

**BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Monday, June 3, 2021**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on May 3, 2021
 - b. Closed session held on May 3, 2021
4. Public Hearings
 - a. FY 21-22 Budget
 - i. Staff report
 - ii. Open public hearing
 1. Public input
 - iii. Close public hearing
 - iv. Council action following public hearing
 1. Consider adoption of Burnsville FY 21-22 Budget
 - b. Zoning Ordinance Amendments
 - i. Staff report
 - ii. Open public hearing
 1. Public input
 - a. Zoning amendments
 - b. Flood Damage Prevention Ordinance amendments
 - iii. Close public hearing
 - iv. Council action following public hearing
 1. Consideration of adoption of zoning ordinance amendments
 2. Consideration of adoption of Flood Damage Prevention ordinance amendments
 - c. Council-Manager form of Government
 - i. Staff report
 - ii. Open public hearing
 1. Public input
 - iii. Close public hearing
(Consideration of adoption of ordinance to change the form of government must wait until July 1 meeting per NC Statute 160A-102)
5. Administrator's Update:
 - a. COVID-19 Update
 - b. SOC with DEQ update
 - c. West Main sewer interceptor grant update
 - d. Water line extension to Little Leaf Farms update
 - i. Discussion of memorandum of understanding with the County
 - e. Stormwater GIS Mapping update
 - f. Discussion of elevator contract
 - g. Consideration of Employee Handbook Resolution to Amend
 - h. Consideration of Resolution to apply for NCDOT Pedestrian/Bicycle Planning grant

- i. Discussion of changing dental coverage to Delta Dental
 - j. Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated May 31, 2021 is provided as an update of uncollected revenues.
6. Department Updates
- a. Public Works - Shane Dale
 - i. Water Plant Operator update
 - ii. OMC Pump Station update
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual dated May 31, 2021, previously provided to Council
 - ii. Budget Amendment(s)
 - iii. Authorize Mayor to sign contract for the American Recovery Plan funds
 - iv. Discussion of opening a new account for Police Special Separation
 - c. Fire Department - Niles Howell
 - i. Operations
 - ii. Building project update
 - d. Police Department - Brian Buchanan
 - i. Radio grant
 - e. Zoning/Code Enforcement - Brian Buchanan
 - f. Burnsville Events
 - i. Events on the Town Square - Chad Fox
 - ii. Burnsville Town Center - Corbin Cooper
7. Council Members' Reports
- a. Mayor Theresa Coletta
 - i. High Country Council of Governments
8. Updates from Advisory Boards and Non-Profits
- a. Economic Development Commission - Jamie McMahan
 - b. Burnsville-Yancey Chamber of Commerce - Christy Jones
9. Closed Session
10. Next Town Council Meeting - July 1, 2021
11. Adjourn

BURNSVILLE TOWN COUNCIL
Special Meeting - Thursday, May 3, 2021, 5:30pm

On Thursday, May 3, 2021, the Burnsville Town Council with Mayor Theresa Coletta and members Judy Buchanan, Denise Collier, and Bunnie McIntosh present, held a special meeting that began at the New Burnsville Fire Station. Also in attendance were Town staff members Heather Hockaday, Niles Howell, Brian Buchanan, Leslie Crowder, and Chad Fox; and visitors Jody Higgins and Charlie Hensley. Mayor Coletta, who presided, called the meeting to order at 5:30pm and yielded to Fire Chief Niles Howell who gave a brief tour of the progress on the new Burnsville Fire Station.

The Council left the fire station at 5:55pm and relocated to the Burnsville Town Center. They were joined by visitors Danny McIntosh, Christy Jones, Buddy Waterman, Jack Sieloff, among others. Council member Russell Fox was absent. The meeting was streamed live for the public on the Burnsville Town Center's YouTube Channel.

Mayor Coletta called the meeting back to order at 6:08pm and stated that the purpose of the meeting was to conduct regular business for the month of May, 2021.

Public Comment

- Danny McIntosh wanted to recognize efforts made to obtain grant money for infrastructure. He also said that the special event guidelines being reviewed later in the evening were greatly improved.
- Jack Sieloff with the Community Awareness event scheduled for May 22nd on the Town Square gave background on why he felt the event was important for the community.
- Dennis Matelski submitted an email outlining his concerns regarding road closures for events and their impact on downtown merchants. The email was read aloud by the Town Clerk.

Consideration of Minutes - Minutes from a closed session held on March 29, 2021, a regular meeting held on April 1, 2021, a closed session held on April 1, 2021, and a budget work session held on April 15, 2021 were available for review. Mayor Coletta suggested approving the closed session minutes during the Mayor's report. Councilor Judy Buchanan made a motion to approve the April 1, 2021 regular meeting minutes and the April 15, 2021 budget work session minutes as read. Councilor Bunnie McIntosh seconded the motion, which carried. All were in agreement.

Administrator's Update - Heather Hockaday

COVID-19 update - The Council was updated on several aspects of the pandemic. The County alert system remained in the yellow, hospitalizations are trending positively and the Governor issued executive order 209 relaxing mask and gathering restrictions.

CDBG-I Grant for West Main Sewer Interceptor update - Mrs. Hockaday reported that the Town had been fully funded for \$2 million to replace the West Main sewer interceptor.

Stormwater GIS Mapping update - Work has begun with HCCOG, assisted by town employee Jeff Truitt, to locate storm drains. Data collection will continue two day each week and is expected to be completed in the fall. The information will then be used to create a GIS map to aid in future planning and problem solving.

Budget Public Hearing - Bunnie McIntosh made a motion to set June 3, 2021 at the Burnsville Town Council June regular meeting as the date for a public hearing on the FY 21-22 Town of Burnsville

Annual budget as required by NCGS 159-12. Judy Buchanan seconded the motion, which carried.

Employee Handbook Updates - Mrs. Hockaday informed the Council that the Employee handbook, last updated in 2017, has sections that need to be updated. She recommended having the Personnel Policy Committee review the proposed changes at a work session. She asked that the Council fill former Councilor Ruth Banks' vacancy with Mayor Theresa Coletta and former Town Clerk Jeanne Martin's vacancy with current Town Clerk Chad Fox. Judy Buchanan made a motion to appoint Mayor Coletta and Mr. Fox to the committee. Bunnie McIntosh seconded the motion, which carried. May 12th, 2021 at 11am in the Burnsville Town Center was set for the work session.

Update on Energy Assessment for Town Hall - Waste Reduction Partners completed a virtual assessment for the Burnsville Town Hall. Mrs. Hockaday hopes that the findings along with audits done for other Town facilities could be used to create policies on energy savings and guide future decisions, reducing energy usage as a whole.

Tax Report - Pursuant to G.S. 105-369(a), *Tax Delinquent Report* dated April 30, 2021 is provided as an update of uncollected revenues. - Payments on the 2020 levy continue and efforts are being made to obtain those that are delinquent.

Department Updates

1. Public Works - Mrs. Hockaday reported for Shane Dale who was at the water plant.
 - a. OMC Pump Station update - The pumps and wet well cover are scheduled to arrive on Wednesday. The electrical work has been finished.
 - b. East Main sidewalk update - The project was slowed by weather but is expected to be finished soon.
 - c. Application for funding from SRF for water plant improvements - Michelle Ball with HCCOG submitted the application within the last week.

2. Finance - Leslie Crowder
 - a. A Budget vs. Actual dated April 30, 2021 was previously provided to Council. A new draft of the FY 21-22 budget was provided with adjustments for COLA, an increase to the community promotions line, and an increase to the carryover for the elevator project.

3. Fire Department - Niles Howell
 - a. Operations
 - i. Fire Chief Niles Howell reported that Phillip Smith has begun the annual fire hydrant maintenance and service program.
 - ii. The First-Out Pumper will be in the shop for work on brakes, and other issues. He said the Ladder truck could fill in until the pumper is back.
 - b. Building project update - Mr. Howell expressed gratitude for the Council visit to the fire station. He mentioned that all of the subcontractors were brought in over the last week and he expects progress to accelerate over the next few months.

4. Police Department - Police Chief Brian Buchanan reported that yearly in-service training began this week with rounds of qualifying followed by bookwork later in the summer.

5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan prepared a slide presentation summarizing proposed Zoning Ordinance amendments. He explained that while making changes required to conform with new North Carolina land use regulations, referred to as 160-D, it would be a good time to correct several other issues that would

make the ordinance more user friendly and incorporate suggestions from the Burnsville Comprehensive Land Use Plan.

Mrs. Hockaday reminded the Council that the Planning board unanimously approved the zoning amendments at their April meeting and said that, with the deadline for adoption being July 1st, the next step would be to have a public hearing at the June 3rd regular meeting of the Town Council. She informed the Council that a minor 160-D update to the Floodplain Prevention Ordinance would also be required.

Judy Buchanan made a motion to set June 3rd, 2021 at the Town Council regular meeting to have a public hearing on the Zoning Ordinance and Floodplain Prevention Ordinance amendments. Denise Collier seconded the motion, which carried.

6. Burnsville Events

a. Events on the Town Square

- i. Mayor Coletta gave an update on the July 3rd Independence Day Celebration, sponsored by the Town and County. Brian Gurl will perform patriotic music beginning at 7pm with a rain date of Sunday, July 4th.
- ii. Amendments to make the Special Event Guidelines more closely reflect the Community Promotions Guidelines were presented by the Town Clerk. Judy Buchanan made a motion to approve the amendments to the Special Event Guidelines. Denise Collier seconded the motion, which carried. All were in agreement.
- iii. A list of previously sponsored events was previously provided to the Council. Judy Buchanan made a motion to approve the list of events that have traditionally been sponsored by the Town. Denise Collier seconded the motion, which carried.
- iv. Events requesting sponsorship were considered. The Council chose to not sponsor a Community Awareness event based on a lack of adherence to the special event guidelines. They agreed to sponsor a pair of performances by the Parkway Playhouse.
- v. New events submitting packets for approval were considered. Mayor Coletta made a motion to approve the new events. Denise Collier seconded the motion, which carried.

- b. Burnsville Town Center - Town Center Manager Corbin Cooper updated the Council on several concerts, weddings, and event rentals in the works. Mr. Cooper said that scheduling of the facility had drastically picked up over the last few weeks.

Council Members' Reports

1. Mayor Theresa Coletta

- a. Bunnie McIntosh moved to approve the minutes from the closed session held on March 29, 2021 and the closed session held on April 1, 2021. Judy Buchanan seconded the motion, which carried.
- b. Changing to Manager-Council form of Government - Mayor Coletta reminded the council of prior discussions and the benefits of consistent leadership. She said a Manager would be a vital link between the board and the issues that mattered most.

Bunnie McIntosh moved to approve the *Resolution of Intent to Consider An Ordinance Amending the Charter of the Town of Burnsville, NC to Adopt the*

Council-Manager Form of Government and Setting the Date for a Public Hearing Thereon and set the public hearing for June 3rd, 2021 at the June regular meeting of the Burnsville Town Council. Mayor Coletta seconded the motion, which carried. Councilors Judy Buchanan and Denise Collier were in agreement.

- c. National Public Works Week Proclamation - Mrs. Hockaday read the proclamation designating the week of May 16-22 as National Public Works week paying tribute to the employees of the Burnsville Public Works Department. Mayor Coletta moved to adopt the proclamation. Judy Buchanan seconded the motion, which carried.

Updates from Advisory Boards and Non-Profits

- Burnsville-Yancey Chamber of Commerce - Chamber Director Christy Jones spoke about efforts to bring back the Business Builders Breakfasts beginning in June. She is also looking to start evening networking events soon.

Closed Session

Judy Buchanan made a motion to leave open session and go into closed session pursuant to N.C.G.S. 143-318.11(a)(6) to discuss personnel matters at 7:36pm. Denise Collier seconded the motion, which carried.

A motion was made by Judy Buchanan to leave closed session and re-enter the regular session. Denise Collier seconded the motion, which carried. All were in agreement and the Council re-convened in open session at 7:47pm. Judy Buchanan made a motion to promote Shane Dale to Public Works Director. Mayor Coletta seconded the motion, which carried.

Next Town Council Meeting - Regular meeting on June 3, 2021 at 6pm.

With no further business, Judy Buchanan made a motion to adjourn the meeting at 7:49pm.

J. Chad Fox, Town Clerk

Theresa Coletta, Mayor

Theresa Coletta
Mayor

Town of Burnsville

Councilors:
Judy Buchanan
Denise Collier
Russell Fox
Bunnie McIntosh

Heather Hockaday
Town Administrator/Attorney



BUDGET MESSAGE FOR THE TOWN OF BURNSVILLE FISCAL YEAR 2021 - 2022


Submitted herewith is the Budget Estimate for the Town of Burnsville for the fiscal year 2021-2022, which commences 1 July 2021. This budget estimate is to be interpreted as an estimate only, subject to change prior to the adoption of the Budget Ordinance by the Town Council.

In the upcoming fiscal year we are maintaining the millage rate on property taxes at 52 cents. Projected revenues have been adjusted to 96% of this fiscal year's actual ad valorem receipts and sales tax revenues are based on this fiscal year's actual received revenues. Overall cost containment is a primary consideration in this year's budget, and such items as police vehicles have not been provided for. The budget does include partial funding for an upgrade to the Town Hall for installation of an elevator; however, the partial funds for the project were carried over from Fiscal Year 2020-2021. In continued support of the local economy, the General Fund Budget will include funding for street maintenance and community promotions. A capital project is still ongoing for the new Burnsville Fire Department. This project is scheduled for completion in this fiscal year.

Water/sewer capital projects in which the Town may be involved during FY 2021-2022 budget includes a Water Treatment Plant project with funding assistance from DWI through a State Reserve Project Loan. The Town has also received a CDBGI grant for improvements to the sewer collection system. A 3% increase in water/sewer rates is included in the budget to support the infrastructure challenges we continue to face. The automatic meter reader program will continue as the budget provides.

In accordance with the provisions of North Carolina General Statute Section 159-12, a copy of this message and copies of the Budget Estimate will be available with the Town Clerk at the Burnsville Town Hall until the ordinance is adopted.

Respectfully submitted,


Leslie Crowder, Finance Officer

**TOWN OF BURNSVILLE
BUDGET ORDINANCE SCHEDULES
FISCAL YEAR ENDING JUNE 30, 2022**

<u>Schedule I - Applications</u>	<u>General Fund</u>	<u>Water/Sewer Fund</u>
Governing Body	92,852	
Administration	455,904	548,756
Fire (Tax)	205,024	
Fire (Town)	139,785	344,809
Community Promotions	61,168	
Police	752,769	
Street	206,452	
Sanitation	106,113	
Powell Bill	51,000	
Town Center	92,582	
Water Department		1,501,832
East Yancey Sewer Dist		60,000
Debt Service		96,398
Sewer Department		1,162,003
TOTAL EXPENDITURES	\$2,163,649	\$2,820,233
TOTAL BUDGET EXPENDITURES		\$4,983,882
<u>Schedule II - Estimated Revenues</u>		
General Fund	1,907,625	
Fire Tax Revenue	205,024	
Powell Bill	51,000	
Water Fund (Other Charges)		672,000
Water Charges		1,143,900
Sewer Charges		944,333
East Yancey Sewer District		60,000
TOTAL REVENUES	\$2,163,649	\$2,820,233
TOTAL BUDGET REVENUES		\$4,983,882

Tax Rate \$.52 per \$100 Valuation

TOWN OF BURNSVILLE
BUDGET ORDINANCE
Fiscal Year 2021-2022

Be it ordained by the governing board of The Town of Burnsville, North Carolina:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the town government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore established for the town:

GENERAL FUND

548,756 -	General Government
752,769 -	Public Safety
139,785 -	Fire (Inside)
205,024 -	Fire (Perimeter)
206,452 -	Street
51,000 -	Powell Bill
92,582 -	Town Center
106,113 -	Sanitation
<u>61,168 -</u>	Community Promotion
2,163,649 -	TOTAL

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022: This fiscal year's millage rate continues to be .52 on a 100 with the net value of property in the town being \$158,997,884.00 with a 97% collection rate.

797,000 -	Current Year Property Taxes
55,000 -	Current Year Motor Vehicle Taxes
37,475 -	Prior Year(s) Property Taxes
2,600 -	Penalties & Interest on Property Taxes
205,024 -	Fire Tax Revenues
51,000 -	Powell Bill Funds
160,000 -	Franchise Taxes
557,500 -	Sales Tax/ including ABC
188,625 -	Other Revenues
1,075 -	Interest on Investments
25,000 -	State Citations
4,000 -	Building Permits
3,000 -	Zoning & Compliance Fees
30,000 -	Grant Revenue
<u>46,350 -</u>	Burnsville Town Center Revenues
2,163,649 -	Total

SECTION 3. The following amounts are hereby appropriated in the Water & Sewer Fund for the operation of the Water & Sewer Utilities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in accordance with the chart of accounts heretofore approved for the Town of Burnsville:

60,000 -	East Yancey Sewer District
1,492,043 -	Water Operations Department
1,162,003 -	Sewer Operations Department
96,398 -	Debt Service
<u>9,789 -</u>	Capital Improvement Fund
2,820,233 -	Total

SECTION 4. It is estimated that the following revenues will be available in the Water & Sewer Fund for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

1,143,900 -	Water Usage Charges
944,333 -	Sewer Usage Charges
9,000 -	Taps and Connections Fees
7,500 -	System Development Fees
175,200 -	Other Revenues
300 -	Interest & Investments
60,000 -	East Yancey Sewer District
480,000 -	American Rescue Plan (Infrastructure)
<u>0 -</u>	Fund Balance
2,820,233 -	Total

SECTION 5. There is hereby levied a tax at the rate of fifty-two cents (.52) per one hundred dollars (\$100.00) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed as "Current Year Property Taxes" in the General Fund in Section 2 of the ordinance.

Anticipated tax revenue was based on actual collections during FY 2020-2021. It is difficult to project otherwise due to the status of the economy at the present time.

Automobile tax estimates have been based upon actual collections during FY 2020-2021.

SECTION 6. The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. The Budget Officer may transfer amounts between line item expenditures within a department without limitations and without a report being required. These changes should not result in increases in recurring obligations such as salaries.
- b. The Budget Officer may transfer amounts up to \$1,000 between departments, within the same fund. An official report on such transfers is to be presented at the next regular meeting of the governing board.
- c. The Budget Officer may not transfer any amounts between funds except as approved by the Governing Board in the Budget Ordinance as amended.
- d. The Budget Officer may not make any individual capital disbursements in excess of \$10,000, even if those items are included in the current year budget. A disbursement exceeding this dollar amount must be brought by the appropriate department head to Council for special approval at the regularly scheduled or specially called council meeting.

SECTION 7. The Budget Officer may make cash advances between funds in the general checking account for periods not to exceed 60 days. Any advances must be reported to the Council. All advances that will be outstanding at the end of the fiscal year must be approved by the board.

SECTION 8. There is hereby maintained a rate and fee schedule, which is presented in the following pages, for the purpose of appropriately assessing permits, inspections, and other miscellaneous fees. Refer to Rate and Fee Schedule in this Ordinance effective July 1st, 2021.

SECTION 9. There is hereby maintained a rate and fee schedule, which is presented in the following pages for the purpose of raising the revenue listed as water and sewer charges in the Water and Sewer Fund. Refer to Rate and Fee Schedule Inside Town Limits and Rate and Fee Schedule Outside Town Limits in this Ordinance, effective July 1st, 2021.

SECTION 10. The Town of Burnsville has multi-year capital improvement projects ongoing, with attendant budgets, as follows: **Water Plant improvements, sewer collections improvements funded by a CDBG-I grant. As well as construction of the new Fire Station.**

Copies of this budget ordinance shall be kept in the office of the Finance Officer to be on file for direction in the disbursement of funds.

Adopted this 3rd day of June, 2021

I, Chad Fox, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the 2021-2022 Budget Ordinance which will be recorded in the Town of Burnsville minute book for June 2021.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town to be affixed, this the ____ day of June, 2021.

