

**Town of Valdese
Town Council Meeting
Valdese Town Hall
Community Room
102 Massel Avenue SW, Valdese
Monday, April 15, 2019
6:00 P.M.**

- 1. Call Meeting to Order**
- 2. WPCOG Code Enforcement Software Presentation**
Alison Adams and Billy Rickles, Western Piedmont Council of Governments
- 3. Special Event Ordinance and Application Presentation**
Community Affairs Director Morrissa Angi
- 4. Insurance Update**
Dwayne Wilson, Dwayne Wilson Insurance & Financial Services
- 5. Special Projects Budget & Revaluation Discussion**
Town Manager Seth Eckard
- 6. FY 19-20 Proposed Budget and Highlights**
Finance Director Bo Weichel
- 7. FY 19-20 Proposed Rate Structure & Fee Schedules**
- 8. Personnel Policy Presentation & Pay Study Follow-up**
David Hill, Piedmont Triad Regional Council
- 9. Adjournment**



Community Affairs Department
Special Event Ordinance & Permit Application

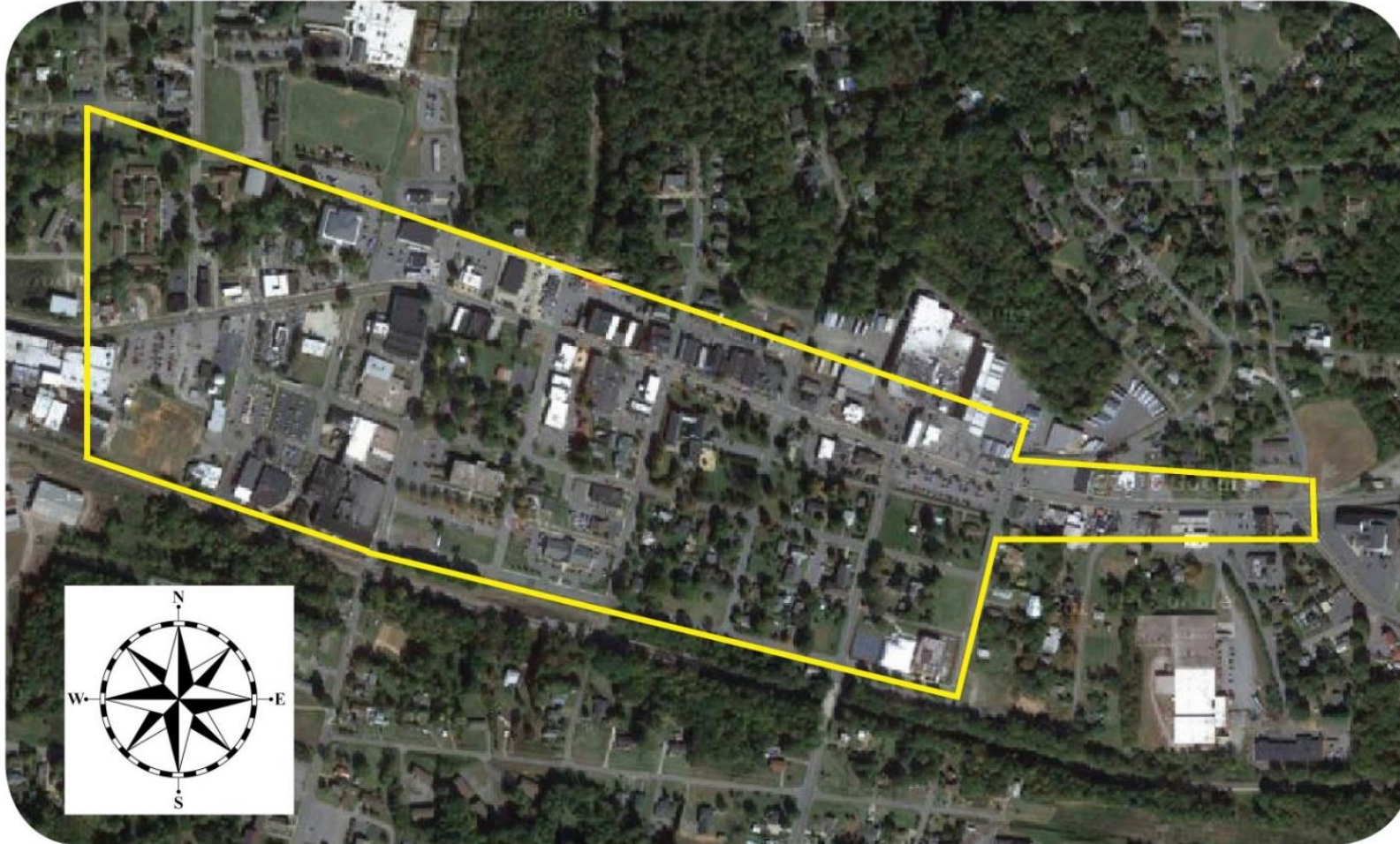
Why? – To be informed, to prepare, & ensure public safety

