

****REVISED AGENDA****

Meeting of the Town of Biltmore Forest
Board of Commissioners

To be held Tuesday, June 7, 2022 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. The minutes of the May 10, 2022 meeting will be presented for approval.

C. Reports of Officers

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

D. Public Hearing – Fiscal Year 2023 Budget

E. New Business

1. Consideration of Adoption – FY23 Annual Budget
2. Consideration of FY23 Fee Schedule
3. Consideration of Law Enforcement Special Separation Allowance Policy
4. Consideration of Audit Engagement Letter
5. Consideration of FY22 Budget Amendment (Added to Agenda, 6/7/22)

F. Public Comment

G. Adjourn

Topic: Biltmore Forest Board of Commissioners Meeting
Time: Jun 7, 2022 04:30 PM Eastern Time (US and Canada)

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MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD MAY 10, 2022

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, and Mr. William Clarke, the Town Attorney, were also present.

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

Commissioner Doris Loomis made a motion to approve the minutes from April 12, 2022. The motion was seconded by Commissioner Fran Cogburn and the minutes were unanimously approved.

Mr. Avery Dolinger from Duke Energy provided an update on the targeted underground project. Mr. Dolinger discussed work occurring near Biltmore Forest Country Club and the work proposed between 2023-2025. The current working section is called "Biltmore South". This section is being worked on with the overhead removals and will most likely go into the end of 2023. Postcards were mailed to customers on Amherst Road. Phase one of the most recent project, which is called Greenwood, is now complete. A lot of work was done at Carolina Day School as well at the back side of Ridgefield. The Brookside area is almost complete. On Ridgefield, they are about 80% on the conduit and wire install. Section five on Eastwood, they are at about 62% with the easement. They are also working on the Country Club area at the maintenance shed area with upgrades. They are also doing some work outside of the clubhouse area. Postcards are being distributed to residents that have Mr. Dolinger's name and phone number on them in case there

are questions or concerns about this project. These postcards will be issued for the North Amherst and Country Club route. Mr. Dolinger explained that on the handout, there is a website to visit which explains the project in further detail if residents would like to view it. Mayor Goosmann thanked Mr. Dolinger.

Assistant Chief Zach Cicillian gave the report for the Skyland Fire Department. There were twenty-eight (28) total calls, including an unauthorized burning call for a mulch fire off Hendersonville Road. Commissioner Cogburn asked Assistant Chief Cicillian whether Skyland Fire charges for a cancelled alarm call. Assistant Chief Cicillian said Skyland Fire does not charge the resident. Assistant Chief Cicillian also warned residents not to leave grass clippings inside the lawn mower bag. Wet grass stored in the bag is a fire hazard. Mayor Goosmann thanked Skyland Fire Department for their hard work.

Chief of Police Chris Beddingfield gave the report for the police department. There were 666 total calls for the month, with several mental illness calls. All officers are trained in crisis intervention training. Chief Beddingfield discussed the new ambassador program and said two new residents moved in this month who were welcomed to the Town by police officers. The program has been successful, and residents are appreciative and receptive. Chief Beddingfield said the new police department mobile app is still in the works but will most likely be ready to use next month. Mayor Goosmann thanked the Police Department for all their hard work.

Mr. Harry Buckner gave the report for Public Works. There was an emergency culvert repair on Vanderbilt Road. This went well for being an emergency repair. Mr. Buckner spoke about repairs to the bridge on Southwood Road that are upcoming in the next fiscal year. Mr. Buckner and Mr. Dale participated in a tree preservation ordinance webinar. Mr. Buckner said it was interesting seeing what different municipalities do in other parts of the state. Mr. Buckner said the 13/15 Park Road culvert replacement project went well. Mr. Buckner thanked the resident at 15 Park Road for being patient and easy to work with. This was a very complicated project.

There are now power improvements at Rosebank Park. They upgraded the service and brought it fully up to code. The power should be live tomorrow. The culvert replacement on

Fairway Place will start soon. There will be 4-5 days of disturbance in that area to repair it. Mr. Kanipe said there is no structural concern for the bridge on Southwood. Mayor Goosmann thanked Public Works for all their hard work.

Mr. Jonathan Kanipe gave the report for the Town. The Greenwood Park Stream Restoration project has started and is going well. Commissioner Kelly asked if they are rerouting the stream. Mr. Buckner said it will not be rerouted. Mr. Kanipe said phase one is currently happening and the plantings will be done in fall.

Mr. Kanipe discussed the Town owned property review along Vanderbilt Road. Staff is currently reviewing the area, and additional information will be provided to Town citizens which will be presented at the Public Hearing.

McGill will provide information on the traffic circle for the meeting in June.

Finally, the MAHEC parking deck project will start within the next few weeks. There will be minimal disruption in the Town but it is something that will be noticeable if one drives in and out that way.

A motion was made by Commissioner Cogburn to go into Public Hearing at 5:08 pm. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Mr. Kanipe discussed the Comprehensive Plan. The Planning Commission worked diligently to draft a comprehensive plan over the course of eight months. This process included a Town wide survey, analysis of the survey components and distillation into draft goals and objectives, a public meeting to gather feedback and information on these goals and drafting a comprehensive plan. Mr. Kanipe included the comprehensive plan for board approval. There was one slight updated adjustment. On page 26, under goal 3, there was a bullet point number five added by Mr. Kanipe which the board received today (attached as Appendix C).

Mr. Drew Stephens asked about the focus on replacement of hardwood trees as replacement and not trees. Mr. Kanipe referred to page 25 and said that “trees” are now stated. It no longer states, “hardwood trees.”

A motion was made by Commissioner Cogburn to go out of the Public Hearing at 5:15. Commissioner Loomis seconded the motion and was unanimously approved.

Commissioner Cogburn made a motion to accept the Comprehensive Plan for the Town of Biltmore Forest which includes the changes on page 26. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Commissioner Loomis thanked Mr. Kanipe and the Planning Commission members for all their hard work in developing the Comprehensive Plan.

Ms. Dawn Grohs thanked Mr. Kanipe for his hard work as well as the other Planning Commission members.

Mr. Buckner discussed the Consideration of FY 2022 Annual Resurfacing Contract, Vanderbilt Road to I-40 bridge. the Town has not pursued an annual resurfacing project since Fiscal Year (FY) 2019. For FY 2022 we have identified Vanderbilt Road from Cedarcliff Road north to the I-40 bridge to be resurfaced.

Public Works ordered an evaluation of this 0.6-mile road segment based on numerous rough sections of cracked and deteriorated surface asphalt. This evaluation included performing eight (8) core samples along the route, which indicated that while the structure of the road is sound, the surface course is showing significant deterioration. It also appeared that there could have been as many as six (6) different resurfacing projects along this road segment in the past. This helped to explain the sections of the road shoulder that have drop-offs. They are likely created over the years with each subsequent resurfacing project, combined with the lack of attention to appropriate shoulder building and repair with each project. In addition to dangerous drop-offs, this also creates drainage issues along the road shoulders, which can accelerate the

deterioration of the road itself along with neighboring property.

Town staff believes the street system should be managed more comprehensively by including milling to correct grade and drainage issues where appropriate, improvements to the road shoulders, and attention to restoring appropriate drainage patterns. Therefore, we crafted this project to include approximately four inches of pavement removal by milling, placement of a new 2-inch surface course, and reshaping and filling in of low road shoulders with aggregate base course material to establish a stable shoulder and proper drainage patterns. This project also includes new striping with a new center double yellow line and a white edge line on each side, all with reflective beads, and new reflective thermoplastic road markings and stop bars at the Cedarcliff intersection.

Commissioner Loomis asked what the time estimate would be to complete this. Mr. Dale said it would be approximately two weeks. Commissioner Kelly asked about the timeline of starting the project and wanted to verify the project wouldn't be strung along for six months. Mr. Buckner said they are required to do the work and get paid out before June 30th. Commissioner Loomis made a motion to authorize Mr. Kanipe to accept the FY 2022 resurfacing contract with C&T Paving from Leicester, North Carolina. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Mr. Kanipe presented the FY 23 Budget. The North Carolina Local Budget and Fiscal Control Act requires the Budget Officer provide a budget proposal no later than May 31st. The notice has been provided to the Asheville Citizen Times and an advertisement is set to be placed stating a Public Hearing is scheduled for Tuesday, June 7th, 2022.

Mr. Kanipe stated there will be no recommendation for a property tax increase. The Town tax rate will remain at \$0.345 per \$100 valuation. The estimated assessed value for FY21 (tax year 2022) represents growth of 3.66% from last year. This 3.66% growth equals \$30,260,149 in added value from 2021 to 2022. This continued growth comes on the heels of Buncombe County's 2021 property revaluation that showed growth of 7.42%.

The sales tax continues to exceed growth expectations and projections.

The property tax collection rate will most likely go up due to positive changes Ms. Krystal Curtis has made.

The zoning permit revenue has been excellent. Through May 1, 2022, the Town received over 200% of estimated revenue. The Town has issued zoning permits equating to \$30,583,435 in constructed value.

In terms of expenditures, six percent COLA (cost of living adjustment) for all full-time employees was recommended. This increase allows the Town to provide a substantial increase for all employees that matches inflationary trends and the current job market. In addition, the approval of a six percent COLA allows the Town to continue the merit pool program by offering one percent of total departmental salaries for meritorious service. This has proven to be an effective tool at rewarding employees for exemplary service. This budget also raises the hourly rate for part-time employees (typically found within the Police Department) to \$20.00 per hour.

In addition to health insurance, the Town also offers desirable vision insurance through VSP. This plan, managed by the North Carolina League of Municipalities (NCLM), provides great benefits for employees. The Town's dental plan (also managed by NCLM) is switching this year to Delta Dental. The result is an opportunity to increase our benefits from Dental II to Dental III. This increase is approximately \$15.00 per employee per month but provides an increased "maximum" for expenditures in a covered year and provides better orthodontia benefits. This is a manageable benefit increase for Town employees.

Staff also recommends an additional benefit for full-time employees in the coming year. The NCLM is now offering short-term disability options that cover employees who may have an accident (not workers' compensation related) that resulting in an extended time away from work. This coverage is \$13 per month per employee, and again, provides security and enhanced benefits for our employees. As Town employees are not considered covered employees under the Family

Medical Leave Act (FMLA) this option may also prove useful for those who would otherwise have to take leave without pay due to an extended illness. This added benefit increases the overall budget by just over \$5,000.

Mr. Kanipe made a suggestion to hire a full-time code enforcement officer which would work in Administration with Mr. Kanipe and be funded under Administration. If approved, this new full-time employee would be charged with daily property inspections for compliance with zoning and code regulations. This includes ensuring Board of Adjustment conditions are being met and plans are being followed as presented to the Town. This employee would be in the field the majority of each day and on a daily basis, engaging frequently with contractors, landscapers, and homeowners to ensure the Town's regulations are being followed. The goal is to have someone dedicated to providing the level of review and enforcement of ordinances the Town and its citizens expect and desire.

In regard to the Police Department, the focus for the proposed FY23 budget is on equipment and safety improvements. The Town has utilized Tasers for over ten years. Each new Taser includes a five-year warranty, and the Town has not made any new Taser purchases in many years. The Town has four Tasers that are no longer supported by the manufacturer but remain operable and twelve Tasers which are supported. However, four of these 12 supported Tasers are no longer operable. Chief Beddingfield recommends the introduction of a five-year replacement plan that will upgrade the Tasers and ensure all equipment remains in warranty. Chief Beddingfield recommends the replacement of the inoperable Tasers in year 1 and purchase of new magazines and cartridges that allow appropriate Taser recertification. The next four years will allow the Town to transition through all Tasers, and by year five, all tasers will be under the manufacturer's warranty. The continuation of this replacement plan will provide assurance that officers will continually have operable and safe equipment.

The Department is also focused upon providing officers equipment needed to ensure their safety. This includes the need to purchase gas masks, canisters, and mask pouches. The Town

previously purchased shields and helmets for officers, and the gas mask purchase ensures our officers will be able to handle any situation.

The police department also needs to upgrade police officer body cameras. The Town transitioned several years ago to Axon body cameras. These cameras are generally covered under a five-year plan. Upgraded body cameras purchased through Axon include all software, equipment, and maintenance guarantees for a five-year period. If the budget is approved, we would begin this process with new body cameras shortly after July 1, 2022 for just over \$13,000 per year.

Regarding the Public Works department, for FY23, the Town will continue focusing on park enhancement and development, including specific funding for these and other open. In addition to the Greenwood Park stream restoration, the Department is focusing on establishing benches throughout our park system and in specific places in Town. Equipment improvements in all parks are necessary but will be carried out as part of a long-range plan. The Comprehensive Plan for the Town includes a recommendation to establish a committee for citizens to participate in this feedback. This will help drive efforts for park enhancements and improvements.

The Town's streetlights are being brought into modern code compliance as Duke Energy is performing their Targeted Underground (TUG) project. This has caused some temporary aesthetic challenges, but staff is working to address these and achieve the joint goal of aesthetic beauty with functionality. This will be ongoing through the next several years as Duke continues their work and moves north through the Town.

Within the streets department the focus for FY23 is continued work on stormwater master plan projects. The Town will also undertake a stream restoration project at Hemlock Road and Cedar Hill Drive.

The most significant change in the FY23 budget is the department's three tipping fees are now broken out into individual line items. This will allow the department to specify expenses

more effectively for solid waste disposal at the landfill in Buncombe County, recycling costs, and brush and leaf disposal costs.

Regarding town events, (4th of July picnic, Arbor Day, tree lighting) are combined into one “Community Events” category. The purpose is to provide flexibility and allow for funding for other Town events, such as the Friday Food Trucks, Friends of Biltmore Forest lectures, and perhaps most notably, events associated with the Town’s upcoming 100th anniversary. The Friends of Biltmore Forest Committee is leading this charge, with a sub-committee dedicated to the 100th Anniversary, and planning many Town events focused on this occasion.

Regarding the water fund, The Town’s water fund continues operating efficiently and well. This budget includes a 2.5 percent increase for water charges and a three (3) percent increase for sewer charges, consistent with increases from the City of Asheville and MSD, respectively. The upcoming fee schedule will incorporate some changes and increases within the Town’s tap fee cost as well as the above referenced increases.

Commissioner Kelly said he supports the Budget except hiring a Code Enforcement Officer which he does not support. Commissioner Loomis supports the idea of having a full time Code Enforcement Officer. Commissioner Cogburn also supports the idea of hiring a full time Code Enforcement Officer. Commissioner Kelly said the Town Manager should be responsible for the code enforcement.

Public Comment

Mr. Drew Stephens made public comment.

Ms. Dawn Grohs made public comment.

