



Presented Tuesday, May 15, 2018

Prepared for the Citizens of the Town of Biltmore Forest
and General Public

The Honorable Mayor George F. Goosmann, III
Mayor Pro-tem Fran G. Cogburn
Commissioner E. Glenn Kelly
Commissioner Doris P. Loomis

Prepared by:
Jonathan B. Kanipe
Town Manager

Helen Stephens
Assistant Finance Director

INTRODUCTION

I am pleased to present the proposed Town budget for upcoming fiscal year 2018-2019. The Town's financial condition remains strong. The vision of the Mayor and Board of Commissioners has allowed staff an opportunity to enhance service levels for citizens. Staff anticipates that will continue in the coming fiscal year. A budget, at its most basic, is a necessary financial tool that meets state regulations for financial transparency and prudence. However, it also must be viewed as the ultimate planning document for a town. Each year, the Board and staff analyze current trends and identify pressing needs. Decisions are then made through the budget process where priorities are identified and problems are addressed. Examples from prior years include the Board's technology modernization efforts, the development of home recycling pickup, and extensive storm water planning. The Board has identified each of these priorities, among many others, to further the Town's mission by providing the highest level of service to our citizens.

The following budget message outlines staff recommendations that will continue this mission by improving and enhancing services, and does so in a fiscally prudent and responsible manner. The proposed budget for FY18-19 does not include a recommended tax increase. This budget conservatively estimates revenues while anticipating accurate and conservative costs for expenditures. The overall result is a 2.75 percent reduction in the General Fund from last year's approved budget. The Water Fund is estimated to realize a net reduction of 12 percent from last year's approved budget. Even with those slight reductions, the budget proposal before you includes a significant improvement in service provision to the Town's citizens and meets many pressing needs. Staff feels confident these revenue projections will be met and that they will adequately cover the Town's needs for the next fiscal year.

The caveat to the above is that the Public Works Building renovation will take substantial funding from the Town's General Fund balance and debt service obligations related to financing the bulk of the project. From the Board's previous direction, staff has prepared this budget with a Capital Project Ordinance included which shows funding of approximately \$850,000 coming from debt service and \$700,000 coming from the Town's fund balance reserves.

GENERAL FUND REVENUE PROJECTIONS

Property Tax

The Town derives approximately sixty-five (65) percent of its entire revenue for the General Fund from ad valorem taxes paid on real property, personal property, and public service companies. Last year, the Town's assessed valuation grew by 20.8 percent in conjunction with Buncombe County's tax revaluation. Growth for FY18-19 is projected at 1 percent, or \$746,711 greater than last year's total assessed value. The motor vehicle valuation in FY17-18 was \$28,454,373 and increased by 12.5 percent in the coming fiscal year to \$32,010,158. The Town's current tax rate is \$0.33 cents per \$100 valuation, and as noted above, staff does not recommend a change in this year's tax rate.

Pursuant to state law, the Town must budget for its coming year tax revenue based on the current year's collection percentage. The Town's collection percentage remains high, and this year our levy is based on a 99.44 collection percentage as of May 10, 2018. The total revenue generated from real and personal property and public service companies' taxes in FY18-19 is projected at \$2,447,140. The total collection for the motor vehicle levy, based on 100 percent collection percentage, is \$105,634. The total anticipated tax revenue for the Town in FY 18-19 is \$2,552,774.

Sales Tax

Sales tax proceeds are another vital revenue source for the Town, contributing twenty-eight (28) percent to the entire General Fund. Sales tax revenue continues to grow in North Carolina and remains very strong in Buncombe County. Staff anticipates a total of nearly \$1.1 million in sales tax revenue for FY18-19. The Town has received substantial revenue growth in the past four years from sales tax proceeds, and we believe a conservative estimate for growth in FY18-19 is 4 percent. The North Carolina League of Municipalities (NCLM) publishes guidance each spring for statewide revenue distribution, and project overall statewide growth at 4.5 percent.

Statewide Franchise Taxes

As was the case last year, we anticipate statewide franchise tax revenue to continue its sporadic behavior. This revenue item is largely dependent on weather conditions and consumer demand on piped natural gas and electricity; i.e. when there is a warm winter, the demand for these services decreases thereby reducing the revenue provided to local governments by these utility providers. Staff projected a 10-15 percent reduction last fiscal year and this seems in line with where our projections are for the remainder of the current year. We do not anticipate significantly more reductions in FY18-19, but are not anticipating growth in this line item from current year levels.

Powell Bill Revenue

Powell Bill funding comes to the Town twice each fiscal year from the State of North Carolina for street maintenance and other street projects. This revenue is projected to remain constant for the third fiscal year in a row. This is a result of the North Carolina General Assembly's decision in 2015 to approve legislation that locked in transportation funding for municipalities based on a population and street mileage formula.

Zoning Permit Revenue

Zoning permit revenues are projected to finish the current fiscal year slightly below the estimated level of \$25,000. Staff does not anticipate significantly reduced permit issuance or requests in the coming year, and estimates this revenue at \$20,000 for FY18-19.

