



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN REGULAR MEETING
May 4, 2020 ~ 7:00 p.m.**

Call to Order Mayor Feather

Determination of Quorum / Announcing Remote Participants if Necessary

- 1. Approval of Agenda**
- 2. Approval of Consent Agenda**
 - A. Approval of the Minutes**
 - 1) Regular Meeting Minutes April 6, 2020
 - B. Interlocal Agreement for Provision of Personal Protective Equipment (PPE)**
 - C. Departmental Reports** (*Reports in Board packet*)
 - D. Financial Reports**
- 3. Citizen Comments**
(*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)
- 4. Guests and Presentations**
 - A. GQFD Auxiliary Fundraiser** GQFD Auxiliary Vice-President **Brittany Barnhardt**
- 5. Town Events**
 - **Dumpster Days** – 5/7 & 5/8 9am-3pm, 5/9 8am-1pm
- 6. Town Manager Update** (*Report in Board packet*)

New Business

- 7. Rezoning** **316 S. Main Property**
 - A. Presentation**
 - B. Public Hearing**
 - C. Board Discussion and Decision**

ACTION REQUESTED: Motion to approve the rezoning of the rear portion of parcel 351 039 from LI to RH.

ACTION REQUESTED: Motion to adopt the Statement of Consistency.

Statement of Consistency: In voting to approve the proposed rezoning of the property, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town's Comprehensive Plan.

- 8. Discussion** **Town Hall Upgrades Project**

ACTION REQUESTED: Motion to amend the project scope of the Town Hall Upgrades Project to include Proposals 2 and 3: adding a 3rd FD bay door, and complete design and repair of public parking areas, landscaping and entrances to meet DOT regulations and adopted Master Plans.

9. Bid Award **2020 Capital Streets Improvement**

ACTION REQUESTED: Motion to award the 2020 Capital Streets Improvement Project to J.T. Russell & Sons, Inc.

AND IF the Board wishes to pursue Option 2:

ACTION REQUESTED: Motion to authorize staff to negotiate adding on the Town Hall public parking areas with the contractor on this project.

10. CPO Amendment **Town Hall Upgrades Project**

ACTION REQUESTED: Motion to amend Capital Project Ordinance 2020-06 as presented to cover the existing project scope.

OR

ACTION REQUESTED: Motion to amend Capital Project Ordinance 2020-06 with the amended scope approved in Agenda Item #9, in an amount not to exceed \$465,430.

11. Resolution 2020-06 **Title VI Policy Adoption**

12. Policy Manual / Employee Handbook

ACTION REQUESTED: Motion to authorize the Town Manager to enter a contract with the MAPS Group for policy manual / employee handbook review and rewrite and pay and classification study for an amount not to exceed \$8,000. (Funding will be in next year's budget)

13. Proclamation **National Police Week & Peace Officers' Memorial Day**

14. Proclamation **Municipal Clerks Week**

15. Board Comments

16. Mayor's Notes

| | Announcements and Date Reminders |
|-----------------------------|---|
| A. Thursday, May 7 | 9am – 3pm Dumpster for Residents |
| B. Friday, May 8 | 9am – 3pm Dumpster for Residents |
| C. Saturday, May 9 | 8am – 1pm Dumpster for Residents |
| D. Monday, May 11 | 6:00 p.m. Planning Board |
| E. Wednesday, May 13 | 6:00 p.m. Virtual CCOG Board of Delegates Meeting |
| F. Monday, May 18 | 5:00 p.m. Parks, Events, and Recreation Committee |
| G. Monday, May 18 | 5:30 p.m. Zoning Board of Adjustment |
| H. Tuesday, May 19 | 3:30 p.m. Revitalization Team |
| I. Thursday, May 21 | 8:00 a.m. Virtual Rowan Chamber PIP Breakfast |
| J. Monday, May 25 | Memorial Day – Office Closed |
| K. Wednesday, May 27 | 5:30 p.m. Cabarrus-Rowan County MPO Meeting |

Adjourn

Agenda Item Summary

Regular Meeting

May 4, 2020

Agenda Item 1

Summary:

The Board may discuss, add, or delete items from the Regular Meeting agenda.

Action Requested:

Motion to adopt the May 4, 2020 Board of Aldermen Meeting Agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

Agenda Item Summary

Regular Meeting

May 4, 2020

Agenda Item 2

Summary:

The Board may discuss, add, or delete items from the Consent agenda.

Attachments:

- Regular Board Minutes – April 6, 2020
- Interlocal Agreement for Provision of Personal Protective Equipment (PPE)
- Departmental Reports
- Financial Reports

Action Requested:

Motion to approve the consent agenda (as presented / as amended).

Approval of Consent Agenda

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
REGULAR MEETING MINUTES
Monday, April 6, 2020**

Present: Mayor Bill Feather, Mayor Pro Tem John Linker, Alderman Jim Costantino (*via video conferencing*), Alderman Doug Shelton (*via video conferencing*)

Not Present: Alderman Kim Cress

Staff: Town Manager Larry Smith, Town Attorney Chip Short (*via video conferencing*), Town Clerk Aubrey Smith, Town Planner Steve Blount (*via video conferencing*), Planning Coordinator Holly-Anne Franco (*via video conferencing*), Fire Chief/ Maintenance Supervisor Jason Hord (*via video conferencing*), Finance Officer Shelly Shockley (*via video conferencing*), Police Chief Mark Cook (*via video conferencing*)

Call to Order: Mayor Feather called the meeting to order at 7:00 p.m.

Determination of Quorum: Mayor Feather determined there was a quorum present after Board members attending both in person and remotely made their presence known.

1. Approval of the Agenda

ACTION: Alderman Costantino made a motion to approve the agenda as presented. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

2. Approval of the Consent Agenda

A. Approval of the Minutes

- 1) Planning Retreat Meeting Minutes February 28, 2020
- 2) Regular Meeting Minutes March 2, 2020
- 3) Recess Meeting Minutes March 9, 2020
- 4) Recess Meeting Minutes March 11, 2020
- 5) Resolution 2020-04 in support of Salisbury's request for water protection
- 6) Resolution 2020-05 in support of an application for Bicycle and Pedestrian Plan Grant
- 7) Audit Contract with Eddie Carrick, CPA, PC for audit of accounts for FY1920

B. Departmental Reports (*Reports in Board packet*)

C. Financial Reports

ACTION: Alderman Costantino made a motion to approve the consent agenda as presented. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

3. Citizen Comments - There were no citizen comments.

4. Town Manager's Update

Mr. Smith provided the Board members with a copy of the Town's Covid-19 Response Plan Summary for their review and ratification. There was Board discussion regarding classification of essential employees and whether working from home or alternate working arrangements would be appropriate.

The Board consensus was to allow the Town Manager to decide what would be best for staff working arrangements and keep the Board informed.

New Business

5. Public Hearing **Capital Streets Project Installment Financing**

Mr. Smith gave a brief overview of the Capital Streets Project Installment Financing.

A. Open Public Hearing

Mayor Feather opened the public hearing at 7:14 p.m.

B. Public Comments

- There were no public comments.

C. Close Public Hearing

Mayor Feather closed the public hearing at 7:14 p.m.

D. Board Discussion / Review of Amended Resolution 2020-03

Board discussion included the importance of moving forward with the project.

ACTION: Alderman Costantino made a motion to amend Resolution 2020-03, authorizing the Town Manager to act on behalf of the Town in filing an application for approval of the project, the proposed financing contract with F&M Bank, and other actions not inconsistent with the Resolution for the 2020 Capital Streets Improvement Project. Mayor Pro Tem Linker seconded the motion. The motion passed with a vote of 3 to 0.

6. Capital Project Ordinance 2020-07 **2020 Capital Streets Improvement Project**

ACTION: Alderman Costantino made a motion to approve Capital Project Ordinance 2020-07 for the 2020 Capital Streets Improvement Project. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

7. Quarry Site Grading & Fence Repair Quotes **Chief Hord**

There was Board discussion regarding the status of the project and whether the zoning would be an issue. The Town Manager will work with the Town Planner to make certain the necessary steps are taken to make the site ready for leaf and limb storage.

ACTION: Mayor Pro Tem Linker made a motion to move money from fund balance to line item 01-4190-24 in the amount of \$25,000 to bring the quarry site up to the standard required to make the property useable for leaf and limb storage. Alderman Costantino seconded the motion. The motion passed with all in favor.

8. Moratorium on Code Enforcement for 60 Days Discussion

There was Board discussion regarding the summary the Town Manager sent to the Board on the approach that would be taken on code enforcement due to the COVID-19 state of emergency. The Board consensus was to move forward with the approach Mr. Smith described in his summary.

9. Approval of Contract GoToMeeting/ LogMeIn

ACTION: Mayor Pro Tem Linker made a motion to approve entering a contract with LogMeIn for \$10.00 per month for twelve months for virtual meeting platform hosting services. Alderman Costantino seconded the motion. The motion passed with all in favor.

Adjourn

ACTION: Alderman Costantino made a motion to adjourn. Mayor Pro Tem Linker seconded the motion. The motion passed with all in favor.

The meeting ended at 7:33 p.m.

Respectfully Submitted,

Aubrey Smith

Town Clerk

NORTH CAROLINA

ROWAN COUNTY

INTERLOCAL AGREEMENT FOR PROVISION OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

This Interlocal Agreement ("Agreement") is made this the 20th day of April, 2020, by and between the County of Rowan, ("County"), a North Carolina body politic and the Town of Granite Quarry, North Carolina, a municipal corporation ("Municipality").

RECITALS:

WHEREAS, on March 10, 2020, North Carolina Governor Roy Cooper declared a state of emergency for the purposes of activating emergency planning for the Covid-19 pandemic; and

WHEREAS, on March 20, 2020, Rowan County Board of Commissioners Chair Greg Edds declared a state of emergency for the purposes of activating local emergency planning for the Covid-19 pandemic;

WHEREAS, the County has been able to procure certain PPE necessary for the protection of county first responders and staff and is willing to make such PPE available at cost, including procedural masks, N-95 masks, gloves, gowns and face shields to the extent the County has sufficient inventory;

WHEREAS, due to certain Federal Emergency Management Agency (FEMA) reimbursement rules and restrictions, the County must charge all Municipalities for any PPE made available to them; provided, however, each participating Municipality may submit its expenses under appropriate FEMA reimbursement programs but the County cannot make any guaranty of such reimbursement; and

WHEREAS, it is the intent of County and Municipality that any purchase made hereunder is made specifically for Covid-19 pandemic response and such purchase is necessary for the Municipality to safely protect its first responders and staff and reduce the risk of community spread of Covid-19.

NOW WHEREFORE, in consideration of the mutual promises contained herein the parties hereto agrees as follows:

1. County and the Municipality each represent to the other that it has received or will receive the appropriate approvals of its respective board and that by signing below each is authorized to enter into this Interlocal Agreement and the same shall be valid and binding on each of them.
2. Municipality may request PPE inventory from County, and the County will make such PPE available at its actual cost to the extent such PPE is available. The

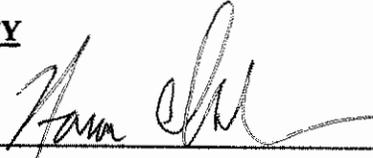
County's actual cost shall be that cost paid by the county per unit of PPE transferred to the Municipality as reflected on the County's invoice for such PPE.

3. The parties understand that the County may not be able to provide all of the requested PPE based on overall County needs and availability.
4. Payments shall be due within thirty (30) days of the date of delivery of the PPE.
5. The County cannot guaranty the fitness of any PPE for the intended purposes of the Municipality, so each purchasing Municipality should inspect the PPE prior to any transfer, and by accepting the PPE each Municipality waives any right of objection and all claims it may have against the County related to its use of the PPE. Furthermore, each Municipality is responsible for use according to OSHA and current CDC guidance, specifically including fit testing the N95 users and training in appropriate wear and use of all PPE for users.
6. The County hopes to enter into an agreement with local medical providers for Covid-19 testing of its first responders and employees that will include both "rapid" testing and same day testing. To the extent any such testing program is available to the County with sufficient capacity to also test for Municipalities, the County may make such testing available at its actual cost subject to the same provisions as Paragraph 2 above.
7. This is the entire Agreement between the Parties, and the same may be executed in multiple originals. Any amendments to this Agreement must be in writing and approved by each Party's respective Boards.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina and venue for any and all actions arising out of this Agreement shall be Rowan County, North Carolina.

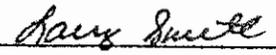
{Signature Page Follows}

IN WITNESS WHEREOF, each of the parties has duly executed this Interlocal Agreement for the provision of PPE and testing as of the date first written above.

COUNTY

BY: 
Its: Manager

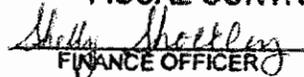
MUNICIPALITY

BY: 
Its: Manager

This instrument has been pre-audited in the manner required by the Local Government and Fiscal Control Act.

Name: Shelly Shockley
Its: Finance Officer

"THIS INSTRUMENT HAS BEEN
PREAUDITED IN THE MANNER
REQUIRED BY THE LOCAL
GOVERNMENT BUDGET AND
FISCAL CONTROL ACT."

