

## PROPOSED AGENDA

Meeting of the Town of Biltmore Forest  
Board of Commissioners

To be held Tuesday, March 9, 2021 at 4:30 p.m.

***HELD VIA ZOOM – LOG-IN INFORMATION ON OPPOSITE PAGE***

A. Roll Call by the Clerk

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

B. The minutes of the February 9, 2021 meeting will be presented for approval.

*(Roll Call Vote)*

C. Reports of Officers

1. Chief of Skyland Fire and Rescue
2. Chief of Police
3. Public Works Director
4. Town Manager

D. New Business

1. Consideration of Resolution 2021-03 – Resolution Authorizing the Town of Biltmore Forest to engage in electronic payments as defined by G.S. 159-28 *(Roll Call Vote)*
2. Consideration of FY20-21 Budget Amendment *(Roll Call Vote)*
3. Consideration of New Appointments to Planning Commission *(Roll Call Vote)*
4. Town Facility Re-Opening Plan
5. Review Changes to Water Bill Mailings
6. Badger Water Meter/AMI Endpoint Changes

E. Petitions, Motions, and Other Business

F. Public Comment

G. Adjourn

**Accessing the March 9, 2021 Board of Commissioners Meeting**

Join Zoom Meeting

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Meeting ID: 818 1706 4782

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MINUTES OF THE MEETING OF THE MAYOR AND THE TOWN COMMISSIONERS OF  
BILTMORE FOREST HELD FEBRUARY 9, 2021.

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

Roll call taken by the Clerk:

Mayor George F. Goosmann, III, present

Commissioner Doris P. Loomis, present

Commissioner E. Glenn Kelly, present

Commissioner Fran Cogburn, present

Mr. Jonathan Kanipe, the Town Manager was present and Mr. William Clarke, the Town Attorney were also present. Roll call was taken by the Clerk. Commissioner Cogburn and Commissioner Loomis participated via Zoom.

Mayor Goosmann called the meeting to order at 4:30 pm. Commissioner Cogburn made a motion to approve the minutes from January 12, 2021. The motion was seconded by Commissioner Kelly and unanimously approved. Roll call was taken by the Clerk.

Chief Ryan Cole gave the report for the Skyland Fire Department. Chief Cole said there are slight improvements being seen with COVID-19 cases. Call volume was also down quite a bit for the fire department. The number of cases has dropped since the surge from Christmas. In the next couple of weeks, Walgreens stores throughout North Carolina will receive vaccines to distribute. CVS is also doing many of the vaccinations in long term care facilities. Chief Cole thanked Mr. Harry Buckner and the Public Works staff for working diligently during the snow storm.

Chief Chris Beddingfield gave the monthly report for the Police Department and said there were 685 calls last month. There was a suspicious person call which resulted in a felony drug

arrest. There were also several charges from a police pursuit and a misdemeanor arrest for some outstanding warrants.

Chief Beddingfield said the two new police vehicles are now in service. The vehicles are hybrids which have many excellent features and make great additions to the fleet.

There was also an incident of unlocked vehicles that were rummaged through. Police personnel have informed residents' to keep their vehicles secured and locked. Chief Beddingfield said, most of the time, it is related to a homeless person or vagrant walking by looking for unlocked vehicles. If the vehicle is locked, they tend to move on and not break into the vehicle. Mayor Goosmann asked Chief Beddingfield if the suspect rummaging through the vehicles was arrested. Chief Beddingfield said yes. Mayor Goosmann thanked Chief Beddingfield and the entire police department for all of their hard work.

Mr. Harry Buckner gave the report for the Public Works Department. Mayor Goosmann thanked Mr. Buckner and the Public Works staff for keeping the roads clear. Mr. Buckner said the storms have kept them very busy. Leaf collection has concluded and they have started back with brush routes. They are working on deferred maintenance and preparation for the spring season where they will get very busy.

Mr. Buckner said Mr. Mike Dale, the new Supervisor is doing a great job. He is bringing wonderful resources and good feedback to the department. Mr. Dale has provided great leadership for the team and is fitting in very well.

Mr. Daniel Rice is also doing a great job and fitting in well. Mr. Buckner said his previous experience is very helpful to the Public Works Department.

Mr. Buckner said they are back to full staff with Mr. Charles Tesner returning to work and having him back with his background and talent really helps the department as well.

Commissioner Cogburn asked Mr. Buckner about the status of adding dog waste receptacles around Town. Mr. Buckner said he is going to order those shortly and will discuss with Mr. Kanipe about aesthetically pleasing receptacles to order. Commissioner Cogburn thanked Mr. Buckner. Mayor Goosmann thanked Mr. Buckner for all of their hard work.

Ms. Levonia Reese gave the report for the FY20 Audit presentation for Carter P.C. Ms. Reese commended Mr. Jonathan Kanipe, Ms. Helen Stephens, and Ms. Laura Jacobs for working so hard during the audit. The Local Government Commission allowed an automatic extension to January 31<sup>st</sup> for all audits in the state of North Carolina.

There was a budget violation in the general fund and the water fund which means the expenses exceeded the budgeted amount. There were no difficulties with management and there were no disagreements. Nearly all the adjustment posted for this year and years prior were for pensions and capital assets. One of the risks identified were for the inclusion of all the adjustments required for full accrual basis of accounting. Ms. Reese said nothing is being done incorrectly. North Carolina General Statute require books be kept on a modified basis. A modified audit opinion was issued on the government wide and the major fund financial statements.

With the review of internal controls, the efforts were focused on staff working remotely and what could go wrong such as receivables or journal entries. Ms. Reese said they specifically looked at the period of March-June for the Town Manager and the Police Chief regarding reimbursements and credit cards. There was proper approval of expenses as the Mayor signs off on those credit card statements. There was also no indication of inappropriate expenses. The credit cards also have appropriate limits depending on the position and the need. Also, those receipts are kept attached to those credit card statements.

The cost of Capital Assets for government wide financial statements increased about \$600,000 with the completion of the public works building and the purchase of police vehicles. The net increase was about \$300,000. The cost of capital assets as of 6/30/20 was nearly \$12,000,000. This is for the general fund and the water fund. The debt increased about \$200,000.

The net increase is due to the police vehicle loans but also because of post-employment benefits which get adjusted annually. The general fund had an increase of about \$300,000 in revenues and about \$430,000 in expenses and the net position of the Town is \$5,700,000.

Mayor Goosmann thanked Ms. Reese for the financial report and how much they are appreciated. Ms. Reese thanked Mayor Goosmann and applauded the staff for all of their hard work. Mr. Kanipe confirmed the budget violations was simply a result of not doing a budget amendment at the end of the year. Ms. Reese agreed with Mr. Kanipe.

Mr. Kanipe presented Ordinance 2021-02 for discussion. Sign Ordinances were discussed and the current sign ordinance was shown to the Board with red strike-throughs of proposed changes. Commissioner Loomis asked Mr. Kanipe about the definition of sign in Section 93.04. Mr. Clarke said there is a broader definition of “sign” in subparagraph “g.” Mr. Clarke recommended deleting the one in Section 93.04(a). Commissioner Loomis said the changes to the Ordinance look good and appreciated all of Mr. Clarke’s efforts.

Commissioner Loomis made a motion for Consideration of Ordinance 2021-02. Commissioner Cogburn seconded the motion. Roll call was taken by Mr. Kanipe and unanimously approved.

Mr. Kanipe presented Resolution 2021-02 that would authorize the surplus of personal property. There are three vehicles total. Two are Police Department Explorers which are being replaced with the new hybrids and also the 2001 GMC dump truck which is rusted and inoperable. This resolution will let us do this via GovDeals. Commissioner Kelly moved to approve Resolution 2021-02. Commissioner Cogburn seconded the motion. Roll call was taken by Mr. Kanipe and unanimously approved.

Mr. Kanipe presented the FY21 Budget Amendment for the Board’s consideration. The bulk of this amendment is for the Cedar Hill stormwater project. Mr. Kanipe said the initial thought last year was to proceed with a loan due to exceed \$500,000. The actual cost ended up to be less than \$150,000. Commissioner Cogburn made the motion to approve the Budget Amendment,

Commissioner Kelly seconded the motion. Roll call was taken by Mr. Kanipe and unanimously approved.

A potential Ordinance Amendment was discussed regarding noise. Mr. Kanipe discussed the noise ordinance and the construction ordinance. The noise ordinance was adopted in 2006. Chief Beddingfield discussed an example of how a noise/construction ordinance could be taken out of context and used an example of an incident that occurred with a potential contractor. The contractor was making no noise and was simply on the property inside their home providing an estimate. There was no sound impacting residential life at that time. Chief Beddingfield said a commercial work ordinance is a great idea to prevent noise after hours, however, it could be separate and partial from the noise ordinance. There have been several instances where there have been commercial workers not actually working. They were packing up and/or moving equipment. They weren't engaged in the work they were contracted to do. Chief Beddingfield said it was challenging merging these two issues instead of keeping them separate.

Commissioner Cogburn said she likes the limit of the hours and not having Sundays mostly because of the impact the commercial vehicles put on the Town. Commissioner Loomis asked Mr. Kanipe if he knows what other small towns do such as Montreat. Mr. Kanipe said Chief Beddingfield has been working on this of examples from other municipalities. Chief Beddingfield said most of the neighboring police departments he has checked with focus more on noise rather than commercial work.

Mr. Clarke suggested regulating the timing of construction work. The goal could be not to have construction work on Sundays after dark or too early in the morning. Mr. Clarke asked if there is a separate noise Ordinance. Mr. Kanipe said no. Mr. Clarke said a noise ordinance would be a good idea. Mr. Kanipe, Chief Beddingfield, and Mr. Clarke will discuss further on making these separate issues. Commissioner Loomis mentioned Section 130.02(c) would apply to residents bothering other residents with early morning work. Mr. Clarke said it could be interpreted this way but the town has historically applied this to commercial activity.

