



AGENDA
BREVARD CITY COUNCIL – REGULAR MEETING
Monday, March 21, 2016 – 7:00 P.M.
City Council Chambers

A. Welcome and Call to Order

B. Invocation

Pastor Judy Jennings, Joy Outreach Fellowship Church

C. Pledge of Allegiance

D. Certification of Quorum

E. Approval of Agenda

F. Approval of Minutes

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J. Special Presentation(s) – Presentations are limited to 10 minutes.

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K. Consent and Information

- 1. Staff Reports:
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M. New Business

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N. Remarks / Future Agenda Considerations

O. Closed Session(s)

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

P. Adjourn

Approval of Minutes

MINUTES
BREVARD CITY COUNCIL
Regular Meeting
February 15, 2016 – 7:00 PM

The Brevard City Council met in regular session on Monday, February 15, 2016, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Jimmy Harris presiding.

Present - Mayor Jimmy Harris, Mayor Pro Tem Mac Morrow, Council Members Maurice Jones, Ann Hollingsworth, Gary Daniel and Charlie Landreth.

Staff Present – City Manager and Finance Director Jim Fatland, City Attorney Mike Pratt, City Clerk Desiree Perry, Special Project Director Josh Freeman, Public Works Director David Lutz, Fire Chief Craig Budzinski, Planning Director Daniel Cobb, Planner Aaron Bland, Parks and Property Management Director Lynn Goldsmith and Police Chief Phil Harris.

Press – None

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

B. Invocation – Mr. Norm Bossert, Brevard Jewish Community, offered an Invocation.

C. Pledge of Allegiance – Boy Scout Noah Trent, Scout Troup 701, led in the Pledge of Allegiance.

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

E. Approval of Agenda – Mayor Harris asked that the Agenda be amended to add the February 11, 2016, letter from Mr. Davidson of the NC Department of Water Resources to the Consent Agenda as Item #5. Mr. Landreth moved, seconded by Mr. Morrow the Agenda be amended as requested and approved. Motion carried unanimously.

F. Approval of Minutes – Mr. Landreth moved, seconded by Ms. Hollingsworth, the January 19, 2016, meeting minutes be approved as presented. Motion carried unanimously.

January 28th and 29th Retreat Minutes – The following changes or corrections are to be made: Page 4, Action Item, change to read “.....Electric grid *plan or overlay* is needed.”; Page 7, Correct name from Mr. Mills to *Mr. Miles*; Page 8, Item 1, correct year from 2025 to 2045; Page 8, Item 6, Questioned if information was recorded correctly regarding the RBC’s. Clerk was asked to confirm with Mr. Brown, PE and Mr. Owen and to correct the minutes if needed. [Note: Clerk confirmed City purchased square shaft RBC’s; no change is needed.] Page 14, Powell Bill. Correct last sentence to read, “Wants the City to be proactive and *not* reactive.”

Mr. Morrow moved, seconded by Mr. Jones, the January 28th and 29th Retreat Minutes be approved as amended. Motion carried unanimously.

G. Certificates, Awards and Recognition

Certificate of Appreciation – Mayor Harris explained that due to the bad weather and ice on the roads earlier today, Dr. Allen Delzell is not able to be present to receive the Certificate of Appreciation for his six years of service on the Board of Adjustment. Dr. Delzell asked that the Certificate be mailed to him.

H. Public Hearing(s)

H-1. Transylvania Taxi, Request for Public Convenience and Necessity Approval. This public hearing was properly noticed and advertised on January 4th and 11th, for Council's January 19, 2016, meeting. Letter of Notice to applicant, Mr. Hyatt, was mailed on December 22, 2015. Letter of Notice to Brevard City Cab, holder of a Brevard Certificate of Public Convenience and Necessity, was mailed on December 22, 2015. At the January 19th meeting, Mayor Harris explained the applicant, Mr. Jim Hyatt, requested the Public Hearing be moved to Council's next meeting. Council granted the request to hold the hearing at their next regular meeting scheduled for February 15, 2016.

Mayor Harris opened the public hearing at 7:18 P.M.

Mr. Fatland called upon Chief Harris to provide a report to Council. The applicant, Mr. Hyatt, submitted to the City two applications. An application for Public Convenience and Necessity to own and operate a taxi business, and, an application for a Taxi Driver's License that would allow Mr. Hyatt to serve as a taxi driver. Chief Harris explained that after having reviewed Mr. Hyatt's background, including both prior and present criminal and traffic violations, that he determined it was necessary to reject his request for a taxicab driver's license for Brevard. He advised Mr. Hyatt his request for a taxicab driver's license was denied and that his January 6, 2016, letter to Mr. Hyatt fully describes his reasons for denial.

Mr. Jim Hyatt, applicant, was called upon to present his request. Mr. Hyatt explained his business, Transylvania Taxi, is operating out of the County and that he is not located within the City. When he first opened his business he contacted the Transylvania County officials and was not made aware of his need to also check with the City. He began his taxi business and received a call from Chief Harris advising him that he needs to obtain a license in order to provide taxi service in Brevard. Stated he is aware of his background and record; however, wants opportunity to start this business.

Chief Harris explained he became aware of Mr. Hyatt's offering taxi service in Brevard by his having solicited business for "Transylvania Taxi" by means of his placement of advertising flyers and business cards within businesses located in the City of Brevard.

Mr. Hyatt questioned his need for having a City license when in fact his business is located in Transylvania County and outside the City limits; asked if a limousine service is required to get a City license; questioned why a taxi business has to have City approval when other types of businesses do not; and, asked if a uber driver would need to get a taxi business or taxi drivers license.

Mr. Pratt offered some key words within the Code are "for hire". *"No person shall operate or permit a taxicab owned or controlled by him to be operated as a vehicle for hire upon the streets of the city without having first obtained a certificate of public convenience and necessity from the city council."* (City Code, Chapter 78, Section 78-61.) Mr. Pratt added, it does not matter where the taxi business base is located.

Mr. Pratt reminded Mr. Hyatt a public hearing is not the time to question and discuss City Codes, but rather it is the time for him to present his request to Council.

Mr. Hyatt offered in the past he was a school bus driver, attended truck driving school and got a CDL, and that had an outstanding safety record when with those companies. Most of the history the Police Chief referred to was in his past. The reason he delayed in making application after being advised by the Police Chief and City Clerk of his need to get a City taxi business license and taxi driver license, was due to his father having health needs. Stated he wants the opportunity to prove to Chief Harris, Council and this community that he is able to operate a taxi business in the County and City.

Mr. Landreth asked Mr. Hyatt to describe his proposed taxi business; asked how many drivers he would have, the number of vehicles he would operate, his proposed business hours, etc.

Mr. Hyatt stated he plans to offer around the clock 24-hour taxi service and at present he has one vehicle.

Mr. Jones noted the submitted application indicates his only having an entry level of insurance; commercial requires a higher level of insurance. He asked Mr. Hyatt if he is able to make the change in order to provide commercial insurance.

Mr. Hyatt replied, "Yes, I can increase the insurance if needed."

Mayor Harris asked Chief Harris if it is his recommendation to Council that Mr. Hyatt not be approved for a taxi business license (Public Convenience and Necessity) based upon the findings described in his January 6, 2016, letter to Mr. Hyatt, in which he denied his request for a taxi drivers license.

Chief Harris explained they are two separate applications. His denial was specific to the taxi driver license.

Mayor Harris asked if a person has been denied a taxi drivers license does that remove their right or ability to own or operate a taxi cab business.

Mr. Pratt offered City Code Section 78-67 (a) (3) which states, "*...has violated any ordinances of the city or the laws of the United States or of the state, reflecting unfavorably on the fitness of the holder to offer public transportation.*" What that means in this context is that if City Council can consider past criminal or traffic violations or moral misconduct to revoke a franchise, then Council can also consider those types of things when considering to approve a franchise. Mr. Pratt added if Council were to consider denial of the request, then they should by motion admit the Police Chief's letter and accept as evidence for the record.

Mr. Landreth moved, seconded by Ms. Hollingsworth, that Chief Harris' January 6, 2016, letter to Mr. Hyatt as has been discussed tonight to be accepted as evidence and included as part of the record. Motion carried unanimously. (Exhibit A)

Mr. Hyatt stated many of the things included in the letter took place many years ago, and that he was found not guilty of the trespassing charges. He wants the opportunity to show that he can represent the City and County well.

Mayor Harris asked Chief Harris where he obtained Mr. Hyatt's history and background information. Chief Harris replied from the NC State records.

Public Hearing Public Participation – None

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 7:38 P.M.

H-2. North Carolina Small Cities Community Development Block Grant (CDBG) Downtown Redevelopment Fund Application. This public hearing was properly noticed and advertised on February 4th and 11th, 2016, in the Transylvania Times.

Mayor Harris opened the public hearing at 7:38 P.M.

Mr. Freeman stated the NC Small Cities Community Block Grant Downtown Redevelopment Fund is a relatively new NC Department of Commerce Fund administered by the NC Main Street Program. City would be working in cooperation

with the Heart of Brevard and Land of Sky Regional Council. The overall CDBG goal is to remove blighted/slum conditions by returning vacant/underutilized buildings to productive use, and, to encourage job creation. The program's approach is to focus investments on addressing code issues that are impediments to full use of a commercial structure. Eligible Expenditures Examples: Bring structure into compliance with ADA requirements, mitigation of asbestos, lead paint, upgrade water/sewer system within buildings, repair/replace roofs, windows, create fire separation materials in order to meet code, add fire suppression systems, etc.

This is the first of two public hearings required in advance of an application submittal. Hearings are to obtain citizen input into the identification of need and desired activities for infrastructure upgrades of downtown buildings. A letter of intent is being submitted and if it is accepted staff will then proceed with the CDBG Fund application. CDBG Downtown Redevelopment Fund will require a lot of upfront investment by a property owner. Information on potential structure(s) will be provided at the next hearing.

Public Hearing Public Participation – None

Public Hearing Closed – There being no further questions or comments, Mayor Harris closed the hearing at 7:47 P.M.

I. Public Participation - None

J. Special Presentation(s)

J-1. League of American Bicyclists Bicycle Friendly Communities Program Overview.

Mr. Bland shared at Council's annual retreat, the idea of working towards Brevard being designated as a bike friendly city was brought up as an item for further discussion. Therefore tonight he will make an informational presentation on the program including the Bicycle Friendly Communities rating methodology. (See also staff report on file.) If Brevard were interested in applying, could do so as early as April; 2016 application deadline is August 9th. There is no cost or risk in applying. If we apply and are not designated, we would receive valuable feedback from the program.

Council members briefly discussed the program, expressed their interest in Brevard working toward the designation, and thanked Mr. Bland for his presentation.

K. Consent Agenda and Information - Consent Agenda items are considered routine and are enacted by one motion. Mayor Harris read aloud the items listed, and asked if Council desired to remove an item for discussion, or, to add an item(s) to the Consent Agenda.

Mr. Landreth moved, seconded by Mr. Jones, the Consent Agenda items be approved as presented. Motion carried unanimously. The following items were approved:

K-1. Staff Reports:

- a. Public Works Department December 2015 Monthly Report
- b. Finance Department January 2016 Monthly Report
- c. Police Department Oct-Dec 2015 Quarterly Report

K-2. Amend Contract for Audit for Year Ended June 30, 2015. Council approved to amend the contract with Gould Killian CPA Group, P.A. for audit services by an additional \$7,500 increasing the audit contract from \$29,900 to \$37,400 for the year ended June 30, 2015.

K-3. Resolution No. 2016-02 A Resolution Awarding Contract for the Auditing of the City's Financial Statements and Accounts for the Year Ending June 30, 2016.

RESOLUTION NO. 2016-02

**A RESOLUTION AWARDED CONTRACT FOR THE
AUDITING OF THE CITY'S FINANCIAL STATEMENTS AND ACCOUNTS
FOR THE YEAR ENDING JUNE 30, 2016**

WHEREAS, the City of Brevard conducts an annual independent audit of its financial statements and accounts in accordance with the North Carolina Local Government Budget and Fiscal Control Act, as amended; and

WHEREAS, the City desires to award contract for the performance of the audit of its financial statements and accounts ending June 30, 2016, to the firm of Gould Killian CPA Group, P.A.;

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

Section 1. The firm of Gould Killian CPA Group, P.A. is hereby awarded contract for the performance of the City's annual audit of its financial statements and accounts for the fiscal year ending June 30, 2016, for the contract price of \$30,100. This audit shall be performed under the single audit basis.

Section 2. The Mayor and City Finance Director are hereby authorized and directed to execute the standard Local Government Commission contract with Gould Killian CPA Group, P.A. for said audit.

Section 3. After execution by the auditor and City, said contract for the City's audit shall be forwarded to the North Carolina Local Government Commission for its approval and execution as prescribed by law.

Section 4. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the 15th day of February, 2016.

K-4. Correspondence - No Action. (*Offered to Council as information only.*)

- a. National Park Service 100th Anniversary
- b. City Advisory Boards & Committee Appreciation Dinner, March 7, 2016
- c. FY2016-17 Budget Public Input and Non-Profit Requests, March 21, 2016

K-5. City of Brevard WWTP, Settlement Agreement as Amended, File No. C-14-002, Ad I; NPDES Permit No. NC0060534 – City Council admitted into the record the February 11, 2016, letter from G. Landon Davidson, P.G., Regional Supervisor, Water Quality Regional Operations Section Asheville Regional Office Division of Water Resources, NCDEQ. (Exhibit B)

L. Unfinished Business - None

M. New Business

M-1. Transylvania Taxi, Mr. Jim Hyatt. Consideration of a Resolution Approving a Certificate of Public Convenience and Necessity for the Operation of Taxicabs.

Mayor Harris explained the public hearing was held earlier and now Council will decide whether or not to grant a business franchise license for a taxi cab business within Brevard as requested by Mr. Hyatt; not consideration of a taxi driver.

Mr. Pratt shared Council controls a monopoly and determines whether the City needs one, two or thirty taxi companies, much like it controls a cable company. To grant approval Council needs to find it is in the best interest to do so in regards to convenience and necessity as it has been presented to Council. Without finding that it is in the public's best interest for convenience and necessity, you cannot grant it. To

approve, Council will need to find that there is a public interest in convenience and necessity and that the letter presented into evidence does not prevent the applicant from operating a taxi company with regard to his past history and record.

Mr. Landreth moved that in the absence of compelling evidence of the public convenience and necessity for a public taxi and in consideration of the public record of the applicant's history, I move we find that there is no need for an additional taxi cab company at this time. Motion was seconded by Mr. Daniel and carried unanimously.

N. Remarks by Officials / Future Agenda Considerations

Mayor Harris stated at Council's January meeting Mr. John Cottingham came and spoke about Pisgah Conservancy and that he would like for Brevard to be a founding member; therefore \$1,000 of the Mayors Discretionary funds will be provided towards this conservancy effort.

Mayor Harris shared he really enjoyed Council's retreat. He found it to be informative, logical, and pragmatic. The information received was easily understood and helped him to better know the needs of the community, and, he added the Managers recommended Committee structure is working well and has exceeded his expectations.

Mr. Morrow had no comments.

Mr. Landreth shared next Monday (Feb 22nd) Oskar Bleus will be hosting "Make A Difference Monday" with the proceeds to benefit the Boys and Girls Club and encouraged folks to attend.

Certified Retirement Community – Mr. Landreth shared he recently met a gentleman with the State Economic Development Partnership who spoke on certified retirement communities, and asked if Council has interest or sees value in considering that label or status. Mayor Harris and Mr. Morrow replied they are interested in knowing more.

Mr. Fatland stated he will have staff to look into it.

Mr. Jones expressed his appreciation to Mr. Lutz and the Public Work's staff for their hard work as they made repairs to the force main earlier in the month despite the very cold weather.

Mr. Daniels shared Council's annual retreat was more like a workshop or work session and suggested the City might want to change the name from annual retreat to annual workshop or work session.

Ms. Hollingsworth thanked the City Clerk for the quick turn around on the retreat minutes.

Mr. Pratt expressed his appreciation to Mr. Lutz and the Public Work's staff for their hard work and having the City streets cleared so quickly after the recent snow.

O. Closed Session – Mayor Harris asked the City Attorney if it would be appropriate for Council to hold four closed sessions to discuss three matters of economic development and a potential property acquisition matter. City Attorney advised pursuant to **GS § 143-318.11. (a)(3) (4) (5)** it would be appropriate to convene provided separate closed sessions on the matters are held. Each closed session will require a separate motion, second and vote to discuss the matter. Council will enter and exit regular session for each closed session.

Closed Session #1 - At 8:20 p.m. Mr. Jones moved, seconded by Mr. Landreth, Council go into closed session to discuss an economic development mater. Motion

carried unanimously. (An eight minute break was taken to allow Council Chambers to be cleared.)

Council Returned to Regular Session – At 9:03 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

Closed Session #2 – At 9:03 p.m. Mr. Landreth moved, seconded by Mr. Jones, Council go into a second closed session to discuss an economic development matter. Motion carried unanimously.

Council Returned to Regular Session – At 9:33 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

Closed Session #3 – At 9:33 p.m. Mr. Jones moved, seconded by Ms. Hollingsworth, Council go into a third closed session to discuss a property acquisition matter. Motion carried unanimously.

Council Returned to Regular Session – At 9:43 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

Closed Session #4 – At 9:43 p.m. Mr. Morrow moved, seconded by Mr. Landreth, Council go into a fourth closed session to discuss an economic development matter. Motion carried unanimously.

Council Returned to Regular Session – At 9:55 p.m. Council resumed the meeting in regular session. No official action was taken in closed session and the Minutes of the closed session are authorized to be sealed.

P. Adjourn – There being no further business, Mr. Landreth moved, seconded by Mr. Jones, the meeting be adjourned. Motion carried unanimously. Meeting adjourned at 9:55 P.M.

Jimmy Harris
Mayor

Desiree D. Perry
City Clerk

Minutes Approved: _____



City of Brevard Police Department

114 West Jordan Street Brevard North Carolina .

Phone: (828) 883-2212 Fax: (828) 883-3067

J. Phil Harris, Chief of Police

e-mail: phil.harris@cityofbrevard.com

EXHIBIT A

Minutes – Brevard City Council
February 15, 2016 Meeting



January 6, 2016

James T. Hyatt
4321 Island Ford Road
Brevard, NC 28712

Dear Mr. Hyatt,

You have recently applied for a business license to begin a taxi service in Brevard. As part of that process, I am required to review a background investigation conducted by the Brevard Police Department for your license to drive for hire and either approve or reject the application. I have reviewed your background, including prior criminal and traffic violations. I have concluded that your history of disregard for both criminal and traffic laws makes you a safety risk for potential clients. For this reason, I am rejecting your request for a taxicab driver's license for Brevard. I have listed the background issues in bullet point below:

- At least four arrests for Driving while intoxicated between 1986 and 1993.
- At least nine charges for operating a motor vehicle while license is suspended or revoked
- Two criminal charges indicating that you have difficulty respecting the boundaries of others (Misdemeanor stalking in 1993 and second degree trespassing in 2012)
- Charges of failing to wear a seatbelt and open container of alcohol in the vehicle passenger compartment during the same traffic stop in 2004.

