

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, February 9, 2016 at 4:30 p.m.

A. Roll Call by the Clerk

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

B.

1. The minutes of the January 12, 2016 meeting will be presented for approval.
2. The minutes of the February 2, 2016 special call meeting will be presented for approval.

C. Reports of Officers

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

D. New Business

1. Consideration of FY15-16 Budget Reallocations
2. Stormwater Infrastructure Project Update – Mr. Gary Davis, P.E.
3. Discussion of Facility Improvements Project
4. Town Recycling Program Update

E. Petitions, Motions, and Other Business

F. Public Comment

G. Adjourn

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

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

Roll call by the Clerk:

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

Mr. Jonathan Kanipe, the Town Administrator was also in attendance.

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

Motion was made by Commissioner Loomis to approve the minutes of the December 8, 2015 meeting. The motion was seconded by Commissioner Cogburn.

Mayor Goosmann introduced Chief Dennis Presley with the Skyland Fire Department. Chief Presley stated it was a fairly quiet month. Mayor Goosmann thanked Chief Presley for the fire department going out in the rain for the Christmas parade. Chief Presley introduced Mark Dillingham who will attend future meetings with Chief Presley and Assistant Chief Cole. Mr. Dillingham is going to be our public relations representative for the Fire Department. Every call the Department has had for the past two years, Mr. Dillingham has went to their house afterward and checks in on them. He knows them by name and they know him. Mr. Dillingham is going to do this for our entire district. Chief Presley made it clear that the Department wants to do their job well. Mayor Goosmann welcomed Mr. Dillingham.

Mayor Goosmann introduced Mr. Rob McArthur from Carolina Day School. Mr. McArthur referenced the construction going along on campus and noted they have made good

progress. The first phase was refurbishing the gym which took 95 days. The second phase should be done by the end of June. This will be a revamp of the old lower school and also adding a wing on to it. Mr. McArthur discussed the request for new, temporary signage and noted that a student entering the campus and she lost control of her car. The front entrance sign ended up being obliterated, and CDS would like to show a short term sign approach for what the signs would like on Hendersonville Road.

Ms. Jane Murray from Carolina Day School discussed the design of the signage. They would like to replace the one knocked out on Hendersonville Road and put in several other signs. Carolina Day officials provided estimated measurements for each sign as well. Ms. Murray noted they have had some success with heavy vinyl mounted to a heavy duty wood background. Ms. Murray asked if there were any questions or concerns from the Board regarding these signs. Everything proposed today will be done on a temporary basis. Commissioner Loomis said she liked the idea of alerting people about the changes at Carolina Day School, but asked whether the current temporary sign could be phased out when the new signage was installed. Mr. McArthur indicated their agreement to this. The issue was discussed and they explained where all the signs would need to be placed.

Commissioner Kelly made a motion to allow the installation of the signs proposed on a temporary basis for one year or until completion of renovations at Carolina Day School. Commissioner Cogburn seconded the motion and it was unanimously approved.

Mayor Goosmann called on Detective Sergeant Mark Allen to discuss the Police Department monthly report. Chief Tinsley was not in attendance. We had a few break-ins last month, three at construction sites and one at 919 Hendersonville Road. Someone stole some copper from that location. It is a rental house. Det. Sgt. Allen also checked with the rental company who rents that property and the tenants have no criminal record. The construction sites within our jurisdiction have cameras now. The night shifts are also doing extra patrols in that area. Det. Sgt. Allen noted that The Ramble security company contacted the BFPD for a prowler at the main gate. The security guard thought he saw someone but officers were unable to find anyone. We also assisted the Parkway with two vehicle accidents.

Mayor Goosmann called on Mr. Terry Crouch for the Public Works monthly report. Discussion began around the recent stormwater issues in the Town. The Town's consulting engineer, Mr. Gary Davis of Davis Civil Solutions, spoke about a flat area at Hemlock and Cedar Hill. There are two pipes and both are dumping into the swale that goes down next to the road. Over the years, the water is encroaching further and further over to the roadside. There are two ways to fix this. The first is to place rip rap stone and armor the sides of the embankment. The other method is to install a storm drain box so the two pipes have a place to discharge, then have a pipe coming out of that extending all the way down to Cedar Hill and replacing that pipe under the road and discharging it on the other side. We would cover it all up and smooth it out and there would not be a ditch on the side of the road. Mr. Davis estimated the cost to be \$34,000. Mr. Davis noted that if the Town just did the pipe under Cedar Hill Road and repaved that area right there the cost would be approximately \$18,000 right now. Surveying and engineering would cost about \$5,000-\$6,000. Mr. Davis summarized the amount and indicated that to do the whole thing from one end to the other would cost about \$40,000.

Commissioner Kelly asked for some rough preliminary sketches of what this would look like. Mr. Davis agreed to get something together for next month's meeting. Mr. Davis also went into greater detail about this project. Commissioner Loomis asked if the cost would be the same when comparing option one and option two. Mr. Davis said yes, they would cost very similar. Mr. Davis also explained a piping issue around the area of 1 Stuyvesant Road that keeps flooding. It is at the corner of Vanderbilt and Lone Pine. Storm drain boxes would be ideal for that area too. Mr. Davis believes that either the downstream pipe has collapsed or it could be a combination of several things. These metal pipes are over 40 years old and need to be replaced. The last area Mr. Davis has looked into is the "Block T" Pond. This will have to be surveyed and topographical data utilized from the last survey to verify how much sediment has been deposited into the pond.

Mr. Kanipe mentioned the issues with the phone lines being down, the flooding in the Public Works Department and also the Police Department flooding. Mr. Kanipe indicated that alternatives were being reviewed for the phone lines so they can be moved out of the basement and find a better location for them. The sump pump behind the police department failed and that

is what pushed the water into the Police Department and Terry's office. I called the League of Municipalities in regards to an insurance claim, and our insurance policy did not allow for that type of flood damage. However, we are in Flood Zone X, so we would qualify for coverage but the deductible is \$50,000 which we are unlikely to meet. We are looking for some different options for the telephone system in particular. We don't want to lose phone service especially for the Police Department. Mark worked really hard trying to work it out with AT&T. Mr. Kanipe said we might want to consider for the next Budget year renovations to the Public Works building.

Mr. Kanipe said the recycling carts should be delivered within the next two weeks. The truck should be finished and delivered next week. The Town will have it up and going as soon as possible. The BB&T financing terms have changed. The interest rate went from 1.98% to 2.21% at a three year term. The good news is the actual cost of the truck is less than anticipated, so we will save \$5,000 a year even though interest rates have gone up. This will allow us to move forward with the three year term. Billy has reviewed this as well and has prepared the attorney closing letter. We are scheduled to do the closing January 27th.

Commissioner Cogburn made a motion to approve the financing of the truck and the new Resolution. Commissioner Loomis seconded the motion and was unanimously approved.

The Board discussed the review of the draft changes on the Town Code and Zoning Ordinance. Mr. Kanipe referred to the updated changes that Mr. Clarke prepared. Mr. Kanipe indicated that American Legal Publishing had gone through and done a statutory check to make sure we have everything in proper conformity with the North Carolina General Statutes. The questions remaining are really are related to accessory structures and making sure that our regulations are clear. Commissioner Loomis suggested sitting down and reviewing these by having a work session. The Board asked Mr. Kanipe to determine an acceptable work session date.

Mayor Goosmann reviewed the 2016 holiday schedule for Town employees. Motion was made by Commissioner Loomis for the holiday schedule to be approved as presented. Commissioner Cogburn seconded the motion and was unanimously approved.

Sgt. Allen addressed Ms. Toya Hauf, 335 Vanderbilt Road, who was concerned about speeding on that road. Sgt. Allen reported that there were eleven citations and the speed trailer was placed in that vicinity. The batteries in the speed trailer went bad but that is being fixed. Ms. Hauf expressed her gratitude to the Police Department. Sgt. Allen said we are going to stay on this issue with the speeding.

