

*Adopted 6-20-2016
Ord # 2016-18
D. Perry, City Clerk*



The City of
Brevard
North Carolina

**FY 2016-2017
BUDGET**

Jimmy Harris, Mayor

City Council:

Mac Morrow, Mayor Pro Tem

Charlie Landreth

Maurice Jones

Gary Daniel

Ann Hollingsworth

Jim Fatland, CPFO, City Manager & Finance Director

Desiree D. Perry, CMC, NCCMC, City Clerk

Michael K. Pratt, City Attorney



The City of
Brevard
North Carolina

MISSION STATEMENT

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

CITY OF BREVARD
MANAGEMENT & SUPERVISORY TEAM

CITY MANAGER

Jim Fatland, CPFO, NCCLGFO

CITY ATTORNEY

Michael Pratt

CITY CLERK

Desiree D. Perry, CMC, NCCMC

DEPARTMENT DIRECTORS

David Lutz, Public Works

Phil Harris, Police Chief

Craig Budzinski, Fire Chief

Derrick Swing, Human Resources

Lynn Goldsmith, Parks & Property Management

Josh Freeman, Director of Community Development & Special Projects

Daniel Cobb, Planning Director, AICP, CFM, CZO

DIVISION SUPERVISORS & SUPPORT STAFF

Kerry Lindsay, Executive Administrative Assistant

Donna White, Accounting Supervisor

Emory Owen, Waste Treatment Plant Supervisor

Dennis Richardson, Water Treatment Plant Supervisor

Shawn Miller, Deputy Police Chief

Anthony Coward, Waste Collections Supervisor

Ben Robinson, Water Distribution Supervisor

Rick Noonan, Fleet Maintenance Supervisor

Wesley Shook, Streets Supervisor

Mark Norton, Assistant Fire Chief

Bradley Elmore, Assistant Fire Chief

Jimmy Cassell, Assistant Fire Chief

Letha Cox, Public Works Administrative Manager

Janice Pinson, Administrative Services Manager

Jill Murray, HR Specialist/Deputy City Clerk

TABLE OF CONTENTS

	TAB NUMBER
Budget Message	1
Budget Summary	2
Budget Calendar	3
Fund Structure	4
Financial Policies	5
General Fund - 10	
General Fund Revenue	6
General Fund Expenditures	
4100 – Governing Body	7
4200 – Administration	8
4400 – Finance	9
4700 – Legal	10
4900 – Planning	11
5000 – Parks & Property Management.....	12
5100 – Police	13
5450 – Public Works – Administration.....	14
5550 – Public Works – Vehicle Maintenance Division	15
5600 – Public Works – Streets Local.....	16
5700 – Public Works – Streets Powell Bill Division.....	17
5800 – Public Works – Sanitation Division	18
6200 – Recreation.....	19
6600 – Non Departmental 10-9900 - Contingency.....	20
6925 – Community Development	21
Water & Sewer Utility Fund - 30	
Utility Fund Revenue	22
Utility Fund Cash Flow and Forecast thru FY-19.....	22

TABLE OF CONTENTS

	TAB NUMBER
Water & Sewer Utility Fund (cont'd)	
Utility Fund Expenditures:	
30-6600 – Non Departmental 30-9900 - Contingency	23
30-8120 – Water Treatment Facility	24
30-8140 – Water Distribution System	25
30-8220 – Wastewater Treatment Facility	26
30-8280 – Sewer Collections Division	27
Water & Sewer Capital Projects Fund 31	28
Capital Reserve Fund 35.....	29
Fire Department Special Revenue Fund 40.....	30
Trust Funds	
Bjerg Trust Fund 51	31
OPEB Trust Fund 52	31
Housing Trust Funds 76	31
Terrell Scruggs Scholarship Fund 50.....	31
Health Insurance Fund 53	32
Heart of Brevard Fund 70.....	33
Multi-Use Paths Project Fund 78.....	34
Narcotics Task Force Fund 81	35
Rosenwald Revitalization Fund 82	36
Downtown Master Plan Project Fund 83	37
Capital Equipment Replacement.....	38
Budget Ordinance & Fee Schedule	39
Citizen Budget Requests.....	40
Appendix.....	41
Response to Budget Questions	
Glossary of Budget Terms	



The City of
Brevard
North Carolina

BUDGET MESSAGE



The City of
Brevard
North Carolina

June 20, 2016

The Honorable Mayor Jimmy Harris
Members of the City Council
Brevard, North Carolina 28712

Dear Mayor Harris and Members of the City Council,

Pursuant to North Carolina General Statute 159-11, the Fiscal Year 17 Proposed Budget was presented to City Council on May 16, 2016. The City Council held a budget workshop meeting on May 23, 2016 and approved changes have been included in the revised proposed budget.

BUDGET OVERVIEW

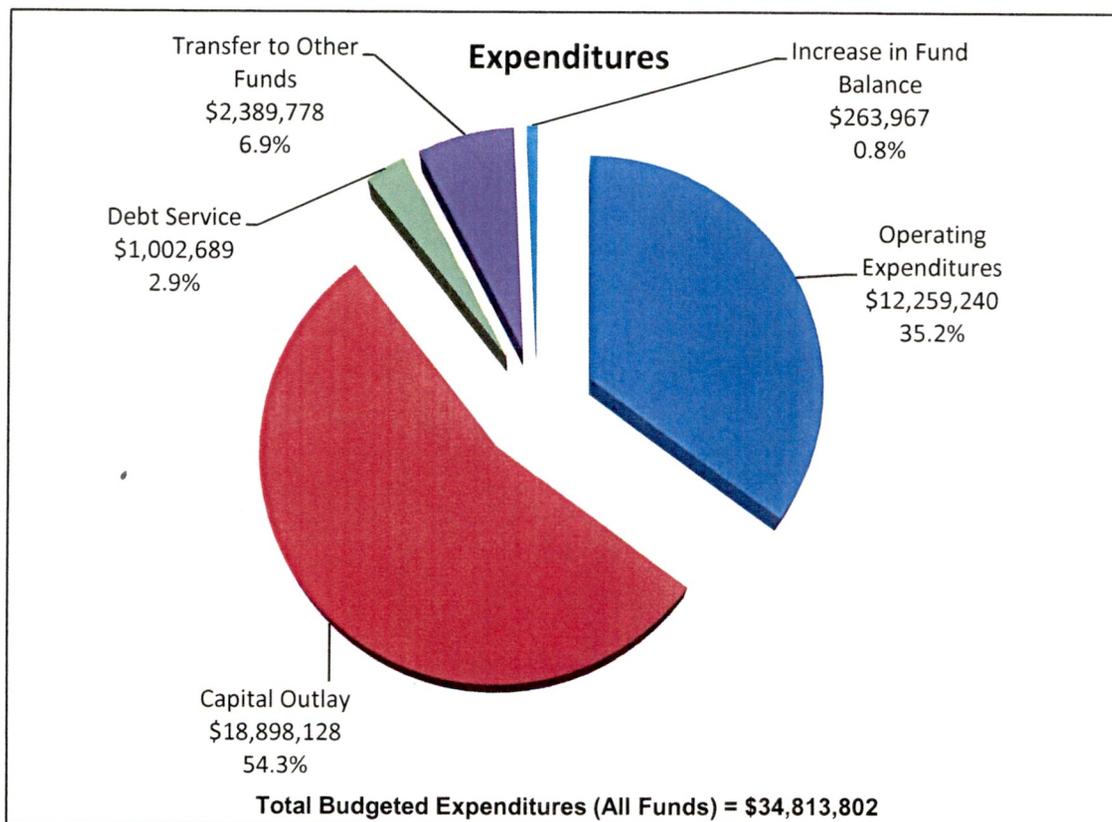
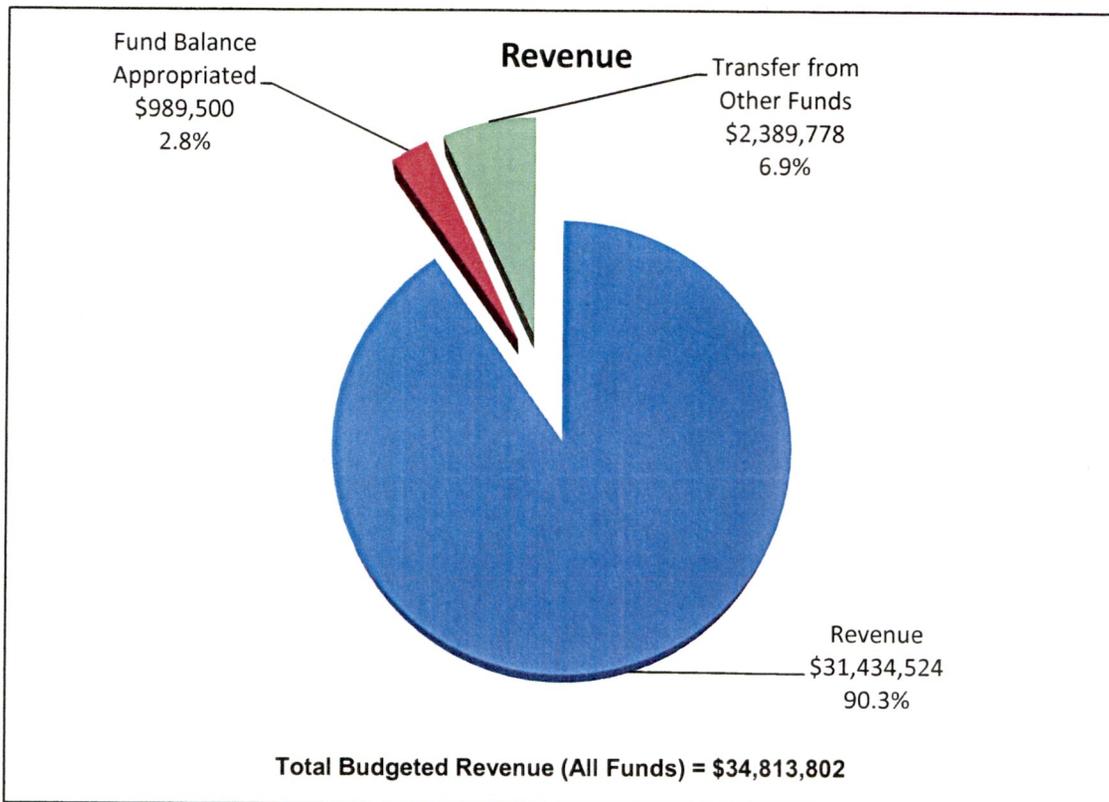
Presented herein is the FY17 Budget for all funds totaling \$34.8 million. The FY17 Recommended Budget funds city operations, capital improvements and debt service requirements.

GENERAL FUND

The General Fund is used to account for resources that are not required legally or by sound financial management to be accounted for in another fund. Typically the General Fund includes services that cannot be operated as a business enterprise and rely on tax dollars as their primary source of revenue.

General Fund Departments include Governing Board, Administration, Finance and Information Technology, Legal, Planning, Police Department, Parks and Property Management, Recreation, Public Works Administration, Vehicle Maintenance, Streets, Sanitation, Community Development and Non-Departmental Expenditures.

The FY17 Recommended Budget for the General Fund totals \$9,374,097 or 8.1% more than the FY16 Budget of \$8,668,450.



GENERAL FUND REVENUE

This section highlights the major revenues for the General Fund. General Fund Revenue detail is shown in Tab 6 of the Budget Document.

	Proposed FY17 Budget		
Property Taxes	\$4,545,352	Increase over last year	\$ 31,652
Sales Taxes	\$1,325,000	No change	
Franchise Sales Tax	\$600,000	Increase over last year	\$205,000
Refuse & recycling	\$877,000	No change	
County Vehicle Maintenance	\$431,650	No change	
Utility Fund Reimbursement	\$575,000	No change	
Powell Bill Street Allocation	\$222,000	No change	
Brevard ABC	\$150,000	Increase over last year	\$ 25,000
Proceeds From Borrowing	\$323,995	Increase over last year	\$323,995
All Other Sources	\$196,600	Increase over last year	\$ 77,500
Fund Balance Appropriation	<u>\$127,500</u>	Increase over last year	<u>\$ 42,500</u>
Total General Fund Revenue	\$9,374,097	Increase over last year	\$705,647

A discussion of the major General Fund Revenue Sources follows:

Ad Valorem Tax (Property Taxes):

The General Fund is balanced with a Revenue Neutral property tax rate of \$0.4800 per \$100 valuation which is \$0.0075 higher than the current tax rate of \$.4725. The estimated property taxes total \$4.6 million which reflects 48.4% of General Fund Revenue. Assessed Valuation for the City of Brevard is \$950,000,000 compared to \$965,000,000 a year ago. This reflects a decrease of only 1.56%. This is a result of revaluation netted against taxable improvements.

Since this is a revaluation year, State law requires counties and municipalities to publish the "revenue neutral" tax rate, which would produce the same revenue as the prior year. The City's current tax rate is \$.4725. With assessed valuation declining the revenue neutral tax rate would be \$.4800.

Sales Taxes:

Sales taxes have grown each year from 2011 through 2015. However, the current year FY16 sales taxes are slightly behind the previous year by 1.3%. Please refer to Sales Tax Graph for the period 2011 through 2016. The FY17 sales tax revenue is budgeted at the same level as FY16 at \$1,325,000.

FY16 Estimated Actual	\$1,334,000
FY15	\$1,347,759
FY14	\$1,290,446
FY13	\$1,252,380
FY12	\$1,201,030

Franchise Sales Taxes:

Effective July 1, 2014, the general sales tax rate was applied to the sale of electricity and natural gas. Cities receive a franchise share and ad valorem share of these proceeds. The franchise sales tax share has exceeded traditional franchise fees in prior years by an estimated \$205,000.

Refuse and Recycling:

Refuse and recycling fees remain the same as last year. Residential customers pay \$17.00 per month for refuse plus \$3.00 per month recycling fee.

County Vehicle Maintenance:

The City garage provides vehicle maintenance services to Transylvania County on a contractual basis. The County reimburses on a monthly basis the cost of personnel, parts and materials.

Utility Fund Reimbursement:

The City has reimbursed the General Fund for services provided the Water & Sewer Utility Fund. This amount was increased last year to more closely reflect the actual cost of services. No increase is proposed for FY17.

Powell Bill Allocation:

These funds represent a State Distribution of a portion of the motor fuels tax. The use of these funds is restricted to maintaining, repairing, constructing, streets, curbs and gutters, drainage improvements and sidewalks. No city street employee costs are funded from Powell Bill monies.

Brevard ABC:

This revenue is derived from annual net sales profits generated from the two Brevard ABC stores. Figures are based upon audited financial records with the City receiving 75% of the distribution and the County receiving 25%. FY17 Brevard ABC Store Revenue budgeted revenue is \$25,000 higher than the prior year budget.

Privilege Licenses:

Effective July 1, 2015, the City of Brevard no longer collected privilege licenses. This reflected in an estimated \$35,000 loss in revenue for the General Fund. However, franchise sales tax revenue has more than offset this lost revenue source.

All Other Sources:

Other sources of General Fund Revenue include court costs, parking citations, zoning administration, interest earnings, wine and beer taxes, and recreation fees and concessions.

Fund Balance Appropriation:

The North Carolina Local Government Commission recommends that local governments maintain a minimum undesignated fund balance of no less than 8% of expenditures. The City of Brevard has an adopted minimum fund balance of 30%. The recommended appropriation for the FY17 General Fund Budget is \$127,500 for the purchase of three patrol vehicles for the Police Department. Last year, the fund balance appropriation was \$85,000 for two patrol vehicles.

GENERAL FUND EXPENDITURES

General Fund Departments	\$8,477,544	Increase over last year	\$624,722
		2.5% Merit Salary Increase	\$111,218
		Capital Equipment	\$366,495
		Employee Medical	\$107,946
		Other Expenditures	<u>\$39,063</u>
			\$624,722
 Non Departmental:			
Debt Service	\$164,236	Increase over last year	\$39,438
Transfers to Other Funds			
Brevard Fire Department	\$371,678	Increase of last year	\$31,848
DTMP	\$180,000	No change	
Pedestrian/Bike Paths	\$90,000	No change	
OPEB	<u>\$12,000</u>	No change	
Total Non- Departmental	\$817,914	Increase over last year	\$71,286
 Community Development:			
The FY17 Budget for Community Development increased through added funding for Bread of Life and Brevard Music Center.			
Transylvania Arts Council	\$10,000	No change	
Chamber of Commerce	\$3,000	Decrease from last year	(\$7,000)
Heart of Brevard	\$30,000	No change	
Farmers Market	\$17,000	No change	
Fireworks	\$2,500	Increase from last year	\$500
Bread of Life	\$5,000	Increase from last year	\$5,000
Brevard Music Center	<u>\$5,000</u>	Increase from last year	<u>\$5,000</u>
Total	\$72,500	Increase from last year	\$3,500
Contingency	<u>\$6,139</u>	Increase from last year	<u>\$6,139</u>
Total Community Development	\$78,639	Increase from last year	\$9,639
Total General Fund Expenditures	\$9,374,097	Increase from last year	\$705,647

WATER AND SEWER UTILITY FUND

The Water and Sewer Fund accounts for all revenues and expenditures incurred in the city's enterprise fund for its water treatment plant, water distribution system, wastewater treatment plant and sewer collections system. The sources of revenue are user charges paid by Residential, Commercial, Institutional and Industrial customers. Because it is an enterprise fund, it must generate revenue to support operations, capital improvements and debt service.

The FY17 Recommended Budget for the Water and Sewer Fund totals \$5,122,699 compared to \$4,678,500 last year. Last year we shared with the City Council that annual percentage rate increases were not generating sufficient revenue to meet rising costs and incurred debt for master plan utility improvements. To address this problem the minimum gallons have been reduced by 500 gallons that past two years. The proposed FY17 Budget reduces the minimum gallons from 1,000 gallons to 500 gallons. This change will increase utility fund revenue by \$300,000.

Water and Sewer Capital Projects Fund

Capital Projects included in the FY17 Budget are as follows:

Sewer Collection System:

The City of Brevard continues to focus emphasis on protecting our natural resources by addressing rain-attributed sanitary sewer overflows (SSOs). Sewer projects that have been completed and under construction addressing this problem have totaled over \$19.3 million. The City Council has awarded contracts the past few months on Kings Creek Phase II, Kings Creek Phase III and the Neely Road Force Main, Pump Station and Equalization Tank. These projects will be under construction in FY17 and FY18.

Kings Creek Sewer Phase II Project \$1,435,784: The design for this project has been completed. NCDENR has approved a loan at 2.0% for this project. Construction contract has been awarded.

Kings Creek Sewer Phase III Project: \$1,484,150: The design for this project has been completed. NCDENR has approved a loan at 0% interest rate for this project. Construction contract has been awarded.

Neely Road Force Main, Pump Station & EQ Tank Project: \$13,666,000. Contracts were awarded at the City Council meeting on April 16, 2016. NCDENR reduced the loan rate from 2.24% to 1.83% after city requested reconsideration.

Water Distribution System:

Advanced Metering Infrastructure Project: FY17 Expenditure \$200,000; City Council approved \$1,360,000 contract award on April 20, 2015 for purchase and installation of radio read meters. Estimated project completion is early summer. NCDENR approved a loan at 0% interest rate for this project. Final payment of \$200,000 estimated to be paid in summer 2016. This past year the City installed a new meter at the Water Treatment Plant to account for water leaving the plant into the water distribution system. Once the radio read system is on line there will be improved accountability to determine unaccounted for water losses.

Water Treatment Plant:

After reviewing the fiscal impact of a \$40 million new water plant and intake on the French Broad River on city customers, the Public Works Committee reevaluated the existing water treatment plant and Cathey's Creek water capacity. The estimated monthly utility bill for the lowest customer would have been \$133.80.

The Public Works Committee during the past year made recommendations to the City Council on investing in the existing Water Treatment Plant. According to McGill and Associates, water engineering consultant, the WTP has several more years of useful life. McGill and Associates completed a report "Cathey's Creek Water Supply Evaluation" dated December 17, 2015 which was presented to the City Council on January 18, 2016 in advance of the annual retreat. This report presented extremely good news in that adequate water capacity is available at the confluence of Cathey's Creek and the French Broad River to allow expansion of the existing WTP if needed in the future.

Wastewater Treatment Plant:

The City Council at its regularly scheduled meeting last August approved the Public Works Committee recommendation not to accept a \$9.0 million loan to rehab the WWTP with an activated sludge process. Instead, the City proceeded to invest monies in rehabilitation of the existing WWTP which included the purchase and installation of used Rotating Biological Contractors (RBCs). The WWTP is now in non-compliance with our NPDES permit and has been since November 30, 2015. If the City had accepted the loan as mentioned above, we would have been several years away in meeting our NPDES Permit requirements and incurred a \$450,000 annual loan repayment for 20 years.

In summary, the City of Brevard decision to reinvest in its current assets saved its ratepayers an estimated \$50 million in capital improvements plus additional cost that would be necessary for borrowed funds.

Brevard Fire Department Special Revenue Fund

The proposed FY17 Brevard Fire Department Special Revenue Fund budget totals \$879,272. Transylvania County contracts with the City of Brevard for fire protection services for Sylvan Fire District No. 2. The cost sharing, based upon assessed valuation is 52.7% City and 47.3% County.

The proposed budget continues service manning the Brevard Fire Station 8:00AM to 5:00PM seven days per week. The proposed budget includes a two month pilot program for evening shift 5:00PM to 12:00AM seven days a week. Also included in the FY17 Budget is the purchase of new extrication equipment and a breathing air compressor. The extrication equipment has an estimated cost of \$122,000 to be financed over a five years. The breathing air compressor has an estimated cost of \$42,000 to be paid for with a matching FEMA Grant (FEMA \$40,000 / City of Brevard \$2,000).

The cost breakdown is shown below.

City of Brevard	\$371,678
Transylvania County	\$333,594
FEMA Grant	\$ 40,000
Fund Balance App.	\$ 12,000
Loan Proceeds	<u>\$122,000</u>
Total	\$879,272

The assessed valuation for the City and Sylvan District No. 2 is as follows:

City of Brevard	\$950,000,000	52.7%
Sylvan District No. 2	<u>\$852,500,000</u>	47.3%
Total	\$1,802,500,000	100.0%

The Transylvania County Board of Commissioners decided at their Budget Work Session held on Thursday May 12, 2016 not to fund any additional personnel staffing requests for all fire departments pending completion of the county-wide study on fire services. Therefore, the Brevard Fire proposal for evening services was not approved. The remainder of the Brevard Fire

Department Budget, including the purchase of new extrication equipment was approved. A revised budget for the Brevard Fire Department will be presented at the City Council Budget Work Session on May 23, 2016.

Brevard Trust Funds

The City of Brevard has the following trust funds.

Terrell L. Scruggs Scholarship Fund: This fund was established in the Memory of its former Finance Director. Annually, the Scholarship fund awards scholarships to graduating seniors from Brevard High School, Davidson School and Rosman High School. This fund is used to account for the collection of donations and the payment of scholarships. The proposed FY17 Budget is \$15,000.

Bjerg Trust Fund: This fund is a non-expendable trust fund accounts for assets held in a trustee capacity. The principal is invested with interest earnings applied to maintenance and upkeep of the French Broad Community Center. The investment amount as of June 30, 2015 was \$60,143. The gift establishing this fund was from the Estate of Dorothy S. Bjerg. The proposed FY17 Budget is \$100.

OPEB Trust Fund: This fund (an irrevocable trust) is used to account for the City's contributions and trust earnings for other post- employment benefits. This plan provides post-employment healthcare benefits to retirees of the City. The proposed FY17 Budget is \$18,750.

Housing Trust Fund: This fund is used to account for the Broad River Terrace and The Cottages Developer annual payments on a twenty-year loan. The proposed Budget is \$26,600 reflecting the developer loan repayments.

Self-Funded Employee Medical Fund

The Self-Funded Employee Medical Fund was established as an internal service fund to account for the accumulation and allocation of costs associated with the City's group health insurance revenue and expenditures. The FY17 Self-Funded Employee Medical Fund Budget totals \$1,195,250.

Revenue is generated from departmental charges, retiree premiums, dependent dental premiums and fund balance appropriation. Expenditures are for broker fees, third party administrator, aggregate insurance premiums, paid claims, wellness programs, employee assistance program, life insurance and short term disability premiums paid by the City.

The City of Brevard has requested consideration of city employees using the County Medical Clinic at an estimated annual cost of \$44,000. A memorandum of understanding will be presented to the City and County in June 2016. The City expects significant savings in claims paid during the year. There will be no cost to the employees and their families utilizing the clinic. Annual physical examinations are included, again, at no cost to the employee.

In addition, the City is making changes to the design of the high deductible and health savings account plan. No medical changes have been made by the City since 2007 when City Council Resolution adopted the current plan. City of Brevard employees have not seen an increase in employee medical costs since 2008-2009, despite rising medical costs and increased high cost of medical claims. Specifically, the City will increase the deductible amount and out of pocket amount for employees. This additional contribution, along with the partnership with the County Clinic, will make great strides toward balancing the self-funded medical plan.

Heart of Brevard Municipal Services District (HOB MSD)

The City of Brevard receives tax collections from Transylvania County for the HOB MSD. The current tax rate is \$.225. Tax collections are remitted on a monthly basis to the HOB. The FY17 Budget totals \$125,000. The assessed valuation for the HOB is \$57,500,000 which is up \$3,000,000 from the prior year.

Since this is a revaluation year, State law requires counties and municipalities to publish the "revenue neutral" tax rate, which would produce the same revenue as the prior year. The HOB current tax rate is \$.2250. With assessed valuation increasing for the HOB, the revenue neutral tax rate would be \$.2133.

Staff recommendation is to set the tax rate for the HOB MSD to be \$.2250 which would be a tax increase of \$.0117. This would allow the HOB MSD to benefit from new growth and reinvest additional back into the Downtown Area.

Multi-Use Pedestrian/Bike Path Fund

The Multi-Use Pedestrian/Bike Path Fund accounts for project improvements for sidewalks and pedestrian/bike paths. Projects included in the FY17 Budget Recommendations include funding for West Loop Phase I and Railroad Avenue projects along with an emphasis on new sidewalk construction. The proposed FY17 Budget includes a one-cent tax increase to be earmarked annually for new sidewalks and pathways. One cent tax generates approximately \$90,000 for the Multi-Use Pedestrian/Bike Path Fund.

The original pedestrian and bike plan was adopted by the City Council in 2006 and is under revision by the Parks, Trails and Recreation Committee.

The City Council at its regularly scheduled meeting April 16, 2016 authorized the submittal of a State PARTF grant application for improvements for the Estatoe Trail. The grant application was submitted on May 2, 2016.

Narcotics Task Force Fund

This is a fund to administer restricted cash for drug forfeiture funds for the Transylvania County Sheriff and Brevard Police Department. The FY17 Proposed Budget is \$45,100.

Rosenwald Revitalization Fund

This fund was established for revitalization programs within the Rosenwald Community. The City of Brevard was awarded a State of North Carolina PARTF Grant for 50% of the \$447,000 cost for park land acquisition. The acquisition of approximately 28 acres was completed this past year and the grant was closed out. Funds have been spent on environmental clean-up on the property.

On the State PARTF application for the Estatoe Trail, improvements on the Rosenwald Park Property include extension of the Estatoe Trail, a community garden and dog park along with pedestrian benches.

Downtown Master Plan Fund

This fund was established to account for revenue and expenditures for the Downtown Master Plan.

Revenue sources include a General Fund Transfer of \$180,000 representing a 2-cent tax increase approved in a prior year and an annual contribution from the Heart of Brevard. A summary of revenue, fund balance appropriation and expenditures are shown below.

Transfer from General Fund (Annual)	\$180,000
HOB	\$11,000
Fund Balance Appropriation	<u>\$540,000</u>
Total Revenue	\$731,000
DTMP Design/Construction	\$191,000
Clemson Plaza Improvements	\$300,000
Caldwell St. Improvements	<u>\$200,000</u>
Total Expenditures	\$731,000

The City has approved the purchase of property located on the corner of Jordan and Caldwell Streets for the purpose of a downtown parking lot. Funds for grading, paving and demolition of existing building will be paid from the Downtown Master Plan Fund. The City will be exploring various paid parking options for this property.

Clemson Plaza Project Budget Ordinance was approved by the City Council at its retreat held on January 28-29, 2016. Project is estimated to be under construction this summer. The design consultant is Destination by Design.

The NCDOT Caldwell Street widening project is underway with the City local share estimated at \$200,000.

The City also will work on utility relocations and right of way acquisition in preparation of streetscape improvements on North Broad Street. This is part of the streetscape plan prepared by ColeJenest & Stone.

City Council Committees Established

Last year the City Council approved the establishment of the following committees. Council appointments are shown below.

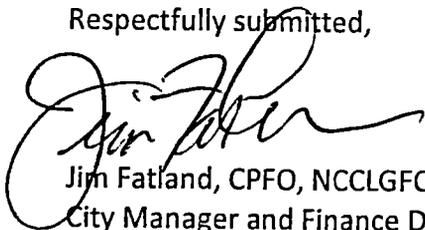
Public Works Committee	Mac Morrow & Maurice Jones
Parks, Trails & Recreation	Gary Daniel & Ann Hollingsworth
Downtown Master Plan Committee	Ann Hollingsworth & Charlie Landreth
Public Safety (Police & Fire)	Maurice Jones & Mac Morrow
Finance and Human Resources Committee	Charlie Landreth & Gary Daniel

The Committees have played a key part in implementing the FY17 Budget Recommendations that will enable the City to be responsive and accountable to the community in which we serve.

The FY17 Proposed City of Brevard Budget represents the combined efforts and guidance of the City Council, Department Heads and Staff. We look forward to working with you, City Committees and our citizens as we implement this financial plan and document.

I would like to acknowledge Finance Department Staff who assisted in the budget document preparation. I would like to specifically thank Tom Whitlock who coordinated the budget process with City departments and prepared the budget financials and supporting documentation.

Respectfully submitted,



Jim Fatland, CPFO, NCCLGFO,
City Manager and Finance Director

cc: City Attorney
City Clerk
Department Directors



The City of
Brevard
North Carolina

BUDGET SUMMARY

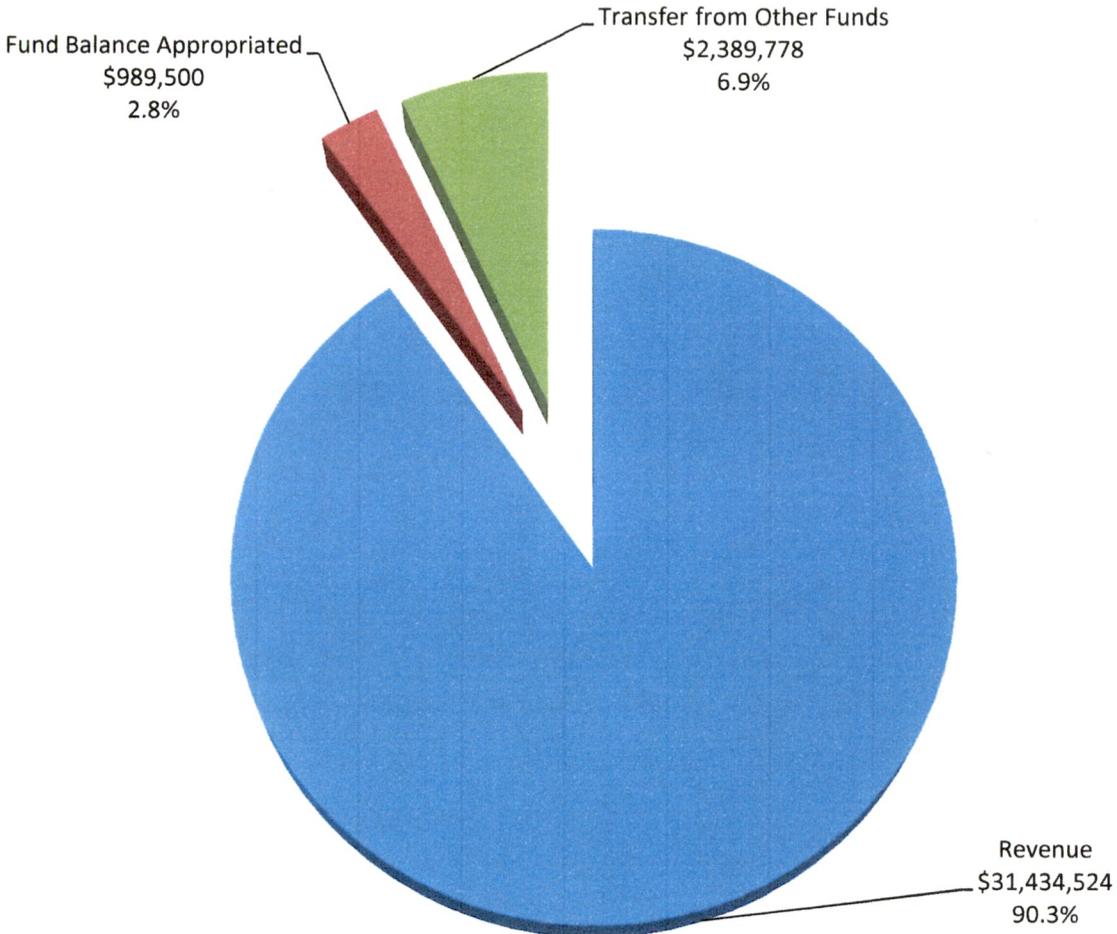
CITY OF BREVARD
 FY17 (2016-2017) ANNUAL BUDGET
 ALL DEPARTMENT SUMMARY

05.27.2015
 06.01.2016 revised

FUND	REVENUE	FUND BALANCE APPROPRIATED	TRANSFER FROM OTHER FUNDS	TOTAL BUDGETED REVENUE	OPERATING EXPENDITURES	CAPITAL OUTLAY	DEBT SERVICE	TRANSFER TO OTHER FUNDS	INCREASE FUND BALANCE/ CONTINGENCY	TOTAL BUDGETED EXPENDITURES
GENERAL FUND	\$8,671,497	\$127,500	\$575,100	\$9,374,097	\$7,240,799	\$451,495	\$164,236	\$1,511,428	\$6,139	\$9,374,097
WATER & SEWER UTILITY FUND	\$5,122,699	\$0		\$5,122,699	\$3,117,533	\$370,699	\$601,739	\$840,250	\$192,478	\$5,122,699
WATER & SEWER CAPITAL PROJECTS FUND	\$16,785,934	\$0	\$0	\$16,785,934		\$16,785,934				\$16,785,934
CAPITAL RESERVE FUND	\$20,000	\$38,000	\$0	\$58,000				\$38,000	\$20,000	\$58,000
FIRE DEPARTMENT SPECIAL REVENUE FUND	\$507,594	\$0	\$371,678	\$879,272	\$520,558	\$122,000	\$236,714			\$879,272
BJERG TRUST FUND	\$100			\$100				\$100		\$100
OPEB (OTHER POST EMPLOYMENT BENEFITS) TRUST FUND			\$18,750	\$18,750					\$18,750	\$18,750
TERRELL SCRUGGS SCHOLARSHIP TRUST FUND	\$15,000	\$0		\$15,000	\$15,000					\$15,000
HEALTH INSURANCE FUND	\$79,000	\$0	\$1,116,250	\$1,195,250	\$1,195,250					\$1,195,250
HEART OF BREVARD FUND	\$125,000	\$0		\$125,000	\$125,000					\$125,000
HOUSING TRUST FUND	\$26,600			\$26,600					\$26,600	\$26,600
MULTI USE PATHS PROJECT FUND	\$25,000	\$150,000	\$128,000	\$303,000		\$303,000				\$303,000
NARCOTICS TASK FORCE	\$45,100			\$45,100	\$45,100					\$45,100
ROSENWALD REVITALIZATION FUND	\$0	\$134,000		\$134,000		\$134,000				\$134,000
DOWNTOWN MASTER PLAN PROJECT FUND	\$11,000	\$540,000	\$180,000	\$731,000		\$731,000				\$731,000
GRAND TOTAL	\$31,434,524	\$989,500	\$2,389,778	\$34,813,802	\$12,259,240	\$18,898,128	\$1,002,689	\$2,389,778	\$263,967	\$34,813,802
PERCENTAGE OF TOTAL BUDGET	90.3%	2.8%	6.9%	100.0%	35.2%	54.3%	2.9%	6.9%	0.8%	100.0%

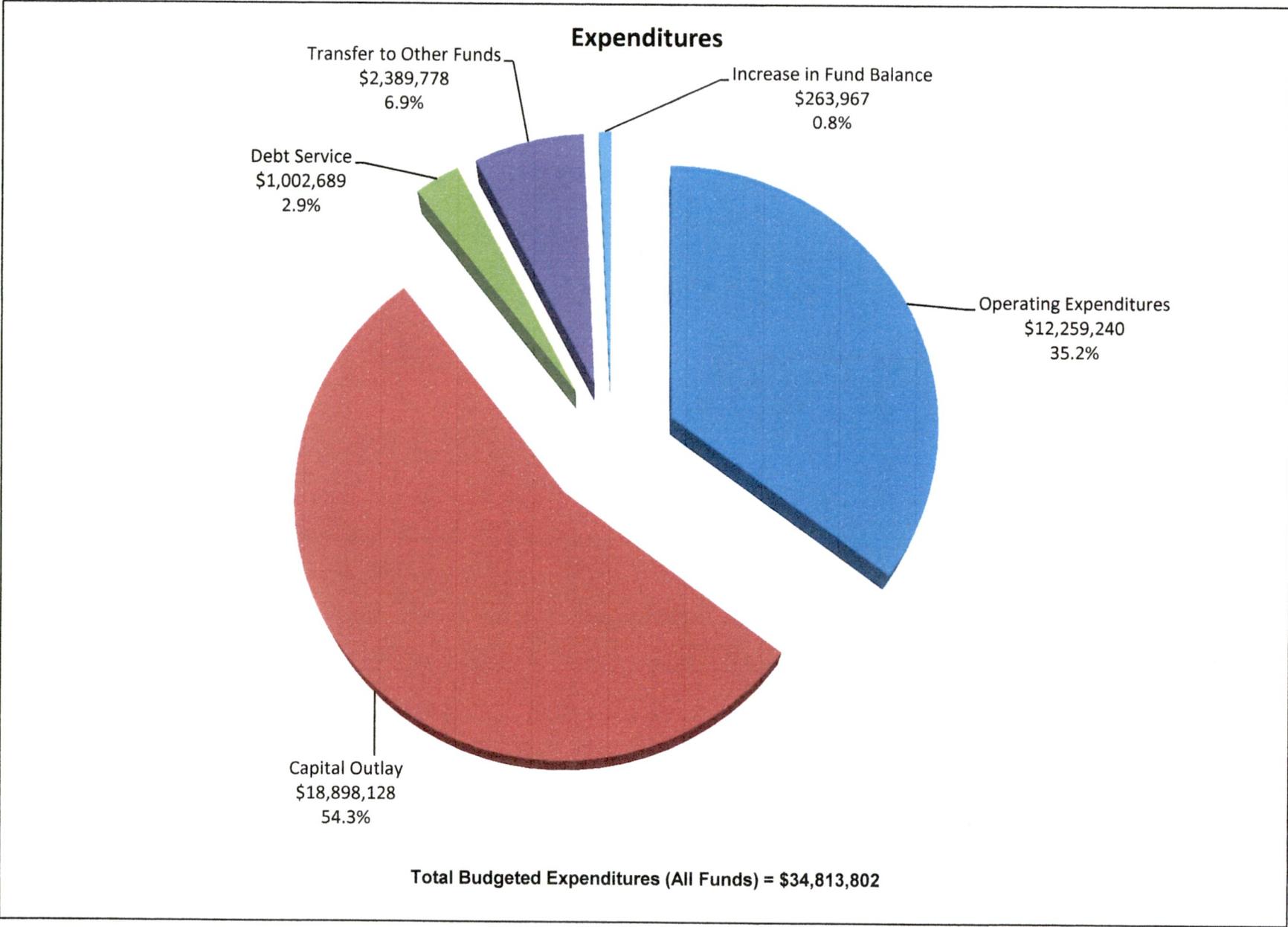
**City of Brevard
FY 16-17 Budget
ALL FUND SUMMARY**

Revenue



Total Budgeted Revenue (All Funds) = \$34,813,802

City of Brevard
FY 16-17 Budget
ALL FUND SUMMARY



CITY OF BREVARD		06.07.2016		
GENERAL FUND				
PROPOSED FY17 BUDGET				
	FY15	AMENDED	ESTIMATED	PROPOSED
	ACTUAL	FY16	ACTUAL	FY17
		BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$3,366,739	
REVENUE				
Property Taxes	\$4,421,228	\$4,524,700	\$4,529,385	\$4,545,352
Privilege Licenses	\$33,319	\$0	\$1,125	\$0
Interest Earned on Investments	\$2,259	\$5,000	\$5,022	\$5,000
Rental Income	\$27,060	\$25,000	\$27,060	\$25,000
Miscellaneous	\$54,478	\$6,000	\$6,000	\$6,000
Misc. Revenue 911 Funding		\$64,000	\$64,000	\$64,000
Zoning Administration	\$33,878	\$20,000	\$33,000	\$20,000
Utilities Franchise	\$605,535	\$595,000	\$600,000	\$600,000
Wine & Beer Tax	\$37,025	\$30,000	\$30,000	\$30,000
Powell Bill	\$225,745	\$222,000	\$225,824	\$222,000
Sales Taxes	\$1,347,461	\$1,325,000	\$1,334,000	\$1,325,000
ABC Net Revenue	\$159,526	\$125,000	\$150,000	\$150,000
Court Costs & Fees	\$3,272	\$2,500	\$2,900	\$2,500
Parking Violation Penalties	\$1,640	\$1,500	\$1,500	\$1,500
Donations to Police Department	\$2,475	\$2,400	\$2,400	
Refuse Collection & Recycling	\$886,934	\$877,000	\$895,000	\$877,000
Sales of Fixed Assets	\$6,333	\$8,196	\$11,331	
Recreation	\$19,813	\$18,000	\$18,000	\$18,000
Grants-Police Dept	\$3,520	\$9,709	\$9,709	\$24,500
Grants-Other	\$60,375		\$0	
County Vehicle Mtce	\$405,840	\$431,650	\$300,000	\$431,650
Loan Proceeds-New Equipment	\$142,000			\$323,995
Governor's Crime Commission Grant				
Transfers from Other Funds				
Utility Fund	\$520,000	\$575,000	\$575,000	\$575,000
Bjerg Trust Fund		\$100	\$0	\$100
Heart of Brevard	\$12,006	\$0	\$0	
Pedestrian Pathway		\$300,000	\$300,000	
Fund Balance Appropriated				
Capitol Budget		\$85,000		\$127,500
TOTAL REVENUE	\$9,011,722	\$9,252,755	\$9,121,256	\$9,374,097

CITY OF BREVARD				
GENERAL FUND				06.07.2016
PROPOSED FY17 BUDGET				
		AMENDED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	
	ACTUAL	BUDGET	6/30/2016	
EXPENDITURES				
Governing Board	\$82,760	\$413,268	\$400,000	\$97,968
Administration	\$596,274	\$607,656	\$602,000	\$757,559
Elections	\$11,832	\$0	\$0	
Finance, IT & Tax Collections	\$696,041	\$689,998	\$670,000	\$660,291
Tax Collections	\$144,132			
Legal	\$59,617	\$63,000	\$61,000	\$63,000
Planning	\$666,444	\$696,276	\$701,000	\$566,779
Parks & Property Management	\$502,188	\$644,997	\$625,000	\$620,423
Police	\$2,486,252	\$2,614,280	\$2,446,000	\$2,770,421
Public Services Administration	\$442,675	\$320,938	\$323,000	\$377,992
Public Works Garage	\$521,247	\$571,461	\$375,000	\$536,030
Streets-Local	\$645,960	\$659,217	\$625,000	\$750,988
Streets-Powell	\$101,186	\$222,000	\$222,000	\$222,000
Sanitation	\$727,430	\$722,024	\$690,000	\$952,777
Recreation	\$91,967	\$98,316	\$94,500	\$101,316
Non Departmental (Debt)	\$790,899	\$860,324	\$860,324	\$817,914
Economic Development	\$69,000	\$69,000	\$69,000	\$72,500
Contingency				\$6,139
TOTAL EXPENDITURES	\$8,635,904	\$9,252,755	\$8,763,824	\$9,374,097
ENDING FUND BALANCE			\$3,724,171	

CITY OF BREVARD		06.07.2016		
UTILITY FUND				
PROPOSED FY17 BUDGET				
	FY15 ACTUAL	AMENDED FY15 BUDGET	ESTIMATED ACTUAL 6/30/2016	PROPOSED FY17 BUDGET
BEGINNING FUND BALANCE			\$1,426,117	
REVENUE				
Interest on Investments				
Misc. Utility Fees	\$1,014		\$1,530	
Water Charges	\$2,097,786	\$2,350,000	\$2,270,000	\$2,527,000
Sewer Charges	\$1,795,355	\$2,120,000	\$2,000,000	\$2,245,000
Meter Charges	\$135,302	\$136,000	\$136,000	\$136,000
Tap & Connection Fees-Water	\$29,952	\$10,000	\$24,200	\$10,000
Tap & Connection Fees-Sewer	\$13,000	\$2,500	\$7,500	\$2,500
Transfer From Capital Reserve		\$425,000	\$425,000	
Reconnection Fees	\$46,435	\$40,000	\$46,000	\$40,000
Septage Pretreatment Facility	\$37,200	\$20,000	\$26,700	\$20,000
Fund Balance Appropriated		\$174,983		
Loan Proceeds--New Equipment				\$142,199
TOTAL REVENUE	\$4,156,044	\$5,278,483	\$4,936,930	\$5,122,699
EXPENDITURES				
Miscellaneous				
On Line/Credit Card Fees	\$18,032	\$20,000	\$20,000	\$20,000
Transfer to General Fund	\$520,000	\$575,000	\$575,000	\$575,000
Debt Service Payments	\$0	\$513,457	\$513,457	\$601,739
OPEB Transfer	\$19,044	\$6,750	\$6,750	\$6,750
Water Treatment Plant	\$640,423	\$1,063,405	\$900,000	\$952,740
Water Distribution	\$436,374	\$492,974	\$490,000	\$501,896
Utilities Administration	\$137,696			
Wastewater Treatment Plant	\$973,249	\$1,644,896	\$1,635,548	\$1,369,489
Wastewater Collection System	\$635,218	\$771,332	\$764,000	\$902,607
Transfer to Health Insurance Reserve		\$31,000	\$31,000	
Contingency		\$159,669		\$192,478
TOTAL EXPENDITURES	\$3,380,036	\$5,278,483	\$4,935,755	\$5,122,699
ENDING FUND BALANCE		\$920,262	\$1,427,292	

CITY OF BREVARD				
WATER & SEWER CAPITAL PROJECTS FUND (31)				
PROPOSED FY17 BUDGET				
	FY15 ACTUAL	AMENDED FY16 BUDGET	ESTIMATED ACTUAL 6/30/2016	PROPOSED FY17 BUDGET
BEGINNING FUND BALANCE				
REVENUE				
Fund Balance Appropriated				
Transfer from Capital Reserve				
Transfer from Utility Fund				
CG & Loan--Burrell Mountain Water Tank	\$1,564,135	\$600,000	\$829,177	\$0
CG & Loan--Kings Creek Sewer Phase II	\$148,561	\$1,435,784	\$60,000	\$1,435,784
CG & Loan--Upgrade 6 inch sewer to 8 inch sewer	\$206,194	\$1,738,600	\$1,200,000	\$0
CG & Loan--AMR (Radio Read Meters)	\$7,793	\$1,360,500	\$1,160,500	\$200,000
NC Rural Center--Brushy Creek Sewer				
CG & Loan--Neely Rd PS/FM/EQ TANK	\$1,042,701	\$1,200,000	\$400,000	\$1,484,150
CG & Loan--Kings Creek Phase III	\$63,236	\$1,484,150	\$150,000	\$13,666,000
TOTAL REVENUE	\$3,032,620	\$7,819,034	\$3,799,677	\$16,785,934
EXPENDITURES				
Water Tank Burrell Mountain	\$1,602,031	\$600,000	\$829,177	\$0
Kings Creek Sewer Phase II	\$148,561	\$1,435,784	\$60,000	\$1,435,784
Upgrade 6 inch sewer to 8 inch sewer	\$206,194	\$1,738,600	\$1,200,000	\$0
AMR (Radio Read Meters)	\$7,793	\$1,360,500	\$1,160,500	\$200,000
Neely Road PS/FM/EQ Tank	\$1,042,701	\$1,200,000	\$670,000	\$13,666,000
Kings Creek Sewer Phase III	\$63,236	\$1,484,150	\$150,000	\$1,484,150
Brevard Academy		\$0	\$150,000	
TOTAL EXPENDITURES	\$3,070,516	\$7,819,034	\$4,219,677	\$16,785,934
ENDING FUND BALANCE			\$0	

CITY OF BREVARD		06.07.2016		
CAPITAL RESERVE FUND (FUND 35)				
PROPOSED FY17 BUDGET				
		AMENDED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$1,082,248	
REVENUE				
Interest on Investments	\$316		\$56	
Impact Fees--Water	\$21,852	\$10,000	\$23,578	\$10,000
Impact Fees--Sewer	\$21,403	\$10,000	\$23,453	\$10,000
Sidewalks In-Lieu	\$1,964			
Fund Balance Appropriated		\$625,000		\$38,000
TOTAL REVENUE	\$45,535	\$645,000	\$47,087	\$58,000
EXPENDITURES				
Transfer to Other Funds	\$0	\$625,000	\$625,000	\$38,000
Increase in Fund Balance	\$0	\$20,000		\$20,000
TOTAL EXPENDITURES	\$0	\$645,000	\$625,000	\$58,000
ENDING FUND BALANCE			\$504,335	

CITY OF BREVARD				
FIRE DISTRICT FUND (FUND 40)				06.07.2016
PROPOSED FY17 BUDGET				
		AMENDED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$37,270	
REVENUE				
Fire District Taxes--County	\$294,528	\$308,700	\$308,700	\$333,594
Transfer from City General Fund	\$325,530	\$339,830	\$339,830	\$371,678
Loan Proceeds--Extrication Equipment				\$122,000
Fund Balance Appropriated				\$12,000
Grant Revenue				\$40,000
Misc. Revenue	\$10,145		\$575	
TOTAL REVENUE	\$630,203	\$648,530	\$649,105	\$879,272
EXPENDITURES				
Fire Department Operations & Debt	\$633,414	\$648,530	\$645,000	\$879,272
TOTAL EXPENDITURES	\$633,414	\$648,530	\$645,000	\$879,272
ENDING FUND BALANCE			\$41,375	

CITY OF BREVARD			06.07.2016	
T.L. SCRUGGS SCHOLARSHIP FUND (FUND 50)				
PROPOSED FY17 BUDGET				
		APPROVED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$11,546	
REVENUE				
Interest Earned on Investments	\$2			
Donations	\$17,149	\$11,500	\$19,519	\$15,000
TOTAL REVENUE	\$17,151	\$11,500	\$19,519	\$15,000
EXPENDITURES				
Scholarships Awarded	\$9,000	\$5,500	\$5,500	\$9,000
Fund Raising Expenses	\$5,821	\$6,000	\$6,509	\$6,000
TOTAL EXPENDITURES	\$14,821	\$11,500	\$12,009	\$15,000
ENDING FUND BALANCE			\$19,056	

