

## PROPOSED AGENDA

### Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, May 10, 2016 at 4:30 p.m.

#### A. Roll Call by the Clerk

Mayor George F. Goosmann, III  
Commissioner Fran G. Cogburn  
Commissioner E. Glenn Kelly  
Commissioner Doris P. Loomis

#### B. Approval of the Minutes

1. The minutes of the April 12, 2016 meeting will be presented for approval.

#### C. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police
3. Public Works Director
4. Town Administrator

#### D. New Business

1. Review and Consideration of Architectural Services RFQ Packets
2. Consideration of FY15-16 Budget Amendments
3. Considerations of Reappointments to Board of Adjustment and Discussion of Design Review Board Appointment
4. Presentation of Fiscal Year 2016-2017 Draft Budget

#### E. Closed Session

1. Preservation of the Attorney-Client Privilege, per N.C.G.S. 143-318.11(a)(3)

#### F. Petitions, Motions, and Other Business

#### G. Public Comment

#### H. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD APRIL 12, 2016.

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 by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Fran G. Cogburn, present

Commissioner E. Glenn Kelly, present

Commissioner Doris P. Loomis, present

Mr. Jonathan Kanipe, the Town Administrator, and Mr. Billy Clarke, the Town Attorney, were also in attendance.

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

Motion was made by Commissioner Cogburn to approve the minutes of the March 15th, 2016 meeting. The motion was seconded by Commissioner Kelly and unanimously approved.

Mayor Goosmann asked Mr. Ed Bleynat, attorney representing Mr. Harry and Mrs. Debra Stonecipher of 15 East Forest Road, to come forward to discuss their petition. Mr. Bleynat discussed the Town's Animal Control ordinance being amended in 1982 and that since then animal ordinances have become more streamlined and progressive. Mr. Bleynat referenced the care for Mrs. Stonecipher's cats and noted this care had been undergone for previous years. Mrs. Stonecipher has a book for her cats that she has raised and wants to provide a positive impact to the community so that cats are welcomed into the household and the community. Mr. and Mrs. Stonecipher have an area in their house where they provide for their cats which includes an area for wet food and medical care if needed. Mr. Bleynat reiterated that their petition would allow Mrs. Stonecipher to have all twelve of her cats in her household.

Mr. Bleynat proposed an impact fee that may offset the cats presently and allow them to be moved onto the property. Mr. Bleynat indicated that the Stoneciphers do not believe there would be a negative prejudicial impact to the Town by allowing this waiver or amending the ordinances. Mr. Bleynat explained his belief that there would be no negative externalities.

Mayor Goosmann asked where the cats are currently. Mr. Bleynat said the cats are currently staying at the Stonecipher's other home in Asheville at Poplar Ridge.

Commissioner Kelly moved that the Board of Commissioners deny Mrs. Stonecipher individually and as Trustee, written approval to keep on her lot or premises, located at 15 East Forest Road or 68 Forest Road, more than three household pets. Commissioner Loomis seconded the motion to deny and the motion was unanimously approved by the entire Board.

Mr. Bleynat indicated that he was disappointed with the result but thanked the Board for their time and consideration.

Mayor Goosmann asked Deputy Chief Ryan Cole from the Skyland Fire Department to present the monthly report. Mr. Cole said it was a fairly quiet month. Mr. Cole thanked the Police Department for handling incidents as they could and cancelling their calls when the fire department is not needed. There were a few medical calls with assistance to EMS. There are quite a few brush fires in the area, luckily none around Town, but the area is very dry and humidity is low. One fire started as a result of an ember escaping from a chimney.

Mr. Cole also went over the hydrant flushing that will occur in Town the first two weeks in May. Mr. Cole said this may result in discolored water and the remedy is to flush it out would be by turning the water on for a few minutes. This will help flush the water and clear the sediment. Skyland Fire Department would like to maintain the lower insurance rating by doing this as well. The times of the hydrant flushing will occur between work hours of 9-4 during the first two weeks of May. We plan to tell residents via a hand delivered message and also post information on water bills. Deputy Chief Cole hoped to have the testing completed the first week and not have to go into the second week. Commissioner Cogburn asked about pinpointing locations for the hydrant

testing. Mr. Kanipe stated we will most likely update our website for what locations will be pinpointed for that day. Mr. Kanipe said there would also be something put on the water bills. Ms. Toya Hauf, 335 Vanderbilt Road, asked how long it has been since the last hydrant flush. Mr. Crouch said it has been about seven years. Ms. Hauf asked what is done with bad hydrants. Mr. Kanipe stated they are replaced or fixed as necessary.

Mayor Goosmann thanked Skyland Fire Department for all they do for the Town.

Mayor Goosmann asked Chief Eric Tinsley to present the monthly report for the Police Department. Chief Tinsley said there was a door kicked in on Amherst Road a few days ago. Nothing was stolen or disturbed at the home. The suspects are probably not local. At this particular house, the homeowner may have walked in and scared them away. The homeowner also has a large dog which could have also scared them away. Witnesses have reported an older model white sedan with Illinois tags in the area which looked suspicious. We checked our tag reader camera and the car never passed that area so we were unable to pick up the plate number. Chief Tinsley also suggested putting up more cameras throughout Biltmore Forest. The approximate cost is \$5,000 per camera.

Mayor Goosmann asked Mr. Terry Crouch to present the Public Works monthly report. Mr. Crouch said it was a good month and everything ran smoothly. Regarding recycling, the average usage is 222 tons per year. Mr. Kanipe said the cardboard bin will stay for a while but the mixed recycling will go away on April 15<sup>th</sup>. Commissioner Loomis asked if the home recycling containers were overflowing after two weeks of use and Mr. Crouch said only a few people so far had that issue. Mayor Goosmann thanked Public Works for all the hard work they do.

Mayor Goosmann asked Mr. Jonathan Kanipe for the Town report. Mr. Kanipe provided the Board members with a copy of the RFQ packet soliciting qualifications from architectural firms in the area. This was released on March 24<sup>th</sup> so it will allow a full month for people to review the RFQ. Mr. Kanipe hoped to provide the Board with additional information in May

Mr. Billy Clarke asked the members to look at the revised ordinance language enclosed in their packets and discussed the proposed revisions. On the front page located at the bottom, the highlighted language has information on fencing. No new chain link fences and existing chain link fences may be replaced with other fencing material and vegetative buffering is required. Mr. Clarke also mentioned that fencing used for dogs shall not be considered sufficient purpose for building a fence if other options such as underground fences are available. Mr. Clarke also stated fences are not allowed in front yards. The current Ordinance does not prohibit fences, but it does prohibit fences in backyards and side yard setbacks. We made some revisions to the Ordinance about three years ago that says no new chain link fences and existing chain link fences could be replaced but that was taken out. These revisions are for the Board to review and please let me know if you have any further revisions. The Planning Committee will also have to review this.

Commissioner Loomis addressed the issue of replacement fences. She asked whether a resident who wants to replace an existing fence has to meet the same standards. Mr. Kanipe stated, yes, that is how we have been proceeding with this and used an example of a residence on Hilltop Road. Commissioner Loomis suggested having something more clearly stated in writing.

Mr. Clarke also stated deer fencing is still allowable and that the deer are definitely an issue. People want to fence their property for deer. The Board of Adjustment has been addressing this issue with types of materials.

Mr. Clarke said he can revise these suggestions and let the Board review them.

Commissioner Cogburn had a concern about the front yard. Mr. Clarke addressed the issue by saying the intent of that language was to treat both of them as the front yard. The restrictions on a corner lot would be greater than on other lots. Mr. Clarke said he will try and revise the language a bit to make it sound clearer. What should be avoided is visibility to the street and visibility across the street. Mr. Clarke also suggested to have the Board of Adjustment look at this in addition to the Planning Commission.

The definition of exotic animals was also mentioned in the revisions to the Animal Ordinance. We define it by excluding any animal that is not a domesticated, livestock, or wild animal. It does not include feral animals.

Mayor Goosmann thanked Mr. Clarke for the revisions.

Mayor Goosmann asked Mr. Kanipe for the Town report. Mr. Kanipe plans to present the budget next month, and went on to mention several larger scale projects. Mr. Kanipe mentioned the plan from the current fiscal year to replace a quarter or a fifth of the Town's water meters with automatic read meters. The idea behind this was to allow public works employees to drive by in a truck and a signal would go to the meter and have it read the meter at that specific moment. It turned out that we already behind in the times by looking at that project. There is now something called Advanced Metering Infrastructure, or AMI technology. This would allow us to put a new retrofitted meter in and put it on top of the water meter as it is. The meter is continually sending information to the Town server that is dedicated to the water.

The great news about this it is constantly telling us what the usage is in that particular meter. If a leak occurs, we get an alert immediately. They have other pieces of technology which allow the resident to download an app on their phone to monitor their water usage. Not only does the Town get an alert but the resident gets an alert as well. This should result in a significant cost savings for the Town. One example of where this would be beneficial was a 900,000 gallon leak we had which ended up costing thousands. It would pay for itself in a short period of time, and it is a much safer practice too. This is truly a beneficial service we can provide to our residents. I think it would definitely be worth doing this all at once instead of a certain portion of Town at a time. There is a monthly charge that goes along with each meter. It is 89 cents per meter which I would like to propose go on their water bill. The \$1.78 charge on their bi-monthly water bill is worth it to have that ability to know what is going through and to know whether that leak is there.

The Public Works building design that you saw in the architectural RFQ is included. I really think this next fiscal year will be the design itself. It will take a while for an architect to develop a site plan, develop recommendations, and for everyone to have input. I think the bulk of

our expenses next year will be related to architectural fees. Mr. Kanipe indicated that in January or February next year the Board could implement a Capital Project Ordinance for the actual construction.

Mr. Kanipe mentioned another project which was to digitize the majority of paper records at Town hall. Mr. Kanipe has spoken with OneSource Document Solutions which is a nationwide firm. I think there are some cost effective methods we can put all of our Town records in including each property file and do a digital format which would allow us to free up a lot of space of records that are here. It would allow us to preserve documents as well. We could allow people access to their property files electronically this way. It is an opportunity for us to get ahead.

