



FY2024 Budget

TOWN COUNCIL BUDGET WORK SESSION

APRIL 11TH, 2023

Agenda

New Business

1. Appointment and swearing in of new Town Clerk
2. Public Hearing – Ordinance 2303-08
3. Public Hearing – Ordinance 2303-09
4. FY2024 Budget
 - a. Discussion overview
 - b. Woodfin Blueway Greenway Capital Project Update – Isenhower/Hardy
 - c. Street Improvement Capital Project Update – Isenhower
 - d. Storm Water Utility - Isenhower
 - e. 5-year Capital Improvement Plan - Powers

Appointment of Town Clerk

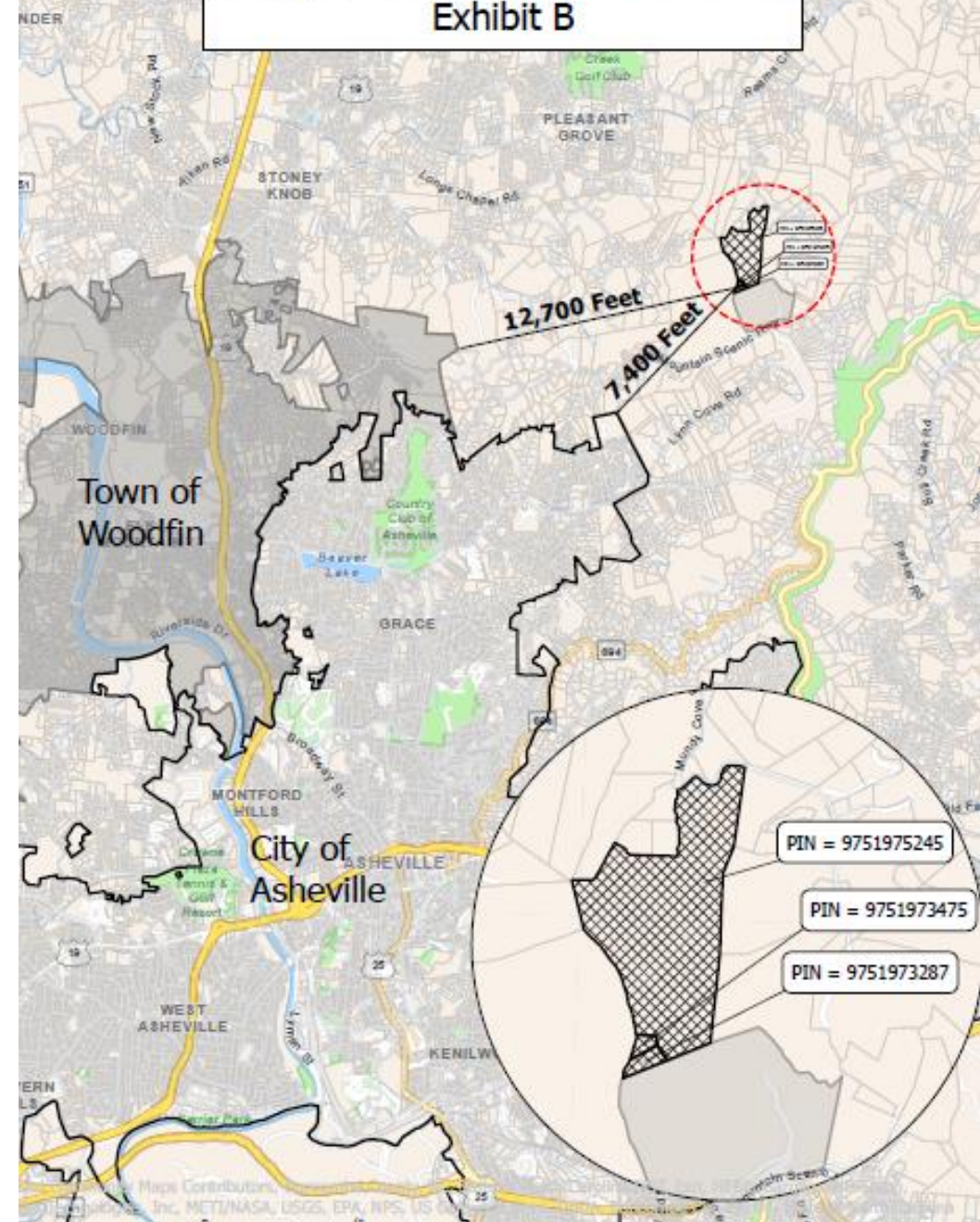
- Town Council consideration of Resolution #2023-08, Declaring the Appointment of the Town Clerk
- Swearing in new Town Clerk

Public Hearing

Ordinance
#2023 - 08

Approval of an Ordinance
adopting an annexation
agreement between the Town of
Woodfin and the City of Asheville

- 3 Parcels located off Elk Mountain Scenic Hwy. & Mundy Cove Rd.
- PINs: 9751-97-5245; 3475 & 3287
- Adjacent to property included in the 2022 annexation agreement.