Mayor Goosmann adjourned the meeting at 6:05 p.m. The next meeting is scheduled for Tuesday, June 7th, 2022 at 4:30 pm.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

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



George F. Goosmann, III, Mayor
Doris P Loomis, Mayor Pro-Tem
E. Glenn Kelly, Commissioner
Fran Cogburn, Commissioner
Jonathan Kanipe, Town Manager

Commission Report June 2022
May 2022 Calls for service:

| BILTMORE FOREST POLICE DEPARTMENT | Count | Percent |
|--|--------------|---------------------------------------|
| ALARM | 19 | 2.80% |
| ANIMAL CONTROL | 17 | 2.50% |
| ASSIST MOTORIST | 14 | 2.06% |
| ASSIST NON-RESIDENT | 1 | 0.15% |
| ASSIST OTHER AGENCY | 7 | 1.03% |
| ASSIST RESIDENT | 19 | 2.80% |
| BICYCLIST VIOLATION | 1 | 0.15% |
| BUSINESS CHECK | 227 | 33.43% |
| CHECK POINT | 1 | 0.15% |
| CRIME PREVENTION | 9 | 1.33% |
| DEBRIS IN ROADWAY | 2 | 0.29% |
| DISTURBANCE | 1 | 0.15% |
| EXTRA PATROL | 4 | 0.59% |
| FOLLOW-UP INVESTIGATION | 6 | 0.88% |
| HIT AND RUN | 1 | 0.15% |
| HOUSE CHECK | 188 | 27.69% |
| IMPROPER PARKING | 12 | 1.77% |
| INTOXICATED PERSON | 1 | 0.15% |
| JUVENILE ISSUE | 1 | 0.15% |
| MEDICAL EMERGENCY | 9 | 1.33% |
| MENTAL PATIENT | 1 | 0.15% |
| MISSING PERSON | 1 | 0.15% |
| NOISE COMPLAINT | 2 | 0.29% |
| ORDINANCE VIOLATION | 7 | 1.03% |
| PROPERTY DAMAGE | 2 | 0.29% |
| PROWLER | 1 | 0.15% |
| RADAR OPERATION | 1 | 0.15% |
| ROAD BLOCKED | 5 | 0.74% |
| SPECIAL ASSIGNMENT | 3 | 0.44% |
| SPECIAL CHECK | 15 | 2.21% |
| SUSPICIOUS ACTIVITY | 1 | 0.15% |
| SUSPICIOUS PERSON | 15 | 2.21% |
| SUSPICIOUS VEHICLE | 23 | 3.39% |
| TALK WITH OFFICER | 10 | 1.47% |
| TRAFFIC CONTROL | 1 | 0.15% |
| TRAFFIC STOP | 32 | 4.71% |
| TREE DOWN | 2 | 0.29% |
| TRESPASSING | 2 | 0.29% |
| VEHICLE ACCIDENT | 11 | 1.62% |
| WELFARE CHECK | 4 | 0.59% |
| Total Records For BILTMORE FOREST POLICE DEPARTMENT | 679 | Dept Calls/Total Calls 100.00% |

Total Calls For Service:

679 (666 last month)

Arrests:

2-Felony Arrests-Two for possession of cocaine and drug paraphernalia both out of traffic stops

4-Misdemeanor Arrests-Three for court violations out of traffic stops and One for DWI and open container.

Citations:

8-Citations for various traffic violations (21 last month)

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 1 hours

Vehicle Crash Investigation- 4 hours

Notable Calls and Projects:

Presentation of life saving awards for incident where a choking resident was saved

Worked closely with Carolina Day School on a local threat situation and in response to school shooting in Texas

Significant vehicle crash with two MAHEC buses hitting head-on

Significant emergency/multi-agency response for subject that overdosed on the parkway and was located close to Chauncey Circle

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www.biltmoreforest.org



George F. Goosmann, III, Mayor
Doris P. Loomis, Mayor-Pro Tem
E. Glenn Kelly, Commissioner
Fran G. Cogburn, 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 May 2022 Monthly Report

Date: June 2, 2022

Recurring Activities:

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

- Collected 34.27 tons of garbage.
- Diverted 16.65 tons of recycled goods from garbage.
- Picked up 24 loads of brush (approximately 720 cubic yards) over 13 days.
- Responded to 154 total utility locate requests, comprised of 39 new requests and 115 updates. This total includes 1 rush notice and 3 emergency requests.
- Visited 10 residences for Tree Assessments, approving the removal of 16 trees, and requiring the installation of 22 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Results are reported via the State's on-line reporting system.
- 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 as needed, focusing on the entrances.
- Normal brush collection continued on the North Route on May 16th, and the South Route on May 2nd and May 31st. This schedule will continue typically with one collection for each route per month.

Miscellaneous Activities in May

- Mr. Kasey Lake, Public Services Worker is continuing his departmental training.
- We are excited to announce that we have rehired Mr. Sam Stashenko as a summer intern this year. You may recall that he worked with us last summer and was a tremendous help

and asset to the team. He has finished his latest semester at Virginia Tech and will be joining the Virginia National Guard this fall before returning to Virginia Tech next spring semester. He has agreed to work with us this summer until he has to attend basic training in mid-July and may return this winter from Thanksgiving until he returns to college in January 2023.

- The Public Works department was closed along with all other Town Offices on Monday, May 30th for Memorial Day. Sanitation routes that week were delayed by one day to accommodate the holiday.
- We met with our consultant via Microsoft Teams on May 31st to review the initial conceptual layout of potential traffic circles at the ends of the Town Hall median. This exercise was extremely beneficial and highlighted the challenges of the project, but also confirmed the substantial potential benefits of such a project. While we anticipated being able to present some initial information at this meeting, we believe that additional planning is prudent before we present any information on the technical feasibility of the project. The consultant will be adjusting the design parameters this month with the goal of presenting the results at the July Board Meeting.
- We repaired a significant water leak near 14 Stuyvesant Crescent. The failure occurred when the tap for an air release valve failed due to corrosion. The failure occurred adjacent to the new primary Duke Energy line which was inadvertently nicked as we searched for the leak. In addition to replacing the air release valve, we also assisted Duke Energy with repairing the damaged power cable.
- On May 11th, I attended the preconstruction conference for the MAHEC parking deck project. I reminded the attendees of the sensitivity of residents to tree removals during large scale projects and to be prepared to receive comments. They were also reminded to limit work to the area specifically indicated on the approved drawings.
- We completed the upgrades to the Rosebank Park power system, and it was used at the May 13th Food Truck Friday event.
- We received notification from the NC Public Water Supply Section that the previously submitted 2021 Water Supply Plan has been accepted.
- We have engaged Living Stone Masons to perform repairs and maintenance work on the Southwood Road bridge headwalls and wingwalls. We anticipate this work beginning sometime in August.
- Rain at the end of May delayed the start of the storm drain replacement project under Fairway Place at 28 Browntown Road. Work is now anticipated to be completed in the month of June.
- The streetlight meter base project remains paused pending Board feedback regarding proposed alternative locations for some of the more visible bases.
- Shoulders were cleared of invasives along west shoulder of Brookside Road from Southwood Road to Cedar Hill Road, at the vacant lot at 332 Vanderbilt, and the southern entrance at Busbee Rd top Hendersonville Road.

- We completed an inspection of the bus stops throughout town and have identified a list of maintenance activities needed at each location. We will be programming that work into the coming budget year.
- Staff responded to a downed tree at the southwest corner of the Vanderbilt Road bridge over I-40. The tree fell onto the corner of the bridge, blocking a lane of travel.
- We completed more dead and damaged tree removals on Town-owned property utilizing an outside tree company on May 16th and 17th.
- We met with Henco Reprographics about building signage and reviewed the first draft proofs of the signs. These signs are anticipated to be approximately 6-inches by 48-inches and mounted to each of the Administration, Police Department and Public Works buildings. We suggested a couple of minor revisions and they will be providing us with paper mock-ups of the signs for us to approve before finalizing the order.

Larger/Capital Projects Updates

Greenwood Park Stream Restoration

- Project construction began on May 2nd, and most of the in-stream work (grade control structures, boulder vanes, and boulder toes) is complete. Current activities include the installation of the three (3) stormwater control measures (bioretention cells) on the site, which intercept runoff from Stuyvesant Road and Greenwood Road and provide some basic treatment before spreading the flow into the stream. All permanent planting activities will be performed in the fall during the ideal planting season. This includes planting significant stretches of native bare root shrubbery between the soil lifts along the stream bank as well as other native flowering plants throughout the site.

Automatic Water Meter Reading System Endpoint Replacement Program

- With the addition of Mr. Stashenko as a summer intern, we have tasked this project as his primary job responsibility. We anticipate there to be significant progress in the months of June and July.
- We have completed the installation of approximately 135 of the 715 replacement endpoints (18.9%). We paused replacements around the billing cycle to minimize impacts to the bill generation process. Completion is anticipated by the end of the year.
- As we visit each water meter in Town, we are also identifying additional meter maintenance that may be required. We will develop work orders for these identified preventive maintenance improvements and schedule the work as appropriate.

Cedar Hill Road Stream Stabilization Project

- This project remains in the permitting process, which is anticipated to conclude in another 30 days or so.

- The schedule remains unchanged, with the design and permitting phase of the project being completed in the spring, allowing us to pursue informal bids. Construction is anticipated to be completed by the end of the 2022, pending Board approval.

2021/2022 Resurfacing Project

- This year's project is to resurface Vanderbilt Road between Cedarcliff Road and the I-40 Bridge. Work is scheduled to begin June 8th with milling and road shoulder improvements, with resurfacing activities scheduled to begin June 12th, of course with the schedule being weather dependent. It is anticipated that the paving work will be completed in 2-4 days.

Master Plan Project Area 2 – 13/15 Park Rd. Culvert Replacement

- This project was completed on April 25th, 2022.

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

- This project was completed last month, and we are anticipating a proposal from the consultant for the final design work next fiscal year.

Garbage Can and Cart Tipper Project

- I had frequent communications with CES Environmental this month about our garbage can and cart tipper project. This project continues to be impacted by supply chain issues that are delaying both the can deliveries and some equipment needed for the tipper installations. The current schedule is for the large (95 gallon) cans to be delivered in June/July with the smaller cans later than that, as they are more of a specialty order. There are a few critical components of the cart tippers that are also not immediately available as those components are manufactured in China and not readily available. CES is developing a work-around for the installation with promises of work to begin this month. I continue to monitor this work frequently and will continue to report here and with Manager Kanipe with any updates.

Upcoming in June

- Training will continue with our new Public Works employee.
- I will be away on family vacation from June 13th through June 17th. I will have access to email and cell phone if needed, or feel free to contact Supervisor Dale with anything you need.
- Scheduled brush collection will continue in June, beginning Wednesday, June 15th for the North Route, and Thursday, June 30th on the South Route.
- Weekly mowing of public areas will continue, weather pending.
- We will be reviewing drafts of the building signage and ultimately placing the order for the Administrative, Public Works, and Police Department building signs this month.
- The Fairway Place culvert replacement project will be completed in June.

- We have tentatively scheduled two more days of dead or damaged tree removals from Town property in mid-June.
- We will continue work on the streetlight meter project, incorporating feedback from the Board.
- There is planned ROW cleanup at the northeast corner of Busbee Road and Vanderbilt Road and along Arboretum Road.
- I will be completing the calendar year 2021 Consumer Confidence Report (CCR) as required by the USEPA. This document is mailed to every user of the Town of Biltmore Forest water system annually, and I will be working with Ms. Jacobs to meet this requirement.
- We have scheduled another storm drain repair/improvement at 111/115 Stuyvesant Road.
- We have identified at least two (2) water meter repairs to be completed this month.
- We have sent the back-up recycling truck to the shop for transmission repairs.
- Installation should begin on the new cart tippers.

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

BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

June 7, 2022



Agenda Item C-4

Town Manager's Monthly Report

Criminal Penalty Recommendations for Town Code of Ordinances

As you likely recall, Senate Bill 300 (now S.L. 2021-138) was signed into law in September 2021. This omnibus law enforcement bill includes provisions that affect the violation of city and county ordinances. Town staff has reviewed specific ordinances that result in *misdemeanor* charges and is prepared to offer recommendations for the ordinances that need to be recodified to include criminal violation provisions. However, upon further review, staff realized numerous references existed within the Code of Ordinances to *infractions* as penalties. As infractions are considered criminal penalties, staff believes it is prudent to review these specific ordinances in more depth and provide a full recommendation to the Board next month.

Greenwood Park Stream Restoration Project

The stream restoration project is moving quickly. The construction phase should be wrapped up no later than June 30, weather permitting. We have received many inquiries from residents regarding the project and compliments on the work being done.

Hemlock Road/Cedar Hill Stream Restoration Project

The permit application for this work was submitted late last week. The engineer has prepared permit ready designs focused on restoring the stream channel and protecting Cedar Hill Road from road destabilization. We anticipate issuing an informal bid request for this project in late summer, with the desire to construct the project in the late fall. Plantings for this area would be installed after construction concludes if we are able to meet this timeframe.

June Board of Adjustment Meeting

The June Board of Adjustment meeting was moved back one week due to Board member availability. The meeting will be held on June 27th at 4pm. The application period for this meeting closes Monday, June 6th. As of now, there are at least six (6) matters scheduled for the BOA.

Independence Day Celebration

The Town's Fourth of July parade and picnic will take place on Monday, July 4, 2022. The parade will follow the same timeline as previous years and depart the Town Hall at 9:45 am. The Town's festival at Rosebank Park will include the usual hot dogs and trimmings, live music, and lots of fun activities for children.