 4/20/2020
FINANCE OFFICER DATE



Town of Granite Quarry Fire Department



Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596

Board Report April Meeting/2020 Chief Hord

Emergency Calls for Service March 2020

7 calls in district

- 3 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 2 – Alarm/Structure Calls
- 2 - Service Call (non-emergency assistance)
- 1 – Fuel Spill
- 1 - Move up to our quarters

8 calls to Salisbury

- 3 - Alarm/Structure, EMS calls - Canceled En Route
- 5 - Alarm/Structure, EMS calls - Manpower

6 calls to Rockwell Rural

- 3 - Alarm/Structure, EMS calls - Canceled En Route
- 3 - Alarm/Structure, EMS calls - Manpower

4 Calls to Rockwell City

- 3 - Alarm/Structure, EMS calls – Canceled En Route
- 1 - Alarm/Structure, EMS call - Manpower

2 Calls to Union Cancelled En Route

1 Call to South Salisbury – Canceled En Route

1 Call to Bostian Heights – Established Water Point

1 Call to Franklin Fire – Extinguished Fire

TOTAL – 30

PO Box 351

Granite Quarry, NC 28072

704-279-5596

www.granitequarrync.gov

ACTIVITIES

- Daily activities include apparatus & equipment checks, training, station maintenance, pre-plan development, hose and hydrant maintenance, water points, emergency response, public education, inspections and the assistance of other divisions within the Town of GQ
- Multiple days of driver training, water point training and district familiarization. Weekly shift training
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 2 seats installed/checked
- Installed smoke detectors for resident
- Parade for Alderman Kim Cress
- 2 birthday parades for fire service members family in district.

EQUIPMENT

- Pump packing repaired on E-572
- E-573/R-57 work continues
- F-350 sold



April 2020 Maintenance Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- PM check on generator
- PM check on HVAC
- Town Hall roof leak repaired
- Quarry property clean up continues
- Town Hall project began 3/30/20
- Sprayed parks
- Playgrounds, bathrooms and tennis remains closed
- Scag zero turn repaired

| | | |
|--------------------------------|--------|--------------|
| 2007 Ford Truck Mileage – | 57,573 | +184 miles |
| 1995 Ford Dump Truck Mileage – | 37,507 | +283 miles |
| 2009 Ford Truck Mileage – | 67,765 | +1,689 miles |
| 2019 Ford Truck F350 – | 3,383 | +417 miles |

Police Department Report

April 2020

- Call volume report for the month of April 2020:

- Date of Report: 04/27/2020

- Total calls for service/activities – 194
- Calls for service/activities Granite Quarry: 178
- Calls for service/activities Faith: 35
- Incident Reports- 4
- Arrest Reports- 3
- Crash Reports- 2
- Traffic Citations- 10

- See Attached for Total Calls for Service.

- The following is the ending and average mileage for each vehicle by month:

| | | |
|------|------|--------|
| 221- | End- | 44,100 |
| 222- | End- | 50,263 |
| 224- | End- | 64,525 |
| 225- | End- | 54,457 |
| 226- | End- | 34,207 |
| 227- | End- | 51,194 |
| 228- | End- | 25,883 |
| 229- | End- | 37,299 |
| 230- | End- | 16,592 |

- Other Information:

- Average response time for March CFS is 3.29 minutes.
- Drug Collection Box. March 2020: 15.44 pounds collected.
- March CID Report. 5 Cases assigned; 8 Cases cleared; 31 follow-ups conducted; 86 open assigned cases.
- Officers completed 29 hours of in-service or continuing education training in March.
- With the resignation of Officer Owens, the Department is currently short 2 full time officers.

GQPD**Number of Events by Nature**

April 2020 CFS

| Nature | # Events |
|--------------------------------|-----------------|
| 103A2 FOUND PROPERTY | 1 |
| 104B01 ATM ALARM | 1 |
| 104C2 COMMERCIAL BURG (INTRUSI | 9 |
| 104C3 RESIDENTAL BURG (INTRUSI | 1 |
| 104D4 BUSINESS HOLDUP/PANIC | 2 |
| 111D1 DAMAGE TO PROPERTY | 1 |
| 113B2 OTHER NOISE COMPLAINT | 1 |
| 113D1 DISTURBANCE / PHYSICAL | 1 |
| 113D2 DISTURBANCE / VERBAL | 4 |
| 114D1 PHYSICAL DOMESTIC | 2 |
| 114D2 VERBAL DOMESTIC | 3 |
| 114D3 PHYSICAL FAMILY DOMESTIC | 1 |
| 115C1 DRINKING IN PARKED VEH | 1 |
| 116B1 DRUGS (FOUND-EQUIP) | 1 |
| 118B2 FRAUD-PAST FORGERY | 1 |
| 118O2 FRAUD-INFORMATION | 1 |
| 123B2 RUNAWAY | 1 |
| 125A1 KEEP PEACE - PRE ARRANG | 1 |
| 125B1 CHECK WELFARE - ROUTINE | 1 |
| 125B2 LOCKOUT - ROUTINE | 1 |
| 125D2 LOCKOUT - URGENT | 1 |
| 129C1 SUSPICIOUS PERSON | 6 |
| 129C3 SUSPICIOUS VEHICLE | 4 |
| 129C5 SUSPICIOUS CIRCUMSTANCE | 3 |
| 130B1 LARCENY (ALREADY OCC) | 2 |
| 130B3 THEFT FROM VEH (PAST) | 1 |
| 131B1 TRAFFIC ACCIDENT - PD | 2 |
| 132A2 PAST TRAFFIC VIOLATION | 1 |
| 132C1 SEVERE TRAFFIC VIOLATION | 2 |

| Nature | # Events |
|--------------------------------|------------|
| 132D1 ROAD RAGE | 1 |
| 132O2 TRAFF COMP - INFORMATION | 1 |
| 133D1 TRESPASSING | 3 |
| 135C1 SHOTS FIRED (HEARD) | 4 |
| 69D5 STRUCTURE FIRE | 1 |
| 911 HANG UP | 32 |
| 9B1 ROUTINE ARREST POSS DOA | 1 |
| ASSIST EMS | 1 |
| ASSIST FIRE DEPT | 2 |
| ASSIST MOTORIST | 3 |
| ATTEMPT TO LOCATE | 4 |
| BANK ALARM | 1 |
| BURGLARY ALARM | 3 |
| BUSINESS OR HOUSE CHECK | 35 |
| COMMUNITY CONTACT | 2 |
| COMMUNITY PROGRAM | 3 |
| CV19 ORDINANCE VIOLATION | 2 |
| DELIVER MESSAGE | 3 |
| FOLLOWUP | 20 |
| GENERAL INFORMATION | 5 |
| LAW CALL | 1 |
| MISDIAL | 3 |
| OPEN DOOR | 1 |
| PARK CHECK | 1 |
| TRAFFIC CONTROL | 4 |
| TRAFFIC STOP | 25 |
| WARRANT SERVICE | 5 |
| Total | 224 |



05 Permit Applications

05 Permits Approved
 00 Permits Denied

| Date | Address | Permit | Status |
|-----------|-----------------------|---------------------------------|----------|
| 4/3/2020 | 3000 Faith Road | Water Meter Base Install | Approved |
| 4/15/2020 | 517 West Bank Street | Additions to existing residence | Approved |
| 4/15/2020 | 109 Rocklyn Lane | Roof Solar Panel Install | Approved |
| 4/24/2020 | 725 Brown Acres Road | Subdivision of parcel | Approved |
| 4/29/2020 | 1005 Timber Run Drive | Accessory Building | Approved |

02 Permit Inquiries

| Inquiring Party | Zoning | Type | Notes |
|----------------------|--------|-----------|---|
| 306 Meadow Wood Lane | RL | Accessory | Inquiry about limitations on accessory structures being build on their property |
| 516 N Main Street | RL | | Inquiry about adding porch/garage to existing residence |

Planning Board: PB met 4/13/2020

- Recommendation to BOA for rezoning of Rowan Street/S Main Street property from LI to RH
- Public Hearing for proposed townhome development at Rowan Street/S Main Street property. Board voted unanimously to approve the site plan with several conditions.

Zoning Board of Adjustment: Meeting cancelled; no business

Code Enforcement:

08 New Offenses

- 04 Abatement by owner / party at interest (4 abated from March)
- 00 Abatement by Town (1 pending payment from March abatement)
- 08 Pending due to moratorium (11 due from March)

Planning Department - Activity Report

Training & Research:

- Internal update of SOG's for Planning Department
- SOG E-Learning Planning and Development Regulation Modules completed – review for use to train Planning Board and Zoning Board of Adjustment in future months

Text amendment review:

- Revisions being drafted for sign ordinance

Zoning:

- Requested reassignment of address that was duplicated on S Main St for existing properties
- Answered several questions from residence concerning swimming pools, driveway extensions, and additions of accessory buildings to properties
- Answered several questions from residence about zoning classifications.

Code Enforcement:

- After March Board of Aldermen meeting a moratorium was placed on Code Enforcement during COVID-19 Pandemic concerns. Multiple Code Enforcement violations were pending and resolved by residence during the time of the moratorium, with no further interaction from the Planning Coordinator.
- Any incoming complaints regarding Code Enforcement violations by residence were documented and if not high priority or direct life-safety issues, they will be handled when moratorium is lifted.
- Three properties were tagged by Public Works Director for high vegetation.



Finance Department

Breakdown of Departments:

As of April 27, 2020

| Department | Budgeted | YTD | |
|----------------------------|---------------------|---------------------|------------|
| Revenues: | <u>3,233,360</u> | <u>2,180,912</u> | <u>67%</u> |
| Total Revenues: | \$ 3,233,360 | \$ 2,180,912 | 67% |
| Expenses: | | | |
| Governing Body | 16,787 | 8,707 | 52% |
| Administration | 619,481 | 458,097 | 74% |
| Maintenance | 327,619 | 248,884 | 76% |
| Police Dept. | 743,422 | 536,381 | 72% |
| Fire Department | 503,781 | 410,445 | 81% |
| Sanitation/Environmental | 185,120 | 159,946 | 86% |
| Parks & Recreation | 39,000 | 30,163 | 77% |
| Special Projects | <u>820,349</u> | <u>55,176</u> | <u>7%</u> |
| Total Expenses | \$ 3,255,559 | \$ 1,907,798 | 59% |
| Expense to Revenue: | | | 87% |

Please see the Budget Vs. Actual Report attached for specific line items

| Revenues: | | | | |
|---|--------------------|--------------------|----------------------|------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-3100-12 Taxes - Budget Year | 880,268 | 896,023 | 15,755 | 102% |
| 01-3100-17 Tax Penalties & Interest | 4,000 | 1,812 | (2,188) | 45% |
| 01-3101-12 Taxes - Prior Years | 10,000 | 3,273 | (6,727) | 33% |
| 01-3102-12 Vehicle Tax | 100,000 | 82,409 | (17,591) | 82% |
| 01-3230-31 Local Option Sales Tax | 746,653 | 636,546 | (110,107) | 85% |
| 01-3231-31 Solid Waste Disposal Tax | 2,185 | 1,766 | (419) | 81% |
| 01-3260-41 Business Registration Fees | 400 | 690 | 290 | 173% |
| 01-3261-31 Cable Franchise Tax | 6,397 | 4,407 | (1,990) | 69% |
| 01-3300-36 Grants | 277,800 | 0 | (277,800) | 0% |
| 01-3315-33 Fireman Retirement | 2,200 | 0 | (2,200) | 0% |
| 01-3316-32 Powell Pave & Patch Funds | 82,557 | 83,141 | 584 | 101% |
| 01-3322-31 Beer & Wine - State | 13,499 | 0 | (13,499) | 0% |
| 01-3324-31 Utilities Franchise Tax | 146,740 | 101,958 | (44,782) | 69% |
| 01-3330-84 County First Responders | 4,020 | 3,350 | (670) | 83% |
| 01-3340-41 Permits | 1,350 | 4,840 | 3,490 | 359% |
| 01-3346-40 Abatements | 0 | 545 | 545 | 100% |
| 01-3413-89 Miscellaneous Revenue | 300 | 1,131 | 831 | 377% |
| 01-3431-32 Federal Asset Seizure Funds | 0 | 5,967 | 5,967 | 100% |
| 01-3431-41 Police Authority Revenue_Faith | 153,243 | 109,500 | (43,743) | 71% |
| 01-3431-45 Police Report Revenue | 100 | 82 | (18) | 82% |
| 01-3431-89 Police Miscellaneous | 1,825 | 1,034 | (791) | 57% |
| 01-3471-51 Solid Waste Collection - Salisbury | 144,000 | 117,266 | (26,734) | 81% |
| 01-3491-41 Subdivision & Zoning Fees | 2,500 | 4,210 | 1,710 | 168% |
| 01-3493-26 FEMA Funds | 437,793 | 34,675 | (403,118) | 8% |
| 01-3613-41 Parks Miscellaneous | 0 | 70 | 70 | 100% |
| 01-3713-33 Sal. Water/Sewer Reimbursement | 50,000 | 50,000 | 0 | 100% |
| 01-3831-89 Interest on Investments * | 11,500 | 17,000 | 5,500 | 148% |
| 01-3833-89 Donations/Contributions | 0 | 25 | 25 | 100% |
| 01-3834-41 Park Shelter Rentals (Maint) | 5,000 | 2,555 | (2,445) | 51% |
| 01-3835-80 Police Surplus Items Sold | 1,200 | 174 | (1,026) | 15% |
| 01-3835-81 Surplus items Sold | 21,950 | 5,338 | (16,612) | 24% |
| 01-3836-82 Sale of Land | 0 | 3,350 | 3,350 | 100% |
| 01-3837-31 ABC Net Revenue-Co. | 9,600 | 7,776 | (1,824) | 81% |
| 01-3991-99 Fund balance Appropriated | 116,280 | 0 | (116,280) | 0% |
| | \$3,233,360 | \$2,180,912 | (\$1,052,448) | 67% |