We also talked about some beautification projects for the Town. My hope is that we can put together some ideas and get some plans together for what we may want to do for some different flowers and shrubs at entrances and throughout the Town.

Another item Mr. Kanipe discussed was looking at the phone system and a way we can avoid what we went through last time when the Police Department flooded. Part of this issue is moving it up and out of the basement of the Police Department. I have worked with VC3 regarding telephone options, in addition to our existing IT network they handle.. The telephone system would work similarly but it would provide full redundancy in the event of a power outage or other natural disaster event. The switch that VC3 installed is already in place so that if our fiber line goes down, it connects to a cellular line with our 4G network and makes that connection just like a generator would do during a power outage. They were able to run the Town of Emerald Isle for 3-4 days during a hurricane event. The cost itself is not that tremendous. To do the capital upgrade as well as the recurring cost for next year would be about \$9,000, with recurring costs of about \$5,000 annually

Mr. Kanipe noted the cost to repair the phone system was about \$4,500. ITS, which is the State phone system we currently have, is located in Raleigh. If something happen to our phones, someone from Raleigh would be dispatched and then come out here. We are losing a day of service because they were not able to repair it until they got here. Another piece of this solution is to

recable the lines. My thought about relocating the phone lines would be to move what is currently in the basement at the Police Department to the extra storage closet that we have here in this building. The main switches would be located here in the storage closet next to the shower room. This would allow us to have everything based in a secure location so we can access it if we need to and no risk of flooding. The remaining lines at the Police Department and Public Works Department would all be elevated and improved with redundancy in place. This would be a \$30,000 fix but would certainly provide us adequate data and phone lines.

We have talked before about the Storm water program. I have also talked with Eric about also upgrading the radios. We are moving forward with these items in next year's budget as well.

Ms. Hauf asked how the document company will store the Town information. Mr. Kanipe stated the company we plan on using, One Source, would store the information through their server and it would be secure. Some information would not be public record such as property files. There are different layers of confidentiality. Personnel records would be accessible to only department heads and the personnel director, so a patrol officer, for example, would not have access to that.

Mrs. Joyce Young, 1 Frith Drive, asked about pedestrians running or walking with traffic. Chief Tinsley indicated officers would remind pedestrians about the rules of walking/running with traffic if they observed this behavior.

Mayor Goosmann adjourned the meeting at 5:55 pm. The next Board of Commissioners meeting is scheduled for Tuesday, May 10th at 4:30 pm.

ATTEST:

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Jonathan B. Kanipe  
Town Administrator

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George F. Goosmann, III  
Mayor



# Call Log Action Taken Summary

Biltmore Forest Police Department

04/01/2016 - 04/30/2016

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<No Action Taken Specified>	2	A - Report	5
D - Unable to Locate Suspect	5	E - Unable to Locate	3
F - No Police Attention Needed	18	G - Problem Settled	26
H - Advised Proper Action	10	I - Vehicle Checked OK	24
J - Person Checked OK	18	K - Property Checked OK	34
L - Verbal Warning	33	M - Citation	9
N - Arrest	5	P - Assisted/Backed Up Officer	8
Q - Other Agency Handled Call	12	R - Other	49
S - Message Delivered	1	Z - Mission Completed	27

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**Total Number Of Calls: 289**

# Activity Detail Summary (by Category)

Biltmore Forest Police Department

(04/01/2016 - 04/30/2016)

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## Incident\Investigations

0510 - Burglary - Forcible Entry	1
0690 - Larceny - All Other Larceny	1
2680 - City Ordinance Violations	1
9910 - Calls for Service	1
<b>Total Offenses</b>	<b>4</b>
<b>Total Incidents</b>	<b>4</b>

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## Arrests

0810 - Simple Physical Assault	1
1810 - Drug Violations	1
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	2
2100 - DWI - Alcohol and/or Drugs	1
2690 - All Other Offenses	1
4010 - All Traffic (except DWI)	2
<b>Total Charges</b>	<b>8</b>
<b>Total Arrests</b>	<b>5</b>

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## Accidents

<b>Total Accidents</b>	<b>3</b>
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## Citations

Driving While License Revoked	1
No Insurance	1
No Operator License	2
Other (Infraction)	2
Other (Misdemeanor)	1
Speeding (Misdemeanor)	1
Secondary Charge	3
<b>Total Charges</b>	<b>11</b>

# Activity Detail Summary (by Category)

Biltmore Forest Police Department

(04/01/2016 - 04/30/2016)

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## Citations

Total Citations 9

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## Warning Tickets

Total Charges 0

Total Warning Tickets 0

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## Ordinance Tickets

Total Ordinance Tickets 0

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## Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

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## Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

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# Call Log Call Type Summary

## Biltmore Forest Police Department

04/01/2016 - 04/30/2016

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Accident - 10-50	2	Alarm - 10-90	34
Ambulance needed - 10-52	2	Animal Carcass - 10-91	1
Assist EOC - 10-77	9	Assist Motorist - 10-85	10
Assist Other Officer or Agency - 10-78	6	Assist Resident - 10-86	6
B & E - 10-62	1	Bear Report - 10-89/Bear	4
Bicyclist Violation - Bicyclist Violation	1	Business Check - 10-119	1
Busy - 10-6	1	Chase - 10-43	1
Crime Prev. - 10-108	2	Distressed Animal - Distressed Animal	2
Disturbance - 10-79	1	Dog Complaint - 10-89	12
Domestic - 10-80	2	Escort - 10-59	2
Extra Check - 10-116	9	Improper Parking - 10-70	5
In Court - 10-105	2	Investigation - 10-63	3
License Checkpoint - License Checkpoint	1	Noise Disturbance - 10-79/N	2
Ordinance Violation (Other) - Ordinance Violation	5	Out of Town - 10-110	1
Radar Operation - 10-38R	18	Relay Message - 10-16	1
Road Blocked - 10-53	6	Sign Ord Violation - 10-118	2
Special Assignment - 10-107	2	Speed Enforcement - 10-38	1
Suspicious Person - 10-113	9	Suspicious Vehicle - 10-60	43
Vehicle Registration - 10-28	35	Vehicle Stop - 10-61	44

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**Total Number Of Calls: 289**



# Biltmore Forest Public Works Department

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**Terry Crouch**  
**Director Of Public Works**  
**355 Vanderbilt Road**  
**Biltmore Forest NC, 28803**

**Phone: 274-3919**  
**Fax: 274-3921**  
**Mobile: 777-4466**  
**Email: [pwdirector@biltmoreforest.org](mailto:pwdirector@biltmoreforest.org)**

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## **PUBLIC WORKS MONTHLY REPORT** **APRIL 13, 2016 TO MAY 10, 2016**

- Completed all of the normal routine services to the residents on schedule.
- Here are the recycling totals as of May 4<sup>th</sup>.  
March: 30,720 Pounds  
April: 26,280 Pounds  
May: 7,040 Pounds  
Total: 64,040 Pounds = 32 Tons
- Both of the storm drain installations are complete on Forest road and Hemlock Drive.
- We have planted back trees at both of the new storm drain installations to replace the damaged trees.
- Cut up and removed 2 trees that had fallen in to the roadway.
- Completed 34 special requests from the residents, extra garbage collection, meter rereads, house no. signs, recycling request, etc and completed 16 utility locate request.
- Completed the 2 monthly bacteriological water samples for April and both were in compliance with the state and we have submitted the quarterly TTHM's and Haa5 water samples as required by the state.

- Changed out 7 water meters to stay in line with our water meter change out program. More meters are scheduled to be changed out in the coming months.
- We repaired 3 streetlight (General Repairs).
- A total of 477 hours were spent maintaining the Towns roads and road shoulders.
- Collected a total of 27 loads of brush that have been transported to Asheville Stump and Dump.
- Blew the roads and road shoulders several times with our tractor mounted blowers.
- We have begun the annual inspections of the residents backflow devices.
- Completed the monthly oil changes to the Police vehicles.
- We are continuing to trim intersections and road shoulders.
- Mowed and weedeated all of the road shoulders and parks several times .
- Spent 64 hours in the Town's parks mowing and weedeating.
- Assisted the Skyland Fire Department with the hydrant flushing.
- Installed new mulch in all of the playground equipment in both parks.

Sincerely



Terry Crouch  
Director of Public Works



MONTHLY FINANCIAL STATEMENT  
TAX COLLECTION REPORT

APRIL 2016

**REVENUES**

	<u>Year-to-Date</u>	<u>% REM</u> <u>YTD</u>	<u>Budget</u>
General Fund	\$ 3,707,940.28	2%	\$ 3,777,511.00
Water Fund	\$ 419,404.70	4%	\$ 436,503.00
	<b>\$ 4,127,344.98</b>		<b>\$ 4,214,014.00</b>

**EXPENDITURES**

	<u>Year-to-Date</u>	<u>% REM</u> <u>YTD</u>	<u>Budget</u>
Administration	\$ 193,064.01	27%	\$ 266,080.00
Police	\$ 1,098,302.45	17%	\$ 1,320,863.00
Public Works	\$ 749,367.46	18%	\$ 915,732.00
Powell Bill	\$ 163,580.38	39%	\$ 268,721.00
General Government	\$ 654,196.57	7%	\$ 705,360.00
Transfer to General Fund Balance	\$ -	100%	\$ 300,755.00
<b>TOTAL General Fund</b>	<b>\$ 2,858,510.87</b>		<b>\$ 3,777,511.00</b>
Transfer to Water Fund Balance	\$ -	100%	\$ 37,624.00
Water Fund	\$ 312,232.23	22%	\$ 398,879.00
<b>TOTAL Water Fund</b>	<b>\$ 312,232.23</b>		<b>\$ 436,503.00</b>
<b>TOTAL Combined Funds</b>	<b>\$ 3,170,743.10</b>		<b>\$ 4,214,014.00</b>

**CASH ON HAND**

First Citizens Money Market Checking	\$ 836,491.00
NC Cash Mangement Trust	\$ 1,541,245.00
First Citizens Certificate of Deposit	\$ 502,916.57
<b>TOTAL</b>	<b>\$ 2,880,652.57</b>

