

## PROPOSED AGENDA

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

To be held Tuesday, November 13, 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, October 9, 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. Greenwood Park Master Plan Presentation (*Mr. Gary Warner, WithersRavenel*)
2. Traffic Control and Accessory Structure Surveys (*Mr. Paul Zimmerman*)
3. Storm Water Master Plan Phase 1 Update (*Town Manager Kanipe*)
4. Public Works Building Update (*Town Manager Kanipe*)
5. Consideration of Resolution 2018-08 – Sale of Surplus Equipment (*Town Manager Kanipe & Chief Beddingfield*)

#### 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 OCTOBER 9, 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

Mr. Jonathan Kanipe, the Town Manager, and Mr. William Clarke, the Town Attorney, were also present. Mayor Goosmann indicated that Commissioner Cogburn would not be attending today's meeting.

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

Mayor Goosmann asked for a motion to approve the September 11, 2018 minutes and the Public Hearing minutes. A motion was made by Commissioner Loomis to approve the minutes. The motion was seconded by Commissioner Kelly and unanimously approved.

Mayor Goosmann asked if there was any Public Comment. There was no Public Comment.

Mayor Goosmann read the monthly report from the Skyland Fire Department. There were nineteen incidents for medical assistance, two motor vehicle accidents (one with injuries), two Rescue/EMS calls, two incidents of police/government assistance, four dispatch calls that were cancelled en route, and a smoke detector malfunction. Mayor Goosmann thanked the Fire Department for all their hard work.

Lt. Mark Allen gave the monthly report for the Police Department. The Police Department has been focusing on more visible speed enforcement, as concerns had been voiced about speeding

at the recent open house. The Department is preparing for an active shooter drill. There was a discussion about dogs running loose. The dogs are still in the custody of animal control and their owner has moved out of the residence. There had been a theft of golf clubs at the Country Club, which PD was able to resolve quickly. Lt. Allen mentioned that the person arrested for the theft had been arrested about 15 years ago on the same charge. Commissioner Kelly mentioned that perhaps there should be a section on the monthly PD report to note any arrests. Mayor Goosmann thanked officers for all their hard work.

Mr. Terry Crouch gave the monthly report for the Public Works department. It was a relatively uneventful month, other than a light pole that had been knocked down by a landscaper contractor. Mr. Kanipe mentioned that a revised brush policy is being drafted, to specify what kinds of brush will be picked up and where it should be placed for pickup. Commissioner Loomis asked about trees marked for removal, and Mr. Kanipe explained the Town's procedure for marking hazardous trees for removal, which includes notifying the affected property owner. A number of red oaks have had to be removed. Cooperative Extension Service is planning to come in November. Mayor Goosmann thanked Mr. Crouch.

Mr. Jonathan Kanipe presented for consideration Resolution 2018-07 regarding even year elections. The Board had given consent in July to contact our local representatives to consider requesting a change to the Town's municipal election schedule to an even-year election cycle. This was in relation to the City of Asheville having legislation drafted that moved them to even-year elections. The Board's directions in doing this were to keep it non-partisan, and basically have the same provisions as Asheville, extending the term by one year. This resolution was drafted per Senator Van Duyn's recommendation that this resolution would be helpful in moving this along in the next session. Mr. Clarke, the town attorney, has reviewed and revised this resolution. Mayor Goosmann stated that it has cost the Town around \$5,600 per election, and with Asheville picking up a portion of that it could be \$8,000 or more. Going to an even year, there would be more on the ballot and would therefore be a more effective use of funds. A motion was made by Commissioner Kelly and seconded by Commissioner Loomis. The resolution was unanimously approved to move to even-year elections beginning in 2020.

The next item of business was with regard to the Capital Projects Ordinance for the Public Works Building Project. This ordinance has been discussed for about 1-1/2 years and the Town is ready to move forward with the project. The ordinance provides that the budgeted funds coming from BB&T and the Town's general fund in the amount of approximately \$1,519,000, can be drawn down each month and allows the project to extend into another fiscal year if necessary. Before moving forward with Beverly-Grant, this needs to be in place so that the budgeting aspect is completed. Commissioner Loomis made a motion that this Capital Projects Ordinance be approved, and Commissioner Kelly seconded. The ordinance was approved unanimously.

Mr. Kanipe then referred to Board to the large packet of documents before them, related to the Public Works Building Project. He explained that in March 2018 the Board accepted Beverly-Grant as the construction manager at risk, and it was the architect's and staff's recommendation to move forward with the project in that manner. The biggest advantage of a construction manager at-risk is to allow the Town to develop the design and plan in a more cost-effective manner, because we knew who would be working as the construction manager, or general contractor, for the entire time. Beverly-Grant has been involved in the design of the project and has had qualified bidders review the project and offer specific ideas on bids. Once the construction manager at-risk is designated they can be involved in the design process to finalize everything. Beverly-Hanks took the lead on gathering bids from subcontractors. There are two different bid tabulations, since we had to have a second round of bids for certain aspects that did not have at least three bidders initially; three bidders is required by law.

Mr. Kanipe reviewed the final comprehensive bid and the breakdown of the funding from BB&T and the Town. This includes some pre-construction expenses by Beverly-Grant. Mr. Clarke spoke about a section of the agreement regarding mediation of disputes rather than arbitration. Mr. Kanipe stated that the loan closing with BB&T was scheduled for tomorrow, October 10, 2018, contingent on approval today by the Board. Construction should begin fairly soon after closing, perhaps around the end of October.

Mayor Goosmann asked for a motion to move forward with a vote to approve this Capital Projects Ordinance and the contract with Beverly-Grant. Commissioner Kelly made a motion to approve the Ordinance and contract. Commissioner Loomis seconded the motion. The motion was unanimously approved.



Mr. Kanipe began a discussion about the Accessory Structure Ordinance. There have been several amendments in recent months to the Ordinance, particularly related to fences, gates and driveway gates. Last month, the Board asked that we gather feedback at the meeting and Open House from residents regarding the proposed amendments being considered. We did receive a few survey responses, which have been compiled and are presented here for the Board's review. Last month the Board received a copy of the proposed amendment, which would have to go before the Planning Commission and public hearing prior to a Board vote. Commissioner Kelly stated that this matter should be tabled for further discussion until the November Board meeting when Commissioner Cogburn can be present, and this was agreed to by Commissioner Loomis and Mayor Goosmann.

The next agenda item for discussion was regarding traffic control, specifically the proposed all-way stops at Vanderbilt & Cedarcliff and Vanderbilt & Busbee, as well as speed bumps on Hilltop. Mr. Kanipe stated that an all-way stop at Stuyvesant/Stuyvesant Crescent & Greenwood had also been discussed, as well as reducing the speed limit to 25 and a construction route. Twenty-seven (27) survey responses were received at the Open House regarding these issues. Commissioner Kelly stated that the surveys should be better publicized to residents in order to get more input than just 27 responses, perhaps by email or the next newsletter. Commissioner Kelly also commented that Commissioner Cogburn had some thoughts on this as well. Mr. Kanipe will investigate different methods of distributing a survey to residents.

There was a discussion regarding sign ordinances. Mr. Kanipe stated that this was just to open a discussion and gather input. The Town's ordinance regarding political signage currently states that signs may be posted 30 days prior to the day of an election and removed within 5 days after the day of the election. State law has changed and now says that during the period beginning on the 30<sup>th</sup> day before the beginning date of one-stop early voting, and that's defined under the General Statute. The difference for Biltmore Forest is that this period would have started this past Sunday, and under State law it would have been September 30<sup>th</sup>. Mr. Kanipe stated that the Town may want to align with state law, so that our ordinance would state that signs may be posted 30 days prior to the beginning of one-stop early voting under the General Statute, which defines one-

stop early voting, and then removed 5 days after the election. The number of signs allowed is limited, and each sign is to be the same on each side and related to one issue or candidate. Mr. Kanipe brought this to the attention of the Board for future consideration. It was agreed that this would be an agenda item for discussion at the November meeting.

Mr. Kanipe stated that last month, information was presented regarding how other municipalities handle permit times and the process. This arose from 2-3 properties which have exceeded the Town's construction deadlines. The current zoning ordinance is vague as to what the Town can enforce in these situations. The Town would like to be able to ensure that projects are completed in a timely manner, including a review of how Buncombe County handles these timelines and making Town guidelines the same as the County's. Town Planner Adrienne Isenhower has met with Matt Stone to review this matter, and her memo is presented for Board review. This would be a zoning ordinance amendment as well, which would require a public process. There was a discussion about timelines, fees, and penalties. This matter will be brought back before the Board next month with additional information and detail. Resident Tom Young inquired if these rules apply to remodels, and the answer is yes, the terms are the same for new construction or remodels.

Mr. Kanipe continued with his report. While the Public Works building construction is proceeding, parking will be limited around the Town Hall. Materials and files will be moved into the meeting room and future Board meetings will be in the large meeting room. Construction should begin around the end of October. A Code Red alert will go out to residents at that time. Election Day will not be disrupted. The large cardboard recycling container will be removed during construction due to space constrictions.

The stormwater master plan is in the final draft stages. Phase II of that plan will be forthcoming. 70.4 percent of the Town's stormwater structures were rated as fair or below. The definition of "fair" is that it is in working order but showing signs of age with significant wear and tear and/or debris and sediment. Below that is significantly in need of repair. 70 percent gives us pause to know that we need to do this study and begin making appropriate improvements.

Mr. Kanipe gave an update on Greenwood Park. The consultant was at the Open House and received good feedback from citizens and received one email submission. He is scheduled to attend the November Board meeting for a formal presentation of the plan for approval. If the master plan is approved the Town could then approach the Parks & Recreation Fund. The contribution from the Town can be determined at a later date.

The Cooperative Extension seminar is scheduled for December. It may be possible to schedule the wildlife consultant at the same time. The Open House was a great success and received a lot of positive feedback. Next year we may be able to schedule the Open House in conjunction with the completion of the new Public Works building.

The Community Preservation Committee held its presentation on September 30<sup>th</sup> at the Country Club, since it was expected that the Public Works project would have been underway at that time. The presentation was very well attended, with 180-200 persons in attendance.

The Town of Fletcher will allow us to store some surplus equipment, and Carolina Day School will allow us to store the rest of the Public Works equipment during the construction of the new Public Works building.

Mayor Goosmann asked about the Biltmore Farms land. Mr. Kanipe is following up on that issue.

There was a discussion about the proposed stoplight at Eastwood Road.

