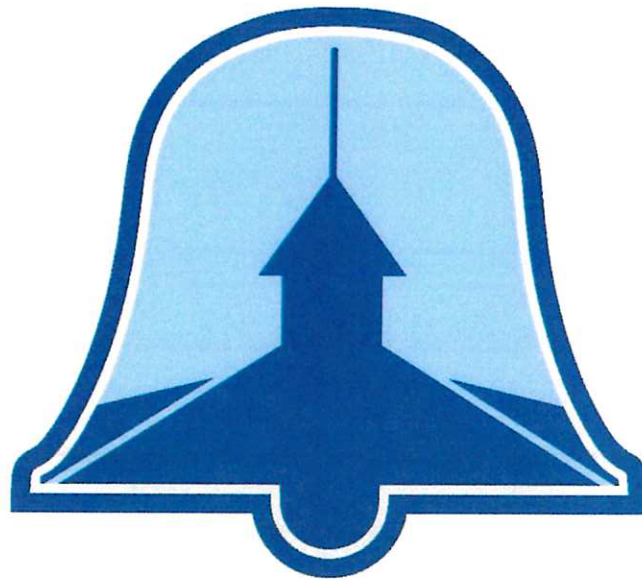


— TOWN OF —
BISCONE



Fiscal Year

2022 – 2023

Annual Operating Budget

And supporting documents

TOWN OF BISCOE, NC
INCORPORATED 1901



ANNUAL OPERATING BUDGET

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—TOWN OF—
BISCOE

INCORPORATED 1901



OFFICE OF THE TOWN MANAGER

Budget Message
Fiscal Year 2022-2023
June 13, 2022

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

Introduction

The proposed Fiscal Year 2022-2023 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 2022-2023 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.

Budget Process

In February the Town Manager and Department heads began working on the budget, getting quotes and estimates for the budget workshops for the Commissioners and upcoming fiscal year. The Board held a Strategic Planning workshop on April 1 and 2, 2022, to establish priorities and goals for the upcoming fiscal year. A balanced budget was presented to the Mayor and Commissioners at a workshop on April 18, 2022. Adjustments

were made and a balanced budget was presented again on May 31, 2022. During the fall the Town began contracting with Piedmont Triad Regional Council (PRTC) for a pay classification study. The study was completed in May, recommendations were implemented into the budget and presented to the Mayor and Commissioners at the May 31st Budget Workshop.

Overview

The Total Budget is about \$398,000 greater than the 2021-2022 Budget because of several special projects and improvements that need to be made. Additionally, a salary study was completed by the PRTC, and their recommendations are reflected in the balanced budget. The Water/Sewer Fund is about \$78,880 more than the previous year. Powell Bill will remain the same at \$70,011.

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

The final draft of the fiscal year 2021-2023 Budget proposes a remaining property tax rate of \$0.56 per \$100 valuation. In fiscal year ending 2020 the real property and vehicle valuation for the Town of Biscoe was \$182,688,036, with a combined collection rate of 96%. In fiscal year 2022-2023 we can estimate to collect around \$898,000 in total 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 will remain the same. \$241,737 of Fund Balance is appropriated to balance the General Fund.

General Fund Expenditures

There are no notable items in the Administration budget. The contract with State Code Enforcement will continue, and there may be orders for demolition during the first quarter if the Board wishes. Three dilapidated homes were demolished during FY 20-21 and are currently in the lien foreclosure process. A budget amendment will be recommended once quotes are received for demolition during FY22-23. The Buildings & Grounds budget includes \$60,000 for Town Hall Improvements and an LED sign to better inform the public of Town activities and events.

The Police Department's budget is prepared including, new uniforms (\$30,000), rotation of and replacement of several radios both handheld and in-car (\$30,800). The department will also purchase two used patrol vehicles (\$40,000).

The General Fund's only debt is reflected in the Fire Department's budget, \$21,400 annually for the Ladder Truck. The Town will continue the supplemental retirement contribution (\$10,000). Additionally, members that meet certain criteria will be reimbursed \$5 per call, the cost is estimated not to exceed \$13,500.

Between the Streets Department and Powell Bill budget, the Town normally spends over \$70,000 on paving. The budget has been prepared with more than double the amount of paving at \$167,000 total. A third-party contractor will complete a priority list and provide options for resurfacing.

The park will be a major focus in FY22-23. A grant from the State will help replace the lights at the Little League Ballfield (\$50,000). There will be full operations of the pool, summer tennis program, and search for a Recreation Program Director during 2022. The County will continue providing funding to the Town's for recreation this year, and Biscoe will receive a little more than \$20,000. The Senior Program remains fully funded, along with Halloween in the Park, and National Night Out. An additional Fall Festival type of event has been planned for the fall, and the park will also become a winter destination with the Town's first tree lighting event, and holiday décor. Additionally, there will be a Cruise-In event planned in partnership with the Police Department for fundraising.

Enterprise Fund

The Water & Sewer Fund proposes no changes in rates. The Budget is proposed with minor increases. \$35,000 is being allocated for slip-lining and line rehab, and \$34,000 toward 2 major valve replacements, and several meter upgrades. 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. The Town will also be looking at way to decrease depreciation as reported in the annual audit.

The Town was awarded \$1,865,000 of State CDBG-Infrastructure funds for the Bruton Street infrastructure improvements. Construction is currently almost complete. A separate Project Fund has been added to reflect this project. Final closing and monitoring will happen during the beginning of FY22-23.

Employees

The budget has been prepared the Pay recommendations of the salary study done by PTRC. Minimum adjustments were 5% across the board while some positions have seen additional movement to reflect the study recommendations. The most notable pay change is Police Officer starting pay, going from \$28,500 to \$40,000. There will be no merit increases. The CPI increase for 2022 is estimated at 8.5%, this is the largest national increase since 2008 (5.4%). There is no increase in health insurance.

PUBLIC HEARING

To remain in line with State requirements in accordance with N.C.G.S. § 159-12(b) there will be a public hearing on June 13, 2022 at 7:00 pm, at the Biscoe Town Hall, 110 West Main Street Biscoe NC, any person wishing to make comments may do so at that time.

Thank You

Lastly, I would like to thank the Town Department Heads for their hard work and dedication to the Towns finances. Thanks to the Mayor and Commissioners for their involvement in the strategic planning process and for their input and recommendations during the budget workshops. The Town has received the highest finance award in the nation; The Excellence in Government Finance award from the Government Finance Officers Association every year since 2017, this budget will be presented for the same award.

Respectfully Submitted,

DRAFT

Strategic Plan

— TOWN OF —
B I S C O E

2022-2023

Town of Biscoe Officials

W. Eddie Reynolds, Mayor
Kay Cagle-Kinch, Mayor Protem
Jay Patel, Commissioner
David Asbill, Commissioner
Kenneh Lynthacum, Commissioner
Barry Jackson, Commissioner

Staff

Brandon Holland, ICMA-CM Town Manager
Laura B. Morton, NCCMC, CMC Town Clerk

Executive Summary

The purpose of this strategic plan is to provide a framework, overall direction, and specific guidance to the town staff.

The Board of Commissioners of the Town of Biscoe, with support from staff, held a strategic planning board retreat on April 1 and 2, 2022. Chris Aycock, President of The Aycock Group, was engaged to facilitate the strategic planning process and create this strategic planning document.

