

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, July 11, 2023 at 4:30 p.m.

A. Pledge of Allegiance

B. Roll Call

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

C. The minutes of the June 6, 2023 meeting will be presented for approval.

D. Departmental Reports

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

E. New Business

1. Consideration of Request for Qualifications – Facility Master Plan and Programming
2. Consideration of Revision to FY24 Fee Schedule
3. Project Update – Cedar Hill Road Stabilization and Stream Restoration
4. Consideration of Planning Commission Appointment – Angela Newnam

F. Public Comment

G. Adjourn

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

Meeting ID: 822 2845 5470

Passcode: 966757

MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF
BILTMORE FOREST HELD JUNE 6, 2023

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

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

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

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

The Pledge of Allegiance was conducted.

Commissioner Cogburn made a motion to approve the amended minutes from May 9, 2023. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Chief Trevor Lance was not available to give the report for the Skyland Fire Department.

Chief Beddingfield gave the report for the Police Department. There were a total of 599 calls for the month. Twenty-two citations were issued for various traffic violations. Officer Hunter Graham successfully completed Basic Law Enforcement Training. Mr. Graham received several top achievement awards for his performance. Chief Beddingfield said Mr. Graham is waiting for his certification to return from North Carolina Criminal Justice Standards. The solar powered speed sign has arrived. It has been placed on Hendersonville Road and is working well. Personnel

also assisted the Deerfield community with active shooter preparedness and a tabletop discussion. They are currently working with MAHEC on the same topic. The Police Department continues to partner with Carolina Day School to improve safety procedures and active shooter preparedness. Commissioner Kelly inquired about retention of police personnel and asked about the number of Police Officers that retired in the past several years. Chief Beddingfield said there were two employees that retired and two employees who resigned within the past three years. Commissioner Kelly also asked how many employees are eligible to retire in the next few years. Chief Beddingfield said there will be three eligible for retirement in the next few years.

Mr. Harry Buckner gave the report for the Public Works Department. Mr. Buckner introduced Mr. Brian Barnette and Mr. Wayne Husko. Mr. Buckner said they are doing an excellent job and they are thankful to have them working for the Town. Mr. Buckner said most of the streetlights have power to them and they are going to check after dark to make sure they are all functioning. Commissioner Kelly said he drove around through various streets starting at Cedarcliff going all the way down to Cedar Hill and Commissioner Kelly said he found eighteen streetlights not working. Mr. Buckner said he will follow up with this and thanked Commissioner Kelly for letting him know.

Mr. Buckner gave an update on the pedestrian bridges. The field work was concluded, and they will generate the drawings so they can get the work started at Greenwood Park. Commissioner Loomis asked Mr. Buckner if they will inform residents to let them know these bridges can be used to walk on. Mr. Buckner said yes, Mr. Dale and Mr. Buckner will come up with a way to let residents know they can use the bridges to walk on.

Mr. Buckner said water bills will be mailed out this month. Mr. Buckner also said there will be a visit from OSHA (Occupational Safety Health Administration) in July. Mr. Buckner said they are continuing to do more work on the water shortage response plan. The Consumer Confidence Report (CCR) is being reviewed and we will be doing a mass mailing this month.

Commissioner Kelly expressed his disapproval regarding the temporary speed bump on Stuyvesant Road near Hilltop Road. Commissioner Kelly asked if it could be removed. Mr.

Buckner said this has been a topic of discussion and the Town has received positive and negative feedback about this. Mr. Buckner said the goal could be to find a more appropriate speed bump at this location. Mr. Buckner said he is willing to work with what the Board wants. Mr. Kanipe said they did have a different temporary speed ordered but unfortunately it was on back order. Commissioner Loomis asked Commissioner Kelly if he would be satisfied with a speed bump at the same location but having the current one removed and replacing it with one better suited for this area. Commissioner Kelly said yes. Mr. Buckner said he will investigate a few different options for replacement of the current temporary speed bump to reduce the severity. Commissioner Cogburn said she received positive feedback about the temporary speed bump.

Mr. Kanipe gave the report for the Town. Regarding the Cedar Hill Road stabilization project, the contractor for the project anticipated starting work roughly two weeks ago but rain has delayed this project. They have mobilized and installed some site controls and we anticipate beginning the full project within the next week. The scheduled completion date remains June 30 with plantings scheduled to be installed in the fall.

Mr. Kanipe said the previously approved audio-visual project for the Social Room at Town Hall continues to be delayed. We were originally scheduled to have work completed by mid-January and this has been extended multiple times due to several pieces of equipment not being available. Mr. Kanipe received an update on Friday, June 2 that indicated the delay is likely to continue as the vendor TSA Choice is utilizing for the 4-channel amp cannot provide an ETA on its delivery. I have asked them if they can provide us with a different solution with materials that are currently available to get this work completed.

Additionally, Town staff is acquiring bids from local painting contractors for painting the interior and exterior of the Town Hall. Mr. Kanipe does not have these bids yet but will provide them to the Board once available.

Public Hearing-ZTA 2023-02 which is an Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance. Commissioner Loomis moved to go into Public Hearing. Commissioner Cogburn seconded the motion and was unanimously approved. The Board went into Public Hearing at 4:55pm. Mr. Kanipe discussed the Budget Ordinance shown below.

BUDGET ORDINANCE

BUDGET ORDINANCE FOR THE TOWN OF BILTMORE FOREST NORTH CAROLINA FOR THE FISCAL YEAR 2023-2024

BE IT ORDAINED by the Board of Commissioners of the Town of Biltmore Forest, North Carolina, that in accordance with NCGS 159-13(b)(16) the 2023-2024 Budget be approved as follows:

SECTION 1. GENERAL FUND REVENUES

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem	3,107,615
Unrestricted Intergovernmental	1,899,471
Restricted Intergovernmental	68,343
Permits & Fees	31,300
Investment Earnings	148,800
Miscellaneous	66,365
Other Financing Source	1,223,866
TOTAL General Fund Revenues	6,545,759

SECTION 2. GENERAL FUND APPROPRIATIONS

The following amounts are appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the chart of accounts heretofore established for this Town on June 6, 2023:

Administration	629,487
Police Department	1,957,903
Fire Contract	425,000
Public Works	551,480
Streets & Transportation	1,745,700
Sanitation & Recycling	528,910
General Government	562,896
Debt Service	144,382
TOTAL General Fund Expenditures	6,545,759

SECTION 3. WATER FUND REVENUES

It is estimated that the following revenues will be available in the Water Fund for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operating Revenues	1,091,507
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SECTION 4. WATER FUND APPROPRIATIONS

The following amounts are appropriated in the Water Fund for the operation of the enterprise fund and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Operating Expenditures	1,091,507
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SECTION 5. LEVY OF TAXES

There is hereby levied a tax at the rate of \$0.345 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, as listed as “Ad Valorem Taxes” in the General Fund section 1 of this ordinance. The rate is based on an estimated valuation of \$864,349,093 and an estimated rate of collection of 99.94%.

SECTION 6. FEES & CHARGES

There is hereby established, for fiscal year 2023-2024, various fees and charges as contained in the Schedule of Fees attachment to this document.

SECTION 7. SPECIAL AUTHORIZATION OF THE BUDGET OFFICER

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

SECTION 8. CLASSIFICATION & PAY PLAN

The Cost of Living Adjustment (COLA) for all full-time Town employees shall be 5.60% and shall begin the first payroll in the new fiscal year.

SECTION 9. RE-APPROPRIATION OF ENCUMBERED FUNDS

Operating funds encumbered on the financial records as of June 30, 2023 are hereby re-appropriated to fiscal year 2023-24.

SECTION 10. COPIES OF THIS BUDGET ORDINANCE

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

Commissioner Kelly asked where the new administrative employee is going to be located. Mr. Kanipe said this person will be working in the Town Hall office with us. The space needs are being evaluated at the current time and we will hopefully have a more permanent plan soon of where employees will be placed within the Town Hall building.

A motion was made to go out of Public Hearing by Commissioner Cogburn. Commissioner Loomis seconded the motion. The motion was unanimously approved at 5:01pm.

A motion was made by Commissioner Loomis to approve the 2023-2024 Budget. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

A motion was made by Commissioner Cogburn to go into Public Hearing to discuss the Zoning Text Amendment 2023-02:An Ordinance to Amend the Town of Biltmore Forest Zoning Ordinance. Commissioner Kelly seconded the motion and was unanimously approved at 5:02pm.

The three Ordinances discussed were Chapter 153.043-Maximum Roof Coverage, Chapter 153.048-Impervious Surface Coverage, and Chapter 153.071-Recreational and Commercial Vehicle Storage. Mr. Kanipe said the Planning Commission has spent many months reviewing the Town's Zoning Ordinances and considering areas for special review and potential amendments. The Planning Commission met with the Board of Adjustment in March to review these potential changes. The Planning Commission voted unanimously to recommend approval for the Ordinance Amendments at their meeting on April 25th. The Planning Commission found the proposed Amendments are consistent with the Town's Comprehensive Plan as adopted in May 2022.

Commissioner Loomis made a motion to come out of Public Hearing. Commissioner Cogburn seconded the motion. The motion was unanimously approved at 5:04 pm.

Commissioner Kelly moved to approve the Consideration of Ordinance 2023-04. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Commissioner Kelly moved to approve the Consideration of the Fiscal Year 2023 Audit Contract with Carter P.C. Commissioner Loomis seconded the motion. The motion was unanimously approved.

Consideration of the Fiscal Year 2023-2024 Fee Schedule was discussed. Mr. Kanipe discussed the updated fee schedule. There will be a 2.5% water and sewer increase. The zoning permit fee will also increase to \$50.

Commissioner Loomis made a motion to approve the 2023-2024 Fee Schedule. Commissioner Cogburn seconded the motion and was unanimously approved.

The Facility Needs Prioritization Recommendation was discussed. Last month, the Board heard a presentation from Steve Allan regarding the Space Needs Assessment he performed for the Town. The Board directed staff to develop a prioritization recommendation for this month's meeting. Based on Mr. Allan's space needs assessment, we believe the first priority is to begin work with a professional programming consultant on the Police Department which is lacking in many modern-day amenities for public buildings. The second highest priority is the removal of the existing storage building on the northwest corner of the Town property and figuring out potential relocation. These two projects are connected.

The third priority is working on the Town Hall complex and creating more office space. Mr. Kanipe said this is the Board's decision as to what should happen, but he also has Young Office plans as to what the office could potentially look like to create a better work area for administrative staff at Town Hall. Commissioner Kelly said he was shocked to hear that Mr. Allan said the police department was a high priority. The police department was remodeled in 2011 and the personnel worked very well in the mobile village while it was being remodeled. Commissioner Kelly also said it wouldn't make sense to move the public works staff a mile away to a new facility when Mr. Buckner and Mr. Dale would be working in this building further away from their employees. Mr. Kanipe said most of the time they are not in the office anyway and are out in the field working with their employees. Commissioner Kelly said he does not want to see vehicles parked in a garage every night and does not see this as necessary. Mayor Goosmann disagreed

with Commissioner Kelly about the storage of vehicles. Commissioner Kelly said these storage facilities have metal, chain link, barbed wire, and corrugated metal buildings and are not aesthetically pleasing. Mayor Goosmann said we don't have to design a building like this, and we will make it look nice. Commissioner Kelly said the nicer it looks, the more expensive it costs. Commissioner Loomis said we are not moving forward with building anything. First, we need to hire a professional programming consultant to review what our needs are. Commissioner Kelly said need to take pictures of various places like Fletcher, Black Mountain, MSD and show the Board what their facilities look like. Mayor Goosmann, Commissioner Loomis, and Commissioner Cogburn said we are not approving any kind of plans, drawings, or costs at this time. The first thing that needs to be done is to hire the programming consultant to see what the various possibilities are. Commissioner Loomis clarified that the only thing we are doing now is moving forward to hire a programmer to see what ideas they have to bring.

Commissioner Loomis made a motion to hire a programming consultant for the Space Needs Prioritization. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

PUBLIC COMMENT

There was no Public Comment

The meeting was adjourned at 5:46 pm. The next meeting is scheduled for Tuesday, July 11, 2023 at 4:30 pm.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor

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



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

Biltmore Forest Police Department July 11th, 2023 Commission Report

June 2023 Data

Total Calls For Service:

613 (599 last month)

Arrests:

0-Felony Arrest-

2-Misdemeanor Arrests-One for Driving While Impaired from a traffic stop, One for Court Violations from a suspicious person call.

Citations:

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

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 6 hours

Vehicle Crash Investigation- 2 hours

Notable Calls and Projects:

We had a bicycle crash with injuries on Stuyvesant Rd at the temporary speed bump. Speed was a factor. The cyclist admitted that he was going too fast. (30-35mph)

Speeding is still the overwhelming complaint to the police department. Various areas and times of day. Still upping our traffic enforcement efforts in response to these complaints.

We had several incidents with protestors at The Double Tree. Animal rights individuals protesting a fur business operating at Double Tree. Worked extensively with Biltmore Farms Security on this situation.

We dealt with several coyote complaints this month. We worked with the North Carolina Wildlife Commission making sure we were keeping our residents informed on proactive measures relating to coyotes.

Biltmore Forest Police
355 Vanderbilt Rd
Biltmore Forest , NC 28803

Calls for Service
06/01/2023 - 06/30/2023

BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
ALARM	21	3.43%
ANIMAL CONTROL	24	3.92%
ASSIST MOTORIST	8	1.31%
ASSIST NON-RESIDENT	1	0.16%
ASSIST OTHER AGENCY	11	1.79%
ASSIST RESIDENT	12	1.96%
BUSINESS CHECK	211	34.42%
CRIME PREVENTION	2	0.33%
DEBRIS IN ROADWAY	1	0.16%
DEPARTMENT OTHER	2	0.33%
DISTURBANCE	1	0.16%
FIRE	1	0.16%
FOLLOW-UP INVESTIGATION	6	0.98%
HOUSE CHECK	115	18.76%
IMPROPER PARKING	7	1.14%
MEDICAL EMERGENCY	7	1.14%
No CallType	1	0.16%
NOISE COMPLAINT	1	0.16%
ORDINACE VIOLATION	4	0.65%
PROPERTY DAMAGE	1	0.16%
RADAR OPERATION	53	8.65%
ROAD BLOCKED	2	0.33%
SMOKE COMPLAINT	1	0.16%
SPECIAL ASSIGNMENT	5	0.82%
SUSPICIOUS ACTIVITY	7	1.14%
SUSPICIOUS PERSON	4	0.65%
SUSPICIOUS VEHICLE	18	2.94%
TALK WITH OFFICER	4	0.65%
TOWN HALL BUSINESS	1	0.16%
TRAFFIC CONTROL	2	0.33%
TRAFFIC STOP	71	11.58%
TREE DOWN	4	0.65%
VEHICLE ACCIDENT	3	0.49%
WELFARE CHECK	1	0.16%
Total Records For BILTMORE FOREST POLICE DEPARTMENT	613	Dept Calls/Total Calls 100.00%
Total Records	613	



MEMORANDUM

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

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

Re: Public Works Department
June 2023 Monthly Report

Date: July 6, 2023

HB

Recurring Activities:

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

- Collected 38.6 tons of garbage.
- Diverted 14.21 tons of recycled goods from garbage.
- Picked up 15 loads of brush (approximately 450 cubic yards) over 8 days.
- Responded to 39 total utility locate requests, comprised of 23 new requests and 16 updates.
- Visited 7 residences for Tree Assessments, approving the removal of 34 trees, and requiring the installation of 35 trees.
- Completed daily chlorine residual tests across town and passed the required two (2) bacteriological tests.
- Used the Beacon/Badger Meter automated meter reading system to monitor water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Normal brush collection was performed on the North Route beginning on June 15th, and the South Route beginning on July 3rd. Pick-ups will continue as scheduled with one pick-up per month per route until further notice.

