TOWN OF WEAVERVILLE **AGENDA**

Town Hall/Community Room **June 17, 2025 at 6:00 pm**
30 South MainStreet, Weaverville, NC 28787 **Town Council Regular Budget Workshop**

1.	**Call to Order**		Mayor Fitzsimmons
2.	**Budgets for FY2025-2026**.....	2	Town Manager Harris
	a. Budget Ordinance - General Fund, Fire Fund, Grant Project Fund ...	3	
	b. Budget Ordinance - Water Enterprise Fund, Capital Project Fund ...	8	
	c. FY2025-2026 Budget Summary by Department	11	
3.	**Fee Schedules for FY2025-2026 .**.....	14	Assistant Manager Jackson
	a. Fee Schedule Ordinance - General Fund and Fire Fund	15	
	b. Fee Schedule Ordinance - Water Enterprise Fund	22	
4.	**Position Classification/Pay Plan for FY2025-2026 .**.....	27	Finance Director Dozier
5.	**Personnel Policy – Recommended Amendments**	30	Town Manager Harris
6.	**Adjournment**		Mayor Fitzsimmons

*Public comments may be submitted during the meeting or in writing in advance on the proposed FY2025-2026 budget. Normal rules of decorum apply to all comments and duplicate comments are discouraged. Comments during the meeting are generally limited to 3 minutes. You must be recognized before giving your comment. Written comments timely received will be provided to Town Council and reviewed during the meeting as time allows. Written comments are limited to no more than 450 words and can be submitted as follows: (1) by putting your written comment in a drop box at Town Hall (located at front entrance and back parking lot) at least 6 hours prior to the meeting, (2) by emailing to public-comment@weavervillenc.org at least 6 hours prior to the meeting, (3) by mailing your written comment (received not later than Tuesday's mail delivery) to: Town of Weaverville, PO Box 338, Weaverville, NC, 28787, Attn: Public Comments. For more information please call (828)645-7116.

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE:	June 17, 2025
SUBJECT:	Budgets for FY2025-2026
PRESENTER:	Town Manager Harris
ATTACHMENTS:	Proposed Budget Ordinance – General Fund and Fire Fund Proposed Budget Ordinance – Water Enterprise Fund FY2026 Budget Summary by Department

DESCRIPTION/SUMMARY OF REQUEST:

Based on Town Council's discussions and consensus over the last few budget meetings, the Town Manager presents the proposed budget ordinance for the General Fund and Fire Fund and the proposed budget ordinance for the Water Fund.

There hasn't been much conversation concerning the Water Fund budget, but Town Council has had active discussion concerning the tax rate for the General Fund budget. A three-cent tax rate increase is included in the proposed budget to reflect the consensus of Town Council from its last meeting. If Town Council wishes to increase the tax rate further to provide for additional streets money, that change can be made and staff will have those numbers at tonight's meeting.

Staff will be available to answer any questions that Town Council may have regarding these budgets.

COUNCIL ACTION REQUESTED:

Town Council adoption of the attached budget ordinances either as presented or with amendments deemed appropriate by Town Council.

TOWN OF WEAVERVILLE
FISCAL YEAR 2025-2026 BUDGET ORDINANCE FOR
THE GENERAL FUND AND SPECIAL REVENUE FIRE FUND

WHEREAS, N.C.G.S §159-8 requires that the Town of Weaverville appoint a Budget Officer to serve at the will of the governing body and Town Council has and hereby appoints the Town Manager to serve in such capacity; and

WHEREAS, in accordance with N.C.G.S. §159-10, departmental budget requests were submitted to the Budget Officer by March 7, 2025, and in accordance with N.C.G.S. §159-11, the Budget Officer submitted the budget message to the Mayor and Town Council on April 15, 2025, which included the tax rate calculated as 38 cents ($0.38) per $100 in valuation per the Buncombe County Tax Department's assessments; and

WHEREAS, in accordance with N.C.G.S. §159-12(a), the Budget Officer filed the proposed budget with the Town Clerk on April 15, 2025, and posted the same on the Town's website, and the Town Clerk caused a statement indicating that the proposed budget had been submitted to the governing body and was available for public inspection and that a public hearing on the budget was scheduled for May 13, 2025; and

WHEREAS, Town Council, in accordance with N.C.G.S. §159-12(b) and after proper notice under N.C.G.S. §159-12(a), held a public hearing on the proposed budget on May 13, 2025, providing the public with an opportunity to attend and provide comment; and

WHEREAS, Town Council has carefully considered the anticipated revenues and expenditures necessary to provide for the provision of municipal services within the Town of Weaverville during the 2025-2026 fiscal year and wishes to adopt this Budget Ordinance which reflects a balanced budget in accordance with N.C.G.S. §159-8, with the sum of estimated net revenues and appropriated fund balances equal to appropriations;

BE IT, THEREFORE, ORDAINED by the Town Council for the Town of Weaverville, North Carolina:

Section 1. General Fund Revenues

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

GENERAL FUND REVENUES	
Prior Year Tax Revenue	$3,000
Ad Valorem Tax Revenue	$4,771,838
DMV Tax Revenue	$288,513
Tax Penalties & Interest	$2,000
Utilities Franchise Tax	$522,594
Beer & Wine Tax	$19,000
Powell Bill Distributions	$164,000
Local Government Sales Tax	$2,167,561
ABC Store Distribution to Town	$170,000

Cell Tower Revenue	$22,300
Miscellaneous Revenue	$12,000
Interest Earned	$276,061
Interest Earned-Powell Bill	$16,302
Zoning Inspections Fees	$20,000
Facility Use Rental Fees	$45,000
Parking Enforcement Fees	$3,400
Sale of Property	$16,000
Appropriated Fund Balance	$1,383,466
TOTAL ESTIMATED GENERAL FUND REVENUES	**$9,903,035**

Section 2. General Fund Appropriations

The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the departmental units heretofore established for the Town:

GENERAL FUND APPROPRIATIONS	
Governance	$343,480
Administration	$1,150,550
Planning & Code Enforcement	$260,775
Police Department	$3,508,229
Public Works:	
Streets Division	$656,879
Powell Bill Division	$20,058
Sanitation Division	$806,221
Stormwater Management Division	$313,511
Grounds Maintenance Division	$418,146
Recreation / Community Center	$365,734
Contingency	$10,000
Transfer to Fire District Fund	$2,049,452
TOTAL GENERAL FUND APPROPRIATIONS	**$9,903,035**

Section 3. Special Revenue Fund – Weaverville Fire Department Revenue

A Special Revenue Fund was established in fiscal year 2021-2022 to account for North Buncombe Fire Tax revenue as well as all expenditures associated with the Town's fire department, as required by Buncombe County to remain eligible for fire tax revenue. It is estimated that the following revenues will be available in the Special Revenue Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

FIRE DISTRICT FUND REVENUES	
Buncombe County Fire Protection	$2,289,779
Fire Fees	$1,000
Transfer from General Fund	$2,049,452
TOTAL FIRE DISTRICT FUND REVENUES	**$4,340,231**

Section 4. Special Revenue Fund – Weaverville Fire Department Appropriations

The following amounts are hereby appropriated in the Special Revenue Fund for the operation of the Town's fire department and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

FIRE DISTRICT FUND APPROPRIATIONS	
Fire Department	$4,340,231
TOTAL FIRE DISTRICT FUND APPROPRIATIONS	**$4,340,231**

Section 5. Grant Project Funds

A Grant Project Fund was established for the FEMA funds related to Tropical Storm/Hurricane Helene to account for the funds received and spent by the Town on debris removal and other storm-related expenditures.

