

**Sustainability Advisory Committee
on Energy and the Environment
(SACEE)**

Member Orientation Packet



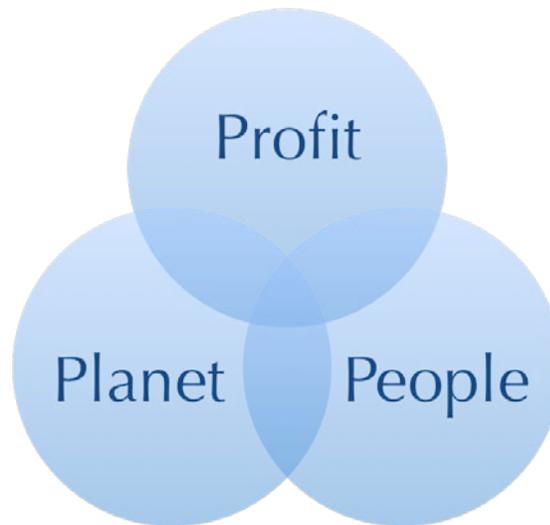
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SACEE Mission Statement

To support the Mayor and Asheville City Council in their charge to integrate sustainable principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility - with the intent to improve quality of life for this and future generations, through the following:

- **Policy Guidance:** Provide technical assistance to the Mayor and Council on institutionalizing environmentally sustainable practices by evaluating and developing current and future policies in support of City sustainability commitments.
- **Education:** Increase awareness of matters related to energy and environmental sustainability by developing and implementing outreach and education activities aimed at changing behaviors across a diverse cross-section of the community.
- **Partnership:** Provide leadership and support in creating synergy among public and private partners in the region to maximize efforts towards a more environmentally sustainable future.



City of Asheville Rules on Boards & Commissions

Purpose

The City of Asheville provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their City government by volunteering to serve on these boards and commissions.

Application for Appointment

- 1) A description of all City boards is contained in “The Talent Scout”. This document is available in the City Clerk’s Office and is distributed widely in the community and on the City’s webpage. A brief form stating the citizen’s interest in serving on a board is a part of “The Talent Scout” and can be submitted to the City Clerk.
- 2) An application and/or resume is required for consideration of an appointment to a City board.
- 3) In most cases, the City Council will require an interview process prior to appointment.
- 4) All appointments are made in an open session of the City Council. Discussion and consideration of appointments and interviews are also held in open session.
- 5) Once an application for an appointment has been filed with the City Clerk, it is placed on a resource list and remains active for a one-year period. At the end of that period of time, you will be contacted by the City Clerk’s Office to see if you wish to seek other opportunities to support your participation on our boards.
- 6) Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

Qualifications

- 1) Appointees to boards and commissions shall be residents of the City of Asheville, unless otherwise specified or provided for by law, ordinance, or Council action establishing said board or commission, or in the rules or by laws of said board or commission, if approved by Council.
 - 2) In matters where an intergovernmental board has independent governing authority (by law, by agreement, or other enabling authority), and where not prohibited by law, at least one of the City’s appointees shall be a current member of the City Council. Such an appointment allows Council to be a part of deliberation and decision-making on matters of regional importance that impact the City of Asheville.
 - 3) No citizen shall be eligible to hold concurrently more than two Mayoral or City Council appointments to standing boards or commissions; this limitation shall not apply to ad hoc committees appointed by the Council.
 - 4) Efforts are made to represent the diversity that we have in our community on all boards, and criteria for appointments may be established to achieve appropriate diversity, except that preference shall be given to appointment of residents of a specific area of town for which an ad hoc or advisory committee may be appointed.
 - 5) An oath of office (or affirmation) is required for some boards and commissions. Where applicable, newly appointed board members will take and sign an oath of office or affirmation following their appointment.
- If a board member enters on the duties of his or her office before taking, subscribing and filing the oath of office, he or she may be removed from office.

Terms

- 1) A term of service on all City boards shall be limited to three years or less, unless otherwise provided by law.
- 2) A length of service on all boards and commissions shall be limited to two full successive terms (plus any unexpired term to which a member is appointed).
- 3) A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later, unless otherwise provided by law.
- 4) The City Council Boards & Commissions Committee may request that a member in good standing be allowed to serve out their term should they become a non-city resident.
- 5) Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case.

Attendance

- 1) Appointees to boards and commissions are expected to attend all meetings possible.
- 2) Any appointee who fails to attend at least 75% of the regularly scheduled meetings of a board or commission within a twelve (12) month period, may be removed.
- 3) The board chairman or staff liaison shall be responsible for reporting on attendance to the City Clerk upon request.
- 4) Attendance provisions are not imposed upon Council liaison members but are in effect for Councilmen serving as appointed regular members on a board or commission.

The Board at Work

- 1) Each board receives its charge from the North Carolina General Statutes or from a City ordinance or resolution establishing the board.
- 2) The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.
- 3) The chairman, working with the staff liaison, shall post copies of their minutes on the City's website.
- 4) The City Council may appoint a City Council person as liaison to a board or commission and that member is entitled to receive all agendas, minutes, other correspondence and be eligible to attend all meetings of the board including closed sessions. The role of the liaison shall be to serve as a direct communication link between the City Council and the board or commission, and not to play an active role in the deliberations of the board or commission. The liaison shall notify the board or commission of long-range issues and projects under consideration by the Council which would be of interest to that board or commission and shall likewise advise the Council of such matters under consideration by the board or commission.
- 5) Each board shall make an annual report to the City Council outlining their activities for the past year. The report shall be posted on the City's website by January 30 for the previous calendar year.
- 6) An orientation session will be conducted for all new appointees by the City staff liaison.
- 7) From time to time, additional training sessions for board members may be provided through City staff, the Institute of Government and other training groups and organizations. The City Council encourages members to take advantage of these opportunities.
- 8) No board or commission member who is not present at a meeting shall be allowed to vote by proxy.
- 9) The board will comply with open meeting laws, including notice of meetings.
- 10) The board is to provide the City Clerk with their schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice.
- 11) In order to conduct official business at a regular or special meeting, a quorum of the board must be present. In the absence of a rule, by-law, or statute providing otherwise, a quorum is more than half of the members of the board, not counting vacant seats. If a quorum is not present at any meeting, the chairperson will postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the open meetings law.

Committee on Boards and Commissions

1) The Mayor may appoint a committee of City Council, with the Vice-Chair as Chairman, to evaluate the on-going need for each board and recommend to the City Council elimination of any for which there is no longer a need. This committee may also consider other items in regard to board structure, appointments or other items at the request of the Mayor and/or the City Council.

Conflict of Interest

- 1) No member of a board shall participate in the discussion or vote on any item involving their own official conduct or financial interest.
- 2) It is the responsibility of an individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
- 3) It is up to the entire board to decide if a conflict exists and vote to excuse a member from considering a particular item.
- 4) Staff and legal assistance is available to all boards and commissions to help the board with decisions in this area.

Resignations and Replacements

- 1) Any member of a board or commission who desires to resign shall do so in writing to the City Clerk.
- 2) Unless otherwise provided by law, ordinance or resolution, all appointment by the City Council to a board or commission serve at the pleasure of Council, and may be removed from a board or commission at the discretion of Council.
- 3) For those boards and commissions whose members may be removed for cause, cause shall include, without limitation, the following: conflict of interest, failure to attend meetings. Removal for cause shall be by Council resolution.

Ad Hoc Committees

- 1) The City Council may appoint ad hoc committees to make recommendations regarding particular matters of interest within the City.
- 2) The foregoing rules on boards and commissions shall apply to ad hoc committees except where alternate provisions are made by the Council.

Inclement Weather

- 1) If the Asheville City Schools are cancelled, then any board/commission meeting scheduled for that day will be cancelled.
- 2) The chairman of the board/commission will have the discretion of cancelling a meeting in the event of safety concerns when the Asheville City Schools have delayed starts.
- 3) In the event of inclement weather, the Chairs of the respective City Council Committees (Housing & Community Development Committee; Planning & Economic Development Committee; Public Safety Committee; Finance Committee; and Boards & Commissions Committee) will have the discretion whether or not the meeting is held that day.

Robert's Rules of Order

Four Types of Votes

<p>In Favor: You support the motion Against: You do not support the motion Present: You agree with the majority Abstain: You have a stake in the outcome or you do not have enough information.</p>

How to Present a Motion

1. Obtain the Floor
 - a. Wait until the speaker is finished, raise your hand, and wait to be recognized.
 - b. Once recognized, rise and address the chair.
 - c. The chair will recognize you.
 2. Make Your Motion
 - a. Speak clearly and concisely.
 - b. State your motion affirmatively. Say, "I move to..."
 - c. Avoid personalities and stay on the subject.
 3. Wait for a Second
 - a. The chair will call for a second.
 - b. Another member will call "I second the motion."
 - c. If there is no second, your motion will not be considered.
 4. The Chair Restates Your Motion
 - a. The chairperson must say, "It has been moved and seconded that we..."
 - b. After this happens, debate or voting can occur.
 - c. Your motion is now "assembly property," and you cannot change it without the consent of the representatives.
 5. Expand on Your Motion
 - a. Mover is allowed to speak first.
 - b. Be concise.
 - c. You may speak again after all other speakers are finished.
 6. Voting
 - a. After debate, the chair will say, "We are now in a vote on..."
 - b. The only thing that is allowed during a vote is point of order, division, privilege, roll call vote, or ballot vote.
 - c. The chair will either ask for a show of hands or a voice vote.
- Address all remarks to the person conducting the meeting.
 - Try to make all argumentation to the immediately pending motion.
 - Use the process of amending to improve flaws in a motion. Merely criticizing details of a proposal is counteractive and waste of time.
 - Always say, "I move to..." and never, "I motion to..."
 - Watch out for "friendly" amendments. They should only be used for spelling and grammatical errors. If a friendly amendment is made to correct a spelling or grammatical error and it appears to be uncontroversial, the chair should ask if there is any objection. With no objection, the chair may declare the amendment adopted. However, if there is an objection, the matter must be debated and voted.