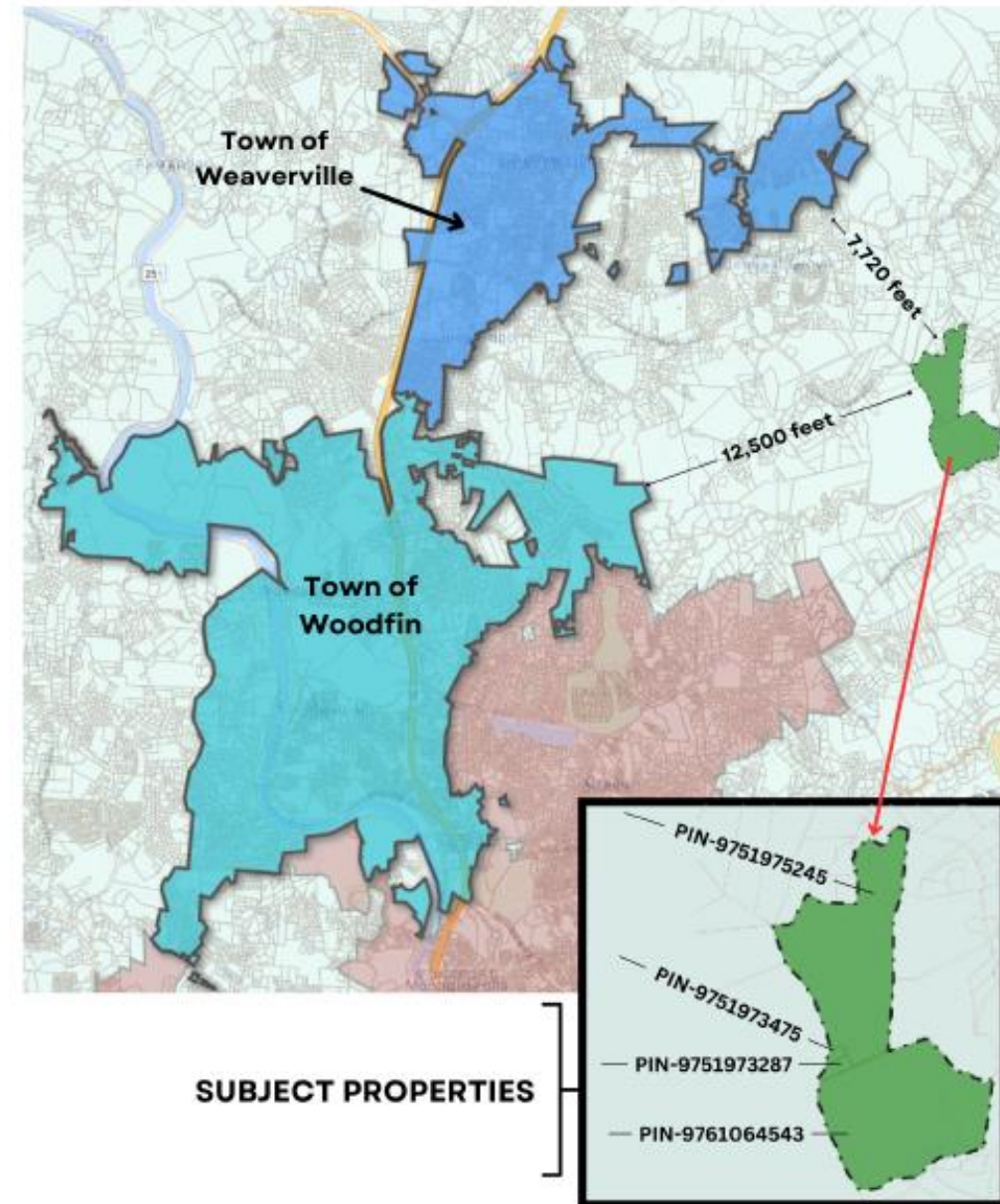


Public Hearing

Ordinance
#2023 - 09

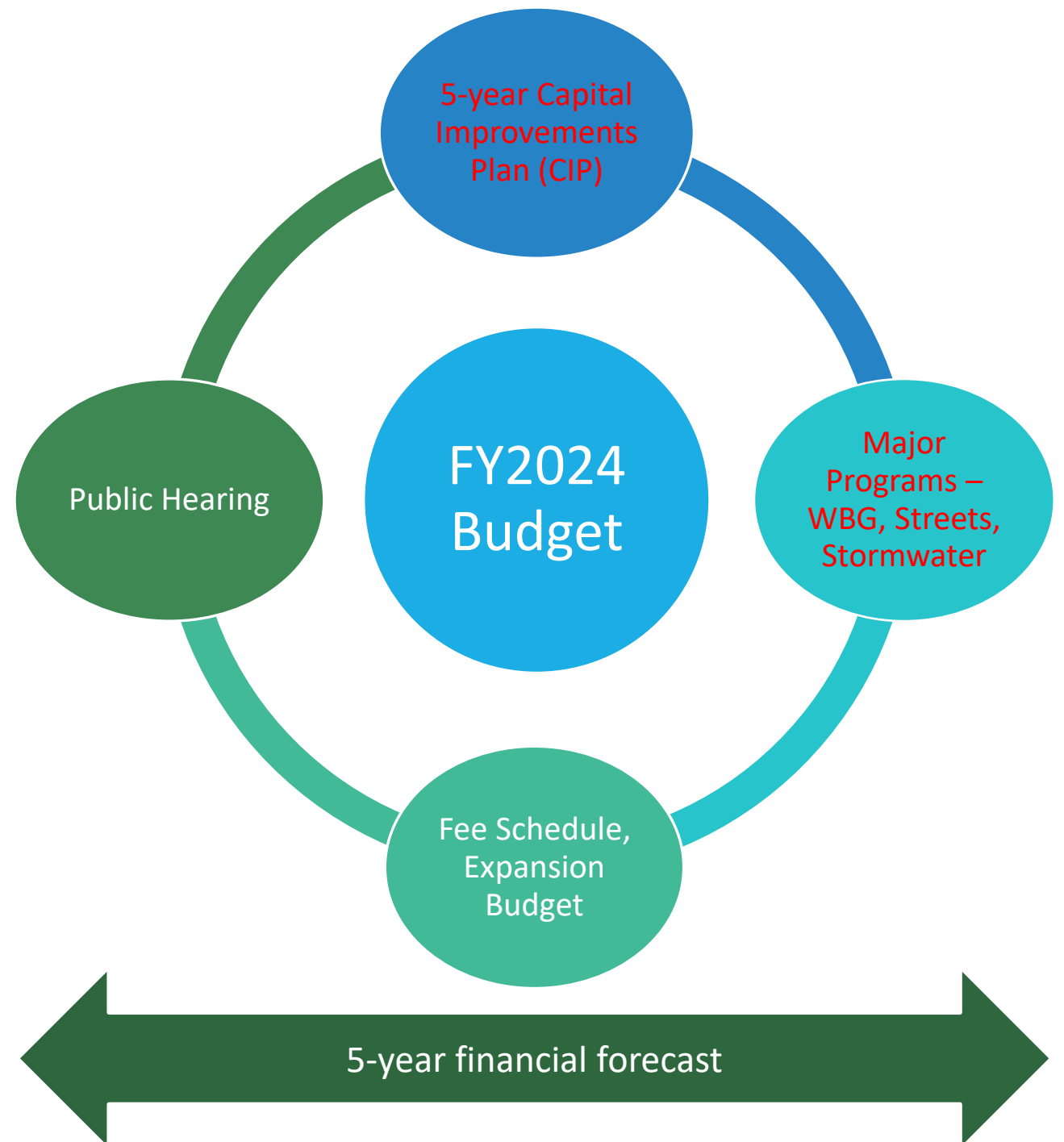
Approval of an Ordinance
adopting an annexation
agreement between the Town of
Woodfin and the Town of
Weaverville

- 4 Parcels located off Elk Mountain Scenic Hwy. & Mundy Cove Rd.
- PINs: 9751-97-5245; 3475; 3287 and 9761-06-4543.
- Corrects for omission in the existing 2021 annexation agreement.