- The purpose of this ordinance & application is to provide information about events and activities happening on Town owned property and/or within the downtown district (Eldred Street to Morganton Street). This project began in order to make determinations regarding public safety and to determine the involvement of various departments and agencies for special events.
- Town Departments have entertained special event inquiries from local business owners, non-profit groups, and other organizations. However, we do not have a procedure in place for these requests. Some of the requests we have received are as follows:
 - ***Fundraisers on the football field behind the Old Rock School***
 - ***Impromptu concerts – local businesses, VMA, etc.***
 - ***Footraces***
 - ***Big Rig & specialty car shows***
 - ***Beer festivals***
 - ***Community Yard Sales***
 - ***Car Washes***
 - ***Educational Classes with Library***
 - ***Special Celebrations***
 - ***Movies***
 - ***Bake Sales***
 - ***Recreational activities***
- Events offered on public property or within the downtown district are perceived by the public as being “Town Sponsored” therefore, it is important to involve all necessary Town Departments beforehand, so that they can prepare their staff and resources for the event to occur. The Town of Valdese cannot rely on the public to differentiate between special events hosted by the public or by private businesses or organizations. It is the Town’s responsibility to ensure public safety at all events and preparedness is crucial.

Example: During the Waldensian Festival if a bouncy house is setup in a privately owned area, the public perception is that the activity is made available, inspected, and approved by the Town regardless of Town involvement. The special event permitting process will ensure that this perception is in fact true.

Where?

Valdese Main Street - Downtown District



& All Public Property

Examples include:

- Public Parking Lots
- Public Parks
- Sidewalks
- Roads

West to East: Morganton Street to Eldred Street | North to South: Bobo Ave to Massel Ave

This isn't a new idea. What other municipalities in NC have this procedure?

1. Morganton
2. Marion
3. Lincolnton
4. Davidson
5. Brevard
6. Waynesville
7. Hendersonville
8. Harmony
9. Marshall
10. Clayton
11. Hickory
12. North Wilkesboro
13. Black Mountain
14. Kinston
15. Thomasville
16. Fuquay-Varina
17. Clayton
18. Albermarle
19. Duck
20. Concord
21. Conover
22. Salisbury

These were found online through a quick Google Search

****Several of the listed municipalities only offer the Special Event Permit to non-profits****

How does it work?

