

## PROPOSED AGENDA

### Meeting of the Town of Biltmore Forest Board of Commissioners

To be held Tuesday, November 12, 2024 at 4:00 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. Consent Agenda

1. Approval of Agenda
2. Approval of September 17, 2024 Minutes

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. Presentation – North Carolina League of Municipalities Risk Review Process for Biltmore Forest Police Department – Mr. Tom Anderson, NCLM Director of Public Safety Risk Management

G. Helene Disaster Information

1. Debris Removal
2. Water System Status
3. State of Emergency
4. Power and Telecommunications
5. FEMA Reimbursement

For those interested in viewing the Board meeting remotely, please utilize the following information:  
<https://us02web.zoom.us/j/82228455470?pwd=SG9WU0FwUjFSc0ZveS95b3pLTUIHdz09>

Meeting ID: 822 2845 5470

Passcode: 966757

#### H. New Business

1. Consideration of Grant Project Ordinance – Helene Disaster Response & Recovery
2. Consideration of Ratification for Debris Removal Notice to Proceed with Southern Disaster Recovery
3. Consideration of Ratification for Debris Monitoring Contact with DebrisTech
4. Consideration of Pausing Water Billing until Potable Water Returns
5. Consideration of Resolution 2024-06 – A Resolution of Appreciation for Town Employees
6. Consideration of Resolution 2024-07 – A Resolution of Appreciation for Volunteers

#### I. Adjourn

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

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MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD SEPTEMBER 17, 2024

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 also present.

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

The Pledge of Allegiance was conducted.

CONSENT AGENDA

Commissioner Cogburn made a motion to approve the consent agenda, the minutes from August 13, 2024 minutes, and the approval of the August 19, 2024, Special Call Meeting Minutes. Commissioner Loomis seconded the motion and was unanimously approved.

## Public Comment

Mr. Gary Missel complimented the police department and thanked them for their commitment to the Town. Mr. Missel also thanked the Board for being so supportive and helpful. Mr. Missel also expressed his concern for Election Day and the possibility of this being a dangerous time. Mr. Missel urged the Board to have a discussion to recruit volunteers during this time to help our police department.

Chief Trevor Lance was not available to give the report for Skyland Fire Department. The report was turned in. There were no significant incidents in the Town.

Chief Chris Beddingfield gave the report for the police department. There were 811 calls for service. Chief Beddingfield and four officers attended a close quarter combat course in Rutherford County. They were training to shoot from inside vehicles and shooting inside and around vehicles. It was physically taxing, but officers did a great job, and it was an elite training they were able to attend. The police department is at full staff now. The department also had a criminal justice standards audit that was very intense and in depth. The audit went very well. During the police department's weapon transition, officers fired over 4,500 rounds of ammunition for training. Commissioner Kelly asked how many weapons an officer has. Chief Beddingfield said each officer has a pistol, a rifle, a shotgun, and a taser.

Mr. Harry Buckner gave the report for the Public Works Department. Public Works had the emergency storm drain repair at Brookside and Southwood Roads. There was a 24" storm drain pipe that failed. Mr. Buckner said they have started on their annual striping contract.

Mr. Buckner said they also repaired some severely damaged curbs on Cedar Hill. The stormwater project is continuing, and they are 35% complete.

Public Works picked up the umbrellas for Greenwood Park and they will be installed soon.

Mr. Buckner finished the first week of attending the “Leading For Results” conference. Mr. Buckner said it has been fantastic so far.

Mr. Tony Williams gave the Town Planner report. There were a total of 99 Land Use Conferences, seven notice of violations, there were seven resolved violations, thirty plans were reviewed. There were also three plans that went before the Board of Adjustment and there were two plans for the Design Review Board. Mr. Williams said he went to the NCAZO (North Carolina Association of Zoning Officials) conference and thanked the Board for letting him attend. Mr. Williams said it was very informative and learned a lot.

Mr. Kanipe gave the report for the Town. The Community Deer Management Assistance Program has begun and will continue for the third year in a row. It was approved and granted to us by the North Carolina Resources Commission to help with our deer herd. We utilize Backyard Bow Pro and their services to help. This program runs from September to January 1<sup>st</sup>.

Mr. Kanipe discussed the tick reduction committee known as LEADS. We have significant interest from large-scale public partners. The UNC and USC School of Medicine, NC State Etymology Department, and potentially some other large funding agencies reached out to us after seeing an article in the Mountain Express. Committee members and staff had two calls with this group already. The next meeting will be this Thursday.

Mr. Kanipe said on Election Day, the Town Hall staff will be working remotely.

#### NEW BUSINESS

Mr. Kanipe and Mayor Goosmann discussed the Proclamation Declaring October as Domestic Violence Awareness Month. Mr. Kanipe said they joined with other municipalities and Buncombe County to declare October as Domestic Violence Awareness month. It is something where the police department has dealt with every so often and the agency that supports this is Helpmate. Chief Beddingfield has worked closely with them on many things and training for the police department.

The next topic of discussion was an existing solicitation ordinance regarding political canvassing. Mr. Clarke said the current Ordinance says “no uninvited door to door solicitations are allowed in the Town of Biltmore Forest” as authorized by § 160A-178. Political and religious expression are protected, and it can be regulated as to time, place, and manner but residents’ can opt out.

They are working on coming up with an ordinance for political and religious. A regulation can be made for solicitation of non-commissionable charitable purposes slightly more than political and religious and we need to have an ordinance addressing this. The Town is allowing political canvassers to canvass from 8am-9pm. When an ordinance is adopted, we can have an opt-out provision. The purpose of the ordinance needs to be clearly stated and supported by the evidence. Mr. Kanipe said there were a total of ten solicitation calls called in to the police department, five of those were for the political canvassing, and five were for termites or pest control.

Chief Beddingfield said there has not been one single issue of officer-initiated solicitation. 99% of the time, Chief Beddingfield said a resident will call and say there is someone on my porch or driveway that I don’t know. Officers respond and half of the time, it is due to a solicitation or political canvasser. Anytime one deals with a political issue, it is emotionally charged, and people are very passionate about what they are attempting to accomplish. Chief Beddingfield said officers will show up and tell the solicitors the resident called, and they don’t know who that person is. There have been some contentious conversations and if we could clarify this ordinance to exactly what it says and what the Town wants, we will be in good shape.

Mr. Drew Stephens said he is in favor of setting the time to sunset rather than 9:00pm and what stated in the agenda seemed like there was a mention to share with the residents a clarification of the ordinance and what Mr. Stephens said he understands we are going to amend this ordinance. Mr. Kanipe said they are interpreting it as 8am-9pm at this point. Mr. Kanipe said we will send something out about it this week.

The next topic of discussion is the Planning and Land Use Administrative Review for Accessory Structures without requiring a Special Use Application. The Board of Commissioners held a joint meeting in June 2024. One discussion point centered on the ability for Town staff to review and approve allowable accessory structures without requiring a special use permit.

Commissioner Kelly asked for a list of potential accessory structures that would fall into this category. These structures include fences within the rear yard, driveway gates, retaining and garden walls within the rear yard, driveway walls and columns, landscaping rocks not to exceed 30 inches in height, rear yard play structures, and rear yard patios/outdoor spaces. In many cases, these requests do not require a building permit from Buncombe County. The Town's requirement to approve these in a quasi-judicial special use format when they are allowable within the ordinance provided all conditions are met.

In order to move forward, the Planning Commission would need to recommend approval or disapproval of a proposed zoning ordinance text amendment. This amendment would change the Town's "permitted use table" and show accessory structures as permitted. Mr. Kanipe asked for feedback from the Board. All board members agreed with the changes. Mr. Kanipe said this will benefit the Board of Adjustment and the citizens as well.

There was an update on the Facility Master Plan Update. Mr. Kanipe provided documentation to the Board. Mr. Kanipe said they are still working on this and the current draft report is attached to the memo. The board directed staff to move forward with ascertaining compliance with deed restrictions for the 10+/- acres of town owned property south of Interstate 40. Update from Special Call Meeting. The portions shown in this report indicate the Public Works materials and equipment space on this property off Vanderbilt Road, south of I-40, consistent with the Board's direction at the special meeting. The attachments also show the new Police Department being constructed on the northwestern portion of the existing Town Hall site.

Commissioner Kelly asked if the architects considered solar panels for any of these projects. Mr. Kanipe said they did not discuss this, but they certainly can have this brought up at their next meeting. Mr. Buckner said it can be discussed if the Board would like this as an option.

Mr. Stephens asked about the cost difference from the north versus south location and if this includes the purchase of the land. Mr. Kanipe said no, and Mayor Goosmann said it would cost approximately \$600,000 in the land purchase.

At 5:08pm, a motion was made by Commissioner Cogburn to go into Closed Session at 5:09, Commissioner Loomis seconded the motion and was unanimously approved. The purpose of the meeting is to discuss Attorney-Client Privilege pursuant to NCGS 143-318.11(a)(3).

A motion was made by Commissioner Loomis to go out of Closed Session at 5:35 pm, seconded by Commissioner Cogburn and unanimously approved.

The meeting was adjourned at 5:35pm.

The next meeting is scheduled for Tuesday, October 8, 2024 at 4:30pm.

ATTEST:

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Laura Jacobs  
Town Clerk

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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](http://www.skylandfire.com)



### Biltmore Forest Valley Springs Station

#### Incident Response

October 2024

#### Incident Type

111 - Building fire	1
311 - Medical assist, assist EMS crew	12
324 - Motor vehicle accident with no injuries.	2
331 - Lock-in (if lock out , use 511 )	1
412 - Gas leak (natural gas or LPG)	2
440 - Electrical wiring/equipment problem, other	1
531 - Smoke or odor removal	1
551 - Assist police or other governmental agency	1
571 - Cover assignment, standby, moveup	2
600 - Good intent call, other	1
611 - Dispatched & canceled en route	6
622 - No incident found on arrival at dispatch address	3
700 - False alarm or false call, other	2
730 - System malfunction, other	1
735 - Alarm system sounded due to malfunction	2
740 - Unintentional transmission of alarm, other	1
745 - Alarm system activation, no fire - unintentional	5
<b>Total</b>	<b>44</b>

Respectfully Submitted,

*Trevor C. Lance*

Chief Trevor C. 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 November 12th, 2024 Commission Report**

### **October 2024 Data**

#### **Total Calls For Service:**

846 (689 last month)

#### **Arrests:**

1-Felony Arrest-Felony Drug Possession, Carry Concealed Weapon, Open Container of Alcohol from a Traffic Stop

3-Misdemeanor Arrests-One Impaired Driving and Open Container of Alcohol Arrest from a Traffic Stop. One Outstanding Assault Warrant from a Traffic Stop. One for Curfew Violation, Resisting Officers and Carrying a Concealed Gun from a Call for Service.

#### **Citations:**

15-Citations for various traffic violations (33 last month)

#### **Time Consumption Summary:**

*Approximations:*

Business Checks- 5 hours

House Checks- 6 hours

Radar Operation- 6 hours

Vehicle Crash Investigation- 1 hour

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

Obviously, Helene had a huge impact on our agency that is still being felt. The teamwork displayed was amazing. Internally several PD employees worked around the clock without going home during the initial days. The excellent teamwork also included public works, Skyland Fire Department and town administrative staff. I'm sure we will still be dealing with the effects of this storm for some time.

Dispatch/Communication Center received 2,416 telephone calls during the storm (9/26-10/20). Keep in mind the phones were down for about three days.

We received several new vehicles for our fleet. Marked vehicles will have the new stripe package moving forward. Two of these were budgeted and one will replace a vehicle totaled in the storm.

**Biltmore Forest Police Department**  
**355 Vanderbilt Rd**  
**Biltmore Forest , NC 28803**  
10/01/2024 - 10/31/2024

<b>BILTMORE FOREST POLICE DEPARTMENT</b>	<b>Count</b>	<b>Percent</b>
ALARM	33	3.90%
ANIMAL CONTROL	10	1.18%
ASSIST MOTORIST	13	1.54%
ASSIST OTHER AGENCY	5	0.59%
ASSIST RESIDENT	23	2.72%
BUSINESS CHECK	281	33.22%
CHECK POINT	17	2.01%
COMMUNICATING THREATS	1	0.12%
CRIME PREVENTION	103	12.17%
DEBRIS IN ROADWAY	2	0.24%
DEPARTMENT OTHER	2	0.24%
DISCHARGE FIREARM	2	0.24%
DISPUTE	4	0.47%
DISTURBANCE	4	0.47%
DOMESTIC	3	0.35%
DOWN POWER LINES	3	0.35%
ESCORT	1	0.12%
FIRE	3	0.35%
FOLLOW-UP INVESTIGATION	1	0.12%
FRAUD	1	0.12%
GAS LEAK	5	0.59%
HIT AND RUN	1	0.12%
HOUSE CHECK	81	9.57%
IMPAIRED PERSON	1	0.12%
IMPROPER PARKING	4	0.47%
INVESTIGATION	2	0.24%
LARCENY	2	0.24%
MEDICAL EMERGENCY	5	0.59%
No CallType	1	0.12%
NOISE COMPLAINT	3	0.35%
ORDINANCE VIOLATION	4	0.47%
PROPERTY DAMAGE	12	1.42%
PROWLER	1	0.12%
RADAR OPERATION	14	1.65%
RECOVERED PROPERTY	1	0.12%
ROAD BLOCKED	12	1.42%
SPECIAL ASSIGNMENT	7	0.83%
SPECIAL CHECK	17	2.01%
SPEED ENFORCEMENT	1	0.12%
SUSPICIOUS ACTIVITY	9	1.06%
SUSPICIOUS PERSON	15	1.77%
SUSPICIOUS VEHICLE	29	3.43%

TALK WITH OFFICER	13		1.54%
TRAFFIC CONTROL	12		1.42%
TRAFFIC STOP	58		6.86%
VEHICLE ACCIDENT	8		0.95%
WELFARE CHECK	16		1.89%
Total Records For BILTMORE FOREST POLICE DEPARTMENT		<b>846</b>	Group/Total <b>100.00%</b>
<b>Total Records</b>		<b>846</b>	

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM**

November 7, 2024



**Agenda Item D-3**

**Public Works Director Monthly Report**

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Recurring Activities:

The Public Works Department has completed the following activities during the months of September and October:

**SEPTEMBER 2024**

- Collected 35.56 tons of garbage.
- Diverted 12.39 tons of recycled goods from garbage.
- Picked up 16 loads of brush (approximately 480 cubic yards) over 8 days.
- Responded to 56 total utility locate requests, comprised of 29 new requests and 27 updates.
- Visited 1 residence for Tree Assessment, approving the removal of 3 trees, and requiring the installation of 4 replacement trees.

**OCTOBER 2024**

- Collected 55.20 tons of garbage.
- Diverted 8.37 tons of recycled goods from garbage.
- Traditional brush pick-up is suspended indefinitely due to hurricane Helene.
- Responded to 86 total utility locate requests, comprised of 51 new requests and 35 updates.
- Tree Assessments were suspended for the month of October due to hurricane Helene.

**BOTH MONTHS**

- 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 continued to perform litter pick-ups as needed, focusing on the entrances.

Miscellaneous Activities through October

- Routine maintenance of all public spaces occurred during September but was suspended for October. We do continue servicing our twelve (12) dog waste stations; however, the one at Forest and East Forest was destroyed and cannot be reinstalled until the debris is removed from this location.

- Staff have used and will continue to use the tractor and blower to remove leaves, debris and dirt from the roads.
- Work was completed in early September on the failed 24-inch storm drain at 14 Southwood Road.
- I assisted Ms. Jacobs with the October water billings.
- We received the results of the triennial Lead and Copper sampling as required by the NC Public Water Supply Section and EPA in September. All locations passed the required testing.
- Staff repaired and renovated both water meters at 25 Hemlock Road.
- We responded to 26 locations for leaking or broken water services once water service was restored in Town after hurricane Helene.
- Our team cleaned and repaired two storm drain inlets near 13 Hilltop Road.
- We received the final report on the inspection of eleven (11) town bridges in October. No deficiencies were noted. We will be using this report as a baseline and reinspecting all bridges for any hurricane related damage that may have occurred.
- Work was completed in September on the 2024-2025 annual roadway striping program.
- Staff responded to multiple sink holes that appeared after the storm.
- The Annual Local Government Solid Waste Report was submitted to the State in late August and is still being reviewed. A copy of the report as submitted is attached for your information.
- A stormwater pipe failed on Cedar Hill Road during hurricane Helene, necessitating the replacement of approximately 100 feet of 24-inch pipe. Repaving of this area will occur before the end of the year.

### Larger/Capital Projects Updates

#### *Hurricane Helene Response*

- There are numerous other agenda items and information in this report concerning the Town's response to hurricane Helene. Additional information is also provided in the Manager's report.
- As of this report, approximately 110,000 cubic yards of vegetative debris has been removed from the public rights of way just within the Town of Biltmore Forest. I understand that our unit of local government has completed more debris removal from Helene than any other unit in the State of North Carolina.
- I am currently attending debris removal meetings held at the County offices each week to stay abreast of the debris removal response throughout the disaster area.
- My team and I sincerely appreciate all the support, patience, and well wishes from the Board during this difficult time. While we have made significant progress, there remains a tremendous amount of work moving forward, and it will not be possible without your leadership. Our team is greatly appreciative of the positive working environment we have.

- We also appreciate the tireless support of Manager Kanipe, the administrative team, and the police department. We all work well together and have only been able to accomplish as much as we have by working as a team.
- Lastly, I wish to extend my sincere thanks and appreciation to the Public Works team for their hard work during the hurricane and throughout the ongoing disaster recovery effort. The team remains focused and is working hard to get the Town back to normal as quickly as possible. We also recognize and appreciate that our progress would not be as far along as it is without the help of outside contractors, outside volunteers, and resident volunteer teams helping us.

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

- The Contractor began work on the stormwater project on May 20, 2024. Approximately 1,640 feet of storm drain is installed, and the project is about 48% complete.
- Hurricane Helene caused a 38-day delay to the contract.
- After the execution of Change Order #3, the construction contract completion date is currently January 9, 2025, for substantial completion and February 8, 2025, for final completion.
- Pipe and other material continue to be stockpiled in Rosebank Park.
- Work is nearly completed on Vanderbilt Road, and has advanced into the intersection of Vanderbilt, Stuyvesant, and Lone Pine Roads.

Streetlight LED Conversions and Service Upgrades

- A total of seven (7) streetlights are structurally damaged or destroyed, and an additional four (4) have more minor damage to the lamps or street signs due to hurricane Helene.
- Out of the 64 total lamps, seventeen (17) are not functioning currently. This includes six (6) of the eleven (11) damaged lamps, and eleven (11) additional ones that were disconnected by Duke Energy during the power grid repair work.
- The camera installations at Parkway/Stuyvesant Roads and at Busbee/Vanderbilt Roads are off-line due to streetlight damage, only leaving the camera at Southwood/Brookside Roads functional.
- Once we develop a recommendation for streetlight replacements and/or repairs, we will pick back up with the camera project.

Greenwood Park Improvements

- Greenwood Park escaped significant damage during hurricane Helene. We did lose two of the remaining large maple trees, but a preliminary assessment of the stream stabilization indicates that it functioned as intended.
- We did have significant issues with neighbors dumping debris in the park after the initial cleanup began, but as of this report, almost all of the debris has been removed and the park is open.
- Once debris clean-up has progressed further, we will reassess the park and make plans for continued improvements and possible replanting.

### Brooklawn Park Clean-up and Trail Construction

- All work in Brooklawn Park has been suspended due to the significant number of downed trees due to Hurricane Helene. It does not appear that there was significant damage to the trails themselves, however the area is currently unusable due to the significant number of downed trees and debris placed in the park by neighbors.
- As we make progress with right-of-way debris removal, work will begin inside the park, but we do not anticipate significant efforts to occur until later in the year.

### Upcoming in November

- Staff will complete the required daily chlorine and monthly bacteriological testing and quarterly disinfection byproduct testing.
- Normal brush collection is generally suspended; however, we are using the Town brush truck to assist the debris contractor with debris removal, coordinating our work locations with theirs.
- There was tree damage to the southwest corner of the Public Works building and we are attempting to secure a contractor to perform the repair to the roof.
- There were several sections of fence damage at the Town Hall complex that will require repair.
- We will be assessing numerous areas of guardrail damage throughout town and coordinating repairs as debris removal allows.
- Mowing at the Town Hall complex, Greenwood and Rosebank Parks will continue as needed.
- There are at least ten (10) broken road signs in the process of being replaced.
- Supervisor Dale and I will continue to monitor the stormwater project.
- Traditional leaf collection is generally suspended due to the continued large quantities of debris that still need to be removed. Leaves will be collected if placed at the curb, but there will likely continue to be significant delays in pick-up as we primarily are responding to hurricane debris removal.
- I was unable to conclude my second week-long session of the 2024 Leading for Results program as a Civic Fellow scholarship recipient in early October due to hurricane Helene. I have been invited to complete the program by attending the second week of the second cohort's class from December 9<sup>th</sup> through the 13<sup>th</sup>.
- I was unable to complete the Water System Service Line Inventory as required by the EPA by October 16<sup>th</sup>, 2024. However, I am continuing to work on this and plan to have it submitted before the end of November.

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



# Local Government Annual Solid Waste and Materials Management Report

Completion and submission of this online report will fulfill the annual reporting mandate to the state as required by G.S. 130A-309.09A.



## Instructions

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### Requirement

Each North Carolina county and municipality is required to complete this report annually. Completion and submission of this online report will fulfill the annual reporting mandate to the state as required by G.S. 130A-309.09A.

- Failure to complete and submit this report could result in the local government being excluded from distributions of Solid Waste Disposal Tax Proceeds and other Department of Environmental Quality grants.
- This report must be completed no later than September 1, 2024.

### Instructions

- This report is web-based and does not require any additional programs to use.
- To get started, please click 'Next' at the bottom of this page.
- The report allows you click through pages using 'Next' and 'Previous' at the bottom of each page. Or you can toggle between Parts using the tabs at the top.
- Complete the report by entering responses in the appropriate fields.
  - Depending on answers, you may not be asked to address all sections of the report.
  - Some questions with a 'yes' response will expand to ask follow-up questions.
- You can save your progress on the report by clicking 'Save a Draft' at the bottom of any page. The webpage will prompt you for your email address. A link will be mailed to the email address you provide. Click the link to continue entering data into the report.  
*Please note: the report is not recoverable if the email address is incorrect.*
- When complete, click the 'Submit' button on the last page.
  - An electronic copy of the report will be automatically forwarded to the Division of Environmental Assistance and Customer Service (DEACS).
  - A pdf copy of the submitted report will be emailed to you.
- DEACS reviews each report and may contact you with questions or clarifications. Once the review process is complete, you will receive an email notification with the final approved version of the report attached as a pdf. Please note the final report may be modified from your original submittal.

### Helpful Information

- View your annual report from [last year](#) or [previous years](#).
- See [Frequently Asked Questions \(FAQ\)](#) about this report.
- Watch last year's recorded [training video](#) about this report. The questions have not changed since last year so the same instructions apply.
- You may download a [blank pdf](#) of the report to use for gathering data. However, you must complete the online report as your official submission.
- If you need assistance completing this report, please feel free to contact one of the following DEACS staff members:
  - Elise Traywick: [elise.traywick@deq.nc.gov](mailto:elise.traywick@deq.nc.gov) or (919) 707-8135
  - Alex Miller: [alex.miller@deq.nc.gov](mailto:alex.miller@deq.nc.gov) or (919) 707- 8190

## General

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### General Information

**Fiscal Year**

2023-2024

**Local Government Name \***

BILTMORE FOREST

**County**

BUNCOMBE COUNTY

### Person Completing this Report

**Name**  
Harry B. Buckner, PE

**Title**  
Director of Public Works

**Physical Address**  
355 Vanderbilt Rd

**City**  
Biltmore Forest

**Zip**  
28803

**Email\***  
hbuckner@biltmoreforest.org

**Phone Number**  
828-274-3919

**Date**  
8/27/2024

## Solid Waste and Recycling Staff

How many full-time equivalent (FTE) employees are dedicated to recycling operations? (?)

Recycling operations can include collections, logistics, processing, tagging, enforcement, education, or customer service concerning recycling, not garbage.  
1.00

Did your local government have a Recycling Coordinator or similar position for FY23-24?

Yes  No

Are the recycling coordinator duties full time or part time?

Full time  
 Part time

Contact info is same as Person Completing This Report

<b>Name</b> Harry B. Buckner, PE	<b>Title</b> Director of Public Works
<b>Email</b> hbuckner@biltmoreforest.org	<b>Phone Number</b> 828-274-3919

Did your local government have a Solid Waste Director or similar position for FY23-24?

Yes  No

Contact info is same as Person Completing This Report

<b>Name</b> Harry B. Buckner, PE	<b>Title</b> Director of Public Works
<b>Email</b> hbuckner@biltmoreforest.org	<b>Phone Number</b> 828-274-3919

Did your local government have dedicated or part-time Solid Waste Enforcement Staff for FY23-24?

Yes  No

Did your local government have solid waste ordinances in place addressing any of the following during FY23-24?

<input type="checkbox"/> Disposal Bans	<input checked="" type="checkbox"/> Construction & Demolition Debris
<input type="checkbox"/> Recycling Requirements	<input checked="" type="checkbox"/> Illegal Dumping
<input checked="" type="checkbox"/> Littering	<input type="checkbox"/> Other <input type="text"/>

Did these ordinances result in additional recycling BEYOND what is managed by your local government?

Example: a cardboard disposal ban results in commercial cardboard recycling through private haulers.

Yes  No

Did your local government provide, contract or arrange for any solid waste services in FY 23-24? \*

Solid waste services include picking up, collecting, or managing solid waste (garbage), recycling, or yard waste.

Yes  No

Note: If you select "No", the form will automatically skip all solid waste and recycling sections and you can proceed to Part 9 Disaster Planning.