CITY OF BREVARD			06.07.2016	
BJERG TRUST FUND (FUND 51)				
PROPOSED FY17 BUDGET				
		APPROVED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$60,143	
REVENUE				
Interest on Investments	\$70	\$100	\$90	\$100
TOTAL REVENUE	\$70	\$100	\$90	\$100
EXPENDITURES				
Transfer to General Fund		\$100		\$100
Increase In Fund Balance				
TOTAL EXPENDITURES		\$100		\$100
ENDING FUND BALANCE			\$60,233	

CITY OF BREVARD			06.07.2016	
RESERVE FOR OPEB (FUND 52)				
PROPOSED FY17 BUDGET				
		APPROVED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$156,485	
REVENUE				
Trasnfer from Other Funds	\$18,750	\$18,750	\$18,750	\$18,750
Interest on Investments	\$31		\$31	
TOTAL REVENUE	\$18,781	\$18,750	\$18,781	\$18,750
EXPENDITURES				
Increase in fund balance		\$18,750		\$18,750
TOTAL EXPENDITURES		\$18,750		\$18,750
ENDING FUND BALANCE			\$175,266	

CITY OF BREVARD		06.07.2016		
HEALTH INSURANCE RESERVE (FUND 53)				
PROPOSED FY17 BUDGET				
	FY15	APPROVED	ESTIMATED	PROPOSED
	ACTUAL	FY16	ACTUAL	
		BUDGET	6/30/2016	FY17
				BUDGET
BEGINNING FUND BALANCE			\$280,833	
REVENUE				
Employee Premiums				\$12,000
Retiree Insurance Premiums	\$13,582	\$12,000	\$10,600	\$12,000
Dependent Dental Premiums	\$51,560	\$55,000	\$57,000	\$55,000
Transfer from General Fund & Utility Fund	\$125,000	\$126,500	\$126,500	
Fund Balance Appropriated		\$90,000		
Department Charges for Group Medical	\$976,500	\$1,014,500	\$1,014,500	\$1,116,250
TOTAL REVENUE	\$1,166,642	\$1,298,000	\$1,208,600	\$1,195,250
EXPENDITURES				
Third Party Administrator	\$21,605	\$20,000	\$23,021	\$20,000
Medical Insurance Broker	\$29,957	\$21,000	\$31,900	\$21,000
Cobra Administrator	\$1,390	\$1,600	\$1,600	\$1,600
Med Cost UR/PPO	\$28,108	\$6,800	\$15,892	\$6,800
Aggregate Insurance Premiums	\$140,686	\$191,400	\$188,000	\$191,400
Maximum Claim Liability	\$901,736	\$951,500	\$950,000	\$848,350
Employee Assistance Program	\$2,544	\$3,500	\$3,100	\$3,900
Wellness Programs	\$76,464	\$75,000	\$83,000	\$75,000
Life Accidental Life	\$12,511	\$14,500	\$14,200	\$14,500
Life Dependent	\$653	\$700	\$617	\$700
Short Term Disability	\$10,476	\$12,000	\$12,000	\$12,000
TOTAL EXPENDITURES	\$1,226,130	\$1,298,000	\$1,323,330	\$1,195,250
ENDING FUND BALANCE			\$166,103	

CITY OF BREVARD			06.07.2016	
HEART OF BREVARD MSD (FUND 70)				
PROPOSED FY17 BUDGET				
		APPROVED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$0	
REVENUE				
District Tax Collections	\$117,459	\$130,700	\$121,000	\$125,000
Fund Balance Appropriated				
TOTAL REVENUE	\$117,459	\$130,700	\$121,000	\$125,000
EXPENDITURES				
Transfer to General Fund	\$12,006			
Contracted Services	\$117,042	\$130,700	\$121,000	\$125,000
TOTAL EXPENDITURES	\$129,048	\$130,700	\$121,000	\$125,000
ENDING FUND BALANCE			\$0	

CITY OF BREVARD			06.07.2016	
HOUSING TRUST FUND (FUND 76)				
PROPOSED FY17 BUDGET				
		APPROVED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	
	ACTUAL	BUDGET	6/30/2016	
BEGINNING FUND BALANCE			\$53,522	
REVENUE				
Interest on Investments	\$40			
Developer Loan Payment	\$13,332	\$26,536	\$26,536	\$26,600
TOTAL REVENUE	\$13,372	\$26,536	\$26,536	\$26,600
EXPENDITURES				
Increase in Fund Balance		\$26,536	\$26,536	\$26,600
TOTAL EXPENDITURES	\$0	\$26,536	\$26,536	\$26,600
ENDING FUND BALANCE			\$80,058	

CITY OF BREVARD			06.07.2016		
MULTI USE PATHS (FUND 78)					
PROPOSED FY17 BUDGET					
	FY15 ACTUAL	AMENDED FY16 BUDGET	ESTIMATED ACTUAL 6/30/2016	PROPOSED FY17 BUDGET	
BEGINNING FUND BALANCE			\$209,735		
REVENUE					
Miscellaneous	\$54,000				\$25,000
Transfer from DTMP		\$300,000	\$300,000		
Transfer from General Fund		\$108,196	\$108,196		\$90,000
Transfer Cap Reserve	\$38,000				\$38,000
Fund Balance Appropriated		\$207,000			\$150,000
TOTAL REVENUE	\$92,000	\$615,196	\$408,196		\$303,000
EXPENDITURES					
West Loop		\$107,000	\$95,205		\$75,000
TOTAL WEST LOOP PHASE I		\$107,000	\$95,205		\$75,000
Railroad Avenue Project		\$100,000	\$135,035		\$75,000
TOTAL RAILROAD PROJECT		\$100,000	\$135,035		\$75,000
Sidewalk & Pedestrian Improvements		\$108,196	\$100,002		\$153,000
TOTAL SIDEWALK/PED IMPROVEMENTS		\$108,196	\$100,002		\$153,000
Transfer to General Fund		\$300,000	\$300,000		
TOTAL EXPENDITURES	\$0	\$615,196	\$630,242		\$303,000
ENDING FUND BALANCE			-\$12,311		

CITY OF BREVARD			06.07.2016	
NARCOTICS TASK FORCE (FUND 81)				
PROPOSED FY17 BUDGET				
		APPROVED	ESTIMATED	PROPOSED
	FY15	FY16	ACTUAL	FY17
	ACTUAL	BUDGET	6/30/2016	BUDGET
BEGINNING FUND BALANCE			\$151,664	
REVENUE				
Interest on investments	\$137	\$100	\$136	\$100
Received from Transylvania County	\$17,874	\$15,000	\$15,140	\$15,000
Received from Brevard Police Department	\$10,000	\$15,000	\$15,000	\$15,000
Federal Asset Funds-Police	\$3,474	\$5,000		\$5,000
State Controller Payments	\$15,929	\$10,000	\$5,000	\$10,000
TOTAL REVENUE	\$47,414	\$45,100	\$35,276	\$45,100
EXPENDITURES				
Expenditures	\$46,879	\$40,100	\$40,000	\$40,100
DEA Fed Fund BPD		\$5,000		\$5,000
FED Asset Expenditures (Sheriff)	\$17,757	\$0	\$0	\$0
TOTAL EXPENDITURES	\$64,636	\$45,100	\$40,000	\$45,100
ENDING FUND BALANCE			\$146,940	

CITY OF BREVARD		06.07.2016		
ROSENWALD REVITALIZATION FUND (82)				
PROPOSED FY17 BUDGET				
	FY15 ACTUAL	APPROVED FY16 BUDGET	ESTIMATED ACTUAL 6/30/2016	PROPOSED FY17 BUDGET
BEGINNING FUND BALANCE			\$86,037	
REVENUE				
Fund Balance Appropriated		\$86,037		\$134,000
Transfer from Capital Reserve Fund		\$200,000	\$200,000	
State PARTF Grant	\$75,000	\$205,637	\$130,631	
TOTAL REVENUE	\$75,000	\$491,674	\$330,631	\$134,000
EXPENDITURES				
Property Acquisition	\$207,463	\$291,674	\$282,767	\$0
Rosenwald Park Improvements		\$200,000		\$134,000
TOTAL EXPENDITURES	\$207,463	\$491,674	\$282,767	\$134,000
ENDING FUND BALANCE			\$133,901	

CITY OF BREVARD			06.07.2016	
DOWNTOWN MASTER PLAN (FUND 83)				
PROPOSED FY17 BUDGET				
	FY15 ACTUAL	APPROVED FY16 BUDGET	ESTIMATED ACTUAL 6/30/2016	PROPOSED FY17 BUDGET
BEGINNING FUND BALANCE			\$799,784	
REVENUE				
Interest on Investments				
HOB	\$11,000	\$11,000	\$11,000	\$11,000
Appropriated Fund Balance		\$620,167		\$540,000
Transfer from General Fund	\$180,000	\$180,000	\$180,000	\$180,000
NC Dot Caldwell	\$22,500			
Transfer from Capital Reserve Fund	\$139,500			
TOTAL REVENUE	\$353,000	\$811,167	\$191,000	\$731,000
EXPENDITURES				
DTMP Design & Construction	\$34,902	\$511,167	\$153,709	\$191,000
Clemson Park & Other Downtown Improve	\$72,290	\$0	\$4,249	\$340,000
Caldwell Street Improvements				\$200,000
Transfer to Pedestrian Fund		\$300,000	\$300,000	
Increase in Fund Balance				
TOTAL EXPENDITURES	\$107,192	\$811,167	\$457,958	\$731,000
ENDING FUND BALANCE			\$532,826	



The City of
Brevard
North Carolina

BUDGET CALENDAR

BUDGET CALENDAR

CITY OF BREVARD

FY 2016-2017

January 28-January 29	Council/Staff Retreat
February 5	Distribute Budget Forms
February 12	Revenue & Expenditure Report for Month Ended January 31,2015 Provided to all Departments
March 4	Department Budgets due to Tom Whitlock
March 16	Parks, Trails & Recreation
March 17	Public Safety Meeting
March 21	City Council Meeting – FY16 Budget Kickoff for Citizen Input, Non Profit Requests
March 23	Downtown Master Plan
March 24	Public Works & Utilities Meeting
March 30	Finance & HR
April 15	Brevard Fire Department Budget Submitted to County EMS
May 16	City Council Budget Presentation
May 23	Budget Work Session #1
June 6	Budget Work Session #2 <i>(if necessary)</i>
June 13	Budget Work Session # 3 <i>(if necessary)</i>
June 20	City Council Meeting – Public Hearing on FY17 Proposed Budget
July 1	First Day of Fiscal Year



The City of
Brevard
North Carolina

FUND STRUCTURE

Financial Structure

Fund Description

The City of Brevard utilizes a fund structure as outlined in the accounting regulations that governs units of local government. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein that are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds are divided into various types according to the legal restrictions imposed upon them or by their uses.

I. GOVERNMENTAL FUNDS:

Accounted for on a “spending” or “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable, or appropriate resources.

A. General Fund

The general fund of a government unit serves as the primary reporting vehicle for current government operations including:

1. Governing Body
2. Administration
3. Finance
4. Planning
5. Parks and Property Management
6. Recreation
7. Public Works – Administration
8. Public Works Departments: Garage, Streets, Sanitation, and Streets Powell Bill.

The general fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund.

B. Special Revenue Funds

The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes. Special revenue fund budgeted and included in this document is:

Brevard Fire Department (Sylvan Fire Districts 1 & 2)

Financial Structure

II. PROPRIETARY FUNDS:

Accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, all assets and liabilities are included on their balance sheets and the reported fund equity provides an indication of the economic net worth of the fund. Operating statements for proprietary fund types report increases and decreases in total economic net worth.

Enterprise Funds

The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise Funds budgeted and included in the document are:

Water & Sewer Utility Funds

Water Plant
Wastewater Plant
Water Distribution
Sewer Collection

Trust Funds

The City utilizes trust funds for the following.

Other Post Employment Benefits (OPEB) Trust Fund
Bjerg Trust Fund (Gift from the Estate of Dorothy S. Bjerg)
Housing Trust Fund
Terrell Scruggs Scholarship Trust Fund



The City of
Brevard
North Carolina

FINANCIAL POLICIES

Financial Policies

- A. Revenue**
- B. Operating Budget**
- C. Capital improvement Program**
- D. Capital Equipment Replacement**
- E. Accounting**
- F. Debt**
- G. Fund Balance**

Revenue Policy

1. Assessed valuation shall be estimated based on historical trends and growth patterns in a conservative manner and the estimated rate of collection of the levy shall not exceed the rate of the preceding fiscal year.
2. The City sets fees that will maximize user fees in lieu of ad valorem taxes for services that can be individually identified and where costs are directly related to the level of service. To the extent possible, user charge fees for water, sewer, stormwater and solid waste will be sufficient to finance operating, capital and debt service for said services.
3. The City will avoid dependence on temporary revenues to fund mainstream municipal services.
4. Potential grants shall be carefully examined for matching requirements (both dollar and level of effort matches)
5. The City will maintain adequate water and sewer utility rate structures to insure that the enterprise funds remains firmly and separately self-supporting the cost of operation & maintenance and debt service.

Operating Budget Policy

1. Current operating revenues will be sufficient to support current operating expenditures.
2. Debt financing will not be used to finance current operations.
3. The City will maintain a separate budget for the revenue and carry-over balances for the Powell Bill Fund to ensure monies are spent in accordance with Powell Bill requirements.
4. Assets will be maintained at a level that protects capital investment and minimizes future maintenance and replacement costs.
5. The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital infrastructure and equipment.

Financial Policies

Capital Improvement Program Policy

1. The City will update and readopt annually a five-year capital improvement program, which details each capital project, the estimated cost, description and funding source.
2. The City will actively seek grant funding for infrastructure in an effort to lower fiscal impact for local taxpayers

Capital Equipment Replacement Program Policy

1. The City will replace 2 or 3 police vehicles each year to provide for a sound replacement program of the police department fleet. Replacement shall be budgeted each year in the General Fund Police Department Budget.
2. The City will replace all other city equipment based upon age, condition, and usage and may consider the use of debt financing to minimize the impact of major capital equipment purchases in the annual budget.
3. The City will collect meter fees in the Water & Sewer Enterprise Fund which shall be used exclusively for debt payments for radio read meters and/or replacement of water system meters.

Accounting Policy

1. The City will establish and maintain the accounting systems according to the North Carolina Local Budget and Fiscal Control Act
2. An annual audit will be performed by an independent public accounting firm which will issue an official opinion on the annual financial statements, with a management letter detailing areas that need improvement if required.
3. Full disclosure will be provided in the financial statements and bond representations.
4. Financial systems will be maintained to monitor revenue and expenditures on a monthly basis. Monthly financial reports will be submitted to the City Council.

Debt Policy

1. Capital projects and equipment financed through the issuance of bonds and/or installment purchases shall be financed for a period not to exceed the expected useful life of the project and/or equipment.
2. Inter fund transfers shall be repaid with no interest.

Financial Policies

Fund Balance Policy

The General Fund Unassigned Fund Balance will be maintained at a level sufficient to provide for the required resources to meet operating cost needs, to allow for unforeseen needs of an emergency nature, to permit orderly adjustment to changes resulting from fluctuations of revenue sources, and to permit appropriations for unique circumstances as deemed appropriate by the City Council. The City of Brevard will maintain at least 30% of the next year's budget, net of Federal and State pass through revenue, in the unassigned fund balance. Any emergency appropriation request that would require the level of unassigned fund balance to fall below 30% would be for major capital projects that are for the benefit of the City of Brevard or required as a part of a local match for a grant funded project.

Any amounts remaining in the fiscal year-end in excess of the 30% unassigned fund balance, excluding Federal and State pass through revenue, may be designated for subsequent year's expenditures. This excess amount may be available through appropriation by the City Council to fund capital projects or debt service expenditures as determined by the City Council during the budgetary process for the subsequent fiscal year.



The City of
Brevard
North Carolina

GENERAL FUND

REVENUE

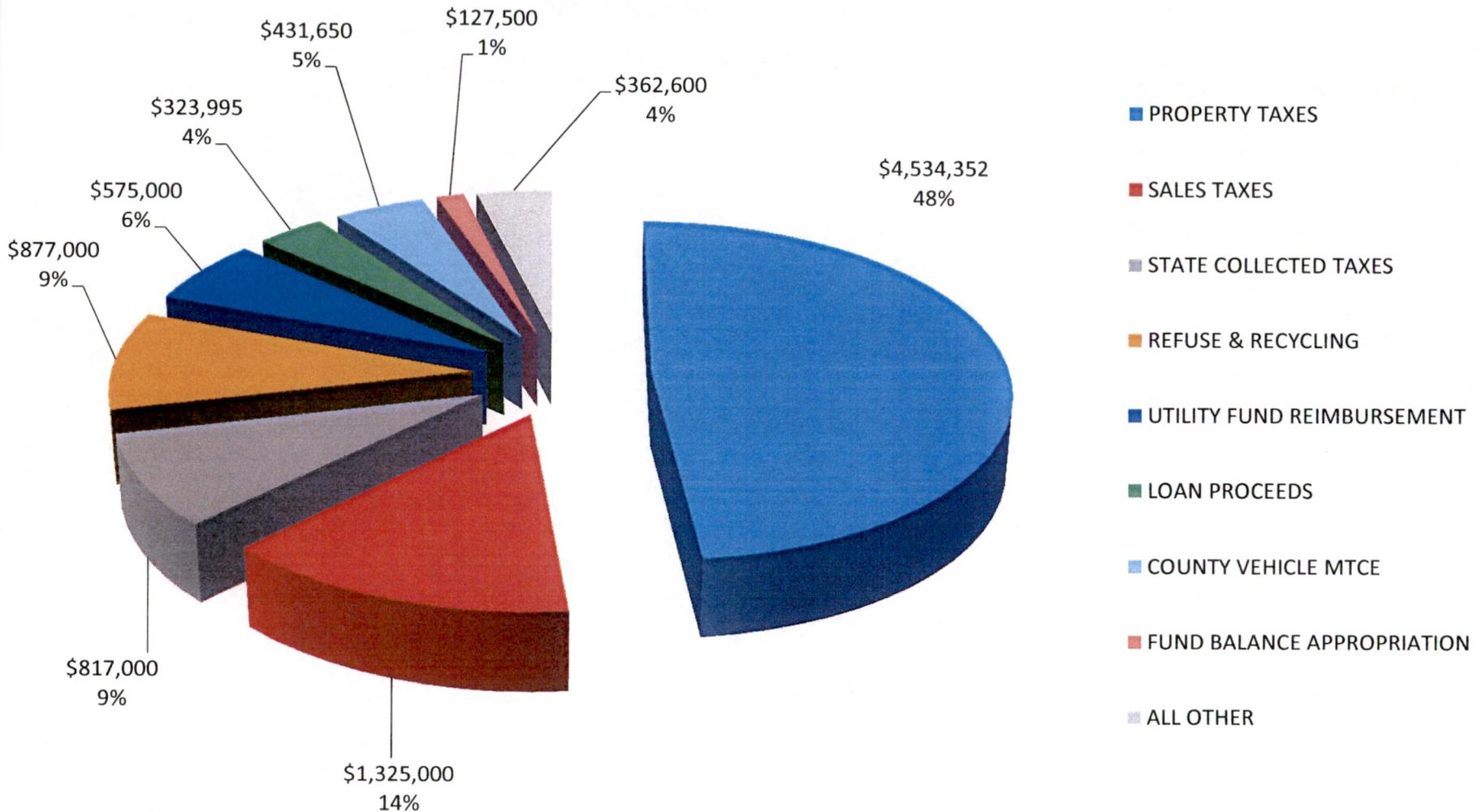
CITY OF PEVARD
 ANNUAL BUDGET MATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>ORIGINAL</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
10-3010-0000 AD VALOREM TAX - CURRENT LEV	4,399,820	4,500,000	4,452,940	1.05		4,520,652	
10-3010-0100 AD VALOREM TAX - PRIOR YEARS	5,542	10,000	2,938	70.62		10,000	
10-3090-0000 PAYMENTS IN LIEU OF TAXES	6,479	6,200	6,509	-4.99		6,200	
10-3120-0000 REFUNDS PD ON AD VALOREM TA	-1,375	-2,500	-2,194	12.24		-	2,500
10-3170-0000 TAX PENALTIES & INTEREST	10,762	11,000	11,065	-0.59		11,000	
10-3250-0000 PRIVILEGE LICENSES	33,319		1,125				
10-3290-0000 INTEREST EARNED ON INVESTMEN	2,259	5,000	5,023	-0.45		5,000	
10-3310-0000 RENTALS (CELL TOWER)	27,060	25,000	22,550	9.80		25,000	
10-3350-0100 MISCELLANEOUS REVENUE	54,478	6,000	5,481	8.65		6,000	
10-3350-0105 MISC REV 911 FUNDING			43,045				64,000
10-3350-0200 ZONING ADMINISTRATION	33,878	20,000	29,832	-49.16		20,000	
10-3370-0000 UTILITIES FRANCHISE TAX	556,816	350,000	285,176	18.52		555,000	
10-3370-0100 UTILITIES FRANCHISE TAX-CATV	48,719	45,000	22,473	50.06		45,000	
10-3410-0000 WINE & BEER TAX	37,025	30,000		100.00		30,000	
10-3430-0000 POWELL BILL ALLOCATION	225,745	222,000	225,824	-1.72		222,000	
10-3450-0000 ARTICLE 39 1 CENT TAX	479,949	475,000	275,081	42.09		475,000	
10-3450-0100 ARTICLE 40 1/2 CENT TAX	317,690	315,000	185,602	41.08		315,000	
10-3450-0150 ARTICLE 42 1/2 CENT TAX	236,078	225,000	135,109	39.95		225,000	
10-3450-0200 ARTICLE -- HOLD HARMLESS (42-4	313,744	310,000	188,014	39.35		310,000	
10-3470-0000 ABC NET REVENUES	159,526	125,000	106,002	15.20		150,000	
10-3510-0000 COURT COSTS & FEES	3,272	2,500	2,473	1.07		2,500	
10-3520-0000 PARKING VIOLATION PENALTIES	1,640	1,500	1,125	25.00		1,500	
10-3530-0100 DONATIONS TO POLICE DEPARTMI	2,475		2,400				
10-3590-0100 REFUSE COLLECTION FEES	359,569	370,000	315,727	14.67		370,000	
10-3590-0200 SPECIAL REFUSE COLL CHARGES	4,860	2,000	4,290	-114.50		2,000	

CITY OF DEERFIELD BEAVERD
 ANNUAL BUDGET MATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	ORIGINAL	ACTUAL	% REM	REQUESTED	RECOMM	APPROVED
	14-15	BUDGET	04/30/2016		16-17	16-17	16-17
10-3590-0300 COUNTY DISPOSAL FEES-REFUSE	289,000	280,000	241,200	13.86		280,000	
10-3590-0400 SOLID WASTE DISPOSAL TAX	4,942	5,000	3,725	25.50		5,000	
10-3590-0500 SPECIAL - ELECTRONICS - MULCH	685		730				
10-3590-0600 CARDBOARD RECYCLING	69,340	70,000	57,870	17.33		70,000	
10-3650-0000 RECREATION DEPARTMENT REVENUE	14,898	15,000	7,755	48.30		15,000	
10-3650-0100 REC CONCESSIONS	4,915	3,000	1,881	37.31		3,000	
10-3750-0000 RECYCLING REVENUE	158,541	150,000	133,163	11.22		150,000	
10-3830-0000 SALE OF FIXED ASSETS	6,333		8,196				
10-3910-0000 REIMBURSEMENT FROM UTILITY F	520,000	575,000	575,000			575,000	
10-3910-0100 TRANSFER FROM HOB	12,006						
10-3910-0500 TRANSFER FROM PEDESTRIAN FUN			300,000				
10-3910-1015 NCDENR RECYCLING GRANT	60,375						
10-3920-0000 GRANT REVENUE (P.D.)	3,520					24,500	
10-3920-0040 PROCEEDS FROM BORROWING	142,000					323,995	
10-3970-0300 TRANS FROM BJERG TRUST		100		100.00		100	
10-3970-1100 COUNTY-VEHICLE MAINTENANCE	405,840	431,650	229,000	46.95		431,650	
10-3990-0300 FUND BAL APP -- CAPITAL BUDGET		85,000		100.00		127,500	
10 GENERAL FUND	9,011,722	8,668,450	7,886,129	9.02		9,374,097	
	<u>9,011,722</u>	<u>8,668,450</u>	<u>7,886,129</u>	9.02		<u>9,374,097</u>	

GENERAL FUND REVENUE



TOTAL REVENUE: \$9,374,097

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

These revenues are specific to the general fund and by North Carolina Local Government Commission standards should only be used for general fund purposes. These include police, fire, streets, solid waste, recreation, administration, planning, finance, as well as other permitted purposes.

3010.0000 Property Taxes - Current Year

The property tax for fiscal year 2016-2017 is proposed to be 0.4800 cents per \$100 valuation of property. The following table shows current years projected receipts and the proposed years estimated receipts. This figure takes into account growth that occurred during the past calendar year.

Description	FY 13-14	FY 14-15	FY 15-16	FY 16-17
Real & Personal Property Valuation	960,000,000	960,000,000	965,000,000	950,000,000
Total Valuation	960,000,000	960,000,000	965,000,000	950,000,000
Tax Rate per \$100 Valuation	0.4525	0.4525	0.4725	0.4800
Property Tax Levy	4,344,000	4,344,000	4,559,000	4,520,652
Historical Collection % @ July 1	0.9970	0.9960	0.9960	0.9989
Estimated Tax Levy Collection @ July 1	4,330,000	4,326,624	4,541,386	4,515,679

Budgeted Amount \$ 4,520,652

PROPERTY TAXES

3010.0100 thru .0400 Property Taxes Prior Years

This line item accounts for uncollected property taxes for 2013 and prior years. Overall collection percentages at July 1 have remained steady for the past 5 years. The budgeted amount here will continue to increase slightly annually as the tax base and the numbers of taxpayers grow. The proposed budget projections below were based upon information taken directly from past audit reports showing uncollected balances at June 30 as well as past collection history.

Budgeted Amount \$ 10,000

3090.0000 Payments in Lieu of Taxes

This revenue is derived from an agreement with the Brevard Housing Authority and the City that allows for a payment in lieu of taxes. The BHA is a property tax exempt organization that places service demands on City departments. In order to offset this cost this agreement was entered into several years ago. The amount is based upon a formula that is based primarily upon the number of occupied units.

Budgeted Amount \$ 6,200

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3120.0000 Property Tax Refunds

Property tax discounts are not available in Transylvania County. This item is budgeted to take into account property tax billing errors and justified refunds from the Tax Collector's Office.

Budgeted Amount (\$ 2,500)

3170.0000 Property Taxes - Penalties/Interest

Property tax penalties are applicable each year for those taxes due and paid after January 9.

Budgeted Amount \$ 11,000

3250.0000 Privilege Licenses

This is an annual local tax levied on various businesses as authorized by the NC General Statutes. The amount of tax varies depending upon the type and scope of business. Minimum and maximum amounts are prescribed by the statute and City code. This line item also includes sweepstakes revenue. *Effective July 1, 2015 municipalities can no longer collect privilege licenses.*

Budgeted Amount \$ -0-

3290.0000 Investment Income - General

This revenue is generated through the investment of general fund balance and idle funds received throughout the fiscal year.

Budgeted Amount \$ 5,000

3310.0000 Rentals – Cell Tower

This revenue is generated through the lease agreement entered into with National Wireless. This tower currently houses four mobile phone antennae.

Budgeted Amount \$ 25,000

3350.0100 Miscellaneous Revenue

Revenue not otherwise categorized is included under this line item. Insufficient fund checks from customers are the most significant example.

Budgeted Amount \$ 6,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3350.0105 Miscellaneous Revenue 911 Funding

This revenue is received from the State to supplement equipment and training for dispatchers.

Budgeted Amount \$ 64,000

3350.0200 Zoning Administration

These charges are received for the issuance of zoning compliance permits, variance applications, rezoning applications, subdivision review and other miscellaneous zoning charges.

Budgeted Amount \$ 20,000

3370.0000 Utilities Franchise Tax / Piped Natural Gas Excise Tax

- Utility franchise tax on piped natural gas was replaced in 1998 by the General Assembly with a new excise tax.
- The State levies a 3.22 percent franchise tax on the total gross receipts of all businesses within the state that furnish electricity. A portion equal to 3.09 percent of the total gross receipts of electricity service derived from the sale within any municipality is distributed to the municipality in which these gross sales are made.
- The State of NC also levies a sales tax on telecommunications of 8% of gross receipts. Included are receipts from local, intrastate, interstate, toll, private and mobile telecommunication services. Other service charges for specific services are also used in calculating gross receipts.
- The State of N.C. also levies an excise tax on piped natural gas which is based on monthly therm volumes received by the end-user of the gas.

Distributions for these taxes are made quarterly on September 15, December 15, March 15 and June 15.

Budgeted Amount \$ 555,000

3370.0100 Utilities Franchise Tax-CATV

The N.C. Department of Revenue distributes part of the sales tax received on video programming revenues as follows: 20.65% of the sales tax collections from video programming service; an additional 6.74% of the existing telecommunications sales tax; 32.46% of sales tax collections on satellite television service.

Budgeted Amount \$ 45,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3410.0000 Wine and Beer Tax

This revenue source is derived from state levied excise taxes on beer and wine. The State of North Carolina shares a portion of each tax; beer (20.47%), wine (49.44%) and unfortified wine (18.00%), within municipalities where each can be sold legally. Distribution is on a per capita basis. This revenue is typically received after March 31 but before June 30 of each year. These percentages are the levels set in 2012 after the State raised its beer and wine tax rates.

Budgeted Amount \$ 30,000

3430-0000 Powell Bill Allocation

The State of NC levies a gasoline tax of 17 cents plus a variable rate of either 3 ½ cents per gallon or 7 percent of the average wholesale price of motor fuel for the applicable base period, whichever is greater, on each gallon of gasoline sold in North Carolina. One and ¾ cents of this gasoline tax is distributed to cities and towns for street and sidewalk construction as well as maintenance purposes. Of this allocation, the distribution of 25 percent is to cities and towns based upon the relative mileage of the qualifying non-state system or local streets, and 75 percent based upon relative official state certified populations. To receive funds, each city or town must file an annual certified map and an annual expenditure report.

The 1989 General Assembly also provided for distribution of a portion of the NC Highway Trust Fund for Powell Bill purposes. Powell Bill allocations are distributed by October 1 of each year. This revenue has been in decline for the past three years due to reductions undertaken by the General Assembly in reaction to the ongoing state budget crisis.

- 75% State certified population (7,609 x \$ 19.70. per capita)
- 25% Street mileage of local system (39.84 mi. x \$ 1,532)

Budgeted Amount \$ 222,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

Sales Taxes

Distribution: Transylvania County currently uses the Ad Valorem distribution method. Under this method the proceeds must be divided between the county and the municipalities in proportion to the total amount of ad valorem taxes levied by each. For the purposes of this type of distribution, the amount of ad valorem taxes levied by the county or municipality includes any ad valorem taxes levied and collected by the county or municipality on behalf of a taxing district (such as a fire district, sanitary district, or school district). If the county employs this basis, a municipality or county must share the proceeds with these districts in proportion to the ad valorem levied on their behalf. These funds are distributed monthly by the State within 45 days from the end of the collection month.

3450.0000 Article 39 - 1 Cent Local Option Sales and Use Tax

1 Percent Local Government Sales Tax: Article 39 of Chapter 105 of the General Statutes provides that the county commission in each county may, either upon their own action or upon the approval of the voters, levy a 1 percent local government sales tax along with the State sales and use tax at the general State rate. The act further provides for the allocation of all the local option sales taxes to the county of origin but is collected and administered by the Secretary of Revenue. The distribution of this tax is now on a point of delivery basis, with most sales delivered within the county (in the store) in which the sales take place. The division of the proceeds between a county and its municipalities is on one of two bases, depending upon the method chosen by the county commission at the time they levy the tax: Population or Ad Valorem Distribution.

Budgeted Amount \$ 475,000

3450.0100 Article 40 – 1/2 Cent Supplemental Local Government Sales Tax

The 1983 General Assembly gave each county authority to levy an additional one half percent local option sales tax (Article 40, G.S. Chapter 105). The procedures for levy and collections are the same as for the original local option sales tax. However, the distribution of net proceeds is on a per capita basis among the counties that have levied the tax, instead of on a point-of-delivery basis.

Budgeted Amount \$ 315,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3450.0150 Article 42 Additional 1/2 Percent Local Government Sales Tax

The 1985 General Assembly authorized counties to levy a second one half percent local option sales tax, with an effective date not earlier than September 1, 1986. The distribution of net proceeds originally was on a per capita basis. In 2007 the General Assembly passed legislation to change the distribution for the Article 42 local option sales tax from per capita to point of delivery distribution, effective October 1, 2009.

Budgeted Amount \$ 225,000

3450-0200 City Hold Harmless (Article 44 Replacement)

The 2001 General Assembly gave each county authority to levy a third one half percent local option sales tax. In 2007 the General Assembly passed legislation to have the State assume county Medicaid costs, eliminate the Article 44 local sales tax, and raise the State tax rate commensurately. Effective October 1, 2008, the State took over one quarter cent of the Article 44 local option sales tax, and effective October 1, 2009, the State took over the remaining one quarter cent of that local tax. Because the assumption of Medicaid costs did not benefit municipalities, the 2007 legislation provided for municipalities to be completely reimbursed for the loss of Article 44 taxes through a "City Hold Harmless" payment. The Hold Harmless payment ensures that neither the change in Article 42 nor 44 would reduce the amount of revenue that any municipality receives. There is no expiration date on the hold harmless payments.

Budgeted Amount \$ 310,000

3470.000 ABC Net Revenues

This revenue is derived from annual net sales profits generated by the Brevard ABC store. Figures are based upon audited financial records with the City receiving 75% of the distribution and the County receiving the remaining 25%.

Budgeted Amount \$ 150,000

3510.0000 Court Costs, Fee and Charges

This revenue includes reimbursements received from the County Clerk of Court for court cost reimbursements received by the Police Department.

Budgeted Amount \$ 2,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3520.0000 Parking Violations and Penalties

This revenue is generated from the issuance of civil parking citations by the Police Department in the downtown area. This revenue does fluctuate annually based upon the number of seasonal visitors and manpower availability for enforcement.

Budgeted Amount \$ 1,500

3590.0100 Refuse Collection Fees

This fee offsets the overall cost of providing refuse collection for both residential and commercial customers. It does not, however, completely cover the cost of the service. This service is subsidized by other general fund revenue. The monthly business charges have also remained fairly stable. Projected revenues for the coming year are as follows:

- Monthly Residential Charges (2,487 customers @ \$9.75 per month)
- Monthly Business Charges (339 customers @ tiered rate schedule)

Budgeted Amount \$ 370,000

3590.0200 Special Refuse Collection Fees

This fee is charged to all customers requesting a special bulk collection by the City. It is recommended that this charge be proposed at \$30.00. Last year the City conducted approximately 149 special collections.

Budgeted Amount \$ 2,000

3590.0300 County Refuse Disposal Fees

This fee offsets the overall cost of providing refuse disposal for all municipal solid waste collected by the City and taken to the Transylvania County Sanitary Landfill. The current landfill tipping fee is set at \$52 per ton. Projected revenues for the coming year are as follows:

- Monthly Residential Charges (2,500 customers @ \$ 7.25 per month)
- Monthly Business Charges (341 customers @ tiered rate schedule)

Budgeted Amount \$ 280,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3590.0400 Solid Waste Disposal Tax

The 2007 session of the General Assembly enacted a \$2 per ton statewide "tipping tax." The excise tax went into effect July 1, 2008 and will be charged on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state or transferred at a transfer station for disposal outside the state. Municipalities receive 18.75% of the tax on a per capita basis for solid waste management programs and services.

Budgeted Amount \$ 5,000

3590.0600 Commercial Recycling (previously "Cardboard Recycling")

This revenue stream was enacted July 1, 2009 for cardboard through a fee. The recycling fee is \$10.00 for recyclables, including cardboard, and will be collected from each commercial water customer.

Budgeted Amount \$ 70,000

3650.0000 Recreation Department Revenue

This revenue is generated through the collection of admission fees paid by the public at Franklin Park Pool.

Budgeted Amount \$ 15,000

3650.0100 Recreation Concessions

This revenue is generated through the sale of concessions at Franklin Park Pool.

Budgeted Amount \$ 3,000

3750.0000 Recycling Revenue

This revenue is generated from the \$3.00 monthly residential recycling and \$4.00 commercial recycling charge. Additional recycling revenue is realized through the periodic sale of cardboard collected from commercial establishments in the City. The City has approximately 2,975 residential recycling customers and 557 commercial customers. Recycling customers are provided 96-gallon roll-out recycling containers or bins.

Budgeted Amount \$ 150,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3830.0000 Sale of Fixed Assets

This revenue is generated from the sale of retired and obsolete equipment not currently in use by City departments. The City periodically inventories equipment and materials that no longer have a practical use and conducts a public auction to dispose of these items.

Budgeted Amount \$ -0-

3910.0000 Reimbursement from Utility Fund – Administrative Services

The General Fund provides administrative services to the Utility Fund and annually charges an administrative services fee. This fee is based upon the actual documented costs incurred by the General Fund for administrative support of the Utility systems. These cost are determined by a formula taking into consideration those positions dedicated to utility billing and collections, accounts payable, finance, planning, management and clerical support. This formula was adopted by City Council in 2002 in an effort to provide justification for the transfer of these funds.

All identifiable hard costs associated with Utility Administration are accounted for by an established percentage for each applicable department providing service to the Utility Fund for which it would not otherwise incur a cost.

Budgeted Amount \$ 575,000

3910.0100 Transfer from Heart of Brevard Fund

Prior year, Heart of Brevard (HOB) fund balance was transferred to General Fund to provide additional monies to HOB Economic Development Grant.

Budgeted Amount \$ -0-

3920.0000 Police Department Grant Revenue

This revenue is comprised of various grant receipts from programs that provide specific funding for local law enforcement. Grants are periodically received from the Governor's Highway Safety Program, the Governor's Crime Commission and various federal sources.

Budgeted Amount \$ 24,500

3920.0040 Proceeds from Borrowing

Budgeted Amount \$ 323,995

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3940.0000 Human Resource Grants

Budgeted Amount \$ -0-

3970.0300 Transfer from Bjerg Trust Fund

This revenue is derived from interest income generated from the investment of the Bjerg nonexpendable trust fund principal. These funds were donated to the City with the stipulation that only the interest produced from investment of the principal be used for the maintenance of the French Broad Community Center. This amount stands at \$59,983 as of June 30, 2013.

Budgeted Amount \$ 100

3970.1100 County Vehicle Maintenance Contract

The City garage currently provides vehicle maintenance services to Transylvania County on a contractual basis. It is recommended that an increase equal to the Cost of Living Adjustment budgeted for employees be charged for this service. The fee will remain at \$76,650. Besides the personnel cost associated with the vehicle maintenance, the budgeted amount includes the cost of parts and materials used on County vehicles. This fee plus cost is billed monthly.

Budgeted Amount \$ 431,650

3980.0000 Transfer From Capital Reserve

Included in the budget recommendations is to transfer from the Capital Reserve to fund capital and planning projects. A summary of the transfer is shown below:

Budgeted Amount \$ -0-

3990.0000 Fund Balance Appropriated

This revenue represents an appropriation of reserve funds that are not reserved by state statute, designated or committed for a specific purpose. Appropriations from reserve are typically only made for special projects approved by the City Council, unforeseen capital expenses or in rare emergency situations for operating expenses that result from an unexpected budget shortfall or additional unanticipated expenses.

Budgeted Amount \$ -0-

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

REVENUES

3990.0300 Fund Balance Appropriated – Capital Budget

Included in the budget recommendation is to appropriate dollars into the General Fund Balance for the following projects:

5100 Police Department - 3 Patrol Vehicles

↑

Budgeted Amount \$ 127,500

General Fund Revenue Total

\$ 9,374,097



The City of
Brevard
North Carolina

GOVERNING BODY

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
4100 GOVERNING BOARD							
4100 GOVERNING BOARD							
10-4100-0100 SALARIES PART TIME						33,133	
10-4100-0300 SALARIES PART TIME	31,930	33,133	28,514	13.94			
10-4100-0500 FICA	2,560	2,535	2,164	14.62		2,535	
10-4100-1100 TELEPHONE	1,875	1,300	2,529	-94.57		3,000	
10-4100-1400 TRAVEL	1,657	6,100	2,664	56.33		6,100	
10-4100-2100 RENTALS/PARKING LOTS	4,035	9,200	8,506	7.55		9,200	
10-4100-4500 CONTRACTED SERVICES	15,069	25,000	21,772	12.91		8,000	
10-4100-5300 DUES & SUBSCRIPTIONS	12,720	13,500	4,923	63.53		13,500	
10-4100-5400 INSURANCE & BONDS	11,484	14,000	11,118	20.59		14,000	
10-4100-5700 NON PROFIT CONTRIBUTIONS & O	1,429	308,500	306,352	0.70		8,500	
4100 GOVERNING BOARD	<u>82,760</u>	<u>413,268</u>	<u>388,542</u>	5.98		<u>97,968</u>	
4100 GOVERNING BOARD	<u>82,760</u>	<u>413,268</u>	<u>388,542</u>	5.98		<u>97,968</u>	
10 GENERAL FUND	<u>82,760</u>	<u>413,268</u>	<u>388,542</u>	5.98		<u>97,968</u>	
	<u>82,760</u>	<u>413,268</u>	<u>388,542</u>	5.98		<u>97,968</u>	

GOVERNING BOARD

Governing Board	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 Estimated	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	34,490	35,668	30,678	35,668
Materials, Supplies, Services	48,270	377,600	357,864	62,300
Capital Outlay	0	0	0	0
Total	82,760	413,268	388,542	97,968
Full Time Positions	0	0	0	0

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4100 Governing Body

The Mayor and City Council are the governing body of the City of Brevard. The Mayor and five City Council members are elected at-large by the citizens of Brevard. The City Council appoints one of its members to act as Mayor pro tempore to perform duties in the Mayor's absence or disability.

The Mayor presides over all meetings of the City Council and only votes in case of equal division of the council. City Council exercises legislative powers of the City by establishing ordinances and policies. The form of government is council-manager. The council appoints an officer to serve as head of the administrative branch of city government.

4100.0300 Salaries

This line item covers the annual salaries for the Mayor and City Council as shown in the table below.

4100.0500 FICA

These line items cover the FICA cost on the annual salaries for the Mayor and City Council as shown in the table below.

Budgeted Amounts

Position Title	No.	FY 16-17 Salary	FICA	Total
Mayor (\$740.75/mo)	1	\$ 9,066	\$ 694	\$ 9,760
Council (\$1,966.25/mo)	5	\$24,067	\$1,841	\$25,908
Totals	6	\$33,133	\$2,535	\$35,668

Budgeted Amount \$ 35,668

4100.1100 Telephone

Verizon Wireless for City Council iPads and cell phone for the Mayor.

Budgeted Amount \$ 3,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4100 Governing Body

4100.4500 Contracted Services

Contracting outside professionals (i.e. Architects, Appraisers, Auditors, Engineers, Facilitators, etc.) to conduct workshops or investigations at City Council's direction.

Annual Retreat	7,000
Miscellaneous Professional Services (e.g. appraisals, assessments)	1,000
Elections (odd numbered years)	-0-

Budgeted Amount \$ 8,000

4100.5300 Dues and Subscriptions

Membership dues to agencies or organizations that provide support or information to the City of Brevard

NC League of Municipalities	7,900
National League of Cities	1,000
School of Government	900
Land of Sky Regional Council	3,700

Budgeted Amount \$ 13,500

4100.5400 Insurance and Bonds

Cost of providing public officials liability insurance for the governing body

Budgeted Amount \$ 14,000

4100.5700 Non-Profit Contributions & Other

This line item covers a variety of minor costs throughout the year such as volunteer recognition or official receptions.

Annual Volunteer Recognition and Reception	2,000
Delegation Visits, Plaques, and Receptions	2,000
Mayor's Donation Fund	4,500

Budgeted Amount \$ 8,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4100 Governing Body

4100.6000 Department Equipment

Budgeted Amount \$ -0-

4100.7400 Capital Outlay - Equipment

Budgeted Amount \$ -0-

4100 – Governing Body Departmental TOTAL	\$ 97,968
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The City of
Brevard
North Carolina

ADMINISTRATION

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>REQUESTED</u> <u>% REM</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND						
4200 ADMINISTRATION						
4200 ADMINISTRATION						
10-4200-0200 SALARIES - REG	319,496	360,044	264,931	26.42	445,157	
10-4200-0210 SALARIES-REG-OT	295	1,000	101	89.85	1,000	
10-4200-0400 PRO SERVICES	35,620	16,000	5,552	65.30		
10-4200-0500 FICA	24,640	27,620	19,581	29.11	34,131	
10-4200-0600 GROUP INSURANCE	52,500	60,796	60,796		70,500	
10-4200-0700 RETIREMENT	23,481	25,526	17,773	30.37	32,346	
10-4200-0710 401K SUPPLEMENT			2,620			
10-4200-0925 PRO SERVICES					37,000	
10-4200-1000 TRAINING	2,583	5,750	2,326	59.55	13,500	
10-4200-1100 TELEPHONE	3,629	2,200	2,810	-27.71	3,500	
10-4200-1110 POSTAGE	345	750	55	92.69	1,000	
10-4200-1200 PRINTING	505	1,350		100.00	1,950	
10-4200-1400 TRAVEL	7,105	9,500	6,924	27.12	11,250	
10-4200-1410 AUTO ALLOWANCE	2,400	2,400	2,585	-7.70	2,400	
10-4200-1600 M & R EQUIPMENT	10,980	8,100	8,601	-6.19	7,100	
10-4200-2600 ADVERTISING	15,807	9,000	9,668	-7.42	10,000	
10-4200-3100 AUTOMOTIVE SUPPLIES			20		1,000	
10-4200-3300 OFFICE SUPPLIES & MATERIAL	6,964	6,500	22,004	-238.52	8,500	
10-4200-4500 CONTRACTED SERVICES	39,483	16,250	22,519	-38.58	17,530	
10-4200-5300 DUES & SUBSCRIPTIONS	3,292	6,170	11,813	-91.45	6,145	
10-4200-5400 INSURANCE & BONDS	20,335	24,750	20,033	19.06	24,750	
10-4200-5410 UNEMPLOYMENT INSURANCE	24		4,655			
10-4200-5411 PRE-EMP PHYS & DRUG SCREEN	4,666	4,500	2,208	50.93	4,000	
10-4200-5425 EMPLOYEE TRAINING PROGRAMS	1,980	4,000	3,400	15.00	5,000	

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED BUDGET	ACTUAL	<u>% REM</u>	REQUESTED	RECOMM	APPROVED
	<u>14-15</u>	<u>15-16</u>	<u>04/30/2016</u>		<u>16-17</u>	<u>16-17</u>	<u>16-17</u>
10-4200-5500 SAFETY OSHA & ADA	11,274	3,000	7,129	-137.64		3,000	
10-4200-5700 EMPLOYEE RECOGNITION	8,574	12,000	8,748	27.10		12,000	
10-4200-5701 RECORDING FEES	298	450	114	74.67		450	
10-4200-6000 DEPT EQUIPMENT						4,350	
4200 ADMINISTRATION	<u>596,274</u>	<u>607,656</u>	<u>506,965</u>	16.57		<u>757,559</u>	
4200 ADMINISTRATION	<u>596,274</u>	<u>607,656</u>	<u>506,965</u>	16.57		<u>757,559</u>	
10 GENERAL FUND	<u>596,274</u>	<u>607,656</u>	<u>506,965</u>	16.57		<u>757,559</u>	
	<u>596,274</u>	<u>607,656</u>	<u>506,965</u>	16.57		<u>757,559</u>	

(In FY 2014-2015 Administration Department, City Clerk, and the Human Resources Department were merged to form the Administration Department. In FY 2015-2016, the Community Development / Special Projects Director was added to Administration. The table below reflects the combined departments for FY 2016-2017.)

Administration (combined Administration, City Clerk, Human Resources)	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	420,413	474,986	371,354	583,134
Materials, Supplies, Services	175,861	132,670	135,611	174,425
Capital Outlay	0	0	0	0
Total	596,274	607,656	506,965	757,559
Full Time Positions	4	4	5	6
Part Time Positions	1	1	1	1



The City of Brevard operates under the Council-Manager form of government where the City Council appoints a City Manager as the chief administrator of City government responsible to the Council for administering municipal affairs.

MISSION STATEMENT

The Administrative Department is committed to developing citizen awareness, education, and engagement in civic affairs and activities, and ensuring that City services are relevant to the needs of the community and delivered in the most efficient, economic, and effective manner.

Link to Brevard's Vision

An aware, informed, and engaged citizenry will produce a safe, friendly, and family-oriented community with small town charm because they will best inform the parameters to define and pursue policies and programs to meet the community-wide goals of fostering economic development and enhancing quality of life when using city government as a forum.

BUDGET OBJECTIVES – FY 2016-2017**Department Goals**

- **Council:** Prepare City Council to thoroughly process and discuss both long-term trends and singular short-term issues, and implement the resulting resolutions, policies, and directives approved by the City Council.
- **Staff:** Exercise management responsibility over all City departments to cooperatively, seamlessly, and cohesively work together on service focused on City goals and citizen needs.
- **Citizens:** Solicit community involvement in City government and develop a culture of civic education, responsibility, and engagement.

Department Initiatives

- **Council and Staff:** Continue the effort to allow Council and staff to focus on long-term trends through retreats.
- **Council:** Continue the effort to allow Council to discuss specific issues in detail through City Council committees.
- **Staff:** Continue to develop a cohesive team of departments through cooperative and linked service provision, a single city-oriented brand and symbol, retreats, and inter-departmental committees, leagues, employee appreciation events, and programs.
- **Citizens:** Continue the effort to engage community through media outlets, open house events, presentations, and involvement to better understand community needs and foster community involvement.

GOALS ACHIEVED – FY 2015-2016

- Coordinated effort with City Council committees.
- Planned, prepared, and managed annual Council/Staff Retreat.
- Continued base network with area institutions, agencies, and businesses to understand their working relationship with the City and to foster opportunities for future collaboration.
- Continued WSQL's "Community Corner" radio segment.
- Provided overall management of the implementation of the 2016 adopted budget.

Key Performance Goals

- Deliver full Agenda packets to Council, media, and public by Thursday before Council meetings.
 - Return citizen telephone calls within one business day.
 - Deliver Agenda summaries to media by publishing deadlines.
-

City Clerk: The office is responsible to prepare and maintain complete and accurate records of Brevard City Council's proceedings, to serve as the custodian of many of the City's permanent records, to provide staff support to members of Council, to issue Privilege Licenses, to maintain City Advisory Board records, and to furnish information and assistance to citizens.

City Clerk - Budget Objectives – FY 2016-2017

- Provide exceptional and efficient service in a cost effective manner.

Human Resources: The office is responsible for developing and communicating sound programs, policies, and procedures that balance the needs of employees and the City while ensuring compliance of State and Federal laws. In addition, the department manages several personnel areas including but not limited to workforce planning and employment, classification and job descriptions, compensation and benefits, maintenance of the Career Development and Performance Review Program (training programs and performance evaluations), wellness and safety programs, and conflict resolution.

