

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest
Board of Commissioners

To be held Tuesday, November 17, 2020 at 4:30 p.m.

*HELD VIRTUALLY VIA ZOOM PLATFORM
LOG-IN INFORMATION AVAILABLE AT BILTMOREFOREST.ORG
AND REVERSE OF THIS PAGE*

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 (*Roll Call Vote*)

1. The minutes of the regular meeting held on October 13, 2020 will be considered for approval.

C. Reports of Officers

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

D. New Business

1. Sign Ordinance Update and Discussion
2. Storm Water Capital Improvement Project Update – Cedar Hill Drive
3. Ridgefield Place Traffic Concerns - Discussion
4. Biltmore Forest Covid-19 Impact

E. Petitions, Motions, and Other Business

F. Public Comment

G. Adjourn

Accessing the November 17, 2020 Board of Commissioners Meeting via Zoom

Click link below to join Zoom Meeting and use Meeting ID and Passcode if requested:

<https://us02web.zoom.us/j/81480905025?pwd=cDNSRTVjSjl1TTEzVlZXQmhRQTBlQT09>

Meeting ID: 814 8090 5025

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The Town Board of Commissioners will receive public comments submitted in writing to townhall@biltmoreforest.org. In order to be provided to the Board, please send comments no later than noon on Monday, November 16, 2020.

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD OCTOBER 13, 2020.

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

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

Mr. Jonathan Kanipe, the Town Manager was present and Mr. William Clarke, the Town Attorney were also present.

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

Mayor Goosmann asked for a motion to approve the September 8, 2020 meeting minutes. The motion was made by Commissioner Kelly. The motion was seconded by Commissioner Cogburn. Roll call was taken by the Clerk and the minutes were unanimously approved.

PUBLIC COMMENT

Dr. Tom Milton is worried about the increase and speed of traffic on Greenwood Road. After the speed bumps were installed on Stuyvesant Road, Dr. Milton started noticing an increase of cars driving on Greenwood Road. There is also an increase of commercial vehicles which he is also concerned about. Dr. Milton asked the Board if speed breaks could be installed on Greenwood Road. Mr. Kanipe said they are conducting a street study and also a speed bump request program. When Mr. Harry Buckner gets a request such as this, he looks at this from a traffic data perspective. Mr. Kanipe also said there are radar signs installed as well which monitor speed and traffic count.

Mr. Buckner said they will start by gathering about one month's worth of data before proceeding further. Chief Chris Beddingfield said they will move the speed sign today to monitor Greenwood Road. Mayor Goosmann thanked Dr. Milton for his request.

Chief Ryan Cole gave the monthly report for Skyland Fire Department. The fire department had twenty eight calls for the month. Chief Cole emphasized the cold season is coming up and recommended residents' get their chimneys cleaned. Chief Cole said last year there were four chimney fires in Biltmore Forest and also said how unsafe starter logs can be. Chief Cole also recommended changing out furnace filters.

Mayor Goosmann recognized Mr. Austin Tucker in regards to his retirement with the Town of Biltmore Forest.

STATE OF NORTH CAROLINA

TOWN OF BILTMORE FOREST
BOARD OF COMMISSIONERS

COUNTY OF BUNCOMBE

RESOLUTION 2020-07

RESOLUTION OF APPRECIATION

WHEREAS, Mr. Austin Tucker has faithfully completed thirty years of employment with the Town, serving admirably as a member of the Town's Public Works Department; and

WHEREAS, the Mayor and Town Board of Commissioners recognize the valuable service that Mr. Tucker has provided to the Town; and

WHEREAS, the Mayor and Town Board of Commissioners take this opportunity to express their thanks and gratitude to Mr. Tucker for outstanding dedication to the Town; and

THEREFORE, the Mayor and Town Board of Commissioners express their appreciation for the outstanding manner in which Mr. Tucker performed his duties, for his dedication in the day-to-day operation of the Town, and for his abilities to improve the lives of Biltmore Forest citizens.

This the 13th day of October, 2020.

George F. Goosmann, III

Mayor

Laura M. Jacobs
Town Clerk

Chief Chris Beddingfield presented the monthly report for the Police Department. There were approximately 700 calls this month which is about average. Officers attended the memorial service for Henderson County Deputy Ryan Hendrix who was killed in the line of duty. Chief Beddingfield discussed the residential burglar alarm call that actually involved a turkey fighting its reflection in a window.

Chief Beddingfield said a suspicious male on a bicycle was stopped by Officer Patrick Ridgeway. The subject went into a residential garage and took some items out of the homeowner's car. The subject was arrested and taken to jail. Chief Beddingfield congratulated Officer Ridgeway for his effort with the arrest.

Chief Beddingfield discussed the yearly firearms qualification which was very challenging this year. It is usually conducted at the Justice Academy where the range is indoors but this was not possible as the range was closed due to COVID-19. This year, it was conducted outdoors and the weather was treacherous. The officers did great and approximately 1,500 rounds of handgun ammunition were fired, 500 rounds of rifle, and 300 rounds of shotgun were also fired.

Mr. Harry Buckner gave the report for the Public Works Department. Many trees came down across the Road last month. There was a large tree that fell and destroyed the bus shelter near 2 Southwood Road.

A proposal for Benton roofing was issued to Mr. Buckner for the repair of the police department roof and Mr. Buckner will look further into this.

Mr. Buckner said Mr. Austin Tucker's position has been posted and there have been many applicants. Mr. Kanipe and Mr. Buckner will sort through them this month and arrange for interviews soon. Mayor Goosmann asked if internal applicants were being accepted. Mr. Buckner said yes, internal applicants are being accepted.

Mr. Buckner said Mr. Tucker has been of great assistance and his help has been very valuable to Mr. Buckner with the transition of him starting as the public works director. Mr. Buckner was very appreciative of Mr. Tucker and his efforts.

Mr. Buckner said the last brush collection will be this month. Leaf collection will begin November 1st.

Commissioner Cogburn asked Mr. Buckner about the schedule for restoration of Greenwood Park. Mr. Kanipe said the design to the State has to be in by November 2nd. Mr. Buckner said the goal for construction to begin is in the spring and everything is still on schedule. Commissioner Cogburn thanked Mr. Buckner.

Mr. Buckner said he has been attending the Municipal and County Administrator course through the UNC School of Government.

Mr. Buckner showed the Board typical bridge designs for Brookside Park. The big difference between the wood and steel bridge is the depth of the girder. They would like to be able to get maintenance equipment across the bridge from one side to the other. Commissioner Loomis said we need to explain to the residents the rationale behind this project and the costs associated with it. Mr. Buckner will review the details of the project and the costs in greater detail and provide more information to the Board. Commissioner Cogburn suggested getting public comment regarding the bridge and what the residents suggestions are, especially those residents adjacent to Brooklawn Park.

Commissioner Kelly asked Mr. Buckner the beginning and ending dates for placing brush out in October. Mr. Buckner said the public works crew will start picking up brush on the 30th and the placement window is 5 days before pickup. They will reassess in January when brush pick up starts again.

Mr. Jonathan Kanipe discussed the storm water project on Cedar Hill Drive. There is a compromised pipe with a sink hole in it. The original estimate for the project was \$510,000, but once design plans were developed the pre-construction estimate was much less for construction. The Town conducted an RFP process and the low bid came back from Hyatt Pipeline at \$133,355. Instead of a 36" pipe, a 24" pipe will be put in place which will be reduce the cost as well. Mr.

Kanipe asked the Board to consider a motion of approval for construction not to exceed \$150,000.00. This would provide room for contingency and any in-field changes that may be necessary. Commissioner Kelly made a motion to award the bid to Hyatt Pipeline, LLC in an amount not to exceed \$150,000 for the project. Commissioner Cogburn seconded the motion. The Board took a roll call vote and the motion was approved unanimously.

Mr. Billy Clarke discussed the potential changes to the existing sign ordinance. The changes are highlighted and a definition section was added. Mr. Clarke discussed the second page which was section 93.04 in subparagraph (C) which references political and ideological signs. Mr. Clarke wanted to verify it was four signs that were allowed. Mayor Goosmann agreed and said that was correct.

Mr. Clarke noticed that driving in from Hendersonville Road, there were many political signs that were closer than thirty feet. Mr. Kanipe said the current ordinance is twenty feet and the thirty feet is what we have for real estate signs. Mr. Clarke suggested the Ordinance could say, twenty feet from the nearest edge of the road. Also, Mr. Clarke suggested the signs should be removed within five days of the election.

Commissioner Cogburn inquired about no trespassing signs stating that the placement of where and how they are placed needs to be clear in the Ordinance. Mr. Clarke said this is something needs to be looked into because there are some state laws that govern no trespassing signs. Chief Beddingfield said there are certain requirements about placement of signs and will also look further into this. Mr. Clarke wants to make sure the language complies with State law. Mr. Clarke said he can do a further revision and come back. Directional signs were also added to the Ordinance. Mr. Clarke said he can take it out but wanted to also make sure it was consistent with the Zoning Ordinance.