*See last page for breakdown of account# 01-3831-89 Interest on Investments

| Governing Body: | | | | |
|-------------------------------------|-----------------|----------------|----------------|------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4110-02 Mayor/Alderman Salary | 12,431 | 6,080 | 6,351 | 49% |
| 01-4110-03 Mayor Expense | 250 | 0 | 250 | 0% |
| 01-4110-08 Board Expense | 800 | 539 | 261 | 67% |
| 01-4110-09 FICA Expense | 951 | 465 | 486 | 49% |
| 01-4110-14 Insurance - Workers Comp | 55 | 60 | (5) | 109% |
| 01-4110-40 Dues & Subscriptions | 800 | 0 | 800 | 0% |
| 01-4110-45 Insurance & Bonds | 1,500 | 1,562 | (62) | 104% |
| 01-4110-97 Board Contingency | 0 | 0 | 0 | 0% |
| | \$16,787 | \$8,707 | \$8,080 | 52% |

| Administration: | | | | |
|--|------------------|------------------|------------------|------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4120-00 Salaries-Regular | 251,855 | 218,032 | 33,823 | 87% |
| 01-4120-02 Salaries-Part Time | 25,000 | 18,820 | 6,180 | 75% |
| 01-4120-07 401K Expense | 12,593 | 6,321 | 6,272 | 50% |
| 01-4120-09 FICA Expense | 21,179 | 17,704 | 3,475 | 84% |
| 01-4120-10 Retirement Expense | 22,541 | 10,980 | 11,561 | 49% |
| 01-4120-11 Group Insurance | 25,500 | 23,777 | 1,723 | 93% |
| 01-4120-12 Health/Vision Insurance Overpayment | 0 | 709 | (709) | 100% |
| 01-4120-13 Unemployment Expense | 0 | 1,033 | (1,033) | 100% |
| 01-4120-14 Insurance - Workers Comp | 525 | 557 | (32) | 106% |
| 01-4120-18 Professional Services | 24,000 | 14,927 | 9,073 | 62% |
| 01-4120-22 Banquet Expense | 1,700 | 1,580 | 120 | 93% |
| 01-4120-26 Office Expense | 11,000 | 4,758 | 6,242 | 43% |
| 01-4120-29 Supplies & Equipment | 200 | 141 | 59 | 71% |
| 01-4120-31 Training & Schools | 8,500 | 5,104 | 3,396 | 60% |
| 01-4120-32 Telephone/Communications | 3,500 | 2,844 | 656 | 81% |
| 01-4120-33 Utilites | 4,500 | 3,592 | 908 | 80% |
| 01-4120-34 Printing | 4,600 | 4,440 | 160 | 97% |
| 01-4120-35 Maint/Repair Equipment | 500 | 0 | 500 | 0% |
| 01-4120-37 Advertising | 4,500 | 2,823 | 1,677 | 63% |
| 01-4120-40 Dues & Subscriptions | 13,300 | 12,176 | 1,124 | 92% |
| 01-4120-45 Insurance & Bonds | 4,000 | 4,141 | (141) | 104% |
| 01-4120-49 Visionary Projects | 6,523 | 0 | 6,523 | 0% |
| 01-4120-50 Community Projects | 5,000 | 2,751 | 2,249 | 55% |
| 01-4120-57 Cap Outlay - Land | 62,213 | 62,212 | 1 | 100% |
| 01-4120-60 Contracted Services | 32,000 | 31,019 | 981 | 97% |
| 01-4120-71 Water Line - Principal | 50,000 | 0 | 50,000 | 0% |
| 01-4120-72 Water Line - Interest | 4,167 | 4,682 | (515) | 112% |
| 01-4140-68 Tax Collection | 18,000 | 0 | 18,000 | 0% |
| 01-4170-63 Elections | 2,085 | 2,975 | (890) | 143% |
| | \$619,481 | \$458,097 | \$161,384 | 74% |

| Maintenance: | | | | |
|--|------------------|------------------|-----------------|--------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4190-00 Salaries - Regular | 117,500 | 89,136 | 28,364 | 76% |
| 01-4190-02 Salaries - Part-Time | 34,000 | 26,599 | 7,402 | 78% |
| 01-4190-07 401K Expense | 5,875 | 4,919 | 956 | 84% |
| 01-4190-09 FICA Expense | 11,590 | 8,893 | 2,697 | 77% |
| 01-4190-10 Retirement Expense | 10,516 | 8,794 | 1,722 | 84% |
| 01-4190-11 Group Insurance | 23,500 | 19,470 | 4,030 | 83% |
| 01-4190-14 Insurance - Workers Comp | 4,650 | 7,222 | (2,572) | 155% |
| 01-4190-20 Motor Fuel | 7,000 | 5,700 | 1,300 | 81% |
| 01-4190-21 Uniforms | 2,000 | 828 | 1,172 | 41% |
| 01-4190-24 Maint & Repairs Buildings & Grounds | 32,965 | 7,470 | 25,495 | 23% |
| 01-4190-25 Maint & Repairs Trucks | 2,500 | 1,066 | 1,434 | 43% |
| 01-4190-26 Office Expense | 25 | 0 | 25 | 0% |
| 01-4190-29 Supplies & Equipment | 7,000 | 5,470 | 2,399 | 66% |
| 01-4190-31 Training & Schools | 250 | 48 | 202 | 19% |
| 01-4190-32 Telephone/Communications | 950 | 581 | 369 | 61% |
| 01-4190-33 Utilities | 3,000 | 2,594 | 406 | 86% |
| 01-4190-34 Printing | 50 | 11 | 39 | 21% |
| 01-4190-35 Maint & Repairs Equip | 11,198 | 10,945 | 253 | 98% |
| 01-4190-45 Insurance & Bonds | 3,050 | 3,151 | (101) | 103% |
| 01-4190-51 Tools & Light Equipment | 2,500 | 2,247 | 253 | 90% |
| 01-4190-54 Cap Outlay - Vehicles | 32,660 | 32,559 | 101 | 100% |
| 01-4190-60 Contracted Services | 14,840 | 11,183 | 3,657 | 75% |
| | \$327,619 | \$248,884 | \$79,604 | 76% |

| Parks & Rec: | | | | |
|--|-----------------|-----------------|-----------------|--------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-6130-24 Maint/Repair Bldg & Grounds | 15,000 | 13,245 | 1,755 | 88% |
| 01-6130-29 Supplies & Equipment | 6,000 | 3,089 | 3,950 | 34% |
| 01-6130-33 Utilities | 15,000 | 13,272 | 1,728 | 88% |
| 01-6130-60 Contracted Services | 3,000 | 556 | 2,444 | 19% |
| | \$39,000 | \$30,163 | \$9,876 | 77% |

| Environmental Protection: | | | | |
|--------------------------------------|------------------|------------------|-----------------|------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4710-33 Utilities (Street Lights) | 36,000 | 26,067 | 9,933 | 72% |
| 01-4710-64 Recycling | 42,000 | 36,792 | 5,208 | 88% |
| 01-4710-65 Garbage Services | 107,120 | 97,087 | 10,033 | 91% |
| | \$185,120 | \$159,946 | \$25,174 | 86% |

| Fire Department: | | | | |
|--|------------------|------------------|-----------------|------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4340-00 Salaries - Regular | 103,500 | 94,010 | 9,490 | 90% |
| 01-4340-02 Salaries - Part-Time | 200,000 | 142,639 | 57,361 | 71% |
| 01-4340-07 401K Expense | 5,175 | 4,617 | 558 | 89% |
| 01-4340-09 FICA Expense | 23,218 | 17,714 | 5,504 | 76% |
| 01-4340-10 Retirement Expense | 9,263 | 8,199 | 1,064 | 89% |
| 01-4340-11 Group Insurance | 25,750 | 22,928 | 2,822 | 89% |
| 01-4340-14 Insurance - Workers Comp | 11,100 | 16,125 | (5,025) | 145% |
| 01-4340-17 Firemen's Pension Fund | 2,200 | 1,240 | 960 | 56% |
| 01-4340-20 Motor Fuel | 5,000 | 2,958 | 2,042 | 59% |
| 01-4340-21 Uniforms | 3,000 | 1,357 | 1,643 | 45% |
| 01-4340-25 Maint & Repairs - Vehicles | 10,000 | 5,709 | 4,291 | 57% |
| 01-4340-26 Office Expense | 250 | 55 | 195 | 22% |
| 01-4340-29 Supplies & Equipment | 23,950 | 20,367 | 5,892 | 75% |
| 01-4340-31 Training & Schools | 1,500 | 860 | 640 | 57% |
| 01-4340-32 Telephone/Communications | 3,800 | 3,124 | 676 | 82% |
| 01-4340-33 Utilities | 5,400 | 4,761 | 639 | 88% |
| 01-4340-34 Printing | 425 | 109 | 316 | 26% |
| 01-4340-35 Maint & Repairs - Equipment | 3,000 | 1,960 | 1,040 | 65% |
| 01-4340-40 Dues & Subscriptions | 2,705 | 2,654 | 51 | 98% |
| 01-4340-45 Insurance & Bonds | 4,750 | 7,402 | (2,652) | 156% |
| 01-4340-55 Cap Outlay - Equipment | 50,000 | 42,008 | 0 | 100% |
| 01-4340-60 Contracted Services | 9,795 | 9,649 | 146 | 99% |
| | \$503,781 | \$410,445 | \$87,653 | 81% |

| Police Department: | | | | |
|---------------------------------------|------------------|------------------|------------------|------------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4310-00 Salaries-Regular | 398,000 | 283,182 | 114,818 | 71% |
| 01-4310-02 Salaries-Part Time | 10,000 | 8,330 | 1,670 | 83% |
| 01-4310-07 401K Expense | 19,900 | 14,525 | 5,375 | 73% |
| 01-4310-09 FICA Expense | 31,212 | 22,981 | 8,231 | 74% |
| 01-4310-10 Retirement Expense | 38,606 | 27,449 | 11,157 | 71% |
| 01-4310-11 Group Insurance | 83,000 | 62,386 | 20,614 | 75% |
| 01-4310-14 Insurance - Workers Comp | 12,750 | 14,229 | (1,479) | 112% |
| 01-4310-20 Motor Fuel | 19,000 | 11,196 | 7,804 | 59% |
| 01-4310-21 Uniforms | 3,250 | 1,836 | 1,414 | 57% |
| 01-4310-25 Maint & Repair-Autos | 9,000 | 6,570 | 2,430 | 73% |
| 01-4310-26 Office Expense | 1,500 | 897 | 603 | 60% |
| 01-4310-29 Supplies & Equipment | 8,000 | 3,550 | 4,450 | 44% |
| 01-4310-31 Training & Schools | 3,000 | 1,291 | 1,709 | 43% |
| 01-4310-32 Telephone/Communications | 8,000 | 5,913 | 2,087 | 74% |
| 01-4310-33 Utilites | 1,600 | 1,278 | 322 | 80% |
| 01-4310-34 Printing | 1,000 | 269 | 731 | 27% |
| 01-4310-35 Maint & Repair - Equipment | 2,000 | 1,010 | 990 | 51% |
| 01-4310-40 Dues & Subscriptions | 1,900 | 1,412 | 488 | 74% |
| 01-4310-45 Insurance & Bonds | 11,800 | 12,266 | (466) | 104% |
| 01-4310-54 Cap Outlay - Vehicles | 54,904 | 35,196 | 19,709 | 64% |
| 01-4310-55 Cap Outlay - Equipment | 0 | 0 | 0 | 0% |
| 01-4310-60 Contracted Services | 25,000 | 20,616 | 4,384 | 82% |
| | \$743,422 | \$536,381 | \$207,041 | 72% |

| Special Projects: | | | | |
|-------------------------------------|------------------|-----------------|------------------|-----------|
| Disp Acct | Budget | YTD | Variance | Prcnt |
| 01-4510-66 Powell - Streets | 82,557 | 29,730 | 52,827 | 36% |
| 03-4260 Town Hall Upgrades Project | 299,999 | 23,213 | 276,786 | 8% |
| 04-6130 FEMA Granite Lake Project | 437,793 | 2,233 | 435,560 | 1% |
| 05-4170 Industrial Development Fund | 277,800 | 5,000 | 272,800 | 2% |
| | \$820,349 | \$55,176 | \$765,173 | 7% |

Town of Granite Quarry
Town Manager's Report
May 2020



Fund Balance, COVID-19, and Prioritized Projects.

We're in the middle of multiple projects the Town already prioritized and put into motion. Two of those projects – Town Hall upgrades and 2020 Capital Streets projects – have action items on this month's Board agenda. Board members have asked about several alternate options or add-ons to the current Town Hall upgrades project. A number of things tie together in that discussion:

Town Hall. Façade construction bids came in higher than initially estimated and approved by the project's budget ordinance (CPO). So the CPO needs to be amended to *at least* cover that amount.

We have researched the alternate options and add-ons to the current Town Hall upgrades project. Estimated items are summarized on Agenda Item #9.

COVID-19. About the same time that we began moving forward with the Town Hall project, the virus pandemic hit. Impacts from this pandemic will negatively affect sales-associated revenues in the next fiscal year. *Conversely*, some impacts have *favorably* affected certain segments of the construction market (for instance: low petroleum prices for paving projects*).

Streets Project. The winning construction bid on this project came in significantly lower than the original estimations (*pre-pandemic). The summary for this is included on Agenda Item #11.

Fund Balance. An updated summary of items pulled from FB so far this fiscal year is included next page (see Table 1).

- We ended last FY at 71% of annual expenditures. Our state peer group average was 64%.
- Currently our estimated fund balance is ___%.

For illustration purposes: if we added an additional \$150k to the TH project, FB would be ~ ___%.
if we added an additional \$200k to the TH project, FB would be ~ ___%.

I have discussed our balance, projects, and budgeting strategies with the Local Gov't Commission during ongoing conferences with our pending financing agreement. To summarize:

- With contractors already mobilized and prices currently favorable, any of the alternate options or add-ons in question will almost certainly be much cheaper now than they will be later.
- The proposed FY20-21 budget is being prepared on a very conservative scale, proposing that the Board review "revenues budgeted versus realized" at least in the 1st and 2nd quarters to consider any amendments to the budget / approving any prioritized, unbudgeted capital items at those times should conditions indeed turn out more favorably.
- The Town's budget was recreated last year to follow statutory requirements and best practices; and the Board has been following sound procedures in budget amendments and planning goals.

