

## PROPOSED AGENDA

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

To be held Tuesday, March 10, 2020 at 4:30 p.m.

#### A. Roll Call by the Clerk

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

#### B. Approval of the Minutes

1. The minutes of the regular meeting held on February 11, 2020 will be considered for approval.

#### C. Reports of Officers

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

#### D. Special Presentation – Charles Megown, Partnership Specialist – US Census Bureau

#### E. New Business

1. Consideration of FY19-20 Budget Amendments
2. Consideration of Proposal from Beverly-Grant for Police Department Roof Replacement
3. Consideration of Ordinance 2020-01 – An Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance
4. Consideration of Temporary Waiver of Ordinance 90.06 (Animals Expressly Prohibited) for Invasive Species Removal
5. Consideration of Resolution 2020-02 – A Resolution to Adopt a Title VI Policy for the Town of Biltmore Forest
6. Discussion of Traffic Control Measures – Additional Stop Signs at Various Intersections

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

#### G. Public Comment

#### H. Closed Session Pursuant to N.C.G.S. 143-318.11 (6)

#### I. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD FEBRUARY 11, 2020.

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

Roll call by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

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

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

Mayor Goosmann asked for a motion to approve the January 14, 2020 Regular Meeting Minutes and the Special Call meeting minutes. A motion was made by Commissioner Cogburn. The motion was seconded by Commissioner Kelly and unanimously approved.

A special presentation was given by Dr. Jennifer Mullendore, Medical Director of Buncombe County Health and Human Services. Dr. Mullendore distributed information regarding tick borne illnesses including Lyme disease. Data was included for Buncombe County as a whole. The numbers they provide rely on the providers reporting to the County. It is statutorily required. Once the County gets the information, they report this information to the State of North Carolina. Since 2014, there has been an increase of Lyme disease within Buncombe County. Rocky Mountain Spotted fever (another tick borne illness) has increased as well since 2014.

Dr. Mullendore said since 2015, one or two Biltmore Forest residents have reported a tick borne illness each year. With the animal population in this area, they can carry the Lyme disease so it can be acquired in this area. North Carolina is a low incidence State. Dr. Mullendore referenced the CDC (Center for Disease Control) website. Less than ten confirmed cases per 100,000 residents in the State of North Carolina were reported. The Northeast area is an area where the percentage of cases is higher. Dr. Mullendore also mentioned the warmer winter weather and ticks being more active year round.

Ms. Laura Wrenn mentioned that she tested positive for Lyme disease and the extreme suffering she went through for ten days. Both of her dogs tested positive for Lyme. Ms. Wrenn wanted to know how to track animals with Lyme disease. Dr. Mullendore says this is not reportable. The Public Health Veterinarian said there are clearly many cases of Lyme disease in dogs. When veterinarians do a test, the test for the organism which includes Lyme disease is listed in the panel. Many times the panel will come back and the test will show a seropositive. This does not mean the animal has Lyme disease. It could mean the animal has been exposed.

Dr. Mullendore suggested wearing repellent and checking your body for ticks. Ms. Diane Zimmerman asked about the Lyme disease vaccination for dogs. Dr. Mullendore was unsure of the Lyme disease vaccination.

Dr. Mullendore said if someone has a tick on their body, monitor symptoms. Check symptoms for 14 days after the tick is found such as fever, headaches, or rash, let your provider know.

Ms. Susan Cook said the deer are a problem and carry ticks and the Town needs to get rid of them.

Dr. Mullendore also said Dr. Brian Byrd, a Public Health entomologist who is an expert in ticks and mosquitos, would be an excellent resource. Mr. Kanipe said they will try and set a presentation up in the spring with Dr. Byrd.

Ms. Cook asked how to check yourself for ticks. Dr. Mullendore said it helps to use mirrors.

Ms. Cook asked how many people in Buncombe County have had Lyme disease twice. Ms. Cook said she pays taxes and we should get rid of the deer. Commissioner Kelly informed Ms. Cook of the deer depredation permit the Town has. Ms. Cook is afraid deer carry the Coronavirus. Mayor Goosmann told Ms. Cook the Town can only do what the State of North Carolina allows.

Ms. Wrenn asked if the deer can be neutered. Mayor Goosmann said no. Ms. Wrenn asked if the Board was sure the deer could not be castrated. Mr. Billy Clarke said yes.

Mayor Goosmann thanked Dr. Mullendore for presenting this information.

Chief Ryan Cole gave the monthly report for the Skyland Fire Department. Chief Cole said this month is “heart healthy” month and an article for the newsletter will be submitted regarding this. Chief Cole also said the Fire Department will be offering a CPR class to the Town residents later on this year. There will be details given within the next few months. Chief Cole emphasized the importance of having furnaces and heating systems serviced this time of year.

Chief Chris Beddingfield gave the monthly report for the Police Department. Last month there were multiple calls and arrests. There were ten arrests for the month and four of the arrests were felony related. Chief Beddingfield said he will provide a more detailed arrest report at the March meeting. Chief Beddingfield emphasized the importance of serving Town residents with personalized service. Officers have been extremely busy with domestic calls, calls regarding assaults, and drug related matters. Ms. Laura Wrenn asked about the number of arrests and a breakdown of residents versus non-residents. Chief Beddingfield did not have the statistics at that moment but the majority of arrests are non-residents.

Mr. Austin Tucker gave the monthly report for the Public Works Department. Mr. Tucker said everything was going well at Public Works. Commissioner Cogburn asked about the status of

the vandalized street lights. Mr. Tucker said new lenses are being made and they should be ready this week. Mayor Goosmann thanked Mr. Tucker for all of their hard work.

Ms. Adrienne Isenhower gave the monthly Planning report. There were no additional questions for Ms. Isenhower. Mayor Goosmann thanked Ms. Isenhower for her work.

New Business was conducted and Mr. Kanipe asked the Board for Consideration of the FYE 20 Audit Agreement with Carter, P.C. Commissioner Loomis made a motion to approve the Audit agreement for FYE 20. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

The next New Business matter was Recommendation for Consultant Selection for the Greenwood Park Stream Restoration Project. Mr. Kanipe said there was response from five firms. Mr. Kanipe recommended moving forward with WithersRavenel. Mr. Kanipe said this firm is heavily involved in this area already. Commissioner Kelly made a motion to approve WithersRavenel for the Stream Restoration Project. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Mr. Kanipe Discussed the New Land Use Regulations approved by the General Assembly during the last year (N.C.G.S. 160-D). Mr. Kanipe said it will be mandatory for everyone in the State. There are two specific deadlines that must be met. The first is to amend the existing Zoning and Development Ordinance to bring them into compliance with these changes by January 1, 2021.

The second deadline will require more work from the Town's perspective. This work will be due July 1, 2022. A Comprehensive Plan will have to be adopted in order to continue zoning within the Town. Mr. Kanipe suggested the process would begin in January 2021 and the Town would like to have this done ahead of time.

Mr. Clarke said all zoning for cities and counties will all be under one statute. There are significant changes to zoning in general. Mr. Clarke said it is not too early to start thinking about the Comprehensive Plan.

The Accessory Structure Ordinance was discussed and there was a Public Hearing in November and several changes were offered. Mr. Kanipe referenced page 38 of 41 in the packet. Mr. Clarke revised the preamble portion of it to more accurately reflect the intent behind the Ordinance.

Mr. Kanipe said there was discussion on how to specify what a deer fence is. Mr. Kanipe said he visited the Wildlife Resources Commission website and they recommend a ten foot fence.

Commissioner Loomis offered the word “replacement” in Section C should also be stated before the word “fence” except where it states “existing” fence.

Commissioner Loomis also suggested taking out “to the extent necessary” in Section A (2).

Commissioner Loomis also said people from The Ramble had a valid concern regarding a dog fence. Commissioner Loomis asked if a neighboring property owner objected to having a buffered fence, would the neighboring property owner’s concern still be taken into consideration by the Board of Adjustment. Mr. Clarke said by having the word “may” in the Ordinance, the Board of Adjustment may approve or disapprove it. Mr. Clarke said the Board of Adjustment has the discretion not to allow it.

Commissioner Kelly would like to see the word, “may” in Section B(3) and B(4). Commissioner Kelly would also like to change “must” to shall in C (5).

Mr. Clarke also pointed out the wording should state “Board of Commissioners” on page three.

Commissioner Loomis said she wants to be responsive to the people that attended the work session. The majority of people did not want fences allowed in backyards without restriction. Commissioner Loomis said there will be certain situations where backyard fences should not be

allowed even with buffering. Commissioner Loomis also emphasized the landscape plans should be presented to the Board of Adjustment when presenting a fence plan. Mr. Clarke said if an applicant meets the requirements for getting a Special Use Permit, he/she has made a Prima Facie case. The Board of Adjustment is a Quasi-Judicial (fact finding) Board, they could consider other evidence as well. As the language is written, Mr. Clarke said it gives the Board of Adjustment discretion and authority to not approve a fence.

Commissioner Cogburn agreed with Commissioner Loomis that it should be at the Board of Adjustment discretion whether to approve or disapprove fences.

Mr. Kanipe asked the Board about their preference for the height of the deer fencing. Commissioner Kelly and Commissioner Loomis preferred ten foot fences. Mayor Goosmann and Commissioner Cogburn preferred eight foot fences.

Mr. Clarke suggested one final version be written and then a final decision can be made. Mr. Kanipe said the proposal will be brought back to next month's Board of Commissioners meeting so it can be adopted.

Mayor Goosmann introduced the Town's new Public Works Director, Mr. Harry Buckner. Mr. Buckner is looking forward to working for the Town and working with the employees.

Mr. Kanipe discussed the stoplight at Eastwood and Hendersonville Road. There have been changes made and it should be running more efficiently now.

Mr. Kanipe discussed the temporary speedbumps that have been placed on Hilltop Road. There has been a dramatic decrease in speed since the installation. The only concern from some is the noise.

Mr. Kanipe said VC3 will be redoing the Town's website and it would be much more user friendly once this is completed.

## **PUBLIC COMMENT**

Ms. Laura Wrenn expressed her concern with the Town using WithersRavenel versus McGill Associates.

Ms. Martha Barnes asked for a question to be clarified regarding Ms. Wrenn's issue with the culvert.

Ms. Susan Cook expressed her concern regarding the overpopulation of deer in Biltmore Forest. Mr. Kanipe gave details to Ms. Cook regarding the deer depredation permit.

Mr. Drew Stephens told the Board he is appreciative of the speed bumps being installed on Hilltop. Mr. Stephens suggested moving the Northern speed bump at the top of the hill. Mr. Stephens also spoke about an issue he saw with the trash and recycling collection that was being picked up at his house.

There were also questions about backyard fences and deer fences.

Ms. Diane Zimmerman expressed her concern regarding invisible fences and does not support them because wildlife can access a property.

Ms. Joyce Young said in the proposed Zoning Ordinance, the height of the columns should be stated. Ms. Young also discussed placement of deer fences on a property. She also suggested not putting up bird feeders and berry bushes which attract bears.

Commissioner Cogburn moved to go into Closed Session at 5:59pm. Commissioner Loomis seconded the motion. The motion was unanimously approved.

The meeting went out of Closed Session at 6:10pm.

Mayor Goosmann adjourned the meeting at 6:11pm.

The next Board of Commissioners meeting is scheduled for Tuesday, March 10, 2020 at 4:30 p.m.

