



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN MEETING
Monday, November 4, 2019 • 7:00 P.M.**

Call to Order – Mayor Feather

Moment of Silence

Pledge of Allegiance – Led by Boy Scouts Troop 351

- 1. Approval of the Agenda**
- 2. Approval of the Consent Agenda**
 - a. Approval of the Minutes**
 - Regular Board Minutes – October 7, 2019
 - Recess Minutes – October 10, 2019
 - Recess Minutes – October 11, 2019
 - Special Call Meeting Minutes – October 25, 2019
 - b. Departmental Reports** (*Reports in Board packet*)
 - c. Financial Reports**
- 3. Citizen Comments** (*All comments are limited to 6 minutes. No sharing of minutes with other citizens*)
- 4. Guests and Presentations**
- 5. Town Events**

Food Drive – is up and going until Tuesday, December 31st. The collection box is located in the lobby of Town Hall

Christmas Trees Go Up Around Granite Lake Park – Monday, December 1st – Friday, December 6th

Santa at the Park/Tree Lighting – Saturday, December 7th @ Granite Lake Park
3:00 P.M. – 5:00 P.M. Tree lighting @ 5:00 P.M.

6. Public Hearing – 15 minutes

- a. To consider an incentive request from “Project Profile Trail”. The company is an existing employer in Rowan County that will retain current employment levels and create 191 new jobs over the next three (3) years. While these numbers are preliminary, the company estimates that it will invest more than \$2 million dollars in new construction and equipment. The company is considering the new spec building in Granite Industrial Park for this expansion.

“Project Profile Trail” would allow the company to substantially increase its employment levels and expand its operations. This project would give the County the opportunity to actively support an existing employer in our community, as well as expand the Town’s tax base.

****Request to close Public Hearing with no action taken.** Based on conversation with the site consultant, *“the project is currently on hold while the company analyzes a few things.”*

- b. **Comprehensive Plan Update**

In November of 2018 the Planning Board began the work of making revisions and updating the Town’s Comprehensive Plan. Over six months, requiring many meetings, the board provided the Planner with valuable information and insights into the growth patterns and special issues facing the Town.

Using the Planning Board’s input and updated demographic information, a revised draft of the plan was created and presented at a joint Planning Board/Board of Aldermen meeting. At that meeting, members of both boards voiced concerns that the Planner’s efforts to save as much of the original plan as possible made the revised plan difficult to read and use. They requested that the Planner do more to blend the language of the original plan with the update.

This revised plan was completed in June of this year and provided to both boards for input and comments. This plan was posted on the Town’s website for public inspection and comment. The Planning Board held a public workshop at the regular meeting on October 14, 2019. (Comments from that meeting are provided in a separate document.)

After your public hearing tonight, if the Board of Aldermen decides to adopt this document, they may suggest any edits or modification they desire to make based on the public comments or other resources. If adopted, the Planning Board has

asked that the Comprehensive Plan be reviewed by them yearly and that updates be done at least every five years or sooner if needed.

ACTION REQUESTED: Motion to adopt the Town of Granite Quarry Comprehensive Land Use Plan 2019 Update dated June 8, 2019 with its various recommendations and implementation strategies is reasonable and in the best interest of the public to help guide Town planning efforts.

c. **Grateful Heart Ministries Rezoning**

The Town Planner is here this evening to present a rezoning request from RL to CD OI.

The owner of the five land parcels where the Grateful Hearts Ministries is currently located at 706 Dunns Mountain Road met with me some time ago to discuss his property and their future development plans. While the impetus for the meeting was the possibility of locating a church on two of their parcels in the future, I pointed out to him that he might want to consider rezoning the property where the ministries operation is located as it was currently a legal non-conforming use. And while churches are allowed as a conditional use in their current RL zoning classification, they are allowed by right in the OI zoning classification so he should consider rezoning all five parcels.

Staff is recommending a Conditional District, CD OI, rezoning that would limit his uses to those approved at the rezoning. The uses shown on the rezoning map would include the ministries' buildings as they are shown and used now, and a proposed church building that would be built in the future after a major site plan review and approval.

ACTION REQUESTED: Motion to approve rezoning request from RL to CD OI.

7. **Town Manager's Update – 10 minutes**

- a. Town Goals Updates/Town Developments

8. **Old Business**

a. **Committee Updates – 10 minutes**

- Parks and Recreation – Mayor Pro-Tem LaFevers
 - Fun Fest Event Report
- Revitalization Team – Alderman Costantino

b. **ORDINANCE NO. 2019-10 Electronic Gaming Text Amendment Presentation**

Based on Board of Aldermen feedback, staff respectfully recommends that the Table of Uses be amended to show Electronic Gaming Operations as a Conditional Use in the HI zoning classification and keep the restrictions as currently adopted in Section 4.6.4. **NOTE:** A key sentence in that text says, “...shall be prohibited within one hundred (100) feet of any residential structure.” Since the measurement in this language is from structure to structure instead of structure to zoning district, there would be property in the current HI zoned property that could be used for the Electronic Gaming Operation, eliminating the concern that this amendment effectively was zoning this legal operation out of business.

Please see the attached map and proposed text amendment.

BOARD MEMBER RECOMMENDATION: Motion to extend moratorium for 30 days and send back to the Planning Board.

ACTION REQUESTED: Motion to adopt Ordinance No. 2019-10 amending the Table of Uses to show Electronic Gaming Operations as a Conditional Use in the HI zoning classification and keep the restrictions as currently adopted in Section 4.6.4.

9. **New Business and Action Items**

- a. **Review and Accept Audit** – Eddie Carrick/Tony Brewer are here this evening to discuss the FY-19 Audit.

ACTION REQUESTED: Motion to accept the Audit for the fiscal year ended June 30, 2019

- b. **316 S. Main Street Agency Agreement Renewal (Victor Poplin)** – the current listing [between The Town of Granite Quarry and Select Properties of the Carolinas, LLC] has expired and the Real Estate Agent Victor Poplin has requested to renew the agreement until the December 31, 2019.

ACTION REQUESTED: Motion to renew the agreement until December 31, 2019.

c. **RESOLUTION NO. 2019-21 Recodification of Ordinances – A Resolution of the Board of Aldermen of the Town of Granite Quarry, North Carolina, Authorizing The Mayor To Enter Into A Three-Year Agreement With Municode to Provide Recodification, Supplementation And Online Code Hosting Services**

At the February Planning Retreat, Town Clerk Tanya Word summarized the recodification of ordinances process, and responses received from a Request for Proposals from recodification vendors. The Board approved budgeting \$11,950 in the FY19-20 for the recodification process.

We have now completed and confirmed an updated copy of the code of Ordinances to be able to formally begin the recodification process. The Clerk has received an updated proposal from Municode for (a) recodification in the amount of \$11,950; (b) My MuniCode annually \$1,195 [**Fee is waived for the first year.**]

An Information Sheet and Project Work Plan (PWP) is attached.

ACTION REQUESTED: Motion authorizing the Mayor to enter into a three-year agreement with Municode for Codification services of Ordinances.

d. **RESOLUTION NO. 2019-22 – A Resolution of the Board of Aldermen of the Town of Granite Quarry, North Carolina, Accepting The March 1, 2019 General Records Retention And Disposition Schedule As Issued By The North Carolina Department of Natural and Cultural Resources For Local Government Agencies**

Attached is the Records Retention and Disposition Schedule for local government agencies issued by the NC Department of Natural and Cultural Resources.

According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, the Town of Granite Quarry is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how significant.

Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases,

the disposition instructions are simply “retain in office permanently,” which means that those records must be kept in your office forever. In other cases, the retention period may be “destroy in office when reference value ends.” An agency may have reference copies of materials, meaning “a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter” (from Richard Pearce-Moses, A Glossary of Archival and Records Terminology). Town of Granite Quarry must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, “destroy when reference value ends.”

ACTION REQUESTED: Motion to approve Resolution No. 2019-22 to accept the March 1, 2019 General Records Retention and Disposition Schedule for Local Government Agencies as Issued by the North Carolina Department of Natural and Cultural Resources for Local Government Agencies.

e. **Police Patrol Vehicle Purchase** – Based upon the prescribed population formula, the Town of Faith’s reimbursement amount for this year’s Police budget is \$153,243. Faith Board representatives on the Joint Police Authority (JPA) advised us in June that they could only commit to reimbursing \$146,000 at that time (shy \$7,243)... but agreed to reconvene and reassess the towns’ financial positions at the end of the 1st quarter.

- The cost of a new Patrol Vehicle (\$ 41,000) was therefore included in the adopted FY19-20 budget, but its purchase was delayed until at least the end of the 1st quarter for further JPA review and assessment.
- The JPA met 9/25/19. Chief Cook advised that preliminary completion of the Town of Granite Quarry’s audit shows \$16,904 in FY18-19 unspent funds carrying over into this FY. Also, as of 9/25/19, difficulty staffing the 2 FT officer positions this year had already resulted in additional unspent funds of \$25,354 within this FY as well. The total of these two things = \$ 42,258.

The JPA has approved moving forward with the patrol car purchase, based on those items clearly covering the cost of the vehicle (i.e., even if it hadn’t already been budgeted).

Since the Granite Quarry Town Board had specifically considered Faith's reimbursement amount itself as part of the budget adoption, staff felt it best to double check back with the Board to make sure it concurs with the purchase based on the above reasoning. Under this reasoning, the Town of Granite Quarry indeed does not expend any more funds than what we already planned and budgeted, but the Town of Faith would still only be reimbursing \$146,000 for this fiscal year.

Town of Granite Quarry FY19-20 Adopted Budget, page 4

Budget Overview

After careful consideration the following budget recommendations represent Board goals, departmental input, and community needs within the existing tax rate of **\$0.4175** per \$100 valuation. The total recommended budget is **\$3,112,880**.

General Fund:		\$ 2,397,287
Governing Body	\$ 16,787	
Administration	\$ 555,268	
Police	\$ 726,268	
Fire	\$ 499,831	
Maintenance	\$ 292,456	
Parks and Recreation	\$ 39,000	
Environmental	\$ 185,120	
Powell Bill Fund	\$ 82,557	

Industrial Development and FEMA Grant Funds: \$ 715,593

Total All Funds: \$ 3,112,880

FY 2019-2020 Departmental Highlights

Governing Body: The proposed budget for Governing Body is \$16,787. It includes the cost of municipal elections, which occurs in odd-numbered calendar years.

Administration: The proposed budget for Administration is \$555,268. This includes a staffing position to assist with the increasing administrative, committee & events support, and code enforcement prioritizations, along with an additional \$2,000 for events. This also includes the cost of recodification of the Town Ordinances, and \$6,523 for visionary funds.

