission of the Design Committee.

Applicant Signature: Rami Za Ham Date: 3/8/23

Approved as submitted:

1. Planning Department [Signature] Date: 3/8/23

- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____

2. Fire Marshall N/A Date: _____

- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____

3. Design Committee [Signature] Date: 5/8/23

- Approved with modifications or conditions (attached): APPENDED
- Rejected (Reasons for rejection attached): _____
- Dollar amount approved for Reimbursement _____

4. Town Council/Town Manager _____ Date: _____

- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____
- Dollar amount approved for Reimbursement _____

Payment Info: Approved for Reimbursement Rejected for Reimbursement (see attached)

Community Affairs Director: _____ Date: _____

Documented Cost of Façade Improvement: \$ _____

(All documentation stating that work has been paid for must be attached for reimbursement. No Reimbursement can be given without documentation.)



Sign Systems Inc.

www.signsystemshc.com

PO Box 3767 • Hickory, NC 28603 • 315 9th St Ln SE • Hickory, NC 28602 • 828.322.5622 • 828.322.8652 fax

To: Burke On Site Computer Solutions
100 Main Street
Valdese, NC 28690

Quotation #: 01 Revised
Project: Refurb sign
Attn: Ronnie Harmon

Date 03-08-2023
Salesman: Sandy Hoyle
Cell 828-302-2186

Sign Systems, Inc, herein after referred to as Company, proposes to furnish for the above name customer, hereinafter referred to as PURCHASER, the items described below, subject to the terms and conditions set forth herein.

As discussed earlier, we offer the following revised quote:

Remove the sign and deliver to our shop in Hickory. Remove the glass panels and replace with new clear solar grade polycarbonate panels. Convert the internal illumination to LEDs, now knowing that the entire sign (even the small bottom panel) is internally illuminated. Replace all internal working parts of the clock (motor, gears, etc) as provided by you. Sand, clean, prime and repaint the entire structure. Provide and install your new company name and/or logo in the center section. Reassemble as needed, haul back to site and reinstall as needed.

All the above for\$5,280.00, plus tax.

Not included: Tax, permits (if required), repairs to the primary electrical, illumination in the center section, repairs or modifications to the support structure or building wall, repairs to the clock or thermometer. Please allow 6-8 weeks for completion.





28045 Oakland Oaks Ct.
 Wixom, MI 48393
 Tel: (248) 380-6264 Fax: (248) 380-6268

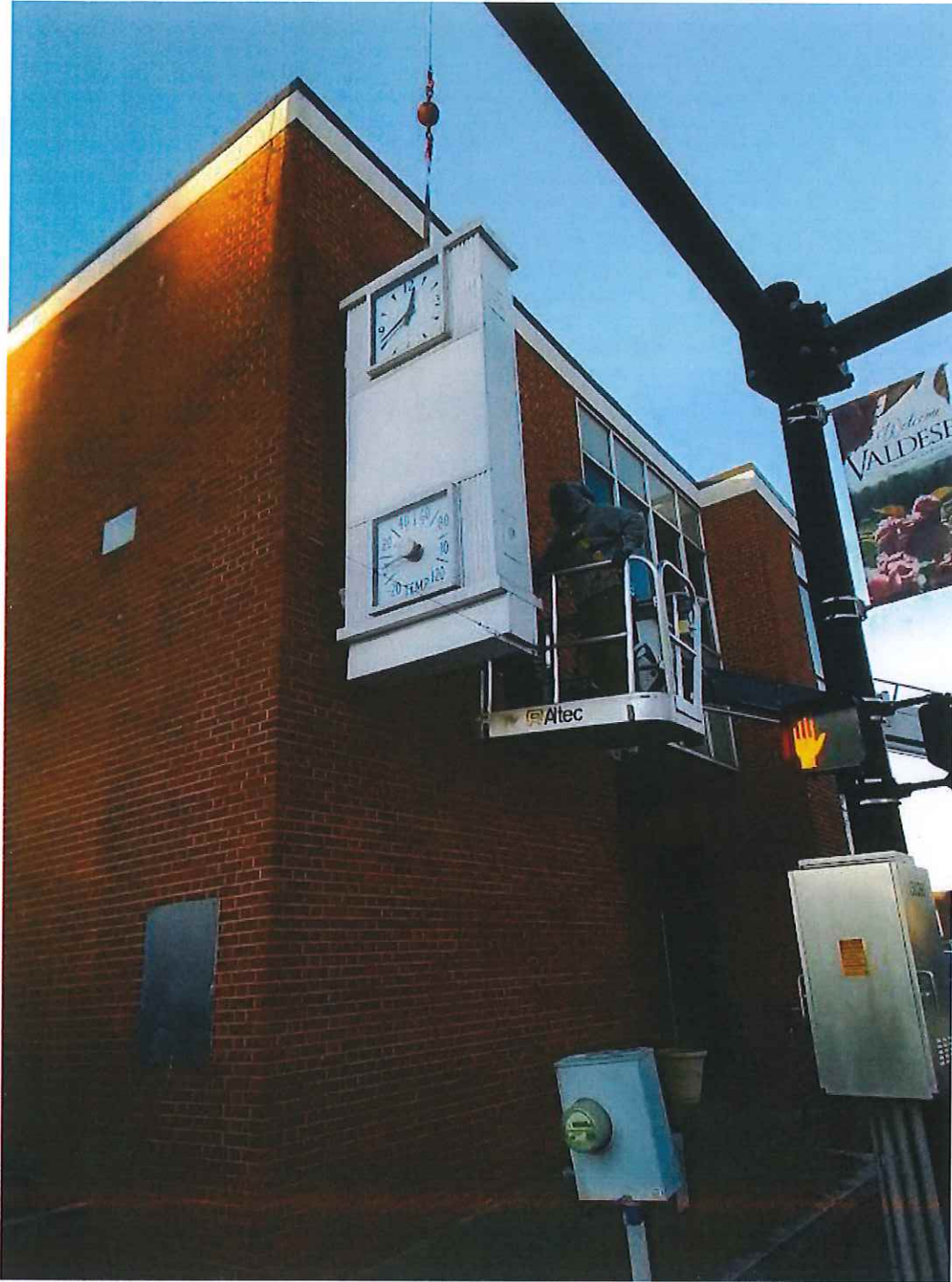
S BURKE ONSITE COM
 O RONNIE HARMON
 L 904 CHURCH STREET NW
 D VALDESE, NC 28690
 T United States (Domestic Address)
 O