Miscellaneous Activities in June

- Our two new Public Works employees are on board and engaged in the daily activities of the department. We are very pleased with their work so far and are continuing to expose them to all the activities of the department.
- We assisted Ms. Jacobs with the semi-monthly water billings.
- We worked with Manager Kanipe, the Administrative Staff, the Police Department Staff, and the Friends of Biltmore Forest committee with preparations for the Independence Day celebration on July 4th.
- I attended the Planning Commission Meeting on June 27th.

- Based on feedback from the last Board meeting, I reached out to Carter Asphalt and Sealing to install a properly designed permanent speed hump on Stuyvesant Road between Eastwood Road and Hilltop Road. They have been able to insert us into their schedule and will be performing the work on July 7th, 2023.
- We continue our weekly routine maintenance of all public spaces including mowing and general clean-up.
- I attended the French Broad River Metropolitan Planning Organization (MPO) Technical Coordinating Committee (TCC) monthly meeting on June 8th via Zoom.
- The team freshened mulch beds around the Town Hall complex and in the median at Town Hall.
- We completed significant clearing of the road shoulder in the vicinity of 441 to 449 Vanderbilt Rd.

Larger/Capital Projects Updates

Cedar Hill Road Stream Stabilization Project

- Construction has continued on the project. Due to the frequent afternoon showers, work has experienced several weather delays. Additionally, the Contractor's surveying subcontractor has been delayed due to the lack of cellular and satellite coverage at the site and had to move to a manual layout process, which resulted in some delays. Completion is now scheduled for July. Some plantings will have to occur later in the fall or winter due to plant availability.

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

- We have received feedback from the Metropolitan Sewerage District and they are indicating that they are going to perform improvements to the sewer system parallel with our project in the Stuyvesant Road and Lone Pine area. Their condition rating system had identified several segments in those areas that are in poor condition and in need of replacement.
- Design staff with MSD and our consultant are working to coordinate the plans to allow the projects to work together and solve both issues at once.
- We still anticipate releasing the project for bids this summer for construction this fiscal year.

Streetlight LED Conversions and Service Upgrades

- We have identified a total of three (3) of 21 total affected lights in the TUG project area that are still not operational.
- Haynes will be returning to the site to troubleshoot those locations next week.
- We have also identified a total of eight (8) lights outside of the TUG area that are not operational and are continuing to troubleshoot and repair those locations.

- In conjunction with the Police Department, we will be assisting with the LPR camera installations, and we will be working with Haynes Electric to complete conversions as necessary and improvements to the desired locations.

Greenwood and Brookside Park Pedestrian Bridges

- This project is being reassessed pending further direction from the Board.

Upcoming in July

- We will be continuing the training of our two new employees this month.
- We are anticipating the return of Mr. Rice at the end of July as he is completing his injury recovery and is expected to be released by his doctor.
- Staff will complete the monthly bacteriological testing on the water system.
- Normal brush collection will continue on the North Route on July 17th, and the South Route on July 3^{1st}.
- We will be preparing for our scheduled OSHA consultative visit that will happen Thursday, July 27. The primary focus for this visit will be the Public Works Department but will likely include reviews of the Town Hall and Police Department at the same time.
- The fall paving project is for approximately 3800 feet of Vanderbilt Road from Rosebank Park to Southwood Road. Like last year, it will include milling of the existing pavement to improve the drainage characteristics of the roadway and shoulders, as well as shoulder repair and reconstruction. The budget established is approximately \$215,000.
- We will be establishing the dates of our annual pavement striping contract. We will be striping approximately 7,195 feet of roads as identified in the previously approved Master Road Striping Plan for FY 23/24.
- Supervisor Dale is continuing to work with Town Planner Williams and Manager Kanipe on creating standard zoning applications, landscape applications, and tree removal applications.
- We will be installing a new water service on Forest Road.
- Shoulder clearing is continuing in the vicinity of 413 to 421 Vanderbilt Rd.
- We will be performing more intense maintenance at Greenwood Park, starting with weeding the planting beds and re-mulching the mulched areas.
- We will be installing new PlaySafe mulch on the south playground of Greenwood Park.
- We will be continuing to perform routine maintenance on the water system including the replacement of meters and meter boxes.
- We are continuing our work from last year on controlling invasive plant species in Brookside Park.
- Fabrication of a replacement streetlight for the location at 394 Vanderbilt Road will continue.
- Old garbage container collections will continue as requested.

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



MEMORANDUM

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

From: Tony Williams, Town Planner

Re: June Monthly Report

Date: July 6, 2023

Recurring

- Check PD reports daily for code violations, make contact as needed to homeowners and contractors.
- Field inspections are conducted multiple times a week.
- Review plans for the Board of Adjustment for meeting packets
- Conducted site visits with the Board of Adjustment Members for all projects to be heard.
- Communicate weekly with all who submit plans for approval.
- Weekly advising homeowners and contractors of the sign ordinance, to include moving signs.
- Attended Board of Adjustment and Planning Board meetings

Monthly Breakdown

- Review of potential subdivisions: 3
- Land use conferences virtual/on site: 29
- Notice of violations verbal/written: 6
- Resolved violations: 5
- Complaints: 11
- Permitted projects finished: 1
- Plans reviewed: 11
- Plans reviewed for BOA: 3
- Plans reviewed for Design Review Board: 4

Miscellaneous

- Attended GIS Meeting w/ Jonathan, Harry, and Mike
- Researched new Subdivision Fee Schedule
- Collected 15 of the same signs after no cooperation from sign owners.
- Assisted in the review of the new landscaping checklist.
- Researched possibility of violation stickers
- Approved Permits: 5



BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

July 11, 2023

AGENDA ITEM D-4 TOWN MANAGER'S MONTHLY REPORT

Town Hall Social Room Audio-Visual Improvements

The Board approved audio-visual improvements to the Social Room in November 2022. Significant shipping delays with a major component of this work delayed installation until July. We received information from the vendor, TSA Choice, last week that the piece had arrived. We are now awaiting installation for this equipment the last full week in July. As a reminder of the Board's approved project scope, I have attached the drawings provided by TSA and presented at the November board meeting.

Permanent Speed Bump Installation – Stuyvesant Road

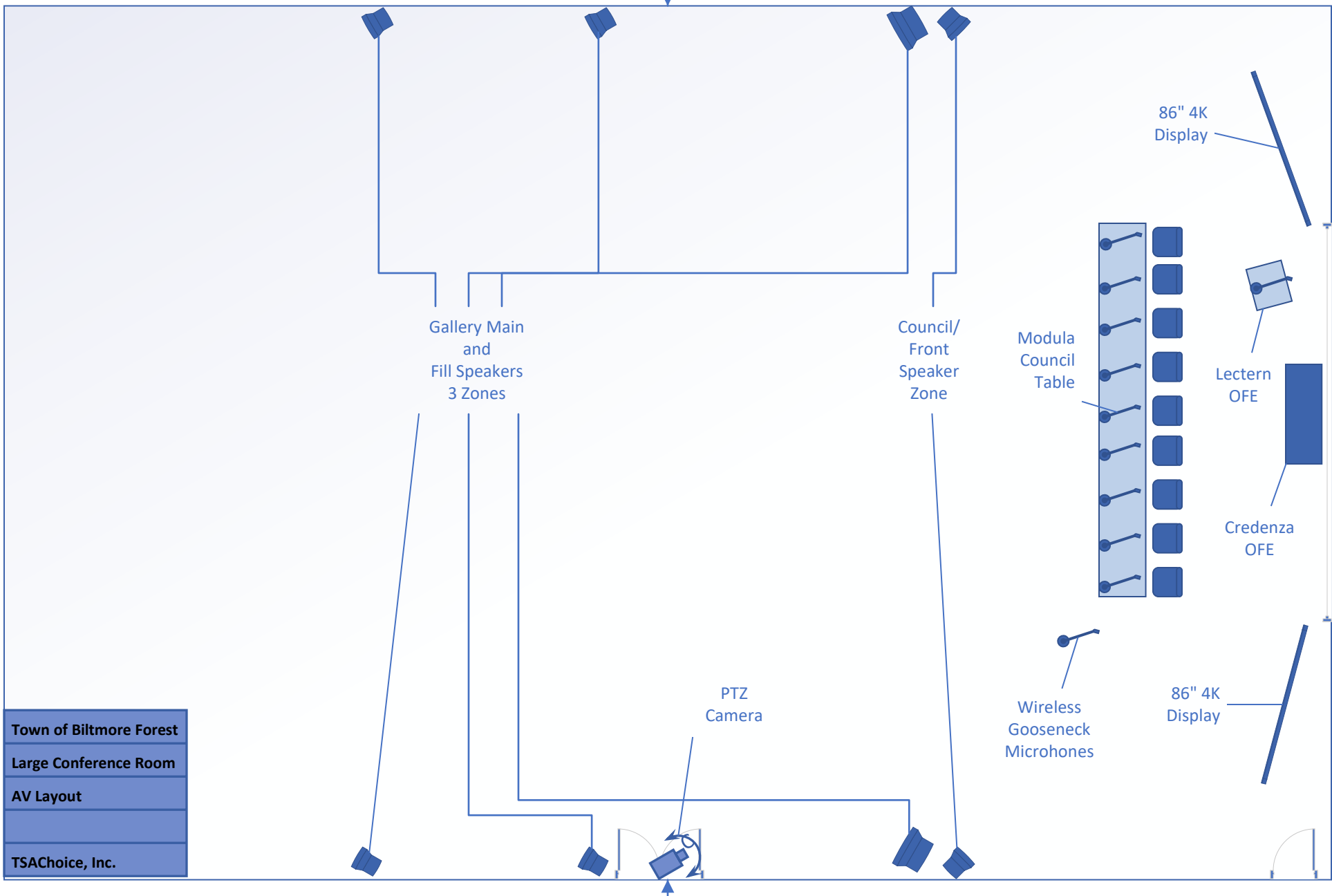
The installation of a permanent speed hump, as discussed during last month's meeting, was completed last Friday, July 7. The speed bump installation is similar to the bumps installed on Hilltop Road and should act as a significant deterrent against speeding, specifically in the northbound lane, of Stuyvesant Road.

Fourth of July Festivities

The Town's 4th of July event was a massive success. The weather held out well and the additions for this year's Centennial Celebration were well received. Many thanks go to the Town staff and Friends of Biltmore Forest committee volunteers for their hard work in pulling the event together and making it such a rich success.

First Movie Night in the Park

On Friday, July 21, the Town will host its first "Movie Night in the Park" with a screening of *The Princess Bride*. The event will feature a large inflatable screen, projector, and popcorn, and the Friends of Biltmore Forest committee is coordinating picnic baskets from local vendors that will be made available to Biltmore Forest residents for the event. The Town will be distributing information via CodeRED and the website regarding this upcoming event.



Town of Biltmore Forest
Large Conference Room
AV Layout
TSACHoice, Inc.

REVENUE & EXPENDITURE STATEMENT

07/01/2022 To 06/30/2023

Town of Biltmore Forest

FY 2022-2023

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
3010 Ad Valorem Tax						
Revenue						
3010 Ad Valorem Tax						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,973,559.00	2,973,577.53	2,973,577.53	0.00	-18.53	100
10-3010-0100 AD VALOREM TAXES (DMV)	109,396.00	112,177.99	112,177.99	0.00	-2,781.99	103
10-3010-0200 TAX INTEREST & PENALTIES	6,000.00	6,394.89	6,394.89	0.00	-394.89	107
3010 Ad Valorem Tax Subtotal	\$3,088,955.00	\$3,092,150.41	\$3,092,150.41	\$0.00	-\$3,195.41	100
Revenue Subtotal	\$3,088,955.00	\$3,092,150.41	\$3,092,150.41	\$0.00	-\$3,195.41	100
After Transfers	Excess Of Revenue Subtotal	\$3,088,955.00	\$3,092,150.41	\$3,092,150.41	\$0.00	100
3020 Unrestricted Intergovernm						
Revenue						
3020 Unrestricted Intergovernm						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	224,096.00	168,071.91	168,071.91	0.00	56,024.09	75
10-3020-0100 ALCOHOL BEVERAGE TAX	6,450.00	6,392.02	6,392.02	0.00	57.98	99
10-3020-0200 BUNCOMBE COUNTY 1% TAX	793,429.00	714,943.91	714,943.91	0.00	78,485.09	90
10-3020-0300 1/2 CENT SALES TAX A.40	330,137.00	308,576.62	308,576.62	0.00	21,560.38	93
10-3020-0400 1/2 CENT SALES TAX A.42	419,847.00	379,925.25	379,925.25	0.00	39,921.75	90
10-3020-0600 SALES TAX REFUND	21,200.00	21,218.99	21,218.99	0.00	-18.99	100
10-3020-0700 GASOLINE TAX REFUND	5,900.00	5,923.24	5,923.24	0.00	-23.24	100
3020 Unrestricted Intergovernm Subtotal	\$1,801,059.00	\$1,605,051.94	\$1,605,051.94	\$0.00	\$196,007.06	89
Revenue Subtotal	\$1,801,059.00	\$1,605,051.94	\$1,605,051.94	\$0.00	\$196,007.06	89
After Transfers	Excess Of Revenue Subtotal	\$1,801,059.00	\$1,605,051.94	\$1,605,051.94	\$0.00	89
3030 Restricted Intergovernmen						
Revenue						
3030 Restricted Intergovernmen						
10-3030-0000 SOLID WASTE DISPOSAL TAX	975.00	1,103.55	1,103.55	0.00	-128.55	113
10-3030-0100 POWELL BILL	67,207.00	67,207.41	67,207.41	0.00	-0.41	100
10-3030-0200 ILLICIT SUBSTANCE TAX	18.00	18.13	18.13	0.00	-0.13	101
3030 Restricted Intergovernmen Subtotal	\$68,200.00	\$68,329.09	\$68,329.09	\$0.00	-\$129.09	100
Revenue Subtotal	\$68,200.00	\$68,329.09	\$68,329.09	\$0.00	-\$129.09	100
After Transfers	Excess Of Revenue Subtotal	\$68,200.00	\$68,329.09	\$68,329.09	\$0.00	100
3040 Permits & Fees						
Revenue						
3040 Permits & Fees						
10-3040-0000 ZONING PERMITS	30,000.00	33,979.00	33,979.00	0.00	-3,979.00	113
10-3040-0100 DOG LICENSE FEE	1,300.00	1,170.10	1,170.10	0.00	129.90	90
3040 Permits & Fees Subtotal	\$31,300.00	\$35,149.10	\$35,149.10	\$0.00	-\$3,849.10	112
Revenue Subtotal	\$31,300.00	\$35,149.10	\$35,149.10	\$0.00	-\$3,849.10	112

