

Management Letter

Budget Ordinance

Fund Balance Usage

Enterprise Fund Revenues

Budget Document

Capital Item Quotes

Debt Service

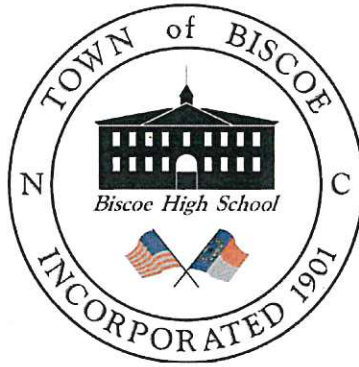
Fee Schedule

NCCMT Investment Rates

CDBG Expense Summary

2020 - 2021

TOWN OF BISCOE, NC
INCORPORATED 1901



OFFICE OF THE TOWN MANAGER

Budget Message August 31, 2020

Honorable Mayor Reynolds, Town Commissioners and Citizens of Biscoe
Town of Biscoe, North Carolina

Introduction

The proposed Fiscal Year 2020-2021 Budget for the Town of Biscoe, North Carolina has been prepared in accordance with the NC Local Government Budget and Fiscal Control Act and NC General Statute 159-11 and is now submitted for your consideration. The Budget identifies revenue and expenditure estimates for Fiscal Year 2020-2021 and attempts to maintain a continuum of quality services to the citizens of Biscoe. This budget is inclusive of all financial obligations while all municipal services and positions remain funded. Revenues are projected conservatively, and expenditures are projected realistically.

The General Fund Budget is about \$277,000 less than the 2019-2020 Budget. The Water/Sewer Fund is about \$320,000 less than the previous year. There is a slight increase in Powell Bill from \$46,497 to \$51,880.

While both major funds have grown respectively, it's important to budget these revenue estimates conservatively and expenses realistically to increase Fund Balance growth. The highlights of the proposed budget are as follows:

General Fund Revenues

Revenue-Neutral Tax Rate

Because the county has recently reassessed real property values, it must include in the budget for comparison purposes, a statement of the revenue-neutral tax rate for the budget. This is the rate that, when applied to the updated property values and after controlling for the average annual change in the tax base, will generate the same amount of revenue in FY 2020-2021 had a property revaluation not occurred. The revenue neutral rate for FY 2020-2021 is \$0.518.

The final draft of the fiscal year 2020-2021 Budget proposes a remaining property tax rate of \$0.56 per \$100 valuation. In fiscal year ending 2019 the real property and vehicle valuation for the Town of Biscoe was \$147,744,756. After the revaluation for 2020-2021, the total valuation is \$159,801,344, with a combined collection rate of 97%. In fiscal year 2020-2021 we can estimate to collect around \$879,532 in property tax revenues. Forecasts show that Biscoe can expect a slight increase on sales tax revenue, no change in beer and wine taxes or in solid waste disposal tax. Powell Bill revenue increased slightly to \$51,880. No Fund Balance is appropriated to balance the General Fund.

General Fund Expenditures

The notable changes Administration budget are the addition of Code Enforcement including 2 demolitions (\$40,000), half of the Planning and Zoning document, half of the cost of a new server (\$10,000) and the elimination of two part time positions (+\$15,400).

There are no significant changes in the Police Department budget. The budget is about \$10,000 less than the original 2019-2020 budget. We have

received a 50/50 grant to replace in car computers (\$6,000) and have budgeted \$6,000 to replace 3 radios. Additionally, we recently submitted to USDA to assist with the purchase of 4 vehicles. We last replaced a vehicle in 2018 and if approved, we could cut our vehicle cost in half (\$20,000) for next four years.

The Fire Department just finished two rounds of the Office of State Fire Marshall Grant (OSFM), \$51,149 in 2019 and \$88,420 for 2020. The Town will continue the supplemental retirement contribution (\$10,000). The General Fund's only debt is also reflected in the department's budget, \$21,400 annually for the Ladder Truck.

Between the Streets Department and Powell Bill budget, the Town spent close to \$70,000 on paving last year. The budget reflects the same amounts moving forward. It has been discussed to put more attention to the Cemetery, we will gather pricing and quotes to be considered.

Due to the Pool being closed for the season in response to Covid-19, the recreation budget will see savings in salary and capital, making it's total a little more than \$30,000 less than the previous year. The Senior program remains funded, and should Halloween be cancelled and National Night Out not be rescheduled, those funds will go to support next year's events.

Enterprise Fund

The Water & Sewer Fund will see about a \$320,000 decrease from the previous year's budget. The decrease is largely due to decreased debt (\$60,000), water tank contract and FEMA damages. We are still in the appeals process with FEMA for reimbursement. Several capital items are proposed. Those include, a new mower, continued upgrading of water

meters, and replacing a 1999 GMC Truck. Together these capital items come to \$66,000. As always with the water/sewer fund, it operates like a business and as water usage increases, so will treatment chemicals and the water purchases line item. We will also be looking at way to decrease the utilities line with the power company.

The Town was awarded \$1,865,000 of State CDBG-Infrastructure funds for the Bruton Street infrastructure improvements. Construction is underway. A separate Project Fund has been added to reflect this project.

Employees

State mandated retirement contribution percentages have changed from General 8.95 to 10.15, and from 9.7 to 10.9 for law enforcement. Pay increases have been included in the budget, a 1% COLA and up to 3% merit increase based on performance. The CPI increase for 2021 is estimated at 2.2%.

PUBLIC HEARING

In accordance with N.C.G.S. § 159-12(b) there will be a public hearing on August 31, 2020 at 12:00 pm, at the Biscoe Town Hall, any person wishing to make comments may do so at that time.

Respectfully Submitted,

Brandon Holland ICMA-CM, Town Manager

TOWN OF BISCOE
BUDGET ORDINANCE

Ordinance No. 08312020

BE IT ORDAINED by the Board of Commissioners of the Town of Biscoe, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee Schedule, and with certain authorizations, are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Summary

General Fund	\$ 1,663,838
Water / Sewer Fund	\$ 1,213,782
Powell Bill Fund	\$ 51,880
Law Enforcement Separation Fund	\$ 22,654
Total Budget	\$ 2,952,154

Section 1. General Fund

Expenditures

ACCOUNT	DEPARTMENT	APPROPRIATION
4110	Governing Board	\$ 11,594
4120	Administration	\$ 497,252
4260	Buildings and Grounds	\$ 96,987
4310	Police	\$ 593,547
4340	Fire	\$ 111,495
4500	Streets	\$ 229,318
6120	Parks and Recreation	\$ 123,645
	Total Appropriations	\$ 1,663,838

Revenues

It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021:

DESCRIPTION	AMOUNT
Ad Valorem Taxes	\$ 879,532
Rental Vehicle Taxes	\$ 100
Telecomm Sales Tax	\$ 11,071
Sales Tax Distribution	\$ 325,000
ABC Revenues	\$ 650
Solid Waste Disposal Tax	\$ 968
Wine & Beer Tax	\$ 8,164
Utility Franchise Tax	\$ 213,976
Video Programming	\$ 5,130
Sales Tax Refund	\$ 20,000
Gasoline Tax Refund	\$ 3,000
Zoning Permits	\$ 1,000
Court Fees	\$ 2,500
DSM Revenues	\$ 2,000
Cemetery Revenues	\$ 2,500
Fire Grant Funds	\$ 30,000
Park Fees	\$ 15,000
Softball Leagues	\$ 4,500
Concessions	\$ 5,000
Extra Garbage Cans	\$ 1,500
Investment Earnings	\$ 375
Interest Income	\$ 375
Donations	\$ 1,000
Halloween Event Donations	\$ 1,400
Transfer/Capital Reserve	\$ 50,000
Reimbursement from Enterprise Fund	\$ 77,049
Total Estimated Revenues	\$ 1,663,838

Section 3: Levy of Taxes

There is hereby levied a tax at the rate of fifty-six cents (\$0.56) per one hundred (\$100) valuation of property as listed for taxes as of January 1 for the purpose of raising the revenue listed as " Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total valuation of property for the purposes of taxation of \$159,801,344, and an estimated rate of collection of 97%.

Revenue-Neutral Tax Rate

Because the county has recently reassessed real property values, it must include in the budget for comparison purposes, a statement of the revenue-neutral tax rate for the budget. This is the rate that, when applied to the updated property values and after controlling for the average annual change in the tax base, will generate the same amount of revenue in FY 2020-2021 had a property revaluation not occurred. The revenue neutral rate for FY 2020-2021 is \$0.518.

Section 4: Water / Sewer Fund

Revenues

DESCRIPTION	AMOUNT
Sales, Services, and Fees	\$ 1,171,125
Investment Earnings	\$ 1,000
Sale of Fixed Assets	\$ 41,657
Fund Balance Appropriated	\$ 0
Total Estimated Revenues	\$ 1,213,782

Expenditures

DESCRIPTION	APPROPRIATIONS
Water / Sewer Operations	\$ 996,125
Debt Service	\$ 72,560
Capital Outlay	\$ 66,000
Reimbursement to General Fund	\$ 79,097
Total Appropriations	\$ 1,213,782

Section 5. Powell Bill Fund

DESCRIPTION	APPROPRIATIONS
Revenues	\$ 51,880
Expenditures	\$ 51,880

Section 6. Law Enforcement Separation Fund

DESCRIPTION	APPROPRIATIONS
Revenues	\$ 22,654
Expenditures	\$ 22,654

Section 7. Fee Schedule

There is hereby established, for the fiscal year 2020-2021, various fees and charges scheduled herewith:

Administration		
COPIES PER PAGE	\$ 0.10	PER PAGE
PUBLIC RECORDS REQUEST	\$ 0.25	PER PAGE
NOTARY FEES	\$ 5.00	PER SIGNATURE
RETURN CHECK/DRAFT FEE	\$ 25.00	WATER/PARK FEES, ETC.
SEND A FAX	\$ 0.25	PER PAGE
Parks & Recreation		
PARK RESTROOM KEY	\$ 5.00	DEPOSIT
PICNIC SHELTER RESERVEATION FEE OVER 100 PEOPLE	\$ 1.00	PER PERSON
PICNIC SHELTER RESERVEATION FEE 100 PEOPLE OR LESS	\$ 25.00	CIVIC CLUBS, ORGANIZATIONS & GOVERNMENT AGENCIES ARE EXEMPT FROM FEES
SWIMMING LESSONS	\$ 30.00	FREE TO EMPLOYEES/CHILDREN
SWIMMING POOL ADMISSION	\$ 2.00	FREE TO EMPLOYEES/CHILDREN
Police		
FINGERPRINTS	\$ 10.00	
WRECK REPORT FEES	\$ 5.00	
ALL OTHER POLICE REPORTS	\$ 5.00	