The Mission of the department is to create, foster, and maintain an environment that supports, develops, and upholds the well-being of the City's employees, citizens, and broader community. This is accomplished by being a knowledgeable, approachable, and professional resource in providing quality services in all areas of human resources. We provide strategic leadership, modeling excellence in transparency, accountability, ethics, and professionalism.

Human Resources – Budget Objectives – FY 2016-2017

- Utilize market information and City staff input to develop and implement changes to the employee medical plan to better ensure a balanced medical fund budget.
- Utilize best practices, the Wellness Committee, and staff input to make changes to the City Wellness initiatives to promote greater accountability, a healthier workforce, and greater medical plan savings.
- Create new employment application and onboarding process for new employees.
- Oversee installation and functionality of a new City Hall card access security system with new photo ID access cards for all employees.

Human Resources – Goals Achieved – FY 2015-2016

- Successful introduction of new HR management by meeting with Department Heads and City staff for general feedback, touring City facilities, and participating in other departments' staff meetings.
- Oversaw successful changes to employee appreciation function: employee appreciation picnic and employee holiday party.
- Received state-wide recognition from the Department of Labor in our excellence in safety awareness within the City.
- Received *Silver Award* from United Way for a successful fundraising campaign.

Community Development / Special Projects: The office is responsible for advancing major capital projects particularly in the areas of parks/recreation, transportation, affordable housing, and economic/community development. The office is also responsible for a number of special projects as well as staffing the Downtown Master Plan and Parks, Trails, and Recreation committees.

Community Development / Special Projects – Goals Achieved – FY 2015-2016

- Allison Road Pedestrian Bridge Easements
- Bicycle / Pedestrian Comprehensive Plan
- Brevard Area Trails Signage
- Brevard Music Center / Pinnacle Drive Right-of-Way
- Clemson Plaza Conceptual Plan
- Kids GO! Festival
- Kings Creek Bridge Engineering
- Land-of-Sky RPO Technical Coordinating Committee Chair Activities
- PlayPrints Grant
- Probart Street Sidewalk Design
- Rosenwald Small Area Plan
- Safe Routes to School Program
- Tannery Park Acquisition and Environmental Assessment
- Williams Property Conceptual Plan and Environmental Assessment

Community Development / Special Projects – Budget Objectives – FY 2016-2017

- Brownfields Project
- Caldwell Street Widening
- Clemson Plaza Construction
- Co-Ed Theater Rehabilitation
- Davidson River Connector Road
- Davidson River Pedestrian Bridge
- Downtown Parking
- Golden Leaf Project
- Housing Trust Fund
- Kids GO! Festival
- Kings Creek Bridge Construction
- Lutheran Sidewalk
- North Broad Street (DTMP)
- Park Avenue / Neely Road / Parkview Intersection Reconfiguration
- Perkins Redevelopment (Community Development Block Grant)
- PlayPrints Installation
- Probart Street Sidewalk Construction
- Safe Routes to School
- Tannery Park Master Plan and Trail Construction
- Tax Base Revitalization / Synthetic TIFF Program
- Watch For Me NC – NDN
- West Loop Engineering / Right-of-Way
- Williams Property Improvement

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

(City Manager, City Clerk, Human Resources, Community Development/Special Projects)

This department covers the operational costs of the City administration. Personnel costs, professional services, departmental supplies and materials, special projects, continuing education and training, dues and subscriptions, and other administrative costs related to the support of the administrative department are included for the combined group consisting of

- Administration: City Manager, Assistant to Manager-Public Information
 - City Clerk
 - Human Resource Director and Human Resource Specialist/Deputy City Clerk
 - Executive Assistant
 - Community Development / Special Projects Director
-

4200.0200 Salaries – Regular

This line item covers the salary and wages for the (1) City Manager and Assistant to Manager-Public Information, (2) City Clerk, (3) Human Resource Director and Human Resource Specialist/Deputy City Clerk, (4) Executive Assistant, and (5) Community Development / Special Projects Director, and a 401(k) contribution for the City Manager as shown in the table on the following page.

4200.0210 Overtime / Holiday

This line item covers the overtime and holiday wages as shown in the table below.

4200.0500 FICA

This line item covers the FICA cost on the salaries for the (1) City Manager and Assistant to Manager-Public Information, (2) City Clerk, (3) Human Resource Director and Human Resource Specialist/Deputy City Clerk, (4) Executive Assistant, and (5) Community Development / Special Projects Director, as shown in the table below.

4200.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the (1) City Manager and Assistant to Manager-Public Information, (2) City Clerk, (3) Human Resource Director and Human Resource Specialist/Deputy City Clerk, (4) Executive Assistant, and (5) Community Development / Special Projects Director, as shown in the table below.

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System for the (1) City Manager and Assistant to Manager-Public Information, (2) City Clerk, (3) Human Resource Director and Human Resource Specialist/Deputy City Clerk, (4) Executive Assistant, and (5) Community Development / Special Projects Director, as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Over Time	FICA	Retirement	401k	Group Insurance
445,157	1,000	34,131	32,346	-0-	70,500

**Increase: 2.5% Merit*

Budgeted Amount \$ 583,134

4200.0925 Professional Services

This line item covers the contracting of outside professionals, not employees of the City, for their specialized expertise (legal, engineering, medical, accounting, etc.) or for expenses to conduct specialized services (i.e. program evaluation, public outreach, citizen satisfaction surveys), public education (Vision), and department head job searches.

Human Resources contracts with Compliance Training Associates for continued safety consultation and resources for the next fiscal year. In addition, this line item covers the cost of future department head retreats, training, ongoing support from legal counsel on personnel policy administration, and ongoing personnel issues.

Human Resources - Safety Consultant Contract	12,000
Human Resources – Legal Support, Department Retreats & Training, Vision	5,000
City Clerk Office	0
Community Development / Special Projects	20,000

Budgeted Amount \$ 37,000

4200.1000 Training

This line item covers the expenses to attend official meetings on behalf of the City, or to participate in seminars, conferences, webinars, and training classes necessary to adequately prepare the Staff for the administration of their duties and maintain professional certifications.

(cont'd)

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.1000 Training (cont'd)

The official meetings follow a track of formulating city policies through the North Carolina League of Municipalities' (NCLM) Advocacy Goals Conference, and then presenting those policies to the North Carolina General Assembly during NCLM's Town Hall Day.

Seminars are available through attendance to NCLM's annual conferences and the bi-monthly Western North Carolina Managers Conference. Specific training is available through enrollment in School of Government coursework. The eight-month Municipal Administration Course is competitively offered to Department Directors or mid-management staff as a means to develop networks throughout the State, and a broader understanding of all city services.

City Manager:	
NCLM Advocacy Goals Conference (January 2017)	100
Town Hall Day (June 2017)	100
NCLM Annual Conference (October 2016)	300
SOG Municipal Administration Course (September – April)	2,750
City Clerk:	
2 NC Association Municipal Clerks Annual Conference (August 2016)	2,500
1 NCLM Annual Conference (October 2016)	
1 SOG/IIMC (Jan 2017) Annual City/County Clerks School	
2 NC Association Municipal Clerks Regional Academy (April 2017)	
1 IIMC Annual Conference (May 2017)	
UNC SOG Training / Webinar (Public Records, Open Meeting, Laserfiche, etc.)	
Human Resources:	
NC State SHRM Conference, Asheville (September 2016)	1,050
Organization of Municipal Personnel Officers Conference, Sunset Beach, NC (October 2016)	400
Public Employment Law Update – SOG (May 2017)	200
Community Development / Special Projects:	
American Planning Association Annual Conference	4,000
NC Main Street Solutions Conference	500
NC Flood Plain Administrators Annual Conference	500
Executive Assistant:	
Adobe Acrobat	300
Adobe Photoshop	300
Grant Writing	500

Budgeted Amount \$ 13,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.1100 Telephone

City Clerk and Deputy Clerk: This line item covers the cost of cell phone and data chargers for two iPads. (Cell phone services are on a shared Verizon contract with the Planning Department.)

City Clerk and Deputy Clerk: 1 cell phone (\$660) and data chargers for 2 iPads	1,100
Human Resources: 2 cell phones	1,100
Community Development / Special Projects and City Manager	650
City Manager	650

Budgeted Amount \$ 3,500

4200.1110 Postage

This line item covers the cost for the City Clerk's Office for the postage meter for USPS first class mailings and delivery services including next day air or overnight services.

Budgeted Amount \$ 1,000

4200.1200 Printing

This line item covers the printing costs as listed.

City Clerk: Business cards, letterhead stationery, envelopes, brochures	600
Human Resources: Business cards, timecard booklets, stationery, informational brochures	750
Community Development / Special Projects:	600

Budgeted Amount \$ 1,950

4200.1400 Travel

Travel, lodging, meals, and other associated expenses to attend official meetings on behalf of the City, or to participate in seminars and training necessary to adequately prepare the Staff for the administration of their duties and maintain professional certifications.

Included in travel is the cost of mileage, lodging, and meal expenses. Reimbursement is per IRS per diem guidelines.

(cont'd)

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.1400 Travel (cont'd)

The official meetings follow a track of formulating city policies through the North Carolina League of Municipalities' (NCLM) Advocacy Goals Conference and then presenting those policies to the North Carolina General Assembly during NCLM's Town Hall Day.

Seminars are available through attendance to NCLM's annual conferences and the bi-monthly Western North Carolina Managers Conference. Specific training is available through enrollment in School of Government coursework. The eight-month Municipal Administration Course is competitively offered to Department Directors or mid-management Staff as a means to develop networks throughout the State and a broader understanding of all city services.

City Manager	2,500
City Clerk and Deputy Clerk:	
2 NC Association Municipal Clerks Annual Conference (Aug 2016)	
1 Clerk Certification School (J. Murray)	
1 SOG/IIMC (Jan 2017) Annual City/County Clerks School	
1 NCLM Annual Conference (Oct 2016)	5,000
1 IIMC Annual Conference (May 2017)	
2 NC Association Municipal Clerks Regional Academy (April 2017)	
UNC SOG Training, Laserfiche, etc.	
Mileage – Brevard, Hendersonville, Asheville, etc.	
Human Resources:	
NC State SHRM Conference, Asheville (September 2016)	150
Organization of Municipal Personnel Officers Conference, Sunset Beach, NC	500
Public Employment Law Update-SOG (May 2017)	100
Community Development / Special Projects	2,500
Executive Assistant	500

Budgeted Amount \$ 11,250

4200.1410 Auto Allowance (Manager only)

This line item covers the cost of the monthly auto allowance provided to the City Manager. Associated automotive costs related to travel within the City, County, and region are covered by this line item.

Budgeted Amount \$ 2,400

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.1600 Maintenance and Repair – Equipment

This line item covers the cost of maintenance and repair of office equipment (i.e. fax machine, copier, etc.).

City Manager and Community Development/Special Projects Director	5,000
City Clerk: Desktop, Recording Laptop for the Record Pro Equipment and Laserfiche Scanner	2,000
Human Resources	100

Budgeted Amount \$ 7,100

4200.2600 Advertising

This line item covers the cost of advertising for public hearings, legal ads, marketing and advertising campaigns, employment advertising, Community Connections ads, and other similar costs for all City Departments

Budgeted Amount \$ 10,000

4200.3100 Automotive Supplies

This line item covers maintenance and fuel for vehicles which are essential to routine departmental operations.

Budgeted Amount \$ 1,000

4200.3300 Office Supplies and Materials

This line item covers the cost of office supplies and materials incurred as listed.

City Manager: Office supplies and materials	500
City Clerk: Office supplies and materials. Printer and copy paper, laser printer cartridges, files, etc. Official minute, ordinance, resolution and board/committee notebooks, archive paper, frames for proclamations and certificates, award presentations, and funds for City of Brevard logo items to give away.	1,500
Human Resources: Office supplies and materials (copy paper, printer and copier toner, file folders, notepads, notebooks, etc.), supplies for employee ID system, food/supplies for employee meetings, and preparation for workshops	4,000
Community Development / Special Projects	500
Executive Assistant	2,000

Budgeted Amount \$ 8,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.4500 Contracted Services

Municipal Code Corporation – Codification of Code of Ordinances and Website Online Updates	
For the Record – Annual license renewal and system support for For the Record recording software with Analog Digital Solutions, Inc.	16,250
Laserfiche – Annual license renewal and system support contract for Laserfiche Snapshot with Deau Document Scanning Solutions	
Adobe Creative Cloud	180
Creately	50
Survey Monkey	50
Grant Research Software Service	1,000

Budgeted Amount \$ 17,530

4200.5300 Dues and Subscriptions

This line item covers the cost of membership dues to agencies or organizations that provide support or information to the City of Brevard.

City Manager	
NC City County Managers Association	
International City Managers' Association	3,500
Lexis Nexis – General Statute Service	
Subscriptions (<i>The Transylvania Times, Asheville Citizen Times, etc.</i>)	
City Clerk	
2 International Institute of Municipal Clerks (IIMC) – Annual Fee	
2 NC Association of Municipal Clerks (NCAMC) – Annual Fee	670
1 NC Association of Zoning Officials (NCAZO) – Annual Fee	
1 NC Association of Municipal & County Admin Alumni – Annual Fee	
<i>The Transylvania Times</i> – Annual Subscription	
Human Resources	
2 SHRM National Membership – Annual Fee	1,050
2 WNC HR Association Memberships – Annual Fee	390
1 Organization of Municipal Personnel Officers – Annual Fee	35
Community Development / Special Projects	
NC Association of Floodplain Managers	200
American Planning Association	300

Budgeted Amount \$ 6,145

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4200 Administration

4200.5400 Insurance and Bonds

Cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

City Manager & Staff
City Clerk
Human Resources & Staff
Community Development / Special Projects

Budgeted Amount \$ 24,750

4200.5410 Unemployment Insurance (Human Resources)

The City funds annual unemployment insurance benefits using the non-charging method. This simply means that the City funds unemployment insurance claims as they are incurred and does not pay this amount up front to the State.

Budgeted Amount \$ -0-

4200.5411 Pre-Employment Screenings (Human Resources)

This line item covers the cost of required pre-employment screening for all prospective City employees. In addition, it covers the contract for the third party vendor for drug screening, background checks, and any quarterly screenings.

Budgeted Amount \$ 4,000

4200.5425 Employee Training Program (Human Resources)

This line item covers the cost of additional employee training program costs including employee supervisor training/employee development courses, computer courses, customer service training, and other departmental development opportunities.

Budgeted Amount \$ 5,000

4200.5500 Safety / OSHA / ADA (Human Resources)

This line item covers the cost of funding the activities of the City Safety Committee, first aid kits and supplies, and additional safety items needed.

Budgeted Amount \$ 3,000

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

4200 Administration

4200.5700 Employee Recognition Program (*Human Resources*)

This line item covers the cost of recognition programs and appreciation luncheons for city employees and department heads.

Budgeted Amount \$ 12,000

4200.5701 Recording Fees (*City Clerk*)

This line item covers the cost of any fees associated with the recording of official City documents in the Transylvania County Register of Deeds or other state agency (Ordinances, Plats, Dedication of Improvement Agreements, Easements, Deeds, etc.).

Budgeted Amount \$ 450

4200.6000 Departmental Equipment

This line item covers the cost of departmental equipment needed (new or replacement equipment). (*Does not qualify for Capital Outlay <\$5,000.*)

Records Room – FireKing Fireproof Storage Cabinet	3,800
Records Room – Archive Record Storage Box Shelving System	550

Budgeted Amount \$ 4,350

4200.7400 Capital Outlay – Equipment (>\$5,000)

Line items in this category typically cover capital purchases of equipment, vehicles, or land having an initial value in excess of \$5,000.

Budgeted Amount \$ -0-

4200 – Administration Departmental TOTAL \$ 757,559



The City of
Brevard
North Carolina

FINANCE

FY 2016-17

CITY OF REVERD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
10 GENERAL FUND							
4400 FINANCE							
4400 FINANCE							
10-4400-0200 SALARIES - REG	211,143	220,033	144,941	34.13		165,567	
10-4400-0210 SALARIES - REG - OT	5,906	5,000	9,185	-83.70		5,000	
10-4400-0400 PRO SERVICES	54,995	50,000	53,250	-6.50			
10-4400-0500 FICA	17,060	17,215	11,498	33.21		13,048	
10-4400-0600 GROUP INSURANCE	42,000	40,530	40,530			47,000	
10-4400-0700 RETIREMENT	15,945	15,910	10,045	36.87		12,366	
10-4400-0925 PRO SERVICES						50,000	
10-4400-1000 TRAINING	3,698	6,010	380	93.68		6,010	
10-4400-1100 TELEPHONE	21,867	24,000	15,593	35.03		24,000	
10-4400-1110 POSTAGE	23,930	21,000	24,599	-17.14		21,000	
10-4400-1400 TRAVEL	5,757	2,000	1,255	37.25		2,000	
10-4400-1600 M & R EQUIPMENT	41,113	43,100	40,483	6.07		73,100	
10-4400-3300 DEPT SUPL & MATL	12,512	12,000	7,438	38.02		8,000	
10-4400-4500 CONTRACTED SERVICES	229,724	220,000	208,029	5.44		220,000	
10-4400-5300 DUES & SUBSCRIPTIONS	1,271	2,300	1,047	54.50		2,300	
10-4400-5400 INSURANCE & BONDS	9,119	10,900	4,827	55.72		10,900	
4400 FINANCE	<u>696,041</u>	<u>689,998</u>	<u>573,099</u>	16.94		<u>660,291</u>	
4400 FINANCE	<u>696,041</u>	<u>689,998</u>	<u>573,099</u>	16.94		<u>660,291</u>	
10 GENERAL FUND	<u>696,041</u>	<u>689,998</u>	<u>573,099</u>	16.94		<u>660,291</u>	
	<u>696,041</u>	<u>689,998</u>	<u>573,099</u>	16.94		<u>660,291</u>	

FINANCE, IT, AND TAX COLLECTIONS DEPARTMENT

Finance, IT, Tax Collections	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 Estimated	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	292,054	298,688	269,449	242,981
Materials, Supplies, Services	403,987	391,310	303,650	417,310
Capital Outlay	0	0	0	0
Totals	696,041	689,998	573,099	660,291
Full Time Positions	4	4	4	4



This department covers the operational costs of the Finance Department. Personnel costs for the Finance employees, professional services, departmental supplies and materials, special projects, continuing education and training, dues and subscriptions, other administrative costs related to the support of the City administration. *(Beginning with FY 2014-15 budget year, the budget for Tax Collections was changed to be budgeted in the Finance*

and IT Department budget which covers the actual contract cost of property tax collection.)

MISSION STATEMENT

Our mission is to render the best possible customer service while maintaining and preserving valuable City resources. Since we are the first contact most customers and visitors make, this department will strive to be responsive and friendly.

FINANCE, IT, AND TAX COLLECTIONS DEPARTMENT

The Finance Department oversees financial reporting, cash and investments, debt management, grant accounting, asset management, budget preparation and monitoring, payroll, information technology, and advanced metering infrastructure.

The department consists of the Accounting Supervisor, two Senior Customer Service Representatives, an Accounting Technician, and two meter readers. Monthly, 4,285 water meters are read, and the appropriate bill is rendered for those services which include garbage disposal and recycling. The Finance Department processes invoices and maintains general ledger activities including payroll for City departments. The department works very closely with the Human Resources Department in managing the payroll function and all the benefits that are associated therein.

The City has 4,285 water customers of which 990 (23%) utilize the bank draft feature to make payments, 680 (16%) make payments via internet, approximately 1,750 (41%) mail payments, and the remaining 850 (20%) walk in the front door to make their payments. One mission objective is to keep offering the customer the newest computer innovations to view our services, make payments, and offer input to any function the City has. One such innovation on the horizon is the application for water service via our website. However, being the small city that we are, the personal touch is what people appreciate most.

GOALS ACHIEVED – FY 2015-2016

- Implemented improvements to online utility payments including email notification and customer review of utility bills online.
- Completed purchase and installation of new VoIP phone system for City Hall Complex.
- Added economic statistics/indicators to financial reporting.

BUDGET OBJECTIVES – FY 2016-2017

Among Future Goals are the following:

- Purchase, install, and implement advanced metering infrastructure.
- Reduce annual audit costs
- Present audit report to City Council earlier than prior years

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

4400 Finance, IT, and Tax Collections

Beginning with FY 2014-15 budget year, 4600 Tax Collections was budgeted in the Finance and IT Department budget which covers the actual contract cost of property tax collection (SEE 4400-4500 Contracted Services).

4400.0200 Salaries - Regular

This line item covers the salary and wages for the Finance Department personnel as shown in the table below.

4400.0500 FICA

This line item covers the FICA cost on the annual salaries for the Finance Department personnel as shown in the table below.

4400.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the Finance Department personnel. Group insurance is budgeted in a lump sum amount in the Human Resource Department 4350.0600 line item. This line item covers the cost of providing a group health insurance plan to the Human Resource Director as shown in the table below.

4400.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to the Finance Department personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime Wages	FICA	Retirement	Group Insurance
165,567	5,000	13,048	12,366	47,000

**Increase: 2.5% Merit*

Budgeted Amount \$ 242,981

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4400 Finance, IT, and Tax Collections

4400.0925 Professional Services

Retainer fees and expenses paid to professionals, not employees of the City, for their specialized expertise. These include but are not limited to legal, engineering, medical, accounting, consultant fees, specialized testing, and laboratory services.

Required Annual Audit	37,500
Outsource Utility Bill	12,500

Budgeted Amount \$ 50,000

4400.1000 Training

Training and continuing education for the Finance Department staff:

Financial Accounting Software - CSI	1,610
Institute of Government	800
GFOA	1,200
NCGFOA	1,200
NC Investment Officer's Association	1,200

Budgeted Amount \$ 6,010

4400.1100 Telephone

Telephone and internet service incurred by City Administration, Human Resource, City Clerk, and Finance Department.

Comporium	23,000
Verizon	1,000

Budgeted Amount \$ 24,000

4400.1110 Postage

Covers the cost of any necessary postage and delivery services for all City departments.

Utility Billings and Second Notices	
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Budgeted Amount \$ 21,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4400 Finance, IT, and Tax Collections

4400.1400 Travel

Travel for Finance Staff, including reimbursement of related expenses for official travel such as mileage, lodging, meals, and other associated costs.

Budgeted Amount \$ 2,000

4400.1600 Maintenance and Repair Equipment

Maintenance of office equipment including the copier, fax machine, and specialized financial software.

CSI Computer Software	33,400
Pitney Bowes Postage Machine	2,300
Xerox Copy Machine <i>(\$16,000 cost is split with Planning (\$2,000) and Administration (\$8,000))</i>	6,000
Avenet/Credit Card Support	700
RCI Technologies, Fixed Asset Support	700
Smart Fusion Software	30,000

Budgeted Amount \$ 73,100

4400.3300 Departmental Supplies and Materials

Office supplies and materials used for administrative purposes including office supplies (computer paper, copy paper, printer and copier toners, file folders, notepads, A/P checks, payroll checks, utility billing supplies, service orders, postage meter supplies, envelopes, etc.), as well as other miscellaneous supplies.

Budgeted Amount \$ 8,000

4400.4500 Contracted Services

IT Support Services – contract with Advanced Data and Solutions of Asheville, NC <i>(to maintain all computers, printers, and servers for all departments for City of Brevard for a flat fee, and monthly cost for fiber optic with Comporium).</i>	85,000
Tax Collections Contract with County	135,000

Budgeted Amount \$ 220,000

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

4400 Finance, IT, and Tax Collections

4400.5300 Dues and Subscriptions

Membership dues for those agencies providing support services to the City. These include NC Government Finance Officers' Association, the Institute of Government, the North Carolina League of Municipalities, and other public finance related organizations providing publications and materials.

Budgeted Amount \$ 2,300

4400.5400 Insurance and Bonds

Cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 10,900

4400.5700 Miscellaneous

Unanticipated costs which cannot be related to any other departmental item.

Budgeted Amount \$ -0-

4400.6000 Departmental Equipment

This line item covers the purchases of equipment not qualifying for inclusion in the Capital Improvement Program. *(Does not qualify for Capital Outlay <\$5,000)*

Budgeted Amount \$ -0-

4400.7400 Capital Outlay – Equipment (>\$5,000)

This line item covers all capital purchases of equipment, vehicles or land having an initial value in excess of \$5,000.

Budgeted Amount \$ -0-

4400 – Finance, IT, Tax Collections Department TOTAL \$ 660,291



The City of
Brevard
North Carolina

LEGAL

FY 2016-2017

CITY OF BREVARD
 ANNUAL BUDGET AMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>REQUESTED</u> <u>% REM</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND						
4700 LEGAL						
4700 LEGAL						
10-4700-0400 PRO SERVICES	59,577	60,000	48,881	18.53		
10-4700-0925 PRO SERVICES					60,000	
10-4700-1400 TRAVEL		2,000		100.00	2,000	
10-4700-5300 DUES & SUBSCRIPTIONS	40	1,000	1,484	-48.35	1,000	
4700 LEGAL	<u>59,617</u>	<u>63,000</u>	<u>50,365</u>	20.06	<u>63,000</u>	
4700 LEGAL	<u>59,617</u>	<u>63,000</u>	<u>50,365</u>	20.06	<u>63,000</u>	
10 GENERAL FUND	<u>59,617</u>	<u>63,000</u>	<u>50,365</u>	20.06	<u>63,000</u>	
	<u>59,617</u>	<u>63,000</u>	<u>50,365</u>	20.06	<u>63,000</u>	

LEGAL

Legal	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 Estimated	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	0	0	0	0
Materials, Supplies, Services	59,617	63,000	50,365	63,000
Capital Outlay	0	0	0	0
Total	59,617	63,000	50,365	63,000
Full Time Positions	0	0	0	0

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4700 Legal

This department covers the legal services provided to the City by the office of the City Attorney. Costs associated with litigation, consultation, and the monthly retainers are covered under this line item.

4700.0925 Professional Services

This line item covers the cost of professional services that require the work of a licensed professional such as the City Attorney and also for legal services, fees, and attorneys for the Board of Adjustment. This includes, as noted above, litigation, consultation, and the monthly retainer.

Budgeted Amount \$ 60,000

4700.1400 Travel

This line item covers travel costs provided to the City Attorney

Budgeted Amount \$ 2,000

4700.5300 Dues and Subscriptions

This line item covers the subscription cost to a publication provided to the City Attorney

Budgeted Amount \$ 1,000

4700 – Legal Departmental TOTAL	\$ 63,000
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The City of
Brevard
North Carolina

PLANNING

FY 2016-2017

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	<u>% REM</u>	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
10 GENERAL FUND							
4900 PLANNING							
4900 PLANNING							
10-4900-0200 SALARIES - REG	286,808	315,257	232,792	26.16		218,911	
10-4900-0210 SALARIES - REG - OT						7,500	
10-4900-0300 SALARIES - PT	1,302	5,000	1,154	76.92		5,000	
10-4900-0400 PRO SERVICES	164,198	175,000	188,754	-7.86			
10-4900-0500 FICA	22,033	24,500	16,814	31.37		17,703	
10-4900-0600 GROUP INSURANCE	63,000	60,796	60,796			47,000	
10-4900-0700 RETIREMENT	20,755	22,289	15,142	32.07		16,415	
10-4900-0925 PRO SERVICES						160,000	
10-4900-1000 TRAINING	3,895	12,260	2,218	81.91		12,000	
10-4900-1100 TELEPHONE	4,501	5,650	3,086	45.38		5,650	
10-4900-1110 POSTAGE	29						
10-4900-1400 TRAVEL	3,871	10,400	6,458	37.91		10,400	
10-4900-1600 M & R - EQUIPMENT	17,537	23,500	6,619	71.84		7,000	
10-4900-1700 M & R VEHICLES	1,447	2,750	2,543	7.53		4,000	
10-4900-3300 DEPT SUPL & MATL	6,659	6,300	12,609	-100.15		10,000	
10-4900-4500 CONTRACTED SERVICES	32,838	23,474	25,196	-7.34		37,000	
10-4900-5300 DUES & SUBSCRIPTIONS	1,797	2,200	1,298	41.00		1,300	
10-4900-5400 INSURANCE & BONDS	5,810	6,900	5,480	20.59		6,900	
10-4900-7400 CAPITAL OUTLAY - EQUIPMENT	29,964		24,633				
4900 PLANNING	<u>666,444</u>	<u>696,276</u>	<u>605,592</u>	13.02		<u>566,779</u>	
4900 PLANNING	<u>666,444</u>	<u>696,276</u>	<u>605,592</u>	13.02		<u>566,779</u>	
10 GENERAL FUND	<u>666,444</u>	<u>696,276</u>	<u>605,592</u>	13.02		<u>566,779</u>	
	<u>666,444</u>	<u>696,276</u>	<u>605,592</u>	13.02		<u>566,779</u>	

PLANNING DEPARTMENT

Planning Department	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	393,898	427,842	515,452	312,529
Materials, Supplies, Services	242,582	268,434	65,507	254,250
Capital Outlay	29,964	0	24,633	0
Totals	666,444	696,276	605,592	566,779
Full Time Positions	6	6	6	4



The Planning Department covers the operational costs of the City Planning and Zoning Department. Personnel costs for the department employees, professional services, departmental supplies and materials, special projects, continuing education and training, dues and subscriptions, and other administrative costs related to the support of the Planning and Zoning Department.

In addition to the long-range planning functions and zoning administration for the City of Brevard, the Planning and Zoning Department is responsible for and manages the City's participation in the National Flood Insurance Program which allows for the citizens of Brevard to purchase flood insurance. The department is responsible for maintaining the City's status as a Level 8 Community Rating System community (provides for reduced flood insurance costs) which involves several public outreach and educational publications and activities, ordinance administration, and FEMA reporting. The Planning and Zoning Department also supports Administration and Public Works through management of the City's Geographic Information System (licensing and support) and all departments with website administration.

The Planning Department is committed to City Council's vision of a safe, friendly, family-oriented city with small town charm, outdoor recreation, arts, and culture that brings investment opportunities, environmental consciousness, and economic diversity. This budget reflects the requests necessary to achieve this vision.

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4900 Planning

4900.0200 Salaries - Regular

This line item covers the salary and wages for the Planning Department personnel as shown in the table below.

4900.0210 Salaries - Overtime

This line item covers the overtime costs for additional time required for after-hour events such as special events, Council, Planning Board, and Board of Adjustment meetings.

4900.0300 Salaries – Part Time

This line item covers the part-time costs for the annual salaries for the Planning Department as shown in the salaries column in the table below. Budgeted funds include Planning Board and the Board of Adjustment stipends.

4900.0500 FICA

This line item covers the FICA cost on the annual salaries for all department employees as shown in the table below.

4900.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the Planning Department personnel as shown in the table below.

4900.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to the department personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Over Time	Part Time	FICA	Retirement	Group Insurance
218,911	7,500	5,000	17,703	16,415	47,000

**Increase: 2.5% Merit*

Budgeted Amount \$ 312,529

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4900 Planning

4900.0925 Professional Services

This line item covers the cost of professional services that become necessary in support of routine departmental operations. Examples include the work of a licensed professional such as a certified public accountant, appraiser, attorney, surveyor, engineer, architect, or other technical service provider. Also included in this line item are funds for abatement of code enforcement violations (examples include demolition and solid waste abatement) as well as funds for outreach and education campaigns (flood prevention, code enforcement, Bike Friendly Community, and others), and special projects (i.e. Form-Based Codes).

Form-Based Code Development
Consulting Services (plan review, design services, etc.)
Code Enforcement
Outreach and Education

Budgeted Amount \$ 160,000

4900.1000 Training

This line item covers the registration, material, and related expenses for Staff (i.e. continuing education, certification and maintenance, and professional development), Planning Board, and Board of Adjustment Member training.

American Institute of Certified Planners Maintenance
Certified Zoning Official Training and Certification Maintenance
Certified Floodplain Manager Training and Certification Maintenance
Vision of Transylvania County
Blue Ridge Community College
Geographic Information Systems
National Planning Conference
Clerk Training
Board Member Training (Planning Board and Board of Adjustment)

Budgeted Amount \$ 12,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4900 Planning

4900.1100 Telephone

This line item covers departmental land/fax lines, mobile phones, and field equipment (examples include GPS and iPad).

Budgeted Amount \$ 5,650

4900.1400 Travel

This line item covers travel cost expenditures associated with training for Staff, Planning Board, and Board of Adjustment Members as well as travel expenditures associated with official City business.

Budgeted Amount \$ 10,400

4900.1600 Maintenance and Repair – Equipment

This line item covers the maintenance and repair of hardware and equipment that are essential to routine departmental operations. Examples include lease agreement for photocopiers, computer repair and replacement, and audio/video equipment.

Budgeted Amount \$ 7,000

4900.1700 Maintenance and Repair – Vehicle

This line item covers maintenance, repairs, and fuel for vehicles which are essential to routine departmental operations.

Budgeted Amount \$ 4,000

4900.3300 Department Supplies and Materials

This line item covers the purchase of office supplies and materials which are essential to routine departmental operations. Examples include office supplies, furniture, and meeting materials, and similar.

Budgeted Amount \$ 10,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4900 Planning

4900.4500 Contracted Services

This line item covers ongoing contracts with service providers who provide services that are essential to routine departmental operations. Additional funding is proposed to purchase Adobe software and to update the city's Geographic Information System which is utilized by Planning, Administration, and Public Works Departments.

American Shredding	250
Transylvania County Website Maintenance	1,200
Adobe CSI	3,000
Permit Management System	9,000
City Website Maintenance <i>(covers cost of entire organization)</i>	10,000
GIS Maintenance Contract <i>(covers cost of Administration & Public Works Department)</i>	13,550

Budgeted Amount \$ 37,000

4900.5300 Dues and Subscriptions

This line item covers dues and subscriptions for resources and educational materials that are essential to routine departmental operations. Examples include professional accreditation dues, information resource subscriptions, and similar.

American Institute of Certified Planners	
Certified Flood Plain Manager	
Certified Zoning Official	
Transylvania Times	

Budgeted Amount \$ 1,300

4900.5400 Insurance and Bonds

This line item covers the liability insurance for employees as they represent the City and handle money for the City. Current and future cost estimates are provided by the Finance Department.

Budgeted Amount \$ 6,900

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

4900 Planning

4900.7400 Capital Outlay – Equipment

Budgeted Amount \$ -0-

4900.7500 Capital Outlay

Budgeted Amount \$ -0-

4900 – Planning Departmental TOTAL \$ 566,779



The City of
Brevard
North Carolina

PARKS & PROPERTY MANAGEMENT

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
10 GENERAL FUND							
5000 PARKS & PROPERTY MANAGEME							
5000 PARKS & PROPERTY MANAGEME							
10-5000-0200 SAL - REG	161,317	170,020	143,127	15.82		241,422	
10-5000-0210 SALARIES - REG - OT	5,514	4,000	2,614	34.64		4,000	
10-5000-0300 SAL - PT	63,659	60,056	61,207	-1.92		12,624	
10-5000-0500 FICA	17,912	17,907	15,169	15.29		19,741	
10-5000-0600 GROUP INSURANCE	42,000	60,796	60,796			70,500	
10-5000-0700 RETIREMENT	17,122	16,549	13,902	15.99		18,708	
10-5000-0925 PRO SERVICES						15,000	
10-5000-1000 TRAINING	448	2,400	553	76.96		2,400	
10-5000-1100 TELEPHONE	5,802	6,000	4,870	18.83		6,000	
10-5000-1300 UTILITIES	27,066	37,500	25,479	32.06		37,500	
10-5000-1400 TRAVEL	14	1,000	83	91.67		1,000	
10-5000-1500 M & R BUILDINGS	83,768	145,419	105,218	27.64		77,219	
10-5000-1600 M & R EQUIPMENT	1,179	2,500	706	71.76		2,500	
10-5000-1700 M & R AUTOS & TRUCKS	533	2,500	1,634	34.62		2,500	
10-5000-1800 M & R BIKEWAYS	17,166	13,650	1,393	89.80			
10-5000-3100 AUTOMOTIVE SUPPLIES	7,510	12,000	5,981	50.16		12,000	
10-5000-3200 OFFICE SUPPLIES	164	800	398	50.28		800	
10-5000-3300 DEPARTMENTAL SUPPLIES	17,296	20,500	14,532	29.11		19,750	
10-5000-4500 CONTRACTED SERVICES	18,822	48,750	44,689	8.33		20,000	
10-5000-5300 DUES & SUBSCRIPTIONS	100	700	1,027	-46.71		700	
10-5000-5400 INSURANCE & BONDS	9,695	11,600	9,606	17.19		10,100	
10-5000-6000 DEPARTMENT EQUIP	3,179	9,800	4,030	58.87		10,409	
10-5000-7400 CAP OUT - EQUIP						35,000	
10-5000-9900 ARBOR DAY	1,919	550		100.00		550	

FY 2016-17

CITY BREVARD
ANNUAL BUDGET STATEMENT - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED BUDGET	ACTUAL	% REM	REQUESTED	RECOMM	APPROVED
	14-15	15-16	04/30/2016		16-17	16-17	16-17
5000 PARKS & PROPERTY MANAGEMEN	502,188	644,997	517,015	19.84		620,423	
5000 PARKS & PROPERTY MANAGEMEN	502,188	644,997	517,015	19.84		620,423	
10 GENERAL FUND	502,188	644,997	517,015	19.84		620,423	
	502,188	644,997	517,015	19.84		620,423	

PARKS AND PROPERTY MANAGEMENT

Parks and Property Management	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 Estimated	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	307,524	329,328	296,815	366,995
Materials, Supplies, Services	194,664	315,669	220,200	218,428
Capital Outlay	0	0	0	35,000
Total	502,188	644,997	517,015	620,423
Full Time Positions	4	4	4	6
Part Time Positions	3	3	3	1



The Parks and Property Management Department (formerly named Buildings and Grounds) is committed to the City's vision of improved quality of life through vibrant economic development, environmental stewardship, and providing the best service it possibly can to the citizens of Brevard.

Department Structure: 6 Full Time and 1 Part Time

- | | |
|-----------------------|-----------------------|
| Director | Horticulturist Tech |
| Facilities Technician | 2 Grounds Technicians |
| Recreation Technician | 1 Part Time Custodian |

Department Responsibilities:

- **Facilities:** The department maintains 10 city facilities. Maintenance includes HVAC, electrical, plumbing, painting, masonry, and inspections.
- **Grounds:** The department maintains approximately 30 grounds projects. Some are small landscape areas and some large. Projects include 4 parks, 2 playgrounds, City Hall Complex, 18 sculptures, roadside beautification projects, and the 16 block downtown area. Maintenance includes mowing, weed eating, mulching, pruning, planting, spraying, watering and fertilizing projects.
- **Recreation:** The department is responsible for the City's recreation interests. It manages and maintains the Sports Complex, which includes baseball/softball and soccer, the Franklin Park Pool, the Big Play at Franklin Park, and Edna Glaze Playground. The department is also responsible for maintenance on the Bracken Preserve.



PARKS AND PROPERTY MANAGEMENT

- **Custodial:** The department is responsible for the custodial needs of the City. The City Hall Complex, the French Broad Community Center, and the Public Restrooms are cleaned by the department daily.
- **Special Events:** The department provides public restroom cleaning and electrical support for festivals and events. City facilities are also decorated by the department for Christmas season. The department does room setup for city related events as well as moving furniture and office setup for other departments. The department also maintains the Tree City USA status and celebrates Arbor Day annually.

Department Location: The Parks and Property Management Department is located at 824 Ecusta Road at the Sports Complex Facility.

Sites and Responsibilities of the Parks and Property Management Department:

Grounds List

Franklin Park (grounds)	Edna Glaze (grounds)
Hap Simpson Park	Bracken Preserve
Caldwell/Broad Intersection	East Main Parking Lot
East Main Intersection	Sculptures 18 Landscape Sites
Elm Bend Road Intersection	Driver's Training Course
Hwy 64/Old 64 Intersection	Pickelsimer Park
Sports Complex	Downtown (HOB District)
Clemson Park	East Main Parking Lot
City Hall Complex	FBCC (grounds)

Facilities List

City Hall Complex (Administration, Planning, Police, Finance, and Fire)
Pool (Bath House and Pump Buildings)
Sports Complex (PPM Facility and Concession Stand)
French Broad Community Center (FBCC)
Down Town Electrical (HOB District) Scout Hut
Street Lights
Facility Parking Lots

PARKS AND PROPERTY MANAGEMENT

Recreation List

Franklin Pool (Large Pool and Kiddie Pool)
Big Play at Franklin Park
Edna Glaze Playground
Sports Complex (6 Baseball/Softball Fields
and 1 Soccer Field)



Custodial List

City Hall Complex (Police, Planning, Finance, Administration, and Public Restrooms)
French Broad Community Center (FBCC)

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5000 Parks and Property Management Department
(formerly named Buildings and Grounds)

5000.0200 Salaries - Regular

This line item covers the salary and wages for 6 full time employees: Parks and Property Management Director, three Maintenance Workers, one Landscape Technician, and one Facilities Maintenance Technician as shown in the table below.

5000.0210 Salaries Regular - Over-Time

The money as shown in the table below is for times when there are emergency situations in the department and for festivals downtown. The department sets up barricades and signs and periodically cleans the public restroom facilities. Personnel also fill in for the custodian during sick days or on vacation.

5000.0300 Salaries – Part Time

The money is for one part-time salary (custodian) as shown in the table below.

5000.0500 FICA

This line item covers the FICA cost on the annual salaries and wages for departmental personnel as shown in the table below.

5000.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan to departmental personnel as shown in the table below.

5000.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to full time departmental personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries-Reg	Part Time Salaries	Overtime	FICA	Retirement	Group Insurance
241,422	12,624	4,000	19,741	18,708	70,500

**Increase: 2.5% Merit*

Budgeted Amount \$ 366,995

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5000 Parks and Property Management Department

5000.0925 Professional Services

Architectural Services for Concession Stand Upgrades	8,000
Pool Evaluation and Engineering	7,000

Budgeted Amount \$ 15,000

5000.1000 Training

This item is used to send department employees to schools and seminars related to the department's function.

Pesticide Recertification
Athletic Field and Landscape Maintenance Training
Facilities Maintenance Training
Professional Development/Management

Budgeted Amount \$ 2,400

5000.1100 Telephone

Basic Service, Occasional Long Distance Calls, Internet Service, and Cell Phone

Budgeted Amount \$ 6,000

5000.1110 Postage

Postage to send department information to various supporting agencies and other mailings

Budgeted Amount \$ -0-

5000.1300 Utilities

This item is for gas and electricity for the City Hall Complex. Electricity also covers all power used for downtown festivals.

Budgeted Amount \$ 37,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5000 Parks and Property Management Department

5000.1400 Travel

Employees' Travel and Lodging to Seminars or Schools

Budgeted Amount \$ 1,000

5000.1500 Maintenance and Repair - Buildings and Grounds

Playground Mulch	7,800
General Building Maintenance (plumbing, electrical, etc.)	5,000
Janitorial Supplies	12,619
Tree Removal for Parks	3,000
LED Lights for Parking at City Hall	8,000
Ball Field Lighting Repairs/Replacement	8,000
Big Pool Sand Filter – Sand Removal and Replacement	7,000
Pool Furniture (Chairs/Umbrellas)	800
Replace Picnic Shed Roof at Pool	3,500
Pave FBCC Parking Lot (includes demo of old and removal of debris)	10,500
Skimmer Repair for Pool	3,000
Replace Sand Filter Media	8,000

Budgeted Amount \$ 77,219

5000.1600 Maintenance and Repair - Equipment

Maintenance and Repair (includes mowers, tractors, sprayers)

Budgeted Amount \$ 2,500

5000.1700 Maintenance and Repair - Vehicles

General Maintenance and Repair (and unexpected repairs)

Budgeted Amount \$ 2,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5000 Parks and Property Management Department

5000.1800 Maintenance and Repair – Bracken Preserve

Budgeted Amount \$ -0-

5000.3100 Automotive Supplies

Gas, Oil, Filters, Tires, Hoses, Miscellaneous Supplies, etc.

Budgeted Amount \$ 12,000

5000.3200 Office Supplies

Budgeted Amount \$ 800

5000.3300 Departmental Supplies and Materials

Plants, Fertilizer, Mulch, Grass Seed, Landscape Materials, Gravel,
Pesticides, Hand Tools, Protective Clothing, Clothes, and Safety Gear

Budgeted Amount \$ 19,750

5000.4500 Contracted Services

HVAC Service Contract

Systems Controls Contract

Mosquito Service Contract

Elevator Service Contract

Pest Control Contract for Buildings

Electrical Contracting

Fire Panel Controls Contract

Budgeted Amount \$ 20,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5000 Parks and Property Management Department

5000.5300 Dues and Subscriptions

Publications, Books, and Memberships

Budgeted Amount \$ 700

5000.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 10,100

5000.5700 Miscellaneous

Budgeted Amount \$ -0-

5000.6000 Department Equipment

Does not qualify for Capital Outlay (<\$5,000)

Chainsaw	375
Backpack Blower	350
Stihl Power Broom Head for Weedeater	225
Safety Equipment (cones, barrels, barricades)	1,250
Hedge Clipper Attachment for Bike Path Trimming	225
Combination Drill/Saw Kit	850
Printer	350
Leveling Machine for Ball Fields	1,899
Gator – Scrape Blade/Enclosure for Cab	4,885

Budgeted Amount \$ 10,409

5000.6500 Department Projects

Budgeted Amount \$ -0-

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5000 Parks and Property Management Department

5000.7300 Capital Outlay – Improvements

Budgeted Amount \$ -0-

5000.7400 Capital Outlay – Equipment (>\$5,000)

This line item covers all capital purchases of equipment, vehicles, or land having an initial value in excess of \$5,000. It also includes current debt service payments due during the fiscal year.

Small Tractor

Budgeted Amount \$ 35,000

5000.9900 Arbor Day

Trees and Support Material for Arbor Day Ceremony

Budgeted Amount \$ 550

5000 – Parks and Property Management Dept. TOTAL \$ 620,423



The City of
Brevard
North Carolina

POLICE

FY 2016-17

CITY OF BREVARD
 ANNUAL BUDGET - BIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	<u>% REM</u>	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
10 GENERAL FUND							
5100 POLICE							
5100 POLICE							
10-5100-0200 SALARIES - REG	1,249,874	1,318,476	1,059,722	19.63		1,357,186	
10-5100-0210 SALARIES OT/HOLIDAY	75,484	85,000	73,864	13.10		85,000	
10-5100-0300 SALARIES - PT	44,365	40,000	56,117	-40.29		40,000	
10-5100-0400 PROFESSIONAL SERVICES			144				
10-5100-0500 FICA	113,324	110,426	91,653	17.00		113,387	
10-5100-0600 GROUP INSURANCE	315,000	303,978	304,652	-0.22		364,250	
10-5100-0700 RETIREMENT	104,714	101,995	80,250	21.32		115,375	
10-5100-0710 401K SUPPLEMENT	58,765	65,924	46,027	30.18		67,859	
10-5100-0720 SEPARATION ALLOWANCE	69,406	32,567	47,556	-46.03		58,879	
10-5100-0925 PRO SERVICES						1,000	
10-5100-1000 TRAINING	18,555	15,000	10,673	28.84		20,000	
10-5100-1100 TELEPHONE	32,069	31,000	24,560	20.77		31,000	
10-5100-1110 POSTAGE	213	300	152	49.20		300	
10-5100-1400 TRAVEL	2,605	1,150	364	68.31		1,080	
10-5100-1500 M & R BUILDINGS	8,897	11,000	2,279	79.29		1,500	
10-5100-1600 M & R EQUIPMENT	48,642	40,000	29,878	25.31		69,500	
10-5100-1700 M & R AUTOS/TRUCKS	15,277	10,000	14,249	-42.49		10,000	
10-5100-3100 AUTOMOTIVE SUPPLIES	55,851	66,285	34,941	47.29		57,285	
10-5100-3195 NARCOTIC INVESTIGATION	10,000	15,000	7,000	53.33		15,000	
10-5100-3200 OFFICE SUPPLIES	4,256	10,000	3,303	66.97		10,000	
10-5100-3300 DEPT SUPL & MATL	20,971	15,200	13,980	8.03		20,200	
10-5100-3500 CLEANING & DRY CLEAN	9,075	10,080	7,600	24.60		10,080	
10-5100-3600 UNIFORMS	10,173	17,600	11,705	33.50		17,600	
10-5100-4500 CONTRACTED SERVICES	58,792	55,800	49,375	11.51		60,800	

FY 2016-17

CITY BREVARD
 ANNUAL BUDGET STATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED BUDGET	ACTUAL	% REM	REQUESTED	RECOMM	APPROVED
	14-15	15-16	04/30/2016		16-17	16-17	16-17
10-5100-5300 DUES & SUBSCRIPTIONS	3,522	1,000	608	39.20		1,000	
10-5100-5400 INSURANCE & BONDS	41,968	51,200	49,022	4.25		51,200	
10-5100-5700 MISCELLANEOUS SMITH ACCOUNT	3,235	2,400	1,250	47.92		900	
10-5100-6000 DEPARTMENT EQUIPMENT	35,317	44,190	37,565	14.99		62,540	
10-5100-6500 GOV CRIME COMM GRANT		9,709	9,709	0.00			
10-5100-7400 CAP OUT - EQUIP	75,903	149,000	77,381	48.07		127,500	
5100 POLICE	<u>2,486,252</u>	<u>2,614,280</u>	<u>2,145,579</u>	17.93		<u>2,770,421</u>	
5100 POLICE	<u>2,486,252</u>	<u>2,614,280</u>	<u>2,145,579</u>	17.93		<u>2,770,421</u>	
10 GENERAL FUND	<u>2,486,252</u>	<u>2,614,280</u>	<u>2,145,579</u>	17.93		<u>2,770,421</u>	
	<u>2,486,252</u>	<u>2,614,280</u>	<u>2,145,579</u>	17.93		<u>2,770,421</u>	

POLICE DEPARTMENT

Police	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	2,030,931	2,058,366	1,759,985	2,201,936
Materials, Supplies, Services	379,418	406,914	308,213	440,985
Capital Outlay	75,903	149,000	77,381	127,500
Totals	2,486,252	2,614,280	2,145,579	2,770,421
Full Time Positions	30	30	30	31



MISSION STATEMENT

The Police Department covers the operational costs of providing law enforcement and public safety service to the City of Brevard.

BUDGET OBJECTIVES – FY 2016-2017

Support the ongoing effort to protect our natural assets such as woods and water, and focus our operations towards achieving a safe, friendly, family-oriented city with small town charm.

- Replace firearms range
- Add sworn Animal Services position for enhanced animal services response
- Employee retention strategy
- Improved work space use, including Investigations and Patrol Briefing Room furniture
- Improved proficiency, including skills, management, and equipment training
- Improvement of radio system through research and grants
- Planning for additional Investigations Detective (2017-18 fiscal year)

POLICE DEPARTMENT

GOALS ACHIEVED – FY 2015-2016

- Strategic planning through:
 - (1) Update of five-year plan
 - (2) Improvement of community capital (most vulnerable citizens) through:
 - Creation of Community Connections for direction
 - Enhanced community interaction through Rise & Shine, CARE Coalition, and SAFE
 - (3) Improved Succession Planning through leadership training, evaluations, and promotional testing/processes
- Operations improvement through:
 - (1) Policy update (ongoing)
 - (2) Rabies vaccinations for Patrol Officers
 - (3) Joint Special Response Team with TCSO
- Improved work space for shift supervisors (conversion of closet to office)
- Community partnership through:
 - (1) Creation of Community Connections
 - (2) CPTED assessments
 - (3) Community service (fundraising, youth connections)
 - (4) Secondary PSAP Funding/MOU with County
 - (5) Implementation of Body Camera Program
- Lowest crime rate in at least 12 years

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.0200 Salaries - Regular

This line item covers the salary and wages for the following budgeted positions and as shown in the table below.