J Chad Fox, Town Clerk

Theresa Coletta, Mayor

Bunnie McIntosh, Council Member

Judy Buchanan, Council Member

Denise Collier, Council Member

Russell Fox, Council Member

Approved as to form:

Heather Hockaday
Town Administrator/Attorney



Town of Burnsville

Rate and Fee Schedule

BUILDING PERMIT FEES:

Residential One and Two Family Dwellings:

Minimum Charge up to 1,000 square feet	\$150.00
Over 1,000 square feet Charge	\$0.14 per square foot
Unheated areas: decks, garages, basements, etc.	\$0.07 per square foot
Condos & Townhouses up to 1,000 square feet	\$200.00
Over 1,000 square feet Charge	\$0.18 per square foot
Remodeling: Up to 1,000 square feet	\$150.00
Over 1,000 square feet Charge	\$0.14 per square foot

Residential Misc. Structures:

Detached or Attached Carport, Storage Building, etc. <i>(No Wiring and/or Plumbing)</i>	\$75.00
Workshops, Detached Garage <u>with</u> Wiring and/or Plumbing If Over 1,000 square feet.	\$125.00 \$0.10 per square foot
Deck, Open Porch, Patios	\$50.00

Commercial, Mercantile, Industrial:

New Construction up to 1,000 square feet	\$250.00
Over 1,000 square feet Charge	\$0.18 per square foot
Additions/Remodeling up to 1,000 square feet	\$200.00
Over 1,000 square feet	\$0.18 per square foot

Mobile/Modular Homes: {See Zoning Ordinance}

Single Wide	\$100.00
Double Wide	\$150.00
Modular Off-Frame	\$175.00
Mobile Home Remodeling/Additions	\$100.00
Concrete Pads for RV Trailers, Single Pad	\$75.00
Additional Pads \$50.00 per Pad	

Failure to obtain permit prior to work:

Residential	\$300.00
Commercial	\$999.00

PLANNING & ZONING FEES:

Residential Zoning Permits:

Single Family Dwelling up to 1,200 square feet	\$150.00
Over 1,200 square feet Charge (Max \$300.00)	\$0.05 per square foot
Multi Family Dwelling	\$300.00
Plus \$50.00 per dwelling unit (Max \$1,000.00)	
Accessory Dwelling Unit	\$150.00
Addition to Dwelling up to 1,200 square feet	\$75.00
Over 1,200 square feet Charge	\$0.05 per square foot
Accessory Structure up to 100 square feet	\$50.00
Over 100 square feet Charge	\$0.05 per square foot
Deck/Porch/Swimming Pool	\$50.00
Home Occupation	\$50.00
Temporary Structure/Use	\$50.00

Commercial / Industrial Zoning Permits:

Small Commercial Change of Use/Owner	\$100.00
Commercial/Industrial Structure up to 2,000 square feet	\$350.00
Over 2,000 square feet Charge (Max \$1,000)	\$0.05 per square foot
Commercial/Industrial Addition	\$100.00
Over 2,000 square feet charge (Max \$500.00)	\$0.05 per square foot
Accessory Structure	\$50.00
Over 100 square feet charge (Max \$100.00)	\$0.05 per square foot
Temporary Structure/Use (Annually)	\$100.00

Subdivision Fees:

Minor Subdivision	\$100.00 plus \$25 per lot
Major Subdivision	\$300.00 plus \$25 per lot

Other Permits/Inspections:

Certificate of Occupancy	\$25.00
Reconnect Electrical Service	\$25.00
Electrical Service (includes solar) up to 200 amps	\$75.00
Electrical Service Over 200 amps	\$100.00
Mechanical: Plumbing, Heating, HVAC	\$75.00
Floodplain Development Permit	\$100.00
Demolition Permit	\$25.00

Sign Permits:

Sign Permit Fee	\$50.00+
<i>(Base fee plus amount based upon total surface area of sign (see below) with a max of \$500.00)</i>	
Up to 32 sq. ft.	\$25.00

33 - 64 sq. ft.	\$50.00
65 - 96 sq. ft.	\$100.00
97 sq. ft. plus	\$150.00

Rezoning, Map or Text Amendment Fees:

Text Amendment	\$250.00
Rezoning and Map Amendment	
Less Than 1 Acre	\$250.00
1 - 3 Acres	\$350.00
4 - 9 Acres	\$400.00
10 - 25 Acres	\$750.00
25 Acres plus	\$900.00

MISCELLANEOUS FEES:

Returned Check Fee:	\$25.00
Annexation Petition Fee:	\$500.00
Application for a Variance	\$250.00
Appeal of an Administrative Decision	\$250.00
Backyard Chicken Permit	\$25.00
Livestock Permit	\$50.00

Public Records Request Copying Charge(s)

8 ½" x 11" black & white single-sided hardcopy (per page)	\$0.02
8 ½" x 11" color single-sided hardcopy (per page)	\$0.09
8 ½" x 11" black & white double-sided hardcopy (per page)	\$0.03
8 ½" x 11" color double-sided hardcopy (per page)	\$0.18
Electronic Copies	No Charge
<i>(Applicable postage will also be charged for mailing hard copy documents.)</i>	

Certified Copies (per page)	\$2.00
IT Services Fee (per hour)	\$75.00

Stage Fee	\$100.00
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Mobile Food Vendors:	
Daily	\$25.00

Hourly Charges for Personnel

Personnel

Firefighters, Police Officers, Public Works Employees	\$25.00
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Town of Burnsville

P.O. Box 97

Burnsville, NC 28714

Effective July 1, 2021

RATE AND FEE SCHEDULE INSIDE TOWN LIMITS

Water and Sewer Rates									
Gallons	Minimum water	Price per 1000 gal	Minimum sewer	Price per 1000 gal	Water and Sewer				
0-3000	\$22.80	\$7.60	\$22.80	\$7.60	\$45.60				
4000	\$30.45	\$7.65	\$30.45	\$7.65	\$60.90				
5000	\$38.12	\$7.67	\$38.12	\$7.67	\$76.24				
6000	\$45.83	\$7.71	\$45.83	\$7.71	\$91.66				
7000	\$53.56	\$7.73	\$53.56	\$7.73	\$107.12				
8000	\$61.33	\$7.77	\$61.33	\$7.77	\$122.66				
9000	\$69.13	\$7.80	\$69.13	\$7.80	\$138.26				
10,000 & up	\$76.96	\$7.83	\$76.96	\$7.83	\$153.92				

Other Fees as Applicable							
<ul style="list-style-type: none"> • Conservation fee begins at 10,000 gallons and is \$5 flat fee plus \$2 per 1000 gallons in addition to the rate. • Water leak adjustment may be granted once every 12 months. • Late fee is the greater of 10% of past due balance or \$7. Accounts six months or more delinquent may have a one-time penalty deferral. • Usage of more than 600,000 per month requires a commitment letter. 							
<ul style="list-style-type: none"> • Application fee \$35 • Commitment letter \$35 • Reconnect for cut-off \$100 • Re-read at customer's request \$25 • Meter test at customer's request \$25 • Meter tampering fee \$100 	<p style="text-align: center;"><u>Meter Deposit</u></p> <table> <tr> <td>3/4 inch</td> <td>\$150</td> </tr> <tr> <td>1 inch</td> <td>\$250</td> </tr> <tr> <td>2 inch</td> <td>\$350</td> </tr> </table>	3/4 inch	\$150	1 inch	\$250	2 inch	\$350
3/4 inch	\$150						
1 inch	\$250						
2 inch	\$350						

Water and Sewer Tap and SDF Fees					
Line Size	Max Rated GPM	Water Tap Fee	Water SDF	Sewer Tap Fee	Sewer SDF
3/4 inch	20	\$725	SEE DIRECTOR	\$725	SEE DIRECTOR
1 inch	50	\$975	SEE DIRECTOR	\$975	SEE DIRECTOR
2 inch	160	\$2,550	SEE DIRECTOR	\$2,550	SEE DIRECTOR
4 inch	500	By Contract	SEE DIRECTOR	By Contract	SEE DIRECTOR
6 inch	1000	By Contract	SEE DIRECTOR	By Contract	SEE DIRECTOR

- Tap fees cover the cost of construction from the town's existing line to the property line or 200 feet, whichever occurs first.
- Construction performed by the town will be charged to the customer at cost plus 10%.
- Cost of connections not listed will be determined on a case by case basis.

User fee is assessed on water/sewer customers to cover past and current costs necessary to serve the property. The calculation is based on usage.

Fire Line Connection Charge
<ul style="list-style-type: none"> • Fire line user fee is \$10 per gallon of rated flow. • Fire protection line connection is \$1.50 per sq inch of pipe size per month.

Town of Burnsville
P.O. Box 97
Burnsville, NC 28714
Effective July 1, 2021

RATE AND FEE SCHEDULE OUTSIDE TOWN LIMITS

Water and Sewer Rates									
Gallons	Minimum water	Price per 1000 gal	Minimum sewer	Price per 1000 gal	Water and Sewer				
0-3000	\$45.60	\$15.20	\$45.60	\$15.20	\$91.20				
4000	\$60.90	\$15.30	\$60.90	\$15.30	\$121.80				
5000	\$76.24	\$15.34	\$76.24	\$15.34	\$152.48				
6000	\$91.66	\$15.42	\$91.66	\$15.42	\$183.32				
7000	\$107.12	\$15.46	\$107.12	\$15.46	\$214.24				
8000	\$122.66	\$15.54	\$122.66	\$15.54	\$245.32				
9000	\$138.26	\$15.60	\$138.26	\$15.60	\$276.52				
10,000 & up	\$153.92	\$15.66	\$153.92	\$15.66	\$307.84				

Other Fees as Applicable							
<ul style="list-style-type: none"> • Conservation fee begins at 10,000 gallons and is \$5 flat fee plus \$2 per 1000 gallons in addition to the rate. • Water leak adjustment may be granted once every 12 months. • Late fee is the greater of 10% of past due balance or \$7. Accounts six months or more delinquent may have a one-time penalty deferral. • Usage of more than 600,000 per month requires a commitment letter. • Application fee \$35 • Commitment letter \$35 • Reconnect for cut-off \$100 • Re-read at customer's request \$25 • Meter test at customer's request \$25 • Meter tampering fee \$100 	<p>Meter Deposit</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>3/4 inch</td> <td>\$150</td> </tr> <tr> <td>1 inch</td> <td>\$250</td> </tr> <tr> <td>2 inch</td> <td>\$350</td> </tr> </table>	3/4 inch	\$150	1 inch	\$250	2 inch	\$350
3/4 inch	\$150						
1 inch	\$250						
2 inch	\$350						

Water and Sewer Tap and SDF Fees					
Line Size	Max Rated GPM	Water Tap Fee	Water SDF	Sewer Tap Fee	Sewer SDF
3/4 inch	20	\$925	See Director	\$925	See Director
1 inch	50	\$1,175	See Director	\$1,175	See Director
2 inch	160	\$2,750	See Director	\$2,750	See Director
4 inch	500	By Contract	See Director	By Contract	See Director
6 inch	1000	By Contract	See Director	By Contract	See Director

- The customer is responsible for all construction cost from the town's existing line to the point of use.
- Construction performed by the town will be charged to the customer at cost plus 20%.
- Cost of connections not listed will be determined on a case by case basis.

User fee is assessed on water/sewer customers to cover past and current costs necessary to serve the property. The calculation is based on usage.

Fire Line Connection Charge
<ul style="list-style-type: none"> • Fire line user fee is \$20 per gallon of rated flow. • Fire protection line connection is \$3 per sq inch of pipe size per month.

General Fund Revenues 10 Fund Revenues				
		20/21	21/22	21/22
Acct #	Acct Name	Budget	Requested	Approved
10-301-0600	TAX ADVERTISING COST	100.00	100.00	100.00
10-301-2010	PROPERTY TAXES 2010	1,287.00	-	-
10-301-2011	TAXES REC 2011	1,528.00	41.00	41.00
10-301-2012	TAXES REC-2012	1,114.00	37.00	37.00
10-301-2013	PROPERTY TAX 2013	2,398.00	39.00	39.00
10-301-2014	TAXES REC 2014	1,188.00	37.00	37.00
10-301-2015	PROPERTY TAX 2015	928.00	269.00	269.00
10-301-2016	PROPERTY TAX 2016	2,883.00	400.00	400.00
10-301-2017	PROPERTY TAX 2017	1,847.00	808.00	808.00
10-301-2018	PROPERTY TAX 2018	8,354.00	3,132.00	3,132.00
10-301-2019	PROPERTY TAXES 2019	30,313.00	3,587.00	3,587.00
10-301-2020	PROPERTY TAXES 2020	788,993.00	29,125.00	29,125.00
10-301-2021	PROPERTY TAXES 2021		797,000.00	797,000.00
10-309-0000	PAYMENTS IN LIEU OF TAXES	100.00	100.00	100.00
10-317-0000	TAX PENALTIES & INTEREST	5,500.00	2,500.00	2,500.00
10-328-0000	VEHICLE TAX -YANCEY CO	55,000.00	55,000.00	55,000.00
10-329-0000	INTEREST INCOME	1,000.00	1,000.00	1,000.00
10-330-0000	INTEREST INCOME POWELL	100.00	75.00	75.00
10-335-0000	MISC REVENUES	41,978.00	5,000.00	5,000.00
10-335-0200	INS REIMB FRM RETIRES	540.00	6,025.00	6,025.00
10-335-0300	INS REIMBURS FROM ABC BRD	8,200.00	7,000.00	7,000.00
10-337-0000	UTILITY FRANCHISE TAX	180,000.00	160,000.00	160,000.00
10-343-0000	POWELL BILL REVENUES	51,000.00	51,000.00	51,000.00
10-344-0000	FIRE TAX REV.-YANCEY COUNTY	201,600.00	205,024.00	205,024.00
10-344-1000	FIRE DEPT GRANT	5,000.00	5,000.00	5,000.00
10-350-0000	POLICE DEPT. REV.	100.00	200.00	200.00
10-350-0100	City Citations	200.00	200.00	200.00
10-350-0200	Citations- State	25,000.00	25,000.00	25,000.00
10-350-0300	POLICE- ABC SERVICES	5,000.00	8,000.00	8,000.00
10-350-1000	POLICE GRANT SERVICES	25,000.00	25,000.00	25,000.00
10-350-1100	POLICE SPECIAL OPERATIONS	2,000.00	1,000.00	1,000.00
10-350-7000	COMM PROMO REVENUES	500.00	-	-
10-350-7100	BTC SEC DEP	100.00	100.00	100.00
10-350-7200	BTC FACILITY FEES	46,000.00	46,000.00	46,000.00
10-350-7400	BTC CONCESSION FEES	500.00	250.00	250.00
10-351-0000	COURT COST & ARREST FEES	500.00	500.00	500.00
10-355-000	BUILDING PERMITS	5,000.00	4,000.00	4,000.00
10-367-0000	RETURN OF 2% SALES TAX	470,220.00	550,000.00	550,000.00
10-367-0100	ABC SALES TAX ANN REV	8,000.00	7,500.00	7,500.00
10-368-0000	Solid Waste Disposal Tax	1,250.00	1,000.00	1,000.00
10-369-0000	ZONING AND COMPLIANCE FEES	5,000.00	3,000.00	3,000.00
10-370-000	ABC PROFITS	20,000.00	20,000.00	20,000.00
10-375-0000	COVID-19 FUNDS	218,668.00	-	-
10-385-0000	CHAMBER FOR CRAFTS FAIR	3,600.00	3,600.00	3,600.00
10-397-0200	CARRYOVER OF CAP OUTLAY/ELEVATOR	106,000.00	136,000.00	136,000.00
10-398-0000	HELMLE MEMORIAL	1,200.00	-	-
		2,334,789.00	2,163,649.00	2,163,649.00

Governing Body		FY:21-22		
		20/21	21/22	21/22
Acct #	Acct title	Budget	Requested	Approved
10-410-0103	PLANNING BOARD COMPENSATION	1,400.00	1,400.00	1,400.00
10-410-0201	SALARY - MAYOR	5,335.00	5,335.00	5,335.00
10-410-0202	SALARIES - 4 COUNCILORS	14,065.00	14,065.00	14,065.00
10-410-0203	SALARY-TOWN CLERK	26,819.00	23,198.00	23,198.00
10-410-0221	BONUS	2,485.00	3,250.00	3,250.00
10-410-0400	HEALTH INSURANCE MATCH	34,780.00	39,000.00	39,000.00
10-410-0500	FICA MATCH	3,685.00	3,507.00	3,507.00
10-410-0700	RET MATCH	2,744.00	2,633.00	2,633.00
	401K EMPLOYER MATCH	536.00	464.00	464.00
		91,849.00	92,852.00	92,852.00

Administration 420 Dept		20/21	21/22	21/22	
Acct #'s	Acct names	Budget	Requested	Approved	Notes
10-420-0200	TOWN ADMIN/ ATTORNEY	41,040.00	28,540.00	28,540.00	
10-420-0202	FINANCE OFFICER	22,771.00	30,911.00	30,911.00	
10-420-0203	TAX COLLECTION CLERK	5,106.00	5,208.00	5,208.00	
10-420-0204	BUILDING INSPECTOR	5,150.00	5,150.00	5,150.00	
	IN-HOUSE COUNSEL		12,500.00	12,500.00	
	ZONING ADMIN		6,500.00	6,500.00	10 HRS PP
10-420-0219	BONUS	1,925.00	1,850.00	1,850.00	
10-420-0300	CLEANING/MTNC/SUPPLIES	5,500.00	5,500.00	5,500.00	
10-420-0400	HEALTH INSURANCE EXPENSES	18,615.00	21,520.00	21,520.00	
10-420-0401	ABC INSURANCE EXP	8,200.00	7,000.00	7,000.00	
10-420-0500	FICA MATCH	6228	6,966.00	6,966.00	
10-420-0700	RET MATCH	7633	9,013.00	9,013.00	
10-420-0800	401K EMPLOYER MATCH	1492	1,590.00	1,590.00	
10-420-0900	RETIREE HEALTHCARE	3625	9,160.00	9,160.00	
10-420-1100	TELEPHONE	7,500.00	7,000.00	7,000.00	
10-420-1200	BUILDING MAINTENANCE	12,000.00	15,000.00	15,000.00	
10-420-1300	ELECTRIC-TOWN HALL	9,000.00	9,000.00	9,000.00	
10-420-1400	AUDITING FEES	30,000.00	25,000.00	25,000.00	
10-420-1500	PROFESSIONAL SERVICES	7,500.00	7,500.00	7,500.00	
10-420-1600	OFFICE MACHINES MAINT & LEA	2,900.00	2,900.00	2,900.00	
10-420-1700	TRAINING AND TRAVEL	7,000.00	5,000.00	5,000.00	
10-420-2600	ADVERTISING	2,500.00	1,500.00	1,500.00	
10-420-3300	OFFICE SUPPLIES	4,000.00	4,000.00	4,000.00	
10-420-3301	POSTAGE	2,000.00	2,000.00	2,000.00	
10-420-3302	OFFICE EXPENSE misc	3,000.00	3,000.00	3,000.00	
10-420-4000	SALES TAX-PAID OUT OF STATE	300.00	500.00	500.00	
10-420-5300	DUES/SUBSCRIP/PENALTIES	3,000.00	3,000.00	3,000.00	
10-420-5600	TECH MAINT/ SOFTWARE	7,500.00	8,500.00	8,500.00	
10-420-5601	TECH UPGRADES	5,000.00	3,500.00	3,500.00	
10-420-5700	COVID-19 SUPPLIES & EXPENSE	218,668.00	-	-	
10-420-5701	MISC. OPERATIONAL EXPENSES	900.00	2,000.00	2,000.00	
10-420-5800	TAX REFUNDS	100.00	100.00	100.00	
10-420-6500	WORKERS COMP / PROP LIABILI	12,000.00	13,500.00	13,500.00	
10-420-5900	ELECTION EXPENSE	-	4,000.00	4,000.00	
10-420-7400	CAP OUTLAY/ELEVATOR	106,000.00	136,000.00	136,000.00	
10-420-7401	GENERAL FUND RESERVE A/C	20,664.00	26,496.00	26,496.00	
10-420-7516	HELMLE MEMORIAL	1,200.00	-	-	
10-420-9100	OPEB-Contribution	25,000.00	25,000.00	25,000.00	
		615,017.00	455,904.00	455,904.00	✓

Town Center 430 Dept					
		20/21	21/22	21/22	
Acct #	Acct Name	Budget	Requested	Approved	Notes
10-430-0100	LABOR - FULL & PT	50,000.00	50,600.00	50,600.00	
10-430-0104	BONUS	885.00	400.00	400.00	
10-430-0200	CLEANING-LABOR-CONT-SERVICE	3,500.00	3,500.00	3,500.00	
10-430-0400	HEALTH INSURANCE	7,882.00	7,701.00	7,701.00	
10-430-0500	FICA MATCH	3,825.00	3,876.00	3,876.00	
10-430-0700	RETIREMENT MATCH	3,350.00	3,870.00	3,870.00	
10-430-0800	401(k) MATCH	655.00	685.00	685.00	
10-430-1000	COMMUNICATION	1,000.00	1,000.00	1,000.00	
10-430-1100	UTILITIES	14,000.00	14,000.00	14,000.00	
10-430-1200	CLEANING/MTNC/SUPPLIES	1,000.00	750.00	750.00	
10-430-3300	SUPPLIES/MATERIALS	700.00	700.00	700.00	
10-430-3301	PRINTING/BINDING/ADVERTISING	250.00	250.00	250.00	
10-430-3303	CONCESSION EXPENSE	250.00	250.00	250.00	
10-430-5000	(Tech) UPGRADES/MTNC	1,000.00	1,000.00	1,000.00	
10-430-5300	DUES/SUBSCRIPTIONS	1,400.00	2,000.00	2,000.00	
10-430-5400	BLDG MAINT/UPGRADES	2,000.00	2,000.00	2,000.00	
		91,697.00	92,582.00	92,582.00	✓

Community Promotions					
		20/21	21/22	21/22	
Acct #	Acct name	Budget	Requested	Approved	Notes
10-450-1000	PARKWAY PLAYHOUSE	2,500.00	2,500.00	2,500.00	
10-450-1100	LIBRARY	3,000.00	3,000.00	3,000.00	
10-450-1200	EDC	20,000.00	20,000.00	20,000.00	
10-450-1300	TRAC	3,000.00	3,000.00	3,000.00	
10-450-1400	HIGH COUNTRY COG	597.00	684.00	684.00	
10-450-1500	HISTORY ASSOC	3,500.00	3,500.00	3,500.00	
10-450-1700	TVA CONT	300.00	300.00	300.00	
10-450-1800	CRAFTS FAIR EXP	7,500.00	7,500.00	7,500.00	
10-450-1900	COMMUNITY PROMOTIONS	3,000.00	4,000.00	4,000.00	Updated
10-450-2100	SCHOOL OF GOV	228.00	234.00	234.00	
10-450-2300	PARKING LOT RENTAL	9,600.00	9,600.00	9,600.00	
10-450-2400	PUBLIC ART	700.00	700.00	700.00	
10-450-2500	TRADITIONAL VOICES GROUP	1,500.00	2,000.00	2,000.00	
10-450-2600	CHAMBER BATHROOOMS	400.00	400.00	400.00	
10-450-2700	CHRISTMAS DECORATIONS	2,500.00	1,000.00	1,000.00	
10-450-3000	LITERARY FESTIVAL	-	1,000.00	1,000.00	
10-450-3100	LUTHIER	-	-	-	
10-450-3300	YANCEY CTY LITERACY COUNCIL	1,750.00	1,750.00	1,750.00	
		60,075.00	61,168.00	61,168.00	✓

Police 510 Dept					
		20/21	20/21	20/21	
Acct #	Acct Name	Budgeted	Requested	Approved	Notes
10-510-0200	SALARY - CHIEF/CODE ENFORCMENT	65,730.00	63,022.00	63,022.00	
10-510-0201	SALARY - RESERVE	24,265.00	24,265.00	24,265.00	
10-510-0202	SALARY - REGULAR POLICE	187,559.00	190,741.00	190,741.00	
10-510-0203	SALARY - DETECTIVE	44,377.00	45,230.00	45,230.00	
10-510-0204	SALARY - SERGEANT	99,506.00	101,170.00	101,170.00	
10-510-0205	SPECIAL TRAINING	2,000.00	2,000.00	2,000.00	
10-510-0206	BONUS	7,215.00	6,650.00	6,650.00	
10-510-0400	HEALTH INSURANCE MATCH	99,963.00	95,000.00	95,000.00	
10-510-0500	FICA MATCH	32,673.00	33,410.00	33,410.00	
10-510-0700	RETIREMENT MATCH	43,053.00	49,446.00	49,446.00	
10-510-0702	AFLAC	750.00	750.00	750.00	
10-510-0703	WORKERS COMP/LIABILITY	12,500.00	13,500.00	13,500.00	
10-510-0800	5% -401K EMPLOYER MATCH	19,589.00	20,385.00	20,385.00	
10-510-1100	TELEPHONE	4,300.00	4,300.00	4,300.00	
10-510-1101	ELECTRIC - POLICE DEPT	1,400.00	1,400.00	1,400.00	
10-510-1700	AUTO MAINT & REPAIR	13,500.00	9,000.00	9,000.00	
10-510-1701	VEHICLE FUEL	19,500.00	20,000.00	20,000.00	
10-510-3100	AUTO SUPPLIES	1,700.00	1,700.00	1,700.00	
10-510-3200	OFFICE SUPPLIES	1,500.00	1,500.00	1,500.00	
10-510-3300	SUPPLIES & MATERIALS	3,000.00	3,000.00	3,000.00	
10-510-3400	SPECIAL EQUIP/EXP	2,500.00	2,000.00	2,000.00	
10-510-3401	SCHOOL BOARD CITATIONS	25,000.00	25,000.00	25,000.00	
10-510-3402	GRANT EXPENSE	25,000.00	25,000.00	25,000.00	
10-510-3403	TECH MAINT	2,000.00	2,000.00	2,000.00	
10-510-3600	UNIFORMS	3,000.00	3,500.00	3,500.00	
10-510-5700	COMMUNICATIONS	2,000.00	2,000.00	2,000.00	
10-510-5800	SOFTWARE AGREEMENT	3,800.00	3,800.00	3,800.00	
10-510-5900	REGIONAL TRAINING	2,000.00	2,000.00	2,000.00	
10-510-7401	CAP OUTLAY	-			
10-510-7406	SPECIAL OPERATIONS	2,000.00	1,000.00	1,000.00	
		751,380.00	752,769.00	752,769.00	✓