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	Excess Of Revenue Subtotal	\$31,300.00	\$35,149.10	\$35,149.10	\$0.00	112
3050 Investment Earnings						
Revenue						
3050 Investment Earnings						
10-3050-0000 INTEREST EARNED	110,538.00	145,617.99	145,617.99	0.00	-35,079.99	132
	3050 Investment Earnings Subtotal	\$110,538.00	\$145,617.99	\$145,617.99	\$0.00	-35,079.99
	Revenue Subtotal	\$110,538.00	\$145,617.99	\$145,617.99	\$0.00	-35,079.99
After Transfers	Excess Of Revenue Subtotal	\$110,538.00	\$145,617.99	\$145,617.99	\$0.00	132
3060 Miscellaneous						
Revenue						
3060 Miscellaneous						
10-3060-0100 AMERICAN TOWER AGREEMENT	45,600.00	31,710.17	31,710.17	0.00	13,889.83	70
10-3060-0200 MISCELLANEOUS	20,000.00	16,371.20	16,371.20	0.00	3,628.80	82
	3060 Miscellaneous Subtotal	\$65,600.00	\$48,081.37	\$48,081.37	\$0.00	\$17,518.63
	Revenue Subtotal	\$65,600.00	\$48,081.37	\$48,081.37	\$0.00	\$17,518.63
After Transfers	Excess Of Revenue Subtotal	\$65,600.00	\$48,081.37	\$48,081.37	\$0.00	73
3290						
Revenue						
3290						
30-3290-0000 INTEREST EARNED	50.00	3,252.36	3,252.36	0.00	-3,202.36	6,505
	3290 Subtotal	\$50.00	\$3,252.36	\$3,252.36	\$0.00	-\$3,202.36
	Revenue Subtotal	\$50.00	\$3,252.36	\$3,252.36	\$0.00	-\$3,202.36
After Transfers	Excess Of Revenue Subtotal	\$50.00	\$3,252.36	\$3,252.36	\$0.00	6,505
3350 Commissions, Sw Chg Coll						
Revenue						
3350 Commissions, Sw Chg Coll						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	7,097.52	7,097.52	0.00	902.48	89
	3350 Commissions, Sw Chg Coll Subtotal	\$8,000.00	\$7,097.52	\$7,097.52	\$0.00	\$902.48
	Revenue Subtotal	\$8,000.00	\$7,097.52	\$7,097.52	\$0.00	\$902.48
After Transfers	Excess Of Revenue Subtotal	\$8,000.00	\$7,097.52	\$7,097.52	\$0.00	89
3500 Other Financing						
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	292,000.00	0.00	0.00	0.00	292,000.00	0
	3500 Other Financing Subtotal	\$302,000.00	\$0.00	\$0.00	\$0.00	\$302,000.00
	Other Financing Source Subtotal	\$302,000.00	\$0.00	\$0.00	\$0.00	\$302,000.00
After Transfers	Deficiency Of Revenue Subtotal	\$302,000.00	\$0.00	\$0.00	\$0.00	0

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3710 Water Sales						
Revenue						
3710 Water Sales						
30-3710-0000 WATER CHARGES	369,000.00	463,317.28	463,317.28	0.00	-94,317.28	126
30-3710-0100 MSD CHARGES	248,284.00	394,634.35	394,634.35	0.00	-146,350.35	159
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	8,202.24	8,202.24	0.00	-502.24	107
3710 Water Sales Subtotal	\$624,984.00	\$866,153.87	\$866,153.87	\$0.00	-\$241,169.87	139
Revenue Subtotal	\$624,984.00	\$866,153.87	\$866,153.87	\$0.00	-\$241,169.87	139
After Transfers	Excess Of Revenue Subtotal	\$624,984.00	\$866,153.87	\$866,153.87	\$0.00	139
3730 Water Tap & Connect Fees						
Revenue						
3730 Water Tap & Connect Fees						
30-3730-0000 WATER TAP AND CONNECTION FEES	6,000.00	9,540.00	9,540.00	0.00	-3,540.00	159
3730 Water Tap & Connect Fees Subtotal	\$6,000.00	\$9,540.00	\$9,540.00	\$0.00	-\$3,540.00	159
Revenue Subtotal	\$6,000.00	\$9,540.00	\$9,540.00	\$0.00	-\$3,540.00	159
After Transfers	Excess Of Revenue Subtotal	\$6,000.00	\$9,540.00	\$9,540.00	\$0.00	159
3800						
Revenue						
3800						
10-3800-0000 LAW ENF.BLOCK GRANT	24,500.00	23,538.38	23,538.38	0.00	961.62	96
3800 Subtotal	\$24,500.00	\$23,538.38	\$23,538.38	\$0.00	\$961.62	96
Revenue Subtotal	\$24,500.00	\$23,538.38	\$23,538.38	\$0.00	\$961.62	96
After Transfers	Excess Of Revenue Subtotal	\$24,500.00	\$23,538.38	\$23,538.38	\$0.00	96
4000						
Revenue						
4000						
40-4000-1100 ARP DISTRIBUTION	451,275.58	225,637.79	225,637.79	0.00	225,637.79	50
4000 Subtotal	\$451,275.58	\$225,637.79	\$225,637.79	\$0.00	\$225,637.79	50
Revenue Subtotal	\$451,275.58	\$225,637.79	\$225,637.79	\$0.00	\$225,637.79	50
After Transfers	Excess Of Revenue Subtotal	\$451,275.58	\$225,637.79	\$225,637.79	\$0.00	50
4200 Administration						
Expenditure						
4200 Administration						
10-4200-0200 SALARIES	226,063.00	288,906.91	288,906.91	0.00	-62,843.91	128
10-4200-0300 OVERTIME	3,000.00	0.00	0.00	0.00	3,000.00	0
10-4200-0500 FICA	17,293.00	18,110.09	18,110.09	0.00	-817.09	105
10-4200-0600 HEALTH INSURANCE (MEDICAL)	24,158.00	26,662.72	26,662.72	0.00	-2,504.72	110
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,935.00	5,607.52	5,607.52	0.00	-672.52	114

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10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	4,000.00	4,000.00	0.00	-250.00	107
10-4200-0700 LGERS RETIREMENT	41,231.00	46,004.84	46,004.84	0.00	-4,773.84	112
10-4200-0800 401K SUPP RETIREMENT	11,453.00	11,697.18	11,697.18	0.00	-244.18	102
10-4200-1000 ACCOUNTING & TAXES	51,400.00	26,274.75	28,024.75	1,750.00	23,375.25	55
10-4200-1200 POSTAGE, PRINTING, STATIONARY	10,140.00	9,375.08	10,841.29	1,466.21	-701.29	107
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	21,668.68	21,668.68	0.00	-68.68	100
10-4200-1500 BLDG & GRNDS MAINTENANCE	20,000.00	6,681.23	6,681.23	0.00	13,318.77	33
10-4200-3300 SUPPLIES AND EQUIPMENT	10,722.00	10,913.40	11,566.09	652.69	-844.09	108
10-4200-5300 DUES & FEES	5,070.00	5,363.84	5,651.34	287.50	-581.34	111
10-4200-5700 MISCELLANEOUS	2,000.00	1,158.43	1,158.43	0.00	841.57	58
10-4200-6500 STAFF DEVELOPMENT	21,000.00	15,828.26	17,910.93	2,082.67	3,089.07	85
4200 Administration Subtotal	\$473,815.00	\$498,252.93	\$504,492.00	\$6,239.07	-\$30,677.00	106
Expenditure Subtotal	\$473,815.00	\$498,252.93	\$504,492.00	\$6,239.07	-\$30,677.00	106
Before Transfers	Deficiency Of Revenue Subtotal	-\$473,815.00	-\$498,252.93	-\$498,252.93	-\$6,239.07	105
After Transfers	Deficiency Of Revenue Subtotal	-\$473,815.00	-\$498,252.93	-\$498,252.93	-\$6,239.07	105
4300						
Expenditure						
4300						
10-4300-6500 STAFF DEVELOPMENT	0.00	380.00	380.00	0.00	-380.00	*100
4300 Subtotal	\$0.00	\$380.00	\$380.00	\$0.00	-\$380.00	*100
Expenditure Subtotal	\$0.00	\$380.00	\$380.00	\$0.00	-\$380.00	*100
Before Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$380.00	-\$380.00	\$0.00	*100
After Transfers	Deficiency Of Revenue Subtotal	\$0.00	-\$380.00	-\$380.00	\$0.00	*100
5100 Police Department						
Expenditure						
5100 Police Department						
10-5100-0200 SALARIES	951,387.00	1,060,566.36	1,060,566.36	0.00	-109,179.36	111
10-5100-0300 OVERTIME	26,000.00	0.00	0.00	0.00	26,000.00	0
10-5100-0400 SEPARATION ALLOWANCE	38,117.00	34,846.86	34,846.86	0.00	3,270.14	91
10-5100-0500 FICA	72,781.00	78,214.13	78,214.13	0.00	-5,433.13	107
10-5100-0600 HEALTH INSURANCE (MEDICAL)	164,272.00	151,211.78	151,211.78	0.00	13,060.22	92
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,558.00	19,816.80	19,816.80	0.00	15,741.20	56
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	24,250.00	24,250.00	0.00	1,250.00	95
10-5100-0700 LGERS RETIREMENT	185,598.00	190,671.76	190,671.76	0.00	-5,073.76	103
10-5100-0800 401K SUPP RETIREMENT	48,996.00	48,961.19	48,961.19	0.00	34.81	100
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	3,538.76	3,538.76	0.00	16,461.24	18
10-5100-1600 MAINT/REPAIR - EQUIPMENT	2,000.00	1,476.15	1,476.15	0.00	523.85	74
10-5100-1700 MAINT/REPAIR - VEHICLES	15,000.00	11,632.82	12,361.17	728.35	2,638.83	82
10-5100-3100 MOTOR FUELS	24,600.00	20,943.99	20,943.99	0.00	3,656.01	85

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10-5100-3300 SUPPLIES	20,080.00	16,217.91	17,542.51	1,324.60	2,537.49	87
10-5100-3600 UNIFORMS	45,000.00	31,336.76	47,023.79	15,687.03	-2,023.79	104
10-5100-3700 SOFTWARE	18,725.00	16,454.26	16,454.26	0.00	2,270.74	88
10-5100-3800 TECHNOLOGY	58,740.00	42,186.02	47,112.60	4,926.58	11,627.40	80
10-5100-5700 MISCELLANEOUS	18,265.00	11,828.54	14,405.09	2,576.55	3,859.91	79
10-5100-5800 PHYSICAL EXAMS	2,000.00	2,505.04	3,205.04	700.00	-1,205.04	160
10-5100-6500 STAFF DEVELOPMENT	15,000.00	9,989.44	10,364.44	375.00	4,635.56	69
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	102,500.00	115,424.29	117,684.73	2,260.44	-15,184.73	115
5100 Police Department Subtotal	\$1,890,119.00	\$1,892,072.86	\$1,920,651.41	\$28,578.55	-\$30,532.41	102
Expenditure Subtotal	\$1,890,119.00	\$1,892,072.86	\$1,920,651.41	\$28,578.55	-\$30,532.41	102
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,890,119.00	-\$1,892,072.86	-\$1,892,072.86	-\$28,578.55	100
After Transfers	Deficiency Of Revenue Subtotal	-\$1,890,119.00	-\$1,892,072.86	-\$1,892,072.86	-\$28,578.55	100
5200 Fire Services						
Expenditure						
5200 Fire Services						
10-5200-0000 FIRE CONTRACT	425,000.00	212,500.00	212,500.00	0.00	212,500.00	50
5200 Fire Services Subtotal	\$425,000.00	\$212,500.00	\$212,500.00	\$0.00	\$212,500.00	50
Expenditure Subtotal	\$425,000.00	\$212,500.00	\$212,500.00	\$0.00	\$212,500.00	50
Before Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$212,500.00	-\$212,500.00	\$0.00	50
After Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$212,500.00	-\$212,500.00	\$0.00	50
5600 Public Works						
Expenditure						
5600 Public Works						
10-5600-0200 SALARIES	244,822.00	223,003.33	223,003.33	0.00	21,818.67	91
10-5600-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5600-0500 FICA	19,111.00	14,741.51	14,741.51	0.00	4,369.49	77
10-5600-0550 UNEMPLOYMENT INSURANCE	500.00	0.00	0.00	0.00	500.00	0
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	43,484.00	25,596.85	25,596.85	0.00	17,887.15	59
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	8,883.00	3,634.48	3,634.48	0.00	5,248.52	41
10-5600-0675 HRA HEALTH REIMB ACCT	6,750.00	4,187.50	4,187.50	0.00	2,562.50	62
10-5600-0700 LGERS RETIREMENT	44,968.00	37,121.50	37,121.50	0.00	7,846.50	83
10-5600-0800 401K SUPP RETIREMENT	12,491.00	9,214.25	9,214.25	0.00	3,276.75	74
10-5600-1000 OUTSIDE SERVICES	10,000.00	275.00	275.00	0.00	9,725.00	3
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	6,036.00	6,036.00	0.00	964.00	86
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	9,600.00	6,455.96	6,899.15	443.19	2,700.85	72
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	110,000.00	102,963.55	102,963.55	0.00	7,036.45	94
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	4,984.69	5,495.07	510.38	4,504.93	55
10-5600-3100 MOTOR FUELS	20,000.00	16,562.75	16,562.75	0.00	3,437.25	83
10-5600-3300 SUPPLIES	10,000.00	8,877.23	10,161.66	1,284.43	-161.66	102

