

## PROPOSED AGENDA

Meeting of the Town of Biltmore Forest  
Board of Commissioners

To be held Tuesday, June 9, 2020 at 4:30 p.m.

*HELD VIRTUALLY VIA ZOOM PLATFORM*  
*LOG-IN INFORMATION AVAILABLE AT BILTMOREFOREST.ORG*

### 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 May 12, 2020 will be considered for approval.

### C. Reports of Officers

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

### D. Public Hearing – FY21 Budget

1. Review of FY21 Budget Proposal and Public Notice/Public Hearing Procedures

### E. New Business

1. COVID-19 Update
2. Consideration of FY21 Fee Schedule
3. Public Works Building Close-Out
4. Hendersonville Road Corridor Study
5. Board of Adjustment Virtual Meeting Information

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

### G. Public Comment

### H. Recess – Meeting Reconvened Wednesday, June 10, 2020 at 4:30 p.m.

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD MAY 12, 2020.

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

Roll call by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

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

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

Mayor Goosmann asked for a motion to approve the March 10, 2020 & April 14, 2020 meeting minutes. The motion was made by Commissioner Loomis. The motion was seconded by Commissioner Cogburn and both sets of minutes were unanimously approved.

Mayor Goosmann stated Chief Ryan Cole with the Skyland Fire Department may not be able to attend this meeting however, Chief Cole has submitted the monthly report to the Board.

Chief Chris Beddingfield said the Police Department has responded to many more complaint driven issues, specifically with pedestrians walking and bicycle riders. Mayor Goosmann commended the Police Department for staying on top of pedestrian and bicyclist issues. Mayor Goosmann also thanked Chief Beddingfield for following up with construction workers parking in the street.

Commissioner Kelly asked Chief Beddingfield if there are any COVID 19 cases here in Biltmore Forest. Chief Beddingfield did not know, however, this information is not released due to HIPAA (Health Insurance Portability and Accountability Act). Commissioner Kelly thanked all Town staff for coming in to work every day and helping take care of Town residents.

Mr. Clarke asked if officers are wearing masks while on duty. Chief Beddingfield said they have them but they are not using them at the moment, only on an as needed basis.

Mr. Harry Buckner gave the Public Works monthly report. Mr. Buckner is very impressed with the employees at Public Works. Personal protective equipment has been issued if employees choose to use it.

There is a lot more garbage and brush being picked up most likely because more people are at home during this time. Commissioner Cogburn thanked Mr. Buckner for the staff being so thorough picking up the trash and brush. Commissioner Cogburn also would like to see the road shoulders improve by making it more uniform and safe. Mr. Buckner said the challenge lies with the road shoulders often being heavily wooded. There is a challenge getting turf to grow on road shoulders. Mr. Buckner said one of the items they will focus on this month is repairing the road shoulders. This week they repaired an area on Stuyvesant.

Mr. Buckner would like to start a street assessment and roadway inventory project. A portion of this project will include drainage maintenance issues and road shoulders. Mr. Buckner encouraged feedback from the Board on any of these areas.

Mayor Goosmann asked how many candidates applied for the two open Public Works positions. Mr. Buckner said more than 45 applicants applied. Mr. Buckner has narrowed it down to five candidates. They will most likely make a final decision within the next few days. Mayor Goosmann thanked Public Works for all their hard work.

Mr. Kanipe gave the Planning Report for Ms. Adrienne Isenhower. There have been 75 site inspections for the month of April. Four notice of violation letters were mailed out in regards to

cleanliness of premises. We are working on getting those brought into compliance. A contractor will get the work done for one of them and once the work is done, the amount will be certified and given to the Tax Collector who adds this amount to the tax bill.

Mr. Kanipe reviewed a project approved electronically at 4 Southwood Road by the Design Review Board. The Board of Adjustment has struggled to meet because of having to conduct the meeting in a quasi-judicial manner. We anticipated meeting on May 18<sup>th</sup> with notices going out Thursday. On Wednesday, updated guidance was provided from the State on the new emergency law stating consent is necessary from everyone with standing. The Legislature enacted this emergency legislation that says Boards of Adjustment conducted quasi-judicial hearings can meet remotely so long as they get consent from everyone who has standing. The definition of “standing” is 1.) The applicant 2.) The neighbors and/or anyone who is affected by it. Also, anyone who could bring a lawsuit challenging a Variance and/or a Special Use Permit. Mr. Clarke said there was not enough time to get the consent notice to all people. The Town hopes to hold this meeting in June.

Mr. Kanipe gave the report for the Town. Since the Board last met in March, things have become dramatically different. Mr. Kanipe said they are ensuring Town staff is protected during these times. Mayor Goosmann commended Mr. Kanipe for the excellent job he is doing. Mr. Kanipe thanked Mayor Goosmann. Mr. Kanipe said the Board is also getting daily EOC reports. Mr. Kanipe said Chief Cole is doing a great job being a logistics director for the county EOC.

Mr. Kanipe informed the Board all three buildings will be cleaned next week and also the Town Hall will be deep cleaned before and after the election in June. Town staff will work remotely on Election Day.

Buncombe County is getting a portion of the \$197 million CARES Act funding being distributed in North Carolina. The counties are allowed to share that funding with Municipalities. Buncombe County has elected to do so. The Town will receive just over \$37,000 from Buncombe County through the State. That money can be solely used for COVID-19 related expenses. These expenses can be retroactive to March 27<sup>th</sup> when Governor Cooper issued his initial Stay at Home order. This funding is available through December 31<sup>st</sup>. The Town must provide a plan to the

County for our use of these funds. This plan is due next week. Chief Cole hopes to conduct safety walk-throughs and provide specific guidance for how to retrofit some areas in Town facilities. Mr. Kanipe asked for Chief's Cole's help with a plan for the Town. Commissioner Loomis suggested putting Plexiglas in areas that may need shielding. Mr. Kanipe will give the Board an update next month at the June meeting.

Mr. Kanipe suggested not to pursue FEMA reimbursement funds at this time. To date we have spent nearly \$4,800. The Town has already recovered \$2,500 of this money through the North Carolina League of Municipalities. Mr. Kanipe said he would rather use the funding coming to us right now through Buncombe County and apply for FEMA funding when necessary. Park facilities and equipment are closed but walking trails are open. Mr. Kanipe suggested waiting until Phase 2 to reopen which is what Buncombe County and several municipalities are doing at this point.

Mr. Kanipe mentioned the possibility of cancelling the 4<sup>th</sup> of July parade and festival this year. Mr. Kanipe asked for the opinion from the Board members as whether this should be cancelled. The overall consensus was to make a decision after the Governor releases information regarding Phase 2.

Commissioner Cogburn asked if National Night Out in August will still occur. Mr. Clarke said so much of it will be determined as to what will happen between now and the end of May. Mr. Kanipe added that it will be very difficult to do any kind of event with a large group of people at this time.

Mayor Goosmann asked for Mr. Kanipe to discuss the FY 20-21 Budget. For the meeting in June, there will still be a Public Hearing, but there has to be a waiting period of at least 24 hours before voting on the Budget.

The General Fund Revenue highlights were discussed. Mr. Kanipe anticipates property tax revenues will remain fairly constant and has been historically reliable. There will be no recommended increase or decrease for the 2020 property tax rate. The sales tax is our largest unknown at the moment. The County is forecasting a 30-35% reduction within the first six months

of the fiscal year. The projection for the Town includes a 5% reduction for the second half of the fiscal year along with an 18% overall reduction projected for next year.

The potential volatility within this line item is reflected in the sales tax report for March 2020 which was \$20,000 more than last year's March report.

Mr. Kanipe reviewed the inter-governmental loan for the stream restoration project. The loan money has not been received yet because the design is still being approved. Once approved, the project will be reimbursable once contracts are authorized for construction.

Mr. Kanipe reviewed several expenditure highlights for the coming year. The budget includes a 2% cost of living increase for all non-appointed employees. Mr. Kanipe suggested revisiting merit increases after November 2020.

Two additional cars were budgeted for Fiscal Year 2021. Quotes have been received for two Ford Explorer Hybrids.

Commissioner Kelly was uncomfortable with giving Town employees a 2% pay increase considering they will be receiving a stimulus check from the Federal government. Commissioner Kelly said other municipalities are not receiving cost of living increases this year. Mr. Kanipe said several other smaller municipalities are leaning toward a 2% raise for employees this year. Mr. Kanipe said the budget is balanced and shows where this cost of living increase can be allocated. Mr. Kanipe said the 2% will cost approximately \$30,000. Commissioner Kelly suggested putting this off until the fall.

Mayor Goosmann said we can delay this and make a determination in the fall. Commissioner Cogburn agreed with Mayor Goosmann. Commissioner Loomis said the employees are working harder than ever and many are endangering their lives. Commissioner Loomis asked about the timeline of the delay with cost of living increases. Commissioner Kelly suggested to possibly increase the employee Christmas bonus. Commissioner Kelly also said if the 4<sup>th</sup> of July

festival is cancelled, a few thousand dollars will be saved as well. Mr. Kanipe said he will prepare this information for the meeting in June. Commissioner Loomis added that the workload is greater at this time for Town employees and others should keep this in mind when making a determination about the cost of living and merit increase.

Mr. Kanipe stated Mr. Buckner is currently working on a street assessment project which will provide some excellent data on what needs to be done which includes road shoulders, street signs, and paving information.

Mr. Kanipe suggested that in order to get the storm water master plan going, the capital improvement plan in the master plan would have us starting with three projects in fiscal year 2021. Interest rates are the lowest they have been in quite a while. Looking at some of these projects as far as funding through installment term loans makes sense. Mr. Kanipe spoke with the auditors and Capital Management Trust about this and said this is something that should be considered. Mr. Kanipe said a 15 year term would be 2.8% at this point. None of that money would be required to pay out the Town in fiscal year 2021. The debt service on this would start in fiscal year 2022. Mr. Kanipe said he will bring this to the Board's attention after July 1<sup>st</sup>. Mr. Kanipe asked the Board if they had any questions. There were no questions.

In terms of the Water Fund, Mr. Kanipe said there will be no rate increase from the City of Asheville or the Metropolitan Sewerage District so Mr. Kanipe did not recommend a rate increase for the Town.

As far as the Expenditures, the Public Works Supervisor position, one half of that salary was moved to the Water Fund. The Town Clerk position is already funded at one-half of salary and benefits in the Water Fund as well.

A meter replacement program will also begin in Fiscal Year 2021. This will include fifty (50) meters being replaced each year. Other operations will include maintenance and repairs that come up. Commissioner Loomis said Mr. Kanipe did a great job of letting the Board know how flexible they need to be with the decision making process.

Mr. Clarke said in terms of logistics of approving the Budget with the new statutory requirements, the statute says one can have the Public Hearing at the next board meeting. At the end of the meeting, it can be recessed to the next afternoon for a 24 hour period. That afternoon, a phone call could be conducted to approve the Budget as long as the public has the telephone call information.

Mr. Kanipe asked if anyone had questions. Ms. Laura Jacobs made a suggestion to let us know as soon as possible if the 4<sup>th</sup> of July festival will still occur or if it will be cancelled. Ms. Jacobs said the vendors need to know as soon as possible due to the event requiring quite a bit of planning.

Mr. Kanipe discussed the changes for Chapter 160-D regarding state land use changes. Mr. Kanipe said this implementation date has been pushed off for six months due to the Covid-19 crisis. Ms. Adrienne Isenhower, Town Planner, developed a list of changes necessary to be in compliance with NCGS 160-D. The Planning Board will also review this as well as the Board of Commissioners approval in a Public Hearing. Commissioner Loomis thanked Ms. Isenhower for all the work put into this.

Mr. Kanipe congratulated Ms. Helen Stephens for the Town received the GFOA (Government Finance Officers Association) distinguished budget award. This is the second year in a row receiving this award. Mr. Kanipe said Ms. Stephens does an excellent job.



## **Public Comment**

Public comment was received electronically.

Mr. Bill Turbyfill submitted a comment last Wednesday. Mr. Turbyfill is concerned with the property at 1 Cedarcliff Road. The Board is aware the property is in severe neglect and disrepair for many years. Mr. Turbyfill would like to know when the Town will take action regarding this property. Action was taken and a letter and email has been sent to the resident. Mr. Kanipe is looking at all the remedies available to take care of this.

Ms. Mary Goodkind also had Public Comment. Ms. Goodkind lives on Ridgefield Place and has heard concerns for the residents on Hilltop Road regarding the new speed bumps. Ms. Goodkind says the new speed bumps are too low and should have been constructed the same as the speed bumps on Stuyvesant Road south of the golf course bridge. A number of children are taking bicycle rides around the neighborhood. She is concerned the very gentle speed bumps will not slow people down enough to make the road safe. Mr. Kanipe and Mr. Buckner addressed this issue to residents prior to this comment being sent. The contractor for the speed bumps on Hilltop will be coming out and raising the speed bumps on Hilltop to address this issue.

Commissioner Loomis asked Mr. Kanipe and Ms. Jacobs if they could make a decision regarding the 4<sup>th</sup> of July festival by May 22<sup>nd</sup>. Ms. Jacobs said yes.