Mr. Kanipe presented the Board with Budget Reallocations for FY21. Mr. Kanipe also provided an update on the Duke Energy underground project update. The work began

approximately two weeks ago with boring and drilling. This took place on Greenwood Place and then moved south on Stuyvesant Road. Mr. Kanipe will post on the website with status updates on the project. Mr. Kanipe also spoke to a representative from Charter Communications and they also have an interest in doing this as well. Mr. Kanipe is also hoping AT&T will participate in this.

Mr. Kanipe discussed COVID-19 vaccinations. The state is still in phase 2 at the moment. Mr. Kanipe said phase 3 will most likely open at the end of the month which would allow Town staff to get the vaccine. Mr. Kanipe discussed the state auditor's performance audit. The Town was 1 of 20 municipalities selected for the audit. They are selected to see if they are performing and compliant according to the Local Government Budget Fiscal Control Act. Mr. Kanipe said administration staff have received favorable remarks from the consulting auditor. Mr. Kanipe said Ms. Stephens and Ms. Jacobs have spent a significant amount of time, Ms. Stephens especially, in speaking with the consulting auditor. Mr. Kanipe thanked them for their hard work. Mr. Kanipe hopes to receive a copy of the report soon and will issue a copy to the Board. Mayor Goosmann told Mr. Kanipe he is doing a wonderful job and thanked him for all his hard work.

Mr. Drew Stephens from 4 Hilltop Road made a Public Comment and thanked the police department for cutting the bamboo that gets stuck in the snow. Mr. Stephens said he plans to remove the bamboo in the spring. Mr. Stephens said he enjoys Sunday as the "quiet" day. Mr. Stephens noted that clubs were excluded in Section 130.02 (a) (2) which verified this includes the Biltmore Forest Country Club. Mr. Stephens offered his assistance in composing a noise ordinance. Mr. Stephens also offered to call one of the administrative staff who work for AT&T to voice input on the underground project.

Mr. Pigossi thanked the Board for having this meeting via Zoom and they are able to hear the meeting much better.

Mayor Goosmann adjourned the meeting at 5:35 p.m. The next meeting is scheduled for Tuesday, March 9, 2021.



ATTEST:

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Ms. 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

February 2021

Station: 4 - BILTMORE FOREST STATION		
111 - Building fire		1
311 - Medical assist, assist EMS crew		1
324 - Motor vehicle accident with no injuries.		1
412 - Gas leak (natural gas or LPG)		1
553 - Public service		1
622 - No incident found on arrival at dispatch address		2
651 - Smoke scare, odor of smoke		2
743 - Smoke detector activation, no fire - unintentional		1
745 - Alarm system activation, no fire - unintentional		1
<b># Incidents for 4 - Biltmore Forest Station:</b>		<b>11</b>

Respectfully Submitted,

*Ryan M. Cole*  
 Chief Ryan M. Cole  
 Skyland Fire Rescue

Biltmore Forest Police  
Department  
  
355 Vanderbilt Road  
Biltmore Forest, NC 28803  
828-274-0822  
www.biltmoreforest.org



**George F. Goosmann, III, Mayor**  
**Doris P Loomis, Mayor-Pro Tern**  
**E. Glenn Kelly, Commissioner**  
**Fran Cogburn, Commissioner**  
**Jonathan Kanipe, Town Manager**  
  
**M. Chris Beddingfield, Chief of Police**

Department head report for the Board of Commissioners meeting held March 9th, 2021

**Chris Beddingfield, Police Chief**

***Calls for Service: 665***

**Officers responded to the following calls for service:**

Accident – 2	Accident - Pl - 0	Special Assignment - 1
Alarm – 15	Animal Carcass - 0	Special Check - 53
Assist EOC – 1	Assist Motorist - 8	Speed/Reckless Driving- 0
Assist Other Agency – 10	Assist Resident - 3	Suspicious Person – 6
Bear Report – 0	Business Check- 173	Suspicious Vehicle – 14
Crime Prev. – 5	Chase- 2	Vandalism – 0
Direct Traffic – 0	Distressed Animal - 1	Vehicle Stop – 19
Disturbance - 2	Dog Complaint - 10	Well-being Check – 4
Domestic disturbance-0	Fire-0	Road Blocked – 3
Fight- 0	Gun fire/Shots fired - 0	Service of Car – 4
Hit and Run - 0	House Check - 94	Sign Ord Violation - 4
Improper Parking- 3	Incomplete 911- 0	
Investigation - 3	Intoxicated Driver- 0	
Mental Patient - 1	Missing Person - 0	
Noise Disturbance - 0	Ordinance Violation - 2	
Person Down - 0	Power Outage - 0	

Professionalism Respect Integrity Dedication Excellence

**Arrests:**

0-Felony Arrests-

3-Misdemeanor Arrest-(2) for court violations out of a traffic stop, (1) for Second Degree Trespassing at a call for service

**Time Consumption Summary:**

*Approximations:*

Business Checks- 4 hours

House Checks- 3 hours

Radar Operation- 8 hours

Vehicle Crash Investigation- .5 hours

**Notable Calls and Projects:**

Had several large multi-agency events. Assisted NCSHP/APD/BCSO with manhunt from foot pursuit. Armed suspect in the area of Vanderbilt Park and Vanderbilt Rd. Subject taken into custody without incident in a little over an hour. Assisted with a foot pursuit where a subject involved in a vehicle accident on I40 fled on foot onto the estate property. Subject was not located that night. Located and followed a bank robbery suspect from a robbery on Hendersonville Rd..... Great police work even though it ended up not being the bank robber.

Answered several calls for service involving someone claiming to be a homeowner in The Ramble and trying to access a home that wasn't theirs. Had the subject mentally committed once and they were arrested on another occasion.

Had a weather event early in the month. Worked with public works to keep them advised of road conditions and assisted with removing limbs and keeping road open.

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Jonathan Kanipe, Town Manager

Mayor and Board of Commissioners

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

Re: Public Works Department February 2021 Monthly Report

Date: March 4, 2021

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### **Recurring Activities:**

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

- Collected 26.29 tons of garbage.
- Diverted 15.51 tons of recycled goods from garbage.
- Picked up 12 loads of brush (approximately 180 cubic yards) with the knuckle boom truck, and vacuumed another 1 load of leaves only (approximately 15 cubic yards) with the vacuum trailer and leaf box, over 7 days.
- Responded to 116 utility locate requests (86 requests were for the Duke Energy Progress utility relocation project).
- Visited 11 residences for Tree Inspections, approving the removal of 43 trees.
- Completed daily chlorine residual tests across town and passed the required two bacteriological tests. Results are reported via the State's on-line reporting system.
- Used the Beacon/Badger Meter automated meter reading system to monitor for water leaks daily and informed residents of suspected leaks.
- We continue to perform litter pick-ups as needed, focusing on the entrances.
- Routine brush pickup continued on the normal schedule, with South pick-up on February 1, and North pick-up on the 15<sup>th</sup>. This schedule will continue until adjustments are needed, or November 1, 2021.

### **Coronavirus (COVID-19) Related Activities:**

- The Town's buildings remains closed to the public; playgrounds are open.

- We are continuing to track any additional costs and activities associated with complying with the COVID-19 response effort.
- We are logging employee temperatures and keeping self-reporting documents daily.
- COVID supplies and PPE have been purchased and are stored at Public Works in a new PPE cabinet, all funded through the CARES grant.
- Vaccinations are anticipated to be available for Staff in March.

### **Miscellaneous Activities in February**

- Public Works Supervisor, Mr. Mike Dale, and Public Services Worker, Mr. Daniel Rice are fully on-boarded ahead of schedule, and are working out great. Mr. Rice will be added to the on-call rotation in March.
- Mr. Tesner, the Town Arborist, is back at work on unrestricted duty, and we are very excited to have him back as a valued team member. His participation has been very helpful to the Department.
- Unfortunately we have had a new injury in February, and have reassigned some tasks to make sure all of our services remain covered.
- Mr. Tesner, Mrs. Jacobs, and I have made a concerted effort to troubleshoot non-reporting automatic water meters as time allows. We have been successful in reducing those numbers by about half from 18 or so to about 9, which should reduce the number of manual reads needed for billing. We are continuing to address the remaining locations, with a goal of completely eliminating the technical issues.
- We have identified certification courses for Staff and are scheduling programs for each employee to obtain as many relevant certifications as possible.
- I obtained my Class B CDL Learners Permit in February.
- I continued my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government. This course will continue through May, 2021.
- The new work order and asset management software package is being used to help schedule work orders and maintenance work.
- I continued conversations with Manager Kanipe about staff-level budgeting for FY 2021/2022. We reviewed a list of potential capital projects and asset acquisitions for department for the coming budget year. Included in this conversation was a more comprehensive review of the Town's open spaces and making sure we are properly managing and maintaining those spaces.
- We replaced and reinstalled a new water service for the renovation occurring at 14 Hemlock Road.
- We replaced an irrigation water service at 1 Holly Hill Rd.
- We have completed a maintenance inspection on the parks, and completed winter cleanup.

- We are continuing to work through our deep maintenance cycle on the Department's motorized equipment. This includes catching up on required mechanical maintenance as well as appearance items in preparation for the summer season.

## **Larger/Capital Projects Updates**

### **Greenwood Park Stream Restoration**

Comments from the state regulatory agencies continue to be received by the Consultant, but there are no substantial updates to provide. Comments appear at this time appear reasonably straight forward, however, the formal approval by the state was not completed on March 1 as anticipated. Otherwise, the schedule has adjusted as follows:

- Bid and Design Package Approval – March 30, 2021
- Advertise, Receive, Submit and Approve Bids – July 1, 2020
- Execute Construction Contracts – August 2, 2020

We are reviewing the overall park master plan documents to determine if there are opportunities to improve the overall park while the stream restoration project is ongoing.

### **Automatic Water Meter Reading System Endpoint Replacement Program**

We were notified in late February that Badger/Beacon is retiring their older 3G network cellular endpoints, which will necessitate the exchange of over 700 cellular endpoints in the water system. Manager Kanipe has a full agenda item that covers this project in more detail.