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10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	273.25	273.25	0.00	726.75	27
10-5600-3600 UNIFORMS	8,650.00	8,463.40	8,619.53	156.13	30.47	100
10-5600-3800 TECHNOLOGY	9,500.00	9,474.07	9,474.07	0.00	25.93	100
10-5600-5200 PARKS	60,000.00	20,629.39	20,877.73	248.34	39,122.27	35
10-5600-5202 GREENWOOD PARK STREAM RESTORA	292,000.00	249,295.38	249,295.38	0.00	42,704.62	85
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	204.30	204.30	0.00	795.70	20
10-5600-6500 STAFF DEVELOPMENT	8,000.00	4,854.49	5,153.49	299.00	2,846.51	64
40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	23,441.16	23,441.16	0.00	427,834.42	5
5600 Public Works Subtotal	\$1,394,534.58	\$780,290.04	\$783,231.51	\$2,941.47	\$611,303.07	56
Expenditure Subtotal	\$1,394,534.58	\$780,290.04	\$783,231.51	\$2,941.47	\$611,303.07	56
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,394,534.58	-\$780,290.04	-\$780,290.04	-\$2,941.47	56
After Transfers	Deficiency Of Revenue Subtotal	-\$1,394,534.58	-\$780,290.04	-\$780,290.04	-\$2,941.47	56
5700 Streets & Transportation						
Expenditure						
5700 Streets & Transportation						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	10,000.00	470.88	470.88	0.00	9,529.12	5
10-5700-2200 CONTRACTS- PAVING & STRIPING	210,000.00	71,765.00	71,765.00	0.00	138,235.00	34
10-5700-2300 SUPPLIES	15,000.00	10,289.91	14,807.09	4,517.18	192.91	99
10-5700-2400 TRAFFIC SIGNS	500.00	809.48	809.48	0.00	-309.48	162
10-5700-2500 STORM WATER DRAINAGE	275,000.00	2,607.93	2,607.93	0.00	272,392.07	1
10-5700-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-6500 STAFF DEVELOPMENT	1,000.00	0.00	402.00	402.00	598.00	40
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-7500 ENGINEERING	75,000.00	71,910.50	71,910.50	0.00	3,089.50	96
5700 Streets & Transportation Subtotal	\$596,500.00	\$157,853.70	\$162,772.88	\$4,919.18	\$433,727.12	27
Expenditure Subtotal	\$596,500.00	\$157,853.70	\$162,772.88	\$4,919.18	\$433,727.12	27
Before Transfers	Deficiency Of Revenue Subtotal	-\$596,500.00	-\$157,853.70	-\$157,853.70	-\$4,919.18	26
After Transfers	Deficiency Of Revenue Subtotal	-\$596,500.00	-\$157,853.70	-\$157,853.70	-\$4,919.18	26
5800 Sanitation & Recycling						
Expenditure						
5800 Sanitation & Recycling						
10-5800-0200 SALARIES	125,190.00	150,484.75	150,484.75	0.00	-25,294.75	120
10-5800-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5800-0500 FICA	9,960.00	11,089.13	11,089.13	0.00	-1,129.13	111
10-5800-0600 HEALTH INSURANCE (MEDICAL)	28,989.00	25,164.28	25,164.28	0.00	3,824.72	87
10-5800-0650 DENTAL,VISION, LIFE INSURANCE	5,922.00	3,242.30	3,242.30	0.00	2,679.70	55
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	4,750.00	4,750.00	0.00	-250.00	106
10-5800-0700 LGERS RETIREMENT	23,435.00	26,872.22	26,872.22	0.00	-3,437.22	115

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10-5800-0800 401K SUPP RETIREMENT	6,510.00	7,020.77	7,020.77	0.00	-510.77	108
10-5800-1700 MAINT/REPAIRS - VEHICLES	45,000.00	47,958.36	48,856.69	898.33	-3,856.69	109
10-5800-3100 MOTOR FUELS	30,000.00	27,615.86	27,615.86	0.00	2,384.14	92
10-5800-3300 SUPPLIES	1,000.00	1,778.72	1,789.13	10.41	-789.13	179
10-5800-3600 UNIFORMS	1,000.00	207.60	207.60	0.00	792.40	21
10-5800-3800 TECHNOLOGY	2,100.00	1,695.98	1,695.98	0.00	404.02	81
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5800-5900 MISCELLANEOUS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5800-6000 CAPITAL OUTLAY	50,000.00	43,154.95	43,154.95	0.00	6,845.05	86
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	30,000.00	46,234.09	46,234.09	0.00	-16,234.09	154
10-5800-8100 RECYCLING	6,000.00	9,465.70	9,465.70	0.00	-3,465.70	158
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	31,200.00	20,545.00	20,545.00	0.00	10,655.00	66
5800 Sanitation & Recycling Subtotal	\$407,306.00	\$427,279.71	\$428,188.45	\$908.74	-\$20,882.45	105
Expenditure Subtotal	\$407,306.00	\$427,279.71	\$428,188.45	\$908.74	-\$20,882.45	105
Before Transfers	Deficiency Of Revenue Subtotal	-\$407,306.00	-\$427,279.71	-\$427,279.71	-\$908.74	105
After Transfers	Deficiency Of Revenue Subtotal	-\$407,306.00	-\$427,279.71	-\$427,279.71	-\$908.74	105
6600 General Government						
Expenditure						
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	0.00	6,500.00	6,500.00	0.00	-6,500.00	*100
10-6600-0401 LEGAL SERVICES	35,000.00	25,257.01	25,257.01	0.00	9,742.99	72
10-6600-1100 TECHNOLOGY	105,120.00	106,453.44	106,453.44	0.00	-1,333.44	101
10-6600-1300 MUNICIPAL UTILITIES	40,000.00	38,974.49	38,974.49	0.00	1,025.51	97
10-6600-1500 GE. REPS. AND MAINT.	43,200.00	48,203.81	48,203.81	0.00	-5,003.81	112
10-6600-2800 ELECTIONS	6,000.00	184.24	184.24	0.00	5,815.76	3
10-6600-5400 INSURANCE	105,600.00	105,628.21	105,628.21	0.00	-28.21	100
10-6600-6000 CONTINGENCY	165,570.00	0.00	0.00	0.00	165,570.00	0
10-6600-6100 MISCELLANEOUS	10,000.00	6,631.70	6,631.70	0.00	3,368.30	66
10-6600-6201 COVID EXPENDITURES	2,000.00	8,500.00	8,500.00	0.00	-6,500.00	425
10-6600-6300 COMMUNITY EVENTS	50,000.00	11,429.06	12,727.62	1,298.56	37,272.38	25
10-6600-6301 4TH OF JULY	10,000.00	5,986.40	7,836.48	1,850.08	2,163.52	78
10-6600-6302 NATIONAL NIGHT OUT	7,000.00	0.00	0.00	0.00	7,000.00	0
10-6600-6303 HOLIDAY LIGHTING	21,500.00	9,875.96	9,875.96	0.00	11,624.04	46
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	2,729.90	2,729.90	0.00	2,270.10	55
10-6600-6500 FOREST MANAGEMENT	75,000.00	61,675.00	61,675.00	0.00	13,325.00	82
6600 General Government Subtotal	\$682,990.00	\$438,029.22	\$441,177.86	\$3,148.64	\$241,812.14	65
Expenditure Subtotal	\$682,990.00	\$438,029.22	\$441,177.86	\$3,148.64	\$241,812.14	65
Before Transfers	Deficiency Of Revenue Subtotal	-\$682,990.00	-\$438,029.22	-\$438,029.22	-\$3,148.64	64

REVENUE & EXPENDITURE STATEMENT

07/01/2022 To 06/30/2023

Town of Biltmore Forest

FY 2022-2023

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	Deficiency Of Revenue Subtotal	-\$682,990.00	-\$438,029.22	-\$438,029.22	-\$3,148.64	64
6700 Debt Service						
Expenditure						
6700 Debt Service						
10-6700-0100	Police Dept Renovations-Principal	23,334.00	23,333.32	23,333.32	0.00	100
10-6700-0200	Street Improvements-Principal	6,667.00	6,666.68	6,666.68	0.00	100
10-6700-0500	Public Works Building-Principal	84,211.00	50,593.68	50,593.68	0.00	60
10-6700-0600	2020 POLICE CARS-PRINCIPAL	29,106.00	28,326.38	28,326.38	0.00	97
10-6700-1100	Police Dept Renovations-Interest	1,445.00	1,444.63	1,444.63	0.00	100
10-6700-1200	Street Improvements-Interest	413.00	412.74	412.74	0.00	100
10-6700-1500	Public Works Building-Interest	17,685.00	51,301.05	51,301.05	0.00	290
10-6700-1600	2020 POLICE CARS-INTEREST	801.00	1,579.37	1,579.37	0.00	197
	6700 Debt Service Subtotal	\$163,662.00	\$163,657.85	\$163,657.85	\$0.00	100
	Expenditure Subtotal	\$163,662.00	\$163,657.85	\$163,657.85	\$0.00	100
Before Transfers	Deficiency Of Revenue Subtotal	-\$163,662.00	-\$163,657.85	-\$163,657.85	\$0.00	100
After Transfers	Deficiency Of Revenue Subtotal	-\$163,662.00	-\$163,657.85	-\$163,657.85	\$0.00	100
8100 Water Dept.						
Expenditure						
8100 Water Dept.						
30-8100-0200	SALARIES	144,572.00	112,400.30	112,400.30	0.00	78
30-8100-0400	PROFESSIONAL SERVICES	5,000.00	3,823.93	3,823.93	0.00	76
30-8100-0500	FICA	11,060.00	8,109.49	8,109.49	0.00	73
30-8100-0600	HEALTH INSURANCE (MEDICAL)	19,326.00	15,313.57	15,313.57	0.00	79
30-8100-0650	DENTAL, VISION, LIFE INSURANCE	3,948.00	2,610.90	2,610.90	0.00	66
30-8100-0675	HRA HEALTH REIMBURSEMENT ACCT	3,000.00	2,437.50	2,437.50	0.00	81
30-8100-0700	LGERS RETIREMENT	26,023.00	20,560.44	20,560.44	0.00	79
30-8100-0800	401K SUPP RETIREMENT	7,229.00	6,586.88	6,586.88	0.00	91
30-8100-1200	POSTAGE, PRINTING,& STATIONARY	5,000.00	822.85	822.85	0.00	16
30-8100-1500	GENERAL REPAIRS	10,000.00	21,637.29	21,637.29	0.00	216
30-8100-3300	SUPPLIES & EQUIPMENT	15,000.00	11,687.14	13,091.94	1,404.80	87
30-8100-3800	TECHNOLOGY	5,000.00	0.00	0.00	0.00	0
30-8100-4800	WATER PURCHASES	179,580.00	195,742.85	195,742.85	0.00	109
30-8100-4900	SEWER PURCHASES	185,400.00	324,421.98	324,421.98	0.00	175
30-8100-5000	AMI TRANSMITTER FEES	7,700.00	7,309.44	7,309.44	0.00	95
30-8100-5700	MISCELLANEOUS	6,196.00	56.00	56.00	0.00	1
30-8100-6500	STAFF DEVELOPMENT	5,000.00	1,601.78	1,601.78	0.00	32
30-8100-7400	CAPITAL IMPROVEMENT	29,939.00	0.00	0.00	0.00	0
	8100 Water Dept. Subtotal	\$668,973.00	\$735,122.34	\$736,527.14	\$1,404.80	110
	Expenditure Subtotal	\$668,973.00	\$735,122.34	\$736,527.14	\$1,404.80	110

REVENUE & EXPENDITURE STATEMENT

07/01/2022 To 06/30/2023

Town of Biltmore Forest

FY 2022-2023

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

Account		Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
Before Transfers	Deficiency Of Revenue Subtotal	-\$668,973.00	-\$735,122.34	-\$735,122.34	-\$1,404.80		110
After Transfers	Deficiency Of Revenue Subtotal	-\$668,973.00	-\$735,122.34	-\$735,122.34	-\$1,404.80		110



**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

JULY 11, 2023

**AGENDA ITEM E-1
CONSIDERATION OF RFQ FOR FACILITY NEEDS MASTER PLAN &
PROGRAMMING**

Background

Last month, the Board approved a prioritization list for considering improvements to Town facilities. Specifically, the Board approved the identification of the Police Department and Public Works Storage facility as the two highest priorities, respectively. The Board directed staff to create a Request for Qualifications (RFQ) for architectural firms for this project.

Draft RFQ

The attached draft RFQ incorporates the Board's direction to move forward with this RFQ process and provides a sample schedule for selecting a qualified firm. The proposed schedule provides the Board an opportunity to receive all bids and select firms to interview by the August meeting. The proposed schedule shows the Board considering a project award during a special meeting on August 25, but if the Board wishes to have more time and push that to the regular September meeting, that can certainly be amended. Please provide your feedback and comments regarding additions, deletions, or anything else relative to this proposed RFQ.

REQUEST FOR QUALIFICATIONS
Town of Biltmore Forest Master Plan for
Police Department and Public Works Storage Facility Programming
DUE AUGUST 5, 2023

1. PUBLIC NOTICE

Pursuant to N.C.G.S. 143-64.31, the Town of Biltmore Forest is soliciting statements of qualifications from firms to provide professional consulting services related to a Master Plan and Programming development for the Town's Police Department and Public Works Storage facility. The Town of Biltmore Forest recently conducted a Space Needs Assessment for Major Town Facilities, a copy of which is attached to this RFQ as "Attachment A". The Police Department and Public Works Storage facility were the highest priority projects that arose from the report.

The purpose of this RFQ is to solicit Letters of Interest from qualified architectural firms to assist with the development of this master plan and programming study.

Responses are due by 2:00 PM on August 5, 2023. Information related to this solicitation is available via the Town's website at www.biltmoreforest.org or may be obtained by contacting the RFQ contact.

2. RFQ COORDINATOR

Please direct any questions, concerns, or requests for information regarding the RFQ in writing to:

Jonathan Kanipe, Town Manager
355 Vanderbilt Road, Biltmore Forest, NC 28803
(828) 274-0824
jkanipe@biltmoreforest.org

3. RFQ SCHEDULE

Provided below is the anticipated schedule of events. The Town reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this project.

7/11/23	RFQ Announced
7/31/23	Last day to submit written requests for information/clarification
8/4/23	Submissions due by 2:00 PM; evaluation of qualifications begins
8/11/23	Board Selection of Architectural Firms to Interview
8/17-8/21	Board Interviews Architectural Firms
8/25/23	Board Makes Decision on Architectural Firm for Project

4. RFQ SUBMISSION

Timely delivery is at the risk of the Respondent. Submittals received after the deadline will be rejected. All items required for a responsive proposal shall be included. Responses must be enclosed in a sealed envelope or package.

The envelope or package must clearly show the name and address of the responding firm, and the phrase: "Request for Qualifications: Master Plan for Police Department and Public Works Storage Facility Programming." Submissions must adhere to the format and content requirements established.