Commissioner Cogburn thanked Mr. Kanipe for the reports on Friday Mr. Kanipe sends to the Board. Commissioner Cogburn said they are very good and she appreciates these. Commissioner Loomis agreed with Commissioner Cogburn.

Mayor Goosmann adjourned the meeting at 5:39pm.

The next Board of Commissioners meeting is scheduled for Tuesday, June 9, 2020 at 4:30 p.m.

ATTEST:

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Ms. Laura Jacobs  
Town Clerk

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George F. Goosmann, III  
Mayor

# BILTMORE FOREST POLICE DEPARTMENT

## Department Head Report

June 9th, 2020 Board of Commissioners Meeting

*Chris Beddingfield, Police Chief*

### **Police Dept. Monthly Report 05/01/20-05/31/20**

#### **Calls for Service:706**

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

Accident - 1	Accident - PI - 0
Alarm - 18	Animal Carcass - 3
Assist EOC –6	Assist Motorist - 4
Assist Other Agency - 18	Assist Resident - 15
Bear Report - 5	Business Check - 161
Busy - 11	Crime Prev. - 4
Chase- 2	Direct Traffic - 1
Distressed Animal - 0	Disturbance - 3
Dog Complaint - 13	Domestic disturbance-3
Fire – 1	Fight- 0
Hit and Run – 0	House Check - 87
Improper Parking- 26	Incomplete 911- 0
Investigation – 8	Intoxicated Driver- 2
Mental Patient - 0	Missing Person - 0
Noise Disturbance – 1	Ordinance Violation - 10
Out of Service - 1	Out of Town - 1
Person Down – 0	Power Outage - 0
Radar Operation – 15	Road Blocked - 12

Service of Car - 1	Sign Ord Violation - 0
Special Assignment – 2	Special Check - 12
Speed/Reckless Driving- 0	Suspicious Person - 10
Suspicious Vehicle – 55	Vandalism - 0
Vehicle Stop – 69	Well-being Check – 3

### **Total Number Of Calls:706**

### **Arrests:**

3-Felony Arrest-All three were felony drug charges resulting from vehicle/traffic stops

3-Misdemeanor Arrests- Two DWI arrests and one misdemeanor drug arrest

### **Time Consumption Summary:**

#### **Approximations**

Business Checks- 6 hours

House Checks- 4 hours

Radar Operation- 10 hours

Vehicle Crash Investigation- 1 hour

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

Three officers completed college level education

Two vehicle pursuits in a three day period

Assisted Asheville with civil unrest on multiple days

Provided extra coverage in town during civil unrest periods

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

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



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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

From: Harry B. Buckner, PE, Director of Public Works

A handwritten signature in dark ink, appearing to read "HBB", is placed over the name Harry B. Buckner.

Re: Public Works Department May 2020 Monthly Report

Date: June 4, 2020

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### **Recurring Activities:**

The Public Works Department has completed the following activities during the month of May:

- Collected 32.85 tons of garbage.
- Diverted 17.44 tons of recycled goods from garbage.
- Picked up 31 loads of brush (approximately 930 cubic yards) over 11 days.
- Responded to 29 utility locate requests.
- Visited 15 residences for Tree Inspections, approving the removal of 47 trees.
- Identified 14 trees to be removed on Town Property
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests.
- The Public Works facility and Town Hall is cleaned weekly by staff.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily.
- We continue to blow the streets clean regularly and complete daily town-wide litter pick-ups.
- We are mowing the parks, entryways, and islands weekly.
- We are mowing the road shoulders every other week.

### **Coronavirus (COVID-19) Related Activities:**

- We have obtained additional personal protective equipment (PPE) for staff, including 10 new reusable face visors.

- The Town's playground equipment remains closed.
- We are continuing to track any additional costs and activities associated with complying with the COVID-19 response effort.
- I completed a list of PPE for Manager Kanipe to use to pursue funding through the Buncombe County Coronavirus Relief Fund (CRF).

### **Miscellaneous Activities in May**

- We have successfully on-boarded both new Public Works team members. Cody Bartlett joined on May 18<sup>th</sup>, and John Divello joined on June 4<sup>th</sup>. We have mapped out a 6 week training program to familiarize them with the various Town services.
- Staff has delivered and installed approximately 20 "buttercups".
- I attended on-line training for the water meter reading systems, and commissioned a new (to us; re assigned from the Police Department) laptop for use with the water system.
- RPZ backflow device inspections are nearing completion.
- Re-painting the fire hydrants continues.
- Manager Kanipe and I met with residents in the vicinity of Frith/Stuyvesant/Parkway and finalized signage improvements. Installation of the new signage, and removal of some old signage is scheduled to be completed in June.
- I have completed a master "work list" of recurring maintenance activities and am challenging staff to monitor their own efforts at regularly completing the tasks.
- I have been working with Manager Kanipe on closing out the budget year and finalizing major purchases and projects for FY 2019-2020.

### **Larger/Capital Projects Updates**

#### **Greenwood Park Stream Restoration**

The Engineer received minor ER/EID comments on 5/26/2020. The response is being sent back the week of June 1, with approval anticipated the following week. The Engineer is anticipating having the hydraulic modeling and 60% design review drawings completed slightly ahead of schedule.

#### **Hilltop Rd Speed Hump Installation**

The speed hump installation was completed on May 4<sup>th</sup>, 2020. Due to the excessive rainfall in mid- to late-May, the contractor has been delayed in returning to the site to increase the size of the speed humps. Signs have been delivered and will be installed in June. The striping/chevron thermoplastics will be installed approximately one week after the humps are adjusted.

### Cedarcliff Road Traffic Analysis and Changes

Additional data has been downloaded from the speed sign and is continuing to be reviewed. Traffic counts are still quite low, and justification for any additional traffic control measures are likely unjustified.

I would encourage everyone to again report the inaccurate Estate entrance location to Apple Maps directly using the application's error reporting feature. This will likely create the most significant improvements to traffic accidentally showing up at the end of Cedarcliff Road. We are continuing to monitor the situation as the Estate re-opens.

### Town Hall Grounds Beautification

Mulch has been installed by staff in the shrubbery beds in front of Town Hall and at the main sign in the median. BB Barns is scheduled re-level, amend and install sod on west (rear) and north side of town hall in mid-June, weather permitting. We have started-up the irrigation system in preparation of the sod install. I am making final selections on a low-voltage lighting system to install around the back entrance to improve safety after dark.

### Area 4 Stormwater Project – Sinkhole at Cedar Hill Drive.

We completed a review of the 30% draft drawings and provided comments to the Engineer. They are proceeding with permitting activities and preparation of final plans and specs in anticipation of being able to bid the project in early to mid-August.

### Brooklawn Park Improvements and Bridge Repairs

Town staff is continuing to maintain and tidy up Brooklawn Park as time allows.

I am continuing to work on a preliminary budget for the bridge replacement in anticipation of the FY 2020-2021 budget.

## **Upcoming in June**

### Brush Ordinance Compliance

We continue to struggle with resident compliance with the Town's brush ordinance. Brush removal for April was 133% of the March removal (31 loads versus 28 loads). We anticipate a reduction to more normal levels in June. We continue to see progress being made with homeowners being reminded of their responsibility to have brush collected by landscaping contractors removed.

As mentioned last month, we will be using the Code Red system to notify residents of the "Open Window" schedule for placing brush curbside June 10<sup>th</sup> and 25<sup>th</sup>. This will consist of a single call to half the residents on each date reminding them of their brush pick-up dates (the 15<sup>th</sup> or 30<sup>th</sup>) and that it is now acceptable to place brush curbside. We plan to save the outgoing call for re-use each month and automate the notification.

I am preparing an article for the June newsletter to provide an overview of the rules of the program. Once the newsletter is delivered to residents, we can begin advancing towards tighter enforcement. Ideas for specific enforcement strategies are welcomed.

Again, I would be happy to share my thoughts on the matter at any time, and I welcome any feedback you can provide as to how this department can continue to efficiently and equitably implement the brush ordinance.

#### Other Initiatives

- Continue to orient new employees in the Public Works department.
- Repair road shoulders that have settled or are otherwise dangerous to motor vehicle or pedestrian traffic
- Clean bridge deck of I-40 overpass (Vanderbilt Rd.).
- Continue to develop expertise with Beacon AMA water meter reading software and billing processes and procedures to improve water system efficiency.
- Continue fire hydrant painting.
- Continue brush and debris removal from Brooklawn Park.
- Work has begun on our in-house street assessment program. Work will continue in June, with the first completed activity to be a Powell Bill map update. Follow-up activities will include a street condition assessment and asset inventory.
- Manager Kanipe and I are investigating implementing an automated work order and asset management system and exploring its feasibility for the Town.
- It has been suggested that the lamp post at Frith and Stuyvesant be relocated to Stuyvesant and Parkway. I would appreciate any feedback from the Board regarding moving forward with this relocation.
- I would very much appreciate direct Board feedback on any general appearance or maintenance items throughout the Town. While we do have a lot of eyes out and about checking for things that need attention, there is no substitute for your feedback. I would welcome any contact from you with areas needing extra attention or areas we may have inadvertently overlooked. I am happy to answer any questions and make sure your concerns, if any, are addressed.

As always, we welcome your feedback on the activities of the Public Works department.





# Monthly Financial Report

## May 2020

### FIRST CITIZENS CHECKING (Monthly Transaction Report)

<b>Beginning Balance</b>	<b>338,326.14</b>
Cleared Checks	(228,287.71)
Cleared Deposits	99,460.65
Cleared Credits	256,569.34
Cleared Debits	(92,100.24)
Cleared E-payments	(107,230.97)
<b>Change in Account Balance</b>	<b>(71,588.93)</b>
<b>Prelim balance</b>	<b>266,737.21</b>
<b>Outstanding Items</b>	<b>(4,836.77)</b>
<b>Ending Balance (F/L Balance)</b>	<b>261,900.44</b>

### CASH ACCOUNTS

First Citizens Money Market Checking	261,900.44
NCCMT General Fund Term	2,416,881.59
NCCMT General Fund Government	1,069,539.76
NCCMT Water Fund Government	97,492.03
<b>TOTAL</b>	<b>3,845,813.82</b>

### NORTH CAROLINA CASH MANAGEMENT TRUST

#### GENERAL FUND Government

Beginning Balance	1,234,626.78
Local Gov't Distribution (NCDOR)	84,714.68
Transfer to First Citizens Checking	(250,000.00)
Interest Earned	198.30
<b>Ending Balance</b>	<b>1,069,539.76</b>

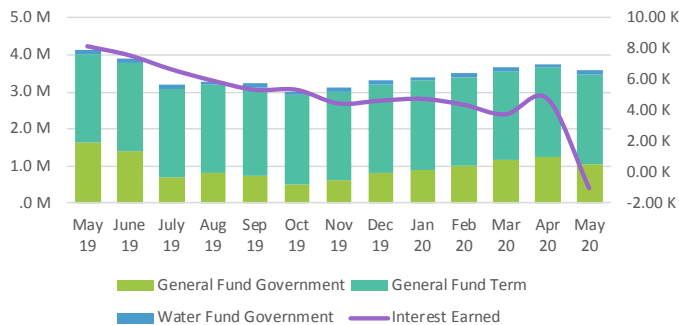
#### GENERAL FUND Term

Beginning Balance	2,418,175.38
Interest Earned	(1,293.79)
<b>Ending Balance</b>	<b>2,416,881.59</b>

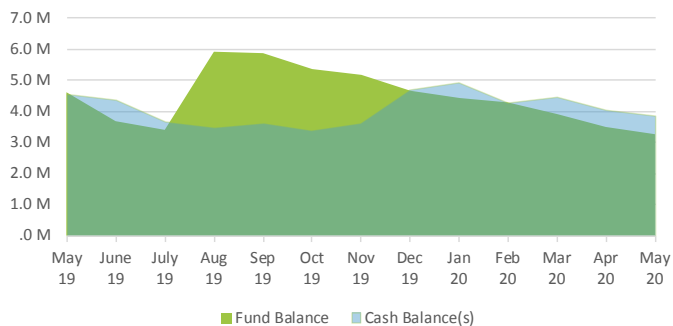
#### WATER FUND Government

Beginning Balance	97,459.33
Interest Earned	32.70
<b>Ending Balance</b>	<b>97,492.03</b>

Investment Balances



13 Month Cash Flow



### 2019 PROPERTY TAXES

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

Tax Collection To Date	Percent Collected	Budgeted Levy	Amount Collected*
Ad Valorem (2019)	101.33%	2,593,341	2,627,727
	99.72%	2,635,068	
DMV Ad Valorem	86.20%	101,548	87,539 *