First, the department heads presented valuable information. Secondly, the town manager presented a report on “the state of the town.” Then the board of commissioners completed a SWOT (analysis of external opportunities and threats, and internal analysis of strengths and weaknesses).

Based on this foundation, the board of commissioners established four priorities. Priorities are not listed in order of importance.

Priority 1: Hire a recreation/event director and enhance facilities and events.

Priority 2: Growth.

Priority 3: Safety.

Priority 4: Attracting and retaining staff.

The board developed specific objectives for each of the four priorities to provide guidance and specific direction on how these priorities should be addressed. These are included in this strategic plan.

The board will formally monitor this strategic plan quarterly at board meetings and update this strategic plan at a retreat in 2023.

The Board of Commissioners of The Town of Biscoe values continuous improvement, investing in their staff, and actively listening to their citizens. They proudly seek to serve the needs, opportunities, and desires of the people of their great town.

Strategic Plan

The priorities are not listed in order of importance.

Priority 1 Hire a recreation/event director and enhance facilities and events.

Hire a recreation/event director

Objective 1A Hire a recreation/event director by the end of December 2022.

Integrate discussions of the recreation/event director position in the budget process (April, May, June 2022).

The recreation/events director position will coordinate youth/senior programs, coordinate pool activities, monitor condition of facilities and fields, plan special events and identify grants.

Objective 1B: Benchmark other similar towns on role of recreation/event directors.

Objective 1C Appoint a recreation committee within two months of hiring the director.

Objective 1D Locate an appropriate office for the recreation/event director as feasible.

Enhance facilities and events

Objective 1E The board and manager will plan, market, and implement an annual signature Biscoe event. This event will take place in the fall of 2022.

Objective 1F Improve facilities including sports fields. The improvements will be financed by multiple sources including fund balance.

Objective 1G Develop sports programs to meet the needs of Hispanic cultures.

Objective 1H Explore purchase of property adjacent to the current park.

Priority 2 Growth

Objective 2A Pave one or more roads/streets a year.

Objective 2B: Continue negotiations with the school system on school location.

Objective 2C: The mayor, a commissioner and the manager will meet with the leadership of the training center about the adjacent fields by the end of May 2022.

Objective 2D: Replace galvanized pipes with PEX, with a focus on locations near future school construction and future housing development.

Priority 3 Safety

Objective 3A Explore the feasibility of hiring a police officer or officers solely assigned to drug prevention and enforcement. Evaluate the potential timelines.

Objective 3B Continue to support best practices in training for safety.

Priority 4 Attracting and retaining staff

Objective 4A Develop a succession plan.

Objective 4B Continue to develop strategies to train current employees for higher levels of professional advancement and leadership.

Objective 4C Discuss compensation of employees. Analyze the results of the salary survey.

TOWN OF BISCOE
BUDGET ORDINANCE

Ordinance No. 07012022

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, 2022 and ending June 30, 2023, in accordance with the chart of accounts heretofore established for this Town:

Summary

General Fund	\$ 2,153,860
Water / Sewer Fund	\$ 1,266,926
Powell Bill Fund	\$ 70,011
Law Enforcement Separation Fund	\$ 22,654
Total Budget	\$ 3,513,450

Section 1. General Fund

Expenditures

ACCOUNT	DEPARTMENT	APPROPRIATION
4110	Governing Board	\$ 11,594
4120	Administration	\$ 525,707
4260	Buildings and Grounds	\$ 137,187
4310	Police	\$ 793,681
4340	Fire	\$ 184,777
4500	Streets	\$ 298,243
6120	Parks and Recreation	\$ 202,670
	Total Appropriations	\$ 2,153,860

Revenues

It is estimated that the following revenues will be available in the General Fund for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023:

DESCRIPTION	AMOUNT
Ad Valorem Taxes	\$ 898,000
Rental Vehicle Taxes	\$ 100
Telecomm Sales Tax	\$ 11,071
Sales Tax Distribution	\$ 450,000
ABC Revenues	\$ 6,000
Solid Waste Disposal Tax	\$ 967
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	\$ 8,000
Fire Grant Funds	\$ 30,000
Park Fees	\$ 15,000
County Recreation Support	\$ 20,000
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
County Fire Support	\$30,000
Transfer/Capital Reserve	\$ 50,000
Fund Balance Appropriation	\$ 214,737
Park Grant Funding (From State)	\$ 50,000
Reimbursement from Enterprise Fund	\$ 100,065
Total Estimated Revenues	\$ 2,153,860

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 \$182,668,036, and an estimated rate of collection of 96%.

Section 4: Water / Sewer Fund

Revenues

DESCRIPTION	AMOUNT
Sales, Services, and Fees	\$ 1,224,269
Investment Earnings	\$ 1,000
Sale of Fixed Assets	\$ 41,657
Fund Balance Appropriated	\$ 0
Total Estimated Revenues	\$ 1,188,046

Expenditures

DESCRIPTION	APPROPRIATIONS
Water / Sewer Operations	\$ 1,031,701
Debt Service	\$ 66,160
Capital Outlay	\$ 69,000
Reimbursement to General Fund	\$ 100,065
Total Appropriations	\$ 1,266,926

Section 5. Powell Bill Fund

DESCRIPTION	APPROPRIATIONS
Revenues	\$ 70,011
Expenditures	\$ 70,011

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 2022-2023, 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 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	<i>MUST BE PAID BEFORE WATER IS CUT BACK ON</i>
Late Fee	\$ 10.00	<i>APPLIED AFTER 5 PM ON 20TH</i>
Taming Fee	\$ 350.00	<i>First offense, progressive thereafter</i>
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%	

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 State 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 2022-2023 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.

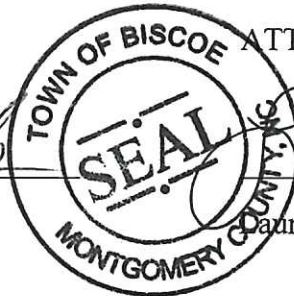
Section 13. Adoption

Adopted this 13th day of June 2022 at a Regular Scheduled Meeting of the Town of Biscoe Board of Commissioners, in Biscoe, North Carolina.

SIGNED:

W. Eddie Reynolds

W. Eddie Reynolds, Mayor

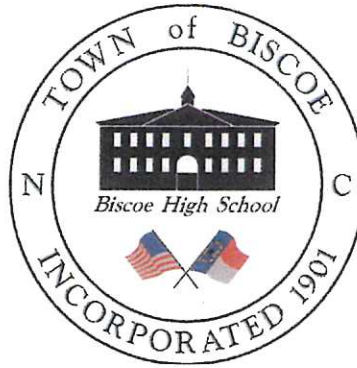


ATTEST:

Paura B. Morton

Paura Morton, Town Clerk/Finance Officer

TOWN OF BISCOE, NC
INCORPORATED 1901



OFFICE OF THE TOWN MANAGER

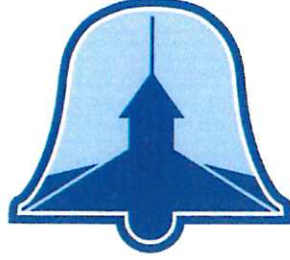
Annual Operating Budget

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	+\$147,167
2020-2021	+222,400
2021-2022	(unaudited)
2022-2023	(\$214,737) Requested