Interest Revenues

Interest revenues have increased dramatically in the past two fiscal years. The Town realized a 280 percent increase in interest earned from FY15-16 to FY16-17 and a 225 percent increase from FY16-17 to FY17-18. This increase is due in large part to a change in our portfolio offering at the North Carolina Capital Management Trust, shifts in the market, and an increase in funds invested. The town expects interest earnings to maintain positive momentum, however due to a likely drawdown on invested funds for capital projects the budgeted amount is based on a 50 percent increase on the 17-18 budgeted amount.

GENERAL FUND EXPENDITURE PROJECTIONS

Introduction

As in previous years, the aim in this budget message is to provide a snapshot of major projects and programs within each departmental budget. This snapshot should provide a glimpse into the priorities important to the Town in the coming year. Some changes, such as salary dependent benefits, are applicable across each department.

Last year, the Board approved a modification to our employee pay program. The Town provided cost of living adjustments (COLAs) for all employees, generally comparable to other local governments and based on the Consumer Price Index (CPI) average for the southeastern United States. The Board also approved a modification to our merit based pay plan, and authorized allocating two percent of each department's overall salary line item to a merit based pool. Merit increases were then provided to employees from that pool. Staff recommends a continuation of this process in FY18-19, and has budgeted a three (3) percent COLA adjustment for all employees this year, with merit increases out of a 1.5 percent departmental salary pool for certain employees.

These merit increases are based on outstanding work from employees, which includes additional training, certifications that benefit the Town, and continuing education. Employees who take on additional work and demonstrate excellent performance are also eligible for merit increases. This method allows for a deliberative, performance based accounting that rewards exemplary effort. The end result of is a more diversified and skilled staff who handle more complex duties and, ultimately, better serve the citizens of Biltmore Forest.

Administration

The most significant change for FY18-19 is the proposed reorganization of several staff members into the Administration department. Previously, the Administration department has only consisted of the Town Manager. The proposed budget shows the addition of one and a half employees' time into the department. These positions are the Assistant Finance Director/Tax Collector (formerly titled the Assistant to the Town Manager) and the Assistant Town Clerk

(formerly titled Financial Assistant). The rationale behind these name changes and inclusion into the Administration department may not seem functionally imperative, but is logical based on each employee's actual role and job function within the organization. The transition from Public Works (where the Assistant to the Town Manager was classified) and the Water Fund (where the Financial Assistant position was entirely funded) to Administration more completely and accurately reflects their role. Note that only half of the Assistant Town Clerk's position was moved to the Administration department – staff recommends leaving half of this salary and benefits in the Water Fund which is reflective of the billing, accounts receivable, and accounting work necessary for this job function. The staff development line item includes funding for Clerk Institute training, Finance and Tax course work, managerial professional development, and Board education and training.

Zoning and Code Enforcement

The Board agreed in November 2017 to approve an agreement with the Land of Sky Regional Council to move forward with zoning and code enforcement services two days per week. This was a collaborative effort with the Town of Montreat and Land of Sky that has worked well for the Town in both the zoning and code enforcement divisions. This budget provides for this contract service in FY18-19 and small needs such as postage, supplies, and some training/professional development that is beneficial to the Town.

Police Department

The Police Department completed several large equipment purchases in the current fiscal year, including the purchase of new service weapons, bullet proof vests, in-car defibrillators, and a new vehicle. Staff recommends the purchase of a new vehicle in FY18-19 to continue our turnover process with older vehicles. The proposed budget also includes the purchase of four (4) new shotguns which would outfit each officer with a shotgun.

A new line item in the Police Department budget for FY18-19 is Building Maintenance. This specific line item will allow the staff and the Board to identify and review needs for the building. Staff requests funds to repaint the building (in conjunction with the Public Works building project) and remove/replace the awnings that are on the front of the building. The front office and dispatch area requires some repair and maintenance, specifically in terms of the cabinetry and desk areas that are heavily trafficked and used constantly.

The Department also requests funding to place a radio repeater at MAHEC to ensure adequate radio coverage throughout each building. The approximate cost for this project is \$10,000, and Police Department staff have already begun discussions with MAHEC regarding financial assistance for this project. The benefit for the Town is that this will ensure adequate radio coverage when our officers are on scene, but this will also be a significant benefit in the protection for MAHEC employees and their clients.

The FY18-19 budget requests funding for two cameras to be installed and located within the Town. The Town has discussed this project for some time, including the installation of a demonstration site at the intersection of Busbee and Vanderbilt Roads for several weeks last fall. Staff recommends one camera installation this summer, and will conduct an extensive evaluation to review its use and effectiveness. The Police Department will provide a review of this assessment by the end of the calendar year and recommend to the Board whether to proceed with a second camera system halfway through the fiscal year.

Public Works Department

The Public Works building renovation will begin in late August or early September. The project itself will be funded through a Capital Project Ordinance (CPO) that will be voted on separately from the annual FY18-19 budget. The benefit of a CPO is that it can cover multiple fiscal years without expiring and is focused specifically and minutely on one project. The project is scheduled to finish in 270 days, which would technically conclude by the end of FY18-19, but staff would prefer to err on the side of caution and execute a CPO that covered the project until completion, even if that lasted an additional 30 days. The funding for this CPO, however, will come from the General Fund in two ways. The first is through a Fund Balance Appropriation of approximately \$700,000 and the second is debt financing of approximately \$850,000 that will come through the General fund and deposit into the Capital Project fund.

