

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, May 12, 2020 at 4:30 p.m.

A. Roll Call by the Clerk

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

B. Approval of the Minutes

1. The minutes of the regular meeting held on March 10, 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. New Business

1. COVID-19 Update
2. Presentation of FY21 Budget
3. Potential Zoning Ordinance Changes related to NCGS 160-D
4. GFOA Distinguished Budget Award

E. Petitions, Motions, and Other Business

F. Public Comment

G. Adjourn

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD MARCH 10, 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 February 11, 2020 meeting minutes. The motion was made by Commissioner Cogburn. The motion was seconded by Commissioner Kelly and unanimously approved.

A Special Presentation was given by Mr. Charles Megown, Partnership Specialist for the US Census Bureau. There are 675 billion dollars in federal funds that are divided up as a result of census numbers. The Census is done every ten years. Mr. Megown discussed congressional seats and noted that North Carolina's congressional seats increased to 13 after the 2010 census. Buncombe County has 56 different tracts and Biltmore Forest is expected to have the highest response rate at 91%. The Buncombe County response rate as a whole is about 81%. Mr. Megown would like to push that up to 82% this time. The last day of the count will be July 31st. The Census Bureau will put together this information and provide this to the President of the United States by December 31, 2020.

Mr. Megown discussed privacy and confidentiality and said that no Census bureau worker is allowed to give away private information. If they do, they are subject to five years in prison or a \$250,000 fine.

The Census Bureau will never ask for your social security number or ask for any donations. There is a toll free number to call if you get asked this information to report this.

There is an option for an online questionnaire, telephone, or paper mailing. There will be 7-9 questions asked on the Census questionnaire. Live reporting will start March 24th. If a Census worker comes to your home, they should show their identification.

Mr. Pigossi asked a question about the response rate and if there is a correction mechanism for those who do not respond. Mr. Megown there is no correction mechanism used. Mayor Goosmann asked Representative Brian Turner if he wanted to add to the presentation. Rep. Turner said no.

Chief Ryan Cole gave the monthly report for the Skyland Fire Department. Chief Cole discussed the Coronavirus and the weekly emergency management meetings. Chief Cole said the advice at present was to communicate with your primary care physician. Determination will be made if the person can stay at home. If you have the flu within 48 hours, take Tamiflu. Call your doctor before going in and don't just walk in if you think you have Coronavirus. If someone has an exposure to someone who has the virus, it is called a quarantine. You can self-quarantine at your house. Isolation is where it is mandated. The person would have to stay in their home. Family would also have to be quarantined. Currently in North Carolina, there are six cases confirmed in Wake County. Chatham County (outside of Chapel Hill) has one case. There are thirty firefighters in Washington that are in quarantine which have significantly hampered their services.

Chief Cole will continue to update the Town and Police Department. The biggest thing an individual can do is wash your hands. Masks are not needed presently. Please keep your immune system boosted as well. People most susceptible are over age 65 with respiratory issues. The Center

for Disease Control is the best website to get the COVID-19 information. Mayor Goosmann thanked Chief Cole.

Chief Chris Beddingfield gave the monthly report for the Police Department. Chief Beddingfield said Thursday night there was a lot of excitement. At 6pm, a call came in from the Biltmore Forest Country Club with reports of a subject actively breaking into a car. The subject physically busted a car window. Sgt. Kenny Merritt passed the vehicle and ended up in a chase with the suspect ramming the police car. The subject crashed into three other vehicles and overturning into the intersection. Fortunately, there were no major injuries. Chief Beddingfield said it was a crime spree from Florida to Indiana. The subjects are wanted federally with the FBI. Two search warrants were obtained on the vehicle. Chief Beddingfield said officers did a great job and handled the situation very well. The subjects are currently in custody. Mayor Goosmann thanked the Police Department for their hard work.

Mr. Harry Buckner gave the monthly report for the Public Works Department. Mayor Goosmann thanked Public Works for all their hard work.

Ms. Adrienne Isenhower gave the monthly Planning report. The Board of Adjustment met on February 24th and there were four cases on the agenda. The Board approved two cases for swimming pools and a tree house located in the rear yard. Carolina Day School's request was tabled. The March meeting will be on March 30th. There are eight cases for that agenda.

Mr. Jonathan Kanipe, Town Manager gave the monthly report.

New Business was discussed and there was Consideration of FY 19-20 Budget Amendments. This amendment was for four (4) new police department vehicles, improvements for police department roof repair, dispatch center equipment, laptop computers, and equipment. Mr. Kanipe noted an insurance increase on cars with the addition of the four new vehicles. There will be a replacement car for Sgt. Merritt's vehicle purchased at a later date. A motion was made for the approval of the FY 19-20 Budget Amendment by Commissioner Cogburn. Commissioner Loomis seconded the motion and it was unanimously approved. Commissioner Kelly asked about

the ordering of all the vehicles at once. Mr. Kanipe noted that the vehicles obtained by the Town from Capital Ford in Raleigh were previously ordered by another department but refused.

Mr. Kanipe asked for Consideration of a Proposal from Beverly-Grant for the Police Department Roof Replacement. The roof is in bad shape and needs to be repaired. Three quotes had been received. Mr. Kanipe asked for permission to proceed with a quote not to exceed \$25,000 with the award going to the firm who could complete the work in the timeliest manner. Commissioner Kelly made a motion for a contract for roof repair not to exceed \$25,000. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Mr. Kanipe asked for Consideration of Ordinance 2020-01, an Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance. Commissioner Cogburn noted her support of an eight foot deer fence. She does not feel the need to have a ten foot fence unless it is for a commercial business. Commissioner Loomis said that a deer fence is less obtrusive than a regular barrier fence. Commissioner Cogburn said it may be difficult to screen a ten foot fence. Commissioner Kelly did not have an opinion either way. The Town Attorney noted that wildlife resources had indicated a deer could jump over an eight foot fence. Commissioner Loomis indicated her preference for a 10 foot fence. Commissioner Kelly said he was in favor of a 10 foot fence. Commissioner Cogburn discussed the driveway entrance column height and asked the Town to consider working on an amendment to this section of the ordinance at a later date.

A motion was made by Commissioner Kelly to approve new section 153.049 and to amend section 153.029. Commissioner Kelly made a motion. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Mr. Kanipe asked for Consideration of Temporary Waiver of Ordinance 90.06 (Animals Expressly Prohibited) for Invasive Species Removal. This request was made by Mr. Ryan Cecil in order to have goats located on the property to remove invasive species. Mr. Cecil indicated this would be a more environmentally friendly way to do this. 20-25 goats will be needed and would be located in a fenced in area that is roughly 3 acres. Mr. Ben Mitchell, a neighbor of Mr. Cecil's, indicated that he had no objection. A motion was made to approve this temporary request.

Commissioner Kelly moved to amend the Ordinance temporarily for six weeks. Commissioner Loomis seconded the motion, and it passed unanimously.

Mr. Kanipe asked for Consideration of Resolution 2020-02, A Resolution to Adopt a Title VI Policy for the Town of Biltmore Forest. Commissioner Loomis made a motion. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Mr. Kanipe discussed traffic control measures and a request to install additional stop signs at various intersections. The first intersection was at Cedarcliff Road and Forest Road. Mr. Kanipe asked for thoughts from the Board. Mayor Goosmann asked the public in attendance who lived near this area for their opinion. Mr. Richard Pigossi said there has been an improvement since the speed indicator has been put in place. He noted significant traffic and lost tourists in that area. Ms. Toya Hauf spoke about the issue of people speeding on Cedarcliff. Residents and visitors are speeding down Cedarcliff. Ms. Hauf favored a more reflective sign or changing the color of the sign to make it more noticeable. Chief Beddingfield said the speed limit has been reduced and people are still speeding down the road. A resident suggested adding a flashing light. Mayor Goosmann said they are trying to figure out a source for electricity. Solar power would not work because there is not much light in this area. Ms. Barbara Veach commented about the blind curve in that area. The matter was tabled and will be brought back to the meeting next month. Ms. Hauf requested that Vanderbilt Road residents be formally included in this discussion.

Mr. Kanipe indicated information has been added to the website regarding the coronavirus, and indicated the Town staff are working on planning for the Town. Mr. Kanipe noted information was available on the back table. Mr. Kanipe indicated that he and Mr. Buckner had met with the storm water engineers to discuss the stream restoration project and project area number four. Mr. Buckner said a portion of this is off the right of way and the town will need to work with the property owner to appropriately repair the sink hole and replace the pipes. Mr. Buckner indicated this should aid in preventing further downstream damage.

Mr. Kanipe discussed meeting with a tree removal specialist regarding trees in Greenwood Park. This work will be completed ahead of the stream restoration project and will occur in

consultation with the stream restoration engineers to ensure that no trees are removed that are beneficial to the stream.

Mr. Kanipe noted that Ms. Isenhower is continuing to work on Chapter 160(d) changes for land use changes. Mr. Kanipe and Ms. Isenhower plan to present information on this next month.

PUBLIC COMMENT

Ms. Cynthia Justice asked that the same slate that was used on the Town Hall be used on the Police Department roofing. Mayor Goosmann clarified for Ms. Justice that the flat roof at the Police Department was being repaired; not the roof with slate on it.

Ms. Judith Pigossi said Singapore has handled the coronavirus very well thus far, and noted that she and Mr. Pigossi were in Singapore during the SARS virus in the early 2000s. Ms. Pigossi advised washing your hands and note where you're hands are. She advised people to not panic, not to hug, and said we would all get through this.

Ms. Joyce Young says not to touch your eyes, nose, and mouth. Ms. Young also mentioned that public comment might be useful in the beginning.

Drew Stephens, at 4 Hilltop Road, reiterated his hope that the northern temporary speed bump will be moved 10-15 meters south when the permanent installation is completed. Mr. Kanipe said this is planned for the permanent installation.

A motion was made by Commissioner Loomis to go into Closed Session and seconded by Commissioner Kelly.

The Board came out of closed session and Mayor Goosmann adjourned the meeting at 6:11pm.

The next Board of Commissioners meeting is scheduled for Tuesday, April 14, 2020 at 4:30 p.m.

ATTEST:

Ms. Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD APRIL 14, 2020.

The Board of Commissioners did not have a meeting on April 14, 2020 due to the COVID-19 pandemic.

The next Board of Commissioners meeting is scheduled for Tuesday, May 12, 2020 at 4:30 p.m.