#### PUBLIC COMMENT

Mrs. Joyce Young asked about a notice from the BFPD about a potluck dinner this Sunday at the park. It said that the Town would provide fried chicken and other items. Mr. Kanipe noted this was a group effort that the Town assisted in providing food and tables, but did not formally regulate the pot luck event or have any policies in place related to it. As such, there is no Town policy regarding politicking at such an event. The message had come from the Police Department as a courtesy.

Mr. Young asked about accessory structure changes being discussed. He has an electric fence on one side of his lot which is not within the setbacks. There is another section of fence that is in disrepair. He asked that if when a property sells that unpermitted or fences in bad repair would have to come down. Mr. Kanipe stated that there is already a Town provision that such structures would need to be removed.

There was a brief discussion about the \$250 per day penalty for construction that continues past the date of the permit.

There being no further business, Mayor Goosmann adjourned the meeting at 5:36 p.m. The next Board of Commissioners meeting was scheduled for Tuesday, November 13, 2018 at 4:30 p.m.

ATTEST:

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Jonathan B. Kanipe  
Town Manager

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George F. Goosmann, III  
Mayor



# Biltmore Forest Public Works Department

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

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**Fax: 274-3921**  
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**Email: [tcrouch@biltmoreforest.org](mailto:tcrouch@biltmoreforest.org)**

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## **PUBLIC WORKS MONTHLY REPORT** **OCTOBER 10, 2018 TO NOVEMBER 13, 2018**

- Completed all of the normal routine services to the residents on schedule, garbage collection, recycling and brush removal.
- We have spent several days removing all of the content from the Public Works building in to the 4 storage containers on the recycling pads.
- We have collected a total of 39 loads of brush for the residents and transported them to Asheville Stump and Dump.
- Collected 7 loads of leaves
- Completed several tree inspections for the residents.
- Repaired 2 streetlights (general repairs).
- Collected 34.98 tons of garbage for the month of October and 19.71 tons of recycling.
- Completed 49 special requests from the residents, extra garbage collection, meter rereads, house no. signs, recycling request, etc and completed 40 utility locate request.
- Completed the 2 monthly bacteriological water samples for October 2018 and both were in compliance with the state and also collected samples for the TTHM and Haa5 which is due in November.

- We have spent several days constructing a temporary shop in the upper storage area so we could have a place to conduct operations out of.
- 56 hours were spent maintaining the Town's parks and pond.
- Mowed and weedeated all of the road shoulders and parks as needed.
- We are still collecting litter on the road shoulders on Hendersonville road from Cedarcliff road to Busbee road weekly.
- We spent 273 hours maintaining the Town's roads and road shoulders.
- Spent several hours working on cleaning out storm drains.

Sincerely

*Terry Crouch*

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: November 8, 2018

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### Board of Adjustments & Design Review Board Update

The Board of Adjustments did not hold a meeting since the last Commissioners meeting, but has a heavy agenda for Monday, November 19. The Design Review Board met at the end of October and approved construction projects at 16 Forest Road, 12 Forest Road, 4 Southwood Road, and 126 Stuyvesant Road. Additionally, the Town approved a demolition permit at 22 Cedarcliff Road during the past month. This was the first demolition permit issued in conjunction with the new fee schedule established by the Board in June.

### Broadband Interest Meeting

The Town will host RiverStreet Networks on Tuesday, December 4<sup>th</sup> at 10:00 a.m. at the Town Hall for an interest meeting. The goal of this meeting is for residents to receive information regarding RiverStreet's broadband capabilities and to aid RiverStreet in determining whether there is an interest in providing service to the Town. The Town will send out a CodeRED information message before this meeting and endeavor to have this listed in the newsletter prior to the meeting. The Town placed a survey regarding broadband on our website November 2<sup>nd</sup>. This survey will remain there until the informational meeting is held.

### Zoning Permit Timelines

Town Planner Adrienne Isenhower and I continue to work on strengthening the Town's ordinance to improve how zoning permit timelines are communicated and enforced. In the interim, we are requiring all permits that are ongoing and have exceeded their timeline to request a zoning permit extension from the Town. This zoning permit extension will be for six (6) months and cover the work remaining on the project. This allows the Town to recoup fees for going over the 2 year threshold while providing time to develop a stronger ordinance in line with the Town's goal of having work finished in an acceptable time period.

### Stop Light at Eastwood Road/Hendersonville Road Intersection

I spoke with NC DOT to find out the new timeline for the stop light at Hendersonville and Eastwood Roads. They have been delayed due to a longer schedule for the metal mast arm fabrication. DOT now anticipates that the traffic signal construction will begin in late spring/early summer 2019. They are trying to expedite this as much as possible and will keep us informed as they work on this schedule.

### Christmas Tree Lighting

The Town's Annual Christmas tree lighting event will be held on Friday, November 30<sup>th</sup> beginning at 5:30 p.m. This tree lighting event always occurs on the Friday one week after Thanksgiving. This will be the event's fourth year in a row, and we hope to see many residents enjoying hot chocolate and other treats.

### Thanksgiving Holiday Schedule

The Town will be closed November 22 and November 23 for Thanksgiving and the day after. All solid waste and recycling services will be conducted that week on a normal schedule.

### Upcoming Training

I will be away Thursday, November 15 for a training at the UNC School of Government. This is a course focused on local government managers improving their engagement with staff and other employees.





# MONTHLY FINANCIAL REPORT

## OCTOBER 2018

### CASH ACCOUNTS

First Citizens Money Market Checking	480,242.52
NCCMT General Fund Term	2,342,296.58
NCCMT General Fund Government	877,680.05
NCCMT Water Fund Government	94,839.04
<b>TOTAL</b>	<b>3,795,058.19</b>

### 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	
Total Assessed	752,100,580
<b>Total Levy</b>	<b>2,481,932</b>
Budgeted Levy	2,447,140

Tax Collection To Date	Budgeted Levy	Amount Collected*	Percent Collected
Ad Valorem (2018)	2,447,140	586,648	23.97%
*(Includes Int Pymts)	2,481,932		23.64%
DMV Ad Valorem (2018)	105,634	33,294	31.52%

### FIRST CITIZENS CHECKING (Monthly Transaction Report)

<b>Beginning Balance</b>	<b>614,229.31</b>
Cleared Checks	(153,768.43)
Cleared Deposits	276,023.96
Cleared Credits	13,810.10
Cleared Debits	(127,410.95)
Cleared E-payments	(115,828.15)
<b>Change in Account Balance</b>	<b>(107,173.47)</b>
<b>Prelim balance</b>	<b>507,055.84</b>
<b>Outstanding Items</b>	<b>(26,813.32)</b>
<b>Ending Balance (Fund Ledger Balance)</b>	<b>480,242.52</b>

### NORTH CAROLINA CASH MANAGEMENT TRUST

#### GENERAL FUND Government

Beginning Balance	804,684.96
Transfer to GF Term Account	-
Local Gov't Distribution (NCDOR)	71,543.11
Interest Earned	1,451.98
<b>Ending Balance</b>	<b>877,680.05</b>

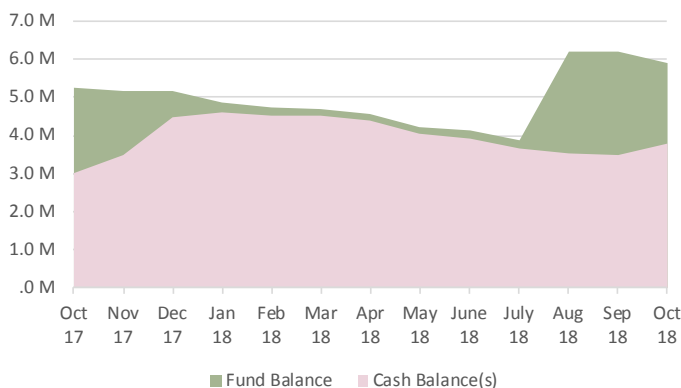
#### GENERAL FUND Term

Beginning Balance	2,337,940.50
Transfer from GF Gov't Account	-
Interest Earned	4,356.08
<b>Ending Balance</b>	<b>2,342,296.58</b>

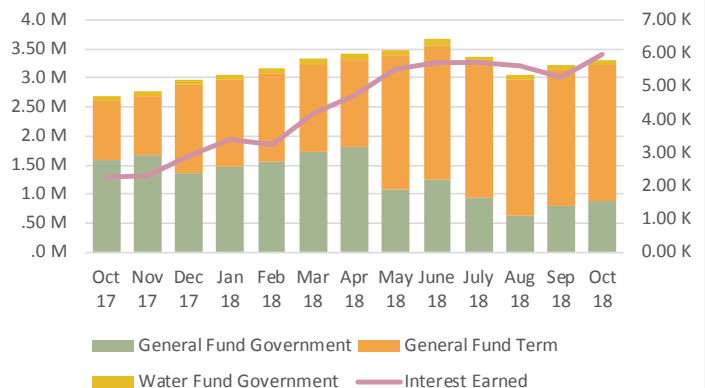
#### WATER FUND Government

Beginning Balance	94,676.23
Interest Earned	162.81
<b>Ending Balance</b>	<b>94,839.04</b>