The remainder of the Public Works Department budget is relatively unchanged from prior years. The Department will continue to focus on adding additional LED lighting to street lights in order to improve efficiency and reduce costs. The parks line item is increased slightly to \$37,500 to reflect improvements to Greenwood Park based on the small parks master plan being conducted currently. Additional funding is included for enhanced maintenance and improvements within the other parks, and the possibility of a second planning project in Rosebank or Brooklawn Parks based on the experience with the Greenwood Park plan. Additional needs for tree maintenance in these parks are necessary and may require both cutting and replanting.

Streets and Transportation

As we do each year, the Town has allocated funding for road paving and striping. Funding is included for a repaving project along Vanderbilt Road but staff plans to hold this project until spring 2019 to ensure the storm water master plan does not include recommended changes to the road or include new drainage controls in this vicinity.

The Town has worked on storm water drainage for the past three years, and engaged WithersRavenel in April 2018 to perform and complete a master plan. Phase II of this master plan will be completed by mid-FY19 and recommended maintenance, repairs, or construction projects will likely result. Engineering funds are included for the completion of this project. Funding for storm water repairs is included. This work will be prioritized through the engineering review and in consultation with the residents adjacent to these storm water facilities.

Traffic controls are also included in the streets department budget, specifically related to efforts to mitigate speed and vehicles throughout more impacted areas of the Town. A recently conducted traffic study provided some possible solutions for several areas in Biltmore Forest, and resident concerns have led to a greater emphasis by Town staff and the Board on resolving concerns throughout the Town. Public outreach and discussion are necessary before moving forward with any design changes, and this discussion and any subsequent changes are likely to occur early in FY18-19.

Sanitation and Recycling

A prime focus for our sanitation and recycling department in FY2018-2019 will be safety and work place injury prevention. Training funds are allocated during the year to improve policies and procedures, and the Town will work with NCLM's workers compensation program to provide free, on-line training for our employees. As a part of this effort, staff recommends the purchase of two additional lifts for each garbage truck to assist our employees in lifting cans and bags into the back of the vehicle. Many work place injuries occur as a result of lifting these heavy bags out of the can, and lifts on each vehicle will allow the employees to avoid lifting overweight cans or bags when possible. The overall department budget remains relatively flat and tipping fees and recycling fees are not anticipated to increase dramatically in FY18-19.

General Government

General Government funds are utilized for projects that move across departmental functions, such as insurance, utility bills, or professional services. The technology line item continues to remain lower than prior years since the Town caught up through the Board's modernization efforts during FY16 and FY17. The Community Events line item continues to fund the 4th of July festivities, Christmas tree lighting, potlucks in the park, and other community events. Chief Beddingfield has discussed several community outreach events and we will likely fund several of these from that line item as well.

Debt Service

The projected debt service schedule includes payments for the Police Department renovations and street improvements. The Town will be entering year 3 of 3 for debt service on the 2016 sanitation truck and begin the first year (of three) on the sanitation truck purchased last year. The only additional debt funding recommended for the coming year is in relation to the Public Works Building project, but this will not be realized as debt service due until FY20.

WATER FUND

Revenue Projections

Staff does not recommend any increase in water rates for the coming fiscal year. The City of Asheville's anticipated rate increase for wholesale water is 2 percent for the coming year, and the Town's water fund revenues remain in good shape without a rate increase. The Metropolitan

Sewerage District anticipates a 2.5 percent increase but previous annual increases should be sufficient to maintain a balanced budget for this fund.

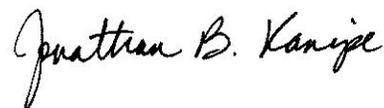
Expenditure Projections

The AMI cellular technology will be fully implemented in FY18-19, which will result in less water loss for the Town and our customers and result in less staff time being devoted to reading water meters. The professional services line item is increased in anticipation of temporary staffing needs in the fall. Staff requests funding for additional meter change out and for meter setters (when installing new taps) that will allow water meters to be kept in good operation and repair. Staff also recommends a small project to remove and replace some of the last remaining PVC pipe in the Town's distribution system. The area in question serves a section of homes along Cedarcliff and Vanderbilt Roads.

CONCLUSION

It is a pleasure to serve the Mayor, Board of Commissioners, and Citizens of Biltmore Forest. Town staff works diligently to ensure that we provide the highest possible level of service, and realize there are always areas for improvement. This budget proposal attempts to define and prioritize these areas for improvement, and it is our hope the budget proposal addresses those challenges. As always, staff welcomes questions or concerns regarding this proposal and any of the projects proposed.

Sincerely,

A handwritten signature in black ink that reads "Jonathan B. Kanipe". The signature is written in a cursive style with a large initial 'J'.

