

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, June 14, 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 May 10, 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. Public Hearings

1. Public Hearing regarding Proposed FY16-17 Budget
2. Public Hearing regarding ZTA 2016-01

E. New Business

1. Consideration of FY 16-17 Budget
2. Consideration of FY 16-17 Schedule of Fees
3. Consideration of ZTA 2016-01
4. Consideration of Architectural Services for Public Works Building
5. Consideration of Resolution for NCLM Legislative Advocacy Goal
6. Consideration of Resolution for Buncombe County Hazard Mitigation Plan
7. Discussion of Brooklawn Chase Pond Silt Infiltration

F. Petitions, Motions, and Other Business

G. Public Comment

H. Closed Session

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

I. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND TOWN COMMISSIONERS OF
BILTMORE FOREST HELD MAY 10, 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 April 12, 2016 meeting. The motion was seconded by Commissioner Loomis and unanimously approved.

Mayor Goosmann asked Chief Tinsley to give the monthly report for the Police Department. Chief Tinsley mentioned the chase listed on the monthly report. Officer Matt Kelly stopped a car near the Parkway. A car came up to him and ran into his car twice around 9:00 p.m. The officers followed and boxed him in the driver of the vehicle. As it turns out, the driver was in diabetic shock. The driver was taken to the hospital by ambulance. Chief Tinsley commended our officers on a very good job and was proud of them. Mayor Goosmann thanked Chief Tinsley for all the Police Department does.

Mayor Goosmann asked Mr. Terry Crouch for the Public Works monthly report. Mr. Crouch said everything is going fairly well. The recycling truck broke down but was repaired. Commissioner Kelly asked if the recycling figures went up since getting the new recycling containers. Mr. Crouch said no, the figures are about the same when compared to having the

recycling bins out by Town Hall. Mr. Crouch believed those figures may change when we get rid of the cardboard bin outside Town Hall. Mayor Goosmann thanked Mr. Crouch for all the Public Works Department does for the Town.

Mayor Goosmann asked Mr. Kanipe about new business items. Mr. Kanipe spoke of the architectural qualifications that were received and noted that three were submitted. Mr. Kanipe made a suggestion for the Board to review them over the course of the next month and indicated that he would provide a recommendation at the next meeting. Mayor Goosmann said the Public Works building will be replaced due to it being over 90 years old and the RFQs are for deciding who the architect will be for this project. Commissioner Cogburn said they all look like great companies. Mr. Kanipe agreed and noted that Stewart-Cooper-Newell performed the design work at Skyland Fire Department. Mr. Kanipe mentioned that Clark Nexsen were the architects for the Carolina Day School construction and was a good company to work with from the permitting side. Mr. Kanipe said he would be comfortable working with any of them.

Mr. Ryan Cole presented the monthly report for the Skyland Fire Department. Skyland Fire Department tested the hydrants this month and we were able to get them all tested. The water system looks very strong and everything is well maintained. Public Works should be commended for the maintenance and upkeep to the fire hydrants, and they do a good job.

Mr. Kanipe presented a budget amendment for FY 15-16. Mr. Kanipe explained the amendments and noted that the State change the retirement rate percentage mid-year so that required some increase. Mr. Kanipe indicated these amendments were made through revenue line item increases. The Tax Collection and Franchise Utilities Tax, Sales Tax Refund, and Personal Property Tax were all higher than anticipated already and the sales tax receipts will likely increase.

The decrease listed on the revenue side was in regards to the installment agreement on the garbage truck. Mr. Kanipe asked for a reallocation of the water fund side on the last page of the Budget Amendment. It would move some funds that we had allocated and transferred to the Water Fund Balance to Capital Outlay. The hope is to get started with the changes to the advanced

metering infrastructure (AMI) technology for the Water Meter Technology change as discussed previously. That would allow us to move forward and defer some costs for next year.

Motion was made by Commissioner Loomis to approve the Budget Ordinance Amendment. The motion was seconded by Commissioner Cogburn and unanimously approved.

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)
Net Increase in General Fund Revenues:			\$32,730.00

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)
Net Increase in General Fund Expenditures:				\$32,730.00

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 10th day of May, 2016.

Mayor George F. Goosmann, III

Mayor Goosmann discussed the reappointment of some Design Review Board and Board of Adjustment members. Board of Adjustment member reappointment is Robert Chandler, Rhoda Groce and Lynn Kieffer. Mrs. Gay Coleman will be appointed to the Design Review Board.

Commissioner Cogburn made the motion to reappointment the Board of Adjustment members and appoint the Design Review Board member. Commissioner Kelly seconded the motion and was unanimously approved.

Mr. Kanipe presented the Fiscal year 2016-17 Proposed Budget and noted that the Town is in good fiscal health heading into next year. Mr. Kanipe's proposed budget does not include a tax increase and keeps the rate at 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:
Mr. Kanipe went through specific projects and programs to be funded in the coming fiscal year for both the General Fund.

Mr. Kanipe then began discussion of the Water Fund and noted that the overall budget was \$796,595. This is an increase of 3.92 percent of the actual budget approved for FY15-16. Mr. Kanipe noted the two largest projects included in the budget. The first is the relocation and repair of a 12 inch water line along the northern end of Vanderbilt Road which has experienced two significant water breaks in this location in the past year. These breaks have 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 the budget amendment approved earlier in the meeting 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.

Finally, Mr. Kanipe noted the changes in formatting to the budget for the coming year. Staff has presented this year’s budget with a new departmental budget for “Sanitation” which breaks up more accurately the Public Works department budget. This change will more accurately reflect what the Town spends on our solid waste and recycling services provided to citizens.

Staff 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.

There were no questions related to the proposed budget.

Motion was made by Commissioner Loomis to go into Closed Session to preserve the Attorney-Client privilege pursuant to N.C.G.S. 143-318.11(a)(3). The motion was seconded by Commissioner Cogburn and unanimously approved.

The Board of Commissioners returned to open session at 5:29 pm. Mr. Clarke asked the Board if everyone had a chance to look at the revisions. Not everyone had received the revisions so Mr. Clarke asked the Board to look over the changes. The changes that were made were put in a “text” format within the new proposed zoning ordinance changes from American Legal

Publishing. Mr. Clarke said he would also like the Planning Commission and the Board of Adjustment to look at the changes as well.

Commissioner Loomis asked about the front and side yard revisions. Mr. Clarke said he included language saying in ruling on applications for Conditional Use permits or variance approvals, the Board of Adjustment may consider the visibility of both sides.

Commissioner Loomis also spoke of the fencing guidelines in the proposed revisions. Mr. Clarke suggested adding language about fences not being used to confine dogs or children as a reason for a hardship.

Mr. Clarke said that he and Mr. Kanipe will work together and see what they can come up with regarding the Animal Ordinance.

Mayor Goosmann adjourned the meeting at 5:40 pm. The next Board of Commissioners meeting is scheduled for Tuesday, June 14th at 4:30 pm.

ATTEST:

Jonathan B. Kanipe
Town Administrator

George F. Goosmann, III
Mayor

Call Log Call Type Summary

Biltmore Forest Police Department

05/01/2016 - 05/31/2016

<No Call Type Specified>	3	Accident - 10-50	5
Alarm - 10-90	20	Ambulance needed - 10-52	1
Assist EOC - 10-77	9	Assist Motorist - 10-85	7
Assist Other Officer or Agency - 10-78	5	Assist Resident - 10-86	17
Bear Report - 10-89/Bear	17	Bicyclist Violation - Bicyclist Violation	1
Busy - 10-6	2	Direct Traffic - 10-58	1
Distressed Animal - Distressed Animal	2	Disturbance - 10-79	1
Dog Complaint - 10-89	9	Domestic - 10-80	3
Escort - 10-59	3	Extra Check - 10-116	5
Fire - 10-88	2	Gun/Gunshots - 10-82	1
Improper Parking - 10-70	3	Investigation - 10-63	5
Larceny - 10-103	2	License Checkpoint - License Checkpoint	1
Noise Disturbance - 10-79/N	4	Out of Service - 10-7	1
Radar Operation - 10-38R	26	Reckless Veh. - 10-49	1
Relay Message - 10-16	1	Report - 10-118	2
Road Blocked - 10-53	5	Special Assignment - 10-107	4
Speed Enforcement - 10-38	3	Suspicious Person - 10-113	8
Suspicious Vehicle - 10-60	27	Vehicle Registration - 10-28	15
Vehicle Stop - 10-61	16	Warrant Service - 10-104	1
Well-being Check - 10-117	2		

Total Number Of Calls: 241

Call Log Action Taken Summary

Biltmore Forest Police Department

05/01/2016 - 05/31/2016

<No Action Taken Specified>	6	A - Report	15
B - Unable to Locate Complainant	1	D - Unable to Locate Suspect	13
E - Unable to Locate	5	F - No Police Attention Needed	19
G - Problem Settled	24	H - Advised Proper Action	8
I - Vehicle Checked OK	18	J - Person Checked OK	5
K - Property Checked OK	18	L - Verbal Warning	15
M - Citation	2	N - Arrest	4
O - Made Contact Report	1	P - Assisted/Backed Up Officer	4
Q - Other Agency Handled Call	5	R - Other	21
S - Message Delivered	2	Z - Mission Completed	55

Total Number Of Calls: 241

Activity Detail Summary (by Category)

Biltmore Forest Police Department

(05/01/2016 - 05/31/2016)

Incident\Investigations

0660 - Larceny - From Buildings	1
0690 - Larceny - All Other Larceny	4
1170 - Fraud - Impersonation	1
1400 - Criminal Damage to Property (Vandalism)	1
1590 - Other Weapons Violations	1
Total Offenses	8
Total Incidents	5

Arrests

0411 - Aggravated Assault of an Officer	1
1500 - Weapons Violations	1
1810 - Drug Violations	1
1834 - Drug Violations - Equipment/Paraphernalia - Possessing/Concealing	1
2100 - DWI - Alcohol and/or Drugs	1
2670 - Trespassing	1
2690 - All Other Offenses	1
4010 - All Traffic (except DWI)	2
Total Charges	9
Total Arrests	3

Accidents

Total Accidents	5
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Citations

DWI	1
Other (Misdemeanor)	1
Speeding (Infraction)	1
Secondary Charge	1
Total Charges	4

Activity Detail Summary (by Category)

Biltmore Forest Police Department

(05/01/2016 - 05/31/2016)

Citations

Total Citations	3
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Warning Tickets

Total Charges	0
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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
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Total Criminal Papers	0
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Civil Papers

Total Civil Papers Served	0
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Total Civil Papers	0
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MEMORANDUM

June 14, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Town Administrator Report
Date: June 8, 2016

FY 15-16 Budget Reallocations

I anticipate having several budget reallocations for the Board's approval at Tuesday's meeting, but I would like to hold off on providing these until we run checks on Monday. This will, hopefully, allow us to have a full accounting of each line item and we will not have any need to reallocate any funds for the remainder of the fiscal year. The most significant amendments since last month's meeting are in conjunction with our vehicle maintenance line items. After our meeting last month, the transmission on the Town's recycling truck broke and had to be replaced. While we do have a plan moving forward to purchase a new truck, we needed to go ahead and replace the transmission in the current truck in order to continue our recycling service.