### 13 Month Cash Flow Analysis



### Investment Balances



## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10 General Fund						
Revenue						
3010 Ad Valorem Tax Subtotal	\$9,346.50	\$2,515,295.24	\$0.00	\$2,555,274.00	98	
3020 Unrestricted Intergovernm Subtotal	\$75,735.65	\$402,940.75	\$0.00	\$1,273,619.00	32	
3030 Restricted Intergovernmen Subtotal	\$0.00	\$31,382.06	\$0.00	\$64,470.00	49	
3040 Permits & Fees Subtotal	\$4,319.00	\$7,871.00	\$0.00	\$26,600.00	30	
3050 Investment Earnings Subtotal	\$5,830.37	\$22,045.78	\$0.00	\$15,000.00	147	
3060 Miscellaneous Subtotal	\$1,122.00	\$4,483.45	\$0.00	\$42,664.00	11	
Revenue Subtotal	\$96,353.52	\$2,984,018.28	\$0.00	\$3,977,627.00	75	
Expenditure						
4200 Administration Subtotal	\$41,456.35	\$149,446.62	\$7,492.40	\$417,331.00	38	
4300 Subtotal	\$2,844.00	\$11,376.00	\$0.00	\$37,228.00	31	
5100 Police Department Subtotal	\$154,287.35	\$475,211.21	\$55,406.18	\$1,413,634.00	38	
5200 Fire Services Subtotal	\$0.00	\$106,250.00	\$0.00	\$425,000.00	25	
5600 Public Works Subtotal	\$56,549.52	\$167,089.48	\$23,572.87	\$589,091.00	32	
5700 Streets & Transportation Subtotal	\$84,736.71	\$105,877.09	\$24,150.98	\$359,309.00	36	
5800 Sanitation & Recycling Subtotal	\$17,733.16	\$68,198.76	\$2,085.53	\$310,222.00	23	
6600 General Government Subtotal	\$15,784.05	\$129,895.29	\$9,833.38	\$330,083.00	42	
6700 Debt Service Subtotal	\$9,143.06	\$18,357.56	\$0.00	\$105,729.00	17	
Expenditure Subtotal	\$382,534.20	\$1,231,702.01	\$122,541.34	\$3,987,627.00	34	
Before Transfers	Deficiency Of Revenue Subtotal	-\$286,180.68	\$1,752,316.27	-\$122,541.34	-\$10,000.00	-16,298
Other Financing Source						
3500 Other Financing Subtotal	\$7,229.17	\$7,229.17	\$0.00	\$10,000.00	72	
Other Financing Source Subtotal	\$7,229.17	\$7,229.17	\$0.00	\$10,000.00	72	
After Transfers	Deficiency Of Revenue Subtotal	-\$278,951.51	\$1,759,545.44	-\$122,541.34	\$0.00	0
30 Water & Sewer Fund						
Revenue						
3290 Subtotal	\$162.81	\$595.71	\$0.00	\$1,000.00	60	
3350 Commissions, Sw Chg Coll Subtotal	\$0.00	\$1,579.28	\$0.00	\$6,000.00	26	
3710 Water Sales Subtotal	\$131,947.09	\$274,615.15	\$0.00	\$702,000.00	39	
3730 Water Tap & Connect Fees Subtotal	\$120.00	\$2,330.00	\$0.00	\$18,000.00	13	
Revenue Subtotal	\$132,229.90	\$279,120.14	\$0.00	\$727,000.00	38	
Expenditure						
8100 Water Dept. Subtotal	\$31,016.52	\$157,158.69	\$851.11	\$727,000.00	22	
Expenditure Subtotal	\$31,016.52	\$157,158.69	\$851.11	\$727,000.00	22	
Before Transfers	Excess Of Revenue Subtotal	\$101,213.38	\$121,961.45	-\$851.11	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$101,213.38	\$121,961.45	-\$851.11	\$0.00	0
40 Conversion Fund						
Revenue						
4000 Subtotal	\$0.00	\$0.00	\$0.00	\$1,519,250.00	0	
Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$1,519,250.00	0	
Expenditure						

# REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

		Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
	<b>5600 Public Works Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,519,250.00</b>	<b>0</b>
	<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,519,250.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
<b>10 General Fund</b>					
<b>Revenue</b>					
<b>3010 Ad Valorem Tax</b>					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	-10.52	2,481,921.40	0.00	2,447,140.00	101
10-3010-0100 AD VALOREM TAXES (DMV)	9,357.02	33,293.96	0.00	105,634.00	32
10-3010-0200 TAX INTEREST & PENALTIES	0.00	79.88	0.00	2,500.00	3
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$9,346.50</b>	<b>\$2,515,295.24</b>	<b>\$0.00</b>	<b>\$2,555,274.00</b>	<b>98</b>
<b>3020 Unrestricted Intergovernm</b>					
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	34,632.52	181,440.07	0.00	568,397.00	32
10-3020-0300 1/2 CENT SALES TAX A.40	18,105.03	76,212.67	0.00	228,879.00	33
10-3020-0400 1/2 CENT SALES TAX A.42	18,805.56	95,787.00	0.00	298,053.00	32
10-3020-0700 GASOLINE TAX REFUND	4,192.54	4,192.54	0.00	3,500.00	120
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$75,735.65</b>	<b>\$402,940.75</b>	<b>\$0.00</b>	<b>\$1,273,619.00</b>	<b>32</b>
<b>3030 Restricted Intergovernmen</b>					
10-3030-0000 SOLID WASTE DISPOSAL TAX	0.00	201.83	0.00	970.00	21
10-3030-0100 POWELL BILL	0.00	31,180.23	0.00	63,500.00	49
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$0.00</b>	<b>\$31,382.06</b>	<b>\$0.00</b>	<b>\$64,470.00</b>	<b>49</b>
<b>3040 Permits &amp; Fees</b>					
10-3040-0000 BUILDING PERMITS	4,294.00	7,821.00	0.00	25,000.00	31
10-3040-0100 DOG LICENSE FEE	25.00	50.00	0.00	1,600.00	3
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$4,319.00</b>	<b>\$7,871.00</b>	<b>\$0.00</b>	<b>\$26,600.00</b>	<b>30</b>
<b>3050 Investment Earnings</b>					
10-3050-0000 INTEREST EARNED	5,830.37	22,045.78	0.00	15,000.00	147
<b>3050 Investment Earnings Subtotal</b>	<b>\$5,830.37</b>	<b>\$22,045.78</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>147</b>
<b>3060 Miscellaneous</b>					
10-3060-0100 AMERICAN TOWER AGREEMENT	0.00	1,200.00	0.00	27,664.00	4
10-3060-0200 MISCELLANEOUS	1,122.00	3,283.45	0.00	15,000.00	22
<b>3060 Miscellaneous Subtotal</b>	<b>\$1,122.00</b>	<b>\$4,483.45</b>	<b>\$0.00</b>	<b>\$42,664.00</b>	<b>11</b>
<b>Revenue Subtotal</b>	<b>\$96,353.52</b>	<b>\$2,984,018.28</b>	<b>\$0.00</b>	<b>\$3,977,627.00</b>	<b>75</b>
<b>Expenditure</b>					
<b>4200 Administration</b>					
10-4200-0200 SALARIES	26,292.66	79,384.99	0.00	228,184.00	35
10-4200-0300 LEGAL AND ENGINEERING	0.00	73.72	0.00	0.00	0
10-4200-0500 FICA	1,921.28	5,808.33	0.00	17,265.00	34
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,443.54	9,774.16	0.00	24,621.00	40
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	412.56	1,650.24	0.00	4,153.00	40
10-4200-0675 HEALTH REIMBURSEMENT ACC	375.00	1,500.00	0.00	3,750.00	40
10-4200-0700 LGERS RETIREMENT	3,746.53	11,321.54	0.00	32,074.00	35
10-4200-0800 401K SUPP RETIREMENT	1,315.14	3,974.46	0.00	11,284.00	35
10-4200-1000 ACCOUNTING & TAXES	185.00	17,052.50	0.00	35,000.00	49
10-4200-1200 POSTAGE, PRINTING, STATIONARY	0.00	948.91	0.00	8,000.00	12

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

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Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-4200-1400 MILEAGE & BOARD SALARY	2,400.00	9,000.00	0.00	22,000.00	41
10-4200-3300 SUPPLIES AND EQUIPMENT	791.08	1,852.94	0.00	5,000.00	37
10-4200-5300 DUES & FEES	1,386.00	4,010.00	0.00	5,000.00	80
10-4200-5700 MISCELLANEOUS	77.56	232.68	0.00	5,000.00	5
10-4200-6500 STAFF DEVELOPMENT	110.00	2,862.15	7,492.40	16,000.00	65
<b>4200 Administration Subtotal</b>	<b>\$41,456.35</b>	<b>\$149,446.62</b>	<b>\$7,492.40</b>	<b>\$417,331.00</b>	<b>38</b>
<b>4300</b>					
10-4300-1000 CONTRACT	2,844.00	11,376.00	0.00	34,128.00	33
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
<b>4300 Subtotal</b>	<b>\$2,844.00</b>	<b>\$11,376.00</b>	<b>\$0.00</b>	<b>\$37,228.00</b>	<b>31</b>
<b>5100 Police Department</b>					
10-5100-0200 SALARIES	79,157.11	245,467.62	0.00	806,975.00	30
10-5100-0300 OVERTIME	16,256.42	48,451.74	0.00	15,000.00	323
10-5100-0400 SEPARATION ALLOWANCE	3,532.77	10,598.31	0.00	30,617.00	35
10-5100-0500 FICA	7,285.05	22,442.60	0.00	60,433.00	37
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	0
10-5100-0600 HEALTH INSURANCE (MEDICAL)	10,299.52	41,166.40	0.00	126,684.00	32
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,460.48	5,841.92	0.00	18,333.00	32
10-5100-0675 HRA HEALTH REIMB ACCT	1,750.00	7,000.00	0.00	21,000.00	33
10-5100-0700 LGERS RETIREMENT	13,801.00	41,792.21	0.00	114,593.00	36
10-5100-0800 401K SUPP RETIREMENT	4,686.12	14,200.20	0.00	39,499.00	36
10-5100-0900 SHORT TERM DISABILITY	0.00	0.00	0.00	5,000.00	0
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	37.96	137.95	0.00	10,000.00	1
10-5100-1600 MAINT/REPAIR - EQUIPMENT	72.38	357.36	0.00	12,000.00	3
10-5100-1700 MAINT/REPAIR - VEHICLES	137.31	1,869.10	1,312.00	15,000.00	21
10-5100-3100 MOTOR FUELS	1,930.94	5,420.55	0.00	16,000.00	34
10-5100-3300 SUPPLIES	619.37	1,716.99	2,558.46	15,000.00	29
10-5100-3600 UNIFORMS	450.00	1,466.80	2,941.33	9,500.00	46
10-5100-3700 TECHNOLOGY & SOFTWARE	3,676.32	10,621.38	0.00	15,000.00	71
10-5100-5700 MISCELLANEOUS	747.90	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	2,818.70	4,080.98	1,595.20	15,000.00	38
10-5100-7400 EQUIPMENT PURCHASES	5,568.00	6,033.86	46,999.19	55,000.00	96
<b>5100 Police Department Subtotal</b>	<b>\$154,287.35</b>	<b>\$475,211.21</b>	<b>\$55,406.18</b>	<b>\$1,413,634.00</b>	<b>38</b>
<b>5200 Fire Services</b>					
10-5200-0000 FIRE CONTRACT	0.00	106,250.00	0.00	425,000.00	25
<b>5200 Fire Services Subtotal</b>	<b>\$0.00</b>	<b>\$106,250.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>25</b>
<b>5600 Public Works</b>					
10-5600-0200 SALARIES	32,564.18	97,811.20	0.00	319,598.00	31
10-5600-0300 OVERTIME	1,858.43	4,608.37	0.00	0.00	0