To Do This	You Say This	May You Interrupt the speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is required?
Adjourn the meeting	I move that we adjourn.	No	Yes	No	No	Majority
Have a recess	I move that we recess until...	No	Yes	No	Yes	Majority
Complain about noise, talking, etc.	Privilege!	Yes	No	No	No	None
End debate	I move to end debate.	No	Yes	No	No	2/3
Postpone a decision	I move to table...	No	Yes	Yes	Yes	Majority
Have something researched more	I move to send to committee	No	Yes	Yes	Yes	Majority
Amend a motion	I move to amend the motion to say...	No	Yes	Yes	Yes	Majority
Introduce business	I move that...	No	Yes	Yes	Yes	Majority
Object to procedure	Point of order	Yes	No	No	No	None, Chair decides
Request/ Give information	Point of information	Yes	No	No	No	None, Chair decides
Take up a matter previously tabled	I move we take... from the table	No	Yes	No	No	Majority
Have everyone vote separately and with reason	Division	No	No	No	No	No, unless someone objects
Vote on the ruling of the chair	I appeal from the chair's decision	Yes	Yes	Yes	No	Majority
Suspend rules	I move to suspend rules for...	No	Yes	No	No	2/3
Avoid considering a matter	Objection	Yes	No	No	No	2/3

Recusal and Abstention Guidelines

Maggie Ullman

From: Jannice Ashley
Sent: Thursday, October 17, 2013 9:50 AM
To: Maggie Ullman
Subject: RE: citizen committee question

Follow Up Flag: Follow up
Flag Status: Flagged

Recusing you need to explain the reason (i.e. conflict of interest) and committee members usually vote to allow recusal unless there is a clear conflict. Abstaining is a little different—you can't force someone to vote so they can always abstain if they wish (and should although again don't have to explain their reasoning) but the duty of being on a commission is to vote one way or the other and abstention should be in rare circumstances. Also, recusal should happen before the matter is heard. Abstention can only occur after the matter is heard.

This recently came up in an HRC meeting and I informed the Commission that Robert's Rules Of Order (the "bible" of government meeting procedures) has this to say about abstention: : "Right of Abstention: Although it is the duty of every member who has an opinion on a question to express it by vote, he/she can abstain, since he cannot be compelled to vote."

Let me know if you have any more questions on this. Also, do you have rules of procedure for this committee? Usually they will discuss the fact that a quorum is preserved if someone recuses.

From: Maggie Ullman
Sent: Thursday, October 17, 2013 9:13 AM
To: Jannice Ashley
Subject: citizen committee question

Hey Jannice,

I chair the Sustainability Advisory Committee and they inquired about voting rules that I wasn't sure about. What are the rules for abstaining from a vote vs. recusing oneself from a vote vs. having a conflict of interest with a vote?

Maggie Ullman
Chief Sustainability Officer
Office of Sustainability
City of Asheville
828.271.6141
www.ashevilenc.gov/green

Commission Membership Bios

CHAIR: Sonia Marcus is a sustainability specialist and LEED AP+ with a particular interest in cross-cultural and international dimensions of the sustainability movement. She currently leads UNC Asheville's strategic sustainability efforts as the institution's first director of sustainability. From 2003 through 2011, she led Ohio University's Office of Sustainability, the first of its kind at any public institution of higher education in the state. Marcus holds a B.A. in Psychology from Stanford University, and a Masters in Communication & Development Studies from Ohio University. (SACEE member since 28 January 2014)

VICE-CHAIR: John Noor, J.D., is an attorney with Roberts & Stevens, P.A. and an adjunct faculty member at the University of North Carolina Asheville teaching in the Masters of Liberal Arts and Science's Climate Change and Society Program. John's legal practice focuses on environmental law, complex business litigation, governmental affairs, and public policy. Prior to joining Roberts & Stevens, John clerked for the North Carolina Business Court. John holds a B.A. in political science and economics from UNC Asheville and a J.D. from UNC Chapel Hill. (SACEE member since 27 January 2015)

Lael Gray is the Executive Director of the Asheville Jewish Community Center and has a background in strategic planning, business and non-profit management, and marketing communications. Lael has served on numerous boards and committees for local organizations including Smart Start of Buncombe County, Building Bridges of Asheville, the I-26 ConnectUs Project, Montford Neighborhood Association, GroWNC, and Evergreen Community Charter School. (SACEE member since 10 January 2012)

Mindy Fisher is a licensed attorney with the law firm Dungan, Kilbourne & Stahl, P.A. She has experience counseling clients in a wide range of industry sectors, including waste management, biofuels, construction, and energy. Mindy is a member of the local and state bar associations and is the President of the Western North Carolina Chapter of the North Carolina Association of Women Attorneys. (SACEE member since 28 January 2014)

Duncan McPherson, AIA, LEED AP, is a licensed architect and Principal at Samsel Architects. He has focused his career on sustainable design and green architecture, including LEED Platinum-rated projects. Duncan is a co-founder of the WNC Green Building Council and served as Vice President for 4 years and has served as Chair of the AIA Asheville Committee on the Environment and as a member of the state-wide task force that developed the Green Built NC residential green building program. (SACEE member since 27 October 2009)

Josh O'Conner, AICP, CZO,CFM,CNU-A, is a land use planner and Zoning Administrator with Buncombe County Planning. His work focuses on ordinance enforcement and drafting as well as implementation of the Buncombe County's Sustainability Plan and Land Use Plan. Josh holds a Masters in Project Management and an M.A. in Geography with a concentration in Urban and Regional Planning and is currently pursuing a Masters in Sustainable Food Systems. Previously Josh served as a combat engineer and construction equipment supervisor for the US Army. Josh is a steering committee member for Oakley Farmers Market and is a member of the City of Asheville's Recreation Advisory Board. (SACEE member since 22 January 2013)

Keith McDade, Ph.D. combines his work experience in a range of sustainability-related professions with an education and career in building a more sustainable culture. He is currently an Associate Professor of Sustainability Studies at Lenoir-Rhyne University Center for Graduate Studies of Asheville and a Director of the MS program in Sustainability Studies. Dr. McDade has worked as a Waste Prevention Manager for the West Contra Costa Integrated Resource Management Authority in the San Francisco Bay Area, a Field Representative for American Farmland Trust in California, an archives and historic preservation planner in the Federated States of Micronesia, an advisor to (and now Board member for) Village Focus International in Laos, and an agroforestry extension Volunteer with the US Peace Corps in The Gambia, West Africa. He is currently involved with many community activities in Asheville, including as a member of Partners in Education (PIE) and helping to coordinate Asheville Green Drinks. (SACEE member since 12 January 2016)

Geoffrey Habron, Ph.D. is the Director of Electronic Portfolios at Warren Wilson College with a background in fisheries and wildlife and sociology with a focus on people-environment interactions. Geoffrey previously worked with Michigan State University (MSU) for 15 years, where he helped develop an undergraduate minor program in sustainability studies. While working with MSU, Geoffrey also served as a specialist for MSU Extension statewide in the Greening Michigan Institute within the Sustaining Community Prosperity and Natural Resources work groups. He helped them to develop a program on Sustainable Decisionmaking. Geoffrey has lived in three countries other than the U.S. Since being in Asheville, Geoffrey has worked in partnership with Green Opportunities and participates in the Read to Succeed Program at Hall Fletcher Elementary School. (SACEE member since 12 January 2016)

SACEE 2016 Action Plan

1. Support ongoing implementation or amendment of relevant City resolutions and initiatives.

- Resolution 11-77: To increase the municipal carbon footprint reduction goal to 4% each year for the next five years
- Resolution 14-27: Establishing a waste reduction goal and benchmarks for the City of Asheville
- Resolution 13-17: Establishing the City of Asheville's Food Action Plan in support of the Asheville Buncombe Food Policy Agenda
- Resolution 15-200: Adopting a Community Clean Energy Policy Framework
- Sustainable development incentives (including property tax exemptions and fee reductions)

2. Comprehensive Planning

- Ensure that sustainability goals and programs feature prominently in the City of Asheville's comprehensive plan

3. Participation and Engagement

- Expand and improve the quality of public contribution
- Diversify SACEE membership
- Raise awareness and overall visibility of committee
- Improved communication with other departments and boards and commissions

2015 Annual Update

Memorandum

To: Mayor Manheimer and Asheville City Council

From: Sonia Marcus, Chair, Sustainability Advisory Committee on Energy and the Environment (SACEE)

Date: January 31, 2016

Subject: 2015 Annual Report for SACEE

Overview

This memorandum represents the 2015 annual report for the City's Sustainability Advisory Committee on Energy and the Environment. It provides a summary of work completed in 2015 followed by goals for 2016.