Mr. Kanipe updated the Board on the last Board of Adjustment meeting. Mr. William Barkley, 124 Stuyvesant Road, had a Conditional Use Permit and Variance approved for a detached garage. The Board also approved a Conditional Use Permit and Variance for Dr. Steven and Mrs. Melissa Mendelsohn at 25 Busbee Road.

In regards to the recycling, we hope to get information sent out to the residents shortly during garbage pickup. We will also send out a Nixle message to inform residents and post the information on our website. Ms. Hauf asked if the recycling containers will be removed from outside the Town Hall. Mr. Kanipe suggested keeping the cardboard recycling container for now until we determine how effectively cardboard can be picked up at the home.

The only other thing going on is the Virtual Office and IT upgrades. The Town is scheduled to go live with the Virtual Office on Monday, January 25th and is currently in the beta testing phase to work out any kinks.

Sgt. Allen responded to Commissioner Kelly's request about the old Biltmore Forest fire truck. The truck is in Crestline, North Carolina which is near the coast. The lettering and the paint is exactly as the truck left here years ago. Mr. Kanipe was asked to work with Chief Dennis Presley about the possibility of procuring the truck.

Mayor Goosmann adjourned the meeting at 5:43 pm. The next Board of Commissioners meeting is scheduled for Tuesday, February 9th at 4:30 pm.

ATTEST:

Jonathan B. Kanipe
Town Administrator

George F. Goosmann, III
Mayor

MINUTES OF SPECIAL CALL MEETING OF THE MAYOR AND TOWN COMMISSIONERS OF
BILTMORE FOREST HELD TUESDAY, FEBRUARY 2, 2016

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

Roll call by the Clerk:

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

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

Mayor Goosmann called the meeting to order at 3:00pm.

The purpose of the meeting was to discuss the recodification project and potential amendments to the Town Code and Zoning Ordinance.

Commissioner Loomis addressed fences in Biltmore Forest. Commissioner Loomis is concerned with the proliferation of fencing in the Town, particularly with the type of fencing being allowed. Mayor Goosmann suggested Mr. Kanipe get some examples together of fencing that is prohibited. Mr. Clarke and Mr. Kanipe will discuss with the Board of Adjustment and get material suggestions for fencing.

Commissioner Loomis also discussed the consideration of exposed rear or side lots where structures are placed within these exposed areas. Several examples were discussed of specific properties in Biltmore Forest. The Board agreed and this matter will be taken into consideration.

Mr. Clarke discussed section 153.004 of the recodification package. The Board agreed to strike the existing second line from accessory building definition as it relates to garage apartments for non-family members.

153.004 – The variance language changed to be consistent with the State Statute

153.029 – The third sentence is deleted, as it is now included in the definition of section 153.004.

153.007 – in the permitted use table; create new general provisions section instead of having footnotes.

There was discussion regarding the Animal Ordinance Amendments and peddling and solicitation Amendments. Mr. Clarke suggested not to change the solicitation statute, as the North Carolina Statute explicitly allows this Ordinance.

Mr. Clarke asked about the timing on these and Mr. Kanipe said the deadline is March 12th.

A member of member of the Board of Commissioners will attend the next Board of Adjustment meeting to discuss fencing issues at 2:30 pm on Monday, February 15th.

Mr. Clarke recommended the removal of all of Chapter 32 from the recodification as it governs personnel, which is addressed by the Town's personnel policy.

Mr. Clarke noted that the Town cannot relinquish authority to keep rights of way clear, but can alert those who have objects placed in the right of way and ask them to remove the items.

The Tree Ordinance was also discussed. There is a need to clear and remove fallen trees from lots. Commissioner Kelly suggested that one possible solution might be requiring tree clean up when there is a home on the lot.

Mayor Goosmann moved to adjourn the meeting at 4:10 p.m.

ATTEST:

Jonathan Kanipe, Town Administrator

George F. Goosmann, III, Mayor



MEMORANDUM
FEBRUARY 9, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Consideration of FY15-16 Budget Reallocations
Date: February 4, 2016

Proposed reallocations are included for your review and consideration. Funds are able to be moved within public works and general government as a result of the actual financing of the new garbage truck being less than the projected amount last June. Some funds within the Police Department were moved from the gasoline line item due to the significantly cheaper cost of gasoline in this fiscal year.

Please let me know if you have other questions related to these proposed reallocations.

FY 15-16 Budget Re-Allocations

General Fund Expenditures				
Department	Amount	From	To	Change
Police	10-5100-3100 (Gasoline)	\$ 33,000.00	\$ 26,000.00	\$ (7,000.00)
	10-5100-3600 (Uniforms)	\$ 5,000.00	\$ 7,000.00	\$ 2,000.00
	10-5100-5700 (Miscellaneous)	\$ 6,500.00	\$ 9,500.00	\$ 3,000.00
	10-5100-6500 (Training)	\$ 2,500.00	\$ 4,500.00	\$ 2,000.00
			Net Change	\$ -
Public Works	10-5600-6000 (Capital Outlay)	\$170,000.00	\$ 162,000.00	\$ (8,000.00)
	10-5600-1700 (Vehicle Maintenance)	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00
	10-5600-1300 (Streetlights)	\$ 7,000.00	\$ 10,000.00	\$ 3,000.00
			Net Change	\$ -
Powell Fund	10-5700-2200 (Contracts)	\$ 85,000.00	\$ 77,000.00	\$ (8,000.00)
	10-5700-7400 (Equipment)	\$ 45,000.00	\$ 40,000.00	\$ (5,000.00)
	10-5700-2300 (Supplies)	\$ 15,000.00	\$ 27,900.00	\$ 12,900.00
	10-5700-0700 (Retirement)	\$ 2,600.00	\$ 2,700.00	\$ 100.00
			Net Change	\$ -
General	10-6600-7910 (Garbage Truck Debt Principal)	\$ 41,600.00	\$ 32,600.00	\$ (9,000.00)
	10-6600-6100 (Miscellaneous)	\$ 5,000.00	\$ 8,000.00	\$ 3,000.00
	10-6600-6300 (Community Events)	\$ 7,000.00	\$ 13,000.00	\$ 6,000.00
			Net Change	\$ -
Water Fund Expenditures				
Water Dept	Amount	From	To	Change
	30-8100-7400 (Capital Improvement)	\$ 50,000.00	\$ 43,000.00	\$ (7,000.00)
	30-8100-6500 (Training)	\$ 500.00	\$ 1,500.00	\$ 1,000.00
	30-8100-0700 (Retirement)	\$ 5,807.00	\$ 6,807.00	\$ 1,000.00
	30-8100-3300 (Supplies & Equipment)	\$ 15,000.00	\$ 20,000.00	\$ 5,000.00
			Net Change	\$ -



MEMORANDUM
FEBRUARY 9, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Stormwater Infrastructure Update
Date: February 4, 2016

During our last meeting, the Board heard a report from Gary Davis, P.E. regarding potential solutions to stormwater needs throughout the Town. Mr. Davis has provided updated mapping and proposals related to these plans. Those are attached for your review. These plans reflect the discussed options for the Hemlock Road and Cedar Hill Drive, Greenwood Road, and the Lone Pine and Stuyvesant Road intersections.

Mr. Davis is scheduled to be at the meeting on Tuesday to address the plans and answer any further questions you may have.



February 5, 2016

Mr. Jonathan Kanipe, Town Manager
Town of Biltmore Forest
P. O. Box 5352
Asheville, North Carolina 28793

RE: Westwood-Greenwood Intersection
Hemlock-Cedar Hill Intersection
Vanderbilt-Lone Pine Intersection
Storm Drainage Opinions

Dear Mr. Kanipe:

As you have requested, we have visited the sites of the subject intersections within the Town of Biltmore Forest to view the location of existing storm drainage facilities, the stormwater runoff carried by those facilities, effects of that runoff on downstream areas, and potential recommendations for alleviation of the current issues resulting from that runoff being carried by the existing pipes or the inability of the existing pipes to carry the runoff. Locations of the areas of concern are indicated on the attached map.