**TAX COLLECTION**

	<u>Current Collection</u>	<u>% of</u> <u>Budgeted</u>	<u>Budgeted</u>
Real & Personal Property Tax Billed	\$ 2,377,672.82		
Real & Personal Property Tax Collected	\$ 2,377,631.20	100.32%	\$ 2,369,968.00
<b>Percentage of 2015 Levy Collected</b>	<b>100.00%</b>		
DMV Taxes	\$ 79,109.68	84.99%	\$ 93,085.00

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>10 GENERAL FUND</b>				
REVENUE:				
10-3010-0000 TAX COLLECTION CURRENT YR	0.00	2,377,674.53	2,369,968.00	0
10-3010-0001 AD-VALOREM TAX COLL CURRI	7,406.11	79,109.68	93,085.00	15
10-3170-0000 TAX COSTS,PENALTIES,& INTER	97.12	2,453.31	3,000.00	18
10-3250-0000 INTEREST EARNED	490.38	2,297.17	1,200.00	-91
10-3310-0000 RENTAL COMMUNITY HALL	0.00	600.00	1,500.00	60
10-3340-0000 AMERICAN TOWER AGREEMENT	400.00	25,057.45	28,260.00	11
10-3350-0000 MISCELLANEOUS	55.00	27,113.81	54,216.00	50
10-3360-0000 FRANCHISE & UTILITIES TAX D	0.00	168,110.49	126,753.00	-33
10-3410-0000 BEER & WINE TAXES	0.00	0.00	6,000.00	100
10-3420-0000 SOLID WASTE DISPOSAL TAX	0.00	887.71	800.00	-11
10-3430-0000 POWELL BILL	0.00	64,253.31	64,000.00	0
10-3450-0000 BUNCOMBE COUNTY 1% TAX	36,086.10	434,563.32	478,500.00	9
10-3460-0000 1/2 CENT SALES TAX A.40	14,621.37	171,177.86	175,884.00	3
10-3470-0000 1/2 CENT SALES TAX A.42	18,741.68	226,733.61	226,140.00	0
10-3550-0000 BUILDING PERMITS	2,683.00	8,269.00	10,000.00	17
10-3560-0000 DOG LICENSE FEE	10.00	1,720.00	1,605.00	-7
10-3670-0000 SALES TAX REFUND	0.00	13,128.09	8,700.00	-51
10-3670-0100 GASOLINE TAX REFUND	0.00	3,551.93	3,500.00	-1
10-3720-0000 PROGRESS ENERGY FRANCHISE	0.00	0.01	2,400.00	100
10-3900-0000 INSTALLMENT AGREEMENT	0.00	93,739.00	120,000.00	22
TOTAL REVENUE	80,590.76	3,700,440.28	3,775,511.00	2
OTHER FINANCING SOURCE:				
10-3700-0000 SALE OF PERSONAL PROPERTY	0.00	7,500.00	2,000.00	-275
TOTAL OTHER FINANCING SOURCE	0.00	7,500.00	2,000.00	-275
AFTER TRANSFERS	80,590.76	3,707,940.28	3,777,511.00	



Town of Biltmore Forest  
 REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>30 WATER &amp; SEWER FUND</b>				
REVENUE:				
30-3290-0000 INTEREST EARNED	0.00	0.00	400.00	100
30-3350-0000 COMMISSIONS, SEWER CHARGE	1,554.91	7,808.32	8,000.00	2
30-3710-0000 WATER & SEWER CHARGES	56,820.16	354,511.23	422,103.00	16
30-3710-0100 MSD CHARGES	50,786.50	51,115.15	0.00	0
30-3730-0000 WATER TAP AND CONNECTION	40.00	5,970.00	6,000.00	1
TOTAL REVENUE	109,201.57	419,404.70	436,503.00	4
AFTER TRANSFERS	109,201.57	419,404.70	436,503.00	

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>4200 ADMINISTRATION</b>				
EXPENDITURE:				
10-4200-0200 SALARIES	6,835.38	77,598.12	94,110.00	18
10-4200-0300 LEGAL AND ENGINEERING	3,500.00	25,988.74	30,000.00	13
10-4200-0400 ACCOUNTING AND TAXES	625.00	22,591.25	37,300.00	39
10-4200-0500 F.I.C.A.	499.25	5,680.25	7,200.00	21
10-4200-0550 UNEMPLOYMENT INSURANCE	0.00	41.00	0.00	0
10-4200-0600 HOSPITAL INSURANCE	820.49	8,051.18	12,500.00	36
10-4200-0650 MIT (DENTAL, VISION, LIFE) INS	116.64	1,166.40	1,700.00	31
10-4200-0675 HEALTH REIMBURSEMENT ACC	83.33	833.30	1,250.00	33
10-4200-0700 RETIREMENT	849.99	9,288.90	6,277.00	-48
10-4200-0800 401K SUPP RETIREMENT	341.77	3,798.91	4,706.00	19
10-4200-1200 POSTAGE, PRINTING, STATIONA	0.00	4,706.81	8,000.00	41
10-4200-1400 MILEAGE & BOARD SALARY	1,800.00	19,800.00	22,000.00	10
10-4200-3300 SUPPLIES AND EQUIPMENT	698.22	3,282.46	3,700.00	11
10-4200-5300 SUBSCRIPTIONS	0.00	3,429.38	3,500.00	2
10-4200-5700 MISCELLANEOUS	507.92	858.65	5,200.00	83
10-4200-6500 TRAINING AND EDUCATION	455.07	5,948.66	10,000.00	41
10-4200-6600 CAPITAL IMPROVEMENT & AMC	0.00	0.00	18,637.00	100
TOTAL EXPENDITURE	<u>17,133.06</u>	<u>193,064.01</u>	<u>266,080.00</u>	<u>27</u>
BEFORE TRANSFERS	<u>-17,133.06</u>	<u>-193,064.01</u>	<u>-266,080.00</u>	
AFTER TRANSFERS	<u><u>-17,133.06</u></u>	<u><u>-193,064.01</u></u>	<u><u>-266,080.00</u></u>	

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>5100 POLICE DEPARTMENT</b>				
EXPENDITURE:				
10-5100-0200 SALARIES	59,260.50	669,420.62	778,039.00	14
10-5100-0300 OVERTIME	0.00	0.00	15,000.00	100
10-5100-0400 SEPARATION ALLOWANCE	1,090.16	4,905.72	6,200.00	21
10-5100-0450 SHORT TERM DISABILITY	0.00	0.00	5,000.00	100
10-5100-0500 F.I.C.A.	4,455.54	49,806.89	60,666.00	18
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	313.95	3,800.00	92
10-5100-0600 HOSPITAL INSURANCE	8,545.17	87,839.16	115,000.00	24
10-5100-0650 MIT (DENTAL, VISION, LIFE) INS	1,084.54	11,110.96	14,000.00	21
10-5100-0675 HEALTH REIMBURSEMENT ACC	999.96	10,749.57	14,000.00	23
10-5100-0700 RETIREMENT	7,616.81	83,523.00	95,790.00	13
10-5100-0800 401K SUPP RETIREMENT	2,806.43	32,079.22	39,652.00	19
10-5100-1600 RADIO MAINTENANCE	0.00	0.00	3,000.00	100
10-5100-1700 CAR REPAIRS AND TIRES	1,828.47	13,740.00	13,000.00	-6
10-5100-3100 GASOLINE	1,700.75	12,588.65	26,000.00	52
10-5100-3300 SUPPLIES	7,037.40	13,989.91	15,000.00	7
10-5100-3600 UNIFORMS	0.00	5,214.19	7,000.00	26
10-5100-3700 D.C.I. RENTAL	832.07	10,277.76	14,000.00	27
10-5100-5700 MISCELLANEOUS	80.68	7,176.29	9,500.00	24
10-5100-5800 PHYSICAL EXAMS	0.00	0.00	2,500.00	100
10-5100-6500 TRAINING AND EDUCATION	191.50	3,304.64	4,500.00	27
10-5100-7400 EQUIPMENT PURCHASES	8,690.35	79,216.00	79,216.00	0
80-5100-8100 C/Y DEPREC PUB SAFETY (Loc)	0.00	3,045.92	0.00	0
TOTAL EXPENDITURE	<u>106,220.33</u>	<u>1,098,302.45</u>	<u>1,320,863.00</u>	<u>17</u>
BEFORE TRANSFERS	<u>-106,220.33</u>	<u>-1,098,302.45</u>	<u>-1,320,863.00</u>	
AFTER TRANSFERS	<u><u>-106,220.33</u></u>	<u><u>-1,098,302.45</u></u>	<u><u>-1,320,863.00</u></u>	

