

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, November 14, 2023 at 4:30 p.m.

A. Pledge of Allegiance

B. Roll Call

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

C. The minutes of the October 10, 2023 meeting will be presented for approval.

D. Public Comment

E. Departmental Reports

1. Chief of Skyland Fire and Rescue
2. Chief of Police Chris Beddingfield
3. Public Works Director Harry Buckner
4. Town Planner Tony Williams
5. Town Manager Jonathan Kanipe

F. New Business

1. Consideration of Resolution 2023-01 – A Resolution Honoring Mr. Lowell Pearlman
2. Consideration of Town Park and Open Space Operating Regulations
3. Updating Personnel Policy – Plan and Schedule

G. Adjourn

For those interested in viewing the Board meeting remotely, please utilize the following information:
<https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwUjFSdGZveS95b3pLTUIHdz09>

Meeting ID: 822 2845 5470

Passcode: 966757

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD OCTOBER 10, 2023

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 taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner Fran Cogburn, present

Commissioner Glenn Kelly, present

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

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

The Pledge of Allegiance was conducted.

Commissioner Cogburn made a motion to approve the amended minutes from September 12, 2023. Commissioner Loomis seconded the motion. The motion was unanimously approved.

PUBLIC COMMENT

There was no Public Comment.

Chief Trevor Lance gave the report for the Skyland Fire Department. The Fire Department was busy with the State Fair last month. There were five medical assist calls and a total of 27 calls this month. Chief Lance said it is the time of year to clean out chimneys and get a certified chimney

sweep. Also, when turning on space heaters, remember to keep a distance of three feet. Mayor Goosmann thanked Chief Lance for all their hard work.

Chief Chris Beddingfield gave the report for the Police Department. There were a total of 579 calls. There were two arrests this past month. Two officers and two telecommunicators went to Crisis Intervention Training.

An individual was pulled over by officers who tested four times the legal limit for blood alcohol content.

The North Carolina League of Municipalities police department audit occurred and went very well. They were pleased with the work of the police department and this certification from NCLM may lead to a 15 percent policy discount for the Town. Chief Beddingfield said Sergeant Matt Kelly and Officer Michael Anton are attending an eight-week intensive leadership class through Blue Ridge Community College. This class teaches basic leadership concepts, self-management, balancing personal life and work life, and personality traits.

Mayor Goosmann thanked Chief Beddingfield for the Department's hard work.

Mr. Harry Buckner gave the report for the Public Works Department. September was a very busy month. Mr. Buckner notified the Board that the Town's the Consumer Confidence Report (water quality reporting) was received and successfully met State requirements. The report can be found on the Town's website.

Mr. Buckner said the streetlight at 394 Vanderbilt Road is fully functional.

Mike Dale was able to attend the North Carolina tree conference in Cary, NC which went very well.

Mr. Buckner said the back flow testing was also completed. The Town provides this service and tests back flow devices for residents. There was only one failing device out of 118 devices.

Mr. Buckner thanked Mike Dale for shepherding the installation of park benches at Hemlock Road and in lower Vanderbilt Park which were installed along with beautiful landscaping.

In October, Public Works will prepare for leaf season and fall/winter activities. Mr. Buckner said the leaf vacuum was refurbished. Mr. Buckner said Buena Vista and White Oak will be completed before Halloween to prepare for trick-or-treaters.

The salt and sand trucks have been maintained for the upcoming winter service as well. All public works staff is attending chainsaw safety training in Boone on Friday. Mayor Goosmann thanked Mr. Buckner for all their hard work.

Mr. Tony Williams gave the Town Planning report. There were six violations this month and seven resolved violations. There were four Board of Adjustment cases for the month of September. There were twelve complaints and seventeen plans reviewed. There was one approved permit as well. Mr. Williams is in the process of creating an information list to be handed out with permits for construction to address parking, work hours, and other Town concerns before construction begins. Mayor Goosmann thanked Mr. Williams for his hard work.

Mr. Jonathan Kanipe provided his monthly report. Painting in the Board room was completed yesterday. The painters will work on painting the social room next. They plan on having the social room completed by the next Centennial event on November 3rd.

Mr. Kanipe said Asheville Wildlife Rescue completed remediation efforts at all three Town buildings during the week of October 2nd. This included placing metal gridding over vent openings in all buildings and repairing soffits along the rear wall of the Police Department.

Mr. Kanipe discussed Greenwood Park paving and grading. The paving and grading contractor began work to prepare the area for new parking spaces, removed the existing, unsafe spaces, and installed the area for the walking path. It is likely that paving work for the parking

spaces will occur in October prior to the picnic shelter installation. The Town is still awaiting approval from Buncombe County building inspections for the permit to construct this facility. The structural engineer designing the bridge should have this work finalized within the next few weeks and we intend to have a local contractor build this structure once the final design and permitting is completed. New playground infrastructure, specifically new swing sets, is scheduled to be installed in late November.

Mr. Kanipe said the road striping on Eastwood and Browntown Roads, and a portion of Vanderbilt Road north of Interstate 40, was completed the week of September 25th. The contractor also completed thermoplastic installation on the Town's speed bumps and will be installing the thermoplastic at the speed table adjacent to the Biltmore Forest Country Club within the next week or two. Re-striping will occur on the crosswalk on Stuyvesant Road north of Southwood Road which provides access for golf carts and pedestrians to cross.

Mr. Kanipe said the Fiscal Year 2023 audit should be completed within the next few weeks.

New Business was discussed, and a Proclamation of Domestic Violence Awareness month was addressed by Mayor Goosmann.

Town of Biltmore Forest

Proclamation

Proclamation of Domestic Violence Awareness Month

Whereas: Domestic violence is a serious crime that violates an individual's security and humanity due to the systematic use of emotional, psychological, physical, sexual, and economic control;

Whereas: An average of 24 people per minute experience rape, physical violence, and/ or stalking by an intimate partner in the United States, more than 12 million people over the course of a single year;

Whereas: The problems of domestic violence are not confined to any specific groups of people, but can happen to anyone regardless of racial or ethnic identity, sexual orientation, education level, socio-economic status, gender identity, or religious beliefs, and these problems are sustained by societal indifference;

Whereas: Intersecting layers of vulnerability due to race, ethnicity, gender identity, sexual orientation, age, ability, religion/ spirituality, citizenship status, and spoken language, in the context of American society, make it easier for abusers to isolate, control, and create and sustain power over survivors with marginalized identities;

Whereas: Children who grow up witnessing domestic violence in their homes are deeply impacted and are more likely to have trouble in school, more likely to perpetuate and be victimized by violence themselves, and more likely to experience long-term mental and physical health challenges;

Whereas: Survivors should have help to find the compassion, comfort, and healing they need, and abusers should be held accountable for their violent behavior;

Whereas: Powerful partnerships exist locally between many non-profit and governmental organizations that are committed to supporting survivors in their journey toward safety and healing;

Whereas: It is survivors of abuse who have been at the forefront of efforts to bring peace and equality to the home;

Whereas: Domestic Violence Awareness Month is an opportunity to stand with survivors, to celebrate the progress we have made in combating these crimes, and to recommit to preventing domestic violence in our community;

NOW THEREFORE, be it proclaimed on behalf of all of the members of Board of Commissioners of the Town of Biltmore Forest and residents of the Town of Biltmore Forest, that the month of October 2023 be proclaimed Domestic Violence Awareness Month, and we urge our residents to make the commitment to stop domestic violence by speaking out against it and learning more about the resources available to survivors and their families.

The Board considered Ordinance 2023-04 which is an amendment to amend the Town of Biltmore Forest Zoning Ordinances and Town Code of Ordinances.

Chapter 153.034, Landscaping and Grading Plans, Land Disturbance, and Sedimentation Control. Commissioner Loomis made a motion to approve, Commissioner Kelly seconded the motion, and the motion was unanimously approved.

153.050, Tree Preservation. This would move the Tree Preservation Ordinance into the Zoning Ordinance because of the process we are in right now. Mr. Billy Clarke clarified the language of this. A motion was made by Commissioner Cogburn to approve, Commissioner Loomis seconded the motion to approve, Commissioner Kelly denied the motion. The motion was approved.

