



Board of Commissioners

JUNE 21, 2022

Consent Agenda

Public Comment

New Business

Street Paving and Repair Project

SHERI POWERS - FINANCE

Establishment of a Street Improvement Capital Project Fund (44) and Budget Ordinance 2022 - 210603

- The Street's project is underway.
- The Initial costs associated with the project will be funded by the Town's Powell Bill revenue and Powell Bill reserves totaling \$719,758
- Remaining funding will be from an estimated \$2.354 million in installment financing
- Local Government Commission (LGC) approval is expected at the July 12th LGC Board Meeting
- It is necessary to establish a separate Capital Projects Fund to account for the activity related to the Streets Project and the Installment financing per **G.S. 159-26(b)(6)**
- Street Improvement Capital Project Budget Ordinance 2022 - 210603 has been drafted for the Boards consideration

Paving Project Installment Financing

Timeline

- | | |
|----------------|---|
| May 13 | Met with LGC and Financial Consultant |
| May 17 | Send Bank RFP to Banks |
| June 7 | Bank RFP Responses Due/Bid Review |
| June 14 | Distribute Draft of Resolution and Closing Documents |
| June 21 | Board Vote to Consider Financing Resolution with Truist Bank |
| July 12 | LGC Approval |
| July 19 | Loan Closing |

Resolution 2022-062102

Consideration of Resolution 062102 authorizing staff to enter into a 15-year installment financing agreement with Truist Bank at a rate of 3.19% for \$2,354,000 to cover costs associated with the Street Paving Project.

- Five banks responded to the Installment Financing RFP
- Proposed rates offered between 3.19% and 3.7% and effective rates including all fees between 3.23% and 3.73%
- Local Government Commission (LGC) application for approval of proposed financing submitted on June 7th

Fiscal Year 2022-2023 Budget

SHERI POWERS – FINANCE DIRECTOR

A solid green horizontal bar at the bottom of the slide.

Budget calendar

Town of Woodfin Fiscal Year 2023 Budget Calendar

March						
S	M	T	W	T	F	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		

April						
S	M	T	W	T	F	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

May						
S	M	T	W	T	F	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				

June						
S	M	T	W	T	F	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		

Date	Time	Topic
March 1	5:00 PM	Dept budget requests due
March 8	3:00 PM	BOC work session:
		5-year financial forecast
		Fund Balance & Debt
		Woodfin Blueway/Greenway
March 15	6:30 PM	BOC regular meeting

April 5	11:30 AM	BOC work session
		Capital improvements
		ARPA
		Streets and Stormwater
April 19	6:30 PM	BOC regular meeting

May 3	11:30 AM	BOC work session:
		Expansion budget
		Fee schedule
	Tentative	Park Operations/Business Plan
May 17	6:30 PM	BOC regular meeting
		Recommended budget
		Schedule public hearing

June 7	12:00 PM	BOC work session: (Tentative)
		Open discussion, as needed
June 21	6:30 PM	BOC regular meeting
		Public hearing
NLT June 30		BOC adopts FY2022 budget

FY2023 Recommended budget

General Fund	FY2022 as Projected	FY2023
Revenue	\$ 6,784,340	\$ 8,041,572
Expenditures	6,220,941	8,041,572
Rev Over/(Under) Exp	\$ 563,399*	\$ -