Section 6. Ad Valorem Property Taxes

An *ad valorem* property tax rate of 38 cents ($0.38) per one hundred dollars ($100.00) valuation of taxable property, as listed for taxes as of January 1, 2025, is hereby levied and established as the official tax rate for the Town of Weaverville for fiscal year beginning July 1, 2025, and ending June 30, 2026. This tax rate is based upon a total projected valuation of $1,257,003,835 and an estimated collection rate of 99.9%.

Section 7. Fee and Rate Schedule

A fee schedule is adopted by separate ordinance to establish monies receivable by the Town of Weaverville for July 1, 2025, through June 30, 2026.

Section 8. Pay Plan and Position Classification Plan

Any Pay Plan or Position Classification Plan adopted by Town Council, and amendments, that are effective for fiscal year beginning July 1, 2025, and ending June 30, 2026, are hereby incorporated into this Budget Ordinance by reference.

Section 9. Contingency Concerning Fire Tax Rate

The North Buncombe Fire Tax Rate used in this Budget Ordinance is 12.27 cents ($0.1227) per $100.00 in valuation. Should Buncombe County set the fire tax rate applicable within the

Town's jurisdiction lower than $0.1227 per $100.00 in valuation, then the Town's Budget for FY2025-2026 shall be and is hereby automatically amended to appropriate the resulting difference in fire tax revenue from the fund balance within the Town's General Fund.

Section 10. Authorizations & Conditions

The Town Manager, serving as the Budget Officer for the Town of Weaverville, is hereby authorized to transfer appropriations as contained herein under the following conditions:

A. This Budget Ordinance defines departments and divisions as follows:

General Fund and Fire Fund Departments:		**Divisions:**
Governance		
Administration		
Planning Department		
Recreation/Community Center		
Police Department		
Fire Department		
Public Works:		• Streets • Powell Bill • Sanitation • Stormwater Management • Grounds Maintenance

B. The Budget Officer or their designee is hereby authorized to distribute departmental funds based upon the line-item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.

C. The Budget Officer or their designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.

D. The Budget Officer or their designee may transfer amounts up to 5%, but not to exceed $10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.

E. The Budget Officer or their designee may not transfer any amounts between funds, except as a budget amendment approved by the Weaverville Town Council.

F. The Town Manager is hereby designated as the Deputy Finance Officer.

Section 11. Utilization of Budget Ordinance

The Budget Ordinance shall be the basis for the financial plan of the Town of Weaverville during the fiscal year beginning July 1, 2025, and ending June 30, 2026. The Budget Officer or their designee shall administer the budget. The accounting system shall establish records

which are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Section 12. Distribution and Documentation

Copies of this Budget Ordinance shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer to be kept on file by them for direction in the collection of revenues and disbursement of Town funds.

DULY ADOPTED this the _____ day of June 2025.

Patrick Fitzsimmons, Mayor
Town of Weaverville

ATTEST:

Tamara Mercer, Town Clerk

TOWN OF WEAVERVILLE
FISCAL YEAR 2025-2026 BUDGET ORDINANCE FOR
THE WATER PUBLIC ENTERPRISE FUND

WHEREAS, N.C.G.S §159-8 requires that the Town of Weaverville appoint a Budget Officer to serve at the will of the governing body and Town Council has and hereby appoints the Town Manager to serve in such capacity; and

WHEREAS, in accordance with N.C.G.S. §159-10, departmental budget requests were submitted to the Budget Officer by March 7, 2025, and in accordance with N.C.G.S. §159-11, the Budget Officer submitted the budget message to the Mayor and Town Council on April 15, 2025; and

WHEREAS, in accordance with N.C.G.S. §159-12(a), the Budget Officer filed the proposed budget with the Town Clerk on April 15, 2025, and posted the same on the Town's website, and the Town Clerk caused a statement indicating that the proposed budget had been submitted to the governing body and was available for public inspection and that a public hearing on the budget was scheduled for May 13, 2025; and

WHEREAS, Town Council, in accordance with N.C.G.S. §159-12(b) and after proper notice under N.C.G.S. §159-12(a), held a public hearing on the proposed budget on May 13, 2025, providing the public with an opportunity to attend and provide comment; and

WHEREAS, the Town of Weaverville operates a public water system as a public enterprise fund in accordance with Article 16 of Chapter 160A of the N.C. General Statutes;

WHEREAS, Town Council has carefully considered the anticipated revenues and expenditures necessary to operate the Town of Weaverville's public water system during the 2025-2026 fiscal year and wishes to adopt this Budget Ordinance which reflects a balanced budget in accordance with N.C.G.S. §159-8, with the sum of estimated net revenues and appropriated fund balances equal to appropriations;

BE IT, THEREFORE, ORDAINED by the Town Council for the Town of Weaverville, NC:

Section 1. Water Fund Revenues

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

WATER FUND REVENUES	
Water Revenue	$2,996,505
Miscellaneous Revenue	$88,000
Water Taps	$26,250
System Development Fees	$190,600
Fees for MSD Collection	$86,990
Interest Earned	$122,299
TOTAL WATER FUND REVENUES	**$3,510,644**

Section 2. Water Fund Appropriations

The following amounts are hereby appropriated in the Water Fund for the operation of the Town's water system for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in accordance with the departmental divisions heretofore established for the Town:

WATER FUND APPROPRIATIONS	
Water Administration	$448,489
Water Production	$1,477,754
Water Maintenance	$1,275,167
Contingency	$5,000
Debt Service - General Obligation Bonds	$210,529
Debt Service - USDA Revenue Bonds	$93,705
TOTAL WATER FUND APPROPRIATIONS	**$3,510,644**

Section 3. Capital Project Funds

A Capital Project Fund was first established by ordinance on June 28, 2021, for capital projects associated with the Town's Water System. This ordinance includes both the Water System Resiliency Project and the Water Treatment Plant Expansion Project and was most recently amended on August 26, 2024. Both projects are underway and budget amendments and transfers will be necessary as each project progresses.

Section 4. Fee and Rate Schedule

The Town is authorized to set rents, rates, fees, charges, and penalties for its Water Fund pursuant to N.C. Gen. Stat. 160A-314 and has adopted system development fees pursuant to Article 8 of Chapter 162A of the N.C. General Statutes. A fee schedule is adopted by separate ordinance to establish those monies receivable by the Town of Weaverville's Water Fund for July 1, 2025, through June 30, 2026.

Section 5. Pay Plan and Position Classification Plan

Any Pay Plan or Position Classification Plan adopted by Town Council, and amendments, that are effective for fiscal year beginning July 1, 2025, and ending June 30, 2026, are hereby incorporated into this Budget Ordinance by reference.