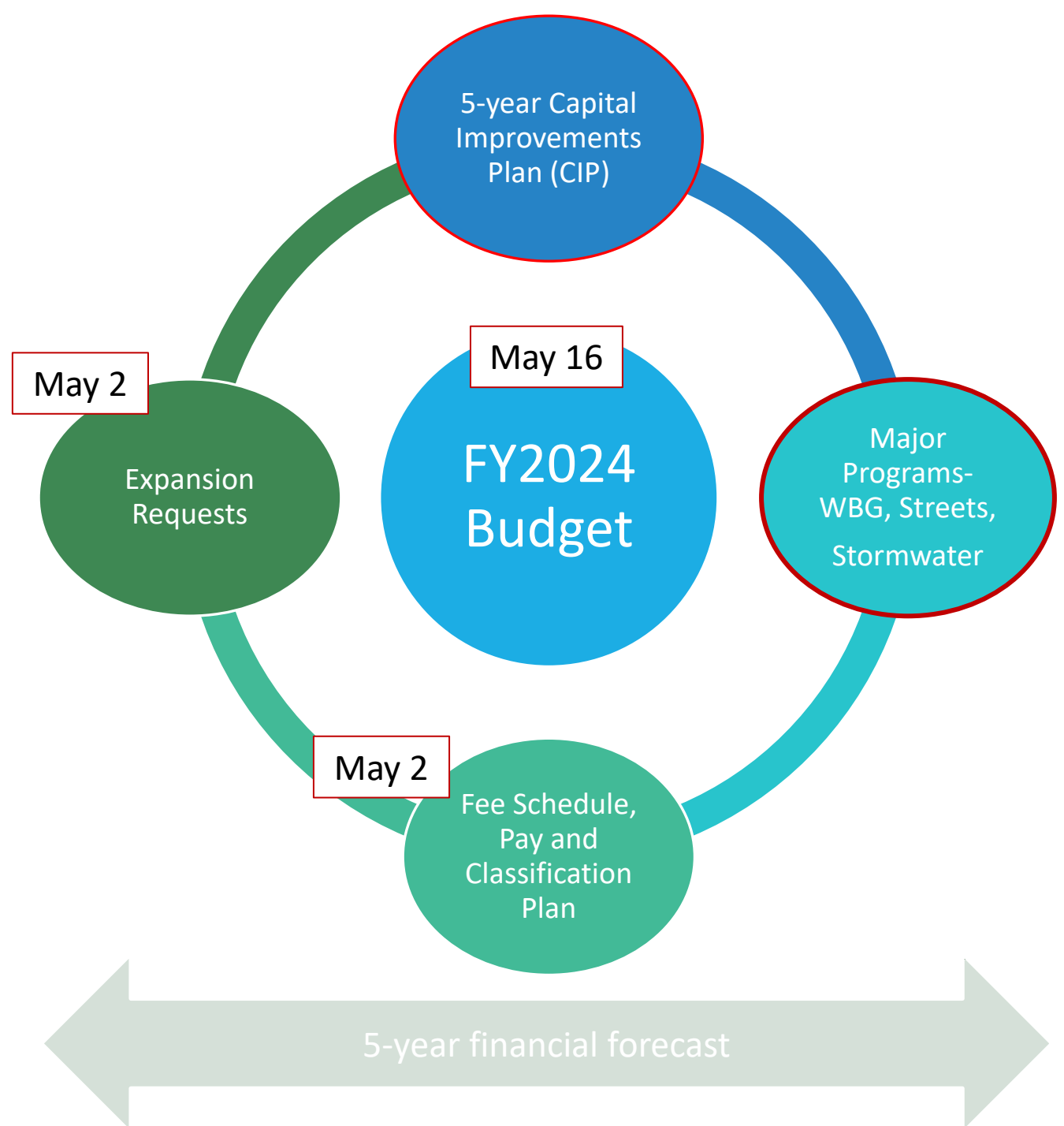


FY 2024 Budget

Budget preparation



Budget preparation





Woodfin Greenway and Blueway Capital Project Update



Silver-Line Park and Building

- ☐ Building demolition began on April 1st
- ☐ Permanent public restrooms next priority
- ☐ Construction of pickleball courts identified as priority by PGAC and public survey
- ☐ Funding of \$192.8K allocated in capital parks fund for design contract and restroom construction

Riverside Park and Taylor's Wave

Federal 401/404 permit applications submitted in December 2022

- First round of comments received with emphasis on obtaining construction easement from Norfolk Southern (NS)
- Staff coordinating with NS and initial review is underway

Local stormwater and floodplain permits submitted February 2023

Funding gap of \$1.2 million realized with 90% design plans

- Increased costs of asphalt and concrete
- Amendments to wave structure based on modeling

Woodfin Greenway & Blueway Project Component Timelines

		CY 2022				CY 2023				CY 2024				CY 2025			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Riverside Park	Design	Design															
	Permitting	Preliminary Permitting	Permitting														
	Construction						Req for Proposals	18-month Construction									
Wave	Design	Design															
	Permitting	Preliminary Permitting		Permitting													
	Construction						Req for proposals		Construction								
Greenway	Design	Design															
	Acquisition						Easement Acquisition										
	Permitting						Permitting & Final Design										
	Construction											Req for proposals	18-month Construction				

Woodfin Greenway & Blueway

ALL ESTIMATES ARE SUBJECT TO CHANGE AS PROJECT

PROJECT FINANCES

Project Costs (Uses)

	Greenway Projects			Parks Projects		
	French Broad Greenway*	Beaverdam Creek Greenway*	Greenways Total	Siver- Line Park †	Whitewater Wave ††	Riverside Park Improvements & Expansion ††
Acquisition costs	3,406,500	486,330	3,892,830	556,000	-	607,694
Design costs	1,840,238	889,200	2,729,438	325,392	323,280	639,083
Construction costs	4,436,254	2,760,000	7,196,254	2,664,072	3,020,530	5,526,173
Professional services & lease payments	-	-	-	-	187,314	264,093
Project contingency	1,930,489	827,106	2,757,595	-	389,417	671,541
Total Project Costs	11,613,481	4,962,636	16,576,117	3,545,464	3,920,541	7,708,584

Funding Sources

Woodfin GO bond proceeds	-	-	-	2,006,524	418,939	2,074,537
Woodfin contribution other than GO bond proceeds	30,545	-	30,545	798,939	-	36,202
Federal Highway Administration (NCDOT)	9,205,219	4,495,238	13,700,457	-	-	-
Buncombe County TDA TPDF grant	845,773	14,227	860,000	650,000	2,565,497	4,064,503
Buncombe County contrib (20% match NCDOT)	1,011,006	124,995	1,136,001	-	-	-
Other grants	-	-	-	60,000	5,000	600,000
Community contributions	12,250	-	12,250	30,000	685,244	-
Total Project Sources	11,104,793	4,634,460	15,739,253	3,545,464	3,674,680	6,775,242

Additional Funding Targets

(508,688)	(328,176)	(836,864)	(0.00)	(245,860)	(933,342)
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FOOTNOTES:

*Based on Mar 2022 25% Design for FBR (HNTB & Equinox)