SACEE Mission

To support the Mayor and Asheville City Council in their charge to integrate sustainability principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility – with the intent to improve quality of life for this and future generations through the following:

- **Policy Guidance:** Provide technical assistance to the Mayor and Council on institutionalizing environmentally sustainable practices by evaluating and developing current and future policies in support of City sustainability commitments.
- **Education:** Increase awareness of matters related to energy and environmental sustainability by developing and implementing outreach and education activities aimed at changing behaviors across a diverse cross-section of the community.
- **Partnership:** Provide leadership and support in creating synergy among public and private partners in the region to maximize efforts towards a more environmentally sustainable future.

Summary of 2015 Accomplishments

- Continued to provide support and guidance for the City's Pay-As-You-Throw initiative and the associated consulting contract to evaluate implementation potential.
- Led further meetings of the Energy Task Force, comprised of citizens, advocates, commercial customers, subject area experts, and elected officials.
- Recommended final adoption of the Clean Energy Framework by Council.
- Engaged with Duke Energy Progress to further engage them in the clean energy partnership.
- Participated in the selection of the City's new sustainability officer.
- Explored sustainability considerations in regards to a number of ongoing projects, including RADTIP and storm water fee increases.

- Consulted with other committees such as the A-B Food Policy Council and the Multimodal Transportation Committee.

SACEE 2015 Membership

Lael Gray (Chair) – Asheville Jewish Community Center

Sonia Marcus (Vice-Chair/Chair) – University of North Carolina Asheville

Mindy Fisher – The Dungan Law Firm

Torin Kexel – Citizen

Duncan McPerson – Samsel Architects

Josh O’Conner – Buncombe County Planning Department

Lawrence Pittman – PSNC

Katie Bray – Clean Energy for WNC

John Noor (Vice Chair) – Roberts & Stevens, Attorneys at Law

City of Asheville supporting staff:

City Staff Liaisons – Kerby Smithson, Amber Weaver, Joey Robison, and Melissa Van Sickle

City Council Liaison – Gwen Wisler

2014 Annual Update

Memorandum

To: Mayor Manheimer and Asheville City Council

From: Lael Gray, Chair, Sustainability Advisory Committee on Energy and the Environment (SACEE)

Date: January 21, 2015

Subject: 2014 Annual Report for SACEE

Overview

This memorandum represents the 2014 annual report for the City's Sustainability Advisory Committee on Energy and Environment. It provides a summary of work completed in 2014 and planned goals for 2015.

SACEE Mission

To support the Mayor and Asheville City Council in their charge to integrate sustainable principles related to energy and the environment into City operations and the broader community consciousness, while promoting economic viability, environmental stewardship, and social responsibility – with the intent to improve quality of life for this and future generations, through the following:

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Summary of 2014 Accomplishments

- Successfully recommended the passage of the Waste Reduction Resolution.
- Provided learning opportunities on issues related to energy, regulation, and incentives for committee members and public in advance of work on the Duke Energy Progress Partnership.
- Created an Energy Taskforce, made up of representative members of energy providers and users, that created a ranked list of ideas and opportunities to reduce the community's energy use.

- Analyzed Pay-As-You-Throw (PAYT) options for the City of Asheville and recommended that City Council pursue the feasibility of requiring trash be bagged by residents in bags purchased specifically for this program.
- Forwarded a fracking resolution to City Council for consideration.
- Held a liaison seat on the Multimodal Transportation Commission.

SACEE 2014 Membership

Lael Gray (Chair) – Asheville Jewish Community Center

Sonia Marcus (Vice-Chair) – University of North Carolina Asheville

Mindy Fisher – The Dungan Law Firm

Torin Kexel – Asheville Green Opportunities

Duncan McPherson, AIA – Samsel Architects

Josh O’Conner – Buncombe County Planning Department

Lawrence Pittman – PSNC

Ryan Blau, ASLA – Vision Design Collaborative (term expired in December 2014)

Matt Raker – Advantage West (term expired in December 2014)

City of Asheville supporting staff:

City Staff Liaisons – Margaret Ullman and Kerby Smithson

City Council Liaison – Councilor Gwen Wisler

City of Asheville Governance Structure

The City of Asheville operates under a council-manager form of government, which is prescribed by its charter. More than 3,400 cities and 371 counties operate under this system, which means more than 89 million American citizens live in communities with this form of government. Since its establishment, the Council-Manager form has become the most popular form of government in the United States in communities with populations of 5,000 citizens or more.

Under the council-manager system, Asheville City Council provides leadership by establishing the city's policies. They are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs.

Asheville City Council appoints a city manager to achieve the desired end set by the City Council. The manager oversees day-to-day city operations and executes Council established laws and policies. The city manager also ensures the entire community is being served. If the manager is not responsive to the governing body's directions and guidance, the governing body has the authority to terminate the manager at any time. City Council also appoints the city attorney and the city clerk.

Not all council-manager governments are structured the same way. In fact, one of the most attractive features is that the council-manager form is adaptable to local conditions and preferences. For example, Asheville City Council members are elected at large while other some city councils are elected by district or by a combination of an at-large and by-district structure.

Read the frequently asked questions below for more information about Asheville's form of government.

Q: What is City Council's function?

A: City Council is the legislative body; its members are the community's decision makers. Power is centralized in the elected council, which approves the budget and determines the tax rate, for example. The council also focuses on the community's goals, major projects and such long-term considerations as community growth, land use development, capital improvement plans, capital financing and strategic planning. The council hires a professional manager to carry out the administrative responsibilities and supervises the manager's performance.

Q: Where does the Mayor of the governing body fit in?

A: The Mayor presides over Council meetings, serves as a spokesperson for the community, facilitates communication and understanding between elected and appointed officials, assists the council in setting goals and advocating policy decisions and serves as a promoter of the community. In addition, the Mayor serves as a key representative in intergovernmental relations. When City Council makes decisions, the Mayor casts one equal vote and does not possess veto power.

Q: What is the City Manager's function?

A: The city manager is hired to serve the City Council and the community. Professional city managers bring to the local government the benefits of training and experience in administering government projects and programs on behalf of the governing body. The manager prepares a budget for Council's consideration; recruits, hires and supervises the government's staff; serves as the Council's chief adviser; and carries out the Council's policies. Council members and citizens count on the manager to provide complete and objective information, the pros and cons of alternatives and long-term consequences. The manager makes recommendations to the Council, but the Council may or may not adopt them and may modify the recommendations. The manager is bound by whatever action City Council takes.

Q: How much citizen participation is possible under Council-Manager government?

A: Successful examples of citizen participation in the local government decision-making process are widespread among professionally managed communities. Because professional local government management offers government of the people, by the people and for the people, it sets the stage for citizen activism by encouraging open communication between citizens and their government. Because political power is concentrated in the entire governing body rather than one elected official, more citizens have an opportunity to be elected to a position in which they have significant influence over the future of their community. The city of Asheville values and encourages citizen participation and feedback.

Q: For how long do city managers serve City Council?

A: Managers serve at the pleasure of the council or governing body. They can be fired by a majority of the council, consistent with local laws, ordinances, or employment agreements they may have with the council. Control is always in the hands of the people's elected representatives.

Asheville City Council has the authority to:

- Determine policy in the fields of planning, traffic, law and order, public works, finance, and recreation;
- Appoint and remove the city manager;
- Adopt the budget, levy taxes, collect revenues, and make appropriations;
- Appoint and remove the city attorney and city clerk;
- Authorize the issuance of bonds by a bond ordinance;
- Establish administrative departments, offices and agencies;
- Appoint members of the city boards, commissions and committees;
- Inquire into the conduct of any office, department, or agency of the city and make investigations into municipal affairs;
- Provide for an independent audit; and
- Provide for the number, titles, qualifications, powers, duties, and compensation of all officers and employees of the city.