ATTEST:

Ms. Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

BILTMORE FOREST POLICE DEPARTMENT
Department Head Report

May 12th, 2020 Board of Commissioners Meeting

Chris Beddingfield, Police Chief

Police Dept. Monthly Report 04/01/20-04/30/20

Calls for Service: 676

Officers responded to the following calls for service:

Accident - 1	Accident - PI - 1
Alarm - 15	Animal Carcass - 4
Assist EOC -3	Assist Motorist - 2
Assist Other Agency - 12	Assist Resident - 16
Bear Report - 0	Business Check - 157
Busy - 4	Crime Prev. - 10
Chase- 0	Direct Traffic - 1
Distressed Animal - 5	Disturbance - 4
Dog Complaint - 13	Domestic disturbance-0
Fire - 1	Fight- 0
Hit and Run - 0	House Check - 97
Improper Parking- 30	Incomplete 911- 1
Investigation - 2	Intoxicated Driver- 0
Mental Patient - 1	Missing Person - 0
Noise Disturbance - 1	Ordinance Violation - 21
Out of Service - 2	Out of Town - 1
Person Down - 0	Power Outage - 0
Radar Operation - 16	Road Blocked - 20

Service of Car - 4	Sign Ord Violation - 0
Special Assignment – 3	Special Check - 23
Speed/Reckless Driving- 0	Suspicious Person - 10
Suspicious Vehicle – 39	Vandalism - 1
Vehicle Stop – 46	Well-being Check – 4

Total Number Of Calls:676

Arrests: -1-Felony Arrest- 1 Felony Possession of Schedule II Controlled Substance-Arrest originated from a traffic

0-Misdemeanor Arrests

Time Consumption Summary:

Approximations

Business Checks- 6 hours

House Checks- 4 hours

Radar Operation- 7 hours

Vehicle Crash Investigation- 1 hour

Notable Calls and Projects:

Still operating under COVID-19 protocols-cleaning, social distance, building technically closed to public.

Increased interaction with pedestrians and cyclists-Numerous warnings

Increased monitoring of improper parking at job sites-Numerous warnings

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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: Jonathan Kanipe, Town Manager
Mayor and Board of Commissioners

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

Re: Public Works Department March 2020 Monthly Report

Date: May 6, 2020

Recurring Activities:

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

- Collected 33.87 tons of garbage.
- Diverted 19.38 tons of recycled goods from garbage.
- Picked up 28 loads of brush (approximately 840 cubic yards) over 11 days.
- Responded to 32 utility locate requests.
- 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 twice per month.
- Charles continues to respond to several homeowner requests per week to inspect trees for removal throughout the Town.

Coronavirus (COVID-19) Related Activities:

- We have obtained additional personal protective equipment (PPE) for staff, including 130 N-95 masks, 250 cone masks, 20 disposable face visors, and protective gloves.

- The Code Red system reminder to bag all garbage did improve compliance with the town (and state) ordinance requiring securely bagging all garbage.
- 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.

Miscellaneous Activities in April

- We have made significant progress on filling the vacant positions in our department. We advertised the position through the Town's website, the Indeed website, and the state provided NCWorks website. Over 40 applications were received through the various postings over a span of approximately two weeks. I reduced that list to 14 promising candidates. We ranked the 14 based on their application and resumes and will have completed interviews with the top 5 applicants this week. I plan on making recommendations to Jonathan during the week of May 11th.
- We had a major service completed on the recycling truck this month, adjusting the bed and seals in the compactor unit to improve efficiency.
- I assisted staff with the few meters that still require manual reads. This includes continuing work to resolve issues with non-reading automatic water meters.
- Staff has delivered and installed approximately 30 "buttercups".
- I have reviewed and familiarized myself with the water billing procedures.
- RPZ backflow device inspections have begun and are continuing. Completion is anticipated by 6/20/2020.
- Re-painting the fire hydrants continues.
- I have assessed the traffic patterns and signage layout for the Frith/Stuyvesant/Parkway area and am recommending the installation of additional signage that should improve traffic safety in that area.

Larger/Capital Projects Updates

Greenwood Park Stream Restoration

No additional updates. The Engineer is still awaiting comments on the preliminary engineering report (PER) that was submitted to the State Revolving Fund program on April 1.

Hilltop Rd Speed Hump Installation

The speed hump installation was completed on May 4th, 2020. We have received some feedback that residents feel they are not significant enough to adequately control speeding through the area. We are continuing to gather feedback and have asked the contractor when he may be available to return to the site to potentially increase the size. Weather pending, we anticipate them being available on the week of the 18th should the decision be made to increase the size.

Signs are ordered and we have delayed the striping/chevron painting or thermoplastic pending a final decision on increasing the size.

Blinking LED Stop Sign Installation – Vanderbilt / Cedarcliff Intersection

This project has been tabled for the time being.

Cedarcliff Road Traffic Analysis and Changes

I have partially analyzed 73 days of traffic data recorded between December 31 and March 30, 2020. It appears average weekday counts (Monday – Friday) are fairly consistent at about 110 cars per day. Saturday averages slightly less at about 92 per day and Sunday is the lowest at about 72 per day. I have not broken down the data based on the open status of Biltmore, but there does appear to be a decrease in volume with Biltmore closed. I'm planning on collecting the data again for April to add to the data set. The estate was completely closed during the entire month of April so I am hoping to learn more from that data

Likely the most productive thing that can happen is to get the Apple Maps application to correctly route people to the correct Biltmore entrance. I have personally used the Apple Maps application error reporting feature to report that they do not have the entrance to the estate properly identified. Any Apple user can do this quite easily straight from the Apple Maps application, and I would encourage others to report the error. I am still analyzing the data, but in reality, the traffic counts are relatively quite small, as would be expected.

Town Hall Grounds Beautification

We have executed a contract with BB Barns to re-level, amend and install sod on west (rear) and north side of town hall. We are evaluating a less costly alternative of installing low-voltage landscape lighting in lieu of the originally proposed three (3) bollard lights to the sidewalk areas to improve safety after dark. The executed contract for the sod placement is \$5,981.00 and I recommend budgeting approximately \$1,000 for lighting improvements (pending Board approval). The proposed schedule for the sod work is the middle to end of June.

Area 4 Stormwater Project – Sinkhole at Cedar Hill Drive.

We received 30% draft drawings this week for internal review. We anticipate returning comments to the consultant next week.

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.

Greenwood Park Tree Removal

The tree removal at Greenwood Park was completed in April, including stump removal.

Upcoming in May

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 (28 loads versus 21 loads, and two more full work days for 2 staff members). May is on a similar pace. There is some progress being made, primarily as we have begun to push back on large brush piles placed curbside by landscaping contractors. Residents on both Busbee and Hemlock complied with our request to remove the large piles placed by their contractors removed. I estimate that compliance at these two locations alone diverted 6 truckloads of brush and up to a day and a half of work from the crew. I am cautiously optimistic that some continued focus on enforcement of this rule will continue to improve compliance in this area.

This month I want to focus on improving compliance with the brush-placement-at-the-curb schedule. I believe this is now our largest area of non-compliance, as many residents are either unaware of or ignoring the 5-day prior to pick-up rule, and brush is often placed back at the curb before the brush truck is out-of-sight from a pick-up. I am recommending using the Code Red system to notify residents of the "Open Window" schedule for placing brush curbside. This would consist of a single call to half the residents on the 10th and the other half on the 25th reminding them of their brush pick-up dates (the 15th or 30th) and that it is now acceptable to place brush curbside. My thought is that this will reinforce the ordinance without having to single out each and every violator. It is a low effort tactic that, if even minimally effective, moves us towards better compliance. We can save the outgoing call for re-use each month and automate the notification. Each resident only gets one call per month, so it's not overly invasive to the residents.

A follow-up strategy, perhaps for June or July implementation is an educational insert into the water bill, in the newsletter, or other mailing as appropriate, providing an overview of the rules of the program. After a full explanation of the Town ordinance has been physically delivered, it will be easier to advance towards tighter enforcement. This could include door hanger violation notices, calls, and/or assessment of the fees outlined in the ordinance.

Of course, a review of the ordinances themselves, at the Board level, is always appropriate and encouraged to see if there is a desire to change the current level of service or direction given to the department.

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

- Onboard new staff in the Public Works department.
- Repair road shoulders that have settled or are otherwise dangerous to motor vehicle or pedestrian traffic

- Implement the recommended signage improvements in the Frith/Stuyvesant/Parkway area.
- 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.
- We will be using the sickle mower to trim back shrub and tree vegetation from the road shoulders during the month of May.
- I am continuing to compile a master work list that can be tracked weekly, monthly, and yearly to more closely monitor maintenance activities with more detail.
- I am beginning an in-house street assessment program to help prioritize the annual resurfacing and striping program. I plan for it to include a signage inventory and condition assessment in addition to a condition assessment for each road the Town maintains.

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

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Jonathan B. Kanipe,
Town Administrator

PLANNING AND CODE ENFORCEMENT
APRIL 2020

Staff completed 75 site inspections for potential ordinance violations or for active zoning permits.

Four Notices of Violation were sent via first-class mail in reference to cleanliness of premises, grass, and work done without a permit. Staff is actively working with those property owners to bring the violations into compliance.

One zoning permit was issued for minor modifications to an existing permit for 4 Southwood Road.

The Board of Adjustment was not able to meet in April. A meeting was tentatively scheduled for May 18th, but new legislation which was signed into law on May 4th requires written consent from applicants and any person with standing in order to hold the meeting remotely. This raised several questions for the Town and with limited time to collect written consent from all parties (which totaled over 70) the decision was made to reschedule the meeting to June 15th. We have begun working on a consent form and will be sending those out as soon as possible.