S SIGN SYSTEMS INC
 H SANDY HOYLE
 I 315 9TH STREET LANE, SE
 P HICKORY, NC 28602
 T United States (Domestic Address)
 O

Page No. 1	Invoice No. 153079	Apply To	Invoice Date 3/7/2023	Cust. No. SIG110
Invoice			Work Order No. 142622	B. O. 0

Mark For: 3MDR-11-16 M01 MC3



Date Shipped	Purchase Order No.	Ship Via	F.O.B.	Terms			
3/2/2023		UPS GROUND	FACTORY	CREDIT CARD			
Quote No:	Date Requested	Location	Salesperson	Territory			
	2/24/2023	OP	DEAN MAIBERGER	ADVERTISING CLOCK CONTRACTOR			
Item No.	Description	Quantity Ordered	Quantity Back Ord.	Quantity Shipped	Unit Price	Gross Amount	Tax
3MDR-11-16	LOT 120V 2-WAY CLK MOVEMENT, 16" SPACING SN 26347	1.00		1.00	2,707.00	2,707.00	T
M01-3M-11	PAIR PATTERN 142 HDS, MIN HD 11" PAINT : BLACK	2.00		2.00			T
MC3-X10	MASTER CLOCK CONTROLLER FOR SINGLE X-10 SYNCHRONOUS CLOCK OR TWO 2MR/2DM SERIES OUTPUT FOR (1)3MDR CKT #1 = 04 CKT #2 = 00 EASTERN TIME ZONE UNIT ID_9796 ADD SHIPPING TO BALANCE RECEIPT RONNIE@BURKEONSITE.COM TRK 124517520354814572	1.00		1.00			T
Subtotal				Freight			
2,707.00				15.16			
THANK YOU FOR YOUR PATRONAGE					Invoice No.	Remittance	
					153079	2,722.16	

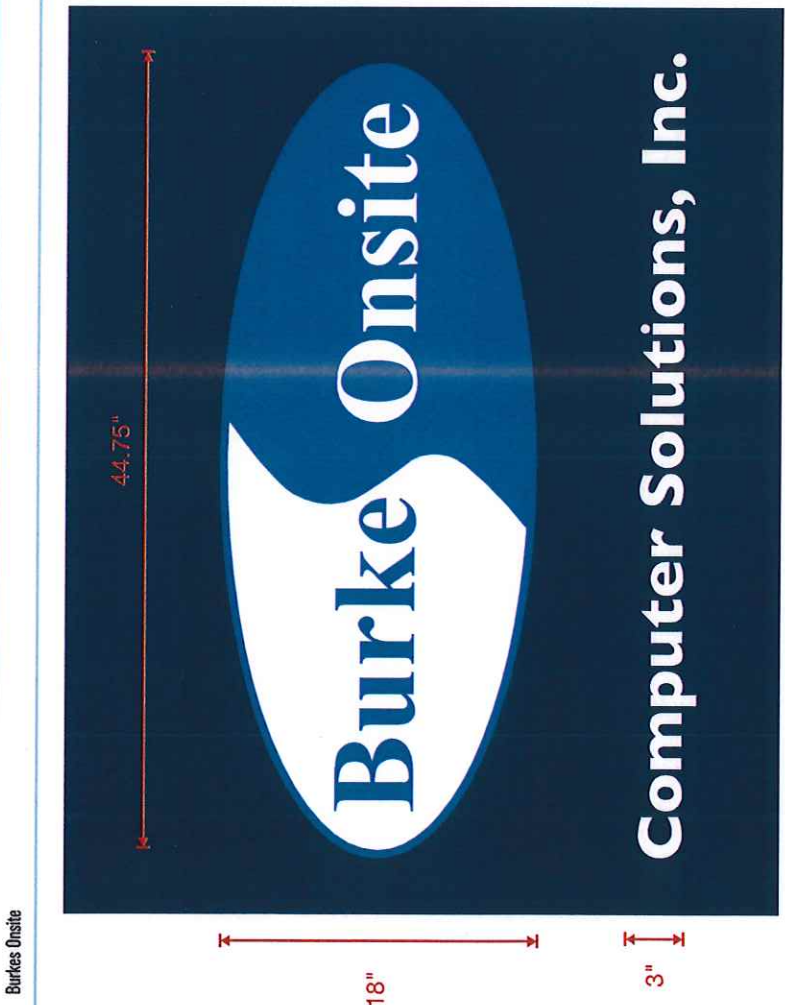


Burke Onsite Computers
Clock Panel
Valdese, NC

03.15.23



CLIENT	
CONTACT	Burke's Herman 824.475.5835 herman@burkeonsite.com
SITE	100 Main St. Yadkin, NC 28655
FILE	Sales Rep: Sandy File Name: Burkesite_proof Design: Shady Drawn: 03.02.23 Rev 1: 03.08.23 Rev 2: 03.13.23 Rev 3: 03.15.23 Rev 4: Rev 5: Rev 6:
CLIENT REVIEW	<input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Revises & Re-submit Name: _____ Title: _____ Date: _____
<p><small>This is an original unpublished drawing, created by Sign Systems, Inc. It is not to be shown to anyone outside of your organization, nor is it to be used, copied, reproduced, or otherwise disseminated without expressed consent from an authorized Sign Systems, Inc. representative. All or any part of the design, including registered trademarks, remains the property of Sign Systems, Inc. If you have not authorized heretofore, you hereby do so by accepting this drawing as it appears to be submitted by Sign Systems, Inc.</small></p> 	