Asheville City Council



Mayor Esther E. Manheimer

Mayor Esther E. Manheimer was elected to the Asheville City Council in 2009 and was elected Mayor in 2013. Mayor Manheimer serves on the following:

- HUB Community Economic Development Alliance Board (Member)
- Chamber of Commerce Board of Directors
- Housing Authority (Alternate)
- Metropolitan Sewage District Board (Member)
- African American Heritage Commission (Liaison)
- Economic Development Coalition (Member)
- Governance Committee – City Council (Chair)

Mayor Manheimer contact information:

Mail: PO Box 7148, Asheville, NC 28802

Phone: 828-259-5600 **Email:** esthermanheimer@avlcouncil.com



Vice Mayor Gwen Wisler

Councilwoman Gwen Wisler was elected to Asheville City Council in 2013 and was elected to serve as Vice Mayor in 2015. Councilwoman Wisler serves on the following:

- Boards and Commissions City Council Committee (Chair)
- Finance City Council Committee (Chair)
- Planning and Economic Development City Council Committee (Chair)
- Governance City Council Committee (Member)
- Housing and Community Development City Council Committee (Member)
- Asheville City Board of Education (Liaison)
- Civil Service Board (Liaison)
- French Broad River MPO (Member)
- HUB Community Economic Development Alliance Board (Member)
- Land-of-Sky Regional Council Board (Member)
- Multimodal Transportation Commission (Liaison)
- Noise Ordinance Appeals Board (Liaison)
- Police Officers and Firefighters Disability Review Board (Chair)

Councilwoman Wisler contact information:

Mail: 104 Kimberly Avenue, Asheville, NC 28804

Phone: (828) 333-1767 **Email:** gwenwisler@avlcouncil.com



Cecil Bothwell

Councilmember Cecil Bothwell was elected to the Asheville City Council in 2009. Councilman Bothwell serves on the following:

- Public Safety Committee – City Council (Chair)
- Finance Committee – City Council (Member)
- Airport Authority (Liaison)
- French Broad Metropolitan Planning Organization (Alternate)
- Riverfront Redevelopment Commission (Member)
- Tree Commission (Liaison)

Councilman Bothwell contact information:

Mail: 15 Lookout Road, Asheville, NC 28804

Phone: (828) 713-8840 **E-mail:** cecil@braveulysses.com

Councilman Brian Haynes

Councilmember Brian Haynes was elected to the Asheville City Council in 2015. Councilman Haynes serves on the following:

- Public Safety City Council Committee (Member)
- Planning and Economic Development City Council Committee (Member)
- Civic Center Commission (Liaison)
- Downtown Commission (Liaison)
- Firemen's Relief Fund (Liaison)
- Public Art and Cultural Commission (Liaison)

Councilman Haynes contact information:

Mail: 40 Roberts Street, Asheville, NC 28801

Phone: (828) 619-1776 **E-mail:** brianhaynes@avlcouncil.com



Councilman Keith Young

Councilmember Keith Young was elected to the Asheville City Council in 2015.

Councilman Young serves on the following:

- Boards and Commissions City Council Committee (Member)
- Governance City Council Committee (Member)
- Board of Adjustment (Liaison)
- Citizen Police Advisory Committee (Liaison)
- Community Relations Council (Member)
- Recreation Board (Liaison)

Councilman Young contact information:

Mail: 18 Martin Luther King Jr. Drive, Asheville, NC 28801

Phone: (828) 407-1181 **E-mail:** kiethyoung@avlcouncil.com



Councilmember Julie Mayfield

Councilwoman Julie Mayfield was elected to Asheville City Council in 2015. Councilman Mayfield serves on the following:

- Public Safety City Council Committee (Member)
- Finance City Council Committee (Member)
- Housing and Community Development City Council Committee (Member)
- Affordable Housing Advisory Commission (Liaison)
- French Broad Metropolitan Planning Organization (Member)
- Historic Resources Commission (Liaison)
- Housing Authority (Liaison)
- HUB Community Economic Development Alliance (Alternate)
- Planning and Zoning Commission (Liaison)
- Soil Erosion/Stormwater Review Committee (Liaison)
- Sustainability Advisory Committee on Energy and the Environment (Liaison)
- Tourism Development Authority (Ex-officio, Non-voting member)
- WNC Regional Air Quality Agency Board (Liaison)

Councilwoman Mayfield contact information:

Mail: 109 Estes Court, Asheville, NC 28806

Phone: (828) 271-4544 **Email:** juliemayfield@avlcouncil.com



Councilman Gordon Smith

Councilmember Gordon Smith was elected to the Asheville City Council in 2009. Councilman Smith serves on the following:

- Boards and Commissions City Council Committee (Member)
- Housing and Community Development City Council Committee (Chair)
- Planning and Economic Development City Council Committee (Member)
- ABC Board (Liaison)
- Americans With Disabilities Act Compliance Committee (Member)
- Asheville Regional Housing Consortium Board (Chair)
- Board of Electrical Examiners (Liaison)
- Community Action Opportunities (Liaison)
- Crimestoppers (Liaison)
- Eagle Market Street Board (Liaison)
- Homeless Initiative Advisory Committee (Liaison)
- Neighborhood Advisory Committee (Liaison)
- Sports Commission (Member)

Councilman Smith contact information:

Mail: 49 Euclid Blvd., Asheville, NC 28806

Phone: (828) 279-2551

E-mail: gordonsmith@avlcouncil.com

Appendices

City Council's Strategic Operating Plan 2014 – 2015: 2036 VISION

City of Asheville Organizational Chart

Resolution 13-17 Establishing Municipal Food Policy Goals and Action Plan

Resolution 14-27 Establishing a Waste Reduction Goal

Resolution 13-228 Supporting Clean Energy Economy

Resolution 11-77 Establishing a 4% CO2 Reduction Goal

Resolution 15-200 Adopting a Community Clean Energy Policy Framework

Strategic Operating Plan – Asheville City Council's 2036 VISION

Asheville is a great place to live because we care about people, we invest in our city, and we celebrate our natural and cultural heritage. Our city is for everyone. Our urban environment and locally-based economy support workers, entrepreneurs and business owners, families and tourists, and people of all ages. Cultural diversity and social and economic equity are evident in all that we do. Our neighborhoods are strong, participation in civic life is widespread, and collaborative partnerships are the foundation of our success.

Here's what makes us special.

A Diverse Community

Asheville is an inclusive, diverse community. We define diversity broadly, including but not limited to all races, ages, sexual orientations, gender identification, socio-economic backgrounds, and cultural beliefs. We have created a fair and balanced society where everyone can participate and has the opportunity to fulfill their potential because they have access to healthy, affordable food, transportation, quality education, and living wage jobs. Asheville promotes and supports minority business as a means of strengthening our local economy. We use a racial equity lens to review and achieve our city's strategic goals in health, education, housing, and economic mobility.

A Well-Planned and Livable Community

Asheville promotes community through thoughtful, resident-led planning that results in pedestrian oriented development for all ages and abilities, harmonized with an integrated transportation system. Asheville's unique character is reflected in our land use, preserved in our historic structures, and honored when incorporated in new development. Thoroughfares are lined with thriving businesses mixed with residential and office uses, and neighborhoods are socioeconomically diverse with a range of affordable housing choices. Open spaces, parks, greenways, community gardens, and edible landscapes are abundant throughout the city.

A Clean and Healthy Environment

Asheville continues to be a leader in innovative technologies and conservation efforts in response to global climate change. The City is powered by locally-generated, clean sources of energy, and air quality problems have disappeared. Views of surrounding mountains have regained clarity unknown since the late 1800s.

Clean energy is not the only priority when preserving our high quality of life. Recognized as a Tree City USA for decades, streets, greenways, and parks embody an urban forest. Emphasis on local resilience spurs the use of municipal land for gardening, farming, and urban orchards. Known as a food destination city, most restaurants serve locally grown foods.

Thanks to an extremely high-quality water source nestled in the gentle folds of the Blue Ridge Mountains, Asheville continues to attract companies that depend on clean water - from breweries to high tech start-ups to restaurants and food manufacturers. Our modern transportation system has increased options that reduce carbon emissions. Successful waste, recycling, and curbside composting programs have greatly reduced the city's landfill needs.

Quality Affordable Housing

Asheville is a city with abundant housing choices for people at all economic levels and stages of life. Chronic homelessness is a thing of the past and rapid rehousing strategies abound thanks to an effective network of service providers. Housing is affordable not only because of reasonable prices but also because of low energy and transportation costs. Innovative and historic housing options, from tiny homes and co-housing to apartments and single-family homes, are available throughout the city.

Asheville's former public housing communities have been transformed into a diverse mix of affordable and market rate homes within vibrant neighborhoods.

Transportation and Accessibility

Whether you drive a car, take the bus, ride a bike or walk, getting around Asheville is easy. Public transportation is widespread, frequent, and reliable. Sidewalks, greenways, and bike facilities get us where we want to go safely and keep us active and healthy. It is easy to live in Asheville without a car and still enjoy economic, academic, and social success.

Thriving Local Economy

Asheville is unique in its locally-focused economy. Our local businesses are vibrant and, no matter where you are in the city, you see a diversity of customers, employees, and business owners. Our historic buildings are home to funky, eclectic businesses that reflect the character of the city, and a creative economy of artists, makers, and innovators is thriving.

As an employer, the City values its workers by paying living wages and offering benefits that ensure both security and opportunity. Businesses of all types that share those values locate, start, and grow in Asheville, offering a wide range of career opportunities. Plentiful educational options, workforce development, access to capital, economic incentives, and a culture that values homegrown businesses make our economy strong. Our public and private partners have demonstrated a unity of purpose. If you do your part, you will find opportunity for success.

