Administration Monthly Report
Heather Taylor, Assistant Town Manager

May 2024

Assistant Town Manager:

- **Website/Facebook-** continuing to work on updating the Town's website with current Town information. Also trying to post to the Town's Facebook account a couple times a week.

- **Projects- c**ontinuing to monitor our ongoing projects as we near the end of our fiscal year (Powell Bill paving project, police cars, etc.).

Finance:

- **Taxes for 2023-** we have collected approximately 99.64% of taxes levied for 2023 as of 5/29.

- **Business Registration Revenue-** Susan issued the beer and wine permits for those businesses who sell wine/beer on premise.

- **Budgets for 24/25-** Prepared and participated in the budget retreat on Wednesday, May 9. During the month Mark and I also worked on revisions to FY 24/25 budget after the meeting.

- **FY 23/24 Audit-** Auditors will be here on August 5 to complete the testing of controls as well as complete some preliminary audit work. They will return in early October to finish the audit.

- **School of Government Training-** Attended a Zoom class on the new GASB standard 101 in regards to Compensated Absences that will go into effect with the financial statements of FY 24/25 but requires work in advance.

Human Resource:

- **Employment-**

  Full-Time:
  - Park Maintenance Supervisor- interviews were held during the month of May, and the position was offered to Butler Taylor. He plans to begin work with the Town on June 10.

  Part-Time/Seasonal:
  - P/T Summer Day Camp Counselors- all summer staff have completed the background process, and paperwork and are ready to start camp on 6/3.

- **Wellness-**
  - Employee Gym- over 60 hours were spent in the employee wellness gym during May as of 5/29.
  - Blood Pressure Screenings- Offered a blood pressure screening for employees on May 1 and we had six employees take advantage of this wellness activity.

- **Insurance-** Coordinated the renewal for our insurances beginning 6/1/2024.

Monthly Update— May, 2024
Planning & Zoning

Planning Board/ZBA – The Board did not meet in May as no items were submitted that required review. In June, we anticipate discussion regarding potential LDC amendments related to family subdivision and street access requirements.

- Continued day to day issuance of permits, fielded inquiries about potential new developments, and responded to miscellaneous complaints (various complaints involving zoning, solid waste, and/or junked vehicles.

- Continued work on implementation of various minimum measures related to the Town's MS4 Stormwater Permit. Continued discussions and work with Mary Roderick from LOS and Chris Brown from McGill on various aspects of the program. (conducted some required field inspections with Chris on 5/23).

- Participated in discussions with Town Manager and Conserving Carolina on potential grant opportunities related to greenway expansion. Conserving Carolina has completed the initial "connecting communities" grant application and we will be back to talk more with Council about another grant opportunity in July.

- Participated in the monthly TCC meeting (advisory committee to the FBRMPO).

- Participated in a meeting with Town Manager and Fern Leaf to hear about their future plans.

- Issued permits for several small commercial developments. (New Sheetz on Airport Road, part of which is in Buncombe, Engineered Systems Inc, which will locate in the former Blue Ghost property, and a portion of property for new Chipotle, where the majority of the development is on the Asheville side of Airport Road).

Public Works Department
Monthly Report
May 2024

Brush Pick Up

Public Works picked up 294 brush orders for a weekly average of 73.5. This produced 288 Cyds of brush which is now being dumped at the Henderson County Landfill at a cost of $48 per ton.

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Vehicles

Service was performed on 10 police cars and 5 Public Works vehicles and 5 Parks & Rec vehicles.

Sanitation

Public Works collected 187.28 tons of garbage for a daily average of 8.51 tons.
Public Works collected 7 white goods.

Equipment

All vehicles and Equipment are up and running at this time.

Streets

Public Works grass mowing is in full swing for all of town property's .

Fletcher Parks & Recreation Department

We held the 22nd Robert G. Parrish, Sr memorial golf tournament at Cummings Cove Golf Club on May 17th. We had 18 teams and 70 players play this year. Our Title sponsor was McGill Associates, and we generated $3,924.44 from the tournament this year.

Summer Day camp will begin on Monday, June 3rd at the Park. Camp will operate daily Monday-Friday, 7:30am -5:30pm at the Steelcase shelter. We have 50 youth campers & 10 middle school. Josh Queen, our Recreation Program Supervisor runs this program.

Pickleball classes will start on Monday, June 10th at the multi-courts. We have sold out both classes, total of 16 students. We collected $1,540.00 In registration fees. The classes will run for six weeks on Mondays, 9:30am-11am & 5:30pm-7pm on courts number #3 and # 4 each week.

Butler Taylor will join our Staff as our new Park Maintenance Supervisor. He is joining us for Mission Health, he worked as a landscaper for them. He will start working on Monday, June 10th in his new role at the Park.

We will hold our first summer concert on Saturday, July 13th this year. Tuxedo Junction will be the band, performing music from 6pm -8pm. The concert will be held at Cielo Farm(old golf course) next to the Park. The Taco Boy food truck & Baabals Ice cream will be on site selling food.

Greg Walker, Director