

## ATTACHMENT 1

ARIZON  
NEW MEXICO

OKLAHOMA

ARKANSAS

TENNESSEE

NORTH CAROLINA

SOUTH CAROLINA

DP-1

Profile of General Population and Housing Characteristics: 2010

2010 Demographic Profile Data

NOTE: For more information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov/prod/cen2010/doc/dpsf.pdf>.**Geography: Woodfin town, North Carolina**

Subject	Number	Percent
<b>SEX AND AGE</b>		
Total population	6,123	100.0
Under 5 years	354	5.8
5 to 9 years	317	5.2
10 to 14 years	294	4.8
15 to 19 years	310	5.1
20 to 24 years	493	8.1
25 to 29 years	622	10.2
30 to 34 years	505	8.2
35 to 39 years	450	7.3
40 to 44 years	405	6.6
45 to 49 years	438	7.2
50 to 54 years	417	6.8
55 to 59 years	356	5.8
60 to 64 years	333	5.4
65 to 69 years	253	4.1
70 to 74 years	174	2.8
75 to 79 years	134	2.2
80 to 84 years	141	2.3
85 years and over	127	2.1
Median age (years)	36.6	( X )
16 years and over	5,103	83.3
18 years and over	4,975	81.3
21 years and over	4,766	77.8
62 years and over	1,016	16.6
65 years and over	829	13.5
Male population	3,282	53.6
Under 5 years	186	3.0
5 to 9 years	163	2.7
10 to 14 years	160	2.6
15 to 19 years	166	2.7
20 to 24 years	277	4.5
25 to 29 years	356	5.8
30 to 34 years	295	4.8
35 to 39 years	272	4.4
40 to 44 years	243	4.0
45 to 49 years	250	4.1
50 to 54 years	241	3.9
55 to 59 years	169	2.8
60 to 64 years	155	2.5
65 to 69 years	121	2.0
70 to 74 years	79	1.3
75 to 79 years	67	1.1
80 to 84 years	39	0.6
85 years and over	43	0.7

Subject	Number	Percent
Median age (years)	35.7	( X )
16 years and over	2,748	44.9
18 years and over	2,678	43.7
21 years and over	2,569	42.0
62 years and over	434	7.1
65 years and over	349	5.7
Female population	2,841	46.4
Under 5 years	168	2.7
5 to 9 years	154	2.5
10 to 14 years	134	2.2
15 to 19 years	144	2.4
20 to 24 years	216	3.5
25 to 29 years	266	4.3
30 to 34 years	210	3.4
35 to 39 years	178	2.9
40 to 44 years	162	2.6
45 to 49 years	188	3.1
50 to 54 years	176	2.9
55 to 59 years	187	3.1
60 to 64 years	178	2.9
65 to 69 years	132	2.2
70 to 74 years	95	1.6
75 to 79 years	67	1.1
80 to 84 years	102	1.7
85 years and over	84	1.4
Median age (years)	38.5	( X )
16 years and over	2,355	38.5
18 years and over	2,297	37.5
21 years and over	2,197	35.9
62 years and over	582	9.5
65 years and over	480	7.8
RACE		
Total population	6,123	100.0
One Race	5,972	97.5
White	5,346	87.3
Black or African American	297	4.9
American Indian and Alaska Native	34	0.6
Asian	58	0.9
Asian Indian	5	0.1
Chinese	23	0.4
Filipino	16	0.3
Japanese	0	0.0
Korean	3	0.0
Vietnamese	4	0.1
Other Asian [1]	7	0.1
Native Hawaiian and Other Pacific Islander	3	0.0
Native Hawaiian	0	0.0
Guamanian or Chamorro	2	0.0
Samoan	0	0.0
Other Pacific Islander [2]	1	0.0
Some Other Race	234	3.8
Two or More Races	151	2.5
White; American Indian and Alaska Native [3]	32	0.5
White; Asian [3]	14	0.2
White; Black or African American [3]	47	0.8
White; Some Other Race [3]	36	0.6
Race alone or in combination with one or more other races: [4]		
White	5,487	89.6
Black or African American	360	5.9
American Indian and Alaska Native	77	1.3

Subject	Number	Percent
Asian	81	1.3
Native Hawaiian and Other Pacific Islander	5	0.1
Some Other Race	276	4.5
HISPANIC OR LATINO		
Total population	6,123	100.0
Hispanic or Latino (of any race)	533	8.7
Mexican	340	5.6
Puerto Rican	18	0.3
Cuban	20	0.3
Other Hispanic or Latino [5]	155	2.5
Not Hispanic or Latino	5,590	91.3
HISPANIC OR LATINO AND RACE		
Total population	6,123	100.0
Hispanic or Latino	533	8.7
White alone	258	4.2
Black or African American alone	6	0.1
American Indian and Alaska Native alone	9	0.1
Asian alone	0	0.0
Native Hawaiian and Other Pacific Islander alone	0	0.0
Some Other Race alone	227	3.7
Two or More Races	33	0.5
Not Hispanic or Latino	5,590	91.3
White alone	5,088	83.1
Black or African American alone	291	4.8
American Indian and Alaska Native alone	25	0.4
Asian alone	58	0.9
Native Hawaiian and Other Pacific Islander alone	3	0.0
Some Other Race alone	7	0.1
Two or More Races	118	1.9
RELATIONSHIP		
Total population	6,123	100.0
In households	5,449	89.0
Householder	2,359	38.5
Spouse [6]	938	15.3
Child	1,279	20.9
Own child under 18 years	986	16.1
Other relatives	362	5.9
Under 18 years	118	1.9
65 years and over	52	0.8
Nonrelatives	511	8.3
Under 18 years	32	0.5
65 years and over	17	0.3
Unmarried partner	208	3.4
In group quarters	674	11.0
Institutionalized population	673	11.0
Male	599	9.8
Female	74	1.2
Noninstitutionalized population	1	0.0
Male	1	0.0
Female	0	0.0
HOUSEHOLDS BY TYPE		
Total households	2,359	100.0
Family households (families) [7]	1,355	57.4
With own children under 18 years	548	23.2
Husband-wife family	938	39.8
With own children under 18 years	342	14.5
Male householder, no wife present	139	5.9
With own children under 18 years	61	2.6
Female householder, no husband present	278	11.8
With own children under 18 years	145	6.1

Subject	Number	Percent
Nonfamily households [7]	1,004	42.6
Householder living alone	732	31.0
Male	335	14.2
65 years and over	64	2.7
Female	397	16.8
65 years and over	156	6.6
Households with individuals under 18 years	626	26.5
Households with individuals 65 years and over	563	23.9
Average household size	2.31	( X )
Average family size [7]	2.90	( X )
HOUSING OCCUPANCY		
Total housing units	2,698	100.0
Occupied housing units	2,359	87.4
Vacant housing units	339	12.6
For rent	143	5.3
Rented, not occupied	2	0.1
For sale only	56	2.1
Sold, not occupied	13	0.5
For seasonal, recreational, or occasional use	44	1.6
All other vacants	81	3.0
Homeowner vacancy rate (percent) [8]	4.3	( X )
Rental vacancy rate (percent) [9]	11.4	( X )
HOUSING TENURE		
Occupied housing units	2,359	100.0
Owner-occupied housing units	1,248	52.9
Population in owner-occupied housing units	2,978	( X )
Average household size of owner-occupied units	2.39	( X )
Renter-occupied housing units	1,111	47.1
Population in renter-occupied housing units	2,471	( X )
Average household size of renter-occupied units	2.22	( X )

X Not applicable.

[1] Other Asian alone, or two or more Asian categories.

[2] Other Pacific Islander alone, or two or more Native Hawaiian and Other Pacific Islander categories.

[3] One of the four most commonly reported multiple-race combinations nationwide in Census 2000.

[4] In combination with one or more of the other races listed. The six numbers may add to more than the total population, and the six percentages may add to more than 100 percent because individuals may report more than one race.

[5] This category is composed of people whose origins are from the Dominican Republic, Spain, and Spanish-speaking Central or South American countries. It also includes general origin responses such as "Latino" or "Hispanic."

[6] "Spouse" represents spouse of the householder. It does not reflect all spouses in a household. Responses of "same-sex spouse" were edited during processing to "unmarried partner."

[7] "Family households" consist of a householder and one or more other people related to the householder by birth, marriage, or adoption. They do not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples. Same-sex couple households are included in the family households category if there is at least one additional person related to the householder by birth or adoption. Same-sex couple households with no relatives of the householder present are tabulated in nonfamily households. "Nonfamily households" consist of people living alone and households which do not have any members related to the householder.

[8] The homeowner vacancy rate is the proportion of the homeowner inventory that is vacant "for sale." It is computed by dividing the total number of vacant units "for sale only" by the sum of owner-occupied units, vacant units that are "for sale only," and vacant units that have been sold but not yet occupied; and then multiplying by 100.

[9] The rental vacancy rate is the proportion of the rental inventory that is vacant "for rent." It is computed by dividing the total number of vacant units "for rent" by the sum of the renter-occupied units, vacant units that are "for rent," and vacant units that have been rented but not yet occupied; and then multiplying by 100.