Mayor Goosmann discussed adding three members to the Planning Commission; Karen Cragnohin, Bill Morrison, and Dawn Grohs as an alternate member. Mr. Kanipe stated the current Board has three members and this will move it up to five members with one alternate. Commissioner Loomis asked what the role of an alternate member is. Mr. Kanipe said if another

is absent, she would vote. Mr. Kanipe said during discussions, another member's input would be helpful to have. A motion made by Commissioner Loomis and seconded by Commissioner Cogburn. The motion was unanimously approved.

Mayor Goosmann discussed the transportation advisory council and elected not to participate on the Board due to the personal nature of questions asked. Mr. Harry Buckner serves on Technical Coordinating Committee.

Mr. Kanipe gave the monthly report for the Town. The State is now in Phase 3 for COVID-19. The three air purification systems were received. One purifier will go in each building. With the Coronavirus relief money, they cost \$900 a piece. The Aeroclave disinfectant apparatus was also ordered.

The right-of-way renewal program was also discussed in the newsletter that was just mailed out to residents and the Town is also seeking residential input. Information will be posted on the Town website and also a CodeRed message will be sent out asking for feedback.

Park security cameras were discussed and suggestions of locations will be presented next month.

Mayor Goosmann adjourned the meeting at 6:05 p.m. The next meeting was scheduled for Tuesday, November 17, 2020.

ATTEST:

Ms. Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

BILTMORE FOREST POLICE DEPARTMENT

Department Head Report

November 17th, 2020 Board of Commissioners Meeting

Chris Beddingfield, Police Chief

Police Dept. Monthly Report 10/01/20-10/31/20

Calls for Service:720

Officers responded to the following calls for service:

Accident - 2	Accident - PI - 1
Alarm - 29	Animal Carcass - 1
Assist EOC – 7	Assist Motorist - 16
Assist Other Agency - 9	Assist Resident - 9
Bear Report - 3	Business Check - 120
Crime Prev. – 14	Chase- 1
Direct Traffic – 1	Distressed Animal - 0
Disturbance - 3	Dog Complaint - 10
Domestic disturbance-1	Fire – 1
Fight- 0	Gun fire/Shots fired - 1
Hit and Run – 0	House Check - 98
Improper Parking- 10	Incomplete 911- 0
Investigation – 3	Intoxicated Driver- 0
Mental Patient - 1	Missing Person - 1
Noise Disturbance – 5	Ordinance Violation - 5
Person Down – 0	Power Outage - 2
Radar Operation – 19	Road Blocked - 13
Service of Car - 2	Sign Ord Violation - 9

Special Assignment – 1	Special Check - 19
Speed/Reckless Driving- 0	Suspicious Person - 17
Suspicious Vehicle – 33	Vandalism - 0
Vehicle Stop – 68	Well-being Check – 4

Total Number of Calls: 720

Arrests:

3 Felony Arrests-1-Possession of Heroin from a suspicious vehicle call, 1 Possession of Xanax and 1 Possession of Crack Cocaine two arrests out of one traffic stop. Several additional paraphernalia charges with each drug case.

4 Misdemeanor Arrests-2- Court Violations, Both from suspicious vehicles. 1 Second Degree Trespass and 1 Disorderly Conduct from a suspicious person call. 1 Resist Delay and Obstruct, 1 Marijuana Possession and 1 Weapons Violation from a traffic stop.

Time Consumption Summary:

Approximations

Business Checks- 8 hours

House Checks- 3 hours

Radar Operation- 15 hours

Vehicle Crash Investigation- 1.5 hours

Notable Calls and Projects:

Multiple Political Sign Issues

Larcenies and Ordinance Issues

Most Handled by Phone by Dispatch

Major Storm

Multiple Trees Down, Flooded Roads and Stranded Vehicles

Worked with Public Works and Town Manager to Constantly Evaluate and

Respond to These Issues

Drive through Halloween Event

Very Successful, many Positive Comments

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www.biltmoreforest.org



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

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

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

From: Harry B. Buckner, PE, Director of Public Works 

Re: Public Works Department October 2020 Monthly Report

Date: November 13, 2020

Recurring Activities:

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

- Collected 32.00 tons of garbage.
- Diverted 17.71 tons of recycled goods from garbage.
- Picked up 28 loads of brush (approximately 824 cubic yards) over 12 days.
- Responded to 54 utility locate requests.
- Visited 10 residences for Tree Inspections, approving the removal of 21 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups and blow the streets clean as needed.
- Mowing for the season is more or less over. We are mowing as needed to mulch leaves at the parks, entryways, islands, and road shoulders as needed.
- Leaf collection began the last week in October, and is proceeding full speed in November. The last brush collection officially happens in early November with leaf collection, transitioning to full leaf collection until January.

Coronavirus (COVID-19) Related Activities:

- The Town's buildings remains closed to the public; playgrounds are open.
- We are continuing to track any additional costs and activities associated with complying with the COVID-19 response effort.

- We are logging employee temperatures and keeping self-reporting documents daily.

Miscellaneous Activities in October

- Public Works Supervisor Austin Tucker's last day of work was October 19th, and I have assumed his duties in addition to my own as we move forward with selecting his replacement.
- Work is slowly continuing on the street condition assessment (which includes an assessment of the shoulders, general drainage, and striping), but is delayed.
- Public Works staff again responded to multiple downed trees in the road this month. Hurricane Zeta passed through Western NC on October 28-29, causing some flash flooding, forcing us to temporarily close Cedar Hill Road and Arboretum Road. A total of five trees were downed on public rights of ways during this single event, and the crew did complete some substantial general storm clean-up afterwards.
- I began my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government on October 6th. This course will continue through May, 2021.
- We updated the records for the Operator in Responsible Charge (ORC) for the Town's water distribution system.
- The new work order and asset management software package is on-line, with asset and personnel data entered. I am using the system in a test mode to best ascertain how to roll-out the new software to the employees. DSI is continuing to assist me with this effort. Tentatively, the schedule is to want to implement the software more broadly in January.
- We are continuing to troubleshoot non-reporting automatic water meters as time allows.
- With Benton Roofing, we have identified some preventive maintenance activities for the roof at the Police Department. We anticipate completing the work this year.
- In early November, Manager Kanipe and I have selected and interviewed five (5) external candidates and met with one (1) internal candidate for the Public Works Supervisor position. We anticipate approaching the best candidates this week with offers for not only the Supervisor position but also general Public Services Worker positions as well.
- Eric Anderson successfully passed his General and Ornamentals Pesticide License exams through the NC Department of Agriculture.

Larger/Capital Projects Updates

Brush Ordinance Compliance

Brush collection has officially ended with the last town-wide pick-up that began on 11/1/2020, with leaf collection beginning simultaneously. We will now continually pick up leaves for the remainder of the year. I am developing a proposed schedule for calendar year 2021 that can be printed and published with the garbage and recycling schedule.

Area 4 Stormwater Project – Sinkhole at Cedar Hill Drive.

This project has a separate agenda item to be covered in more detail.

Greenwood Park Stream Restoration

No new updates. This project remains on-schedule with the following milestones:

- Bid and Design Package Submittal – November 16, 2020
- Bid and Design Package Approval – March 1, 2021
- Advertise, Receive, Submit and Approve Bids – July 1, 2020
- Execute Construction Contracts – August 2, 2020

Brooklawn Park Improvements and Bridge Replacement

No additional updates at this time. Please feel free to contact me with any feedback regarding this potential project.

Upcoming in November

- We are continuing our work on improving the percentage of fully reporting water meters by troubleshooting specific locations.
- Focus on leaf collection efforts.
- Continue road shoulder repairs as available time allows. The next area of focus will be the very low road shoulders along Vanderbilt Road north of I-40.
- Complete the Pavement Condition Rating study and street asset inventory.
- Extend offers to new Public Works Supervisor and Public Services Worker position(s). Coordinate start dates and on-boarding.
- Continue to troubleshoot and plan for the implementation of the new work order and asset management system.
- Continue to train, maintain, and test salt and sand spreader use in preparation for inclement weather.
- Two employees will be completing their CDL licensing process through cooperation with the City of Asheville public works department.
- We will be replacing the toddler and infant swings in the parks.
- I will continue my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government.
- As always, I continue to request direct Board feedback on general appearance and maintenance items throughout the Town. I welcome any contact from you identifying areas needing extra attention or areas we may have inadvertently overlooked. I am happy to answer any questions and make sure your concerns, if any, are addressed.

We welcome your feedback on the activities of the Public Works department.