Burkes Onsite



84"



1/4" Acrylic Copy 1st surface, etched vinyl 2nd surface
3/4" Barrel Bolts painted Satin Silver

CLIENT	
CONTACT	Ronnie Hamen 828.475.5285 ronnie@burkesonsite.com
SITE	100 Main St. Yadkin, NC 28655
FILE	Sales Rep: Sandy File Name: Burkesonsite_proof Design: Shelby Draft: 03.02.23 Rev 1: 03.06.23 Rev 2: 03.13.23 Rev 3: 03.15.23 Rev 4: Rev 5: Rev 6:
CLIENT REVIEW	<input type="checkbox"/> Approved <input type="checkbox"/> Approved as filed <input type="checkbox"/> Revise & Re-submit Name: _____ Title: _____ Date: _____
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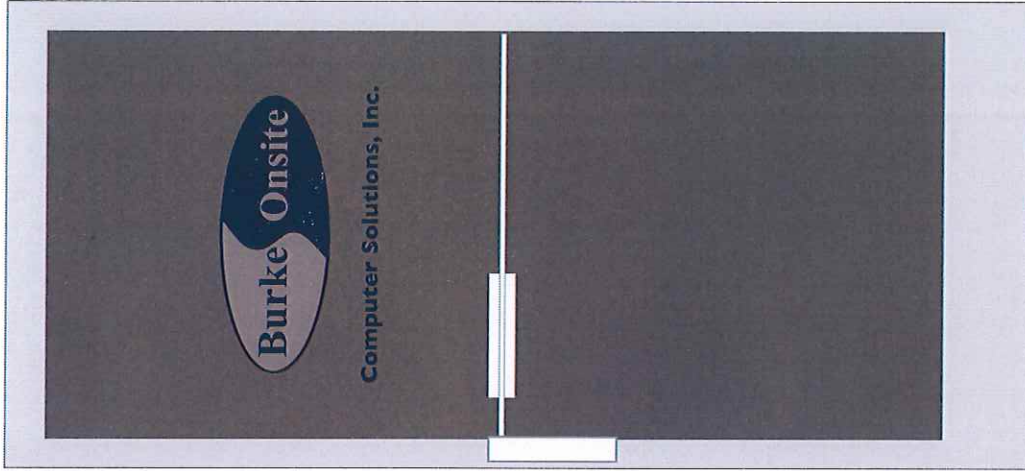
Sign Systems Inc.
www.signsystemsnc.com



PMS 289 C
Etched Vinyl



PMS 289 C and etched vinyl applied 1st Surface to door




	CLIENT
Ronnie Hammen 828.475.9535 ronnie@burkesonite.com	CONTACT
100 Main St. Valdese, NC 28685	SITE
Sales Rep Sandy	FILE
File Name Burkesonite_jrnf	
Design Shabby	
Draft: 03.02.23	
Rev 1: 03.06.23	
Rev 2: 03.13.23	
Rev 3: 03.15.23	
Rev 4:	
Rev 5:	
Rev 6:	
<input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Revise & Re-submit	CLIENT REVIEW
Name	
Title	
Size	

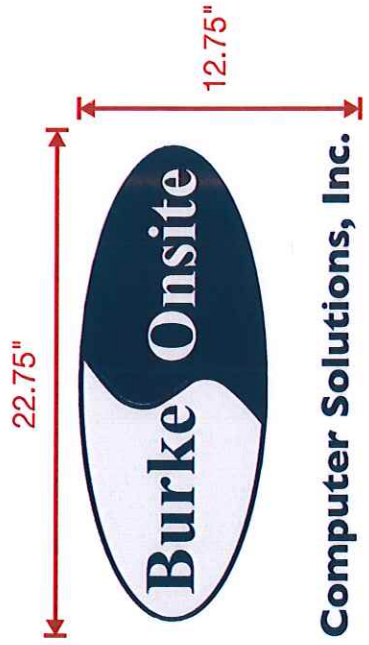
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Sign Systems Inc.
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Burkes Onsite

-  Etched Vinyl
-  PMS 289 C



PMS 289 C and etched vinyl applied 1st Surface to door

CLIENT	
CONTACT	Renele Harmon 828.475.9595 renele@burkesonsite.com
SITE	100 Main St. Valleau, NC 28655
FILE	Sales Rep Sandy File Name BurkesOnsite_proof Design Shelby Draft: 03.02.23 Rev 1: 03.06.23 Rev 2: 03.13.23 Rev 3: 03.15.23 Rev 4: Rev 5: Rev 6:
CLIENT REVIEW	<input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Revise & Re-submit Name _____ Title _____ Date _____
<p><small>This is an original unsubmitted drawing, created by Sign Systems, Inc. It is submitted for your use in accordance with the terms of the license agreement between Sign Systems, Inc. and the client. It is to be used, reproduced, copied, or exhibited in any other manner without the written consent of Sign Systems, Inc. All rights reserved. Sign Systems, Inc. is a registered trademark of Sign Systems, Inc. Any use that is not the property of Sign Systems, Inc. Any use that is not the property of Sign Systems, Inc. Any use that is not the property of Sign Systems, Inc. Any use that is not the property of Sign Systems, Inc.</small></p>	