Source: U.S. Census Bureau, 2010 Census.

## ATTACHMENT 2

## **Town of Woodfin – Overview**

The Town of Woodfin was incorporated in 1971 and is Buncombe County's third largest municipality. Woodfin is governed by a Mayor and a six member Board of Aldermen, elected through staggered non-partisan elections. The state of North Carolina estimates Woodfin's current population at 3,512 persons. Current and Future Land Use Maps for the Town of Woodfin are located on the next two pages.

## **Town of Woodfin Hazard Identification and Analysis**

The Town of Woodfin concurs with the Buncombe County's Hazard Identification and Analysis. There are no differences in hazards either in type, likelihood or intensity. A Flood Hazard Map for the Town of Woodfin is located on the page following the land use maps.

## **Town of Woodfin Technical and Fiscal Capability**

The Town of Woodfin, like many small towns deals with hazards and emergencies by utilizing cooperation and flexibility. The Police Department is the primary Town department involved in responding to emergencies. The 9-member force would coordinate all resource needs through the Buncombe County Emergency Management office. The department has two and four wheel drive vehicles and modern communications equipment. The officers are trained in rescue, standard first aid and civil control.

The Police Department has an ongoing relationship with our local volunteer Fire department, the Woodfin Volunteer Fire Department. Though lacking a formal disaster plan, they often respond together on calls.

In the event of an emergency, the Town's public works department is available to assist with hazard and disaster work. The 5 member department is capable of operating a variety of heavy equipment, including a motor grader, tractor and backhoe. The department would be available for debris removal, street clearing and rescue support.

Woodfin's 4 person administrative department can act as a logistical and communications link. The department can assist with coordination, can serve as a communications link with the public, and can contribute the use of the Town's GIS system. The Town's administrative employees and our Board of Aldermen can act as liaisons with local civic and religious groups.

## ATTACHMENT 3



TOWN OF WOODFIN  
NORTH CAROLINA

# ANNUAL BUDGET FISCAL YEAR 2012-2013

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## **Board of Aldermen**

M. Jerry VeHaun, Mayor

Debbie Giezentanner, Mayor Pro-tem

Jim Angel, Alderman

Jackie Pope Bryson, Alderman

Donald Hensley, Alderman

Donald Honeycutt, Alderman

Ronnie Lunsford, Alderman

## **Town Administrator**

JASON YOUNG

## **Town Clerk**

CHERYL MEARS

# INTRODUCTION & ORGANIZATIONAL INFORMATION

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## BUDGET MESSAGE

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May 15, 2012

To: Town of Woodfin Mayor and Board of Aldermen

From: Jason Young, Town Administrator

Submitted for your approval is the Town of Woodfin Budget for the 2012-2013 fiscal year in the amount of **\$2,545,877**. The budget process that was conducted this year began with formal and informal discussions with Board Members, Department Heads, and Town Employees. From these discussions, recommended goals and objectives were developed, and funding priorities established.

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## OVERVIEW

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The total recommended budget for fiscal year 2012-2013 is **\$2,545,877**. The tax rate necessary to fund this budget is 26.5cents. The budget is balanced and is prepared in accordance with the Local Government Budget and Fiscal Control Act and in accordance with Local Government Commission guidelines. I believe that the data as presented is accurate in all material aspects and that it is in a manner designed to set forth fairly the financial position and results of the operations of the Town as measured by the financial activity of its various funds. I also believe that all disclosures necessary to enable the reader to gain the maximum understanding of the Town's financial affairs have been included.

This report is divided into four sections: Introduction, Policy Document, Financial Plan, and Operations Guide. The Introduction contains the Budget Message and information about the Town's organization and principal officials. The Policy Document provides a coherent statement of the organization-wide financial and programmatic policies and goals that address long-term concerns and issues. The Financial Plan describes all the funds that are subject to appropriation as well as a summary of revenue sources and expenditures. The Operation Guide describes the activities, services and functions carried out by each department of the Town.

Every effort has been made to balance the need for service delivery with a fiscally conservative approach to revenue and expenditure estimates. It has been deemed necessary to increase some taxes in order to meet basic service needs to reflect the loss of property values that have hit the Town.

During the recent economic downturn the Town of Woodfin suffered losses of \$29,037,618 in property values. This loss translates into a direct ad Valorem tax income reduction of \$76,950. In addition to this loss the Town of Woodfin will experience further income reductions as a result of a reduced share of Sales Tax due to Buncombe County's policy of redistributing Sales Tax revenue on the ad Valorem basis rather than on a population based basis. This regressive policy has a negative impact on the people of Woodfin.

Aside from reduced revenues the budget must account for a series of rising costs in several categories including: fuel, vehicle repairs, insurance, and similar fees. Additionally, the Town must begin replacing some vehicles and computers in the coming year in order to maintain departmental capabilities.

In government the budget is an integral part of the Town's accounting system and daily operations. An annual budget creates a legal limit on spending authorizations. In accordance with North Carolina State Law, the Town's budget is prepared on the modified accrual basis, and its accounting records are also maintained on that basis. Under modified accrual accounting, revenues are recorded when they are measurable and available. Expenditures are recorded when a liability is incurred, except for interest on a long-term debt and accrued vacation benefits. The Town of Woodfin has the following types of Governmental Funds:

### **Governmental Funds**

**General Fund** – The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund. The primary revenue sources are Ad Valorem taxes, sales tax, grants and state-shared revenues. The primary expenditures are for administration, public safety, streets and sanitation, parks and recreation, and general government services. General Fund revenues budgeted for fiscal year 2012-2013 total **\$2,545,877**.

To ensure the Town's fiscal stability, it is necessary to maintain a healthy operating fund balance. The fund balance allows the Town to maintain adequate cash flow levels, provides steady investment income, helps absorb revenue shortfalls, and occasionally aids in making recurring purchases. Each year during annual budget preparation, the Board of Aldermen reevaluate the fund balance level needed for the upcoming year. The Aldermen take into account the needs of the community, as well as the fiscal strength of the governmental unit, in making its decision on setting the appropriate fund balance level. The Town will retain a fund balance level of at least eight (8%) percent, in line with what is recommended by the North Carolina Local Government Commission. Given Woodfin's relatively small size it is important to maintain a healthy fund balance. It has been determined that the Town needs to increase the fund balance to a higher percentage.

**Powell Bill Fund** – The Powell Bill Fund is the fund used to account for the North Carolina gasoline tax. This revenue from the State is distributed among cities on a per capita basis and according to the number of miles of non-state streets in each city. The gasoline tax revenue may only be used for maintaining, repairing, and constructing streets or thoroughfares, including bridges, drainage, curb and gutter and other necessary

appurtenances to streets. Street maintenance includes street cleaning and snow removal. The Powell Bill funds are expected to rise slightly in the next year, due to factors related to consumption of gasoline as a result of expected higher prices at the pump and anticipated slow but steady economic growth. The Town presently estimates the 2012-2013 Powell Bill allocation to be \$175,363. This figure is in line with the past amounts received. Given that the economy has improved markedly from last summer, it is anticipated that gas sales-and therefore gas tax revenue- will increase slightly over last year.

**Tax Rate** – The proposed tax rate for the Town of Woodfin is 26.5 cents per \$100 value. This rate remains unchanged for the seventh budget cycle.

### **Conclusion**

I feel that this recommendation is a responsible budget with priorities receiving funding based upon your input and direction. The budget fulfills obligations that either this Board has made or legal obligations imposed by other levels of government.

The 2012-2013 recommended budget is hereby respectfully submitted for your review and consideration.

**Jason Young**

**Town Administrator**

# Executive Budget Summary Section

## Revenues

**Ad Valorem Property Tax:** The primary revenue is based on the current year property tax estimate. The estimate for collections is \$1,500,296. It is believed that this estimate provides a conservative basis for estimating the ad Valorem tax receipts for fiscal year 2012-2013.

**Local Government Sales Tax:** The estimate of \$576,072 is in line with projections provided by the North Carolina League of Municipalities for some small growth in this sector and takes into account past performance and local conditions.

**Utilities Franchise Tax:** The estimate of \$246,789 is in line with projections from the North Carolina League Municipalities for some minor growth in this sector. This revenue stream contains a fair amount of unpredictability due to variation in weather. In the event that there is an especially hot summer or an especially cold winter this revenue stream would be expected to exceed these projections. Likewise a mild summer and winter might result in a slight drop in this figure.

**Fund Balance:** The proposed budget for fiscal year 2012-2013 appropriates \$0 from the fund balance. The Town of Woodfin currently maintains a fund balance of 52.26% compared to last year's 54%. While this percentage is slightly down actual cash on hand has risen. The North Carolina Local Government Commission requires a fund balance of 8% to be maintained by municipalities.

**Beer and Wine Tax:** The Town is estimated to receive \$28,070 from the Beer and Wine Tax. This estimate is based upon past performance and estimates for limited growth provided by the NCLM. This funding is available within 60 days of March 31, 2012.

