

AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, May 13, 2025 at 4:30 p.m.

A. Pledge of Allegiance

B. Roll Call

Mayor George F. Goosmann, III
Commissioner Doris P. Loomis
Commissioner Drew Stephens
Commissioner Allan Tarleton

C. Consent Agenda

1. Approval of Agenda
2. Approval of April 8, 2025 Minutes
3. National Police Week Proclamation – May 11-17, 2025
4. National Public Works Week Proclamation – May 18-24, 2025

D. Public Comment

E. Presentations

1. **Life Saving Award Presentation** Biltmore Forest PD Officers and Dispatchers
2. **Helene Recovery Plan** Rachael Sawyer, Buncombe County Recovery Lead
3. **Buncombe County Emergency Operations Center Update** Dr. Osiris Carter, Buncombe County EOC Director
4. **AT&T Underground Project** Dennis Simmons, AT&T Senior Engineer

F. Departmental Reports

1. Chief of Skyland Fire and Rescue
2. Chief of Police Chris Beddingfield
3. Public Works Director Harry Buckner
4. Town Manager Jonathan Kanipe

G. Board Member Reports

H. Public Hearing – Zoning Text Amendment 2025-02

I. New Business

For those interested in viewing the Board meeting remotely, please utilize the following information:
<https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwUjFSc0ZveS95b3pLTUIHdz09>

Meeting ID: 822 2845 5470

Passcode: 966757

1. **Consideration of Ordinance 2025-03** – An Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance
2. **Resolution 2025-07** – A Resolution Approving the Town of Biltmore Forest Local Water Supply Plan
3. **Review Draft Code of Ethics for Board of Commissioners**
Allan Tarleton, Commissioner
4. **Road Striping Plan Review** Harry Buckner, Public Works Director
5. **FY26 Budget Presentation** Jonathan Kanipe, Town Manager

J. Adjourn

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MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS
OF BILTMORE FOREST HELD APRIL 8, 2025

Be it remembered by those that follow these proceedings that the Governing Board of the Town of Biltmore Forest met and conducted the following business:

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present
Commissioner Doris P. Loomis, present
Commissioner Allan Tarleton, present
Commissioner Drew Stephens, present

Mr. Jonathan Kanipe, the Town Manager, was present. The Town Attorney, Billy Clarke, was also present.

Mayor Goosmann called the meeting to order at 4:30 pm.

The Pledge of Allegiance was conducted.

CONSENT AGENDA

Commissioner Loomis made a motion to approve the Consent Agenda. Commissioner Tarleton seconded the motion and the Consent Agenda was unanimously approved.

PUBLIC COMMENT

There was no Public Comment.

Chief Trevor Lance gave the report for Skyland Fire Department. There were many calls for mutual aid fire service due to the forest fires. There were a total of 36 calls. Chief Lance said to check hoses on the gas grills and clean them to prevent grill fires. Chief Lance also said to check your dryer vents at home and clean them out. Mayor Goosmann thanked Chief Lance.

Chief Chris Beddingfield gave the report for the Police Department. There were 882 calls for the month. Chief Beddingfield said they had an excellent opportunity to go to training in McDowell County, North Carolina. There was a lot of hard work put in getting the top five speakers in the country to come to a venue where we could go and listen to them. Chief Beddingfield thanked the Board for letting staff attend so they can come back and use those techniques.

Staff has been working on the armed robbery, and they built enough of a case where officers were able to obtain warrants and charge the suspect with the armed robbery. He is still at large but believe he is in Florida. We are working with the authorities there and will have him in custody soon.

Chief Beddingfield thanked Mr. Harry Buckner for his help on the Flock camera system. We have eleven out of the thirteen total cameras up. Mr. Jonathan Kanipe asked the Board to consider talking to Chief Beddingfield and dropping by the Police Department to look at the new camera system in the communications center. Chief Beddingfield, Ms. Aslyne Tate, and Lieutenant Kenny Merritt have worked really hard to get this going.

Commissioner Stephens asked what the difference is between a special check/house check/business check. Chief Beddingfield said a special check is usually if someone has a specific concern. A house check is if someone is out of town and they want officers to drive by and check on their house. A business check is a standard check that is routinely done.

Mr. Kanipe said that one of the things Chief Beddingfield has been doing is working with Carolina Day School and MAHEC on active shooter drills. Carolina Day School is having an active shooter drill this week. Mayor Goosmann thanked Chief Beddingfield.

Mr. Harry Buckner gave the report for the Public Works Department. They have successfully hired a new public works employee, and he is a great candidate. He will start later this month. He has great experience and worked previously at the Buncombe County landfill.

Public Works is continuously doing brush pickup every working day as part of the remaining storm cleanup. They are making good progress.

Mr. Buckner said they have an outside contractor working on repairs from storm damage at Greenwood Park. They will be working on stormwater basins and the damaged area where the vehicle drove out of the road during the storm. This work should be completed by the end of the week.

Mr. Buckner said Stuyvesant Road has been paved. This should finally be fully finished by the end of the week. Mr. Buckner said it is the time of year when mowing and maintenance will begin.

Mayor Goosmann asked Mr. Buckner about the damaged streetlights. Mr. Buckner said he has a strategy to take down the damaged ones. Duke Energy will have to turn off the power to the lights as well. Mr. Buckner said they can fabricate the swan's neck just not in copper. Mr. Buckner said he is going to find a powder coating shop and put a powder coat on it with a type of aged copper finish. The plan is to rebuild one. Mayor Goosmann thanked Mr. Buckner.

Mr. Tony Williams gave the Town Planner report. There were 136 land use conferences. There were seven complaints this month which were resolved. Mr. Williams also reviewed 32 plans. These plans did not require the Board of Adjustment approval. There were also five permits issued for the month. Mayor Goosmann thanked Mr. Williams.

Mr. Jonathan Kanipe gave the report for the Town. Last Friday, we removed just over 385,000 cubic yards of debris from the right of way. This was processed into 161,000 cubic yards of mulch. We completed the final pass for the right of way cleanup. Mr. Kanipe said you will still see the truck picking piles up and this is what we call our "hot spots" which are places that still need to be picked up in Town.

Mr. Kanipe said the Town had 385,000 cubic yards and three-square miles compared to Buncombe County, 950,000 cubic yards and about 640 square miles. Regarding PPDR (Private Property Debris Removal), there are 65 property owners that are deemed eligible. This will probably begin within the next week or so. We met with the contractor yesterday morning. They are going to make primary contact with the homeowner to discuss the eligible portions of the property. They are some properties that are labeled “accessible” and “inaccessible.” That work is estimated to cost just over \$4,000,000. It should be fully reimbursable. We are documenting everything to make sure we are doing this all correctly.

Mr. Kanipe said the waterway work is a separate component, but the Town received approval for extensions of waterway work throughout the northern part of Town. Waterway work is scheduled to be completed by the end of June.

The Town received approval from FEMA that we are eligible to go underneath electric lines and to clear “e-waste” which is the cable lines that are within the right of way. The Town has notified AT&T and Spectrum of this and for them to come and make sure they didn’t have any live lines remaining. The utility portion pickup will be very similar to the PPDR pickup because most of those transmission lines are on private property.

Mr. Kanipe said last month there was discussion about the forest restoration efforts and we took more information from the Planning Commission meeting to lay out terms of track one and two. For public spaces and parks, we would like to focus on invasive species removal this spring. There are approximately thirty acres that can be worked on. Eco Foresters will get the invasive species out and next year, we will plant heavily in that area. Invasive species removal is a central component to everything we want to do at this point.

The second track is private property recommendations. We will do our best to provide good information to homeowners. On Saturday, April 26th, the Town will have an Arbor Day event. We also received restoration saplings that we are going to give out on Monday and Wednesday from 4pm-6pm. We ordered 500 and will distribute those during that time. We will also have large plantings that will be distributed.

Mr. Kanipe discussed the change with our ancillary benefit coverage. The Town has used the North Carolina League of Municipalities for many years. We switched to the North Carolina State Health Plan in 2007 for our medical coverage but kept this portion for the ancillary benefits. The NCLM let us know in late February they were shutting down that program effective June 30th. This was a significant and quick shock to around 6,000 employees across the state. Mr. Kanipe and Ms. Jacobs have been working diligently, and we have an insurance broker that works almost exclusively with local governments. They have done a wonderful job for us and presented a plan that is comparable to what we had with the NCLM. It will be an increase of approximately \$15,000 but this is across all lines of coverage which is dental, vision, short term disability, and life insurance.

Commissioner Stephens discussed brush piles, and it would be informative to show residents of good brush piles and bad brush piles.

Mr. Kanipe discussed the Consideration of Resolution 2025-05 which is the State Cashflow Loan Acceptance for Disaster Response Activities. Right now, it is a loan amount of \$1,028,198.10. This is for local governments that were impacted by Hurricane Helene. The amount is supposed to represent 11% of what our estimated needs were. In November, we adopted a budget for our FEMA reimbursements, our FEMA payments and this is 11% of that amount. The funds we have been waiting for were unembargoed as of last Wednesday (April 2nd). Mr. Kanipe said the terms for us accepting it are very favorable. There is no interest on it. Mr. Kanipe said that within six months, we will pay it all back in its entirety.

Commissioner Stephens made a motion to approve Resolution 2025-05, State Cashflow Loan Acceptance for Disaster Response Activities. Commissioner Tarleton seconded the motion. The motion was unanimously approved.

Consideration of Resolution 2025-06-A Resolution Opposing NC Senate Bill 291: Elimination of Municipal Authority regarding Short-Term Rentals. Mr. Kanipe said he has received numerous phone calls from other municipalities that we should vote against this. The Senate Bill 291 would effectively preempt any local government regarding short-term rentals.

Mr. Kanipe said it is something that we need to be very vocal about in terms of pushing back when it comes to the removal of authority that local governments have. In Biltmore Forest, we have a very stringent short-term rental ordinance which was adopted by the Board in 2015. If the Board approves this Resolution, Mr. Kanipe said he will send it to our entire delegation and the State leadership. Commissioner Tarleton asked if there has been any expression of support for this Senate Bill by anyone in the Town of Biltmore Forest. Mayor Goosmann said he has not heard anyone expressing their support. Mr. Kanipe said he has not heard anything directly one way or another.

Commissioner Loomis made a motion to oppose Senate Bill 291. Commissioner Tarleton seconded the motion and was unanimously approved.

The next topic of discussion is the Delineators within Town Rights-of-Way. Mr. Kanipe said people have gone through and have started trying to replant and reseed their rights of way or their yard, but within the public right of way. Many times, people put things up to keep cars from either going off the side of the road and damaging that or from parking on the side of the road. This has been an issue within the Town in terms of the Town making sure we are adequately maintaining our public right of way and not allowing things to be there, certainly from a permanent perspective. What we see in most places are fiberglass sticks that are approximately four feet tall. There are also wooden stakes that people have in the ground with a rope attached to keep cordoned off. The other option is a very large signpost, metal t-post which are driven in the ground. Mr. Buckner asked the Board for clear directions on what would be acceptable and not acceptable so they can disseminate that at staff level. Mr. Buckner said we also need to make sure we are consistent.

Commissioner Loomis suggested we look at something that is flexible that would go over if it was hit and something that is not of a height where it could impale someone. Mr. Clarke said it isn't going to be permanent but even if the temporary option should be flexible, it will not hold up if a vehicle hits it. Mr. Clarke also said no to the metal posts. Commissioner Tarleton agreed and said not to have rigid metal or wooden stakes that may hurt someone or damage a vehicle. Mr. Buckner said it is difficult for many people to drive on the pavement. A big contributor are construction and landscaping trailers.

Commissioner Stephens said we should eliminate the metal, and the reflectors are obnoxious. He likes the fiberglass poles or the low flags. Commissioner Loomis suggested Mr. Kanipe come up with a solution to possibly present at next month's meeting that doesn't have wood or metal and to also have it off the road.

The next topic of discussion is the Town Hall Facility Upgrades. Mr. Kanipe said this has been a topic of discussion since pre COVID-19. We talked about redoing the social room to make it look more like a standard council room with a council table and chairs. We also talked about redoing the administrative offices just for flexibility and space purposes. We moved some things around within those two offices right now so that component has been addressed somewhat. We have been working with Young Office for a redesign. We do not have any pricing information yet. Mr. Kanipe showed the Board a layout of what the proposed social room would look like. We would also like to improve the look of our lobby area and make it more up to date. Mr. Kanipe asked for the Board's feedback on updating or moving toward gutting the building. Commissioner Loomis said the space in the current social room doesn't look like much of a usable space. Commissioner Loomis is in favor of looking at ways to do some design changes. Commissioner Tarleton asked if we could coordinate to get all three buildings done around the same time rather than doing it separately. Commissioner Stephens said he supports this but would like to see each building independent of other buildings because this could be tied to longer term issues.

The last topic of discussion is the Accessory Building and Maximum Roof Coverage Amendment update. The Planning Commission reviewed the idea of allowing more than one accessory building on a lot as well as increasing the allowable square footage of the roof coverage for an accessory building from 740 square feet to something else. They also reviewed an idea in terms of a draft chart showing a breakdown based on lot sizes in terms of the number of accessory buildings as well as the percentage of the accessory building allowed relative to the overall maximum roof coverage of the primary residence on the lot. The draft shown to the Board is a recommendation from the Planning Commission. Next month it may be something the Board of Commissioners can approve at the Public Hearing.

The meeting was adjourned at 5:49pm and went into Closed Session at 5:50pm.

The next meeting is scheduled for Tuesday, May 13th, 2025, at 4:30pm.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

Town of Biltmore Forest Proclamation

National Police Week Proclamation

May 11-17, 2025

To recognize National Police Week 2025 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Biltmore Forest Police Department;

WHEREAS, since the first recorded death in 1786, there are currently more than 24,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty.

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 37th Candlelight Vigil, on the evening of May 13, 2025;

WHEREAS, the Candlelight Vigil is part of National Police Week, which will be *observed* this year May 11th-17th;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT RESOLVED that the Town of Biltmore Forest will observe May 11-17, 2025, as National Police Week in Biltmore Forest, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

[TOWN SEAL]

George F. Goosmann, III

Town of Biltmore Forest Proclamation

National Public Works Week Proclamation

May 18–24, 2025

“People, Purpose, Presence”

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Town of Biltmore Forest; and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in Biltmore Forest to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

RESOLVED, I, Mayor George F. Goosmann, III do hereby designate the week of May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town at Biltmore Forest, North Carolina this 13th day of May 2025.

[TOWN SEAL]

George F. Goosmann, III



Tropical Storm Helene Recovery Planning



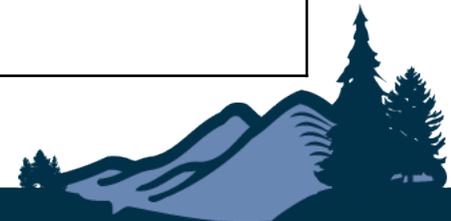
What is recovery planning, and why do it?

A long term recovery plan...

- Guides to help a community rebuild and recover after a major disaster
- Assesses impacts & needs
- Names what is important to accomplish for recovery
- Is project-specific
- Reflects community voice yet is tailored to organizational scope
- Aligns to existing plans where possible

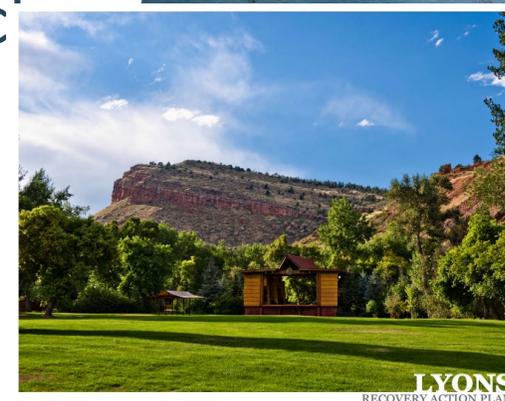
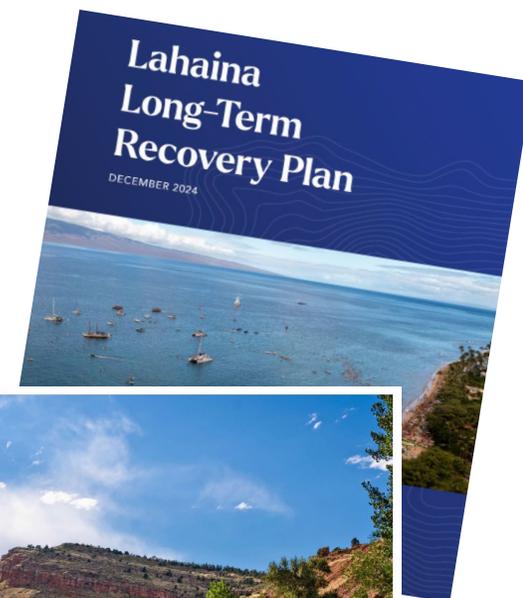
A good plan helps...