Location A: Westwood Road at Greenwood Road

At the intersection of Westwood Road and Greenwood Road, the existing storm drainage piping extends beneath the intersection, and discharges to a swale located on the south side of Greenwood Road, which extends parallel to the roadway and is located outside of the public right-of-way (**Photo A1**). The flow from the upstream drainage basin, exiting the pipe beneath the intersection, appears to have eroded the topsoil over time exposing the root system at the numerous trees along the drainage path (**Photos A2, A3, A4**). The downstream exit of the existing pipe from the intersection discharges at an elevation lower than the surrounding landscape (**Photo A1**). In order to alleviate the continued erosion, additional top soil will need to be placed over the roots down the entire swale. However, placing this topsoil will result in the existing pipe discharge to be even lower than the surrounding grades and will inhibit the discharge from the pipe. This would require the pipe to be excavated and reinstalled within the intersection at a higher elevation or to extend the culvert downstream to a point beyond the trees and eliminate the discharge in this area. This would require excavation of all the interfering tree roots along the path if placed beneath the existing swale. A final option would be to install a drainage box at the end of the existing pipe and extend a new pipe downstream adjacent to the roadway thereby bypassing the root systems (**Photos A5, A6, A7**). Anticipated costs would be approximately \$12,600 (not including paving). It is anticipated at this time that the pipe can be installed outside the paved area. Engineering and surveying costs would be approximately \$3,400.

Location B: Cedar Hill Road at Hemlock Road

At the Cedar Hill Road approaching the Hemlock Road intersection, at the location of the filled open grassed area approximately 500' south of the intersection, there are two (2) pipes exiting the embankment at the downstream end of the above referenced fill, one 18" pipe and one 24" pipe

(Photos B1, B2). The downstream swale has continually eroded over time and is beginning to encroach on the right-of-way of the adjacent Town road (Photos B3, B4, B5). Continued deterioration will eventually undermine the roadway edges. The repair options are: (1) line the entire drainage pathway with riprap along both sides of the swale to prevent further deterioration, which will require some tree removal along the path in order to recline the side slopes to a degree that will allow the stability of the placed riprap; or (2) install a junction box at the end of the two (2) existing pipes and extend a 30" pipe down to and beneath Cedar Hill Drive and backfill over the new pipe creating a shallow swale that will drain only the adjacent wooded area (Photos B6, B7, B8). The pipe beneath Cedar Hill would be required to be replaced as it is undersized for the above proposed extension. Anticipated costs for the extension are estimated at approximately \$34,000. If the pipe is relocated to extend beneath the adjacent roadway, the preliminary estimated costs are approximately \$18,000 to \$20,000 additional due to the repaving of the roadway and additional drainage boxes. The replacement of the pipe beneath Cedar Hill and repaving the excavated area is estimated at approximately \$8,000 to \$10,000 of the above costs. Engineering and surveying costs would be approximately \$5,000-\$6,000.

Location C: Vanderbilt Road at Lone Pine Road

At the intersection of Vanderbilt and Lone Pine, it is our understanding the water occasionally floods the intersection due to the inability of adjacent drainage structures to accept the water and the inability of piping, especially on the southeast side of the intersection to convey the runoff away from the intersection (Photos C1, C1.1, C2) toward the property on the southeast corner. It is unknown at this time where the piping on that side of the intersection extends across this property but an additional box on Vanderbilt downstream from this corner then conveys surface runoff across Vanderbilt to an unknown discharge (Photos C3, C4). The preliminary determination is that the pipe somewhere downstream is clogged, collapsed, of insufficient size, or a combination of all. It is our opinion that a new pipe should be extended across from the southeast side of Lone Pine, across the intersection, and south along Vanderbilt to a point of discharge or connection to downstream existing piping, bypassing the lot on the southeast corner of the intersection (Photo C5). This will require a more detailed investigation as to the location of existing facilities and topographic surveying to determine where the new piping will ultimately discharge or connect. Anticipated costs for the extension would approach approximately \$25,000-\$30,000 due to the repaving of the intersection and conflict of utilities. Anticipated engineering and surveying costs are estimated at approximately \$6,000.

The above fees do not include the preparation of bid documents and construction contracts and administration. We can define those costs once the extent of each project is defined. We trust the above information is satisfactory. Should you have any questions or need additional information, please do not hesitate to call. We appreciate the opportunity to be of service.

Sincerely,
DAVIS CIVIL SOLUTIONS, P.A.


GARY D. DAVIS, P.E.