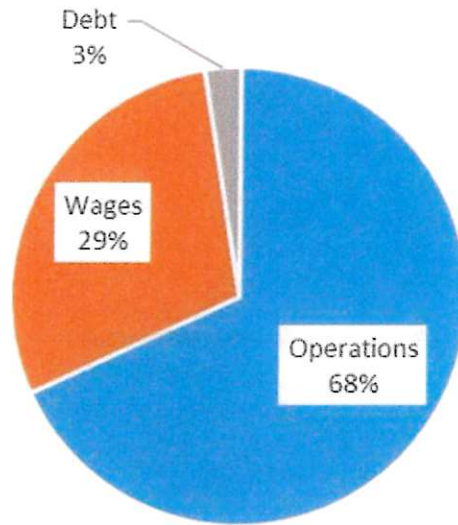
-TOWN OF- BISCOE

INCORPORATED 1901

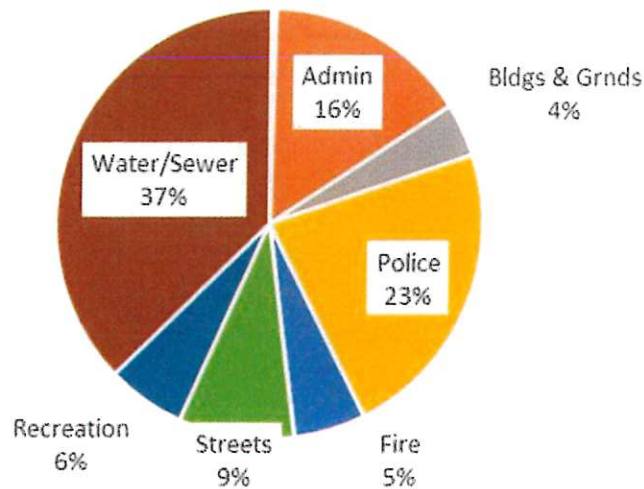


ANNUAL OPERATING BUDGET
CHARTS

Total Budget Breakdown



2022-2023 Total Budget



Budget Totals

	2021-2022 Approved	2022-2033 Requested	<u>Difference</u>
General Fund - 10			
Revenues	\$1,834,358	\$2,153,860	<u>General Fund</u>
Expenditures	\$1,809,456	\$2,153,860	\$0
Water & Sewer Fund - 60	2021-2022 Approved	2022-2033 Requested	
Revenues	\$1,188,046	\$1,266,926	<u>Water/Sewer</u>
Expenditures	\$1,191,211	\$1,266,926	\$0
Powell Bill Fund - 11	2021-2022 Approved	2022-2033 Requested	
Revenues	\$70,011	\$70,011	
Expenditures	\$70,011	\$70,011	
Law Enforcement Separation Fund - 72	2021-2022 Approved	2022-2033 Requested	
Revenues	\$22,654	\$22,654	
Expenditures	\$22,654	\$22,654	

General Fund - 10

REVENUES		2021-2022 Approved	2022-2023 Requested
Ad Valorem Taxes			
10-3100-020	2020 TAXES	\$825,000	
10-3100-021	2021 TAXES		\$825,000
10-3100-111	PRIOR YEAR TAXES	\$8,000	\$8,000
10-3100-120	MOTOR VEHICLE TAXES	\$60,000	\$60,000
10-3100-180	TAX INTEREST	\$5,000	\$5,000
		<u>\$898,000</u>	<u>\$898,000</u>
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	\$400,000	\$450,000
		<u>\$411,171</u>	<u>\$461,171</u>
Unrestricted Intergovernmental			
10-3250-000	ABC REVENUES	\$6,000	\$6,000
10-3260-000	PRIVILEGE LICENSE TAX	\$0	\$0
10-3270-000	SOLID WASTE DISPOSAL TAX	\$967	\$967
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
		<u>\$257,237</u>	<u>\$257,237</u>
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	\$8,000	\$8,000
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	\$20,000	\$20,000
10-3613-480	CONCESSIONS	\$5,000	\$5,000
10-3830-399	EXTRA GARBAGE 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
		<u>\$92,650</u>	<u>\$92,650</u>
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	\$0	\$214,737
10-3994-000	PARK GRANT FUNDING (FROM STATE)	\$0	\$50,000
10-3988-700	REIMBURSEMENT FROM ENTERPRISE	\$95,300	\$100,065
10-3998-000	COUNTY FIRE SUPPORT	\$30,000	\$30,000
		<u>\$175,300</u>	<u>\$444,802</u>
General Fund Revenue Total		<u>\$1,834,358</u>	<u>\$2,153,860</u>

4110

**General Fund - 10
GOVERNING BOARD**

	2021-2022 Approved	2022-2023 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

4120 ADMINISTRATION

	2021-2022 Approved	2022-2023 Requested
SALARIES	\$197,926 7K	\$204,483
ESC CONTRIBUTION	\$1,205	\$1,265
SS TAX	\$12,029	\$12,630
MEDICARE TAX	\$2,631	\$2,763
RETIREMENT	\$15,115	\$15,871
GROUP INSURANCE	\$25,490	\$25,490
DENTAL INSURANCE	\$1,325	\$1,325
VISON INSURANCE	\$150	\$150
SUPPLEMENTAL RETIREMENT	\$5,464	\$5,464
PART TIME HELP	\$9,000	\$9,000
WAYFINDING SIGNAGE GRANT	\$0	\$0
VEHICLE SUPPLIES	\$600	\$600
OFFICE SUPPLIES	\$18,000	\$18,000
TRAVEL/TRAINING/MEETINGS	\$20,000	\$20,000
TELEPHONE	\$8,000	\$8,000
POSTAGE	\$2,250	\$2,250
PRINTING SERVICES	\$1,000	\$1,000
MAINT/REPAIR EQUIP/COPIER LEASES	\$13,000	\$13,000
COMPUTER PROGRAMMING SERVICES	\$14,000	\$14,000
LEGAL ADVERTISING	\$2,000	\$2,000
PAYROLL SERVICE	\$0	\$0
VEHICLE TAX COLLECTION FEE	\$0	\$0
VEHICLE TAX REFUNDS	\$0	\$0
FEMA COVID-19	\$0	\$0
RENT	\$0	\$0
INSURANCE/BONDING	\$67,600	\$67,600
NC SALES TAX	\$1,100	\$1,100
COUNTY SALES TAX	\$500	\$500
DUES/SUBSCRIPTIONS	\$4,200	\$4,200
ECONOMIC DEVELOPMENT	\$5,100	\$5,100
ELECTIONS	\$2,800	\$2,800
MISCELLANEOUS	\$0	\$0
PALUZA EXPENSES	\$0	\$0
CAPITAL OUTLAY	\$10,000	\$10,000
LIBRARY EXPENSE	\$6,000	\$6,000
CIVIC CONTRIBUTIONS	\$5,500	\$5,500
COUNTY TAX COLLECTION	\$13,116	\$13,116
AUDIT CONTRACT	\$24,500	\$24,500
ATTORNEY/CONSULTING	\$3,000	\$3,000
CONTINGENCY	\$0	\$0
CODE ENFORCEMENT/LAND USE PLANNING	\$25,000	\$25,000
	\$517,601	\$525,707