## 1. Government Buildings

### Waste Reduction Programs at Government Buildings

1.1 - Was recycling offered at your local government's public buildings in FY 23-24?

Yes  No

1.2 - Did your local government have a program or policy encouraging or requiring the purchase of products with recycled content in FY 23-24?

Yes  No

1.3 - Was there a program to collect and recycle spent fluorescent lights generated from your local government's public buildings in FY 23-24?

Yes  No

## 2A. Recycling Programs

---

### Source Reduction / Reuse

2A.1 - Did your local government promote home composting? (?)

Yes  No

2A.2 - Did your local government promote source reduction efforts? (?)

Yes  No

2A.3 - Did your local government offer a waste exchange or reuse program?

Yes  No

### Public Recycling Services

2A.4 - Which of the following best describes your recycling program for the period July 1, 2023 through June 30, 2024? Choose ONE option that best applies.\*

My local government DID operate or contract for a recycling program.

My local government DID NOT operate or contract for a recycling program BUT DID participate in a recycling program sponsored by another local government. (Please answer follow-up question below.)

My local government DID NOT operate, contract or participate in a recycling program.

### Curbside Recycling Program

2A.5 - Did your government operate or contract for a Curbside Recycling Program?

Yes  No

Who collected the recyclable materials for your local government's curbside recycling program?

Local government employees

Private contractor\*

Franchised hauler\*\*

Other (please specify)

\*A PRIVATE CONTRACTOR has a formal agreement with a local government for the provision of specified solid waste services at a certain price for a certain length of time and is the exclusive service provider.

\*\*A FRANCHISED HAULER has a formal agreement with a local government for the provision of services awarded through competitive procurement. In contrast to contracted collection, local governments do not pay franchised haulers for providing services.

Total number of households in your jurisdiction:

692

Number of households that receive curbside recycling collection:

692

Number of households that regularly participate in the curbside recycling program (estimate is fine): (?)

655

What sector(s) of your community was served by the curbside recycling program?

Residential  Commercial  Industrial

How frequently were the curbside recyclables collected?

Once a week

Every other week / biweekly

Other

Please select the collection containers used: (?)

Bins

Blue bags

Roll-out carts

Please select the method of recycling collection: (?)

- Single-stream / commingled
- Dual stream
- All materials collected separately
- Other (please specify)

How do residents enroll in curbside recycling service?

- Residents must sign up
- Everyone is automatically included

## Drop-off Recycling Program

2A.6 - Did your government operate or contract for a Drop-off Recycling Program? (?)

- Yes
- No

## Electronics Recycling Program

2A.7 - Did your community operate or contract for an electronics recycling program in FY 23-24?

- Yes
- No

## Other Public Recycling Programs

List only programs operated or contracted for by your local government. The tonnage of any materials collected by the following programs should be listed in the "Other Tons" column in Part 2B Recycling Tons IF you track the tonnage separate from normal curbside or drop-off programs.

2A.8 - Did your local government provide recycling services at multifamily properties? (?)

- Yes
- No

2A.9 - Did your local government provide a separate recycling collection service (e.g., dumpster service) for commercial and/or industrial customers?

- Yes
- No

2A.10 - Did your local government provide recycling services to Alcoholic Beverage Commission permit holders?

- Yes
- No

2A.11 - Does your local government operate a program to recycle Construction and Demolition materials?

- Yes
- No

2A.12 - Please identify all Away From Home Recycling programs operated by your government during FY23-24.

- Public Parks Recycling Program
- Athletic Field /Venue Recycling Program
- Pedestrian Recycling Program
- Recycling Service for Special Events / Festivals

2A.13 - Please identify all "Other" recycling programs or services operated by your government during FY23-24.

- Public School Recycling Program
- Scheduled Collection Drives (e.g., hard-to-recycle event, document shredding)
- Lend-a-Bin Program
- Other (please specify)

2A.14 - Did your local government collect any of the following "Other" materials for recycling?

Check all that apply and if possible indicate tonnages in "Other Recycling Tonnage" section in Part 2B. Recycling Tons. Do not include materials covered in other parts of the report (e.g., yard waste, tires, HHW, used oil, batteries or other specialty wastes).

- Food Waste Drop-Off
- Food Waste Curbside Collection
- Oyster Shells
- Textiles/Clothing
- Plastic Bags and Film
- Bulky Rigid Plastics (toys, buckets, furniture)
- Styrofoam
- Other (please specify)

## 2B. Recycling Tons

Enter data below for all recycling programs operated or contracted for by your local government. Provide tonnages (or estimates) for each material collected for the period July 1, 2023 through June 30, 2024.

If you need to explain any of the tonnage recorded below, please do so in Part 10. Comments.

\* If your recycling is collected commingled but you have a detailed breakdown from your MRF and want to report individual material tonnages, click here

Yes, I collect commingled but want to report separate

## Commingled Recycling Tonnage

Commingled recycling, also known as single-stream recycling or mixed recycling, is a system in which some or all household recyclables (plastic, metal, paper, cardboard, glass) are collected together.

	Curbside Tons (?)	Drop-off Tons (?)	Other Tons (?)	Total Tons
Commingled tons	166.86	0.00	0.00	166.86

Please indicate where the **Other Tons** are collected from:

e.g., schools, multifamily, away-from home, commercial, ABC, etc.

Which recyclables are included in the **Commingled tons** reported above?

- Aluminum Cans
- Steel Cans
- Glass Bottles and Jars
- Plastic PET #1 (drink bottles and food jars)
- Plastic HDPE #2 (milk jugs, detergent jugs, shampoo bottles)
- Plastic PP #5 (dairy tubs, some bottles)
- Plastic - Bulky Rigid
- Paper - Cardboard
- Paper - Newspaper
- Paper - Office Paper
- Paper - Other Mixed Paper (junk mail, paperboard, paper bags)
- Paper - Cartons (juice and soup cartons)
- Other

Which material recovery facility (MRF) does your community use? (?)

Curbside Management (Woodfin)

A MRF is the plant that separates commingled recyclables into marketable commodities (paper, plastic, metals, glass).

If you don't know this answer, please ask your hauler or recycling transfer station.

Do you have a formal contract with the MRF?

Yes  No

Do you know your inbound contamination level at your MRF?

Yes  No

Inbound contamination is the amount of non-recyclable materials in commingled loads delivered to the MRF.

## Separated Recycling Tonnage

This section is for reporting recyclables that are collected separately OR commingled materials that are broken out by your MRF. Do not include tons for anything that is covered in **Commingled Recycling Tonnage** above.

	Curbside Tons (?)	Drop-off Tons (?)	Other Tons (?)	Total Tons
Glass Bottles and Jars				0.00
Plastic – PET #1				0.00
Plastic – HDPE #2				0.00
Plastic – PP #5				0.00
Plastic – Mixed (all bottles, tubs, jugs, and jars)				0.00
Metal – Aluminum Cans				0.00
Metal – Steel Cans				0.00
Paper – Cardboard (OCC)				0.00
Paper – Newsprint (ONP)				0.00
Paper – Office Paper				0.00
Paper – Mixed Paper				0.00

Paper - Cartons

0.00

## Other Recycling Tonnage

Do NOT report yard waste, tires, HHW, used oil, batteries or other specialty wastes. These are covered later in the report.

	Tons	Total Tons
Metal - White Goods/Appliances		0.00
Metal - Scrap Metal		0.00
Wood - Pallets		0.00
Wood - Other Clean Wood (not yard waste)		0.00
Electronics - Televisions		0.00
Electronics - Computer Equipment		0.00
Electronics - Other		0.00
Food Waste		0.00
Textiles/Clothing		0.00

	Tons	Total Tons
Construction and Demolition (C&D) Recycling (?)		
(specify C&D recycled material)		0.00
(specify C&D recycled material)		0.00
(specify C&D recycled material)		0.00

	Tons	Total Tons
Other Recycled Materials (?)		
(specify other recycled material)		0.00
(specify other recycled material)		0.00
(specify other recycled material)		0.00

Reminder: Do NOT report yard waste, tires, HHW, used oil, batteries or other specialty wastes. These are covered later in the report.

## Recycling Totals

	Curbside	Drop-off	Other	Total
Total Tons	166.86	0.00	0.00	166.86

### 3. Specialty Wastes

Enter data below for specialty waste services provided to the public. Please do not include data on materials that were accepted and then disposed of in a landfill. Do not include materials generated exclusively by government operations (e.g. motorfleet services).

## Specialty Waste Collections

Specialty wastes are materials collected at convenience centers, transfer stations, landfills, etc. Do not include materials collected at household hazardous waste facilities or events. Please report all totals in pounds. Conversion factors are provided below the table.

	Collected?	# of Sites	Pounds (?)
Used Motor Oil	<input type="checkbox"/> Yes		
Used Oil Filters	<input type="checkbox"/> Yes		
Used Antifreeze	<input type="checkbox"/> Yes		
Batteries, Lead Acid (Auto)	<input type="checkbox"/> Yes		
Batteries, Dry Cell (Household)	<input type="checkbox"/> Yes		
Fluorescent Bulbs/Lights Containing Mercury	<input type="checkbox"/> Yes		
Propane Tanks	<input type="checkbox"/> Yes		

Used Cooking Oil / Waste Vegetable Oil  Yes

Pesticide Containers  Yes  
(empty containers, not pesticides themselves)

NCDA&CS Pesticide Disposal Assistance Program  Yes  
(for management of pesticides, not containers)

Latex Paint  Yes  
(do not include paint collected at HHW event or by a paint exchange program)

Other specialty waste (?)  Yes  
Collected? # of Sites Pounds

Specialty waste conversion factors:  
Used motor oil gallon = 7.4 pounds  
Used motor oil filter (uncrushed) drum = 175 pounds  
Used antifreeze gallon = 8.42 pounds  
Lead acid battery = 36 pounds  
Fluorescent bulb = 0.65 pounds  
Propane tank = 18 pounds  
Used cooking oil gallon = 7.5 pounds  
Empty pesticide container = 0.75 pounds  
Latex paint gallon = 11.5 pounds

### Household Hazardous Waste (HHW)

Did your local government operate a permanent HHW collection facility or temporary HHW collection event?  
 Yes  No

### 4. Yard Waste

### Yard Waste Management

Yard waste may not be disposed in sanitary landfills, incinerators, or in unpermitted sites and it is illegal to burn. Do not include information on food waste or non-vegetative materials in this section.

4.1 - Does your local government operate a program to collect and/or manage yard waste (brush, limbs, leaves)?  
 Yes  No

Please indicate how yard waste is collected:

- Collected curbside
- Collected at convenience center
- Received at yard waste, compost, or land clearing and inert debris (LCID) facility

Who collected the yard waste for your local government's yard waste program?

- Local government employees
- Private contractor\*
- Franchised hauler\*\*
- Other (please specify)

\*A PRIVATE CONTRACTOR has a formal agreement with a local government for the provision of specified solid waste services at a certain price for a certain length of time and is the exclusive service provider.  
\*\*A FRANCHISED HAULER has a formal agreement with a local government for the provision of services awarded through competitive procurement. In contrast to contracted collection, local governments do not pay franchised haulers for providing services.

Did a storm event significantly impact the amount of yard waste your government managed during FY 23-24?  
 Yes  No

### Yard Waste Tonnage

Please report the tons of yard waste collected and/or managed by your local government.  
For conversion purposes, one cubic yard is equal to 0.2 tons (400 lbs) of yard waste.

Destination	Tons	Receiving Facility Name and Location
End user (to farmer or home-owner)		
Your local government's mulch or compost facility		
Another local government's mulch or compost facility		

Private mulch or compost facility	2,088.00	Riverside Stump Dump
Land clearing and inert debris (LCID) landfill		
Energy / Fuel Use (e.g. boiler fuel market)		

**Total** 2,088.00

## 5. Solid Waste

Please complete the following questions about your government's municipal solid waste (garbage) collection system.

### Curbside Solid Waste Collection

#### 5.1 - Did your government operate or contract for curbside solid waste collection?

Yes  No

##### Who collected the curbside solid waste?

Local government employees

Private contractor\*

Franchised hauler\*\*

Other (please specify) \_\_\_\_\_

\*A PRIVATE CONTRACTOR has a formal agreement with a local government for the provision of specified solid waste services at a certain price for a certain length of time and is the exclusive service provider.

\*\*A FRANCHISED HAULER has a formal agreement with a local government for the provision of services awarded through competitive procurement. In contrast to contracted collection, local governments do not pay franchised haulers for providing services.

##### What type of collection method is used? (?)

Fully-Automated

Semi-Automated

Manual

##### What is the standard collection frequency?

Weekly

Two times per week

Other (please specify) \_\_\_\_\_

##### What service points are used for single-family households?

Curbside

Back yard/Back door

##### What type of collection container is used?

Government-provided carts

Resident-provider container

Bags

##### What sector(s) of your community was served by the curbside solid waste collection program?

Residential  Commercial  Industrial

Number of households that receive curbside solid waste collection:

692

##### Do you offer curbside bulky waste collection services? (?)

Yes  No

##### Did you offer white goods collection services? (?)

Yes  No

### Commercial Solid Waste Collection

5.2 - Does your government provide a separate solid waste collection service (e.g., dumpster service) for customers such as businesses, schools, multifamily properties, etc.?

Yes  No

### Solid Waste Convenience Sites



5.3 - Does your government operate or contract for convenience sites for solid waste collection? (?)

Yes  No

## 6. Education

### Education

6.1 - Did your local government have an education program to inform residents about solid waste management and / or recycling?

Yes  No

Do you utilize any of the DEACS-provided templates (Recycle Right NC)?

Available at <https://deq.nc.gov/conservation/recycling/general-recycling-information/customized-outreach-materials>

Yes  No

Do you use any of the following recycling education that provides direct, personalized feedback?

Cart Tagging

Collection App

Other (please describe):

Please estimate your annual budget for solid waste and/or recycling education:

\$

Does your community produce solid waste and/or recycling education materials in languages besides English?

Yes  No

## 7. Budget

### Solid Waste and Recycling Budgets

According to G.S. 130A-309.08, local governments are required to conduct full cost accounting annually and inform users of such costs.

7.1 - Did your local government operate an Enterprise Fund for solid waste services in FY23-24? (?)

Yes  No

7.2 - How does your local government use Solid Waste Disposal Tax distributions?

All local governments that provide solid waste services receive quarterly NC Solid Waste Disposal Tax Distributions from [the Department of Revenue](#). According to G.S. 105-187.63 these funds must be used by a city or county solely for solid waste management programs and services.

7.3 - What other funding sources does your local government use?

Tipping fees

Property taxes / general fund

Per household charges

Pay-as-you-throw (all residents are charged a fee for garbage disposal based on weight or volume)

Sale of recyclables

Grants

Tire tax

White Goods tax

### Household Fees

If applicable, please provide your FY23-24 annual household fees. Example:

Solid Waste: \$ 75.00 per household.

Do not include one-time service fees (e.g., \$15 per bulky pickup).

Fee Type	Annual Fee (?)	Unit (?)
Solid Waste	\$	per
Recycling	\$	per
Yard Waste	\$	per
Bulky Waste	\$	per
Availability Fee	\$	per
Combined Fee	\$	per

Total Annual Fee \$ 0.00

## Solid Waste and Recycling Contracts

If your local government contracts for solid waste or recycling services, please provide the contract amounts.

	Annual Contract Amount	Month/Year of Contract Expiration
Solid Waste Services Contract	\$	
Recycling Contract	\$	
OR: Combined Contract (solid waste & recycling)	\$	

## Full Cost Accounting

### 7.4 - What was your government's total combined annual budget for all solid waste and recycling services in FY 23-24?

\$ 427,569.71

According to G.S. 130A-309.08, local governments are required to conduct full cost accounting annually and inform users of such costs.

Please complete the table to the best of your ability to display the full costs of collecting municipal solid waste, recycling, and yard waste. If you only have a total cost for a program, please report it in the collection cost column.

	# of Households/ Customers Served	Tons Collected	Collection Cost (?)	Disposal Cost (?)	Total Cost	Cost/Ton Managed	Cost Per Household/ Customer
Municipal Solid Waste*	692	651.71	151,094.43	45,196.43	196,290.86	301.19	283.66
Recycling Program**	692	166.86	82,041.74	5,781.58	87,823.32	526.33	126.91
Yard Waste Program	692	2,088.00	108,199.53	35,256.00	143,455.53	68.70	207.31
<b>Totals</b>	N/A	2,907	341,335.70	86,234.01	427,569.71	147.08	N/A

\* Municipal Solid Waste includes materials collected and sent for eventual disposal in a Municipal Solid Waste or Construction and Demolition Landfill.

\*\* Recycling Program includes materials collected by public recycling programs and reported in Part 2B. Recycling Tons. Do not include Specialty Waste Collections.

## Facility Budgets

If your government operates a landfill, transfer station, yard waste/compost facility or recycling facility, please provide total budget for facility operations. If budgets for different facilities are combined, please attempt to allocate costs proportionately.

### Landfill Budget:

\$

### Transfer Station Budget:

\$

### Yard Waste / Compost Facility Budget:

\$

### Recycling Facility Budget:

\$

## 8. County Programs

### Are you a county or municipality?\*

County  Municipality

Only counties are required to complete Part 8 about White Goods, Scrap Tires, and Abandoned Manufactured Homes. If you are a municipality, you will skip to Part 9. Disaster Planning when you click 'Next'.

## 9. Disaster Planning

## Disaster Planning and Preparedness

Does your local government have a plan in place for management of disaster debris?

Yes  No

## 10. Comments

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### Comments

Use this section to elaborate on any information provided in your report as needed.

Please also note any major changes to your recycling or solid waste program since last year.

This year we more accurately accounted for two (2) public use dumpsters provided to residents for garbage collection. This more accurately reflected the total tons of garbage collected in Town and resulted in the decrease in cost per ton of disposal. We also had extensive repairs to our recycling truck this year driving up costs in that segment of the sanitation program.

Please note: page may take a while to load after pressing Submit.



## MEMORANDUM

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

**From:** Tony Williams, Town Planner

**Re:** October Monthly Report

**Date:** November 12, 2024

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### 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.
- 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: 99
- Notice of violations verbal/written: 0
- Resolved violations/complaints: 2
- Complaints: 2
- Plans reviewed: 7
- Plans reviewed for BOA: 0 (Meeting Canceled)
- Plans reviewed for Design Review Board: 0 (Meeting canceled)
- Permits issued: 2 (Does not include repair permits issued by the County)

### Miscellaneous

- Work to set up the distribution site and serve the public.
- Complete damage assessment for Town property.
- Work with Buncombe County on Emergency Permitting.
- All Board meetings were cancelled for the month.
- Daily road clearing for FEMA Trucks.



**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM E-5**

**Town Manager's Monthly Report**

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**Note: The items below DO NOT include projects and/or reports related to Hurricane Helene response and recovery. Those items and updates are included in other parts of this agenda.**

Stormwater Project – Lone Pine/Vanderbilt/Stuyvesant Roads

The Town's large stormwater project resumed on November 4th. The last day of work prior to this was Thursday, September 26 prior to the arrival of the storm. The Town executed a change order for the completion date on the project and extended the date of substantial completion by 34 days. The contractor was unable to work during this time due to the emergency and recovery efforts by the Town. We appreciate Hyatt Pipeline for assisting us with the culvert and road repair on Cedar Hill Drive that was a result of the storm.

Police Department and Public Works Materials and Storage Facility Update

During the Board's last meeting on September 17, staff was directed to move forward with reviewing the deed restrictions for the east side parcel off Vanderbilt Road, south of Interstate 40. Work on this stopped due to the hurricane, but staff will commence working on this and provide information at the next meeting in December.

Amendments to Zoning Ordinance

The Board also reviewed potential amendments to the Zoning Ordinance at the September meeting. Specifically, discussion ensued around administrative approvals for "allowable" accessory structures. The Board agreed with this idea at the September meeting and we anticipated having the Planning Commission review the draft amendment for recommendation in September. That did not occur but we anticipate moving forward and ask the Planning Commission to consider a recommendation at their next meeting on December 3. This will allow the Town to schedule the public hearing for the December 10 meeting. This administrative approval process is even more necessary after the storm than it was previously. As you know, the Town worked with Buncombe County to streamline rebuilding and repair construction work, but certain things – such as accessory structures – still require the Board of Adjustment approval. Streamlining the permitting process for these allowable projects will be a benefit to both the citizens and staff.

### Board and Commission Meetings

The Town cancelled all advisory board and quasi-judicial board meetings after the storm to focus on recovery. Currently, we anticipate resuming these meetings in full in January. The Planning Commission, however, will meet early in December to conduct a review of the aforementioned zoning ordinance amendment. The Tick Reduction Committee was scheduled to provide an update to the Board in October, and I now anticipate that to occur at the January 2025 meeting.

### FY24 Audit Presentation

Staff are currently reviewing the FY24 audit. We anticipate having this finalized and sent to the State by the December 1 deadline. Carter P.C. staff will then present their findings at the Board meeting in December.

**REVENUE & EXPENDITURE STATEMENT**

07/01/2024 To 10/31/2024

Town of Biltmore Forest

FY 2024-2025

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3010 Ad Valorem Tax</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3010 Ad Valorem Tax</b>						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	3,042,253.00	3,066,681.87	3,066,681.87	0.00	-24,428.87	101
10-3010-0100 AD VALOREM TAXES (DMV)	123,040.00	36,143.11	36,143.11	0.00	86,896.89	29
10-3010-0200 TAX INTEREST & PENALTIES	5,000.00	2.74	2.74	0.00	4,997.26	0
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$3,170,293.00</b>	<b>\$3,102,827.72</b>	<b>\$3,102,827.72</b>	<b>\$0.00</b>	<b>\$67,465.28</b>	<b>98</b>
<b>10 General Fund Subtotal</b>	<b>\$3,170,293.00</b>	<b>\$3,102,827.72</b>	<b>\$3,102,827.72</b>	<b>\$0.00</b>	<b>\$67,465.28</b>	<b>98</b>
<b>Revenue Subtotal</b>	<b>\$3,170,293.00</b>	<b>\$3,102,827.72</b>	<b>\$3,102,827.72</b>	<b>\$0.00</b>	<b>\$67,465.28</b>	<b>98</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$3,170,293.00</b>	<b>\$3,102,827.72</b>	<b>\$3,102,827.72</b>	<b>\$0.00</b>	<b>98</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	233,800.00	58,554.71	58,554.71	0.00	175,245.29	25
10-3020-0100 ALCOHOL BEVERAGE TAX	6,750.00	0.00	0.00	0.00	6,750.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	789,576.00	189,017.92	189,017.92	0.00	600,558.08	24
10-3020-0300 1/2 CENT SALES TAX A.40	340,912.00	84,810.83	84,810.83	0.00	256,101.17	25
10-3020-0400 1/2 CENT SALES TAX A.42	419,097.00	100,808.58	100,808.58	0.00	318,288.42	24
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	0.00	4,667.47	4,667.47	0.00	-4,667.47	*100
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,805,135.00</b>	<b>\$437,859.51</b>	<b>\$437,859.51</b>	<b>\$0.00</b>	<b>\$1,367,275.49</b>	<b>24</b>
<b>10 General Fund Subtotal</b>	<b>\$1,805,135.00</b>	<b>\$437,859.51</b>	<b>\$437,859.51</b>	<b>\$0.00</b>	<b>\$1,367,275.49</b>	<b>24</b>
<b>Revenue Subtotal</b>	<b>\$1,805,135.00</b>	<b>\$437,859.51</b>	<b>\$437,859.51</b>	<b>\$0.00</b>	<b>\$1,367,275.49</b>	<b>24</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,805,135.00</b>	<b>\$437,859.51</b>	<b>\$437,859.51</b>	<b>\$0.00</b>	<b>24</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	1,000.00	265.13	265.13	0.00	734.87	27
10-3030-0100 POWELL BILL	75,000.00	40,386.65	40,386.65	0.00	34,613.35	54
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$76,000.00</b>	<b>\$40,651.78</b>	<b>\$40,651.78</b>	<b>\$0.00</b>	<b>\$35,348.22</b>	<b>53</b>
<b>10 General Fund Subtotal</b>	<b>\$76,000.00</b>	<b>\$40,651.78</b>	<b>\$40,651.78</b>	<b>\$0.00</b>	<b>\$35,348.22</b>	<b>53</b>
<b>Revenue Subtotal</b>	<b>\$76,000.00</b>	<b>\$40,651.78</b>	<b>\$40,651.78</b>	<b>\$0.00</b>	<b>\$35,348.22</b>	<b>53</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$76,000.00</b>	<b>\$40,651.78</b>	<b>\$40,651.78</b>	<b>\$0.00</b>	<b>53</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3040 Permits &amp; Fees</b>						