**Grant Revenue:** The Town is anticipating significant grant revenue for the 2011-12 Fiscal Year, but will not budget same until received. These funds are due in the form of a Safe Routes to School grant, a Federal Emergency Management Administration Grant, and NCDOT Special Projects grants.

**Community Center Revenues:** The Town of Woodfin began managing operations of the Woodfin Community Center in January of 2007. These operations have resulted in significant investment by the Town in the operations and physical infrastructure of the Community Center. Some, but not all, of these expenses are defrayed by rental fees at the Community Center. These rents are variable but are expected to be about \$8,000.

**Statewide Tipping Tax:** This is a new revenue stream that the State of North Carolina instituted on July 1, 2008. It is \$2 per-ton statewide “tipping tax” for municipal solid waste and construction/demolition debris. On a per capita basis 18.75% of this revenue will be distributed back to municipalities. We have budgeted \$4,000 for this line item based upon recent experience.

**Woodfin Alcoholic Beverage Control Commission Distribution:** In May of 2005 the voters of Woodfin approved the establishment of an ABC System for the Town of Woodfin. The Woodfin ABC System began operating its first store on July 19, 2007. The operation has been negatively impacted by the establishment of the Weaverville ABC system. The Town generally receives two types of revenue from the ABC System: Law Enforcement, and Distribution. These amounts are anticipated as follows:

**Law Enforcement:** Woodfin ABC contracts with the Town of Woodfin for Law Enforcement services as outlined in North Carolina General Statute 18B-805. Based upon the uncertain economic environment in which the ABC System is currently operating the Town of Woodfin is budgeting \$0 from this revenue stream.

**Distribution:** By law the profits of the ABC System must be distributed back to the Town of Woodfin, excepting monies reserved for capital improvements and operations of the system. While operating in the black the ABC System needs to retain certain funds to ensure sufficient operating capital. With the aforementioned downturn in sales related to the opening of the Weaverville ABC System the Town is budgeting \$0 for distribution. Over the past year, along with the resurgent economy and new residential, commercial and industrial developments within Town the ABC system has experienced a small growth in sales volume and due in large part to restructuring of debt and modification of business model the Town has seen a significant increase in profits. Nonetheless, the Administration believes that it is imprudent to budget revenues from this highly variable source given the present economic environment and the demonstrated need for the ABC system to establish an appropriate fund balance.

## Expenses

The following is a summary of the budget request of each department. For more detailed review, please refer to each department in the Operational Guide Section of this document.

**Personnel:** –A temporary position is eliminated and no increase in salaries or benefits has been proposed. In the upcoming year the Board will be asked to examine certain benefit reductions as part of long term cost saving measures.

**Equipment-** This budget seeks to provide financing for three (3) new police cars.

**Physical Plant:** - ,This budget anticipates that the Town will continue to maintain its present physical plant consisting of several parks, the Community Center, the Town Hall, the Public Works facility as well as more than 30 miles or roads.

## Departments: *Proposed Changes at a Glance*

### Administration

2009-10	\$444,759	2010-11	\$456,304	2011-12	\$449,335	2012-13	\$435,695
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### Community Outreach

2009-10	\$0	2010-11	\$0	2011-12	\$47,245	2012-13	\$40,000
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### Police

2009-10	\$1,010,422	2010-11	\$1,179,217	2011-12	\$1,264,687	2012-13	\$1,305,392
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### Street

2009-10	\$221,893	2010-11	\$190,445	2011-12	\$205,373	2012-13	\$210,369
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### Environmental Services

2009-10	\$497,859	2010-11	\$543,634	2011-12	\$491,459	2012-13	\$465,429
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### Parks & Recreation

2009-10	\$157,000	2010-11	\$74,600	2011-12	\$45,500	2012-13	\$34,562
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### Powell Bill

2009-10	\$155,704	2010-11	\$292,861	2011-12	\$227,733	2012-13	\$206,233
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### Tax Collection

2009-10	\$28,886	2010-11	\$32,350	2011-12	\$48,430	2012-13	\$48,430
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## **Fund Balance Summary 1999-2012**

<b>Year</b>	<b>Fund Balance</b>	<b>Percent</b>
1999	1,120,559	115%
2000	1,103,456	112%
2001	803,614	67.8%
2002	803,614	61.3%
2003	856,325	71.05%
2004	805,886	55.81%
2005	511,659	30%
2006	330,325	19%
2007	1,987,158	108.4%
2008	1,569,613	69%
2009	1,365,364	56.21%
2010	967,074	38%
2011	1,202,474	54%
2012	1,330,722	52.26%



## **Woodfin Tax Rate    1999-2012**

<b>Year</b>	<b>Rate</b>
1999	.28
2000	.28
2001	.28
2002	.40
2003	.325
2004	28.5
2005	28.5
2006	28.5
2007	26.5
2008	26.5
2009	26.5
2010	26.5
2011	26.5
2012	26.5

## **Policy Document**

The Board of Aldermen of the Town of Woodfin has identified a number of long-range goals to maximize the potential for improving the Town and the level of services provided to the public. Below are brief outlines for some of the projects identified by the Board at their retreat and in regular meetings, which this budget is designed to facilitate.

### **Tax Stability**

The Board intends to maintain the present tax rate of 26.5 cents per \$100, Buncombe County's lowest tax rate. Maintaining this tax rate in light of significant property value losses will result in service reductions.

### **Economic Development**

The Board has identified its intention of strategically developing Woodfin in order to increase the Ad Valorem tax base within the present confines of the Town. Ad Valorem tax revenue has fallen significantly as a result of the Great Recession but the present economic recovery has pointed out a number of ways in which the Town can continue the economic development strategy which it outlined two years ago and which remains contained in this document in the following two paragraphs:

The Town continues to identify novel and innovative approaches in order to maintain its footing as a regional economic engine. The primary tool of this strategy is focusing efforts on luring large scale commercial and medium scale industrial development to our community. This strategy requires significant staff time interacting with national and regional counterparts as well as the use of earned and paid media to assist in the attraction of same, but it appears to be yielding fruit.

In addition to these measures the Town will continue to focus its primary efforts on cementing its place as one of the preferred bedroom communities in the region, combining low crime rates, lower taxes and a more relaxed life style with easy access to urban amenities.

### **Effective Pursuit of Grants**

As part of the effort to improve service to the community while keeping taxes as low as possible the Town will continue to explore all available grant opportunities in order to strategically leverage all available funds. It is anticipated that the Town may gain significant revenue from grant sources this year; however, as these issues are far from certain and some of the grant guidelines are still being established, this budget does not propose to consider grant revenue as a source of income for the upcoming fiscal year.

Instead it is recommended that the Board consider budget amendments to accommodate such revenues once or if available.

## **Financial Plan**

North Carolina General Statutes require that the Budget Officer is responsible for preparation and submission of the annual budget and capital program to the Board of Aldermen.

### **Budget Preparation Calendar**

Prior to April 30	Work plan for the budget process developed. Information necessary to develop the budget should be made available to department heads and the budget officer. This data includes: actual revenues and expenditures through February 28 or later if available, of the current year; the estimated revenues and expenditures for the entire current year; and the entire current year; and the current year salaries and wages for each employee.
By April 30	Requests from departments for budget year are due.
By May 1	Estimated revenues and appropriations reviewed and adjusted. Decision made whether to request appropriated fund balance and/or reduce appropriations to balance the budget. The budget may not balance at this point.
By May 15	Estimated revenues, fund balance, and appropriations requests for the coming year should be reviewed and adjusted. The budget should be in balance at this point.
By June 6	Budget document, along with the budget message, printed and presented to the Board for its consideration. The public hearing on the budget should be scheduled at this time. A copy of the budget must be filed with the Board's clerk at the time it is presented to the Board. The clerk shall make a copy of the budget available to all news media in the county.
By July 1	The budget ordinance should be approved by the Board. The public budget hearing should be held prior to the adoption of the budget ordinance. The Board should

make any necessary changes to the budget as presented. This hearing cannot be held earlier than 10 days after the budget is presented to the Board.

In the event that the Board cannot approve a final budget prior to July 1, then the Board shall make provision for an interim budget as outlined under G.S. 159-16. See statute below:

## **Budget Amendments**

G. S. 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted, so long as the amended ordinance continues to meet the requirements of G. S. 159-8 and 159-13. Budget amendments may not increase or decrease the tax levy or alter a taxpayer's liability unless the Board is ordered to do so by the courts or an authorized State agency. Budget amendments may not increase the amount of tax revenue from the current levy to an amount that exceeds the percentage of taxes collected in the previous year, even if the revenue has actually been received.

Budget amendments must be made prior to obligating funds in excess of budgeted appropriations at the level at which the budget has been adopted. G. S. 159-13 (a) states that the budget ordinance may be in any form that the Board considers most efficient in enabling it to make fiscal policy decisions embodied therein, but it should make appropriations by department, function or project and show revenues by major source. The staff of the Local Government Commission recommends that local governments do not adopt line item budget ordinances, as the budget must then be amended at that level of detail. If revenues are less than estimated amounts, an amendment should be adopted to make these adjustments as well. Revenues should be budgeted only for amounts the unit can realistically expect to receive. Each fund in the budget must remain balanced; therefore, when there is a change in an estimated revenue or appropriation, there must be an offsetting adjustment to some other revenue or appropriation account(s) in order to keep the fund balanced.