2 Look \$
5000
AS ADMIN
STAFF

General Fund-10

4260 BUILDINGS & GROUNDS

	2021-2022 Approved	2022-2023 Requested
VEHICLE SUPPLIES	\$0	\$0
DEPARTMENTAL SUPPLIES	\$12,624	\$12,624
UTILITIES	\$29,900	\$29,900
MAINT/REPAIR GROUNDS	\$2,500	\$2,500
MAINT/REPAIR BUILDINGS	\$20,746	\$20,746
BEAUTIFICATION PROJECTS	\$5,260	\$5,260
MAINT/REPAIR EQUIP	\$3,000	\$3,000
VETERANS MONUMENT EXPENSES	\$0	\$0
NC SALES TAX	\$2,146	\$2,146
COUNTY SALES TAX	\$1,011	\$1,011
PURCHASE OF PROPERTY	\$0	\$0
CAPITAL OUTLAY	\$10,000	50k \$60,000
CONTINGENCY	\$0	\$0
	<hr/>	<hr/>
	\$87,187	\$137,187

General Fund


4310 POLICE DEPARTMENT

	2021-2022 Approved	2022-2023 Requested
SALARIES	\$363,752	91k <u>\$454,249</u>
ESC CONTRIBUTION	\$500	\$500
SS TAX	\$19,498	\$19,498
MEDICARE TAX	\$4,560	\$4,560
RETIREMENT	\$28,395	\$28,395
GROUP INSURANCE	\$61,410	\$61,410
DENTAL INSURANCE	\$5,600	\$5,600
TRANSFER TO LEO SEPARATION FUND (73-3431-000)	\$13,000	\$13,000
SUPPLEMENTAL RETIREMENT	\$16,469	\$16,469
RESERVE PAY	\$0	\$0
UNIFORMS	\$6,000	\$36,000
HEALTH/SAFETY SERVICES	\$1,000	\$1,000
VEHICLE SUPPLIES	\$25,000	\$25,000
DEPARTMENTAL SUPPLIES	\$15,000	\$15,000
TRAVEL/TRAINING/MEETINGS	\$2,000	\$2,000
RADIO COMMUNICATIONS	\$9,500	\$30,800
TELEPHONE	\$9,000	\$9,000
AIR CARDS	\$3,500	\$3,500
PAGER EXPENSE	\$0	\$0
MAINT/REPAIR EQUIP	\$2,000	\$2,000
MAINT/REPAIR VEH	\$15,000	\$15,000
EMPLOYEE TRAINING	\$2,500	\$2,500
NC SALES TAX	\$0	\$0
COUNTY SALES TAX	\$0	\$0
UNDERCOVER EXPENSE	\$1,000	\$1,000
DUES/SUBSCRIPTIONS	\$1,200	\$1,200
SERVICE AGREEMENTS	\$6,000	\$6,000
CANINE EXPENSE	\$0	\$0
DSM PURCHASES	\$0	\$0
MISCELLANEOUS	\$0	\$0
CAPITAL OUTLAY	\$40,000	\$40,000
CONTINGENCY	\$0	\$0
	\$651,884	\$793,681

Handwritten notes:
*
employees
TUPM
- amount?

General Fund-10

4340 FIRE DEPARTMENT



	2021-2022 Approved	2022-2023 Requested
OSFM GRANT 2021	\$60,000	\$0
OSFM GRANT 2022		\$60,000
SALARIES	\$18,500	\$18,500
SALARIES-BEHALF OF PAYMENTS	\$0	\$0
ESC CONTRIBUTION	\$0	\$0
SS TAX	\$300	\$300
MEDICARE TAX	\$60	\$60
RETIREMENT	\$0	\$0
GROUP INSURANCE	\$0	\$0
DENTAL INSURANCE	\$0	\$0
SUPPLEMENTAL RETIREMENT	\$10,000	\$10,000
UNIFORMS	\$7,000	\$7,000
HEALTH/SAFETY EQUIPMENT	\$3,200	\$3,200
VEHICLE SUPPLIES	\$4,700	\$4,700
DEPARTMENTAL SUPPLIES	\$9,850	\$9,850
RADIO COMMUNICATIONS	\$1,127	\$1,127
TELEPHONE	\$2,800	\$2,800
MAINT/REPAIR EQUIP	\$10,725	\$10,725
MAINT/REPAIR VEH	\$8,500	\$8,500
TRAVEL/TRAINING/MEETINGS	\$4,360	\$4,360
FIREMEN'S PENSION FUND	\$720	\$720
LADDER TRUCK PAYMENT	\$21,400	\$21,400
NC SALES TAX	\$7,500	\$7,500
COUNTY SALES TAX	\$3,535	\$3,535
DUES/SUBSCRIPTIONS	\$1,000	\$1,000
MISCELLANEOUS	\$500	\$500
SALARY ON BEHALF PAYMENTS	\$0	\$0
CAPITAL OUTLAY	\$0	\$0
FORESRTY GRANT	\$9,000	\$9,000
CAPITAL RESERVE	\$0	\$0
CONTINGENCY	\$0	\$0
FIRE DEPT CHECKING EXPENSE	\$0	\$0
	\$184,777	\$184,777

General Fund-10

4500 STREETS DEPARTMENT

	2021-2022 Approved	2022-2023 Requested
SALARIES	\$0	\$0
SS TAX	\$0	\$0
MEDICARE TAX	\$0	\$0
RETIREMENT	\$0	\$0
GROUP INSURANCE	\$0	\$0
DENTAL INSURANCE	\$0	\$0
SUPPLEMENTAL RETIREMENT	\$0	\$0
UNIFORMS	\$5,985	\$5,985
VEHICLE SUPPLIES	\$10,151	\$10,151
DEPARTMENTAL SUPPLIES	\$5,500	\$5,500
UTILITIES/STREET LIGHTS	\$36,500	\$36,500
MAINT/REPAIR EQUIP	\$7,000	\$7,000
VOID	\$0	\$0
GARBAGE COLLECTION	\$89,907	\$89,907
COUNTY LANDFILL CHARGES	\$13,000	\$13,000
CHRISTMAS LIGHTS	\$16,000	\$16,000
NC SALES TAX	\$800	\$800
COUNTY SALES TAX	\$400	\$400
MISCELLANEOUS	\$0	\$0
CAPITAL OUTLAY	\$17,500	\$0
STREET CONSTRUCTION	\$0	\$0
RESURFACING/PAVING	\$30,000	\$30,000 \$112,000 <i>PAVING OK</i>
GRADING/PATCHING	\$500	\$500
SIDEWALKS	\$500	\$500
CONTINGENCY	\$0	\$0
	\$233,743	\$298,243

General Fund-10

6120 PARKS & RECREATION

GAMES?