Section 6. Authorizations & Conditions

The Town Manager, serving as the Budget Officer for the Town of Weaverville, is hereby authorized to transfer appropriations as contained herein under the following conditions:

A. This Budget Ordinance defines departments and divisions as follows:

Water Fund Department:		**Divisions:**
Water:		• Water Administration • Water Production • Water Maintenance

B. The Budget Officer or their designee is hereby authorized to distribute departmental funds based upon the line-item budgets and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.

C. The Budget Officer or their designee may authorize transfers between line items, expenditures and revenues, within a department or division without limitation and without a report being required.

D. The Budget Officer or their designee may transfer amounts up to 5%, but not to exceed $10,000 monthly, between departments, including contingency appropriations, but only within the same fund. The Budget Officer must make an official report on such transfers at a subsequent regular meeting of Town Council.

E. The Budget Officer or their designee may not transfer any amounts between funds, except as a budget amendment approved by the Weaverville Town Council.

F. The Town Manager is hereby designated as the Deputy Finance Officer.

Section 7. Utilization of Budget Ordinance

The Budget Ordinance shall be the basis for the financial plan of the Town of Weaverville during the fiscal year beginning July 1, 2025, and ending June 30, 2026. The Budget Officer or their designee shall administer the budget. The accounting system shall establish records which are in consonance with this budget and this ordinance and the appropriate statutes of the State of North Carolina.

Section 8. Distribution and Documentation

Copies of this Budget Ordinance shall be furnished to the Town Clerk, the Budget Officer and the Finance Officer to be kept on file by them for direction in the collection of revenues and disbursement of Town funds.

DULY ADOPTED this the **_____** day of June 2025.

Patrick Fitzsimmons, Mayor
Town of Weaverville

ATTEST:

Tamara Mercer, Town Clerk

Fiscal Year 2025-2026 Budget
Budgets by Fund, Department, Function & Category

GENERAL FUND REVENUE	FY 2025 Adopted Budget	FY 2026 Proposed Budget	$ Variance	% Variance
Prior Year Tax Revenue	$3,000	$3,000	$0	0.0%
Ad Valorem Tax Revenue	$4,262,256	$4,771,838	$509,582	12.0%
DMV Tax Revenue	$221,402	$288,513	$67,111	30.3%
Tax Penalties & Interest	$8,000	$2,000	($6,000)	-75.0%
Utilities Franchise Tax	$490,661	$522,594	$31,932	6.5%
Beer & Wine Tax	$19,000	$19,000	$0	0.0%
Powell Bill Distributions	$148,440	$164,000	$15,560	10.5%
Local Government Sales Tax	$2,167,561	$2,167,561	$0	0.0%
ABC Store Distribution to Town	$350,000	$170,000	($180,000)	-51.4%
Cell Tower Revenue	$22,300	$22,300	$0	0.0%
Miscellaneous Revenue	$8,000	$12,000	$4,000	50.0%
Interest Earned	$287,647	$276,061	($11,586)	-4.0%
Interest Earned-Powell Bill	$34,710	$16,302	($18,408)	-53.0%
Zoning Inspections Fees	$18,000	$20,000	$2,000	11.1%
Facility Use Rental Fees	$75,770	$45,000	($30,770)	-40.6%
Parking Enforcement Fees	$3,400	$3,400	$0	0.0%
Sale of Property	$10,000	$16,000	$6,000	60.0%
Appropriated Fund Balance	$1,216,788	$1,383,466	$166,678	13.7%
TOTAL GENERAL FUND REVENUE	**$9,346,935**	**$9,903,035**	**$556,100**	**5.9%**

GENERAL FUND EXPENDITURES		FY 2025 Adopted Budget	FY 2026 Proposed Budget	$ Variance	% Variance
Governance					
Personnel - Town Council		$39,400	$41,553	$2,153	5.5%
Personnel - Legal		$135,643	$0	($135,643)	-100.0%
Operations		$209,484	$301,927	$92,443	44.1%
Capital Equipment		$0	$0	$0	0.0%
	Total	**$384,527**	**$343,480**	**($41,047)**	**-10.7%**
Administration					
Personnel		$661,389	$731,666	$70,277	10.6%
Operations		$419,270	$398,885	($20,386)	-4.9%
Capital Equipment		$0	$20,000	$20,000	0.0%
	Total	**$1,080,660**	**$1,150,550**	**$69,891**	**6.5%**
Planning & Code Enforcement					
Personnel		$217,185	$235,705	$18,520	8.5%
Operations		$27,245	$25,069	($2,176)	-8.0%
Capital Equipment		$0	$0	$0	0.0%
	Total	**$244,430**	**$260,775**	**$16,345**	**6.7%**
Police Department					
Personnel		$2,534,231	$2,764,395	$230,165	9.1%
Operations		$570,993	$613,322	$42,329	7.4%
Capital Equipment		$124,000	$96,600	($27,400)	-22.1%
Capital Improvements		$35,000	$33,911	($1,089)	-3.1%
	Total	**$3,264,224**	**$3,508,229**	**$244,005**	**7.5%**

Public Works: All Divisions					
Personnel		$1,131,595	$1,232,616	$101,022	8.9%
Operations		$658,740	$739,199	$80,460	12.2%
Capital Equipment		$228,000	$133,000	($95,000)	-41.7%
Capital Improvements		$215,686	$110,000	($105,686)	-49.0%
	Total	**$2,234,020**	**$2,214,815**	**($19,205)**	**-0.9%**
Recreation / Community Center					
Personnel		$151,619	$238,047	$86,428	57.0%
Operations		$95,069	$127,686	$32,617	34.3%
Capital Equipment		$0		$0	0.0%
	Total	**$246,689**	**$365,734**	**$119,045**	**48.3%**
Contingency		**$10,000**	**$10,000**	**$0**	**0.0%**
Transfer to Fire District Fund		**$1,882,385**	**$2,049,452**	**$167,067**	**8.9%**
Total General Fund Expenditures		**$9,346,935**	**$9,903,035**	**$556,099**	**5.9%**

FIRE DISTRICT FUND REVENUE	**FY 2025 Adopted Budget**	**FY 2026 Proposed Budget**	**$ Variance**	**% Variance**
Buncombe County Fire Protection	$2,227,144	$2,289,779	$62,635	2.8%
Fire Inspections Fees	$500	$1,000	$500	100.0%
Transfer from General Fund	$1,882,385	$2,049,452	$167,067	8.9%
TOTAL FIRE DISTRICT FUND REVENUE	**$4,110,029**	**$4,340,231**	**$230,202**	**5.6%**

FIRE DISTRICT FUND EXPENDITURES		**FY 2025 Adopted Budget**	**FY 2026 Proposed Budget**	**$ Variance**	**% Variance**
Fire Department					
Personnel		$3,094,018	$3,370,040	$276,023	8.9%
Operations		$637,471	$670,191	$32,720	5.1%
Capital Equipment		$325,000	$300,000	($25,000)	-7.7%
Capital Improvements		$0	$0	$0	0.0%
	Total	**$4,056,488**	**$4,340,231**	**$283,743**	**24.5%**
Debt Service					
Loan Payment-Fire Truck 09/14		**$53,541**	**$0**	**($53,541)**	**-100.0%**
Total Fire District Fund Expenditures		**$4,110,029**	**$4,340,231**	**$230,202**	**5.6%**