**REVENUE & EXPENDITURE STATEMENT**

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Town of Biltmore Forest

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-3040-0000 ZONING PERMITS	30,000.00	11,419.00	11,419.00	0.00	18,581.00	38
10-3040-0100 DOG LICENSE FEE	1,300.00	40.00	40.00	0.00	1,260.00	3
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$31,300.00</b>	<b>\$11,459.00</b>	<b>\$11,459.00</b>	<b>\$0.00</b>	<b>\$19,841.00</b>	<b>37</b>
<b>10 General Fund Subtotal</b>	<b>\$31,300.00</b>	<b>\$11,459.00</b>	<b>\$11,459.00</b>	<b>\$0.00</b>	<b>\$19,841.00</b>	<b>37</b>
<b>Revenue Subtotal</b>	<b>\$31,300.00</b>	<b>\$11,459.00</b>	<b>\$11,459.00</b>	<b>\$0.00</b>	<b>\$19,841.00</b>	<b>37</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$31,300.00</b>	<b>\$11,459.00</b>	<b>\$11,459.00</b>	<b>\$0.00</b>	<b>37</b>
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	233,333.00	57,861.86	57,861.86	0.00	175,471.14	25
<b>3050 Investment Earnings Subtotal</b>	<b>\$233,333.00</b>	<b>\$57,861.86</b>	<b>\$57,861.86</b>	<b>\$0.00</b>	<b>\$175,471.14</b>	<b>25</b>
<b>10 General Fund Subtotal</b>	<b>\$233,333.00</b>	<b>\$57,861.86</b>	<b>\$57,861.86</b>	<b>\$0.00</b>	<b>\$175,471.14</b>	<b>25</b>
<b>Revenue Subtotal</b>	<b>\$233,333.00</b>	<b>\$57,861.86</b>	<b>\$57,861.86</b>	<b>\$0.00</b>	<b>\$175,471.14</b>	<b>25</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$233,333.00</b>	<b>\$57,861.86</b>	<b>\$57,861.86</b>	<b>\$0.00</b>	<b>25</b>
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3060 Miscellaneous</b>						
10-3060-0100 AMERICAN TOWER AGREEMENT	33,800.00	2,000.00	2,000.00	0.00	31,800.00	6
10-3060-0200 MISCELLANEOUS	25,000.00	18,164.59	18,164.59	0.00	6,835.41	73
<b>3060 Miscellaneous Subtotal</b>	<b>\$58,800.00</b>	<b>\$20,164.59</b>	<b>\$20,164.59</b>	<b>\$0.00</b>	<b>\$38,635.41</b>	<b>34</b>
<b>10 General Fund Subtotal</b>	<b>\$58,800.00</b>	<b>\$20,164.59</b>	<b>\$20,164.59</b>	<b>\$0.00</b>	<b>\$38,635.41</b>	<b>34</b>
<b>Revenue Subtotal</b>	<b>\$58,800.00</b>	<b>\$20,164.59</b>	<b>\$20,164.59</b>	<b>\$0.00</b>	<b>\$38,635.41</b>	<b>34</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$58,800.00</b>	<b>\$20,164.59</b>	<b>\$20,164.59</b>	<b>\$0.00</b>	<b>34</b>
<b>3290</b>						
<b>Revenue</b>						
<b>30 Water &amp; Sewer Fund</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	4,400.00	1,398.48	1,398.48	0.00	3,001.52	32
<b>3290 Subtotal</b>	<b>\$4,400.00</b>	<b>\$1,398.48</b>	<b>\$1,398.48</b>	<b>\$0.00</b>	<b>\$3,001.52</b>	<b>32</b>
<b>30 Water &amp; Sewer Fund Subtotal</b>	<b>\$4,400.00</b>	<b>\$1,398.48</b>	<b>\$1,398.48</b>	<b>\$0.00</b>	<b>\$3,001.52</b>	<b>32</b>
<b>Revenue Subtotal</b>	<b>\$4,400.00</b>	<b>\$1,398.48</b>	<b>\$1,398.48</b>	<b>\$0.00</b>	<b>\$3,001.52</b>	<b>32</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$4,400.00</b>	<b>\$1,398.48</b>	<b>\$1,398.48</b>	<b>\$0.00</b>	<b>32</b>
<b>3350 Commissions, Sw Chg Coll</b>						
<b>Revenue</b>						
<b>30 Water &amp; Sewer Fund</b>						
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	1,876.29	1,876.29	0.00	6,123.71	23
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,876.29</b>	<b>\$1,876.29</b>	<b>\$0.00</b>	<b>\$6,123.71</b>	<b>23</b>

**REVENUE & EXPENDITURE STATEMENT**

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Town of Biltmore Forest

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<b>30 Water &amp; Sewer Fund Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,876.29</b>	<b>\$1,876.29</b>	<b>\$0.00</b>	<b>\$6,123.71</b>	<b>23</b>
<b>Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,876.29</b>	<b>\$1,876.29</b>	<b>\$0.00</b>	<b>\$6,123.71</b>	<b>23</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$1,876.29</b>	<b>\$1,876.29</b>	<b>\$0.00</b>	<b>23</b>
<b>3430</b>						
<b>Revenue</b>						
<b>10 General Fund</b>						
<b>3430</b>						
10-3430-0003 GRANTS -POLICE DEPT	6,770.00	0.00	0.00	0.00	6,770.00	0
<b>3430 Subtotal</b>	<b>\$6,770.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,770.00</b>	<b>0</b>
<b>10 General Fund Subtotal</b>	<b>\$6,770.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,770.00</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$6,770.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,770.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$6,770.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>10 General Fund</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	14,970.00	0.00	0.00	0.00	14,970.00	0
10-3500-0300 TRANSFER FROM FUND BALANCE	1,213,866.00	0.00	0.00	0.00	1,213,866.00	0
10-3500-0500 GRANT (GOVERNMENTAL) FUNDS	30,000.00	0.00	0.00	0.00	30,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$1,258,836.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,258,836.00</b>	<b>0</b>
<b>10 General Fund Subtotal</b>	<b>\$1,258,836.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,258,836.00</b>	<b>0</b>
<b>Other Financing Source Subtotal</b>	<b>\$1,258,836.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,258,836.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$1,258,836.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>30 Water &amp; Sewer Fund</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	641,000.00	280,332.15	280,332.15	0.00	360,667.85	44
30-3710-0100 MSD CHARGES	422,240.00	180,561.09	180,561.09	0.00	241,678.91	43
30-3710-0200 AMI TRANSMITTER CHARGES	8,867.00	2,801.14	2,801.14	0.00	6,065.86	32
<b>3710 Water Sales Subtotal</b>	<b>\$1,072,107.00</b>	<b>\$463,694.38</b>	<b>\$463,694.38</b>	<b>\$0.00</b>	<b>\$608,412.62</b>	<b>43</b>
<b>30 Water &amp; Sewer Fund Subtotal</b>	<b>\$1,072,107.00</b>	<b>\$463,694.38</b>	<b>\$463,694.38</b>	<b>\$0.00</b>	<b>\$608,412.62</b>	<b>43</b>
<b>Revenue Subtotal</b>	<b>\$1,072,107.00</b>	<b>\$463,694.38</b>	<b>\$463,694.38</b>	<b>\$0.00</b>	<b>\$608,412.62</b>	<b>43</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,072,107.00</b>	<b>\$463,694.38</b>	<b>\$463,694.38</b>	<b>\$0.00</b>	<b>43</b>
<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						
<b>30 Water &amp; Sewer Fund</b>						
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	10,000.00	9,240.00	9,240.00	0.00	760.00	92

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<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$10,000.00</b>	<b>\$9,240.00</b>	<b>\$9,240.00</b>	<b>\$0.00</b>	<b>\$760.00</b>	<b>92</b>
<b>30 Water &amp; Sewer Fund Subtotal</b>	<b>\$10,000.00</b>	<b>\$9,240.00</b>	<b>\$9,240.00</b>	<b>\$0.00</b>	<b>\$760.00</b>	<b>92</b>
<b>Revenue Subtotal</b>	<b>\$10,000.00</b>	<b>\$9,240.00</b>	<b>\$9,240.00</b>	<b>\$0.00</b>	<b>\$760.00</b>	<b>92</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$10,000.00</b>	<b>\$9,240.00</b>	<b>\$9,240.00</b>	<b>\$0.00</b>	<b>92</b>
<b>3900</b>						
<b>Other Financing Source</b>						
<b>10 General Fund</b>						
<b>3900</b>						
10-3900-4000 FINANCING PROCEEDS-LEASES	85,000.00	0.00	0.00	0.00	85,000.00	0
<b>3900 Subtotal</b>	<b>\$85,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>0</b>
<b>10 General Fund Subtotal</b>	<b>\$85,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>0</b>
<b>Other Financing Source Subtotal</b>	<b>\$85,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$85,000.00</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$85,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>4000</b>						
<b>Revenue</b>						
<b>40 Capital Project Fund</b>						
<b>4000</b>						
40-4000-1100 ARP DISTRIBUTION	451,275.58	0.00	0.00	0.00	451,275.58	0
<b>4000 Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451,275.58</b>	<b>0</b>
<b>40 Capital Project Fund Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451,275.58</b>	<b>0</b>
<b>Revenue Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$451,275.58</b>	<b>0</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>\$451,275.58</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	357,385.00	135,717.90	135,717.90	0.00	221,667.10	38
10-4200-0500 FICA	27,340.00	10,090.02	10,090.02	0.00	17,249.98	37
10-4200-0600 HEALTH INSURANCE (MEDICAL)	41,748.00	12,964.43	12,964.43	0.00	28,783.57	31
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	2,869.84	2,869.84	0.00	7,630.16	27
10-4200-0675 HEALTH REIMBURSEMENT ACC	7,500.00	2,000.00	2,000.00	0.00	5,500.00	27
10-4200-0700 LGERS RETIREMENT	72,478.00	27,860.18	27,860.18	0.00	44,617.82	38
10-4200-0800 401K SUPP RETIREMENT	17,869.00	6,552.14	6,552.14	0.00	11,316.86	37
10-4200-1000 ACCOUNTING & TAXES	60,000.00	32,162.85	32,162.85	0.00	27,837.15	54
10-4200-1200 POSTAGE, PRINTING, STATIONARY	12,500.00	3,932.32	3,932.32	0.00	8,567.68	31
10-4200-1400 MILEAGE & BOARD SALARY	21,600.00	7,200.00	7,200.00	0.00	14,400.00	33
10-4200-1500 BLDG & GRNDS MAINTENANCE	15,000.00	0.00	0.00	0.00	15,000.00	0
10-4200-1700 MAINTENANCE/REPAIRS-VEHICLES	100.00	233.96	233.96	0.00	-133.96	234
10-4200-3300 SUPPLIES AND EQUIPMENT	15,000.00	4,377.27	4,377.27	0.00	10,622.73	29
10-4200-5300 DUES & FEES	12,000.00	4,398.63	4,398.63	0.00	7,601.37	37

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10-4200-5700 MISCELLANEOUS	5,000.00	95.96	95.96	0.00	4,904.04	2
10-4200-6000 CAPITAL OUTLAY	40,000.00	0.00	0.00	0.00	40,000.00	0
10-4200-6500 STAFF DEVELOPMENT	20,000.00	6,925.45	6,925.45	0.00	13,074.55	35
10-4200-8200 DEBT SERVICE LEASES-PRINCIPAL	5,400.00	2,164.40	2,164.40	0.00	3,235.60	40
10-4200-8201 DEBT SERVICE LEASES-INTEREST	2,000.00	897.60	897.60	0.00	1,102.40	45
<b>4200 Administration Subtotal</b>	<b>\$743,420.00</b>	<b>\$260,442.95</b>	<b>\$260,442.95</b>	<b>\$0.00</b>	<b>\$482,977.05</b>	<b>35</b>
<b>Expenditure Subtotal</b>	<b>\$743,420.00</b>	<b>\$260,442.95</b>	<b>\$260,442.95</b>	<b>\$0.00</b>	<b>\$482,977.05</b>	<b>35</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$743,420.00</b>	<b>-\$260,442.95</b>	<b>-\$260,442.95</b>	<b>\$0.00</b>	<b>35</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$743,420.00</b>	<b>-\$260,442.95</b>	<b>-\$260,442.95</b>	<b>\$0.00</b>	<b>35</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	1,100,444.00	434,289.94	434,289.94	0.00	666,154.06	39
10-5100-0300 OVERTIME	0.00	519.21	519.21	0.00	-519.21	*100
10-5100-0400 SEPARATION ALLOWANCE	16,445.00	0.00	0.00	0.00	16,445.00	0
10-5100-0500 FICA	84,184.00	32,616.96	32,616.96	0.00	51,567.04	39
10-5100-0600 HEALTH INSURANCE (MEDICAL)	141,944.00	52,192.04	52,192.04	0.00	89,751.96	37
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	35,700.00	7,938.59	7,938.59	0.00	27,761.41	22
10-5100-0675 HRA HEALTH REIMB ACCT	25,500.00	8,500.00	8,500.00	0.00	17,000.00	33
10-5100-0700 LGERS RETIREMENT	239,016.00	90,566.43	90,566.43	0.00	148,449.57	38
10-5100-0800 401K SUPP RETIREMENT	55,022.00	20,994.61	20,994.61	0.00	34,027.39	38
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	949.13	949.13	0.00	9,050.87	9
10-5100-1600 MAINT/REPAIR - EQUIPMENT	5,000.00	291.99	291.99	0.00	4,708.01	6
10-5100-1700 MAINT/REPAIR - VEHICLES	25,000.00	9,579.34	11,010.48	1,431.14	13,989.52	44
10-5100-3100 MOTOR FUELS	18,000.00	6,133.82	6,133.82	0.00	11,866.18	34
10-5100-3300 SUPPLIES	10,000.00	4,462.19	4,891.26	429.07	5,108.74	49
10-5100-3600 UNIFORMS	15,000.00	5,362.82	10,581.80	5,218.98	4,418.20	71
10-5100-3700 SOFTWARE	18,725.00	444.00	444.00	0.00	18,281.00	2
10-5100-3800 TECHNOLOGY	102,250.00	57,221.68	57,221.68	0.00	45,028.32	56
10-5100-4000 RENTALS	505.00	0.00	0.00	0.00	505.00	0
10-5100-5700 MISCELLANEOUS	10,000.00	11,091.59	11,359.86	268.27	-1,359.86	114
10-5100-5800 PHYSICAL EXAMS	2,500.00	1,550.00	1,550.00	0.00	950.00	62
10-5100-6500 STAFF DEVELOPMENT	10,000.00	4,090.93	5,582.11	1,491.18	4,417.89	56
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	125,000.00	84,390.31	172,522.63	88,132.32	-47,522.63	138
<b>5100 Police Department Subtotal</b>	<b>\$2,050,235.00</b>	<b>\$833,185.58</b>	<b>\$930,156.54</b>	<b>\$96,970.96</b>	<b>\$1,120,078.46</b>	<b>45</b>
<b>Expenditure Subtotal</b>	<b>\$2,050,235.00</b>	<b>\$833,185.58</b>	<b>\$930,156.54</b>	<b>\$96,970.96</b>	<b>\$1,120,078.46</b>	<b>45</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$2,050,235.00</b>	<b>-\$833,185.58</b>	<b>-\$833,185.58</b>	<b>-\$96,970.96</b>	<b>41</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$2,050,235.00</b>	<b>-\$833,185.58</b>	<b>-\$833,185.58</b>	<b>-\$96,970.96</b>	<b>41</b>

**REVENUE & EXPENDITURE STATEMENT**

07/01/2024 To 10/31/2024

Town of Biltmore Forest

FY 2024-2025

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	212,500.00	212,500.00	0.00	212,500.00	50
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$212,500.00</b>	<b>\$212,500.00</b>	<b>\$0.00</b>	<b>\$212,500.00</b>	<b>50</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$212,500.00</b>	<b>\$212,500.00</b>	<b>\$0.00</b>	<b>\$212,500.00</b>	<b>50</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$212,500.00</b>	<b>-\$212,500.00</b>	<b>\$0.00</b>	<b>50</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$212,500.00</b>	<b>-\$212,500.00</b>	<b>\$0.00</b>	<b>50</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	221,831.00	85,265.08	85,265.08	0.00	136,565.92	38
10-5600-0500 FICA	16,970.00	6,339.27	6,339.27	0.00	10,630.73	37
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	41,748.00	10,973.00	10,973.00	0.00	30,775.00	26
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	10,500.00	1,967.36	1,967.36	0.00	8,532.64	19
10-5600-0675 HRA HEALTH REIMB ACCT	7,500.00	1,750.00	1,750.00	0.00	5,750.00	23
10-5600-0700 LGERS RETIREMENT	48,182.00	17,503.23	17,503.23	0.00	30,678.77	36
10-5600-0800 401K SUPP RETIREMENT	11,092.00	4,037.40	4,037.40	0.00	7,054.60	36
10-5600-1300 STREETLIGHTS ELECTRIC	16,800.00	2,825.62	2,825.62	0.00	13,974.38	17
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	10,000.00	4,279.63	7,543.01	3,263.38	2,456.99	75
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	15,000.00	3,185.03	3,185.03	0.00	11,814.97	21
10-5600-1700 MAINT/REPAIR - VEHICLES	16,800.00	2,704.55	2,704.55	0.00	14,095.45	16
10-5600-3100 MOTOR FUELS	15,000.00	5,186.87	5,186.87	0.00	9,813.13	35
10-5600-3300 SUPPLIES	9,600.00	6,920.27	6,920.27	0.00	2,679.73	72
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	570.50	570.50	0.00	429.50	57
10-5600-3600 UNIFORMS	10,000.00	3,262.35	5,030.48	1,768.13	4,969.52	50
10-5600-3800 TECHNOLOGY	1,680.00	398.10	398.10	0.00	1,281.90	24
10-5600-5200 PARKS	75,000.00	14,164.98	15,678.90	1,513.92	59,321.10	21
10-5600-5202 GREENWOOD PARK STREAM RESTORA	60,000.00	0.00	0.00	0.00	60,000.00	0
10-5600-5800 PHYSICAL EXAMS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5600-5900 MISCELLANEOUS	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5600-6000 CAPITAL OUTLAY	22,800.00	0.00	0.00	0.00	22,800.00	0
10-5600-6500 STAFF DEVELOPMENT	6,000.00	1,813.07	2,843.59	1,030.52	3,156.41	47
40-5600-7401 ARP CAPITAL PROJECTS	451,275.58	120,648.15	120,648.15	0.00	330,627.43	27
<b>5600 Public Works Subtotal</b>	<b>\$1,074,778.58</b>	<b>\$293,794.46</b>	<b>\$301,370.41</b>	<b>\$7,575.95</b>	<b>\$773,408.17</b>	<b>28</b>
<b>Expenditure Subtotal</b>	<b>\$1,074,778.58</b>	<b>\$293,794.46</b>	<b>\$301,370.41</b>	<b>\$7,575.95</b>	<b>\$773,408.17</b>	<b>28</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,074,778.58</b>	<b>-\$293,794.46</b>	<b>-\$293,794.46</b>	<b>-\$7,575.95</b>	<b>27</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,074,778.58</b>	<b>-\$293,794.46</b>	<b>-\$293,794.46</b>	<b>-\$7,575.95</b>	<b>27</b>

**REVENUE & EXPENDITURE STATEMENT**

07/01/2024 To 10/31/2024

Town of Biltmore Forest

FY 2024-2025

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-1600 MAINT / REPAIR-EQUIPMENT	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	1,000.00	767.49	767.49	0.00	232.51	77
10-5700-2200 CONTRACTS- PAVING & STRIPING	75,000.00	25,832.87	25,832.87	0.00	49,167.13	34
10-5700-2300 SUPPLIES	9,600.00	6,740.53	9,577.22	2,836.69	22.78	100
10-5700-2400 TRAFFIC SIGNS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-5700-2500 STORM WATER DRAINAGE	1,100,000.00	546,304.87	546,304.87	0.00	553,695.13	50
10-5700-6500 STAFF DEVELOPMENT	2,500.00	0.00	0.00	0.00	2,500.00	0
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	25,000.00	0.00	0.00	0.00	25,000.00	0
10-5700-7500 ENGINEERING	120,000.00	28,663.70	28,663.70	0.00	91,336.30	24
10-5700-8200 DEBT SERVICE LEASES-PRINCIPAL	7,700.00	2,664.48	2,664.48	0.00	5,035.52	35
10-5700-8201 DEBT SERVICE LEASES-INTEREST	3,000.00	1,112.52	1,112.52	0.00	1,887.48	37
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$1,349,800.00</b>	<b>\$612,086.46</b>	<b>\$614,923.15</b>	<b>\$2,836.69</b>	<b>\$734,876.85</b>	<b>46</b>
<b>Expenditure Subtotal</b>	<b>\$1,349,800.00</b>	<b>\$612,086.46</b>	<b>\$614,923.15</b>	<b>\$2,836.69</b>	<b>\$734,876.85</b>	<b>46</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,349,800.00</b>	<b>-\$612,086.46</b>	<b>-\$612,086.46</b>	<b>-\$2,836.69</b>	<b>45</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,349,800.00</b>	<b>-\$612,086.46</b>	<b>-\$612,086.46</b>	<b>-\$2,836.69</b>	<b>45</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	142,326.00	62,501.07	62,501.07	0.00	79,824.93	44
10-5800-0500 FICA	10,888.00	4,726.24	4,726.24	0.00	6,161.76	43
10-5800-0600 HEALTH INSURANCE (MEDICAL)	25,012.00	8,822.20	8,822.20	0.00	16,189.80	35
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	6,300.00	1,350.88	1,350.88	0.00	4,949.12	21
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	1,500.00	1,500.00	0.00	3,000.00	33
10-5800-0700 LGERS RETIREMENT	48,182.00	12,118.11	12,118.11	0.00	36,063.89	25
10-5800-0800 401K SUPP RETIREMENT	11,092.00	2,958.51	2,958.51	0.00	8,133.49	27
10-5800-1500 GENERAL REPAIRS & MAINTENANCE	100.00	100.00	100.00	0.00	0.00	100
10-5800-1700 MAINT/REPAIRS - VEHICLES	86,400.00	7,962.11	7,962.11	0.00	78,437.89	9
10-5800-3100 MOTOR FUELS	24,000.00	4,565.72	4,565.72	0.00	19,434.28	19
10-5800-3300 SUPPLIES	1,000.00	183.16	183.16	0.00	816.84	18
10-5800-3800 TECHNOLOGY	1,000.00	138.29	138.29	0.00	861.71	14
10-5800-6000 CAPITAL OUTLAY	150,000.00	0.00	0.00	0.00	150,000.00	0
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	27,000.00	4,687.33	4,687.33	0.00	22,312.67	17
10-5800-8100 RECYCLING	8,000.00	1,143.23	1,143.23	0.00	6,856.77	14
10-5800-8200 BRUSH & LEAF DISPOSAL FEES	43,200.00	4,800.00	4,800.00	0.00	38,400.00	11
10-5800-8300 DUMPSTER FEES	24,000.00	8,551.70	8,551.70	0.00	15,448.30	36
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$613,000.00</b>	<b>\$126,108.55</b>	<b>\$126,108.55</b>	<b>\$0.00</b>	<b>\$486,891.45</b>	<b>21</b>

**REVENUE & EXPENDITURE STATEMENT**

07/01/2024 To 10/31/2024

Town of Biltmore Forest

FY 2024-2025

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

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>Expenditure Subtotal</b>	<b>\$613,000.00</b>	<b>\$126,108.55</b>	<b>\$126,108.55</b>	<b>\$0.00</b>	<b>\$486,891.45</b>	<b>21</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$613,000.00</b>	<b>-\$126,108.55</b>	<b>-\$126,108.55</b>	<b>\$0.00</b>	<b>21</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$613,000.00</b>	<b>-\$126,108.55</b>	<b>-\$126,108.55</b>	<b>\$0.00</b>	<b>21</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0400 OUTSIDE PROFESSIONAL SERVICES	50,000.00	2,425.00	2,425.00	0.00	47,575.00	5
10-6600-0401 LEGAL SERVICES	24,000.00	11,937.50	11,937.50	0.00	12,062.50	50
10-6600-1100 TECHNOLOGY	125,000.00	40,797.84	46,657.73	5,859.89	78,342.27	37
10-6600-1300 MUNICIPAL UTILITIES	24,000.00	8,672.88	8,672.88	0.00	15,327.12	36
10-6600-1500 GE. REPS. AND MAINT.	40,000.00	10,696.68	10,696.68	0.00	29,303.32	27
10-6600-2800 ELECTIONS	1,000.00	0.00	0.00	0.00	1,000.00	0
10-6600-5400 INSURANCE	120,000.00	122,252.86	122,252.86	0.00	-2,252.86	102
10-6600-6000 CONTINGENCY	260,708.00	0.00	0.00	0.00	260,708.00	0
10-6600-6100 MISCELLANEOUS	5,000.00	1,680.76	1,680.76	0.00	3,319.24	34
10-6600-6201 CORPORATE WELLNESS	12,000.00	557.42	557.42	0.00	11,442.58	5
10-6600-6300 COMMUNITY EVENTS	50,000.00	12,290.61	12,290.61	0.00	37,709.39	25
10-6600-6400 WILDLIFE MANAGEMENT	5,000.00	470.00	470.00	0.00	4,530.00	9
10-6600-6500 FOREST MANAGEMENT	60,000.00	136,554.00	136,554.00	0.00	-76,554.00	228
<b>6600 General Government Subtotal</b>	<b>\$776,708.00</b>	<b>\$348,335.55</b>	<b>\$354,195.44</b>	<b>\$5,859.89</b>	<b>\$422,512.56</b>	<b>46</b>
<b>Expenditure Subtotal</b>	<b>\$776,708.00</b>	<b>\$348,335.55</b>	<b>\$354,195.44</b>	<b>\$5,859.89</b>	<b>\$422,512.56</b>	<b>46</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$776,708.00</b>	<b>-\$348,335.55</b>	<b>-\$348,335.55</b>	<b>-\$5,859.89</b>	<b>45</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$776,708.00</b>	<b>-\$348,335.55</b>	<b>-\$348,335.55</b>	<b>-\$5,859.89</b>	<b>45</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
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 NCDEQ LOAN STRM REST	14,600.00	0.00	0.00	0.00	14,600.00	0
10-6700-1500 Public Works Building-Interest	12,025.00	6,366.31	6,366.31	0.00	5,658.69	53
<b>6700 Debt Service Subtotal</b>	<b>\$110,836.00</b>	<b>\$48,471.57</b>	<b>\$48,471.57</b>	<b>\$0.00</b>	<b>\$62,364.43</b>	<b>44</b>
<b>Expenditure Subtotal</b>	<b>\$110,836.00</b>	<b>\$48,471.57</b>	<b>\$48,471.57</b>	<b>\$0.00</b>	<b>\$62,364.43</b>	<b>44</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$110,836.00</b>	<b>-\$48,471.57</b>	<b>-\$48,471.57</b>	<b>\$0.00</b>	<b>44</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$110,836.00</b>	<b>-\$48,471.57</b>	<b>-\$48,471.57</b>	<b>\$0.00</b>	<b>44</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
30-8100-0200 SALARIES	199,205.00	63,044.88	63,044.88	0.00	136,160.12	32
30-8100-0400 PROFESSIONAL SERVICES	20,000.00	14,741.84	17,710.30	2,968.46	2,289.70	89