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 05/31/2022

FY 2021-2022

| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|--|-----------------------------------|-----------------------|---------------------------|-----------------------|------------------------|------------|
| 3010 Ad Valorem Tax | | | | | | |
| Revenue | | | | | | |
| 3010 Ad Valorem Tax | | | | | | |
| 10-3010-0000 AD VALOREM TAXES (PROPERTY) | 2,940,096.00 | 2,940,958.77 | 2,940,958.77 | 0.00 | -862.77 | 100 |
| 10-3010-0100 AD VALOREM TAXES (DMV) | 104,332.00 | 88,680.33 | 88,680.33 | 0.00 | 15,651.67 | 85 |
| 10-3010-0200 TAX INTEREST & PENALTIES | 10,000.00 | 5,261.24 | 5,261.24 | 0.00 | 4,738.76 | 53 |
| 3010 Ad Valorem Tax Subtotal | \$3,054,428.00 | \$3,034,900.34 | \$3,034,900.34 | \$0.00 | \$19,527.66 | 99 |
| Revenue Subtotal | \$3,054,428.00 | \$3,034,900.34 | \$3,034,900.34 | \$0.00 | \$19,527.66 | 99 |
| After Transfers | Excess Of Revenue Subtotal | \$3,054,428.00 | \$3,034,900.34 | \$3,034,900.34 | \$0.00 | 99 |
| 3020 Unrestricted Intergovernm | | | | | | |
| Revenue | | | | | | |
| 3020 Unrestricted Intergovernm | | | | | | |
| 10-3020-0000 FRANCHISE & UTILITIES TAX DIST. | 205,227.00 | 152,277.21 | 152,277.21 | 0.00 | 52,949.79 | 74 |
| 10-3020-0100 ALCOHOL BEVERAGE TAX | 6,000.00 | 0.00 | 0.00 | 0.00 | 6,000.00 | 0 |
| 10-3020-0200 BUNCOMBE COUNTY 1% TAX | 690,724.00 | 628,427.59 | 628,427.59 | 0.00 | 62,296.41 | 91 |
| 10-3020-0300 1/2 CENT SALES TAX A.40 | 287,111.00 | 264,364.97 | 264,364.97 | 0.00 | 22,746.03 | 92 |
| 10-3020-0400 1/2 CENT SALES TAX A.42 | 367,736.00 | 332,792.30 | 332,792.30 | 0.00 | 34,943.70 | 90 |
| 10-3020-0600 SALES TAX REFUND | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0 |
| 10-3020-0700 GASOLINE TAX REFUND | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500.00 | 0 |
| 3020 Unrestricted Intergovernm Subtotal | \$1,570,298.00 | \$1,377,862.07 | \$1,377,862.07 | \$0.00 | \$192,435.93 | 88 |
| Revenue Subtotal | \$1,570,298.00 | \$1,377,862.07 | \$1,377,862.07 | \$0.00 | \$192,435.93 | 88 |
| After Transfers | Excess Of Revenue Subtotal | \$1,570,298.00 | \$1,377,862.07 | \$1,377,862.07 | \$0.00 | 88 |
| 3030 Restricted Intergovernmen | | | | | | |
| Revenue | | | | | | |
| 3030 Restricted Intergovernmen | | | | | | |
| 10-3030-0000 SOLID WASTE DISPOSAL TAX | 950.00 | 803.77 | 803.77 | 0.00 | 146.23 | 85 |
| 10-3030-0100 POWELL BILL | 67,805.00 | 67,821.50 | 67,821.50 | 0.00 | -16.50 | 100 |
| 3030 Restricted Intergovernmen Subtotal | \$68,755.00 | \$68,625.27 | \$68,625.27 | \$0.00 | \$129.73 | 100 |
| Revenue Subtotal | \$68,755.00 | \$68,625.27 | \$68,625.27 | \$0.00 | \$129.73 | 100 |
| After Transfers | Excess Of Revenue Subtotal | \$68,755.00 | \$68,625.27 | \$68,625.27 | \$0.00 | 100 |
| 3040 Permits & Fees | | | | | | |
| Revenue | | | | | | |
| 3040 Permits & Fees | | | | | | |
| 10-3040-0000 BUILDING PERMITS | 70,949.00 | 73,300.00 | 73,300.00 | 0.00 | -2,351.00 | 103 |
| 10-3040-0100 DOG LICENSE FEE | 1,300.00 | 1,210.10 | 1,210.10 | 0.00 | 89.90 | 93 |
| 3040 Permits & Fees Subtotal | \$72,249.00 | \$74,510.10 | \$74,510.10 | \$0.00 | -\$2,261.10 | 103 |
| Revenue Subtotal | \$72,249.00 | \$74,510.10 | \$74,510.10 | \$0.00 | -\$2,261.10 | 103 |
| After Transfers | Excess Of Revenue Subtotal | \$72,249.00 | \$74,510.10 | \$74,510.10 | \$0.00 | 103 |
| 3050 Investment Earnings | | | | | | |
| Revenue | | | | | | |
| 3050 Investment Earnings | | | | | | |
| 10-3050-0000 INTEREST EARNED | 1,000.00 | 1,684.95 | 1,684.95 | 0.00 | -684.95 | 168 |
| 3050 Investment Earnings Subtotal | \$1,000.00 | \$1,684.95 | \$1,684.95 | \$0.00 | -\$684.95 | 168 |

REVENUE & EXPENDITURE STATEMENT

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FY 2021-2022

| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|--|--------------|---------------------|---------------------------|------------------|------------------------|--------|
| Revenue Subtotal | \$1,000.00 | \$1,684.95 | \$1,684.95 | \$0.00 | -\$684.95 | 168 |
| After Transfers Excess Of Revenue Subtotal | \$1,000.00 | \$1,684.95 | \$1,684.95 | \$0.00 | | 168 |
| 3060 Miscellaneous | | | | | | |
| Revenue | | | | | | |
| 3060 Miscellaneous | | | | | | |
| 10-3060-0100 AMERICAN TOWER AGREEMENT | 38,000.00 | 30,644.39 | 30,644.39 | 0.00 | 7,355.61 | 81 |
| 10-3060-0200 MISCELLANEOUS | 38,330.00 | 38,385.42 | 38,630.45 | -245.03 | -300.45 | 101 |
| 3060 Miscellaneous Subtotal | \$76,330.00 | \$69,029.81 | \$69,274.84 | -\$245.03 | \$7,055.16 | 91 |
| Revenue Subtotal | \$76,330.00 | \$69,029.81 | \$69,274.84 | -\$245.03 | \$7,055.16 | 91 |
| After Transfers Excess Of Revenue Subtotal | \$76,330.00 | \$69,029.81 | \$69,029.81 | -\$245.03 | | 90 |
| 3290 | | | | | | |
| Revenue | | | | | | |
| 3290 | | | | | | |
| 30-3290-0000 INTEREST EARNED | 50.00 | 29.79 | 29.79 | 0.00 | 20.21 | 60 |
| 3290 Subtotal | \$50.00 | \$29.79 | \$29.79 | \$0.00 | \$20.21 | 60 |
| Revenue Subtotal | \$50.00 | \$29.79 | \$29.79 | \$0.00 | \$20.21 | 60 |
| After Transfers Excess Of Revenue Subtotal | \$50.00 | \$29.79 | \$29.79 | \$0.00 | | 60 |
| 3350 Commissions, Sw Chg Coll | | | | | | |
| Revenue | | | | | | |
| 3350 Commissions, Sw Chg Coll | | | | | | |
| 30-3350-0000 COMMISSIONS, SEWER CHARGE COLL | 8,000.00 | 6,554.80 | 6,554.80 | 0.00 | 1,445.20 | 82 |
| 3350 Commissions, Sw Chg Coll Subtotal | \$8,000.00 | \$6,554.80 | \$6,554.80 | \$0.00 | \$1,445.20 | 82 |
| Revenue Subtotal | \$8,000.00 | \$6,554.80 | \$6,554.80 | \$0.00 | \$1,445.20 | 82 |
| After Transfers Excess Of Revenue Subtotal | \$8,000.00 | \$6,554.80 | \$6,554.80 | \$0.00 | | 82 |
| 3500 Other Financing | | | | | | |
| Other Financing Source | | | | | | |
| 3500 Other Financing | | | | | | |
| 10-3500-0000 SALE OF PERSONAL PROPERTY | 15,000.00 | 3,520.00 | 3,520.00 | 0.00 | 11,480.00 | 23 |
| 10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC | 300,000.00 | 0.00 | 0.00 | 0.00 | 300,000.00 | 0 |
| 3500 Other Financing Subtotal | \$315,000.00 | \$3,520.00 | \$3,520.00 | \$0.00 | \$311,480.00 | 1 |
| Other Financing Source Subtotal | \$315,000.00 | \$3,520.00 | \$3,520.00 | \$0.00 | \$311,480.00 | 1 |
| After Transfers Excess Of Revenue Subtotal | \$315,000.00 | \$3,520.00 | \$3,520.00 | \$0.00 | | 1 |
| 3710 Water Sales | | | | | | |
| Revenue | | | | | | |
| 3710 Water Sales | | | | | | |
| 10-3710-0000 TAX REFUNDS | 0.00 | -383.24 | -383.24 | 0.00 | 383.24 | 0 |
| 30-3710-0000 WATER CHARGES | 442,800.00 | 291,253.01 | 291,253.01 | 0.00 | 151,546.99 | 66 |
| 30-3710-0100 MSD CHARGES | 338,789.00 | 173,002.42 | 173,002.42 | 0.00 | 165,786.58 | 51 |
| 30-3710-0200 AMI TRANSMITTER CHARGES | 7,700.00 | 5,437.90 | 5,437.90 | 0.00 | 2,262.10 | 71 |
| 3710 Water Sales Subtotal | \$789,289.00 | \$469,310.09 | \$469,310.09 | \$0.00 | \$319,978.91 | 59 |
| Revenue Subtotal | \$789,289.00 | \$469,310.09 | \$469,310.09 | \$0.00 | \$319,978.91 | 59 |
| After Transfers Excess Of Revenue Subtotal | \$789,289.00 | \$469,310.09 | \$469,310.09 | \$0.00 | | 59 |
| 3730 Water Tap & Connect Fees | | | | | | |

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 05/31/2022

FY 2021-2022

| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|---|---------------------------------------|----------------------|---------------------------|----------------------|------------------------|-----------|
| Revenue | | | | | | |
| 3730 Water Tap & Connect Fees | | | | | | |
| 30-3730-0000 WATER TAP AND CONNECTION FEES | 6,000.00 | 4,810.00 | 4,810.00 | 0.00 | 1,190.00 | 80 |
| 3730 Water Tap & Connect Fees Subtotal | \$6,000.00 | \$4,810.00 | \$4,810.00 | \$0.00 | \$1,190.00 | 80 |
| Revenue Subtotal | \$6,000.00 | \$4,810.00 | \$4,810.00 | \$0.00 | \$1,190.00 | 80 |
| After Transfers | Excess Of Revenue Subtotal | \$6,000.00 | \$4,810.00 | \$4,810.00 | \$0.00 | 80 |
| 4000 | | | | | | |
| Revenue | | | | | | |
| 4000 | | | | | | |
| 40-4000-1100 ARP DISTRIBUTION | 451,275.58 | 225,637.79 | 225,637.79 | 0.00 | 225,637.79 | 50 |
| 4000 Subtotal | \$451,275.58 | \$225,637.79 | \$225,637.79 | \$0.00 | \$225,637.79 | 50 |
| Revenue Subtotal | \$451,275.58 | \$225,637.79 | \$225,637.79 | \$0.00 | \$225,637.79 | 50 |
| After Transfers | Excess Of Revenue Subtotal | \$451,275.58 | \$225,637.79 | \$225,637.79 | \$0.00 | 50 |
| 4200 Administration | | | | | | |
| Expenditure | | | | | | |
| 4200 Administration | | | | | | |
| 10-4200-0200 SALARIES | 214,530.00 | 200,973.51 | 200,973.51 | 0.00 | 13,556.49 | 94 |
| 10-4200-0300 OVERTIME | 5,000.00 | 85.14 | 85.14 | 0.00 | 4,914.86 | 2 |
| 10-4200-0500 FICA | 16,794.00 | 13,005.27 | 13,005.27 | 0.00 | 3,788.73 | 77 |
| 10-4200-0600 HEALTH INSURANCE (MEDICAL) | 28,502.00 | 19,324.00 | 19,324.00 | 0.00 | 9,178.00 | 68 |
| 10-4200-0650 DENTAL, VISION, LIFE INSURANCE | 4,470.00 | 3,871.08 | 3,871.08 | 0.00 | 598.92 | 87 |
| 10-4200-0675 HEALTH REIMBURSEMENT ACC | 3,750.00 | 3,125.00 | 3,125.00 | 0.00 | 625.00 | 83 |
| 10-4200-0700 LGERS RETIREMENT | 39,581.00 | 31,610.10 | 31,610.10 | 0.00 | 7,970.90 | 80 |
| 10-4200-0800 401K SUPP RETIREMENT | 10,976.00 | 9,823.57 | 9,823.57 | 0.00 | 1,152.43 | 90 |
| 10-4200-1000 ACCOUNTING & TAXES | 51,000.00 | 30,302.98 | 30,302.98 | 0.00 | 20,697.02 | 59 |
| 10-4200-1200 POSTAGE, PRINTING, STATIONARY | 8,000.00 | 5,749.41 | 7,379.73 | 1,630.32 | 620.27 | 92 |
| 10-4200-1400 MILEAGE & BOARD SALARY | 22,000.00 | 20,650.00 | 20,650.00 | 0.00 | 1,350.00 | 94 |
| 10-4200-3300 SUPPLIES AND EQUIPMENT | 8,750.00 | 7,755.15 | 7,755.15 | 0.00 | 994.85 | 89 |
| 10-4200-5300 DUES & FEES | 8,000.00 | 6,950.08 | 7,515.08 | 565.00 | 484.92 | 94 |
| 10-4200-5700 MISCELLANEOUS | 4,000.00 | 2,981.01 | 2,981.01 | 0.00 | 1,018.99 | 75 |
| 10-4200-6500 STAFF DEVELOPMENT | 16,000.00 | 7,356.70 | 8,181.37 | 824.67 | 7,818.63 | 51 |
| 4200 Administration Subtotal | \$441,353.00 | \$363,563.00 | \$366,582.99 | \$3,019.99 | \$74,770.01 | 83 |
| Expenditure Subtotal | \$441,353.00 | \$363,563.00 | \$366,582.99 | \$3,019.99 | \$74,770.01 | 83 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$441,353.00 | -\$363,563.00 | -\$363,563.00 | -\$3,019.99 | 82 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$441,353.00 | -\$363,563.00 | -\$363,563.00 | -\$3,019.99 | 82 |
| 4300 | | | | | | |
| Expenditure | | | | | | |
| 4300 | | | | | | |
| 4300 Subtotal | \$0.00 | \$0.00 | \$64.11 | \$64.11 | -\$64.11 | 0 |
| Expenditure Subtotal | \$0.00 | \$0.00 | \$64.11 | \$64.11 | -\$64.11 | 0 |
| Before Transfers | Deficiency Of Revenue Subtotal | \$0.00 | \$0.00 | \$0.00 | -\$64.11 | 0 |
| After Transfers | Deficiency Of Revenue Subtotal | \$0.00 | \$0.00 | \$0.00 | -\$64.11 | 0 |
| 5100 Police Department | | | | | | |