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2020 To 05/31/2020

FY 2019-2020

		Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10 General Fund						
Revenue						
	3010 Ad Valorem Tax Subtotal	\$6,701.72	\$2,727,365.45	\$0.00	\$2,739,689.00	100
	3020 Unrestricted Intergovernm Subtotal	\$84,449.04	\$1,197,570.46	\$0.00	\$1,367,252.00	88
	3030 Restricted Intergovernmen Subtotal	\$337.64	\$62,620.65	\$0.00	\$63,450.00	99
	3040 Permits & Fees Subtotal	\$131.00	\$21,089.10	\$0.00	\$26,500.00	80
	3050 Investment Earnings Subtotal	-\$1,092.44	\$47,613.30	\$0.00	\$59,953.00	79
	3060 Miscellaneous Subtotal	\$2,950.00	\$51,888.02	\$0.00	\$43,000.00	121
	Revenue Subtotal	\$93,476.96	\$4,108,146.98	\$0.00	\$4,299,844.00	96
Expenditure						
	4200 Administration Subtotal	\$48,230.95	\$423,755.30	\$0.00	\$432,816.00	98
	4300 Subtotal	\$3,071.91	\$34,998.94	\$0.00	\$36,728.00	95
	5100 Police Department Subtotal	\$127,109.23	\$1,833,004.98	\$15,613.62	\$1,945,625.00	95
	5200 Fire Services Subtotal	\$0.00	\$425,000.00	\$0.00	\$425,000.00	100
	5600 Public Works Subtotal	\$40,979.95	\$579,986.07	\$16,308.41	\$1,224,157.00	49
	5700 Streets & Transportation Subtotal	\$25,404.90	\$231,042.34	\$20,434.97	\$389,678.00	65
	5800 Sanitation & Recycling Subtotal	\$16,884.85	\$223,999.82	\$7,745.21	\$300,204.00	77
	6600 General Government Subtotal	\$14,675.83	\$258,955.14	\$7,175.00	\$368,400.00	72
	6700 Debt Service Subtotal	\$54,837.88	\$195,435.38	\$0.00	\$195,436.00	100
	Expenditure Subtotal	\$331,195.50	\$4,206,177.97	\$67,277.21	\$5,318,044.00	80
Before Transfers	Deficiency Of Revenue Subtotal	-\$237,718.54	-\$98,030.99	-\$67,277.21	-\$1,018,200.00	16
Other Financing Source						
	3500 Other Financing Subtotal	\$0.00	\$100,893.52	\$0.00	\$1,018,200.00	10
	Other Financing Source Subtotal	\$0.00	\$100,893.52	\$0.00	\$1,018,200.00	10
After Transfers	Deficiency Of Revenue Subtotal	-\$237,718.54	\$2,862.53	-\$67,277.21	\$0.00	0
30 Water & Sewer Fund						
Revenue						
	3290 Subtotal	\$16.76	\$1,255.58	\$0.00	\$1,500.00	84
	3350 Commissions, Sw Chg Coll Subtotal	\$30.00	\$8,251.95	\$0.00	\$8,000.00	103
	3710 Water Sales Subtotal	-\$377.47	\$636,493.82	\$0.00	\$698,904.00	91
	3730 Water Tap & Connect Fees Subtotal	\$30.00	\$8,780.00	\$0.00	\$6,000.00	146
	Revenue Subtotal	-\$300.71	\$654,781.35	\$0.00	\$714,404.00	92
Expenditure						
	8100 Water Dept. Subtotal	\$71,946.90	\$504,653.62	\$3,373.19	\$714,405.00	71
	Expenditure Subtotal	\$71,946.90	\$504,653.62	\$3,373.19	\$714,405.00	71
Before Transfers	Deficiency Of Revenue Subtotal	-\$72,247.61	\$150,127.73	-\$3,373.19	-\$1.00	,675,454
After Transfers	Deficiency Of Revenue Subtotal	-\$72,247.61	\$150,127.73	-\$3,373.19	-\$1.00	,675,454
40 Capital Project Fund						
Revenue						
	4000 Subtotal	\$0.00	\$0.00	\$0.00	\$961,857.00	0
	Revenue Subtotal	\$0.00	\$0.00	\$0.00	\$961,857.00	0
Expenditure						

# REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2020 To 05/31/2020

FY 2019-2020

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

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

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FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
<b>10 General Fund</b>					
<b>Revenue</b>					
<b>3010 Ad Valorem Tax</b>					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,635,723.49	0.00	2,635,641.00	100
10-3010-0100 AD VALOREM TAXES (DMV)	6,494.29	87,538.83	0.00	101,548.00	86
10-3010-0200 TAX INTEREST & PENALTIES	207.43	4,103.13	0.00	2,500.00	164
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$6,701.72</b>	<b>\$2,727,365.45</b>	<b>\$0.00</b>	<b>\$2,739,689.00</b>	<b>100</b>
<b>3020 Unrestricted Intergovernm</b>					
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	0.00	160,886.42	0.00	215,488.00	75
10-3020-0100 ALCOHOL BEVERAGE TAX	5,885.15	5,885.15	0.00	6,000.00	98
10-3020-0200 BUNCOMBE COUNTY 1% TAX	40,373.39	526,799.25	0.00	597,047.00	88
10-3020-0300 1/2 CENT SALES TAX A.40	17,003.43	209,854.20	0.00	232,530.00	90
10-3020-0400 1/2 CENT SALES TAX A.42	21,187.07	276,012.94	0.00	312,187.00	88
10-3020-0600 SALES TAX REFUND	0.00	14,241.48	0.00	0.00	0
10-3020-0700 GASOLINE TAX REFUND	0.00	3,891.02	0.00	4,000.00	97
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$84,449.04</b>	<b>\$1,197,570.46</b>	<b>\$0.00</b>	<b>\$1,367,252.00</b>	<b>88</b>
<b>3030 Restricted Intergovernmen</b>					
10-3030-0000 SOLID WASTE DISPOSAL TAX	265.64	1,047.73	0.00	950.00	110
10-3030-0100 POWELL BILL	0.00	61,500.92	0.00	62,500.00	98
10-3030-0200 ILLICIT SUBSTANCE TAX	72.00	72.00	0.00	0.00	0
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$337.64</b>	<b>\$62,620.65</b>	<b>\$0.00</b>	<b>\$63,450.00</b>	<b>99</b>
<b>3040 Permits &amp; Fees</b>					
10-3040-0000 BUILDING PERMITS	131.00	19,694.00	0.00	25,000.00	79
10-3040-0100 DOG LICENSE FEE	0.00	1,395.10	0.00	1,500.00	93
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$131.00</b>	<b>\$21,089.10</b>	<b>\$0.00</b>	<b>\$26,500.00</b>	<b>80</b>
<b>3050 Investment Earnings</b>					
10-3050-0000 INTEREST EARNED	-1,092.44	47,613.30	0.00	59,953.00	79
<b>3050 Investment Earnings Subtotal</b>	<b>-\$1,092.44</b>	<b>\$47,613.30</b>	<b>\$0.00</b>	<b>\$59,953.00</b>	<b>79</b>
<b>3060 Miscellaneous</b>					
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	29,034.24	0.00	28,000.00	104
10-3060-0200 MISCELLANEOUS	2,550.00	22,853.78	0.00	15,000.00	152
<b>3060 Miscellaneous Subtotal</b>	<b>\$2,950.00</b>	<b>\$51,888.02</b>	<b>\$0.00</b>	<b>\$43,000.00</b>	<b>121</b>
<b>Revenue Subtotal</b>	<b>\$93,476.96</b>	<b>\$4,108,146.98</b>	<b>\$0.00</b>	<b>\$4,299,844.00</b>	<b>96</b>
<b>Expenditure</b>					
<b>4200 Administration</b>					
10-4200-0200 SALARIES	19,476.15	228,621.01	0.00	215,249.00	106
10-4200-0300 OVERTIME	0.00	2,814.97	0.00	3,000.00	94
10-4200-0500 FICA	1,434.17	17,036.51	0.00	16,543.00	103
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,503.42	27,537.62	0.00	25,852.00	107
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	428.52	4,697.76	0.00	4,361.00	108
10-4200-0675 HEALTH REIMBURSEMENT ACC	375.00	4,125.00	0.00	3,750.00	110
10-4200-0700 LGERS RETIREMENT	3,052.79	36,201.38	0.00	33,299.00	109
10-4200-0800 401K SUPP RETIREMENT	974.15	11,586.26	0.00	10,762.00	108

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10-4200-1000 ACCOUNTING & TAXES	19,118.81	40,040.75	0.00	45,000.00	89
10-4200-1200 POSTAGE, PRINTING, STATIONARY	26.91	2,913.50	0.00	5,000.00	58
10-4200-1400 MILEAGE & BOARD SALARY	0.00	19,800.00	0.00	22,000.00	90
10-4200-3300 SUPPLIES AND EQUIPMENT	763.42	7,285.35	0.00	7,000.00	104
10-4200-5300 DUES & FEES	0.00	4,597.25	0.00	5,000.00	92
10-4200-5700 MISCELLANEOUS	77.61	1,040.37	0.00	1,000.00	104
10-4200-6500 STAFF DEVELOPMENT	0.00	8,957.57	0.00	15,000.00	60
10-4200-6600 CAPITAL IMPROVEMENT & AMORT	0.00	6,500.00	0.00	20,000.00	33
<b>4200 Administration Subtotal</b>	<b>\$48,230.95</b>	<b>\$423,755.30</b>	<b>\$0.00</b>	<b>\$432,816.00</b>	<b>98</b>
<b>4300</b>					
10-4300-1000 CONTRACT	3,045.00	33,495.00	0.00	34,128.00	98
10-4300-1200 POSTAGE, PRINTING & STATIONARY	26.91	1,059.83	0.00	1,500.00	71
10-4300-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	500.00	0
10-4300-5300 DUES & FEES	0.00	0.00	0.00	100.00	0
10-4300-6500 STAFF DEVELOPMENT	0.00	444.11	0.00	500.00	89
<b>4300 Subtotal</b>	<b>\$3,071.91</b>	<b>\$34,998.94</b>	<b>\$0.00</b>	<b>\$36,728.00</b>	<b>95</b>
<b>5100 Police Department</b>					
10-5100-0200 SALARIES	59,464.47	730,774.74	0.00	838,265.00	87
10-5100-0300 OVERTIME	5,657.01	79,872.55	0.00	42,000.00	190
10-5100-0400 SEPARATION ALLOWANCE	2,355.18	53,262.16	0.00	65,022.00	82
10-5100-0500 FICA	4,946.68	64,036.03	0.00	69,100.00	93
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	0
10-5100-0600 HEALTH INSURANCE (MEDICAL)	10,288.17	112,684.44	0.00	139,380.00	81
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,218.52	14,508.40	0.00	19,358.00	75
10-5100-0675 HRA HEALTH REIMB ACCT	2,000.00	20,000.00	0.00	24,000.00	83
10-5100-0700 LGERS RETIREMENT	10,423.75	127,129.09	0.00	141,112.00	90
10-5100-0800 401K SUPP RETIREMENT	3,250.20	40,914.23	0.00	43,888.00	93
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	23,197.00	66,688.01	0.00	50,000.00	133
10-5100-1600 MAINT/REPAIR - EQUIPMENT	0.00	8,085.99	0.00	15,000.00	54
10-5100-1700 MAINT/REPAIR - VEHICLES	671.27	16,976.42	1,359.95	20,000.00	92
10-5100-3100 MOTOR FUELS	938.81	10,862.92	0.00	13,000.00	84
10-5100-3300 SUPPLIES	504.31	6,537.57	0.00	10,000.00	65
10-5100-3600 UNIFORMS	0.00	9,064.76	4,653.88	22,500.00	61
10-5100-3700 SOFTWARE	552.53	21,999.06	0.00	15,000.00	147
10-5100-3800 TECHNOLOGY	716.05	46,199.71	1,177.90	55,000.00	86
10-5100-5700 MISCELLANEOUS	925.28	8,463.51	584.73	10,000.00	90
10-5100-5800 PHYSICAL EXAMS	0.00	2,120.00	292.85	2,500.00	97
10-5100-6500 STAFF DEVELOPMENT	0.00	11,409.02	1,952.45	15,000.00	89
10-5100-7400 EQUIPMENT PURCHASES	0.00	381,416.37	5,591.86	335,000.00	116
<b>5100 Police Department Subtotal</b>	<b>\$127,109.23</b>	<b>\$1,833,004.98</b>	<b>\$15,613.62</b>	<b>\$1,945,625.00</b>	<b>95</b>
<b>5200 Fire Services</b>					
10-5200-0000 FIRE CONTRACT	0.00	425,000.00	0.00	425,000.00	100
<b>5200 Fire Services Subtotal</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>\$0.00</b>	<b>\$425,000.00</b>	<b>100</b>

## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2020 To 05/31/2020

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Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
<b>5600 Public Works</b>					
10-5600-0200 SALARIES	19,080.83	253,907.71	0.00	293,310.00	87
10-5600-0300 OVERTIME	642.18	14,752.21	0.00	15,000.00	98
10-5600-0500 FICA	1,485.20	20,384.34	0.00	23,203.00	88
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	2,843.20	31,844.28	0.00	39,628.00	80
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	152.90	3,264.26	0.00	5,479.00	60
10-5600-0675 HRA HEALTH REIMB ACCT	625.00	6,500.00	0.00	7,500.00	87
10-5600-0700 LGERS RETIREMENT	3,041.33	41,324.74	0.00	46,922.00	88
10-5600-0800 401K SUPP RETIREMENT	986.14	13,436.62	0.00	15,165.00	89
10-5600-1000 OUTSIDE SERVICES	0.00	225.00	0.00	10,000.00	2
10-5600-1300 STREETLIGHTS ELECTRIC	507.52	6,641.98	0.00	7,000.00	95
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	846.73	5,787.34	172.52	10,000.00	60
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	127.70	6,689.77	937.36	10,000.00	76
10-5600-1700 MAINT/REPAIR - VEHICLES	44.94	15,046.28	12,234.78	30,000.00	91
10-5600-3100 MOTOR FUELS	751.04	8,312.13	0.00	15,000.00	55
10-5600-3300 SUPPLIES	877.13	8,708.87	404.03	10,000.00	91
10-5600-3400 STREET SIGNS & NUMBERS	35.00	559.50	470.80	1,000.00	103
10-5600-3600 UNIFORMS	0.00	6,710.28	249.25	10,000.00	70
10-5600-3800 TECHNOLOGY	131.60	1,452.22	900.00	5,000.00	47
10-5600-5200 PARKS	632.00	11,482.80	510.82	30,000.00	40
10-5600-5201 GREENWOOD PARK	0.00	0.00	0.00	244,950.00	0
10-5600-5202 GREENWOOD PARK STREAM RESTORA	7,535.00	34,972.25	0.00	300,000.00	12
10-5600-5900 MISCELLANEOUS	634.51	3,364.04	3.85	5,000.00	67
10-5600-6000 CAPITAL OUTLAY	0.00	84,007.00	0.00	85,000.00	99
10-5600-6500 STAFF DEVELOPMENT	0.00	612.45	425.00	5,000.00	21
<b>5600 Public Works Subtotal</b>	<b>\$40,979.95</b>	<b>\$579,986.07</b>	<b>\$16,308.41</b>	<b>\$1,224,157.00</b>	<b>49</b>
<b>5700 Streets &amp; Transportation</b>					
10-5700-0200 SALARIES	3,360.68	41,332.16	0.00	49,898.00	83
10-5700-0300 OVERTIME	0.00	0.00	0.00	5,000.00	0
10-5700-0500 FICA	257.10	3,162.07	0.00	3,817.00	83
10-5700-0600 HEALTH INSURANCE (MEDICAL)	568.64	6,255.04	0.00	7,086.00	88
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	54.04	592.82	0.00	664.00	89
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	1,375.00	0.00	1,500.00	92
10-5700-0700 LGERS RETIREMENT	518.22	6,347.78	0.00	7,718.00	82
10-5700-0800 401K SUPP RETIREMENT	168.04	2,066.67	0.00	2,495.00	83
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	49.45	20,512.05	975.59	25,000.00	86
10-5700-2200 CONTRACTS- PAVING & STRIPING	0.00	51,175.00	0.00	80,000.00	64
10-5700-2300 SUPPLIES	1,523.73	9,997.68	462.10	20,500.00	51
10-5700-2400 TRAFFIC SIGNS	0.00	3,451.63	0.00	5,000.00	69
10-5700-2500 STORM WATER DRAINAGE	0.00	1,844.85	765.60	100,000.00	3
10-5700-6500 STAFF DEVELOPMENT	0.00	198.40	0.00	1,000.00	20
10-5700-7400 EQUIPMENT PURCHASES	0.00	21,764.60	18,231.68	30,000.00	133
10-5700-7500 ENGINEERING	18,780.00	60,966.59	0.00	50,000.00	122
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$25,404.90</b>	<b>\$231,042.34</b>	<b>\$20,434.97</b>	<b>\$389,678.00</b>	<b>65</b>

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Town of Biltmore Forest

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<b>5800 Sanitation &amp; Recycling</b>					
10-5800-0200 SALARIES	6,420.48	90,310.04	0.00	105,855.00	85
10-5800-0300 OVERTIME	201.01	685.18	0.00	10,000.00	7
10-5800-0500 FICA	494.76	6,849.99	0.00	8,863.00	77
10-5800-0600 HEALTH INSURANCE (MEDICAL)	2,040.92	19,511.48	0.00	31,202.00	63
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	102.48	1,179.54	0.00	4,068.00	29
10-5800-0675 HRA HEALTH REIMB ACCT	375.00	4,000.00	0.00	4,500.00	89
10-5800-0700 LGERS RETIREMENT	1,021.05	13,954.35	0.00	17,923.00	78
10-5800-0800 401K SUPP RETIREMENT	331.07	4,549.61	0.00	5,793.00	79
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	0.00	1,120.00	0.00	0.00	0
10-5800-1700 MAINT/REPAIRS - VEHICLES	1,042.57	11,649.72	7,745.21	22,500.00	86
10-5800-3100 MOTOR FUELS	830.87	14,695.29	0.00	17,500.00	84
10-5800-3300 SUPPLIES	46.56	252.72	0.00	1,000.00	25
10-5800-3600 UNIFORMS	0.00	224.11	0.00	0.00	0
10-5800-3800 TECHNOLOGY	49.35	465.63	0.00	0.00	0
10-5800-5800 PHYSICAL EXAMS	0.00	935.00	0.00	0.00	0
10-5800-5900 MISCELLANEOUS	0.00	166.83	0.00	1,000.00	17
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	2,822.27	42,393.50	0.00	55,000.00	77
10-5800-8100 RECYCLING	1,106.46	11,056.83	0.00	15,000.00	74
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$16,884.85</b>	<b>\$223,999.82</b>	<b>\$7,745.21</b>	<b>\$300,204.00</b>	<b>77</b>
<b>6600 General Government</b>					
10-6600-0401 LEGAL SERVICES	1,900.00	22,880.85	0.00	40,000.00	57
10-6600-1100 TECHNOLOGY	6,545.47	73,465.98	0.00	85,000.00	86
10-6600-1300 MUNICIPAL UTILITIES	1,226.13	17,869.98	0.00	16,881.00	106
10-6600-1500 GE. REPS. AND MAINT.	1,530.23	24,675.90	1,725.00	20,000.00	132
10-6600-2800 ELECTIONS	0.00	69.68	0.00	100.00	70
10-6600-3300 SUPPLIES & EQUIPMENT	0.00	0.00	0.00	2,000.00	0
10-6600-5400 INSURANCE	169.00	81,451.31	0.00	90,000.00	91
10-6600-6000 CONTINGENCY	0.00	160.00	0.00	4,919.00	3
10-6600-6100 MISCELLANEOUS	305.00	5,278.16	0.00	10,000.00	53
10-6600-6300 COMMUNITY EVENTS	0.00	4,045.73	0.00	0.00	0
10-6600-6301 4TH OF JULY	0.00	5,209.60	0.00	15,000.00	35
10-6600-6302 NATIONAL NIGHT OUT	0.00	1,061.76	0.00	5,000.00	21
10-6600-6303 HOLIDAY LIGHTING	0.00	12,371.44	0.00	11,500.00	108
10-6600-6304 ARBOR DAY EVENT	0.00	0.00	0.00	3,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	0.00	118.75	0.00	5,000.00	2
10-6600-6500 FOREST MANAGEMENT	3,000.00	10,296.00	5,450.00	60,000.00	26
<b>6600 General Government Subtotal</b>	<b>\$14,675.83</b>	<b>\$258,955.14</b>	<b>\$7,175.00</b>	<b>\$368,400.00</b>	<b>72</b>
<b>6700 Debt Service</b>					
10-6700-0100 Police Dept Renovations-Principal	0.00	23,333.32	0.00	23,333.00	100
10-6700-0200 Street Improvements-Principal	0.00	6,666.68	0.00	6,667.00	100
10-6700-0400 2017 Garbage Truck-Principal	0.00	34,327.22	0.00	34,327.00	100
10-6700-0500 Public Works Building-Principal	42,105.26	84,210.52	0.00	84,211.00	100
10-6700-1100 Police Dept Renovations-Interest	0.00	4,111.63	0.00	4,112.00	100

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10-6700-1200 Street Improvements-Interest	0.00	1,174.74	0.00	1,175.00	100
10-6700-1400 2017 Garbage Truck-Interest	0.00	1,625.30	0.00	1,625.00	100
10-6700-1500 Public Works Building-Interest	12,732.62	39,985.97	0.00	39,986.00	100
<b>6700 Debt Service Subtotal</b>	<b>\$54,837.88</b>	<b>\$195,435.38</b>	<b>\$0.00</b>	<b>\$195,436.00</b>	<b>100</b>
<b>Expenditure Subtotal</b>	<b>\$331,195.50</b>	<b>\$4,206,177.97</b>	<b>\$67,277.21</b>	<b>\$5,318,044.00</b>	<b>80</b>
Before Transfers					
<b>Deficiency Of Revenue Subtotal</b>	<b>-\$237,718.54</b>	<b>-\$98,030.99</b>	<b>-\$67,277.21</b>	<b>-\$1,018,200.00</b>	<b>16</b>
<b>Other Financing Source</b>					
<b>3500 Other Financing</b>					
10-3500-0000 SALE OF PERSONAL PROPERTY	0.00	15,888.50	0.00	15,000.00	106
10-3500-0200 INSTALLMENT AGREEMENT	0.00	85,005.02	0.00	85,000.00	100
10-3500-0300 TRANSFER FROM FUND BALANCE	0.00	0.00	0.00	357,200.00	0
10-3500-0500 GRANT (GOVERNMENTAL) FUNDS	0.00	0.00	0.00	181,000.00	0
10-3500-0600 DONATION (LAND)	0.00	0.00	0.00	80,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	0.00	0.00	0.00	300,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$0.00</b>	<b>\$100,893.52</b>	<b>\$0.00</b>	<b>\$1,018,200.00</b>	<b>10</b>
<b>Other Financing Source Subtotal</b>	<b>\$0.00</b>	<b>\$100,893.52</b>	<b>\$0.00</b>	<b>\$1,018,200.00</b>	<b>10</b>
After Transfers					
<b>Deficiency Of Revenue Subtotal</b>	<b>-\$237,718.54</b>	<b>\$2,862.53</b>	<b>-\$67,277.21</b>	<b>\$0.00</b>	<b>0</b>
<b>30 Water &amp; Sewer Fund</b>					
<b>Revenue</b>					
<b>3290</b>					
30-3290-0000 INTEREST EARNED	16.76	1,255.58	0.00	1,500.00	84
<b>3290 Subtotal</b>	<b>\$16.76</b>	<b>\$1,255.58</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>84</b>
<b>3350 Commissions, Sw Chg Coll</b>					
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	30.00	8,251.95	0.00	8,000.00	103
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$30.00</b>	<b>\$8,251.95</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>103</b>
<b>3710 Water Sales</b>					
30-3710-0000 WATER CHARGES	-177.20	347,216.41	0.00	384,355.00	90
30-3710-0100 MSD CHARGES	-198.49	282,372.79	0.00	306,849.00	92
30-3710-0200 AMI TRANSMITTER CHARGES	-1.78	6,904.62	0.00	7,700.00	90
<b>3710 Water Sales Subtotal</b>	<b>-\$377.47</b>	<b>\$636,493.82</b>	<b>\$0.00</b>	<b>\$698,904.00</b>	<b>91</b>
<b>3730 Water Tap &amp; Connect Fees</b>					
30-3730-0000 WATER TAP AND CONNECTION FEES	30.00	8,780.00	0.00	6,000.00	146
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$30.00</b>	<b>\$8,780.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>146</b>
<b>Revenue Subtotal</b>	<b>-\$300.71</b>	<b>\$654,781.35</b>	<b>\$0.00</b>	<b>\$714,404.00</b>	<b>92</b>
<b>Expenditure</b>					
<b>8100 Water Dept.</b>					
30-8100-0200 SALARIES	0.00	0.00	0.00	26,363.00	0
30-8100-0300 OVERTIME	0.00	0.00	0.00	1,200.00	0
30-8100-0400 PROFESSIONAL SERVICES	235.00	2,560.00	0.00	4,000.00	64
30-8100-0500 FICA	0.00	0.00	0.00	92.00	0
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	0.00	0.00	5,707.00	0
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	0.00	0.00	884.00	0
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	0.00	0.00	750.00	0