ATTEST:

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Ms. Laura Jacobs  
Town Clerk

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George F. Goosmann, III  
Mayor

## *Monthly Report for Public Works*

*2/12/20 thru 3/10/20*

- *Met with Withers and Ravenel for kick-off of the stream restoration project in the park on 3/2/2020. Deadline for the preliminary engineering report is April 1, 2020.*
- *We have collected 23 loads of brush.*
- *26 tons of garbage was collected.*
- *13.6 tons of recycling was collected.*
- *The leaves were blown twice from the roadway and road shoulders.*
- *There were approximately 55 special requests from residents.*
- *We had 24 utility locate requests.*
- *Two bacteriological tests were collected and were found in compliance with the state.*
- *Charles inspected 20 trees on 7 properties for the residents.*
- *Lens replacements are delivered; replacement is ongoing.*
- *Applied lime to Rosebank Park ahead of overseeding.*
- *Hydraulic line failed on boom truck; sent for repair. Caused 2 day delay on south end brush schedule.*
- *Annual small equipment service completed in anticipation of season.*
- *Majority of equipment listed on govedeals.com has been delivered.*
- *Passed annual Safe Water inspection by DENR.*
- *Median Christmas lights have been disconnected.*

### *Upcoming Projects*

- *We're still working on moving in and organizing the new Public Works building.*
- *The fallen trees on Brookside will be getting more attention if the weather cooperates.*
- *Second batch of items for GovDeals.com will be listed.*

# BILTMORE FOREST POLICE DEPARTMENT

## Department Head Report

March 10th, 2020 Board of Commissioners Meeting

*Chris Beddingfield, Police Chief*

### **Police Dept. Monthly Report 02/01/20-02/29/20**

#### **Calls for Service:631**

#### **Officers responded to the following calls for service:**

Accident - 1	Accident - PI - 1
Alarm - 29	Animal Carcass - 1
Assist EOC -2	Assist Motorist - 10
Assist Other Agency - 14	Assist Resident - 8
Bear Report - 0	Business Check - 97
Busy - 6	Crime Prev. - 26
Chase- 0	Direct Traffic - 1
Distressed Animal - 1	Disturbance - 0
Dog Complaint - 6	Domestic disturbance-0
Fire - 0	Fight- 1
Hit and Run - 0	House Check - 92
Improper Parking- 6	Incomplete 911- 1
Investigation - 4	Intoxicated Driver- 0
Mental Patient - 0	Missing Person - 0
Noise Disturbance - 2	Ordinance Violation - 4
Out of Service - 0	Out of Town - 2
Person Down - 0	Power Outage - 1
Radar Operation - 26	Road Blocked - 11

Service of Car - 2	Sign Ord Violation - 2
Special Assignment – 1	Special Check - 30
Speed/Reckless Driving- 1	Suspicious Person - 11
Suspicious Vehicle – 30	Vandalism - 1
Vehicle Stop – 124	Well-being Check – 3

### **Total Number Of Calls:631**

**Arrests:** 1-Felony Arrest-1 Felony Identity Theft Charge-1 Misdemeanor Charge for Drug Paraphernalia-subject also had 5 outstanding warrants. Arrest came out of a call for two subjects passed out in a car at the Double Tree. Subjects admitted using Fentanyl during the night.

5-Misdemeanor Arrests-6 Charges- 2 DWI, 2 Drug Paraphernalia, 1 Trespassing, 1 Fugitive Warrant for Domestic Assault. Five of these originated out of traffic stops one was a call to investigate a homeless camp.

### **Time Consumption Summary:**

#### **Approximations**

Business Checks- 7 hours

House Checks- 9 hours

Radar Operation- 11 hours

Vehicle Crash Investigation- 1 hour

### **Notable Calls and Projects:**

Worked with Parkway Police to take down homeless camps around the town limits.

Started creating some ground work of an “R-U-OK” program where we call and check on residents who may live alone or be experiencing health problems etc. We have done some experimentation and hope to fully implement the program soon.

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Po Box 5352 | Biltmore Forest, NC 28803  
P (828) 274-0824 | F (828) 274-8131

[www.biltmoreforest.org](http://www.biltmoreforest.org)



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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Town Manager's Monthly Report

Date: March 4, 2020

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### Coronavirus (COVID-19) Information and Update

As the coronavirus has spread, local governments in the country and in our region have increased efforts to be as prepared as possible for outbreaks. Buncombe County Health and Human Services is the lead agency for our countywide preparation effort and all public information and media information will come from their agency (or larger state or federal agencies). All municipalities, emergency service providers, health care providers, and other stakeholders are now participating in weekly COVID-19 response and strategy development meetings. The first with all stakeholders was held Thursday, March 5<sup>th</sup>, and provided an opportunity for information exchange and how best to move forward.

The UNC School of Government is providing resources related to this issue, and all communicable diseases, on an almost daily basis. The Town is following best practices offered by state agencies and the CDC and has developed work plans for staff if an infection occurs locally. We have issued guidance from the Centers for Disease Control (CDC) for employees as they interact with the public and are permitting extended sick leave for anyone who may be experiencing symptoms that match COVID-19 or any communicable disease. It cannot be overstated that the best source of information for anyone locally is the Buncombe County Health and Human Services and the (CDC). Information regarding COVID-19 is placed prominently on the Town's website.

### Stormwater Project Area 4 Work

The Town met with WithersRavenel regarding project area 4 of the Town's storm water master plan in early March. This project will repair a sinkhole formed as a result of a rusted out 15" storm drain that carries water from three streets off of Cedar Hill Drive. We hope to have a formal design proposal for this project soon.

### Stream Restoration Project

Staff also met to review the stream restoration project and requirements for the green infrastructure loan. The Environmental Review will be submitted to the state no later than April 1, 2020 in compliance with our revised schedule.

### Park Improvements

Staff is reviewing trees in the Greenwood Park area and will have a plan within the next week about trimming dead branches and removing any tree that may be hazardous or potentially dangerous. Further improvements for the park, as planned in the master plan, will be incorporated by the Public Works Department over the course of the next two months. Additionally, I have asked Public Works to begin the process of repairing or replacing the bridge in the Brooklawn Pond area that was washed out during the rains last year.

### Signs at Town Entrances

Staff met with a sign fabricator regarding entrance signs at various town intersections with Hendersonville Road. Mockups for these signs are in process and once available I will provide that mockup for the Board to help determine how to move forward.

### Chapter 160D Changes

Staff is reviewing NCGS 160D and compiling amendments necessary for the Board to consider before January 1, 2021. Per the proposed schedule presented last month, the Town Planner and I intend to present this to the Board for an initial review next month.

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

Jonathan B. Kanipe,  
Town Administrator

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## PLANNING AND CODE ENFORCEMENT FEBRUARY 2020

The Board of Adjustment met on February 24<sup>th</sup> at 4:00 p.m. at Town hall to review four special use permit requests.

15 Park Road- A special use permit was approved for a swimming pool and perimeter fence. The zoning permit was issued on February 28<sup>th</sup> after review by the Design Review Board.

Carolina Day School- A request for a five-year extension of a special use permit for modular classrooms was tabled until the March Board of Adjustment meeting.

57 Chauncey Circle- A special use permit was approved for a swimming pool with a barrier of fencing, walls, and hedges. A zoning permit for a new single-family home, including the swimming pool was issued on February 28<sup>th</sup> after review by the Design Review Board.

57 Forest Road- A special use permit was approved for an accessory building constructed in 2019. The zoning permit was issued on February 28<sup>th</sup> after review by the Design Review Board.

The Design Review Board met on February 27<sup>th</sup> and approved three additional projects.

1 Hilltop Road – A zoning permit was issued for replacement of exterior windows with French doors.

2 Westwood Road – A zoning permit was issued for a main level addition and terrace to the rear of the home.

625 Hendersonville Road – A zoning permit was issued for addition of an attached garage and an addition to an existing guest house.

One zoning clearance letter was issued for interior renovations and/or exterior repairs.

The Board of Adjustment will meet on March 30, 2020 at 4:00 p.m. at Town Hall. At the time of this memo, six applications have been submitted.

The next Design Review Board meeting will be Thursday, April 2<sup>nd</sup> at 5:30 p.m. at Town Hall.



# Monthly Financial Report

## February 2020

### FIRST CITIZENS CHECKING (Monthly Transaction Report)

<b>Beginning Balance</b>	<b>1,524,991.34</b>
Cleared Checks	(91,180.14)
Cleared Deposits	64,867.46
Cleared Credits	14,490.51
Cleared Debits	(75,892.81)
Cleared E-payments	(91,586.59)
<b>Change in Account Balance</b>	<b>(179,301.57)</b>
<b>Prelim balance</b>	<b>1,345,689.77</b>
<b>Outstanding Items</b>	<b>(28,320.01)</b>
<b>Ending Balance (F/L Balance)</b>	<b>1,317,369.76</b>

### CASH ACCOUNTS

First Citizens Money Market Checking	1,317,369.76
NCCMT General Fund Term	2,411,030.40
NCCMT General Fund Government	997,346.78
NCCMT Water Fund Government	97,384.00
<b>TOTAL</b>	<b>4,823,130.94</b>

### NORTH CAROLINA CASH MANAGEMENT TRUST

#### GENERAL FUND Government

Beginning Balance	900,192.49
Local Gov't Distribution (NCDOR)	96,075.03
Transfer to First Citizens Checking	
Interest Earned	1,079.26
<b>Ending Balance</b>	<b>997,346.78</b>

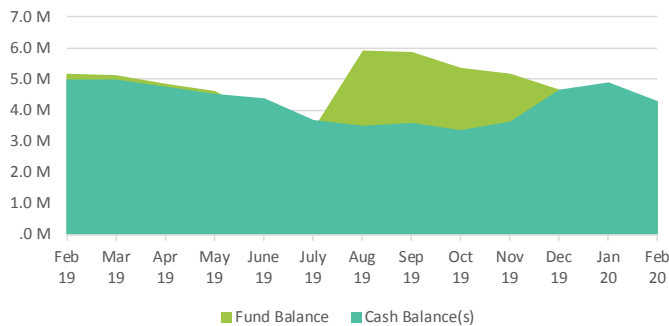
#### GENERAL FUND Term

Beginning Balance	2,407,872.58
Interest Earned	3,157.82
<b>Ending Balance</b>	<b>2,411,030.40</b>

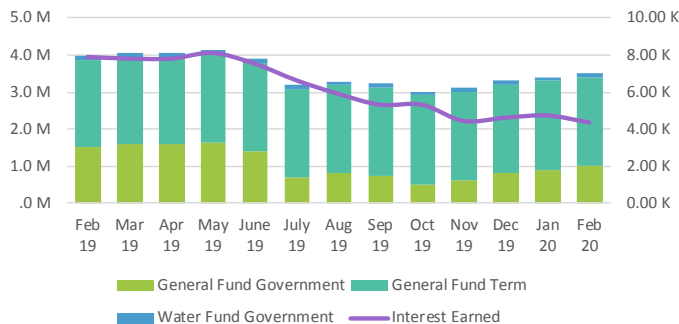
#### WATER FUND Government

Beginning Balance	97,272.31
Interest Earned	111.69
<b>Ending Balance</b>	<b>97,384.00</b>

13 Month Cash Flow



Investment Balances



### 2019 PROPERTY TAXES

Real Property	761,692,752
Personal Property (Including BUS & IND)	6,522,331
Personal Property (Public Service Companies)	4,969,176
Exemptions	(494,050)
Deferrals	(8,875,692)
Releases	(26,609)
<b>Total Assessed</b>	<b>763,787,908</b>
<b>Total Levy</b>	<b>2,635,068</b>
Budgeted Levy	2,593,341

Tax Collection To Date	Percent Collected	Budgeted Levy	Amount Collected*
Ad Valorem (2019)	99.78%	2,593,341	2,587,715
	98.20%	2,635,068	
DMV Ad Valorem	62.62%	101,548	63,586 *