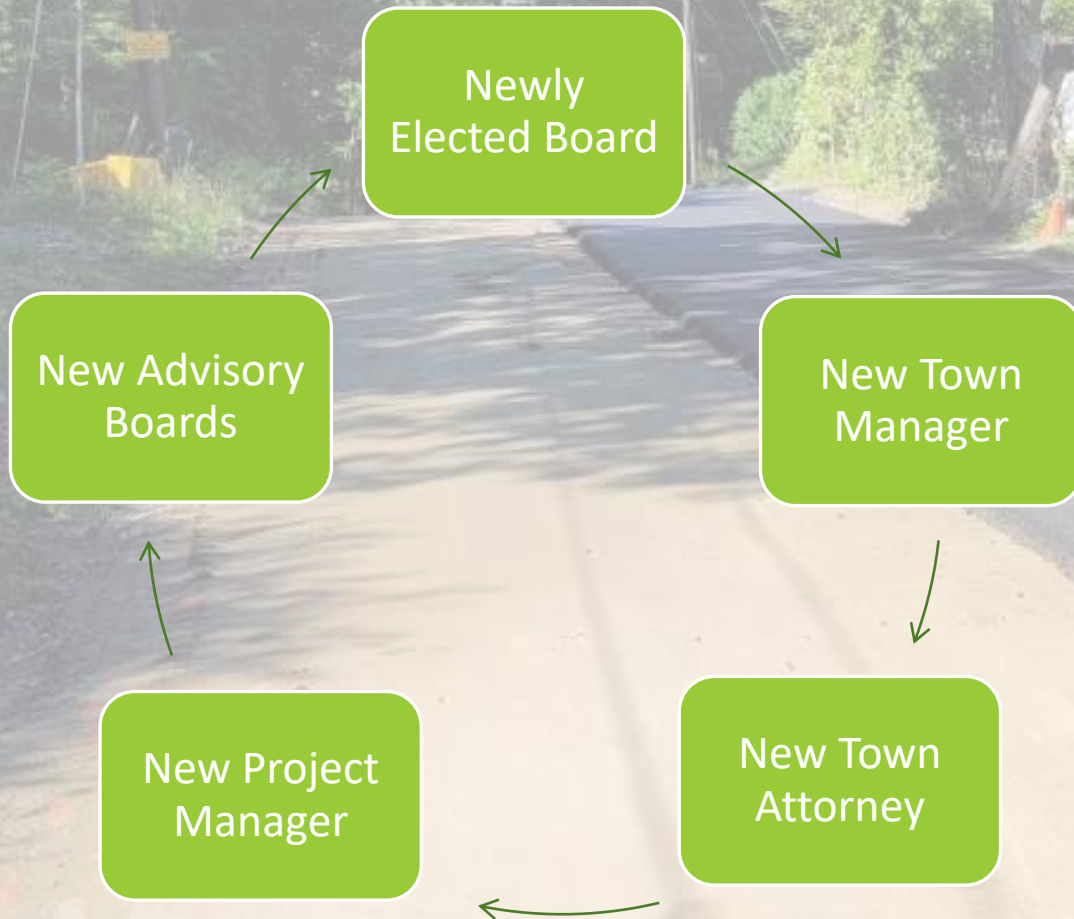
Tax Rates per \$100 of property valuation:

**33.0¢ Recommended
No increase in rate over FY2022**

*Before considering ARPA funds

FY2022...A Year in Transition

Major Accomplishments



- Completed Silver-Line Park
- Began largest Paving Revitalization Project in Town History
- Significant investments in aged Town vehicles and equipment
- Zoning ordinance updates, steep slope ordinance adoption, and new permitting system for smart, coordinated development.
- New user-friendly website and more community outreach via social media and other notification apps.
- Began work on a Comprehensive Plan
- WGB remains an exciting project and funding milestones met

FY 2022-2023 EXPANSION BUDGET SUMMARY

Description	Amount
\$3 million in street improvements (debt service \$2.3m, first year interest plus financing costs)	\$ 78,512
Sanitation (converting to rollout carts for trash and recycling)	334,500
Park investments (Silverline Building \$250,000 plus storm drain infrastructure \$151,600)	401,600
Vehicles and heavy equipment (Police and public works incl. debt service)	168,000
Facilities (salt storage \$180,000 and town hall \$140,000 needs/feasibility)	320,000
Stormwater program (stormwater administrator \$60,000 plus benefits plus & \$250,000 in infrastructure)	328,465
Personnel (6% COLA \$154,297 and police officer position/benefits \$57,805)	212,102
Computers and Software	<u>7,198</u>
Total EXPANSION	\$1,850,377

Note: Items in red would not be possible without the availability of the ARPA funds.

