

PROPOSED AGENDA

Meeting of the Town of Biltmore Forest
Board of Commissioners

To be held Tuesday, January 9, 2024 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 December 12, 2023 meeting will be presented for approval.

D. Public Comment

E. Departmental Reports

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

F. New Business

1. Consideration of Townwide Watershed Restoration Project
Jennings Environmental - Technical Services Proposal
2. Vanderbilt Road Stormwater Upgrades Project
3. Consideration of Fiscal Year 2023-2024 Budget Amendment

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 DECEMBER 12, 2023

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

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner Fran Cogburn, present

Commissioner Glenn Kelly, present

Mr. Jonathan Kanipe, the Town Manager, was present. The Town Attorney, Billy Clarke, was not present.

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

The Pledge of Allegiance was conducted.

Commissioner Loomis made a motion to approve the minutes from November 14, 2023. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Chief Trevor Lance gave the report for the Skyland Fire Department. Chief Lance said there were a total of 23 calls for the month and 10 of those were false alarm calls. Chief Lance safety tip of the month is to watch space heaters and make sure they are three feet away from objects, so they don't catch on fire. They are looking forward to Santa coming over on Christmas Eve at about 9:15 am so he can say hello to the kids in Town.

Chief Chris Beddingfield gave the report for the Police Department. There were 600 calls for service. There were no arrests for the month. The traffic citations increased this past month and

the number one complaint from residents is speeding vehicles and traffic issues. Chief Beddingfield said the department did a “no shave” December and raised \$400 for the Kiwanis Aktion Club of Rutherford County. There was a substantial break in on Hemlock where the homeowner did everything right. They had a camera system and an alarm system. The suspects were only there for two minutes. They were covered up so it was very difficult to see them. Chief Beddingfield said they got a lot of leads and have also partnered with the State Bureau of Investigation to work on technology leads as well.

Chief Beddingfield said they have new radio systems that were distributed and they are working very well.

Commissioner Kelly said he did some research on the Tesla vehicles and found them not to be as reliable and very expensive to repair. Chief Beddingfield said they are doing their research right now and he is talking with the Weaverville Police Department and their Chief, who has several vehicles and is following what he is doing very closely. Chief Beddingfield said they are weighing the pros and cons of electric vehicles versus gas vehicles. It is new technology, so it is a tough decision, but they want to do what is best for the Police Department and for the Town.

Mr. Harry Buckner gave the report for the Public Works Department. The focus has been on leaf collection. Mr. Buckner said there were 79 loads of leaves and brush collected. They have completed two passes on both sides of Town so far. Mr. Buckner anticipates fifty loads for the month of December.

Mr. Buckner said the Metropolitan Sewerage District project was completed today. The greenery was also hung up for Christmas decorations outside the Town Hall and in the median. Mayor Goosmann said the parking area at Greenwood Park looks very nice. Mr. Buckner thanked Mayor Goosmann and said the parking areas have also been striped. They are also almost 90% done with the tree removal for the trail at Brooklawn Park. Mr. Buckner said the focus for December is leaf collection.

Commissioner Kelly asked about a further update on the stormwater project. Mr. Buckner said they are waiting for a total of four permanent easements that were needed for stormwater infrastructure that did not have easements on them from when it was originally built. They are currently finishing up this negotiation. Mr. Buckner said he will be meeting with a consultant next Wednesday to lay out the final bidding schedule which will be advertised in January 2024 and bids will begin in February 2024. It is a sizeable project and is unsure how long the project will be but Mr. Buckner said approximately nine months.

Mayor Goosmann asked Mr. Buckner if they are going to be able to stipe Brookside anytime soon. Mr. Buckner said they can do this if the Board would like.

Mr. Tony Williams's Planning report was referred to the Board in his absence.

Mr. Kanipe gave the report for the Town. They had a kickoff meeting with the architects last week and their consultants regarding the Master Facility Planning project. They inspected each site by walking through each building and reviewed their initial findings. Mr. Kanipe anticipated they will get more information by the end of the week with their site thoughts in terms of space needs. We will be able to reconvene after the first of the new year and bring this back to the Board.

Mr. Kanipe said Mr. Kris Wetmore has communicated to staff they have finalized what they have done in Brooklawn Park. It looks good, and they are saving one more day in case they need to do additional tree work with the trail contractor.

Planting was completed with the Cedar Hill Stabilization and Stream Restoration project. There are a lot of planting materials that were put down there. Staff will continue evaluating the site and make sure it continues to look good.

Mr. Kanipe discussed the personnel policy for Town staff and said department heads have started looking over this and will begin putting together initial findings toward the end of the year. We will also meet at the beginning of the year to discuss further details about what needs to be

addressed. We will also engage Town staff with surveys and asking further questions to redevelop the personnel policy we have.

Mr. Kanipe discussed the upcoming holiday closures as last year we adopted the State holiday calendar. This year, we will be closed Monday, December 25th through Wednesday, December 27th and again on Monday, January 1st.

New Business was discussed by Mr. Kanipe and the Consideration of Resolution 2023-02 Honoring Officer Samantha Bombace for Service to the Town. Commissioner Cogburn made a motion to approve the Resolution. Commissioner Loomis seconded the motion and was unanimously approved.

Consideration of Resolution 2023-03 was discussed and is a Resolution Awarding Badge and Service Sidarm to Retiring Officer Samantha Bombace. Commissioner Kelly made a motion to approve the Resolution. Commissioner Cogburn seconded the motion and was unanimously approved.

Chief Beddingfield reminded the audience that on December 20th, there will be a reception for Sam with a presentation of her service weapon. All are invited to attend. Samantha Bombace completed 26 years of service with the Town of Biltmore Forest.

Consideration of Resolution 2023-04 Centennial Committee. Mr. Kanipe said the Friends of Biltmore Forest Committee spearheaded initial planning efforts for the centennial events through the leadership of Cindy Holman, who chaired the Centennial anniversary sub-committee. They all did a fantastic job creating events and specific and unique activities for the rear. A plaque will be made that recognizes all the members. Mr. Kanipe read the Resolution:

Commissioner Loomis made a motion to approve Resolution 2023-04, Commissioner Cogburn seconded the motion. The motion was unanimously approved.

Ms. Fran Noel presented the FY 23 Audit Presentation from Carter P.C. Ms. Noel went over the internal control letter Ms. Noel said there were also some Budget violations in the financial statement. In the general fund, the overage was due to personnel expenses which exceeded the amounts for Public Safety and debt service was also over budget due to a new loan and the payment was not included in the budget.

The water and sewer fund was over budget which is due to the sewer purchases being significantly more than what was included in the budget. Only \$185,000 was in the budget for sewer purposes and it is normally 300,000. There was an over budget comment in there for this. There were no difficulties in dealing with management and their performance. There were no disagreements over financial accounting matters. There were some journal entries but just the normal GASB (Governmental Accounting Standards Board) adjustments for pensions and debt. The adjustments did decrease the new positions of the Town by \$642,000. There will need to be a letter to the Local Government Commission to give their formal approval. I think they are behind and there will need to be a letter uploaded to them concerning the Budget violations. Ms. Noel also stated the water and sewer infrastructure may need to be replaced soon and this is a new calculation.

There was an unmodified opinion on the governmental financial statements and the major funds were the General Fund and the ARPA fund. The total assets increased by about \$700,000 and most of that was in cash. The total liability decreased by \$129,000 even with the new loan. The pension related liabilities increased about \$630,000. The total net position increased by about \$660,000. The General Fund revenues were \$50,000 more than budgeted and expenses for the General Fund were \$592,000 less than budgeted total.

The General Fund balance at year end was 4.8 million dollars which was an increase of \$675,000. The water fund revenues increased by \$81,000 over the prior year and the expenses

decreased by \$10,000 over the prior year. The property valuation for the Town was 898 million dollars which was an increase of 13 million from the previous reporting year.

Commissioner Kelly asked Ms. Noel about the water and sewer line infrastructure. Ms. Noel said the assets that are reported to the Local Government Commission are only the assets that the Town owns. Mayor Goosmann thanked Ms. Noel for her report.

Consideration of Appointment of Janet Whitworth to the Board of Adjustment in replacing Mr. Lowell Pearlman. A motion was made by Commissioner Kelly to approve the appointment. Commissioner Cogburn seconded the motion. The motion was unanimously approved.

