

**BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, September 1, 2022, 6pm
Burnsville Town Center**

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular Meeting held on August 11, 2022
 - b. Closed session held on August 11, 2022
4. Public Hearings
5. Presentations
6. Manager's Update - Heather Hockaday
 - a. Project updates
 - b. Consideration of Internal Controls Policy
 - c. Tax Report
7. Clerk's Update - Chad Fox
 - a. Bike and Pedestrian Plan update
 - b. History Association tour
8. Department Updates
 - a. Public Works - Shane Dale
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual dated August 31, 2022, previously provided to Council
 - ii. Budget amendment
 - c. Fire Department - Niles Howell
 - d. Police Department - Brian Buchanan
 - i. Road closure ordinances
 1. Old Timey Days
 2. Halloween on the Square
 - e. Zoning/Code Enforcement - Brian Buchanan
 - f. Burnsville Town Center - Corbin Cooper
9. Council Members' Reports
10. Updates from Advisory Boards and Non-Profits
 - a. Economic Development Commission - Jamie McMahan
 - b. Yancey/Burnsville Chamber of Commerce - Christy Wood

c. High Country Council of Governments

11. Closed Session - Pursuant to NCGS 143-318.11(a)(3) to consult with an attorney retained by the public body
12. Next Town Council Meeting - October 6, 2022, 6pm
13. Adjourn



TOWN OF BURNSVILLE INTERNAL CONTROL POLICY

This policy in conjunction with provisions of the Town of Burnsville's Procurement Policy sets forth standards of a comprehensive internal control system for the Town of Burnsville's Financial Policy.

Control Environment: Town management and staff continually promote proactive, best practices for daily operations and internal controls for financial management. Due to a small staff size, creating segregation of duties challenges, management strives to be vigilant about following structured guidelines for the handling of cash, budgetary requirements, outside funding resources and documentation. The Town Manager and Finance Director actively oversee the daily operations and the Town Council is updated on budget to actual at its monthly business meeting and has set limits on discretionary movement of funding within the budget in the budget ordinance.

Risk Assessment: The identification, analysis, and management of risks relevant to preparing GAAP financial statements. Management has assessed the need for assistance with external reporting and has made a commitment to providing the necessary resources to contract with a qualified third party to assist the Finance Director with the preparation of financial statements required for the annual audit. Proper approval for expenditure of funds is documented in the minutes of Council meetings and communicated to the external auditor.

CASH

- A. Cash is secured in a locked fire-proof cabinet.

- B. Cash is counted and deposited daily, as well as checks. This deposit details cash, checks, money orders and credit card charges received and booked to FMS. Daily deposits are taken to the bank by Town Police Officers on duty.
- C. Deposits shall be compared to receipts generated from the Town's FMS system and bank statements reconciled to the general ledger using FMS system.
- D. Petty Cash disbursements shall be made in compliance with the "Petty Cash Policy" in the Town's Procurement Policy.
- E. Cash drawer at the Town Center will be handled as follows:
 - 1. Currency collected for events shall be sealed in a bank bag, stored in the Town Center safe until the next business day.
 - 2. Upon the next business day the sealed bank bag will be brought to Town Hall, by the Town Center Director, and opened under dual control where the cash will be counted and reconciled with receipts.
 - 3. A deposit will be prepared and taken to the bank.
- F. Finance Director processes all checks through FMS. Finance Director produces AP check register with copies of checks attached to original invoices. Finance Director and Town Manager sign all checks (the Mayor has signatory authority if needed). On a weekly basis Town Manager matches checks and amounts to invoices prior to signing.
- G. Blank check stock is stored under lock and key.
- H. Voided checks are marked void and filed with the bank reconciliation for the month they were voided.

GENERAL LEDGER CONTROLS

The Town's FMS General Ledger system is designed and maintained so that activity is accurate and complete, ensuring reliable data for financial reporting. The General Ledger accounts shall be reconciled and match the system modules. The system modules are interfaced with the General Ledger. Those modules include Utility Billing, Taxes, Payroll, and Accounts Payable.

Specific Controls

- A. All accounts will be reconciled monthly. The Town Manager reviews all bank statements and initials each one.
- B. The Finance Officer will review the budget versus actual monthly report in order to watch for variances and unexplained increases in costs. This report

will be provided to the Manager and Town Council at monthly business meetings or at other times if requested.

- C. Review of physical inventory of equipment will be on an annual basis performed by the Town Clerk.

CONTROLS FOR PAYROLL

The Town's payroll system is a part of the FMS system. The system is designed and maintained to correctly pay the employee from the job classification they are assigned. All payroll accounts concerning pay, taxes, and benefits are interfaced with the FMS General Ledger. Payroll is generated on a bi-weekly basis for all employees and council members. Checks are hand written and dual signed by the Town Manager and Finance Director. Digital time clocks are utilized and employee time records are processed by the Town's billing clerk and then checked by the Finance Director when she enters the records into the FMS system and generates the individual checks.