153.060, Buffers, Screening, and Landscaping Requirements. Mr. Drew Stephens, Mr. Gordon Taylor, and Ms. Diane Zimmerman addressed these updates and provided feedback. Commissioner Cogburn made a motion to approve, Commissioner Kelly seconded the motion. The motion was unanimously approved.

Mr. Kanipe discussed the Consideration of Brooklawn Chase Trail Proposal. The trail contractor, Long Cane Trails, has visited the site on multiple occasions and developed a route that will provide slightly over a one-mile loop around the site. A benefit of this trail is that it alleviates the need for a replacement bridge across Four Mile Creek that runs through Brooklawn Park. The cost of the trail itself is nearly the same cost estimate as the bridge over Four Mile Creek.

The trail includes 1.1 miles of graveled trail. This would allow easier access for residents as they walk the trail and allows greater maintenance flexibility for the trail. The cost is slightly over \$150,000. This would also include a ten-foot locust bridge, one six-foot locust bridge, 2,500 feet of locust plank in wet areas, and steps along portions of the trail. Funds for this project will be allocated from the Town's American Rescue Plan funds.

Commissioner Loomis made a motion to approve the project, Commissioner Cogburn seconded the motion, the motion was unanimously approved.

The last topic of discussion is the Consideration of Professional Services Agreement with DP3 Architects for Master Facility Planning Work. During a Special Call meeting on September 5, 2023, the Board of Commissioners selected DP3 architects for the Town's master facility planning project. DP3 will coordinate work for this project and finalize the project making a presentation at the March 2024 meeting. The placeholder budget for this project was just over \$45,000, so another \$10,000 will be re-allocated during the project process. This is recommended for Board approval.

A motion was made by Commissioner Cogburn to approve the agreement with DP3 Architects, seconded by Commissioner Loomis, and unanimously approved.

The meeting was adjourned at 5:45 pm. The next meeting is scheduled for Tuesday, November 14, at 4:30 pm.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

MINUTES OF THE PUBLIC HEARING OF THE MAYOR AND TOWN
COMMISSIONERS OF BILTMORE FOREST HELD OCTOBER 10, 2023.

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

Roll call by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

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

A motion was made at 4:54 pm to go into Public Hearing by Commissioner Loomis, seconded by Commissioner Cogburn and unanimously approved.

Public Hearing to Discuss ZTA 2023-04 which is an Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance. A public hearing is required prior to the adoption of any amendment to the Town's Zoning Ordinance. There are three separate sections of the Zoning Ordinance that will be considered for amendment: Chapter 153.034-Landscaping and Grading Plans, Land Disturbance, and Sedimentation Control, Chapter 153.050-Tree Preservation (new section to replace Chapter 93 in Town Code), and Chapter 153.060-Buffers, Screening, and Landscaping Requirements.

Commissioner Kelly made a motion to go out of Public Hearing at 5:05pm. Commissioner Loomis seconded the motion and was unanimously approved.

Biltmore Forest Police
355 Vanderbilt Road
Biltmore Forest, NC 28803
828-274-0822
Chief M. Chris
Beddingfield



George F. Goosmann, III, Mayor
Doris P Loomis, Mayor-Pro Tem
E. Glenn Kelly, Commissioner
Fran Cogburn, Commissioner
Jonathan Kanipe, Town Manager

Biltmore Forest Police Department November 14th, 2023 Commission Report

October 2023 Data

Total Calls For Service:

692 (579 last month)

Arrests:

0-Felony Arrests-

4-Misdemeanor Arrest-One for Driving While Impaired from a traffic accident, Three for outstanding warrants outside of our jurisdiction. The warrants were for Assault on Female, Simple Assault, Larceny and Probation Violation.

Citations:

23-Citations for various traffic violations (22 last month)

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 6 hours

Vehicle Crash Investigation- 2.5 hours

Notable Calls and Projects:

Two officers were promoted, and a ceremony was held at town hall. Kenny Merritt was promoted from Sergeant to Lieutenant. Patrick Ridgeway was promoted from Officer to Sergeant. These officers went through a rigorous testing process to be chosen and advanced in rank.

The coat drive for The Veterans Restoration Quarters is going well. Numerous donations from both inside the PD and our residents.

We participated in a county wide trunk or treat event held at the family justice center. Numerous agencies from across the county participated as well.

The department assisted the Cub Scout Troop from Glen Arden Elementary School with a presentation and educational event on what police officers do.

Biltmore Forest Police Department
355 Vanderbilt Rd
Biltmore Forest, NC 28803

Calls for Service

10/01/2023 - 10/31/2023

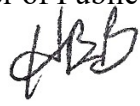
BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
ALARM	23	3.32%
ANIMAL CONTROL	10	1.45%
ASSIST MOTORIST	11	1.59%
ASSIST NON-RESIDENT	2	0.29%
ASSIST OTHER AGENCY	4	0.58%
ASSIST RESIDENT	11	1.59%
BUSINESS CHECK	305	44.08%
C&R DRIVER	1	0.14%
CHECK POINT	1	0.14%
COMMUNICATING THREATS	2	0.29%
CRIME PREVENTION	9	1.30%
DEBRIS IN ROADWAY	1	0.14%
DEPARTMENT OTHER	1	0.14%
DISCHARGE FIREARM	1	0.14%
DOMESTIC	1	0.14%
DOWN POWER LINES	1	0.14%
FIRE	1	0.14%
FOLLOW-UP INVESTIGATION	3	0.43%
HOUSE CHECK	135	19.51%
IMPROPER PARKING	7	1.01%
JUVENILE ISSUE	1	0.14%
LARCENY	1	0.14%
MEDICAL EMERGENCY	10	1.45%
NOISE COMPLAINT	1	0.14%
RADAR OPERATION	14	2.02%
SMOKE COMPLAINT	2	0.29%
SPECIAL ASSIGNMENT	7	1.01%
SPECIAL CHECK	6	0.87%
SUSPICIOUS ACTIVITY	1	0.14%
SUSPICIOUS PERSON	9	1.30%
SUSPICIOUS VEHICLE	15	2.17%
TALK WITH OFFICER	10	1.45%
TRAFFIC CONTROL	6	0.87%
TRAFFIC STOP	63	9.10%
VEHICLE ACCIDENT	8	1.16%
WARRANT SERVICE	1	0.14%
WELFARE CHECK	7	1.01%
Total Records For BILTMORE FOREST POLICE DEPARTMENT	692	Dept Calls/Total Calls 100.00%
Total Records	692	



MEMORANDUM

To: Jonathan Kanipe, Town Manager
Mayor and Board of Commissioners

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

Re: Public Works Department 
October 2023 Monthly Report

Date: November 7, 2023

Recurring Activities:

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

- Collected 38.83 tons of garbage.
- Diverted 14.53 tons of recycled goods from garbage.
- Picked up 27 loads of brush and leaves (approximately 810 cubic yards) over 12 days.
- Responded to 51 total utility locate requests, comprised of 43 new requests and 8 updates.
- Visited 6 residences for Tree Assessments, approving the removal of 25 trees, and requiring the installation of 12 trees.
- We assisted Ms. Jacobs with the manual water meter readings.
- Completed daily chlorine residual tests across town and the required two (2) bacteriological tests. All tests were passed.
- Used the Beacon/Badger Meter automated meter reading system to monitor water leaks daily and attempted to contact residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Normal brush collection was performed on the North Route beginning on October 16th, and the South Route beginning on October 30th. This concludes normal brush pick-up until January 15th, 2024.
- Leaf collection has begun, and will continue daily until January 15th, or all leaves are collected.

Miscellaneous Activities in October

- Training and probationary periods with our two new Public Works employees are nearly completed.
- We continue our weekly routine maintenance of all public spaces including mowing and general clean-up and servicing of five (5) dog waste stations.
- We removed a downed tree from the roadway near 408 Vanderbilt Road. It fell on the power lines and knocked out service locally for a few hours.