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>5600 PUBLIC WORKS</b>				
EXPENDITURE:				
10-5600-0200 SALARIES	29,897.81	336,943.08	385,482.00	13
10-5600-0300 OVERTIME	0.00	0.00	15,000.00	100
10-5600-0350 OUTSIDE SERVICES	0.00	0.00	5,000.00	100
10-5600-0500 F.I.C.A.	2,234.90	25,249.39	30,637.00	18
10-5600-0550 UNEMPLOYMENT INSURANCE	0.00	146.26	1,500.00	90
10-5600-0600 HOSPITAL INSURANCE	4,669.07	43,768.36	65,000.00	33
10-5600-0650 MIT (DENTAL, VISION, LIFE) INS	662.54	6,352.29	8,000.00	21
10-5600-0675 HEALTH REIMBURSEMENT ACC	499.98	4,999.80	6,500.00	23
10-5600-0700 RETIREMENT	3,689.22	41,478.89	27,113.00	-53
10-5600-0800 401K SUPP RETIREMENT	1,513.71	17,465.83	20,024.00	13
10-5600-1300 STREETLIGHTS ELECTRIC	698.69	9,748.10	10,000.00	3
10-5600-1500 GENERAL REPAIRS AND MAINT.	0.00	3,762.81	3,000.00	-25
10-5600-1600 ST.LIGHT MAINT. AND NEW LIG	239.10	3,430.77	10,000.00	66
10-5600-1700 VEHICLE MAINT. AND REPAIRS	306.81	29,047.80	30,000.00	3
10-5600-3100 GASOLINE	755.58	6,930.91	21,000.00	67
10-5600-3300 SUPPLIES	961.97	6,462.14	15,000.00	57
10-5600-3400 STREET SIGNS AND NUMBERS	0.00	35.00	2,000.00	98
10-5600-3600 UNIFORMS	652.33	5,549.12	5,000.00	-11
10-5600-5200 PARKS	118.67	309.68	10,000.00	97
10-5600-5800 PHYSICAL EXAMS	198.00	342.00	1,000.00	66
10-5600-5900 MISCELLANEOUS	280.23	2,961.39	2,500.00	-18
10-5600-6000 CAPITAL OUTLAY	0.00	124,992.01	146,976.00	15
10-5600-6500 TRAINING AND EDUCATION	0.00	267.38	1,000.00	73
10-5600-8000 TIPPING FEES AND BILTMORE E	3,147.57	30,489.45	48,000.00	36
10-5600-8100 RECYCLING	0.00	48,635.00	46,000.00	-6
TOTAL EXPENDITURE	<u>50,526.18</u>	<u>749,367.46</u>	<u>915,732.00</u>	<u>18</u>
BEFORE TRANSFERS	<u>-50,526.18</u>	<u>-749,367.46</u>	<u>-915,732.00</u>	
AFTER TRANSFERS	<u>-50,526.18</u>	<u>-749,367.46</u>	<u>-915,732.00</u>	

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>5700 POWELL FUND</b>				
EXPENDITURE:				
10-5700-0200 SALARIES	5,097.96	36,492.67	38,403.00	5
10-5700-0500 FICA	390.02	2,791.79	2,938.00	5
10-5700-0550 UNEMPLOYMENT INSURANCE	0.00	20.18	310.00	93
10-5700-0600 HOSPITAL INSURANCE	969.88	5,665.60	7,000.00	19
10-5700-0650 MIT (DENTAL, VISION, LIFE) INS	75.92	425.12	550.00	23
10-5700-0675 HEALTH REIMBURSEMENT ACC	166.66	999.96	1,000.00	0
10-5700-0700 RETIREMENT	630.04	4,461.32	2,700.00	-65
10-5700-0800 401K SUPP RETIREMENT	254.90	1,824.63	1,920.00	5
10-5700-1700 VEHICLE REPAIRS - STREET DEF	610.86	610.86	2,000.00	69
10-5700-2200 CONTRACTS-RESURFACING, ET	1,800.00	78,364.10	77,000.00	-2
10-5700-2300 SUPPLIES	940.08	26,792.14	27,900.00	4
10-5700-2400 TRAFFIC SIGNS	0.00	487.36	1,500.00	68
10-5700-2500 STORM WATER DRAINAGE	0.00	0.00	90,000.00	100
10-5700-6500 TRAINING AND EDUCATION	0.00	0.00	500.00	100
10-5700-7400 EQUIPMENT PURCHASES	0.00	0.00	5,000.00	100
10-5700-7500 ENGINEERING	0.00	1,411.75	10,000.00	86
80-5700-8100 C/Y DEPREC TRANSPORT (Loc)	0.00	3,232.90	0.00	0
TOTAL EXPENDITURE	<u>10,936.32</u>	<u>163,580.38</u>	<u>268,721.00</u>	<u>39</u>
BEFORE TRANSFERS	<u>-10,936.32</u>	<u>-163,580.38</u>	<u>-268,721.00</u>	
AFTER TRANSFERS	<u><u>-10,936.32</u></u>	<u><u>-163,580.38</u></u>	<u><u>-268,721.00</u></u>	

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>6600 GENERAL</b>				
EXPENDITURE:				
10-6600-1100 TECHNOLOGY	3,871.68	42,725.54	46,000.00	7
10-6600-1300 ENERGY & BF SEWER	862.25	14,577.00	21,000.00	31
10-6600-1500 GE. REPS. AND MAINT.	1,147.08	17,279.20	30,000.00	42
10-6600-2800 ELECTIONS	87.97	204.24	6,000.00	97
10-6600-3300 SUPPLIES AND EQUIP.	29.99	95.05	2,000.00	95
10-6600-5400 INSURANCE	180.90	83,222.89	98,000.00	15
10-6600-6000 CONTINGENCY	1,911.00	13,479.96	15,000.00	10
10-6600-6100 MISCELLANEOUS	114.66	6,358.07	8,000.00	21
10-6600-6300 COMMUNITY EVENTS	503.50	10,866.02	13,000.00	16
10-6600-6400 WILDLIFE MANAGEMENT	44.35	530.23	1,500.00	65
10-6600-7600 FIRE PROTECTION	106,250.00	425,000.00	425,000.00	0
10-6600-7720 DEBT SERVICE Police Dept Reno	5,833.33	23,333.32	23,334.00	0
10-6600-7725 DEBT SERVICE Police Dept Reno Ir	1,833.56	7,667.63	7,668.00	0
10-6600-7730 DEBT SERVICE Street Imp Princ	1,666.67	6,666.68	6,667.00	0
10-6600-7735 DEBT SERVICE Street Imp Int	523.87	2,190.74	2,191.00	0
TOTAL EXPENDITURE	<u>124,860.81</u>	<u>654,196.57</u>	<u>705,360.00</u>	<u>7</u>
BEFORE TRANSFERS	<u>-124,860.81</u>	<u>-654,196.57</u>	<u>-705,360.00</u>	
OTHER FINANCING USE:				
10-6600-9000 TRSFR TO GEN FUND BALANCE	0.00	0.00	300,755.00	100
TOTAL OTHER FINANCING USE	<u>0.00</u>	<u>0.00</u>	<u>300,755.00</u>	<u>100</u>
AFTER TRANSFERS	<u><u>-124,860.81</u></u>	<u><u>-654,196.57</u></u>	<u><u>-1,006,115.00</u></u>	

Town of Biltmore Forest  
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

04/01/2016 TO 04/30/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
<b>8100 WATER DEPT.</b>				
EXPENDITURE:				
30-8100-0200 SALARIES	6,711.58	75,272.15	83,772.00	10
30-8100-0300 OVERTIME	0.00	0.00	2,000.00	100
30-8100-0400 PROFESSIONAL SERVICES	85.00	2,965.62	4,000.00	26
30-8100-0500 F.I.C.A.	490.63	5,511.47	6,562.00	16
30-8100-0550 UNEMPLOYMENT INSURANCE	0.00	41.58	220.00	81
30-8100-0600 HOSPITAL INSURANCE	1,278.92	12,541.46	15,000.00	16
30-8100-0650 MIT (DENTAL, VISION, LIFE) INS	110.24	1,102.40	1,500.00	27
30-8100-0675 HEALTH REIMBURSEMENT ACC	166.66	1,666.60	2,000.00	17
30-8100-0700 RETIREMENT	834.58	9,203.43	6,807.00	-35
30-8100-0800 401K SUPP RETIREMENT	341.35	3,827.06	4,289.00	11
30-8100-1200 POSTAGE, PRINTING,& STATION	0.00	2,284.73	2,000.00	-14
30-8100-1500 GENERAL REPAIRS	42.00	138.11	1,000.00	86
30-8100-3300 SUPPLIES AND EQUIPMENT	764.36	18,447.10	20,000.00	8
30-8100-4800 WATER PURCHASES	15,497.27	170,734.22	204,729.00	17
30-8100-5700 MISCELLANEOUS	0.00	36.00	500.00	93
30-8100-6500 TRAINING AND EDUCATION	0.00	1,441.37	1,500.00	4
30-8100-7400 CAPITAL IMPROVEMENT	0.00	7,018.93	43,000.00	84
TOTAL EXPENDITURE	26,322.59	312,232.23	398,879.00	22
BEFORE TRANSFERS	-26,322.59	-312,232.23	-398,879.00	
OTHER FINANCING USE:				
30-8100-9000 TRSFR TO WATER FUND BALAN	0.00	0.00	37,624.00	100
TOTAL OTHER FINANCING USE	0.00	0.00	37,624.00	100
AFTER TRANSFERS	-26,322.59	-312,232.23	-436,503.00	



MEMORANDUM  
MAY 10, 2016

To: Mayor and Commissioners  
From: Jonathan Kanipe, Town Administrator  
Re: Town Administrator's Report  
Date: May 5, 2016

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### **Board of Adjustments Meeting**

During their regular meeting in April, the Board of Adjustments approved two deer fence requests, one for Mr. George Morosani at 9 Fir Tree Lane and another for Mr. Michael Freeman at 19 Brookside Road. The Board also approved a demolition and reconstruction of the home located at 388 Vanderbilt Road. The existing residence will be demolished and the owners hope to finish construction on the new home by December 2017. A 155 square foot addition to an existing accessory structure was approved for the Schroeders at 320 Vanderbilt Road. This will allow the construction of a kitchenette and bathroom in an existing log cabin. The Board tabled a request by the owners of 89 Chauncey Circle, Curtis and Donna Foltz, to allow the construction of a split rail fence in the side and rear yard.

### **Fire Hydrant Flushing**

The hydrant flushing for insurance rating purposes was conducted the first week in May. The program went very well, and Skyland Fire Department finished the entire Town within the first four days. We did not receive any complaints from residents during the testing, and did speak with a few who had questions about how long the process would take and the impacts on their water lines. Overall, the project was very successful and if performed on a more routine basis any disturbance to residents will be substantially limited.

### **Governmental Finance Officers Association Certificate of Excellence**

The Town received the Governmental Finance Officers Association Certificate of Achievement for Excellence in Governmental Reporting last week. We were very excited to receive this honor, and the lion's share of the recognition goes to Helen Stephens for her hard work to achieve this honor. Helen put together a terrific presentation for the GFOA committee and we were really pleased to see the Town achieve this honor in its first attempt. If I can provide any further information about this designation and honor, please let me know.



### **Recodification Update**

The Planning Board will meet within the next month to discuss the planned revisions to the Town's Zoning Ordinance. The Planning Board does not have to provide a recommendation on the ordinances as found in the Town Code. Mr. Clarke and I anticipate holding the public hearing for these ordinance amendments at our June meeting.