WESTWOOD

GREENWOOD

41



A2



GREENWOOD

A3

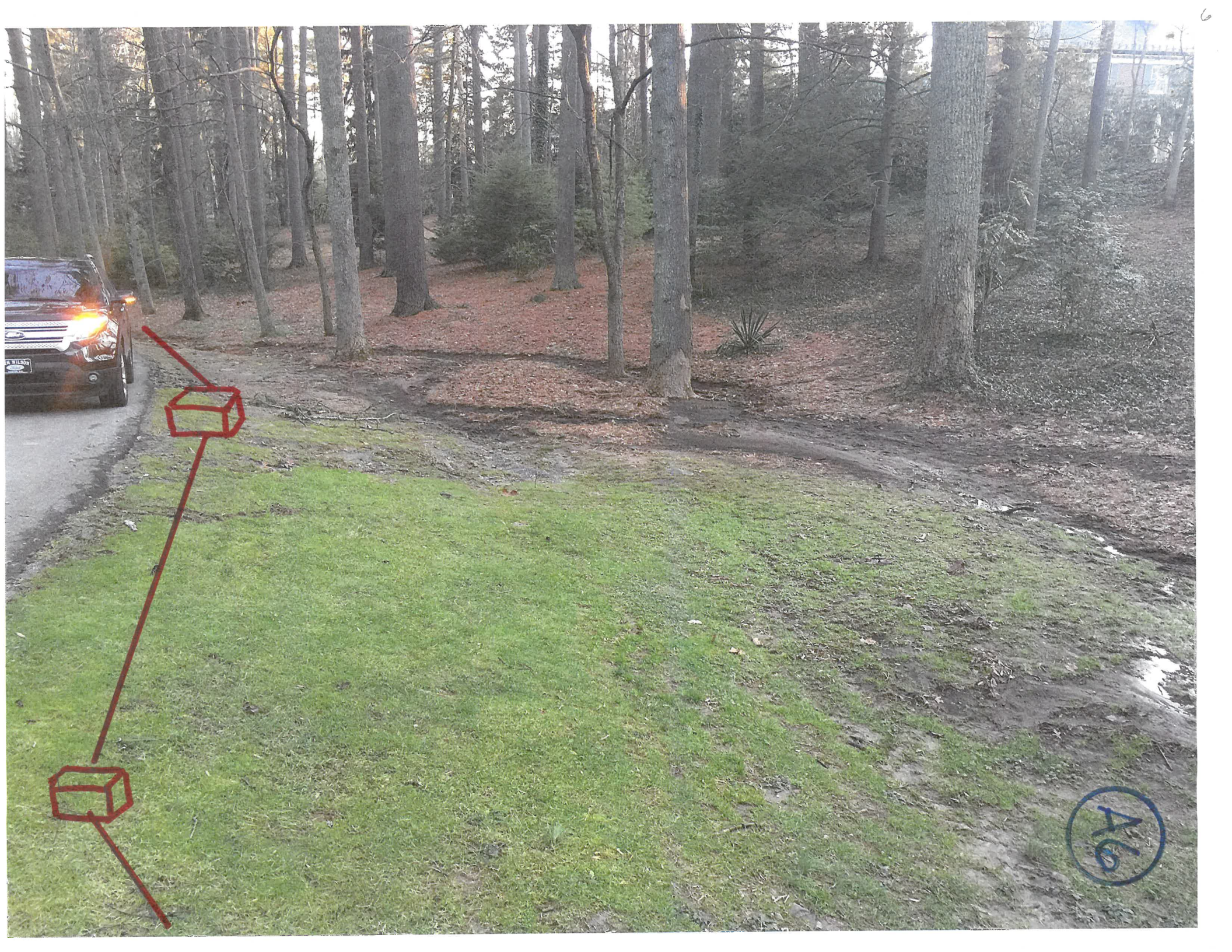


GREENWOOD





A5



A6





LOOKING
FROM
CEDAR HILL

B1



82



CEDAR
HILL



HEMLOCK

55





12/16



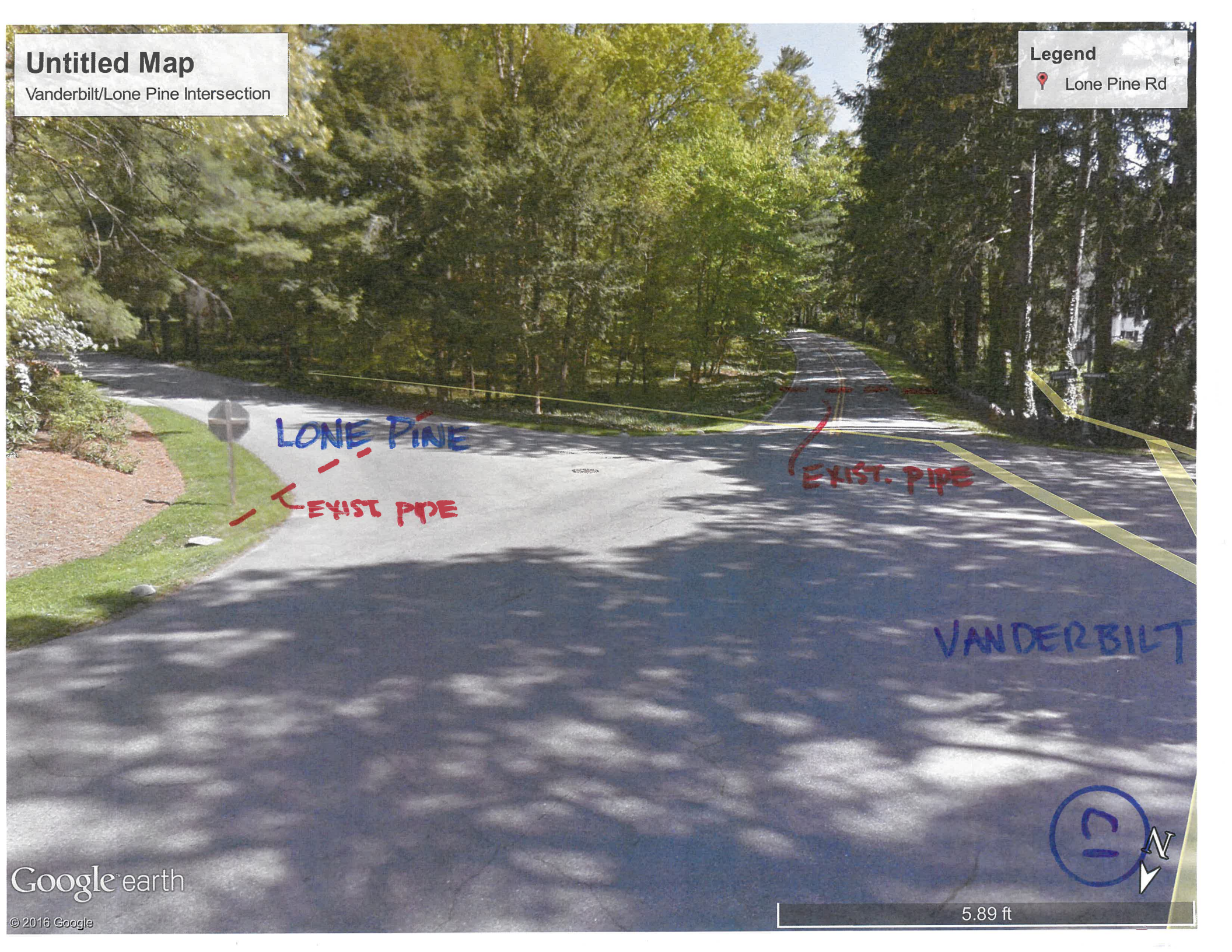


Untitled Map

Vanderbilt/Lone Pine Intersection

Legend

 Lone Pine Rd



LONE PINE

EXIST PIPE

EXIST. PIPE

VANDERBILT

LONE
PINE

EXIST.
PIPE

EXIST. PIPE

CI.1

VANDERBILT

VAN DER BIILT

EXIST. PIPE

LOOKING FROM LOWE PINE



VANDERBILT

SPEED
LIMIT
25

EXIST. PIPE



SPEED
LIMIT
25

VANDERBILT


UNKNOWN
DISCHARGE



Untitled Map

Vanderbilt/Lone Pine Intersection

Legend

 Lone Pine Rd



Google earth



5.89 ft



MEMORANDUM
FEBRUARY 9, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Discussion of Facility Improvements Project
Date: February 4, 2016

As a means of preparing for the FY16-17 budget, it might be helpful to discuss some of the more pressing needs with Town facilities. Recent storm events and other issues have crystalized several problems, particularly with the public works and police departments, and staff is currently working to develop a comprehensive plan to present to the Board in regards to fixing these facilities.

The Public Works building is in need of significant repair and will present the highest budget challenge. There is a vital need to repair areas of the roof, soffits, exterior and interior walls, and investigate whether there are any health issues related to water infiltration in the building.

Similarly, the flooding in the police department basement at the end of December brought the need to, at a minimum, move the telephone and IT equipment form the basement. Pat Spampinato, the VCIO that is working with the Town from VC3, is putting together a plan for moving this equipment and recabling the municipal complex to ensure that these issues do not occur again. There are also the continued needs of ensuring that water does not infiltrate the police department during heavy rain events, and we will continue working with Gary Davis on a solution for this as well.

Finally, the Town Hall has experienced some repairs over the last few months related to the HVAC units and the windows and sills in the Community Room. The additional storage in Town Hall is still needed, but is certainly not as urgent a necessity as those items listed above.

As we develop the timeline and budget proposal related to these items, please feel free to provide any thoughts and concerns you have related to these projects. I hope to have more information within the next month about the cost and scale of work, and will share that as I am able.



MEMORANDUM
FEBRUARY 9, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Town Recycling Program Update
Date: February 4, 2016

The new garbage truck arrived last week and we hope to have it in service by the beginning of next week. The recycling vehicle will be retrofitted as quickly as possible, and we will begin distributing the recycling cans to residents within the next two to three weeks.

The containers were delivered this week and are being housed in a warehouse on Mills Gap Road owned by Rent-All. We will distribute these cans and provide information to all residents related to their use, the schedule, and the materials that are allowed to be recycled. The enthusiasm for the recycling program is very high and we have received many calls from residents inquiring as to when the program will start. Terry has spoken with Curbside Management about removing the mixed containers dumpster, and we would like to keep the cardboard container until we determine how much room cardboard takes up in the Town's recycling truck. Depending on the scheduled rollout of the program, information will be distributed to residents via the newsletter, Nixle, website, and direct messages left at their home by Public Works.

I hope to have a more definitive schedule for the program once the recycling vehicle can be taken out of trash service and sent for retrofitting, and I will share that with you as soon as we know for certain. Please let me know if you have any additional thoughts or questions regarding the program.