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

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| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|---|---------------------------------------|------------------------|---------------------------|------------------------|------------------------|-----------|
| Expenditure | | | | | | |
| 5100 Police Department | | | | | | |
| 10-5100-0200 SALARIES | 908,986.00 | 887,893.39 | 887,893.39 | 0.00 | 21,092.61 | 98 |
| 10-5100-0300 OVERTIME | 26,000.00 | 16,585.44 | 16,585.44 | 0.00 | 9,414.56 | 64 |
| 10-5100-0400 SEPARATION ALLOWANCE | 30,617.00 | 28,262.16 | 28,262.16 | 0.00 | 2,354.84 | 92 |
| 10-5100-0500 FICA | 71,526.00 | 60,609.77 | 60,609.77 | 0.00 | 10,916.23 | 85 |
| 10-5100-0600 HEALTH INSURANCE (MEDICAL) | 148,416.00 | 122,232.72 | 122,232.72 | 0.00 | 26,183.28 | 82 |
| 10-5100-0650 DENTAL, VISION, LIFE INSURANCE | 18,892.00 | 16,040.24 | 16,040.24 | 0.00 | 2,851.76 | 85 |
| 10-5100-0675 HRA HEALTH REIMB ACCT | 25,500.00 | 21,000.00 | 21,000.00 | 0.00 | 4,500.00 | 82 |
| 10-5100-0700 LGERS RETIREMENT | 168,681.00 | 144,367.16 | 144,367.16 | 0.00 | 24,313.84 | 86 |
| 10-5100-0800 401K SUPP RETIREMENT | 45,474.00 | 44,208.52 | 44,208.52 | 0.00 | 1,265.48 | 97 |
| 10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS | 20,000.00 | 5,010.26 | 9,795.37 | 4,785.11 | 10,204.63 | 49 |
| 10-5100-1600 MAINT/REPAIR - EQUIPMENT | 2,000.00 | 793.24 | 1,874.24 | 1,081.00 | 125.76 | 94 |
| 10-5100-1700 MAINT/REPAIR - VEHICLES | 12,000.00 | 5,200.49 | 6,650.16 | 1,449.67 | 5,349.84 | 55 |
| 10-5100-3100 MOTOR FUELS | 19,000.00 | 18,612.94 | 18,612.94 | 0.00 | 387.06 | 98 |
| 10-5100-3300 SUPPLIES | 10,000.00 | 4,320.32 | 4,320.32 | 0.00 | 5,679.68 | 43 |
| 10-5100-3600 UNIFORMS | 7,500.00 | 3,889.26 | 7,378.36 | 3,489.10 | 121.64 | 98 |
| 10-5100-3700 SOFTWARE | 65,000.00 | 46,576.90 | 69,719.49 | 23,142.59 | -4,719.49 | 107 |
| 10-5100-3800 TECHNOLOGY | 60,000.00 | 48,249.60 | 51,205.52 | 2,955.92 | 8,794.48 | 85 |
| 10-5100-5700 MISCELLANEOUS | 8,500.00 | 7,735.55 | 8,151.25 | 415.70 | 348.75 | 96 |
| 10-5100-5800 PHYSICAL EXAMS | 5,000.00 | 760.00 | 2,087.90 | 1,327.90 | 2,912.10 | 42 |
| 10-5100-6500 STAFF DEVELOPMENT | 12,000.00 | 10,494.31 | 14,217.91 | 3,723.60 | -2,217.91 | 118 |
| 10-5100-7400 CAPITAL EQUIPMENT PURCHASES | 125,000.00 | 108,731.71 | 121,254.92 | 12,523.21 | 3,745.08 | 97 |
| 5100 Police Department Subtotal | \$1,790,092.00 | \$1,601,573.98 | \$1,656,467.78 | \$54,893.80 | \$133,624.22 | 93 |
| Expenditure Subtotal | \$1,790,092.00 | \$1,601,573.98 | \$1,656,467.78 | \$54,893.80 | \$133,624.22 | 93 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$1,790,092.00 | -\$1,601,573.98 | -\$1,601,573.98 | -\$54,893.80 | 89 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$1,790,092.00 | -\$1,601,573.98 | -\$1,601,573.98 | -\$54,893.80 | 89 |
| 5200 Fire Services | | | | | | |
| Expenditure | | | | | | |
| 5200 Fire Services | | | | | | |
| 10-5200-0000 FIRE CONTRACT | 425,000.00 | 318,750.00 | 318,750.00 | 0.00 | 106,250.00 | 75 |
| 5200 Fire Services Subtotal | \$425,000.00 | \$318,750.00 | \$318,750.00 | \$0.00 | \$106,250.00 | 75 |
| Expenditure Subtotal | \$425,000.00 | \$318,750.00 | \$318,750.00 | \$0.00 | \$106,250.00 | 75 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$425,000.00 | -\$318,750.00 | -\$318,750.00 | \$0.00 | 75 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$425,000.00 | -\$318,750.00 | -\$318,750.00 | \$0.00 | 75 |
| 5600 Public Works | | | | | | |
| Expenditure | | | | | | |
| 5600 Public Works | | | | | | |
| 10-5600-0200 SALARIES | 239,707.00 | 217,715.15 | 217,715.15 | 0.00 | 21,991.85 | 91 |
| 10-5600-0300 OVERTIME | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 | 0 |
| 10-5600-0500 FICA | 19,485.00 | 14,262.82 | 14,262.82 | 0.00 | 5,222.18 | 73 |
| 10-5600-0550 UNEMPLOYMENT INSURANCE | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 10-5600-0600 HOSPITAL INSURANCE (MEDICAL) | 46,872.00 | 28,411.35 | 28,411.35 | 0.00 | 18,460.65 | 61 |

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| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|---|---------------------------------------|------------------------|---------------------------|----------------------|------------------------|-----------|
| 10-5600-0650 DENTAL, VISION, LIFE INSURANCE | 6,739.00 | 3,245.48 | 3,245.48 | 0.00 | 3,493.52 | 48 |
| 10-5600-0675 HRA HEALTH REIMB ACCT | 9,000.00 | 5,187.50 | 5,187.50 | 0.00 | 3,812.50 | 58 |
| 10-5600-0700 LGERS RETIREMENT | 45,924.00 | 34,089.86 | 34,089.86 | 0.00 | 11,834.14 | 74 |
| 10-5600-0800 401K SUPP RETIREMENT | 12,735.00 | 10,194.65 | 10,194.65 | 0.00 | 2,540.35 | 80 |
| 10-5600-1000 OUTSIDE SERVICES | 10,000.00 | 1,109.40 | 1,109.40 | 0.00 | 8,890.60 | 11 |
| 10-5600-1300 STREETLIGHTS ELECTRIC | 7,000.00 | 1,772.54 | 1,772.54 | 0.00 | 5,227.46 | 25 |
| 10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS | 10,000.00 | 3,464.45 | 3,464.45 | 0.00 | 6,535.55 | 35 |
| 10-5600-1600 MAINT/REPAIR- STREETLIGHTS | 10,000.00 | 18,195.64 | 18,412.64 | 217.00 | -8,412.64 | 184 |
| 10-5600-1700 MAINT/REPAIR - VEHICLES | 10,000.00 | 5,677.78 | 6,377.93 | 700.15 | 3,622.07 | 64 |
| 10-5600-3100 MOTOR FUELS | 12,000.00 | 14,988.69 | 14,988.69 | 0.00 | -2,988.69 | 125 |
| 10-5600-3300 SUPPLIES | 10,000.00 | 4,817.77 | 5,115.54 | 297.77 | 4,884.46 | 51 |
| 10-5600-3400 STREET SIGNS & NUMBERS | 1,000.00 | 195.07 | 440.10 | 245.03 | 559.90 | 44 |
| 10-5600-3600 UNIFORMS | 8,000.00 | 3,139.06 | 7,558.22 | 4,419.16 | 441.78 | 94 |
| 10-5600-3800 TECHNOLOGY | 10,000.00 | 5,040.56 | 7,427.61 | 2,387.05 | 2,572.39 | 74 |
| 10-5600-5200 PARKS | 50,000.00 | 23,510.85 | 25,555.61 | 2,044.76 | 24,444.39 | 51 |
| 10-5600-5202 GREENWOOD PARK STREAM RESTORA | 300,000.00 | 27,971.60 | 27,971.60 | 0.00 | 272,028.40 | 9 |
| 10-5600-5800 PHYSICAL EXAMS | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 10-5600-5900 MISCELLANEOUS | 2,000.00 | 773.23 | 1,174.48 | 401.25 | 825.52 | 59 |
| 10-5600-6500 STAFF DEVELOPMENT | 8,000.00 | 1,320.51 | 1,320.51 | 0.00 | 6,679.49 | 17 |
| 40-5600-7401 ARP CAPITAL PROJECTS | 451,275.58 | 0.00 | 0.00 | 0.00 | 451,275.58 | 0 |
| 5600 Public Works Subtotal | \$1,295,737.58 | \$425,083.96 | \$435,796.13 | \$10,712.17 | \$859,941.45 | 34 |
| Expenditure Subtotal | \$1,295,737.58 | \$425,083.96 | \$435,796.13 | \$10,712.17 | \$859,941.45 | 34 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$1,295,737.58 | -\$425,083.96 | -\$425,083.96 | -\$10,712.17 | 33 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$1,295,737.58 | -\$425,083.96 | -\$425,083.96 | -\$10,712.17 | 33 |
| 5700 Streets & Transportation | | | | | | |
| Expenditure | | | | | | |
| 5700 Streets & Transportation | | | | | | |
| 10-5700-1700 VEHICLE REPAIRS - STREET DEPT. | 10,000.00 | 5,125.09 | 5,446.09 | 321.00 | 4,553.91 | 54 |
| 10-5700-2200 CONTRACTS- PAVING & STRIPING | 227,907.00 | 735.20 | 735.20 | 0.00 | 227,171.80 | 0 |
| 10-5700-2300 SUPPLIES | 10,000.00 | 8,735.40 | 11,767.69 | 3,032.29 | -1,767.69 | 118 |
| 10-5700-2400 TRAFFIC SIGNS | 500.00 | 560.22 | 560.22 | 0.00 | -60.22 | 112 |
| 10-5700-2500 STORM WATER DRAINAGE | 140,000.00 | 104,302.17 | 104,532.22 | 230.05 | 35,467.78 | 75 |
| 10-5700-3800 TECHNOLOGY | 5,000.00 | 2,283.89 | 2,283.89 | 0.00 | 2,716.11 | 46 |
| 10-5700-6500 STAFF DEVELOPMENT | 1,000.00 | 286.58 | 286.58 | 0.00 | 713.42 | 29 |
| 10-5700-7400 CAPITAL EQUIPMENT PURCHASES | 5,000.00 | 199.95 | 199.95 | 0.00 | 4,800.05 | 4 |
| 10-5700-7500 ENGINEERING | 110,000.00 | 105,964.36 | 105,964.36 | 0.00 | 4,035.64 | 96 |
| 5700 Streets & Transportation Subtotal | \$509,407.00 | \$228,192.86 | \$231,776.20 | \$3,583.34 | \$277,630.80 | 45 |
| Expenditure Subtotal | \$509,407.00 | \$228,192.86 | \$231,776.20 | \$3,583.34 | \$277,630.80 | 45 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$509,407.00 | -\$228,192.86 | -\$228,192.86 | -\$3,583.34 | 45 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$509,407.00 | -\$228,192.86 | -\$228,192.86 | -\$3,583.34 | 45 |
| 5800 Sanitation & Recycling | | | | | | |
| Expenditure | | | | | | |
| 5800 Sanitation & Recycling | | | | | | |

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 05/31/2022

FY 2021-2022

| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|---|---------------------------------------|----------------------|---------------------------|----------------------|------------------------|-----------|
| 10-5800-0200 SALARIES | 121,642.00 | 113,896.44 | 113,896.44 | 0.00 | 7,745.56 | 94 |
| 10-5800-0300 OVERTIME | 10,000.00 | 286.10 | 286.10 | 0.00 | 9,713.90 | 3 |
| 10-5800-0500 FICA | 10,071.00 | 7,734.12 | 7,734.12 | 0.00 | 2,336.88 | 77 |
| 10-5800-0600 HEALTH INSURANCE (MEDICAL) | 34,400.00 | 17,158.80 | 17,158.80 | 0.00 | 17,241.20 | 50 |
| 10-5800-0650 DENTAL, VISION, LIFE INSURANCE | 4,170.00 | 1,638.56 | 1,638.56 | 0.00 | 2,531.44 | 39 |
| 10-5800-0675 HRA HEALTH REIMB ACCT | 4,500.00 | 3,750.00 | 3,750.00 | 0.00 | 750.00 | 83 |
| 10-5800-0700 LGERS RETIREMENT | 23,735.00 | 18,257.79 | 18,257.79 | 0.00 | 5,477.21 | 77 |
| 10-5800-0800 401K SUPP RETIREMENT | 6,582.00 | 5,752.27 | 5,752.27 | 0.00 | 829.73 | 87 |
| 10-5800-1700 MAINT/REPAIRS - VEHICLES | 33,000.00 | 23,624.88 | 30,090.00 | 6,465.12 | 2,910.00 | 91 |
| 10-5800-3100 MOTOR FUELS | 22,000.00 | 19,650.39 | 19,650.39 | 0.00 | 2,349.61 | 89 |
| 10-5800-3300 SUPPLIES | 0.00 | 241.39 | 241.39 | 0.00 | -241.39 | 0 |
| 10-5800-3600 UNIFORMS | 1,500.00 | 1,022.45 | 1,022.45 | 0.00 | 477.55 | 68 |
| 10-5800-3800 TECHNOLOGY | 1,000.00 | 506.83 | 506.83 | 0.00 | 493.17 | 51 |
| 10-5800-5800 PHYSICAL EXAMS | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0 |
| 10-5800-5900 MISCELLANEOUS | 1,000.00 | 531.64 | 531.64 | 0.00 | 468.36 | 53 |
| 10-5800-6000 CAPITAL OUTLAY | 55,000.00 | 0.00 | 49,900.00 | 49,900.00 | 5,100.00 | 91 |
| 10-5800-8000 TIPPING FEES & BRUSH REMOVAL | 50,000.00 | 52,470.29 | 52,470.29 | 0.00 | -2,470.29 | 105 |
| 10-5800-8100 RECYCLING | 12,000.00 | 0.00 | 0.00 | 0.00 | 12,000.00 | 0 |
| 5800 Sanitation & Recycling Subtotal | \$391,100.00 | \$266,521.95 | \$322,887.07 | \$56,365.12 | \$68,212.93 | 83 |
| Expenditure Subtotal | \$391,100.00 | \$266,521.95 | \$322,887.07 | \$56,365.12 | \$68,212.93 | 83 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$391,100.00 | -\$266,521.95 | -\$266,521.95 | -\$56,365.12 | 68 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$391,100.00 | -\$266,521.95 | -\$266,521.95 | -\$56,365.12 | 68 |
| 6600 General Government | | | | | | |
| Expenditure | | | | | | |
| 6600 General Government | | | | | | |
| 10-6600-0401 LEGAL SERVICES | 35,000.00 | 25,877.90 | 25,877.90 | 0.00 | 9,122.10 | 74 |
| 10-6600-1100 TECHNOLOGY | 100,000.00 | 79,008.16 | 79,008.16 | 0.00 | 20,991.84 | 79 |
| 10-6600-1300 MUNICIPAL UTILITIES | 20,000.00 | 33,346.39 | 33,346.39 | 0.00 | -13,346.39 | 167 |
| 10-6600-1500 GE. REPS. AND MAINT. | 45,000.00 | 35,525.35 | 36,068.02 | 542.67 | 8,931.98 | 80 |
| 10-6600-5400 INSURANCE | 90,000.00 | 82,011.43 | 82,911.43 | 900.00 | 7,088.57 | 92 |
| 10-6600-6000 CONTINGENCY | 183,010.00 | 0.00 | 0.00 | 0.00 | 183,010.00 | 0 |
| 10-6600-6100 MISCELLANEOUS | 13,000.00 | 6,860.80 | 6,860.80 | 0.00 | 6,139.20 | 53 |
| 10-6600-6201 COVID EXPENDITURES | 2,000.00 | 749.97 | 1,083.43 | 333.46 | 916.57 | 54 |
| 10-6600-6301 4TH OF JULY | 7,500.00 | 6,343.21 | 8,223.20 | 1,879.99 | -723.20 | 110 |
| 10-6600-6302 NATIONAL NIGHT OUT | 7,000.00 | 3,840.88 | 5,329.57 | 1,488.69 | 1,670.43 | 76 |
| 10-6600-6303 HOLIDAY LIGHTING | 21,500.00 | 10,842.70 | 20,892.70 | 10,050.00 | 607.30 | 97 |
| 10-6600-6304 ARBOR DAY EVENT | 2,000.00 | 204.79 | 1,540.31 | 1,335.52 | 459.69 | 77 |
| 10-6600-6400 WILDLIFE MANAGEMENT | 1,500.00 | 976.92 | 1,469.12 | 492.20 | 30.88 | 98 |
| 10-6600-6500 FOREST MANAGEMENT | 60,000.00 | 26,831.00 | 31,585.50 | 4,754.50 | 28,414.50 | 53 |
| 10-6600-7600 FIRE PROTECTION | 0.00 | 106,250.00 | 106,250.00 | 0.00 | -106,250.00 | 0 |
| 6600 General Government Subtotal | \$587,510.00 | \$418,669.50 | \$440,446.53 | \$21,777.03 | \$147,063.47 | 75 |
| Expenditure Subtotal | \$587,510.00 | \$418,669.50 | \$440,446.53 | \$21,777.03 | \$147,063.47 | 75 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$587,510.00 | -\$418,669.50 | -\$418,669.50 | -\$21,777.03 | 71 |