Recodification Update

I spoke with our liaison from American Legal Publishing (ALP) to discuss the recodification program and have informed her that we are nearing the completion of our zoning text amendment process. Once this is completed, I will send all revisions to ALP and a final draft will be sent back to the Town to formally approve before the new bound copies are created and the ordinances are published online.

Soccer Goal at Rosebank Park

Several months ago, Dr. Wesley Fowler suggested the placement of a soccer goal in Rosebank Park. I spoke with our insurance carrier, the NC League of Municipalities, and they indicated that the Town would not assume any additional liability and there would be no additional premium if this was located on Town property. If we were to engage in an active parks and recreation program, such as having leagues, then our liabilities and insurance would change. A brief review of soccer goals shows that a regular size practice goal ranges is approximately \$1,500 to \$2,000. If this is something you would like to pursue, please let me know and we will make plans to do so.

Update on Town Financial Software

As you may remember, one of the budgetary items funded in FY15-16 was the replacement and upgrade of the Town's financial software. It has taken quite a bit of time and coordination to get the vendor pushed forward, but we do anticipate being online before the conclusion of this fiscal year. This

was the prerequisite before we could effectively offer online payments to our residents for water, permitting fees, or even taxes. Once this installation is complete and all bugs are gone, we will work to develop an online payment method that is suitable for our website and financial software system.



Biltmore Forest Public Works Department

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

PUBLIC WORKS MONTHLY REPORT **MAY 13, 2016 TO JUNE 14, 2016**

- Completed all of the normal routine services to the residents on schedule.
- Completed a irrigation tap and water meter installation at 15 East Forest road.
- Read water meters.
- Did work for the beautification committee around the Town Hall parking area removing the old bench and old landscape timbers.
- Rebuilt the catch basin at 34 Hilltop road due to it collapsing and rebuilt the storm culvert drain inlet at 6 Busbee road.
- Completed the 2015 CCR Report as required by the state which is due by July 1 of every year. It will be sent out to all of the residents and also placed on the Town's website.
- Cut up and removed 6 trees that had fallen in to the roadway.
- Completed 31 special requests from the residents, extra garbage collection, meter rereads, house no. signs, recycling request, etc and completed 12 utility locate request.
- Completed the 2 monthly bacteriological water samples for May and both were in compliance with the state.

- We changed out 6 water meters to stay in line with our annual water meter change out program. More meters are scheduled to be changed out in the coming months.
- We repaired 2 streetlight (General Repairs).
- A total of 439 hours were spent maintaining the Towns roads and road shoulders.
- Collected a total of 18 loads of brush that have been transported to Asheville Stump and Dump.
- Began using our new tractor mounted sickle bar mower to cut back limbs and debris from the road shoulders.
- We are continuing with the annual inspections of the residents backflow devices.
- Completed the monthly oil changes to the Police vehicles
- Mowed and weedeated all of the road shoulders and parks several times .
- Spent 68 hours in the Town's parks mowing and weedeating.
- Sprayed roundup in all of the Parks to kill the weeds.
- Completed repairs to the Town Hall sidewalk.

Sincerely

A handwritten signature in black ink that reads "Terry Crouch". The signature is written in a cursive, slightly slanted style.

Terry Crouch
Director of Public Works



MEMORANDUM

JUNE 14, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Public Hearings for FY 16-17 Budget and ZTA 2016-01
Date: June 6, 2016

The Board is required to hold a public hearing for both the FY 16-17 proposed budget and the Zoning Text Amendment associated with our recodification project. Each of these items was properly noticed in the Asheville Citizen-Times as required by state law.



MEMORANDUM

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Final FY16-17 Draft Budget
Date: June 1, 2016

The proposed line item and departmental budget for FY16-17 follows on the following pages. 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 includes a one-cent tax increase taking the final Town rate to 39.5 cents per \$100 value. **The total proposed budget in the General Fund is \$3,925,863. This represents an increase of 8.3 percent from FY15-16.** The tax increase represents a 1.26 percent increase in revenue, with the remainder increased in forecast revenue coming from realized revenue increases and trending revenue forecasts. This tax increase is also made in consideration of the increasing frequency with which the North Carolina General Assembly continues to modify sales tax distributions to local governments. The Town's sales tax revenues have been strong the past few years, and we forecast similar growth and strength in the coming year. However, the debate over statewide sales tax distribution has continued again into this short session with the State Senate budget proposal recommending a repeal of last year's agreed upon concessions to local government. As of this writing, it is uncertain whether this budget provision will gain any traction. Regardless, the continued focus by the Legislature on local sales tax distribution means the Town must be proactive in ensuring our future revenue sources to continue providing such high levels of services to our citizens.

The overall increase represents significant service upgrades for citizens and maintains 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. 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.
- As part of the intersection camera program, we are also working with other local jurisdictions and the Land of Sky Regional Council to expedite the installation of fiber connectivity throughout the area. This will help the Police Department by having more fiber connections at intersection points, and ultimately, we hope this will help our residents by more quickly bringing high speed fiber connections to this area.
- 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.
- The originally proposed budget included an appropriation to fund balance in the amount of \$32,000. This was removed in conjunction with the one cent tax increase in order to fully fund the purchase of a new recycling truck for the Public Works Department. Two weeks after the budget was proposed, the Town's retrofitted recycling truck experienced significant mechanical breakdowns. This resulted in the installation of a new transmission solely to operate the vehicle on a short-term basis, but crystalized the fact that a new recycling truck was necessary. The upshot to this purchase is that the Town can then utilize

the older recycling vehicle as a backup for both solid waste and recycling pick up as needed.

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 allocated.

TOWN OF BILTMORE FOREST
Budget Ordinance Fiscal Year 2016-2017

BE IT ORDAINED, by the Board of Commissioners of the Town of Biltmore Forest that in accordance with N.C.G.S. 159-13(b)(16) the 2016-2017 Budget be approved as follows:

Section 1. It is estimated that the following revenues will be available in the Water Fund for the Fiscal Year beginning July 1, 2016 and ending June 30, 2017.

Account	Account Description	Estimated Fiscal Year 2016-2017
30-3350-0000	SEWER CHARGE COMMISSIONS.	\$ 9,392
30-3710-0000	WATER CHARGES	\$ 446,489
30-3710-0100	MSD SEWER CHARGES	\$ 334,714
30-3730-0000	WATER TAP & CONNECT FEES	\$ 6,000
	TOTALS	\$ 796,595

Section 2. The following amounts are appropriated in the Water Fund.

Account	Account Description	Estimated Fiscal Year 2016-2017
30-8100-0200	SALARIES	\$ 89,129
30-8100-0400	PROFESSIONAL SERVICES	\$ 4,000
30-8100-0500	F.I.C.A.	\$ 5,348
30-8100-0550	UNEMPLOYMENT INSURANCE	\$ 42
30-8100-0600	SHP/BCBSNC-MEDICAL INSUR	\$ 15,017
30-8100-0650	MIT-DENTAL, VISION, LIFE	\$ 1,323
30-8100-0675	HRA-HEALTH REIMB ACCT	\$ 1,000
30-8100-0700	ORBIT-LOC GOV RETIREMENT	\$ 6,738.51
30-8100-0800	401K SUPPLEMENTAL RETIREMENT	\$ 2,653
30-8100-1200	POSTAGE, PRINTING,& STATIONARY	\$ 2,500
30-8100-1500	GENERAL REPAIRS	\$ 50,000
30-8100-3300	SUPPLIES AND EQUIPMENT	\$ 15,000
30-8100-4800	WATER AND SEWER PURCHASES	\$ 215,124
30-8100-4900	SEWER PURCHASES	\$ 334,714

30-8100-5700	MISCELLANEOUS	\$ 500
30-8100-6500	TRAINING AND EDUCATION	\$ 1,500
30-8100-7400	CAPITAL IMPROVEMENT	\$ 93,623
	TOTALS	796,595

Section 3. The estimated revenues for the General Fund are as follows.

Account	Account Description	Estimated Fiscal Year 2016-2017
10-3010-0000	TAX COLLECTION CURRENT YR	\$ 2,447,964
10-3010-0001	AD-VALOREM TAX CURRENT YEAR	\$ 102,951
10-3170-0000	TAX COSTS,PENALTIES,& INTEREST	\$ 2,416
10-3250-0000	INTEREST	\$ 2,909
10-3310-0000	RENTAL COMMUNITY HALL	\$ 1,000
10-3340-0000	AMERICAN TOWER AGREEMENT	\$ 25,857
10-3350-0000	MISCELLANEOUS	\$ 25,000
10-3370-0000	FRANCHISE TAX	\$ 218,000
10-3410-0000	BEER & WINE TAXES	\$ 6,300
10-3420-0000	SOLID WASTE DISPOSAL TAX	\$ 1,200
10-3430-0000	POWELL BILL	\$ 63,600
10-3450-0000	BUNCOMBE COUNTY 1% TAX	\$ 523,665
10-3460-0000	1/2 CENT SALES TAX (70%) A.40	\$ 205,741
10-3470-0000	1/2 CENT SALES TAX (60%) A.42	\$ 273,336
10-3550-0000	BUILDING PERMITS	\$ 10,224
10-3560-0000	DOG LICENSE FEE	\$ 1,800
10-3670-0000	SALES TAX REFUND	\$ 500
10-3670-0100	GASOLINE TAX REFUND	\$ 3,500
10-3700-0000	SALE OF PERSONAL PROPERTY	\$ 7,500
10-3720-0000	PROGRESS ENERGY FRANCHISE	\$ 2,400
	TOTALS	\$ 3,925,863

Section 4. The following amounts are appropriated in the General Fund for the operation of the Town of Biltmore Forest.