The proposed budget for the Police Department is \$726,268. It includes funding for 2 additional full-time officers and 1 vehicle replacement. Under the Joint Police

Authority, Granite Quarry is reimbursed a population percentage by the Town of Faith. The FY19-20 percentage is 21.1%, which equates to an amount of \$153,243.

6/4/19 update:

The Joint Police Authority met 6/4/19. The Town of Faith at this time is only able to commit to \$146,000 in its FY19-20 proposed budget. Under the adopted population percentage formula, \$146,000 would be the equivalent of a \$691,944 overall departmental budget: a difference of \$34,324 from the proposed budgetary needs. Therefore, since the vehicle replacement is projected to be more than that (\$41,000), the Authority will delay purchase of the proposed vehicle at least until the end of the first quarter of FY19-20. At that time, the JPA will reconvene and reassess Faith's financial position, and again at the end of the second quarter if needed.

ACTION REQUESTED: Consensus among the Board that the reasoning behind the patrol car purchase satisfies the concerns noted by the Board as part of its FY19-20 Budget adoption.

- f. **Town Hall Upgrades** - During this year's budget planning process, the Town Board determined it was not feasible to proceed with the full Town Hall Renovation project in light of other major projects and priorities to which Granite Quarry was already committed in this fiscal year. The Board asked staff to look into any possible Town Hall upgrades that we could potentially accomplish within this fiscal year that might still make a positive impact in downtown revitalization.

Attached is a spreadsheet of the proposed upgrades and their estimated construction costs only.

If the Board approves moving forward with this scope, staff will then work with RBS to refine the specifications and costs. We would then bring back a final Project Ordinance to the Board for review that appropriates the finalized construction costs, architectural/construction administration fees, contingencies, and so forth per the General Statutes and Generally Accepted Accounting Principles (GAAP).

The Building Committee has reviewed the proposal with the Revitalization Team. The Committee recommends approval from the Board to move forward with the project.

ACTION REQUESTED: Motion to approve moving forward with planning the Town Hall Upgrades project at a project scope not to exceed \$299,999.

- g. **Streets and Sidewalk Project** – In August the Board voted to revise the scope of this year’s street & sidewalk repairs to a \$350,000 Capital project, to be paid back using the \$50,000 from the next 7 years of Powell Bill Funds.

Staff had to compile a full financial picture of current projects before the Local Government Commission (LGC) could even consider our request. On October 10th we passed the pre-application conference with the LGC for our proposal, so they’ve now given us the actual application to begin completing for their formal review process.

We can of course continue to proceed with *both* streets and sidewalks included in the financing proposal. An idea we have bounced off LGC and DOT though is whether we should consider separating sidewalks from the financing & application, since that would:

- Allow us to move forward with sidewalk repairs sooner (*possibly* even before winter)
- Give us more “bang for our buck” through bidding streets and sidewalks separately
- Simplify the application & financing proposals to a streets-only construction project

Our current Powell Bill fund balance is \$84,724

ACTION REQUESTED: If the Board agrees (and contingent upon DOT’s final approval), staff would respectfully recommend amending the direction to:

1. Use up to \$84,724 of our current Powell Bill fund balance toward beginning a **Sidewalk** repairs project now.
2. Continue with the LGC application and financing proposal as a **Streets-only** project less that amount (\$275,000?) (*still requesting to be repaid \$50,000 from the next 7 years of PB funds.*)

h. **Maintenance Department Surplus**

- **1988 Chevrolet C2500 Convey to Town of Faith Public Works Department**
(G.S. 160A-280) Convey to non-profits, sister cities, and other units of government – does not apply to schools
- **Older cordless Dewalt Drill and Impact – Doesn’t Work**

ACTION REQUESTED: Motion from the Board to convey 1988 Chevrolet C2500 to Town of Faith Public Works Department and dispose of older cordless Dewalt Drill and Impact.

i. **Board Appointment – Planning Board**

Received applications from:

- Jared Mathis lives in the ETJ
- Jamie Vahoy lives in Town

NOTE: *There are vacancies on the Planning Board for:*

- Town (Alt)
- ETJ (Alt)

ACTION REQUESTED:

- Motion to appoint Jared Mathis to the Planning Board as ALT for the ETJ district and Jamie Van Hoy to the Planning Board as a Town ALT.

j. **Budget Amendment Request #2 –** To transfer funds from Fund Balance Appropriated (01-3991-99) in an amount not to exceed \$6,500 to Maintenance Contracted Services (01-4190-60) for an emergency repair to the culvert located at the State Employee’s Credit Union site.

ACTION REQUESTED: Motion to approve Budget Amendment #2 as presented.

k. **Proclamation – Veterans Day**

10. Board Comments

11. Mayor’s Notes – Announcements and Date Reminders

- a. **Food Drive** – Going on now through December 31. A collection box is located in the lobby of Town Hall
- b. **Town Hall Offices Closed** – Monday, November 11 in observance of Veterans Day.
- c. **Rowan Chamber Business After Hours** – Monday, November 11 @ 5:00 P.M. – 7:00 P.M. @ Salisbury Eyecare & Eyewear, 205 E. Council St., Suite B.
- d. **Planning Board Meeting** – Tuesday, November 12 @ 5:30 P.M.
- e. **CCOG Executive Board Meeting** – Wednesday, November 13 @ 6:00 P.M.
- f. **Parks, Events and Recreation Committee Meeting** – Monday, November 18 @ 5:00 P.M.

- g. **Revitalization Team Meeting** – Tuesday, November 19 @ 3:30 P.M.
- h. **Cabarrus-Rowan County MPO Meeting** – Wednesday, November 27 @ 5:30 P.M.
- i. **Town Hall Offices Closed** – Thursday, November 28 – 29 in observance of Thanksgiving
- j. **Board of Aldermen Organizational Meeting and Swearing in Ceremony of Newly Elected Officials** – Monday, December 2nd @ 7:00 P.M.

12. **MOTION TO GO INTO CLOSED SESSION**

ACTION REQUESTED: Motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) for the discussion of personnel matters, and N.C. General Statutes Section 143-318.11(a)(5) to establish and instruct staff on the material terms of a proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town.

MOTION TO COME OUR OF CLOSED SESSION

ACTION REQUESTED: Motion to return to open session. The Board takes the following action (if any).

ADJOURNMENT

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 1

Summary:

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

Action Requested:

Motion to adopt the November 4, 2019 Board of Aldermen meeting agenda (as presented / as amended).

Approval of Agenda

Motion Made By:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

Second By:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

For:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

Against:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

In case of tie:

Mayor Bill Feather

For
Against

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 2

Summary

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

Attachments:

- A. Approval of Minutes
 - Regular Board Minutes – October 7, 2019
 - Recess Minutes – October 10, 2019
 - Recess Minutes – October 11, 2019
 - Special Call Meeting Minutes – October 25, 2019
- B. Departmental Reports
- C. Financial Report

Action Requested

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

Approval of Consent Agenda

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN REGULAR MEETING MINUTES
Monday, October 7, 2019**

Present: Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress and Alderman John Linker

Staff: Interim Town Manager Larry Smith, Town Clerk/HR Officer Tanya Word, Town Planner Steve Blount, Fire Chief/Maintenance Supervisor Jason Hord, Finance Officer Shelly Shockley, Town Attorney Chip Short, Deputy Clerk/Finance/HR Analyst Aubrey Smith, Planning Coordinator Holly-Anne Franco, Police Officer Richard Tester

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

Moment of Silence: Mayor Feather opened the meeting with a moment of silence.

Pledge of Allegiance: Mayor Feather led the Pledge of Allegiance.

1. Approval of the Agenda:

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

2. Approval of the Consent Agenda:

- a. **Regular Board Minutes-** September 3, 2019
- b. **Departmental Reports**
- c. **Financial Reports**

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

3. Citizen Comments- There were no citizen comments.

4. Guests and Presentations- There were no guest presentations.

5. Town Events

- a. **Food Drive Kickoff** – Tuesday, October 1, and runs through Tuesday, December 31. A collection box is located in the lobby of Town Hall.
- b. **Fire Department Open House** – Saturday, October 12, 10:00 a.m. – 3:00 p.m.
- c. **Family Fun Fest** – Saturday, October 19, 4:00 p.m. – 8:00 p.m., Civic Park
- d. **Trunk or Treat** – Thursday, October 31, 5:00 p.m. – 8:00 p.m., Fire Department

6. Public Hearings

a. Project Profile Trail

This item was continued from the August 5, 2019 and September 3, 2019 meetings. There was a request to continue the Public Hearing until the November 4, 2019 meeting.

ACTION: Mayor Pro Tem LaFevers made a motion to continue the public hearing to the November 4, 2019 meeting. Alderman Cress seconded the motion. The motion passed with all in favor.

Mayor Feather stated that because the hearing has been continued three times, it will need to be held in November and not continued again.

b. ORDINANCE NO. 2019-09 – ZBA Planning Board Merger

Opened: Mayor Feather opened the public hearing at 7:04 p.m.

The Town Planner made a brief presentation concerning the merger of the Planning Board and Zoning Board of Adjustment.

Comments: Mayor Feather opened the floor for citizen comments.

- Doug Shelton, 135 N. Main Street, spoke against merging the two boards.

Closed: Mayor Feather closed the public hearing at 7:11 p.m.

The Board discussed their opinions on whether the Boards should be combined and asked questions including how long both Boards have existed separately.

ACTION: Alderman Costantino made a motion not to combine the Planning Board and Zoning Board of Adjustment. Mayor Pro Tem LaFevers seconded the motion. The motion passed with Alderman Costantino, Mayor Pro Tem LaFevers and Mayor Feather in favor and Aldermen Cress and Linker opposed.

c. Electronic Gaming Text Amendment Presentation

The Planning Board met on September 9, 2019 and adopted a recommended text amendment. Their recommendation was basically to; 1) make Electronic Gaming an allowed use only in the HI (Heavy Industry) zoning classification; 2) apply separation and operational requirements as listed in Section 4.7.1 Adult Establishments; and 3) to limit hours of operation from 8:00 a.m. until 11:00 p.m.

Opened: Mayor Feather opened the public hearing at 7:20 p.m.

The Board allowed a citizen question about where the HB areas are currently located. They were pointed out for everyone from the Rowan County GIS.

The Board then allowed the Town Planner to make a brief presentation regarding the proposed amendment. Mr. Blount's recommendation was to leave Electronic Gaming Operations in the Central Business and Highway Business zoning classifications and use the wider separation requirements.

Comments: Mayor Feather opened the floor for citizen comments.

- Richard Luhrs, 802 N. Main Street, spoke in favor of the Planning Board recommendation.
- Mike Brinkley, 115 S. Jack Street, spoke in favor of the Planning Board recommendation.

Closed: Mayor Feather closed the public hearing at 7:28 p.m.

The Board discussed the legality of the proposed amendment with the Town Attorney. Attorney Chip Short offered clarification and stated that the proposed amendment was not legally defensible.