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2021 To 05/31/2022

FY 2021-2022

| Account | Budget (\$) | Current Period (\$) | YTD With Encumbrance (\$) | Encumbrance (\$) | Remaining Balance (\$) | % Used |
|--|---------------------------------------|----------------------|---------------------------|----------------------|------------------------|------------|
| After Transfers | Deficiency Of Revenue Subtotal | -\$587,510.00 | -\$418,669.50 | -\$418,669.50 | -\$21,777.03 | 71 |
| 6700 Debt Service | | | | | | |
| Expenditure | | | | | | |
| 6700 Debt Service | | | | | | |
| 10-6700-0100 Police Dept Renovations-Principal | 23,334.00 | 23,333.32 | 23,333.32 | 0.00 | 0.68 | 100 |
| 10-6700-0200 Street Improvements-Principal | 6,667.00 | 6,666.68 | 6,666.68 | 0.00 | 0.32 | 100 |
| 10-6700-0500 Public Works Building-Principal | 84,211.00 | 84,564.05 | 84,564.05 | 0.00 | -353.05 | 100 |
| 10-6700-0600 2020 POLICE CARS-PRINCIPAL | 28,327.00 | 28,327.00 | 28,327.00 | 0.00 | 0.00 | 100 |
| 10-6700-1100 Police Dept Renovations-Interest | 2,334.00 | 2,333.63 | 2,333.63 | 0.00 | 0.37 | 100 |
| 10-6700-1200 Street Improvements-Interest | 667.00 | 666.74 | 666.74 | 0.00 | 0.26 | 100 |
| 10-6700-1500 Public Works Building-Interest | 20,514.00 | 20,160.15 | 20,160.15 | 0.00 | 353.85 | 98 |
| 10-6700-1600 2020 POLICE CARS-INTEREST | 1,580.00 | 1,578.76 | 1,578.76 | 0.00 | 1.24 | 100 |
| 6700 Debt Service Subtotal | \$167,634.00 | \$167,630.33 | \$167,630.33 | \$0.00 | \$3.67 | 100 |
| Expenditure Subtotal | \$167,634.00 | \$167,630.33 | \$167,630.33 | \$0.00 | \$3.67 | 100 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$167,634.00 | -\$167,630.33 | -\$167,630.33 | \$0.00 | 100 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$167,634.00 | -\$167,630.33 | -\$167,630.33 | \$0.00 | 100 |
| 8100 Water Dept. | | | | | | |
| Expenditure | | | | | | |
| 8100 Water Dept. | | | | | | |
| 30-8100-0200 SALARIES | 142,619.00 | 99,361.11 | 99,361.11 | 0.00 | 43,257.89 | 70 |
| 30-8100-0400 PROFESSIONAL SERVICES | 10,000.00 | 4,196.66 | 4,389.56 | 192.90 | 5,610.44 | 44 |
| 30-8100-0500 FICA | 10,910.00 | 6,949.69 | 6,949.69 | 0.00 | 3,960.31 | 64 |
| 30-8100-0600 HEALTH INSURANCE (MEDICAL) | 18,351.00 | 13,776.97 | 13,776.97 | 0.00 | 4,574.03 | 75 |
| 30-8100-0650 DENTAL, VISION, LIFE INSURANCE | 2,718.00 | 2,103.88 | 2,103.88 | 0.00 | 614.12 | 77 |
| 30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT | 2,250.00 | 2,437.50 | 2,437.50 | 0.00 | -187.50 | 108 |
| 30-8100-0700 LGERS RETIREMENT | 25,714.00 | 16,811.00 | 16,811.00 | 0.00 | 8,903.00 | 65 |
| 30-8100-0800 401K SUPP RETIREMENT | 7,131.00 | 5,739.92 | 5,739.92 | 0.00 | 1,391.08 | 80 |
| 30-8100-1200 POSTAGE, PRINTING, & STATIONARY | 5,000.00 | 3,454.42 | 3,931.62 | 477.20 | 1,068.38 | 79 |
| 30-8100-1500 GENERAL REPAIRS | 10,000.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0 |
| 30-8100-3300 SUPPLIES & EQUIPMENT | 15,000.00 | 10,339.26 | 12,167.01 | 1,827.75 | 2,832.99 | 81 |
| 30-8100-3800 TECHNOLOGY | 5,000.00 | 2,283.89 | 2,283.89 | 0.00 | 2,716.11 | 46 |
| 30-8100-4800 WATER PURCHASES | 146,066.00 | 169,538.63 | 169,538.63 | 0.00 | -23,472.63 | 116 |
| 30-8100-4900 SEWER PURCHASES | 275,595.00 | 119,888.17 | 119,888.17 | 0.00 | 155,706.83 | 44 |
| 30-8100-5000 AMI TRANSMITTER FEES | 7,700.00 | 7,580.13 | 7,580.13 | 0.00 | 119.87 | 98 |
| 30-8100-5700 MISCELLANEOUS | 14,284.00 | 0.00 | 0.00 | 0.00 | 14,284.00 | 0 |
| 30-8100-6500 STAFF DEVELOPMENT | 5,000.00 | 4,943.43 | 5,614.07 | 670.64 | -614.07 | 112 |
| 30-8100-7400 CAPITAL IMPROVEMENT | 100,000.00 | 18,243.51 | 18,243.51 | 0.00 | 81,756.49 | 18 |
| 8100 Water Dept. Subtotal | \$803,338.00 | \$487,648.17 | \$490,816.66 | \$3,168.49 | \$312,521.34 | 61 |
| Expenditure Subtotal | \$803,338.00 | \$487,648.17 | \$490,816.66 | \$3,168.49 | \$312,521.34 | 61 |
| Before Transfers | Deficiency Of Revenue Subtotal | -\$803,338.00 | -\$487,648.17 | -\$487,648.17 | -\$3,168.49 | 61 |
| After Transfers | Deficiency Of Revenue Subtotal | -\$803,338.00 | -\$487,648.17 | -\$487,648.17 | -\$3,168.49 | 61 |

BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

June 7, 2022



Agenda Item D

Public Hearing FY 22-23 Annual Budget

Background

The North Carolina Local Government Budget and Fiscal Control Act requires the Town to hold a public hearing before considering adoption of the budget. The Town appropriately notified the public of this hearing, including publication in the Asheville *Citizen-Times* (affidavit attached). The proposed budget is available for public inspection on both the Town's website and in the Town Hall.

The Board is authorized to consider adoption of the budget ordinance on the same date as the public hearing.

NCGS §159-12. Filing and publication of the budget; budget hearings.

(a) On the same day that he submits the budget to the governing board, the budget officer shall file a copy of it in the office of the clerk to the board where it shall remain available for public inspection until the budget ordinance is adopted. The clerk shall make a copy of the budget available to all news media in the county. He shall also publish a statement that the budget has been submitted to the governing board, and is available for public inspection in the office of the clerk to the board. The statement shall also give notice of the time and place of the budget hearing required by subsection (b) of this section.

(b) Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear.

The Greenville News

PART OF THE USA TODAY NETWORK

Classified Ad Receipt (For Info Only - NOT A BILL)

Customer: TOWN OF BILTMORE FOREST

Ad No.: 0005263600

Address: 355 VANDERBILT RD
ASHEVILLE NC 28803
USA

Pymt Method Invoice

Net Amt: \$75.84

Run Times: 2

No. of Affidavits: 1

Run Dates: 05/22/22, 05/29/22

Text of Ad:

NOTICE OF PUBLIC HEARING CONCERNING
TOWN OF BILTMORE FOREST
FY 22-23 BUDGET

The Fiscal Year 2022-2023 proposed budget was submitted to the Board of Commissioners for the Town of Biltmore Forest on Tuesday, May 10, 2022. This proposed budget is available for public inspection in the office of the Town Clerk at Town Hall and online at www.biltmoreforest.org. A public hearing on the proposed budget will be held on Tuesday, June 7, 2022 at 4:30 pm, or as soon thereafter as the Board can reach the matter, in the Community Room located at Town Hall at 355 Vanderbilt Road, Biltmore Forest, NC. Persons wishing to be heard on this matter may appear at said time and place or may submit written comments to the address below.

Town of Biltmore Forest
ATTN: FY22-23 Budget Hearing
PO Box 5352
Biltmore Forest, NC 28813
May 22, 29, 2022
0005263600

BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

June 7, 2022



Agenda Item E-1

Consideration of FY 22-23 Annual Budget

Background

The Town's fiscal year 2022-2023 budget ordinance is provided for the Board's consideration. The budget was presented on May 11, 2022 and the Town advertised a public hearing for this date in accordance with the North Carolina Local Government Budget and Fiscal Control Act.

Changes from Initial Budget Presentation

The only significant difference in the budget presented tonight is the reduction of contingency funds by \$30,000. This reduces the Town's general government contingency funding to slightly below \$100,000. The reduction allows increases of \$15,000 in the forecast expenditures for the Town's general government insurance and Community Events line items.

Additional Items of Note

- The Town's tax rate remains the same (\$0.345/\$100 valuation)
- Six (6) percent Cost of Living Adjustments (COLA) are included for all full-time employees
- Benefit enhancements within the Town's dental program are included, as well as short-term disability benefits for all full-time employees.
- Equipment improvements (new body cameras, Tasers, etc.) for Police Department
- Public Works Department focus on parks, streetlight maintenance, routine operations
 - *Streets department focus on stormwater improvements and enhanced street repair*
 - *Solid waste department includes new breakdown for material specific tipping fees (solid waste, recycling)*
- NC Department of Environmental Quality (NCDEQ) loan funding for the Greenwood Park Stream Restoration project is shown in full for FY23. The Town has expended funds on design and permitting in prior fiscal years, and this is now eligible for reimbursement as construction work is ongoing.
- The Town's American Rescue Plan (ARP) funding is not included within this budget because the Town adopted a separate capital project ordinance for this funding. This funding will be allocated during FY23.
- Water and sewer rate increases in line with pass-through increases from City of Asheville and the Metropolitan Sewerage District (2.5 and 3 percent, respectively).

BUDGET ORDINANCE**BUDGET ORDINANCE FOR THE TOWN OF BILTMORE FOREST
NORTH CAROLINA FOR THE FISCAL YEAR 2022-2023**

BE IT ORDAINED by the Board of Commissioners of the Town of Biltmore Forest, North Carolina, that in accordance with NCGS 159-13(b)(16) the 2022-2023 Budget be approved as follows:

SECTION 1. GENERAL FUND REVENUES

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

| | |
|------------------------------------|------------------|
| Ad Valorem | 3,034,955 |
| Unrestricted Intergovernmental | 1,779,747 |
| Restricted Intergovernmental | 67,824 |
| Permits & Fees | 46,300 |
| Investment Earnings | 2,000 |
| Miscellaneous | 65,600 |
| Other Financing Source | 302,000 |
| TOTAL General Fund Revenues | 5,298,426 |

SECTION 2. GENERAL FUND APPROPRIATIONS

The following amounts are appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in accordance with the chart of accounts heretofore established for this Town on June 7, 2022:

| | |
|--|------------------|
| Administration | 464,815 |
| Police Department | 1,842,120 |
| Fire Contract | 425,000 |
| Public Works | 857,759 |
| Streets & Transportation | 611,500 |
| Sanitation & Recycling | 335,806 |
| General Government | 597,764 |
| Debt Service | 163,662 |
| TOTAL General Fund Expenditures | 5,298,426 |

SECTION 3. WATER FUND REVENUES

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

| | |
|------------------------------------|----------------|
| Interest Earned | 50 |
| Commissions (Sewer Collection Fee) | 8,000 |
| Water Charges | 369,000 |
| Sewer Charges | 248,284 |
| AMI Transmitter Charges | 7,700 |
| Water Tap & Connection Fees | 6,000 |
| TOTAL | 639,034 |
| Transfers from General Fund | - |
| TOTAL | 639,034 |

SECTION 4. WATER FUND APPROPRIATIONS

The following amounts are appropriated in the Water Fund for the operation of the enterprise fund and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

| | |
|--------------------------------|----------------|
| Salaries | 144,572 |
| Overtime | - |
| Professional Services | 5,000 |
| FICA | 11,060 |
| Unemployment Insurance | - |
| Medical Insurance | 19,326 |
| Dental, Vision, Life Insurance | 3,948 |
| Health Reimbursement Account | 3,000 |
| LGERS Retirement | 26,023 |
| 401K Supplemental Retirement | 7,229 |
| Postage, Printing & Stationary | 5,000 |
| General Repairs | 10,000 |
| Supplies & Equipment | 15,000 |
| Technology | 5,000 |
| Water Purchases | 179,580 |
| Sewer Purchases | 185,400 |
| AMI Transmitter Fees | 7,700 |
| Miscellaneous | 6,196 |
| Staff Development | 5,000 |
| Capital Improvement | - |
| TOTAL | 639,034 |

SECTION 5. LEVY OF TAXES

There is hereby levied a tax at the rate of \$0.345 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, as listed as “Ad Valorem Taxes” in the General Fund section 1 of this ordinance. The rate is based on an estimated valuation of \$854,830,595 and an estimated rate of collection of 99.03%.