Town of Valdese
Community Affairs

Memo

To: Valdese Town Council & Mayor
From: Morrissa Angi
cc: Seth Eckard, Highland Family Farms
Date: 5/8/2023
Re: Façade Grant Request

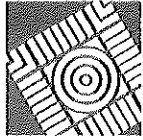
Included in the agenda packet, you will find a completed façade grant application from Highland Family Farms. Highland Family Farm recently purchased the “old post office” building at 205 Rodoret Street North. The front façade of the building will receive renovations include replacing five existing windows, construction of portico over the main entrance door, and the installation of a new glass entrance door. Highland Family Farms requests the Town of Valdese award a façade grant of \$2,500 to help offset the investment in restoring the building.

Staff recommends that the Town Council vote to approve the façade grant for \$2,500. Before reimbursement, all required documentation will be reviewed.

Sincerely,



Morrissa Angi
Director Community Affairs & Tourism – Old Rock School
mangi@valdesenc.gov | 828-879-2129 | visitvaldese.com



North Carolina
Main Street

Historic VALDESE *north carolina*

Main Street Façade Improvement Program Application

This program is financed by the Town of Valdese and administered by the Small Town Main Street Design Committee. Each grant application will be evaluated by the committee for eligibility and merit according to the procedures set forth in the program guidelines. Grant awards are distributed after work on the project is completed, reviewed, and paid project bills submitted.

Applicant's Name: Highlands Family Farm LLC

Mailing Address: (Street or P.O. Box) 2199 Wade Dr EXT

City: Connell's Springs State: NC Zip: 287612

Telephone: Day: 828 302 3326 Evening: _____ Email: highlandsfamilyfarm@gmail.com

I am the Business Owner and/or _____ Property Owner.

Applicant's Signature: Kristina Mercer Date: _____

If the applicant is NOT the owner of the property, the section below must be completed and the application must be signed and dated by the owner to verify the owner's approval of the application and proposed work.

Owner's Name: Kristina Mercer

location
Mailing Address: (Street or P. O. Box) 205 Rodoret St. N.

City: Valdese State: NC Zip: _____

Telephone: Day: 828 302 3326 Evening: _____ Email: highlandsfamilyfarm@gmail.com

As Property Owner, I approve of this application which is submitted by my tenant.

Owner's Signature: Kristina Mercer Date: _____

Project Description:
Replace 5 existing windows w/ commercial aluminum ones, portico over front door, Replace front door w/ commercial glass door.

Property Address: 205 Rodoret St N. Estimated Project Cost \$: 18,500 Estimated Project Completion Date: 5/15/2023 Grant Request Amount \$: 1,500 Max amt

Attachments:

- Deed to property _____
- Lease to property, if applicable. If not applicable, initial here: _____
- Color photograph of the existing condition of the building or project area.

(Be sure to include enough detail of the proposed work area to enable the Design Committee to evaluate your application.)

- Sketch or other depiction of the proposed work to be done.
- Project plans and specifications (if applicable).
- Company or person to perform work proposed. Attach required bids.

I have attached the items requested above. I understand the requirements of this grant (including eligible and ineligible activities) and the process for review of my application. I understand that the façade improvement grant must be used for the project described in this application and that all work must be completed before any grant proceeds are disbursed. I understand that the grant must be approved prior to commencement of work. I understand that any improvements made through the grant may not be removed for a minimum of five years without the permission of the Design Committee.

Applicant Signature: *Kurtz Meier* Date: _____

Approved as submitted:

1. Planning Department _____ Date: _____

- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____

2. Fire Marshall _____ Date: _____

- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____

3. Design Committee _____ Date: _____

- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____
- Dollar amount approved for Reimbursement _____

4. Town Council/Town Manager _____ Date: _____

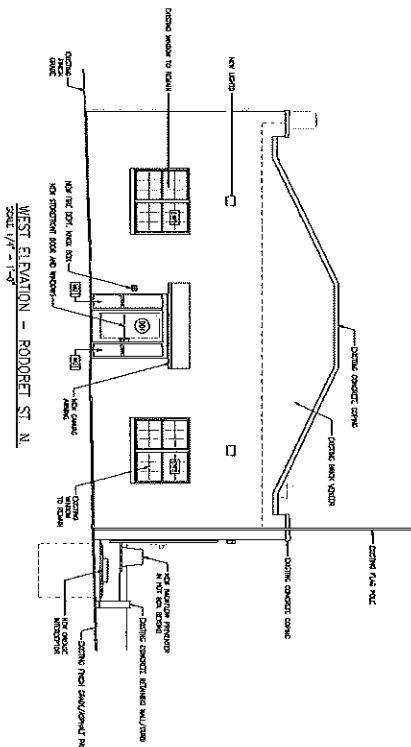
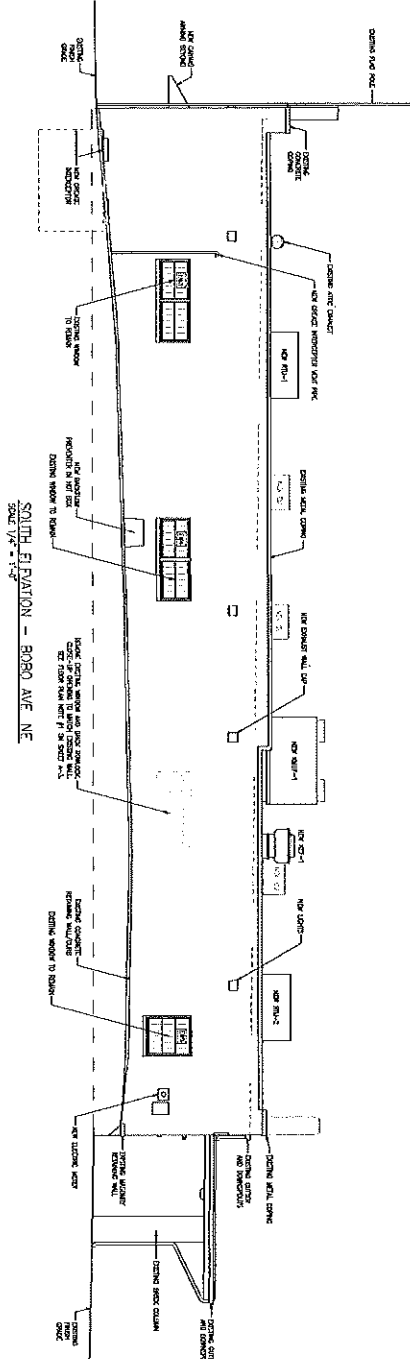
- Approved with modifications or conditions (attached): _____
- Rejected (Reasons for rejection attached): _____
- Dollar amount approved for Reimbursement _____

