

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, December 11, 2018 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 Tuesday, November 13, 2018 will be presented for approval.

C. Public Comment

D. Reports of Officers

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

E. New Business

1. Recognition of Retiring Town Employee Billy Hyatt
2. Recognition of Retiring Town Employee Steven Ayres
3. FY18-19 Audit Presentation (*Ms. Levonia Reese, Carter PC*)
4. Consideration of Resolution Adopting of Greenwood Park Master Plan (*Mr. Jonathan Kanipe, Town Manager*)
5. Re-Appointment of Commissioner Glenn Kelly to Metropolitan Sewerage District Board (*Mr. Kanipe*)
6. Public Works Building Update (*Mr. Kanipe*)

F. Petitions, Motions, and Other Business

G. Public Comment

H. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND TOWN COMMISSIONERS OF
BILTMORE FOREST HELD NOVEMBER 13, 2018.

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, 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 October 9, 2018 minutes and the Public Hearing minutes. A motion was made by Commissioner Cogburn to approve the minutes. The motion was seconded by Commissioner Kelly and unanimously approved.

Mayor Goosmann stated that Item #2 on the meeting agenda would be covered first – the Traffic Control and Accessory Structure Surveys – with Paul Zimmerman and Jonathan Kanipe. Mr. Kanipe began by saying that last month the Board asked staff to develop a survey that could be distributed to town residents. Mr. Kanipe noted that Mr. Zimmerman, a Biltmore Forest resident, has helped the Town in numerous ways but has a background in survey and market research. Mr. Zimmerman helped the Town formulate these questions. The survey will be distributed electronically. The Town will send out notices via the Code Red system and will place it on the website. We will also have the solid waste and recycling collectors distribute information about the survey, so we will try to get as much information from as many residents as possible. We changed a few questions and Paul Zimmerman will review that methodology.

Mr. Zimmerman introduced himself. He worked for Proctor & Gamble for many years in the research department. He has designed over 300 surveys for Proctor & Gamble. He also worked for UNICEF after his retirement and formulated surveys for them. This survey was formulated with input from Jonathan Kanipe and Police Chief Chris Beddingfield.

Mr. Zimmerman reviewed each of the survey questions and discussed the methodology behind the questions and in analyzing the results. The survey would be anonymous unless the resident provides their name and contact information. Mayor Goosmann stated that we were sure to get many questions about the all-way stops, which were recommended by DOT. Mr. Zimmerman indicated that those kinds of questions are addressed in survey question #3. We want to avoid confusion and Mr. Zimmerman would be glad to change any of the questions. Commissioner Kelly suggested that we give the residents an option to comment in more detail. There was a discussion about the format of the answers. Commissioner Cogburn asked about question #3, the speedbumps on Hilltop. The residents on Hilltop have submitted a petition and it has been agreed that the proposed changes are necessary, so Commissioner Cogburn wondered whether that should still be a question on the survey. It was agreed that that survey question should be removed. Mayor Goosmann thanked Mr. Zimmerman for his help.

Mayor Goosmann then called for the report of the Chief of Skyland Fire & Rescue, Ryan Cole. There was an uptick in the number of calls this past month. There was a structure fire caused by a fire in a fireplace. It appeared that it was a construction issue with the fireplace. The resident had the chimney cleaned but the firebox was deteriorated in the bottom. There were several similar structure fires last year in Biltmore Forest. He wanted to urge residents to get their chimneys cleaned and inspected by a certified company. Also last month there was an issue in a home involving wiring to a smoke detector. The smoke detectors were burning out because of a wiring issue, and the smoke from the smoke detector was triggering the alarm. The other resident who had the fire did not have any battery powered smoke detectors, only wired ones. Residents should be reminded to check their HVAC systems and filters, have chimneys cleaned, and check smoke detectors. The Fire Department had a great time handing out candy on Halloween, and they will coordinate with Mr. Kanipe about attending the holiday tree lighting event for Christmas, and Santa visiting around town. Chief Cole thanked Mr. Clarke for his input with DOT on traffic issues,

including a dedicated truck lane. There are a number of traffic projects coming up that are likely to cause some gridlock over the next six months. The major roadways are all at capacity and that is making people cut through on smaller residential streets, including Biltmore Forest.

The next item on the agenda is the Police Department report. Chief Beddingfield started by acknowledging Officer Kenny Merritt, who has earned the intermediate degree certificate from the State of North Carolina, which is based on educational attainment and time as a sworn officer. This was the result of a lot of hard work by Officer Merritt over six years and 40 “points”, the combination of experience and education needed to attain the certification. The Town is rewarded for this through better insurance rates, and Officer Merritt deserves to be recognized for this accomplishment. There was a round of applause.

There have been several animal cases and issues that have led to the PD seizing several animals in a less than ideal situation. We should take a look at these issues and have Mr. Clarke review as well. Chief Beddingfield indicated that recommendations should be ready for the Commissioners’ review at next month’s meeting. The Town has three animals in custody right now that were seized in a criminal matter as evidence of a crime. It would be better if we had an ordinance with clear guidelines and a civil remedy for the Town in this type of situation. There was also a recent incident regarding a deer carcass found in a resident’s yard. Mayor Goosmann thanked the Chief and the PD for everything they do to keep everyone safe.

The next item on the agenda is the report from the Public Works Department. Mr. Crouch indicated that this past month was average, other than moving everything out of the Public Works building and into storage as construction began. Mayor Goosmann stated that there are several areas in the Town that are extremely dark and Mr. Kanipe indicated that that issue was being considered, insofar as adding street lights. There was a discussion about adding the lights, which depends on whether power is available at any proposed location, and new street lights would be the same style as existing ones.

The next item is a presentation of the proposed Greenwood Park Master Plan. Gary Warner and Randy Hintz from WithersRavenel were present. They were asked to take a look at the park,

which overall is in pretty good shape but needs some improvements. There are some playground safety issues, flooding issues, and ADA accessibility issues. The creek is a problem. The gabion baskets that are on the side of the creek are starting to collapse. Some of them are sinking into the ground so they are becoming unstable. The consultants noted that the park floods quite a bit so we looked at that issue. There is no ADA access, no universal access into the park right now, so someone in a wheelchair or walker or other mobility device could not get down into the playground. The big ideas here are:

1) The Town develop an ADA accessible pathway that leads from the parking area, swoops around the side of the slope and becomes an accessible pathway to the playground, the picnic shelter and picnic tables. WithersRavenel is proposing a brick-on-sand pathway which fits into the character of the community. It is relatively easy to install and maintain and is rather permeable for stormwater. Retaining walls will be built to help stabilize some of the slope areas but that should be relatively low profile.

2) The shape of the stream essentially remains the same but we are removing the gabions. There will be a more natural stream bed configuration, which will help lessen the speed of the water flowing through the park and alleviate some of the flooding. The park will probably still flood but there will be less impact. Water will dissipate faster and there will be less erosion, and there will be better access to get down to the stream.

3) The consultants made recommendations on replacing some of the playground equipment. Some of it is dated. There is a new style of play equipment out there, it is much more freeform and imaginative as opposed to the traditional post and deck system which is currently there. The consultants recommended keeping the big post and deck system that is there, swap out some swings for a different type of swing, have some climbing ropes or cable-type structure, and upgrade the playground surfacing. The current surfacing does not meet Consumer Product Safety Commission standards for fall heights so there is a potential issue for liability and injuries there, so surfacing upgrades are a part of the plan.

This plan was reviewed at the Open House. We can go through the details of how many benches, how many picnic tables, new picnic pavilion etc., but essentially we have a very light touch on the park and not performing many large scale improvements. Mayor Goosmann mentioned an area of land that is considered being donated to the Town by Biltmore Farms, which

was an old road bed, and asked whether WithersRavenel had any recommendation for how to utilize that area. Mr. Warner indicated that that area is being used as a dog walking area, a lot of people cut through there when walking through the neighborhood. Some sidewalk and benches may be added in that area, but it would essentially remain a passive green area. These may be important considerations in receiving grant funds.

Commissioner Loomis asked if the funding details could be discussed in more detail since this is a lot of expense. Mr. Warner explained that there is a 20 percent contingency, which as the project gets further along that will go down. Mr. Warner agreed that \$460,000 is a large amount of money. If the Town receives a Parks Recreation Trust Fund (PRTF) grant will help pay for construction of the park. It will not pay for design services or permitting, but will help pay for some of the construction. It is a matching grant, essentially a reimbursable grant. The grant can be used for playground equipment, ADA accessibility, the surfacing, all improvements proposed to the park except stream stabilization. There are grants out there that we can get from the State for that. Mr. Kanipe explained that it is a two-fold approach. For the PRTF grant we are able to use the land donation, if we get that, as in kind funds. If we purchase the equipment and our guys install it, that all counts towards the grant as in-kind contributions. Additional funds are available for the stream restoration portion of the project. There was a lengthy discussion about how the grant money is received, how the reimbursements and matching funds work, and timing. The first step is approval of the master plan.

Mayor Goosmann asked for public comment on the Greenwood Park Master Plan. Ms. Laura Wrenn asked about two additional elements for the park: a dog station with waste disposal bags, and a call box to the police. She also asked if her right of way area could be remediated as a creek as a part of the funding for the park. Mr. Kanipe mentioned that the consultants would need to investigate whether this area would be acceptable for stream restoration funds.

Mr. Kanipe presented the Storm Water Master Plan Phase I. Work on Phase II has begun, which includes recommendations for implementation and infrastructure in those areas. There are several areas identified as “needs repair”. The Town is beginning this work as a Public Works project. Those are all noted in the report. There is not any action requested, but this final report is

being presented. Phase II will have additional recommendations, and we should have that next year. Mr. Kanipe discussed the specific areas where there is older piping and infrastructure are located.

Mr. Kanipe gave an update on the Public Works Building renovation project, which is progressing. The original demolition and tear down extended further than originally planned. This saved money that can be put back into the project. The end product will be the same as far as the aesthetic. Construction began October 29th. There were some issues, such as relocation of the power meter. Demolition is going well. We will be meeting every two weeks with the architect and construction managers.