- Public Works employee Eric Anderson completed his certified backflow tester course through the North Carolina Rural Water Association.
- Our striping contractor has completed the installation of new thermoplastic markings on all speed humps in town and installed new crosswalk markings for the two golf cart crossings south of the Club on Stuyvesant Road.
- We repaired a damaged road shoulder at the intersection of Forest Road and Busbee Road.
- Shoulder clearing occurred in the following locations:
 - Stuyvesant Road at Southwood Road
 - Southwood Road
- Interior Town Hall painting work is still in progress. Work was completed in the Board Room and Community Room, and all remaining work is anticipated to be completed in early November.
- Staff responded to and repaired a water leak at 13 Park Road on Sunday, October 8.
- Staff attended a chain saw safety and pruning class in Boone, NC.
- We repaired the sheetrock that was removed due to mold damage and painted the Chief's office.
- Public Works employee Jeff Glover serviced and performed maintenance on our salt spreaders and plow trucks in preparation for the winter season, as well as our backhoe, loader, and mowers.
- We sent the John Deere tractor to the dealer for maintenance and refurbishment, and for new tires.
- We performed hydrant maintenance this month, refilling the oil reservoirs on all the hydrants in Town.
- At the request of the Police Department, we installed new sign posts on Southwood Road and Brookside Road to aid in the setting up of the digital speed signs.
- We replaced a damaged stop sign at the intersection of Busbee and Forest Roads.
- We contacted Biltmore about a dangerous tree overhanging Vanderbilt Road north of I-40 which resulted in their removal of the tree.
- Cleaned out the stormwater control measure at Greenwood Park.
- The Town's trailer mounted leaf vacuum was repaired and returned this month. We used it to remove leaves along White Oak and Buena Vista Roads to aide trick-or-treaters before Halloween. The machine runs better than ever, and we were very pleased with the maintenance performed.
- We have been using the tractor and blower to keep the roads cleared of fall leaf debris.
- We performed leaf removal at the Town Hall complex and Greenwood Park.

Larger/Capital Projects Updates

Cedar Hill Road Stream Stabilization Project

- Final plant selections are made and we are awaiting the final planting window for the Contractor to come and complete the work, which is anticipated to occur in late December or early January.

Master Plan Project Area 1 & Area 9 – Vanderbilt/Stuyvesant/Lone Pine Stormwater Project

- The Metropolitan Sewerage District is making significant progress on the sewer line replacement project. I anticipate the work continuing through the end of November, weather pending.
- I am in contact with adjacent property owners and actively discussing both permanent and temporary construction easements.
- We anticipate releasing the project for bids shortly after completion of the MSD portion of the project is finalized.

Streetlight LED Conversions and Service Upgrades

- Our last inventory identified one (1) non-functioning streetlight at the intersection of Brookside Road and Brooklawn Chase. MB Haynes will be searching for a fault on the power feeder to this light and we anticipate it being returned to service any day now. There are a total of 64 total streetlights in the Town.
- In conjunction with the Police Department, we will be assisting with the LPR camera installations as needed. MB Haynes Electric will be completing any conversions and improvements necessary at the desired locations to make the cameras active.
- I understand the additional camera equipment has been ordered. When the camera vendor has the equipment installed, Haynes will be on-site to make the necessary connections to power.

Greenwood Park Improvements

- The paving contractor has been authorized to pave the two parking areas at the park, and we anticipate that happening in November or December.
- We received a letter from our structural engineer to assist the contractor with obtaining the final building permit for the pavilion.
- Once the building permit is in hand, the contractor will update us on his anticipated construction schedule.
- Final paving of the walking trail will occur after the completion of the bridge installation and pavilion installation so they can be properly tied to the slabs, bridge, and adjoining areas.
- The bridge design is complete and the plans have been forwarded to contractors for pricing.

Brookside Park Clean-up and Trail Construction

- Family Tree Care began tree removals this month for the park clean-up project. They are approximately 50% done with their original scope of work, and the area along Brooklawn Chase is largely completed.
- Long Cane Trails is under contract on the trail building project and work is scheduled to begin in January 2024.

Upcoming in November

- Training of our two new employees will be complete this month and they will be added to the on-call rotation.
- Staff will complete the required daily chlorine and monthly bacteriological testing, as well as the quarterly disinfection byproduct testing.
- Normal brush collection is suspended until January 15, 2024. Until then, our entire team will be focused on leaf collection. As of this report, there has been one round of leaf pick-up on the South route, and the North route is approximately half completed on its first pick-up.
- Supervisor Dale and I will be attending an educational conference on the upcoming lead service line inventory requirements from EPA.
- Supervisor Dale, Manager Kanipe, and Planner Williams will be attending a conference on the best practices of administering local tree ordinances.
- Public Works Employee Daniel Rice will be attending a one-day continuing education workshop to obtain his continuing education credits for his water system distribution license.
- Downed tree and underbrush clean-up work will continue in Brookside Park.
- Painting inside Town Hall will finish this month.
- We will be installing a new irrigation meter and a residential water meter for residents in Town.

As always, please do not hesitate to contact me with any questions or feedback.



MEMORANDUM

To: Jonathan Kanipe, Town Manager
Mayor and Board of Commissioners

From: Tony Williams, Town Planner

Re: October Monthly Report

Date: November 2, 2023

Recurring

- Check PD reports daily for code violations, make contact as needed to homeowners and contractors.
- Field inspections are conducted multiple times a week.
- Review plans for the Board of Adjustment for meeting packets
- Conducted site visits with the Board of Adjustment Members for all projects to be heard.
- Attended Board of Adjustment meeting (Planning Board Canceled until January)
- Communicate weekly with all who submit plans for approval.
- Weekly advising homeowners and contractors of the ordinances.
- Addressing violations as needed.
- Issuing permits as needed

Monthly Breakdown

- Review of potential subdivisions: 1- (*Recombination*)
- Land use conferences virtual/on site: 48
- Notice of violations verbal/written: 2
- Resolved violations: 6
- Complaints: 13
- Plans reviewed: 18
- Plans reviewed for BOA: 9
- Plans reviewed for Design Review Board: 4
- Approved Permits: 6

Miscellaneous

- The Board of Adjustment had the number of cases go back up last month to nine cases heard.



BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

NOVEMBER 14, 2023

AGENDA ITEM E-5 TOWN MANAGER'S MONTHLY REPORT

State of Emergency Declaration – Burning Ban

The Town aligned with Buncombe County and the other municipalities on Monday, November 6th to issue a state of emergency regarding *all* burning within the County. Previously, the NC Forest Service had issued burn bans for any open burning and/or existing burn permits, but this local state of emergency applied to even fire pits, camp fires, etc. The import of this state of emergency is that it allows the Town and/or County to request funds and resources from the State if a need arises. This is due to the excessively dry conditions and atmospheric conditions that are befalling our region at present. As of this writing, the State of Emergency is still in effect and will be lifted once conditions warrant.

Town Hall Painting Project

The painting project at Town Hall is anticipated to be completed, in full, by November 15. The contractor has finished the Social Room and is finishing work in the hallways and entryway prior to moving into the administrative offices. We appreciate everyone's patience and understanding as we have worked through this job over the past several months.

Facility Master Planning Update

The Town's work with DP3 is beginning and the initial review of the Town's internal documents is underway. DP3, along with their consulting engineer, McGill, are reviewing this information and will be utilizing this as we move forward during the initial phase of master planning. We anticipate meeting within the next week to address any questions they may have regarding the provided documentation and to coordinate next steps.

Brooklawn Park Trail Schedule and Woodland Cleanup

The work authorized by the Board in October for Brooklawn Park has begun and is going well. The tree contractor has performed work the past three weeks that has resulted in cleaning up dead and hazardous trees, removing trees that are inhibiting growth of more mature, larger trees, and

general invasive species removal. The trail consultant provided the Town with a schedule in late October that indicates work will begin in January with a completion date of April 1, 2024.