## REVENUE &amp; EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10 General Fund						
Revenue						
3010 Ad Valorem Tax Subtotal	\$9,245.95	\$2,702,875.80	\$0.00	\$2,697,389.00	100	
3020 Unrestricted Intergovernm Subtotal	\$95,813.04	\$877,052.07	\$0.00	\$1,367,252.00	64	
3030 Restricted Intergovernmen Subtotal	\$261.99	\$62,283.01	\$0.00	\$63,450.00	98	
3040 Permits & Fees Subtotal	\$4,326.00	\$17,518.10	\$0.00	\$26,500.00	66	
3050 Investment Earnings Subtotal	\$4,290.92	\$40,305.25	\$0.00	\$59,953.00	67	
3060 Miscellaneous Subtotal	\$492.50	\$38,940.52	\$0.00	\$43,000.00	91	
Revenue Subtotal	\$114,430.40	\$3,738,974.75	\$0.00	\$4,257,544.00	88	
Expenditure						
4200 Administration Subtotal	\$36,297.94	\$298,451.57	\$200.86	\$428,816.00	70	
4300 Subtotal	\$3,084.29	\$25,798.03	\$0.00	\$36,728.00	70	
5100 Police Department Subtotal	\$106,808.25	\$1,026,394.86	\$183,221.60	\$1,624,625.00	74	
5200 Fire Services Subtotal	\$0.00	\$318,750.00	\$0.00	\$425,000.00	75	
5600 Public Works Subtotal	\$47,325.84	\$423,168.99	\$20,475.12	\$1,214,157.00	37	
5700 Streets & Transportation Subtotal	\$16,394.73	\$134,169.77	\$19,426.34	\$351,678.00	44	
5800 Sanitation & Recycling Subtotal	\$22,038.38	\$162,625.88	\$7,745.21	\$292,704.00	58	
6600 General Government Subtotal	\$15,888.92	\$198,144.39	\$1,725.00	\$349,400.00	57	
6700 Debt Service Subtotal	\$8,785.88	\$131,883.07	\$0.00	\$195,436.00	67	
Expenditure Subtotal	\$256,624.23	\$2,719,386.56	\$232,794.13	\$4,918,544.00	60	
Before Transfers	Deficiency Of Revenue Subtotal	-\$142,193.83	\$1,019,588.19	-\$232,794.13	-\$661,000.00	-119
Other Financing Source						
3500 Other Financing Subtotal	\$5,651.00	\$12,337.50	\$0.00	\$661,000.00	2	
Other Financing Source Subtotal	\$5,651.00	\$12,337.50	\$0.00	\$661,000.00	2	
After Transfers	Deficiency Of Revenue Subtotal	-\$136,542.83	\$1,031,925.69	-\$232,794.13	\$0.00	0

## REVENUE &amp; EXPENDITURE STATEMENT FOR 30 WATER &amp; SEWER

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
30 Water & Sewer Fund						
Revenue						
3290 Subtotal	\$111.69	\$1,130.79	\$0.00	\$1,500.00	75	
3350 Commissions, Sw Chg Coll Subtotal	\$1,624.35	\$6,562.70	\$0.00	\$8,000.00	82	
3710 Water Sales Subtotal	\$112,105.44	\$524,226.65	\$0.00	\$698,904.00	75	
3730 Water Tap & Connect Fees Subtotal	\$60.00	\$8,660.00	\$0.00	\$6,000.00	144	
Revenue Subtotal	\$113,901.48	\$540,580.14	\$0.00	\$714,404.00	76	
Expenditure						
8100 Water Dept. Subtotal	\$16,930.15	\$346,952.93	\$1,988.19	\$714,404.00	49	
Expenditure Subtotal	\$16,930.15	\$346,952.93	\$1,988.19	\$714,404.00	49	
Before Transfers	Excess Of Revenue Subtotal	\$96,971.33	\$193,627.21	-\$1,988.19	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$96,971.33	\$193,627.21	-\$1,988.19	\$0.00	0

## REVENUE &amp; EXPENDITURE STATEMENT FOR 40 CAPITAL PROJECT

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

		Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
<b>40 Capital Project Fund</b>						
<b>Revenue</b>						
	<b>4000 Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>0</b>
	<b>Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>0</b>
<b>Expenditure</b>						
	<b>5600 Public Works Subtotal</b>	<b>\$0.00</b>	<b>\$132,764.04</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>14</b>
	<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$132,764.04</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>14</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$132,764.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$132,764.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>

## REVENUE &amp; EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
<b>10 General Fund</b>					
<b>Revenue</b>					
<b>3010 Ad Valorem Tax</b>					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,635,723.49	0.00	2,593,341.00	102
10-3010-0100 AD VALOREM TAXES (DMV)	8,785.67	63,586.16	0.00	101,548.00	63
10-3010-0200 TAX INTEREST & PENALTIES	460.28	3,566.15	0.00	2,500.00	143
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$9,245.95</b>	<b>\$2,702,875.80</b>	<b>\$0.00</b>	<b>\$2,697,389.00</b>	<b>100</b>
<b>3020 Unrestricted Intergovernm</b>					
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	0.00	106,791.01	0.00	215,488.00	50
10-3020-0100 ALCOHOL BEVERAGE TAX	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	50,508.93	390,925.99	0.00	597,047.00	65
10-3020-0300 1/2 CENT SALES TAX A.40	19,015.12	156,127.20	0.00	232,530.00	67
10-3020-0400 1/2 CENT SALES TAX A.42	26,288.99	205,075.37	0.00	312,187.00	66
10-3020-0600 SALES TAX REFUND	0.00	14,241.48	0.00	0.00	0
10-3020-0700 GASOLINE TAX REFUND	0.00	3,891.02	0.00	4,000.00	97
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$95,813.04</b>	<b>\$877,052.07</b>	<b>\$0.00</b>	<b>\$1,367,252.00</b>	<b>64</b>
<b>3030 Restricted Intergovernmen</b>					
10-3030-0000 SOLID WASTE DISPOSAL TAX	261.99	782.09	0.00	950.00	82
10-3030-0100 POWELL BILL	0.00	61,500.92	0.00	62,500.00	98
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$261.99</b>	<b>\$62,283.01</b>	<b>\$0.00</b>	<b>\$63,450.00</b>	<b>98</b>
<b>3040 Permits &amp; Fees</b>					
10-3040-0000 BUILDING PERMITS	4,321.00	16,123.00	0.00	25,000.00	64
10-3040-0100 DOG LICENSE FEE	5.00	1,395.10	0.00	1,500.00	93
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$4,326.00</b>	<b>\$17,518.10</b>	<b>\$0.00</b>	<b>\$26,500.00</b>	<b>66</b>
<b>3050 Investment Earnings</b>					
10-3050-0000 INTEREST EARNED	4,290.92	40,305.25	0.00	59,953.00	67
<b>3050 Investment Earnings Subtotal</b>	<b>\$4,290.92</b>	<b>\$40,305.25</b>	<b>\$0.00</b>	<b>\$59,953.00</b>	<b>67</b>
<b>3060 Miscellaneous</b>					
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	27,834.24	0.00	28,000.00	99
10-3060-0200 MISCELLANEOUS	92.50	11,106.28	0.00	15,000.00	74
<b>3060 Miscellaneous Subtotal</b>	<b>\$492.50</b>	<b>\$38,940.52</b>	<b>\$0.00</b>	<b>\$43,000.00</b>	<b>91</b>
<b>Revenue Subtotal</b>	<b>\$114,430.40</b>	<b>\$3,738,974.75</b>	<b>\$0.00</b>	<b>\$4,257,544.00</b>	<b>88</b>
<b>Expenditure</b>					
<b>4200 Administration</b>					
10-4200-0200 SALARIES	19,458.00	162,160.15	0.00	215,249.00	75
10-4200-0300 OVERTIME	0.00	2,278.75	0.00	1,000.00	228
10-4200-0500 FICA	1,432.73	12,106.43	0.00	16,543.00	73
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,503.42	20,027.36	0.00	25,852.00	77
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	428.52	3,412.20	0.00	4,361.00	78
10-4200-0675 HEALTH REIMBURSEMENT ACC	375.00	3,000.00	0.00	3,750.00	80
10-4200-0700 LGERS RETIREMENT	2,993.75	25,707.85	0.00	33,299.00	77
10-4200-0800 401K SUPP RETIREMENT	973.23	8,235.22	0.00	10,762.00	77
10-4200-1000 ACCOUNTING & TAXES	5,803.54	20,211.94	0.00	45,000.00	45

## REVENUE &amp; EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-4200-1200 POSTAGE, PRINTING, STATIONARY	39.29	2,847.59	0.00	5,000.00	57
10-4200-1400 MILEAGE & BOARD SALARY	0.00	14,400.00	0.00	22,000.00	65
10-4200-3300 SUPPLIES AND EQUIPMENT	859.95	4,466.78	200.86	5,000.00	93
10-4200-5300 DUES & FEES	50.00	4,597.25	0.00	5,000.00	92
10-4200-5700 MISCELLANEOUS	84.76	653.64	0.00	1,000.00	65
10-4200-6500 STAFF DEVELOPMENT	1,295.75	7,846.41	0.00	15,000.00	52
10-4200-6600 CAPITAL IMPROVEMENT & AMORT	0.00	6,500.00	0.00	20,000.00	33
<b>4200 Administration Subtotal</b>	<b>\$36,297.94</b>	<b>\$298,451.57</b>	<b>\$200.86</b>	<b>\$428,816.00</b>	<b>70</b>
<b>4300</b>					
10-4300-1000 CONTRACT	3,045.00	24,360.00	0.00	34,128.00	71
10-4300-1200 POSTAGE, PRINTING & STATIONARY	39.29	993.92	0.00	1,500.00	66
10-4300-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	500.00	0
10-4300-5300 DUES & FEES	0.00	0.00	0.00	100.00	0
10-4300-6500 STAFF DEVELOPMENT	0.00	444.11	0.00	500.00	89
<b>4300 Subtotal</b>	<b>\$3,084.29</b>	<b>\$25,798.03</b>	<b>\$0.00</b>	<b>\$36,728.00</b>	<b>70</b>
<b>5100 Police Department</b>					
10-5100-0200 SALARIES	63,064.64	519,476.57	0.00	838,265.00	62
10-5100-0300 OVERTIME	4,110.47	56,976.11	0.00	42,000.00	136
10-5100-0400 SEPARATION ALLOWANCE	2,355.18	45,019.03	0.00	40,022.00	112
10-5100-0500 FICA	5,143.52	46,151.15	0.00	69,100.00	67
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	0
10-5100-0600 HEALTH INSURANCE (MEDICAL)	10,428.17	81,679.93	0.00	139,380.00	59
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,337.12	10,734.24	0.00	19,358.00	55
10-5100-0675 HRA HEALTH REIMB ACCT	1,875.00	14,250.00	0.00	24,000.00	59
10-5100-0700 LGERS RETIREMENT	10,231.70	89,907.55	0.00	141,112.00	64
10-5100-0800 401K SUPP RETIREMENT	3,304.73	29,372.24	0.00	43,888.00	67
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	54.00	18,090.38	1,842.24	20,000.00	100
10-5100-1600 MAINT/REPAIR - EQUIPMENT	0.00	8,085.99	0.00	15,000.00	54
10-5100-1700 MAINT/REPAIR - VEHICLES	100.00	12,350.82	1,359.95	20,000.00	69
10-5100-3100 MOTOR FUELS	1,175.54	7,835.93	0.00	13,000.00	60
10-5100-3300 SUPPLIES	290.80	3,922.50	0.00	10,000.00	39
10-5100-3600 UNIFORMS	395.00	7,874.48	1,446.48	12,500.00	75
10-5100-3700 SOFTWARE	500.42	20,265.57	0.00	15,000.00	135
10-5100-3800 TECHNOLOGY	726.55	4,872.56	1,977.80	10,000.00	69
10-5100-5700 MISCELLANEOUS	29.95	7,068.09	0.00	10,000.00	71
10-5100-5800 PHYSICAL EXAMS	625.00	2,120.00	46.75	1,500.00	144
10-5100-6500 STAFF DEVELOPMENT	1,060.46	11,296.84	1,204.70	15,000.00	83
10-5100-7400 EQUIPMENT PURCHASES	0.00	29,044.88	175,343.68	125,000.00	164
<b>5100 Police Department Subtotal</b>	<b>\$106,808.25</b>	<b>\$1,026,394.86</b>	<b>\$183,221.60</b>	<b>\$1,624,625.00</b>	<b>74</b>
<b>5200 Fire Services</b>					
10-5200-0000 FIRE CONTRACT	0.00	318,750.00	0.00	425,000.00	75
<b>5200 Fire Services Subtotal</b>	<b>\$0.00</b>	<b>\$318,750.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>75</b>
<b>5600 Public Works</b>					