Monthly Financial Report

April 2020

FIRST CITIZENS CHECKING (Monthly Transaction Report)

Beginning Balance	880,935.04
Cleared Checks	(223,066.98)
Cleared Deposits	34,416.92
Cleared Credits	94,082.23
Cleared Debits	(133,097.11)
Cleared E-payments	(314,943.96)
Change in Account Balance	(542,608.90)
Prelim balance	338,326.14
Outstanding Items	(27,727.60)
Ending Balance (F/L Balance)	310,598.54

CASH ACCOUNTS

First Citizens Money Market Checking	310,598.54
NCCMT General Fund Term	2,418,175.39
NCCMT General Fund Government	1,234,626.78
NCCMT Water Fund Government	97,492.03
TOTAL	4,060,892.74

NORTH CAROLINA CASH MANAGEMENT TRUST

GENERAL FUND Government

Beginning Balance	1,152,384.41
Local Gov't Distribution (NCDOR)	81,843.03
Transfer to First Citizens Checking	
Interest Earned	399.34
Ending Balance	1,234,626.78

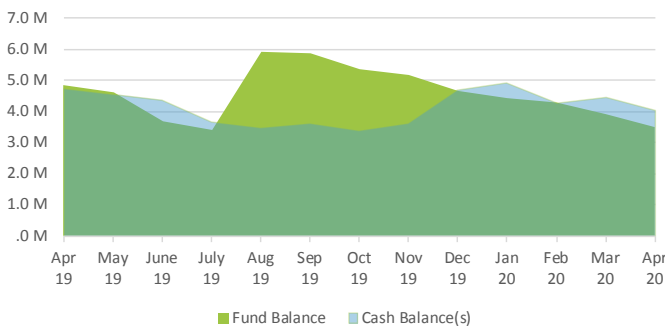
GENERAL FUND Term

Beginning Balance	2,413,871.15
Interest Earned	4,304.24
Ending Balance	2,418,175.39

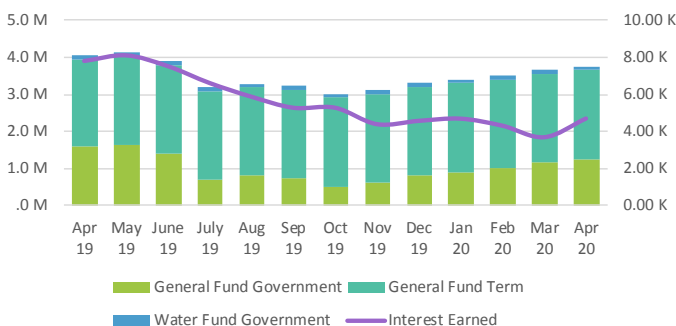
WATER FUND Government

Beginning Balance	97,459.33
Interest Earned	32.70
Ending Balance	97,492.03

13 Month Cash Flow



Investment Balances



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)
Total Assessed	763,787,908
Total Levy	2,635,068
Budgeted Levy	2,593,341

Tax Collection To Date	Percent Collected	Budgeted Levy	Amount Collected*
Ad Valorem (2019)	100.96%	2,593,341	2,618,216
	99.36%	2,635,068	
DMV Ad Valorem	79.81%	101,548	81,045 *

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
10 General Fund						
Revenue						
3010 Ad Valorem Tax Subtotal	\$8,747.31	\$2,720,663.73	\$0.00	\$2,739,689.00	99	
3020 Unrestricted Intergovernm Subtotal	\$81,843.03	\$1,113,121.42	\$0.00	\$1,367,252.00	81	
3030 Restricted Intergovernmen Subtotal	\$0.00	\$62,283.01	\$0.00	\$63,450.00	98	
3040 Permits & Fees Subtotal	\$342.00	\$20,958.10	\$0.00	\$26,500.00	79	
3050 Investment Earnings Subtotal	\$4,708.48	\$48,705.74	\$0.00	\$59,953.00	81	
3060 Miscellaneous Subtotal	\$9,579.00	\$48,938.02	\$0.00	\$43,000.00	114	
Revenue Subtotal	\$105,219.82	\$4,014,670.02	\$0.00	\$4,299,844.00	93	
Expenditure						
4200 Administration Subtotal	\$42,578.95	\$375,524.35	\$316.59	\$432,816.00	87	
4300 Subtotal	\$3,045.00	\$31,927.03	\$0.00	\$36,728.00	87	
5100 Police Department Subtotal	\$267,124.08	\$1,705,895.75	\$18,460.93	\$1,945,625.00	89	
5200 Fire Services Subtotal	\$106,250.00	\$425,000.00	\$0.00	\$425,000.00	100	
5600 Public Works Subtotal	\$83,697.73	\$539,006.12	\$16,369.62	\$1,224,157.00	45	
5700 Streets & Transportation Subtotal	\$47,225.81	\$205,637.44	\$3,474.59	\$389,678.00	54	
5800 Sanitation & Recycling Subtotal	\$24,815.74	\$207,114.97	\$8,295.21	\$300,204.00	72	
6600 General Government Subtotal	\$19,638.34	\$244,279.31	\$1,725.00	\$368,400.00	67	
6700 Debt Service Subtotal	\$8,714.43	\$140,597.50	\$0.00	\$195,436.00	72	
Expenditure Subtotal	\$603,090.08	\$3,874,982.47	\$48,641.94	\$5,318,044.00	74	
Before Transfers	Deficiency Of Revenue Subtotal	-\$497,870.26	\$139,687.55	-\$48,641.94	-\$1,018,200.00	-9
Other Financing Source						
3500 Other Financing Subtotal	\$85,330.02	\$100,893.52	\$0.00	\$1,018,200.00	10	
Other Financing Source Subtotal	\$85,330.02	\$100,893.52	\$0.00	\$1,018,200.00	10	
After Transfers	Deficiency Of Revenue Subtotal	-\$412,540.24	\$240,581.07	-\$48,641.94	\$0.00	0

REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
30 Water & Sewer Fund					
Revenue					
3290 Subtotal	\$32.70	\$1,238.82	\$0.00	\$1,500.00	83
3350 Commissions, Sw Chg Coll Subtotal	\$1,629.25	\$8,221.95	\$0.00	\$8,000.00	103
3710 Water Sales Subtotal	\$112,862.78	\$636,871.29	\$0.00	\$698,904.00	91
3730 Water Tap & Connect Fees Subtotal	\$30.00	\$8,750.00	\$0.00	\$6,000.00	146
Revenue Subtotal	\$114,554.73	\$655,082.06	\$0.00	\$714,404.00	92
Expenditure					
8100 Water Dept. Subtotal	\$16,169.49	\$432,706.72	\$4,153.19	\$714,405.00	61
Expenditure Subtotal	\$16,169.49	\$432,706.72	\$4,153.19	\$714,405.00	61
Before Transfers	Excess Of Revenue Subtotal	\$98,385.24	\$222,375.34	-\$4,153.19	-\$1.00 ,822,215
After Transfers	Excess Of Revenue Subtotal	\$98,385.24	\$222,375.34	-\$4,153.19	-\$1.00 ,822,215

REVENUE & EXPENDITURE STATEMENT FOR 40 CAPITAL PROJECT

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

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

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10 General Fund					
Revenue					
3010 Ad Valorem Tax					
10-3010-0000 AD VALOREM TAXES (PROPERTY)	0.00	2,635,723.49	0.00	2,635,641.00	100
10-3010-0100 AD VALOREM TAXES (DMV)	8,747.31	81,044.54	0.00	101,548.00	80
10-3010-0200 TAX INTEREST & PENALTIES	0.00	3,895.70	0.00	2,500.00	156
3010 Ad Valorem Tax Subtotal	\$8,747.31	\$2,720,663.73	\$0.00	\$2,739,689.00	99
3020 Unrestricted Intergovernm					
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	0.00	160,886.42	0.00	215,488.00	75
10-3020-0100 ALCOHOL BEVERAGE TAX	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	43,023.84	486,425.86	0.00	597,047.00	81
10-3020-0300 1/2 CENT SALES TAX A.40	16,463.03	192,850.77	0.00	232,530.00	83
10-3020-0400 1/2 CENT SALES TAX A.42	22,356.16	254,825.87	0.00	312,187.00	82
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
3020 Unrestricted Intergovernm Subtotal	\$81,843.03	\$1,113,121.42	\$0.00	\$1,367,252.00	81
3030 Restricted Intergovernmen					
10-3030-0000 SOLID WASTE DISPOSAL TAX	0.00	782.09	0.00	950.00	82
10-3030-0100 POWELL BILL	0.00	61,500.92	0.00	62,500.00	98
3030 Restricted Intergovernmen Subtotal	\$0.00	\$62,283.01	\$0.00	\$63,450.00	98
3040 Permits & Fees					
10-3040-0000 BUILDING PERMITS	342.00	19,563.00	0.00	25,000.00	78
10-3040-0100 DOG LICENSE FEE	0.00	1,395.10	0.00	1,500.00	93
3040 Permits & Fees Subtotal	\$342.00	\$20,958.10	\$0.00	\$26,500.00	79
3050 Investment Earnings					
10-3050-0000 INTEREST EARNED	4,708.48	48,705.74	0.00	59,953.00	81
3050 Investment Earnings Subtotal	\$4,708.48	\$48,705.74	\$0.00	\$59,953.00	81
3060 Miscellaneous					
10-3060-0100 AMERICAN TOWER AGREEMENT	400.00	28,634.24	0.00	28,000.00	102
10-3060-0200 MISCELLANEOUS	9,179.00	20,303.78	0.00	15,000.00	135
3060 Miscellaneous Subtotal	\$9,579.00	\$48,938.02	\$0.00	\$43,000.00	114
Revenue Subtotal	\$105,219.82	\$4,014,670.02	\$0.00	\$4,299,844.00	93
Expenditure					
4200 Administration					
10-4200-0200 SALARIES	28,489.61	209,144.86	0.00	215,249.00	97
10-4200-0300 OVERTIME	0.00	2,814.97	0.00	3,000.00	94
10-4200-0500 FICA	2,095.79	15,602.34	0.00	16,543.00	94
10-4200-0600 HEALTH INSURANCE (MEDICAL)	2,503.42	25,034.20	0.00	25,852.00	97
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	428.52	4,269.24	0.00	4,361.00	98
10-4200-0675 HEALTH REIMBURSEMENT ACC	375.00	3,750.00	0.00	3,750.00	100
10-4200-0700 LGERS RETIREMENT	4,460.03	33,148.59	0.00	33,299.00	100
10-4200-0800 401K SUPP RETIREMENT	1,424.99	10,612.11	0.00	10,762.00	99
10-4200-1000 ACCOUNTING & TAXES	0.00	20,921.94	0.00	45,000.00	46