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George F. Goosmann, III, Mayor
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Doris P. Loomis, Commissioner

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Town Manager's Monthly Report

Date: November 11, 2020

FY 21 Police Car Purchase

The Town received both police cars ordered from Asheville Ford earlier this week. These vehicles are 2021 Ford Interceptor hybrids. The purchase price for each of these vehicles was just under \$37,000. While most attention for hybrid vehicles is paid to fuel economy, an interesting aspect of Ford's Interceptor hybrid is that it is built with law enforcement needs in mind. While on patrol, police vehicles generally keep their engines running to power lighting packages, radios, computers and other electrical equipment. Ford hybrid powertrains engineered for police use significantly reduce engine idling time by powering these electrical loads, along with the air conditioning compressor, using the lithium-ion hybrid battery. This allows the engine to run less, only intermittently called upon to top off the battery.¹ It is our hope these vehicles provide a successful entry into the world of hybrid engines for the department.

Greenwood Park Stream Restoration Project

The consultant is scheduled to deliver final design drawings to the State Monday, November 16. The state allowed an extension of our timeline in order to accommodate a design that would incorporate existing storm water facilities into the plan. As noted in the agenda topic on the storm water master plan, this additional design step would leverage the storm water master plan and stream restoration project to benefit the Town.

Public Works Supervisor Hire

Public Works Director Harry Buckner and I interviewed six (6) individuals last week for the supervisor's position. We were pleased with the applicants and enjoyed meeting all candidates. We have identified potential finalists, and are working to finalize this hire within the next week.

¹ https://www.ford.com/police-vehicles/features/performance/#hybrid_technology

Changes to NCCCMT Portfolios

The State of North Carolina allows local governments limited opportunities to invest funds only in state approved trusts or portfolios. One such trust is the North Carolina Capital Management Trust (NCCCMT). Several years ago, the Trust began offering a new fund option (approved by the State) that allowed local governments to invest in commercial paper as opposed to just governmental paper. This option, called the Term Portfolio, resulted in significantly higher interest rate gains for the Town prior to the Covid-19 pandemic. Since interest rates have been cut to near 0 percent, the Term portfolio has shown more weaknesses than the Government portfolio. As a result, the Trust has determined that closing the fund option is the appropriate thing to do. Because of this fund closure, the Town elected to move funds back to the Government portfolio. From a practical perspective, this will not result in any meaningful gains/losses in our investment portfolio at this time.

Hendersonville Road Corridor Study

I met with Land of Sky MPO staff via Zoom earlier this week to review the portions of the Hendersonville Road Corridor study that impact the Town. The bulk of the impacts do not have any direct impact on property within the Town; the proposed changes (such as a built multi-use path) would utilize existing right of way owned by NC DOT. Other changes, such as integrating existing parking lots to reduce driveway connections along Hendersonville Road would benefit traffic traveling on Hendersonville Road. More substantial impacts are focused in the middle and southern sections of the project areas (south of The Ramble). I will continue to be involved in this process and provide any additional information as it is available. The preliminary draft is likely to be released in the next few months.



Monthly Financial Report

October 2020

CASH ACCOUNTS

First Citizens Money Market Checking	343,688.85
NCCMT General Fund Term	2,417,972.45
NCCMT General Fund Government	381,393.52
NCCMT Water Fund Government	97,528.33
TOTAL	3,240,583.15

2020 PROPERTY TAXES

Real Property	762,223,010
Personal Property (Including BUS & IND)	6,858,227
Personal Property (Public Service Companies)	4,945,147
Total Assessed	774,026,384
Total Levy	2,670,391
Budgeted Levy	2,638,767

Tax Collection To Date	Percent Collected	Budgeted Levy	Amount Collected*
Ad Valorem (2020)	20.48%	2,638,767	540,487
	20.24%	2,670,391	
DMV Ad Valorem	34.13%	101,460	34,623

FIRST CITIZENS CHECKING (Monthly Transaction Report)

Beginning Balance	415,650.83
Cleared Checks	(110,412.16)
Cleared Deposits	210,357.49
Cleared Credits	212,773.52
Cleared Debits	(139,975.81)
Cleared E-payments	(228,421.73)
Change in Account Balance	(55,678.69)
Prelim balance	359,972.14
Outstanding Items	(16,283.29)
Ending Balance (F/L Balance)	343,688.85

NORTH CAROLINA CASH MANAGEMENT TRUST

GENERAL FUND Government

Beginning Balance	485,614.90
Local Gov't Distribution (NCDOR)	95,774.57
Transfer to First Citizens Checking	(200,000.00)
Interest Earned	4.05
Ending Balance	381,393.52

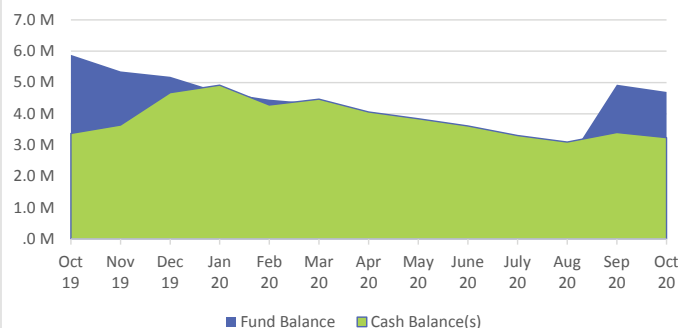
GENERAL FUND Term

Beginning Balance	2,417,945.13
Interest Earned	27.32
Ending Balance	2,417,972.45

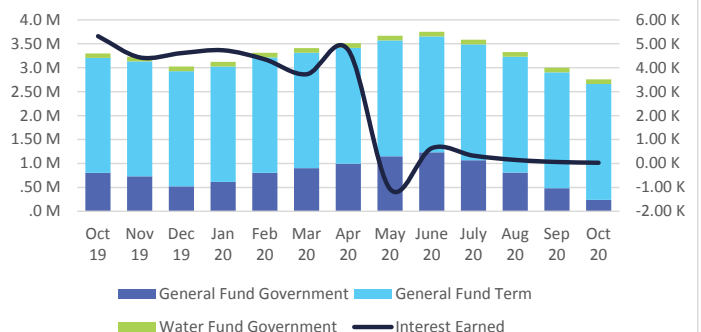
WATER FUND Government

Beginning Balance	97,527.40
Interest Earned	0.93
Ending Balance	97,528.33

13 Month Cash Flow



Investment Balances

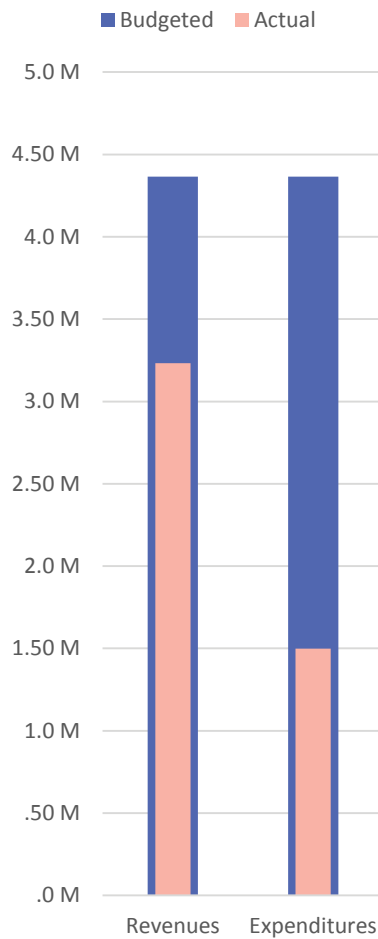




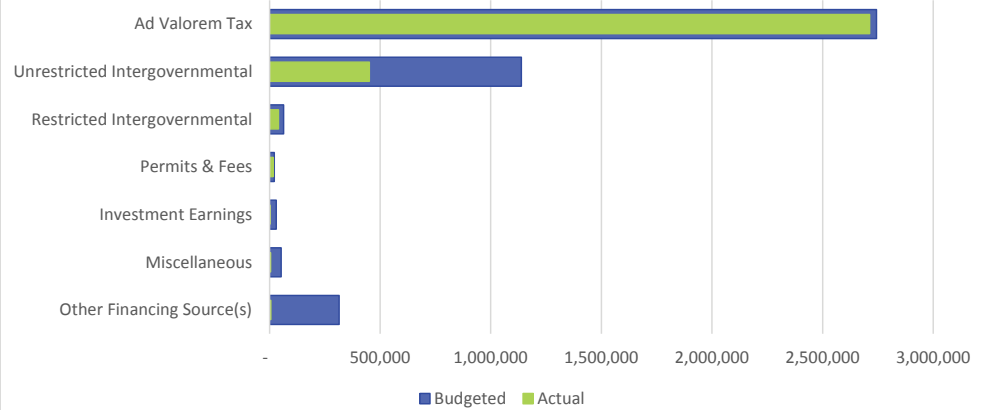
Monthly Financial Report

October 2020

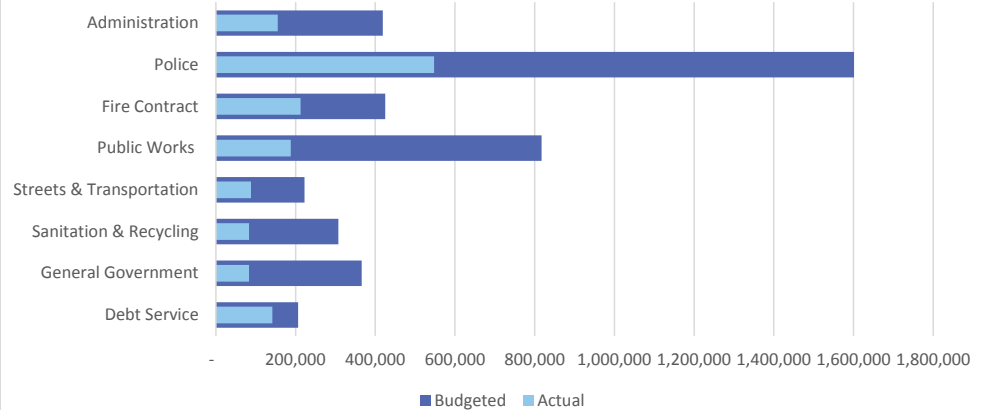
**Budget to Actual
Revenues vs
Expenditures
FY 2020-21**