## REVENUE &amp; EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

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Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5600-0200 SALARIES	26,817.28	191,196.99	0.00	293,310.00	65
10-5600-0300 OVERTIME	859.73	10,602.54	0.00	10,000.00	106
10-5600-0500 FICA	2,163.88	15,340.32	0.00	23,203.00	66
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	2,843.20	24,451.96	0.00	39,628.00	62
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	352.58	2,805.56	0.00	5,479.00	51
10-5600-0675 HRA HEALTH REIMB ACCT	625.00	4,875.00	0.00	7,500.00	65
10-5600-0700 LGERS RETIREMENT	4,164.87	31,014.75	0.00	46,922.00	66
10-5600-0800 401K SUPP RETIREMENT	1,384.30	10,093.60	0.00	15,165.00	67
10-5600-1000 OUTSIDE SERVICES	0.00	225.00	0.00	10,000.00	2
10-5600-1300 STREETLIGHTS ELECTRIC	634.51	5,030.72	0.00	7,000.00	72
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	190.90	2,161.01	2,871.15	5,000.00	101
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	671.44	4,338.46	1,686.36	10,000.00	60
10-5600-1700 MAINT/REPAIR - VEHICLES	1,464.26	10,779.87	14,160.78	30,000.00	83
10-5600-3100 MOTOR FUELS	940.42	5,890.54	0.00	15,000.00	39
10-5600-3300 SUPPLIES	3,603.48	9,761.21	18.83	10,000.00	98
10-5600-3400 STREET SIGNS & NUMBERS	0.00	489.50	0.00	1,000.00	49
10-5600-3600 UNIFORMS	0.00	5,853.41	1,024.10	10,000.00	69
10-5600-3800 TECHNOLOGY	151.60	1,017.42	0.00	5,000.00	20
10-5600-5200 PARKS	0.00	475.00	288.90	30,000.00	3
10-5600-5201 GREENWOOD PARK	0.00	0.00	0.00	244,950.00	0
10-5600-5202 GREENWOOD PARK STREAM RESTORA	0.00	0.00	0.00	300,000.00	0
10-5600-5900 MISCELLANEOUS	273.39	2,146.68	0.00	5,000.00	43
10-5600-6000 CAPITAL OUTLAY	0.00	84,007.00	0.00	85,000.00	99
10-5600-6500 STAFF DEVELOPMENT	185.00	612.45	425.00	5,000.00	21
<b>5600 Public Works Subtotal</b>	<b>\$47,325.84</b>	<b>\$423,168.99</b>	<b>\$20,475.12</b>	<b>\$1,214,157.00</b>	<b>37</b>
<b>5700 Streets &amp; Transportation</b>					
10-5700-0200 SALARIES	3,527.55	29,569.78	0.00	49,898.00	59
10-5700-0300 OVERTIME	0.00	0.00	0.00	5,000.00	0
10-5700-0500 FICA	269.88	2,262.21	0.00	3,817.00	59
10-5700-0600 HEALTH INSURANCE (MEDICAL)	568.64	4,549.12	0.00	7,086.00	64
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	54.04	430.70	0.00	664.00	65
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	1,000.00	0.00	1,500.00	67
10-5700-0700 LGERS RETIREMENT	518.23	4,534.00	0.00	7,718.00	59
10-5700-0800 401K SUPP RETIREMENT	176.38	1,478.53	0.00	2,495.00	59
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	9,802.22	13,331.75	3,745.00	10,000.00	171
10-5700-2200 CONTRACTS- PAVING & STRIPING	0.00	23,175.00	0.00	80,000.00	29
10-5700-2300 SUPPLIES	1,352.79	6,264.50	963.00	20,500.00	35
10-5700-2400 TRAFFIC SIGNS	0.00	3,444.72	0.00	5,000.00	69
10-5700-2500 STORM WATER DRAINAGE	0.00	1,712.71	765.60	100,000.00	2
10-5700-6500 STAFF DEVELOPMENT	0.00	0.00	0.00	1,000.00	0
10-5700-7400 EQUIPMENT PURCHASES	0.00	5,572.66	13,952.74	7,000.00	279
10-5700-7500 ENGINEERING	0.00	36,844.09	0.00	50,000.00	74
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$16,394.73</b>	<b>\$134,169.77</b>	<b>\$19,426.34</b>	<b>\$351,678.00</b>	<b>44</b>
<b>5800 Sanitation &amp; Recycling</b>					

## REVENUE &amp; EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

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Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5800-0200 SALARIES	8,227.42	64,821.08	0.00	105,855.00	61
10-5800-0300 OVERTIME	0.00	484.17	0.00	10,000.00	5
10-5800-0500 FICA	605.78	4,955.55	0.00	8,863.00	56
10-5800-0600 HEALTH INSURANCE (MEDICAL)	2,040.92	13,388.72	0.00	31,202.00	43
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	102.48	872.10	0.00	4,068.00	21
10-5800-0675 HRA HEALTH REIMB ACCT	375.00	2,875.00	0.00	4,500.00	64
10-5800-0700 LGERS RETIREMENT	1,191.49	9,992.92	0.00	17,923.00	56
10-5800-0800 401K SUPP RETIREMENT	411.37	3,265.16	0.00	5,793.00	56
10-5800-1700 MAINT/REPAIRS - VEHICLES	2,646.86	8,860.35	7,745.21	15,000.00	111
10-5800-3100 MOTOR FUELS	1,491.85	10,460.40	0.00	17,500.00	60
10-5800-3300 SUPPLIES	32.89	206.16	0.00	1,000.00	21
10-5800-3600 UNIFORMS	0.00	224.11	0.00	0.00	0
10-5800-3800 TECHNOLOGY	56.85	302.58	0.00	0.00	0
10-5800-5800 PHYSICAL EXAMS	480.00	935.00	0.00	0.00	0
10-5800-5900 MISCELLANEOUS	0.00	166.83	0.00	1,000.00	17
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	3,138.63	32,704.14	0.00	55,000.00	59
10-5800-8100 RECYCLING	1,236.84	8,111.61	0.00	15,000.00	54
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$22,038.38</b>	<b>\$162,625.88</b>	<b>\$7,745.21</b>	<b>\$292,704.00</b>	<b>58</b>
<b>6600 General Government</b>					
10-6600-0401 LEGAL SERVICES	0.00	10,531.54	0.00	40,000.00	26
10-6600-1100 TECHNOLOGY	8,934.54	53,080.62	0.00	85,000.00	62
10-6600-1300 MUNICIPAL UTILITIES	860.61	12,018.16	0.00	16,881.00	71
10-6600-1500 GE. REPS. AND MAINT.	825.24	10,660.14	1,725.00	20,000.00	62
10-6600-2800 ELECTIONS	0.00	0.00	0.00	100.00	0
10-6600-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	2,000.00	0
10-6600-5400 INSURANCE	175.50	78,982.34	0.00	80,000.00	99
10-6600-6000 CONTINGENCY	0.00	160.00	0.00	4,919.00	3
10-6600-6100 MISCELLANEOUS	305.00	3,625.79	0.00	10,000.00	36
10-6600-6300 COMMUNITY EVENTS	22.03	4,045.73	0.00	0.00	0
10-6600-6301 4TH OF JULY	0.00	5,209.60	0.00	15,000.00	35
10-6600-6302 NATIONAL NIGHT OUT	0.00	1,061.76	0.00	5,000.00	21
10-6600-6303 HOLIDAY LIGHTING	0.00	11,353.96	0.00	2,500.00	454
10-6600-6304 ARBOR DAY EVENT	0.00	0.00	0.00	3,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	0.00	118.75	0.00	5,000.00	2
10-6600-6500 FOREST MANAGEMENT	4,766.00	7,296.00	0.00	60,000.00	12
<b>6600 General Government Subtotal</b>	<b>\$15,888.92</b>	<b>\$198,144.39</b>	<b>\$1,725.00</b>	<b>\$349,400.00</b>	<b>57</b>
<b>6700 Debt Service</b>					
10-6700-0100 Police Dept Renovations-Principal	5,833.33	17,499.99	0.00	23,333.00	75
10-6700-0200 Street Improvements-Principal	1,666.67	5,000.01	0.00	6,667.00	75
10-6700-0400 2017 Garbage Truck-Principal	0.00	34,327.22	0.00	34,327.00	100
10-6700-0500 Public Works Building-Principal	0.00	42,105.26	0.00	84,211.00	50
10-6700-1100 Police Dept Renovations-Interest	1,000.13	3,167.07	0.00	4,112.00	77
10-6700-1200 Street Improvements-Interest	285.75	904.87	0.00	1,175.00	77
10-6700-1400 2017 Garbage Truck-Interest	0.00	1,625.30	0.00	1,625.00	100

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10-6700-1500 Public Works Building-Interest	0.00	27,253.35	0.00	39,986.00	68
<b>6700 Debt Service Subtotal</b>	<b>\$8,785.88</b>	<b>\$131,883.07</b>	<b>\$0.00</b>	<b>\$195,436.00</b>	<b>67</b>
<b>Expenditure Subtotal</b>	<b>\$256,624.23</b>	<b>\$2,719,386.56</b>	<b>\$232,794.13</b>	<b>\$4,918,544.00</b>	<b>60</b>
Before Transfers					
<b>Deficiency Of Revenue Subtotal</b>	<b>-\$142,193.83</b>	<b>\$1,019,588.19</b>	<b>-\$232,794.13</b>	<b>-\$661,000.00</b>	<b>-119</b>
<b>Other Financing Source</b>					
<b>3500 Other Financing</b>					
10-3500-0000 SALE OF PERSONAL PROPERTY	5,651.00	12,337.50	0.00	15,000.00	82
10-3500-0200 INSTALLMENT AGREEMENT	0.00	0.00	0.00	85,000.00	0
10-3500-0500 GRANT (GOVERNMENTAL) FUNDS	0.00	0.00	0.00	181,000.00	0
10-3500-0600 DONATION (LAND)	0.00	0.00	0.00	80,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	0.00	0.00	0.00	300,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$5,651.00</b>	<b>\$12,337.50</b>	<b>\$0.00</b>	<b>\$661,000.00</b>	<b>2</b>
<b>Other Financing Source Subtotal</b>	<b>\$5,651.00</b>	<b>\$12,337.50</b>	<b>\$0.00</b>	<b>\$661,000.00</b>	<b>2</b>
After Transfers					
<b>Deficiency Of Revenue Subtotal</b>	<b>-\$136,542.83</b>	<b>\$1,031,925.69</b>	<b>-\$232,794.13</b>	<b>\$0.00</b>	<b>0</b>