## **Upcoming in March**

- We have scheduled the installation of an additional water service for the new construction at 2 Southwood Road for the week of March 15.
- We are working with Chief Beddingfield to plan, schedule, and complete a refresh on the break room and kitchen facility at the Police Department. Work is scheduled to begin during the week of March 15, and complete before the conclusion of the budget year.
- We have two staff that will be attending their C-Water Distribution operators certification course at the end of March/early April.
- Supervisor Dale has instituted weekly team meetings to review work assignments for the week, build team cohesion and improve communications, and to complete training courses in house.
- Complete planning for the 2021 paving and striping projects.
- Continue roll-out of the new work order and asset management system to the department staff.
- Complete preventive maintenance activities for the roof at the Police Department.

- We will complete the refresh of the play surface and general maintenance activities in Greenwood Park (already completed 3/3/2021).
- Staff will be completing a winter clean-up in the parks. We have scheduled aeration, reseeded, fertilizing, and mulching activities in Rosebank Park, at the Pond area, and around the Town Hall and median areas.
- I will continue my virtual attendance at the Municipal and County Administrator's School through the UNC School of Government.
- Continue the staff-level budget planning effort for FY 2021/2022 with Manager Kanipe.

As always, the Department requests direct Board feedback on general appearance and maintenance items throughout the Town. I welcome any contact from you identifying areas needing extra attention or areas we may have inadvertently overlooked. I am happy to answer any questions and make sure your concerns, if any, are addressed.



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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number C-4 – Town Manager Report  
Date: March 9, 2021

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### FY21 Budget Re-Allocations

Budget re-allocations for fiscal year 2020/2021 are attached to this memorandum. Per the budget ordinance, re-allocations up to \$5,000 may be made with notice provided to the Board of Commissioners. Please let me know if you have questions regarding any of these re-allocations.

### Duke Energy Underground Project

Duke Energy's underground project continues to move along well. Duke is in week 5 of the 12-14 week project that will bury power lines along Phase 1 of the project area. Since the last meeting, I have continued conversations with AT&T and Charter/Spectrum regarding their consideration of joining in this project. AT&T has turned this over to their engineering department and is reviewing the potential for joining in Phase 2. Charter/Spectrum is continuing to review as well. A map of the projected construction timeline within each phase is located below.

### Duke Energy Annual Vegetation Management

Unrelated to the above project, Duke Energy's vegetation management group will be trimming lines in the northern and western ends of Biltmore Forest over the next few weeks. These areas include everything north of Busbee Road and west of Hendersonville Road, and everything along Forest and Park Roads. As noted in previous months, the Town has hoped to work collaboratively with Duke Energy on identifying areas where outages that are more frequent occur and allowing more vegetative removal. I have asked Duke officials to meet with me on site next week to review some of these more outage prone areas.

### Rosebank Park Tree and Landscaping Projects

There are approximately 9-10 large oak trees (and perhaps a tulip poplar) that need to be removed due to health and safety concerns. In most cases, the trees in question have significant dieback in the crown or are dead. None of these trees are considered "protected" under the Town's Tree Protection Ordinance. In order to address this issue, we will be putting together a replanting plan and removal plan that will be provided to the Board for review and the public for notice before any

removal takes place. We will focus on hardwood tree replanting for the park and intend to replant more trees and in more desirable areas throughout the entire park. The Town will be better served by removing these potentially hazardous trees from a park area, but it will certainly be a noticeable removal and I want us to be ahead of this in any way possible. Again, this will not be done prior to providing a detailed plan for the Board's review.

#### Greenwood Park Stream Restoration Project

The Town received approval from the US Army Corps of Engineers this week. This approval allows the Town to move forward with the stream restoration project in Greenwood Park. The permit authorizes stream stabilization and in-stream structures for the 344 linear feet of an unnamed tributary to Fourmile Branch within the park itself. We also received the 401 water quality certification from the State last week, so we appear to be in good shape moving forward with this project.

#### Planning Commission Meetings

The Planning Commission will begin meeting on the 4<sup>th</sup> Thursday of each month at 5pm for the next several months. These meetings will take place via Zoom and allow the Commission to make formal reviews and recommendations to the Board of Commissioners regarding changes to the Town's Zoning Ordinance. These specific zoning ordinance changes are a result of mandated statutory changes that must be approved by July 1, 2021.

#### FY22 Budget Work

Budget planning for FY22 continues and we are making good headway at this point. I anticipate providing a robust update for the Board at our April meeting and am hopeful we will be able to meet in person for this discussion and for the April meeting.

**BUDGET REALLOCATIONS 03/01/2021**

ADMIN		CHANGE	FROM	TO
10-4200-5300	Dues and Fees	(500)	5,000	4,500
10-4200-5700	Miscellaneous	500	500	1,000
NET CHANGE ADMIN		-		

POLICE		CHANGE	FROM	TO
10-5100-0550	Unemployment Insurance	450	-	450
10-5100-1700	Maintenance/Repair - Vehicles	3,000	10,000	13,000
10-5100-5800	Physical Exams	2,500	1,000	3,500
10-5100-3800	Technology	5,000	27,925	32,925
10-5100-0600	Health Insurance	(5,000)	146,349	141,349
10-5100-0650	Dental, Vision, Life Insurance	(950)	19,842	18,892
10-5100-3700	Software	(5,000)	34,000	29,000
NET CHANGE POLICE		-		

PUBLIC WORKS		CHANGE	FROM	TO
10-5600-0550	Unemployment Insurance	450	-	450
10-5600-3800	Technology	4,000	5,000	9,000
10-5600-0600	Health Insurance	(4,450)	41,609	37,159
NET CHANGE PUB WKS		-		

GENERAL GOVERNMENT		CHANGE	FROM	TO
10-6600-6303	Holiday Lighting	1,000	10,000	11,000
10-6600-3300	Supplies & Equipment	30	-	30
10-6600-6000	Contingency	(1,030)	13,252	12,222
NET CHANGE GEN GOV		-		

WATER DEPARTMENT		CHANGE	FROM	TO
30-8100-5700	Miscellaneous	500	-	500
30-8100-0600	Health Insurance	(500)	17,977	17,477
NET CHANGE WATER		-		

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2020 To 03/05/2021

FY 2020-2021

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
<b>3010 Ad Valorem Tax</b>						
<b>Revenue</b>						
<b>3010 Ad Valorem Tax</b>						
10-3010-0000 AD VALOREM TAXES (PROPERTY)	2,670,639.00	2,670,639.12	2,670,639.12	0.00	-0.12	100
10-3010-0100 AD VALOREM TAXES (DMV)	101,460.00	60,903.64	60,903.64	0.00	40,556.36	60
10-3010-0200 TAX INTEREST & PENALTIES	11,200.00	12,433.04	12,433.04	0.00	-1,233.04	111
<b>3010 Ad Valorem Tax Subtotal</b>	<b>\$2,783,299.00</b>	<b>\$2,743,975.80</b>	<b>\$2,743,975.80</b>	<b>\$0.00</b>	<b>\$39,323.20</b>	<b>99</b>
<b>Revenue Subtotal</b>	<b>\$2,783,299.00</b>	<b>\$2,743,975.80</b>	<b>\$2,743,975.80</b>	<b>\$0.00</b>	<b>\$39,323.20</b>	<b>99</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$2,783,299.00</b>	<b>\$2,743,975.80</b>	<b>\$2,743,975.80</b>	<b>\$0.00</b>	<b>99</b>
<b>3020 Unrestricted Intergovernm</b>						
<b>Revenue</b>						
<b>3020 Unrestricted Intergovernm</b>						
10-3020-0000 FRANCHISE & UTILITIES TAX DIST.	177,778.00	99,317.41	99,317.41	0.00	78,460.59	56
10-3020-0100 ALCOHOL BEVERAGE TAX	6,000.00	0.00	0.00	0.00	6,000.00	0
10-3020-0200 BUNCOMBE COUNTY 1% TAX	492,564.00	225,855.62	225,855.62	0.00	266,708.38	46
10-3020-0300 1/2 CENT SALES TAX A.40	191,837.00	100,991.76	100,991.76	0.00	90,845.24	53
10-3020-0400 1/2 CENT SALES TAX A.42	257,554.00	119,689.38	119,689.38	0.00	137,864.62	46
10-3020-0600 SALES TAX REFUND	10,000.00	58,022.42	58,022.42	0.00	-48,022.42	580
10-3020-0700 GASOLINE TAX REFUND	3,000.00	4,049.94	4,049.94	0.00	-1,049.94	135
<b>3020 Unrestricted Intergovernm Subtotal</b>	<b>\$1,138,733.00</b>	<b>\$607,926.53</b>	<b>\$607,926.53</b>	<b>\$0.00</b>	<b>\$530,806.47</b>	<b>53</b>
<b>Revenue Subtotal</b>	<b>\$1,138,733.00</b>	<b>\$607,926.53</b>	<b>\$607,926.53</b>	<b>\$0.00</b>	<b>\$530,806.47</b>	<b>53</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,138,733.00</b>	<b>\$607,926.53</b>	<b>\$607,926.53</b>	<b>\$0.00</b>	<b>53</b>
<b>3030 Restricted Intergovernmen</b>						
<b>Revenue</b>						
<b>3030 Restricted Intergovernmen</b>						
10-3030-0000 SOLID WASTE DISPOSAL TAX	950.00	493.91	493.91	0.00	456.09	52
10-3030-0100 POWELL BILL	56,404.00	56,403.28	56,403.28	0.00	0.72	100
10-3030-0300 COVID REIMBURSEMENTS	79,867.00	22,857.73	22,857.73	0.00	57,009.27	29
<b>3030 Restricted Intergovernmen Subtotal</b>	<b>\$137,221.00</b>	<b>\$79,754.92</b>	<b>\$79,754.92</b>	<b>\$0.00</b>	<b>\$57,466.08</b>	<b>58</b>
<b>Revenue Subtotal</b>	<b>\$137,221.00</b>	<b>\$79,754.92</b>	<b>\$79,754.92</b>	<b>\$0.00</b>	<b>\$57,466.08</b>	<b>58</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$137,221.00</b>	<b>\$79,754.92</b>	<b>\$79,754.92</b>	<b>\$0.00</b>	<b>58</b>
<b>3040 Permits &amp; Fees</b>						
<b>Revenue</b>						
<b>3040 Permits &amp; Fees</b>						
10-3040-0000 BUILDING PERMITS	35,000.00	23,803.00	23,803.00	0.00	11,197.00	68
10-3040-0100 DOG LICENSE FEE	1,400.00	1,295.10	1,295.10	0.00	104.90	93
<b>3040 Permits &amp; Fees Subtotal</b>	<b>\$36,400.00</b>	<b>\$25,098.10</b>	<b>\$25,098.10</b>	<b>\$0.00</b>	<b>\$11,301.90</b>	<b>69</b>
<b>Revenue Subtotal</b>	<b>\$36,400.00</b>	<b>\$25,098.10</b>	<b>\$25,098.10</b>	<b>\$0.00</b>	<b>\$11,301.90</b>	<b>69</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$36,400.00</b>	<b>\$25,098.10</b>	<b>\$25,098.10</b>	<b>\$0.00</b>	<b>69</b>
<b>3050 Investment Earnings</b>						
<b>Revenue</b>						
<b>3050 Investment Earnings</b>						
10-3050-0000 INTEREST EARNED	30,000.00	641.99	641.99	0.00	29,358.01	2