† Silverline Park project closed out August 2022

†† Riverside Park -Wave estimates based on 90% design (Nov 2

Woodfin Greenway & Blueway

ALL ESTIMATES ARE SUBJECT TO CHANGE AS PROJECT PROCEEDS

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Woodfin Greenway & Blueway

ALL ESTIMATES ARE SUBJECT TO CHANGE AS PROJECT PROCEEDS

PROJECT FINANCES	Greenway Projects			Parks Projects				WG&B
	French Broad Greenway*	Beaverdam Creek Greenway*	Greenways Total	Siver- Line Park †	Whitewater Wave ††	Riverside Park Improvements & Expansion ††	Parks Total	Totals
Project Costs (Uses)								
Acquisition costs	3,406,500	486,330	3,892,830	556,000	-	607,694	1,163,694	5,056,524
Design costs	1,840,238	889,200	2,729,438	325,392	323,280	639,083	1,287,755	4,017,193
Construction costs	4,436,254	2,760,000	7,196,254	2,664,072	3,020,530	5,526,173	11,210,775	18,407,029
Professional services & lease payments	-	-	-	-	187,314	264,093	451,406	451,406
Project contingency	1,930,489	827,106	2,757,595	-	389,417	671,541	1,060,958	3,818,553
Total Project Costs	11,613,481	4,962,636	16,576,117	3,545,464	3,920,541	7,708,584	15,174,588	31,750,706
Funding Sources								
Woodfin GO bond proceeds	-	-	-	2,006,524	418,939	2,074,537	4,500,000	4,500,000
Woodfin contribution other than GO bond proceeds	30,545	-	30,545	798,939	-	36,202	835,142	865,687
Federal Highway Administration (NCDOT)	9,205,219	4,495,238	13,700,457	-	-	-	-	13,700,457
Buncombe County TDA TPDF grant	845,773	14,227	860,000	650,000	2,565,497	4,064,503	7,280,000	8,140,000
Buncombe County contrib (20% match NCDOT)	1,011,006	124,995	1,136,001	-	-	-	-	1,136,001
Other grants	-	-	-	60,000	5,000	600,000	665,000	665,000
Community contributions	12,250	-	12,250	30,000	685,244	-	715,244	727,494
Total Project Sources	11,104,793	4,634,460	15,739,253	3,545,464	3,674,680	6,775,242	13,995,386	29,734,639
Additional Funding Targets	(508,688)	(328,176)	(836,864)	(0.00)	(245,860)	(933,342)	(1,179,202)	(2,016,066)

FOOTNOTES:

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Funding pathway*

		Status	Expected award	Amount
Current funding gap				\$ (1,179,202)
Outstanding grant applications				
Land and Water Conservation Fund	Re-submitted 3/14/2023	May 2023	500,000	
Pigeon River Fund	Submitted 3/14/2023	April 2023	35,000	
Glass Foundation (via RiverLink)	Submitted 4/7/2023	May 2023	49,818	
Community donations (RiverLink)	(estimated)	December 2023	150,000	
Remaining gap, if successful				\$ (444,384)

*value engineering remains an option should bids exceed available funding

Funding pathway

Funding gap: \$1.2 million

Closing the gap is proposed through a combination of strategies:

- Grants
- Donations
- Fund Balance
- Use of “Add Alternate”

Funding pathway

Add Alternate:

Additional items of work that may be awarded as part of the contract if bids come in within the budget specified in the contract, or as additional money becomes available.

Review existing grant awards and look for items to identify as “Add Alt.’s”



Street Improvements Capital Project Update

2022 Woodfin Streets Paving Project

- Total of 20 streets fully or partially repaved in FY22-23 capital project
- Total projected street paving budget for FY24: **\$417,303**
 - **\$182K – surplus in street capital fund**
 - **\$235K – estimated Powell Bill allocation**
- Four streets identified for repaving in FY24

Street Prioritization Study	Carry over from capital project
Skyland Circle (portion of)	Lake Town Lane
Old Logging Road	
Lookout Road (portion of)	

Stormwater Utility Budget Recommendations

ADRIENNE ISENHOWER

Background

- Municipal Separate Storm Sewer System (MS4) Permit
- Created by the 1972 Clean Water Act and the 1987 Water Quality Act
- Permit holders must implement a Stormwater Management Plan (SWMP) and maintain funding = **unfunded state mandate**
- State authorizes permit holders to implement a fee through §160A Article 16

STORMWATER UTILITY RATE STUDY

Annual Recurring Costs - SWMP

	Program administration and Six Control Measures	Items	FY2023 budget impact
1.	Public Education & Outreach	Postage and materials	3,000
2.	Public Involvement & Participation	Materials and advertisement costs	3,000
3.	Illicit Discharge Detection & Elimination (IDDE)	Training materials, GIS license	5,000
5.	Post Construction Site Runoff Controls	Staff training, inspection materials, engineer review costs	10,000
6.	Pollution Prevention & Good Housekeeping	Staff training, inspection materials, SCM installment	15,000
	Administrative	Stormwater Administrator (Salary + Benefits)	91,000
	Capital Improvement Costs	Infrastructure repair/replacement	250,000
			\$ 377,000

Rate Structure Options

- **Flat fee:** Same fee across all properties, regardless of the estimated amount of impervious surface
- **Tiered flat fee:** Tiers created based on impervious surface coverage
- **Per Equivalent Residential Unit (ERU) fee:** Fee based on the average amount of impervious surface of a single-family residential home