ACTION: Alderman Linker made a motion to table the item until the November 4, 2019 meeting so more information could be gathered. Alderman Cress seconded the motion. The motion passed with all in favor.

7. Town Manager's Update

a. Project Updates

Mr. Smith reviewed the progress of some of the Board's major goals and projects and introduced the new Planning Coordinator, Holly-Anne Franco who started today.

8. Old Business

a. Committee Updates

i. **Parks and Recreation** – Mayor Pro Tem LaFevers shared about upcoming PERC events including the Family Fun Fest on October 19, 2019.

ii. **Revitalization** – Aldermen Constantino shared that the Revitalization Team will meet next week. He asked Mr. Brinkley, the Revitalization Team Chair, to speak. Mr. Brinkley addressed the Board regarding the Revitalization Team's desire to enter into an agreement with Landscape Architect Lynn Raker and the benefits the design concepts would provide.

b. **RESOLUTION NO. 2019-19** A Resolution of the Board of Aldermen of the Town of Granite Quarry, North Carolina, Authorizing the Town Manager to Enter into an Agreement with Landscape Architect Lynn Raker, PLA, ASLA.

ACTION: Alderman Costantino made a motion authorizing the Town Manager to enter into an agreement with Landscape Architect Lynn Raker, PLA, ASLA for the Town Square redesign project at a cost not to exceed \$3,500. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

9. New Business & Action Items

a. Board Appointment – Revitalization Team

ACTION: Mayor Pro Tem LaFevers made a motion to appoint Cass Mattingly to the Revitalization Team. Alderman Linker seconded the motion. The motion passed with all in favor.

b. Notice of Lien – 220 Meadow Wood Dr.

Town of Granite Quarry, a municipal corporation, hereby claims a statutory lien pursuant to North Carolina General Statutes 160A-174(a) and the Granite Quarry Code of Ordinances, Chapter 9, Section 9-33 and Chapter 1, Section 1-6, against named party or parties and upon the property of said owner or owners, described in the attached Notice of Lien.

ACTION: Mayor Pro Tem LaFevers made a motion to approve the lien. Alderman Cress seconded the motion. The motion passed with all in favor.

c. Proclamation – Breast Cancer Awareness Month

d. Proclamation – Domestic Violence Awareness Month

e. Proclamation – Fire Prevention Week

Board Comments

- Alderman Linker made statements of clarification regarding information on the Finance Department Report that he had discussed with the Finance Officer.
- Mayor Pro Tem LaFevers asked a question regarding the Finance Department Report.
- Alderman Cress reminded everyone that the Maintenance Department is starting leaf pick-up tomorrow.

10. Mayor's Notes – Announcements and Date Reminders

- Food Drive Kickoff** – Tuesday, October 1 and runs through Tuesday, December 31. A collection box is located in the lobby of Town Hall.
- CCOG Executive Board Meeting** – Wed., October 9, 5:00 p.m. then 6:15 p.m.
- Litter Sweep** – Friday, October 11, 1:00 p.m.– 3:00 p.m.
- Fire Department Open House** – Saturday, October 12, 10:00 a.m.– 3:00 p.m.
- Granite Quarry Civitan Club** – 53rd Annual Fiddlers Convention – Saturday, October 12, East Rowan High School
- Planning Board Meeting** – Monday, October 14, 5:30 p.m.
- Rowan Chamber Business After Hours** – Monday, October 14, 5:00 p.m.– 7:00 p.m., NSC Behavioral Concepts, 507 W. Innes St.
- Revitalization Team Meeting** – Tuesday, October 15, 3:30 p.m.
- Cabarrus-Rowan County MPO Meeting** – Wednesday, October 16, 5:30 p.m.
- Family Fun Fest** – Saturday, October 19, 4:00 p.m.– 8:00 p.m., Civic Park
- Parks, Events & Recreation Committee Meeting** – Mon., October 21, 5:00 p.m.
- Rowan Municipal Association Meeting** – Thursday, October 24, 6:00 p.m., Trinity Oaks Retirement Community.
- Trunk or Treat** – Thursday, October 31 5:00 p.m.– 8:00 p.m., Fire Department

11. Closed Session

Motion to Go into Closed Session

ACTION: Alderman Linker made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) for the discussion of personnel matters, and N.C. General Statutes Section 143-318.11(a)(5) to establish and instruct staff on the material terms of a proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town. Alderman Costantino seconded the motion. The motion passed with all in favor.

Motion to Come Out of Closed Session

ACTION: Alderman Linker made a motion to return to open session. Alderman Costantino seconded the motion. The motion passed with all in favor.

The following action was taken in closed session:

By consensus the date and time for the performance appraisal of the Clerk was set for Thursday, October 10, 2019 at 3:30 p.m.

ACTION: Alderman Linker made a motion for the Town Manager to engage with Ogletree Deakins. Alderman Cress seconded the motion. The motion passed with all in favor.

12. Adjournment

ACTION: Alderman Costantino made a motion to recess the meeting until Thursday, October 10, 2019 at 3:30 p.m. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 8:41 p.m.

Respectfully Submitted,

Aubrey Smith

Deputy Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
RECESS MEETING MINUTES
Thursday, October 10, 2019**

Present: Mayor Bill Feather, Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress and Alderman John Linker

Staff: Interim Town Manager Larry Smith, Town Clerk/HR Officer Tanya Word

Call to Order: Mayor Feather called the meeting to order at 3:30 p.m.

1. Motion to Come out of Recess

ACTION: Alderman Linker made a motion to come out of recess. Mayor Pro Tem LaFevers seconded the motion. The motion passed with all in favor.

2. Approval of the Agenda

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

3. Closed Session

Motion to Go into Closed Session

ACTION: Mayor Pro Tem LaFevers made a motion to go into closed session pursuant to N.C. General Statutes Section 143-318.11(a)(6) for the discussion of personnel matters, and N.C. General Statutes Section 143-318.11(a)(5) to establish and instruct staff on the material terms of a proposed agreement for the acquisition of town property by purchase, option, exchange, or lease of town property on behalf of the Town. Alderman Linker seconded the motion. The motion was passed with all in favor.

Motion to Come Out of Closed Session

ACTION: Alderman Linker made a motion to return to open session. Alderman Costantino seconded the motion. The motion was passed with all in favor.

The following action was taken in closed session:

By consensus the Board decided that the meeting would be recessed until Friday, October 11, 2019 at 3:30 p.m. At that time the Board will adopt a resolution that accepts the offer for 316 S. Main Street and authorizes the upset bid procedure.

By consensus the Board will make a recommendation regarding the Town Clerk's reappointment to the new Board. The recommendation will be drafted by Mr. Smith for the Board's review.

4. Adjournment

ACTION: Mayor Pro Tem LaFevers made a motion to recess the meeting until Friday, October 11, 2019 at 3:30 p.m. Alderman Costantino seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 4:48 p.m.

Respectfully Submitted,

Aubrey Smith
Deputy Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
RECESS MEETING MINUTES
Friday, October 11, 2019**

Present: Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino and Alderman Kim Cress

Staff: Interim Town Manager Larry Smith, Town Clerk/HR Officer Tanya Word

Call to Order: Mayor Pro Tem LaFevers called the meeting to order at 3:30 p.m.

1. Motion to Come out of Recess

ACTION: Alderman Costantino made a motion to come out of recess. Alderman Cress seconded the motion. The motion passed with all in favor.

2. Approval of the Agenda

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

3. Property Issues - 316 S. Main Street

ACTION: Alderman Cress made a motion to adopt Resolution 2019-20 to accept the offer for 316 S. Main Street and authorize the upset bid procedure. Alderman Costantino seconded the motion. The motion passed with all in favor.

4. Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Alderman Cress seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 3:35 p.m.

Respectfully Submitted,

Aubrey Smith
Deputy Clerk



**TOWN OF GRANITE QUARRY
BOARD OF ALDERMEN
SPECIAL CALLED MEETING MINUTES
Friday, October 25, 2019**

Present: Mayor Pro Tem Jim LaFevers, Alderman Jim Costantino, Alderman Kim Cress

Not Present: Mayor Bill Feather, Alderman John Linker

Staff: Interim Town Manager Larry Smith, Fire Chief/Maintenance Supervisor Jason Hord, Town Clerk/HR Officer Tanya Word, Finance Officer Shelly Shockley, Deputy Clerk Aubrey Smith, Police Chief Mark Cook, Police Sergeant John Austin

Call to Order: Mayor Pro Tem LaFevers called the meeting to order at 10:00 a.m.

1. Approval of the Agenda:

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

2. Discussion of Signature on Check for Purchase of Truck

There was Board discussion regarding Mayor Pro Tem LaFevers being asked to sign the check for payment of the F350 maintenance truck after Mayor Feather choose not to sign. The Board discussed the purchasing policy and how this type of purchase had been handled historically.

ACTION: Alderman Cress made a motion for the check to be signed. Alderman Costantino seconded the motion. The motion passed with all in favor. Mayor Pro Tem LaFevers will sign the check.

3. Adjournment

ACTION: Alderman Costantino made a motion to adjourn. Alderman Cress seconded the motion. The motion passed with all in favor.

The meeting was adjourned at 10:05 a.m.

Respectfully Submitted,

Aubrey Smith
Deputy Clerk



Town of Granite Quarry Fire Department

Established May 15th, 1950

PO Box 351

www.granitequarrync.gov

Granite Quarry, NC

704/279-5596



Board Report November/2019 Chief Hord

Emergency Calls for Service October 2019

28 calls in district

- 12 - EMS (including strokes, falls, diabetic, CPR and other Medical needs)
- 1- Brush Fire
- 4- Public Assist/Assist invalid
- 4- Service Call (non-emergency assistance)
- 4-MVA's (Motor Vehicle Accident)
- 1-Fire Alarm
- 2-Move ups to our quarters

16 calls to Salisbury

- 7- Alarm/Structure calls canceled en-route
- 3- Staged en-route or on scene them released
- 2-Move up
- 2- Structure Fires, manpower
- 2-EMS

7 calls to Rockwell Rural

- 1- Canceled en-route
- 2- Structure Fires, Manpower
- 1- Controlled burn
- 2-EMS
- 1- Move up to cover district

3 calls to Union

- 2- Staged en-route or on scene them released
- 1- EMS

6 Calls to Rockwell City

- 5-Cancelled en-route
- 1-Staged then released

3-Calls to Faith

- 1- Cancelled on arrival
- 1- Structure Fire, Manpower
- 1- Fire alarm, assisted with investigation

2-Call to South Salisbury

- 1- Cancelled en-route
- 1- Staged on fire department connection

TOTAL – 65

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.
- Our monthly training included E.M.T. continuing education. Joint Training with Faith F.D. and Rockwell Rural F.D. along with quarterly EMT Coordinators meeting/training, received county wide 2019 Mission: Lifeline Gold Plus award of Achievement from the American Heart Association.
- Multiple days of driver training, water point training and district familiarization. Weekly shift training on Engine company Ops (hydrant catches, gear & SCBA times), Ropes and knots (tying rescue knots and rigging tools/equipment for hoisting, Simple rope systems), Ventilation, and Hose loads.
- Car Seat Check Station on Thursday from 1 p.m. to 4 p.m. – 3 seats installed/checked.
- 4 Station/Apparatus Tours (Nonscheduled, Walkup, & Scheduled)
- Site Reviews and Business info updates with part-time and fulltime personnel
- Thursday's communities in school lunch with GQ elementary school students
- Fire prevention week activities, (daily school visit with fire safety presentation and tour of apparatus with each class, served lunch to students and staff, Presentation to preschools in district, Annual open house)

EQUIPMENT

- Engine 573 is prepped for its refurb with C.W. Williams in Statesville. We are waiting on them to request us to drop it off. Will take approximately 30-60 days to complete. New upgraded LED lighting, up to date safety lighting added, new AC, updated seat belts, air primer for pump, hose bed cover, rebuild pump valves and replace pump packing, front bumper fabricated for future rescue tools. Also added an exhaust brake to help with braking on an older truck.