The next item of business was consideration of Resolution 2018-08 regarding the sale of surplus equipment. Mr. Kanipe referred the Board to the resolution that was presented two months ago for the sale of surplus police department pistols to full-time police officers to offset some of the cost of the new pistols. Four pistols were left off the original resolution, and Mr. Kanipe wanted the Board to be aware of these additional pistols to be sold and approve the Resolution to include those items. Commissioner Loomis made a motion for approval of Resolution 2018-08, which was seconded by Commissioner Cogburn. The motion was approved unanimously.

Mr. Kanipe mentioned that he spoke with NCDOT regarding the stoplight at Eastwood Road. NCDOT indicated that it has been delayed again, and now it will be late spring or early summer before the mast arms are manufactured and installed. There has not been a Board of Adjustments meeting since the last Commissioners meeting but there is a meeting on Monday 11/19 with a heavy agenda. Last month the Design Review Board approved several projects, including remodeling projects at 16 Forest Road, 12 Forest Road, 4 Southwood Road, and 126 Stuyvesant Road. The Town issued our first demolition permit under the new fee schedule, for 22 Cedarcliff Road. We discussed in August or September our efforts in partnership with the WestNGN Network to bring better broadband capabilities to our area. We will be hosting RiverStreet Networks here at the Town Hall on Tuesday December 4th at 10 a.m. for an interest meeting, and we will send out a notification to see if there is an interest or a need for RiverStreet or other broadband providers to come to Biltmore Forest. They are also doing informational

meetings in Fletcher that same evening and in Laurel Park and Hendersonville the next day, so if someone misses the meeting here they could attend at another location.

There had been previous discussions about zoning permit timelines. Until we get to the point that we are comfortable amending the zoning ordinance, staff will require people who have gone past the deadline to come back in and get a new zoning permit. They would have to pay a new fee for the remainder of the project. That will extend it for six months and we are able to better keep control of project length. We have two right now that are outside of compliance and we are working with them. Staff is working on the wording in the ordinance.

The annual Christmas tree lighting event will be on Friday November 30th at 5:30 p.m. The Town will be closed on Thanksgiving and the day after.

PUBLIC COMMENT

Mayor Goosmann asked for any other public comment. Cynthia Justice asked when the Extension Service was coming to discuss boxwood blight. Mr. Kanipe said it will be after the next Board meeting on December 11th, from 6:00 to 7:00 p.m. Cynthia Justice also asked about the whereabouts of the three dogs in Town custody, and Chief Beddingfield explained that the dogs are at the animal shelter.

There being no further business, Mayor Goosmann adjourned the meeting at 5:35 p.m. The next Board of Commissioners meeting was scheduled for Tuesday, December 11, 2018 at 4:30 p.m.

ATTEST:

Jonathan B. Kanipe
Town Manager

George F. Goosmann, III
Mayor

BILTMORE FOREST POLICE DEPARTMENT

Department Head Report

December 11, 2018 Board of Commissioners Meeting

Chris Beddingfield, Police Chief

Police Dept. Monthly Report 11/01/18 to 11/30/18

Calls for Service:

Officers responded to 515 calls for service.

Accident - 1	Accident - PI -1
Alarm - 19	Animal Carcass - 1
Assist EOC - 5	Assist Motorist - 9
Assist Other Agency -8	Assist Resident - 12
Bear Report – 2	Business Check - 95
Busy -5	Crime Prev. - 16
Chase-0	Direct Traffic -3
Distressed Animal -0	Disturbance - 5
Dog Complaint - 18	Escort - 1
Fire – 4	Fight-1
Hit and Run - 0	House Check - 70
Improper Parking –1	Incomplete 911- 1
Investigation – 9	Intoxicated Driver-0
Mental Patient - 0	Missing Person - 1
Noise Disturbance – 0	Ordinance Violation - 3
Out of Service - 2	Out of Town - 2
Person Down – 0	Power Outage -2
Radar Operation – 13	Road Blocked -9
Service of Car - 2	Sign Ord Violation -0

Special Assignment – 7	Special Check -6
Speed/Reckless Driving-2	Suspicious Person -6
Suspicious Vehicle - 15	Vandalism - 1
Vehicle Stop - 10	Well-being Check - 5

Total Number Of Calls: 515

Arrests: 1

0-Felony

1 Misdemeanor-Fighting/Affray

Time Consumption Summary:

Approximations

Business Checks-9 hours

House Checks-12 hours

Radar Operation-19 hours (several officers had recertification time)

Vehicle Crash Invest.-1 hours

Notable Calls and Projects:

Still working with animal control ordinances. Hope to have some drafts to look at by the next meeting, or the February meeting.

Assisted with tree lighting event-all went well

Officers participated in “Shop with a Cop” in Henderson County (12/4)-Two officers took part in program. Officers drew the names of two children and assisted in spending \$100 on Christmas gifts for the kid and/or the kid’s family.

We had our first dusting of snow. Had some interesting issues like someone running a blower in the middle of the night to clear driveway. Otherwise no issues.

Conducted a security survey and walk through, active shooter preparation for Forest Dermatology. Also assisted with a large active shooter drill and response at Transylvania County DSS.

Conducted “Small Town Police Leadership Training” at N.C. State University



Biltmore Forest Public Works Department

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

Phone: 274-3919
Fax: 274-3921
Mobile: 777-4466
Email: tcrouch@biltmoreforest.org

PUBLIC WORKS MONTHLY REPORT NOVEMBER 14, 2018 TO DECEMBER 11, 2018

1. Completed all of the normal routine services to the residents on schedule, garbage collection, recycling and brush removal.
2. Spent several hours spreading salt and sand for the slick roads that occurred on the morning of November 26th.
3. We have collected a total of 11 loads of brush for the residents and transported them to Asheville Stump and Dump.
4. Collected 61 loads of leaves and transported them to the new dump site close to Swannanoa.
5. Completed several tree inspections for the residents.
6. Repaired 1 streetlight (general repairs). Two other lights are out but are going to require M.B. Haynes to repair because problems are with the main lines.
7. Collected 33.42 tons of garbage for the month of November and 17.22 tons of recycling.
8. Completed 43 special request from the residents, extra garbage collection, meter rereads, house no. signs, recycling request and completed 30 utility locate request.
9. Completed the 2 monthly bacteriological water samples for November 2018 and both were in compliance with the state and the results for the TTHM's and Haa5 water samples were both in compliance with the state.

10. We have almost completed the temporary Public Works shop in the upper shed.
11. 40 hours were spent maintaining the Town's parks and pond.
12. Repaired several road shoulder ruts throughout the Town.
13. Spent several hours working on cleaning out storm drains.
15. We spent 403 hours maintaining the roads and road shoulders.
16. Mixed up salt and sand to replenish the storage bin.
17. Removed the vehicle lift from the Public Works building and placed it in storage.

I will submit the 2018 Yearly Report at the January board meeting

Sincerely
Terry Crouch
Director of Public Works

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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: Town Manager's Monthly Report

Date: December 6, 2018

Town Survey Update

Staff intended to have survey results back in time for this regular Board meeting. However, Mr. Zimmerman had a prior commitment for this meeting and was unavailable to provide the results for the survey. As such, the Town elected to wait until after the Thanksgiving holiday to roll out the survey. The survey will be live and available for responses through December 14. I anticipate Mr. Zimmerman being at the January board meeting to provide feedback and results and answer any questions. As of Friday, November 30th, over 150 responses had been received.

Broadband Interest Meeting

The Town hosted RiverStreet Networks on Tuesday, December 4th at 10:00 a.m. at the Town Hall. The meeting lasted approximately one and a half hours and included good feedback and questions from those in attendance. The broadband survey responses were significantly limited from the Town, so staff is going to revisit this with RiverStreet and conduct a mailing shortly after the New Year to solicit as much citizen feedback as possible. The next step for this process will be to complete a feasibility study, at which point RiverStreet will be able to determine whether they are interested in providing fiber broadband service to Biltmore Forest.

Boxwood Blight Seminar

The Town is hosting representatives from the North Carolina Cooperative Extension Service following the regular Board meeting in December. These representatives will speak about boxwood blight and its potential impact within Biltmore Forest. Information related to handling the disposal or containment of this pathogen will also be discussed. The Extension Service suggested inviting landscapers to the event and they are encouraged to do so as well.

Stuyvesant Road Bridge Repair

If you recall, the Board approved a proposal from Buckeye Construction in September for bridge repair work. This bridge is located on Stuyvesant Road near the intersection of Southwood

Road. This repair was necessitated by a North Carolina Department of Transportation (NCDOT) inspection that found the areas underneath the bridge to be scouring away. The Board agreed to the proposal with the mindset that work would commence in the winter in conjunction with a separate stream restoration project being conducted by the Country Club. Staff spoke with Buckeye Construction and made plans to meet in the next week to finalize a construction timetable for the first of the year. This will be coordinated with the Country Club and their efforts to restore the stream through this area.

Upcoming Holiday Schedule

The Town offices (Administration and Public Works) will be closed on Monday, December 24 for Christmas Eve and Tuesday, December 25 for Christmas Day. Staff will return on Wednesday, December 26. Regular trash and recycling pickup will be delayed by two days that week.

Town offices will also be closed on Tuesday, January 1 for the New Year's holiday. Trash and recycling pickup for Tuesday and Wednesday routes will be delayed by one day that week.

Upcoming Training

I will be away Wednesday, February 6 through Friday, February 8 for the annual NC City County Managers Association winter seminar in Winston-Salem. Laura Jacobs will begin her training at the NC Clerks School, held at the UNC School of Government, the following week.