The meeting was adjourned at 5:07pm

PUBLIC COMMENT

There was no Public Comment.

ATTEST:

Laura Jacobs
Town Clerk

George F. Goosmann, III
Mayor



Skyland Fire & Rescue

Biltmore Forest Valley Springs Station



Phone: (828) 684-6421 Address: PO Box 640 Skyland NC 28776 Fax (828) 684-1010
www.skylandfire.com

Biltmore Forest Valley Springs Station

Incident Response

December 2023

Station: 4 - BILTMORE FOREST STATION	
143 - Grass fire	1
311 - Medical assist, assist EMS crew	5
571 - Cover assignment, standby, moveup	1
611 - Dispatched & cancelled en route	2
622 - No incident found on arrival at dispatch address	2
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
800 - Severe weather or natural disaster, other	1
# Incidents for 4 - Biltmore Forest Station:	15

Respectfully Submitted,

Trevor Lance

Chief Trevor Lance
 Skyland Fire Rescue

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 January 9th, 2024 Commission Report

December 2023 Data

Total Calls For Service:

605 (624 last month)

Arrests:

2-Felony Arrests-1-Uttering a Forged Instrument, Bank/Check Fraud. 1 Felony Drug Possession from a Traffic Stop

4-Misdemeanor Arrests-2-Driving While Impaired, 2-Outstanding Warrants from Other Jurisdictions All from Traffic Stops

Citations:

30-Citations for various traffic violations (31 last month)

Time Consumption Summary:

Approximations:

Business Checks- 4 hours

House Checks- 4 hours

Radar Operation- 5 hours

Vehicle Crash Investigation- 1 hour

Notable Calls and Projects:

Multiple Vehicle Break-ins at Double Tree Parking Area. Two Vehicles Were Stolen as Well. This is all part of the vehicle break-ins and stolen car crimes that have hit Asheville and mostly South Asheville over the last couple of months. We are working with APD and several other agencies to try and solve these. We have deployed multiple resources and worked with both Double Tree staff and Biltmore Farms security to put pro-active prevention strategies in place.

We had a bank fraud case that seems to reoccur every few years. Gang members pick up homeless people and send them into the bank with a large fraudulent check. If the check gets cashed, they split the proceeds. If the police come the gang members leave the scene and the homeless person ends up arrested. These individuals hit banks in Clayton, Ga., Franklin, Haywood County, Biltmore Forest, Fletcher, and Hendersonville. We are working with all of these agencies and federal agencies to solve the crime.

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

December 2023 Calls for Service

12/01/2023 - 12/31/2023

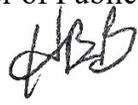
BILTMORE FOREST POLICE DEPARTMENT	Count	Percent
ALARM	38	6.28%
ANIMAL CONTROL	8	1.32%
ASSIST MOTORIST	8	1.32%
ASSIST NON-RESIDENT	1	0.17%
ASSIST OTHER AGENCY	6	0.99%
ASSIST RESIDENT	5	0.83%
B&E/VEHICLE	1	0.17%
BUSINESS CHECK	254	41.98%
C&R DRIVER	1	0.17%
CRIME PREVENTION	2	0.33%
DEPARTMENT OTHER	2	0.33%
DISTURBANCE	1	0.17%
FOLLOW-UP INVESTIGATION	10	1.65%
FRAUD	1	0.17%
HOUSE CHECK	121	20.00%
IMPROPER PARKING	2	0.33%
LARCENY	2	0.33%
MEDICAL EMERGENCY	4	0.66%
MENTAL PATIENT	1	0.17%
ORDINACE VIOLATION	2	0.33%
POWER OUTAGE	1	0.17%
RADAR OPERATION	11	1.82%
ROAD BLOCKED	1	0.17%
SPECIAL ASSIGNMENT	2	0.33%
SPECIAL CHECK	14	2.31%
SUSPICIOUS ACTIVITY	1	0.17%
SUSPICIOUS PERSON	7	1.16%
SUSPICIOUS VEHICLE	9	1.49%
TALK WITH OFFICER	5	0.83%
TOWN HALL BUSINESS	1	0.17%
TRAFFIC STOP	71	11.74%
TREE DOWN	6	0.99%
VEHICLE ACCIDENT	3	0.50%
WELFARE CHECK	3	0.50%
Total Records for BILTMORE FOREST POLICE DEPARTMENT	605	Dept Calls/Total Calls 100.00%
Total Records	605	



MEMORANDUM

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

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

Re: Public Works Department 
December 2023 Monthly Report

Date: January 3, 2024

Recurring Activities:

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

- Collected 35.06 tons of garbage.
- Diverted 15.10 tons of recycled goods from garbage.
- Picked up 68 loads of brush and leaves (approximately 2040 cubic yards) over 13 days.
- Responded to 32 total utility locate requests, comprised of 27 new requests and 5 updates.
- Visited 2 residences for Tree Assessments, approving the removal of 3 trees, and requiring the installation of no trees.
- Completed daily chlorine residual tests across town and the required two (2) bacteriological tests. All tests were passed.
- Used the Beacon/Badger Meter automated meter reading system to monitor water leaks daily and attempted to contact residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Full-time leaf collection began on November 1. We are now in the final stages of leaf pick-up and will be concluding the use of the vacuum unit on January 15th. We completed at least 4 passes through each side of Town this season. Normal brush collection will resume on January 16th, 2024, on the North route.

Miscellaneous Activities in December

- We continue our weekly routine maintenance of all public spaces including general clean-up and servicing of five (5) dog waste stations.
- Responded to downed trees blocking the roadway on Southwood Road, Forest Road, and Greenwood Place
- We replaced a mailbox that was accidentally damaged during leaf collection.
- Town staff performed an after-hours meter replacement for a resident with low water pressure. The problem was ultimately identified as a failed pressure reducing valve inside the home.
- We have been using the tractor and blower to keep the roads cleared of leaf debris.

- We assisted Ms. Jacobs with the December water billing cycle by performing manual reads.
- We renewed the Staff's water distribution system licenses, as well as the Town's overall water system permit.

Larger/Capital Projects Updates

Cedar Hill Road Stream Stabilization Project

- Final planting was concluded in early December, completing this project.

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

- There is a separate agenda item update for this project.

Streetlight LED Conversions and Service Upgrades

- Our last inventory indicated all streetlights are currently functioning. There are a total of 64 total streetlights in the Town.
- In conjunction with the Police Department, we will be assisting with the LPR camera installations as needed. MB Haynes Electric will be completing any conversions and improvements necessary at the desired locations to make the cameras active.
- I understand the additional camera equipment was ordered in October, and we are awaiting the vendor to provide and install the equipment for wiring by Haynes.

Greenwood Park Improvements

- The two parking areas were paved and striped on December 4th and 5th.
- Installation of the replacement swing set began on January 2, 2024, and is anticipated to be finished by about January 12, weather pending.
- The Contractor has a fully executed contract for the pavilion and. The contractor anticipates mobilizing to the site on January 29, weather pending, and completing the work in approximately 8 weeks. Building materials for the structure are already ordered.
- The contractor is obtaining pricing from a bridge building subcontractor and is still awaiting final budgetary numbers.
- Final paving of the walking trail will occur after the completion of the bridge and pavilion so they can be properly tied to the slabs, bridge, and adjoining areas.

Brookside Park Clean-up and Trail Construction

- Family Tree Care has completed nine (9) days of tree removals in the park, reserving one (1) day of additional tree removals to occur after the trail has been completed.
- We received an updated schedule from Long Cane Trails and construction on the trails themselves is anticipated to begin on January 22, 2024, weather pending.

Upcoming in January

- Staff enjoyed some time off with family and appreciated the Town's generous holiday schedule. We are looking forward to a healthy and productive 2024!
- Staff will complete the required daily chlorine and monthly bacteriological testing, as well as quarterly disinfection byproduct tests.
- Normal brush collection will resume on the North Route on January 15, 2024.
- Staff will plant approximately 2000 spring-flowering bulbs in public spaces for beautification efforts.
- Staff and equipment are ready to respond to snow conditions as needed.
- We are having one of our garbage trucks serviced at the Ford dealer for seven (7) outstanding recalls.
- We will repair a broken radiator in the brush truck ahead of the continuation of brush pick-ups.
- We will be completing PTO repairs to one of the back-up garbage trucks as it has developed a significant fluid leak.
- We will be distributing the 2024 Recycling and Brush Calendars to all residents beginning January 8, 2024.