October 2019 Maintenance Report

- Normal Maintenance Duties Daily- (parks, cleaning, mowing, edging, service on equipment, limbs & sweeping)
- Stage installed and took down for Fall Festival
- Little library built and installed for Civic Park
- Concrete poured at bridge at Civic to Legion
- Patched hole in drive / sidewalk at Brinkley Center area
- Installed lights and bedliner on F350
- Started leaf pickup – every other week
- Stained Civic Park shelter
- Pm check on generator and HVAC

2007 Ford Truck Mileage – 56,635	+323 miles
1990 Chevy Truck Mileage - 106,699	Odometer froze
1995 Ford Dump Truck Mileage – 36,520	+210 miles
2009 Ford Truck Mileage – 60,544	+1173 miles
2019 Ford Truck F350 - 477	477 miles



Planning Department Report For November 4, 2019 Board of Aldermen Meeting

1. Planning Board
 - a. Met October 14, 2019
 - i. Held Public Workshop for Comprehensive Plan
 - ii. Heard presentation on rezoning for Grateful Heart Ministries
 - iii. Amended rule of procedure
2. SECU
 - a. Resolved issue with one storm drain
3. Village at Granite
 - a. Several homes under construction
 - b. Six zoning permits issued
4. Stoneglen Subdivision
 - i. Received second engineer's review letter and sent to developer for corrections and comments
5. Subdivision project at corner of Yadkin and Kern Streets
 - a. One home under construction
6. Began approval process for building addition at Harwood Signs
7. Worked with developer of apartment project on N Oak St
8. Met with potential developer for new restaurant and strip shopping center on N Salisbury Ave.
9. Comprehensive Plan
 - a. Will present to Board at 11/4/19 meeting
 - i. Will include a list of ideas presented at public workshop
10. Code Enforcement
 - a. Day to day code enforcement operations being transferred to Holly Anne
11. Miscellaneous
 - a. Worked on revised text for Electronic Gaming Operations
 - b. Continued work on Code of Ordinances update for codification process
 - c. Met with potential property owner for two lots on Hwy 52 and discussed setback problems
 - d. Developed maps for proposed leaf & limb storage facility

- e. Researched statutes for rules on determining quorum
- f. Reviewed impact of new state legislation on current UDO
- g. Worked with property owner concerning possible three lot subdivision on Dunns Mtn Rd
- h. Meeting at new Arcade to discuss various operational limitations and potential violations
- i. Met with Darin Brown concerning new construction in Troutman Road subdivision
 - i. Indicated he would be adopting restrictive covenants to help with cleanup efforts.



Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072
Office: (704)279-2952 • Fax: (704)279-6648



Police Department Report

October 2019

- Call volume report for the month of Oct. 2019:

- Date of Report: 10/28/19
 - Total calls for service/activities – 323
 - Calls for Service total Granite Quarry: 264
 - Calls for Service total Faith: 59
 - Incident Reports- 14
 - Arrest Reports- 3
 - Crash Reports- 10
 - Traffic Citations- 8
- See Attached for Total Calls for Service.

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

221-	End-	43,451
222-	End-	47,459
224-	End-	60,196
225-	End-	49,089
226-	End-	28,887
227-	End-	43,369
228-	End-	21,667
229-	End-	29,813
230-	End-	9,831

- Other Information:

- Average response time for October CFS is 5.66 minutes.
- Drug Collection Box. September 2019: 10.59 pounds collected.
- September CID Report. 1 Cases assigned; 2 Cases cleared; 22 follow-ups conducted; 81 open assigned cases.
- Officers completed 79 hours of in-service or continuing education training in September.

GQPD**Number of Events by Nature**

October 2019

Nature	# Events
103A2 FOUND PROPERTY	4
104D2 COMMERCIAL BURG ALARM	4
105A1 ANIMAL-LOST-STRAY-UNWANT	1
105D2 ANIMAL-DANGEROUS	1
106C5 ASSAULT JUST OCC	1
107B1 ASST OTHER AGENCY-ROUTIN	1
110B2 PAST RESIDENTIAL B&E	2
111B1 PAST DAMAGE TO PROPERTY	2
112D2 DECEASED (SUDDEN)	1
113B4 DISTURBANCE - NUISANCE	1
113D2 DISTURBANCE / VERBAL	3
114C1 PHYSICAL DOMESTIC	2
115D1 DRIVING UNDER INFLUENCE	1
116D1 DRUGS (USE-POSSESSION)	1
118B2 FRAUD-PAST FORGERY	1
118D1 FRAUD-CRIMINAL DECPTION	1
119C1 HARASS (SUSP UNKNOWN)	1
119D3 THREAT	1
121C1 MENTAL - NOT VIOLENT	1
121O1 MENTAL / PAPERS	1
123B1 MISSING PERSON	1
125B1 CHECK WELFARE - ROUTINE	3
125B2 LOCKOUT - ROUTINE	5
126D2 BUSINESS ROBBERY IN PROG	1
127D2 SUICIDE THREAT	1
129B3 SUSPICIOUS CIRCUM (PAST)	1
129C1 SUSPICIOUS PERSON	5
129C3 SUSPICIOUS VEHICLE	4
129C5 SUSPICIOUS CIRCUMSTANCE	4

Nature	# Events
130B1 LARCENY (ALREADY OCC)	4
130B2 VEHICLE LARCENY (PAST)	2
130D1 LARCENY	2
131B1 TRAFFIC ACCIDENT - PD	2
131B3 HIT & RUN	1
132B1 MINOR TRAFFIC VIOLATION	1
132B2 PARKING COMPLAINT	2
132C1 SEVERE TRAFFIC VIOLATION	1
132O2 TRAFF COMP - INFORMATION	1
133D1 TRESPASSING	1
135D1 ARMED SUBJECT	1
25B6 ROUTINE PSYCHIATRIC	1
69D6 STRUCTURE FIRE	1
77B1 TRAFFIC ACC - INJURY	1
77D4 TRAFFIC ACC - PIN IN	1
911 HANG UP	13
ASSIST FIRE DEPT	3
ASSIST MOTORIST	5
ATTEMPT TO LOCATE	1
BURGLARY ALARM	3
BUSINESS OR HOUSE CHECK	103
COMMUNITY PROGRAM	4
DELIVER MESSAGE	7
DOMESTIC PROPERTY PICKUP	3
ESCORT FUNERAL OR OTHER	2
FOLLOWUP	48
GENERAL INFORMATION	6
MISDIAL	3
PARK CHECK	22
REPOSSESSION	1
SCHOOL LOCKDOWN (CODE YELLOW)	1
SEX OFFENDER CHECK	1

Nature	# Events
SUBPOENA SERVICE	2
TRAFFIC CHECK	8
TRAFFIC CONTROL	1
TRAFFIC STOP	23
VEHICLE ACCIDENT PROP DAMAGE	5
WARRANT SERVICE	2
Total	345



Finance Department

Breakdown of Departments:

As of October 28, 2019

Department	Budgeted	YTD	
Revenues:	\$3,112,880	\$1,107,440	36%
Total Revenues:	\$3,112,880	\$1,107,440	36%
Expenses:			
Governing Body	\$16,787.00	\$1,841.69	11%
Administration	\$535,183.00	\$170,423.40	32%
Maintenance	\$730,249.00	\$119,204.28	16%
Police Dept.	\$726,268.00	\$223,060.95	31%
Fire Department	\$499,831.00	\$160,767.03	32%
Sanitation/Environmental	\$185,120.00	\$62,360.00	34%
Parks & Recreation	\$39,000.00	\$7,415.00	19%
Total Expenses	\$2,732,438	\$745,072.35	27%

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

* As I am working with ADP on finalizing the GL Interface, line items noted with (*) may not be 100% accurate.

Revenues:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-3100-12 Taxes - Budget Year	880,268	596,235	(284,033)	68%
01-3100-17 Tax Penalties & Interest	4,000	1,249	(2,751)	31%
01-3101-12 Taxes - Prior Years	10,000	1,855	(8,145)	19%
01-3102-12 Vehicle Tax	100,000	29,981	(70,019)	30%
01-3230-31 Local Option Sales Tax	746,653	256,528	(490,125)	34%
01-3231-31 Solid Waste Disposal Tax	2,185	572	(1,613)	0%
01-3260-41 Business Registration Fees	400	690	290	173%
01-3261-31 Cable Franchise Tax	6,397	1,474	(4,923)	23%
01-3300-36 Grants	277,800	-	(277,800)	0%
01-3315-33 Fireman Retirement	2,200	-	(2,200)	0%
01-3316-32 Powell Pave & Patch Funds	82,557	41,571	(40,986)	50%
01-3322-31 Beer & Wine - State	13,499	-	(13,499)	0%
01-3324-31 Utilities Franchise Tax	146,740	32,020	(114,720)	22%
01-3330-84 County First Responders	4,020	1,340	(2,680)	33%
01-3340-41 Permits	1,350	1,200	(150)	89%
01-3413-89 Miscellaneous Revenue	300	589	289	196%
01-3431-41 Police Authority Revenue_Faith	153,243	42,115	(111,128)	27%
01-3431-45 Police Report Revenue	100	25	(75)	25%
01-3431-89 Police Miscellaneous	1,575	298	(1,277)	19%
01-3471-51 Solid Waste Collection - Salisbury	144,000	52,196	(91,804)	36%
01-3491-41 Subdivision & Zoning Fees	2,500	1,155	(1,345)	46%
01-3493-26 FEMA Funds	437,793	34,675	(403,118)	8%
01-3713-33 Sal. Water/Sewer Reimbursement	50,000	-	(50,000)	0%
01-3831-89 Interest on Investments *	11,500	2,890	(8,610)	25%
01-3834-41 Park Shelter Rentals (Maint)	5,000	2,225	(2,775)	45%
01-3835-80 Police Surplus Items Sold	1,200	-	(1,200)	0%
01-3835-81 Surplus items Sold	18,000	4,111	(13,889)	23%
01-3837-31 ABC Net Revenue-Co.	9,600	2,446	(7,154)	25%
01-3991-99 Fund balance Appropriated	-	-	-	0%
	\$3,112,880	\$1,107,440	\$ (2,005,440)	36%