Water & Sewer

Water & Sewer (Residential Rates)

Inside City Limits	First 2000 Gallons (Minimum Charge)	\$ 12.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
	Sewer	100%	of water used
Outside City Limits	First 2000 Gallons (Minimum Charge)	\$ 22.00	Per 1000 gallons
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Sewer	100%	of water used
	NCGS 160A-314.(a)		

Water & Sewer (Commercial Rates)

Inside City Limits	First 3000 Gallons (Minimum Charge)	\$ 34.00	
	Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used
Outside City Limits	First 2000 Gallons (Minimum Charge)	\$ 55.00	
	Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
	Over 1 Million Gallons, contact Office		
	Sewer	100%	of water used

Water & Sewer Fees

Water Connection - Residential Owner	\$ 50.00	
Water Connection - Resident - Renter	\$ 75.00	
Water Connection - Business	\$ 75.00	
TIER 1 Late Fee	\$ 10.00	APPLIED BEFORE 8:30 ON 21ST
TIER 2 Late Fee	\$ 35.00	APPLIED BEFORE 8:30 ON 1ST DAY OF MONTH
Special Meter Reading	\$ 25.00	WILL BE REFUNDED IF NO FAULT OF CUSTOMER
Tampering Fee	\$ 350.00	First offense, progressive thereafter
Water Tap (3/4")	\$ 500.00	
Water Tap (1")	\$ 600.00	
Water Tap (Bore or Push)	Actual cost + 5%	
Sewer Tap (Inside City Limits)	\$ 500.00	
Sewer Tap (Outside City Limits)	\$ 600.00	
Sewer Tap (Bore or Push)	Actual cost + 5%	

Planning & Zoning Fees

CONDITIONAL USE PERMIT	\$ 200.00	
MAPS	\$ 1.00	
REZONING APPLICATION	\$ 300.00	
ZONING BOOKS	\$ 10.00	
ZONING PERMIT	\$ 25.00	

Cemetery Prices			
Section B			
	Inside City Limits Resident	\$ 230.00	<i>Per Grave</i>
	Outside City Limits Resident	\$ 430.00	<i>Per Grave</i>
Section D			
	Inside City Limits Resident	\$ 330.00	<i>Per Grave</i>
	Outside City Limits Resident	\$ 730.00	<i>Per Grave</i>

Section 8. Special Authorizations – Budget Officer

- A. The Budget Officer shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as deemed necessary.
- B. The Budget Officer shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced. Notification of all such transfers shall be made to the Town Board at its next meeting following the date of the transfer.
- C. Inter-fund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the Town Board.
- D. The Town Manager shall serve as the Budget Officer

Section 9. Restrictions – Budget Officer

- A. Inter-fund transfer of monies, except as noted in Section 8, shall be accomplished by Town Board authorizations only.
- B. Utilizations of appropriations contained in contingencies may be accomplished only with specific approval of the Town Board.
- C. Per state General Statutes the Town shall maintain an eight percent (8%) fund balance at all times.

Section 10. Budget Amendments

- A. The North Carolina Local Government Budget and Fiscal Control Act allows the Town Commissioners to amend the Budget Ordinance any time during the fiscal year, so long as it complies with the North Carolina General Statutes. The Town Commissioners must approve all budget amendments.

Section 11. Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Biscoe municipal government during the 2020-2021 fiscal year. The budget officer shall administer the budget and

shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

The finance and purchasing personnel shall establish and maintain all records, which are in accordance with the Budget Ordinance, and the appropriate statutes for the State of North Carolina.

Section 12. Effective Date of Salary Changes

Any salary changes for Town Employees shall begin the first full payroll in the new fiscal year.

Adopted this 31st day of August 2020 at a Special Meeting of the Town of Biscoe Board of Commissioners, in Biscoe, North Carolina.

Biscoe, North Carolina



W. Eddie Reynolds, Mayor

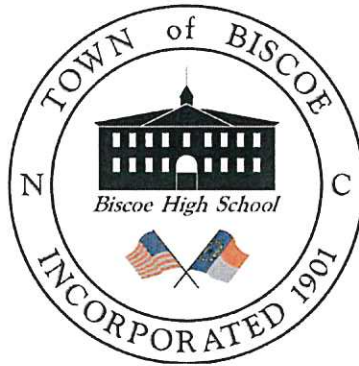


ATTEST:



Laura Morton, Town Clerk

TOWN OF BISCOE, NC
INCORPORATED 1901



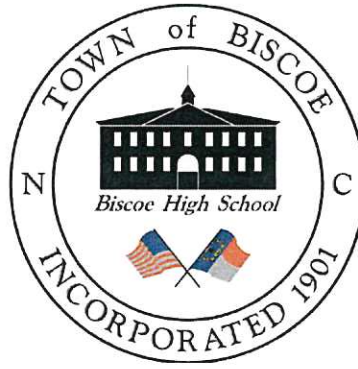
OFFICE OF THE TOWN MANAGER

2019-2020 Annual Operating Budget

Prior Year's Fund Balance Usage

2010-2011	(\$184,639)
2011-2012	(\$262,530)
2012-2013	(\$141,877)
2013-2014	(\$257,418)
2014-2015	(\$214,648)
2015-2016	(\$251,119)
2016-2017	+136,915
2017-2018	(\$139,299)
2018-2019	+\$64,275
2019-2020	\$0 (Unaudited)
2020-2021	\$0 Requested

TOWN OF BISCOE, NC
INCORPORATED 1901



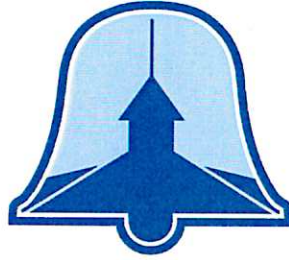
OFFICE OF THE TOWN MANAGER

Enterprise Fund

Water & Sewer Revenues under Expenditures
(Audited Financials)

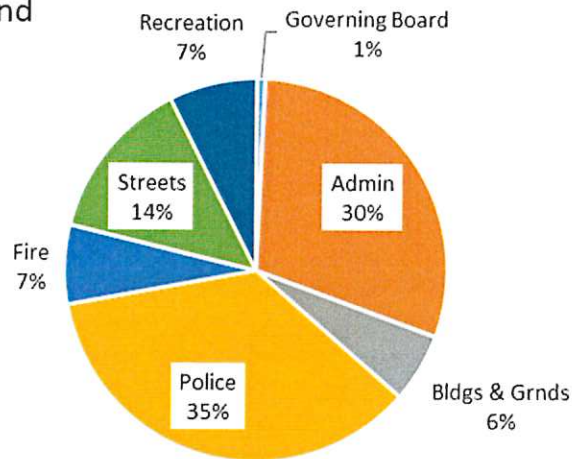
2019	\$271,459
2018	\$223,015
2017	\$54,274
2016	-\$212,520
2015	-\$71,486
2014	-\$185,502
2013	-\$66,356

TOWN OF BISCOE

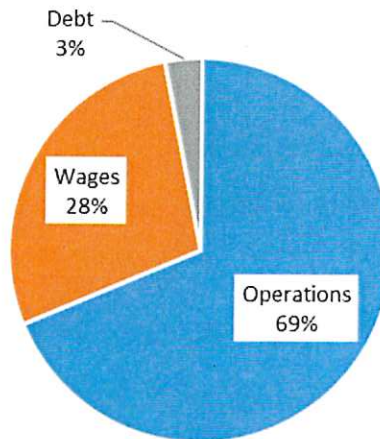


Fiscal Year 2020-2021 Budget Charts

General Fund



Total Budget Breakdown



Budget Totals			
	2019-2020	2020-2021	
General Fund - 10	Approved	(Requested)	<u>Difference</u>
Revenues	\$1,889,812	\$1,663,838	<u>General Fund</u>
Expenditures	\$1,892,389	\$1,663,838	\$0
	2019-2020	2020-2021	
Water & Sewer Fund - 60	Approved	(Requested)	
Revenues	\$1,527,798	\$1,213,782	<u>Water/Sewer</u>
Expenditures	\$1,534,056	\$1,213,782	\$0
	2019-2020	2020-2021	
Powell Bill Fund - 11	Approved	(Requested)	
Revenues	\$46,792	\$51,880	
Expenditures	\$46,792	\$51,880	
	2019-2020	2020-2021	
Law Enforcement Separation Fund - 72	Approved	(Requested)	
Revenues	\$22,654	\$22,654	<u>L.E.O.S. CD</u>
Expenditures	\$22,654	\$22,654	Balance
			\$41,000

General Fund - 10		
<u>REVENUES</u>	2019-2020	2020-2021
Ad Valorem Taxes	\$873,332	\$879,532
Unrestricted Intergovernmental	\$336,171	\$336,171
Unrestricted Intergovernmental	\$251,888	\$251,888
Fees, Sales, and Services	\$77,150	\$67,150
Other Finance Sources	\$207,354	\$129,097
Total General Fund Revenues	\$1,968,001	\$1,663,838

General Fund - 10			
		<u>2019-2020</u>	<u>2020-2021</u>
	Expenditures		
	Governing Board	\$11,594	\$11,594
	Administration	\$560,742	\$497,252
	Buildings and Grounds	\$107,014	\$96,987
	Police Department	\$550,161	\$593,547
	Fire Department	\$277,579	\$111,495
	Streets Department	\$229,318	\$229,318
	Parks & Recreation	\$156,481	\$123,645
	Total General Fund Expenditures	\$1,892,889	\$1,663,838