Jonathan B. Kanipe
Town Manager

BUDGET SUMMARY

| | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--------------------------------|------------------|------------------|------------------|------------------|
| GENERAL FUND | ACTUAL | ACTUAL | ADOPTED | RECOMMENDED |
| Revenues | | | | |
| Ad Valorem Taxes | 2,483,187 | 2,569,457 | 2,567,673 | 2,555,274 |
| Unrestricted Intergovernmental | 1,221,920 | 1,241,491 | 1,258,104 | 1,273,619 |
| Restricted Intergovernmental | 65,154 | 64,655 | 64,700 | 64,470 |
| Permits & Fees | 16,415 | 28,527 | 26,000 | 26,600 |
| Investment Earnings | 3,803 | 10,647 | 10,000 | 15,000 |
| Miscellaneous | 84,163 | 160,556 | 42,600 | 42,664 |
| Total Revenues | 3,874,642 | 4,075,333 | 3,969,077 | 3,977,627 |
| Other Financing Source | 101,239 | - | 110,930 | 10,000 |
| | 3,975,881 | 4,075,333 | 4,080,007 | 3,987,627 |

| | | | | |
|---------------------------|------------------|------------------|------------------|------------------|
| Expenditures | | | | |
| Administration | 261,043 | 212,553 | 255,530 | 415,118 |
| Planning | - | - | - | 37,228 |
| Police | 1,285,591 | 1,356,353 | 1,418,032 | 1,413,635 |
| Fire Services | 425,000 | 425,000 | 425,000 | 425,000 |
| Public Works | 876,615 | 644,665 | 659,699 | 606,592 |
| Streets & Transportation | 259,316 | 183,591 | 276,556 | 341,810 |
| Sanitation & Recycling | - | 344,082 | 396,958 | 310,220 |
| General Government | 218,880 | 346,504 | 536,005 | 332,296 |
| Debt Service | 39,859 | 71,354 | 112,227 | 105,729 |
| Total Expenditures | 3,366,304 | 3,584,102 | 4,080,007 | 3,987,627 |
| Other Financing Use | - | 110,217 | | |

| | | | | |
|------------------------|---------|---------|---------|---------|
| WATER FUND | | | | |
| Revenues | 459,582 | 850,172 | 848,668 | 746,201 |
| Expenditures | 374,469 | 864,494 | 848,668 | 746,201 |
| Other Financing Source | | 110,217 | | |

| TOTAL ALL FUNDS | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|------------------------|-----------|-----------|-----------|-------------|
| | ACTUAL | ACTUAL | ADOPTED | RECOMMENDED |
| Revenues | 3,975,881 | 4,075,333 | 4,080,007 | 3,987,627 |
| Expenditures | 3,366,304 | 3,584,102 | 4,080,007 | 3,987,627 |

REVENUES

| REVENUES | | 2015-16 | 2016-17 | 2017-18 | 17-18 | FY18-19 |
|---------------------------------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| | | ACTUAL | ACTUAL | ADOPTED | 4/12/2018 | RECOMMENDED |
| 10-3010-0000 | Ad Valorem Taxes (Property) | 2,377,675 | 2,460,600 | 2,471,274 | 2,458,457 | 2,447,140 |
| 10-3010-0100 | Ad Valorem Taxes (DMV) | 102,569 | 105,929 | 93,899 | 74,732 | 105,634 |
| 10-3010-0200 | Tax Interest & Penalties | 2,943 | 3,101 | 2,500 | 4,211 | 2,500 |
| 10-3010-0300 | Tax Collection Prior Years | | (173) | - | | |
| Total Ad Valorem | | 2,483,187 | 2,569,457 | 2,567,673 | 2,537,400 | 2,555,274 |
| 10-3020-0000 | Franchise & Utilities Tax | 222,041 | 210,654 | 168,794 | 148,667 | 168,794 |
| 10-3020-0100 | Alcohol Beverage Tax | 6,080 | 6,311 | 6,300 | | 5,996 |
| 10-3020-0200 | Sales Tax-Article 39 | 514,089 | 525,963 | 546,536 | 463,296 | 568,397 |
| 10-3020-0300 | Sales Tax-Article 40 | 208,763 | 219,056 | 220,076 | 188,607 | 228,879 |
| 10-3020-0400 | Sales Tax-Article 42 | 267,573 | 276,153 | 286,589 | 243,432 | 298,053 |
| 10-3020-0600 | Sales Tax Refund | 37 | (881) | 26,309 | 26,309 | - |
| 10-3020-0700 | Gasoline Tax Refund | 3,337 | 4,234 | 3,500 | 4,234 | 3,500 |
| Total Unrestricted Intergovernmental | | 1,221,920 | 1,241,491 | 1,258,104 | 1,074,546 | 1,273,619 |
| 10-3030-0000 | Solid Waste Disposal Tax | 882 | 948 | 1,200 | 729 | 970 |
| 10-3030-0100 | Powell Bill | 64,253 | 63,699 | 63,500 | 63,787 | 63,500 |
| 10-3030-0200 | Illicit Substance Tax | 19 | 7 | - | - | - |
| Total Restricted Intergovernmental | | 65,154 | 64,655 | 64,700 | 64,516 | 64,470 |
| 10-3040-0000 | Zoning Permits | 14,690 | 27,309 | 25,000 | 1,500 | 25,000 |
| 10-3040-0100 | Dog License Fee | 1,725 | 1,218 | 1,000 | 655 | 1,600 |
| Total Permits & Fees | | 16,415 | 28,527 | 26,000 | 2,155 | 26,600 |
| 10-3050-0000 | Interest Earned | 3,803 | 10,647 | 10,000 | 23,965 | 15,000 |
| Total Investment Earnings | | 3,803 | 10,647 | 10,000 | 23,965 | 15,000 |
| 10-3060-0000 | Rental - Community Hall | 900 | 1,200 | 1,000 | 900 | - |
| 10-3060-0100 | American Tower Agreement | 25,857 | 27,100 | 26,600 | 26,376 | 27,664 |
| 10-3060-0200 | Miscellaneous-Other | 57,406 | 132,256 | 15,000 | 16,911 | 15,000 |
| Total Miscellaneous | | 84,163 | 160,556 | 42,600 | 1,500 | 42,664 |
| 10-3500-0000 | Sale of Property | 7,500 | - | - | 10,907 | 10,000 |
| 10-3500-0400 | Grant (Non-Governmental) Funds | - | - | 7,930 | - | - |
| Total Other Financing Source | | 7,500 | - | 7,930 | 10,907 | 10,000 |
| TOTAL General Fund Revenues | | 3,882,143 | 4,075,333 | 3,977,007 | 3,714,989 | 3,987,627 |