## REVENUE &amp; EXPENDITURE STATEMENT

Town of Biltmore Forest

05/01/2020 To 05/31/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
30-8100-0700 LGERS RETIREMENT	0.00	0.00	0.00	4,078.00	0
30-8100-0800 401K SUPP RETIREMENT	0.00	0.00	0.00	1,318.00	0
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	26.92	1,774.51	0.00	5,000.00	35
30-8100-1500 GENERAL REPAIRS	0.00	4,024.58	0.00	10,000.00	40
30-8100-3300 SUPPLIES & EQUIPMENT	0.00	13,170.01	1,768.19	10,000.00	149
30-8100-4800 WATER PURCHASES	17,154.80	190,563.97	0.00	239,636.00	80
30-8100-4900 SEWER PURCHASES	53,408.59	283,290.48	0.00	309,259.00	92
30-8100-5000 AMI TRANSMITTER FEES	739.59	7,333.60	0.00	7,700.00	95
30-8100-5700 MISCELLANEOUS	0.00	449.47	1,605.00	1,500.00	137
30-8100-6500 STAFF DEVELOPMENT	382.00	1,487.00	0.00	5,000.00	30
30-8100-7400 CAPITAL IMPROVEMENT	0.00	0.00	0.00	81,918.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$71,946.90</b>	<b>\$504,653.62</b>	<b>\$3,373.19</b>	<b>\$714,405.00</b>	<b>71</b>
<b>Expenditure Subtotal</b>	<b>\$71,946.90</b>	<b>\$504,653.62</b>	<b>\$3,373.19</b>	<b>\$714,405.00</b>	<b>71</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$72,247.61</b>	<b>\$150,127.73</b>	<b>-\$3,373.19</b>	<b>-\$1.00 ,675,454</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$72,247.61</b>	<b>\$150,127.73</b>	<b>-\$3,373.19</b>	<b>-\$1.00 ,675,454</b>
<b>40 Capital Project Fund</b>					
<b>Revenue</b>					
<b>4000</b>					
40-4000-0000 FUND BALANCE	0.00	0.00	0.00	719,250.00	0
40-4000-1000 INSTALLMENT FINANCING	0.00	0.00	0.00	242,607.00	0
<b>4000 Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>0</b>
<b>Expenditure</b>					
<b>5600 Public Works</b>					
40-5600-1000 DESIGN (ARCHITECTURAL SERVICES)	0.00	2,200.00	0.00	10,267.00	21
40-5600-2000 CONSTRUCTION (CONST MGR AT RISK)	0.00	93,906.33	0.00	951,590.00	10
40-5600-7400 CAPITAL OUTLAY/EQUIPMENT	0.00	36,657.71	0.00	0.00	0
<b>5600 Public Works Subtotal</b>	<b>\$0.00</b>	<b>\$132,764.04</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>14</b>
<b>Expenditure Subtotal</b>	<b>\$0.00</b>	<b>\$132,764.04</b>	<b>\$0.00</b>	<b>\$961,857.00</b>	<b>14</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$132,764.04</b>	<b>\$0.00</b>	<b>\$0.00 0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$0.00</b>	<b>-\$132,764.04</b>	<b>\$0.00</b>	<b>\$0.00 0</b>

355 Vanderbilt Rd | Asheville, NC 28803  
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George F. Goosmann, III, Mayor  
Fran G. Cogburn, Mayor-Pro Tem  
E. Glenn Kelly, Commissioner  
Doris P. Loomis, Commissioner

Jonathan B. Kanipe,  
Town Administrator

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## PLANNING AND CODE ENFORCEMENT MAY 2020

Staff completed 40 site inspections for potential ordinance violations or for active zoning permits.

The Board of Adjustment is scheduled to meet on June 15<sup>th</sup> at 4:00 p.m. via Zoom. As reported at the May Board of Commissioners meeting, written consent is required from all applicants and any person with standing for remote participation. A consent form was developed and mailed out to approximately 130 applicants and adjacent property owners. The agenda for this meeting has 13 cases which are as follows:

- Carolina Day School – Request for a five year extension of an existing permit for modular classrooms.
- 1 Frith Drive – Request for a special use permit for an accessory building.
- 3 Eastwood Road – Request for a special use permit for a stone column mailbox.
- 57 Chauncey – Request for a variance for exceeding maximum allowed roof coverage.
- 1 Hilltop Road – Request for replacement of a chain link fence.
- 3 Deerfield Road – Request for a special use permit for construction of a fence and a variance for location of the fence in the side and rear yard setbacks.
- 85 Forest Road – Request for a special use permit for construction of a deer fence and a variance request for location of the fence in the side and rear yard setbacks.
- 8 Westwood Road – Request for a special use permit for construction of a fence and a variance request for location of the fence in the front yard setback.
- 22 Cedarcliff Road – Review of required landscaping for new house construction.
- 28 Cedarcliff Road – Request for a special use permit for construction of a detached garage and a variance request for location of the garage in the side yard setback.
- 20 White Oak Road – Request for a special use permit for accessory structures as part of a landscaping plan and a variance request for a parking area in the front yard setback.
- 24 Ridgefield Place – Request for a variance for construction of an attached garage in the front yard setback.
- 3 Cedar Chine Drive – Request for a special use permit for construction of landscaping walls and a variance for location of the walls in the front yard setback.

As my time in Biltmore Forest comes to an end, I would like to thank the Board of Commissioners for the opportunity to serve your community. While I will look forward to new opportunities, I am grateful for the experience and knowledge I have gained and the relationships I have formed through my time here. I have thoroughly enjoyed working with all of you, the staff, and the citizens!

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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 Report

Date: June 3, 2020

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### Technology/Electronic Meeting Infrastructure

The Town continues working with a local vendor to improve our capabilities related to conducting meetings virtually or electronically. This will include infrastructure that improves our meeting reliability and accessibility for virtual meetings but also for meetings that occur in-person. My hope is that the bulk of these items can be installed and operational by mid-July.

### Police Department Dispatch Center Upgrades

Unfortunately, supply chain limitations related to the Covid-19 pandemic impacted the delivery of the dispatch center furniture. We are, however, scheduled to have all this furniture and flooring installed in the dispatch center at the end of June. Additional painting and cleaning will also take place, and I am certainly thankful for dispatch center director Aslyne Tate and her stewardship of this project.

### Census Update

The Town's census percentage stands at 67.5 percent as of June 1, 2020. The Town is presently ranked 49<sup>th</sup> in the state and second overall in Buncombe County. Information related to Census participation will be included in the newsletter that is distributed to residents toward the end of June.

### Greenwood Park Stream Restoration Project

The Town received minor comments back from the Division of Water Infrastructure for our project in Greenwood Park. Responses to these comments are being developed and reviewed by the consultant and will be transmitted back to the Division as soon as possible. We continue to anticipate this project moving quickly for final engineering approval by August 1, 2020.

#### Area 4 Stormwater Project

The Public Works Director and I are working with the consultant to prepare the 404/401 wetland permitting as a preconstruction notification application to the US Army Corps of Engineers and NC Division of Water Resources. This is the next step before final design of the project is completed with an eye toward construction in early fall.

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Public Hearing for FY20-21 Budget

Date: June 3, 2020

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The North Carolina Local Government Budget and Fiscal Control Act requires the Town to hold a public hearing before considering adoption of the budget. The Town appropriately notified the public of this hearing, including publication in the Asheville *Citizen-Times* (affidavit attached) and the provision of the proposed budget for citizens on the Town's website.

The North Carolina legislature amended the process by which local governments may hold public hearings and adopt fiscal year budgets in light of the coronavirus pandemic. The new regulations include regulations that state a Board must not vote on the public hearing matter until at least 24 hours after the public hearing to allow for additional written comments from members of the public. For this reason, the meeting on June 9, 2020 will need to be recessed and reconvened at 4:30 p.m. on Wednesday, June 10, 2020 for the Board to formally consider the adoption of the FY20-21 budget.

A copy of the pertinent regulations are included below. Please let me know if you have questions.

*SECTION 4.27.(a) G.S. 159-12 reads as rewritten:*

*"§ 159-12. Filing and publication of the budget; budget hearings. (a) On the same day that he submits the budget to the governing board, the budget officer shall file a copy of it ~~in the office of~~ with the clerk to the board where it shall remain available for public inspection until the budget ordinance is adopted. The clerk to the board may post a copy of such budget on the Web site of the unit of local government and shall provide copies in accordance with Chapter 132 of the General Statutes. The clerk shall make a copy of the budget available to all news media in the county. He shall also publish a statement that the budget has been submitted to the governing board, and is available for public ~~inspection in the office of the clerk to the board.~~ inspection. The statement shall also give notice of the time and place of the budget hearing required by subsection (b) of this section. (b) Before adopting the budget ordinance, the board shall hold a public hearing at which time*

*any persons who wish to be heard on the budget may appear." SECTION 4.27.(b) This section is effective when it becomes law and expires August 1, 2020.*

*Public Hearings. – A public body may conduct any public hearing required or authorized by law during a remote meeting, and take action thereon, provided the public body allows for written comments on the subject of the public hearing to be submitted between publication of any required notice and 24 hours after the public hearing.*

**GENERAL FUND REVENUES**

REVENUES		2017-18 ACTUAL	2018-19 BUDGET	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
10-3010-0000	Ad Valorem Taxes (Property)	2,458,457	2,447,140	2,635,641	2,635,723	2,638,767
10-3010-0100	Ad Valorem Taxes (DMV)	90,676	105,634	101,548	81,044	101,460
10-3010-0200	Tax Interest & Penalties	4,387	2,500	2,500	3,896	3,000
10-3010-0300	Tax Collection Prior Years	-	-	-	-	-
<b>Total Ad Valorem</b>		<b>2,553,520</b>	<b>2,555,274</b>	<b>2,739,689</b>	<b>2,720,663</b>	<b>2,743,227</b>
10-3020-0000	Franchise & Utilities Tax	218,157	168,794	215,488	160,886	177,778
10-3020-0100	Alcohol Beverage Tax	6,130	5,996	6,000	-	6,000
10-3020-0200	Sales Tax-Article 39	560,776	568,397	597,047	486,426	492,564
10-3020-0300	Sales Tax-Article 40	225,999	228,879	232,530	192,851	191,837
10-3020-0400	Sales Tax-Article 42	294,803	298,053	312,187	254,825	257,554
10-3020-0600	Sales Tax Refund	1	-	-	14,241	10,000
10-3020-0700	Gasoline Tax Refund	4,193	3,500	4,000	3,891	3,000
<b>Total Unrestricted Intergovernmental</b>		<b>1,310,058</b>	<b>1,273,619</b>	<b>1,367,252</b>	<b>1,113,119</b>	<b>1,138,733</b>
10-3030-0000	Solid Waste Disposal Tax	966	970	950	782	950
10-3030-0100	Powell Bill	63,787	63,500	62,500	61,501	62,500
10-3030-0200	Illicit Substance Tax	-	-	-	-	-
<b>Total Restricted Intergovernmental</b>		<b>64,753</b>	<b>64,470</b>	<b>63,450</b>	<b>62,283</b>	<b>63,450</b>
10-3040-0000	Building Permits	22,826	25,000	25,000	19,392	20,000
10-3040-0100	Dog License Fee	1,965	1,600	1,500	1,395	1,400
<b>Total Permits &amp; Fees</b>		<b>24,791</b>	<b>26,600</b>	<b>26,500</b>	<b>20,787</b>	<b>21,400</b>
10-3050-0000	Interest Earned	39,630	15,000	59,953	43,997	30,000
<b>Total Investment Earnings</b>		<b>39,630</b>	<b>15,000</b>	<b>59,953</b>	<b>43,997</b>	<b>30,000</b>
10-3060-0000	Rental - Community Hall	900	-	-	-	-
10-3060-0100	American Tower Agreement	27,176	27,664	28,000	28,234	37,645
10-3060-0200	Miscellaneous-Other	15,305	15,000	15,000	20,275	15,000
<b>Total Miscellaneous</b>		<b>43,381</b>	<b>42,664</b>	<b>43,000</b>	<b>48,509</b>	<b>52,645</b>
10-3500-0000	Sale of Property	10,907	10,000	15,000	15,888	15,000
10-3500-0200	Installment Agreement	103,000	-	85,000	85,005	-
10-3500-0300	Transfer from Fund Balance	-	-	357,200	-	-
10-3500-0500	Grant (Governmental Funds)	-	-	181,000	-	-
10-3500-066	Donation (Land)	-	-	80,000	-	-
10-3500-0700	Intergovernmental Loan	-	-	300,000	-	300,000
<b>Total Other Financing Source</b>		<b>113,907</b>	<b>10,000</b>	<b>1,018,200</b>	<b>100,893</b>	<b>315,000</b>
<b>TOTAL General Fund Revenues</b>		<b>4,150,040</b>	<b>3,987,627</b>	<b>5,318,044</b>	<b>4,110,251</b>	<b>4,364,455</b>