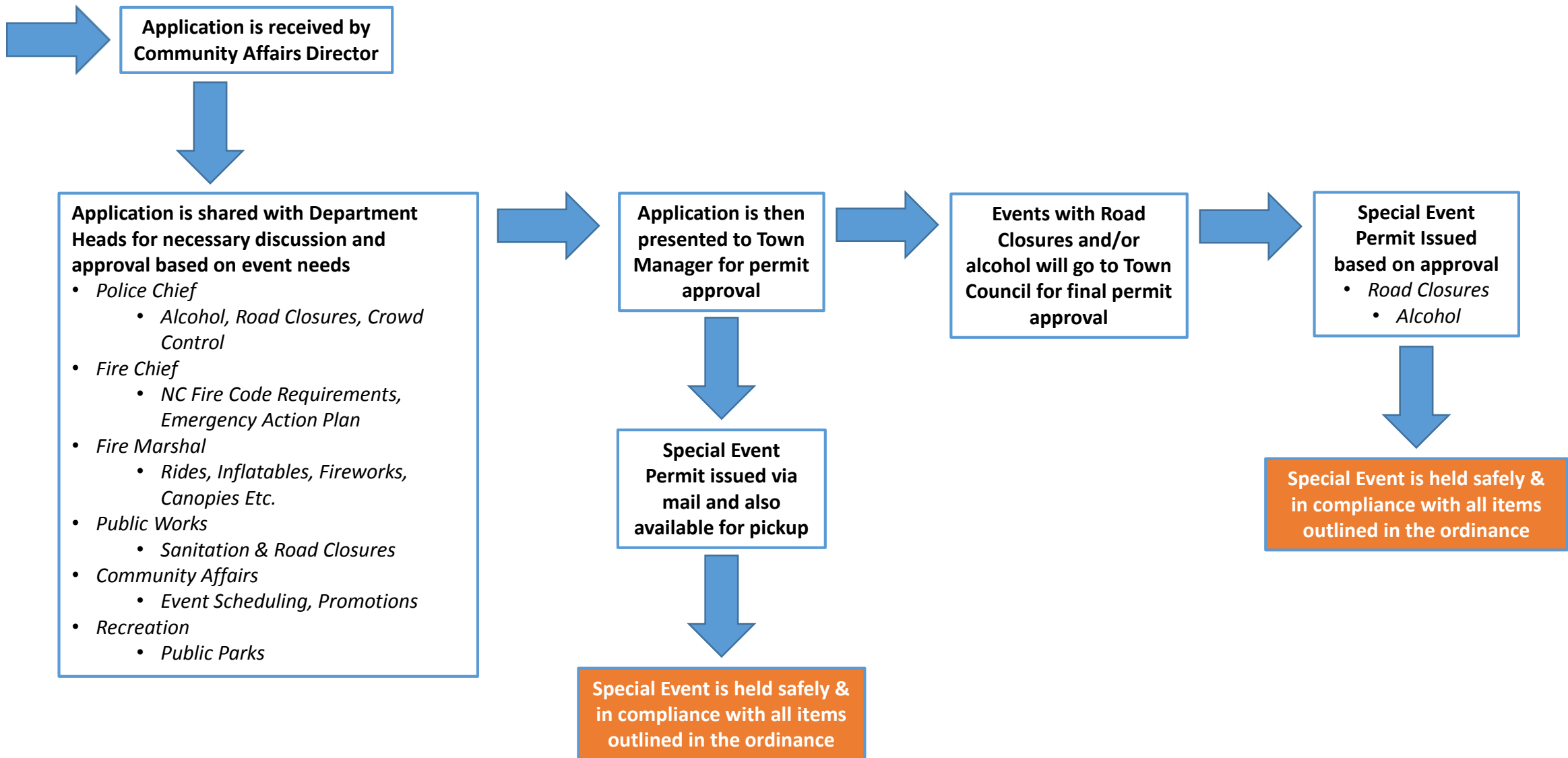
Currently:

- The applicant must visit/contact each department involved to see what is required or necessary for the event to take place.
- Conveying all requirements is difficult for department heads because we are relying on word of mouth, and all information on what is required is not able to be found in one place or policy – *ex. So and so told me I didn't have to have....* Which leads to a tremendous amount of back and forth discussions and confusion for the event organizer and town departments.

Proposed:

- The draft ordinance and special event permit application will outline all requirements for the special event to be held safely for the public within the Town of Valdese. These are not new requirements/laws/policies (NC Fire Code, TOV ordinances, Burke County ordinances)– but simply a policy to combine them all into one simple document for the applicant to follow.
- Department Heads (Police Chief, Fire Chief, Fire Marshal, Public Works Director, Community Affairs Director) have come together working off of other applications by municipalities in the surrounding area to create a “one stop shop” for special events that would take place on public property or within the downtown district.

How does it work?



What is denied?

Revocation or denial of permit.