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

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

January 9, 2024



Agenda Item E-4

**Planning - December Monthly Report
Tony Williams, Town Planner**

Recurring

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

Monthly Breakdown

- Review of potential subdivisions: 0
- Land use conferences virtual/on site: 31
- Notice of violations verbal/written: 1
- Resolved violations: 3
- Complaints: 1
- Plans reviewed: 22
- Plans reviewed for BOA: 5
- Plans reviewed for Design Review Board: 2
- Approved Permits: 4

BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

January 9, 2024



Agenda Item E-5

Town Manager's Monthly Report

Facility Planning Update

The Town received the preliminary space review from DP3 in late December and has provided initial feedback. DP3 and their engineering partners are now conducting “test fit” concepts for the existing Town Hall site for the police station and public works needs. They are utilizing the Town Hall space for this review as well as alternative locations. Once these initial test fits are complete, staff will meet with the team and discuss the results.

Tick Information Distribution

The Town sent detailed information to residents regarding ticks and Town wide efforts regarding Lyme disease and other tick-borne diseases the first week in January. This extensive project is an attempt to engage all Town citizens in the concerning increase in tick-borne diseases found within the entire region. Biltmore Forest is likely not alone in seeing these increased cases, but we do have an opportunity to provide information and resources to educate as many people as possible about the issue. To that end, the Town is doing multiple things: the letter from Mayor Goosman bringing the issue to everyone's attention; a CodeRED announcement regarding the letter and an accompanying survey; methods for spraying individual yards (if desired) as well as other methods for inoculating small rodents who may carry ticks; and spraying town road rights of way to kill the eggs and adult ticks when possible.

Park Projects

Brooklawn Park

The Brooklawn Park trail project is scheduled to kick-off in January and conclude by April 1. We anticipate work to begin around January 22 (weather depending).

Greenwood Park

The swing set installation on the north side of Greenwood Park began last week and should be completed by January 12. The contractor for the pavilion anticipates work beginning on January 29 and is awaiting final budgetary numbers for the bridge crossing the creek.

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 01/02/2024

Town of Biltmore Forest

FY 2023-2024

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
3010 Ad Valorem Tax						
Revenue						
3010 Ad Valorem Tax						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,980,215.00	3,006,771.91	3,006,771.91	0.00	-26,556.91	101
10-3010-0100 AD VALOREM TAXES (DMV)	122,399.00	42,587.27	42,587.27	0.00	79,811.73	35
10-3010-0200 TAX INTEREST & PENALTIES	5,000.00	12.52	12.52	0.00	4,987.48	0
3010 Ad Valorem Tax Subtotal	\$3,107,614.00	\$3,049,371.70	\$3,049,371.70	\$0.00	\$58,242.30	98
Revenue Subtotal	\$3,107,614.00	\$3,049,371.70	\$3,049,371.70	\$0.00	\$58,242.30	98
After Transfers	Excess Of Revenue Subtotal	\$3,107,614.00	\$3,049,371.70	\$3,049,371.70	\$0.00	98
3020 Unrestricted Intergovernm						
Revenue						
3020 Unrestricted Intergovernm						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	235,200.00	50,730.26	50,730.26	0.00	184,469.74	22
10-3020-0100 ALCOHOL BEVERAGE TAX	6,500.00	0.00	0.00	0.00	6,500.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	835,550.00	258,498.38	258,498.38	0.00	577,051.62	31
10-3020-0300 1/2 CENT SALES TAX A.40	358,260.00	114,577.89	114,577.89	0.00	243,682.11	32
10-3020-0400 1/2 CENT SALES TAX A.42	443,961.00	137,781.39	137,781.39	0.00	306,179.61	31
10-3020-0600 SALES TAX REFUND	15,000.00	0.00	0.00	0.00	15,000.00	0
10-3020-0700 GASOLINE TAX REFUND	5,000.00	0.00	0.00	0.00	5,000.00	0
3020 Unrestricted Intergovernm Subtotal	\$1,899,471.00	\$561,587.92	\$561,587.92	\$0.00	\$1,337,883.08	30
Revenue Subtotal	\$1,899,471.00	\$561,587.92	\$561,587.92	\$0.00	\$1,337,883.08	30
After Transfers	Excess Of Revenue Subtotal	\$1,899,471.00	\$561,587.92	\$561,587.92	\$0.00	30
3030 Restricted Intergovernmen						
Revenue						
3030 Restricted Intergovernmen						
10-3030-0000 SOLID WASTE DISPOSAL TAX	1,133.00	283.78	283.78	0.00	849.22	25
10-3030-0100 POWELL BILL	67,210.00	33,180.79	33,180.79	0.00	34,029.21	49
10-3030-0200 ILLICIT SUBSTANCE TAX	18.00	-4.00	-4.00	0.00	22.00	-22
3030 Restricted Intergovernmen Subtotal	\$68,361.00	\$33,460.57	\$33,460.57	\$0.00	\$34,900.43	49
Revenue Subtotal	\$68,361.00	\$33,460.57	\$33,460.57	\$0.00	\$34,900.43	49
After Transfers	Excess Of Revenue Subtotal	\$68,361.00	\$33,460.57	\$33,460.57	\$0.00	49
3040 Permits & Fees						
Revenue						
3040 Permits & Fees						
10-3040-0000 ZONING PERMITS	30,000.00	10,545.00	10,545.00	0.00	19,455.00	35
10-3040-0100 DOG LICENSE FEE	1,300.00	1,270.10	1,270.10	0.00	29.90	98
3040 Permits & Fees Subtotal	\$31,300.00	\$11,815.10	\$11,815.10	\$0.00	\$19,484.90	38
Revenue Subtotal	\$31,300.00	\$11,815.10	\$11,815.10	\$0.00	\$19,484.90	38

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 01/02/2024

Town of Biltmore Forest

FY 2023-2024

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	Excess Of Revenue Subtotal	\$31,300.00	\$11,815.10	\$11,815.10	\$0.00	38
3050 Investment Earnings						
Revenue						
3050 Investment Earnings						
10-3050-0000 INTEREST EARNED	148,800.00	74,946.32	74,946.32	0.00	73,853.68	50
	3050 Investment Earnings Subtotal	\$148,800.00	\$74,946.32	\$74,946.32	\$0.00	\$73,853.68
	Revenue Subtotal	\$148,800.00	\$74,946.32	\$74,946.32	\$0.00	\$73,853.68
After Transfers	Excess Of Revenue Subtotal	\$148,800.00	\$74,946.32	\$74,946.32	\$0.00	50
3060 Miscellaneous						
Revenue						
3060 Miscellaneous						
10-3060-0100 AMERICAN TOWER AGREEMENT	46,365.00	31,218.58	31,218.58	0.00	15,146.42	67
10-3060-0200 MISCELLANEOUS	20,000.00	50,738.75	50,738.75	0.00	-30,738.75	254
	3060 Miscellaneous Subtotal	\$66,365.00	\$81,957.33	\$81,957.33	\$0.00	-\$15,592.33
	Revenue Subtotal	\$66,365.00	\$81,957.33	\$81,957.33	\$0.00	-\$15,592.33
After Transfers	Excess Of Revenue Subtotal	\$66,365.00	\$81,957.33	\$81,957.33	\$0.00	123
3290						
Revenue						
3290						
30-3290-0000 INTEREST EARNED	4,000.00	1,786.28	1,786.28	0.00	2,213.72	45
	3290 Subtotal	\$4,000.00	\$1,786.28	\$1,786.28	\$0.00	\$2,213.72
	Revenue Subtotal	\$4,000.00	\$1,786.28	\$1,786.28	\$0.00	\$2,213.72
After Transfers	Excess Of Revenue Subtotal	\$4,000.00	\$1,786.28	\$1,786.28	\$0.00	45
3350 Commissions, Sw Chg Coll						
Revenue						
3350 Commissions, Sw Chg Coll						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	1,873.46	1,873.46	0.00	6,126.54	23
	3350 Commissions, Sw Chg Coll Subtotal	\$8,000.00	\$1,873.46	\$1,873.46	\$0.00	\$6,126.54
	Revenue Subtotal	\$8,000.00	\$1,873.46	\$1,873.46	\$0.00	\$6,126.54
After Transfers	Excess Of Revenue Subtotal	\$8,000.00	\$1,873.46	\$1,873.46	\$0.00	23
3500 Other Financing						
Other Financing Source						
3500 Other Financing						
10-3500-0000 SALE OF PERSONAL PROPERTY	10,000.00	0.00	0.00	0.00	10,000.00	0
10-3500-0300 TRANSFER FROM FUND BALANCE	1,213,866.00	0.00	0.00	0.00	1,213,866.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	292,000.00	0.00	0.00	0.00	292,000.00	0
	3500 Other Financing Subtotal	\$1,515,866.00	\$0.00	\$0.00	\$0.00	\$1,515,866.00
	Other Financing Source Subtotal	\$1,515,866.00	\$0.00	\$0.00	\$0.00	\$1,515,866.00