5. BACKGROUND & SCOPE OF SERVICES

The Town of Biltmore Forest has a goal to improve its public facilities in accordance with its current and projected needs. The Town currently conducts all public services on the existing "Town Hall Site" that sits in the center of Town. This site, as shown on the attached survey ("Attachment B"), includes the Town Hall building, Public Works Department building, Police Department building, and a Public Works storage/lay down yard and covered shed that houses equipment and bulk materials such as salt. The Public Works Department staff includes eight (8) full-time employees and, currently, two (2) part-time employees. The Town Planner, while not an employee of the Public Works Department, currently maintains office space on the second floor of the Public Works Building. The Police Department staff houses seventeen (17) full-time employees and one (1) permanent part-time employee. However, the Police Department works in four distinct shifts, so all these employees are not there at the same time. The maximum number of employees within the building is generally during daytime hours and would not exceed eight (8) employees.

The goal of this Master Plan is to explore the existing buildings and provide alternatives and capital improvement opportunities to facilitate the space needs within each department. Specifically, this work will include finding and presenting options in the form of high-level master plans for space allocations and capital improvements, as well as possibilities and designs for new facilities on the existing site or on other property within the Town limits as directed by the Board.

6. EVALUATION CRITERIA

The Town will consider and evaluate qualification packages in accordance with N.C.G.S. 143-64.31. Qualification packages will be evaluated by Town staff to ensure completeness. Final decisions on firm interviews and selection will be made by the Board of Commissioners. Evaluation criteria include, but are not necessarily limited to, the following, listed in relative order of importance:

- A. Demonstrated experience of the firm conducting similar work for similarly sized local governments with similar demographic characteristics within the State of North Carolina, Tennessee, and South Carolina.
- B. Key personnel experience with planning, design, permitting, and construction phase experience in facility programming and in Master Plan development.

- C. Conveyed understanding of the Town of Biltmore Forest's needs, and specifically, show the most effective, efficient, and functional use of existing facilities or Town property.
- D. Review of the firm's approach and schedule to perform the work.
- E. Submittal completeness, relevance, and readability.

7. SUBMITTAL FORMAT

Proposals are limited to a maximum of twenty (20) one-sided 8.5 X 11 pages (including cover letters). Interested firms must submit six (6) bound original copies and one (1) USB-drive containing a digital copy of the complete response package in PDF format. The entirety of the submission must be delivered to the Town Hall no later than 2:00 p.m. on Friday, August 4, 2023.

8. SUBMITTAL CONTENT

A. Statement of Interest: Statements of interest shall be located at the beginning of the response package. At minimum, please provide the following information:

1. A statement expressing interest;
2. A statement detailing you or your firm's capacity to perform the work. Include any attributes that uniquely align you or your firm to be a successful partner; present your understanding of the Town's needs;

B. Firm Description:

1. Firm name, address, web address, telephone and type of organization;
2. Contact person (provide direct phone number and email address)
3. Number of years in business under current name;
4. Services provided/areas of expertise;
5. For firms with multiple offices, provide general information on the firm's branch locations
6. List any previous names of firm and years of business under each name;
7. Provide a certificate of insurance indicating the levels of professional liability and general liability insurance coverage carried by the firm (if selected).

C. Key Personnel:

1. Provide a simple organizational chart identifying the names and roles of the key person(s) that will be assigned to the project and sub-consultants that will be engaged;
2. Specifically identify Project Architect (person directly responsible) and proposed Principal-in-Charge and/or Project Manager, if different.
3. Qualifications and Experience: List up to three (3) projects where your firm's key personnel on this project have provided relevant and similar professional services.
4. References: List references for the above projects.
5. Include a proposed schedule and specify how your firm will be able to meet the proposed schedule, including starting on time and ending on time.
6. Provide a schedule of professional fee rates as Attachment A.

7. Describe previous litigation or arbitration in which your firm has been involved and the outcome during the past five (5) years.
8. State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project.
9. Methodology and Approach. Describe your firm's methodology and approach to providing the services required and why you feel they establish a high level of quality assurance, and quality control in the review process.
10. Describe your firm's ability to provide graphics, renderings, or other specifically requested drawings as part of the Master Plan.
11. Attach any other relevant supporting material to your response.
12. Provide your Architect's License number, and any other professional license numbers for those who are anticipated to work on the project (engineers, professional landscape architects, surveyors, etc.)

9. SELECTION AND AWARD.

The Town anticipates interviewing one or more firms before making a final selection. The interview team may include, but is not limited to:

- A. The Mayor and members of the Board of Commissioners;
- B. The Town Attorney;
- C. The Town Manager, Public Works Director, and Police Chief

10. ENGAGEMENT

Upon selection of a Respondent(s), the Town and Respondent(s) will confirm the scope of work, responsibilities, required deliverables, and negotiate a fee and/or billing rates for services. Upon successful negotiations, a recommendation of award shall be presented to the Board of Commissioners. Upon approval, an Agreement will be executed by and between the selected Respondent(s) and the Town for services.

11. GENERAL TERMS & CONDITIONS

- A. All costs associated with developing or submitting a qualifications statement in response to this Request, or to provide oral or written clarification of its contents shall be borne by the Respondent. The Town assumes no responsibility for these costs whether or not an agreement or contract is awarded.
- B. All questions and requests for information shall be submitted in writing as established in the RFQ Schedule. Verbal and other interpretations or clarifications will be without legal effect.
- C. The Town reserves the right to waive informalities and irregularities, obtain clarification and/or additional information from any firm or individual concerning its submission. The Town also

reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process.

D. The Town reserves the right to negotiate terms with other respondents should negotiations be terminated with the first selected Respondent.

E. Any agreements or contracts will be awarded to the Respondent(s) whose submittal(s) is deemed most advantageous to the stakeholders involved, as recommended by the evaluating staff, and approved by the Town of Biltmore Forest.

F. This RFQ does not commit the Town to make a recommendation of award or commit the Town to enter into an agreement or contract.

G. Submittals and any other documents received from a Respondent in response to this request are public records and subject to public inspection and copying.



Space Needs Assessment of Major Town Facilities

Town Hall

Public Works

Police

April 2023

INTRODUCTION

This report addresses the results of a study completed for the Town of Biltmore Forest, North Carolina. The study's objective was to assess the space needs and related building conditions of the existing Administration Building together with the Public Works and Police Department buildings; all of which are located at 355 Vanderbilt Road.

Study Focus

For the purposes of this document, a Needs Assessment is *a systematic process for determining and addressing the needs, or "gaps" between current conditions (in this case "building space") and the conditions required or needed.*

Determining the space needs of a building or a designated area within a building is not the same as determining the physical condition of the building, its roof, its appearance, or its foundation. Determining space needs requires that the activities designated to be performed within a space have adequate room to do so safely, and efficiently.

The only way to determine this is to spend time in those spaces, with the people who are assigned to those spaces, and observe how they do what they do, who they do it with, the equipment and tools that they use or need, and ultimately, quantify the needs assessed.

Assessment Methodology

The major activities undertaken and the basis for the comments and recommendations made included but were not necessarily limited to the following:

- A detailed assessment of the quantity and type of space that exists.
- An audit of the activities currently occurring within the space/building, both on a continuous and intermittent basis.
- Interviews and discussions with personnel assigned to work within the space(s) studied.
- The identification of existing individual space deficits, as well as the total space needs necessary to accommodate the personnel and responsibilities assigned.
- The review and study of the building's construction documents as well as physical measurements of any spaces modified or altered since original construction.
- Identification and discussion of options to address any space deficits identified; and,
- Should a new facility be identified as a viable option, methods for determining probable construction and project-related costs will be discussed.

EXISTING CONDITIONS

This Section provides assessment summaries of the three buildings assigned for study: the Town Hall, Police Department, and Public Works.

Under the heading of each building, the year the building was originally built is identified together with the last/most recent alteration or modification that has taken place; for example, for the Town Hall, 1968/2008. Below these numbers is noted the “Current INSF” which refers to the (interior net square feet) of the space that was measured and assessed during the study.

The square footage noted for each building was calculated by the consultant or taken from available construction documents. The acronym INSF in each building’s heading, refers to the total *Interior Net Square Feet* within the building, which does not include areas or spaces such as mechanical rooms, interior wall thicknesses, or the building’s exterior walls which, if included, would represent each building’s total gross square feet (GSF), which would represent the total “footprint” of the building itself.

Ultimately, the observations included the verification of those issues of concern expressed by department personnel as well as those identified by the consultant.

Building: Town Hall

Year Built: 1968/2008

Current INSF: 4,050

- The Reception area is awkwardly arranged.
- Options within the workspace are limited due to the permanent “half-walls” erected within.
- The Receptionist desk location is currently positioned facing *away from* the reception window.
- There is no room for expansion to accommodate perspective future personnel.
- Existing storage space is very limited.
- There is no seating available in the Lobby area for visitors.
- Note: Prior to the commencement of this study the Town had contemplated and reviewed several options for reworking the Town Hall’s Administrative offices.

Town Hall Building Summary Comments

For a 55-year-old building, the Town Hall appears to be in good condition.

The Receptionist desk must be positioned to readily see, greet, and promptly address visitors when they appear at the reception window. Removing the referenced “half-walls” will open up space to facilitate a more efficient rearrangement of desks, equipment, and workspaces within the room.

In the event that additional personnel are considered at some point in the future, the logical option for placement in the building, without having to build an addition or interfere with space in the Community room, would be the current conference room adjacent and accessible to/from the Reception area and Town Manager’s office.

Public Works

Year Built: 1926/2019

Current INSF: 4,248

[Storage Building @ 1,960 not included]

- The vehicles, trucks and equipment most frequently used are not covered/enclosed when not in use. *NOTE: Providing adequate enclosures for the Department's vehicles will reduce deterioration from the elements (rain, heat, snow, etc.), protect the tools, equipment and materials stored in those vehicles, improve the reliability/availability of vehicles when needed, allow for convenient preventive maintenance, prolong the lifespan of the vehicles themselves, improve employee safety, and increase the long-range monetary value of the fleet.*
- Truck size(s) and available garage space are not compatible, door heights are too low to accommodate the vehicles that are most frequently used.
- "Garage" space at the south end of the building also serves as a workroom/equipment repair space which often interferes with vehicle servicing, or visa-versa. Both need to be larger.
- Reportedly, the garage vehicle lift was improperly installed due to space limitations.
- Both the "water room" and "landscape room" at the north end of the building need to be considerably larger.
- The Public Works building needs significant internal, accessible storage space for designated seasonal equipment not frequently used, but necessary, i.e., signs, equipment, parts, and "stuff" that is currently accumulating in corridors, offices, and garage spaces.
- The size of the kitchen/designated breakroom space is excessive.
- There is also modest space (638 SF) on the second floor, above the kitchen area, which can be accessed via a small "lift" that has been installed for that purpose; however, Public Works was not utilizing the space during the period of this study.
- Staff lockers are available for each employee in the Workroom area open to the Breakroom, however, had the restroom and shower facilities installed during the last renovation included the lockers a complete and more efficient "Locker Room" could have resulted, and saved space in the process.
- The Public Works Storage building north of the Police station has previously been determined by a licensed engineer as unsafe and should be demolished.
- A larger, more accessible, outdoor covered area for materials storage is needed, (sand, salt, mulch, etc.)
- The trucks that have been retrofitted as salt trucks are rusting (deteriorating) having sat in open weather for the past 2-plus years; they need to be under cover or enclosed when not in use.
- An adequately equipped truck wash-bay is needed.

- The outdoor equipment and material lay-down area is inadequate and much too small and awkwardly situated adjacent and around the (condemned) Storage building; space limitations and the current location of the space is inefficient.

- Truck parking can be difficult during meetings or events held in the Town Hall.

Public Works Building Summary Comments

The location of the main Public Works Building and the lay-down and equipment areas are disparate, scattered, and inefficient; maneuvering trucks around visitor and staff vehicles at times when parking may not be available, trucks kept at the south end of the building while the equipment often needed (landscaping and water rooms) is at the other end of the building, and the storage building, which is essentially condemned, is located among the lay-down and equipment areas which are on the other side of the Police Department building.

On paper, the 4,248 square feet included inside the main building currently assigned to Public Works would generally be adequate. The problem is that the allocation of that space, the configuration and location of the spaces within the building, and the functionality of the space itself is poor.

It is significant to note that a structural assessment of the Public Works main and storage buildings was completed, and a report submitted to the Town in 2016 that included the engineer's following comments.¹

Reportedly, the issues identified in quotes 1-4 were addressed during the Public Works building renovations in 2019.

1. *"during periods of moderate rainfall, substantial amounts of water seeps through the rear wall and up between the joint of the rear wall and the slab on grade".*
2. *"it is my opinion that the economic feasibility of doing moderate modifications to the structural elements of the structure are not reasonable".*
3. *"the rear wall of the structure is constructed of clay tile ... the material is a poor choice for a retaining wall".*
4. *"the rear wall is showing indications of deterioration on the interior space where the moisture was noted".*
5. *"The existing structural elements do not meet the present North Carolina State Building Code requirements for seismic loads."*
6. *Regarding the Storage Building: "Due to the conditions noted the existing facility should undergo major renovations or be replaced."*

Suffice it to say, the Main building space needs already addressed, combined now (again) with the Storage building's structural issues presented here, could very well serve as an "alert" to what may very well be in store for this 97-year-old building in the near future.

¹ R. L. Kanipe, PE, Asheville NC, 26 February 2016

Building: Police Department

Year Built: 1923/2011

Current INSF: 2,586

- The building lacks adequate signage indicating public access to the Police Department.
- Visitors must now press a doorbell and wait to be admitted, frequently, by a Dispatcher that must leave their assigned desk/position to answer the door, i.e., there is no secure vestibule type entrance.
- There is not an adequate Public Lobby into which a visitor can enter and communicate with the Dispatcher (who also serves as Receptionist) without the dispatcher having to leave his/her post.
- A public restroom, accessible from within the Lobby, is required for visitors without them having to enter the secure areas of the building.
- A private interview/meeting room is needed adjacent to the lobby area to meet with visitors.
- The Reception/ Dispatch (Communications) area should be sized to fully accommodate two (2) Dispatcher positions in the event that backup becomes necessary in a major event.
- Individual male and female staff locker rooms, that include showers are needed.
- Restroom on the first floor is poorly located; separate and adequately sized male and female restrooms are urgently needed.
- The Evidence room needs to be larger to include ample open shelving as well as separate and secure cabinetry (or individual rooms) for money, drugs, and guns.
- Ample counter/table space, within the secure evidence storage room, is needed to adequately process the evidence and property received, i.e., photographs, documents, quantities, serial numbers, packaging, etc.
- The designated “Sergeant’s Area” is totally inadequate in both size and location, i.e., it is nothing more than a small hallway providing access to and from the stairway that staff uses to go between floors.
- The second floor of the building, which houses the offices of the Chief, Captain, Lieutenant, a conference room, and a currently open workspace for the Communications Manager, can only be accessed via a long stairway.
- With the exception of the single stairway, personnel on the second floor do not have an alternate exit from the building.
- Based on responsibilities currently assigned, the Department’s Communications Director should have a private office proximate the Chief of Police.