These factors assure the public and LGC of sound reasoning IF the Board indeed wants to take advantage of prices and pursue any of the additional work summarized in Agenda Item #9 now.

Table 1. FY19-20 Fund Balance Appropriated.

| Date | Item | Amount |
|----------------------|---|-------------------------|
| 11/4/19 | Emergency Repair - Culvert at SECU Site | \$ 6,500 |
| 11/4/19 ¹ | Fees Related to Purchase of Marple Properties | 1,000 |
| 1/6/20 ² | PD Roll Over Funds | 16,904 |
| 1/6/20 | Emergency Repair to Leaf Vac | 2,698 |
| 11/4/19 ¹ | Marple Properties - Purchase and Appraisal | 61,213 |
| 1/6/20 | Advertising | 2,000 |
| 2/3/20 | Byrd Property Plaque | 700 |
| 2/3/20 | Emergency Repair - Fire Alarm System Town Hall | 965 |
| 4/6/20 ¹ | Bring Quarry Leaf and Limb Site up to Standards | 25,000 |
| | | \$ 116,980 ³ |

¹ Most of this amount was an opportunistic purchase of property for leaf & limbs (\$87,213).
[And that amount is pending offset by sale of the existing leaf & limbs site (\$67,000)]

² PD rollover (\$16,904) is not an expenditure, but rather unspent budget from last year that rolls from general fund balance back into PD budget (based on the way the Authority was created).

³ The total (\$116,980 currently) is simply the amount of Fund Balance that has been *appropriated*; it does not mean we will end the year \$116,980 in the hole. GQ has traditionally budgeted expenditures very tightly, with the preference of having staff bring unpredicted items that *might* overrun their approved amounts back before the Board. But constant fiscal responsibility by staff, *other* unpredicted items (for instance, positions that go vacant for a while), and auditing adjustments after end of year more likely leaves our FB in the black instead of in any red.

Health Insurance

To renew our current health insurance for FY20-21, our cost would increase 18.44%. We reviewed a comparable BCBS plan that is 3.45% less than even our *current* rate, even after allowing a higher HRA amount to cover a difference in the maximum out of pocket limits for employees.

I met with the management team and we all agree it's the way to go professionally / financially. I'm not sure how much involvement the Board wants to have in insurance renewals... if you would like more information please let me know and I'll be happy to get it for you. Otherwise, if there is consensus we will go ahead and begin the switchover process before the May 15th timeline for doing so.

2020 Capital Streets Improvement Project

Construction bid tabulations have been submitted to LGC; notice of award will be submitted after this Board meeting's decision. F&M is supposed to have a Loan Agreement to us no later than end of week 5/1/20. Provided we get that to LGC on 5/1, our application is on track to be heard 6/2/20.

Industrial Development Fund Grant

I have met with property owner. Survey of the alternate route is underway. Once that is complete, we'll negotiate easement with owner and interlocal agreement with SRU, amend the grant, and begin construction specs and bidding phase.

MEMO

Date: April 14, 2020

TO: Board of Aldermen

From: Town Planner

RE: Rezoning Request
Townhouse Project- Rowan and S Main Streets

Narrative:

The potential purchaser of Town-owned property, parcel 351 039, located at 316 S Main Street has requested a rezoning for the purpose of building townhomes on that property. Specifically, the front part of the property is currently zoned RH or Residential High-Density, but the rear portion of the property is currently zoned LI or Light Industrial. The developer's request is to rezone the rear portion of the property from LI to RH so the entire property can be utilized for his townhome development.

Surrounding properties are of mixed use and zoning classification including single-family residential, a church, a manufacturing facility, and existing townhomes and/or apartments. Zoning classifications include RH, LI and RL.

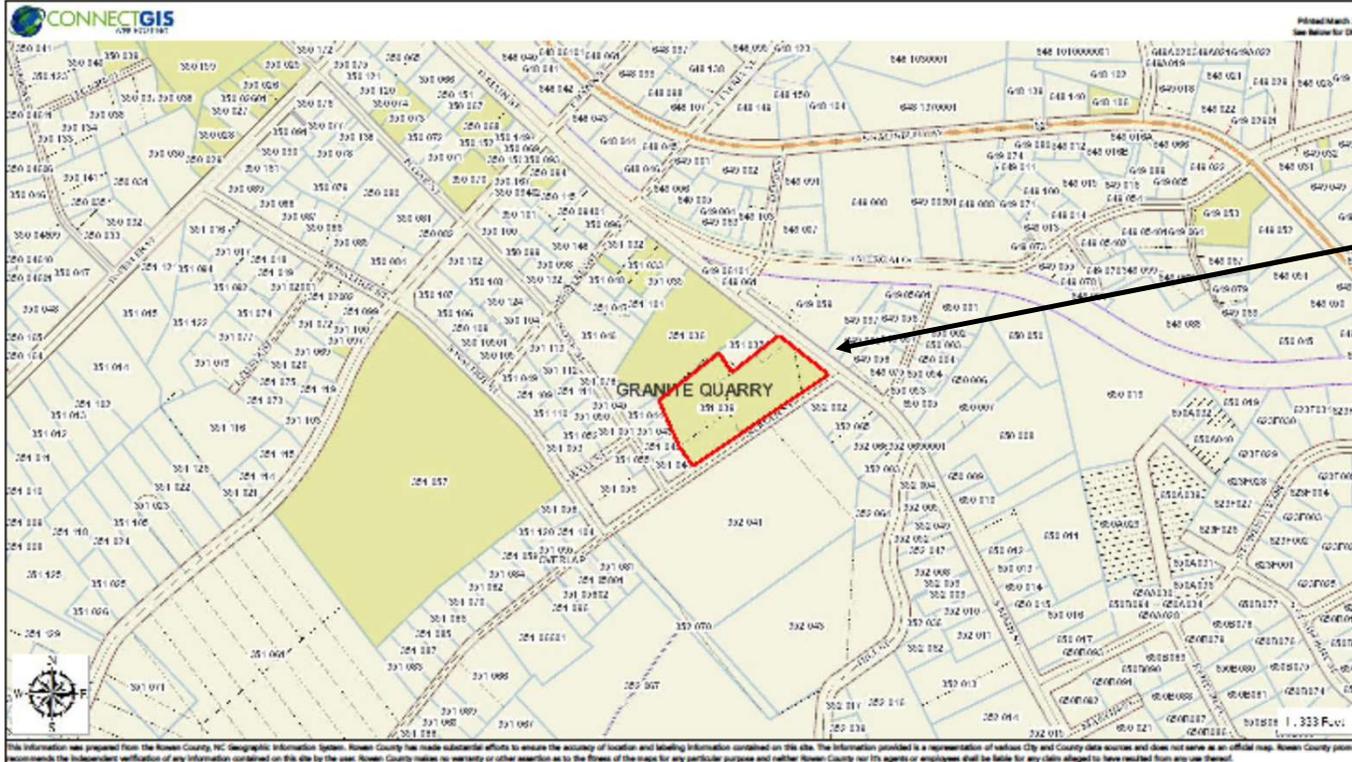
The rezoning request received a unanimous endorsement at the Planning Board's April 13, 2020 meeting. Also, at that meeting, the Planning Board unanimously approved the project's site plan showing three buildings with eight townhomes in each structure. The Planning Board's approval was conditional on compliance with several technical details of the Town's UDO that were not clarified on the submitted site plans, specifically including the design requirements in Section 5.3 (at least 50% masonry walls, pitched roof, articulation of building and roof, etc.), and notification of approval of other governing bodies (SRU- Water & Sewer, NCDOT- S Main St driveway permit, Rowan County- Erosion control, NCDEQ- Stormwater management). These conditions of approval were transmitted to the developer in a Site Plan Approval Letter on April 14, 2020.

Based on the above information, and assuming compliance with the conditions of approval for the site plan, staff recommends approval of this rezoning request.