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 01/02/2024

Town of Biltmore Forest

FY 2023-2024

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
After Transfers	Deficiency Of Revenue Subtotal	\$1,515,866.00	\$0.00	\$0.00	\$0.00	0
3710 Water Sales						
Revenue						
3710 Water Sales						
30-3710-0000	WATER CHARGES	0.00	283,444.51	283,444.51	0.00	-283,444.51 *100
30-3710-0100	MSD CHARGES	493,425.00	219,634.79	219,634.79	0.00	273,790.21 45
30-3710-0200	AMI TRANSMITTER CHARGES	7,700.00	4,094.00	4,094.00	0.00	3,606.00 53
	3710 Water Sales Subtotal	\$501,125.00	\$507,173.30	\$507,173.30	\$0.00	-\$6,048.30 101
	Revenue Subtotal	\$501,125.00	\$507,173.30	\$507,173.30	\$0.00	-\$6,048.30 101
After Transfers	Excess Of Revenue Subtotal	\$501,125.00	\$507,173.30	\$507,173.30	\$0.00	101
3730 Water Tap & Connect Fees						
Revenue						
3730 Water Tap & Connect Fees						
30-3730-0000	WATER TAP AND CONNECTION FEES	6,000.00	6,920.00	6,920.00	0.00	-920.00 115
	3730 Water Tap & Connect Fees Subtotal	\$6,000.00	\$6,920.00	\$6,920.00	\$0.00	-\$920.00 115
	Revenue Subtotal	\$6,000.00	\$6,920.00	\$6,920.00	\$0.00	-\$920.00 115
After Transfers	Excess Of Revenue Subtotal	\$6,000.00	\$6,920.00	\$6,920.00	\$0.00	115
3800						
Revenue						
3800						
10-3800-0000	LAW ENF.BLOCK GRANT	24,500.00	0.00	0.00	0.00	24,500.00 0
	3800 Subtotal	\$24,500.00	\$0.00	\$0.00	\$0.00	\$24,500.00 0
	Revenue Subtotal	\$24,500.00	\$0.00	\$0.00	\$0.00	\$24,500.00 0
After Transfers	Deficiency Of Revenue Subtotal	\$24,500.00	\$0.00	\$0.00	\$0.00	0
4000						
Revenue						
4000						
40-4000-1100	ARP DISTRIBUTION	451,275.58	0.00	0.00	0.00	451,275.58 0
	4000 Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58 0
	Revenue Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	\$451,275.58 0
After Transfers	Deficiency Of Revenue Subtotal	\$451,275.58	\$0.00	\$0.00	\$0.00	0
4200 Administration						
Expenditure						
4200 Administration						
10-4200-0200	SALARIES	321,633.00	187,454.43	187,454.43	0.00	134,178.57 58
10-4200-0300	OVERTIME	3,000.00	0.00	0.00	0.00	3,000.00 0
10-4200-0500	FICA	24,605.00	13,947.16	13,947.16	0.00	10,657.84 57
10-4200-0600	HEALTH INSURANCE (MEDICAL)	42,598.00	18,254.04	18,254.04	0.00	24,343.96 43

REVENUE & EXPENDITURE STATEMENT
07/01/2023 To 01/02/2024

Town of Biltmore Forest
FY 2023-2024

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10-4200-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	4,208.68	4,208.68	0.00	6,291.32	40
10-4200-0675 HEALTH REIMBUSEMENT ACC	7,500.00	3,000.00	3,000.00	0.00	4,500.00	40
10-4200-0700 LGERS RETIREMENT	62,815.00	36,389.39	36,389.39	0.00	26,425.61	58
10-4200-0800 401K SUPP RETIREMENT	16,232.00	8,983.27	8,983.27	0.00	7,248.73	55
10-4200-1000 ACCOUNTING & TAXES	51,400.00	42,349.06	42,349.06	0.00	9,050.94	82
10-4200-1200 POSTAGE, PRINTING, STATIONARY	10,140.00	5,983.91	5,983.91	0.00	4,156.09	59
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	11,650.00	11,650.00	0.00	9,950.00	54
10-4200-1500 BLDG & GRNDS MAINTENANCE	20,000.00	32,738.63	32,738.63	0.00	-12,738.63	164
10-4200-3300 SUPPLIES AND EQUIPMENT	10,000.00	5,715.07	5,715.07	0.00	4,284.93	57
10-4200-5300 DUES & FEES	5,070.00	6,985.35	6,985.35	0.00	-1,915.35	138
10-4200-5700 MISCELLANEOUS	1,000.00	737.90	1,139.15	401.25	-139.15	114
10-4200-6500 STAFF DEVELOPMENT	21,395.00	9,667.94	9,667.94	0.00	11,727.06	45
4200 Administration Subtotal	\$629,488.00	\$388,064.83	\$388,466.08	\$401.25	\$241,021.92	62
Expenditure Subtotal	\$629,488.00	\$388,064.83	\$388,466.08	\$401.25	\$241,021.92	62
Before Transfers	Deficiency Of Revenue Subtotal	-\$629,488.00	-\$388,064.83	-\$388,064.83	-\$401.25	62
After Transfers	Deficiency Of Revenue Subtotal	-\$629,488.00	-\$388,064.83	-\$388,064.83	-\$401.25	62
5100 Police Department						
Expenditure						
5100 Police Department						
10-5100-0200 SALARIES	1,013,718.00	581,149.47	581,149.47	0.00	432,568.53	57
10-5100-0300 OVERTIME	30,412.00	173.07	173.07	0.00	30,238.93	1
10-5100-0400 SEPARATION ALLOWANCE	16,445.00	8,222.63	8,222.63	0.00	8,222.37	50
10-5100-0500 FICA	77,549.00	44,221.53	44,221.53	0.00	33,327.47	57
10-5100-0600 HEALTH INSURANCE (MEDICAL)	144,832.00	72,584.16	72,584.16	0.00	72,247.84	50
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,700.00	11,301.60	11,301.60	0.00	24,398.40	32
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	12,000.00	12,000.00	0.00	13,500.00	47
10-5100-0700 LGERS RETIREMENT	210,651.00	113,920.72	113,920.72	0.00	96,730.28	54
10-5100-0800 401K SUPP RETIREMENT	50,686.00	27,898.75	27,898.75	0.00	22,787.25	55
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	20,000.00	11,881.19	13,404.69	1,523.50	6,595.31	67
10-5100-1600 MAINT/REPAIR - EQUIPMENT	1,000.00	742.00	992.00	250.00	8.00	99
10-5100-1700 MAINT/REPAIR - VEHICLES	10,000.00	14,576.13	14,970.13	394.00	-4,970.13	150
10-5100-3100 MOTOR FUELS	24,600.00	9,500.81	9,500.81	0.00	15,099.19	39
10-5100-3300 SUPPLIES	10,080.00	5,522.08	5,522.08	0.00	4,557.92	55
10-5100-3600 UNIFORMS	15,000.00	5,992.18	5,992.18	0.00	9,007.82	40
10-5100-3700 SOFTWARE	18,725.00	15,480.00	15,480.00	0.00	3,245.00	83
10-5100-3800 TECHNOLOGY	58,740.00	30,271.69	30,271.69	0.00	28,468.31	52
10-5100-4000 RENTALS	0.00	501.09	501.09	0.00	-501.09	*100
10-5100-5700 MISCELLANEOUS	8,265.00	6,109.60	7,979.60	1,870.00	285.40	97
10-5100-5800 PHYSICAL EXAMS	2,000.00	1,026.52	1,026.52	0.00	973.48	51