General Fund - 10			
	REVENUES	2019-2020 FINAL	2020-2021 Requested
	Ad Valorem Taxes		
10-3100-016	2017 TAXES	\$0	\$0
10-3100-018	2018 TAXES	\$0	\$0
10-3100-019	2019 TAXES	\$811,000	\$0
10-3100-020	2020 TAXES		\$810,000
10-3100-111	PRIOR YEAR TAXES	\$8,000	\$8,000
10-3100-120	MOTOR VEHICLE TAXES	\$49,832	\$57,032
10-3100-180	TAX INTEREST	\$4,500	\$4,500
		\$873,332	\$879,532
	Unrestricted Intergovernmental		
10-3100-200	INSURANCE PROCEEDS	\$0	\$0
10-3200-000	RENTAL VEHICLE TAXES	\$100	\$100
10-3220-000	INTANGIBLE PROPERTY TAX	\$0	\$0
10-3224-350	TELECOMM SALES TAX	\$11,071	\$11,071
10-3230-000	SALES TAX DISTRIBUTION	\$325,000	\$325,000
		\$336,171	\$336,171
	Unrestricted Intergovernmental		
10-3250-000	ABC REVENUES	\$650	\$650
10-3260-000	PRIVILEGE LICENSE TAX	\$0	\$0
10-3270-000	SOLID WASTE DISPOSAL TAX	\$968	\$968
10-3322-000	WINE & BEER TAX	\$8,164	\$8,164
10-3324-000	UTILITY FRANCHISE TAX	\$213,976	\$213,976
10-3324-350	VIDEO PROGRAMMING	\$5,130	\$5,130
10-3325-351	SALES TAX REFUND	\$20,000	\$20,000
10-3325-352	GASOLINE TAX REFUND	\$3,000	\$3,000
10-3326-000	SENIOR CIT EXEMPT REFUND	\$0	\$0
10-3327-000	INVENTORY TAX CREDIT	\$0	\$0
		\$251,888	\$251,888
	Fees, Sales, and Services		
10-3340-000	ORDINANCE FEES	\$0	\$0
10-3343-000	ZONING PERMITS	\$1,000	\$1,000
10-3413-582	RECOVERY/RETURNED CHECKS	\$0	\$0
10-3431-490	COURT FEES	\$2,500	\$2,500
10-3431-880	COPS GRANT REVENUE	\$0	\$0
10-3431-890	DSM REVENUES	\$2,000	\$2,000
10-3474-000	CEMETERY REVENUES	\$2,500	\$2,500
10-3612-370	FIRE GRANT FUNDS	\$30,000	\$30,000
10-3613-410	PARK FEES	\$15,000	\$15,000
10-3613-420	SOFTBALL LEAGUES	\$4,500	\$4,500
10-3613-430	COUNTY RECREATION CONTRIBUTION	\$10,000	\$0
10-3613-480	CONCESSIONS	\$5,000	\$5,000
10-3830-399	EXTRA GARBA GE CANS	\$1,500	\$1,500
10-3830-500	STATE ON-BEHALF PAYMENTS	\$0	\$0
10-3831-491	INVESTMENT EARNINGS	\$375	\$375
10-3831-493	FIRE DEPT INVESTMENT EARNINGS	\$0	\$0
10-3831-497	INTEREST INCOME	\$375	\$375
10-3833-840	DONATIONS	\$1,000	\$1,000
10-3833-850	8K DASH N SPLASH MAY 2014	\$0	\$0
10-3833-860	HALLOWEEN IN THE PARK DONATIONS	\$1,400	\$1,400
10-3835-860	TRANSFER FROM POWELL BILL (11-4510-600)	\$0	\$0
10-3839-000	CABLE FRANCHISE FEES	\$0	\$0
		\$77,150	\$67,150
	Other Finance Sources		
10-3988-720	TRANSFER FROM LEO (72-9810-100)	\$0	\$0
10-3988-980	TRANSFER/CAPITAL RESERVE (21-8100-980)	\$50,000	\$50,000
10-3991-000	FUND BALANCE APPROPRIATED	\$80,305	\$0
10-3994-000	WAYFINDING SIGN GRANT	\$0	\$0
10-3988-700	TRANSFER FROM ENTERPRISE	\$77,049	\$79,097
		\$207,354	\$129,097
	General Fund Revenue Total	\$1,745,895	\$1,663,838

General Fund - 10			
4110	GOVERNING BOARD	2019-2020 (Approved)	2020-2021 (Requested)
	SALARIES	\$10,211	\$10,211
	ESC CONTRIBUTION	\$102	\$102
	SS TAX	\$633	\$633
	MEDICARE TAX	\$148	\$148
	TRAVEL	\$500	\$500
	TOTAL	\$11,594	\$11,594

General Fund - 10				
ADMINISTRATION				
	Line Item	Description	2019-2020 FINAL	2020-2021 (Requested)
SALARIES	10-4120-121	Wages	\$165,572	\$164,624
ESC CONTRIBUTION	10-4120-122	NC ESC	\$1,181	\$1,181
SS TAX	10-4120-180	FICA	\$12,029	\$12,029
MEDICARE TAX	10-4120-181	Medicare	\$2,631	\$2,631
RETIREMENT	10-4120-182	NC Retirement	\$14,819	\$8,392
GROUP INSURANCE	10-4120-183	BCBS - NC	\$25,490	\$25,490
DENTAL INSURANCE	10-4120-184		\$1,325	\$1,325
VISON INSURANCE	10-4120-185		\$150	\$150
SUPPLEMENTAL RETIREMENT	10-4120-189		\$5,464	\$5,464
PART TIME HELP	10-4120-123	Part Time Help (1/2 W/S)	\$24,400	\$9,000
VEHICLE SUPPLIES	10-4120-250	Gas/Vehicle Supplies	\$600	\$600
OFFICE SUPPLIES	10-4120-290	Office Supplies	\$18,100	\$15,000
TRAVEL/TRAINING/MEETINGS	10-4120-311	Admin training/meetings	\$40,300	\$20,000
TELEPHONE	10-4120-321	VOIP	\$8,000	\$8,000
POSTAGE	10-4120-325	Envelopes/Mailings	\$2,250	\$2,250
PRINTING SERVICES	10-4120-340	Ink/Paper	\$1,000	\$1,000
MAINT/REPAIR EQUIP/COPIER LEASES	10-4120-352	Copier Lease	\$8,124	\$8,000
COMPUTER PROGRAMMING SERVICES	10-4120-382	IT Services	\$13,600	\$7,500
LEGAL ADVERTISING	10-4120-391	Required Newspaper Ads	\$6,600	\$4,000
PAYROLL SERVICE	10-4120-393		\$0	\$0
VEHICLE TAX COLLECTION FEE	10-4120-402		\$0	\$0
VEHICLE TAX REFUNDS	10-4120-403		\$0	\$0
FEMA COVID-19	10-4120-410		\$16,690	\$0
RENT	10-4120-415		\$0	\$0
INSURANCE/BONDING	10-4120-450	Govt Officials Bonding	\$57,058	\$67,600
NC SALES TAX	10-4120-487	State Sales Tax	\$2,740	\$1,100
COUNTY SALES TAX	10-4120-488	Montgomery Co Sales Tax	\$1,280	\$500
DUES/SUBSCRIPTIONS	10-4120-491	Subscriptions & Memberships	\$16,335	\$11,000
ECONOMIC DEVELOPMENT	10-4120-494	Economic Development Dues	\$3,000	\$3,000
ELECTIONS	10-4120-498	Local Elections	\$4,294	\$2,800
MISCELLANEOUS	10-4120-499		\$0	\$0
PALUZA EXPENSES	10-4120-500		\$0	\$0
CAPITAL OUTLAY	10-4120-510	Server	\$0	\$10,000
LIBRARY EXPENSE	10-4120-694	Library Funding	\$8,793	\$6,000
CIVIC CONTRIBUTIONS	10-4120-695	Civic Organizations	\$5,500	\$5,500
COUNTY TAX COLLECTION	10-4120-696	Tax Collection Service	\$13,116	\$13,116
AUDIT CONTRACT	10-4120-700	Annual Audit Contract	\$53,775	\$25,000
ATTORNEY/PROFESSIONAL	10-4120-750	Legal/Professional	\$4,876	\$15,000
CONTINGENCY	10-4120-991		\$0	\$0
CODE ENFORCEMENT	10-4120-760		\$21,650	\$40,000
			\$560,742	\$497,252

General Fund**4260 - BUILDINGS & GROUNDS**

	Line Item	Description	2019-2020 (Approved)	2020-2021 Requested
VEHICLE SUPPLIES	10-4260-250		\$0	\$0
DEPARTMENTAL SUPPLIES	10-4260-290	Materials/Equipment	\$26,624	\$26,624
UTILITIES	10-4260-331	Utility Bill	\$25,400	\$25,400
MAINT/REPAIR GROUNDS	10-4260-350	Property Maintenance	\$10,000	\$10,000
MAINT/REPAIR BUILDINGS	10-4260-351	Building Repairs	\$19,046	\$19,046
BEAUTIFICATION PROJECTS	10-4260-354	Landscaping/Flowers	\$5,260	\$5,260
MAINT/REPAIR EQUIP	10-4260-359	Equipment materials	\$7,500	\$7,500
VETERANS MONUMENT EXPENSES	10-4260-400		\$0	\$0
NC SALES TAX	10-4260-487		\$2,146	\$2,146
COUNTY SALES TAX	10-4260-488		\$1,011	\$1,011
PURCHASE OF PROPERTY	10-4260-500		\$0	\$0
CAPITAL OUTLAY	10-4260-550		\$10,027	\$0
CONTINGENCY	10-4260-991		\$0	\$0
			\$107,014	\$96,987