**Budget to Actual Revenues
FY 2020-2021**



**Budget to Actual Expenditures
FY 2020-21**



REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10 General Fund						
Revenue						
3010 Ad Valorem Tax Subtotal	\$16,273.02	\$2,712,362.06	\$0.00	\$2,743,227.00	99	
3020 Unrestricted Intergovernm Subtotal	\$95,774.57	\$450,953.23	\$0.00	\$1,138,733.00	40	
3030 Restricted Intergovernmen Subtotal	\$2,595.00	\$40,398.43	\$0.00	\$63,450.00	64	
3040 Permits & Fees Subtotal	\$10,518.00	\$17,478.00	\$0.00	\$21,400.00	82	
3050 Investment Earnings Subtotal	\$34.21	\$578.52	\$0.00	\$30,000.00	2	
3060 Miscellaneous Subtotal	\$825.69	\$5,181.05	\$0.00	\$52,645.00	10	
Revenue Subtotal	\$126,020.49	\$3,226,951.29	\$0.00	\$4,049,455.00	80	
Expenditure						
4200 Administration Subtotal	\$30,785.78	\$155,451.50	\$812.50	\$419,051.00	37	
5100 Police Department Subtotal	\$133,906.66	\$547,638.74	\$87,863.52	\$1,601,339.00	40	
5200 Fire Services Subtotal	\$0.00	\$212,500.00	\$0.00	\$425,000.00	50	
5600 Public Works Subtotal	\$45,401.02	\$187,767.66	\$6,138.62	\$817,263.00	24	
5700 Streets & Transportation Subtotal	\$25,512.37	\$88,098.13	\$230.05	\$222,446.00	40	
5800 Sanitation & Recycling Subtotal	\$20,179.07	\$83,375.83	\$70.19	\$307,182.00	27	
6600 General Government Subtotal	\$11,037.00	\$141,520.22	\$20,212.55	\$365,821.00	44	
6700 Debt Service Subtotal	\$54,130.52	\$92,679.28	\$0.00	\$206,353.00	45	
Expenditure Subtotal	\$320,952.42	\$1,509,031.36	\$115,327.43	\$4,364,455.00	37	
Before Transfers	Deficiency Of Revenue Subtotal	-\$194,931.93	\$1,717,919.93	-\$115,327.43	-\$315,000.00	-509
Other Financing Source						
3500 Other Financing Subtotal	\$988.00	\$6,238.00	\$0.00	\$315,000.00	2	
Other Financing Source Subtotal	\$988.00	\$6,238.00	\$0.00	\$315,000.00	2	
After Transfers	Deficiency Of Revenue Subtotal	-\$193,943.93	\$1,724,157.93	-\$115,327.43	\$0.00	0

REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
30 Water & Sewer Fund					
Revenue					
3290 Subtotal	\$0.93	\$10.39	\$0.00	\$1,000.00	1
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$3,254.20	\$0.00	\$8,000.00	41
3710 Water Sales Subtotal	\$130,031.93	\$275,416.30	\$0.00	\$785,417.00	35
3730 Water Tap & Connect Fees Subtotal	\$30.00	\$2,450.00	\$0.00	\$9,000.00	27
Revenue Subtotal	\$130,062.86	\$281,130.89	\$0.00	\$803,417.00	35
Expenditure					
8100 Water Dept. Subtotal	\$16,629.59	\$113,395.31	\$2,376.59	\$803,419.00	14
Expenditure Subtotal	\$16,629.59	\$113,395.31	\$2,376.59	\$803,419.00	14
Before Transfers	Excess Of Revenue Subtotal	\$113,433.27	\$167,735.58	-\$2,376.59	-\$2.00 ,267,950
After Transfers	Excess Of Revenue Subtotal	\$113,433.27	\$167,735.58	-\$2,376.59	-\$2.00 ,267,950

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10 General Fund					
Revenue					
3010 Ad Valorem Tax					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,670,410.56	0.00	2,638,767.00	101
10-3010-0100 AD VALOREM TAXES (DMV)	9,187.68	34,623.36	0.00	101,460.00	34
10-3010-0200 TAX INTEREST & PENALTIES	7,085.34	7,328.14	0.00	3,000.00	244
3010 Ad Valorem Tax Subtotal	\$16,273.02	\$2,712,362.06	\$0.00	\$2,743,227.00	99
3020 Unrestricted Intergovernm					
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	0.00	41,814.40	0.00	177,778.00	24
10-3020-0100 ALCOHOL BEVERAGE TAX	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	48,114.54	175,661.22	0.00	492,564.00	36
10-3020-0300 1/2 CENT SALES TAX A.40	21,985.05	81,874.97	0.00	191,837.00	43
10-3020-0400 1/2 CENT SALES TAX A.42	25,674.98	93,580.22	0.00	257,554.00	36
10-3020-0600 SALES TAX REFUND	0.00	58,022.42	0.00	10,000.00	580
10-3020-0700 GASOLINE TAX REFUND	0.00	0.00	0.00	3,000.00	0
3020 Unrestricted Intergovernm Subtotal	\$95,774.57	\$450,953.23	\$0.00	\$1,138,733.00	40
3030 Restricted Intergovernmen					
10-3030-0000 SOLID WASTE DISPOSAL TAX	0.00	247.87	0.00	950.00	26
10-3030-0100 POWELL BILL	0.00	28,201.65	0.00	62,500.00	45
10-3030-0300 COVID REIMBURSEMENTS	2,595.00	11,948.91	0.00	0.00	0
3030 Restricted Intergovernmen Subtotal	\$2,595.00	\$40,398.43	\$0.00	\$63,450.00	64
3040 Permits & Fees					
10-3040-0000 BUILDING PERMITS	10,518.00	17,458.00	0.00	20,000.00	87
10-3040-0100 DOG LICENSE FEE	0.00	20.00	0.00	1,400.00	1
3040 Permits & Fees Subtotal	\$10,518.00	\$17,478.00	\$0.00	\$21,400.00	82
3050 Investment Earnings					
10-3050-0000 INTEREST EARNED	34.21	578.52	0.00	30,000.00	2
3050 Investment Earnings Subtotal	\$34.21	\$578.52	\$0.00	\$30,000.00	2
3060 Miscellaneous					
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	1,600.00	0.00	37,645.00	4
10-3060-0200 MISCELLANEOUS	425.69	3,581.05	0.00	15,000.00	24
3060 Miscellaneous Subtotal	\$825.69	\$5,181.05	\$0.00	\$52,645.00	10
Revenue Subtotal	\$126,020.49	\$3,226,951.29	\$0.00	\$4,049,455.00	80
Expenditure					
4200 Administration					
10-4200-0200 SALARIES	19,910.66	88,264.44	0.00	218,357.00	40
10-4200-0300 OVERTIME	632.00	2,851.11	0.00	1,000.00	285
10-4200-0500 FICA	1,515.71	6,719.23	0.00	16,704.00	40
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,544.58	10,178.32	0.00	27,145.00	37
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	370.00	1,480.00	0.00	4,470.00	33
10-4200-0675 HEALTH REIMBURSEMENT ACC	375.00	1,500.00	0.00	3,750.00	40
10-4200-0700 LGERS RETIREMENT	3,508.51	15,414.55	0.00	36,457.00	42
10-4200-0800 401K SUPP RETIREMENT	1,027.47	4,557.27	0.00	10,918.00	42