EXPENDITURES-ADMINISTRATION

The Administration Department is responsible for executing the mission of the Board to promote, enhance, and sustain the quality of life for residents. Functions of this department include day to day supervision of Town operations, financial management, human resources, tax and utility billing and collection, and public records.

| | | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--------------|--------------------------------|----------------|----------------|----------------|----------------|
| | | ACTUAL | ACTUAL | ADOPTED | RECOMMENDED |
| 10-4200-0200 | Salaries | 104,500 | 114,086 | 100,900 | 226,434 |
| 10-4200-0300 | Legal & Engineering | 35,785 | - | - | - |
| 10-4200-0500 | FICA | 6,700 | 6,977 | 7,719 | 17,131 |
| 10-4200-0550 | Unemployment Insurance | 41 | 15 | - | - |
| 10-4200-0600 | Health Insurance | 9,692 | 10,016 | 10,601 | 24,621 |
| 10-4200-0650 | Dental, Vision, Life Insurance | 1,400 | 1,408 | 1,500 | 4,153 |
| 10-4200-0675 | Health Reimbursement Acct | 1,000 | 1,000 | 1,500 | 3,750 |
| 10-4200-0700 | LGERS Retirement | 8,624 | 13,486 | 13,642 | 31,833 |
| 10-4200-0800 | 401k Supplemental Retirement | 4,482 | 4,708 | 5,045 | 11,197 |
| 10-4200-1000 | Accounting & Taxes | 42,857 | 18,583 | 40,000 | 35,000 |
| 10-4200-1200 | Postage, Printing & Stationary | 5,536 | 6,183 | 8,000 | 8,000 |
| 10-4200-1400 | Board Mileage | 21,600 | 21,600 | 22,000 | 22,000 |
| 10-4200-3300 | Supplies & Equipment | 3,625 | 4,570 | 5,000 | 5,000 |
| 10-4200-5300 | Subscriptions & Dues | 3,429 | 3,505 | 4,000 | 5,000 |
| 10-4200-5700 | Miscellaneous | 1,317 | 1,501 | 5,000 | 5,000 |
| 10-4200-6500 | Staff Development | 8,118 | 6,254 | 15,623 | 16,000 |
| 10-4200-6600 | Capital Improvements | - | - | 15,000 | - |
| TOTAL | | 258,706 | 213,891 | 255,530 | 415,118 |

EXPENDITURES-PLANNING

The Planning Department performs technical assistance for Town administration, the Board of Adjustments, and Planning Commission, in addition to conducting code enforcement activities throughout the Town.

| | | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--------------|--------------------------------|---------|---------|---------------|---------------|
| | | ACTUAL | ACTUAL | ADOPTED | REQUEST |
| 10-4300-1000 | Land of Sky Planning Contract | - | - | 34,128 | 34,128 |
| 10-4300-1200 | Postage, Printing & Stationary | | | 100 | 500 |
| 10-4300-3300 | Supplies & Equipment | | | 250 | 500 |
| 10-4300-5300 | Subscriptions | | | 100 | 100 |
| 10-4300-6500 | Staff Development | | | 1,000 | 2,000 |
| TOTAL | | - | - | 35,578 | 37,228 |

EXPENDITURES-PUBLIC SAFETY

POLICE DEPARTMENT

The Police Department is responsible for the protectin of life & property, traffic control & enforcement, criminal investigation & enfocement of local and state criminal law.

| | | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 RECOMMENDED |
|----------------|--------------------------------|-------------------|-------------------|--------------------|------------------------|
| 10-5100-0200 | Salaries | 793,269 | 826,103 | 803,564 | 806,975 |
| 10-5100-0300 | Overtime | - | - | 15,000 | 15,000 |
| 10-5100-0400 | Separation Allowance | 7,086 | 27,027 | 32,175 | 30,617 |
| 10-5100-0500 | FICA | 59,095 | 62,089 | 61,473 | 60,433 |
| 10-5100-0550 | Unemployment Insurance | 314 | 194 | 500 | 500 |
| 10-5100-0600 | Medical Insurance | 105,422 | 111,252 | 113,963 | 126,684 |
| 10-5100-0650 | Dental, Vision, Life Insurance | 13,280 | 13,614 | 14,000 | 18,333 |
| 10-5100-0675 | Health Reimbursement Account | 12,833 | 12,999 | 21,000 | 21,000 |
| 10-5100-0700 | LGERS Retirement | 77,763 | 123,368 | 114,669 | 114,593 |
| 10-5100-0800 | 401K Supplemental Retirement | 37,951 | 39,933 | 40,178 | 39,499 |
| 10-5100-0900 | Short Term Disability | - | - | 5,000 | 5,000 |
| 10-5100-1600 | Radio Maintenance | 185 | 931 | 2,000 | 12,000 |
| 10-5100-1700 | Vehicle Maintenance | 17,916 | 14,128 | 15,000 | 15,000 |
| NEED LINE ITEM | Police Dept Bldg Maintenance | - | - | - | 10,000 |
| 10-5100-3100 | Gasoline | 16,598 | 13,555 | 16,000 | 16,000 |
| 10-5100-3300 | Supplies | 15,132 | 11,419 | 17,933 | 15,000 |
| 10-5100-3600 | Uniforms | 5,432 | 5,578 | 16,100 | 9,500 |
| 10-5100-3700 | Technology & Software | 11,178 | 14,180 | 17,347 | 15,000 |
| 10-5100-5700 | Miscellaneous | 8,188 | 8,914 | 20,030 | 10,000 |
| 10-5100-5800 | Physical Exams | 290 | 585 | 2,000 | 2,500 |
| 10-5100-6500 | Staff Development | 3,485 | 11,651 | 15,100 | 15,000 |
| 10-5100-7400 | Equipment Purchases | 79,216 | 82,668 | 75,000 | 55,000 |
| | TOTAL | 1,264,630 | 1,380,188 | 1,418,032 | 1,413,635 |

EXPENDITURES-PUBLIC SAFETY

FIRE CONTRACT

Fire services are provided through a contract with Skyland Fire Department

| | | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 RECOMMENDED |
|--------------|---------------|-------------------|-------------------|--------------------|------------------------|
| 10-5200-0000 | Fire Contract | 425,000 | 425,000 | 425,000 | 425,000 |
| | TOTAL | 425,000 | 425,000 | 425,000 | 425,000 |

EXPENDITURES-PUBLIC WORKS

The Public Works Department is responsible for maintenance of Town facilities and property. Employees perform skilled technical work to ensure the safety of citizens and upkeep of the Town.

| | | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|--------------|--------------------------------|----------------|----------------|----------------|----------------|
| | | ACTUAL | ACTUAL | ADOPTED | RECOMMENDED |
| 10-5600-0200 | Salaries | 396,802 | 354,683 | 356,659 | 319,598 |
| 10-5600-0300 | Overtime | - | - | - | - |
| 10-5600-0500 | FICA | 29,735 | 26,700 | 27,284 | 24,449 |
| 10-5600-0500 | Unemployment Insurance | 146 | 84 | 250 | |
| 10-5600-0600 | Medical Insurance | 53,107 | 39,419 | 42,941 | 37,741 |
| 10-5600-0650 | Dental, Vision, Life Insurance | 7,677 | 6,013 | 7,350 | 5,218 |
| 10-5600-0675 | Health Reimbursement Account | 6,000 | 5,166 | 9,000 | 7,500 |
| 10-5600-0700 | LGERS Retirement | 38,435 | 51,812 | 48,220 | 44,105 |
| 10-5600-0800 | 401K Supplemental Retirement | 20,617 | 17,808 | 17,833 | 15,980 |
| 10-5600-1000 | Outside Services | 1,950 | 2,301 | 27,000 | 10,000 |
| 10-5600-1300 | Streetlights Electric | 11,054 | 6,565 | 6,662 | 7,000 |
| 10-5600-1500 | General Repairs & Maintenance | 3,885 | 1,040 | 5,000 | 5,000 |
| 10-5600-1600 | Streetlight Maintenance | 3,431 | 2,117 | 10,000 | 10,000 |
| 10-5600-1700 | Vehicle Maintenance | 42,889 | 25,072 | 30,000 | 15,000 |
| 10-5600-3100 | Gasoline | 9,447 | 10,364 | 15,000 | 15,000 |
| 10-5600-3300 | Supplies | 7,368 | 7,610 | 8,000 | 8,000 |
| 10-5600-3400 | Street Signs & Numbers | 70 | 522 | 5,000 | 2,000 |
| 10-5600-3600 | Uniforms | 6,687 | 6,290 | 7,000 | 7,000 |
| 10-5600-5200 | Parks | 2,685 | 15,150 | 30,000 | 37,500 |
| 10-5600-5800 | Physical Exams | 441 | 120 | 500 | 500 |
| 10-5600-5900 | Miscellaneous | 3,861 | 4,415 | 5,000 | 5,000 |
| 10-5600-6000 | Capital Outlay | 124,992 | 65,646 | - | 25,000 |
| 10-5600-6500 | Staff Development | 267 | 911 | 1,000 | 5,000 |
| | TOTAL | 771,547 | 649,807 | 659,699 | 606,592 |