I also would reject your application based upon the following concern:

- When you first began posting flyers around Brevard in the summer of 2015 inviting citizens to use your taxi service, I contacted you by phone and explained that you needed a license to have such a business. I explained to you the process of acquiring such a license. I also clearly told you to cease picking up or dropping off passengers in Brevard or you would be in violation of City code. Sometime during the next week, you took the initial steps of obtaining such a license, including visiting City Clerk Desiree Perry to obtain information. You did not complete the process.
- In December of 2015, you again returned to Ms. Perry and began the process of obtaining a license for both your business and yourself as a driver. Ms. Perry clearly stated to you that you could not operate your business until you received your proper business licenses.
- I obtained information that you have been operating as a taxi service at least since December, including picking up and dropping off clients in Brevard, and passing out business cards and flyers at various Brevard locations. You confirmed that this information is accurate in a conversation you

*The Brevard Police Department pledges to provide professional services
to the community through integrity, respect, and teamwork.*

and I had earlier today. Your explanation is that you misunderstood both Ms. Perry and me, and believed we authorized you to operate while you completed the process of obtaining a license. Both Ms. Perry and I clearly stated the expectations to you, and neither of us authorized you to do any business of any kind prior to obtaining a license.

As a final concern, Mr. Hyatt, our criminal background check on you showed two warrants for your arrest and one criminal summons to be served for prior criminal incidents you failed to take care of with various courts. The two warrants are no longer active. Those agencies have been notified and have indicated to us that the warrants would be dismissed. The criminal summons was with Rutherford County for a trespassing violation that occurred in 2002. This incident was similar in nature to the two criminal charges I mentioned in the earlier part of this letter. You will be likely be served upon your next contact with police in the state of North Carolina. Consider contacting Rutherford County and satisfying the Courts of that county.

Sincerely,

J. Phil Harris
Chief of Police

*The Brevard Police Department pledges to provide professional services
to the community through integrity, respect, and teamwork.*



EXHIBIT B
Minutes – Brevard City Council
February 15, 2016 Meeting

PAT MCCRORY

Governor

DONALD R. VAN DER VAART

Secretary

S. JAY ZIMMERMAN

Director

February 11, 2016

James R. Fatland, CPFO
City Manager
195 West Main Street
Brevard, NC 28712

SUBJECT: Re: Settlement Agreement as Amended, File No. C-14-002, Ad I
City of Brevard WWTP
NPDES Permit No: NC0060534
Transylvania County

Dear Mr. Fatland:

In response to your letter dated February 2, 2016 addressing expiration of the Brevard WWTP Settlement Agreement dated October 27, 2014 and subsequent Amendment (Collectively, the Settlement Agreement), the NCDEQ-Division of Water Resources (Division) offers the following:

- The Division acknowledges that the Settlement Agreement self-expired January 31, 2016.
- The Division has reviewed the data provided in the Engineer's Compliance Certification from Brown Consultants dated February 2, 2016 and concurs that compliance with the NPDES discharge limits in the Settlement Agreement has been achieved for three consecutive months as required.
- The Division acknowledges receipt of a check in the amount of \$4,840.00 from the City of Brevard in accordance with paragraph 5 of the Settlement Agreement. This constitutes complete satisfaction of payment of assessed civil penalties as modified by the Settlement Agreement, and, as a result, the Division's cases LV-2014-0082, LV-2014-0083, LV-2014-0084 and LV-2014-0085 have been closed.
- Receipt of the above amount and expiration of the Settlement Agreement does not relieve the City of its duty to abide by the terms of NPDES permit NC0060534. Future noncompliance with the terms of the NPDES may subject the City to the assessment of additional civil penalties.

The Division appreciates the efforts by the City of Brevard in continuing to make improvements to its sanitary infrastructure and achieve continued compliance with NPDES permit NC0060534.

If you need additional information concerning this matter, please contact Tim Heim at (828) 296-4500 or via e-mail at tim.heim@ncdenr.gov.

Sincerely,



G. Landon Davidson, P.G., Regional Supervisor
Water Quality Regional Operations Section
Asheville Regional Office
Division of Water Resources, NCDEQ

Enc.

cc: Jimmy Harris, Mayor
Emory Owen, WWTP ORC
Harlow L. Brown, P.E., Brown Consultants
MSC 1617-Central Files-Basement
Asheville Files

G:\WR\WQ\Transylvania\Wastewater\Municipal\Brevard WWTP 60534\Settlement Agreement\SA Termination Acknowledge 02-10-2016.doc

Certificates / Awards / Recognition



PROCLAMATION NO. 2016-02

**SUNSHINE WEEK OPEN GOVERNMENT PROCLAMATION
March 13-19, 2016**

WHEREAS, James Madison, the father of our federal Constitution, wrote that "consent of the governed" requires that the people be able to "arm themselves with the power which knowledge gives," and

WHEREAS, every citizen in our participatory democracy has an inherent right to access to government meetings and public records; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people's trust and confidence in their government and in the government's ability to effectively serve its citizens; and

WHEREAS, the North Carolina Public Records Law is designed to guarantee that the public has access to public records of governmental bodies in North Carolina. The first statute dealing with public documents in the State was passed in 1935 (N.C.G.S. 132-1 Public Records). This law focused on the duty of government officials to preserve public records carefully; and

WHEREAS, the protection of every person's right of access to public records and government meetings is a high priority of Brevard City Council, and

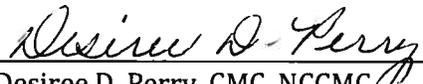
WHEREAS, the Brevard City Council is committed to openness and transparency in all aspects of its operations as exemplified in the City's core values of professionalism, leadership, ethics, accountability and transparency; and

NOW, THEREFORE, I, Mayor Jimmy Harris, do hereby proclaim **March 13-19, 2016**, as **Sunshine Week** in the City of Brevard, North Carolina, and commit throughout the year to work diligently to enhance the public's access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under its jurisdiction, and their committees, are fully noticed and open to the public.

Adopted and approved this the 10th day of March, 2016.


Jimmy Harris
Mayor

ATTEST:


Desiree D. Perry, CMC, NCCMC
City Clerk

Public Hearing(s)

STAFF REPORT – PUBLIC HEARING & UNFINISHED BUSINESS
City Council, Monday, March 21, 2016

Title: NC Community Development Block Grant / Downtown Redevelopment Fund
City Council will conduct a public hearing and consider a resolution authorizing the submittal of a NC Community Development Block Grant / Downtown Redevelopment Fund application.

Speaker: Joshua S. Freeman, AICP, CFM, Community Development / Special Projects Director

From: Joshua S. Freeman, AICP, CFM, Community Development / Special Projects Director

Prepared By: Joshua S. Freeman, AICP, CFM, Community Development / Special Projects Director

Approved By: Jim Fatland, CPFO, City Manager

Background: Jimmy and Dee Dee Perkins, owners of Moose Tracks & D.D. Bullwinkle’s Outdoors (hereafter, “Perkins”), intend to purchase 60 East Main Street, Brevard, NC, and relocate the aforementioned business to that location; this will require a major renovation to the existing structure at 60 East Main Street.

The Heart of Brevard and the City of Brevard have identified a new funding opportunity that would allow Perkins to expand the scope of this redevelopment project. The Downtown Redevelopment Fund (DRF) is a new economic development resource that is administered by the NC Main Street Program. The objective of the program, which is funded via Community Development Block Grant (CDBG) dollars, is to reduce urban blight and expand economic opportunity through the renovation of vacant or underutilized structures. Successful municipal applicants receive funds as a grant; such funds are then issued to a qualifying development project in the form of a 0% interest forgivable loan. Funding awards range from \$300,000 (minimum) to \$500,000 (maximum).

Heart and City Staff have submitted a preliminary a preliminary, \$500,000 DRF application in support of the Perkins project. This preliminary application has been approved by the State of North Carolina, and the City has been invited to submit the full DRF application. Two public hearings are required prior to submittal of a full application. The initial public hearing was held on March 14, 2016. The second public hearing is to be held today, March 21, 2016.

Recommendation: Staff recommends that Council approve the submittal of a full DRF application in support of the Perkins redevelopment project via enactment of A RESOLUTION AUTHORIZING SUBMITTAL OF A NORTH CAROLINA COMMUNITY DEVELOPMENT BLOCK GRANT, DOWNTOWN REDEVELOPMENT FUND APPLICATION, TO SUPPORT THE RENOVATION, RESTORATION, AND REDEVELOPMENT OF 60 EAST MAIN STREET, BREVARD, NORTH CAROLINA.

Financial Impact: The City of Brevard will apply for \$500,000 in DRF funds in the form of a grant. If successful, the City will then issue these funds in the form of a 0% interest loan. This loan will be

incrementally forgiven over the course of four years, assuming that the recipient complies with all applicable performance measures.

This project will require considerable investment on the part of the City of Brevard in terms of Staff time and resources. The Community Development / Special Projects office will be responsible for administering the grant / loan. The City will contract with Land-of-Sky Regional Council for additional administrative support; associated costs are to be determined.

RESOLUTION NO. 2016-_____

A RESOLUTION AUTHORIZING SUBMITTAL OF A NORTH CAROLINA COMMUNITY DEVELOPMENT BLOCK GRANT, DOWNTOWN REDEVELOPMENT FUND APPLICATION, TO SUPPORT THE RENOVATION AND REDEVELOPMENT OF 60 EAST MAIN STREET, BREVARD, NORTH CAROLINA

WHEREAS, Brevard City Council intends to eliminate urban blight and expand economic opportunity within the City of Brevard by supporting efforts to return vacant and underutilized commercial buildings to productive commercial use; and,

WHEREAS, James F. and Delores D. Perkins (hereafter, "Perkins") intends to reduce urban blight, to preserve existing employment opportunities, and create new employment opportunities through the renovation, restoration, and redevelopment of 60 East Main Street, Brevard, North Carolina, and the relocation of their existing business, Moose Tracks & D.D. Bullwinkle's Outdoors, to same (hereafter, "the Project").

WHEREAS, Brevard City Council intends to support the Project through such relevant funding sources as may be identified and secured; and,

WHEREAS, the North Carolina Rural Infrastructure Authority (RIA) has preliminarily approved the City of Brevard's application for \$500,000 in funding via the North Carolina Community Development Block Grant, Downtown Redevelopment Fund, and has invited the City to submit a full application for the same; and,

WHEREAS, Brevard City Council conducted public hearings to receive public comment regarding the elimination of urban blight and the expansion of economic opportunity within the City of Brevard, generally, and Project, specifically, on March 14, 2016 and March 21, 2016.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 01. Brevard City Council hereby authorizes and directs the submittal of an application for \$500,000 in grant funding to the North Carolina Community Development Block Grant, Downtown Redevelopment Fund, and to disburse such funds in the form of a 0% interest, forgivable loan to James F. and Delores D. Perkins to facilitate the renovation, restoration, and redevelopment of 60 East Main Street, Brevard, North Carolina.

Section 02. Brevard City Council hereby authorizes the City Manager to accept the award of such funding on behalf of the City, and is authorized and directed to take all necessary actions to complete the Project, including all close out documents.

Section 03. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the _____ day of _____, 2016.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

STAFF REPORT

City Council, March 21, 2016

Title: **Traffic Schedule Amendment: Wilson Drive Speed Limit Reduction**

Council will consider a proposed amendment to the City of Brevard Traffic Schedule to reduce the speed limit on the entirety of Wilson Drive from 25 to 20 miles per hour.

Speaker: Aaron Bland AICP, Planner & Assistant Zoning Administrator

From: Daniel Cobb AICP, Planning Director

Prepared by: Aaron Bland AICP, Planner & Assistant Zoning Administrator

Approved by: Jim Fatland, City Manager

Background

The City Manager received a letter from Ms. Marion T. Jones of 240 Wilson Drive in early February regarding the speed of traffic along Wilson Drive. Ms. Jones requested a change in the speed limit from 25 to 15 miles per hour.

Discussion

Staff is proposing a reduction to 20 miles per hour. A speed limit of 15 is typically used for dead-end streets, streets that form a loop, and streets that front multi-family housing units. Examples include West and East Laurel Court, Resada Drive, and Hillview Avenue respectively. Twenty miles per hour is a more typical speed limit for residential through-streets.

The Police and Fire Departments both support the proposed change. The Police Department has written several warnings and a few citations for speeding in the past. Police and Planning Staff feel that a reduction in speed is appropriate given the amount of after-school traffic the road sees, including school buses, as it acts as a bypass around the busy Greenville Highway/Gallimore Road intersection. The road varies in width from 16 feet to 30 feet and has no sidewalks.

Fiscal Impact

Minimal; staff time to change speed limit signs.

Policy Impact

Given that Wilson Drive has no pedestrian infrastructure, this amendment would help to increase the safety of pedestrians walking on the street and therefore support the vision outlined in the City's Comprehensive Pedestrian Plan that "pedestrians will be able to safely walk from any point in Brevard to another." This is a pertinent goal for Wilson Drive given that the street connects Silvermont and the Gallimore Road greenway, two significant pedestrian destinations.

Further, maintaining streets with a posted speed limit of less than or equal to 25 miles per hour will strengthen the City's application to become a Bicycle Friendly Community, which is an action item included in the City's most recent Comprehensive Plan.

Staff Recommendation

Council may offer a motion to table, approve, or deny the proposed amendment and drafted ordinance. Staff recommends adoption of the proposed amendment and ordinance as presented.

ORDINANCE NO. 2016-___

**AN ORDINANCE AMENDING THE
TRAFFIC SCHEDULE AND BREVARD
CITY CODE TO LOWER THE SPEED LIMIT
FOR THE ENTIRETY OF WILSON DRIVE**

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

Section 1. Chapter 66, Article I, Section 66-5 of the Brevard City Code and the City's
Traffic Schedules XVIII and XIX are hereby amended as described below:

- a) The speed limit for the entirety of Wilson Drive shall be changed from
25MPH to 20MPH.

Section 2. The City Clerk of the City of Brevard is hereby authorized and directed
to revise and amend the official records and the Brevard Traffic Schedule to reflect the
change as set forth herein.

Section 3. The City Manager of the City of Brevard is hereby authorized and
directed to cause the appropriate signs to be installed and enforcement of the foregoing
provisions to be implemented.

Section 4. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved this _____ day of _____, 2016.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

APPROVED AS TO FORM:

Michael K. Pratt
City Attorney

Public Participation



March 7, 2016

Dear City Manager, City Council and Mayor,

The Transylvania Community Arts Council would like to say thank you for supporting and partnering with us in the 2015 – 2016 fiscal year. Below is the report on how the TC Arts Council used the \$10,000 funds granted by the City of Brevard.

Expenses for our community art events, art classes and exhibits in the 2015 – 2016 fiscal year was **\$91,455.00**. These events allow us to creatively touch the lives of thousands of residents and visitors alike. We could not have pulled that off without your support. Thank you!

***TC Arts would like to ask for your continued support of \$10,000 for the 2016 – 2017 fiscal year.**

The TC Arts Staff, Board of Directors and volunteers would like to say THANK YOU for your support of the ARTS!

Artfully yours,

Tammy Hopkins

Tammy Hopkins
TC Arts Council – executive director
Film Liaison for FILMBREWARDNC.com
828.884.2787

Transylvania Community Arts Council Report 2015 – 2016
TC Arts Council's Ask for funding for 2016 – 2017

Economic Impact of the Arts
Notes from the NC Arts Council on Arts & the Economy



Vibrant communities showcase creativity. Cultural assets make communities distinctive. Public art and community design enhance a sense of place.

Research shows that authentic arts and cultural experiences and rural sightseeing are among the top visitor activities in North Carolina, contributing to the state's \$21.3 billion tourism industry.

Creative communities weave culture into our quality of life. Creative workers, creative enterprises and creative communities bring the entrepreneurial strengths of the private sector to economic development.

Creative Industry

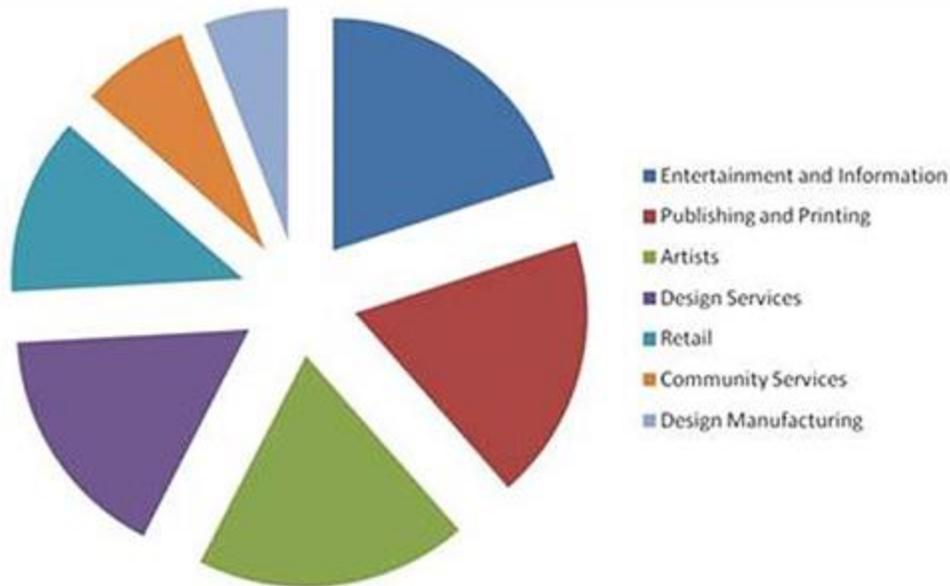
Creativity attracts visitors and businesses. Creativity retains residents and workers.

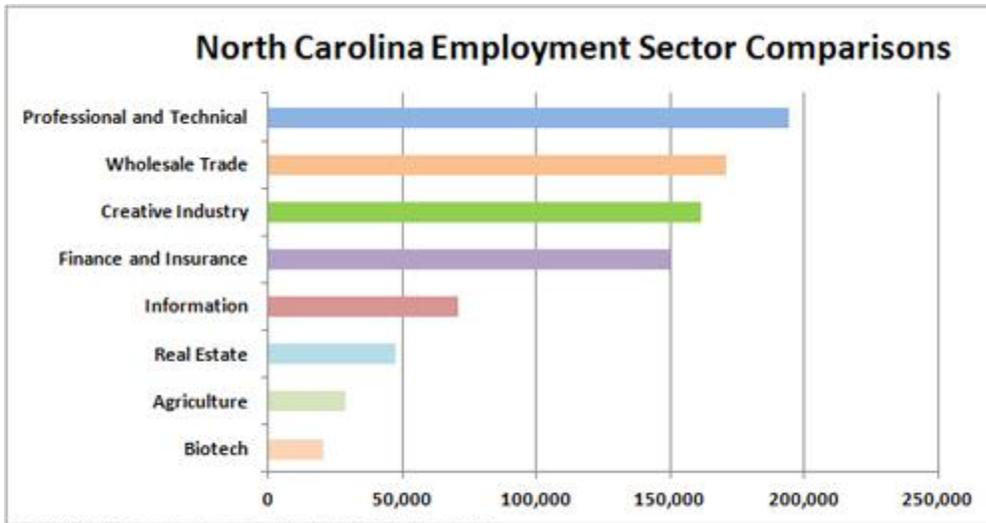
The Creative Industry includes commercial and nonprofit enterprises in 80 industry sectors, which exist to bring original creative products to market. All creative industries account for nearly 320,000 jobs, 6 percent of the state's workforce.