The application for any permit may be denied and any permit issued may be revoked if:

1. The application contains false or misleading information or does not set forth all of the information requested; or
2. The special event is operated in such manner as to create a public nuisance or constitute a hazard to the public health, safety and welfare; or
3. The applicant and/or sponsor has failed to obtain and maintain any health, business, or any other permit or license required by law for the activities carried on; or
4. The applicant and/or sponsor of the special event has violated or is attempting to violate any of the terms and conditions of this article, the terms and conditions of the application, or terms and conditions of the permit issued pursuant to this article;
5. **There is any conflict with any previously scheduled special event or activity. Scheduling of events shall be on a first come first serve basis, with annual events and activities sponsored by the Town of Valdese taking priority.**

***Note:** Item #5 is not specific to Valdese events only but any event(s) that could have a scheduling conflict due to the involvement of Town Staff and/or resources, road closures, etc.*

What if's...^{9 of 21}

How do we enforce what happens on private property?

Special events held within the Downtown District, which is the most populated area of Valdese, will impact other businesses, public right-of-ways, public parking, and traffic patterns. In effort to maintain a safe downtown area, special events even on private property will need to complete an application to make sure our public safety officials are aware of these events. The Town of Valdese cannot rely on the public to differentiate between public from private property so because of this factor, it is vital for the Town to be made aware of these events prior to their occurrence. This allows Town departments to be prepared and proactive should their assistance be necessary.

What happens if a special event is held without a permit?

During the first year of this process, Town Departments will promote, encourage, and personally notify event coordinators that have made requests in the past. Events that do not follow this process will be notified of the procedure via letter with instructions regarding compliance if the event is reoccurring. If an event is held without proper permitting and becomes a public safety hazard or violates any existing regulations, the Valdese Police Department reserves the right to intervene.

Is there a fee?

Recommendation based on fees from surrounding municipalities:

- For Profit Events - \$75 for non-road closures & \$125 for events involving road closures
- For Non-Profit Events - \$25 for non-road closures & \$50 for events involving road closures

***Morganton: \$25 for non-road closure events & \$50 for events involving road closures*

In Summary...

**We have to be informed...
...in order to prepare
...to ensure public safety**

THIS IS VITAL FOR THE SUCCESS OF ANY EVENT HELD ON PUBLIC PROPERTY OR WITHIN THE DOWNTOWN DISTRICT. IT IS THE RESPONSIBILITY OF THE TOWN OF VALDESE TO OUR CITIZENS AND VISITORS TO MAINTAIN SAFE EVENTS FOR ALL TO ENJOY.

QUESTIONS?

A final ordinance & application will be presented at the May 6th meeting for approval.

Manager's Recommended General Fund 2019 – 2020 Capital Improvement Plan

Fire Department

All-Terrain Vehicle w/Trailer	\$25,000
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Community Affairs

Paint Auditorium Ceiling and Walls	\$40,000
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Parks and Recreation

Pool Resurfacing	\$73,200
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Pool Decking Repair	\$4,235
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Public Works

Demolition of IA Building / Retaining Wall	\$42,565
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Shop Heater Replacement	\$6,000
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Parking Lot Repair	\$20,000
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Administration

Replace Servers/IT Upgrades	\$10,000
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Total: **\$221,000**

2019 – 2020 Revaluation Funds

Additional Street Resurfacing	\$25,000
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Fire Department/Police Department Solution	\$100,000
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Total: **\$125,000**

Paving 2020

Upcoming Year 2020 will be the last payment for the Capital Paving Project from 2016. After considering current available interest rates, we are looking at future paving projects to be self funded. The table to the right shows up coming paving cycles with available funds for each cycle. Going to a self funding option we save over \$72000.00 in interest cost over the next 4 year, along with improving our debt service ratio. Street condition study has been updated. Future projects and paving cycles will be review by the paving committee on an annual basis.