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 01/02/2024

Town of Biltmore Forest

FY 2023-2024

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10-5100-6500 STAFF DEVELOPMENT	15,000.00	8,039.92	9,106.24	1,066.32	5,893.76	61
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	169,000.00	114,976.77	140,204.66	25,227.89	28,795.34	83
5100 Police Department Subtotal	\$1,957,903.00	\$1,096,091.91	\$1,126,423.62	\$30,331.71	\$831,479.38	58
Expenditure Subtotal	\$1,957,903.00	\$1,096,091.91	\$1,126,423.62	\$30,331.71	\$831,479.38	58
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,957,903.00	-\$1,096,091.91	-\$1,096,091.91	-\$30,331.71	56
After Transfers	Deficiency Of Revenue Subtotal	-\$1,957,903.00	-\$1,096,091.91	-\$1,096,091.91	-\$30,331.71	56
5200 Fire Services						
Expenditure						
5200 Fire Services						
10-5200-0000 FIRE CONTRACT	425,000.00	106,250.00	106,250.00	0.00	318,750.00	25
5200 Fire Services Subtotal	\$425,000.00	\$106,250.00	\$106,250.00	\$0.00	\$318,750.00	25
Expenditure Subtotal	\$425,000.00	\$106,250.00	\$106,250.00	\$0.00	\$318,750.00	25
Before Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$106,250.00	-\$106,250.00	\$0.00	25
After Transfers	Deficiency Of Revenue Subtotal	-\$425,000.00	-\$106,250.00	-\$106,250.00	\$0.00	25
5600 Public Works						
Expenditure						
5600 Public Works						
10-5600-0200 SALARIES	211,888.00	122,293.25	122,293.25	0.00	89,594.75	58
10-5600-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5600-0500 FICA	16,209.00	8,598.63	8,598.63	0.00	7,610.37	53
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	68,156.00	15,726.66	15,726.66	0.00	52,429.34	23
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	3,246.84	3,246.84	0.00	7,253.16	31
10-5600-0675 HRA HEALTH REIMB ACCT	7,500.00	2,625.00	2,625.00	0.00	4,875.00	35
10-5600-0700 LGERS RETIREMENT	41,382.00	22,756.89	22,756.89	0.00	18,625.11	55
10-5600-0800 401K SUPP RETIREMENT	10,594.00	5,338.08	5,338.08	0.00	5,255.92	50
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	10,995.41	10,995.41	0.00	-3,995.41	157
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	9,600.00	6,605.08	6,623.46	18.38	2,976.54	69
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	35,000.00	13,137.02	13,137.02	0.00	21,862.98	38
10-5600-1700 MAINT/REPAIR - VEHICLES	10,000.00	8,307.13	8,307.13	0.00	1,692.87	83
10-5600-3100 MOTOR FUELS	20,000.00	7,457.96	7,457.96	0.00	12,542.04	37
10-5600-3300 SUPPLIES	10,000.00	4,533.52	4,733.54	200.02	5,266.46	47
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	645.57	645.57	0.00	354.43	65
10-5600-3600 UNIFORMS	8,650.00	3,066.97	4,800.12	1,733.15	3,849.88	55
10-5600-3800 TECHNOLOGY	9,500.00	252.52	252.52	0.00	9,247.48	3
10-5600-5200 PARKS	60,000.00	46,802.13	47,445.13	643.00	12,554.87	79
10-5600-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0
10-5600-5900 MISCELLANEOUS	1,000.00	996.13	1,499.03	502.90	-499.03	150
10-5600-6000 CAPITAL OUTLAY	8,000.00	0.00	0.00	0.00	8,000.00	0
10-5600-6500 STAFF DEVELOPMENT	0.00	1,909.29	1,909.29	0.00	-1,909.29	*100

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2023 To 01/02/2024

FY 2023-2024

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40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	117,369.41	117,369.41	0.00	333,906.17	26
5600 Public Works Subtotal	\$1,002,754.58	\$402,663.49	\$405,760.94	\$3,097.45	\$596,993.64	40
Expenditure Subtotal	\$1,002,754.58	\$402,663.49	\$405,760.94	\$3,097.45	\$596,993.64	40
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,002,754.58	-\$402,663.49	-\$402,663.49	-\$3,097.45	40
After Transfers	Deficiency Of Revenue Subtotal	-\$1,002,754.58	-\$402,663.49	-\$402,663.49	-\$3,097.45	40
5700 Streets & Transportation						
Expenditure						
5700 Streets & Transportation						
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	5,000.00	3.24	3.24	0.00	4,996.76	0
10-5700-2200 CONTRACTS- PAVING & STRIPING	255,000.00	49,657.75	49,657.75	0.00	205,342.25	19
10-5700-2300 SUPPLIES	10,000.00	1,957.99	1,957.99	0.00	8,042.01	20
10-5700-2400 TRAFFIC SIGNS	500.00	0.00	0.00	0.00	500.00	0
10-5700-2500 STORM WATER DRAINAGE	1,400,000.00	445.77	445.77	0.00	1,399,554.23	0
10-5700-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-6500 STAFF DEVELOPMENT	1,000.00	1,126.15	1,126.15	0.00	-126.15	113
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	19,200.00	2,732.71	2,732.71	0.00	16,467.29	14
10-5700-7500 ENGINEERING	50,000.00	24,061.30	24,061.30	0.00	25,938.70	48
5700 Streets & Transportation Subtotal	\$1,745,700.00	\$79,984.91	\$79,984.91	\$0.00	\$1,665,715.09	5
Expenditure Subtotal	\$1,745,700.00	\$79,984.91	\$79,984.91	\$0.00	\$1,665,715.09	5
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,745,700.00	-\$79,984.91	-\$79,984.91	\$0.00	5
After Transfers	Deficiency Of Revenue Subtotal	-\$1,745,700.00	-\$79,984.91	-\$79,984.91	\$0.00	5
5800 Sanitation & Recycling						
Expenditure						
5800 Sanitation & Recycling						
10-5800-0200 SALARIES	141,376.00	89,457.97	89,457.97	0.00	51,918.03	63
10-5800-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5800-0500 FICA	11,198.00	6,785.60	6,785.60	0.00	4,412.40	61
10-5800-0600 HEALTH INSURANCE (MEDICAL)	68,156.00	12,188.28	12,188.28	0.00	55,967.72	18
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	6,300.00	2,009.52	2,009.52	0.00	4,290.48	32
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	2,250.00	2,250.00	0.00	2,250.00	50
10-5800-0700 LGERS RETIREMENT	27,611.00	16,523.06	16,523.06	0.00	11,087.94	60
10-5800-0800 401K SUPP RETIREMENT	7,069.00	4,223.29	4,223.29	0.00	2,845.71	60
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	0.00	87.30	87.30	0.00	-87.30	*100
10-5800-1700 MAINT/REPAIRS - VEHICLES	40,000.00	47,183.05	47,183.05	0.00	-7,183.05	118
10-5800-3100 MOTOR FUELS	30,000.00	11,702.57	11,702.57	0.00	18,297.43	39
10-5800-3300 SUPPLIES	1,000.00	363.15	396.82	33.67	603.18	40
10-5800-3600 UNIFORMS	1,000.00	348.78	348.78	0.00	651.22	35
10-5800-3800 TECHNOLOGY	3,000.00	63.90	63.90	0.00	2,936.10	2
10-5800-5800 PHYSICAL EXAMS	500.00	0.00	0.00	0.00	500.00	0