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-4200-1000 ACCOUNTING & TAXES	0.00	10,569.75	0.00	45,000.00	23
10-4200-1200 POSTAGE, PRINTING, STATIONARY	629.71	2,085.77	0.00	6,000.00	35
10-4200-1400 MILEAGE & BOARD SALARY	0.00	7,200.00	0.00	22,000.00	33
10-4200-3300 SUPPLIES AND EQUIPMENT	272.14	1,551.31	0.00	7,000.00	22
10-4200-5300 DUES & FEES	0.00	460.25	277.50	5,000.00	15
10-4200-5700 MISCELLANEOUS	0.00	270.50	0.00	2,500.00	11
10-4200-6500 STAFF DEVELOPMENT	0.00	2,349.00	535.00	12,750.00	23
4200 Administration Subtotal	\$30,785.78	\$155,451.50	\$812.50	\$419,051.00	37
5100 Police Department					
10-5100-0200 SALARIES	64,973.66	299,278.78	0.00	837,914.00	36
10-5100-0300 OVERTIME	3,688.99	12,851.56	0.00	42,000.00	31
10-5100-0400 SEPARATION ALLOWANCE	2,355.18	10,598.31	0.00	30,617.00	35
10-5100-0500 FICA	5,265.11	23,448.19	0.00	67,313.00	35
10-5100-0600 HEALTH INSURANCE (MEDICAL)	10,494.54	41,978.16	0.00	146,349.00	29
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,314.84	5,259.36	0.00	19,842.00	27
10-5100-0675 HRA HEALTH REIMB ACCT	2,000.00	8,000.00	0.00	24,000.00	33
10-5100-0700 LGERS RETIREMENT	11,446.07	52,029.14	0.00	146,508.00	36
10-5100-0800 401K SUPP RETIREMENT	3,291.71	15,103.14	0.00	42,721.00	35
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	52.69	14,922.21	0.00	25,000.00	60
10-5100-1600 MAINT/REPAIR - EQUIPMENT	0.00	1,440.00	84.00	11,250.00	14
10-5100-1700 MAINT/REPAIR - VEHICLES	125.95	2,482.35	631.17	15,000.00	21
10-5100-3100 MOTOR FUELS	1,206.70	3,127.03	0.00	13,650.00	23
10-5100-3300 SUPPLIES	3,578.90	5,962.63	151.06	10,000.00	61
10-5100-3600 UNIFORMS	711.95	1,992.27	586.25	11,250.00	23
10-5100-3700 SOFTWARE	0.00	6,408.41	3,648.44	34,000.00	30
10-5100-3800 TECHNOLOGY	3,495.57	17,117.87	0.00	23,425.00	73
10-5100-5700 MISCELLANEOUS	65.39	5,734.92	0.00	2,500.00	229
10-5100-5800 PHYSICAL EXAMS	0.00	65.00	1,572.90	500.00	328
10-5100-6500 STAFF DEVELOPMENT	288.97	288.97	576.94	7,500.00	12
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	19,550.44	19,550.44	80,612.76	90,000.00	111
5100 Police Department Subtotal	\$133,906.66	\$547,638.74	\$87,863.52	\$1,601,339.00	40
5200 Fire Services					
10-5200-0000 FIRE CONTRACT	0.00	212,500.00	0.00	425,000.00	50
5200 Fire Services Subtotal	\$0.00	\$212,500.00	\$0.00	\$425,000.00	50
5600 Public Works					
10-5600-0200 SALARIES	18,760.67	89,221.15	0.00	256,719.00	35
10-5600-0300 OVERTIME	113.37	5,189.85	0.00	10,000.00	52
10-5600-0500 FICA	1,411.30	7,174.04	0.00	20,404.00	35
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	3,039.30	12,157.20	0.00	41,609.00	29
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	431.00	1,724.00	0.00	5,616.00	31
10-5600-0675 HRA HEALTH REIMB ACCT	625.00	2,500.00	0.00	7,500.00	33
10-5600-0700 LGERS RETIREMENT	3,176.55	15,931.19	0.00	44,329.00	36
10-5600-0800 401K SUPP RETIREMENT	937.91	4,749.79	0.00	13,336.00	36
10-5600-1000 OUTSIDE SERVICES	1,100.00	5,500.00	0.00	5,000.00	110

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5600-1300 STREETLIGHTS ELECTRIC	551.87	2,207.48	0.00	7,000.00	32
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	48.00	6,905.28	0.00	5,000.00	138
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	167.02	457.23	0.00	15,000.00	3
10-5600-1700 MAINT/REPAIR - VEHICLES	169.16	2,470.41	700.15	25,000.00	13
10-5600-3100 MOTOR FUELS	965.36	2,501.60	0.00	11,250.00	22
10-5600-3300 SUPPLIES	636.66	2,244.20	577.74	10,000.00	28
10-5600-3400 STREET SIGNS & NUMBERS	0.00	0.00	0.00	1,000.00	0
10-5600-3600 UNIFORMS	1,715.57	3,336.46	4,860.73	7,500.00	109
10-5600-3800 TECHNOLOGY	129.52	2,838.78	0.00	0.00	0
10-5600-5200 PARKS	0.00	532.17	0.00	15,000.00	4
10-5600-5202 GREENWOOD PARK STREAM RESTORA	11,275.00	16,175.00	0.00	300,000.00	5
10-5600-5900 MISCELLANEOUS	47.76	351.83	0.00	1,000.00	35
10-5600-6000 CAPITAL OUTLAY	0.00	0.00	0.00	10,000.00	0
10-5600-6500 STAFF DEVELOPMENT	100.00	3,600.00	0.00	5,000.00	72
5600 Public Works Subtotal	\$45,401.02	\$187,767.66	\$6,138.62	\$817,263.00	24
5700 Streets & Transportation					
10-5700-0200 SALARIES	3,425.59	15,415.14	0.00	50,533.00	31
10-5700-0300 OVERTIME	0.00	0.00	0.00	5,000.00	0
10-5700-0500 FICA	262.08	1,179.36	0.00	3,866.00	31
10-5700-0600 HEALTH INSURANCE (MEDICAL)	582.36	2,329.44	0.00	7,440.00	31
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	43.00	172.00	0.00	681.00	25
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	500.00	0.00	1,500.00	33
10-5700-0700 LGERS RETIREMENT	576.52	2,570.17	0.00	8,399.00	31
10-5700-0800 401K SUPP RETIREMENT	171.28	770.76	0.00	2,527.00	31
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	317.62	306.70	0.00	18,750.00	2
10-5700-2200 CONTRACTS- PAVING & STRIPING	0.00	10,600.00	0.00	35,000.00	30
10-5700-2300 SUPPLIES	347.17	6,198.96	0.00	10,250.00	60
10-5700-2400 TRAFFIC SIGNS	0.00	4.14	0.00	5,000.00	0
10-5700-2500 STORM WATER DRAINAGE	675.00	21,419.58	230.05	25,000.00	87
10-5700-3800 TECHNOLOGY	0.00	2,175.13	0.00	0.00	0
10-5700-6500 STAFF DEVELOPMENT	40.00	220.00	0.00	1,000.00	22
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	0.00	1,460.00	0.00	10,000.00	15
10-5700-7500 ENGINEERING	18,946.75	22,776.75	0.00	37,500.00	61
5700 Streets & Transportation Subtotal	\$25,512.37	\$88,098.13	\$230.05	\$222,446.00	40
5800 Sanitation & Recycling					
10-5800-0200 SALARIES	8,822.52	39,700.34	0.00	118,318.00	34
10-5800-0300 OVERTIME	0.00	143.06	0.00	10,000.00	1
10-5800-0500 FICA	674.93	3,048.10	0.00	9,815.00	31
10-5800-0600 HEALTH INSURANCE (MEDICAL)	1,747.08	6,988.32	0.00	32,762.00	21
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	129.00	516.00	0.00	4,170.00	12
10-5800-0675 HRA HEALTH REIMB ACCT	375.00	1,500.00	0.00	4,500.00	33
10-5800-0700 LGERS RETIREMENT	1,484.82	6,643.50	0.00	21,326.00	31
10-5800-0800 401K SUPP RETIREMENT	446.90	2,024.04	0.00	6,416.00	32
10-5800-1700 MAINT/REPAIRS - VEHICLES	405.84	2,541.64	70.19	25,000.00	10

