

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, August 16, 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 July 12, 2016 meeting will be presented for approval.

C. Reports of Officers

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

D. New Business

1. Consideration of Scope of Work with VC3 regarding VoIP Phone Service
2. Consideration of Proposal from Buckeye Construction for Vanderbilt Road Waterline Replacement
3. Consideration of Proposal from Carolina Meter for AMI Water Meter Project
4. Consideration of Tax Settlement for FY15-16
5. Consideration of 2016 Order of Tax Collection

E. Petitions, Motions, and Other Business

F. Public Comment

G. Closed Session

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

H. Adjourn

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

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

Roll call by the Clerk:

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

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

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

Commissioner Loomis found an error on page 5 of the June 14, 2016 meeting minutes. Commissioner Loomis advised that she made the motion to go out of public hearing, but that Commissioner Cogburn had seconded the matter. Motion was made by Commissioner Kelly to approve the minutes as amended and seconded by Commissioner Cogburn. The motion was unanimously approved.

Mayor Goosmann asked for the Skyland Fire Department monthly report. Chief Pressley was unable to attend. Mr. Mark Dillingham said they had a fairly quiet month. There were a couple of motor vehicle accidents. Mayor Goosmann thanked Skyland for all they do for the Town.

Chief Tinsley recognized Officer Samantha Bombace and Officer Joshua Jaramillo for saving a life in the Town. A resident went into full cardiac arrest and Officer Bombace arrived to the scene and immediately started CPR. Officer Joshua Jaramillo arrived shortly thereafter and used the defibrillator and both officers together were able to bring the resident back to life.

Unfortunately, four days later, the resident passed away in the hospital but our officers worked very hard to help this resident who was only 41 years old. They are now wanting to add defibrillator training to the Basic Law Enforcement Training. The officers were thanked and appreciated by the Ms. Elizabeth Harris, the fiancée of the deceased, and Chief Tinsley presented pins and ribbons to the officers. Mayor Goosmann thanked the Police Department for all they do.

Mayor Goosmann asked Chief Tinsley for the Police Department monthly report. Chief Tinsley stated it was fairly quiet but there were some issues with credit card fraud. These are currently being investigated. Chief Tinsley also talked about police officer safety and for public officials to support our local law enforcement. Commissioner Kelly thanked the police department for all of their dedicated efforts.

Mayor Goosmann asked Mr. Terry Crouch for his monthly report. Mr. Crouch indicated that three quotes were received for paving. Mr. Crouch recommended Trace and Company be awarded the bid for paving in the amount of \$74,735 and Emery Paving be awarded the bid for BST application to cost \$10,500 for 2016. The striping quote for 2016 is from New Dimensions for Pavement markings \$16,710.

Commissioner Cogburn moved to accept the bids for BST application, paving, and striping. Commissioner Kelly seconded the motion and was unanimously approved.

Mr. Kanipe introduced Chad Roberson from Clark Nexsen. Mr. Roberson reviewed what had been done thus far, and indicated that a survey of the property was ordered and that he met with the Public Works staff to determine building layout and a proposal. Mr. Roberson said he will work with everyone and keep them posted on the project.

Mr. Kanipe went out with Mr. Rusty Rhea to look at trees and said a very large white pine at the intersection of Forest and East Forest snapped from the bad storms. This tree will be removed. The red oak between the Public Works building and the Police Department will also have to be removed.

The Board of Adjustment did not meet in June, they met yesterday for the July meeting. It went well. The Board of Adjustment was notified about the variance and Conditional Use permit fees will now be put into effect.

Regarding the recodification, the Ordinances as amended last month were sent in to American Legal Publishing. We are waiting for the final draft at this time. Once we receive the final draft, we can all review it and make sure there are no additional changes. We are also working on the recabing project. The company working on it has been moving the server equipment from the Police Department basement to the the Town Hall storage closet and upstairs at the Police Department.

Our new financial software is running well and seems to be going as planned.

Mr. Kanipe has not received any updates with the suggestion from a resident about adding a soccer goal in the park.

Mr. Kanipe made reference to an email from a resident regarding Section 12-2 in the Town Code titled "Sounds Impacting Residential Life". A resident suggested the Ordinance be changed to allow work being done on Sunday by anyone, including outside contractors. There was no agreement from the Board to this. A suggestion was also made stating the ordinance should be clarified as it relates to whether the homeowner can work on their property. There needs to be language that explains when the outside contract labor can work and when the homeowner can work outside on their property.

A motion was made by Commissioner Cogburn to go into Closed Session at 5:10 pm, seconded by Commissioner Kelly and unanimously approved.

At 5:26pm the session went back to an open meeting. There being no further business, Mayor Goosmann adjourned the meeting at 5:26 pm. The next Board of Commissioners meeting is scheduled for Tuesday, August 16th at 4:30 pm.

ATTEST:

Jonathan B. Kanipe
Town Administrator

George F. Goosmann, III
Mayor

Call Log Call Type Summary

Biltmore Forest Police Department

07/01/2016 - 07/31/2016

<No Call Type Specified>	3	Abandoned Vehicle - 10-39	1
Accident - 10-50	2	Alarm - 10-90	42
Ambulance needed - 10-52	1	Assist EOC - 10-77	6
Assist Motorist - 10-85	9	Assist Other Officer or Agency - 10-78	4
Assist Resident - 10-86	18	Bear Report - 10-89/Bear	21
Busy - 10-6	2	Crime Prev. - 10-108	2
Direct Traffic - 10-58	1	Distressed Animal - Distressed Animal	5
Disturbance - 10-79	2	Dog Complaint - 10-89	11
Domestic - 10-80	2	Escort - 10-59	2
Extra Check - 10-116	4	Fire - 10-88	4
Improper Parking - 10-70	8	In Court - 10-105	1
Investigate Death - 10-67	1	Investigation - 10-63	2
Missing Person - 10-115	1	Noise Disturbance - 10-79/N	1
Ordinance Violation (Other) - Ordinance Violation	2	Out of Town - 10-110	1
Power Outage - Power Outage	2	Radar Operation - 10-38R	10
Reckless Veh. - 10-49	1	Report - 10-118	1
Report of Death - 10-67	1	Road Blocked - 10-53	11
Sign Ord Violation - 10-118	1	Special Assignment - 10-107	2
Speeding/Reckless Vehicle - 10-49	1	Suicide - 10-109	1
Surveillance - 10-92	1	Suspicious Person - 10-113	19
Suspicious Vehicle - 10-60	22	Vehicle Registration - 10-28	25
Vehicle Stop - 10-61	14	Well-being Check - 10-117	3

Total Number Of Calls: 274

Activity Detail Summary (by Category)

Biltmore Forest Police Department

(07/01/2016 - 07/31/2016)

Incident/Investigations

1120 - Fraud - Obtaining Money/Property by False Pretense	1
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Total Offenses	1
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Total Incidents	1
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Arrests

2690 - All Other Offenses	1
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Total Charges	1
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Total Arrests	1
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Accidents

Total Accidents	1
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Citations

Secondary Charge	0
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Total Charges	0
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Total Citations	0
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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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Activity Detail Summary (by Category)

Biltmore Forest Police Department

(07/01/2016 - 07/31/2016)

Criminal Papers

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Call Log Action Taken Summary

Biltmore Forest Police Department

07/01/2016 - 07/31/2016

<No Action Taken Specified>	2	A - Report	4
D - Unable to Locate Suspect	22	E - Unable to Locate	14
F - No Police Attention Needed	12	G - Problem Settled	29
H - Advised Proper Action	11	I - Vehicle Checked OK	17
J - Person Checked OK	12	K - Property Checked OK	43
L - Verbal Warning	12	M - Citation	1
N - Arrest	1	O - Made Contact Report	4
P - Assisted/Backed Up Officer	4	Q - Other Agency Handled Call	15
R - Other	36	Z - Mission Completed	35

Total Number Of Calls: 274



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: tcrouch@biltmoreforest.org

PUBLIC WORKS MONTHLY REPORT **JULY 13, 2016 TO AUGUST 16, 2016**

- Completed all of the normal routine services to the residents on schedule.
- Completed the Solid Waste and Materials Management Annual Report for 2015-2016 and it has been sent to the State and Buncombe County.
- Read the water meters on schedule.
- Cut up and removed 14 trees that had fallen into the roadways.
- Flushed and cleaned out the storm drain system from 128 Stuyvesant to 130 Stuyvesant due to a blockage in the pipe and cleaned out several other drains throughout due to the rains that we have been having.
- Used the tractor mounted blowers to clean debris off of the roads due to the rain and wind that we have been having
- Completed 27 special requests from the residents, extra garbage collection, meter rereads, house no. signs, recycling request, etc and completed 17 utility locate request.
- Completed the 2 monthly bacteriological water samples for July and both were in compliance with the state and also received the test results back for the quarterly TTHM's and Haa5 water samples and all were in compliance.
- Cleaned up the headwalls on 3 of the Town's bridges.