Department	Account Description	Estimated Fiscal Year 2016-17
4200	Administration	\$ 254,748
5100	Police	\$ 1,361,111
5200	Fire	\$ 425,000
5600	Public Works	\$ 700,428

5700	Streets & Transport	\$ 317,238
5800	Sanitation	\$ 369,485
6600	General Government	\$ 426,500
6700	Debt Service	\$ 71,354
TOTALS		3,925,863

Section 5. A balanced budget is adopted in accordance with N.C.G.S. 159 and the Local Government Budget and Fiscal Control Act for the General Fund.

Summary	Projected Revenues	\$ 3,925,863
	Projected Expenditures	\$ 3,925,863

Section 6. The Ad Valorem Tax levy is hereby set at a rate of thirty nine and one-half (.395) cents per one hundred assessed valuation. The valuation of real property, personal property, and public utilities is estimated to be \$619,737,602. The estimated valuation of motor vehicles is \$26,063,483.

Section 7. Town water rates will increase by five (5) percent in conjunction with an increase in the wholesale water rate of the City of Asheville. Town sewer rates will increase by 2.5 percent in conjunction with an increase by the Metropolitan Sewerage District of Buncombe County.

Section 8. A salary increase ranging from 4-5 percent is included for each employee on the pay plan in conjunction with annual performance evaluations during the fiscal year.

Section 9. Copies of this Budget Ordinance shall be furnished to the Finance Director of the Town of Biltmore Forest to be kept on file by him for his direction in the disbursement of funds.

Adopted this 14th day of June, 2016.

Mayor George F. Goosmann, III

ATTEST:

Jonathan B. Kanipe, Town Administrator



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	2,447,964
10-3010-0001	AD-VALOREM TAX CURRENT YEAR	97,158	1	102,101	71,704	95,605	102,951
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	10,224
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			-
TOTALS		3,277,569	1	2,859,928	3,627,350	3,965,839	3,925,863



REVENUES

WATER FUND

FY2016-2017

PROJECTED REVENUES

Account #	Account Description	Prior Year Actual 2013-14	Prior Year Actual 2014-15	Current Year Actual Thru 42,400	Estimated Fiscal Year 2016-2017
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	-	-	-	-
TOTALS		711,380	1,318,097	254,113	796,595



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	
TOTALS		279,648	260,809	266,080	243,025	254,748	

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	811,419	
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	48,685	
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	109,135.84	
10-5100-0800	401K RETIREMENT	35,170	36,334	39,652	39,660	40,571	
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	
TOTALS		1,200,087	1,227,311	1,320,863	1,291,975	1,361,111	

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

FY 2016-2017

GENERAL FUND

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		
TOTALS		637,264	841,227	915,732	860,863	700,428	-

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 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	Each of these line items was previously included in the Public Works budget. As such, line items in the Public Works department have been reduced by amounts listed as recommended in this line item budget. The proposed budget for FY16-17 includes creating a "Sanitation" department to more accurately and effectively account for our sanitation and recycling programs. This will allow the Town to review the progress of the recycling program and more effectively budget for future needs within this department.		
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		15,011	
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		105,000	
10-5800-8000	LANDFILL		40,000	
10-5800-8100	RECYCLING		20,000	
TOTALS		100,876	369,485	-

10-5800-6000	Capital Outlay	Includes purchase of new recycling truck for FY16-17
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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	
TOTALS		185,207	175,245	268,721	267,192	317,238	

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	-	
TOTALS		681,543	611,923	996,255	974,248	851,500	-

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

FY 2016-2017

GENERAL FUND

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				
Totals		46,707	42,142	39,860	39,860	71,354	-



EXPENDITURES

FY 2016-2017

WATER FUND

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				
TOTALS		823,405	405,432	436,503	406,857	796,595	-

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.

INSTALLMENT PURCHASE AGREEMENTS					
Description	Fiscal Year				
	2016-17	2017-18	2018-19	2019-20	2020-21
Street Improvements 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
Police Department Renovations 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
Garbage Truck 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	-	-
DEBT SERVICE TOTAL	71,352.85	70,209.86	69,066.85	35,286.37	34,143.37

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

Total Gross Debt

-

375,631

375,631

Total Amount of Debt Applicable to Debt Limit (Net Debt)

375,631

0.76%

Legal Debt Margin

49,030,557



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	1,361,111
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					369,485
6600	General Government	201,264	186,923	571,255	549,248	426,500
6700	Debt Service	46,707	42,142	39,860	39,860	71,354
TOTALS		3,030,456	3,158,657	3,807,511	3,677,163	3,925,863



MEMORANDUM

JUNE 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of FY 16-17 Schedule of Fees
Date: June 8, 2016

The attached schedule of fees will be utilized by the Town for the coming fiscal year. This schedule of fees represents increases in planning and zoning fees and the increases as documented for water and sewer within the proposed budget for next year. The primary reason for the change in the zoning application fees is to bring our fees into line with surrounding jurisdictions. The fees for zoning permits had not been altered since the mid-1970s and there has never been a separate application fee for conditional use permits or variances.

The Town has more conditional use permit requests and variance applications than most other jurisdictions and generally has a higher standard for when those permits are required. As a result, it was my belief after reviewing other jurisdictions that a lower fee for conditional use permit applications was warranted, but that a similar fee for variance requests was appropriate. The rationale for any variance is that it should be an uncommon necessity and something that results from a hardship not created by the property owner – not simply a result of their desire to do something contrary to the letter of the ordinance.

<u>Jurisdiction</u>	<u>Zoning Permit Fee</u>	<u>Conditional Use Fee</u>	<u>Variance Application Fee</u>
City of Asheville	\$50 (new const); \$25 for accessory structure	\$500 for non-specialized app.	\$200 + \$50/additional variance
Town of Black Mountain	\$50 (New const); \$30 for accessory structure	\$350 + \$7 per notification	\$350 + \$7 per notification
Town of Weaverville	\$150 + \$0.05/square foot over 1,200 sf	\$350 (called special exception)	\$250 + \$50/each variance request
Town of Montreat	\$35 for any zoning permit application	\$300 per application	\$350 per application
Town of Fletcher	\$50 (new const); \$25 for renovation/addition	\$350 per application	\$350 per application
City of Hendersonville	\$50 for any zoning permit application	\$200 per application	\$75 per application

<u>Town of Biltmore Forest</u>	<u>Zoning Permit Fee</u>	<u>Conditional Use Fee</u>	<u>Variance Application Fee</u>
Current	\$12.00 for first \$2,000 work, then \$2 per every \$1,000 thereafter		
Proposed	Keep existing fees but raise minimum to \$25	\$100 per application; then regular zoning fee	\$300 per application; then regular zoning permit fee

The new application fees will be due before the conditional use permit and variance applications will be placed on the Board of Adjustment's agenda. We will not utilize these fees for any applications which occur at the July 11, 2016 BOA meeting as they will not go into effect until after that application deadline occurs.

The water and sewer fee schedule is based on pass through fees from the City of Asheville and Metropolitan Sewerage District for water and sewer fees, respectively. The new fee for this year is the AMI Meter Technology fee which will be approved within the new budget and is part of the AMI water meter technology plan. This fee will not be placed on the customer's bill until that program is in operation.

Please let me know if you have any questions about these or any other fees on this schedule.

Fiscal Year 2016-2017

Schedule of Fees

Planning and Zoning Fees	
<u>Application Type</u>	<u>Fee</u>
Zoning Permit	\$25.00 for first \$2,000.00 work plus \$2.00 per \$1,000 construction thereafter
Conditional Use Permit	\$100.00 fee due at application
Variance	\$300.00 fee due at application
<i>Note: Each Conditional Use Permit and Variance Application requires a separate zoning permit upon approval from the Board of Adjustments</i>	

Town of Biltmore Forest Water Fees	
<u>Water Fee Type</u>	<u>Fee</u>
Base Rate (includes 2,250 gallons)	\$45.51
2,251-60,000 gallons	\$5.41 per 1,000 gallons
60,001-100,000 gallons	\$5.02 per 1,000 gallons
100,000 gallons +	\$3.11 per 1,000 gallons
Water Meter Rental Fee	\$0.10 per 3/4" meter \$0.18 per 1" meter \$0.50 for 1 1/2" meter \$0.65 for 2" meter
AMI Meter Technology	\$0.89 per meter
Metropolitan Sewerage District Sewer Fees	
<u>Sewer Fee Type</u>	<u>Fee</u>
Base Rate Treatment Fee (Per 1,000 gallons)	\$5.86

<u>Meter Size</u>	<u>Bi-Monthly Maintenance Fee</u>	<u>Bill Fee</u>	<u>Total</u>
5/8"	\$ 13.53	\$ 2.31	\$ 15.84
1"	\$ 34.95	\$ 2.31	\$ 37.26
1 1/2"	\$ 78.26	\$ 2.31	\$ 80.57
2"	\$ 138.41	\$ 2.31	\$ 140.72
8"	\$ 2,191.06	\$ 2.31	\$ 2193.37



MEMORANDUM

JUNE 14, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of ZTA 2016-01
Date: June 9, 2016

The Planning Commission met on Monday, June 6 to review and consider the proposed zoning text amendments that are a part of the Town's recodification project. The Planning Commission recommended approval of the zoning text amendment, as written, and also made some suggestions regarding fence allowances around pools as dictated by insurance requirements. I relayed to the Planning Commission the idea that the Design Review Board has raised concerns about construction guidelines and requirements for contractors (including landscapers) working within the Town. Mr. Clarke and I worked on some language and have included that in this latest revision. The construction guideline language calls for a policy to be developed and recommended by the Design Review Board and then adopted by the Board of Commissioners.