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<b>3050 Investment Earnings Subtotal</b>	<b>\$30,000.00</b>	<b>\$641.99</b>	<b>\$641.99</b>	<b>\$0.00</b>	<b>\$29,358.01</b>	<b>2</b>
<b>Revenue Subtotal</b>	<b>\$30,000.00</b>	<b>\$641.99</b>	<b>\$641.99</b>	<b>\$0.00</b>	<b>\$29,358.01</b>	<b>2</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$30,000.00</b>	<b>\$641.99</b>	<b>\$641.99</b>	<b>\$0.00</b>	<b>2</b>
<b>3060 Miscellaneous</b>						
<b>Revenue</b>						
<b>3060 Miscellaneous</b>						
10-3060-0100 AMERICAN TOWER AGREEMENT	37,645.00	28,819.61	28,819.61	0.00	8,825.39	77
10-3060-0200 MISCELLANEOUS	15,000.00	17,785.04	17,785.04	0.00	-2,785.04	119
<b>3060 Miscellaneous Subtotal</b>	<b>\$52,645.00</b>	<b>\$46,604.65</b>	<b>\$46,604.65</b>	<b>\$0.00</b>	<b>\$6,040.35</b>	<b>89</b>
<b>Revenue Subtotal</b>	<b>\$52,645.00</b>	<b>\$46,604.65</b>	<b>\$46,604.65</b>	<b>\$0.00</b>	<b>\$6,040.35</b>	<b>89</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$52,645.00</b>	<b>\$46,604.65</b>	<b>\$46,604.65</b>	<b>\$0.00</b>	<b>89</b>
<b>3290</b>						
<b>Revenue</b>						
<b>3290</b>						
30-3290-0000 INTEREST EARNED	1,000.00	12.02	12.02	0.00	987.98	1
<b>3290 Subtotal</b>	<b>\$1,000.00</b>	<b>\$12.02</b>	<b>\$12.02</b>	<b>\$0.00</b>	<b>\$987.98</b>	<b>1</b>
<b>Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$12.02</b>	<b>\$12.02</b>	<b>\$0.00</b>	<b>\$987.98</b>	<b>1</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$1,000.00</b>	<b>\$12.02</b>	<b>\$12.02</b>	<b>\$0.00</b>	<b>1</b>
<b>3350 Commissions, Sw Chg Coll</b>						
<b>Revenue</b>						
<b>3350 Commissions, Sw Chg Coll</b>						
30-3350-0000 COMMISSIONS, SEWER CHARGE COLL	8,000.00	6,510.85	6,510.85	0.00	1,489.15	81
<b>3350 Commissions, Sw Chg Coll Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,510.85</b>	<b>\$6,510.85</b>	<b>\$0.00</b>	<b>\$1,489.15</b>	<b>81</b>
<b>Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,510.85</b>	<b>\$6,510.85</b>	<b>\$0.00</b>	<b>\$1,489.15</b>	<b>81</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$8,000.00</b>	<b>\$6,510.85</b>	<b>\$6,510.85</b>	<b>\$0.00</b>	<b>81</b>
<b>3500 Other Financing</b>						
<b>Other Financing Source</b>						
<b>3500 Other Financing</b>						
10-3500-0000 SALE OF PERSONAL PROPERTY	15,000.00	6,238.00	6,238.00	0.00	8,762.00	42
10-3500-0300 TRANSFER FROM FUND BALANCE	88,429.00	0.00	0.00	0.00	88,429.00	0
10-3500-0700 INTERGOVERNMENTAL LOAN (RESTRIC	300,000.00	0.00	0.00	0.00	300,000.00	0
<b>3500 Other Financing Subtotal</b>	<b>\$403,429.00</b>	<b>\$6,238.00</b>	<b>\$6,238.00</b>	<b>\$0.00</b>	<b>\$397,191.00</b>	<b>2</b>
<b>Other Financing Source Subtotal</b>	<b>\$403,429.00</b>	<b>\$6,238.00</b>	<b>\$6,238.00</b>	<b>\$0.00</b>	<b>\$397,191.00</b>	<b>2</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$403,429.00</b>	<b>\$6,238.00</b>	<b>\$6,238.00</b>	<b>\$0.00</b>	<b>2</b>
<b>3710 Water Sales</b>						
<b>Revenue</b>						
<b>3710 Water Sales</b>						
30-3710-0000 WATER CHARGES	434,271.00	272,302.87	272,302.87	0.00	161,968.13	63
30-3710-0100 MSD CHARGES	343,446.00	223,573.59	223,573.59	0.00	119,872.41	65
30-3710-0200 AMI TRANSMITTER CHARGES	7,700.00	5,544.70	5,544.70	0.00	2,155.30	72
<b>3710 Water Sales Subtotal</b>	<b>\$785,417.00</b>	<b>\$501,421.16</b>	<b>\$501,421.16</b>	<b>\$0.00</b>	<b>\$283,995.84</b>	<b>64</b>
<b>Revenue Subtotal</b>	<b>\$785,417.00</b>	<b>\$501,421.16</b>	<b>\$501,421.16</b>	<b>\$0.00</b>	<b>\$283,995.84</b>	<b>64</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$785,417.00</b>	<b>\$501,421.16</b>	<b>\$501,421.16</b>	<b>\$0.00</b>	<b>64</b>

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<b>3730 Water Tap &amp; Connect Fees</b>						
<b>Revenue</b>						
<b>3730 Water Tap &amp; Connect Fees</b>						
30-3730-0000 WATER TAP AND CONNECTION FEES	9,000.00	4,750.00	4,750.00	0.00	4,250.00	53
<b>3730 Water Tap &amp; Connect Fees Subtotal</b>	<b>\$9,000.00</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>	<b>\$0.00</b>	<b>\$4,250.00</b>	<b>53</b>
<b>Revenue Subtotal</b>	<b>\$9,000.00</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>	<b>\$0.00</b>	<b>\$4,250.00</b>	<b>53</b>
After Transfers	<b>Excess Of Revenue Subtotal</b>	<b>\$9,000.00</b>	<b>\$4,750.00</b>	<b>\$4,750.00</b>	<b>\$0.00</b>	<b>53</b>
<b>4200 Administration</b>						
<b>Expenditure</b>						
<b>4200 Administration</b>						
10-4200-0200 SALARIES	218,357.00	180,677.66	180,677.66	0.00	37,679.34	83
10-4200-0300 OVERTIME	5,000.00	3,437.55	3,437.55	0.00	1,562.45	69
10-4200-0500 FICA	16,704.00	13,582.55	13,582.55	0.00	3,121.45	81
10-4200-0600 HEALTH INSURANCE (MEDICAL)	27,145.00	20,294.24	20,294.24	0.00	6,850.76	75
10-4200-0650 DENTAL, VISION, LIFE INSURANCE	4,470.00	2,960.00	2,960.00	0.00	1,510.00	66
10-4200-0675 HEALTH REIMBURSEMENT ACC	3,750.00	3,000.00	3,000.00	0.00	750.00	80
10-4200-0700 LGERS RETIREMENT	36,457.00	31,220.60	31,220.60	0.00	5,236.40	86
10-4200-0800 401K SUPP RETIREMENT	10,918.00	9,208.76	9,208.76	0.00	1,709.24	84
10-4200-1000 ACCOUNTING & TAXES	45,000.00	14,581.75	14,581.75	0.00	30,418.25	32
10-4200-1200 POSTAGE, PRINTING, STATIONARY	6,000.00	3,409.17	3,409.17	0.00	2,590.83	57
10-4200-1400 MILEAGE & BOARD SALARY	22,000.00	16,200.00	16,200.00	0.00	5,800.00	74
10-4200-3300 SUPPLIES AND EQUIPMENT	7,000.00	3,620.26	3,620.26	0.00	3,379.74	52
10-4200-5300 DUES & FEES	4,500.00	1,495.51	1,773.01	277.50	2,726.99	39
10-4200-5700 MISCELLANEOUS	1,000.00	563.17	563.17	0.00	436.83	56
10-4200-6500 STAFF DEVELOPMENT	10,750.00	3,049.00	3,694.00	645.00	7,056.00	34
<b>4200 Administration Subtotal</b>	<b>\$419,051.00</b>	<b>\$307,300.22</b>	<b>\$308,222.72</b>	<b>\$922.50</b>	<b>\$110,828.28</b>	<b>74</b>
<b>Expenditure Subtotal</b>	<b>\$419,051.00</b>	<b>\$307,300.22</b>	<b>\$308,222.72</b>	<b>\$922.50</b>	<b>\$110,828.28</b>	<b>74</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$419,051.00</b>	<b>-\$307,300.22</b>	<b>-\$307,300.22</b>	<b>-\$922.50</b>	<b>73</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$419,051.00</b>	<b>-\$307,300.22</b>	<b>-\$307,300.22</b>	<b>-\$922.50</b>	<b>73</b>
<b>5100 Police Department</b>						
<b>Expenditure</b>						
<b>5100 Police Department</b>						
10-5100-0200 SALARIES	837,914.00	618,620.52	618,620.52	0.00	219,293.48	74
10-5100-0300 OVERTIME	42,000.00	19,949.71	19,949.71	0.00	22,050.29	47
10-5100-0400 SEPARATION ALLOWANCE	30,617.00	21,196.62	21,196.62	0.00	9,420.38	69
10-5100-0500 FICA	67,313.00	48,362.83	48,362.83	0.00	18,950.17	72
10-5100-0550 UNEMPLOYMENT INSURANCE	450.00	437.16	437.16	0.00	12.84	97
10-5100-0600 HEALTH INSURANCE (MEDICAL)	141,349.00	92,621.28	92,621.28	0.00	48,727.72	66
10-5100-0650 DENTAL, VISION, LIFE INSURANCE	18,892.00	10,518.72	10,518.72	0.00	8,373.28	56
10-5100-0675 HRA HEALTH REIMB ACCT	24,000.00	16,000.00	16,000.00	0.00	8,000.00	67
10-5100-0700 LGERS RETIREMENT	146,508.00	106,035.35	106,035.35	0.00	40,472.65	72
10-5100-0800 401K SUPP RETIREMENT	42,721.00	30,763.19	30,763.19	0.00	11,957.81	72
10-5100-1500 MAINT/REPAIR - BLDG/GROUNDS	25,000.00	19,395.68	19,395.68	0.00	5,604.32	78