Fire Dept-Town Side 530 Dept					
		20/21	21/22	21/22	
Acct #	Acct Name	Budget	Requested	Approved	Notes
10-530-0900	TRAINING STIPEND	\$2,800.00	1,500.00	1,500.00	
10-530-1101	ELECTRIC- CHIEF'S OFFICE	\$2,946.00	2,900.00	2,900.00	
10-530-1200	HEATING FUEL	\$3,500.00	3,500.00	3,500.00	
10-530-1300	VOLUNTEER EXPENSE	\$3,873.00	1,719.00	1,719.00	
10-530-1500	BUILDING MAINTENANCE	\$4,000.00	4,000.00	4,000.00	
10-530-1700	AUTO MAINTENANCE	\$7,500.00	10,000.00	10,000.00	
10-531-1701	FUEL- VEHICLE	\$3,000.00	5,000.00	5,000.00	
10-530-3300	SUPPLIES/MATERIALS	\$4,500.00	3,500.00	3,500.00	
10-530-3600	DRESS UNIFORMS	\$1,000.00	1,000.00	1,000.00	
10-530-7500	Debt Service	\$106,666.00	106,666.00	106,666.00	
		139,785.00	\$139,785.00	139,785.00	✓

Fire Tax 531 Dept					
		19/20	20/21	20/21	
Acct #	Acct Name	Budget	Requested	Approved	Notes
10-531-0200	PART TIME LABOR	19,253.00	\$36,957.00	36,957.00	
10-531-0300	LABOR	17,704.00	\$0.00	-	
10-531-0400	TRAINING STIPEND	4,000.00	\$4,000.00	4,000.00	
10-531-0401	HEALTH CARE MATCH	7,812.00	\$0.00	-	
10-531-0500	FICA	3,883.00	\$2,904.00	2,904.00	
10-531-0700	RETIRTEMENT MATCH	3,044.00	\$0.00	-	
10-531-0800	401K Match	595.00	\$520.00	520.00	
10-531-1100	TELEPHONE & POSTAGE	2,978.00	\$2,978.00	2,978.00	
10-531-1400	WORKERS COMP/LIAB	12,000.00	\$13,500.00	13,500.00	
10-531-1600	EQUIPMENT MAINT	5,500.00	\$4,500.00	4,500.00	
10-531-5300	DUES AND SUBSCRIPTIONS	3,000.00	\$3,000.00	3,000.00	
10-531-5400	FATERNAL INSURANCE	5,500.00	\$5,500.00	5,500.00	
10-531-5600	SCBA /PUMP TESTING	5,000.00	\$4,500.00	4,500.00	
10-531-7400	CAPITAL OUTLAY	34,950.00	\$53,517.00	53,517.00	
10-531-7402	VOL P.P.E. REPLACE & SERV	19,895.00	\$19,895.00	19,895.00	
10-531-7501	INTEREST	46,486.00	\$43,253.00	43,253.00	
10-531-7505	TURNOUT GEAR/GRANT M	5,000.00	\$5,000.00	5,000.00	
10-531-8003	DUES/MEM RETIREMENT	5,000.00	\$5,000.00	5,000.00	
		201,600.00	\$205,024.00	\$ 205,024.00	✓

Street 560 Dept					
		20/21	21/22	21/22	
Acct #	Acct Name	Budget	Requested	Approved	Notes
10-560-0203	SALARIES - LABOR	72,608.00	77,225.00	77,225.00	
10-560-0400	HEALTH INSURANCE MATCH	24,034.00	24,034.00	24,034.00	
10-560-0500	FICA MATCH	5,555.00	5,908.00	5,908.00	
10-560-0600	Bonus-Christmas and Longevity	1,150.00	1,850.00	1,850.00	
10-560-0700	RETIREMENT MATCH	7,428.00	8,766.00	8,766.00	
10-560-0800	401K	1,452.00	1,544.00	1,544.00	
10-560-0900	UNIFORMS	2,500.00	2,000.00	2,000.00	
10-560-1110	ELECTRIC MIANT BLDG	5,625.00	5,625.00	5,625.00	
10-560-1130	ELECTRIC-STREET LIGHTS	25,000.00	25,000.00	25,000.00	
10-560-1300	BLDG & GROUND MTNC., CLEAN	3,000.00	3,000.00	3,000.00	
10-560-1301	SQUARE MAINT	3,500.00	3,500.00	3,500.00	
10-560-1302	STREET MAINT	10,500.00	10,500.00	10,500.00	
10-560-1303	SIGNAGE, SUPPLIES	6,500.00	6,500.00	6,500.00	Jeff wants to orde
10-560-1305	ELECTRIC-RESTROOMS	1,000.00	1,000.00	1,000.00	
10-560-1310	EQUIP MAINT & REPAIR	3,500.00	3,500.00	3,500.00	
10-560-1320	AUTO MAINT REPAIR & SUPPLIE	3,000.00	3,000.00	3,000.00	
10-560-1330	FUEL, AUTO EQUIP, HTG	3,500.00	3,500.00	3,500.00	
10-560-1400	WORKERS COMP/LIABILTY	11,500.00	13,500.00	13,500.00	
10-560-1500	TOOLS AND RENTAL EQUIP	4,500.00	4,500.00	4,500.00	
10-560-1510	OSHA & TRAFFIC SAFETY	2,000.00	2,000.00	2,000.00	
10-560-1610	Mun Parking Lot repair	36,978.00	-	-	
		234,830.00	206,452.00	206,452.00	✓

Powell Bill 570 Dept		20/21	21/22	21/22		
Acct #	Acct Name	Budget	Requested	Approved	Notes	
10-570-1400	SNOW REMOVAL	10,000.00	10,000.00	10,000.00		
10-570-1600	STREET MAINT & CONST	1,500.00	1,500.00	1,500.00		
10-570-5700	MISC EXPENSE	500.00	500.00	500.00		
10-570-7400	PAVING CAPITAL OUTLAY	39,000.00	39,000.00	39,000.00	Paving	
		51,000.00	51,000.00	51,000.00	✓	

SANITATION 580 DEPT					
		20/21	21/22	21/22	
Acct#	Acct Name	Budget	Requested	Approved	Notes
10-580-4500	CONTRACT SERV/GDS	96,056.00	99,113.00	99,113.00	
10-580-5700	MISC EXP/SANITATION	1,500.00	7,000.00	7,000.00	
		97,556.00	106,113.00	106,113.00	✓

Water/Sewer -Fund 30 Revenues

Acct #	Acct Name	20/21 Budget	21/22 Requested	21/22 Approved	Notes
30-329-0000	INTEREST INCOME	795.00	300.00	300.00	
30-370-0001	APPLICATION FEE	1,000.00	1,000.00	1,000.00	
30-371-0100	WATER CHRGS-SALE OF WATER	1,112,400.00	1,143,900.00	1,143,900.00	
30-371-0200	SEWER CHARGES	927,000.00	944,333.00	944,333.00	
30-373-0100	WATER CONNECTION FEES	7,500.00	7,500.00	7,500.00	
30-373-0200	SEWER CONNECTION FEES	1,500.00	1,500.00	1,500.00	
30-373-0300	LATE FEES	26,500.00	30,000.00	30,000.00	
30-374-0000	SYSTEM DEVELOPMENT FEE	7,500.00	7,500.00	7,500.00	
30-374-0002	FIRE PROTECT LINE	9,200.00	9,200.00	9,200.00	
30-374-0100	CONSERVATION FEE	115,000.00	120,000.00	120,000.00	
30-375-0000	RECONNECTION FEES	6,300.00	6,500.00	6,500.00	
30-381-0000	SALE OF LABOR & MATERIALS	1,000.00	1,000.00	1,000.00	
30-390-0000	CONT FROM EYSD- CONTRACT	60,000.00	60,000.00	60,000.00	
30-395-0000	AMERICAN RESCUE INFASTRUCTUR	5,000.00	240,000.00	240,000.00	
	CARRY OVER AMERICAN RESCUE	240,000.00		240,000.00	
30-397-0000	MISC REVENUES	7,500.00	7,500.00	7,500.00	
30-397-0300	COVID-19 RELIEF ADV FOUND	8,000.00	-	-	
		2,536,195.00	2,580,233.00	2,820,233.00	
	Last years notes				
	Water avg revenues were 99,573 monthly, 1,194,874. annually. Based the 3% increase on 1,050,0				
	Sewer avg rev 76,402 monthly, 916,827 annually. Under budget from this year, but basing the 3%				
	Increases				
	3% On water is \$31,500.00				
	3% On sewer is 27,505.00				

Water 810 Dept					
		20/21	21/22	21/22	
Acct #	Acct Name	Budget	Requested	Approved	Notes
30-810-0100	TOWN ADMIN/ ATTORNEY	41,040.00	28,540.00	28,540.00	
30-810-	IN-HOUSE COUNSEL		12,500.00	12,500.00	
30-810-0101	TOWN CLERK	26,819.00	23,198.00	23,198.00	
30-810-0200	SALARY-PUBLIC WORKS DIR	28,484.00	31,000.00	31,000.00	
30-810-0201	SALARY-WATERTRTMT PLANT	137,500.00	141,887.00	141,887.00	
30-810-0202	SALARY-WATER CREWMEN	140,305.00	148,704.00	148,704.00	
30-810-0203	SALARY-UTILITY CLERKS	78,158.00	79,575.00	79,575.00	
30-810-0204	Overtime	26,400.00	30,000.00	30,000.00	
30-810-0205	BONUS	8,532.00	8,532.00	8,532.00	
30-810-0300	PROFESSIONAL SERVICES	15,000.00	45,000.00	45,000.00	
30-810-0400	HEALTH CARE MATCH & Related expense	134,090.00	114,141.00	114,141.00	
30-810-0500	FICA MATCH	37,107.00	38,550.00	38,550.00	
30-810-	RET MATCH	48,956.00	56,236.00	56,236.00	
	401K EMPLOYER MATCH	9,571.00	9,980.00	9,980.00	
30-810-0802	RETIREE HEALTHCARE	15,450.00	15,450.00	15,450.00	
30-810-0803	UNIFORMS	4,000.00	4,000.00	4,000.00	
30-810-1102	TELEPHONE -CELL & GENERAL	5,000.00	6,500.00	6,500.00	
30-810-1110	UTILITIES- WATER TRMT PLANT	23,000.00	20,000.00	20,000.00	
30-810-1120	ELECTRIC-PUMP STA.PA. RD.	78,000.00	70,000.00	70,000.00	
30-810-1200	POSTAGE/OFFICE SUPPLIES	7,500.00	7,500.00	7,500.00	
30-810-1210	MACHINE LABOR	2,500.00	2,500.00	2,500.00	
30-810-1220	TRAINING & TRAVEL	3,000.00	2,500.00	2,500.00	
30-810-1230	DUES & SUBSCRIPTIONS	8,500.00	8,500.00	8,500.00	
30-810-1240	CONTRACTED SERVICES-SCADA	14,550.00	10,000.00	10,000.00	
30-810-1250	MAINT AGREEMENT-SOFTWARE	10,750.00	10,750.00	10,750.00	
30-810-1260	OUT OF STATE SALES TAX	4,500.00	6,000.00	6,000.00	
30-810-1270	TECH UPGRADES	5,000.00	5,000.00	5,000.00	
30-810-1300	BUILDING & GROUNDS MAINT	12,000.00	17,500.00	17,500.00	
30-810-1310	EQUIPMENT MAINT & REPAIR	18,000.00	20,000.00	20,000.00	
30-810-1320	AUTO MAINT & REPAIR	4,000.00	4,000.00	4,000.00	
30-810-1330	FUEL,EQUIP,HTG	7,500.00	8,500.00	8,500.00	
30-810-1400	WATER TREATMENT SUPPLIES	100,000.00	100,000.00	100,000.00	
30-810-1410	INFASTRUCTURE SUPPLIES	56,187.00	60,000.00	60,000.00	
30-810-1420	GRAVEL,ASPHALT REPAIR	23,500.00	30,000.00	30,000.00	
30-810-1430	WATER ANALYSIS, TESTING SUPPL	22,500.00	15,000.00	15,000.00	
30-810-1500	TOOLS & RENTAL EQUIP	10,000.00	7,500.00	7,500.00	
30-810-1510	OSHA & TRAFFIC SAFETY	3,500.00	8,500.00	8,500.00	
30-810-1520	GENERAL SUPPLIE & MATERIALS	5,000.00	4,000.00	4,000.00	
30-810-5100	COVID relief-Yancey Advancement Fund	8,000.00	-	-	
30-810-5701	MISC OPERATIONAL EXPENSES	313.00	2,000.00	2,000.00	
30-810-6000	WORKERS COMP/LIABILITY	12,500.00	13,500.00	13,500.00	
30-810-6100	AMERICAN RESCUE INFASTRUCTURE	5,000.00	240,000.00	240,000.00	
30-810-6500	OPEB contribution	25,000.00	25,000.00	25,000.00	
30-810-7400	CAPITAL OUTLAY	54,863.00	9,789.00	9,789.00	
30-810-8200	GIS	950.00	-	-	
		1,282,525.00	1,501,832.00	1,501,832.00	✓

Sewer 815 Dept					
		20/21	21/22	21/22	
Acct #	Acct name	Budget	Requested	Approved	Notes
30-815-0200	PUBLIC WORKS DIR SALARY	28,484.00	32,000.00	32,000.00	
30-815-0201	SALARY-SEWER PLANT OPER.	75,920.00	82,200.00	82,200.00	
30-815-0202	SALARY - LABOR	140,305.00	155,682.00	155,682.00	
30-815-0203	OT- Labor	11,500.00	15,000.00	15,000.00	
30-815-0204	FINANCE OFFICER	34,157.00	30,911.00	30,911.00	
30-815-0300	PROFESSIONAL SERVICES	50,000.00	50,000.00	50,000.00	
30-815-0400	HEALTH CARE MATCH	38,637.00	53,000.00	53,000.00	
30-815-0500	FICA MATCH	22,213.00	24,092.00	24,092.00	
30-815-0600	BONUS	2,635.00	2,550.00	2,550.00	
30-815-0700	RET MATCH	29,704.00	35,746.00	35,746.00	
30-815-0800	401K EMPLOYER MATCH	5,807.00	6,299.00	6,299.00	
30-815-0801	RETIREE HEALTH COVERAGE	15,450.00	16,630.00	16,630.00	
30-815-0802	UNIFORMS	4,800.00	4,000.00	4,000.00	
30-815-1100	TELEPHONE	6,500.00	5,500.00	5,500.00	
30-815-1120	ELECTRIC-SW. TRT. PLT.	64,000.00	55,000.00	55,000.00	
30-815-1130	ELECTRIC - SW. PMP. STA.	24,000.00	24,000.00	24,000.00	
30-815-1160	Baker's Crk Pump	1,000.00	3,250.00	3,250.00	
30-815-1200	POSTAGE & SUPPLIES	4,500.00	4,500.00	4,500.00	
30-815-1220	TRAINING & TRAVEL	1,200.00	2,000.00	2,000.00	
30-815-1230	DUES & SUBSCRIPTIONS	7,500.00	7,500.00	7,500.00	
30-815-1240	CONTRACTED SERVICES	4,000.00	4,000.00	4,000.00	
30-815-1241	CONT. SERVICES SW.PLT. OPER.	71,000.00	42,720.00	42,720.00	
30-815-1250	MAINT AGREEMENT SOFTWARE	5,500.00	5,500.00	5,500.00	
30-815-1270	TECH UPGRADES	2,500.00	2,500.00	2,500.00	
30-815-1300	BLDG/GROUNDS MTNC	7,000.00	7,000.00	7,000.00	
30-815-1310	EQUIP MAINT & REPAIR	45,000.00	35,000.00	35,000.00	
30-815-1320	AUTO MAINT,REPAIR,SUPPLIES	7,500.00	5,000.00	5,000.00	
30-815-1330	FUEL-AUTO,EQUIP,HTG	5,500.00	6,500.00	6,500.00	
30-815-1400	WWTP SUPP&MAT	47,500.00	47,500.00	47,500.00	
30-815-1401	WWTP & COMPOST SUPPL	24,500.00	36,000.00	36,000.00	
30-815-1410	INFASTRUCTURE SUPPLIES & MAT	25,000.00	30,000.00	30,000.00	
30-815-1420	GRAVEL, ASPHALT REPAIR & EXP	13,000.00	20,000.00	20,000.00	
30-815-1430	WASTE WATER ANALYSIS, TESTING SUP	4,000.00	5,500.00	5,500.00	
30-815-1500	TOOLS, & RENTAL EQUIP	8,000.00	6,000.00	6,000.00	
30-815-1510	OSHA & TRAFFIC SAFETY	3,500.00	3,500.00	3,500.00	
30-815-5301	Sewer Penalties	30,000.00	7,500.00	7,500.00	
30-810-6000	WORKERS COMP/LIABILITY	12,500.00	13,500.00	13,500.00	
30-815-7403	CAPITAL OUTLAY	16,726.00			
	CARRY-OVER AMERICAN RECOVERY	240,000.00		240,000.00	
30-815-8000	DEBT SERVICE	39,260.00	96,398.00	96,398.00	
30-815-8010	INTEREST PAYMENTS	9,422.00	9,423.00	9,423.00	
30-815-8200	GIS	950.00	25,000.00	25,000.00	
		1,190,670.00	1,018,401.00	1,258,401.00	

EY Sewer Dist.

		20/21	21/22	20/21	
Acct #	Acct name	Budget	Requested	Approved	Notes
30-816-0200	SALARY - LABOR	5,000.00	5,000.00	5,000.00	
30-816-0300	PROFESSIONAL SERVICES	5,000.00	5,000.00	5,000.00	
30-816-1500	WWTP SUPP&MAT	25,000.00	25,000.00	25,000.00	
30-816-1600	CONTRACT SERVICES	25,000.00	25,000.00	25,000.00	
		60,000.00	60,000.00	60,000.00	

Ordinance No: _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE FOR THE TOWN OF BURNSVILLE TO COMPLY WITH NORTH CAROLINA GENERAL STATUTE 160D AND OTHER AMENDMENTS AS RECOMMENDED BY THE COMPREHENSIVE LAND USE PLAN:

WHEREAS, on _____, 2020 the North Carolina General Assembly adopted a comprehensive land use regulation statute 160D which combined all the State regulation for land use development into one statute; and

WHEREAS, the General Assembly required all local government land use regulation to be updated to comply with the provisions of NCGS 160D on or before July 1, 2021; and

WHEREAS, Article 7 of Chapter 160D-701 states, "Zoning regulations shall be made in accordance with a comprehensive plan and shall be designed to promote the public health, safety, and general welfare"; and

WHEREAS, Article 7 of Chapter 160D-702 authorizes local governments to enact zoning regulation within its territorial jurisdiction; and

WHEREAS, 160D required that all local governments regulating land use development within their jurisdiction have a comprehensive land use plan adopted on or before January 1, 2022; and

WHEREAS, the Town of Burnsville has adopted a Comprehensive Land Use Plan. The Plan makes recommendations for additional amendments to the zoning ordinance pertaining to definitions, development standards, approval processes, use standards, permitted uses and the reorganization of various sections, tables and charts within the ordinance for purposes of consistency, clarification and ease of use; and

WHEREAS, pursuant to the requirements of NCGS 160D the proposed zoning ordinance amendments were presented to the Town of Burnsville Planning Board on April 13, 2021 and the Planning Board unanimously approved recommendation of the amendments to the Town Council and also found all the amendments were consistent with the recommendations and goals of the Burnsville Comprehensive Land Use Plan 2021. The same was noted in the Planning Board's written recommendation to the Town Council; and

WHEREAS, the proposed amended ordinance is attached hereto and incorporated herein as if set forth fully herein; and

WHEREAS, pursuant to NCGS 160D-601 a public hearing on the proposed text amendments to the zoning ordinance was properly noticed by the Town Clerk; and

WHEREAS, a public hearing was held on June 3, 2021 at the regular business meeting of the Burnsville Town Council; and

WHEREAS, the Town Council has taken into consideration the recommendation of the Planning Board and find the amendments are consistent with the Town's Comprehensive Land Use Plan and are reasonable and in the best interest of the citizens of the Town of Burnsville.

NOW, THEREFORE, BE IT ORDAINED the following:

1. The amendments to the Town of Burnsville's zoning ordinance are hereby adopted.
2. The amendments are consistent with the Burnsville Comprehensive Land Use Plan and comply with the provisions of NCGS 160D.
3. Those provisions of the zoning ordinance not hereby amended are re-enacted and remain in full force and effect from the date they were first adopted.
4. This ordinance shall become effective upon adoption.

This the ____ day of June, 2021.

Town of Burnsville

BY: _____
Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Town Clerk

TOWN SEAL:

Approved as to Form:

Town Attorney

Ordinance No.: _____

AN ORDINANCE AMENDING THE FLOOD DAMAGE PREVENTION ORDINANCE OF THE TOWN OF BURNSVILLE ADOPTED _____

WHEREAS, on June 19, 2020 the North Carolina General Assembly adopted a comprehensive land use regulation statute 160D which combined all the State regulation for land use development into one statute; and

WHEREAS, the General Assembly required all local government land use regulation to be updated to comply with the provisions of NCGS 160D on or before July 1, 2021; and

WHEREAS, a Flood Damage Prevention Ordinance is a type of land use development regulation governed, in part, by NCGS 160D; and

WHEREAS, the Town of Burnsville adopted on May 7, 2009 a Flood Damage Prevention Ordinance in compliance with FEMA regulations for participation in the Flood Insurance Program; and

WHEREAS, the Town's current Flood Damage Prevention Ordinance is required to be updated for compliance with NCGS 160D provisions; and

WHEREAS, FEMA has provided model language necessary to ensure compliance with NCGS 160D provisions; and

WHEREAS, the proposed amended ordinance is attached hereto and incorporated herein as if set forth fully herein; and

WHEREAS, pursuant to NCGS 160D-601 a public hearing on the proposed text amendments to the zoning ordinance was properly noticed by the Town Clerk; and

WHEREAS, a public hearing was held on June 3, 2021 at the regular business meeting of the Burnsville Town Council; and

NOW, THEREFORE, BE IT ORDAINED the following:

1. The amendments to the Town of Burnsville's Flood Damage Prevention Ordinance are hereby adopted.
2. Those provisions of the Flood Damage Prevention Ordinance not hereby amended are re-enacted and remain in full force and effect from the date they were first adopted.
4. This ordinance shall become effective upon adoption.