- We repaired 4 streetlights (General Repairs).
- A total of 522 hours were spent maintaining the Towns roads and road shoulders.
- Collected a total of 44 loads of brush that have been transported to Asheville Stump and Dump.
- We are continuing to use our new tractor mounted sickle bar mower to cut back limbs and debris from the road shoulders.
- We have completed the inspections on the residents backflow devices. There are 150 backflow devices.
- Completed the monthly oil changes to the Police vehicles
- Mowed and weedeated all of the road shoulders and parks as needed.
- Spent 89 hours in the Town's parks mowing and weedeating.

Sincerely

Handwritten signature of Terry Crouch in black ink.

Terry Crouch
Director of Public Works



MEMORANDUM
AUGUST 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Town Administrator Report
Date: August 10, 2016

Board of Adjustments Meeting

The Board met in July and considered several applications. A new home proposal for 19 Ridgefield Place was approved. This lot was approved for subdivision by the Board in March 2013, and was formerly a portion of the Winston Pulliam residence and office complex along Hendersonville Road. The Board approved the location of the home on the lot as well as the additional screening for the home that will be planted by the land owner. The Board approved a new detached garage for Charles Reynolds at 24 Cedarcliff Road. A variance was approved for Tucker and Barbara Veach, 20 Cedarcliff Road, to allow construction of a slight retaining wall in the side yard setback in conjunction with a new driveway proposal. Replacement fencing for a fence surrounding a pool at 1 Stuyvesant Road was approved, as well as the installation of a stone retaining wall in compliance with the setbacks.

It should be noted that the Town's newly amended ordinance regarding fences, including replacement fences, were referenced extensively during discussion of this request and resulted in less of an impact within the setback than the existing fence that was replaced.

Body Camera Project

The Town is in the process of reviewing and field testing body cameras from Intrensic in consideration of switching to this equipment. Intrensic is the sole provider of GoPro cameras utilized as law enforcement body cameras, and has partnered with them to provide a turn-key solution for body camera footage and maintenance. The major upsides to the Intrensic/GoPro collaboration is that it takes much of the administrative burden off of the Police Department and allows them to get the absolute best quality and performance from their cameras. Intrensic offers unlimited cloud data storage that enables the body camera footage to be uploaded and stored almost instantaneously. Further, it offers a documented audit trail that records when/where each video is accessed and ensures the authenticity of each recording. The Town would also have the ability to provide review privileges to the District Attorney's office, or even other attorneys or law

enforcement personnel, with each of these authorizations being audited and traceable. This will provide the utmost accountability to our citizens and to anyone who might request a copy of a body camera recording.

The Town has utilized Wolfcom cameras in the past few years, but the software and data side of the program has been severely lacking. Additionally, the cost of purchasing a new server and backing up video data is exorbitant. We are reviewing this proposal as well as that provided by Taser and their software branch, Evidence.com. Chief Tinsley and his officers will be reviewing the equipment and software over the next month and we hope to have more information for the Board at the September meeting.

Public Works Building

We have ordered the surveying company to perform the work needed and this should begin within the next week. Once the survey is completed, Clark Nexsen will be able to put together a preliminary program and cost estimates that we will present to the Board for review. I spoke with Chad Roberson recently and he indicated they have a preliminary idea, but want to see the survey first and how it fits on the site.

Cabling Project

The cabling project wrapped up last week and the servers and all IT equipment were moved from the basement of the Police Department to the Town Hall. Additional equipment was installed on the second floor of the Police Department and in the bay at the Public Works Department. We had a few hiccups during installation, but these were rectified quickly and we seem to be working well now. The only equipment remaining in the Police Department basement is the analog phone system from ITS and that cannot be moved to a new location. If the Board elects to move forward with the VC3 VoIP proposal, then this phone system, and any consideration of moving it, will be unnecessary.

Credit Card Payments

We are finally nearing our goal from last year of being able to receive credit card payments. After vetting several vendors, we plan to move forward with Official Payments. They conduct the credit card payments for the Towns of Black Mountain and Weaverville, as well as the IRS. The credit card payments would simply be available through our website (redirected to Official Payments) and via phone call. The Town would bear no responsibility for taking cards or handling card numbers, nor would we be charged any fees as we would pass along a small percentage fee to the customer based on the amount charged. I will provide further updates as we get closer to implementing this change, but we hope to have this completed within the next 2-3 months.



MONTHLY FINANCIAL REPORT- JULY 2016

The Revenue and Expenditure Monthly Summary is now generated by our financial software and precedes the detail Revenue and Expenditure Statement attached. Revenue accounts have been renumbered and classified by type as presented in our Annual Financial Statements. Expenditure accounts have also been renumbered and additional departments added so that the expenditures are more clearly identified by function.

CASH ON HAND

First Citizens Money Market Checking	\$	590,220.96
NC Cash Mangement Trust	\$	1,845,789.20
TOTAL	\$	2,436,010.16

First Citizens Money Market Checking Monthly Transaction Summary

Cleared Checks	(255,538.77)
Cleared Deposits	117,465.40
Cleared Other Credits	10,440.44
Cleared Other Debits	(140,344.27)
Cleared ePayments	(65,164.67)
Change in Account Balance	(333,141.87)
Beginning Balance	923,362.83
Ending Balance	590,220.96

NC Cash Mangement Trust Monthly Transaction Summary

Cleared Checks	-
Cleared Deposits	-
Cleared Other Credits	89,495.18
Cleared Other Debits	-
Cleared ePayments	-
Change in Account Balance	89,495.18
Beginning Balance	1,756,492.02
Ending Balance	1,845,987.20

TAX COLLECTION

		<u>Budget</u>	
2015 Ad Valorem Taxes Billed	\$ 2,377,672.82	\$	2,369,968.00
2015 Ad Valorem Taxes Collected	\$ 2,374,709.43		
Percentage of 2015 Levy Collected			99.88%
Collection of DMV Taxes FY 15-16	\$ 94,971.18	\$	93,085.00
Collection of DMV Taxes FY 16-17	\$ 10,318.96	\$	102,951.00

**The 2016 Tax Scroll is expected from the Buncombe County Tax Office by August 31st.
The budgeted amount for 2016 Ad Valorem taxes is \$2,447,964 with a tax rate of \$0.395 per \$100 of valuation.**