**GENERAL FUND EXPENDITURES (Administration, Planning & General Government)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-2021
ADMINISTRATION		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-4200-0200	Salaries	107,757	228,184	215,249	190,385	218,357
10-4200-0300	Overtime	-	-	3,000	2,815	1,000
10-4200-0500	FICA	7,521	17,265	16,543	13,506	16,704
10-4200-0550	Unemployment Insurance	-	-	-	-	-
10-4200-0600	Health Insurance	10,395	24,621	25,852	22,531	27,145
10-4200-0650	Dental, Vision, Life Insurance	1,820	4,153	4,361	3,841	4,470
10-4200-0675	Health Reimbursement Acct	1,500	3,750	3,750	3,375	3,750
10-4200-0700	LGERS Retirement	13,874	32,074	33,299	28,687	36,457
10-4200-0800	401k Supplemental Retirement	5,121	11,284	10,762	9,187	10,918
10-4200-1000	Accounting & Taxes	39,269	35,000	45,000	20,922	45,000
10-4200-1200	Postage, Printing & Stationary	6,187	8,000	5,000	2,887	6,000
10-4200-1400	Board Mileage	21,600	22,000	22,000	18,000	22,000
10-4200-3300	Supplies & Equipment	4,530	5,000	7,000	5,999	7,000
10-4200-5300	Dues & Fees	3,627	5,000	5,000	4,597	5,000
10-4200-5700	Miscellaneous	1,092	5,000	1,000	885	2,500
10-4200-6500	Training & Education	5,161	16,000	15,000	8,702	12,750
10-4200-6600	Capital Improvements	-	-	20,000	6,500	-
<b>TOTAL</b>		<b>229,454</b>	<b>417,331</b>	<b>432,816</b>	<b>342,819</b>	<b>419,051</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21
PLANNING		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-4300-1000	Contract	-	34,128	34,128	27,405	-
10-4300-1200	Postage, Printing & Stationary	-	1,500	1,500	1,033	-
10-4300-3300	Supplies & Equipment	-	500	500	-	-
10-4300-5300	Subscriptions	-	100	100	-	-
10-4300-6500	Training & Education	-	1,000	1,000	445	-
<b>TOTAL</b>		<b>-</b>	<b>37,228</b>	<b>37,228</b>	<b>28,883</b>	<b>-</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21
GENERAL GOVERNMENT		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-6600-0400	Outside Professional Services	129,952	100,000			
10-6600-0401	Legal Services	-	-	40,000	18,381	40,000
10-6600-0402	Architectural Services	-	-	-	-	-
10-6600-1100	Technology	71,196	72,061	85,000	65,550	90,000
10-6600-1300	Municipal Utilities	16,809	16,000	16,881	16,098	18,569
10-6600-1500	General Maintenance	25,634	20,000	20,000	24,774	20,000
10-6600-2800	Elections	103	6,000	100	70	6,000
10-6600-3300	Supplies & Equipment	-	2,000	2,000	-	-
10-6600-5400	Insurance	63,131	77,000	90,000	79,152	90,000
10-6600-6000	Contingency	1,442	2,022	4,919	160	13,252
10-6600-6100	Miscellaneous	5,096	10,000	10,000	4,326	5,000
10-6600-6300	Community Events	9,227	20,000	-	4,045	
10-6600-6301	4th of July	-	-	15,000	5,210	7,500
10-6600-6302	National Night Out			5,000	1062	2,500
10-6600-6303	Holiday Lighting	-	-	11,500	12,371	5,000
10-6600-6304	Arbor Day Event	-	-	3,000	-	3,000
10-6600-6400	Wildlife Management	2,041	5,000	5,000	120	5,000
10-6600-6500	Forest Management	-	-	60,000	7,296	60,000
<b>TOTAL</b>		<b>324,631</b>	<b>330,083</b>	<b>368,400</b>	<b>238,615</b>	<b>365,821</b>



**GENERAL FUND EXPENDITURES (Police Department & Fire Contract)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21
POLICE DEPARTMENT		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-5100-0200	Salaries	738,896	806,975	838,265	610,035	844,914
10-5100-0300	Overtime	59,940	15,000	42,000	65,492	35,000
10-5100-0400	Separation Allowance	30,617	30,617	65,022	48,552	30,617
10-5100-0500	FICA	61,244	60,433	69,100	51,158	67,313
10-5100-0550	Unemployment Insurance	-	500	500	-	-
10-5100-0600	Medical Insurance	115,532	126,684	139,380	92,108	146,349
10-5100-0650	Dental, Vision, Life Insurance	17,628	18,333	19,358	12,071	19,842
10-5100-0675	Health Reimbursement Account	20,750	21,000	24,000	16,125	24,000
10-5100-0700	LGERS Retirement	110,774	114,593	141,112	100,301	146,508
10-5100-0800	401K Supplemental Retirement	38,648	39,499	43,888	32,610	42,721
10-5100-0900	Short Term Disability	-	5,000	-	-	-
10-5100-1500	Maint/Repair -Building & Grounds	-	10,000	50,000	43,491	25,000
10-5100-1600	Maint/Repair - Equipment	1,694	12,000	15,000	8,086	11,250
10-5100-1700	Maint/Repair - Vehicles	11,354	22,500	20,000	16,694	15,000
10-5100-3100	Motor Fuels	13,682	16,000	13,000	9,924	13,650
10-5100-3300	Supplies	9,737	10,000	10,000	5,799	10,000
10-5100-3600	Uniforms	16,599	10,000	22,500	10,556	11,250
10-5100-3700	Software	22,620	15,000	15,000	20,946	34,000
10-5100-3800	Technology	-	-	55,000	47,229	23,425
10-5100-5700	Miscellaneous	6,660	8,000	10,000	7,418	2,500
10-5100-5800	Physical Exams	230	1,500	2,500	2,167	500
10-5100-6500	Staff Development	737	15,000	15,000	12,501	7,500
10-5100-7400	Equipment Purchases	60,880	55,000	335,000	393,940	90,000
<b>TOTAL</b>		<b>1,338,222</b>	<b>1,413,634</b>	<b>1,945,625</b>	<b>1,607,203</b>	<b>1,601,339</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21
FIRE CONTRACT		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-5200-0000	Fire Contract	425,000	425,000	425,000	425,000	425,000
<b>TOTAL</b>		<b>425,000</b>	<b>425,000</b>	<b>425,000</b>	<b>425,000</b>	<b>425,000</b>

**GENERAL FUND EXPENDITURES (Public Works)**

GENERAL FUND EXPENDITURES PUBLIC WORKS		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
10-5600-0200	Salaries	368,476	319,598	293,310	215,842	256,719
10-5600-0300	Overtime	-	-	15,000	12,999	10,000
10-5600-0500	FICA	27,692	24,449	23,203	16,633	20,404
10-5600-0500	Unemployment Insurance	-	-	-	-	-
10-5600-0600	Medical Insurance	44,100	37,741	39,628	26,727	41,609
10-5600-0650	Dental, Vision, Life Insurance	6,651	5,218	5,479	2,958	5,616
10-5600-0675	Health Reimbursement Account	9,250	7,500	7,500	5,375	7,500
10-5600-0700	LGERS Retirement	50,290	44,105	46,922	33,643	44,329
10-5600-0800	401K Supplemental Retirement	18,210	15,980	15,165	10,945	13,336
10-5600-1000	Outside Services	25,420	11,000	10,000	225	5,000
10-5600-1300	Streetlights Electric	6,818	7,000	7,000	5,582	7,000
10-5600-1500	Maint/Repair-Building & Grounds	2,148	5,000	10,000	5,008	5,000
10-5600-1600	Maint/Repair - Streetlights	1,786	10,000	10,000	7,467	15,000
10-5600-1700	Maint/Repair-Vehicles	14,786	23,000	30,000	27,200	25,000
10-5600-3100	Motor Fuels	10,343	15,000	15,000	7,561	11,250
10-5600-3300	Supplies	7,404	8,000	10,000	7,461	10,000
10-5600-3400	Street Signs & Numbers	752	1,000	1,000	525	1,000
10-5600-3600	Uniforms	5,610	9,000	10,000	6,628	7,500
10-5600-5200	Parks	12,886	37,500	30,000	11,489	15,000
10-5600-5202	Greenwood Park Stream Restoration	-	-	300,000	-	300,000
10-5600-5800	Physical Exams	-	-	-	-	-
10-5600-5900	Miscellaneous	4,322	3,000	5,000	2,420	1,000
10-5600-6000	Capital Outlay	-	-	85,000	84,007	10,000
10-5600-6500	Staff Development	60	5,000	5,000	425	5,000
<b>TOTAL</b>		<b>617,004</b>	<b>589,091</b>	<b>974,207</b>	<b>491,120</b>	<b>817,263</b>

**GENERAL FUND EXPENDITURES (Streets & Transportation and Sanitation & Recycling)**

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21
STREETS & TRANSPORTATION		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-5700-0200	Salaries	44,410	47,516	49,898	34,611	50,533
10-5700-0300	Overtime	-	-	5,000	-	5,000
10-5700-0500	FICA	3,393	3,635	3,817	2,519	3,866
10-5700-0550	Unemployment Insurance	-	-	-	-	-
10-5700-0600	Medical Insurance	6,259	6,749	7,086	5,117	7,440
10-5700-0650	Dental, Vision, Life Insurance	606	632	664	485	681
10-5700-0675	Health Reimbursement Account	1,500	1,500	1,500	1,125	1,500
10-5700-0700	LGERS Retirement	5,995	6,557	7,718	5,052	8,399
10-5700-0800	401K Supplemental Retirement	2,212	2,376	2,495	1,646	2,527
10-5700-1700	Maint/Repair - Vehicles	1,903	12,500	25,000	21,438	18,750
10-5700-2200	Contracts-Paving & Striping	41,875	83,344	80,000	23,175	35,000
10-5700-2300	Supplies	15,452	22,500	20,500	9,895	10,250
10-5700-2400	Traffic Signs	-	1,000	5,000	3,445	5,000
10-5700-2500	Storm Water Drainage Repairs	3,500	75,000	100,000	2,502	25,000
10-5700-6500	Staff Development	-	1,000	1,000	198	1,000
10-5700-7400	Equipment Purchases	-	20,000	30,000	21,764	10,000
10-5700-7500	Engineering	62,553	75,000	50,000	36,844	37,500
<b>TOTAL</b>		<b>189,658</b>	<b>359,309</b>	<b>389,678</b>	<b>169,816</b>	<b>222,445</b>

GENERAL FUND EXPENDITURES		2017-18	2018-19	2019-20	2019-20	2020-21
SANITATION & RECYCLING		ACTUAL	BUDGET	BUDGET	(4/16/20)	PROPOSED
10-5800-0200	Salaries	110,690	121,891	105,855	76,757	118,318
10-5800-0300	Overtime	-	-	10,000	484	10,000
10-5800-0500	FICA	8,231	9,325	8,863	5,537	9,816
10-5800-0550	Unemployment Insurance	-	-	-	-	-
10-5800-0600	Medical Insurance	21,386	29,716	31,202	15,429	32,762
10-5800-0650	Dental, Vision, Life Insurance	3,505	3,874	4,068	974	4,170
10-5800-0675	Health Reimbursement Account	4,000	4,500	4,500	3,250	4,500
10-5800-0700	LGERS Retirement	14,976	16,821	17,923	11,213	21,326
10-5800-0800	401K Supplemental Retirement	5,936	6,095	5,793	3,660	6,416
10-5800-1700	Maint/Repair - Vehicles	6,391	10,000	22,500	18,352	25,000
10-5800-3100	Motor Fuels	15,028	15,000	17,500	13,864	13,125
10-5800-3300	Supplies	52	2,000	1,000	206	500
10-5800-3600	Uniforms	-	100	-	224	500
10-5800-3800	Technology	-	-	-	416	-
10-5800-5800	Physical Exams	-	-	-	935	-
10-5800-5900	Miscellaneous	526	1,000	1,000	167	-
10-5800-6000	Capital Outlay	107,640	19,900	-	-	-
10-5800-8000	Tipping Fees & Brush Removal	51,975	55,000	55,000	36,757	49,500
10-5800-8100	Recycling	11,061	15,000	15,000	9,031	11,250
<b>TOTAL</b>		<b>361,397</b>	<b>310,222</b>	<b>300,204</b>	<b>197,256</b>	<b>307,183</b>

**GENERAL FUND EXPENDITURES (Debt Service)**

GENERAL FUND EXPENDITURES DEBT SERVICE		2018-19 BUDGET	2019-20 BUDGET	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
10-6700-0100	Principal Police Dept Renovations	23,334	23,334	23,334	17,500	23,334
10-6700-0200	Principal Street Improvements	6,667	6,667	6,667	5,000	6,667
10-6700-0400	Principal 2017 Garbage Truck	34,327	34,327	34,327	34,327	34,327
10-6700-0500	Principal Public Works Bldg	-	-	84,211	42,105	84,211
	Principal 2020 Police Cars	-	-	-	-	29,506
10-6700-1100	Interest Police Dept Renovations	5,001	5,001	5,001	5,001	3,223
10-6700-1200	Interest Street Improvements	1,429	1,429	1,429	1,429	921
10-6700-1400	Interest 2017 Garbage Truck	2,411	2,411	1,625	1,625	822
10-6700-1500	Interest Public Works Bldg	-	-	39,986	27,253	23,343
	Interest 2020 Police Cars	-	-	-	-	2,338
<b>TOTAL</b>		<b>73,169</b>	<b>73,169</b>	<b>196,580</b>	<b>134,240</b>	<b>206,353</b>

# **WATER FUND**

WATER FUND REVENUE		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
30-3290-0000	Interest Earned	1,105	1,000	1,500	1,206	1,000
30-3350-0000	Commissions (Sewer Collection Fee)	9,205	6,000	8,000	8,222	8,000
30-3710-0000	Water Charges	410,152	415,000	384,355	289,514	434,271
30-3710-0100	Sewer Charges	330,852	280,000	306,849	228,964	343,446
30-3710-0200	AMI Transmitter Charges	6,931	7,000	7,700	5,530	7,700
30-3730-0000	Water Tap & Connection Fees	15,080	18,000	6,000	8,720	9,000
<b>TOTAL</b>		<b>773,325</b>	<b>727,000</b>	<b>714,404</b>	<b>542,156</b>	<b>803,417</b>
30-3710-0000	Transfers from General Fund	-	-	-	-	-
<b>TOTAL</b>		<b>773,325</b>	<b>727,000</b>	<b>714,404</b>	<b>542,156</b>	<b>803,417</b>