Creative North Carolina includes:

- Nonprofit arts, humanities and cultural organizations
- Audiences and cultural travelers
- Businesses producing innovative goods
- Artists, creative workers and entrepreneurs

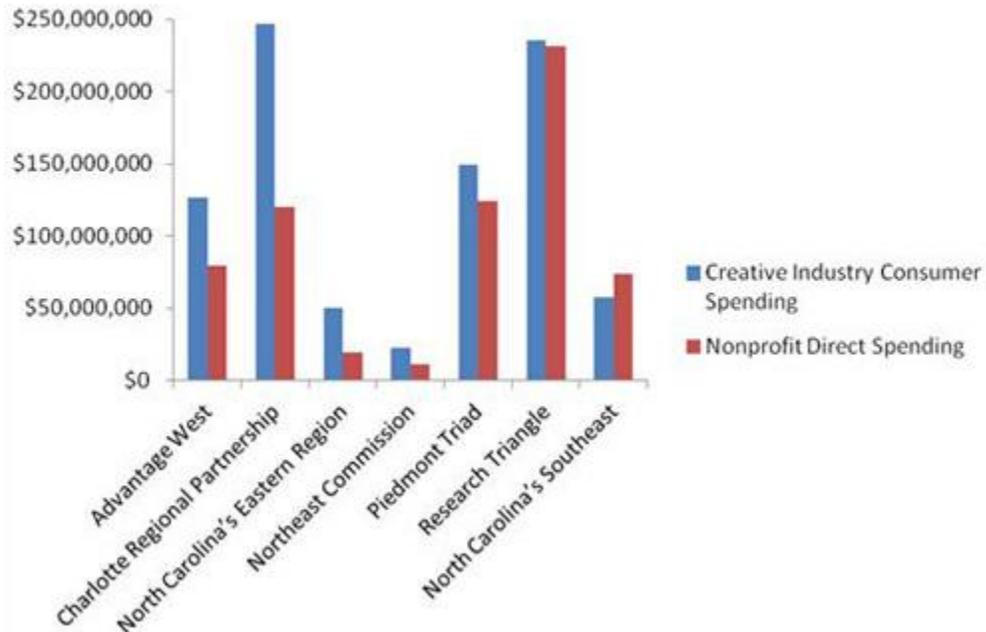
North Carolina Creative Industry Workforce Distribution (Direct Jobs)





QCEW 2011 Qtr 4 Average Employment for other Industry Sectors from NC BSC
 2011 EMSI through WESTAF for the North Carolina Arts Council Creative Industry

Creative North Carolina Spending



Five years ago the TC Arts Council participated in a National Arts Study and focused on 14 of our **50+ non-profit** arts & cultural organizations. What we found was that 14 Brevard/Transylvania County non-profit arts organizations contribute the following:

- 240 full time equivalent jobs
- \$5,000,000 in residential household income
- \$617,000 in local & state revenues (taxes) (\$312,000 local)
- 66,645 non-residents attended a cultural events that year (event attendance has gone up each year since then)
- 137,400 total attendees spent \$4.2 million (not including the event)
- The non-resident attendees spent an average of \$47.36 at an event (223% more than residents). This number does not include the cost of the event. 26% of that \$47.36 was spent on lodging
- 59% of non-resident attendees said that “this arts/cultural event was their primary purpose for the trip to Transylvania County”
- 66% of non-resident attendees said they would have traveled to a different community to attend a similar cultural event
- Linda Carlisle, the state’s cultural resources secretary said, “an investment in the arts is an investment in a growth industry that supports jobs, generates government revenue, *and is one of the cornerstones of tourism.*”
- Wayne Martin, ED of the NC Arts Council said, “Arts organizations are businesses. They employ people locally, purchase goods & services from within the community, are members of the Chamber of Commerce...and are key participants in *marketing their cities & regions.*”

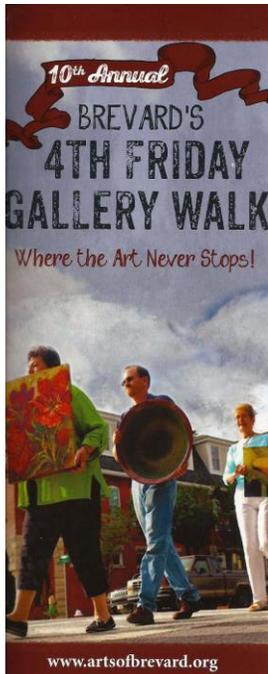
Report on TC Arts Council Major Programs & Special Events:

Arts In Schools – In 2015 – 2016 TC Arts hosted an artist in residence program at all nine public schools. We also hosted the Take Art to Heart Program in the elementary schools. In April we hosted the Student Exhibit with more than 200 students showcasing their artwork. TC Arts worked with almost 3,000 students in the last year.



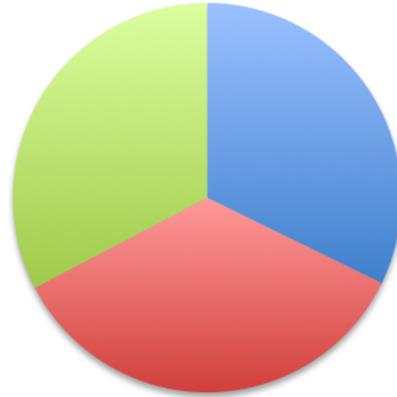
Brevard 4th Friday Gallery Walks (April – December)

In 2015 we celebrated our 10th Anniversary of the Gallery Walks with 28 downtown businesses participating. In 2016 we will have 31 businesses participating. A typical gallery walk has 150 - 200 people exploring downtown. A mix of locals and tourists.



Gallery Walk Counts for 2015

April 24



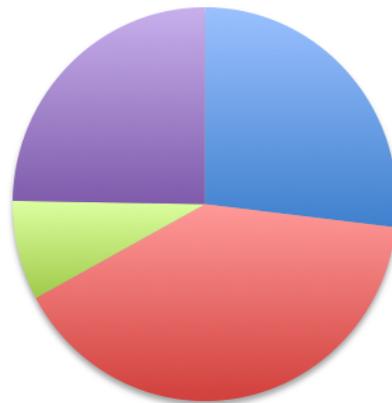
- TC Arts Council-235
- Red Wolf Gallery-256
- Haen Gallery-238

May 22



- TC Arts Council-81
- Red Wolf Gallery-350
- Haen Gallery-61
- Number 7 Arts-250

June 26



- TC Arts Council-125
- Red Wolf Gallery-187
- Haen Gallery-38
- Number 7 Arts-115

Gallery Walk Counts 2015

July 24



- TC Arts Council-128
- Red Wolf Gallery-318
- Haen Gallery-131
- Number 7 Arts-150

August 28



- TC Arts Council-160
- Red Wolf Gallery-200
- Haen Gallery-80
- Number 7 Arts-150

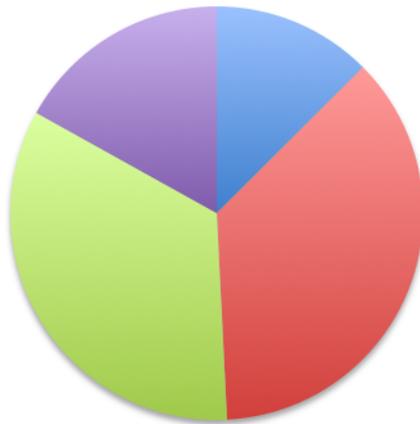
September 25



- TC Arts Council-78
- Red Wolf Gallery-125
- Haen Gallery-93
- Number 7 Arts-50
- Local Color-44

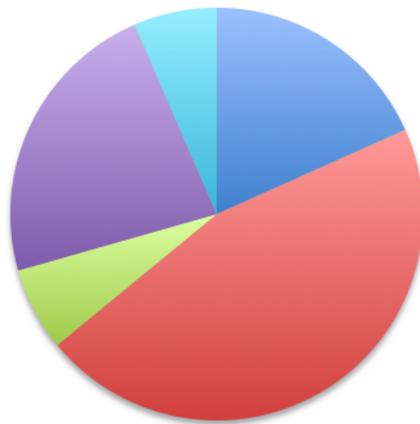
Gallery Walk Counts 2015

October 23



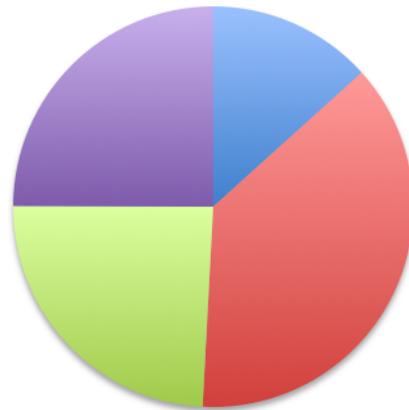
- TC Arts Council-111
- Red Wolf Gallery-325
- Haen Gallery-300
- Number 7 Arts-150

November 27



- TC Arts Council-140
- Red Wolf Gallery-350
- Haen Gallery-50
- Number 7 Arts-175
- Local Color-50

December 18



- TC Arts Council-55
- Red Wolf Gallery-155
- Number 7 Arts-100
- The Haen Gallery-103

Art Exhibits - In 2015 TC Arts hosted 14 art exhibits in the TC Arts Council gallery with **467 artists** displaying their artwork.

Upcoming Art Exhibits in 2016 include:

TVS – ICE

Faces of Freedom

Pigments of Your Imagination

Transylvania County Student Show

Blast from the Past

A Celebration of Waterfalls

Transylvania Art Guild's Summer Arts Showcase

The Wonderful World of Colors

Invitational Exhibit: Sculpture + 1

WNC Design Guide/Collective ART Exhibit

Fall Invitational Exhibit

Three from Seven: Lucy Clark, Louis Bishop, Holland Van Gores



White Squirrel Photo Contest - TC Arts Council hosted the 2015 photo contest for the White Squirrel Festival. 32 WNC photographers participated.



Arts & Culture Celebration 2015 – We had more than 100 art oriented events over 2 weeks put on by 25 organizations/businesses. **In 2016 the event will take place from June 24 – July 4.**



Transylvania County Student Art Exhibit – Every Spring nine public schools display student artwork at the TC Arts Council Gallery. 208 students had the chance to participate in 2015.

Dates for the student exhibit in 2016 are April 11 – May 2.



Fine Arts & Crafts Showcase at July 4th Festival

TC Arts partners with the Heart of Brevard and organizes and runs the ART BLOCK for July 4th. In 2015 we juried in 48 artists from all over the Southeast.



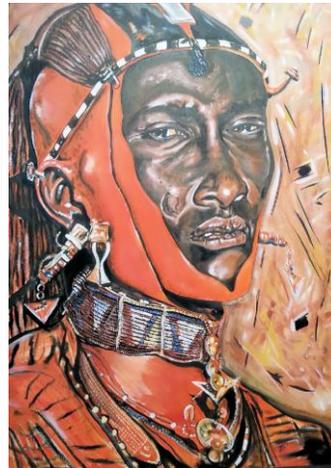
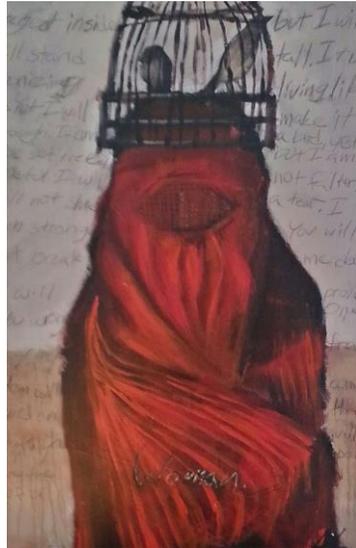
Duck Race for Kreative Kids at July 4th

TC Arts partners with the Heart of Brevard and Brevard College to move 4th of July festival activities from downtown to the Brevard College campus for fireworks. More than 600 ducks race downstream as 300+ visitors cheer them on. The evening comes to an end with Fireworks!



Faces of Freedom Exhibit with our Black & Latino Community

25 local artists shared their talents in visual arts, poetry, dance and singing with 168 audience members.



Art Classes & Workshops for all ages – TC Arts Council offers classes for kids to adults in drawing, writing, painting, pottery, basketry and much more. Last year 33 locals took classes at TC Arts, and another 22 tourists/visitors took classes.



Summer Art Camps – TC Arts had 38 kids between the ages of 5 – 12 years old attend the summer art camp in 2015 to learn dance, music and visual arts. Another 12 local children from Rise and Shine and Boys & Girls Club were given scholarships to attend.



Pottery Camps & Classes - TC Arts partnered with Mountain Roots in 2015 to offer two pottery camps with 44 kids between the ages of 6 – 17 attending. Pottery classes were offered to kids, families and adults throughout the year. A mix of 50 locals and tourists participated in these classes.



Number 7 Arts Gallery – In 2015 they celebrated 16 years in business with 28 local artists learning to run an art gallery. Two new members were just juried in this winter.



#7

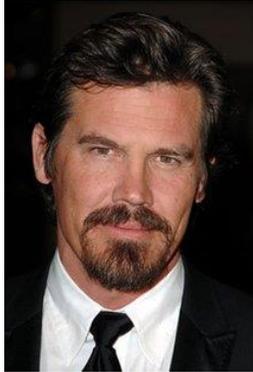
Sales

Month	Sales
Jul-15	\$12,621.00
Aug-15	\$15,153.00
Sep-15	\$10,132.00
Oct-15	\$9,083.00
Nov-15	\$7,558.00
Dec-15	\$11,098.00
Jan-16	\$6,939.00
Feb-16	\$8,922.00
TOTAL	\$81,506.00

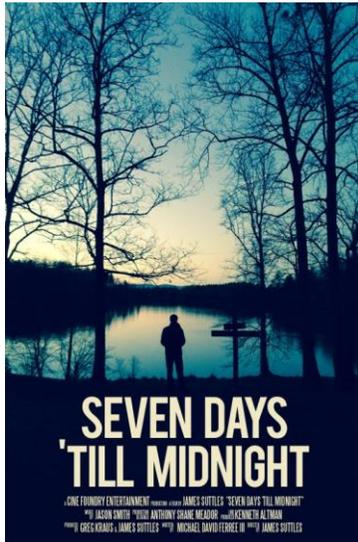
FilmBrevardNC.com Update:

Tammy with TC Arts serves as the Film Liaison for the area and has been working with four projects over the last couple of months.

- *The Legacy of the White Tail Deer Hunter* - A feature film starring Josh Brolin shot in the county this winter.



- *Seven Days Till Midnight* - A feature film shooting here now for the month of March. They used 40 locals as extras and the film showcases 2 local businesses, DuPont, Gorges, as well as Oskar Blues Beer and Hawg Wild BBQ.



- ***Three Billboards Outside of Ebbing, Missouri*** – A feature film starring Frances McDormand & Woody Harrelson will be shooting in WNC and Transylvania County in April.



- ***Dirty Dancing*** – A three-part mini-series for TV will be shooting in Jackson & Transylvania County in April & May.



TC Arts Council Partners with the following organizations and groups to promote all things Arts & Culture:

City of Brevard, Transylvania County, Heart of Brevard, Chamber of Commerce, TDA – Tourism Development Authority, Transylvania County Schools, Pisgah Forest Rotary, Comporium, local artists, local art galleries, local arts organizations, Brevard Philharmonic, Transylvania Art Guild, Connestee Art League, Land of Waterfalls Camera Club, Transylvania Library, Cradle of Forestry, Transylvania Heritage Museum, Allison Deaver House, Farmer’s Market, Brevard Little Theatre, WSQL Radio, Brevard College, Blue Ridge Community College, TVS-Transylvania Vocational Services, Rise and Shine, WNC film communities, WNC media, Henderson County Tourism, Transylvania Times, WLOS TV 13 and many more . . .

The TC Arts Council staff, board of directors and volunteers want to say thank you to the City of Brevard for your support of our programs and community outreach. We know that we contribute to the quality of life, to the tourists experience and to the economy. We are proud to partner with you.

EXPENSES:

The programs mentioned in this report cost the TC Arts Council \$91,455.

Expenses:

Gallery Walks & Exhibits	\$19,430
Fine Arts & Crafts Showcase	\$2,764
Arts In Schools	\$6,000
Arts & Culture Week	\$2,500
Duck Race	\$1,000
Summer Art Camp	\$1,952
Classes & Workshops	\$2,009
Film Brevard	\$5,000
Number 7 Arts	\$4,800
Staff Salary - Time	\$46,000
Total	\$91,455

We ASK FOR YOUR CONTINUED SUPPORT OF \$10,000 FOR OUR 2016 – 2017 FISCAL YEAR.

March 2016

TRANSYLVANIA FARMERS' MARKET REPORT



2015 IN REVIEW & PLANS FOR 2016

The Transylvania Farmers' Market had an amazing 2015. We have a great group of vendors selling local products (all within 100 miles), our customer base is growing with record crowds, and we are continuing to grow and develop the market in a continued effort to be an integral part of the community.

THE NUMBERS

**Vendors = 72 registered in 2015 (40-50+ in attendance each Saturday)
74 registered so far in 2016**

- Vendors are local and growing/producing products within 100 miles of Brevard
- More breakfast options with food trucks
- More prepared foods and more fresh produce.
- More items customers have requested, including more seating and covered areas

Sales Revenue

2014 = over \$250,000

2015 = \$348,000

We collected our vendors' sales revenue for the first time in 2014 and are excited to have a great increase in sales in 2015.

Customers – growing, growing, growing!

In 2015, we had our best year ever. Each Saturday during regular season brought an estimated **600-800** customers with events drawing over **1,000** attendees. Our Annual Farm Fair is estimated to have drawn at least **2,000** people from not just Transylvania County but also the surrounding counties.

Events

2015 = 12 Special Events

2016 = 13 Special Events

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

Sponsorships & Donations

2014 = \$6,500

2015 = \$8,400

2016 = Our goal is to increase this to \$10,000

In addition to the generous grant we receive from the City of Brevard and the vendor fees that we collect, as a 501(c)3, we actively solicit for business and personal sponsorships and donations. In 2015, we received \$8,400, which is an **18% increase** to 2014, and we hope to grow that further in 2016.

We have also submitted a funding request for 2016-2017 to Transylvania County and hope to see that accepted in the coming months. If the County agrees to support us through funding, it would provide much needed dollars for our staffing needs.

Now 52 Saturdays Per Year

For the first time, the Farmers' Market did not end in December but continued with a smaller winter market from December 2015 – April 2016, open on Saturdays from 10am to 12pm. The success of our Market has allowed our vendors to expand and many can now sell year-round, with one farmer in particular having added a hoop house so that they can grow vegetables year-round.