- Secure funding/resources from state & federal agencies
- Coordinate efforts between different organizations & government agencies
- Prioritize needs so the most critical issues get addressed first
- Support businesses and residents in rebuilding their lives
- Build back stronger to reduce damage from future disasters



Our local approach to recovery planning

- Aligned to state & federal recovery frameworks
- Informed by other communities recovering from disasters
- Created with support from FEMA Community Assistance
- Unified plan reflective of all jurisdictions within Buncombe County while retaining independent authorities for each to approve, establish, fund & carry out projects -
 - Buncombe County
 - City of Asheville
 - Town of Biltmore Forest
 - Town of Black Mountain
 - Town of Montreat
 - Town of Weaverville
 - Town of Woodfin



What to expect next

- Spring & Summer 2025:
 - Envision Buncombe Survey
 - Community engagement
 - Project development & evaluation by each jurisdiction
- Fall 2025
 - Review draft plans with elected officials
 - Community input on draft plans
 - Plan adoptions
 - Begin implementation of near-term recovery projects



ENVISION BUNCOMBE VISUALIZA BUNCOMBE

**Planning Recovery, Building Resilience,
Creating a Better Buncombe.**

*Planificando la Recuperación, Fortaleciendo la Resiliencia,
Construyendo un Buncombe Mejor.*



Envision Buncombe Survey

engage.buncombecounty.org/envisionbuncombe

Buncombe County Government is working to develop a community-driven plan for strategic recovery and resilience — and we need your voice to make it real. From post-disaster needs to recovery priorities to resiliency ideas, this survey is your chance to shape the future of Buncombe County.



Questions?

engage.buncombecounty.org/buncomberecovers

- Helene Recovery Resource Guide
- Updates on recovery activities

Helene Resource Center - 94 Coxe Ave, downtown Asheville
8:00 am-5:00 pm, Monday-Friday

- FEMA Individual Assistance
- State Disaster Case Management
- Small Business Administration (SBA) disaster loans
- Hazard Mitigation Grant Program
- Additional survivor-focused services and referrals



Envision Buncombe Survey

English



<https://publicinput.com/envisionbuncombesurvey>

Spanish

<https://publicinput.com/encuestaenvisionbuncombe>





Skyland Fire & Rescue

Biltmore Forest Valley Springs Station

Phone: (828) 684-6421 Address: PO Box 640 Skyland NC 28776 Fax (828) 684-1010
www.skylandfire.com



Biltmore Forest Valley Springs Station

Incident Response

April 2025

Incident Type

162 - Outside equipment fire	1
311 - Medical assist, assist EMS crew	13
412 - Gas leak (natural gas or LPG)	1
522 - Water or steam leak	1
554 - Assist invalid	5
571 - Cover assignment, standby, moveup	1
611 - Dispatched & canceled en route	5
735 - Alarm system sounded due to malfunction	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	3
Total	32

Respectfully Submitted,

Trevor Lance

Chief Trevor Lance
Skyland Fire Rescue

Biltmore Forest Police
355 Vanderbilt Road
Biltmore Forest, NC 28803
828-274-0822
Chief M. Chris
Beddingfield



George F. Goosmann, III, Mayor
Doris P Loomis, Mayor-Pro Tem
Allan Tarleton, Commissioner
Drew Stephens, Commissioner
Jonathan Kanipe, Town Manager

Biltmore Forest Police Department May 13th, 2025 Commission Report

April 2025 Data

Total Calls For Service:

807 (882 last month)

Arrests:

0-Felony Arrests

1-Misdemeanor Arrest- One arrest for out of jurisdiction warrants from a traffic stop.

Citations:

35-Citations for various traffic violations (31 last month)

Time Consumption Summary:

Approximations:

Business Checks- 7 hours

House Checks- 5 hours

Radar Operation- 3 hours

Vehicle Crash Investigation- 7 hours

Notable Calls and Projects:

Excellent meeting with Buncombe County Emergency Communications Director Dr. Osiris Carter. Discussed many ideas of how to better our partnership and what is best for the stakeholders of Biltmore Forest in terms of 911 and communication services.

Armed Robbery suspect taken into custody in St. Cloud, Florida. We were assisted by the Fletcher Police Department, Henderson County Sheriff's Department, FBI and the Osceola County Sheriff's Department.

Recognized our excellent telecommunicators for Telecommunicator Week 4/13-4/19. They had some outstanding team building exercises. We are very thankful for the job they do and how well they do it.

Flock camera system continues to be utilized in some capacity almost daily.

Biltmore Forest Police Department
355 Vanderbilt Rd
Biltmore Forest, NC 28803

Calls for Service

04/01/2025 - 04/30/2025

BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
ALARM	18	2.23%
ANIMAL CONTROL	6	0.74%
ASSIST MOTORIST	4	0.50%
ASSIST OTHER AGENCY	8	0.99%
ASSIST RESIDENT	2	0.25%
BICYCLIST VIOLATION	2	0.25%
BUSINESS CHECK	422	52.29%
CRIME PREVENTION	28	3.47%
DEBRIS IN ROADWAY	1	0.12%
DEPARTMENT OTHER	1	0.12%
DISTURBANCE	1	0.12%
DOMESTIC	2	0.25%
DRILL	1	0.12%
FOLLOW-UP INVESTIGATION	2	0.25%
FRAUD	1	0.12%
GAS LEAK	2	0.25%
HOUSE CHECK	109	13.51%
IMPROPER PARKING	7	0.87%
IVC	1	0.12%
LOST AND FOUND	3	0.37%
MEDICAL EMERGENCY	8	0.99%
ORDINANCE VIOLATION	4	0.50%
PEDESTRIAN VIOLATION	1	0.12%
RADAR OPERATION	10	1.24%
SPECIAL CHECK	16	1.98%
SPEED ENFORCEMENT	1	0.12%
SUSPICIOUS ACTIVITY	2	0.25%
SUSPICIOUS PERSON	9	1.12%
SUSPICIOUS VEHICLE	22	2.73%
TALK WITH OFFICER	9	1.12%
TEST CALL	1	0.12%
TOWN HALL BUSINESS	1	0.12%
TRAFFIC CONTROL	1	0.12%
TRAFFIC STOP	88	10.90%
TREE DOWN	2	0.25%
VEHICLE ACCIDENT	6	0.74%
WELFARE CHECK	5	0.62%
Total Records For BILTMORE FOREST POLICE DEPARTMENT	807	Group/Total 100.00%
Total Records	807	

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

May 8, 2025



Agenda Item D-3

Public Works Director Monthly Report

Recurring Activities:

The Public Works Department has completed the following activities during the month of April:

- Collected 37.96 tons of garbage.
- Diverted 13.37 tons of recycled goods from garbage.
- Picked up 28 loads of brush (approximately 700 cubic yards) over 14 days.
- Responded to 90 total utility locate requests, comprised of 73 new requests and 27 updates.
- Visited 14 properties for tree assessments in March, reviewing 26 trees and requiring 15 replacements.
- Completed daily chlorine residual tests across town and the required two (2) bacteriological tests. All tests were passed.
- Used the Beacon/Badger Meter automated meter reading system to monitor water leaks daily and attempted to contact residents of suspected leaks.
- We continued to perform litter pick-ups as needed, focusing on the entrances.

Miscellaneous Activities for April

- We have successfully hired a new Public Works employee on April 17th, Tanner Sprinkles. Tanner is a Buncombe County native that comes to us most recently from the Buncombe County Landfill, where he worked for over two years, but also has a farming and construction background. Tanner lives in Weaverville and will be getting married this fall. We have been very impressed with him so far, and he is already a valuable team member.
- Staff continue to service our thirteen (13) dog waste stations.
- We assisted Ms. Jacobs with the April water billing cycle.
- Our team assisted the Friends of Biltmore Forest committee with their tree giveaway project in April. We received significant interest in this project and had requests that far exceeded our inventory.
- We added an additional dog waste station at White Oak Road and Busbee Road.
- Brush collection is proceeding on a continuous basis following our regular routes. We anticipate this to continue for the foreseeable future until we have substantially caught up. The South route was completed around April 21st, and our crew immediately moved to the North route. We are approximately 20% complete with the North Route as of this report.

- We did have a mechanical failure (water pump) on the brush truck in late April that required four days of repairs and maintenance at the mechanic. The truck was returned to service on May 5.
- Staff have used and will continue to use the tractor and blower to keep the roads clear of loose debris.
- Our department has begun mowing all public spaces weekly for the season.
- Our team installed a new water service on Vanderbilt Road and one on Stuyvesant Road.
- We have a contract in hand for the guardrail replacement at the I-40 bridge on Vanderbilt Road and will execute it this week.
- We continue to replace damaged road signs throughout town.
- Staff continue to remove storm debris from the interiors of our parks and public spaces. Clean-up of the Busbee triangle, Forest/East Forest wye, Rosebank Park, Greenwood Park, and Lower Vanderbilt Park are completed. We are still working to clean up our cul-de-sac areas, islands, and the small tract across from the golf course pond on Southwood Road and restore them to pre-storm conditions.
- We rented a tractor mounted landscape rake to help clean the road shoulders and parks as well, and re-seeded and strawed significant areas of public property.
- Our team completed repairs to all thirteen (13) damaged stormwater inlets throughout town.
- We are continuing to review and respond to additional storm drain issues as they are uncovered and reported to the office.
- Repairs to Greenwood Park slopes and stormwater basins damaged during Helene were completed by our outside contractor in late April.
- The required annual Local Water Supply Plan was approved by the North Carolina Public Water Supply Section. I will present the final report to the Board next month.
- Staff removed seven (7) of the nine (9) broken streetlights and stored them behind Public Works for repairs.
- The Town's forestry consultant began invasive plant removals in Brooklawn Park. Work will continue this month.

Larger/Capital Projects Updates

Hurricane Helene Response

- Additional information is provided throughout this report and in the Manager's report.
- We continue to meet weekly with the debris removal contractor and monitoring company to review storm clean-up activity.
- Brush collection is proceeding on a continuous basis following our regular routes. We anticipate this to continue for the foreseeable future until we have substantially caught up. The South route was completed around April 21st, and our crew immediately moved to the North route. We are approximately 20% complete with the North Route as of this report.
- Residents should be aware that we are attempting to comply with our regular brush collection ordinances and restrictions, such as the volume limits, size limitations, outside

contractor collection prohibition, keeping debris on the property that it was generated from, and that we cannot remove stumps, bamboo, or grass clippings.

- Over the past six months, the Town has coordinated the removal of the following quantities of vegetative debris:
 - approximately 373,000 cubic yards from our twenty-two miles of public rights-of-way
 - over 2,300 cubic yards from the Private Property Debris Removal (PPDR) program
 - over 10,450 cubic yards from within Town owned property
 - almost 4,000 cubic yards from waterways throughout Town
- This collected debris has been converted into approximately 163,750 cubic yards of wood chips that has been repurposed as bagged mulch at a facility in Waynesville, North Carolina.
- Work is continuing, primarily focused on the Private Property Debris Removal (PPDR) program and the waterways clean-up program. This means you will continue to see the large debris trucks for some period as they work towards completing these similar, but distinct, clean-up phases.

Master Plan Project Area 1 & Area 9 – Vanderbilt/Stuyvesant/Lone Pine Stormwater Project

- All pipework for this project was completed on February 7, 2025, only leaving the road paving work to complete the entirety of the work.
- Resurfacing, striping, and shoulder repairs were completed the week of April 14th.
- The Contractor is still installing the thermoplastic stop bars and “STOP” lettering.
- We anticipate the entire project being finished and closed out by mid-May.

Streetlight LED Conversions and Service Upgrades

- All streetlights were inspected for operation on 5/8/2025.
- A total of nine (9) streetlights are structurally damaged or destroyed. Seven (7) have been removed and are at Public Works awaiting replacement or repair.
- Out of the 66 total lamps, eighteen (18) are not functioning currently. This includes the nine (9) damaged or removed lamps.
- The camera system is functional except for the following locations:
 - Stuyvesant Rd. and Parkway Rd. (Pole removed due to damage)
 - 15 Ridgefield Place (Camera inoperable pending lamp removal/repair)
 - Vanderbilt Rd. and Busbee Rd., SE Corner (Pole removed due to damage)
 - Vanderbilt Road and Cedarcliff Road (Needs service from Flock)
- We are continuing to explore options and develop recommendations for streetlight replacements and/or repairs.

Greenwood Park Improvements

- Our contractor has completed repairs to the damaged slope and the stormwater basins. The rocks were removed from the stormwater basins and replaced with soil, mulch and appropriate plantings.
- The entire park was aerated, fertilized, limed, and overseeded.

- Our staff pressure washed the parking areas, and we continue to perform routine mowing and maintenance. Some areas will be protected until the re-seeding has had a chance to take hold.

Brooklawn Park Clean-up and Trail Construction

- Large debris removal is completed from within Brooklawn Park and from along the waterways in the park.
- We are under contract with our outside forestry consultant to perform invasive species removals in this park as well as Lower Vanderbilt Park and below Rosebank Park. Work began on that activity this month.
- Work has begun with our stream evaluation consultant, Jennings Environmental. This is a longer-term project, and we do not anticipate getting much feedback for several months until field work can be completed.
- Our staff has continued to perform smaller debris cleanup and has re-seeded and strawed the road shoulders around the park as well as some areas inside the park.
- We removed two (2) trees that fell on the trail this month and had our outside tree company come and remove two (2) additional trees that had broken tops that occurred this month.
- We continue to keep the trails clear and have identified four areas requiring spot repairs. This work will continue throughout the spring and summer as staff time is available.

Anticipated May Activities

- Staff will complete the required daily chlorine, monthly bacteriological testing, and quarterly disinfection byproduct testing.
- Brush and leaf collection is happening every day for the foreseeable future. We are running the standard routes and are currently early on the North route.
- I am advising residents to anticipate significant times between brush pick-ups due to the impact of additional quantities of storm clean-up debris.
- We will continue weekly mowing and maintenance activities in all public spaces this month.
- We will continue to replace damaged road signs.
- Staff will begin repairs to our four (4) broken fire hydrants in Town.
- Clean-up work will continue throughout Town, including ongoing maintenance on the newly reconstructed road shoulders along the stormwater project area.
- We have identified two significant stormwater pipe replacement projects – one near 23 Park Road across Park Road, and one near 55 Forest Road across Forest Road. We are currently planning this work and anticipate work possibly beginning this month.

As always, please do not hesitate to contact me with any questions or feedback.



MEMORANDUM

To: Jonathan Kanipe, Town Manager
Mayor and Board of Commissioners

From: Tony Williams, Town Planner

Re: April Monthly Report

Date: May 13, 2025

Recurring

- Check PD reports daily for code violations, make contact as needed to homeowners and contractors.
- Field inspections are conducted multiple times a week.
- Review plans for the Board of Adjustment for meeting packets.
- Conducted site visits with the Board of Adjustment Members for all projects to be heard.
- Communicate weekly with all who submit plans for approval.
- Advising homeowners and contractors of the ordinances.
- Addressing violations as needed.
- Issuing permits as needed.

Monthly Breakdown

- Review of potential subdivisions: 0
- Land use conferences virtual/on site: 128
- Notice of violations verbal/written: 0
- Resolved violations/complaints: 3
- Complaints: 2
- Plans reviewed: 39
- Plans reviewed for BOA: 4
- Plans reviewed for Design Review Board: 0
- Permits issued: 8

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MAY 13, 2025



AGENDA ITEM F-4

TOWN MANAGER'S MONTHLY REPORT

Helene Recovery Updates

Right of Way Removal

The Town's right of way debris removal is officially concluded. The Town signed off on the contractor's work on Monday, May 5. All told, 390,373 cubic yards of vegetative debris were removed from Town rights of way. This was broken down into over 160,000 cubic yards of wood chips that were transported out of Biltmore Forest and will be used for mulch.

PPDR & Waterway Removal Work

The contractor began PPDR work in mid-April. There are just over 70 residential properties approved for PPDR work and there are 2-3 approved for commercial property debris removal. The contractor meets directly with the applicant prior to work and reviews the allowable removal, then schedules a time for this work to commence. In addition to "standard" PPDR work, the Town is also conducting the vegetative and e-waste removal from below power lines as part of this program.

Waterways work was halted by the State for all recovery efforts on Thursday, May 1. The Town and all other entities are awaiting more information from the state regarding when this can resume. This work stopped due to a different contractor in another county conducting work in unsafe and improper manners while in a waterway. This has halted much of the work in portions of the Town where waterway clean up still must be completed.

Additional Project Status

The Town's mitigation in work in Greenwood Park was completed in late April. All the large river rock was removed from the three sedimentation basins and the areas were planted with substantial trees in the center. These sedimentation basins are still able to function properly and drain water appropriately. Work was also finished on the banks in Greenwood Park to repair areas where storm erosion occurred. The Town's repairs to stormwater inlet covers and other infrastructure throughout the Town were also obligated by FEMA.

Financial Recovery

The Town received our reimbursement from FEMA, via the State of NC, in late April. We are appreciative to those who helped us navigate many federal hurdles to ensure this reimbursement arrived. We will have additional reimbursement requests for the remaining right of way work and the PPDR, CPDR, and waterways work that is being completed, but those requests have yet to be submitted. All other fully submitted requests are fulfilled.