SECTION 6. FEES & CHARGES

There is hereby established, for fiscal year 2022-2023, various fees and charges as contained in the Schedule of Fees attachment to this document.

SECTION 7. SPECIAL AUTHORIZATION OF THE BUDGET OFFICER

The Budget Officer is authorized to transfer appropriations of up to \$5,000 between line items within the same department. Reallocations of appropriations transferred shall be reported to the Town Board monthly.

SECTION 8. CLASSIFICATION & PAY PLAN

The Cost of Living Adjustment (COLA) for all Town employees shall be 6.00% and shall begin the first payroll in the new fiscal year.

SECTION 9. RE-APPROPRIATION OF ENCUMBERED FUNDS

Operating funds encumbered on the financial records as of June 30, 2022 are hereby re-appropriated to fiscal year 2022-23.

SECTION 10. COPIES OF THIS BUDGET ORDINANCE

Copies of this Budget Ordinance shall be furnished to the Finance Director of the Town of Biltmore Forest to be kept on file for the disbursement of funds.

Adopted this 7th day of June, 2022.

George F. Goosmann, III
Mayor

ATTEST:

Laura Jacobs
Town Clerk

GENERAL FUND REVENUES

| REVENUES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | ESTIMATED |
| 10-3010-0000 | Ad Valorem Taxes (Property) | 2,447,140 | 2,635,641 | 2,670,639 | 2,835,096 | 2,920,559 |
| 10-3010-0100 | Ad Valorem Taxes (DMV) | 105,634 | 101,548 | 101,460 | 104,332 | 109,396 |
| 10-3010-0200 | Tax Interest & Penalties | 2,500 | 2,500 | 13,200 | 10,000 | 5,000 |
| 10-3010-0300 | Tax Collection Prior Years | - | - | - | - | - |
| Total Ad Valorem | | 2,555,274 | 2,739,689 | 2,785,299 | 2,949,428 | 3,034,955 |
| 10-3020-0000 | Franchise & Utilities Tax | 168,794 | 215,488 | 177,778 | 205,227 | 211,384 |
| 10-3020-0100 | Alcohol Beverage Tax | 5,996 | 6,000 | 6,000 | 6,000 | 6,450 |
| 10-3020-0200 | Sales Tax-Article 39 | 568,397 | 597,047 | 502,415 | 540,725 | 793,429 |
| 10-3020-0300 | Sales Tax-Article 40 | 228,879 | 232,530 | 211,021 | 227,111 | 330,137 |
| 10-3020-0400 | Sales Tax-Article 42 | 298,053 | 312,187 | 262,705 | 282,736 | 419,847 |
| 10-3020-0600 | Sales Tax Refund | - | - | 10,000 | 10,000 | 15,000 |
| 10-3020-0700 | Gasoline Tax Refund | 3,500 | 4,000 | 3,000 | 3,500 | 3,500 |
| Total Unrestricted Intergovernmental | | 1,273,619 | 1,367,252 | 1,172,919 | 1,275,299 | 1,779,747 |
| 10-3030-0000 | Solid Waste Disposal Tax | 970 | 950 | 950 | 950 | 975 |
| 10-3030-0100 | Powell Bill | 63,500 | 62,500 | 56,404 | 55,505 | 66,849 |
| 10-3030-0200 | Illicit Substance Tax | - | - | - | - | - |
| Total Restricted Intergovernmental | | 64,470 | 63,450 | 57,354 | 56,455 | 67,824 |
| 10-3040-0000 | Zoning Permits | 25,000 | 25,000 | 35,000 | 30,000 | 45,000 |
| 10-3040-0100 | Dog License Fee | 1,600 | 1,500 | 1,400 | 1,300 | 1,300 |
| Total Permits & Fees | | 26,600 | 26,500 | 36,400 | 31,300 | 46,300 |
| 10-3050-0000 | Interest Earned | 15,000 | 59,953 | 1,000 | 1,000 | 2,000 |
| Total Investment Earnings | | 15,000 | 59,953 | 1,000 | 1,000 | 2,000 |
| 10-3060-0000 | Rental - Community Hall | - | - | - | - | - |
| 10-3060-0100 | American Tower Agreement | 27,664 | 28,000 | 37,645 | 38,000 | 45,600 |
| 10-3060-0200 | Miscellaneous-Other | 15,000 | 15,000 | 15,000 | 10,000 | 20,000 |
| Total Miscellaneous | | 42,664 | 43,000 | 52,645 | 48,000 | 65,600 |
| 10-3500-0000 | Sale of Property | 10,000 | 15,000 | 15,888 | 15,000 | 10,000 |
| 10-3500-0200 | Installment Agreement | - | 85,000 | - | - | - |
| 10-3500-0300 | Transfer from Fund Balance | - | 357,200 | 88,429 | - | - |
| 10-3500-0500 | Grant (Governmental Funds) | - | 181,000 | - | - | - |
| 10-3500-066 | Donation (Land) | - | 80,000 | - | - | - |
| 10-3500-0700 | Intergovernmental Loan | - | 300,000 | 300,000 | 300,000 | 292,000 |
| Total Other Financing Source | | 10,000 | 1,018,200 | 404,317 | 315,000 | 302,000 |
| TOTAL General Fund Revenues | | 3,987,627 | 5,318,044 | 4,509,934 | 4,676,481 | 5,298,426 |

GENERAL FUND EXPENDITURES (Administration & General Government)

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| ADMINISTRATION | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-4200-0200 | Salaries | 228,184 | 215,249 | 218,357 | 214,530 | 226,063 |
| 10-4200-0300 | Overtime | - | 3,000 | 5,000 | 5,000 | 3,000 |
| 10-4200-0500 | FICA | 17,265 | 16,543 | 16,704 | 16,794 | 17,293 |
| 10-4200-0550 | Unemployment Insurance | - | - | - | - | - |
| 10-4200-0600 | Health Insurance | 24,621 | 25,852 | 27,145 | 28,502 | 24,158 |
| 10-4200-0650 | Dental, Vision, Life Insurance | 4,153 | 4,361 | 4,470 | 4,470 | 4,935 |
| 10-4200-0675 | Health Reimbursement Acct | 3,750 | 3,750 | 3,750 | 3,750 | 3,750 |
| 10-4200-0700 | LGERS Retirement | 32,074 | 33,299 | 36,457 | 39,581 | 41,231 |
| 10-4200-0800 | 401k Supplemental Retirement | 11,284 | 10,762 | 10,918 | 10,976 | 11,453 |
| 10-4200-1000 | Accounting & Taxes | 35,000 | 45,000 | 45,000 | 45,000 | 51,400 |
| 10-4200-1200 | Postage, Printing & Stationary | 8,000 | 5,000 | 6,000 | 6,000 | 10,140 |
| 10-4200-1400 | Board Mileage | 22,000 | 22,000 | 22,000 | 22,000 | 21,600 |
| 10-4200-1500 | Bldg & Grounds Maintenance | - | - | - | - | 20,000 |
| 10-4200-3300 | Supplies & Equipment | 5,000 | 7,000 | 7,000 | 8,750 | 7,722 |
| 10-4200-5300 | Dues & Fees | 5,000 | 5,000 | 4,500 | 5,000 | 5,070 |
| 10-4200-5700 | Miscellaneous | 5,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 10-4200-6500 | Training & Education | 16,000 | 15,000 | 10,750 | 16,000 | 16,000 |
| 10-4200-6600 | Capital Improvements | - | 20,000 | - | - | - |
| TOTAL | | 417,331 | 432,816 | 419,051 | 427,354 | 464,815 |

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| GENERAL GOVERNMENT | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-6600-0400 | Outside Professional Services | 100,000 | - | - | - | - |
| 10-6600-0401 | Legal Services | - | 40,000 | 35,000 | 35,000 | 35,000 |
| 10-6600-0402 | Architectural Services | - | - | - | - | - |
| 10-6600-1100 | Technology | 72,061 | 90,000 | 90,000 | 90,000 | 92,120 |
| 10-6600-1300 | Municipal Utilities | 16,000 | 18,569 | 18,569 | 18,569 | 25,000 |
| 10-6600-1500 | General Maintenance | 20,000 | 25,000 | 25,000 | 25,000 | 28,200 |
| 10-6600-2800 | Elections | 6,000 | - | 6,000 | 6,000 | 6,000 |
| 10-6600-3300 | Supplies & Equipment | 2,000 | - | 30 | 30 | - |
| 10-6600-5400 | Insurance | 77,000 | 90,000 | 90,000 | 90,000 | 105,000 |
| 10-6600-6000 | Contingency | 2,022 | 2,222 | 2,222 | 2,222 | 181,444 |
| 10-6600-6100 | Miscellaneous | 10,000 | 5,000 | 5,000 | 5,000 | 10,000 |
| 10-6600-6201 | Covid Expenditures | - | - | 79,867 | 79,867 | - |
| 10-6600-6300 | Community Events | 20,000 | - | - | - | 50,000 |
| 10-6600-6301 | 4th of July | - | 7,500 | 7,500 | 7,500 | - |
| 10-6600-6302 | National Night Out | - | 2,500 | 2500 | 2500 | - |
| 10-6600-6303 | Holiday Lighting | - | 11,500 | 14,402 | 14,402 | - |
| 10-6600-6304 | Arbor Day Event | - | 3,000 | - | - | - |
| 10-6600-6400 | Wildlife Management | 5,000 | 5,000 | 500 | 500 | 5,000 |
| 10-6600-6500 | Forest Management | - | 60,000 | 60,000 | 60,000 | 60,000 |
| TOTAL | | 330,083 | 360,291 | 436,590 | 436,590 | 597,764 |

GENERAL FUND EXPENDITURES (Police Department & Fire Contract)

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|----------------------------------|------------------|------------------|------------------|------------------|------------------|
| POLICE DEPARTMENT | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-5100-0200 | Salaries | 806,975 | 838,265 | 837,914 | 908,986 | 951,387 |
| 10-5100-0300 | Overtime | 15,000 | 42,000 | 42,000 | 26,000 | 26,000 |
| 10-5100-0400 | Separation Allowance | 30,617 | 65,022 | 30,617 | 30,617 | 38,117 |
| 10-5100-0500 | FICA | 60,433 | 69,100 | 67,313 | 71,526 | 72,781 |
| 10-5100-0550 | Unemployment Insurance | 500 | 500 | 450 | - | - |
| 10-5100-0600 | Medical Insurance | 126,684 | 139,380 | 141,349 | 148,416 | 164,272 |
| 10-5100-0650 | Dental, Vision, Life Insurance | 18,333 | 19,358 | 18,892 | 18,892 | 33,558 |
| 10-5100-0675 | Health Reimbursement Account | 21,000 | 24,000 | 24,000 | 25,500 | 25,500 |
| 10-5100-0700 | LGERS Retirement | 114,593 | 141,112 | 146,508 | 168,681 | 185,598 |
| 10-5100-0800 | 401K Supplemental Retirement | 39,499 | 43,888 | 42,721 | 45,474 | 48,996 |
| 10-5100-0900 | Short Term Disability | 5,000 | - | - | - | - |
| 10-5100-1500 | Maint/Repair -Building & Grounds | 10,000 | 50,000 | 30,000 | 20,000 | 20,000 |
| 10-5100-1600 | Maint/Repair - Equipment | 12,000 | 15,000 | 2,162 | 2,000 | 1,000 |
| 10-5100-1700 | Maint/Repair - Vehicles | 22,500 | 20,000 | 13,000 | 12,000 | 10,000 |
| 10-5100-3100 | Motor Fuels | 16,000 | 13,000 | 13,650 | 13,000 | 24,600 |
| 10-5100-3300 | Supplies | 10,000 | 10,000 | 10,000 | 10,000 | 20,080 |
| 10-5100-3600 | Uniforms | 10,000 | 22,500 | 6,250 | 7,500 | 15,000 |
| 10-5100-3700 | Software | 15,000 | 15,000 | 14,000 | 50,000 | 18,725 |
| 10-5100-3800 | Technology | - | 55,000 | 47,925 | 60,000 | 58,740 |
| 10-5100-5700 | Miscellaneous | 8,000 | 10,000 | 7,500 | 7,500 | 8,265 |
| 10-5100-5800 | Physical Exams | 1,500 | 2,500 | 3,500 | 5,000 | 2,000 |
| 10-5100-6500 | Staff Development | 15,000 | 15,000 | 3,000 | 10,000 | 15,000 |
| 10-5100-7400 | Capital Equipment Purchases | 55,000 | 335,000 | 110,000 | 125,000 | 102,500 |
| TOTAL | | 1,413,634 | 1,945,625 | 1,612,751 | 1,766,093 | 1,842,120 |

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|---------------|----------------|----------------|----------------|----------------|----------------|
| FIRE CONTRACT | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-5200-0000 | Fire Contract | 425,000 | 425,000 | 425,000 | 425,000 | 425,000 |
| TOTAL | | 425,000 | 425,000 | 425,000 | 425,000 | 425,000 |