FY23 Audit Completed

Carter PC has completed the Town's FY23 audit and intends to present their findings to the Board in December. The report was a clean opinion. We are appreciative of Carter PC and their team for working so well with us during this process.

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 10/31/2023

Town of Biltmore Forest

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
3010 Ad Valorem Tax						
Revenue						
3010 Ad Valorem Tax						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,980,215.00	0.00	0.00	0.00	2,980,215.00	0
10-3010-0100 AD VALOREM TAXES (DMV)	122,399.00	10,342.32	10,342.32	0.00	112,056.68	8
10-3010-0200 TAX INTEREST & PENALTIES	5,000.00	3.34	3.34	0.00	4,996.66	0
3010 Ad Valorem Tax Subtotal	\$3,107,614.00	\$10,345.66	\$10,345.66	\$0.00	\$3,097,268.34	0
Revenue Subtotal	\$3,107,614.00	\$10,345.66	\$10,345.66	\$0.00	\$3,097,268.34	0
After Transfers	Excess Of Revenue Subtotal	\$3,107,614.00	\$10,345.66	\$10,345.66	\$0.00	0
3020 Unrestricted Intergovernm						
Revenue						
3020 Unrestricted Intergovernm						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	235,200.00	0.00	0.00	0.00	235,200.00	0
10-3020-0100 ALCOHOL BEVERAGE TAX	6,500.00	0.00	0.00	0.00	6,500.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	835,550.00	0.00	0.00	0.00	835,550.00	0
10-3020-0300 1/2 CENT SALES TAX A.40	358,260.00	0.00	0.00	0.00	358,260.00	0
10-3020-0400 1/2 CENT SALES TAX A.42	443,961.00	0.00	0.00	0.00	443,961.00	0
10-3020-0600 SALES TAX REFUND	15,000.00	0.00	0.00	0.00	15,000.00	0
10-3020-0700 GASOLINE TAX REFUND	5,000.00	0.00	0.00	0.00	5,000.00	0
3020 Unrestricted Intergovernm Subtotal	\$1,899,471.00	\$0.00	\$0.00	\$0.00	\$1,899,471.00	0
Revenue Subtotal	\$1,899,471.00	\$0.00	\$0.00	\$0.00	\$1,899,471.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$1,899,471.00	\$0.00	\$0.00	\$0.00	0
3030 Restricted Intergovernmen						
Revenue						
3030 Restricted Intergovernmen						
10-3030-0000 SOLID WASTE DISPOSAL TAX	1,133.00	0.00	0.00	0.00	1,133.00	0
10-3030-0100 POWELL BILL	67,210.00	0.00	0.00	0.00	67,210.00	0
10-3030-0200 ILLICIT SUBSTANCE TAX	18.00	-4.00	-4.00	0.00	22.00	-22
3030 Restricted Intergovernmen Subtotal	\$68,361.00	-\$4.00	-\$4.00	\$0.00	\$68,365.00	0
Revenue Subtotal	\$68,361.00	-\$4.00	-\$4.00	\$0.00	\$68,365.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$68,361.00	-\$4.00	-\$4.00	\$0.00	0
3040 Permits & Fees						
Revenue						
3040 Permits & Fees						
10-3040-0000 ZONING PERMITS	30,000.00	5,187.00	5,187.00	0.00	24,813.00	17
10-3040-0100 DOG LICENSE FEE	1,300.00	60.00	60.00	0.00	1,240.00	5
3040 Permits & Fees Subtotal	\$31,300.00	\$5,247.00	\$5,247.00	\$0.00	\$26,053.00	17
Revenue Subtotal	\$31,300.00	\$5,247.00	\$5,247.00	\$0.00	\$26,053.00	17

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 10/31/2023

Town of Biltmore Forest

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	Excess Of Revenue Subtotal	\$31,300.00	\$5,247.00	\$5,247.00	\$0.00	17
3050 Investment Earnings						
Revenue						
3050 Investment Earnings						
10-3050-0000 INTEREST EARNED	148,800.00	37.99	37.99	0.00	148,762.01	0
	3050 Investment Earnings Subtotal	\$148,800.00	\$37.99	\$37.99	\$0.00	\$148,762.01
	Revenue Subtotal	\$148,800.00	\$37.99	\$37.99	\$0.00	\$148,762.01
After Transfers	Excess Of Revenue Subtotal	\$148,800.00	\$37.99	\$37.99	\$0.00	0
3060 Miscellaneous						
Revenue						
3060 Miscellaneous						
10-3060-0100 AMERICAN TOWER AGREEMENT	46,365.00	1,600.00	1,600.00	0.00	44,765.00	3
10-3060-0200 MISCELLANEOUS	20,000.00	18,087.84	18,087.84	0.00	1,912.16	90
	3060 Miscellaneous Subtotal	\$66,365.00	\$19,687.84	\$19,687.84	\$0.00	\$46,677.16
	Revenue Subtotal	\$66,365.00	\$19,687.84	\$19,687.84	\$0.00	\$46,677.16
After Transfers	Excess Of Revenue Subtotal	\$66,365.00	\$19,687.84	\$19,687.84	\$0.00	30
3290						
Revenue						
3290						
30-3290-0000 INTEREST EARNED	4,000.00	0.00	0.00	0.00	4,000.00	0
	3290 Subtotal	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
	Revenue Subtotal	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
After Transfers	Deficiency Of Revenue Subtotal	\$4,000.00	\$0.00	\$0.00	\$0.00	0
3350 Commissions, Sw Chg Coll						
Revenue						
3350 Commissions, Sw Chg Coll						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	1,873.46	1,873.46	0.00	6,126.54	23
	3350 Commissions, Sw Chg Coll Subtotal	\$8,000.00	\$1,873.46	\$1,873.46	\$0.00	\$6,126.54
	Revenue Subtotal	\$8,000.00	\$1,873.46	\$1,873.46	\$0.00	\$6,126.54
After Transfers	Excess Of Revenue Subtotal	\$8,000.00	\$1,873.46	\$1,873.46	\$0.00	23
3500 Other Financing						
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3500-0300 TRANSFER FROM FUND BALANCE	1,213,866.00	0.00	0.00	0.00	1,213,866.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	292,000.00	0.00	0.00	0.00	292,000.00	0
	3500 Other Financing Subtotal	\$1,515,866.00	\$0.00	\$0.00	\$0.00	\$1,515,866.00
	Other Financing Source Subtotal	\$1,515,866.00	\$0.00	\$0.00	\$0.00	\$1,515,866.00

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 10/31/2023

Town of Biltmore Forest

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	Deficiency Of Revenue Subtotal	\$1,515,866.00	\$0.00	\$0.00	\$0.00	0
3710 Water Sales						
Revenue						
3710 Water Sales						
30-3710-0000	WATER CHARGES	0.00	203,224.23	203,224.23	0.00	-203,224.23 *100
30-3710-0100	MSD CHARGES	493,425.00	148,292.37	148,292.37	0.00	345,132.63 30
30-3710-0200	AMI TRANSMITTER CHARGES	7,700.00	2,734.08	2,734.08	0.00	4,965.92 36
	3710 Water Sales Subtotal	\$501,125.00	\$354,250.68	\$354,250.68	\$0.00	\$146,874.32 71
	Revenue Subtotal	\$501,125.00	\$354,250.68	\$354,250.68	\$0.00	\$146,874.32 71
After Transfers	Excess Of Revenue Subtotal	\$501,125.00	\$354,250.68	\$354,250.68	\$0.00	71
3730 Water Tap & Connect Fees						
Revenue						
3730 Water Tap & Connect Fees						
30-3730-0000	WATER TAP AND CONNECTION FEES	6,000.00	3,770.00	3,770.00	0.00	2,230.00 63
	3730 Water Tap & Connect Fees Subtotal	\$6,000.00	\$3,770.00	\$3,770.00	\$0.00	\$2,230.00 63
	Revenue Subtotal	\$6,000.00	\$3,770.00	\$3,770.00	\$0.00	\$2,230.00 63
After Transfers	Excess Of Revenue Subtotal	\$6,000.00	\$3,770.00	\$3,770.00	\$0.00	63
3800						
Revenue						
3800						
10-3800-0000	LAW ENF.BLOCK GRANT	24,500.00	0.00	0.00	0.00	24,500.00 0
	3800 Subtotal	\$24,500.00	\$0.00	\$0.00	\$0.00	\$24,500.00 0
	Revenue Subtotal	\$24,500.00	\$0.00	\$0.00	\$0.00	\$24,500.00 0
After Transfers	Deficiency Of Revenue Subtotal	\$24,500.00	\$0.00	\$0.00	\$0.00	0
4000						
Revenue						
4000						
40-4000-1100	ARP DISTRIBUTION	451,275.58	0.00	0.00	0.00	451,275.58 0
	4000 Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58 0
	Revenue Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58 0
After Transfers	Deficiency Of Revenue Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	0
4200 Administration						
Expenditure						
4200 Administration						
10-4200-0200	SALARIES	321,633.00	124,606.56	124,606.56	0.00	197,026.44 39
10-4200-0300	OVERTIME	3,000.00	0.00	0.00	0.00	3,000.00 0
10-4200-0500	FICA	24,605.00	9,262.46	9,262.46	0.00	15,342.54 38
10-4200-0600	HEALTH INSURANCE (MEDICAL)	42,598.00	12,169.36	12,169.36	0.00	30,428.64 29