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND
07/01/2016 TO 07/31/2016

FY 2016-2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10 GENERAL FUND					
REVENUE:					
3010 AD VALOREM TAX	10,350.68	10,350.68	0.00	2,553,331.00	0.0
3020 UNRESTRICTED INTERGOVERNMENT	89,011.70	89,011.70	0.00	1,233,442.00	7.0
3030 RESTRICTED INTERGOVERNMENT	7.43	7.43	0.00	64,800.00	0.0
3040 PERMITS & FEES	9,256.00	9,256.00	0.00	12,024.00	77.0
3050 INVESTMENT EARNINGS	510.39	510.39	0.00	2,909.00	18.0
3060 MISCELLANEOUS	2,819.83	2,819.83	0.00	51,857.00	5.0
TOTAL REVENUE	111,956.03	111,956.03	0.00	3,918,363.00	3
EXPENDITURE:					
4200 ADMINISTRATION	14,824.89	14,824.89	0.00	254,748.00	6.0
5100 POLICE DEPARTMENT	82,717.63	82,717.63	10,037.52	1,361,111.00	7.0
5200 FIRE SERVICES	106,250.00	106,250.00	0.00	425,000.00	25.0
5600 PUBLIC WORKS	33,199.56	33,199.56	97,891.89	700,428.00	19.0
5700 STREETS & TRANSPORTATION	3,316.86	3,316.86	10,136.23	317,238.00	4.0
5800 SANITATION & RECYCLING	10,970.47	10,970.47	35,591.56	369,485.00	13.0
6600 GENERAL GOVERNMENT	55,115.51	55,115.51	268.36	426,500.00	13.0
6700 DEBT SERVICE	9,786.00	9,786.00	0.00	71,353.00	14.0
TOTAL EXPENDITURE	316,180.92	316,180.92	153,925.56	3,925,863.00	12
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>-204,224.89</u>	<u>-204,224.89</u>	<u>-153,925.56</u>	<u>-7,500.00</u>	<u>4,775</u>
OTHER FINANCING SOURCE:					
3500 OTHER FINANCING	0.00	0.00	0.00	7,500.00	0.0
TOTAL OTHER FINANCING SOURCE	0.00	0.00	0.00	7,500.00	0
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u><u>-204,224.89</u></u>	<u><u>-204,224.89</u></u>	<u><u>-153,925.56</u></u>	<u><u>0.00</u></u>	<u><u>0</u></u>

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER FUND
07/01/2016 TO 07/31/2016

FY 2016-2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
30 WATER & SEWER FUND					
REVENUE:					
3350 COMMISSIONS, SW CHG COLL	0.00	0.00	0.00	9,392.00	0.0
3710 WATER SALES	-821.00	-821.00	0.00	781,203.00	0.0
3730 WATER TAP & CONNECT FEES	110.00	110.00	0.00	6,000.00	2.0
TOTAL REVENUE	-711.00	-711.00	0.00	796,595.00	0
EXPENDITURE:					
8100 WATER DEPT.	31,157.71	31,157.71	0.00	796,595.00	4.0
TOTAL EXPENDITURE	31,157.71	31,157.71	0.00	796,595.00	4
DEFICIENCY OF REVENUE BEFORE TRANSFERS	-31,868.71	-31,868.71	0.00	0.00	0
DEFICIENCY OF REVENUE AFTER TRANSFERS	-31,868.71	-31,868.71	0.00	0.00	0

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND
07/01/2016 TO 07/31/2016

FY 2016-2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10 GENERAL FUND					
REVENUE:					
3010 AD VALOREM TAX					
10-3010-0000 TAX COLLECTION CURRENT YR	0.00	0.00	0.00	2,447,964.00	0
10-3010-0100 AD-VALOREM TAX COLL CURRE	10,318.96	10,318.96	0.00	102,951.00	10
10-3010-0200 TAX COSTS,PENALTIES,& INTER	31.72	31.72	0.00	2,416.00	1
3010 AD VALOREM TAX	10,350.68	10,350.68	0.00	2,553,331.00	0.0
3020 UNRESTRICTED INTERGOVERNMENT					
10-3020-0000 FRANCHISE & UTILITIES TAX D	0.00	0.00	0.00	218,000.00	0
10-3020-0100 BEER & WINE TAXES	0.00	0.00	0.00	6,300.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	46,274.73	46,274.73	0.00	523,665.00	9
10-3020-0300 1/2 CENT SALES TAX A.40	18,502.72	18,502.72	0.00	205,741.00	9
10-3020-0400 1/2 CENT SALES TAX A.42	24,234.25	24,234.25	0.00	273,336.00	9
10-3020-0600 SALES TAX REFUND	0.00	0.00	0.00	500.00	0
10-3020-0700 GASOLINE TAX REFUND	0.00	0.00	0.00	3,500.00	0
10-3020-0800 PROGRESS ENERGY FRANCHISE	0.00	0.00	0.00	2,400.00	0
3020 UNRESTRICTED INTERGOVERNMENT	89,011.70	89,011.70	0.00	1,233,442.00	7.0
3030 RESTRICTED INTERGOVERNMENT					
10-3030-0000 SOLID WASTE DISPOSAL TAX	0.00	0.00	0.00	1,200.00	0
10-3030-0100 POWELL BILL	0.00	0.00	0.00	63,600.00	0
10-3030-0200 ILLICIT SUBSTANCE TAX	7.43	7.43	0.00	0.00	0
3030 RESTRICTED INTERGOVERNMENT	7.43	7.43	0.00	64,800.00	0.0
3040 PERMITS & FEES					
10-3040-0000 BUILDING PERMITS	9,256.00	9,256.00	0.00	10,224.00	91
10-3040-0100 DOG LICENSE FEE	0.00	0.00	0.00	1,800.00	0
3040 PERMITS & FEES	9,256.00	9,256.00	0.00	12,024.00	77.0
3050 INVESTMENT EARNINGS					
10-3050-0000 INTEREST EARNED	510.39	510.39	0.00	2,909.00	18
3050 INVESTMENT EARNINGS	510.39	510.39	0.00	2,909.00	18.0
3060 MISCELLANEOUS					

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10-3060-0000 RENTAL COMMUNITY HALL	0.00	0.00	0.00	1,000.00	0
10-3060-0100 AMERICAN TOWER AGREEMENT	0.00	0.00	0.00	25,857.00	0
10-3060-0200 MISCELLANEOUS	2,819.83	2,819.83	0.00	25,000.00	11
3060 MISCELLANEOUS	2,819.83	2,819.83	0.00	51,857.00	5.0
TOTAL REVENUE	111,956.03	111,956.03	0.00	3,918,363.00	3

EXPENDITURE:

4200 ADMINISTRATION

10-4200-0200 SALARIES	8,616.18	8,616.18	0.00	109,254.00	8
10-4200-0500 F.I.C.A.	635.20	635.20	0.00	6,555.00	10
10-4200-0600 HOSPITAL INSURANCE	0.00	0.00	0.00	10,000.00	0
10-4200-0650 MIT (DENTAL, VISION, LIFE) INS	0.00	0.00	0.00	1,500.00	0
10-4200-0675 HEALTH REIMBURSEMENT ACC	0.00	0.00	0.00	1,000.00	0
10-4200-0700 RETIREMENT	912.88	912.88	0.00	13,875.00	7
10-4200-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	5,464.00	0
10-4200-1000 ACCOUNTING & TAXES	0.00	0.00	0.00	40,000.00	0
10-4200-1200 POSTAGE, PRINTING, STATIONARY	209.72	209.72	0.00	8,000.00	3
10-4200-1400 MILEAGE & BOARD SALARY	1,800.00	1,800.00	0.00	21,600.00	8
10-4200-3300 SUPPLIES AND EQUIPMENT	134.91	134.91	0.00	4,000.00	3
10-4200-5300 SUBSCRIPTIONS	2,516.00	2,516.00	0.00	3,500.00	72
10-4200-5700 MISCELLANEOUS	0.00	0.00	0.00	5,000.00	0
10-4200-6500 TRAINING AND EDUCATION	0.00	0.00	0.00	10,000.00	0
10-4200-6600 CAPITAL IMPROVEMENT & AMC	0.00	0.00	0.00	15,000.00	0
4200 ADMINISTRATION	14,824.89	14,824.89	0.00	254,748.00	6.0

5100 POLICE DEPARTMENT

10-5100-0200 SALARIES	60,365.67	60,365.67	0.00	811,419.00	7
10-5100-0300 OVERTIME	0.00	0.00	0.00	18,000.00	0
10-5100-0400 SEPARATION ALLOWANCE	1,090.16	1,090.16	0.00	14,300.00	8
10-5100-0500 F.I.C.A.	4,515.17	4,515.17	0.00	48,685.00	9
10-5100-0600 SHP/BCBS HOSPITAL INSURANCE	0.00	0.00	0.00	115,000.00	0
10-5100-0650 MIT DENTAL, VISION, LIFE INS	0.00	0.00	0.00	14,500.00	0
10-5100-0675 HRA HEALTH REIMB ACCT	0.00	0.00	0.00	14,000.00	0