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-4200-1200 POSTAGE, PRINTING, STATIONARY	0.00	2,886.59	0.00	5,000.00	58
10-4200-1400 MILEAGE & BOARD SALARY	1,800.00	19,800.00	0.00	22,000.00	90
10-4200-3300 SUPPLIES AND EQUIPMENT	668.27	6,521.93	316.59	7,000.00	98
10-4200-5300 DUES & FEES	0.00	4,597.25	0.00	5,000.00	92
10-4200-5700 MISCELLANEOUS	77.56	962.76	0.00	1,000.00	96
10-4200-6500 STAFF DEVELOPMENT	255.76	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
4200 Administration Subtotal	\$42,578.95	\$375,524.35	\$316.59	\$432,816.00	87
4300					
10-4300-1000 CONTRACT	3,045.00	30,450.00	0.00	34,128.00	89
10-4300-1200 POSTAGE, PRINTING & STATIONARY	0.00	1,032.92	0.00	1,500.00	69
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
4300 Subtotal	\$3,045.00	\$31,927.03	\$0.00	\$36,728.00	87
5100 Police Department					
10-5100-0200 SALARIES	91,453.26	671,310.27	0.00	838,265.00	80
10-5100-0300 OVERTIME	12,225.71	74,215.54	0.00	42,000.00	177
10-5100-0400 SEPARATION ALLOWANCE	3,532.77	50,906.98	0.00	65,022.00	78
10-5100-0500 FICA	7,930.89	59,089.35	0.00	69,100.00	86
10-5100-0550 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	500.00	0
10-5100-0600 HEALTH INSURANCE (MEDICAL)	10,288.17	102,396.27	0.00	139,380.00	73
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	1,218.52	13,289.88	0.00	19,358.00	69
10-5100-0675 HRA HEALTH REIMB ACCT	1,875.00	18,000.00	0.00	24,000.00	75
10-5100-0700 LGERS RETIREMENT	16,404.45	116,705.34	0.00	141,112.00	83
10-5100-0800 401K SUPP RETIREMENT	5,053.67	37,664.03	0.00	43,888.00	86
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	25,320.63	43,491.01	0.00	50,000.00	87
10-5100-1600 MAINT/REPAIR - EQUIPMENT	0.00	8,085.99	363.79	15,000.00	56
10-5100-1700 MAINT/REPAIR - VEHICLES	2,218.58	16,305.15	1,359.95	20,000.00	88
10-5100-3100 MOTOR FUELS	0.00	9,924.11	0.00	13,000.00	76
10-5100-3300 SUPPLIES	356.42	6,033.26	0.00	10,000.00	60
10-5100-3600 UNIFORMS	0.00	9,064.76	1,492.08	22,500.00	47
10-5100-3700 SOFTWARE	680.49	21,446.53	0.00	15,000.00	143
10-5100-3800 TECHNOLOGY	40,440.55	45,483.66	1,745.90	55,000.00	86
10-5100-5700 MISCELLANEOUS	119.41	7,538.23	372.91	10,000.00	79
10-5100-5800 PHYSICAL EXAMS	0.00	2,120.00	46.75	2,500.00	87
10-5100-6500 STAFF DEVELOPMENT	112.18	11,409.02	1,204.70	15,000.00	84
10-5100-7400 EQUIPMENT PURCHASES	47,893.38	381,416.37	11,874.85	335,000.00	117
5100 Police Department Subtotal	\$267,124.08	\$1,705,895.75	\$18,460.93	\$1,945,625.00	89
5200 Fire Services					
10-5200-0000 FIRE CONTRACT	106,250.00	425,000.00	0.00	425,000.00	100
5200 Fire Services Subtotal	\$106,250.00	\$425,000.00	\$0.00	\$425,000.00	100
5600 Public Works					

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5600-0200 SALARIES	28,189.57	234,826.88	0.00	293,310.00	80
10-5600-0300 OVERTIME	1,901.85	14,110.03	0.00	15,000.00	94
10-5600-0500 FICA	2,266.58	18,899.14	0.00	23,203.00	81
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	2,274.56	29,001.08	0.00	39,628.00	73
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	152.90	3,111.36	0.00	5,479.00	57
10-5600-0675 HRA HEALTH REIMB ACCT	500.00	5,875.00	0.00	7,500.00	78
10-5600-0700 LGERS RETIREMENT	4,640.16	38,283.41	0.00	46,922.00	82
10-5600-0800 401K SUPP RETIREMENT	1,504.58	12,450.48	0.00	15,165.00	82
10-5600-1000 OUTSIDE SERVICES	0.00	225.00	0.00	10,000.00	2
10-5600-1300 STREETLIGHTS ELECTRIC	551.87	6,134.46	0.00	7,000.00	88
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	2,607.00	4,940.61	172.52	10,000.00	51
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	131.26	6,562.07	937.36	10,000.00	75
10-5600-1700 MAINT/REPAIR - VEHICLES	137.29	15,001.34	12,234.78	30,000.00	91
10-5600-3100 MOTOR FUELS	0.00	7,561.09	0.00	15,000.00	50
10-5600-3300 SUPPLIES	521.98	7,831.74	404.03	10,000.00	82
10-5600-3400 STREET SIGNS & NUMBERS	35.00	524.50	0.00	1,000.00	52
10-5600-3600 UNIFORMS	82.02	6,710.28	249.25	10,000.00	70
10-5600-3800 TECHNOLOGY	151.60	1,320.62	900.00	5,000.00	44
10-5600-5200 PARKS	10,302.80	10,850.80	1,046.68	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	27,437.25	27,437.25	0.00	300,000.00	9
10-5600-5900 MISCELLANEOUS	309.46	2,729.53	0.00	5,000.00	55
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
5600 Public Works Subtotal	\$83,697.73	\$539,006.12	\$16,369.62	\$1,224,157.00	45
5700 Streets & Transportation					
10-5700-0200 SALARIES	5,041.02	37,971.48	0.00	49,898.00	76
10-5700-0300 OVERTIME	0.00	0.00	0.00	5,000.00	0
10-5700-0500 FICA	385.66	2,904.97	0.00	3,817.00	76
10-5700-0600 HEALTH INSURANCE (MEDICAL)	568.64	5,686.40	0.00	7,086.00	80
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	54.04	538.78	0.00	664.00	81
10-5700-0675 HRA HEALTH REIMB ACCT	125.00	1,250.00	0.00	1,500.00	83
10-5700-0700 LGERS RETIREMENT	777.34	5,829.56	0.00	7,718.00	76
10-5700-0800 401K SUPP RETIREMENT	252.06	1,898.63	0.00	2,495.00	76
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	6,252.86	20,462.60	975.59	25,000.00	86
10-5700-2200 CONTRACTS- PAVING & STRIPING	28,000.00	51,175.00	0.00	80,000.00	64
10-5700-2300 SUPPLIES	311.97	8,473.95	1,733.40	20,500.00	50
10-5700-2400 TRAFFIC SIGNS	6.91	3,451.63	0.00	5,000.00	69
10-5700-2500 STORM WATER DRAINAGE	107.81	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	0.00	30,000.00	73
10-5700-7500 ENGINEERING	5,342.50	42,186.59	0.00	50,000.00	84
5700 Streets & Transportation Subtotal	\$47,225.81	\$205,637.44	\$3,474.59	\$389,678.00	54
5800 Sanitation & Recycling					

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
10-5800-0200 SALARIES	11,155.30	83,889.56	0.00	105,855.00	79
10-5800-0300 OVERTIME	0.00	484.17	0.00	10,000.00	5
10-5800-0500 FICA	817.93	6,355.23	0.00	8,863.00	72
10-5800-0600 HEALTH INSURANCE (MEDICAL)	2,040.92	17,470.56	0.00	31,202.00	56
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	102.48	1,077.06	0.00	4,068.00	26
10-5800-0675 HRA HEALTH REIMB ACCT	375.00	3,625.00	0.00	4,500.00	81
10-5800-0700 LGERS RETIREMENT	1,720.16	12,933.30	0.00	17,923.00	72
10-5800-0800 401K SUPP RETIREMENT	557.74	4,218.54	0.00	5,793.00	73
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	1,120.00	1,120.00	0.00	0.00	0
10-5800-1700 MAINT/REPAIRS - VEHICLES	1,312.19	10,607.15	8,295.21	22,500.00	84
10-5800-3100 MOTOR FUELS	1,103.45	13,864.42	0.00	17,500.00	79
10-5800-3300 SUPPLIES	0.00	206.16	0.00	1,000.00	21
10-5800-3600 UNIFORMS	0.00	224.11	0.00	0.00	0
10-5800-3800 TECHNOLOGY	56.85	416.28	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	3,534.34	39,571.23	0.00	55,000.00	72
10-5800-8100 RECYCLING	919.38	9,950.37	0.00	15,000.00	66
5800 Sanitation & Recycling Subtotal	\$24,815.74	\$207,114.97	\$8,295.21	\$300,204.00	72
6600 General Government					
10-6600-0401 LEGAL SERVICES	2,600.00	20,980.85	0.00	40,000.00	52
10-6600-1100 TECHNOLOGY	6,147.85	66,920.51	0.00	85,000.00	79
10-6600-1300 MUNICIPAL UTILITIES	1,469.03	16,643.85	0.00	16,881.00	99
10-6600-1500 GE. REPS. AND MAINT.	6,248.12	23,145.67	1,725.00	20,000.00	124
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	2,130.97	81,282.31	0.00	90,000.00	90
10-6600-6000 CONTINGENCY	0.00	160.00	0.00	4,919.00	3
10-6600-6100 MISCELLANEOUS	1,042.37	4,973.16	0.00	10,000.00	50
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	0.00	7,296.00	0.00	60,000.00	12
6600 General Government Subtotal	\$19,638.34	\$244,279.31	\$1,725.00	\$368,400.00	67
6700 Debt Service					
10-6700-0100 Police Dept Renovations-Principal	5,833.33	23,333.32	0.00	23,333.00	100
10-6700-0200 Street Improvements-Principal	1,666.67	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	0.00	42,105.26	0.00	84,211.00	50
10-6700-1100 Police Dept Renovations-Interest	944.56	4,111.63	0.00	4,112.00	100
10-6700-1200 Street Improvements-Interest	269.87	1,174.74	0.00	1,175.00	100

REVENUE & EXPENDITURE STATEMENT FOR 10 GENERAL FUND

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used	
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	0.00	27,253.35	0.00	39,986.00	68	
6700 Debt Service Subtotal	\$8,714.43	\$140,597.50	\$0.00	\$195,436.00	72	
Expenditure Subtotal	\$603,090.08	\$3,874,982.47	\$48,641.94	\$5,318,044.00	74	
Before Transfers	Deficiency Of Revenue Subtotal	-\$497,870.26	\$139,687.55	-\$48,641.94	-\$1,018,200.00	-9
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	325.00	15,888.50	0.00	15,000.00	106	
10-3500-0200 INSTALLMENT AGREEMENT	85,005.02	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	
3500 Other Financing Subtotal	\$85,330.02	\$100,893.52	\$0.00	\$1,018,200.00	10	
Other Financing Source Subtotal	\$85,330.02	\$100,893.52	\$0.00	\$1,018,200.00	10	
After Transfers	Deficiency Of Revenue Subtotal	-\$412,540.24	\$240,581.07	-\$48,641.94	\$0.00	0