General Fund Revenue

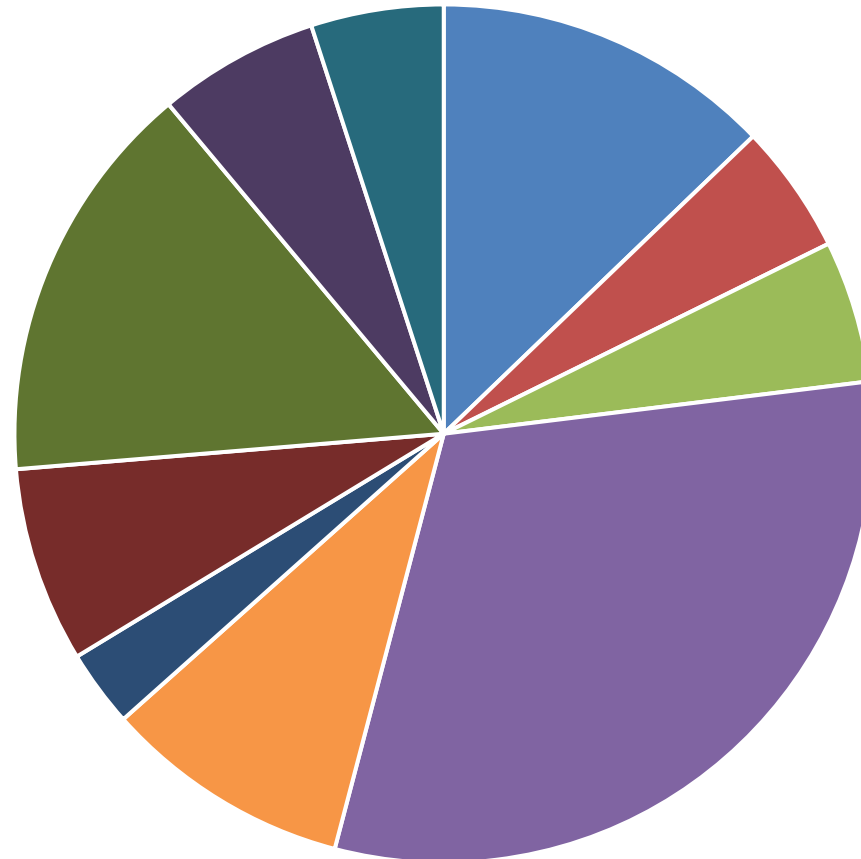
	2022 Budget (As Amended)	2023 Base Budget	2023 Recommended
Revenue			
Ad Valorem Taxes	\$ 3,741,950	\$ 3,977,375	\$ 3,977,375
Unrestricted Intergovernmental	1,693,937	1,727,373	2,052,776
Restricted intergovernmental	269,197	270,724	270,724
Permits and Fees	46,460	30,200	30,200
Sales and Services	15,680	22,500	22,500
Investment earnings	730	1,500	1,500
Miscellaneous	58,800	40,600	40,600
Grant	277,764	96,041	96,041
Fund Balance Appropriation	513,841	513,841	1,549,855
Transfers from other Funds	28,014		
Total Estimated General Fund Revenue	\$ 6,646,373	\$ 6,680,155	\$ 8,041,572

General Fund Expenditures

Expenditures

	FY2022 Budget	FY2023 Base Budget	FY2023 Recommended
Administration	893,727	744,387	1,030,525
Tax Collections	390,128	392,826	392,826
Planning and Zoning	411,714	357,110	430,272
Police	1,840,320	2,417,951	2,495,951
Public Works:		-	
Streets Division	532,932	581,546	750,058
Powell Bill Division	395,600	233,000	233,000
Stormwater Division	110,000	84,076	592,541
Sanitation Division	1,197,229	891,275	1,225,775
Parks and Recreation	529,347	489,024	489,024
Transfers to Capital Projects Fund	140,580	-	401,600
Total Estimated General Fund Expenditures	6,441,576	6,191,195	8,041,572

FY2023 Recommended Expenditure Budget



- Administration
- Police
- Powell Bill Division
- Parks and Recreation

- Tax Collections
- Public Works:
- Stormwater Division
- Transfers to Capital Projects Fund

- Planning and Zoning
- Streets Division
- Sanitation Division

Fee Schedule

FY2023 PROPOSED

- One additional fee has been added for Special Event Permits (\$105) and for payment of Law Enforcement officers when required to attend a special event (\$60 per hour).
- All other fees have been increased by 5% to incorporate credit card processing fees we currently charge on top of the fee when customers use a credit card for payment.