Specific Controls

- A. All salary increases must be properly authorized through the annual budgeting process. The Town maintains a pay scale per position in its Employee Handbook.
- B. Overtime must be properly approved by the supervisor or department head.
- C. All payroll and personnel records should be properly designed so that changes in salaries and wages are properly documented in personnel file.
- D. All payroll and personnel records will be secure. Personnel files are locked in a fire-rated cabinet.
- E. Periodic verifications of payroll will include payroll calculations are checked by the Manager.
- F. The Finance Director will review disbursements of, federal and state withholding and retirement benefits to the appropriate entities ensuring that proper amounts withheld and amounts due from employer are disbursed on a monthly basis.
- G. An Employee Handbook is in place and has been distributed to each employee.

CONTROLS FOR TAX BILLING

The Town bills for its tax levy in September of each year. The tax scroll is provided by the County Tax Assessor and the Town's billing clerks reconcile the scroll for accuracy with the Town's tax and GIS data bases. The tax scroll data is then imported into the tax software by Southern Software and then checked for again to match monetary totals prior to billing. The FMS software is used for billing and collection. Payments are entered to individual accounts and FMS posts to the General Ledger. In addition to the Annual Tax Settlement and Order of Collection, the Tax Collector presents a list of delinquent tax accounts to Council at monthly meetings.

CONTROLS FOR WATER/SEWER BILLING

Meters are read monthly by the Public Works Department staff, either manually or through an AMR system. The readings are downloaded into the billing software system which generates utility bills. The Public Works Director or assigned staff prints a pre-register before final billing and checks it for accuracy. The utility clerk prepares water bills and sends via US mail. Customers may pay their utility bill directly to the Town or through a third party vendor link on the Town's website. All credit card payments are automatically imported to the FMS and deposited directly to the bank. The utility clerks reconcile the deposits with payments received on a daily basis. This process is monitored periodically by the Finance Director.

CONTROLS FOR BUDGETING

The Town's budget is prepared by the Manager and Town staff and approved by the Town Council annually. Department Heads request PO's, submit monthly bills and invoices directly to the Finance Director to ensure proper coding for expenditures. Department Heads consult with the Town Manager and Finance Director on a regular basis to discuss their department's budgetary status. The procurement policy establishes a cutoff date for orders or expenditures to prevent over spending at the end of the fiscal year. The Finance Director has limits set by the Budget Ordinance on the movement of funds within the Budget. Written budget amendments are prepared and presented to the Town Council

during a public meeting for approval should the need arise. The Finance Director presents the budget vs. actual expenditures each month the Council for review.

CONTROLS FOR INFORMATION TECHNOLOGY

Specific Controls

- A. Town Manager along with the Finance Director will ensure that proper IT resources are available to all employees on a need basis.
- B. All information should be easily obtained and accessed by appropriate users. All computers are password protected.
- C. Accounting software will reside on the server and accessed through individual computers assigned to employees within the Finance Department.
- D. All information on the servers should be backed up off site on a daily basis. All servers have battery back-up.
- E. The Town will deploy available and necessary security measures for its server and network systems and uses dual step verification processes for access to Town email and accounting software.

CONTROLS FOR STATE AND FEDERAL FUNDING

The Town will ensure proper policies and procedures are in place for proper adherence to current State and Federal accounting requirements as necessary for the use of State and Federal funding per grant agreement requirements.

Specific Controls

- A. Transactions are properly recorded and accounted for to permit the preparation of reliable financial statements and federal reports.
- B. Maintain accountability over assets and demonstrate compliance with laws, regulations and other grant or funding specific compliance requirements.
- C. Transactions are executed in compliance with laws, regulations and contract provisions or grant award agreements and any other laws or regulations that are identified in the compliance supplement to such awards.
- D. The Town Manager and the Finance Director will monitor activities under grant programs for compliance with grant agreements, applicable regulations and matching requirements.

- E. Projects and programs administered by an Engineering Firm or Grant Administrator will include responsibility for proper documentation and adherence to all grant/funding requirements. They will be responsible for ensuring proper bidding and that the awarded contractor(s) has the ability to properly follow all grant requirements and supplies documentation of such in a reasonable and timely manner to Town and the firm responsible for the annual audit.