REVENUE & EXPENDITURE STATEMENT FOR 30 WATER & SEWER

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
30 Water & Sewer Fund					
Revenue					
3290					
30-3290-0000 INTEREST EARNED	32.70	1,238.82	0.00	1,500.00	83
3290 Subtotal	\$32.70	\$1,238.82	\$0.00	\$1,500.00	83
3350 Commissions, Sw Chg Coll					
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	1,629.25	8,221.95	0.00	8,000.00	103
3350 Commissions, Sw Chg Coll Subtotal	\$1,629.25	\$8,221.95	\$0.00	\$8,000.00	103
3710 Water Sales					
30-3710-0000 WATER CHARGES	57,879.76	347,393.61	0.00	384,355.00	90
30-3710-0100 MSD CHARGES	53,607.08	282,571.28	0.00	306,849.00	92
30-3710-0200 AMI TRANSMITTER CHARGES	1,375.94	6,906.40	0.00	7,700.00	90
3710 Water Sales Subtotal	\$112,862.78	\$636,871.29	\$0.00	\$698,904.00	91
3730 Water Tap & Connect Fees					
30-3730-0000 WATER TAP AND CONNECTION FEES	30.00	8,750.00	0.00	6,000.00	146
3730 Water Tap & Connect Fees Subtotal	\$30.00	\$8,750.00	\$0.00	\$6,000.00	146
Revenue Subtotal	\$114,554.73	\$655,082.06	\$0.00	\$714,404.00	92
Expenditure					
8100 Water Dept.					
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	60.00	2,325.00	220.00	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
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	0.00	1,747.59	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	15,226.16	173,409.17	0.00	239,636.00	72
30-8100-4900 SEWER PURCHASES	0.00	229,881.89	0.00	309,259.00	74
30-8100-5000 AMI TRANSMITTER FEES	739.59	6,594.01	0.00	7,700.00	86
30-8100-5700 MISCELLANEOUS	143.74	449.47	1,605.00	1,500.00	137
30-8100-6500 STAFF DEVELOPMENT	0.00	1,105.00	560.00	5,000.00	33
30-8100-7400 CAPITAL IMPROVEMENT	0.00	0.00	0.00	81,918.00	0
8100 Water Dept. Subtotal	\$16,169.49	\$432,706.72	\$4,153.19	\$714,405.00	61
Expenditure Subtotal	\$16,169.49	\$432,706.72	\$4,153.19	\$714,405.00	61
Before Transfers	Excess Of Revenue Subtotal	\$98,385.24	\$222,375.34	-\$4,153.19	-\$1.00 ,822,215
After Transfers	Excess Of Revenue Subtotal	\$98,385.24	\$222,375.34	-\$4,153.19	-\$1.00 ,822,215

REVENUE & EXPENDITURE STATEMENT FOR 40 CAPITAL PROJECT

Town of Biltmore Forest

04/01/2020 To 04/30/2020

FY 2019-2020

Account	Current Period (\$)	YTD (\$)	Encumbrance (\$)	Budget (\$)	% Used
40 Capital Project Fund					
Revenue					
4000					
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
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					
5600 Public Works					
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
5600 Public Works Subtotal	\$0.00	\$132,764.04	\$0.00	\$961,857.00	14
Expenditure Subtotal	\$0.00	\$132,764.04	\$0.00	\$961,857.00	14
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$132,764.04	\$0.00	0
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$132,764.04	\$0.00	0

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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: May 8, 2020

Board of Adjustment Meetings

As a result of COVID-19 social distancing guidelines, and other state and county requirements, the Town has been unable to hold a Board of Adjustment meeting since February. The crux of the issue is that quasi-judicial hearings, such as Board of Adjustment meetings, require due process for all applicants and parties with standing. This requires evidence and sworn testimony, among other things, and is simply difficult if not impossible to perform at present.

Staff has worked diligently with the Town Attorney and Board Chair to find a way to consider some cases and remove the backlog that presently exists. As of Tuesday, May 5, we intended to hold a meeting for six (6) of our cases on May 18. These plans were scuttled, however, as new state legislation related to virtual public hearings was formally signed by the Governor. The law requires all applicants and parties with standing to acknowledge and sign written consent forms stating they agree to the virtual meeting. While this is doable over a period of time, it was simply not able to be done in order to meet the statutory deadline for notifying applicants at least 10 days before the meeting. For the 12 cases awaiting the BOA members, this required written consent from 132 interested parties; for the six (6) cases initially considered for May 18, consent from over 72 persons or entities was required. Due to potential legal liability, and the invalidation of anything approved or disapproved at the May meeting, the decision was made to hold off on this meeting until June 15. The Town Attorney is drafting consent forms and we will send these to all parties as soon as that is ready. We also hope a virtual hearing is not necessary by June 15, but will be prepared for it if that is the case. Please let me know if you have specific questions regarding this Board and its meeting schedule.

Police Vehicles, Equipment, and Facility Update

At the March 2020 meeting, the Board approved a budget amendment authorizing the purchase of four (4) new vehicles for the Police Department. Subsequently, the Town ordered a fifth vehicle after an existing car was totaled in a vehicle pursuit. Possession was taken by the Town on all vehicles and they have been outfitted for road use since that time. The Town has averaged about one car per week being delivered since the end of March. We currently have 6 of the 8 new vehicles on the road.

The Board also authorized the purchase and installation of new technology and equipment. New Mobile Data Terminals (MDTs) were ordered and have been issued to officers. In-car cameras were ordered and received by the Town in early April. Unfortunately, these must be installed by the company and their employees have been on travel restrictions not allowing them to make this installation. Building improvements were also made within the past two months, including basement remediation and repairs to the flat roofs on either side of the building.

Duke Energy Underground Project Update

The last update received from Duke Energy indicated approximately 6-8 easements are needed before final design on the underground project can begin. Duke experienced significant delays on in-person meetings with property owners during the past few months, but intend to resume in person easement discussions next week. The Town continues to check into this project with Duke Energy and provide necessary updates to the Board.

Census Update

The Board also received an update from Chuck Megown at their March meeting regarding the 2020 US Census. The Town's current response rate (as of 5/7/20) is 63.6 percent. We are second in Buncombe County (to the Fairview area) and 58th overall in the state. We will conduct a CodeRED, Nixle, and website push to improve these statistics over the course of the next month.

New Town Website

The Town's new website went live approximately three weeks ago. It is a significant improvement over the previous site and allows more functionality for staff and the citizens. We continue to make changes and updates as normal, but also as we discover old links or "dead" links that are no longer usable.

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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: May 8, 2020

Since the Board last met in March 2020, the world has changed dramatically. Shortly after our meeting, the President declared a national emergency on March 13. Governor Cooper declared a Stay Safe, Stay Home order on March 27, 2020. Buncombe County, and the Town, were ahead of Governor Cooper's order by a few days, and the Town closed all facilities to the public on March 17, 2020. There were many subsequent amendments to local orders and the State declaration in the intervening weeks. The information provided below is designed to give a clear and transparent recounting of the Town's actions and responses during the past few weeks, as well as the current status of orders impacting the Town and its residents.

Elected Official Updates & Town Situation Reports: The Town has issued situation reports to the County Emergency Operations Center (EOC) on an as-changes occur basis. Staff and elected officials receive a daily debrief on EOC operations and activities, as well as the proposed plans of work for each incident section. These reports have been helpful on a staff level as it has provided clear guidance regarding expectations for every sector of the County's response.

Personal Protective Equipment (PPE): As the pandemic hit in March, the Town began attempting to acquire personal protective equipment, including N95 masks for our Police Department and Public Works employees. Additional, non-medical grade masks and other PPE (face shields, medical gowns, and gloves) were requested from EOC. These materials were made available to the County and then subsequently to requesting agencies in mid-April. The Town was able to provide all officers and public works employees at least one N95 mask courtesy of MAHEC. The MAHEC team conducted the requisite training, medical exam, and fit test that is required before the N95 masks can be issued. The Town is exceptionally thankful to MAHEC for providing these materials and this testing to the Town in our time of need.

Staff proactively ordered hand sanitizer, soap, and other essential needs just before the emergency declaration occurred. Each employee was issued a bottle of sanitizer and large bottles of sanitizer were placed in each office or room. Additional gloves were ordered for Public Works

employees, particularly for use by the front-facing employees in the sanitation and recycling departments. Face shields were later obtained from Sylvan Sport in Brevard, and are utilized by these employees as necessary. These are single use face shields only, however. The Town has tried to make every change and accommodation as necessary to effectively ensure the health of our employees. I have repeatedly asked Department Heads for their needs and any other concerns and have tried to remedy those when possible.

Personnel: As noted above, the Town has attempted to ensure employee health and safety during this time by requesting employees utilize social distancing standards as much as possible. The federal government has responded to the pandemic and associated job losses throughout the nation by passing the CARES Act and subsequent acts. Several of these bills impacted the Town, and employees were made aware of these changes (related specifically to COVID-19) via memos distributed before changes became effective. These memos related to emergency sick leave and emergency FMLA leave for those impacted by COVID-19. Without going into great detail, this impacts payroll and the Town's potential for reimbursement from the federal government if employees are out of work for various COVID-19 related issues. To date, we have only had one employee miss any time related to a potential exposure and this employee missed two days covered under the emergency sick leave bill. The employee never exhibited symptoms and returned to work subsequently.

Additional Cleaning and Prevention Steps Being Taken: The Town had a deep clean performed in the Public Works Department and Town Hall on March 27. The Police Department was not cleaned on the same day due to issues with DCI compliance. Staff has cleaned each building and work area throughout the past few weeks. The routine cleaning that was previously occurring each week has continued at the Police Department. Chief Beddingfield has encouraged all employees to disinfect their vehicles and any equipment that may be touched by others immediately at the end of each shift. Town Hall personnel and Public Works personnel are cleaning their facilities on a daily basis, and doing deeper cleans at the conclusion of each week. We intend to have the buildings (including Police Department) deep cleaned again in the next two weeks.

Building Closures and Remote Working: All public facilities remain closed to the public with full staffing during regular hours. My recommendation is to continue this procedure until the Governor raises the cap on gatherings and/or changes the teleworking recommendation. We have been quite successful during this time as only one Town employee is working remotely. There has been no drop-off in work being performed – we have been nimble and, as everyone has, learned how to operate the multitudes of teleworking software available.

I have asked Skyland Fire Chief Ryan Cole for assistance in performing a safety walk through of each public facility. Chief Cole has been spearheading logistics for the EOC and done a tremendous job during this crisis. He and his team have performed these checks and made recommendations for facility improvements as needed. I would like to have this done and needed items installed before re-opening the buildings to the public.

Parks: Town park spaces remain open, but playground equipment remains cordoned off. Last week, Buncombe County re-opened their trail and open spaces, and the Governor's Phase 1 order recommends these places to re-open. Playground structures themselves, however, remain closed and will likely be this way for at least another month.

Website: The Town continues to update information as frequently as possible regarding COVID-19 for our residents. We created a dedicated page on our website for this information and have been including a rolling blog post for any changes that occur.