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10-5100-1600 MAINT/REPAIR - EQUIPMENT	6,250.00	1,572.92	1,656.92	84.00	4,593.08	27
10-5100-1700 MAINT/REPAIR - VEHICLES	13,000.00	9,267.00	11,342.59	2,075.59	1,657.41	87
10-5100-3100 MOTOR FUELS	13,650.00	8,000.78	8,000.78	0.00	5,649.22	59
10-5100-3300 SUPPLIES	10,000.00	7,247.39	6,325.81	-921.58	3,674.19	63
10-5100-3600 UNIFORMS	6,250.00	2,686.94	3,273.19	586.25	2,976.81	52
10-5100-3700 SOFTWARE	29,000.00	7,212.41	10,860.85	3,648.44	18,139.15	37
10-5100-3800 TECHNOLOGY	32,925.00	31,386.97	31,386.97	0.00	1,538.03	95
10-5100-5700 MISCELLANEOUS	7,500.00	6,415.85	7,065.07	649.22	434.93	94
10-5100-5800 PHYSICAL EXAMS	3,500.00	1,575.78	2,903.68	1,327.90	596.32	83
10-5100-6500 STAFF DEVELOPMENT	7,500.00	1,585.86	1,585.86	0.00	5,914.14	21
10-5100-7400 CAPITAL EQUIPMENT PURCHASES	95,000.00	96,004.43	103,293.19	7,288.76	-8,293.19	109
<b>5100 Police Department Subtotal</b>	<b>\$1,601,339.00</b>	<b>\$1,156,857.39</b>	<b>\$1,171,595.97</b>	<b>\$14,738.58</b>	<b>\$429,743.03</b>	<b>73</b>
<b>Expenditure Subtotal</b>	<b>\$1,601,339.00</b>	<b>\$1,156,857.39</b>	<b>\$1,171,595.97</b>	<b>\$14,738.58</b>	<b>\$429,743.03</b>	<b>73</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,601,339.00</b>	<b>-\$1,156,857.39</b>	<b>-\$1,156,857.39</b>	<b>-\$14,738.58</b>	<b>72</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$1,601,339.00</b>	<b>-\$1,156,857.39</b>	<b>-\$1,156,857.39</b>	<b>-\$14,738.58</b>	<b>72</b>
<b>5200 Fire Services</b>						
<b>Expenditure</b>						
<b>5200 Fire Services</b>						
10-5200-0000 FIRE CONTRACT	425,000.00	318,750.00	318,750.00	0.00	106,250.00	75
<b>5200 Fire Services Subtotal</b>	<b>\$425,000.00</b>	<b>\$318,750.00</b>	<b>\$318,750.00</b>	<b>\$0.00</b>	<b>\$106,250.00</b>	<b>75</b>
<b>Expenditure Subtotal</b>	<b>\$425,000.00</b>	<b>\$318,750.00</b>	<b>\$318,750.00</b>	<b>\$0.00</b>	<b>\$106,250.00</b>	<b>75</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$318,750.00</b>	<b>-\$318,750.00</b>	<b>\$0.00</b>	<b>75</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$425,000.00</b>	<b>-\$318,750.00</b>	<b>-\$318,750.00</b>	<b>\$0.00</b>	<b>75</b>
<b>5600 Public Works</b>						
<b>Expenditure</b>						
<b>5600 Public Works</b>						
10-5600-0200 SALARIES	256,719.00	176,134.62	176,134.62	0.00	80,584.38	69
10-5600-0300 OVERTIME	10,000.00	5,189.85	5,189.85	0.00	4,810.15	52
10-5600-0500 FICA	20,404.00	13,575.05	13,575.05	0.00	6,828.95	67
10-5600-0550 UNEMPLOYMENT INSURANCE	450.00	437.15	437.15	0.00	12.85	97
10-5600-0600 HOSPITAL INSURANCE (MEDICAL)	37,159.00	24,308.44	24,308.44	0.00	12,850.56	65
10-5600-0650 DENTAL, VISION, LIFE INSURANCE	5,616.00	3,485.00	3,485.00	0.00	2,131.00	62
10-5600-0675 HRA HEALTH REIMB ACCT	7,500.00	4,875.00	4,875.00	0.00	2,625.00	65
10-5600-0700 LGERS RETIREMENT	44,329.00	30,467.13	30,467.13	0.00	13,861.87	69
10-5600-0800 401K SUPP RETIREMENT	13,336.00	9,054.47	9,054.47	0.00	4,281.53	68
10-5600-1000 OUTSIDE SERVICES	6,000.00	5,500.00	5,500.00	0.00	500.00	92
10-5600-1300 STREETLIGHTS ELECTRIC	7,000.00	4,476.89	4,476.89	0.00	2,523.11	64
10-5600-1500 MAINT/REPAIR - BLDG/GROUNDS	8,000.00	6,953.56	6,953.56	0.00	1,046.44	87
10-5600-1600 MAINT/REPAIR- STREETLIGHTS	10,000.00	618.76	618.76	0.00	9,381.24	6
10-5600-1700 MAINT/REPAIR - VEHICLES	20,000.00	3,169.82	4,147.71	977.89	15,852.29	21
10-5600-3100 MOTOR FUELS	11,250.00	6,732.73	6,732.73	0.00	4,517.27	60
10-5600-3300 SUPPLIES	10,000.00	5,727.32	5,948.92	221.60	4,051.08	59
10-5600-3400 STREET SIGNS & NUMBERS	1,000.00	228.98	228.98	0.00	771.02	23