MEMORANDUM
FEBRUARY 9, 2016

To: Mayor and Commissioners
From: Jonathan Kanipe, Town Administrator
Re: Town Administrator Update
Date: February 4, 2016

ALP Recodification Project

The work session Tuesday helped immensely in developing a final draft of the amendments to the Code and Ordinance. Billy and I will work to develop a draft for the Board to consider at a public hearing at the regular March meeting. We will also solicit feedback from the Board of Adjustments, particularly as it relates to fencing and exposed rear and side yards, and include that information for the Board to consider as well.

January Board of Adjustments Meeting

There was only one item on the Board of Adjustments agenda in January, which was the approval of an addition to an existing deck at 20 Ridgefield Place.

Fire Truck Update

After consulting with Chief Presley from Skyland Fire Department, I sent a letter to the Crestline Fire Department offering them five-hundred dollars for the old town fire truck. I will alert the Board as soon as I receive feedback from Crestline FD. In the interim, I am still pursuing leads on one of the original town fire trucks which may be in a fire truck museum in New York State.

VC3/IT Program Update

We are live with the VC3 Virtual Office advantage infrastructure and, thus far, things are moving very well. There have been a few hiccups and will certainly be a few more, but overall the process has been very well received and the ability to work remotely and access all programs, files, and data is invaluable. The data security, safety, and upgrades that were lacking have been dramatically improved and we are on a good path moving forward.

Upcoming Events

As a reminder, the UNC School of Government Essentials of Municipal Government workshop will be held at the Doubletree in Biltmore Village on Thursday, February 17th. Additionally, the N.C. League of Municipalities will hold their annual Town Hall Day event this year on

Wednesday, June 8th. I will keep you informed as registration information is released, but if you are interested in attending please keep this on your calendar moving forward.



**MONTHLY FINANCIAL STATEMENT
TAX COLLECTION REPORT**

JANUARY 2016

REVENUES

	<u>Year-to-Date</u>	<u>% REM</u> <u>YTD</u>	<u>Budget</u>
General Fund	\$ 3,260,731.39	14%	\$ 3,777,511.00
Water Fund	\$ 254,112.76	42%	\$ 436,503.00
	\$ 3,514,844.15		\$ 4,214,014.00

EXPENDITURES

	<u>Year-to-Date</u>	<u>% REM</u> <u>YTD</u>	<u>Budget</u>
Administration	\$ 137,271.32	48%	\$ 266,080.00
Police	\$ 775,156.42	41%	\$ 1,320,863.00
Public Works	\$ 512,503.63	45%	\$ 930,756.00
Powell Bill	\$ 136,097.23	36%	\$ 213,721.00
General Government	\$ 517,687.57	31%	\$ 745,336.00
Transfer to General Fund Balance	\$ -	100%	\$ 300,755.00
TOTAL General Fund	\$ 2,078,716.17		\$ 3,777,511.00
Transfer to Water Fund Balance	\$ -	100%	\$ 37,624.00
Water Fund	\$ 229,863.87	42%	\$ 398,879.00
TOTAL Water Fund	\$ 229,863.87		\$ 436,503.00
TOTAL Combined Funds	\$ 2,308,580.04		\$ 4,214,014.00

CASH ON HAND

First Citizens Money Market Checking	\$ 1,427,298.33
NC Cash Mangement Trust	\$ 1,236,251.79
First Citizens Certificate of Deposit	\$ 502,916.57
TOTAL	\$ 3,166,466.69

TAX COLLECTION

	<u>Current Collection</u>	<u>% of</u> <u>Budgeted</u>	<u>Budgeted</u>
Real & Personal Property Tax Billed	\$ 2,377,672.82		
Real & Personal Property Tax Collected	\$ 2,346,902.99	99.03%	\$ 2,369,968.00
Percentage of 2015 Levy Collected	98.71%		
DMV Taxes	\$ 57,438.32	61.71%	\$ 93,085.00

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
10 GENERAL FUND				
REVENUE:				
10-3010-0000 TAX COLLECTION CURRENT YR	0.00	2,377,674.53	2,369,968.00	0
10-3010-0001 AD-VALOREM TAX COLL CURRI	6,633.51	57,438.32	93,085.00	38
10-3170-0000 TAX COSTS,PENALTIES,& INTER	1,643.67	1,947.03	3,000.00	35
10-3250-0000 INTEREST EARNED	356.97	929.04	1,200.00	23
10-3310-0000 RENTAL COMMUNITY HALL	0.00	600.00	1,500.00	60
10-3340-0000 AMERICAN TOWER AGREEMEN	400.00	23,857.45	28,260.00	16
10-3350-0000 MISCELLANEOUS	61.70	5,652.78	54,216.00	90
10-3360-0000 FRANCHISE & UTILITIES TAX D	0.00	118,425.23	126,753.00	7
10-3410-0000 BEER & WINE TAXES	0.00	0.00	6,000.00	100
10-3420-0000 SOLID WASTE DISPOSAL TAX	0.00	656.74	800.00	18
10-3430-0000 POWELL BILL	0.00	64,253.31	64,000.00	0
10-3450-0000 BUNCOMBE COUNTY 1% TAX	43,987.81	301,489.67	478,500.00	37
10-3460-0000 1/2 CENT SALES TAX A.40	15,449.98	119,627.35	175,884.00	32
10-3470-0000 1/2 CENT SALES TAX A.42	22,637.38	157,515.91	226,140.00	30
10-3550-0000 BUILDING PERMITS	108.00	4,734.00	10,000.00	53
10-3560-0000 DOG LICENSE FEE	-25.00	1,750.00	1,605.00	-9
10-3670-0000 SALES TAX REFUND	13,128.09	13,128.09	8,700.00	-51
10-3670-0100 GASOLINE TAX REFUND	0.00	3,551.93	3,500.00	-1
10-3700-0000 SALE OF PERSONAL PROPERTY	0.00	7,500.00	2,000.00	-275
10-3720-0000 PROGRESS ENERGY FRANCHISE	0.00	0.01	2,400.00	100
10-3900-0000 INSTALLMENT AGREEMENT	0.00	0.00	120,000.00	100
TOTAL REVENUE	<u>104,382.11</u>	<u>3,260,731.39</u>	<u>3,777,511.00</u>	<u>14</u>
 AFTER TRANSFERS	 <u><u>104,382.11</u></u>	 <u><u>3,260,731.39</u></u>	 <u><u>3,777,511.00</u></u>	