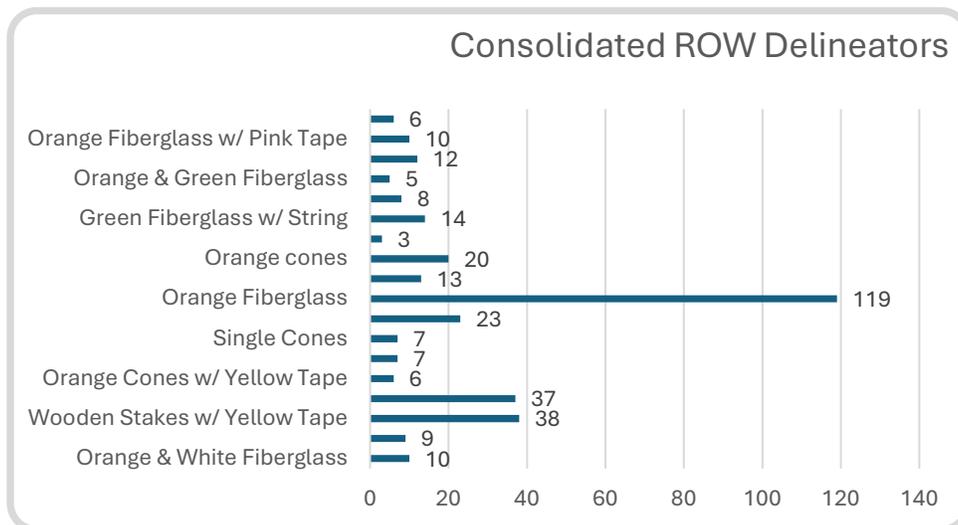
The Board approved acceptance of the State of NC’s recovery loan program last month and that money was provided to the Town within three days.

Forest Restoration Work

Eco-Foresters began their work in late April to remove invasive species from approximately 30 acres of Town property. Most of this acreage is within Brooklawn Park and Rosebank Park, with several other town owned parcels being cleaned as well. Eco-Foresters work focuses on both cutting and direct spraying (when weather appropriate) for these invasive species and is a five-year process. We are excited to work with them and make these improvements for the Town and our natural environment. Public Works Supervisor Mike Dale is currently working with Eco-Foresters to finalize the Town replanting plan for the fall.

Right of Way Delineators

Staff reviewed the delineators being used by property owners on Wednesday, May 7. There are 33 total parcels where some type of delineator is being utilized to keep people off the grass within the right of way. In the interest of full disclosure, the Town has placed wooden stakes and caution tape on Town property where repairs have been made, but this is allowable as it is placed within the Town’s right of way when adjacent to Town property. The overwhelming majority are the fiberglass delineators with caps on top – these account for 22 of the 33 properties. Staff have moved delineators 15-18 inches off the road edge when conducting this review to ensure placement is not directly beside the asphalt. The chart below shows the total number of delineators in Town currently. Staff requests feedback from the Board regarding delineators and their continued temporary use in town.



REVENUE & EXPENDITURE STATEMENT

07/01/2024 To 04/30/2025

Town of Biltmore Forest

FY 2024-2025

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
3010 Ad Valorem Tax						
Revenue						
10 General Fund						
3010 Ad Valorem Tax						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	3,042,253.00	3,065,586.49	3,065,586.49	0.00	-23,333.49	101
10-3010-0100 AD VALOREM TAXES (DMV)	123,040.00	68,762.30	68,762.30	0.00	54,277.70	56
10-3010-0200 TAX INTEREST & PENALTIES	5,000.00	7,232.31	7,232.31	0.00	-2,232.31	145
3010 Ad Valorem Tax Subtotal	\$3,170,293.00	\$3,141,581.10	\$3,141,581.10	\$0.00	\$28,711.90	99
10 General Fund Subtotal	\$3,170,293.00	\$3,141,581.10	\$3,141,581.10	\$0.00	\$28,711.90	99
Revenue Subtotal	\$3,170,293.00	\$3,141,581.10	\$3,141,581.10	\$0.00	\$28,711.90	99
After Transfers	Excess Of Revenue Subtotal	\$3,170,293.00	\$3,141,581.10	\$3,141,581.10	\$0.00	99
3020 Unrestricted Intergovernm						
Revenue						
10 General Fund						
3020 Unrestricted Intergovernm						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	233,800.00	133,679.24	133,679.24	0.00	100,120.76	57
10-3020-0100 ALCOHOL BEVERAGE TAX	6,750.00	0.00	0.00	0.00	6,750.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	789,576.00	482,493.67	482,493.67	0.00	307,082.33	61
10-3020-0300 1/2 CENT SALES TAX A.40	340,912.00	222,727.55	222,727.55	0.00	118,184.45	65
10-3020-0400 1/2 CENT SALES TAX A.42	419,097.00	258,131.90	258,131.90	0.00	160,965.10	62
10-3020-0600 SALES TAX REFUND	15,000.00	38,557.59	38,557.59	0.00	-23,557.59	257
10-3020-0700 GASOLINE TAX REFUND	0.00	4,667.47	4,667.47	0.00	-4,667.47	*100
3020 Unrestricted Intergovernm Subtotal	\$1,805,135.00	\$1,140,257.42	\$1,140,257.42	\$0.00	\$664,877.58	63
10 General Fund Subtotal	\$1,805,135.00	\$1,140,257.42	\$1,140,257.42	\$0.00	\$664,877.58	63
Revenue Subtotal	\$1,805,135.00	\$1,140,257.42	\$1,140,257.42	\$0.00	\$664,877.58	63
After Transfers	Excess Of Revenue Subtotal	\$1,805,135.00	\$1,140,257.42	\$1,140,257.42	\$0.00	63
3030 Restricted Intergovernmen						
Revenue						
10 General Fund						
3030 Restricted Intergovernmen						
10-3030-0000 SOLID WASTE DISPOSAL TAX	1,000.00	817.03	817.03	0.00	182.97	82
10-3030-0100 POWELL BILL	75,000.00	80,773.28	80,773.28	0.00	-5,773.28	108
3030 Restricted Intergovernmen Subtotal	\$76,000.00	\$81,590.31	\$81,590.31	\$0.00	-\$5,590.31	107
10 General Fund Subtotal	\$76,000.00	\$81,590.31	\$81,590.31	\$0.00	-\$5,590.31	107
Revenue Subtotal	\$76,000.00	\$81,590.31	\$81,590.31	\$0.00	-\$5,590.31	107
After Transfers	Excess Of Revenue Subtotal	\$76,000.00	\$81,590.31	\$81,590.31	\$0.00	107
3040 Permits & Fees						
Revenue						
10 General Fund						
3040 Permits & Fees						

REVENUE & EXPENDITURE STATEMENT

07/01/2024 To 04/30/2025

Town of Biltmore Forest

FY 2024-2025

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10-3040-0000 ZONING PERMITS	30,000.00	40,981.00	40,981.00	0.00	-10,981.00	137
10-3040-0100 DOG LICENSE FEE	1,300.00	1,315.10	1,315.10	0.00	-15.10	101
3040 Permits & Fees Subtotal	\$31,300.00	\$42,296.10	\$42,296.10	\$0.00	-\$10,996.10	135
10 General Fund Subtotal	\$31,300.00	\$42,296.10	\$42,296.10	\$0.00	-\$10,996.10	135
Revenue Subtotal	\$31,300.00	\$42,296.10	\$42,296.10	\$0.00	-\$10,996.10	135
After Transfers	Excess Of Revenue Subtotal	\$31,300.00	\$42,296.10	\$42,296.10	\$0.00	135
3050 Investment Earnings						
Revenue						
10 General Fund						
3050 Investment Earnings						
10-3050-0000 INTEREST EARNED	233,333.00	124,339.79	124,339.79	0.00	108,993.21	53
3050 Investment Earnings Subtotal	\$233,333.00	\$124,339.79	\$124,339.79	\$0.00	\$108,993.21	53
10 General Fund Subtotal	\$233,333.00	\$124,339.79	\$124,339.79	\$0.00	\$108,993.21	53
Revenue Subtotal	\$233,333.00	\$124,339.79	\$124,339.79	\$0.00	\$108,993.21	53
After Transfers	Excess Of Revenue Subtotal	\$233,333.00	\$124,339.79	\$124,339.79	\$0.00	53
3060 Miscellaneous						
Revenue						
10 General Fund						
3060 Miscellaneous						
10-3060-0100 AMERICAN TOWER AGREEMENT	33,800.00	34,371.32	34,371.32	0.00	-571.32	102
10-3060-0200 MISCELLANEOUS	25,000.00	166,063.17	166,063.17	0.00	-141,063.17	664
3060 Miscellaneous Subtotal	\$58,800.00	\$200,434.49	\$200,434.49	\$0.00	-\$141,634.49	341
10 General Fund Subtotal	\$58,800.00	\$200,434.49	\$200,434.49	\$0.00	-\$141,634.49	341
Revenue Subtotal	\$58,800.00	\$200,434.49	\$200,434.49	\$0.00	-\$141,634.49	341
After Transfers	Excess Of Revenue Subtotal	\$58,800.00	\$200,434.49	\$200,434.49	\$0.00	341
3290						
Revenue						
30 Water & Sewer Fund						
3290						
30-3290-0000 INTEREST EARNED	4,400.00	3,418.77	3,418.77	0.00	981.23	78
3290 Subtotal	\$4,400.00	\$3,418.77	\$3,418.77	\$0.00	\$981.23	78
30 Water & Sewer Fund Subtotal	\$4,400.00	\$3,418.77	\$3,418.77	\$0.00	\$981.23	78
Revenue Subtotal	\$4,400.00	\$3,418.77	\$3,418.77	\$0.00	\$981.23	78
After Transfers	Excess Of Revenue Subtotal	\$4,400.00	\$3,418.77	\$3,418.77	\$0.00	78
3350 Commissions, Sw Chg Coll						
Revenue						
30 Water & Sewer Fund						
3350 Commissions, Sw Chg Coll						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	9,637.86	9,637.86	0.00	-1,637.86	120
3350 Commissions, Sw Chg Coll Subtotal	\$8,000.00	\$9,637.86	\$9,637.86	\$0.00	-\$1,637.86	120

REVENUE & EXPENDITURE STATEMENT

07/01/2024 To 04/30/2025

Town of Biltmore Forest

FY 2024-2025

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
30 Water & Sewer Fund Subtotal	\$8,000.00	\$9,637.86	\$9,637.86	\$0.00	-\$1,637.86	120
Revenue Subtotal	\$8,000.00	\$9,637.86	\$9,637.86	\$0.00	-\$1,637.86	120
After Transfers	Excess Of Revenue Subtotal	\$8,000.00	\$9,637.86	\$9,637.86	\$0.00	120
3430						
Revenue						
10 General Fund						
3430						
10-3430-0003 GRANTS -POLICE DEPT	6,770.00	0.00	0.00	0.00	6,770.00	0
3430 Subtotal	\$6,770.00	\$0.00	\$0.00	\$0.00	\$6,770.00	0
10 General Fund Subtotal	\$6,770.00	\$0.00	\$0.00	\$0.00	\$6,770.00	0
Revenue Subtotal	\$6,770.00	\$0.00	\$0.00	\$0.00	\$6,770.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$6,770.00	\$0.00	\$0.00	\$0.00	0
3500 Other Financing						
Other Financing Source						
10 General Fund						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	14,970.00	0.00	0.00	0.00	14,970.00	0
10-3500-0300 TRANSFER FROM FUND BALANCE	1,213,866.00	0.00	0.00	0.00	1,213,866.00	0
10-3500-0500 GRANT (GOVERNMENTAL) FUNDS	30,000.00	0.00	0.00	0.00	30,000.00	0
3500 Other Financing Subtotal	\$1,258,836.00	\$0.00	\$0.00	\$0.00	\$1,258,836.00	0
10 General Fund Subtotal	\$1,258,836.00	\$0.00	\$0.00	\$0.00	\$1,258,836.00	0
Other Financing Source Subtotal	\$1,258,836.00	\$0.00	\$0.00	\$0.00	\$1,258,836.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$1,258,836.00	\$0.00	\$0.00	\$0.00	0
3710 Water Sales						
Revenue						
30 Water & Sewer Fund						
3710 Water Sales						
30-3710-0000 WATER CHARGES	641,000.00	470,827.76	470,827.76	0.00	170,172.24	73
30-3710-0100 MSD CHARGES	422,240.00	399,845.64	399,845.64	0.00	22,394.36	95
30-3710-0200 AMI TRANSMITTER CHARGES	8,867.00	6,985.32	6,985.32	0.00	1,881.68	79
3710 Water Sales Subtotal	\$1,072,107.00	\$877,658.72	\$877,658.72	\$0.00	\$194,448.28	82
30 Water & Sewer Fund Subtotal	\$1,072,107.00	\$877,658.72	\$877,658.72	\$0.00	\$194,448.28	82
Revenue Subtotal	\$1,072,107.00	\$877,658.72	\$877,658.72	\$0.00	\$194,448.28	82
After Transfers	Excess Of Revenue Subtotal	\$1,072,107.00	\$877,658.72	\$877,658.72	\$0.00	82
3730 Water Tap & Connect Fees						
Revenue						
30 Water & Sewer Fund						
3730 Water Tap & Connect Fees						
30-3730-0000 WATER TAP AND CONNECTION FEES	10,000.00	25,690.00	25,690.00	0.00	-15,690.00	257

REVENUE & EXPENDITURE STATEMENT

07/01/2024 To 04/30/2025

Town of Biltmore Forest

FY 2024-2025

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
3730 Water Tap & Connect Fees Subtotal	\$10,000.00	\$25,690.00	\$25,690.00	\$0.00	-\$15,690.00	257
30 Water & Sewer Fund Subtotal	\$10,000.00	\$25,690.00	\$25,690.00	\$0.00	-\$15,690.00	257
Revenue Subtotal	\$10,000.00	\$25,690.00	\$25,690.00	\$0.00	-\$15,690.00	257
After Transfers	Excess Of Revenue Subtotal	\$10,000.00	\$25,690.00	\$0.00		257
3900						
Other Financing Source						
10 General Fund						
3900						
10-3900-4000 FINANCING PROCEEDS-LEASES	85,000.00	0.00	0.00	0.00	85,000.00	0
3900 Subtotal	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0
10 General Fund Subtotal	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0
Other Financing Source Subtotal	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$85,000.00	\$0.00	\$0.00		0
4000						
Revenue						
40 Capital Project Fund						
4000						
40-4000-1100 ARP DISTRIBUTION	451,275.58	0.00	0.00	0.00	451,275.58	0
4000 Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58	0
40 Capital Project Fund Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58	0
Revenue Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58	0
After Transfers	Deficiency Of Revenue Subtotal	\$451,275.58	\$0.00	\$0.00		0
4200 Administration						
Expenditure						
4200 Administration						
10-4200-0200 SALARIES	357,385.00	358,644.80	358,644.80	0.00	-1,259.80	100
10-4200-0500 FICA	27,340.00	26,743.82	26,743.82	0.00	596.18	98
10-4200-0600 HEALTH INSURANCE (MEDICAL)	41,748.00	32,458.97	32,458.97	0.00	9,289.03	78
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	7,174.84	7,174.84	0.00	3,325.16	68
10-4200-0675 HEALTH REIMBURSEMENT ACC	7,500.00	5,000.00	5,000.00	0.00	2,500.00	67
10-4200-0700 LGERS RETIREMENT	72,478.00	73,355.75	73,355.75	0.00	-877.75	101
10-4200-0800 401K SUPP RETIREMENT	17,869.00	16,515.88	16,515.88	0.00	1,353.12	92
10-4200-1000 ACCOUNTING & TAXES	60,000.00	60,897.35	60,897.35	0.00	-897.35	101
10-4200-1200 POSTAGE, PRINTING, STATIONARY	12,500.00	7,565.96	9,254.85	1,688.89	3,245.15	74
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	18,402.44	18,402.44	0.00	3,197.56	85
10-4200-1500 BLDG & GRNDS MAINTENANCE	15,000.00	2,781.14	2,781.14	0.00	12,218.86	19
10-4200-1700 MAINTENANCE/REPAIRS-VEHICLES	100.00	584.90	584.90	0.00	-484.90	585
10-4200-3300 SUPPLIES AND EQUIPMENT	15,000.00	10,713.78	10,948.11	234.33	4,051.89	73
10-4200-5300 DUES & FEES	12,000.00	6,290.37	6,290.37	0.00	5,709.63	52