PROGRAMS & AFFILIATIONS

NEW for 2016... Transylvania Regional Hospital

Transylvania Regional Hospital, a long-time sponsor of our farmers' market, will partner up with us this year to provide healthy cooking demos and classes at our market as well as support us in health and wellness educational offerings.

New for 2016... Sierra Nevada Brewery Employee Wellness Program

We have teamed up with Sierra Nevada Brewing in Mills River to support their Employee Wellness Program. They purchase "market bucks" from us, which can be spent just like dollars at our market, and they give them to their employees as part of their Employee Wellness Program. We are hoping to expand this program to other area businesses.

Hunger Coalition of Transylvania County

In 2015, we started a new program with the Hunger Coalition of Transylvania County. Each Saturday morning, this organization dropped off boxes and a cooler and our customers could purchase and donate produce and eggs. At the end of the morning, any vendor with excess produce could also donate. The Coalition picked up these donations at the end of Market and delivers them to one of 13 food pantries across our county.

This program has been very successful with most mornings providing numerous boxes and a very full cooler, stuffed full of produce and eggs, all going to feed our hungry neighbors. We plan to continue this program in 2016.

"Growing Minds @ Market" Kids Corner

With support materials supplied through a grant from ASAP (Appalachian Sustainable Agriculture Project), for the first time in 2015 we had a dedicated kids' corner at our Market. Held during the months of June, July, and August, this booth provided kids with fun craft projects and activities that taught them something about food and nature -- What does a yellow cucumber taste like? Why are caterpillars important? What is exciting about a dragonfly? When are different types of produce in season in our area?

The booth was very successful and we plan to continue this project in 2016, expanding it so that it runs from April 23rd until the end of October. We are currently working to partner with a variety of local organizations and nonprofits that will host the activities each week.

Master Gardeners

While the Transylvania Cooperative Extension Office has been one of our biggest supporters and often supplies staffing and activities for our events, in 2015 the Master Gardeners group also joined our Market. Twice a month they set up a booth to provide our

residents with free information on gardening, plants, soil testing, identifying problems with vegetation, and so much more.

This program will continue in 2016 and will also expand a bit as the Master Gardeners not only provide free information and advice to residents twice a month, but on those days they will also run the Kids' Corner activity booth.

United Way's Stuff The Bus

Again in August of 2015 we were proud to host United Way one Saturday as they stuffed a bus with much-needed school supplies for Transylvania County school children. We hope to host again in 2016.

Blue Ridge Electronic Vehicle Club

For the second year, the Blue Ridge Electronic Vehicle Club participated in our Farm Fair event over Labor Day weekend 2015. And, for the second year in a row, that participation has resulted in a Transylvania County resident purchasing an electronic vehicle after seeing one featured at our Market! We look forward to hosting this group again in 2016.

FFA (Future Farmers of America)

Both local chapters of FFA (Brevard and Rosman) continue to be vendors at our Market and we thoroughly enjoy watching these high school students learn about not only the business of agriculture but the business of selling and customer service. In the fall of 2015, two of our vendors donated their time and talents to hold a fundraiser for both FFA Chapters.

Continuing Education and Resources for our Vendors

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

Additional Organizations and Programs

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

PLANNING FOR THE FUTURE

Our new Vision Statement

At our annual Board Meeting in December, we developed a new vision statement that is the first step as we plan for the future of our market:

TRANSYLVANIA FARMERS MARKET

VISION STATEMENT FOR 2020

December 2015

In five years (2020), the Transylvania Farmers Market will encourage & promote local agriculture, horticulture, value added and craft industries in Transylvania County. It will accomplish this by:

- A year-round, permanent Farmers Market location in downtown Brevard with adequate space for the vendors and adequate parking for customers. This permanent location will meet the needs of vendors, provide a community gathering place, and feel like a permanent market with a park-like setting and features that include a handwashing station and restrooms.
- Having a consistent mix of vendors, both full-time and part-time, who provide a wide variety of locally produced, quality products.
- Providing customers with additional experiences (i.e., music, special events, promotions) that will draw them to the market on a regular basis with a result of increased revenue for the vendors.
- Sustainable funding through a combination of fees, sponsorships, city & county support, fundraising, and grants.
- Adequate staff and volunteer capacity to meet the needs of the Market on an ongoing basis.

Fundraising and Capital Campaign

With our vision statement complete and a goal for the coming years, we are now in the process of developing committees that can explore the next steps as we plan for future fundraisers, a capital campaign, and a long-term endowment fund that we hope will enable us continue to grow and become more self-sufficient in the future. With the addition of a volunteer that has made a career of guiding nonprofits in this arena, and the support of other individuals, we are feeling confident about future grant writing and fundraising.

Volunteers and Employees

Our volunteer base continues to grow in 2015 but our goal for 2016 is to add a couple of part time employees. As we grow, manpower -- staffing the market, special events, and coordinating projects -- is our biggest challenge and we are hoping to raise the amount of our donations and sponsorships to allow us to add paid employees in the future.

2016-2017 BUDGET

EXPENSES	DETAILED AMOUNT	TOTAL AMOUNT
Dues, Insurance, Fees		\$ 981.00
Chamber of Commerce dues	\$105.00	
ASAP & Mountain Tailgate Market Assoc. dues	\$50.00	
Farm Bureau dues	\$26.00	
Liability insurance	\$300.00	
Incorporation expenses	\$500.00	
Permits		\$ 400.00
City of Brevard annual permitting	\$400.00	
Administrative		\$ 1,365.00
Post office box rental	\$65.00	
Office supplies (toner, paper, postage, etc.)	\$800.00	
Misc expenses	\$500.00	
Accountant		\$ 1,500.00
Conduct audit & file annual report	\$1,500.00	
Marketing		\$ 10,030.00
Website hosting & domain	\$200.00	
Constant Contact email newsletter system subscription	\$480.00	
Advertising in the Transylvania Times	\$4,500.00	
Advertising in the Land of the Waterfalls Guide	\$500.00	
Advertising with WSQL Radio	\$1,000.00	
Printing of rack cards	\$500.00	

Printing of posters	\$250.00	
Business Cards, market bucks, & misc printing	\$500.00	
Signage and banners	\$600.00	
City of Brevard - hang street banner downtown one week	\$200.00	
Market tote bags and bumper stickers	\$800.00	
Misc marketing expenses	\$500.00	
Market Manager		\$ 12,000.00
Part-time market manager with year-round responsibilities	\$12,000.00	
Part-time help		\$ 6,600.00
Market assistant (20 hours per month @ \$15/per)	\$3,600.00	
Tear down help and other part time help during regular season	\$3,000.00	
Events		\$ 3,600.00
Expenses for 12 events + Farm Fair	\$3,600.00	
Kids Corner		\$ 1,400.00
Expenses for Kids' activities (28 weeks)	\$1,400.00	
Weekly Music		\$ 4,200.00
28 weeks, April 23rd through end of October	\$4,200.00	
Capital Expenses		\$ 1,000.00
Repairs to market trailer, replacement of tents, additional seating, electrical upgrades	\$1,000.00	
TOTAL EXPENSES		\$ 43,076.00
PROJECTED REVENUE	DETAILED AMOUNT	TOTAL AMOUNT
Vendor Fees		\$ 5,700.00
40 reserved vendors (\$90 each)	\$3,600.00	
35 unreserved vendors (\$60 each)	\$2,100.00	
Sponsorships		\$ 10,000.00
Local businesses & individuals	\$10,000.00	

City of Brevard Grant		\$ 17,000.00
For fiscal year 2016-2017	\$17,000.00	
Funding from Transylvania County (TBD)		\$ 12,000.00
For fiscal year 2016-2017	\$12,000.00	
TOTAL REVENUE		\$ 44,700.00

THANK YOU!

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

March 10, 2016

HOB Board

To the Brevard City Council,

Elected:

Martha Carlton
Richard Coadwell
Ea Dossey
Connie Edmands
Tyler Hall
Jaime Hernandez
Ann Hollingsworth
Tracey Love
Ryan Olson
Jimmy Perkins
Katy Rosenberg
Melanie Spreen
Paul Wilander
Elizabeth Williams

We would like to thank you once again for your continued support for Heart of Brevard (HOB). As you know, we follow the national Main Street model for downtown economic development and revitalization. This is a long-term approach that works incrementally through four committees: Design, Economic Restructuring, Promotions, and Organization.

Each year we work to improve the business climate, and overall vitality, in the HOB district and our efforts are renewed each year with an annual retreat. Our 2015-2016 annual retreat helped us to determine some of the specific interests we are pursuing this year. However, there are many regular ongoing projects, and other projects, that require a great deal of time, and we hope we have included enough information here to give you an idea of what it is we do.

This year we have several new board members that have never participated with the HOB Board and they have brought a lot of energy and a new perspective. Our festivals and events are still an important part of what we do, and in 5 days these events attract 70k people (For comparison, around 100k come to sliding rock during the entire year.) Though worthwhile, the community festivals we provide are also very costly, and they also consume a great deal of our time. We continue to spread out our event workload so we can have more time for involvement in other important areas, and a few of those areas are also included on the next few pages. One key area of focus in the past two years has been economic development, and working closer with business & property owners. In the past year, Heart of Brevard has worked to bring in \$700,000 in forgivable loans and grants. This is 25% of all the downtown development funds available in North Carolina for the year.

Appointed:

Mandi Bentley
Jimmy Harris

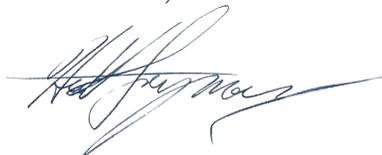
Ex Officio:

Mark Burrows
Josh Freeman
Clark Lovelace

Staff:

Nancy Coleman
Heath Seymour

Thank You,



Heath Seymour
Executive Director
Heart of Brevard

Promotions

Festivals & Events:

Our festivals have been the center of our efforts for many years now. However, there are other tasks we should be attending to. We did not want to abruptly end any of our events, but we have cut back on our involvement in certain parts of each event. For instance, we decided to pull out of the Squirrel Box Derby and other time consuming aspects of the events in order to focus more broadly on the overall event. The hope was that others could pick up these various activities, and this has begun to happen, with Transylvania Schools planning to pick up the Derby, and other organizations taking on other aspects of these events.

One of our sponsors, Comporium, has placed free public Wi-Fi throughout the downtown. This alone is great for the downtown, and Brevard, but it has also proven helpful for our crowd estimates at events. These units count unique wireless devices throughout each day, and we can use this to compare events, and find out which part of each day had the largest crowd. This is extremely important because at events like White Squirrel Festival, we can spend a great deal of money on certain elements, like late night music, and now we will be able to determine where we need to spend our time and money to be as effective as possible.

Late Hours:

There are other events we do, such as our Late Hours programs. Around Christmas, and in the summer, our shops continue to stay open late until at least 8pm. They are sharing in costs for advertising this, but most important, they are all cooperating and working together. Neighboring towns like Hendersonville and Waynesville have not been able to get the same amount of participation from this sort of program.

Possible New Events:

We are also working to help save the street dances, and possibly add activities to them in the coming years. We are also working on ways to help the Heritage Museum with their Founders Day event. One thought was to combine this with an outdoor oriented event which would be created from multiple existing smaller events in hopes of creating a large overall event that would provide economic efficiencies for each participant. This is a new idea, but we are actively studying the feasibility of this.

Marketing:

Lastly, we are creating on a more complete & comprehensive marketing plan which has not been in place for at least many years, if ever. This should help to better guide our advertising efforts going forward.

Design

Flowers:

Flowers may not seem at first to be at the center of design in the downtown. The sidewalks, alleys, even public artwork may seem higher on a list of priorities. However, flowers are mentioned directly on the City's seal, and poorly attended plantings can send the wrong signal to the public and visitors. HOB and 35 Degree North split the costs on 8 very nice planters this past year at the main intersection of Broad & Main. They looked great, but many tree wells and other planters still look bad. We hope we can use these examples from the previous year to continue improving our downtown plantings this coming season.

Downtown Master Plan:

We have representatives that are meeting with the City's Downtown Master Plan Committee and together we will work on the future streetscape plans, along with other plans for alleys, open spaces, tree wells, and other issues.

Seasonal Decorations:

We work with High Country Tree Service to make sure the Christmas lights are up every year in the downtown. This year our design committee put in physical labor and money to improve our old wreaths, and they looked great and were improved on a tight budget. We think we can make further improvements later in the year.

Alley Improvements:

HOB had conversations with business and property owners in advance of changes to the alley across from the courthouse. We have begun to talk with businesses and property owners about the alley between Hunters and Gatherers and Proper Pot to judge the interest and concerns for a similar project in that alley. Though the Alleys are owned by the City, we help provide information from property & business owners to the City, and from the City to the business and property owners – on this, and other issues.

Kiosk:

We worked closely with the TDA and City to produce the downtown directional kiosk on the side of O.P. Taylor's. This kiosk is now being used regularly and we will continue to update the downtown map each year. It provides information on getting around to downtown businesses, and getting out to the nearby parks.

Economic Restructuring

Business Retention, Expansion, and Recruitment:

During the past two years there have been more than 40 business expansions, or openings in the HOB district. There are others on the way, and we hope that this continues for many years, but we are now running low on available properties in HOB. Now that we are running low, when we don't have space that seems to fit, we have been guiding potential businesses toward other areas in town, like the Lumber Arts District.

Downtown Redevelopment Fund:

A few months ago, a new program was announced for Main Street towns in North Carolina. Like the Main Street Solutions Grant, each city had to have an active Main Street program like Heart of Brevard. The grant was announced on Tuesday Morning, and by Friday we were the first to have an application in to their office. Because of this, we were the only project considered at the next meeting and we received a \$500,000 forgivable loan for the D.D. Bullwinkel's expansion (out of \$2,000,000 available statewide).

Main Street Solutions Grant:

We worked with the City to acquire a Main Street Solutions Grant of \$200,000 for the project at the corner of Broad and Jordan. This is the first of these grants Brevard has ever received, though they have been available for many years. Related to this, we are trying to help the property owner recruit the right sort of businesses for these spaces.

Trail System Connections:

Though it may be difficult to get a solid connection from the trails straight into the HOB district, we hope to find creative ways to better connect with this nearby trail system. We are communicating with the planning department about the upcoming connection from the existing trails to an area of West Main Street just outside the HOB district. We are also trying to find other methods to help the downtown live up to the outdoor reputation, and to our own vision statement. This can involve our helping new or existing businesses that support the outdoor industry and by better communicating how to get from HOB to the nearby trails system and forest.

Courthouse:

We had made preparations to partner with the City and County to fund a feasibility study for a 2nd downtown courthouse location. We are now waiting to determine our next steps on this. This activity has taken up more time in the past year than is visible to the public, but it is important to spend the time on these sorts of efforts.



Brevard/Transylvania Chamber of Commerce Semi-Annual Update (March 10, 2016)

2015 Statistics

Membership

Chamber Members:	504
New Members:	61 (14 so far in 2016)

Visitor Center

Visitors:	18,632 (8% increase over prior year)
Basic Relocation Information Requests:	452
Relocation Packets Purchased:	68*

*Rather than putting relocation information together upon request as in the past, the Chamber researched and compiled packets of information and began proactively offering it to visitors for a nominal fee to cover materials. Since this was completed on the 18th of September, 81 packets have been sold.

Chamber Events:

Business After Hours (11):	1,155
Coffee Connections (8):	352
Other Networking Events (3):	449
Educational Workshops (4):	128
Informational Workshops (5):	94
Inter-City Events (2):	65
Parade Participants:	55
Ribbon Cuttings:	20
LEADS Transylvania Members:	28
WNCCE Raleigh Trip:	4 from Transylvania, 46 from WNC

Business Expansion/Retention

- **Networking Opportunities**
 - ***Business After Hours*** - 5:30pm – 7:00pm. This is a monthly event that occurs on-site at a member host location so attendees may explore the business. It is a social setting with food and beverage, door prizes, etc. Typical attendance is 100+ attendees.
 - ***Coffee Connections*** - 8:15am – 9:00am. This is a monthly event (March – October) held at the Visitor Center. It is a professional setting and includes a guest speaker designed to keep the business community informed on relevant topics. This was a new program in 2015. Typical attendance was close to max capacity of 50 guests. Guest speakers included:
 - Jimmy Harris, Mayor of Brevard
 - David Mahoney, Transylvania County Sheriff
 - Josh Hallingse, Transylvania Economic Alliance
 - Jeff McDaris, Superintendent of Transylvania County Schools
 - Phil Harris, Chief of Brevard Police Department
 - Mike Hawkins, Chairmen of Transylvania County Board of Commissioners
 - Michael Murphy, Director of North Carolina State Parks and Recreation
 - ***Joint Networking Event*** – 5:30pm – 7:00pm on April 2, at Oskar Blues. This joint event with the Henderson County Chamber was designed to create opportunities for Transylvania County business owners and key employees to interact with their counterparts from Henderson County to learn, acquire new business, develop leads, and more. There were approximately 250 attendees. Both Chambers plan on continuing to work together in ways that enhance both business communities.
 - ***Mega-networking Event*** – 5:30pm – 7:30pm on October 20 at Brevard Little Theatre. This event can best be described as “speed dating for businesses” and allows business owners and key employees to interact personally and directly with a room full of peers in a brief period of time. The event had 45 attendees who enjoyed an informal reception, followed by a formal networking program. Feedback was very positive.
- **Member/Business Retention** - The Chamber is focused on increasing member/business retention through a meaningful engagement plan and mentoring opportunities via strategic partnerships.
 - ***Engagement Plan*** - A “new member plan” was initiated, which included direct contact from the Member Services Coordinator, Executive Director, and President in the first 30 days of membership, plus a new member reception on August 20, which allowed new members (often new business owners) to meet and establish relationships with other new members and the Chamber Board of Directors.
 - ***Mentoring Opportunities*** – The partnership between the Chamber and SCORE was enhanced this year due to regular and proactive communication between the leaders of both entities. New promotion in the Chamber newsletter and new information provided to new members has led to an increase in local individuals and/or businesses assisted.
 - ***Surprise Patrol*** – Five local organizations were randomly selected for a “Surprise Patrol” Celebration. This included members of the Chamber Board and staff making a surprise visit to organizations with balloons and prizes to thank them for doing business in Transylvania County. The business was then featured in the Chamber newsletter, Face Book page, and the Transylvania Times.

- **LEADS Transylvania (NEW PROGRAM)** – This referral based program allows business owners and key managers to build relationships and network with other businesses through regularly scheduled gatherings among a specific group of individuals, typically with one member per key industry. This new initiative followed research with other Chambers, including extensive interaction with the Henderson County Chamber. The group was formed on November 17 with an initial slate of 28 members. It has been meeting bi-weekly since that time and generated dozens of referrals.