Mr. Clarke has provided an additional memorandum regarding the Planning Commission meeting and the latest draft revisions are included for your review and consideration for this zoning text amendment.

**Report of the Planning Board on Proposed Amendments to the
Town of Biltmore Forest Zoning Ordinance
June 6, 2016**

The Town of Biltmore Forest Planning Board met on June 6, 2016 at 4 PM in the Biltmore Forest Town Hall. The Planning Board reviewed the proposed changes to the Zoning Ordinance, a copy of which is attached. Also in attendance were Jonathan Kanipe, Town Manager, and Billy Clarke, Town Attorney.

Mr. Bailey and Marjorie Waddell reviewed and discussed the proposed changes with Mr. Kanipe and Mr. Clarke. The Planning Board approved the proposed changes with one exception. With regard to a proposed prohibition on chain link fences, Mr. Bailey expressed some concern about chain link fences around swimming pools and the possible need to repair a portion of such a fence. Mr. Bailey pointed out that having a fence around a swimming pool is required in order for a property owner to obtain insurance.

Proposed Changes to Code of Ordinances and Zoning Ordinance

§150.03 ROOF COVERAGE; APPROVED MATERIALS. [changed to comply with Senate Bill 25] [Code of Ordinances 5-2]

The following list of materials is suggested for roof coverage.

- (A) Brick or concrete surface
- (B) Clay or Portland cement tile
- (C) Tin or slate
- (D) Asbestos shingles one eighth inch thick or thicker
- (E) Pitch or felt, built-up type, four or five plies, gravel, or slag surface
- (F) Asbestos-asphalt, built up type, four or five plies, smoot, or grit surface

§150.06 WOOD SHINGLE ROOFS. [Code of Ordinances 5-6]

If a wood shingle roof is damaged by a fire more than 20%, the entire roof shall be replaced. If a wood shingle roof is to be repaired more than 10% in any one year, the entire roof shall be replaced. [changed to comply with S. 25]

PROPOSED CHANGES TO ZONING ORDINANCE

§153.004 INTERPRETATIONS AND DEFINITIONS.

ACCESSORY STRUCTURE. A structure incidental and subordinate to the principal use or building on the lot and located on the same lot with such principal use or building. Accessory Structures include, but are not limited to, fences, walls, curbs, pools, play sets, statues, water features, playhouses, decorative walls, sculptures, solar collectors, residential street lamps, rock and stone moved from its original location to any other location on the property, and the like. [new definition replacing ACCESSORY USE] [401.1 in Zoning Ordinance]

BUILDING. Any structure having a roof supported by columns or by walls, and intended for shelter, housing, or enclosure of persons, animals or property. Two structures shall be deemed a single building only if connected by heated and enclosed living space. [revised second sentence] [401.07 in Zoning Ordinance]

BUILDING, ACCESSORY. A detached building subordinate to the main building on a lot and used for purposes customarily incidental to the main or principal building and located on

the same lot. [changed period after BUILDING to comma and deleted second sentence regarding garage apartments or rental units used by family member] [401.08 in Zoning Ordinance]

ROOF COVERAGE. For the purposes of building construction and the calculation of maximum roof coverage pursuant to §§ 153.029(B)(1)(b) and 153.043 (and any other section of this chapter dealing with roof coverage), **ROOF COVERAGE** shall be the area contained under the roof of the primary building or any accessory structure/building and shall also include any impervious deck surface or any other above-grade impervious surface extending from or being attached to any primary building or accessory structure/building. Both **heated** and unheated enclosed **spaces** or any open space within, under or covered by the roof of the primary building or accessory structure/building or by any above-grade impervious surface (such as a deck, and the like), extending from the primary building or accessory structure/building shall be included in the calculation of **ROOF COVERAGE**. [changed "healed" to "heated," and made "space" plural] [401.52 in Zoning Ordinance]

STRUCTURE. Anything constructed or erected, including but not limited to, buildings, which requires location on the land or attachment to something having permanent location on the land. [everything after subparagraph (a) was removed from this section and inserted in a new section, 153.029(c), covering fences] [9401.56 in Zoning Ordinance]

VARIANCE. Variance shall be as defined in G.S. §160A-388(d) together with any amendments thereto. [changed definition to be in compliance with state statute] [401.59 in Zoning Ordinance]

YARD, FRONT. An open, unoccupied space on the same lot with a principal building, extending the full width of the lot, and situated between the street or property line and the front line of the building, projected to the side lot lines of the lot. Driveways, to the extent possible, shall enter the property through the front yard. In the case of a lot with frontage on more than one street, the side of the lot with the most street frontage shall be considered the **FRONT YARD**, however, in the consideration and determination of applications for conditional use or variance on such a lot, the Board of Adjustment **shall** take into account and consider the visibility of both the FRONT and SIDE YARDS to the street and adjoining properties in any determination. [expanded definition to address visibility of lots fronting on two streets] [401.62 in Zoning Ordinance]

§153.005 ESTABLISHMENT OF ZONING DISTRICTS AND MAP.

(C) *Establishment of zoning map.* A zoning map, entitled the "Official Zoning Map of the Town of Biltmore Forest," depicts all approved use districts and their respective boundaries. Such map is hereby made a part of this chapter and shall be maintained by the Town Zoning Administrator and updated to reflect changes and amendments to this Zoning Ordinance. This map shall be available for inspection by interested persons during normal business hours of the Town Zoning Administrator. It shall be the duty of the Town Zoning Administrator to

maintain the said map and post any changes thereto as they may be made. [made some changes to language] [502, 503 and 504 in Zoning Ordinance]

(E) *Statement of district intents.*

(1) *R-1 Residential District.*

(b) Nonresidential uses, including home occupations, have been limited in this District as a means of maintaining the character of these neighborhoods. Likewise, dimensional requirements pertaining to lot size, building setbacks, yard requirements, and height limitations have been established to promote the general welfare and preservation of the community. [inserted comma after "home occupations"] [503 in Zoning Ordinance]

(2) *R-2 Residential District.*

(b) As in the R-1, nonresidential uses, including home occupations, have been limited in this District as a means of assuring a pleasant residential atmosphere. [inserted comma after, "home occupations"]

(3) *R-3 Residential District.*

(b) This District is primarily a low-density residential district; however, to accommodate contemporary design and building practices, it includes residential planned unit developments as a conditional use at a maximum density of eight dwelling units per acre. Nonresidential uses, including home occupations, will also be limited in the R-3 District in order to maintain the same quiet and pleasant living environment as found in the R-1 and R-2 Districts. [eliminated first two sentences about there being no public water and sewer in R-3]

(7) *Landscaping plans. [*Move this paragraph to §153.034 (D) – shown below]*

§153.006 PERMITTED USE TABLE. [Article VI in Zoning Ordinance]

[moved footnotes from the Permitted Use Table to a new section immediately following Permitted Use Table]

(A) *TABLE*

(B) *General Provisions*

(1) Only two clothing or jewelry sales may be held per year at each dwelling, not to exceed five consecutive days for each sale. Property owners are required to contact the Zoning Administrator prior to holding the sale so that the date of the sale may be noted.

(2) Only one estate auction sale may be held during a resident's ownership of the property. Property owners are required to contact the Zoning Administrator prior to holding the sale so that the date of the sale may be noted.

(3) Only one garage/yard sale may be held per year at each dwelling. Property owners are required to contact the Zoning Administrator prior to holding the sale so that the date of the sale may be noted.

(4) Only four fundraising events may be held per year at each dwelling. No such event shall last longer than five hours in a single day and any such event must end by 11:00 P.M. There shall be no sales of goods or services at any such event. Parking for such an event must not impede the normal flow of traffic and must not be upon any other property without permission from the property owners.

(5) No home business activity shall employ any person who does not live in the home. No person shall come to the home for a business transaction of any nature as part of the home business activity, including, but not limited to, retail or commercial sales or fee for service transactions. No shipping, via Fed Ex, UPS, or any other provider, shall be permitted from the dwelling.

(6) Where there is proposed more than one principal building per lot or where there is proposed any building with a gross floor area of 50,000 square feet or more, a planned unit development must be sought.

§153.007 DIMENSIONAL REQUIREMENTS. [Article VII in Zoning Ordinance]

[Put footnotes from this section in a new section, GENERAL PROVISIONS, after table. **Moved footnote 2 to §153.009 – shown below*]

(A) *TABLE*

(B) *General Provisions*

(1) The minimum lot area for lots not served by public water and sewer shall be subject to approval by the County Health Department to ensure the proper operation of septic tanks and wells. In no case, shall the minimum Lot Size be less than the dimensional requirements in 153.007.

(2) The minimum lot width at the street line shall be 125 feet in the R-1 District, and 80 feet in the R-2, R-3 and R-4 Districts.

(3) On all corner lots, a 30-foot side yard setback is required.

(4) Accessory structures, including driveways, shall meet all setback requirements. Notwithstanding the foregoing, setback requirements for driveway entrance

columns or driveway entrance walls may be waived or modified by the Board of Adjustment in accordance with the granting of a Conditional Use permit without the need for a Variance.

(5) Height requirements may be varied upon approval from the Board of Adjustment.

§153.008 CONDITIONAL USES. [802 in Zoning Ordinance]

(C) *Conditional use standards.*

(6) *All commercial services, professional office uses, consumer services, and retail business.*

(c) Front setbacks along Hendersonville Road shall be considered on a case-by-case basis by the Board of Adjustment with input from the Zoning Administrator. The Board of Adjustment shall determine the setback upon consideration of the most suitable location for parking. Required parking shall be provided either at the side, rear, or front of the proposed development, based upon the location of adjacent and/or nearby residential dwellings, topography, existing or proposed screening, or other factors which may include noise or glare. When parking is designated to be at the rear of the proposed building, the front setback shall be determined on a case-by-case basis by the Board of Adjustment; when parking is designated to be at the front of the proposed building, then the front setback shall be 50 feet. [deleted unnecessary "on" from 4th line]

§153.027 LOT FRONTAGE. [1102 in Zoning Ordinance]

All lots shall front on a public street. It is suggested but not required that garage doors not face or be visible from the public street, that garage doors not be more than ten feet wide, and if there are multiple garage doors, that there be at least 18 inches of separation between them. [changed to comply with S. 25]

§153.029 ACCESSORY STRUCTURES AND BUILDINGS. [1104 in Zoning Ordinance]

(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. [added language about no ACCESSORY STRUCTURES in side or rear yard setbacks.]