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	-	12,431	0%
01-4110-03 Mayor Expense	250	-	250	0%
01-4110-08 Board Expense	800	219	581	27%
01-4110-09 FICA Expense	951	-	951	0%
01-4110-14 Insurance - Workers Comp	55	60	(5)	109%
01-4110-40 Dues & Subscriptions	800	-	800	0%
01-4110-45 Insurance & Bonds	1,500	1,562	(62)	104%
01-4110-97 Board Contingency	-	-	-	0%
	\$16,787	\$1,842	\$14,945	11%

Administration:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4120-00 Salaries-Regular	251,855	83,130	168,725	33% *
01-4120-02 Salaries-Part Time	25,000	7,964	17,036	32% *
01-4120-07 401K Expense	12,593	4,320	8,273	34% *
01-4120-09 FICA Expense	21,179	6,768	14,411	32% *
01-4120-10 Retirement Expense	22,541	7,764	14,777	34% *
01-4120-11 Group Insurance	25,500	8,412	17,088	33%
01-4120-14 Insurance - Workers Comp	525	557	(32)	106%
01-4120-18 Professional Services	24,000	2,440	21,560	10%
01-4120-22 Banquet Expense	1,700	-	1,700	0%
01-4120-26 Office Expense	11,000	1,918	9,082	17%
01-4120-29 Supplies & Equipment	200	31	169	16%
01-4120-31 Training & Schools	8,500	1,324	7,176	16%
01-4120-32 Telephone/Communications	3,500	888	2,612	25%
01-4120-33 Utilites	4,500	1,415	3,085	31%
01-4120-34 Printing	4,600	1,806	2,794	39%
01-4120-35 Maint/Repair Equipment	500	-	500	0%
01-4120-37 Advertising	2,500	2,021	479	81%
01-4120-40 Dues & Subscriptions	13,300	11,204	2,096	84%
01-4120-45 Insurance & Bonds	4,000	4,141	(141)	104%
01-4120-49 Visionary Projects	6,523	-	6,523	0%
01-4120-50 Community Projects	5,000	2,261	2,739	45%
01-4120-60 Contracted Services	32,000	20,645	11,355	65%
01-4120-71 Water Line - Principal	50,000	-	50,000	0%
01-4120-72 Water Line - Interest	4,167	1,415	2,752	34%
	\$535,183	\$170,423	\$364,760	32%

Maintenance:					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-4190-00 Salaries - Regular	117,500	36,077	81,423	31%	*
01-4190-02 Salaries - Part-Time	34,000	11,789	22,211	35%	*
01-4190-07 401K Expense	5,875	1,604	4,271	27%	*
01-4190-09 FICA Expense	11,590	3,701	7,889	32%	*
01-4190-10 Retirement Expense	10,516	3,066	7,450	29%	*
01-4190-11 Group Insurance	23,500	3,894	19,606	17%	
01-4190-14 Insurance - Workers Comp	4,650	5,072	(422)	109%	
01-4190-20 Motor Fuel	7,000	2,025	4,975	29%	
01-4190-21 Uniforms	2,000	173	1,827	9%	
01-4190-24 Maint & Repairs Buildings & Grounds	7,000	5,922	1,078	85%	
01-4190-25 Maint & Repairs Trucks	2,500	334	2,167	13%	
01-4190-26 Office Expense	25	-	25	0%	
01-4190-29 Supplies & Equipment	7,000	2,477	4,523	35%	
01-4190-31 Training & Schools	250	-	250	0%	
01-4190-32 Telephone/Communications	950	136	814	14%	
01-4190-33 Utilities	3,000	1,010	1,990	34%	
01-4190-34 Printing	50	3	47	5%	
01-4190-35 Maint & Repairs Equip	7,000	2,653	4,347	38%	
01-4190-45 Insurance & Bonds	3,050	3,151	(101)	103%	
01-4190-51 Tools & Light Equipment	2,500	877	1,623	35%	
01-4190-53 Cap Outlay - Veteran Memorial	-	-	-	0%	
01-4190-54 Cap Outlay - Vehicles	32,660	32,559	101	100%	
01-4190-55 Cap Outlay - Equipment	-	-	-	0%	
01-4190-60 Contracted Services	9,840	2,684	7,156	27%	
01-4190-97 Maintenance Contingency Fund	-	-	-	0%	
01-4930-24 Community Development (FEMA)	437,793	-	437,793	0%	
	\$730,249	\$119,204	\$611,045	16%	

Parks & Rec:					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-6130-24 Maint/Repair Bldg & Grounds	15,000	1,310	13,690	9%	
01-6130-29 Supplies & Equipment	6,000	1,337	5,381	22%	
01-6130-33 Utilities	15,000	4,712	12,687	31%	
01-6130-60 Contracted Services	3,000	56	2,944	2%	
	\$39,000	\$7,415	\$31,585	19%	

Environmental Protection:					
Disp Acct	Budget	YTD	Variance	Prcnt	
01-4710-33 Utilities (Street Lights)	36,000	10,335	25,665	29%	
01-4710-64 Recycling	42,000	13,363	28,637	32%	
01-4710-65 Garbage Services	107,120	38,662	68,458	36%	
	\$185,120	\$62,360	\$122,760	34%	

Police Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4310-00 Salaries-Regular	398,000	119,014	278,986	30% *
01-4310-02 Salaries-Part Time	10,000	3,040	6,960	30% *
01-4310-07 401K Expense	19,900	5,951	13,949	30% *
01-4310-09 FICA Expense	31,212	9,401	21,811	30% *
01-4310-10 Retirement Expense	38,606	10,814	27,792	28% *
01-4310-11 Group Insurance	83,000	23,295	59,705	28%
01-4310-14 Insurance - Workers Comp	12,750	13,943	(1,193)	109%
01-4310-20 Motor Fuel	19,000	4,296	14,704	23%
01-4310-21 Uniforms	3,000	590	2,410	20%
01-4310-25 Maint & Repair-Autos	6,000	2,289	3,711	38%
01-4310-26 Office Expense	1,500	839	661	56%
01-4310-29 Supplies & Equipment	8,000	1,090	6,910	14%
01-4310-31 Training & Schools	3,000	97	2,903	3%
01-4310-32 Telephone/Communications	8,000	1,774	6,226	22%
01-4310-33 Utilites	1,600	503	1,097	31%
01-4310-34 Printing	1,000	72	928	7%
01-4310-35 Maint & Repair - Equipment	2,000	-	2,000	0%
01-4310-40 Dues & Subscriptions	1,900	435	1,465	23%
01-4310-45 Insurance & Bonds	11,800	12,266	(466)	104%
01-4310-54 Cap Outlay - Vehicles	41,000	-	41,000	0%
01-4310-55 Cap Outlay - Equipment	-	-	-	0%
01-4310-60 Contracted Services	25,000	13,352	11,648	53%
	\$726,268	\$223,061	\$503,207	31%

Fire Department:				
Disp Acct	Budget	YTD	Variance	Prcnt
01-4340-00 Salaries - Regular	103,500	40,659	62,841	39% *
01-4340-02 Salaries - Part-Time	200,000	60,379	139,621	30% *
01-4340-07 401K Expense	5,175	2,196	2,979	42% *
01-4340-09 FICA Expense	23,218	7,531	15,687	32% *
01-4340-10 Retirement Expense	9,263	3,659	5,604	40% *
01-4340-11 Group Insurance	25,750	8,814	16,936	34%
01-4340-14 Insurance - Workers Comp	11,100	12,144	(1,044)	109%
01-4340-17 Firemen's Pension Fund	2,200	-	2,200	0%
01-4340-20 Motor Fuel	5,000	1,112	3,888	22%
01-4340-21 Uniforms	3,000	502	2,498	17%
01-4340-25 Maint & Repairs - Vehicles	10,000	1,450	8,550	15%
01-4340-26 Office Expense	250	55	195	22%
01-4340-29 Supplies & Equipment	20,000	7,028	12,972	35%
01-4340-31 Training & Schools	1,500	233	1,267	16%
01-4340-32 Telephone/Communications	3,800	1,126	2,674	30%
01-4340-33 Utilities	5,400	1,875	3,525	35%
01-4340-34 Printing	425	43	382	10%
01-4340-35 Maint & Repairs - Equipment	3,000	1,600	1,400	53%
01-4340-40 Dues & Subscriptions	2,500	180	2,320	7%
01-4340-45 Insurance & Bonds	4,750	7,402	(2,652)	156%
01-4340-55 Cap Outlay - Equipment	50,000	-	50,000	0%
01-4340-60 Contracted Services	10,000	2,778	7,222	28%
	\$499,831	\$160,767	\$339,064	32%

Interest on Investments by Month For FY 2019-2020													
Acct#	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	YTD
Certificates of Deposits:													
237779	418.18	432.13	432.14	418.18	-	-	-	-	-	-	-	-	
237809	356.13	368.01	368.00	356.13	-	-	-	-	-	-	-	-	
77151	355.73	367.59	367.59	355.72	-	-	-	-	-	-	-	-	
50261	287.36	296.94	296.95	287.35	-	-	-	-	-	-	-	-	
51519	205.56	212.42	212.41	205.56	-	-	-	-	-	-	-	-	
	1,622.96	1,677.09	1,677.09	1,622.94	-	-	-	-	-	-	-	-	6,600.08
Money Market Accounts:													
19011	36.88	39.28	33.34	-	-	-	-	-	-	-	-	-	
7545	6.51	5.87	6.93	-	-	-	-	-	-	-	-	-	
3011186	7.95	8.47	7.18	-	-	-	-	-	-	-	-	-	
	51.34	53.62	47.45	-	-	-	-	-	-	-	-	-	152.41

Interest on Investment Account 01-3831-89 reflects interest from Certificates of Deposit Accounts only. Interest on Money Market Accounts remains in Money Market Accounts.

Total YTD: 6,752.49

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 3

Summary

Action Requested

Citizen Comments

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
In case of tie:	
Mayor Bill Feather	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 4

Summary

Action Requested

Guests and Presentations

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 5

Summary

Food Drive – is up and runs through Tuesday, December 31st.
The collection box is located in the lobby of Town Hall.