## REVENUE &amp; EXPENDITURE STATEMENT FOR 30 WATER &amp; SEWER

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
30 Water & Sewer Fund						
Revenue						
3290						
30-3290-0000 INTEREST EARNED	111.69	1,130.79	0.00	1,500.00	75	
3290 Subtotal	\$111.69	\$1,130.79	\$0.00	\$1,500.00	75	
3350 Commissions, Sw Chg Coll						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	1,624.35	6,562.70	0.00	8,000.00	82	
3350 Commissions, Sw Chg Coll Subtotal	\$1,624.35	\$6,562.70	\$0.00	\$8,000.00	82	
3710 Water Sales						
30-3710-0000 WATER CHARGES	57,246.56	289,551.44	0.00	384,355.00	75	
30-3710-0100 MSD CHARGES	53,474.04	229,142.97	0.00	306,849.00	75	
30-3710-0200 AMI TRANSMITTER CHARGES	1,384.84	5,532.24	0.00	7,700.00	72	
3710 Water Sales Subtotal	\$112,105.44	\$524,226.65	\$0.00	\$698,904.00	75	
3730 Water Tap & Connect Fees						
30-3730-0000 WATER TAP AND CONNECTION FEES	60.00	8,660.00	0.00	6,000.00	144	
3730 Water Tap & Connect Fees Subtotal	\$60.00	\$8,660.00	\$0.00	\$6,000.00	144	
Revenue Subtotal	\$113,901.48	\$540,580.14	\$0.00	\$714,404.00	76	
Expenditure						
8100 Water Dept.						
30-8100-0200 SALARIES	0.00	0.00	0.00	26,363.00	0	
30-8100-0300 OVERTIME	0.00	0.00	0.00	1,200.00	0	
30-8100-0400 PROFESSIONAL SERVICES	25.00	1,900.00	220.00	4,000.00	53	
30-8100-0500 FICA	0.00	0.00	0.00	92.00	0	
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	0.00	0.00	5,707.00	0	
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	0.00	0.00	884.00	0	
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	0.00	0.00	750.00	0	
30-8100-0700 LGERS RETIREMENT	0.00	0.00	0.00	4,078.00	0	
30-8100-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	1,318.00	0	
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	899.01	1,708.59	0.00	5,000.00	34	
30-8100-1500 GENERAL REPAIRS	96.00	3,761.38	0.00	10,000.00	38	
30-8100-3300 SUPPLIES & EQUIPMENT	0.00	13,170.01	1,768.19	10,000.00	149	
30-8100-4800 WATER PURCHASES	15,163.43	143,324.62	0.00	239,636.00	60	
30-8100-4900 SEWER PURCHASES	0.00	176,626.73	0.00	309,259.00	57	
30-8100-5000 AMI TRANSMITTER FEES	746.71	5,100.59	0.00	7,700.00	66	
30-8100-5700 MISCELLANEOUS	0.00	256.01	0.00	1,500.00	17	
30-8100-6000 CAPITAL RESERVE	0.00	0.00	0.00	5,000.00	0	
30-8100-6500 STAFF DEVELOPMENT	0.00	1,105.00	0.00	81,917.00	1	
8100 Water Dept. Subtotal	\$16,930.15	\$346,952.93	\$1,988.19	\$714,404.00	49	
Expenditure Subtotal	\$16,930.15	\$346,952.93	\$1,988.19	\$714,404.00	49	
Before Transfers	Excess Of Revenue Subtotal	\$96,971.33	\$193,627.21	-\$1,988.19	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$96,971.33	\$193,627.21	-\$1,988.19	\$0.00	0

## REVENUE &amp; EXPENDITURE STATEMENT FOR 40 CAPITAL PROJECT

Town of Biltmore Forest

02/01/2020 To 02/29/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
<b>40 Capital Project Fund</b>					
<b>Revenue</b>					
<b>4000</b>					
40-4000-0000 FUND BALANCE	0.00	0.00	0.00	719,250.00	0
40-4000-1000 INSTALLMENT FINANCING	0.00	0.00	0.00	242,607.00	0
<b>4000 Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>0</b>
<b>Expenditure</b>					
<b>5600 Public Works</b>					
40-5600-1000 DESIGN (ARCHITECTURAL SERVICES)	0.00	2,200.00	0.00	10,267.00	21
40-5600-2000 CONSTRUCTION (CONST MGR AT RISK)	0.00	93,906.33	0.00	951,590.00	10
40-5600-7400 CAPITAL OUTLAY/EQUIPMENT	0.00	36,657.71	0.00	0.00	0
<b>5600 Public Works Subtotal</b>	<b>\$0.00</b>	<b>\$132,764.04</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>14</b>
<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$132,764.04</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>14</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$132,764.04</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$132,764.04</b>	<b>\$0.00</b>	<b>0</b>

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Consideration of FY19-20 Budget Amendment  
Date: March 2, 2020

---

### Background

The Board approved a budget for FY19-20 at their regular June meeting. Budget amendments are requested this month for the purchase of four (4) new police vehicles and improvements to the Police Department's equipment.

These amendments will improve the Department's fleet immensely and bring these cars to the standard expected within the Town. Similarly, equipment purchased as a result of these amendments will provide improved service and security for the Town.

Additional amendments are included that reflect changed work plans for every department within the Town as happens from time to time. Typically, these amendments are held until the end of the fiscal year, but in light of this amendment, it is best to move forward with these at this time.



## FY 2019-2020 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, 2020.

Section 1. To amend the General Fund Revenues as follows:					
Account #	Account Description	Original Budget Amt	Increase	Decrease	Revised Budget Amt
10-3010-0000	Ad Valorem Taxes	2,593,341.00	42,300.00	-	2,635,641.00
10-3500-0300	Trsfr frm Fund Balance	-	357,200.00		357,200.00
Net Increase in General Fund Revenues					399,500.00
Section 2. To amend the General Fund Expenditures as follows:					
Account #	Account Description	Original Budget Amt	Increase	Decrease	Revised Budget Amt
Administration					
10-4200-030	Overtime	1,000.00	2,000.00	-	3,000.00
10-4200-3300	Supplies	5,000.00	2,000.00		7,000.00
Police Department					
10-5100-0400	Separation Allowance	42,000.00	25,000.00		67,000.00
10-5100-1500	Maint/Repair - Bldg	20,000.00	30,000.00		50,000.00
10-5100-3600	Software	15,000.00	10,000.00		25,000.00
10-5100-3800	Technology	10,000.00	45,000.00		55,000.00
10-5100-5800	Physical Exams	1,500.00	1,000.00		2,500.00
10-5100-7400	Equipment Purchases	125,000.00	210,000.00		335,000.00
Public Works Department					
10-5600-0300	Overtime	10,000.00	5,000.00		15,000.00
10-5600-1500	Maint/Repair - Bldg	5,000.00	5,000.00		10,000.00
Streets					
10-5700-1700	Maint/Repair - Vehicles	10,000.00	15,000.00		25,000.00
10-5700-7400	Equipment Purchases	7,000.00	23,000.00		30,000.00
Sanitation & Recycling					
10-5800-1700	Maint/Repair - Vehicles	15,000.00	7,500.00		22,500.00
General Government					
10-6600-5400	Insurance	80,000.00	10,000.00		90,000.00
10-6600-6303	Holiday Lighting	2,500.00	9,000.00		11,500.00
Net Increase in General Fund Expenditures					399,500.00

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

Adopted this 10<sup>th</sup> day of March, 2020.

---

George F. Goosmann, III  
Mayor

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Doris P. Loomis, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of BFPD Roofing Proposal from Beverly-Grant

Date: March 2, 2020

---

### Background

The flat roof on the Police Department experienced significant leaking over the course of the last year due to the lack of pitch in the roof and heavy rains. As a result, the Town began inquiring with Beverly-Grant about repairing and replacing the two flat roofs at the conclusion of the construction project for the Public Works Building. Unfortunately, delays in inspections and estimates led to this being put on hold. Staff is prepared now to recommend this roofing project and will ask Beverly-Grant to have this completed as soon as possible after execution.

Funds for this project are allocated in the budget amendment in agenda item number 5. Please let me know if you have any questions.



February 25, 2020

Town of Biltmore Forest  
Attn: Mr. Jonathan Kanipe

Re: Police Department Roofing Proposal

Dear Mr. Kanipe,

Thank you for the opportunity to provide you with a project proposal for the Town of Biltmore Forest regarding the Police Department Roofing Project to replace both low slope membrane roofs as well as all gutters and downspouts. This proposal is based on a verbal scope of work provided by the Town of Biltmore Forest staff and site inspections by Beverly-Grant and three roofing contractors. Three roofing qualified proposals were received and the low bid by The Bonitz Company was found to contain a complete scope of work. We propose to complete the work as listed below for the cost of **\$22,813.00**.

### **Scope of Work**

#### **General Conditions:**

- Provide onsite Beverly-Grant supervision as required
- Provide offsite Beverly-Grant project management
- Provide safety barricades and signage as required
- Haul-off and disposal of all debris
- Site clean-up

Roofing:

- Demolition of Roof Membrane
- 1.5" ISO Cover Board Insulation
- Install Tapered ISO along last 4' of roof
- 060 TPO Mechanically Fastened
- New Gravel Stop at roof edge
- New Gutters and Downspouts
- New Parapet Roofing and Metal Edge
- Replacement of Damaged Roof Blocking

We appreciate the opportunity. Please do not hesitate to contact me our my office with questions.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jason Wightman". The signature is fluid and cursive, with the first name "Jason" being more prominent than the last name "Wightman".

Jason Wightman  
Beverly-Grant, Inc.  
Project Manager  
jwightman@beverly-grant.com  
828-747-9104

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Ordinance 2020-01 – An Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance

Date: March 2, 2020

---

### Background

The Board has reviewed potential changes to the Town's Zoning Ordinance, related to accessory structures, since April 2018. The Planning Commission has provided thoughts on this ordinance, the Board held a public hearing in November, and conducted a special work session before their January meeting. Last month, the Board asked the Town Attorney and Town Manager to make final amendments to this ordinance and present it for review. The ordinance attached is the revised version and attempts to include all concerns or amendments raised by the Board at the meeting last month.

Commissioner Loomis offered a suggestion during the month that the ordinance reference "fences designed to prevent deer or other wildlife from entering the property..." so as not to create a strict limitation to deer or enable a loophole to exist regarding what type of fence is being constructed.

Please let me know if you have questions.

**TOWN OF BILTMORE FOREST  
ORDINANCE 2020-01**

**An Ordinance Amending the Town of Biltmore Forest Zoning Ordinance**

**§ 153.029 – Accessory Structures and Buildings**

*ADD the following under § 153.029 (B):*

**New Number “3” states as follows:**

Fences, gates, and walls shall be regulated in accordance with § 153.049 of this Zoning Ordinance.

§ 153.029 (C) is deleted in its entirety.

**§ 153.049 - Fence, Gate, and Wall Regulations**

**WHEREAS**, Biltmore Forest, originally part of the Vanderbilt Estate, was established almost 100 years ago; and

**WHEREAS**, Since its establishment, Biltmore Forest has been a forested residential community with substantial open space; and

**WHEREAS**, Historic continuity and preservation of the forest environment requires substantial open space for trees, plants and wildlife; and

**WHEREAS**, Given the Town’s proximity to the Biltmore Estate, the Estate's large deer population, and the prevalence of other species including bear, the Town, through its Board of Adjustment, has received and continues to receive requests to approve fences and gates; and

**WHEREAS**, The Board of Commissioners is committed to preservation and protection of the forested residential community while accommodating reasonable requests from its residents;

**WHEREAS**, Current and prospective residents can participate in the preservation and protection of the forested residential community and preserve open space by landscaping with plants that will not attract deer, confining dogs and other household pets with invisible fencing, limiting the construction of new fences, gates, and walls, and removing and not replacing existing fences, gates, and walls.

**NOW, THEREFORE BE IT ORDAINED**, by the Board of Commissioners for the Town of Biltmore Forest that the following amendments to the Zoning Ordinance and subsequent regulations be placed on fence, gate, and wall construction and replacement as of the effective date of this ordinance.

(A) New fences, gates, or walls may be approved by the Board of Adjustment as a special use, so long as the gate, fence or wall meets the following requirements.

- (1) The fence, gate, or wall is constructed entirely within the rear yard, is not located in any side or rear yard setbacks, and is constructed of materials deemed acceptable in 153.049(D)
- (2) Mature vegetation or other buffering sufficient to screen the fence, gate, or wall from neighboring properties shall be required.

(B) A driveway gate and supporting columns may be approved by the Board of Adjustment as a special use so long as it meets the following requirements:

- (1) The Driveway Gate and columns shall not be located in the front or side yard setback of a property.
- (2) The Driveway Gate shall not be more than eight (8) feet in height.
- (3) The Driveway Gate shall provide access for emergency services and first responders. This may be done via a lockbox code, strobe or siren activation switch, or other method with demonstrated reliability.
- (4) The Driveway Gate shall open wide enough to provide for ingress and egress of emergency vehicles. The minimum acceptable standard is for the gate access to be fourteen (14) feet wide with a fourteen (14) foot minimum height clearance.