(B) (1)

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h) Solar collectors shall be regulated in accordance with North Carolina General Statutes 160A-201. [new section to comply with NC statute]

(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.

(C) The town is a unique community concerned with historic continuity. The Town, originally part of the Vanderbilt Estate, was established 100 years ago. Since its inception, Biltmore Forest has been a forested residential community with substantial green open space. To that end, persons constructing new residences and renovating existing residences are encouraged to limit the construction of fences and walls. Fences, including the replacement of an existing fence, are allowed only as a conditional use. Fences must comply with the following conditions: [added introductory language and moved current language from Definitions section – added sections (5) and (6)]

(1) Wooden fences should be of natural color or painted in a manner compatible with the color of the primary residence. Non-wooden fencing material shall be black, dark green, or brown to blend with surrounding trees or vegetation.

(2) No new chain link fences shall be allowed. Existing chain link fences may be replaced with fencing of other material subject to the approval of the Board of Adjustment.

(3) The Board of Adjustment may require buffering of any fencing to conceal the fence from neighboring properties and the street as a condition of allowing the fencing.

(4) No fencing shall be allowed in the front yard of a Lot, or within the side or rear yard setbacks.

(5) Confining dogs shall not be considered sufficient purpose for building a fence if other options, such as underground electric fences are available.

(6) The Design Review Board shall develop standards and specifications for acceptable fencing material.

§153.034 LAND DISTURBANCE AND SEDIMENTATION CONTROL. [1109 in Zoning Ordinance]

(A) Any land-disturbing activity, such as grading projects or removal of natural vegetation, that involves the disturbance of 20% or more of the land area of any lot shall submit a landscaping and grading plan for such activity to the Board of Adjustment for review and approval. Prior to commencing such activity in a public service district, any land-disturbing activity such as grading projects or removal of natural vegetation other than routine maintenance

shall be subject to approval by the Town Board of Adjustment regardless of the area to be disturbed.

(B) The intent of this requirement ...

(C) Where applicable ...

(D) A specific landscaping plan prepared by an appropriate professional shall be submitted to the Board of Adjustment which shall details all plantings or reforestation to take place as part of the land-disturbing activity. [moved from 153.005 (E)(7).]

§153.044 MATERIAL AND COLOR REQUIREMENTS FOR RESIDENTIAL DWELLING UNITS. [1119 in Zoning Ordinance]

(A) The town is a unique community concerned with historic continuity. The Town and its citizens are interested in the exterior appearance of residential structures, including the materials and color used in constructing and reconstructing such structures. To that end, those persons constructing new residences or renovating or expanding existing residences are encouraged to consider the provisions of this section regarding building materials. [changed to comply with S. 25]

(1) *Materials.*

1. *Siding.*

a. *Suggested exterior siding materials.*

b. *The following exterior siding materials are discouraged.*

2. *Roofing visible from adjacent property.*

a. *Suggested roofing materials.*

b. *The following roofing materials are discouraged.*

(2) *Color.* The intent of these provisions is to promote colors which blend with the existing structures and preserve the existing visual environment. It is further the intent of these provisions to prevent exterior paints or stains which are distracting and present inappropriate color contrast to the surrounding natural and built environment.

(a) *Suggested exterior colors.*

(b) The use of day-glow or fluorescent colors is discouraged.

§153.045 SITE DESIGN AND BUILDING FORM AND MASS FOR RESIDENTIAL DWELLING UNITS. [1120 in Zoning Ordinance]

(B)

(3) *Building forms and mass.*

(b) *Roof form.*

1. *The following roof forms are encouraged.*

2. *The following roof forms are discouraged as inconsistent with existing structures in the Town.*

§153.061 GENERAL INFORMATION. [1301 in Zoning Ordinance]

(A) *Applicability.*

(3) New parking spaces or lots are not required to comply with the provisions of this section.

§153.064 PARKING LOT LANDSCAPING REQUIREMENTS. [1304 in Zoning Ordinance]

(A) There shall be a continuously-maintained growing strip planted with grass or similar low-growing vegetation, measured from the back of the curb and extending ten feet perpendicular to the road. The purpose of this growing strip is to provide a clear line of sight for motorists, pedestrians, and cyclists entering and leaving commercial properties. [changed "glass" to "grass."]

§153.065 SCREENING OF DUMPSTERS, LOADING DOCKS, OUTDOOR STORAGE AREAS, AND UTILITY STRUCTURES. [changed "Docs" to "Docks"] [1305 in Zoning Ordinance]



MEMORANDUM

JUNE 14, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of Architectural Service for Public Works Building
Date: June 6, 2016

The Board received three qualification submissions from architects for the Public Works and Storage Building project at the end of April. These packets have been reviewed and references checked for each architectural firm. After reviewing the packets and qualifications, my recommendation for the Board is to consider entering into negotiations with Clark Nexsen to perform the architectural services for this project.

Each of the architectural firms that submitted qualifications perform outstanding work and had exemplary references. Clark Nexsen has performed high quality work both locally and regionally through their Asheville office. The projects performed have all been well received, and each reference (and even some not listed) spoke highly of Clark Nexsen's commitment to the project and the work conducted. Staff followed up with the references to determine if change orders or timelines had been exceeded, and in each case, Clark Nexsen received praise for coming in on (or under) budget and for their initial design not being altered during construction. Clark Nexsen has exhibited excellent service and quality to its clients on projects both large and small. Their location in Asheville is certainly beneficial to the Town as well.

I am convinced Clark Nexsen will develop a long term and workable solution for our Public Works building and recommend them to the Board for this project.



MEMORANDUM

JUNE 14, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of Resolution for NCLM Advocacy Goal
Date: June 6, 2016

The North Carolina League of Municipalities is in the early stages of setting their legislative goals for next year's General Assembly session and have requested legislative action items from member cities. Commissioner Kelly has spearheaded the desire to amend the North Carolina General Statutes in regards to the ability to file claims against municipalities for duties conferred upon them by the State for the creation of streets. Commissioner Kelly has proposed a legislative change to N.C.G.S. 160A-296 in regards to protecting municipalities from civil litigation arising from these duties. The state statute is attached to this memo and draft resolution.

The proposed changes to the statute would prevent claims from being raised against municipalities related to a municipality's duty to 1) "keep the public streets, sidewalks, alleys, and bridges in proper repair" and 2) "keep the public streets, sidewalks, alleys, and bridges open for travel and free from unnecessary obstructions". Another option would be to confer upon the municipalities the right to use governmental immunity as a defense in claims related to these duties. The governmental immunity defense is currently not allowed by the N.C.G.S. 160A-485 as a result of the municipality purchasing liability insurance. These two statutes in tandem combine to result in the ability of a party to claim a violation of N.C.G.S. 160A-296 for failure of a municipality to keep one of the duties listed in the statute denies the defense of governmental immunity for the claim to the municipality liability insurance was purchased by the town.

Commissioner Kelly and I met with Representative Brian Turner about these proposed changes in March and he seemed to be supportive of the proposal. Commissioner Kelly has had conversations with other local government jurisdictions and we believe this would be a legislative priority that the majority of cities in North Carolina would support. The League's municipal advocacy goals are developed and vetted by the entirety of the NCLM, and one action they recommend is adoption of a local resolution in support of the legislative goal. That resolution is attached for your review, as well as the aforementioned statutes and background information regarding these potential changes. Please let me know if you have additional questions or would like further information provided to you.

**RESOLUTION OF SUPPORT
FOR THE NCLM MUNICIPAL ADVOCACY GOAL PROPOSAL
FROM THE TOWN OF BILTMORE FOREST**

WHEREAS, the Town of Biltmore Forest is a member in good standing of the North Carolina League of Municipalities (“League”); and

WHEREAS, the League has requested Municipal Advocacy Goals from its member jurisdictions in advance of the 2017-2018 Session of the North Carolina General Assembly; and

WHEREAS, these goals will be discussed and debated by the member municipalities of the League prior to the convening of the 2017-2018 General Assembly Session; and

WHEREAS, the Town of Biltmore Forest Board of Commissioners has identified a certain matter of local and state wide interest where legislative action is needed and desired.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Biltmore Forest hereby adopt the “Town of Biltmore Forest Municipal Advocacy Goal for June 2016” identified as Exhibit A to this resolution.

The Town Administrator is hereby directed to send a copy of this resolution and all attachments to the League for use at their Municipal Advocacy Goals conference in October 2016 and to forward the same documents to the members of the legislative delegation serving the Town of Biltmore Forest.

BE IT FURTHER RESOLVED that the Town of Biltmore Forest expresses their thanks to the League for the ability to submit this advocacy goal proposal.

Adopted on June 14, 2016.

George F. Goosmann, III, Mayor
Town of Biltmore Forest

ATTEST:

Jonathan B. Kanipe, Clerk

**TOWN OF BILTMORE FOREST
MUNICIPAL ADVOCACY GOAL PROPOSAL
NCLM MUNICIPAL ADVOCACY GOALS CONFERENCE**

OCTOBER 23, 2016

In order to more effectively protect cities from undue litigation in regards to the duties proscribed by N.C.G.S. 160A-269, the following amendments are offered, in priority order:

Option 1 – Disallows claims against municipalities for damages arising from any claimed violations of N.C.G.S. §160A-296 (1) and (2).

- (1) Amend N.C.G.S. §160A-296(a) as follows: By adding immediately after paragraph (2) the following: "(2a) No person, firm or corporation shall bring or file any claim or civil action against any city incorporated in the State of North Carolina, which claim or civil action seeks to recover from the city monetary damages for personal injury or property damage allegedly arising out of any violations of Sections (1) or (2) above".

Option 2 – Allows a municipality to utilize governmental immunity as a defense for claims arising under N.C.G.S. §160A-296 (1) and (2).