An amendment should contain certain information, depending on its purpose. If the amendment is increasing an appropriation based on an increased revenue, the amendment should specify the appropriation and its increase, as well as the revenue and its increase. Likewise, if the amendment is reducing one appropriation and increasing another, with no new revenue source, each appropriation should be listed along with the amount of increase or decrease. Each amendment should balance. Total increases in appropriations should equal total decreases if no new revenues are involved. Total increases in appropriations should equal total decreases if no new revenues are involved. Total increases in appropriations should equal total increases in revenues if new revenues are involved. In all situations, a brief description of the circumstances surrounding the amendment should be on the face of the amendment or in the minutes where the amendment was approved. Board approval or review should be indicated on each amendment, either by signature of the clerk to the Board attesting to Board approval or by including the actual amendment itself in the Board meeting minutes.

The amendments include the account numbers to which the changes are to be posted on the amendment form for ease regarding the changes. As discussed below, the Board has the option of allowing the budget officer to make minor changes to the budget without obtaining prior Board approval by formal budget amendments. Such changes must be within a fund and not between two or more funds.

The Town of Woodfin Budget Ordinance states the following:

The Budget and Finance Officer are hereby authorized to distribute department funds upon the line item budget and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.

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

- a. He/she may transfer amounts between line items, expenditures and revenues within a department without limitation and without a report being required.
- b. He/she may transfer amounts up to \$2,500 between departments within any one division, including contingency appropriations, within the same fund during any month. For the purpose of this ordinance, the Town of Woodfin has the following divisions: Public Works (Streets and Sanitation), Police, and Administration. The Budget Officer must make an official report on such transfers at the next regular meeting of the Governing Board. Transfers between divisions would require action of the Governing Board.
- c. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

The most important thing to remember about budget amendments affecting expenditure accounts is that they are to be made prior to funds being obligated. The finance officer, or person acting in that capacity, can be held personally liable for any obligations made that are not in accordance with the budget ordinance as it stands at the time the obligation is incurred. Therefore, if an obligation is made in excess of the budgeted appropriation, a violation of G. S. 159-181 (a) has occurred, even if the ordinance is later amended to authorize the obligation and the resulting expenditure.

Budget amendments may be made after June 30 to the budget ordinance for the previous year to cover obligations or expenditures that the unit legally must pay in excess of appropriations. However, such items are still a statutory violation, and the budget must be presented in the audited financial statements as it stood on June 30. If these amounts are material, a note disclosure in the audited financial statements may be needed to indicate statutory noncompliance.

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# Town of Woodfin

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## 2012-2013 Budget Ordinance

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### **BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WOODFIN, NORTH CAROLINA:**

**Section 1.** The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the chart of accounts heretofore established for this Town:

Administration	\$ 435,695
Community Outreach	\$ 40,000
Parks & Recreation	\$ 34,562
Police	\$ 1,305,392
Environmental Services	\$ 465,429
Sales Tax	\$ 6,000
Street	\$ 210,369
Tax Collection Fee	\$ 48,430
<b>Total Expenditures</b>	<b>\$ 2,545,877</b>

**Section 2.** It is estimated that the following revenues will be available to the General Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Ad Valorem Taxes-Current Year	\$1,500,296
Prior Years	\$0
Tax Penalties & Interest	\$0
Privilege License	\$50,750
Interest on Investments	\$1,500
Picnic Shelter Reservations	\$2,800
Miscellaneous Income	\$2,000
Utilities Franchise Tax	\$246,789
Beer & Wine Tax	\$28,070
Statewide Tipping Tax	\$4,000
Local Government Sales Tax	\$576,072
Court Costs & Fees	\$1,600
Administrative Impound Fee	\$2,500
Zoning Permits	\$5,500
State Sales Tax Refund	\$4,000
County Sales Tax Refund	\$2,000
Police Donations	\$18,000
Sale of Recyclables	\$3,500
Sale of Fixed Assets	\$5,000
Transfer from Powell Bill	\$83,000
Transfer from Fund Balance	\$0
Unauthorized Substances Tax	\$500
“Hold Harmless” Funds	\$0
Rental Income – Com. Ctr.	\$8,000
ABC Disbursement	\$0
ABC Officer Contract	\$0
<b>Total Revenues</b>	<b>\$2,545,877</b>



**Section 3.** The following amounts are hereby appropriated in the Powell Bill Fund for the fiscal year beginning July 1, 2012, and ending June 30, 2013, in accordance with the chart of accounts heretofore approved for the Town:

Powell Bill	\$ 206,233
<b>Total Expenditures</b>	<b>\$ 206,233</b>

**Section 4.** It is estimated that the following reserves will be available in the Powell Bill Fund for the fiscal year beginning July 1, 2012, and ending June 30, 2013:

NC State Highway Commission	\$ 175,363
Interest on Investments	\$ 1,000
Powell Bill Reserve Allocation	\$ 29,870
<b>Total Revenue</b>	<b>\$ 206,233</b>

**Section 5.** The Budget Officer/Finance Officer is hereby authorized to distribute department funds upon the line item budget and make expenditures therefrom, in accordance with the Local Government Budget and Fiscal Control Act.

**Section 6.** The Budget Officer/Finance Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- A. He/she may transfer amounts between line items, expenditures and revenues within a department without limitation and without a report being required.
- B. He/she may transfer amounts up to \$2,500 between departments within any one division, including contingency appropriations, within the same fund during any month. For the purpose of this ordinance, the Town of Woodfin has the following divisions: Public Works (Streets and Sanitation), Police, and Administration. The Budget Officer must make an official report on such transfers at the next regular meeting of the Governing Board. Transfers between divisions would require action of the Governing Board.
- C. He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

**Section 7.** There is hereby levied a tax at the rate of twenty-six and one half cent (.265) per one hundred dollars (\$100) calculation of property as listed for taxes as of January 1, 2012 for the purpose of raising the revenue listed as "Taxes Ad Valorem-Current Year" in the General Fund in Section 2 of this Ordinance. This rate is based upon an estimated valuation of \$626,121,624 and an estimated rate of collection of 90%.

**Section 8.** Copies of the Budget Ordinance shall be furnished to the Mayor, to the Board of Aldermen, and to the Clerk of the Town to be kept on file for their direction in the disbursement of funds.

**ADOPTED AND APPROVED THIS, THE 19<sup>st</sup> DAY OF JUNE, 2012.**

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**M. JERRY VEHAUN**  
**MAYOR**

**ATTEST:**

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**CHERYL MEARS**  
**TOWN CLERK**

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# Town of Woodfin

## Budget Summary

**Department:** Administration

**Department Head:** Jason Young

**Function/Intent:** The purpose of this department is to provide a support role to the Board of Aldermen as well as to manage the day-to-day activities of the Town government, Planning and Zoning, Economic Development, Code Enforcement, Permitting, Storm Water Management, Personnel Records Management and other tasks.

### **Overview of the 2012-2013 Budget Request:**

This budget envisions no increase in salaries. A significant request of the 2012-2013 budget is the continued cost of professional services. Professional Services are services for which Town staff has to contract with an outside firm or individual to perform work that is either outside the skill set of the staff or would require such time and effort that it would prohibit staff from fulfilling their required duties. The Board will need to determine in the future if some of these professional services would be better served by bringing them “in house” by the addition of staff. This budget proposes a reduction in professional services due to the belief that the closure of the Versant development infrastructure management project combined with a reduction in the need for outside planning services will reduce the costs associated with this line item.

### **Long –Term Goals/Plans:**

The long-term goals of the department include:

1. Maintaining the Town’s economic health by careful stewardship of resources.
2. Maintaining core services and improving quality of life within the Community.
3. Achieving a better return on revenue streams.
4. Fostering a climate that is attractive to economic development.
5. Continue to improve code and housing enforcement.
6. Ensuring that the Town is well represented at the Federal, State and County level when important legislation is being considered.