REVENUE & EXPENDITURE STATEMENT
07/01/2023 To 10/31/2023

Town of Biltmore Forest
FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	2,792.88	2,792.88	0.00	7,707.12	27
10-4200-0675 HEALTH REIMBUSEMENT ACC	7,500.00	2,000.00	2,000.00	0.00	5,500.00	27
10-4200-0700 LGERS RETIREMENT	62,815.00	23,895.20	23,895.20	0.00	38,919.80	38
10-4200-0800 401K SUPP RETIREMENT	16,232.00	6,015.61	6,015.61	0.00	10,216.39	37
10-4200-1000 ACCOUNTING & TAXES	51,400.00	42,349.06	42,349.06	0.00	9,050.94	82
10-4200-1200 POSTAGE, PRINTING, STATIONARY	10,140.00	4,733.51	4,733.51	0.00	5,406.49	47
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	7,200.00	7,200.00	0.00	14,400.00	33
10-4200-1500 BLDG & GRNDS MAINTENANCE	20,000.00	24,791.63	24,791.63	0.00	-4,791.63	124
10-4200-3300 SUPPLIES AND EQUIPMENT	10,000.00	3,744.87	3,744.87	0.00	6,255.13	37
10-4200-5300 DUES & FEES	5,070.00	6,295.47	6,295.47	0.00	-1,225.47	124
10-4200-5700 MISCELLANEOUS	1,000.00	636.52	1,037.77	401.25	-37.77	104
10-4200-6500 STAFF DEVELOPMENT	21,395.00	8,619.55	8,619.55	0.00	12,775.45	40
4200 Administration Subtotal	\$629,488.00	\$279,112.68	\$279,513.93	\$401.25	\$349,974.07	44
Expenditure Subtotal	\$629,488.00	\$279,112.68	\$279,513.93	\$401.25	\$349,974.07	44
Before Transfers	Deficiency Of Revenue Subtotal	-\$629,488.00	-\$279,112.68	-\$279,112.68	-\$401.25	44
After Transfers	Deficiency Of Revenue Subtotal	-\$629,488.00	-\$279,112.68	-\$279,112.68	-\$401.25	44
5100 Police Department						
Expenditure						
5100 Police Department						
10-5100-0200 SALARIES	1,013,718.00	377,337.55	377,337.55	0.00	636,380.45	37
10-5100-0300 OVERTIME	30,412.00	0.00	0.00	0.00	30,412.00	0
10-5100-0400 SEPARATION ALLOWANCE	16,445.00	5,692.59	5,692.59	0.00	10,752.41	35
10-5100-0500 FICA	77,549.00	28,693.55	28,693.55	0.00	48,855.45	37
10-5100-0600 HEALTH INSURANCE (MEDICAL)	144,832.00	48,389.44	48,389.44	0.00	96,442.56	33
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,700.00	7,534.40	7,534.40	0.00	28,165.60	21
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	8,000.00	8,000.00	0.00	17,500.00	31
10-5100-0700 LGERS RETIREMENT	210,651.00	73,382.77	73,382.77	0.00	137,268.23	35
10-5100-0800 401K SUPP RETIREMENT	50,686.00	18,120.78	18,120.78	0.00	32,565.22	36
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	8,294.00	8,294.00	0.00	11,706.00	41
10-5100-1600 MAINT/REPAIR - EQUIPMENT	1,000.00	640.00	890.00	250.00	110.00	89
10-5100-1700 MAINT/REPAIR - VEHICLES	10,000.00	9,059.91	9,059.91	0.00	940.09	91
10-5100-3100 MOTOR FUELS	24,600.00	6,172.50	6,172.50	0.00	18,427.50	25
10-5100-3300 SUPPLIES	10,080.00	2,861.18	3,206.01	344.83	6,873.99	32
10-5100-3600 UNIFORMS	15,000.00	4,736.19	4,736.19	0.00	10,263.81	32
10-5100-3700 SOFTWARE	18,725.00	15,480.00	15,480.00	0.00	3,245.00	83
10-5100-3800 TECHNOLOGY	58,740.00	25,712.65	27,210.63	1,497.98	31,529.37	46
10-5100-4000 RENTALS	0.00	501.09	501.09	0.00	-501.09	*100
10-5100-5700 MISCELLANEOUS	8,265.00	7,691.04	7,691.04	0.00	573.96	93
10-5100-5800 PHYSICAL EXAMS	2,000.00	820.00	820.00	0.00	1,180.00	41

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 10/31/2023

Town of Biltmore Forest

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5100-6500 STAFF DEVELOPMENT	15,000.00	6,869.99	7,537.89	667.90	7,462.11	50
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	169,000.00	8,916.23	120,986.37	112,070.14	48,013.63	72
5100 Police Department Subtotal	\$1,957,903.00	\$664,905.86	\$779,736.71	\$114,830.85	\$1,178,166.29	40
Expenditure Subtotal	\$1,957,903.00	\$664,905.86	\$779,736.71	\$114,830.85	\$1,178,166.29	40
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,957,903.00	-\$664,905.86	-\$664,905.86	-\$114,830.85	34
After Transfers	Deficiency Of Revenue Subtotal	-\$1,957,903.00	-\$664,905.86	-\$664,905.86	-\$114,830.85	34
5200 Fire Services						
Expenditure						
5200 Fire Services						
10-5200-0000 FIRE CONTRACT	425,000.00	106,250.00	106,250.00	0.00	318,750.00	25
5200 Fire Services Subtotal	\$425,000.00	\$106,250.00	\$106,250.00	\$0.00	\$318,750.00	25
Expenditure Subtotal	\$425,000.00	\$106,250.00	\$106,250.00	\$0.00	\$318,750.00	25
Before Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$106,250.00	-\$106,250.00	\$0.00	25
After Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$106,250.00	-\$106,250.00	\$0.00	25
5600 Public Works						
Expenditure						
5600 Public Works						
10-5600-0200 SALARIES	211,888.00	77,480.05	77,480.05	0.00	134,407.95	37
10-5600-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5600-0500 FICA	16,209.00	5,273.35	5,273.35	0.00	10,935.65	33
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	68,156.00	10,484.44	10,484.44	0.00	57,671.56	15
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	2,164.56	2,164.56	0.00	8,335.44	21
10-5600-0675 HRA HEALTH REIMB ACCT	7,500.00	1,750.00	1,750.00	0.00	5,750.00	23
10-5600-0700 LGERS RETIREMENT	41,382.00	13,842.51	13,842.51	0.00	27,539.49	33
10-5600-0800 401K SUPP RETIREMENT	10,594.00	3,354.02	3,354.02	0.00	7,239.98	32
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	8,753.29	8,753.29	0.00	-1,753.29	125
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	9,600.00	5,174.14	5,192.52	18.38	4,407.48	54
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	35,000.00	10,606.77	10,606.77	0.00	24,393.23	30
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	2,008.83	2,008.83	0.00	7,991.17	20
10-5600-3100 MOTOR FUELS	20,000.00	4,857.88	4,857.88	0.00	15,142.12	24
10-5600-3300 SUPPLIES	10,000.00	3,435.79	3,435.79	0.00	6,564.21	34
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	291.30	291.30	0.00	708.70	29
10-5600-3600 UNIFORMS	8,650.00	774.20	2,807.35	2,033.15	5,842.65	32
10-5600-3800 TECHNOLOGY	9,500.00	0.00	0.00	0.00	9,500.00	0
10-5600-5200 PARKS	60,000.00	28,327.79	28,970.79	643.00	31,029.21	48
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	996.13	1,499.03	502.90	-499.03	150
10-5600-6000 CAPITAL OUTLAY	8,000.00	0.00	0.00	0.00	8,000.00	0
10-5600-6500 STAFF DEVELOPMENT	0.00	1,375.94	1,375.94	0.00	-1,375.94	*100