**REVENUE & EXPENDITURE STATEMENT**

07/01/2024 To 10/31/2024

Town of Biltmore Forest

FY 2024-2025

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Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
30-8100-0500 FICA	15,239.00	4,719.74	4,719.74	0.00	10,519.26	31
30-8100-0600 HEALTH INSURANCE (MEDICAL)	0.00	7,819.68	7,819.68	0.00	-7,819.68	*100
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	0.00	1,488.08	1,488.08	0.00	-1,488.08	*100
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	0.00	1,250.00	1,250.00	0.00	-1,250.00	*100
30-8100-0700 LGERS RETIREMENT	40,399.00	12,942.05	12,942.05	0.00	27,456.95	32
30-8100-0800 401K SUPP RETIREMENT	9,960.00	3,622.52	3,622.52	0.00	6,337.48	36
30-8100-1200 POSTAGE, PRINTING,& STATIONARY	2,000.00	0.00	0.00	0.00	2,000.00	0
30-8100-1500 GENERAL REPAIRS	15,000.00	0.00	0.00	0.00	15,000.00	0
30-8100-3300 SUPPLIES & EQUIPMENT	15,000.00	14,132.98	27,717.81	13,584.83	-12,717.81	185
30-8100-4800 WATER PURCHASES	215,545.00	54,334.66	54,334.66	0.00	161,210.34	25
30-8100-4900 SEWER PURCHASES	422,240.00	0.00	0.00	0.00	422,240.00	0
30-8100-5000 AMI TRANSMITTER FEES	8,867.00	2,272.27	2,272.27	0.00	6,594.73	26
30-8100-6500 STAFF DEVELOPMENT	2,500.00	255.00	255.00	0.00	2,245.00	10
30-8100-7400 CAPITAL IMPROVEMENT	128,552.00	0.00	0.00	0.00	128,552.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$1,094,507.00</b>	<b>\$180,623.70</b>	<b>\$197,176.99</b>	<b>\$16,553.29</b>	<b>\$897,330.01</b>	<b>18</b>
<b>Expenditure Subtotal</b>	<b>\$1,094,507.00</b>	<b>\$180,623.70</b>	<b>\$197,176.99</b>	<b>\$16,553.29</b>	<b>\$897,330.01</b>	<b>18</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,094,507.00</b>	<b>-\$180,623.70</b>	<b>-\$180,623.70</b>	<b>-\$16,553.29</b>	<b>17</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,094,507.00</b>	<b>-\$180,623.70</b>	<b>-\$180,623.70</b>	<b>-\$16,553.29</b>	<b>17</b>





# Monthly Financial Report

## September 2024

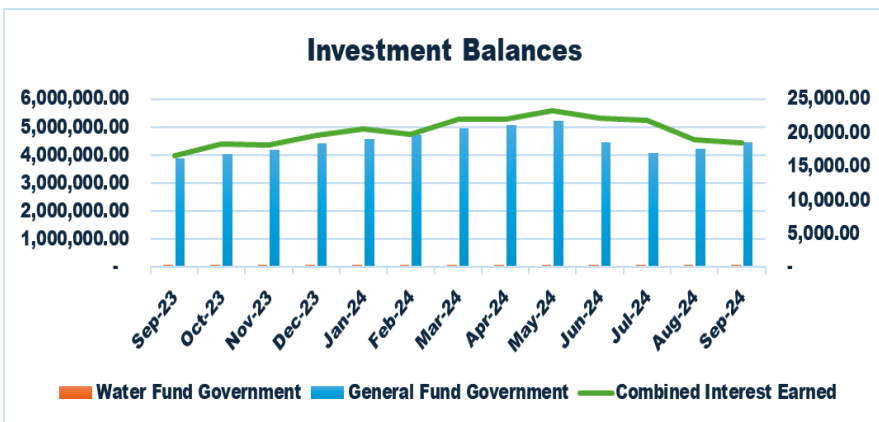
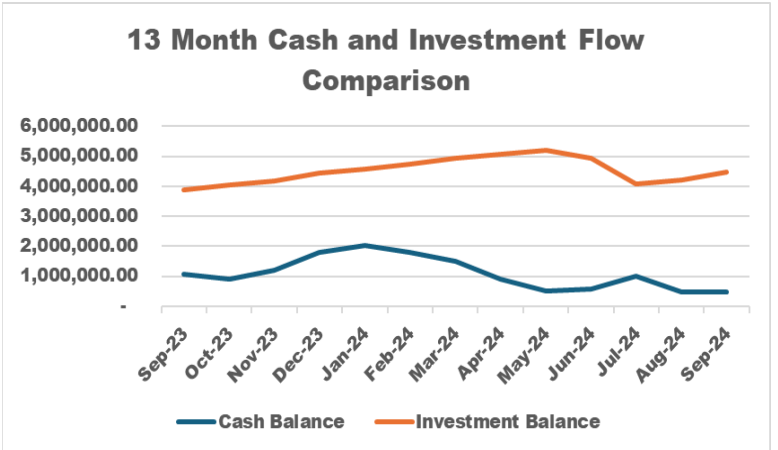
CASH ACCOUNTS	
First Citizens Money Market Checking	479,830.69
NCCMT General Fund Government	4,472,350.77
NCCMT Water Fund Government	108,194.95
<b>TOTAL</b>	<b>5,060,376.41</b>

NORTH CAROLINA CASH MANAGEMENT TRUST	
<b>GENERAL FUND Government</b>	
Beginning Balance	4,224,452.87
Local Govt Distribution (NCDOR)	229,884.37
Transfer to First Citizens Checking	-
Interest Earned	18,013.53
<b>Ending Balance</b>	<b>4,472,350.77</b>
<b>WATER FUND Government</b>	
Beginning Balance	107,746.05
Interest Earned	448.90
<b>Ending Balance</b>	<b>108,194.95</b>

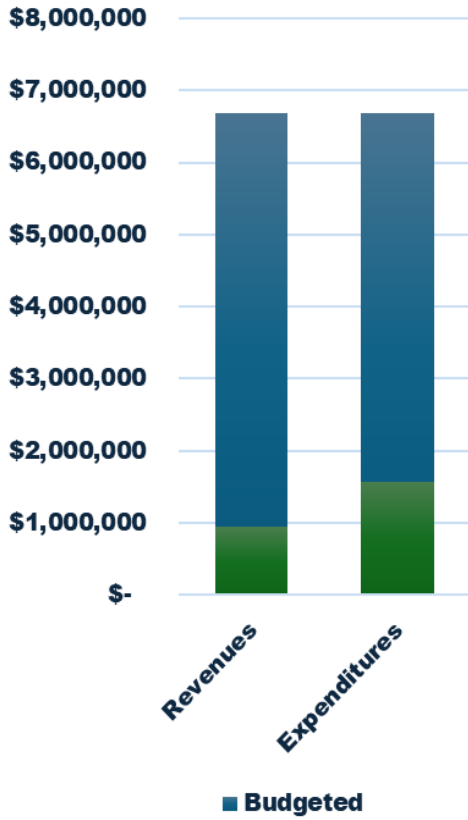
FIRST CITIZENS CHECKING (Monthly Transaction Report)	
<b>Beginning Balance</b>	<b>461,787.18</b>
Cleared Checks	(201,701.73)
Cleared Deposits	549,799.26
Cleared Credits	13,207.73
Cleared Debits	(143,796.13)
Cleared E-payments	199,465.62
<b>Change in Account Balance</b>	<b>416,974.75</b>
<b>Prelim balance</b>	<b>369,649.39</b>
<b>Outstanding Items</b>	<b>132.44</b>
<b>Ending Balance (F/L Balance)</b>	<b>369,781.83</b>

2024 PROPERTY TAXES	
Real Property	878,153,060.00
Personal Property (Including BUS & IND)	6,868,710.00
Personal Property (Public Service Companies)	3,872,229.00
Total Assessed	888,893,999.00
<b>Total Levy</b>	<b>3,066,681.87</b>
Budgeted Levy	3,042,253.00

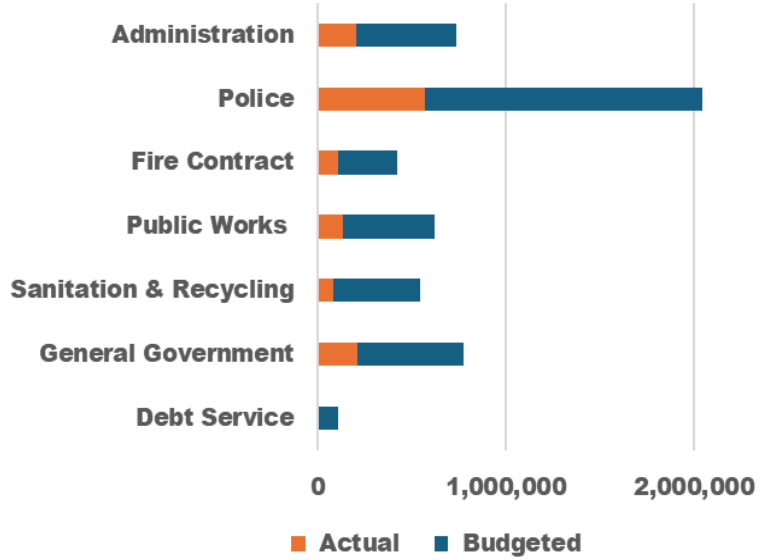
Tax Collection	Budgeted Levy	Total Levy	Amount Collected
<b>Ad Valorem (2024)</b>	3,042,253.00	3,066,681.87	<b>359,818.21</b>
Unpaid per Levy Type	2,682,434.79	2,706,863.66	
Percent Collected	11.827%	<b>11.733%</b>	
<b>DMV Ad Valorem</b>	123,040.00		36,143.11
Difference	86,896.89		
Percent Collected	29.38%		



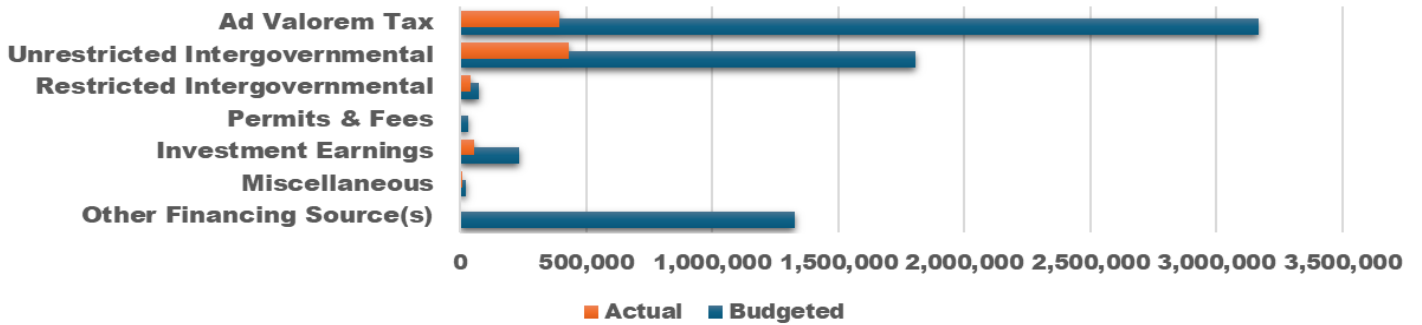
### Budget to Actual Revenues vs Expenditures FY 2024-2025



### Budget to Actual Expenditures FY 2024-2025



### Budget to Actual Revenues FY 2024-2025





*The North Carolina League of Municipalities is a member-driven organization representing the interests of cities and towns in the state. Through their collective efforts, League member cities and towns better serve their residents and improve quality of life.*

*For more than 100 years, the League has been one voice for cities and towns working for a better North Carolina.*

**NCLM**

**BILTMORE FOREST PD**

**LAW ENFORCEMENT RISK REVIEW**

**2023**



## **North Carolina League of Municipalities Law Enforcement Risk Management Review**

In 2013, the North Carolina League of Municipalities Risk Management Services formed a Chiefs' Advisory Committee that includes police chiefs from agencies across N.C. The committee members worked to analyze insurance and liability concerns impacting North Carolina law enforcement agencies who participate in our insurance pools. In response to these liability concerns, the chiefs assisted in the development of the risk management review process to assist in the identification and mitigation of high liability activities found in police operations.

Participation in the risk management review is initiated by voluntary request from those police departments who participate in the League's property and liability insurance pool. The risk management review is not intended to replace or supplement other industry resources. The North Carolina League of Municipalities encourages agencies to participate in recognized programs that evaluate law enforcement services based on benchmarks, accountability, industry best practices, and professionalism.

This risk management review does not represent all known risk to law enforcement agencies but is intended to address specific areas of liability. The risk management review process will continually evolve as additional liability concerns are identified.

The following North Carolina chiefs are current members of the Chiefs' Advisory Committee, and participate in the continued development and implementation of this initiative:

1. Chief Jeff Ledford, Shelby Police Department
2. Chief Brent Phelps, Lenoir Police Department
3. Chief Duane Hampton, Hillsborough Police Department
4. Chief Jeff Leonard, Wake Forest Police Department
5. Chief Ron Davis, Weaverville Police Department
6. Chief Ryan Thompson, Pine Knoll Shores Police Department
7. Chief Andy LeBeau, Boone Police Department
8. Chief David Hess Roxboro Police Department
9. Chief Penny Dunn, Davidson Police Department
10. Chief Chad Hawkins, Belmont Police Department
11. Chief Jason Armstrong, Apex Police Department
12. Chief Keith King, Creedmoor Police Department
13. Chief Mike Wagner, Siler City Police Department

# North Carolina League of Municipalities Law Enforcement Risk Management Review Methodology



The purpose for this instrument is to assess an agency's adherence to best practices, court decisions, and policies and procedures related to high liability activities in law enforcement. The goal is to mitigate liability exposures, enhance officer safety, and validate that training and operating procedures are meeting industry standards. The risk management review was designed and peer-reviewed by a panel of police chiefs representing a cross section of N.C. law enforcement agencies and is available to those agencies who participate in the League's property and liability insurance pool.

The categories are assessed based on associated risk and an agencies adherence to the best practices identified within the specified dimensions.

The following principles are stressed within an agency evaluation:

1. Policy: Does the department have sound policy based upon professional thinking, court decisions and statutes, and on the principle of "foreseeability"?
2. Training: Officers are expected to follow the department policy and trained in the use of the policy. The department provides a framework for the testing of officers in policy and practice.
3. Supervision: Supervisors are engaged with subordinate staff in supporting performance excellence.
4. Performance Management: A clear disciplinary process is in place and officers are held accountable for the violations of rules and policies.
5. Review and Revision: The department utilizes a system of review for high liability incidents involving the analysis of internal affairs investigations, civilian complaints, early warning system information, use of force, and officer/suspect injury patterns.
6. Legal Counsel Review: The department maintains current policies within a revision cycle supported by legal review and management oversight.

## Getting Started- The Internal Department Review

The risk assessment process is structured within two sections respectively: Administration and Operations. During the **Internal Departmental Review** period, the department will take the time needed to update, add or refresh policies/practices, and to make changes as needed to meet the best practice dimensions described within the listed categories. This instrument will serve as a guide to document a department's alignment within the categories.

**(NOTE: Any policy changes should be approved by the manager and any legal entity normally used for policy updates. Officers should also be trained in the changes made with the training documented and memorialized in the employee training file.)**

The attached Risk Review Categories are designated as either **(Y)** - Yes, or **(N)** - No, based on an agency's adherence to each of the category dimensions. The "Comments" section is where the agency designee will indicate how the agency meets the "Best-Practices" dimensions. This will include, updated/revised or existing policy numbers, directives, or any other validating items that satisfy the meeting of categories.

This information will be used by the reviewer during the validation process. **Each dimension listed must be met for successful completion of each category.** All categories that apply to an agency must be met for successful completion of the review process.

Upon completion of the Internal Review, please scan and email or mail a digital copy of the completed Risk Review documents, policies and directives, and contact person information, to the following:

Joseph Graziano  
[jgraziano@nclm.org](mailto:jgraziano@nclm.org)  
609-868-9553

Upon receiving the documents, the validation and alignment portion will begin. The reviewer will likely need to communicate with the department contact person during the process.

After successfully completing the validation process, a date will be arranged with the agency for the **NCLM Site/Operations Survey**.

The site survey will include: departmental operations review, training file validations, officer field operations review, critical personnel interviews, property and assets review and survey, and any other needed policy-practice validation. This process will take approximately 1-2 days.

Upon successful completion of the Law Enforcement Risk Review Process, the Chief will be requested to schedule a time on the next available agenda before the governing council. A presentation will be made recognizing the department and a plaque presented to the chief. A press release will be provided for agency use.

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## ADMINISTRATION SECTION:

### 1. Supervisor Training:

- **Basic Leadership:** The department requires initial supervisory training for new sergeants, supervisors, and commanders. This can include documented agency and town policy review/testing, and the completion of the NCLM Online-Supervision Training.
- **Professional Development:** The department provides structured (internal or external) annual training in high liability policy, trends and supervisory practices for supervisors and commanders. This may include structured-internal training and policy review, professional conferences, workshops, lectures, NCLM RMS Training, and any other recognized professional training.

**Examples:** The department seeks professional development for supervisors and commanders including, but not limited to:

1. Management Development Program (MDP)-NCJA
2. Administrative Officers Management Program (AOMP)-NCSU
3. FBI National Academy (NA)
4. Southern Police Institute- University of Louisville
5. Law Enforcement Executive Program (LEEP)-NCSU
6. Any professionally recognized leadership program or seminar
7. IACP Annual Conference
8. NCPEA Annual Conference
9. NCACP Annual Conference
10. FBI National Academy (NA)- Alumni Annual Conference
11. Documented high-risk agency and town policy review/testing, and the completion of the NCLM Online Supervision Training
12. Any other professionally recognized leadership-training organization

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s)</b> Policy 507 Training and Hiring		
<b>Reviewer Comments:</b> Policy verified, and multiple training certificates were verified.  The policy directs the training of all officers to exceed the mandated state requirements. Policy clearly establishes procedures for ensuring that the training meets the needs of the department and the officer's job function. Furthermore, the policy clearly defines courses required for supervisors and command level leaders within the organization.		
<b>Please provide validation of other supervisory training, certificates/transcripts'</b> Several examples were provided - Record of Completion – Gary Gudac – FBI Leeda – 4/3/2017 Certification of Completion – Matthew Kelly – LE Management and Supervisor Training		



4-26-2023

Certification of Completion – Aslyne Tate – LE Management and Supervisor Training 4-17-2023

Certification of Completion – Chris Beddingfield – LE Management and Supervisor Training 5-1-2023

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**2. Early Intervention System:**

The department utilizes a process for the early identification of employees exhibiting symptoms of stress, negative performance, or behavior that could pose liability to the community, agency, and officer.

The system should identify patterns of behavior that might be symptomatic that an individual employee requires an intervention. The department should have a clear disciplinary process or proper intervention in place to address willful or at-fault violations.

It is mandatory that the Early Warning System track at a minimum, all of the following:

- Biased Based Policing Complaints
- Domestic Violence Misconduct Incidents
- Citizen Complaints
- Incidents involving use of force
- Internal Affairs Investigations
- Shooting incidents/Discharge of firearms
- Vehicle Accidents/Preventable accidents
- Vehicle Pursuits

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s)</b> Policy 201 Admin Investigations, Policy 202 Early Warning		

**Indicate any relevant policy numbers and describe the system and how the system identifies prioritized performance:**

**Reviewer Comments:**

Policy verified, and agency provided supporting documentation.

The agency has multiple policies that establish guidelines for an EIS system. The system is designed to be a proactive, non-disciplinary system that seeks to identify and positively influence conduct or performance-related problems exhibited by individual employees. directs the training of all officers to exceed the mandated state requirements.

It is the agency's policy to maintain an EIS system and provide systematic reviews surrounding significant events involving the agency employees.

**How does the agency track trends and patterns for intervention?**

We are currently using a spread sheet to track.

We are working with a vendor to develop software in our existing CAD to track problems.

Attached 2022 Early Warning Spreadsheet and 2023 Early Warning Spreadsheet

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

### **3. Hiring of Officer/Recruit Untrained and Civilian staff:**

A. The department meets all requirements of the North Carolina Training and Standards Commission when hiring new officers:

- All new employees, new officer hires, and lateral police transfers are required to have a thorough background investigation
- The background investigation includes the contact of previous employer(s) (*reason for leaving previous positions*) and checks of criminal, traffic records, and financial/credit checks
- Instruct new hires and lateral transfer officers on the Brady/Giglio requirements for all sworn personnel.
  1. Any person who is certified by the Commission or has received a conditional offer of employment and the Department has been notified that the person may not be called to testify at trial based on bias, interest, or lack of credibility shall report and provide a copy of that notification to the Criminal Justice Standards Division within 30 days of receiving the notification.
- The background investigation for police applicants additionally includes that the applicant:
  1. Has a medical examination
  2. Passes a drug screening test
  3. Is thoroughly interviewed by designated departmental staff
  4. Successfully completes a psychological examination

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<p><b>Related Agency Policy Number(s) Policy 507 Training and Hiring</b></p> <p><b>Reviewer Comments:</b></p> <p>Policy verified, and agency provided supporting documentation. (Completed F8 Document)</p> <p>The department follows and complies with guidelines set forth by the NC Administrative code regulating the requirements for hiring new employees. The policy directs that all employees, regardless of the position applying, all applicants for employment follow the same hiring process.</p> <p><b>Reviewer Comments:</b></p> <p>The department meets and exceeds the dimensions in this category, during the on-site reviewed multiple hiring packets. The agency utilizes FMRT for its services pertaining to new hires. Both lateral and newly certified officers are handled the same.</p>		

**4. Internal Affairs-Citizen Complaints:**

- The department maintains policy and procedures regarding the handling and documentation of all complaints
- Policy and practice require any member receiving a complaint to immediately notify a supervising officer
- An investigation is initiated regarding the complaint with an outcome communicated to the complainant and officer
- During investigative questioning, an employee will be advised of either their Garrity, Miranda Rights, or read the appropriate disclosure depending on the type of violation.
- The police department will not conduct an internal investigation on other municipal departments within the town. The other municipal department and human resources and/or a third party will conduct their own internal investigations.
- Criminal investigations within the police department will be handle by the North Carolina State Bureau of Investigations (NCSBI)
- Criminal investigations within other municipal departments will be handled by the NCSBI or outside law enforcement agency.
- A record is maintained of complaints received and investigated

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
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<b>Related Agency Policy Number(s) Policy 201 Administrative Investigations</b>
<b>NOTE:</b> The Person who handles Internal Affairs Investigations will be interviewed for this category regarding the above listed dimensions.
<p><b>Reviewer Comments:</b>  Policy verified, and agency provided supporting documentation. Policy details the complaint process and it clearly defines and categorizes expectations. The agency utilizes internal documentation to track employee discipline. The department meets and exceeds the dimensions of this category.</p> <p><b>Agency Proof Provided:</b>  Attached 2022 Early Warning Spreadsheet and 2023 Early Warning Spreadsheet</p> <p><b>Reviewer Comments:</b>  The department meets and exceeds the dimensions in this category.</p>

**5. Sexual Harassment & Discrimination:**

- A reporting process is in place and allows for reporting to be made to a neutral party when necessary
- The policy includes that No employee shall be retaliated against for the reporting of allegations
- The policy directs that the department shall promptly investigate all related complaints
- During the investigation the alleged victim is communicated with and kept informed
- Policy and practice include that if the complaint is sustained, immediate action is taken to remedy the matter and to protect the impacted employee
- Employees receive **annual** training, related updates, and/or policy review

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Y</b>	<b>Annual policy review verified?</b>	
N		
<b>Related Agency Policy Number(s) Policy 107 Sexual Misconduct</b>		
<b>Reviewer Comments:</b> Policy verified, and agency provided supporting documentation. Policy details that complaint process and it clearly defines and categorizes expectations. The agency utilizes internal documentation to track employee discipline. The department meets and exceeds		

**6. Biased Based Policing:**

- The department policy clearly defines and prohibits any type of contacts or enforcement by any member related to: “biased-based policing/enforcement practices”. This would include using race, ethnicity, gender, religion, or national origin as a reason to restrict a person’s liberty where these attributes are not descriptive factors relating to a suspected criminal event
- The Department includes **annual** employee policy review, training, and updates regarding this category

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Y</b>	<b>Annual policy review verified?</b>	
N		
<b>Related Agency Policy Number(s) Policy 303 Patrol Methodology, Policy 110 Professional Image, Policy 507 Training</b>		
<b>Reviewer Comments:</b> Policy verified, and agency provided supporting documentation. The department prohibits the use of bias based and/or racial profiling in all citizen encounters and contacts. Policy directs that Officers receive basic, remedial, and in-service training on subjects related to the prevention of biased-based policing.		

**7. Proactive Risk Reduction Strategies:**

- The department utilizes a comprehensive driver’s evaluation instrument during field training and for post-accident retraining. **The NCLM “Driver Evaluation” form is a recognized standardized instrument.**
  - A cycle exists for the review and update of the department’s policy including legal council approval on new policies. An annual review is preferred; a three-year review is acceptable.
- In addition, the agency incorporates at least (1) one of the following:
- The department participates in NCLM sponsored risk-reduction training seminars
  - The department has participated in an alternate NCLM approved risk-reduction training session

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Y</b>	<b>Driving Evaluation-NCLM instrument or equivalent verified?</b>	
N		
<b>Related Agency Policy Number(s)Policy 523 Safety and Risk Reduction, Policy 508 On Duty Injuries</b>		

**Reviewer Comments:**

Policy verified, and agency provided supporting documentation. The agency maintains a written directive system to keep employees updated concerning expectations and performance. Policy indicates that the town will identify training and programs which can reduce liability risk to the town and all departments and that legal council will review all new high-liability policies and review all policies on a three-year cycle.