MONTHLY FINANCIAL REPORT

NOVEMBER 2018

CASH ACCOUNTS

First Citizens Money Market Checking	719,487.22
NCCMT General Fund Term	2,346,675.22
NCCMT General Fund Government	969,235.00
NCCMT Water Fund Government	95,001.60
TOTAL	4,130,399.04

NORTH CAROLINA CASH MANAGEMENT TRUST

GENERAL FUND Government

Beginning Balance	877,680.05
Transfer to GF Term Account	-
Local Gov't Distribution (NCDOR)	89,967.78
Interest Earned	1,587.17
Ending Balance	969,235.00

GENERAL FUND Term

Beginning Balance	2,342,296.58
Transfer from GF Gov't Account	-
Interest Earned	4,378.64
Ending Balance	2,346,675.22

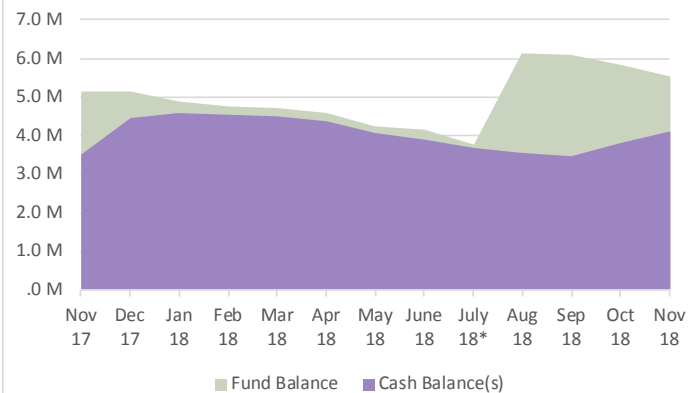
WATER FUND Government

Beginning Balance	94,839.04
Interest Earned	162.56
Ending Balance	95,001.60

FIRST CITIZENS CHECKING (Monthly Transaction Report)

Beginning Balance	507,055.84
Cleared Checks	(119,664.55)
Cleared Deposits	627,279.15
Cleared Credits	52,494.27
Cleared Debits	(138,677.08)
Cleared E-payments	(196,211.03)
Change in Account Balance	225,220.76
Prelim balance	732,276.60
Outstanding Items	(12,789.38)
Ending Balance (Fund Ledger Balance)	719,487.22

13 Month Cash Flow Analysis

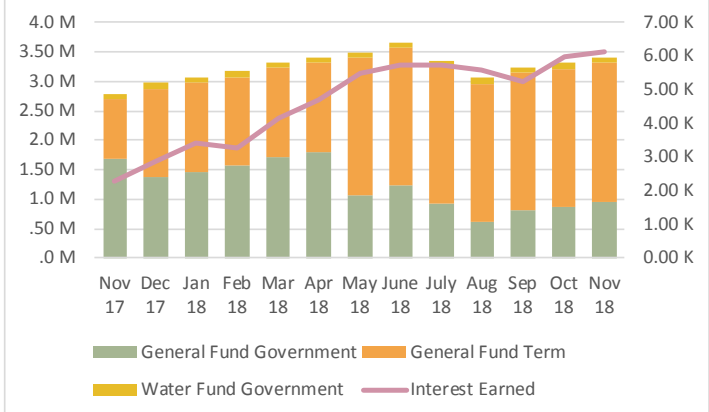


2018 PROPERTY TAXES

Real Property	755,256,344
Personal Property (Including BUS & IND)	6,076,905
Personal Property (Public Service Companies)	4,954,281
Exemptions	(621,350)
Deferrals	(13,565,600)
Releases	(11)
Total Assessed	752,100,569
Total Levy	2,481,932
Budgeted Levy	2,447,140

Tax Collection To Date	Budgeted Levy	Amount Collected*	Percent Collected
Ad Valorem (2018)	2,447,140	1,145,229	46.80%
*(Includes Int Pymts)	2,481,932		46.14%
DMV Ad Valorem	105,634	39,582	37.47%

Investment Balances



REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10 General Fund					
Revenue					
3010 Ad Valorem Tax Subtotal	\$6,288.04	\$2,521,583.28	\$0.00	\$2,555,274.00	99
3020 Unrestricted Intergovernm Subtotal	\$89,712.86	\$492,653.61	\$0.00	\$1,273,619.00	39
3030 Restricted Intergovernmen Subtotal	\$254.92	\$31,636.98	\$0.00	\$64,470.00	49
3040 Permits & Fees Subtotal	\$4,618.00	\$12,489.00	\$0.00	\$26,600.00	47
3050 Investment Earnings Subtotal	\$5,997.62	\$28,043.40	\$0.00	\$15,000.00	187
3060 Miscellaneous Subtotal	\$4,134.13	\$8,617.58	\$0.00	\$42,664.00	20
Revenue Subtotal	\$111,005.57	\$3,095,023.85	\$0.00	\$3,977,627.00	78
Expenditure					
4200 Administration Subtotal	\$30,939.45	\$180,386.07	\$7,492.40	\$417,331.00	45
4300 Subtotal	\$2,844.00	\$14,220.00	\$0.00	\$37,228.00	38
5100 Police Department Subtotal	\$114,933.24	\$590,144.45	\$56,863.49	\$1,413,634.00	46
5200 Fire Services Subtotal	\$106,250.00	\$212,500.00	\$0.00	\$425,000.00	50
5600 Public Works Subtotal	\$47,198.04	\$214,287.52	\$23,613.91	\$589,091.00	40
5700 Streets & Transportation Subtotal	\$24,357.64	\$130,234.73	\$11,810.73	\$359,309.00	40
5800 Sanitation & Recycling Subtotal	\$17,383.93	\$85,582.69	\$2,344.35	\$310,222.00	28
6600 General Government Subtotal	\$34,293.06	\$164,188.35	\$6,393.70	\$330,083.00	52
6700 Debt Service Subtotal	\$35,952.52	\$54,310.08	\$0.00	\$105,729.00	51
Expenditure Subtotal	\$414,151.88	\$1,645,853.89	\$108,518.58	\$3,987,627.00	44
Before Transfers					
Deficiency Of Revenue Subtotal	-\$303,146.31	\$1,449,169.96	-\$108,518.58	-\$10,000.00	-13,407
Other Financing Source					
3500 Other Financing Subtotal	\$0.00	\$7,229.17	\$0.00	\$10,000.00	72
Other Financing Source Subtotal	\$0.00	\$7,229.17	\$0.00	\$10,000.00	72
After Transfers					
Deficiency Of Revenue Subtotal	-\$303,146.31	\$1,456,399.13	-\$108,518.58	\$0.00	0
30 Water & Sewer Fund					
Revenue					
3290 Subtotal	\$162.56	\$758.27	\$0.00	\$1,000.00	76
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$1,579.28	\$0.00	\$6,000.00	26
3710 Water Sales Subtotal	-\$486.80	\$274,128.35	\$0.00	\$702,000.00	39
3730 Water Tap & Connect Fees Subtotal	\$90.00	\$2,420.00	\$0.00	\$18,000.00	13
Revenue Subtotal	-\$234.24	\$278,885.90	\$0.00	\$727,000.00	38
Expenditure					
8100 Water Dept. Subtotal	\$20,783.14	\$177,941.83	\$4,367.78	\$727,000.00	25
Expenditure Subtotal	\$20,783.14	\$177,941.83	\$4,367.78	\$727,000.00	25
Before Transfers					
Deficiency Of Revenue Subtotal	-\$21,017.38	\$100,944.07	-\$4,367.78	\$0.00	0
After Transfers					
Deficiency Of Revenue Subtotal	-\$21,017.38	\$100,944.07	-\$4,367.78	\$0.00	0
40 Conversion Fund					
Revenue					
4000 Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$1,519,250.00	3
Revenue Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$1,519,250.00	3
Expenditure					

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
5600 Public Works Subtotal	\$0.00	\$0.00	\$0.00	\$1,519,250.00	0	
Expenditure Subtotal	\$0.00	\$0.00	\$0.00	\$1,519,250.00	0	
Before Transfers	Excess Of Revenue Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$0.00	0

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10 General Fund					
Revenue					
3010 Ad Valorem Tax					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,481,921.40	0.00	2,447,140.00	101
10-3010-0100 AD VALOREM TAXES (DMV)	6,288.04	39,582.00	0.00	105,634.00	37
10-3010-0200 TAX INTEREST & PENALTIES	0.00	79.88	0.00	2,500.00	3
3010 Ad Valorem Tax Subtotal	\$6,288.04	\$2,521,583.28	\$0.00	\$2,555,274.00	99
3020 Unrestricted Intergovernm					
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	0.00	45,308.47	0.00	168,794.00	27
10-3020-0100 ALCOHOL BEVERAGE TAX	0.00	0.00	0.00	5,996.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	47,145.74	228,585.81	0.00	568,397.00	40
10-3020-0300 1/2 CENT SALES TAX A.40	17,968.34	94,181.01	0.00	228,879.00	41
10-3020-0400 1/2 CENT SALES TAX A.42	24,598.78	120,385.78	0.00	298,053.00	40
10-3020-0700 GASOLINE TAX REFUND	0.00	4,192.54	0.00	3,500.00	120
3020 Unrestricted Intergovernm Subtotal	\$89,712.86	\$492,653.61	\$0.00	\$1,273,619.00	39
3030 Restricted Intergovernmen					
10-3030-0000 SOLID WASTE DISPOSAL TAX	254.92	456.75	0.00	970.00	47
10-3030-0100 POWELL BILL	0.00	31,180.23	0.00	63,500.00	49
3030 Restricted Intergovernmen Subtotal	\$254.92	\$31,636.98	\$0.00	\$64,470.00	49
3040 Permits & Fees					
10-3040-0000 BUILDING PERMITS	4,608.00	12,429.00	0.00	25,000.00	50
10-3040-0100 DOG LICENSE FEE	10.00	60.00	0.00	1,600.00	4
3040 Permits & Fees Subtotal	\$4,618.00	\$12,489.00	\$0.00	\$26,600.00	47
3050 Investment Earnings					
10-3050-0000 INTEREST EARNED	5,997.62	28,043.40	0.00	15,000.00	187
3050 Investment Earnings Subtotal	\$5,997.62	\$28,043.40	\$0.00	\$15,000.00	187
3060 Miscellaneous					
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	1,600.00	0.00	27,664.00	6
10-3060-0200 MISCELLANEOUS	3,734.13	7,017.58	0.00	15,000.00	47
3060 Miscellaneous Subtotal	\$4,134.13	\$8,617.58	\$0.00	\$42,664.00	20
Revenue Subtotal	\$111,005.57	\$3,095,023.85	\$0.00	\$3,977,627.00	78
Expenditure					
4200 Administration					
10-4200-0200 SALARIES	19,728.43	99,113.42	0.00	228,184.00	43
10-4200-0300 LEGAL AND ENGINEERING	0.00	73.72	0.00	0.00	0
10-4200-0500 FICA	1,449.18	7,257.51	0.00	17,265.00	42
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,443.54	12,217.70	0.00	24,621.00	50
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	412.56	2,062.80	0.00	4,153.00	50
10-4200-0675 HEALTH REIMBURSEMENT ACC	375.00	1,875.00	0.00	3,750.00	50
10-4200-0700 LGERS RETIREMENT	2,812.87	14,134.41	0.00	32,074.00	44
10-4200-0800 401K SUPP RETIREMENT	986.76	4,961.22	0.00	11,284.00	44
10-4200-1000 ACCOUNTING & TAXES	0.00	17,052.50	0.00	35,000.00	49
10-4200-1200 POSTAGE, PRINTING, STATIONARY	193.48	1,142.39	0.00	8,000.00	14