Christmas Trees Go Up Around Granite Lake Park –
Monday, December 1st – Friday, December 6th

Santa at the Park Tree Lighting – Saturday, December 7th
@ Granite Lake Park

Attachments

Action Requested

Town Events

Motion Made By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Second By:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
For:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
Against:	
Jim Costantino	<input type="checkbox"/>
Kim Cress	<input type="checkbox"/>
Jim LaFevers	<input type="checkbox"/>
John Linker	<input type="checkbox"/>
In case of tie:	
Mayor Bill Feather	
For	<input type="checkbox"/>
Against	<input type="checkbox"/>

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item **6a**

Summary

****Request to close Public Hearing with no action taken.**
Based on conversation with the site consultant, *“the project is currently on hold while the company analyzes a few things.”*

Attachments

Action Requested

Motion to close Public Hearing with no action taken.

**Public Hearing
“Project Profile Trail”**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item **6b**

Summary

In November of 2018 the Planning Board began the work of making revisions and updating the Town’s Comprehensive Plan. Over six months, requiring many meetings, the board provided the Planner with valuable information and insights into the growth patterns and special issues facing the Town.

Using the Planning Board’s input and updated demographic information, a revised draft of the plan was created and presented at a joint Planning Board/Board of Aldermen meeting. At that meeting, members of both boards voiced concerns that the Planner’s efforts to save as much of the original plan as possible made the revised plan difficult to read and use. They requested that the Planner do more to blend the language of the original plan with the update.

This revised plan was completed in June of this year and provided to both boards for input and comments. This plan was posted on the Town’s website for public inspection and comment. The Planning Board held a public workshop at the regular meeting on October 14, 2019. (Comments from that meeting are provided in a separate document.)

After your public hearing tonight, if the Board of Aldermen decides to adopt this document, they may suggest any edits or modification they desire to make based on the public comments or other resources. If adopted, the Planning Board has asked that the Comprehensive Plan be reviewed by them yearly and that updates be done at least every five years or sooner if needed.

Attachments

- A. *Memo from the Town Planner*
- B. *Planning Board Workshop Comments*
- C. *Comprehensive Plan 2019 Update*

Action Requested

A motion from the Board to adopt the Town of Granite Quarry Comprehensive Land Use Plan 2019 Update dated June 8, 2019 with its various recommendations and implementation strategies is reasonable and in the best interest of the public to help guide Town planning efforts.

Comprehensive Plan Revision

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



MEMO

Date: 10/18/2019

TO: Board of Aldermen

FROM: Planner

RE: Comprehensive Plan Revision

Narrative:

In November of 2018 the Planning Board began the work of making revisions and updating the Town's Comprehensive Plan. Over six months, requiring many meetings, the board provided the Planner with valuable information and insights into the growth patterns and special issues facing the Town.

Using the Planning Board's input and updated demographic information, a revised draft of the plan was created and presented at a joint Planning Board/Board of Aldermen meeting. At that meeting, members of both boards voiced concerns that the Planner's efforts to save as much of the original plan as possible made the revised plan difficult to read and use. They requested that the Planner do more to blend the language of the original plan with the update.

This revised plan was completed in June of this year and provided to both boards for input and comments. This plan was posted on the Town's website for public inspection and comment. The Planning Board held a public workshop at the regular meeting on October 14, 2019. (Comments from that meeting are provided in a separate document.)

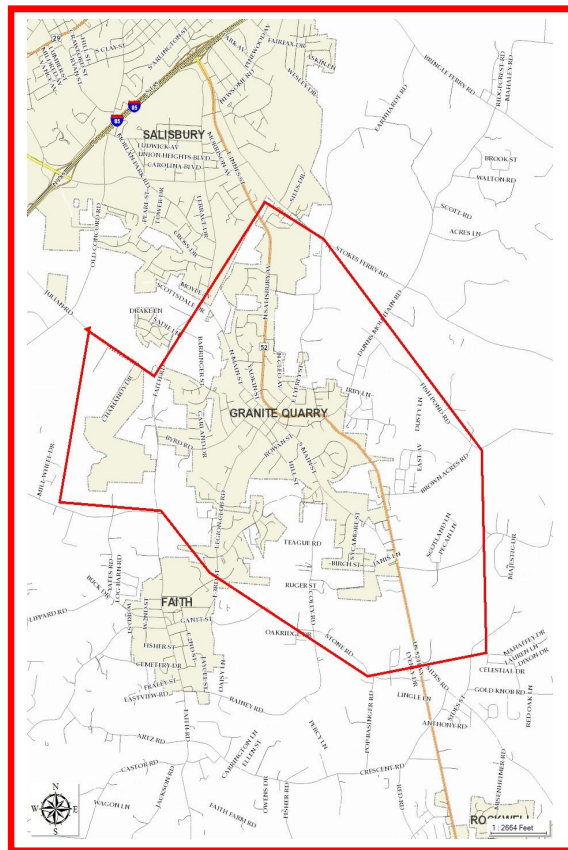
After your public hearing tonight, if the Board of Aldermen decides to adopt this document, they may suggest any edits or modification they desire to make based on the public comments or other resources. If adopted, the Planning Board has asked that the Comprehensive Plan be reviewed by them yearly and that updates be done at least every five years or sooner if needed.

**Comprehensive Plan Revision
Public Workshop Comment
10/18/2019**

The follow are comments made at the planning Board’s 10/14/19 public workshop. Staff can provide more detail and context if board members are interested. Planning staff does not necessarily agree with these suggestions but the final decision falls to the board.

- To consider St. Paul’s Church Rd corridor as an option to create more direct access to I-85 as well as the Highway 52 Bypass. (Referenced Goal 6)
- To replace the word “shall” in the Policies with the words “should” or “will”. The Planning Board voted to use the word should instead of shall.
- To state support of the “general idea” of the Highway 52 Bypass, but not to endorse the specific plan or location.
- That multi-family housing not be interspersed with single-family units throughout the Town. (Referenced Critical Issues and Goals 7, 8.1, 10)
- That the statement “physical growth is important to economic stability” and emphasis on annexation be reevaluated. (Referenced Goal 9)
- To maintain the ability to make independent decisions when identifying transportation corridors apart from the DOT. (Referenced Action Item 2)
- To not consider connectivity opportunities in existing subdivisions. (Referenced Action Item 3)

TOWN OF GRANITE QUARRY COMPREHENSIVE LAND USE PLAN



2019 update to plan created and adopted in 2000

(Intentionally left blank)

(Intentionally left blank)

**TOWN OF GRANITE QUARRY
COMPREHENSIVE PLAN
2019 Comprehensive Plan Update**

PREPARED FOR:
TOWN OF GRANITE QUARRY, NORTH CAROLINA

Granite Quarry Board of Aldermen-2019

**Bill Feather, Mayor
Jim LaFevers, Mayor Pro Tem
Jim Constantino, Alderman
John Linker, Alderman
Kim Cress, Alderman**

**Tanya Word, Town Clerk
Larry Smith, Interim Town Manager**

PREPARED BY:
Granite Quarry Planning Board 2019

**Sandra Shell, Chair
Richard Luhrs
Jerry Holshouser
Mark Troublefield
Michelle Reid
David Trexler
Ronald Jacobs
Arin Wilhelm**

Zoning Board of Adjustment 2019

**John Linker, Chair
Stanley Grabowski
Doreen Luhrs
James Miller
Doug Shelton
Greg Lowe
Howell Kesler
Kelly Smith**

**Planning/Zoning Board of Adjustment Staff:
Town Planner: Steve Blount**

PURPOSE

Purpose of Update

This Comprehensive Plan was completed and adopted by the Granite Quarry Board of Aldermen in February of 2000 with suggested updates every five years. As no formal updates have been accomplished since 2000, this update's purpose is to recognize new growth trends, bring the goals up to date, and add new Goals, Policies, and Action Items that will be used to support land use decisions by the Town in coming years.

This report is being prepared by the Granite Quarry Planning Board and Town Staff for the Granite Quarry Board of Aldermen and the citizens of this Town. Some of the data included in this update has been drawn from the last Comprehensive Plan completed in 2000.

A "Comprehensive Plan" is sometimes known as a land development plan, a land use plan, a master plan, and a general plan. These terms are, for the most part, interchangeable. Such a plan attempts to be a guide for local development decisions over the next 15 or 20 years. It should be used not only in planning and zoning decisions, but in all decisions having short-term or long-term implications, which affect the Town. Included in these decisions are purchases of capital equipment and other important decisions. A plan that is "comprehensive" considers many different factors including cost, prior to reaching a conclusion. In other words, all the pros and cons are to be considered, with decisions reached in an objective manner. It is essential that the GOALS and POLICIES portion of this Comprehensive Plan be used in not only reaching land use decisions, but other important decisions as well.

Though this Comprehensive Plan is prepared looking forward the year 2040, it should be reviewed completely and revised in at least 5-year intervals - in the years 2025, 2030 and 2035 - to familiarize citizens (as well as elected officials) with this document. In addition, the Planning Board and Planning Staff should review the plan each year to ensure its guidance is followed. The Town's population has the potential to begin growing more rapidly than in the past. If this occurs, more drastic changes may be required in the plan.

This report is not intended to be an in-depth study of local problems or even local conditions. Instead, it is a picture of a town in the process of growth and the direction this growth will take over the next 20 years.

A BRIEF HISTORY OF GRANITE QUARRY

The recorded history of the Granite Quarry area dates back over two centuries. In 1766 the German family of Michael Braun migrated from Pennsylvania into North Carolina and constructed what is now known as the Old Stone House. This house is the oldest German dwelling in North Carolina and the oldest house in the western part of the state. It was built of local granite and laid in cement. The old house has been remodeled into a museum and is a well-known attraction to Rowan County residents.

Many Pennsylvania people, with German background, migrated into eastern Rowan during the 19th century. Most of the local people were able to speak both German and English. In fact, until the latter 19th century, German was the language most frequently spoken in conversation among these people.

The growth of a community began during the 1890's. In 1891 the county postmaster, who was a resident in the area, named the community Woodsides, the name of the first family to live there. During August of 1891 a merchant, W. S. Brown, bought a piece of land opposite the county postmaster. Mr. Brown saw a bright future in the local quarrying business, so he opened a general store on his property. A few years later, a second merchant built a store next to Brown's general store. The hopes for developing the community into a town were becoming a reality.

Woodsides officially became a town when it was incorporated by an act of the state legislature in July of 1901. It was soon discovered, however, that there was another North Carolina town with the name of Woodsides, so the town aldermen petitioned the state legislature to change the name to Granite Quarry. Though the legislature did not act until 1905, the local post office became known as Granite Quarry as early as 1902.