- (2) Amend N.C.G.S. §160A-296(a) as follows: By adding immediately after paragraph (2) a new paragraph (2a) reading as follows: "(2a) In any and all claims or civil actions filed against a city incorporated in the State of North Carolina, which claims seek to recover from the city monetary damages for personal injury or property damage allegedly arising out of any violations of Section (1) or (2) above, that city shall have available to it the defense of Governmental Immunity afforded it under N.C.G.S. §160A- 485 and the provisions of N.C.G.S. §160A-485 are hereby incorporated by reference."

Article 15.

Streets, Traffic and Parking.

§ 160A-296. Establishment and control of streets; center and edge lines.

(a) A city shall have general authority and control over all public streets, sidewalks, alleys, bridges, and other ways of public passage within its corporate limits except to the extent that authority and control over certain streets and bridges is vested in the Board of Transportation. General authority and control includes but is not limited to all of the following:

- (1) The duty to keep the public streets, sidewalks, alleys, and bridges in proper repair.
- (2) The duty to keep the public streets, sidewalks, alleys, and bridges open for travel and free from unnecessary obstructions.
- (3) The power to open new streets and alleys, and to widen, extend, pave, clean, and otherwise improve existing streets, sidewalks, alleys, and bridges, and to acquire the necessary land therefor by dedication and acceptance, purchase, or eminent domain.
- (4) The power to close any street or alley either permanently or temporarily.
- (5) The power to regulate the use of the public streets, sidewalks, alleys, and bridges.
- (6) The power to regulate, license, and prohibit digging in the streets, sidewalks, or alleys, or placing therein or thereon any pipes, poles, wires, fixtures, or appliances of any kind either on, above, or below the surface. To the extent a municipality is authorized under applicable law to impose a fee or charge with respect to activities conducted in its rights-of-way, the fee or charge must apply uniformly and on a competitively neutral and nondiscriminatory basis to all comparable activities by similarly situated users of the rights-of-way.
- (7) The power to provide for lighting the streets, alleys, and bridges of the city.
- (8) The power to grant easements in street rights-of-way as permitted by G.S. 160A-273.

(a1) A city with a population of 250,000 or over according to the most recent decennial federal census may also exercise the power granted by subdivision (a)(3) of this section within its extraterritorial planning jurisdiction. Before a city makes improvements under this subsection, it shall enter into a memorandum of understanding with the Department of Transportation to provide for maintenance.

(b) Repealed by Session Laws 1991, c. 530, s. 6, effective January 1, 1992. (1917, c. 136, subch. 5, s. 1; subch. 10, s. 1; 1919, cc. 136, 237; C.S., ss. 2787, 2793; 1925, c. 200; 1963, c. 986; 1971, c. 698, s. 1; 1973, c. 507, s. 5; 1979, c. 598; 1991, c. 530, s. 6; 2001-261, s. 1; 2006-151, s. 14.)

Article 21.

Miscellaneous.

§ 160A-485. Waiver of immunity through insurance purchase.

(a) Any city is authorized to waive its immunity from civil liability in tort by the act of purchasing liability insurance. Participation in a local government risk pool pursuant to Article 23 of General Statute Chapter 58 shall be deemed to be the purchase of insurance for the purposes of this section. Immunity shall be waived only to the extent that the city is indemnified by the insurance contract from tort liability. No formal action other than the purchase of liability insurance shall be required to waive tort immunity, and no city shall be deemed to have waived its tort immunity by any action other than the purchase of liability insurance. If a city uses a funded reserve instead of purchasing insurance against liability for wrongful death, negligence, or intentional damage to personal property, or absolute liability for damage to person or property caused by an act or omission of the city or any of its officers, agents, or employees acting within the scope of their authority and the course of their employment, the city council may adopt a resolution that deems the creation of a funded reserve to be the same as the purchase of insurance under this section. Adoption of such a resolution waives the city's governmental immunity only to the extent specified in the council's resolution, but in no event greater than funds available in the funded reserve for the payment of claims.

(b) An insurance contract purchased pursuant to this section may cover such torts and such officials, employees, and agents of the city as the governing board may determine. The city may purchase one or more insurance contracts, each covering different torts or different officials, employees, or agents of the city. An insurer who issues a contract of insurance to a city pursuant to this section thereby waives any defense based upon the governmental immunity of the city, and any defense based upon lack of authority for the city to enter into the contract. Each city is authorized to pay the lawful premiums for insurance purchased pursuant to this section.

(c) Any plaintiff may maintain a tort claim against a city insured under this section in any court of competent jurisdiction. As to any such claim, to the extent that the city is insured against such claim pursuant to this section, governmental immunity shall be no defense. Except as expressly provided herein, nothing in this section shall be construed to deprive any city of any defense to any tort claim lodged against it, or to restrict, limit, or otherwise affect any defense that the city may have at common law or by virtue of any statute. Nothing in this section shall relieve a plaintiff from any duty to give notice of his claim to the city, or to commence his action within the applicable period of time limited by statute. No judgment may be entered against a city in excess of its insurance policy limits on any tort claim for which it would have been immune but for the purchase of liability insurance pursuant to this section. No judgment may be entered against a city on any tort claim for which it would have been immune but for the purchase of liability insurance pursuant to this section except a claim arising at a time when the city is insured under an insurance contract purchased and issued pursuant to this section. If, in the trial of any tort claim against a city for which it would have been immune but for the purchase of liability insurance pursuant to this section, a verdict is returned awarding damages to the plaintiff in excess of the insurance limits, the presiding judge shall reduce the award to the maximum policy limits before entering judgment.

(d) Except as otherwise provided in this section, tort claims against a city shall be governed by the North Carolina Rules of Civil Procedure. No document or exhibit which relates to or alleges facts as to the city's insurance against liability shall be read, exhibited, or mentioned in the presence of the trial jury in the trial of any claim brought pursuant to this

section, nor shall the plaintiff, his counsel, or anyone testifying in his behalf directly or indirectly convey to the jury any inference that the city's potential liability is covered by insurance. No judgment may be entered against the city unless the plaintiff waives his right to a jury trial on all issues of law or fact relating to insurance coverage. All issues relating to insurance coverage shall be heard and determined by the judge without resort to a jury. The jury shall be absent during all motions, arguments, testimony, or announcement of findings of fact or conclusions of law with respect to insurance coverage. The city may waive its right to have issues concerning insurance coverage determined by the judge without a jury, and may request a jury trial on these issues.

(e) Nothing in this section shall apply to any claim in tort against a city for which the city is not immune from liability under the statutes or common law of this State. (1951, c. 1015, ss. 1-5; 1971, c. 698, s. 1; 1975, c. 723; 1985 (Reg. Sess., 1986), c. 1027, s. 27; 2003-175, s. 1.)



MEMORANDUM

JUNE 14, 2016

To: Mayor and Commissioners

From: Jonathan Kanipe, Town Administrator

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

Date: June 6, 2016

The Buncombe/Madison Regional Hazard Mitigation Plan was approved by FEMA in late 2015. The current plan does not expire until September of this year, and the new regional plan was completed last year. In order for the Town to remain eligible for FEMA/Stafford Act funding in the event of a natural disaster, the Board must approve the attached resolution that will then be submitted to North Carolina Emergency Management.

Please let me know if you have any questions or concerns regarding the resolution.

**RESOLUTION TO ADOPT THE
BUNCOMBE MADISON REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the Town of Biltmore Forest is vulnerable to an array of natural hazards that can cause loss of life and damages to public and private property; and

WHEREAS, the Town of Biltmore Forest desires to seek ways to mitigate situations that may aggravate such circumstances; and

WHEREAS, the development and implementation of a hazard mitigation plan can result in actions that reduce the long-term risk to life and property from natural hazards; and

WHEREAS, it is the intent of the Board of Commissioners of the Town of Biltmore Forest to protect its citizens and property from the effects of natural hazards by preparing and maintaining a local hazard mitigation plan; and

WHEREAS, it is also the intent of the Board of Commissioners of the Town of Biltmore Forest to fulfill its obligation under North Carolina General Statutes, Chapter 166A: North Carolina Emergency Management Act and Section 322: Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to remain eligible to receive state and federal assistance in the event of a declared disaster affecting the Town of Biltmore Forest; and

WHEREAS, the Town of Biltmore Forest, in coordination with Buncombe County, Madison County, and the participating municipalities within those counties, has prepared a multi-jurisdictional hazard mitigation plan with input from the appropriate local and state officials;

WHEREAS, the North Carolina Division of Emergency Management and the Federal Emergency Management Agency have reviewed the Buncombe Madison Regional Hazard Mitigation Plan for legislative compliance and has approved the plan pending the completion of local adoption procedures;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town of Biltmore Forest hereby:

1. Adopts the Buncombe Madison Regional Hazard Mitigation Plan; and
2. Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.

Adopted on June 14, 2016.

George F. Goosmann, III, Mayor
Town of Biltmore Forest

ATTEST:

Jonathan B. Kanipe, Clerk



MEMORANDUM

June 14, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Discussion of Block T Pond Silt Infiltration
Date: June 9, 2016

The Town received the survey results on silt infiltration from Gary Davis last week. The results show the cumulative effect of silt being deposited into the pond from 1998 until the present. Mr. Davis and the contracted surveyors measured the most recent topographical features of the pond and compared that previous surveys completed for the Town.

As you can see, between 2013 and 2016 the silt in the pond increased by 719 cubic yards. The cumulative effect from 2008 until 2016 is 1,074 cubic yards. Mr. Davis has recommended that we dredge the pond to remove this silt and sedimentation.

My recommendation at this time is that we begin working with the Army Corps of Engineers to obtain the necessary permits to begin the work and plan on dredging the pond in the fall or winter months when there is a higher likelihood of drier weather. In the meantime, I will contact Deerfield and begin discussions with them surrounding their recent construction and its impact on the pond and creeks in Biltmore Forest.

A topographic map of the study area, showing contour lines and elevation points. The map is oriented with North at the top. The contour lines are labeled with elevations: 2105, 2106, 2107, 2108, 2109, and 2110. The map shows a complex terrain with several peaks and valleys. A dashed line indicates a boundary or a specific feature. A scale bar in the bottom right corner indicates a distance of 1000 feet.