REVENUE & EXPENDITURE STATEMENT

07/01/2024 To 04/30/2025

Town of Biltmore Forest

FY 2024-2025

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-4200-5700 MISCELLANEOUS	5,000.00	324.60	324.60	0.00	4,675.40	6
10-4200-6000 CAPITAL OUTLAY	40,000.00	0.00	0.00	0.00	40,000.00	0
10-4200-6500 STAFF DEVELOPMENT	20,000.00	20,203.08	24,887.95	4,684.87	-4,887.95	124
10-4200-8200 DEBT SERVICE LEASES-PRINCIPAL	5,400.00	5,411.00	5,411.00	0.00	-11.00	100
10-4200-8201 DEBT SERVICE LEASES-INTEREST	2,000.00	2,244.00	2,244.00	0.00	-244.00	112
4200 Administration Subtotal	\$743,420.00	\$655,312.68	\$661,920.77	\$6,608.09	\$81,499.23	89
Expenditure Subtotal	\$743,420.00	\$655,312.68	\$661,920.77	\$6,608.09	\$81,499.23	89
Before Transfers	Deficiency Of Revenue Subtotal	-\$743,420.00	-\$655,312.68	-\$655,312.68	-\$6,608.09	88
After Transfers	Deficiency Of Revenue Subtotal	-\$743,420.00	-\$655,312.68	-\$655,312.68	-\$6,608.09	88
4300						
Expenditure						
4300						
4300 Subtotal	\$0.00	\$0.00	\$317.22	\$317.22	-\$317.22	*100
Expenditure Subtotal	\$0.00	\$0.00	\$317.22	\$317.22	-\$317.22	*100
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	-\$317.22	*0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	\$0.00	\$0.00	-\$317.22	*0
4400						
Revenue						
40 Capital Project Fund						
4400						
40-4400-1200 FEMA GRANT REIMBURSEMENT	9,659,000.00	3,952,539.07	3,952,539.07	0.00	5,706,460.93	41
4400 Subtotal	\$9,659,000.00	\$3,952,539.07	\$3,952,539.07	\$0.00	\$5,706,460.93	41
40 Capital Project Fund Subtotal	\$9,659,000.00	\$3,952,539.07	\$3,952,539.07	\$0.00	\$5,706,460.93	41
Revenue Subtotal	\$9,659,000.00	\$3,952,539.07	\$3,952,539.07	\$0.00	\$5,706,460.93	41
After Transfers	Excess Of Revenue Subtotal	\$9,659,000.00	\$3,952,539.07	\$3,952,539.07	\$0.00	41
5100 Police Department						
Expenditure						
5100 Police Department						
10-5100-0200 SALARIES	1,100,444.00	1,135,296.08	1,135,296.08	0.00	-34,852.08	103
10-5100-0300 OVERTIME	0.00	1,269.18	1,269.18	0.00	-1,269.18	*100
10-5100-0400 SEPARATION ALLOWANCE	16,445.00	0.00	0.00	0.00	16,445.00	0
10-5100-0500 FICA	84,184.00	85,344.62	85,344.62	0.00	-1,160.62	101
10-5100-0600 HEALTH INSURANCE (MEDICAL)	141,944.00	131,929.18	131,929.18	0.00	10,014.82	93
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,700.00	20,404.69	20,404.69	0.00	15,295.31	57
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	21,500.00	21,500.00	0.00	4,000.00	84
10-5100-0700 LGERS RETIREMENT	239,016.00	235,684.12	235,684.12	0.00	3,331.88	99
10-5100-0800 401K SUPP RETIREMENT	55,022.00	52,769.84	52,769.84	0.00	2,252.16	96
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	2,062.33	3,353.45	1,291.12	6,646.55	34
10-5100-1600 MAINT/REPAIR - EQUIPMENT	5,000.00	6,462.11	10,224.23	3,762.12	-5,224.23	204

REVENUE & EXPENDITURE STATEMENT
07/01/2024 To 04/30/2025

Town of Biltmore Forest
FY 2024-2025

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10-5100-1700 MAINT/REPAIR - VEHICLES	25,000.00	28,856.77	30,287.91	1,431.14	-5,287.91	121
10-5100-3100 MOTOR FUELS	18,000.00	17,014.78	17,014.78	0.00	985.22	95
10-5100-3300 SUPPLIES	10,000.00	18,865.89	18,959.39	93.50	-8,959.39	190
10-5100-3600 UNIFORMS	15,000.00	15,813.43	17,421.57	1,608.14	-2,421.57	116
10-5100-3700 SOFTWARE	18,725.00	888.00	1,332.00	444.00	17,393.00	7
10-5100-3800 TECHNOLOGY	102,250.00	75,892.03	79,887.03	3,995.00	22,362.97	78
10-5100-4000 RENTALS	505.00	0.00	0.00	0.00	505.00	0
10-5100-5700 MISCELLANEOUS	10,000.00	19,640.38	21,058.55	1,418.17	-11,058.55	211
10-5100-5800 PHYSICAL EXAMS	2,500.00	1,550.00	2,325.00	775.00	175.00	93
10-5100-6500 STAFF DEVELOPMENT	10,000.00	11,385.01	12,060.91	675.90	-2,060.91	121
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	125,000.00	209,889.77	226,476.23	16,586.46	-101,476.23	181
10-5100-8200 DEBT SERVICE-LEASE	0.00	20,853.31	20,853.31	0.00	-20,853.31	*100
10-5100-8201 DEBT SERVICE-INTEREST	0.00	3,752.92	3,752.92	0.00	-3,752.92	*100
5100 Police Department Subtotal	\$2,050,235.00	\$2,117,124.44	\$2,149,204.99	\$32,080.55	-\$98,969.99	105
Expenditure Subtotal	\$2,050,235.00	\$2,117,124.44	\$2,149,204.99	\$32,080.55	-\$98,969.99	105
Before Transfers	Deficiency Of Revenue Subtotal	-\$2,050,235.00	-\$2,117,124.44	-\$2,117,124.44	-\$32,080.55	103
After Transfers	Deficiency Of Revenue Subtotal	-\$2,050,235.00	-\$2,117,124.44	-\$2,117,124.44	-\$32,080.55	103
5200 Fire Services						
Expenditure						
5200 Fire Services						
10-5200-0000 FIRE CONTRACT	425,000.00	318,750.00	318,750.00	0.00	106,250.00	75
5200 Fire Services Subtotal	\$425,000.00	\$318,750.00	\$318,750.00	\$0.00	\$106,250.00	75
Expenditure Subtotal	\$425,000.00	\$318,750.00	\$318,750.00	\$0.00	\$106,250.00	75
Before Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$318,750.00	-\$318,750.00	\$0.00	75
After Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$318,750.00	-\$318,750.00	\$0.00	75
5600 Public Works						
Expenditure						
5600 Public Works						
10-5600-0200 SALARIES	221,831.00	229,623.46	229,623.46	0.00	-7,792.46	104
10-5600-0500 FICA	16,970.00	17,113.60	17,113.60	0.00	-143.60	101
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	41,748.00	27,432.50	27,432.50	0.00	14,315.50	66
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	4,918.88	4,918.88	0.00	5,581.12	47
10-5600-0675 HRA HEALTH REIMB ACCT	7,500.00	4,375.00	4,375.00	0.00	3,125.00	58
10-5600-0700 LGERS RETIREMENT	48,182.00	46,821.63	46,821.63	0.00	1,360.37	97
10-5600-0800 401K SUPP RETIREMENT	11,092.00	9,950.83	9,950.83	0.00	1,141.17	90
10-5600-1300 STREETLIGHTS ELECTRIC	16,800.00	9,265.38	9,265.38	0.00	7,534.62	55
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	10,592.24	11,218.62	626.38	-1,218.62	112
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	15,000.00	27,163.95	27,163.95	0.00	-12,163.95	181
10-5600-1700 MAINT/REPAIR - VEHICLES	16,800.00	5,956.29	5,956.29	0.00	10,843.71	35

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

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10-5600-3100 MOTOR FUELS	15,000.00	13,674.07	13,674.07	0.00	1,325.93	91
10-5600-3300 SUPPLIES	9,600.00	9,218.72	9,218.72	0.00	381.28	96
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	1,358.21	1,358.21	0.00	-358.21	136
10-5600-3600 UNIFORMS	10,000.00	4,605.74	6,049.97	1,444.23	3,950.03	60
10-5600-3800 TECHNOLOGY	1,680.00	779.06	779.06	0.00	900.94	46
10-5600-5200 PARKS	75,000.00	26,862.87	42,828.80	15,965.93	32,171.20	57
10-5600-5202 GREENWOOD PARK STREAM RESTORA	60,000.00	0.00	0.00	0.00	60,000.00	0
10-5600-5800 PHYSICAL EXAMS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5600-5900 MISCELLANEOUS	5,000.00	905.44	905.44	0.00	4,094.56	18
10-5600-6000 CAPITAL OUTLAY	22,800.00	5,397.00	5,397.00	0.00	17,403.00	24
10-5600-6500 STAFF DEVELOPMENT	6,000.00	5,443.57	5,742.57	299.00	257.43	96
40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	120,648.15	120,648.15	0.00	330,627.43	27
40-5600-7402 CATEGORY A- DEBRIS	7,904,000.00	6,810,444.24	6,810,444.24	0.00	1,093,555.76	86
40-5600-7403 CATEGORY B- EMERGENCY PROTECTIV	175,000.00	26,600.76	26,600.76	0.00	148,399.24	15
40-5600-7404 CATEGORY C- ROADS & BRIDGES	50,000.00	16,500.00	16,500.00	0.00	33,500.00	33
40-5600-7406 CATEGORY E- PUBLIC BUILDINGS & COI	20,000.00	0.00	0.00	0.00	20,000.00	0
40-5600-7407 CATEGORY F- PUBLIC UTILITIES	200,000.00	0.00	0.00	0.00	200,000.00	0
40-5600-7408 CATEGORY G- PARKS, RECREATION, & C	850,000.00	0.00	0.00	0.00	850,000.00	0
40-5600-7409 CATEGORY Z- ADMINISTRATIVE COST	460,000.00	0.00	0.00	0.00	460,000.00	0
5600 Public Works Subtotal	\$10,733,778.58	\$7,435,651.59	\$7,453,987.13	\$18,335.54	\$3,279,791.45	69
Expenditure Subtotal	\$10,733,778.58	\$7,435,651.59	\$7,453,987.13	\$18,335.54	\$3,279,791.45	69
Before Transfers	Deficiency Of Revenue Subtotal	-\$10,733,778.58	-\$7,435,651.59	-\$7,435,651.59	-\$18,335.54	69
After Transfers	Deficiency Of Revenue Subtotal	-\$10,733,778.58	-\$7,435,651.59	-\$7,435,651.59	-\$18,335.54	69
5700 Streets & Transportation						
Expenditure						
5700 Streets & Transportation						
10-5700-1600 MAINT / REPAIR-EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	1,000.00	15,869.10	15,869.10	0.00	-14,869.10	1,587
10-5700-2200 CONTRACTS- PAVING & STRIPING	75,000.00	79,433.47	79,433.47	0.00	-4,433.47	106
10-5700-2300 SUPPLIES	9,600.00	10,605.83	13,442.52	2,836.69	-3,842.52	140
10-5700-2400 TRAFFIC SIGNS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5700-2500 STORM WATER DRAINAGE	1,100,000.00	1,033,565.89	1,033,565.89	0.00	66,434.11	94
10-5700-6500 STAFF DEVELOPMENT	2,500.00	0.00	0.00	0.00	2,500.00	0
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	25,000.00	0.00	0.00	0.00	25,000.00	0
10-5700-7500 ENGINEERING	120,000.00	98,398.63	98,398.63	0.00	21,601.37	82
10-5700-8200 DEBT SERVICE LEASES-PRINCIPAL	7,700.00	8,982.04	8,982.04	0.00	-1,282.04	117
10-5700-8201 DEBT SERVICE LEASES-INTEREST	3,000.00	3,739.42	3,739.42	0.00	-739.42	125
5700 Streets & Transportation Subtotal	\$1,349,800.00	\$1,250,594.38	\$1,253,431.07	\$2,836.69	\$96,368.93	93
Expenditure Subtotal	\$1,349,800.00	\$1,250,594.38	\$1,253,431.07	\$2,836.69	\$96,368.93	93

REVENUE & EXPENDITURE STATEMENT

07/01/2024 To 04/30/2025

Town of Biltmore Forest

FY 2024-2025

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,349,800.00	-\$1,250,594.38	-\$1,250,594.38	-\$2,836.69	93
After Transfers	Deficiency Of Revenue Subtotal	-\$1,349,800.00	-\$1,250,594.38	-\$1,250,594.38	-\$2,836.69	93
5800 Sanitation & Recycling						
Expenditure						
5800 Sanitation & Recycling						
10-5800-0200 SALARIES	142,326.00	155,919.12	155,919.12	0.00	-13,593.12	110
10-5800-0500 FICA	10,888.00	11,846.39	11,846.39	0.00	-958.39	109
10-5800-0600 HEALTH INSURANCE (MEDICAL)	25,012.00	22,055.50	22,055.50	0.00	2,956.50	88
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	6,300.00	3,377.68	3,377.68	0.00	2,922.32	54
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	3,750.00	3,750.00	0.00	750.00	83
10-5800-0700 LGERS RETIREMENT	48,182.00	30,647.89	30,647.89	0.00	17,534.11	64
10-5800-0800 401K SUPP RETIREMENT	11,092.00	7,185.77	7,185.77	0.00	3,906.23	65
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	100.00	100.00	100.00	0.00	0.00	100
10-5800-1700 MAINT/REPAIRS - VEHICLES	86,400.00	22,973.10	23,237.24	264.14	63,162.76	27
10-5800-3100 MOTOR FUELS	24,000.00	15,359.52	15,359.52	0.00	8,640.48	64
10-5800-3300 SUPPLIES	1,000.00	2,029.23	2,029.23	0.00	-1,029.23	203
10-5800-3800 TECHNOLOGY	1,000.00	1,662.05	1,662.05	0.00	-662.05	166
10-5800-6000 CAPITAL OUTLAY	150,000.00	0.00	0.00	0.00	150,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	27,000.00	16,811.04	16,811.04	0.00	10,188.96	62
10-5800-8100 RECYCLING	8,000.00	4,497.32	4,497.32	0.00	3,502.68	56
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	43,200.00	7,700.00	7,700.00	0.00	35,500.00	18
10-5800-8300 DUMPSTER FEES	24,000.00	21,931.83	21,931.83	0.00	2,068.17	91
5800 Sanitation & Recycling Subtotal	\$613,000.00	\$327,846.44	\$328,110.58	\$264.14	\$284,889.42	54
Expenditure Subtotal	\$613,000.00	\$327,846.44	\$328,110.58	\$264.14	\$284,889.42	54
Before Transfers	Deficiency Of Revenue Subtotal	-\$613,000.00	-\$327,846.44	-\$327,846.44	-\$264.14	53
After Transfers	Deficiency Of Revenue Subtotal	-\$613,000.00	-\$327,846.44	-\$327,846.44	-\$264.14	53
6600 General Government						
Expenditure						
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	50,000.00	2,425.00	2,425.00	0.00	47,575.00	5
10-6600-0401 LEGAL SERVICES	24,000.00	26,803.50	26,803.50	0.00	-2,803.50	112
10-6600-1100 TECHNOLOGY	125,000.00	117,597.81	123,457.70	5,859.89	1,542.30	99
10-6600-1300 MUNICIPAL UTILITIES	24,000.00	21,553.69	21,553.69	0.00	2,446.31	90
10-6600-1500 GE. REPS. AND MAINT.	40,000.00	25,794.17	25,794.17	0.00	14,205.83	64
10-6600-2800 ELECTIONS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-6600-5400 INSURANCE	120,000.00	124,398.10	124,398.10	0.00	-4,398.10	104
10-6600-6000 CONTINGENCY	260,708.00	0.00	0.00	0.00	260,708.00	0
10-6600-6100 MISCELLANEOUS	5,000.00	2,595.14	2,595.14	0.00	2,404.86	52
10-6600-6201 CORPORATE WELLNESS	12,000.00	1,217.42	1,217.42	0.00	10,782.58	10

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10-6600-6300 COMMUNITY EVENTS	50,000.00	16,105.87	19,765.47	3,659.60	30,234.53	40
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	670.00	670.00	0.00	4,330.00	13
10-6600-6500 FOREST MANAGEMENT	60,000.00	142,504.00	142,504.00	0.00	-82,504.00	238
6600 General Government Subtotal	\$776,708.00	\$481,664.70	\$491,184.19	\$9,519.49	\$285,523.81	63
Expenditure Subtotal	\$776,708.00	\$481,664.70	\$491,184.19	\$9,519.49	\$285,523.81	63
Before Transfers	Deficiency Of Revenue Subtotal	-\$776,708.00	-\$481,664.70	-\$481,664.70	-\$9,519.49	62
After Transfers	Deficiency Of Revenue Subtotal	-\$776,708.00	-\$481,664.70	-\$481,664.70	-\$9,519.49	62
6700 Debt Service						
Expenditure						
6700 Debt Service						
10-6700-0500 Public Works Building-Principal	84,211.00	84,210.52	84,210.52	0.00	0.48	100
10-6700-0600 NCDEQ LOAN STRM REST	14,600.00	0.00	0.00	0.00	14,600.00	0
10-6700-1500 Public Works Building-Interest	12,025.00	12,025.26	12,025.26	0.00	-0.26	100
6700 Debt Service Subtotal	\$110,836.00	\$96,235.78	\$96,235.78	\$0.00	\$14,600.22	87
Expenditure Subtotal	\$110,836.00	\$96,235.78	\$96,235.78	\$0.00	\$14,600.22	87
Before Transfers	Deficiency Of Revenue Subtotal	-\$110,836.00	-\$96,235.78	-\$96,235.78	\$0.00	87
After Transfers	Deficiency Of Revenue Subtotal	-\$110,836.00	-\$96,235.78	-\$96,235.78	\$0.00	87
8100 Water Dept.						
Expenditure						
8100 Water Dept.						
30-8100-0200 SALARIES	199,205.00	148,396.05	148,396.05	0.00	50,808.95	74
30-8100-0400 PROFESSIONAL SERVICES	20,000.00	21,105.26	22,240.30	1,135.04	-2,240.30	111
30-8100-0500 FICA	15,239.00	11,107.53	11,107.53	0.00	4,131.47	73
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	19,549.20	19,549.20	0.00	-19,549.20	*100
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	3,720.92	3,720.92	0.00	-3,720.92	*100
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	3,125.00	3,125.00	0.00	-3,125.00	*100
30-8100-0700 LGERS RETIREMENT	40,399.00	30,515.90	30,515.90	0.00	9,883.10	76
30-8100-0800 401K SUPP RETIREMENT	9,960.00	8,835.07	8,835.07	0.00	1,124.93	89
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	2,000.00	0.00	0.00	0.00	2,000.00	0
30-8100-1500 GENERAL REPAIRS	15,000.00	0.00	0.00	0.00	15,000.00	0
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	30,227.91	30,227.91	0.00	-15,227.91	202
30-8100-4800 WATER PURCHASES	215,545.00	135,092.76	135,092.76	0.00	80,452.24	63
30-8100-4900 SEWER PURCHASES	422,240.00	326,334.13	326,334.13	0.00	95,905.87	77
30-8100-5000 AMI TRANSMITTER FEES	8,867.00	6,836.19	6,836.19	0.00	2,030.81	77
30-8100-5700 MISCELLANEOUS	0.00	184.78	184.78	0.00	-184.78	*100
30-8100-6500 STAFF DEVELOPMENT	2,500.00	650.00	925.00	275.00	1,575.00	37
30-8100-7400 CAPITAL IMPROVEMENT	128,552.00	0.00	0.00	0.00	128,552.00	0
8100 Water Dept. Subtotal	\$1,094,507.00	\$745,680.70	\$747,090.74	\$1,410.04	\$347,416.26	68

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Expenditure Subtotal	\$1,094,507.00	\$745,680.70	\$747,090.74	\$1,410.04	\$347,416.26	68
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,094,507.00	-\$745,680.70	-\$745,680.70	-\$1,410.04	68
After Transfers	Deficiency Of Revenue Subtotal	-\$1,094,507.00	-\$745,680.70	-\$745,680.70	-\$1,410.04	68

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MAY 13, 2025**



AGENDA ITEM H

**PUBLIC HEARING FOR ZTA 2025-02
AMENDING THE TOWN'S ZONING ORDINANCE**

BACKGROUND

A public hearing is required prior the adoption of any amendment to the Town's Zoning Ordinance. The Town appropriately notified the public of this hearing, including publication in the Asheville *Citizen-Times* (affidavit attached).