CONTROLS FOR PURCHASING AND ACCOUNTS PAYABLE

The Town's procurement policy addresses purchasing and accounts payable. The systems in use are designed and maintained to provide clear documentation for purchasing and prevent inaccuracies in payments. The Town follows the North Carolina Local Government Budget and Fiscal Control Act. The Town's account software tracks accounts payable and corresponding payments and all checks a dual signed by the Manager and Finance Director after matching of the vendor and invoice to the payment.

Specific Controls:

- A. A receipt, invoice or purchase order (PO) is required for all purchases and are reviewed by the Department Head and Finance Director for approval as required by the Procurement Policy.
- B. When applicable, proper bid requirements are made prior to the purchase.
- C. Prior to purchase and issuance of PO the Finance Director will pre-audit the expenditure in the manner required by the NC Local Government Budget and Fiscal Control Act.
- D. Where practical the purchase of supplies and services will take advantage of discounts for bulk items and shipping.
- E. Expenditures will be accounted for in the correct period for the correct amount.
- F. All expenditures will be accounted for in the correct account and fund.
- G. All expenditures will be paid through FMS. Proper Vendor information is required through use of FMS.
- H. All payments issued will be in accordance with the Town's procurement policy, a grant agreement, a contract or other legally required regulation.

- I. The Town Manager and Finance Director monitor all grant funds to ensure compliance with grant agreements and that ineligible expenditures are not made.
- J. All new vendor requests are properly authorized by the Finance Director and contain physical address, mailing address, telephone number, contact person and federal tax information as required.
- K. Blanket PO's may be issued to local and preferred vendors approved on an annual basis. These PO's have been pre-audited and a letter will be issued to these vendors stating the same.
- L. PO's contain the statement: *"This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act."*
- M. All checks require dual signatures of parties designated by the Council and listed with the banking institution.
- N. All checks bear the statement: *"This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act."*

Adopted this the ___ day of September, 2022.

ATTEST:

THE TOWN OF BURNSVILLE

J Chad Fox, Clerk

T. Russell Fox, Mayor

Ordinance No. _____

AN ORDINANCE DECLARING A ROAD CLOSURE FOR AN EVENT: "2022 OLD TIMEY DAY FALL FESTIVAL"

WHEREAS, the Town Council of the Town of Burnsville is a sponsor of the annual event known as "OLD TIMEY DAY FALL FESTIVAL";

WHEREAS, the Town Council of the Town of Burnsville acknowledges "OLD TIMEY DAY FALL FESTIVAL" promotes local heritage and heritage tourism, as well as providing a financial benefit to the citizens and business owners in the Town of Burnsville;

WHEREAS, the Town Council of the Town of Burnsville acknowledges the event requires approximately one (1) hour to install and remove signs, traffic control and litter;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Burnsville pursuant to the authority granted by NCGS 20-169 that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion of a State Highway System route:

Date: Saturday, September 25, 2021.

Time: 7:00 a.m.-5:00 p.m.

Route Description: Description of Closure: 0.4mi. SR 1428 (Main St) from Court Street to Summit St. including Burnsville Town Square, SR 1369 North Main Street from Avery St. to Town Square) from 7:00 AM to 5:00 PM September 28, 2022.

This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide through vehicles around the closures.

Adopted this _____ day of _____, 2022.

MAYOR

Attest:

TOWN CLERK

Ordinance No. _____ 2022 Halloween on the Square
AN ORDINANCE DECLARING A ROAD CLOSURE FOR AN EVENT: "2022 Halloween on the Square"

WHEREAS, the annual community event in the Town of Burnsville known as "2022 Halloween on the Square" is scheduled for October 31, 2022;

WHEREAS, the Town Council of the Town of Burnsville acknowledges "2022 Halloween on the Square" is an annual event for the children and families of Yancey County. The event is a safe and child/family friendly Halloween party that brings citizens into Town and allows businesses to promote their stores by having children trick or treat at their downtown locations;

WHEREAS, the safety of pedestrians during the Halloween event is of great importance to the Town Council and the citizens and residents of the Town and due to the level of pedestrian traffic expected it is prudent and in the best interest of the citizens and residents to close the State roadways;

WHEREAS, the Town Council of the Town of Burnsville acknowledges the event requires approximately one (1) hour to install and remove signs, traffic control and litter;

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Burnsville pursuant to the authority granted by NCGS 20-169 that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion of a State Highway System route:

Date: October 31, 2022.

Time: 3:30 p.m.-7:30 p.m.

Route Description: 2022 Halloween on the Square Description of Closure: 0.6mi. SR 1428 (Main St) from Cooper Street to Summit St. including Burnsville Town Square, SR 1369 North Main Street from Avery St. to Town Square).

This ordinance to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide through vehicles around the closures. This ordinance will expire at 7:30 p.m. on October 31, 2022.

Adopted this _____ day of _____, 2022.

MAYOR

Attest:

TOWN CLERK