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10-5800-3100 MOTOR FUELS	920.01	2,991.87	0.00	13,125.00	23	
10-5800-3300 SUPPLIES	38.97	516.91	0.00	500.00	103	
10-5800-3600 UNIFORMS	231.95	340.90	0.00	500.00	68	
10-5800-3800 TECHNOLOGY	48.57	145.71	0.00	0.00	0	
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	3,782.28	13,297.92	0.00	49,500.00	27	
10-5800-8100 RECYCLING	1,071.20	2,977.52	0.00	11,250.00	26	
5800 Sanitation & Recycling Subtotal	\$20,179.07	\$83,375.83	\$70.19	\$307,182.00	27	
6600 General Government						
10-6600-0401 LEGAL SERVICES	1,240.00	5,752.50	0.00	40,000.00	14	
10-6600-1100 TECHNOLOGY	4,730.24	26,375.95	0.00	90,000.00	29	
10-6600-1300 MUNICIPAL UTILITIES	1,006.96	3,619.35	0.00	18,569.00	19	
10-6600-1500 GE. REPS. AND MAINT.	1,092.09	11,217.33	542.67	20,000.00	59	
10-6600-2800 ELECTIONS	0.00	0.00	0.00	6,000.00	0	
10-6600-5400 INSURANCE	182.00	75,625.44	0.00	90,000.00	84	
10-6600-6000 CONTINGENCY	0.00	0.00	0.00	13,252.00	0	
10-6600-6100 MISCELLANEOUS	414.70	1,994.70	0.00	5,000.00	40	
10-6600-6201 COVID EXPENDITURES	2,175.00	3,238.94	19,669.88	0.00	0	
10-6600-6301 4TH OF JULY	0.00	0.00	0.00	7,500.00	0	
10-6600-6302 NATIONAL NIGHT OUT	196.01	196.01	0.00	2,500.00	8	
10-6600-6303 HOLIDAY LIGHTING	0.00	0.00	0.00	5,000.00	0	
10-6600-6304 ARBOR DAY EVENT	0.00	0.00	0.00	3,000.00	0	
10-6600-6400 WILDLIFE MANAGEMENT	0.00	0.00	0.00	5,000.00	0	
10-6600-6500 FOREST MANAGEMENT	0.00	13,500.00	0.00	60,000.00	23	
6600 General Government Subtotal	\$11,037.00	\$141,520.22	\$20,212.55	\$365,821.00	44	
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	0.00	5,833.33	0.00	23,334.00	25	
10-6700-0200 Street Improvements-Principal	0.00	1,666.67	0.00	6,667.00	25	
10-6700-0400 2017 Garbage Truck-Principal	0.00	0.00	0.00	34,327.00	0	
10-6700-0500 Public Works Building-Principal	42,105.26	42,105.26	0.00	84,211.00	50	
10-6700-0600 2020 POLICE CARS-PRINCIPAL	0.00	28,326.38	0.00	29,506.00	96	
10-6700-1100 Police Dept Renovations-Interest	0.00	889.00	0.00	3,223.00	28	
10-6700-1200 Street Improvements-Interest	0.00	254.00	0.00	921.00	28	
10-6700-1400 2017 Garbage Truck-Interest	0.00	0.00	0.00	821.00	0	
10-6700-1500 Public Works Building-Interest	12,025.26	12,025.26	0.00	23,343.00	52	
10-6700-1600 2020 POLICE CARS-INTEREST	0.00	1,579.38	0.00	0.00	0	
6700 Debt Service Subtotal	\$54,130.52	\$92,679.28	\$0.00	\$206,353.00	45	
Expenditure Subtotal	\$320,952.42	\$1,509,031.36	\$115,327.43	\$4,364,455.00	37	
Before Transfers	Deficiency Of Revenue Subtotal	-\$194,931.93	\$1,717,919.93	-\$115,327.43	-\$315,000.00	-509
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	988.00	6,238.00	0.00	15,000.00	42	
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	0.00	0.00	0.00	300,000.00	0	
3500 Other Financing Subtotal	\$988.00	\$6,238.00	\$0.00	\$315,000.00	2	

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
Other Financing Source Subtotal	\$988.00	\$6,238.00	\$0.00	\$315,000.00	2
After Transfers Deficiency Of Revenue Subtotal	-\$193,943.93	\$1,724,157.93	-\$115,327.43	\$0.00	0

REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER

Town of Biltmore Forest

10/01/2020 To 10/31/2020

FY 2020-2021

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
30 Water & Sewer Fund					
Revenue					
3290					
30-3290-0000 INTEREST EARNED	0.93	10.39	0.00	1,000.00	1
3290 Subtotal	\$0.93	\$10.39	\$0.00	\$1,000.00	1
3350 Commissions, Sw Chg Coll					
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	0.00	3,254.20	0.00	8,000.00	41
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$3,254.20	\$0.00	\$8,000.00	41
3710 Water Sales					
30-3710-0000 WATER CHARGES	71,191.68	155,169.40	0.00	434,271.00	36
30-3710-0100 MSD CHARGES	57,448.29	117,462.98	0.00	343,446.00	34
30-3710-0200 AMI TRANSMITTER CHARGES	1,391.96	2,783.92	0.00	7,700.00	36
3710 Water Sales Subtotal	\$130,031.93	\$275,416.30	\$0.00	\$785,417.00	35
3730 Water Tap & Connect Fees					
30-3730-0000 WATER TAP AND CONNECTION FEES	30.00	2,450.00	0.00	9,000.00	27
3730 Water Tap & Connect Fees Subtotal	\$30.00	\$2,450.00	\$0.00	\$9,000.00	27
Revenue Subtotal	\$130,062.86	\$281,130.89	\$0.00	\$803,417.00	35
Expenditure					
8100 Water Dept.					
30-8100-0200 SALARIES	0.00	0.00	0.00	68,050.00	0
30-8100-0400 PROFESSIONAL SERVICES	925.00	1,935.00	2,100.00	4,000.00	101
30-8100-0500 FICA	0.00	0.00	0.00	5,206.00	0
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	0.00	0.00	17,977.00	0
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	0.00	0.00	2,718.00	0
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	0.00	0.00	2,250.00	0
30-8100-0700 LGERS RETIREMENT	0.00	0.00	0.00	11,310.00	0
30-8100-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	3,403.00	0
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	0.00	754.72	0.00	5,000.00	15
30-8100-1500 GENERAL REPAIRS	102.31	102.31	0.00	12,707.00	1
30-8100-3300 SUPPLIES & EQUIPMENT	105.00	407.49	0.00	20,000.00	2
30-8100-3800 TECHNOLOGY	0.00	2,175.13	0.00	0.00	0
30-8100-4800 WATER PURCHASES	14,704.94	46,134.48	0.00	237,275.00	19
30-8100-4900 SEWER PURCHASES	0.00	60,191.65	0.00	344,823.00	17
30-8100-5000 AMI TRANSMITTER FEES	739.59	1,479.18	0.00	7,700.00	19
30-8100-5700 MISCELLANEOUS	31.42	94.02	0.00	1,000.00	9
30-8100-6500 STAFF DEVELOPMENT	21.33	121.33	276.59	5,000.00	8
30-8100-7400 CAPITAL IMPROVEMENT	0.00	0.00	0.00	55,000.00	0
8100 Water Dept. Subtotal	\$16,629.59	\$113,395.31	\$2,376.59	\$803,419.00	14
Expenditure Subtotal	\$16,629.59	\$113,395.31	\$2,376.59	\$803,419.00	14
Before Transfers	Excess Of Revenue Subtotal	\$113,433.27	\$167,735.58	-\$2,376.59	-\$2.00 ,267,950
After Transfers	Excess Of Revenue Subtotal	\$113,433.27	\$167,735.58	-\$2,376.59	-\$2.00 ,267,950

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E. Glenn Kelly, Commissioner
Doris P. Loomis, Commissioner

Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners
From: Jonathan Kanipe, Town Manager
Re: Review of Potential Changes to Sign Ordinance
Date: November 11, 2020

Last month the Board asked the Town Attorney for additional information regarding proposed changes to the Town's sign ordinance. Mr. Clarke is working on these changes and will provide these separately to the Board before Tuesday's meeting.

§93.01. POLICY REGARDING SIGNS

This section sets forth the Town of Biltmore Forest policies and regulations regarding the size, type and location of signs. The policy is intended to regulate size, type and location of signs to ensure that signs are not located in the public right of way, do not pose a threat to public safety, do not unreasonably interfere with aesthetic quality and are consistent with the nature of a primarily residential community. It is not the intent of this policy to regulate the content of signs or to limit the right of free speech.

§93.02 DEFINITIONS

The following definitions shall apply in this section

- (A) Real Estate signs – signs advertising the sale or lease of residential or commercial real property.**
- (B) On premises commercial signs – signs located on or attached to buildings in the zoning districts in the Town where commercial businesses are allowed.**
- (C) Political signs – Signs advocating support for a particular candidate for political office or political party.**
- (D) Ideological signs – signs advocating support for a particular system of ideas and ideals which may form the basis of an economic or political theory and policy.**
- (E) Security Company signs – signs indicating that a security system has been installed on a property.**

§ 93.03 SIGNS AND POSTERS GENERALLY.

Except as set forth herein, no sign of any kind, including posters, advertisements, billboards, announcements, and the like, shall be erected by any person in any district zoned R-1, R-2, R-3, R-4, or R-5 unless prior approval of the sign type, size and intended location are first obtained from the Board of Commissioners. Any sign erected in violation of this section shall be promptly removed by the Town.

(2013 Code, § 15-2)

§ 93.04 SIGNS AND POSTERS; REQUIREMENTS.