Notifications: We have issued multiple CodeRED and Nixle notifications over the past several weeks. These have been related to meeting schedules, Buncombe County/Town declarations and orders, and even advising people to be more cautious when driving due to the increase of pedestrians in the road. We will continue to push these notifications out as necessary.

Buncombe County Cooperation & Declarations: The County has issued several declarations related to COVID-19 during this crisis. We have had multiple manager level meetings to discuss the impacts of these declarations and address concerns. The County did a good job getting ahead of the pandemic, and has more closely aligned itself to Governor Cooper's Phase 1 order by this writing. The County, through the EOC, has performed very well during this time and provided good communication to the Town.

Reimbursement Processes and Current COVID-19 Related Expenditures: Staff has kept track of all COVID-19 related expenditures since the end of February. The President's National Emergency declaration was retroactively effective on January 20, 2020. This means that most federal funds made available to the Town can be utilized for expenses dating as far back as late January if related to this pandemic. The Town has participated in the required FEMA training for funding and is registered to begin our application when and if necessary.

As of today, we have expended \$4,851 related to the pandemic, with all but \$400 being related to PPE and cleaning expenses. Earlier this week, the North Carolina League of Municipalities issued a call for grant applications for up to \$2,500 related to cleaning and disinfecting work. Helen Stephens made this application for the Town and we received word the following day that this funding was approved. As a result, of our \$4,851 spent thus far we have already recouped \$2,500. We anticipate additional funds to be given to the Town from Buncombe County (through the State appropriation approved on May 4, 2020) for COVID-19 related expenditures. This will be provided to each municipality in the county on the same basis as sales tax distribution. It is important to note the legislative authority for this does not mandate counties provide this to municipalities – it simply says they “may” do so. As of yesterday, the County intends to distribute this to municipalities as noted above.

Because the Town has not incurred tremendous expenses and has received reimbursement for a majority of it already, with more to come, I do not recommend making an application at this time to FEMA for public assistance. Certainly, as this situation evolves we may need to revisit this and apply for federal assistance, but to date, I do not believe it is necessary yet. We are prepared and

in the federal and state systems to begin this process immediately if needed, and will do so now if the Board prefers.

Considerations for the Board within the Next Month

The status of many items above will likely change between now and our next meeting. I will continue to be in touch with the Board on a minimum weekly basis regarding specific changes, but several things need to be considered ahead of our next meeting. Specific decisions related to these questions can be made at the next meeting.

July 4th Event: It is difficult with present restrictions to imagine how the Town could have our regular event on July 4th, but certainly, restrictions may be lifted and guidance provided indicating otherwise in the next few weeks. Several local jurisdictions have already cancelled events and made tentative plans to hold “make-up” events around Labor Day or another day in the fall.

Re-Opening Public Facilities: As noted above, it is my recommendation we wait just a bit longer at minimum until our safety walk through (and improvements) can occur and until Governor Cooper’s re-opening moves into Phase 2. This may certainly be before our next meeting, but is something upon which I would appreciate your thoughts.

Republican Run-Off Primary (June 23): The Town Hall Social Room will be utilized for the Republican run-off primary scheduled for June 23, 2020. In consideration of this, and in an effort to ensure the safety of our citizens that vote at Town Hall, I would like to request the following steps be taken:

- 1) Conduct a deep clean of all “public” areas in the Town Hall immediately prior to election staff entering the building late Monday to begin set-up for the election.
- 2) Town Hall staff will work remotely from home or at another location that day to decrease the number of people in the building.
- 3) Provide individual hand sanitizers for each poll worker and any other protective equipment or consideration that may be necessary that is not provided by the Board of Elections. *Note: my expectation is that the BOE will provide dividers, plexiglass, and disinfectant for frequently touched items.*
- 4) Conduct a second deep clean of all “public areas” and the Town Hall on Wednesday, June 24 to ensure that no contamination occurred when the building was occupied for the election. This will be done to ensure the safety of Town Hall staff and any public that may be visiting the Town Hall subsequently.

Each of the above items will be reimbursable as a covered expense, either through funding provided by the State of North Carolina (through Buncombe County) or under a federal public assistance request.

FEMA Reimbursement Programs: I will continue to chronicle our expenditures and provide you updates related to these expenses and any additional funding opportunities. If the Board would rather move forward with the FEMA process, or if expenditures become more significant, this can be decided and voted on at the June meeting.

This is a significant amount of information and likely does not include everything which is of interest to the Board or public. Please let me know if this is the case, and I will endeavor to provide more information for you. I cannot thank the Citizens, Mayor, and Board enough for the patience, flexibility, and understanding exhibited during the past two months. This has been a difficult and surreal experience for everyone and we all deal with these changes differently. The patience and trust of the Board has been exceptionally helpful and reassuring during this time.

Additionally, the dedication and work of the Town's employees cannot be overstated throughout this pandemic. The Police and Public Works Department deal with unknown and public concerns on a daily basis, and have not missed a beat. Sanitation and recycling have been picked up on scheduled and in a routine manner; brush pick up has occurred (even at higher rates); and calls for service to the Police Department have been handled appropriately and correctly. Our administrative staff has continued their exemplary efforts and issued water bills, payments to vendors, and payroll just as we would in normal times. It is easy during times like these to overlook the typical, routine activities – but it is also these routine activities which allow all of us to handle the pandemic as well as we have. Thank you, again, to everyone performing these public services.

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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: Fiscal Year 2020-2021 Budget Presentation
Date: May 8, 2020

The budget message and line item budget included in your agenda packet represents the staff's proposal for spending in the upcoming year. The budget is scheduled for a public hearing at the Commissioners' next regular meeting on June 9, 2020. The notice for this proposed budget and the budget public hearing will be transmitted to the Asheville *Citizen-Times* pursuant to the North Carolina Local Government Budget and Fiscal Control Act effective May 17, 2020.

Please note that the budget public hearing and subsequent vote on the FY21 budget may be different this year based on social distancing guidelines likely to remain in effect in June. The Governor signed S.L. 2020-3, SB 704 on May 4, 2020. This bill is a reaction to the COVID-19 pandemic and includes modifications to laws governing meetings of public bodies when state of emergency has been issued by the Governor or General Assembly. From guidance provided by Frayda Bluestein at the UNC School of Government:

Public Hearings: The new law authorizes public bodies to conduct public hearings during a remote meeting and take action based on those hearings. It adds a requirement that written comments may be submitted at any time between the notice of the public hearing and 24 hours after the public hearing. A consequence of this requirement is that the public body will not be able to take action on the matter immediately following the public hearing. It will have to take action at a later meeting or recess the meeting long enough to comply with the 24-hour requirement.

Thus, the Board may hold the public hearing as regularly scheduled on June 9th, but will need to recess the meeting and reconvene at a minimum 24 hours later to vote on the proposed budget. This information will all be included in the notice to the newspaper in the likely event we remain under social distancing guidelines requiring remote meetings at that time.



Presented Tuesday, May 12, 2020

Prepared for the Citizens of the Town of Biltmore Forest
and General Public

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

Prepared by:
Jonathan B. Kanipe
Town Manager

Helen Stephens
Assistant Finance Director

Introduction

Undoubtedly, this budget message for Fiscal Year 2020-2021 is different than any budget message previously presented to this Board. For that matter, this budget message is significantly different than a budget message that would have been presented just two months ago, and in some cases, even a week ago. The entire world has been humbled by the novel coronavirus, COVID-19, and we have faced new challenges personally and professionally. The Town has worked well through this pandemic. We have embraced necessary changes and adjusted accordingly, never wavering from providing the highest level of services to the citizens of Biltmore Forest. This has been one of the most challenging years of my career as a manager, but has also unequivocally been one of the most rewarding. The entire Town – Mayor, Board, and citizens – should be proud and honored to have these public servants working on their behalf. Their dedication and professionalism in the face of a global pandemic has been nothing short of remarkable.

The budget presented reflects the changed environment of our county, state, and nation as we continue to grapple with COVID-19. This budget does not shrink from challenges. Rather, this budget embraces those aspects of our core mission – providing exceptional levels of service to our citizens – within the confines of our current fiscal environment. Challenges will arise and it is important to remember this budget is a living document that can be reviewed and amended as necessary. The Town must be nimble and able to accept these challenges as they arise.

General Fund

Revenues

Property Tax

The Town's property tax revenue continues to comprise nearly 60 percent of the Town's revenue, and thankfully, the Town historically has achieved exceptionally high property tax collection rates. This is true even in down years as collection rates were at 100 percent at the beginning of the Great Recession. There was a slight reduction in 2010 and 2011, but historically, the Town's property tax rate has been a stable source of strength. We anticipate that continuing for FY21. Staff projects property tax revenue to account for almost \$2.64 million of the Town's budget and assuming a 99.8 percent collection rate. This is based on taxable value of \$759,706,313 in real property, \$6,686,363 in personal property, and \$29,408,839 in motor vehicles. The total taxable value is \$795,801,514. Staff does not recommend a property tax increase for FY21. The Board granted a 1.5 cent increase last year which helped fund two new mid-shift positions in the Police Department. The proposed tax rate for FY21 remains at 34.5 cents. We anticipate real property tax revenue for the Town of approximately \$2,638,767. This equates to \$76,486 per penny. Motor vehicle tax revenue is estimated to remain consistent at just over \$101,000.

Sales Tax

The single biggest unknown for the coming fiscal year revolves around sales tax revenue. The Town has experienced tremendous growth in sales tax over the last few years, due in large part to Buncombe County's tourism and retail economy. Sales tax revenue for FY20 was ahead of estimates when the full impact of the COVID-19 stall occurred in mid-March. As a result the Town had a slight buffer against the steep declines anticipated from March 2020 and April 2020. This buffer will be beneficial as

we close out this year. However, there is no consensus or expectation of what to expect for FY21. Many reliable North Carolina based revenue forecasting outlets, such as the NC League of Municipalities, have provided wide ranges of what to expect – most all in fairly dramatic, downward slides. Quite simply, no one knows how COVID-19 will play out or the impact it will have on consumer behavior in the coming months *if* things improve minimally. Most economists do not foresee a return to *normal* for 18-24 months at the earliest, but that too is largely dependent upon control and containment of COVID-19.

Town staff has reviewed County projections for sales tax in FY21, much of which is based on the cataclysmic reduction in tourism and travel to our area. The County expects to project a 30-35 percent reduction in sales tax for the first six months of FY21. As a result, Town staff has modulated our initial assumptions for sales tax revenue and reduced this estimate further than previously anticipated. The result is a 30 percent reduction in the first six months of FY21 with a five (5) percent reduction from current budgeted amounts in the last six months. This is an overall reduction of 17 percent for FY21.