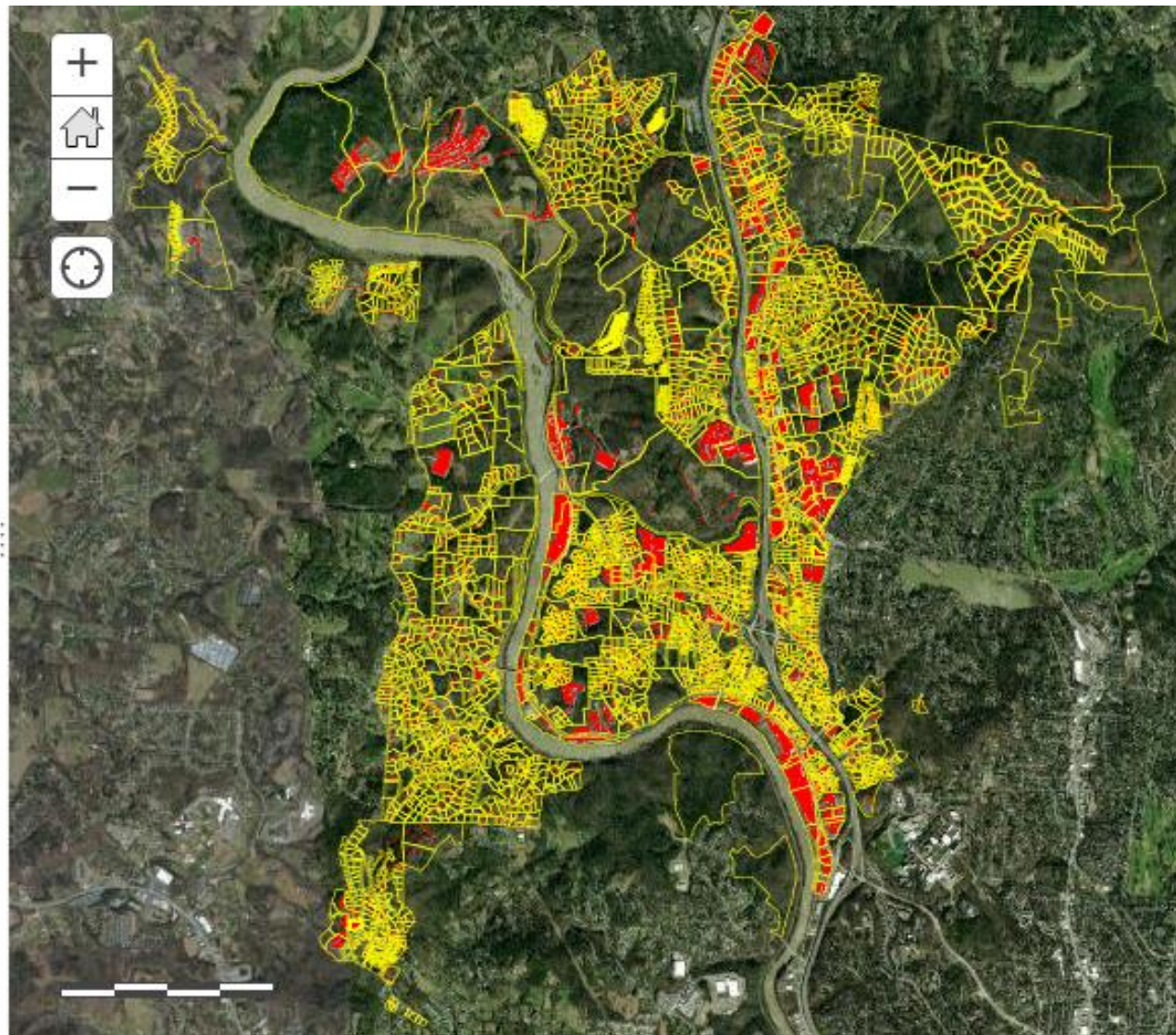
Utility Rate Review

- Compared 14 NC Municipalities based on population size or proximity
- Majority utilize a flat fee rate structure for single-family uses and a per ERU rate for commercial uses
- Rates compared per 3,000 square feet impervious surface

	Single-Family (per month)	Commercial (per month)
Average	\$5.59	\$9.08
Low	\$3.50	\$4.35
High	\$7.85	\$20.00

ce

Legal
Abuse



Impervious Surface Analysis

- Study utilized parcel dimension and building footprint data
- Data collected by NC 911 Board for emergency response system
- Updated every four years – next update 2023
- New data will be used to amend rate structure numbers when available

Impervious Surface Data for Woodfin

Total impervious surface coverage: 21 million square feet

2,841 individual parcels

- 2,386 residential and 455 commercial

Average residential parcel coverage: 3,340 square feet

Average commercial parcel coverage: 28,689 square feet

Recommended Rate Structure

**Single-Family
Residential**

Tiered-flat fee

Commercial

Per ERU fee

Implementation and Billing

Utilize module of existing financial software to create stand-alone bill

Individual parcel data from rate study to be utilized for billing system

Continue to discuss options with Buncombe County to add to tax bill

Single-Family Residential Rate Structure

- Tiered-flat fee
- Revenue Projection: \$165,067 (37% total budget)

Tiers	# of Parcels	Percentage	Monthly Fee	Total Revenue
0-3350	1559	35%	\$ 3.09	\$ 57,773
3351-6000	543	30%	\$ 7.60	\$ 49,536
6001-21499	258	28%	\$ 15.19	\$ 47,014
21500+ (per ERU)	14	7%	\$156 (overall)	\$ 10,822

Commercial Rate Structure

Per ERU fee

\$278,463 (63% total budget)

Equivalent residential unit = 3,340 square feet impervious surface

- Determined by dividing residential impervious surface coverage by number of residential parcels

ERU rate: \$5.77

- Determined by dividing revenue projection by total number of ERUs

Single-family residential rates

0-3,350 sf
\$3.09
per month



3,351-6,000 sf
\$7.60
per month



6,001-21,499 sf
\$15.19
per month



SOURCE: City of Portland

STAFF GRAPHIC | MICHAEL FISHER

Commercial Rates Examples

Property Owner	Total ERUs	Monthly Rate
1. Moe's BBQ	3.1	\$18
2. Zillicoah	13	\$75.9
3. CVS	19.5	\$112.52
4. Ingles	58	\$332.99
5. Silver-Line Plastics	116.7	\$673.11