### **Town Hall Day**

The 2016 Town Hall Day will be held in Raleigh on June 8<sup>th</sup>. The agenda includes two separate briefings by League representatives and opportunities to meet with our legislative delegation and other legislators. If anyone is interested, please let me know and we will take care of the registration. I will send additional information via email.



MEMORANDUM

MAY 10, 2016

To: Mayor and Commissioners  
From: Jonathan Kanipe, Town Administrator  
Re: Review and Consideration of Architectural Services RFQ Packets  
Date: May 5, 2016

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The Town received three (3) RFQ packets from interested architectural firms for the Public Works building and Storage Shed project. Those three firms provided their information in accordance with the Town's RFQ sheet. I have included the qualifications packet for each firm in your agenda materials. Please review and begin considering which firm you would like to consider for this project. Each firm has done great work in the governmental arena, and we are currently in the process of contacting each reference as listed in their materials. I should have the majority of that feedback available for you at the Board meeting on Tuesday.

In regards to the project timeline, I estimated final selection of a firm by our June meeting. The Board is certainly free to decide earlier than this if you wish, and please just let me know if there is additional information I can provide to help you through your decision process.



MEMORANDUM

MAY 10, 2016

To: Mayor and Commissioners  
From: Jonathan Kanipe, Town Administrator  
Re: Consideration of FY15-16 Budget Amendments  
Date: May 5, 2016

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Budget amendments for the current fiscal year are attached for your review and consideration. These revenue amendments, generally, reflect overages that are already realized. The decrease in the installment purchase loan from BB&T is a result of the loan amount being less than was anticipated at the beginning of last fiscal year. Expenditures for retirement funds were increased as there were changes in the Town's contribution rates from the state in mid-year as well as in the State Health Plan retiree funding. These amendments are offered across each department as a result.

One reallocation I would like to point out specifically is in the water fund. If approved, reallocating funds to the Capital Outlay line item will allow us to move forward with the water meter/AMI project. This project, as discussed last month, will allow the Town to install and utilize real-time meter reading software transmitted to the Police Department. Last year, the Town allocated approximately \$37,000 in the water fund to Fund Balance with the idea being that this would help with future capital projects. I propose reallocating that funding to Capital Outlay, which will allow us to begin implementation of this project before the conclusion of the fiscal year. That will decrease the cost of the project in the next fiscal year and allow us to move forward with scheduling the project and getting that on line sooner rather than later.

Please let me know if you have any thoughts or concerns regarding these amendments.



FY 15-16 Budget Ordinance Amendment

BE IT ORDAINED by the Governing Board of the Town of Biltmore Forest, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2016.

**Section 1.** To amend the General Fund Revenues as follows:

<u>Account #</u>	<u>Account Description</u>	<u>Increase</u>	<u>Decrease</u>
10-3010-0000	Tax Collection (Current)	\$7,706.00	-0-
10-3360-0000	Franchise & Utilities Tax	\$41,357.00	-0-
10-3670-0000	Sales Tax Refund	\$4,428.00	-0-
10-3700-0000	Sale of Personal Property	\$5,500.00	-0-
10-3900-0000	Installment Agreement	-0-	(\$26,261.00)
<b>Net Increase in General Fund Revenues:</b>			<b>\$32,730.00</b>

This will result in a net increase in the General Fund Revenues of \$32,730.00. To appropriate these funds, and to serve as reallocations within the budgeted line items, the following amendments to the FY15-16 budget are provided.

**Section 2.** To amend the General Fund Expenditures as follows:

<u>Account #</u>	<u>Dept</u>	<u>Account Description</u>	<u>Increase</u>	<u>Decrease</u>
10-4200-0700	Admin	Retirement	\$5,223.00	-0-
10-5100-0700	Police	Retirement	\$5,000.00	-0-
10-5100-1700	Police	Car Repairs	\$2,000.00	-0-
10-5600-0700	Pub Wks	Retirement	\$22,887.00	-0-
10-5600-1500	Pub Wks	Gen. Repairs/Maint.	\$2,000.00	-0-
10-5600-3600	Pub Wks	Uniforms	\$1,000.00	-0-
10-5600-5900	Pub Wks	Miscellaneous	\$500.00	-0-
10-5600-8100	Pub Wks	Recycling	\$5,000.00	-0-
10-5700-0700	Powell Bill	Retirement	\$3,000.00	-0-
10-5700-2200	Powell Bill	Contracts	\$2,000.00	-0-
10-6600-5400	Gen Gov't	Insurance	-0-	(\$13,000.00)
10-6600-1500	Gen Gov't	Gen. Repairs/Maint.	-0-	(\$2,880.00)
<b>Net Increase in General Fund Expenditures:</b>			<b>\$32,730.00</b>	

**Section 3.** To reallocate the Water Fund Expenditures as follows:

<u>Account #</u>	<u>Account Description</u>	<u>Increase</u>	<u>Decrease</u>
30-8100-0700	Retirement	\$3,500.00	-0-
30-8100-0700	Postage	\$500.00	-0-
30-8100-7400	Capital Outlay	\$33,624.00	-0-
30-8100-9000	Transfer to Water Fund Balance	-0-	\$37,624.00

Copies of this budget amendment shall be furnished to the Clerk, to the Governing Board, and to the Finance Officer for their direction.

Adopted this 10<sup>th</sup> day of May, 2016.

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Mayor George F. Goosmann, III



MEMORANDUM

MAY 10, 2016

To: Mayor and Commissioners

From: Jonathan Kanipe, Town Administrator

Re: Consideration of Reappointments to Board of Adjustments and Design Review Board

Date: May 5, 2016

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The terms for the following current members of the Board of Adjustments expire at the end of April. Each one of these members has agreed to be reappointed if approved by the Board.

Robert Chandler  
Rhoda Groce  
Lynn Kieffer

If approved, these appointments run through April 2019.

Mrs. Kieffer also served on the Town's Design Review Board, and other commitments will not allow her to seek a reappointment to this Board. The current membership of the Board is as follows:

Bruce Johnson, Chair  
Andrea Eglinton, Vice-Chair  
Trudy Cappiello  
Fred Groce  
Art Garst

The person selected by the Board will serve a three year term and would begin their tenure on the DRB as an alternate member.



MEMORANDUM

MAY 10, 2016

To: Mayor and Commissioners  
From: Jonathan Kanipe, Town Administrator  
Re: Presentation of FY16-17 Draft Budget and Budget Message  
Date: May 5, 2016

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The proposed budget for FY16-17 is included in your agenda materials. Please review and let me know what questions or concerns you may have as we move forward into the next fiscal year.

**General Fund**

The Town is in good fiscal health heading into next year. The proposed budget retains the current tax rate of 38.5 cents. **The total proposed budget in the General Fund is \$3,848,004. This represents an increase of 1.86 percent from FY15-16.** This increase, however, represents significant service upgrades for citizens while maintaining our current high level of service in other areas. Projects for FY16-17 in the General Fund include the following:

- Funds are allocated for architectural services in FY16-17 associated with the public works building project. As mentioned last month, funds are not directly allocated for construction but should be included in a capital project ordinance once the design is finalized and the architect has verifiable numbers.
- The purchase of a new patrol car for the Police Department. This purchase would allow the Department to then put one of the older Ford Utility vehicles into the spare rotation and allow for vehicles to be taken out for service or driven to training more easily. The Department purchased one new vehicle during the current fiscal year.
- Advanced training through the Law Enforcement Executive Program in the police department is included. It is anticipated that Detective Sergeant Mark Allen will be enrolled in this class beginning in September.
- Additional intersection cameras are budgeted in the Police Department, but it should be noted that these figures are likely to change based on the technology available. Chief Tinsley is working to determine whether a camera like we have in place at the Vanderbilt/Busbee intersection is necessary or whether we can utilize other cameras in various locations.

- The Public Works Department has requested some funds for new hand tools and two (2) new leaf boxes and a new leaf vacuum. The existing boxes and vacuum receive a great deal of wear and tear and would serve the Town much better by being replaced.
- Staff also recommends replacement of one of the older Ford pickup trucks utilized by the Public Works Department. The older Rangers are in the shop more frequently now and are due for replacement. Funds are allocated for a new Nissan pick up to replace this vehicle.
- The Streets department includes the annual paving and striping allotments, but also includes funding for the Town's new stormwater drainage program. Funds of \$100,000 are allocated toward two remaining projects (Greenwood Road and Stuyvesant/Vanderbilt Roads) in FY16-17.
- The Town's bridges are required to be inspected next year, and this is included in the Streets department budget.
- The Town's legal and engineering fees are moved from the administration department to general government. The outside services line item is also where the aforementioned funds for the architectural fees are located.
- Funding is included to recable the Town buildings for phone and IT infrastructure. This will ensure that the Town does not undergo another event where the phone systems are down for days at a time.
- Additional funds are included for the possible transfer of the Town's phone system from the ITS (State of North Carolina) phone network to a Voice over IP phone system through VC3. This would allow the Town to assure phone redundancy, as well as improving the equipment and flexibility of our telephone systems at the Town Hall.
- There is a small appropriation to fund balance of \$32,376 – the Board may wish to reallocate these funds to a different area within the general fund budget. Our current fiscal includes a planned \$300,000 transfer to the General Fund, and these are potential sources of funding for the Public Works building project in the future.

This represents a snapshot of the funds allocated and projects planned for Fiscal Year 2016-2017 in the General Fund. There are funds allocated in the contingency line item, and as a rule, expenditures are projected higher and revenues projected lower.

### **Water Fund**

The total budget for the water fund is \$796,595. **This is an increase of 3.92 percent of the actual budget approved for FY15-16.** This increase is represented, largely, by two projects that will have long term beneficial impacts on the Town. The first is the relocation and repair of a 12" water line along the northern end of Vanderbilt Road. The Town has experienced two significant water breaks in this location in the past year, which has resulted in a loss of water service to MAHEC as well as significant cost for repair. This project, estimated at \$50,000, will fix the issue with the water line in this location. The second project is the planned transition to AMI cellular meter technology. This technology will allow real time reading of water meters in the Town and enable Town employees, and residents if they choose, to receive instant notifications of leaks in



the water system. The final cost of the project is approximately \$146,000, but a planned budget amendment in the current fiscal year will offset some of the costs in the coming fiscal year.