The population of the town began increasing in 1906 with the rise of quarrying operations. A construction company began work on a dam spanning the Yadkin River in Stanley County, close to what is now Badin. The dam was being built of granite and loads of granite had to be transported all the way from Granite Quarry. For the tremendous problems of extracting the granite from the quarries, transporting it, and constructing the dam, hundreds of Italian laborers were brought into the area. These people evoked the disapproval of the town's citizens by speaking only Italian, keeping all their homeland customs, and creating local disturbances. All efforts to build the dam ended in failure. The Italian migrants left, and Granite Quarry was once again without much activity.

The construction of the state public roads during the 1920's made that decade one of the most prosperous in Granite Quarry's history.

The demand for crushed stone was such that the granite output amounted to three trainloads daily. A bank had set up operations in the town in 1909, but it was not until the prosperous years of the 1920's that business and industry began moving here. The depression of the early 1930's hit hard in Granite Quarry, and many businesses were forced to close down. The recovery during the latter 1930's made the 1940's another "boom" decade for Granite Quarry. The civic pride of local residents stimulated Granite Quarry's rapid growth during the 1950's and 1960's, and prospects are for continued growth with greater prosperity during the decades of the future.

REGIONAL SETTING

Granite Quarry's downtown is located about four miles southeast of Salisbury's on U. S. 52 but our municipal limits and much of our northern ETJ are contiguous. It lies primarily in the Gold Hill Township, but residential areas within the town limits are also located in parts of Litaker, Salisbury, and Providence townships.

In relation to other towns within the county, Granite Quarry is about two miles driving distance to Faith, five miles to Rockwell, ten miles to the China Grove-Landis-North Kannapolis area, and four miles to the Salisbury-Spencer-East Spencer area.

As the Charlotte region grows as an economic entity, first inner-ring counties (those contiguous with Mecklenburg County) and now outer-ring counties are seeing the demand for residential and supporting commercial development to provide a quality place to live for workers commuting into the Charlotte core for higher paying jobs. The following chart shows what is called *Market Mismatch*, where the homes for sale do not meet the list of desired features or price point of the available buyers. This chart shows that the price people want to spend is much lower than the median price of houses listed in each county. The simple result is that many new buyers are forced to move further out from their desired location to find homes in their price range.

TABLE-1

<u>County</u>	<u>Median Value</u>	<u>Median List Price</u>	<u>Median Sale Price</u>
Mecklenburg	\$237,300.00	\$304,945.00	\$234,300.00
Cabarrus	\$196,700.00	\$286,900.00	\$196,500.00
Rowan	\$138,300.00	\$188,300.00	\$130,300.00

Increased demand for new homes in our area is a good thing. The chart shows that buyers in Cabarrus County are paying almost \$10,000 more and Mecklenburg County buyers almost \$50,000 more than the median list price in Rowan County. With good access to I-85, attractive amenities, and a growing supply of new homes, Granite Quarry should be an attractive location for these families.

Table 2 shows approximate driving distances from Granite Quarry to larger North Carolina cities.

TABLE 2

APPROXIMATE DRIVING DISTANCES FROM GRANITE QUARRY TO NORTH CAROLINA CITIES

Albemarle	25 miles
Charlotte	40 miles
Winston-Salem	40 miles
Greensboro	55 miles
High Point	40 miles
Raleigh	110 miles
Asheville	130 miles
Wilmington	200 miles

ACCESSIBILITY

Granite Quarry is easily accessible by highways. U. S. Highway 52 is a major connector between cities in the Northern Piedmont section of North Carolina with many South Carolina cities. Interstate I-85, the major connecting route between the Piedmont cities of the southeast, is located only four miles north and west of Granite Quarry.

Rail transportation is available on the Southern Railroad in Salisbury. The trains passing through Granite Quarry are used primarily for shipping goods. In addition, the Greyhound Bus Lines are available in Salisbury.

Air transportation is also available. The Rowan County Airport, renamed Mid Carolina Regional Airport, has a 6,125-foot paved, lighted runway with published instrument landing procedures. Hangar space and private plane servicing are available. Mid Carolina Regional Airport has no regularly scheduled commercial flights but offers charter flight service. Thirty miles southwest of Granite Quarry off I-85, Concord's municipal airport offers regional air service via budget carrier Allegiant Air. Regional and international flights are available at the Charlotte and Greensboro airport about one hour driving time from Granite Quarry.

PLANNING AREA

The Granite Quarry planning area includes the Town's municipal limits and the extraterritorial planning jurisdiction (ETJ), the territory extending approximately one mile beyond the limits of the town. Where the one-mile limit for Granite Quarry overlaps the one-mile limits for Salisbury and Faith, the common boundary of the planning area is a line roughly equidistant between the two towns. This ETJ is included in the Town's planning area because the town's future development will most likely take place there. The future development of the ETJ is dependent on the growth of housing in subdivisions and the Town's extension of the necessary utilities into these areas.

The Town of Granite Quarry can regulate zoning and subdivisions within this one-mile area. This is to promote, maintain, or restrain any appropriate type or density of development in each area at a level which can be satisfactorily serviced with such public facilities as the streets, schools, recreation, and utility systems.

The Town has grown by approximately 235 acres through voluntary annexations between 2000 and 2019.

GENERAL GROWTH

Granite Quarry's latest population estimate is 3,096 people. The population of Granite Quarry in 1960 was 1,059. This marked a numerical increase of 468 people and a percentage increase of 79.2% over the 1950 census figures. Table 3 shows annual growth rates for each decade. Table-4 shows total population and percent growth per decade. It is obvious from the table, that the 1950-1960 decade was the greatest growth in Granite Quarry's history. The large amount of land annexed in 1951 accounts for this rapid rate of growth. In that year the town's land area was nearly doubled in size.

TABLE-3

Annual Growth Rate	
[1910-1920]	+2.53 %/yr
[1920-1930]	+0.85 %/yr
[1930-1940]	+0.91 %/yr
[1940-1950]	+0.63 %/yr
[1950-1960]	+6.01 %/yr
[1960-1970]	+2.41 %/yr
[1970-1980]	-0.38 %/yr
[1980-1990]	+1.8 %/yr
[1990-2000]	+3.52 %/yr
[2000-2005]	+3.06 %/yr
[2005-2010]	+2.88 %/yr
[2010-2014]	+0.46 %/yr

TABLE-4

Census	Pop.	%±
<u>1910</u>	363	—
<u>1920</u>	466	28.4%
<u>1930</u>	507	8.8%

1940	555		9.5%
1950	591		6.5%
1960	1,059		79.2%
1970	1,344		26.9%
1980	1,294		-3.7%
1990	1,646		27.2%
2000	2,175		32.1%
2010	2,930		34.7%
Est. 2016	2,999	^[1]	2.4%
U.S. Decennial Census ^[2]			

Granite Quarry has not always been the largest town in eastern Rowan County. Between the years, 1930 and 1950, census figures reveal that Rockwell was larger. By 1960, however, Granite Quarry had again surpassed Rockwell in population. Since 1920 Faith has been the smallest of the three towns having maintained a rather slow but steady rate of growth. Gold Hill, once a booming gold town in eastern Rowan, is now an unincorporated community.

Granite Quarry is now a part of four townships -- Gold Hill, Providence, Salisbury and Litaker.

Certain trends in population have been noted in Rowan County through the years. The rapid growth rate along the U. S. 29 traffic corridor from Kannapolis to the Yadkin River during the 1920's and 1930's has now slowed considerably. The pattern of growth and development during the 1950's and especially the 1960's was along U. S. 70 west of Salisbury, U. S. 601 north of Salisbury, and U. S. 52 southeast of Salisbury. Presently the trend of growth appears south and east of Salisbury and west of Granite Quarry. Further trends in development along these new population corridors are expected during the next two decades.

In 1960, the population was approximately 1,059; by the year 2000 the population doubled. Granite Quarry is one of Rowan County's fastest growing towns. Improved transportation systems and utility extensions will be important factors in this growth.

While population growth has been slow and steady over many decades in Granite Quarry, we may soon see significant growth jumps as large residential subdivisions are built out. A single subdivision like The Village at Granite with 250 home sites could add around 630 people to our population. This alone would add 21% to the town's population. Growth projections based on historical data are unable to predict rapid changes of this type.

EDUCATION LEVELS

Table-5 shows the educational attainment as compared to North Carolina and the Nation.

TABLE-5
Education for the 25 Years and Over

	Granite Quarry, NC	North Carolina	U.S.
Total 25 Years and Over Population	1,946, 100%	6,495,047	209,056,129
Less Than High School	160, 8.22%,	14.59%	13.67%
High School Graduate	543, 27.90%,	26.86%	27.95%
Some College or Associate Degree	729, 37.46%,	30.76%	29.09%
Bachelor Degree	403, 20.71%,	18.24%	18.27%
Master, Doctorate, or Professional Degree	111, 5.70%,	9.55%	11.01%
USA.com Education Index [#]	13.65,	13.43	13.54

COMPOSITION OF THE POPULATION

Table-5 shows Granite Quarry’s population broken down by age and compared to North Carolina and the Nation

TABLE-6
Age Composition

	Granite Quarry, NC	% of the Total Population	North Carolina	U.S.
Under 5 years	187	6.29%,	6.34%	6.36%
5 to 9 years	260	8.75%,	6.56%	6.51%
10 to 14 years	338	11.38%,	6.65%	6.59%
15 to 19 years	149	5.02%,	6.71%	6.85%
20 to 24 years	91	3.06%,	7.13%	7.13%
25 to 34 years	373	12.55%,	12.99%	13.47%
35 to 44 years	378	12.72%,	13.50%	12.96%
45 to 54 years	365	12.29%,	14.02%	14.09%
55 to 64 years	436	14.68%,	12.30%	12.29%
65 to 74 years	196	6.60%,	8.00%	7.64%
75 to 84	176	5.92%,	4.19%	4.25%
85 years and over	22	0.74%,	1.61%	1.85%

Gender Composition

Table-7 shows the Town's population by gender as compared to North Carolina and the Nation

TABLE-7

Population by Gender	
Male: 1,345 (45.27%,)	
Females: 1,626 (54.73%,)	
Granite Quarry, NC	Male: 45.27%
	Female: 54.73%
North Carolina	Male: 48.72%
	Female: 51.28%
U.S.	Male: 49.19%
	Female: 50.81%

Source: U. S. Dept. of Commerce Bureau of the Census

Population by Age Groups

TABLE-8

Population by Age	
Median Age	
Granite Quarry, NC	38.30 years old
North Carolina	37.80 years old
U.S.	37.40 years old
Median Age, Male	
Granite Quarry, NC	37.30 years old
North Carolina	36.30 years old
U.S.	36.10 years old
Median Age, Female	
Granite Quarry, NC	40.00 years old
North Carolina	39.20 years old
U.S.	38.80 years old

Table-9 shows various other statistical breakdowns for the Town.