- **Business Community Promotion**
 - *Spreading the News* – The Chamber is the leading local voice promoting the Transylvania business community. This includes a weekly newsletter, social media, website, multiple press releases, ribbon cutting and ground breaking coordination, assisting visitors and locals via the Visitor Center, and more.
 - **“Buy Local Transylvania” (NEW PROGRAM)** – At the 2015 Chamber Board retreat it was determined that the Chamber should revitalize their program promoting individuals and businesses spending local. A committee of business owners, HOB, and Chamber representatives has been working together since that time. In 2015 the Chamber’s Holiday Promotion was tied in with the introduction of this campaign. There was also a float in both the Brevard and Rosman Parades and advertising in the Transylvania Times. The committee is currently working on a logo and program details.
 - *Brevard Christmas Parade* – The 2015 parade was the biggest and perhaps best in memory. There were 55 participants, perfect weather, and many compliments on the float décor being the “best ever”.

- **Economic Development** – The Chamber considers economic development a key issue for the community and has always had a focus in that arena. In fact, the idea that eventually became the Transylvania Economic Alliance was formed in a Chamber committee. 2015 efforts include:
 - *Partnership with the Transylvania Economic Alliance* - The Chamber provided housing for this new organization during its first six months, appointed a Board member, sent multiple new business leads, participated in hosting/meeting with potential new businesses, attended numerous meetings and focus groups, and regularly met with the Executive Director.
 - *Workforce Development* – The Chamber researched and made two recommendations to the County Commissioners for the Mountain Area Workforce Development Board. Additionally, the Chamber brought together over 20 local stakeholders on November 18 to discuss work readiness of young people in Transylvania County. The group intends to get back together in 2016 to move forward on a few action items.

- **Transylvania Women Businesses (NEW PROGRAM)**
 - The Chamber is a founding sponsor of the Women’s Roundtable, which has been meeting since late-summer. The goal is simply to support women in businesses. Thus far this has led to the creation of a website – Transylvaniawomenbusinesses.org and the Women’s Business Showcase, which is taking place on April 16 and will feature 50 exhibitors with promotion of an additional 28 women owned business.

Educational Workshops

- The Chamber created a 2015 Seminar Series with four seminars throughout the year. Topics were based primarily on a member survey conducted at the end of 2014.
 - **May 7 – Lifestyle Entrepreneurs (50 attendees)**. Through a partnership with Truventure and Blue Ridge Community College, this class covered ways to build on the incredible quality of life found here in Transylvania County by learning of ways to grow our “solopreneur” and small business entrepreneurs who can essentially live anywhere they choose.
 - **June 2 – A Fresh Update on Email and Social Media Marketing (35 attendees)**. This focused on up-to-date email and social media marketing trends and tips, particularly for smaller businesses without their own marketing department.
 - **August 19 – Blow the Lid Off Your Business (13 attendees)**. This was designed for business owners and key managers and showed ways to identify one’s leadership traits to maximize one’s ability as a leader.
 - **September 29 – Personalized 2016 Marketing Plan (30 attendees)**. This class was designed to teach smaller businesses how to create their own specialized and actionable marketing plan with limited resources.

Informational Workshops

- Throughout the year a number of opportunities develop allowing the Chamber to provide a unique opportunity for business leaders to learn more to help their business and/or to connect with local and state government. In 2015, they were:
 - **January 28 – Discussion with the Governor’s Office (10 attendees)**. The Chamber hosted a gathering with April Riddle, Western Regional Director for Governor Pat McCrory, and a number of members of the business community.
 - **March 24 - Governmental Affairs Forum (12 attendees)**. Members discussed potential concerns at the local and state level. Input was obtained from City and County officials, as well as our state representative.
 - **August 6 - The 2016 Elections in North Carolina: Updates, Insights, and What’s Likely to Happen in our Battleground State (43 attendees)**. Speaker Joe Stewart with the North Carolina Free Enterprise Foundation (NCFEF), a nonprofit nonpartisan organization that conducts objective research and analysis on candidates, campaigns and voter attitudes to help business leaders, essentially covered “all you need to know about North Carolina politics in less than 60 minutes”.
 - **November 3 – Patent Law Forum (12 attendees)**. Industry expert and registered patent attorney, Jeff Totten, led a casual informational session allowing members to learn more about the basics of patent law and cover specific questions regarding their businesses.
 - **November 5 – Maximize Your Google Map Listing (25 attendees)**. The Chamber partnered with The North Carolina Retail Merchants Association, Google, and Blue Ridge Community College to conduct a free workshop allowing businesses to verify their listing and increase their visibility.

Inter-City Program

- This program is designed to provide opportunities for leaders in the business community, local government, and community organizations to experience other communities in a coordinated setting to allow them to learn and bring back new ideas, perspectives, and lessons that will enhance their organizations and Brevard/Transylvania. The Planning Committee includes Chamber staff (Clark Lovelace), Chamber Board (Frank Porter and Tad Fogel), City representation (City Manager Joe Moore, then City Council Member Ann Hollingsworth), who met regularly, and an advisory committee with 30 key leaders from throughout the community who were consulted via an input session. Based on the results, the following occurred in 2015:
 - ***Traveler's Rest, SC*** – It was determined that based on the current local conversation about the Ecusta Trail it would be prudent to take advantage of the close example of the Swamp Rabbit Trail in Traveler's Rest to provide an opportunity for any interested parties to learn more about the pros and cons of a rails to trails conversion. On May 1, roughly 25 individuals from Transylvania County spent a planned day including an opportunity to ride the trail, a lunch presentation with community speakers, and interaction on the transportation to/from Brevard.
 - ***Belmont, NC Reciprocal Trip*** – On May 19, roughly 20 representatives from Belmont, NC toured Brevard/Transylvania and met with 25 representatives from our area. Feedback from Assistant City Manager of Belmont, Adrian Miller, and many other Belmont representatives was incredibly positive. Consensus on the Brevard side was that while hosting a group is not as beneficial as making a visit ourselves, it was still extremely worthwhile to interact with the group.
 - ***What's Next?*** – After a lengthy debate and conversation, which followed an investigation into more than a dozen possibilities, it was determined that Dahlonega, GA would be the best opportunity for the next trip. Conversation with their Chamber of Commerce has been initiated to schedule this in late Spring. This location was selected for the following reasons:
 - Similar population - 6,000 city / 30,000 county, plus rural setting
 - Strong outdoor amenities/activities - Chattahoochee National Forest, 120 waterfalls, significant road/mtn biking including Six Gap Century Bike Ride w/3,000 cyclists
 - Success in stretching the busier season – From Dahlonega Trail Fest in March to the Old Fashioned Christmas celebration in December, they host more than a dozen fun-filled festivals throughout the year. Plus, it has a vibrant downtown with music/arts scene, music dinner theatre, day spas, museums, etc. all of which are year-round.

Liaison Between Business Community and Government

- **Western North Carolina Chamber Executives (WNCCE) Governmental Affairs Program:**
 - ***WNCCE Raleigh Visit with Legislators***
 - April 21-22, 2015
 - Full and coordinated agenda of meetings with elected officials, relevant lobby groups, and administrative staff. See attached for detail.
 - Brevard/Transylvania attendees were Tad Fogel (Board Member), Ann Hollingsworth (City Council / Business Owner), Chad Merrill (Board Member / BRCC), Clark Lovelace (Chamber Director)

- **End of Session Lunch** – On November 12, WNCCE hosted regional representatives in the House and Senate to a lunch in October or November with invites extended to each Chamber’s Board of Directors, as well as City and County officials and staff.
- **Candidates Forum** – On September 17, the Chamber hosted a public forum for candidates for Brevard City Council, Rosman Mayor, and Rosman Aldermen.
- **Informational Opportunities**
 - **Informational Workshops.** Three of the events covered under “Informational Workshops” were designed with the goal of connecting the business community and local/state government in general and on specific issues.
 - **Coffee Connections / Chamber Board Meetings.** Throughout the year numerous elected officials, staff, and government related individuals have spoken to our membership at Coffee Connections or our Board of Directors at a Board meeting.
- **Miscellaneous**
 - Executive Director met with Robin Ramsey, Western Field Representative for Senator Richard Burr.
 - Executive Director attended Governor’s Conference on Tourism, including a workshop on state tourism legislative issues.
 - There is City representation on our Board with an Ex-Officio position as well as City Council Member Mac Morrow.

Engagement With Schools

- **Blue Ridge Community College:**
 - Workshop Partnerships – Continue to partner with BRCC on at least one workshop annually.
 - Curriculum input – Had numerous meetings on continuing education and regular curriculum, including serving on the Outdoor Leadership Advisory Board.
 - Miscellaneous – Participated in Professional Development Institute project.
- **Brevard College:**
 - Executive Director participated in a number of ways with the businesses students, from a “Shark Tank” competition to serving as a guest speaker.
 - Executive Director served as a mentor to a graduate.
- **VISION**
 - Chamber has an annual scholarship for staff to complete the course. Visitor Services Coordinator Prentiss Brewer graduated this past year and Executive Director Clark Lovelace is currently enrolled.
 - Chamber provides location for Executive Committee meetings and participates in a presentation for each class.
 - Chamber promotes class annually to help enrollment.



WNC Chambers Raleigh Legislative Visit 2015

Tuesday, April 21

Meeting with NC Department of Transportation 1100 New Bern Ave., Raleigh, NC 2760 (We will convene in lobby of NCDOT)	3:00PM- 4:00 PM
NCGA briefing with NC Chamber Holiday Inn Hotel 320 Hillsborough St., Raleigh, NC 27603	4:00 PM- 5:00 PM
WNC Region Legislative Reception with WNC Delegation Second Empire 330 Hillsborough St, Raleigh, NC 27603 / (919) 829-3663	5:00 PM-7:00 PM
Brevard/Transylvania & Henderson Chamber Dinner Second Empire	7:00 PM-9:00 PM

Wednesday, June 4

Meeting with NC Free Enterprise Foundation Legislative Office Building (300 N. Salisbury St) / Room 421	9:00 AM- 10:00 AM
Speaker Tim Moore and WNC Representatives Legislative Office Building (300 N. Salisbury St.) / Room 421	10:30 AM – 11:30 AM
Meeting with NC Hospital Association Legislative Office Building (300 N. Salisbury St.) / Room 421 *Lunch Provided	11:45 AM – 12:30 PM
Senate President Pro Tem Berger and WNC Senators* Legislative Office Building (300 N. Salisbury St.) / Room 423	1:30 PM-2:30 PM
Meeting with NC Department of Commerce 301 N. Wilmington St., Raleigh, NC 27601 4 th Floor Boardroom	3:00 PM – 4:00PM

*Tad Fogel and Clark Lovelace broke away during this time with members of the Henderson County delegation for a scheduled meeting with NC Department of Transportation to discuss the Ecusta Trail.



Brevard/Transylvania Chamber of Commerce Partnership with the City of Brevard 2016/17 Funding Request

The Brevard/Transylvania Chamber of Commerce represents over 500 members comprised of businesses, non-profits, local government agencies, and individuals in and around Transylvania County. Our mission is to *“promote the economic well-being of the local business community and be a catalyst for the collaboration of businesses, local government, civic and community organizations in order to enhance the quality of life for its residents.”* We play an extremely important role in the success of this community.

Over the past few years the Chamber has grown in all ways imaginable; membership, the number of programs and services provided, and the strength of its partnerships. One of the key reasons has been the support by the City of Brevard. Simply put, a Chamber in a small, rural community like ours cannot be successful without the support of key organizations, particularly local government. With that in mind, we take the City of Brevard’s funding support and input associated with it seriously and use it to help guide our efforts each year.

Hopefully the submitted review of 2015 accomplishments shows you the positive effort and success in the key areas where our organizations are aligned. We aren’t as big as many of the Chambers in the surrounding area, but based on all we accomplish for our community, we may be the best “pound for pound”. Thank you for being an important part of that.

As we look to 2016, we are moving full steam ahead with our offerings. A few specific programs/events to look out for are:

- Continuation of the new LEADS Transylvania group
- More from our “Buy Local Transylvania” program launched in December
- Speaker Joe Stewart with an update on 2016 NC elections on April 8
- The first Women’s Business Showcase on April 16
- An Inter-City trip planned for Dahlonega, GA in late Spring
- The WNCCE Legislative Trip May 17-18
- A Regional EXPO hosted jointly with the Henderson County and Asheville Chambers on August 10

With all of the included information being taken into consideration, the Brevard/Transylvania Chamber of Commerce respectfully requests \$10,000 in funding assistance for the 2016/17 fiscal year. Following is an indication of where these dollars would be directed.



2016/17 Funding Request

<u>Business Expansion/Retention</u>	\$ 2,000
Networking Events, LEADS Transylvania Referral Program, Regional EXPO, Business Engagement and Mentoring, Buy Local Transylvania, Brevard Christmas Parade, Economic Development, Transylvania Women in Business	
<u>Educational Workshops</u>	\$ 1,500
Seminar Series with five workshops designed to enhance local businesses and develop business leaders	
<u>Inter-City Program</u>	\$ 2,500
Coordination and planning of 2016 trip with local gathering(s) of advisory group consisting of business, civic, and community leaders	
<u>Business Community & Government Liaison</u>	\$ 2,500
Governmental Affairs Legislative Trip, Governmental Affairs Breakfast, Informational Forums, Civic Speakers	
<u>New Business & Entrepreneurship Initiatives with Local Schools</u>	\$ 1,500
Engagement with BRCC, Brevard College, Transylvania County Schools, VISION, and others to provide educational and entrepreneurial opportunities for community members.	
<u>Total Funding Request</u>	\$10,000

Sponsorship Recognition and Incentives

Annual Diamond Level - Recognition as significant annual sponsor to members and community; featured sponsor at Visitor Center; plus other incentives

WNCCE Legislative – Recognition as sponsor to members, WNC Chambers and elected officials; complimentary attendance

Inter-City Program – Recognition as sponsor to members and visited community

March 1, 2016

Bread of Life
238 South Caldwell Street
Brevard, NC 28712

Mayor Jimmy Harris
95 West Main Street
Brevard, NC 28712

Subject: Grant Request of \$2000.00 for Fiscal Year 2016-2017

Sir,

The Bread of Life is a free Community Kitchen whose mission is to provide nutritious, hot meals in a safe, non-challenging, and secure environment, sharing our food with those in need. We feed all who come to our door Monday through Friday at lunch and at supper on Sunday. Most of our patrons are city residents who rely on us to augment their access to good food but we don't want anyone to go hungry in a City or County which unfortunately has high rates of food insecurity and poverty.

The Bread of Life works with partner organizations to garner fresh and non-perishable foods which we either incorporate into meals or offer to our patrons free of charge during operating hours. We serve over 42,000 meals a year and distribute approximately 1200 boxes of food for home preparation over the weekends. Bread of Life is the only regularly operating "soup kitchen" in the City or County and provides a service not otherwise available on a consistent, reliable basis.

Our activities are funded through grants and donations and are conducted in a cost effective way that supplements other non-profit organizations in providing a safety net for official safety nets. We use funds for infrastructure, to buy supplies such as disposable dinner ware, and to purchase food items not readily available from donors. Salaries for our Operations Manager and wages for a part-time Financial Director are also paid from monetary donations and grants. The great majority of our work, however, is performed by over 400 community volunteers.

A grant from the City will provide a degree of certainty to our funding stream, allowing more concentration to service at our facility. It will also enable us to affect necessary building repairs to our 85-year old, wood frame facility and to perform necessary modifications to our site required by the widening of Caldwell Street.

Your consideration of this request for \$2000.00 in support of our activities and your disadvantaged citizens, slightly less than 2% of our budget, is greatly appreciated.

Sincerely,



Lee McMinn
Chair, Bread of Life Board of Directors

Cc: City Council Member (5), City Manager (2), City Attorney (1)

Transylvania Heritage Museum Budget Request

(Place Holder)

Other Pre-Budget Public Participation Comments/Requests

(Place Holder)

Special Presentation(s)

Brevard Lumberyard Art District Presentation
By
Josh Leder

Brevard Cares Clean Up Report
By
Phil Harris

STAFF REPORT

City Council, March 21, 2016

Title: **Joint Historic Preservation Commission**

This report is for information only, no action necessary.

Speaker: Mark Burrows or Joy Fields – Transylvania County

From: Daniel Cobb, AICP, Planning Director

Prepared By: Daniel Cobb, AICP, Planning Director

Approved By: Jim Fatland, City Manager

Background

The Joint Historic Preservation Commission has requested an opportunity to update City Council on their continuing efforts. Transylvania County Community Development Staff will present information and answer questions.

Discussion

Throughout the year, the Joint Historic Preservation Commission (JHPC) meets to identify and designate local historic landmarks and to discuss potential projects related to Transylvania County's historic structures. This past year JHPC reviewed and recommended slight modifications to the By-Laws to address the issue of having a quorum with vacant seats on the Commission, and to follow the County Commissioner's rules for appointing a Chair for advisory committees. JHPC also worked to designate the Galloway-Radford House as a local landmark, identified priority properties for designation and collaborating to host the April 15th regional training.

Fiscal Impact

None at this time, this report is for information only.

Policy Impact

The JHPC provides a joint effort between Brevard, Rosman and Transylvania County to preserve historic resources. Transylvania County Staff will provide specific background information on the Commission's role within the County.

Staff Recommendation

No action is required, this report is provided for information.

City of Brevard Agenda Memo

Agenda Item:

Meeting Date: March 21, 2016

From: Mark Burrows, Planning and Community Development Director

Date: March 10, 2016

Subject: Transylvania County Joint Historic Preservation Commissions 1) Annual Report and 2) April 15th regional training at Transylvania County Library.

Department: Planning and Community Development

Public Hearing :(type Yes or No) No

Contact Information: Mark Burrows or Joy Fields

Attachments: Annual report PowerPoint presentation.

Purpose: Provide the City Council with an annual report covering JHPC efforts. Invite City Council to April 15th training provided by the State Historic Preservation Office and hosted by JHPC.

Background: During the year, the Joint Historic Preservation Commission (JHPC) meets to identify and designate local historic landmarks and to discuss potential projects related to Transylvania County's historic structures. This past year JHPC reviewed and recommended slight modifications to the By-Laws to address the issue of having a quorum with vacant seats on the Commission, and to follow the County Commissioner's rules for appointing a Chair for advisory committees. JHPC also worked to designate the Galloway-Radford House as a local landmark, identified priority properties for designation and collaborating to host the April 15th regional training.

Financial Impact: None.

Recommendation(s): Receive Annual Report.



JOINT HISTORIC PRESERVATION COMMISSION SUPPORTED BY THE TC PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

Purpose of Tonight

- 1. Present Annual Report**
- 2. Invitation to April 15th meeting**



JHPC's PURPOSE

- ❖ Provide a joint effort between Brevard, Rosman and Transylvania County to preserve historic resources.
- ❖ Inventory and recommend local historic landmark designation for properties of historical, architectural or cultural significance.
- ❖ Conduct educational programs.
- ❖ Review proposals for alteration or demolition of historic landmarks.
- ❖ Work with state, federal and local governments on related issues.



MEMBERSHIP

Ellen Harris, Chairman
Lauren Wise, Vice-Chair
Marcy Thompson, Secretary
Betty Sherrill
Jeff Carter
John Huggins
Jeff Mills
Rick Lasater
Vacant Seat

Staff: TC Planning & Community Development
Mark Burrows, Director and Joy Fields, Planner

ACTIVITIES

- ❖ Designated the ca. 1910 Galloway-Radford House as a local historic landmark and the City of Brevard adopted designation on 6/15/2015 for a total of 21 locally designated historic properties in Transylvania County.