OTHER CAPITAL NEEDS

CIP

Capital Improvement Plan Summary

Parks and Greenways – (discussed previously)

- Funding Gap, Timing
- Silver-Line Park Improvements– restrooms, pickleball

Facilities and Grounds

- Town Hall renovation/replacement
- Community Center
- Salt storage bin deferred to FY2024
- Taylor Street culvert replacement/removal – On hold

Vehicles & Equipment

- 4 new patrol vehicles – Installment financing (leases) to begin in FY2024
- F350 flatbed truck – replace in FY2023 if possible, otherwise roll to FY2024
- F350 flatbed truck - move from FY2024 to FY2025 for replacement
- Trash and Recycling Carts – adequate inventory for a year or two

Infrastructure – (discussed previously)

- Street Improvements - \$3m project 91 % Complete, ongoing costs
- Stormwater – Establish utility, adopt fee structure

Town Hall Project



Needs Assessment

- Space
- Uses

Feasibility

- Locations
- Budget

Architecture

- Building design
- Site plans

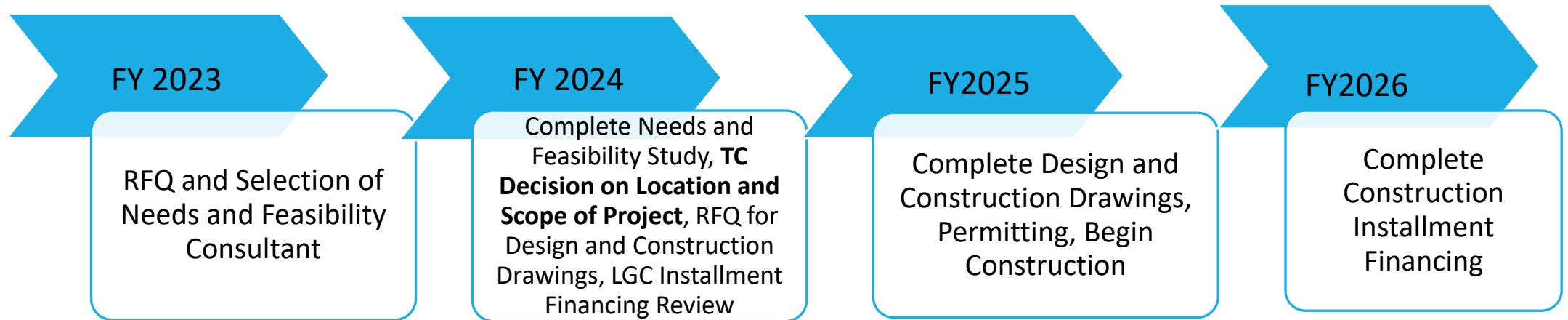
~\$140,000



Budgeted in FY2023

TC decision
10% or ~\$800,000

Town Hall Project Timeline



Town Hall – Estimated Cost Fall 2022

Project Costs (Uses)		Estimates
	Acquisition Costs	
	<i>Design Costs @ 10% of construction</i>	<i>800,000</i>
	Construction costs @ \$500/sq ft	8,000,000
	Total Project Costs	8,800,000
Project Funding (Sources)		
	Sale of Property	765,000
	General Fund Revenues	1,535,000
	Debt financing	6,500,000
	Total Project Sources	8,800,000

Estimated Debt Service

\$ 8m estimated Project Cost		
Issued	TBD	
Financed	\$ 6,500,000	
Type	Installment	
Description	Town Hall	
Function	Administration	
Rate	5.00%	
	Debt service	Balance
Assumes mid year issuance		
2,026	\$ 146,250	\$ 6,500,000
2,027	633,750	6,175,000
2,028	617,500	5,850,000
2,029	601,250	5,525,000
2,030	585,000	5,200,000
2,031	568,750	4,875,000
2,032	552,500	4,550,000
2,033	536,250	4,225,000
2,034	520,000	3,900,000
2,035	503,750	3,575,000
2,036	487,500	3,250,000
2,037	471,250	2,925,000
2,038	455,000	2,600,000
2,039	438,750	2,275,000
2,040	422,500	1,950,000
2,041	406,250	1,625,000
2,042	390,000	1,300,000
2,043	373,750	975,000
2,044	357,500	650,000
2,045	341,250	325,000
2,046	325,000	-

* Maximum estimated annual debt service \$633,750

Salt Storage Bin – 5 Taylor Street

Estimated cost
2022/2023 is
\$180,000



Vehicles and Equipment



Mower replaced in FY2023



Four new Police vehicles to arrive in FY2024 for a total of 14 leased vehicles



New Sanitation trucks replaced 2003 and 2007 trucks



Public Works Trucks:
2004 F350 budgeted FY2023
2005 F350 deferred to FY2025

Infrastructure

- Major progress in both Streets and Stormwater.
- Streets Capital Project to wind down in FY2024, ongoing maintenance moves to GF.
- Big change for FY2024 and beyond is Stormwater costs moving to separate enterprise fund.