In regards to water and sewer rates, there is a planned increase of 5 percent and 2.5 percent in the water and sewer billing, respectively. This is in line with proposed increases from the City of Asheville and Metropolitan Sewerage District. There is a planned “pass through” of a monthly 89 cents per meter charge that will facilitate the cellular coverage for the meters.

### **Format**

Staff has made formatting changes to the budget for the coming year that enables us to more accurately and effectively report where Town funds are spent. For example, the Town has had a “Public Works” department budget for some time, but also maintains a split “Powell Bill” (for streets and transportation) departmental budget and a completely separate Water Fund. Everything not included within the Streets budget then goes into the Public Works department.

We have presented this year’s budget with a new departmental budget for “Sanitation”. Staff feels strongly that this will more accurately reflect what the Town spends on our solid waste and recycling services that we provide to citizens. This enables us to break out the total financial cost – including complete personnel costs – for this department and will assist as we track our progress with the Town’s new recycling program. You will note the spreadsheets attached with budget numbers reflect that this is a new departmental budget.

Similarly, we also created a separate departmental budget for Fire Services which reflects the annual payments made to Skyland Fire Department. Debt service schedules were also pulled out to a separate departmental budget (from the General Government department) and engineering and legal fees were moved from the Administration department into the General Government department. These changes allow more transparency and accurately reflect where Town revenues are being allocated.



REVENUES

GENERAL FUND

FY 2016-2017

Account #	Account Description	Prior Year Actual 2013-14	Percentage of Prior Year Actual	Prior Year Actual 2014-15	Current Year Actual Thru 3/31/2016	Projected Current Year 2015-16	Estimated Fiscal Year 2016-2017
10-3010-0000	TAX COLLECTION CURRENT YR	2,338,366	1	2,359,205	2,377,675	2,377,675	2,377,675
10-3010-0001	AD-VALOREM TAX CURRENT YEAR	97,158	1	102,101	71,704	95,605	95,605
10-3010-0100	TAX COLLECTION PRIOR YEARS						
10-3170-0000	TAX COSTS,PENALTIES,& INTEREST	4,096	1	2,794	2,356	2,416	2,416
10-3170-0100	CY DEFER INT ON TAX ADJ						
10-3250-0000	INTEREST	1,908	0	926	1,807	2,909	2,909
10-3310-0000	RENTAL COMMUNITY HALL	1,200	1	1,500	600	900	1,000
10-3340-0000	AMERICAN TOWER AGREEMENT	24,269	1	25,448	24,657	25,857	25,857
10-3350-0000	MISCELLANEOUS	19,113	1	14,170	27,059	71,275	25,000
10-3370-0000	FRANCHISE TAX	128,509	2	194,498	168,110	224,147	218,000
10-3410-0000	BEER & WINE TAXES	5,939	1	6,588	-	6,000	6,300
10-3420-0000	SOLID WASTE DISPOSAL TAX	767	1	881	888	1,184	1,200
10-3430-0000	POWELL BILL	64,004	1	64,604	64,253	64,253	63,600
10-3450-0000	BUNCOMBE COUNTY 1% TAX	426,553	1	479,756	398,477	504,738	523,665
10-3460-0000	1/2 CENT SALES TAX (70%) A.40	159,895	1	198,341	156,556	198,305	205,741
10-3470-0000	1/2 CENT SALES TAX (60%) A.42	205,582	1	251,907	207,992	263,456	273,336
10-3480-0000	1/2 CENT SALES TAX A.44	116,005	(0)	(3,392)			
10-3550-0000	BUILDING PERMITS	15,820	2	27,119	5,586	5,000	10,000
10-3560-0000	DOG LICENSE FEE	1,545	1	1,800	1,710	1,800	1,800
10-3670-0000	SALES TAX REFUND	(1,266)	(1)	887	13,128	13,128	500
10-3670-0100	GASOLINE TAX REFUND	3,527	1	3,552	3,552	3,552	3,500
10-3700-0000	SALE OF PERSONAL PROPERTY	4,278	7	28,957	7,500	7,500	7,500
10-3720-0000	PROGRESS ENERGY FRANCHISE			2,400	-	2,400	2,400
10-3731-0000	OTHER FINANANCING USE - WATER FUND	(339,699)	3	(904,112)	-	-	-
10-3900-0000	INSTALLMENT AGREEMENT (GARBAGE TK)				93,739	93,739	-
10-3900-0001	TRANSFER FROM FUND BALANCE			0			-
<b>TOTALS</b>		<b>3,277,569</b>	<b>1</b>	<b>2,859,928</b>	<b>3,627,350</b>	<b>3,965,839</b>	<b>3,848,004</b>



**REVENUES**

**WATER FUND**

**FY2016-2017**

**PROJECTED REVENUES**

<b>Account #</b>	<b>Account Description</b>	<b>Prior Year Actual 2013-14</b>	<b>Prior Year Actual 2014-15</b>	<b>Current Year Actual Thru 42,400</b>	<b>Estimated Fiscal Year 2016-2017</b>
30-3290-0000	INTEREST EARNED	634	228	-	-
30-3350-0000	COMMISSIONS, SEWER CHG.	8,754	9,019	4,696	9,392
30-3700-0000	UN REC COST ASSET DISPOSAL	-	5,610	-	-
30-3710-0000	WATER CHARGES	677,269	719,747	243,049	446,489
30-3710-0100	MSD SEWER CHARGES	(317,451)	(326,550)	557	334,714
30-3730-0000	WATER TAP & CONNECT FEES	2,475	5,930	5,810	6,000
30-3731-0000	OTHER FINANCING SOURCE	339,699	904,112	-	-
30-3750-0000	APPROP. FUND BALANCE	-	-	-	-
<b>TOTALS</b>		<b>711,380</b>	<b>1,318,097</b>	<b>254,113</b>	<b>796,595</b>



**EXPENDITURES**

**GENERAL FUND**

**FY 2016-2017**

**ADMINISTRATION**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	Fiscal Year RECOMMENDED 2016-17	APPROVED 2016-17
10-4200-0200	SALARIES	107,929	109,200	94,110	91,992	109,254	
10-4200-0300	LEGAL AND ENGINEERING	38,029	24,028	30,000	36,523	-	
10-4200-0400	ACCOUNTING AND TAXES	44,296	45,936	37,300	39,000	40,000	
10-4200-0500	F.I.C.A.	7,493	7,716	7,200	6,735	6,555	
10-4200-0550	UNEMPLOYMENT INSURANCE	209			41	-	
10-4200-0600	SHP/BCBSNC-MEDICAL INSUR	9,432	12,133	12,500	9,641	10,000	
10-4200-6500	MIT-DENTAL, VISION, LIFE	1,398	1,617	1,700	1,400	1,500	
10-4200-6750	HRA-HEALTH REIMB ACCT	1,000	1,250	1,250	1,000	1,000	
10-4200-0700	ORBIT-LOC GOV RETIREMENT	12,620	12,824	6,277	9,655	13,875	
10-4200-0800	401K RETIREMENT	5,094	5,282	4,706	4,482	5,463	
10-4200-1200	POSTAGE, PRINTING	5,399	5,444	8,000	6,427	8,000	
10-4200-1400	MILEAGE & BOARD SALARY	21,617	21,600	22,000	21,600	21,600	
10-4200-3300	SUPPLIES AND EQUIPMENT	4,482	4,296	3,700	3,700	4,000	
10-4200-5300	SUBSCRIPTIONS	3,228	2,051	3,500	3,430	3,500	
10-4200-5700	MISCELLANEOUS	643	1,876	5,200	400	5,000	
10-4200-6500	TRAINING & EDUCATION	6,100	5,415	10,000	7,000	10,000	
10-4200-6600	CAPITAL IMPR.& AMORT.	10,677	142	18,637	-	15,000	
<b>TOTALS</b>		<b>279,648</b>	<b>260,809</b>	<b>266,080</b>	<b>243,025</b>	<b>254,748</b>	

10-4200-0200	Includes administrator salary, funds for 5 week internship, & temporary hire for FMLA leave
10-4200-0300	Outside professional services, such as legal and engineering, were moved to the General Government department



**EXPENDITURES**

**GENERAL FUND**

**FY 2016-2017**

**POLICE**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	Fiscal Year RECOMMENDED 2016-17	APPROVED 2015-16
10-5100-0200	SALARIES	723,802	745,139	778,039	793,208	811,238	
10-5100-0300	OVERTIME	-		15,000	-	18,000	
10-5100-0400	SEPARATION ALLOWANCE	-		6,200	7,086	14,300	
10-5100-0450	SHORT TERM DISABILITY	-		5,000	-		
10-5100-0500	F.I.C.A.	53,268	54,903	60,666	58,957	48,674	
10-5100-0550	UNEMPLOYMENT INSURANCE	3,305		3,800	314	-	
10-5100-0600	SHP/BCBSNC-MEDICAL INSUR	99,460	103,200	115,000	105,725	115,000	
10-5100-0650	MIT-DENTAL, VISION, LIFE	12,586	12,873	14,000	13,547	14,500	
10-5100-0675	HRA-HEALTH REIMB ACCT	13,666	13,833	14,000	13,999	14,000	
10-5100-0700	ORBIT-LOC GOV RETIREMENT	88,889	94,693	95,790	100,262	109,111.54	
10-5100-0800	401K RETIREMENT	35,170	36,334	39,652	39,660	40,562	
10-5100-1600	RADIO MAINTENANCE	310	199	3,000	1,000	1,000	
10-5100-1700	CAR REPAIRS AND TIRES	15,623	6,893	13,000	16,000	15,000	
10-5100-3100	GASOLINE	26,501	21,992	26,000	16,000	20,000	
10-5100-3300	SUPPLIES	16,323	14,967	15,000	15,000	15,000	
10-5100-3600	UNIFORMS	10,032	5,968	7,000	6,000	7,000	
10-5100-3700	D.C.I. RENTAL	8,026	10,292	14,000	14,000	14,000	
10-5100-5700	MISCELLANEOUS	5,198	7,677	9,500	8,000	9,500	
10-5100-5800	PHYSICAL EXAMS	1,199	1,267	2,500	500	1,000	
10-5100-6500	TRAINING AND EDUCATION	551	2,312	4,500	3,500	8,000	
10-5100-7400	EQUIPMENT PURCHASES	86,180	94,770	79,216	79,216	85,000	
<b>TOTALS</b>		<b>1,200,087</b>	<b>1,227,311</b>	<b>1,320,863</b>	<b>1,291,975</b>	<b>1,360,886</b>	