ACTIVITIES

- ❖ Initiated partnership with Heart of Brevard to identify downtown properties for local designation.
- ❖ Submitted annual Certified Local Government (CLG) report.
- ❖ Partnering with the Transylvania County Historic Society seeking a state grant for the Allison-Deaver House.
- ❖ Partnering with the NC State Historic Preservation Office to host a Regional Historic Preservation Commissioners Training Session April 15, 2016.
- ❖ Reviewed By-Laws and are proposing minor By-Law modifications.

April 15th Training

9

- ❖ **State Historic Preservation Commission Regional Training**
 - ❖ **Historic Commission Basics including quasi-judicial proceedings, design guidelines and education and outreach**
 - ❖ **Annual planning for historic commissions including grant opportunities and identifying priorities**
 - ❖ **Virtual Tour of Downtown Brevard – Explore how it has changed over the last 100 years**
 - ❖ **2016 State Historic Tax Credit Program**
 - ❖ **Historic Highlights of Brevard with a focus on Silvermont Mansion- learn about the phased rehabilitation of the grounds and building**

Questions?

Thank You!

JOINT HISTORIC PRESERVATION COMMISSION

Consent and Information



TO: Mayor Harris and City Council Members
FROM: Public Works Department
APPROVED: Jim Fatland, City Manager

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

Strategy: Foster Economic Development

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

1. We foster economic development by protecting our natural assets of woods and water that uniquely define Brevard.
 - Continued Sewer Collections System inflow and infiltration elimination work included the following locations during January:
 - System monitoring and inspection during December heavy rains revealed sites for inflow and infiltration repair. The following sites were remediated in January:
 - A 5' section of 4" sewer service line was replaced on Canterbury Trace. A section of pipe had been damaged by a Duke Energy bore leaving an inflow site.

- **Manhole repairs were made at the following locations:**
 - **#LO-138 along the Asheville Highway /sealed and an interior shelf installed.**
 - **#KC-154 on Burrell Avenue / sealed and an interior shelf installed.**
 - **#KC-030 on Whitmire Street / plugged a 4" sewer line no longer used.**
 - **#LO-110 near K-Mart / Sealed inverts and ring.**
 - **#LO-166 on Deerlake Road / sealed around pipe entrance.**
- **Discovered inflow on W. French Broad Street led to the following work:**
 - **Replaced one residential service tap and 3' of 4" service line pipe.**
 - **317' of 8" clay sewer main pipe was replaced with 8" PVC pipe.**
 - **Replaced 1- 6" sewer tap at a former Brevard Lumber Company building.**
 - **Replaced 2- 3/4" water service connections that were discovered during the pipe replacement. Both were capped and removed from distribution service.**
 - **Manhole #KC-079 was replaced.**



Canterbury Trace sewer service line damaged by Duke Energy.



Concrete seal to repair inflow site in manhole #LO-166 on Deerlake Road.

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

• Street infrastructure improvements during January included:

- An 8' x 8' section of sidewalk was replaced on E. Main Street near the intersection of Rice Street.**
- 48' of sidewalk was replaced on W. Jordan Street.**
- The Allison Road pedestrian bridge installation continued with site work along the edge of the creek.**
 - Excess dirt and a tree stump were removed.**
 - The area was graded and secured with stone along a 20' section of the pathway meeting the new bridge.**
 - A concrete apron was poured on Allison Road.**
- A large hole that developed on a section of the pedestrian pathway off Poplar Street was inspected. The hole was caused by heavy rain and was restored with stone until asphalt paving can be completed**
- Deacon Lane and a section of Hampton Road were scraped to repair heavy rain damage during December.**
- Graded area along a section of the Cherry Street pedestrian pathway to improve storm water flow near Oskar Blues.**



Poplar Street pedestrian pathway storm damage.

- Filled edge of Reservoir Road with stone where a recent utility patch was made.
- Removed Christmas decorations downtown and placed in storage at the Public Works Facility.
- Repaired one pole banner on W. Main Street.
- Trimmed tree limbs blocking view at the intersection of Cherry Street and Old Highway 64.
- Utility cuts and potholes were patched or leveled on Appletree Street, Burrell Mountain Road, Country Club Road, Deerlake Road, Deer Run, Hampton Road, Tinsley Road, Turnpike Road, and Whitmire Street.
- Replaced fallen *street name signs* at the intersections of W. French Broad Street and N. Caldwell Street; and E. Jordan Street at S. Gaston Street.
- Painted a designated crosswalk on Mills Avenue in front of Bethel A Baptist Church.
- The Sanitation Division collected garbage, commercial recycling, brush and bagged yard waste during January.
 - Three (3) commercial businesses requested containers and began participating in the recycle program. Carts or bins were provided for:
 - Byers Detail Shop / 1 Large Cart
 - Neumann Law Firm / 1 Small Bin
 - Shear Chaos / 1 Large Cart
 - Hawg Wild BBQ requested their 2nd cart.

January Sanitation Activities

- 3 Special trash pickups
- 1 Single item special trash pickup
- 5 Small electronic items collected
- 3 Large televisions collected
- 1 Small television collected
- 14 Residential recycle carts delivered
- 3 Commercial recycle carts delivered
- 1 Commercial recycle bin delivered

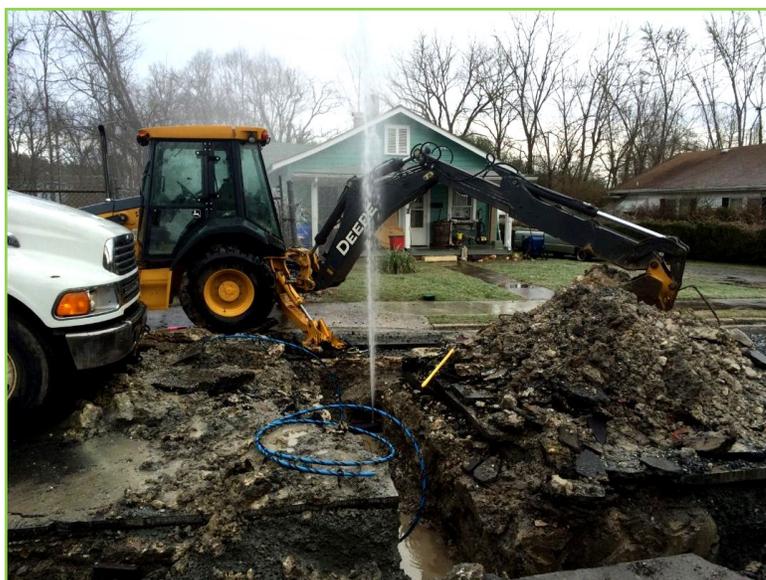
- **Obtained mulch pile temperatures on the lower storage yard area at Public Works Facility.**
- **Hauled televisions and used tires to the County Landfill for disposal.**

- **Collections System infrastructure maintenance consisted of the following noted items during January:**
 - **Video inspection of sewer mains and service lines were performed on a total of 140' to determine condition, verify location or depth, or in search of suspected inflow and infiltration sites.**
 - **System personnel responded to seven (7) reported sewer line blockages during the month; three (3) of which were actual blockages and were cleared on Country Club Road, Kilpatrick Street, and Wilson Drive.**
 - **Installed a service line cleanout on Wilson Drive.**
 - **Replaced a broken cleanout cap on Quail Run.**
 - **Replaced 15' of 4" sewer service line to correct the blockage on Country Club Road.**
 - **Replaced a 20' section of deteriorated service line on Whitmire Street. A cleanout was also installed at this location.**
 - **Replaced a 4' section 8" clay pipe with pvc pipe along the Asheville Highway near Arby's entrance.**
 - **Replaced a residential tap, 3' of 6" sewer main, a 40' section of 4" deteriorated service line and installed a cleanout on Kilpatrick Street. The service was damaged by tree roots at the main line connection.**
 - **Assisted a Rodders & Jets technician with repairing sewer camera equipment.**
 - **Sewer lift station maintenance included:**
 - **Monthly inspection of facility buildings and safety equipment.**
 - **Replaced a broken 3" butterfly valve at the Neely Road station.**
 - **Mounted a hose to the fence for pump and haul access at the Neely Road station.**
 - **Spread additional lime and straw around manholes at Gallimore Road and Neely Road reference December discharge events.**
 - **Raised a manhole inside the fence at the Gallimore Road station.**

- Replaced a missing sewer cleanout cap on W. Main Street.
 - Cleaned bar screens at the Neely Road station.
-
- The Water Distribution maintenance and repair of the water system infrastructure included the following items in January:
 - There were eight (8) inspections for reported water leaks during January; eight (8) of which were actual water leaks and were repaired on Batson Road, Camptown Road, Deacon Lane, Franklin Street, Outland Avenue, S. Broad Street, W. French Broad Street and Wright Lane.



Outland Avenue water leak repair.



W. French Broad Street water leak.

- Requested a utility locate for a proposed fire hydrant relocation on W. Morgan Street at the intersection of S. Caldwell Street.
- Inspected a Pisgah Drive fire hydrant that had been hit by a vehicle and leaning. Requested utility locates for proposed repair or replacement.
- Hydro-excavated a 10" water main on Ecusta Road to verify the depth of the pipe.
- Flushed a water post hydrant on Cardinal Drive.
- Raised 2 water valve boxes along edge of Davidson River Road.
- Water tank and pump station facility maintenance included:
 - Monthly inspection of buildings; including heating systems and safety equipment.
 - Trimmed weeds and blew debris from around each facility.
 - Painted interior of the Burrell Mountain pump house.
 - Shoveled snow and spread ice melt at Eagle Point facility.
 - Removed snow from the water reservoir pump house and parking pad. Ice melt was spread where needed.
- Meter and meter box maintenance included:
 - Replaced broken water meter boxes on Jordan Road and Harvard Lane.
 - Tree roots were cut and removed from a meter box on N. College Row.
 - Removed stone washed onto top of a meter box on E. Main Street.
 - Inspected water pressure at an Asheville Highway business; pressure was adequate and issue was customer's frozen water line.
 - Inspected water pressure at a S. College Row location; no pressure issues were found. The customer had a faulty pressure reducing valve.
 - Relocated a water meter at 150 S. Caldwell Street reference the proposed NC D.O.T. street widening project. This work included relocation and a 3/4" service line a distance of 20'.
 - Meters were turned on or off for customers reference various requests on Appletree Street, and Fulcher Lane.
 - Installed backflow preventers at Harvard Lane, Quail Run Circle, S. College Row, and Yale Lane.

- Replaced a meter valve and expander on Quail Run Circle.
- Inspected water pressure at a meter on Railroad Avenue; no pressure issues were found. The meter had been cut off and was returned to service as requested.

3. We encourage investment when we appear well-run and well planned.

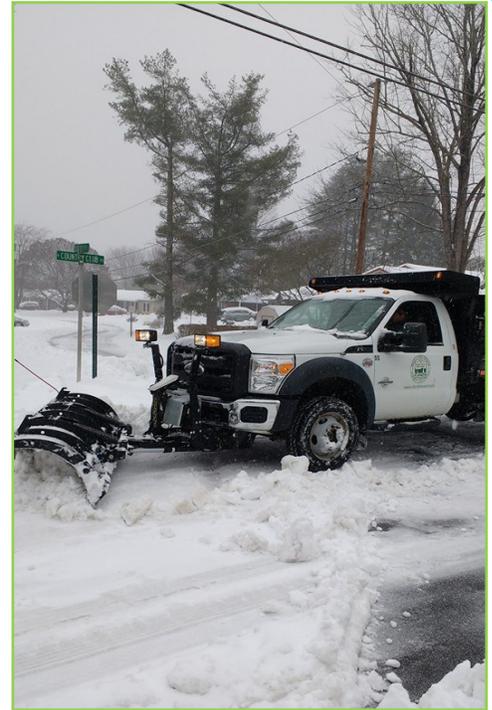
- **Public Works Facility and Operations Center maintenance included the following items during January:**
 - A storage rack for Christmas wreaths was built and placed upstairs at the Public Works facility.
 - Unloaded and put up utility stock as deliveries were made during the month.
 - Cleared snow from parking spaces.
 - Graded section of gravel driveway and added stone.
 - Equipment and vehicles were pressure washed and cleaned after a snow event.
 - An equipment trailer and truck were readied for a commercial driver's license test.



Vertical storage rack for Christmas wreaths.



Handicap ramp & sidewalk snow removal team.



Snowplowing on N. Country Club Road and South View Drive.

- Considerable time was spent preparing for a major winter storm in January.
 - Garage and Streets Division personnel readied vehicles, tractors and equipment prior to the storm; and remained on duty for maintenance issues during the snow event.
 - All divisions rotated shifts to plow snow, clear streets, sidewalks, handicap ramps and facility entrances.
 - Assistance was provided in the garage for plow, tire chain and equipment adjustments and repairs during snow removal.



Putting snow chains on dump truck.



Sidewalk snow removal at City Hall.

- Snow piled at the Operations Center was pushed into the storage yard area.
- In the days after the storm streets and intersections were widened, and ice melt spread where needed.
- Equipment was cleaned, serviced and readied for future use.



Snow removal on East and West Main Street.

Strategy: Enhance Quality of Life

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

1. We encourage and enhance our family friendly and small town charm by bringing people together through physical connections within our community.
 - The director attended meetings regarding various Public Works issues, a few of which included:
 - 6" Sewer Upgrade Project Monthly Meeting.
 - Brown Consultants reference City Wide 6" Sewer Line Upgrade Project.
 - City Council Meeting.
 - City Council Retreat.
 - Job Corp Utility Permit Renewal meeting.
 - Post-Retreat Meeting with Mayor.

- Utility impact fees meeting.
- Weekly Staff Meetings.

- Eleven (11) utility locates for water and sewer lines in proposed excavation sites or other requirements were marked with flags or marking paint for other utility companies, building contractors or citizens.

Utility Locates

- Cathey's Creek Electric (1)
- Comporium (4)
- Foremost Pipeline (1)
- Public Works (1)
- Sumter Utilities (4)

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

- Streets and sidewalks were cleaned in preparation of a community event for Martin Luther King, Jr. Day.
- Met with a Whitmire Street property owner reference sewer system access.
- Met with a Pisgah Highway property owner's plumbing contractor reference a proposed new installation for the Pisgah Highway Bike Shop.
- Met with Duke Energy reference proposed utility pole relocations on S. Caldwell Street. This work is preparation for NC D.O.T.'s proposed street widening project.
- Assisted the Fire Department with hauling debris to the County Landfill for disposal.

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

- January welcomed a new year and we have welcomed a new administrative employee to the Public Works Department. Melanie McCall joins us as office assistant in the Administrative Division and will provide backup to current staff and succession planning for future retirement of office personnel.



Melanie McCall

- **Employee activities and opportunities during January included:**
 - **Commercial driver's license training for several employees preparing for exams.**
 - **Farmfit exercise consultations.**
 - **Two employees attended meetings regarding new hire orientation and benefits.**
 - **Post Accident Reviews.**
 - **Safety Committee Meeting.**
 - **Rodders & Jets sewer camera operation training class.**

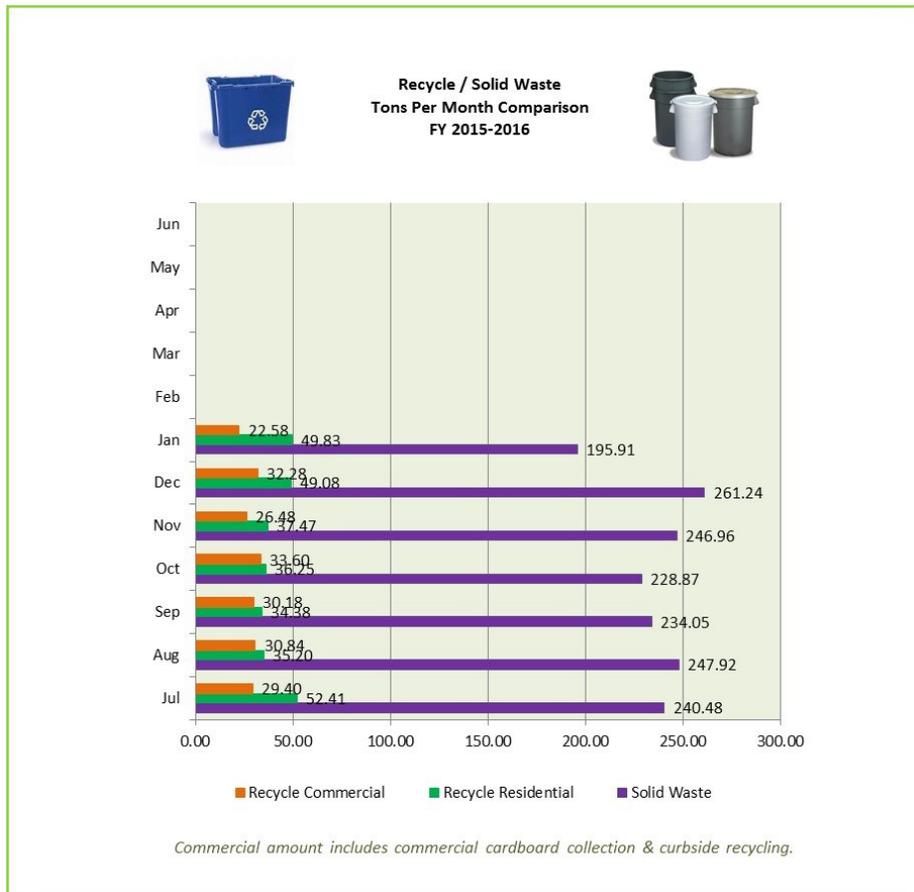
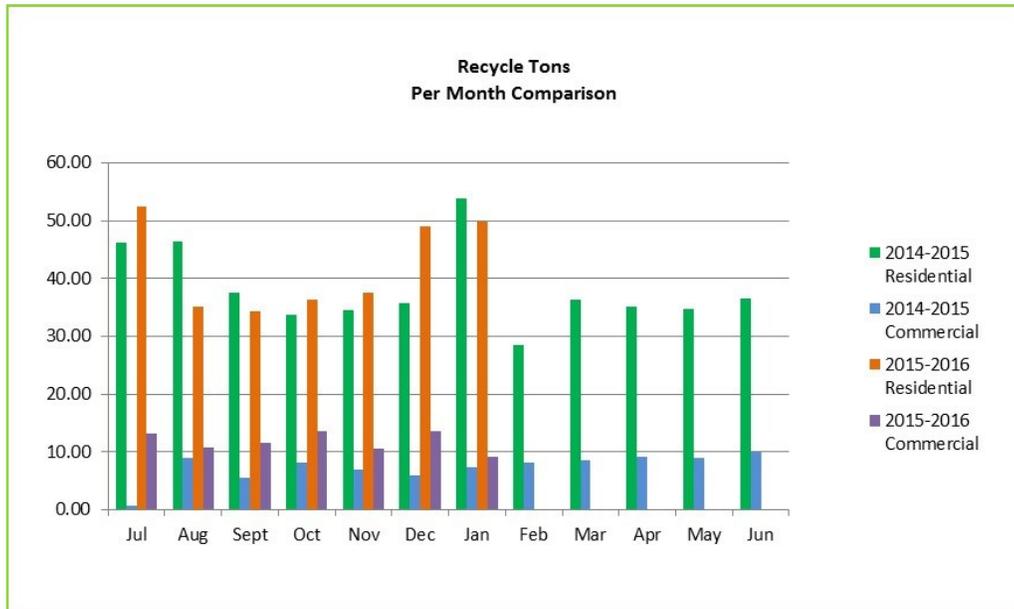
APPENDIX I: January Departmental Statistics