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 01/02/2024

Town of Biltmore Forest

FY 2023-2024

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10-5800-5900 MISCELLANEOUS	1,000.00	1,000.00	1,000.00	0.00	0.00	100
10-5800-6000 CAPITAL OUTLAY	80,000.00	0.00	0.00	0.00	80,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	50,000.00	24,123.60	24,123.60	0.00	25,876.40	48
10-5800-8100 RECYCLING	20,000.00	3,349.50	3,349.50	0.00	16,650.50	17
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	31,200.00	19,856.00	19,856.00	0.00	11,344.00	64
5800 Sanitation & Recycling Subtotal	\$528,910.00	\$241,515.57	\$241,549.24	\$33.67	\$287,360.76	46
Expenditure Subtotal	\$528,910.00	\$241,515.57	\$241,549.24	\$33.67	\$287,360.76	46
Before Transfers	Deficiency Of Revenue Subtotal	-\$528,910.00	-\$241,515.57	-\$241,515.57	-\$33.67	46
After Transfers	Deficiency Of Revenue Subtotal	-\$528,910.00	-\$241,515.57	-\$241,515.57	-\$33.67	46
6600 General Government						
Expenditure						
6600 General Government						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	45,959.00	0.00	0.00	0.00	45,959.00	0
10-6600-0401 LEGAL SERVICES	35,000.00	10,336.64	10,336.64	0.00	24,663.36	30
10-6600-1100 TECHNOLOGY	105,937.00	53,798.90	53,798.90	0.00	52,138.10	51
10-6600-1300 MUNICIPAL UTILITIES	40,000.00	8,895.35	8,895.35	0.00	31,104.65	22
10-6600-1500 GE. REPS. AND MAINT.	40,000.00	21,538.89	21,538.89	0.00	18,461.11	54
10-6600-2800 ELECTIONS	6,000.00	0.00	0.00	0.00	6,000.00	0
10-6600-5400 INSURANCE	110,000.00	116,751.96	116,751.96	0.00	-6,751.96	106
10-6600-6000 CONTINGENCY	50,000.00	0.00	0.00	0.00	50,000.00	0
10-6600-6100 MISCELLANEOUS	10,000.00	5,093.33	5,093.33	0.00	4,906.67	51
10-6600-6300 COMMUNITY EVENTS	55,000.00	11,918.51	12,193.51	275.00	42,806.49	22
10-6600-6301 4TH OF JULY	10,000.00	4,266.34	4,266.34	0.00	5,733.66	43
10-6600-6302 NATIONAL NIGHT OUT	7,000.00	552.16	552.16	0.00	6,447.84	8
10-6600-6303 HOLIDAY LIGHTING	21,500.00	0.00	0.00	0.00	21,500.00	0
10-6600-6304 ARBOR DAY EVENT	2,000.00	0.00	0.00	0.00	2,000.00	0
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	1,470.00	1,470.00	0.00	3,530.00	29
10-6600-6500 FOREST MANAGEMENT	60,000.00	50,900.00	50,900.00	0.00	9,100.00	85
6600 General Government Subtotal	\$603,396.00	\$285,522.08	\$285,797.08	\$275.00	\$317,598.92	47
Expenditure Subtotal	\$603,396.00	\$285,522.08	\$285,797.08	\$275.00	\$317,598.92	47
Before Transfers	Deficiency Of Revenue Subtotal	-\$603,396.00	-\$285,522.08	-\$285,522.08	-\$275.00	47
After Transfers	Deficiency Of Revenue Subtotal	-\$603,396.00	-\$285,522.08	-\$285,522.08	-\$275.00	47
6700 Debt Service						
Expenditure						
6700 Debt Service						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	11,666.66	11,666.66	0.00	11,667.34	50
10-6700-0200 Street Improvements-Principal	6,667.00	3,333.34	3,333.34	0.00	3,333.66	50
10-6700-0500 Public Works Building-Principal	84,211.00	42,105.26	42,105.26	0.00	42,105.74	50
10-6700-0600 2020 POLICE CARS-PRINCIPAL	14,600.00	0.00	0.00	0.00	14,600.00	0

REVENUE & EXPENDITURE STATEMENT

07/01/2023 To 01/02/2024

Town of Biltmore Forest

FY 2023-2024

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-6700-1100 Police Dept Renovations-Interest	556.00	388.94	388.94	0.00	167.06	70
10-6700-1200 Street Improvements-Interest	159.00	111.12	111.12	0.00	47.88	70
10-6700-1500 Public Works Building-Interest	14,855.00	7,781.05	7,781.05	0.00	7,073.95	52
6700 Debt Service Subtotal	\$144,382.00	\$65,386.37	\$65,386.37	\$0.00	\$78,995.63	45
Expenditure Subtotal	\$144,382.00	\$65,386.37	\$65,386.37	\$0.00	\$78,995.63	45
Before Transfers	Deficiency Of Revenue Subtotal	-\$144,382.00	-\$65,386.37	-\$65,386.37	\$0.00	45
After Transfers	Deficiency Of Revenue Subtotal	-\$144,382.00	-\$65,386.37	-\$65,386.37	\$0.00	45
8100 Water Dept.						
Expenditure						
8100 Water Dept.						
30-8100-0200 SALARIES	169,693.00	77,223.64	77,223.64	0.00	92,469.36	46
30-8100-0400 PROFESSIONAL SERVICES	5,000.00	14,409.02	16,065.87	1,656.85	-11,065.87	321
30-8100-0500 FICA	12,981.00	5,819.42	5,819.42	0.00	7,161.58	45
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	10,911.90	10,911.90	0.00	-10,911.90	*100
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	1,839.28	1,839.28	0.00	-1,839.28	*100
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	1,875.00	1,875.00	0.00	-1,875.00	*100
30-8100-0700 LGERS RETIREMENT	27,611.00	15,088.69	15,088.69	0.00	12,522.31	55
30-8100-0800 401K SUPP RETIREMENT	8,485.00	4,638.89	4,638.89	0.00	3,846.11	55
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	5,000.00	660.42	1,309.29	648.87	3,690.71	26
30-8100-1500 GENERAL REPAIRS	25,000.00	403.75	403.75	0.00	24,596.25	2
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	5,179.73	5,179.73	0.00	9,820.27	35
30-8100-3800 TECHNOLOGY	5,000.00	0.00	0.00	0.00	5,000.00	0
30-8100-4800 WATER PURCHASES	204,750.00	86,102.29	86,102.29	0.00	118,647.71	42
30-8100-4900 SEWER PURCHASES	396,000.00	87,070.87	87,070.87	0.00	308,929.13	22
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	4,870.49	4,870.49	0.00	2,829.51	63
30-8100-5700 MISCELLANEOUS	6,196.00	0.00	0.00	0.00	6,196.00	0
30-8100-6000 CAPITAL RESERVE	178,891.00	0.00	0.00	0.00	178,891.00	0
30-8100-6500 STAFF DEVELOPMENT	5,000.00	975.00	975.00	0.00	4,025.00	20
30-8100-7400 CAPITAL IMPROVEMENT	19,200.00	0.00	0.00	0.00	19,200.00	0
8100 Water Dept. Subtotal	\$1,091,507.00	\$317,068.39	\$319,374.11	\$2,305.72	\$772,132.89	29
Expenditure Subtotal	\$1,091,507.00	\$317,068.39	\$319,374.11	\$2,305.72	\$772,132.89	29
Before Transfers	Deficiency Of Revenue Subtotal	-\$1,091,507.00	-\$317,068.39	-\$317,068.39	-\$2,305.72	29
After Transfers	Deficiency Of Revenue Subtotal	-\$1,091,507.00	-\$317,068.39	-\$317,068.39	-\$2,305.72	29

BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

January 9, 2024



Agenda Item F-1

Townwide Watershed Restoration Planning Project

Consideration of Technical Services Agreement with Jennings Environmental

Background

In June, the Town applied for a matching grant from the North Carolina Land and Water Fund. The Town's project proposed a comprehensive study of stream conditions and stormwater management within the Town's jurisdiction. This study will result in a prioritized list of projects for restoration and protection. The Town's objectives are to improve water quality and aquatic habitats in the Town's streams and receiving waters, protect public and private infrastructure from stream erosion and flood impacts, and enhance community understanding of the need for stream protection and flood resiliency.

There are 24 miles of jurisdictional streams within the Town limits. This project produces an actionable plan for watershed restoration projects to provide water quality and ecological benefits to local streams and the Swannanoa and French Broad Rivers. Once fully implemented, results of the plan could protect public and private infrastructure from stream erosion and flood impacts and enhance community understanding of the need for stream protection and flood resiliency.

Project Funding

The Town was notified in October that this project's full \$60,000 request was funded. The Town's commitment for this project was a 50 percent matching funds, or \$30,000. There were thirteen (13) planning projects funded by the NCLWF for a total of \$749,337. We are awaiting the full award agreement from the State, but Jennings Environmental has provided the attached proposal for technical services related to this project. Jennings Environmental assisted the Town in our most recent stream restoration project on Cedar Hill Road and assisted with the development of the grant proposal for the Town.

