



# Biltmore Forest Public Works Department

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**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](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

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: 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>

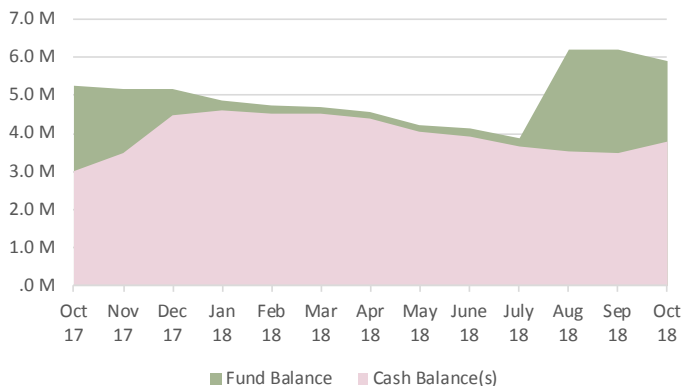
#### GENERAL FUND Term

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>

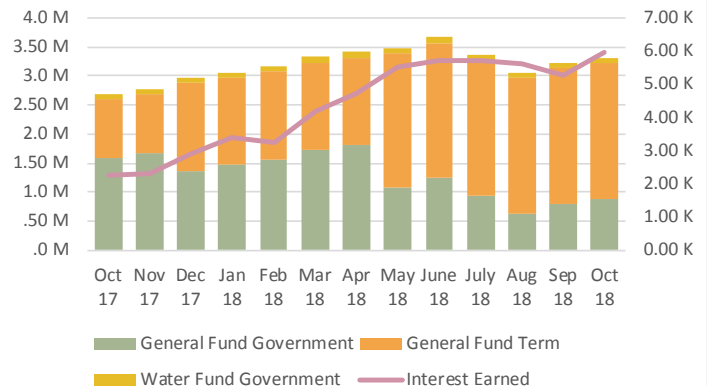
#### WATER FUND Government

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 & EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
<b>10 General Fund</b>						
<b>Revenue</b>						
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	
<b>Expenditure</b>						
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
<b>Other Financing Source</b>						
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
<b>30 Water &amp; Sewer Fund</b>						
<b>Revenue</b>						
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	
<b>Expenditure</b>						
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
<b>40 Conversion Fund</b>						
<b>Revenue</b>						
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	
<b>Expenditure</b>						

**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</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>

REVENUE & 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 & EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

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

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
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

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

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	
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$17,733.16</b>	<b>\$68,198.76</b>	<b>\$2,085.53</b>	<b>\$310,222.00</b>	<b>23</b>	
<b>6600 General Government</b>						
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	
<b>6600 General Government Subtotal</b>	<b>\$15,784.05</b>	<b>\$129,895.29</b>	<b>\$9,833.38</b>	<b>\$330,083.00</b>	<b>42</b>	
<b>6700 Debt Service</b>						
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	
<b>6700 Debt Service Subtotal</b>	<b>\$9,143.06</b>	<b>\$18,357.56</b>	<b>\$0.00</b>	<b>\$105,729.00</b>	<b>17</b>	
<b>Expenditure Subtotal</b>	<b>\$382,534.20</b>	<b>\$1,231,702.01</b>	<b>\$122,541.34</b>	<b>\$3,987,627.00</b>	<b>34</b>	
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$286,180.68</b>	<b>\$1,752,316.27</b>	<b>-\$122,541.34</b>	<b>-\$10,000.00</b>	<b>-16,298</b>
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
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	
<b>3500 Other Financing Subtotal</b>	<b>\$7,229.17</b>	<b>\$7,229.17</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>72</b>	
<b>Other Financing Source Subtotal</b>	<b>\$7,229.17</b>	<b>\$7,229.17</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>72</b>	
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$278,951.51</b>	<b>\$1,759,545.44</b>	<b>-\$122,541.34</b>	<b>\$0.00</b>	<b>0</b>
<b>30 Water &amp; Sewer Fund</b>						

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

10/01/2018 To 10/31/2018

FY 2018-2019

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	162.81	595.71	0.00	1,000.00	60	
<b>3290 Subtotal</b>	<b>\$162.81</b>	<b>\$595.71</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>60</b>	
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	0.00	1,579.28	0.00	6,000.00	26	
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$0.00</b>	<b>\$1,579.28</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>26</b>	
<b>3710 Water Sales</b>						
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	
<b>3710 Water Sales Subtotal</b>	<b>\$131,947.09</b>	<b>\$274,615.15</b>	<b>\$0.00</b>	<b>\$702,000.00</b>	<b>39</b>	
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	120.00	2,330.00	0.00	18,000.00	13	
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$120.00</b>	<b>\$2,330.00</b>	<b>\$0.00</b>	<b>\$18,000.00</b>	<b>13</b>	
<b>Revenue Subtotal</b>	<b>\$132,229.90</b>	<b>\$279,120.14</b>	<b>\$0.00</b>	<b>\$727,000.00</b>	<b>38</b>	
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
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	
<b>8100 Water Dept. Subtotal</b>	<b>\$31,016.52</b>	<b>\$157,158.69</b>	<b>\$851.11</b>	<b>\$727,000.00</b>	<b>22</b>	
<b>Expenditure Subtotal</b>	<b>\$31,016.52</b>	<b>\$157,158.69</b>	<b>\$851.11</b>	<b>\$727,000.00</b>	<b>22</b>	
Before Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$101,213.38</b>	<b>\$121,961.45</b>	<b>-\$851.11</b>	<b>\$0.00</b>	<b>0</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$101,213.38</b>	<b>\$121,961.45</b>	<b>-\$851.11</b>	<b>\$0.00</b>	<b>0</b>

40 Conversion Fund

Revenue

<b>4000</b>					
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**REVENUE & 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 manor 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.