(C) Replacement of existing fences, gates, and walls shall be approved by the Board of Adjustment as a special use so long as the replacement fence is constructed of materials deemed acceptable in 153.049 (D) and meets the requirements below. A special use permit application to replace an existing fence, gate, or wall shall include a photograph of the existing fence or wall, specify the type of replacement fence, gate, or wall, include a map or sketch depicting the height and length of the replacement fence, gate, or wall and state whether or not the replacement fence, gate, or wall is located within any setbacks.

- (1) Existing chain link fences or gates shall not be replaced with new chain link fences or gates.
- (2) Existing fences, gates, or walls in the front yard shall not be replaced. No new fences, gates, or walls shall be allowed in the front yard.
- (3) Repair of more than half of an existing fence, gate, or wall shall be considered a replacement and shall be subject to this ordinance.

(D) Acceptable Materials and Standards for Fences and Walls / Maintenance. The following materials and standards for fences and walls shall be deemed acceptable.

- (1) Wooden fencing or gates shall be of natural color or painted in a manner compatible with the residence and the lot.
- (2) Non-wooden fencing and gates shall be black, dark green or brown and shall blend with surrounding trees or vegetation.
- (3) No new chain link fencing or gates shall be allowed.
- (4) Fences shall not exceed six (6) feet in height except that fences designed to prevent deer or other wildlife from entering the property shall not exceed ten (10) feet in height.
- (5) Fences designed to prevent deer or other wildlife from entering the property shall be constructed in accordance with North Carolina Wildlife Resources Commission standards for “Permanent Woven Wire Fencing” and “Permanent Solid-Wire Fencing”. Copies of these standards are available at the Town Hall or at the following \_\_\_\_\_ web \_\_\_\_\_ address [https://www.ncwildlife.org/Learning/Species/Mammals/Whitetail-Deer/Fencing-to-Exclude-Deer#42041180-permanent-fencing].
- (6) Walls shall be constructed of stone or similar material, and shall be compatible with the construction materials of the house located on the same property.
- (7) When a fence, gate, or wall is not properly maintained or fails to comply with condition(s) imposed by the Board of Adjustment, the Town shall require the property owner to repair the fence, gate, or wall, or, remove the fence, gate, or wall at the property owner's expense. If the property owner fails to repair or remove the fence, gate, or wall, the Town may remove the fence, gate, or wall and recover the cost of removal, including the cost of disposal, if any, from the property owner.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Approved as to Form:

\_\_\_\_\_  
Attorney

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Temporary Waiver of Ordinance 90.06 (Animals Expressly Prohibited)  
for Invasive Species Removal

Date: March 2, 2020

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### Background

The Town Code, section 90.06, specifically prohibits certain animals, including goats. Mr. Ryan Cecil has requested a temporary waiver to allow goats to eliminate invasive species on the back portion of their property in order to eliminate approximately 2 acres of invasive wisteria. Mr. Cecil has stated that this acreage is overrun with invasive wisteria and killed many trees in the area. They have previously used large equipment to try to remove this invasive material, but have had little success due to the thick, green vines being tangled in the equipment.

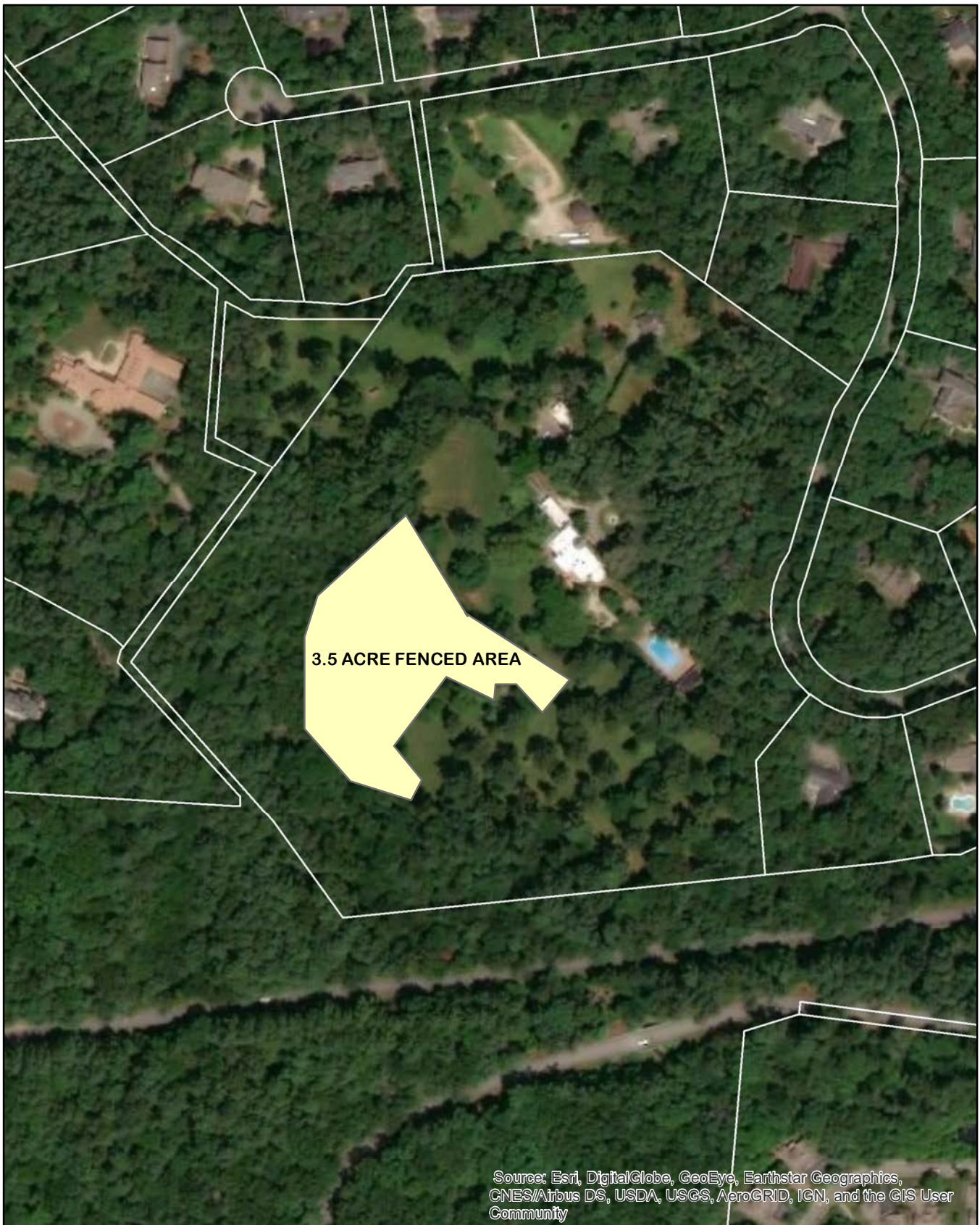
Two options were presented to them to remove this invasive species properly and effectively. The first option was to spray the area heavily and regularly, but this is not the preferred option due to the environmental impacts of chemical spraying in a residential area. A second option was to enclose goats in a 3.5-acre area for roughly a 30-day period beginning in early April (when the wisteria first bloom). This would allow the goats to eat and kill or weaken the wisteria enough that equipment could be used to remove it later in the summer after it has died and dried out. Goats are used frequently throughout the United States and Western North Carolina to remove kudzu and other invasive species.

The proposed enclosure (as shown on the map presented by Mr. Cecil) appears to be heavily buffered by trees and other vegetation. This is on the rear of the property and does not face Frith Drive. This area is also in close proximity to the existing horse pasture on this property where horses are kept.

**§ 90.06 CERTAIN ANIMALS EXPRESSLY PROHIBITED.**

It shall be unlawful to keep within the corporate limits of the town any hog, pig, horse, pony, cattle, goat, sheep, chicken, duck, turkey, goose, swan or any other animals or fowl commonly known as farm animals. Property owners keeping horses on their property, as of the effective date of this section, shall be allowed to continue keeping horses so long as they own the property. If the property is sold or transferred, this permission to keep horses shall terminate.

(2013 Code, § 4-6a) (Ord. passed 4-11-2017) Penalty, see § 90.99



## FRITH GOAT ENCLOSURE

3.5 ACRES

February 25, 2020



**BILTMORE®**



GOATS AT WORK

Biltmore's goats eat  
invasive plant species  
on the estate.

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Resolution 2020-02 – A Resolution to Adopt a Title VI Policy for the  
Town of Biltmore Forest

Date: March 2, 2020

---

### Background

The State Department of Transportation recently sent a survey to all North Carolina municipalities regarding formal Title VI policies. Title VI of the Civil Rights Act of 1964 prohibits discrimination in any activity financed by federal funds or receives federal financial assistance. One of the more typical ways that federal funds are provided to municipalities is through the State Department of Transportation.

In order to ensure compliance with federal regulations and not endanger any federal funding, NCDOT requests that all municipalities review and adopt a Title VI policy if they have not already done so. The attached resolution and policy would ensure compliance with this federal regulation.

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF BUNCOMBE )

TOWN OF BILTMORE FOREST  
BOARD OF COMMISSIONERS

\*\*\*\*\*

**RESOLUTION 2020-02**

\*\*\*\*\*

**RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE TOWN OF  
BILTMORE FOREST TO PROHIBIT DISCRIMINATION IN PROGRAMS  
AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL  
FINANCIAL ASSISTANCE**

**WHEREAS**, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

**WHEREAS**, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of “federal financial assistance” and what entities are affected and controlled by Title VI; and

**WHEREAS**; the Town of Biltmore Forest has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

**WHEREAS**, the interpretation and application are not intuitive or readily understood, requiring an understanding of what “federal financial assistance” might be in any particular situation and what persons or entities must comply with Title VI; and

**WHEREAS**, a policy and procedure for reporting violations will provide guidelines for the Town, Town Departments and private persons and companies doing business with the Town and receiving federal financial assistance.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Biltmore Forest that the attached “Title VI Policy” is hereby adopted as the official policy of the Town of Biltmore Forest for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

**IT IS FURTHER RESOLVED** that the Town Manager is authorized to approve this policy on a yearly basis if no changes are made to it.

Adopted this 10th day of March 2020.

---

Mayor George F. Goosmann, III

ATTEST:

---

Town Clerk

## **TITLE VI POLICY FOR THE TOWN OF BILTMORE FOREST TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and any other related non-discrimination Civil Rights laws and authorities.

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Discussion of Traffic Control Measures – Additional Stop Signs at Various Intersections

Date: March 4, 2020

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### Background

The Town recently received requests regarding additional stop signs at various intersections in the Town (as identified more specifically below). The Board does not necessarily need to make a decision on these tonight, but if you would like staff to pursue a plan for implementing any of these changes, please let us know.

- (1) Cedarcliff Road and Forest Road
- (2) Vanderbilt Road and Busbee Road
- (3) Stuyvesant Road and the entrance road to the Blue Ridge Parkway

The Town has conducted traffic analysis through its speed radar signs at numbers 1 and 3 above. Information for Stuyvesant Road at the Parkway is included in this packet. Data for Cedarcliff Road and Forest Road will be finalized and compiled prior to Tuesday's meeting. Anecdotally, many residents along Cedarcliff Road support two additional stop signs on Cedarcliff Road to make this intersection a 3-way stop intersection. The Town previously discussed an all-way stop sign at Vanderbilt Road and Busbee Road during the traffic study process conducted almost two years ago, but no decision was made regarding a timeline to move forward (if at all). The Stuyvesant Road and Parkway intersection (particularly as it relates to the curve at Frith Drive) is a bit more complicated regarding placement of a sign, but staff has a few ideas regarding how this intersection may be improved with or without a stop sign.

Please let me know if you have any questions or would like additional information.