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

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Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-4200-1400 MILEAGE & BOARD SALARY	1,800.00	10,800.00	0.00	22,000.00	49
10-4200-3300 SUPPLIES AND EQUIPMENT	178.73	2,031.67	0.00	5,000.00	41
10-4200-5300 DUES & FEES	0.00	4,010.00	0.00	5,000.00	80
10-4200-5700 MISCELLANEOUS	77.56	310.24	0.00	5,000.00	6
10-4200-6500 STAFF DEVELOPMENT	481.34	3,343.49	7,492.40	16,000.00	68
4200 Administration Subtotal	\$30,939.45	\$180,386.07	\$7,492.40	\$417,331.00	45
4300					
10-4300-1000 CONTRACT	2,844.00	14,220.00	0.00	34,128.00	42
10-4300-1200 POSTAGE, PRINTING & STATIONARY	0.00	0.00	0.00	500.00	0
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	0.00	0.00	2,000.00	0
4300 Subtotal	\$2,844.00	\$14,220.00	\$0.00	\$37,228.00	38
5100 Police Department					
10-5100-0200 SALARIES	60,031.57	305,499.19	0.00	806,975.00	38
10-5100-0300 OVERTIME	13,278.93	61,730.67	0.00	15,000.00	412
10-5100-0400 SEPARATION ALLOWANCE	2,355.18	12,953.49	0.00	30,617.00	42
10-5100-0500 FICA	5,610.66	28,053.26	0.00	60,433.00	46
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	0
10-5100-0600 HEALTH INSURANCE (MEDICAL)	9,415.84	50,582.24	0.00	126,684.00	40
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,323.84	7,165.76	0.00	18,333.00	39
10-5100-0675 HRA HEALTH REIMB ACCT	1,625.00	8,625.00	0.00	21,000.00	41
10-5100-0700 LGERS RETIREMENT	10,481.92	52,274.13	0.00	114,593.00	46
10-5100-0800 401K SUPP RETIREMENT	3,558.73	17,758.93	0.00	39,499.00	45
10-5100-0900 SHORT TERM DISABILITY	0.00	0.00	0.00	5,000.00	0
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	224.86	362.81	0.00	10,000.00	4
10-5100-1600 MAINT/REPAIR - EQUIPMENT	150.00	507.36	0.00	12,000.00	4
10-5100-1700 MAINT/REPAIR - VEHICLES	2,229.60	4,098.70	1,312.00	15,000.00	36
10-5100-3100 MOTOR FUELS	1,337.49	6,758.04	0.00	16,000.00	42
10-5100-3300 SUPPLIES	722.67	2,439.66	2,347.64	15,000.00	32
10-5100-3600 UNIFORMS	156.88	1,623.68	3,389.66	9,500.00	53
10-5100-3700 TECHNOLOGY & SOFTWARE	375.06	10,996.44	0.00	15,000.00	73
10-5100-5700 MISCELLANEOUS	0.00	6,545.24	0.00	10,000.00	65
10-5100-5800 PHYSICAL EXAMS	0.00	0.00	0.00	2,500.00	0
10-5100-6500 STAFF DEVELOPMENT	2,055.01	6,135.99	2,815.00	15,000.00	60
10-5100-7400 EQUIPMENT PURCHASES	0.00	6,033.86	46,999.19	55,000.00	96
5100 Police Department Subtotal	\$114,933.24	\$590,144.45	\$56,863.49	\$1,413,634.00	46
5200 Fire Services					
10-5200-0000 FIRE CONTRACT	106,250.00	212,500.00	0.00	425,000.00	50
5200 Fire Services Subtotal	\$106,250.00	\$212,500.00	\$0.00	\$425,000.00	50
5600 Public Works					
10-5600-0200 SALARIES	26,678.16	124,489.36	0.00	319,598.00	39
10-5600-0300 OVERTIME	0.00	4,608.37	0.00	0.00	0

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5600-0500 FICA	2,009.88	9,705.33	0.00	24,449.00	40
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	3,195.90	15,922.82	0.00	37,741.00	42
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	519.64	2,461.00	0.00	5,218.00	47
10-5600-0675 HRA HEALTH REIMB ACCT	625.00	3,125.00	0.00	7,500.00	42
10-5600-0700 LGERS RETIREMENT	3,654.14	18,013.40	0.00	44,105.00	41
10-5600-0800 401K SUPP RETIREMENT	1,334.48	6,458.02	0.00	15,980.00	40
10-5600-1000 OUTSIDE SERVICES	0.00	0.00	0.00	10,000.00	0
10-5600-1300 STREETLIGHTS ELECTRIC	520.21	2,658.96	0.00	7,000.00	38
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	744.51	1,108.61	3,623.10	5,000.00	95
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	625.00	714.56	2,140.00	10,000.00	29
10-5600-1700 MAINT/REPAIR - VEHICLES	1,099.07	4,256.75	8,155.51	15,000.00	83
10-5600-3100 MOTOR FUELS	1,069.99	5,390.41	0.00	15,000.00	36
10-5600-3300 SUPPLIES	430.84	2,065.40	6,338.00	8,000.00	105
10-5600-3400 STREET SIGNS & NUMBERS	155.46	254.40	0.00	2,000.00	13
10-5600-3600 UNIFORMS	549.96	3,622.43	2,404.59	7,000.00	86
10-5600-5200 PARKS	3,475.00	7,109.04	0.00	45,000.00	16
10-5600-5800 PHYSICAL EXAMS	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	255.80	1,379.32	693.10	5,000.00	41
10-5600-6500 STAFF DEVELOPMENT	255.00	944.34	259.61	5,000.00	24
5600 Public Works Subtotal	\$47,198.04	\$214,287.52	\$23,613.91	\$589,091.00	40
5700 Streets & Transportation					
10-5700-0200 SALARIES	4,173.98	18,848.40	0.00	47,516.00	40
10-5700-0300 OVERTIME	233.97	233.97	0.00	0.00	0
10-5700-0500 FICA	337.23	1,459.90	0.00	3,635.00	40
10-5700-0600 HEALTH INSURANCE (MEDICAL)	548.68	2,743.40	0.00	6,749.00	41
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	52.42	262.10	0.00	632.00	41
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	625.00	0.00	1,500.00	42
10-5700-0700 LGERS RETIREMENT	617.99	2,675.33	0.00	6,557.00	41
10-5700-0800 401K SUPP RETIREMENT	220.39	954.08	0.00	2,376.00	40
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	420.11	1,482.51	0.00	5,000.00	30
10-5700-2200 CONTRACTS- PAVING & STRIPING	17,340.00	17,340.00	0.00	89,844.00	19
10-5700-2300 SUPPLIES	275.75	2,085.91	11,061.73	22,500.00	58
10-5700-2400 TRAFFIC SIGNS	0.00	192.01	0.00	500.00	38
10-5700-2500 STORM WATER DRAINAGE	12.12	70,277.12	749.00	75,000.00	95
10-5700-6500 STAFF DEVELOPMENT	0.00	0.00	0.00	2,500.00	0
10-5700-7400 EQUIPMENT PURCHASES	0.00	0.00	0.00	20,000.00	0
10-5700-7500 ENGINEERING	0.00	11,055.00	0.00	75,000.00	15
5700 Streets & Transportation Subtotal	\$24,357.64	\$130,234.73	\$11,810.73	\$359,309.00	40
5800 Sanitation & Recycling					
10-5800-0200 SALARIES	7,405.44	38,571.60	0.00	121,891.00	32
10-5800-0300 OVERTIME	54.51	353.61	0.00	0.00	0
10-5800-0500 FICA	570.72	2,977.97	0.00	9,325.00	32
10-5800-0600 HEALTH INSURANCE (MEDICAL)	1,097.36	6,584.16	0.00	29,716.00	22
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	100.36	771.16	0.00	3,874.00	20