Town of Biltmore Forest
 REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
30 WATER & SEWER FUND				
REVENUE:				
30-3290-0000 INTEREST EARNED	0.00	0.00	400.00	100
30-3350-0000 COMMISSIONS, SEWER CHARGE	0.00	4,696.21	8,000.00	41
30-3710-0000 WATER & SEWER CHARGES	-75.98	243,049.44	422,103.00	42
30-3710-0100 MSD CHARGES	-52,808.83	557.11	0.00	0
30-3730-0000 WATER TAP AND CONNECTION	100.00	5,810.00	6,000.00	3
TOTAL REVENUE	<u>-52,784.81</u>	<u>254,112.76</u>	<u>436,503.00</u>	<u>42</u>
 AFTER TRANSFERS	 <u>-52,784.81</u>	 <u>254,112.76</u>	 <u>436,503.00</u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
4200 ADMINISTRATION				
EXPENDITURE:				
10-4200-0200 SALARIES	6,835.38	53,674.29	94,110.00	43
10-4200-0300 LEGAL AND ENGINEERING	2,955.28	16,996.59	30,000.00	43
10-4200-0400 ACCOUNTING AND TAXES	625.00	21,807.15	37,300.00	42
10-4200-0500 F.I.C.A.	499.24	3,932.91	7,200.00	45
10-4200-0550 UNEMPLOYMENT INSURANCE	0.00	41.00	0.00	0
10-4200-0600 HOSPITAL INSURANCE	820.49	5,589.71	12,500.00	55
10-4200-0650 LIFE INS ADD MIT	116.64	816.48	1,700.00	52
10-4200-0675 HEALTH REIMBURSEMENT ACC	83.33	583.31	1,250.00	53
10-4200-0700 RETIREMENT	831.20	6,329.92	6,277.00	-1
10-4200-0800 401K SUPP RETIREMENT	341.77	2,602.72	4,706.00	45
10-4200-1200 POSTAGE, PRINTING, STATIONA	520.99	3,494.08	8,000.00	56
10-4200-1400 MILEAGE & BOARD SALARY	1,800.00	12,600.00	22,000.00	43
10-4200-3300 SUPPLIES AND EQUIPMENT	206.44	2,237.78	3,700.00	40
10-4200-5300 SUBSCRIPTIONS	0.00	3,429.38	3,500.00	2
10-4200-5700 MISCELLANEOUS	38.97	233.82	5,200.00	96
10-4200-6500 TRAINING AND EDUCATION	1,151.00	2,902.18	10,000.00	71
10-4200-6600 CAPITAL IMPROVEMENT AND A	0.00	0.00	18,637.00	100
TOTAL EXPENDITURE	<u>16,825.73</u>	<u>137,271.32</u>	<u>266,080.00</u>	<u>48</u>
BEFORE TRANSFERS	<u>-16,825.73</u>	<u>-137,271.32</u>	<u>-266,080.00</u>	
AFTER TRANSFERS	<u><u>-16,825.73</u></u>	<u><u>-137,271.32</u></u>	<u><u>-266,080.00</u></u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
5100 POLICE DEPARTMENT				
EXPENDITURE:				
10-5100-0200 SALARIES	67,419.28	468,938.17	778,039.00	40
10-5100-0300 OVERTIME	0.00	0.00	15,000.00	100
10-5100-0400 SEPARATION ALLOWANCE	1,090.16	1,090.16	6,200.00	82
10-5100-0450 SHORT TERM DISABILITY	0.00	0.00	5,000.00	100
10-5100-0500 F.I.C.A.	5,074.33	34,747.85	60,666.00	43
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	313.95	3,800.00	92
10-5100-0600 HOSPITAL INSURANCE	8,958.05	61,092.89	115,000.00	47
10-5100-0650 LIFE INS, ADD & DENTAL MIT T/	1,084.26	7,857.90	14,000.00	44
10-5100-0675 HEALTH REIMBURSEMENT ACC	1,083.29	7,583.03	14,000.00	46
10-5100-0700 RETIREMENT	8,371.13	58,068.94	95,790.00	39
10-5100-0800 401K SUPP RETIREMENT	3,101.41	22,411.16	39,652.00	43
10-5100-1600 RADIO MAINTENANCE	0.00	0.00	3,000.00	100
10-5100-1700 CAR REPAIRS AND TIRES	1,313.73	4,816.16	13,000.00	63
10-5100-3100 GASOLINE	1,560.37	8,248.85	33,000.00	75
10-5100-3300 SUPPLIES	1,549.89	5,986.75	15,000.00	60
10-5100-3600 UNIFORMS	20.95	4,794.52	5,000.00	4
10-5100-3700 D.C.I. RENTAL	834.70	8,701.88	14,000.00	38
10-5100-5700 MISCELLANEOUS	1,071.05	6,916.00	6,500.00	-6
10-5100-5800 PHYSICAL EXAMS	0.00	0.00	2,500.00	100
10-5100-6500 TRAINING AND EDUCATION	112.85	1,426.64	2,500.00	43
10-5100-7400 EQUIPMENT PURCHASES	0.00	69,115.65	79,216.00	13
80-5100-8100 C/Y DEPREC PUB SAFETY (Loc)	0.00	3,045.92	0.00	0
TOTAL EXPENDITURE	<u>102,645.45</u>	<u>775,156.42</u>	<u>1,320,863.00</u>	<u>41</u>
BEFORE TRANSFERS	<u>-102,645.45</u>	<u>-775,156.42</u>	<u>-1,320,863.00</u>	
AFTER TRANSFERS	<u>-102,645.45</u>	<u>-775,156.42</u>	<u>-1,320,863.00</u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
5600 PUBLIC WORKS				
EXPENDITURE:				
10-5600-0200 SALARIES	30,812.92	226,803.01	385,482.00	41
10-5600-0300 OVERTIME	0.00	0.00	15,000.00	100
10-5600-0350 OUTSIDE SERVICES	0.00	0.00	5,000.00	100
10-5600-0500 F.I.C.A.	2,310.52	17,001.56	30,637.00	45
10-5600-0550 UNEMPLOYMENT INSURANCE	0.00	146.26	1,500.00	90
10-5600-0600 HOSPITAL INSURANCE	4,669.08	31,404.72	65,000.00	52
10-5600-0650 LIFE INS, ADD & DENTAL MIT T/	525.58	3,679.06	8,000.00	54
10-5600-0675 HEALTH REIMBURSEMENT ACC	499.98	3,499.86	6,500.00	46
10-5600-0700 RETIREMENT	3,779.39	27,877.89	27,113.00	-3
10-5600-0800 401K SUPP RETIREMENT	1,625.45	11,846.73	20,024.00	41
10-5600-1300 STREETLIGHTS ELECTRIC	699.96	7,834.41	7,000.00	-12
10-5600-1500 GENERAL REPAIRS AND MAINT.	2,604.87	2,714.07	3,000.00	10
10-5600-1600 ST.LIGHT MAINT. AND NEW LIG	0.00	3,191.67	10,000.00	68
10-5600-1700 VEHICLE MAINT. AND REPAIRS	3,097.68	24,914.73	25,000.00	0
10-5600-3100 GASOLINE	1,221.66	4,846.20	21,000.00	77
10-5600-3300 SUPPLIES	612.82	3,555.57	15,000.00	76
10-5600-3400 STREET SIGNS AND NUMBERS	0.00	35.00	2,000.00	98
10-5600-3600 UNIFORMS	541.87	3,957.79	5,000.00	21
10-5600-5200 PARKS	0.00	191.01	10,000.00	98
10-5600-5800 PHYSICAL EXAMS	0.00	45.00	1,000.00	96
10-5600-5900 MISCELLANEOUS	257.16	1,651.94	2,500.00	34
10-5600-6000 CAPITAL OUTLAY	102,328.17	106,723.17	170,000.00	37
10-5600-6500 TRAINING AND EDUCATION	100.00	167.38	1,000.00	83
10-5600-8000 TIPPING FEES AND BILTMORE E	3,056.46	21,896.60	48,000.00	54
10-5600-8100 RECYCLING	1,065.00	8,520.00	46,000.00	81
TOTAL EXPENDITURE	<u>159,808.57</u>	<u>512,503.63</u>	<u>930,756.00</u>	<u>45</u>
BEFORE TRANSFERS	<u>-159,808.57</u>	<u>-512,503.63</u>	<u>-930,756.00</u>	
AFTER TRANSFERS	<u>-159,808.57</u>	<u>-512,503.63</u>	<u>-930,756.00</u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
5700 POWELL FUND				
EXPENDITURE:				
10-5700-0200 SALARIES	2,988.88	21,862.69	38,403.00	43
10-5700-0500 FICA	228.65	1,672.54	2,938.00	43
10-5700-0550 UNEMPLOYMENT INSURANCE	0.00	20.18	310.00	93
10-5700-0600 HOSPITAL INSURANCE	477.88	3,247.96	7,000.00	54
10-5700-0650 LIFE INS, ADD & DENTAL MIT T/	38.80	271.60	550.00	51
10-5700-0675 HEALTH REIMBURSEMENT ACC	83.33	583.31	1,000.00	42
10-5700-0700 RETIREMENT	363.45	2,658.54	2,600.00	-2
10-5700-0800 401K SUPP RETIREMENT	149.44	1,093.13	1,920.00	43
10-5700-1700 VEHICLE REPAIRS - STREET DEF	0.00	0.00	2,000.00	100
10-5700-2200 CONTRACTS-RESURFACING, ETN	0.00	76,564.10	85,000.00	10
10-5700-2300 SUPPLIES	1,998.15	22,991.17	15,000.00	-53
10-5700-2400 TRAFFIC SIGNS	0.00	487.36	1,500.00	68
10-5700-6500 TRAINING AND EDUCATION	0.00	0.00	500.00	100
10-5700-7400 EQUIPMENT PURCHASES	0.00	0.00	45,000.00	100
10-5700-7500 ENGINEERING	0.00	1,411.75	10,000.00	86
80-5700-8100 C/Y DEPREC TRANSPORT (Loc)	0.00	3,232.90	0.00	0
TOTAL EXPENDITURE	<u>6,328.58</u>	<u>136,097.23</u>	<u>213,721.00</u>	<u>36</u>
BEFORE TRANSFERS	<u>-6,328.58</u>	<u>-136,097.23</u>	<u>-213,721.00</u>	
AFTER TRANSFERS	<u>-6,328.58</u>	<u>-136,097.23</u>	<u>-213,721.00</u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
6600 GENERAL				
EXPENDITURE:				
10-6600-1100 TECHNOLOGY	3,459.73	34,100.63	46,000.00	26
10-6600-1300 ENERGY & BF SEWER	2,380.22	9,419.45	21,000.00	55
10-6600-1500 GE. REPS. AND MAINT.	2,073.43	12,087.24	30,000.00	60
10-6600-2800 ELECTIONS	0.00	90.37	6,000.00	98
10-6600-3300 SUPPLIES AND EQUIP.	0.00	0.00	2,000.00	100
10-6600-5400 INSURANCE	530.99	82,161.19	98,000.00	16
10-6600-6000 CONTINGENCY	6,625.03	7,122.06	20,000.00	64
10-6600-6100 MISCELLANEOUS	170.92	5,893.86	5,000.00	-18
10-6600-6300 COMMUNITY EVENTS	2,299.91	10,339.37	7,000.00	-48
10-6600-6400 WILDLIFE MANAGEMENT	0.00	0.00	1,500.00	100
10-6600-7600 FIRE PROTECTION	0.00	318,750.00	425,000.00	25
10-6600-7720 DEBT SERVICE Police Dept Reno	11,666.66	23,333.32	23,334.00	0
10-6600-7725 DEBT SERVICE Police Dept Reno I	3,778.26	7,723.20	7,668.00	-1
10-6600-7730 DEBT SERVICE Street Imp Princ	1,666.67	5,000.01	6,667.00	25
10-6600-7735 DEBT SERVICE Street Imp Int	539.75	1,666.87	2,191.00	24
10-6600-7910 DEBT SERVICE Veh Dump Trk Prir	0.00	0.00	41,600.00	100
10-6600-7915 DEBT SERVICE Veh Dump Trk Int	0.00	0.00	2,376.00	100
TOTAL EXPENDITURE	<u>35,191.57</u>	<u>517,687.57</u>	<u>745,336.00</u>	<u>31</u>
BEFORE TRANSFERS	<u>-35,191.57</u>	<u>-517,687.57</u>	<u>-745,336.00</u>	
OTHER FINANCING USE:				
10-6600-9000 TRANSFER TO GEN FUND BALAJ	0.00	0.00	300,755.00	100
TOTAL OTHER FINANCING USE	<u>0.00</u>	<u>0.00</u>	<u>300,755.00</u>	<u>100</u>
AFTER TRANSFERS	<u><u>-35,191.57</u></u>	<u><u>-517,687.57</u></u>	<u><u>-1,046,091.00</u></u>	