# ÉlanCité

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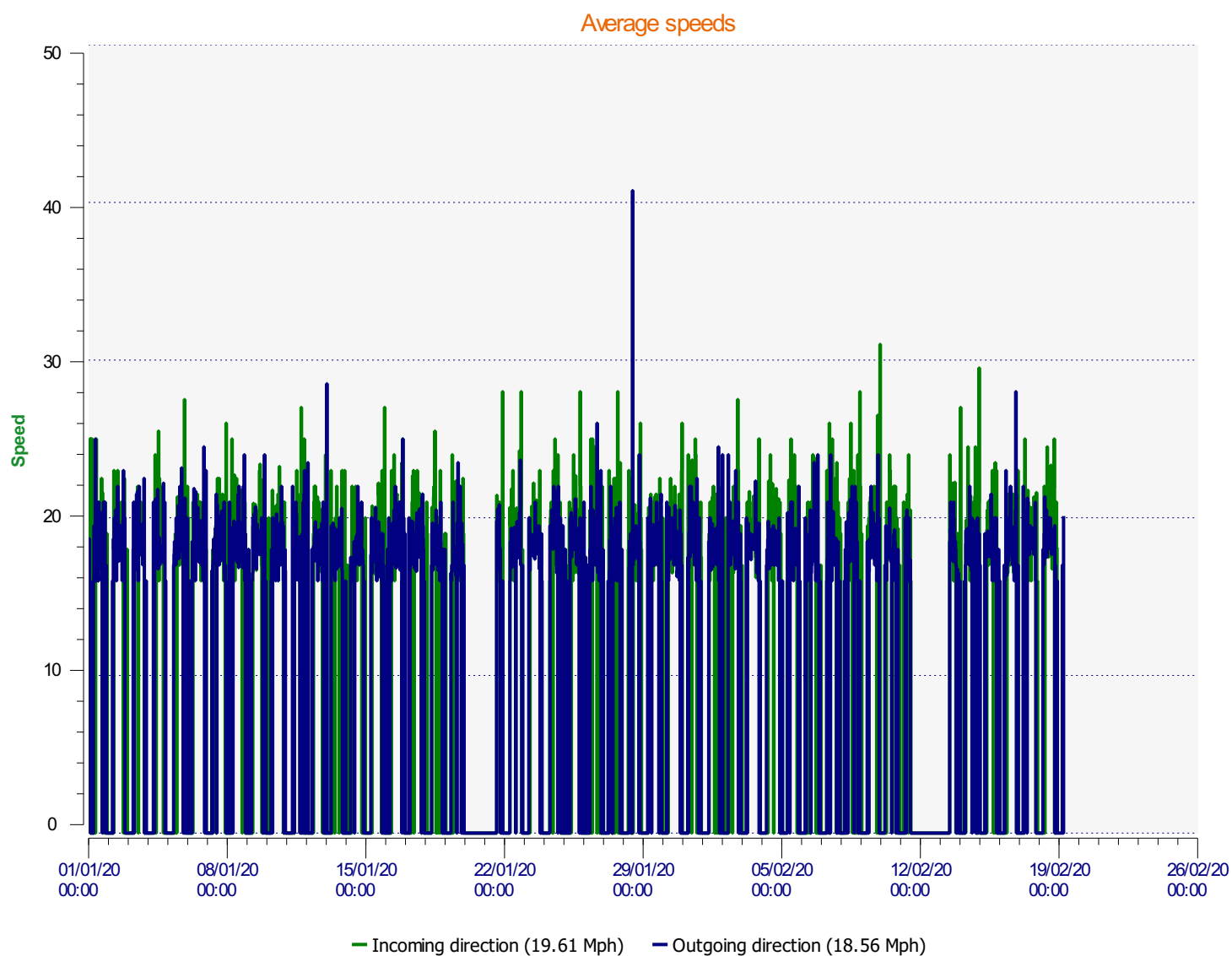
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**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

**Comments:**

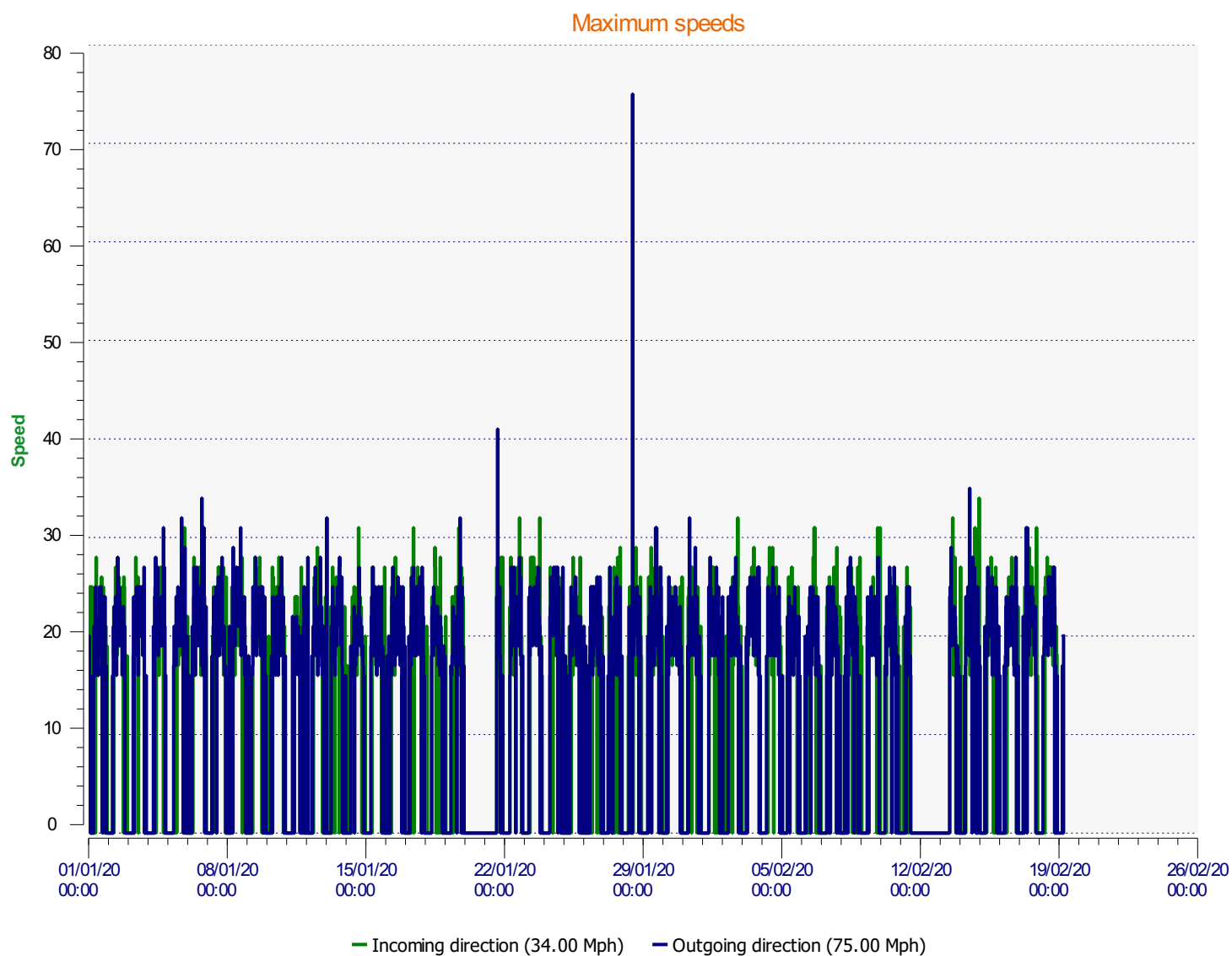
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**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