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

Item	Previous Month (December)	Current Month (January)	Year To Date (July - January)	Previous FY Year Total 2014-15
Commercial Cardboard	18.77	13.37	122.83	192.21
Electronics	4	5	19.00	69
Recycle Bin Delivery Residential	2	0	22.00	61
Recycle Bin Delivery Commercial	3	1	6.00	29
Recycle Cart Delivery Residential	15	14	106.00	257
Recycle Cart Delivery Commercial	3	3	29.00	157
Commercial Recycling	13.51	9.21	82.53	100.10
Residential Recycling	49.08	49.83	294.62	459.35
Solid Waste Collection	261.24	195.91	1,655.43	2,820.80
Special Collections	16	3	87.00	142
Special Collection - Single Item	2	1	13.00	20
Television - Large (\$10)	1	3	26.00	37
Television - Small (\$5)	2	1	10.00	6
Barricade / Event Item Delivery	2	2	15.00	21
Street Banners	5	3	51.00	57
Potholes	5	4	40.00	95
Sidewalk Footage (Length)	0.00	56.00	239.00	422.90
Utility Cuts	4	7	47.00	75
Fleet Service - City	124	146	892.00	1,498
Fleet Service - County	55	79	476.00	908
I&I Video Inspection (Length)	1,245	140	14,461.00	24,107
Sewer Blockages	6	6	32.00	79
Sewer Tap New Commercial	0	0	3.00	4
Sewer Tap New Residential	0	0	5.00	8
Sewer Taps Repaired	0	5	19.00	27
Utility Locates	18	11	129.00	189
Water Leaks	8	8	75.00	175
Water Meter Boxes	5	7	32.00	60
Water Meters New	0	0	5.00	11
Water Meters Other	5	11	68.00	131
Water Tap New Commercial	0	0	6.00	6
Water Tap New Residential	0	0	6.00	10
Water Taps Repaired	1	0	24.00	6

APPENDIX II: January Sanitation Statistics

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



APPENDIX III: January Sanitation Statistics

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

- Revenue includes customer fees collected plus sale of cardboard to American Recycling of Candler, NC.
- Expense includes collection of commercial cardboard labor, fuel and vehicle maintenance during the month.

Revenue	\$6,593.20
Expense	\$3,655.75
Net Profit or Loss	\$2,937.45

APPENDIX IV: January Fuel Use Statistics

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

- January fuel use decreased **-1.2%** from the previous month of December in gallons; and decreased by **-11.2%** in expense due the drop in fuel price per gallon.
- **Current Unleaded Fuel Price: \$1.129 / last purchase on January 20, 2016**
- **Current Diesel Fuel Price: \$1.010 / last purchase on January 20, 2016**

Entity Comparison	Current Month Gallons	Previous Month Gallons	Monthly Gallons Difference	Current Month Expense	Previous Month Expense	Monthly Expense Difference	% of Gallons Difference	% of \$ Difference
City Vehicles	5,915.70	5,531.70	384.00	\$7,050.00	\$7,374.46	-\$324.46	6.9	-4.4
County Vehicles	8,097.80	8,645.10	-547.30	\$9,828.42	\$11,619.02	-\$1,790.60	-6.3	-15.4
Narcotics Task Force	12.70	17.00	-4.30	\$14.34	\$23.70	-\$9.36	-25.3	-39.5
Totals	14,026.20	14,193.80	-167.60	\$16,892.76	\$19,017.18	-\$2,124.42	-1.2	-11.2



CITY of BREVARD

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

Finance Department
(828) 885-5600

FINANCE REPORT FOR MONTH ENDED FEBRUARY 29, 2016

JIM FATLAND, CPFO, NCCLGFO, CITY MANAGER

CITY OF BREVARD									
FY16 APPROVED BUDGET									
ALL FUNDS SUMMARY									
REVENUE & EXPENDITURE REPORT									
FOR MONTH ENDED FEBRUARY 29, 2016									
	BEGINNING	APPROVED	ACTUAL	APPROVED	ACTUAL	APPROVED	ACTUAL	ENDING	
	FUND	BUDGET	REVENUE	BUDGET	REVENUE	BUDGET	EXPENSES	FUND	
	BALANCE	REVENUE	FEBRUARY 29	EXPENSES	FEBRUARY 29	EXPENSES	FEBRUARY 29	BALANCE	
GENERAL FUND	\$3,366,739	\$8,978,159	\$7,058,244	\$8,978,159	\$6,146,997	\$4,277,986			
UTILITY FUND	\$1,426,117	\$5,247,483	\$3,414,130	\$5,247,483	\$3,134,988	\$1,705,259			
UTILITY PROJECTS FUND	\$0	\$7,819,034	\$1,484,355	\$7,819,034	\$3,023,683	-\$1,539,327			
CAPITAL RESERVE FUND	\$1,082,248	\$445,000	\$40,057	\$445,000	\$425,000	\$697,305			
FIRE DEPARTMENT FUND	\$37,270	\$648,530	\$506,248	\$648,530	\$459,732	\$83,786			
T.L.SCRUGGS SCHOLARSHIP FUND	\$11,546	\$11,500	\$18,985	\$11,500	\$6,500	\$24,031			
BIERG TRUST FUND	\$60,143	\$100	\$0	\$100	\$0	\$60,143			
OPEB TRUST FUND	\$156,485	\$18,750	\$18,767	\$18,750	\$0	\$175,252			
HEALTH INSURANCE RESERVE FUND	\$280,833	\$1,171,500	\$807,162	\$1,171,500	\$984,134	\$103,861			
HEART OF BREVARD	\$0	\$120,700	\$119,471	\$120,700	\$44,106	\$75,366			
HOUSING TRUST FUND	\$53,522	\$13,332	\$13,204	\$13,332	\$0	\$66,726			
BRACKEN MTN PROJECT FUND	\$18,268	\$10,792	\$0	\$10,792	\$15,392	\$2,876			
MULTI USE PATHS PROJECT FUND	\$209,735	\$597,000	\$390,000	\$597,000	\$568,857	\$30,878			
NARCOTICS TASK FORCE FUND	\$151,664	\$45,100	\$21,364	\$45,100	\$21,878	\$151,150			
ROSENWALD REVITALIZATION FUND	\$86,037	\$291,674	\$130,637	\$291,674	\$273,669	-\$56,996			
DOWNTOWN MASTER PLAN FUND	\$799,784	\$811,167	\$185,500	\$811,167	\$435,139	\$550,146			
CDBG COTTAGES FUND	\$0	\$0	\$0	\$0	\$0	\$0			
WAYFINDING FUND	\$0	\$0	\$0	\$0	\$0	\$0			
TOTAL ALL FUNDS	\$7,740,391	\$26,229,821	\$14,208,124	\$26,229,821	\$15,540,073	\$6,408,442			

CITY OF BREVARD				
FY16 APPROVED BUDGET				
GENERAL FUND				
REVENUE & EXPENDITURE REPORT				
FOR MONTH ENDED FEBRUARY 29, 2016				
		APPROVED		
		FY16	THRU	PERCENT
		BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE			\$3,366,739	
REVENUE				
Property Taxes	\$4,524,700	\$4,348,218	96.1%	
Privilege Licenses	\$0	\$218	0.0%	
Interest Earned on Investments	\$5,000	\$3,298	66.0%	
Rental Income	\$25,000	\$18,040	72.2%	
Miscellaneous	\$6,000	\$2,361	39.4%	
911 Funding		\$32,284		
Zoning Administration	\$20,000	\$22,397	112.0%	
Utilities Franchise	\$395,000	\$174,381	44.1%	
Wine & Beer Tax	\$30,000			
Powell Bill	\$222,000	\$225,824	101.7%	
Sales Taxes	\$1,325,000	\$564,272	42.6%	
ABC Net Revenue	\$125,000	\$106,002	84.8%	
Court Costs & Fees	\$2,500	\$1,947	77.9%	
Parking Violation Penalties	\$1,500	\$850	56.7%	
Donations to Police Department	\$0	\$2,300	0.0%	
Refuse Collection & Recycling	\$877,000	\$606,008	69.1%	
Sales of Fixed Assets	\$0	\$8,196	0.0%	
Recreation	\$18,000	\$9,636	53.5%	
Grants-Police Dept	\$9,709			
County Vehicle Mtce	\$431,650	\$200,763	46.5%	
Transfers from Other Funds				
Utility Fund	\$575,000	\$431,250	75.0%	
Bjerg Trust Fund	\$100	\$0	0.0%	
Transfer from Pedestrian Fund	\$300,000	\$300,000	100.0%	
Fund Balance Appropriated				
Captial Budget	\$85,000			
TOTAL REVENUE	\$8,978,159	\$7,058,244	78.6%	

CITY OF BREVARD			
GENERAL FUND			
FY16 APPROVED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
EXPENDITURES			
Governing Board	\$413,268	\$377,002	91.2%
Administration	\$607,656	\$414,134	68.2%
Finance	\$689,998	\$478,384	69.3%
Legal	\$63,000	\$39,705	63.0%
Planning	\$696,276	\$455,685	65.4%
Buildings & Grounds	\$550,497	\$360,607	65.5%
Police	\$2,547,880	\$1,766,803	69.3%
Public Services Administration	\$320,938	\$227,603	70.9%
Public Works Garage	\$571,461	\$273,841	47.9%
Streets-Local	\$659,217	\$441,347	67.0%
Streets-Powell	\$222,000	\$112,834	50.8%
Sanitation	\$722,024	\$467,578	64.8%
Recreation	\$98,316	\$45,397	46.2%
Non Departmental (Debt)	\$746,628	\$635,828	85.2%
Economic Development	\$69,000	\$50,250	72.8%
Contingency	\$0		
TOTAL EXPENDITURES	\$8,978,159	\$6,146,997	68.5%
ENDING FUND BALANCE		\$4,277,986	

CITY OF BREVARD			
UTILITY FUND			
FY16 APPROVED BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$1,426,117	
REVENUE			
Miscellaneous Utility Fees	\$0	\$1,280	0.00%
Water Charges	\$2,350,000	\$1,493,427	63.6%
Sewer Charges	\$2,120,000	\$1,331,786	62.8%
Meter Charges	\$136,000	\$90,482	66.5%
Tap & Connection Fees-Water	\$10,000	\$21,200	212.0%
Tap & Connection Fees-Sewer	\$2,500	\$6,500	260.0%
Transfer From Capital Reserve	\$425,000	\$425,000	100.0%
Reconnection Fees	\$40,000	\$26,155	65.4%
Septage Pretreatment Facility	\$20,000	\$18,300	91.5%
Fund Balance Appropriated	\$143,983	\$0	
Loan Proceeds--New Equipment	\$0	\$0	
TOTAL REVENUE	\$5,247,483	\$3,414,130	65.1%
EXPENDITURES			
On Line/Credit Card Fees	\$20,000	\$12,847	64.2%
Reimbursement to General Fund	\$575,000	\$431,250	75.0%
Debt Service Payments	\$513,457	\$73,154	14.2%
OPEB Transfer	\$6,750	\$6,750	100.0%
Transfer to Utility Capital Projects Fund	\$0	\$0	
Water Treatment Plant	\$1,063,405	\$584,196	54.9%
Water Distribution	\$492,974	\$340,362	69.0%
Wastewater Treatment Plant	\$1,644,896	\$1,166,915	70.9%
Wastewater Collection System	\$771,332	\$519,514	67.4%
Transfer to Water & Sewer Capital Projects			
Contingency	\$159,669		
TOTAL EXPENDITURES	\$5,247,483	\$3,134,988	59.7%
ENDING FUND BALANCE		\$1,705,259	

CITY OF BREVARD			
WATER & SEWER CAPITAL PROJECTS FUND (31)			
FY16 APPROVED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE	\$0	\$0	
REVENUE			
Transfer from Utility Fund			
Transfer from Capital Reserve Fund	\$0		
CG & Loan Burrell Mountain Water Tank	\$600,000	\$802,826	133.8%
Sewer 6 Inch Upgrade Loan	\$1,738,600	\$681,529	39.2%
King Creek Sewer PH II Loan	\$1,435,784		
King Creek Sewer PH III Loan	\$1,484,150		
Radio Read Meter Loan	\$1,360,500		
Neely Rd. PS/FM/EQ TANK Loan	\$1,200,000		
TOTAL REVENUE	\$7,819,034	\$1,484,355	19.0%
EXPENDITURES			
Water Tank Burrell Mountain	\$600,000	\$808,437	134.7%
Kings Creek Sewer Project Phase 2	\$1,435,784	\$19,757	1.4%
Kings Creek Sewer Project Phase 3	\$1,484,150	\$85,950	5.8%
Sewer Upgrade 6 Inch to 8 Inch	\$1,738,600	\$825,052	47.5%
AMR Purchase & Installation	\$1,360,500	\$1,038,952	76.4%
Neely Rd. PS/FM/EQ/ TANK Loan	\$1,200,000	\$245,535	20.5%
TOTAL EXPENDITURES	\$7,819,034	\$3,023,683	38.7%
ENDING FUND BALANCE		-\$1,539,327	

CITY OF BREVARD			
CAPITAL RESERVE FUND (FUND 35)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY15	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$1,082,248	
REVENUE			
Transfer From Utility Fund	\$0	\$0	0.0%
Interest on Investments		\$102	
Impact Fees--Water	\$10,000	\$20,040	200.4%
Impact Fees--Sewer	\$10,000	\$19,915	199.2%
Sidewalks In-Lieu	\$0	\$0	
Fees In Lieu of Infrastructure		\$0	
Contribution from Developer	\$0		
Fund Balance Appropriated	\$425,000		
TOTAL REVENUE	\$445,000	\$40,057	9.0%
EXPENDITURES			
Transfer to Water Treatment	\$125,000	\$125,000	100.0%
Transfer to Sewer Treatment	\$300,000	\$300,000	100.0%
Increase in Fund Balance	\$20,000		
TOTAL EXPENDITURES	\$445,000	\$425,000	95.5%
ENDING FUND BALANCE		\$697,305	

CITY OF BREVARD			
FIRE DISTRICT FUND (FUND 40)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$37,270	
REVENUE			
Misc. Revenue		\$575	
Fire District Taxes--County	\$308,700	\$250,800	81.2%
Transfer from City General Fund	\$339,830	\$254,873	75.0%
Sale of Fixed Assets	\$0	\$0	
Grant Revenue	\$0	\$0	
Fund Balance Appropriated	\$0	\$0	
TOTAL REVENUE	\$648,530	\$506,248	78.1%
EXPENDITURES			
Fire Department Operations & Debt	\$648,530	\$459,732	70.9%
TOTAL EXPENDITURES	\$648,530	\$459,732	70.9%
ENDING FUND BALANCE		\$83,786	

CITY OF BREVARD			
T.L. SCRUGGS SCHOLARSHIP FUND (FUND 50)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED	THRU	
	FY16	FEBRUARY 29	PERCENT
	BUDGET		TO DATE
BEGINNING FUND BALANCE		\$11,546	
REVENUE			
Fund Balance Appropriated			
Interest Earned on Investments			
Donations	\$11,500	\$18,985	165.1%
TOTAL REVENUE	\$11,500	\$18,985	165.1%
EXPENDITURES			
Scholarships Awarded	\$5,500		
Fund Raising Expenses	\$6,000	\$6,500	108.3%
TOTAL EXPENDITURES	\$11,500	\$6,500	56.5%
ENDING FUND BALANCE		\$24,031	

CITY OF BREVARD			
BJERG TRUST FUND (FUND 51)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED FY16 BUDGET	THRU FEBRUARY 29	PERCENT TO DATE
BEGINNING FUND BALANCE		\$60,143	
REVENUE			
Interest on Investments	\$100	\$0	0.00%
TOTAL REVENUE	\$100	\$0	0.00%
EXPENDITURES			
Transfer to General Fund	\$100		0.00%
TOTAL EXPENDITURES	\$100	\$0	0.00%
ENDING FUND BALANCE		\$60,143	

CITY OF BREVARD			
RESERVE FOR OPEB (FUND 52)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED FY16 BUDGET	THRU FEBRUARY 29	PERCENT TO DATE
BEGINNING FUND BALANCE		\$156,485	
REVENUE			
Transfer from Other Funds	\$18,750	\$18,750	100.00%
Interest on Investments	\$0	\$17	0.00%
TOTAL REVENUE	\$18,750	\$18,767	100.09%
EXPENDITURES			
Increase in fund balance	\$18,750		
TOTAL EXPENDITURES	\$18,750		
ENDING FUND BALANCE		\$175,252	

CITY OF BREVARD			
HEALTH INSURANCE RESERVE (FUND 53)			
APPROVED FY16 BUDGET			
REVENUE & EXPENITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	BUDGET	THRU	PERCENT
		FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$280,833	
REVENUE			
Fund Balance Appropriated	\$90,000		
Dependent Dental & Retiree Premiums	\$67,000	\$46,341	69.2%
Department Charges for Group Medical	\$1,014,500	\$760,821	75.0%
Transfer from General Fund	\$0	\$0	
Transfer from Other Funds	\$0	\$0	
TOTAL REVENUE	\$1,171,500	\$807,162	68.9%
EXPENDITURES			
Third Party Administrator	\$20,000	\$16,729	83.6%
Medical Insurance Broker	\$21,000	\$22,002	104.8%
Cobra Administrator	\$1,600	\$0	0.0%
Med Cost UR/PPO	\$6,800	\$11,570	170.1%
Aggregate Insurance Premiums	\$191,400	\$115,900	60.6%
Claims Paid	\$825,000	\$734,738	89.1%
Employee Assistance Program	\$3,500	\$3,880	110.8%
Wellness Programs	\$75,000	\$60,062	80.1%
Life AD & D	\$14,500	\$10,176	70.2%
Life Dependents	\$700	\$498	71.2%
Short Term Disability	\$12,000	\$8,580	71.5%
TOTAL EXPENDITURES	\$1,171,500	\$984,134	84.0%
ENDING FUND BALANCE		\$103,861	