EXPENDITURES-STREETS & TRANSPORTATION

The Streets Department is responsible for ensuring the safety of Town roads, including all snow removal, storm water maintenance, and conducting tree removal activities when adjacent to Town streets.

| | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 RECOMMENDED |
|---------------------------------------------|-------------------|-------------------|--------------------|------------------------|
| 10-5700-0200 Salaries | 41,368 | 39,542 | 37,110 | 47,516 |
| 10-5700-0500 FICA | 3,165 | 3,025 | 2,839 | 3,635 |
| 10-5700-0550 Unemployment Insurance | 20 | 15 | 50 | |
| 10-5700-0600 Medical Insurance | 6,650 | 5,834 | 6,231 | 6,749 |
| 10-5700-0650 Dental, Vision, Life Insurance | 499 | 454 | 454 | 632 |
| 10-5700-0675 Health Reimbursement Account | 1,167 | 833 | 1,500 | 1,500 |
| 10-5700-0700 LGERS Retirement | 3,979 | 5,727 | 5,017 | 6,557 |
| 10-5700-0800 401K Supplemental Retirement | 2,060 | 2,020 | 1,855 | 2,376 |
| 10-5700-1700 Vehicle Maintenance | 648 | 305 | 5,000 | 5,000 |
| 10-5700-2200 Contracts-Paving & Striping | 78,364 | 79,788 | 80,000 | 89,844 |
| 10-5700-2300 Supplies | 27,777 | 11,217 | 20,000 | 15,000 |
| 10-5700-2400 Traffic Signs | 543 | 67 | 1,500 | 500 |
| 10-5700-2500 Storm Water Drainage | 90,584 | 22,854 | 40,000 | 75,000 |
| 10-5700-6500 Staff Development | - | - | 5,000 | 2,500 |
| 10-5700-7400 Equipment Purchases | - | 1,902 | 5,000 | 20,000 |
| 10-5700-7500 Engineering | 1,412 | 10,576 | 65,000 | 65,000 |
| TOTAL | 258,235 | 184,159 | 276,556 | 341,810 |

EXPENDITURES-SANITATION & RECYCLING

The sanitation and recycling departments ensure Town citizens receive weekly solid waste pickup and bi-weekly recycling pickup.

| | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 RECOMMENDED |
|---------------------------------------------|-------------------|-------------------|--------------------|------------------------|
| 10-5800-0200 Salaries | | 113,789 | 106,863 | 121,891 |
| 10-5800-0500 FICA | | 8,491 | 9,323 | 9,325 |
| 10-5800-0550 Unemployment Insurance | | 44 | 100 | |
| 10-5800-0600 Medical Insurance | | 21,720 | 24,248 | 29,716 |
| 10-5800-0650 Dental, Vision, Life Insurance | | 2,786 | 3,000 | 3,874 |
| 10-5800-0675 Health Reimbursement Account | | 3,000 | 4,500 | 4,500 |
| 10-5800-0700 LGERS Retirement | | 16,461 | 16,475 | 16,821 |
| 10-5800-0800 401K Supplemental Retirement | | 6,891 | 6,093 | 6,095 |
| 10-5800-1700 Vehicle Maintenance | | 11,195 | 18,764 | 10,000 |
| 10-5800-3100 Gasoline | | 14,581 | 17,092 | 10,000 |
| 10-5800-3300 Supplies | | 250 | 1,000 | 2,000 |
| 10-5800-5800 Physical Exams | | - | 500 | - |
| 10-5800-5900 Miscellaneous | | 715 | 1,000 | 1,000 |
| 10-5800-6000 Capital Outlay | | 101,976 | 123,000 | 25,000 |
| 10-5800-8000 Tipping Fees & Brush Removal | 39,347 | 37,074 | 50,000 | 55,000 |
| 10-5800-8100 Recycling | 55,287 | 6,748 | 15,000 | 15,000 |
| TOTAL | 94,634 | 345,721 | 396,958 | 310,220 |

EXPENDITURES-GENERAL GOVERNMENT

| | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 RECOMMENDED |
|--------------------------------------------|-------------------|-------------------|--------------------|------------------------|
| 10-6600-0400 Outside Professional Services | - | 108,294 | 147,000 | 100,000 |
| 10-6600-1100 Technology | 53,737 | 90,491 | 70,000 | 72,061 |
| 10-6600-1300 Municipal Utilities | 18,471 | 15,239 | 15,950 | 16,000 |
| 10-6600-1500 General Maintenance | 21,565 | 55,466 | 50,000 | 20,000 |
| 10-6600-2800 Elections | 5,851 | 93 | 6,000 | 6,000 |
| 10-6600-3300 Supplies & Equipment | 495 | - | 2,000 | 2,000 |
| 10-6600-5400 Insurance | 83,578 | 55,812 | 75,000 | 75,000 |
| 10-6600-6000 Contingency | 15,232 | 2,779 | 140,005 | 11,235 |
| 10-6600-6100 Miscellaneous | 7,007 | 3,484 | 5,000 | 5,000 |
| 10-6600-6300 Community Events | 12,150 | 13,099 | 20,050 | 20,000 |
| 10-6600-6400 Wildlife Management | 794 | 1,747 | 5,000 | 5,000 |
| TOTAL | 218,879 | 346,503 | 536,005 | 332,296 |