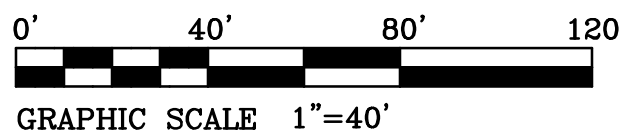
A topographic map of a hillside. The map features several contour lines labeled with elevations: 2106, 2107, 2108, 2109, 2110, and 2111. A dashed line represents a ridge or boundary. A solid line indicates a path or road. A small area is labeled '2105'. The map is oriented with the hillside sloping downwards from the top left towards the bottom right. A scale bar at the bottom indicates a distance of 0 to 100 feet. A north arrow is located in the upper right corner.

A topographic map of the study area, showing contour lines and elevation points. The map is oriented with North at the top. The contour lines are labeled with elevations: 2105, 2106, 2107, 2108, 2109, 2110, 2111, and 2112. The map shows a series of contour lines that generally trend from the northwest to the southeast, with a slight dip in the center. The map is bounded by a thick black line on the left and right sides, and a dashed line on the top and bottom. The map is labeled with '2105' at the top left, '2106' at the top center, '2107' at the top right, '2108' in the center, '2109' at the bottom center, '2110' at the bottom right, and '2111' at the bottom left. The map is labeled with '2112' at the top right. The map is labeled with '2105' at the top left, '2106' at the top center, '2107' at the top right, '2108' in the center, '2109' at the bottom center, '2110' at the bottom right, and '2111' at the bottom left. The map is labeled with '2112' at the top right.

1998 SURVEY - 2008 SURVEY
COMPARISON:
101 CUBIC YARDS SEDIMENTATION

2008 SURVEY - 2013 SURVEY
COMPARISON:
355 CUBIC YARDS SEDIMENTATION

2013 SURVEY - 2016 SURVEY
COMPARISON:
719 CUBIC YARDS SEDIMENTATION



DAVIS CIVILSOLUTIONS, P.A.
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Block T Pond Sedimentation
Biltmore Forest
BILTMORE FOREST, NORTH CAROLINA

Date: May 25, 2016
Scale: 1"=40'
Revision:

Block T Pond

Sheet
C1



MONTHLY FINANCIAL STATEMENT TAX COLLECTION REPORT

MAY 2016

REVENUES

	<u>Year-to-Date</u>	<u>% REM</u> <u>YTD</u>	<u>Budget</u>
General Fund	\$ 3,786,852.56	1%	\$ 3,810,241.00
Water Fund	\$ 370,024.24	15%	\$ 436,503.00
	\$ 4,156,876.80		\$ 4,246,744.00

EXPENDITURES

	<u>Year-to-Date</u>	<u>% REM</u> <u>YTD</u>	<u>Budget</u>
Administration	\$ 222,102.79	18%	\$ 271,303.00
Police	\$ 1,188,967.31	10%	\$ 1,327,863.00
Public Works	\$ 805,923.07	15%	\$ 947,119.00
Powell Bill	\$ 254,468.40	7%	\$ 273,721.00
General Government	\$ 672,201.96	3%	\$ 689,480.00
Transfer to General Fund Balance	\$ -	100%	\$ 300,755.00
TOTAL General Fund	\$ 3,143,663.53		\$ 3,810,241.00
Transfer to Water Fund Balance	\$ -	100%	\$ 37,624.00
Water Fund	\$ 322,858.33	19%	\$ 398,879.00
TOTAL Water Fund	\$ 322,858.33		\$ 436,503.00
TOTAL Combined Funds	\$ 3,466,521.86		\$ 4,246,744.00

CASH ON HAND

First Citizens Money Market Checking	\$ 570,518.55
NC Cash Mangement Trust	\$ 1,606,847.45
First Citizens Certificate of Deposit	\$ 502,916.57
TOTAL	\$ 2,680,282.57

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	\$ 2,380,757.51	100.46%	\$ 2,369,968.00
Percentage of 2015 Levy Collected	100.13%		
DMV Taxes	\$ 90,504.86	97.23%	\$ 93,085.00