GENERAL FUND EXPENDITURES (Public Works)

| GENERAL FUND EXPENDITURES PUBLIC WORKS | | 2018-19 BUDGET | 2019-20 BUDGET | 2020-2021 BUDGET | 2021-2022 BUDGET ACTUAL | 2022-2023 PROPOSED |
|---|-----------------------------------|-------------------|-------------------|---------------------|----------------------------|-----------------------|
| 10-5600-0200 | Salaries | 319,598 | 293,310 | 256,719 | 239,707 | 244,822 |
| 10-5600-0300 | Overtime | - | 15,000 | 10,000 | 15,000 | 5,000 |
| 10-5600-0500 | FICA | 24,449 | 23,203 | 20,404 | 19,485 | 19,111 |
| 10-5600-0500 | Unemployment Insurance | - | - | 450 | 500 | - |
| 10-5600-0600 | Medical Insurance | 37,741 | 39,628 | 37,159 | 46,872 | 43,484 |
| 10-5600-0650 | Dental, Vision, Life Insurance | 5,218 | 5,479 | 5,616 | 6,739 | 8,883 |
| 10-5600-0675 | Health Reimbursement Account | 7,500 | 7,500 | 7,500 | 9,000 | 6,750 |
| 10-5600-0700 | LGERS Retirement | 44,105 | 46,922 | 44,329 | 45,924 | 44,968 |
| 10-5600-0800 | 401K Supplemental Retirement | 15,980 | 15,165 | 13,336 | 12,735 | 12,491 |
| 10-5600-1000 | Outside Services | 11,000 | 10,000 | 6,000 | 10,000 | - |
| 10-5600-1300 | Streetlights Electric | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 10-5600-1500 | Maint/Repair-Building & Grounds | 5,000 | 10,000 | 8,000 | 10,000 | 9,600 |
| 10-5600-1600 | Maint/Repair - Streetlights | 10,000 | 10,000 | 10,000 | 10,000 | 35,000 |
| 10-5600-1700 | Maint/Repair-Vehicles | 23,000 | 30,000 | 10,000 | 10,000 | 10,000 |
| 10-5600-3100 | Motor Fuels | 15,000 | 15,000 | 11,250 | 12,000 | 20,000 |
| 10-5600-3300 | Supplies | 8,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 10-5600-3400 | Street Signs & Numbers | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 10-5600-3600 | Uniforms | 9,000 | 10,000 | 10,000 | 8,000 | 8,650 |
| 10-5600-3800 | Technology | - | - | 9,000 | 10,000 | 9,500 |
| 10-5600-5200 | Parks | 37,500 | 30,000 | 15,000 | 50,000 | 60,000 |
| 10-5600-5202 | Greenwood Park Stream Restoration | - | - | 300,000 | 300,000 | 292,000 |
| 10-5600-5800 | Physical Exams | - | - | 250 | 500 | 500 |
| 10-5600-5900 | Miscellaneous | 3,000 | 5,000 | 1,000 | 1,000 | 1,000 |
| 10-5600-6000 | Capital Outlay | - | 85,000 | 8,250 | - | - |
| 10-5600-6500 | Staff Development | 5,000 | 5,000 | 5,000 | 8,000 | 8,000 |
| TOTAL | | 589,091 | 674,207 | 807,263 | 843,462 | 857,759 |

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

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| STREETS & TRANSPORTATION | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-5700-0200 | Salaries | 47,516 | 49,898 | 50,533 | - | - |
| 10-5700-0300 | Overtime | - | 5,000 | 5,000 | - | - |
| 10-5700-0500 | FICA | 3,635 | 3,817 | 3,866 | - | - |
| 10-5700-0550 | Unemployment Insurance | - | - | - | - | - |
| 10-5700-0600 | Medical Insurance | 6,749 | 7,086 | 7,440 | - | - |
| 10-5700-0650 | Dental, Vision, Life Insurance | 632 | 664 | 681 | - | - |
| 10-5700-0675 | Health Reimbursement Account | 1,500 | 1,500 | 1,500 | - | - |
| 10-5700-0700 | LGERS Retirement | 6,557 | 7,718 | 8,399 | - | - |
| 10-5700-0800 | 401K Supplemental Retirement | 2,376 | 2,495 | 2,527 | - | - |
| 10-5700-1700 | Maint/Repair - Vehicles | 12,500 | 25,000 | 6,750 | 5,000 | 10,000 |
| 10-5700-2200 | Contracts-Paving & Striping | 83,344 | 80,000 | 35,000 | 77,907 | 210,000 |
| 10-5700-2300 | Supplies | 22,500 | 20,500 | 10,250 | 10,000 | 10,000 |
| 10-5700-2400 | Traffic Signs | 1,000 | 5,000 | 2,000 | 500 | 500 |
| 10-5700-2500 | Storm Water Drainage Repairs | 75,000 | 100,000 | 160,000 | 100,000 | 275,000 |
| 10-5700-3800 | Technology | - | - | 5,000 | 5,000 | 5,000 |
| 10-5700-6500 | Staff Development | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 10-5700-7400 | Capital Equipment Purchases | 20,000 | 30,000 | 8,000 | 5,000 | - |
| 10-5700-7500 | Engineering | 75,000 | 50,000 | 65,000 | 75,000 | 100,000 |
| TOTAL | | 359,309 | 389,678 | 372,946 | 279,407 | 611,500 |

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|--------------------------------|----------------|----------------|----------------|----------------|----------------|
| SANITATION & RECYCLING | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-5800-0200 | Salaries | 121,891 | 105,855 | 118,318 | 121,642 | 125,190 |
| 10-5800-0300 | Overtime | - | 10,000 | 10,000 | 10,000 | 5,000 |
| 10-5800-0500 | FICA | 9,325 | 8,863 | 9,815 | 10,071 | 9,960 |
| 10-5800-0550 | Unemployment Insurance | - | - | - | - | - |
| 10-5800-0600 | Medical Insurance | 29,716 | 31,202 | 32,762 | 34,400 | 28,989 |
| 10-5800-0650 | Dental, Vision, Life Insurance | 3,874 | 4,068 | 4,170 | 4,170 | 5,922 |
| 10-5800-0675 | Health Reimbursement Account | 4,500 | 4,500 | 4,500 | 4,500 | 4,500 |
| 10-5800-0700 | LGERS Retirement | 16,821 | 17,923 | 21,326 | 23,735 | 23,435 |
| 10-5800-0800 | 401K Supplemental Retirement | 6,095 | 5,793 | 6,416 | 6,582 | 6,510 |
| 10-5800-1700 | Maint/Repair - Vehicles | 10,000 | 22,500 | 13,000 | 13,000 | 25,000 |
| 10-5800-3100 | Motor Fuels | 15,000 | 17,500 | 13,125 | 12,000 | 30,000 |
| 10-5800-3300 | Supplies | 2,000 | 1,000 | 1,500 | 1,500 | 1,000 |
| 10-5800-3600 | Uniforms | 100 | - | 500 | 1,000 | 1,000 |
| 10-5800-3800 | Technology | - | - | 1,000 | 1,000 | 600 |
| 10-5800-5800 | Physical Exams | - | - | - | 500 | 500 |
| 10-5800-5900 | Miscellaneous | 1,000 | 1,000 | - | 1,000 | 1,000 |
| 10-5800-6000 | Capital Outlay | 19,900 | - | - | 55,000 | - |
| 10-5800-8000 | Landfill Tipping Fees | 55,000 | 55,000 | 49,500 | 50,000 | 30,000 |
| 10-5800-8100 | Recycling Disposal Fees | 15,000 | 15,000 | 11,250 | 12,000 | 6,000 |
| 10-5800-8200 | Brush & Leaf Disposal Fees | - | - | - | - | 31,200 |
| TOTAL | | 310,222 | 300,204 | 297,182 | 362,100 | 335,806 |

GENERAL FUND EXPENDITURES (Debt Service)

| GENERAL FUND EXPENDITURES | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------------|-----------------------------------|---------------|----------------|----------------|----------------|----------------|
| DEBT SERVICE | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 10-6700-0100 | Principal Police Dept Renovations | 23,334 | 23,334 | 23,334 | 23,334 | 23,334 |
| 10-6700-0200 | Principal Street Improvements | 6,667 | 6,667 | 6,667 | 6,667 | 6,667 |
| 10-6700-0500 | Principal Public Works Bldg | - | 84,211 | 84,211 | 84,211 | 84,211 |
| 10-6700-0600 | Principal 2020 Police Cars | - | - | 29,506 | 28,327 | 29,106 |
| 10-6700-1100 | Interest Police Dept Renovations | 5,001 | 4,112 | 3,223 | 2,334 | 1,445 |
| 10-6700-1200 | Interest Street Improvements | 1,429 | 1,175 | 921 | 667 | 413 |
| 10-6700-1500 | Interest Public Works Bldg | - | 39,986 | 23,343 | 20,514 | 17,685 |
| 10-6700-1600 | Interest 2020 Police Cars | - | - | 2,338 | 1,580 | 801 |
| TOTAL | | 36,431 | 159,485 | 173,543 | 167,634 | 163,662 |

WATER FUND

| WATER FUND | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|-------------------|------------------------------------|----------------|----------------|------------------|----------------------|------------------|
| REVENUE | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | ESTIMATED |
| 30-3290-0000 | Interest Earned | 1,000 | 1,500 | 20 | 50 | 50 |
| 30-3350-0000 | Commissions (Sewer Collection Fee) | 6,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 30-3710-0000 | Water Charges | 415,000 | 384,355 | 434,271 | 442,800 | 369,000 |
| 30-3710-0100 | Sewer Charges | 280,000 | 306,849 | 346,446 | 338,789 | 248,284 |
| 30-3710-0200 | AMI Transmitter Charges | 7,000 | 7,700 | 7,700 | 7,700 | 7,700 |
| 30-3730-0000 | Water Tap & Connection Fees | 18,000 | 6,000 | 9,000 | 6,000 | 6,000 |
| TOTAL | | 727,000 | 714,404 | 805,437 | 803,339 | 639,034 |
| 30-3710-0000 | Transfers from General Fund | - | - | - | - | - |
| TOTAL | | 727,000 | 714,404 | 805,437 | 803,339 | 639,034 |

| WATER FUND | | 2018-19 | 2019-20 | 2020-2021 | 2021-2022 | 2022-2023 |
|---------------------|--------------------------------|----------------|----------------|------------------|----------------------|------------------|
| EXPENDITURES | | BUDGET | BUDGET | BUDGET | BUDGET ACTUAL | PROPOSED |
| 30-8100-0200 | Salaries | 29,371 | 26,363 | 68,050 | 142,619 | 144,572 |
| 30-8100-0300 | Overtime | 2,247 | 1,200 | - | - | - |
| 30-8100-0400 | Professional Services | 2,247 | 4,000 | 10,000 | 10,000 | 5,000 |
| 30-8100-0500 | FICA | - | 92 | 5,206 | 10,910 | 11,060 |
| 30-8100-0550 | Unemployment Insurance | - | - | - | - | - |
| 30-8100-0600 | Medical Insurance | 5,435 | 5,707 | 17,477 | 18,351 | 19,326 |
| 30-8100-0650 | Dental, Vision, Life Insurance | 750 | 884 | 2,718 | 2,718 | 3,948 |
| 30-8100-0675 | Health Reimbursement Account | 750 | 750 | 2,250 | 2,250 | 3,000 |
| 30-8100-0700 | LGERS Retirement | 1,469 | 4,078 | 11,310 | 25,714 | 26,023 |
| 30-8100-0800 | 401K Supplemental Retirement | 14,600 | 1,318 | 3,403 | 7,131 | 7,229 |
| 30-8100-1200 | Postage, Printing & Stationary | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 30-8100-1500 | General Repairs | 20,000 | 10,000 | 8,687 | 10,000 | 10,000 |
| 30-8100-3300 | Supplies & Equipment | 20,000 | 10,000 | 20,000 | 15,000 | 15,000 |
| 30-8100-3800 | Technology | - | - | 5,000 | 5,000 | 5,000 |
| 30-8100-4800 | Water Purchases | 232,656 | 239,636 | 237,275 | 146,066 | 179,580 |
| 30-8100-4900 | Sewer Purchases | 280,000 | 309,259 | 344,823 | 275,595 | 185,400 |
| 30-8100-5000 | AMI Transmitter Fees | 7,000 | 7,700 | 7,700 | 7,700 | 7,700 |
| 30-8100-5700 | Miscellaneous | 1,500 | 1,500 | 500 | 14,284 | 6,196 |
| 30-8100-6500 | Staff Development | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 30-8100-7400 | Capital Improvement | 97,081 | 81,917 | 50,000 | 100,000 | - |
| TOTAL | | 725,106 | 714,404 | 804,399 | 803,339 | 639,034 |

2022-2023 BUDGET SUMMARY

| GENERAL FUND REVENUE | 2018-19 BUDGET | 2019-20 BUDGET | 2020-2021 BUDGET | 2021-2022 BUDGET ACTUAL | 2022-2023 ESTIMATED |
|---------------------------------|-------------------|-------------------|---------------------|----------------------------|------------------------|
| Ad Valorem | 2,553,520 | 2,555,274 | 2,739,689 | 2,785,299 | 3,034,955 |
| Unrestricted Intergovernmental | 1,310,058 | 1,273,619 | 1,367,252 | 1,172,919 | 1,779,747 |
| Restricted Intergovernmental | 64,753 | 64,470 | 63,450 | 137,221 | 67,824 |
| Permits & Fees | 24,791 | 26,600 | 26,500 | 36,400 | 46,300 |
| Investment Earnings | 39,630 | 15,000 | 59,953 | 1,000 | 2,000 |
| Miscellaneous | 43,381 | 42,664 | 43,000 | 52,645 | 65,600 |
| Other Financing Source | 113,907 | 10,000 | 1,018,200 | 403,429 | 302,000 |
| TOTAL General Fund Revenues | 4,150,040 | 3,987,627 | 5,318,044 | 4,588,913 | 5,298,426 |
| GENERAL FUND EXPENDITURES | 2018-19 BUDGET | 2019-20 BUDGET | 2020-2021 BUDGET | 2021-2022 BUDGET ACTUAL | 2022-2023 PROPOSED |
| Administration | 229,454 | 417,331 | 432,816 | 419,051 | 464,815 |
| Planning | - | 37,228 | 36,728 | - | - |
| Police Department | 1,338,222 | 1,413,634 | 1,945,625 | 1,612,751 | 1,842,120 |
| Fire Contract | 425,000 | 425,000 | 425,000 | 425,000 | 425,000 |
| Public Works | 617,004 | 589,091 | 807,263 | 843,462 | 857,759 |
| Streets & Transportation | 189,658 | 359,309 | 389,678 | 372,946 | 611,500 |
| Sanitation & Recycling | 361,397 | 310,222 | 300,204 | 297,182 | 335,806 |
| General Government | 324,631 | 330,083 | 368,400 | 431,590 | 597,764 |
| Debt Service | 112,227 | 105,729 | 195,436 | 208,758 | 163,662 |
| TOTAL General Fund Expenditures | 3,597,593 | 3,987,627 | 4,901,150 | 4,610,740 | 5,298,426 |
| GENERAL FUND REVENUES | | | | | 5,298,426 |
| GENERAL FUND EXPENDITURES | | | | | 5,298,426 |

| WATER FUND REVENUE | 2018-19 BUDGET | 2019-20 BUDGET | 2020-2021 BUDGET | 2021-2022 BUDGET ACTUAL | 2022-2023 ESTIMATED |
|----------------------------|-------------------|-------------------|---------------------|----------------------------|------------------------|
| Operating Revenues | 773,325 | 727,000 | 805,437 | 803,339 | 639,034 |
| WATER FUND EXPENDITURES | 2018-19 BUDGET | 2019-20 BUDGET | 2020-2021 BUDGET | 2021-2022 BUDGET ACTUAL | 2022-2023 PROPOSED |
| Operating Expenditures | 652,724 | 725,106 | 804,399 | 803,339 | 639,034 |
| WATER FUND REVENUES | | | | | 639,034 |
| WATER FUND EXPENDITURES | | | | | 639,034 |

BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

June 7, 2022



Agenda Item E-2

Consideration of FY 22-23 Fee Schedule

Background

The Board of Commissioners sets a schedule of fees prior to the beginning of each fiscal year. The proposed schedule of fees for FY23 is attached to this memorandum for the Board's review and consideration.