	2021-2022 Approved	2022-2023 Requested
SALARIES	\$40,000	\$40,000
ESC CONTRIBUTION	\$0	\$0
SS TAX	\$4,000	\$4,000
MEDICARE TAX	\$1,000	\$1,000
DENTAL INSURANCE	\$0	\$0
PROFESSIONAL SERVICES	\$1,920	\$1,920
SUPPLIES FOR RESALE	\$4,000	\$4,000
DEPARTMENTAL SUPPLIES	\$9,500	\$9,500
CHEMICALS	\$12,500	\$12,500
TELEPHONE	\$850	\$850
UTILITIES	\$26,200	\$26,200
MAINT/REPAIR EQUIP	\$2,400	\$2,400
MAINT/REPAIR FACILITY	\$4,000	\$4,000
ADVERTISING	\$0	\$0
EVENTS	\$0	\$20,000 ✓
HALLOWEEN IN THE PARK	\$5,400	\$5,400
NATIONAL NIGHT OUT	\$1,600	\$1,600
PAINT CLASS	\$0	\$0
SENIOR PROGRAM	\$9,300	\$9,300
PARADES	\$0	\$0
NC SALES TAX	\$0	\$0
COUNTY SALES TAX	\$0	\$0
MISCELLANEOUS	\$0	\$0
CAPITAL OUTLAY	\$0	\$60,000 -???
CONTINGENCY	\$0	\$0
	<hr/> \$122,670	<hr/> \$202,670

Powell Bill Fund - 11
Revenues

	2021-2022 Approved	2022-2023 Requested
11-3325-351 SALES TAX REFUND	\$0	\$0
11-3991-000 FUND BALANCE APPROPRIATED	\$18,131	\$18,131
11-3835-820 SALE OF FIXED ASSETS	\$0	\$0
11-3831-492 INVESTMENT EARNINGS	\$0	\$0
11-3831-497 INTEREST INCOME	\$1,460	\$1,460
11-3451-000 POWELL BILL ALLOCATION	\$50,420	\$50,420
	<u>\$70,011</u>	<u>\$70,011</u>

Powell Bill Fund-11

4510 POWELL BILL

	2021-2022 Approved	2022-2023 Requested
SALARIES	\$6,260	\$6,260
ESC CONTRIBUTION	\$94	\$94
SS TAX	\$584	\$584
MED TAX	\$333	\$333
RETIREMENT	\$0	\$0
GROUP INSURANCE	\$0	\$0
GROUP DENTAL	\$0	\$0
SUPP RETIREMENT	\$0	\$0
ENGINEERING SERVICES	\$4,250	\$4,250
VEHICLE SUPPLIES	\$613	\$613
DEPARTMENTAL SUPPLIES	\$2,000	\$2,000
CHEMICALS	\$0	\$0
MAINT/REPAIR EQUIP	\$60	\$60
INMATE EXPENSE	\$500	\$500
SNOW/ICE REMOVAL	\$0	\$0
SALES TAX NC	\$215	\$215
SALES TAX COUNTY	\$102	\$102
MISCELLANEOUS	\$0	\$0
CAPITAL OUTLAY	\$17,500	\$0
RIGHT OF WAY ACQUISITION	\$0	\$0
CONSTRUCTION	\$0	\$0
RESURFACING & PAVING	\$32,000	\$50,000
GRADING/PATCHING	\$5,500	\$5,000
SIDEWALKS	\$0	\$0
POWELL TRANSFER TO C DEP	\$0	\$0
CONTINGENCY	\$0	\$0
	\$70,011	\$70,011

Water & Sewer Fund -60

REVENUE		2021-2022 Approved	2022-2023 Requested
Sales, Services and Fees			
60-3230-000	SALES TAX DISTRIBUTION	\$0	\$0
60-3325-351	SALES TAX REFUND	\$8,000	\$8,000
60-3325-352	GAS TAX REFUND	\$0	\$0
60-3431-000	NCCMT - NC DEBT SET-OFF REVENUE	\$0	\$0
60-3712-505	CONNECTION FEE	\$3,000	\$3,000
60-3712-510	WATER CHARGES	\$594,445	\$631,290
60-3712-511	SEWER CHARGES	\$519,944	\$561,979
60-3712-520	WATER TAPS	\$1,000	\$1,000
60-3712-521	SEWER TAPS	\$500	\$500
60-3712-530	LATE CHARGE	\$18,000	\$18,000
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	\$0	\$0
60-3830-001	NC DEPT SET-OFF REVENUE	\$0	\$0
		\$1,145,389	\$1,224,269
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 APPROPRIATED	\$0	\$0
60-3992-000	SRF LOAN	\$0	\$0
		\$41,657	\$41,657
TOTAL REVENUE		\$1,188,046	\$1,266,926

Water & Sewer Fund -60

7100 WATER & SEWER

	2021-2022 Approved	2022-2023 Requested
SALARIES	\$289,056	\$359,895
ESC CONTRIBUTION	\$2,750	\$2,860
SS TAX	\$19,687	\$19,687
MEDICARE TAX	\$4,605	\$4,605
RETIREMENT	\$22,828	\$22,828
GROUP INSURANCE	\$44,221	\$44,221
DENTAL INSURANCE	\$2,575	\$2,575
VISION INSURANCE	\$500	\$500
SUPPLEMENTAL RETIREMENT	\$10,797	\$10,797
PROFESSIONAL SERVICES	\$15,000	\$15,000
UNIFORMS	\$6,000	\$6,000
HEALTH/SAFETY SERVICES	\$500	\$500
VEHICLE SUPPLIES	\$7,000	\$7,000
DEPARTMENTAL SUPPLIES	\$33,000	\$33,000
WRIGHT FOODS BOOSTER PUMP	\$0	\$0
CHEMICALS	\$25,000	\$25,000
TELEPHONE SERVICE	\$8,153	\$8,153
POSTAGE	\$8,532	\$8,532
UTILITIES	\$58,000	\$58,000
WATER PURCHASES	\$300,000	\$300,000
MAINT/REPAIR	\$45,000	\$45,000
MAINT/REPAIR VEHICLES	\$2,000	\$2,000
RIGHT-OF-WAY MAINTENANCE	\$6,900	\$6,900
INMATE EXPENSE	\$500	\$500
TRAVEL/TRAINING/MEETINGS	\$4,000	\$4,000
WATER/SEWER ANALYSIS	\$11,612	\$11,612
INDUSTRIAL MONITORING	\$3,000	\$3,000
DEPRECIATION EXPENSE	\$0	\$0
NC SALES TAX	\$5,384	\$5,384
COUNTY SALES TAX	\$2,551	\$2,551
PERMIT FEES	\$1,200	\$1,200
CHARGED OFF ACCOUNTS	\$0	\$0
BAD DEBT EXPENSE	\$0	\$0
MISCELLANEOUS	\$0	\$0
WRIGHT FOODS/CAROLINA DAIRY BOOSTER PUMP	\$0	\$0
FIRST BANK LOAN PAYMENT IND PARK LIFT STATION	\$6,400	\$6,400
SAFETY EQUIPMENT	\$3,000	\$3,000
CAPITAL OUTLAY EQUIP.	\$35,000	\$35,000
CAPITAL IMPROVEMENT	\$34,000	\$34,000
CAPITAL OUTLAY	\$0	\$0
SRF LOAN PAYMENT	\$66,160	\$66,160
DEBT SERVICE	\$0	\$0
CREDIT CARD PROCESSING	\$0	\$0
CHANGE IN INVENTORY	\$0	\$0
BAD DEBT EXPENSE	\$0	\$0
NC DEBT SET OFF REFUND	\$0	\$0
GF TRANSFER	\$95,300	\$100,065
WATER TANK CONTRACT	\$11,000	\$11,000
	\$1,191,211	\$1,266,926