Staff Recommendation

The request to approve this agreement is contingent upon the final award letter and agreement between the Town and State and will be issued once that award letter is received and signed by the Town. Staff recommends approval of this agreement with Jennings Environmental and authorization at this time will allow us to proceed with the project as soon as that letter is delivered from the State. The Town's budget (Storm Water Drainage) includes the \$30,000 match for this project.

Attachments:

Town Application to NCLWF

NCLWF Scoring Document

Scope of Work Proposal from Jennings Environmental

2023 NCLWF Planning Application Budget Form

Project ID Number (admin use)	
Project Title	
Applicant Organization	
Name of Project Manager	

Whole dollar amounts only please.

NOTE: Budget guidance from the Funding Manual is reproduced below - please review before completing this form.

Requested Funds	Matching Funds	Total Cost

GMS #	Item	Requested NCLWF	Matching Funds	Cost
	Labor (Salary & Benefits Only)			
	Mapping/GIS Expenses			
	Supplies			
	Outside Consultants			
	Project Administration			
	Addnl. Expense 1			
	Addnl. Expense 2			
	Addnl. Expense 3			
	Total			

Matching Resources Table

Sources of Matching Funds (Name of Org/Entity)	Origin/Type of Matching Funds	Matching Funds Primarily Applied To	Amount	Secured/ Committed?
Total Matching Funds				

NOTE: *Please group match by source and commitment status*. One source/match line may apply to multiple funding lines above, as summarized in the 'Match Funds Primarily Applied To' column.

Budgets

How can the funds be used?

- The funding or match credit for any item not listed on this chart will be determined by NCLWF.
- All expenses reimbursed by NCLWF must occur after the award date and be substantiated by invoices.
- All expenses credited for match incurred prior to award date must be requested at time of application. Note that match incurred before award date is generally not approved for planning grants.
- Match funding must be for items otherwise eligible for NCLWF funding.
- See the Budget section Guidelines for details and restrictions on use of NCLWF funds and match funds.

Item	NCLWF Funds - expenses incurred <i>after</i> award date only	Match Funds - expenses incurred <i>after</i> award date	Match Funds - expenses incurred <i>prior to</i> award date
Stakeholder identification, contact and meetings	Yes	Yes	No
Monitoring, field work, GIS work, analysis	Yes	Yes	No
Lab work, sample processing	Yes	Yes	No
Outreach, public meetings	Yes	Yes	No
Conceptual designs, renderings, cost estimates	Yes	Yes	No
Planning report development and production	Yes	Yes	No
Training of partners and volunteers	Yes	Yes	No
Travel to project area	Yes*	Yes*	No
Project administration	Yes*	Yes*	No
Overhead (office rent, telephone, etc.)	No	No	No
Computer software and equipment	No	No	No

* limitations apply to the use of funds for this purpose

Matching Resources - Match must be for activities necessary for the completion of the project and must be backed up with receipts or other verifiable documentation of expenses. Matching resources must be for items eligible for NCLWF funds. For example, overhead may not be counted as matching resources.

NCLWF grant awards may not be used as matching funds for other NCLWF awards. Funds used as match on prior NCLWF grant awards may not be used as match on other NCLWF grant awards.

Expend matching resources at the approximately the same rate as NCLWF funds and in proportion to the original funding commitment by NCLWF. NCLWF may choose to hold requests for reimbursement of project funds if the rate of matching funds expenditures lag behind expected rates. Further, upon project completion, the original funding ratio of NCLWF funds to matching funds is to be achieved. For instance, if a grant award is approved with NCLWF providing 50% of the total budgeted project cost, NCLWF will expect at project closeout to have only contributed up to the 50% of the total project cost.

Declare in the grant application any project costs that may be incurred before the project award date. NCLWF may include matching funds contributions for costs incurred prior to the grant award date but only if such costs are specifically identified and requested by applicant at time of application.

NCLWF will reimburse project costs incurred after the grant award date - However, funds will not be available until after the execution and encumbrance of a NCLWF grant contract. Funds will be reimbursed only if they were necessary to comply with the proposed delivery schedule of the project or period of performance, are necessary and reasonable for proper and efficient accomplishment of the project and comply with all terms and conditions in the subsequent grant contract.

Construction contingency funds are to be matched at no less than 50%, i.e. grantee must provide at least 50% of any incurred contingency cost. Note that prior approval from NCLWF is required before expenditure of any contingency cost.

Project Administration costs are limited to direct labor toward Progress Reporting, Reimbursement Requests, Project Scope Management, Budget Management, and Project Schedule Management. If you request Project Administration reimbursement or want to demonstrate Project Administration as match, you must submit itemized documentation of staff/contractor hours and hourly compensation rates (salary and fringe benefits) for time spent on project administration.

Special equipment may be purchased as a monitoring expense. Special equipment is defined as equipment used only for research or other technical activities on the specific project area. An example of special equipment is a water quality monitor installed on the site. Special equipment with a unit cost over \$5,000 must have prior written approval to be purchased with NCLWF grant funds.

General equipment may not be purchased without prior written approval. General equipment is generally not permitted to be purchased with NCLWF funds. General equipment is defined as equipment not limited technical activities, which could be used on other project sites. Examples of general equipment include computers, motor vehicles, safety vests, or work boots. If an item can be used to work on other projects, it is likely general equipment and not eligible for purchase with NCLWF funds.

Travel costs are eligible for reimbursement. Travel that is specifically related to carrying out the project may be included in the project budget as match and/or requested funds. Travel expenses may be determined using a reasonable metric that the grantee otherwise uses to calculate travel expenses, or by using the standard mileage rates established by the United States Internal Revenue Service. NCLWF will only reimburse travel expenses for trips shown to be necessary to complete the project.

Sales tax for items purchased by a grantee which is a nonprofit corporation is not eligible for reimbursement using NCLWF funds. The NCLWF cannot provide funding for expenses which a nonprofit corporation could otherwise seek reimbursement for from other parts of the government, i.e., sales tax on purchases for the project. Sales tax must be subtracted from any invoices submitted by a nonprofit corporation to the NCLWF for reimbursement.

Overhead, postage, phone charge, and audit costs are not eligible as match or reimbursable project costs.



2023-801 - Town of Biltmore Forest - Townwide Stormwater and Stream Restoration Plan

SCORE: 59 **COUNTY:**Buncombe **FIELD REP:** Chelsea Blount **PROGRAM STAFF:** Will Price
REQUESTED AMOUNT: \$30,000 **MATCH AMOUNT:** \$30,000 **TOTAL BUDGET:** \$60,000 **MATCH PERCENT:** 50%
RIVER BASIN: French Broad **WATERSHED SQ MI:**

PROJECT AREA:

Streams and riparian areas within the municipal limits of the Town of Biltmore Forest.

PROJECT DESCRIPTION:

The Town of Biltmore Forest proposes to complete a comprehensive study of stream conditions and stormwater management within Town jurisdiction in order to create a prioritized list of projects for restoration and protection. The Town's objectives are to improve water quality and aquatic habitats in the Town's streams and receiving waters, protect public and private infrastructure from stream erosion and flood impacts, and enhance community understanding of the need for stream protection and flood resiliency.

PROJECT/RESOURCE SIGNIFICANCE:

Once fully implemented, results of the plan could protect public and private infrastructure from stream erosion and flood impacts and enhance community understanding of the need for stream protection and flood resiliency.

EXISTING CONDITION AND PLAN OBJECTIVES:

Within the Town of Biltmore Forest are 24 miles of jurisdictional streams, many of which are disturbed from channelization, piping, and urban stormwater impacts. This project would produce an actionable plan for watershed restoration projects to provide water quality and ecological benefits to local streams and the Swannanoa and French Broad Rivers.

SCOPE OF WORK:

- Conduct stakeholder outreach and meetings
- Compile watershed land-use and resource data
- Perform GIS analysis
- Conduct on-the-ground assessments
- Develop prioritized list of future projects
- Develop list of practices and techniques to address watershed issues
- Complete design work on top priority projects to achieve 'shovel ready'
- Conduct landowner outreach and follow-up meetings
- Manage the project in total and report to the NCLWF

RELATED NCLWF PROJECTS:

EXPENSES PRIOR TO AWARD:

None.