This the ____ day of June, 2021.

Town of Burnsville

BY: _____

Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Town Clerk

TOWN SEAL:

Approved as to Form:

Town Attorney

FLOOD DAMAGE PREVENTION ORDINANCE

Non-Coastal Regular Phase

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FLOOD DAMAGE PREVENTION ORDINANCE

Non-Coastal Regular Phase

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, PURPOSE AND OBJECTIVES.

SECTION A. STATUTORY AUTHORIZATION.

[The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D (Effective July 1, 2021) of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.]

Commented [CB1]: Changed to reflect NCGS 160D

Therefore, the Town Council of Burnsville, North Carolina, does ordain as follows:

SECTION B. FINDINGS OF FACT.

- (1) The flood prone areas within the jurisdiction of the Town of Burnsville are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (2) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

SECTION C. STATEMENT OF PURPOSE.

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (1) Restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (5) Prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

SECTION D. OBJECTIVES.

The objectives of this ordinance are to:

- (1) Protect human life, safety, and health;
- (2) Minimize expenditure of public money for costly flood control projects;

- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business losses and interruptions;
- (5) Minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;
- (9) Help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (10) Ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

ARTICLE 2. DEFINITIONS.

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance it's most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Alteration of a watercourse” means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Commented [CB2]: Added definition

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this ordinance.

“Area of Shallow Flooding” means a designated Zone AO or AH on a community's Flood Insurance Rate Map (FIRM) with base flood depths determined to be from one (1) to three (3) feet. These areas are located where a clearly defined channel does not exist, where the path of flooding is unpredictable and indeterminate, and where velocity flow may be evident.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Area of Future-Conditions Flood Hazard” means the land area that would be inundated by the 1-percent-annual-chance (100-year) flood based on future-conditions hydrology.

Commented [CB3]: Added definition

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Building” see “Structure”.

“Chemical Storage Facility” means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Development Activity” means any activity defined as Development which will necessitate a Floodplain Development Permit. This includes buildings, structures, and non-structural items, including (but not limited to) fill, bulkheads, piers, pools, docks, landings, ramps, and erosion control/stabilization measures.

Commented [CB4]: Added definition

“Digital Flood Insurance Rate Map (DFIRM)” means the digital official map of a community, issued by the Federal Emergency Management Agency (FEMA), on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

Commented [CB5]: Added definition

“Disposal” means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

“Elevated Building” means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

“Encroachment” means the advance or infringement of uses, fill, excavation, buildings, structures or development into a special flood hazard area, which may impede or alter the flow capacity of a floodplain.

“Existing building and existing structure” means any building and/or structure for which the “start of construction” commenced before the effective date of the floodplain management regulations adopted by a community, dated April 17, 1984.

Commented [CB6]: Added date of regulation adoption

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community, dated April 17, 1984.

Commented [CB7]: Added date of regulation adoption

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (a) The overflow of inland or tidal waters; and/or
- (b) The unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the FEMA, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the FEMA, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the FEMA, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated. (see also DFIRM)

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the FEMA. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this ordinance, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

“Floodplain Management Regulations” means this ordinance and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes federal, state or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

“Flood-resistant material” means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbars are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

Commented [CBB]: Added definition

“Floodway” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

“Floodway encroachment analysis” means an engineering analysis of the impact that a proposed encroachment into a floodway or non-encroachment area is expected to have on the floodway boundaries and flood levels during the occurrence of the base flood discharge. The evaluation shall be prepared by a qualified North Carolina licensed engineer using standard engineering methods and hydraulic models meeting the minimum requirements of the National Flood Insurance Program.

“Freeboard” means the height added to the BFE to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge or culvert openings, precipitation exceeding the base flood, and the hydrological effect of urbanization of the watershed. The BFE plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

“Functionally Dependent Facility” means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

“Hazardous Waste Management Facility” means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

“Highest Adjacent Grade (HAG)” means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

“Historic Structure” means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (d) Certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program.”

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

“**Letter of Map Change (LOMC)**” means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (a) **Letter of Map Amendment (LOMA):** An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (b) **Letter of Map Revision (LOMR):** A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (c) **Letter of Map Revision Based on Fill (LOMR-F):** A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
- (d) **Conditional Letter of Map Revision (CLOMR):** A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

“**Light Duty Truck**” means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- (a) Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- (b) Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- (c) Available with special features enabling off-street or off-highway operation and use.

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“**Lowest Adjacent Grade (LAG)**” means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

“**Lowest Floor**” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building’s lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this ordinance.

“**Manufactured Home**” means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

“**Manufactured Home Park or Subdivision**” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Map Repository” means the location of the official flood hazard data to be applied for floodplain management. It is a central location in which flood data is stored and managed; in North Carolina, FEMA has recognized that the application of digital flood hazard data products have the same authority as hard copy products. Therefore, the NCEM’s Floodplain Mapping Program websites house current and historical flood hazard data. For effective flood hazard data the NC FRIS website (<http://FRIS.NC.GOV/FRIS>) is the map repository, and for historical flood hazard data the FloodNC website (<http://FLOODNC.GOV/NCFLOOD>) is the map repository.

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“Market Value” means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

“New Construction” means structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

“Non-Encroachment Area (NEA)” means the channel of a river or other watercourse, including the area above a bridge or culvert when applicable, and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

“Post-FIRM” means construction or other development for which the “start of construction” occurred on or the effective date of the initial Flood Insurance Rate Map.

“Pre-FIRM” means construction or other development for which the “start of construction” occurred before the effective date of the initial Flood Insurance Rate Map.

“Principally Above Ground” means that at least 51% of the actual cash value of the structure is above ground.

“Public Safety” and/or “Nuisance” means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

“Recreational Vehicle (RV)” means a vehicle, which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck;
- (d) Designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use, and
- (e) Is fully licensed and ready for highway use.

For the purpose of this ordinance, “Tiny Homes/Houses” and Park Models that do not meet the items listed above are not considered Recreational Vehicles and should meet the standards of and be permitted as Residential Structures.

Commented [CB11]: Added to definition

“Reference Level” is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zones A, AE, AH, AO, A99.

“Regulatory Flood Protection Elevation” means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE *plus 2 feet freeboard*. In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least 2 feet above the highest adjacent grade.

“Remedy a Violation” means to bring the structure or other development into compliance with state and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Salvage Yard” means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Article 3, Section B of this ordinance.

“Start of Construction” includes substantial improvement, and means the date the building permit was issued provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement”

Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred.

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (a) Any correction of existing violations of state or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to Article 4 Section E of this ordinance.

“Technical Bulletin and Technical Fact Sheet” means a FEMA publication that provides guidance concerning the building performance standards of the NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins and fact sheets are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders. New bulletins, as well as updates of existing bulletins, are issued periodically as needed. The bulletins do not create regulations; rather they provide specific guidance for complying with the minimum requirements of existing NFIP regulations.

It should be noted that Technical Bulletins and Technical Fact Sheets provide guidance on the minimum requirements of the NFIP regulations. State or community requirements that exceed those of the NFIP take precedence. Design professionals should contact the community officials to determine whether more restrictive State or local regulations apply to the building or site in question. All applicable standards of the State or local building code must also be met for any building in a flood hazard area.

Commented [CB12]: Added definition

“Temperature Controlled” means having the temperature regulated by a heating and/or cooling system, built-in or appliance.

Commented [CB13]: Added definition

“Variance” is a grant of relief from the requirements of this ordinance.

“Violation” means the failure of a structure or other development to be fully compliant with the community’s floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to NAVD 1988, of floods of various magnitudes and frequencies in the floodplains of riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

ARTICLE 3. GENERAL PROVISIONS.

SECTION A. LANDS TO WHICH THIS ORDINANCE APPLIES.

This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction, *including Extra-Territorial Jurisdictions (ETJs), as allowed by law, [if applicable]* of the Town of Burnsville

SECTION B. BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated June 2, 2009 for Yancey County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.

SECTION C. ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.

A Floodplain Development Permit shall be required in conformance with the provisions of this ordinance prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Article 3, Section B of this ordinance.

SECTION D. COMPLIANCE.

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this ordinance and other applicable regulations.

SECTION E. ABROGATION AND GREATER RESTRICTIONS.

This ordinance is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

SECTION F. INTERPRETATION.

In the interpretation and application of this ordinance, all provisions shall be:

- (a) Considered as minimum requirements;
- (b) Liberally construed in favor of the governing body; and
- (c) Deemed neither to limit nor repeal any other powers granted under State statutes.

SECTION G. WARNING AND DISCLAIMER OF LIABILITY.

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This ordinance shall not create liability on the part of the Town of Burnsville or by any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

SECTION II. PENALTIES FOR VIOLATION.

Violation of the provisions of this ordinance or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58. . Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$100.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the Town of Burnsville from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 4. ADMINISTRATION.

SECTION A. DESIGNATION OF FLOODPLAIN ADMINISTRATOR.

The floodplain administrator, hereinafter referred to as the “Floodplain Administrator”, is hereby appointed to administer and implement the provisions of this ordinance. In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community’s overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

SECTION B. FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.

- (1) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:
- (a) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
 - (i) The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
 - (ii) The boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Article 3, Section B, or a statement that the entire lot is within the Special Flood Hazard Area;
 - (iii) Flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Article 3, Section B;
 - (iv) The boundary of the floodway(s) or non-encroachment area(s) as determined in Article 3, Section B;
 - (v) The Base Flood Elevation (BFE) where provided as set forth in Article 3, Section B; Article 4, Section C; or Article 5, Section D;

- (vi) The old and new location of any watercourse that will be altered or relocated as a result of proposed development; and
 - (vii) *The certification of the plot plan by a registered land surveyor or professional engineer. (OPTIONAL)*
- (b) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:
- (i) Elevation in relation to NAVD 1988 of the proposed reference level (including basement) of all structures;
 - (ii) Elevation in relation to NAVD 1988 to which any non-residential structure in Zones A, AE, AH, AO, A99 will be floodproofed; and
 - (iii) Elevation in relation to NAVD 1988 to which any proposed utility systems will be elevated or floodproofed.
- (c) If floodproofing, a Floodproofing Certificate (FEMA Form 086-0-34) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.
- (d) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this ordinance are met. These details include but are not limited to:
- (i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and
 - (ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Article 5, Section B(4)(d) when solid foundation perimeter walls are used in Zones A, AE, AH, AO, A99.
- (e) Usage details of any enclosed areas below the lowest floor.
- (f) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.
- (g) Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.
- (h) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Article 5, Section B, subsections (6) and (7) of this ordinance are met.
- (i) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.
- (2) **Permit Requirements.** The Floodplain Development Permit shall include, but not be limited to:
- (a) A complete description of all the development to be permitted under the floodplain development permit (e.g. house, garage, pool, septic, bulkhead, cabana, pier, bridge, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials, etc.).
 - (b) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Article 3, Section B.
 - (c) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.

- (d) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
- (e) All certification submittal requirements with timelines.
- (f) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse unless the requirements of Article 5, Section F have been met.
- (g) The flood openings requirements.
- (h) Limitations of below BFE enclosure uses (if applicable). (i.e., parking, building access and limited storage only).
- (i) A statement, that all materials below BFE/RFPE must be flood resistant materials.

(3) **Certification Requirements.**

(a) Elevation Certificates

(i) An Elevation Certificate (FEMA Form 086-0-33) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit

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(ii) An Elevation Certificate (FEMA Form 086-0-33) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to NAVD 1988. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project

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(iii) A final Finished Construction Elevation Certificate (FEMA Form 086-0-33) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

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(b) Floodproofing Certificate

(i) If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the

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certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

- (ii) A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy.
- (c) If a manufactured home is placed within Zones A, AE, AH, AO, A99 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Article 5, Section B(3)(b).
- (d) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.
- (e) Certification Exemptions. The following structures, if located within Zones A, AE, AH, AO, A99, are exempt from the elevation/floodproofing certification requirements specified in items (a) and (b) of this subsection:
 - (i) Recreational Vehicles meeting requirements of Article 5, Section B(6)(a);
 - (ii) Temporary Structures meeting requirements of Article 5, Section B(7); and
 - (iii) Accessory Structures that are 150 square feet or less or \$5,000 or less and meeting requirements of Article 5, Section B(8).

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(4) Determinations for existing buildings and structures.

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- (c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

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SECTION C. DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.

The Floodplain Administrator shall perform, but not be limited to, the following duties:

- (1) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.
- (2) Review all proposed development within Special Flood Hazard Areas to assure that all necessary local, state and federal permits have been received, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (3) Notify adjacent communities and the North Carolina Department of Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).
- (4) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.
- (5) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Article 5, Section F are met.
- (6) Obtain actual elevation (in relation to NAVD 1988) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Article 4, Section B(3).
- (7) Obtain actual elevation (in relation to NAVD 1988) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Article 4, Section B(3).
- (8) Obtain actual elevation (in relation to NAVD 1988) of all public utilities in accordance with the provisions of Article 4, Section B(3).
- (9) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Article 4, Section B(3) and Article 5, Section B(2).
- (10) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.
- (11) When BFE data has not been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a federal, state, or other source, including data developed pursuant to Article 5, Section D(2)(c), in order to administer the provisions of this ordinance.
- (12) When BFE data is provided but no floodway or non-encroachment area data has been provided in accordance with the provisions of Article 3, Section B, obtain, review, and reasonably utilize any floodway data or non-encroachment area data available from a federal, state, or other source in order to administer the provisions of this ordinance.
- (13) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (14) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (15) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or

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repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.

- (16) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (17) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (18) Follow through with corrective procedures of Article 4, Section D.
- (19) Review, provide input, and make recommendations for variance requests.
- (20) Maintain a current map repository to include, but not limited to, historical and effective FIS Report, historical and effective FIRM and other official flood maps and studies adopted in accordance with the provisions of Article 3, Section B of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (21) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).
- (22) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area is above the BFE, advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.

SECTION D. CORRECTIVE PROCEDURES.

- (1) Violations to be corrected: When the Floodplain Administrator finds violations of applicable state and local laws; it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (2) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
 - (a) That the building or property is in violation of the floodplain management regulations;
 - (b) That a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten (10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and
 - (c) That following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.
- (3) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified

time period, not less than sixty (60) calendar days, nor more than least 180 calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

- (4) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.
- (5) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a Class 1 misdemeanor pursuant to NC G.S. § 143-215.58 and shall be punished at the discretion of the court.

SECTION E. VARIANCE PROCEDURES.

- (1) The Board of Adjustment as established by the Town of Burnsville, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.
- (2) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.
- (3) Variances may be issued for:
 - (a) The repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;
 - (b) Functionally dependent facilities if determined to meet the definition as stated in Article 2 of this ordinance, provided provisions of Article 4, Section E(9)(b), (c), and (e) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or
 - (c) Any other type of development provided it meets the requirements of this Section.
- (4) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:
 - (a) The danger that materials may be swept onto other lands to the injury of others;
 - (b) The danger to life and property due to flooding or erosion damage;
 - (c) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
 - (d) The importance of the services provided by the proposed facility to the community;
 - (e) The necessity to the facility of a waterfront location as defined under Article 2 of this ordinance as a functionally dependent facility, where applicable;
 - (f) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
 - (g) The compatibility of the proposed use with existing and anticipated development;
 - (h) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;

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- (i) The safety of access to the property in times of flood for ordinary and emergency vehicles;
 - (j) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
 - (k) The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (5) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (6) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (7) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the BFE and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE may result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (8) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the FEMA and the State of North Carolina upon request.
- (9) Conditions for Variances:
- (a) Variances shall not be issued when the variance will make the structure in violation of other federal, state, or local laws, regulations, or ordinances.
 - (b) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
 - (c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
 - (d) Variances shall only be issued prior to development permit approval.
 - (e) Variances shall only be issued upon:
 - (i) A showing of good and sufficient cause;
 - (ii) A determination that failure to grant the variance would result in exceptional hardship; and
 - (iii) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (10) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (a) The use serves a critical need in the community.
 - (b) No feasible location exists for the use outside the Special Flood Hazard Area.
 - (c) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
 - (d) The use complies with all other applicable federal, state and local laws.

- (e) The Town of Burnsville has notified the Secretary of the North Carolina Department of Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

ARTICLE 5. PROVISIONS FOR FLOOD HAZARD REDUCTION.

SECTION A. GENERAL STANDARDS.

In all Special Flood Hazard Areas the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage in accordance with the FEMA Technical Bulletin 2, *Flood Damage-Resistant Materials Requirements*.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) All new electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall be located at or above the RFPE or designed and installed to prevent water from entering or accumulating within the components during the occurrence of the base flood. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.
 - (a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.
 - (b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into flood waters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.
- (9) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Article 4, Section E(10). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Article 4, Section B(3).

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- (10) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.
- (11) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (12) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (13) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by federal or state law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (14) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (15) When a structure is located in a flood hazard risk zone with multiple base flood elevations, the provisions for the more restrictive flood hazard risk zone and the highest BFE shall apply.
- (16) Buildings and structures that are located in more than one flood hazard area shall comply with the provisions associated with the most restrictive flood hazard area.

SECTION B. SPECIFIC STANDARDS.

In all Special Flood Hazard Areas where BFE data has been provided, as set forth in Article 3, Section B, or Article 5, Section D, the following provisions, in addition to the provisions of Article 5, Section A, are required:

- (1) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.
- (2) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance. Structures located in Zones A, AE, AH, AO, A99 may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. For AO Zones, the floodproofing elevation shall be in accordance with Article 5, Section G(2). A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Article 4, Section B(3), along with the operational plan and the inspection and maintenance plan.
- (3) Manufactured Homes.
 - (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Article 2 of this ordinance.
 - (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
 - (c) All enclosures or skirting below the lowest floor shall meet the requirements of Article 5, Section B(4).

(d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.

(4) Elevated Buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

(a) Shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;

(b) ~~Shall not be temperature-controlled or conditioned~~

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(c) Shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and

(d) Shall include flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:

(i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;

(ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;

(iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;

(iv) The bottom of all required flood openings shall be no higher than one (1) foot above the higher of the interior or exterior adjacent grade;

(v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and

(vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

(e) ~~Property owners shall be required to execute and record a non-conversion agreement prior to issuance of a building permit declaring that the area below the lowest floor shall not be improved, finished or otherwise converted to habitable space (30 CRS points); The Town of Burnsville will have the right to inspect the enclosed area (30 CRS points). The Town of Burnsville will conduct annual inspections (30 CRS points). This agreement shall be recorded with the Yancey County Register of Deeds and shall transfer with the property in perpetuity.~~

(f) ~~Release of restrictive covenant. If a property which is bound by a non-conversion agreement is modified to remove enclosed areas below BFE, then the owner may request release of restrictive covenant after staff inspection and submittal of confirming documentation.~~

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(5) Additions/Improvements.

(a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:

(i) Not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and ~~must not be any more non-conforming than the existing structure~~

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- (ii) A substantial improvement, with modifications/rehabilitations/improvements to the existing structure or the common wall is structurally modified more than installing a doorway, both the existing structure and the addition must comply with the standards for new construction.
- (b) Additions to pre-FIRM or post-FIRM structures that are a substantial improvement with no modifications/rehabilitations/improvements to the existing structure other than a standard door in the common wall, shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
 - (i) Not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction consistent with the code and requirements for the original structure.
 - (ii) A substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (d) Any combination of repair, reconstruction, rehabilitation, addition or improvement of a building or structure taking place during a one (1) year period, the cumulative cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started must comply with the standards for new construction. For each building or structure, the one (1) year period begins on the date of the first improvement or repair of that building or structure subsequent to the effective date of this ordinance. Substantial damage also means flood-related damage sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, on the average, equals or exceeds 25 percent of the market value of the structure before the damage occurred. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The requirement does not, however, include either:
 - (i) Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assume safe living conditions.
 - (ii) Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

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(6) Recreational Vehicles. Recreational vehicles shall either:

- (a) Temporary Placement
 - (i) Be on site for fewer than 180 consecutive days; or
 - (ii) Be fully licensed and ready for highway use. (A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions.)
- (b) Permanent Placement. Recreational vehicles that do not meet the limitations of Temporary Placement shall meet all the requirements for new construction.

(7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

- (a) A specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;
- (b) The name, address, and phone number of the individual responsible for the removal of the temporary structure;

- (c) The time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);
 - (d) A copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and
 - (e) Designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.
- (8) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (a) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);
 - (b) Accessory structures shall not be temperature-controlled;
 - (c) Accessory structures shall be designed to have low flood damage potential;
 - (d) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;
 - (e) Accessory structures shall be firmly anchored in accordance with the provisions of Article 5, Section A(1);
 - (f) All service facilities such as electrical shall be installed in accordance with the provisions of Article 5, Section A(4); and
 - (g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Article 5, Section B(4)(d).

An accessory structure with a footprint less than 150 square feet or that is a minimal investment of \$3,000 or less and satisfies the criteria outlined above is not required to meet the elevation or floodproofing standards of Article 5, Section B (2). Elevation or floodproofing certifications are required for all other accessory structures in accordance with Article 4, Section B(3).

- (9) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:
- (a) Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;
 - (b) Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;
 - (c) Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of Section B (2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.
 - (d) Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:
 - (i) At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow

of floodwater or outflow of the contents of the tanks during conditions of the design flood; and

- (ii) Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(10) **Other Development.**

- (a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
- (b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
- (c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
- (d) Commercial storage facilities are not considered "limited storage" as noted in this ordinance, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

Commented [CB27]: Added regulatory language

SECTION C. RESERVED.

SECTION D. STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Article 3, Section B, where no BFE data has been provided by FEMA, the following provisions, in addition to the provisions of Article 5, Section A, shall apply:

- (1) No encroachments, including fill, new construction, substantial improvements or new development shall be permitted within a distance of twenty (20) feet each side from top of bank or five times the width of the stream, whichever is greater, unless certification with supporting technical data by a registered professional engineer is provided demonstrating that such encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
 - (a) When BFE data is available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Article 5, Sections A and B.
 - (b) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Article 5, Sections B and F.
 - (c) All subdivision, manufactured home park and other development proposals shall provide BFE data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with Article 3, Section B and utilized in implementing this ordinance.
 - (d) When BFE data is not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in

Article 2. All other applicable provisions of Article 5, Section B shall also apply.

SECTION E. STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.