7. Identifying areas for partnership with private developers and other governments.

## **Administration Department**

### **2012-2013 Budget Estimates**

#### **104200.**

<b>Account</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-2013</b>
Salaries	182,650	191,246	224,125	200,218	200,218
Professional Services	65,000	85,000	60,000	40,000	35,000
FICA	13,973	14,630	15,465	15,317	15,317
Health Insurance	9,000	12,372	22,015	33,277	36,000
Retirement-Local Gvt.	8,768	9,180	10,982	9,610	9,610
Workers Comp.	8,000	8,845	8,692	5,000	5,398
401K Contribution	10,959	11,475	13,448	12,013	12,013
Telephone	5,000	6,000	8,300	8,300	5,128
Postage	4,000	3,000	2,000	3,600	2,500
Printing	3,000	2,000	3,000	3,000	3,000
Utilities	10,000	10,000	11,000	10,000	10,000
Travel	500	1,041	1,000	---	----
Maint./Repair Bldg.	12,929	5,000	3,000	3,200	6,000
Maint./Repair Equip.	2,000	3,000	4,000	2,000	3,000
Maint./Repair Vehic.	----	750	500	500	500
Advertising	5,000	9,000	5,000	3,000	4,000
Vehicle Supplies	5,000	8,000	8,000	7,000	8,000
Dept. Supplies	15,000	13,000	10,000	15,000	20,000
Janitorial Service	3,600	4,300	3,000	---	----
Dues & Subscriptions	5,000	7,000	7,000	10,000	12,500
Insurance & Bonds	15,000	9,920	18,877	35,300	14,511
Election Expense	1,000	2,000	8,000	8,000	8,000
Miscellaneous	6,000	10,000	3,000	7,000	7,000
Aldermen Comp.	18,000	18,000	18,000	18,000	18,000
<b>Totals</b>	<b>394,379</b>	<b>444,759</b>	<b>456,304</b>	<b>449,335</b>	<b>435,695</b>

## **Community Outreach**

**Department:** Community Outreach

**Department Head:** Mayor Jerry VeHaun

**Function/Intent:** The Community Outreach Program strives to assist Woodfin families in need of assistance related to food, fuel, medical, transportation, housing and other needs.

### **Long Term Goals/ Plans:**

The long-term goals of the Community Outreach Department include:

1. Operating the Christmas Program for families in need.
2. The distribution of heating and electrical assistance to certain persons.
3. Raising funds towards the operation of the program from private and non-profit sources.
4. The distribution of food assistance to families in need.
5. The distribution of special needs assistance to certain persons.
6. Communicating with and assisting certain persons in need in finding outside assistance and care.

**Community Outreach Department**  
**2012-2013 Budget Estimates**

<b>Account</b>	<b>2011-12</b>	<b>2012-2013</b>
Salaries	22,000	19,000
Reimbursable Expenses	1,742	----
Heating Assistance	4,383	----
Christmas Program	19,120	----
Community Program	----	\$21,000
<b>Total</b>	<b>47,245</b>	<b>40,000</b>

## **Police Department**

**Department:** Police

**Department Head:** Chief John Brett Holloman

**Function/Intent:** The Woodfin Police Department endeavors to provide competent, efficient, diligent and personalized law enforcement services to residents and visitors of the Town of Woodfin.

### **Long Term Goals/ Plans:**

The long-term goals of the Police Department include:

1. Enhanced training of officers to improve the quality of service available to Woodfin.
2. Maximizing the use of emerging technologies in a way that enhances safety and efficiency.
3. Continuing to ensure the safety of Woodfin resident and visitors.
4. Helping to foster a climate that is conducive to strong economic development by creating an atmosphere that is welcoming to non-residents.
5. Networking within the community to reduce the potential for criminal activity.
6. Fostering a positive relationship with local media.

## Police Department

### 2012-2013 Budget Estimates

104200.

Account	2008-09	2009-10	2010-11	2011-12	2012-2013
Salaries	549,786	601,171	711,727	788,806	785,397
FICA	42,059	45,088	50,652	56,399	56,399
Health Insurance	44,000	52,378	82,555	71,768	97,366
Retirement-Local Govt.	26,720	28,856	35,971	45,101	50,779
Workers Comp.	28,000	28,745	32,596	50,476	25,191
Telephone	2,000	7,000	8,000	12,000	12,000
Postage	100	100	100	100	100
Printing	2,000	500	1,200	1,000	1,000
Travel	2,000	2,500	2,500	4,000	4,000
Maint./Repair Equip.	1,000	750	750	1,000	1,500
Maint./Repair Vehic.	20,000	23,100	40,000	30,000	54,300
Vehicle Supplies	48,000	49,000	49,000	50,000	57,000
Dept. Supplies	30,000	60,300	41,300	21,000	15,000
Uniforms	10,000	8,000	10,000	9,000	6,000
Dues & Subscriptions	49,000	11,124	11,124	41,000	43,500
Insurance & Bonds	15,000	32,240	24,542	19,000	20,315
Personnel Testing	2,000	1,000	1,000	1,000	1,000
401 K	30,828	36,070	40,000	47,328	47,328
Miscellaneous	5,000	10,000	3,000	1,000	1,000
Invst./Crime Prevent	5,000	2,500	3,000	3,500	3,800
Capital Outlay	108,000	----	20,000	----	----
Debt Service	----	----	----	11,209	22,417
Community Prog.	1,500	10,000	10,000	----	----
<b>Totals</b>	<b>1,021,993</b>	<b>1,010,422</b>	<b>1,179,217</b>	<b>1,264,687</b>	<b>1,305,392</b>



## **Environmental Services Department**

**Department:** Environmental Services

**Department Head:** Superintendent Johnny Brooks

**Function/Intent:** The purpose of this department is to provide sanitation services to the residents of Woodfin. The Environmental Services Department –formerly known as Sanitation - is responsible for providing safe and sanitary refuse collection to residents, businesses and industries.

### **Long-term Goals/ Plans:**

1. To continue to provide exceptional trash removal services to our growing population.
2. To find ways to better re-coup costs to the Town for extra or special services provided by the Environmental Services Department.
3. To continue the phased replacement of outdated equipment within the department.

## Environmental Services Department

### 2012-2013 Budget Estimates

105450.

Account	2008-09	2009-10	2010-11	2011-12	2012-2013
Salaries	152,810	147,645	175,417	179,142	167,239
FICA	11,690	11,295	12,104	13,704	12,794
Health Insurance	14,000	17,210	33,022	28,668	32,108
Retirement-Local Govt.	7,335	7,087	8,595	8,599	11,272
Workers Comp.	16,000	13,267	13,038	13,351	10,796
401K Contribution	9,169	8,859	10,525	10,749	10,034
Telephone	525	800	800	1,200	1,500
Utilities	1,000	1,000	1,000	3,100	2,500
Maint./Repair Bldg.	1,000	500	500	500	1,000
Maint./Repair Equip.	2,500	2,000	2,000	500	500
Maint./Repair Vehic.	10,000	15,000	15,000	18,000	21,000
Vehicle Supplies	18,000	19,000	24,000	20,000	25,564
Dept. Supplies	6,000	2,500	4,000	2,000	2,000
Uniforms	4,000	3,500	3,500	5,000	2,000
Insurance & Bonds	14,000	14,880	9,817	7,459	9,529
Miscellaneous	2,000	1,000	1,000	1,000	500
Landfill Tipping Fee	55,000	62,000	69,000	69,000	72,000
Capital Outlay	----	----	----	-----	----
Debt Service	----	100,000	90,000	39,123	13,957
Animal Control	4,000	4,000	4,000	4,000	4,000
Spay/Neuter Prog.	5,000	5,000	5,000	5,000	----
Recycling	45,000	61,316	61,316	61,364	65,136
<b>Totals</b>	<b>379,029</b>	<b>497,859</b>	<b>543,634</b>	<b>491,459</b>	<b>465,429</b>

## **Street Department**

**Department:** Public Works

**Department Head:** Johnny Brooks

**Function/Intent:** The purpose of this department is to provide for the proper upkeep of the Town's transportation routes. The Street Department is responsible for Stormwater management, road repair and resurfacing, snow removal, mowing and right-of-way maintenance.

### **Overview of the 2012-2013 Budget Request:**

The most significant request is for continued funding for operations and personnel.

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### **Long-term Goals/Plans:**

1. To investigate the possibility of widening certain streets within the Town to ensure that all roads maintained by the Town of Woodfin meet or exceed the NC DOT standard width of 16 feet or more.
2. To assist in the implementation of the Town's Stormwater Ordinance and action plan.
3. To look for opportunities to improve the appearance and livability of Woodfin within the general purview of the Town's street system.
4. To ensure the prompt removal of snow and ice to maintain the safety of the motoring public of the Town and to promote commerce within the Town.

## Street Department

### 2012-2013 Budget Estimates

105400.

Account	2008-09	2009-10	2010-11	2011-12	2012-2013
Salaries	76,070	70,489	81,441	83,656	83,656
FICA	5,819	4,807	5,701	6,400	6,400
Health Insurance	8,000	7,603	11,007	9,730	9,648
Retirement	3,652	3,383	3,991	5,312	5,638
Workers Comp.	9,000	4,422	4,346	6,326	3,599
401K	4,565	4,229	4,886	5,019	5,019
Telephone	500	300	300	300	539
Utilities	1,000	----	4,000	2,000	2,500
Maint. Building	1,000	1,000	1,000	500	500
Maint. Equip.	1,000	3,500	3,500	2,700	2,200
Maint. Vehic.	1,000	4,000	6,000	5,000	2,500
Vehicle Supplies	11,000	12,000	5,000	12,300	10,000
Dept. Supplies	7,000	7,000	5,000	1,300	2,000
Uniforms	1,700	1,700	1,000	1,500	500
Street Lighting	38,000	45,000	48,000	46,791	51,684
Insurance/Bonds	13,000	4,960	3,273	1,954	9,529
Miscellaneous	1,000	500	2,000	500	500
Capital Outlay	47,000	----	----	----	----
Debt Service	----	----	----	14,085	13,957
<b>Totals</b>	<b>183,306</b>	<b>174,893</b>	<b>190,445</b>	<b>205,373</b>	<b>210,369</b>

## **Parks and Recreation Department**

**Department:** Parks and Recreation Department

**Department Head:** Jason Young, Town Administrator

**Function/Intent:** The purpose of this department is to provide for the upkeep and maintenance of the Town's park system as well as identify ways to provide cost effective ways to build a sense of community within the Town. This department is responsible for orchestrating annual events such as the popular Labor Day Picnic.