Rezoning 316 South Main St

Rear Portion of Parcel 351 039

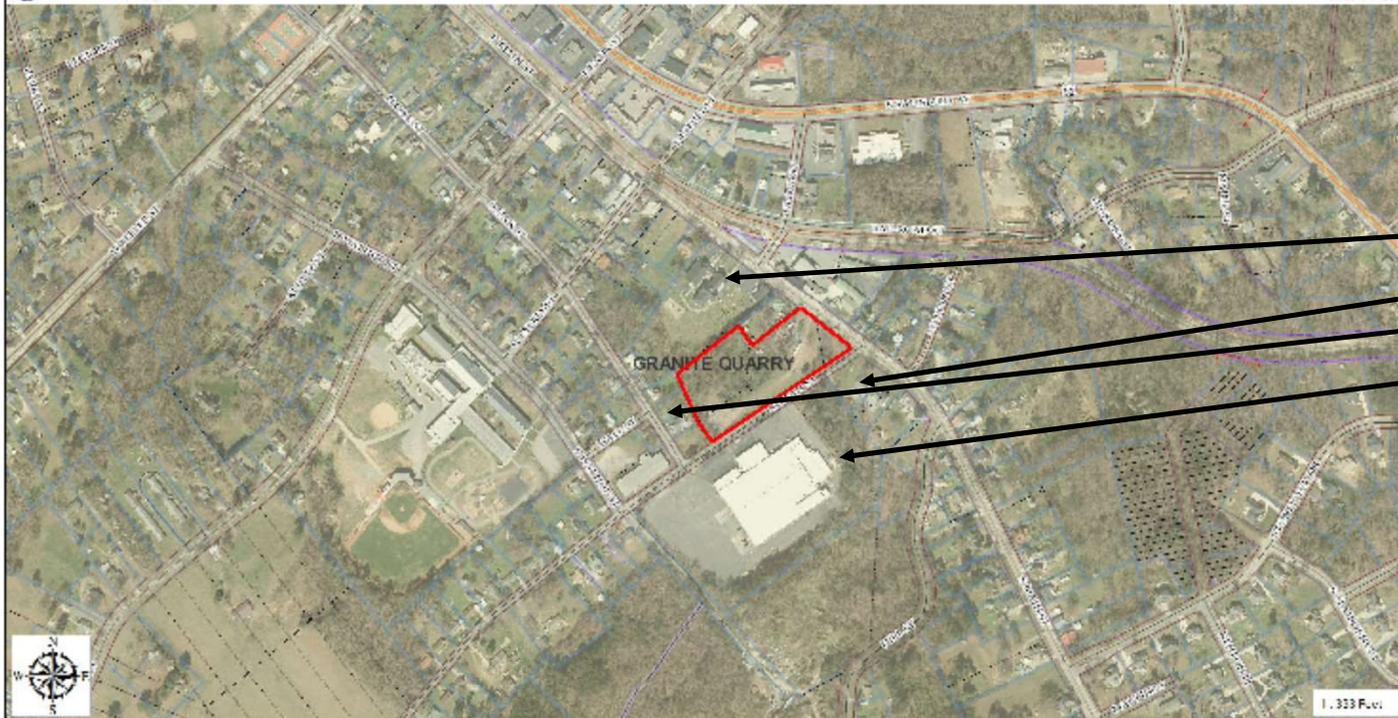
From LI to RH



Parcel is located at corner of South Main and Rowan Streets



Printed March 20,
See Below for Details

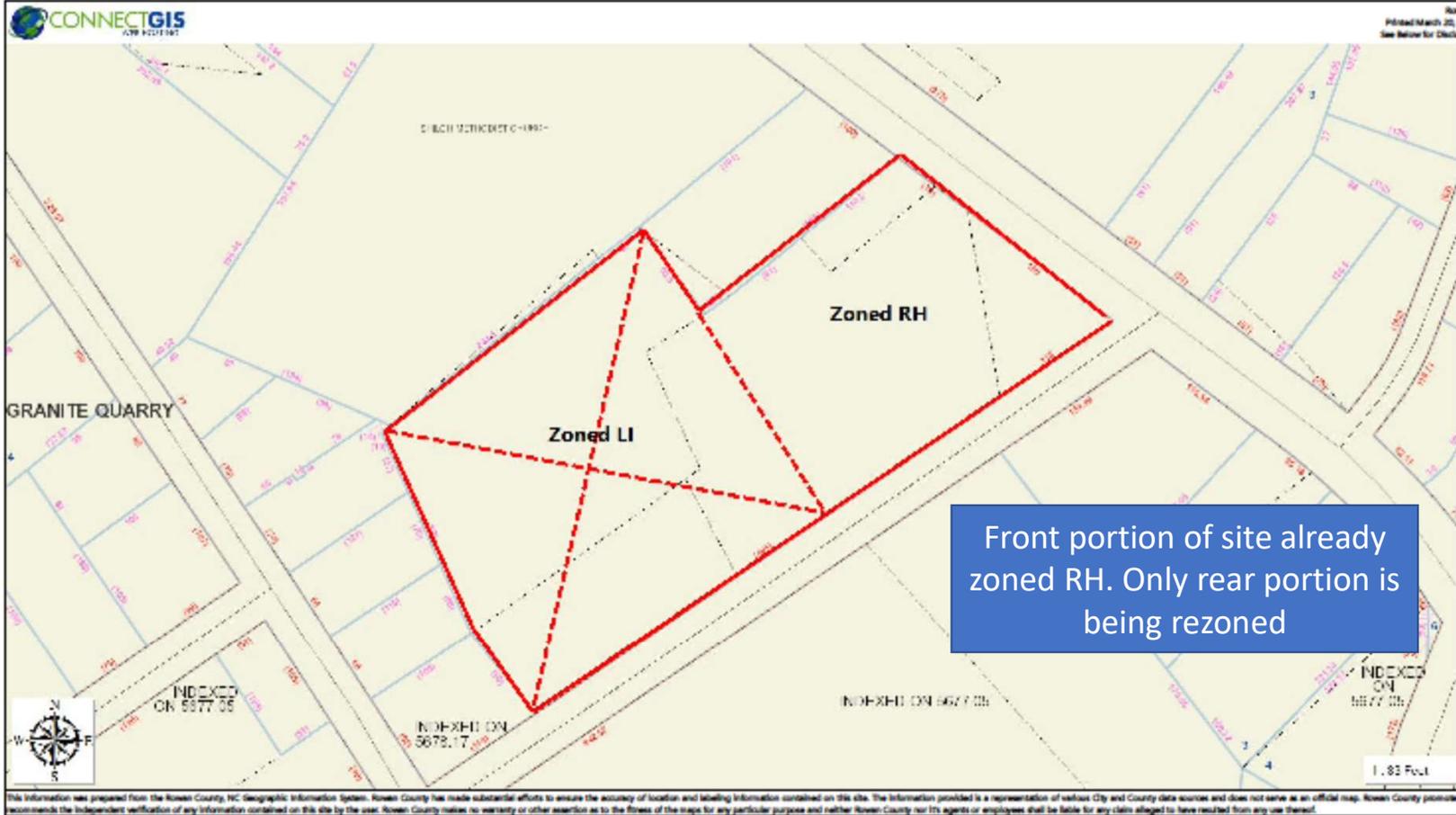


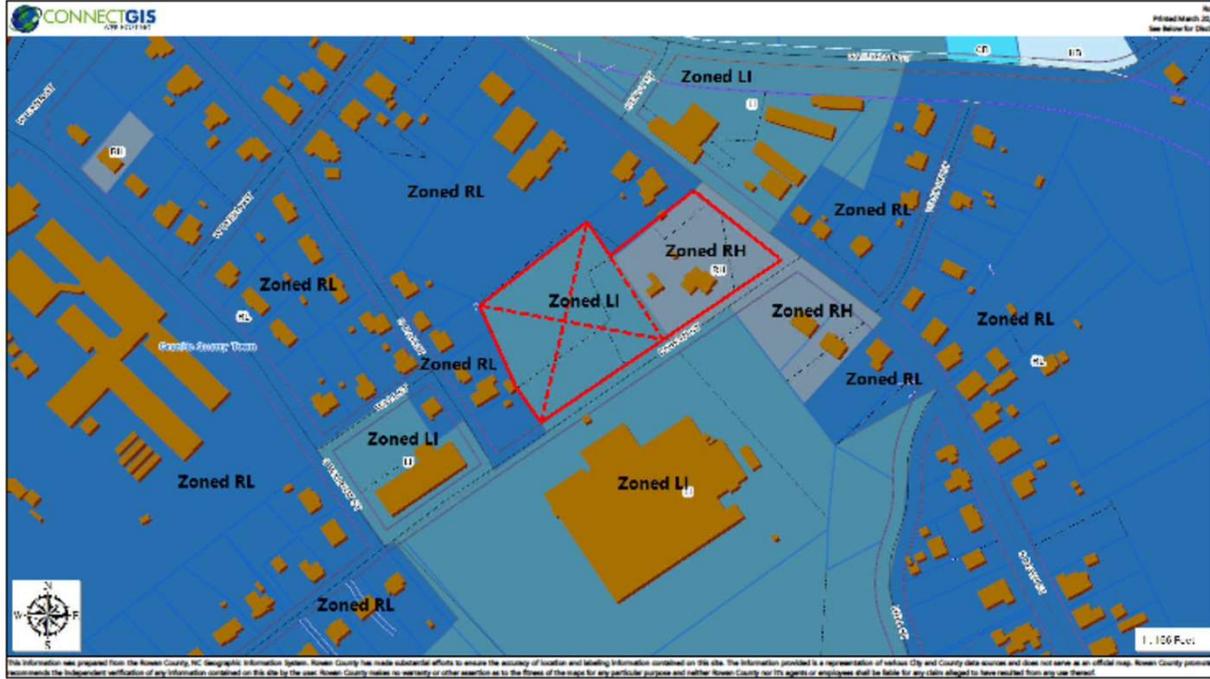
Parcel is located next to-
Church
Townhomes
Single-family residential
Industrial Building

This information was prepared from the Rowan County, NC Geographic Information System. Rowan County has made substantial efforts to ensure the accuracy of location and labeling information contained on this site. The information provided is a representation of various City and County data sources and does not serve as an official map. Rowan County promotes the independent verification of any information contained on this site by the user. Rowan County makes no warranty or other assertion as to the fitness of the maps for any particular purpose and neither Rowan County nor its agents or employees shall be liable for any claims alleged to have resulted from any use thereof.

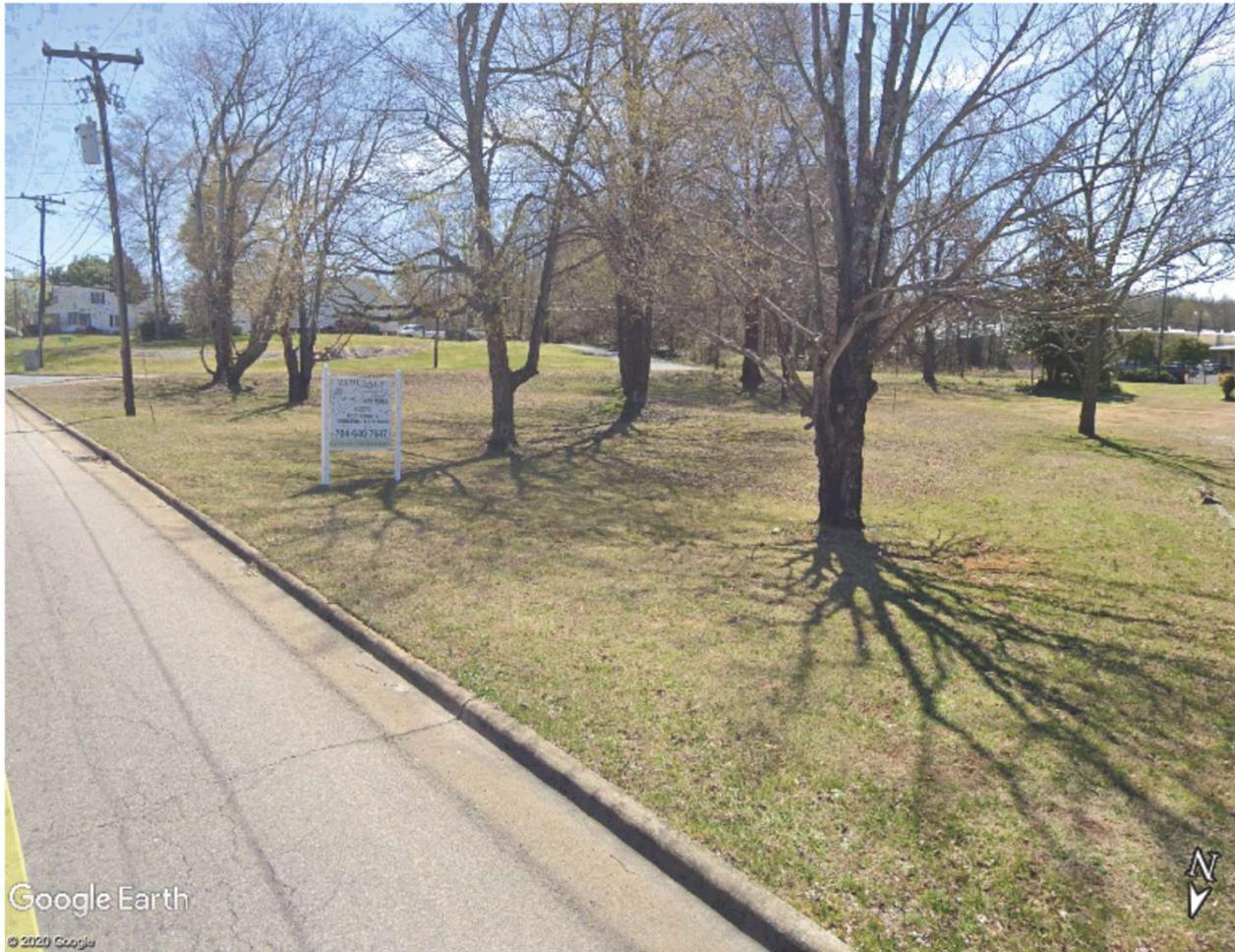


Surrounding Land Uses





Mixture of LI, RH, RL in the area



Site from S Main St driving south



Site from corner of Rowan and S. Main looking northwest



Site from Rowan St looking northeast (existing leaf 7 limb storage site at left)



Overhead view of site showing surrounding properties and their uses

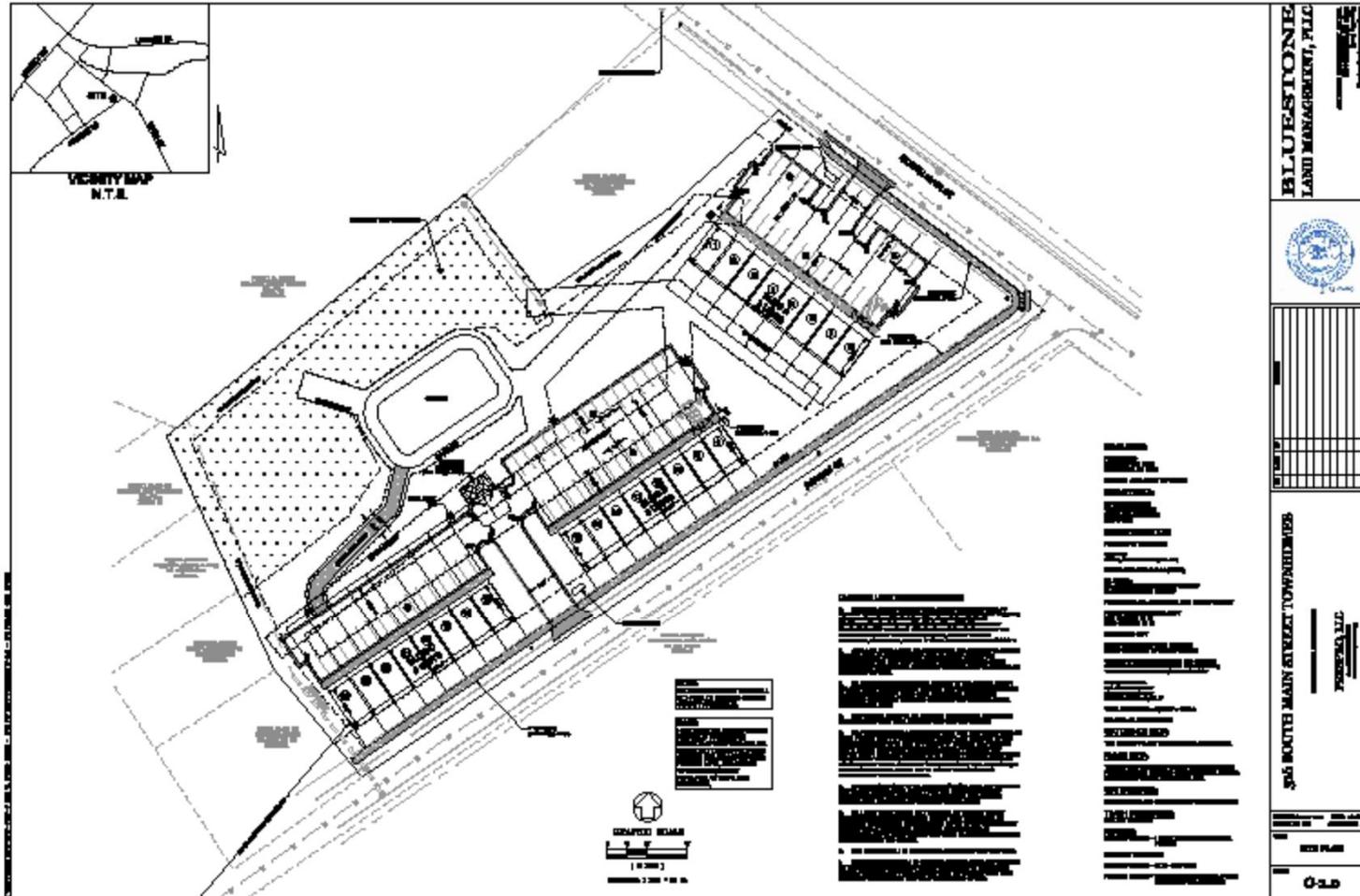
Action Requested:

Approve rezoning of the rear portion of Parcel 351 039 from LI to RH.