Along rivers and streams where BFE data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (1) Standards of Article 5, Sections A and B; and
- (2) Until a regulatory floodway or non-encroachment area is designated, no encroachments, including fill, new construction, substantial improvements, or other development, shall be permitted unless certification with supporting technical data by a registered professional engineer is provided demonstrating that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one (1) foot at any point.

SECTION F. FLOODWAYS AND NON-ENCROACHMENT AREAS.

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Article 3, Section B. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to standards outlined in Article 5, Sections A and B, shall apply to all development within such areas:

- (1) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
 - (a) It is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood discharge, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of floodplain development permit; or
 - (b) A Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained within six months of completion of the proposed encroachment.
- (2) If Article 5, Section F(1) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (3) Manufactured homes may be permitted provided the following provisions are met:
 - (a) The anchoring and the elevation standards of Article 5, Section B(3); and
 - (b) The encroachment standards of Article 5, Section F(1).

SECTION G. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AO).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) The reference level shall be elevated at least as high as the depth number specified on the Flood Insurance Rate Map (FIRM), in feet, plus a freeboard of two (2) feet, above the highest adjacent grade; or at least four (4) feet above the highest adjacent grade if no depth number is specified.

- (2) Non-residential structures may, in lieu of elevation, be floodproofed to the same level as required in Article 5, Section I(1) so that the structure, together with attendant utility and sanitary facilities, below that level shall be watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. Certification is required in accordance with Article 4, Section B(3) and Article 5, Section B(2).
- (3) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

SECTION H. STANDARDS FOR AREAS OF SHALLOW FLOODING (ZONE AH).

Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

- (1) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

ARTICLE 6. LEGAL STATUS PROVISIONS.

SECTION A. EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.

This ordinance in part comes forward by re-enactment of some of the provisions of the Flood Damage Prevention Ordinance enacted April 17, 1984 as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the Flood Damage Prevention Ordinance of the Town of Burnsville enacted on April 17, 1984, as amended, which are not reenacted herein are repealed.

The date of the initial Flood Damage Prevention Ordinance for Yancey County April 17, 1984.

SECTION B. EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

SECTION C. SEVERABILITY.

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

SECTION D. EFFECTIVE DATE.

This ordinance shall become effective June 3, 2021.

SECTION E. ADOPTION CERTIFICATION.

I hereby certify that this is a true and correct copy of the Flood Damage Prevention Ordinance as adopted by the Town Council of Burnsville, North Carolina, on the 3rd day of June, 2021.

WITNESS my hand and the official seal of Chad Fox, Town Clerk, this the 3rd day of June, 2021

(signature)

(Seal)

RESOLUTION OF INTENT TO CONSIDER AN ORDINANCE AMENDING THE CHARTER OF THE TOWN OF BURNSVILLE NORTH CAROLINA TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT AND SETTING THE DATE FOR A PUBLIC HEARING THEREON

WHEREAS, pursuant to G.S.160A-101 and 160A-102, the Town Council of the Town of Burnsville, North Carolina may adopt an ordinance to amend the Charter of the Town to implement any of the optional forms set out in G.S. 160A-101; and

WHEREAS, G.S. 160A-102 requires that proposed Charter amendments first be submitted to a public hearing and that due notice thereof be published not less than ten (10) days prior to the date fixed for the public hearing;


NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Burnsville, North Carolina that:

1. The Town Council hereby intends to consider an ordinance amending the Charter of the of Burnsville as set forth in a petition to then North Carolina Board of Municipal Control and an order thereafter issued dated 8 April, 1922, as amended, to adopt the council-manager form of government, as authorized by G.S. 160A-101(9)(b).
2. A public hearing on the proposed ordinance is hereby called at Burnsville Town Center, 6 South Main Street, Burnsville, North Carolina at 6:00 p.m. on Thursday, 3 June, 2021.
3. Following the public hearing called hereby, the Burnsville Town Council shall consider passage of the ordinance at its regular meeting on Thursday, July 1, 2021.
4. The Town Clerk is hereby directed to cause to be published in the Yancey Common Times Journal a proper notice of the public hearing called, which notice shall contain a summary of the proposed Charter amendments.

Adopted this 3rd day of May, 2021.


Theresa Coletta, Mayor

ATTEST:


J. Chad Fox, Clerk

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) entered into this the ____ day of _____, 2021 is between the Town of Burnsville, a North Carolina Corporate Body Politic, operating pursuant to North Carolina General Statute 160A (Town) and Yancey County, a North Carolina Body Politic, operating pursuant to North Carolina General Statute 153A (County). The Town and County are each a separate "Party" and shall collectively be referred to as the "Parties", for the purposes of facilitating the construction of public infrastructure to serve Little Leaf Farms, LLC manufacturing facility located on Highway 80 South, Yancey County, North Carolina.

WHEREAS, as part of its long-standing commitment to economic development and creating good paying jobs for the citizens and residents of Yancey County the County has successfully recruited Little Leaf Farms, LLC, a hydroponic farming company, to locate a manufacturing business site in Yancey County. The company will make a capital investment of over 90 million dollars and provide 100 local jobs. The business site is located in the jurisdiction of the County on Highway 80 South.

WHEREAS, The Town has an interest and desire to see the creation of economic growth, opportunity and jobs within the County.

WHEREAS, the Town owns and operates the only surface water treatment facility in Yancey County and at its discretion can supply water to homes, businesses, and public facilities outside its corporate limits through extensions of existing water infrastructure.

WHEREAS, Little Leaf Farms, LLC has requested that the County supply water infrastructure to its new business site on Highway 80 South. The Town has waterlines serving an area approximately 2 below from the Little Leaf Farms manufacturing site and is willing to extend service to the site.

WHEREAS, the estimated cost of the waterline extension project is 1.9 million dollars.

WHEREAS, the Town will own and maintain the infrastructure after construction.

WHEREAS, the parties are seeking grant funding for the project from the following funders:

Appalachian Regional Commission (ARC)-	\$300,000.00
Golden Leaf Foundation (GL)-	\$500,000.00
Economic Development Administration (EDA)-	\$1,200,000.00

WHEREAS, The Town will serve as the applicant for each grant and shall provide services as the fiscal agent throughout the administration of the grants.

WHEREAS, The ARC and EDA grants both require local matching funds; however, the funding of each grant, should it be obtained, coupled with the GL funding may be counted toward the local match amounts. In that event there would be no need for local funds to secure the match amounts.

WHEREAS, EDA requires a letter of commitment for the local matching funds at the time the application for their funding is submitted. The County will provide this commitment to pay the local match amount should all the grant funding awarded not cover the match amount.

WHEREAS, both ARC and EDA require a Preliminary Engineering Report and an Environmental Assessment Report prior to approval of funding for the project. The County will provide reimbursement to the Town for any costs associated with securing each of the required reports to the extent that the costs are not reimbursed by the grant funding.

WHEREAS, The Parties cooperation is necessary to facilitate the construction of the infrastructure to serve Little Leaf Farms, LLC and believe it is in the best interest of the citizens of Yancey County to facilitate the construction of this infrastructure.

NOW, THEREFORE, in consideration of the promises made herein and other good and valuable considerations, acknowledged by the Parties herein, the Town and County do hereby covenant and agree as follows:

1. The Town shall be the applicant and the fiscal agent for the ARC, EDA and GL grants, and any other grants determined to be necessary to fund the construction of the waterline extension, for the complete term of the grants and shall administer the grant funds for the sole purpose of facilitating the construction of water infrastructure to Little Leaf Farms, LLC manufacturing site on Highway 80 South, Yancey County, North Carolina.
2. The Town shall own and maintain said completed infrastructure thereafter.
3. The County shall provide a letter of commitment to any grant funder which requires one for the full cost of any local match and further that the County commits to provide funding for said local matches, should they be required. The County agrees to provide the matching funds as directed by the particular funder whether that be a direct payment or as a pass through to the Town.
4. The County shall reimburse the Town for any costs associated with the procurement of any engineering or environmental report required by project grant funders or any other necessary expense required by the grant funders. The Town agrees to use its best efforts to procure the most reasonable price from any qualified responsive bidder for services related to preliminary reports or any other services needed to secure grant funding.
5. This MOU shall be binding upon the Parties and their assigns or predecessors in interest.

6. This MOU may only be amended by the Parties in writing and any verbal or other agreement outside the terms of this written agreement are void.

7. Any provision of this MOU found to be in conflict with Federal or North Carolina Law shall be voided, but shall not void the remaining provisions of the agreement. All disputes shall be settled in a Court of General Justice located in Yancey County, North Carolina.

8. This MOU shall be effective when approved by both Governing Bodies. It shall remain in effect until the construction project is finished and the grant requirements are satisfied.

9. The Parties may execute this agreement in counterparts, which will, in the aggregate, when signed by both Parties constitute one and the same instrument, and thereafter, each counterpart deemed an original.

10. All financial obligations of the County under this MOU are dependent upon, and subject to, the continuing allocation of funds by the County Board of Commissioners for such purpose.

In witness whereof, the Parties have set their hands and affixed their seals the day and the year first above written.

(Rest of page intentionally left blank)

SIGNATURE PAGE

TOWN OF BURNSVILLE

By: _____
Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Town Clerk (SEAL)

Approved as to form:

Town Attorney

YANCEY COUNTY

By: _____
Jeff Whitson, Chairman

ATTEST:

Sonya Morgan, Clerk to the Board (SEAL)

Approved as to form:

County Attorney

**A RESOLUTION TO AMEND THE TOWN OF BURNSVILLE EMPLOYEE HANDBOOK ADOPTED ON
FEBRUARY 2, 2017**

WHEREAS, on February 2, 2017 the Burnsville Town Council adopted an Employee Handbook by resolution to create guidelines for a system of administration of the Town's personnel and work force; and

WHEREAS, over time updates to the Employee Pay Classification Plan and Starting Salary Ranges need to be made; and

WHEREAS, from time to time the Town Council may amend the Employee Handbook to make corrections, changes or create additional provisions; and

WHEREAS, the following amendments are proposed changes to the Employee Handbook:

1. Overtime Pay Provisions (p. 11): The policy for compensatory time off for non-exempt employees will be amended to state that *all non-exempt employees may accrue 40 hours of compensatory leave time which must be used within one year from when it was accrued for overtime work. The provision regarding Law Enforcement Officers compensatory time will be stricken from the policy and Law Enforcement Officers will follow the same provisions as regular full-time employees.* All other language shall remain in effect.

2. On Call Pay (p.10-11): Amend the provision on Call Back pay to include a provision for "On Call Pay" as follows: *All non-exempt employees on the Public Works Crew shall be placed on a rotating weekend "On Call" list. The employee who is on call must stay within a 30 minutes of travel time radius of the Town limits and be available to answer resident calls 24/7 during the entire weekend. To compensate the employee for the restrictions necessary for being on call during those weekend hours the employee will receive a \$100.00 dollar stipend with his/her regular paycheck. Any on call employee who violates this policy either by not answering his/her work phone or not remaining within the 30 minutes of travel time radius will not receive the On Call compensation and may be subject to disciplinary actions up to and including termination.*

3. Vehicle and Equipment Use Policy-Authorized Use (page 23): The policy will be amended to add *"This commuting arrangement may allow full time police who live within a 25 mile radius of the Town limits to take their assigned vehicle home. Other departmental employees may also be allowed to commute to and from work in an assigned Town vehicle at the recommendation of their department head and upon authorization of the Town Administrator. Employees who live beyond 25 miles from the Town limits may be allowed by the Administrator to commute to and from work in Town vehicles provided the employee agrees in writing to a payroll deduction of \$0.20 per mile for each mile beyond the allowed 25 mile radius for each scheduled work day. The employee must take the vehicle to his/her home and is*

responsible for the vehicle's care and safety during the period of time it is with the employee. No Town vehicles may be left at locations other than the employee's stated residence. The employee will sign a written agreement with the Town setting forth these terms." The provision prohibiting Town employees who live outside of Town limits from commuting in Town vehicles is hereby repealed from the text. All other provisions in this section, not inconsistent therewith, will remain in effect.

4. Vacation Leave Upon Separation (p.42): The text of this provision shall be amended to read *the maximum amount of vacation time allowed to be carried over each calendar year is 20 days or 160 hours, replacing 30 days and 240 hours. Any amount accrued over the 160 hours will be transferred to the employee's sick leave and paid out as sick leave time upon separation from the Town.* All other language of this provision, not inconsistent therewith, shall remain in effect.

5. Other Post-Employment Benefits (p.52): Due to the fact that the Town now participates in the State Health Insurance Plan (SHP) and the Memorandum of Understanding between the Town and the State of North Carolina clearly states in paragraph 5 that "The Unit shall not offer State Health Plan coverage to its retirees nor allow retirees to enroll in the State Health Plan" the Town Council makes the following amendments, revisions and clarifications to the Employee Benefits portion of the Employee Handbook entitled "Other Post-Employment Benefits":

The title shall be amended to read: "**Post-Retirement Health Insurance Benefits**"

Employees currently enrolled for coverage under the North Carolina State Health Plan are not eligible to continue coverage with the SHP after retirement; therefore, the Town will seek to provide equivalent coverage for those eligible retirees during any period of time prior to the retiree becoming eligible for the Medicaid or Medicare. The retiring employee must provide written notice to the Town of his/her intention to continue any eligible participation in the insurance coverage program at the time of retirement.

The provision allowing employees retiring from the Town with less than 12 years of service to participate in the Town's Group Health Plan with the employee paying all the premiums is repealed.

The Town will provide health insurance coverage only for Town Retirees who were hired prior to March 5, 2015 and retired from the Town after continuous service as follows:

Upon retiring from the Town of Burnsville, employees with a minimum of 12 years of continuous service with the Town, will be eligible for the benefit of health insurance coverage provided by the Town with the retiree paying 50% of the monthly premium. All deductibles and co-pays will be paid by the retiree. All coverage ends upon the death of the retired employee, including dependent coverage.

Upon retiring from the Town of Burnsville, employees with 20 years of continuous service with the Town will be eligible for the benefit of health insurance coverage provided by the Town and the Town will cover 100% of the retiree's premium. All deductibles and co-pays will be paid by the retiree. All coverage ends upon the death of the retired employee, including dependent coverage.

If the retired employee become eligible for coverage under Medicaid or Medicare programs, the retiree may enroll and the Town will cover a Medicare supplement and prescription drug plan cost for the eligible retiree at the same rate that the Town covered the retiree's health insurance premiums previously (either 50% or 100%). The Town may terminate coverage for non-payment of the retired employees' or dependents' portion of the insurance cost.

For those employees who were hired prior to March 5, 2015, for purposes of this provision, Continuous Service means uninterrupted service to the Town of Burnsville for a minimum period of 12 years. Employees leaving service with the Town and returning at a later date are considered new hires and will follow the provisions for those hired after March 5, 2015 with regard to health insurance coverage.

The retired employee may participate in the Town's vision and dental insurance group plans with the Town paying 100% of the premium. Deductibles and co-pays required for coverage shall be paid in full by the retiree, and spouses and dependents may also be covered at the retiree's expense.

The provision allowing an employee retiring on a certified disability after twelve (12) years of service is repealed in its entirety.

The provision allowing retired employee dependents to continue coverage for a period of three (3) years upon paying the applicable premium is repealed in its entirety.

Employees hired on or after March 5, 2015 are not eligible for any retiree insurance benefits for themselves or dependents upon retirement from the Town of Burnsville.

6. The employee pay and salary scale is amended as set forth in Exhibit A attached hereto and incorporated herein as if set forth fully herein.

NOW, THEREFORE, BE IT RESOLVED that the Town of Burnsville's Employee Handbook adopted February 2, 2017 is amended as follows:

1. That above amendments 1-6 to the Town of Burnsville's Employee Handbook are hereby adopted.
2. That any provisions remaining inconsistent with the changes made herein are hereby repealed.
3. That these amendments become effective July 1, 2021.

4. That any amendments to any provisions found to be inconsistent with North Carolina Law are severable and do not affect the remaining provisions of the Employee Handbook.

Council vote: For ___ Against ___.

This the ___ day of _____, 2021.

Town of Burnsville:

By: _____

Theresa Coletta, Mayor

ATTEST:

J. Chad Fox, Town Clerk

**RESOLUTION AUTHORIZING THE FILING AND EXECUTION OF A COMBINED
PEDESTRIAN AND BICYCLE PLANNING GRANT FOR THE TOWN OF BURNSVILLE
WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Town of Burnsville is hereby applying to the North Carolina Department of Transportation for grant funds to develop an acceleration combined bicycle and pedestrian plan for the Town of Burnsville; and

WHEREAS, if the North Carolina Department of Transportation approves funding of the project as described in the grant application, the NCDOT will prepare a Grant Agreement for execution by the Town Council; and

WHEREAS, the Grant is a 90% State Contribution with a 10% local match from the Town of Burnsville, where the State's maximum contribution is \$35,000.00; and

WHEREAS, the Town's required 10% match will be allocated during the FY 2021-2022 budget from the Street Department; and

WHEREAS, the Grant Agreement will require the Town of Burnsville to perform certain functions and obligations in order to carry out the work described in the application;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Burnsville assures the North Carolina Department of Transportation that it understands the functions and obligations to which the Town of Burnsville is committing itself in order to carry out the work described in this grant application, and further agrees that the Town of Burnsville will proceed with diligence to perform those functions and obligations to accomplish the work described in this grant application.

Adopted this the ____ day of June, 2021.

Town of Burnsville

By: _____
Theresa Coletta, Mayor

Attest:

J. Chad Fox, Town Clerk

Delta Dental of North Carolina Proposal for Town of Burnsville



Delta Dental PPO plus Premier HIGHLIGHTS

Coverage effective July 01, 2021

164576 - \$0 Deductible

Plan Pays

	Delta Dental PPO Dentist	Delta Dental Premier Dentist	Non- participating Dentist*
Diagnostic & Preventive			
Diagnostic and Preventive Services - exams, cleanings, fluoride, and space maintainers	100%	100%	100%
Sealants - to prevent decay of permanent teeth	100%	100%	100%
Brush Biopsy - to detect oral cancer	100%	100%	100%
Radiographs - X-rays	100%	100%	100%
Basic Services			
Emergency Palliative Treatment - to temporarily relieve pain	80%	80%	80%
Minor Restorative Services - fillings	80%	80%	80%
Endodontic Services - root canals	80%	80%	80%
Periodontic Services - to treat gum disease	80%	80%	80%
Oral Surgery Services - extractions and dental surgery	80%	80%	80%
Other Basic Services - misc. services	80%	80%	80%
Relines and Repairs - to bridges and dentures	80%	80%	80%
Major Services			
Major Restorative Services - crowns	50%	50%	50%
Prosthodontic Services - bridges, implants, and dentures	50%	50%	50%
Orthodontics			
Orthodontic Services - braces	50%	50%	50%
Orthodontic Age Limit	19	19	19

* When you receive services from a Nonparticipating Dentist, the percentages in this column indicate the portion of Delta Dental's Nonparticipating Dentist Fee that will be paid for those services. This Nonparticipating Dentist Fee may be less than what your dentist charges, which means that you will be responsible for the difference.

Maximum Payment - \$2,000 per person total per calendar year on Diagnostic & Preventive, Basic Services and Major Services. \$1,200 per person total per lifetime on Orthodontics.

Deductible - None.

Join North Carolina's largest dental benefits family!

As a client of Delta Dental of North Carolina, your employees will have access to the nation's largest dental networks: Delta Dental PPO and Delta Dental Premier. With 4 out of 5 dentists participating nationwide, these two networks provide superior access to care as well as reduced fees through our agreements with participating dentists. Lower claims costs mean lower rates! Plus, your employees cannot be balance billed - giving them added savings. Enrollees can visit nonparticipating dentists, but they can be balance billed and may have to pay more.

Online Access

Our HIPAA compliant e-commerce capabilities let benefit managers and enrollees conduct business securely over the Internet. Benefit managers can update eligibility in real time, even while your employee is at the dentist. Your members can find a participating dentist, check benefits, select paperless notices, review claims and amounts used toward maximums or deductibles, print ID cards, and more at their convenience using our Consumer Toolkit.

Quick and Accurate

We process and pay 90% of claims within 10 days with 99% accuracy - just another reason why we retain nearly 99% of our subscribers each year and 96% of our client groups renew their dental benefits with Delta Dental.

Questions?

If you have questions, call our Sales team at 800-587-9514.

Delta Dental of North Carolina Proposal for Town of Burnsville



Quality Dental Program

Delta Dental offers world-class customer service from our certified Center of Excellence call center, as awarded by Benchmark Portal. Delta Dental's customer service operation is recognized for superior performance on both cost and quality-related metrics as compared to our industry peers. The award is one of the most highly sought after prizes in the customer service and support industry.

Passport DentalSM

Your members can receive expert dental care when they are outside of the United States through our Passport Dental program. Passport Dental gives Delta Dental's enrollees access to a worldwide network of dentists and dental clinics. English-speaking operators are available around the clock to answer questions and help them schedule care. Delta Dental coverage outside of the United States is the same as Delta Dental coverage within the United States.

THANK YOU!

Thank you for giving Delta Dental the opportunity to provide you with a proposal. We encourage you to call us so that Town of Burnsville can join the more than 5,700 client groups who enjoy the advantages of a dental program administered by Delta Dental of Michigan, Ohio, North Carolina and Indiana. We look forward to doing business with you!

NOTE - The information contained in this proposal is not intended to be contractually binding without a written agreement executed by both parties memorializing the terms and conditions of dental benefit underwriting and/or administration anticipated to be provided by Delta Dental. We reserve the right to withdraw this proposal at any time.

RATES

Rate per subscriber per month guaranteed for	One Year	Two Years
Employee only	\$36.39	\$38.16
Employee and spouse	\$72.06	\$75.56
Employee and child(ren)	\$95.74	\$100.33
Employee, spouse and children	\$131.42	\$137.74

These rates assume that claims from Nonparticipating Dentists are paid at the 90th Percentile.

RATING REQUIREMENTS

Mandatory enrollment: 75 percent with a minimum of 30 subscribers
Expected client contributions: 100 percent for employee and 0 percent for dependent(s)
Tied to medical: No
Maximum number of subgroups: 4
Rates are valid for 90 days from May 10, 2021
Subscribers and eligible dependents must enroll for a minimum of 12 months. If coverage is terminated after 12 months, they may not re-enroll prior to the open enrollment that occurs at least 12 months from the date of termination.