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Town of Biltmore Forest

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10-5600-0500 FICA	2,586.80	7,695.45	0.00	24,449.00	31
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	3,195.90	12,726.92	0.00	37,741.00	34
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	519.64	1,941.36	0.00	5,218.00	37
10-5600-0675 HRA HEALTH REIMB ACCT	625.00	2,500.00	0.00	7,500.00	33
10-5600-0700 LGERS RETIREMENT	4,826.06	14,359.26	0.00	44,105.00	33
10-5600-0800 401K SUPP RETIREMENT	1,721.98	5,123.54	0.00	15,980.00	32
10-5600-1000 OUTSIDE SERVICES	0.00	0.00	0.00	10,000.00	0
10-5600-1300 STREETLIGHTS ELECTRIC	517.69	2,138.75	0.00	7,000.00	31
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	0.00	364.10	3,623.10	5,000.00	80
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	48.00	89.56	625.00	10,000.00	7
10-5600-1700 MAINT/REPAIR - VEHICLES	2,241.01	3,157.68	6,328.40	15,000.00	63
10-5600-3100 MOTOR FUELS	1,528.76	4,320.42	0.00	15,000.00	29
10-5600-3300 SUPPLIES	369.63	1,634.56	6,338.00	8,000.00	100
10-5600-3400 STREET SIGNS & NUMBERS	0.00	98.94	0.00	2,000.00	5
10-5600-3600 UNIFORMS	961.53	3,072.47	2,965.27	7,000.00	86
10-5600-5200 PARKS	2,507.97	3,634.04	3,000.00	45,000.00	15
10-5600-5800 PHYSICAL EXAMS	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	476.94	1,123.52	693.10	5,000.00	36
10-5600-6500 STAFF DEVELOPMENT	0.00	689.34	0.00	5,000.00	14
<b>5600 Public Works Subtotal</b>	<b>\$56,549.52</b>	<b>\$167,089.48</b>	<b>\$23,572.87</b>	<b>\$589,091.00</b>	<b>32</b>
<b>5700 Streets &amp; Transportation</b>					
10-5700-0200 SALARIES	4,891.47	14,674.42	0.00	47,516.00	31
10-5700-0500 FICA	374.23	1,122.67	0.00	3,635.00	31
10-5700-0600 HEALTH INSURANCE (MEDICAL)	548.68	2,194.72	0.00	6,749.00	33
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	52.42	209.68	0.00	632.00	33
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	500.00	0.00	1,500.00	33
10-5700-0700 LGERS RETIREMENT	685.78	2,057.34	0.00	6,557.00	31
10-5700-0800 401K SUPP RETIREMENT	244.56	733.69	0.00	2,376.00	31
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	1,062.40	1,062.40	963.00	5,000.00	41
10-5700-2200 CONTRACTS- PAVING & STRIPING	0.00	0.00	17,340.00	89,844.00	19
10-5700-2300 SUPPLIES	382.17	1,810.16	5,098.98	22,500.00	31
10-5700-2400 TRAFFIC SIGNS	0.00	192.01	0.00	500.00	38
10-5700-2500 STORM WATER DRAINAGE	70,265.00	70,265.00	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	6,105.00	11,055.00	0.00	75,000.00	15
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$84,736.71</b>	<b>\$105,877.09</b>	<b>\$24,150.98</b>	<b>\$359,309.00</b>	<b>36</b>
<b>5800 Sanitation &amp; Recycling</b>					
10-5800-0200 SALARIES	8,398.78	31,166.16	0.00	121,891.00	26
10-5800-0300 OVERTIME	245.31	299.10	0.00	0.00	0
10-5800-0500 FICA	661.34	2,407.25	0.00	9,325.00	26
10-5800-0600 HEALTH INSURANCE (MEDICAL)	1,097.36	5,486.80	0.00	29,716.00	18
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	100.36	670.80	0.00	3,874.00	17
10-5800-0675 HRA HEALTH REIMB ACCT	250.00	1,250.00	0.00	4,500.00	28

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Town of Biltmore Forest

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Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10-5800-0700 LGERS RETIREMENT	1,211.91	4,411.47	0.00	16,821.00	26	
10-5800-0800 401K SUPP RETIREMENT	432.19	1,573.27	0.00	6,095.00	26	
10-5800-1700 MAINT/REPAIRS - VEHICLES	43.96	466.61	2,069.53	10,000.00	25	
10-5800-3100 MOTOR FUELS	1,253.48	4,597.96	0.00	10,000.00	46	
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	3,135.79	12,800.88	0.00	55,000.00	23	
10-5800-8100 RECYCLING	902.68	3,068.46	0.00	15,000.00	20	
5800 Sanitation & Recycling Subtotal	\$17,733.16	\$68,198.76	\$2,085.53	\$310,222.00	23	
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	3,056.36	16,572.50	0.00	100,000.00	17	
10-6600-1100 TECHNOLOGY	5,841.70	21,496.49	3,439.68	72,061.00	35	
10-6600-1300 ENERGY & BF SEWER	1,093.59	4,542.97	0.00	16,000.00	28	
10-6600-1500 GE. REPS. AND MAINT.	4,575.70	8,764.08	0.00	20,000.00	44	
10-6600-2800 ELECTIONS	0.00	0.00	0.00	6,000.00	0	
10-6600-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	2,000.00	0	
10-6600-5400 INSURANCE	662.50	72,501.80	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	937.26	0.00	5,000.00	19	
10-6600-6300 COMMUNITY EVENTS	329.20	5,080.19	0.00	20,000.00	25	
10-6600-6400 WILDLIFE MANAGEMENT	0.00	0.00	0.00	5,000.00	0	
6600 General Government Subtotal	\$15,784.05	\$129,895.29	\$9,833.38	\$330,083.00	42	
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	5,833.33	11,666.66	0.00	23,334.00	50	
10-6700-0200 Street Improvements-Principal	1,666.67	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	0.00	0.00	0.00	33,543.00	0	
10-6700-1100 Police Dept Renovations-Interest	1,277.94	2,611.44	0.00	5,001.00	52	
10-6700-1200 Street Improvements-Interest	365.12	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	0.00	0.00	0.00	2,411.00	0	
6700 Debt Service Subtotal	\$9,143.06	\$18,357.56	\$0.00	\$105,729.00	17	
Expenditure Subtotal	\$382,534.20	\$1,231,702.01	\$122,541.34	\$3,987,627.00	34	
Before Transfers	Deficiency Of Revenue Subtotal	-\$286,180.68	\$1,752,316.27	-\$122,541.34	-\$10,000.00	-16,298
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	2,798.40	2,798.40	0.00	10,000.00	28	
10-3500-0500 GRANT (GOVERNMENTAL) FUNDS	4,430.77	4,430.77	0.00	0.00	0	
3500 Other Financing Subtotal	\$7,229.17	\$7,229.17	\$0.00	\$10,000.00	72	
Other Financing Source Subtotal	\$7,229.17	\$7,229.17	\$0.00	\$10,000.00	72	
After Transfers	Deficiency Of Revenue Subtotal	-\$278,951.51	\$1,759,545.44	-\$122,541.34	\$0.00	0
30 Water & Sewer Fund						

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
Revenue						
3290						
30-3290-0000 INTEREST EARNED	162.81	595.71	0.00	1,000.00	60	
3290 Subtotal	\$162.81	\$595.71	\$0.00	\$1,000.00	60	
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	74,325.67	156,634.65	0.00	415,000.00	38	
30-3710-0100 MSD CHARGES	56,225.90	115,187.78	0.00	280,000.00	41	
30-3710-0200 AMI TRANSMITTER CHARGES	1,395.52	2,792.72	0.00	7,000.00	40	
3710 Water Sales Subtotal	\$131,947.09	\$274,615.15	\$0.00	\$702,000.00	39	
3730 Water Tap & Connect Fees						
30-3730-0000 WATER TAP AND CONNECTION FEES	120.00	2,330.00	0.00	18,000.00	13	
3730 Water Tap & Connect Fees Subtotal	\$120.00	\$2,330.00	\$0.00	\$18,000.00	13	
Revenue Subtotal	\$132,229.90	\$279,120.14	\$0.00	\$727,000.00	38	
Expenditure						
8100 Water Dept.						
30-8100-0200 SALARIES	5,512.59	6,785.65	0.00	29,371.00	23	
30-8100-0300 OVERTIME	0.00	0.00	0.00	2,247.00	0	
30-8100-0400 PROFESSIONAL SERVICES	985.00	2,081.25	0.00	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	0.00	920.01	0.00	5,000.00	18	
30-8100-1500 GENERAL REPAIRS	0.00	92.46	0.00	20,000.00	0	
30-8100-3300 SUPPLIES & EQUIPMENT	0.00	2,055.98	110.00	20,000.00	11	
30-8100-4800 WATER PURCHASES	17,203.13	74,980.56	0.00	232,656.00	32	
30-8100-4900 SEWER PURCHASES	0.00	60,623.51	0.00	280,000.00	22	
30-8100-5000 AMI TRANSMITTER FEES	703.10	2,082.60	0.00	7,000.00	30	
30-8100-5700 MISCELLANEOUS	29.34	117.36	0.00	1,500.00	8	
30-8100-6500 STAFF DEVELOPMENT	458.36	1,294.31	741.11	5,000.00	41	
30-8100-7400 CAPITAL IMPROVEMENT	6,125.00	6,125.00	0.00	97,081.00	6	
8100 Water Dept. Subtotal	\$31,016.52	\$157,158.69	\$851.11	\$727,000.00	22	
Expenditure Subtotal	\$31,016.52	\$157,158.69	\$851.11	\$727,000.00	22	
Before Transfers	Excess Of Revenue Subtotal	\$101,213.38	\$121,961.45	-\$851.11	\$0.00	0
After Transfers	Excess Of Revenue Subtotal	\$101,213.38	\$121,961.45	-\$851.11	\$0.00	0
40 Conversion Fund						
Revenue						
4000						



## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
40-4000-0000 TRANSFER FROM GF FUND BALANCE	0.00	0.00	0.00	719,250.00	0
40-4000-1000 TRANSFER FROM GF INSTALLMENT FIN.	0.00	0.00	0.00	800,000.00	0
<b>4000 Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,519,250.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,519,250.00</b>	<b>0</b>
<b>Expenditure</b>					
<b>5600 Public Works</b>					
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
<b>5600 Public Works Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,519,250.00</b>	<b>0</b>
<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,519,250.00</b>	<b>0</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>