Connected and Engaged Community

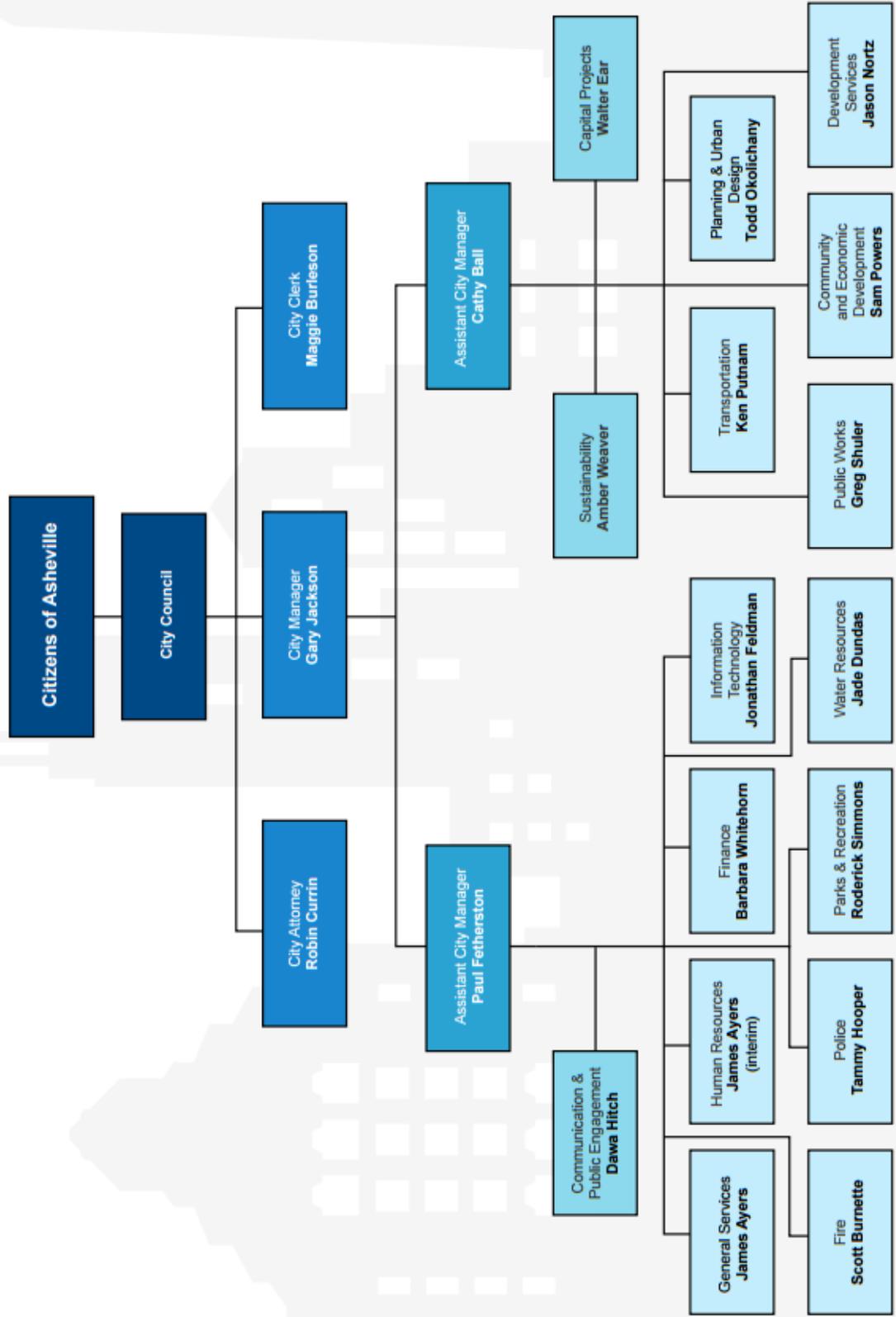
We pride ourselves on building and growing partnerships – with regional and state governments, nonprofits, the private sector, and neighborhood associations to name a few - to achieve our vision. If you live, work, or play here, you want to be involved and you have a voice. When you join a citizen board or commission, the City provides training and support. Diverse interest groups work together to tackle problems, and neighborhood engagement enables residents to express thoughts, visions, and concrete plans that build a collective and harmonious community. City government is trusted and transparent, and we use the latest technologies and methods to communicate with, engage, and empower community participants. When you live in Asheville, you belong and are valued.

Smart City

Asheville has an AAA bond rating. We use our debt capacity and revenue wisely in order to maintain and improve the City's infrastructure and invest in our public employees. We strive to control our costs and still provide the highest possible level of service. We have a diverse revenue base that enables us to plan far into the future and to benefit from our growth. Our individual and corporate citizens generously invest in our community through partnerships and public/private projects that enrich the quality of life in the city.

THE CITY OF ASHEVILLE

ORGANIZATIONAL CHART



RESOLUTION NO. 13-17

RESOLUTION ESTABLISHING THE CITY OF ASHEVILLE'S FOOD ACTION PLAN IN
SUPPORT OF THE ASHEVILLE BUNCOMBE FOOD POLICY AGENDA

WHEREAS, the City of Asheville believes that all citizens should have access to healthy, nutritious food and that our community should be able to sustain its nutritional needs year-round with regionally grown, processed and stored healthy food; and

WHEREAS, The Asheville Buncombe Food Policy Council defines healthy food as grown locally through organic and permaculture principles, from seeds, plants, and animals that are not genetically modified and in a manner that builds the fertility of the soil; and

WHEREAS, all communities should be empowered with access to resources and information needed to innovate and implement strategies for food security and resiliency; and

WHEREAS, our regional food economy can thrive and promote social and ecological sustainability, providing for human needs while protecting the diversity and abundance of our bioregion, including our forest land, agricultural land and watershed; and

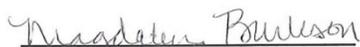
WHEREAS, the City of Asheville recognizes that intact, biodiverse and healthy forest ecosystems provide abundant food and clean water in perpetuity; and

WHEREAS, all citizens should enjoy food sovereignty through access to clean water, air and land, as well as the ability to cultivate, harvest, process, sell, share and trade food in order to thrive and empower their own resilience;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The City of Asheville approves the attached Food Policy Goals and Action Plan by incorporating it into the adopted Sustainability Management Plan and any amendments thereto.

Read, approved and adopted this 22nd day of January, 2013



City Clerk



Mayor

Approved as to form:



City Attorney

Municipal Food Policy Goals and Action Plan

City of Asheville Long Term Food Policy Goals

The City of Asheville commits to participating in the Asheville Buncombe Food Policy Council efforts and supports the following shared goals:

1. Improve the quality of life for those in need by increasing access to food for people who experience food insecurity.
2. Continue growing a robust regional food economy by increasing production and consumption of regional food and food products.
3. Strive to meet all nutritional needs of the community with regionally produced foods.
4. Work to prepare for short-term food emergencies and long-term food security.
5. Collaborate with regional partners to achieve all food policy goals.

City of Asheville Food Policy Action Plan

1. Utilize the Unified Development Ordinance (UDO) as a tool to support food policy goals by amending the UDO as needed to remove barriers to local food production and distribution. For example, but not limited to, priorities such as community gardens, urban agriculture, and use of mobile markets in residentially zoned districts under certain circumstances such as farmers markets.
2. Optimize permitting and regulatory services for farmers markets.
3. Prioritize partnering to find a long term permanent location for the Asheville City Market.
4. Pursue establishing local food purchasing policies for the City of Asheville through clarity on existing state legislation as well as state enabling legislation where needed.
5. Seek partnerships to incorporate regional food and beverage options into the U.S. Cellular Center concessions, as well as city-run events.
6. Create a public private partnership for implementing a citywide curbside composting program that complements trash and recycling services. A successful partnership would improve regional economic development and provide compost regionally to support healthy ecological soil systems.
7. Include use of edible landscaping as a priority for public property such as parks, greenways and/or right of ways. In support of this, foster relationships with strong community partners who wish to access edible landscaping and/or use underutilized public land for food production.

8. Encourage partnerships for food production that supports organic and permaculture principles by identifying arable underutilized city-owned land for lease or sale. Pursue methods to make information about such land available to the public.
9. Update the city recommended plant list for developers to include edible plants and remove exotic and invasive species.
10. Include safe and convenient pedestrian, bicycle, and transit connections between residential neighborhoods and community gardens, emergency food providers/food pantries, grocery stores and farmers markets as a priority when evaluating transportation projects.
11. Include achieving food policy goals as a priority when allocating Community Development Block Grants.
12. Support Asheville Buncombe Food Policy Council efforts to set baselines and metrics for achieving food policy goals. Play an active role in providing access to existing city data when needed.
13. Encourage food distribution by engaging underserved communities who live in food deserts. Support community efforts by co-designing incentives that establish neighborhood based markets that provide healthy food.
14. Incorporate food policy goals into education programs for city staff and the general public.

RESOLUTION NO. 14-27

RESOLUTION ESTABLISHING A WASTE REDUCTION GOAL AND BENCHMARKS FOR THE CITY OF ASHEVILLE

WHEREAS, successful waste reduction involves designing and managing materials in order to conserve all resources rather than destroy them and eliminating discharges to land, water, and air that do not contribute productively to the natural or economic environment; and

WHEREAS, the City of Asheville is a proven leader in municipal sustainability, and waste reduction is a key factor in carbon reduction as well as an indication of progress toward sustainability; and

WHEREAS, the Buncombe County landfill is projected to reach full capacity in 2035 after which all citizens of Buncombe county, including Asheville residents, will need to choose between outsourcing our waste to other counties and states at a considerable cost or building a new landfill in Buncombe county at a considerable cost; and

WHEREAS, the placement of materials in landfills wastes natural resources and valuable land in our beautiful mountain community; and

WHEREAS, avoiding the creation of waste is the most economically efficient and environmentally sustainable resource management strategy and supports a resource recovery based economy that will create and sustain more productive, sustainable, and meaningful jobs; and

WHEREAS, most waste streams can be eliminated through source reduction, increased recycling and composting;

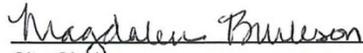
WHEREAS, the City of Asheville is the primary provider of residential waste collection services, therefore this resolution focuses on the municipal solid waste from the residential sector excluding residential yard waste and excluding waste from the commercial and industrial sectors;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ASHEVILLE THAT:

1. The City of Asheville hereby adopts a long term waste reduction goal of 50% municipal solid waste reduction by ton by the year 2035. This goal will be measured from the baseline year of 2010 and result in total reductions of:
15% by 2020, 25% by 2025, 40% by 2030, 50% by 2035
2. The City Manager, in cooperation with the Office of Sustainability, shall provide an annual progress report to City Council.
3. The City commits to actively engage the community by sharing the goals in this resolution and engaging residents and community partners for awareness and support in achieving these goals.
4. Toward this goal, staff developed the attached strategic waste reduction plan for residential waste services to guide the achievement of this goal. The waste reduction

plan is a guidance document, any solid waste program enhancements will be presented to Council for consideration during the annual budget process.