WATER FUND REVENUE	FY 2025 Adopted Budget	FY 2026 Proposed Budget	$ Variance	% Variance
Water Revenue	$2,847,745	$2,996,505	$148,760	5.2%
Miscellaneous Revenue	$20,000	$88,000	$68,000	340.0%
Water Taps	$22,680	$26,250	$3,570	15.7%
System Development Fees	$150,600	$190,600	$40,000	26.6%
Fees for MSD Collection	$82,426	$86,990	$4,565	5.5%
Interest Earned	$130,153	$122,299	($7,854)	-6.0%
Appropriated Fund Balance	$0	$0	$0	0.0%
Total Water Fund Revenue	**$3,253,604**	**$3,510,644**	**$257,041**	**7.9%**

WATER FUND EXPENDITURES		FY 2025 Adopted Budget	FY 2026 Proposed Budget	$ Variance	% Variance
Water Fund					
Personnel		$1,323,513	$1,643,055	$319,543	24.1%
Operations		$936,233	$1,070,105	$133,873	14.3%
Capital Equipment		$187,899	$388,250	$200,351	106.6%
Capital Improvements		$500,000	$100,000	($400,000)	-80.0%
	Total	**$2,947,644**	**$3,201,411**	**$253,766**	**8.6%**
Contingency	**Total**	**$5,000**	**$5,000**	**$0**	**0.0%**
Debt Service					
Reserve for Bond Payment		$207,319	$210,529	$3,210	1.5%
USDA Revenue Bond Payment		$93,640	$93,705	$65	0.1%
	Total	**$300,959**	**$304,234**	**$3,275**	**1.6%**
Total Water Fund Expenditures		**$3,253,604**	**$3,510,644**	**$257,042**	**7.9%**

GRAND TOTAL BUDGET	**$16,710,568**	**$17,753,910**	**$1,043,342**	**6.2%**

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE: June 17, 2025

SUBJECT: Fee Schedules for FY2025-2026

PRESENTER: Assistant Town Manager Jackson

ATTACHMENTS: Proposed Fee Schedule Ordinance – General Fund and Fire Fund
Proposed Fee Schedule Ordinance – Water Enterprise Fund

DESCRIPTION/SUMMARY OF REQUEST:

During every budget cycle Town staff reviews the fee schedule. Like with the budget, this year the fee schedules are proposed as two separate ordinances, one for the general fund and fire fund and one for the water enterprise fund. The following is a brief summary of the changes for each (many of which are highlighted in the attachments):

General Fund/Fire Fund	• No special event permit fee for Town events • Simplification of some Planning/Zoning permit fees in favor of fixed fees • Fee in lieu of sidewalks was broadened to include other misc. required work, with amount TBD by Council • Construction debris violation added • Street cut permit fee added • Facility use fees simplified and increased with most increases on non-resident/commercial events in the large room at the Community Center
Water Enterprise Fund	• Customer requested meter testing fee increased to more fully capture employee time involved • Tap fees increased to offset increased material cost • Irrigation fees section added and fees increased to encourage water conservation • 5% water rate increase per rate study • Domestic water monthly minimum reduced per rate study • Rounding of rates up to the nearest nickel

Staff will be at tonight's meeting to answer any questions that Town Council may have regarding fees and the fee schedule ordinances.

COUNCIL ACTION REQUESTED:

Town Council adoption of the attached Fee Schedule ordinances, either as presented or with amendments deemed appropriate by Town Council.

TOWN OF WEAVERVILLE
FISCAL YEAR 2025-2026 FEE SCHEDULE ORDINANCE FOR
THE GENERAL FUND AND SPECIAL REVENUE FIRE FUND

WHEREAS, North Carolina law authorizes Town Council to adopt various fees, rates, fines, and penalties, and Town Council wishes to adopt a fee schedule for Fiscal Year 2025-2026 with an effective date of July 1, 2025;

NOW THEREFORE, BE IT ORDAINED by the Town Council for the Town of Weaverville, North Carolina that the following fee schedule shall be effective beginning July 1, 2025:

Section 1. General Administrative Fees and Miscellaneous Fees

Returned Check/Bank Draft Fee (G.S. § 25-3-506)	**$25.00**
Processing Fees for Electronic Payments	
Direct vendor fees charged through electronic payment vendors - These fees shall automatically be updated should changes be made to the fees charged by vendor and the Town Manager is authorized to amend the adopted Fee Schedule to reflect such changes.	
MyGovHub (https://weavervillenc.mygovhub.com) Monthly Utility Billing *(Visa, Mastercard, American Express, Discover Card)*	**$3.50 flat fee**
PaymentUs (https://ipn.paymentus.com/rotp/towe) Miscellaneous Payments	**2.95%** **no minimum**
Special Event Permit Fees	
Town Sponsored Event	**No Charge**
Events with No Alcohol	**$300.00**
Events with Alcohol	**$600.00**
Parade Entry Fee *(fees collected support local charitable organizations)*	**$20/entry**
Public Records Request Copying Charges	
Applicable postage will be charged for mailing of documents	
8 ½" x 11" black & white single-sided hardcopy (per page)	**$0.02**
8 ½" x 11" color single-sided hardcopy (per page)	**$0.09**
8 ½" x 11" black & white double-sided hardcopy (per page)	**$0.03**
8 ½" x 11" color double-sided hardcopy (per page)	**$0.18**
Electronic Copies	**no charge**
Annexation Petition Fee *(zoning map amendment fee also applies, see Sec. 5)*	**$200.00**
Municipal Election Filing Fee	**$20.00**
Beer and Wine Privilege Licenses	
Taxes will be assessed for all malt beverage and wine licenses in accordance with and as required by N.C.G.S. § 105-113.77 et seq., as the same may from time to time be amended.	

Hourly Charges for Equipment/Personnel	
Hourly charges are for special event permits (unless Town sponsored or supported), standby/watch services, secondary employment, etc. See also the notes below for secondary employment.	
Equipment	
Pumper Truck	**$150**
Ladder Truck	**$220**
Ton Truck/Brush Truck	**$35**
Command Vehicles	**$30**
Tanker	**$40**
ATV	**$40**
UAV/Drone	**$40**
Personnel (see notes below for secondary work)	
Fire Department	**$50**
Police Department	**$65**
Public Works Department	**$30**
The rate for Police Department personnel hired for secondary work is $65/hour for a four-hour minimum. If there is less than 96 hours' notice, it is $80/hour. If secondary employment is cancelled within 24 hours, the requester is still responsible for a minimum payment of four hours. Holiday pay can be up to $90/hour.	
A 4-hour minimum is required for Fire Department personnel hired for secondary work. Minimum staffing for the brush truck, drone, and ATV is two and a minimum staffing of three is required for the engine, ladder, and rescue trucks.	