Self Funding Paving Cycles

Current Fund Balance		\$35,528.00
Estimate Fund Balance	2019	\$15,000.00
Estimate Fund Balance	2020	\$20,000.00
Tax reevaluation	2020	\$25,000.00

Cycle 1 2020 \$95,528.00

Powell Bill Allocations	2021	\$125,000.00
Tax reevaluation	2021	\$25,000.00

Cycle 2 2021 \$150,000.00

Powell Bill Allocations	2022	\$125,000.00
Tax reevaluation	2022	\$25,000.00

Powell Bill Allocations	2023	\$125,000.00
Tax reevaluation	2023	\$25,000.00

Cycle 3 2023 \$300,000.00

Powell Bill Allocations	2024	\$125,000.00
Tax reevaluation	2024	\$25,000.00

Powell Bill Allocations	2025	\$125,000.00
Tax reevaluation	2025	\$25,000.00

Cycle 4 2025 \$300,000.00



Community Affairs Department
2019-2020 Rate Schedules

Proposed Fee Schedule & Rental Rate Changes

Waldensian Room Rentals - Currently \$105 for 5 hours & \$20 each additional hour

Proposed \$150 for 5 hours & \$25 each additional hour (includes use of new space "the cave")

Teachers Cottage Rentals - Currently \$55 for 4 hours & \$15 each additional hour

Proposed \$75 for 4 hours & \$15 each additional hour

2018-2019 AUDITORIUM RENTAL RATES

MON-THURS RATES	UNDER 6 HOURS	6-8 HOURS	OVER 8 HOURS
PROFIT	\$350	\$400	\$450
NON-PROFIT	\$250	\$300	\$350

FRIDAY-SUNDAY RATES	UNDER 6 HOURS	6-8 HOURS	OVER 8 HOURS
PROFIT	\$400	\$450	\$500
NON-PROFIT	\$300	\$350	\$400

Rehearsal Fee: \$200 | Load in Fee: \$100 | Sound & Light Equipment & Service: \$10 an hour

Proposed 2019-2020 AUDITORIUM RENTAL RATES

MON-THURS RATES	UNDER 4 HOURS	4-6 HOURS	6-12 HOURS
PROFIT	\$350	\$400	\$450
NON-PROFIT	\$250	\$300	\$350

FRIDAY-SUNDAY RATES	UNDER 4 HOURS	4-6 HOURS	6-12 HOURS
PROFIT	\$400	\$450	\$500
NON-PROFIT	\$300	\$350	\$400

***OVER 12 HOURS: EACH ADDITIONAL HOUR IS \$100**

Rehearsal Fee: \$200 | Load in Fee: \$100 | Sound & Light Equipment & Service: \$20 an hour

Proposed ADDITIONAL FEES:

Room #138 & Room #139: \$20 per day used | Box Office: \$50 per day used

Riser/Stage Platforms: \$100 | Other Needs (aerial silk hanging, gobos, etc.): \$50 | Grand Piano/Upright Piano: \$50 per day used

Estimated
Additional Revenue
2019-2020

Public Rentals
\$3,600

2019-2020 LEASE RATES - OLD ROCK SCHOOL

DAVID HARMON PHOTOGRAPHY

2018-2019	\$283 per month	=\$3,396 a year
2019-2020	\$305 per month	=\$3,660 a year

Yearly Revenue Increase: \$264 per year

STILL WATERS COUNSELING

2018-2019	\$283 per month	=\$3,396 a year
2019-2020	\$305 per month	=\$3,660 a year

Yearly Revenue Increase: \$264 per year

DREAM CONNECTIONS

2018-2019	\$970 per month	=\$11,640 a year
2019-2020	\$1045 per month	=\$12,450 a year

Yearly Revenue Increase: \$900 per year

PIEDMONT WESTERN RAILROAD MUSUEM

2018-2019	\$210 per month	=\$2,520 a year
2019-2020	\$230 per month	=\$2,760 a year

Yearly Revenue Increase: \$240 per year

Lessee have already been notified of these increases for their budgeting purposes.