1	Chief of Police	4	Patrol Lieutenants
1	Administrative Assistant	4	Patrol Sergeants
2	Drug Investigators – (Detective, Sergeant)	9	Patrol Officers
3	General Crimes Investigators (1 Lt, 1 Sgt, 1 Det)	1	Communications Supervisor
1	Deputy Chief	4	Telecommunicators
15	Reserve	1	Parking Enforcement Officer

5100.0210 Salaries – OT/Holiday

This line item is expended in overtime and holiday wages for Police Department personnel as shown in the table below.

5100.0300 Salaries – Part Time

This line item is expended for part-time wages for auxiliary Police Officers as shown in the table below. These wages cover festivals, special events as well as for filling in to cover vacation and sick time for full time officers.

5100.0500 FICA

This line item covers the FICA cost on the annual salaries for all Police Department personnel as shown in the table below.

5100.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan to departmental personnel as shown in the table below.

5100.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to all departmental personnel as shown in the table below.

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.0710 401(K)

This line item covers the cost the state mandated 5% contribution to individual 401(k) retirement accounts for all sworn departmental personnel as shown in the table below.

5100.0720 Separation Allowance

As provided by NC General Statute 143 Article 12E qualifying law enforcement officers must receive a special separation allowance. This amount is calculated using a mandated formula.

Budgeted Amounts

FY 16-17 Salaries	Part Time	OT/Holiday	FICA	Retirement	401(k)	Group Insurance	Sep. Allow.
1,357,186	40,000	85,000	113,387	115,375	67,859	364,250	58,879

**Increase: 2.5% Merit*

Budgeted Amount \$ 2,201,936

5100.0925 Professional Services

Retainer fees and expenses paid to professionals, not employees of the City, for their specialized expertise. These include but are not limited to legal, engineering, medical, accounting, consultant fees, specialized testing, and laboratory services.

Budgeted Amount \$ 1,000

100.1000 Training

The listed state-mandated training is required for officers by the State of North Carolina. Special training is necessary for ongoing improvements to our service delivery. The two chiefs of police meetings are important to keep our agency abreast of updated policy and legal changes and aware of new equipment and products available to police departments.

State-Mandated In-Service Training, Certifications and Recertifications for Radar, Taser, ECIR-II, Firearms, DCI, ARIDE, ASTD, Rifle, and Supervisor Training	3,000
Special Training: Animal Control Training, Drug Enforcement, Traffic, Investigations, MDP, SRT, Vision Transylvania, etc.	14,500
State: Association of Chiefs of Police (2 for Chief and Assistant Chief)	2,500

Budgeted Amount \$ 20,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.1100 Telephone/Cell Phones/Internet

Department personnel are paid a stipend for the use of personal cell phones to relay sensitive information and to be contacted while off duty for emergency situations. This line item also covers the cost of department cell phones for some employees that do not receive the stipend.

Budgeted Amount \$ 31,000

5100.1110 Postage

Budgeted Amount \$ 300

5100.1400 Travel

This covers mileage reimbursement for personal use of employee vehicles for training. This is often more cost effective than use of city vehicles.

Mileage (IRS RATE) - \$0.54 per mile for 2,000 miles

Budgeted Amount \$ 1,080

5100.1500 Maintenance and Repair - Buildings

This portion of the budget will be used for maintaining the floors in the Police Department.

Cleaning of Floors in the Department
Conversion of Storage Room to Lieutenant Office

Budgeted Amount \$ 1,500

5100.1600 Maintenance and Repair - Equipment

This portion of the budget covers communication's monthly user fees and repair and maintenance costs for department equipment.

Radio Maintenance	45,000
Copier Maintenance	
911-CAD Fees	
DCI Users Fee	
Dispatch Equipment/Maintenance/Repair	24,500
Communications Software	

Budgeted Amount \$ 69,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.1700 Maintenance and Repair – Vehicles

Covers maintenance costs to vehicles, deductible payments on any accidents, and maintenance on any vehicle equipment such as overhead lights, sirens, etc. A newer fleet has reduced this need.

General Repair and Maintenance

Budgeted Amount \$ 10,000

5100.3100 Automotive Supplies

This amount will be used to purchase gas and automotive supplies to keep the Police fleet in operation. The cost of gas was decreased over last year's cost to account for the decreases in oil costs. This accounts for the decrease in this budget line item.

Gas (\$2.50/gal x 20,000 gallons)	50,000
Oil (\$3.50/qt x 450)	1,575
Tires (\$67.00 each x 80)	5,360
Oil Filters (\$3.50 each x 100)	350

Budgeted Amount \$ 57,285

5100.3195 Narcotic Investigation

This amount is required for operational needs for the Transylvania Narcotics Task Force (TNT).

Informant Expenses, Drug Purchases, and High-Tech Surveillance Equipment
Purchase and Repair

Budgeted Amount \$ 15,000

5100.3200 Office Supplies

General Office Supplies	8,000
Printing (Letterhead, Discs)	2,000

Budgeted Amount \$ 10,000

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.3300 Departmental Supplies & Materials

This amount will cover the cost of ongoing firearms, Taser, and equipment needs such as cartridges, bullets, batteries, DVDs, memory cards, and similar materials

Qualification/Training, Ammunition, Firearms Repairs, and Cleaning Supplies	12,000
Investigative Supplies	6,000
Batteries (Handheld Radios, Flashlights, PBA, Radar)	900
DVD Memory Cards and Camera Supplies	300
Taser Cartridges (50 @ \$20 each)	1,000

Budgeted Amount \$ 20,200

5100.3500 Cleaning and Dry Cleaning

This line item allows for each employee to receive a monthly amount for dry cleaning services to keep uniforms in top shape.

30 Employees/\$25.00 month	9,000
6 Employees/\$15.00 month	1,080

Budgeted Amount \$ 10,080

5100.3600 Uniforms

This line item covers the cost of new uniforms, badges, equipment belts, and civilian clothing allowances for non-uniformed officers.

23 Full-Time Officers	12,000
6 Part Time Officers	1,000
5 Dispatchers	1,000
7 Civilian Clothing Allowance	2,900
7 Volunteers	700

Budgeted Amount \$ 17,600

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.4500 Contracted Services

The Police Department is continuing to handle Animal Services' responsibilities and improve our website. The Police Department requests budget for contract to continue to manage the property room and assist with Investigations.

Website Maintenance	800
Property Room Management	60,000

Budgeted Amount \$ 60,800

5100.5300 Dues and Subscriptions

Update Publications, Reference Materials

Budgeted Amount \$ 1,000

5100.5400 Insurance and Bonds

Budgeted Amount \$ 51,200

5100.5700 Miscellaneous

Expenses for dinner at Community Connections meetings (6 @ \$150)

Budgeted Amount \$ 900

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5100 Police

5100.6000 Department Equipment

Items for this budget line includes replacement items for aged equipment including ballistic vests, portable radios, Tasers, and OC spray to keep equipment within manufacturer's warranties. Also included is new equipment to improve safety and officers' ability to keep up with improved technology. This includes patrol rifles, hand-held radar units, lights and holsters for hand guns, SRT equipment, and civil unrest protective equipment. Additional prevention and investigative equipment are listed below.

4	Ballistic Vests @ \$600 each	2,400
2	Radar Units @ \$1,400 each	2,800
	SRT Equipment (entry ballistic vests, equipment, supplies for 4)	12,000
2	Portable Radios @ \$720 each	1,440
4	Tasers (includes replacement value and holsters) @ \$1,200 ea.	4,800
4	AR-15 Rifles (short-barrel for SRT application) @ \$1,100 ea.	4,400
4	Holsters with Lights @ \$250 each	1,000
16	Civil Response Helmets, Face Shields, Shields	7,500
	Message Board/Radar Speed Signs	15,000
	Laser Mapping and Software for Investigations	1,200
	Office Furniture for Investigations, Patrol Briefing (desks, chairs, cabinets, shelves)	10,000

Budgeted Amount \$ 62,540

5100.6500 Grant Expenditures

Budgeted Amount \$ -0-

5100.7400 Capital Outlay – Equipment (>\$5,000)

3 Patrol Vehicles (\$42,500 each)

Budgeted Amount \$ 127,500

5100 – Police Departmental TOTAL	\$ 2,770,421
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The City of
Brevard
North Carolina

PUBLIC WORKS

ADMINISTRATION

FY 2016-17

CITY OF BREVARD
 ANNUAL BUDGET - STATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 14-15	AMENDED BUDGET 15-16	ACTUAL 04/30/2016	% REM	REQUESTED 16-17	RECOMM 16-17	APPROVED 16-17
10 GENERAL FUND							
5450 PUBLIC WORKS ADMIN							
5450 PUBLIC WORKS ADMIN							
10-5450-0200 SALARIES - REG	161,591	166,710	147,059	11.79		200,221	
10-5450-0210 SALARIES - REF - OT	1,800	2,000	2,315	-15.77		2,000	
10-5450-0500 FICA	12,915	12,906	11,131	13.75		15,470	
10-5450-0600 GROUP INSURANCE	31,500	30,398	30,398			47,000	
10-5450-0700 RETIREMENT	12,053	11,928	10,036	15.86		14,661	
10-5450-1000 TRAINING	128	1,100		100.00		1,100	
10-5450-1100 TELEPHONE	5,307	5,256	4,452	15.30		6,000	
10-5450-1110 POSTAGE	24	40		100.00		40	
10-5450-1300 UTILITIES	15,064	22,500	12,052	-46.43		22,500	
10-5450-1400 TRAVEL	1	500		100.00		500	
10-5450-1500 M & R BUILDINGS	23,021	17,000	20,287	-19.34		23,900	
10-5450-1600 M & R EQUIPMENT	5,624	8,500	4,234	50.19		8,500	
10-5450-1700 M & R AUTOS/TRUCKS	87	1,500	3,124	-108.29		1,500	
10-5450-3100 AUTOMOTIVE SUPPLIES	1,613	2,500	1,259	49.66		2,500	
10-5450-3200 OFFICE SUPPLIES	6,667	6,000	9,930	-65.50		7,000	
10-5450-3600 UNIFORMS	14,532	15,300	15,487	-1.22		15,300	
10-5450-5300 DUES & SUBSCRIPTIONS	2,187	1,800	1,864	-3.53		1,800	
10-5450-5400 INSURANCE & BONDS	6,562	8,000	6,353	20.59		8,000	
10-5450-7300 CAPITAL OUTLAY OTHER	142,000	7,000		100.00			
5450 PUBLIC WORKS ADMIN	<u>442,675</u>	<u>320,938</u>	<u>279,982</u>	12.76		<u>377,992</u>	
5450 PUBLIC WORKS ADMIN	<u>442,675</u>	<u>320,938</u>	<u>279,982</u>	12.76		<u>377,992</u>	
10 GENERAL FUND	<u>442,675</u>	<u>320,938</u>	<u>279,982</u>	12.76		<u>377,992</u>	
	<u><u>442,675</u></u>	<u><u>320,938</u></u>	<u><u>279,982</u></u>	12.76		<u><u>377,992</u></u>	

ADMINISTRATION	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	219,860	223,942	200,939	279,352
Materials, Supplies, Services	80,815	89,996	78,953	98,640
Capital Outlay	142,000	7,000	0	0
Totals	442,675	320,938	279,892	377,992
Full Time Positions	3	3	4	4



The responsibilities of Public Works Administration include overseeing, leading, and directing the Public Works divisions. This division provides supervision and secretarial functions for the

Garage, Streets-Local, Streets-Powell Bill, Sanitation, Water Distribution, and Sewer Collections divisions. The department provides on-call staff for emergency situations after hours, and who may be contacted through the Police Department. The Administrative division represents the department as a whole and reports to the City Manager.



MISSION STATEMENT

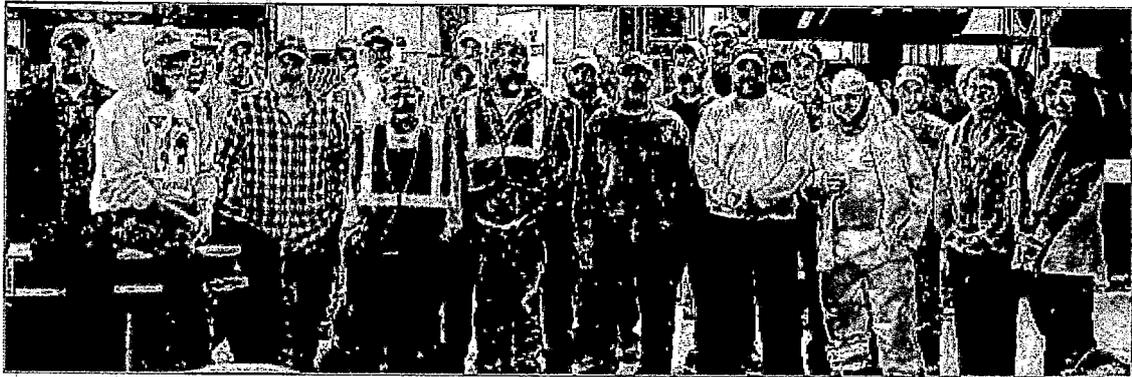
Maintain up-to-date information to ensure proper decision-making processes, to coordinate Public Works operations that oversee the city's public goods and services such as solid waste collection, street resurfacing, and leaf collection, and to improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- Protect our natural assets of woods and water by securing our collections system and removing inflow and infiltration areas as identified; protecting our water system by upgrading lines and repairing leaks; and encourage recycling to eliminate landfill disposal.
- Ensure infrastructure is constantly maintained and replaced to serve existing and future business by monitoring structures and maintaining equipment.
- Enhance quality of life by providing exceptional and efficient services by eliminating waste, frugal purchasing, and constantly striving for reliable and cost effective initiatives.

GOALS ACHIEVED – FY 2015-2016 (*through January*)

- Provided supervision, support, and assistance to all divisions.
- Issued service requests or work orders to division supervisors.
- Issued vehicle maintenance requests and maintained historical maintenance and repair documents for city and county vehicles.
- Processed department payroll, personnel records, and leave schedules.
- Public announcements for holiday closings, cancellations, and service changes.
- Purchase, receiving and accounts payable processing for departmental supplies and materials.
- Participated in career development, safety and wellness activities.
- Processed and maintained work logs for each division's activities.



**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5450 Public Works - Administration

5450.0200 Salaries - Regular

This line item covers the salary and wages for the Public Works Director, Administrative Services Manager, Administrative Support Specialist, and an Office Assistant as shown in the table below.

5450.0210 Salaries - Overtime

This line item covers the salary and wages for the Public Works Director, Administrative Services Manager, Administrative Support Specialist, and an Office Assistant as shown in the table below.

5450.0300 Salaries - Part Time

This line item covers the salary and wages for the Public Works Director, Administrative Services Manager, Administrative Support Specialist, and an Office Assistant as shown in the table below.

5450.0500 FICA

This line item covers the FICA cost on the annual salaries for the Public Works Director, Administrative Services Manager, Administrative Support Specialist, and an Office Assistant as shown in the table below.

5450.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for this department as shown in the table below.

5450.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to the Public Works Director, Administrative Services Manager, Administrative Support Specialist, and an Office Assistant as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime	FICA	Retirement	Group Insurance
200,221	2,000	15,470	14,661	47,000

**Increase: 2.5% Merit*

Budgeted Amount \$ 279,352

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5450 Public Works - Administration

5450.1000 Training

Employee Enrichment Training, NCDOT Street Resurfacing, and Flagging
Techniques Training

Budgeted Amount \$ 1,100

5450.1100 Telephone

Public Works Building Telephone System:
(1/3 cost shared with Water Distribution & Sewer Collections)
Internet Service and Operations Center Modem Fees
1 Cell Phone (Public Works Director)
2 Cell Phones (On-Call Personnel)

<i>Comporium</i> -- Telephone Line 1	884-2171
Telephone Line 2	884-5826
Fax Line (Admin)	884-6892
Fax Line (Director)	885-8260
Internet ADSL Line	560-8087
DMV Inspector Line	884-2531
<i>Verizon</i> Public Works Director	553-7457
On-Call	553-9486
Operations Center Modem	number not known

Budgeted Amount \$ 6,000

5450.1110 Postage

Budgeted Amount \$ 40

5450.1300 Utilities

Gas & Electricity for Public Works Building, Sheds, & Operations Building

<i>PSNC</i> Account #1-1981-0216-7067	Meter #000147444
<i>Duke Energy</i> Account #1599560928	Meter #130033 (Main Building)
<i>Duke Energy</i> Account #0000498248	Meter #270951 (Lower Shed Lights)
<i>Duke Energy</i> Account #0000498247	Meter #613648 (Lower Yard Electric)
<i>Duke Energy</i> Account #01217391334	Meter #506990 (Operations Center)

Budgeted Amount \$ 22,500

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5450 Public Works - Administration

5450.1400 Travel

Travel Expense, Lodging, Meals

Budgeted Amount \$ 500

5450.1500 Maintenance and Repair - Buildings and Grounds

Janitorial and facility maintenance supplies, includes minor floor repairs, light fixture upgrade and repairs, security improvements, now includes Operations Center Building and Cable TV expenses for both facilities

Budgeted Amount \$ 23,900

5450.1600 Maintenance and Repair - Equipment

Maintenance and Repair (office printers, time clock, radio system repeater contract, generator maintenance contract); includes RCS Wireless Pager number 300-4172

Budgeted Amount \$ 8,500

5450.1700 Maintenance and Repair - Vehicles

Expense for 2 vehicles (Director's vehicle and vehicle #40)

Budgeted Amount \$ 1,500

5450.3100 Automotive Supplies

Expense for 2 vehicles (Director's vehicle and vehicle #40)

Budgeted Amount \$ 2,500

5450.3200 Office Supplies

General Office Supplies, Paper, Forms, Ink Cartridges, etc.

Budgeted Amount \$ 7,000

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5450 Public Works - Administration

5450.3600 Uniforms

18-Man Rental Uniform Contract, T-Shirts, Personal Protective Equipment,
Safety Shoe Allowance

Budgeted Amount \$ 15,300

5450.5300 Dues and Subscriptions

Dues and Subscriptions

Budgeted Amount \$ 1,800

5450.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 8,000

5450.7300 Capital Outlay – Other

Budgeted Amount \$ -0-

5450.7400 Capital Outlay – Equipment (>\$5,000)

Budgeted Amount \$ -0-

5450 – Public Works – Administration Dept. TOTAL \$ 377,992



The City of
Brevard
North Carolina

PUBLIC WORKS

VEHICLE MAINTENANCE DIVISION

FY 2016-2017

CITY OF BREVARD
 ANNUAL BUDGET - STATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
5550 P. W. GARAGE							
5550 P. W. GARAGE							
10-5550-0200 SALARIES - REG	98,794	118,743	71,623	39.68		81,800	
10-5550-0210 SALARIES - REG - OT	2,027	3,000	7,924	-164.12		3,000	
10-5550-0500 FICA	7,654	9,313	5,894	36.71		6,487	
10-5550-0600 GROUP INSURANCE	31,500	30,398	30,398			23,500	
10-5550-0700 RETIREMENT	7,501	8,607	5,338	37.98		6,148	
10-5550-1000 TRAINING	625	500	190	62.00		500	
10-5550-1400 TRAVEL		500		100.00		500	
10-5550-1600 M & R EQUIPMENT	7,330	7,600	7,564	0.47		7,600	
10-5550-1700 M & R AUTOS/TRUCKS	626	1,200	375	68.79		1,200	
10-5550-3100 AUTOMOTIVE SUPPLIES	1,275	1,600	1,035	35.29		1,600	
10-5550-3120 AUTOMOTIVE SUPPLIES - COUNTY	328,243	355,000	208,714	41.21		355,000	
10-5550-3300 DEPT SUPL & MATL	18,302	20,000	19,402	2.99		16,500	
10-5550-4500 CONTRACTED SERVICES	150	1,000	127	87.33		1,200	
10-5550-5400 INSURANCE & BONDS	13,634	14,000	12,440	11.14		14,000	
10-5550-5500 PURC FOR INV - GAS	392,168	548,700	188,495	65.65		548,700	
10-5550-5510 PURC FOR INV - OTHER	79,108	60,000	55,624	7.29		60,000	
10-5550-5600 ISSUES FOR INV - GAS	-390,054	-548,700	-209,761	61.77		- 548,700	
10-5550-5610 ISSUES FROM INV - OTHER	-77,635	-60,000	-65,838	-9.73		- 60,000	
10-5550-7400 CAP OUT - EQUIP						16,995	
5550 P. W. GARAGE	<u>521,247</u>	<u>571,461</u>	<u>339,545</u>	40.58		<u>536,030</u>	
5550 P. W. GARAGE	<u>521,247</u>	<u>571,461</u>	<u>339,545</u>	40.58		<u>536,030</u>	
10 GENERAL FUND	<u>521,247</u>	<u>571,461</u>	<u>339,545</u>	40.58		<u>536,030</u>	
	<u>521,247</u>	<u>571,461</u>	<u>339,545</u>	40.58		<u>536,030</u>	

Vehicle Maintenance	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	147,476	170,061	121,177	120,935
Materials, Supplies, Services	373,771	401,400	218,368	398,100
Capital Outlay	0	0	0	16,995
Totals	521,247	571,461	339,545	536,030
Full Time Positions	3	3	3	2



The responsibilities of Public Works Vehicle Maintenance Division include maintenance and repair of the City's vehicle and equipment fleet; contractual maintenance of Transylvania County vehicles, and provides a fleet fueling center. The Vehicle Maintenance Division reports to the Public Works Director.



MISSION STATEMENT

Maintain up-to-date information to ensure proper decision-making processes, to coordinate Public Works operations that oversee the city's public goods and services such as solid waste collection, street resurfacing, and leaf collection, and to improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- Support the vision of Brevard as a safe, friendly and family-oriented city with small town charm by responsibly maintaining the City's fleet in order to keep various department transportation units dependable and reliable.
- Ensure infrastructure is constantly maintained and replaced to serve existing and future business by routine preventive maintenance and essential repairs performed to extend the life of the fleet.
- Enhance quality of life by proactively extracting extra value from fleet vehicles and avoid replacement cost of vehicles.
- Protect our natural assets of woods and water by promoting fuel conservation by fleet operators, exploring fuel alternatives when cost effective, and by properly disposing of shop waste.

GOALS ACHIEVED – FY 2015-2016 (*through January*)

- Performed preventive maintenance service and repair of current 145 city vehicle and equipment fleet.
- Maintained contractually 125 County vehicles.
- Maintained vehicle and equipment history logs.
- Fuel center operational 24 hours per day.



- Average price/gallon FY16 (*through January*) Unleaded \$1.436
- Average price/gallon FY16 (*through January*) Diesel \$1.496

- Maintain supply inventory for routine parts, fluids, filters and other supplies.
- Participated in career development, safety and wellness activities.

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

**5550 Public Works – Vehicle Maintenance Division
(aka Public Works – Garage)**

5550.0200 Salaries - Regular

This line item covers the salary and wages for the Fleet Maintenance Supervisor and one Fleet Mechanic as shown in the table below.

5550.0300 Salaries – Part Time

This line item covers the salary and wages for the Fleet Maintenance Supervisor and one Fleet Mechanic as shown in the table below.

5550.0500 FICA

This line item covers the FICA cost on the annual salaries for the Fleet Maintenance Supervisor and one Fleet Mechanic as shown in the table below.

5550.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan to departmental personnel as shown in the table below.

5550.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to the Division Foreman and two automotive mechanics as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime	FICA	Retirement	Group Insurance
81,800	3,000	6,487	6,148	23,500

**Increase: 2.5% Merit*

Budgeted Amount \$ 120,935

5550.1000 Training

Continuing education, diagnostic computer systems for vehicle maintenance and OSHA training

Budgeted Amount \$ 500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5550 Public Works – Vehicle Maintenance Division

5550.1400 Travel

Travel (mileage, lodging, meals and associated costs during continuing education and training for departmental personnel)

Budgeted Amount \$ 500

5550.1600 Maintenance and Repair - Equipment

Vehicle maintenance equipment repair. Includes annual State required underground fuel storage tank tests	5,000
All Data Software Renewal	1,600
ManagerPlus Software Service Agreement & Updates	450
Solus Scanner Update	550

Budgeted Amount \$ 7,600

5550.1700 Maintenance and Repair - Vehicles

Expense for 2 vehicles

Budgeted Amount \$ 1,200

5550.3100 Automotive Supplies

Expense for 2 vehicles

Budgeted Amount \$ 1,600

5550.3120 Automotive Supplies – County

Repairs & expense for 125 Transylvania County vehicles as contracted (76,650 per year PLUS parts and fuel cost)

Budgeted Amount \$ 355,000

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5550 Public Works – Vehicle Maintenance Division

5550.3300 Departmental Supplies

Pit cover, mechanics tools, supplies, and non-inventory greases, cleaners, etc.
for vehicle and equipment maintenance.

Budgeted Amount \$ 16,500

5550.4500 Contracted Services

FCC Environmental - Hazardous waste removal for waste oil and antifreeze
Crystal Clean - Parts washer fluid waste removal and machine service

Budgeted Amount \$ 1,200

5550.5400 Insurance and Bonds

Cost of prorated portion of property/general liability coverage as well as
applicable worker's compensation insurance

Budgeted Amount \$ 14,000

5550.5500 Inventory Purchases – Gas

Projected Average Price – Unleaded - \$2.95/gal (projected 136,000 gallons)
Projected Average Price – Diesel - \$2.95/gal (projected 50,000 gallons)

Budgeted Amount \$ 548,700

5550.5510 Inventory Purchases – Other

Tires, filters, oil, and other supplies for vehicle maintenance

Budgeted Amount \$ 60,000

5550.5600 Issues from Inventory – Gas

Based on projected cost (*see above*)

Budgeted Amount (\$ 548,700)

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5550 Public Works – Vehicle Maintenance Division

5550.5610 Issues from Inventory – Other

Based on projected cost (*see above*)

Budgeted Amount (\$ 60,000)

5550.7400 Capital Outlay – Equipment (>\$5,000)

Heavy Duty Tire Changing Machine

Budgeted Amount \$ 16,995

5550 – Public Works – Vehicle Maint. Div. Dept. TOTAL \$ 536,030



The City of
Brevard
North Carolina

PUBLIC WORKS

STREETS LOCAL

FY 2016-2017

CITY OF BIRMINGHAM
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 14-15	AMENDED BUDGET 15-16	ACTUAL 04/30/2016	% REM	REQUESTED 16-17	RECOMM 16-17	APPROVED 16-17
10 GENERAL FUND							
5600 P.W. STREETS-LOCAL							
5600 P.W. STREETS-LOCAL							
10-5600-0200 SALARIES - REG	251,840	267,131	201,274	24.65		268,849	
10-5600-0210 O.T. STREETS-LOCAL	20,642	20,000	12,818	35.91		20,000	
10-5600-0300 SALARIES - PT		3,400		100.00			
10-5600-0500 FICA	20,808	22,226	15,431	30.57		22,097	
10-5600-0600 GROUP INSURANCE	84,000	81,060	81,024	0.04		94,000	
10-5600-0700 RETIREMENT	20,193	20,300	14,376	29.18		20,942	
10-5600-1100 TELEPHONE	832	1,200	540	54.96		1,200	
10-5600-1300 UTILITIES - ST LIGHTS	150,492	122,300	115,771	5.34		122,300	
10-5600-1600 M & R EQUIPMENT	1,289	19,000	18,315	3.61		19,000	
10-5600-1700 M & R AUTOS/TRUCKS	17,216	9,500	18,028	-89.77		9,500	
10-5600-2300 M & R PARKING LOTS	7,383	1,000	398	60.16		1,000	
10-5600-2400 M & R ST NAME SIGNS	2,910	8,500	410	95.18		8,500	
10-5600-2600 M & R PED. BIKE / HIKE PATHWAY						20,000	
10-5600-3100 AUTOMOTIVE SUPPLIES	23,994	25,500	17,044	33.16		25,500	
10-5600-3300 DEPT SUPL & MATL	19,648	35,300	35,454	-0.44		35,300	
10-5600-3400 CONTRACTED SERV. BRIDGE INSP	902	1,600		100.00		1,600	
10-5600-4500 CONTRACTED SERVICES	3,300						
10-5600-5400 INSURANCE & BONDS	18,618	21,200	22,104	-4.27		21,200	
10-5600-7300 CAPITAL OUTLAY-OTHER IMP	1,893						
10-5600-7400 CAP OUT - EQUIP						60,000	
5600 P.W. STREETS-LOCAL	645,960	659,217	552,988	16.11		750,988	
5600 P.W. STREETS-LOCAL	645,960	659,217	552,988	16.11		750,988	
10 GENERAL FUND	645,960	659,217	552,988	16.11		750,988	

FY 2016-2017

CITY OF EMMETT
ANNUAL BUDGET ESTIMATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	REQUESTED	RECOMM	APPROVED
	<u>14-15</u>	<u>BUDGET</u> <u>15-16</u>	<u>04/30/2016</u>	<u>% REM</u> <u>16-17</u>	<u>16-17</u>	<u>16-17</u>
	<u>645,960</u>	<u>659,217</u>	<u>552,988</u>	16.11	<u>750,988</u>	

Streets Local	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	397,483	414,117	324,923	425,888
Materials, Supplies, Services	246,584	245,100	228,065	265,100
Capital Outlay	1,893	0	0	60,000
Totals	645,960	659,217	552,988	750,988
Full Time Positions	8	8	8	8



The responsibilities of Public Works Streets Local Division include maintenance and repair of city infrastructure and consist of streets, sidewalks, handicap ramps, storm drains, bridges, and right-of-ways. The division maintains 40.28 miles of streets within the corporate limits, provides snow removal, mowing of utility strips and right-of-ways, traffic light system, street lighting, and pedestrian bike/hike pathways. Some expenditures are budgeted in the Streets Powell Bill Division. The Streets Local Division reports to the Public Works Director.



MISSION STATEMENT

Maintain up-to-date information to ensure proper decision-making processes, coordinate Public Works operations that oversee the city’s public goods and services such as solid waste collection, street resurfacing, and leaf collection, and improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- We foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business.
- Enhance quality of life by providing exceptional service; ensure efficiency in daily tasks, special projects, or emergency responsiveness.
- We encourage and embrace our family friendly and small town charm by bringing people together by providing safe, hazard-free street and pedestrian infrastructure.
- We promote and encourage businesses that are attracted to our natural assets by protecting our woods and water by seeking new methods, materials or procedures in completing tasks in a way that preserves those assets.

GOALS ACHIEVED – FY 2015-2016 (*through January*)

- Completed asphalt street resurfacing on Johnson Street, McLean Road, Montview Circle, Old Highway 64, and Railroad Avenue.
- West Main Street parking lot improvements.
- Replaced 239 feet of sidewalk including some curb, gutter, and brick utility strips.
- Patched or leveled 47 asphalt utility cuts and 40 potholes.
- Erected 51 community event banners.
- Cross trained with Utility Divisions; attended water and wastewater operator training.
- Participated in career development, safety and wellness activities.



City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5600 Public Works – Streets Local

**Division description has been combined as employees, equipment, and other expenses are shared between some line items.*

5600.0200 Salaries - Regular

This line item covers the salary and wages for departmental personnel as shown in the table below.

5600.0300 Salaries – Part Time

This line item covers the salary and wages for departmental personnel as shown in the table below.

5600.0500 FICA

This line item covers the FICA cost on the annual salaries for departmental personnel as shown in the table below.

5600.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan to departmental personnel as shown in the table.

5600.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to departmental personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime	Part Time	FICA	Retirement	Group Insurance
268,849	20,000	-0-	22,097	20,942	94,000

**Increase: 2.5% Merit*

Budgeted Amount \$ 425,888

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5600 Public Works – Streets Local

5600.1100 Telephone

1 Cell Phone (Streets Supervisor)

Budgeted Amount \$ 1,200

5600.1300 Utilities – Street Lighting

Budgeted Amount \$ 122,300

5600.1600 Maintenance and Repair - Equipment

Expenses for 6 tractors, roller, tack machine, air compressor, 2 backhoes, miscellaneous mowers, snowplows, 2 spreaders, and small equipment

Budgeted Amount \$ 19,000

5600.1700 Maintenance and Repair - Vehicles

Repair expenses for 16 trucks

Budgeted Amount \$ 9,500

5600.2200 Maintenance and Repair – Sidewalks – *Funded in Streets Powell Bill Div.*

5600.2300 Maintenance and Repair - Parking Lots

West Main Street, behind City Hall, and Jordan Street

Budgeted Amount \$ 1,000

5600.2400 Maintenance and Repair - Street Name Signs

Street Name and Wayfinding Sign Maintenance and Repair

Budgeted Amount \$ 8,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5600 Public Works – Streets Local

5600.2600 Maintenance and Repair – Pedestrian/Bike/Hike Pathway

Mowing, weed eating, repairing wooden bridge, etc.

Budgeted Amount \$ 20,000

5600.3100 Automotive Supplies

Expenses for 16 vehicles and 11 equipment items

Budgeted Amount \$ 25,500

5600.3300 Departmental Supplies

Tools, directional signs, traffic cones, barrels, and barricades, cold patch asphalt material

Budgeted Amount \$ 35,300

5600.3400 NC Bridge Inspection Fees

Annual inspection of bridges on Railroad Avenue and Cherry Street

Budgeted Amount \$ 1,600

5600.5400 Insurance and Bonds

Cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance

Budgeted Amount \$ 21,200

5600.7400 Capital Outlay – Equipment (>\$5,000)

2-Ton Dump Truck F550 with Snow Plow

Budgeted Amount \$ 60,000

5600 – Public Works – Streets Local Department TOTAL \$ 750,988



The City of
Brevard
North Carolina

PUBLIC WORKS

STREETS POWELL BILL DIVISION

FY 2016-2017

CITY OF BARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	REQUESTED <u>% REM</u> <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
10 GENERAL FUND						
5700 P.W. STREETS-POWELL						
5700 P.W. STREETS-POWELL						
10-5700-1600 M & R EQUIPMENT			116			
10-5700-2500 M & R SIDEWALKS	9,025	20,000	2,820	85.90	20,000	
10-5700-2700 M & R STREETS	52,394	18,000	810	95.50	18,000	
10-5700-2800 M & R CURB & GUTTER	849	5,700	933	83.64	5,700	
10-5700-2900 M & R STORM DRAIN	10,407	15,000	2,967	80.22	15,000	
10-5700-4500 CONTRACTED SERVICES	28,510	163,300	203,267	-24.47	163,300	
5700 P.W. STREETS-POWELL	<u>101,186</u>	<u>222,000</u>	<u>210,913</u>	4.99	<u>222,000</u>	
5700 P.W. STREETS-POWELL	<u>101,186</u>	<u>222,000</u>	<u>210,913</u>	4.99	<u>222,000</u>	
10 GENERAL FUND	<u>101,186</u>	<u>222,000</u>	<u>210,913</u>	4.99	<u>222,000</u>	
	<u><u>101,186</u></u>	<u><u>222,000</u></u>	<u><u>210,913</u></u>	4.99	<u><u>222,000</u></u>	

Streets Powell Bill	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	0	0	0	0
Materials, Supplies, Services	101,186	222,000	210,913	222,000
Capital Outlay	0	0	0	0
Totals	101,186	222,000	210,913	222,000
Full Time Positions	0	0	0	0



The responsibilities of Public Works Streets Powell Division include maintenance and repair of city infrastructure and consist of streets, sidewalks, handicap ramps, storm drains, bridges, and right-of-ways. The division maintains 40.28 miles of streets within the corporate limits; provides snow removal, mowing of utility strips and right-of-ways, traffic light system, and street

lighting. Some expenditures and personnel expenditures are budgeted in the Streets Local Division.

MISSION STATEMENT

Maintain up-to-date information to ensure proper decision-making processes, coordinate Public Works operations that oversee the city's public goods and services such as solid waste collection, street resurfacing, leaf collection, and improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- Foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business.
- Enhance quality of life by providing exceptional service; ensure efficiency in daily tasks, special projects, or emergency responsiveness.
- Encourage and embrace our family friendly and small town charm by bringing people together by providing safe, hazard-free street and pedestrian infrastructure.
- Promote and encourage businesses that are attracted to our natural assets by protecting our woods and water by seeking new methods, materials or procedures in completing tasks in a way that preserves those assets.

GOALS ACHIEVED – FY 2015-2016

- Completed asphalt street resurfacing on Johnson Street, McLean Road, Montview Circle, Old Highway 64, and Railroad Avenue.
- Replaced 239 feet of sidewalk including some curb, gutter, and brick utility strips.
- Patched or leveled 47 asphalt utility cuts and 40 potholes.
- Erected 51 community event banners.
- Cross trained with Utility Divisions, attended water and wastewater operator training.
- Participated in career development, safety and wellness activities.

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5700 Public Works – Streets Powell Bill Division*

**Division description has been combined as employees, equipment, and other expenses are shared between some line items.*

5700.2500 Maintenance and Repair – Sidewalks

Concrete and form materials as needed for continuation of priority list for sidewalk and handicap ramp repair or replacement

Budgeted Amount \$ 20,000

5700.2700 Maintenance and Repair – Streets

Asphalt patching materials, traffic paint, and other materials for street repair

Budgeted Amount \$ 18,000

5700.2800 Maintenance and Repair - Curb & Gutter

Concrete and form materials for curb and gutter repair

Budgeted Amount \$ 5,700

5700.2900 Maintenance and Repair - Storm Drains

Culvert, bands, catch basins, and grates

Budgeted Amount \$ 15,000

5700.4500 Contracted Services

Street Resurfacing as designated by priority list

Budgeted Amount \$ 163,300

5700.7300 Capital Outlay – Other Improvements

Budgeted Amount \$ -0-

5700 – Public Works – Streets Powell Bill Dept. TOTAL \$ 222,000



The City of
Brevard
North Carolina

PUBLIC WORKS

SANITATION DIVISION

FY 2016-2017

CITY OF EMMETT
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
5800 P.W. SANITATION							
5800 P.W. SANITATION							
10-5800-0200 SALARIES - REG	235,883	248,106	186,047	25.01		252,770	
10-5800-0210 SALARIES - REG - OT	4,625	5,000	4,903	1.94		5,000	
10-5800-0500 FICA	18,892	19,363	13,756	28.96		19,719	
10-5800-0600 GROUP INSURANCE	84,000	81,060	81,024	0.04		94,000	
10-5800-0700 RETIREMENT	17,887	17,895	12,558	29.82		18,688	
10-5800-1600 M & R EQUIPMENT	3,396	6,800	7,817	-14.96		6,800	
10-5800-1700 M & R AUTOS/TRUCKS	29,226	12,000	17,195	-43.29		12,000	
10-5800-3100 AUTOMOTIVE SUPPLIES	35,987	35,000	22,722	35.08		35,000	
10-5800-3200 RECYCLING	99,276	98,000	75,489	22.97		98,000	
10-5800-3300 DEPT SUPL & MATL	4,696	4,500	11,410	-153.55		4,500	
10-5800-4500 CONTRACTED SERVICES		27,000	14,182	47.48		27,000	
10-5800-5000 COUNTY DISPOSAL CHARGES	148,577	145,600	110,572	24.06		145,600	
10-5800-5400 INSURANCE & BONDS	18,281	21,700	20,612	5.01		21,700	
10-5800-7400 CAP OUT - EQUIP	26,703					212,000	
5800 P.W. SANITATION	<u>727,430</u>	<u>722,024</u>	<u>578,286</u>	19.91		<u>952,777</u>	
5800 P.W. SANITATION	<u>727,430</u>	<u>722,024</u>	<u>578,286</u>	19.91		<u>952,777</u>	
10 GENERAL FUND	<u>727,430</u>	<u>722,024</u>	<u>578,286</u>	19.91		<u>952,777</u>	
	<u>727,430</u>	<u>722,024</u>	<u>578,286</u>	19.91		<u>952,777</u>	

Sanitation	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	361,289	371,424	298,288	390,177
Materials, Supplies, Services	339,438	350,600	279,998	350,600
Capital Outlay	26,703	0	0	212,000
Totals	727,430	722,024	578,286	952,777
Full Time Positions	8	8	8	8



The responsibilities of Public Works Sanitation Division include the collection of residential, commercial, and multi-family solid waste which includes removal of brush, leaves, and bulky items such as furniture,

appliances and electronics. Commercial customers are provided corrugated cardboard collection; the division contracts with Republic Services Inc. for residential curbside recyclables collection. The division reports to the Public Works Director.



MISSION STATEMENT

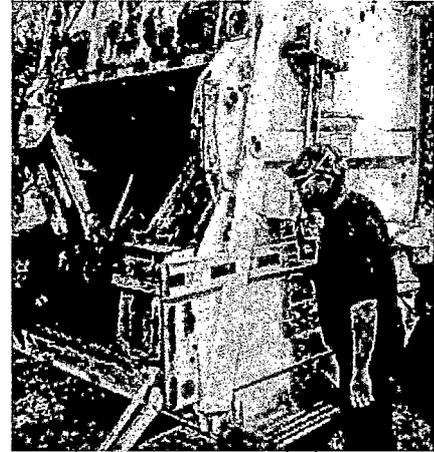
Maintain up-to-date information to ensure proper decision-making processes, to coordinate Public Works operations that oversee the city's public goods and services such as solid waste collection, street resurfacing, and leaf collection, and to improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- Foster economic development by protecting our natural assets of woods and water by eliminating generated solid waste through enforcement of city solid waste, health and sanitation ordinances.
- Enhance quality of life by providing efficiency in completing daily tasks, and prompt delivery of customer information packets, recycle carts, and bins.
- Encourage and embrace our family friendly and small town charm by bringing people together by providing exceptional and friendly communication of program policies and information; and consideration for our elderly and handicap customers who may need extra assistance.
- Promote and encourage future investment in our community by encouraging the importance of recycling and eliminating the solid waste tonnage into the landfill, by recycling yard waste into mulch product, and by encouraging cleanliness and upkeep of properties and vacant lots within the city.

GOALS ACHIEVED – FY 2015-2016 (*through January*)

- Commercial recycling in the city grew with 34 commercial businesses participating.
- Collected 1,655.43 tons of solid waste *through January*.
- Removed 294.62 tons residential recycling from landfill waste stream.
 - FY 2015-2016 (*through January*)
Total \$15,320.24 in tipping fees saved.
 - FY 2015-2016 (*projected total year*)
500 tons or \$26,000 in tipping fees
- Commercial cardboard collection removed 82.52 tons from waste stream.
 - FY 2015-2016 (*through January*)
Total \$4,291.04 in tipping fees saved.
 - Increase projected as commercial recycling participation grows.
- Personnel completed 87 special waste/bulky item collections and 13 single item collections.
- Participated in career development, safety and wellness activities.



**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5800 Public Works – Sanitation Division

5800.0200 Salaries - Regular

This line item covers the salary and wages for departmental personnel as shown in the table below.

5800.0300 Salaries – Part Time

This line item covers the salary and wages for departmental personnel as shown in the table below.

5800.0500 FICA

This line item covers the FICA cost on the annual salaries for departmental personnel as shown in the table below.

5800.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan to departmental personnel as shown in the table below.

5800.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to full time departmental personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Over Time	FICA	Retirement	Group Insurance
252,770	5,000	19,719	18,688	94,000

**Increase: 2.5% Merit*

Budgeted Amount \$ 390,177

5800.1600 Maintenance and Repair - Equipment

Repairs for forklift and 2 leaf machines

Budgeted Amount \$ 6,800

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

5800 Public Works – Sanitation Division

5800.1700 Maintenance and Repair - Vehicles

Repair expense for 9 trucks

Budgeted Amount \$ 12,000

5800.3100 Automotive Supplies

Expense for 9 trucks and 3 equipment items

Budgeted Amount \$ 35,000

5800.3200 Recycling Program

Contract with Republic Services for residential and commercial recycling program. *(Note: this budget amount subject to change)*

Budgeted Amount \$ 98,000

5800.3300 Departmental Supplies

Tools, supplies, recycle carts, deodorizers, and Transylvania County Solid Waste Hauler truck permit fees

Budgeted Amount \$ 4,500

5800.4500 Contracted Services

Brush grinding – 2 per year

Budgeted Amount \$ 27,000

5800-5000 Landfill Disposal Fees

Currently \$52 per ton household waste. Projected tonnage – 2,800

Budgeted Amount \$ 145,600

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

5800 Public Works – Sanitation Division

5800.5400 Insurance and Bonds

Cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance

Budgeted Amount \$ 21,700

5800-7300 Capital Outlay – Other

Budgeted Amount \$ -0-

5800.7400 Capital Outlay – Equipment (>\$5,000)

Garbage Truck	160,000
Leaf Machine	52,000

Budgeted Amount \$ 212,000

5800 – Public Works – Sanitation Division Dept. TOTAL	\$ 952,777
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The City of
Brevard
North Carolina

RECREATION

FY 2016-2017

CITY OF REWARD
 ANNUAL BUDGET ITEM - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
6200 RECREATION							
6200 RECREATION							
10-6200-0210 SALARIES OVERTIME	395	500	567	-13.47		500	
10-6200-0300 SALARIES - PT	28,274	35,000	17,444	50.16		35,000	
10-6200-0500 FICA	2,344	2,716	1,341	50.62		2,716	
10-6200-1100 TELEPHONE	3,008	2,500	2,286	8.56		2,500	
10-6200-1300 UTILITIES	20,917	20,000	14,335	28.32		22,000	
10-6200-1500 M & R BUILDINGS	6,346	8,000	2,971	62.86		8,000	
10-6200-1600 M & R EQUIPMENT		2,000		100.00		3,000	
10-6200-3300 DEPT SUPL & MATL	24,875	23,600	10,554	55.28		23,600	
10-6200-5400 INSURANCE & BONDS	3,281	4,000	3,177	20.59		4,000	
10-6200-6500 BRACKEN MTN PROJECT	2,528						
6200 RECREATION	<u>91,967</u>	<u>98,316</u>	<u>52,676</u>	46.42		<u>101,316</u>	
6200 RECREATION	<u>91,967</u>	<u>98,316</u>	<u>52,676</u>	46.42		<u>101,316</u>	
10 GENERAL FUND	<u>91,967</u>	<u>98,316</u>	<u>52,676</u>	46.42		<u>101,316</u>	
10 GENERAL FUND	<u>91,967</u>	<u>98,316</u>	<u>52,676</u>	46.42		<u>101,316</u>	

Parks and Property Management Department - Recreation	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	31,013	38,216	19,352	38,216
Materials, Supplies, Services	60,954	60,100	33,324	63,100
Capital Outlay	0	0	0	0
Total	91,967	98,316	52,676	101,316
Full Time Positions	0	0	0	0
Seasonal for Franklin Pool				

The Parks and Property Management Department - Recreation covers the operational costs of the Franklin Park Pool facilities, Sports Complex facilities, French Broad Community Center, and Bracken Mountain such as maintenance for equipment, utilities, departmental supplies and materials. This budget is, in part, used by the Parks and Property Management Department to maintain the recreational interests, insurance and bonds, contracted services, and capital outlay expenditures. The department oversees the operations and management of the pool facility, ball fields, and playgrounds.

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

6200 Parks and Property Management Department – Recreation

6200.0210 Salaries Overtime

6200.0300 Part Time Salaries and Wages

Personnel operations and management of the pool

6200.0500 FICA

This line item covers the FICA cost on the annual salaries for departmental personnel as shown in the table below.

Budgeted Amounts

FY 15-16 Part Time Salaries	Overtime	FICA	Retirement	Group Insurance
35,000	500	2,716	-0-	-0-

Budgeted Amount \$ 38,216

6200.1100 Telephone

Telephone service to the Franklin Pool, FBCC, Scout Hut

Budgeted Amount \$ 2,500

6200.1300 Utilities

Utilities to the Franklin Pool, FBCC, Scout Hut

Budgeted Amount \$ 22,000

6200.1500 Maintenance to Buildings and Grounds

Maintenance services to Franklin Pool, FBCC, Scout Hut, Bracken Mountain

Budgeted Amount \$ 8,000

City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

6200 Parks and Property Management Department - Recreation

6200.1600 Maintenance and Repair - Equipment

Maintaining the Franklin Pool equipment, FBCC, and Scout Hut

Budgeted Amount \$ 3,000

6200.3300 Departmental Supplies and Materials

Chemicals and supplies for Franklin Pool, FBCC, Scout Hut, Ball Fields
Picnic Tables at Sports Complex (3)

Budgeted Amount \$ 23,600

6200.4500 Contracted Services

Budgeted Amount \$ -0-

6200.5400 Insurance and Bonds

Cost of a prorated portion of the property/general liability coverage as well as
the applicable worker's compensation insurance

Budgeted Amount \$ 4,000

6200.5700 Miscellaneous

Budgeted Amount \$ -0-

6200 - Parks & Property Mgmt-Recreation Dept Total \$ 101,316



The City of
Brevard
North Carolina

6600—NON-DEPARTMENTAL

10-9900—CONTINGENCY

FY 2016

CITY OF DEERFIELD BEAVERD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>ORIGINAL</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
10-6600-9210 DEBT SERVICE OLD CITY HALL	60,662	29,135	29,122	0.04			
10-6600-9215 DEBT SERVICE WAYFINDING	18,176	18,176	18,176	0.00		18,176	
10-6600-9216 DEBT SERVICE NEW EQUIPMEMT	61,575	61,575	51,313	16.67		61,575	
10-6600-9217 DEBT SERVICE-FORMER DUKE PRC	7,956	15,912	13,259	16.67		15,912	
10-6600-9218 DEBT SERVICE FY17 NEW EQUIP.						68,573	
10-6600-9220 O-P-E-B TRANSFER	12,000	12,000	12,000			12,000	
10-6600-9230 TRANSFER TO HEALTH INS RES	125,000		95,500				
10-6600-9240 TRANSFER TO FIRE DEPT FUND	325,530	339,830	339,830			371,678	
10-6600-9251 TRFR TO DOWNTOWN MP FUND	180,000	180,000	180,000			180,000	
10-6600-9252 TRFR TO GALLIMORE FUND		90,000	90,000			90,000	
10-6600-9257 TRANSFER TO PEDESTRIAN FUND		18,196	18,196				
10 GENERAL FUND	<u>790,899</u>	<u>764,824</u>	<u>847,395</u>	-10.80		<u>817,914</u>	
	<u>790,899</u>	<u>764,824</u>	<u>847,395</u>	-10.80		<u>817,914</u>	

NON DEPARTMENTAL (6600)

Non Departmental	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
6600.9210 Debt Service Old City Hall	60,662	29,135	29,122	-0-
6600.9215 Debt Service Way Finding	18,176	18,176	18,176	18,176
6600.9216 Debt Service New Equipment	61,575	61,575	51,313	61,575
6600.9217 Debt Service Former Duke Property Purchase	7,956	15,912	13,259	15,912
6600.9218 Debt Service FY17 New Equip	-0-	-0-	-0-	68,573
Total DEBT	148,369	124,798	111,870	164,236

6600.9220 Transfer to O-P-E-B	12,000	12,000	12,000	12,000
6600.9230 Transfer to Health Insurance Res	125,000	95,500	95,500	-0-
6600.9240 Transfer to Fire Department	325,530	339,830	339,830	371,678
6600.9251 Transfer to Downtown MP Fund	180,000	180,000	180,000	180,000
6600.9252 Transfer to Gallimore Fund	-0-	90,000	90,000	90,000
6600.9257 Transfer to Pedestrian Fund	-0-	18,196	18,196	-0-
Total TRANSFER	642,530	735,526	735,525	653,678

TOTAL Debt and Transfers	790,899	860,324	847,395	817,914
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**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

6600 Non-Departmental

6600.9210 Debt Service – Old City Hall	Budgeted Amount \$	-0-
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6600.9215 Debt Service – Way Finding	Budgeted Amount \$	18,176
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6600.9216 Debt Service – New Equipment		
FY-13 \$34,745		
FY 14 \$26,830		
	Budgeted Amount \$	61,575

6600.9217 Debt Service – Former Duke Property Purchase	Budgeted Amount \$	15,912
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6600.9218 Debt Service – FY17 New Equipment	Budgeted Amount \$	68,573
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6600.9220 O-P-E-B Transfer	Budgeted Amount \$	12,000
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6600.9240 Transfer to Fire Department Fund

Included in the budget recommendations is to transfer funds to the Fire Department Special Revenue Fund (Fund 40). Please refer to Fund 40 Budget for further discussion on the proposed City of Brevard Fire Department Budget.