Section 2. Fire Department and Code Enforcement Fees

Construction/Operations Permits	**$100**
Automatic Fire Extinguishing System	**$100**
Compressed Gas Installation	**$100**
Fire Alarm and Detection Systems and Related Equipment	**$100**
Fire Pumps and Related Equipment	**$100**
Flammable and Combustible Liquid Installations	**$100**
Hazardous Materials	**$100**
Industrial Ovens	**$100**
Liquid Propane (LP) Gas	**$100**
Private Hydrant System	**$100**
Spraying and Dipping Operations	**$100**
Standpipe Systems	**$100**
Temporary Membrane Structures (*tents, canopies, and air-supported structures)*	**$50**
Outdoor Event Fire Inspections/200+ square feet Onsite Cooking	**$75**
Fuel Dispensing Permit	**$50**
Other Required Plan Permit	**$100**
Construction Plan Review	
ABC Inspections	**$100**
Commercial Kitchen Hood Suppression Systems	**$100**

Explosives and Fireworks	**$100**
Petroleum Tanks and Related Equipment	**$100**
Other Required Plan Review	**$100**
Sprinkler/Fire Alarm System Inspections	
Up to 1,000 square feet	**$50**
1,0001 – 5,000 square feet	**$100**
5,001 – 10,000 square feet	**$150**
10,001 – 25,000 square feet	**$200**
25,001 – 50,000 square feet	**$250**
50,001 – 100,000 square feet	**$300**
100,001 – 200,000 square feet	**$350**
Over 200,000 square feet	**$400**
Code Violations	
Specific Code Violations	**$100**
Illegal Burning	**$100**
Construction Work/Operations without Permit	**$100**
Fire Lane Obstruction/Parking in Fire Lane	**$100**
Fire Hydrant Obstruction/Blocking Fire Hydrant	**$100**
Nuisance Fire Alarms (*3+ in 72 hours; per occurrence beginning with 3rd alarm)*	**$100**
Tampering with Fire Hydrant	**$500+ repair cost**
Violation of provision of Weaverville Code of Ordinances	**$100+**
Violations which increase hazard of menace of fire, explosion, or other hazardous condition that may delay, hinder, or interfere with Fire Department operations	**$200+**
Violations which delay, hinder, or prevent the egress of occupants of a building on fire and/or other emergency or acts which may prevent the operation of fire and/or life safety devices or systems	**$300+**
Violations which delay, hinder, or prevent the egress of occupants during an emergency that caused a fire or increased the severity of a fire, or the commission of any acts that prevented the operation of a fire and/or life safety devices or systems during an emergency	**$500+**
Hourly Charges for Equipment/Personnel	**See Section 1**

Section 3. Police Department and Code Enforcement Fees

Dangerous Dog Violations *(Code Section 4-107)*	
Class I	**$250/day**
Class II	**$500/day**
Class III	**$1,000/day**
Unrestrained Dogs (*dogs off leash; Code Section 4-80))*	**$250**
Parks and Recreation Violations *(includes vehicles parking on grass/trail)*	**$30/day**

Parking Violations	
Parked within Handicapped Zone	**$100**
Parked within Fire Lane	**$100**
Obstructing Traffic	**$100**
Parked within 25 feet of Intersection	**$50**
Parked in or within 10 of Crosswalk	**$50**
Parked within 25 feet of Traffic Sign/Signal	**$50**
Blocking Private Driveway	**$50**
Double Parked	**$50**
Truck Traffic in Restricted Area	**$50**
Exceeding Time Limit	**$30**
Parked Across Lines	**$30**
Exceeding 12 inches from Curb or Street Edge	**$30**
All Other Parking Violations	**$30**
Parking Permit for Construction, Loading, and Unloading (*per parking space; limited to 2 spaces*)	**$15/day**
Nuisance Security Alarms (*3+ in 72 hours; per occurrence beginning with 3rd alarm)*	**$100**
Removal of Traffic Related Signs (*including signs, traffic cones, caution tape, barriers, barrels, etc.)*	**$300**
Road/Park Closure Violations (*using streets, sidewalks, parks areas that have been closed)*	**$300**
Golf Cart Violations	
First Offense	**$50**
Second Offense	**$75**
Third and Subsequent Offenses	**$100**
General Violation of Weaverville Code of Ordinances	**$100 min.**
Hourly Charges for Equipment/Personnel	**See Section 1**

Section 4. Planning and Zoning and Code Enforcement Fees

Residential Zoning Permits	
Single Family Dwelling	**$250**
Multifamily Dwelling ($150 plus $50/dwelling, max $1,000)	**$300 - $1,000**
Secondary Dwelling	**$150**
Addition to Dwelling	**$100**
Accessory Structure	**$50**

Deck/Porch	**$50**
Home Occupation	**$50**
Internal Up-Fit/Renovation	**$50**
Temporary Structure/Use	**$50**
Commercial/Industrial Zoning Permits	
Commercial/Industrial Structure ($350 + $0.05/sqft over 2000, max $1,000)	**$350 - $1,000**
Commercial/Industrial Addition	**$250**
Accessory Structure	**$100**
Internal Up-Fit/Renovation	**$100**
Telecomm. Tower (per location; *subject to the max allowed by law)	**$4,000***
Telecomm. Tower - Co-location, Microcell, Concealed (per location)	**$500**
Temporary Structure/Use (annually)	**$100**
Mobile Food Vendors:	
Daily Permit	**$25**
Annually Permit	**$100**
Sign Permits	
Sign Permit Fee ($50 + fee based on surface area of sign [see below], max $200)	**$50-$200**
Up to 32 square feet	**+$25**
33-64 square feet	**+$50**
65-96 square feet	**+$100**
97+ square feet	**+$150**
Special Use Permit or Related Amendment Fee	**$500**
Rezoning/Zoning Map Amendment Fee and Conditional District Zoning Application Fee	
Less than 1 acre or accompanied by an annexation petition	**$250**
1-3 Acres	**$500**
4-9 Acres	**$750**
10+ Acres	**$1,000**
Text Amendment Fee	**$500**
Subdivision Fee	
Minor Subdivision ($100 + $25 per lot)	**$100-$200**
Major Subdivision ($300 + $25 per lot)	**$300+**
Zoning Verification Letter	**$25**
Variance, Sidewalk Waiver, and Other Board of Adjustment Matters	**$250**
Appeal of and Administrative Decision	**No Charge**

Fee in Lieu of Sidewalk Construction (or Other Required Work)	**TBD**
The fee is the amount approved by Town Council based on cost estimates provided and staff recommendation. For sidewalk construction the estimate must be based on the linear feet required and must include surveying, engineering, permitting, grading, materials, installation, finishing, and restoration of the area disturbed, and a 5% contingency	
Nuisance Violation (which requires Town abatement)	**$100**
Violation of Weaverville Code of Ordinances	**$100+**
Unless otherwise specifically provided in the Town Code, $100 charge for each separate and district violation, and for each day of continuing violation; additional civil penalties may be assessed pursuant to Town Code or other applicable law	

Section 5. Public Works and Code Enforcement Fees

Recycling Fee (included on monthly utility bill)	**$3.65**
Direct vendor fees charged by Curbside Management. Fee reflects vendor charge as of July 1, 2025.	
Solid Waste/Trash Violation	**$50**
Construction Debris Violation	**$100+**
Public Street Commitment Application Fee	**$200**
Street Cut Permit Fee	**$50**
Removal of Traffic Related Signs (*including signs, traffic cones, caution tape, barriers, barrels, etc.)*	**$300**
Road/Park Closure Violations (*using streets, sidewalks, parks areas that have been closed)*	**$300**
Hourly Charges for Equipment/Personnel	**See Section 1**

Section 6. Facility Use Fees

For purposes of this section, "Weekday" is Monday through Thursday, "Weekend" is Fri., Sat. and Sunday. "Resident" is any person residing within the municipal limits of the Town of Weaverville.