10-5100-6500	Specific funding for LEEP training (M. Allen)
10-5100-7400	Includes funding for the following: Patrol car, fully equipped - \$40,000 Rifle optics - \$5000 Intersection cameras - \$20,000



**EXPENDITURES**

**GENERAL FUND**

**FY 2016-2017**

**PUBLIC WORKS**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	Fiscal Year RECOMMENDED 2016-17	APPROVED 2015-16
10-5600-0200	SALARIES	305,165	359,992	385,482	399,159	350,063	
10-5600-0300	OVERTIME	-	-	15,000	-	13,000	
10-5600-0350	OUTSIDE SERVICES	29,116	3,429	5,000	-	-	
10-5600-0500	F.I.C.A.	22,451	26,721	30,637	29,919	21,004	
10-5600-0550	UNEMPLOYMENT INSURANCE	1,279	-	1,500	147	-	
10-5600-0600	SHP/BCBSNC-MEDICAL INSUR	39,315	47,514	65,000	53,107	39,900	
10-5600-0650	MIT-DENTAL, VISION, LIFE	5,527	6,628	8,000	7,586	7,000	
10-5600-0675	HRA-HEALTH REIMB ACCT	6,000	6,916	6,500	8,000	6,000	
10-5600-0700	ORBIT-LOC GOV RETIREMENT	38,485	45,419	27,113	48,538	44,458.03	
10-5600-0800	401k RETIREMENT	15,592	18,604	20,024	19,958	17,503	
10-5600-1300	STREETLIGHTS ELECTRIC	7,752	7,543	10,000	10,000	10,000	
10-5600-1500	GENERAL REPAIRS AND MAINT.	1,297	1,476	3,000	5,000	5,000	
10-5600-1600	ST.LIGHT MAINT.& NEW LIGHTS	5,793	4,872	10,000	5,000	10,000	
10-5600-1700	VEHICLE MAINT. AND REPAIRS	26,805	19,258	30,000	35,000	30,000	
10-5600-3100	GASOLINE	14,275	11,798	21,000	8,500	13,000	
10-5600-3300	SUPPLIES	14,834	10,504	15,000	8,000	12,000	
10-5600-3400	STREET SIGNS AND NUMBERS	(0)	74	2,000	100	1,000	
10-5600-3600	UNIFORMS	5,034	6,003	5,000	6,000	6,000	
10-5600-5200	PARKS	1,707	1,317	10,000	1,000	10,000	
10-5600-5800	PHYSICAL EXAMS	110	537	1,000	350	500	
10-5600-5900	MISCELLANEOUS	603	3,734	2,500	3,000	3,000	
10-5600-6000	CAPITAL OUTLAY	29,516	197,299	146,976	125,000	100,000	
10-5600-6500	TRAINING AND EDUCATION	-	372	1,000	300	1,000	
10-5600-8000	TIPPING FEE AND BRUSH REMOVAL	50,898	48,105	48,000	37,200		
10-5600-8100	RECYCLING	15,710	13,110	46,000	50,000		
<b>TOTALS</b>		<b>637,264</b>	<b>841,227</b>	<b>915,732</b>	<b>860,863</b>	<b>700,428</b>	<b>-</b>

10-5600-3300	Funding for new handtools and bldg camera	
10-5600-6000	Includes funding for the following:	Replacement Pickup Truck - \$25,000 2 new leaf boxes - \$14,000 New leaf machine - \$20,000
10-5600-5200	Parks	Entrance beautification/clean <sup>5</sup> up - \$8,000



**EXPENDITURES**

**SANITATION**

**FY 2016-2017**

Account #	Account Description	Current Year Estimated 2015-16	Fiscal Year RECOMMENDED 2016-17	APPROVED 2016-2017
10-5800-0200	SALARIES	100,876	118,372	
10-5800-0300	OVERTIME		5,000	
10-5800-0350	OUTSIDE SERVICES			
10-5800-0500	F.I.C.A.		7,102	
10-5800-0550	UNEMPLOYMENT INSURANCE			
10-5800-0600	SHP/BCBSNC-MEDICAL INSUR		24,000	
10-5800-0650	MIT-DENTAL, VISION, LIFE		3,000	
10-5800-0675	HRA-HEALTH REIMB ACCT		3,000	
10-5800-0700	ORBIT-LOC GOV RETIREMENT		15,081	
10-5800-0800	401k RETIREMENT		5,919	
10-5800-1500	GENERAL REPAIRS AND MAINT.			
10-5800-1700	VEHICLE MAINT. AND REPAIRS		10,000	
10-5800-3100	GASOLINE		7,000	
10-5800-3300	SUPPLIES		500	
10-5800-3600	UNIFORMS			
10-5800-5800	PHYSICAL EXAMS		500	
10-5800-5900	MISCELLANEOUS			
10-5800-6000	CAPITAL OUTLAY			
10-5800-8000	LANDFILL		40,000	
10-5800-8100	RECYCLING		20,000	
<b>TOTALS</b>		<b>100,876</b>	<b>259,474</b>	<b>-</b>



**EXPENDITURES**

**GENERAL FUND**

**FY 2016-2017**

**POWELL BILL**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	RECOMMENDED 2016-17	APPROVED 2015-16
10-5700-0200	SALARIES	35,795	36,463	38,403	46,689	49,049	
10-5700-0500	FICA	2,776	2,790	2,938	2,801	2,943	
10-5700-0550	UNEMPLOYMENT INSURANCE	239	-	310	20	-	
10-5700-0600	SHP/BCBSNC-MEDICAL INSUR	5,503	5,540	7,000	7,605	7,100	
10-5700-0650	MIT-DENTAL, VISION, LIFE	450	456	550	815	965	
10-5700-0675	HRA-HEALTH REIMB ACCT	1,000	1,000	1,000	1,250	1,000	
10-5700-0700	ORBIT-LOC GOV RETIREMENT	4,528	4,580	2,700	5,677	6,229.17	
10-5700-0800	401K SUPP RETIRE.	1,790	1,823	1,920	2,334	2,452	
10-5700-1700	VEHICLE REPAIRS - STREET DEPT.	1,382	40	2,000	1,000	10,000	
10-5700-2200	CONTRACTS-RESURFACING, ETC.	68,421	91,681	77,000	80,000	85,000	
10-5700-2300	SUPPLIES	15,558	19,279	27,900	27,000	30,000	
10-5700-2400	TRAFFIC SIGNS	1,779	1,191	1,500	500	1,500	
10-5700-2500	STORM WATER DRAINAGE			90,000	90,000	100,000	
10-5700-6500	TRAINING AND EDUCATION	-	-	500	-	1,000	
10-5700-7400	EQUIPMENT PURCHASES	45,626		5,000	-	5,000	
10-5700-7500	ENGINEERING	360	10,402	10,000	1,500	15,000	
<b>TOTALS</b>		<b>185,207</b>	<b>175,245</b>	<b>268,721</b>	<b>267,192</b>	<b>317,238</b>	

10-5700-7500	Bridge inspections required this FY - \$10,000
10-5600-2300	Includes funding for the following: 25 tons of salt - \$3,300 New leafblower and chainsaw - \$1,000





**EXPENDITURES**

**GENERAL FUND**

**FY 2016-2017**

**GENERAL GOVERNMENT**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	RECOMMENDED 2016-17	APPROVED 2016-2017
10-6600-0400	OUTSIDE PROFESSIONAL SERVICES	38,029	24,028	30,000	36,523	100,000	
10-6600-1100	TECHNOLOGY	15,314	6,897	46,000	50,567	95,000	
10-6600-1300	ENERGY	17,785	17,976	21,000	18,286	21,000	
10-6600-1500	GE. REPS. AND MAINT.	32,836	25,872	30,000	21,509	50,000	
10-6600-2800	ELECTIONS	54	96	6,000	320	6,000	
10-6600-3300	SUPPLIES AND EQUIP.	-	43	2,000	80	2,000	
10-6600-5400	INSURANCE	76,906	81,623	98,000	84,015	98,000	
10-6600-6000	CONTINGENCY	10,260	10,377	15,000	15,000	30,000	
10-6600-6100	MISCELLANEOUS	10,081	20,011	8,000	6,693	8,000	
10-6600-6300	COMMUNITY EVENTS			13,000	14,000	15,000	
10-6600-6400	WILDLIFE MANAGEMENT			1,500	1,500	1,500	
10-6600-7600	FIRE PROTECTION	480,279	425,000	425,000	425,000	425,000	
10-6600-9000	TRANSFER TO GENERAL FUND BALANCE			300,755	300,755	32,376	
<b>TOTALS</b>		<b>681,543</b>	<b>611,923</b>	<b>996,255</b>	<b>974,248</b>	<b>883,876</b>	<b>-</b>

10-6600-0400	Outside Professional Services Includes funding for the following:	Architectural Svcs - \$60,000 Legal & engineering - \$40,000
10-6600-1100	Technology Includes funding for the following:	VOA technology - \$38,000 Website agmt - \$6,100 PD server backup - \$2,500 VoIP telephone migration - \$10,000 (one time setup and 12 month service)
10-6600-1500	GE. Reps and Maintenance Includes funding for the following:	Re-cabling project - \$30,000 TH Storage room - \$10,000