The ordinance text may be found in Agenda Item I-1. Please note, there is a clean and fully revised version that does not show track changes and there is a version that *does* show the track changes. The clean version is the one attached to the ordinance itself.

355 Vanderbilt Rd | Biltmore Forest, NC
Po Box 5352 | Biltmore Forest, NC 28803
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George F. Goosmann, III, Mayor
Doris P. Loomis, Mayor Pro-Tem
Drew Stephens, Commissioner
Allan Tarleton, Commissioner

Jonathan B. Kanipe,
Town Manager

NOTICE
PUBLIC HEARING
TOWN OF BILTMORE FOREST

The Town Board of Commissioners will hold a Public Hearing on Tuesday, May 13, 2025, at 4:30pm regarding amendments to the Town Zoning Ordinance. The public is invited to view or request a copy of the proposed changes to the Zoning Ordinance at the Biltmore Forest Town Hall, or alternatively can review the full draft amendments on the Town's website at <http://www.biltmoreforest.org>. The proposed changes are related to the Town's accessory structure ordinances.

The public is invited to attend and make comments.

Laura Jacobs
Town Clerk

Please run the above classified ad on Wednesday, April 30, 2025 and Wednesday, May 7, 2025.
I understand that an affidavit will automatically be sent.

Send the invoice to: The Town of Biltmore Forest
P.O. Box 5352
Asheville, NC 28813

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MAY 13, 2025**



AGENDA ITEM I-1

**CONSIDERATION OF ORDINANCE 2025-03
AN ORDINANCE TO AMEND THE TOWN OF
BILTMORE FOREST ZONING ORDINANCE**

BACKGROUND

The Planning Commission received a request from the Board of Commissioners to consider potential changes to the accessory building ordinance and the maximum roof coverage for accessory buildings. The Commission spent several months reviewing the Town's existing ordinance and potential methods to accommodate the Board's request. Ultimately, the Planning Commission recommended unanimous approval for an amendment to the Zoning Ordinance as attached.

RECOMMENDED AMENDMENT FOR THE BOARD OF COMMISSIONERS

The proposed Zoning Text Amendment allows more than one accessory building as property sizes increase, consistent with a property's ability to tolerate more structures. Additionally, the ordinance creates a higher baseline allowance for accessory building roof coverage. The new allowances for an accessory building's roof coverage are 1,000 square feet or twenty-five percent of the main residence roof coverage, whichever is greater. The Planning Commission also found that the proposed amendment followed the spirit of the Town's Comprehensive Plan.

STAFF RECOMMENDATION

Staff recommend approval of the attached zoning text amendment.

ORDINANCE 2025-03

**AN ORDINANCE TO AMEND THE
TOWN OF BILTMORE FOREST ZONING ORDINANCE**

WHEREAS, the Town of Biltmore Forest has adopted a Zoning Ordinance which regulates the use of land within its corporate limits; and

WHEREAS, the Town of Biltmore Forest desires to revise a portion of the existing zoning ordinance; and

WHEREAS, the Town of Biltmore Forest Planning Commission recommended approval of this zoning ordinance amendment and found it consistent with the Town of Biltmore Forest’s comprehensive plan.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF BILTMORE FOREST THAT THE FOLLOWING SECTIONS OF CHAPTER 153, TOWN OF BILTMORE FOREST ZONING ORDINANCE, BE AMENDED AS FOLLOWS:

SECTION 1.

§ 153.029 ACCESSORY STRUCTURES AND BUILDINGS.

(A) Accessory structures and/or necessary buildings shall not detract from nor interfere with adjacent properties. No accessory structure or building shall be constructed, erected, or located within any front yard or within any side yard or rear yard setback.

(B) (1) Accessory buildings are allowed with a special use permit in accordance with the following chart, provided that the requirements in items a-h below, where applicable, are met:

Accessory Buildings					
Lot Size (Acres)	Max # of Accessory Buildings	Accessory Building # 1	Accessory Building # 2	Accessory Building # 3	Accessory Building # 4 or more
0 - .99	1	25%	N/A	N/A	N/A
1 - 1.99	2	25%	15%	N/A	N/A
2 - 2.99	3	25%	15%	10%	N/A
3 - 3.99	4	25%	15%	10%	5%
4 - 4.99	5	25%	15%	10%	5%
5+	5+	25%	15%	10%	5%

Notes

(a) The total roof coverage for all buildings may not exceed the maximum allowable roof coverage for a parcel, as found in § 153.043;

(b) The primary residence provides the basis for the accessory building percentage;

- (c) The maximum height for accessory buildings shall be 25 feet;
- (d) The accessory building must be screened by vegetation or other buffer as set forth in § 153.008;
- (e) The accessory building must be located behind a line parallel to the rear of the principal structure on the lot;
- (f) The accessory building should be constructed in the same architectural style as the principal structure;
- (g) Properties greater than five (5) acres may only exceed five (5) accessory buildings if approved by the Board of Adjustment;
- (h) An accessory building may be a maximum of 1,000 square feet of roof coverage OR the percentage relative to the primary residence, whichever is greater.

Section 2. Effective Date.

This ordinance amendment shall take effect upon adoption.

Date

George F. Goosmann, III
Mayor

Laura Jacobs
Town Clerk

DRAFT ORDINANCE 153.029 FOR PLANNING COMMISSION CONSIDERATION
RECOMMENDED FOR APPROVAL BY PLANNING COMMISSION
APRIL 22, 2025

§ 153.029 ACCESSORY STRUCTURES AND BUILDINGS.

(A) Accessory structures and/or necessary buildings shall not detract from nor interfere with adjacent properties. No accessory structure or building shall be constructed, erected, or located within any front yard or within any side yard or rear yard setback.

(B) (1) ~~In addition, the following standards are established for accessory buildings:~~ Accessory buildings are allowed with a special use permit in accordance with the following chart, provided that the requirements in items a-h below, where applicable, are met:

<u>Lot Size</u> <u>(Acres)</u>	<u>Max # of</u> <u>Accessory</u> <u>Buildings</u>	<u>Accessory Buildings</u>			
		<u>Accessory</u> <u>Building # 1</u>	<u>Accessory</u> <u>Building # 2</u>	<u>Accessory</u> <u>Building # 3</u>	<u>Accessory Building</u> <u># 4 or more</u>
<u>0 - .99</u>	<u>1</u>	<u>25%</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
<u>1 - 1.99</u>	<u>2</u>	<u>25%</u>	<u>15%</u>	<u>N/A</u>	<u>N/A</u>
<u>2 - 2.99</u>	<u>3</u>	<u>25%</u>	<u>15%</u>	<u>10%</u>	<u>N/A</u>
<u>3 - 3.99</u>	<u>4</u>	<u>25%</u>	<u>15%</u>	<u>10%</u>	<u>5%</u>
<u>4 - 4.99</u>	<u>5</u>	<u>25%</u>	<u>15%</u>	<u>10%</u>	<u>5%</u>
<u>5+</u>	<u>5+</u>	<u>25%</u>	<u>15%</u>	<u>10%</u>	<u>5%</u>
<u>Notes</u>					

(a) ~~The maximum number of accessory buildings permitted on a lot shall be one;~~ The total roof coverage for all buildings may not exceed the maximum allowable roof coverage for a parcel, as found in § 153.043;

(b) ~~The maximum roof coverage area for accessory buildings shall be 750 square feet;~~ primary residence provides the basis for the accessory building percentage;

(c) The maximum height for accessory buildings shall be 25 feet;

(d) The accessory building must be screened by vegetation or other buffer as set forth in § 153.008;

(e) The accessory building must be located behind a line parallel to the rear of the principal structure on the lot;

(f) The accessory building ~~must~~ should be ~~designed~~ constructed in the same architectural style as the principal structure;

(g) ~~Any accessory structure and/or accessory building shall be included in the calculation of allowable roof coverage and allowable impervious surface coverage on the lot pursuant to §§ 153.043 and 153.048; and~~ Properties greater than five (5) acres may only exceed five (5) accessory buildings if approved by the Board of Adjustment;

DRAFT ORDINANCE 153.029 FOR PLANNING COMMISSION CONSIDERATION
RECOMMENDED FOR APPROVAL BY PLANNING COMMISSION

APRIL 22, 2025

(h) -An accessory building may be a maximum of 1,000 square feet of roof coverage OR the percentage relative to the primary residence, whichever is greater.~~Solar collectors shall be regulated in accordance with G.S. § 160D-914.~~

~~—(2) For all satellite dishes less than 24 inches in diameter, an application for a zoning compliance certificate shall be made directly to the Zoning Administrator; the Zoning Administrator shall issue a zoning compliance certificate.~~

~~—(3) Fences, gates, and walls shall be regulated in accordance with § 153.049 of this Zoning Ordinance.~~

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MAY 13, 2025



Agenda Item I-2

**CONSIDERATION OF RESOLUTION 2025-07 – A
RESOLUTION APPROVING THE TOWN’S LOCAL
WATER SUPPLY PLAN**

Harry Buckner, Public Works Director

Background

Mr. Harry Buckner, the Town’s Public Works Director, has provided a copy of the Town’s Local Water Supply Plan (LWSP). This plan is submitted to the State of North Carolina annually and, once approved at the state level, must be reviewed and approved by the Town’s Governing Board.

This year’s LWSP has been reviewed and approved by the State. The Board is now allowed to adopt the Plan as the formal water supply plan for the Town. The attached resolution makes this effective. Mr. Buckner will provide further information and address any questions at the meeting.

Action Requested

Staff recommends approval of the attached resolution.

Biltmore Forest

2024 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: Biltmore Forest PWSID: 01-11-030
Mailing Address: P.O. Box 5352 Asheville, NC 28813 Ownership: Municipality
Contact Person: Harry B. Buckner, PE Title: Director of Public Works
Phone: 828-274-3919 Cell/Mobile: 828-774-8041

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Ductile Iron	2-6	82.00 %
Ductile Iron	6-8	18.00 %

What are the estimated total miles of distribution system lines? 20 Miles

How many feet of distribution lines were replaced during 2024? 0 Feet

How many feet of new water mains were added during 2024? 0 Feet

How many meters were replaced in 2024? 20

How old are the oldest meters in this system? 16 Year(s)

How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 146

What is this system's finished water storage capacity? 0.0000 Million Gallons

Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* No

The Town of Biltmore Forest purchases its entire supply from the City of Asheville (01-11-010) through three metered connections. The City of Asheville provides all storage for the Town.

Programs

Does this system have a program to work or flush hydrants? Yes, Annually

Does this system have a valve exercise program? Yes, Annually

Does this system have a cross-connection program? Yes

Does this system have a program to replace meters? Yes

Does this system have a plumbing retrofit program? No

Does this system have an active water conservation public education program? Yes

Does this system have a leak detection program? Yes

The Town of Biltmore Forest utilizes our cellular based AMR system to monitor the system for customer-side leaks, and visually inspects the Town-owned system daily.

Water Conservation

What type of rate structure is used? **Decreasing Block**

How much reclaimed water does this system use? **0.0000 MGD** For how many connections? **0**

Does this system have an interconnection with another system capable of providing water in an emergency? **Yes**

The Town of Biltmore Forest purchases its entire supply from the City of Asheville (01-11-010) through three metered connections.

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
French Broad River (05-2)	100 %	Buncombe	100 %

What was the year-round population served in 2024? **1,412**

Has this system acquired another system since last report? **No**

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	797	0.1249	0	0.0000
Commercial	9	0.0122	0	0.0000
Industrial	0	0.0000	0	0.0000
Institutional	8	0.0035	1	0.0001

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? **0.0002 MGD**

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.1174		May	0.1452		Sep	0.2328	
Feb	0.1322		Jun	0.1332		Oct	0.1182	
Mar	0.0977		Jul	0.2482		Nov	0.2653	
Apr	0.0808		Aug	0.2329		Dec	0.0695	

Biltmore Forest purchases all water through three interconnections with the City of Asheville.



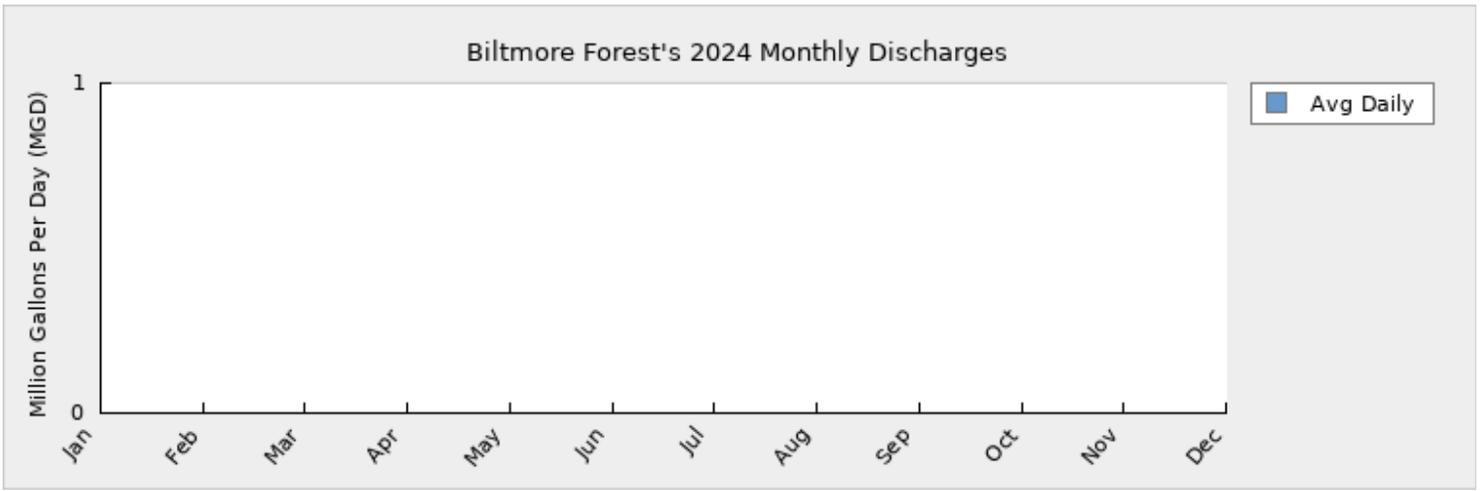
Water Purchases From Other Systems

Seller	PWSID	Average Daily Purchased (MGD)	Days Used	MGD	Contract Expiration	Recurring	Required to comply with water use restrictions?	Pipe Size(s) (Inches)	Use Type
City of Asheville	01-11-010	0.1561	365	0.3500	2025	Yes	Yes	6,8	Regular

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.0000	May	0.0000	Sep	0.0000
Feb	0.0000	Jun	0.0000	Oct	0.0000
Mar	0.0000	Jul	0.0000	Nov	0.0000
Apr	0.0000	Aug	0.0000	Dec	0.0000



How many sewer connections does this system have? 651

How many water service connections with septic systems does this system have? 6

Are there plans to build or expand wastewater treatment facilities in the next 10 years? No

The Town of Biltmore Forest does not own or operate any sewage collection or treatment facilities. Sewage service is provided by the Metropolitan Sewerage District of Buncombe County.