General Fund-10**4310 - POLICE DEPARTMENT**

	Line Item	Description	2019-2020 FINAL	2020-2021 (Requested)
SALARIES	10-4310-121	Wages	\$312,612	\$345,915
ESC CONTRIBUTION	10-4310-122	NC ESC	\$3,377	\$0
SS TAX	10-4310-180	FICA	\$19,498	\$19,498
MEDICARE TAX	10-4310-181	Medicare	\$4,560	\$4,560
RETIREMENT	10-4310-182	NC Retirement	\$28,395	\$28,395
GROUP INSURANCE	10-4310-183	BCBS - NC	\$61,410	\$61,410
DENTAL INSURANCE	10-4310-184	Group Dental Ins.	\$5,600	\$5,600
TRANSFER TO LEO SEPARATION FUND (73-3431-000)	10-4310-188	Transfer TO CD	\$13,000	\$13,000
SUPPLEMENTAL RETIREMENT	10-4310-189	Retirement Contribution	\$16,469	\$16,469
RESERVE PAY	10-4310-123	Reserve Officer Pay	\$0	\$0
UNIFORMS	10-4310-212	Uniforms, materials	\$5,000	\$6,000
HEALTH/SAFETY SERVICES	10-4310-238	Safety materials	\$1,000	\$1,000
VEHICLE SUPPLIES	10-4310-250	Vehicle Equipment	\$25,000	\$25,000
DEPARTMENTAL SUPPLIES	10-4310-290	Office Materials, Equipment GRANT	\$9,000	\$15,000
TRAVEL/TRAINING/MEETINGS	10-4310-311		\$0	\$2,000
RADIO COMMUNICATIONS	10-4310-320	Radio maint. Contract	\$3,500	\$9,500
TELEPHONE	10-4310-321	VOIP/Cell Service	\$9,000	\$9,000
AIR CARDS	10-4310-322	Internet	\$3,900	\$3,500
PAGER EXPENSE	10-4310-329		\$0	\$0
MAINT/REPAIR EQUIP	10-4310-352	Equipment repairs	\$2,000	\$2,000
MAINT/REPAIR VEH	10-4310-353	Vehicle repairs/maintenance	\$16,000	\$15,000
EMPLOYEE TRAINING	10-4310-395	Required training	\$2,500	\$2,500
NC SALES TAX	10-4310-487		\$0	\$0
COUNTY SALES TAX	10-4310-488		\$0	\$0
UNDERCOVER EXPENSE	10-4310-490	UC Operations	\$1,000	\$1,000
DUES/SUBSCRIPTIONS	10-4310-491	Memberships and Fees	\$1,340	\$1,200
SERVICE AGREEMENTS	10-4310-492	Service Contracts	\$6,000	\$6,000
CANINE EXPENSE	10-4310-494		\$0	\$0
DSM PURCHASES	10-4310-496		\$0	\$0
MISCELLANEOUS	10-4310-499		\$0	\$0
CAPITAL OUTLAY	10-4310-550		\$0	\$0
CONTINGENCY	10-4310-991		\$0	\$0
			\$550,161	\$593,547

General Fund-10**4340-FIRE DEPARTMENT**

			2019-2020	2020-2021
	Line Item	Description	FINAL	(Requested)
OSFM GRANT 2019	10-4340-002		\$51,149	\$0
OSFM GRANT 2020	10-4340-003		\$88,420	\$0
SALARIES	10-4340-121	Wages	\$5,000	\$5,000
SALARIES-BEHALF OF PAYMENTS	10-4340-122		\$0	\$0
ESC CONTRIBUTION	10-4340-123		\$0	\$0
SS TAX	10-4340-180	FICA	\$300	\$300
MEDICARE TAX	10-4340-181	Medicare	\$60	\$60
RETIREMENT	10-4340-182	NC Retirement	\$0	\$0
GROUP INSURANCE	10-4340-183	BCBS - NC	\$0	\$0
DENTAL INSURANCE	10-4340-184	Group Dental Ins.	\$0	\$0
SUPPLEMENTAL RETIREMENT	10-4340-189	Retirement Contribution	\$10,000	\$10,000
UNIFORMS	10-4340-212	Shirts, pants ect	\$7,000	\$7,000
HEALTH/SAFETY EQUIPMENT	10-4340-238	Safety materials/training	\$3,200	\$3,200
VEHICLE SUPPLIES	10-4340-250	Truck equipment	\$4,700	\$4,700
DEPARTMENTAL SUPPLIES	10-4340-290	Tools/Dept supplies	\$9,850	\$9,850
RADIO COMMUNICATIONS	10-4340-320	Radios contract & maintenance	\$1,127	\$1,127
TELEPHONE	10-4340-321	VOIP/Cell service	\$2,800	\$2,800
MAINT/REPAIR EQUIP	10-4340-352	Equipment repairs	\$10,725	\$10,725
MAINT/REPAIR VEH	10-4340-353	Truck maintenance	\$8,500	\$8,500
TRAVEL/TRAINING/MEETINGS	10-4340-395	Meetings, Travel and materials	\$4,360	\$4,360
FIREMEN'S PENSION FUND	10-4340-470	Pension Fund contribution	\$720	\$720
LADDER TRUCK PAYMENT	10-4340-480		\$21,400	\$21,400
NC SALES TAX	10-4340-487	State tax	\$7,500	\$7,500
COUNTY SALES TAX	10-4340-488	County Tax	\$3,535	\$3,535
DUES/SUBSCRIPTIONS	10-4340-491	Memberships/subscriptions	\$1,000	\$1,000
MISCELLANEOUS	10-4340-499	Misc	\$500	\$500
SALARY ON BEHALF PAYMENTS	10-4340-500		\$0	\$0
CAPITAL OUTLAY	10-4340-550	Grant 30k, Match 30k	\$4,937	\$0
FORESRTY GRANT	10-4340-560		\$9,218	\$9,218
CAPITAL RESERVE	10-4340-980		\$0	\$0
CONTINGENCY	10-4340-991		\$0	\$0
FIRE DEPT CHECKING EXPENSE	10-4340-999		\$21,578	\$0
			\$277,579	\$111,495

General Fund-10**4500-STREETS DEPARTMENT**

			2019-2020	2020-2021
	Line Item	Description	FINAL	REQUESTED
SALARIES	10-4500-121	Wages	\$0	\$0
SS TAX	10-4500-180	NC ESC	\$0	\$0
MEDICARE TAX	10-4500-181	FICA	\$0	\$0
RETIREMENT	10-4500-182	Medicare	\$0	\$0
GROUP INSURANCE	10-4500-183	NC Retirement	\$0	\$0
DENTAL INSURANCE	10-4500-184	BCBS - NC	\$0	\$0
SUPPLEMENTAL RETIREMENT	10-4500-189		\$0	\$0
UNIFORMS	10-4500-212	Shirts, pants, boots	\$5,985	\$5,985
VEHICLE SUPPLIES	10-4500-250	truck equipment	\$10,151	\$10,151
DEPARTMENTAL SUPPLIES	10-4500-290	Job Materials	\$5,500	\$5,500
UTILITIES/STREET LIGHTS	10-4500-331	Street light/utility bills	\$36,500	\$36,500
MAINT/REPAIR EQUIP	10-4500-352	equipment rapairs	\$7,000	\$7,000
VOID	10-4500-359		\$0	\$0
GARBA GE COLLECTION	10-4500-399	Sanitation contract	\$89,907	\$89,907
COUNTY LANDFILL CHARGES	10-4500-401	Tipping fees	\$13,000	\$13,000
CHRISTMAS LIGHTS	10-4500-419	Christ mas light replacements	\$16,000	\$16,000
NC SALES TAX	10-4500-487		\$800	\$800
COUNTY SALES TAX	10-4500-488		\$400	\$400
MISCELLANEOUS	10-4500-499		\$0	\$0
CAPITAL OUTLAY	10-4500-550	G/F Truck Contrubution	\$15,000	\$15,000
STREET CONSTRUCTION	10-4500-582		\$0	\$0
RESURFACING/PAVING	10-4500-591	Asphalt/construction costs	\$28,075	\$28,075
GRADING/PATCHING	10-4500-592		\$500	\$500
SIDEWALKS	10-4500-599		\$500	\$500
CONTINGENCY	10-4500-991		\$0	\$0
			\$229,318	\$229,318

General Fund-10

6120-PARKS & RECREATION

			2018-2019 (Approved)	2019-2020 (Approved)	2020-2021 Requested
	Line Item	Description			
SALARIES	10-6120-121	Wages	\$45,000	\$64,500	\$40,000
ESC CONTRIBUTION	10-6120-122	NC ESC	\$450	\$0	\$0
SS TAX	10-6120-180	FICA	\$2,790	\$4,000	\$4,000
MEDICARE TAX	10-6120-181	Medicare	\$653	\$1,000	\$1,000
DENTAL INSURANCE	10-6120-184		\$0	\$0	\$0
PROFESSIONAL SERVICES	10-6120-198	Park services, repair assistance	\$3,000	\$1,920	\$1,920
SUPPLIES FOR RESALE	10-6120-270	Concessions and other supplies	\$4,000	\$4,000	\$4,000
DEPARTMENTAL SUPPLIES	10-6120-290	Equipment, and supplies	\$7,500	\$9,500	\$9,500
CHEMICALS	10-6120-299	Pool chemicals	\$7,500	\$12,555	\$12,555
TELEPHONE	10-6120-321	Phone service	\$850	\$850	\$850
UTILITIES	10-6120-331	Utility bill	\$23,000	\$26,200	\$26,200
MAINT/REPAIR EQUIP	10-6120-352	maintenance/pool equipment	\$8,000	\$2,400	\$2,400
MAINT/REPAIR FACILITY	10-6120-358	facility upkeep and repairs	\$6,000	\$4,000	\$4,000
ADVERTISING	10-6120-370		\$0	\$0	\$0
DASH N SPLASH MAY 2014	10-6120-372		\$0	\$0	\$0
HALLOWEEN IN THE PARK	10-6120-400	Annual halloween event	\$5,400	\$5,400	\$5,400
NATIONAL NIGHT OUT	10-6120-410	Police Appreciation event	\$1,500	\$1,625	\$1,600
PAINT CLASS	10-6120-420		\$0	\$0	\$0
SENIOR PROGRAM	10-6120-430	monthly senior event	\$6,000	\$7,605	\$7,600
PARADES	10-6120-450		\$0	\$0	\$0
NC SALES TAX	10-6120-487		\$500	\$1,780	\$1,780
COUNTY SALES TAX	10-6120-488		\$300	\$840	\$840
MISCELLANEOUS	10-6120-499		\$0	\$0	\$0
CAPITAL OUTLAY	10-6120-550		\$0	\$8,306	\$0
CONTINGENCY	10-6120-991		\$3,000	\$0	\$0
			\$125,443	\$156,481	\$123,645