# BILTMORE FOREST POLICE DEPARTMENT

## Department Head Report

November 13th, 2018 Board of Commissioners Meeting

*Chris Beddingfield, Police Chief*

### **Police Dept. Monthly Report 10/01/18 to 10/31/18**

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

#### **Officers responded to 646 calls for service.**

Accident - 6	Accident - PI -1
Alarm - 20	Animal Carcass - 0
Assist EOC - 10	Assist Motorist - 7
Assist Other Agency -18	Assist Resident - 22
Bear Report – 6	Business Check - 94
Busy -8	Crime Prev. - 25
Chase-0	Direct Traffic -1
Distressed Animal -0	Disturbance - 2
Dog Complaint - 6	Escort - 1
Fire – 4	Gun/Gunshots - 0
Hit and Run - 0	House Check - 82
Improper Parking –2	Incomplete 911- 1
Investigation – 7	Intoxicated Driver-0
Mental Patient - 0	Missing Person - 1
Noise Disturbance – 2	Ordinance Violation - 8
Out of Service - 1	Out of Town - 2
Person Down – 0	Power Outage -2
Radar Operation – 15	Road Blocked -16
Service of Car - 1	Sign Ord Violation -6

Special Assignment – 7	Special Check -28
Speed/Reckless Driving-4	Suspicious Person -3
Suspicious Vehicle - 25	Vandalism - 0
Vehicle Stop - 29	Well-being Check - 5

**Total Number of Calls: 646**

**Arrests: 4**

2 Felony-Drugs, Larceny, Stolen Property

2 Misdemeanor-Drugs/Paraphernalia

**Time Consumption Summary:**

Approximations

Business Checks-11 hours

House Checks-30 hours

Radar Operation-4.5 hours

Vehicle Crash Invest.-7 hours

**Notable Calls and Projects:**

- Presentation of N.C. Criminal Justice Standards and Training Intermediate Certification to Sergeant Kenneth Brian Merritt.
- October seemed to be the busiest month we have had since I have been here. Worked several calls for service at the same time, several times with very limited staff. Up 77 calls from last month.
- Conducted a lockdown/active shooter drill at Care Partners. Very proud of the involvement and manner in how our officers responded. Many, many positive comments on our staff.

- Conducted active shooter preparedness and response training for Forest Dermatology. Very well received and started a foundation for future trainings and partnership. Many positive comments there as well.
- The Halloween stroll had a very large turnout. According to officers larger than last several events. No major problems or issues. Excellent teamwork with Skyland Fire Department.
- Responded to another dog incident. This was an actual bite case. Situation evolved into a very challenging civil situation that we have dealt with almost daily and as of completion of this report, we are still dealing with it.

Last month, the report mentioned to start thinking about some animal control ordinance changes to mirror Buncombe County regulations. We currently have three different animals seized at the shelter under not ideal regulations. I am reviewing and working with the county to determine our best course of action. The Town Manager and I hope to present information for you at our next meeting.

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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: Greenwood Park Master Plan Presentation (*Mr. Gary Warner, WithersRavenel*)

Date: November 8, 2018

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### Background

Staff presented the Greenwood Park Master Plan to the Board in August and then to the public at the Town's open house event in September. The goal in presenting these items to the public and requesting feedback is to gather input on whether the plan is satisfactory and achieves the Board's desires for improvements to Greenwood Park. Mr. Gary Warner, from WithersRavenel, has worked as the Town's consultant on this project and will attend the Board's November meeting to present the Master Plan. Mr. Warner will answer questions and discuss funding possibilities for implementing the plan.

Staff and the Board have discussed the possibility of a matching grant from the North Carolina Parks and Recreation Trust Fund (NC PARTF) and Mr. Warner will review this process and what the Town may do to increase the possibility of funding.

### Action Requested

If the Board approves of the draft master plan, staff requests a formal adoption of this plan. Formal adoption by the Governing Board is one component required by the PARTF for funding allocations.

### Attachments

- (1) Greenwood Park Draft Master Plan, including streambank restoration plan
- (2) Preliminary budget estimate for Greenwood Park Draft Master Plan



PRECEDENT IMAGES

STREAM RESTORATION



TREE SWING



PAVILION WITH TABLE



FINAL MASTER PLAN CONCEPT



PICNIC TABLE

RENOVATED STAIRS AND LANDING

ACCESSIBLE PATH

UPGRADED PLAY EQUIPMENT

REPLACE EXISTING APRON WITH RIP RAP

ENHANCED STREAM BANK WITH PLANTINGS & GABIONS REMOVED

IMPROVED BRIDGE CROSSING WITH ACCESSIBLE LANDINGS

SEATING AREA

ACCESSIBLE PATH WITH PASSING AREAS

BENCH (TYP)

PARK IDENTIFICATION SIGNAGE

UPGRADED PLAY EQUIPMENT



BRICK PATH WITH STONE RETAINING WALL



WALKING PATH WITH PASSING AREA



SEATING AREA



FINAL CONCEPT

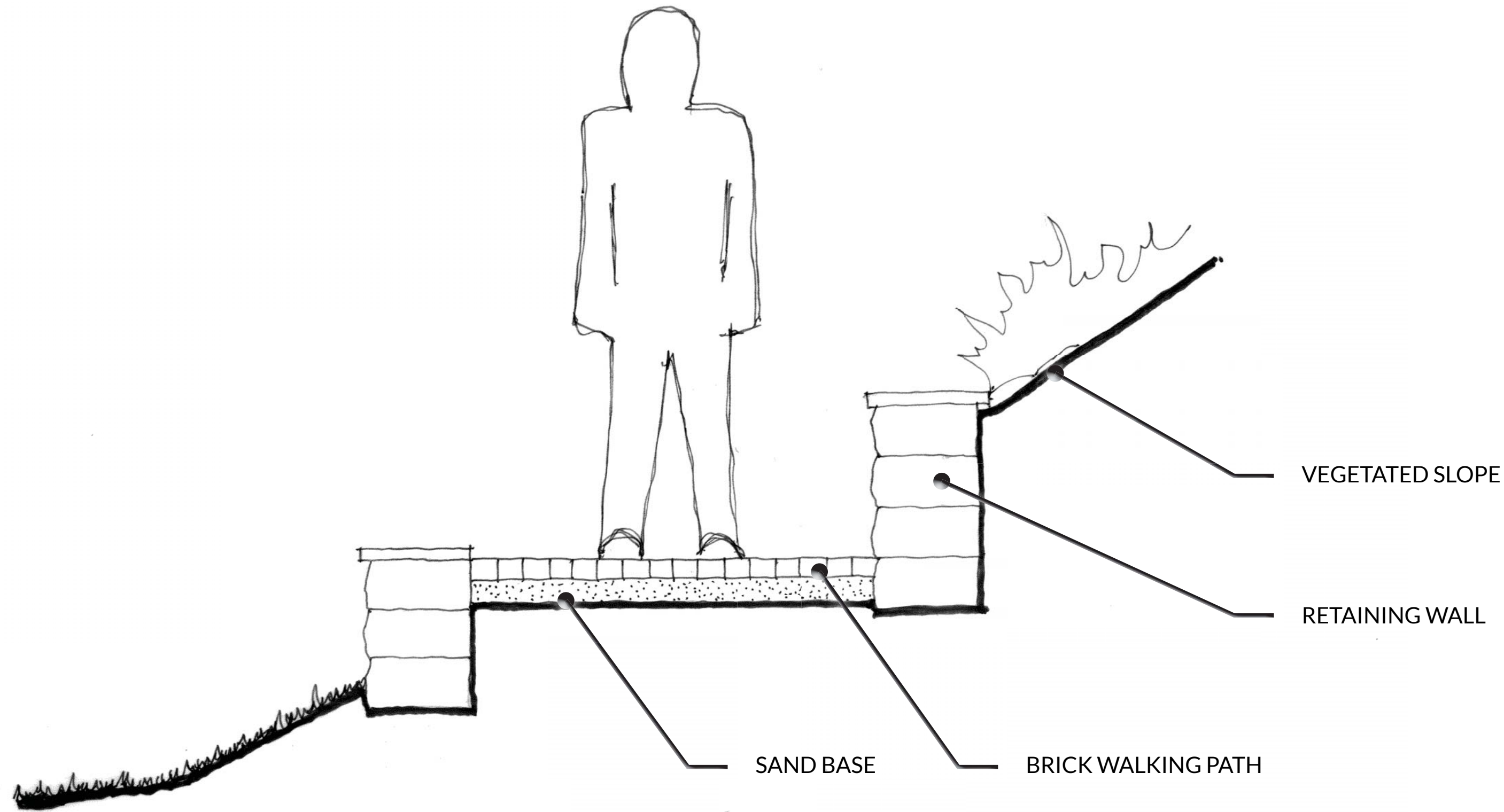
GREENWOOD PARK MASTER PLAN

TOWN OF BILTMORE FOREST, NORTH CAROLINA



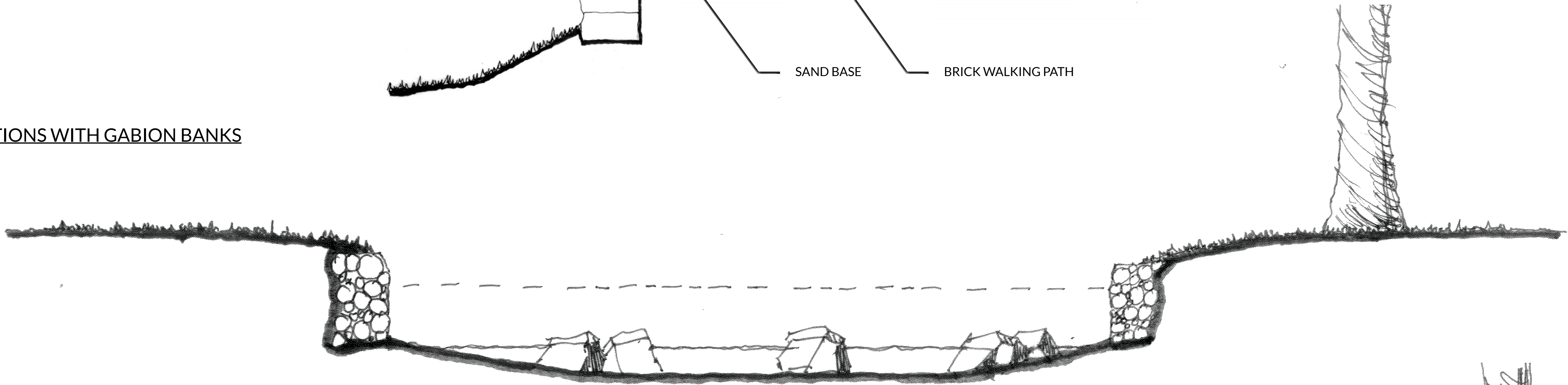
PROPOSED WALKING PATH

SCALE: 1" = 1' - 0"