RATING ASSUMPTIONS

The rates are based on the census data that you provided to us. If the census data changes by more than 15% or less than 25% of your employees are located in North Carolina, then these rates will be invalid.
Rates do not include any applicable claims taxes. The rates are valid for effective dates up to 90 days from the effective date noted above and are guaranteed for a one-year or a two-year non-retention contract.
Self-billing is not allowed and you agree to pay as invoiced each month.
Standard subscriber materials will be provided for you to distribute to your members. These include the Summary of Dental Plan Benefits, Certificate, and reference cards.
Printed dentist directories are not included. You can find participating dentists on our website at www.deltadentalnc.com .
Assignment of benefits to Nonparticipating Dentists is not allowed, except where required by State law.
The plan specifications are subject to DDNC standard exclusions and limitations, including:
<ul style="list-style-type: none"> • No pre-existing condition exclusions or limitations. • Oral exams are payable twice per calendar year. • Prophylaxes (cleanings) are payable twice per calendar year. • Fluoride treatments are payable twice per calendar year up to age 19. • Sealants are payable once per tooth per lifetime for the occlusal surface of first and second permanent molars up to age 16. • Crowns, bridges, dentures, and implants are payable once per tooth per five-year period. • People with specific at-risk health conditions may be eligible for additional prophylaxes (cleanings) or fluoride treatment. The patient should talk with his or her dentist about treatment.
Non-standard exclusions and limitations include:
<ul style="list-style-type: none"> • Bitewing X-rays are payable once per calendar year and full mouth X-rays are payable once in any three-year period.
Children under age 26 are eligible for benefits, including children who are married, who do not live with the subscriber, who are not dependents for Federal income tax purposes, and/or who are not permanently disabled.

Boost benefits while controlling costs.

Vision with clear benefits.

Choice and savings, with flexible options for funding, design and copays, frequency and custom benefit solutions.¹

With Vision:

- Generous frame allowances.
- Standard scratch-resistant coating.
- Polycarbonate lenses for children.
- Optional covered-in-full contact lens.
- Network of 100,000+ private and retail vision providers, including Costco Optical, Target Optical and Warby Parker.³

Competitive discounts on:

- Popular contact lens brands.
- LASIK at QualSight® LASIK.²
- Custom-programmed hearing aids from UnitedHealthcare Hearing.
- Non-prescription sunglasses.

Dental worth smiling about.

Flexible plans to fit your budget and employee needs.¹

With Dental:

- Oral cancer screening benefit.
- Prenatal dental care benefit.
- Orthodontia benefits.⁴
- Option to add extra cleanings, white fillings and dental implants.
- Growing national network of more than 106,000 dentists.³

Reward healthy habits.

Add plan features that help keep costs down, while rewarding employees who get their routine dental care.

- Consumer MaxMultiplier®.⁵
- Preventive MaxMultiplier.⁶

Life and Disability worth securing.

Our plans offer more than financial protection, they help your employees get through challenging times.¹

With Life:

- Will & Trust preparation.
- Grief, legal and financial support.
- Wealth management.
- Travel assistance.

With Disability:

- Return-to-work services.
- Workplace modification.
- Employee Assistance Program.
- Telephonic claim support.

Fund it your way.

- Employee-paid (voluntary)
- Employer-paid
- Shared funding

Offering voluntary can help keep your costs down while still being able to offer your employees extra benefits at competitive group rates.

See savings and simplicity.

Add a fully insured health plan to a UnitedHealthcare specialty plan and you'll lower your health plan cost while simplifying benefit administration.

A group with 25 enrolled health plan employees with dental, vision and life bundled could save up to:

\$1,800⁷

Estimate your savings and learn more at uhc.com/bundle.



Ask for a quote today.

¹ Benefits and programs may not be available in all states or for all group sizes. Plans may vary and components are subject to change. For costs and complete details of the coverage, contact your broker or UnitedHealthcare sales representative.

² Not all providers participate in all plans.

³ UnitedHealthcare internal report, January 2018.

⁴ Orthodontia coverage is available for companies who have 10 or more employees with a minimum of eight enrolled members.

⁵ Consumer MaxMultiplier required participation is 2 or more eligible employees when there are waiting periods; and endodontics, periodontics and oral surgery are Class III (Major). These stipulations do not apply for groups with 10 or more eligible employees.

⁶ Preventive MaxMultiplier required participation is 10 or more eligible employees.

⁷ Example for illustrative purposes. Savings calculated based on health plan administration credits of \$3 for dental, \$2 for vision and \$1 for life which are multiplied by the number of employees enrolled in the medical plan over a 12 month period. Savings may vary and are not a guarantee of individual results. Minimum participation requirements may apply. Please consult your broker or UnitedHealthcare representative for terms and conditions.

All trademarks are the property of their respective owners.

Dental renewal *United Health*

Dental Benefit Summary

Current		
Plan: P3423 ¹ / Type: DPPO		
	Benefit	In/Out
Plan Maximums	Annual In/Out of Network	\$2,000 / \$2,000
	Ortho Lifetime	\$1,200 / \$1,200
Deductible	Individual/Family	\$100 / \$300
Waiting Period	Major Services	12 mos
	Preventive	100% / 100%
	Minor Restore	80% / 80%
Coinsurance	Endo/Perio/Oral	80% / 80%
	Major Services	50% / 50%
	Orthodontia	50% / 50%

Renewal		
Plan: P3423 ¹ / Type: DPPO		
	Benefit	In/Out
Plan Maximums	Annual In/Out of Network	\$2,000 / \$2,000
	Ortho Lifetime	\$1,200 / \$1,200
Deductible	Individual/Family	\$100 / \$300
Waiting Period	Major Services	12 mos
	Preventive	100% / 100%
	Minor Restore	80% / 80%
Coinsurance	Endo/Perio/Oral	80% / 80%
	Major Services	50% / 50%
	Orthodontia	50% / 50%

Monthly Rates/Premiums

	Enrollment	Rate
Employee	24	\$48.06
Empl + Spouse	7	\$96.11
Empl + Child	1	\$110.89
Empl + Fam	8	\$170.96
Monthly Premium		\$3,304.78

	Enrollment	Rate
Employee	24	\$48.06
Empl + Spouse	7	\$96.11
Empl + Child	1	\$110.89
Empl + Fam	8	\$170.96
Monthly Premium		\$3,304.78

Change from current: **0.0%**

- Dental plans have a 12 month rate guarantee. The rates displayed in this package will be effective through 06/30/2022. The rate guarantee is subject to change based upon changes to the policy and/or plan structure.
- Please refer to your benefit summary or certificate of coverage for a more detailed view of the benefit coverage for services within these categories as some plans may have benefits that differ from what we are able to display here.
- ¹ Ask about our Consumer Max Multiplier! This consumer driven benefit allows members to carry forward a portion of their unused annual dental maximum into an account for future use.

Vision options

	Quote 1		Quote 2		Quote 3		Quote 4	
	Plan S1012		Plan S1010		Plan S1008		Plan S1006	
	Type 100% ER PAID/0% DEP PAID		Type 100% ER PAID/0% DEP PAID		Type VOLUNTARY		Type VOLUNTARY	
Services and Materials	Benefit	Copay	Benefit	Copay	Benefit	Copay	Benefit	Copay
	Exam	\$10	Exam	\$10	Exam	\$10	Exam	\$10
	Frm/Lens/Cntct	\$25	Frm/Lens/Cntct	\$25	Frm/Lens/Cntct	\$25	Frm/Lens/Cntct	\$25
Frequencies	Exam	1 x per 12 mos	Exam	1 x per 12 mos	Exam	1 x per 12 mos	Exam	1 x per 12 mos
	Lenses	1 x per 12 mos	Lenses	1 x per 12 mos	Lenses	1 x per 12 mos	Lenses	1 x per 12 mos
	Frames	1 x per 24 mos	Frames	1 x per 12 mos	Frames	1 x per 24 mos	Frames	1 x per 12 mos
Enrollment Rates	Tiers	Monthly Rate	Tiers	Monthly Rate	Tiers	Monthly Rate	Tiers	Monthly Rate
	Empl	\$6.63	Empl	\$7.13	Empl	\$8.06	Empl	\$8.66
	Empl + Spouse	\$13.94	Empl + Spouse	\$14.98	Empl + Spouse	\$15.29	Empl + Spouse	\$16.44
	Empl + Child	\$16.35	Empl + Child	\$17.58	Empl + Child	\$17.94	Empl + Child	\$19.29
	Empl + Family	\$24.13	Empl + Family	\$25.94	Empl + Family	\$25.25	Empl + Family	\$27.16
Monthly Premium	\$466.09	\$501.08	\$520.41	\$559.49				

- Vision plans have a 24 month guarantee from contract issuance. Note that the rate guarantee is subject to change based upon changes to the policy and/or plan structure.
- To complement the pediatric vision coverage included as an Essential Health Benefit in UnitedHealthcare medical plans, four vision options are included as part of this renewal package. Your Renewal Account Executive (RAE) or Renewal Account Consultant (RAC) is available to review your options to provide a consistent and comprehensive family vision experience. If you choose to offer an employer-paid plan, the Packaged Savings Program may apply. Packaged Savings may not be available in all states or for all group sizes.

Basic Life AD&D options

	Enrollment	Benefit	Volume	Rate per \$1,000	Total	Monthly Premium
Life Insurance	40	\$25,000	\$878,750	\$0.80	\$703.00	\$720.58
AD&D Insurance				\$0.02	\$17.58	

- Basic Life/AD&D plans have a 24 month guarantee from contract issuance. Note that the rate guarantee is subject to change based upon changes to the policy and/or plan structure.
- All coverage terminates at retirement.
- If you choose to offer \$25,000 or more in base life insurance, the Packaged Savings Program may apply. Packaged Savings may not be available in all states or for all group sizes.
- The benefits will be reduced to 65% of original amount at age 65 and to 50% of the original amount at age 70.

**RESOLUTION AUTHORIZING THE FILING AND EXECUTION OF A COMBINED
PEDESTRIAN AND BICYCLE PLANNING GRANT FOR THE TOWN OF BURNSVILLE
WITH THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Town of Burnsville is hereby applying to the North Carolina Department of Transportation for grant funds to develop an acceleration combined bicycle and pedestrian plan for the Town of Burnsville; and

WHEREAS, if the North Carolina Department of Transportation approves funding of the project as described in the grant application, the NCDOT will prepare a Grant Agreement for execution by the Town Council; and

WHEREAS, the Grant is a 90% State Contribution with a 10% local match from the Town of Burnsville, where the State's maximum contribution is \$35,000.00; and

WHEREAS, the Town's required 10% match will be allocated during the FY 2021-2022 budget from the Street Department; and

WHEREAS, the Grant Agreement will require the Town of Burnsville to perform certain functions and obligations in order to carry out the work described in the application;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Burnsville assures the North Carolina Department of Transportation that it understands the functions and obligations to which the Town of Burnsville is committing itself in order to carry out the work described in this grant application, and further agrees that the Town of Burnsville will proceed with diligence to perform those functions and obligations to accomplish the work described in this grant application.

Adopted this the ____ day of June, 2021.

Town of Burnsville

By: _____

Theresa Coletta, Mayor

Attest:

J. Chad Fox, Town Clerk

2021 Events on the Town Square

Events that have submitted packets for approval

None of the following events are requesting sponsorship

- **9/11/2021 March For Jesus 8am-4pm**
Requesting Police escort and maybe stage.
- **10/2/2021 Rotary Club Patriotic Concert 1pm**
Requesting stage
- **11/7 - 11/15 Rotary Club Flag Display**
Installing flags throughout square same as last year
- **11/11/2021 Rotary Club Veterans Day Program 11am**
Requesting stage

Valerie Jaynes
Chair of the Board

Todd McNeill
Vice-Chair



Doug Matheson
Secretary

Dennis Aldridge
Treasurer

468 New Market Blvd.
Boone, NC 28607

www.hccog.org

Phone: 828-265-5434

Fax: 828-265-5439

**High Country Council of Governments Executive Board
In-Person/Zoom Meeting
Monday, May 17, 2021
7:00 PM**

The HCCOG Executive Board will meet in-person this again this month at 468 New Market Blvd. Boone, NC 28607. Any members of the public who are interested in joining the meeting via Zoom, please email info@hccog.org for more information.

[View the livestream HCCOG Executive Board Meeting here.](#)

Public comments received by 4:00 PM on Monday, May 17, 2021, will be available to be read by the Clerk to the Board during the public comment section of the Executive Board meeting. Board members will have the ability to hear and respond to any public comments.

All public comments must be received prior to 4:00 PM on Monday, May 17, 2021.

You may submit public comment by email to vpotter@hccog.org

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Chair of the Board

Todd McNeill
Vice-Chair



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**Executive Board Meeting
May 17, 2021 | 7:00 p.m.
HCCOG Board Room
In-person/Zoom Meeting**

I. CALL TO ORDER AND INVOCATION

Valerie Jaynes, Executive Board Chairwoman

II. CONSIDERATION OF APRIL 2021 MINUTES [ACTION]

Valerie Jaynes, Executive Board Chairwoman

III. FINANCIAL MATTERS

Julie Page, Finance Officer

- Financial Highlights as of April 30, 2021 [ACTION]
- Budget Amendment #5 [ACTION]

IV. PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE FY2022 PROPOSED BUDGET

Julie Wiggins, Executive Director

V. LEGISLATIVE UPDATE

Chris Wall, Principal - EQVstrategic

(10 minutes)

VI. PLANNING AND DEVELOPMENT UPDATE

Phil Trew, Planning and Development Director

(5 minutes)

VII. HCCOG 2021-2023 STRATEGIC PLAN DISCUSSION [ACTION]

Julie Wiggins, Executive Director

(10 minutes)

VIII. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director

- Update on Regional Programs, Projects, and Issues
- Other Business

(10 minutes)

IX. BOARD MEMBER COMMENTS

X. CHAIRWOMAN'S COMMENTS

XI. OTHER BUSINESS

XII. PUBLIC COMMENT

XIII. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
APRIL 19, 2021
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met April 19, 2021, 7:00pm, in-person and virtually via Zoom. The following members were present in-person at the meeting: Charles E. Vines, Robert L. Johnson, Brenda Lyerly, Eddie Settle, Doug Matheson, Dennis Aldridge, Rocky Buchanan, Tom Hartman, Jim Blevins, Larry Fontaine, Todd McNeill, and Valerie Jaynes. The following members were present virtually via Zoom at the meeting: Andrew Soots, Kelly Melang, Bill Osborne, and Rennie Brantz. One Executive Board member logged on late and was not present for two action items. The following staff and guests were present at the meeting either in-person or via Zoom: Julie Wiggins, Jeff Hedrick, Cullie Tarleton, Anna Cameron, Nate Halubka, Robin Ramsey, Tonji Stang, Keith Deveraux, Julie Page, and Victoria Potter.

CALL TO ORDER AND INVOCATION

Chairwoman Jaynes welcomed everyone to the High Country Council of Governments April Executive Board meeting. Chairwoman Jaynes called on Dennis Aldridge to lead the invocation. Chairwoman Jaynes then led the Board in the Pledge of Allegiance.

CONSIDERATION OF MINUTES

Robert L. Johnson made a motion to approve the March 15, 2021 Executive Board minutes. Doug Matheson seconded the motion. Motion carried.

FINANCIAL MATTERS

Financial Highlights

Finance Officer, Julie Page presented the Financial Highlights (Attachment A) and reviewed revenues versus expenditures and balances. The reason revenues are under expenditures is because we are generally a month behind in receiving grant reimbursement. Mrs. Page discussed some other notes including that the program iSolved is now being implemented for timesheets, payroll, and benefits. Open enrollment with Medcost goes through the end of April. Mrs. Page is also working with Executive Director, Julie Wiggins on FY2022 budget preparation.

Budget Amendment #4

Mrs. Page explained that Budget Amendment #4 (Attachment A1) is an increase of \$1,010.00 for the Planning and Development department due to an increase in the ARC grant. Budget Amendment #4 is also a \$39,499.00 reduction in the Workforce Development department because of the Max Carolina Grant. Since the grant funds had not been spent in the plan year, they had to be returned to the state.

Wes Brinegar made a motion to approve the Financial Highlights as of March 31, 2021 and Budget Amendment #4. Robert L. Johnson seconded the motion. Motion carried.

TRANSPORTATION UPDATE FROM NCDOT

Cullie Tarleton, member of the NC Board of Transportation for Division 11 discussed how the NCDOT is primarily a gas tax receipts funded agency and that the pandemic has caused them to suffer financially due to many shelter in place orders and less driving/purchasing gas. Mr. Tarleton explained that many projects have been put on hold or have been pushed back because of the

financial situation. Mr. Tarleton said that the DOT is in the best financial shape as they have been in the last 12-14 months and he is hopeful that with the COVID-19 vaccine there is a light at the end of the tunnel. Mr. Tarleton also discussed the litter issue. Since January 2021, DOT has collected more than 3 million pounds of roadside litter. In 2020 there was minimal litter pickup because there were no funds to hire contractors. Private contractors are back at work now and the litter is being picked up. There are also litter sweeps being organized among communities. Mr. Tarleton commended these litter sweep projects and encouraged everyone to get involved. Mr. Tarleton suggested that community's approach local radio stations to help change people's attitudes about littering. There are also still Adopt a Highway programs to get involved in. Mr. Tarleton asked for questions about Powell Bill Funding. Mr. Tarleton explained that if the governor's budget is adopted for the new fiscal year, it calls for Powell Bill funding on a quarterly basis instead of twice a year. Mr. Tarleton said there were many communities within Division 11 that received Powell Bill Funding and that it is a wonderful source of revenue, even with some restrictions. Mr. Tarleton suggested that if communities want to keep receiving the Powell Bill funding that they need to speak with their representatives in the General Assembly. The total allocations for Division 11 for FY2021 was \$2,761,000.

NC FIRST COMMISSION PRESENTATION

Amna Cameron, Deputy Director of the Office of Strategic Initiatives & Program Support presented a slideshow (Attachment B) about the Findings and Recommendations of the NC First Commission. The NC First Commission was created in March 2019 to modernize transportation revenues and to come up with a plan for unmet needs. The commission came up with one recommendation: To achieve a "good" infrastructure rating and to increase the level of investment by at least \$20 billion over the next 10 years. Ms. Cameron also discussed that raising the Highway Use Tax from 3% to 5% would generate 600 million dollars a year. The commission finds that this is a good option for infusion of funds. The commission also recommends a series of sales tax increases and using half of those proceeds to lower the gas tax. The commission believes that transportation revenue source should support transportation. The commission also suggests an increase in certain DMV fees. Ms. Cameron discussed several other revenue options of consideration and long-term modernizations and gave examples of each. There were questions and discussion on the proposed sales tax increase.

UPDATE FROM NC PANDEMIC RECOVERY OFFICE

Nate Halubka, Policy Analyst for the NC Pandemic Recovery Office (NCPRO) discussed the American Rescue Plan Act that was passed on March 11, 2021 and the funding it included for local governments. There are two separate NCPRO operations, one is to continue to help local governments understand their allowable usage of these funds and the other is starting to gear up to pull together stakeholders across the state to help local governments use the funds coming through the American Rescue Plan in allowable ways set forth by Congress. Within the bill the U.S. Treasury has 60 days to get the funds to local governments. Once funds are released to the state,

states have a minimum of 30 days, maximum of 90 days to issue the funds to local governments who did not receive a direct allocation from the U.S. Treasury. The 100 counties across the state will receive funds directly from the U.S. Treasury as well as municipalities with populations of over 50,000. The federal government will dictate how much money goes to these smaller and mid-size municipalities coming from the state. Usability of funds will be essentially the same as the Coronavirus Relief Funds. Mr. Halubka advises for local governments to start to get ready for their funds, including fiscal ability to control the funds and have staff up to date on guidance. Mr. Halubka suggests local governments start to plan and find out where funds can best be used. There were several questions and discussion for Mr. Halubka.

REPORT FROM THE ADVISORY COMMITTEE AND EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director presented the FY2022 Draft Budget (Attachment C) at the recommendation of the Advisory Committee. The public hearing will be on May 17, 2021 and vote on the budget on June 21, 2021. Ms. Wiggins discussed the FY2022 Budget Resolution highlights. Ms. Wiggins also discussed the updated 2021-2023 Strategic Plan and will send a draft to Executive Board members soon and take into consideration at the May 17th meeting. Ms. Wiggins thanked Darren Rhodes from the Department of Commerce for putting the document together in a nice format. Ms. Wiggins announced that there will be a High Country Managers' Zoom Meeting on Tuesday, April 20th at 1:00 PM, where Nate Halubka will be presenting again.

BOARD MEMBER COMMENTS

Several board members commented on the importance of the NCDOT and NC First Commission presentations.

CHAIRWOMAN'S COMMENTS

Chairwoman Jaynes let everyone know that her mother is not doing well and asked that everyone keep her in their thoughts and prayers.

OTHER BUSINESS

Workforce Development Board Director, Keith Deveraux left his monthly handout (Attachment D) for everyone at the in-person meeting.

ADJOURNMENT

As there were no other comments or business, Robert L. Johnson made a motion to adjourn. Brenda Lyerly seconded the motion. Motion carried. Meeting adjourned at 8:19 pm.

Chairwoman, Valerie Jaynes

Clerk to the Board, Victoria Potter

Date _____

NOTES:

Budget Amendment #5

Upcoming audit preparation

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through April 30, 2021 and is for the management discussion purposes only.

Julie Page, Finance Officer

May 11, 2021

BUDGET AMENDMENT #5

BE IT RESOLVED by the Board of High Country Council of Governments that the following amendment be made to the Budget Resolution for the fiscal year ending June 30, 2021.

SECTION 1: REVENUES BY SOURCE

PLANNING/DEVELOPMENT FUND

State	\$ 10,230.00
Local	\$ 1,019.00
TOTAL PLANNING/DEVELOPMENT FUND	\$ 11,249.00

TOTAL REVENUES BY SOURCE \$ 11,249.00

SECTION II: EXPENDITURES BY PROGRAM

SPECIAL REVENUE FUNDS

Planning/Development Fund	\$ 11,249.00
TOTAL SPECIAL REVENUE FUNDS	\$ 11,249.00

TOTAL EXPENDITURES BY PROGRAM \$ 11,249.00

FY2020-2021 ORIGINAL BUDGET	\$ 7,190,398.00
Budget Amendment #1 8-17-2020	\$ 38,332.00
Budget Amendment #2 9-21-2020	\$ 502,638.00
Budget Amendment #3 12-21-2020	\$ 88,512.00
Budget Amendment #4 4-19-2021	\$ (38,489.00)
Budget Amendment #5 5-17-2021	\$ 11,249.00

TOTAL AMENDED BUDGET FY2021 **\$ 7,792,640.00**

BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

_____ AND SECONDED BY _____

THIS THE _____ DAY OF _____ 2021.

Valerie Jaynes, Chair of the Board

Doug Matheson, Secretary

Valerie Jaynes
Chair of the Board

Todd McNeill
Vice-Chair



Doug Matheson
Secretary

Dennis Aldridge
Treasurer

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MEMORANDUM

TO: Board Chair and Members, High Country Council of Governments

FROM: Julie Wiggins, Executive Director

SUBJECT: Budget Message for Fiscal Year Ending 2022

DATE: May 13, 2021

The proposed budget for the High Country Council of Governments' 2021-2022 fiscal year is \$7,161,778. The proposed budget is \$52,380 than the 2020-2021 originally adopted budget.