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10-5100-0700 LOCL ORBIT RETIREMENT	8,099.93	8,099.93	0.00	109,136.00	7
10-5100-0800 401K PRE-TAX PRUDENTIAL	0.00	0.00	0.00	40,571.00	0
10-5100-1600 RADIO MAINTENANCE	46.50	46.50	0.00	1,000.00	5
10-5100-1700 CAR REPAIRS AND TIRES	477.67	477.67	0.00	15,000.00	3
10-5100-3100 GASOLINE	0.00	0.00	0.00	20,000.00	0
10-5100-3300 SUPPLIES	242.43	242.43	399.99	15,000.00	4
10-5100-3600 UNIFORMS	1,271.27	1,271.27	3,511.20	7,000.00	68
10-5100-3700 D.C.I. RENTAL	624.00	624.00	0.00	14,000.00	4
10-5100-5700 MISCELLANEOUS	5,634.96	5,634.96	442.03	9,500.00	64
10-5100-5800 PHYSICAL EXAMS	0.00	0.00	0.00	1,000.00	0
10-5100-6500 TRAINING AND EDUCATION	349.87	349.87	1,086.27	8,000.00	18
10-5100-7400 EQUIPMENT PURCHASES	0.00	0.00	4,598.03	85,000.00	5
5100 POLICE DEPARTMENT	82,717.63	82,717.63	10,037.52	1,361,111.00	7.0
5200 FIRE SERVICES					
10-5200-0000 FIRE CONTRACT	106,250.00	106,250.00	0.00	425,000.00	25
5200 FIRE SERVICES	106,250.00	106,250.00	0.00	425,000.00	25.0
5600 PUBLIC WORKS					
10-5600-0200 SALARIES	27,237.99	27,237.99	0.00	350,063.00	8
10-5600-0300 OVERTIME	0.00	0.00	0.00	13,000.00	0
10-5600-0500 F.I.C.A.	2,051.23	2,051.23	0.00	21,004.00	10
10-5600-0600 SHP/BCBS HOSPITAL INSURANC	0.00	0.00	0.00	39,900.00	0
10-5600-0650 MIT DENTAL, VISION, LIFE INS	0.00	0.00	0.00	7,000.00	0
10-5600-0675 HRA HEALTH REIMB ACCT	0.00	0.00	0.00	6,000.00	0
10-5600-0700 LOCG ORBIT RETIREMENT	3,517.09	3,517.09	0.00	44,458.00	8
10-5600-0800 401K PRE-TAX PRUDENTIAL	0.00	0.00	0.00	17,503.00	0
10-5600-1300 STREETLIGHTS ELECTRIC	0.00	0.00	0.00	10,000.00	0
10-5600-1500 GENERAL REPAIRS & MAINT.	0.00	0.00	0.00	5,000.00	0
10-5600-1600 ST.LIGHT MAINT & NEW LIGHTS	0.00	0.00	0.00	10,000.00	0
10-5600-1700 VEHICLE MAINT & REPAIRS	393.25	393.25	1,387.99	30,000.00	6
10-5600-3100 GASOLINE	0.00	0.00	0.00	13,000.00	0
10-5600-3300 SUPPLIES	0.00	0.00	2,439.90	12,000.00	20
10-5600-3400 STREET SIGNS & NUMBERS	0.00	0.00	0.00	1,000.00	0

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10-5600-3600 UNIFORMS	0.00	0.00	4,150.00	6,000.00	69
10-5600-5200 PARKS	0.00	0.00	2,700.00	10,000.00	27
10-5600-5800 PHYSICAL EXAMS	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	0.00	0.00	0.00	3,000.00	0
10-5600-6000 CAPITAL OUTLAY	0.00	0.00	87,214.00	100,000.00	87
10-5600-6500 TRAINING & EDUCATION	0.00	0.00	0.00	1,000.00	0
5600 PUBLIC WORKS	33,199.56	33,199.56	97,891.89	700,428.00	19.0
5700 STREETS & TRANSPORTATION					
10-5700-0200 SALARIES	2,752.57	2,752.57	0.00	49,049.00	6
10-5700-0500 FICA	210.59	210.59	0.00	2,943.00	7
10-5700-0600 SHP/BCBS HOSPITAL INSURANC	0.00	0.00	0.00	7,100.00	0
10-5700-0650 MIT DENTAL, VISION, LIFE INS	0.00	0.00	0.00	965.00	0
10-5700-0675 HRA HEALTH REIMB ACCT	0.00	0.00	0.00	1,000.00	0
10-5700-0700 LOCG ORBIT RETIREMENT	353.70	353.70	0.00	6,229.00	6
10-5700-0800 401K PRE-TAX PRUDENTIAL	0.00	0.00	0.00	2,452.00	0
10-5700-1700 VEHICLE REPAIRS - STREET DEP	0.00	0.00	0.00	10,000.00	0
10-5700-2200 CONTRACTS-RESURFACING, ETC	0.00	0.00	0.00	85,000.00	0
10-5700-2300 SUPPLIES	0.00	0.00	2,572.78	30,000.00	9
10-5700-2400 TRAFFIC SIGNS	0.00	0.00	0.00	1,500.00	0
10-5700-2500 STORM WATER DRAINAGE	0.00	0.00	5,288.50	100,000.00	5
10-5700-6500 TRAINING & EDUCATION	0.00	0.00	0.00	1,000.00	0
10-5700-7400 EQUIPMENT PURCHASES	0.00	0.00	2,274.95	5,000.00	45
10-5700-7500 ENGINEERING	0.00	0.00	0.00	15,000.00	0
5700 STREETS & TRANSPORTATION	3,316.86	3,316.86	10,136.23	317,238.00	4.0
5800 SANITATION & RECYCLING					
10-5800-0200 SALARIES	8,185.78	8,185.78	0.00	118,372.00	7
10-5800-0300 OVERTIME	0.00	0.00	0.00	5,000.00	0
10-5800-0500 FICA	610.24	610.24	0.00	7,102.00	9
10-5800-0600 SHP/BCBS HOSPITAL INSURANC	0.00	0.00	0.00	24,000.00	0
10-5800-0650 MIT DENTAL, VISION, LIFE INS	0.00	0.00	0.00	3,000.00	0
10-5800-0675 HRA HEALTH REIMB ACCT	0.00	0.00	0.00	3,000.00	0
10-5800-0700 LOCG ORBIT RETIREMENT	1,051.86	1,051.86	0.00	15,081.00	7