**8. Safety Review:**

- Accidents resulting in injury are investigated and fully documented
- Injury related incidents are reviewed and used for prevention training and shared with employees where root causation factors are identified
- The municipality has an established “Safety Employee”, charged with the investigation of accidents in which injury or property damage has occurred with the causative factors identified, documented, and corrective action taken
- The department participates in a municipal safety committee that meets regularly to communicate safety concerns and issues.

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
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**Related Agency Policy Number(s) Policy 523 Safety and Risk Reduction, Policy 508 On Duty Injuries**

**Reviewer Comments:**

Policy verified, and the agency has a policy in place that addresses the process for handling and investigating accidents. The agency in conjunction with the town will appoint a safety employee to investigate/review accidents and recommend factors and recommendations for corrective action. The department meets and exceeds the dimensions in this category.

**9. Training Policy & Documentation:**

- All training is fully documented
  - The department records and maintains all training required by federal, state and OSHA mandates
  - A formal training program is utilized for all new hires supervised by a certified FTO or PTO
  - A formal training program is required for lateral-transfer officer hires
  - During the FTO phase- Instruct new hires and lateral transfer officers on the Brady/Giglio requirements for all sworn personnel.
  - The department provides annual training on use of force including policy review and case law updates
  - The department provides annual training on bloodborne pathogens
- A. Driving Training: The department utilizes post-crash evaluation and re-training. “New vehicle orientation training” is provided to familiarize officers with the police vehicle, equipment, and expectations.

- B. The department additionally provides any of the following options:
- Annual classroom and/or track instruction. Class topics may include a review of departmental, pursuit and emergency response policies, and review of departmental and national accident trends
  - Annual officer ride-along and evaluation by department trainer/evaluator

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 507 Training and Hiring and Policy 518 FTO</b>		
<b>NOTE:</b> The Training Supervisor will be interviewed for this category regarding the above listed dimensions.		
<b>Reviewer Comments:</b> Policy verified, and the outlines training directives. The agency maintains a comprehensive FTO program for all hires. The agency meets and exceeds the dimensions within this category. FTO's are sent through multiple phases during their training to expose them to the agency. Furthermore, all FTO's utilize DORs, WOR's, and the NCLM Driving instrument.		
<b><u>Agency provided proofs:</u></b> Added 2022 In Service Spread Sheet Added 2023 In Service Spread Sheet Added FTO Weekly Evaluation Sheet Added ICS Training Spreadsheet Added CIT Training Documents Added Training and Hiring Documents Added FTO Documents		

**10. Officer-involved Critical Incident Investigation:**

- Policy guides the initial incident response to include- First responding supervisor and the securing of evidence
- Policy guides the Post Incident Procedures: administrative leave, counseling assistance, family counseling, department-wide debriefing, daily stress recognition
- All law enforcement agencies in the State that employ personnel certified LEOs by CJ Standards that are involved in critical incidents shall provide any information requested by the Division to maintain the database.
  1. "Critical incident" means an incident involving any use of force by a law enforcement officer that results in death or serious bodily injury to a person."
- The SBI will be contacted by the Chief of Police or District Attorney to investigate and prepare evidence in the event a sworn law enforcement officer with the power to arrest uses force against an individual in the performance of the officer's duties that results in the death of the individual.

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
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**Related Agency Policy Number(s) Policy 201 Administrative Investigations**

Added DA MOU Agreement

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**11. Property & Evidence:**

- Department maintains proper evidence storage areas with controlled access
- A dedicated and trained evidence custodian/ staff, is responsible for the storage and distribution of all evidence
- Guns, drugs, and money must be secured in a separate area within the evidence storage area
- The policy should include a provision for conducting a criminal history check on any person who is seeking the return of a firearm prior to the return of the firearm from evidence
- Utilization of evidence auditing is in place including random audits
- Chain of custody and disposition documentation is utilized

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
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**Related Agency Policy Number(s) Policy 311 Evidence and Property Management**

**NOTE:** The Evidence Custodian/Supervisor will be interviewed for this category regarding the above listed dimensions.

Custodian Name: Sgt. Matt Kelly  
Custodian Name: Shannon Kimbrough  
Captain Gudac

**Interview Comments:** I interviewed Matt Kelly; he has been the evidence custodian for a few months and has attended courses through NCJA as well as the IA classes. During the on-site, several issues were identified, and the process to fix them was already underway by the agency. They had a flood in their evidence room which caused evidence to become damaged with mold/water damage. After my on-site visit, the agency worked diligently to remediate the mold, track and identify the evidence being placed in a temporary area, evaluate the evidence, and conduct a full, in-depth, detailed audit. Several issues were



identified in the audit that the agency could correct. The Chief and his staff took this seriously and they prioritized the required changes for his agency. The area is now organized, the security was fixed, a full audit was conducted to ensure all evidence was accounted for, high-risk items are separated, and additional budgetary items are in the works. I commend the agency for taking on this massive project to fix such a high-liability area.

**12. Social Media:**

Policy guides officers in the expected behaviors and legal standards for social media activity. Policies further follow the language of the fourth circuit court of appeals regarding the Liverman v. City of Petersburg case. This case references the impact to a department’s efficiency based on an employee’s social media comments.

Accomplished?	Y N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 102 Rules of Personal Conduct and Job Performance, Policy 205 Social Media</b>		
<p><b>Reviewer Comments:</b>            Policy verified, and the agency has a policy in place that addresses the expectations by employees regarding social media sites. Employees are encouraged to exercise sound judgment on usage, maintenance and discretion in contributing to social media sites where information is available to numerous users. This is especially encouraged on personal sites to ensure a distinct separation between personal and organizational views. Where personal use of social media sites are related to a matter of public concern, it must be conducted in such a manner that a reader would not think the employee is speaking for or on behalf of the Biltmore Forest Police Department or the Town.</p> <p><b>Reviewer Comments:</b>            The department meets and exceeds the dimensions in this category.</p>		

**13. Continuity of Operations Plan:**

- The department has established plans for situations in which normal operations and procedures are disrupted due to natural and man-made disasters to ensure continuity of operations.
- There is an established process by which the plan is activated and when normal operations will resume

- There are established processes when decision making authority will be delegated and to whom and for what functions, including the leadership’s order of succession
- The department has identified alternate operational facilities, methods of communication, alternate processes and equipment, and provisions for securing records
- The department maintains a process for backing up electronic data with off-site storage
- The department updates, maintains and trains the plan execution with department staff

Accomplished?	Y N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<p><b>Related Agency Policy Number(s)</b> _____</p> <p>Provide any directives or SOP addressing secondary site relocation/or: Detail the steps taken to relocate operations and services in the event of a disaster or loss of facility/resources: Policy 314 Building Security &amp; Continuity of Operations VC3 backs up all Town Computers into the cloud. Generator on site Redundant Radio Systems</p> <p><b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.</p>		

## **II. OPERATIONS SECTION**

### **1. USE OF FORCE and Response to Active Resistance:**

- The Use of Force policy and procedures are annually reviewed and anytime a new weapons system is adopted, or new case law passed and enacted
- Policy provides use of force options, for example: Force Options/Controls starting with officer presence, progressing up to, and including deadly force. The policy should stress the use of the reasonable and minimal force necessary to gain control
- All officers are trained and tested in the use of all issued force options
- The Department utilizes a formal use of force reporting form that is to be completed by the officer any time force other than “soft hands” is used, and reviewed by a supervisor
- Policy and training reflect that “less-lethal force” devices will not be used on passive resisters or resistant individuals unless the non-compliance or resistance creates an immediate danger and safety risk that can be mitigated by the use of such force options for example, ECD or pepper spray (note: the U.S. 4<sup>th</sup> Circuit Court of Appeals has viewed the use of Taser or similar tools as “serious injurious force” and the use must be reasonable and proportional to the event unfolding)
- All officers using less-lethal force devices will receive training by a certified instructor in the following:
  - i. Policy Training on proper use and legal authority for use
  - ii. Initial training and testing
  - iii. Annual training/re-training and testing
- Policy specifies that only department approved weapons and equipment are to be utilized by officers
- Duty to Intervene and Report Excessive Use of Force: A law enforcement officer, while in the line of duty, who observes another law enforcement officer use force against another person that the observing officer reasonably believes exceeds the amount of force authorized and who possesses a reasonable opportunity to intervene, shall, if it is safe to do so, attempt to intervene to prevent the use of excessive force. Additionally, the observing officer shall, within a reasonable period of time not to exceed 72 hours thereafter, report what the officer reasonably believes to be an unauthorized use of force to a superior law enforcement officer within the agency of the observing officer, even if the observing officer did not have a reasonable opportunity to intervene.
- Firing at moving vehicle(s) is prohibited except in self-defense of an officer(s) or the defense of another person(s) when deadly force is authorized, and no other reasonable options exist
- Choke, Strangleholds, and neck restraints are prohibited except in the self-defense of an officer(s) or the defense of another person(s) when deadly force is authorized, and no other reasonable options exist
- De-escalation training is instructed and documented annually during firearms training, less-than lethal training and when the Police Chief or designee for the Department deems it necessary

Accomplished?	<b>Y</b>	COMMENTS- <b>Please Indicate how the department has met the category</b>
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UPDATED July 18, 2022

	N	<b>dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Y</b>	Annual policy review verified?	
N		
<b>Related Agency Policy Number(s) Policy 206 Use of Force, Policy 207 Electronic Control Weapons, Policy 208 Impact Weapons, Policy 209 Chemical Weapons, Policy 210 Firearms, Policy 204 Department Business</b>		
Covered every year at annual qualification and during the classroom portion of firearms.		
Added copy of Use of Force Form See copies of in-service training spread sheets		
Our department covers use of force training when we conduct our firearms classroom training. In addition to that we cover use of force issues when we are at the range conducting firearms qualifications. We also cover use of force policies and procedures in reviews of use of force reports and chases. This could be covered department wide or one on one with the affected officer.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

## 2. Less-Lethal Weapons:

- Police officers have at least one (1) less lethal force option available (two recommended) to include electronic control devices (ECD), chemical spray (OC), impact weapons, and bola wrap device (BWD) etc.
- The department has a current “best practices” policies in place regarding less-lethal options issued to the officers.
- The department requires initial certification and annual training on all issued devices
- The Department utilizes a formal use of force reporting form that is to be completed by the officer any time force is used with a less-than lethal device
- De-escalation training is instructed and documented annually during firearms training, less-than lethal training and when the Police Chief or a designee for the Department deems it necessary.

Accomplished?	<b>Y</b>	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
	N	
<b>Related Agency Policy Number(s) Policy 206 Use of Force, Policy 207 Electronic Weapons, Policy 208 Impact Weapons, Policy 209 Chemical Weapons, Policy 210 Firearms</b>		

All of our officers are issued and trained on Taser X2s. Our officers train and qualify every year on the Taser device, and policy and training is updated as needed to reflect best practices and legal standings.

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**3. Care and Custody of Suspects:**

- Policy exists detailing the care, custody, restraint, and transportation of suspects
- Policy outlines procedures for providing medical attention to arrestees who report **or** show symptoms of injury or illness following a use of force or custodial situation
- Policy outlines specific legal procedures regarding juvenile prisoners
- Policy guides the handling of persons with disabilities
- Proper decontamination policies and procedures exist for individuals exposed to chemical sprays, electronic control devices, Impact Weapons, and Bola Wrap devices.

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 109 Treatment of Persons In and Out of Custody, Policy 310 Juvenile Investigations, Policy 206 Use of Force, Policy 207 Electronic Control Weapon, Policy 208 Impact Weapons, Policy 209 Chemical Weapons</b>		
Our policies go into great detail in how our officers will treat citizens and suspects. Our polices and procedures detail out every step officers are to take in regards to this section.		
<b>Reviewer Comments:</b>		
Included are comprehensive and discretionary policies guiding handcuffing considerations and that restraints are to be double-locked. Policy further prohibits the transportation of suspects in the “prone” position. The policy also includes steps for dealing with individuals with developmental disabilities. The department meets and exceeds the dimensions in this category.		

**4. Dealing with Persons of Diminished Capacity/ Excited Delirium:**

- Officers should be properly trained in the handling of suspected “diminished capacity/excited delirium” individuals
- Officers should be properly trained in indicators of “excited delirium”
- Procedures for taking individuals into custody and detention should be outlined in the policy and include:

1. Protocols for responding – Containment, Announcement, Back-up, Medical attention
2. Less-lethal force options should be available when individuals are taken into custody

Accomplished?	Y N	COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:
<b>Related Agency Policy Number(s)</b> Policy 109 Treatment of Persons In & Out of Custody		
Added CIT Training Documents		
<p>Our officers are trained on our polices and we have resources from partner agencies that can assist as needed. Our department sends all officers to the local offering of the Buncombe County CIT (Crisis Intervention Team) training. We have started sending telecommunicators to this training along with new officers that have been hired.</p> <p><b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.</p>		

**5. Holding Cells (only for agencies utilizing temporary prisoner holding cells)**

- Policy should establish the maximum time prisoners could be kept in a holding cell
- Holding cell must be monitored either by an officer or by closed circuit TV with live contact every 15 minutes
- Holding cells are to be equipped with a smoke detector
- Must have an evacuation plan in the event of an emergency
- Policy directs that sight and sound separation exists between detained juveniles and adult offenders
- Males and females are not to be detained in the holding cell together
- Holding cell should be free of any materials that could be used as weapons or devices for self-injury
- Suspects are searched for any materials that could be used as weapons or devices for self-injury or assault
- Officers are required to lock and secure firearms when accessing the holding cell
- Holding cells are equipped with an officer-accessible “panic alarm”. An officer-worn radio equipped “emergency-button” is sufficient

Accomplished?	Y N	COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:
<b>Related Agency Policy Number(s)</b> N/A		



**6. Transportation, Handcuffing-Restraint of Suspects:**

**A. Transportation:**

- Prisoner of opposite sex arrest and transport: Officer provides communications with time and mileage. The officer closes time and mileage upon destination
- Prisoners of opposite sex are not to be searched (*other than pat down for the officer's protection*) by opposite sex officers. All extensive searches are to be conducted by an officer of the same sex or jail personnel with attention to privacy issues. ***In the event that this is not possible, opposite sex offender searches must be conducted in the presence of another witnessing officer and the procedure included in policy***

**B. Handcuffing:**

- Officers are trained on specific policy and procedures relating to handcuffing
- Policy must include exceptions to the preferred method (behind back) for example, when suspects are physically impaired or elderly
- **Double-locks are utilized, and tightness checked anytime handcuffing takes place**
- **Officers document or memorialize that the individual was handcuffed, checked for tightness, and that double-locks were used**
- Department conducts annual training on issues surrounding handcuffing

Accomplished?	Y N	COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:
<b>Related Agency Policy Number(s) Policy 109 Treatment of Persons In &amp; Out of Custody</b>		
<p>Our officers operate vehicles that have single-person cages.          Our department only has one female officer who works on a night shift, but our officers will utilize a beat partner or another agency to assist them in conducting searches.          Our handcuffing is covered in our Use of Force policy review.</p> <p><b>Reviewer Comments:</b>          The department meets and exceeds the dimensions in this category.</p>		

**7. Offender Identification Procedures:**

- Policy outlines the statutory provisions and the manner in which criminal suspects will be subjected to current legal identification proceedings. This includes: Show-up/Drive-By, Photo-Array, and Line-Up procedures

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 401 Criminal Investigations, Policy 410 Interview and Interrogation, Policy 515 Computer Management/DCI Access</b>		
The policies (410 and 515) are being revised. I will email you a copy once it is completed.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

### **8. Confidential Informants:**

Policy and practice include the documentation of CI use during drug investigations:

- Policy and practice involve the proper handling of evidence, confidential informants, informant funds and files, and safety issues concerning drug investigations, etc.
- Policy includes a prohibition from improper fraternization with informants
- An auditing of confidential funds and informant files is conducted on a periodic basis and anytime a new narcotics officer/supervisor is replaced

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 402 Confidential Informants</b>		
At this time our department does not have any CI's but we do address each one of the best practices in our policies.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

### **9. In-Car Camera/Body Worn Camera (If equipped):**

It is recommended that the department utilizes video technology including either: in-car video cameras, or body worn systems, or preferably a combination of both

- A “best practices” policy is in place for the utilization of video equipment (the IACP model policy is a recommended best practices guide) The policy should address the following recommendations:
  1. Controlled access to the recording media (*generally limited to a supervisor*);
  2. Provision of random review by supervisors (audit process)
  3. Use of personal recording equipment is prohibited
  4. Video evidence storage, use, and retention is established by policy
  5. Prohibited use policy is in place



Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 505 In Car Camera, Policy 506 Body Camera</b>		
<p>Our policies contain best practices that our officers are trained on and when and how the cameras are to be used. All videos are uploaded into our cloud database. Ultimate control of the system is maintained by the Administrative Captain who can share videos with supporting agencies when needed. The Captain also reviews videos and checks all footage in all use of force and vehicle chases. Reviews of officer's video are randomly checked for compliance of all policies and procedures.</p> <p><b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.</p>		

### **10. Vehicle Operations:**

**A.** The department maintains policy and direction for the establishment of responsibility for the safe operation of police vehicles during:

- non-emergency operation
- emergency (light and siren) operation

**B. Distracted Driving:** The department maintains a “distracted driving policy” and provides guidance for when Mobile Data Terminal use and electronic devices are prohibited

**C. Vehicle Pursuit:**

- Pursuits governed by a policy that provides guidance for the appropriate use of a pursuit, pursuit communications, and supervision
- The department's policy gives direction in situations where emergency vehicle operation would not be generally authorized
- The department's policy provides procedures for pursuit termination

**D. Mandatory Seat Belt: - Safety Equipment:**

- Department requires seatbelt use by all vehicle occupants (unless exception exists) to ensure safe vehicle operation by policy and practice, by monitoring the use of seat belts

**E. Tire Deflation Devices-Deployment:**

Officers shall receive practical training in the use of tire deflation devices. Tire deflation devices should only be deployed after notification to pursuing officers and the supervisor. The location of the intended deployment shall be communicated.

The department has clear policies defining the proper use of tire deflation devices to include:

- Deflation devices should be deployed in an effort to only affect the pursued vehicle
- Training should detail the adequate cover and escape from intentional or unintentional exposure to the approaching vehicle
- Officers should be trained in the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle
- Policies should prohibit the use of deflation devices when the pursued vehicle has less than 4 wheels, or is a vehicle transporting known hazardous materials; unless deadly force would be authorized, and no other options are available.

Accomplished?	Y N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 307 Vehicle Operations</b>		
<p><b>In addition to the relevant policies, please indicate how the category dimensions are met or exceeded:</b></p> <p>Our policy goes into great detail in how our officers are to operate their vehicle in routine and emergency use. All pursuits are reviewed for compliance with rules and regulations along with areas that need to be improved upon.</p> <p>Seat belt use is mandated by Town Policy.</p> <p><b>Department does not use or issue stop sticks.</b></p> <p><b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.</p>		
<p>Risk Review Evaluator will ride and observe a patrol officer and the day-to-day activities. The officer will be asked to detail their understanding of the use of force and vehicle operations/pursuit policies. Officer Name: Michael Anton</p> <p><b>Interview Comments:</b> I conducted ride-a-longs with the department and officer listed above. During the ride-a-long, we discussed Basic Pursuit Guidelines, Use of Force/De-escalation Techniques, Use of Less than Lethal, Safety Concerns, a citizens right to record, and Armstrong Pinehurst case. The officer has a good knowledge and understanding of the Policies and areas that we discussed including the Pinehurst vs Armstrong case. The Officers understand the prohibition of choke holds/strangle holds/neck restraints, shooting at moving vehicles as well as the duty to intervene during an officer excessive force issue and then reporting it to command staff. Officer Anton performed his duties in a professional and safe manner. I also conducted an inspection of the vehicle for safety equipment. Vehicles were well equipped with the items listed in Category #15.</p>		

**11. K-9 Operations: (If Applicable)**

- Department K-9 units have clear policies and procedures regarding their use
- The K-9 unit is trained under a recognized certification program and training maintained to the type and purpose of the K-9
- K-9 Training logs and documentation are maintained
- Records related to searches and other K-9 activities are maintained
- K-9 cannot be accessed by the general public unless under supervision
- K-9 vehicle is equipped with canine heat protection and public safety markings
- All officers are trained in the legal parameters of police K-9 searches and the current case law related to these searches: **Illinois v. Caballes, 543 U. S. 405 (2005), and Rodriguez v. U.S. (2015)**

Accomplished?	Y N	COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:
Related Agency Policy Number(s) <b>N/A</b>		
In addition to the relevant policies, please indicate how the category dimensions are met or exceeded:		
<p><b>NOTE:</b> The Lead Canine Officer/Supervisor will be interviewed for this category regarding the above listed dimensions.</p> <p>Officer Name: _____ <b>N/A</b></p> <p><b>Interview Comments:</b></p>		

## **12. SWAT /SRT/Tactical, Special Operations Teams: (If Applicable)**

This category refers to any organized group of officers who operate as a “tactical unit” for the purposes of high-risk apprehensions, structural entries, hostage situations, warrant services, or any other “high-risk” activity that would require increased training and experience.

- Team members are properly equipped to include tactical vests, radio systems, and approved weapons and uniforms
- The department has established fitness standards for team members
- Annual training is required on issued specialized equipment
- Department adheres to member selection standards
- Team tactics are based on accepted best practices
- Department maintains an initial training of officers - (40-hour Basic SWAT training Course)

- Monthly team training- (minimum of 8 hours of training per month)
- Sniper requirements include an initial training course
- Snipers are at a minimum required to qualify quarterly separate from the mandated team training schedule

**A. Tactical team Call-Out Procedures**

- Clear policies and procedures exist regarding when, and under what criteria, tactical teams should be used: Agency or Mutual-Aid
- Notification procedures should designate which command staff members should be notified.

**B. Command Notification**

- Standardized procedures should specify when supervisor notification and tactical team service are required

**C. High-Risk Warrant Service:**

- The department maintains specific training and procedures regarding warrant-service such as the proper tactics involving a residence or structure
- Planning - completion of search warrant operational plan prior to service including, but not limited to: photographs/video taken of target location, diagram, criminal records checks, past-history of location, etc.
- Written operational plans are completed and maintained for any high-risk service, detailed and team-briefed by the operational leader, with chain of command approval process completed
- Officers involved in the operation review the operations plan during the briefing process
- When possible, the operational team completes a practice “dry-run” of the operation prior to actual operation

Accomplished?	Y N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) N/A</b>		
<b>In addition to the relevant policies, please indicate how the category dimensions are met or exceeded:</b>		

**NOTE:** The Tactical Commander/Team Leader will be interviewed for this category regarding the above listed dimensions. **N/A**

Officer Name: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Officer Name: \_\_\_\_\_

**Interview Comments:**

**13. Search & Seizure of Persons, Vehicles, Residences, Structures, Property, and Electronic Devices:**

Policies direct the procedures and justification for searches, and the various types of property searches including direction involving the following options:

- Arrest Warrants
- Search Warrants
- Consensual searches and “Knock and Announce”
- Exigent/dynamic searches
- Vehicle searches
- Clear policies detailing legal detentions and guidelines of what constitutes the physical seizure of an individual
- Policies exist detailing consensual contacts, Terry Stops, and when frisks of individuals for weapons are legal, and how contacts should be documented
- Clear policies and procedures are instituted regarding strip and body searches to include: supervisor notification, location and requirements, and when a strip or body cavity search would be justified
- Policy gives guidance concerning the search warrant and trained medical staff requirements for the limited situations involving body cavity searches
- The department maintains current policies and procedures regarding motor vehicle stops and searches (**Arizona v Gant**). The policy should include current case law regarding searches incident to arrest and when searches may be legally conducted

Accomplished?	<b>Y</b> <b>N</b>	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 401 Criminal Investigations, Policy 408</b>		

**Search Warrants**

Our policy goes into great detail with regard to all issues in search and seizure. Our policies are reviewed automatically each year with all employees.

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**14. Firearms qualification and training:**

- Range used for training is “purpose-built” reflecting best practices
- All range use includes the supervision of a certified range instructor
- Range use includes the utilization of safety officers
- A First-Aid kit is available during firearms related training
- Safety rules are posted and reviewed
- The physical address of range is visibly posted in the event of an emergency, or communications notified of range status in the event of an emergency
- No eating, drinking, or smoking is allowed on the range during training
- Eye and ear protection are provided to officers
- Officers wear ballistic vests while training/qualifying and in proximity to the range
- Training includes practical exercises, or scenarios, allowing officers to select appropriate weapon for the level of threat identified

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 210 Firearms, Policy 206</b>		

**NOTE:** The Lead Firearms Instructor will be interviewed for this category regarding the above listed dimensions.

In addition to the relevant policies, please indicate how the category dimensions are met or exceeded:

Eyes and Ears are issued to officers

Use Madison County Range

Use AB Tech In Door Range

Chief Beddingfield and Sgt. John Driver are lead firearms instructors.

Our department uses two ranges that are approved for use by North Carolina Criminal Justice Training and Standards Commission according to their strict review process.

Our firearms instructors also follow all safety protocols mandated by CJ Standards.

Our department conducts shoot/don't shoot drills along with a combat course and has also used simunition rounds.

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

Officer Name: Chief Beddingfield

**Interview Comments:**

Spoke Chief Beddingfield, who is one of the agency's lead firearm instructors. He has been a firearms instructor for roughly nineteen years. The Department currently uses either Madison County range, or the Polk County Sheriff Department range. Both places are marked and addressed. They are working on an agreement with Kevin West out of AB Tech to assist with qualifications and locations. All officers are issued standard first aid kits that are brought to both ranges. Range safety briefing and rules of the range are covered prior to shooting. The Department does complete de-escalation training during the in-class portion. The Department utilizes shoot / don't shoot targets, barricade shooting, malfunctions, emergency reloads, and scenarios in our live-fire training.