WATER FUND EXPENDITURES		2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
30-8100-0200	Salaries	49,770	29,371	26,363	-	68,050
30-8100-0300	Overtime	-	2,247	1,200	-	-
30-8100-0400	Professional Services	3,809	2,247	4,000	2,485	4,000
30-8100-0500	FICA	3,671	-	92	-	5,206
30-8100-0550	Unemployment Insurance	-	-	-	-	-
30-8100-0600	Medical Insurance	10,395	5,435	5,707	-	17,977
30-8100-0650	Dental, Vision, Life Insurance	1,674	750	884	-	2,718
30-8100-0675	Health Reimbursement Account	1,500	750	750	-	2,250
30-8100-0700	LGERS Retirement	11,151	1,469	4,078	-	11,310
30-8100-0800	401K Supplemental Retirement	2,601	14,600	1,318	-	3,403
30-8100-1200	Postage, Printing & Stationary	2,882	5,000	5,000	1,748	5,000
30-8100-1500	General Repairs	1,758	20,000	10,000	4,025	12,707
30-8100-3300	Supplies & Equipment	14,045	20,000	10,000	14,938	20,000
30-8100-4800	Water Purchases	203,040	232,656	239,636	158,183	237,275
30-8100-4900	Sewer Purchases	329,577	280,000	309,259	229,882	344,823
30-8100-5000	AMI Transmitter Fees	6,463	7,000	7,700	5,854	7,700
30-8100-5700	Miscellaneous	1,124	1,500	1,500	412	1,000
30-8100-6500	Staff Development	660	5,000	5,000	-	5,000
30-8100-7400	Capital Improvement	8,604	97,081	81,917	1,656	55,000
<b>TOTAL</b>		<b>652,724</b>	<b>725,106</b>	<b>714,404</b>	<b>419,183</b>	<b>803,417</b>

## 2020-2021 BUDGET SUMMARY

GENERAL FUND REVENUE	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
Ad Valorem	2,553,520	2,555,274	2,739,689	2,720,664	2,743,227
Unrestricted Intergovernmental	1,310,058	1,273,619	1,367,252	1,113,121	1,138,733
Restricted Intergovernmental	64,753	64,470	63,450	62,283	63,450
Permits & Fees	24,791	26,600	26,500	20,787	21,400
Investment Earnings	39,630	15,000	59,953	43,997	30,000
Miscellaneous	43,381	42,664	43,000	48,509	52,645
Other Financing Source	113,907	10,000	1,018,200	100,894	315,000
<b>TOTAL General Fund Revenues</b>	<b>4,150,040</b>	<b>3,987,627</b>	<b>5,318,044</b>	<b>4,110,255</b>	<b>4,364,455</b>

GENERAL FUND EXPENDITURES	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2019-20 (4/16/20)	2020-21 PROPOSED
Administration	229,454	417,331	432,816	342,820	419,051
Planning	-	37,228	36,728	28,882	-
Police Department	1,338,222	1,413,634	1,945,625	1,607,206	1,601,339
Fire Contract	425,000	425,000	425,000	425,000	425,000
Public Works	617,004	589,091	974,207	491,120	817,263
Streets & Transportation	189,658	359,309	389,678	166,819	222,445
Sanitation & Recycling	361,397	310,222	300,204	198,379	307,183
General Government	324,631	330,083	368,400	238,521	365,821
Debt Service	112,227	105,729	195,436	131,883	206,353
<b>TOTAL General Fund Expenditures</b>	<b>3,597,593</b>	<b>3,987,627</b>	<b>5,068,094</b>	<b>3,630,630</b>	<b>4,364,455</b>

**GENERAL FUND REVENUES**      **4,364,455**  
**GENERAL FUND EXPENDITURES**      **4,364,455**

WATER FUND REVENUE	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2018-19 PROJECTED	2019-20 PROPOSED
Operating Revenues	773,325	727,000	714,404	542,156	803,417

WATER FUND EXPENDITURES	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 BUDGET	2018-19 PROJECTED	2019-20 PROPOSED
Operating Expenditures	652,724	725,106	714,404	419,183	803,417

**WATER FUND REVENUES**      **803,417**  
**WATER FUND EXPENDITURES**      **803,417**

**BUDGET ORDINANCE**

**BUDGET ORDINANCE FOR THE TOWN OF BILTMORE FOREST  
NORTH CAROLINA FOR THE FISCAL YEAR 2020-2021**

BE IT ORDAINED by the Board of Commissioners of the Town of Biltmore Forest, North Carolina, that in accordance with NCGS 159-13(b)(16) the 2020-2021 Budget be approved as follows:

**SECTION 1. GENERAL FUND REVENUES**

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Ad Valorem	2,743,227
Unrestricted Intergovernmental	1,138,733
Restricted Intergovernmental	63,450
Permits & Fees	21,400
Investment Earnings	30,000
Miscellaneous	52,645
Other Financing Source	315,000
<b>Total General Fund Revenues</b>	<b>4,364,455</b>

**SECTION 2. GENERAL FUND APPROPRIATIONS**

The following amounts are appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021 in accordance with the chart of accounts heretofore established for this Town on June 10, 2020:

Administration	419,051
Planning	-
Police Department	1,601,339
Fire Contract	425,000
Public Works	817,263
Streets & Transportation	222,445
Sanitation & Recycling	307,183
General Government	365,821
Debt Service	206,353
<b>Total General Fund Expenditures</b>	<b>4,364,455</b>

**SECTION 3. WATER FUND REVENUES**

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Operating Revenues	803,417
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**SECTION 4. WATER FUND APPROPRIATIONS**

The following amounts are appropriated in the Water Fund for the operation of the enterprise fund and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Operating Expenditures	803,417
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**SECTION 5. LEVY OF TAXES**

There is hereby levied a tax at the rate of \$0.345 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020, as listed as "Ad Valorem Taxes" in the General Fund section 1 of this ordinance. The rate is based on an estimated valuation of \$759,706,313 and an estimated rate of collection of 99.8%.

**SECTION 6. FEES & CHARGES**

There is hereby established, for fiscal year 2020-2021, various fees and charges as contained in the Schedule of Fees attachment to this document.

**SECTION 7. SPECIAL AUTHORIZATION OF THE BUDGET OFFICER**

The Budget Officer is authorized to transfer appropriations of up to \$5,000 between line items within the same department. Reallocations of appropriations transferred shall be reported to the Town Board monthly.

**SECTION 8. CLASSIFICATION & PAY PLAN**

The Cost of Living Adjustment (COLA) for all non-appointed Town employees shall be 2.00% and shall begin the first payroll in the new fiscal year.

**SECTION 9. RE-APPROPRIATION OF ENCUMBERED FUNDS**

Operating funds encumbered on the financial records as of June 30, 2020 are hereby re-appropriated to fiscal year 2020-21.

**SECTION 10. COPIES OF THIS BUDGET ORDINANCE**

Copies of this Budget Ordinance shall be furnished to the Finance Director of the Town of Biltmore Forest to be kept on file for the disbursement of funds.

Adopted this 10th day of June, 2020.

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George F. Goosmann, III  
Mayor

ATTEST:



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Jonathan B. Kanipe  
Town Manager

## AFFIDAVIT OF PUBLICATION

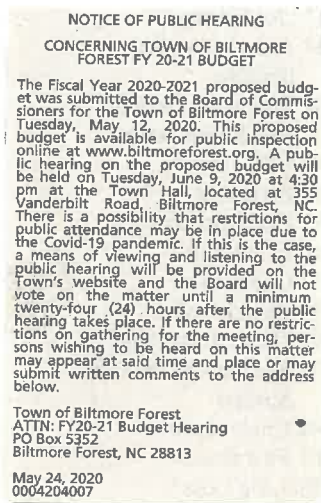
### BUNCOMBE COUNTY

SS.

NORTH CAROLINA

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified and authorized by law to administer oaths, personally appeared **Karen Ingraham**, who, being first duly sworn, deposes and says: that she is the **Legal Clerk of The Asheville Citizen-Times**, engaged in publication of a newspaper known as **The Asheville Citizen-Times**, published, issued, and entered as first class mail in the City of Asheville, in said County and State; that she is authorized to make this affidavit and sworn statement; that the notice or other legal advertisement, a true copy of which is attached hereto, was published in **The Asheville Citizen-Times** on the following date: May 24, 2020. And that the said newspaper in which said notice, paper, document or legal advertisement was published was, at the time of each and every publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and was a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

Signed this 27<sup>th</sup> day of May, 2020

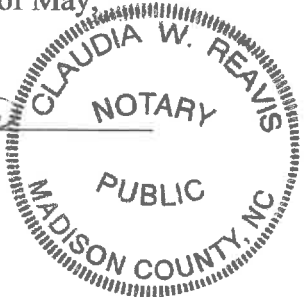


(Signature of person making affidavit)

Sworn to and subscribed before me the 27<sup>th</sup> day of May, 2020.

(Notary Public)

*Claudia W. Reavis*



(828) 232-5830 | (828) 253-5092 FAX

14 O. HENRY AVE. | P.O. BOX 2090 | ASHEVILLE, NC 28802 | (800) 800-4204

# CITIZEN-TIMES

PART OF THE USA TODAY NETWORK

## Classified Ad Receipt (For Info Only - NOT A BILL)

**Customer:** TOWN OF BILTMORE FOREST  
**Address:** 355 VANDERBILT RD  
ASHEVILLE NC 28803  
USA

**Ad No.:** 0004204007  
**Pymt Method** Invoice  
**Net Amt:** \$111.28

**Run Times:** 1

**No. of Affidavits:** 1

**Run Dates:** 05/24/20

### Text of Ad:

NOTICE OF PUBLIC HEARING  
CONCERNING TOWN OF BILTMORE  
FOREST FY 20-21 BUDGET

The Fiscal Year 2020-2021 proposed budget was submitted to the Board of Commissioners for the Town of Biltmore Forest on Tuesday, May 12, 2020. This proposed budget is available for public inspection online at [www.biltmoreforest.org](http://www.biltmoreforest.org). A public hearing on the proposed budget will be held on Tuesday, June 9, 2020 at 4:30 pm at the Town Hall, located at 355 Vanderbilt Road, Biltmore Forest, NC. There is a possibility that restrictions for public attendance may be in place due to the Covid-19 pandemic. If this is the case, a means of viewing and listening to the public hearing will be provided on the Town's website and the Board will not vote on the matter until a minimum twenty-four (24) hours after the public hearing takes place. If there are no restrictions on gathering for the meeting, persons wishing to be heard on this matter may appear at said time and place or may submit written comments to the address below.

Town of Biltmore Forest  
ATTN: FY20-21 Budget Hearing  
PO Box 5352  
Biltmore Forest, NC 28813

May 24, 2020  
0004204007

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

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



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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Covid-19 Update

Date: June 3, 2020

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We are now almost three months into the coronavirus pandemic. Town staff continues to provide services to residents in a professional and timely manner. I am so thankful for the staff's perseverance through this time and appreciative of their hard work to continue delivering such a high level of service. Likewise, I am appreciative to the Mayor and Board of Commissioners for your response and leadership during this time.

### Closure of Facilities to the Public

The Town's buildings were closed to the public on March 17<sup>th</sup> and have continued to operate in this manner since that time. My recommendation is that this continue at least through June 26, when Governor Cooper is likely to issue new statewide orders regarding restrictions. This allows the Town to have scheduled disinfecting cycles prior to and after the Republican primary runoff election as well. Other items of note related to the Town's response to Covid-19 are included below. Town park equipment will remain closed as long as Governor Cooper's order is in place limiting these areas from public use.

### Personal Protective Equipment (PPE) Needs

Town staff remains fully stocked in PPE and department heads are reviewing any additional requests from their employees. We have continued to purchase necessary PPE when appropriate and are being mindful of utilizing too many resources. The Town recently enrolled in an Amazon business account which also provides increased access to Covid-19 related supplies, including updates as new supplies are made available.

### Buncombe County Distribution for CARES Act Funding

The Town submitted a proposal to Buncombe County in late May for how the Town's share of CARES Act funding would be utilized. I have attached a copy of the submittal for your review. As you can see, it is specifically geared toward PPE purchases, disinfecting equipment for

town facilities, and personnel costs associated with Covid-19. These funds will be provided on a reimbursable basis. Staff does not intend to purchase any of the items listed (unless necessary) until receiving approval from the County and State.

#### Town Sponsored Mass Gatherings

The Town's annual Fourth of July parade and festival was cancelled for 2020. This came on the heels of the cancellation of the Arbor Day event in late April and Spring Potluck picnic in mid-May. While there is hope the community can gather in person in the fall, there are no make-up dates set as yet.