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

FY 2016-2017

07/01/2016 TO 07/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
10-5800-0800 401K PRE-TAX PRUDENTIAL	0.00	0.00	0.00	5,919.00	0
10-5800-1700 VEHICLE MAINTENANCE & REP.	42.84	42.84	0.00	15,011.00	0
10-5800-3100 GASOLINE	0.00	0.00	0.00	7,000.00	0
10-5800-3300 SUPPLIES	0.00	0.00	0.00	500.00	0
10-5800-5800 PHYSICAL EXAMS	0.00	0.00	0.00	500.00	0
10-5800-6000 CAPITAL OUTLAY	0.00	0.00	35,591.56	105,000.00	34
10-5800-8000 TIPPING FEES & BRUSH REMOV	479.75	479.75	0.00	40,000.00	1
10-5800-8100 RECYCLING	600.00	600.00	0.00	20,000.00	3
5800 SANITATION & RECYCLING	10,970.47	10,970.47	35,591.56	369,485.00	13.0
6600 GENERAL GOVERNMENT					
10-6600-0400 OUTSIDE PROFESSIONAL SERVI	0.00	0.00	0.00	100,000.00	0
10-6600-1100 TECHNOLOGY	598.00	598.00	268.36	95,000.00	1
10-6600-1300 ENERGY & BF SEWER	0.00	0.00	0.00	21,000.00	0
10-6600-1500 GE. REPS. AND MAINT.	422.80	422.80	0.00	50,000.00	1
10-6600-2800 ELECTIONS	0.00	0.00	0.00	6,000.00	0
10-6600-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	2,000.00	0
10-6600-5400 INSURANCE	52,049.58	52,049.58	0.00	98,000.00	53
10-6600-6000 CONTINGENCY	0.00	0.00	0.00	30,000.00	0
10-6600-6100 MISCELLANEOUS	170.33	170.33	0.00	8,000.00	2
10-6600-6300 COMMUNITY EVENTS	1,874.80	1,874.80	0.00	15,000.00	12
10-6600-6400 WILDLIFE MANAGEMENT	0.00	0.00	0.00	1,500.00	0
6600 GENERAL GOVERNMENT	55,115.51	55,115.51	268.36	426,500.00	13.0
6700 DEBT SERVICE					
10-6700-0100 Police Dept Renovations-Principal	5,833.33	5,833.33	0.00	23,334.00	25
10-6700-0200 Street Improvements-Principal	1,666.67	1,666.67	0.00	6,667.00	25
10-6700-0300 2016 Garbage Truck-Principal	0.00	0.00	0.00	30,565.00	0
10-6700-1100 Police Dept Renovations-Interest	1,778.00	1,778.00	0.00	6,779.00	26
10-6700-1200 Street Improvements-Interest	508.00	508.00	0.00	1,937.00	26
10-6700-1300 2016 Garbage Truck-Interest	0.00	0.00	0.00	2,071.00	0
6700 DEBT SERVICE	9,786.00	9,786.00	0.00	71,353.00	14.0
TOTAL EXPENDITURE	316,180.92	316,180.92	153,925.56	3,925,863.00	12

Town of Biltmore Forest
 REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND
 07/01/2016 TO 07/31/2016

FY 2016-2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
DEFICIENCY OF REVENUE BEFORE TRANSFERS	<u>-204,224.89</u>	<u>-204,224.89</u>	<u>-153,925.56</u>	<u>-7,500.00</u>	<u>4,775</u>
OTHER FINANCING SOURCE:					
3500 OTHER FINANCING					
10-3500-0000 SALE OF PERSONAL PROPERTY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0</u>
3500 OTHER FINANCING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0.0</u>
TOTAL OTHER FINANCING SOURCE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0</u>
DEFICIENCY OF REVENUE AFTER TRANSFERS	<u><u>-204,224.89</u></u>	<u><u>-204,224.89</u></u>	<u><u>-153,925.56</u></u>	<u><u>0.00</u></u>	<u><u>0</u></u>

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER FUND
07/01/2016 TO 07/31/2016

FY 2016-2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
30 WATER & SEWER FUND					
REVENUE:					
3350 COMMISSIONS, SW CHG COLL					
30-3350-0000 COMMISSIONS, SEWER CHARGE	0.00	0.00	0.00	9,392.00	0
3350 COMMISSIONS, SW CHG COLL	0.00	0.00	0.00	9,392.00	0.0
3710 WATER SALES					
30-3710-0000 WATER & SEWER CHARGES	-300.32	-300.32	0.00	446,489.00	0
30-3710-0100 MSD CHARGES	-520.68	-520.68	0.00	334,714.00	0
3710 WATER SALES	-821.00	-821.00	0.00	781,203.00	0.0
3730 WATER TAP & CONNECT FEES					
30-3730-0000 WATER TAP AND CONNECTION F	110.00	110.00	0.00	6,000.00	2
3730 WATER TAP & CONNECT FEES	110.00	110.00	0.00	6,000.00	2.0
TOTAL REVENUE	-711.00	-711.00	0.00	796,595.00	0
EXPENDITURE:					
8100 WATER DEPT.					
30-8100-0200 SALARIES	4,488.71	4,488.71	0.00	53,059.00	8
30-8100-0300 OVERTIME	0.00	0.00	0.00	2,000.00	0
30-8100-0400 PROFESSIONAL SERVICES	85.00	85.00	0.00	4,000.00	2
30-8100-0500 F.I.C.A.	320.57	320.57	0.00	3,184.00	10
30-8100-0600 HOSPITAL INSURANCE	0.00	0.00	0.00	10,000.00	0
30-8100-0650 MIT (DENTAL, VISION, LIFE) INS	0.00	0.00	0.00	1,000.00	0
30-8100-0675 HEALTH REIMBURSEMENT ACC	0.00	0.00	0.00	1,000.00	0
30-8100-0700 RETIREMENT	576.79	576.79	0.00	6,738.00	9
30-8100-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	2,653.00	0
30-8100-1200 POSTAGE, PRINTING,& STATION.	0.00	0.00	0.00	2,500.00	0
30-8100-1500 GENERAL REPAIRS	0.00	0.00	0.00	50,000.00	0
30-8100-3300 SUPPLIES AND EQUIPMENT	0.00	0.00	0.00	15,000.00	0
30-8100-4800 WATER PURCHASES	25,636.64	25,636.64	0.00	215,124.00	12
30-8100-4900 SEWER PURCHASES	0.00	0.00	0.00	334,714.00	0
30-8100-5700 MISCELLANEOUS	0.00	0.00	0.00	500.00	0

Town of Biltmore Forest
 REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER FUND
 07/01/2016 TO 07/31/2016

FY 2016-2017

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>ENCUMBRANCES</u>	<u>BUDGETED</u>	<u>% BUDGET</u>
30-8100-6500 TRAINING AND EDUCATION	50.00	50.00	0.00	1,500.00	3
30-8100-7400 CAPITAL IMPROVEMENT	0.00	0.00	0.00	93,623.00	0
8100 WATER DEPT.	31,157.71	31,157.71	0.00	796,595.00	4.0
TOTAL EXPENDITURE	31,157.71	31,157.71	0.00	796,595.00	4
DEFICIENCY OF REVENUE BEFORE TRANSFERS	-31,868.71	-31,868.71	0.00	0.00	0
DEFICIENCY OF REVENUE AFTER TRANSFERS	-31,868.71	-31,868.71	0.00	0.00	0



MEMORANDUM
AUGUST 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of Scope of Work with VC3 regarding VoIP Phone Service
Date: August 10, 2016

Funds were included in the FY16-17 budget for transitioning the Town to a new phone system and service. After reviewing several options, the recommendation is to move forward with a Voice over IP (VoIP) phone system with VC3. As you know, VC3 is our current IT provider and handles all our information technology and networking infrastructure. They have a strong track record across the state in working with local governments, and regionally, handle the phone systems for a portion of Land of Sky Regional Council and the Town of Waynesville.

Town staff participated in a presentation with VC3 representatives in July to learn about this phone system and the changes that would come with it. After reviewing this presentation, the staff felt comfortable with making this change and many were excited about the possibilities the new phone system would afford the Town. In short, the switch to VC3 would ensure the Town redundancy and result in zero down time if, for some reason, phones were ever disconnected from the Town Hall. The new system will include the failsafe 4G connection that will automatically switch the network over if internet capability falters, thus preserving both the internet and phone connections. Further, if for some reason this does not work, we can seamlessly roll phone lines over to existing cellular phones. If you recall last December, when the flooding occurred in the Police Department, it took two days for AT&T to allow remote rollover to new cellular phone, and it was a total of three days before the phone system was restored.

The new cabling project, finished last month, enables the Town the ability to move forward with this project. I recommend approval and implementation of this scope of work and moving forward with VC3 on this transition. The one-time charge (for telephone hardware and equipment) is \$4,862.76. The recurring monthly charge for the entire Town phone system is \$458.72. As a comparison, the Town paid the contracted ITS vendor nearly \$5,000 last year to make the phone repairs associated with the flooding that knocked out the phone system. This system should be much more robust, nearly fail-safe, and allow for significant improvements in service to our citizenry.