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Town of Biltmore Forest

07/01/2020 To 03/05/2021

FY 2020-2021

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5600-3600 UNIFORMS	10,000.00	4,924.00	8,310.93	3,386.93	1,689.07	83
10-5600-3800 TECHNOLOGY	9,000.00	4,695.60	4,695.60	0.00	4,304.40	52
10-5600-5200 PARKS	15,000.00	871.78	2,340.03	1,468.25	12,659.97	16
10-5600-5202 GREENWOOD PARK STREAM RESTORA'	300,000.00	31,210.00	31,210.00	0.00	268,790.00	10
10-5600-5800 PHYSICAL EXAMS	250.00	130.00	130.00	0.00	120.00	52
10-5600-5900 MISCELLANEOUS	1,000.00	745.33	745.33	0.00	254.67	75
10-5600-6000 CAPITAL OUTLAY	8,250.00	0.00	0.00	0.00	8,250.00	0
10-5600-6500 STAFF DEVELOPMENT	5,000.00	3,999.50	3,999.50	0.00	1,000.50	80
<b>5600 Public Works Subtotal</b>	<b>\$817,263.00</b>	<b>\$347,510.98</b>	<b>\$353,565.65</b>	<b>\$6,054.67</b>	<b>\$463,697.35</b>	<b>43</b>
<b>Expenditure Subtotal</b>	<b>\$817,263.00</b>	<b>\$347,510.98</b>	<b>\$353,565.65</b>	<b>\$6,054.67</b>	<b>\$463,697.35</b>	<b>43</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$817,263.00</b>	<b>-\$347,510.98</b>	<b>-\$347,510.98</b>	<b>-\$6,054.67</b>	<b>43</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$817,263.00</b>	<b>-\$347,510.98</b>	<b>-\$347,510.98</b>	<b>-\$6,054.67</b>	<b>43</b>
<b>5700 Streets &amp; Transportation</b>						
<b>Expenditure</b>						
<b>5700 Streets &amp; Transportation</b>						
10-5700-0200 SALARIES	50,533.00	32,243.77	32,243.77	0.00	18,289.23	64
10-5700-0300 OVERTIME	5,000.00	0.00	0.00	0.00	5,000.00	0
10-5700-0500 FICA	3,866.00	2,466.82	2,466.82	0.00	1,399.18	64
10-5700-0600 HEALTH INSURANCE (MEDICAL)	7,440.00	4,638.08	4,638.08	0.00	2,801.92	62
10-5700-0650 DENTAL, VISION, LIFE INSURANCE	681.00	344.00	344.00	0.00	337.00	51
10-5700-0675 HRA HEALTH REIMB ACCT	1,500.00	1,000.00	1,000.00	0.00	500.00	67
10-5700-0700 LGERS RETIREMENT	8,399.00	5,371.82	5,371.82	0.00	3,027.18	64
10-5700-0800 401K SUPP RETIREMENT	2,527.00	1,612.20	1,612.20	0.00	914.80	64
10-5700-1700 VEHICLE REPAIRS - STREET DEPT.	13,750.00	1,754.99	2,075.99	321.00	11,674.01	15
10-5700-2200 CONTRACTS- PAVING & STRIPING	35,000.00	10,600.00	10,600.00	0.00	24,400.00	30
10-5700-2300 SUPPLIES	10,250.00	7,305.07	9,186.50	1,881.43	1,063.50	90
10-5700-2400 TRAFFIC SIGNS	2,000.00	4.14	4.14	0.00	1,995.86	0
10-5700-2500 STORM WATER DRAINAGE	160,000.00	139,739.39	139,969.44	230.05	20,030.56	87
10-5700-3800 TECHNOLOGY	5,000.00	2,175.13	2,175.13	0.00	2,824.87	44
10-5700-6500 STAFF DEVELOPMENT	1,000.00	220.00	220.00	0.00	780.00	22
10-5700-7400 CAPITAL EQUIPMENT PURCHASES	8,000.00	1,460.00	1,460.00	0.00	6,540.00	18
10-5700-7500 ENGINEERING	42,500.00	62,633.01	62,633.01	0.00	-20,133.01	147
<b>5700 Streets &amp; Transportation Subtotal</b>	<b>\$357,446.00</b>	<b>\$273,568.42</b>	<b>\$276,000.90</b>	<b>\$2,432.48</b>	<b>\$81,445.10</b>	<b>77</b>
<b>Expenditure Subtotal</b>	<b>\$357,446.00</b>	<b>\$273,568.42</b>	<b>\$276,000.90</b>	<b>\$2,432.48</b>	<b>\$81,445.10</b>	<b>77</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$357,446.00</b>	<b>-\$273,568.42</b>	<b>-\$273,568.42</b>	<b>-\$2,432.48</b>	<b>77</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$357,446.00</b>	<b>-\$273,568.42</b>	<b>-\$273,568.42</b>	<b>-\$2,432.48</b>	<b>77</b>
<b>5800 Sanitation &amp; Recycling</b>						
<b>Expenditure</b>						
<b>5800 Sanitation &amp; Recycling</b>						
10-5800-0200 SALARIES	118,318.00	83,107.51	83,107.51	0.00	35,210.49	70
10-5800-0300 OVERTIME	10,000.00	691.11	691.11	0.00	9,308.89	7
10-5800-0500 FICA	9,815.00	6,410.75	6,410.75	0.00	3,404.25	65
10-5800-0600 HEALTH INSURANCE (MEDICAL)	32,762.00	13,914.24	13,914.24	0.00	18,847.76	42



REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2020 To 03/05/2021

FY 2020-2021

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-5800-0650 DENTAL, VISION, LIFE INSURANCE	4,170.00	1,032.00	1,032.00	0.00	3,138.00	25
10-5800-0675 HRA HEALTH REIMB ACCT	4,500.00	3,000.00	3,000.00	0.00	1,500.00	67
10-5800-0700 LGERS RETIREMENT	21,326.00	13,980.07	13,980.07	0.00	7,345.93	66
10-5800-0800 401K SUPP RETIREMENT	6,416.00	4,262.72	4,262.72	0.00	2,153.28	66
10-5800-1700 MAINT/REPAIRS - VEHICLES	23,000.00	7,950.32	8,145.96	195.64	14,854.04	35
10-5800-3100 MOTOR FUELS	13,125.00	9,116.59	9,116.59	0.00	4,008.41	69
10-5800-3300 SUPPLIES	1,500.00	750.84	750.84	0.00	749.16	50
10-5800-3600 UNIFORMS	500.00	340.90	340.90	0.00	159.10	68
10-5800-3800 TECHNOLOGY	1,000.00	339.99	339.99	0.00	660.01	34
10-5800-8000 TIPPING FEES & BRUSH REMOVAL	49,500.00	32,641.47	32,641.47	0.00	16,858.53	66
10-5800-8100 RECYCLING	11,250.00	6,428.81	6,428.81	0.00	4,821.19	57
<b>5800 Sanitation &amp; Recycling Subtotal</b>	<b>\$307,182.00</b>	<b>\$183,967.32</b>	<b>\$184,162.96</b>	<b>\$195.64</b>	<b>\$123,019.04</b>	<b>60</b>
<b>Expenditure Subtotal</b>	<b>\$307,182.00</b>	<b>\$183,967.32</b>	<b>\$184,162.96</b>	<b>\$195.64</b>	<b>\$123,019.04</b>	<b>60</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$307,182.00</b>	<b>-\$183,967.32</b>	<b>-\$183,967.32</b>	<b>-\$195.64</b>	<b>60</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$307,182.00</b>	<b>-\$183,967.32</b>	<b>-\$183,967.32</b>	<b>-\$195.64</b>	<b>60</b>
<b>6600 General Government</b>						
<b>Expenditure</b>						
<b>6600 General Government</b>						
10-6600-0401 LEGAL SERVICES	40,000.00	13,223.30	13,223.30	0.00	26,776.70	33
10-6600-1100 TECHNOLOGY	90,000.00	48,270.08	48,270.08	0.00	41,729.92	54
10-6600-1300 MUNICIPAL UTILITIES	18,569.00	10,630.35	10,630.35	0.00	7,938.65	57
10-6600-1500 GE. REPS. AND MAINT.	20,000.00	17,207.37	17,750.04	542.67	2,249.96	89
10-6600-2800 ELECTIONS	6,000.00	150.33	150.33	0.00	5,849.67	3
10-6600-3300 SUPPLIES & EQUIPMENT	30.00	25.27	25.27	0.00	4.73	84
10-6600-5400 INSURANCE	90,000.00	77,789.82	77,789.82	0.00	12,210.18	86
10-6600-6000 CONTINGENCY	12,222.00	0.00	0.00	0.00	12,222.00	0
10-6600-6100 MISCELLANEOUS	5,000.00	2,872.02	2,872.02	0.00	2,127.98	57
10-6600-6201 COVID EXPENDITURES	79,867.00	40,266.26	40,599.72	333.46	39,267.28	51
10-6600-6301 4TH OF JULY	7,500.00	0.00	0.00	0.00	7,500.00	0
10-6600-6302 NATIONAL NIGHT OUT	2,500.00	196.01	196.01	0.00	2,303.99	8
10-6600-6303 HOLIDAY LIGHTING	11,000.00	10,708.22	10,708.22	0.00	291.78	97
10-6600-6400 WILDLIFE MANAGEMENT	3,000.00	446.46	446.46	0.00	2,553.54	15
10-6600-6500 FOREST MANAGEMENT	60,000.00	16,506.00	16,506.00	0.00	43,494.00	28
<b>6600 General Government Subtotal</b>	<b>\$445,688.00</b>	<b>\$238,291.49</b>	<b>\$239,167.62</b>	<b>\$876.13</b>	<b>\$206,520.38</b>	<b>54</b>
<b>Expenditure Subtotal</b>	<b>\$445,688.00</b>	<b>\$238,291.49</b>	<b>\$239,167.62</b>	<b>\$876.13</b>	<b>\$206,520.38</b>	<b>54</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$445,688.00</b>	<b>-\$238,291.49</b>	<b>-\$238,291.49</b>	<b>-\$876.13</b>	<b>53</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$445,688.00</b>	<b>-\$238,291.49</b>	<b>-\$238,291.49</b>	<b>-\$876.13</b>	<b>53</b>
<b>6700 Debt Service</b>						
<b>Expenditure</b>						
<b>6700 Debt Service</b>						
10-6700-0100 Police Dept Renovations-Principal	23,334.00	17,499.99	17,499.99	0.00	5,834.01	75
10-6700-0200 Street Improvements-Principal	6,667.00	5,000.01	5,000.01	0.00	1,666.99	75
10-6700-0400 2017 Garbage Truck-Principal	34,327.00	34,327.22	34,327.22	0.00	-0.22	100