Fund - 72**LEO SEPERATION FUND**

		2021-2022	2022-2023
		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)	\$22,654	\$22,654
	TRANSFER FROM LEO CD	\$0	\$0
		<u>\$22,654</u>	<u>\$22,654</u>
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
		<u>\$22,654</u>	<u>\$22,654</u>

FLEXRS™ SHORT SLEEVE

STYLE #: 8362 ★★★★★ (14 Review)

SELECT COLOR: Black



SELECT SIZE:

XS

SM

M

3XL

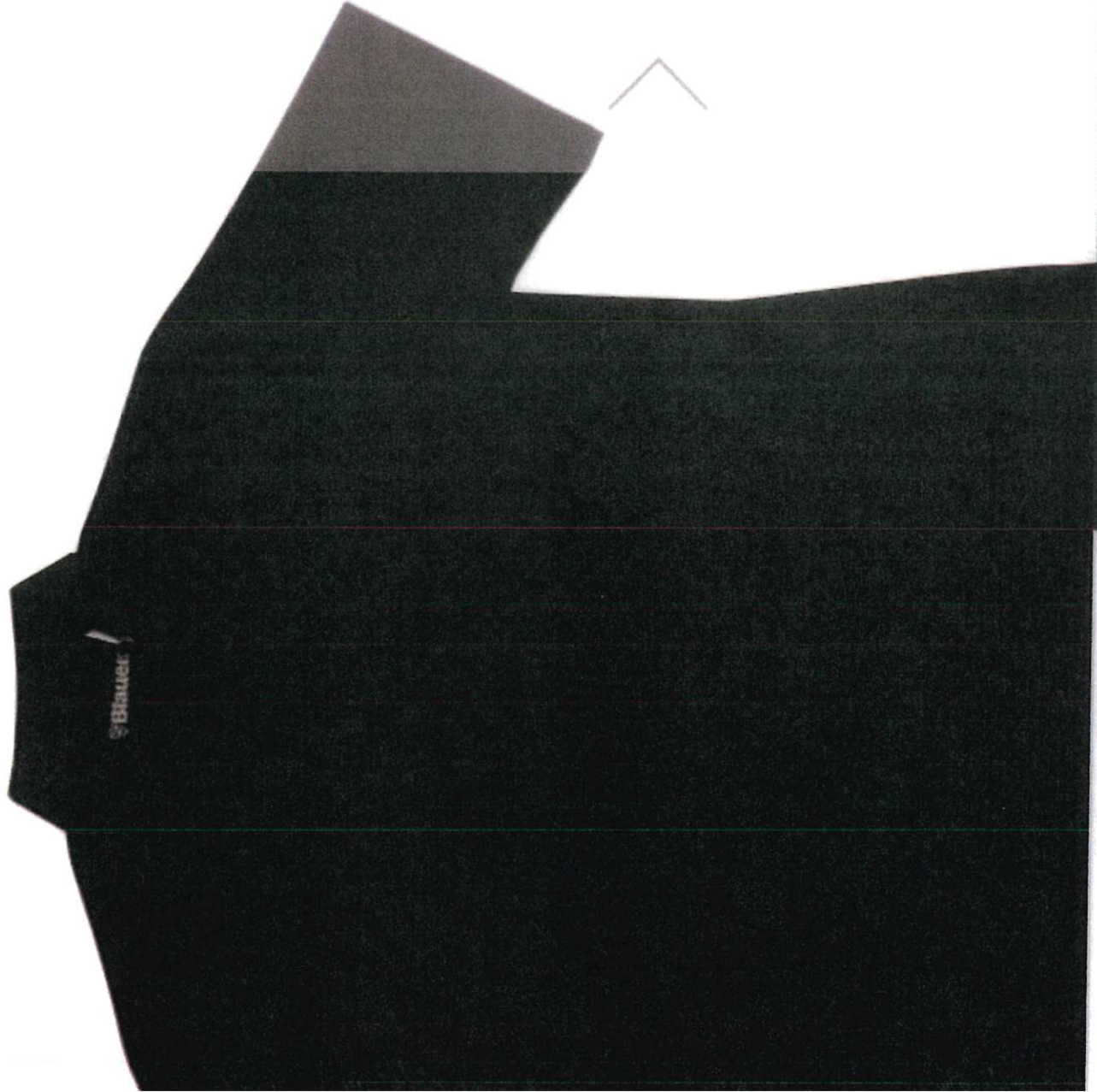
4XL

5XL

SELECT LENGTH:

REG

TALL



MSRP: **\$59.99**



FLEXRS™ COVERT TACTI

STYLE #: 8666 ★★★★★ (28 Rev)

SELECT COLOR:



Size

SELECT SIZE

SELECT LENGTH:

REG

TALL

MSRP: **\$84.99**

QTY: 1





FLEXRS™ LONG SLEEVE ARI

STYLE #: 8361 ★★★★★ (7 Reviews)

SELECT COLOR:



Size

SELECT SIZE

SELECT LENGTH:

- 31
- 33
- 35
- 37
- 39

MSRP: **\$64.99**

QTY: 1



BY INDUSTRY / FOOTWEAR / ACCESSORIES / TECHNOLOGY / OUTLET

YOU ADDED BREAKAWAY SAFETY VEST - POLICE LOGO TO YOUR SHOPPING CART.

BREAKAWAY SAFETY VE

STYLE #: 339P ★★★★★ (11 Rev

SELECT COLOR: Hi-Vis Yellow



SELECT SIZE: 2XL-3XL

- SM-M
- L-XL
- 2XL-3XL

SELECT LENGTH: REG

REG

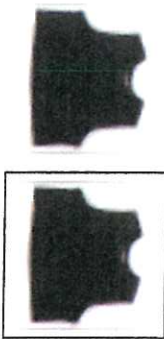
FINAL SALE



MEN / BY INDUSTRY / FOOTWEAR / ACCESSORIES / TECHNOLOGY / OUTLET



SELECT COLOR: Black



Size

SELECT SIZE

SELECT LENGTH:

- SHORT
- REG
- TALL
- X TALL

MSRP: **\$134.99**

QTY: 1 

PLEASE SELECT

Add To Locker Add Compare

Town of Biscoe - Municipal

Brandon Holland

Double sided 3' x 8' programmable LED display. Sign will mount on top of existing rock base.

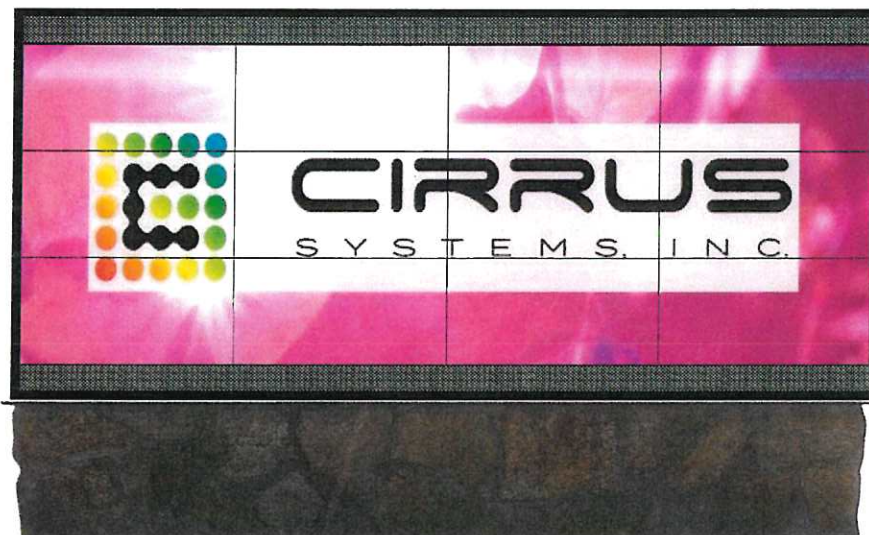
Cirrus LED system is programmed via cloud based software ScreenHub. Cirrus offers lifetime tech support. ScreenHub license is included with purchase. 5 year warranty on Hardware.