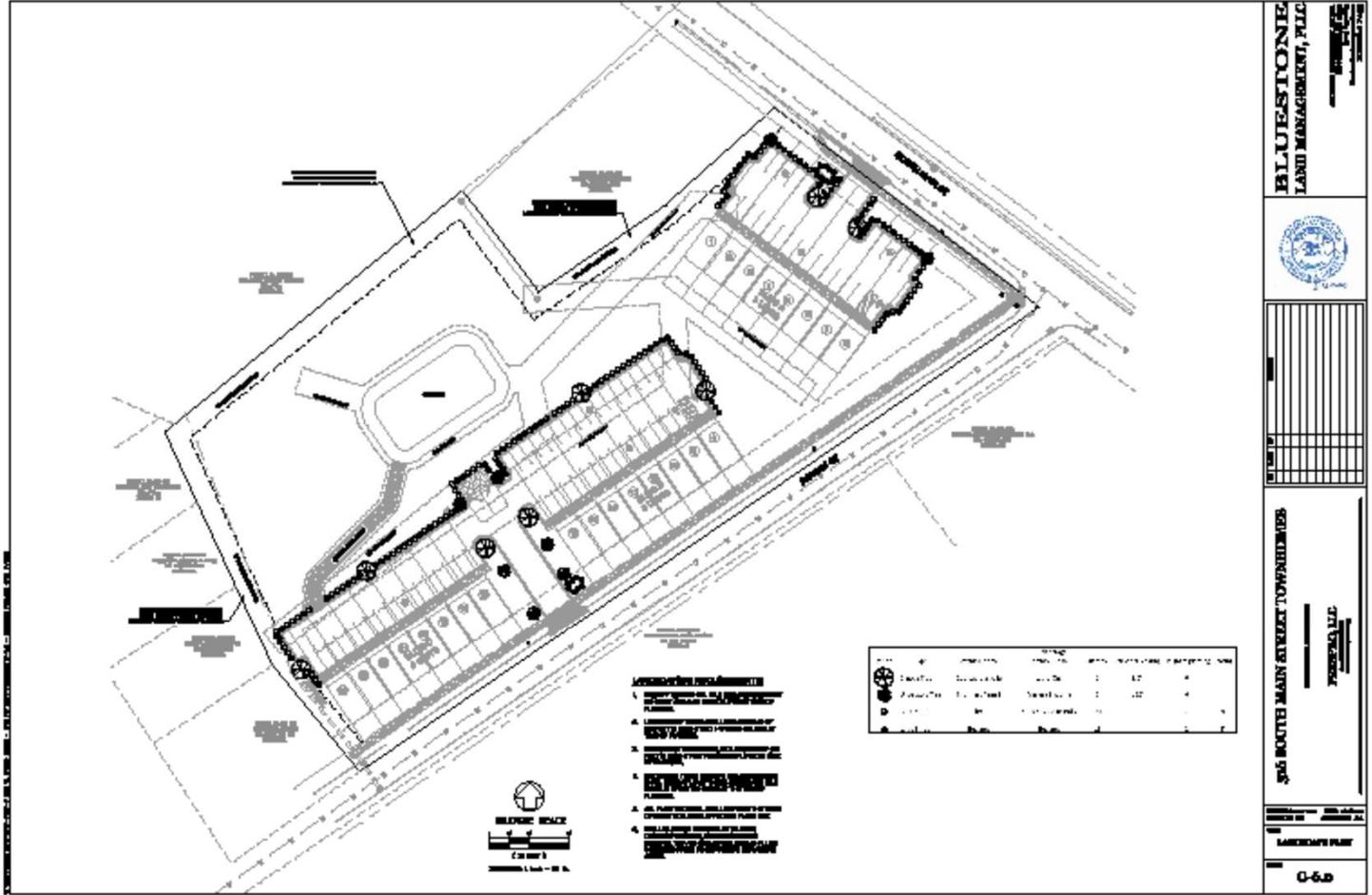
If the rezoning is approved, approve the following Statement of Consistency:

In voting to approve the proposed rezoning of this property, the Granite Quarry Board of Aldermen does find this decision to be in the best interest of the public and to be consistent in general with policies stated in the Town's Comprehensive Plan.

While site plan issues are not usually considered during a rezoning request, I've attached to following slides for information only...



Revised site plan shows sidewalks, entrance signs, parking lots, stormwater detention system, sewer easements, and notes dealing with other issues.



Landscape drawing shows parking lot plantings, 15' wide buffer strip along dividing property lines, etc.



Typical Elevation
(not specific to this site)

TOWN HALL UPGRADES PROJECT (CPO 2020-06)
DISCUSSION: UPDATES AND REQUEST FOR DIRECTION



TO: Board of Aldermen
 FROM: Town Manager
 DATE: 5/4/2020

3/2/2020 The Board adopted Capital Project Ordinance 2020-06 on 3/2/20 with the following budget (based on estimated construction costs):

| | | |
|----------------------------|----|---------|
| Engineer or Architect Fees | \$ | 23,000 |
| Construction Costs | | 276,999 |
| Total Appropriations | \$ | 299,999 |

3/9/2020 **Actual bids** from the Request For Proposals for building façade construction came in much higher than estimated (\$298,120). This brought the total construction budget (façade, parking areas, landscaping and irrigation) to \$323,718. The Board awarded the contract to proceed with construction work on the building façade.

Change Order / additional requests. Meanwhile, staff was also asked to look into some alternate options and potential add-ons to the existing project:

1. Extending the ACM panels to complete the existing canopy on the left side of building (existing scope just paints that segment). Price came in at \$40,260. Feedback indicated BOA would not want to proceed with it at that cost, so not figured into proposals.
2. Completely fix parking areas instead of just patching and sealcoat. This includes addressing existing curb cuts, storm grates, interior medians, design compliance with Master Plan.
3. Adding a 3rd Fire Department bay door. This could not be reasonably projected without a structural engineering determination.
4. Technology upgrades to eliminate network and reception issues. Staff troubleshot with Memory Bank & researched all “fix” avenues. Currently no alternate options are available.
5. Interior upgrades. Recommend budgeting for an actual space needs assessment first, especially if we add the 3rd FD Bay Door (resolves a lot of Maintenance and FD needs).

5/4/2020

- Breakdown of project amendment and proposals costs is **attached**.
- A master summary overview of this discussion, the Streets project, current conditions, and Fund Balance is in the Town Manager’s Report in your packet. In short:

With contractors already mobilized on site, current opportunistic prices on paving costs, a healthy fund balance that’s notably higher than peer group average, and sound planning and budgeting strategies being utilized: if the Board wishes to undertake Proposals 2 and 3 as additions to this project’s scope, now is a good time to do so.

RECOMMENDED ACTION:

Motion to amend the project scope of the Town Hall Upgrades Project to include Proposals 2 and 3: adding a 3rd FD bay door, and complete design and repair of public parking areas, landscaping and entrances to meet DOT regulations and adopted Master Plans.

Town Hall Upgrades - Capital Project Costs

| | CPO 2020-06 Project Budget adopted 3/2/20 | Construction RFP Results 3/9/20 | Additional Architectural Work (BOA proposals) | Project Total Currently | Project Totals with Proposals 2 & 3 (LOW estimate) | Project Totals with Proposals 2 & 3 (HIGH estimate) | NOTES |
|----------------------------------|--|---------------------------------------|--|------------------------------------|--|---|---|
| ENGINEER / ARCHITECT FEES | | | | | | | |
| Architect fees | 20,900 | | 4,000 | 24,900 | 24,900 | 24,900 | |
| Construction doc printing | 600 | | | 600 | 600 | 600 | |
| Hazardous Material Survey | 150 | | | 150 | 150 | 150 | |
| Additional fees allowance | 1,350 | | - | - | - | - | |
| Total Eng / Arch Fees | 23,000 | | 25,650 | 25,650 | 25,650 | 25,650 | |
| CONSTRUCTION COSTS | | | | | | | |
| Building | 250,000 | 298,120 | | 298,120 | 298,120 | 352,555 | <i>Proposal 2: Adding 3rd FD Bay Door</i> |
| Parking areas | 17,098 | 17,098 | | 17,098 | 50,000 | 65,000 | <i>Proposal 3: Completely fixing parking areas</i> |
| Landscaping | 5,500 | 5,500 | | 5,500 | 13,150 | 17,475 | <i>Proposal 3: Additional area + brick pavers per Master Plan</i> |
| Irrigation | 3,000 | 3,000 | | 3,000 | 4,000 | 4,750 | <i>Proposal 3: Additional run length & installation</i> |
| Estimating Allowance | 1,401 | - | | - | - | - | |
| Total Construction Costs | 276,999 | 323,718 | | 323,718 | 365,270 | 439,780 | |
| Total Project Cost | 299,999 | | | 349,368 | 390,920 | 465,430 | |

| ADDITIONAL BOA ESTIMATION REQUESTS | | Estimated Cost (LOW) | Estimated Cost (HIGH) | NOTES |
|---|----|--------------------------------|---------------------------------|---|
| 1. Extending ACM panels TO last 3 columns | \$ | 40,260 | 40,260 | <i>Seemed from feedback BOA didn't wish to proceed with extending panels given the price</i> |
| 2. Adding a 3rd FD bay door | | 54,435 | 54,435 | <i>Quoted. \$51,996.28 door, \$2,438 additional to replace the HVAC (having issues)</i> |
| 3. Completely fix parking areas <i>(instead of just patching and sealcoating)</i> | | 50,000 | 65,000 | <i>Asphalt and concrete / curb & gutter / storm drain components</i> |
| Landscaping adjustments | | 6,500 | 8,000 | <i>Landscaping area increases, but materials didn't increase direct proportionately</i> |
| Brick Pavers per Master Plan | | 6,650 | 9,475 | <i>Est 20" strip (1.67')x338' = 565ft². Low est \$10/ft²; high est \$15/ft² materials + labor</i> |
| Irrigation adjustment | | 4,000 | 4,750 | <i>High estimate: if irrigation run needed under FD PVA to that landscape area</i> |
| 4. IT - Line upgrades into Town Hall | | | | <i>Troubleshoot issues, researched options: currently no alternate options are available</i> |
| 5. Interior upgrades | | | | <i>Recommend budgeting for an actual space needs assessment first, especially if we add the 3rd FD Bay Door (resolves most Maint and FD needs). Estimated cost \$5k low; \$15k high .</i> |

CAPITAL STREETS IMPROVEMENT PROJECT
CONSTRUCTION CONTRACT AWARD



TO: Board of Aldermen
FROM: Town Manager
DATE: 5/4/2020

The Town issued a Request for Proposals (RFP) for construction of the Project on 4/7/20 with a due date of 4/21/20 @ 5:00pm.

The Town is required to award the bid to the lowest responsive, responsible bidder. The Certified Tabulation of Bids received is attached. J.T. Russell & Sons, Inc. came in with low bid at \$299,375.

Option 1: Accept as-is, and that's it.

We accept the winning bid as-is, and apply any final amount that we come in under budget toward the loan (no penalty for doing so).

Option 2: Town Hall project - parking areas.

The winning bid came in @ \$38,000 less than the estimated construction portion of this project.

Last month staff was asked to look into what it would cost to completely fix the parking areas at town hall (instead of the originally planned patch & sealcoat) as part of the Town Hall Upgrades project that's underway. In a stroke of odd coincidence:

- The amount that the winning bid came under is very close to what Public Works has preliminarily estimated the repaving-portion of fixing the parking areas would be.
- It appears that the timing for doing the town hall parking areas could easily be scheduled to coincide with when the paving contractor will be mobilized here already on the streets repaving project.

So, if the Board desires, it could accept the streets project to proceed as-is, and authorize staff to negotiate adding on the town hall public parking areas while the contractor is already here and mobilized. If so, staff would recommend:

- Treating the add-on as part of the *Town Hall upgrades Project Ordinance* instead of including it within the Capital Streets project ordinance and financing.

ACTION REQUESTED:

Motion to award the 2020 Capital Streets Improvement Project to J.T. Russell & Sons, Inc.

AND IF the Board wishes to pursue Option 2:

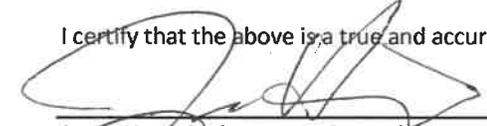
ACTION REQUESTED:

Motion to authorize staff to negotiate adding on the Town Hall public parking areas with the contractor on this project.

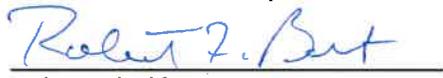
Town of Granite Quarry
2020 Capital Streets Improvement Project
Certified Tabulation of Bids
CONSTRUCTION REQUESTS FOR PROPOSALS
Bid Opening Date: April 21, 2020 at 5:00pm

| Vendor | Bid Amount |
|--------------------------------------|-------------------|
| Carolina Siteworks, Inc. | \$ 312,616.00 |
| Hanes Construction Company | 354,465.34 |
| J.T. Russell & Sons, Inc. | 299,375.00 |
| NJR Group, Inc. | 345,121.08 |
| Piedmont Asphalt | No bid returned |
| | |

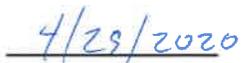
I certify that the above is a true and accurate tabulation of the bids received by the above referenced deadline.



 Jason Hord, Maintenance Supervisor
 Town of Granite Quarry, NC



 Robert F. (Bob) Bost, Owner
 Pavement Management Services



 Date

TOWN HALL UPGRADES PROJECT (CPO 2020-06)
CAPITAL PROJECT ORDINANCE AMENDMENT



TO: Board of Aldermen
FROM: Town Manager
DATE: 5/4/2020

The Board adopted Capital Project Ordinance 2020-06 on 3/2/20 with the following budget (based on estimated construction costs):

| | | |
|----------------------------|----|---------|
| Engineer or Architect Fees | \$ | 23,000 |
| Construction Costs | | 276,999 |
| Total Appropriations | \$ | 299,999 |

3/9/2020

Actual bids from the Request For Proposals for building façade construction came in much higher than estimated, bringing the total construction budget (façade, parking areas, landscaping and irrigation) to \$323,718. The Board awarded the contract to proceed with construction work on the building façade.

Change Order / additional requests. Information and discussion about alternate options and potential add-ons to the existing project staff was asked to look into was under Agenda Item #8. The cost of additional design and structural engineering determination was \$4,000.

Depending on the results of that discussion:

Amendment Draft #1 (proceeding as-is):

Amends the Project Ordinance to cover the existing items (total **\$349,368**).

RECOMMENDED ACTION:

Motion to amend Capital Project Ordinance 2020-06 as presented to cover the existing project scope.

Amendment Draft #2 (amending project scope):

If the Board decided to approve the additional scope of work that staff was asked to look into, the CPO would need to be amended to ***an amount not to exceed \$465,430***.