TOTAL YEARLY REVENUE INCREASE FOR PROPOSED RATES: \$1,668

NEW FEES FOR ANNUAL RENTERS

MEALS ON WHEELS – USE OF TEACHER COTTAGE

MONDAY THROUGH FRIDAY 8-12PM

**No fee for use of the Teachers Cottage has ever been charged. On June 1, 2018, Meals on Wheels along with Burke County Health Department were notified that they would be charged \$200 per month effective July 1, 2019.*

HEARTS (HOMESCHOOL EDUCATION FOR THE ARTS)

MONDAYS – SEPTEMBER THROUGH MAY EACH YEAR

**HEARTS has been notified that effective July 1, 2019, their rates will increase approximately \$50 per Monday of use. Their rates for recitals and their annual drama has also increase by \$50 per event.*

CLATER KAYE THEATREWORKS

USE OF AUDITORIUM FOR THEATRE PRODUCTIONS - APPROXIMATELY 4 TIMES PER YEAR

**Effective July 1, 2019 all bookings after this date will be charged an additional \$310 per production.*

Annual renters have already been notified of these increases on March 1, 2019 for their budgeting purposes.

Notes:

These rental changes are difficult to implement due to promises that were made under previous administration/management. While the amounts may seem minimal it is necessary to implement these increases gradually in order to maintain the relationships we have with these organizations.

Jimmy C. Draughn Aquatic & Fitness Center Fee Schedule

	Monthly	3 mo.	Yearly	Aquatics Center	Class Benefit
Individual Student(w/id) / Senior / Military	20 / 25	50 / 62.50	160 / 200		<u>Core Water</u> Exercise - Free, Others \$2 - member/ \$5 - non-member
Individual / Sr. Couple / Military Couple	30 / 37.50	75 / 93.75	240 / 300		
Couple / Military Family	35 / 43.75	87.50 / 109.50	280 / 350		
Family	40 / 50	100 / 125	320 / 400		

	Monthly	3 mo.	Yearly	Fitness Center	Class Benefit
Individual Student(w/id) / Senior / Military	20 / 25	50 / 62.50	160 / 200		<u>Core Land</u> Exercise - Free, Others \$2 - member/ \$5 - non-member
Individual / Sr. Couple / Military Couple	30 / 37.50	75 / 93.75	240 / 300		
Couple / Military Family	35 / 43.75	87.50 / 109.50	280 / 350		
Family	40 / 50	100 / 125	320 / 400		

	Monthly	3 mo.	Yearly	BOTH	Class Benefit
Individual Student(w/id) / Senior / Military	30 / 37.50	75 / 93.75	240 / 300		<u>Core Water & Land</u> Exercise - Free, Others \$2 - member/ \$5 - non-member
Individual / Sr. Couple / Military Couple	45 / 56.25	112.50 / 140.75	360 / 450		
Couple / Military Family	52.5 / 65.75	131.25 / 164	420 / 525		
Family	60 / 75	150 / 187.50	480 / 600		

* First number Valdese City Limits / Second number outside City Limits (**25% upcharge**)

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

TOWN OF VALDESE TAP FEE SCHEDULE

~~Effective November 6, 2007~~

Effective July 1,2019

~~Location for water and sewer availability fee: \$30.00~~

WATER TAPS **Inside & Outside City Limits**

Residential – water line located on same side of road

¾" Water Tap	\$1000.00
1"	\$1420.00 Actual Cost plus 10%
Greater Than 1"	Cost Plus 10%

Water line located on opposite side of road

¾" Water Tap	\$1200.00
1"	\$1620.00 Actual cost plus 10%
Greater Than 1"	Cost Plus 10%

Commercial & Industrial ————— **Actual Cost Plus 10%**

Meter tampering	\$100.00 plus equipment repair charges (damages)
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Meter Relocate (using existing tap – Not to exceed 20ft)	\$300.00	\$150.00
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***** If new tap is required full tap fee is charged *****