Powell Bill Fund - 11

Revenues

		2018-2019 (Approved)	2019-2020 (Approved)	2019-2020 FINAL	2020-2021 Requested
11-3325-351	SALES TAX REFUND	\$0	\$0	\$443	\$0
11-3991-000	FUND BALANCE APPROPRIATED	\$0	\$0	\$0	\$0
11-3835-820	SALE OF FIXED ASSETS	\$0	\$0	\$0	\$0
11-3831-492	INVESTMENT EARNINGS	\$500	\$500	\$0	\$0
11-3831-497	INTEREST INCOME			\$1,460	\$1,460
11-3451-000	POWELL BILL ALLOCATION	\$46,292	\$46,292	\$50,420	\$50,420
		\$46,792	\$46,792	\$52,323	\$51,880

General Fund-11				
4510-POWELL BILL				
			2019-2020	2020-2021
	Line Item	Description	FINAL	Requested
SALARIES	11-4510-121		\$6,260	\$6,260
ESC CONTRIBUTION	11-4510-122		\$94	\$94
SS TAX	11-4510-180		\$584	\$584
MED TAX	11-4510-181		\$333	\$333
RETIREMENT	11-4510-182		\$0	\$0
GROUP INSURANCE	11-4510-183		\$0	\$0
GROUP DENTAL	11-4510-184		\$0	\$0
SUPP RETIREMENT	11-4510-189		\$0	\$0
ENGINEERING SERVICES	11-4510-199		\$4,250	\$4,250
VEHICLE SUPPLIES	11-4510-250		\$613	\$613
DEPARTMENTAL SUPPLIES	11-4510-290		\$2,000	\$2,000
CHEMICALS	11-4510-299		\$0	\$0
MAINT/REPAIR EQUIP	11-4510-350		\$60	\$60
INMATE EXPENSE	11-4510-360		\$500	\$500
SNOW/ICE REMOVAL	11-4510-399		\$0	\$0
SALES TAX	11-4510-487		\$215	\$215
SALES TAX	11-4510-488		\$102	\$102
MISCELLANEOUS	11-4510-499		\$0	\$0
CAPITAL OUTLAY	11-4510-550		\$0	\$0
RIGHT OF WAY ACQUISITION	11-4510-270		\$0	\$0
CONSTRUCTION	11-4510-582		\$0	\$0
RESURFACING & PAVING	11-4510-591		\$32,409	\$31,465
GRADING/PATCHING	11-4510-592		\$5,404	\$5,404
SIDEWALKS	11-4510-599		\$0	\$0
POWELL TRANSFER TO C DEP	11-4510-600		\$0	\$0
CONTINGENCY	11-4510-991		\$0	\$0
			\$52,824	\$51,880

Fund - 72		LEO SEPERATION FUND	
		2018-2019	2019-2020
		(Approved)	(Requested)
	REVENUES		
72-3990-000	LEO SEPARATION RESERVE	\$0	\$0
72-3431-491	INVESTMENT EARNINGS	\$0	\$0
72-3431-000	TRANSFER FROM GF MUNICIPAL CONTRIB (10-4310-188)	\$0	\$22,654
	TRANSFER FROM LEO CD	\$22,654	\$0
		\$22,654	\$22,654
	EXPENDITURES		
72-4300-121	LEO BENEFITS	\$21,055	\$21,055
72-4300-180	SS TAX	\$1,296	\$1,296
72-4300-181	MEDICARE TAX	\$303	\$303
72-4300-472	LEO ALLOWANCE	\$0	\$0
		\$22,654	\$22,654
Current CD Balance \$41,000			

Water & Sewer Fund -60			
REVENUE		2019-2020	2020-2021
		FINAL	Requested
Sales, Services and Fees			
60-3230-000	SALES TAX DISTRIBUTION	\$0	\$0
60-3325-351	SALES TAX REFUND	\$7,225	\$7,225
60-3325-352	GAS TAX REFUND	\$0	\$0
60-3431-000	NCCMT - NC DEBT SET-OFF REVENUE	\$0	\$0
60-3712-505	CONNECTION FEE	\$4,000	\$4,000
60-3712-510	WATER CHARGES	\$610,000	\$590,000
60-3712-511	SEWER CHARGES	\$541,000	\$525,500
60-3712-520	WATER TAPS	\$1,000	\$1,000
60-3712-521	SEWER TAPS	\$500	\$500
60-3712-530	LATE CHARGE	\$17,800	\$17,800
60-3712-532	LABORATORY CHARGES	\$0	\$0
60-3712-580	RECONNECT FEE	\$0	\$0
60-3712-581	RECOVERY/CHARGE OFF ACCOUNTS	\$0	\$0
60-3712-582	RECOVERY/RETURNED CHECKS	\$500	\$500
60-3712-810	SALE OF SURPLUS SUPPLIES	\$0	\$0
60-3830-000	MISCELLANEOUS REVENUES	\$24,600	\$24,600
60-3830-001	NC DEPT SET-OFF REVENUE	\$0	\$0
		\$1,206,625	\$1,171,125
Investment Earnings			
60-3831-497	INVESTMENT EARNINGS	\$1,000	\$1,000
		\$1,000	\$1,000
Other Financing Sources			
60-3835-000	CHANGE IN INVENTORY	\$0	\$0
60-3835-820	SALE OF FIXED ASSETS	\$41,657	\$41,657
60-3840-000	DONATED FIXED ASSETS REVNUUE	\$0	\$0
60-3988-980	TRANS/FROM CAP RESERVE	\$0	\$0
60-3991-000	FUND BALANCE A PPROPIATED	\$279,066	\$0
60-3992-000	SRF LOAN	\$0	\$0
		\$320,723	\$41,657
TOTAL REVENUE		\$1,528,348	\$1,213,782

Water & Sewer Fund -60

7100-WATER & SEWER

			2019-2020	2020-2021
	Line Item	Description	FINAL	REQUESTED
SALARIES	60-7100-121	Wages	\$317,531	\$283,936
ESC CONTRIBUTION	60-7100-122	NC ESC	\$2,543	\$2,645
SS TAX	60-7100-180	FICA	\$19,687	\$19,687
MEDICARE TAX	60-7100-181	Medicare	\$4,605	\$4,605
RETIREMENT	60-7100-182	NC Retirement	\$22,828	\$22,828
GROUP INSURANCE	60-7100-183	BCBS - NC	\$44,221	\$44,221
DENTAL INSURANCE	60-7100-184	Group Dental plan	\$2,575	\$2,575
VISION INSURANCE	60-7100-185	Vision Ins	\$500	\$500
SUPPLEMENTAL RETIREMENT	60-7100-189	Retirement contribution	\$10,797	\$10,797
PROFESSIONAL SERVICES	60-7100-199	Engineering	\$14,338	\$15,000
UNIFORMS	60-7100-212	Shirts, Pants, Boots	\$6,180	\$6,000
HEALTH/SAFETY SERVICES	60-7100-238	Health/Safety training and materials	\$500	\$500
VEHICLE SUPPLIES	60-7100-250	Vehicle materials/tools	\$7,006	\$7,000
DEPARTMENTAL SUPPLIES	60-7100-290	Job materials	\$53,520	\$33,000
WRIGHT FOODS BOOSTER PUMP	60-7100-291		\$0	\$0
CHEMICALS	60-7100-299	Treatment chemicals	\$25,256	\$25,000
TELEPHONE SERVICE	60-7100-321	VIOP/Cell service	\$8,153	\$8,153
POSTAGE	60-7100-325	Mailings & envelopes	\$8,532	\$8,532
UTILITIES	60-7100-331	Monthly utility bill	\$61,231	\$58,000
WATER PURCHASES	60-7100-334	Water purchase from County	\$365,528	\$300,000
MAINT/REPAIR	60-7100-352	Repairs of water and sewer system	\$52,548	\$45,000
MAINT/REPAIR VEHICLES	60-7100-353	Vehicle maintenance & repair	\$2,000	\$2,000
RIGHT-OF-WAY MAINTENANCE	60-7100-359	ROW mowing	\$6,900	\$6,900
INMATE EXPENSE	60-7100-360	Inmate contract expenses	\$500	\$500
TRAVEL/TRAINING/MEETINGS	60-7100-395	Required trainings and meetings	\$1,200	\$4,000
WATER/SEWER ANALYSIS	60-7100-440	System testing and sampling	\$11,612	\$11,612
INDUSTRIAL MONITORING	60-7100-442	Industrial system monitoring program	\$200	\$3,000
DEPRECIATION EXPENSE	60-7100-460		\$0	\$0
NC SALES TAX	60-7100-487		\$5,384	\$5,384
COUNTY SALES TAX	60-7100-488		\$2,551	\$2,550
PERMIT FEES	60-7100-491	Renewing of annual permits	\$2,000	\$1,200
CHARGED OFF ACCOUNTS	60-7100-492		\$0	\$0
BAD DEBT EXPENSE	60-7100-494		\$0	\$0
MISCELLANEOUS	60-7100-499		\$0	\$0
CAROLINA DAIRY BOOSTER PUMP	60-7100-500		\$0	\$0
FIRST BANK LOAN PAYMENT-LIFT STATION	60-7100-520	Monthly loan payments \$6,200 X 12	\$68,188	\$6,400
SAFETY EQUIPMENT	60-7100-530	Safety Equipment	\$3,000	\$3,000
CAPITAL OUTLAY EQUIP.	60-7100-550	Mower	\$9,550	\$15,000
CAPITAL IMPROVEMENT	60-7100-582	3 Valves at \$7,000 each	\$114,674	\$21,000
CAPITAL OUTLAY	60-7100-583	New Truck - Split w Streets Dept.	\$14,433	\$30,000
SRF LOAN PAYMENT	60-7100-585	Annual SRF Loan payment	\$66,160	\$66,160
DEBT SERVICE	60-7100-586		\$0	\$0
CREDIT CARD PROCESSING	60-7100-587		\$0	\$0
CHANGE IN INVENTORY	60-7100-600		\$0	\$0
BAD DEBT EXPENSE	60-7100-900		\$0	\$0
NC DEBT SET OFF REFUND	60-7100-901		\$0	\$0
GF TRANSFER	60-7100-540	Reimbursement to GF	\$77,049	\$79,097
WATER TANK CONTRACT	60-7100-525	Water Tank Maintenance Contract	\$115,782	\$58,000
			\$1,529,262	\$1,213,782

Montgomery County Public Library
215 W. Main St.
Troy, NC 27371
910-572-1311
www.srls.info

APR 27 2020

April 22, 2020

Town of Biscoe
Mr. Brandon Holland, Town Manager
PO Box 1228
Biscoe, NC 27209

Dear Mr. Holland:

The Trustees of the Montgomery County Public Libraries wish to thank you for the appropriation which the Town of Biscoe makes each year in support of library services to the citizens of Biscoe and Montgomery County. We are indeed proud of the Allen Library and what it means in service to the Town of Biscoe and Montgomery County.