5. Planning

Projections

	2024	2030	2040	2050	2060	2070
Year-Round Population	1,412	1,448	1,477	1,506	1,537	1,568
Seasonal Population	0	0	0	0	0	0
Residential	0.1249	0.1256	0.1281	0.1306	0.1333	0.1360
Commercial	0.0122	0.0166	0.0168	0.0170	0.0172	0.0174
Industrial	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Institutional	0.0036	0.0049	0.0050	0.0051	0.0052	0.0053
System Process	0.0002	0.0002	0.0002	0.0002	0.0002	0.0002
Unaccounted-for	0.0148	0.0155	0.0158	0.0161	0.0164	0.0167

Demand v/s Percent of Supply

	2024	2030	2040	2050	2060	2070
Surface Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	0.3500	0.3500	0.3500	0.3500	0.3500	0.3500
Service Area Demand	0.1557	0.1628	0.1659	0.1690	0.1723	0.1756
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	0.1557	0.1628	0.1659	0.1690	0.1723	0.1756
Demand as Percent of Supply	44%	47%	47%	48%	49%	50%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is **88** gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here. **No changes.**

Are there other demand management practices you will implement to reduce your future supply needs? **No changes.**

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs? **None.**

How does the water system intend to implement the demand management and supply planning components above? **N/A**

Additional Information

Has this system participated in regional water supply or water use planning? **Yes, The Town of Biltmore Forest has and will continue to participate in planning discussions with the City of Asheville, since they are the sole provider capable of providing water to the Town of Biltmore Forest.**

What major water supply reports or studies were used for planning? **The Town of Biltmore Forest completed a comprehensive water rate study this past year which resulted in the implementation of a new rate structure and new rates. This was in reaction to the City of Asheville performing and implementing a new rate study which led to them implementing significant increases to their bulk water users like the Town of Biltmore Forest.**

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues: **None.**

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MAY 13, 2025



AGENDA ITEM I-3

REVIEW DRAFT CODE OF ETHICS FOR BOARD OF COMMISSIONERS

Allan Tarleton, Commissioner

BACKGROUND

Commissioner Tarleton has provided the attached draft code of ethics for the Board of Commissioner to review and discuss. Commissioner Tarleton will provide more information regarding this proposal at the meeting. Redlined and clean versions of the document are attached to this memorandum.

CODE OF ETHICS

The purpose of this ~~code~~Code of Ethics is to establish guidelines for ethical standards of conduct for the Town of Biltmore Forest Board of Commissioners and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or ~~for the~~a Board member's best judgment.

The Town of Biltmore Forest Board of Commissioners is comprised of the Mayor and three Commissioners ~~and~~. a All references in this Code of Ethics to 'Commissioners' ~~or board members are~~is deemed to include the Mayor and the three Commissioners.

Commissioners Shall Obey the Law

~~All~~Board members ~~of the Board of Commissioners of the Town of Biltmore Forest~~ should obey all laws applicable to their official actions as members of the Board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens.

Commissioners Shall Uphold the Integrity and Independence of the Office

~~All members of the Board members of Commissioners of the Town of Biltmore Forest should demonstrate the highest standard of personal integrity, truthfulness, honesty and fortitude in all public activities in order to inspire public confidence and trust in government. They should participate in establishing, maintaining, and enforcing, and should observe high standards of conduct so that the integrity and independence of the office may be preserved.~~should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values
- Behaving consistently and respectfully toward everyone they interact with
- Exhibiting trustworthiness
- Living as if they are on duty as elected officials regardless of where they are or what they are doing
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, and consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while being able to consider the opinions and ideas of others
- Disclosing contacts and information about issues they receive outside of public meetings

- [Refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves](#)
- [Treating other board members and the public with respect and recognizing the opinions of others even when board members disagree with those opinions](#)
- [Not reaching conclusions on issues until all sides have been heard](#)
- [Showing respect for their offices and not behaving in ways that reflect negatively on those offices](#)
- [Recognizing they are part of a larger group and acting accordingly](#)
- [Recognizing that the board must take official action as a body and that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes such an action](#)

Commissioners Shall Avoid Impropriety and the Appearance of Impropriety in All His or Her Activities

~~It is essential that government attract those citizens best qualified and willing to serve. Commissioners have legitimate interests - economic, professional and vocational - of a private nature. A Commissioner should not be denied, and should not deny to other Commissioners or citizens, the opportunity to acquire, retain and pursue private interests - economic or otherwise, except when it conflicts with their responsibility to the public and cannot be avoided. Each member of the Board of Commissioners should exercise his/her best judgment to determine when this is the case. Members should respect and comply with the law and conduct themselves, at all times in a manner that promotes public confidence in the integrity of the office of Commissioner and of government. Members should not allow family, social, or other relationships to unduly influence his/her conduct or judgment and should not lend the prestige of the office of Commissioner to advance the private interests of others; nor should he/she convey or permit others to convey the impression that he/she is in a special position to influence them. If a Commissioner believes that his/her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the Attorney and should consider publically disclosing the facts of the situation and the steps taken to resolve it.~~ [Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, the board will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.](#)

[If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should](#)

[consider publicly disclosing the facts of the situation and the steps taken to resolve \(such as consulting with the board's attorney\).](#)

Commissioners Shall Faithfully and Diligently Perform the Duties of the Office

Commissioners should ~~perform the duties of the office as prescribed by law and should give precedence to these duties over other activities. In the performance of these duties, the following standards shall apply:~~

Legislative Responsibilities:

~~Commissioners should actively pursue policy goals they believe to be in the best interests of their constituents within the parameters of orderly decision-making, rules of the Board of Commissioners and open government. Commissioners should respect the legitimacy of the goals and interests of other Commissioners and shall respect the rights of others to pursue goals and policies different from their own.~~

Adjudicative Responsibilities:

~~Commissioners should be faithful to the general and local laws pertaining to the office and strive for professional competence in them. They should be un-swayed by partisan interests, public clamor, or fear of criticism. Commissioners should demand and contribute to the maintenance of order and decorum in proceedings before the Board of Commissioners. Commissioners should be honest, patient, dignified and courteous to those with whom they deal in their official capacity, and should require similar conduct of staff. Commissioners should accord to every person who is legally interested in a proceeding before the Commission, full right to be heard according to law. Commissioners should dispose promptly of the business of the Town of Biltmore Forest.~~

Administrative Responsibilities:

~~Commissioners should clearly distinguish legislative, adjudicatory and administrative responsibilities and should refrain from inappropriate interference in the impartial administration of affairs by employees. Commissioners should diligently discharge those administrative responsibilities that are appropriate, should maintain professional competence in the administration of these duties and should facilitate the diligent discharge of the administrative responsibilities of fellow Commissioners and other officials. Commissioners should conserve the resources of the Town and employ equipment, property, funds and personnel only in legally permissible pursuits and in a manner that exemplifies excellent stewardship.~~ [faithfully perform the duties of their offices.](#)
[They should act as the especially responsible citizens whom others can trust and respect.](#)

They should set a good example for others in the community, keeping in mind that trust and respect must be earned continually.

Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need to avoid communication outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

Board members should be willing to bear their fair share of the boards workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Commissioners Shall Conduct the Affairs of the Board in an Open and Public Manner

~~Commissioners must be aware of the letter and intent of the State's Open Meetings Law, being G.S. Ch. 143, Art. 33C, and conduct the affairs of the Board of Commissioners consistent with the letter and spirit of that law and consistent with the need to inspire and maintain public confidence in the integrity and fairness of government and the office of Commissioner. Consistent with this goal of preserving public trust, Commissioners shall be aware of the need for discretion in deliberations when the lack of discretion would pose a threat to the resources of the Town, to the reputation of current or potential employees, to orderly and responsible decision making, to the integrity of other governmental processes or to other legitimate interests of the Town.~~

~~Commissioners should be informed concerning campaign finance, conflict of interest and other appropriate state and federal laws and should scrupulously comply with the provisions of such laws. Each member should refrain from financial and business dealings that tend to reflect adversely on the Board or on government or to interfere with the proper performance. Each member should manage his/her personal financial interests to minimize the number of cases in which he/she must ask to be excused from voting on matters coming before the Board. Each member should not disclose any information acquired in his/her official capacity as a Commissioner in financial dealings or for any other purpose not related to official duties.~~

Commissioners Shall Refrain from Political Activity Inappropriate to His/Her Office

~~Commissioners have a civic responsibility to support good government by every available means, to continue to inform and educate the citizenry about the affairs and processes of government and to make themselves available to citizens of the so that they may ascertain and respond to the needs of the community. In doing so, each member may join or affiliate with civic organizations whether partisan or nonpartisan, may and should attend political meetings, may and should advocate and support the principles or policies of civic or political organizations consistent with the Constitution and laws of the United States and~~

~~North Carolina. Each member should maintain the dignity appropriate to the office, and should encourage members of his/her family to adhere to the same standards of political conduct that apply to the Commissioners. Each member should refrain from making pledges or promises of conduct in office that he/she cannot or will not perform or which would be illegal if performed.~~

~~This Code of Ethics shall be effective upon its adoption. Adopted this the 10th day of August, 2010.~~

Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should remember that when they meet, they are conducting the public's business. They should also remember that local government records belong to the public and not to board members.

In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delays in fulfilling public records requests. They should take deliberate steps to make certain that any closed held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

CODE OF ETHICS

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Town of Biltmore Forest Board of Commissioners and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or a Board member's best judgment.

The Town of Biltmore Forest Board of Commissioners is comprised of the Mayor and three Commissioners. All references in this Code of Ethics to 'Commissioners' or board members are deemed to include the Mayor and the three Commissioners.

Commissioners Shall Obey the Law

Board members should obey all laws applicable to their official actions as members of the Board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens.

Commissioners Shall Uphold the Integrity and Independence of the Office

Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following;

- Adhering firmly to a code of sound values
- Behaving consistently and respectfully toward everyone they interact with
- Exhibiting trustworthiness
- Living as if they are on duty as elected officials regardless of where they are or what they are doing
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, and consistent manner
- Remaining incorruptible, self-governing, and unaffected by improper influence while being able to consider the opinions and ideas of others
- Disclosing contacts and information about issues they receive outside of public meetings
- Refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves
- Treating other board members and the public with respect and recognizing the opinions of others even when board members disagree with those opinions
- Not reaching conclusions on issues until all sides have been heard

- Showing respect for their offices and not behaving in ways that reflect negatively on those offices
- Recognizing they are part of a larger group and acting accordingly
- Recognizing that the board must take official action as a body and that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes such an action

Commissioners Shall Avoid Impropriety and the Appearance of Impropriety in All His or Her Activities

Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what behavior is inappropriate, the board will consider impropriety in terms of whether a reasonable person who is aware of all the relevant facts and circumstances surrounding the board member's action would conclude that the action was inappropriate.

If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve (such as consulting with the board's attorney).

Commissioners Shall Faithfully and Diligently Perform the Duties of the Office

Commissioners should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must be earned continually.

Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need to avoid communication outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

Board members should be willing to bear their fair share of the boards workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Commissioners Shall Conduct the Affairs of the Board in an Open and Public Manner

Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public's trust. They should

remember that when they meet, they are conducting the public's business. They should also remember that local government records belong to the public and not to board members.

In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delays in fulfilling public records requests. They should take deliberate steps to make certain that any closed held by the board are lawfully conducted and that such sessions do not stray from the purposes for which they are called.

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

May 13, 2025



**Agenda Item I-4
Road Striping Plan**

Background

In April 2023, the Town Board approved a five-year master plan to re-stripe existing and newly stripe additional roads throughout Town. Increased striping was a recommendation offered in the Town’s Transportation Study, conducted in 2022-2023, and adopted by the Board as part of the Comprehensive Plan in May 2022. Edge lines and center lines increase visibility on roadways and increase a driver’s subconscious attention to the road. Additionally, pavement markings allow the safety features on newer vehicles (lane assist, lane departure warnings, and autonomous driving) to function appropriately.

The 5-year implementation timeline approved in 2023 allows for appropriate fiscal controls as the cost to effectively stripe a street, in accordance with typical standards for these roads, is roughly \$4.00 per foot. The plan endorsed in 2023 prioritized main streets closest to Hendersonville Road as they support the highest traffic volumes.

Striping Proposal – 5-Year Implementation Program

I have attached the previously approved proposal including a street map that graphically shows each proposed phase. Town staff are asking that the previously approved plan be reviewed by the Board in light of impacts of debris removal activities since Hurricane Helene. The increased heavy traffic and debris removal work have impacted some road sections in Town that the Board may wish to revisit or reprioritize in the striping program.

We are asking that the Board either endorse the existing master plan or provide feedback for new priorities. It is intended that any plan would be revisited/re-started at its conclusion in FY 2027-2028 (three years from now). The next project on the master plan, if not updated, will be FY2025-2026 (Hilltop Road, Westwood Road, and Brookside Road) and will be completed in the summer of 2025.

It is certainly the Board’s purview to direct staff to prepare a new plan, including an escalated timeline, prioritizing other roads, or not striping to the level considered here. This decision will enable staff to accurately budget for the coming years and assist with our paving and striping procurement activities.



**MASTER ROAD STRIPING PLAN
TOWN OF BILTMORE FOREST
PUBLIC WORKS DEPARTMENT**

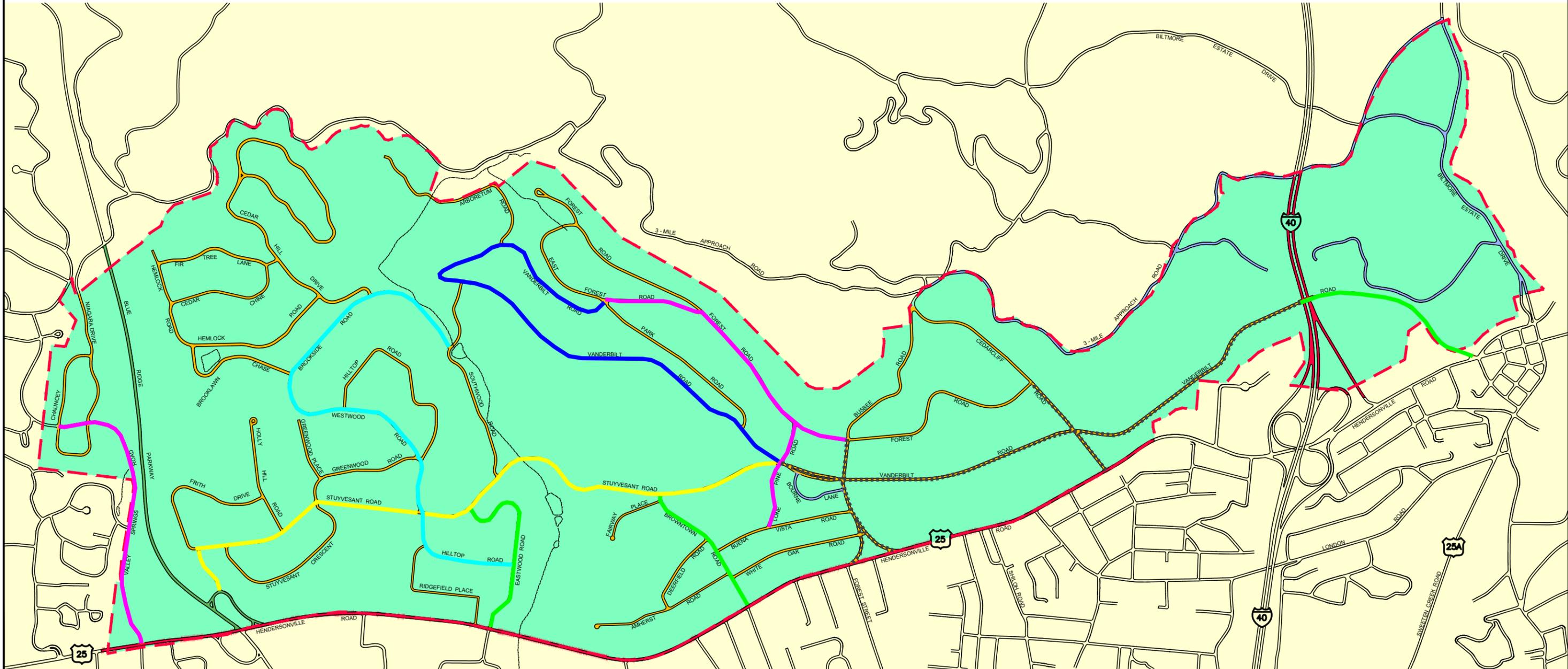
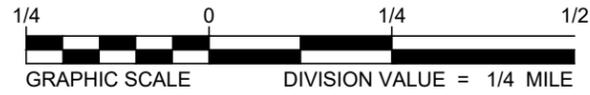
April 4, 2023

Road Name	From	To	Length (Ft)
Vanderbilt Rd	Hendersonville Rd	I-40 Bridge	2700
Browntown Rd	Hendersonville Rd	Stuyvesant Rd	1945
Eastwood Rd	Hendersonville Rd	Stuyvesant Rd	2550
FY 2023-2024 TOTAL			7195
Stuyvesant Rd	Vanderbilt Rd	Hilltop Rd	5660
Stuyvesant Rd	Hilltop Rd	Frith Dr	3170
Parkway	Stuyvesant Rd	End	650
FY 2024-2025 TOTAL			9480
Hilltop Rd	Eastwood Rd	Stuyvesant Rd	1700
Hilltop Rd	Stuyvesant Rd	Greenwood Rd	1000
Westwood Rd	Greenwood Rd	Brookside Rd	2050
Brookside Rd	Westwood Rd	Southwood Rd	3500
FY 2025-2026 TOTAL			8250
Vanderbilt Rd	Stuyvesant	Southwood Rd	5280
Vanderbilt Rd	Southwood Rd	E. Forest Rd	3170
FY 2026-2027 TOTAL			8450
Lone Pine Rd	Buena Vista Rd	Vanderbilt	870
Lone Pine Rd	Vanderbilt Rd	Forest Rd	580
Forest Rd	Busbee	E. Forest Rd	2600
E Forest Rd	Forest Rd	Vanderbilt Rd	1580
Valley Springs Road	Hendersonville Rd	End	3830
FY 2027-2028 TOTAL			9460
GRAND TOTAL			42835