SEWER TAPS
Inside & Outside City Limits

Sewer line located on same side of road

4" Sewer Tap \$1000.00

Larger than 4" Actual Cost Plus 10%

Sewer line located on opposite side of road

4" Sewer Tap \$1200.00

(any other extreme circumstances) \$1200 or cost plus 10% which ever greater

Larger than 4" Actual Cost Plus 10%

~~**Commercial & Industrial** Actual Cost Plus 10%~~

~~**Outside City Limits**~~

~~(approval from council) Double Inside Rate~~

Town of Valdese
Water and Sewer Utility Fund

Rate Adjustment: 4% years 1 - 5; 2% years 6 - 10

Current and Proposed Water Rates

	Current Rate	Projected					Extended				
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Inside Water Residential											
Minimum 3,000 gallons	31.50	32.80	34.15	35.55	37.00	38.50	39.30	40.10	40.95	41.80	42.65
Volume Charge (per 1,000 gal); 3,001+ gallons	3.10	3.25	3.40	3.55	3.70	3.85	3.95	4.05	4.15	4.25	4.35
Outside Water Residential											
Minimum 3,000 gallons	49.85	51.15	52.50	53.90	55.35	56.85	57.65	58.45	59.30	60.15	61.00
Volume Charge (per 1,000 gal); 3,001+ gallons	5.90	6.05	6.20	6.35	6.50	6.65	6.75	6.85	6.95	7.05	7.15
Inside Water Commercial											
Minimum 3,000 gallons	31.50	32.80	34.15	35.55	37.00	38.50	39.30	40.10	40.95	41.80	42.65
Volume Charge (per 1,000 gal); 3,001+ gallons	3.10	3.25	3.40	3.55	3.70	3.85	3.95	4.05	4.15	4.25	4.35
Outside Water Commercial											
Minimum 3,000 gallons	63.10	65.65	68.30	71.05	73.90	76.90	78.45	80.05	81.70	83.35	85.05
Volume Charge (per 1,000 gal); 3,001+ gallons	6.15	6.40	6.70	7.00	7.30	7.60	7.80	8.00	8.20	8.40	8.60
Inside Water Industrial											
Minimum 3,000 gallons	12.35	12.85	13.40	13.95	14.55	15.15	15.10	15.45	15.80	16.15	16.50
Volume Charge (per 1,000 gal); 3,001 - 3,000,000 gallons	2.35	2.45	2.55	2.70	2.85	3.00	3.10	3.20	3.30	3.40	3.50
Volume Charge (per 1,000 gal); 3,000,000+ gal	1.15	1.20	1.25	1.30	1.40	1.50	1.55	1.60	1.65	1.70	1.75
Outside Water Industrial											
Minimum 3,000 gallons	24.65	25.65	26.70	27.80	28.95	30.15	30.80	31.45	32.10	32.75	33.45
Volume Charge (per 1,000 gal); 3,001 - 300,000 gallons	4.70	4.90	5.10	5.35	5.60	5.85	6.00	6.15	6.30	6.45	6.60
Volume Charge (per 1,000 gal); 300,000+ gal	2.30	2.40	2.50	2.60	2.75	2.90	3.00	3.10	3.20	3.30	3.40
Burke County & Rutherford College											
Volume Charge (per 1,000 gal); 3,001+ gallons	3.55	3.70	3.85	4.05	4.25	4.45	4.55	4.65	4.75	4.85	4.95
Icard											
Minimum 10,000,000 gal	10,400.00	10,500.00	10,600.00	10,700.00	10,800.00	10,900.00	11,000.00	11,100.00	11,200.00	11,300.00	11,400.00
Volume Charge (per 1,000 gal) 10,000,000+ gal	1.28	increases per Hickory Rates									

Sample Monthly Water Charges

Sample Monthly Water Charges			Current Rate	Projected					Extended				
			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Residential Inside	4,000	gal	34.60	36.05	37.55	39.10	40.70	42.35	43.25	44.15	45.10	46.05	47.00
Residential Outside	4,000	gal	55.75	57.20	58.70	60.25	61.85	63.50	64.40	65.30	66.25	67.20	68.15
Commercial Inside	10,000	gal	53.20	55.55	57.95	60.40	62.90	65.45	66.95	68.45	70.00	71.55	73.10
Commercial Outside	10,000	gal	106.15	110.45	115.20	120.05	125.00	130.10	133.05	136.05	139.10	142.15	145.25
Commercial Inside	50,000	gal	177.20	185.55	193.95	202.40	210.90	219.45	224.95	230.45	236.00	241.55	247.10
Commercial Outside	50,000	gal	352.15	366.45	383.20	400.05	417.00	434.10	445.05	456.05	467.10	478.15	489.25
Industrial Inside	500,000	gal	940.30	980.50	1,020.75	1,075.85	1,141.00	1,206.15	1,245.80	1,285.85	1,325.90	1,365.95	1,406.00