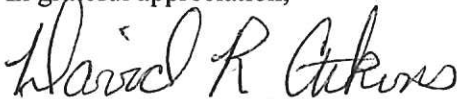
For the 2019-2020 budget year, the Town of Biscoe allocated \$6,000.00 toward library services. \$3,500.00 was appropriated toward the branch manager's salary; \$2,500.00 was appropriated toward the Summer Reading programs.

We are requesting that the Town of Biscoe allocate the same amount, \$6,000.00 for the 2020-2021 year as was given for the 2020-2021 budget year, with \$3,500.00 being applied to the branch manager's salary and \$2,500.00 being in support of our Summer Reading programs.

We are very appreciative of your generous support in the past. We want to continue to help the citizens of Biscoe and Montgomery County to pursue a personal journey of learning and discovery, but we need your continued support.

Stay safe and well.

In grateful appreciation,



David R. Atkins, Librarian
david.atkins@srls.info

"A library outranks any other thing a community can do to benefit its people.
It is a never failing spring in the desert."
Andrew Carnegie



317 East Dixie Drive
 Asheboro, NC 27203
 336-879-5684

July 28, 2020

Town of Biscoe
 Attn: Police Department
 110 West Main St.
 Biscoe, NC 27209

Dear Town of Biscoe,

Thank you for allowing us to provide you with a computer services quote. Based on our on-site assessment, the following is a list of materials and services that will be needed:

Description	Quantity	Unit Cost	Purchase
Dell PowerEdge T340 Server and Data Migration	1	\$15,240.70	\$15,240.70
		Subtotal	\$15,240.70
		Sales Tax	\$1,066.84
		Equipment Total	\$16,307.54
		Total	\$16,307.54
		Down Payment	\$4,076.88
		Remaining Balance	\$12,230.66

Quote is valid 30 days from 7.28.20

Town of Biscoe agrees to pay Randolph Telephone Telecommunications Inc. (RTTI) for the equipment and installation work outlined in the above. Once installation of the equipment selected by Customer is complete, the usage, access and maintenance of that equipment are Customer's sole responsibility.

Warranty. RTTI agrees to honor the manufacturer's warranties on the equipment RTTI installs pursuant to this Agreement, if the warranty stipulations are adhered to by Customer, for a period of one year from the date this contract is signed.

Customer warrants and represents to RTTI, with the intention and expectation that RTTI will rely thereon, that (1) Customer will use and operate all equipment provided and/or installed by RTTI pursuant to this Agreement in accordance with all federal, state and local laws, ordinances and/or regulations, including but not limited to, any such laws, ordinances or regulations relating to wireless technology, networking equipment, or other miscellaneous equipment solutions; (2) Customer will indemnify and hold RTTI harmless from any and all loss, cost, claim liability, damage, and expense (including reasonable attorney's fees) arising in any way from Customer's use or operation of any of the equipment provided and/or installed by RTTI pursuant to this Agreement.

Disclaimer. Except as otherwise provided herein, RTTI does not make any representations or warranties, express or implied, including but not limited to, any warranty as to merchantability or fitness for intended purpose with respect to materials and installation services provided pursuant to this contract.

Force Majeure. RTTI is not liable for any delay or failure in performance of any part of this Agreement from any cause beyond its control and without its fault or negligence including, without limitation, acts of nature, acts of civil or military authority, government regulations, embargoes, epidemics, terrorist acts, riots, insurrections, fires, explosions, earthquakes, nuclear accidents, floods, work stoppages, equipment failure, power blackouts, volcanic action, other major environmental disturbances, unusually severe weather conditions or any other circumstances beyond the reasonable control and without fault or negligence of the Party affected.

Miscellaneous. This document (together with any attached exhibits and documents incorporated into this document) constitutes the entire agreement between the parties on this subject matter and supersedes any and all prior agreements, arrangements and understandings, whether written, oral, electronic, or otherwise, between the parties. No modification of this contract shall be binding unless in writing and signed by the party against which that modification is sought to be enforced. This contract shall be binding upon and shall inure to the benefit of the parties and their successors and permitted assigns. This contract shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles. This contract shall be construed as having been drafted by both parties, jointly, and not in favor of or against one party or the other. All words and phrases in this contract shall be construed to include the singular or plural number, and the masculine, feminine, or neuter gender, both as the context requires. Nothing in this contract shall be deemed or construed to constitute or create a partnership, association, joint venture, or agency between the parties. In any action or proceeding brought to enforce any provision of this contract, or where any provision of this contract is validly asserted as a defense, the successful party shall be entitled to recover reasonable attorneys' fees from the unsuccessful party, in addition to any other available remedy. This contract shall be deemed executed and completed in North Carolina. The courts of North Carolina shall have exclusive jurisdiction over any disputes as to the terms of this contract. By their signatures below, the parties consent to the exclusive, personal jurisdiction by the courts of North Carolina and to venue in Randolph County, North Carolina and waive any objection thereto.

Billing. This agreement is your invoice for the purchase payment.

Please let me know if you have any questions. You can contact me at 336.879.7962 or kbrowne@rtmc.coop.

Best,



Kady Browne
Marketing Representative

Printed _____

_____ Date

Signed _____

Town of Biscoe



BROWN'S

Mowers & Equipment, LLC
1360 Eldorado Street (Hwy 109 N)
Troy, NC 27371
(910) 576-8631

Quote

Town of Biscoe

DATE
8-14-20

ADDRESS

PHONE

SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT	MOSE. RET'D
---------	------	--------	--------	---------	-------------

QTY.	DESCRIPTION	AMOUNT
------	-------------	--------

<i>1</i>	<i>SCAG List 15,314.00</i>	
<i>MIN</i>	<i>STII-6IV-37 BV-EFI</i>	
	<i>Discount 15.1% 2312.41</i>	<i>13,002.00</i>
	<i>Plus Tax</i>	<i>910.14</i>
	<i>Total</i>	<i>13,912.14</i>

TAX

RECEIVED BY

TOTAL

5814

Thank You

Public works 4-17-2020

VIRTC1DP V4.58 5432 EN

CNGP530

VEHICLE ORDER CONFIRMATION

04/15/20 16:01:20

=>

Dealer: F21481

2020 F-SERIES SD

Page: 1 of 2

Order No: 5555 Priority: G3 Ord FIN: KD904 Order Type: 5B Price Level: 040

Ord PEP: 610A Cust/Flt Name: BISCOE PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
W3B	F350 4X4 CREW/C	\$42150	\$40042.00			
	176" WHEELBASE			TRAILER TOW PKG		
Z1	OXFORD WHITE			FLEET SPCL ADJ	NC	(585.00)
A	VNYL 40/20/40			18B PLAT RUNNING BD	445	405.00
S	MEDIUM EARTH GR			41H ENG BLK HEATER	100	91.00
610A	PREF EQUIP PKG			425 50 STATE EMISS	NC	NC
	.XL TRIM			512 SPARE TIRE/WHL2	NC	NC
572	.AIR CONDITIONER	NC	NC	52B BRAKE CONTRLLR	270	245.00
	.AMFM/MP3/CLK					
99T	6.7L V8 DIESEL	10495	9551.00	TOTAL BASE AND OPTIONS	56795	49723.40
44G	10-SPD AUTOMATC	NC	NC	TOTAL	56795	49723.40
TD8	.LT245 BSW AS 17			*THIS IS NOT AN INVOICE*		
X31	3.31 REG AXLE	NC	NC			
90L	PWR EQUIP GROUP	1125	1024.00	* MORE ORDER INFO NEXT PAGE *		
	JOB #2 BUILD				F8=Next	

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC04069

V1DP0106

2,6

F 350 4x4 crew cab

Bid price \$41,523.40
tax & tags not included

Andy Lamond
Montgomery Ford Lincoln

CNGP530

VEHICLE ORDER CONFIRMATION

04/15/20 16:01:45

Dealer: F21481

Page: 2 of 2

2020 F-SERIES SD

Order No: 5555 Priority: G3 Ord FIN: KD904 Order Type: 5B Price Level: 040

Ord PEP: 610A Cust/Flt Name: BISCOE PO Number:

RETAIL DLR INV

RETAIL DLR INV

	RETAIL	DLR INV
59H TELE TT MIR-PWR HI MNT STOP LMP JACK	NC	NC
76C EX BACKUP ALARM	140	128.00
85G TAILGATE STEP	375	342.00
SP DLR ACCT ADJ		(1735.00)
SP FLT ACCT CR		(1515.00)
FUEL CHARGE		28.40
B4A NET INV FLT OPT	NC	7.00
DEST AND DELIV	1695	1695.00

TOTAL BASE AND OPTIONS 56795 49723.40

TOTAL 56795 49723.40

THIS IS NOT AN INVOICE

F7=Prev

F1=Help F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC04069

V1DP0106

2,6



May 1, 2018

Brandon Holland, Town Manager
Town of Biscoe
PO Box 1228
Biscoe, NC 27209

Re: Proposal for Installment Financing Agreement

Dear Brandon:

As per your request for bids for financing for the Fire Truck for the Town of Biscoe, Fidelity Bank is pleased to offer the following terms, rate and fees:

Amount	Term	Rate	Fees
\$175,000	10 Annual Payments	3.75%	\$750.00

- Payments shall be made annually (see included amortization schedules)
- There is no prepayment penalty for either full or partial repayment of the loan principal prior to the maturity date
- Underwriting, origination, along with all legal documents with opinions and review necessary to correctly document this transaction will be the responsibility of Fidelity Bank. Fidelity Bank and its counsel shall prepare the financing agreement and all documentation for review by the Town of Biscoe
- The loan will be secured by a lien on 2003 E-One Cyclone HP 75' Quint (stock #10349 from Brindlee Mountain Fire Apparatus LLC) VIN: 4EN3AA8831007152
- All applicable costs, including but not limited to an origination fee (\$750.00) and recording fee (\$40.00) shall be the Town of Biscoe's responsibility
- The Town of Biscoe will provide applicable invoices to document the cost of the vehicles and equipment
- This bid is good for 45 days

Thank you for the opportunity to bid this project for the Town of Biscoe. If we are the successful bidder, I look forward to working with you on this financing. Please call if you need clarification on any of the terms and conditions.