Other Roads for Consideration			
Cedarcliff Rd	Forest Rd	Busbee Rd	2100
Busbee Rd	Forest Rd	Cedarcliff Rd	2100
Brooklawn Chase	Brookside Rd	Hemlock Rd	1750
Cedar Hill Rd	Brookside Rd	Start of Loop	3200
Chauncey Circle	Valley Springs Dr	Niagra Dr	1100
Niagra Dr	Chauncey Circle	End	600
TOTAL			10850

Town Of Biltmore Forest

2020 Powell Bill Map
Buncombe County, North Carolina

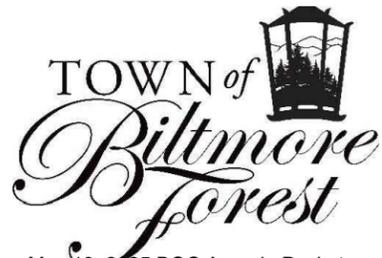


2023 Striping Plan

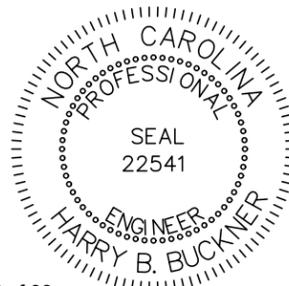
- 2022 Streets (black dotted line)
- 2023 Streets ——— (green line)
- 2024 Streets ——— (yellow line)
- 2025 Streets ——— (cyan line)
- 2026 Streets ——— (blue line)
- 2027 Streets ——— (magenta line)

LEGEND

- (blue line) PRIVATE ROAD
- (yellow line) TOWN STREET
- (red line) STATE MAINTAINED
- (green line) BLUE RIDGE PARKWAY
- - - - (red dashed line) TOWN BOUNDARY



May 13, 2025 BOC Agenda Packet



I HEREBY CERTIFY THAT THIS MAP ACCURATELY REPRESENTS THE STREET SYSTEM MAINTAINED BY THE TOWN OF BILTMORE FOREST

Harry B. Buckner 7/20/2020
 PROFESSIONAL ENGINEER DATE

P:\2019\19_001\55-BILTMORE\ON-CALL MUNICIPAL STORMWATER\DRAWINGS\X-REF\CIVIL\BILTMORE FOREST MAP.DWG PLOT DATE 7/20/2020 8:12 PM GARY WOOD

BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
MAY 13, 2025



AGENDA ITEM I-5

FY 2025-26 BUDGET PRESENTATION

Jonathan Kanipe, Town Manager

Background

The North Carolina Local Budget and Fiscal Control Act requires the Budget Officer to provide a budget proposal no later than May 31st of each year. Attached to this memorandum is my proposed budget and budget message for FY2026. Notice has been provided to the *Asheville Citizen-Times* and an advertisement will be placed in the newspaper indicating the Town will hold a public hearing on Tuesday, June 10, 2025 before considering the budget for adoption.

The budget message provides the coming year's scope of work, funding priorities, and revenue projections and will be reviewed in greater detail at the meeting. The budget was prepared in consideration of the Board's Strategic Planning Retreat held in February.

Please let me know if you have questions regarding the budget process or notification procedures.



Town of Biltmore Forest
Fiscal Year 2025-2026
Budget Message

Presented Tuesday, May 13, 2025

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

The Honorable Mayor George F. Goosmann, III
Mayor Pro-tem Doris P. Loomis
Commissioner Drew Stephens
Commissioner Allan Tarleton

Prepared by:
Jonathan B. Kanipe
Town Manager

Mayor, Board of Commissioners, and Citizens of Biltmore Forest:

I am pleased to present the proposed Fiscal Year 2025-2026 (FY25-26) Budget for the Town of Biltmore Forest. This budget is submitted in accordance with North Carolina General Statutes and reflects our community’s values, priorities, and resilience as we continue to recover from Hurricane Helene and invest in the future of our Town.

The FY25-26 budget maintains the current property tax rate of \$0.345 per \$100 valuation. The Town's total assessed property value increased slightly to \$882,505,754, a 0.06 percent increase from FY24. Motor vehicle values also rose significantly, increasing by 10.37 percent to \$39,360,586. These stable and modest increases are a testament to the strength and desirability of our community, even in the wake of a devastating natural disaster.

While Hurricane Helene significantly impacted Biltmore Forest and the surrounding region, we are fortunate that our property tax base remained intact. The Town continues to feel the effects of the storm through infrastructure needs and environmental and forest restoration. Recovery is ongoing and will remain a core part of our operations for the foreseeable future. Sales tax revenue, another critical revenue source, declined in the current fiscal year as a direct impact of the storm. However, we project sales tax revenue in FY25-26 to meet our prior year expectations, reflecting cautious optimism and steady regional recovery.

General Fund Revenues

Property Tax

The Town’s revenue outlook remains stable. The proposed FY26 budget does not include any change in the property tax rate and assessed valuation has remained strong. Buncombe County was scheduled to implement a revaluation for real property for FY26, but this was delayed by one year due to Hurricane Helene. The Town continues to anticipate significant revenue growth from this revaluation. The Town’s property tax base accounts for over 52 percent of the Town’s revenue.

Sales Tax

Sales tax revenues are projected to rebound to prior estimates for FY24-25 after disruption due to Hurricane Helene. Current year sales tax proceeds are anticipated to finish roughly 8-9 percent below FY25 estimates. When considered against the backdrop of Hurricane Helene, however, this is not nearly as dramatic as initially thought. Sales tax revenue throughout the State is expected to increase modestly and a return to FY25 levels is entirely realistic for the Town.¹ Sales tax continues to represent nearly one-third of the Town’s overall revenue stream.

¹ Nida, Chris. NC League of Municipalities FY25-26 Revenue Projections Memo. March 2025.

Utility Revenues

Franchise and utility taxes are difficult to forecast due to their inherent volatility based on weather or storm events. However, the Town anticipates a modest increase for the coming year. Video and telecommunications usage continues to lag significantly behind streaming services and the overall tax revenue received from these sources is forecast to decrease again in the coming year.

Powell Bill Revenue

The Town’s Powell Bill allocation has grown over the past several years as more people have moved into North Carolina and the state’s legislatively mandated fund has increased. The current year’s revenue was nearly fifteen (15) percent higher than forecasted. The FY26 budget proposal reflects this increased amount.

Investment Earnings

Turbulence in the economy, interest rate reduction, and the Town having to utilize funds for Hurricane Helene recovery contributed to a reduction in investment earnings for the current year. While the Town anticipates being fully reimbursed, the reduction in interest rates is likely to reduce the Town’s overall earnings for next year.

Fund Balance Appropriation

The proposed budget includes a \$500,000 fund balance appropriation. These funds will directly provide for capital improvement projects. Additional information regarding these specific projects are provided below.

General Fund Expenditures

Town Wide Expenditures

The FY25-26 budget includes a three (3) percent cost of living adjustment (COLA) for all Town employees. Additional funds are included within the budget for merit based increases for employees and for mid-year increases associated with promotions and/or probationary increases.

NC Local Government Retirement System (LGERS) and NC 401(k)

Retirement contributions to the the North Carolina Local Government Employees’ Retirement System (LGERS) will increase once again. For sworn law enforcement officers, the Town’s contribution rate has increased to 16.5%, up from 15.82% in FY24-25. For non-sworn employees, the contribution rate has increased to 14.35%, up from 12.85% in the prior year. These increases are approved by the NC Retirement System board and administered by the State Treasurer’s office. The Town will continue to contribute five (5) percent to each full-time employee’s 401(k) account as well.

Insurance Costs and Changes

The Town’s health insurance provider is the NC State Health Plan. The State Health Plan is undergoing significant challenges from a fiscal management perspective, as are all insurance pools throughout the nation. A five (5) percent increase is forecast for health insurance in the coming year

but the actual number is not known until late July or August. The State Health Plan operates on a calendar year, hence the delay in cost change notifications.

Finally, this fiscal year brought a change in the Town's ancillary insurance offerings, including short-term disability, life insurance, vision, and dental coverage. The North Carolina League of Municipalities discontinued its group benefits program, which previously provided this coverage. As a result, the Town partnered with a broker to procure similar coverage from a new provider. While this transition is expected to result in an additional \$15,000 in annual cost, these benefits remain a vital part of our recruitment and retention strategy, and an expression of how we value the dedicated public servants who support our community every day.

General Fund Expenditures

The FY25-26 budget prioritizes operational stability, employee support, and strategic capital investment. The Board of Commissioners held a strategic planning retreat in February 2025. This retreat provided Board members with an opportunity to coalesce around specific goals for the Town. This budget reflects the Board of Commissioners adopted strategic goals, especially in the areas of employee retention, infrastructure improvements, and Helene-related recovery efforts. The three primary goals, with specific action items attached to them, are as follows:

1. Provide Excellent Town Services
 - Identify the ideal staffing plan needed to sustain excellent Town services
 - Continue a fiscally responsible, interactive budget development process
 - Modernize government functions; improve technology systems
 - Develop a community communication strategy
2. Complete Clean-up and Recovery from TS Helene
 - Cleanup and restore public property
 - Conduct streambank, park and right of way clean-up and restoration
 - Create and implement a strategy for wildfire mitigation in town
 - Maintain Forest Environment in Town
 - Plant substantial amounts of new native trees
3. Foster Biltmore Forest's sense of place through quality government facilities.
 - Realize vision for new Town Facilities
 - Identify strategies to maintain and conserve Town's historic infrastructure
 - Plan for infrastructure improvement

I am pleased the proposed budget addresses many, if not all, of these strategic goals. The Town's focus on employees and recruitment and retention is shown through the included salary adjustments and continued focus on employee benefits. The budget also supports the Town's continued work on a comprehensive compensation and classification plan. This plan will provide benchmark pay and benefits against peer jurisdictions and help ensure Biltmore Forest remains a competitive employer.

Additionally, the Town's forest restoration focus for the coming year is evidenced by the increases in forest management and community events to assist residents with replanting. We have also hired new public works staff to assist with landscaping and forest management needs. The Town's historic infrastructure, noted in the strategic plan, is specifically tied to the Town's streetlights. We suffered a great loss as eleven (11) streetlights were damaged and taken down during the hurricane, but we are committed to bringing these historic structures back to the Town in the coming fiscal year. Additional funds were allocated for this work in the FY26 budget proposal.

Capital Investment and Hurricane Recovery

As noted above, the FY25-26 proposal includes direct fund balance appropriation for specific capital projects in the Town. In many cases, this is considered a Capital Improvement Plan (CIP) and the Town is moving toward formalizing this process in the coming years. For FY26, however, the planned capital expenditures are focused on high-priority areas including:

1. Continued stormwater infrastructure upgrades consistent with the Town's approved stormwater master plan
2. Continued improvements within the Police Department related to recording systems, camera systems, and vehicle improvements
3. Restoration and clean-up projects stemming from Hurricane Helene
4. Technological improvements to provide greater availability to data for Town staff and citizens via GIS programs
5. Road repaving and improvements

These investments are critical for long-term infrastructure health and directly align with the Board's stated priorities from the 2025 planning retreat. An overarching and primary goal for the Town remains the clean-up and recovery from Helene.

Budget Needs Not Addressed in the Town's FY26 Budget

It is important to note the FY25-26 budget does not include funding for two major capital initiatives that remain on the Town's long-term planning horizon: the construction of a new Police Department facility and a Public Works maintenance and equipment facility. These projects are significant undertakings that will require separate, dedicated planning and budgetary action during the fiscal year as more clarity and information become available.

Additionally, this budget does not incorporate the Town's previously approved Hurricane Helene public assistance funding through FEMA. The Town's approved disaster related budget is approximately \$11,000,000 and will likely rise within the next several months. These expenditures and reimbursements are being handled through a separate fund and will be addressed independently as progress continues and funding is provided.

Water Fund

Last year, the Town implemented a water rate study based on the increased costs for purchasing water from the City of Asheville. The City's dramatic increase in wholesale water purchases made it incumbent upon the Town to directly review our billing structure and ensure the water fund was financially viable. The result was an approved plan that included programmatic increases for five years (beginning in FY25). The Town's water fund is in good shape for the current year as a result. My recommendation is that the Board continue with year two of these programmed increases and continue financial improvements within the Town's water fund.

Town Water Rate Increases

Recommended Changes to Water Rates

The Town's current water rates are broken down into two categories, and each will be discussed in detail below: base unit charges and volumetric charges.

Base Unit Charges

The Town's base unit charge increased for most customers last year by nearly \$15.00 on a bi-monthly basis. Base unit charges are necessary to essentially "reserve" a customer's access to the water system based on the maximum volume allowed by the size of their meter. In essence, the Town is agreeing to provide a maximum volume through the meter when it is installed (whether it is used or not) and these volumes are used when sizing and building the water distribution system. Customers that have larger meter sizes are "reserving" access to more water capacity, and the utility is guaranteeing to provide it, than a customer with a smaller meter. A variable base unit charge based on meter size allows the utility to recoup the costs of providing the allocated capacity in an equitable way. Prior to last year, the Town charged all customers \$30.46 per meter, regardless of size. These customers with larger meters had a significantly higher increase, but again, this provides access to more water volume.

The American Water Works Association (AWWA) classifies a residential meter as one that is one inch in size or less. Because the Town has historically charged a flat rate for base unit charges, regardless of meter size, the Town's residential users have subsidized the cost for the larger users that require more system capacity. While the base unit charges are proposed to increase for all customers (which is necessary due to the changes to the City of Asheville's water rate structure), the continuing increases are reserved for those with the largest meters who require significantly higher volumes of water. By varying the base unit charge by meter size, the proposed increases reflect the most equitable allocation of costs available to the Town.

The chart on the following page, from last year's water rate study, shows the proposed base unit charges for the coming year as well as the proposed volumetric water rates proposed for FY 26.

TABLE 9
Proposed Water Rates

	CURRENT	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	
	2024	2025	2026	2027	2028	2029	
<i>Base Unit Charge</i>							
All Meters	\$30.46						
5/8-IN		\$45.00	\$49.05	\$53.50	\$58.35	\$63.65	
1		\$45.00	\$49.05	\$53.50	\$58.35	\$63.65	
1.5		\$180.00	\$196.20	\$214.00	\$233.40	\$254.60	
2		\$288.00	\$313.92	\$342.40	\$373.44	\$407.36	
3		\$576.00	\$627.84	\$684.80	\$746.88	\$814.72	
4		\$900.00	\$981.00	\$1,070.00	\$1,167.00	\$1,273.00	
6		\$1,800.00	\$1,962.00	\$2,140.00	\$2,334.00	\$2,546.00	
8		\$2,880.00	\$3,139.20	\$3,424.00	\$3,734.40	\$4,073.60	
<i>Volume Charges</i>							
0 - 2,250	\$10.01						per 1000 gal
0 - 5,000		\$10.00	\$10.90	\$11.90	\$13.00	\$14.20	per 1000 gal
5,001 - 40,000		\$9.00	\$9.85	\$10.75	\$11.75	\$12.85	per 1000 gal
40,001 +		\$8.00	\$8.75	\$9.55	\$10.45	\$11.40	per 1000 gal
2,251 - 60,000	\$6.30						per 1000 gal
60,001 - 100,000	\$5.85						per 1000 gal
100,000 +	\$3.63						per 1000 gal

Figure 1

Volumetric Charges

Volumetric charges are what customers pay for their actual water usage. The following table represents the Town’s existing rate structure:

Volume (Gallons)	Rate (per thousand gallons)
0-5,000	\$10.00
5,001 – 40,000	\$9.00
>40,000	\$8.00

Figure 2

The Town’s proposed FY26 volumetric rate is shown on the following page. These increases represent a nine (9) percent increase in line with the previous rate study. These increases allow the Town to continue accommodating for those increases from the City of Asheville.

Volume (Gallons)	Rate (per thousand gallons)
0-5,000	\$10.90
5,001 – 40,000	\$9.85
>40,000	\$8.75

Figure 3

The volumetric rate accurately reflects the utility’s ability to recoup recurring variable expenses such as wholesale water purchases and demand-based costs. The proposed base unit charge and volumetric rates proposed were implemented in FY24-25.

Revenue Increases Based on These Changes

Prior to Hurricane Helene, the Town anticipated generating an additional \$175,255 from both the base unit charge increase and volumetric increase in FY25. These continued rate increases generate an additional \$55,140 in FY26 and \$114,692 in FY27 and allow the Town to compensate for the wholesale increases from the City of Asheville while funding capital outlay and/or depreciation costs within the water system. In short, these recommendations solidify the Town’s water system from a fiscal perspective and ensure its continued viability.

Expenditures

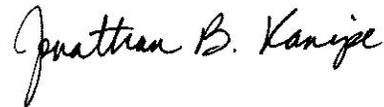
The proposed budget continues to fund staff salaries (half for each) for five (5) employees – three in Public Works and two from the Administration department. This is allowable based on the time and work done by each staff person on behalf of the Town’s water system. MSD charges are passed along to the customer on each water bill and then paid to MSD. Remaining expenses are allocated to capital improvements, general maintenance, and water purchases from the City of Asheville.