EXPENDITURES-DEBT SERVICE

| | | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 SCHEDULED |
|--------------|-----------------------------------|-------------------|-------------------|--------------------|----------------------|
| 10-6700-0100 | Principal Police Dept Renovations | 23,334 | 23,334 | 23,334 | 23,334 |
| 10-6700-0200 | Principal Street Improvements | 6,667 | 6,667 | 6,667 | 6,667 |
| 10-6700-0300 | Principal 2016 Garbage Truck | 7,668 | 30,566 | 31,241 | 32,638 |
| 10-6700-0400 | Principal 2018 Garbage Truck | - | - | 39,016 | 33,543 |
| 10-6700-0500 | Principal Public Works Bldg | - | - | - | - |
| 10-6700-1100 | Interest Police Dept Renovations | 2,191 | 6,779 | 5,890 | 5,001 |
| 10-6700-1200 | Interest Street Improvements | - | 1,937 | 1,683 | 1,429 |
| 10-6700-1300 | Interest 2016 Garbage Truck | - | 2,072 | 1,396 | 706 |
| 10-6700-1400 | Interest 2018 Garbage Truck | - | - | 3,000 | 2,411 |
| 10-6700-1500 | Interest Public Works Bldg | - | - | - | - |
| TOTAL | | 39,859 | 71,354 | 112,227 | 105,729 |

REVENUES

| | | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|-------------------------|------------------------------------|----------------|----------------|----------------|----------------|
| | | ACTUAL | ACTUAL | ADOPTED | RECOMMENDED |
| 30-3290-0000 | Interest Earned | - | 191 | 200 | 1,000 |
| 30-3350-0000 | Commissions (Sewer Collection Fee) | 9,379 | 9,166 | 6,000 | 25,201 |
| 30-3710-0000 | Water Charges | 442,183 | 467,436 | 468,813 | 415,000 |
| 30-3710-0100 | Sewer Charges | - | 354,889 | 344,755 | 280,000 |
| 30-3710-0200 | AMI Transmitter Charges | - | - | 7,000 | 7,000 |
| 30-3730-0000 | Water Tap & Connection Fees | 8,020 | 18,490 | 21,900 | 18,000 |
| 30-3710-0000 | Transfers from General Fund | | 110,217 | | |
| TOTAL Water Fund | | 459,583 | 960,388 | 848,668 | 746,201 |

EXPENDITURES

| | 2015-16 ACTUAL | 2016-17 ACTUAL | 2017-18 ADOPTED | 2018-19 RECOMMENDED |
|---------------------------------------------|-------------------|-------------------|--------------------|------------------------|
| 30-8100-0200 Salaries | 91,034 | 49,701 | 50,586 | 29,121 |
| 30-8100-0500 FICA | 6,458 | 3,610 | 3,870 | 2,228 |
| 30-8100-0550 Unemployment Insurance | 42 | 15 | 30 | |
| 30-8100-0600 Medical Insurance | 15,099 | 9,977 | 10,601 | 5,435 |
| 30-8100-0650 Dental, Vision, Life Insurance | 1,323 | 856 | 1,050 | 838 |
| 30-8100-0675 Health Reimbursement Account | 2,000 | 1,000 | 1,500 | 750 |
| 30-8100-0700 LGERS Retirement | 8,986 | 7,424 | 6,839 | 4,019 |
| 30-8100-0800 401K Supplemental Retirement | 4,490 | 2,586 | 2,529 | 1,456 |
| 30-8100-1000 Professional Services | 3,356 | 4,834 | 5,000 | 14,600 |
| 30-8100-1200 Postage, Printing & Stationary | 2,751 | 4,024 | 5,000 | 5,000 |
| 30-8100-1500 General Repairs | 295 | 400 | 25,000 | 20,000 |
| 30-8100-3300 Supplies & Equipment | 21,894 | 15,223 | 14,000 | 20,000 |
| 30-8100-4800 Water Purchases | 207,324 | 227,631 | 225,880 | 232,656 |
| 30-8100-4900 Sewer Purchases | - | 349,340 | 344,755 | 355,098 |
| 30-8100-5000 AMI Transmitter Fees | - | - | 7,000 | 7,000 |
| 30-8100-5700 Miscellaneous | 349 | 1,163 | 1,500 | 1,500 |
| 30-8100-6500 Staff Development | 2,050 | 1,197 | 4,500 | 5,000 |
| 30-8100-7400 Capital Improvement | 7,019 | 185,513 | 139,028 | 41,500 |
| TOTAL | 374,469 | 864,494 | 848,668 | 746,201 |