Very truly,

Beth DeBerry
Vice President

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	05/01/19	\$175,000.00	\$21,308.23	\$ -	\$21,308.23	\$14,745.73	\$6,562.50	\$160,254.27	\$6,562.50
2	05/01/20	\$160,254.27	\$21,308.23	\$ -	\$21,308.23	\$15,298.70	\$6,009.53	\$144,955.57	\$12,572.03
3	05/01/21	\$144,955.57	\$21,308.23	\$ -	\$21,308.23	\$15,872.40	\$5,435.83	\$129,083.16	\$18,007.87
4	05/01/22	\$129,083.16	\$21,308.23	\$ -	\$21,308.23	\$16,467.62	\$4,840.62	\$112,615.55	\$22,848.49
5	05/01/23	\$112,615.55	\$21,308.23	\$ -	\$21,308.23	\$17,085.15	\$4,223.08	\$95,530.40	\$27,071.57
6	05/01/24	\$95,530.40	\$21,308.23	\$ -	\$21,308.23	\$17,725.85	\$3,582.39	\$77,804.55	\$30,653.96
7	05/01/25	\$77,804.55	\$21,308.23	\$ -	\$21,308.23	\$18,390.56	\$2,917.67	\$59,413.99	\$33,571.63
8	05/01/26	\$59,413.99	\$21,308.23	\$ -	\$21,308.23	\$19,080.21	\$2,228.02	\$40,333.78	\$35,799.66
9	05/01/27	\$40,333.78	\$21,308.23	\$ -	\$21,308.23	\$19,795.72	\$1,512.52	\$20,538.06	\$37,312.17
10	05/01/28	\$20,538.06	\$21,308.23	\$ -	\$20,538.06	\$19,767.88	\$770.18	\$ -	\$38,082.35

WATER TANK RENOVATION

**TOWN OF BISCOE, NC
100,000 GALLON ELEVATED**

**OPTION B
SHOP TANK**

WATER TANK MAINTENANCE SCHEDULE OF WORK & FEES

Year #1 2016	Year #2 2017	Year #3 2018	Year #4 2019	Year #5 2020	Year #6 2021	Year #7 2022	Year #8 2023	Year #9 2024	Year #10 2025	Year #11 2026	Year #12 2027	Year #13 2028	Year #14 2029
Exterior Lead Abatement & Interior Renovation & Engineering Report Emergency Service & Repairs	Visual Inspection & Engineering Report Emergency Service & Repairs	Washout Inspection & Engineering Report Emergency Service & Repairs	Visual Inspection & Engineering Report Emergency Service & Repairs	Washout Inspection & Engineering Report Emergency Service & Repairs	Visual Inspection & Engineering Report Emergency Service & Repairs	Washout Inspection & Engineering Report Emergency Service & Repairs	Visual Inspection & Engineering Report Emergency Service & Repairs	Washout Inspection & Engineering Report Emergency Service & Repairs	Exterior Renovation & Engineering Report Emergency Service & Repairs	Washout Inspection & Engineering Report Emergency Service & Repairs	Visual Inspection & Engineering Report Emergency Service & Repairs	Washout Inspection & Engineering Report Emergency Service & Repairs	Interior Renovation & Engineering Report Emergency Service & Repairs
\$30,000.00	\$57,891.00	\$57,891.00	\$57,891.00	\$57,891.00	\$10,968.00	\$11,288.00	\$11,687.00	\$12,101.00	\$12,529.00	\$12,968.00	\$13,422.00	\$13,892.00	\$14,379.00



- * Under the Asset Management Service, the tank is painted on the exterior every 8-10 years and coated on the interior every 12 to 14 years. The annual fee that you pay each year covers all future renovations, repairs, emergency services, and engineering & permitting related to the water tank.
- * The schedule of work is based upon the current condition of the tank and the tank's projected rate of deterioration and can be pushed forward if conditions warrant it.

*** Asset Management Service Includes:

- Two (2) Complete Interior Renovations
- Two (2) Complete Exterior Renovations
- Five (6) Washout Engineering Inspections
- Five (5) Visual Engineering Inspections
- All coating systems, emergency services, and repairs from top of vent system down to the leg foundation and everything in between is covered under this program.

* Paid July 6, 2018 - \$30,000

* Paid September 4, 2018 - \$57,891

* Paid June 19, 2019 - \$57,891

* Paid September 10, 2019 - \$57,891

* Paid June 15, 2020 - \$57,891

TOWN OF BISCOE FEE SCHEDULE

Administration		
COPIES PER PAGE	\$ 0.10	PER PAGE
PUBLIC RECORDS REQUEST	\$ 0.25	PER PAGE
NOTARY FEES	\$ 5.00	PER SIGNATURE
RETURN CHECK/DRAFT FEE	\$ 25.00	WATER/PARK FEES, ETC.
SEND A FAX	\$ 0.25	PER PAGE
Parks & Recreation		
PARK RESTROOM KEY	\$ 25.00	DEPOSIT
PICNIC SHELTER RESERVEATION FEE OVER 100 PEOPLE	\$ 1.00	PER PERSON
PICNIC SHELTER RESERVEATION FEE 100 PEOPLE OR LESS	\$ 25.00	CIVIC CLUBS, ORGANIZATIONS & GOVERNMENT AGENCIES ARE EXEMPT FROM FEES
SWIMMING LESSONS	\$ 30.00	FREE TO EMPLOYEES/CHILDREN
SWIMMING POOL ADMISSION	\$ 2.00	FREE TO EMPLOYEES/CHILDREN
Police		
FINGERPRINTS	\$ 10.00	
WRECK REPORT FEES	\$ 5.00	
ALL OTHER POLICE REPORTS	\$ 5.00	

Water & Sewer		
Water & Sewer (Residential Rates)		
Inside City Limits		
First 2000 Gallons (Minimum Charge)	\$ 12.00	Per 1000 gallons
Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
Sewer		100% of water used
Outside City Limits		
First 2000 Gallons (Minimum Charge)	\$ 22.00	Per 1000 gallons
Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
Sewer		100% of water used
NCGS 160A-314.(a)		
Water & Sewer (Commercial Rates)		
Inside City Limits		
First 3000 Gallons (Minimum Charge)	\$ 34.00	
Each additional 1000 Gallons	\$ 5.50	Per 1000 gallons
Over 1 Million Gallons, contact Office		
Sewer		100% of water used
Outside City Limits		
First 3000 Gallons (Minimum Charge)	\$ 55.00	
Each additional 1000 Gallons	\$ 11.00	Per 1000 gallons
Over 1 Million Gallons, contact Office		
Sewer		100% of water used

Water & Sewer Fees			
	Water Connection - Residential	\$ 50.00	
	Water Connection - Residential Rental	\$ 75.00	
	Water Connection - Business	\$ 75.00	
	Reconnection	\$ 35.00	MUST BE PAID BEFORE WATER IS CUT BACK ON
	Late Fee	\$ 10.00	APPLIED AFTER 5 PM ON 20TH
	Tamering Fee	\$ 350.00	First offense, progressive thereafter
	Water Tap (3/4")	\$ 500.00	
	Water Tap (1")	\$ 600.00	
	Water Tap (Bore or Push)	Actual cost + 5%	
	Sewer Tap (Inside City Limits)	\$ 500.00	
	Sewer Tap (Outside City Limits)	\$ 600.00	
	Sewer Tap (Bore or Push)	Actual cost + 5%	
Planning & Zoning Fees			
	CONDITIONAL USE PERMIT	\$ 200.00	
	MAPS	\$ 1.00	
	REZONING APPLICATION	\$ 300.00	
	ZONING BOOKS	\$ 10.00	
	ZONING PERMIT	\$ 25.00	
Cemetery Prices			
Section B			
	Inside City Limits Resident	\$ 230.00	Per Grave
	Outside City Limits Resident	\$ 430.00	Per Grave
Section D			
	Inside City Limits Resident	\$ 330.00	Per Grave
	Outside City Limits Resident	\$ 730.00	Per Grave



July 2020

Government Portfolio as of 07/31/2020

30-Day Yield	0.07%
7-Day Yield	0.06%
Month-to-date Mil Rate	.000060651
Net Asset Value per Share	\$1.00
Dollar-Weighted Average Portfolio Maturity	45 days

Term Portfolio as of 07/31/2020

30-Day Yield*	0.11%
Net Asset Value Per Share	\$9.68
Month-to-date Mil Rate	.001177512
Distribution Rate	0.14%
1-Year Average Annual Total Return	1.38%
5-Year Average Annual Total Return	1.30%
10-Year Average Annual Total Return	0.71%
Duration	0.17 Years

The performance data stated represents past performance, which does not guarantee future results. Investment return and yield of an investment will fluctuate; therefore, you may have a gain or loss when you sell your shares. Current performance may be higher or lower than the performance stated. To learn more or to obtain the most recent month-end performance, call 800-222-3232 or visit us online at <https://www.institutional.fidelity.com/nccmtnet>.

Total returns are historical and include change in share value and reinvestment of dividends and capital gains, if any. Cumulative total returns are reported as of the period indicated. Life of Fund figures are reported as of the inception date to the period indicated. These figures do not include the effect of sales charges, if any, as these charges are waived for contributions made through your company's employee benefit plans. If sales charges were included, returns would have been lower.