(A) *Real Estate Signs.* No person, either as owner or real estate agent, shall post any sign on any residential lot to advertise the same for sale or rent or for any other purpose, except as follows:

- (1) One sign per lot, not to exceed six square feet in size, not to contain any electrical component and not to be lighted in any way;
- (2) If the sign is posted by a real estate agency, the wording shall be limited appropriately to indicate that the property is for sale or rent and the name and telephone number of the agency, the listing firm website, the multiple listing service number, texting code, or individual website assigned to the home for sale;
- (3) If the sign is posted by an owner, the wording shall be limited to appropriately indicate that the property is for sale or rent, the name of seller, if so desired, and a telephone number, and individual website assigned to the home for sale;
- (4) Wording shall be the same on both sides of the sign if both sides are exposed to the roadway;
- (5) The only sign, per division (A)(1) above, shall be set back at least 30 feet from the nearest edge of the pavement of the public road on which the house fronts or faces and in no event shall the sign be located within any public road right-of-way;
- (6) No portion of the sign shall extend more than four feet above the ground;
- (7) The sign shall be removed no later than three days after a sales contract is signed on the property advertised for sale by such sign; and

(8) If a sign is for commercial use in the R-4 or R-5 Residential Zoning District and does not comply with the limitations herein, application must be made to the Board of Commissioners for approval.

(9) The owner of a residential lot and the real estate agent placing a real estate sign on the residential lot shall each be responsible for any violation of division (A) above.

(B) Construction Signs.

(1) On any residential lot on which construction has begun by a general contractor, neither the general contractor nor the owner of the residential lot shall post nor permit to be posted more than one sign in addition to any sign required by law to be posted (i.e., building permits and the like).

(2) The general contractor may place one sign on the residential lot on which construction has begun which sign shall not exceed six square feet in size and shall be limited in wording to the street number or address of the property and the name, address, and telephone number of the general contractor. The general contractor's sign shall also be subject to divisions (A) (1), (A) (4), (A) (5), and (A) (6) above. The general contractor's sign shall be removed from the property not later than three days from the completion of construction by the general contractor or occupancy by the owner of the property being constructed, whichever comes first.

(3) The owner of the residential lot and the general contractor shall be responsible for any violation of division (B) above.

(C) Political and Ideological Signs. Political and ideological signs are allowed on private property provided the signs are erected as follows.

(1) Each sign shall not exceed four square feet in size and not contain any electrical component or lighted in any way.

(2) The sign shall not be located within the Town owned public right of way or on Town property and must be set back at least thirty feet from the nearest edge of the paved road on which the house fronts or faces.

(3) No portion of the sign is to extend more than four feet above the ground.

(4) A sign located on private property requires the owner's approval.

(5) Up to four (4) political signs may be placed on private property beginning thirty days before the beginning of early voting for a primary or general election. Political signs should be removed within five days after the primary or general election.

(6) Political and ideological signs are not allowed on Town property

(D) Security Company Signs

(1) On any residential or business property with a commercial security system, one sign bearing the name of the security system company and appropriate contact information, may be posted.

(2) The sign shall not exceed six square feet in size, not contain electrical components and not be lighted in any way.

(3) The sign shall be set back at least thirty (30) feet from the nearest edge of the pavement on the public record.

(4) No portion of the sign shall extend more than four feet above the ground.

(D) Signs Located in the R-4 and R-5 Zoning Districts.

(1) On any lot occupied by a business in the R-4 and R-5 Districts, on-premises signs are allowed provided the following definitions and permit requirements are met.

(2) For the purpose of this division (D), the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ATTACHED SIGN. Any sign attached to, applied on, or supported by the front wall or wall Facing Street of a building.

CLEARANCE. The vertical distance from the established finished grade to the lowest edge of the sign.

DEVELOPMENT IDENTIFICATION SIGN. A sign bearing only the name of the multiple

tenant development.

ERECT. To construct, build, raise, assemble, install, place, replace, locate, affix, attach, display, alter, use, create, paint, draw, illuminate, or in any other way bring into being or establish.

FREESTANDING POLE SIGN. A sign which is permanently affixed to the ground by a pole or other structure and which is not part of the building.

GRADE. The lowest point at which a sign is attached to the ground.

GROUND SIGN. A freestanding sign flush to the ground and not elevated upon poles or stanchions and not attached to the building.

HEIGHT. The vertical distance between the highest part of the sign or its supporting structure, whichever is highest, and the base of the sign at grade.

INTERNALLY ILLUMINATED. Any sign designed to provide artificial light either through exposed lighting on the sign face or through transparent or translucent material, from a light source within the sign.

LOT. A parcel of land occupied or capable of being occupied by a building or group of buildings devoted to a common use.

MULTIPLE TENANT DEVELOPMENT. A development in which there exists a number of individual or separate activities and in which there are appurtenant-shared facilities (such as parking areas).

NONCONFORMING SIGN. Any sign, which was allowed when, erected or displayed but which does not conform with the standards of this division (D) and any sign, which was not allowed, but was nonetheless impermissibly created or displayed before the effective date of this division (D).

ON-PREMISES SIGN. Any sign used for the purpose of displaying advertising, identifying, or directing attention to a business, products, operations, or services sold or offered on the lots where the sign is located.

SETBACK. The horizontal distance between the leading face of the curb of a street and the closest point of a sign or sign structure on such lot. Where there is not a curb, the measurement shall be made from the edge of the pavement.

SIGN. Any words, lettering, numerals, parts of letters or numerals, figure, phrases, sentences, emblems, devices, designs, trade names, or trademarks by which anything is known, made of any material, except live vegetation, including any surface, fabric, or other material background structure designed to carry such devices, as are used to designate or attract attention.

SIGN STRUCTURE. Any structure, which supports, has supported or is capable of supporting a sign.

SINGLE TENANT. A single business establishment, activity or use.

WALL SIGN. Any sign painted or attached flat against and parceled to the exterior wall or surface of a building or other structure and/or which projects from the wall or surface.

(3) *On-premises single-tenant signs.*

(a) Allowed within the R-4 and R-5 Zoning District may be either:

1. *Freestanding.* Pole or ground; or
2. *Attached.* Wall.

(b) Two business identification signs are allowed per lot, only one of which shall be a freestanding or ground sign. For freestanding or attached signs, the total allowable area per face of selected sign(s) shall not exceed 40 square feet per face, with two faces per freestanding or ground sign allowed. In the event the freestanding sign is less than the 40 square feet per face allowed, the size of the attached sign erected may be increased by that difference. Signs may be internally or externally illuminated.

(c) Additionally, the following requirements must be met based on the type of sign selected:

1. If freestanding pole or ground, then the sign shall be a maximum of eight feet in height with a minimum setback of ten feet; and
2. If wall, then the maximum projection from a wall shall be six inches.

(4) *On-premises multiple-tenant development signs.*

(a) On-premises multiple-tenant development signs allowed within the R-4 and R-5 zoning

district may be either:

1. Freestanding; pole or ground attached; or
2. Wall.

(b) For a multiple-tenant development, the development itself is allowed one identification sign. For a freestanding sign, the total allowable area per face of selected sign shall not exceed 60 square feet with two faces per freestanding or ground sign allowed. If freestanding pole or ground, the sign shall be a maximum of 20 feet in height and minimum setback of 15 feet. Individual tenants within the development shall be allowed one attached wall sign not to exceed ten square feet, and at the due discretion of the Board of Commissioners, not more than two, not to exceed ten square feet. The maximum projection from a wall shall be six inches.

(E) The owner of the business establishment erecting a sign shall be responsible for violation of division (D) above.

(F) Any sign removed by the Town for violation of Divisions (A) and (B), above, shall be disposed of by the Town within five days from the date the sign is removed from the residential lot unless the residential lot owner, real estate agent or general contractor, as the case may be, claims said sign within the five-day period.

(G) This chapter was duly adopted by the Town Board of Commissioners on the September 15, 1987 and shall become effective on the October 1, 1987. This section as amended on December 18, 1990, shall become effective on the January 1, 1991. This section as amended on July 9, 2002, shall become effective on September 1, 2002. This section as amended on November , 2020, shall become effective on , 2020.

(2013 Code, § 15-2) (Ord. passed 9-15-1987; Ord. passed 12-8-1990; Ord. passed 9- -2002; Ord. passed 11/ /2020.

West's North Carolina General Statutes Annotated

Chapter 14. Criminal Law

Subchapter VI. Criminal Trespass

Article 22a. Trespassing upon "Posted" Property to Hunt, Fish, Trap, or Remove Pine Needles/Straw (Refs & Annos)

N.C.G.S.A. § 14-159.7

§ 14-159.7. Regulations as to posting of property

Effective: October 1, 2011

[Currentness](#)

For purposes of posting property under G.S. 14-159.7, the owner or lessee of the property may use either of the following methods:

(1) The owner or lessee of the property may place notices, signs, or posters on the property. The notices, signs or posters shall measure not less than 120 square inches and shall be conspicuously posted on private lands not more than 200 yards apart close to and along the boundaries. At least one such notice, sign, or poster shall be posted on each side of such land, and one at each corner thereof, provided that said corner can be reasonably ascertained. For the purpose of prohibiting fishing, or the taking of fish by any means, in any stream, lake, or pond, it shall only be necessary that the signs, notices, or posters be posted along the stream or shoreline of a pond or lake at intervals of not more than 200 yards apart.