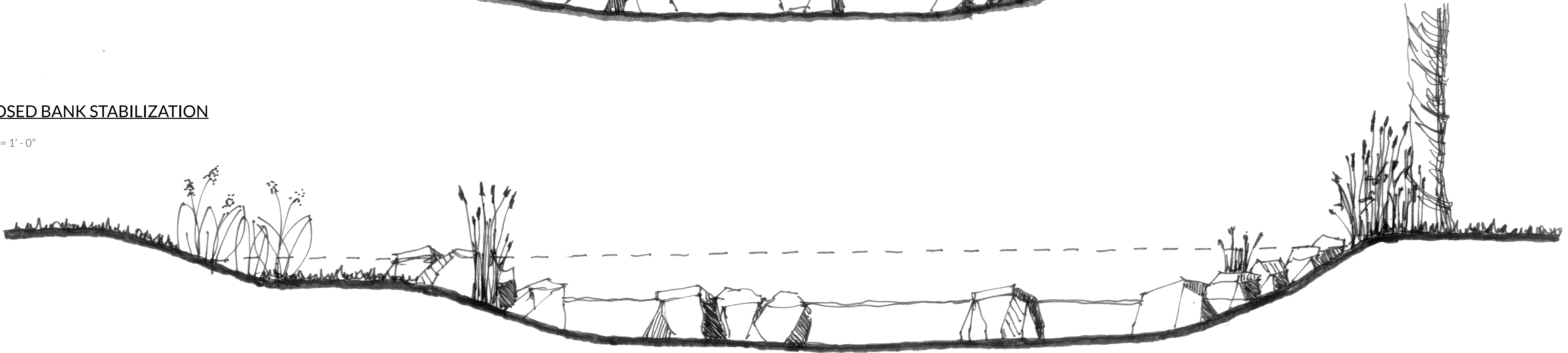
EXISTING CONDITIONS WITH GABION BANKS

SCALE: 1" = 1' - 0"



PROPOSED BANK STABILIZATION

SCALE: 1" = 1' - 0"



CONCEPT SECTIONS  
GREENWOOD PARK MASTER PLAN

TOWN OF BILTMORE FOREST





## GREENWOOD PARK MASTER PLAN COST ESTIMATES

Order of Magnitude Estimate of Probable Capital Improvement Costs (2018)

Unit      Quantity      Unit Cost      Subtotal      Description

### Greenwood Park

#### A. Site Prep & Demo

1	Mobilization and General Conditions	lump sum	1	\$25,000
2	Survey and Layout	lump sum	1	\$15,000
3	Site Clearing and Grading	acre	0.5	\$8,000
4	Site Grading including on-site balancing	allowance	1	\$8,000
5	Erosion Control	LF	800	\$2
6	Removal of existing play equipment	allowance	1	\$2,000

Subtotal:

#### B. Stream Restoration

1	Grade control steps	each	40	\$2,000
2	Stream bank stabilization	each	300	\$200
3	Miscellaneous	allowance	1	\$35,000

Subtotal:

#### C. Park Elements

1	Upgraded playground equipment	allowance	1	\$12,000
2	Tree swing	each	1	\$500
3	New entry sign	allowance	1	\$2,000
4	Small picnic shelter	each	1	\$15,000
5	Educational signage	allowance	1	\$4,000
6	Benches	each	6	\$1,200
7	Picnic table	each	2	\$1,500
8	Trash receptacle	each	2	\$600

Subtotal:

#### D. Hardscape

1	Concrete pad for shelter	SF	225	\$4
2	Walking trail	SF	1,400	\$15
3	New stair case	allowance	1	\$3,500
4	Retaining walls	SF	280	\$115
5	Parking lot striping	LF	100	\$2
6	Bridge across creek	LF	25	\$100

Subtotal:

#### E. Landscape

1	General landscape improvements	allowance	1	\$5,000
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Subtotal:

Greenwood Park Subtotal

#### Construction Fees and Contingency

Contingency (20%)			
Design, Permitting, Inspections (12%)			

TOTAL:

\$457,766



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Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Traffic Control and Accessory Structure Surveys (*Mr. Paul Zimmerman*)

Date: November 8, 2018

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### Background

Last month, the Board requested that staff develop a more comprehensive outreach method to gain feedback on proposed changes to traffic patterns, speed limits, and accessory structures. Staff has worked with Mr. Paul Zimmerman, a resident, to develop a survey that will be accessible for three (3) weeks via the Town's website. The Town will request resident feedback by using the CodeRED alert system and by placing flyers at doors during solid waste pickup. The goal is to achieve a significantly higher participation rate that enables the Board to make a fully informed decision regarding these proposed changes.

Mr. Zimmerman has extensive experience with Proctor and Gamble and UNICEF on market research and survey data. He has generously assisted the Town previously with employee surveys. His analysis from this survey will be presented to the Board at our next meeting in December, at which point the Board will provide guidance for how to move forward on these issues.

### Action Requested

If the Board approves the draft survey questions and methodology, staff will post the link on Wednesday, November 14 and begin the resident notification process as laid out above.

### Attachments

- (1) Draft survey for review

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Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Stormwater Master Plan Phase 1 Update

Date: November 8, 2018

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### Background

The Board approved an agreement with WithersRavenel last spring to conduct a master plan for the Town's stormwater system. This master plan was divided in two phases, the first of which concluded in September 2018. The second phase for the master plan was included in the Town's fiscal year 2018-19 budget and is underway.

The first phase of the master plan was structured to begin the identification process for capital improvement projects related to stormwater by identifying areas of interest and collecting field data related to that identification process. This included utilizing historical data of flooding and maintenance problems coupled with existing GIS data provided by the Town. Focus areas were expanded after an initial topographical review revealed areas that may be underserved by the Town's existing infrastructure.

WithersRavenel identified ten (10) potential project areas upon which the Town should focus. Phase 1 includes detailed review of these project areas and provides a general overview of the Town's existing system. As noted last month, 108 storm water structures were assessed by WithersRavenel and broken down into the following characteristics: two (2) received an "excellent" assessment; thirty (30) were rated "good"; forty-two (42) were rated "fair"; twenty-five (25) were rated "poor"; and nine (9) were rated "needs repair".

### Action Requested

The final report for Phase 1 is included for the Board's full review. Town staff is in the process of moving forward with improvements to identified as "needs repair" and will then begin work on the remaining pieces that are maintenance related. Once Phase 2 is completed, the Town will have a full blueprint into larger scale improvements or replacement needs.

### Attachments

- (1) Final Report for Stormwater Master Plan, Phase 1



# **Biltmore Forest Stormwater Master Plan – Phase 1**

## **SUMMARY OF FIELD RECONNAISSANCE**

October 2018

WR Job Number: 2170940

## INTRODUCTION

The Town of Biltmore has engaged WithersRavenel for the development of a stormwater master plan. The goal of the stormwater master plan is to identify and prioritize capital improvement projects that will allow the Town to improve and update its stormwater infrastructure with consideration for combining stormwater management and recreation areas while also recognizing the Town's historic approach to managing stormwater.

The stormwater master plan is to be carried out in phases. Phase 1 has been defined as the identification of areas of interest and collection of field data associated with those areas. Phase 2 of the master plan shall investigate capacity of the existing systems and provide prioritized improvements with funding strategies.

## AREAS OF INTEREST

In order to determine the areas of interest, WithersRavenel combined anecdotal reports of flooding and maintenance with an analysis of existing GIS information. Seven focus areas were identified based on discussions with the Town and previous watershed studies. LiDAR topography was used to delineate watersheds to these areas. Additional focus areas were identified by expanding the topographic analysis and watershed delineation to include areas that appeared to be underserved by the existing infrastructure.

## FIELD RECONNAISSANCE SUMMARY

The preliminary data analysis utilized existing GIS data provided by the Town to determine the structures within the areas of interest that would require additional inspection. The field crews collected information on the stormwater structures by pulling lids and making visual observations from ground level. A total of 108 structures were surveyed for additional information. The team was able to obtain measurements and note the general condition, all of which is documented in the ArcGIS database. The condition of each structure was categorized as either Excellent, Good, Fair, Poor, or Needs Repair.

The observed conditions are defined as follows:

**Excellent** New infrastructure in perfect condition;

**Good** Infrastructure with no discernable flaws, in optimal working condition without much sediment or debris;

**Fair** infrastructure is in working order but shows signs of age. There is a significant amount of wear and tear and/or debris and sediment is substantial;

**Poor** Infrastructure needs maintenance (signs of an active problem such as cracking, sedimentation, etc). These structures are visibly broken or in imminent danger of failure;

**Needs Repair** The infrastructure has failed and requires immediate maintenance action.

The table below tabulates the condition assessments of the structures:

Condition	Number of Structures
Excellent	2
Good	30
Fair	42
Poor	25
Needs Repair	9

Additional comments are included in the ArcGIS data when the condition is considered to be Poor or Needs Repair.

## POTENTIAL PROJECT IDENTIFICATION

### Potential Project Area #1 – Vanderbilt and Lone Pine Road

Potential Project Area #1 is located at the intersection of Vanderbilt and Lone Pine Road. This project area was identified by the Town as having consistent problems with flooding and standing water in the intersection. Within the project area, 4 inlets are classified as “Needs Repair”, 4 as “Poor”, and 7 as “Fair”.

This Potential Project is a Repair, Replacement, Maintenance Project. Of the 4 structures classified as “Needs Repair”, two of pipes were either buried or obstructed. It is recommended that the buried pipe be exposed and the debris be removed. Three of the inlets have stone tops that may be reducing inlet efficiency. Inlet efficiency may be improved by removing the stone covers and replacing them with appropriately sized grates. Two of the “Poor” inlets are nearly covered in soil and vegetation; it is recommended that the area be cleared, and inlet and pipe be cleaned out. The other two “Poor” inlets require maintenance; cleaning of catch basin and pipes. The remaining inlets in “Fair” condition require maintenance for the removal of excess sediment and debris.

### Potential Project Area #2 – Park Road Cross Drainage

Potential Project Area #2 is located at 13 Park Road. This problem in this area has been described as nuisance flooding. The culvert on the property was identified as being in “Poor” condition.

This Potential Project is a Replacement and Maintenance Project. This culvert may be undersized for its drainage area and therefore replacement with a larger pipe may be warranted. Further study is required in order to make a definitive recommendation. The “Poor” condition was given for less than ideal inlet conditions, as well as sediment build up in the pipe. Maintenance will be recommended to ensure the effective conveyance.

### Potential Project Area #3 – Brooklawn Chase and Hemlock Road

The Potential Project Area #3 is the pond located near the intersection of Brooklawn Chase and Hemlock Road. Based on discussions with the Town, the pond has experienced excessive sedimentation that has led to decreased depth and increased turbidity. This is recognized as being an ongoing Maintenance Project. It is recommended that a maintenance plan be developed for this area that includes a dredging and restoration plan.