Budgeted Amount \$ 371,678

6600.9251 Transfer to Downtown MP Fund	Budgeted Amount \$	180,000
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6600.9252 Transfer to Gallimore Fund (Pedestrian/Bike)	Budgeted Amount \$	90,000
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6600 – Non-Departmental Total	\$	817,914
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**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

9900 - Contingency

9900.5700 Contingency

This line item is annually budgeted to provide a contingency for unexpected non-budgeted item. Expenditure of contingency monies will normally entail approval by Council unless otherwise authorized by the budget ordinance.

Budgeted Amount \$ 6,139

General Fund Expenditure Total	\$ 9,374,097
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The City of
Brevard
North Carolina

COMMUNITY DEVELOPMENT

FY 2016-

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>ORIGINAL</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
10 GENERAL FUND							
10-6925-9410 ARTS COUNCIL	10,000	10,000	10,000			10,000	
10-6925-9600 CHAMBER OF COMMERCE	10,000	10,000	10,000			3,000	
10-6925-9625 BREAD OF LIFE						5,000	
10-6925-9650 BREVARD MUSIC CENTER						5,000	
10-6925-9925 HEART OF BREVARD	30,000	30,000	30,000			30,000	
10-6925-9950 FIREWORKS PARTICIPATION	2,000	2,000		100.00		2,500	
10-6925-9970 FARMERS MARKET	17,000	17,000	17,000			17,000	
10 GENERAL FUND	<u>69,000</u>	<u>69,000</u>	<u>67,000</u>	2.90		<u>72,500</u>	
	<u>69,000</u>	<u>69,000</u>	<u>67,000</u>	2.90		<u>72,500</u>	

COMMUNITY DEVELOPMENT

Community Development	FY 14-15 ACTUAL	FY 15-16 BUDGET	FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Arts Council	10,000	10,000	10,000	10,000
Chamber of Commerce	10,000	10,000	10,000	3,000
Heart of Brevard	30,000	30,000	30,000	30,000
Fireworks Participation	2,000	2,000	0	2,500
Transylvania Partnership	0	0	0	0
Farmers Market	17,000	17,000	17,000	17,000
Bread of Life				5,000
Brevard Music Center				5,000
Totals	69,000	69,000	67,000	72,500

**City of Brevard, NC
General Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

6925 Community Development

6925 Community Development

This department funds the community development efforts of non-profits contracted by the City. Funding levels, as shown in the chart below, are determined annually based upon the performance of those organizations in meeting the City's community development goals. Historical funding trends also accompany this information.

Year Ending June 30	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Budget Proposed 2016-17
Special Appropriations						
T.C. Arts Council	5,000	5,000	10,000	10,000	10,000	10,000
Chamber of Commerce	2,850	2,850	10,000	10,000	10,000	3,000
Heart of Brevard (HOB)	15,000	15,000	30,000	30,000	30,000	30,000
Fireworks Participation	1,500	1,500	1,500	2,000	2,000	2,500
Transylvania Farmers Market	0	0	17,000	17,000	17,000	17,000
150th Celebration	7,500					
Transylvania Partnership		0	5,000	0	0	0
Bread of Life						5,000
Brevard Music Center						5,000
Subtotal	31,850	24,350	56,500	69,000	69,000	72,500

6925 – Community Development Departmental Total	\$	72,500
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The City of
Brevard
North Carolina

WATER & SEWER UTILITY FUND

REVENUE

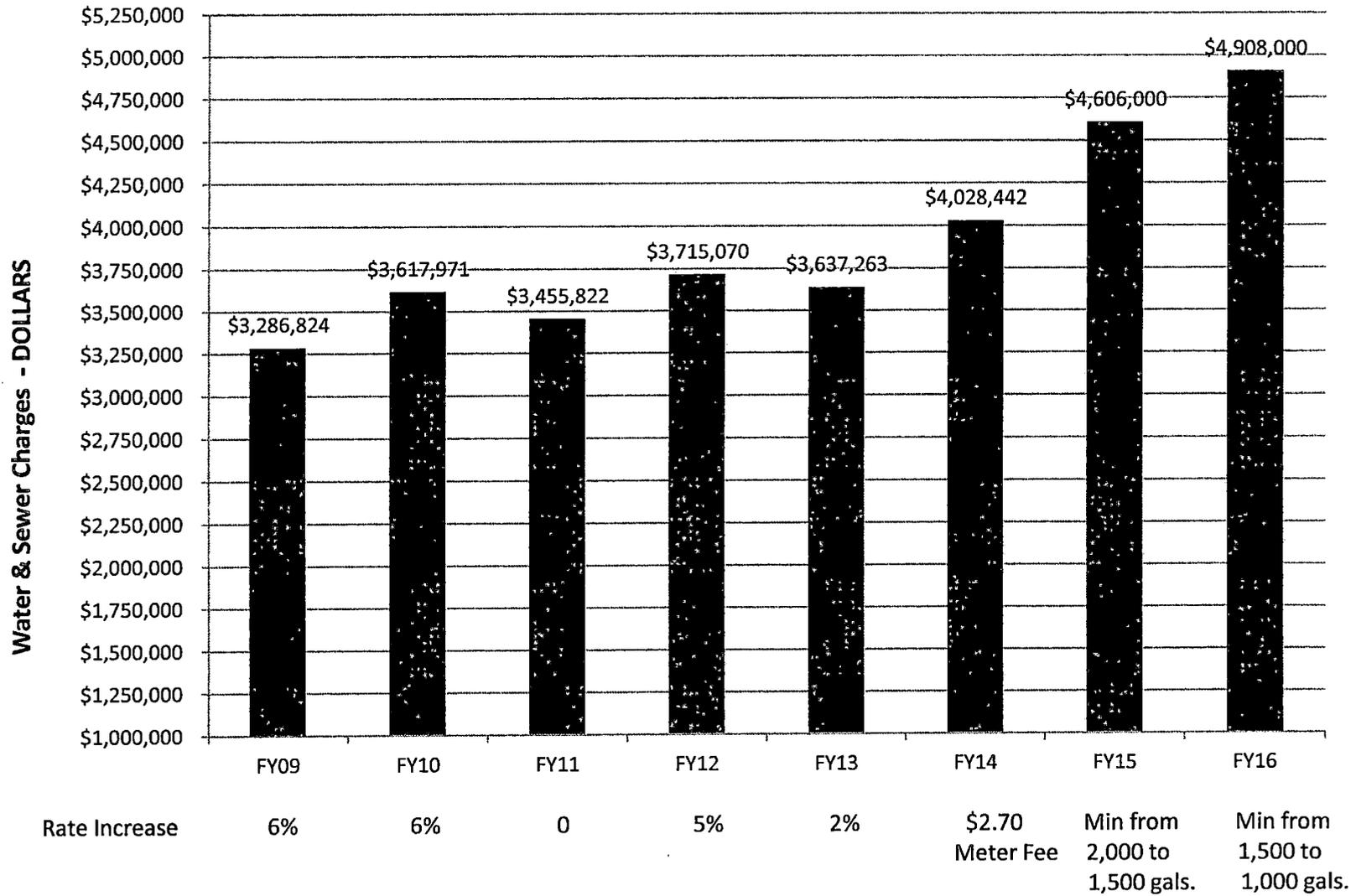
CASH FLOW & FORECAST THRU FY-19

FY 2016-2017

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
30 UTILITY FUND							
30-3350-0100 MISC UTILITY FEES	1,014		1,530				
30-3710-0100 CHGS FOR UTIL - WATER	2,097,785	2,350,000	1,871,302	20.37		2,527,000	
30-3710-0200 CHGS FOR UTIL - SEWER	1,795,355	2,120,000	1,658,278	21.78		2,245,000	
30-3710-0300 METER CHARGES	135,302	136,000	113,063	16.87		136,000	
30-3730-0100 TAPS & CONN FEES - WATER	29,952	10,000	24,200	-142.00		10,000	
30-3730-0200 TAPS & CONN FEES - SEWER	13,000	2,500	7,500	-200.00		2,500	
30-3750-0100 TRANSFER FROM CAP RESERVE		425,000	425,000				
30-3750-0200 LATE/RECONNECT FEES	46,435	40,000	35,445	11.39		40,000	
30-3760-0000 SEPTAGE PRETREATMENT FACILITY	37,200	20,000	26,700	-33.50		20,000	
30-3970-0300 LOAN PROCEEDS						142,199	
30-3990-0300 FUND BAL APP -- CAPITAL BUDGET		174,983		100.00			
30 UTILITY FUND	<u>4,156,044</u>	<u>5,278,483</u>	<u>4,163,017</u>	21.13		<u>5,122,699</u>	
	<u>4,156,044</u>	<u>5,278,483</u>	<u>4,163,017</u>	21.13		<u>5,122,699</u>	

Water and Sewer Utility Revenue



**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

REVENUES

These revenues are specific to the Utility Fund and by North Carolina Local Government Commission recommendations should only be used for Utility Fund purposes. These include operating expenses, capital outlay, outstanding utility debt service, and appropriate administrative service charges. (NC General Statute 159-13).

3290.0000 Investments Income - Utility

Budgeted Amount \$ -0-

3350.0000 Miscellaneous Revenue

Revenue not otherwise categorized is included under this line item.

Budgeted Amount \$ -0-

3710.0100 Water Charges - Receipts

This revenue is derived from the sale of water to City customers. Rate flattening began in fiscal year 2002-2003. The rate flattening strategy which eliminated the declining block system culminated in fiscal year 2008-2009. **For Fiscal Year 2016-2017, it is proposed that the minimum number of gallons be reduced from 1,000 gallons to 500 gallons.** The proposed rate structure for the coming fiscal year is included in the Schedule of Taxes, Fees, and Charges. The City serves approximately 4,200 customers.

Included herein is a history for this revenue compiled from audited financial statements to provide you with some perspective on actual water charge receipts.

(cont'd)

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

REVENUES

July 1, 2016 - Water Rate PROPOSED

WATER

Gallons	Purchase Range	In City	Out City
Min. 500 gal.	0 – 500	\$ 13.65	\$ 20.50
Over 500 gal.	500 +	\$ 7.50 / 500	\$ 11.27 / 500

Year End June 30	Actual 00-01 ⁽¹⁾	Actual 01-02	Actual 02-03 ⁽²⁾	Actual 03-04	Actual 04-05 ⁽³⁾	Actual 05-06 ⁽⁴⁾
Water Charges	1,255,709	1,247,681	1,322,135	1,342,565	1,389,501	1,479,353
% Inc. / Dec.	45%	-1%	6%	1.4%	2.0%	6.47%

Actual 06-07 ⁽⁵⁾	Actual 07-08 ⁽⁶⁻⁷⁾	Actual 08-09 ⁽⁸⁾	Actual 09-10 ⁽⁹⁾	Actual 10-11	Approved 11-12 ⁽¹⁰⁾	Approved 12-13 ⁽¹¹⁾
1,523,564	1,681,957	1,720,518	1,975,259	1,825,000	1,950,000	2,040,000
1.74%	6.26%	2.29%	14.81%	-7.61%	5%	2%

Approved 13-14 ⁽¹²⁾	Approved 14-15 ⁽¹³⁾	Proposed 15-16 ⁽¹⁴⁾	Proposed 16-17 ⁽¹⁵⁾
1,995,000	2,350,000	2,350,000	2,527,000
0%			

- (1) City Council approved a 45% rate increase
- (2) Step 1 of rate flattening strategy is implemented
- (3) Step 2 of rate flattening strategy is implemented.
- (4) A 3.9% rate increase is included beginning July 1, 2005
- (5) Rate increase of 6% implemented
- (6) Last step of rate flattening is proposed July 1, 2008
- (7) A 6% rate increase is proposed July 1, 2008
- (8) A 6% rate increase is proposed July 1, 2009
- (9) No rate increase for 2010-2011
- (10) A 5% rate increase approved July 1, 2011
- (11) A 2% rate increase approved July 1, 2012
- (12) No rate increase proposed for 2013-2014 for water.
- (13) Minimum gallons reduced from 2,000 to 1,500 gallons
- (14) Minimum gallons reduced from 1,500 to 1,000 gallons
- (15) Minimum gallons reduced from 1,000 to 500 gallons

Budgeted Amount \$ 2,527,000

City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017

REVENUES

3710.0200 Sewer Charges - Receipts

This revenue is derived from sewer charges based upon the sale of water to City customers. **For Fiscal Year 2016-2017, it is proposed that the minimum number of gallons be reduced from 1,000 gallons to 500 gallons** The City currently serves approximately 3,420 customers.

July 1, 2016 - Sewer Rate PROPOSED

SEWER

Gallons	Purchase Range	In City	Out City
Min. 500 gal.	0 – 500	\$ 13.65	\$ 20.50
Over 500 gal.	500+	\$ 7.50 / 500	\$ 11.27 / 500

Year End June 30	Actual 00-01 ⁽¹⁾	Actual 01-02	Actual 02-03	Actual 03-04	Actual 04-05 ⁽²⁾	Actual 05-06 ⁽³⁾
Sewer Charges	1,126,813	1,122,857	1,145,671	1,147,928	1,240,000	1,298,234
% Inc./Dec.	45%	0%	2%	0%	8.0%	4.7%

Actual 06-07 ⁽⁴⁾	Actual 07-08	Actual 08-09 ⁽⁵⁾	Actual 09-10 ⁽⁶⁾	Actual 10-11 ⁽⁷⁾	Approved 11-12 ⁽⁸⁾	Approved 12-13 ⁽⁹⁾
1,421,040	1,520,840	1,566,306	1,642,712	1,650,000	1,730,000	1,734,000
7.86%	7.02%	3%	4.88%	- 0.44%	5%	2%

Approved 13-14 ⁽¹⁰⁾	Approved 14-15 ⁽¹¹⁾	Proposed 15-16 ⁽¹²⁾	Proposed 16-17 ⁽¹³⁾
1,840,000	2,120,000	2,120,000	2,245,000
7.4%			

- (1) City Council approved a 45% rate increase
- (2) A 10.7% rate increase approved by Council is implemented
- (3) A 3.9% rate increase approved by Council is implemented on July 1, 2005
- (4) A 6.0% proposed rate increase implemented
- (5) A 6.0% proposed rate increase - July 1, 2008
- (6) A 6.0% proposed rate increase - July 1, 2009
- (7) No rate increase for 2010-2011
- (8) A 5.0% rate increase approved – July 1, 2011
- (9) A 2% rate increase approved – July 1, 2012
- (10) Sewer rate increase 7.4%: For over 2,000 gallons increased from \$6.98 to \$7.50 (in City) and from \$10.44 to \$11.27 (Out City) to be the same as the water rates.
- (11) Minimum gallons reduced from 2,000 to 1,500 gallons
- (12) Minimum gallons reduced from 1,500 to 1,000 gallons
- (13) Minimum gallons reduced from 1,000 gallons to 500 gallons

Budgeted Amount \$ 2,245,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

REVENUES

3710.0300 Meter Charges - Receipts

A monthly meter fee is proposed to offset the cost to purchase and install automated meter reading systems (AMR). This will replace all existing water meters and provide water usage meter readings by way of low frequency radio signals sent from each individual meter to a receiver, thereby reducing the time to read meters and provide significant improvement in reducing unaccounted for water losses. AMRs have a proven track record for promoting efficiencies in utility systems.

Budgeted Amount \$ 136,000

3730.0100 Taps and Connection Fees - WATER

This revenue is generated from fees charged for all new water meters set annually by City crews. This figure is fairly static except in years when a new development such as Cadence Point is initiated and completed.

Budgeted Amount \$ 10,000

3730.0200 Taps and Connection Fees - SEWER

This revenue is generated from fees charged for all new sewer tap made annually by City crews. This figure is fairly static except in years when a new development such as Cadence Point is initiated and completed.

Budgeted Amount \$ 2,500

3750.0100 Transfer from Capital Reserve

Budgeted Amount \$ -0-

3750.0200 Late and Reconnection Fees

These fees are generated from the application of fees on delinquent utility bills as provided by policy.

Budgeted Amount \$ 40,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

REVENUES

3760.0000 Septage Pre-Treatment Facility Charges

This revenue is generated annually by user charges paid by septic system haulers for dumping services at this facility located at the wastewater treatment plant on Wilson Road. This revenue has also remained fairly static except with a noted decrease in fiscal year 03-04 attributable to an increase in fees charged to out-of-county haulers. This facility was originally a grant funded partnership by the City and County to provide a safe and responsible mechanism for disposal of wastewater pumped from septic tanks. The facility has since fully depreciated and is in need of substantial rehabilitation. An existing agreement with Transylvania County dated January 22, 1988 is on file with the City Clerk. This agreement should be reviewed to determine how the City should move forward in the future with the provision of services provided by this facility.

Budgeted Amount \$ 20,000

3970.0300 Loan Proceeds

Budgeted Amount \$ 142,199

3990.0000 Fund Balance Appropriated

This revenue represents an appropriation of reserve funds that are not reserved by state statute, designated or committed for a specific purpose. Appropriations from reserve are typically only made for special projects approved by the City Council, unforeseen capital expenses or in rare emergency situations for operating expenses that result from an unexpected budget shortfall or additional unanticipated expenses.

Budgeted Amount \$ -0-

3990.0300 Fund Balance Appropriated – Capital Budget

Fund balance appropriated is for utility fund capital projects.

Budgeted Amount \$ -0-

Utility Fund Revenues Total	\$	5,122,699
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CITY OF BREVARD									
WATER & SEWER FUND									
PROPOSED BUDGETS & CASH FLOW									
FY14 THRU FY21									
	ACTUAL	ACTUAL	AMENDED	ESTIMATED	PROPOSED	FORECAST	FORECAST	FORECAST	FORECAST
	FY14	FY15	BUDGET	ACTUAL	BUDGET	FORECAST	FORECAST	FORECAST	FORECAST
			FY16	FY16	FY17	FY18	FY19	FY20	FY21
MINIMUM GALLONS	2000	1500	1000		500	0	3%	3%	
REVENUE									
Charges for Utility-Water & Sewer	\$3,674,781	\$3,893,139	\$4,470,000	\$4,270,000	\$4,772,000	\$5,070,000	\$5,220,000	\$5,370,000	\$5,370,000
Charges for Utility-Meter Fees	\$134,355	\$135,302	\$136,000	\$136,000	\$136,000	\$136,000	\$136,000	\$136,000	\$136,000
Taps & Connection Fees-Water	\$19,695	\$29,952	\$10,000	\$24,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Taps & Connection Fees-Sewer	\$8,000	\$13,000	\$2,500	\$7,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Late/Reconnect Fees	\$50,545	\$47,450	\$40,000	\$45,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
Septage Pretreatment Fees	\$30,750	\$37,200	\$20,000	\$26,700	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Loan Proceeds					\$142,199	\$0	\$0	\$0	\$0
Transfer from Capital Reserve			\$425,000	\$425,000					
Fund Balance Appropriated	\$31,696		\$174,983		\$0	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$3,949,822	\$4,156,043	\$5,278,483	\$4,934,200	\$5,122,699	\$5,278,500	\$5,428,500	\$5,578,500	\$5,578,500
EXPENDITURES									
Non Departmental									
On Line Credit Card Fees	\$22,335	\$18,032	\$20,000	\$18,445	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Transfer to General Fund	\$500,000	\$520,000	\$575,000	\$575,000	\$575,000	\$575,000	\$575,000	\$600,000	\$600,000
Debt Service Payments	\$337,164	\$343,096	\$513,457	\$513,457	\$601,739	\$708,849	\$1,492,320	\$1,488,138	\$1,483,955
OPEB Transfer	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750	\$6,750
Transfer to Employee Medical Fund			\$31,000	\$31,000					
Total Non Departmental	\$866,249	\$887,878	\$1,146,207	\$1,144,652	\$1,203,489	\$1,310,599	\$2,094,070	\$2,114,888	\$2,110,705
Water Treatment Plant	\$593,224	\$640,423	\$1,063,405	\$900,000	\$952,740	\$650,000	\$663,000	\$676,260	\$689,785
Water Distribution	\$432,508	\$436,374	\$492,974	\$490,000	\$501,896	\$515,000	\$525,300	\$535,806	\$546,522
Utilities Administration	\$137,696	\$231,636	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Wastewater Treatment Plant	\$1,012,578	\$973,249	\$1,644,896	\$1,635,548	\$1,369,489	\$1,150,000	\$1,173,000	\$1,196,460	\$1,220,389
Wastewater Collections	\$907,567	\$635,218	\$771,332	\$764,000	\$902,607	\$925,000	\$943,500	\$962,370	\$981,617
Contingency									
TOTAL OPERATIONS & DEBT EXPENDITURES	\$3,949,822	\$3,804,778	\$5,118,814	\$4,934,200	\$4,930,221	\$4,550,599	\$5,398,870	\$5,485,784	\$5,549,019
REVENUE OVER OR (UNDER) EXPENDITURES	\$0	\$351,265	\$159,669	\$0	\$192,478	\$727,901	\$29,630	\$92,716	\$29,481

**CITY OF BREVARD
 WATER & SEWER FUND
 LOWERING MONTHLY MINIMUM TO ADDRESS ADDITIONAL DEBT
 FY15 THRU FY18**

MONTHLY MINIMUM	FISCAL YEAR	WATER 2,000 GALLONS	SEWER 2,000 GALLONS	METER FEE	TOTAL WATER & SEWER
REDUCTION IN MINIMUM FROM 2,000 TO 1,500 GALLONS	FY15	\$ 17.40	\$ 17.40	\$ 2.70	\$ 37.50
REDUCTION IN MINIMUM FROM 1,500 TO 1,000 GALLONS	FY16	\$ 21.15	\$ 21.15	\$ 2.70	\$ 45.00
REDUCTION IN MINIMUM FROM 1,000 TO 500 GALLONS	FY17	\$ 24.90	\$ 24.90	\$ 2.70	\$ 52.50
REDUCTION IN MINIMUM FROM 500 TO 0 GALLONS	FY18	\$ 28.65	\$ 28.65	\$ 2.70	\$ 60.00

CITY OF BREVARD

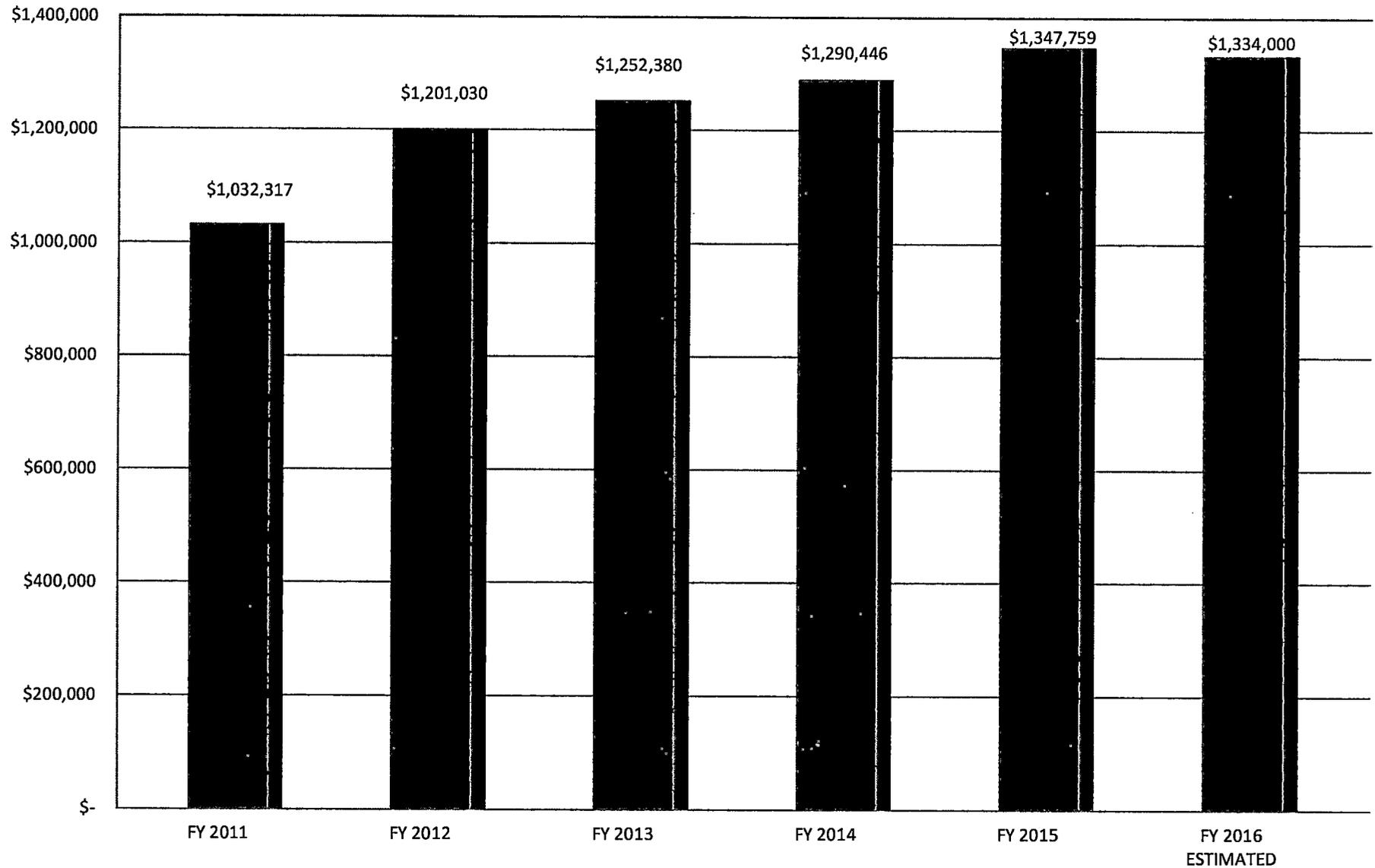
DEBT SCHEDULE (ALL FUNDS)

PRINCIPAL AND INTEREST

FY17 AND BEYOND

	PROJECT COST	INTEREST RATE	LOAN TERM	CURRENT FY17	SHORT TERM FY18 - FY22	LONG TERM FY23 & BEYOND	TOTAL DEBT
WATER & SEWER FUND							
BELT PRESS & GRIT REMOVAL (CG & L)	\$1,142,606	2.455%	16 YEARS	\$94,204	\$444,723	\$548,969	\$1,087,897
BURRELL MTN WATER TANK (CG & L)	\$2,641,100	0.00%	18-YEARS	\$146,728	\$733,640	\$1,614,008	\$2,494,376
UPGRADE 6" SEWER TO 8" SEWER	\$1,680,000	2.00%	20-YEARS	\$131,270	\$562,800	\$1,351,560	\$2,045,630
FY13 CAPITAL EQUIPMENT LOAN (BB & T)	\$236,613	1.69%	5-YEARS	\$49,383	\$12,346	\$0	\$61,729
FY14 RADIO READ METERS (EST)	\$1,360,000	0.00%	10-YEARS	\$68,025	\$340,125	\$952,350	\$1,360,500
FY17 CAPITAL EQUIPMENT	\$142,199	2.25%	5-YEARS	\$30,097	\$120,388	\$0	\$150,485
KINGS CREEK SEWER PHASE I (CG & L)	\$749,375	2.00%	20-YEARS	\$50,208	\$239,800	\$461,615	\$751,623
KINGS CREEK PHASE II	\$1,435,784	2.00%	20-YEARS	\$0	\$440,000	\$1,320,000	\$1,760,000
KINGS CREEK PHASE III	\$1,484,150	0.00%	20-YEARS	\$0	\$370,000	\$1,110,000	\$1,480,000
SEWER FORCE MAIN, P.S. AND WWTP STORAGE	\$13,660,000	2.21%	20-YEARS	\$0	\$3,200,000	\$12,800,000	\$16,000,000
FORMER DUKE MTCE FACILITY (400 CASHIERS VLY)	\$284,000	2.25%	10 YEARS	\$31,823	\$159,115	\$75,580	\$266,518
TOTAL WATER & SEWER FUND	\$24,815,827			\$601,739	\$6,622,937	\$20,234,082	\$27,458,758
GENERAL FUND							
FY13 CAPITAL EQUIPMENT LOAN (BB & T)	\$166,476	1.69%	5-YEARS	\$34,745	\$8,656	\$0	\$43,401
FY14 GARBAGE TRUCK LOAN (BB & T)	\$127,910	1.89%	5-YEARS	\$26,830	\$31,302	\$0	\$58,131
FY17 CAPITAL EQUIPMENT	\$323,995	2.25%	5-YEARS	\$68,573	\$274,292	\$0	\$342,865
WAYFINDING (UCB)	\$150,000	3.75%	10-YEARS	\$18,176	\$45,270	\$0	\$63,446
FORMER DUKE MTCE FACILITY (400 CASHIERS VLY)	\$142,000	2.25%	10 YEARS	\$15,912	\$79,560	\$31,824	\$127,296
TOTAL GENERAL FUND	\$910,381			\$164,236	\$439,080	\$31,824	\$635,139
FIRE DEPARTMENT SPECIAL REVENUE FUND							
SEAGRAVE FIRE TRUCKS (BB & T)	\$632,500	1.89%	8-YEARS	\$85,252	\$224,445	\$0	\$309,697
FY17 EXTRICATION EQUIPMENT (JAWS OF LIFE)	\$122,000	2.25%	5-YEARS	\$25,822	\$103,288	\$0	\$129,110
WATER TANKER (SUNTRUST)	\$280,000	1.958%	10-YEARS	\$30,853	\$154,267	\$15,427	\$200,547
LADDER TRUCK (PNC)	\$785,000	3.55%	10-YEARS	\$94,787	\$94,787	\$0	\$189,574
TOTAL FIRE DEPARTMENT	\$1,819,500			\$236,714	\$576,787	\$15,427	\$828,928
TOTAL ALL FUNDS	\$27,545,708			\$1,002,689	\$7,638,804	\$20,281,333	\$28,922,826

CITY OF BREVARD ANNUAL CUMULATIVE SALES TAX REVENUE





The City of
Brevard
North Carolina

30-6600—NON-DEPARTMENTAL

30-9900—CONTINGENCY

FY 2016-17

CITY OF TREVARD
 ANNUAL BUDGET FISCAL YEAR - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
30 UTILITY FUND							
30-6600-0005 NON-DEPT -DEPRECIATION	466,908						
30-6600-5800 ONLINE / CREDIT CARD FEES	18,032	20,000	16,498	17.51		20,000	
30-6600-9100 REIMBURSE GENERAL FUND FOR S	520,000	575,000	575,000			575,000	
30-6600-9200 DEBT SERVICE PMTS		513,457	361,314	29.63		601,739	
30-6600-9210 INTEREST EXPENSE	45,417						
30-6600-9220 0 - P - E - B TRANSFER	19,044	6,750	6,750			6,750	
30-6600-9225 GAAP ADJUSTMENT ACCOUNT	-37,896						
30-6600-9230 TRANSFER TO HEALTH INS RES		31,000	31,000				
30 UTILITY FUND	<u>1,031,504</u>	<u>1,146,207</u>	<u>990,563</u>	13.58		<u>1,203,489</u>	
	<u>1,031,504</u>	<u>1,146,207</u>	<u>990,563</u>	13.58		<u>1,203,489</u>	

UTILITY FUND - NON DEPARTMENTAL (30-6600)

Utility Fund - Non Departmental	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
30-6600-0005 Non-Dept - Depreciation	466,908	0	0	0
30-6600-5800 On-Line Credit Card Fees	18,032	20,000	16,498	20,000
30-6600-9100 Transfer to General Fund (Cost Allocation)	520,000	575,000	575,000	575,000
30-6600-9200 Debt Service Payments	0	513,457	361,314	601,739
30-6600-9210 Interest Expense	45,417	0	0	0
30-6600-9220 Transfer to OPEB Trust Fund	19,044	6,750	6,750	6,750
30-6600-9225 GAAP Adjustment Account	-37,896	0	0	0
30-6600-9230 Transfer to Health Insurance Reserve	0	31,000	31,000	0
30-6600-9400 Transfer to Capital Reserve	0	0	0	0
30-6600-9450 Transfer to Cap Proj Fund 31	0	0	0	0
30-6600-9600 CWMTF REIMB (Brackens Creek)	0	0	0	0
Totals	1,031,504	1,146,207	990,563	1,203,489

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

30-6600 Utility – Non Departmental

6600.5700 Miscellaneous

Budgeted Amount \$ -0-

6600.5800 On-Line/Credit Card Fees

This line provides for fees charged by the bank for settlement and credit for customers utilizing credit cards and the internet to pay charges.

Budgeted Amount \$ 20,000

6600.9100 Transfer to General Fund

This line item provides for the transfer of funds to the General Fund for direct and administrative services provided to the Utility Fund by General Fund personnel. Examples of these costs include the salaries for both Customer Service Representatives, utility billings supplies, utility billing software, etc. This amount is determined by the use of a method approved by City Council resolution that ensures only those costs directly associated with the Utility Fund are paid.

Budgeted Amount \$ 575,000

6600.9200 Debt Service Payments

This line item provides for the payment of annual debt service owed by the Utility Fund.

Belt Press & Grit Removal	94,204
Kings Creek Sewer	50,208
FY-13 Capital Equipment	49,383
Burrell Mountain Tank	146,728
Advanced Metering Infrastructure	68,025
Former Duke Maintenance Facility	31,823
6" Sewer Upgrade	131,270
FY17 Capital Equipment	30,098

Budgeted Amount \$ 601,739

6600.9220 Other Post Employment Benefits (O-P-E-B) Transfer

This line item provides for the Accrual for Accounting Rule GASB45.

Budgeted Amount \$ 6,750

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

30-6600 Utility – Non Departmental

6600.9400 Transfer to Capital Reserve

This line provides for the transfer of funds to a Capital Reserve Fund held exclusively for future water and sewer system improvements. It is intended that these funds will accumulate with annually accrued investment earnings to be used for subsequent capital expenditures in the utility fund and utility capital projects fund.

Budgeted Amount \$ -0-

6600.9450 Transfer to Utility Capital Project Fund 31

Budgeted Amount \$ -0-

30-6600 Utility Fund Non-Departmental Total	\$	1,203,489
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FY 2017

CITY OF BREVARD
ANNUAL BUDGET - STATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
30 UTILITY FUND							
30-9900-5700 CONTINGENCY		159,669		100.00		192,478	
30 UTILITY FUND	0	159,669		100.00		192,478	
		<u>159,669</u>		100.00		<u>192,478</u>	

City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017

EXPENDITURES

30-9900 - Contingency

9900.5700 CONTINGENCY

Budgeted Amount \$ 192,478

Enterprise Fund Expenditures Total	\$ 5,122,699
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The City of
Brevard
North Carolina

WATER TREATMENT FACILITY

FY 2016-17

CITY OF REVERD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
30 UTILITY FUND							
30-8120-0200 SALARIES - REG	225,749	221,030	169,367	23.37		225,452	
30-8120-0210 SALARIES - REG - OT	7,137	5,000	5,788	-15.76		5,000	
30-8120-0400 PRO SERVICES	20,341	49,600	69,349	-39.82			
30-8120-0500 FICA	16,108	17,291	13,092	24.28		17,630	
30-8120-0600 GROUP INSURANCE	52,500	55,421	63,021	-13.71		58,750	
30-8120-0700 RETIREMENT		15,980	12,808	19.85		16,708	
30-8120-0900 PENSION EXPENSE - LGERS	8,769						
30-8120-0925 PRO SERVICES						64,600	
30-8120-1000 TRAINING	85	2,400	90	96.25		2,400	
30-8120-1100 TELEPHONE	7,156	8,700	5,674	34.78		8,700	
30-8120-1300 UTILITIES	80,775	70,000	57,220	18.26		70,000	
30-8120-1400 TRAVEL	919	2,000	456	77.20		2,000	
30-8120-1500 M & R BUILDINGS	8,043	218,983	129,682	40.78		41,000	
30-8120-1600 M & R EQUIPMENT	18,832	18,500	32,119	-73.62		42,500	
30-8120-1700 M & R AUTOS & TRUCKS	78	3,000	417	86.11		3,000	
30-8120-3100 AUTOMOTIVE SUPPLIES	2,387	3,000	1,781	40.65		3,000	
30-8120-3200 OFFICE SUPPLIES	2,148	3,000	1,090	63.65		3,000	
30-8120-3300 DEPT SUPL & MATL	16,493	19,500	13,894	28.75		20,000	
30-8120-3400 OTHER SUPL & MATL	115,146	167,000	110,897	33.59		167,000	
30-8120-3600 UNIFORMS	1,699	2,800	1,777	36.55		2,800	
30-8120-5300 DUES & SUBSCRIPTIONS	525	1,000	567	43.30		1,000	
30-8120-5400 INSURANCE & BONDS	10,827	13,200	10,483	20.59		13,200	
30-8120-7200 CAP OUT - BLDGS	44,707	45,000		100.00		35,000	
30-8120-7300 CAP - OUT OTHER IMPROVEMENTS						150,000	
30-8120-7400 CAP OUT - EQUIP		121,000	30,692	74.63			

FY 2017

CITY OF FREVARD
ANNUAL BUDGET ITEM - EXPENDITURE
BY YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL	AMENDED BUDGET	ACTUAL	% REM	REQUESTED	RECOMM	APPROVED
	14-15	15-16	04/30/2016		16-17	16-17	16-17
30 UTILITY FUND	640,423	1,063,405	730,264	31.33		952,740	
	<u>640,423</u>	<u>1,063,405</u>	<u>730,264</u>	31.33		<u>952,740</u>	

Water Treatment Facility	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	310,263	364,322	333,425	323,540
Materials, Supplies, Services	285,453	533,083	366,147	444,200
Capital Outlay	44,707	166,000	30,692	185,000
Total	640,423	1,063,405	730,264	952,740
Full Time Positions	5	5	5	5



The responsibilities of the Water Treatment facility are to provide a dependable high-quality potable water supply to meet the ongoing needs of the City, its citizens, and visitors, to be a

steward of water resources and public funds, to provide high-quality service in an economical and efficient manner, and to comply with State and Federal water quality standards.

MISSION STATEMENT

The mission of the Water Treatment Facility is to transform runoff originating in Pisgah National Forest and arriving at the facility in the form of Cathey's Creek into a dependable, high-quality supply of potable water to sustain the quality of life expected by and owed to our citizens and visitors.

BUDGET OBJECTIVES – FY 2016-2017

- Provide a dependable, high quality potable water supply to meet the ongoing needs of the City, its citizens, and visitors.
- Upgrade plant equipment or acquire additional equipment to better the treatment process.
- Install filter backwash redundancy for the plant.
- Continue with water quality and water security initiatives, particularly with respect to the erosion of Cathey's Creek and the resultant threat to the water intake structure.

GOALS ACHIEVED – FY 2015-2016

- Treated and delivered over 393,000,000 gallons of potable water.
- New roofs on Raw and High Service buildings.
- Maintained State certification of our laboratory, met all State and EPA water quality standards, and performed over 4,000 chemical, physical, and bacteriological analyses.
- New lighting, ceiling tiles, and paint throughout the plant operations building
- Had water study on Cathey's Creek performed by engineering firm which shows that Cathey's Creek is a viable source of water for Brevard for many more years.

The department's Key Performance Indicators are:

- Supplying potable water reliably, continuously, and in adequate quantity.
- Maximizing the use of our existing facilities to supply potable water of the highest quality possible.
- Operating efficiently and within budget.
- Maintaining the rigorous schedule of required monitoring and testing.
- Successfully meeting all State and EPA water quality standards.
- Providing excellence in customer service, responding quickly and satisfactorily to all questions and concerns from our customers.
- Maintaining excellence in staff performance and morale.

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8120 Water Treatment Facility

8120.0200 Salaries - Regular

This line item covers the salary and wages for the Water Treatment Plant personnel as shown in the table below. There are currently five full time employees in this department: one ORC and four treatment plant operators.

8120.0210 Salaries – Over Time

This line item covers necessary overtime wages for the Water Treatment Plant. It often includes provisions for personnel to cover vacation, sick and other unexpected occurrences requiring the presence of operators outside normal working hours.

8120.0500 FICA

This line item covers the FICA cost on the annual departmental salaries as shown in the table below.

8120.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the Water Treatment Plant personnel as shown in the table below.

8120.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to Water Treatment Plant personnel as shown in the table below.

Budgeted Amount

FY 16-17 Salaries	Over Time	FICA	Retirement	Group Insurance
225,452	5,000	17,630	16,708	58,750

**Increase: 2.5% Merit*

Budgeted Amount \$ 323,540

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8120 Water Treatment Facility

8120.0925 Professional Services

This line item covers the cost of professional services that require the work of a licensed professional such as a certified laboratory, engineer or architect, or other technical service provider. Specific projects to be undertaken are as listed.

Certification and Permit Fees	4,200
Compliance Testing, Technical Calibrations, Service Contracts	20,400
General Contracting/Consulting Services/Engineering	40,000

Budgeted Amount \$ 64,600

8120.1000 Training

Operator Schools, Exam Fees, Professional Development

Budgeted Amount \$ 2,400

8120.1100 Telephone

Land Line, Mobile Phones, Internet includes speed upgrade

Budgeted Amount \$ 8,700

8120.1300 Utilities

Electricity	69,000
Standby Generator Fuel	1,000

Budgeted Amount \$ 70,000

8120.1400 Travel

Lodging, Per Diem, School and Conferences

Budgeted Amount \$ 2,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8120 Water Treatment Facility

8120.1500 Maintenance and Repair - Buildings and Grounds

Miscellaneous Materials, Flooring, Doors, Windows, Paint	8,000
Perishable Tools and Materials	2,500
Contract Labor	15,000
Creek Maintenance and Sand Removal	13,000
Maintenance Services	2,500

Budgeted Amount \$ 41,000

8120.1600 Maintenance and Repair - Equipment

Perishable Tools and Materials	3,000
Plumbing Materials, Pump and Motor Replacement/Repair Parts	7,000
Contract Labor	15,000
Meter on Clarifier Discharge per NPDES	7,500
CHEMTRAC Charge Analyzer	10,000

Budgeted Amount \$ 42,500

8120.1700 Maintenance and Repair - Vehicles

Vehicle Maintenance	
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Budgeted Amount \$ 3,000

8120.3100 Automotive Supplies

Automotive Supplies, includes Fuel, Tires, Oil, etc.	
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Budgeted Amount \$ 3,000

8120.3200 Office Supplies and Materials

General Office Supplies	
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Budgeted Amount \$ 3,000

8120.3300 Departmental Supplies and Materials

Lab Supplies, Glassware, Sampling Kits, Protective Gear, General Supplies	10,000
Chemicals, Reagents, Replacement Probes	10,000

Budgeted Amount \$ 20,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8120 Water Treatment Facility

8120.3400 Other Supplies and Materials (Chemicals)

Aluminum Chloride Solution	32,000
Captor (Dechlorinating Agent)	11,000
Polyphosphate	14,000
Sodium Bicarbonate	60,000
Sodium Hydroxide	20,000
Sodium Hypochlorite	25,000
Polymer	5,000

Budgeted Amount \$ 167,000

8120.3600 Uniforms

Protective Clothing, Safety Shoes, Uniforms

Budgeted Amount \$ 2,800

8120.5300 Dues and Subscriptions

Association Fees	400
Operator and Facility License Fees	450
Special Use Permit for Cathy's Creek Intake	150

Budgeted Amount \$ 1,000

8120.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 13,200

8120.7200 Capital Outlay - Buildings

Sludge Building Pipes and Pumps Coated	15,000
Clear Well Resurfaced and Coated	20,000

Budgeted Amount \$ 35,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8120 Water Treatment Facility

8120.7300 Capital Outlay – Other Improvement

SCADA Upgrades

Budgeted Amount \$ 150,000

8120.7400 Capital Outlay – Equipment (>\$5,000)

Budgeted Amount \$ -0-

8120 – Water Treatment Facility Departmental TOTAL	\$ 952,740
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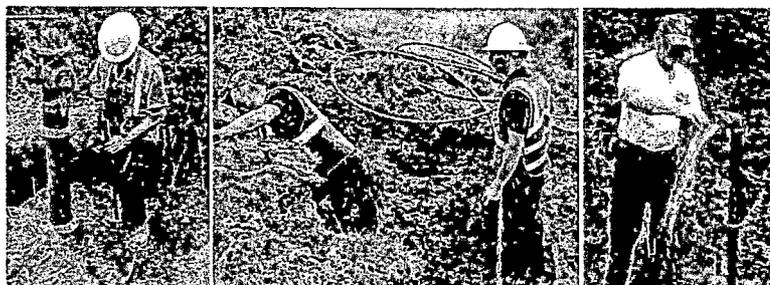
The City of
Brevard
North Carolina

WATER DISTRIBUTION SYSTEM

CITY OF BREVARD
 ANNUAL BUDGET FISCAL YEAR - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
30 UTILITY FUND							
30-8140-0200 SALARIES - REG	129,790	145,519	125,754	13.58		150,984	
30-8140-0210 SALARIES - REG - OT	9,077	10,000	14,411	-44.11		10,000	
30-8140-0400 PRO SERVICES	54,662	17,000	26,986	-58.74			
30-8140-0500 FICA	10,331	11,897	11,156	6.23		12,315	
30-8140-0600 GROUP INSURANCE	42,000	44,337	50,417	-13.71		47,000	
30-8140-0700 RETIREMENT		10,995	9,884	10.10		11,671	
30-8140-0925 PRO SERVICES						17,000	
30-8140-1100 TELEPHONE	2,438	2,926	1,633	44.18		2,926	
30-8140-1200 TRAINING	946	4,000	230	94.25		4,000	
30-8140-1400 TRAVEL	884	4,500		100.00		4,500	
30-8140-1500 M & R BUILDINGS	5,081	2,500	1,370	45.18		2,500	
30-8140-1600 M & R EQUIPMENT	11,513	7,000	12,567	-79.53		7,000	
30-8140-1700 M & R AUTOS & TRUCKS	1,391	3,000	701	76.64		3,000	
30-8140-3100 AUTOMOTIVE SUPPLIES	9,140	4,500	8,522	-89.37		4,500	
30-8140-3200 OFFICE SUPPLIES	2,890	1,500	5,185	-245.66		1,500	
30-8140-3300 DEPT SUPL & MATL	129,783	184,000	136,004	26.08		184,000	
30-8140-3301 BREVARD COLLEGE WATER LINE			1,173				
30-8140-3400 WATER TANK MAINT PROGRAM	11,449	18,700	11,487	38.57		18,700	
30-8140-3600 UNIFORMS	3,516	4,000	2,100	47.50		3,700	
30-8140-5300 DUES & SUBSCRIPTIONS	2,715	3,500	410	88.29		3,500	
30-8140-5400 INSURANCE & BONDS	10,745	13,100	12,222	6.70		13,100	
30-8140-7300 CAP OUT - OTHER IMP	-1,976						
30 UTILITY FUND	<u>436,374</u>	<u>492,974</u>	<u>432,212</u>	12.33		<u>501,896</u>	
	<u>436,374</u>	<u>492,974</u>	<u>432,212</u>	12.33		<u>501,896</u>	

Water Distribution	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	191,198	222,748	211,622	231,970
Materials, Supplies, Services	247,153	270,226	220,590	269,926
Capital Outlay	0	0	0	0
	438,351	492,974	432,212	501,896
Full Time Positions	5	5	5	4



The responsibilities of the Public Works Water Distribution Division include maintenance and repair of city infrastructure consisting of 86 miles of water mains providing

potable water to commercial and residential customers. The staff is responsible for the installation and repairs of all water distribution system lines, fire hydrants, and water meters in the city; maintains 7 water booster stations and 5 water tank facilities. The Water Distribution Division reports to the Public Works Director.



MISSION STATEMENT

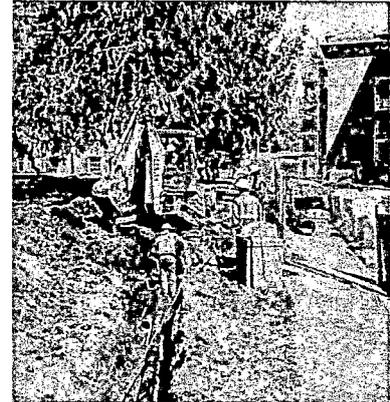
The mission of the Water Distribution Division is to maintain up-to-date information to ensure proper decision-making processes, coordinate Public Works operations that oversee the city’s public goods and services such as solid waste collection, street resurfacing, and leaf collection, and to improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- Promote and encourage businesses that are attracted to our natural assets by protecting our woods and water by seeking new methods, materials or procedures in completing tasks in a way that preserves the city’s commitment to preserving our community’s most valuable assets.
- Foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business by continuously and actively monitoring, maintaining, and repairing the distribution system.
- Enhance the quality of life in our community by prudently allocating and managing resources to protect and supply a safe, high-quality product in a cost-effective manner.
- Foster and encourage our small town charm by providing reliable, prompt, friendly and knowledgeable customer service.

GOALS ACHIEVED – FY 2015-2016 *(through February)*

- Water reservoir tanks near completion.
- Installed 6 new commercial and 6 new residential water taps.
- Operators responded to 75 water leak reports; resolved 42 actual leaks.
- Responded to 68 water meter inspection or repair work requests.
- Provided continuous and adequate water flow to system customers.
- Cross trained with Sewer Collections Division; attended water and wastewater operator training.
- Participated in career development, safety, and wellness activities.



**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8140 Water Distribution System

8140.0200 Salaries - Regular

This line item covers the salary and wages for the Water Distribution System personnel as shown in the table below. There are currently four full time employees in this department.

8140.0210 Salaries – Over Time

This line item covers necessary overtime wages for the Water Distribution System. It often includes provisions for personnel to cover vacation, sick, and other unexpected occurrences requiring the presence of operators outside normal working hours. This includes after hours water main breaks.

8140.0500 FICA

This line item covers the FICA cost on the annual departmental salaries as shown in the table below.

8140.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the Water Distribution System personnel as shown in the table below.

8140.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to Water Distribution System personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime	FICA	Retirement	Group Insurance
150,984	10,000	12,315	11,671	47,000

**Increase: 2.5% Merit*

Budgeted Amount \$ 231,970

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8140 Water Distribution System

8140.0925 Professional Services

This line item covers the cost of professional services that require the work of a licensed professional such as a certified laboratory, engineer or architect, or other technical service provider. Specific projects to be undertaken are listed.