(2) The owner or lessee of the property may place identifying purple paint marks on trees or posts around the area to be posted. Each paint mark shall be a vertical line of at least eight inches in length, and the bottom of the mark shall be no less than three feet nor more than five feet from the base of the tree or post. The paint marks shall be placed no more than 100 yards apart and shall be readily visible to any person approaching the property. For the purpose of prohibiting fishing, or the taking of fish by any means, in any stream, lake, or pond, it shall only be necessary that the paint marks be placed along the stream or shoreline of a pond or lake at intervals of not more than 100 yards apart.

Credits

Added by Laws 1949, c. 887, § 2. Amended by Laws 1953, c. 1226; Laws 1965, c. 923; Laws 1975, c. 280, § 2, 3; Laws 1979, c. 830, § 11; S.L. 2011-231, § 2, eff. Oct. 1, 2011.

Editors' Notes

Relevant Additional Resources

Additional Resources listed below contain your search terms.

LAW REVIEW COMMENTARIES

Hunting and **Posting** on Private Land in America. Mark R. Sigmon, 54 Duke L.J. 549, (2004).

RESEARCH REFERENCES

Encyclopedias

15A Strong's North Carolina Index 4th, Fish and Fisheries § 4, **Trespassing** Upon **Posted** Property to Fish.
17 Strong's North Carolina Index 4th, Hunting and Wildlife § 18, Hunting on Registered Property--Violation of "**Posted**" Laws.

N.C.G.S.A. § 14-159.7, NC ST § 14-159.7

The statutes and Constitution are current through S.L. 2020-97 of the 2020 Regular Session of the General Assembly, subject to changes made pursuant to direction of the Revisor of Statutes.

End of Document

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Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Storm Water Capital Improvement Project Update – Cedar Hill Drive

Date: November 11, 2020

The Board approved the bid of Hyatt Pipeline, LLC last month to construct repairs to storm water infrastructure along Cedar Hill Drive. The repairs in question include replacing storm water pipe that goes under Cedar Hill Drive and a section of failed pipe that is adjacent to Cedar Hill Drive. Hyatt Pipeline intends to begin mobilization on this project within the next few days and the notice to proceed will be issued no later than November 17.

This marks the Town's first project arising from the storm water master plan. As evidenced by the heavy rains at the end of October, multiple other areas in Town continue to present problems during these types of events. Staff continues to evaluate the additional areas identified on the master plan and find coordination between these projects and other opportunities (such as the Greenwood Park stream restoration project). The next project staff will review for implementation is the project to right-size the pipe under Park Road as included on the next page.

Staff will present an update on the Cedar Hill project and any beginning steps for other projects at next month's meeting.

Project Area 2

PROBLEM DESCRIPTION

The culvert located at 13 Park Road is not adequately sized and is in “Poor” condition. A portion of the drainage area to this culvert is restricted by a weir-controlled culvert further upstream on Forest Road.



RECOMMENDED SOLUTION

Estimated Project Cost: \$114,300

- Stabilize eroded areas at the culvert inlet. Replace the culvert with a larger diameter reinforced concrete pipe RCP, with headwall and endwall treatments.
- Coordinate with affected residents to assist with long term success of the project.

ADDITIONAL MULTI-PURPOSE SOLUTION

- Master planning and expansions to Rosebank Park could include improving the aesthetics of the culvert appearance for any proposed trail or greenway.

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Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners
From: Jonathan Kanipe, Town Manager
Re: Discussion – Ridgefield Place Traffic Concerns
Date: November 11, 2020

Two years ago, the Town conducted a traffic study on portions of Vanderbilt and Stuyvesant Roads, and Hilltop Road. This study resulted in the installation of two (2) speed bumps along Hilltop Road, among other changes in traffic patterns in the Town.

A discussion point that arose during these conversations was in regards to either closing Ridgefield Place at the intersection with Hendersonville Road or limiting traffic to right turns only. At the time, the Town was awaiting the traffic light installation at Eastwood Road and Hendersonville Road and wanted to see what impacts this had upon traffic at Ridgefield Place.

Since then, the Town has received feedback from multiple residents on Ridgefield Place concerned about the amount of traffic attempting to circumvent the light at Eastwood Road. In addition to speeding reports, the Town has also received reports of increased contractor traffic on this narrow street. Several residents that have contacted me indicate they would like the Board to consider closing the intersection with Hendersonville Road.

Before the Board considers this, my recommendation is to develop an analysis of traffic impacts for all residents potentially impacted by this change, particularly those on Ridgefield Place, Hilltop Road, and Eastwood Road. Staff, including the Public Works Director and Police Chief, would be involved in this analysis to develop as much information for the Board to review before making any final determination. Additionally, I would like to gather feedback from residents in these areas before any further consideration is given to this request. You may recall that this question was asked during our traffic survey two years ago. The analysis revealed a fairly neutral response with the exception that residents living on main thoroughfares were in favor of closing this intersection. My recommendation is to conduct a more specific survey of residents directly impacted by this change focused only this matter.

There is no motion requested at this time, rather, I would request the Board allow staff to begin a formal review of this request, if you desire, and then provide information back to the Board once completed.

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Jonathan B. Kanipe,
Town Manager

MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Biltmore Forest Covid-19 Impact

Date: November 11, 2020

On November 17th, the Town facilities will have been closed for (8) months due to Covid-19. This has been a difficult time for everyone and we have all been impacted in some manner by the disruption to our typical way of life. This seemed an appropriate time to revisit the impact of Covid-19 to the Town in the below sectors. From a personal perspective, I am thankful for the Board, staff, and citizens who have allowed the Town to continue operating in a relatively normal manner.

Personnel Impacts

The Town continues to have one employee working remotely. This has been successful and there has been no reduction in efficiency or service provision to citizens. Throughout the past eight months, the Town has cultivated a relationship with a local health care facility to provide rapid Covid-19 testing for employees who may have been exposed. This resulted in quick turnaround this summer when we had several employees in one department who were exposed. We have continued to ask employees to monitor their own temperatures and personal symptoms, and provide updates to their department heads if they develop symptoms during the workday. We also continue to ask all employees to wear masks and socially distance while understanding that some jobs do not have this ability at all times. Our employees have done a remarkable job during this difficult time, and continue to provide a high level of service to the citizens.

Financial Impacts

Revenues

As we discussed the FY21 budget last spring, no one was quite sure how detrimental Covid-19 would be to local budgets. For the Town, we anticipated a significant reduction in sales tax revenues and anticipated a relatively stable property tax collection percentage based upon prior economic downturns. For the first 4 months of FY21, we are currently 12.5 percent higher than our projected revenues. This is a good thing – and roughly translates to being 5 percent below our budgeted sales tax estimate for FY20. Certainly, with the nation, state, and region experiencing

record cases of Covid-19 on a daily basis lately there is the potential for these revenues to revert back to the estimates initially forecast. For the time being, we are pleased with this greater realized revenue than anticipated. Property tax proceeds continue to be strong and are in line with prior year collections. One positive, unrelated to Covid-19, is that the sales tax refund from the Public Works building construction is reflected in the FY21 budget. This \$58,000 of revenue represents a 580 percent increase over the anticipated budgetary amount.

Expenditures

Expenses related directly to Covid-19 have thankfully been covered on a one-for-one basis by CARES Act funding. This includes payroll for employees who have missed work due to Covid-19 exposures or positive tests, testing for Covid-19, supplies and personal protective equipment, and large equipment purchases such as air purification systems and disinfectant systems. To date, we have received \$11,948.91 from the County (CARES Act funds come from Buncombe County as pass-through funding from the State and Federal governments). We will have several large reimbursement requests coming in the next two months as well.

Cancellation of Events

As with most local governments, the Town Hall and facilities remain closed to the public on a walk-in basis. We are conducting regular business and operating on an appointment basis with all those who enter asked to wear a mask. This ensures that the staff, public, or other visitors are protected as much as possible. We have appreciated the patience and understanding of citizens and visitors as we navigate this time, particularly related to the typical expectations of dropping by Town Hall to make payments or conduct other business. One other area where we have experienced significant changes is the inability to hold Town wide gatherings or events. We have cancelled the 4th of July festival, National Night Out, and the potluck dinner that would have occurred by now. Due to the ongoing pandemic and rise in cases, it is certainly not prudent to hold a formal Christmas tree lighting as in years past, but we will continue to light the trees and hope that provides some uplift during this time.

Facility Closures

The Town Hall and all facilities have been closed to the public since March 17th. We have revised these closures this week to formally let citizens and visitors to know we are open during regular business hours and open by appointment. We ask all those who enter to wear a mask. This ensures the staff, public, or other visitors are protected as much as possible. We have appreciated the patience and understanding of citizens and visitors as we navigate this time, particularly related to the typical expectations of dropping by Town Hall to make payments or conduct other business. This week, Governor Cooper reduced the number of persons allowed at indoor gatherings to ten (10) people. This will result in the Town not having Commission meetings open to the public and broadcast only via Zoom. We will continue in this manner until such time that we can safely hold meetings.