Town of Biltmore Forest
REVENUE & EXPENDITURE STATEMENT BY DEPARTMENT

FY 2015-2016

01/01/2016 TO 01/31/2016

	<u>CURRENT PERIOD</u>	<u>YEAR-TO-DATE</u>	<u>BUDGETED</u>	<u>% BUDGET REM</u>
8100 WATER DEPT.				
EXPENDITURE:				
30-8100-0200 SALARIES	6,746.89	51,555.75	83,772.00	38
30-8100-0300 OVERTIME	0.00	0.00	2,000.00	100
30-8100-0400 PROFESSIONAL SERVICES	115.00	2,136.87	4,000.00	47
30-8100-0500 F.I.C.A.	493.30	3,777.03	6,562.00	42
30-8100-0550 UNEMPLOYMENT INSURANCE	0.00	41.58	220.00	81
30-8100-0600 HOSPITAL INSURANCE	1,278.78	8,704.56	15,000.00	42
30-8100-0650 LIFE INS, ADD & DENTAL MIT T/	110.24	771.68	1,500.00	49
30-8100-0675 HEALTH REIMBURSEMENT ACC	166.66	1,166.62	2,000.00	42
30-8100-0700 RETIREMENT	820.43	6,269.25	5,807.00	-8
30-8100-0800 401K SUPP RETIREMENT	343.11	2,621.05	4,289.00	39
30-8100-1200 POSTAGE, PRINTING,& STATION	775.83	1,709.26	2,000.00	15
30-8100-1500 GENERAL REPAIRS	0.00	0.00	1,000.00	100
30-8100-3300 SUPPLIES AND EQUIPMENT	2,011.01	16,456.42	15,000.00	-10
30-8100-4800 WATER PURCHASES	15,213.23	127,075.25	204,729.00	38
30-8100-5700 MISCELLANEOUS	0.00	0.00	500.00	100
30-8100-6500 TRAINING AND EDUCATION	606.37	1,066.37	500.00	-113
30-8100-7400 CAPITAL IMPROVEMENT	1,359.32	6,512.18	50,000.00	87
TOTAL EXPENDITURE	<u>30,040.17</u>	<u>229,863.87</u>	<u>398,879.00</u>	<u>42</u>
BEFORE TRANSFERS	<u>-30,040.17</u>	<u>-229,863.87</u>	<u>-398,879.00</u>	
OTHER FINANCING USE:				
30-8100-9000 TRANSFER TO WATER FUND BA	0.00	0.00	37,624.00	100
TOTAL OTHER FINANCING USE	<u>0.00</u>	<u>0.00</u>	<u>37,624.00</u>	<u>100</u>
AFTER TRANSFERS	<u><u>-30,040.17</u></u>	<u><u>-229,863.87</u></u>	<u><u>-436,503.00</u></u>	



Biltmore Forest Public Works Department

Terry Crouch
Director Of Public Works
355 Vanderbilt Road
Biltmore Forest NC, 28803

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Mobile: 777-4466
Email: pwdirector@biltmoreforest.org

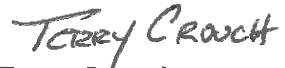
PUBLIC WORKS YEARLY REPORT **JANUARY 1, 2015 TO DECEMBER 31, 2015**

1. Completed all of the normal routine services on schedule.
2. A total of 490.31.31 tons of household trash have been collected and transported to the transfer station. This figure is up 14.20 tons from 2014.
3. Collected a total of 135 loads of leaves and transported them to the new dump site in Swannanoa.
4. A total of 244 truck loads of brush have been collected and transported to Asheville Stump & Dump for recycling.
5. Completed repairs to several of the catch basins and drainage pipes on the storm drain system.
6. Read all of the water meters on schedule.
7. Completed all of the required Lead and Copper water samples and all were turned in to the state and were in compliance.
8. Spent a total of 599 hours in the Town's 3 parks and the pond.
9. Spent a total of 6,453 hours on the Town's roads and road shoulders.