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 10/31/2023

Town of Biltmore Forest

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	72,980.31	72,980.31	0.00	378,295.27	16
5600 Public Works Subtotal	\$1,002,754.58	\$253,931.30	\$257,128.73	\$3,197.43	\$745,625.85	26
Expenditure Subtotal	\$1,002,754.58	\$253,931.30	\$257,128.73	\$3,197.43	\$745,625.85	26
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,002,754.58	-\$253,931.30	-\$253,931.30	-\$3,197.43	25
After Transfers	Deficiency Of Revenue Subtotal	-\$1,002,754.58	-\$253,931.30	-\$253,931.30	-\$3,197.43	25
5700 Streets & Transportation						
Expenditure						
5700 Streets & Transportation						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-2200 CONTRACTS- PAVING & STRIPING	255,000.00	49,657.75	49,657.75	0.00	205,342.25	19
10-5700-2300 SUPPLIES	10,000.00	1,317.03	1,317.03	0.00	8,682.97	13
10-5700-2400 TRAFFIC SIGNS	500.00	0.00	0.00	0.00	500.00	0
10-5700-2500 STORM WATER DRAINAGE	1,400,000.00	445.77	445.77	0.00	1,399,554.23	0
10-5700-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-6500 STAFF DEVELOPMENT	1,000.00	1,126.15	1,126.15	0.00	-126.15	113
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	19,200.00	2,732.71	2,732.71	0.00	16,467.29	14
10-5700-7500 ENGINEERING	50,000.00	17,688.80	17,688.80	0.00	32,311.20	35
5700 Streets & Transportation Subtotal	\$1,745,700.00	\$72,968.21	\$72,968.21	\$0.00	\$1,672,731.79	4
Expenditure Subtotal	\$1,745,700.00	\$72,968.21	\$72,968.21	\$0.00	\$1,672,731.79	4
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,745,700.00	-\$72,968.21	-\$72,968.21	\$0.00	4
After Transfers	Deficiency Of Revenue Subtotal	-\$1,745,700.00	-\$72,968.21	-\$72,968.21	\$0.00	4
5800 Sanitation & Recycling						
Expenditure						
5800 Sanitation & Recycling						
10-5800-0200 SALARIES	141,376.00	59,534.58	59,534.58	0.00	81,841.42	42
10-5800-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5800-0500 FICA	11,198.00	4,514.31	4,514.31	0.00	6,683.69	40
10-5800-0600 HEALTH INSURANCE (MEDICAL)	68,156.00	8,125.52	8,125.52	0.00	60,030.48	12
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	6,300.00	1,339.68	1,339.68	0.00	4,960.32	21
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	1,500.00	1,500.00	0.00	3,000.00	33
10-5800-0700 LGERS RETIREMENT	27,611.00	10,947.86	10,947.86	0.00	16,663.14	40
10-5800-0800 401K SUPP RETIREMENT	7,069.00	2,821.65	2,821.65	0.00	4,247.35	40
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	0.00	87.30	87.30	0.00	-87.30	*100
10-5800-1700 MAINT/REPAIRS - VEHICLES	40,000.00	37,545.11	39,253.27	1,708.16	746.73	98
10-5800-3100 MOTOR FUELS	30,000.00	6,243.98	6,243.98	0.00	23,756.02	21
10-5800-3300 SUPPLIES	1,000.00	44.94	44.94	0.00	955.06	4
10-5800-3600 UNIFORMS	1,000.00	348.78	348.78	0.00	651.22	35
10-5800-3800 TECHNOLOGY	3,000.00	0.00	0.00	0.00	3,000.00	0
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2023 To 10/31/2023

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5800-5900 MISCELLANEOUS	1,000.00	1,000.00	1,000.00	0.00	0.00	100
10-5800-6000 CAPITAL OUTLAY	80,000.00	0.00	0.00	0.00	80,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	50,000.00	15,923.68	15,923.68	0.00	34,076.32	32
10-5800-8100 RECYCLING	20,000.00	2,210.04	2,210.04	0.00	17,789.96	11
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	31,200.00	5,500.00	5,500.00	0.00	25,700.00	18
5800 Sanitation & Recycling Subtotal	\$528,910.00	\$157,687.43	\$159,395.59	\$1,708.16	\$369,514.41	30
Expenditure Subtotal	\$528,910.00	\$157,687.43	\$159,395.59	\$1,708.16	\$369,514.41	30
Before Transfers	Deficiency Of Revenue Subtotal	-\$528,910.00	-\$157,687.43	-\$157,687.43	-\$1,708.16	30
After Transfers	Deficiency Of Revenue Subtotal	-\$528,910.00	-\$157,687.43	-\$157,687.43	-\$1,708.16	30
6600 General Government						
Expenditure						
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	45,959.00	0.00	0.00	0.00	45,959.00	0
10-6600-0401 LEGAL SERVICES	35,000.00	6,300.00	6,300.00	0.00	28,700.00	18
10-6600-1100 TECHNOLOGY	105,937.00	30,088.57	30,088.57	0.00	75,848.43	28
10-6600-1300 MUNICIPAL UTILITIES	40,000.00	6,425.43	6,425.43	0.00	33,574.57	16
10-6600-1500 GE. REPS. AND MAINT.	40,000.00	14,304.22	14,304.22	0.00	25,695.78	36
10-6600-2800 ELECTIONS	6,000.00	0.00	0.00	0.00	6,000.00	0
10-6600-5400 INSURANCE	110,000.00	116,114.47	116,114.47	0.00	-6,114.47	106
10-6600-6000 CONTINGENCY	50,000.00	0.00	0.00	0.00	50,000.00	0
10-6600-6100 MISCELLANEOUS	10,000.00	3,260.89	3,260.89	0.00	6,739.11	33
10-6600-6300 COMMUNITY EVENTS	55,000.00	10,392.36	10,667.36	275.00	44,332.64	19
10-6600-6301 4TH OF JULY	10,000.00	4,266.34	4,266.34	0.00	5,733.66	43
10-6600-6302 NATIONAL NIGHT OUT	7,000.00	552.16	552.16	0.00	6,447.84	8
10-6600-6303 HOLIDAY LIGHTING	21,500.00	0.00	0.00	0.00	21,500.00	0
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	470.00	470.00	0.00	4,530.00	9
10-6600-6500 FOREST MANAGEMENT	60,000.00	19,400.00	19,400.00	0.00	40,600.00	32
6600 General Government Subtotal	\$603,396.00	\$211,574.44	\$211,849.44	\$275.00	\$391,546.56	35
Expenditure Subtotal	\$603,396.00	\$211,574.44	\$211,849.44	\$275.00	\$391,546.56	35
Before Transfers	Deficiency Of Revenue Subtotal	-\$603,396.00	-\$211,574.44	-\$211,574.44	-\$275.00	35
After Transfers	Deficiency Of Revenue Subtotal	-\$603,396.00	-\$211,574.44	-\$211,574.44	-\$275.00	35
6700 Debt Service						
Expenditure						
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	11,666.66	11,666.66	0.00	11,667.34	50
10-6700-0200 Street Improvements-Principal	6,667.00	3,333.34	3,333.34	0.00	3,333.66	50
10-6700-0500 Public Works Building-Principal	84,211.00	42,105.26	42,105.26	0.00	42,105.74	50
10-6700-0600 2020 POLICE CARS-PRINCIPAL	14,600.00	0.00	0.00	0.00	14,600.00	0