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10-5800-0675 HRA HEALTH REIMB ACCT	250.00	1,500.00	0.00	4,500.00	33	
10-5800-0700 LGERS RETIREMENT	1,045.89	5,457.36	0.00	16,821.00	32	
10-5800-0800 401K SUPP RETIREMENT	373.00	1,946.27	0.00	6,095.00	32	
10-5800-1700 MAINT/REPAIRS - VEHICLES	0.00	466.61	2,328.35	10,000.00	28	
10-5800-3100 MOTOR FUELS	1,507.89	6,105.85	0.00	10,000.00	61	
10-5800-3300 SUPPLIES	0.00	0.00	16.00	2,000.00	1	
10-5800-5900 MISCELLANEOUS	0.00	0.00	0.00	1,000.00	0	
10-5800-6000 CAPITAL OUTLAY	0.00	0.00	0.00	25,000.00	0	
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	4,070.36	16,871.24	0.00	55,000.00	31	
10-5800-8100 RECYCLING	908.40	3,976.86	0.00	15,000.00	27	
5800 Sanitation & Recycling Subtotal	\$17,383.93	\$85,582.69	\$2,344.35	\$310,222.00	28	
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	16,164.50	32,737.00	0.00	100,000.00	33	
10-6600-1100 TECHNOLOGY	9,645.60	31,142.09	0.00	72,061.00	43	
10-6600-1300 ENERGY & BF SEWER	993.98	5,536.95	0.00	16,000.00	35	
10-6600-1500 GE. REPS. AND MAINT.	1,651.64	10,415.72	0.00	20,000.00	52	
10-6600-2800 ELECTIONS	76.69	76.69	0.00	6,000.00	1	
10-6600-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	2,000.00	0	
10-6600-5400 INSURANCE	268.17	72,769.97	0.00	75,000.00	97	
10-6600-6000 CONTINGENCY	0.00	0.00	6,393.70	9,022.00	71	
10-6600-6100 MISCELLANEOUS	225.00	1,162.26	0.00	5,000.00	23	
10-6600-6300 COMMUNITY EVENTS	5,267.48	10,347.67	0.00	20,000.00	52	
10-6600-6400 WILDLIFE MANAGEMENT	0.00	0.00	0.00	5,000.00	0	
6600 General Government Subtotal	\$34,293.06	\$164,188.35	\$6,393.70	\$330,083.00	52	
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	0.00	11,666.66	0.00	23,334.00	50	
10-6700-0200 Street Improvements-Principal	0.00	3,333.34	0.00	6,667.00	50	
10-6700-0300 2016 Garbage Truck-Principal	0.00	0.00	0.00	32,638.00	0	
10-6700-0400 2017 Garbage Truck-Principal	33,542.32	33,542.32	0.00	33,543.00	100	
10-6700-1100 Police Dept Renovations-Interest	0.00	2,611.44	0.00	5,001.00	52	
10-6700-1200 Street Improvements-Interest	0.00	746.12	0.00	1,429.00	52	
10-6700-1300 2016 Garbage Truck-Interest	0.00	0.00	0.00	706.00	0	
10-6700-1400 2017 Garbage Truck-Interest	2,410.20	2,410.20	0.00	2,411.00	100	
6700 Debt Service Subtotal	\$35,952.52	\$54,310.08	\$0.00	\$105,729.00	51	
Expenditure Subtotal	\$414,151.88	\$1,645,853.89	\$108,518.58	\$3,987,627.00	44	
Before Transfers	Deficiency Of Revenue Subtotal	-\$303,146.31	\$1,449,169.96	-\$108,518.58	-\$10,000.00	-13,407
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	0.00	2,798.40	0.00	10,000.00	28	
10-3500-0500 GRANT (GOVERNMENTAL) FUNDS	0.00	4,430.77	0.00	0.00	0	
3500 Other Financing Subtotal	\$0.00	\$7,229.17	\$0.00	\$10,000.00	72	
Other Financing Source Subtotal	\$0.00	\$7,229.17	\$0.00	\$10,000.00	72	
After Transfers	Deficiency Of Revenue Subtotal	-\$303,146.31	\$1,456,399.13	-\$108,518.58	\$0.00	0

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
30 Water & Sewer Fund					
Revenue					
3290					
30-3290-0000 INTEREST EARNED	162.56	758.27	0.00	1,000.00	76
3290 Subtotal	\$162.56	\$758.27	\$0.00	\$1,000.00	76
3350 Commissions, Sw Chg Coll					
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	0.00	1,579.28	0.00	6,000.00	26
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$1,579.28	\$0.00	\$6,000.00	26
3710 Water Sales					
30-3710-0000 WATER CHARGES	-153.66	156,480.99	0.00	415,000.00	38
30-3710-0100 MSD CHARGES	-333.14	114,854.64	0.00	280,000.00	41
30-3710-0200 AMI TRANSMITTER CHARGES	0.00	2,792.72	0.00	7,000.00	40
3710 Water Sales Subtotal	-\$486.80	\$274,128.35	\$0.00	\$702,000.00	39
3730 Water Tap & Connect Fees					
30-3730-0000 WATER TAP AND CONNECTION FEES	90.00	2,420.00	0.00	18,000.00	13
3730 Water Tap & Connect Fees Subtotal	\$90.00	\$2,420.00	\$0.00	\$18,000.00	13
Revenue Subtotal	-\$234.24	\$278,885.90	\$0.00	\$727,000.00	38
Expenditure					
8100 Water Dept.					
30-8100-0200 SALARIES	3,392.83	10,178.48	0.00	29,371.00	35
30-8100-0300 OVERTIME	0.00	0.00	0.00	2,247.00	0
30-8100-0400 PROFESSIONAL SERVICES	60.00	2,141.25	1,825.00	0.00	0
30-8100-0500 FICA	0.00	0.00	0.00	5,435.00	0
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	0.00	0.00	838.00	0
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	0.00	0.00	750.00	0
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	0.00	0.00	4,053.00	0
30-8100-0700 LGERS RETIREMENT	0.00	0.00	0.00	1,469.00	0
30-8100-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	14,600.00	0
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	4.45	924.46	0.00	5,000.00	18
30-8100-1500 GENERAL REPAIRS	0.00	92.46	1,691.67	20,000.00	9
30-8100-3300 SUPPLIES & EQUIPMENT	0.00	2,055.98	110.00	20,000.00	11
30-8100-4800 WATER PURCHASES	16,951.45	91,932.01	0.00	232,656.00	40
30-8100-4900 SEWER PURCHASES	0.00	60,623.51	0.00	280,000.00	22
30-8100-5000 AMI TRANSMITTER FEES	0.00	2,082.60	0.00	7,000.00	30
30-8100-5700 MISCELLANEOUS	374.41	491.77	0.00	1,500.00	33
30-8100-6500 STAFF DEVELOPMENT	0.00	1,294.31	741.11	5,000.00	41
30-8100-7400 CAPITAL IMPROVEMENT	0.00	6,125.00	0.00	97,081.00	6
8100 Water Dept. Subtotal	\$20,783.14	\$177,941.83	\$4,367.78	\$727,000.00	25
Expenditure Subtotal	\$20,783.14	\$177,941.83	\$4,367.78	\$727,000.00	25
Before Transfers	Deficiency Of Revenue Subtotal	-\$21,017.38	\$100,944.07	-\$4,367.78	\$0.00
After Transfers	Deficiency Of Revenue Subtotal	-\$21,017.38	\$100,944.07	-\$4,367.78	\$0.00
40 Conversion Fund					
Revenue					

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

11/01/2018 To 11/30/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
4000					
40-4000-0000 FUND BALANCE	0.00	0.00	0.00	719,250.00	0
40-4000-1000 INSTALLMENT FINANCING	46,174.42	46,174.42	0.00	800,000.00	6
4000 Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$1,519,250.00	3
Revenue Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$1,519,250.00	3
Expenditure					
5600 Public Works					
40-5600-1000 DESIGN (ARCHITECTURAL SERVICES)	0.00	0.00	0.00	22,000.00	0
40-5600-2000 CONSTRUCTION (CONST MGR AT RISK)	0.00	0.00	0.00	1,497,250.00	0
5600 Public Works Subtotal	\$0.00	\$0.00	\$0.00	\$1,519,250.00	0
Expenditure Subtotal	\$0.00	\$0.00	\$0.00	\$1,519,250.00	0
Before Transfers	Excess Of Revenue Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$0.00
After Transfers	Excess Of Revenue Subtotal	\$46,174.42	\$46,174.42	\$0.00	\$0.00

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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 Greenwood Park Master Plan Adoption

Date: December 5, 2018

Background

Two long-time Biltmore Forest employees are retiring at the conclusion of 2018. The Town is fortunate to have multiple employees with long service and is appreciative of their care and dedication to the citizens of Biltmore Forest.

Mr. William Hyatt has served the Town since 1985 – first as a member of the Town's fire department and subsequently as a dispatcher for the Town's Police Department.

Mr. Steven Ayres has served the Town in the Public Works Department since 1993.

Action Requested

Approval of Resolutions of Appreciation for Mr. Hyatt and Mr. Ayres

Attachments

- (1) Resolution of Appreciation for Mr. William Hyatt
- (2) Resolution of Appreciation for Mr. Steven Ayres



RESOLUTION OF APPRECIATION

WHEREAS, Mr. William Hyatt has faithfully completed over thirty-three years of employment with the Town, serving first in the Biltmore Forest Fire Department, and subsequently as a telecommunicator for the Biltmore Forest Police Department; and

WHEREAS, the Mayor and Town Board of Commissioners recognize the service that Mr. Hyatt has provided as a valuable employee; and

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

THEREFORE, the Mayor and Town Board of Commissioners express their appreciation for the outstanding manner in which Mr. Hyatt performed his duties, for his dedication in the day-to-day operation of the Town, and for his exemplary skills in aiding the citizens of Biltmore Forest.

This the 11th day of December 2018.

George F. Goosmann, III
Mayor

ATTEST:

Jonathan B. Kanipe
Town Manager



RESOLUTION OF APPRECIATION

WHEREAS, Mr. Steven Ayres has faithfully completed over twenty-five years of employment with the Town, serving admirably as a member of the Town's Public Works Department; and

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

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

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

This the 11th day of December 2018.

George F. Goosmann, III
Mayor

ATTEST:

Jonathan B. Kanipe
Town Manager

355 Vanderbilt Rd | Biltmore Forest, NC
Po Box 5352 | Biltmore Forest, NC 28803
P (828) 274-0824 | F (828) 274-8131
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: FY17-18 Audit Presentation

Date: December 5, 2018

Background

Carter, P.C. has finalized the Town's audit for Fiscal Year 2017-2018. The Town remains fiscally strong, with a fund balance increase of approximately \$590,000 at the conclusion of the fiscal year. The overall fund balance in the General Fund is approximately \$4.08 million.

Levonía Reese from Carter, P.C. will be on hand at the meeting to present their findings and answer any questions the Board or Public may have in regards to the Town's short or long term financial prospects. I would like to thank Helen Stephens for her exemplary work with the Town's finances. Ms. Stephens's diligence and preparation of the financial statements leads to a significantly more streamlined process for our auditors, and ensures the Town maintains compliance with all regulatory checks and balances.

Ms. Stephens has also put together the attached Popular Annual Financial Report (PAFR) for the second consecutive year. This document may be used more as a summary of the Town's financial activities. To be clear, the PAFR is not an audited document and does not present as complete a financial picture of the Town's finances as the financial statements and Comprehensive Annual Financial Report (CAFR).

Action Requested

None

Attachments

- (1) FY 17-18 Financial Statements
- (2) FY 17-18 Popular Annual Financial Report



POPULAR ANNUAL FINANCIAL REPORT

Fiscal Year Ended June 30, 2018



MANAGER’S MESSAGE

Dear Biltmore Forest Resident,

In an effort to keep you informed on how your tax dollars are being spent, we are pleased to present the 2018 Popular Annual Financial Report (PAFR). The PAFR is a summary of the financial activities of the Town’s governmental funds, business-type funds, and general fund.

The financial information in this report is derived from the Comprehensive Annual Financial Report (CAFR). The CAFR is prepared in accordance with Generally Accepted Accounting Principles (GAAP) and the financial statements therein have received an unmodified opinion from the independent auditors at Carter PC. This publication is not to be used as a substitution for the CAFR which contains more detailed information including audited financial statements, notes, and schedules.