Conclusion

The current fiscal year has been an exceptionally difficult and trying time for everyone. The Town and its citizens have persevered during challenges never imagined. This budget positions the Town to continue moving forward with strength and purpose for a full recovery and into a bright future. It sustains the high quality of services that residents expect, supports our dedicated employees, and continues long-term investments in infrastructure and recovery – all while maintaining the Town’s tax rate and being financially prudent for our citizens. Most importantly, it reflects the values and priorities identified by the Board of Commissioners and citizens alike.

The Town is financially stable, resilient in the face of challenges, and prepared to continue improving the quality of life for all who live here. I appreciate the Board’s leadership and staff’s commitment to service throughout this challenging year.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jonathan B. Kanipe". The signature is written in a cursive, flowing style.

Jonathan B. Kanipe
Town Manager

GENERAL FUND REVENUES

REVENUES		2022-23 BUDGET	2023-24 BUDGET	2024-2025 BUDGET	2025-2026 ESTIMATED
10-3010-0000	Ad Valorem Taxes (Property)	2,920,559	2,980,215	3,042,253	3,046,790
10-3010-0100	Ad Valorem Taxes (DMV)	109,396	122,399	123,040	135,794
10-3010-0200	Tax Interest & Penalties	5,000	5,000	5,000	5,000
10-3010-0300	Tax Collection Prior Years		-	-	-
Total Ad Valorem		3,034,955	3,107,615	3,170,293	3,187,584
10-3020-0000	Franchise & Utilities Tax	211,384	235,200	233,800	268,000
10-3020-0100	Alcohol Beverage Tax	6,450	6,500	6,750	6,500
10-3020-0200	Sales Tax-Article 39	793,429	835,550	789,576	833,595
10-3020-0300	Sales Tax-Article 40	330,137	358,260	340,912	349,435
10-3020-0400	Sales Tax-Article 42	419,847	443,961	419,097	429,574
10-3020-0600	Sales Tax Refund	15,000	15,000	15,000	30,000
10-3020-0700	Gasoline Tax Refund	3,500	5,000		5,000
Total Unrestricted Intergovernmental		1,779,747	1,899,471	1,805,135	1,922,104
10-3030-0000	Solid Waste Disposal Tax	975	1,133	1,000	1,000
10-3030-0100	Powell Bill	66,849	67,210	75,000	81,000
10-3030-0200	Illicit Substance Tax	-	-	-	
Total Restricted Intergovernmental		67,824	68,343	76,000	82,000
10-3040-0000	Zoning Permits	45,000	30,000	30,000	42,000
10-3040-0100	Dog License Fee	1,300	1,300	1,300	1,500
Total Permits & Fees		46,300	31,300	31,300	43,500
10-3050-0000	Interest Earned	2,000	148,800	233,333	175,000
Total Investment Earnings		2,000	148,800	233,333	175,000
10-3060-0100	American Tower Agreement	45,600	46,365	33,800	38,000
10-3060-0200	Miscellaneous	20,000	20,000	25,000	25,000
Total Miscellaneous		65,600	66,365	58,800	63,000
10-3500-0000	Sale of Personal Property	10,000	10,000	14,970	15,000
10-3500-0200	Installment Agreement	292,000	-	-	-
10-3500-0300	Transfer from Fund Balance	-	1,213,866	1,213,866	500,000
10-3500-0500	Governmental Grant (NCLWF)	-	-	30,000	30,000
Total Other Financing Source		302,000	1,223,866	1,258,836	545,000
TOTAL General Fund Revenues		5,298,426	6,545,759	6,633,697	6,018,188

GENERAL FUND EXPENDITURES (Administration & General Government)

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
ADMINISTRATION		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-4200-0200	Salaries	226,063	321,633	357,385.00	383,791
10-4200-0300	Overtime	3,000	3,000	-	-
10-4200-0500	FICA	17,293	24,605	27,340.00	29,360
10-4200-0550	Unemployment Insurance		-	-	-
10-4200-0600	Health Insurance	24,158	42,598	41,748	41,748
10-4200-0650	Dental, Vision, Life Insurance	4,935	10,500	10,500	13,125
10-4200-0675	Health Reimbursement Acct	3,750	7,500	7,500	7,500
10-4200-0700	LGERS Retirement	41,231	62,815	72,478	80,712
10-4200-0800	401k Supplemental Retirement	11,453	16,232	17,869	19,190
10-4200-1000	Accounting & Taxes	51,400	51,400	60,000	60,000
10-4200-1200	Postage, Printing & Stationary	10,140	10,140	12,500	12,500
10-4200-1400	Mileage & Board Salary	21,600	21,600	21,600	21,600
10-4200-1500	Bldg & Grounds Maintenance	20,000	20,000	15,000	15,000
10-4200-3300	Supplies & Equipment	7,722	10,000	15,000	15,000
10-4200-5300	Dues & Fees	5,070	5,070	12,000	12,000
10-4200-5700	Miscellaneous	1,000	1,000	5,000	5,000
10-4200-6500	Staff & Board Education	16,000	21,395	20,000	25,000
10-4200-6600	Capital Improvements	-	-	40,000	20,000
10-4200-8200	Debt Service - Lease	-	-	5,400	6,600
10-4200-8201	Debt Service - Interest	-	-	2,000	2,400
TOTAL		464,815	629,487	743,320	770,526

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
GENERAL GOVERNMENT		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-6600-0400	Outside Professional Services	-	45,959	50,000	-
10-6600-0401	Legal Services	35,000	35,000	24,000	30,000
10-6600-1100	Technology	92,120	105,937	125,000	150,000
10-6600-1300	Municipal Utilities	25,000	40,000	24,000	26,000
10-6600-1500	General Repairs & Maintenance	28,200	40,000	40,000	35,000
10-6600-2800	Elections	6,000	6,000	1,000	-
10-6600-5400	Insurance	105,000	110,000	120,000	131,250
10-6600-6000	Contingency	181,444	50,000	260,708	62,707
10-6600-6100	Miscellaneous	10,000	10,000	5,000	5,000
10-6600-6201	Corporate Wellness			12,000	12,000
10-6600-6300	Community Events	90,500	55,000	50,000	50,000
10-6600-6400	Wildlife Management	5,000	5,000	5,000	5,000
10-6600-6500	Forest Management	60,000	60,000	60,000	75,000
TOTAL		638,264	562,896	776,708	581,957

GENERAL FUND EXPENDITURES (Police Department & Fire Contract)

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
POLICE DEPARTMENT		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-5100-0200	Salaries	951,387	1,013,718	1,100,444	1,257,901
10-5100-0300	Overtime	26,000	30,412	-	-
10-5100-0400	Separation Allowance	38,117	16,445	16,445	32,000
10-5100-0500	FICA	72,781	77,549	84,184	96,229
10-5100-0600	Medical Insurance	164,272	144,832	141,944	141,944
10-5100-0650	Dental, Vision, Life Insurance	35,558	35,700	35,700	35,700
10-5100-0675	Health Reimbursement Account	25,500	25,500	25,500	25,500
10-5100-0700	LGERS Retirement	185,598	210,651	239,016	286,298
10-5100-0800	401K Supplemental Retirement	48,996	50,686	55,022	62,895
10-5100-0900	Short Term Disability	-	-	-	-
10-5100-1500	Maint/Repair -Building & Grounds	20,000	20,000	10,000	10,000
10-5100-1600	Maint/Repair - Equipment	1,000	1,000	5,000	5,000
10-5100-1700	Maint/Repair - Vehicles	10,000	10,000	25,000	25,000
10-5100-3100	Motor Fuels	24,600	24,600	18,000	21,000
10-5100-3300	Supplies	20,080	10,080	10,000	10,000
10-5100-3600	Uniforms	15,000	15,000	15,000	25,000
10-5100-3700	Software	18,725	18,725	18,725	15,000
10-5100-3800	Technology	58,740	58,740	102,250	100,000
10-5100-5700	Miscellaneous	8,265	8,265	10,000	1,000
10-5100-5800	Physical Exams	2,000	2,000	2,500	5,000
10-5100-6500	Staff Development	15,000	15,000	10,000	15,000
10-5100-7400	Capital Equipment Purchases	102,500	169,000	125,000	75,000
10-5100-8200	Debt Service - Lease	-	-	-	72,000
10-5100-8201	Debt Service - Interest	-	-	-	4,800
TOTAL		1,844,119	1,957,903	2,049,730	2,317,468

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
FIRE CONTRACT		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-5200-0000	Fire Contract	425,000	425,000	425,000	425,000
TOTAL		425,000	425,000	425,000	425,000

GENERAL FUND EXPENDITURES (Public Works)

GENERAL FUND EXPENDITURES PUBLIC WORKS		2022-23 BUDGET	2023-24 BUDGET	2024-2025 BUDGET	2025-2026 RECOMMENDED
10-5600-0200	Salaries	244,822	211,888	221,831	286,246
10-5600-0300	Overtime	5,000	5,000	-	-
10-5600-0500	FICA	19,111	16,209	16,970	21,898
10-5600-0500	Unemployment Insurance	500			-
10-5600-0600	Medical Insurance	43,484	68,156	41,748	41,748
10-5600-0650	Dental, Vision, Life Insurance	8,883	10,500	10,500	10,500
10-5600-0675	Health Reimbursement Account	6,750	7,500	7,500	9,000
10-5600-0700	LGERS Retirement	44,968	41,382	48,182	60,198
10-5600-0800	401K Supplemental Retirement	12,491	10,594	11,092	14,312
10-5600-1000	Outside Services	10,000	-	-	-
10-5600-1300	Streetlights Electric	7,000	7,000	16,800	15,000
10-5600-1500	Maint/Repair-Building & Grounds	9,600	9,600	10,000	10,000
10-5600-1600	Maint/Repair - Streetlights	35,000	35,000	15,000	50,000
10-5600-1700	Maint/Repair-Vehicles	10,000	10,000	16,800	10,000
10-5600-3100	Motor Fuels	20,000	20,000	15,000	18,750
10-5600-3300	Supplies	10,000	10,000	9,600	10,000
10-5600-3400	House Number Signs	1,000	1,000	1,000	1,000
10-5600-3600	Uniforms	8,650	8,650	10,000	10,000
10-5600-3800	Technology	9,500	9,500	1,680	2,000
10-5600-5200	Parks	60,000	60,000	75,000	50,000
10-5600-5202	Stream Restoration Planning Grant	-		30,000	30,000
10-5600-5800	Physical Exams	500	500	1,000	1,000
10-5600-5900	Miscellaneous	1,000	1,000	5,000	5,000
10-5600-6000	Capital Equipment Purchases		8,000	22,800	25,000
10-5600-6500	Staff Development	8,000	-	6,000	5,000
TOTAL		576,259	551,480	593,503	686,652

GENERAL FUND EXPENDITURES (Streets & Transportation and Sanitation & Recycling)

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
STREETS & TRANSPORTATION		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-5700-1600	Maint/Repair - Equipment	-	-	5,000	5,000
10-5700-1700	Maint/Repair - Vehicles	10,000	5,000	1,000	1,000
10-5700-2200	Contracts-Paving & Striping	210,000	255,000	75,000	200,000
10-5700-2300	Supplies	10,000	10,000	9,600	10,000
10-5700-2400	Traffic Signs	500	500	1,000	500
10-5700-2500	Storm Water Drainage Repairs	275,000	1,400,000	1,100,000	200,000
10-5700-3800	Technology	5,000	5,000	-	-
10-5700-6500	Staff Development	1,000	1,000	2,500	5,000
10-5700-7400	Capital Equipment Purchases	5,000	19,200	25,000	30,000
10-5700-7500	Engineering	100,000	50,000	120,000	25,000
10-5700-8200	Debt Leases - Principal	-	-	10,800	10,800
10-5700-8201	Debt Leases - Interest	-	-	4,800	4,800
TOTAL		616,500	1,745,700	1,349,700	492,100

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
SANITATION & RECYCLING		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-5800-0200	Salaries	125,190	141,376	142,326	153,718
10-5800-0300	Overtime	5,000	5,000		-
10-5800-0500	FICA	9,960	11,198	10,888	11,759
10-5800-0600	Medical Insurance	28,989	68,156	25,012	25,012
10-5800-0650	Dental, Vision, Life Insurance	5,922	6,300	6,300	6,300
10-5800-0675	Health Reimbursement Account	4,500	4,500	4,500	4,500
10-5800-0700	LGERS Retirement	23,435	27,611	48,182	60,198
10-5800-0800	401K Supplemental Retirement	6,510	7,069	11,092	14,312
10-5800-1700	Maint/Repair - Vehicles	25,000	40,000	86,500	50,000
10-5800-3100	Motor Fuels	30,000	30,000	24,000	31,200
10-5800-3300	Supplies	1,000	1,000	1,000	1,500
10-5800-3600	Uniforms	1,000	1,000	-	-
10-5800-3800	Technology	600	3,000	1,000	1,000
10-5800-5800	Physical Exams	500	500	-	-
10-5800-5900	Miscellaneous	1,000	1,000	-	-
10-5800-6000	Capital Equipment Purchases	55,000	80,000	150,000	150,000
10-5800-8000	Landfill Tipping Fees	30,000	50,000	27,000	33,750
10-5800-8100	Recycling Disposal Fees	6,000	20,000	8,000	10,000
10-5800-8200	Brush & Leaf Disposal Fees	31,200	31,200	43,200	54,000
10-5800-8300	Dumpster Fees	-	-	24,000	26,400
TOTAL		390,806	528,910	589,000	633,649

GENERAL FUND EXPENDITURES (Debt Service)

GENERAL FUND EXPENDITURES		2022-23	2023-24	2024-2025	2025-2026
DEBT SERVICE		BUDGET	BUDGET	BUDGET	RECOMMENDED
10-6700-0500	Principal Public Works Bldg	84,211	84,211	84,211	84,211
10-6700-0600	NCDEQ Loan Strm Rest		14,600	14,600	14,600
10-6700-1500	Interest Public Works Bldg	17,685	14,855	12,025	9,500
TOTAL		101,896	113,666	110,836	108,311

WATER FUND

WATER FUND		2022-23	2023-24	2024-2025	2025-2026
REVENUE		BUDGET	BUDGET	BUDGET	RECOMMENDED
30-3290-0000	Interest Earned	50	4,000	4,400	4,000
30-3350-0000	Commissions (Sewer Collection Fee)	8,000	8,000	8,000	10,000
30-3710-0000	Water Charges	369,000	572,382	641,000	641,000
30-3710-0100	Sewer Charges	248,284	493,425	422,240	439,130
30-3710-0200	AMI Transmitter Charges	7,700	7,700	8,867	9,000
30-3730-0000	Water Tap & Connection Fees	6,000	6,000	10,000	10,000
	TOTAL	639,034	1,091,507	1,094,507	1,113,130
30-3710-0000	Transfers from General Fund	-	-		-
	TOTAL	639,034	1,091,507	1,094,507	1,113,130

WATER FUND		2022-23	2023-24	2024-2025	2025-2026
EXPENDITURES		BUDGET	BUDGET	BUDGET	RECOMMENDED
30-8100-0200	Salaries	144,572	169,693	199,205	215,843
30-8100-0400	Professional Services	5,000	5,000	20,000	5,000
30-8100-0500	FICA	11,060	12,981	15,239	16,512
30-8100-0700	LGERS Retirement	26,023	27,611	40,399	43,773
30-8100-0800	401K Supplemental Retirement	7,229	8,485	9,960	10,792
30-8100-1200	Postage, Printing & Stationary	5,000	5,000	2,000	2,000
30-8100-1500	General Repairs	10,000	25,000	15,000	10,000
30-8100-3300	Supplies & Equipment	15,000	15,000	15,000	15,000
30-8100-3800	Technology	5,000	5,000	-	-
30-8100-4800	Water Purchases	179,580	204,750	215,545	256,748
30-8100-4900	Sewer Purchases	185,400	396,000	422,240	439,130
30-8100-5000	AMI Transmitter Fees	7,700	7,700	8,867	9,000
30-8100-5700	Miscellaneous	6,196	6,196	2,500	2,500
30-8100-6000	Contingency		178,891	-	-
30-8100-6500	Staff Development	5,000	5,000	2,500.00	2,500
30-8100-7400	Capital Improvement	29,939	19,200	128,552.00	84,331
	TOTAL	642,699	1,091,507	1,097,007	1,113,130

2024-2025 BUDGET SUMMARY

GENERAL FUND REVENUE	2025-2026 RECOMMENDED
Ad Valorem	3,187,584
Unrestricted Intergovernmental	1,922,104
Restricted Intergovernmental	82,000
Permits & Fees	43,500
Investment Earnings	175,000
Miscellaneous	63,000
Other Financing Source	545,000
TOTAL General Fund Revenues	6,018,188

GENERAL FUND EXPENDITURES	2025-2026 RECOMMENDED
Administration	770,526
Police Department	2,317,468
Fire Contract	425,000
Public Works	686,652
Streets & Transportation	492,100
Sanitation & Recycling	633,649
General Government	581,957
Debt Service	110,836
TOTAL General Fund Expenditures	6,018,188

GENERAL FUND REVENUES	6,018,188
GENERAL FUND EXPENDITURES	6,018,188

WATER FUND REVENUE	2024-25 RECOMMENDED
Operating Revenues	1,113,130

WATER FUND EXPENDITURES	2024-25 RECOMMENDED
Operating Expenditures	1,113,130

WATER FUND REVENUE	1,113,130
WATER FUND EXPENDITURES	1,113,130