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 10/31/2023

Town of Biltmore Forest

FY 2023-2024

*100 in the % Used column indicates that no budget exists

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-6700-1100 Police Dept Renovations-Interest	556.00	388.94	388.94	0.00	167.06	70
10-6700-1200 Street Improvements-Interest	159.00	111.12	111.12	0.00	47.88	70
10-6700-1500 Public Works Building-Interest	14,855.00	7,781.05	7,781.05	0.00	7,073.95	52
6700 Debt Service Subtotal	\$144,382.00	\$65,386.37	\$65,386.37	\$0.00	\$78,995.63	45
Expenditure Subtotal	\$144,382.00	\$65,386.37	\$65,386.37	\$0.00	\$78,995.63	45
Before Transfers	Deficiency Of Revenue Subtotal	-\$144,382.00	-\$65,386.37	-\$65,386.37	\$0.00	45
After Transfers	Deficiency Of Revenue Subtotal	-\$144,382.00	-\$65,386.37	-\$65,386.37	\$0.00	45
8100 Water Dept.						
Expenditure						
8100 Water Dept.						
30-8100-0200 SALARIES	169,693.00	54,220.30	54,220.30	0.00	115,472.70	32
30-8100-0400 PROFESSIONAL SERVICES	5,000.00	12,692.68	15,015.87	2,323.19	-10,015.87	300
30-8100-0500 FICA	12,981.00	4,083.96	4,083.96	0.00	8,897.04	31
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	7,274.60	7,274.60	0.00	-7,274.60	*100
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	1,213.28	1,213.28	0.00	-1,213.28	*100
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	1,250.00	1,250.00	0.00	-1,250.00	*100
30-8100-0700 LGERS RETIREMENT	27,611.00	10,524.05	10,524.05	0.00	17,086.95	38
30-8100-0800 401K SUPP RETIREMENT	8,485.00	3,054.69	3,054.69	0.00	5,430.31	36
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	5,000.00	660.42	1,309.29	648.87	3,690.71	26
30-8100-1500 GENERAL REPAIRS	25,000.00	403.75	403.75	0.00	24,596.25	2
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	2,218.37	2,218.37	0.00	12,781.63	15
30-8100-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-4800 WATER PURCHASES	204,750.00	56,169.36	56,169.36	0.00	148,580.64	27
30-8100-4900 SEWER PURCHASES	396,000.00	87,070.87	87,070.87	0.00	308,929.13	22
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	3,378.29	3,378.29	0.00	4,321.71	44
30-8100-5700 MISCELLANEOUS	6,196.00	0.00	0.00	0.00	6,196.00	0
30-8100-6000 CAPITAL RESERVE	178,891.00	0.00	0.00	0.00	178,891.00	0
30-8100-6500 STAFF DEVELOPMENT	5,000.00	470.00	470.00	0.00	4,530.00	9
30-8100-7400 CAPITAL IMPROVEMENT	19,200.00	0.00	0.00	0.00	19,200.00	0
8100 Water Dept. Subtotal	\$1,091,507.00	\$244,684.62	\$247,656.68	\$2,972.06	\$843,850.32	23
Expenditure Subtotal	\$1,091,507.00	\$244,684.62	\$247,656.68	\$2,972.06	\$843,850.32	23
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,091,507.00	-\$244,684.62	-\$244,684.62	-\$2,972.06	22
After Transfers	Deficiency Of Revenue Subtotal	-\$1,091,507.00	-\$244,684.62	-\$244,684.62	-\$2,972.06	22



BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
NOVEMBER 14, 2023

AGENDA ITEM F-1
RESOLUTION 2023-01 – A RESOLUTION HONORING MR. LOWELL PEARLMAN

Mr. Lowell Pearlman has served the Town exceptionally well as a member of the Board of Adjustment for over ten years. Mr. Pearlman is retiring from the Board of Adjustment, and the Town, Mayor, and Board of Commissioners wish to honor his service with this special recognition.

STATE OF NORTH CAROLINA)
)
COUNTY OF BUNCOMBE)

TOWN OF BILTMORE FOREST
BOARD OF COMMISSIONERS

RESOLUTION 2023-01

**RESOLUTION HONORING THE SERVICE OF
MR. LOWELL PEARLMAN ON
THE TOWN'S BOARD OF ADJUSTMENT**

WHEREAS, Mr. Lowell Pearlman has faithfully served the Town of Biltmore Forest as a member of the Board of Adjustment for over ten years; and

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

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

NOW THEREFORE BE IT RESOLVED, that the Mayor and Town Board of Commissioners express their appreciation for the outstanding manner in which Mr. Pearlman performed his duties and for his dedication to the Town as a member of the Board of Adjustment.

This the 14th day of November 2023.

George F. Goosmann, III
Mayor

Attest:

Laura Jacobs
Town Clerk



BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM
NOVEMBER 14, 2023

AGENDA ITEM F-2
CONSIDERATION OF TOWN PARK AND OPEN SPACE REGULATIONS

Background

The Town's existing parks and open space regulations are significantly lacking, specifically related to operating hours and standard rules. The current ordinance is attached for reference. Chief Beddingfield and I have discussed the need for enhanced rules and regulations regarding the Town parks and open space, and believe the attached draft language will satisfy the Town's needs.

Action Requested

Please review the draft language attached, and if acceptable, the Board can consider this for adoption or provide alternative language and request staff make amendments and return next month with this item. Since these regulations are housed within the Town Code, no public hearing is required. If adopted, the new ordinance and its numeration would completely replace Chapter 93, Sections 15-16.

**ORDINANCE 2023-08 – AN ORDINANCE TO AMEND THE
TOWN OF BILTMORE FOREST TOWN CODE**

**CHAPTER 93
PARKS AND RECREATION**

ARTICLE I. IN GENERAL

93.15. Definition.

For the purpose of this section, "parks" shall be defined as all parks, outdoor athletic facilities (including courts, fields, and school athletic fields as applicable), greenways or trails, and open space areas owned, leased and/or operated, maintained and administered by the Town of Biltmore Forest.

93.16. Hours of operation, unauthorized presence.

Park properties are open daily to the public from 5:00 a.m. to sunset, except when:

- (1) The Town Manager or his/her designee may provide alternate hours of operations for a park property or facility as appropriate. Changes in hours will be posted at the facility and/or on the town's website as appropriate.
- (2) A park or recreation program on park property or in facilities may operate during extended hours.
- (3) A rental agreement issued by the Town may authorize alternate hours of operation or the extended use of a park property or facility.
- (4) The Town Manager or his/her designee may establish a temporary holiday schedule for a park or facility.
- (5) Town personnel or authorized emergency personnel may open or close any park property in the event of emergency, inclement weather, or appropriate official purpose. Such opening or closing will be posted in advance when possible, for public notice.
- (6) No person shall enter or be present within a park property or facility when closed as indicated by posted hours or when gates or other access to the park or facility are shut. Violation of the foregoing may subject the violator to civil or criminal penalties.
- (7) Parking may be permitted overnight at a park property only by permission of the Town of Biltmore Forest.

93.17. Damage to plants, turf, rocks, structures, streams.

- (a) No person shall deface, destroy, injure, misuse, or remove any park property.
- (b) No person shall cut, break, move, take, or otherwise injure, destroy or deface any tree, shrub, plant, turf, rock or any building, fence, bridge, sign or other structure; or foul any stream, or dump any earth, rubbish or other substance or material in or upon any park without written permission of Town Manager or his/her designee. Such permission shall be given upon a showing that the activity is consistent with all other ordinances and will not result in permanent injury to the park.