Unlike the CAFR, this report is not an audited document and does not include the other disclosures required by GAAP. This report is not intended to present a complete financial picture of the Town in accordance with GAAP.

Both the PAFR and CAFR reports are available on the Town’s website at www.biltmoreforest.org/finance.

We hope you find this report to be informative and understandable. If you have any questions concerning either report or would like additional information, please contact us via email townhall@biltmoreforest.org or call (828) 274-0824. We value your input and look forward to addressing any questions or comments you may have.

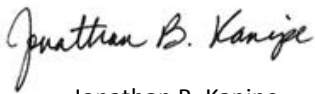
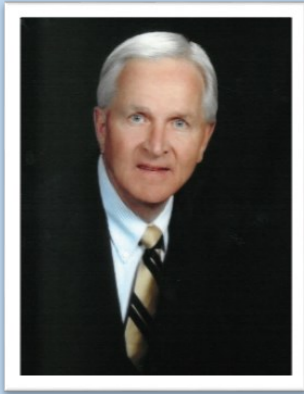
Sincerely,

 Jonathan B. Kanipe

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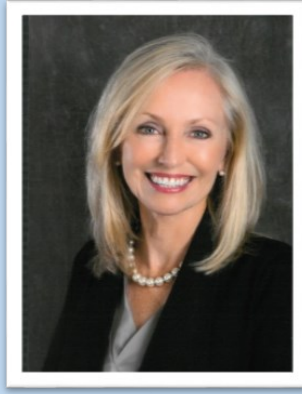
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GOVERNANCE

The Town operates under a Council-Manager form of government. The Council, referred to as the Board of Commissioners, is the legislative body of government. The Board is comprised of four elected officials including the Mayor, each serving four-year terms. The Board of Commissioners determines Town policy by enacting ordinances and resolutions. A professional Town Manager is appointed by the Board, and serves at the pleasure of the Board. The Manager administers the daily operations of the Town through appointed department heads and executive staff members.



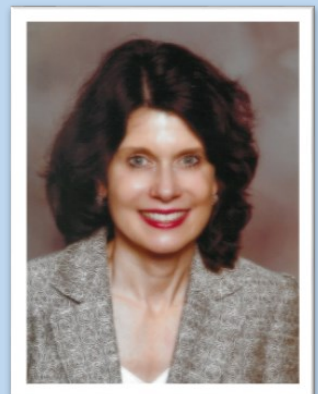
George F. Goosmann, III
Mayor



Fran G. Cogburn
Mayor Pro-Tem



E. Glenn Kelly
Commissioner



Doris P. Loomis
Commissioner

FINANCIAL REPORTING AWARDS

The Town of Biltmore Forest received the following awards from the Government Finance Officers Association in 2017:

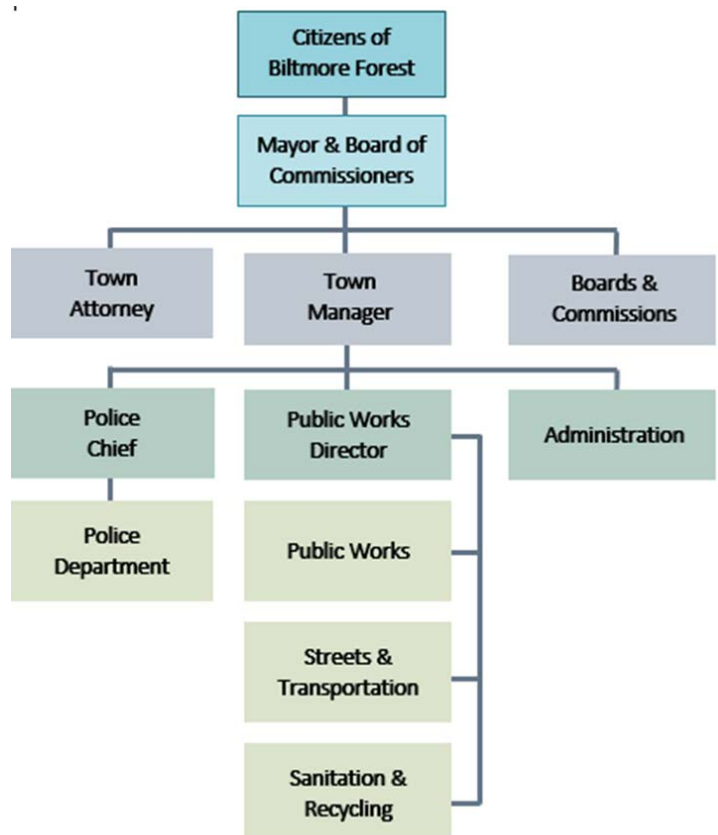


Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report (CAFR) - 3rd consecutive year.

Award for Outstanding Achievement in Popular Annual Financial Reporting—1st year.



ORGANIZATIONAL CHART



COMMUNITY PROFILE

The Town of Biltmore Forest was incorporated in 1923 in the Blue Ridge Mountains of western North Carolina. The Town is located between the Biltmore Estate, the Blue Ridge Parkway and the City of Asheville. Major industries located in close proximity to the Town include hospitals, major tourist destinations, medical offices, retail stores and several financial institutions and insurance companies. The Town is easily accessible from Interstate 40, Interstate 26 and US 25 and is only 9 miles from Asheville Regional Airport.

The attention to detail and environment that were so prominent during the development of the Town have been preserved by virtue of residential zoning designations and conscientious zoning restrictions. Conservation of the naturalistic landscaping, designed with the same influences as the Biltmore Estate, has been possible through adoption of a tree protection ordinance and community forestry programs.

The Town provides a full range of services including police and fire protection, sanitation and recycling services, road maintenance, water services, parks, zoning administration as well as support for all Town functions.



QUICK FACTS

CITY INFO

Incorporated	1923
Total Land Area	2.9 square miles
Municipal Employees	26 full time

DEMOGRAPHICS

Population ¹	1,421
Median Age ²	53.7
Gender ²	46.7% Male 53.3% Female
Median Household Income ²	\$ 143,750
Median Home Price ²	\$ 848,700

EDUCATION²

High school graduate	99.4 %
Bachelor's Degree of Higher	83.5 %

CLIMATE³

Average Temperature

January	High 47° F Low 28° F
July	High 85° F Low 65° F

Average Precipitation

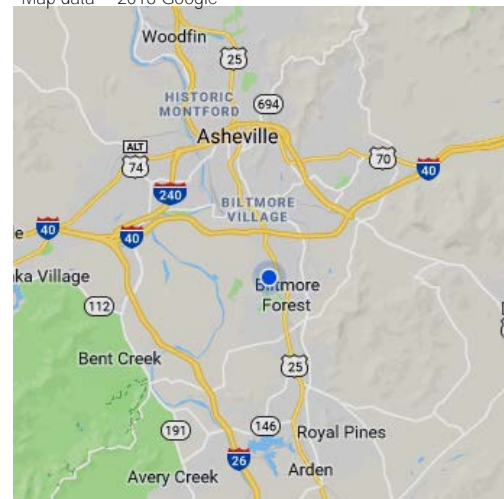
Rainfall	36.95 inches
Snowfall	13 inches

MAJOR EMPLOYERS

Because the Town is zoned entirely residential, business type activities may only operate by conditional use. The most notable employers, operating in this capacity, are Carolina Day School, Biltmore Forest Country Club, Mountain Area Health Education Center and the Town of Biltmore Forest . Employment data is unavailable for these employers.



Map data © 2018 Google



1-Population Estimates provided by NC Office of State Budget & Management

2-Demographic information from American Community Survey 2013-2017

3-Climate information taken from US Climate Data 1981-2010 normals

HIGHLIGHTS

The concentration of activities for fiscal year ending 2018 have been investment in infrastructure. While the current projects have been in the evaluation and planning stage during this year, the Town has established a solid plan and foundation to move forward.

STORMWATER MASTER PLAN The Town has worked with WithersRavenel, a civil and environmental engineering firm, to create a Stormwater Master Plan. Phase 1, the identification of areas of concern and acquiring the data needed for those areas, was completed this year. Existing conditions were assessed based on condition ranging from excellent to needs repair and ten potential projects were identified. The Town will move forward by reviewing and prioritizing the recommended projects to maintain a sound infrastructure.

BROOKLAWN PARK POND IMPROVEMENTS The Town contracted with Dragon Fly Pond Works to remove silt infiltration accumulations. The pond had not been dredged/cleaned in the preceding 18 years. The contractor used a geotube removal process to capture materials which eliminated the need for draining of the pond.

GREENWOOD PARK MASTER PLAN The Town has also been working with WithersRavel to create a master plan for Greenwood Park. The proposed project would include stream stabilization, adding a pavilion with table, upgrading existing play equipment, additional seating, and improved accessibility. The plan will be presented to the Board for formal adoption in fiscal year ending 2019. Once the project is adopted, the Town will apply for grant funding from the NC Parks and Recreation Trust Fund (NC PARTF).

PUBLIC WORKS BUILDING CONSTRUCTION The Town engaged ClarkNexsen, an architecture and design firm, to provide architectural and construction design for renovation of the Public Works Building. The architect worked to maintain the original aesthetic of the building, which was originally built in 1929. Construction is expected to begin in October 2018 and preliminary estimates from Beverly-Grant, Construction Manager-at-Risk, have a completion date of July 2019.



Other Town activities over the year include implementation of the CodeRED Notification System for targeted emergency and non-



emergency notifications, completion of the installation of automated water meter transmitters to reduce errors and manpower involved in manual readings, and a traffic calming study for designated areas to evaluate current traffic conditions.

Additional information regarding these projects and more may be found on the Town website (www.biltmoreforest.org). New information will be posted as it becomes available.

GOVERNMENTAL ACTIVITIES

Governmental activities are general government activities that are financed primarily by taxes and intergovernmental revenues (i.e. sales tax, and utility franchise tax). These revenues finance services provided by the Town including Public Safety (Police & Fire), Sanitation & Recycling, Physical Development, and other government functions. Governmental activities also account for capital assets and long-term liabilities associated with these activities.