Because of the timetable constraints for getting the Board packet together, vetting more exact estimates on Appropriations to then get a breakdown of what available Revenues can qualify under Powell Bill funds is not yet finished. So, if the Board approved amending the project scope in Agenda Item #8:

RECOMMENDED ACTION:

Motion to amend Capital Project Ordinance 2020-06 with the amended scope approved in Agenda Item #8, in an amount not to exceed \$465,430.

Staff can then fill in the breakdown of Powell Bill once that item is confirmed.



CAPITAL PROJECT ORDINANCE

2020-06

**TOWN OF GRANITE QUARRY NC
TOWN HALL UPGRADES PROJECT**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted, *as amended May 4, 2020*:

Section 1: The Project authorized is the Town Hall Upgrades Project, located at 143 North Salisbury GQ Avenue, Salisbury, North Carolina 28146. Upgrades to the grounds and landscaping are to include sealing the south parking lot, repaving the north parking lot, landscaping in the front of the building and the Fire Department entrance median, and irrigation for the area surrounding the electronic information sign and the front of building. Upgrades to the building are to include second floor faux windows, column panels and canopy lettering, landscaping light poles, flag light, and flashing cap.

Section 2: The officers of this unit of government are hereby directed to proceed with the capital project within the terms of this project ordinance and the budget contained herein.

Section 3: The following amounts are appropriated for the capital project:

| | | | |
|----------------------------|----|---------|---------|
| Engineer or Architect Fees | \$ | 23,000 | 25,650 |
| Construction Costs | | 276,999 | 323,718 |
| Total Appropriations | \$ | 299,999 | 349,368 |

Section 4: The following revenues are anticipated to be available to complete this project:

| | | | |
|---------------------------|----|---------|---------|
| Fund Balance Appropriated | \$ | 390,750 | 349,368 |
| Total Revenues | \$ | 390,750 | 349,368 |

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all state and federal regulations.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7: The Finance Officer is directed to report on the financial status of each project element in Section 3 of this ordinance on a quarterly basis.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board until this project is complete.

Section 9: A copy of this capital project ordinance shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk for direction in carrying out this project.

Amended this 4th day of May 2020

(Seal)

William D. Feather, Mayor

Attest: _____
Aubrey Smith, Town Clerk



CAPITAL PROJECT ORDINANCE

2020-06

**TOWN OF GRANITE QUARRY NC
TOWN HALL UPGRADES PROJECT**

BE IT ORDAINED by the Governing Board of the Town of Granite Quarry, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted, *as amended May 4, 2020*:

Section 1: The Project authorized is the Town Hall Upgrades Project, located at 143 North Salisbury GQ Avenue, Salisbury, North Carolina 28146. Upgrades to the grounds and landscaping are to include ~~sealing the south parking lot, repaving the north parking lot, landscaping in the front of the building and the Fire Department entrance median, and irrigation for the area surrounding the electronic information sign and the front of building~~ ***complete design and repair of public parking areas, landscaping and entrances to meet DOT regulations and adopted Master Plans.*** Upgrades to the building are to include second floor faux windows, column panels and canopy lettering, landscaping light poles, flag light, and flashing cap, ***and addition of a 3rd Fire Department bay door.***

Section 2: The officers of this unit of government are hereby directed to proceed with the capital project within the terms of this project ordinance and the budget contained herein.

Section 3: The following amounts are appropriated for the capital project:

| | | | |
|----------------------------|----|---------|---------|
| Engineer or Architect Fees | \$ | 23,000 | 25,650 |
| Construction Costs | | 276,999 | 439,780 |
| Total Appropriations | \$ | 299,999 | 465,430 |

Section 4: The following revenues are anticipated to be available to complete this project:

| | | | |
|---------------------------|----|---------|---------|
| Fund Balance Appropriated | \$ | 390,750 | ? |
| Powell Bill Allocations | | | ? |
| Total Revenues | \$ | 390,750 | 465,430 |

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of all state and federal regulations.

Section 6: Funds may be advanced from the General Fund for the purpose of making payments as due.

Section 7: The Finance Officer is directed to report on the financial status of each project element in Section 3 of this ordinance on a quarterly basis.

Section 8: The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Board until this project is complete.

Section 9: A copy of this capital project ordinance shall be entered into the Governing Board's meeting minutes, and within five days after adoption, copies shall be filed with the Finance Officer, Budget Officer, and in the Office of the Town Clerk for direction in carrying out this project.

Amended this 4th day of May 2020

(Seal)

William D. Feather, Mayor

Attest: _____
Aubrey Smith, Town Clerk

Agenda Item Summary

Regular Meeting

May 4, 2020

Agenda Item 11

Resolution 2020-06 Title VI Policy

Summary:

The North Carolina Department of Transportation’s Office of Civil Rights is requiring that municipalities enact a formal Title VI Policy. Title VI of the Civil Rights Act of 1964 states that no person shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The 1987 Civil Rights Restoration Act extended these protections to all NCDOT programs and activities, whether federally assisted or state funded. Additional categories of protection have been enacted including sex, sexual orientation, low-income, limited English proficiency, age, disability, and religion/creed.

Attachments:

- Memo - Resolution Approving a Title VI Policy for the Town of Granite Quarry
- Resolution 2020-06
- Title VI Nondiscrimination Policy Statement

Action Requested:

Motion to approve Resolution 2020-06 to adopt at Title VI policy for the Town of Granite Quarry to prohibit discrimination in programs and services in activities receiving federal financial assistance.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against



MEMORANDUM

TO: Board of Aldermen

FROM: Aubrey Smith, Town Clerk

DATE: May 4, 2020

RE: Resolution Approving a Title VI Policy for the Town of Granite Quarry

The North Carolina Department of Transportation's Office of Civil Rights is requiring that municipalities enact a formal Title VI Policy. Title VI of the Civil Rights Act of 1964 states that no person shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The 1987 Civil Rights Restoration Act extended these protections to all NCDOT programs and activities, whether federally assisted or state funded. Additional categories of protection have been enacted including sex, sexual orientation, low-income, limited English proficiency, age, disability, and religion/creed.

The Title VI Policy must be renewed each year and submitted to NCDOT. Please let me know if you have any concerns or questions about the wording of this policy. I reviewed the Resolutions adopted by several other North Carolina cities when I prepared this document.

Staff recommends approval of the resolution.

RESOLUTION NO. 2020-06

RESOLUTION TO ADOPT A TITLE VI POLICY FOR THE TOWN OF GRANITE QUARRY TO PROHIBIT DISCRIMINATION IN PROGRAMS AND SERVICES AND IN ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

WHEREAS, in 1964, Congress enacted the Civil Rights Act of 1964, which included that section labeled Title VI which prohibits discrimination in any activity which is financed by federal funds or receives federal financial assistance; and

WHEREAS, since the adoption of Title VI, additional federal regulations and court decisions have further refined the definition of “federal financial assistance” and what entities are affected and controlled by Title VI; and

WHEREAS, the Town of Granite Quarry has no formal policy in place for defining and preventing discrimination in the activities and for the entities Title VI affects; and

WHEREAS, the interpretation and application are not intuitive or readily understood, requiring an understanding of what “federal financial assistance” might be in any particular situation and what persons or entities must comply with Title VI; and

WHEREAS, a policy and procedure for reporting violations will provide guidelines for the Town, Town Departments and private persons and companies doing business with the Town and receiving federal financial assistance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Granite Quarry that the attached “Title VI Policy” is hereby adopted as the official policy of the Town of Granite Quarry for applying, reporting and enforcing Title VI of the Civil Rights Act of 1964.

IT IS FURTHER RESOLVED that the Town Manager is authorized to approve this policy on a yearly basis if no changes are made to it.

Adopted this 4th day of May, 2020.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk

Title VI Nondiscrimination Policy Statement

It is the policy of the Town of Granite Quarry to ensure that no person shall, on the ground of race, color, national origin, limited English Proficiency, income-level, sex, sexual orientation, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town of Granite Quarry program or activity, including, where applicable, religion, as provided by Title VI of the Civil Rights Act of 1964 and other pertinent nondiscrimination authorities.

The following practices are hereby prohibited throughout the Town of Granite Quarry to comply, at a minimum, with Title VI and related requirements:

- Denying to an individual any standard service, financial aid, or other program benefit without good cause;
- Providing any service, financial aid, or other benefit to a person which is distinct in quantity or quality, or is provided in a different manner, from that provided to others under the program;
- Subjecting a person to segregation or separate treatment in any part of a program;
- Restrictions in the enjoyment of any advantages, privileges, or other benefits enjoyed by others;
- Methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination;
- Different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual or other integral activities;
- Acts of intimidation or retaliation, including threatening, coercing, or discrimination against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because s/he has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing;
- Discrimination in any employment resulting from a program, a primary objective of which is to provide employment.

Agenda Item Summary

Regular Meeting

May 4, 2020

Agenda Item 12

Policy Manual / Employee Handbook

Summary:

Staff researched recommended organizations for personnel policy re-write and consultation. Based on experience over the past year with conflicting and outdated policies, and ultimately several legal reviews and feedback regarding our current policy manuals, our risk management insurance provider strongly recommends “starting from scratch” instead of trying to update our existing manual.

Staff concurs and recommends using the NCLM’s preferred vendor: the MAPS Group. MAPS works closely with the NCLM on public employment law and legislative issues. Building a manual and templates with their specialty expertise would complement the Town’s efforts doing the same with recodification of our ordinances and be a sound investment in personnel management / HR administration.

For a personnel policy review and rewrite, the cost would be \$4,000 and would take approximately two months. The project start time would depend on the availability of the person assigned the project. It would most likely begin in late August.

For a salary survey and comparison with job description review combined with the personnel policy re-write, it would be \$6,018 plus actual expenses which would include \$25/hr for travel, meals, printing, etc. The project would take approximately three months from time the assigned staff begins.

Attachments:

- Proposal for Personnel Policy Preparation
- Proposal for Comprehensive Pay and Classification Study with Personnel Policy Preparation

Action Requested:

Motion to authorize the Town Manager to enter a contract with the MAPS Group for policy manual / employee handbook review and rewrite and pay and classification study for an amount not to exceed \$8,000.

Motion Made By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Second By:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

For:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

Against:

- Jim Costantino
- Kim Cress
- John Linker
- Doug Shelton

In case of tie:

Mayor Bill Feather

- For
- Against

DRAFT

March 26, 2020

Ms. Aubrey Smith
Town Clerk
Town of Granite Quarry
143 N. Salisbury Avenue
Granite Quarry, NC 28146

Dear Ms. Smith:

We are pleased to be able to offer the enclosed Memorandum of Agreement to the Town of Granite Quarry to perform the specified personnel services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the Management and Personnel Services (MAPS) Group. The MAPS Group, a private consulting firm, consists of former and current practicing human resources and management professionals in the public sector who specialize in human resource management. They are, or have been, employed in human resources and/or management departments at the state and municipal level of government who undertake consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

Hartwell Wright
Human Resources and Employee
Relations Consulting Manager

HW/cb
Enclosures

cc: The MAPS Group

MEMORANDUM OF AGREEMENT

PERSONNEL SERVICE

TOWN OF GRANITE QUARRY

THIS AGREEMENT is made and entered into this ____ day of _____, 2020 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the Town of Granite Quarry, an incorporated municipality hereinafter called "Town."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town of Granite Quarry, the League offers to perform the following services:

Scope of Services

The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately two (2) months. Contract dates may be decided upon and modified by agreement between the Town and The MAPS Group.

Cost

The cost of the proposed work is four thousand dollars (\$4,000.00).

In consideration of the services performed by the League, the Town agrees to abide by and perform the following:

The Town will be billed by The MAPS Group for one payment of \$2,000 at the beginning of the study and a final billing of the same amount when the project is completed and presented to the Town of Granite Quarry. The Town agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.

Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return same to the League office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA LEAGUE OF
MUNICIPALITIES

TOWN OF GRANITE QUARRY

Hartwell Wright
Human Resources and Employee
Relations Consulting Manager

Name

Submission Date

Title

Date

This instrument has been pre-audited in the
manner required by the Local Government Budget
and Fiscal Control Act.

(Signature of Finance Officer)

PROPOSAL TO TOWN OF GRANITE QUARRY PERSONNEL POLICY PREPARATION

Study Purpose

The MAPS Group proposes to prepare a personnel policy that reflects current laws and modern human resource management practices. The policy should reflect major policy guidance but not be as specific as an employee handbook or an administrative procedures manual. The policy will be intended to state policy decisions and philosophies and provide policy guidance to management in a manner that empowers effective management decision-making. The policy is also intended to provide information and guidance to employees regarding major work rules and benefits.

Study Components

1. Review current policy and identify needed changes, additions and deletions to reflect modern management principles and current laws and practices.
2. Obtain input from management to identify major issues, concerns and policy areas of interest.
3. Prepare a first draft of the proposed policy and send to management for review and discussion.
4. Discuss with management to review concerns, obtain feedback and make decisions on changes to the draft.
5. Prepare final draft for review by management. Upon final approval, send proposed policy to Council for review.
6. Meet with Council to discuss questions, concerns, proposed changes, etc.
7. Finalize Policy with any changes decided by Council.

Results of the Study

An electronic copy of the policy in Word will be provided.

Project Staff

The project staff will be Cheryl Brown. A summary of her experience is attached.

Costs

The study costs will be four thousand dollars (\$4,000).

CHERYL L. BROWN
8306 Highland Glen Drive
Charlotte, NC 28269
704-579-9197
cbrown12@carolina.rr.com

PROFILE

Skilled professional with over 20 years of senior management experience in Human Resources administration and operations, with emphasis in Classification and Compensation, Benefits, and Employee Relations. Consistently successful in enhancing service delivery. Excellent track record of identifying, recruiting, and retaining superior talent.