**Buncombe County**  
**Coronavirus Relief Fund (CRF)**

**County Plan**

The municipality or fire district is responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible. Federal *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* promulgated by the United States Office of Management and Budget apply unless the US Treasury publishes guidance stating otherwise.

Organization Information

<b>Name of County:</b>	Buncombe
<b>Name of Municipality or Fire District:</b>	Town of Biltmore Forest
<b>Person Submitting:</b>	Jonathan Kanipe
<b>Title:</b>	Town Manager
<b>Email:</b>	<a href="mailto:jkanipe@biltmoreforest.org">jkanipe@biltmoreforest.org</a>
<b>Phone Number:</b>	(828) 274-0824

Planned Expenditures

Categories	Amount	Explanation
<b>1. Medical expenses such as:</b> <ul style="list-style-type: none"><li>• COVID-19-related expenses of public hospitals, clinics, and similar facilities.</li><li>• Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.</li><li>• Costs of providing COVID-19 testing, including serological testing.</li><li>• Emergency medical response expenses, including emergency medical transportation, related to COVID-19.</li><li>• Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.</li></ul>	\$ -	
<b>2. Public health expenses such as:</b> <ul style="list-style-type: none"><li>• Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.</li><li>• Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.</li><li>• Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.</li><li>• Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.</li><li>• Expenses for public safety measures undertaken in response to COVID-19.</li><li>• Expenses for quarantining individuals.</li></ul>	\$28,535.50	Expenses are for public works department employees, specifically solid waste and recycling workers, for the following: disposable tyvek suits; N95 respirators; shoe covers; safety work gloves; Gore-tex rain suits for solid waste/recycling employees; storage containers for all PPE being purchased; aeroclave disinfecting fogger system for cleaning all town buildings and town vehicles and equipment; 5 gallons of solution for aeroclave unit; and hand sprayer to utilize for equipment and vehicles. The aeroclave equipment will be used for all Town equipment and vehicles. PPE for the Police Department includes disposable tyvek suits; N95 respirators; and a storage container for this PPE and previously acquired PPE. This funding request also includes three (3) additional disinfecting, deep cleanings for Town Hall, Police Department, and Public Works Department buildings through August 2020.
<b>3. Payroll expenses</b> for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.	\$ -	

<p><b>4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:</b></p> <ul style="list-style-type: none"> <li>• Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.</li> <li>• Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.</li> <li>• Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.</li> <li>• Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.</li> <li>• COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.</li> <li>• Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.</li> </ul>	<p>\$ 8,640.00</p>	<p>This is funding for 400 hours of emergency sick leave and emergency FMLA leave to enable full compliance with COVID-19 public health precautions. The average hourly wage for all town employees is \$21.60 per hour at 400 hours through December 31, 2020. Town has already funded emergency sick leave for Covid-19 related reasons in excess of 60 hours.</p>
<p><b>5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:</b></p> <ul style="list-style-type: none"> <li>• Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.</li> <li>• Expenditures related to a State, territorial, local, or Tribal government payroll support program.</li> <li>• Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.</li> </ul>	<p>\$ -</p>	
<p><b>6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.</b></p>	<p>\$ -</p>	
<p><b>Grand Total</b></p>	<p><b>\$ 37,175.50</b></p>	

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



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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners

From: Jonathan Kanipe, Town Manager

Re: Consideration of FY20-21 Fee Schedule

Date: June 3, 2020

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The fee schedule attached to this memorandum is unchanged from the FY20. The City of Asheville and Metropolitan Sewerage Districts have held off on rate increase for water and sewer, respectively. As such, Town staff does not recommend an increase in those fees for the coming year. This fee schedule may be voted upon by the Board during the regular meeting on June 9, 2020.

Please let me know if you have any questions.



## SCHEDULE OF FEES

Amounts due are based upon the Schedule of Fees in effect at the time payment is due. It is the Town Board of Commissioners' intention that the Schedule of Fees be revised as needed by July 1<sup>st</sup> of each year, however some fees may be adjusted during the year as circumstances change.

### ADMINISTRATIVE

Ad Valorem Tax	\$ 0.345 per \$100 assessed valuation
Dog License Fee	\$ 5 sterile; \$10 fertile
Return Check/Draft Charge	\$25.00

### PLANNING & ZONING

Zoning Permit	\$25 first \$2,000 of construction value plus \$2 for each additional \$1,000 of construction value
Conditional Use Permit	\$100 due with application
Variance	\$300 due with application
Demolition Permit	\$100 due with application
Non-permitted Construction	Double the Zoning Permit Fee

### WATER & SEWER CHARGES

New/Transfer Account		\$	30.00
AMI Transmitter Fee	<i>per bill</i>	\$	1.78
Meter Rental Fee			
5/8" meter	<i>per bill</i>	\$	0.10
1" meter	<i>per bill</i>	\$	0.18
1 1/2" meter	<i>per bill</i>	\$	0.50
2" meter	<i>per bill</i>	\$	0.65
Water Charges			
Base Rate (no consumption)		\$	28.15
1-2,250 gallons	<i>per 1,000 gallons</i>	\$	9.26
2,251-60,000 gallons	<i>per 1,000 gallons</i>	\$	5.82
60,001-100,000 gallons	<i>per 1,000 gallons</i>	\$	5.40
100,001+ gallons	<i>per 1,000 gallons</i>	\$	3.35
Sewer Charges <i>(as set by Metropolitan Sewerage District of Buncombe County)</i>			
Base Rate			
5/8" meter	<i>per bill</i>	\$	17.04
1" meter	<i>per bill</i>	\$	40.12
1 1/2" meter	<i>per bill</i>	\$	88.64
2" meter	<i>per bill</i>	\$	154.86
Treatment Fee	<i>per 1,000 gallons</i>	\$	6.31

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor and Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Public Works Building Project Closeout  
Date: June 3, 2020

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The bulk of work for the Public Works building project concluded in late 2019, but there change orders and accounting measures needed to be finalized before closing the project completely. The contractor and architect have reviewed and nearly completed these final close out items, with the result being great news for the Town.

When final close out occurs within the next two weeks, the Town will officially have saved just over \$83,000 on the building project. You may recall that the original contract for the renovation was \$1,497,520. The final contract cost for the project was \$1,411,462.99, for a savings of \$83,623.97. Additionally, sales tax paid on the project was accounted for during the duration of the project by Beverly-Grant and will be reimbursable to the Town. This number has not been provided as yet, but should be a significant amount of funds that will physically be distributed back to the Town from the State sometime next fiscal year.

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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: Hendersonville Road Corridor Study

Date: June 3, 2020

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The French Broad River Metropolitan Planning Organization (MPO), housed at the Land of Sky Regional Council, is sponsoring the ***Hendersonville Road Complete Streets Corridor Study***. The study corridor starts at the intersection with NC 280/ Airport Road and transitions northward to Rock Hill Road. The purpose of this corridor study is to review issues related to safety, congestion, multimodal connectivity and development/urban design.

The portion of the Town located in this corridor is the area on the western side of Hendersonville Road from Valley Springs Road to Rock Hill Road. The uses in this area include residential areas accessed from Valley Springs Road, Ridgefield Place, and Eastwood Road. Additionally, several of the Town's R-4 and R-5 areas border this road, including Carolina Day School, the Biltmore Forest Country Club and maintenance area, and several office and institutional buildings.

The MPO has invited interested parties to learn more about the project and participate in two specific online activities. The website for staying involved in this process can be found at the following link: <http://frenchbroadrivermpo.org/hendersonville-road-corridor/>

- § **Interactive online map:** you can mark up the map and identify problem areas and potential solutions
- § **Public Survey:** you take a 6 minute survey to help identify issues and priorities

While this area does not comprise the whole Town, it is an integral portion of the Town's border with Hendersonville Road and the City of Asheville. The Town previously conducted traffic studies that bordered this area, specifically along Ridgefield Place and Hilltop Road, and has previously considered modifications to the intersection of Hendersonville Road and Ridgefield Place. The traffic light installed at Eastwood Road last year has also changed the traffic patterns in this area. Each of these impacts, whether in discussion or actually constructed,

should be taken into account by the Board, staff, and citizens when participating in the public process for this corridor study.

One important note: there is no funding associated with construction or changes proposed as a result of this study. The MPO is using this time to prepare for future improvements to the road that will benefit the health, safety, and quality of life of all who utilize this road. Please let me know if you have thoughts or additional ideas related to the Town's participation.

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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: Board of Adjustment Virtual Meeting Information

Date: June 3, 2020

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As discussed last month, the quasi-judicial nature of the Board of Adjustment presents significant challenges when holding virtual meetings. The State Legislature enacted emergency legislation that makes this more possible but still cumbersome. This fact, when coupled with the backlog of cases, results in quite a lengthy process for holding the next meeting.

My goal in providing this information is to assure the Mayor and Board of Commissioners the Town is doing everything possible to provide due process for this meeting. The materials attached include a cover letter mailed to each applicant and adjacent property owner explaining the process and how the meeting will be conducted. I have included information below outlining how the meeting itself will transpire. It is my hope we are able to address all pertinent issues during the meeting while also respecting the due process of each applicant and person with standing. If you have any questions or concerns, please do not hesitate to let me know.

### **Process and Procedure for June 15, 2020 Board of Adjustment Meeting held via Zoom**

- All participants attending will be held in the “waiting room” prior to admittance by Town staff. Once admitted into the meeting, all video and audio sharing capability will be controlled by Town staff in order to prevent confusion among the applicants, interested parties, and Board members.
- The meeting will be called to order at 4:00 p.m. by the Chair. All interested parties and applicants will be virtually sworn-in at this time.
- Each matter will be called forward and Town staff will authorize video and audio for the applicants and any person with standing for that particular case. If an applicant would like to present visual evidence, they must provide this evidence to Town staff no later than Friday, June 12, 2020.
- The Board chair, or other Board of Adjustment member, will specifically ask questions to the applicant and ask for any evidence that they would like to present.
- The Board chair, or other Board of Adjustment member, will then specifically ask for any person with standing for that specific matter to provide comment. Town

staff will moderate this comment period but will ensure that each person who wishes to speak or provide evidence is able to do so.

- When all evidence and testimony has been provided, the Board will deliberate and render a decision, then move on to the next matter where the process will be repeated.

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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

May 28, 2020

Dear Resident:

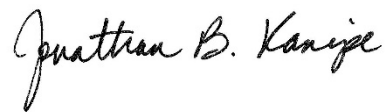
During these unprecedented times, we have all become flexible when dealing with scheduled meetings and technology. A significant challenge for the Town is conducting quasi-judicial Board of Adjustment meetings when only a limited number of people are allowed to gather in one place. If you have ever participated in a Board of Adjustment hearing in Biltmore Forest, you are keenly aware applicants and participants must be sworn in before speaking or presenting evidence. This swearing in process, alone, is difficult to perform virtually, but the challenge is compounded when determining how the Board will receive public comment.

The variables associated with convening in-person resulted in the regular March, April, and May meetings being cancelled. I cannot overstate how much we appreciate the patience and understanding received from applicants who have waited on projects during this time. The Town understands your desire to move forward, and likely frustration with the delay, but sincerely thanks you for the kindness you have shown. The Town intended to hold a meeting in May, but just before notices were mailed, the State Legislature approved an emergency law paving the way for more holding quasi-judicial proceedings in a virtual manner. The catch was this new law required the Town to send consent forms to each applicant and person with standing. The result was the cancellation of the May meeting as these consent forms were developed and all persons with standing were identified. Ultimately, our goal is to allow applicants and persons with standing to have their matter heard with the necessary due process. The attached consent form and agenda allows us to do that and conduct the meeting virtually Monday, June 15, 2020.

There are two attachments to this letter that important for your review and consideration. The first is a consent form identifying you specifically as the applicant and/or person with standing in the matter referenced in the form. **It is important that each applicant and person planning to participate sign and return this form to the Town via email.** You may send the form to [townhall@biltmoreforest.org](mailto:townhall@biltmoreforest.org) – a scanned copy, electronically signed copy, or even a photo of the signed original will suffice. **For those not planning to participate in the meeting, you do not need to return this form.** The second attachment is the proposed agenda for the meeting. You will note it is similar in format, but please pay special attention to the gray sidebar on the left side of the page. This will provide specific information on the meeting format and timeline, as well as how applicants and other persons wishing to participate will be able to do so in the meeting. This also includes information related to the Design Review Board process that will occur subsequent to the Board of Adjustment meeting.

Please do not hesitate to contact me at the phone number above or via email at [jkanipe@biltmoreforest.org](mailto:jkanipe@biltmoreforest.org) with questions, concerns, or thoughts related to how the Board of Adjustment meeting will be conducted. We are unequivocally focused on ensuring that due process is ensured for all participants while understanding that transparency and clarity for the meeting is equally important. Again, many thanks for your understanding and patience as we all work through each new challenge together.

Sincerely,

A handwritten signature in black ink that reads "Jonathan B. Kanipe". The script is cursive and fluid, with the first letter of each name being capitalized and prominent.

Jonathan B. Kanipe  
Town Manager