Connectivity to the sign can be set up with wifi, hardwired ethernet, or cellular data where available. Hardwired ethernet or cellular is our preferred options. If cellular option is chosen 5 years of coverage is included with purchase. After 5 years you would need to set up a new data plan.

Power for a 3' x 8' dbl sided display will require 208v - 240v on its own designated breaker. The sign must be on its own designated 20amp breaker for warranty.

\$27,760 installed.
\$1,943.20 tax

\$29,703.20





545 N. Walnut Street, Suite B
Pinebluff, NC, 28373
DashersDesigns.com
Support@DashersDesigns.com
(910) 725-4250

ACCEPT

DECLINE

PROPOSAL

Prepared For:
Town Of Biscoe
110 West Main Street
Biscoe, NC 27209

Proposal Issued:
May 18, 2022

Introduction

Dear Laura,

We would like to start by thanking you for the opportunity to present our service(s) to you. At Dasher's Designs we pride ourselves on providing an elite level of service and look forward to demonstrating that same value to you. We offer something much more than a Holiday Light Service; We want to make your life Merry and BRIGHT!

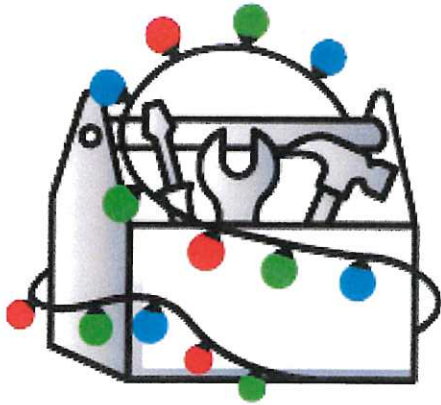
Please take a moment to get to know us a little better as we have included information regarding the services offered, the clients we service, our credentials, our insurance and contact info, the scope of the work discussed and finally a firm quote. In this packet of information you can accept the quote at any time simply by clicking the "Accept" button at the top of this page. However, if you have any questions please don't hesitate to call us--we will be happy to answer any questions you may have.

What we do:

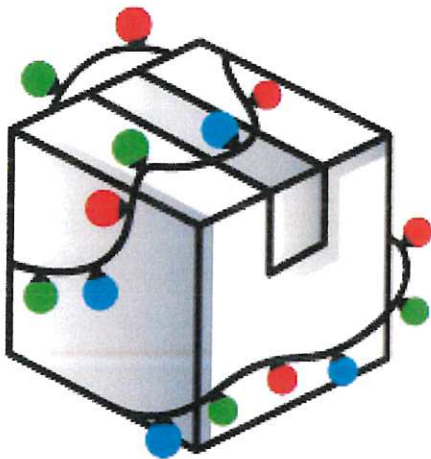
It just isn't Christmas until you begin to see twinkling lights hanging from the rooftops, wrapped around poles and sparking in trees! From large to small, we can make any size home look fantastic. Whether it's roofline, landscape, or tree lighting, we will turn your home into a festive winter wonderland. Our staff of Christmas light installers are experts in the field of residential Christmas light installation and holiday decorating. Our leasing program is worry-free. If you have any lights that burn out or if anything happens to your display, we come out and fix it no questions asked. With our leasing program, you can change the colors of the lights from season to season if you would like. Lastly, we install 100% Commercial Grade LED Lights.



Installation –Our fully licensed and insured installers have the tools and experience to do the job. Every Christmas light installer has been fully trained to properly install your Christmas light display with your home in mind. They use systems and methods to install your lights quickly, efficiently, and without any hassles. We take pride in providing our customers with quality professional installation to ensure your lights are installed with the utmost care.



Maintenance –Our goal is to take the hassle out of your holiday lighting and give you more time with your family! When bulbs go out or an unexpected storm ruffles your display, give us a call--We will come fix it. We will make sure your holiday lights stay looking perfect all through the season.



Removal –Come seasons end, our crews will be back to take down your display with the same attention to detail and care as your installation. Removals begin January 2 and go through January 31.

Storage –Once we have taken down your Christmas lights, we'll pack them away properly for you and store them in our dry storage facility. This will ensure your house is left clutter free and that your lights will be maintained and ready for the next season.

Let's Brighten Your Day!

The Dasher's Designs Team
DashersDesigns.com
(910)725-4250
support@dashersdesigns.com

Inspiration



Insurance

We are fully insured and Bonded.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/20/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Joseph D Walters Insurance 4552 Route 51 South Rostraver Township PA 15012		CONTACT NAME: Sarah Parker PHONE (A/C, Ho, Ext): (800) 878-3808 FAX (A/C, No): (724) 929-3738 E-MAIL ADDRESS: sarah@jwagency.com																						
INSURED Gentle Renew LLC PO Box 4211 Pinehurst NC 28374		<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Ohio Security Ins. Co.</td> <td>24082</td> </tr> <tr> <td>INSURER B:</td> <td>Western Surety</td> <td>13188</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Ohio Security Ins. Co.	24082	INSURER B:	Western Surety	13188	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER E:																								
INSURER F:																								

COVERAGES **CERTIFICATE NUMBER:** 5/20-21 Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			BKS55959087	05/12/2020	05/12/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Janitorial Services Bond			63050865	01/24/2020	01/24/2021	\$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Carolina Dairy 116 Industrial Park Drive Biscoe NC 27209	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

Agreement

A deposit of 50% must be received before we can schedule your appointment! The full amount for product (lighting and accessories), installation and removal must be paid in full upon completion of the installation. Dasher's Designs is not responsible for any products damaged or lost due to vandalism, extreme weather conditions, or acts of god and will make efforts to replace any damaged product for an additional charge. No warranty or complimentary repair service is expressed or implied, unless noted in writing in this agreement. Dasher's Designs will replace any malfunctioning product. By signing this contract customer acknowledges that Dasher's Designs fill their schedule well in advance, and all cancellations will be charged the 50% deposit as non-refundable. All bids are made under the assumption that adequate power supplies and receptacles are available. We do ask no other lights or decor be added to our light lines. Customer is responsible for maintaining and providing adequate electrical outlets adjacent to the proposed locations for it's lit decorations and building lights. This contract is governed by North Carolina law, and is the entire contract between the parties. By signing below I agree to the terms of this contract, and accept this

Proposal

Presented To:

Town Of Biscoe
Laura Morton
110 West Main Street
Biscoe, NC 27209
910-428-4112 Business
manager@townofbiscoe.com

Service Location:

Park
221 Mill Street
Biscoe, NC 27209

Description	Amount
Holiday Lights- Commercial: OPTION 1---14' Tree With lights and tree topper. No ornaments. OPTION 1	\$3,100.00
Holiday Lights- Commercial: OPTION 2--- 20' Tree With lights and tree topper. No ornaments. OPTION 2	\$4,800.00
Holiday Lights- Other: Park area to include 12 crepe myrtle trees	\$2,400.00
Holiday Lights- Other: Large Trees along park on left (by tennis court) Base wraps with spritzers in the tree.	\$950.00
Holiday Lights- Other: Bridge. Lighted garland and a photo op for families.	\$450.00
Holiday Lights- Other: Park Entrance. Stack of giant decorated ornaments.	\$1,500.00

If there are multiple items above you can select the items you would like us to do after clicking "Accept" at top right of this proposal.