**15. Vehicle Maintenance**

- A record is maintained of maintenance provided to police vehicles
- Policy and practice provide a “pre-shift” vehicle inspection process and checklist
- The checklist should include visual checks for condition of tires, lights, emergency equipment, etc.

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 307 Vehicle Operations and Policy 516 Equipment and Uniform Issuance</b>		
Officers are required to inspect their vehicles for safety issues and needed repairs.		

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**16. Facility Security:**

- Police facilities should be designed to be reasonably secure from physical attack or sabotage
- Sensitive areas should be secured from public access

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 314 Building Security &amp; Continuity of Operations</b>		
Our department is secured and employees are issued a key fob that allows them to enter the building. Inside the building there are additional areas that are secured and can only be accessed if authorized.		
<b>Reviewer Comments:</b>		
The department meets and exceeds the dimensions in this category. During my on-site, I completed a walk-through of the agency. Upon entering the facility, you are greeted by the desk officer. The lobby is secured and has camera security inside and outside of the building. The agency is currently operating what used to be a functioning house and they are in talks with the town to build a new police department; they have secured the facility to fit their operational needs.		

**17. First Aid Training:**

- Department provides first aid training and retraining for officers. Examples would include CPR and basic first aid for gunshot wounds

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 507 Training</b>		
Our department conducts annual CPR and Stop the Bleed training. We issue officers NARCAN and other first aid items. In addition to this all of our vehicles are equipped with CPR Defibrillators.		
<b>Reviewer Comments:</b>		
The department meets and exceeds the dimensions in this category.		



## 18. Safety Equipment

The department directs that officers utilize safety equipment. This includes: Biohazard bags (red), face protection mask, latex gloves, disinfectant solution, sharps container, ballistic vest, traffic safety vest, fire extinguisher, North American Guide Book

- Vehicle is equipped with a reflective vest, PPE, equipment
- Each patrol car is equipped with a first-aid kit
- Each patrol car is equipped with roadway visibility devices such as cones or strobes, etc.

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 516 Equipment &amp; Uniform Issuance</b>		
Our department equips each vehicle with a first aid kit, reflective vests, fire extinguishers, cones and Bio Hazard books.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

## 19. Ballistic Vest Policy:

- Agency requires a mandatory-wear policy for uniformed patrol officers

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 308 Body Armor</b>		
Our department has a mandatory vest wear policy. We replace body armor according to the manufactory suggested date. We also allow officers to wear the vest in an outer carrier that looks like a uniform shirt.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

## 20. Off-Duty Action:

- This policy should detail off-duty response to police related matters
- Procedures regarding identification, limitations of when to respond, and what actions to be taken, such as neighborhood disputes, crimes in progress, etc.
- The policy should prohibit the carrying of a weapon while under the influence of alcohol

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 110 Professional Image, Policy 102 Rules of Personal Conduct and Job Performance, Policy 106 Duty</b>		
Our policy goes into great detail for officers in regards to their off duty actions.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

### **21. Police Related Secondary Employment: (If Applicable)**

- The department policy directs procedures for secondary employment
- Policy includes occupations or conditions that are not acceptable
- Off-duty employment is contingent upon approval by chief of police or designee
- Documentation includes: detailing the duties, type of business, uniform to be worn, date, time, number of hours, and if a departmental vehicle is to be utilized
- Workers Comp status and notification is made known to the officer

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 521 Secondary Employment</b>		
All employees are eligible to work secondary events upon approval of the Chief. The Chief also has to approve all secondary jobs and the attire that is to be worn for the event. Rate of pay and workers comp issues are communicated to the employees for each secondary event.		
<b>Reviewer Comments:</b> The department meets and exceeds the dimensions in this category.		

### **22. Civilian Ride-Along program: (If Applicable)**

- Policy is established relating to civilian “ride-along” program
- The department has an established minimum age of participants
- Request should be made in writing and include a consent and waiver of liability
- The department policy should limit the number of times civilians are allowed to ride
- The policy should prohibit civilians being armed, driving police vehicles, accompanying officers during “high risk” encounters, accompanying officers inside homes on search warrants, domestic situations, and participating in pursuits
- Civilians are not permitted to wear “police-like” clothing
- A background check must be completed on participant

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or</b>
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	<b>other validation of completion:</b>
<b>Related Agency Policy Number(s) Policy 520 Ride Along Program</b>	
Our department does not advertise a ride along program but our policy adheres to the best practices listed above. All ride alongs must be approved by the Chief of Police.	
<b>Reviewer Comments:</b>	
The department meets and exceeds the dimensions in this category.	

**23. Civilian Volunteers in Law Enforcement Service: (If Applicable)**

- This program should include its own policy manual specifying the duties that can be performed and those that are prohibited
- Specific disqualifiers shall be listed in the procedure manual.
- Background is conducted on applicants to include criminal history

Accomplished?	Y N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
<b>Related Agency Policy Number(s) N/A</b>		

**24. Reserve and Auxiliary Officer Programs: (If Applicable)**

The department distinguishes between Reserve/Auxiliary NON-compensated sworn officers and “Part-Time” compensated sworn officers.

- The department adheres to the statutory requirements pertaining to reserve officer programs under NCGS 160A-282. The establishment of the program has been enacted by a municipal ordinance
- Reserve officers are required to adhere to all department policies and procedures.
- Reserve officers are required to attend and complete all annual in-service training requirements
- The department requires reserve officers to complete structured training prior to engaging in any assignments or activities

Accomplished?	Y N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
Municipal Ordinance Established? <b>Y/N</b>		
Municipal Ordinance Attached? Yes Ordinance 31.15 (F)		
<b>Related Agency Policy Number(s) Policy 519 Police Reserves</b>		

Added Municipal Ordinance

Our department requires all reserve officers to attend all required training by CJ Standards. Reserve officers also have access to our policies and procedures and have to sign off on all policies.

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**25. Mutual Aid:**

The department has established policies for the cooperation between law enforcement agencies in accordance with NCGS 160A-288.

- The department has proper authorization from the governing board or council to enter into mutual aid agreements in accordance with NCGS 160A-288
- The Department maintains up to date and current Mutual Aid Agreements between outside law enforcement agencies that are being assisted or who are providing assistance

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
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**Related Agency Policy Number(s)** Policy 301 Authority, Jurisdiction and Mutual Aid

Our mutual aid agreements are updated when needed and copies are kept on file.

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.

**26. Citizen Video Encounters and Police Response:**

Policy and training direct officers to the First Amendment protections of the rights of private citizens to record police officers during the public discharge of their duties, considering the recording-citizens:

1. Remain at a reasonable distance
2. Do not interfere with the officers' duties or create a safety concern for the officer, person detained, or another onlooker.

Accomplished?	<b>Y</b> N	<b>COMMENTS- Please Indicate how the department has met the category dimensions. Include policy numbers, directives, verification of training, or other validation of completion:</b>
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**Related Agency Policy Number(s)** Policy 108 Filming Officers

Our department follows best practices on this policy and look for ways to continue to maintain best entrances.

**Reviewer Comments:**

The department meets and exceeds the dimensions in this category.



# LAW ENFORCEMENT RISK REVIEW

## Executive Summary Report

Biltmore Forest Police Department

Prepared by: Joseph Graziano

**August  
2024**





## HISTORY

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The North Carolina League of Municipalities is a member-driven organization representing the interests of cities and towns in the state. Through their collective efforts, League member cities and towns better serve their residents and improve their quality of life. For more than 100 years, the League has been one voice for cities and towns working for a better North Carolina.

Participation in the risk management review is initiated by a voluntary request from those police departments who participate in the League's property and liability insurance pool. The risk management review is not intended to replace or supplement other industry resources. The North Carolina League of Municipalities encourages agencies to participate in recognized programs that evaluate law enforcement services based on benchmarks, accountability, industry best practices, and professionalism. This risk management review does not represent all known risks to law enforcement agencies but is intended to address specific areas of liability. The risk management review process will continually evolve as additional liability concerns are identified.

## ON-SITE AND STANDARD COMMENTS

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During my visit to the police department, the agency members I interacted with created a positive atmosphere, which underscored the agency's dedication to excellence and community service right from the start. The Chief, command staff, civilian staff, and officers that I encountered demonstrated a high level of professional commitment and understanding of the importance of their relationships within the community and the impact of perception. The Chief and staff were highly invested in taking part in the Risk Review process and taking the necessary steps to meet the recommendations throughout the review period. It was evident during the staff interviews and contacts that the agency has a strong leadership and training focus throughout the ranks, starting at the executive level. Every member of the organization takes pride in the agency and demonstrates professionalism in their citizen contacts, as observed during my ride-along. The Police Department is a unique facility since it is not what its intended design is for. However, the agency has made all necessary adjustments to ensure that the facility is secure and fits its functional needs with the hope of building a new building in the near future. Upon my initial on-site, the agency's evidence room was in the middle of an overhaul due to water damage. With the clear, steady leadership of the agency, they did not shy away from this massive project to get their agency in line with best practices. I applaud their efforts throughout.

As I conclude my assessment, I am confident that this agency serves as an example of exemplary law enforcement practices, poised not only to overcome present challenges but also to continue fostering trust and safety within its community.

# EXECUTIVE SUMMARY

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The Biltmore Forest Police Department has reached a pivotal achievement in its ongoing journey towards operational excellence, community trust, and service integrity by completing the comprehensive North Carolina League of Municipalities Risk Review process. This accomplishment directly reflects the department's strong leadership and unwavering commitment to adopting and implementing the highest standards of law enforcement practices. The agency meticulously addressed and met over 40 stringent standards, focusing on high-risk critical areas that embody best practices in law enforcement. This process is a targeted effort to substantially lower the agency's risk and liability exposures in facets of its operations.

Completing this process validates the department's dedication to operational integrity and highlights its proactive stance on risk management. By embracing best practices and a culture of accountability, they have significantly minimized potential risks, resulting in safer interactions between its officers and the community, enhanced officer training and wellbeing, and a marked reduction in litigious challenges against the department. It reaffirms its pledge to meet and exceed the communities' expectations, establishing its agency as a model of law enforcement best practices and risk-aware policing.

## **Date of Next Review:**

Current Completion Date: 7/31/2024

Next Review: 07/31/2027

*Joseph Graziano*

Joseph Graziano

Public Safety Risk Management Consultant







**WORKING AS ONE. ADVANCING ALL.**



**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM G-1**

**HELENE DISASTER INFORMATION**

***DEBRIS REMOVAL AND MONITORING***

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**FIRST 72 HOURS**

During disaster response situations, there is something known as the “72 Hour Push”. This is the first few days where triage occurs and emergency services and public works departments are working to respond in the midst of the disaster. For the Town, Hurricane Helen was mostly a mono-storm event. We are fortunate that the Town is located on higher ground from the French Broad and Swannanoa Rivers, so we did not experience catastrophic flooding. The number of trees that fell throughout Town, however, was catastrophic. Thus, the first 72 hours focused nearly exclusively on removing thousands of trees from the twenty-two (22) miles of public roads to allow access into the Town. The Public Works Department did a tremendous job during this time. The Police Department did a tremendous job and responded to calls (while communications were available) and kept a presence where it was possible to do so. We relied upon private tree companies beginning late Saturday, September 28 to assist with clearing the roads. Citizens and other volunteers showed up to clear their own roads and assist the Town’s recovery. It was a remarkable time for community.

**BEGINNING PROCESS FOR REMOVAL**

As discussed later in the agenda, the Town moved forward quickly with state approved pre-positioned debris removal and monitoring contracts. The removal company, Southern Disaster Recovery (SDR), and debris monitoring company, DebrisTech, were on site by Tuesday, October 1 to review the Town’s needs. Notice to proceed authorizations were signed by the Town that day. These notices to proceed are included for the Board’s ratification as part of today’s agenda.

**TEMPORARY MATERIAL DISPOSAL SITE – VANDERBILT ROAD**

In order to expedite the Town’s recovery, staff initiated a discussion with the Biltmore Company about possibly locating a temporary material disposal site (TMDS) somewhere on their property. The benefit for locating this site within the Town, or as close to it as possible, is the efficiency with which the disposal company can pick up debris and take it for disposal. Discussions with the Biltmore Company occurred on Thursday morning, October 3. By Friday, October 4<sup>th</sup>, an agreement was signed allowing the Town to utilize a previously logged site off Vanderbilt Road, just south of Interstate 40. Once the site was identified and an agreement reached, the Town applied for and received permission from the State of North Carolina for this TMDS. Tennoca Construction Company was contracted by SDR to build the road into the site. Their work began on Monday,

October 7<sup>th</sup> and was completed by Friday, October 11<sup>th</sup>. The first material was hauled to the site on Saturday, October 12– 15 days after the disaster occurred.

### **DEBRIS REMOVAL EFFORTS AND TOWN COMMUNICATION**

The Town has communicated extensively about the debris removal process through our CodeRED system and website. Information has been provided to residents continually on the website, with detailed “Frequently Asked Questions”, photos, videos, and daily reports from the debris monitoring company showing the quantity disposed each day and to date. A copy of the most recently updated FAQ sheet is attached to this memorandum. Additionally, the Town had a Biltmore Forest specific debris removal guideline sheet created that showed the appropriate placement for debris in town. All in all, our efforts have been received well.

We still have much to do. The total debris removed through Thursday, November 8 is 113,950.3 cubic yards. SDR has already removed 130 leaning trees over the public road and 219 hanging limbs over the road. All of these removals were approved by the monitoring company, DebrisTech, and are eligible for full FEMA reimbursement. While these numbers are significant, we are likely just a third of the way through this process. The initial debris estimate is 340,000 cubic yards. The material is being chipped on site and will be hauled away to a disposal site in Maggie Valley. This permitted disposal site will use the chips for compost.

## Timeline of Events

### **September 26-27: Hurricane Helene**

The hurricane impacts the Town, causing widespread damage. Trees are downed across public roads, though major flooding is avoided due to the Town's elevation.

### **September 28: First 72 Hours of Disaster Response ("72 Hour Push")**

Focus: Clearing roads blocked by thousands of fallen trees to enable access.

Involved Parties: Public Works Department, Police Department, private tree companies, citizens, and volunteers.

Outcome: Initial road clearance efforts begin, with private companies joining the work late on September 28.

### **October 1: Beginning the Debris Removal Process**

Contracts Initiated: Southern Disaster Recovery (SDR) for debris removal and DebrisTech for debris monitoring.

Town Authorization: Notice to proceed with debris removal signed by the Town.

### **October 3-4: Setting Up a Temporary Material Disposal Site (TMDS)**

Location Discussion: Conversations with the Biltmore Company about a disposal site location.

Agreement Date: October 4, agreement finalized for a site off Vanderbilt Road near I-40.

State Approval: Permission granted from North Carolina for the TMDS site.

### **October 7-11: Construction of Access Road to TMDS**

Construction by: Tennoca Construction Company, contracted by SDR.

Completion Date: October 11.

### **October 12: First Haul to Disposal Site**

Initial Debris Haul: Material starts being moved to the TMDS, marking 15 days since the hurricane.

### **October 13 - November 8: Ongoing Debris Removal and Communication**

Communication Efforts: Updates provided through CodeRED, website, FAQs, and daily reports.

Debris Statistics as of November 8:

Total Debris Removed: 113,950.3 cubic yards.

Leaning Trees Removed: 130.

Hanging Limbs Removed: 219.

Estimated Total Debris: 340,000 cubic yards.



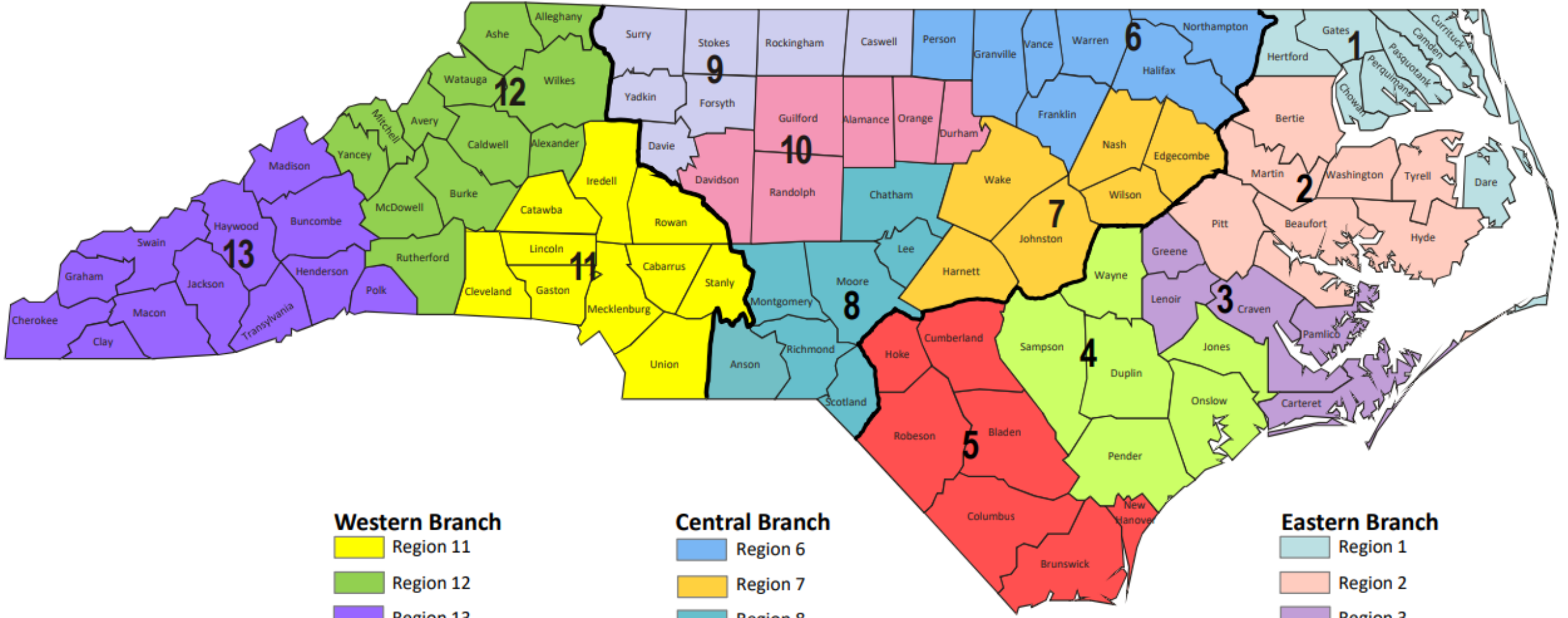
North Carolina Emergency Management



# State-wide Regional Prepositioned Debris Contracts

Utilizing these Contracts

# Regions



- Western Branch**
- Region 11
  - Region 12
  - Region 13

- Central Branch**
- Region 6
  - Region 7
  - Region 8
  - Region 9
  - Region 10

- Eastern Branch**
- Region 1
  - Region 2
  - Region 3
  - Region 4
  - Region 5

# Program Basics

- **Purpose:** To properly procure and preposition disaster debris removal and monitoring contracts that may be activated by state agencies and local governments in any disaster event, to aid in overall recovery and speed of response.
- The program is **completely voluntary**.
- Hauling and Monitoring are **independent** contracts and do not have to be activated together.
- Activating Entity will still be responsible for all aspects of the recovery process, including **fiscal management and area priorities**.



# Resources

## WEBSITE

- [NCEM Debris Management Resources](#)

[NC DPS](#) » [Our Organization](#) » [Emergency Management](#) » [Disaster Recovery](#) » [Debris Management](#)

## Debris Management

### For Local Governments

Debris removal is one of the biggest challenges in after any disaster. From lack of available contractors, to improper monitoring, to procurement violations which impact FEMA reimbursement, debris removal problems can impede the community's recovery. To help address these challenges, NCEM encourages using prepositioned disaster debris removal and monitoring contracts for activation by local governments and state agencies.

### Prepositioned Contracts

- Contracts are prepositioned in geographic regions ([see map](#) ).
- NCEM is competitively bidding the contracts in full compliance with state and federal (2 CFR Part 200) procurement requirements.



## EMAIL

- [debris@ncem.org](mailto:debris@ncem.org)

- This email is maintained and answered by members of NC Emergency Management's Recovery Debris Team.



# How to Activate

1. A one page Notice to Proceed document must be forwarded to the contractor to activate the contract.
  - This document is available on the [NCEM Debris Management Resources](#)
2. Notice to Proceed should be sent to the listed Area Representative for the Contractor.
3. Primary, Secondary and Tertiary Contractors have been awarded; however, you must use the Primary Contractor unless they inform you they have reached capacity. Same with the Secondary.
4. Full terms, conditions and pricing are incorporated by reference.



The image shows a 'NOTICE TO PROCEED' form. The form is titled 'NOTICE TO PROCEED' and includes fields for 'Date', 'Company Representation', 'Contractor's Name', and 'Contractor's Address'. It contains several paragraphs of text detailing the requirements for activating the contract, including the need to provide a work plan to detail areas to be demolished and the requirement to provide a payment and performance bond equal to 50% of the estimated cost of debris removal services. The form also includes sections for 'ACTIVATING ENTITY' and 'CONTRACTOR' with lines for signatures and dates.

# Information Needed to Activate

## What NCEM Makes Available

- Contractor Contact Information
- Region Designation
- Contract Number and Date



## Activating Entity Provides

- Activating Entity Point of Contact for Contract Matters with Contact Information
- Activating Entity Point of Contact for Work Performance Matters with Contact Information
- Estimated Debris Costs
- Required Work Plan Date

# What these Contracts Are Not

1. Prepositioned Contracts do not transfer the financial responsibility. As the activating entity you will incur costs related to your own recovery will still be the applicant for FEMA Category A reimbursement in federally declared major disasters
2. Activating entities will still manage and oversee the debris operations in their respective jurisdictions (including obtaining all necessary permits).
3. NCEM will not manage local debris operations or apply for Category A reimbursement on behalf of another state agency or local government.
4. Local Governments will enter into MOAs with NCDOT for debris removal along state-designated roads as needed and under separate agreements directly with NCDOT according to NCDOT policies and procedures.

## **Town of Biltmore Forest Storm Debris Removal – Fall 2024**

### **Frequently Asked Questions**

**1. How much vegetative storm debris is there in Biltmore Forest after Tropical Storm Helene?**

The current estimate for vegetative storm debris is 340,000 cubic yards. This is the equivalent of 3 ½ football fields with debris piled 60 feet deep on each field.

**2. How much brush does the Town typically pick up on an annual basis & how does this compare to what is being picked up now?**

The Town has performed roadside brush removal for many years. We utilize a truck with a 30 cubic yard capacity. Between August 2023 and August 2024, the Town removed 11,130 cubic yards from the Town’s roadside during routine work. For comparison purposes, the Town’s debris removal contractor hauled away 13,469 cubic yards within the first four (4) days of operation.

**3. How is the Town handling vegetative storm debris (trees, etc.) after the storm?**

The Town contracted with a large debris removal company to take away all storm related debris from the Town that is within the public right of way. There are approximately 12 trucks running within the Town at any given time, seven days a week. Each of these trucks has a capacity of 80 cubic yards by pulling two, forty-yard trailers. The trucks use a mechanical “arm” to grab the vegetative material, load it into the trucks, and then transport the material to the Town’s Temporary Debris Management Site.

**4. What is a temporary debris management site?**

A temporary debris management site (TDMS) is a state permitted facility where vegetative storm debris is taken for storing and eventually disposal. As debris comes into the site, it will be chipped and then removed via tractor-trailer for shipment to a wood chip processing facility.

**5. Where is the Town’s TDMS location?**

Before a week had passed after the storm, the Town contracted with a debris removal company and debris monitoring company, and most importantly, came to an agreement with the Biltmore Company for locating the TDMS on a piece of property within the Town limits. This specific location, just south of Interstate 40 on the west side of Vanderbilt Road, was the location of a recently completed forestry management project and afforded an available site and close proximity to the Town. By not having to drive vehicles tens of miles from the Town to dispose of material, the Town is removing debris at an exceptionally quick pace relative to many places. We appreciate the Biltmore Company for allowing use of this property

**6. Who is doing the debris removal for the Town?**

The Town utilized a State of North Carolina pre-disaster contract to come to an agreement with [Southern Disaster Recovery](#) for our debris removal. Because this was a state bid contract, the Town was able to “piggyback” on this contract and reap the benefits of the State’s negotiations for pricing. A link to each of the bid documents and contract documents between SDR and the State may be found by clicking [here](#).

**7. How do you measure what debris is being removed and verify that is being disposed of properly?**

The State also has pre-disaster contracts with a debris management company. This company’s job is to place monitors with each truck to ensure that everything picked up from the roadside is compliant with federal regulations for reimbursement. The monitors take photos, measure the capacity of the trucks when they arrive at the disposal site, and ensure the trucks are empty when they leave the site. This is occurring with each truck in operation across the Town. The Town’s debris monitoring company is [DebrisTech](#).

**8. Why does the Town have to jump through these hoops? Why not just find a local contractor with available land to take all the debris?**

As a unit of local government within North Carolina, the Town must adhere to state laws regarding procurement – and this applies even during disasters. The Town is under an obligation to formally bid any construction-type project that is projected to be over \$300,000, and to informally bid anything that may be greater than \$90,000. Adherence to these state guidelines is both legally correct but also ensures the Town will be reimbursed, fully, for our debris removal process. Because the State Department of Public Safety had already formally bid these contracts, the Town was able to move forward quickly with the approved contractors.

**9. Is the Town prohibiting other tree companies or removal specialists from working in Biltmore Forest?**

No. From the outset, the Town allowed private property owners and individuals to contract with their own, desired firm for tree or debris removal from their property. The Town has not, and will not, limit the ability of someone to hire a company to clear their debris separate from what the Town is doing. However, the only debris that is allowed to be picked up by the Town’s contractor is that which is accessible from the public right of way and removed by the above-referenced debris specialists.