Recommended FY2022 Budget Summary

General Fund	FY2022 Budget (as Amended)	FY2022 Projection	Recommended FY2023 Budget
Revenue	\$6,646,373	\$6,784,340	\$8,041,572
Expenditures	\$6,646,373	6,220,941	8,041,572
Revenue over/under Exp		563,399*	-0-

*Before considering impact of ARPA funds

Public Hearing for FY2022-2023 Budget

Ordinance 2022-210601

FY2022-2023 Annual Budget

Steep Slope Ordinance 2022-210605

ADRIENNE ISENHOWER - PLANNING



Applicability

SECTION 2 AND 3

A solid green horizontal bar at the bottom of the slide.

Applicability

- Split into two new sections: “Determining Steep Slope Areas” and “Applicability”
 - Language relocated from Section 4 for calculating slope
- Language added to specify that average elevation AND ***average natural*** slope trigger standards
- Revisions to require communal infrastructure of subdivisions be regulated by steep slope standards
- Clarification of exemptions to include individual septic systems and expansions to pre-existing structures *less than 500 square feet*

Definitions

SECTION 4



Definitions

- Removed *Best management practice* and *Existing grade*
- Simplified *Cut slope* and *Fill slope*
- Added definitions for *Downhill sections*, *Planar surface*, *Building*, and *Structure*
- Clarified definitions for *Development*, *Land disturbing activity*, *lot*, and *revegetation*

Steep Slope Development Standards

SECTION 5

Density and Intensity Bonuses

- Buildings, structures & density clarified
 - No single lot may contain more than two dwelling units (versus two principal structures)
 - Separate requirements for number of ***buildings*** and ***structures***
 - Accessory structures not to exceed 20 feet in height
- Intensity bonus removed
 - NCGS 160D requires standards for administrative decisions be objective

Geotechnical Assessment

- Clarify requirement & remove subjectivity

Screening of Buildings and Structures

- Clarify that screening requirements are applicable to:
 - New construction (incl. new buildings, structures and additions)
 - Modification of existing buildings exceeding 50% appraised value
- Addition of requirements for tree protection fencing for designated preserved trees

Preservation of Vegetation

- Addition of requirement for submittal of a maintenance plan for revegetated areas
- Removal of option for alternative landscaping plan to remove vegetation from designated preservation areas

Application Submittal, Penalties, and Permits

SECTIONS 6-9

A solid green horizontal bar at the bottom of the slide.

Application Submittal and Penalties

- Clarify steep slope review is part of the zoning permit review
- Clarify that information necessary to perform review must be submitted (per checklist) with application
- Remove majority of language from penalties section and simply referenced the penalties of the zoning ordinance

Permits

- Remove in its entirety, due to duplication under zoning permits:
 - Section 7. Fee
 - Section 8. Completeness Review
 - Section 9. Permit Expiration

PGAC Appointments

LUKE WILLIAMS – PROJECT MANAGER

Process and Timeline

- Posting on the town's website soliciting applications to the PGAC May 17, 2022
- Application window closes May 31, 2022
- PGAC nominates slate of candidates for appointment June 8, 2022
- Board of Commissioner review and (re)appointment June 21, 2022
- Appointment Term Begins July 2022

Departmental Reports

Administration

SHERI POWERS FOR SHANNON TUCH



Town Hall Meeting

5 PM, JUNE 28TH, WOODFIN COMMUNITY CENTER

PUBLIC IS INVITED TO SHARE INFO ON ANY TOPIC THEY WOULD LIKE TO ADDRESS WITH THE TOWN...EX. IDEAS FOR A NEW TOWN CENTER, SHORT TERM RENTALS...

New Contracts

Wood Environmental

Road Resurfacing Project – Road Materials Testing Service to ensure road construction meets required specifications.
Estimated \$29,500

Equinox

Silver-Line Park Maintenance Plan. Written maintenance plan with technical requirements for new park and wetlands mgt.
Estimated \$5,300

First-Tryon Advisors

Financial Advisory services to draft and manage technical compliance aspects of banking RFP and LGC approval process for \$2.4 million installment financing of Paving Project.
\$20,000

Campbell Shatley, PLLC – Town Attorney

Contract for legal services with John Henning to act as Woodfin's new Town Attorney.
Fees hourly as needed.