The HCCOG budget is divided into four (4) main departments including: Workforce Development, Area Agency on Aging, Planning and Development, and the General Fund.

Workforce Development

High Country Council of Governments serves as the administrative/fiscal agent for Workforce Innovation and Opportunity Act (WIOA) funded programs and services. WIOA formula funding is provided by the United States Department of Labor to serve adult, dislocated worker, youth, and business customers. WIOA legislation emphasizes the need to assist business customers with obtaining the workers they need to be successful. On the jobseeker side, WIOA funding assists adult and youth customers in working toward meeting their educational and employment goals through career center services including assessments, classroom training, on-the-job training, work experiences, supportive services case management, job search assistance, placement services and employment follow up services.

The High Country Workforce Development Board (HCWDB) will be working to increase work-based learning and incumbent worker training due to great emphasis from the federal and state level. The HCWDB will continue to administer \$75,000 of incumbent worker training funds to provide grants to business/industry to retrain and upskill their workforce and will administer a \$100,000 National Emergency Grant for Dislocated Workers from the North Carolina Department of Commerce to provide training to dislocated workers who have lost their jobs/employment. The HCWDB will continue to utilize the National Emergency Grant for Dislocated Workers in Fiscal Year 2022 to meet the needs of jobseekers and employers.

The HCWDB will continue to administer \$185,000 in funding for the Finish Line Grants to help community college students to stay in school and complete their degree or certification program. This has been a very successful program that has allowed students to stay in school and graduate without having to quit school due to a financial emergency or hardship.

The HCWDB will continue to promote and establish work-based learning initiatives that will help to develop a qualified skilled workforce to meet the needs of business and industry. This will also help to create better careers/jobs, skilled workers, and a better economy for the High Country region.

Area Agency on Aging

The High Country's Area Agency on Aging (AAA) administers the Long-Term Care Ombudsman and Family Caregiver Support Programs, health promotion and disease prevention classes, administrative support for the North Carolina Senior Tar Heel Legislature/Aging Advisory Committee, the North Carolina Lifespan Respite Project, and many activities authorized by the Older Americans Act and state-directed funds for older adults.

The AAA is responsible for contracting with local providers throughout the region and monitoring the expenditure of funds and service delivery to ensure that all spending follows program requirements.

The AAA will continue administering the North Carolina Lifespan Respite Project as part of a new three-year grant awarded again to the North Carolina Division of Aging and Adult Services (NCDAAS). The AAA has administered this program during previous grant cycles and will continue to do so with approximately \$185,000 for Fiscal Year 2022. Lifespan Respite provides funding for respite vouchers for adult caregivers caring for someone with special needs of any age.

The High Country AAA's Family Caregiver Support Program (FCSP) continues to mature and now includes the Grandparents Raising Grandchildren Program. The AAA's FCSP provides caregiver directed respite vouchers for all seven counties and other services and supports to family caregivers. The FCSP program allows for flexibility in services, providing caregivers with various types of supports such as incontinence supplies, nutritional supplements, and home repair and modifications.

Due to the COVID-19 pandemic, the AAA will be receiving supplemental nutritional funding to provide additional meal services. Regional nutrition providers will receive a total of \$133,316 to provide additional home delivered meals. The Families First and CARES Acts will carry over into the first three months of Fiscal Year 2022 and continue to provide support for COVID-19 related services. Roughly \$55,000 will carry over by the AAA for direct service and support and \$238,500 is expected to be carried over by local providers to support both Older Americans Act Title III C nutrition services and Title III B supportive services. Both funding sources must be utilized by September 2021.

Planning and Development

The Planning and Development department is supported by funding from the Appalachian Regional Commission (ARC), Economic Development Administration (EDA), North Carolina Department of Transportation (NCDOT), member government match, and contracts with local governments for larger projects and grant administration. Where available, staff leverages state and federal grant funds for administration. These contracts enable the department to offer a more robust array of specialized services throughout the region. Local contractual funding for Fiscal Year 2022 is estimated at \$115,000. Contractual revenue consists primarily of grant administration (projects in West Jefferson, Boone, Avery County, Mitchel County, Wilkes County, Watauga County, and Yancey County) and GIS services.

The GIS Program has \$60,000 revenue budgeted based on previous years' performance. Most GIS projects are based on lump-sum contracts. Other projects are charged by the hour. For Fiscal Year 2022, the rate for GIS services will be \$60/hour.

The Planning and Development department administers the Rural Transportation Planning Organization (RPO). The NCDOT funding for the RPO for Fiscal Year 2022 is \$127,650, with a local match requirement of \$31,913.

General Fund and Indirect Cost

This year's proposed budget includes \$23,000 in revenue from the lease of HCCOG office's Suite B and approximately \$41,000 additional local funds as part of a planned three-year phased-in increase to meet the local match requirements on federal grants. Revenues and expenditures are conservatively balanced. The indirect cost rate is 56%. The staffing level projected for the coming fiscal year is 20 full-time and 1 part-time employees.

The HCCOG office building has eight (8) remaining years on the term with an interest rate of 4.19%. The debt service for the building will include \$83,317 in principal payments and \$29,703 in interest for the fiscal year 2021-2022.

The indirect budget includes funds to cover the required post-employment benefit actuary study, to be conducted on an annual basis at a cost of \$3,000.

Budget Highlights

Expenditures:

- A cost of living adjustment of 2.5% is proposed for all employees.
- The fringe rate (employee benefits) is 40%. Matching contributions to the Local Government Retirement System has increased from 10.15% to 11.35%
- Software expenditures includes estimated expenses for IT support and various software systems as required by each department.

Revenues:

- A new lease agreement for HCCOG office's Suite B will generate \$23,000.
- Local match will increase for year two of the three-year planned phase-in to meet local matching requirements.
- Workforce Development budget includes \$500,000 in special grant funds such as the Finish Line Grant Program and the National Dislocated Worker Grant Program.
- The Planning and Development department contractual revenue includes an estimated \$60,000 in revenue for GIS services. The rate for GIS services is budgeted at the same \$60 per hour rate.
- AAA revenues include a special allocation of \$133,316 for county-based supplemental nutrition services from the CARES Act.

It has been a pleasure working with staff on the proposed 2021-2022 budget, and I look forward to working with the Executive Board on its adoption. If you have any questions, please give me a call at (828) 265-5434 ext. 125 or email me at jwiggins@hccog.org.

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
FY 2021/2022
BUDGET RESOLUTION**

BE IT RESOLVED BY THE BOARD OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS:

The following amounts are hereby appropriated by program for the operation of said Council of Governments for fiscal year beginning July 1, 2021, and ending June 30, 2022:

SECTION I: REVENUES BY SOURCE

GENERAL FUND

Local
TOTAL GENERAL FUND \$ 237,716

PLANNING/DEVELOPMENT FUND

Federal \$ 511,760
Local \$ 312,463
TOTAL PLANNING/DEVELOPMENT FUND \$ 824,223

AREA AGENCY ON AGING FUND

Federal \$ 3,020,621
State \$ 92,615
Local \$ 23,253
TOTAL AREA AGENCY ON AGING FUND \$ 3,136,489

WORKFORCE DEVELOPMENT FUND

Federal \$ 2,963,350
TOTAL WORKFORCE DEVELOPMENT FUND \$ 2,963,350

APPROPRIATED FUND BALANCE

TOTAL BUDGET REVENUE \$ 7,161,778

SECTION II: EXPENDITURES BY PROGRAM

GENERAL FUND

Local Activities \$ 237,716
TOTAL GENERAL FUND

SPECIAL REVENUE FUNDS

Planning/Development \$ 824,223
Area Agency on Aging \$ 3,136,489
Workforce Development \$ 2,963,350
TOTAL SPECIAL REVENUE FUNDS \$ 6,924,061

TOTAL BUDGET EXPENDITURES \$ 7,161,778

SECTION III:

- a. The Budget Officer is hereby authorized to transfer appropriations within any of the above programs subject to any restriction on particular grant monies.

- b. Due to the timing of receiving certain revenues and projects for the Council, the Budget Officer is hereby authorized to incur expenditures after a notice of revenue availability is received. A formal budget amendment incorporating such project is to be presented to the Board of Directors at the next available meeting.

ADOPTED BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

AND SECONDED BY _____
THIS ___ DAY OF JUNE, 2021

Valerie Jaynes, Chair of the Board

Doug Matheson, Secretary

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
FYE 2022
BUDGET SUMMARY**

REVENUES:

Federal	\$ 6,495,731
State	\$ 92,615
Local	\$ 573,132
Investment Income	\$ <u>300</u>

TOTAL **7,161,778**

EXPENDITURES:

Salaries	\$ 825,311
Fringe Benefits	\$ 330,124
Indirect Costs	\$ 647,044
Required Local Match	\$ 219,216
Professional Services	\$ 721,046
Meeting Expense	\$ 7,225
Mileage/Meals/Lodging	\$ 79,360
Information Technology	\$ 17,000
Buildings/Equipment/Rent	\$ 102,768
Gas/Oil/Tires	\$ 10,000
Housing Partnership	\$ 1,000
Training/Supportive Services	\$ 8,000
Office Operations	\$ 134,574
Contractual Aging	\$ 2,363,039
Contractual Workforce	\$ <u>1,696,071</u>

TOTAL **\$ 7,161,778**

HIGH COUNTRY COUNCIL OF GOVERNMENTS

FYE 2022

PLANNING/DEVELOPMENT

REVENUES:

Federal		
EDA	\$	270,000
Appalachian Regional Commission	\$	114,110
RPO	\$	127,650
Local		
Contracted Projects	\$	115,000
Required Local Match	\$	197,463
Development Corporation	\$	-

TOTAL \$ **824,223**

EXPENDITURES:

Salaries	\$	354,096
Fringe Benefits	\$	141,638
Indirect Costs	\$	277,611
Professional Services	\$	-
Meeting Expense	\$	1,475
Travel/Registrations	\$	28,337
Information Technology	\$	6,000
Equipment	\$	3,300
Office Operations	\$	11,765
Contractual	\$	-
TOTAL	\$	824,223

PERSONNEL:

Planning & Development Director
Senior Planner
Regional Planner (2)
GIS Planner
Transportation Planner
Temporary, Part-Time GIS Tech

HIGH COUNTRY COUNCIL OF GOVERNMENTS

**FYE 2022
GENERAL FUND**

REVENUES:

Local Dues	\$	205,849
Mileage	\$	31,567
Investment Income	\$	<u>300</u>

TOTAL REVENUE \$ **237,716**

EXPENDITURES:

Required Local Match	\$	219,216
Auto Expense	\$	10,000
Building Repair and Maintenance	\$	7,500
Housing Partnership Match	\$	<u>1,000</u>

TOTAL EXPENDITURES **\$237,716**

HIGH COUNTRY COUNCIL OF GOVERNMENTS

FYE 2022 AREA AGENCY ON AGING

REVENUES:

P & A	\$	159,373
Ombudsman	\$	90,961
Family Caregiver Support Program	\$	158,470
Elder Abuse	\$	3,621
Lifespan	\$	185,000
MIPPA	\$	13,243
State Admin	\$	48,262
Required Local Match	\$	21,753
Local Contact Agency	\$	1,000
Special Projects	\$	1,000
Disease Prevention and Health Promotion	\$	23,210
Consumer Contribution	\$	500
Falls Prevention	\$	12,057
Senior Center, Fan Heat Relief	\$	43,353
Families First in Coronavirus Response Act	\$	58,000
CARES Act	\$	235,000
Supplemental Nutrition	\$	133,316
Home and Community Care Block Grant	\$	<u>1,948,370</u>

TOTAL \$ **3,136,489**

EXPENDITURES:

Salaries	\$	251,940
Fringe Benefits	\$	100,776
Indirect Costs	\$	197,521
Professional Services Contractual	\$	140,787
Meeting Expense	\$	750
Travel/Registrations	\$	29,000
Office Operations	\$	44,676
Special Projects, Caregiver Services	\$	8,000
Senior Center, Fan Heat Relief	\$	43,353
Contractual	\$	<u>2,319,686</u>

TOTAL \$ **3,136,489**

PERSONNEL:

AAA Director
Regional Ombudsman
Aging Services Coordinator
Caregiver Program Coordinator (Lifespan Respite grant)
Family Caregiver Support Specialist
CARES Program Coordinator (Temporary)

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
FYE 2022
INDIRECT COST BUDGET**

REVENUES:

Program Indirect	\$ 647,044
Rental Income	\$ 23,000
Banquet Reimbursement & Sponsorship	<u>\$ 8,250</u>

TOTAL **\$ 678,294**

EXPENDITURES:

Salaries	\$ 277,195
Fringe Benefits	\$ 110,878
Professional Services	\$ 50,950
Meeting Expense	\$ 1,000
Travel/Registrations	\$ 10,000
Buildings/Equipment (Interest/Dep)	\$ 113,021
Repairs and Maintenance and Capital	\$ 7,000
Utilities	\$ 14,950
Training/Dues	\$ 8,600
Board Activity (Inc. Banquet)	\$ 40,400
Office Operations & Equip Lease	\$ 25,800
Information Technology & Software	<u>\$ 18,500</u>

TOTAL **\$ 678,294**

PERSONNEL:

Executive Director
Finance Officer
Communications Manager
Accounting Technician
Receptionist

HIGH COUNTRY COUNCIL OF GOVERNMENTS

FYE 2022

WORKFORCE DEVELOPMENT

REVENUES:

Administration	\$	181,673
Adult	\$	711,425
Dislocated Worker	\$	688,895
Youth Services	\$	851,253
Special Grants	\$	<u>530,104</u>

TOTAL \$ **2,963,350**

EXPENDITURES:

Salaries	\$	219,275
Fringe Benefits	\$	87,710
Indirect Costs	\$	171,912
Professional Services	\$	580,259
Meeting Expense	\$	5,000
Travel/Registrations	\$	22,023
Information Technology	\$	11,000
Career Center Rent	\$	91,968
Career Center Utilities	\$	9,940
Office Operations	\$	68,192
Contractual	\$	<u>1,696,071</u>

TOTAL \$ **2,963,350**

PERSONNEL:

Workforce Development Director
Workforce Development Operations Manager
Workforce Development Accountability and Compliance Manager
Workforce Development Communications and Business Services Coordinator

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
LOCAL SUPPORT REQUEST
FY 2021/2022**

MEMBER GOVERNMENTS	Current Population 2019 Estimates	2021/2022		2021/2022 *Support Requested for Local Match	2021/2022 TOTAL Local Support Requested
		Member Dues \$0.40 per capita			
Alleghany County Sparta	11,494 1,799	\$4,598 250		\$5,012 \$434	\$9,610 684
Ashe County Jefferson Lansing West Jefferson	27,797 1,572 160 1,322	\$11,119 250 250 250		\$12,792 \$434 \$434 \$434	\$23,911 684 684 684
Avery County Banner Elk Crossnore Elk Park Newland Sugar Mountain	18,128 1,119 193 458 714 199	\$7,251 250 250 250 250 250		\$7,985 \$434 \$434 \$434 \$434 \$434	\$15,236 684 684 684 684 684
Mitchell County Bakersville Spruce Pine	15,146 474 2,166	\$6,058 250 250		\$6,466 \$434 \$434	\$12,524 684 684
Watauga County Beech Mountain Blowing Rock Boone Seven Devils	57,069 336 1,337 19,922 223	\$22,828 250 250 1,000 250		\$18,225 \$434 \$434 \$10,300 \$434	\$41,053 684 684 11,300 684
Wilkes County North Wilkesboro Ronda Wilkesboro	70,052 4,400 411 3,723	\$28,021 500 250 500		\$31,806 \$2,275 \$434 \$1,925	\$59,826 2,775 684 2,425
Yancey County Burnsville	18,686 1,724	\$7,474 250		\$8,770 \$434	\$16,244 684
TOTAL REQUESTED				\$112,500	\$205,849

Member dues; towns \$250, population 2500-5000, \$500, population over 5000, \$1000

*Local match; towns under 2500 population contribute \$434, towns over 2500 and counties pay a percentage based on population

**LOCAL SUPPORT REQUEST
HISTORY
FY 2021/2022**

	<u>08/09</u>	<u>09/10</u>	<u>10/11</u>	<u>11/12</u>	<u>12/13</u>	<u>13/14</u>	<u>14/15</u>	<u>15/16</u>	<u>16/17</u>	<u>17/18</u>	<u>18/19</u>	<u>19/20</u>	<u>20/21</u>	<u>21/22</u>
Allegheny County	\$5,651	\$5,595	\$5,611	\$5,336	\$5,497	\$5,413	\$5,508	\$5,528	\$5,548	\$5,789	\$5,781	\$5,855	\$7,701	\$9,610
Sparta	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Ashle County	\$13,155	\$13,246	\$13,302	\$13,534	\$13,492	\$13,409	\$13,647	\$13,877	\$13,873	\$14,320	\$14,298	\$14,327	\$19,042	\$23,911
Jefferson	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Lansing	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
West Jefferson	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Avery County	\$9,192	\$9,106	\$9,084	\$8,867	\$8,777	\$8,720	\$8,887	\$9,958	\$8,920	\$9,202	\$9,360	\$9,302	\$12,209	\$15,236
Banner Elk	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Crossnore	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Elk Park	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Newland	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Sugar Mtn	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Mitchell County	\$8,014	\$7,909	\$7,959	\$7,762	\$7,682	\$7,579	\$7,690	\$7,680	\$7,880	\$7,897	\$7,840	\$7,832	\$10,183	\$12,524
Bakersville	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Spruce Pine	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Watauga County	\$22,304	\$22,559	\$22,954	\$25,239	\$25,296	\$25,480	\$26,206	\$24,956	\$25,092	\$26,171	\$26,729	\$27,299	\$34,337	\$41,053
Beech Mountain	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Blowing Rock	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Boone	\$2,409	\$2,530	\$2,530	\$2,530	\$2,595	\$2,637	\$2,799	\$3,178	\$3,163	\$3,588	\$3,627	\$3,627	\$7,443	\$11,300
Seven Devils	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Wilkes County	\$34,220	\$33,341	\$33,497	\$34,182	\$34,214	\$34,030	\$34,773	\$35,217	\$35,212	\$36,419	\$36,484	\$36,421	\$47,989	\$59,826
North Wilkesboro	\$970	\$937	\$937	\$787	\$896	\$848	\$921	\$1,036	\$1,035	\$1,124	\$1,126	\$1,126	\$1,923	\$2,775
Ronda	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
Wilkesboro	\$970	\$937	\$937	\$760	\$828	\$780	\$841	\$910	\$908	\$981	\$1,011	\$1,011	\$1,672	\$2,425
Yancey County	\$9,385	\$9,316	\$9,308	\$8,875	\$8,773	\$8,835	\$8,918	\$9,099	\$8,408	\$9,451	\$9,526	\$9,595	\$12,825	\$16,244
Burnsville	\$530	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$510	\$597	\$684
TOTAL REQUESTED	\$114,750	\$113,636	\$114,280	\$116,032	\$116,210	\$115,891	\$118,350	\$118,599	\$118,199	\$123,104	\$123,941	\$124,555	\$164,876	\$205,849



Strategic Plan 2021-2023

Vision

To promote economic and community prosperity throughout the region by providing **high impact services** to our local government members, establishing **beneficial relationships** with partner organizations, and building **strong organizational capacity** while being recognized as a model organization for regional development.

Mission

To partner with our local government members to effectively identify, address, and leverage challenges and opportunities in Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey Counties while providing innovative solutions and beneficial services for our region.

Organizational Overview and Executive Summary

The High Country Council of Governments (HCCOG) is an association of seven counties and nineteen municipalities located in the northern mountains of North Carolina. HCCOG is one of sixteen multi-county planning regions in North Carolina and serves as a cooperative extension of local governments in the High Country region. HCCOG was established in 1974 by the seven counties as provided in NC General Statute Part 2, Article 20, Chapter 160-A.

Both the federal and state governments have designated HCCOG as the official agency for the administration of various funds and programs which directly support HCCOG's member governments in northwestern North Carolina. HCCOG is a designated Local Development District of the Appalachian Regional Commission, an Economic Development District of the U.S. Department of Commerce's Economic Development Administration, and an Area Agency on Aging designated by the State of North Carolina.

HCCOG is designated by the State of North Carolina as the Lead Regional Organization for the region's seven counties (Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey) and by the Governor as the Local Area for administering the Workforce Investment and Opportunity Act (WIOA). The HCCOG Region D Development Corporation, Inc. is a nonprofit 501(c)(3) organization that assists new and existing businesses in the region with an array of financial and economic development services.

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

HCCOG is involved in the communities of northwestern North Carolina in many ways; from the care of older adults (HCCOG Area Agency on Aging Department) to water, sewer, GIS services, transportation planning (HCCOG Planning Department), and workforce development (HCCOG – Workforce Development Department). HCCOG provides regional solutions to local problems and services and/or resources which might not otherwise be affordable or available to the local governments making up the High Country.

Strategic Planning Overview

In November of 2019, the HCCOG Executive Board and management staff met at High Country Council of Governments' office and participated in a comprehensive strategic planning workshop facilitated by Dr. Patricia Mitchell with Appalachian State University. The information and priorities cultivated from this Executive Board work session was disseminated to management staff in December of 2019. From January to March of 2020 this information was further refined for the development of priority areas and was utilized to formulate the elements of this Strategic Plan.

Strategic Priorities

1. High Impact Services

Deliver high impact services by strengthening existing services and exploring opportunities for new services by soliciting input on customer satisfaction, evaluating regional local government needs, and assessing the services portfolio for improvements, additions, and promotion.

2. Beneficial Relationships

Cultivate beneficial relationships that focus on opportunities for collaboration with regional local governments, other councils of government, state and federal agencies, and stakeholders by communicating effectively and focusing on opportunities for collaboration.

3. Strong Organizational Capacity

Enhance organizational capacity to serve regional needs by focusing on staff development, talent recruitment, and sustainable revenue streams.

Strategic Plan

1. High Impact Services

Deliver high impact services by strengthening existing services and exploring opportunities for new services by soliciting input on customer satisfaction, evaluating regional local government needs, and assessing the services portfolio for improvements, additions, and promotion.

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

Goal 1.1: Obtain input from the region’s local governments on the value and overall satisfaction with existing services and needs for additional or new services.

Strategy:

- Develop and distribute a yearly survey to measure the impact of services and to evaluate local government needs.

	Action Item	Completion Target	Responsible Party
1.1	Develop survey instrument	4 th quarter 2021	Executive Director, Leadership Team
1.2	Distribute survey instrument	1 st quarter 2022	Executive Director, Leadership Team
1.3	Develop presentation of survey results	2 nd quarter 2022	Executive Director
1.4	Present to Executive Board	2 nd quarter 2022	Executive Director

Goal 1.2: Develop and carry out a process to obtain input from the region’s partners, stakeholders, and service providers on the value and relevance of existing services and needs for additional or new services.