VC3 VoIP Solution References

Dale Graver
VC3



VC3 VoIP Experience - Partial Client List

North Carolina

- Land of Sky Regional Council of Government
- Waynesville
- Triangle J Council of Governments
- Cramerton
- Leland
- Hillsborough
- Emerald Isle
- Mid-East Council of Governments
- Ayden
- Mount Olive
- Boiling Spring Lakes
- Selma
- Person County Senior Center
- Robersonville
- Erwin
- Butner
- Kerr-Tar Council of Governments
- River Bend
- Whiteville
- Eastern Carolina Council of Governments

Others

- City of Barnwell, SC
- City of Decatur, GA
- City of Mauldin, SC
- City of Mauldin, SC
- City of Mullins, SC
- Randolph County, GA
- Town of Kiawah Island, SC
- Town of Port Royal, SC
- Town of Santee, SC
- Town of Seabrook Island, SC
- George Washington Regional Commission, VA





VC3

Assess | Improve | Manage
Information Technology

Town of Biltmore Forest, NC

VC3 Voice Advantage Solution

Work Order Number: 7249988

Master Services Agreement Dated: 4/12/2014

Effective Date of Work Order: 7/19/2016

Account Executive: Dale Graver

Atlanta Columbia Raleigh

1301 Gervais Street, Suite 1800 | Columbia, SC 29201

800.787.1160

1. Overview of Work Order

This Work Order No. ____ is part of and incorporated into the Master Services Agreement referenced above between Customer and VC3, Inc. (the "Agreement") and is subject to the terms and conditions of the Agreement and any definitions contained in the Agreement. If any provision of this Work Order conflicts with the Agreement, the terms and conditions of the Agreement shall control unless this Work Order specifically states that a particular term and condition of the Agreement is being amended for the purposes of this Work Order.

2. Summary of Scope and Services and Fees

2.1 VC3 will provide the following services for Customer under this Work Order (the "Services") for the following fees:

Initial Installation / Deployment Costs	Qty	Unit Cost	Extended Cost
Hardware			
<i>Cisco 881 Ethernet Security Router</i>	0	\$454.83	\$0.00
<i>SMARTNET NBD 8X5 CISCO 881 ETHERNET SEC</i>	0	\$44.00	\$0.00
<i>Cisco SPA 504G IP Phone</i>	15	\$143.70	\$2,155.50
<i>Cisco SPA 500 Expansion Module</i>	1	\$71.26	\$71.26
Professional Services			\$2,636.00
Total One Time Costs			\$4,862.76

Package Description & Additional items	Qty	Unit MRC	Total MRC	Unit NRC	Total NRC
VoiceAdvantage Professional	14	\$25.75	\$360.50	\$0.00	\$0.00
VoiceAdvantage Premium	1	\$30.90	\$30.90	\$0.00	\$0.00
Also included:					
User Add-Ons					
Voice Mail	14	\$1.55	\$21.70	\$0.00	\$0.00
Voice Mail Only User	0	\$5.15	\$0.00	\$0.00	\$0.00
Group Add-Ons					
Auto Attendant (per tree)	1	\$12.36	\$12.36	\$0.00	\$0.00
Conferencing (per port)	0	\$10.30	\$0.00	\$0.00	\$0.00
Virtual Fax (500 Pages Included)	1	\$20.60	\$20.60	\$0.00	\$0.00
Hosted Fax Adapter (500 Pages Included)	0	\$25.75	\$0.00	\$0.00	\$0.00
DID and Toll Free DID					
<i>Local DID</i>	2	\$2.58	\$5.16	\$0.00	\$0.00
<i>Toll-Free DID</i>	0	\$3.09	\$0.00	\$0.00	\$0.00
<i>DID Port</i>	2	\$0.00	\$0.00	\$18.00	\$36.00
Long Distance					
<i>Long Distance Minutes</i>	250	\$0.030	\$7.50	\$0.00	\$0.00
<i>Toll Free Minutes</i>	0	\$0.040	\$0.00	\$0.00	\$0.00
<i>Long Distance overage charge per minute</i>		\$0.040			
<i>Toll Free overage charge per minute</i>		\$0.050			
<i>Faxing Overage Per Page</i>		\$0.050			

2.2 A detailed description of all of VC3's **VoiceAdvantage** service offerings is set forth in Section 2.1 of this Work Order, which includes the above Services Customer is initially subscribing to purchase as of the Effective Date of this Work Order.

- 2.3 Customer shall be responsible for all costs, expenses, claims or actions arising from calls the purpose or effect of which is theft or unauthorized usage of communications services or misleading or fraudulent communications of any nature (including, without limitation, communications intended to effect theft through unauthorized use of calling cards) and all unauthorized or fraudulent communications on pay-per-call numbers, information service calls, directory assistance calls or the like for which VC3 is billed that are passed through to the Customer (collectively, "Fraudulent Calls"). Customer shall not be excused from paying VC3 for any Services provided to Customer or any portion thereof on the basis that Fraudulent Calls comprised a corresponding portion of the Services. In the event VC3 discovers Fraudulent Calls being made (or reasonably believes Fraudulent Calls are being made), VC3 shall immediately notify Customer. Notwithstanding the foregoing, nothing contained herein shall prohibit VC3 from taking immediate action (within one (1) hour of VC3 first attempt to notify Customer) that is reasonably necessary to prevent such Fraudulent Calls from taking place, including without limitation, denying any Services to particular ANIs or terminating any Services to or from specific affected locations.
- 2.4 Prior to cut-over, VC3 will temporarily install a monitoring device to confirm sufficient internet integrity. If this test for quality of service does not meet the minimum requirements, Customer will be responsible for resolving any network latency or quality of service issues prior to VC3 implementing the VoiceAdvantage solution. Minimum requirements are based on the number of concurrent off-net calls at each location at 64kbps per call.

3. Term

- 3.1 This Work Order shall begin and become effective on the Effective Date set forth above and shall continue for an initial term of 60 full calendar months from the date of the first invoice, thereafter (the "Initial Term"). The terms of this work order will automatically renew for an additional term of equivalent length to the current active term unless notice of termination is provided to VC3 no fewer than 90 calendar days prior to expiration of the current active term.
- 3.2 In the event of the termination of this Work Order (other than by Customer for material breach of VC3 in accordance with Section 3 of the Agreement), Customer shall pay VC3 100% of the monthly recurring charges for each month left in the Initial Term or applicable Renewal Term.

4. Required Equipment

- 4.1 The equipment required for Customer to utilize the Services is detailed in Section 2.1 of this Work Order. VC3 shall have the right to notify Customer of any changes to or additions to any required equipment necessary to utilize the Services.