**EXPENDITURES**

**GENERAL FUND**

**FY 2016-2017**

**DEBT SERVICE**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	RECOMMENDED 2016-17	APPROVED 2016-2017
10-6700-7720	DEBT SERVICE - Police Dept Reno Princ	23,333	23,333	23,334	23,334	23,334	
10-6700-7725	DEBT SERVICE - Police Dept Reno Int	9,447	8,557	7,668	7,668	6,779	
10-6700-7730	DEBT SERVICE - Street Imp Princ	6,721	6,667	6,667	6,667	6,667	
10-6700-7735	DEBT SERVICE - Street Imp Int	2,643	2,445	2,191	2,191	1,937	
10-6700-7910	DEBT SERVICE Veh - Garbage Trk Princ					30,565	
10-6700-7915	DEBT SERVICE Veh - Garbage Trk Int					2,072	
10-6700-7940	DEBT SERVICE Veh - Ford Exp Princ	4,363	1,130				
10-6700-7945	DEBT SERVICE Veh - Ford Exp Int	200	11				
<b>Totals</b>		<b>46,707</b>	<b>42,142</b>	<b>39,860</b>	<b>39,860</b>	<b>71,354</b>	<b>-</b>



**EXPENDITURES**

**WATER FUND**

**FY 2016-2017**

**WATER DEPT**

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	RECOMMENDED 2016-17	APPROVED 2016-2017
30-8100-0200	SALARIES	100,400	85,306	83,772	89,129	53,059	
30-8100-0300	OVERTIME	-	-	2,000	-	2,000	
30-8100-0400	PROFESSIONAL SERVICES	4,100	4,335	4,000	4,000	4,000	
30-8100-0500	F.I.C.A.	7,950	6,146	6,562	5,348	3,184	
30-8100-0550	UNEMPLOYMENT INSURANCE	500		220	42	-	
30-8100-0600	SHP/BCBSNC-MEDICAL INSUR	17,300	14,852	15,000	15,017	10,000	
30-8100-0650	MIT-DENTAL, VISION, LIFE	2,000	1,304	1,500	1,323	1,000	
30-8100-0675	HRA-HEALTH REIMB ACCT	-	2,000	2,000	2,000	1,000	
30-8100-0700	ORBIT-LOC GOV RETIREMENT	12,350	10,563	6,807	10,838	6,738.51	
30-8100-0800	401K SUPPLEMENTAL RETIREMENT	5,200	4,280	4,289	4,456	2,653	
30-8100-1200	POSTAGE, PRINTING,& STATIONARY	1,800	2,229	2,000	2,500	2,500	
30-8100-1500	GENERAL REPAIRS	800		1,000	200	50,000	
30-8100-3300	SUPPLIES AND EQUIPMENT	16,200	12,992	20,000	20,000	15,000	
30-8100-4800	WATER AND SEWER PURCHASES	195,800	197,673	204,729	204,880	215,124	
30-8100-4900	SEWER PURCHASES					334,714	
30-8100-5700	MISCELLANEOUS		12	500	500	500	
30-8100-6500	TRAINING AND EDUCATION	820	1,065	1,500	1,500	1,500	
30-8100-7400	CAPITAL IMPROVEMENT	8,100	16,058	43,000	45,124	93,623	
	TRANSFER TO WATER FUND BALANCE			37,624	-	-	
30-8100-7700	DEBT SERVICE/WATER PROJ-Princ	382,123	(0)				
30-8100-7705	DEBT SERVICE/WATER PROJ-Int	67,962	46,620				
<b>TOTALS</b>		<b>823,405</b>	<b>405,432</b>	<b>436,503</b>	<b>406,857</b>	<b>796,595</b>	<b>-</b>

30-8100-1500	General Repairs	
	Includes funding for the following:	12" waterline replacement @ Vanderbilt Rd - \$45,000
30-8100-7400	Capital Outlay	
	Includes funding for the following:	Balance of AMI water meter project - \$68,000 Regular meter replacement and maintenance



## Debt Serviced by Town

## GENERAL FUND

The total principal and interest due under the terms of the Town's financing agreements until maturity are listed below by project and by fiscal year.

Project	FY 16-17		FY 17-18		FY 18-19	
	Principal	Interest	Principal	Interest	Principal	Interest
Street Improvements	6,666.68	1,936.74	6,666.68	1,682.74	6,666.68	1,428.74
Police Dept Renovations	23,333.32	6,778.63	23,333.32	5,889.63	23,333.32	5,000.63
Garbage Truck	30,565.85	2,071.63	31,241.36	1,396.13	31,931.79	705.69
	<u>60,565.85</u>	<u>10,787.00</u>	<u>61,241.36</u>	<u>8,968.50</u>	<u>61,931.79</u>	<u>7,135.06</u>
Project	FY 19-20		FY 20-21		FY 2021-2024	
	Principal	Interest	Principal	Interest	Principal	Interest
Street Improvements	6,666.68	1,174.74	6,666.68	920.74	20,000.04	1,238.42
Police Dept Renovations	23,333.32	4,111.63	23,333.32	3,222.63	69,999.96	4,333.69
Garbage Truck	-	-	-	-	-	-
	<u>30,000.00</u>	<u>5,286.37</u>	<u>30,000.00</u>	<u>4,143.37</u>	<u>90,000.00</u>	<u>5,572.11</u>

Outstanding Debt by Project			
Project	Principal	Interest	Total
Street Improvements	53,333.44	8,382.12	61,715.56
Police Department Renovations	186,666.56	29,336.84	216,003.40
Garbage Truck	93,739.00	4,173.45	97,912.45
	<u>333,739.00</u>	<u>41,892.41</u>	<u>375,631.41</u>
Outstanding Debt by Fiscal Year			
Fiscal Year	Principal	Interest	Total
FY 2016-17	60,565.85	10,787.00	71,352.85
FY 2017-18	61,241.36	8,968.50	70,209.86
FY 2018-19	61,931.79	7,135.06	69,066.85
FY 2019-20	30,000.00	5,286.37	35,286.37
FY 2020-21	30,000.00	4,143.37	34,143.37
FY 2021-2024	90,000.00	5,572.11	95,572.11
	<u>333,739.00</u>	<u>41,892.41</u>	<u>375,631.41</u>



**5-YEAR DEBT SERVICE**

**GENERAL FUND**

**DETAILS**

The Town's debt service payments for each of the financing agreements for the next five year period are listed below, along with the financing details of each of the installment agreements.

<b>INSTALLMENT PURCHASE AGREEMENTS</b>					
<b>Description</b>	<b>Fiscal Year</b>				
	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>Street Improvements</b> Bearing interest at 3.81% per annum, due in 60 quarterly payments with fixed principal payment schedule of \$1,667 plus accrued interest; beginning 8/7/09 and ending on 5/7/24; Collateralized by a deed of trust and for use in its transportation segment.	8,603.42	8,349.42	8,095.42	7,841.42	7,587.42
<b>Police Department Renovations</b> Note payable, bearing interest at 3.81% per annum, due in 60 quarterly payments with fixed principal payment schedule of \$5,833 plus accrued interest; beginning 8/7/09 and ending on 5/7/24; Collateralized by a deed of trust and for use in its public safety segment.	30,111.95	29,222.95	28,333.95	27,444.95	26,555.95
<b>Garbage Truck</b> Note payable, bearing interest at 2.21% interest per annum, due in 3 annual payments with fixed payment schedule of \$32,637.48; Collateralized by title and for use in its physical development segment.	32,637.48	32,637.49	32,637.48	-	-
<b>DEBT SERVICE TOTAL</b>	<b>71,352.85</b>	<b>70,209.86</b>	<b>69,066.85</b>	<b>35,286.37</b>	<b>34,143.37</b>

NC General Statute 159-55 limits the Town's outstanding debt to 8% of the appraised value of property subject to taxation.

**Legal Debt Margin Calculation**

Assessed Value of Taxable Property-June 30, 2015	617,577,357
Debt Limit -Eight Percent (8%) of Assessed Value	49,406,189



## 5-YEAR DEBT SERVICE

## GENERAL FUND

### DETAILS

Gross Debt		
Total Bonded Debt		-
Installment Purchase Agreements		375,631
Total Gross Debt		<u>375,631</u>
Total Amount of Debt Applicable to Debt Limit (Net Debt)		<u>375,631</u> 0.76%
<b>Legal Debt Margin</b>		<b>49,030,557</b>



FY2016-2017

GENERAL FUND

DEPARTMENTAL BREAKDOWN

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Budget 2015-16	Current Year Estimated 2015-16	RECOMMENDED 2016-17
4200	Administration	279,648	260,809	266,080	243,025	254,748
5100	Police	1,200,087	1,227,311	1,320,863	1,291,975	1,360,886
5200	Fire	480,279	425,000	425,000	425,000	425,000
5600	Public Works	637,264	841,227	915,732	860,863	700,428
5700	Streets & Transport	185,207	175,245	268,721	267,192	317,238
5800	Sanitation					259,474
6600	General Government	201,264	186,923	571,255	549,248	458,876
6700	Debt Service	46,707	42,142	39,860	39,860	71,354
<b>TOTALS</b>		<b>3,030,456</b>	<b>3,158,657</b>	<b>3,807,511</b>	<b>3,677,163</b>	<b>3,848,004</b>

## PROPOSED AGENDA

### Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, May 10, 2016 at 4:30 p.m.

#### A. Roll Call by the Clerk

Mayor George F. Goosmann, III  
Commissioner Fran G. Cogburn  
Commissioner E. Glenn Kelly  
Commissioner Doris P. Loomis

#### B. Approval of the Minutes

1. The minutes of the April 12, 2016 meeting will be presented for approval.

#### C. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police
3. Public Works Director
4. Town Administrator

#### D. New Business

1. Review and Consideration of Architectural Services RFQ Packets
2. Consideration of FY15-16 Budget Amendments
3. Considerations of Reappointments to Board of Adjustment and Discussion of Design Review Board Appointment
4. Presentation of Fiscal Year 2016-2017 Draft Budget

#### E. Closed Session

1. Preservation of the Attorney-Client Privilege, per N.C.G.S. 143-318.11(a)(3)

#### F. Petitions, Motions, and Other Business

#### G. Public Comment

#### H. Adjourn