Payment Info: Approved for Reimbursement Rejected for Reimbursement (see attached)

Community Affairs Director: _____ Date: _____

Documented Cost of Façade Improvement: \$ _____

(All documentation stating that work has been paid for must be attached for reimbursement. No Reimbursement can be given without documentation.)



Drawing
 Exterior Elevations
 Date: 11/11/2011
 Scale: 1/8" = 1'-0"
 A-1
 11/11/2011

BUILDINGS ALTERATIONS FOR:
HIGHLANDS FAMILY FARM
 205 RODDRETT ST. N. VALESEE, NC 28699

Scale: 1/8" = 1'-0"
 11/11/2011



James M. Dwyer, Architect
 P.O. Box 574
 Richford Colony, NC 28971
 813-413-2276
 jmd@redbike.com



INSTRUMENT # 2017026483

FOR REGISTRATION REGISTER OF DEEDS
Stephanie A. Norman
Burke County, NC

04/05/2019 at 02:56:48 PM

Book 2396 Page 772 (3)

FEE: \$26.00

NC EXCISE TAX: \$160.00

INSTRUMENT # 2017026483

This certifies that there are no delinquent taxes due Burke County.
Certification expires Jan. 9th of the year following certification date.

Parcel Identification Number: 2733958409

This is not a certification that the Burke County Parcel Identification Number matches the
Deed description.

DANIEL ISENHOUR
TAX COLLECTOR CLERK

Date/Time: 4/5/19

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$160.00

Parcel Identifier No. 2733-95-8409 / REID No. 30939 Verified by _____ County on the _____ day of _____, 20____

By: _____

Mail/Box to: G. REDMOND DILL, JR., ATTORNEY, P.O. Box 66, Morganton, N.C. 28680

This instrument was prepared by: G. REDMOND DILL, JR., ATTORNEY, P.O. Box 66, Morganton, N.C. 28680

Brief description for the Index: B/L 205 Rodoret Street N, Valdese, North Carolina 28690

THIS DEED made this 4th day of April, 2019, by and between

GRANTOR

GRANTEE

**VILLAGE PROPERTIES, L.L.P.,
A North Carolina General Partnership**

**HIGHLANDS FAMILY FARM, L.L.C.,
A North Carolina limited liability company**

Mailing Address:

Post Office Box 970
Valdese, North Carolina 28690

Mailing Address:

2199 Wade Drive Ext.
Connelly Springs, North Carolina 28612

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Valdese, Lovelady Township, Burke County, North Carolina and more particularly described as follows:

(SEE ATTACHED SCHEDULE "A")

The property hereinabove described was acquired by Grantor by instrument recorded in Book 844 page 26,

All or a portion of the property herein conveyed includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book 3 page 32.

SCHEDULE "A"

BEGINNING on an iron stake located at the Northeast intersection of North Rodoret Street with Bobo Alley and runs thence with North Rodoret Street North $14^{\circ} 45'$ East 80 feet to an iron stake, a new corner; thence South $70^{\circ} 9'$ East 175 feet to an iron stake, a new corner; thence South $14^{\circ} 45'$ West 80 feet to an iron stake located in the North margin of Bobo Alley; thence with the North margin of Bobo Alley North $70^{\circ} 9'$ West 175 feet to the BEGINNING, the same being 80 x 175 feet of the post office property as conveyed to Leon E. Guigou, John D. Guigou and Henry Guigou by deeds recorded in Book 119, Pages 323, 325, and 328. Being also a portion of that property designated as PO on a map of the Guigou Estate Subdivision as shown on a map recorded in Map Book 3, Page 32, Burke County Registry.

DEED REFERENCES: Book 844, Page 26; Book 592, Page 90; Book 119, Pages 323, 325 & 328: all of the Burke County Registry. See also Corporation Book 12, Page 474 of the Burke County Registry.