- Storage within the Police Department building is seriously lacking as evidenced by the accumulation of supplies, materials, equipment, etc. that appear in offices, work areas, corridors and any other spaces that can be used for storage purposes.
- Secure, designated storage space is needed within the building for uniforms, ammunition, vests, guns, emergency equipment, patrol vehicle supplies, etc.
- A common practice in law enforcement is that public visitors have a prominent entrance to the building, and Police Department employees have a separate and secured entrance accessible from elsewhere in the building.
- Adding a vehicle wash bay for assigned police vehicles would be of benefit.
- Recent indications suggest that appropriate space is needed to accommodate missing, found, rescued, or captured animals.
- The reserve patrol vehicle(s), UTV (4-wheeler), and shooting range trailer need to be stored under more adequate, preferably enclosed garage space.
- The amount of space currently assigned to the Police Department is inadequate.
- More urgently, the configuration of the space that exists is pitifully inefficient.
- Observations regarding the basement of the building were not included in as much as it is essentially uninhabitable, i.e., among other issues, it still leaks.

Police Department Building Summary Comments

This building is 100 years old and, reportedly, was originally built to house both the Town's Fire and Police Departments. In observing the building from the outside, it appears to have held up quite well. The same cannot be said of the interior of the building. As noted in the preceding comments, the interior of the building and its included spaces are not adequate, efficient, nor as functional as should be the case in a professional Police Department headquarters.

In addition, it was reported that work was contracted in 2011 to address various issues within the building. It is assumed, particularly for a 100-year-old building, that the work involved would have included various renovations, or modifications, that would *improve* the space. On the contrary, based on the issues of concern noted above, that exist today, it would appear that very little if any communication took place between the contractor(s) and Police Department personnel at the time.

Building Summary Table

This table provides a summary of the assessment findings including each building's calculated space needs and deficits. Note that all numbers are in net square feet (NSF). The basis for determining the "Current Need" and "Existing Deficit" numbers noted is addressed in the Appendix.

Figure 1
Building Space Needs Assessment Summary

Building	Current Space	Current Need	Existing Deficit
Town Hall	4,050	4,050	*
Public Works**	4,248	9,578	5,330
Police Department	2,586	6,660	4,074

* "Current Need" is minimal, and can be accommodated with minor interior renovations

** Storage building space is not included in "Current Space" column

FUTURE CONSIDERATIONS

Following the assessments of the Town Hall and Police and Public Works Departments' current space needs, additional study and discussions occurred to consider what might be anticipated in terms of the towns' *future* needs, beyond that already identified.

Internally, Biltmore Forest is an incorporated Township, governed by its elected Mayor and Board of Commissioners, and with defined Town boundaries. Externally, the Town is essentially surrounded by the City of Asheville and the rest of Buncombe County. Which begs the question: What might the town be aware of now or need to prepare for; realizing that in the coming years changes and growth within and around the Town are inevitable. During the above referenced discussions senior staff shared their thoughts with regards to:

- 35 acres recently sold.
- Available in-fill lots remaining within Town limits.
- Resident expectations.
- Park & walkway developments within town limits.
- Increased traffic on Blue Ridge Parkway within Town limits.
- Increased traffic on Interstate 40 within Town limits.
- Increased traffic adjacent, around, and through Biltmore Forest.

Local government entities provide services to their resident populations via the individuals they employ. In turn, as the resident populations of these entities increase the level of services required will increase, together with the number of employees needed to actually provide those services. Subsequently, the methodologies used to project future needs; whether people, workload, or space; will typically involve, at some point, an examination of recent and projected future year population trends.

The North Carolina Office of State Budget and Management (OSBM) provides annual estimates of past and future year populations to Counties, and intermittently for City and Town populations. Most recently OSBM has identified the 2021 population of Biltmore Forest as 1,415 residents. In turn, the most *available* population projections relevant to Biltmore Forest are limited to Buncombe County.

Figure 2
Buncombe County 2010-2040
Experienced & Projected Populations

Year & Population	Year & Population	% Increase	Resident Increase
July 2010 238,315	→ July 2020 269,797	13.20%	31,482
July 2020 269,797	→ July 2030 297,608	10.30%	27,811
July 2030 297,608	→ July 2040 326,666	9.80%	29,058

} **PLUS 56,869**

For example: and quite hypothetically, were Biltmore Forest to mirror Buncombe County's 2020-2040's 20% growth, its population would increase by 283 residents. Considering the 35 acres recently sold and the in-fill lots currently available within Town limits, an additional 50+/- homes by 2040 could very well become a reality.

RECOMMENDATIONS

Town Hall: Recommendations

1. Remove the existing built-in "half-walls" in the office/reception area to better accommodate the arrangement of current furnishings and equipment.
2. Position the Receptionist's desk prominently facing the office window to greet visitors.
3. Provide comfortable seating in the Lobby to accommodate visitors.

Public Works: Recommendations

4. Implement the proposal requested for review by the Board of Commissioners to relocate major functions of the department, currently located on the Town Hall site, to Town property north of 292 Vanderbilt Road.
5. Extend the estimated 2.5 acres proposed to 3-3.5 acres to account for resident traffic, and future growth, i.e., an extended lay-down area, warehouse, and workshop, and potentiality, interior lobby, office, and meeting/conference space.

Comments:

Independent of this study, Public Works presented a plan at the request of the Board of Commissioners that recommended "that most utilitarian functions of the department be relocated off the Town Hall Complex site in order to improve the aesthetics at that site ...".² The project narrative of the proposal was shared with the consultant in late March which, upon reading, found that it coincided *very well* with the space needs study findings already documented.

The page that follows includes two illustrations. The first (Figure 3) is a diagram of the Town Hall Complex. The blue shaded area represents the current space utilized by Public Works that includes a storage building, heavy equipment, truck parking and materials and lay-down areas.

² Public Works Maintenance Facility, Project Narrative, March 21, 2023

The second illustration (Figure4) includes a preliminary sketch of the proposed Vanderbilt Road site to which the Public Works equipment and materials referenced above will be moved.

[Illustrations that follow were provided courtesy of the Public Works Department]

Figure 3
Proposed Town Hall Site Modification

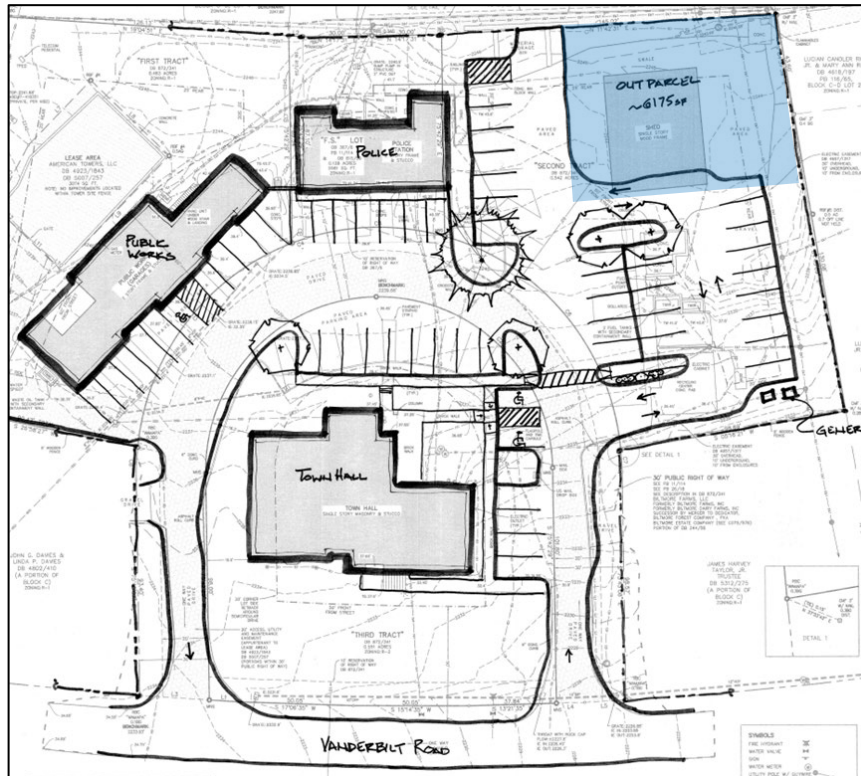
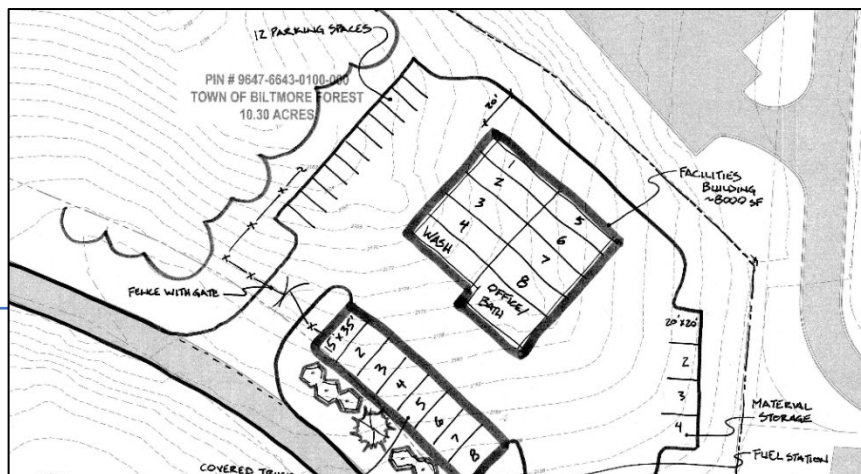


Figure 4
Proposed Site & Concept



Police Department: Recommendations

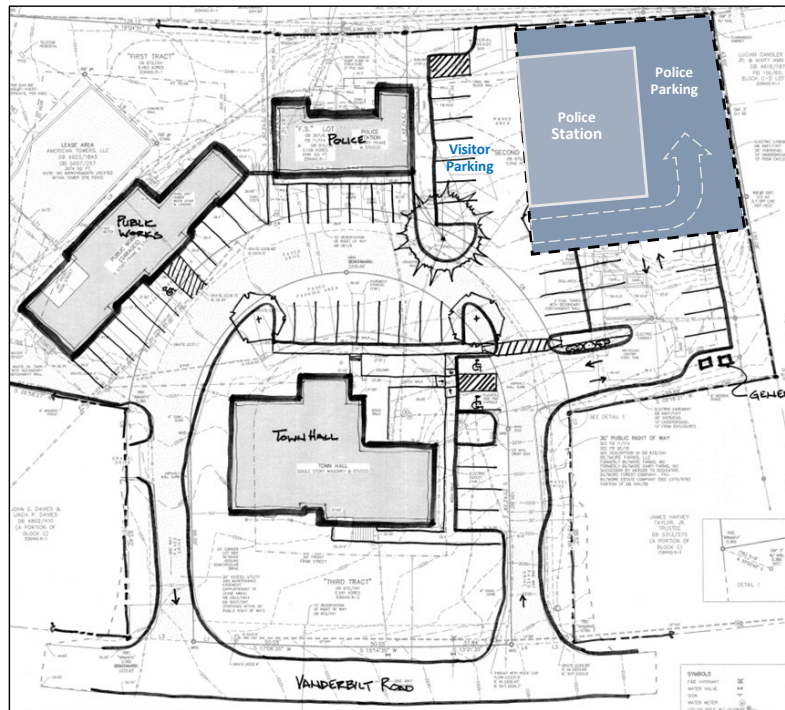
6. Contract for professional programming services, to develop a formal Facility Program Document that will identify the detailed requirements for a new Police Station, on Town Hall property.
7. Following the completion and acceptance of the Program Document, develop and publish an RFP soliciting qualified design firms to submit their qualifications and experience with Police Station design.
8. Distribute submittals to designated “project team” members to review, i.e., Town Manager, Police Chief, designated Commissioner, etc.
9. Identify project team’s top candidates (typically 3-4) and schedule in-person presentations.
10. Following firm presentations, discuss observations, preferences, etc. and select preferred firm.

In this context, a Facility Program is defined as ***“a statement of the requirements for a building project”***.

The information developed and documented in the Facility Program moves the project from a general description of a building’s anticipated needs to a more detailed presentation of how those needs will be met. The Facility Program describes all spaces, and the activities that are intended to take place in those spaces. It also defines, in narrative format, and graphically, the size and relationship between the many specific spaces to be included. More importantly, with appropriate input from participating Town users and Department personnel throughout the process, it will in fact become the Town’s formal communication of instructions to the architect, and/or contractor, once selected, that will enable him/her to begin design.

Figure 5

Proposed New Police Station



BUILDING COSTS

As introduced at the beginning of this report, the focus of this study was to assess the space needs of three major Town buildings. Building construction costs are typically not discussed at length during the needs assessment level of development. However, it is clear, and at the very top of the priorities addressed in this report, that the Town needs a new Police Station. Police Department Recommendation #6 said to “develop a formal **Facility Program Document**” which will detail, quantify, and document the data that will comprise the first “estimate of probable costs”. What follows is a brief review and format of what can be expected.

When discussing the probable costs of a public building project, particularly a new building project, it is essential for budgeting purposes that two major categories of costs be included. The first is *Construction Costs*, for both the building and the building site. The second is *Project Related Costs*; that will occur before, during and often after construction. Brief explanations of these categories follow.

Construction Costs

- Base Construction Costs-the brick, mortar, steel, and glass that comprise the building structure.
- Site Development-the required grading, excavating, installation of utilities, and paving.

Project Related Costs

- Design Fees-architectural & engineering design fees and expenses.
- Site & Construction Materials Testing-soil tests, concrete consistency tests, etc.
- Printing Costs- primarily for construction documents printed & distributed during bidding.
- Construction Escalation-from date of estimate to the estimated date of construction start.
- Project Contingencies-a set aside reserved for unforeseen expenses, required for public projects.

Cost Basis [EXAMPLE]

The cost tables that follow identify how the probable construction and project related costs are typically broken down.

Construction Costs

Cost Category	Area/Basis	Unit Cost	Cost
Base Construction	Building GSF	Cost/GSF	Unit Cost x GSF
Site Development (Estimate)	# Acres	Lump Sum	Negotiated
Subtotal-Construction Costs			\$ -

Project Related Unit Costs (below) are typically calculated as a % of the total Construction Cost

Project Related Costs

Cost Category	Area/Basis	Unit Cost	Cost
Design Fees	%	Negotiated	—
Site & Construction Materials Testing	Lump Sum	Lump Sum	—
Printing Costs	Lump Sum	Lump Sum	—
Fixtures, Furnishings & Equipment	%	Est	—
Escalation	%	Est	—
Design/Construction Contingency	%	Est	—
Subtotal-Project Related Costs			

Total Project Cost **\$ -**

APPENDIX

Basis for “Current Need” and “Existing Deficit” calculations identified on page 6 as follows:

Building	Current Space	Current Need	Existing Deficit
Town Hall	4,050	4,050	*
Public Works	4,248	9,578	5,330
Police Department	2,586	6,660	4,074

Public Works

The total interior space of the main Public Works building was 4,248 square feet (column 1). The “current need” (column 2) included the 4,248 square feet *plus* the most notable space deficiencies identified. These included the following spaces which were estimated based on observation of need and/or space lacking, discussions with staff, and physical measurements/calculations.