### Potential Project Area #4 – Cedar Hill Dr. Stream

The Potential Project Area #4 was suggested by the Town due to public interest. Preliminary inspection of the culverts between Lot 14 Cedar Chine Drive and 2 Hemlock Road found 2 culverts with “Fair” and “Poor” conditions for its inlet and outlet, respectively. One culvert provides routing for a stream across the lots while the other provides cross street drainage under Cedar Hill Drive.

This potential project is a Replacement, Repair, and Maintenance Project. The inlet and outlet of the corrugated metal pipe culvert are damaged due to rusting out along the bottom. The replacement of the cross-lot pipe may also present an opportunity to retrofit the outlet with a headwall perform some repair and maintenance on the Cedar Hill Drive culvert.

### Potential Project Area #5 – Vanderbilt Road Storm Drain (Cedarcliff to Busbee Road)

The Potential Project Area #5 has been studied previously by others. Preliminary inspection of the storm drainage in the area resulted in the identification of 6 storm inlets; 5 area in “Fair” condition, and 1 is in “Poor” condition. Three outlets were identified as part of the network and were described as being in “Fair” condition. Two culverts were also identified in the area and were characterized as having “Poor” inlet and outlet conditions, however the pipes were rated as “Good”.

This Potential Project is a Replacement, Repair, and Maintenance Project. The inlet in “Poor” condition is broken and needs to be replaced. The inlet and outlet pipes are vitrified clay pipes (VCP) and it is recommended that the material be upgraded based on current condition of the VCP. The other 5 “Fair” inlets show signs of age and the associated pipes may be undersized for present day design storms. Further study

is recommended to determine the capacity of the pipes. The 3 “Fair” outlets require show signs of heavy sedimentation build up at the inverts; they will require maintenance to ensure free flow conditions at the outfall. The presence of the accumulated sediment requires further investigation to determine the source.

The 2 culverts associated with this storm drain network require maintenance at their inlets and outlets to clear the area of sediment and debris. One culvert shows signs of a deteriorating headwall at the inlet and repair or replacement is recommended.

The previous watershed study in this area made recommendations for improvements along the roadway well as identified drainage improvements within private properties. These recommendations will be expanded upon in Phase 2 of the Stormwater Master Plan.

#### **Potential Project Area #6 – Golf Course Pond Spillway**

The Potential Project Area #6 was suggested by the Town after some accounts of Southwood Road overtopping at the nearby road sag. Preliminary inspection of the pond spillway showed that it is in “Good” condition.

This Potential Project is a Retrofit or Replacement Project. Further hydrologic and hydraulic study will be required to determine the frequency of flooding and if minor alterations can be done to retrofit the existing spillway structure in order to improve conveyance function and minimize overtopping of the road sag. Additional solutions may include revised grading at the road sag in conjunction with spillway alterations to reduce the risk of overtopping of the road.

#### **Potential Project Area #7 – Greenwood Road Storm Drain**

The Potential Project #7 was suggested by the Town due to flooding complaints. In this area, 11 storm inlets were inspected. Six of which were “Poor”, 3 were “Fair”, and 2 were “Good”. There were 4 outfalls identified; 3 “Fair” and 1 “Poor”. One pipe was observed to have a negative slope.

This Potential Project is a Replacement, Maintenance, and Repair Project. The 6 “Poor” inlets are brick risers with deteriorating mortar and stone tops. These stone tops lessen the inlet efficiency and could be hindering stormwater conveyance. It is advised that the brick structures be repaired or replaced with concrete risers. Of the 3 “Fair” inlets, two appear to have deteriorating mortar and should be replaced. There are 2 “Fair” and 1 “Poor” outfalls that require maintenance in the form of clearing away sediment and debris to allow free outfall. Upon the completion of this maintenance it may be found that one or more of the pipes needs to be repaired in some way due to deformation. It is also recommended that the negative slope pipe be replaced or repaired to improve conveyance function.

This project has the potential of being incorporated with the Greenwood Park master plan.

#### **Potential Project Area #8 – Cedarcliff Road Storm Drain (Vanderbilt to Forest Road)**

The Potential Project #8 was identified by WithersRavenel as an area of interest due to the local topography and apparent age of stream crossing. The stream crossing on Cedarcliff Road was observed to be in “Good” condition at the inlet and outlet. Three storm drain inlets were observed to be in “Good” condition, and one in “Fair” condition. Four storm drain outlets were inspected; 1 “Good”, 1 “Fair”, and 1 “Very Poor”.

This Potential Project is a Repair and Maintenance Project. The outlet deemed “Very Poor” is a 12” VCP that is broken and fractured. It is advised the end section either be replaced or repaired; the fractured section should be removed and the slope around it reinforced with proper ground cover to stabilize any earthwork required. The “Fair” outlet is an 18-inch CMP that has been tapped into the side of the arch culvert under Cedarcliff Road. There is some evidence of preferential flow from the backfill of the CMP that is causing some deterioration of the arch walls. Further investigation is recommended to determine the condition of the CMP. It is advised that all inlets and outlets be maintained by clearing any sediment and debris.

#### **Potential Project Area #9 – Vanderbilt and Park Road Intersection Storm Drain Network**

The Potential Project #9 was identified by WithersRavenel as an area of interest due to the proximity to Potential Project #1. The outfall at the Vanderbilt and Park Road intersection is downstream of the five-way

intersection on Vanderbilt that is known to have flooding issues. Five inlets were inspected in this area; 4 were in “Fair” condition, and 1 “Needs Repair”. Two culverts were identified; 1 in “Poor” condition and 1 in “Fair”.

This Potential Project is a Repair, Replacement, and Maintenance Project. There 4 of the inlets are made of brick with deteriorating mortar and small inlet openings. The brick risers can be cleaned and repaired with new grout. It is advised that the “Needs Repair” inlet be replaced with either a brick or concrete riser. Many of the pipes within this network are 10-inch VCP and a hydraulic analysis is recommended to determine if these pipes provide adequate capacity. The “Poor” condition culvert has a reversed slope and broken outlet end. This culvert should possibly be replaced to improve hydraulic function. The “Fair” condition culvert is made up of two materials and appears to have sediment build up at the outlet. This culvert requires maintenance in the form of clearing sediment and debris from the inlet and outlet to ensure positive drainage to the outfall and increase the flow efficiency. In addition, the culvert should be inspected for gaps and cracks where backfill may be leaching and causing sedimentation at the outlet.

#### **Potential Project Area #10 – Browntown and Amherst Road Intersection Storm Drain Network**

The Potential Project #10 was requested by the Town after WithersRavenel identified the general area as one of interest. There are four inlets in the area; 3 in “Fair” conditions and 1 “Good”. One culvert was identified in “Poor” condition.

This Potential Project is an Expansion and Replacement Project. The “Fair” inlets may require some cleaning and additional grouting for deteriorating mortar, however network pipe sizes range from 6-inches to 12-inches and further study is required to determine if the available hydraulic capacity is sufficient for the desired level of service. The flooding issues noted in the area could be from the shallow risers becoming overwhelmed. The number of inlets may be unable to capture the runoff associated with the network drainage area. Additional inlets may be proposed in order improve the efficiency of the network. Further analysis is required.

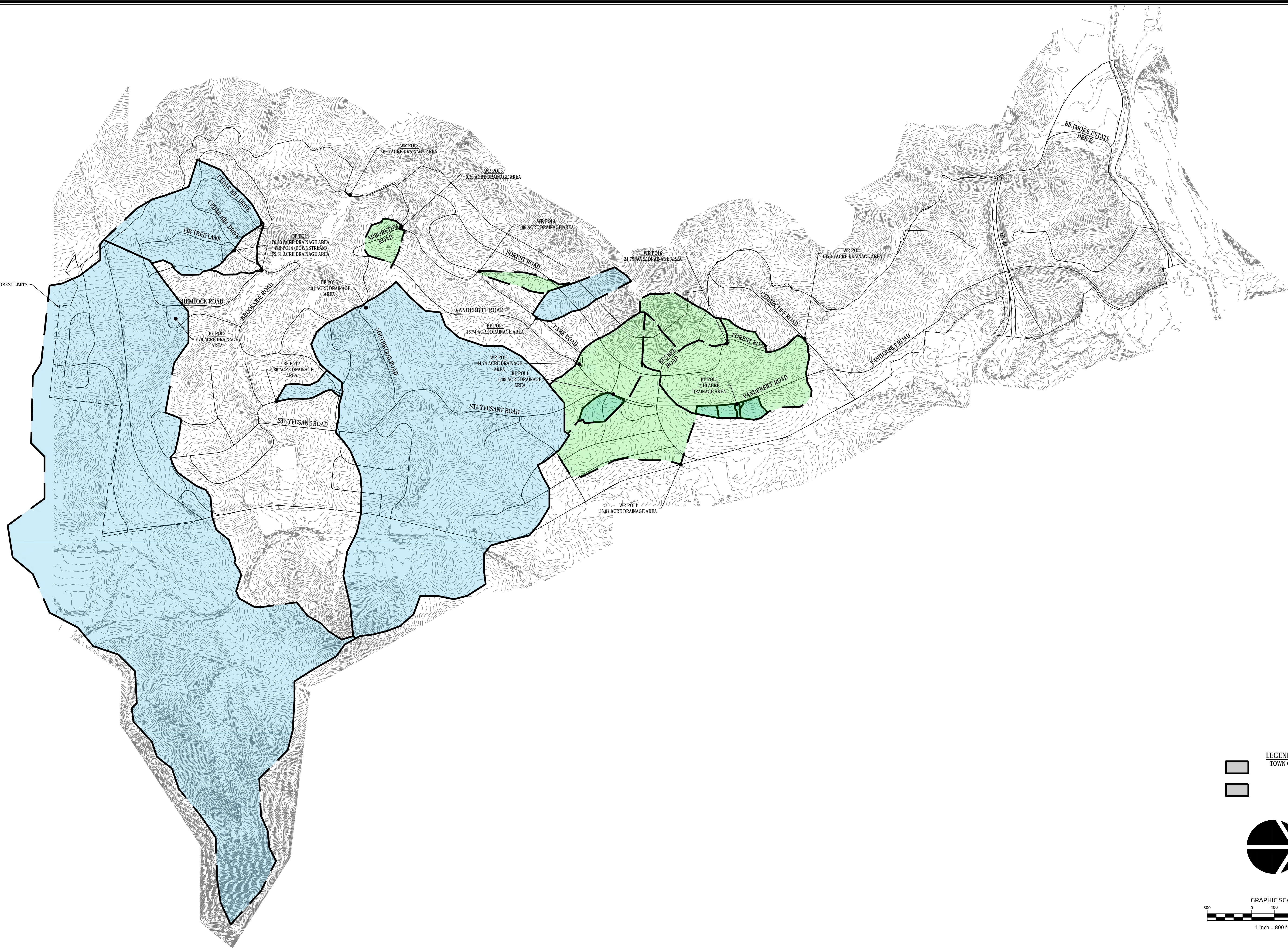
### **CONCLUSION**

The results of the field reconnaissance yielded some projects that require immediate assistance to improve drainage conditions due to structures in need of repair. Other projects were found to be ongoing maintenance projects that can be implemented with a proper maintenance plan. Further hydrologic and hydraulic analysis is required for the majority of the potential projects. These projects will be expanded upon and developed further in Phase 2 of the Stormwater Master Plan.