CITY OF BREVARD			
HEART OF BREVARD (FUND 70)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED	THRU	
	FY16	FEBRUARY 29	PERCENT
	BUDGET		TO DATE
BEGINNING FUND BALANCE		\$0	
REVENUE			
Tax Penalties	\$0	\$382	
District Tax Collections	\$120,700	\$119,089	98.7%
Fund Balance Appropriation	\$0		
TOTAL REVENUE	\$120,700	\$119,471	99.0%
EXPENDITURES			
Contracted Services	\$120,700	\$44,106	36.5%
Transfer To General Fund	\$0	\$0	
TOTAL EXPENDITURES	\$120,700	\$44,106	36.5%
ENDING FUND BALANCE		\$75,366	

CITY OF BREVARD			
HOUSING TRUST FUND (FUND 76)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED FY16 BUDGET	THRU FEBRUARY 29	PERCENT TO DATE
BEGINNING FUND BALANCE		\$53,522	
REVENUE			
Interest on Investments			0.0%
Developer Loan Payment	\$13,332	\$13,204	99.0%
TOTAL REVENUE	\$13,332	\$13,204	99.0%
EXPENDITURES			
Increase in Fund Balance	\$13,332		
TOTAL EXPENDITURES	\$13,332		
ENDING FUND BALANCE		\$66,726	

CITY OF BREVARD			
BRACKEN MTN PROJECT (FUND 77)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$18,268	
REVENUE			
Interest on Investments	\$0		
NCDENR	\$0		
Transfer from General Fund	\$0		
Fund Balance Appropriated	\$10,792		
TOTAL REVENUE	\$10,792		
EXPENDITURES			
Trail Design & Construction	\$10,792	\$15,392	142.6%
TOTAL EXPENDITURES	\$10,792	\$15,392	142.6%
ENDING FUND BALANCE		\$2,876	

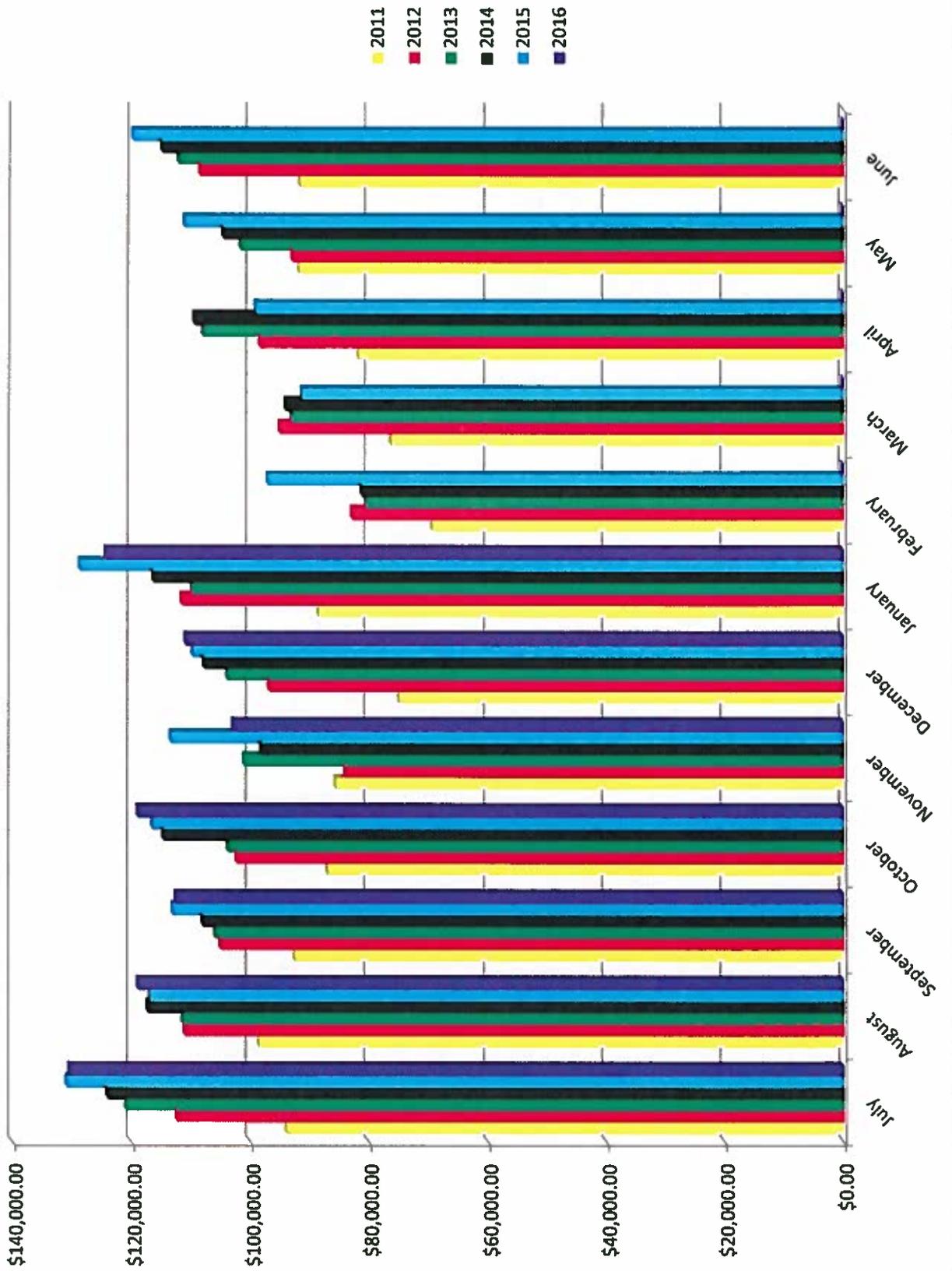
CITY OF BREVARD			
MULTI USE PATHS (FUND 78)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURES REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$209,735	
REVENUE			
SRTS Grant Reimbursement			
Transfer from Capital Reserve Donation			
Transfer Fees in Lieu C Reserve			
Transfer from General Fund	\$90,000	\$90,000	100.0%
Recreation Trails Grant			
Transfer Cap Reserve			
Transfer from DTMP	\$300,000	\$300,000	100.0%
Fund Balance Appropriated	\$207,000		
TOTAL REVENUE	\$597,000	\$390,000	65.3%
EXPENDITURES			
Pedestrian / Bike Path			
Pedestrian / Bike Improvements	\$90,000	\$78,499	87.2%
TOTAL Pedestrian / Bike Path	\$90,000	\$78,499	87.2%
West Loop Phase I			
Design & Construction	\$107,000	\$55,322	51.7%
TOTAL WEST LOOP	\$107,000	\$55,322	51.7%
Railroad Avenue Project Area			
TOTAL RAILROAD PROJECT AREA	\$100,000	\$135,035	135.0%
Transfer to General Fund	\$300,000	\$300,000	100.0%
TOTAL EXPENDITURES	\$597,000	\$568,857	95.3%
ENDING FUND BALANCE		\$30,878	

CITY OF BREVARD			
NARCOTICS TASK FORCE (FUND 81)			
FY16 APPROVED BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED		
	FY16	THRU	PERCENT
	BUDGET	FEBRUARY 29	TO DATE
BEGINNING FUND BALANCE		\$151,664	
REVENUE			
Interest on investments	\$100	\$94	94.4%
Received from Transylvania County	\$15,000	\$11,000	73.3%
Received from Brevard Police Department	\$15,000	\$7,000	46.7%
Clerk of Court Funds		\$0	0.0%
Miscellaneous Revenue		\$0	0.0%
Federal Asset Funds-Police	\$5,000	\$0	0.0%
State Controller Payments	\$10,000	\$3,269	32.7%
Fund Balance Appropriated	\$0		
TOTAL REVENUE	\$45,100	\$21,364	47.4%
EXPENDITURES			
Expenditures	\$40,100	\$21,878	54.6%
DEA Fed Fund BPD	\$5,000	\$0	0.0%
TOTAL EXPENDITURES	\$45,100	\$21,878	48.5%
ENDING FUND BALANCE		\$151,150	

ROSENWALD REVITALIZATION (FUND 82)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED FY16 BUDGET	THRU FEBRUARY 29	PERCENT TO DATE
BEGINNING FUND BALANCE		\$86,037	
REVENUE			
Fund Balance Appropriated	\$86,037		
PARTF Grant	\$205,637	\$130,637	
Transfer from General Fund (Local Match)	\$0	\$0	
TOTAL REVENUE	\$291,674	\$130,637	44.8%
EXPENDITURES			
Land Acquisition	\$291,674	\$273,669	93.8%
TOTAL EXPENDITURES	\$291,674	\$273,669	93.8%
ENDING FUND BALANCE		-\$56,996	

CITY OF BREVARD			
DOWNTOWN MASTER PLAN (FUND 83)			
APPROVED FY16 BUDGET			
REVENUE & EXPENDITURE REPORT			
FOR MONTH ENDED FEBRUARY 29, 2016			
	APPROVED FY16 BUDGET	THRU FEBRUARY 29	PERCENT TO DATE
BEGINNING FUND BALANCE		\$799,784	
REVENUE			
Interest on Investments			
HOB	\$11,000	\$5,500	50.0%
Appropriated Fund Balance	\$620,167	\$0	0.0%
Transfer from Capital Reserve Fund	\$0	\$0	
Transfer from General Fund	\$180,000	\$180,000	100.0%
NCDOT - Caldwell	\$0	\$0	
Patton Donation	\$0	\$0	
TOTAL REVENUE	\$811,167	\$185,500	22.9%
EXPENDITURES			
DTMP Design	\$511,167	\$135,139	26.4%
Clemson Park & Downtown Improvements	\$0		
Transfer to Pedestrian Fund	\$300,000	\$300,000	100.0%
Caldwell Street	\$0		
TOTAL EXPENDITURES	\$811,167	\$435,139	53.6%
ENDING FUND BALANCE		\$550,146	

FY 2011 - 2016 Monthly Sales Tax Comparison



STAFF REPORT – PUBLIC HEARING & UNFINISHED BUSINESS
City Council, Monday, March 21, 2016

Title: Parks & Recreation Strategic Plan Joint Work Session
City Council will schedule a joint work session with the Transylvania County Board of Commissioners to review a draft Parks & Recreation Strategic Plan for the City of Brevard and Transylvania County.

Speaker: Joshua S. Freeman, AICP, CFM, Community Development / Special Projects Director

From: Joshua S. Freeman, AICP, CFM, Community Development / Special Projects Director

Prepared By: Joshua S. Freeman, AICP, CFM, Community Development / Special Projects Director

Approved By: Jim Fatland, CPFO, City Manager

Background: At Council's direction, City and County have been working to develop a joint Parks & Recreation Strategic Plan for the City of Brevard and Transylvania County. Such strategic planning effort is expected to culminate in the delivery of a draft plan document in March, 2016.

Brevard City Council and the Transylvania County Board of Commissioners must receive and review the plan, and give direction as to any future actions regarding adoption and implementation.

Recommendation: City and County Staff recommend that Brevard City Council and the Transylvania County Board of Commissioners come together in joint session to receive the draft plan. Transylvania County has invited the City to a joint session on April 25, 2016, at 7:00 PM, in the Commissioner's Meeting Room, County Administration, Gaston Street, Brevard.

The purpose of this meeting will be to receive and review recommendations of the draft strategic plan, and to schedule a subsequent date for final review and adoption. The project consultant team will present the draft plan. The team consists of Steven A. Fritts, ASLA, of Barge, Waggoner, Sumner and Cannon, Inc.; Leon Younger, PROS Consulting, Inc.; and Hunter Marks, ASLA, of Watermark Land Services.

Staff requests that Council provide direction as to the scheduling of this joint session.

Financial Impact: This project was jointly funded by the City of Brevard and Transylvania County. No additional expenditures are expected with respect to this project.

STAFF REPORT

City Council, March 21, 2016

Title: **Nuisance Abatement – Public Outreach Efforts**

This report is for information only, no action necessary.

Speaker: Daniel Cobb, AICP, Planning Director

From: Daniel Cobb, AICP, Planning Director

Prepared By: Daniel Cobb, AICP, Planning Director

Approved By: Jim Fatland, City Manager

Background

Each spring the Planning Department begins receiving complaints from citizens about tall grass, furniture, appliances, and other debris on private property. This year Staff is reaching out to the public in advance of these complaints in an effort to stop them before they occur.

Outreach efforts include reports on WSQL (Q102), a press release in the Transylvania Times, posts on the departmental Facebook page, and a notice on the City's website.

Discussion

Code enforcement is an on-going activity within the Planning Department that often picks up in the spring. As the weather warms and citizens begin cleaning out garages, houses, or storage buildings they sometimes place these items on the street for pickup. Public Works has a very effective system for collecting this debris once a fee is paid for a special pickup (except for construction materials), however sometimes property owners are reluctant to pay the fee.

Additionally, with the warmer weather grass begins to grow and sometimes is not maintained. This can happen for a number of different reasons but the most common is an out-of-town property owner unaware of the situation, or a tenant who is unwilling to maintain their landlord's property. Generally compliance is achieved with phone calls, or perhaps a letter. Legal abatement action is an absolute last resort, but is sometimes necessary.

Fiscal Impact

None at this time, this report is for information only.

Policy Impact

Outreach efforts have proven to be an effective means of preventing violations from occurring in the first place. It is Staff's intent to preserve Brevard's character as a vibrant community that strives to remain a safe, friendly, family-oriented city with small town charm, outdoor recreation, arts, & culture that bring investment opportunities, environmental consciousness,

and economic diversity. Additional outreach and enforcement prevention efforts will take place throughout the spring and summer months.

Staff Recommendation

No action is required, this report is provided for information.

STAFF REPORT

City Council, March 21, 2016

Title: **Short-Term Rental Update**

This report provides an update on the Planning Department's progress on short-term rental regulations. No action necessary.

Speaker: Daniel Cobb, AICP, Planning Director

From: Daniel Cobb, AICP, Planning Director

Prepared By: Daniel Cobb, AICP, Planning Director

Approved By: Jim Fatland, City Manager

Background

During Council's August 17, 2015 meeting direction was provided to Staff to look into and report feedback on short-term rental rules and regulations. Since that time Staff has been working with the Planning Board to draft regulations for these types of uses.

Discussion

Initial feedback from City Council and the Planning Board indicated there seems to be a need for this type of use within the community. However, both Boards were clear in their intent to protect established neighborhoods and communities, especially those within general residential zoning districts.

After gathering public input from meetings at the library, an online survey, and letters from the public Staff presented background information to the Planning Board on November 17, 2015. Included in this presentation was a framework for ordinance language. The Board asked Staff to present specific amendments at their next meeting in January, 2016 (the December meeting was canceled).

During their regular meetings in January and February of this year the Planning Board discussed, at length, specific requirements necessary to ensure the health and welfare of the general public. Several key items have remained at the forefront of the discussion including required off-street parking spaces, number of occupants, and density/location of short-term rental units. Staff presented revised language during the Planning Board's March 15, 2016 meeting.

Fiscal Impact

None at this time. If approved by City Council it is Staff's recommendation that a separate fee be set for short-term rental applications.

Policy Impact

Brevard is a vibrant community that strives to remain a safe, friendly, family-oriented city with small town charm, outdoor recreation, arts, & culture that bring investment opportunities, environmental consciousness, and economic diversity. While state law provides for municipalities to regulate land uses within its jurisdiction, some items cannot be measured, thus not regulated. For example, Staff has proposed several items to ensure the compatibility of these types of uses within residential areas such as off-street parking requirements, signage, and occupancy limits (among others). However, the ability to know your neighbors and get to know them over time may be limited or sometimes not possible if your neighbors change from week to week or month to month.

Staff Recommendation

The Planning Board has not completed their review of the proposed amendments. Staff is unable to offer a specific recommendation at this time. No action is required, this report is provided for information. City Council should expect to see text amendment recommendations from the Planning Board later this spring.

Unfinished Business

New Business

RESOLUTION NO. 2016-_____

A RESOLUTION AUTHORIZING SUBMITTAL OF A NORTH CAROLINA COMMUNITY DEVELOPMENT BLOCK GRANT, DOWNTOWN REDEVELOPMENT FUND APPLICATION, TO SUPPORT THE RENOVATION AND REDEVELOPMENT OF 60 EAST MAIN STREET, BREVARD, NORTH CAROLINA

WHEREAS, Brevard City Council intends to eliminate urban blight and expand economic opportunity within the City of Brevard by supporting efforts to return vacant and underutilized commercial buildings to productive commercial use; and,

WHEREAS, James F. and Delores D. Perkins (hereafter, "Perkins") intends to reduce urban blight, to preserve existing employment opportunities, and create new employment opportunities through the renovation, restoration, and redevelopment of 60 East Main Street, Brevard, North Carolina, and the relocation of their existing business, Moose Tracks & D.D. Bullwinkle's Outdoors, to same (hereafter, "the Project").

WHEREAS, Brevard City Council intends to support the Project through such relevant funding sources as may be identified and secured; and,

WHEREAS, the North Carolina Rural Infrastructure Authority (RIA) has preliminarily approved the City of Brevard's application for \$500,000 in funding via the North Carolina Community Development Block Grant, Downtown Redevelopment Fund, and has invited the City to submit a full application for the same; and,

WHEREAS, Brevard City Council conducted public hearings to receive public comment regarding the elimination of urban blight and the expansion of economic opportunity within the City of Brevard, generally, and Project, specifically, on March 14, 2016 and March 21, 2016.

NOW, THEREFORE, BE IT RESOLVED THAT:

Section 01. Brevard City Council hereby authorizes and directs the submittal of an application for \$500,000 in grant funding to the North Carolina Community Development Block Grant, Downtown Redevelopment Fund, and to disburse such funds in the form of a 0% interest, forgivable loan to James F. and Delores D. Perkins to facilitate the renovation, restoration, and redevelopment of 60 East Main Street, Brevard, North Carolina.

Section 02. Brevard City Council hereby authorizes the City Manager to accept the award of such funding on behalf of the City, and is authorized and directed to take all necessary actions to complete the Project, including all close out documents.

Section 03. This Resolution shall become effective upon its adoption and approval.

Adopted and approved this the _____ day of _____, 2016.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

ORDINANCE NO. 2016-___

**AN ORDINANCE AMENDING THE
TRAFFIC SCHEDULE AND BREVARD
CITY CODE TO LOWER THE SPEED LIMIT
FOR THE ENTIRETY OF WILSON DRIVE**

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

Section 1. Chapter 66, Article I, Section 66-5 of the Brevard City Code and the City's
Traffic Schedules XVIII and XIX are hereby amended as described below:

- a) The speed limit for the entirety of Wilson Drive shall be changed from
25MPH to 20MPH.

Section 2. The City Clerk of the City of Brevard is hereby authorized and directed
to revise and amend the official records and the Brevard Traffic Schedule to reflect the
change as set forth herein.

Section 3. The City Manager of the City of Brevard is hereby authorized and
directed to cause the appropriate signs to be installed and enforcement of the foregoing
provisions to be implemented.

Section 4. This Ordinance shall become effective upon its adoption and approval.

Adopted and approved this _____ day of _____, 2016.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

APPROVED AS TO FORM:

Michael K. Pratt
City Attorney

Remarks / Future Agenda Considerations

Closed Session(s)

North Carolina General Statute 143-318.11 Closed Sessions.

(a) Permitted Purposes. – It is the Policy of the State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required.