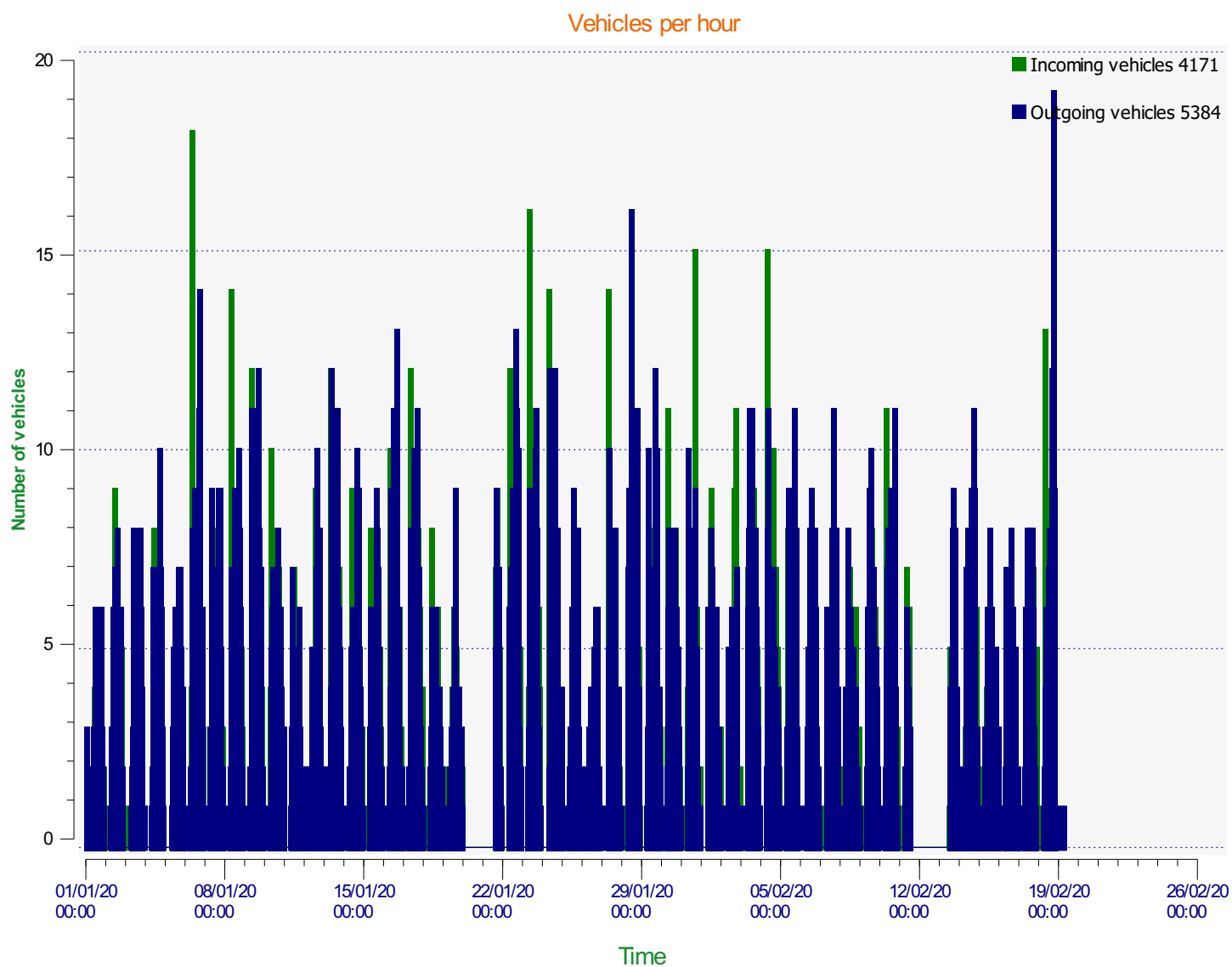
**Comments:**



**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

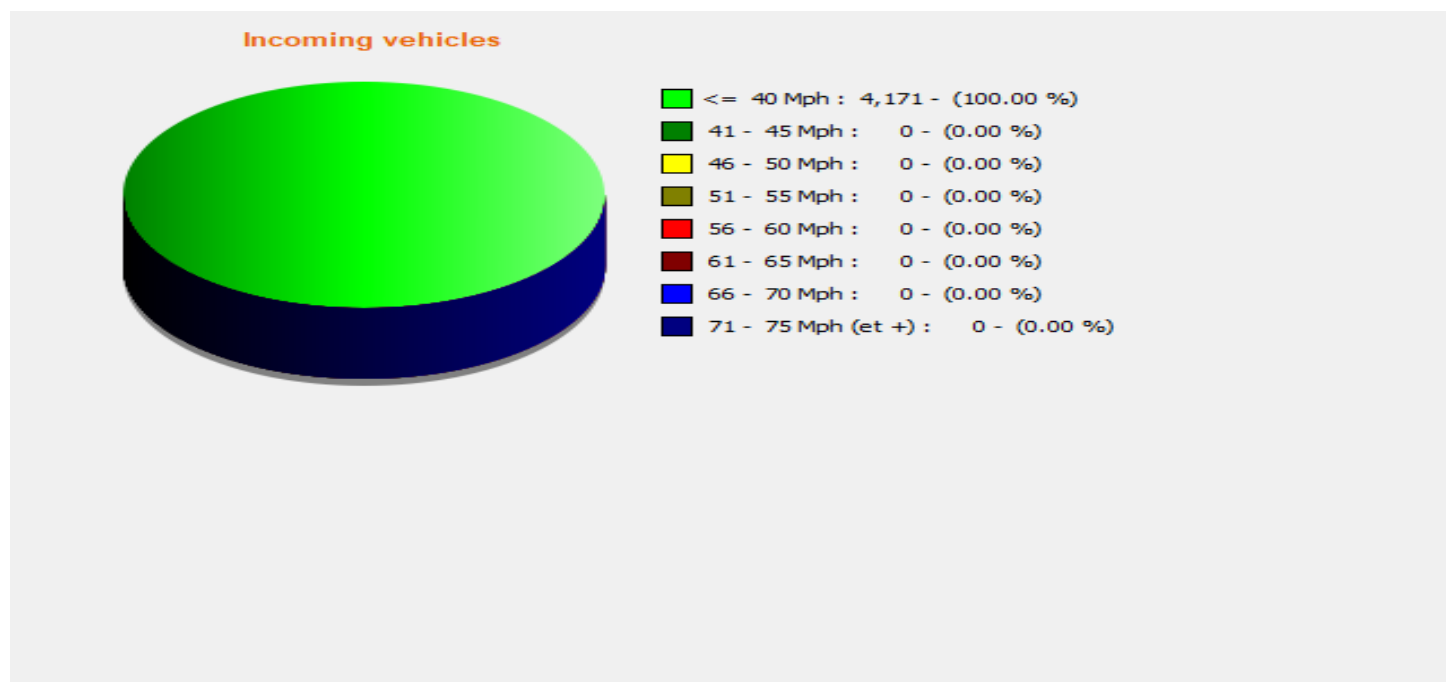
**Comments:**



**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

**Comments:**

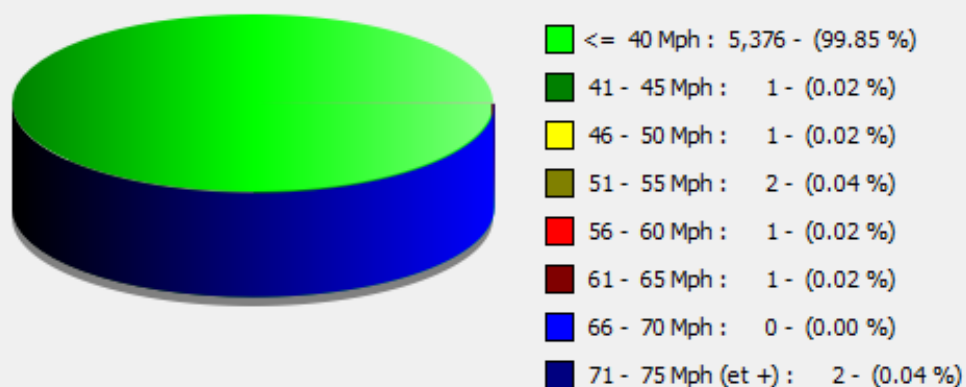


**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

**Comments:**

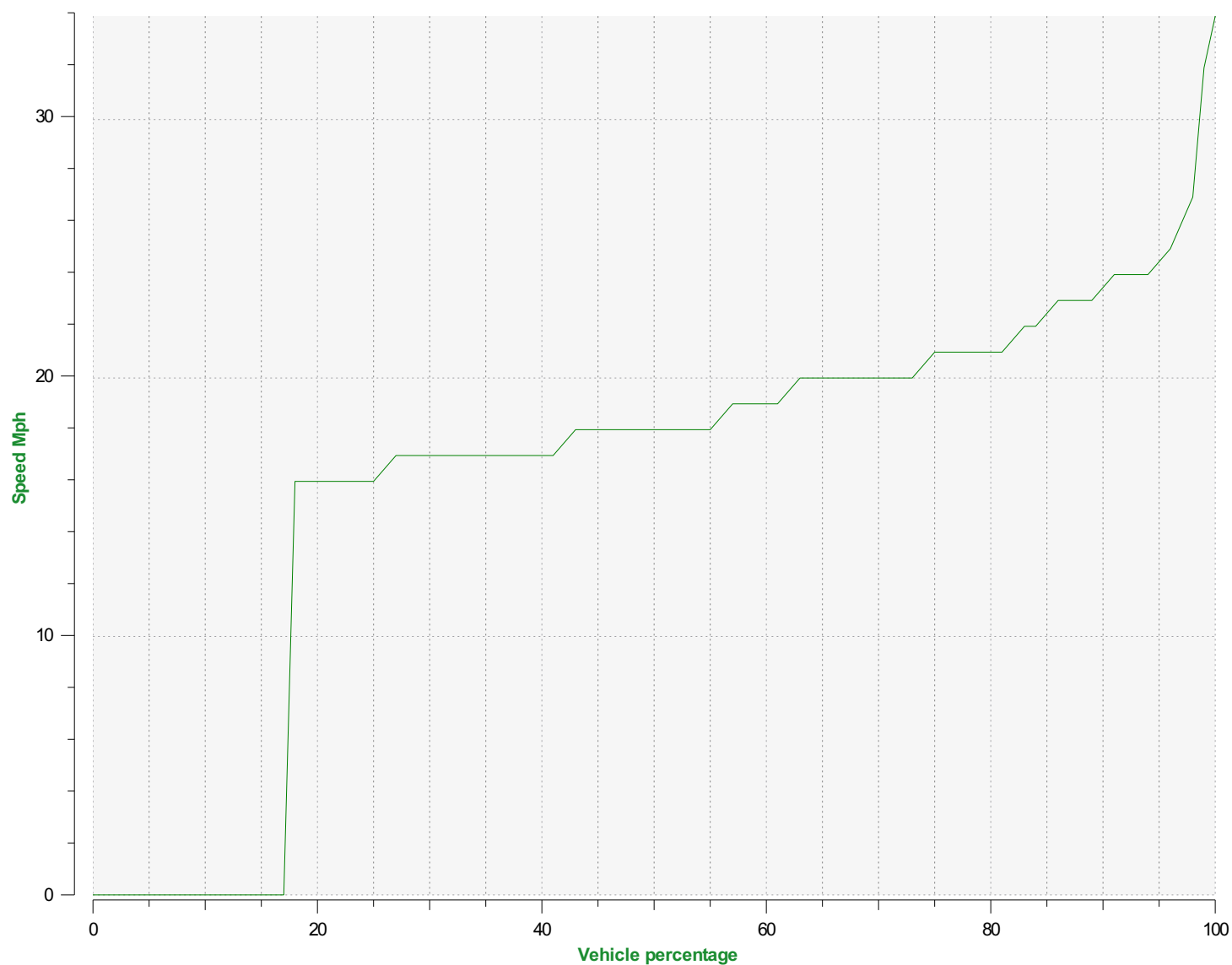
Outgoing vehicles



**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

**Comments:**



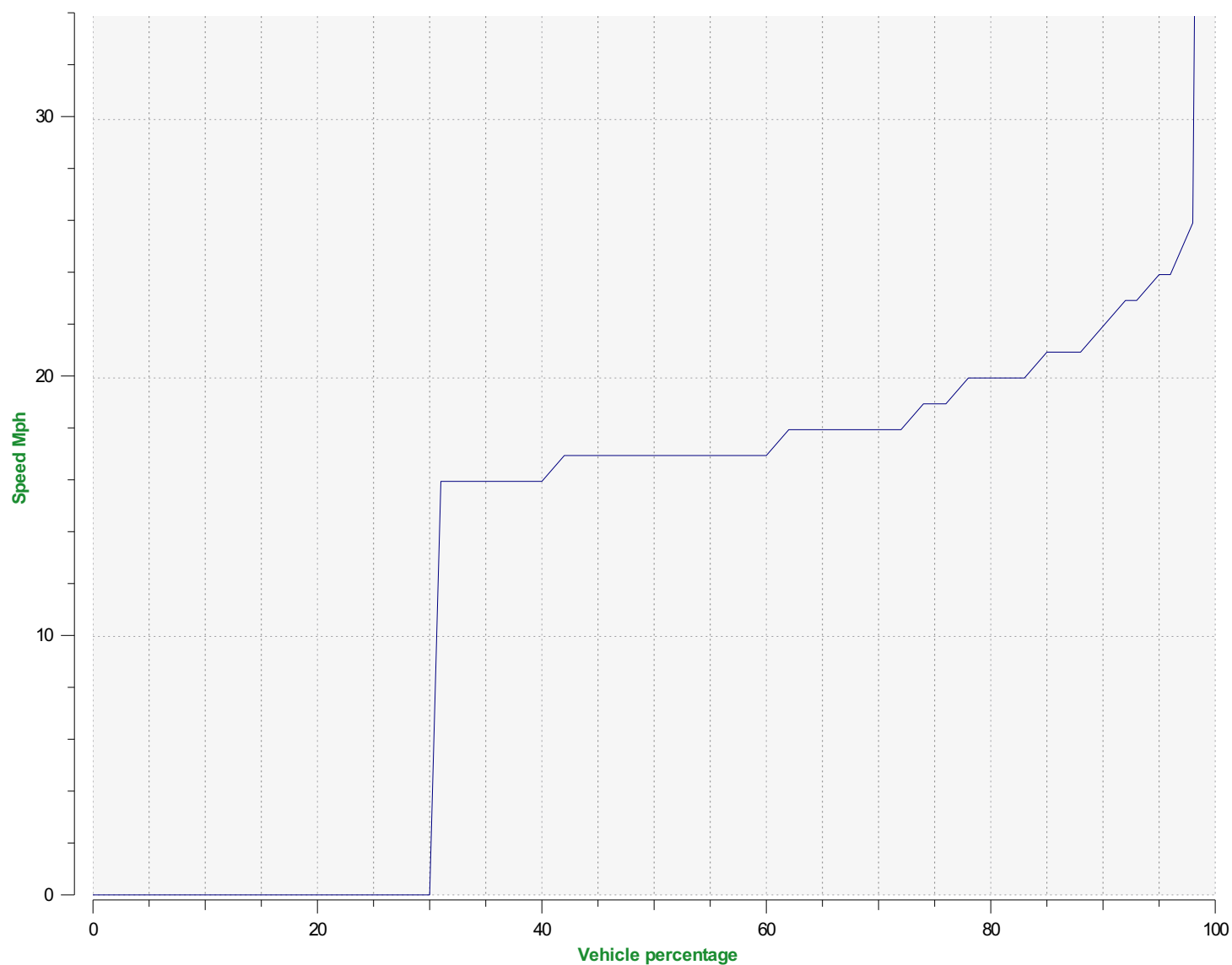
Speed percentiles (incoming)

V30: 17.00Mph V50: 18.00Mph V85: 22.00Mph

Start date: Wednesday, January 1, 2020 12:30 AM  
End date: Wednesday, February 19, 2020 5:30 AM

Location:

Comments:



**Speed percentile(outgoing)**

**V30:** 0.00Mph    **V50:** 17.00Mph    **V85:** 21.00Mph

**Start date:** Wednesday, January 1, 2020 12:30 AM  
**End date:** Wednesday, February 19, 2020 5:30 AM

**Location:**

**Comments:**