In Closing

Thanks for reviewing this proposal Laura. We truly value our customers and we provide you a high quality service that you'll remember! If you're not 100% convinced of that-- then we encourage you to review this proposal again. And please don't hesitate to contact us. You can call us at 910-725-4250, reply to the email which has this proposal link in it, or send an email directly to support@dashersdesigns.com.

We are standing by ready to take care of your needs! Thank you once again for the opportunity to present our unique services.

We CAN NOT wait to brighten your Holidays!!

Let's Brighten Your Day!

The Dasher's Designs Team
DashersDesigns.com
(910)725-4250
support@dashersdesigns.com

CURRENT DEBT

WASTEWATER TREATMENT PLANT

Clean Water Management Trust Fund Grant \$ 584,000.00
 State Revolving Loan – Interest Rate 0.00% \$1,323,106.00 Annual Payment of \$66,155.30.
 This FY Payment was made on March 25, 2020.
 As of June 30, 2021, the Town owes approximately \$1,058,484.80. (To Be Paid Off May 1, 2036)

The annual payment is \$66,155.30. The next payment annual payment will be made in May of 2022.

This fiscal year's payment was made on March 31, 2022. This will leave a balance of \$1,058,484.80.

LADDER TRUCK LOAN – FIDELITY BANK

Fidelity Bank Commercial Loan – Interest Rate 3.75% Loan/Principal Total \$175,000.00 Annual Payment Amount: \$21,366.91.

First Payment was made on June 14, 2019. Loan is for 10 years. To be Paid in full May of 2028.

2022 Payment was made March 31, 2022, of \$21,366.91. Balance approx. \$107,823.91.

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.

2022 NC CAPITAL MANAGEMENT TRUST INVESTMENT ACCOUNTS

ACCOUNT	INTEREST RATE	BALANCE	STATUS
NC DEBT SET-OFF TERM- Bank 108 <i>FUND 60 - changed from govt to term in Nov 2020</i>	.01%	\$19,815.22	RECONCILED THRU MAY 31 2022
CAPITAL RESERVE - TERM. Bank 121 <i>*New Account - FUND 21 - changed from govt to term in Nov 2020</i>	.01%	\$35,317.36	RECONCILED THRU MAY 31 2022
LEO SEPARATION ALLOWANCE- TERM Bank 122 <i>*New Account FUND 72 - changed from govt to term in Nov 2020</i>	.01%	\$41,045.70	RECONCILED THRU MAY 31 2022
CEMETERY (GF) TERM- Bank 113 <i>FUND 10 - changed from govt to term in Nov 2020</i>	.01%	\$52,295.53	RECONCILED THRU MAY 31 2022
WATER IMP. (WS) TERM Bank 111 <i>FUND 60 - changed from govt to term in Nov 2020</i>	.01%	\$53,425.29	RECONCILED THRU MAY 31 2022
TOTAL NCCMT INVESTMENT ACCOUNTS		<u>\$201,899.10</u>	

RE: Biscoe - CDBG Final Report Documents

Sharon Mcduffie <sharon@lkcengineering.com>

Fri 6/10/2022 1:41 PM

To: Laura Morton <laura.morton@townofbiscoe.com>

Cc: Brandon Holland <manager@townofbiscoe.com>; Bill Lester <bill@lkcengineering.com>; Stephen Francis <Stephen@lkcengineering.com>

Laura –

The Final Report that we emailed for Brandon to sign is a Final Report certifying the construction is complete. NCDEQ will not pay Terry's Plumbing final pay estimate until we submit the Final Report. When I finalize and send to you Reimbursement Request #26, it will include the final 2 pay estimates from Terry's Plumbing and the LKC final invoices.

Once all that has been paid, total CDBG expenses will be:

Sewer:	\$1,743,300.09
Admin:	<u>\$ 98,500.00</u>
Total:	\$1,841,800.09

The Town was awarded the CDBG-I grant for \$1,865,000. NCDEQ issued a contract expiration date of June 1, 2022 so that means we cannot submit any invoices for reimbursement that are dated after June 1st.

Something to think about If the town had any staff that could document hours worked on the cdbg project, we could ask for reimbursement of their hours. As of now there looks to be approximately \$20,000 in unused grant funds. DEQ wants the town to use this money. It is more work for them if we have to return unused money. Think on it and let me know. We have a sample time sheet if you think the town would like to turn in some hours.

I will be back in the office after 3:00.

Thanks

Sharon

From: Laura Morton <laura.morton@townofbiscoe.com>

Sent: Friday, June 10, 2022 11:57 AM

To: Sharon Mcduffie <sharon@lkcengineering.com>

Cc: Brandon Holland <manager@townofbiscoe.com>

Subject: Re: Biscoe - CDBG Final Report Documents

Sharon:

What is the total CDBG expenses?

With Kind Regards,

Laura B. Morton, MMC, CMC, NCCMC

Biscoe Town Clerk

AMC Executive Committee

NCAMC District 8 Director | NCAMC Website Chair

NCAMC Publicity Committee

Montgomery County Library Board (Biscoe Branch)

Athenian Dialogue Society Leadership Fellows

110 West Main Street | Biscoe, N.C. 27209

910-428-4112 Phone | 910-428-2419 FAX

laura.morton@townofbiscoe.com

www.townofbiscoe.com

Member of NC Association of Municipal Clerks

Member of the International Institute of Municipal Clerks

Member of Government Finance Officers Association

Member of National Association of Govt Archives & Records Administrators

Member of NC Women in Municipal Government

Facebook: @biscoenc | Instagram: @townofbiscoe

"The people are what matter to government, and a government should aim to give all the people under its jurisdiction the best possible life." - Frances Perkins

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader." – John Quincy Adams.

Stop using today's wisdom as a weapon to beat yourself up for yesterday's decisions. Steven Furtick

At 211° you have hot water. At 212° it boils. Just think of all the difference that one degree makes in your life. - Author 212° (The one extra degree makes all the difference)

Email correspondences to and from this address are subject to public records requests pursuant to the North Carolina Public Records Law, resulting in monitoring and potential disclosure of this message to third parties.

Sent: Wednesday, June 8, 2022 3:46 PM

To: Brandon Holland <manager@townofbiscoe.com>; Laura Morton <laura.morton@townofbiscoe.com>

Cc: Stephen Francis <Stephen@lkceengineering.com>

Subject: Biscoe - CDBG Final Report Documents

Good afternoon Brandon and Laura,

Attached are close out documents for Biscoe. If Brandon can sign off on these this afternoon, can Cameron Stewart stop by and pick it up either this afternoon or in the morning?

Thanks,
Sharon