93.18. Prohibited acts in parks and facilities.

- (a) Dangerous equipment. Practicing, playing or using any apparatus, including any sports apparatus, that may, despite the exercise of reasonable care, create a danger to any person because of its use in a public area, including but not limited to the following: golf, disc golf, horseshoes, spears, javelins, shot put, lawn darts, archery and discus in park areas is prohibited except in areas expressly authorized or provided for such purposes.
- (b) Swimming is prohibited in all parks except in facilities expressly authorized for that purpose. Personal bathing is prohibited.
- (c) No person shall possess, use, or distribute illegal drugs or any controlled substances on park property.
- (d) Smoking and use of a vaping device in parks and park property is prohibited. It shall be unlawful to smoke or vape in any town park or park property held for public recreation in the town.
- (e) No person shall possess or discharge any fireworks, model rockets, or other explosive materials or devices on park property, except as authorized by the Town manager or his/her designee.
- (f) No person shall operate any device to amplify sound which creates excessive or otherwise create excessive noise to disturb the peace and public enjoyment of park property, except as authorized by approval by the Town Manager or his/her designee.
- (g) Use of metal detectors or use of neodymium magnets are not permitted in parks, except as authorized by approval by the Town Manager or his/her designee.
- (h) Recreational drones and any radio-controlled aerial device are not permitted within any park.
- (i) No person shall make or kindle any open fire. Private portable grills may be used in certain park areas as approved by the Town Manager or his/her designee.
- (j) No person shall urinate or defecate on park property other than in the restrooms or designated sanitary facility.
- (k) No person shall dump, abandon, discard, release or spill as refuse, bulk trash, landscape material, liquid, or similar objects or substances on park property or park dumpster unless provided expressly for public use and authorized by posted signage.
- (l) No person shall misuse or abuse park property by utilizing it in any manner other than as appropriate according to its intended design.
- (m) No person in a park shall conduct himself/herself by word or by act, in a riotous, disorderly, boisterous, threatening or other manner so as to disturb the peace and good order of the park.
- (n) No person in a park shall solicit another to engage in an act of sex perversion or solicit or request another to commit, perform or engage in any lewd, lascivious, obscene, or indecent act or behavior.
- (o) No person shall establish or maintain any camp or other temporary lodging place or sleeping place, within the park, without the specific written permit from the Town Manager or his/her designee.

93.19 Vehicles and motorized wheeled devices.

- (a) No person shall ride or drive any motor vehicle, golf cart, motorcycle, electric scooter, motor-driven cycle, or any other form of off-highway, motor-driven vehicle upon any park land except upon the roads or on areas which are designed and provided for such purposes. This shall not include the operation of mobility assisted devices such as electric wheelchairs or motor vehicles engaged in property maintenance or in other services authorized by the town. All ordinances regarding operation of a motor vehicle upon public streets or highways apply to operation upon streets within park land. There shall be no parking at any time except in designated areas.
- (b) No bicycles, skateboards or rollerblades are to be ridden in areas that have been posted by signs that expressly prohibit such.

93.20 Animals and wildlife.

- (a) Except in designated areas, no person shall bring or possess an animal on park property without keeping it at all times on a physical leash that is attached to the animal by collar or harness and that is under the control of the owner.
- (b) No person who brings an animal onto park property shall fail to immediately clean up and remove the animal's feces or other waste from park property and dispose of the waste in a receptacle designated for that purpose.
- (c) Livestock of any kind are prohibited in any park, unless authorized by the Town Manager or his/her designee.
- (d) Horseback riding is prohibited except upon facilities expressly designed for that purpose.
- (e) Lawful activities of any public safety K-9 Team in the performance of their duties is permitted.
- (f) No person shall abandon or release any animal, whether domestic or wild, anywhere on or about park property, except as authorized by the Town Manager or his/her designee..
- (g) No person shall, in any park, set a trap or snare, remove or annoy, disturb or poison any wild animal or bird or injure or destroy any nest or habitat.
- (h) Fishing is permitted at designated town facilities following NC Wildlife Resource Commission guidelines and regulations.
- (i) Service animals are permitted in town parks and facilities as provided by the Americans with Disabilities Act.

93.21. Advertising; solicitations.

No person shall, without written permission of the Town Manager or his/her designee., erect, paint, post or otherwise affix or distribute any signs, advertisements, or circulars on park property. The sales of anything or the solicitation of funds or donations within any park are forbidden except upon written permission of the director of parks and recreation or designee. Such permissions shall be given upon a showing that there will be compliance with all laws and ordinances and a further showing that the activity will not injure the parks or interfere with the right of others to use the park.

93.22. Private for profit activities.

- (a) Profit making activities for commercial entities or individuals will not be permitted in any public facility or upon park lands unless approved in writing by the Town Manager or his/her designee.

93.23. Enforcement.

A violation of an offense listed in this article may, at the discretion of the charging officer be subject to a criminal complaint or infraction utilizing a state uniform citation

When an officer elects to charge criminally, the officer shall charge the violation as either an infraction or a misdemeanor, as indicated in the applicable section. The violation shall be subject to a maximum fine amount of \$500.00. Jurisdiction for infractions and misdemeanors shall be proper in the general court of justice for the county.

Adopted this, the 14th day of November, 2023.

George F. Goosmann, III
Mayor

Attest:

Laura M. Jacobs
Town Clerk

PARKS AND RECREATION

§ 93.15 DESTRUCTION, INJURY TO PARK PROPERTY.

(A) It shall be unlawful for any person to cut, break, trample, injure, or take any plants, flowers, shrubbery, trees, or vegetation within any municipal park or playground area, or to deface, injure, or remove any benches, seats, playground equipment, or any other appurtenances of such parks or playground areas.

(B) Pursuant to G.S. § 14-4, any person found guilty of violating §93.15 shall be guilty of a Class 3 misdemeanor and fined \$250.

(Ord. 2022-04, passed 10-11-2022)

§ 93.16 RIDING MOTORIZED VEHICLES IN PARK AREAS.

It shall be unlawful for any person to ride any motorcycle, go cart or other type of motorized vehicle in any park or playground area, except on trails or in areas specifically designated therefor.

(2013 Code, § 13-2)

Cross-reference:

General provisions of motor vehicles, see §§70.01 through 70.04



BOARD OF COMMISSIONERS MEETING

STAFF MEMORANDUM

NOVEMBER 14, 2023

AGENDA ITEM F-3

UPDATING PERSONNEL POLICY – PLAN AND SCHEDULE

Background

The last full revision of the Town's Personnel Policy occurred in 1999. This policy is still effective for many day-to-day issues and operations, but a review and update is essential to keep the Town in compliance with changes in state law and in relationship to best practices within other local governments in the state and region.

Plan for Review and Discussion

Undertaking a review and providing suggested amendments to the personnel policy is not a light undertaking. Many jurisdictions do this with a third-party vendor or contracted assistance from regional councils of government or the NCLM. My feeling is that we are able to do this work in-house, and to that end, the proposed schedule below will provide significant guideposts for how we will maneuver and handle this work. Town Clerk Laura Jacobs will be spearheading this effort along with me and the Town's department heads. The goal is to modernize our personnel policy and reflect the care and consideration that is afforded our employees by the Town. We will provide updates during this process and would appreciate any feedback from the Board as we move forward and, certainly, prior to the Board's consideration and review of the policy for adoption.

Proposed Schedule

December 21: Complete review of Town's existing policy by all members of personnel review committee.

January 20: Distribute survey to all employees regarding existing policy and feedback on changes.

January 31: Complete review of other jurisdictions policies, and specifically focus on those policies adopted after the Covid-19 pandemic.

February 15: Conduct employee "Town Hall" to review survey results and gather additional, in-person feedback.

February 27: Begin drafting new policy and/or amending policy with feedback gathered through earlier stages and process.

March (during the month): Conduct two in-person committee reviews of potential changes.

April 9: Provide draft policy revisions to Board of Commissioners at regular meeting.

May 14: Personnel Policy provided to BOC for adoption.