This reduction is dramatic and has impacts across the Town's general operations. For comparison purposes, this is a \$228,000 reduction from FY20 budgeted sales tax revenue and only \$25,000 more than what the Town received through mid-April 2020. This leads to significant reductions in targeted areas as noted in the expenditure discussion below. The key takeaway however is this: the Town **must** be flexible and nimble when addressing programmatic areas and services. Town staff will be tracking these revenues and providing this information to the Board throughout the early part of fiscal year 2021. My recommendation is to formally review the status of these revenues in November 2020 and determine whether budget amendments are necessary to increase or further decrease programmatic services based upon revenue received by that point.

Franchise and Utility Taxes

Likewise, intergovernmental utility taxes are also volatile and dependent upon customer behavior, weather impacts, and other outside forces. While it is perhaps easy to rationalize that more people working at home will result in greater energy usage during the day, it is important to remember that the office where many of those same people formerly worked is no longer operating and therefore *not* using energy. This will not be a simple one for one trade-off. Again, utilizing reliable revenue forecasting outlets, staff is projecting a nine (9) percent reduction in the budgeted revenue amount from FY20. This would also be below FY18 levels.

Investment Earnings

Staff anticipates a significant reduction in investment earnings for FY21 due to declining interest rates as the federal government buttresses the economy against the COVID-19 downturn. On a smaller scale, this is also a result of the Town utilizing cash for large capital projects in previous years. Town staff has done a good job staying ahead of the lowered interest rates by utilizing the NC Capital Management Trust's term portfolio over the past two years. Even during the most recent reductions in rates, the term portfolio remains nearly 75 to 80 basis points higher than the standard government portfolio.

Intergovernmental Loans

The Town's stream restoration project in Greenwood Park is scheduled to begin construction in FY21. The Division of Water Infrastructure will begin issuing funds for this work to the Town once a contract is awarded for construction. We have incurred some expenses for this project, but will recoup those in the coming fiscal year with loan proceeds.

Additional Revenues

Staff estimates other revenues will remain fairly consistent in the coming year, with the possible exception of a slight reduction in permit fees. While the COVID-19 impact has not been felt in terms of project requests, it has dramatically limited the Town's ability to permit projects. Staff is working with the Town Attorney and Board of Adjustment to provide methods to resume review of these projects while remaining in compliance with state and federal gathering guidelines. At this point, we believe Powell Bill funding from the State will remain at normal levels, due primarily to changes in state law several years ago that mandated the distribution of these funds. However, NC DOT is projecting record breaking deficits and cash shortfalls, so there is always the possibility that funds may be siphoned away for larger statewide operating or emergency funding needs.

This is an incredibly difficult year to estimate revenue. Staff has done a significant amount of research, consultation, and review to provide these projections – and they may be off-base by September. The inability to reasonably predict the next 12 months, economically, makes the need for flexibility in the FY21 budget paramount.

Town Wide Expenditures

Salaries

The lack of clarity in revenue projection leads to conservative expenditure recommendations for FY21. A two (2) percent cost of living adjustment (COLA) is included for all non-appointed employees. This is equivalent to approximately \$30,000 across all departments. In prior years, the Town has issued merit increases out of a total percentage pool within each department. My recommendation is to withhold any merit increases for the coming year, with an eye toward revisiting this in November or December when the economic impact of COVID-19 is better known. Jurisdictions across the state and within the region are split on offering either COLAs or merit increases. It is my recommendation that this two (2) percent increase be granted in an effort to assist employees who may be feeling the impact of the economic downturn.

Health Insurance and Additional Benefits

Health insurance through the State Health Plan continues to increase at approximately five (5) percent per year. This remains an excellent plan with relatively consistent and low rates. These increases do not take effect until January 1, 2021. This budget continues funding for the Town's health reimbursement account in the amount of \$125 per month for each employee. The Town's dental, vision, and life insurance through the NC League of Municipalities will increase by 2.5 percent in FY21 after having no increases in prior years.

LGERS Retirement and 401(k) Benefits

The LGERS retirement rate will increase in FY21 for all employee classes. Sworn law enforcement officers will now receive a contribution of 17.71 percent to their pension. Non-sworn employees will receive a contribution of 16.62 percent. The five (5) percent contribution for each employee's 401(k) plan continues in FY21. The Town provides an exceptional benefit package to employees which is a strong asset when recruiting new employees.

Department Specific Expenditures

Administration

The administration department consists of the Town Manager, Assistant Finance Director, and Town Clerk. The Town Clerk's salary is paid one-half out of this department and one-half out of the water fund due to water billing and accounts receivable. The recommendation for FY21 is a three (3) percent reduction in this department. The most notable reductions are in capital improvements for the Town Hall and staff development. Additionally, this proposed budget does not include renewing the planning contract with Land of Sky Regional Council for FY21. The bulk of any planning related needs will return to the administration department. The Town will save close to \$40,000 by not renewing this contract.

Police Department

The Board approved a tax increase for fiscal year 2020 to assist in creating two new positions in the Police Department. These positions serve the "mid-shift" with an officer overlapping between the two shifts that serve each day. These positions were not filled until the middle of FY20, so a dramatic reduction in overtime for the current year is unlikely. Since full implementation, however, the Department has experienced a decline in overtime costs and we expect this trend to continue in the coming year.

The Board prioritized upgrading the Police Department's vehicle fleet in FY20 with the purchase of seven (7) new vehicles. An additional, eighth vehicle was purchased after a patrol car not scheduled for replacement was rammed during a vehicle pursuit. Three vehicles were financed through an installment agreement with BB&T that begins to be paid in FY21. The remaining five vehicles were purchased through a fund balance allocation made by the Board at their March 2020 meeting. This leaves the Town's Police Department in excellent shape relative to its motor vehicle fleet. In order to continue embracing this priority, staff recommends the purchase of two (2) additional vehicles in FY21. The result is an effective vehicle transition plan ensuring the Town's police officers are well equipped for years to come.

Similarly, the Board also approved the purchase of new in-car cameras in FY20. The installation for these cameras is delayed due to COVID-19 travel restrictions. Once installed, the cameras will interface seamlessly with officers' body cameras and all information stored in one location. Additional technological improvements were made in FY20 with the Board authorizing the purchase of new mobile data terminals in each vehicle. Physical improvements were made to the Police Department itself in FY20, with indoor environmental repairs made and aesthetic improvements in the dispatch center authorized. The flat roofs on either side of the Police Department building were replaced in fiscal year 2020.

These equipment, building, and technological improvements leave the Police Department in good shape moving into FY21. The coming fiscal year budget will continue the vehicle replacement program, as noted above, and devote additional funds to further equipment improvements.

Public Works Department

This has been a year of change and transition within the Public Works Department. The Town's renovation of the Public Works building was completed in August 2019. This building renovation was completed with an \$800,000 loan from BB&T and remaining funding from the Town's fund balance. The debt service for this project began in FY20 and is just under \$125,000 per year for 10 years. On a personnel level, the Town's long time public works director, Terry Crouch, retired in FY20 as did another long term employee, David Arrington. Harry Buckner was hired as the new director, and the Town is finalizing hiring additional open positions. The Department continues to deliver high levels of service to the Town's citizens through solid waste and recycling collection, brush pick up, leaf removal, water distribution, park maintenance, tree inspections, and general maintenance needs throughout the Town.

Salaries in the Public Works Department will appear different since they are reduced relative to the FY20 budget. Staff is recommending this to more appropriately account for the time of the Public Works Supervisor and his role as the water operator in responsible charge overseeing the Town's water system. As a result, half of this salary and benefits are included within the water department. This is similar to the Town Clerk's position as noted above.

The Board of Commissioners authorized the purchase of a heavy duty dump truck during FY20 to replace a failed heavy duty truck and additional equipment purchases were made during the year to improve services to the public. The Town also began the Greenwood Park stream restoration project and hired WithersRavenel to consult on this project. A loan from the State of North Carolina's Division of Water Infrastructure provides zero (0) percent interest funding to improve the stream running through Greenwood Park. An environmental review was conducted and submitted to the state for their review. Once approved by the State, the Town will be able to finalize design and solicit bids for the project from contractors. The Town will be able to collect reimbursable funds once the award is granted to a contractor and approved by the State. The funding shown in the FY21 budget represents what we anticipate receiving this year.

The Town continues making improvements in all parks, including performing dangerous or hazardous tree removals. The new director is conducting an evaluation of existing playground equipment for safety and appropriateness, and improvements in these areas are anticipated in FY21 even under the reduction in funding presented within this budget. The parks line item is one area I recommend reviewing in detail in November and perhaps increasing if sales tax revenues are better than anticipated. Capital needs for the coming year are primarily focused on further improvements in landscaping equipment. Staff development remains a priority, particularly as it relates to the supervisory and leadership development of existing staff.

Streets Department

The Town continued its focus on stormwater in FY20, as the stormwater master plan was completed and presented to the Board of Commissioners. A capital improvement plan for stormwater needs was developed and laid out by the Town's consultant. Staff recommends moving forward with the first three projects scheduled in FY21 by procuring installment financing. It is appropriate for the Town to be cautious with cash assets during this unknown time, and there have been very few times before where financing large projects is such an attractive option. Currently, interest rates for our project scope (from \$500,000-\$1.7M) are as low as 2.85 percent. Specific installment financing proceeds and project

expenditures were not included within the attached line item budget, as I wanted to address this decision point and various options with the Board beforehand.

Several paving jobs were completed along Westwood Road and Chauncey Circle during FY20, and the Town installed two (2) speed bumps along Hilltop Road. A notable improvement in FY20 was the purchase of a new riding lawn mower which provides exceptionally more effective and efficient cutting throughout the Town's large open spaces. The department's FY21 budget includes existing storm water maintenance funding, the purchase of a new flail mower or similar piece of equipment, and re-stripping projects.

A reduced expenditure in FY21 is for paving projects, and again, this is an area where I recommend reviewing our revenue status in November. In lieu of paving this summer, Mr. Buckner is conducting an overall streets assessment and will be utilizing this scoring matrix to recommend roads for maintenance in the coming year. The Town has needed an assessment like this for many years to provide data and analysis into our street maintenance program, and Mr. Buckner's knowledge and skill as an engineer (along with his previous work doing this for other towns) are perfect for this task. This assessment will also incorporate improvements within the Town's rights of way and coordinate these improvements with the aforementioned storm water maintenance.