**10. How much will this cost?**

Because the Town utilized a pre-disaster state contract, the overall fees for removal and monitoring are less than what could be obtained *after* a storm. The rate per cubic yard is \$9.50 for removal and hauling to the disposal site. The Town has an

estimated 350,000 cubic yards of vegetative debris as of October 14, 2024, so the cost for removal and hauling – alone – is estimated to be \$3,325,000. Additional costs for transporting the wood chips to their final destination, processing of the debris on site, and management of the TDMS are estimated to be nearly \$3,000,000. The total estimate, as of October 14, 2024, was for a removal and disposal cost of \$6,325,000.

**11. Will the Town be reimbursed for these expenses?**

Yes. Because the Town is following all statutory guidelines for procurement and utilizing appropriate vendors following federal statutes, the Town will be reimbursed. In fact, the Town was the first local government to have our expedited request submitted with assistance from FEMA. The Town received nearly \$4 million on Monday, October 28, 2024 to assist with our initial costs related to debris removal.

**12. Wait a second – I heard from someone that each truck was paid \$5,000 per load for what they were removing, and that some trucks were only taking quarter loads so they could get paid more?**

This is completely false. The company gets a base rate – \$9.50/cubic yard – brought to the disposal site. A truck may not be completely full when they take it to the TDMS, but they are not getting paid for a “full truck” because the monitors are recording how much is being taken and left.

**13. Who should I talk to if I still have questions about this process? Should I ask the truck driver, or the debris monitor in the car behind them?**

No. Please do not interrupt their work as this will delay them as they help pick up from the storm. Call the Town Hall at (828) 274-0824 or the Public Works Department at (828) 274-3919. We will answer any questions you have or provide more information than you have ever wanted to know about debris removal and storm clean up.

**14. What about leaning trees or hazardous hanging limbs?**

Under FEMA guidelines, the Town *may* remove trees that are dangerous and lean over the public road or dangerous limbs that are hanging over the road. These are done on a case-by-case basis with identification from the removal specialists and authorization from the monitoring company. If approved for reimbursement and removed, these “leaners” or “hangers” will be cut at the public right-of-way line.

**15. Is there a specific route or timeline for debris pickup?**

No. With so much debris to remove and so many trucks in operation, the crews decide daily where to focus and how best to move through the day. They may pick up one side of a street and not return to the other side for a few days – but they will get there and all debris will be taken. We anticipate these Town contracted removal and monitoring companies will work in Town through December 2024, at least.

**16. What about the tree stumps? There are so many large stumps all throughout the Town.**

The contractor will bring in a specialized piece of equipment called a stump splitter toward the end of the removal process. The stumps will be split on site at the road so they can be picked up and loaded into the disposal vehicles. Currently, most of the stumps on the road edge are too large to be picked up by the disposal truck. Once stumps are split, the contractor will pick the stumps up and debris that is left behind or beside the stumps.

**17. What happens to the debris once it is taken to the TDMS?**

The debris will be chipped in a giant chipper that can process approximately 10,000 cubic yards of material each day. This chipped material is then loaded on tractor trailers and will be taken to a permitted disposal site in Maggie Valley, NC where it will be deposited and turned into compost.

# CURBSIDE PICKUP

FOLLOW THESE SPECIFIC GUIDELINES WHEN HAULING HURRICANE-RELATED VEGETATION DEBRIS FOR REMOVAL.



**Propping Up**  
Do not set debris up against trees or poles. Doing so makes it difficult for crews to collect the debris.

**Stay Clear**  
Do not set debris on or near fire hydrants.

**Vegetation Debris must be placed in a five foot area from the street edge back to the house**

- Tree branches
- Leaves
- Logs



**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
**NOVEMBER 12, 2024**



**AGENDA ITEM G-2**

**HELENE DISASTER INFORMATION**

***WATER SYSTEM STATUS***

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**INITIAL SYSTEM RESPONSE**

The Town purchases water at a wholesale rate from the City of Asheville and maintains and operates our own system. On Saturday, September 28 we were alerted by the City that the loss of their transmission lines from the North Fork Reservoir would likely result in water outages throughout the area and in Biltmore Forest. Water pressure in many parts of town ceased overnight into Sunday, September 29. The City's Mills River plant was operating at full capacity and City officials and the Army Corps of Engineers made adjustments to increase the efficiency of this plant. This resulted in water pressure being restored to most parts of Biltmore Forest by Thursday, October 3. The water was non-potable and we began issuing CodeRED messages for anyone to boil water prior to consumption. Since that time, the boil water advisory transitioned to a boil water notice. A boil water notice is a higher threshold that requires boiling prior to consumption. The Town has been under a boil water notice since Monday, October 14.

**TOWN WATER SYSTEM**

The Town's water system is largely intact and free from damage. There were numerous service line breaks on individual household lines and irrigation systems. These often resulted from trees uprooting and pulling the lines out of the ground with them. There are several hydrants in Town that may need to be replaced and we have provided this information to our insurance carrier.

**CONTINUING UPDATES**

The City has continued provided daily updates and their system is being directly treated from the North Fork reservoir. Harry Buckner, the Town's Public Works Director, drafted information for residents on why we were under a boil water notice even though it is believed that much of our water comes from the Mills River plant at this time. A copy of that information is attached to this memo. As we await the City's return to fully potable water, we are continuing to do our required testing of water in our system and it has continued to pass requirements since the initial days of the storm. We will continue providing update to residents once the boil water notice is lifted and potable water returns.

Government

Departments



Residents

Services



[Home](#) > [News](#) >

## Why Are We Under A Boil Water Notice?

View published

 New draft

Moderate

The Town of Biltmore Forest purchases all of its water from the City of Asheville. We provide no additional treatment to the water and are only responsible for its distribution to our residents.

Fortunately, the Town of Biltmore Forest distribution system did not sustain any significant damage, but it did lose system pressure after the hurricane like all City of Asheville water system users. This system-wide loss of pressure can cause uncontrolled backflow conditions introducing possible contamination of the system. While our testing did not identify any contamination, it is possible that it occurred.

Additionally, the Bee Tree and North Fork reservoirs (the primary water sources) continue to have extreme amounts of sediment which has forced the City to bypass their water filters resulting in the distribution of unfiltered (non-potable) water to its users. This is a legitimate and serious public health concern necessitating the continuation of the boil water notice.

While it is true that the City does have another intake and treatment facility on the Mills River that primarily serves the southern portion of the County, there are no guarantees that the Town of Biltmore Forest only receives water from that plant. We continue to perform our required water monitoring tests, which have all passed, but there is an ongoing risk of residents receiving inadequately treated or contaminated drinking water.

This is why all users of City of Asheville water (including Biltmore Forest, as a bulk reseller) remain under a mandatory Boil Water Notice. We anticipate this notice to continue until the City, NCDENR, and the EPA determine the water is safe for consumption and the boil water notice can be lifted.



**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM G-3**

**HELENE DISASTER INFORMATION**

***STATE OF EMERGENCY***

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**STATE OF EMERGENCY**

An initial state of emergency was declared on Wednesday, September 25. A subsequent, extended state of emergency was declared before the expiration of the initial declaration. These declarations were done by Buncombe County with the consent of all municipalities and the mayors of each local government. This declaration allowed everyone in Buncombe County to move quickly into a federally declared disaster and access funding as quickly as possible.

**ADDITIONAL TOWN SPECIFIC MEASURES**

These States of Emergency also allow the Town to put regulations into place that protect the public health and safety. The Town issued several specific regulations during the state of emergency. The first was a curfew between the hours of 7am and 6pm. This was later amended to extend from 11pm-6am and allowed the Police Department (and mutual aid agencies) to patrol the area and prevent anyone from being out in the dangerous environment that existed after the storm. This curfew was lifted effective Thursday, November 7 at 5:00 p.m.

The Town also instituted a full burn ban. The main thrust of this burn ban was to regulate and control fire pits during a time when the area had not received rain for over 30 days after the storm and excessive debris piles would lead to a higher likelihood of wildfires. Upon consultation with Skyland Fire Department, the Town lifted this full burn ban on Thursday, November 7 at 5:00 p.m.

**STATE OF EMERGENCY STILL ACTIVE**

The Town, other municipalities, and Buncombe County all remain under a state of emergency.

**STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE**

**DECLARATION OF A  
LOCAL STATE OF EMERGENCY**

The following declaration is issued by Board of Commissioners of Buncombe County:

WHEREAS, on September 25, 2024, Governor Roy Cooper signed a State of Emergency declaration allowing him to mobilize resources including State emergency management, transportation, health experts and others in preparation for probable impacts resulting from Tropical Storm Helene, which expected to hit the State and which will influence public safety and transportation over the next several days.

WHEREAS, it is anticipated that two weather systems, one being Tropical Storm Helene, may result in as much as 10 inches of rain falling in Buncombe County between Wednesday, September 25, 2024 and Sunday, September 29, 2024.

WHEREAS the National Weather Service is forecasting life threatening flooding, damaging winds and mudslides for Buncombe County.

WHEREAS, upon the recommendation of the Emergency Services Director, the Board finds that an emergency exists for Buncombe County.

WHEREAS, in the judgment of Buncombe County Emergency Services and Public Safety personnel, arrangements must be made immediately to implement plans for the prevention of, preparation for, response to, and recovery from any and all emergency situations that may result from the impacts of this storm.

WHEREAS, the implementation of such Emergency Management plans will allow sufficient personnel to be mobilized and positioned in order to:

- a) Reduce vulnerability of people and property of Buncombe County to damage, injury, and loss of life and property;
- b) Prepare for prompt and efficient rescue, care, and treatment of threatened or affected persons;
- c) Coordinate with state and federal agencies for the orderly rehabilitation of persons and restoration of property; and
- d) Provide for cooperation and coordination of activities relating to emergency mitigation, preparedness, response, and recovery among agencies and officials of Buncombe County and with similar agencies and officials of other counties, with state and federal governments, with interstate organizations, and with other private and quasi-official organizations.

NOW, THEREFORE, pursuant to the authority contained in Ch. 21, Buncombe County Code of Ordinances and Article 1A of the N.C.G.S. Chapter 166A, the Board of Commissioners, do hereby declare a Local State of Emergency for Buncombe County starting at 3:00 p.m. Wednesday, September 25, 2024 and ending at 6:00 p.m. on Sunday, September 29, 2024.

By and with the consent of the mayors of the municipalities within Buncombe County this Declaration of Local State of Emergency applies within the municipal limits of the City of Asheville, the Town of Weaverville, the Town of Woodfin, the Town of Black Mountain, the Town of Montreat, and the Town of Biltmore Forest.

It is further declared that the Emergency Management Plan adopted by Buncombe County, and that all applicable mutual assistance compacts and agreements are in effect and shall remain in effect until this Declaration expires or is rescinded. All

Emergency Services/Public Safety personnel are hereby ordered to cooperate in the implementations of the provisions of the County's Emergency Management Plan and all applicable mutual assistance compacts and agreements, and to furnish assistance thereunder.

We direct that copies of this Declaration be disseminated to the mass communications media for publication and broadcast, and that a copy of this Declaration be posted at the County Courthouse and other public buildings as appropriate.

This declaration shall apply to Buncombe County as described above and be effective from 3:00 p.m. Wednesday, September 25, 2024 and ending at 6:00 p.m. on Sunday, September 29, 2024 unless rescinded earlier.

Adopted this the 25<sup>th</sup> day of September, 2024.

ATTEST:

BOARD OF COMMISSIONERS FOR THE  
COUNTY OF BUNCOMBE

\_\_\_\_\_  
Sarah Gross, Clerk

By:   
Brownie Newman, Chairman

**STATE OF NORTH CAROLINA  
COUNTY OF BUNCOMBE**

**EXTENDED DECLARATION OF A  
LOCAL STATE OF EMERGENCY**

The following declaration is issued by Board of Commissioners of Buncombe County:

WHEREAS, on September 25, 2024, Governor Roy Cooper signed a State of Emergency declaration allowing him to mobilize resources including State emergency management, transportation, health experts and others in preparation for probable impacts resulting from Tropical Storm Helene, which expected to hit the State and which will influence public safety and transportation over the next several days.

WHEREAS, on Thursday, September 25, 2025 the Buncombe County Commissioners signed a of State of Emergency declaration for Buncombe County ending at 6:00 p.m. on Sunday, September 29, 2024.

WHEREAS, given the historical damage to the area, the State of Emergency needs to be extended for an unknown period or time until formally rescinded.

WHEREAS, upon the recommendation of the Emergency Services Director, the Board finds that an emergency continues to exist for Buncombe County.

WHEREAS, in the judgment of Buncombe County Emergency Services and Public Safety personnel, arrangements must be made immediately to implement plans for the prevention of, preparation for, response to, and recovery from any and all emergency situations that may result from the impacts of this storm.

WHEREAS, the ongoing Emergency Management plans will allow sufficient personnel to be mobilized and positioned in order to continue:

- a. Reduce vulnerability of people and property of Buncombe County to damage, injury, and loss of life and property;
- b. b) To provide for prompt and efficient rescue, care, and treatment of threatened or affected persons;
- c. Coordinate with state and federal agencies for the orderly rehabilitation of persons and restoration of property; and
- d. Provide for cooperation and coordination of activities relating to emergency mitigation, preparedness, response, and recovery among agencies and officials of Buncombe County and with similar agencies and officials of other counties, with state and federal governments, with interstate organizations, and with other private and quasi-official organizations.

NOW, THEREFORE, pursuant to the authority contained in Ch. 21, Buncombe County Code of Ordinances and Article 1A of the N.C.G.S. Chapter 166A, the Board of Commissioners, do hereby extended the Local State of Emergency for Buncombe County until formally rescinded. This includes the powers as set forth in N.C.Gen. Stat. 166A-122.31 and Buncombe County Code of Ordinances 21-70 for the preservation of life and property.

By and with the consent of the mayors of the municipalities within Buncombe County this Declaration of Local State of Emergency applies within the municipal limits of the City of Asheville, the Town of Weaverville, the Town of Woodfin, the Town of Black Mountain, the Town of Montreat, and the Town of Biltmore Forest.

It is further declared that the Emergency Management Plan adopted by Buncombe County, and that all applicable mutual assistance compacts and agreements are in effect and shall continue in effect until this Declaration is formally rescinded. All Emergency Services/Public Safety personnel are hereby ordered to cooperate in the implementations of the provisions of the County's Emergency Management Plan and all applicable mutual assistance compacts and agreements, and to furnish assistance thereunder.

We direct those copies of this extended Declaration be disseminated to the mass communications media for publication and broadcast. This extension shall apply to Buncombe County as described above and be effective immediately, on Sunday, September 29, 2024 at 12:15PM until formally rescinded.

ATTEST:

BOARD OF COMMISSIONERS FOR THE  
COUNTY OF BUNCOMBE

  
Sarah Gross, Clerk

By: Brownie Newman  
Brownie Newman, Chairman



**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
**NOVEMBER 12, 2024**



**AGENDA ITEM G-4**

**HELENE DISASTER INFORMATION**

***POWER AND TELECOMMUNICATIONS***

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**DUKE ENERGY**

The Town was in communication with Duke Energy prior to the storm and afterward. They had crews in town on Sunday, September 29 to walk the power lines to review damage. Duke was contacted by the Town on Tuesday, October 1 and asked to join a drone team flying the Town for damage. This drone team assisted Duke Energy by providing visuals of the back lot line powerlines.

Duke Energy began their full push on Thursday, October 3. They were able to restore 3-phase power to the Town Hall complex on Friday evening, October 4. The areas that have underground power largely were restored by Sunday, October 6. Their crews were reinforced from out of state teams on Tuesday, October 8 and these crews worked to restore overhead lines and power to the most damaged sections of the system. Final power restoration for all portions of Town occurred on Sunday, October 13 – two weeks and two days after the storm.

**SPECTRUM**

Spectrum had approximate 227 miles of cable in Buncombe County that was destroyed by the storm. The Town began communications with them early into the event and they were fully mobilized in Town on Monday, October 14 once Duke Energy finished their restoration. The restoration of Spectrum cable service took an extensive amount of time with most areas receiving full service by Saturday, November 2. The Town was communicating specific addresses to Spectrum's vice president for governmental relations during the last week in an effort to identify specific areas where outages persisted.

**AT&T**

Similar to Spectrum, AT&T did not begin work in town until after Duke Energy finished restoration. As AT&T was aware when they elected not to bury their lines as part of Duke's process, they had to reinstall telephone poles in addition to new overhead lines on the south side of town. They were still able to utilize Duke's power poles on the north side of town. The communication back to the Town has not been extremely effective, but at this point, we believe all areas are restored.

**BOARD OF COMMISSIONERS MEETING**  
**STAFF MEMORANDUM**  
NOVEMBER 12, 2024



**AGENDA ITEM G-5**

**HELENE DISASTER INFORMATION**

***FEMA REIMBURSEMENT***

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**BACKGROUND**

Even before the storm started, Town staff was asked to document all areas related to the storm. Overtime was authorized for all departments. During the storm, department heads and administrative staff began tracking all expenses related to the storm and following appropriate protocols for possible reimbursement. President Biden's declaration of a major disaster enabled the Town's eligibility for full reimbursement.

**FEMA PUBLIC ASSISTANCE STAFF**

FEMA public assistance staff were on the ground within the first few days of the event. As the Town began meeting at the County Emergency Operations Center (EOC) we would discuss specific needs with their representatives and evaluated reimbursable expenditures. Our dedicated emergency management specialist filed our first emergency request, for debris removal, on our behalf. The Town then received a direct deposit of nearly \$4,000,000 just over three weeks after the storm event. In short, they have done a great job providing information and resources to town staff to get through this event. All told, we anticipate just under \$10,000,000 being reimbursed by FEMA. FEMA staff plans to be in this area working this event for at least the next 18 months, and likely, much longer.

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM H-1**

**CONSIDERATION OF GRANT PROJECT ORDINANCE  
HELENE DISASTER RESPONSE & RECOVERY**

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**BACKGROUND**

Most of the the Town's response and recovery activities after Hurricane Helen are reimbursable by the Federal Emergency Management Administration (FEMA). These funds are provided to the State of North Carolina's Department of Public Safety, and this agency provides the funding on to the Town from there.

The President's declaration of major disaster opens additional reimbursable funding. From the outset, Town administration and department heads kept documentation and tracked expenses to achieve the highest level of reimbursable funds as possible. To date, we have already received expedited funding for our debris removal in the amount of just under \$4,000,000. This is a fifty (50) percent estimate of that total cost.

**GRANT PROJECT ORDINANCE INFORMATION**

The attached Grant Project Ordinance shows the anticipated reimbursable amount from FEMA. The categories shown in both the Estimated Revenue and Expenditure sides are FEMA disaster categories that break down specifically where funding is allowed and how it is provided to the local government. The Board will likely be asked to amend this budget over the next several months as estimated amounts become more definitive.

This estimated budget was derived from the Town's Recovery Scoping Meeting (RSM) with our dedicated emergency management specialist. The FEMA team on the ground has helped us tremendously, including filing the Town's expedited request for debris reimbursement on our behalf.

**ACTION REQUESTED**

Approval of the Grant Project Ordinance for Helene Disaster Response and Recovery

**Grant Project Ordinance  
for the Town of Biltmore Forest  
Helene Disaster Response and Recovery**

**BE IT ORDAINED** by the Board of Commissioners for the Town of Biltmore Forest, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**Section 1:** This ordinance is to establish a budget for projects related to the Helene Hurricane Disaster Response ([FEMA Disaster 4827](#)) that will be reimbursed by the Federal Emergency Management Agency (FEMA) Public Assistance Program. Through its [Public Assistance Program](#) (PA), FEMA provides Federal grant assistance for debris removal, emergency protective measures, and the restoration of disaster-damaged, publicly owned facilities. Expenses may be eligible for FEMA reimbursement in the following categories:

**Emergency Work**

Category A: Debris Removal -- Expenses related to clearing debris from public property, including roads, parks, and other infrastructure.

Category B: Emergency Protective Measures -- Costs for actions taken to protect public health and safety, such as: search and rescue operations; sheltering and evacuation; and medical care and emergency response.

**Permanent Work**

Category C: Roads and Bridges -- Repairs and restoration of transportation infrastructure, including highways, streets, and bridges.

Category D: Water Control Facilities -- Restoration and repair of drainage systems, levees, and other flood control measures.

Category E: Public Utilities -- Restoration of water, wastewater, electrical systems, and other essential public utilities.

Category F: Parks, Recreational Facilities, and Other -- Repair or replacement of parks, recreational areas, and public spaces.

Category G: Buildings and Equipment -- Repairs or replacements of public buildings, such as schools, community centers, and related equipment.

**Administrative Work**

Category Z: Management Costs -- Administrative costs related to the overall management of disaster response and recovery efforts, which are capped at a certain percentage of eligible project costs.

**Section 2:** The following amounts are anticipated to be reimbursed by FEMA for eligible projects as part of FEMA Disaster 4827:

Line Item Number	Line Item	Estimated Revenue
<i>(Yet To Be Assigned)</i>	FEMA Grant Reimbursement	\$ 9,659,000
	Total Estimated Revenue	\$ 9,659,000

**Section 3:** The following amounts are appropriated for the eligible projects and authorized for expenditure:

Line Item Number	Line Item	Expenditures
<i>(Yet to Be Assigned)</i>	Category A - Debris	\$ 7,904,000
	Category B - Emergency Protective Measures	\$ 175,000
	Category C - Roads & Bridges	\$ 50,000
	Category D - Water Control Facilities	\$ -
	Category E - Public Buildings & Contents	\$ 20,000
	Category F - Public Utilities	\$ 200,000
	Category G - Parks, Recreation, & Other Facilities	\$ 850,000
	Category Z - Administrative Cost	\$ 460,000
	Total Estimated Revenue	\$ 9,659,000

**Section 4:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant terms and conditions.

**Section 5:** The Finance Officer is hereby directed to report the financial status of the projects to the governing board on a quarterly basis.

**Section 6:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

**Section 7:** This grant project ordinance expires when final FEMA reimbursements are received related to FEMA Disaster 4827.

Adopted this 12th day of November, 2024.

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George F. Goosmann, III  
Mayor

ATTEST:

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Laura Jacobs  
Town Clerk

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM H-2**

**CONSIDERATION OF RATIFICATION FOR DEBRIS  
REMOVAL NOTICE TO PROCEED WITH  
SOUTHERN DISASTER RECOVERY**

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**BACKGROUND**

As laid out in detail in agenda item G-1, above, the Town was able to utilize the State of North Carolina's pre-positioned debris removal contract for the disaster response. By doing this, the Town was able to comply with all state procurement guidelines and ensure that full reimbursement for this work would be obtained. To expedite this work, the Town Manager moved forward with authorizing the Notice to Proceed when the Board could not meet formally due to the disaster.

All fees associated with this work are those agreed to by the State of North Carolina as part of their pre-positioned debris contract. A copy of that bid sheet and the specific breakdown for the Region 12 and 13 bid winner (SDR) is attached to this memorandum.

The Town Attorney recommends the Board ratify the Town Manager's notice to proceed to further solidify the Town's posture with the debris removal project.

**ACTION REQUESTED**

Ratification of the Notice to Proceed with Southern Disaster Recovery

# NOTICE TO PROCEED

October 1, 2024

This instrument has been preaudited in the manner required by the Local Government Budget & Fiscal Control Act

Company Representative:  
Contractor's Name:  
Contractor's Address:

Re: Region 12-13 Debris Removal Services Contract Activation by Town of Biltmore Forest (hereafter referred to as Activating Entity)

Dear *Mr. Patterson*:

Pursuant to the terms of the Region 13 debris removal services contract dated 10/1/24, you (the "Contractor") are hereby given notice that Activating Entity is activating the contract for removal of debris resulting from *(brief description of disaster causing activation)*. As per the contract, you are required to respond to this NOTICE TO PROCEED within 24 hours of receipt of this notice. Additionally, you are required to place project personnel, including the project manager, in the jurisdiction with the same 24-hour period. Please respond by contacting Jonathan Kanipe directly at (828) 674-3552 or jkanipe@biltmoreforest.org upon receipt of this NOTICE to make necessary arrangements for beginning work under this Notice to Proceed. You should also sign and date this original and return it to my attention by facsimile at via scan to jkanipe@biltmoreforest.org (enter email).

As you know, your company is required to execute a payment and performance bond equal to 100% of the estimated cost of the debris removal services within 10 days of receipt of this NOTICE TO PROCEED. The estimated cost of debris removal for this activation is \$ 3,000,000. Please have this executed bond forwarded to my attention as required under the contract.

Pursuant to the contract, you are hereby instructed to submit a work plan to detail seven (7) and fourteen (14) days of projected work activity prior to beginning work in Activating Entity's jurisdiction. Please provide this plan no later than 5 days, and be prepared to meet with Activating Entity personnel to discuss this plan and the services the county expects to be provided to meet its needs in debris removal following this disaster. Please also keep in mind that Activating Entity may prioritize areas where your company shall perform specified activities.

Your company will have 180 days from the date of this Notice to Proceed to complete the debris removal services required under the contract. Additionally, all requirements set out in the contract and the Bid Specifications made a part thereof shall be complied with at all times throughout the project.

Your Activating Entity point of contact for this debris removal project is Jonathan Kanipe, Town Manager (*name of person*) with the Town of Biltmore Forest. He/she may be contacted at (828) 674-3552 and is duly authorized to administer this contract for and in the name of Activating Entity. Any questions related to this activation should be directed to him/her.