Read, approved and adopted this 11th day of February, 2014.



City Clerk



Mayor

Approved as to form:



City Attorney

RESOLUTION NO. 13-228

RESOLUTION SUPPORTING CLEAN ENERGY ECONOMY

WHEREAS, the City of Asheville passed a 80% carbon reduction goal and in 2009 adopted a Sustainability Management Plan to meet that target, and the City is currently ahead of schedule in meeting that goal; and

WHEREAS, burning coal is the largest single source of carbon emissions in the Asheville area, releasing emissions annually equivalent to 500,000 cars; and

WHEREAS, over the past three years, power companies have announced the retirement of 150 coal plants in communities across the country, including 7 Duke Energy plants in NC; and

WHEREAS, the region's beauty, clean air and water are vital to the citizens of Asheville and the region's economy; and

WHEREAS, the clean energy economy currently provides approximately 15,000 jobs in the state of North Carolina; and

WHEREAS, Asheville and Western North Carolina are a hub for clean energy development in the state; and

WHEREAS, North Carolina is the only state in the Southeast with a Renewable Energy and Energy Efficiency Portfolio Standard; and

WHEREAS, North Carolina is currently ranked sixth in the United State for installed solar capacity; and

WHEREAS, Duke Energy Progress is ranked eighth, among the other operating utilities across the U.S., for added solar capacity in 2012; and

WHEREAS, prices for renewable energy sources, specifically solar energy, continue to decline and become more affordable to build, own and operate; and are providing affordable and reliable electricity nationwide; and

WHEREAS, energy efficiency is the least-cost means of satisfying potential new demand; and

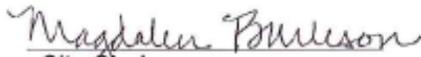
WHEREAS, the State of North Carolina filed an enforcement action against Duke Energy Progress in March 2013 stating that the "continued operation of the Asheville [coal-fired power plant in violation of state law] . . . poses a serious danger to the health, safety and welfare of the people of the State of North Carolina and serious harm to the water resources of the state;" and

WHEREAS, the City of Asheville values its collaborative working relationship with Duke Energy Progress and looks forward to more success in the future;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

1. The City of Asheville supports a local clean energy future for the city and the region.
2. The City of Asheville calls on Duke Energy Progress to partner with the City to help meet its carbon reduction goals by decreasing its reliance on fossil fuels, including transitioning from coal to electricity provided by clean renewable energy sources; while continuing to meet the company's obligation to provide affordable and reliable electricity to all customers 24-hours/day 7-days/week.
3. The City of Asheville further calls on Duke Energy Progress to continue and expand its investments in and programs supporting renewable energy, energy efficiency, and energy conservation.
4. The City of Asheville further calls on Duke Energy Progress to stop the spread of new coal ash pollution, and remediate existing coal ash pollution.
5. The City of Asheville develops a Clean Energy Partnership Progress Report that documents the achievements of this new partnership with Duke Energy Progress

Read, approved and adopted this 22nd day of October, 2013.


City Clerk


Mayor

Approved as to form:


City Attorney

RESOLUTION NO. 11-77

RESOLUTION TO INCREASE THE MUNICIPAL CARBON FOOTPRINT REDUCTION GOAL TO 4% EACH YEAR FOR THE NEXT FIVE YEARS.

WHEREAS, Asheville City Council passed a resolution April 24th, 2007 to reduce the municipal carbon footprint 2% per year until an overall reduction of 80% was achieved by the year 2050, and every year since that policy was adopted the municipality exceeded this goal; and

WHEREAS, increasing the municipal reduction goal will support green job development and the green regional economy; and

WHEREAS, in June 2009 Asheville City Council adopted a nationally award winning Sustainability Management Plan to direct implementation of carbon reduction measures and strategies; and

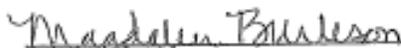
WHEREAS, the City of Asheville is committed to making decisions that balance the values of environmental stewardship, social responsibility, and economic vitality to meet our present needs without compromising the ability of future generations to meet their needs; and

WHEREAS, the 4% reduction performance metric will apply beginning with year FY 2010- 2011 benchmarked from FY 2009- 2010 and continue for five years at which point Council will reevaluate the goal; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

1. The City of Asheville will continue implementing carbon reduction measures at a rate of 4% per year for the next five year at which point City Council will evaluate a program proposal to maintain the higher threshold for carbon reductions. Should City Council take no action at that point the 4% carbon reduction goal would remain as the annual target.
2. Asheville City Council will review funding to support this goal as a part of the annual budget process.
3. It will be incumbent on each and every employee employed by the City of Asheville to make the commitment in achieving this vital goal and that the City Manager shall provide an annual progress report to City Council.

Read, approved, and adopted this 12th day of April 2011


CITY CLERK


MAYOR

APPROVED AS TO FORM:


CITY ATTORNEY


CITY CLERK

RESOLUTION NO. 15- 200

RESOLUTION ADOPTING A COMMUNITY CLEAN ENERGY POLICY FRAMEWORK

WHEREAS, On October 23, 2013, Asheville City Council adopted the Resolution 13-228 Supporting Clean Energy Economy; and

WHEREAS, the City of Asheville passed an 80% carbon reduction goal and in 2009 adopted a Sustainability Management Plan to meet that target, and the City is currently ahead of schedule in meeting that goal; and

WHEREAS, supporting a clean energy future for the City and the region requires development of a community energy plan to achieve long term community sustainability and continued economic growth; and

WHEREAS, North Carolina is the only state in the Southeast with a Renewable Energy and Energy Efficiency Portfolio Standard; and

WHEREAS, the City of Asheville calls on Duke Energy Progress to partner with the City to help meet its carbon reduction goals by decreasing reliance on fossil fuels including transitioning from coal to electricity provided by clean, renewable energy sources while continuing to meet the company's obligation to provide affordable and reliable electricity to all customers 24 hours a day, 7 days a week; and

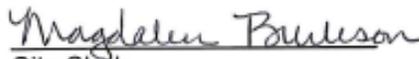
WHEREAS, the City of Asheville calls on Duke Energy to continue and expand its investments in and programs supporting renewable energy, energy efficiency and energy conservation; and

WHEREAS, the City of Asheville values its collaborative working relationship with Duke Energy Progress and looks forward to more success in the future;

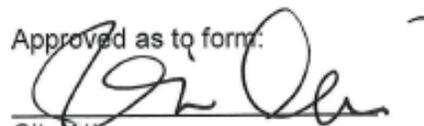
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASHEVILLE THAT:

The Asheville City Council approves the Community Clean Energy Policy Framework, supporting continued sustainability efforts including carbon footprint reductions and clean energy economy through a Clean Energy Partnership with Duke Energy.

Read, approved and adopted this 27th day of October, 2015.


City Clerk


Mayor

Approved as to form:

City Attorney

COMMUNITY CLEAN ENERGY POLICY FRAMEWORK

Last revision July 30, 2015

Introduction & Purpose

Planning for sustainability is the defining opportunity for cities of the 21st century. At the conclusion of the last two annual planning cycles, the Asheville City Council adopted Strategic Plans that integrate economic, social and environmental networks to move the City toward a better future. Working through cultural patterns that result in resource reduction, climatic uncertainty and economic and social pressures requires holistic problem solving that blends the best of policy innovation, best management practices and public participation. The City of Asheville is incorporating economic, social and environmental sustainability in every area of its planning and operations.

For the purposes of this document, the term *clean energy* refers to energy efficiency, energy storage, renewable energy, demand side management, and pollution prevention in the energy sector.

The purpose of the Clean Energy Policy Framework is to provide a 12- 18 month roadmap for pursuing two key objectives supported by Asheville City Council's policy vision:

Objective 1: Developing a clean energy plan for Asheville, an objective that is longer-term and comprehensive in nature, and;

Objective 2: Identifying shorter-term action items for the City's Sustainability Program that can be completed while the clean energy plan is developed, including launching a partnership with Duke Energy Progress.

The City's Sustainability Advisory Committee on Energy and the Environment (SACEE) has already started significant planning and work to support these two objectives, and City Council's adoption of this framework will provide clear direction for next steps. However, this framework is not a static plan but a flexible structure that will evolve and be achieved over time. Ongoing updates and policy decisions will be brought to the City Council once the framework is adopted.