CIP By Type

Type	Project to date	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Totals
Parks & Greenways	4,557,122	1,157,216	6,752,381	2,988,416	-	-	-	15,455,134
Facilities & Grounds	-	140,000	480,000	1,110,000	7,250,000	-	-	8,980,000
Vehicles	136,800	617,164	188,624	267,878	239,123	234,340	263,651	1,947,580
Equipment	-	403,515	-	20,000	77,000	24,200	26,620	551,335
Infrastructure	104,651	2,938,556	611,789	550,000	550,000	550,000	550,000	5,854,996
Totals	4,798,573	5,256,451	8,032,793	4,936,294	8,116,123	808,540	840,271	32,789,044

CIP By Source of Funds

Source	Project to date	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Totals
Pay-go from GF revenues	(912,985)	(770,115)	(702,702)	(1,139,388)	(861,902)	(89,102)	(91,522)	(4,476,194)
Pay-go from sale of assets		(8,350)	(40,000)	(20,000)	(30,000)	(20,000)	(30,000)	(118,350)
Pay-go from Powell Bill revenue	(104,651)	(432,902)	(417,303)	(290,612)	(235,098)	(235,098)	(235,098)	(1,611,013)
Pay-go from Stormwater Fund revenues		-	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)	(1,000,000)
Contributions to be secured		-	(5,000)	-	-			(5,000)
Grants already secured	(740,000)	-	(5,860,171)	(2,055,073)	-	-	-	(7,915,244)
Grants to be secured								-
Operating lease	(116,800)	(114,884)	(148,624)	(172,878)	(184,123)	(214,340)	(233,651)	(1,185,300)
Installment financing		(2,772,984)		(75,000)	(6,555,000)			(9,402,984)
Series 2020 GO bonds	(2,924,137)	-	(75,863)	-	-	-	-	(3,000,000)
Series 2022 GO bonds		(1,157,216)	(342,784)	-	-	-	-	(1,500,000)
Unfunded		-	(190,347)	(933,343)	-	-		(1,123,689)
Totals	(4,798,573)	(5,256,451)	(8,032,793)	(4,936,294)	(8,116,123)	(808,540)	(840,271)	(32,789,045)

Identified Decision Points

1. Stormwater – Establish SW utility and adopt fee structure
2. Park Facilities – WGB funding gap (additional GF contribution?) and additional investment at Silver-Line - restrooms/pickleball
3. Town Hall – timing, project scope, location, and plan development.
4. Other budget expansion items to be discussed at work session in May?

Discussion?

FY2024 budget calendar

Town of Woodfin Fiscal Year 2024 Budget Calendar

March '23						
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 '23						
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

May '23						
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 '23						
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 7	3:00 PM	TC work session:
		5-year financial forecast
		Fund Balance & Debt
		Community Grant Program
March 21	5:00 PM	TC regular meeting

April 11	11:30 AM	TC work session:
		Capital improvements
		Woodfin Blueway/Greenway
		Streets and Stormwater
April 18	5:00 PM	TC regular meeting

May 2	11:30 AM	TC work session:
		Expansion budget
		Fee schedule
		Staffing/Pay Plan/COLA
May 16	5:00 PM	TC regular meeting:
		Recommended budget
		Schedule public hearing

June 6	3:00 PM	TC work session: (Tentative)
		Open discussion, as needed
June 20	6:30 PM	TC regular meeting:
		Public hearing
NLT June 30		TC adopts FY2024 budget

APPENDIX

Cost increases between 60% and 90% design

Wave			
Amount	Description	Notes	% of overall incr
\$ 119,281	Increase in materials quantity	Identified during modeling	54%
\$ 80,780	Increase in materials installation cost	Identified during modeling	
\$ 140,199	Increase in materials discount (factored)	Identified during modeling	
\$ 124,755	Increased riverbed excavation	Identified during modeling	
\$ 79,228	Increase in materials transport cost	Previous estimates too low	19%
\$ 60,700	Increased contingency (20% of const)	Factoring listed increases	27%
\$ 50,168	Increased estimated contractor overhead	Factoring listed increases	
\$ 414,357	Summary of changes - 60% vs 90% design		

Cost increases between 60% and 90% design

Amount	Description	Notes	% of overall incr
\$ 80,780	Increase in materials quantity	Identified during modeling	54%
\$ 140,199	Increase in materials installation cost	Identified during modeling	
\$ (121,472)	Increase in materials discount (factored)	Identified during modeling	
\$ 124,755	Increased riverbed excavation	Identified during modeling	
\$ 79,228	Increase in materials transport cost	Previous estimates too low	19%
\$ 60,700	Increased contingency (20% of const)	Factoring listed increases	27%
\$ 50,168	Increased estimated contractor overhead	Factoring listed increases	
\$ 414,358	Summary of changes - 60% vs 90% design		

Riverside Park Expansion			
\$ 442,439	Increased concrete cost	Unit cost increases	43%
\$ 207,773	More detailed ped and vehicular movement	Quantity + cost increases	38%
\$ 179,900	More visitor amenities (picnic tables, bike racks, benches, etc)	Quantity + cost increases	
\$ 176,455	More detailed technical and site work (erosion control, utilities)	Previous estimates too low	19%
\$ 15,000	Rehab existing restroom	Previous estimates too low	
\$ (65,926)	Decrease due to prefab vs stick-built structures	Value engineering	
\$ (200,680)	Removed cofferdam requirement (still incl in Wave estimates)	No additional for park development	
\$ 754,961	Summary of changes - 60% vs 90% design		