20-Year CIP (1/4 cost with 812, 822, 828)	2,000
Computer Support	1,000
Miscellaneous Engineering	9,000
SCADA Support	2,000
Water Distribution System GIS/GPS	3,000

Budgeted Amount \$ 17,000

8140.1100 Telephone

Telephone: 884-2171 (1/3 – Shared expense with PW Administration & Sewer Collections)	2,676
Telephone: 884-5826 (1/3 – Shared expense with PW Administration & Sewer Collections)	
Fax: 884-6892 (1/3 – Shared expense with PW Administration & Sewer Collections)	
Cell: 577-2668 (Meter Reader)	
Cell: 553-4877 (Meter Reader)	
Cell: 553-7460 (1/2 – On Call – Shared expense with Sewer Collections)	
Phone Supplies	250

Budgeted Amount \$ 2,926

8140.1200 Operator Training

Annual Operator Schools, Conferences, and Exam Fees	3,000
Professional Enrichment Hours	1,000

Budgeted Amount \$ 4,000

8140.1400 Travel

Lodging – Schools and Conferences	3,000
Per Diem @ \$40/day	1,400
Miscellaneous Travel Expense	100

Budgeted Amount \$ 4,500

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8140 Water Distribution System

8140.1500 Maintenance & Repair Buildings & Grounds

Water Tanks, Pump Houses	1,000
OSHA Compliance	1,000
Operations Center (shared expenses with PW Admin. and Sewer Collections)	500

Budgeted Amount \$ 2,500

8140.1600 Maintenance and Repair - Equipment

Equipment Maintenance or Repair (Includes air compressor, backhoe, generator, and other small division items)	6,000
SCADA Computer/Equipment	1,000

Budgeted Amount \$ 7,000

8140.1700 Maintenance and Repair - Trucks

Expense for 5 vehicles

Budgeted Amount \$ 3,000

8140.3100 Automotive Supplies

Expense for 5 vehicles and equipment items

Budgeted Amount \$ 4,500

8140.3200 Office Supplies and Materials

General Office Supplies

Budgeted Amount \$ 1,500

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8140 Water Distribution System

8140.3300 Departmental Supplies and Materials

Pipe, Service Fitting, Power & Hand Tools, Tapping Bits Sizes ¾ - 8", Pump Motors, Impellers and other general water distribution supplies. Includes supplies for water pump stations. Asphalt patching of water utility cuts.	182,000
Computer Maintenance Hardware/Software/Supplies, etc.	2,000

Budgeted Amount \$ 184,000

8140.3400 Distribution Maintenance

Water Tank Maintenance Program

Budgeted Amount \$ 18,700

8140.3600 Uniforms

Operator Uniforms/Rental & Other (rain gear, waders, gloves, etc.)	2,400
Personal Protective Supplies	1,000
Safety Shoes	300

Budgeted Amount \$ 3,700

8140.5300 Dues and Subscriptions

NCAWWA Membership Dues Operator Certification Fees CDL License Renewals NC Waterworks Operators Association Dues Other Miscellaneous Periodicals and Subscriptions NCDENR Annual Water System Permit

Budgeted Amount \$ 3,500

8140.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 13,100

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8140 Water Distribution System

8140.7300 Capital Outlay – Other Improvements	Budgeted Amount \$	-0-
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8140.7400 Capital Outlay Equipment (>\$5,000)	Budgeted Amount \$	-0-
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8140 – Water Distribution System Departmental TOTAL	\$	501,896
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The City of
Brevard
North Carolina

WASTEWATER TREATMENT FACILITY

FY 2016-2017

CITY OF REWARD
 ANNUAL BUDGET ITEMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
30 UTILITY FUND							
30-8220-0200 SALARIES - REG	311,945	299,380	232,742	22.26		308,925	
30-8220-0210 SALARIES - REG - OT	10,388	15,000	17,520	-16.80		15,000	
30-8220-0400 PRO SERVICES	94,904	42,000	112,797	-168.56			
30-8220-0500 FICA	23,529	24,050	20,388	15.23		24,780	
30-8220-0600 GROUP INSURANCE	73,500	77,589	88,229	-13.71		82,250	
30-8220-0700 RETIREMENT		22,227	18,708	15.83		23,485	
30-8220-0925 PRO SERVICES						67,000	
30-8220-1000 TRAINING	355	2,400	425	82.29		2,400	
30-8220-1100 TELEPHONE	7,213	8,900	5,537	37.79		8,900	
30-8220-1300 UTILITIES	132,299	133,000	102,262	23.11		133,000	
30-8220-1400 TRAVEL	2,760	2,800	3,074	-9.77		2,800	
30-8220-1500 M & R BUILDINGS	22,258	22,500	18,114	19.49		42,500	
30-8220-1600 M & R EQUIPMENT	50,561	575,000	443,695	22.84		81,000	
30-8220-1700 M & R AUTOS & TRUCKS	7,288	11,000	5,852	46.80		11,000	
30-8220-3100 AUTOMOTIVE SUPPLIES	13,352	15,000	9,585	36.10		15,000	
30-8220-3200 OFFICE SUPPLIES	1,580	3,000	307	89.75		3,000	
30-8220-3300 DEPT SUPL & MATL	15,072	16,000	12,945	19.10		16,000	
30-8220-3400 OTHER SUPL & MATL	190,978	271,000	246,818	8.92		321,900	
30-8220-3600 UNIFORMS	2,965	6,000	3,563	40.62		6,000	
30-8220-4500 CONTRACTED SERVICES	1,440	30,000	82,015	-173.38		110,000	
30-8220-5300 DUES & SUBSCRIPTIONS	429	1,000	472	52.80		1,000	
30-8220-5400 INSURANCE & BONDS	10,432	12,050	9,569	20.59		12,050	
30-8220-7300 CAP OUTLAY - OTHER IMP		48,500		100.00		43,500	
30-8220-7400 CAP OUT - EQUIP		6,500		100.00		37,999	
30 UTILITY FUND	<u>973,249</u>	<u>1,644,896</u>	<u>1,434,615</u>	12.78		<u>1,369,489</u>	

FY 2016-2017

CITY OF BREVARD
ANNUAL BUDGET ITEM - EXPENDITURE
BY YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL	AMENDED	ACTUAL	<u>% REM</u>	REQUESTED	RECOMM	APPROVED
	<u>14-15</u>	<u>BUDGET</u>	<u>04/30/2016</u>		<u>16-17</u>	<u>16-17</u>	<u>16-17</u>
	<u>973,249</u>	<u>1,644,896</u>	<u>1,434,615</u>	12.78		<u>1,369,489</u>	

Wastewater Treatment Facility & Maintenance	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	419,361	438,246	377,587	454,440
Materials, Supplies, Services	553,888	1,151,650	1,057,028	833,550
Capital Outlay	0	55,000	0	81,499
Total	973,249	1,644,896	1,434,615	1,369,489
Full Time Positions	7	7	7	7



The responsibilities of the Department's Wastewater Treatment Facility is to provide dependable, consistent and compliant wastewater treatment to meet the ongoing needs of the City, its citizens and visitors; to be a standard bearer in water resources and water quality management; to conduct business in a fashion to improve the public image of wastewater treatment despite the stigma associated with it; to provide high-quality service in an economical

and efficient manner with proper management of public funds; and to comply with the NPDES permit.

MISSION STATEMENT

The mission of the Wastewater Treatment Facility is to remove pollutants from the collected wastewater and transform it into compliant, dischargeable water consistent with the Clean Water Act and the National Pollutant Discharge Elimination System (NPDES). In so doing, we help to maintain and protect the water quality of the upper French Broad River basin and the quality of life expected by and owed to our citizens and visitors.

BUDGET OBJECTIVES – FY 2016-2017

- Continue aggressive operations to minimize permit limit violations under the current organic overloading conditions.
- Continue to work with consultants and the Public Works Committee to pursue plant upgrades and continue working on effective treatment methods to combat the changing characteristics of the influent.
- Operate the new Industrial Pretreatment Program. Coordinate with industrial dischargers to improve communication, cooperation, and wastewater treatment efficiency and water quality.
- Continue to usher Oskar Blues through the requirements of their Industrial User Pretreatment Permit, including installation of EQ and pH adjustment facilities.
- Continue with career development and performance improvement directives as implemented through our Career Development and Performance Review Program, which produced favorable results in 2015-2016.

GOALS ACHIEVED – FY 2015-2016

- Processed 460,470,000 gallons of wastewater with no reportable overflows.
- Maintained fair wastewater treatment results despite a significant organic overloading. Maintained and perhaps improved relations with NCDENR through this challenge.
- Utilized available budget to make significant improvements in several unit operations throughout the facility.
- Brought about changes in plant operations and equipment to bring the WWTP back into compliance with NPDS limits.
- Completed RBC renovations; replaced air lines and valves to the RBCs to make the treatment process more efficient.
- Replaced sludge pumps and the back wash pumps to the belt press.

The department's Key Performance Indicators are:

- Supplying wastewater treatment reliably and continuously.
- Maximizing the use of our intellectual and human resources and our limited existing facilities to treat wastewater to the highest possible quality.
- Operating efficiently and within budget.
- Maximizing the available budget to achieve the best possible results.
- Maintaining the rigorous schedule of required monitoring and testing.
- Maintaining and improving relations with NCDENR through professional and transparent communication.
- Maintaining excellence in staff performance and morale.
- Providing excellence in customer service, responding quickly and satisfactorily to all questions and concerns from our customers.

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8220 Wastewater Treatment Facility

8220.0200 Salaries - Regular

This line item covers the salary and wages for the Wastewater Treatment Plant personnel as shown in the table below. There are currently five full time WWTP employees and two Maintenance Technician employees in this department.

8220.0210 Salaries – Over Time

This line item covers necessary overtime wages for the Wastewater Treatment Plant. It often includes provisions for personnel to cover vacation, sick, and other unexpected occurrences requiring the presence of operators outside normal working hours.

8220.0500 FICA

This line item covers the FICA cost on the annual departmental salaries as shown in the table below.

8220.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the Wastewater Treatment Plant personnel as shown in the table below.

8220.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to Wastewater Treatment Plant personnel as shown in the table below.

Budgeted Amount

FY 16-17 Salaries	Over Time	FICA	Retirement	Group Insurance
308,925	15,000	24,780	23,485	82,250

**Increase: 2.5% Merit*

Budgeted Amount \$ 454,440

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8220 Wastewater Treatment Facility

8220.0925 Professional Services

This line item covers the cost of professional services that require the work of a licensed professional such as a certified laboratory, engineer or architect, or other technical service provider. Specific projects to be undertaken are as listed.

Certification and Permit Fees	7,500
Compliance Testing, Technical Calibrations	9,500
General Contracting/Consulting Services	50,000

Budgeted Amount \$ 67,000

8220.1000 Training

Operator Schools, Exam Fees, Professional Development

Budgeted Amount \$ 2,400

8220.1100 Telephone

Telephone & Internet Services 883-8461 and 883-8468 Fax 883-6280 Cell 553-7458 (1/4 cost – Wayne Simms Cell 553-9480 (1/4 cost – Brett Taylor)	6,400
SCADA Lines	2,000
Mobile Pagers	400
Phone Supplies	100

Budgeted Amount \$ 8,900

8220.1300 Utilities

Electricity and Natural Gas	126,500
Generator Fuel	6,500

Budgeted Amount \$ 133,000

8220.1400 Travel

Lodging, Per Diem, Schools, and Conferences

Budgeted Amount \$ 2,800

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8220 Wastewater Treatment Facility

8220.1500 Maintenance and Repair - Buildings and Grounds

Flooring, Walls, Doors, Windows, Concrete Structures	15,000
Paint, Tools, and Materials	5,000
Maintenance Contracts	2,500
Replace Metal Doors	5,000
Floor Tile for the Main Building	15,000

Budgeted Amount \$ 42,500

8220.1600 Maintenance and Repair – Equipment

Belts for Press	4,500
Replace RBC Bearings	20,000
Mechanical Equipment Parts, Supplies, Service	35,000
SCADA, Electronic and Digital Parts, Supplies, Service	15,000
Replace Captor Pump	6,500

Budgeted Amount \$ 81,000

8220.1700 Maintenance and Repair - Trucks

Vehicles Maintenance (Routine)	3,500
Vehicles Maintenance (Repair Dump Truck Chassis/Hauling Gear)	7,500

Budgeted Amount \$ 11,000

8220.3100 Automotive Supplies

Automotive Supplies, includes Fuel, Tires, Oil, etc.

Budgeted Amount \$ 15,000

8220.3200 Office Supplies and Materials

General Office Supplies

Budgeted Amount \$ 3,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8220 Wastewater Treatment Facility

8220.3300 Departmental Supplies and Materials

Lab Supplies, Glassware, Sampling Kits, Protective Gear	10,000
Chemicals, Reagents, Replacement Probes	6,000

Budgeted Amount \$ 16,000

8220.3400 Other Supplies and Materials

Sodium Hypochlorite (Bleach)	49,500
BSP Captor	127,900
Polymer (Belt Press)	40,000
Poly Aluminum Chlorhydrate	88,500
Lubrication and Hydraulic Supplies	4,000
Emulsifiers, Degreaser, Hydrogen Peroxide, Sweetners, etc.	12,000

Budgeted Amount \$ 321,900

8220.3600 Uniforms

Protective Clothing, Safety Shoes, Uniforms	
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Budgeted Amount \$ 6,000

8220.4500 Contracted Services

Landfill Fees (Sludge)	100,000
Pumping and Hauling	10,000

Budgeted Amount \$ 110,000

8220.5300 Dues and Subscriptions

Association Fees	450
Operator and Facility License Fees	550

Budgeted Amount \$ 1,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8220 Wastewater Treatment Facility

8220.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 12,050

8220.7300 Capital Outlay – Other Improvements

Replace Facility Entry Gate	8,500
Metal Storage Building	35,000

Budgeted Amount \$ 43,500

8220.7400 Capital Outlay – Equipment (>\$5,000)

Tractor (Replace Fork Truck)

Budgeted Amount \$ 37,999

8220 – Wastewater Treatment Facility Dept. TOTAL	\$ 1,369,489
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The City of
Brevard
North Carolina

SEWER COLLECTIONS DIVISION

FY 2016-2017

CITY OF BREVARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

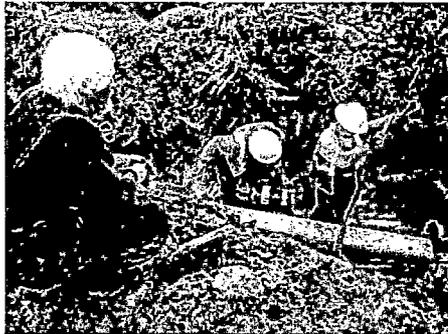
<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
30 UTILITY FUND							
30-8280-0200 SALARIES - REG	204,203	214,697	149,866	30.20		214,297	
30-8280-0210 SALARIES - REG - OT	26,370	38,000	32,624	14.15		38,000	
30-8280-0400 PRO SERVICES	70,254	19,400	48,034	-147.60			
30-8280-0500 FICA	16,878	19,331	14,606	24.44		19,301	
30-8280-0600 GROUP INSURANCE	52,500	55,421	63,021	-13.71		70,500	
30-8280-0700 RETIREMENT	51	17,866	13,296	25.58		18,292	
30-8280-0925 PRO SERVICES						31,400	
30-8280-1000 OPERATOR TRAINING	1,879	3,500	360	89.71		3,500	
30-8280-1100 TELEPHONE	2,105	2,517	1,414	43.80		2,517	
30-8280-1400 TRAVEL	1,212	3,500	720	79.43		3,500	
30-8280-1500 M & R BLDGS & GRNDS	5,053	3,000	1,280	57.33		3,000	
30-8280-1600 M & R EQUIPMENT	67,701	163,000	66,096	59.45		163,000	
30-8280-1700 M & R AUTOS & TRUCKS	5,560	6,000	25,552	-325.86		6,000	
30-8280-3100 AUTOMOTIVE SUPPLIES	12,795	20,000	8,650	56.75		20,000	
30-8280-3200 OFFICE SUPPLIES	3,274	2,500	3,568	-42.71		2,500	
30-8280-3300 DEPT SUPL & MATL	93,364	68,200	116,869	-71.36		68,200	
30-8280-3400 INFLOW & INFILTRATION	38,009	100,000	107,139	-7.14		100,000	
30-8280-3500 OTHER SUPPLIES AND MAT	10,560	12,300	540	95.61		12,300	
30-8280-3600 UNIFORMS	6,403	6,000	5,872	2.13		6,000	
30-8280-5300 DUES & SUBSCRIPTIONS	2,597	2,400	1,972	17.83		2,400	
30-8280-5400 INSURANCE & BONDS	16,426	13,700	18,552	-35.41		13,700	
30-8280-7300 CAP OUT - OTHER IMP	-1,976						
30-8280-7400 CAP OUT - EQUIP						104,200	
30 UTILITY FUND	635,218	771,332	680,031	11.84		902,607	

FY 2016-2017

CITY BREVARD
ANNUAL BUDGET ESTIMATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
	<u>635,218</u>	<u>771,332</u>	<u>680,031</u>	11.84		<u>902,607</u>	

Sewer Collections	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	299,952	345,315	273,413	360,390
Materials, Supplies, Services	337,191	426,017	406,618	438,017
Capital Outlay	0	0	0	104,200
Totals	637,143	771,332	680,031	902,607
Full Time Positions	6	6	6	6



The responsibilities of Public Works Sewer Collections Division include maintenance and repair of city infrastructure consisting of 55 miles of gravity sewer, 6 miles of force main sewer lines, and 17 lift stations. Operators are responsible for maintaining main service and transmission lines, manholes, pumps and facilities; and a pro-active inflow and infiltration reduction program. The Sewer Collections Division reports to the Public Works Director.



MISSION STATEMENT

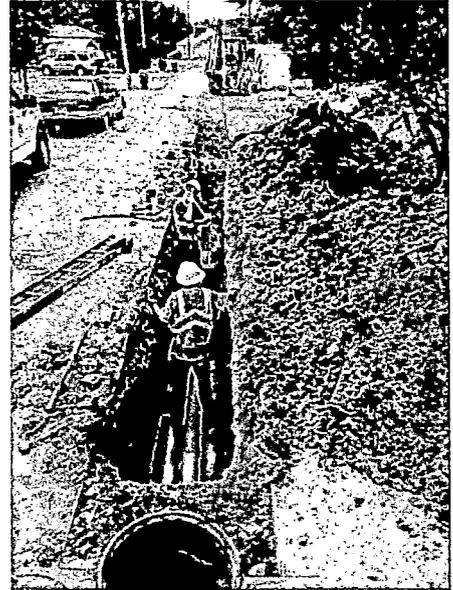
Maintain up-to-date information to ensure proper decision-making processes, coordinate Public Works operations that oversee the city’s public goods and services such as solid waste collection, street resurfacing, and leaf collection, and improve work conditions, employee output, and quality of performance.

BUDGET OBJECTIVES – FY 2016-2017

- Promote and encourage businesses that are attracted to our natural assets by protecting our woods and water by seeking new methods, materials or procedures in completing tasks in a way that preserves the city’s commitment to preserving our community’s most valuable assets.
- Foster economic development by ensuring our infrastructure is constantly maintained and replaced to serve existing and future business by continuously and actively monitoring, visually inspecting, flow monitoring, smoke testing, and assessing data accumulated from the collections system.
- Enhance the quality of life in our community by prudently allocating and managing resources, and by planning and executing future capital projects in an efficient and environmentally friendly manner.
- Foster and encourage our small town charm by providing reliable, prompt, friendly, and knowledgeable customer service.

GOALS ACHIEVED – FY 2015-2016 (*through January*)

- Inflow and Infiltration elimination continued with sites eliminated in Green Acres, Quinn Drive, W. French Broad Street, and King Street.
- 6” Sewer Line Upgrade Project by Dillard Construction continues.
- Installed 3 new commercial sewer taps; 5 new residential taps.
- Operators responded to 32 system blockage reports; resolved 18 actual system blockages.
- Cross trained with Water Distribution Division; attended water and wastewater operator training.
- Participated in career development, safety, and wellness activities.



**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

**8280 Sewer Collections Division
(aka Wastewater Collection System)**

8280.0200 Salaries - Regular

This line item covers the salary and wages for the Sewer Collection System personnel as shown in the table below.

8280.0210 Salaries – Over Time

This line item covers necessary overtime wages for the Sewer Collection System. It often includes provisions for personnel to cover vacation, sick and other unexpected occurrences requiring the presence of operators outside normal working hours.

8280.0500 FICA

This line item covers the FICA cost on the annual departmental salaries as shown in the table below.

8280.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan for the Sewer Collection System personnel as shown in the table below.

8280.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System to Sewer Collection System personnel as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime	FICA	Retirement	Group Insurance
214,297	38,000	19,301	18,292	70,500

**Increase: 2.5% Merit*

Budgeted Amount \$ 360,390

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8280 Sewer Collections Division

8280.0925 Professional Services

This line item covers the cost of professional services that require the work of a licensed professional such as a certified laboratory, engineer or architect, or other technical service provider. Specific projects to be undertaken are as listed.

Engineering – Sewer Line Repair and Relocation	10,400
Annual Generator Service Contract (7)	3,000
20-Yr. CIP (1/4 cost with 812, 814, 822)	2,000
SCADA Support	2,000
Computer Support	1,000
Transmitter Calibration (Neely Road and Gallimore Road)	1,000
Pump and Haul Contracted Services	12,000

Budgeted Amount \$ 31,400

8280.1000 Operator Training

Annual Operator Training Schools, Conferences, and Exam Fees	2,000
Professional Enrichment Hours	1,500

Budgeted Amount \$ 3,500

8280.1100 Telephone

Telephone: 884-2171 (1/3 – Shared expense with PW Administration & Water Distribution)	2,317
Telephone: 884-5826 (1/3 Shared expense with PW Administration & Water Distribution)	
Fax: 884-6892 (1/3 Shared expense with PW Administration & Water Distribution)	
Cell: 553-7456 (System ORC)	
Cell: 553-7460 (1/2 – On Call - Shared expense with Water Distribution)	
Phone Supplies (charger, case, phone replacement)	200

Budgeted Amount \$ 2,517

8280.1400 Travel

Lodging – Schools and Conferences	2,000
Per diem @ \$40/day	1,000
Miscellaneous Travel Expense	500

Budgeted Amount \$ 3,500

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8280 Sewer Collections Division

8280.1500 Maintenance and Repair - Buildings & Grounds

General Maintenance Items	1,500
OSHA Compliance	1,000
Operations Center (shared expenses with PW Admin. and Water Distribution)	500

Budgeted Amount \$ 3,000

8280.1600 Maintenance and Repair - Equipment

Pump Replacement with inverter duty and pressure transducer	95,000
Vactor Hose Replacement	6,000
SCADA Computer/Equipment	2,000
Equipment Maintenance & Repair (includes sewer lift stations, generators, air compressor, sewer jetting machine, and 2 backhoes)	60,000

Budgeted Amount \$ 163,000

8280.1700 Maintenance and Repair - Trucks

Expense for 8 vehicles

Budgeted Amount \$ 6,000

8280.3100 Automotive Supplies

Expense for 8 vehicles and equipment items

Budgeted Amount \$ 20,000

8280.3200 Office Supplies and Materials

General Office Supplies

Budgeted Amount \$ 2,500

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8280 Sewer Collections Division

8280.3300 Departmental Supplies and Materials

New Tap and Connections, General Supplies, Power & Hand Tools, Construction Materials; asphalt patching of sewer utility cuts	36,700
Computer - Hardware/Software/Supplies, etc.	1,500
Sewer Line Replacement	30,000

Budgeted Amount \$ 68,200

8280.3400 Inflow & Infiltration

I/I Source Location (smoke/dye testing)	5,000
I/I Source Repair	88,000
I/I Source Repair Re-testing	5,000
GIS/GPS: Material Attributes and System Maintenance and Training	2,000

Budgeted Amount \$ 100,000

8280.3500 Other Supplies and Materials

Special Use Fees and Permits: <ul style="list-style-type: none">▪ Sewer Line under rail ROW: payment is made to Watco Transportation Services, LLC, a subsidiary of Blue Ridge Southern Railroad (BLU)▪ USDA Forest Service-Special Use Fee	9,600
Landfill Disposal - Waste Material	1,500

Budgeted Amount \$ 12,300

8280.3600 Uniforms

Operators' Uniforms	3,000
Personal Protective Supplies	2,100
Safety Shoes	900

Budgeted Amount \$ 6,000

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

8280 Sewer Collections Division

8280.5300 Dues and Subscriptions

NC AWWA Membership Operator Certification Fees NC Waterworks Operators Association CDL License Subscriptions, Books, Manuals

Budgeted Amount \$ 2,400

8280.5400 Insurance and Bonds

This line item covers the cost of a prorated portion of the property/general liability coverage as well as the applicable worker's compensation insurance.

Budgeted Amount \$ 13,700

8280.7300 Capital Outlay – Other Improvements

Budgeted Amount \$ -0-

8280.7400 Capital Outlay – Equipment (>\$5,000)

Backhoe	90,000
Heavy Duty Service Body for Service Truck #19	14,200

Budgeted Amount \$ 104,200

8280 – Sewer Collections Division Departmental TOTAL	\$ 902,607
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The City of
Brevard
North Carolina

**WATER & SEWER
CAPITAL PROJECTS FUND**

**City of Brevard, NC
Enterprise Fund Budget
Fiscal Year 2016-2017**

REVENUE / EXPENDITURE

**UTILITY FUND PROJECT BUDGETS
(31 – Capital Projects Fund)**

	<u>Expenditure</u>	<u>Revenue</u>
31-8470-4500 Construction, Kings Creek- Phase 2	1,435,784	
31-3970-0440 Kings Creek Sewer Phase 2 Loan		1,435,784
31-8490-4500 AMI Purchase & Installation	200,000	
31-3970-0450 Radio Read Meter Loan		200,000
31-8500-4500 Construction, Kings Creek- Phase 3	1,484,150	
31-3970-0460 Kings Creek Sewer Phase 3 Loan		1,484,150
31-8510-4510 Neely Pump ENGR	13,666,000	
31-3970-0600 Neely Road FM/PS Loan		13,666,000
Total	16,785,934	16,785,934

Project Budget Total	\$16,785,934
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The City of
Brevard
North Carolina

CAPITAL RESERVE FUND

FY 2016-2017

CITY OF REWARD
 ANNUAL BUDGET ESTIMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	<u>% REM</u>	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
35 CAPITAL RESERVE FUND							
35-3290-0000 INTEREST ON INVESTMENTS	316		56				
35-3550-0000 FEES IN LIEU OF INFASR	1,964						
35-3730-0100 IMPACT FEE WATER	21,852	10,000	22,891	-128.91		10,000	
35-3730-0200 IMPACT FEE SEWER	21,403	10,000	22,766	-127.66		10,000	
35-3990-0000 FUND BAL APPROP		625,000		100.00		38,000	
35 CAPITAL RESERVE FUND	<u>45,535</u>	<u>645,000</u>	<u>45,713</u>	92.91		<u>58,000</u>	
	<u>45,535</u>	<u>645,000</u>	<u>45,713</u>	92.91		<u>58,000</u>	

FY 2016-17

CITY OF BREVARD
 ANNUAL BUDGET ITEM - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
35 CAPITAL RESERVE FUND							
35-5000-0625 TRANSFER TO MULTI USE PATH	38,000					38,000	
35-5000-0630 TRANSFER TO DOWNTOWN MASTI	139,500						
35-5000-0635 TRANSFER TO ROSENWALD		200,000	200,000				
35-5000-0812 TRANSFER TO U F WATER TREAT		125,000	125,000				
35-5000-0822 TRANSFER TO U F SEWER TREAT		300,000	300,000				
35-5000-9990 INCREASE IN FUND BALANCE		20,000		100.00		20,000	
35 CAPITAL RESERVE FUND	<u>177,500</u>	<u>645,000</u>	<u>625,000</u>	3.10		<u>58,000</u>	
	<u>177,500</u>	<u>645,000</u>	<u>625,000</u>	3.10		<u>58,000</u>	



The City of
Brevard
North Carolina

**FIRE DEPARTMENT
SPECIAL REVENUE FUND**

FY 2016-

CITY OF DEERFIELD BEAVERD
 ANNUAL BUDGET IMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	ORIGINAL BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	<u>% REM</u>	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
40 FIRE DISTRICT TAX FUND							
40-3350-0000 MISC. REVENUE	10,145		575				
40-3350-0100 GRANT REVENUE						40,000	
40-3970-0000 FIRE DIST TAX CURRENT YR	294,528	308,700	308,700			333,594	
40-3970-0510 LOAN PROCEEDS EXTRICATION EC						122,000	
40-3970-0600 TRANSFER FROM GENERAL FUND	325,530	339,830	339,830			371,678	
40-3990-0000 FUND BALANCE APPROPRIATED						12,000	
40 FIRE DISTRICT TAX FUND	<u>630,203</u>	<u>648,530</u>	<u>649,105</u>	-0.09		<u>879,272</u>	
	<u>630,203</u>	<u>648,530</u>	<u>649,105</u>	-0.09		<u>879,272</u>	



The City of
Brevard
North Carolina

95 West Main Street, Brevard, NC 28712
(828) 885-5601

May 31, 2016

Transylvania County
Emergency Services
155 Public Safety Way
Brevard, North Carolina 28712

Attention: Mr. David McNeill, Emergency Services Director

Subject: Proposed FY17 Budget for Brevard Fire Department & Sylvan Valley District No. 2

Dear Mr. McNeill,

Attached please find the proposed FY16-17 budget for Brevard Fire and Sylvan District No. 2 which totals \$879,272. This budget has been revised to reflect the following:

1. Deletion of evening staffing per County Commissioners and Brevard City Council.
2. FEMA Grant award for new compressor equipment.
3. Fund Balance Appropriation for pilot program for evening staffing.

The Proposed FY16-17 Brevard & Sylvan Valley District 2 Fire Department Budget includes Capital Equipment expenditures for extrication equipment (\$122,000) and breathing air compressor (\$42,000). The extrication equipment will be financed for five (5) years with an increased debt service payment of \$25,822. The breathing air compressor will be paid for with a FEMA Grant (\$40,000) and City of Brevard match (\$2,000).

The 2016 assessed valuation numbers are reflected below.

City of Brevard	\$950,000,000	52.7%
Brevard Fire District	\$852,500,000	47.3%
	-----	-----
	\$1,802,500,000	100.0%

If you have any questions or need additional information, please let me know.

Sincerely,

Jim Fatland, CPFO
City Manager / Finance Director

cc: Gay Poor, County Finance Director
Gerald Grose, County Fire Marshal
Craig Budzinski, Fire Chief

Annette Raines, Tax Administrator
(828) 884-3200
Fax: (828) 884-3542
annette.raines@transylvaniacounty.org



**Transylvania County
Tax Administration**
20 E Morgan St Ste 1
Brevard, NC 28712

MEMORANDUM

TO: Jim Fatland, City Manager
FROM: Annette Raines, Tax Administrator
DATE: April 21, 2016
SUBJECT: 2016 TAX BASE PROJECTIONS

Below are the 2016 tax base projections for the City of Brevard, Heart of Brevard, and Brevard Fire Service district.

I would like to amend tax base projections after the Board of Equalization and Review adjourns May 16th and all applications have been received. This will provide an opportunity to have data on appeals affecting the 2016 tax base.

Reappraisal year projections are challenging due to the increased number of appeals to the Board of Equalization and Review.

City of Brevard	\$950,000,000
Heart of Brevard	\$57,500,000
Brevard Fire	\$852,500,000

If you have questions, please call me.

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

REVENUES

40-3350-0100 Grant Revenue

FEMA Grants to purchase mobile and hand-held radio units.

Budgeted Amount \$ 40,000

40-3970-0000 Fire District Tax Current Year

County's share of annual budget.

Budgeted Amount \$ 333,594

40-3970-0510 Loan Proceeds

Budgeted Amount \$ 122,000

40-3970-0600 Transfer from General Fund

City's share of annual budget.

Budgeted Amount \$ 371,678

40-3990-0000 Fund Balance Appropriated

Budgeted Amount \$ 12,000

40 – Fire Department Revenues Total	\$	879,272
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CITY OF PEABODY
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

ACCOUNT NUMBER/DESCRIPTION	ACTUAL 14-15	ORIGINAL BUDGET 15-16	ACTUAL 04/30/2016	% REM	REQUESTED 16-17	RECOMM 16-17	APPROVED 16-17
40 FIRE DISTRICT TAX FUND							
40-5300-0200 SALARIES - REG	11,232	17,594	8,719	50.44		17,594	
40-5300-0300 SALARIES - PART TIME	198,629	207,408	191,618	7.61		237,408	
40-5300-0500 FICA	16,279	17,213	16,373	4.88		18,743	
40-5300-0700 RETIREMENT	15,531	6,000	4,977	17.04		6,000	
40-5300-1000 TRAINING	5,216	10,200	7,338	28.06		12,200	
40-5300-1100 TELEPHONE	10,247	7,560	7,981	-5.58		8,250	
40-5300-1400 TRAVEL	5,409	5,000	179	96.42		5,000	
40-5300-1500 M & R BUILDINGS	4,487	12,700	3,334	73.75		12,700	
40-5300-1600 M & R EQUIPMENT	6,899	10,500	7,184	31.58		14,500	
40-5300-1700 M & R AUTOS/TRUCKS	26,056	16,000	31,803	-98.77		16,000	
40-5300-3100 AUTOMOTIVE SUPPLIES	19,874	24,000	7,062	70.58		24,000	
40-5300-3200 OFFICE SUPPLIES	5,075	6,000	2,774	53.77		6,000	
40-5300-3300 DEPT SUPL & MATL	59,745	55,000	44,723	18.69		56,500	
40-5300-3500 P/R + EDUCATION	894	1,000	164	83.58		1,000	
40-5300-3600 UNIFORMS	6,702	5,000	4,921	1.58		5,000	
40-5300-3700 FIRE INVESTIGATIONS						500	
40-5300-4500 CONTRACTED SERVICES	6,027	7,400	4,581	38.09		8,100	
40-5300-5300 DUES & SUBSCRIPTIONS	3,239	4,063	4,291	-5.62		4,063	
40-5300-5400 INSURANCE & BONDS	20,980	25,000	20,290	18.84		25,000	
40-5300-7400 CAP OUT - EQUIP						164,000	
40-6600-9200 DEBT SERVICE FIRE DEPARTMENT		210,892	191,542	9.18		236,714	
40-9900-0001 DEBT SERVICE - PRINCIPAL	186,573						
40-9900-0002 DEBT SERVICE - INTEREST	24,319						
40 FIRE DISTRICT TAX FUND	633,414	648,530	559,855	13.67		879,272	

FY 2016-

CITY OF PEVERARD
ANNUAL BUDGET ESTIMATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>ORIGINAL</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
	<u>633,414</u>	<u>648,530</u>	<u>559,855</u>	13.67		<u>879,272</u>	

FIRE DEPARTMENT

Fire Department	FY 14-15 ACTUAL	FY 15-16 BUDGET	Estimated FY 15-16 ACTUAL	Proposed FY 16-17 BUDGET
Salaries, Wages, Benefits	241,671	248,215	221,687	279,745
Materials, Supplies, Services	180,851	189,423	146,626	198,813
Capital Outlay	0	0	0	164,000
Debt Service	210,892	210,892	191,542	236,714
Totals	633,414	648,530	559,855	879,272
Full Time Positions	0	0	0	0
Part Time Positions		41	41	41

The City of Brevard Fire Department provides a highly trained, professional emergency service to the citizens of our coverage area. This service includes fire suppression, motor vehicle collisions, rescue, fire investigation, mitigation of hazardous materials incidents, fire prevention, car seats, and fire and life safety education.

MISSION STATEMENT

The City of Brevard Fire Department is committed to protecting the people, property, and environment within our community. We will accomplish our mission through prevention, education, fire suppression, hazard mitigation, and other related emergency and non-emergency services. We will effectively and efficiently utilize all the necessary resources at our command to provide this service for the citizens of our community.

BUDGET OBJECTIVES – FY 2016-2017

- First priority is lowering response time which is critical for the health and safety of our citizens and firefighters.
- Increase the number of NC Certified Firefighters, Technical Rescuers, and Emergency Medical Technicians within the department through training and recruitment.
- Increase departmental media exposure and develop cooperative relationships with the different media representatives.
- Attend and collaborate with more of our outside civic organizations to educate them on the workings/needs of the fire department and supply more information to the residents.

GOALS ACHIEVED – FY 2015-2016

- In 2015 the Brevard Fire Department responded to 870 incidents.
- The members of the Brevard Fire Department completed over 3,000 hours of training in over 200 individual training sessions. We currently have 27 NC Emergency Medical Technicians which is 74% of the department. These certifications represent thousands of hours of training over several years.

FIRE DEPARTMENT

The Fire Department does not control the first 4 minutes from fire start through dispatch of the Fire Department. What we can control is the time it takes us to have an apparatus responding.

An example is a fire alarm to the Hampton Inn after 5 p.m.

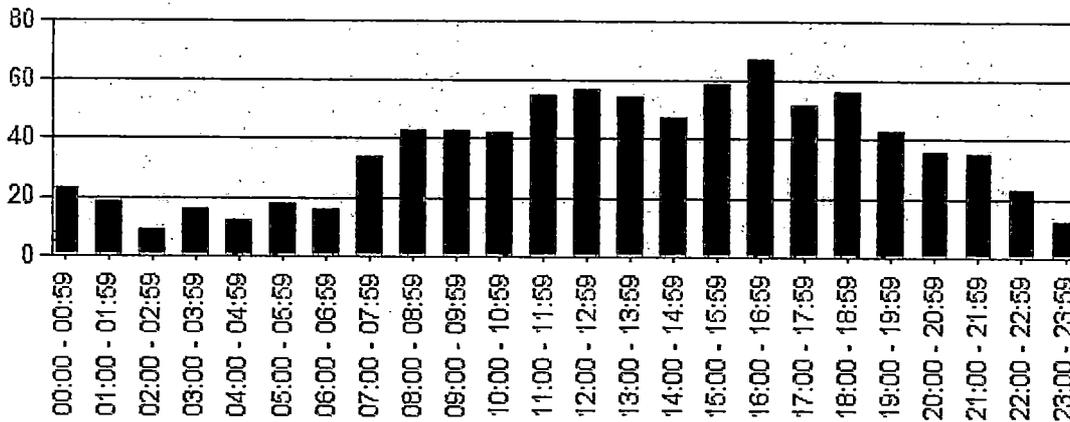
- 17:47 Call from alarm company to Dispatch
- 17:48 Dispatched Fire Department
- 17:52 1st Engine checks in route
- 17:58 Engine on scene
- **Total 10 minutes response time from Dispatch**

A daytime staffed example is a motor vehicle collision in Walmart parking lot.

- 12:17 Call to 911 center
- 12:17 Dispatched Fire Department
- 12:18 1st Engine checks in route
- 12:24 Engine on scene
- **Total 7 minutes response time from Dispatch**

Having staff at the station reduces the time it takes for an apparatus to leave the building. Deployment of apparatus at stations will reduce travel time.

Incidents by time of day: 2015



As shown by the hour of the day graph, the incidents pick up at 8 a.m. and continue until 12 p.m. Thirty-one percent of the calls for service are in the 17:00 to 00:00 time period. This is the time we are requesting additional staffing hours. The staffing also helps with the personnel section (15 pts out of 50) of the North Carolina Response Rating Schedule which gives full credit for on duty staff.

FIRE DEPARTMENT

Deployment of apparatus:

A second station is needed to reduce response times. The station would satisfy the North Carolina Response Rating Schedule need of an engine every 1.5 miles, a ladder/service every 2.5 miles of built-upon property in the city.

A station in Sylvan Valley 2 in the Wilson Road/Williamson Creek area will reduce response times to a large area which includes Wilson Road, Williamson Creek, Glenn Cannon, Barclay Road, Rich Mountain Road, and East Main Street. The station will reduce insurance rates for homeowners in Sylvan Habitat/Glenn Cannon who are considered unprotected (10 rating) because it is more than 6 miles from the station. This area has an assessed value of \$30,853,080 with 57 properties and 37 structures. The 6-mile area will come within 5 miles and go from a 9 to a 5 insurance rating. This area has an assessed value of \$79,847,160 with 364 properties and 249 structures.

The reduced insurance rating will far outweigh what a small fire tax increase will incur. The chart from the NCRRS shows that a \$100,000 house pays \$585/year at Class 10 and that drops to \$320/year at Class 5 which we are within 5 miles of a station.

STAFF DUTIES



Answering Calls For Service

- > Building Fires
- > Fire Alarms
- > Motor Vehicle Collisions
- > Fire & Life Safety Education
- > Rescue
- > Wildland Fires
- > Hazardous Material Incidents
- > Assist Citizen Calls
- > Car Seat Installs/Checks

Special Event Planning / Command

Pre-Incident Planning

Fire Hydrant Inspections

Technical Review Committee

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

40-Fire Department

40-5300.0200 Salaries - Regular

This line item covers the salary and wages for the one Chief, three Assistant Chiefs, and one Administrative Assistant as shown in the table below.

40-5300.0300 Salaries – Part Time

This line item covers the salary and wages for the paid part-time fire fighters as shown in the table below.

40-5300.0500 FICA

This line item covers the FICA cost on the annual salaries for the Chief, Officers, and Firefighters as shown in the table below.

40-5300.0600 Group Insurance

This line item covers the cost of providing a group health insurance plan as shown in the table below.

40-5300.0700 Retirement

This line item covers the cost of providing a retirement plan through the NC Local Government Employees Retirement System as shown in the table below.

Budgeted Amounts

FY 16-17 Salaries	Overtime	Salaries Part Time	FICA	Retirement	Group Insurance
17,594	-0-	237,408	18,743	6,000	-0-

**Increase: 0% Cola*

Budgeted Amount \$ 279,745

40-5300.0925 Professional Services - NOT APPLICABLE

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

40-Fire Department

40-5300.1000 Training

Training Materials: Books, CDs, DVDs
Training Schools: McDowell Fire School Blue Ridge Rescue College Fire Department Instructor's Conference National Fire Academy State Fire College Fire Rescue International State Fire Convention NC Class B Driving License Franklin Fire School FETN Training Network Classes
Supplies: wood, straw, fuel oil, nails, etc.

Budgeted Amount \$ 12,200

40-5300.1100 Telephone

Cell Phones, Air Card, Telephone, Internet

Budgeted Amount \$ 8,250

40-5300.1400 Travel

Travel and Lodging Expenses for Schools & Conventions

Budgeted Amount \$ 5,000

40-5300.1500 Maintenance and Repair - Buildings and Grounds

Bay Door Maintenance (10 doors)
Regular Maintenance of Facility

Budgeted Amount \$ 12,700

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

40-Fire Department

40-5300.1600 Maintenance and Repair - Equipment

Air Compressor Maintenance
Air Quality Testing
Chain Saw Maintenance
Ground Ladder Testing
Aerial Ladder Testing
Gas Detector Maintenance
Radio Maintenance
Small Equipment Maintenance
SCBA Bottle Testing
SCBA Mask Testing
Hydraulic Tool Maintenance
Miscellaneous (nuts, bolts, paint, etc.)
Computer Maintenance
3 rd Party Fire Hose Testing (<i>new</i>)

Budgeted Amount \$ 14,500

40-5300.1700 Maintenance and Repair – Autos/Trucks

Periodic Maintenance
Emergency Maintenance
Annual Required Pump Testing (7)

Budgeted Amount \$ 16,000

40-5300.1800 Water & Sewer Allowance/Transfer to W&S Fund

Budgeted Amount \$ -0-

40-5300.3100 Automotive Supplies

Fuel	12,000
Tires, Oil, Batteries, etc.	6,000
Vehicle Equipment	6,000

Budgeted Amount \$ 24,000

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

40-Fire Department

40-5300.3200 Office Supplies

Computer Updates, Software	5,000
Office Supplies, Ink, Pens, Envelopes	1,000

Budgeted Amount \$ 6,000

40-5300.3300 Departmental Supplies and Materials

Scott Mask Face Pieces	1,850
EPI Pens (NCOEMS Mandatory)	1,700
Fire Prevention Supplies	1,500
Foam	600
Helmets, Boots, Hoods, Gloves	6,200
Medical Supplies	2,500
Oil Dry	1,000
Handheld Radios, Pagers (5)	3,650
New Equipment	5,500
Safety Equipment	500
Fire Gear	17,000
Fire Hose <i>(need to purchase 5" hose replacement for 4 trucks)</i>	6,000
Rope/Pulleys, and Life Line	1,500
PPE Upgrade	3,500
Fire Hose Upgrade	3,500

Budgeted Amount \$ 56,500

40-5300.3500 Public Relations / Education

Budgeted Amount \$ 1,000

40-5300.3600 Uniforms

Dress Uniforms/Shirts	2,500
Replacement Uniforms - Day Staff	2,500

Budgeted Amount \$ 5,000

40-5300.3700 Fire Investigations

Budgeted Amount \$ 500

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

40-Fire Department

40-5300.4500 Contracted Services

Hepatitis Shots	600
Emergency Reporting System	2,400
Physicals	3,200
Annual Defibrillator Maintenance (3)	1,900

Budgeted Amount \$ 8,100

40-5300.5300 Dues & Subscriptions

Per Capita Tax	800
NFPA Updates	900
Magazines/Associations	1,000
NC Firemen's Association	1,000
NC Rescue Association	363

Budgeted Amount \$ 4,063

40-5300.5400 Insurance & Bonds

Insurance and Bonds	19,000
Supplemental Insurance for Firefighters	6,000

Budgeted Amount \$ 25,000

40-5300.5700 Miscellaneous

Budgeted Amount \$ -0-

40-5300.6000 Other Equipment

Budgeted Amount \$ -0-

40-5300.6500 Grant Expenditures

Budgeted Amount \$ -0-

**City of Brevard, NC
Fire District Tax Fund Budget
Fiscal Year 2016-2017**

EXPENDITURES

40-Fire Department

40-5300.7000 Lease Purchase Proceeds **Budgeted Amount \$ -0-**

40-5300.7300 Capital Outlay – Other **Budgeted Amount \$ -0-**

40-5300.7400 Capital Outlay – Equipment (>\$5,000)

Extrication Equipment (<i>replace old equipment</i>)	122,000
Breathing Air Compressor	42,000

Budgeted Amount \$ 164,000

40-6600-9200 Debt Service **Budgeted Amount \$ 236,714**

40 – Fire Departmental Total	879,272
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The City of
Brevard
North Carolina

TRUST FUNDS

Bjerg Trust Fund

OPEB Trust Fund

Housing Trust Fund

Terrell Scruggs Scholarship Fund

FY 2016 7

CITY OF REVERD
ANNUAL BUDGET ESTIMATE - REVENUE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	% REM	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
51 BJERG TRUST FUND							
51-3290-0000 INTEREST ON INVESTMENTS	70	100		100.00		100	
51 BJERG TRUST FUND	70	100		100.00		100	
	70	100		100.00		100	

FY 2016 2017

CITY OF REVERD
ANNUAL BUDGET ITEM - EXPENDITURE
BY YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
51 BJERG TRUST FUND							
51-5000-6100 TRANSFER TO GEN FUND		100		100.00		100	
51 BJERG TRUST FUND	0	100		100.00		100	
		100		100.00		100	

FY 2016-2017

CITY OF REWARD
ANNUAL BUDGET ESTIMATE - REVENUE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
52 RESERVE FOR O-P-E-B							
52-3100-0000 TRANSFER FROM OTHR FUNDS	18,750	18,750	18,750			18,750	
52-3290-0000 INTEREST ON INV	31		26				
52 RESERVE FOR O-P-E-B	<u>18,781</u>	<u>18,750</u>	<u>18,776</u>	-0.14		<u>18,750</u>	
	<u>18,781</u>	<u>18,750</u>	<u>18,776</u>	-0.14		<u>18,750</u>	

FY 2016-2017

CITY OF REWARD
ANNUAL BUDGET ITEM - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
52 RESERVE FOR O-P-E-B							
52-4350-6100 TRANSFER TO RESERVE		18,750		100.00		18,750	
52 RESERVE FOR O-P-E-B	0	18,750		100.00		18,750	
		<u>18,750</u>		100.00		<u>18,750</u>	

FY 2016-17

CITY OF FREVARD
 ANNUAL BUDGET ESTIMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
76 HOUSING TRUST FUND							
76-3290-0000 INTEREST	40	13,332		100.00		_____	
76-3980-0300 DEVELOPER LOAN PAYMENT	13,332	13,204	13,204			_____	26,600
76 HOUSING TRUST FUND	13,372	26,536	13,204	50.24		_____	26,600
	<u>13,372</u>	<u>26,536</u>	<u>13,204</u>	50.24		<u>_____</u>	<u>26,600</u>

FY 2016-2017

CITY OF REWARD
ANNUAL BUDGET LIMATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
76 HOUSING TRUST FUND							
76-4900-5800 INCREASE IN FUND BALANCE		26,536		100.00		26,600	
76 HOUSING TRUST FUND	0	26,536		100.00		26,600	
		<u>26,536</u>		100.00		<u>26,600</u>	

FY 2016 2017

CITY OF REWARD
ANNUAL BUDGET ESTIMATE - REVENUE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
50 T. L. SCRUGGS SCHOLARSHIP							
50-3290-0000 INTEREST EARNED ON INVESTMENT	2						
50-3530-0000 DONATIONS FOR SCHOLARSHIPS	17,149	11,500	19,519	-69.73		15,000	
50 T. L. SCRUGGS SCHOLARSHIP	17,151	11,500	19,519	-69.73		15,000	
	17,151	11,500	19,519	-69.73		15,000	

FY 2016-2017

CITY OF BREVARD
ANNUAL BUDGET ITEM - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
50 T. L. SCRUGGS SCHOLARSHIP							
50-4450-3300 SUPPLIES & MATERIAL	5,821	6,000	6,509	-8.48		6,000	
50-4450-5700 SCHOLARSHIPS AWARDED	9,000	5,500		100.00		9,000	
50 T. L. SCRUGGS SCHOLARSHIP	<u>14,821</u>	<u>11,500</u>	<u>6,509</u>	43.40		<u>15,000</u>	
	<u>14,821</u>	<u>11,500</u>	<u>6,509</u>	43.40		<u>15,000</u>	