The current yield reflects the current earnings of the fund, while the total return refers to a specific past holding period.

*The fund's 30-day yield is based on yield to maturity of a fund's investments over a 30-day period and not on the dividends paid by the fund, which may differ.

In general the bond market is volatile, and fixed income securities carry interest rate risk. (As interest rates rise, bond prices usually fall, and vice versa. This effect is usually more pronounced for longer-term securities.) Fixed income securities also carry inflation, credit, and default risks for both issuers and counterparties. The municipal market is volatile and can be significantly affected by adverse tax, legislative, or political changes and the financial condition of the issuers of municipal securities.

You could lose money by investing in the fund. Although the fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. An investment in the fund is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Fidelity Investments and its affiliates, the fund's sponsor, have no legal obligation to provide financial support to the fund, and you should not expect that the sponsor will provide financial support to the fund at any time. The North Carolina Capital Management Trust Government Portfolio will not impose a fee upon the sale of your shares, nor temporarily suspend your ability to sell shares if the fund's weekly liquid assets fall below 30% of its total assets because of market conditions or other factors. The North Carolina Capital Management Trust is a SEC registered money market mutual fund operating in accordance with Rule 2a-7 of the Investment Company Act of 1940. The North Carolina Capital Management Trust is managed by Fidelity Management & Research Company and distributed by Capital Management of the Carolina's LLC.

For institutional investors.

Not NCUA or NCUSIF insured. May lose value.

No credit union guarantee. Not a deposit of a bank.

Distribution rate is calculated by dividing the daily dividend per share by its share price for each day in the 30-day period, averaging the resulting 30-day percentages, and then expressing the average rate in annualized terms.

If the adviser and distributor had not voluntarily waived certain portfolio expenses during the five year, ten year, and life periods, total returns would have been lower. The portfolio's 30-day and 7-day annualized yields are as of month end. Annualized yields are historical, will fluctuate, and are based on each portfolio's total net investment income for the stated period.

This portfolio summary is not authorized for distribution to prospective investors in the Trust.

2020 NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS

ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF GOVT - Bank 108 FUND 60	.21%	\$14,382.78	RECONCILED AS OF JUNE 30, 2020
PAYROLL (GF) GOVT. - Bank 112 FUND 10	.21%	\$104,860.92	RECONCILED AS OF JUNE 30, 2020
POWELL BILL ACCOUNT – GOVT. - Bank 116 FUND 11	.21%	\$52,013.21	RECONCILED AS OF JUNE 30, 2020
CAPITAL RESERVE – GOVT. Bank 121 *New Account - FUND 21	.21%	\$35,279.41	RECONCILED AS OF JUNE 30, 2020
LEO SEPARATION ALLOWANCE - GOVT Bank 122 *New Account FUND 72	.21%	\$41,001.59	RECONCILED AS OF JUNE 30, 2020
CEMETERY (GF) TERM - Bank 113 FUND 10	.08%	\$52,867.63	RECONCILED AS OF JUNE 30, 2020
HALLOWEEN IN THE PARK (GF) TERM Bank 114 FUND 10	.08%	\$26,432.47	RECONCILED AS OF JUNE 30, 2020
GENERAL NEEDS (GF) TERM - Bank 115 FUND 10	.08%	\$228,094.56	RECONCILED AS OF JUNE 30, 2020
WATER IMP. (WS) TERM Bank 111 FUND 60	.08%	\$53,367.91	RECONCILED AS OF JUNE 30, 2020
TOTAL NCCMT INVESTMENT ACCOUNTS		<u>\$608,300.48</u>	

BRUTON STREET PUMP STATION

Monthly Progress Report – July 1, 2020

Town of Biscoe - CDBG Infrastructure – Sanitary Sewer System Rehabilitation Project

CDBG No. 17-I-2955

CDBG Budget and Expenditures

Activity	Budget	Expended to Date	Balance
Sewer Improvements	\$1,766,500.00	\$150,838.25	\$1,615,661.75
Administration	\$98,500.00	\$42,500.00	\$56,000.00
Total	\$1,865,000.00	\$193,338.25	\$1,671,661.75

Grant Contract

NCDEQ issued a Grant Contract to the Town of Biscoe for the Sanitary Sewer System Rehabilitation Project with an award date of February 28, 2018 and a final grant closeout date of July 2, 2021.

Administrative Contract

The Town entered a contract with LKC on August 2, 2018 for grant administrative services. CDBG files will be maintained at Town Hall and reviewed during monitoring visits by NCDEQ.

Release of Conditions/Funds

On May 6, 2019, the Town received release of the Environmental Review Condition and Release of Funds. As of May 6, 2019, funds can now be spent in all categories of the project. The letter made note of very important milestones for the project:

- Bid and design package must be submitted by September 2, 2019.
- Construction contract execution milestone is April 10, 2020.
- Contract expiration date is May 7, 2021.
- Final request for reimbursement date is no later than May 21, 2021.
- Final grant closeout date is July 2, 2021.

RFP for Legal Services

The Town published a notice and mailed out RFPs to local attorneys; however, no proposals were submitted by the August 26, 2019 deadline. The Town proceeded with a 2nd RFP and published the notice in a more widespread newspaper, The Courier Tribune. RFPs were also mailed out to attorneys. The 2nd RFP had a due date of September 9, 2019. Again, the Town only received one proposal from Hollers & Atkinson of Troy. A letter was submitted to Colleen Simmons of NCDEQ requesting permission to enter sole source contract for legal services. Colleen responded to the Town by email on September 26, 2019 that the letter had been received and approved. NCDEQ is mailing out a letter to the town to be maintained in the CDBG files.

The Town received the letter dated October 29, 2019 from NCDEQ approving Sole Source for Legal Services.

Easements: The Town has received the following signed easements:

- Donald Mitchell Cagle and wife, Nyoka Patricia Cagle
- Walter J. Cagle and wife, Andria C. Cagle
- Jasper A. Smith and wife, Linda B. Smith
- James R. Cagle

Need update from the attorney on whether it has been determined that easements will be needed from the following:

- Tiffany Rorie – Bruton Street
- James Z. Rorie – 423 Bruton St
- Hattie C. Martin Heirs – 510 Hicks St
- Unknown Easement – Harris St

Engineering/Design

The Town entered an engineering contract to complete the Engineering Report (PER) with LKC Engineering on August 2, 2018. LKC has completed the Engineering Report and Environmental Document. The Town received approval of their Engineering Report on January 23, 2019 and approval of the Environmental Document on May 6, 2019.

A separate engineering contract for the actual design, construction management/inspection and surveying of the project has been executed.

As required, the Bid & Design submittal was submitted by the September 2nd deadline. It was hand-delivered to NCDEQ on Friday, August 31st.

On September 27, 2019, the Town received a letter via email from John Tucker, Engineer with NCDEQ with a few concerns and comments from the review of our Bid/Design submittal. We can discuss these in detail at our October meeting.

On October 17, 2019, we resubmitted the Bid and Design submittal to NCDEQ addressing their concerns and comments. On November 21, 2019, the Town received NCDEQ approval of the design package. At this month's progress meeting, we will discuss the scheduling of a bid date.

A Pre Bid Conference was held on January 14, 2020 at 10:00 am at Town Hall. Representatives of NCDEQ were present as well as several contractors. Pre-Bid Minutes were prepared and are maintained in the CDBG files.

Bids were opened on January 21, 2020 at 2:00 pm at Town Hall. Terry's Plumbing & Utilities submitted the low bid. LKC submitted a recommendation of award letter dated January 24, 2020 to the Town recommending the Town award the construction contract to Terry's Plumbing & Utilities.

The Town of Biscoe Board of Commissioners awarded the construction contract to Terry's Plumbing & Utilities at their meeting on February 10, 2020 for their low bid amount of \$1,234,055.

Monthly Progress Meetings

Monthly progress meetings are scheduled for 10:00 am the first Wednesday of each month at Town Hall.

GL Account History Summary

Town of Biscoe

8/27/2020 9:29 AM

Page 1/1

Account Range: 63-7100-000 CDBG - ADMIN - 63-7100-001 CONSTRUCTION

Date Range: 7/1/2019 - 8/27/2020

GL Account - 63-7100-000 CDBG - ADMIN

Date	Description	Source	Debits	Credits	Date
Fiscal Period - CDBG-I 2018 BRUTON STREET		Beg Balance	\$76.73	\$0.00	
07/09/2019	Reimbursement #4 LKC Disbursement	GL CD	\$7,500.00	\$0.00	07/13/2019
08/26/2019	LKC ENGINEERING INVOICES	GL CD	\$50,000.00	\$0.00	08/27/2019
08/29/2019	THE COURIER TRIBUNE	AP IN	\$341.99	\$0.00	09/12/2019
09/16/2019	GATEHOUSE MEDIA - COURIER TRIBUNE	GL CD	\$341.99	\$0.00	09/17/2019
09/27/2019	THE COURIER TRIBUNE	AP VI	\$0.00	\$341.99	09/27/2019
11/19/2019	CDBG REIMB REQUEST #7 & #8	GL CD	\$34,100.00	\$0.00	12/02/2019
11/26/2019	CDBG REIMB REQUEST #6	GL CD	\$43,000.00	\$0.00	12/02/2019
02/03/2020	CDBG PAYMENT #9	GL CD	\$15,000.00	\$0.00	02/06/2020
04/09/2020	CDBG WITHDRAWAL	GL CD	\$1,417.50	\$0.00	05/04/2020
06/04/2020	CDBG PAYMENT REQUEST #10	GL CD	\$13,000.00	\$0.00	06/06/2020
Transaction Totals			\$164,701.48	\$341.99	
**	End Balance		\$164,359.49	\$0.00	**

GL Account - 63-7100-001 CONSTRUCTION

Date	Description	Source	Debits	Credits	Date
Fiscal Period - CDBG-I 2018 BRUTON STREET		Beg Balance	\$0.00	\$0.00	
06/04/2020	CDBG REIMBURSEMENT REQUEST #10	GL CD	\$13,238.25	\$0.00	06/06/2020
Transaction Totals			\$13,238.25	\$0.00	
**	End Balance		\$13,238.25	\$0.00	**