PROFESSIONAL HISTORY

CAREER PROGRESSION

Consultant, The MAPS Group (Management and Personnel Services) - a consulting group providing personnel, organization development, training, and management services for local governments (2018 to present)

CLIENTS: Hope Mills, Yadkinville, Columbus, Stallings, Troutman, North Topsail Beach, Misenheimer, Marion, Saluda

Human Resources Director, City of Charlotte (2010-2018)

Deputy Director of Human Resources, City of Charlotte (2004-2010)

Human Resources Director, City of Monroe (1997-2004)

Human Resources Analyst, City of Charlotte (1988-1997)

EDUCATION

Master of Public Administration – University of North Carolina, Charlotte

Bachelor of Arts in Public Policy Analysis – University of North Carolina, Chapel Hill

PROFESSIONAL AND COMMUNITY AFFILIATIONS

International Public Management Association – Human Resources (IPMA-HR),

Executive Council Representative; active at the national, regional and state level

Organization of Municipal Personnel Officers (OMPO), past president and board member

Society for Human Resource Management (SHRM)

DRAFT

March 31, 2020

Ms. Aubrey Smith
Town Clerk
Town of Granite Quarry
143 N. Salisbury Avenue
Granite Quarry, NC 28146

Dear Ms. Smith:

We are pleased to be able to offer the enclosed Memorandum of Agreement to the Town of Granite Quarry to perform the specified personnel services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the MAPS Group. This private consulting firm consists of former and current practicing human resource management professionals in the public sector who specialize in human resources and general management. They are, or have been, employed at the state and municipal level of government and undertake consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions, or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

Hartwell Wright

Human Resources and Employee
Relations Consulting Manager

HW/kb
Enclosures

cc: The MAPS Group

MEMORANDUM OF AGREEMENT
PERSONNEL SERVICE
TOWN OF GRANITE QUARRY

THIS AGREEMENT is made and entered into this _____ day of _____, 2020 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the Town of Granite Quarry, an incorporated municipality hereinafter called "Town."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town of Granite Quarry, the League offers to perform the following services:

Scope of Services

The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately three (3) months. The contract can begin at a time mutually agreed upon between The MAPS Group and the Town.

Cost

The total cost of the proposed work is six thousand eighteen dollars (\$6,018.00) plus actual itemized expenses for mileage, meals, lodging, printing and supplies and \$25 per hour travel time (estimated at around \$500.00). Two to three round trips are expected in the study.

In consideration of the services performed by the League, the Town agrees to abide by and perform the following:

The MAPS Group will bill the Town for one payment of \$2,006.00 at the beginning of the study, a payment of the same amount upon receipt of the first draft of the study, and a final payment of the same amount plus actual itemized expenses when the study is completed. The Town agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.

Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA LEAGUE OF
MUNICIPALITIES

TOWN OF GRANITE QUARRY

Hartwell Wright
Human Resources and Employee
Relations Consulting Manager

Name

Submission Date

Title

Date

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

(Signature of Finance Officer)

ATTACHMENT "A"

SCOPE OF SERVICES

PAY AND CLASSIFICATION STUDY

SCOPE OF SERVICES

Objectives of Study

The primary purpose of this study is to conduct a comprehensive pay and classification study for the Town of Granite Quarry to include the following work study objectives:

- to study and evaluate all positions covered by the NCLGERS within the Town for the purpose of determining the proper position classification and salary for each employee;
- to conduct a comprehensive salary survey of appropriate public and private sector organizations to determine that the Town's salaries, benefits and wages are competitive within the applicable job market;
- to prepare or update class specifications for each position class based upon current job duties and requirements, outlining appropriate ADA information;
- to prepare a pay plan for the Town as required to maintain a competitive system of salaries and wages;
- to identify those classes of positions that are "exempt" and "non-exempt" in compliance with the Fair Labor Standards Act (F.L.S.A.) of 1983 as amended in 1985; and
- to review and make recommendations concerning the effectiveness of the Town's overall compensation system including compression issues.

Study Work Components

A. Preparation of the Classification and Pay Plan

1. Conduct a comprehensive review of the Town's Personnel system for the purposes of staff orientation and to provide data and information to be used in the preparation of the classification and compensation data and related Personnel components.
2. Conduct a meeting with Town Manager and department heads to discuss the various work components of the study and to explain the study methodology and approach. At this meeting we will also discuss the appropriate labor market for surveying salary data and the project schedule.
3. Conduct orientation sessions with employees to cover the purposes and process of the study. In addition, job questionnaires will be distributed to employees and a time schedule for return of the questionnaires will be established. These meetings help establish realistic expectations with employees and reduce mis-information. The meetings will cover:
 - purposes of the study;
 - steps in conducting the study;
 - study methodology;
 - what the study will and will not cover;
 - distribution and review of how to complete questionnaires; and
 - answer any questions
4. Survey existing employee positions. This task will involve a review of the completed questionnaires, desk audits with representative employees in each class, and conferences

with each department head to review and verify information presented on the questionnaires and in the audits. The purpose of this task is to determine that The MAPS group obtains comprehensive, factual, and accurate data and information. This task also resolves any conflicting information or data.

5. Following the review and field audit of existing employee positions, class specifications (often called job descriptions) will be prepared. These class specifications will be written to comply with OSHA and ADA regulations. The MAPS Group will use the following factors to classify jobs:
 - difficulty, complexity, and variety of work
 - education and experience requirements of the job
 - nature and extent of public contact
 - physical effort and hazards; and
 - supervision given and received.

B. Development of the Pay Plan

1. A survey of salary plans will be performed utilizing public sector jurisdictions and other organizations for the purpose of recommending wage and salary schedules that are competitive and sufficient to attract and retain qualified employees. The identification of competitive organizations will be made by the Town in consultation with The MAPS Group. The salary survey will request hiring and maximum salaries for each position surveyed.
2. A comprehensive analysis of the salary survey will be prepared.
3. Following analyses of all inputs considered previously in Study Components A and B, all classes of positions will be allocated to the recommended salary schedule.

C. Preparation of the Employee Allocation List

1. Following completion of the classification plan and compensation schedule, an allocation list will be prepared showing employees by name, present classification, proposed classification, present salary grade, proposed salary grade, recommended salary, and proposed increase amount (if applicable).
2. Costs for implementation options of the plan will be provided. Up to three options will be provided with graphs illustrating impact of each option on salary compression as well as costs. Options will be designed specifically to address compression if needed and desired.

If more than three options are needed, there will be an additional charge of \$250 per additional option.

FLSA Status

As part of this study, the MAPS Group will identify and recommend positions that the Town may consider Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act.

Personnel Policy

The MAPS Group will review and make recommendations for updating the Town's personnel policy to be consistent with modern and effective human resource management and current laws and regulations. The personnel policy is reviewed for policy versus procedural language and is recommended to meet a balance of providing guidance without including unnecessarily restrictive or detailed procedures. If needed, a new policy will be provided.

Communication with the Town

During the study, MAPS principals will be available to Town management to clarify any steps, current stage of the study, or other issues related to the study by phone, Email or FAX. In addition, while MAPS principals are on site for orientation and/or interviews, personal consultations are available as necessary to the study. A draft of the study will be sent to management for review and MAPS will make one visit to discuss management reactions to the study prior to finalizing it. After the draft review, the MAPS Group will make a presentation to the Town Board of Aldermen and then return once more to respond to discussion and questions. Any additional trips will require additional fees.

Involvement of Town Staff

Town staff members will be required to complete position description questionnaires for each job, prepare organization charts, participate in interviews if selected (all department directors will be interviewed), provide current employee data including copies of current salary plan and employee information by department with name, current classification, current grade and step (if applicable) date of hire, date of entry to current position, and current annual salary. These last components are needed for calculating the costs of implementation options.

Results of the Study

The MAPS representative will prepare copies of the study recommendations for distribution to the Council at the formal presentation and be available to respond to questions as needed.

Plan Maintenance

Once the study is complete and implemented, the MAPS Group will provide assistance to Town staff on maintenance of the plan including the classification of new or revised positions, market revisions to the pay plan and other assistance as needed. The MAPS Group will provide telephone consultation and will classify new or revised positions as needed for up to five years following the study for \$200 per position. Additional work may be performed on a maintenance contract.

In addition, the MAPS Group will provide the Town with a linked spreadsheet that will allow for market adjustments (cost of living increases) to automatically update the salary schedule and class listings and provide the Town with a digital copy of all class specifications.

Project Staff

The project manager will be Cheryl Brown. Additional team members will be subject to approval by the Town.

CHERYL L. BROWN
8306 Highland Glen Drive
Charlotte, NC 28269
704-579-9197
cbrown@themapsgroup.com

PROFILE

Skilled professional with over 20 years of senior management experience in Human Resources administration and operations, with emphasis in Classification and Compensation, Benefits, and Employee Relations. Consistently successful in enhancing service delivery. Excellent track record of identifying, recruiting, and retaining superior talent.

PROFESSIONAL HISTORY

CAREER PROGRESSION

Consultant, The MAPS Group (Management and Personnel Services) - a consulting group providing personnel, organization development, training, and management services for local governments (2018 to present)

CLIENTS: Hope Mills, Yadkinville, Columbus, Stallings, Troutman, North Topsail Beach, Misenheimer, Marion, Saluda

Human Resources Director, City of Charlotte (2010-2018)

Deputy Director of Human Resources, City of Charlotte (2004-2010)

Human Resources Director, City of Monroe (1997-2004)

Human Resources Analyst, City of Charlotte (1988-1997)

EDUCATION

Master of Public Administration – University of North Carolina, Charlotte

Bachelor of Arts in Public Policy Analysis – University of North Carolina, Chapel Hill

PROFESSIONAL AND COMMUNITY AFFILIATIONS

International Public Management Association – Human Resources (IPMA-HR),

Executive Council Representative; active at the national, regional and state level
Organization of Municipal Personnel Officers (OMPO), past president and board member
Society for Human Resource Management (SHRM)

Proclamation

NATIONAL POLICE WEEK MAY 10-16, 2020 AND PEACE OFFICERS' MEMORIAL DAY MAY 15, 2020

Whereas: the Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police week; and

Whereas: the members of the Granite Quarry – Faith Joint Police Authority play an essential role in safeguarding the rights and freedoms of our community; and

Whereas: it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our Granite Quarry – Faith Joint Police Authority recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas: the officers of the Granite Quarry – Faith Joint Police Authority unceasingly provide a vital public service.

Therefore: I, William D. Feather, Mayor of the Town of Granite Quarry, North Carolina, do recognize the week of May 10-16, 2020, as “**National Police Week**” and further recognize May 15th as **Peace Officers' Memorial Day** in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty.

Proclaimed this the 4th day of May 2020.

William D. Feather, Mayor

Attest:

Aubrey Smith, Town Clerk

Proclamation

MUNICIPAL CLERKS WEEK MAY 3-9, 2020

Whereas: The Office of the Municipal Clerk, a time honored and vital part of local government, exists throughout the world; and

Whereas: The Office of the Municipal Clerk is the oldest among public servants; and

Whereas: The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and

Whereas: Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas: The Municipal Clerk serves as the information center on functions of local government and community; and

Whereas: Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops, and the annual meetings of their state, provincial, county, and international professional organizations.

Whereas: It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.

Therefore: I, William D. Feather, Mayor of the Town of Granite Quarry, North Carolina, do recognize the week of May 3-9, 2020 as Municipal Clerks Week, and further extend appreciation to our Municipal Clerk, Aubrey Smith, and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this the 4th day of May 2020.

William D. Feather, Mayor

ATTEST:

Aubrey Smith, Town Clerk

May 2020

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|------------------------------|--|---|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | BoA Regular Mtg. 7:00pm | | | Dumpster Days | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | Planning Board 6:00pm | | CCOG Virtual Board of Delegates Mtg. 6:00pm | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| | P.E.R.C. 5:00pm ZBA 5:30pm | Revitalization 3:30pm | | Rowan Chamber VIRTUAL PIP Breakfast 8:00am | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | Memorial Day – Office Closed | | MPO TAC Mtg. 5:30pm | | | |

EVENTS

VIRTUAL Power in Partnership Breakfast & Leadership Rowan Graduation

Name: VIRTUAL Power in Partnership Breakfast & Leadership Rowan Graduation

Date: May 21, 2020

Time: 8:00 AM - 9:00 AM EDT

Website:

https://us02web.zoom.us/webinar/register/WN_FjWrD1hrRJeV0HH-U26eMw

[https://us02web.zoom.us/webinar/register/WN_FjWrD1hrRJeV0HH-U26eMw]



Event Description:

Grab a cup of coffee and join us for our first ever VIRTUAL Power in Partnership Breakfast!

Dr. Janet Spriggs, President of Forsyth Tech, will be the keynote speaker at the last Power in Partnership (PIP) breakfast of the season and Leadership Rowan Graduation on Thurs., May 21, 8:00 a.m. The sponsor of our May PIP is Duke Energy.

Dr. Janet Spriggs has 22 years of service in the North Carolina Community College System, currently serving as the President of Forsyth Technical Community College and prior to that as the Chief Operating Officer of Rowan-Cabarrus Community College.

The Sept. 2020 – May 2021 PIP Series speakers will be announced soon!

Event Sponsors:

Duke Energy Carolinas

Location:

Zoom webinar

Participants including Power Card Holders must register for this webinar using the following link:

https://us02web.zoom.us/webinar/register/WN_FjWrD1hrRJeV0HH-U26eMw

Date/Time Information:

Thursday, May 21, 2020

8:00 a.m.

Contact Information:

Send an Email

[info@rowanchamber.com]

Fees/Admission:

This event is FREE to all Chamber Members; however, all participants including Power Card Holders must register using the Zoom link.

Please Register by Wed., May 20th at noon

Set a Reminder:

Enter your email address below to receive a reminder message.

Enter Email Address

-- Select Days Before Event - ▾



Printed courtesy of <https://www.rowanchamber.com/> – Contact the Rowan County Chamber of Commerce for more information.