The City of
Brevard
North Carolina

HEALTH INSURANCE FUND

CITY OF JEROME WARD
 ANNUAL BUDGET ESTATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
53 HEALTH INS RESERVE							
53-3100-0000 TRANSFER FROM OTHER FUNDS	125,000	126,500	126,500				
53-3460-0000 EMPLOYEE PREMIUMS						12,000	
53-3470-0000 RETIREE PREMIUMS	13,582	12,000	9,423	21.48		12,000	
53-3480-0000 DENTAL DEPENDENT PREMIUMS	51,560	55,000	48,127	12.50		55,000	
53-3990-0000 FUND BALANCE APPROPRIATED		90,000		100.00			
53-4200-0600 ADMINISTRATION GROUP MEDICA	52,500	60,796	60,796			70,500	
53-4400-0600 FINANCE GROUP MEDICAL	42,000	40,530	40,530			47,000	
53-4900-0600 PLANNING GROUP MEDICAL	63,000	60,796	60,796			47,000	
53-5000-0600 BUILDINGS & GROUNDS GROUP MI	42,000	60,796	60,796			70,500	
53-5100-0600 POLICE DEPT GROUP MEDICAL	315,000	303,978	303,978			364,250	
53-5450-0600 PUBLIC SERVICES GROUP MEDICA	31,500	30,398	30,398			47,000	
53-5550-0600 GARAGE GROUP MEDICAL	31,500	30,398	30,398			23,500	
53-5600-0600 STREETS GROUP INSURANCE	84,000	81,060	81,024	0.04		94,000	
53-5800-0600 SANITATION GROUP INSURANCE	84,000	81,060	81,024	0.04		94,000	
53-8120-0600 WATER TRMT PLANT GROUP MEDI	52,500	63,021	63,021			58,750	
53-8140-0600 WATER DISTRIB UTION GROUP ME	42,000	50,417	50,417			47,000	
53-8180-0600 UTIL ENGR GROUP MEDICAL	10,500						
53-8220-0600 WWTP GROUP MEDICAL	73,500	88,229	88,229			82,250	
53-8280-0600 SEWER COLLECTIONS GROUP MEE	52,500	63,021	63,021			70,500	
53 HEALTH INS RESERVE	<u>1,166,642</u>	<u>1,298,000</u>	<u>1,198,478</u>	7.67		<u>1,195,250</u>	
	<u>1,166,642</u>	<u>1,298,000</u>	<u>1,198,478</u>	7.67		<u>1,195,250</u>	

FY 2016-2017

CITY OF BOSTON
WARD
ANNUAL BUDGET ESTIMATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
53 HEALTH INS RESERVE							
53-2250-0100 THIRD PARTY ADMINISTRATOR	21,605	20,000	23,021	-15.11		20,000	
53-2250-0200 MEDICAL INSURANCE BROKER	29,957	21,000	31,851	-51.67		21,000	
53-2250-0300 COBRA ADMINISTRATOR	1,390	1,600		100.00		1,600	
53-2250-0400 MED COST UR/PPO	28,108	6,800	15,893	-133.72		6,800	
53-2250-0500 AGGREGATE INSURANCE PREMIUM	140,686	191,400	159,076	16.89		191,400	
53-2250-0600 CLAIMS PAID	901,737	951,500	887,338	6.74		848,350	
53-2250-0700 WELLNESS PROGRAMS	76,464	75,000	75,181	-0.24		75,000	
53-2250-0800 EMPLOYEE ASSISTANCE PROGRAM	2,544	3,500	3,880	-10.85		3,900	
53-2250-0900 LIFE AD & D	12,511	14,500	14,207	2.02		14,500	
53-2250-0910 LIFE-DEP	653	700	617	11.87		700	
53-2250-0920 SHORT-TERM DISABILITY	10,476	12,000	12,000			12,000	
53 HEALTH INS RESERVE	<u>1,226,130</u>	<u>1,298,000</u>	<u>1,223,064</u>	5.77		<u>1,195,250</u>	
	<u>1,226,130</u>	<u>1,298,000</u>	<u>1,223,064</u>	5.77		<u>1,195,250</u>	



The City of
Brevard
North Carolina

HEART OF BREVARD FUND

FY 2016-2017

CITY OF BREVARD
ANNUAL BUDGET ESTIMATE - REVENUE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017



<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
70 HEART OF BREVARD FUND							
70-3170-0000 TAX PENALTIES & INTEREST			382				
70-3970-0000 DIST TAX CURRENT YR.	<u>117,459</u>	<u>130,700</u>	<u>119,672</u>	8.44		<u>125,000</u>	
70 HEART OF BREVARD FUND	<u>117,459</u>	<u>130,700</u>	<u>120,054</u>	8.15		<u>125,000</u>	
	<u>117,459</u>	<u>130,700</u>	<u>120,054</u>	8.15		<u>125,000</u>	

FY 2016-2017

CITY OF BREVARD
ANNUAL BUDGET ESTIMATE - EXPENDITURE
BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017



<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
70 HEART OF BREVARD FUND							
70-6900-4500 CONTRACTED SERVICES	117,042	130,700	119,471	8.59		125,000	
70-6900-5000 TRANSFER TO GEN FUND	12,006						
70 HEART OF BREVARD FUND	<u>129,048</u>	<u>130,700</u>	<u>119,471</u>	<u>8.59</u>		<u>125,000</u>	
	<u>129,048</u>	<u>130,700</u>	<u>119,471</u>	<u>8.59</u>		<u>125,000</u>	



The City of
Brevard
North Carolina

MULTI-USE PATHS PROJECT FUND

FY 2016-2017

CITY OF BIRMINGHAM
 ANNUAL BUDGET ESTIMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
78 MULTI USE PATHS G.R. D.R							
78-3350-0001 TRANSFER FROM DTMP FUND		300,000	300,000				
78-3350-0100 MISCELLANEOUS (OTHER GRANTS	54,000					25,000	
78-3750-0000 TRANSFER FROM GENERAL FUND		108,196	108,196			90,000	
78-3750-0100 TRANSFER FROM CAPITAL RESERV	38,000					38,000	
78-3990-0000 FUND BALANCE APPROPRIATED		207,000		100.00		150,000	
78 MULTI USE PATHS G.R. D.R	<u>92,000</u>	<u>615,196</u>	<u>408,196</u>	33.65		<u>303,000</u>	
	<u>92,000</u>	<u>615,196</u>	<u>408,196</u>	33.65		<u>303,000</u>	

FY 2016-2017

CITY OF EMMETT
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
78 MULTI USE PATHS G.R. D.R							
78-6300-4500 PATHS, SIDEWALKS & SIGNAGE		108,196	92,178	14.80		153,000	
78-6400-4500 WEST LOOP PHASE I		107,000	95,205	11.02		75,000	
78-6500-4500 RAILROAD AVENUE PROJECT AREA		100,000	135,035	-35.04		75,000	
78-6600-0001 TRANSFER TO GENERAL FUND		300,000	300,000				
78-6600-4500 CHERRY ST. BIKE/HIKE PATH	89,858						
78 MULTI USE PATHS G.R. D.R	<u>89,858</u>	<u>615,196</u>	<u>622,419</u>	-1.17		<u>303,000</u>	
	<u>89,858</u>	<u>615,196</u>	<u>622,419</u>	-1.17		<u>303,000</u>	



The City of
Brevard
North Carolina

NARCOTICS TASK FORCE FUND

CITY OF FT. WARD
 ANNUAL BUDGET ESTIMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	% REM	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
81 NARCOTICS TASK FORCE							
81-3290-0000 INTEREST EARNED	137	100	117	-16.98		100	
81-3350-0000 RECEIVED FROM TRANS COUNTY	17,874	15,000	15,140	-0.93		15,000	
81-3400-0000 RECEIVED BREVARD P D	10,000	15,000	7,000	53.33		15,000	
81-3500-0000 DEA FED FUNDS BPD	3,474	5,000		100.00		5,000	
81-3560-0000 ST CONTROLLER PMTS TNTF	15,928	10,000	4,777	52.23		10,000	
81 NARCOTICS TASK FORCE	<u>47,414</u>	<u>45,100</u>	<u>27,034</u>	40.06		<u>45,100</u>	
	<u>47,414</u>	<u>45,100</u>	<u>27,034</u>	40.06		<u>45,100</u>	

FY 2016-2017

CITY OF FORT WORTH
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BY YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	<u>% REM</u>	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
81 NARCOTICS TASK FORCE							
81-5100-5700 TNTF EXPENDITURES	46,879	40,100	31,778	20.75		40,100	
81-5100-5750 DEA FUNDS EXPENDITURES BPD		5,000		100.00		5,000	
81-5100-5760 FED ASSET EXPENSES SHERIFF DEPT	17,757						
81 NARCOTICS TASK FORCE	<u>64,636</u>	<u>45,100</u>	<u>31,778</u>	29.54		<u>45,100</u>	
	<u>64,636</u>	<u>45,100</u>	<u>31,778</u>	29.54		<u>45,100</u>	



The City of
Brevard
North Carolina

ROSENWALD REVITALIZATION FUND

CITY OF BIRMINGHAM
 ANNUAL BUDGET ESTIMATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	% REM	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
82 ROSENWALD REVITALIZATION							
82-3010-0100 PARTF GRANT	75,000	205,637	130,637	36.47			
82-3150-0000 TRANSFER FROM CAP RESERVE		200,000	200,000				
82-3990-0000 FUND BAL APPROP		86,037		100.00		134,000	
82 ROSENWALD REVITALIZATION	<u>75,000</u>	<u>491,674</u>	<u>330,637</u>	32.75		<u>134,000</u>	
	<u>75,000</u>	<u>491,674</u>	<u>330,637</u>	32.75		<u>134,000</u>	

FY 2016-2017

CITY OF BOSTON
ANNUAL BUDGET ESTIMATE - EXPENDITURE
BUDGET YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL</u> <u>14-15</u>	<u>AMENDED</u> <u>BUDGET</u> <u>15-16</u>	<u>ACTUAL</u> <u>04/30/2016</u>	<u>% REM</u>	<u>REQUESTED</u> <u>16-17</u>	<u>RECOMM</u> <u>16-17</u>	<u>APPROVED</u> <u>16-17</u>
82 ROSENWALD REVITALIZATION							
82-4100-0504 ACQUISITION	207,285	291,674	255,431	12.43			
82-4100-0505 ENVIROMENTA CLEAN-UP		200,000		100.00			
82-4100-2900 ROSENWALD PARK IMPROVEMENT						134,000	
82-4100-4500 CONT SERVICES L-O-S	178		27,336				
82 ROSENWALD REVITALIZATION	<u>207,463</u>	<u>491,674</u>	<u>282,767</u>	42.49		<u>134,000</u>	
	<u>207,463</u>	<u>491,674</u>	<u>282,767</u>	42.49		<u>134,000</u>	



The City of
Brevard
North Carolina

**DOWNTOWN MASTER PLAN
PROJECT FUND**

FY 2016-20..

CITY OF J VARD
 ANNUAL BUDGET E IATE - REVENUE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	ACTUAL <u>14-15</u>	AMENDED BUDGET <u>15-16</u>	ACTUAL <u>04/30/2016</u>	% REM	REQUESTED <u>16-17</u>	RECOMM <u>16-17</u>	APPROVED <u>16-17</u>
83 DOWNTOWN MASTER PLAN							
83-3010-0000 TRANS FROM CAP RES	139,500						
83-3020-0000 TRANS FROM GENERAL FUND	180,000	180,000	180,000			180,000	
83-3050-0000 RECEIVED FROM HEART OF BREV.	11,000	11,000	8,250	25.00		11,000	
83-3080-0000 NCDOT - CALDWELL	22,500						
83-3990-0000 FUND BALANCE APP		620,167		100.00		540,000	
83 DOWNTOWN MASTER PLAN	<u>353,000</u>	<u>811,167</u>	<u>188,250</u>	76.79		<u>731,000</u>	
	<u>353,000</u>	<u>811,167</u>	<u>188,250</u>	76.79		<u>731,000</u>	

FY 2016-2017

CITY OF VARD
 ANNUAL BUDGET ESTIMATE - EXPENDITURE
 BP YEAR TO PROCESS: 07/01/2016 TO 06/30/2017

<u>ACCOUNT NUMBER/DESCRIPTION</u>	<u>ACTUAL 14-15</u>	<u>AMENDED BUDGET 15-16</u>	<u>ACTUAL 04/30/2016</u>	<u>% REM</u>	<u>REQUESTED 16-17</u>	<u>RECOMM 16-17</u>	<u>APPROVED 16-17</u>
83 DOWNTOWN MASTER PLAN							
83-4900-4500 DESIGN & CONSTRUCTION	34,902	511,167	141,404	72.34		191,000	
83-6200-4500 CLEMSON PLAZA	72,290		4,250			340,000	
83-6300-4500 CALDWELL ST IMPROVEMENTS						200,000	
83-6600-0000 TRANSFER TO PEDESTRIAN FUND		300,000	300,000				
83 DOWNTOWN MASTER PLAN	<u>107,192</u>	<u>811,167</u>	<u>445,654</u>	45.06		<u>731,000</u>	
	<u>107,192</u>	<u>811,167</u>	<u>445,654</u>	45.06		<u>731,000</u>	



The City of
Brevard
North Carolina

CAPITAL EQUIPMENT REPLACEMENT

City of Brevard Police Department

MEMORANDUM



DATE: May 12, 2016
TO: Jim Fatland, City Manager
FROM: Phil Harris, Chief of Police
RE: FY 2016-17 Capital Outlay Request-
Police

One capital outlay item is included in the Police Department's budget request for consideration: Three new police vehicles. The Police Department is on a replacement cycle for our vehicle fleet requiring two to three replacement vehicles per year.

The three vehicles requested this year are to replace patrol vehicles A26 and A27, and to replace an administrative vehicle that is being given to the City Administration Department. The two patrol vehicles, A26 and A27, are no longer cost effective, and must be replaced with new pursuit-rated vehicles. The new unmarked vehicle for Police Administration allows us to pass a current Police administrative vehicle to the City's Administration and allow the Police Department to purchase an unmarked vehicle that will give us flexibility to use the new vehicle in surveillances, enforcement, and other unmarked capacities.

The new vehicles are requested to include typical police-package equipment including prisoner protection partitions, radios, lights, sirens, and gun racks. The total requested amount is \$127,500. Please let me know if you need additional details.

Respectfully,

A handwritten signature in black ink that reads "J. Phil Harris". The signature is written in a cursive, flowing style.

J. Phil Harris

Vehicle Condition Report

Vehicle Number: A-26

Mileage: 90170

Year: 2006

Date: 5/11/2016

Make: FORD

Model: CROWN VIC

VIN: 2FAFP71WX6X156418

Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
0	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
1	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
2	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
3	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
4	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	4	80K+										
6	2	90K+										
7	0	100K+										
8												
9												
10												
Total	6	0	Total	6	Total	6	Total	6	Total	4	Total	6

Total Score 29

* Recommend replacing vehicle when point score is less than 35

* Use a multiplier of 1.5 the actual mileage on the following vehicles:
 Water /Sewer / Meter Reading
 Police Vehicle (cruiser only)

* For Engine and Transmission Condition, use the following:
 Excellent = (Still under Warranty)
 Good = Functioning as a new but out of warranty.
 Fair = Runs well but vehicle has high mileage (greater than 100k mile with mutilator)
 Poor = Running but In need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 In the next 12 months.
 Very Poor = Not running due to catastrophic failure.

Vehicle Condition Report

Vehicle Number: A-27

Mileage: 121120

Year: 2006

Date: 5/11/2016

Make: FORD

Model: CROWN VIC

VIN: 2FAPF71W16X156419

Points	Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
10	1	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
9	2	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
8	3	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
7	4	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
6	5	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	6	4	80K+										
4	7	2	90K+										
3	8	0	100K+										
2	9												
1	10												
Total	1	0	Total	6	Total	6	Total	6	Total	4	Total	6	

Total Score 29

* Recommend replacing vehicle when point score is less than 35

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

Water /Sewer / Meter Reading
Police Vehicle (cruiser only)

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Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.



CITY of BREVARD

The mission of the City of Brevard is to promote a high quality of life, support economic prosperity, and cultivate community while honoring its heritage and culture.

Emory Owen, WWTP ORC
828-883-8461

MEMORANDUM

DATE: May 10, 2016
TO: JIM Fatland, City Manager
From: Emory Owen, Waste Water Treatment Plant Superintendent
RE: FY 2016-2017 Capital Outlay Request- Vehicle Divison

One capital outlay is included in the Waste Water Treatment Plant Vehicle Maintenance Division budget for funding consideration.

I have requested a frontend loader tractor to replace the ageing 1974 forklift. Parts for the forklift are increasingly had to find. A front loading tractor can be used as a forklift; it can also be used in cleaning up the grit from the RBC basins. During snowy weather the tractor can be used in clearing snow from the WWTP. The estimated cost of the tractor of interest is 37,999.00.

Thank you for your consideration of this purchase on the behalf of the Waste Water Treatment Plant's Vehicle Maintenance Division.

Emory Owen

Emory Owen
ORC/Superintendent



FREE SHIPPING — NorTrac 82XT 82 HP 4WD Tractor with Front End Loader — with Ag. Tires

Item# 511224

New — [Write a Review](#) | [11 Answered Questions](#)

Was \$39,999.99

Sale \$37,999.99

Save \$2,000.00 + Free Shipping (Lower 48 states)

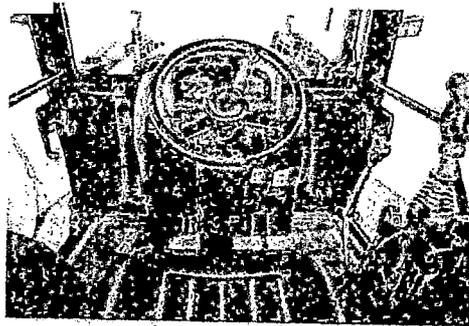
In Stock Online

Not Available in Stores



Financing Your Tractor Is As Easy As Starting It!

[See Details](#)



Hover over image to [What do you think of our product images?](#)

Product Summary

The NorTrac® 82XT tractor has the power you need for disking, hauling, plowing and all other agricultural jobs, perfect for midsize and large farms. Powered by a 82 HP Lovol Tianjin 4-cylinder, liquid-cooled, turbo-charged EPA III diesel engine with balancer (Perkins Technology), glow plugs and lower radiator hose heater. Shuttle shift transmission has 16 forward and 8 reverse speeds. 2-stage LuK GmbH & Co. clutch with 2-speed PTO. Hydraulic power steering for near-effortless turning. Reliable DANA front-drive axle and 4-wheel drive handles a variety of working conditions. 3-pt. Category 2 hitch. Step-through design for easy access to climate-controlled cab. Features digital AM/FM stereo system, 12V power outlet, full on-road lighting package with turn signals, suspension seat, full instrument panel with fuel level, engine temperature, oil pressure and hour meter. NorTrac tractors arrive fully assembled on a flat bed trailer and are fully operational at the point of delivery. Loader made in the United States, tractor made in China.

Items Included

- (1) Tractor (1) Loader

Features + Benefits

Shuttle shift transmission has 16 forward and 8 reverse speeds

3-pt. Category 2 hitch for implements

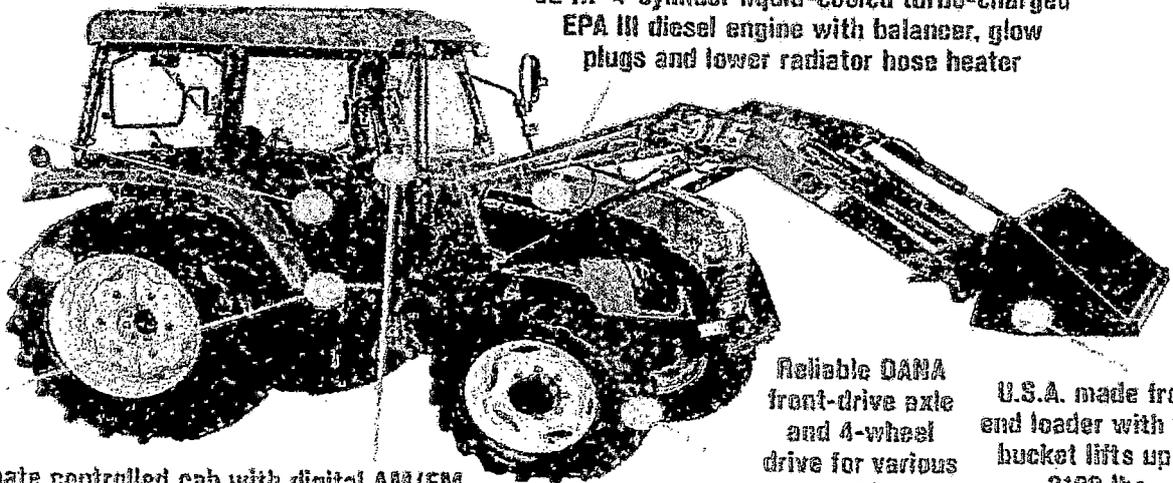
2-stage LuK GmbH & Co. clutch with 2-speed PTO

Climate controlled cab with digital AM/FM stereo system and 12V power outlet

82 HP 4-cylinder liquid-cooled turbo-charged EPA III diesel engine with balancer, glow plugs and lower radiator hose heater

Reliable DANA front-drive axle and 4-wheel drive for various working conditions

U.S.A. made front end loader with 7 ft. bucket lifts up to 3100 lbs.



- Heavy-Duty Front End Loader
- Bucket width: 84in.W
- Bucket capacity: 15.86 cu. ft.
- Digging depth: 4in.
- Max. height at pivot pin: 11ft.3in.

- Breakout force at ground line at pivot pin: 4294 lbs.
- Max. dump angle: 40°
- Reach @ max. height: 25in.
- Clearance, bucket dumped: 9ft.
- Replacement parts available from NorTrac (

Chat

2/20/2010 FREE SHIPPING — NorTrac 82X1 82 HP 4WD Tractor with Front End Loader — with Ag. Tires | 82 HP Tractors | Northern Tool + Equipment

Engine Oil (gal. (qt.))	4.5 (18)
Front Drive Axle (gal. (qt.))	2.25 (9)
Transmission (gal. (qt.))	10 (40)
Radiator (gal. (qt.))	3.7 (14.8)

How can we improve these key specs?

Q + A Terms and Conditions

Print Questions + Answers for FREE SHIPPING — NorTrac 82XT 82 HP 4WD Tractor with Front End Loader — with Ag. Tires

Vehicle Condition Report

Vehicle Number: Forklift

Mileage: 7790

Year: 1974

Date: 5/10/2016

Make: TCM

Model: FG15N15

VIN: 42404774

Points	Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
10	1	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
9	2	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
8	3	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
7	4	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
6	5	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	6	4	80K+										
4	7	2	90K+										
3	8	0	100K+										
2	9												
1	10												
Total	0	Total	0	Total	6	Total	6	Total	4	Total	4	Total	0

* Recommend replacing vehicle when point score is less than 35

Total Score 20

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

Water /Sewer / Meter Reading
Police Vehicle (cruiser only)

* For Engine and Transmission Condition, use the following:

Excellent = (Still under Warranty)

Good = Functioning as a new but out of warranty.

Fair = Runs well but vehicle has high mileage (greater than 100k mile with mutilator)

Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.



The City of
Brevard
North Carolina

MEMORANDUM

DATE: March 1, 2016

TO: Jim Fatland, City Manager

FROM: David Lutz, Public Works Director *DL*

RE: FY 2016-2017 Capital Outlay Request – Sanitation Division

Two capital outlay items are requested in the Public Works Department Sanitation Division budget.

Division Supervisor Wesley Shook has recommended replacement of City vehicle #29, a 1994 model garbage truck. A *Vehicle Condition Report* was completed by Vehicle Maintenance Supervisor Richard Noonan and the garbage truck rated well in range for replacement based on current condition, mileage and anticipated range of repair expense. Replacement is estimated at \$160,000.

In addition, a 1997 leaf machine is in very poor condition due to age and was rated for replacement. This machine, one of 2 the city fleet includes, has met its' life expectancy and is recommended for replacement at a cost of \$52,000.

Please consider these requests on behalf of the Sanitation Division.

DL/lc

Vehicle Condition Report

Vehicle Number: 29

Mileage: 100053

Year: 1GDP7H1J3RJ518607

Date: 2/15/2016

Make: GMC

Model: GARBAGE TRUCK

VIN: 1GDP7H1JDRJ518607

Ints	Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
10	1	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
9	2	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
8	3	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
7	4	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
6	5	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	6	4	80K+										
4	7	2	90K+										
3	8	0	100K+										
2	9												
1	10												
Total	0	Total	0	Total	4	Total	4	Total	6	Total	4	Total	8

* Recommend replacing vehicle when point score is less than 35

Total Score 26

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

Water /Sewer / Meter Reading
Police Vehicle (cruiser only)

* For Engine and Transmission Condition, use the following:

Excellent = (Still under Warranty)

Good = Functioning as a new but out of warranty.

Fair = Runs well but vehicle has high mileage (greater than 100k mile with mutilator)

Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.

**2015 NORTH CAROLINA TERM CONTRACT 070G TRUCKS, VANS, SUV'S
 OPTIONS LIST ITEM 72 F650 CAB CHASSIS
 BID NO. 201401306**

	SERIES/OPTION	STATE PRICING
ITEM 72 -2016 FORD F650 REGULAR CAB 4X2 XL		
STANDARD ITEMS: 23,999LB GVWR, COLOR: OXFORD WHITE, 0.7L VO FORD		
POWERSTROKE DIESEL ENGINE, FORD TORQSHIFT 6-SPEED AUTOMATIC TRANSMISSION,		
84"CA 158" WHEELBASE, 8,500LB FRONT AXLE, 17,500LB SINGLE SPEED REAR AXLE, AIR		
BRAKES, AIR DRYER, 45 GALLON FUEL TANK, AIR CONDITIONING, CRUISE/TILT WHEEL,		
AM/FM RADIO, DUAL VELVAC XL2020 EXTERIOR MIRRORS 96"WIDTH, DRIVER CAPTAINS		
CHAIR VINYL-NON SUSPENSION, PASSENGER BUCKET SEAT-NON SUSPENSION		
CAB CONFIGURATION	F6D-680A	\$53,283.00
33,000lb GVWR configuration - F750 configuration *must choose either 12K front or 14K front		
axle with 21K or 23K rear axle*		
WHEELBASE / CA*	33K	\$1,995.00
212" wheelbase / 138"CA	212WB	\$1,087.00
ENGINE EQUIPMENT		
300HP / 700lb ft torque	99E	\$2,975.00
Engine block heater	41G	\$47.00
TRANSMISSION		
Ford Selectshift 6-speed with PTO provision	41B	\$278.00
FRONT AXLE/SUSPENSION		
14,000lb axle & springs	43M	\$1,618.00
Front axle, EmGard 50W synthetic oil	60A	\$47.00
REAR AXLE/SUSPENSION		
21,000lb rear differential locking rear axle	476	\$1,720.00
Rear double acting shock absorbers	961	\$75.00
Rear axle, EmGard 75W-90 synthetic oil	608	\$93.00
FRAME		
120,000 PSI upgraded frame	536	\$689.00
Front tow hooks	76B	\$69.00
EXHAUST		
Vertical exhaust with turn out	91D	\$308.00
ELECTRICAL/ALTERNATOR/BATTERY		
(2) 950CCA batteries, 1900 total, includes steel battery box & plastic lid	63B	\$58.00
Jump start stud-remote mounted	55M	\$23.00
Fender mounted front & rear facing turn signals	164	\$93.00
Daytime running lights	962	\$41.00
Back up alarm	17M	\$104.00
CAB EQUIPMENT		
Driver air ride seat-vinyl	88B	\$436.00
Hour meter & voltmeter, overhead pod mounted	17H	\$93.00
Power Equipment Group - includes power windows/locks	90P	\$842.00
Dual Mirrors - Heated & Motorized XL2020-96" width, includes integral spot mirror, sail type, solid		
black finish *must choose 90P Power Equipment Group*	54P	\$195.00
UPFIT OPTIONS		
LOCK/UNLOCK TAILGATE LATCHES, ACCESS DOOR WITH GRAB HANDLES & LADDER,		
PROTECTIVE COVER WITH BODY ROOF, DIRECT MOUNT PTO PUMP, HOT SHIFT PTO,		
PROGRAMMED OVERSPEED PROTECTION, 12,000LB REEVING CYLINDER WITH LIP &		
LATCH KIT, SILENT DRIVE 13,200LB LIFT AXLE WITH TIRES (AIR UP/AIR DOWN), LED BODY		
LIGHTS, DUAL HALOGEN HOPPER WORK LIGHTS, AMBER STROBING LED LIGHTS ON TOPE		
& BOTTOM CORNERS OF TAILGATE, DUAL SAFETY SHUTDOWN SWITCHES, DUAL DIRVER		
ALERT BUZZERS, 20LB EXTERIOR FIRE EXTINGUISHER & BRACKET, 5.6" COLOR		
FLATSCREEN REAR VISION CAMERA SYSTEM, PAINTED WHITE TO MATCH CAB	18RL	\$65,366.00
Total for chassis & options	2.3.2015	\$131,535.00
City of Brevard		
David Lutz 828.884.2171x21bp psdir@cityofbrevard.com		

Vehicle Condition Report

Vehicle Number: Leaf Machine 1

Mileage: 3666

Year: 1997

Date: 2/15/2016

Make: ODB

Model: Leaf Machine

VIN: 08875-C-10-OC

Ints	Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
10	1	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
9	2	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
8	3	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
7	4	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
6	5	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	6	4	80K+										
4	7	2	90K+										
3	8	0	100K+										
2	9												
1	10												
tal	0	Total	0	Total	4	Total	0	Total	6	Total	4	Total	4

* Recommend replacing vehicle when point score is less than 35

Total Score 18

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

Water /Sewer / Meter Reading
Police Vehicle (cruiser only)

* For Engine and Transmission Condition, use the following:

Excellent = (Still under Warranty)

Good = Functioning as a new but out of warranty.

Fair = Runs well but vehicle has high mileage (greater than 100k mile with mufflator)

Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.

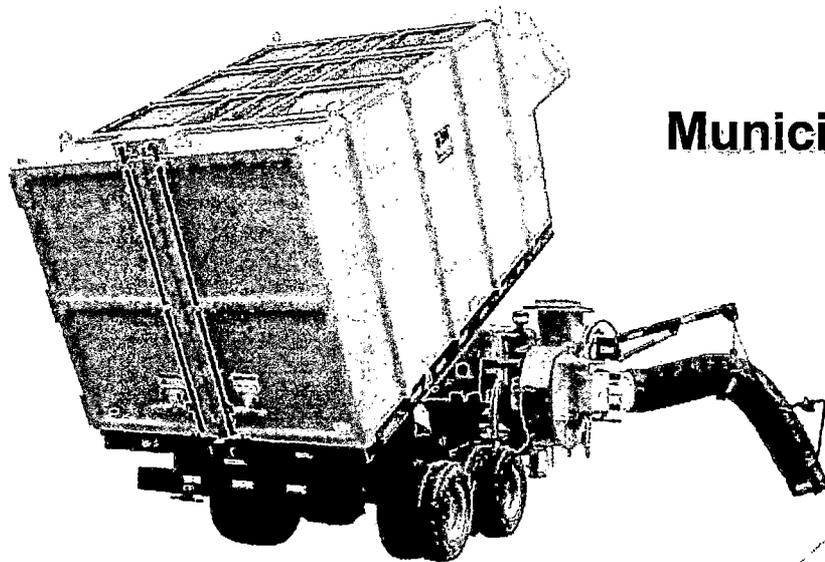
SCL800TM

Self-Contained Leaf Collector

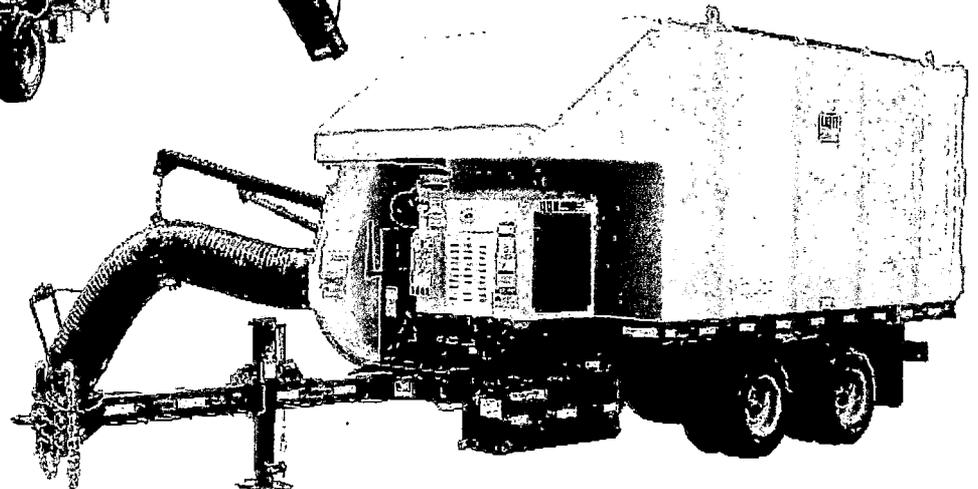


- ⊙ John Deere Diesel Engine
74HP turbo diesel
- ⊙ 4 Box Container Sizes
14,20,25 and 30 cu. yd. available
- ⊙ Forward Locking Hose Boom
easier and safer transportation
- ⊙ Hydraulic Hose Boom
easier leaf vacuuming

*Units are shown for advertising purposes only, NEVER raise hoist without unit being properly attached to the tow vehicle



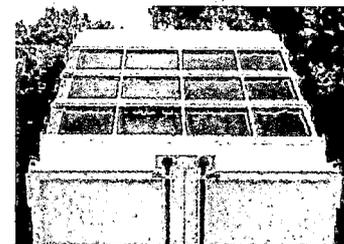
ODB Company
Municipal Products Since 1910



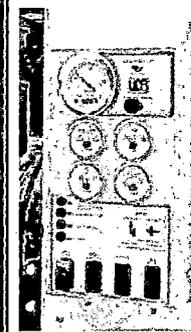
SCL800™ Self Contained Leaf Collector Basic Specifications

Engine	John Deere 4045T water cooled 4 cylinder turbo diesel engine; 74 HP; 4.5 Liter (276 CID) with wet-sleeve engine liners.
Air Cleaner	Dry element with pre-cleaner.
Radiator	Pressurized, heavy duty, trash style with 6-blade fan.
Radiator Screen	Constructed of 1/2" expanded flattened steel with steel mesh. Screen is bottom hinged to allow for cleaning without powering down the engine.
Engine Controls	Mounted in clear view and reachable with ease inside a hinged instrument panel. All gauges and engine wiring are connected to a state-of-the-art circuit board for easier and more reliable connections. Gauges include: Tachometer, hour meter, volt meter, fuel gauge and oil pressure gauge. All monitoring gauges have backlighting. Automatic safety shutdown for high temperature or low oil pressure with LED indicator lights.
PTO	Heavy duty 13" automotive style PTO and clutch.
Safety Engagement	PTO is equipped with a safety engagement system which prevents abrupt engagement of the PTO at high RPM's.
Drive Type	Direct drive with 2-1/4" drive shaft.
Trailer Chassis	Heavy duty channel steel, formed and welded. Chassis is constructed of 3" x 8" tubular steel with a 1/4" wall thickness.
Chassis Dimensions	
14 C.Y.	119" high x 101" wide x 190" long.
20 C.Y.	119" high x 101" wide x 240" long.
25 C.Y.	119" high x 101" wide x 288" long.
30 C.Y.	119" high x 101" wide x 348" long.
Axle(s)	
14 CY	Dual 3.5 inch Torflex axle rated at 16,000 pounds with electric brakes.
20 CY	Dual 5" axles rated at 20,000 pounds with electric brakes.
25 & 30 CY	Dual 5" axles rated at 24,000 pounds with electric brakes.
Tires	LT 9.50 x 16.5 tires for 20, 25, 30 CY units. LT 235/85R16 tires for the 14 CY.
Tow Tongue	Heavy duty tow bar with pintle eye hitch that is adjustable without tools.
Parking Jack	Heavy duty side wind jack with steel foot.
Trailer Lighting	LED type stop/turn signals as well as clearance lights; rear of unit has 2 oval LED amber strobe lights. Trailer has reflective tape running the length of the unit.
Impeller	32" diameter with 6 gusseted blades constructed of 3/8" thick abrasive resistant T-1 steel with a Brinell hardness exceeding 400. Each blade is gusseted on the back side and welded to a 1/4" thick backing plate. Impeller blades are flat with serrated tips for increased wear. Impeller is secured to the shaft via a taper locking bushing. The impeller is completely stress relieved via Bonal stress relief technology to eliminate weld cracking and weld distortion for the highest structural integrity possible. This makes for the strongest and longest lasting impeller on the market.
Blower Housing	Constructed of 10 gauge welded steel. Inspection/clean out door is located on face to facilitate convenient inspection of internal contents or condition. A safety kill switch is located on the door to shut down the engine when the door is opened.
Liners	Slip-in style which require no bolts. Made of 1/4" abrasive resistant steel.
Suction Inlet	Located on curb side of unit using barrel style inlet which allows the hose to swivel left or right with ease and allows the hose to be locked in the traveling position without opening the housing.
Intake Hose	16" diameter x 100" long. Heavy duty wire reinforced 3/8" thick flexible rubber hose.
Hose Boom	Hydraulically controlled with an electric operated hydraulic pump.
Boom Controls	Push button style switch located on the intake nozzle.
Hoist Hydraulics	Gear driven hydraulic pump connected directly to the engine. Control valve for hoist is located in the front of the unit for easy access.
Dumping Hoist	Uses a Crysteel scissor style hoist capable of dumping 30,400 pounds for the 14CY, 43,000 pounds for the 20 CY and 53,200 pounds for the 25 and 30 CY units.
Box Container	Self dumping container constructed of 12 gauge steel with vented top and side hinge rear doors that lock in the open position for dumping. Available in 14, 20, 25 and 30 cubic yard capacities.
Vented Top Screens	Easily removable 1/2" expanded steel mesh screens are located on the top of the box container.
Fuel Tank	44 gallon capacity fuel tank manufactured of 1/4" thick roto-molded polyethylene.
Empty Weight	14 CY-8,200 pounds; 20CY-10,600 pounds; 25 CY-11,300 pounds, 30CY-12,300 pounds.
Paint	All metal parts are thoroughly cleaned, primed, painted and dried separately. Each part is primed with a rust inhibitor primer and is painted with two coats of automotive quality paint. The parts are then assembled on the unit so that bolts, nuts, cables and grease fittings are not painted.
Options	<ul style="list-style-type: none"> ● Hydraulic parking jack ● Belt Drive ● Remote electric engine throttle with controls on the suction hose handle ● Fluid drive coupler in lieu of clutch and PTO ● 2 axis hydraulic hose boom ● 3 axis hydraulic hose boom ● Single top hinge door ● Air Scoop ● Bottom Exhaust ● 84 HP John Deere Engine

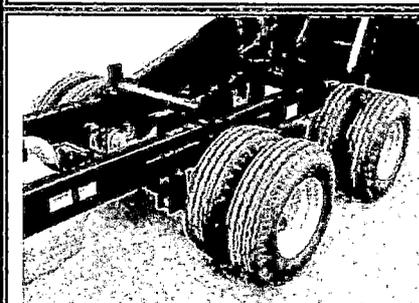
*Specifications subject to change at any time without notice



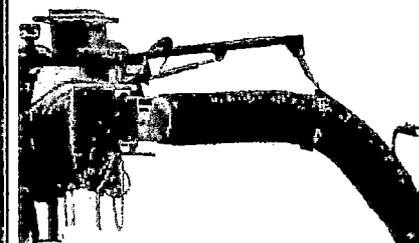
The top of the box container has easily removable 1/2" expanded steel mesh screens with an additional 1/8" metal screening on the inside of the box for proper ventilation. The screens slide into a channel and bolt into place for easy removal.



Engine controls are connected via a state-of-the-art circuit board with circuit breakers. An electrical relay is used to prevent the electrical system from external loads.



All SCL800TM's come with dual axle configurations for better turning radiuses.



Hydraulic hose boom is standard and maneuvering the the hose is almost effortless because the hose is raised and lowered hydraulically and swivels side to side on flange bearings.

Manufactured by

ODB COMPANY

5118 Glen Alden Drive

Richmond, VA 23231

www.leafcollector.com

800-446-9823



Municipal Products Since 1910



The City of
Brevard

MEMORANDUM

DATE: April 10, 2016
TO: Jim Fatland, City Manager
FROM: Lynn Goldsmith, Parks & Property Director
RE: FY 2016-2017 Capital Outlay Request

One capital outlay item is included in the Parks & Property Department budget for funding consideration.

The Parks & Property Management Department has requested a small tractor to replace JD3. Estimate indicates expected cost of this machine will not exceed \$35,000.

Please consider this request on behalf of the Parks & Property Management Department.



WESTERN CAROLINA LAWN & TRACTOR

478 Asheville Highway
SYLVA, NORTH CAROLINA 28779
828-586-5558

INVOICE

Quote

DATE: *4/1/16*

City of Berwyn

Att. Lynn Goldsmith

CUST. ORDER NO.	DATE SHIPPED	SHIPPED VIA	TERMS	SALESMAN	F.O.B.	OUR ORDER NO.

QTY. ORDERED	SO	QTY. SHIPPED	DESCRIPTION	UNIT PRICE	AMOUNT
1-			M7 1739 EA 39 HP Tractor Hydraulic Drive		
1-			2 105 E Front Loader 60" Bucket with skid steer quick change		19,900.00
1-			CB 25 Back hoe with 12" Bucket OR 16" Bucket		9,500.00

Roger Genter

P E P

Equipment Condition Report

Equipment No: <u>JD3</u>		Hours: <u>1252</u>		Year: <u>1997</u>		Date: <u>5/10/2016</u>					
Make: <u>John Deere</u>		Model: <u>870</u>		VIN: <u>M00870B160517</u>							
Points	Years Old	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
10	1	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
9	2	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
8	3	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
7	4	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
6	5	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	6										
4	7										
3	8										
2	9										
1	10										
Total	0	Total	6	Total	4	Total	6	Total	0	Total	6

* Recommend replacing equipment when point score is less than 25

Total Score	22
--------------------	-----------

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

* For Engine and Transmission Condition, use the following:

Excellent = (Still under Warranty)

Good = Functioning as a new but out of warranty.

Fair = Runs well but vehicle has high mileage (greater than 100k mile with mufflator)

Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.



The City of
Brevard
North Carolina

MEMORANDUM

DATE: March 1, 2016

TO: Jim Fatland, City Manager

FROM: David Lutz, Public Works Director *DL*

RE: FY 2016-2017 Capital Outlay Request – Vehicle Maintenance Division

One capital outlay item is included in the Public Works Department Vehicle Maintenance Division budget for funding consideration.

Division Supervisor Richard Noonan has requested a heavy duty tire changing machine is requested for the garage in order for mechanics and service technicians to safely change large truck tires. An incident in the garage last year involving tire changing has indicated the need for improvement in this area. Estimate indicates expected cost of this machine will be \$16,995.

This item is recommended and may be eligible for some type of safety grant funding for reimbursement. Please consider this request on behalf of the Vehicle Maintenance Division.

DL/lc

Crossage EVO Plus

Crossage EVO Plus is the third generation of Crossage tyre-changer that combines the advantages of leverless and traditional tyre changers. New leverless Crossage EVO Plus tyre changer can be quickly and easily turned into a traditional tyre changer by pressing a switch, thus allowing the operator to use the lever again. Basically, you have two tyre changers in one: leverless and traditional!
Click here for more information

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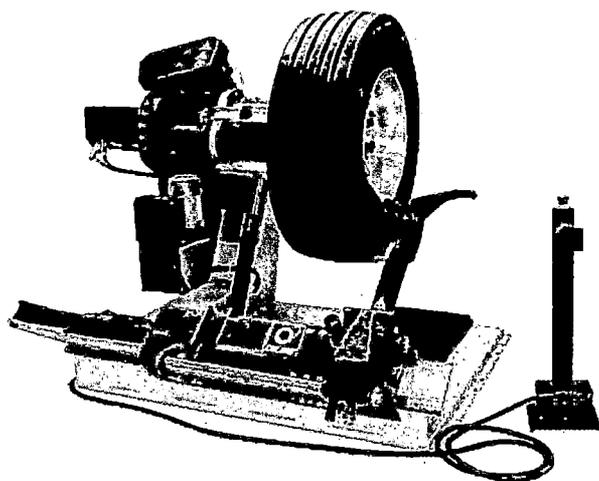
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Heavy Duty Tyre Changer Suitable For Truck, Bus And Agriculture Tyres, 14"-56"

Heavy duty tyre changer suitable for truck and heavy duty wheels with 14"-56"⁽¹⁾ rim (max. wheel diameter 2300 mm./90,5", max. wheel width 1100 mm./43"). Equipped with **two-speed hydraulic clamping chuck** and movable control unit, for **safe and convenient** operation. Suitable for both tube and tubeless tyres.

Functions

- Hydraulic movement of clamping chuck holding arm (up-down);
- Hydraulic travel movement of operating arm carriage (left-right);
- Operating arm manual tilting and travelling on carriage;
- Double tool (disk + finger) manual rotation;
- Wheel clamping by fully hydraulic operated jaws;
- Operating arm and clamping chuck arm facing each other;
- All motions controlled by consolle and pedal box;
- Emergency safety button on control console, for stopping all functions;
- Suitable for control consolle installation on pivoting arm (*optional*);
- Rim center hole clamping range \varnothing 80 - 1200 mm;
- Clamping chuck minimum height from ground 315 mm (center);
- Suitable for remote control installation (*optional*).

⁽¹⁾ For the rims from 47" to 56" it is necessary to use the **optional set of 4 jaw extensions for clamping wheels from 47" to 56"**.

OTHER MODELS**BIKES**

S 116 Bike

SEMI-AUTOMATIC

SL 11

S 116

Maxi

AUTOMATIC

S 226

SL 22

SL 22 PRO

S 226 PRO

SUPER-AUTOMATIC

S 228

S 228 PRO

S 228 PRO DUO

S 234

SX 234

LEVERLESS

Crossage

Crossage EVO Plus

XBoss

The Boss

MOTORSPORT

G1 Sport

TRUCKS

S 554

S 554T

S 557

S 561

S 551 XL

S 551 XLA

S 560

S 558

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The City of
Brevard
North Carolina

MEMORANDUM

DATE: March 1, 2016

TO: Jim Fatland, City Manager

FROM: David Lutz, Public Works Director *DL*

RE: FY 2016-2017 Capital Outlay Request – Streets Local Division

One capital outlay item is offered for consideration in the Public Works Department Streets Local Division budget.

Vehicle Maintenance Supervisor Richard Noonan has recommended replacement of a 1988 model dump truck (Streets Dump Truck #8). A *Vehicle Condition Report* was completed on the existing dump truck and the truck rated well in range for replacement based on current condition, mileage and anticipated range of repair expense.

A purchase request is recommended for a 2 ton F550 Dump Truck with snow plow for the Streets Division. This vehicle would provide daily hauling capacity for street infrastructure maintenance and serve as backup to utility divisions. Replacement cost is anticipated at \$60,000.

Please consider this request on behalf of the Streets Local Division.

DL/lc

Vehicle Condition Report

Vehicle Number: 8

Mileage: 37214

Year: 1988

Date: 2/15/2016

Make: FORD

Model: F-700

VIN: 1FDWF70H8JYA31097

Points	Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.	
10	1	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000	
9	2	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000	
8	3	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000	
7	4	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000	
6	5	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000	
5	6	4	80K+											
4	7	2	90K+											
3	8	0	100K+											
2	9													
1	10													
Total	0	Total	10	Total		6	Total	4	Total	6	Total	4	Total	0

* Recommend replacing vehicle when point score is less than 35

Total Score 30

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

Water /Sewer / Meter Reading
Police Vehicle (cruiser only)

* For Engine and Transmission Condition, use the following:

Excellent = (Still under Warranty)

Good = Functioning as a new but out of warranty.

Fair = Runs well but vehicle has high mileage (greater than 100k mile with mutilator)

Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.

**2016 NORTH CAROLINA TERM CONTRACT 070A Vehicles-Passenger, Truck, Van, SUV, Law Enforcement
 OPTIONS LIST ITEM 5 F550 chassis
 BID NO. 201500915**

ITEM 5 -2016 FORD F550 REGULAR CAB CHASSIS 4X2 141"WHEELBASE XL PACKAGE	SERIES/OPTION	STATE PRICING
STANDARD ITEMS: 19000LB GVWR, COLOR: OXFORD WHITE, 6.8L V-10 GAS ENGINE, 5-SPEED AUTO TRANSMISSION, 4.88 LIMITED SLIP REAR AXLE, TILT STEERING WHEEL, POWER EQUIPMENT GROUP - POWER WINDOWS/LOCKS, MIRRORS, SPARE TIRE/WHEEL, CRUISE CONTROL, AIR CONDITIONING, AM/FM RADIO, TRAILER TOW MIRRORS, ALL SEASON TIRES, 40/20/40 CLOTH (GRAY) SEATS, 60"CA	F5G-660A	\$32,181.00
CREDITS 40/20/40 VINYL SEATS	AS	\$0.00
CAB CONFIGURATION 4X4	H	\$3,032.00
POWERTRAIN 6.7L POWERSTROKE DIESEL ENGINE	99T	\$7,444.00
TIRES LT225/70Rx19.5G BSW Max Traction (Six) (4x4)	TGB	\$200.00
OTHER OPTIONS PAYLOAD UPGRADE-DIESEL ENGINE ONLY, Increases GVW to 19,500lbs	68M	\$1,075.00
ENGINE BLOCK HEATER	41H	\$70.00
TRAILER BRAKE CONTROLLER	52B	\$252.00
200 AMP ALTERNATOR	67D	\$70.00
SNOW PLOW PACKAGE	473	\$80.00
TRANSMISSION POWER TAKE OFF PROVISION	62R	\$260.00
XL VALUE PACKAGE Includes: <ul style="list-style-type: none"> • AM/FM Stereo with single-CD/MP3 player, digital clock, four (4) speakers and auxiliary audio input jack • Chrome front bumper • Cruise Control (steering wheel-mounted) 	96V	\$554.00
UPFIT OPTIONS 9' electric/hydraulic dump bed, 18" sides with 24" cab protector, manual release tailgate with F-latch hardware, pull tarp system, receiver hitch, 6 pin trailer plug, back up alarm, mud flaps, SnowDogg HD80 8' snow plow	9EDSP	\$13,709.00
Total for chassis & options	1.28.2016	\$58,927.00

City of Brevard
 David Lutz
 pwdir@cityofbrevard.com



The City of
Brevard
North Carolina

MEMORANDUM

DATE: March 1, 2016

TO: Jim Fatland, City Manager

FROM: David Lutz, Public Works Director 

RE: FY 2016-2017 Capital Outlay Request – Sewer Collections Division

The Public Works Department Sewer Collections Division is requesting consideration of two capital outlay items in FY 2016-2017 budget.

Collections System ORC Anthony Coward is requesting replacement of City backhoe #JD7, a 1998 model 310SE John Deere backhoe. A *Vehicle Condition Report* was completed by Vehicle Maintenance Supervisor Richard Noonan and the backhoe rated well in range for replacement based on current condition, mileage and anticipated range of repair expense. Replacement is estimated at \$90,000.

The purchase of a heavy duty service body is requested for an existing utility truck, City vehicle #19. This 2005 Ford truck is in good condition; however use is limited and would be better serve the division with a body upgrade at an expected cost of \$14,200.

These requests are offered on behalf of the Sewer Collections Division.