Dedicated workshop	320 NSF
Internal storage space	450 NSF
Increase size of Landscape room by	180 NSF
Increase size of Water room by	180 NSF
<u>Covered truck parking facility</u>	<u>4,200 NSF</u>
Total Deficit:	5,330 NSF

Police Department

There was neither a facility program nor any previous studies to refer to with regard to the space that would be needed for a new Police Station. The basis for determining the noted 6,660 NSF suggested was the consultant's personal experience in having evaluated the functional requirements and corresponding office/workspace requirements of over 700 local government buildings and the resulting database acquired during the process. Subsequently, a "menu of spaces" known to be necessary in a small (50 or fewer personnel) Police Department were developed and sized to known practices. The results are list here: this is not **THE** answer. It is only the beginning and intended to provide a number from which to begin.

SPACE	NSF		
Public Entrance	50		
Lobby	180	Staff Entrance	60
Visitor Restroom	60	Interview-defendant/witness	80
Reception/Dispatch	120	Training [24]	576
Reception/Dispatch Restroom	60	Training Room Equipment Storage	150
Interview	80	Restroom/Shower-Men	160
Chief	168	Restroom/Shower-Women	120
Captain	156	Lockers [Men]	240
Lieutenant	120	Lockers [Women]	90
Communications Manager	120	Conditioning	300
Conference [8]	200	Kitchen/Break	320
Restroom	60	Evidence Processing	210
Supplies/Work Room	160	Evidence Storage	400
Materials Storage/Records	100	Armory	150
Visiting LE	120	Uniform Storage	150
Sergeants	240	General Storage	370
Patrol Equipment	150	Janitor Closet	60
Garage	1080	Total Est. NSF	6660

NOTES

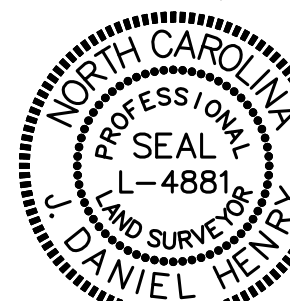
- ALL DISTANCES DEPICTED HEREON ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET UNLESS OTHERWISE NOTED. TO CONVERT TO GRID DISTANCES, UTILIZE A COMBINED SCALE FACTOR OF 0.999782942.
- THIS SURVEY IS ORIENTED TO NORTH CAROLINA GRID NAD83(2011) STATE PLANE COORDINATES FOR THIS PROJECT WERE PRODUCED UTILIZING GNSS OBSERVATIONS WITH POST PROCESSING RELATIVE TO NAD83(2011) COORDINATES OF NCGS CORS STATION "SWANNANOA". SEE CERTIFICATION ALL COORDINATES SHOWN HEREON ARE NC GRID NAD83(2011) COORDINATES. ACRES AND AREAS SHOWN HEREON ARE DETERMINED BY COORDINATE COMPUTATION METHOD.
- ELEVATIONS SHOWN HEREON ARE RELATIVE TO NAVD88 UTILIZING GEOID 12B. ARE BASED ON THE ELEVATION OF NCGS CORS STATION "SWANNANOA". (SEE CERTIFICATION) AND WERE ESTABLISHED UTILIZING GNSS METHODS. MAJOR AND MINOR CONTOURS SHOWN ARE FIVE FEET AND ONE FOOT, RESPECTIVELY.
- PROPERTIES SHOWN ARE SUBJECT TO RIGHTS OF WAY AND EASEMENTS BOTH RECORDED AND UNRECORDED, WRITTEN AND UNWRITTEN IN ADDITION TO THOSE LISTED HEREON.
- THIS SURVEY PERFORMED WITHOUT THE BENEFIT OF A TITLE OPINION. ANY QUESTIONS REGARDING MATTERS OF TITLE SHOULD BE REFERRED TO AN ATTORNEY.
- NO PORTION OF THE PROPERTY SHOWN HEREON LIES WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN IN FLOOD INSURANCE RATE MAP NUMBER 37096470J WITH AN EFFECTIVE DATE OF JANUARY 6, 2010.
- UNDERGROUND UTILITIES SHOWN FROM PAINT MARKING PROVIDED BY UTILITY MARKING CONTRACTOR. UTILITIES SHOWN FROM UNDERGROUND UTILITIES MAY EXIST WHICH ARE NOT SHOWN, BUT WHICH MAY AFFECT THE SUBJECT PROPERTY. UTILITIES SHOULD BE MARKED AND FIELD VERIFIED PRIOR TO ANY EXCAVATION. NOTE THAT SEWER LINES WERE NOT MARKED BY UTILITY SPECIALISTS, BUT HAVE BEEN SHOWN APPROXIMATELY FROM SURFACE INDICATIONS.
- VANDEBILT PLACE, SOMETIMES CALLED VANDEBILT ROAD, IS A DIVIDED ROADWAY WITH A TOTAL WIDTH OF 80 FEET ALONG THE FRONTAGE OF THE SUBJECT PROPERTY. UTILITIES SHOWN IN BOOK 11, PAGE 114 AND PLAT BOOK 26, PAGE 18, OF THE BUNCOMBE COUNTY RECORDS. VANDEBILT PLACE WAS FORMALLY DEDICATED TO THE TOWN IN DEED BOOK 405, PAGE 510. THE THIRTY FOOT SEMI-CIRCULAR RIGHT OF WAY SHOWN HEREON IS ALSO AS SHOWN IN SAID PLATS, BUT WAS NOT INCLUDED IN SAID FORMAL DEDICATION. DEDICATION MAY BE IMPLIED FROM THE RECORDED PLAT. IN DEED BOOK 872, PAGE 341 THE ROAD IS DESCRIBED AS "THIRTY FOOT PUBLIC ROADWAY". GRANTOR OF SAID DEED IS SAME PARTY AS THE DEDICATOR (POSSIBLE ESTOPPEL).
- SURVEY PERFORMED AUGUST 22 TO SEPTEMBER 27, 2016.
- SURVEY MONUMENTS NOT LISTED AS ABOVE GRADE (AG) OR BELOW GRADE (BG) ARE FLUSH WITH ADJACENT GRADE.
- PER GIS MAP AVAILABLE ON THE WEBSITE OF THE TOWN OF BILTMORE FOREST, THE PARCELS SHOWN HEREON ARE ZONED R-1 WITH "THIRD TRACT" BEING ZONED R-2, AS DEFINED IN THE ZONING ORDINANCE OF THE TOWN OF BILTMORE FOREST. SEE TOWN ORDINANCES FOR REQUIREMENTS, RESTRICTIONS AND REQUIRED SETBACKS. THE PARCELS SHOWN HEREON MAY BE CONSIDERED NONCONFORMING AS DEFINED IN THE ORDINANCE. SETBACKS SHOWN FOR R-1 LOTS ARE 60 FEET FROM THE STREET (THE EDGE OF THE 20' EASEMENT HAS BEEN USED AS THE STREET LINE IN THE ABSENCE OF AN ACTUAL EDGE), 20' SIDE, 25' REAR. SETBACKS SHOWN FOR R-2 LOTS ARE 50 FEET FROM THE STREET LINE, AND 30 FEET FROM THE SIDE STREET (RIGHT OF WAY LINE). THE 20' SEMICIRCULAR PUBLIC ROAD APPEARS TO MEET THE DEFINITION OF STREET AS SET FORTH IN THE TOWN ZONING ORDINANCE, AS IT IS THE PRIMARY ACCESS FOR "FIRST TRACT", "F.S." LOT, "SECOND TRACT", AND THE 2 ADJACENT COTTAGE LOTS ALSO WITHIN BLOCK C. SETBACK LINES SHOWN ARE SUBJECT TO DIFFERENCES IN INTERPRETATION BY THE ZONING AUTHORITY.
- NOTE THAT THE PROPERTY TO THE WEST OF THE SEMICIRCULAR DRIVE IS SOMETIMES SHOWN AS A SINGLE PARCEL (SEE BUNCOMBE COUNTY OR TOWN GIS), HOWEVER, AS DESCRIBED IN DEEDS, THE PARCELS ARE SEPARATE, AND NO RECORD DOCUMENT SHOWING THE OWNER'S CONSENT TO THE COMBINATION OR INTENT TO RECOMBINE WAS FOUND. DEED BOOK 815, PAGE 59, WHICH CONVEYED A SIX FOOT STRIP OF LAND TO BE ADDED TO THE "F.S." LOT CONTAINS LANGUAGE SHOWING GRANTOR'S CONDITION THAT THE STRIP "BECOME PART AND PARCEL OF THE 'F.S.' LOT, AND AS SUCH IT HAS BEEN SHOWN RECOMBINED WITH SAID LOT.
- SEE DEEDS FOR THE PROPERTIES SHOWN HEREON FOR EASEMENTS RESERVED FOR EXISTING UTILITIES, RESTRICTIONS ON USE, AND OTHER MATTERS.
- SEE ALSO THAT ELECTRICAL EASEMENT RECORDED IN DEED BOOK 4833, PAGE 232. DEED DESCRIBES WIDTHS OF 30 FEET FOR OVERHEAD LINES, 10 FEET FOR UNDERGROUND LINES, AND A WIDTH OF TEN FEET FROM ANY ENCLOSURES. CONSULT REPRESENTATIVES OF DUKE ENERGY CORP. AS TO WHICH LINES THE EASEMENTS APPLY.
- NOTE THAT THE SEWER SYSTEM OF THE TOWN OF BILTMORE FOREST WAS CONSOLIDATED WITH THE METROPOLITAN SEWERAGE DISTRICT IN DEED BOOK 1613, PAGE 5. MSD MAY CLAIM AN EASEMENT FOR MAINTENANCE ON EXISTING LINES. NOTATION ON SEWER MAINLINES OF PUBLIC OR PRIVATE ARE AS SHOWN IN THE MSD GIS SYSTEM.

SURVEYOR'S CERTIFICATE:
I, J. DANIEL HENRY CERTIFY:

- THAT THIS PLAT WAS DRAWN BY ME FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN REFERENCES (SEE TITLE BLOCK)); THAT THE RATIO OF PRECISION AS CALCULATED IS 1:120000; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 16.1600);
- THAT THIS TOPOGRAPHIC SURVEY PROJECT WAS COMPLETED UNDER MY DIRECT AND RESPONSIBLE CHARGE FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THIS ACTUAL SURVEY WAS PERFORMED AT THE 95 PERCENT CONFIDENCE LEVEL TO MEET FEDERAL GEOGRAPHIC DATA COMMITTEE STANDARDS; THAT THIS SURVEY WAS PERFORMED TO MEET THE REQUIREMENTS FOR A TOPOGRAPHIC SURVEY TO THE ACCURACY OF CLASS AA AND VERTICAL ACCURACY TO THE CLASS C STANDARD (DERIVED FROM GPS); THAT ALL COORDINATES ARE NORTH CAROLINA STATE PLANE "SWANNANOA" ON NAD 83(2011) AND ALL ELEVATIONS ARE BASED ON NAVD 88, UTILIZING GEOID 12B;
- THAT STATE PLANE COORDINATES FOR THE PROJECT WERE OBTAINED BY GLOBAL NAVIGATION SATELLITE SYSTEM (GNSS) SURVEY AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GNSS SURVEY:
 - HORIZONTAL POSITIONS ARE REFERENCED TO NAD83(NSRS(2011)) RELATIVE TO NCGS CORS STATION "SWANNANOA"(065311) EPOCH 2010) N:689434.49, E:982492.69, ORTHOMETRIC HEIGHT:2263.23' BY GNSS POST PROCESSING USING TOPCON TOOLS SOFTWARE;
 - CLASS OF SURVEY: CLASS A
 - POSITIONAL ACCURACY: 0.010M
 - CLASS OF VERTICAL CONTROL SURVEY: CLASS C (DERIVED FROM GNSS)
 - VERTICAL ACCURACY: 0.025M
 - COMBINED FACTOR UTILIZED: 0.999782942

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS DAY,
September 29, 2016.

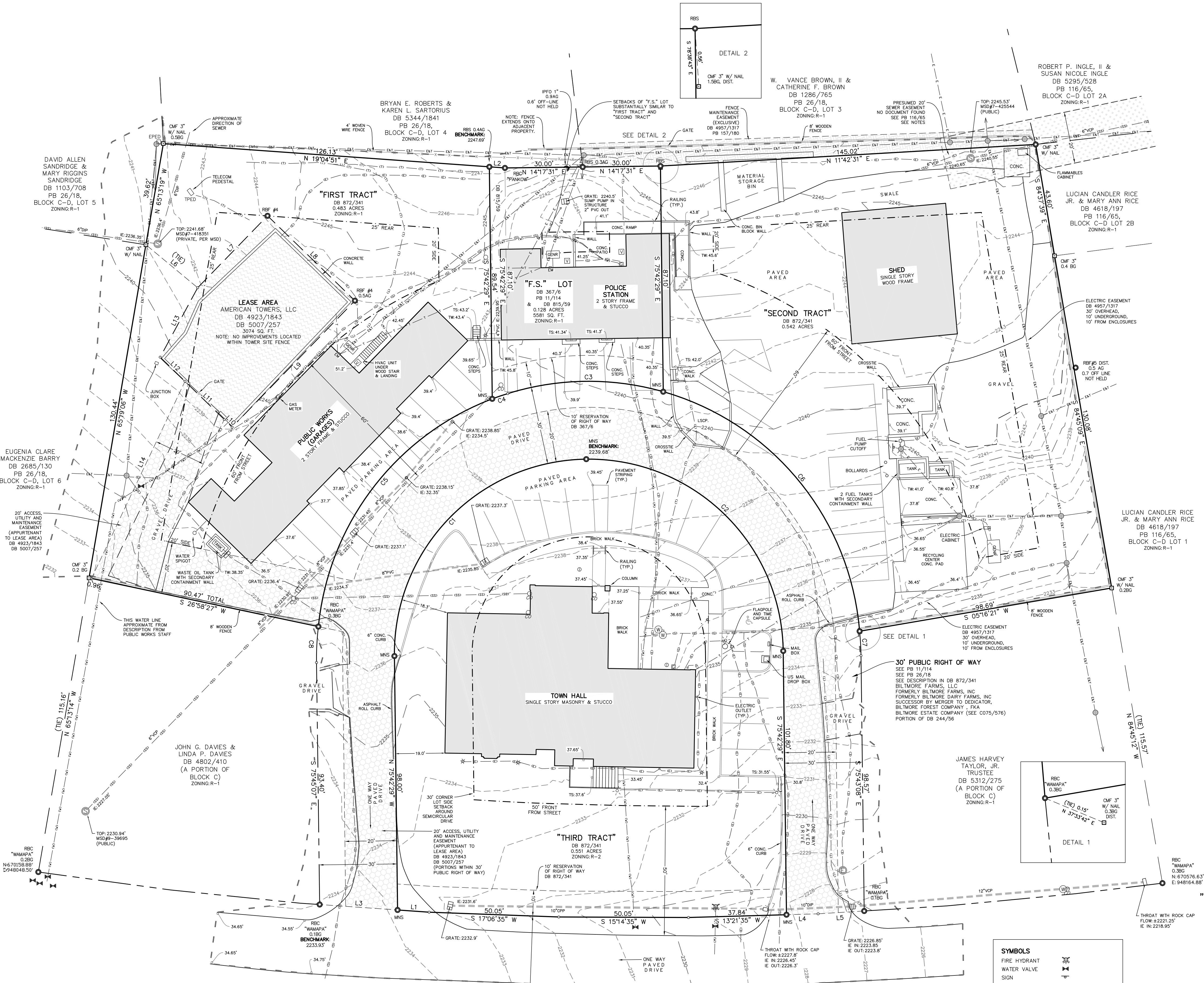
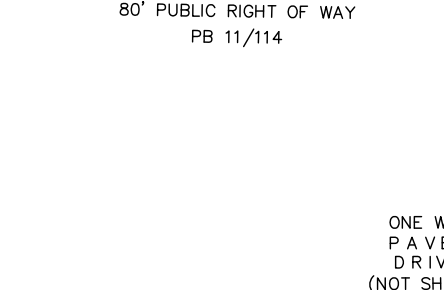
J. Daniel Henry (JDH)
DANIEL HENRY, PLS L-4881