SOURCES OF MATCH:

Town of Biltmore Forest (\$18,000), Town of Biltmore Forest (\$12,000)

2023-801 - Biltmore Forest - Townwide Stormwater and Stream Restoration Plan

Score/Rating Breakdown

SCORE: 59

CLEAR NEED PROJECT W/ CLEAR OUTLINE, VISION (MAX 30)

A. CLEARLY DEFINES NEED, PURPOSE AND GOALS, AND PURPOSE AND GOALS FOR FOLLOWING WORK (MAX 12) **12**

■ Describes the need for the project: 4 (out of 4); ■ Specifies the purpose and goals for the planning project: 4 (out of 4); ■ Clearly describes purpose and goals for any work that would be implemented following the planning project: 4 (out of 4)

B. PROJECT ADDRESSES HOW SURFACE WATER POLLUTION WOULD BE REDUCED (MAX 12) **8**

■ Water-quality benefits and reduction of surface water pollution: 6 (out of 8) ■ Preserving natural hydrologic connections and relationships: 1 (out of 2) ■ Water-quantity/water-supply benefits: 1 (out of 2)

C. WORK TASKS ARE CLEARLY OUTLINED AND DESCRIBED (MAX 6) **6**

■ Planning project tasks outlined/described: 6

RESOURCE SIGNIFICANCE, LINKS TO OTHER PROJECTS AND PLANS (MAX 25)

A. PRIMARY RESOURCE BENEFITS **8**

Class B |8| HIGHEST SUB-SCORE: 8

B. CONSISTENCY WITH THE OBJECTIVES OF A REGIONAL BASIN-WIDE PLAN OR COMPREHENSIVE, LONG TERM LAND-USE (MAX 5) **3**

Project type and purpose is explicitly mentioned as needed |3|

OTHER PUBLIC BENEFITS (MAX 10)

A. RECREATIONAL USES AND PUBLIC ACCESS (MAX 3) **3**

Improves recreational use and public access; or will establish or improve a greenway |3|

B. PUBLIC OR SCIENTIFIC EDUCATION (MAX 2) **1**

Project that follows the planning project would be actively promoted by outreach |1|

C. PROJECT AREA RELATIVE TO PUBLIC DRINKING WATER SUPPLY (MAX 5) **2**

Project addresses sediment and nutrient pollution and a water supply intake or NC DEQ designated critical area is less than 4 miles downstream |2|

READINESS/TIMELINE FOR FOLLOW-UP PROJECT WORK (MAX 15)

A. PROJECT TIMELINE, INCLUDING READINESS TO BEGIN WORK AND TIME FOR COMPLETION (MAX 10) **7**

Applicant has done preliminary planning work or has necessary approvals from permit agency |7|

B. STATUS OF THE MATCH FUNDS REQUIRED TO IMPLEMENT THE PROJECT THAT WOULD FOLLOW THE PLANNING PROJECT (MAX 5) **0**

0% of the future project funds are secure. Rounded up to nearest 10%.

VALUE OF MATCHING RESOURCES (MAX 20)

■ Local & Federal: 50% **9**

TOTAL SCORE: **59**

October 16, 2023

Proposal: Townwide Stormwater and Stream Restoration Plan

Submitted to: Town of Biltmore Forest
ATTN: Jonathan Kanipe, Town Manager
jkanipe@biltmoreforest.org

Project Period: January 1, 2024, to June 30, 2025

Fee: \$60,000

This proposal is for technical consulting services to perform an assessment of streams and riparian areas within the municipal limits of the Town of Biltmore Forest to identify potential projects for restoration and protection. The Town was awarded a grant from the NC Land and Water Fund (NCLWF) to complete a comprehensive study of stream conditions and stormwater management within Town jurisdiction. The Town's objectives are to improve stream water quality and aquatic habitats, protect public and private infrastructure from stream erosion and flood impacts, and enhance community understanding of the need for stream protection and flood resiliency.

Project tasks to be performed by Jennings Environmental PLLC:

1. Assist the Town in conducting stakeholder outreach and meetings.
2. Compile watershed land-use and resource data.
3. Perform GIS analysis.
4. Conduct on-the-ground assessments.
5. Develop prioritized list of future projects.
6. Develop list of practices and techniques to address watershed issues.
7. Complete design work on 3 top priority projects to achieve 'shovel ready' status.
8. Assist the Town in conducting landowner outreach and follow-up meetings.
9. Assist the Town in managing the project and reporting to the NCLWF.

Assumptions:

- The Town will coordinate communications with project stakeholders regarding site access for field data collection and interactions with decision-makers as needed.
- The Town will provide GIS and other available data as needed.

Budget:

Technical Services:	\$48,000
<u>Project Administration:</u>	<u>\$12,000</u>
Total	\$60,000

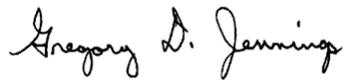
Acceptance:

To accept this proposal and authorize work according to this proposal, please sign and date:

Authorized Signature

Date

Respectfully Submitted,



Gregory D. Jennings, Ph.D., P.E., President
Jennings Environmental PLLC

BOARD OF COMMISSIONERS MEETING STAFF MEMORANDUM

January 9, 2024



Agenda Item F-2

Vanderbilt Road Stormwater Project Update

Background

The Board of Commissioners approved the design project for a large stormwater project encompassing portions of Vanderbilt Road, Stuyvesant Road, and Lone Pine Roads during fiscal year 2022. As part of the fiscal year 2024 budget, the Board authorized the use of fund balance appropriations for the final design and construction of this project.

Project Update

- The consulting engineer has finalized their design and Public Works Director Harry Buckner has been working diligently to acquire easements from a few private property owners as part of this project. These finalized easements are being reviewed with the Town Attorney and will then be finalized, executed, and recorded.
- Harry met with the consultant on Wednesday, December 13th to plan the remaining schedule for this project, which is proposed as follows:
 - Advertise for Bids 1/26/2024
 - Pre-Bid Conference 2/8/2024
 - Bid Opening 2/27/2024
 - Consideration of Award 3/12/2024
 - Execute Contracts 3/19/2024
 - Notice to Proceed Issued 4/11/2024
 - Substantial Completion 10/8/2024
 - Final Completion 10/22/2024
- The Town intends to complete significant resurfacing of portions Lone Pine, Stuyvesant, and Vanderbilt Roads as part of this project. This includes Vanderbilt Road to Rosebank Park and Stuyvesant Road to the end of the project. A portion of Park Road will also be resurfaced from Vanderbilt Road to the limits of construction.
- As we move toward construction, we will alert Town residents to the upcoming project and the presence of utility contractors and equipment in this area for an extended period of time.

**BOARD OF COMMISSIONERS MEETING
STAFF MEMORANDUM**

January 9, 2024



Agenda Item F-3

Consideration of FY23-24 Budget Amendment

Background

The attached budget amendment reflects current year expenditures and revenues, and includes amendments relative to these changes. This amendment recognizes the amount of donations received by the Town during the holiday season (\$28,665) from town residents for town employees.

Staff Recommendation

Staff recommends approval of these budget amendments.



FY 2023-2024 BUDGET ORDINANCE AMENDMENT

BE IT ORDAINED by the Governing Board of the Town of Biltmore Forest, North Carolina, that the attached amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024.

The Town Manager drafted this budget amendment and the Finance Director has verified this amendment balances with the above listed revenues and expenditures.

Copies of this budget amendment shall be furnished to the Clerk, to the Governing Board, and to the Finance Officer.

Section 1. The General Fund Revenues shall be amended as follows:

General Fund Revenue				
Line Item	Line Item Name	FY24 Adopted Budget Amount	Increase/(Decrease)	Revised Budget Amount
10-3060-0200	Miscellaneous	\$ 20,000	\$ 30,000	\$ 50,000

Section 2. The General Fund Expenditures shall be amended as follows:

General Fund Expenditures				
Line Item	Line Item Name	FY24 Adopted Budget Amount	Increase/(Decrease)	Revised Budget Amount
10-4200-0200	Salaries (Admin)	\$ 321,633	\$ 4,943	\$ 326,576
10-5100-0200	Salaries (Police)	\$ 1,013,718	\$ 15,815	\$ 1,029,533
10-5600-0200	Salaries (Public Wks)	\$ 211,888	\$ 4,943	\$ 216,831
10-5800-0200	Salaries (Solid Waste)	\$ 141,376	\$ 2,966	\$ 144,342

Adopted this 9th day of January, 2024.

George F. Goosmann, III
Mayor

Attest:

Laura Jacobs
Town Clerk