Net Position (In millions)	Governmental Activities		
	2016	2017	2018
Assets	5.45	5.99	6.59
Deferred Outflows of Resources	0.09	0.44	0.96
Liabilities	1.04	1.18	3.88
Deferred Inflows of Resources	0.02	0.02	1.04
Net Position			
Net Investment in Capital Assets	1.97	2.16	2.02
Restricted	0.56	0.48	0.35
Unrestricted	<u>1.95</u>	<u>2.59</u>	<u>0.26</u>
Total Net Position	4.47	5.23	2.64

The decrease in net position of governmental activities from 2017 to 2018 is the result of implementing GASB Statement 75 which accounts for liability associated with post-employment benefits other than pensions. The Town reported a liability associated with Retiree Health Insurance that increased the Town's debt by 246.6%. Detailed information regarding this liability may be found in the Notes to the Financial Statement in the CAFR.

BUSINESS-TYPE ACTIVITIES

Business-type activities are activities financed by fees charged for goods or services rather than sales or property taxes. The Town has one business-type activity which is accounted for in the Water Fund.

Net Position (In millions)	Business-type Activities		
	2016	2017	2018
Assets	2.74	2.86	2.76
Deferred Outflows of Resources	0.01	0.02	0.03
Liabilities	0.08	0.09	0.10
Deferred Inflows of Resources	0.00	0.00	0.03
Net Position			
Net Investment in Capital Assets	2.72	2.75	2.58
Restricted			
Unrestricted	-0.06	0.04	0.07
Total Net Position	2.66	2.79	2.65

NET POSITION shows the difference between total assets and total liabilities. Changes in net position are a useful indicator of the Town's financial position.

A **POSITIVE** net position means that the Town's assets exceed liabilities. A **NEGATIVE** net position means that the Town's liabilities exceed assets.

DEFERRED INFLOWS OF RESOURCES Acquisition of net assets related to a future reporting period.

DEFERRED OUTFLOWS OF RESOURCES Consumption of net assets related to a future reporting period.

The decrease in net position of business-type activities from 2017 to 2018 reflects a decrease in revenue due to decrease in usage.

BUDGETING

The Town adopts an annual budget ordinance in accordance with the Local Government Budget & Fiscal Control Act. A balance budget must be adopted by ordinance prior to the beginning of the fiscal year, which begins on July 1 and ends on June 30 of the following calendar year.

A **BALANCED BUDGET** is achieved when estimated net revenues and appropriated fund balance equal appropriations.

Budgets are available on the Town website at www.biltmoreforest.org/finance.



GENERAL FUND

The General Fund is the primary operating fund of the Town. All revenues, and expenditures available for general use are accounted for in the General Fund. Most of the governmental services and functions are provided through the General Fund.

REVENUES | \$ 4,036,134

Property taxes represent the largest source of revenue for the Town. Revenue received from other governments, or intergovernmental funds, represent the second largest source of revenue for the Town. Intergovernmental funds may be restricted for specific purposes or unrestricted. The remainder of Town revenues are comprised of permits & fees, investment earnings and other miscellaneous revenues.

REVENUES	2016	2017	2018
Ad Valorem taxes Unrestricted	2,483,187	2,569,457	2,553,520
intergovernmental Retricted	1,221,920	1,241,490	1,310,059
intergovernmental	65,154	64,654	64,753
Permits and fees	16,415	28,527	24,791
Investment earnings	3,803	10,647	39,630
Miscellaneous	84,163	160,556	43,381
Total Revenues	3,874,642	4,075,331	4,036,134

EXPENDITURES | \$ 3,555,582

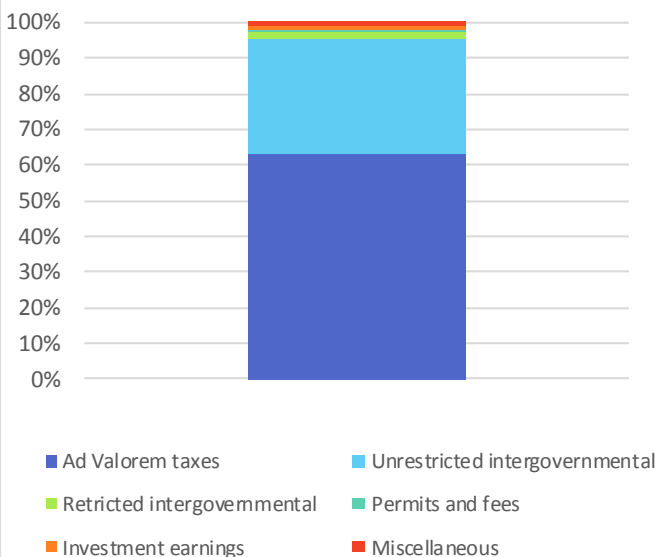
Public Safety, which includes fire services contract and police services, is the largest category of expenditures. Physical Development, which includes sanitation & recycling and grounds maintenance, is the second largest category of expenditures. The remainder of expenditures are comprised of Transportation, General Government, and Debt Service.

EXPENDITURES	2016	2017	2018
General government	904,923	559,057	554,086
Public safety	1,285,591	1,781,353	1,763,221
Transportation	259,316	183,591	189,658
Physical development	876,615	988,747	978,407
Debt Service	39,859	71,354	70,210
Total Expenditures	3,366,304	3,584,102	3,555,582

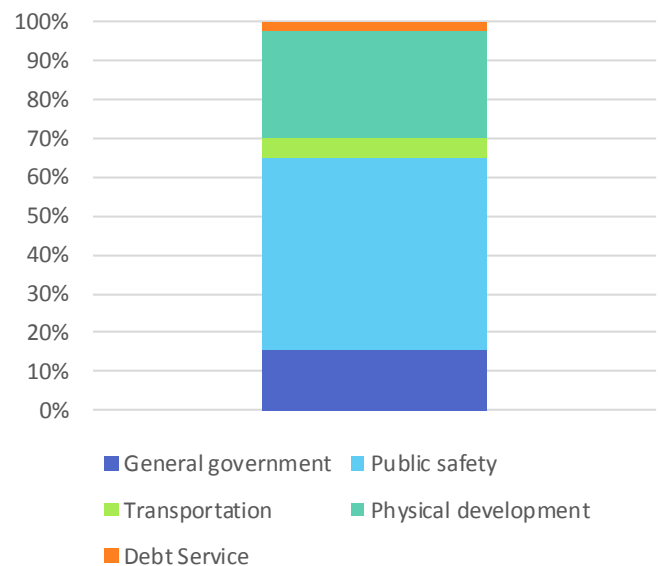
Increases to REVENUES from are largely attributable to increases in Unrestricted Intergovernmental revenues which include sales taxes, utility franchise taxes, and beer & wine taxes. Investment earnings have improved significantly as a result of both additional investment funds and market conditions. Miscellaneous revenues are unusual and irregular sources of income that don't fit other categories; a unique and significant event in 2017 increased the miscellaneous revenues by \$100,000.

Decreases in EXPENDITURES are largely attributable to more prudent planning for purchasing across Functions as the Town works towards creating a Capital Improvement Plan. A change in classification of the Fire Contract impacts General Government and Public Safety Functions inversely for 2016 & 2017.

Revenues by Source



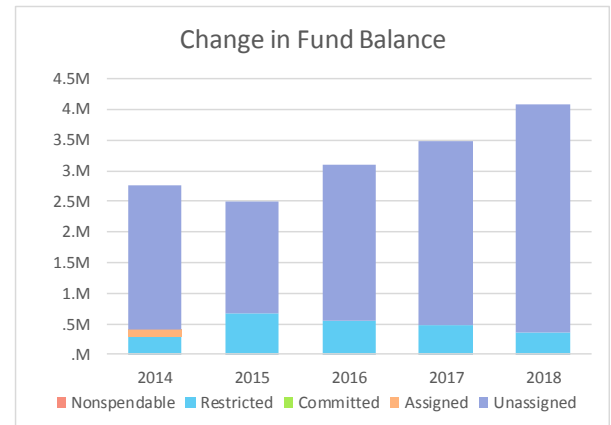
Expenditures by Function



FUND BALANCE

Fund balance represents funds unspent after all budgeted expenditures have been made. Fund balance represents fiscal sustainability and can be used for emergencies, cash flow throughout the year or to fund capital projects. The Town has determined to maintain an available fund balance of 20% of general fund expenditures

General Fund (in millions)	2016	2017	2018
Revenues	3.87	4.08	4.04
Expenditures	3.37	3.58	3.56
Excess of Revenues over Expenditures	0.51	0.49	0.48
Other Financing Sources (Uses)	0.10	(0.11)	0.11
Net Change in Fund Balance	0.61	0.38	0.59
Beginning Fund Balance	2.49	3.10	3.48
Ending Fund Balance	3.10	3.48	4.08



The reduction in fund balance between 2014 & 2015 was a result of using fund balance to pay off an installment agreement early.

LONG TERM DEBT

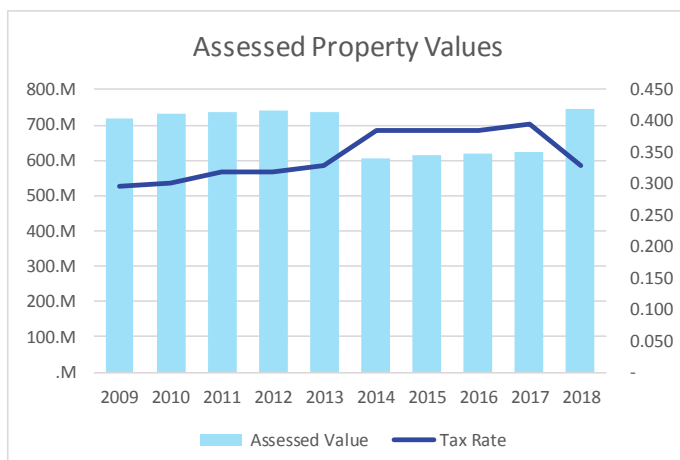
State statute limits the amount of net debt a municipality may have outstanding to eight (8) percent of the appraised value of property subject to taxation. Based on the tax scroll provided by the Buncombe County Tax Department, the Town's assessed value of taxable property for year ended June 30, 2018 was \$744,986,911. Using the state calculation, the Town's legal debt capacity is \$59,284,020. All of the Town's existing debt is in the form of installment agreements in the amount of \$314,932.