LINE	BEARING	DISTANCE
L1	S19°00'35"W	12.21'
L2	N19°04'51"E	6.02'
L3	N19°00'35"E	30.13'
L4	S13°21'35"W	12.21'
L5	S11°30'35"W	17.82'
L6	N5°44'128"E	25.97'
L7	N30°49'55"W	38.69'
L8	N59°10'05"E	47.00'
L9	S33°49'55"E	68.00'
L10	S59°10'05"W	4.21'
L11	S59°10'05"W	21.13'
L12	S59°11'01"W	13.36'
L13	N46°39'04"W	30.46'
L14	N49°37'23"W	84.21'

CURVE	DIRECTION	CHORD	RADIUS	ARC
C1	N30°45'14"W	106.08'	75.01'	117.83'
C2	N59°14'46"E	106.08'	75.01'	117.83'
C3	S14°17'31"W	60.01'	105.00'	60.86'
C4	S03°36'23"E	6.30'	105.00'	6.31'
C5	S37°38'59"E	110.57'	105.00'	116.44'
C6	S65°39'47"W	119.52'	105.00'	127.15'
C7	S78°17'36"E	9.43'	105.01'	9.43'
C8	S71°58'59"E	13.89'	104.93'	13.90'

VANDEBILT PLACE
80' PUBLIC RIGHT OF WAY
PB 11/114



LINETYPES

- SEWER LINE
- WATER LINE
- OVERHEAD ELECTRIC & TELECOM
- OVERHEAD ELECTRIC
- OVERHEAD TELECOM
- UNDERGROUND ELECTRIC
- UNDERGROUND TELECOM
- GAS
- MAJOR CONTOUR
- MINOR CONTOUR
- LIMITS OF TOPOGRAPHY
- CHAIN LINK FENCE
- WOVEN WIRE FENCE
- STORM PIPE
- EASEMENT
- ADJOINER DEED LINE
- BOUNDARY LINE
- SETBACK LINE
- RIGHT OF WAY LINE

ABBREVIATIONS

- AG - ABOVE GRADE
- BG - BELOW GRADE
- CMP - CORRUGATED METAL PIPE
- CONF - CONCRETE MONUMENT FOUND
- CONC - CONCRETE
- DIP - DIAMETER
- DIR - DUCTILE IRON PIPE
- DIST. - DISTURBED
- E - EASTING
- ELEC - ELECTRIC
- EPEM - ELECTRIC PEDESTAL
- EM - ELECTRIC METER
- ENR - FINISHED FLOOR ELEVATION
- GEN - GENERATOR
- GNSS - GLOBAL NAVIGATION SATELLITE SYSTEM
- HC - HANDCAP
- HVAC - HEATING, VENTILATION, AIR CONDITIONING
- IE - INVERT ELEVATION
- ISOP - LANDSCAPING
- MNS - MAG NAIL SET
- NAVD - NORTH AMERICAN DATUM
- NAD83 - NORTH AMERICAN VERTICAL DATUM
- NCGS - NORTH CAROLINA GEODETIC SURVEY
- NCNS - NORTH CAROLINA GEODETIC SURVEY
- NS - NORTHING
- PL - PLANT
- PVC - POLYVINYL CHLORIDE PIPE
- PID - POINT IDENTIFICATION NUMBER (NGS)
- PKG - PARCEL IDENTIFICATION NUMBER
- P.L.S. - PROFESSIONAL LAND SURVEYOR
- RBC - REBAR FOUND WITH CAP (AS DESCRIBED)
- RF - REBAR FOUND (SIZE)
- RS - SQUARE FEET
- TPED - TELEPHONE PEDESTAL
- VP - VITREOUS GLASS PIPE
- TW - TOP OF WALL (ELEVATION)
- W - WESTING
- WTR - TRANSFORMER (TYPE)

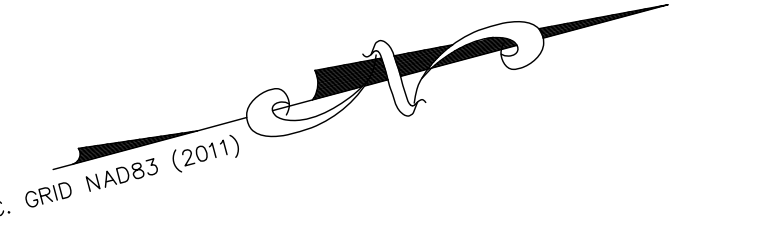
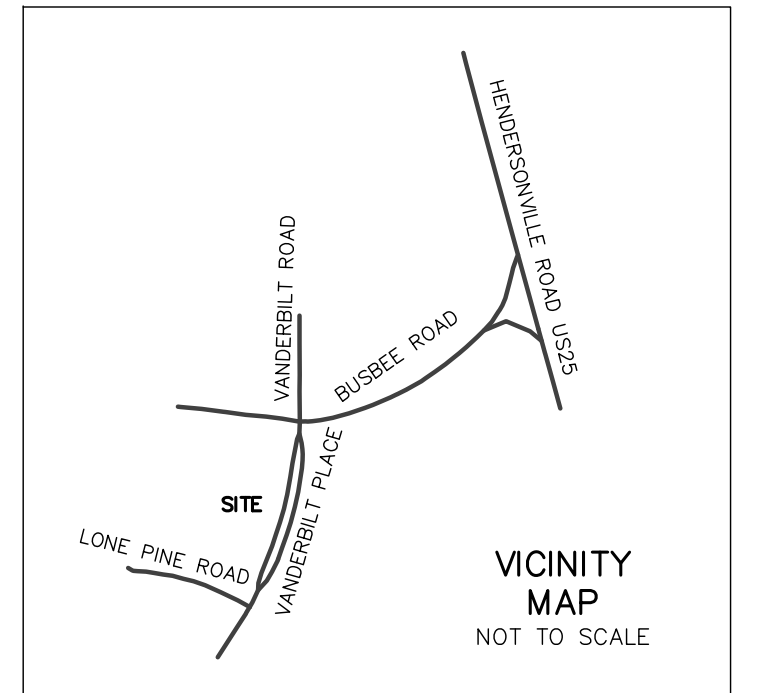
BOUNDARY AND TOPOGRAPHIC SURVEY FOR
CLARK NEXSEN, INC.

OF
**BILTMORE FOREST
TOWN HALL COMPLEX**

OWNER: TOWN OF BILTMORE FOREST
"F.S." LOT: DEED BOOK 367, PAGE 6, PLAT BOOK 11, PAGE 114 & DEED BOOK 815/59
PORTION OF PIN: 9647-70-9289-0000
"FIRST TRACT": DEED BOOK 872, PAGE 341
PORTION OF PIN: 9647-70-9289-0000
"SECOND TRACT": DEED BOOK 872, PAGE 341
PORTION OF PIN: 9647-70-9289-0000
"THIRD TRACT": DEED BOOK 872, PAGE 341
PIN: 9647-80-0348-0000

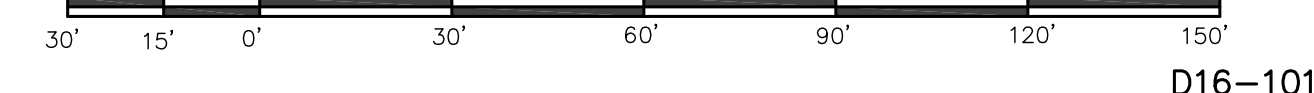
BILTMORE TOWNSHIP
TOWN OF BILTMORE FOREST
BUNCOMBE COUNTY, NORTH CAROLINA
SCALE: 1" = 20' 9/27/2016

J. DANIEL HENRY, P.L.S. #4881
Ed Holmes & Associates
LAND SURVEYORS, P.A.
200 RIDGEFIELD COURT, SUITE 215, ASHEVILLE, NC 28806
PHONE: (828) 225-6562
COMPANY LICENSE C-2806



SYMBOLS

- FIRE HYDRANT
- WATER VALVE
- SIGN
- UTILITY POLE W/ WYRE
- SEWER MANHOLE
- LIGHT POLE
- WALKWAY LIGHT
- TELECOM PEDESTAL
- ELECTRIC PEDESTAL
- GAS METER
- CURB INLET (STORM)
- DROP INLETS (STORM)
- PROPERTY MONUMENT (AS DESCRIBED)
- CONCRETE MONUMENT
- CALCULATED POINT
- CLEANOUT
- STORM MANHOLE
- TOWNSHIP MANHOLE
- ELECTRIC MANHOLE
- SPOT ELEVATION
- HVAC UNIT





**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

JULY 11, 2023

**AGENDA ITEM E-2
CONSIDERATION OF REVISION TO FY24 FEE SCHEDULE**

Background

Last month, the Board approved the FY24 fee schedule as part of the regular budget process. Staff have been reviewing subdivision fees (including plat review and other simple activities) from other jurisdictions to offer potential fees for the Board's consideration. The current subdivision ordinance does not include any fees for subdivisions, nor does the Town's fee schedule. While there are currently no subdivision applications before the Town, staff believes this is an important fee to have in place prior to anything being submitted in the near or long term.

Proposed Fees

The proposed fees represent the Town's recognition that subdivisions are exceedingly rare within Biltmore Forest. As a result, fees are higher than in other jurisdictions, but this represents the time and work that staff and the respective Boards will need to put in as they review these proposals. Fees for plat review, recombination plats, and other "simple" plat reviews are comparable to other jurisdictions. The proposed changes are in blue on the attached fee schedule.

Town of Biltmore Forest

FY23-24 Schedule of Fees

Effective July 12, 2023

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

ADMINISTRATIVE	
Ad valorem tax	\$0.345 per \$100 assessed valuation
Dog License Fee	\$5 sterile; \$10 fertile
Return Check/Draft Charge	\$25.00
House Number Signs (Re-Order)	\$100.00

PLANNING AND ZONING	
Zoning Permit	\$50 first \$24,000 of construction value plus \$2 for each additional \$1,000 of construction value
Special Use Permit	\$100 due with application
Variance	\$300 due with application
Demolition Permit	\$100 due with application
Zoning Permit Extension	Half original zoning permit fee
Non-permitted Construction	Double original zoning permit fee
Zoning Clearance Letter	\$25
Plat Review	\$75
Minor Subdivision	\$100 + \$25.00 per lot
Major Subdivision	\$1,000 + \$50.00 per lot
Final Plat	\$500
Recombination Plat	\$100

WATER CHARGES	
New/Transfer Account	\$30.00
AMI Transmitter Fee	\$1.78 per bill
Meter Rental Fee	
5/8" meter	\$.10 per bill
1" meter	\$.18 per bill
1 1/2" meter	\$.50 per bill
2" meter	\$.65 per bill
Water Charges	
Base rate (no gallons)	\$30.46
1-2,250 gallons	\$10.01 per 1,000 gallons
2,251-60,000 gallons	\$6.30 per 1,000 gallons
60,001-100,000 gallons	\$5.85 per 1,000 gallons
100,001+ gallons	\$3.63 per 1,000 gallons
Water Tap Fee	
5/8" Meter	\$3,000.00 per tap installation
1" Meter	\$3,500.00 per tap installation
>1" meter	All costs borne by customer

SEWER CHARGES (AS SET BY METROPOLITAN SEWERAGE DISTRICT)	
Base Rate	
5/8" Meter	\$18.56 per bill
1" meter	\$43.60 per bill
1 1/2" Meter	\$96.22 per bill
2" meter	\$163.64 per bill
Treatment Fee	\$6.87 per 1,000 gallons



**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

July 11, 2023

AGENDA ITEM E-3

PROJECT UPDATE – CEDAR HILL ROAD STABILIZATION AND STREAM RESTORATION

Background

The purpose of this project is primarily to stabilize Cedar Hill Road and ensure the stream running parallel does not encroach further into the road. The action required to ensure this does not happen is for the Town to strengthen the edge of the road and stream embankment with boulders and restore the original stream channel.

The Board of Commissioners awarded the construction project to Baker Grading and Landscaping in January 2023 in the amount of \$274,027.50. The Town created a project page on the website that has updated residents about this work. Two signs were placed at the work site due to the highly visible location, and the sign provided QR codes that directed people to this project website for additional information.

Project Update

Work was anticipated to be finished by the end of June 2023, but weather delays the week of 6/19-23 and no signal/reception for GPS survey data the following week pushed construction into the new fiscal year. The GPS signal was necessary to ensure the accurate location of the boulders. Due to the signal unreliable signal, the contractor was required to have field survey crews find the points via LIDAR. The contractor is now able to move forward with installation.

The project is moving forward now with boulder installations occurring along the intersection culvert at Hemlock Road and Cedar Hill Road. This is a complicated area, as there is both underground power and natural gas in this location, as well as a sewer line crossing in the vicinity.



**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

July 11, 2023

AGENDA ITEM E-4

CONSIDERATION OF PLANNING COMMISSION APPOINTMENT

Background

The Planning Commission currently has one open vacancy, as Michael Flynn resigned effective June 30. The Town asked for interested applicants in early February and received several applications. Staff asked supplemental questions from each candidate and provided the responses to these questions and the initial applications to the Board for review.

Appointment Consideration

Angela Newnam is being recommended for the appointment to the Planning Commission. If appointed by the Board, she would begin serving a three-year term effective July 12, 2023. A motion and vote by the Board is required for this appointment.