Date: March 4, 2022

Job No: 22-111

Highlands Family Farm
MW Properties of Connelly Springs, LLC
Attn.: Daniel Wall
2199 Wade Drive Ext.
Connelly Springs, NC 28612

Re: Building Alterations

Proposal

We propose to furnish material, labor, and equipment required for renovations in accordance with plans titled Building Alterations for Highlands Family Farm (Sheets CS1, CS2, SP-1, A1 thru A16 dated Dec. 8, 2021 with no revisions noted; P1 thru P-3, M1 thru M12, E1 thru E-7 dated Nov. 15, 2021 with no revisions noted), Addendum No. 1 (not dated), and the following scope of work:

General Conditions

1. Provide field supervision, mobilization, temporary jobsite facilities, layout, scheduling, builders risk insurance, safety, housekeeping.
2. Building permits.
3. Lien Agent as required by the state of North Carolina.

Sitework & Demolition

1. Demolition
2. Patching of disturbed asphalt from installation of new exterior plumbing waste line.
3. Handicap parking line painting and handicap parking sign.
4. Repair of disturbed gravel bed and concrete curb from installation of grease interceptor and new exterior plumbing waste line.

Concrete

1. Patch existing concrete floor slab disturbed due to installation of underground plumbing (waste lines, floor drains, floor sinks) in various areas and underground electrical (floor box & conduit) at Sales 102.

Steel

1. Lightgauge steel framing at new walls.

Masonry

1. Masonry infill construction at three (3) removed windows.
2. Interior masonry patching at Break 111 and Office 114.

Carpentry

1. Replace damaged plywood ceiling, soffit, and fascia at Covered Porch / Dock 112.
2. Interior plywood ceilings with batten trim over joints.
3. Roof retrofit framing to accommodate new roof-top mounted equipment and kitchen hood.
4. Casework and accessory blocking.

Qualifications

1. City of Valdese Public Services Director, Greg Padgett, advises that water or sewer tap fees will not be applicable to this project since it is prescribed for both the water and sewer to tie into existing service lines. Therefore, no tap fees are included in this proposal. Mr. Padgett also confirmed the existing water service line and existing meter is 1 ½" as suggested on the drawings.
2. We include a new plywood ceiling above Walk-In Freezer 116 and Walk-In Cooler 117. Batten strip trim to over joints is not included in this area as it is a concealed, attic area.
3. This proposal is based upon the wood furring strips at the existing ceiling level to remain in place and to be used for attachment of the new plywood and/or drywall ceiling finish as applicable.
4. Cabinets at Break/Equip. 111 and bar construction at Bar 104 are furnished and installed by Others per Addendum No. 1.
5. No work to the existing grounds of the site is shown nor included in this proposal as pertaining to any: grading, storm drainage, erosion control, new walks, drives, parking lots, landscaping, or grassing.

Notes:

1. Moss-Marlow is fully insured with Workman's Compensation and General Liability Insurance.
2. This proposal is valid for 10 days.
3. Progress and final bill will be Net 10 Days with past due interest at 1 ½% per month.
4. Removal of any subsurface rock, debris, unsuitable soil or contaminants of any kind are not included.
5. **Payment and Performance Bonds can be provided for an additional cost.**
6. Projects that exceed \$20,000 will require proof of funds, set aside for that project, before work can begin.
7. Anything not stated above is not included in this price and can be performed at a cost plus basis.

Accepted By Sign Name

Tracy Setzer 3/4/2022
 Moss-Marlow Building Co., Inc. Date

Accepted By Print Name Date

- place and to be used for attachment of the new plywood and/or drywall ceiling finish as applicable.
- 4. Cabinets at Break/Equip. 111 and bar construction at Bar 104 are furnished and installed by Others per Addendum No. 1.
- 5. No work to the existing grounds of the site is shown nor included in this proposal as pertaining to any: grading, storm drainage, erosion control, new walks, drives, parking lots, landscaping, or grassing.

Notes:

- 1. Moss-Marlow is fully insured with Workman's Compensation and General Liability Insurance.
- 2. This proposal is valid for 10 days.
- 3. Progress and final bill will be Net 10 Days with past due interest at 1 1/2% per month.
- 4. Removal of any subsurface rock, debris, unsuitable soil or contaminants of any kind are not included.
- 5. Payment and Performance Bonds can be provided for an additional cost.
- 6. Projects that exceed \$20,000 will require proof of funds, set aside for that project, before work can begin.
- 7. Anything not stated above is not included in this price and can be performed at a cost plus basis.

Accepted By _____ Sign Name _____ *Laurey Setzer* 11-11-2022
 Moss-Marlow Building Co., Inc. Date

Accepted By _____ Print Name _____ Date _____

P.O. Box 2423 • 3039 Highway 70 SW • Hickory, NC 28603-2423 | Phone: 828.328.2333 • Fax: 828.328.2156 • www.mossmarlow.com



Highlands Family Farms

Item	Mar. 4, 2022	Nov. 11, 2022	Difference	% Increase/(Decrease)
General Conditions	\$ 53,447.00	\$ 57,927.00	\$ 4,480.00	8%
Demolition	22,677.00	22,677.00	-	0%
Sitework	3,185.00	3,185.00	-	0%
Concrete	4,149.00	4,399.00	250.00	6%
Masonry	2,856.00	3,244.00	388.00	14%
Rough Carpentry	23,842.00	22,515.00	(1,327.00)	-6%
Thermal & Moisture Protection	8,396.00	8,396.00	-	0%
Doors & Windows	34,046.00	35,906.00	1,860.00	5%
Finishes	85,731.00	88,809.00	3,078.00	4%
Specialties	3,501.00	3,734.00	233.00	7%
Equipment	679.00	679.00	-	0%
Plumbing	120,075.00	123,374.00	3,299.00	3%
HVAC	129,305.00	142,972.00	13,667.00	11%
Electrical	106,376.00	112,628.00	6,252.00	6%
Total	\$ 598,265.00	\$ 630,445.00	\$ 32,180.00	5%

February 23, 2022


WILKIE
 CONSTRUCTION COMPANY SOUTHEAST, LLC

 GENERAL CONTRACTORS www.wilkie-const.com
 Telephone (828) 754-6431 • Fax (828) 754-1653

TO: Mr. Daniel Wall

RE: Highlands Family Farm Restaurant
Valdese, NC

Dear Mr. Wall:

Wilkie Construction Company SE is pleased to offer our quotation for the building renovations to the existing space at 205 Rodoret Street N. in Valdese, NC. The plans that we have followed are drawn by Red Bike Architecture and are dated December 8, 2021.