5. Other Terms

- 5.1 VC3 may from time to time suspend Service for routine maintenance or rearrangement. VC3 will give Customer a minimum of three (3) business days advance notification (via phone or email) of such maintenance and VC3 shall use commercially reasonable efforts to ensure that such maintenance shall not interrupt service to Customer and shall be performed between the hours of 11:30 PM to 6:00 AM est time, except in cases where emergency maintenance is necessary and unavoidable. VC3 may amend or modify Services provided such modifications do not materially effect, interrupt, or increase the cost of such Services with twenty (20) days written notice to Customer. In the event of a need for emergency repairs as much notice as practicable will be given. Both parties shall provide the other party (and revise as necessary) a list of contacts for maintenance and escalation purposes. VC3 will maintain a point-of contact for Customer to report a degradation or interruption in Service ("Service Outage") to VC3 twenty-four (24) hours a day, seven (7) days a week. When Customer believes that a Service Outage has occurred, Customer must contact VC3's Network Operations Center ("NOC") at **800-787-1160** to identify the Service degradation and initiate an investigation of the cause of the Service Outage ("Trouble Ticket"). If VC3 becomes aware of a service degradation, VC3 will contact Customer to determine whether a Trouble Ticket should be initiated. Once the Trouble Ticket has been opened, the appropriate VC3 personnel will initiate diagnostic testing and isolation activities to determine the source and severity of the degradation in Service. If there is a Service Outage, VC3 and Customer will cooperate to restore Service. A Service Outage ends when the affected Service is fully operative. In the event of a Service failure or outage, VC3 agrees to use commercially reasonable efforts to have repair personnel working to restore the affected Services within six (6) hours after receiving notification of the outage or failure by the Customer, or when first noticed by the VC3.
- 5.2 Customer is wholly responsible for any and all E911 changes. VC3 hereby notifies Customer as follows:
- (a) 9-1-1 emergency calls will be routed ONLY to the address reflected on the applicable customer service order, and that in the event of a failure of the Services 9-1-1 emergency calls may not be completed successfully, and
 - (b) Customer is solely responsible for ensuring that its premise equipment is functional and that power is available to such premise equipment.
 - (c) Custom is responsible for notifying VC3 of any relocation of devices that result in a change of street address.
- 5.3 VC3 SPECIFICALLY ADVISES CUSTOMER OF THE FOLLOWING CIRCUMSTANCES UNDER WHICH E911 SERVICE MAY NOT BE AVAILABLE THROUGH THE INTERCONNECTED VOIP SERVICE OR MAY BE IN SOME WAY LIMITED BY COMPARISON TO TRADITIONAL E911 SERVICES:
- (a) If the physical telephone is moved to another address other than the address that is on file with VC3.
Customer acknowledges having received and understood the advisory described in this Section 5.2.
- 5.4 If any government statute or regulation or order by a court of law or regulatory authority directly (a) prohibits performance under this Work Order, (b) makes such performance illegal, impossible or impractical, or (c) effects a change which has a material adverse impact upon either party's performance of its obligations under this Work Order, then the parties will use all reasonable efforts, to either (1) revise or amend such conflicting statute or regulation or order by a court of law or regulatory authority or (2) revise this Work Order (a) so that performance under this Work Order is no longer prohibited, illegal, impossible or is no longer impacted in a material adverse fashion, and (b) in a manner that preserves, to the maximum extent possible, the respective original intent of the parties. Each party will endeavor to provide reasonable notice to the other party as to any proposed law, regulations or any regulatory proceedings or actions that could affect the rights and obligations of the parties under this Work Order. If the parties are unable to revise this Work Order in accordance with the above, then the party whose performance is rendered prohibited, illegal, impossible, impractical or is impacted in a material adverse manner shall have the right to, at its sole discretion, to cease performance of any such obligations or Services that are so prohibited, impossible, impractical or material and adversely affected without further obligation or liability upon thirty (30) days' prior written notice to the other party (or less if required by law). The parties will continue to perform all such obligations and Services under this Work Order that are not so prohibited, impossible, impractical or material and adversely affected; provided if a material part of the rights and obligations under this Work Order are suspended in accordance with the above and the performance of the remaining obligations would not reasonably maintain the respective original intent of the parties or would not serve the essential purpose of this Work Order, then either party shall have the right, at its sole discretion, to terminate this Work Order without further obligation or liability upon thirty (30) days' written notice to the other party.
- 5.5 This Work Order is subject to all applicable federal, state and local laws, and regulations, rulings, orders, and other actions of governmental agencies. It is agreed that each party shall obtain, file, and maintain any tariffs, permits, certifications, authorizations, licenses or similar documentation as may be required by any governmental body or agency having jurisdiction over its business.

5.6 VC3 will supply the necessary qualified resources to remotely manage and support the telephony services specified in this work order on a 24x7 basis. Add/edit/delete activities for telephony accounts will be provided during the hours of 8 am to 5 pm EST, Monday through Friday, excluding holidays.

5.7 Directory Listing & Directory Assistance (DL/DA) is a service that provides one simple listing per telephone number service address (only one number per address is allowed). A simple listing is one non-bolded, basic listing published via the geographically relevant directory publisher. This service also includes availability of the number via Directory Assistance providers (aka 411).

6. Invoicing

VC3 will invoice Customer per Table B. VC3 will invoice the implementation fee upon receipt of the signed customer work order. VC3 will invoice the customer a pro-rated monthly fee based on any partial month of service plus the first full month of service on the effective services start date. All subsequent service months will be invoiced at the start of the month in which services are to be rendered. If additional services are turned on during the course of a month, then fees associated with those services will be included in the next customer invoice. Any taxes related to services purchased or licensed pursuant to this Work Order shall be paid by customer or customer shall present an exemption certificate acceptable to the taxing authorities. Applicable taxes and freight charges shall be billed as a separate item on the invoice. Customer may reduce VoiceAdvantage Seat count to no less than 75% of contracted amount. Unit rates will increase 3% annually on the anniversary of the Effective Services Start Date.

Table B

Total Fees	Recurring Fees	One-Time Fees
Monthly VoiceAdvantage service fee	\$ 458.72	
Long Distance overage charge per minute	\$ 0.040	
Toll Free overage Charge per minute	\$ 0.050	
Faxing Overage Per Page	\$ 0.050	
Hardware		\$ 2,226.76
Professional Services		\$ 2,636.00
Milestone Billing	Milestone Description/Date	Invoice Amount
Contract Signing	Services invoiced at the signing of Work Order.	\$ 2,636.00
Product Ordering	100% of hardware and maintenance at time of ordering	\$ 2,226.76
Total		\$ 4,862.76

VC3, Inc.

Name: _____

Title: _____

Date: _____

Town of Biltmore Forest, NC

Name: _____

Title: _____

Date: _____



MEMORANDUM
AUGUST 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of Proposal from Buckeye Construction for Vanderbilt Road
Waterline Replacement
Date: August 10, 2016

A second item included in the budget for FY16-17 is the waterline replacement along the northern end of Vanderbilt Road. This waterline is a 10" pipe that primarily serves MAHEC and one other customer along Vanderbilt Road. The line has broken twice since June 2015 resulting in significant water loss, as well as a loss in service to MAHEC during these times.

The recommended proposal is from Buckeye Construction and is for \$44,121.00. The Town would like to include two new hydrants in the proposal, which will raise the total cost to \$46,121.00. This work will likely be completed sometime in the next month, if approved, and result in significant service improvements in the area and relief from maintain this line that is showing significant signs of weakness and disrepair.

Buckeye Bridge, LLC

May 13, 2016

Quote: BILTMORE FOREST - Water Line Renewal at RPZ

<u>item</u>	<u>description</u>	<u>qty</u>	<u>unit</u>	<u>unit bid</u>	<u>total</u>
Water System					
	Water System Approximately 340' of 10" DIP				
1	Water Line & Connections	1	LS	44,121.00	\$44,121.00
	Total Bid				\$44,121.00

-Payment and Performance Bonds are not included; however, we will gladly furnish these bonds for the cost of the premium if requested.

-Railroad Protective Liability and all Railroad Flagman cost to be by others.

-All waste/unsuitable material to be wasted in waste area.

-All Permits, Tap Fees, Special Erosion Control, Special Insurance, Special Licenses, and Engineering etc. to be by others.

-We will require approximately 2 weeks to complete this work.

-Trench Rock Excavation to be an additional \$100/cy as encountered.

-Trench Stabilization Stone \$40/TN as encountered.

-This quote does not include any nights or weekends if required to make tie-ins.

-This quote will expire October 31, 2015.

We are pleased to have the opportunity to quote this work and look forward to a favorable response.

Please feel free to call us at our Canton, NC office at 828/648-4511 ext.310 should you have any questions.

Sincerely,



Shane Herbert
Utility Group Manager

654 Buckeye Cove Road PO Box 1367 Canton, NC 28716 Phone 828-648-4511 Fax 828-665-9374



MEMORANDUM
AUGUST 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of Proposal from Carolina Meter for AMI Water Meter Project
Date: August 10, 2016

A large piece of this year's budget is upgrading our existing manual read water meters to Automatic Metering Infrastructure (AMI) meters. This AMI technology will allow the Town to remotely read water meters and should enable staff to more quickly find water leaks and perform maintenance on Town owned systems. Additionally, third party applications will be available to our customers to provide them with constant access to their meter readings, thereby enabling them to be aware of leaks on a timelier basis.

This technology is a significant investment from the Town but will result in cost savings from several different perspectives. First, manpower savings will be dramatic as we generally have at least two public works employees performing meter readings for 2-3 days every two months. These employees will be able to focus on other tasks. The automatic readings will also provide improvements to service on the administrative side. Currently, the meter readings are brought in handwritten to the Town Hall, where they are then entered into the utility billing software program. This additional step is time consuming, and administrative staff will then be able to focus on other duties as opposed to entering these items into the computer.