Sanitation and Recycling

Funds for this division in the coming year are largely unchanged. The existing solid waste and recycling trucks are in good operating condition. Tipping fees, including brush removal, have remained fairly constant over the past few years even with an increase at the dump facility last year. The Town has focused on safety within this department in the past few years, and the COVID-19 crisis has further exacerbated this. Staff have been issued protective masks and face coverings for their use during routine collections, and all efforts made to ensure gloves and other appropriate personal protective equipment are provided to our employees.

General Government

Expenditures in general government remain dedicated to projects and programs that impact the Town as a whole. Most budgeted line items within these departments remain in line with last year's budget. This is because these are often more defined costs, such as insurance, general maintenance, or community events. The contingency line item is slightly higher this year, though it is not a dramatic amount or increase. Again, flexibility is the key to this year's budget and having accessible funds in contingency line items is beneficial. This expenditure may also be a source of funding to consider when reviewing revenues and expenditures in November as it relates to potential mid-year salary or project increases.

Water Fund

Revenues

Operating revenues within the water fund are projected to be higher in FY21, due to increases in water consumption. As with other revenues, the specter of COVID-19 impacts expectations. The Town is fortunate to have water customers that continue to pay bills even in the midst of this pandemic. We have forecasted this to continue into FY21 and do not anticipate reductions within this Department.

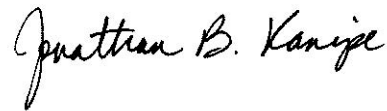
Expenditures

Both the City of Asheville and Metropolitan Sewerage District (MSD) of Buncombe County are holding fees constant for FY21. This is a change from prior years, as the Town has traditionally incurred a 2.5 percent increase each year for some time, which we have then passed on to our customers. As a result, staff does not recommend a fee increase in the coming year. Salaries for two employees are included in the water fund expenditures at one-half their full year cost for salaries and benefits. Staff development remains a priority and will be crucial as the Town begins training newer employees within the water department. Capital expenditures will focus on beginning a formal meter replacement program. The intent with this program is to begin replacing fifty (50) meters per year at an approximate cost of \$300 per meter, or \$15,000. Remaining funds will be utilized for infrastructure work and general maintenance and repairs.

Conclusion

The Town's budget is a work plan for the year at its most base level. Staff has attempted to convey the Board's priorities through this budget, and the Town's department heads have provided their input and knowledge into this budget proposal. However, flexibility will be the key for the Town in FY21. We have little idea at this point about what the next 6-12 months will look like, and the Town must embrace a willingness to adapt and be nimble within this environment. Flexibility, transparency, and clear communication will be imperative in the next several months, and working together will allow us to push through these current challenges and remain successful.

Respectfully Submitted,



Jonathan B. Kanipe
Town Manager

GENERAL FUND REVENUES

REVENUES		2017-18	2018-19	2019-20	2019-20	2020-21
		ACTUAL	BUDGET	BUDGET	(4/16/20)	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	-	-	-	-	-
Total Ad Valorem		2,553,520	2,555,274	2,739,689	2,720,663	2,743,227
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
Total Unrestricted Intergovernmental		1,310,058	1,273,619	1,367,252	1,113,119	1,138,733
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	-	-	-	-	-
Total Restricted Intergovernmental		64,753	64,470	63,450	62,283	63,450
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
Total Permits & Fees		24,791	26,600	26,500	20,787	21,400
10-3050-0000	Interest Earned	39,630	15,000	59,953	43,997	30,000
Total Investment Earnings		39,630	15,000	59,953	43,997	30,000
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
Total Miscellaneous		43,381	42,664	43,000	48,509	52,645
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
Total Other Financing Source		113,907	10,000	1,018,200	100,893	315,000
TOTAL General Fund Revenues		4,150,040	3,987,627	5,318,044	4,110,251	4,364,455

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	-
TOTAL		229,454	417,331	432,816	342,819	419,051

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	-
TOTAL		-	37,228	37,228	28,883	-

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	14,445
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
TOTAL		324,631	330,083	368,400	238,615	367,014

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
TOTAL		1,338,222	1,413,634	1,945,625	1,607,203	1,601,339

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
TOTAL		425,000	425,000	425,000	425,000	425,000

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	257,901
10-5600-0300	Overtime	-	-	15,000	12,999	10,000
10-5600-0500	FICA	27,692	24,449	23,203	16,633	20,494
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	44,525
10-5600-0800	401K Supplemental Retirement	18,210	15,980	15,165	10,945	13,395
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
TOTAL		617,004	589,091	974,207	491,120	818,791

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
TOTAL		189,658	359,309	389,678	169,816	222,445

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	116,205
10-5800-0300	Overtime	-	-	10,000	484	10,000
10-5800-0500	FICA	8,231	9,325	8,863	5,537	9,655
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	20,975
10-5800-0800	401K Supplemental Retirement	5,936	6,095	5,793	3,660	6,310
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
TOTAL		361,397	310,222	300,204	197,256	304,453

GENERAL FUND EXPENDITURES (Debt Service)

GENERAL FUND EXPENDITURES		2018-19	2019-20	2019-20	2019-20	2020-21
DEBT SERVICE		BUDGET	BUDGET	BUDGET	(4/16/20)	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
TOTAL		73,169	73,169	196,580	134,240	206,353

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
TOTAL		773,325	727,000	714,404	542,156	803,417
30-3710-0000	Transfers from General Fund	-	-	-	-	-
TOTAL		773,325	727,000	714,404	542,156	803,417

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
TOTAL		652,724	725,106	714,404	419,183	803,417

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
TOTAL General Fund Revenues	4,150,040	3,987,627	5,318,044	4,110,255	4,364,455

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	818,791
Streets & Transportation	189,658	359,309	389,678	166,819	222,445
Sanitation & Recycling	361,397	310,222	300,204	198,379	304,453
General Government	324,631	330,083	368,400	238,521	367,014
Debt Service	112,227	105,729	195,436	131,883	206,353
TOTAL General Fund Expenditures	3,597,593	3,987,627	5,068,094	3,630,630	4,364,445

GENERAL FUND REVENUES	4,364,455
GENERAL FUND EXPENDITURES	4,364,445

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

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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: Potential Zoning Ordinance Changes related to NCGS 160-D
Date: May 8, 2020

Background

In February, staff prepared a schedule for the Board related to the implementation of changes required by the State's new Chapter 160-D for land use regulations. The first priority was to determine portions of the Town's existing zoning ordinance not in compliance with the required changes in state law. These changes, at the time, were required to be in place by January 2021, but the schedule suggested adoption of these changes by October 2020.

As a result of the COVID-19 pandemic, the General Statutes Commission at the State Legislature recommended a six (6) month delay in the implementation of these ordinances. This would effectively give the Town until July 1, 2021 to implement these changes. The Town Planner, Adrienne Isenhower, prepared her review of necessary ordinance. A copy of those required changes is attached on the following two pages. Staff will review these changes with the Town Attorney for completeness and conformity with the new law. Before presenting to the Board for consideration, we will incorporate all changes into a redline document with our existing Zoning Ordinance to show the necessary changes. I recommend keeping the initial schedule and moving to considering these ordinances for adoption later in 2020. Please let me know if you have any questions.

160D Ordinance Changes

1. Change statutory references from 160A to 160D
2. Change conditional uses to special uses
3. Align definitions with state law/regulation: building, dwelling, dwelling unit, bedroom, and sleeping unit. **§153.004**
4. Incorporate new staff conflict of interest standards into ordinance
5. Each board member must take oath of office (160D-309)
 - a. BOA **§153.105**
 - b. PB **§153.085(B)??**
 - c. DRB? **§153.125**
6. NOVs must be issued in conformance with statutory procedures **§153.086** or **§153.093**
 - a. 153.086(C)(1) - add "by personal delivery, electronic delivery, or first-class mail and may be provided by similar means to the occupant of the property or the person undertaking the work or activity" and/or "the person providing the notice of violation shall certify to the local government that the notice was provided, and the certificate shall be deemed conclusive in the absence of fraud". 160D-404 (a)
7. Add language regarding revocation of development approvals? 160D-404(f); "the local government shall follow the same development review and approval process required for issuance of the development approval, including any required notice or hearing".
8. MAY allow administrative minor modification of special use permits, other development approvals; if allowed, must define minor modification. Add language?
9. S.L. 2019-79 (160D Chapter 8) – subdivision performance guarantees. Add language to cover the following?
 - a. Type of guarantee at election of the developer.
 - b. Duration of one year unless developer determines longer duration required
10. Add minimum housing language? 160D-1201
11. Adopt comprehensive plan by July 1, 2022 by same procedures as legislative decisions.
12. Define notice requirements for legislative decisions: include properties separated from streets, railroads, other transportation corridors **§153.010 (F)(2)(a)**
13. Zoning map amendments MAY require applicant to notify neighbors and hold community meeting? **§153.010**
14. Planning Board must consider any plan adopted when making a comment on plan consistency
 - a. Add language?
 - b. Land use plans, small area plans, neighborhood plans, hazard mitigation plans, transportation plans, housing plans, and recreation/open space plans.
 - c. Noted as part of the process; not necessarily ordinance update requirement
15. Consistency statement. Governing board statement for text and map amendments: 160D-605 "...the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan". Add language?
 - a. May meet requirement without formal adoption if minutes reflect that the board was fully aware of and considered the plan

16. Adopt a statement of reasonableness for zoning map amendments, in addition to consistency statement. May be used for text amendments. Add language?
 - a. Statement may consider, among other factors: size, physical conditions, and other attributes; benefits and detriments to landowners, neighbors; relationship between current actual and permissible development on tract and development that would be permissible under proposed amendment; why action taken was in public interest; any changed conditions warranting the amendment.
 - b. Consistency and reasonableness statements can be approved as single statement.
17. Add language regarding solar panels specifically? 160D-914

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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: GFOA Distinguished Budget Award

Date: May 8, 2020

The Town has received the Governmental Finance Officer's Association (GFOA) Distinguished Budget Award for the second consecutive year. This award is the highest form of recognition in governmental budgeting and represents a continuing demonstration by Town staff to ensure clarity and transparency of our budget documents.

Helen Stephens, the Town's Assistant Finance Director, puts the requisite pieces and information into this document, and does so in a clear and cohesive manner that shows best practices as related to budget formulation and management. The Town is very proud of this award and thankful for Ms. Stephens's work to achieve this recognition.

April 8, 2020

Helen Stephens
Assistant Finance Director
Town of Biltmore Forest
355 Vanderbilt Road
PO Box 5352
Asheville, NC 28803

Dear Ms. Stephens:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Helen Stephens, Assistant Finance Director

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

Helen Stephens

April 8, 2020

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Biltmore Forest, North Carolina**, for its Annual Budget for the fiscal year beginning **July 1, 2019**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Technical Services Center

Enclosure



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Biltmore Forest
North Carolina**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director