DL/lc

Vehicle Condition Report

Vehicle Number: JD7

Mileage: 6648

Year: 1998

Date: 2/15/2016

Make: John Deere

Model: 310SE

VIN: TO310SE846551

Points	Years Old	Points	Total Miles	Points	Current engine Condition	Points	Current Transmission / Drive train Condition	Points	Current Steering & Electrical Condition	Points	Current Paint & Body Condition	Points	Amount of anticipated repairs over the next 12 months. Not including current repair needs.
10	1	10	30K+	10	Excellent	10	Excellent	10	Excellent	10	Excellent	10	Less than a \$1,000
9	2	9	40K+	8	Good	8	Good	8	Good	8	Good	8	\$ 1,000 to \$ 2,000
8	3	8	50K+	6	Fair	6	Fair	6	Fair	6	Fair	6	\$ 2,000 to \$ 3,000
7	4	7	60K+	4	Poor	4	Poor	4	Poor	4	Poor	4	\$ 3,000 to \$ 4,000
6	5	6	70K+	0	Very Poor	0	Very Poor	0	Very Poor	0	Very Poor	0	\$ 4,000 to \$ 5,000
5	6	4	80K+										
4	7	2	90K+										
3	8	0	100K+										
2	9												
1	10												
Total	0	Total	0	Total	6	Total	6	Total	6	Total	4	Total	6

* Recommend replacing vehicle when point score is less than 35

Total Score 28

* Use a multiplier of 1.5 the actual mileage on the following vehicles:

Water /Sewer / Meter Reading

Police Vehicle (cruiser only)

* For Engine and Transmission Condition, use the following:

Excellent = (Still under Warranty)

Good = Functioning as a new but out of warranty.

Fair = Runs well but vehicle has high mileage (greater than 100k mile with mutilator)

Poor = Running but in need of significant repair. Anticipated repair between \$ 1,000 and \$ 2,000 in the next 12 months.

Very Poor = Not running due to catastrophic failure.



James River Equipment Company



Sales, Service, Parts and Rental of Construction and Forestry
Equipment

City of Brevard
Attn: Rick Noonan or David Lutz

February 15, 2016

Please consider the following proposal based on your specifications:

One (1) New John Deere 310SL equipped with the following options:
Cab with heat & a/c, FT4 engine, 3 function loader, 4x4, standard hoe, lever controls,
19.5Lx24 12.5 tires, jd link telematics, 1.3 cubic yard multi purpose 4-n-1 loader bucket,
24" backhoe bucket, am/fm/wb radio with blue tooth, and oil sampling ports.

Warranty: 1 year / unlimited hours

Selling Price.....\$83,995.00

Options:

- pilot controls \$2594.00
- ride control \$1935.00
- extendable hoe \$8141.00

- add hydraulic ports for additional attachments\$1818.05
installation charge for hydraulic ports (estimate).....\$3500.00

Should you have any questions or if I may be of any further assistance, please do not
hesitate to call me anytime at (828) 230-5961.

With Regards,
James River Equipment

Mark Raymer
Territory Manager



11336 Reames Road | Charlotte, NC 28269
 Office (980) 299-2726 | Mobile (704) 654-7853
www.adkinste.com | dickm@adkinste.com

QUOTATION

v160225

Quote #

DM20160225-1

Date

2/25/2016

Ref:

Adkins 110-94-SB
 Service Body With
 Work Bench
 Bumper

Attn: **Rick Noonan**
 Company: **City Of Brevard**
 Address: **232 Cashiers Valley Road**
Brevard, N.C. 28712
 Office: **828-883-8468**
 Mobile:
 Email: rick.noonan@cityofbrevard.com

QTY	DESCRIPTION	PRICE
	<u>BODY</u>	
1	ADKINS MODEL 110-94-DW 9' HEAVY DUTY SERVICE BODY (20"D x 42"H Compartments, 54"W Cargo Area, 16 Ga. Galvanneal Body, 18 Ga. Galvanneal Double Panel Doors, 10 Ga. Galvanneal Treadplate Floor, Max 19,500 GVWR, 60"CA)	
1	Stainless Steel Paddle Latches	
1	Automotive Type Replaceable Door Seals	
1	Gas Shock Door Holders	
1	8" Heavy Duty Drop Down Tailgate	
1	24" Workbench Bumper w/ Thru Compartment	
1	LED ICC Lighting Package Flush Mounted in Rear of Body (LED Stop, Turn, Tail & Marker Lights and Incandescent Back-Up Lights)	
1	Recess in Bumper for ICC LED Bar Light	
1	Rubber Fenderettes Installed Around Wheel Wells	
1	Set of Rear Mud Flaps	
1	Back Up Alarm	
	<u>1st LEFT VERTICAL COMPARTMENT</u>	
3	Adjustable Shelf w/ Removable Dividers	
	<u>LEFT HORIZONTAL COMPARTMENT</u>	
1	Adjustable Shelf w/ Removable Dividers	
	<u>LEFT REAR VERTICAL COMPARTMENT</u>	
3	Adjustable Shelf w/ Removable Dividers	



11336 Reames Road | Charlotte, NC 28269
Office (980) 299-2726 | Mobile (704) 654-7853
www.adkinste.com | dickm@adkinste.com

QUOTATION

v160225

Quote #

DM20160225-1

1st RIGHT VERTICAL COMPARTMENT

- 3 Adjustable Shelf w/ Removable Dividers

RIGHT HORIZONTAL COMPARTMENT

- 1 Adjustable Shelf w/ Removable Dividers

RIGHT REAR VERTICAL COMPARTMENT

- 3 Adjustable Shelf w/ Removable Dividers

LIGHTING

- 6 Compartment LED Light (Mounted on Back of Door On Vertical Compartments) And Side Wall On Horizontal Compartments

TOWING

- 1 2" Receiver Hitch w/ Safety Chain Hooks
- 1 7-Way Round Style Trailer Plug

PAINT & FINISH

- 1 Exterior of Body Primed & Painted White w/ Sherwin-Williams Genesis Polyurethane Paint
- 1 Zolatone Coating / Sealant Inside Compartments
- 1 Undercoat Entire Body
- 1 Spray-In Bed Liner (Cargo Area, Tailgate, & Bumper)

INSTALLATION

- 1 Body Installed on Customer Supplied Chassis

BODY: \$ 13,399.00



11336 Reames Road | Charlotte, NC 28269
Office (980) 299-2726 | Mobile (704) 654-7853
www.adkinste.com | dickm@adkinste.com

QUOTATION
v160225
Quote #
DM20160225-1

CHASSIS INFORMATION

- 1 2016 Ford F350 Regular Cab 4 X 4 Cab /Chassis; 141" Wheel Base; 60" C/A; Gas Engine; Automatic Transmission; White; 40/20/40 Seating; Work Truck; No Cruise

TOTAL: \$ 13,399.00

OPTIONS

- | | | |
|----------------------------------------------------------|----|--------|
| 2 Flood LED 1,800 Lumen Lights (Mounted on Rear of Body) | \$ | 360.00 |
| 1 Vise Plate Welded to Workbench Bumper | \$ | 87.00 |
| 1 746 Wilton 6" Vise Mounted on Workbench Bumper | \$ | 330.00 |

F.O.B. CHARLOTTE, NC
DELIVERY: 8 TO 10 WEEKS AFTER RECEIPT OF CHASSIS
TERMS: NET 10
*PRICE DOES NOT INCLUDE ANY APPLICABLE TAXES

QUOTED BY: Diop McDermott

CUSTOMER SIGNATURE: _____

DATE: _____



The City of
Brevard
North Carolina

BUDGET ORDINANCE

FEE SCHEDULE

ORDINANCE NO. 2016__

**CITY OF BREVARD
FY 2016-2017 BUDGET ORDINANCE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BREVARD, NORTH CAROLINA:

Section 1. It is estimated that the following revenues will be available to the General Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Taxes & Licenses/Permits	\$ 6,092,352
Refuse Collection Fees	\$ 877,000
Transfer from Other Funds	\$ 575,100
Charges to Utility Fund	\$ 600,000
ABC Revenue	\$ 150,000
Other Revenue	\$ 628,150
Fund Balance Appropriated - Capital Budget	\$ 127,500
Proceeds From Borrowing	\$ 323,995
TOTAL REVENUES	\$ 9,374,097

Section 2. The following amounts are hereby appropriated in the General Fund for the operation of the City Government and its activities for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the City of Brevard:

	Budget
Governing Body	\$ 97,968
Administrative	\$ 757,559
Finance	\$ 660,291
Legal	\$ 63,000
Planning	\$ 566,779
Parks & Property	\$ 620,423
Police	\$ 2,770,421
Public Services	
• Administration	\$ 377,992
• Garage	\$ 536,030
• Streets Local	\$ 750,988
• Streets Powell Bill	\$ 222,000
• Sanitation	\$ 952,777
• Total Public Services	\$ 2,839,787
Recreation	\$ 101,316
Non-Departmental	\$ 817,914
Economic Development	\$ 72,500
Contingency	\$ 6,139
TOTAL EXPENDITURES	\$ 9,374,097

Section 3. It is estimated that the following revenues will be available to the Water and Sewer Utility Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Water Billings	\$ 2,527,000
Sewer Billings	\$ 2,245,000
Meter Fees	\$ 136,000
Other Revenues	\$ 72,500
Proceeds From Borrowing	\$ 142,199
TOTAL REVENUES	\$ 5,122,699

Section 4. The following amounts are hereby appropriated in the Water and Sewer Utility Fund for the operation of said utilities for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Water Plant Operations	\$ 952,740
Water Distribution	\$ 501,896
Waste Water Treatment Plant Operations	\$ 1,369,489
Sewer Collection	\$ 902,607
Non-Departmental	\$ 1,203,489
Contingency	\$ 192,478
TOTAL EXPENDITURES	\$ 5,122,699

Section 5. It is estimated that the following revenues will be available to the Utility Capital Project Fund for Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
NCDENR Construction Grants & Loans	\$ 16,785,934
TOTAL REVENUES	\$ 16,785,934

Section 6. The following amounts are hereby appropriated in the Utility Capital Project Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Water & Sewer Design/Construction Costs	\$ 16,785,934
TOTAL EXPENDITURES	\$ 16,785,934

Section 7. The following revenues will be continued for the Capital Reserve Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Fund Balance Appropriated	\$ 38,000
Impact Fees & Interest Income	\$ 20,000
TOTAL REVENUES	\$ 58,000

Section 8. The following expenditures will be continued for the Capital Reserve Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Transfer to Multi Use Paths	\$ 38,000
Increase in Fund Balance	\$ 20,000
TOTAL EXPENDITURES	\$ 58,000

Section 9. It is estimated that the following revenues will be available to the Fire District Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

FEMA Grant	\$ 40,000
Transfer from General Fund	\$ 371,678
Fire District Tax	\$ 333,594
Proceeds From Borrowing	\$ 122,000
Fund Balance Appropriated	\$ 12,000
TOTAL REVENUES	\$ 879,272

Section 10. The following amounts are hereby appropriated in the Fire District Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Operations, Capital, & Debt Expenditures	\$ 879,272
TOTAL EXPENDITURES	\$ 879,272

Section 11. It is estimated that the following revenue will be available to the Terrell L. Scruggs Scholarship Fund beginning July 1, 2016 and ending June 30, 2017:

	Budget
Contributions & Donations	\$ 15,000
TOTAL REVENUES	\$ 15,000

Section 12. The following amounts are hereby appropriated in the Terrell L. Scruggs Scholarship Fund beginning July 1, 2016 and ending June 30, 2017:

	Budget
Scholarships, Expenses, & Fund Balance Incr.	\$ 15,000
TOTAL EXPENDITURES	\$ 15,000

Section 13. It is estimated that the following revenues will be available to the Bjerg Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Interest on Investments	\$ 100
TOTAL EXPENDITURES	\$ 100

Section 14. The following amounts are hereby appropriated in the Bjerg Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Transfer to General Fund	\$ 100
TOTAL EXPENDITURES	\$ 100

Section 15. It is estimated that the following revenues will be available to the Other Post-Employment Benefits Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Transfer from General Fund	\$ 12,000
Transfer from Utility Fund	\$ 6,750
TOTAL REVENUES	\$ 18,750

Section 16. The following amounts are hereby appropriated in the Other Post-Employment Benefits Fund for Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Increase in Fund Balance	\$ 18,750
(Transfer to Irrevocable Trust)	
TOTAL EXPENDITURES	\$ 18,750

Section 17. The following amounts are hereby appropriated in the Health Insurance Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Health Insurance Costs	\$ 1,195,250
TOTAL EXPENDITURES	\$ 1,195,250

Section 18. The following revenue amounts are hereby appropriated in the Health Insurance Fund for Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Transfer from General Fund	\$ 869,750
Transfer from Utility Fund	\$ 258,500
Dental Dependent Premiums	\$ 55,000
Retiree Premiums	\$ 12,000
TOTAL REVENUES	\$ 1,195,250

Section 19. It is estimated that the following revenues will be available to the Heart of Brevard Municipal Service District Tax Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Service District Tax - Current & Prior Years	\$ 125,000
TOTAL REVENUES	\$ 125,000

Section 20. The following amounts are hereby appropriated in the Heart of Brevard Municipal Service District Tax Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Contract Services	\$ 125,000
TOTAL EXPENDITURES	\$ 125,000

Section 21. It is estimated that the following revenues will be available to the Housing Trust Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Developer Loan Payment	\$ 26,600
TOTAL REVENUES	\$ 26,600

Section 22. The following amounts are hereby appropriated in the Housing Trust Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Increase in Fund Balance	\$ 26,600
TOTAL EXPENDITURES	\$ 26,600

Section 23. It is estimated that the following revenues will be available to the Multi-Use Paths Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Miscellaneous Revenue	\$ 25,000
Transfer from General Fund	\$ 90,000
Transfer from Capital Reserve Fund	\$ 38,000
Fund Balance Appropriated	\$ 150,000
TOTAL REVENUES	\$ 303,000

Section 24. The following amounts are hereby appropriated in the Multi-Use Paths Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Pedestrian/Bike Path	\$ 153,000
West Loop Phase 1	\$ 75,000
Railroad Ave.	\$ 75,000
TOTAL EXPENDITURES	\$ 303,000

Section 25. It is estimated that the following revenues will be available to the Narcotics Task Force for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Transylvania County	\$ 15,000
Transfer from General Fund	\$ 15,000
State Controller Payments	\$ 10,000
Federal Asset Fund - Police	\$ 5,000
Interest in Investments	\$ 100
TOTAL REVENUES	\$ 45,100

Section 26. The following amounts are hereby appropriated in the Narcotics Task Force for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Operating Expenses	\$ 45,100
TOTAL EXPENDITURES	\$ 45,100

Section 27. It is estimated that the following revenues will be available to the Rosenwald Revitalization Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Fund Balance Appropriated	\$ 134,000
TOTAL REVENUES	\$ 134,000

Section 28. The following amounts are hereby appropriated in the Rosenwald Revitalization Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Rosenwald Park Improvements	\$ 134,000
TOTAL EXPENDITURES	\$ 134,000

Section 29. It is estimated that the following revenues will be available to the Downtown Master Plan for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Fund Balance Appropriated	\$ 540,000
Heart of Brevard	\$ 11,000
Transfer from General Fund	\$ 180,000
TOTAL REVENUES	\$ 731,000

Section 30. The following amounts are hereby appropriated in the Downtown Master Plan for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017:

	Budget
Clemson Plaza	\$ 340,000
Design & Construction Costs	\$ 191,000
Caldwell Street Improvements	\$ 200,000
TOTAL EXPENDITURES	\$ 731,000

Section 31. The Revenues and Expenditures set forth in Section 1 through Section 30 of this Ordinance are hereby summarized as follows:

	Budget
General Fund	\$ 9,374,097
Water & Sewer Utility Fund	\$ 5,122,699
Utility Capital Projects Fund	\$ 16,785,934
Capital Reserve Fund	\$ 58,000
Fire District Fund	\$ 879,272
Terrell L. Scruggs Scholarship Fund	\$ 15,000
Bjerg Fund	\$ 100
Other Post-Employment Benefits Fund	\$ 18,750
Health Insurance Fund	\$ 1,195,250
Heart of Brevard MSD Fund	\$ 125,000
Housing Trust Fund	\$ 26,600
Multi-use Paths Fund	\$ 303,000
Narcotics Task Force Fund	\$ 45,100
Rosenwald Revitalization Fund	\$ 134,000
Downtown Master Plan Fund	\$ 731,000
TOTAL BUDGET APPROPRIATIONS	\$ 34,813,802

Section 32. There is hereby levied a tax at the rate of forty eight cents (\$0.4800) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2016 for the purpose of raising the revenue listed as Taxes in the General Fund in Section 2 of this Ordinance. This rate is based on an estimated total valuation of property for the purposes of taxation of \$950,000,000 and an estimated collection rate of 99.89%.

Section 33. There is hereby further levied a tax at the rate of twenty-two and one-half cents (\$0.2250) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2016 within the boundaries of the Heart of Brevard Municipal Service District for the purpose of raising the revenue listed as Taxes in the Heart of Brevard Municipal Service District Tax Fund in Section 6 of this Ordinance. This rate is based on an estimated total valuation of property for the purposes of taxation of \$57,500,000 and an estimated collection rate of 99%.

Section 34. There is hereby further attached (Exhibit A) to said Ordinance a schedule of taxes, fees, and charges for the General and Utility Funds.

Section 35. The Budget Officer shall be authorized to reallocate departmental appropriations among the various line item expenditures of that department, as said officer believes necessary. The Budget Officer shall be authorized to effect interdepartmental transfers, in the same fund, provided that no departmental budget shall be reduced by more than ten percent without the prior approval of the City Council. Any such transfers shall be reported to the City Council at its next regular meeting and shall be entered in the minutes.

Ordinance No. 20??-??

Date

Page 8 of 8

Section 36. Copies of the Budget Ordinance shall be furnished to the Budget Officer and Finance Officer of the City to be kept on file by them for their direction in the collection and disbursement of funds. Said officials are hereby authorized to receive and expend funds as herein set forth in accordance with the Brevard City Code and the General Statutes of the State of North Carolina.

Adopted and approved this the 20th day of June, 2016.

Jimmy Harris
Mayor

ATTEST:

Desiree D. Perry, CMC, NCCMC
City Clerk

APPROVED AS TO FORM:

Michael K. Pratt
City Attorney

City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND

Property Tax Rates

City-Wide	0.4800 / \$100 Valuation
Heart of Brevard MSD	0.2250 / \$100 Valuation

ABC Licensing

Fees regulated by the State of North Carolina for the sale of beer and wine.

The license year for the following runs from May 1 through April 30 (NCGS 105-113.70(b)). License is not to be pro-rated.

Code	NCGS	Business Activity	Rate
		Beer & Wine (Copy of ABC Permit required.)	
D-101		On premise malt	\$15.00
D-102		Off premise malt	\$5.00
D-103		Wholesale beer	\$37.50
D-104		On premise wine	\$15.00
D-105		Off premise wine	\$10.00
D-106		Wholesale wine	\$37.50
D-107		Wholesale beer & wine	\$62.50

Taxi Licensing

Tax regulated by North Carolina General Statutes 20-97 and NCGS 160A-211

Code B-146 – NCGS 20-97 – Taxicabs. *Requires Approval.	Rate: \$15 per vehicle
---------------------------------------------------------	------------------------

*Taxi / Vehicles for Hire. City of Brevard Code of Ordinances, Chapter 78

Solid Waste Removal

Residential Garbage Collection	\$9.75 plus \$7.25 County Disposal Fee / \$17.00 per month total
Commercial Dumpster	\$8.50 plus \$8.50 County Disposal Fee times number of monthly pickups / \$17.00 per month total
Small Commercial Collection	\$9.75 plus \$7.25 County Disposal Fee times number of monthly pickups / \$17.00 per month total
Special Refuse Pick Up (Includes appliances & furniture)	\$20.00 per single item \$35.00 per load
Television / Computer Monitor Collection	19" or larger - \$10 each Less than 19" - \$5 each

Recycling

Residential Recycling Fee	\$3.00 per month
Commercial Recycling Fee	\$4.00 per month (Additional 96 gallon containers \$4.00 each)
Commercial Cardboard Recycling	\$10.00 per month all commercial customers
Mulch Fee	Pickup truck loads, City Residents - \$0 All other loads - \$10 per yard

**City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND**

Franklin Pool

Admission	\$2.00 per day per individual
Individual Season Pass	\$50 per season
Family Season Pass	\$150 per season
Family Day Pass	\$7.00 per day
Party / Event Rental	\$100

Planning / Zoning

Category I Applications	Fee ¹
Dedication Plats for Category I Applications	No Fee
Recombination Plats	No Fee
Minor Subdivision Plat: No new public infrastructure except sidewalks	\$75 + \$20/lot
Non-Residential New Construction	\$200 per structure
Non-Residential Interior Remodels, Additions, Accessory & Concomitant Structures, Incidental Improvements and Other Substantial Improvements or Significant Improvements ² to Existing, Individual Structures.	\$100
Non-Residential Change of Use and Incidental Improvements to Existing Structures (Awnings, Handicapped Ramps, Decks, Etc.),	\$50
Home Occupation	\$200
Residential Dwelling New Construction and Manufactured Home Setup on New Space (not including new manufactured home parks)	\$100 per Dwelling Unit

¹ When applicable, applicants must submit a check, made out to the Transylvania County Register of Deeds, to cover document recordation fees. Recordation fees are determined by Transylvania County. Please refer to the adopted fee schedule of the Transylvania County Register of Deeds for more information.

² **Significant Improvement:** Any combination of repairs, reconstruction, rehabilitation, addition, or other modification or improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 25 percent of the market value of the structure as of the date the improvement was permitted (or, in the absence of any permit, as of the date of start of construction of the improvement). In the absence of any information pertaining to market value, the Administrator shall utilize the assessed value of the structure.

³ **Incidental Improvement:** Any improvement that does not meet the definition of substantial or significant improvement, as defined above. Incidental improvements include installation of handicapped ramps and entryways, awnings, unenclosed decks and patios, and lighting improvements and other minor, non-structural changes of an incidental nature.

City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND

Residential Interior Remodels and Manufactured Home Replacement on Existing Space, Additions, Accessory Structures & Incidental Improvement ³ to a Structure or Manufactured Home	\$50
Fence	\$10
Driveway / Curb Cut / Encroachment	\$50
Tree Removal	\$25
Demolition, Grading & Other Land Disturbance: The Administrator may waive bonds for demolition, grading and other land disturbance upon determination that such bond would serve no useful purpose. Also, Administrator may require a bond in excess of \$500 if such is deemed necessary in the interests of public health or safety. These bonds shall be prepared and administered in accordance with the improvement guarantee procedures set forth in the Procedure for the Installation & Dedication of Public Improvements. The Administrator may require a demolition, grading, or land disturbance bond in association with any development activity for which such bond is relevant.	\$50 + \$500 reimbursable bond per structure or lot up to one acre. Bonds exceeding \$500 shall be based upon a qualified professional's estimate of cleanup clean cost + 25%
Parking Lots, Resurface	\$0
Parking Lots, New & Reconfiguration	\$50
Carnivals, Circuses	\$500 per location and permit period ⁴
Farmers Markets, Tailgate Markets, & Flea Markets	\$200 per year per location and permit period. Individual permits are not required for authorized individual vendors operating within the permitted market area.
Food Truck Site	\$100
Food Truck Vendor	\$50 (permit to be renewed annually)
Temporary Vendors, Agricultural (Does not include Farmers Markets or Tailgate Markets. Includes all forms of roadside / mobile / temporary purveyors of seasonal horticultural, agricultural, aquacultural or forest products, including but not limited to raw fruits, vegetable, perennials, annuals bulbs, dried flowers, Christmas trees, and similar products)	\$200 per location and permit period
Temporary Vendors, Non-Agricultural (Does not include Flea Markets. Includes all forms of roadside / sidewalk / downtown / pushcart / mobile / itinerant merchants / temporary purveyors of non-agricultural products.	\$200 per location and permit period ⁵
Special Events, Private Property	\$0
Special Events, Public Property (Festivals, parades, use of public parks, and similar)	\$200 (minimum) + \$500 reimbursable bond ⁴
Public Street / Sidewalk / Parking Space Closure	\$50+\$500 ⁶
Temporary Uses, All Other	\$50 ⁵
Zoning Consistency Determination	\$25

Category II Applications	Fee ¹
Dedication Plats for Category II Applications	\$50
Dedication Plats	\$50
Minor Subdivision: New public infrastructure	\$500 + \$20 per lot or structure up to \$2000
Group Developments	\$500 + \$20 per lot or structure up to \$2000

⁴The Administrator may assess fees for the actual cost of services provided by City forces (i.e., personnel, deployment of fire apparatus, solid waste removal, provision of barricades, State Fire Code inspections, and etc.) in support of special events or temporary uses. Refer to the Departmental Cost of Services section below, for a schedule of additional "cost of service" fees.

City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND

Wireless Communication Facilities, Co-Location & Stealth	\$200
Wireless Communication Facilities / Towers, All Other	\$1,000

Category III Applications	Fee ¹
Dedication Plats for Category III Applications	\$50
Major Subdivision: Phased subdivisions and subdivisions with 25 or more lots	\$500 + \$20 per lot or structure
Manufactured Home Park	\$500 + \$20 per space
Conditional Zoning District	\$200 + \$20 per lot or structure
Traditional Neighborhood Development	\$500 + \$20 per lot or structure
Planned Development Overlay District	\$500 + \$20 per lot or structure
Map Amendment (Rezoning)	\$500 + true cost of professional services (see below)
Text Amendment	\$200 + true cost of professional services (see below)
Vested Right	\$500 + true cost of professional services (see below)
Voluntary Annexation	Actual Cost
Street / Right-of-Way / Easement Abandonment	\$500 + Actual Cost
Variance - Zoning	\$200
Variance - Floodplain Development	\$500 + true cost of professional services (see below)
Appeal	\$0
Special Use Permit - Zoning	\$250
Special Use Permit - Floodplain Development	\$500 + true cost of professional services (see below)

Signage	Fee
Political Signs	\$50 per candidate / campaign + \$250 reimbursable bond
Wall & Marquee	\$100
Ground	\$200
Electronic (Including Message & Reader Boards)	\$1,000
Neighborhood Entrance, Projection / Suspended, Identification, Menu Board, Building Identification, and A-Frame	\$100
Street Banners	\$250
Banners & Temporary ⁵	\$0
Special Event	\$50 + 200 reimbursable bond
Panel Replacement / Reface / Resurface	\$50
All Other for Which Permit is Required	\$50

Miscellaneous Fees	Fee	
Custom Mapping	\$40 Per Hour + cost of map (see below)	
Color Printing / Photocopying	8.5"x11" – 11"x17" (1 sheet)	No Fee
	8.5"x11" – 11"x17" (>1 sheet)	50 cents per page
	Larger than 11"x17"	\$25 per copy
Black & White Printing / Photocopying	8.5"x11" – 11"x17" (1 sheet)	No Fee
	8.5"x11" – 11"x17" (>1 sheet)	10 cents per page
	Larger than 11"x17"	\$25 per copy
Fees In Lieu	Sidewalk Fee in Lieu	Actual Cost X 1.25%
	Stormwater Fee in Lieu	Refer to Fee Calculator
	Parking	\$500 Per Parking Space

⁵The Administrator may issue a single, "blanket" permit with one fee for all banners associated with Special Events.

⁶Reimbursable bonds required for closures lasting longer than seven (7) calendar days.

**City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND**

<p>Improvement Guarantee for Public Improvements: The Administrator, in consultation with the City Manager and City Attorney, may accept an improvement guarantee / surety bond for public improvements associated with any development. Improvement guarantees shall be prepared and administered in accordance with the Procedure for the Installation & Dedication of Public Improvements.</p>	<p>Actual Cost X % As Set Forth in Chapter 16, UDO</p>
<p>Construction Bond: The Administrator may require and accept a construction bond upon determination that such is necessary to protect existing public infrastructure from damages associated with any development activity. The Administrator may accept a construction bond for landscaping in accordance with Chapter 8 of the City of Brevard Unified Development Ordinance. Construction bonds shall be prepared and administered in accordance with the improvement guarantee procedures set forth in the Procedure for the Installation & Dedication of Public Improvements.</p>	<p>Actual Cost X 1.25%</p>
<p>Professional Services: The Administrator may secure the services of a qualified professional (e.g., licensed architect, attorney, engineer, landscape architect, arborist, surveyor, or planner) in the review of any application. Professional services purposes include but are not limited to: the review of floodplain development proposals, proposed public infrastructure or stormwater systems, traffic impact analyses, specialized legal services, and etc. The actual cost of professional services shall be the responsibility of the applicant. The applicant shall be informed in advance of the City's intention to secure professional services. The applicant shall be provided any and all reports generated by qualified professionals, and copies of all statements / receipts. The applicant shall reimburse the City for professional services expenditures prior to the issuance of a certificate of occupancy or final zoning / project approval.</p>	

**City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND**

Traffic Violations

Parking Ticket	\$10 per violation
Fire Hydrant, Fire Lane Obstruction	\$50
Vehicle Towing	True cost of towing.

Departmental Cost of Service Fees for Special Events & Temporary Uses

The following fees are intended to recoup cost for the delivery of services in support of Special Events, Temporary Uses, and unique emergency situations (including but not limited to bomb threats, hazardous materials events, manhunts, and other unique calls for service). The specific mechanism and timing of fee recovery will be determined by the applicable department heads on a case-by-case basis.

Fire Department Inspections for City Permits	Fee
Carnivals / Fairs	\$100 per event
Explosives	\$50 per 48 hours or \$100 per 30 days
Use of Outdoor Fireworks (Does not include standby apparatus or personnel)	\$100 per event
Open Burning & Open Flame Use	\$50
Pyrotechnics Special Effects	\$50
Fireworks Tent	\$300 per 30 days
Assembly Tent	\$75 per 30 days

Fire Department, Deployment of Personnel, Apparatus & Equipment	Fee
Chief Officer	\$30 per hour
Firefighter	\$25 per hour
Light Duty Quick Response Vehicle / Boat / Support Vehicle	\$20 per hour
Fire Engine	\$200 per hour
Rescue Truck	\$250 per hour
Ladder Truck	\$300 per hour

Public Services Department, Deployment of Personnel & Equipment	Fee
Special Dumpster Service	\$50

Police Department, Deployment of Personnel & Equipment	Fee
Officer	\$25 per hour

Alarm System Fees

The following fees are intended to recoup cost for the delivery of services in support alarm systems which may be installed, operated and maintained within the emergency communications center situated in the city police department.

Alarm System Connection Application Fee	\$25
Subscriber Charge for Failure to Appear Within 30 Minutes of Notification	\$10 per event
False Alarm Charge	\$20 per false alarm in excess of three per month
Alarm System Original Installation Fee	\$100 (one-time fee)

**City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
GENERAL FUND**

Miscellaneous Fees

Return Check Fee	\$30 per check per occurrence
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**City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
UTILITY FUND**

Water Rates

Residential, Commercial and Institutional:

Gallons	Purchase Range	In City	Out City
Min. 500 gal.	500	\$13.65	\$20.50
Over 500 gal.	500	\$7.50/1,000	\$11.27/1,000

Industrial*:

Gallons	Purchase Range	In City	Out City
Min. 500 gal.	500	\$13.65	\$20.50
Over 500 gal.	500+	\$6.60/1,000	\$9.92/1,000

*Industrial water users are manufacturers as defined and described in the 2012 North American Industry Classification System, Sectors 31-33 (refer to the following United States Census website: <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>).

Sewer Rates

Residential, Commercial, Institutional and Industrial:

Gallons	Purchase Range	In City	Out City
Min. 500 gal.	500	\$13.65	\$20.50
Over 500 gal.	500	\$7.50/1,000	\$11.27/1,000

All multi-family dwellings, including apartments and condominiums, shall pay \$27.29 per unit or the meter reading, whichever is greater.

Economic Development Utility Rates:

City Council may, as a means of supporting economic development within the City of Brevard and Transylvania County, authorize a business to receive a 30% reduction in utility rates, subject to an agreement that such business achieve certain economic development performance measures.

Meter Fees: \$2.70 per month for all meters.

**City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
UTILITY FUND**

Water Tap Fees

Tap Size (inches)	Tap and Meter Setting Fee ⁶
3/4	\$1,000 plus capacity impact fee
1	\$1,400 plus capacity impact fee
2	\$3,500 plus capacity impact fee
Charges for taps greater than 2" will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, meters, materials and equipment, plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$2,440.00 plus capacity impact fee.	
Water Capacity Impact Fee ⁷	\$375 per impact unit

Sewer Tap Fees

Tap Size (inches)	Tap Fee ⁵
Up to 6" Tap	\$1,000 plus capacity impact fee
Charges for taps greater than 6" will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment, plus 35 percent of the direct labor charge; however, no fee for a tap larger than two inches shall be less than \$955.00 plus capacity impact fee.	
Sewer Capacity Impact Fee ⁶	\$375 per impact unit

Sewer Tap Relocation Fee	Fee
Minimum Fee	\$500
Maximum Fee	\$1000
Charges for sewer tap relocations will be calculated on a case-by-case basis by the Public Works Director. Charges for such taps shall include the city's cost of personnel time, materials and equipment, plus 35 percent of the direct labor charge. The minimum and maximum sewer tap relocation fees are set forth above.	

Septage Pretreatment Charges

0 - 1,300 Gallons	\$75.00 Per Load
1,301 Gallons or Greater	\$150.00 Per Load
All out of County haulers will be charged double the above amounts	
Annual Hauler License Fee	\$100.00

⁶ The Public Services Director may impose additional fees to recover the true cost of water &/or sewer tap installation when such is warranted by site conditions. In such cases, fees shall be computed at the sum total of the cost of labor, materials and equipment necessary for completion of the work plus 35 percent of the direct labor charge.

⁷ Capacity Impact Fees shall be calculated in accordance with Chapter 70 of Brevard City Code.

City of Brevard
Fiscal Year 2016-2017
Schedule of Taxes, Fees and Charges
UTILITY FUND

Deposit fees for New Utility Accounts

Use	Fee	
Residences (including residential renters)	\$ 60.00	
Commercial users except those otherwise listed	\$ 50.00	
Apartment houses, motels and trailer courts:	Up to 25 units	\$ 75.00
	25 units or more	\$ 100.00
	With pool, add	\$ 25.00
Service stations without carwash	\$ 40.00	
Service stations with carwash	\$ 100.00	
Beauty shops	\$ 50.00	
Laundromats	\$ 200.00	
Carwashes	\$ 100.00	
Restaurants	\$ 75.00	
Industrial uses: An amount equal to 60 days' estimated consumption or a minimum of \$200.00, whichever is greater.		

Surcharge Rates for the Collection and Treatment of High Strength Wastewater

Parameters	Rates
BOD 5	\$0.39/lb. BOD 5
Suspended solids	\$0.37/lb. SS
Leachate	\$0.05/gallon

Miscellaneous Utility Fees

Late Payment Fee	\$5 applied on the 21st day of each month
Cut-Off / Cut-On Fee	\$25 applied on the 28th day of each month
Return Check Fee	\$30 per check per occurrence
Meter Location	\$25 per occurrence
Meter Location Change	\$250
Fire Hydrant Flow Test (two or more hydrants)	\$250
Well Permit ⁸	\$1,000
Tanker Truck Access Fee	\$25
Others as specified in Chapter 70 Sec. 70-38 of the Brevard City Code	

⁸ Wells to be permitted in accordance with Chapter 70 of City Code.



The City of
Brevard
North Carolina

CITIZEN BUDGET REQUESTS



March 7, 2016

Dear City Manager, City Council and Mayor,

The Transylvania Community Arts Council would like to say thank you for supporting and partnering with us in the 2015 – 2016 fiscal year. Below is the report on how the TC Arts Council used the \$10,000 funds granted by the City of Brevard.

Expenses for our community art events, art classes and exhibits in the 2015 – 2016 fiscal year was **\$91,455.00**. These events allow us to creatively touch the lives of thousands of residents and visitors alike. We could not have pulled that off without your support. Thank you!

***TC Arts would like to ask for your continued support of \$10,000 for the 2016 – 2017 fiscal year.**

The TC Arts Staff, Board of Directors and volunteers would like to say **THANK YOU** for your support of the ARTS!

Artfully yours,

Tammy Hopkins

Tammy Hopkins
TC Arts Council – executive director
Film Liaison for FILMBREVARDNC.com
828.884.2787



Brevard/Transylvania Chamber of Commerce Partnership with the City of Brevard 2016/17 Funding Request

The Brevard/Transylvania Chamber of Commerce represents over 500 members comprised of businesses, non-profits, local government agencies, and individuals in and around Transylvania County. Our mission is to *"promote the economic well-being of the local business community and be a catalyst for the collaboration of businesses, local government, civic and community organizations in order to enhance the quality of life for its residents."* We play an extremely important role in the success of this community.

Over the past few years the Chamber has grown in all ways imaginable; membership, the number of programs and services provided, and the strength of its partnerships. One of the key reasons has been the support by the City of Brevard. Simply put, a Chamber in a small, rural community like ours cannot be successful without the support of key organizations, particularly local government. With that in mind, we take the City of Brevard's funding support and input associated with it seriously and use it to help guide our efforts each year.

Hopefully the submitted review of 2015 accomplishments shows you the positive effort and success in the key areas where our organizations are aligned. We aren't as big as many of the Chambers in the surrounding area, but based on all we accomplish for our community, we may be the best "pound for pound". Thank you for being an important part of that.

As we look to 2016, we are moving full steam ahead with our offerings. A few specific programs/events to look out for are:

- Continuation of the new LEADS Transylvania group
- More from our "Buy Local Transylvania" program launched in December
- Speaker Joe Stewart with an update on 2016 NC elections on April 8
- The first Women's Business Showcase on April 16
- An Inter-City trip planned for Dahlonega, GA in late Spring
- The WNCCE Legislative Trip May 17-18
- A Regional EXPO hosted jointly with the Henderson County and Asheville Chambers on August 10

With all of the included information being taken into consideration, the Brevard/Transylvania Chamber of Commerce respectfully requests \$10,000 in funding assistance for the 2016/17 fiscal year. Following is an indication of where these dollars would be directed.



2016/17 Funding Request

<u>Business Expansion/Retention</u>	\$ 2,000
Networking Events, LEADS Transylvania Referral Program, Regional EXPO, Business Engagement and Mentoring, Buy Local Transylvania, Brevard Christmas Parade, Economic Development, Transylvania Women in Business	
<u>Educational Workshops</u>	\$ 1,500
Seminar Series with five workshops designed to enhance local businesses and develop business leaders	
<u>Inter-City Program</u>	\$ 2,500
Coordination and planning of 2016 trip with local gathering(s) of advisory group consisting of business, civic, and community leaders	
<u>Business Community & Government Liaison</u>	\$ 2,500
Governmental Affairs Legislative Trip, Governmental Affairs Breakfast, Informational Forums, Civic Speakers	
<u>New Business & Entrepreneurship Initiatives with Local Schools</u>	\$ 1,500
Engagement with BRCC, Brevard College, Transylvania County Schools, VISION, and others to provide educational and entrepreneurial opportunities for community members.	
<u>Total Funding Request</u>	\$10,000

Sponsorship Recognition and Incentives

Annual Diamond Level - Recognition as significant annual sponsor to members and community; featured sponsor at Visitor Center; plus other incentives

WNCCE Legislative – Recognition as sponsor to members, WNC Chambers and elected officials; complimentary attendance

Inter-City Program – Recognition as sponsor to members and visited community

Heart of Brevard

March 10, 2016

HOB Board

To the Brevard City Council,

Elected:

Martha Carlton
Richard Coadwell
Ea Dossey
Connie Edmands
Tyler Hall
Jaime Hernandez
Ann Hollingsworth
Tracey Love
Ryan Olson
Jimmy Perkins
Katy Rosenberg
Melanie Spreen
Paul Wilander
Elizabeth Williams

We would like to thank you once again for your continued support for Heart of Brevard (HOB). As you know, we follow the national Main Street model for downtown economic development and revitalization. This is a long-term approach that works incrementally through four committees: Design, Economic Restructuring, Promotions, and Organization.

Each year we work to improve the business climate, and overall vitality, in the HOB district and our efforts are renewed each year with an annual retreat. Our 2015-2016 annual retreat helped us to determine some of the specific interests we are pursuing this year. However, there are many regular ongoing projects, and other projects, that require a great deal of time, and we hope we have included enough information here to give you an idea of what it is we do.

This year we have several new board members that have never participated with the HOB Board and they have brought a lot of energy and a new perspective. Our festivals and events are still an important part of what we do, and in 5 days these events attract 70k people (For comparison, around 100k come to sliding rock during the entire year.) Though worthwhile, the community festivals we provide are also very costly, and they also consume a great deal of our time. We continue to spread out our event workload so we can have more time for involvement in other important areas, and a few of those areas are also included on the next few pages. One key area of focus in the past two years has been economic development, and working closer with business & property owners. In the past year, Heart of Brevard has worked to bring in \$700,000 in forgivable loans and grants. This is 25% of all the downtown development funds available in North Carolina for the year.

Appointed:

Mandi Bentley
Jimmy Harris

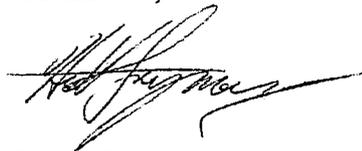
Ex Officio:

Mark Burrows
Josh Freeman
Clark Lovelace

Staff:

Nancy Coleman
Heath Seymour

Thank You,



Heath Seymour
Executive Director
Heart of Brevard



March 10, 2016

City of Brevard
95 West Main Street
Brevard, NC 28712

The Transylvania Farmers' Market respectfully requests that the City of Brevard renew our grant funding for the fiscal year of 2016-2017 in the amount of \$17,000.

The funding provided by the City of Brevard has been essential in our growth and development as a farmers' market and we are incredibly grateful for your continued support. In the attached report you will find a recap of our success in calendar year 2015, our plans for calendar year 2016, and a copy of our budget for fiscal year 2016-2017.

We hope you will contact us if we may answer any questions or provide any additional information. We look forward to giving a brief presentation at the upcoming Council meeting and answering any questions at that time as well.

Thank you,

Leslie Logemann
Market Manager

March 1, 2016

Bread of Life
238 South Caldwell Street
Brevard, NC 28712

Mayor Jimmy Harris
95 West Main Street
Brevard, NC 28712

Subject: Grant Request of \$2000.00 for Fiscal Year 2016-2017

Sir,

The Bread of Life is a free Community Kitchen whose mission is to provide nutritious, hot meals in a safe, non-challenging, and secure environment, sharing our food with those in need. We feed all who come to our door Monday through Friday at lunch and at supper on Sunday. Most of our patrons are city residents who rely on us to augment their access to good food but we don't want anyone to go hungry in a City or County which unfortunately has high rates of food insecurity and poverty.

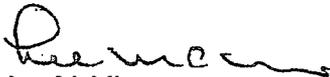
The Bread of Life works with partner organizations to garner fresh and non-perishable foods which we either incorporate into meals or offer to our patrons free of charge during operating hours. We serve over 42,000 meals a year and distribute approximately 1200 boxes of food for home preparation over the weekends. Bread of Life is the only regularly operating "soup kitchen" in the City or County and provides a service not otherwise available on a consistent, reliable basis.

Our activities are funded through grants and donations and are conducted in a cost effective way that supplements other non-profit organizations in providing a safety net for official safety nets. We use funds for infrastructure, to buy supplies such as disposable dinner ware, and to purchase food items not readily available from donors. Salaries for our Operations Manager and wages for a part-time Financial Director are also paid from monetary donations and grants. The great majority of our work, however, is performed by over 400 community volunteers.

A grant from the City will provide a degree of certainty to our funding stream, allowing more concentration to service at our facility. It will also enable us to affect necessary building repairs to our 85-year old, wood frame facility and to perform necessary modifications to our site required by the widening of Caldwell Street.

Your consideration of this request for \$2000.00 in support of our activities and your disadvantaged citizens, slightly less than 2% of our budget, is greatly appreciated.

Sincerely,



Lee McMinn
Chair, Bread of Life Board of Directors

Cc: City Council Member (5), City Manager (2), City Attorney (1)

PISGAH LEGAL SERVICES

Jim Barrett, Executive Director of Pisgah Legal Services, explained that their services are free and are civil services. They work in 6 counties and help people meet basic needs. Twenty people will be getting money for wrongful conviction from the Rodeway Inn. They handle domestic violence cases, give people access to health insurance, help them increase their income and get out of poverty. The average income for clients is \$11,000 per year and 30% of children in this county are in poverty. There is less than 1% vacancy available in housing in Transylvania County. The County gives us \$18,000. Our cases have increased 11% this year and we would love to have your support of \$10,000 if you can consider it.

Transylvania Heritage Museum Budget Request

Ms. Pat Childress from the Transylvania Heritage Museum asked Council to donate \$5,000 which is what the County is doing. They depend almost entirely on volunteers and them donating artifacts. She stated that she hopes the City can help them keep their doors open.



The City of
Brevard
North Carolina

APPENDIX

Response to Budget Questions Glossary of Budget Terms

Questions and Answers

Q. What is the purpose of the City Budget?

A. *The Budget is an annual financial plan for the City of Brevard. It specifies the level of municipal services to be provided in the coming year. It reflects the policies and priorities set by the Mayor and City Council.*

Q. How and when is the Budget prepared?

A. *Each spring City departments present to the City Manager their plans and needs for the coming year. The City Manager submits the Recommended Budget to the Mayor and City Council. Council reviews the budget, holds public hearings to obtain citizen input, and adopts the final budget along with ordinances setting the tax rate and fees required to fund the budget.*

Q. Where does the City obtain its revenues?

A. *From local and state sales taxes, property taxes, franchise fees, and user fees for municipal services such as water, sewer, and refuse collection and recycling.*

Q. How is the money used?

A. *It is used to pay for salaries, vehicles, supplies, materials, and debt to provide fire and police protection, water, sewer, solid waste collection, street and park maintenance, and other municipal services specified in the City Budget.*

Q. How are property taxes calculated?

A. *When the City adopts its annual budget, it determines the tax rate that must be applied on property to generate the necessary General Fund revenue. The City of Brevard tax rate of \$0.4725 is applied to each \$100 of assessed valuation. For example, on a \$100,000 house:*

Assessed Value: \$100,000

Tax = \$100,000/\$100 = 1,000 x .4725 = \$472.50

Q. What is the difference between ad valorem and property tax?

A. *There is no difference between ad valorem tax and property tax. They are different names for the same tax.*

Q. What is an operating budget?

A. *An operating budget is an annual financial plan for recurring expenditures such as salaries, benefits, materials, utilities, supplies and services.*

Questions and Answers (cont'd)

Q. What is a capital improvement budget?

A. A capital improvement budget is a long-range plan for the construction of physical assets such as buildings, streets, water mains, sewer lines, and water and sewer plants.

Q. What is a revenue or enterprise fund?

A. A revenue or enterprise fund earns its own revenues by charging customers for municipal services. The Water and Sewer Department is an example of an enterprise fund. It generates revenues by billing its customers for the water they use.

Q. What is a budget appropriation?

A. A budget appropriation is a specific amount of money that the City Council has approved for use in a particular manner.

Q. What is a Special Revenue Fund?

A. Special Revenue Funds are established to account for "general government" financial resources that are restricted by law or by contractual agreement to specific purposes.

Glossary of Terms

Accrual Basis – Method of accounting in which transactions are recognized at the time they are incurred as opposed to when cash is received or spent.

Adopted Budget – The budget approved by City Council and enacted via a budget ordinance on or before June 30 of each year.

Ad Valorem Taxes – Commonly referred to as property taxes, ad valorem taxes are levied on the value of real, certain personal, and public utility property according to the property's valuation and the tax rate.

Appropriated Fund Balance – The amount of fund balance appropriated as a revenue for a given fiscal year to offset expenditures that exceed current revenue.

Assessed Value – The fair market value placed on personal and real property owned by taxpayers by the Transylvania Tax Assessor.

Basis of Budgeting – This refers to the form of accounting utilized throughout the budget process.

Budget – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures (revenue estimates).

Budget Amendment – Formal action by City Council to change an appropriation or revenue estimate during the fiscal year.

Budget Calendar – The schedule of key dates or milestones which the City follows in the preparation and adoption of the annual budget.

Budget Document – The official written statement prepared by the City Manager which presents the proposed budget to the City Council.

Budget Message – A general discussion of the proposed budget presented to the Mayor and City Council by the City Manager as a part of the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made by the City Manager.

Budget Ordinance – The official enactment by City Council establishing the legal authority for City administrative staff to obligate and expend funds.

Budget Process – Activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital needs.

Glossary of Terms

Capital Outlay – Items of significant value (more than \$5,000) and having a useful life of several years, also referred to as fixed assets.

Capital Improvement Program – A plan to identify, prioritize, and approve capital needs (over \$10,000) for a five-year period.

Contingency – A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Service – Payment of interest and principal on borrowed funds, such as bonds or installment financing.

Department – A management unit overseeing divisions and activities.

Enterprise Fund – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to private business enterprises. It is financed primarily from charges to users for services provided. Included in this category is the Water & Sewer Fund.

Expenditures – The cost of goods received or services rendered whether payment for such goods and services has been made or not.

Fiscal Year – An accounting period extending from July 1 through the following June 30.

Fixed Assets – Assets, such as land, buildings, machinery, furniture, and other equipment, which are intended to be held or used over a long time period.

Full Time Equivalent Position (FTE) – A unit for measuring staffing levels equal to one position working 40 hours per week for an entire year. Temporary or part-time positions are not included in the FTE count.

Fund – A fiscal entity with a self-balancing set of accounts used to account for an activity(s) with common objectives.

Fund Balance – The cumulative excess of revenues over expenditures in a fund at the end of a fiscal year. With certain limitations, fund balance may be used to balance the subsequent year's budget.

General Fund – A type of governmental fund used to account for revenues and expenditures for regular day-to-day operations of the City which are not accounted for in the proprietary funds; i.e., Enterprise and Intergovernmental Service Funds. The primary sources of revenue for this fund are local taxes, state shared revenues, franchise fees, and charges for services.

Glossary of Terms

Generally Accepted Accounting Principles (GAAP) – The set of accounting rules and procedures used by governmental agencies to account for the receipt and expenditure of funds.

Installment Financing – A contractual agreement to purchase a fixed asset over a period to several years.

Interfund Transfer – The movement of monies between funds of the same governmental entity.

Line-Item Budget – A budget summarizing the detail categories of expenditure for goods and services that the City intends to purchase during the fiscal year.

Local Government Budget and Fiscal Control Act – The legal guidelines of the State of North Carolina which govern budgetary and fiscal affairs of local governments.

Modified Accrual Basis – A method for recording receipts and expenditures are recognized when the goods or services are received, and revenues are recognized when measurable and available to pay expenditures in the accounting period.

Operating Budget – The City's financial plan which outlines proposed expenditures for the fiscal year and estimates the revenues which will be used to finance them.

Pay-As-You-Go Financing – A method of paying for capital projects that relies on current revenue rather than on debt.

Proposed Budget – The City Manager's recommended balanced budget which is submitted to Mayor and City Council prior to June 1.

Proprietary Fund – A type of fund that accounts for governmental operations that are financed and operated in a manner similar to a private business enterprise. It is financed primarily from charges to users for services provided. Proprietary funds used by the City of Brevard include the Enterprise Funds.

Revenue – A term used to represent actual or expected income to a specific fund.

Special Revenue Fund – Funds that are established to account for "general government" financial resources that are restricted by law or by contractual agreement to specific purposes.

Tax Collection Rate – The percentage of the tax levy that can reasonably be expected to be collected during the fiscal year.

Glossary of Terms

Tax Rate – The level at which taxes are levied. For example, the proposed General Fund tax rate is \$0.4725 per \$100 of assessed value.

Tax Levy – The total dollar amount of tax that optimally should be collected based on tax rates and assessed values of personal and real properties.

Transmittal Letter – A letter from the City Manager summarizing the major highlights of the Proposed Budget.

Trust Fund – A type of fund to be used to report resources that are required to be held in a trust.