Finally, the ability of Town staff and the customer to actively monitor and be alerted to leaks should result in tangible improvements in water loss. Water leaks which go unnoticed for some time (often due to irrigation lines leaking) would be caught much more quickly, and even if the customer did not utilize this information, the Town would have the ability to be alerted to these leaks much more quickly.

The total cost for these meter upgrades and to retrofit the entire system is \$146,840.17. If approved, the Town would purchase the meters and hope to have them in place before the December meter reading. As you know, many of the leaks in water systems occur during the winter as the ground freezes and thaws, and we would ideally like to have this in place prior to those occurrences. Please let me know if you have any questions or would like further information on these meters and the plan for implementation.

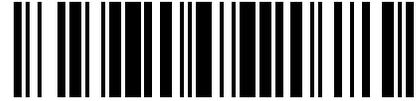
Estimate

05/05/2016

Carolina Meter & Supply

Carolina Meter & Supply
PO Box 400
Hampstead, NC 28443
Phone: 800-628-7515
Fax: 910-270-7707

S18832



Bill To:

Town of Biltmore Forest
PO Box 5352
Biltmore Forest, NC 28803
Phone: 704-274-3919
Fax: 828-274-3921

Ship To:

Town of Biltmore Forest
355 Vanderbilt Rd
Biltmore Forest, NC 28803

Contact: Town of Biltmore Forest

Customer: Biltmore Forest, Town of

Seller	Payment Terms	FOB Point	Carrier	Ship Service	Requested Ship Date
Troy	NET 30	Destination	UPS	Ground	05/05/2016

Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
1	Sale	M25/HRE/USG/8D/NICOR/CELL/6'/TLMK - M25 Retrofit; HRE Mechanical Register, Gallon, 8 Dial Resolution, Nicor Connector, Orion Cellular Endpoint, 6' Lead, Thru Lid Mounting Kit, Plastic Lid/Shroud, Torx Screw	\$ 156.00	439 ea	\$ 68,484.00
2	Sale	M55/HRE/USG/8D/NICOR/CELL/6'/TLMK - M55 Retrofit; HRE Mechanical Register, Gallon, 8 Dial Resolution, Nicor Connector, Orion Cellular Transmitter, 6' Lead, Thru Lid Mounting Kit, Plastic Lid/Shroud, Torx Screw	\$ 156.00	339 ea	\$ 52,884.00
3	Sale	M120/HRE/USG/8D/NICOR/CELL/6'/TLMK - M120 Retrofit; HRE Mechanical Register, Gallon, 8 Dial Resolution, Nicor Connector, Orion Cellular Transmitter, 6' Lead, Thru Lid Mounting Kit, Plastic Lid/Shroud, Torx Screw	\$ 187.00	2 ea	\$ 374.00
4	Sale	M170/HRE/USG/8D/NICOR/CELL/6'/TLMK - M170 Retrofit; HRE Mechanical Register, Gallon, 8 Dial Resolution, Nicor Connector, Orion Cellular Transmitter, 6' Lead, Thru Lid Mounting Kit, Plastic Lid/Shroud, Torx Screw	\$ 187.00	4 ea	\$ 748.00

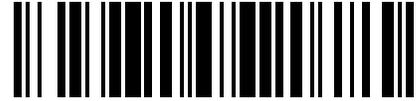
Estimate

05/05/2016

Carolina Meter & Supply

Carolina Meter & Supply
 PO Box 400
 Hampstead, NC 28443
 Phone: 800-628-7515
 Fax: 910-270-7707

S18832



Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
5	Sale	ORION/CELL/8"/NICOR/TLMK - Orion Cellular Endpoint, 8" Lead, Nicor Connector, Thru the Lid Mounting Kit *Universal Transmitter	\$ 110.00	1 ea	\$ 110.00
6	Misc. Sale	Annual Cellular Subscription Fee *Priced per transmitter, per month - Annual Recurring Fees	\$ 698.65	12 mo	\$ 8,383.80
7	Sale	ENGAGEMENT FEE - Beacon Engagement Fee	\$ 3,750.00	1 ea	\$ 3,750.00
8	Misc. Sale	BEACON Training	\$ 2,500.00	1 ea	\$ 2,500.00
Notes: *Annual cellular subscription fee was calculated using .89/transmitter *Subscription is all inclusive and will not increase for the life of the endpoint (10 years) *Subscription fee includes Badger's customer-facing web portal, EyeOnWater *The Beacon engagement fee does not include the billing interface between Harris-Smart Fusion and Beacon Analytics					

Subtotal:	\$ 137,233.80
Sales Tax:	\$ 9,606.37
Total:	\$ 146,840.17

All items quoted are subject to the following:
 Four to six week lead time - 25% minimum restocking fee on returns - Special orders are non-returnable - 3.5% charge card processing fee on each order - All accounts due 30 days from invoice date - All past due amounts are subject to a service charge



MEMORANDUM
AUGUST 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of Tax Settlement for FY15-16
Date: August 10, 2016

Pursuant to N.C.G.S. 105-373, the attached Tax Settlement must be approved by the Board of Commissioners prior to ordering the collection of taxes for the coming year. Please let me know if you have any questions regarding this settlement.



**TAX COLLECTOR
ANNUAL SETTLEMENT
FY 2015-2016**

Date

Pursuant to the provisions of NCGS 105-373, the following is the Tax Collector's Report of Settlement for 2015 taxes for Fiscal Year 2015-16.

FINANCIAL REPORT FOR FY 2015-16 TAXES

2015 Levy from County Scroll			
<i>(Real & Personal Property Tax)</i>	\$		2,478,018.20
Exemptions, Releases & Deferrals	\$		(120,464.91)
Discovery-All Others	\$		172.37
Public Service Companies	\$		19,947.15
Total 2015 Levy	\$		2,377,672.82
Collected (Real & Personal)	\$		
Uncollected (Real & Personal)	\$		2,963.39
Percentage of Levy Collected			99.88 %
Penalties, Costs & Interest			
<i>(amount includes all interest charges in FY 15-16, including prior year delinquencies)</i>	\$		2,576.13

LIST OF 2015 DELINQUENT TAXES – REAL PROPERTY

<u>Parcel</u>	<u>Owner</u>	<u>Amount</u>
9646-99-9306-00000	Anderson, J Robert	328.56
9646-54-0152-00000	Cammarata, Laurie C	1,485.22
9646-81-4600-00000	Franks, Thomas D	52.50
9647-74-9332-00000	Pankow, Joanne F	1,058.13
		\$ 2,924.41

LIST OF 2015 DELINQUENT TAXES – PERSONAL PROPERTY

<u>ID Number</u>	<u>Owner</u>	<u>Amount</u>
0000728696	Buchanan, Russell T	11.05
0000802133	Convenient Tutor LLC	5.10
000078894	Idea Factory Inc	22.83
		\$ 38.98

TOTAL DELINQUENT TAXES – BY YEAR

<u>Year</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Amount	2,963.39	1,155.57	506.17	140.69	44.09

NCGS 105-373(3) requires that this settlement be submitted to the governing board. The settlement shall be entered into the minutes of the governing body as required by statute.



MEMORANDUM
AUGUST 16, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of 2016 Order of Tax Collection
Date: August 10, 2016

Pursuant to N.C.G.S. 105-321, the Board of Commissioners must issue an order directing the Tax Collector to collect taxes as set forth in the Town's records. Helen Stephens, Town Tax Collector, will send out tax notices to all property owners after the scroll is received from Buncombe County.



ORDER OF COLLECTION

State of North Carolina
Town of Biltmore Forest

Order of the Board of Commissioners
Pursuant to NCGS 105-321 for the
Collection of 2016 and Prior Years' Taxes

To the Tax Collector of the Town of Biltmore Forest

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Administration and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Biltmore Forest, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 16th day of August, 2016:

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

Attest:

Jonathan B. Kanipe
Clerk, Town of Biltmore Forest

The Order of Collection shall be entered into the minutes of the governing body as required by statute (NCGS 105-321(b)).