Strategy:

- Develop a yearly survey to measure impact of services and to evaluate local government needs.

	Action Item	Completion Target	Responsible Party
1.5	Identify region’s partners, stakeholders, and service providers to be surveyed	3 rd quarter 2021	Executive Director, Leadership Team
1.6	Develop survey instrument	4 th quarter 2021	Executive Director, Leadership Team
1.7	Distribute survey instrument	1 st quarter 2022	Executive Director, Leadership Team
1.8	Develop presentation of survey results	2 nd quarter 2022	Executive Director
1.9	Present to Executive Board	2 nd quarter 2022	Executive Director

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

Goal 1.3: Based on input from local governments, regional partners, stakeholders, and service providers, design a menu of services and develop a communication plan.

	Action Item	Completion Target	Responsible Party
1.10	Convene work group tasked with evaluating modifications of existing services and identifying new services that could be offered to local governments	3 rd quarter 2022	Executive Director, Leadership Team
1.11	Determine feasibility for modified or new services by analyzing fee for services structure, interest in services by local governments, capacity of staff to deliver services, and other measurements	4 th quarter 2022	Executive Director, Leadership Team
1.12	Complete menu of services descriptions	1 st quarter 2023	Executive Director, Leadership Team
1.13	Develop communication and promotions campaign	2 nd quarter 2023	Executive Director, Leadership Team

2. Beneficial Relationships

Cultivate beneficial relationships that focus on opportunities for collaboration with regional local governments, other councils of government, state and federal agencies, and stakeholders by communicating effectively and focusing on opportunities for collaboration.

Goal 2.1: Support strong relationships with regional local governments, other councils of government, state and federal agencies, and stakeholders by developing actions for communicating effectively about local and regional needs.

Strategies:

- Establish a more active role in relationship-building and advocacy efforts at the state and federal levels.
- Serve as an economic development liaison between granting agencies and federal, state, and local governments.

	Action Item	Completion Target	Responsible Party
2.1	Create a legislative committee	4 th quarter each year	Executive Board, Executive Director
2.2	Develop a regional legislative priorities list	1 st quarter each year	Executive Board, Executive Director

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

2.3	Convene legislative day with local government leaders and state federal legislators	1 st quarter each year	Executive Board, Executive Director
2.4	Convene local government leaders and state and federal agency staff on a regular basis	Ongoing	Executive Board, Executive Director
2.5	Maintain and distribute list of potential grants to members	Ongoing	Executive Director, Leadership Team
2.6	Develop local government-based projects related to the Comprehensive Economic Development Strategy (CEDs)	Ongoing	Executive Director, Leadership Team

3. Strong Organizational Capacity

Enhance organizational capacity to serve regional needs by focusing on staff and board development, talent recruitment, and sustainable revenue streams.

Goal 3.1: Expand and adapt organizational capacity to meet local and regional needs.

Strategy:

- Assess current capabilities of HCCOG organization, identify skill sets that need improvement, and provide high quality professional development.

	Action Item	Completion Target	Responsible Party
3.1	Conduct an annual review of staff capabilities	2 nd quarter annually	Executive Director, Department Heads
3.2	Create a list of professional development skills needed by HCCOG	2 nd quarter annually	Executive Director, Department Heads
3.3	Solicit information on best practices from other councils of government (or similar organizations) on effective staff and board training programs	3 rd quarter 2021	Executive Director
3.4	Identify feasible, high quality training resources and providers	3 rd quarter 2021	Executive Director
3.5	Establish an organizational training program for staff and board development	2 nd quarter 2022	Executive Director

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

Goal 3.2: Become the local government training center for the Northwest Region of North Carolina.

Strategy:

- Develop a local government training program based on input from local governments, regional partners, stakeholders, and service providers.

	Action Item	Completion Target	Responsible Party
3.6	Create a list of training services needed by local governments	3 rd quarter 2022	Executive Director
3.7	Create a list of professional development skills needed by HCCOG staff to deliver local government training programs	3 rd quarter 2022	Executive Director, Leadership Team
3.8	Work with Appalachian State University, UNC School of Government, and other organizations to leverage existing local government training resource providers	3 rd quarter 2022	Executive Director, Leadership Team
3.9	Develop a local government training program utilizing HCCOG staff and other resource providers	4 th quarter 2022	Executive Director, Leadership Team

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31

Conclusion

The first step in implementation of the HCCOG Strategic Plan is to communicate its elements to organizational leaders and adopt the plan as the central policy document for the organization. Identifying who will be engaged in the implementation of the various parts of the plan is the next critical step. This step can be accomplished through forming work groups and committees needed for the responsible parties to carry out tasks to complete action items in a timely manner. Although the goals and strategies should be fixed once the plan is adopted, adjustments in the action items, completion targets, and responsible parties should be expected throughout implementation of the plan.

Consistent evaluation of the goals, strategies, and action steps, via regular review sessions with staff and other organizational leadership, is critical to ensuring the Strategic Plan remains viable and relevant. The HCCOG should continually monitor progress on how successful it is at managing projects, meeting deadlines, and overall implementation of the plan and this progress should be communicated internally and to external partners.

The Strategic Plan is a living document used to prioritize the needs of the organization and its members as defined by its leadership. The goals found in the plan ultimately implement the mission of HCCOG. The value of the plan lies in the ability of HCCOG to set realistic goals and implement innovative strategies against which progress can be measured. It also allows the HCCOG to gauge its ongoing value to its membership.

The HCCOG should revisit the plan and review progress at least twice yearly (at budget time, and in November) to mark progress and adjust it, as necessary. The plan should be updated annually.

1st Quarter: January 1 – March 31

2nd Quarter: April 1 – June 30

3rd Quarter: July 1 – September 30

4th Quarter: October 1 – December 31



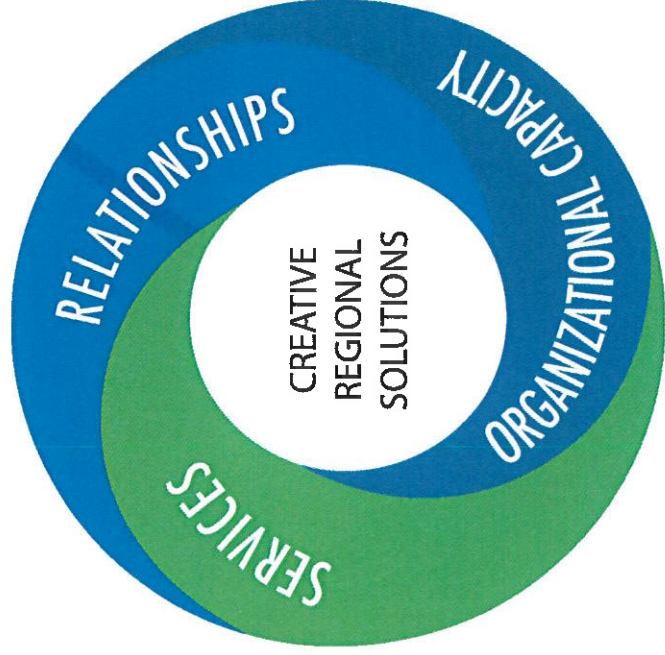
OUR VISION

To promote economic and community prosperity throughout the region by providing **high impact services** to our local government members, establishing **beneficial relationships** with partner organizations, and building **strong organizational capacity** while being recognized as a model organization for regional development.

OUR MISSION

To partner with our local government members to effectively identify, address, and leverage challenges and opportunities in Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, and Yancey Counties while providing innovative solutions and beneficial services for our region.

STRATEGIC PLAN 2021-2023



OUR STRATEGIC PRIORITIES



1 SERVICES

Deliver high impact services by strengthening existing services and exploring opportunities for new services by soliciting input on customer satisfaction, evaluating regional local government needs, and assessing the services portfolio for improvements, additions, and promotion.



2 RELATIONSHIPS

Cultivate beneficial relationships that focus on opportunities for collaboration with regional local governments, other councils of government, state and federal agencies, and stakeholders by communicating effectively and focusing on opportunities for collaboration.



3 CAPACITY

Enhance organizational capacity to serve regional needs by focusing on staff development, talent recruitment, and sustainable revenue streams.

1

HIGH IMPACT SERVICES



Deliver high impact services by strengthening existing services and exploring opportunities for new services by soliciting input on customer satisfaction, evaluating regional local government needs, and assessing the services portfolio for improvements, additions, and promotion.

GOAL 1.1

Obtain input from the region's local governments on the value and overall satisfaction with existing services and needs for additional or new services.

STRATEGY

1. Develop and distribute a yearly survey to measure the impact of services and to evaluate local government needs.

ACTION ITEM	COMPLETION TARGET	RESPONSIBLE PARTY
1.1 Develop survey instrument	4th quarter 2021	Executive Director, Leadership Team
1.2 Distribute survey instrument	1st quarter 2022	Executive Director, Leadership Team
1.3 Develop presentation of survey results	2nd quarter 2022	Executive Director
1.4 Present to Executive Board	2nd quarter 2022	Executive Director

GOAL 1.2

Develop and carry out a process to obtain input from the region's partners, stakeholders, and service providers on the value and relevance of existing services and needs for additional or new services.

STRATEGY

1. Develop a yearly survey to measure impact of services and to evaluate local governments needs.

ACTION ITEM	COMPLETION TARGET	RESPONSIBLE PARTY
1.5 Identify region's partners, stakeholders, and service providers to be surveyed	3rd quarter 2021	Executive Director, Leadership Team
1.6 Develop survey instrument	4th quarter 2021	Executive Director, Leadership Team
1.7 Distribute survey instrument	1st quarter 2022	Executive Director, Leadership Team
1.8 Develop presentation of survey results	2nd quarter 2022	Executive Director
1.9 Present to Executive Board	2nd quarter 2022	Executive Director

1st Quarter: January 1 – March 31
2nd Quarter: April 1 – June 30
3rd Quarter: July 1 – September 30
4th Quarter: October 1 – December 31

1

HIGH IMPACT SERVICES



Deliver high impact services by strengthening existing services and exploring opportunities for new services by soliciting input on customer satisfaction, evaluating regional local government needs, and assessing the services portfolio for improvements, additions, and promotion.

GOAL 1.3

Based on input from local governments, regional partners, stakeholders, and service providers, design a menu of services and develop a communication plan.

	ACTION ITEM	COMPLETION TARGET	RESPONSIBLE PARTY
1.10	Convene work group tasked with evaluating modifications of existing services and identifying new services that could be offered to local governments	3rd quarter 2022	Executive Director, Leadership Team
1.11	Determine feasibility for modified or new services by analyzing fee for services structure, interest in services by local governments, capacity of staff to deliver services, and other measurements	4th quarter 2022	Executive Director, Leadership Team
1.12	Complete menu of services descriptions	1st quarter 2023	Executive Director, Leadership Team
1.13	Develop communication and promotions campaign	2nd quarter 2023	Executive Director, Leadership Team

1st Quarter: January 1 – March 31
2nd Quarter: April 1 – June 30
3rd Quarter: July 1 – September 30
4th Quarter: October 1 – December 31

2

BENEFICIAL RELATIONSHIPS



Cultivate beneficial relationships that focus on opportunities for collaboration with regional local governments, other councils of government, of government, state and federal agencies, and stakeholders by communicating effectively and focusing on opportunities for collaboration.

GOAL 2.1 Support strong relationships with regional local governments, other councils of government, state and federal agencies, and stakeholders by developing actions for communicating effectively about local and regional needs.

STRATEGY

1. Establish a more active role in relationship-building and advocacy efforts at the state and federal levels.
2. Serve as an economic development liaison between granting agencies and federal, state, and local governments.

	ACTION ITEM	COMPLETION TARGET	RESPONSIBLE PARTY
2.1	Create a legislative committee	4th quarter each year	Executive Board, Executive Director
2.2	Develop a regional legislative priorities list	1st quarter each year	Executive Board, Executive Director
2.3	Convene legislative day with local government leaders and state federal legislators	1st quarter each year	Executive Board, Executive Director
2.4	Convene local government leaders and state and federal agency staff on a regular basis	Ongoing	Executive Board, Executive Director
2.5	Maintain and distribute list of potential grants to members	Ongoing	Executive Director, Leadership Team
2.6	Develop local government-based projects related to the Comprehensive Economic Development Strategy (CEDS)	Ongoing	Executive Director, Leadership Team

3

STRONG ORGANIZATIONAL CAPACITY



Enhance organizational capacity to serve regional needs by focusing on staff and board development, talent recruitment, and sustainable revenue streams.

GOAL

3.1 Expand and adapt organizational capacity to meet local and regional needs.

STRATEGY

1. Assess current capabilities of HCCOG organization, identify skill sets that need improvement, and provide high quality professional development.

ACTION ITEM	COMPLETION TARGET	RESPONSIBLE PARTY
3.1 Conduct an annual review of staff capabilities	2nd quarter annually	Executive Director, Department Heads
3.2 Create a list of professional development skills needed by HCCOG	2nd quarter annually	Executive Director, Department Heads
3.3 Solicit information on best practices from other councils of government (or similar organizations) on effective staff and board training programs	2nd Quarter, 2021	Executive Director
3.4 Identify feasible, high quality training resources and providers	3rd quarter 2021	Executive Director
3.5 Establish an organizational training program for staff and board development	2nd quarter 2022	Executive Director

3

STRONG ORGANIZATIONAL CAPACITY



Enhance organizational capacity to serve regional needs by focusing on staff and board development, talent recruitment, and sustainable revenue streams.

GOAL 3.2

Become the local government training center for the Northwest Region of North Carolina.

STRATEGY

1. Develop a local government training program based on input from local governments, regional partners, stakeholders, and service providers.

ACTION ITEM	COMPLETION TARGET	RESPONSIBLE PARTY
3.6 Create a list of training services needed by local governments	3rd quarter 2022	Executive Director
3.7 Create a list of professional development skills needed by HCCOG staff to deliver local government training programs	3rd quarter 2022	Executive Director, Leadership Team
3.8 Work with Appalachian State University, UNC School of Government, and other organizations to leverage existing local government training resource providers	3rd quarter 2022	Executive Director, Leadership Team
3.9 Develop a local government training program utilizing HCCOG staff and other resource providers	4th quarter 2022	Executive Director, Leadership Team



High Country Workforce Development Board Update

PRESENTED TO
THE HIGH COUNTRY COUNCIL OF GOVERNMENTS EXECUTIVE BOARD

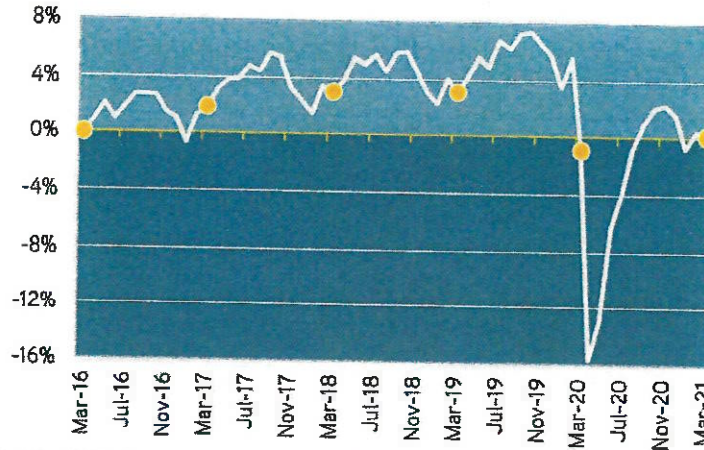
PRESENTED BY
KEITH DEVERAUX
DIRECTOR OF WORKFORCE DEVELOPMENT

MAY 17, 2021

LABOR MARKET OVERVIEW

Regional Labor Market Snapshot

Change in Employment since 2016*



High Country Region

Source: LAUS, Labor & Economic Analysis, NC Dept. of Commerce

Trending

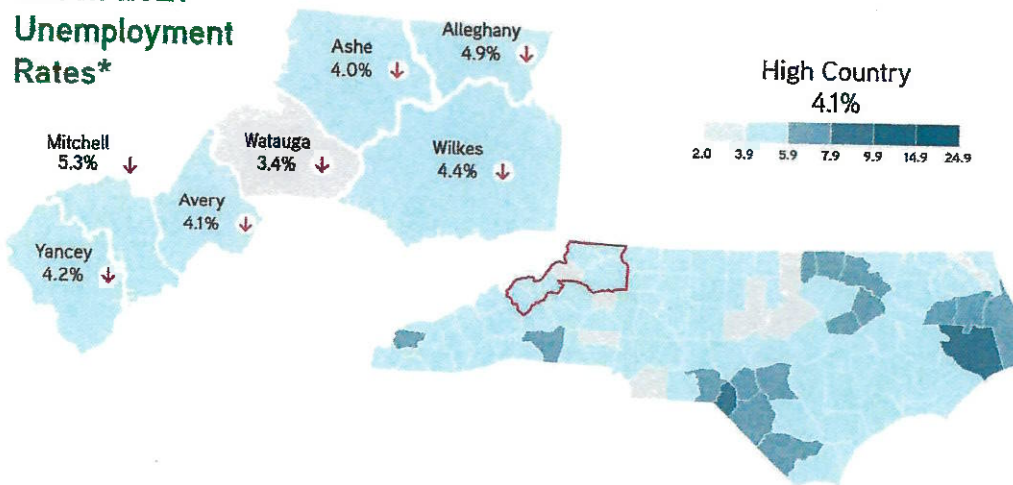
UNEMPLOYMENT*

March 2021

High Country Total = 3,875

	Current	Previous
Region	4.1%	5.0%
NC	4.6%	5.6%
US	6.2%	6.6%

March 2021 Unemployment Rates*



REGIONAL EMPLOYMENT*

High Country Total = 90,471

257 Fewer People Working in March than previous month

953 More People Working than same period one year ago

METRO JOB GROWTH*

Asheville Total = 186,400

1,500 More Jobs in March than previous month

Hickory-Lenoir-Morganton Total = 150,600

No Change in Jobs in March than previous month

Who's Hiring

past 90 days from April 19th, 2021

Appalachian State University	138
Lowe's Companies, Inc	84
Appalachian Regional Healthcare System	78
CVS Health	74
Wilkes County Schools	72
McDonald's Corporation	59
Lowe's Foods, LLC	51
Carrolls Corporation	47

Source: DWS, NC Dept. of Commerce, NCWorks.gov

What Jobs

past 90 days from April 19th, 2021

Registered Nurses	93
Retail Salespersons	56
Nursing Assistants	45
Cashiers	38
First-Line Supervisors, Retail	32
Lic. Practical & Lic. Vocational Nurses	31
Farmworkers & Laborers, Crop	30
Combined Food Prep. & Serving Workers	29

Source: DWS, NC Dept. of Commerce, NCWorks.gov

*March 2021 data are preliminary, previous month's data are revised while all other data have undergone annual revision. All data produced in this publication are generated by LEAD unless otherwise stated. LEAD generated data are not seasonally adjusted.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment & Training Administration.

TAXABLE RETAIL SALES

High Country Total = \$292,351,814

12.7% Higher than same period one year ago

Source: NC Dept. of Revenue
Note: January 2021 data most current available at time of release.

ONLINE JOB ADS

1,551 Online Advertised Vacancies reported in March

343 More Vacancies than same period one year ago

Source: LEAD/The Conference Board
Note: February 2021 data most current available at time of release.

LABOR MARKET OVERVIEW

High Country Workforce Development Board

Civilian Labor Force Estimates*

		March 2021	February 2021	January 2021	March 2020
Alleghany	Labor Force	4,124	4,155	4,123	4,180
	Employed	3,920	3,911	3,869	3,948
	Unemployed	204	244	254	232
	Rate	4.9	5.9	6.2	5.6
Ashe	Labor Force	12,657	12,783	12,683	12,490
	Employed	12,146	12,141	12,002	11,988
	Unemployed	511	642	681	502
	Rate	4.0	5.0	5.4	4.0
Avery	Labor Force	7,317	7,517	7,479	6,948
	Employed	7,017	7,148	7,081	6,658
	Unemployed	300	369	398	290
	Rate	4.1	4.9	5.3	4.2
Mitchell	Labor Force	5,808	5,829	5,750	5,876
	Employed	5,502	5,462	5,356	5,593
	Unemployed	306	367	394	283
	Rate	5.3	6.3	6.9	4.8
Watauga	Labor Force	28,030	28,643	28,219	27,619
	Employed	27,068	27,416	26,924	26,651
	Unemployed	962	1,227	1,295	968
	Rate	3.4	4.3	4.6	3.5
Wilkes	Labor Force	28,156	28,277	28,269	28,192
	Employed	26,911	26,770	26,666	26,988
	Unemployed	1,245	1,507	1,603	1,204
	Rate	4.4	5.3	5.7	4.3
Yancey	Labor Force	8,254	8,294	8,226	8,027
	Employed	7,907	7,880	7,770	7,692
	Unemployed	347	414	456	335
	Rate	4.2	5.0	5.5	4.2

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North Carolina Unemployment Insurance Claims Claims Filed from March 2021

Statewide Claims

	Initial Claims	Continued Claims
Total Claimants	77,571	68,229
COVID-19 Claimants	44,804	34,587
Total Continued Weeks Claimed		102,816

Alleghany County

Initial Claims:
Claimants: 53(COVID-19 Related 35)
Continued Claims:
Claimants: 48 (COVID-19 Related 23)
Total Continued Weeks Claimed: 134

Ashe County

Initial Claims:
Claimants: 126(COVID-19 Related 69)
Continued Claims:
Claimants: 125(COVID-19 Related 60)
Total Continued Weeks Claimed: 357

Avery County

Initial Claims:
Claimants: 90 (COVID-19 Related 55)
Continued Claims:
Claimants: 85 (COVID-19 Related 38)
Total Continued Weeks Claimed: 252

North Carolina Unemployment Insurance Claims Claims Filed from March 2021

Statewide Claims

	Initial Claims	Continued Claims
Total Claimants	77,571	68,229
COVID-19 Claimants	44,804	34,587
Total Continued Weeks Claimed		102,816

Mitchell County

Initial Claims:
Claimants: 67(COVID-19 Related 42)
Continued Claims:
Claimants: 72(COVID-19 Related 34)
Total Continued Weeks Claimed: 219

Watauga County

Initial Claims:
Claimants: 193(COVID-19 Related 120)
Continued Claims:
Claimants: 140 (COVID-19 Related 86)
Total Continued Weeks Claimed: 361

Wilkes County

Initial Claims:
Claimants: 347(COVID-19 Related 184)
Continued Claims:
Claimants: 306(COVID-19 Related 137)
Total Continued Weeks Claimed: 846

Yancey County

Initial Claims:
Claimants: 87 (COVID-19 Related 56)
Continued Claims:
Claimants: 82(COVID-19 Related 34)
Total Continued Weeks Claimed: 224