### **Long-term Goals/Plans**

1. Identify opportunities to expand the Woodfin Park System
2. Identify ways to enhance pedestrian and bicycle pathways throughout the community in order to improve access to recreational facilities and improve the health and wellness of the citizens of Woodfin.
3. Identify ways to beautify Woodfin and enhance its park system.
4. Operate and manage the Woodfin Community Center.
5. Identify partnerships that can enhance the appearance and use of community parks.
6. Identify methods and strategies to make the park system more cost effective.

## **Parks & Recreation Department**

### **2012-2013 Budget Estimates**

**106200.**

<b>Account</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
Operational	11,000	4,000	4,300	6,500	4,000
Repairs	3,000	3,000	3,000	1,000	1,000
Elem. School Allo.	---	3,000	3,000	----	----
Labor Day Picnic	8,000	10,500	11,000	11,000	6,500
Christmas Festival	1,000	7,000	5,000	----	----
Golden Age Club	6,000	6,000	6,000	6,000	6,000
Youth League	6,000	6,000	6,000	6,000	4,000
Roy Pope Park	25,000	----	----	----	----
Comm. Ctr. Oper.	10,000	4,000	15,300	10,000	8,312
Comm. Ctr. Bldg.	25,000	12,500	10,000	5,000	4,750
PARTF Match	----	90,000	----	----	----
Skate Park	27,000	----	----	----	----
Summer Program	11,000	11,000	11,000	----	----
<b>Total</b>	<b>133,000</b>	<b>157,000</b>	<b>74,600</b>	<b>45,500</b>	<b>34,562</b>

## **Powell Bill Fund Expenditures**

Powell Bill Fund Expenditures represent the explanation of how the Town will spend money it receives from the state for road maintenance. These expenditures do not constitute a separate department, and should be considered, in many ways, an addendum to the Street department budget.

### **2012-2013 Budget Estimates**

**104300.**

<b>Account</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>
Street Labor Transf.	60,000	60,000	82,733	82,733	82,733
Snow Removal	4,000	7,500	20,000	28,000	12,000
Paving New Streets	150,000	75,204	128,792	103,000	100,000
Patching & Resurf.	5,000	5,000	20,000	1,000	3,000
Culverts	9,000	2,000	8,336	5,000	5,000
Road Maint.	10,000	4,000	3,000	6,000	1,500
Engineering Serv.	3,000	2,000	5,000	2,000	2,000
Capital Outlay	----	----	25,000	----	----
<b>Total</b>	<b>241,000</b>	<b>155,704</b>	<b>292,861</b>	<b>227,733</b>	<b>206,233</b>

## How Your Money Is Spent:

The graph below indicates what portion of each tax dollar goes to which Town service or obligation.

Of each dollar spent this budget allocates funding as follows:

Administration	17.1	cents
Community Outreach	1.6	cents
Parks & Recreation	1.4	cents
Police	51.3	cents
Environmental Services	18	cents
Sales Tax	.25	cents
Streets	8.25	cents
Tax Collection	1.9	cents







## ATTACHMENT 4

[The Town of Woodfin](#) Official Government Website for Woodfin, North Carolina




- [Home](#)
- [Town Officials](#)



## • **Planning/Zoning**

Land Use Planning for the Town of Woodfin is governed in large part by Chapters 150 and 151 of the Code of Ordinance of the Town of Woodfin, the appropriately named Land Use and Subdivision Chapters. These sections of the code lay out rules and regulations for how and where you can establish different property uses, for example an R-7 zoning district is a place for high density residential neighborhoods whereas an H-I zoning district is a place for heavy industrial development.

It makes sense to design our community in such a way that we make room for almost every kind of use, but to do it in such a way that the maximum benefit is achieved for the maximum number of people. To accomplish this maximum benefit, the Land Use Code or Zoning Ordinance (as it is also called) sets us areas for each kind of use as well as rules for each area. Unfortunately, land use rules are not always easy to apply in the real world and sometimes circumstances, community interests, tastes, and drives evolve over time which leaves a large role for the Planning and Zoning Board of Adjustment or P&Z Board.

The P&Z Board is a seven member body (with two alternates) appointed by the Board of Aldermen to review significant Subdivisions, Conditional Uses, potential revisions to land use law, Variance requests, Rezoning petitions, and similar matters.

### **Planning and Zoning Board of Adjustment**

Chairman	Kenneth Razza
Board Member	King Banks
Board Member	Kasha Baxter
Board Member	Sherry Campbell
Board Member	Jeff Foster
Board Member	Carl Harvey
Board Member	Barbara Lamb
Board Member	Steve Santangelo

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## Contact

Woodfin Town Office  
90 Elk Mountain Rd  
Woodfin, NC 28804  
(828) 253-4887

## Pages

- [Word from Town Administrator](#)
- [Community Center](#)
- [Woodfin ABC](#)
- [Woodfin Golden Age Club](#)
- [Woodfin Police Department](#)
- [Street Department](#)
- [Recycling Services](#)
- [Forms & Permits](#)
- [Planning/Zoning](#)
- [Employment](#)
- [Budget](#)
- [Agendas](#)

August 2012

**M T W T F S S**

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## ATTACHMENT 5

[The Town of Woodfin](#) Official Government Website for Woodfin, North Carolina



- [Home](#)
- [Town Officials](#)



## • Community Center

In 2006 the Town of Woodfin took over operations of the Woodfin Community Center from the Woodfin Community Center Board who had successfully operated the Community Center since its inception. Today the Woodfin Community Center remains a great asset for the citizens of the greater Woodfin community and for anyone interested in renting a space for a family event, company meeting, church social or similar event. Conveniently located near future I-26 the Woodfin Community Center can comfortably seat over 200, features a full kitchen, stage and ample parking.

Presently, the Board of Aldermen are involved in developing a plan for the complete remodeling and updating of the Community Center facility. Recent efforts in this process include the refurbishment of the Basketball Court at the facility, improvements to the kitchen equipment, baseball field and physical plant.

Rental Rates for the Community Center are \$200 per day plus a \$100 cleaning deposit. Some, none or all of the cleaning deposit may be returned based upon the condition in which the facility is left after your event.

The Community Center is available for rent year round by calling 828.253-4887 Monday-Thursday 7AM-6PM. The Woodfin Community Center is located at 11 Community Street located adjacent to Elk Mountain Road near the Woodfin Fire Department.



[View Larger Map](#)

## **DIRECTIONS TO WOODFIN COMMUNITY CENTER**

### **FROM ASHEVILLE AND POINTS SOUTH:**

Take 19/23 N to Elk Mountain exit and turn left. Go over highway and stay straight until you come to Woodfin Town Hall on the left. At that point, go .6 mile to Penley Avenue and turn left. Take the second left on Community Street to the Community Center.

### **FROM WEAVERVILLE AND MADISON COUNTY:**

Take 19/23 S to the Elk Mountain Road exit and turn right. Go straight until you come to Woodfin Town Hall on the left. At that point, go .6 mile to Penley Avenue and turn left. Take the second left on Community Street to the Community Center.

### **FROM NORTH ASHEVILLE:**

Take Lakeshore Drive going toward 19/23. At the light, go straight across and continue over the highway. Stay straight until you come to Woodfin Town Hall on the left. At that point, go .6 mile to Penley Avenue and turn left. Take the second left on Community Street to the Community Center.

•

## **Contact**

Woodfin Town Office  
90 Elk Mountain Rd  
Woodfin, NC 28804  
(828) 253-4887

## Pages

- [Word from Town Administrator](#)
- [Community Center](#)
- [Woodfin ABC](#)
- [Woodfin Golden Age Club](#)
- [Woodfin Police Department](#)
- [Street Department](#)
- [Recycling Services](#)
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- [Planning/Zoning](#)
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August 2012

**M T W T F S S**

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## ATTACHMENT 6

[Home](#)   [OurSchool](#)   [Academ ics](#)   [Staff](#)   [Activities](#)   [Parents](#)   [Calendar](#)

Woodfin Elementary ► Our School ► About Us ► About Us

Woodfin is a small town nestled in the Blue ridge Mountains is just north of the Asheville, NC city limits. It borders the French Broad River and still remains a quaint small town environment. Woodfin Elementary School is located on the west side of I-26 in the town of Woodfin. Woodfin Elementary emulates the same quaint small town charm. We have a student population of approximately 155+ and a faculty and staff of 40-50 members. We serve K - 5th grades and the Oasis Program. Our small environment natures the needs of our diverse population with a feeling of mutual respect and positive growth.