The scope of work will include the following trades: Demolition, Pavement Striping, Masonry, Patch Work, Wood Framing for infill and roof/ceiling patching at new duct and mechanical units, Wood Trim, Roof Flashing and new coping on front parapet, Miscellaneous Caulking, Hollow Metal, Wood Doors, Finish Hardware, Aluminum Storefront, Glass and Glazing, Metal Studs and Drywall, ACT, Rubber Base, Stonhard Floor Coating, Concrete Floor Sealer, Painting, FRP Panels, Knox Box, Fire Extinguishers, Toilet Accessories, Loading Dock Bumpers, Plumbing, Mechanical, Captive Air, and Electrical.

Also, please note that we have taken into account the information on Addendum #1, issued by Red Bike Architecture. I am including the following clarifications for clarity:

Clarifications

1. The cabinets for Bar 104 and Break/Equip. 111 are by the owner.
2. The Walk-In Cooler and Walk-In Freezer are to be furnished and installed by owner.
3. We do not include any Equipment.
4. We do not include air curtain @ rear door.
5. We have not included the cost of a Payment/Performance Bond. Should one be requested, we will gladly give you the cost of that.
6. Our price is valid for 30 days.

The base bid for construction of a new restaurant per our scope of work, in the existing space in Valdese is:

Base Bid:		<u>\$765,900.00</u>
Alt. #1	Add	<u>\$5,200.00</u> for painting the exterior of the building.
Alt. #2	Add	<u>\$4,100.00</u> for adding R-19 blown-in attic insulation.

Wilkie Construction Company SE appreciates the opportunity to give you a bid for the renovation of this space. We will gladly answer any questions or concerns that you may have.

Sincerely,

WILKIE CONSTRUCTION COMPANY SE, LLC

David Deal
Project Manager

DD/dhk

DIAMOND GLASS OF HICKORY, INC.

P. O. BOX 6026 ~ 70 TED BOLICK LANE ~ HICKORY, N.C. 28603

Phone 828-495-7666 ~ Fax 828-495-7663

Email: diamond_doug@earthlink.net

QUOTATION

DATE: 11-03-22

TO: MOSS MARLOW BUILDING COMPANY, INC.

ATTN: TODD TEMPLE

FROM: DOUG STROUD

JOB: HIGHLANDS FAMILY FARMS

ADDENDUM: 1

WE ARE PLEASED TO QUOTE THE FOLLOWING:

DARK BRONZE OR CLEAR ANODIZED 2" X 4-1/2" THERMALLY BROKEN ALUMINUM WITH 1" CLEAR GLASS WITH SN68 LOW E. WE INCLUDE ONE MEDIUM STILE DOOR WITH BUTT HINGES, STANDARD PUSH/PULL HARDWARE, MS LOCK WITH INTERIOR THUMBTURN AND SURFACE MOUNTED CLOSER.

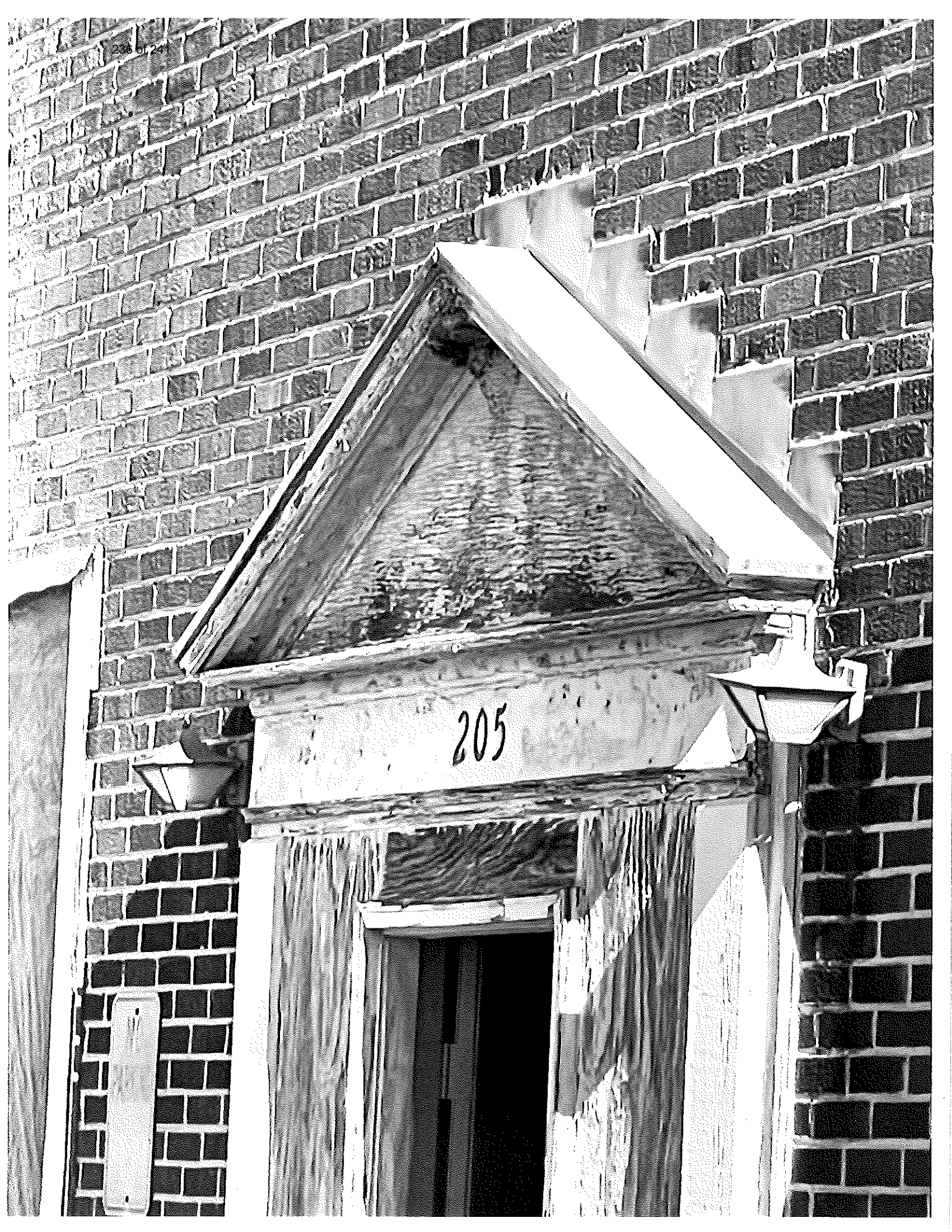
WE INCLUDE GLAZING ONLY OF D03 AND D04 WITH 1" GLASS AND GLAZING ONLY OF D096, D10, D11 WITH 1/4" CLEAR TEMPERED GLASS. WE INCLUDE GLAZING ONLY OF HOLLOW METAL FRAME W02 WITH 1" CLEAR GLASS.