		Resident, Nonprofit, and Employee Rates	Non-Resident and Commercial Rates
Community Center Albert Weaver Room	Deposit	**$500**	**$500**
	Weekday Hourly	**$25**	**$100**
	Weekend Hourly	**$50**	**$150**
	Daily Max	**$500**	**$1,500**
Community Center Multipurpose Room	Deposit	**$100**	**$100**
	Weekday Hourly	**$10**	**$50**
	Weekend Hourly	**$25**	**$75**
	Daily Max	**$250**	**$750**
Community Center Whole Building	Deposit	**$500**	**$500**
	Rate	**$750**	**$2,000**
Town Hall Community Room	Deposit	**$100**	**$100**
	Weekday Hourly	**$10**	**$20**
	Weekend Hourly	**$20**	**$30**
	Daily Max	**$100**	**$200**

Section 7. General Provisions

a. Unless otherwise provided, the charge provided for violations is for each separate and distinct violation and is assessed daily if the violation is continuing in nature. Additional civil penalties may be assessed pursuant to Town Code or other applicable law.

b. If fees listed in the fee schedule differ from a fee assessed in the Weaverville Code of Ordinances or differ between sections within this fee schedule, the higher applies.

c. Fees that are noted as daily are assessed for the first day of violation and for each subsequent day of continuous violation.

DULY ADOPTED this the ____ day of June 2025.

Patrick Fitzsimmons, Mayor
Town of Weaverville

ATTEST:

Tamara Mercer, Town Clerk

TOWN OF WEAVERVILLE
FISCAL YEAR 2025-2026 FEE SCHEDULE ORDINANCE FOR
THE WATER ENTREPRISE FUND

WHEREAS, North Carolina law authorizes Town Council to adopt various fees, rates, fines, and penalties, and Town Council wishes to adopt a fee schedule for Fiscal Year 2025-2026 with an effective date of July 1, 2025;

NOW THEREFORE, BE IT ORDAINED by the Town Council for the Town of Weaverville, North Carolina that the following fee schedule of fees, rates, fines, and penalties, shall be effective beginning July 1, 2025:

Section 1. General, Administrative, and Miscellaneous

Returned Check/Bank Draft Fee (G.S. § 25-3-506)	**$25**
Processing Fees for Electronic Payments	
Direct vendor fees charged through electronic payment vendors - These fees shall automatically be updated should changes be made to the fees charged by vendor and the Town Manager is authorized to amend the adopted Fee Schedule to reflect such changes.	
MyGovHub (https://weavervillenc.mygovhub.com) Monthly Utility Billing *(Visa, Mastercard, American Express, Discover Card)*	**$3.50 flat fee**
PaymentUs (https://ipn.paymentus.com/rotp/towe) Miscellaneous Payments	**2.95%** **no minimum**
Account Establishment Service Charge	**$25**
Seasonal Disconnect and Seasonal Reconnect Fees	**$20**
Disconnect Fee *(for nonpayment)*	**$40**
Flow Test Fee for Fire Systems	**$40**
Meter Testing – Customer Requested *(charged only if meter is operational)*	**$100**
Meter Re-Check/Re-Read – Customer Requested *(charged only if meter is operational; fee assessed on the 4th and subsequent recheck during each fiscal year)*	**$25**
Late Payment Fee	**$10**
Meter Tampering (governing by N.C.G.S § 14-151.1)	**$5,000+**
Water Leak Protection Fees	
The following monthly fees shall be assessed on all water customers with waterlines that are 2-inches or less in diameter, subject to opt-out provision of the water leak protection policy	
Residential – Single Meter	**$1.25**
Commercial – Singe Meter	**$3.45**
Commercial – Master Meter	**$6.90**
Bulk Water Rates ($0.05 per gallon, minimum charge of $25)	**$25+**
Emergency Water Rates (approximate cost of production + 10%)	**$4.44/1000 gal**

Section 2. Domestic Water Line Connections

Application Fee for Water Availability, Commitment, and Extension Requests *(non-refundable; required for 1" or larger meters and multi-lot/multi-unit development)*	**$100**
Renewal Application Fee *(non-refundable)*	**$100**
Water System Availability and Commitment Fees	

For all multi-lot and multi-unit developments, the availability/commitment fee shall apply to each meter to be set based upon connection size, ***except that for muti-family development with master meters the fee shall be calculated by multiplying the number of residential units proposed by the fee associated with the smallest meter size***

Meter Size Requested	Inside Town	Outside Town
5/8" or ¾" Meter	**$35**	**$70**
1" Meter	**$50**	**$100**
1 ½" Meter	**$100**	**$200**
2" Meter	**$160**	**$320**
3" Meter	**$300**	**$600**
4" Meter	**$500**	**$1,000**
6" Meter	**$1,000**	**$2,000**

Tap Charges and Re-Tap Charges	
5/8" and ¾ " Meters	**$2,000**
1" Meter	**$3,500**
1 ½ " Meter	**$5,000**
2" + Meter	**$6,500**
Road Cut and Pavement Repair *(if needed)*	**$500**
Boring Under Road *(up to 2"; if needed)*	**$500**
Water System Development Fees	

Pursuant to N.C.G.S. § 162A-213, System Development Fees are collected prior to issuance of a building permit each lot associated with a subdivision of land and at time of connection for all other land development.

Size of Connection	Rated Max. Capacity	System Development Fee
5/8" or ¾" Meter	20 gallons	**$2,750**
1" Meter	50 gallons	**$6,875**
1 ½" Meter	100 gallons	**$13,750**
2" Meter	160 gallons	**$22,000**
3" Meter	300 gallons	**$44,000**
4" Meter	500 gallons	**$68,750**
6" Meter	1,000 gallons	**$137,500**

Water System Account Deposits	

Residential renter deposits and deposits on commercial accounts will be returned upon 24 months of prompt payment of monthly bills. All other deposits will be returned upon 12 months of prompt payment of monthly bills. Late payment and non-payment may result in a new deposit being required.