We can trace our original school to a towering old wood structure built around 1911. A picture of the former old Woodfin School is in a copy of the book, *My Beloved Woodfin* by Harold DeBruhl. We still reside in a portion of the structure built in 1924 and have had renovations over the years. Along with our historical building, Woodfin School has had a prestigious history of former principals to include T.C. Roberson, A.C. Reynolds, Marie Clontz, F.B. Chambers and later his son, Ed Chambers. Today we are an ideal environment for the nurturing of new principals. Woodfin also recently retired our Secretary/Bookkeeper, Sarah Gassaway, of 30+ years. As you can see, it is hard to leave our little school.



In our search for some history of Woodfin and our school, we found 2 websites that contribute to our interesting history. One is about the a former student, Roy Fox of Woodfin, designing the [Buncombe County Seal in 1920](#). And the other website is a compelation of interesting [historical facts about Woodfin](#). We are the only town in the united States bearing the name of Woodfin.

Besides the websites mentioned above we found out that our very own Mrs. Allman is married to a graduate of the original Woodfin. We would like to thank Mr. Ray Allman in advance for taking the time to give us the information about our wonderful school. We think you'll soon understand that Woodfin is as special today as it was yesterday!

Woodfin School consisted of grades 1 through 12. The elementary and all grammar grades were grades 1 through 8 and used a separate building from the high school. This building was a red brick building located approximately 150 - 175 feet from the high school building. NO kindergarten was offered. Also, the only lunch room was located in the basement of the high school building. Therefore, the students had to march regardless of the weather to the high school building. Every teacher had lunch room duty on a daily basis.



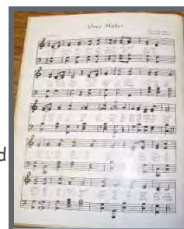
The high school building was a red brick building with two stories and a basement level. In the basement were the restrooms, a boiler room and lunchroom. By the way, lunches cost \$.20 cents per day and they did not serve pizza of any kind! The boiler room consisted of a coal fired furnace. The janitor would haul cinders out daily with a wheelbarrow to the edge of the ball field.



The 2<sup>nd</sup> story of the building consisted only of class rooms. No rest rooms were on the 2<sup>nd</sup> or first floors. Also a balcony wall approximately four feet tall that would allow you to look down on the gymnasium. The first floor also consisted of class rooms. The boys and girls dressing rooms were on each side of the stage area. The sides of the gym only allowed one row of fold up chairs and on each end where the basketball goals were located was a wall (with no padding) but there were never any serious accidents.

The basic classes were: math & algebra, English, science, history, typing and home economics. No foreign language classes were offered. The school only had two school buses and no activity buses due to the fact that the majority of the students lived within walking distance of the school.

The outside playground for the high school was used for football and baseball. This was red clay with no grass. The cinders on the edge of the football and baseball field caused a few bloody mouths and noses every football game. The football helmets were made of leather with no nose guards or chin straps. The baseball backstop was built with barn siding and chicken wire but served the purpose. The umpires and referees were volunteers. They were not paid for their services.



In 1953, the senior (12<sup>th</sup> graders) class had 45 students, 29 juniors (11<sup>th</sup> graders), 24 sophomores (10<sup>th</sup> graders), and freshmen (9<sup>th</sup> graders) had 42 students. This totaled 140 students. This was in the year 1953. The last high school graduating class was in 1955. "

**DID YOU KNOW THAT WOODFIN:**

- ... at one time was a high school that housed grades 1 - 12!
- ... had many sports including football and baseball
- ... had a gymnasium with wooden floors and a stage for performances at one end.
- ... had its own song (alma mater)!

Powered by

[Questions or Feedback?](#) | [Schoolwires Privacy Policy](#) | [Terms of Use](#)**CONTACT US****Principal: Ginny Barrett**

108 Elk Mountain Rd.

Asheville, NC 28803

**Phone:**

828.232.4287

**Fax:**

828.232.4288

This school is part of

**ELEVATING YOUNG MINDS**  
**BUNCOMBE**  
**COUNTY SCHOOLS**

In compliance with Federal Law, Buncombe County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

## ATTACHMENT 7

<http://www.ashevillemontessorischool.com/woodfin-campus/woodfin-map/>

# Asheville Montessori School

## Map to Woodfin Campus



[View Larger Map](#)

## ATTACHMENT 8

[The Town of Woodfin](#) Official Government Website for Woodfin, North Carolina



- [Home](#)
- [Town Officials](#)



## • Woodfin Golden Age Club

Are you retired or nearing retirement? Looking for a fun group of like minded people who enjoy socializing, taking day trips, bingo, eating out and having a great time? If you're a Woodfin resident aged 55 and up, call Mary Angel at 253-0631 to become a member of the Woodfin Golden Age Club one of our community's longest ongoing social clubs. Membership is free and open, it's also a lot of fun. Call Mary Angel today and find out how you can get involved in this exciting organization. The Woodfin Golden Age Club meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday's of every month.

•

## Contact

Woodfin Town Office  
90 Elk Mountain Rd  
Woodfin, NC 28804  
(828) 253-4887

## Pages

- [Word from Town Administrator](#)
- [Community Center](#)
- [Woodfin ABC](#)
- [Woodfin Golden Age Club](#)
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- [Agendas](#)

August 2012

**M T W T F S S**

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

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## ATTACHMENT 9

The Ultimate Guide To Asheville and the Western North Carolina Mountains  
**The Ultimate Guide To Asheville & The Western North Carolina Mountains**  
 The Online Version of the Best-selling Regional Guidebook



[Home](#) [Western North Carolina](#) [Asheville](#) [Hendersonville](#) [Other Cities & Towns](#) [Real Estate & Relocation](#) [Outdoor Recreation](#)  
[Arts & Crafts](#) [Festivals & Events](#) [Attractions](#) [Museums](#) [Day Trips & Itineraries](#) [Kid's Activities](#) [Wineries](#) [Spas](#) [Golf in the Mountains](#)

[Western North Carolina Cities & Towns](#)

[Advertising On This Site](#)

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[Woodfin Dining](#) [Woodfin Accommodations](#) [Unique & Special Stores in Woodfin](#) [Woodfin Real Estate](#)

**Western NC**

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[WNC Attractions](#)  
[WNC Cities & Towns](#)  
[Day Trips & Itineraries](#)  
[Festivals & Events](#)  
[Golf in the Mountains](#)  
[Outdoor Recreation](#)  
[Retreat Centers](#)  
[Wineries](#)

**Resources**

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[WNC Cities & Towns](#)  
[Climate](#)  
[Employment Resources](#)  
[Festivals & Events](#)  
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**FEATURED STORES & ATTRACTIONS**



**FEATURED REAL ESTATE COMPANIES**



Located north of and adjacent to Asheville, Woodfin was named in honor of Nicholas Washington Woodfin, a former lawyer and statesman of North Carolina. Woodfin is the only municipality bearing the name Woodfin in the United States. Woodfin was incorporated in 1971, and has roots back to the mid 19th century.

The history of Woodfin is closely tied to manufacturing. Much of the remaining early housing stock is characteristic of early 20th century mill villages. Many neighborhoods within the community are easily recognized for the mill village style and bear names such as "Martel Village" and "Company Bottom." The decline of American industry in the 1970s and 80s brought a decline in the fortunes of Woodfin as well. The loss of many manufacturing jobs led to a decline in population and property values. During the 1990s and into the present however Woodfin has grown rapidly from an influx of new residential growth in the region, including the development of luxury private mountain communities, most notably [Reynolds Mountain](#), and from its proximity to neighboring Asheville.

The Town of Woodfin has a number of superb parks: Woodfin River Park, located at 1050 Riverside Drive; Roy Pope Memorial Park, located at 90 Elk Mountain Road; South Woodfin Park, located at the intersection of Lookout Road and Midwood Drive. Woodfin River Park offers an ideal spot for a picnic by the meandering French Broad River which flows through the city.