FURNISHED AND INSTALLED.....\$13,297.00

WE EXCLUDE: DEMOLITION, CLEANING AND PROTECTION OF OUR WORK.

TERMS WITHOUT ESTABLISHED CREDIT: 50% DEPOSIT WITH BALANCE DUE UPON COMPLETION.
TERMS WITH ESTABLISHED CREDIT: NET 20TH ON ALL INVOICES RENDERED THE PREVIOUS MONTH, RETAINAGE DUE WITHIN 30 DAYS OF SUBSTANTIAL COMPLETION. A CHARGE OF 18% COSTS AND ATTORNEY'S FEES APPLIES TO PAST DUE BALANCES EACH MONTH. PAY IF PAID CLAUSES ARE NOT ACCEPTABLE. LIEN RIGHTS SHALL NOT BE VOIDED, WAIVED, OR IMPAIRED BY ANYTHING IN THE CONTRACT OR INVOICE FORMS, EXCEPT TO THE EXTENT PAYMENT HAS BEEN RECEIVED. QUOTE IS BASED ON USE OF THIS PROPOSAL, A STANDARD AIA SUBCONTRACT AND OUR STANDARD ADDENDUM TO WHICH THIS PROPOSAL SHALL BE BOUND AND PREVAIL. THIS QUOTATION SHALL BE VALID FOR 30 DAYS





205



Marisa Bruce
1.0k followers

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HICKORY, NC
828-328-2333
www.mossmarlow.com



re Home of

Town of Valdese
North Carolina

Resolution Awarding Town-Issued Service Side Arm and Badge Pursuant to
North Carolina General Statute 20-187.2 A

WHEREAS, Sgt Carson Dean Berry retired from the Valdese Police
Department on May 31st, 2023; and

WHEREAS, Sgt. Carson Dean Berry was a dedicated law enforcement
officer to the citizens of North Carolina and Town of Valdese since May 16,
1992; and

WHEREAS, North Carolina General Statute 20-187.2 (a), permits The
Town of Valdese to donate the badge worn at no cost, and to the sell service-
issued side arm to retiring law enforcement officers, at a price determined by
the Town Council Members; and

THEREFORE, THE TOWN COUNCIL OF THE TOWN OF VALDESE
RESOLVES THAT: 1. Sgt. Carson Dean Berry service weapon and badge
be declared surplus property; and 2. The Valdese Chief of Police, Jack Moss,
is authorized to present Sgt. Carson Dean Berry his Town of Valdese Police
Department issued badge at no cost, upon his retirement; and 3. The Valdese
Police Chief, Jack Moss, is also authorized to sell a Glock, Model 21 Gen 4,
Serial Number AHBL-223 pistol at a set price of \$1.00 to Sgt. Carson Dean
Berry upon his retirement.

Adopted this 5th day of June 2023.

Charles Watts: Mayor

Attest:

Jessica Lail: Town Clerk

REPORT OF SURPLUS OR OBSOLETE PROPERTY

REQUEST DECLARING PROPERTY SURPLUS AND AUTHORIZING SALE OF TOWN-ISSUED SERVICE SIDE ARM AND BADGE PURSUANT TO NORTH CAROLINA GENERAL STATUTE 20-187.2A, WHICH PERMITS The Town of Valdese to donate the badge worn at no cost, and to sell the service-issued side arm to retiring law enforcement officers, at a price determined by the Valdese Town of Council to be \$1.00.

DESCRIPTION OF TOWN PROPERTY TO SURPLUS:

ITEM: Glock

MODEL NO. 21 GEN 4

SERIAL NO. AHBL-223

ITEM: Valdese Police Department Badge

MODEL NO. N/A

SERIAL NO. N/A

OFFICER NAME: Carson Dean Berry