Recommended Changes

The recommended changes for this year's fee schedule are associated with increases in water and sewer fees from the City of Asheville and Metropolitan Sewerage District, respectively. Staff further recommends an increase in water tap fees. An analysis by Public Works Director Harry Buckner indicates that the current amount charged (\$2,000) is not adequate to cover the rising cost of materials and the labor/time costs associated with installation. You will also note that for the first time the Town is adding in a separate tap fee for meters larger than the standard 5/8" meter. This is to offset the additional cost associated with the meter material charges. Anything greater than 1" will now require the full cost for the materials and labor to be borne by the customer.

Additional fees specified within the Town Code of Ordinances (brush collection; tree protection ordinance reviews; etc.) are not included within this fee schedule.

Town of Biltmore Forest

FY2022-2023 Schedule of Fees

Effective July 1, 2022

Amounts due are based upon the Schedule of Fees in effect at the time payment is due. It is the Town Board of Commissioners' intention that the Schedule of Fees be revised as needed by July 1 of each year. However, some fees may be adjusted during the year as circumstances change.

| ADMINISTRATIVE | |
|---------------------------|--------------------------------------|
| Ad valorem tax | \$0.345 per \$100 assessed valuation |
| Dog License Fee | \$5 sterile; \$10 fertile |
| Return Check/Draft Charge | \$25.00 |
| House Number Signs | \$100.00 |

| PLANNING AND ZONING | |
|----------------------------|---|
| Zoning Permit | \$25 first \$1,000 of construction value plus \$2 for each additional \$1,000 of construction value |
| Special Use Permit | \$100 due with application |
| Variance | \$300 due with application |
| Demolition Permit | \$100 due with application |
| Non-permitted Construction | Double the Zoning Permit fee |

| WATER CHARGES | |
|------------------------|---------------------------------|
| New/Transfer Account | \$30.00 |
| AMI Transmitter Fee | \$1.78 per bill |
| Meter Rental Fee | |
| 5/8" meter | \$1.10 per bill |
| 1" meter | \$1.18 per bill |
| 1 1/2" meter | \$1.50 per bill |
| 2" meter | \$1.65 per bill |
| Water Charges | |
| Base rate (no gallons) | \$29.72 |
| 1-2,250 gallons | \$9.77 per 1,000 gallons |
| 2,251-60,000 gallons | \$6.15 per 1,000 gallons |
| 60,001-100,000 gallons | \$5.71 per 1,000 gallons |
| 100,001+ gallons | \$3.54 per 1,000 gallons |
| Water Tap Fee | |
| 5/8" Meter | \$3,000.00 per tap installation |
| 1" Meter | \$3,500.00 per tap installation |
| >1" meter | All costs borne by customer |

| SEWER CHARGES (AS SET BY METROPOLITAN SEWERAGE DISTRICT) | |
|--|--------------------------|
| Base Rate | |
| <i>5/8" Meter</i> | \$18.11 per bill |
| <i>1" meter</i> | \$42.54 per bill |
| <i>1 1/2" Meter</i> | \$93.88 per bill |
| <i>2" meter</i> | \$159.65 per bill |
| Treatment Fee | \$6.70 per 1,000 gallons |

BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

June 7, 2022



Agenda Item E-3

Consideration of Early Retiree Special Separation Allowance Guidelines

Background

The North Carolina General Assembly passed a bill in 2018 that allows law enforcement officers to retire at 25 years of service with a reduced pension. The General Statutes provide authority to local governments to *consider* paying early retirees a one-time, lump sum payment in lieu of the special separation allowance that would be required if the officer achieved a full, 30-year retirement status.

If the local government elects to make this lump sum payment, the legislation stipulates the payment cannot exceed the total amount available to the law enforcement officer if full retirement eligibility was achieved. As noted above, the payment must be made in one lump sum and from the Town's available funds. In other words, it cannot be paid on a monthly or bi-weekly basis to the employee over the course of multiple years.

Staff discussed this issue with the Board of Commissioners during the March 2022 meeting. The Board directed staff to develop a policy that included guidelines for when an early-retiring law enforcement officer may be eligible for a lump sum payment from the Town.

Specific Guidelines

The Town Manager and Police Chief recommend the following guidelines:

- (1) Minimum five (5) years full-time service to the Town of Biltmore Forest Police Department as a sworn, law enforcement officer
- (2) Lump sum payment of \$500 per year served to the Town of Biltmore Forest Police Department as a full-time sworn law enforcement officer
- (3) Retiring in good standing with the Town of Biltmore Forest

These guidelines are in line with the Board's prior consideration for an early retiree special separation allowance. These guidelines would be applicable for any early retiree law enforcement officer effective immediately.

BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

June 7, 2022



Agenda Item E-5

Consideration of FYE 22 Audit Contract

Background

State law requires the Town to undertake an audit of all financial statements at the conclusion of each fiscal year. The audit firm must perform this review in accordance with Generally Accepted Accounting Principles (GAAP). Carter P.C. has performed these audits for many years. Their staff works well with our staff. We appreciate their assistance and help to ensure the Town is doing everything possible to abide by and exceed governmental accounting standards.

Audit Services for FYE21

The attached engagement letters and audit contract will allow Carter P.C. to perform this work for the fiscal year that concludes June 30, 2022. If approved by the Board, they will be on-site for work beginning the early August. Please let me know if there are any questions or concerns regarding this audit contract.

May 25, 2022

To the Honorable Mayor and Members of the Board of Commissioners
Town of Biltmore Forest, North Carolina
Biltmore Forest, North Carolina

We are pleased to confirm our understanding of the services we are to provide Town of Biltmore Forest, North Carolina (the Town) for the year ending June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town as of and for the year ending June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Biltmore Forest's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Biltmore Forest's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquires of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide on any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability - Local Government Employees Retirement System
3. Schedule of Contributions - Local Government Employees Retirement System
4. Schedule of Changes in Total Pension Liability - Law Enforcement Officers' Special Separation Allowance
5. Schedule of Total Pension Liability as a Percentage of Covered Payroll - Law Enforcement Officers' Special Separation Allowance
6. Schedule of Town's Proportionate Share of the Net OPEB Liability - Retiree Health Benefit Fund
7. Schedule of Town Contributions - Retiree Health Benefit Fund

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Biltmore Forest's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

1. General Fund - Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
2. Capital Project Fund - Schedule of Revenues and Expenditures - Budget and Actual
3. Enterprise Fund - Water Fund: Schedule of Revenues and Expenditures - Budget and Actual
4. Schedule of Ad Valorem Taxes Receivable
5. Analysis of Current Tax Levy

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition due to fraud
- Management override of controls
- Misappropriation of assets through reimbursements
- Unrecorded liabilities

Planning for the current year engagement has not concluded and modifications to these risks may be made.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Biltmore Forest's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will assist in preparing the financial statements of Town of Biltmore Forest in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also prepare the Annual Financial Information Report (AFIR) for the year ending June 30, 2022, based on information provided by you. In addition, we will maintain your property and equipment listing, based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement, AFIR, and maintenance of your property and equipment listing services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services, maintenance of your property and equipment listing, AFIR, and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

The audit documentation for this engagement is the property of Carter, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the North Carolina Local Government or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Carter, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

Levonía B. Reese, CPA is the audit managing director and is responsible for supervising the engagement and signing the reports. We expect to begin our audit in August 2022 and to issue our reports no later than October 31, 2022.

To ensure that Carter, P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement director before entering into any substantive employment discussions with any of our personnel.

We estimate our fees for the audit and other services will approximate \$25,055. You will also be billed for travel and other out-of-pocket costs such as mileage, report production, postage, travel, copies, etc. Out-of-pocket expenses will not exceed \$350. Preparation of the AFIR will approximate \$800. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

Reporting

We will issue a written report upon completion of our audit of Town of Biltmore Forest's financial statements. Our report will be addressed to the Honorable Mayor and Members of the Board of Commissioners of Town of Biltmore Forest. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an

To the Honorable Mayor and Members of the Board of Commissioners
Town of Biltmore Forest, North Carolina
Page 7

emphasis-of matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We appreciate the opportunity to be of service to Town of Biltmore Forest and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Very truly yours,



Levonia B. Reese, CPA
Vice President & Audit Managing Director

This letter correctly sets forth the understanding of the Town of Biltmore Forest.

Management signature _____

Title _____

Governance signature _____

Title _____

| | |
|------------------|--|
| The of and | Governing Board The Honorable Mayor and Members of the Board of Commissioners |
| | Primary Government Unit Town of Biltmore Forest |
| | Discretely Presented Component Unit (DPCU) (if applicable) NA |

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

| | |
|-----|---|
| and | Auditor Name Carter, P.C. |
| | Auditor Address 301 College St., Ste 320 Asheville, NC 28801 |

Hereinafter referred to as Auditor

| | | |
|-----|--------------------------------|-----------------------------------|
| for | Fiscal Year Ending 06/30/22 | Audit Report Due Date 10/31/22 |
| | | |

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☒ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Krystal Curtis

Finance Director

kcurtis@biltmoreforest.org

OR Not Applicable ☐ (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

| | |
|---|--------------------------|
| Primary Government Unit | Town of Biltmore Forest |
| Audit Fee | \$ 18,790 |
| Additional Fees Not Included in Audit Fee: | |
| Fee per Major Program | \$ |
| Writing Financial Statements | \$ 6,265 |
| All Other Non-Attest Services | \$ See engagement letter |
| 75% Cap for Interim Invoice Approval (not applicable to hospital contracts) | \$ 18,240.00 |

DPCU FEES (if applicable)

| | |
|---|----|
| Discretely Presented Component Unit | NA |
| Audit Fee | \$ |
| Additional Fees Not Included in Audit Fee: | |
| Fee per Major Program | \$ |
| Writing Financial Statements | \$ |
| All Other Non-Attest Services | \$ |
| 75% Cap for Interim Invoice Approval (not applicable to hospital contracts) | \$ |

SIGNATURE PAGE

AUDIT FIRM

| | |
|--|---|
| Audit Firm* Carter, P.C. | |
| Authorized Firm Representative (typed or printed)* Levonina Reese | Signature*  |
| Date* 05/26/22 | Email Address* levonia.reese@carter-cpa.com |

GOVERNMENTAL UNIT

| | |
|---|---------------|
| Governmental Unit* Town of Biltmore Forest | |
| Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a)) | |
| Mayor/Chairperson (typed or printed)* | Signature* |
| Date | Email Address |

| | |
|--|---------------|
| Chair of Audit Committee (typed or printed, or "NA") NA | Signature |
| Date | Email Address |

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

| | |
|---|----------------|
| Primary Governmental Unit Finance Officer* (typed or printed) | Signature* |
| Date of Pre-Audit Certificate* | Email Address* |

BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

June 7, 2022



Agenda Item E-5

Consideration of FY22 Budget Amendment

Background

The attached budget amendment reflects amendments requested prior to the close of the fiscal year. The attached budget amendment reflect staff's perspective on remaining expenditures. Revenues for both funds remain unchanged and there is no *increase* in overall expenditures within either fund, but rather, a re-allocation of projected expenditures within each fund. If you recall our April 2022 budget amendment, a large amount of anticipated revenue was placed in the "contingency" line item. This line item is being reduced by just over \$67,000 and expenditures within other general fund departments increased.

Similarly, the anticipated water and sewer costs within the water fund are being increased but the capital project line item and salaries line item within the water fund are being decreased to offset these proposed increases.

It is highly likely budget re-allocations will still occur prior to the end of the fiscal year, but this amendment should allow the Town to close the year with expenditure amounts being appropriate.

Please let me know if you have any questions.



FY 2021-2022 BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Biltmore Forest, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022.

Section 1. General Fund Revenues

| GENERAL FUND REVENUE | FY22 Amendment No. 3 | FY22 Increase/Decrease |
|------------------------------------|-------------------------|---------------------------|
| Ad Valorem | | - |
| Unrestricted Intergovernmental | | |
| Restricted Intergovernmental | | |
| Permits & Fees | | |
| Investment Earnings | | |
| Miscellaneous | | |
| Other Financing Source | | |
| TOTAL General Fund Revenues | 5,158,060 | - |

Section 2. General Fund Expenditures

| GENERAL FUND EXPENDITURES | FY22 Amendment No. 3 | FY22 Increase/Decrease |
|--|-------------------------|---------------------------|
| Administration | 441,354 | - |
| Planning | | |
| Police Department | 1,828,677 | 38,585 |
| Fire Contract | 425,000 | - |
| Public Works | 852,462 | 8,000 |
| Streets & Transportation | 522,407 | 13,000 |
| Sanitation & Recycling | 400,100 | 7,500 |
| General Government | 520,425 | (67,085) |
| Debt Service | 167,634 | - |
| TOTAL General Fund Expenditures | 5,158,060 | (0) |

Section 3. Operating Fund Revenues

| WATER FUND REVENUE | FY22 Amendment No. 3 | FY22 Increase/Decrease |
|-------------------------------|---------------------------------|-----------------------------------|
| Operating Revenues | - | - |
| | 803,339 | |

Section 4. Operating Fund Expenditures

| WATER FUND EXPENDITURES | FY22 Amendment No. 3 | FY22 Increase/Decrease |
|------------------------------------|---------------------------------|-----------------------------------|
| Salaries | 112,619 | (30,000) |
| Overtime | | |
| Professional Services | | (5,000) |
| FICA | | (2,728) |
| Unemployment Insurance | | - |
| Medical Insurance | | |
| Dental, Vision, Life Insurance | | |
| Health Reimbursement Account | 3,250 | 1,000 |
| LGERS Retirement | | (6,429) |
| 401K Supplemental Retirement | | (1,783) |
| Postage, Printing & Stationary | | |
| General Repairs | | |
| Supplies & Equipment | | |
| Technololgy | | |
| Water Purchases | 196,066 | 50,000 |
| Sewer Purchases | 350,595 | 75,000 |
| AMI Transmitter Fees | | |
| Miscellaneous | 4,284 | (10,000) |
| Staff Development | | |
| Capital Improvement | 29,939 | (70,061) |
| TOTAL | 803,339 | 0 |

The Town Manager drafted this budget amendment and Finance Director has verified this amendment balances with the above listed revenues and expenditures.

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

Adopted this 7th day of June, 2022.

George F. Goosmann, III
Mayor

Attest:

Laura Jacobs
Town Clerk