REVENUE & EXPENDITURE STATEMENT

Town of Biltmore Forest

07/01/2020 To 03/05/2021

FY 2020-2021

Account	Budget (\$)	Current Period (\$)	YTD With Encumbrance (\$)	Encumbrance (\$)	Remaining Balance (\$)	% Used
10-6700-0500 Public Works Building-Principal	84,211.00	42,105.26	42,105.26	0.00	42,105.74	50
10-6700-0600 2020 POLICE CARS-PRINCIPAL	29,506.00	28,326.38	28,326.38	0.00	1,179.62	96
10-6700-1100 Police Dept Renovations-Interest	3,223.00	2,500.32	2,500.32	0.00	722.68	78
10-6700-1200 Street Improvements-Interest	921.00	714.37	714.37	0.00	206.63	78
10-6700-1400 2017 Garbage Truck-Interest	1,626.00	1,625.30	1,625.30	0.00	0.70	100
10-6700-1500 Public Works Building-Interest	23,343.00	12,025.26	12,025.26	0.00	11,317.74	52
10-6700-1600 2020 POLICE CARS-INTEREST	1,600.00	1,579.38	1,579.38	0.00	20.62	99
<b>6700 Debt Service Subtotal</b>	<b>\$208,758.00</b>	<b>\$145,703.49</b>	<b>\$145,703.49</b>	<b>\$0.00</b>	<b>\$63,054.51</b>	<b>70</b>
<b>Expenditure Subtotal</b>	<b>\$208,758.00</b>	<b>\$145,703.49</b>	<b>\$145,703.49</b>	<b>\$0.00</b>	<b>\$63,054.51</b>	<b>70</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$208,758.00</b>	<b>-\$145,703.49</b>	<b>-\$145,703.49</b>	<b>\$0.00</b>	<b>70</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$208,758.00</b>	<b>-\$145,703.49</b>	<b>-\$145,703.49</b>	<b>\$0.00</b>	<b>70</b>
<b>8100 Water Dept.</b>						
<b>Expenditure</b>						
<b>8100 Water Dept.</b>						
30-8100-0200 SALARIES	68,050.00	0.00	0.00	0.00	68,050.00	0
30-8100-0400 PROFESSIONAL SERVICES	6,000.00	2,715.00	4,755.00	2,040.00	1,245.00	79
30-8100-0500 FICA	5,206.00	0.00	0.00	0.00	5,206.00	0
30-8100-0600 HEALTH INSURANCE (MEDICAL)	17,477.00	0.00	0.00	0.00	17,477.00	0
30-8100-0650 DENTAL, VISION, LIFE INSURANCE	2,718.00	0.00	0.00	0.00	2,718.00	0
30-8100-0675 HRA HEALTH REIMBURSEMENT ACCT	2,250.00	0.00	0.00	0.00	2,250.00	0
30-8100-0700 LGERS RETIREMENT	11,310.00	0.00	0.00	0.00	11,310.00	0
30-8100-0800 401K SUPP RETIREMENT	3,403.00	0.00	0.00	0.00	3,403.00	0
30-8100-1200 POSTAGE, PRINTING, & STATIONARY	5,000.00	1,265.21	1,478.48	213.27	3,521.52	30
30-8100-1500 GENERAL REPAIRS	11,707.00	502.62	502.62	0.00	11,204.38	4
30-8100-3300 SUPPLIES & EQUIPMENT	20,000.00	707.03	3,206.90	2,499.87	16,793.10	16
30-8100-3800 TECHNOLOGY	5,000.00	2,175.13	2,175.13	0.00	2,824.87	44
30-8100-4800 WATER PURCHASES	237,275.00	95,031.32	95,031.32	0.00	142,243.68	40
30-8100-4900 SEWER PURCHASES	344,823.00	170,869.40	170,869.40	0.00	173,953.60	50
30-8100-5000 AMI TRANSMITTER FEES	7,700.00	4,436.65	4,436.65	0.00	3,263.35	58
30-8100-5700 MISCELLANEOUS	500.00	198.70	198.70	0.00	301.30	40
30-8100-6500 STAFF DEVELOPMENT	5,000.00	1,371.14	1,795.96	424.82	3,204.04	36
30-8100-7400 CAPITAL IMPROVEMENT	50,000.00	0.00	0.00	0.00	50,000.00	0
<b>8100 Water Dept. Subtotal</b>	<b>\$803,419.00</b>	<b>\$279,272.20</b>	<b>\$284,450.16</b>	<b>\$5,177.96</b>	<b>\$518,968.84</b>	<b>35</b>
<b>Expenditure Subtotal</b>	<b>\$803,419.00</b>	<b>\$279,272.20</b>	<b>\$284,450.16</b>	<b>\$5,177.96</b>	<b>\$518,968.84</b>	<b>35</b>
Before Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$803,419.00</b>	<b>-\$279,272.20</b>	<b>-\$279,272.20</b>	<b>-\$5,177.96</b>	<b>35</b>
After Transfers	<b>Deficiency Of Revenue Subtotal</b>	<b>-\$803,419.00</b>	<b>-\$279,272.20</b>	<b>-\$279,272.20</b>	<b>-\$5,177.96</b>	<b>35</b>

355 Vanderbilt Rd | Biltmore Forest, NC  
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George F. Goosmann, III, Mayor  
Doris P. Loomis, Mayor-Pro Tem  
Fran G. Cogburn, Commissioner  
E. Glenn Kelly, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number D-1 – Consideration of Resolution 2021-03  
Date: March 9, 2021

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### Background

The Town, and all local government entities, are required to affix a pre-audit certification for each payment and disbursement made by the Town. The Town performs the pre-audit certification before each invoice is paid and then a pre-audit certification before any disbursement is made via check or bank draft. NCGS 159-28 allows the Town to engage in these electronic payments under the North Carolina Administrative Code, if the governing body has adopted a resolution to do so.

The attached resolution affirms the Town's ability to function with electronic payments and disbursements. This resolution is backed by the fiscal policies necessary to conduct transactions in this manner.

### Action Requested

Approval of the resolution is requested.

### Attachments

Finance Memo – Pre-Audit of Obligations Incurred by Electronic Payment

Finance Memo – Procedures for Disbursement by Electronic Payment

STATE OF NORTH CAROLINA )  
 )  
COUNTY OF BUNCOMBE )

TOWN OF BILTMORE FOREST  
BOARD OF COMMISSIONERS

\*\*\*\*\*

**RESOLUTION 2021-03**

A Resolution Authorizing the Town of Biltmore Forest to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441

**WHEREAS**, it is the desire of the Board of Commissioners of the Town of Biltmore Forest to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441; and

**WHEREAS**, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Board of Commissioners, to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409; and

**WHEREAS**, it is the responsibility of the Finance Officer, who is appointed by and serves at the pleasure of the Board of Commissioners, to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Biltmore Forest.

Section 1. Authorizes the Town of Biltmore Forest to engage in electronic payments as defined by G.S. 159-28 or G.S. 115C-441.

Section 2. Authorizes the Finance Officer to adopt a written policy outlining procedures for pre-auditing obligations that will be incurred by electronic payments as required by NC Administrative Code 20 NCAC 03 .0409;

Section 3. Authorizes the Finance Officer to adopt a written policy outlining procedures for disbursing public funds by electronic transaction as required by NC Administrative Code 20 NCAC 03 .0410; and

Section 4. This resolution shall take effect immediately upon its passage.

This the 9<sup>th</sup> day of March, 2021.

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**George F. Goosmann, III**  
**Mayor**

ATTEST:

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**Laura M. Jacobs**  
**Town Clerk**

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

MEMORANDUM

To: All Department Heads  
 From: Jonathan Kanipe, Town Manager  
 Re: Pre-Audit Fiscal Policy for Obligations Incurred by Electronic Payments  
 Date: March 3, 2021

The Board of Commissioners adopted a pre-audit policy allowing department heads to serve as deputy finance directors for their specific department in October 2019. A copy of those persons and responsibilities is included in the chart below. Mr. Buckner and Mr. Dale were added subsequently upon their hiring and the departure of their predecessors.

Administration, Planning, Fire Services, and General Government	Police Department	Public Works Department (and all divisions thereof)
Helen Stephens	Chris Beddingfield	Harry Buckner
Laura Jacobs	Mark Allen	Mike Dale

NCGS 159-28 also provides specific procedures for the pre-audit of obligations where employees acquire goods and services that will be electronically paid. This includes the use of charge cards and procurement cards. As you know, NCGS 159-28 mandates no obligation may be incurred by the Town unless authorized in the budget and funds are available to the obligation when incurred. All requests for payment contain a preaudit certification to ensure budgetary funds are available prior to this obligation being made. The procedures below outline the steps for pre-auditing obligations for electronic payments within each role of the Town’s purchasing framework.

Town Employee Role	Procedure
Employee	Obtain departmental authorization to purchase goods and services using electronic payment prior to purchase or obligation for the Town to pay by providing a legitimate estimate of cost

	for items to be purchased to the department head. After purchase, immediately provide receipt to department head.
Department Head or Supervisor (Deputy Finance Directors)	Review and approve purchases made by electronic payment and ensure appropriate budgetary funds are available in the account prior to submitting to finance. Acknowledge review and approval by applying pre-audit certification.
Assistant Finance Director and Finance Officer	Validate detailed documentation and verify budgetary funds are available in the appropriate account to process payment. Address non-compliance with deputy finance directors and provide additional training, written notice, or termination of electronic payment use where necessary.

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

Jonathan B. Kanipe,  
 Town Manager

MEMORANDUM

To: All Department Heads

From: Jonathan Kanipe, Town Manager

Re: Pre-Audit Fiscal Policy for Procedures for Disbursements by Electronic Payment

Date: March 3, 2021

The Board of Commissioners adopted a pre-audit policy allowing department heads to serve as deputy finance directors for their specific department in October 2019. A copy of those persons and responsibilities is included in the chart below. Mr. Buckner and Mr. Dale were added subsequently upon their hiring and the departure of their predecessors.

<b>Administration, Planning, Fire Services, and General Government</b>	<b>Police Department</b>	<b>Public Works Department (and all divisions thereof)</b>
Helen Stephens	Chris Beddingfield	Harry Buckner
Laura Jacobs	Mark Allen	Mike Dale

NCGS 159-28 also provides specific procedures for payments to vendors by electronic disbursement whereas all other procurement procedures are followed and the finance officer elects to pay the vendor electronically rather than by check. This includes the use of charge cards and procurement cards. As you know, NCGS 159-28 mandates no disbursement may be made by the Town unless authorized in the budget and funds are available to be disbursed. The procedures below outline the steps for procedures for disbursement by electronic payment within each role of the Town’s purchasing framework. Vendors, customers, and employees may be paid by electronic funds transfers, ACH, bank draft, or charge card (merchant or procurement). All electronic payment methods must be set up, initiated by the Assistant Finance Director, and approved by the Finance Officer.



<b>Town Employee Role</b>	<b>Procedure</b>
Employee	Employees should submit requests for payment to their department head in the same manner regardless of disbursement method. Disbursement method will be determined by the Assistant Finance Director and approved by the Finance Officer.
Department Head or Supervisor (Deputy Finance Directors)	Review and approve in same manner regardless of disbursement method.
Assistant Finance Director and Finance Officer	Review, validate, and process payment requests (including partial payments and purchase orders) in the same manner for all payments. Payments to employees will also follow established procedures. The determination for check or electronic payment will be made by the Finance Officer after a recommendation from the Assistant Finance Director. Final review and approval of all electronic payments to vendors and customers via payment register, log, or bank reports will be conducted by the Finance Officer.