**Resources**

**City Website:** [Woodfin](#): 90 Elk Mountain Road, Woodfin NC 28804; 828-253-4887

**Location:** Central Mountains, immediately north of Asheville

**County:** [Buncombe County](#): County Offices, 205 College Street, Asheville NC 28801; 828-250-4000

**Elevation & Population:** 2,113 feet, 6,000+

**County Chamber of Commerce:** [Buncombe County Chamber of Commerce](#) 205 College Street, Asheville NC 28801; 828-250-4100

**Newspaper:** [Asheville Citizen-Times](#), 14 O'Henry Avenue, Asheville NC 28801; 828-252-5611, 800-800-4204.

**Movie Theatres:** (Nearest) [Asheville Movie Theaters](#)

**High School:** [Asheville High School](#), 419 McDowell Street, Asheville NC 28803; 828-350-2500

**Colleges and Universities:** (Nearest) [University of North Carolina at Asheville](#), One University Heights, Asheville NC 28804; 828-251-6600

**Hospitals:** (Nearest) [Mission Hospital](#), 428 and 509 Biltmore Avenue, Asheville NC 28803; 828-213-1111

**Area Major Festivals:** [French Broad River Festival](#) (May), [Bele Chere](#) (July), [Craft Fair of the Southern Highland Craft Guild](#) (October), [More Festivals](#)

**Cities-Towns-Villages**

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[Andrews](#)  
[Arden](#)  
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[Bethel](#)  
[Biltmore Forest](#)  
[Biltmore Village](#)  
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[Brookford](#)  
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[Canton](#)  
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[Cullowhee](#)  
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[Dillsboro](#)

Area Natural Attractions: [French Broad River](#), [Blue Ridge Parkway](#)  
 Area Cultural Attractions: [Biltmore Estate](#), [Dry Ridge Historical Museum](#), [Thomas Wolfe Memorial](#), [Zebulon B. Vance Birthplace](#)  
 Private Mountain Communities: [Reynolds Mountain](#)



## Real Estate

No real estate companies currently have offices in Woodfin. See [Asheville](#)

### FEATURED PLACES TO EAT



## Dining (See also [Asheville](#))

**Bavarian Lodge Restaurant:** (German) 332 Weaverville Highway, Woodfin NC 28804; 828-645-83838

**Bellagio Bistro:** (Greek-Italian) 133 Weaverville Road, Asheville NC 28804; 828-658-9700

### FEATURED PLACES TO STAY



## Accommodations (See also [Asheville](#))

**Days Inn Asheville North:** 3 Reynolds Mountain Boulevard, Asheville NC 28804; 828-645-9191

See also [Asheville accommodations](#)

[Drexel](#)  
[Edneyville](#)  
[Ellenboro](#)  
[Elk Park](#)  
[Elkin](#)  
[Enka](#)  
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[North Wilkesboro](#)  
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## ATTACHMENT 10

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State &amp; County QuickFacts

## Woodfin (town), North Carolina

People QuickFacts	Woodfin	North Carolina
Population, 2011 estimate	NA	9,656,401
Population, 2010	6,123	9,535,483
Population, percent change, 2000 to 2010	93.6%	18.5%
Population, 2000	3,162	8,049,313
Persons under 5 years, percent, 2010	5.8%	6.6%
Persons under 18 years, percent, 2010	18.7%	23.9%
Persons 65 years and over, percent, 2010	13.5%	12.9%
Female persons, percent, 2010	46.4%	51.3%
White persons, percent, 2010 (a)	87.3%	68.5%
Black persons, percent, 2010 (a)	4.9%	21.5%
American Indian and Alaska Native persons, percent, 2010 (a)	0.6%	1.3%
Asian persons, percent, 2010 (a)	0.9%	2.2%
Native Hawaiian and Other Pacific Islander, percent, 2010 (a)	Z	0.1%
Persons reporting two or more races, percent, 2010	2.5%	2.2%
Persons of Hispanic or Latino origin, percent, 2010 (b)	8.7%	8.4%
White persons not Hispanic, percent, 2010	83.1%	65.3%
-----		
Living in same house 1 year & over, 2006-2010	79.9%	83.4%
Foreign born persons, percent, 2006-2010	11.2%	7.4%
Language other than English spoken at home, pct age 5+, 2006-2010	14.4%	10.4%
High school graduates, percent of persons age 25+, 2006-2010	82.5%	83.6%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	29.6%	26.1%
Mean travel time to work (minutes), workers age 16+, 2006-2010	18.1	23.4
Housing units, 2010	2,698	4,327,528
Homeownership rate, 2006-2010	56.7%	68.1%
Housing units in multi-unit structures, percent, 2006-2010	22.4%	16.9%
Median value of owner-occupied housing units, 2006-2010	\$131,600	\$149,100
Households, 2006-2010	2,622	3,626,179
Persons per household, 2006-2010	2.22	2.49
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$21,776	\$24,745
Median household income 2006-2010	\$36,770	\$45,570
Persons below poverty level, percent, 2006-2010	23.7%	15.5%
Business QuickFacts	Woodfin	North Carolina
Total number of firms, 2007	F	798,791
Black-owned firms, percent, 2007	F	10.5%
American Indian- and Alaska Native-owned firms, percent, 2007	F	1.0%
Asian-owned firms, percent, 2007	F	2.5%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.1%
Hispanic-owned firms, percent, 2007	F	2.7%
Women-owned firms, percent, 2007	F	28.2%
-----		
Manufacturers shipments, 2007 (\$1000)	NA	205,867,299
Merchant wholesaler sales, 2007 (\$1000)	NA	88,795,885
Retail sales, 2007 (\$1000)	NA	114,578,173
Retail sales per capita, 2007	NA	\$12,641
Accommodation and food services sales, 2007 (\$1000)	NA	16,126,939
Geography QuickFacts	Woodfin	

		North Carolina
Land area in square miles, 2010	8.79	48,617.91
Persons per square mile, 2010	696.7	196.1
FIPS Code	75280	37
Counties		

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

FN: Footnote on this item for this area in place of data

NA: Not available

S: Suppressed; does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments  
Last Revised: Wednesday, 06-Jun-2012 17:18:19 EDT



## ATTACHMENT 11

U.S. Department of Commerce

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State &amp; County QuickFacts

## Waynesville (town), North Carolina

People QuickFacts	Waynesville	North Carolina
Population, 2011 estimate	NA	9,656,401
Population, 2010	9,869	9,535,483
Population, percent change, 2000 to 2010	6.9%	18.5%
Population, 2000	9,232	8,049,313
Persons under 5 years, percent, 2010	5.5%	6.6%
Persons under 18 years, percent, 2010	17.8%	23.9%
Persons 65 years and over, percent, 2010	24.6%	12.9%
Female persons, percent, 2010	53.4%	51.3%
White persons, percent, 2010 (a)	92.4%	68.5%
Black persons, percent, 2010 (a)	2.4%	21.5%
American Indian and Alaska Native persons, percent, 2010 (a)	0.6%	1.3%
Asian persons, percent, 2010 (a)	0.4%	2.2%
Native Hawaiian and Other Pacific Islander, percent, 2010 (a)	0.1%	0.1%
Persons reporting two or more races, percent, 2010	1.3%	2.2%
Persons of Hispanic or Latino origin, percent, 2010 (b)	5.7%	8.4%
White persons not Hispanic, percent, 2010	89.9%	65.3%
-----		
Living in same house 1 year & over, 2006-2010	79.2%	83.4%
Foreign born persons, percent, 2006-2010	5.5%	7.4%
Language other than English spoken at home, pct age 5+, 2006-2010	7.0%	10.4%
High school graduates, percent of persons age 25+, 2006-2010	78.8%	83.6%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	23.3%	26.1%
Mean travel time to work (minutes), workers age 16+, 2006-2010	16.9	23.4
Housing units, 2010	5,534	4,327,528
Homeownership rate, 2006-2010	61.2%	68.1%
Housing units in multi-unit structures, percent, 2006-2010	13.7%	16.9%
Median value of owner-occupied housing units, 2006-2010	\$146,200	\$149,100
Households, 2006-2010	4,488	3,626,179
Persons per household, 2006-2010	2.04	2.49
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$22,305	\$24,745
Median household income 2006-2010	\$32,746	\$45,570
Persons below poverty level, percent, 2006-2010	21.7%	15.5%
Business QuickFacts	Waynesville	North Carolina
Total number of firms, 2007	1,379	798,791
Black-owned firms, percent, 2007	F	10.5%
American Indian- and Alaska Native-owned firms, percent, 2007	F	1.0%
Asian-owned firms, percent, 2007	F	2.5%
Native Hawaiian and Other Pacific Islander-owned firms, percent, 2007	F	0.1%
Hispanic-owned firms, percent, 2007	F	2.7%
Women-owned firms, percent, 2007	28.6%	28.2%
-----		
Manufacturers shipments, 2007 (\$1000)	NA	205,867,299
Merchant wholesaler sales, 2007 (\$1000)	100,107	88,795,885
Retail sales, 2007 (\$1000)	338,312	114,578,173
Retail sales per capita, 2007	\$34,097	\$12,641
Accommodation and food services sales, 2007 (\$1000)	40,590	16,126,939

Geography QuickFacts	Waynesville	North Carolina
Land area in square miles, 2010	8.92	48,617.91
Persons per square mile, 2010	1,105.9	196.1
FIPS Code	71500	37
Counties		

(a) Includes persons reporting only one race.

(b) Hispanics may be of any race, so also are included in applicable race categories.

D: Suppressed to avoid disclosure of confidential information

F: Fewer than 100 firms

FN: Footnote on this item for this area in place of data

NA: Not available

S: Suppressed; does not meet publication standards

X: Not applicable

Z: Value greater than zero but less than half unit of measure shown

Source U.S. Census Bureau: State and County QuickFacts. Data derived from Population Estimates, American Community Survey, Census of Population and Housing, County Business Patterns, Economic Census, Survey of Business Owners, Building Permits, Consolidated Federal Funds Report, Census of Governments  
Last Revised: Wednesday, 06-Jun-2012 17:18:17 EDT