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10 GENERAL FUND				
REVENUE:				
10-3010-0000 TAX COLLECTION CURRENT YR	0.00	2,377,674.53	2,377,674.00	0
10-3010-0001 AD-VALOREM TAX COLL CURRI	11,395.18	90,504.86	93,085.00	3
10-3170-0000 TAX COSTS,PENALTIES,& INTER	456.64	2,909.95	3,000.00	3
10-3250-0000 INTEREST EARNED	516.43	2,813.60	1,200.00	-134
10-3310-0000 RENTAL COMMUNITY HALL	300.00	900.00	1,500.00	40
10-3340-0000 AMERICAN TOWER AGREEMENT	400.00	25,457.45	28,260.00	10
10-3350-0000 MISCELLANEOUS	91.50	27,205.31	54,216.00	50
10-3360-0000 FRANCHISE & UTILITIES TAX D	0.00	168,110.49	168,110.00	0
10-3410-0000 BEER & WINE TAXES	6,079.72	6,079.72	6,000.00	-1
10-3420-0000 SOLID WASTE DISPOSAL TAX	219.61	1,107.32	800.00	-38
10-3430-0000 POWELL BILL	0.00	64,253.31	64,000.00	0
10-3440-0000 ILLICIT SUBSTANCE TAX	19.12	19.12	0.00	0
10-3450-0000 BUNCOMBE COUNTY 1% TAX	27,408.11	461,971.43	478,500.00	3
10-3460-0000 1/2 CENT SALES TAX A.40	16,344.54	187,522.40	175,884.00	-7
10-3470-0000 1/2 CENT SALES TAX A.42	15,062.43	241,796.04	226,140.00	-7
10-3550-0000 BUILDING PERMITS	624.00	8,893.00	10,000.00	11
10-3560-0000 DOG LICENSE FEE	-5.00	1,715.00	1,605.00	-7
10-3670-0000 SALES TAX REFUND	0.00	13,128.09	13,128.00	0
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
TOTAL REVENUE	78,912.28	3,685,613.56	3,709,002.00	1
OTHER FINANCING SOURCE:				
10-3700-0000 SALE OF PERSONAL PROPERTY	0.00	7,500.00	7,500.00	0
10-3900-0000 INSTALLMENT AGREEMENT	0.00	93,739.00	93,739.00	0
TOTAL OTHER FINANCING SOURCE	0.00	101,239.00	101,239.00	0
AFTER TRANSFERS	78,912.28	3,786,852.56	3,810,241.00	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
30 WATER & SEWER FUND				
REVENUE:				
30-3290-0000 INTEREST EARNED	0.00	0.00	400.00	100
30-3350-0000 COMMISSIONS, SEWER CHARGE	0.00	7,808.32	8,000.00	2
30-3710-0000 WATER & SEWER CHARGES	-155.31	354,355.92	422,103.00	16
30-3710-0100 MSD CHARGES	-51,115.15	0.00	0.00	0
30-3730-0000 WATER TAP AND CONNECTION	1,890.00	7,860.00	6,000.00	-31
TOTAL REVENUE	-49,380.46	370,024.24	436,503.00	15
 AFTER TRANSFERS	 -49,380.46	 370,024.24	 436,503.00	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
4200 ADMINISTRATION				
EXPENDITURE:				
10-4200-0200 SALARIES	6,835.38	84,433.50	94,110.00	10
10-4200-0300 LEGAL AND ENGINEERING	3,183.00	29,171.74	30,000.00	3
10-4200-0500 F.I.C.A.	499.22	6,179.47	7,200.00	14
10-4200-0550 UNEMPLOYMENT INSURANCE	0.00	41.00	0.00	0
10-4200-0600 HOSPITAL INSURANCE	820.49	8,871.67	12,500.00	29
10-4200-0650 MIT (DENTAL, VISION, LIFE) INS	116.64	1,283.04	1,700.00	25
10-4200-0675 HEALTH REIMBURSEMENT ACC	83.33	916.63	1,250.00	27
10-4200-0700 RETIREMENT	838.70	10,127.60	11,500.00	12
10-4200-0800 401K SUPP RETIREMENT	341.77	4,140.68	4,706.00	12
10-4200-1000 ACCOUNTING & TAXES	13,530.27	36,121.52	37,300.00	3
10-4200-1200 POSTAGE, PRINTING, STATIONA	0.00	4,706.81	8,000.00	41
10-4200-1400 MILEAGE & BOARD SALARY	1,800.00	21,600.00	22,000.00	2
10-4200-3300 SUPPLIES AND EQUIPMENT	230.01	3,512.47	3,700.00	5
10-4200-5300 SUBSCRIPTIONS	0.00	3,429.38	3,500.00	2
10-4200-5700 MISCELLANEOUS	77.94	936.59	5,200.00	82
10-4200-6500 TRAINING AND EDUCATION	682.03	6,630.69	10,000.00	34
10-4200-6600 CAPITAL IMPROVEMENT & AMC	0.00	0.00	18,637.00	100
TOTAL EXPENDITURE	29,038.78	222,102.79	271,303.00	18
BEFORE TRANSFERS	-29,038.78	-222,102.79	-271,303.00	
AFTER TRANSFERS	-29,038.78	-222,102.79	-271,303.00	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
5100 POLICE DEPARTMENT				
EXPENDITURE:				
10-5100-0200 SALARIES	61,789.58	731,210.20	778,039.00	6
10-5100-0300 OVERTIME	0.00	0.00	15,000.00	100
10-5100-0400 SEPARATION ALLOWANCE	1,090.16	5,995.88	6,200.00	3
10-5100-0500 F.I.C.A.	4,642.31	54,449.20	60,666.00	10
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	313.95	3,800.00	92
10-5100-0600 SHP/BCBS HOSPITAL INSURANC	8,545.17	96,384.33	115,000.00	16
10-5100-0650 MIT DENTAL, VISION, LIFE INS	1,084.54	12,195.50	14,000.00	13
10-5100-0675 HRA HEALTH REIMB ACCT	999.96	11,749.53	14,000.00	16
10-5100-0700 LOCL ORBIT RETIREMENT	7,546.12	91,069.12	100,790.00	10
10-5100-0800 401K PRE-TAX PRUDENTIAL	2,869.10	34,948.32	39,652.00	12
10-5100-0900 SHORT TERM DISABILITY	0.00	0.00	5,000.00	100
10-5100-1600 RADIO MAINTENANCE	0.00	0.00	3,000.00	100
10-5100-1700 CAR REPAIRS AND TIRES	3,545.56	17,285.56	15,000.00	-15
10-5100-3100 GASOLINE	637.13	13,225.78	26,000.00	49
10-5100-3300 SUPPLIES	209.95	14,199.86	15,000.00	5
10-5100-3600 UNIFORMS	0.00	5,214.19	7,000.00	26
10-5100-3700 D.C.I. RENTAL	300.22	10,577.98	14,000.00	24
10-5100-5700 MISCELLANEOUS	201.00	7,377.29	9,500.00	22
10-5100-5800 PHYSICAL EXAMS	70.00	70.00	2,500.00	97
10-5100-6500 TRAINING AND EDUCATION	179.98	3,484.62	4,500.00	23
10-5100-7400 EQUIPMENT PURCHASES	0.00	79,216.00	79,216.00	0
TOTAL EXPENDITURE	<u>93,710.78</u>	<u>1,188,967.31</u>	<u>1,327,863.00</u>	<u>10</u>
BEFORE TRANSFERS	<u>-93,710.78</u>	<u>-1,188,967.31</u>	<u>-1,327,863.00</u>	
AFTER TRANSFERS	<u><u>-93,710.78</u></u>	<u><u>-1,188,967.31</u></u>	<u><u>-1,327,863.00</u></u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
5600 PUBLIC WORKS				
EXPENDITURE:				
10-5600-0200 SALARIES	30,480.65	367,423.73	385,482.00	5
10-5600-0300 OVERTIME	0.00	0.00	15,000.00	100
10-5600-0500 F.I.C.A.	2,286.11	27,535.50	30,637.00	10
10-5600-0550 UNEMPLOYMENT INSURANCE	0.00	146.26	1,500.00	90
10-5600-0600 SHP/BCBS HOSPITAL INSURANC	4,669.07	48,437.43	65,000.00	25
10-5600-0650 MIT DENTAL, VISION, LIFE INS	662.54	7,014.83	8,000.00	12
10-5600-0675 HRA HEALTH REIMB ACCT	499.98	5,499.78	6,500.00	15
10-5600-0700 LOCG ORBIT RETIREMENT	3,763.92	45,242.81	50,000.00	10
10-5600-0800 401K PRE-TAX PRUDENTIAL	1,619.83	19,085.66	20,024.00	5
10-5600-1000 OUTSIDE SERVICES	0.00	0.00	5,000.00	100
10-5600-1300 STREETLIGHTS ELECTRIC	0.00	9,748.10	10,000.00	3
10-5600-1500 GENERAL REPAIRS & MAINT.	0.00	3,762.81	5,000.00	25
10-5600-1600 ST.LIGHT MAINT & NEW LIGHTS	0.00	3,430.77	10,000.00	66
10-5600-1700 VEHICLE MAINT & REPAIRS	2,085.44	31,133.24	30,000.00	-4
10-5600-3100 GASOLINE	501.53	7,432.44	21,000.00	65
10-5600-3300 SUPPLIES	142.04	6,604.18	15,000.00	56
10-5600-3400 STREET SIGNS & NUMBERS	0.00	35.00	2,000.00	98
10-5600-3600 UNIFORMS	553.17	6,102.29	6,000.00	-2
10-5600-5200 PARKS	1,044.00	1,353.68	10,000.00	86
10-5600-5800 PHYSICAL EXAMS	99.00	441.00	1,000.00	56
10-5600-5900 MISCELLANEOUS	257.16	3,218.55	3,000.00	-7
10-5600-6000 CAPITAL OUTLAY	0.00	124,992.01	146,976.00	15
10-5600-6500 TRAINING & EDUCATION	0.00	267.38	1,000.00	73
10-5600-8000 TIPPING FEES & BRUSH REMOV	3,364.92	33,854.37	48,000.00	29
10-5600-8100 RECYCLING	4,526.25	53,161.25	51,000.00	-4
TOTAL EXPENDITURE	56,555.61	805,923.07	947,119.00	15
BEFORE TRANSFERS	-56,555.61	-805,923.07	-947,119.00	
AFTER TRANSFERS	-56,555.61	-805,923.07	-947,119.00	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
5700 POWELL FUND				
EXPENDITURE:				
10-5700-0200 SALARIES	2,519.74	39,012.41	38,403.00	-2
10-5700-0500 FICA	192.77	2,984.56	2,938.00	-2
10-5700-0550 UNEMPLOYMENT INSURANCE	0.00	20.18	310.00	93
10-5700-0600 SHP/BCBS HOSPITAL INSURANC	492.00	6,157.60	7,000.00	12
10-5700-0650 MIT DENTAL, VISION, LIFE INS	37.12	462.24	550.00	16
10-5700-0675 HRA HEALTH REIMB ACCT	83.33	1,083.29	1,000.00	-8
10-5700-0700 LOCG ORBIT RETIREMENT	309.17	4,770.49	5,700.00	16
10-5700-0800 401K PRE-TAX PRUDENTIAL	117.77	1,942.40	1,920.00	-1
10-5700-1700 VEHICLE REPAIRS - STREET DEF	0.00	610.86	2,000.00	69
10-5700-2200 CONTRACTS-RESURFACING, ET	0.00	78,364.10	79,000.00	1
10-5700-2300 SUPPLIES	313.02	27,105.16	27,900.00	3
10-5700-2400 TRAFFIC SIGNS	0.00	487.36	1,500.00	68
10-5700-2500 STORM WATER DRAINAGE	90,056.00	90,056.00	90,000.00	0
10-5700-6500 TRAINING & 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
TOTAL EXPENDITURE	94,120.92	254,468.40	273,721.00	7
BEFORE TRANSFERS	-94,120.92	-254,468.40	-273,721.00	
AFTER TRANSFERS	-94,120.92	-254,468.40	-273,721.00	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
6600 GENERAL				
EXPENDITURE:				
10-6600-1100 TECHNOLOGY	6,885.39	49,610.93	46,000.00	-8
10-6600-1300 ENERGY & BF SEWER	1,728.77	16,305.77	21,000.00	22
10-6600-1500 GE. REPS. AND MAINT.	1,338.14	18,617.34	27,120.00	31
10-6600-2800 ELECTIONS	5,646.54	5,850.78	6,000.00	2
10-6600-3300 SUPPLIES & EQUIPMENT	399.99	495.04	2,000.00	75
10-6600-5400 INSURANCE	180.90	83,403.79	85,000.00	2
10-6600-6000 CONTINGENCY	1,300.00	14,779.96	15,000.00	1
10-6600-6100 MISCELLANEOUS	225.65	6,583.72	8,000.00	18
10-6600-6300 COMMUNITY EVENTS	36.51	10,902.53	13,000.00	16
10-6600-6400 WILDLIFE MANAGEMENT	263.50	793.73	1,500.00	47
10-6600-7600 FIRE PROTECTION	0.00	425,000.00	425,000.00	0
10-6600-7720 DEBT SERVICE Police Dept Reno	0.00	23,333.32	23,334.00	0
10-6600-7725 DEBT SERVICE Police Dept Reno Ir	0.00	7,667.63	7,668.00	0
10-6600-7730 DEBT SERVICE Street Imp Princ	0.00	6,666.68	6,667.00	0
10-6600-7735 DEBT SERVICE Street Imp Int	0.00	2,190.74	2,191.00	0
TOTAL EXPENDITURE	18,005.39	672,201.96	689,480.00	3
BEFORE TRANSFERS	-18,005.39	-672,201.96	-689,480.00	
OTHER FINANCING USE:				
10-6600-9000 TRSFR TO GEN FUND BALANCE	0.00	0.00	300,755.00	100
TOTAL OTHER FINANCING USE	0.00	0.00	300,755.00	100
AFTER TRANSFERS	-18,005.39	-672,201.96	-990,235.00	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

05/01/2016 TO 05/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
8100 WATER DEPT.				
EXPENDITURE:				
30-8100-0200 SALARIES	6,481.84	81,753.99	83,772.00	2
30-8100-0300 OVERTIME	0.00	0.00	2,000.00	100
30-8100-0400 PROFESSIONAL SERVICES	85.00	3,050.62	4,000.00	24
30-8100-0500 F.I.C.A.	473.04	5,984.51	6,562.00	9
30-8100-0550 UNEMPLOYMENT INSURANCE	0.00	41.58	220.00	81
30-8100-0600 HOSPITAL INSURANCE	1,278.92	13,820.38	15,000.00	8
30-8100-0650 MIT (DENTAL, VISION, LIFE) INS	110.24	1,212.64	1,500.00	19
30-8100-0675 HEALTH REIMBUSEMENT ACC	166.66	1,833.26	2,000.00	8
30-8100-0700 RETIREMENT	795.32	9,998.75	6,807.00	-47
30-8100-0800 401K SUPP RETIREMENT	329.86	4,156.92	4,289.00	3
30-8100-1200 POSTAGE, PRINTING,& STATION	0.00	2,284.73	2,000.00	-14
30-8100-1500 GENERAL REPAIRS	157.31	295.42	1,000.00	70
30-8100-3300 SUPPLIES AND EQUIPMENT	474.13	18,921.23	20,000.00	5
30-8100-4800 WATER PURCHASES	0.00	170,734.22	204,729.00	17
30-8100-5700 MISCELLANEOUS	0.00	36.00	500.00	93
30-8100-6500 TRAINING AND EDUCATION	273.78	1,715.15	1,500.00	-14
30-8100-7400 CAPITAL IMPROVEMENT	0.00	7,018.93	43,000.00	84
TOTAL EXPENDITURE	10,626.10	322,858.33	398,879.00	19
BEFORE TRANSFERS	-10,626.10	-322,858.33	-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	-10,626.10	-322,858.33	-436,503.00	