Key Assumptions

1. This framework builds upon Asheville's existing policy context, retaining and expanding current sustainability goals and programs.
2. Specific goals, strategies and tactics have been and will be shaped by stakeholder input so plans have buy-in and a greater likelihood of success over time. Balanced representation of all stakeholders is critical to success. Community and stakeholder input will be inclusive and far reaching to produce the most representative outcome possible.
3. Development of the City's community energy plan will be a part of the community master plan, otherwise known as the Comprehensive Plan, and will be integrated into that process. By including it in the Comprehensive Plan, energy goals will be assimilated with transportation, housing, economic development, community planning and other essential focus areas.
4. A successful community energy plan will require a formal and collaborative partnership between the City and Duke Energy Progress to meet the community's clean energy goals.
5. A successful community energy plan will require formal and collaborative partnerships with other governmental agencies, community groups, businesses and institutions to meet shared clean energy

For the purposes of this document, the term *clean energy* refers to energy efficiency, energy storage, renewable energy, demand side management, and pollution prevention in the energy sector.

goals. Community-wide partnerships beyond the City of Asheville and Duke Energy Progress will help to achieve comprehensive community goals for clean energy.

6. The policy framework seeks to take the dynamic tension that can result between economic, social and environmental interests and find innovative solutions that place sustainability at the center of all three networks.

Background

In 2009, the City of Asheville adopted a Sustainability Master Plan that focused on municipal energy issues first. Since then, the city reduced the municipal carbon footprint by 25 percent through power-use reduction programs and a move toward better building practices. As the city's municipal energy plan has matured, it has led to more community facing programs and initiatives.

On October 23, 2013, City Council adopted a Resolution calling for a clean energy economy and a partnership with Duke Energy Progress to help meet carbon reduction goals. Asheville City Council adopted the Resolution with six action items:

1. Support a local clean energy future for the City and the region;
2. Call on Duke Energy Progress to partner with the City to help meet its carbon reduction goals by decreasing reliance on fossil fuels including transitioning from coal to electricity provided by clean, renewable energy sources while continuing to meet the company's obligation to provide affordable and reliable electricity to all customers 24 hours a day, 7 days a week;
3. Call on Duke Energy to continue and expand its investments in and programs supporting renewable energy, energy efficiency and energy conservation;
4. Call on Duke Energy to stop the spread of coal ash pollution and remediate existing coal ash pollution;
5. Develop a Clean Energy Partnership Progress Report that documents the achievements of this new partnership with Duke Energy, and;
6. Seek input from a variety of stakeholders when identifying collaboration opportunities for this partnership, which was adopted as an amendment to the Resolution as it was presented (this was added as an amendment to the resolution by Mayor Terry Bellamy as reflected in the meeting minutes).

After the Resolution was adopted, staff began working on plans for implementing these action items. The City's Sustainable Committee of Energy and the Environment (SACEE) formed a "Clean Energy Task Force" and invited community stakeholders to participate. Two input sessions were held in August and September 2014. During the first input session, participants were asked to brainstorm action items to support a community clean energy initiative based on broad categories like "strengthening existing programs", "new programs", "communication", etc. After the first session, a survey was sent to participants to prioritize the action items that were identified. The second session was dedicated to reviewing the prioritization of action items. This work can be used as a foundation for the upcoming Comprehensive Plan scope and process. It has also been used to form recommendations for the short-term action items for the City/Duke Energy Progress partnership plan.

Soon after these initiatives, the City experienced turnover in its Sustainability Officer position. This framework is picking up from that point to provide a road-map for completion of the work that was started.

A more comprehensive background of the City's sustainability efforts is briefly summarized in the table below.

For the purposes of this document, the term *clean energy* refers to energy efficiency, energy storage, renewable energy, demand side management, and pollution prevention in the energy sector.

Date	Milestone	Notes
February 2005	Asheville signs U.S. Mayor's Climate Protection Agreement	Asheville pledges to reduce carbon emissions from city operations and the community at large consistent with the Kyoto Protocol
Fall 2006	Asheville City Council forms the Sustainable Advisory Committee on Energy and the Environment (SACEE)	Directed to develop recommendations on energy conservation goals for city operations and on LEED standards for new city buildings
April 2007	City Council adopts carbon emission reduction goals and set LEED standards for new city buildings	<ul style="list-style-type: none"> Committed to reducing carbon emissions by 2% per year until the city reaches an 80% reduction from baseline year 2001-02 emissions. City-owned buildings greater than 5,000 square feet will adhere to the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) certified "Gold" standard. New city buildings less than 5,000 square feet will achieve the LEED "Silver" standard.
2008	Sustainability Officer position is created	
June 2009	<u>Sustainability Master Plan</u> is adopted	<ul style="list-style-type: none"> Primary focus on municipal carbon footprint and city operations
July 1, 2009	Asheville implements building permit and plan review fee rebates to incentivize sustainable development	
2010	City Council doubles carbon emission reduction goal	<ul style="list-style-type: none"> Committed to reducing carbon emissions by 4% per year for a total of 20% over the next five years
November 2010	City Council adopts a Land Use Incentive and Density Bonus Policies	<ul style="list-style-type: none"> Offers density bonuses, permit fee rebates and grants in the form of property tax refunds to development projects that meet "green building," affordability and transit orientation standards
2011	City launches the Green Capital Improvement Program and LED Streetlight Project	<ul style="list-style-type: none"> 7,400 fixtures upgraded over a three-year period with energy efficiency LED technology, reducing the municipal carbon footprint by about 8% Savings generated by streetlight upgrades are reinvested in additional energy efficiency and sustainability programs
2011	City phases in automated meter reading project in the Water Resources Department	
2011-2013	City replaces transit bus fleet	<ul style="list-style-type: none"> Includes five hybrid buses
2012	"Blue Bin" single stream recycling program is launched	<ul style="list-style-type: none"> Achieves 6.5% reduction in landfill waste

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October 2013	City Council adopts Resolution Supporting a Clean Energy Economy	<ul style="list-style-type: none"> • Calls for partnership with Duke Energy Progress to further energy efficiency goals
2014	City switches from B-5 to B-20 biodiesel for municipal fleet and buses	<ul style="list-style-type: none"> • Accounts for about 40% of year-over-year carbon footprint reduction
2014	City Council adopts Resolution Establishing Solid Waste Reduction Goal	<ul style="list-style-type: none"> • Goal: 50% Reduction of total residential MSW sent to the landfill by year 2035
2015	City to hire new Planning Director and Sustainability Officer	<ul style="list-style-type: none"> • These two positions are critical for moving the Comprehensive Plan and sustainability efforts forward
2015	City to issue RFP for services to complete the Comprehensive Plan update	<ul style="list-style-type: none"> • Plan slated for completion in 2016-2017

OBJECTIVE 1: Develop a Clean Energy Plan

Over the next 18 months, Asheville will develop an updated Comprehensive Plan for the community. The vision for that plan is one that incorporates economic, social and environmental sustainability in every area of the City's planning and operations. The City's Comprehensive Plan process will incorporate a community-wide participatory process for developing measurable goals, objectives and action items. It will be a far-reaching process that sets the vision for Asheville's future over the next 20 years.

Staff is recommending that community energy planning be a part of the City's Comprehensive Plan. The nature of the plan as well as the process provide an optimal opportunity to integrate energy planning into the fabric of the community's future.

Staff also recommends that a Comprehensive Plan Advisory Committee be formed including representatives from key boards and commissions, including a representative from SACEE, to: (1) serve in an advisory role to the Asheville City Council for policy issues that arise in the planning process, (2) to communicate progress and updates to the Boards and Commissions on which representatives serve, (3) monitor and assist in the public participation process and (4) promote interest, involvement and expertise in the Comprehensive Plan.

OBJECTIVE 2: Pursue ongoing sustainability priorities while the Energy Plan is created

Priority 1: Launch a clean energy partnership with Duke Energy Progress

While the Comprehensive Plan process and the associated community energy plan components are a longer term initiative, the City's partnership plan with Duke Energy Progress can begin this year. This summer, city government and citizens would like an opportunity to participate in helping to shape the WNC Energy Modernization Plan with Duke.

In the first year, the organizations can focus on maximizing the installation of energy efficiency projects to reduce commercial energy usage (measured by actual usage compared to anticipated projected usage using specific growth assumptions) by launching a pilot program to target high development areas like the city's Innovation Districts. The pilot program consists of three key components: Training and Outreach; Business Support, and; Recognition and Data, Metrics and Reporting.

- **Training, Technical Assistance and Outreach**

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- Partner with Duke to provide training for city staff in the City’s Development Services Center on existing Duke programs so that staff can promote and explain programs during application phase of projects; staff would prioritize the time and effort in promoting these programs for projects in the target Innovation Districts
 - Partner to offer information, training and technical assistance to contractors, installers and developers on existing Duke Energy and City programs (i.e., lunch and learn type trainings for local contractors and others)
 - Educating developers and contractors on renewable energy opportunities
 - Utilize a City intern to continually offer training, technical assistance and outreach programs during the year in target areas
 - Expand Duke’s “My Home Energy Report” program to commercial properties so property owners are informed about their energy usage along with ways to be more energy efficient through friendly competition and comparison
- **Business Support and Recognition**
 - Participate in the Asheville Green Business program
 - Join Better Buildings Challenge together, Duke as an Utility Ally and the City as a Community Partner
- **Data, Metrics and Reporting**
 - Establish a baseline energy assessment for the City’s Innovation Districts along with a measurable goal to reduce energy consumption from expected growth in usage
 - Establish a goal number of energy efficiency projects to be implemented in the target areas
 - Participate in an annual Community Energy Plan report to the Asheville City Council; to include:
 - (1) Expansion on investment in programs supporting renewable energy, and
 - (2) Stopping the spread of coal ash and coal ash remediation

Priority 2: Continue strategic programs and efforts over the next 12 - 18 months through the Sustainability Office’s work plan in order to continue to meet the City’s energy reduction goals while gradually expanding into community energy reduction initiatives.