Town of Valdese
Water and Sewer Utility Fund

Rate Adjustment: 4% years 1 - 5; 2% years 6 - 10

Current and Proposed Sewer Rates

	Current Rate	Projected					Extended				
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Inside Sewer Residential											
Minimum 3,000 gallons	6.65	6.95	7.25	7.55	7.90	8.25	8.45	8.65	8.85	9.05	9.25
Volume Charge (per 1,000 gal); 3,001+ gallons	2.25	2.35	2.45	2.55	2.70	2.85	2.95	3.05	3.15	3.25	3.35
Outside Sewer Residential											
Minimum 3,000 gallons	12.70	13.00	13.30	13.60	13.95	14.30	14.50	14.30	14.90	15.10	15.30
Volume Charge (per 1,000 gal); 3,001+ gallons	4.30	4.40	4.50	4.60	4.75	4.90	5.00	5.10	5.20	5.30	5.40
Inside Sewer Commercial											
Minimum 3,000 gallons	6.95	7.25	7.55	7.90	8.25	8.60	8.80	9.00	9.20	9.40	9.60
Volume Charge (per 1,000 gal); 3,001+ gallons	2.35	2.45	2.55	2.70	2.85	3.00	3.10	3.20	3.30	3.40	3.50
Outside Sewer Commercial											
Minimum 3,000 gallons	13.85	14.45	15.05	15.70	16.35	17.05	17.40	17.75	18.15	18.55	18.95
Volume Charge (per 1,000 gal); 3,001+ gallons	4.70	4.90	5.10	5.35	5.60	5.85	6.00	6.15	6.30	6.45	6.60
Inside Sewer Industrial											
Minimum 0 gallons	6.75	7.05	7.35	7.65	8.00	8.35	8.55	8.75	8.95	9.15	9.35
Volume Charge (per 1,000 gal)	2.25	2.35	2.45	2.55	2.70	2.85	2.95	3.05	3.15	3.25	3.35
Outside Sewer Industrial											
Minimum 0 gallons	13.45	14.00	14.60	15.20	15.85	16.50	16.85	17.20	17.55	17.95	18.35
Volume Charge (per 1,000 gal)	4.50	4.70	4.90	5.10	5.35	5.60	5.75	5.90	6.05	6.20	6.35
Burke County											
Volume Charge (per 1,000 gal)	2.45	2.55	2.70	2.85	3.00	3.15	3.25	3.35	3.45	3.55	3.65
Drexel											
Volume Charge (per 1,000 gal)	2.45	2.55	2.70	2.85	3.00	3.15	3.25	3.35	3.45	3.55	3.65
Rutherford College											
Volume Charge (per 1,000 gal)	2.05	2.15	2.25	2.35	2.45	2.55	2.65	2.75	2.85	2.95	3.05

Sample Monthly Sewer Charges

			Current Rate	Projected					Extended				
			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Residential Inside	4,000	gal	8.90	9.30	9.70	10.10	10.60	11.10	11.40	11.70	12.00	12.30	12.60
Residential Outside	4,000	gal	17.00	17.40	17.80	18.20	18.70	19.20	19.50	19.40	20.10	20.40	20.70
Commercial Inside	10,000	gal	23.40	24.40	25.40	26.80	28.20	29.60	30.50	31.40	32.30	33.20	34.10
Commercial Outside	10,000	gal	46.75	48.75	50.75	53.15	55.55	58.00	59.40	60.80	62.25	63.70	65.15
Commercial Inside	50,000	gal	117.40	122.40	127.40	134.80	142.20	149.60	154.50	159.40	164.30	169.20	174.10
Commercial Outside	50,000	gal	234.75	244.75	254.75	267.15	279.55	292.00	299.40	306.80	314.25	321.70	329.15
Industrial Inside	500,000	gal	1,131.75	1,182.05	1,232.35	1,282.65	1,358.00	1,433.35	1,483.55	1,533.75	1,583.95	1,634.15	1,684.35