Size of Connection	Inside Town	Outside Town

5/8" or ¾" Meter	**$100**	**$200**
Residential Renter	**$200**	**$200**
1" Meter	**$120**	**$240**
1 ½" Meter	**$200**	**$400**
2" Meter	**$320**	**$640**
3" Meter	**$600**	**$1,200**
4" Meter	**$1,000**	**$2,000**

Water Rates	
Water bills for domestic water consumption are calculated based on rates per 1,000 gallons of water used on a monthly basis. Different rates apply depending on whether the service location is inside or outside of Town limits.	*per 1,000 gallons*
Inside Town	
First 3,000 gallons or fraction thereof used monthly	**$10.80**
Next 2,000 gallons or fraction thereof used monthly	**$11.50**
Next 20,000 gallons or fraction thereof used monthly	**$11.95**
Next 175,000 gallons or fraction thereof used monthly	**$12.90**
Next 300,000 gallons or fraction thereof used monthly	**$14.00**
All usage over 500,000 gallons of fraction thereof used monthly	**$15.00**
Outside Town	
First 3,000 gallons or fraction thereof used monthly	**$21.60**
Next 2,000 gallons or fraction thereof used monthly	**$23.00**
Next 20,000 gallons or fraction thereof used monthly	**$23.90**
Next 175,000 gallons or fraction thereof used monthly	**$25.80**
Next 300,000 gallons or fraction thereof used monthly	**$28.00**
All usage over 500,000 gallons of fraction thereof used monthly	**$30.00**

Minimum Monthly Water Charges

The minimum monthly charge for water service shall be according to the size of the meter through which water is delivered to each customer in accordance with the following schedule

Meter Size	Min. Monthly Usage	Inside Town	Outside Town
5/8" or ¾" Meter	600 gallons	**$10.80**	**$21.60**
1" Meter	3,600 gallons	**$68.10**	**$136.20**
1 ½" Meter	6,720 gallons	**$130.00**	**$260.00**
2" Meter	10,920 gallons	**$213.30**	**$426.60**
3" Meter	21,720 gallons	**$438.85**	**$877.70**
4" Meter	35,100 gallons	**$726.80**	**$1,453.60**
6" Meter	67,200 gallons	**$1,417.65**	**$2,835.30**
8" Meter	108,000 gallons	**$2,295.70**	**$4,591.40**
10" Meter	154,800 gallons	**$3,364.15**	**$6,728.30**

Section 3. Irrigation Line Connections

Irrigation Rates	*per 1,000 gallons*
Residential	**$21.60**
Commercial	**$16.20**

Minimum Monthly Irrigation Charges	

The minimum monthly charge for irrigation service is based on whether the account is residential or commercial and according to the size of the meter through which water is delivered to each customer in accordance with the following schedule. HOA meters are considered to be commercial.

Meter Size	Min. Monthly Usage	Commercial	Residential
5/8" or ¾" Meter	1,000 gallons	**$16.20**	**$21.60**
1" Meter	3,600 gallons	**$58.35**	**$77.80**
1 ½" Meter	6,720 gallons	**$108.90**	**N/A**
2" Meter	10,920 gallons	**$176.90**	**N/A**

Section 4. Fire Line Connections

Monthly Charge for Fire Connection	
All fire line connections on the water system for the Town of Weaverville shall be subject to a monthly charge based on the square inch size of the line at the following rates:	
Inside Town = $2.45 per square inch per month	*Outside Town = $4.90 per square inch/month*
Fire line charges shall be levied on a monthly basis according to the following schedule with calculations based on the square inch rates noted above:	

Diameter of Line	Square Inch Size	Inside Town	Outside Town
2" or smaller	3.14	**$7.70**	**$15.40**
3"	7.07	**$17.35**	**$34.70**
4"	12.56	**$30.80**	**$61.60**
6"	28.26	**$69.25**	**$138.50**
8"	50.24	**$123.10**	**$246.20**
10"	78.50	**$192.35**	**$384.70**

Consumption of Water from Fire Line	
Fire lines are for fire protection only and not for any other use. If the detector-check valve meter for a fire line shows any consumption note related to fire line testing or firefighting activity a fine will be assessed and added to the monthly fire connection charge. If the customer/owner believes that a fine has been mistakenly charged, the matter should be referred to the Town Manager.	
Firefighting Activity	**No Charge**
Fire Line Testing with Town-Issued Work Order	**No Charge**
Any Other Consumption off of a Fire Line (monthly)	**$1,000 fine**

Section 5. General Provisions

a. Water System Development Fees are adopted pursuant to Article 8 of Chapter 162A of the N.C. General Statutes and are based on the professional financial analysis conducted and prepared by Willdan Financial Services in 2023.

b. The rates and charges adopted with this fee schedule are rounded up to the nearest nickel and include a 5% water rate increase as recommended by the Water Rate Study Report prepared by WithersRavenel in 2024.

c. Differential rates are charged based on whether the water service is located within the corporate limits of the Town of Weaverville ("Inside Town") or outside of those

municipal limits ("Outside Town"). Differential rates for irrigation meters are based on whether the use is residential or commercial in nature.

d. If fees listed in this fee schedule differ from a fee assessed in the Weaverville Code of Ordinances or the Water Customer Service Policy, the higher of the two shall apply.

DULY ADOPTED this the _____ day of June 2025.

Patrick Fitzsimmons, Mayor
Town of Weaverville

ATTEST:

Tamara Mercer, Town Clerk

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE: June 17, 2025

SUBJECT: Position Classification Plan and Pay Plan for FY2025-2026

PRESENTER: Finance Director Dozier

ATTACHMENTS: Proposed Position Classification/Pay Plan

DESCRIPTION/SUMMARY OF REQUEST:

Under Section 5 of the Personnel Policy it is Town Council's responsibility to establish the Town's position classification plan and pay plan.

Town staff has conducted its annual review of these plans and recommends the attached plan for adoption.

This plan reflects the 3% cost of living adjustment (COLA) that was approved with Town Council consensus early on in the budget process. Three percent (3%) has been budgeted for COLA and Town Manager Harris intends to implement that COLA by distributing an equal amount to each current full-time employee through salary adjustments reflecting that fixed amount.

Town staff will be glad to answer any questions

TOWN COUNCIL ACTION REQUESTED:

Town Council action to approve the attached position classification and pay plan as proposed or with amendments deemed appropriate by Town Council. Suggested motion:

Motion to approve the FY2025-2026 Position Classification and Pay Plan

TOWN OF WEAVERVILLE
PAY PLAN & POSITION CLASSIFICATION PLAN
FY 2025-2026

GRADE	CLASSIFICATION	FLSA STATUS	MINIMUM	MID-POINT	MAXIMUM
20	**Maintenance Technician**	Non-Exempt	$38,147.00	$47,684.00	$57,221.00
21			$39,672.00	$49,590.00	$59,508.00
22	**Senior Maintenance Technician**	Non-Exempt	$41,260.00	$51,575.00	$61,890.00
23	**Administrative Assistant**	Non-Exempt	$42,910.00	$53,638.00	$64,365.00
	Financial Administrative Assistant	Non-Exempt			
	Police Administrative Assistant	Non-Exempt			
	Public Works Administrative Assistant	Non-Exempt			
	Recreation Assistant	Non-Exempt			
24	**Meter Technician**	Non-Exempt	$44,627.00	$55,784.00	$66,941.00
	Water Treatment Plant Operator I	Non-Exempt			
25	**Law Enforcement Administrative Coordinator**	Non-Exempt	$46,412.00	$58,015.00	$69,618.00
	Police Records and Evidence Specialist	Non-Exempt			
26	**Firefighter**	Non-Exempt	$48,268.00	$60,335.00	$72,402.00
	Police Officer	Non-Exempt			
	Public Works Crew Leader	Non-Exempt			
	School Resource Officer	Non-Exempt			
	Water Treatment Plant Operator II	Non-Exempt			
	Facilities Maintenance Technician	Non-Exempt			
	Recreation Coordinator	Non-Exempt			
27	**Police Detective**	Non-Exempt	$50,199.00	$62,749.00	$75,299.00
	Senior Firefighter	Non-Exempt			
	Senior Police Officer	Non-Exempt			
28	**Finance Specialist**	Non-Exempt	$52,206.00	$65,258.00	$78,309.00
	Fire Engineer	Non-Exempt			
	Senior Police Detective	Non-Exempt			
	Water Treatment Plant Operator III	Non-Exempt			
29	**Community Resource Officer**	Non-Exempt	$54,295.00	$67,869.00	$81,443.00
	Detective Sergeant	Non-Exempt			
	Police Sergeant	Non-Exempt			
30	**Assistant to the Town Manager**	Non-Exempt	$56,501.00	$70,626.00	$84,752.00
	Community Center / Recreation Manager	Exempt			
	Fire Captain	Non-Exempt			

	Planner / Code Enforcement Technician	Non-Exempt			
	Police Lieutenant	Non-Exempt			
	Town Clerk	Non-Exempt			
31	**Public Works Superintendent**	Non-Exempt	$59,326.00	$74,158.00	$88,989.00
	Senior Finance Specialist	Non-Exempt			
	Water Maintenance Superintendent	Non-Exempt			
	Water Treatment Plant Chief Operator	Non-Exempt			
32	**Fire Battalion Chief**	Non-Exempt	$62,292.00	$77,865.00	$93,438.00
	Police Captain	Non-Exempt			
33	**Fire Marshal**	Exempt	$65,407.00	$81,759.00	$98,111.00
	Water Treatment Plant Supervisor	Exempt			
34	**Assistant Police Chief**	Exempt	$68,677.00	$85,846.00	$103,016.00
	Assistant Public Works Director	Exempt			
	Deputy Finance Director	Exempt			
	Deputy Fire Chief	Exempt			
35	**Water Treatment Plant Superintendent**	Exempt	$72,111.00	$90,139.00	$108,167.00
36	**Planning Director**	Exempt	$75,717.00	$94,646.00	$113,576.00
37	**Fire Chief**	Exempt	$79,503.00	$99,379.00	$119,255.00
	Police Chief	Exempt			
38	**Finance Director**	Exempt	$83,478.00	$104,348.00	$125,217.00
	Public Works Director	Exempt			
39			$87,652.00	$109,565.00	$131,478.00
40	**Assistant Town Manager**	Exempt	$92,034.00	$115,043.00	$138,051.00
41			$96,636.00	$120,795.00	$144,954.00
42			$101,468.00	$126,835.00	$152,202.00

Town Manager - Exempt; Pay established by employment agreement

Exempt = Classification eligible to be exempt from the Wage and Hour provisions of the Fair Labor Standards Act (FLSA)

TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM

MEETING DATE: June 17, 2025

SUBJECT: Recommended Personnel Policy Amendments

PRESENTER: Town Manager Harris

ATTACHMENTS: Proposed Resolution Amending Personnel Policy

DESCRIPTION/SUMMARY OF REQUEST:

The Town Manager recommends a couple of minor amendments to the Town's Personnel Policy. Both are viewed as important in keeping the Town competitive with recruitment and retention.

The first is changing the existing policy to allow the transfer of sick leave for a new employee at the successful completion of a probation period instead of at the one-year mark. The other adds a new section to that same Article to allow up to two weeks of paid maternity and paternity leave for full-time employees.

The attached proposed amendments have been drafted and are proposed for adoption.

A resolution for this purpose is attached for consideration.

COUNCIL ACTION REQUESTED:

Town Council adoption of the attached Resolution Amending the Personnel Policy.

TOWN OF WEAVERVILLE
RESOLUTION AMENDING THE TOWN'S PERSONNEL POLICY

WHEREAS, Part 4 of Article 7 of Chapter 160A of the North Carolina General Statutes sets forth certain requirements and provides certain authority to Town Council regarding its employees and the establishment of policies regarding its employees; and

WHEREAS, Weaverville has previously adopted a Personnel Policy and related policies, routinely reviews those policies, and now wishes to adopt new and revised policies regarding personnel and related matters to set forth general guidelines for its employees' conduct and benefits; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF WEAVERVILLE, NORTH CAROLINA, ACTING THROUGH ITS COUNCIL MEMBERS, AS FOLLOWS:

1. Town Council hereby amends subsection (h) of Section 4 of Article VII of the **PERSONNEL POLICY** as follows with added language shown as underlined and deleted language shown with strikethroughs:

Article VII – Benefits and Leave

Section 4. Sick Leave

(h) **Transfer of Sick Leave from Previous Employer** – The Town will accept sick leave balances either accumulated under a previous employer that participated in the State or Local Government Employees' Retirement System, or accumulated under a sick leave policy adopted by a previous employer if approved by the Town Manager. Upon request of the employee, such sick leave will be transferred to the Town and treated as though it were earned with the Town upon the following conditions:

(i) Verification of accumulated sick leave must be received in writing from the previous employer;
(ii) Verified sick leave will be calculated and accepted in hours rounded to the nearest whole;
(iii) The total number of hours accepted as transferred will be added to the employee's leave record after completion of the employee's probationary period ~~one (1) year of service with the Town~~;
(iv) Sick leave that was paid out at separation will not be counted;
(v) Sick leave accumulated under a policy that does not provide an employee with full salary when used for absences from work due to illness or injury will not be counted.

The Town will provide verification of accumulated sick leave for any employee separated from Town employment if requested within three (3) years from the employee's last work day with the Town. The Town is under no obligation to provide documentation of sick leave balances for employees who have been separated from the Town for more than three (3) years.

2. Town Council hereby amends Article VII of the **PERSONNEL POLICY** to add the following as a new Section 5 and to renumber the subsequent sections of Article VII:

Article VII – Benefits and Leave

Section 5. Maternity and Paternity Leave

Full-time employees are eligible for up to two weeks of paid maternity or paternity leave for the birth or adoption of any child that the employee has a continuing parental role with. The two weeks of paid leave is calculated based on the base pay rate at the time leave is taken and does not include any overtime.

3. The Town Manager is hereby directed to continue to maintain a Policy and Procedures Manual which is to include, but is not limited to, all personnel and related policies adopted by Town Council and the Town Manager, and, in accordance with Section 6 of Article I of the Personnel Policy, is directed to continue to develop, maintain and administer such guidelines, policies, and procedures indicated in the Personnel Policy, and to provide copies of those adopted policies to Town Council on an annual basis or upon request.

4. All amendments shall become effective on July 1, 2025.

ADOPTED this ____ day of June, 2025.

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PATRICK FITZSIMMONS, Mayor

ATTEST:

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TAMARA MERCER, Town Clerk