While the Comprehensive Planning gets underway and the Duke partnership is launched over the next 12-18 months, the City of Asheville Sustainability Program will continue to work toward specific objectives in addition to the action items above. These include but are not limited to:

- Pursuing opportunities for renewable energy installations on city facilities
- Setting a schedule, milestones and resources to complete building automation in public facilities
- Completing a feasibility study for upgrading downtown decorative street lighting to LED technology
- Developing recommendations for development incentives, including grants, for renewable energy and energy efficiency projects in Innovation Districts
- Implementing a communications strategy that supports the short term action items

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Action Plan				
	Action	Description	Timeline	City Staff Liaison
1	Adoption of Community Clean Energy Policy Framework		Energy Task Force and SACEE in July; PED Committee in Summer 2015; City Council adoption Fall 2015	Sustainability Office
2	Energy Modernization Plan input	Launch a process by which city government and citizens can participate in planning for the WNC Energy Modernization Plan with Duke.	Summer 2015	Sustainability Office
3	Hire a Sustainability Officer, Planning Director	Fill key positions for implementing the city's Comprehensive Plan update and community energy initiatives	Summer 2015	Executive Director
4	Adoption of 12-month partnership agreement with Duke Energy Progress	Partnership Memorandum of Understanding that outlines activities over the next 12 months	City Council adopts MOU Fall 2015	Executive Director Sustainability Office
5	Expand the "My Home Energy Report" to Commercial customers	Duke Partnership	By September 2015 (target dependent on NC Utilities Commission)	Sustainability Office
6	Establish Comprehensive Plan Advisory Committee	Includes representatives from key Boards and Commissions including SACEE	Fall 2015; appointed by PED Committee	Planning & Urban Design Department
7	Establish baseline data goals and reporting expectations	Duke Partnership	Winter 2015	Sustainability Office
8	Provide training sessions to City staff on clean energy programs	Duke Partnership/ Includes existing Duke & other relevant programs	Winter 2015	Sustainability Office Development Services Department
9	Initiate intern or volunteer for community outreach	Duke Partnership	Winter 2015	Sustainability Office

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10	Provide training sessions to contractors, installers, developers	Duke Partnership/Includes existing Duke & other relevant programs	Winter 2015	Development Services Department Sustainability Office
11	RFP for Comprehensive Plan update	Process for updating the City of Asheville's 2025 Plan	Contract awarded by September 2015	Planning & Urban Design Department
12	Downtown Decorative LED Street Lighting Study	Complete a feasibility study for upgrading downtown decorative street lighting to LED technology	Fall 2015	Sustainability Office & Transportation Department
13	Launch Green Business Recognition Program	Partnership with the Chamber of Commerce and Duke	Launch website and self-assessment toolkit in 2016	Sustainability Office
14	Annual energy plan report to City Council	Duke Partnership	Fall 2016	Sustainability Office
15	Comprehensive Plan target completion		Fall 2016	Planning & Urban Design Department
16	Pursue opportunities for renewable energy installations on City facilities		2016	Sustainability Office
17	Develop plan for building automation throughout City facilities	Setting a schedule, milestones and resources to complete building automation in applicable City facilities	2016	Sustainability Office & General Services Department
18	Innovation District energy incentives	Develop recommendations for development incentives, including grants, for renewable energy and energy efficiency projects in Innovation Districts	2016	Sustainability Office & Community and Economic Development Dept, Planning & Urban Design Dept
19	Launch Better Buildings Challenge	Department of Energy sponsored program to help businesses and building owners reduce energy usage	2016	Sustainability Office
20	Explore required actions for PACE Implementation	Property Assessed Clean Energy (PACE) financing mechanism	2016	Sustainability Office

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Addendum A: Prioritized Action Items from Clean Energy Task Force

Rank- ed Order	ACTION ITEM IDEA	Energy Efficient Buildings	Renewabl e Energy Systems	Energy Conser- vation	Power Generation and Trans- mission
1	Revisit building permit fee rebates to create stronger financial incentive for residential and commercial renewable and energy efficiency projects	X	X		
2	Offer technical assistance for commercial businesses in the incentive application phase	X	X		
3	Participate in the Department of Energy Better Buildings Challenge which establishes a goal for commercial building energy savings and creates partnerships with building owners to reduce energy usage	X	X		
4	Revisit existing city green building development incentives to make more impactful in terms of energy use and use by development community	X			
5	Be an active leader in state, national, and international building code decision making in order to pursue increasing energy standards in the building code	X			
6	Provide property tax incentives for commercial renewable and energy efficiency projects	X	X		
7	Provide trainings for contractors and installers to educate about programs and incentives and provide rewards program for successful referrals	X	X		
8	Provide property tax incentives for residential renewable and energy efficiency projects	X	X		
9	Create a communications and marketing campaign to educate about energy saving opportunities	X		X	
10	Implement a green business recognition program	X	X	X	
11	Create utility based small scale PV incentives		X		
12	Provide upfront financing options to reduce the initial cost barrier to invest in clean energy solutions	X	X		
13	Actively work to tell city, utility, and private sector success stories related to clean energy solutions	X	X	X	
14	Offer technical assistance for residents in the incentive application phase	X	X		
15	Actively engage in clean energy dockets at the public utility commission (ex: IRP, energy docket, etc.)	X	X	X	
16	One stop shop website for incentives, PSA's, programs, and projects	X	X	X	
17	Provide technical assistance through free energy audits to targeted energy users	X	X	X	
18	Pursue state enabling legislation for commercial PACE programs	X	X		

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Ranked Order	ACTION ITEM IDEA	Energy Efficient Buildings	Renewable Energy Systems	Energy Conservation	Power Generation and Transmission
19	Provide on bill energy consumption comparisons with similar users in close proximity			X	
20	Conduct survey of development service center clients to understand their zoning and permitting barriers to implementing clean energy solutions	X	X		
21	Advocate for third party lease of renewables		X		
22	Provide technical assistance for using the EPA's Energy Star Portfolio Manager software to large users to improve their ability to analyze their energy usage			X	
23	Offer expedited permit review for renewable energy projects and select energy retrofits for residential and commercial projects	X	X		
24	Establish a rate or loan for real time data sensors/displays starting with large consumers			X	
25	Make educational information about energy incentives and programs available at the development services center	X	X		
26	Pursue adopting a solar ordinance to make permitting easier for solar farms (reference Buncombe County's)		X		
27	Implement a green neighborhood recognition program	X	X	X	
28	Design a program specific to property owners with renters	X	X	X	
29	Conduct business sector based competitions to motivate energy improvements	X	X	X	
30	Implement a neighborhood based energy conservation competition			X	
31	Provide educational training to city development service center and planning staff about existing utility and city incentives	X	X		
32	Expand the energy taskforce to a broader group in order to have greater impact				
33	Convene businesses providing clean energy solutions and create a local marketing campaign to promote the products and services of this local business sector	X	X		
34	Include Asheville based representatives in corporate utility sustainability planning processes			X	
35	Design a program specific to small businesses who rent their space	X		X	
36	Design a program specific to residential renters	X		X	
37	Provide incentives and/or revisit existing rates for users to shift their energy use to off peak times			X	
38	Provide education and marketing to people about energy saving products and services at the point of sale such as in hardware stores	X		X	

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Rank- ed Order	ACTION ITEM IDEA	Energy Efficient Buildings	Renewable Energy Systems	Energy Conser- vation	Power Generation and Transmission
39	Provide power plant fuel mix information available on regular basis				X
40	Design an energy retrofit incentive specifically for mobile homes	X			
41	Establish an energy efficient stretch code that is above and beyond state code and offer incentives for those who choose to meet it	X			
42	Create a cash for clunkers program to incentivize upgrading appliances	X			
43	Create an educational campaign about conservation opportunities to reduce peak load demand			X	
44	Host an energy awareness week and rally			X	
45	Provide clean energy cost sharing opportunities as economic development incentives for recruitment of businesses	X	X		
46	Make access to personal utility data available through mobile interfaces			X	
47	Establish K-12 energy projects and competitions	X	X	X	
48	Implement a text message based marketing campaign to connect with residents who lack regular access to the internet			X	
49	Move towards cloud based user data sharing of utility data			X	
50	Create a local listserv or blog focusing on the economics of saving energy. Small business focus.	X	X	X	
51	Research net metering and develop a policy recommendation and strategy to be involved in state level conversations		X		
52	Participate in state conversations about enabling legislation for wind turbines		X		
53	Establish a carbon offset fund that raises money for small scale neighborhood energy projects	X	X	X	
54	Review the utility franchise agreement for opportunities to improve clean energy				X
55	Research energy storage technologies and serve as a pilot testing community		X		
56	Research opportunities and establish partnerships to install combined heat and power systems	X			

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