10. Repaired 27 streetlights, some general repairs, vandalism, damage from trees and traffic related issues.
11. Cut and removed a total of 19 trees that had fallen on to the roadway or was in danger of fallen on to the roadway, or in one of the parks.
12. Serviced all the Police vehicles all on schedule.
13. Completed 9 water taps. Some were irrigation taps and some were house.
14. As mandated by the state the Town is required to develop a Consumer Confidence Report on the Town's water system and it is to be turned in no later than July 1 of every year. The Town's 2015 report was turned in ahead of schedule and passed all of the states requirements.
15. Salt, sanded and plowed the roads several times.
16. Collected a total of 20 items on the yearly white goods collection.
17. Repaired 4 water breaks throughout the year.
18. Completed the annual inspections of the residents who have RPZ devices or (backflow devices) for 2015 and all were in compliance. 148 in all.
19. Installed and removed all of the Christmas decorations.
20. Completed 24 Bacteriological water samples and the quarterly TTHM's and Haa5 water samples for 2015 were completed on schedule and all were in compliance as required by the state.
21. The annual paving and striping have been completed.
22. Mowed all of the road shoulders and parks on schedule.
23. Recycling totals from January 1, 2015 to December 31, 2015 are as follows. A total of 458,680 pounds have been collected. This is a total of 229.34 tons that was diverted from the landfill. This is up 12.34 tons from 2014.
24. Completed all of the Quarterly vehicle maintenance and safety inspections on all of the Public Works vehicles on schedule.

25. A total of 336 special request were made, and 148 utility locations were completed.
26. Over the past year we have removed litter for the road shoulders on Hendersonville Rd. from Cedarcliff Rd. all the way to Valley Springs road in an effort to keep the shoulders free of trash and debris and have done so in 2015 and will continue in 2016.
27. All water distribution and backflow certified employees attended the required classes to maintain our water system certifications for 2015.
28. A total of 250 Christmas trees have been collected and taken to be recycled.
29. Completed the 2015 yearly maintenance to the Towns fire hydrants. There are a total of 160 hydrants.
30. Bush hogged and weedeated the big park area at the intersection of Vanderbilt and East Forest road a total of 1 time.
31. Changed out a total of 107 water meters to stay in line with our yearly water meter change out program.
32. We are continued to trim intersections and certain areas of the road shoulders to improve visibility for traffic.
33. We repaired several potholes throughout the Town.
34. Completed the annual Solid Waste report and submitted it to the state for 2015.
35. Had to replace the fire hydrant at 321 Vanderbilt road due to a vehicle accident.
36. Replaced 8 traffic signs due to vandalism or traffic accidents.
37. We painted all of the guardrails above and below the I-40 bridge on Vanderbilt road.
38. Completed minor repairs to a few of the Town's bridges.
39. Serviced and completed all of the safety inspections on all of the Public Works vehicles.

Sincerely,

A handwritten signature in black ink that reads "Terry Crouch". The signature is written in a cursive style with a prominent loop on the letter 'C'.

Terry Crouch
Director Of Public Works



Biltmore Forest Public Works Department

Terry Crouch
Director Of Public Works
355 Vanderbilt Road
Biltmore Forest NC, 28803

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PUBLIC WORKS MONTHLY REPORT **JANUARY 13, 2016 TO FEBRUARY 9, 2016**

- Completed all of the normal routine services to the residents on schedule.
- We have collected a total of 135 loads of leaves for the 2015 season and transported them to Swannanoa off of I-40 at exit 55.
- Had to repair a second water break on the 12 inch main on Vanderbilt road across from TGIF.
- Read all the water meters.
- Completed 24 special requests from the residents, extra garbage collection, meter rereads, house no. signs, etc and completed 12 utility locate request.
- Completed the 2 monthly bacteriological water samples for January and both were in compliance with the state.
- So far we have collected a total of 250 Christmas trees that have been taken to be recycled.
- We repaired 2 streetlight (General Repairs).
- A total of 675 hours were spent maintaining the Towns roads and road shoulders.

- Spent several hours plowing and salt and sanding the roads due to the snow storm that we received on January 22 and 23.
- Repaired another water break on the 12 inch water line on Vanderbilt road below the I-40 bridge across from TGIF.
- We have spent an extensive amount of time working on the storm drain system due to all of the heavy rains that we have been getting.
- Had to complete extensive repairs to the upper shed to stabilize the building.
- There are several areas that are scheduled to be repaired due to the heavy rain that we received on Wednesday, February 3rd.
- Completed the monthly oil changes to the Police vehicles.
- We have received the 700 recycling containers and are storing them at Rent All's warehouse until we can get them delivered.
- Replaced 1 stop sign that got knocked off of the post during the snow storm.
- All water distribution and backflow certified employees attended the required classes to maintain our water system certifications for 2016.

Sincerely


Terry Crouch
Director of Public Works

Call Log Call Type Summary

Biltmore Forest Police Department

01/01/2016 - 02/01/2016

Accident - 10-50	3	Accident - PI - 10-50/PI	1
Accident with Deer - 10-50/D	1	Alarm - 10-90	25
Ambulance needed - 10-52	1	Assist EOC - 10-77	3
Assist Motorist - 10-85	10	Assist Other Officer or Agency - 10-78	4
Assist Resident - 10-86	18	B & E - 10-62	1
Busy - 10-6	1	Crime Prev. - 10-108	4
Direct Traffic - 10-58	1	Dog Complaint - 10-89	6
Escort - 10-59	1	Extra Check - 10-116	18
Gun/Gunshots - 10-82	2	Improper Parking - 10-70	6
Injured Deer - Injured Deer	1	Investigation - 10-63	5
Noise Disturbance - 10-79/N	2	Ordinance Violation (Other) - Ordinance Violation	4
Out of Town - 10-110	3	Power Outage - Power Outage	2
Radar Operation - 10-38	10	Reckless Veh. - 10-49	1
Road Blocked - 10-53	6	Service of Car - 10-36	1
Sign Ord Violation - 10-118	1	Special Assignment - 10-107	9
Suspicious Person - 10-113	6	Suspicious Vehicle - 10-60	23
Vandalism - 10-102	1	Vehicle Registration - 10-28	1
Vehicle Stop - 10-61	28	Well-being Check - 10-117	3

Total Number Of Calls: 213

Activity Detail Summary (by Category)

Biltmore Forest Police Department

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

Incident\Investigations

0510 - Burglary - Forcible Entry	1
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Total Offenses	1
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Total Incidents	1
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Arrests

1810 - Drug Violations	1
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2450 - Drunk and Disruptive	1
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2670 - Trespassing	1
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2690 - All Other Offenses	1
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4010 - All Traffic (except DWI)	4
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Total Charges	8
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Total Arrests	6
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Accidents

Total Accidents	3
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Citations

Driving While License Revoked	2
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No Operator License	1
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Other (Infraction)	1
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Other (Misdemeanor)	3
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Speeding (Infraction)	1
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Secondary Charge	1
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Total Charges	9
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Total Citations	8
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Warning Tickets

Total Charges	0
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Activity Detail Summary (by Category)

Biltmore Forest Police Department

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

Warning Tickets

Total Warning Tickets 0

Ordinance Tickets

Dog Running At Large - Impoundment and Reclaiming of Impounded Dogs 1

Total Ordinance Tickets 1

Criminal Papers

Total Criminal Papers Served 0

Total Criminal Papers 0

Civil Papers

Total Civil Papers Served 0

Total Civil Papers 0

Call Log Action Taken Summary

Biltmore Forest Police Department

01/01/2016 - 01/31/2016

<No Action Taken Specified>	1	A - Report	4
D - Unable to Locate Suspect	6	E - Unable to Locate	2
F - No Police Attention Needed	11	G - Problem Settled	12
H - Advised Proper Action	8	I - Vehicle Checked OK	13
J - Person Checked OK	14	K - Property Checked OK	44
L - Verbal Warning	20	M - Citation	7
N - Arrest	5	P - Assisted/Backed Up Officer	3
Q - Other Agency Handled Call	5	R - Other	15
S - Message Delivered	1	Y - Wrecker Called	1
Z - Mission Completed	43		

Total Number Of Calls: 215