PROPERTY TAXES

Real and personal property is assessed by the Buncombe County Tax Department at 100% of estimated market value as of January 1st. A revaluation of property is required at least every eight (8) years by state statute. The last revaluation was completed in 2017; the assessed property was valued at \$744.9 million.

The Town's tax rate is established in the budget ordinance and is per \$100 of assessed value. Taxes are then billed upon receipt of the scroll from the county, usually in August, and are considered delinquent if not paid in full by January 5th. Taxpayers are billed by both the Town and Buncombe County.

For fiscal year ending 2018, the Town tax rate was \$0.33 and the County was \$0.539 for a combined tax rate of \$0.869.



TOP TEN TAXPAYERS

Biltmore Forest Country Club	1.57%
Biltmore Company	0.86%
Residence	0.79%
Residence	0.75%
Residence	0.66%
Residence	0.59%
Residence	0.59%
Residence	0.57%
Residence	0.54%
Groom Family Enterprises LLC	0.52%

GENERAL GOVERNMENT

The General Government function provides administrative activities for the Town government. The Administration function is responsible for executing the mission of the Board to promote, enhance, and sustain the quality of life for residents, including day-to-day supervision of Town operations, financial management, human resources, billing and collections, and public records management.

- Prepared agendas and related materials for 13 open session Board of Commissioners meetings;
- Tax collection rate of 99.69% (statewide average was 98.78%);
- Issued 37 Zoning Permits with a value of construction of \$13.9 million;
- Accounts Payable issued 951 checks and 63 ACH payments in the amount of \$2.1 million.;
- Staff attended 120 hours of training/education related to management, governmental finance, and municipal clerk duties.



PUBLIC SAFETY

The Public Safety function is composed of the Police Department and contracted Fire Services. Both police and fire personnel respond to emergency and non-emergency calls for service and are actively involved in community events.

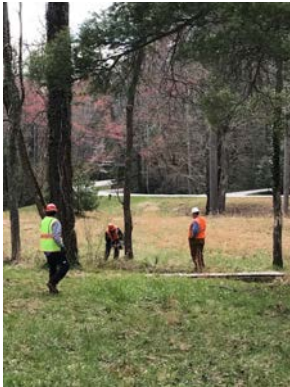
- Police staff attended 1,050 hours of training to include mandatory in-service training, and other specialized training;
- Police department became member of the Missing Kids Readiness Project (MKRP) developed by the National Center for Missing and Exploited Children (NCMEC) and the first law enforcement agency in North Carolina to train all staff in MKRP;
- Two officers obtained Intermediate Law Enforcement Certifications and two officers obtained Advanced Law Enforcement Certificates;
- Performed security and traffic control for special events at Halloween, 4th of July, and other community events;
- Worked with the NC State Bureau of Investigation to implement a collection system for unused/expired medication via secure kiosk in the department lobby.
- Fire department obtained Insurance Service Office (ISO) fire protection rating of 3.



PHYSICAL DEVELOPMENT

The Physical Development function includes Public Works and Sanitation & Recycling. Activities in this function include grounds and park maintenance, general building maintenance, fleet maintenance, weekly garbage collection, and bi-weekly recycling collection.

- 507 hours in maintenance of Town ponds and parks;
- Repaired footbridge at Brookside Park;
- Installed dog waste containers at Vanderbilt Park and Greenwood Park;
- Collected 405.72 tons of solid waste;
- Collected 251.03 tons of recyclable materials;



TRANSPORTATION

The Transportation function is responsible for the maintenance and repair of public streets, clearing of roads and right-of-ways, storm drainage, and street signs.

- Contracted with engineers to create stormwater master plan;
- Cleared the roadways of 66 fallen/hazardous trees;
- Spent 5,798 hours clearing and maintaining roads and road right-of-ways;
- Made 34 repairs to streetlights;
- Contracted annual striping of roads;
- Cleared blockages in existing storm drains.



According to MarketWatch.com, Biltmore Forest is set to become the first city in North Carolina where the median home value surpasses seven figures.

Jacob Passy. "The U.S. is about to add even more cities with a median home value of \$1 million," MarketWatch.com (August 11, 2018)



DIRECTORY

TOWN OF BILTMORE FOREST

355 Vanderbilt Rd | Asheville, NC 28803

PO Box 5352 | Asheville, NC 28813

www.biltmoreforest.org

ADMINISTRATION

(Manager, Finance, Tax, Zoning)

(828) 274-0824

POLICE DEPARTMENT

Non-emergency

(828) 274-0822

PUBLIC WORKS DEPARTMENT

(Sanitation & Recycling, Transportation, & Physical Development)

(828) 274-3919

SKYLAND FIRE DEPARTMENT

Valley Springs Rd | Asheville, NC 28803

PO Box 640 | Skyland, NC 28776

www.skylandfire.com

Non-emergency

(828) 684-6421

AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING

Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the Town of Biltmore Forest for its Popular Annual Financial Report for the fiscal year ended June 30, 2017. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Reports, whose contents conform to program standards of creativity, presentation, understandability, and reader appeal.

An Award for Outstanding Achievement in Popular Annual Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Popular Annual Financial Reporting requirements, and we are submitting it to GFOA to determine its eligibility for another Award.





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

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: Consideration of Greenwood Park Master Plan Adoption

Date: December 5, 2018

Background

The Board received a presentation from the Town's consultant last month regarding the proposed improvements to Greenwood Park. As noted during the meeting, this is a large-scale project from a financial standpoint. The Town has identified several grant opportunities from various organizations to help offset this cost. One of the best sources of grant funding is the North Carolina Parks and Recreation Trust Fund (NC PARTF), and in order to be eligible for this grant opportunity, the Town must adopt the master plan for Greenwood Park.

Action Requested

Staff requests formal adoption of this master plan for Greenwood Park in order to begin the application process for the NC PARTF grant cycle. The adoption of this master plan DOES NOT bind the Town or the Board to making these improvements or funding this project if the grant funds are not realized.

Attachments

- (1) Resolution 2018-09 – Resolution Adopting the 2018 Greenwood Park Master Plan

STATE OF NORTH CAROLINA)
COUNTY OF BUNCOMBE)

TOWN OF BILTMORE FOREST
BOARD OF COMMISSIONERS

RESOLUTION 2018-09

WHEREAS, the Town of Biltmore Forest Board of Commissioners recognizes the need for an updated and comprehensive master plan to improve Greenwood Park; and

WHEREAS, the Town Board of Commissioners approved the development of a Master Plan for Greenwood Park in the spring of 2018; and

WHEREAS, the Town held an Open House that included an opportunity for citizens to provide feedback and suggestions regarding the proposed Greenwood Park Master Plan; and

WHEREAS, the Town Board of Commissioners received a presentation regarding the Greenwood Park Master Plan and heard citizen questions and comments related to the improvements planned for the area; and

WHEREAS, the master plan recommendation addresses existing and future park needs, and specifically, improves ADA access to Greenwood Park, modernizes park equipment and ensures all safety requirements are met and maintained, and improves and restores the existing stream that bisects the park; and

WHEREAS, the Town appreciates the quality of life benefits and importance of parks for all its citizens.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Town of Biltmore Forest Board of Commissioners:

- (1) The Board of Commissioners hereby adopt the proposed 2018 Greenwood Park Master Plan.
- (2) The Town Manager is specifically directed to develop a strategy for funding and implementation of said plan, including making application for grant funding opportunities.

This the 11th day of December, 2018.

George F. Goosmann, III
Mayor

Attest:

Jonathan B. Kanipe
Town Manager

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

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: Reappointment of Commissioner Kelly to MSD Board

Date: December 5, 2018

Background

Mr. Jerry VeHaun, Chairman of the MSD Board of Directors, requests the reappointment of Commissioner Glenn Kelly to the MSD Board. Commissioner Kelly has served as the Vice-Chair of this Board and Chairman of the Finance and Right of Way Committees.

Action Requested

Consideration of Reappointment of Commissioner Kelly to Metropolitan Sewerage District Board

Attachments

- (1) Letter from M. Jerry VeHaun, Chairman MSD Board of Directors



Metropolitan Sewerage District

OF BUNCOMBE COUNTY, NORTH CAROLINA

November 27, 2018

Mr. Jonathan Kanipe, Town Manager
Town of Biltmore Forest
355 Vanderbilt Road
Asheville, North Carolina 28803

Dear Mr. Kanipe:

This is to remind you that the term of Glenn Kelly, a Biltmore Forest appointee to the Metropolitan Sewerage District Board expires January, 2019.

Mr. Kelly is Vice Chairman of the Board, and Chairman of the Finance and Right of Way Committees. From January, 2018 to date, Mr. Kelly attended 11 regular Board Meetings and 6 Committee Meetings.

Accordingly, on behalf of the District Board, I am respectfully requesting that the Town of Biltmore Forest take action as may be appropriate.

Thank you for the valuable service Ms. Kelly provides to the District and its ratepayers. If I can be of assistance, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Jerry VeHaun".

M. Jerry VeHaun, Chairman
MSD Board of Directors

MJV:pn

Cc: Glenn Kelly

~Protecting Our Natural Resources~

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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: Public Works Building Update

Date: December 5, 2018

Background

The contractor, architect, and Town have held two progress update meetings since the Board's last meeting in November. This group meets every two (2) weeks to discuss the project and address any challenges or concerns. The following has occurred over the course of the last month:

- Demolition concluded early during the week of November 26th.
- Mobilization and initial concrete work commenced the week of December 3. The contractor hopes to pour footings at the conclusion of the current week, but that may depend on incoming weather. Slab pours are currently scheduled for early February with rough-ins to be completed before that occurs.
- The Town is utilizing Burrell Lammons Engineering (BLE) group to perform the soil and materials inspections and testing completed through the course of this project.
- The issues with the police radio tower power source was resolved and this power source will be moved completely to the Police Department circuit panel. In addition to providing a more dedicated power source, this will also enabled the Town to reduce the size of the generator planned for the Public Works building. This should result in a cost savings to the Town.
- The final cost savings related to re-constructing the southern end of the building has been determined. The Town will likely save a minimum of \$2,500 while receiving a superior built product.
- Beverly-Grant projects a completion date of mid-July after the completion of the first month of work. This is certainly weather dependent, but the project is moving well currently.

Action Requested

None