355 Vanderbilt Rd | Biltmore Forest, NC  
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George F. Goosmann, III, Mayor  
Doris P. Loomis, Mayor-Pro Tem  
Fran G. Cogburn, Commissioner  
E. Glenn Kelly, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number D-2 – Consideration of FY21 Budget Amendment  
Date: March 9, 2021

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### Background

The attached budget amendment reflects additional budgetary needs for the Police and Public Works Department. These funds are being re-allocated from within other areas in each department. The Town's fiscal year budget ordinance allows the Finance Officer to make re-allocations up to \$5,000.00. Since these amendments exceed that amount, I request the Board to consider this amendment.

Please let me know if you have any questions regarding these proposed amendments.



**FY 2020-2021 BUDGET ORDINANCE AMENDMENT**

BE IT ORDAINED by the Governing Board of the Town of Biltmore Forest, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021.

<b>Section 1. To amend the General Fund Expenditures as follows:</b>					
Account #	Account Description	Original Budget Amt	Increase	Decrease	Revised Budget Amt
<b>Police</b>					
10-5100-0600	Health Insurance	141,349.00		(20,000.00)	121,349.00
10-5100-1500	Maint/Repair - Building	25,000.00	5,000.00	-	
10-5100-7400	Capital Equipment Purchases	95,000.00	15,000.00		110,000.00
<b>Public Works</b>					
10-5600-0600	Health Insurance	37,159.00	-	(8,000.00)	29,159.00
10-5600-1700	Maintenance/Repair Vehicles	20,000.00	-	(6,500.00)	13,500.00
<b>Streets</b>					
10-5700-0600	Health Insurance	7,440.00	-	(1,400.00)	6,040.00
10-5700-1700	Maintenance/Repair Vehicles	13,750.00	-	(6,600.00)	7,150.00
10-5700-7500	Engineering	42,500.00	22,500.00	-	65,000.00
<b>Net Increase in General Fund Expenditures</b>			<b>42,500.00</b>	<b>(42,500.00)</b>	<b>-</b>

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

Adopted this 9<sup>th</sup> day of March, 2021.

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George F. Goosmann, III  
Mayor

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E. Glenn Kelly, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number D-3 – Appointment of New Chairperson and Alternate for  
Town of Biltmore Forest Planning Commission  
Date: March 9, 2021

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### Background

Doug Bailey has served the Town for several years as the Chairperson for the Town's Planning Commission. Mr. Bailey is no longer able to serve in this role and the Town will need to appoint an interim chairperson. The interim chairperson will be a vitally important role as the Town's Planning Commission begins the process of reviewing the Town's Zoning Ordinance for compliance of new land use regulations in North Carolina. Ms. Rhoda Groce, who currently serves as a member of the Town's Board of Adjustment, has agreed to fill this role through August 2021.

Paul Zimmerman has also agreed to serve the Town as an alternate to the Planning Commission. This term would begin in March 2021 and run through March 2024.

### Action Requested

Consideration of Appointments for Rhoda Groce and Paul Zimmerman to Planning Commission

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E. Glenn Kelly, Commissioner

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number D-4 – Town Facility Re-Opening Plan  
Date: March 9, 2021

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### Background

While Town employees have continued working throughout the Covid-19 pandemic, Town facilities have remained closed to the public since March 17, 2020. The Board agreed to re-open on a modified basis in mid-November, only to have the holiday surge curtail those plans. As vaccinations are increasing (including eligibility for Town front-line essential employees) and case counts have gone down, my recommendation is to re-open the Town Hall, Police Department, and Public Works Department buildings with full preventative measures being taken as noted below.

### Facility Opening Procedures

- Each facility is cleaned by a contracted vendor each Friday.
- Shared workstations and vehicles are disinfected and cleaned routinely.
- Staff performs typical cleaning each day.
- Social distancing measures are in place for any citizen or member of the public who enters any building.
- Signs will be posted at each building advising anyone who enters to wear a face covering and maintain social distancing measures.
- The Police Department and Town Hall have physical, glass barriers to separate individuals from staff. The Public Works Department does not have as much direct contact with the public as the other two buildings, but a sign will be posted on the door asking anyone who enters to adhere to social distancing measures.
- Face coverings will be provided for any person who enters without a face covering.
- At no point will mandated occupancy limits be exceeded. This limit is currently twenty-five (25) persons for indoor gatherings, and may be changed by executive orders from Governor Cooper.

Please let me know if you have questions, concerns, or thoughts regarding this re-opening plan. The first priority is the health and safety of our staff and citizens. These procedures will not be compromised as we re-open to best serve the public.

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number D-5 – Potential Changes to Water Bill Mailings  
Date: March 9, 2021

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### Background

The Town has utilized postcards for water bill mailings for many years. The benefit to postcard billings is the postage rate is lower (36 cents) than the Town's postage meter mailing rate (currently 51 cents). The cost difference in postage seems to be the only remaining benefit to utilizing postcard mailings. During each billing cycle, we experience damaged water bills (often to the point they are unreadable by the citizen), postcards that are lost in the mail, and obscured billing amounts due to the postage meter placement. This creates frustration for some citizens and is not the service level we strive to provide.

We have reviewed the Town's billing software system and found that we can use regular, 8 1/2x11 paper to print these bills instead. A sample bill is provided for your review on the following page. The postage cost will increase by approximately \$720 in one fiscal year. This will be offset by the reduction in cost of ordering specialized water bills and instead using regular paper, which is much more cost effective than the specialized postcards.

These new bills also allow us much more room for notices, Town announcements, or other information. We can currently fit 72 characters on a postcard – with the new full-page bills, we can fit almost a full paragraph on each bill. This is a simple and effective way to provide citizens with information about upcoming events or important news regarding their water account. Staff wanted to provide this information to the Board and citizens before the next bills are sent in mid-April. We plan to include a detailed description of these new bills on the website and send a CodeRED when bills are mailed advising all to be on the lookout for these new bills.

Please let me know if there are questions, concerns, or any issues at all with moving to these types of bills, please let me know and we will be happy to re-assess and provide more information.

**ANY CITY**  
 100 MAIN STREET  
 ANY CITY, NC 11111

(222) 444-5555

MARLENE DOE  
 300 LACY LANE  
 ANY CITY, SC 11111

ACCOUNT NUMBER	
6634	
SERVICE ADDRESS	
300 LACY LANE	
SERVICE FROM	SERVICE TO
10/26/2015	11/26/2015
BILL DATE	DUE DATE
11/30/2015	12/10/2015
TOTAL DUE NOW	AFTER DUE DATE
<b>125.59</b>	<b>138.15</b>

## STANDARD UTILITY BILLS FULL-PAGE

### ANY CITY

ACCOUNT NUMBER		ACCOUNT NAME			SERVICE ADDRESS		
6634		MARLENE DOE			300 LACY LANE		
SERVICE FROM	SERVICE TO	DAYS OF SERVICE		BILL DATE	DUE DATE		
10/26/2015	11/26/2015	31		11/30/2015	12/10/2015		
DATE	TRANSACTION DESCRIPTION	METER SERIAL NO	PREVIOUS	CURRENT	USAGE	AMOUNT	
11/30/2015	FACILITY CHARGE				0	30.00	
11/30/2015	WATER	23116991	25310	27480	2,170	10.85	
11/30/2015	GARBAGE				0	15.00	
11/30/2015	RECYCLE				0	1.00	
					CURRENT CHARGES	56.85	
					PREVIOUS BALANCE	68.74	
<b>TOTAL DUE NOW</b>						<b>125.59</b>	

PAYMENT IS LATE IF RECEIVED AFTER DUE DATE AND IS SUBJECT TO A PENALTY.

<b>AFTER 12/10/2015 PAY</b>	<b>138.15</b>
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NOTES: PREVIOUS BALANCE MUST BE PAID BY 5:00PM

ON THE 15TH OF THE MONTH TO AVOID DISCONNECTION

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

Jonathan B. Kanipe,  
Town Manager

## MEMORANDUM

To: Mayor & Board of Commissioners  
From: Jonathan Kanipe, Town Manager  
Re: Agenda Item Number D-6 – Badger Water Meter/AMI Endpoint Changes  
Date: March 9, 2021

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### Background

The Town's AMI water meter system began in 2017 as we migrated from a manual read system to the automatic meter infrastructure network we currently have in place. This change has proven to be a terrific tool for our staff and is a great resource and service for our citizens. Endpoints on these meters are the infrastructure that send the water meter readings to the cellular network.

### Changes to Endpoint Infrastructure

Badger Meter is migrating all their AMI systems to an LTE network from the 3G network where it currently exists. Because the Town is in year 4 of a 10-year agreement with Badger Meter, and is within our full 5-year warranty period, Badger will be providing these endpoints to the Town at no cost.

The timeline is flexible but staff anticipates this work occurring in summer 2021. There are approximately 802 endpoints to be changed. If we average 100 endpoints replaced per week, this becomes a 2-month project. Staff is currently developing a work plan, as this project will require a substantial amount of employee resources. Badger has indicated that these must be changed out by March 17, 2022.

### Offered Changes to Warranty for Endpoints

Badger has offered to extend the warranty on the endpoints for \$25 per endpoint. This is an approximate cost of just under \$20,000. We are still in our current, 10-year warranty period from the initial agreement in 2017. The proposed options, and our current agreement, are shown below.

Current: 10 year warranty - 5 year full and 5 year prorated. We are in year 4, so the full year warranty would end in 2022, with the prorated portion of the warranty ending in 2027.

Proposed: 20-year warranty - The \$25/endpoint premium will provide warranty as follows: Installation in 2021 (full warranty 2021-2031) and then (prorated warranty 2032-2041) Installation of the new LTE M endpoints provide the full 20-year warranty 2021 thru 2041.



From my preliminary FY22 budget planning, we *can* include this \$20,000 in the Town's upcoming FY22 water fund budget. The benefit to this is that, at minimum, it extends the full warranty period that would end in 2022 to 2031. While we will receive and install these endpoints sometime before March 2022, the final decision regarding upgrading the warranty period is certainly left for the Board's review and consideration. Please let me know what additional information I can provide or if you have any questions.