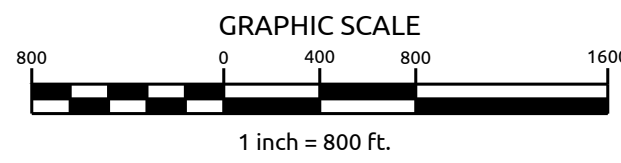
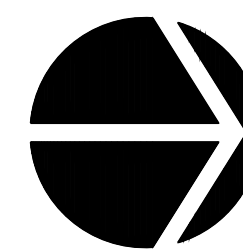
## **WATERSHED MAP**



TOWN OF BILTMORE FOREST LIMITS



LEGEND  
TOWN OF BILTMORE FOREST  
AREAS OF INTEREST  
WITHERSRAVENEL  
AREAS OF INTEREST



No.	Revision	Date	By

Designer	WR	Scale	1" = 600'
Drawn By	BJM	Date	5/3/2018
Checked By	JCD	Job No.	02170940.00

BILTMORE FOREST

BILTMORE FOREST  
STORMWATER MASTER PLAN  
BUNCOMBE

NORTH CAROLINA

DRAINAGE AREA MAP



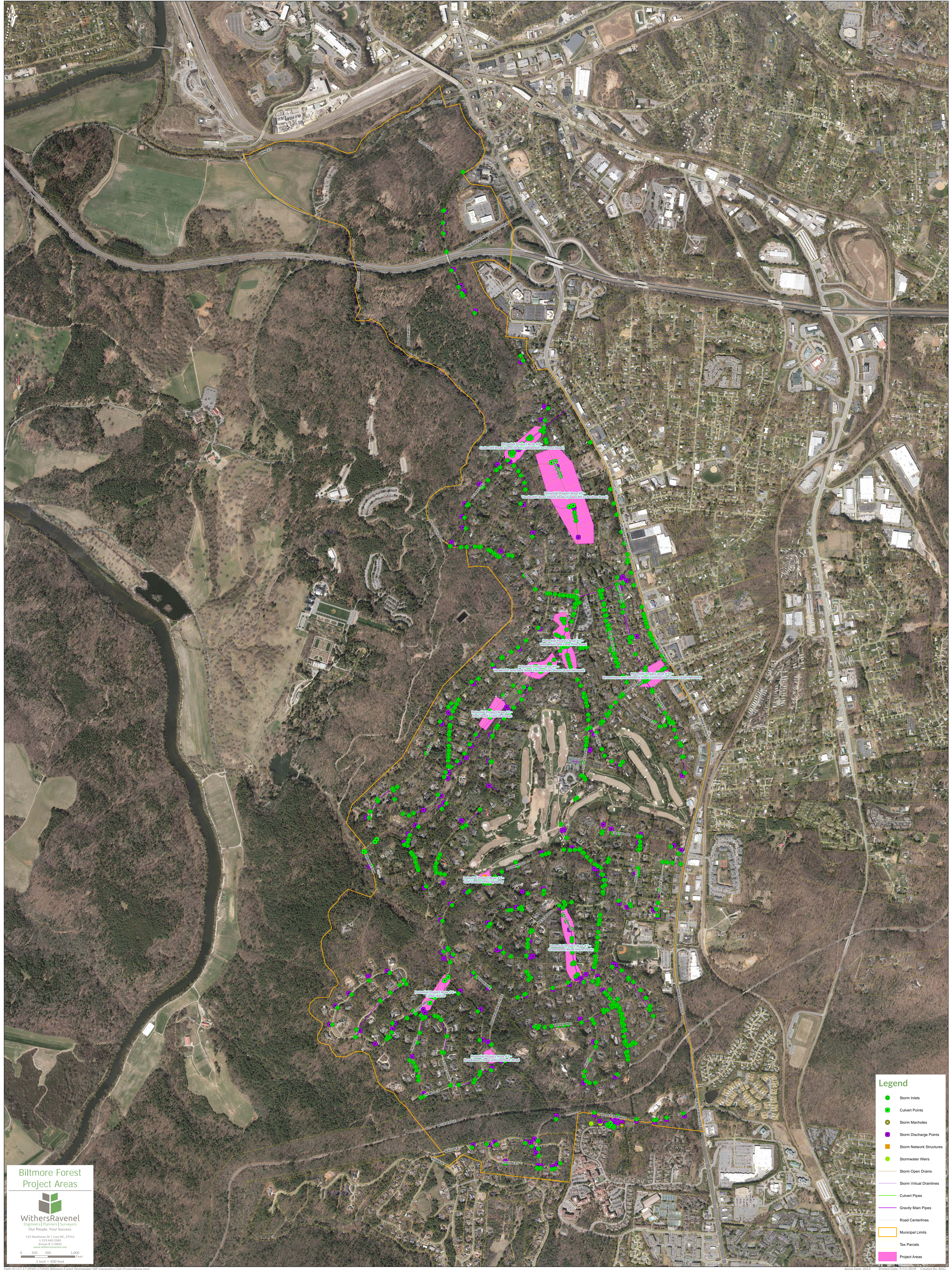
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Sheet No.



## **PROJECT AREA MAP**





Biltmore Forest  
Project Areas





WithersRavenel  
Engineers | Planners | Surveyors  
Our People. Your Success.


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0 250 500 1,000  
1 inch = 500 feet


Legend


 Storm Inlets


 Culvert Points


 Storm Manholes


 Storm Discharge Points


 Storm Network Structures


 Stormwater Weirs

 Storm Open Drains

 Storm Virtual Drainlines

 Culvert Pipes

 Gravity Main Pipes

 Road Centerlines

 Municipal Limits

 Tax Parcels

 Project Areas



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Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Public Works Building Update

Date: November 8, 2018

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### Background

Last month, the Board approved an agreement with Beverly-Grant to act as the Construction Manager at Risk for this project. This followed on the heels of the Local Government Commission approving the Town's debt service for \$800,000 with BB&T. The Town's public works staff has worked diligently to remove all equipment and materials from the building. The Town is utilizing four (4) storage containers for storage and has outfitted a portion of the existing Public Works materials shed for its workbench and a workspace during construction. The staff has done a great job making this move as seamlessly as possible. The Public Works and Police Departments have worked collaboratively and the public works director and staff are utilizing portions of the upstairs training room at the Police Department during construction. Many files, maps, paperwork, and other incidentals were relocated to the Town Hall's Board Room for storage.

### Monthly Progress

Site preparation and mobilization began in earnest the week of October 23<sup>rd</sup>. Temporary construction fencing was placed around the building on October 29, and requests were made to utilities to pull the power and natural gas meters for the building. At this point, it was discovered that the Police Department's radio communications were powered from the Public Works building. This resulted in developing a temporary solution to ensure radio communications were not lost, and the Town is currently working with Beverly-Grant and the electrical sub-contractor to develop a permanent solution for providing this power. The result of this will be a better and more reliable power system for the Police Department's radio communications.

Beverly-Grant and ClarkNexsen met to review a potential change in the roofing and framing plan for the southernmost portion of the building. The original demolition plan included preserving a portion of the southernmost roof gable framing and roof structure. However, the supporting walls for these portions of the building were planned for removal and the demolition company and contractor raised concerns about shoring the existing roof and gable on this end for piecemeal demolition. The Town agreed to amend the demolition plan to remove this portion. This

resulted in significant improvements for the overall product and cost savings for the Town. The cost savings will cover the replacement of a 2-inch concrete slab with a new 6-inch concrete slab in the storage and mechanical area. The new roof and framing system will be significantly stronger and higher quality. Both the architect and contractor believe this change will result in a much better overall product and the final aesthetic (including new framing and roofing) will be as laid out in the original plans.

Action Requested

No action is needed from the Town at this point. The Town, architect, and contractor are meeting bi-weekly to review progress and address any issues. I will keep the Board informed with the progress of the building throughout the month and more formally at each meeting during the construction project.

Attachments

None

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Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of Resolution Approving Surplus of Town Equipment

Date: November 8, 2018

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### Background

In September 2018, the Board approved via resolution the sale of surplus Police Department pistols to current full-time law enforcement officers of the Town. Unfortunately, three of these pistols were left off the surplus list that was approved via Board resolution.

### Action Required

Staff requests the Board approve the attached resolution approving the sale of these three additional surplus pistols. As before, this ensures full transparency with the sale of these weapons and matches the process that was done with the remaining surplus weapons.

### Attachment

(1) Resolution 2018-08 – Sale of Surplus Town Equipment

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF BUNCOMBE )

TOWN OF BILTMORE FOREST  
BOARD OF COMMISSIONERS

\*\*\*\*\*

**RESOLUTION 2018-08**

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WHEREAS, the Board of Commissioners of the Town of Biltmore Forest desires to dispose of certain surplus property of the Town;

WHEREAS, Town Code Section 33.01 authorizes the Town Clerk to dispose of surplus property valued at less than \$500; and

WHEREAS, each individual sale of these service weapons will be under this threshold, but in the interest or transparency, the Town has determined that a formal approval for this surplus property sale is appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Biltmore Forest Board of Commissioners that the following described property is hereby declared surplus to the needs of the Town of Biltmore Forest:

<i>Serial Number</i>	<i>Make</i>	<i>Model</i>
<i>RHN700</i>	<i>Gen 4</i>	<i>Model 26</i>
<i>RXW562</i>	<i>Gen 4</i>	<i>Model 19</i>
<i>RXM268</i>	<i>Gen 4</i>	<i>Model 17</i>
<i>RXW584</i>	<i>Gen 4</i>	<i>Model 19</i>

BE IT FURTHER RESOLVED that the Town Manager is authorized to sell these service pistols to sworn law enforcement officers currently employed by the Town of Biltmore Forest for \$250.00 per pistol.

This the 13<sup>th</sup> day of November, 2018.

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George F. Goosmann, III  
Mayor

Attest:

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Jonathan B. Kanipe  
Town Manager