## ACTIVATING ENTITY

## CONTRACTOR

Digitally signed  
by Jonathan Kanipe  
Date: 2024.10.01  
10:38:46 -04'00'

MCM.C  
Name Authorized Signature, [Insert Title]  
10/01/2024  
Received Date




**STATE OF NORTH CAROLINA  
Department of Public Safety**

Refer <u>ALL</u> Inquiries regarding this IFB to: angie.dunaway@ncdps.gov	Invitation for Bids #: 19-IFB-015120-DAD
	Bids will be publicly opened: August 10, 2020 at 2:00 PM ET
Contract Type: Open Market	Using Agency: NCDPS – Emergency Management
Commodity No. and Description: 9313 Humanitarian Aid & Relief	Requisition No.: n/a

**EXECUTION**

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this Bid, the undersigned Vendor certifies that this Bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this Bid, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Vendors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the IFB, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. As required by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended), the undersigned vendor certifies that by applying or bidding for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C § 1352. Each tier shall also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient. Furthermore, by executing this Bid, the undersigned acknowledges that this IFB and any contract(s) awarded pursuant to this IFB are being procured pursuant to 2 CFR §§ 200.317-200.326 and agrees to be bound by all terms and conditions of this IFB and the contract.

**Failure to execute/sign Bid prior to submittal shall render Bid invalid and it WILL BE REJECTED. Late Bids cannot be accepted.**

COMPLETE/FORMAL NAME OF VENDOR: Southern Disaster Recovery, LLC			
STREET ADDRESS: 109 White Oak Rd.		P.O. BOX:	ZIP: 29609
CITY & STATE & ZIP: Greenville, SC 29609		TELEPHONE NUMBER: 864-469-9776	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE:			
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR: Al McClaran / CEO & Member		FAX NUMBER: 864-469-9642	
VENDOR'S AUTHORIZED SIGNATURE: 	DATE: 08/07/20	EMAIL: chip@southerndr.com	

Offer valid for at least 60 days from date of Bid opening, unless otherwise stated here: 60 days. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

**ACCEPTANCE OF BID**

If any or all parts of this Bid are accepted by the State of North Carolina, an authorized representative of the Department of Public Safety shall affix his/her signature hereto and this document and all provisions of this Invitation for Bid along with the Vendor Bid response and the written results of any negotiations shall then constitute the written agreement between the Vendor and the Activating Entity. A copy of this acceptance will be forwarded to the successful Vendor(s). *This procurement complies with the State's own procurement laws, rules and procedures per 2 CFR § 200.317.*

FOR STATE USE ONLY: Offer accepted and Contract awarded this <u>22nd</u> day of <u>September</u> , 20 <u>20</u> , as indicated on the attached certification, by <u>Angie Dunaway</u> (Authorized Representative of the NC Department of Public Safety)
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**POINT OF CONTACT FOR ALL CONTRACT RELATED ISSUES:**

CONTACT NAME	TELEPHONE NUMBER	E-MAIL
Chip Patterson	864-469-9776	chip@southerndr.com

**CONTACT INFORMATION FOR TRANSMITTING THE NOTICE TO PROCEED:**

CONTACT NAME	TELEPHONE NUMBER	E-MAIL
Chip Patterson	864-469-9776	chip@southerndr.com

**PROJECT MANAGER TO BE PLACED IN THE ACTIVATING REGION  
WITHIN 24 HOURS OF RECEIPT OF THE WRITTEN NOTICE TO PROCEED:**

REGION	CONTACT NAME	TELEPHONE NUMBER	E-MAIL
1	Chip Patterson	904-334-9690	chip@southerndr.com
2	Chris Johnson	770-547-0951	chris@southerndr.com
3	Sonny Sims	864-901-0283	sonny@southerndr.com
4	Randy Thompson	910-398-1818	randy@southerndr.com
5	Sonny Sims	864-901-0283	sonny@southerndr.com
6	Blake Riley	270-217-5204	blake@southerndr.com
7	Chip Patterson	904-334-9690	chip@southerndr.com
8	Blake Riley	270-217-5204	blake@southerndr.com
9	Chris Johnson	770-547-0951	chris@southerndr.com
10	Sonny Sims	864-901-0283	sonny@southerndr.com

REGION	CONTACT NAME	TELEPHONE NUMBER	E-MAIL
11	Blake Riley	270-217-5204	blake@southerndr.com
12	Sonny Sims	864-901-0283	sonny@southerndr.com
13	Chris Johnson	770-547-0951	chris@southerndr.com

**6.2 DISPUTE RESOLUTION**

The Vendor, Activating Entity or State agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the Activating Entity’s designee for resolution. A claim by the State shall be submitted in writing to the Vendor’s Project Manager and Activating Entity for resolution. The Vendor, Activating Entity, or State shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Vendor, Activating Entity or State are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract or the PA program. If a dispute cannot be resolved between the Vendor, Activating Entity or State within thirty (30) days after delivery of notice, either entity may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either Vendor, Activating Entity or State to mediate or arbitrate any dispute.

**6.3 CONTRACT CHANGES**

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the NCEM, Activating Entity and Vendor.

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REGION 12 and 13

Item	Description of work	Cost	Unit
1	Vegetative and/or C&D Debris Removal from Public Property (Right-of-Way) and Hauling to Debris Management Sites (DMS/TDSRS) or other disposal sites (NOTE 1 & 7)	\$ 9.50	/CY
2	Vegetative and/or C&D Debris Removal from Private Property (Right-of-Entry Program) and Publicly Owner Property (other than Right-of-Way) and hauled to DMS/TDSRS or other disposal sites (NOTE 1 & 7)	\$ 9.75	/CY
3	Vegetative and/or C&D Debris Removal from Public Property (Right-of-Way) and Hauling Directly to Final Disposal Site (NOTES 2, 3 & 7)	\$ 10.50	/CY
4	Vegetative and/or C&D Debris Removal from Debris Management Sites (DMS/TDSRS) and Hauling to Final Disposal Site (NOTES 2, 3 & 7)	\$ 7.75	/CY
5	Management of DMS/TDSRS (NOTE 4)	\$ 1.50	/CY
6	Processing (Grinding/Chipping) of Vegetative Debris at DMS/TDSRS or Final Disposal	\$ 2.85	/CY
7a	Reduction by chipping and grinding at DMS/TSDSRS	\$ 3.25	/CY
7b	Reduction by compaction, or consolidation of C&D debris at DMS/TSDSRS	\$ 1.25	/CY
8	Processing (Open Burning) of Vegetative Debris at DMS/TDSRS or Final Disposal	\$ 1.45	/CY
9	Processing Burning of Vegetative debris using air curtain incinerators at DMS/TDSRS or final disposal	\$ 2.25	/CY
10	Pick Up and Haul of White Goods to an Approved Disposal Site activating entities area	\$ 0.85	/LB
11	Pick Up and Disposal of Household Hazardous Waste	\$ 3.25	/LB
12	Freon Management and Recycling	\$ 25.00	/UNIT
13	Biowaste transportation and disposal	\$ 7.00	/LB
<b>Extraction of hazardous stumps resulting from trees growing on the right of way &amp; Hauling to Final Disposal Site (NOTE 5)</b>			
14	24-inch diameter to 47.99-inch diameter measured 24" above ground	\$ 180.00	/STUMP
15	48-inch diameter and greater	\$ 270.00	/STUMP
<b>Removal of Boulders</b>			
16	Removal of hazardous boulders from 18" – 35.99" in diameter	\$ 55.00	EACH
17	Removal of hazardous boulders more than 36" in diameter	\$ 250.00	EACH
<b>Debris from leaners and hangers will be piled on right of ways and will be hauled and disposed of under items 1 – 9</b>			
18	Removal of hazardous hanging limbs 2 inches or more at point of break	\$ 85.00	/TREE
19	Removal of hazardous standing trees 6" – 12.99" in diameter (NOTE 8)	\$ 50.00	EACH
20	Removal of hazardous standing trees 13" – 24.99" in diameter (NOTE 8)	\$ 75.00	EACH
21	Removal of hazardous standing trees 25" – 36.99" in diameter (NOTE 8)	\$ 175.00	EACH
22	Removal of hazardous standing trees 37" – 48.99" in diameter (NOTE 8)	\$ 290.00	EACH
23	Removal of hazardous standing trees more than 49" in diameter (NOTE 8)	\$ 450.00	EACH
<b>Marine Debris Removal</b>			
24	Canal, waterway and ditch clearing	\$ 17.00	/LF
25	Bays and other open waters	\$ 98.00	/ACRE
26	Marine vessel and other land vehicle removal	\$ 22.00	/LF

Totals	
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Items 1-13	\$	86.15
Stumps 14-15	\$	450.00
Boulders 16-17	\$	305.00
Hazardous Trees/Limbs 18-23	\$	1,125.00
Marine Debris 24-26	\$	137.00
Sheet	\$	2,103.15

REGION 12 and 13

ITEM DESCRIPTION (or equivalent)	Hourly Rate
JD 544 Wheel Loader with debris grapple	95
JD 644 Wheel Loader with debris grapple	110
Extendaboom Forklift with debris grapple	75
753 Bobcat Skid Steer Loader with debris grapple	85
753 Bobcat Skid Steer Loader with bucket	75
753 Bobcat Skid Steer Loader with street sweeper	85
30-50 H Farm Tractor with box blade or rake	25
2 – 2 ½ cu. yd. Articulated Loader with bucket	70
3 – 4 cu. yd. Articulated Loader with bucket	80
JD 648E Log Skidder	75
CAT D4 Dozer	70
CAT D5 Dozer	70
CAT D6 Dozer	80
CAT D7 Dozer	90
CAT D8 Dozer	95
CAT 125 – 140 HP Motor Grader	65
JD 690 Trackhoe with debris grapple	60
JD 690 Trackhoe with bucket and thumb	60
Rubber Tired Trackhoe with debris grapple	115
Rubber Tired Excavator with debris grapple	80
JD 310 Rubber Tired Backhoe with bucket and hoe	65
210 Prentiss Knuckleboom with debris grapple	135
CAT 623 Self-Loader Scraper	60
Hand-Fed Debris Chipper	55
300 – 400 HP Tub Grinder	190
800 – 1000 HP Tub Grinder	240
30 Ton Crane	45
50 Ton Crane	75
100 Ton Crane	100
40 – 60' Bucket Truck	110
Greater than 60' Bucket Truck	125
Fuel/Service Truck	65
Water Truck	55
Portable Light Plant	35
Equipment Transports	85
Lowboy Trailer with Tractor	125
Flatbed Truck	30
½ ton Pickup Truck	30
¾ ton Pickup Truck	35
1-ton Pickup Truck	40
Off road truck	20
Self-Loading Dump Truck with debris grapple	95
Single Axle Dump Truck, 5 – 12 cu. yd.	45
Tandem Axle Dump Truck, 16 – 20 cu. yd.	55
Tandem Axle Dump Truck, 21 – 30 cu. yd.	60
Tandem Axle Dump Truck, 31 – 50 cu. yd.	65

Totals		
Equipment	\$	3,792.00
Labor	\$	585.00
Materials	\$	10.00
Sheet	\$	4,387.00

REGION 12 and 13

Tandem Axle Dump Truck, 51 – 80 cu. yd.	70
Power Screen	45
Stacking Conveyor	25
Chainsaw (without operator)	2
Air Curtain Incinerator, self-contained	20
Temporary Office Trailer	5
Mobile Command and Communications Trailer	10
Generators from 10KW to 30KW	15
<b>PERSONNEL DESCRIPTION</b>	<b>Hourly Rate</b>
Operations Manager	55
Superintendent	50
Foreman	40
Safety Officer/Quality Control Inspector	45
Laborer & Traffic Control Flag person	30
Documentation Clerk	25
Time Keeper	25
HAZMAT Operator	60
HAZMAT Technician	65
Household HAZMAT Inspection and Removal Crew	75
Skilled Sawman	35
Crew Foreman with cell phone	40
Tree Climber	40
<b>MATERIAL DESCRIPTION</b>	<b>/YARD</b>
Fill dirt for stump holes – installed (includes purchase, placement and shaping)	\$ 10.00

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM H-3**

**CONSIDERATION OF RATIFICATION FOR DEBRIS  
MONITORING NOTICE TO PROCEED WITH  
DEBRISTECH**

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**BACKGROUND**

As laid out in detail in agenda item G-1, above, the Town was able to utilize the State of North Carolina's pre-positioned debris monitoring contract for the disaster response. The debris monitoring company is wholly separate from the debris removal company. The monitoring company ensures that all removal, hauling, and disposal is conducted according to FEMA regulations and allows for reimbursement for the Town.

Similar to the removal notice to proceed, the Town was able to comply with all state procurement guidelines by authorizing the Notice to Proceed for DebrisTech when the Board could not meet formally due to the disaster.

All fees associated with this work are those agreed to by the State of North Carolina as part of their pre-positioned debris monitoring contract. A copy of that bid sheet is attached to this memorandum.

The Town Attorney recommends the Board ratify the Town Manager's notice to proceed to further solidify the Town's posture with the debris monitoring project.

**ACTION REQUESTED**

Ratification of the Notice to Proceed for Debris Monitoring with DebrisTech

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



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

Jonathan B. Kanipe,  
Town Manager

October 1, 2024

Mr. Brooks Wallace, PE  
DebrisTech, LLC.  
923 Goodyear Blvd  
Picayune, MS 39466

Re: Disaster Debris Monitoring – Notice to Proceed

Dear Mr. Wallace:

The Town of Biltmore Forest, NC hereby authorizes DebrisTech, LLC. of Picayune, MS to proceed with disaster debris monitoring services in accordance with Independent Contractor Agreement dated September 10, 2020

You have 48 hours from the issuance of this Notice to Proceed to provide the required certificates of insurances to the Town of Biltmore Forest and commence monitoring activities.

With this notice to proceed, the Town of Biltmore Forest, NC) and the Contractor agree to a not-to-exceed amount of \$1,000,000.00.

Sincerely,

Jonathan Kanipe  
Town Manager  
Town of Biltmore Forest

A handwritten signature in blue ink, appearing to read "BW", is placed over the printed name of Brooks Wallace.

Received 10/1/2024 by Brooks Wallace

A rectangular stamp in blue ink. The text inside the stamp reads: "This instrument has been preaudited in the manner required by the Local Government Budget &amp; Fiscal Control Act".



**STATE OF NORTH CAROLINA  
Department of Public Safety**


6

Refer <u>ALL</u> Inquiries regarding this IFB to: angie.dunaway@ncdps.gov	Invitation for Bids #: 19-IFB-015121-DAD
	Bids will be publicly opened: August 10, 2020 at 2:00 PM ET
Contract Type: Open Market	Using Agency: NCDPS – Emergency Management
Commodity No. and Description: 9313 Humanitarian Aid & Relief	Requisition No.: n/a

**EXECUTION**

In compliance with this Invitation for Bids (IFB), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this Bid, the undersigned Vendor certifies that this Bid is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this Bid, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Vendors for any Contract awarded as a result of this IFB, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the IFB, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization. *As required by the Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended), the undersigned vendor certifies that by applying or bidding for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C § 1352. Each tier shall also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.* Furthermore, by executing this Bid, the undersigned acknowledges that this IFB and any contract(s) awarded pursuant to this IFB are being procured pursuant to 2 CFR §§ 200.317-200.326 and agrees to be bound by all terms and conditions of this IFB and the contract.

**Failure to execute/sign Bid prior to submittal shall render Bid invalid and it WILL BE REJECTED. Late Bids cannot be accepted.**

COMPLETE/FORMAL NAME OF VENDOR:		DebrisTech, LLC	
STREET ADDRESS:	925 Goodyear Blvd	P.O. BOX:	N/A
		ZIP:	39466
CITY & STATE & ZIP:	Picayune, MS 39466	TELEPHONE NUMBER:	601-658-9598
		TOLL FREE TEL. NO.:	601-658-9598
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE:			
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		FAX NUMBER:	
Brooks Wallace, President			
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:	
	8/11/20	brooks@debristech.com	

Offer valid for at least 60 days from date of Bid opening, unless otherwise stated here: N/A days. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this IFB.

**ACCEPTANCE OF BID**

If any or all parts of this Bid are accepted by the State of North Carolina, an authorized representative of the Department of Public Safety shall affix his/her signature hereto and this document and all provisions of this Invitation for Bid along with the Vendor Bid response and the written results of any negotiations shall then constitute the written agreement between the Vendor and the Activating Entity. A copy of this acceptance will be forwarded to the successful Vendor(s). *This procurement complies with the State's own procurement laws, rules and procedures per 2 CFR § 200.317.*

FOR STATE USE ONLY: Offer accepted and Contract awarded this <u>10<sup>th</sup></u> day of <u>September</u> , 20 <u>20</u> , as indicated on the attached certification, by <u>Angie Dunaway</u> (Authorized Representative of the NC Department of Public Safety)
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# Project Manager and Customer Service

## Points of Contact for All Contract Related Issues

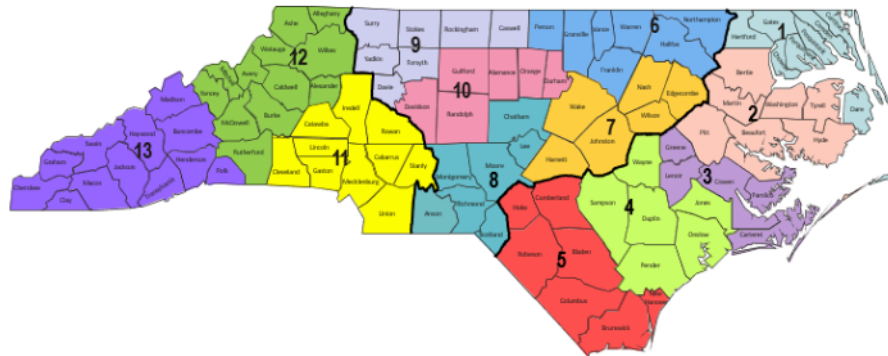
Brooks Wallace, President	601-658-9598	<a href="mailto:brooks@debristech.com">brooks@debristech.com</a>
Debra McCormick, Business Manager	601-658-9598	<a href="mailto:debra@debristech.com">debra@debristech.com</a>

## Contact Information for Transmitting Notice to Proceed

Brooks Wallace, President	601-658-9598	<a href="mailto:brooks@debristech.com">brooks@debristech.com</a>
Debra McCormick, Business Manager	601-658-9598	<a href="mailto:debra@debristech.com">debra@debristech.com</a>

## Project Manager to Respond with in 24 Hours By Region

Region	Project Manger	Contact Number	Email
1	Robert Ellis	601-467-9378	<a href="mailto:relleis@debristech.com">relleis@debristech.com</a>
2	William Harrison	601-880-035	<a href="mailto:wharrison@debristech.com">wharrison@debristech.com</a>
3	Caleb Fortenberry	601-248-7341	<a href="mailto:cfortenberry@debristech.com">cfortenberry@debristech.com</a>
4	H. Les Dungan III	601-441-6411	<a href="mailto:les@dunganeng.com">les@dunganeng.com</a>
5	Brooks Wallace	601-916-1113	<a href="mailto:brooks@debristech.com">brooks@debristech.com</a>
6	Ryan Holmes	601-757-7313	<a href="mailto:ryan@debristech.com">ryan@debristech.com</a>
7	Tyler Williamson	601-862-8947	<a href="mailto:twilliamson@debristech.com">twilliamson@debristech.com</a>
8	Jeff Dungan	601-441-6184	<a href="mailto:jeff@dunganeng.com">jeff@dunganeng.com</a>
9	Lee Mock	601-441-3424	<a href="mailto:lmock@dunganeng.com">lmock@dunganeng.com</a>
10	Herman L. Dungan IV	601-441-8370	<a href="mailto:hdungan@debristech.com">hdungan@debristech.com</a>
11	John McNeese	601-441-7067	<a href="mailto:jmcneese@debristech.com">jmcneese@debristech.com</a>
12	Hunter Austin	662-809-1023	<a href="mailto:haustin@debristech.com">haustin@debristech.com</a>
13	Dennis Cruthirds	228-596-5431	<a href="mailto:dennis@debristech.com">dennis@debristech.com</a>



<b>POSITIONS</b>	<b>Hourly Rate</b>
Project Manager	\$ 65.00
Operations Manager	\$ 55.00
Scheduler/Expeditors	\$ 1.00
GIS Analyst	\$ 1.00
Field Supervisors	\$ 45.00
Debris Site/Tower Monitors	\$ 36.00
Environmental Specialist	\$ 50.00
Project Inspectors (Citizen Drop-Off Site Monitors)	\$ 36.00
Load Ticket Data Entry Clerks (QA/QC)	\$ 1.00
Billing/Invoice Analysts	\$ 1.00
Administrative Assistants	\$ 1.00
Field Coordinators (Crew Monitors)	\$ 36.00
TOTAL	\$ 328.00

OTHER REQUIRED POSITIONS (Include Title)

TOTAL \$ -

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM H-4**

**CONSIDERATION OF PAUSING WATER BILLING  
UNTIL POTABLE WATER RETURNS**

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**BACKGROUND**

The Town of Biltmore Forest purchases water from the City of Asheville at a wholesale rate. The Town's last water billing cycle ran from August 12, 2024 through October 14, 2024. These bills were sent to customers on October 22, 2024. On November 1, 2024, we were alerted by the City that they were not going to bill any user (wholesale or otherwise) for non-potable water due to the disaster. The email attached is from David Melton, Water Resources Director for the City of Asheville, and provides more insight into this decision. The City will not resume billing for water until they are able to deliver fully potable water to the system.

**DISCUSSION POINTS**

Because the Town is not being billed for water during this time and since the water we are currently delivering remains non-potable, staff believes the Town should follow suit and postpone billing for water until such time that potable water is restored. The Town will not have a misbalance in revenue versus expenditures in the water fund since we are not being billed by the City during this time.

The Town still needs to bill for sewer as the Metropolitan Sewerage District (MSD) has remained functional and because water is still going into the sewer system, whether potable or non-potable. The Town has spoken to MSD regarding this and we can suppress our water billing and bill only for sewer, then remit that to MSD as usual.

**ACTION REQUESTED**

Approval of Pausing Water Billing Until Potable Water Returns

**From:** [David Melton](#)  
**To:** [Jonathan Kanipe](#)  
**Subject:** Billing  
**Date:** Friday, November 08, 2024 9:17:19 AM

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**WARNING:** This email originated from outside of the Town of Biltmore Forest Network.

Good morning Jonathan,  
As discussed earlier, the City of Asheville has elected to discontinue volumetric billing for water delivery. This posture will remain in effect until such time that potable water is returned to customers. Progress is being made to return potable water to the system, however this is likely to take several more weeks. Once the water treatment plant(s) are able to treat sufficient water volumes to meet system demands; processes will include systemwide flushing and testing to ensure water is safe for normal consumption. Please let me know if you have any questions or concerns.  
Thanks,  
David

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David Melton  
City of Asheville  
Director Water Resources  
828-259-5957  
He/Him/His

**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM H-5**

**CONSIDERATION OF RESOLUTION 2024-06  
A RESOLUTION OF APPRECIATION FOR TOWN  
EMPLOYEES**

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**BACKGROUND**

Town staff, each person and in every department, performed tremendously before, during, and after the storm. Their efforts were Herculean in scope. Staff cleared Town roads in a safe and effective manner, the Police Department protected the public and property within town and conducted numerous welfare checks, and administrative staff ensured everyday functions were handled appropriately. Each person navigated this crisis and their work while dealing with personal issues and concerns for their family – and not a single employee balked when being asked to do something to help the Town, even if it was outside of their normal scope of work.

**ACTION REQUESTED**

The resolution attached expresses appreciation to Town employees. Approval is recommended.

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF BUNCOMBE )

TOWN OF BILTMORE FOREST  
BOARD OF COMMISSIONERS

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**RESOLUTION 2024-06**

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**RESOLUTION OF APPRECIATION OF TOWN STAFF  
DURING HURRICANE HELENE**

**WHEREAS**, Hurricane Helene brought unprecedented challenges and hardships to our community, testing the resilience and unity of Western North Carolina; and

**WHEREAS**, in the midst of this disaster, dedicated Town of Biltmore Forest employees stepped forward with unwavering courage and commitment, embodying the spirit of compassion and solidarity; and

**WHEREAS**, these employees worked a combined total of 3,279 hours during the storm and continue to work tirelessly to ensure the recovery of our Town; and

**WHEREAS**, these dedicated individuals provided essential support, including emergency response, debris removal, shelter distribution, and resource distribution, ensuring that our residents were safe and cared for during this difficult time; and

**WHEREAS**, their selfless acts of service not only helped to mitigate the effects of the hurricane but also strengthened the bonds within our Town,

**NOW, THEREFORE**, be it proclaimed that we, the Board of Commissioners of the Town of Biltmore Forest, North Carolina, extend our deepest gratitude to all Town of Biltmore Forest employees who dedicated their time, energy, and resources during Hurricane Helene. Your efforts have made a profound difference in the lives of many and have showcased the power of the community in times of crisis. We honor and celebrate these remarkable individuals whose actions remind us that we can overcome any challenge together.

**IN WITNESS WHEREOF**, I, George F. Goosmann, III, Mayor of the Town of Biltmore Forest, here unto set my hand and caused the Seal of the Town of Biltmore Forest to be affixed this 12th day of November, 2024.

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George F. Goosmann, III

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Laura Jacobs

Town Clerk



**BOARD OF COMMISSIONERS MEETING  
STAFF MEMORANDUM  
NOVEMBER 12, 2024**



**AGENDA ITEM H-6**

**CONSIDERATION OF RESOLUTION 2024-07  
A RESOLUTION OF APPRECIATION FOR  
VOLUNTEERS**

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**BACKGROUND**

It is nearly impossible to appropriately thank all the volunteers – from town residents to people as far away as Tennessee and Charleston – that helped the Town after the storm. We had numerous donations of goods, volunteer hours, equipment, supplies, and other necessities. At some point in the next few months, the Town will collect the full list of volunteers, or as close as possible, and offer an appropriate thank you to them. In the meantime, it seems appropriate to move forward with a resolution of appreciation for all those who helped.

**ACTION REQUESTED**

The resolution attached expresses appreciation to volunteers. Approval is recommended.