TABLE-8

The following are the latest demographic statistics available:

Total population	3096
White population	2565 (87%)
Black population	244 (7.8%)
Hispanic population	116 (3.7%)
Male population	1423
Female population	1507
Median age	38
Total homes	1149
Owner occupied	67%
Renter occupied	25%
Vacant	8%
Median home value	\$169,917
Average occupants/home	2.57
Per capita income	\$27,695
Average household income	\$70,291
Median household income	\$53,606

Source: U. S. Dept. of Commerce Bureau of the Census

BREAKDOWN BY INCOME

TABLE-9

Per Capita Income, #355

Granite Quarry, NC 20,970 USD
 North Carolina 25,608 USD
 U.S. 28,555 USD

TABLE-10

Household Income

Median Household Income, #262

Granite Quarry, NC 45,268 USD
 North Carolina 46,693 USD
 U.S. 53,482 USD

Mean Household Income, see rank

Granite Quarry, NC 54,443 USD
 North Carolina 64,555 USD
 U.S. 74,596 USD

Median Household Income Growth Since 2000, #407

Granite Quarry, NC 8.70%
 North Carolina 19.16%
 U.S. 27.36%

COMMUTING TO WORK

TABLE-11

Mean Travel Time to Work, Granite Quarry, NC 28.5 minutes North Carolina 23.5 minutes U.S. 25.7 minutes

TABLE-12

	Granite Quarry, NC	North Carolina	U.S.
Workers 16 Years and Over	1,208, 100%	4,280,414	141,337,148
Car, Truck, or Van—Drove Alone	991, 82.04%,	81.16%	76.41%
Car, Truck, or Van—Carpooled	99, 8.20%,	10.15%	9.59%
Public Transportation	17, 1.41%,	1.12%	5.06%
Walked	0, 0.00%,	1.78%	2.78%
Other Means	20, 1.66%,	1.31%	1.79%
Worked at Home	81, 6.71%,	4.48%	4.37%

INDUSTRY and BUSINESS

Detailed economic data is not available for Granite Quarry because neither the U. S. Census of Population nor the U. S. Census of Business gathers detailed materials for small towns. Nor can insight into the town's economy be gained through township data because Granite Quarry lies within four townships.

The Town has approximately 77 registered business located in its municipal limits. Most of these are service related but there are several manufacturing entities such as Dimensional Metal, Granite Knitwear, and Southern Atlantic Spring Manufacturing and Sales.

The Town, in conjunction with Rowan County worked to develop approximately 111 acres of land near the intersection of Heilig and Faith Roads for industrial use. This property is accessed off a new road, Chamandy Drive. The industrial property is completely utility served. Chamandy Drive accesses the rear of the existing Gildan Yarns facility. One speculative building named Easter Creek Phase 1 has been built and plans have been submitted for a second building. Additional industrial property may be accessed by an extension of Chamandy Drive. The newly created industrial property along Chamandy Drive has been annexed into the Town's municipal limits. Another business on Heilig Road (which is in our ETJ), IOM Enterprises is in the process of adding two- 30,000 square foot additions.

The Town's Winn Dixie grocery store closed in about 2005. The Town has had difficulty in attracting a full-service grocery store due to relatively low population density and existing stores in neighboring Salisbury and Rockwell.

TRADE AND COMMERCE

Granite Quarry's commercial district is utilized primarily for convenience shopping by those persons living within the immediate vicinity of town. It does not provide the opportunity for comparison shopping as do the larger retail centers of Salisbury and Charlotte. The area between Granite Lane and Lyerly Street to the north and south and between Brown Street and the railroad tracks to the east

and west is the primary center of commerce in Granite Quarry. This area has the potential of becoming an excellent community type business district.

In 2016 the Town completed and adopted its *Downtown Master Plan*. This plan was based on statistical analysis of retail sales and extensive public input. A plan for improving the downtown area, in hopes of boosting retail sales, has been adopted and undertaken.

AGRICULTURE

Agricultural activity within the Granite Quarry planning area is relatively insignificant. Several part-time farmers grow small grains and vegetables to subsidize their job earnings, and there are one or two beef cattle farmers. Granite Quarry does not have any agricultural type businesses.

CLIMATE

The climate of Rowan County and all Piedmont North Carolina is generally pleasant. The mountains to the west serve as a partial barrier against Canadian cold air in the winter and provide cooling breezes in the summer. The average annual temperature is 60" with an average high of 72" and a low of 48" (Rowan County statistics used throughout this section.)

Summer days in Rowan are warm, but nights cool rapidly so that early morning temperatures average below 68" during the hottest times of the season. Although 90" high readings are common in the summer, daytime heat is less persistent than in the more humid areas near the coast. 100" readings, however, are quite rare with most summers never reaching that maximum.

Winter nights are generally cold, but clear skies usually bring about milder daytime readings. While the temperature drops below freezing on more than half the nights in winter, temperatures below 0" are extremely rare and occur less than one year in five. There are only a couple days in winter in which the maximum daily reading is below freezing. January is usually the coldest month averaging 41". The coldest month on record in Rowan County was January of 1940 when the average monthly reading was a cold 28.60. That same month, January of 1940, Rowan County recorded its coldest temperature ever, -11 degrees.

Precipitation is usually plentiful and well distributed throughout the year in Rowan County. The heaviest rainfall occurs, on the average, during the months of July and August (5.59" and 4.89", respectively). The driest months are October and November (3.12" and 2.96", respectively). The average annual precipitation is 47.35". Summer rainfall is mainly the result of thundershowers, while most winter precipitation comes as a result of slow-moving low-pressure storms.

The average annual snowfall in Rowan County is about 6 inches. January has the greatest average monthly amount of snowfall, averaging 2 1/2 inches. Winters vary widely as to amount of snowfall with some years receiving none.

The average length of the frost-free growing season in Rowan County is around 200 days. The average date of the first light freeze of 32 degrees in autumn is October 30, the first moderate freeze of 28 degrees is November 8, and the first hard freeze of 20 degrees is November 20. The average date of the last hard freeze of 20 degrees in spring is February 26, the last moderate freeze of 28 degrees is March 27, and the last light freeze of 32 degrees is April 7.

Prevailing winds in Rowan County blow out of the north or northeast in the fall and from the southwest during other seasons of the year. The average surface wind speed is about 8 m.p.h.

Normally, clouds cover the sun only about 40% of the daylight hours. The time when it is generally cloudiest is winter (December and January) when clouds cover the sun half the daylight hours. The time when it is generally sunniest is in late spring (May and June) when clouds cover the sun only one-third of the daylight hours. Relative humidity averages about 70% around the year with the highest occurring in the late summer and the lowest in the spring.

Overall climatic shifts are predicted to raise the local temperature several degrees, but a much larger impact will be the likely increase in rain and the intensity of local storms. Our Town has several large creeks and floodplains where flooding could become a problem.

Source: Piedmont Research Station, Salisbury-Rowan County

TOPOGRAPHY

The Piedmont region of North Carolina is characterized by rolling hills, low mountains, and plateau land, and varies in elevation from below 300 feet to above 1,500 feet.

Elevations in Granite Quarry and the one-mile planning area vary from just below 700 feet to around 1,000 feet. The lowest points may be found near Crane Creek, which is located in the northwest part of the planning area. The highest points are located along the Granite Ridge, which runs in a northeast-southwest direction through the southern part of Granite Quarry. The two highest points are located at Dunn's Mountain (998 feet) and at Kinder's Mountain (1,001 feet) located just northeast of Faith. Highest point inside the town of Granite Quarry is 954 feet at the water tower at the end of Hill Street.

SOILS

For the purpose of general description, soils in and around Granite Quarry have been classified in four separate soil associations: Lloyd-Cecil Enon-Iredell-Mecklenburg, Cecil-Applying, and ApplyingWedowee-Louisburg. The following maps show these soils and their locations in the Granite Quarry planning area.

Lloyd-Cecil Association

This land is gently sloping to rolling, with deep, well-drained soils and loam to sandy loam surfaces over firm red clay subsoils. The association consists primarily of broad, gently sloping to sloping ridges that break sharply above the major drainage ways. The landscape is relatively smooth. The slopes range from 3 to 35 percent but are generally between 4 and 12 percent. This association is the most prevalent in Rowan County and occupies about 36 percent of the land. The largest area is a wide band across the central portion of the county, which includes the western part of the Granite Quarry planning area (around Faith Road).

Lloyd soils have reddish-brown loam to fine sandy loam surfaces over dark red, deep, firm clay subsoils. Some of the surface soils are red clay loam, which is a result of erosion and mixing with the subsoil. Cecil soils have grayish-brown fine sandy loam and sandy loam surfaces over deep, firm red clay subsoils.

The major soils are well adapted for most of the crops grown in the county. Corn, small grain, cotton, pasture, hay, and alfalfa are the principal crops. In general, this association holds plant nutrients well and responds well to lime and fertilizer.

Enon-Iredell-Mecklenburg Association

This land has gently sloping, well to moderately well-drained soils with fine sandy loam to clay loam surfaces over firm to very firm, plastic clay subsoils. The association is characterized by broad, gently sloping to sloping ridges and plains that normally increase gradually in steepness toward the drainage ways. This is a relatively smooth undulating area. The slopes range from 1 to 25% but are generally between 2 and 7 percent. This association occupies about 2 percent of the county, including the very northern part of the one-mile planning area for Granite Quarry.

Enon soils have light, olive brown to grayish-brown, fine sandy loam surfaces, and firm to very firm, yellowish-brown, slowly permeable clay subsoils. Iredell soils have olive brown to dark grayish-brown fine sandy loam surfaces and olive to light olive brown, very firm very slowly permeable, clay subsoils. Mecklenburg soils have dark yellowish-brown to dark reddish-brown loam to clay loam surfaces over yellowish-red to dark reddish-brown firm, slowly permeable, clay subsoils.

The soils in this association are suited to corn, lespedeza, and pasture grasses. The Mecklenburg soils are also suited to small grains. Generally, the soils of this association are better suited to hay and pasture, particularly on the steep, eroded slopes.

The major soils of this association have severe limitations for septic fields, foundations, and road construction due to the low permeability and instability of their clay subsoils.

Cecil-Applying Association

This land is gently sloping to moderately steep, with deep, well-drained soils and sandy loam surfaces over firm red to yellowish red clay or sandy clay subsoils. The association consists of land that has broad ridges and interplains that break sharply to the drainage ways. The topography is gently sloping to moderately steep. The slopes range from 2 to 45 percent but are generally between 4 and 15 percent. This association occupies about 12 percent of the county, with the largest area east of Granite Quarry and Faith.

Cecil soils have grayish-brown sandy loam surfaces and firm red clay subsoils. These soils are deep, well-drained and moderately permeable. Applying soils have grayish-brown to yellowish-brown sandy loam surfaces and firm strong brown to yellowish-red clay or sandy clay subsoils. They are deep, well drained, and moderately permeable.

The soils are suited for small grain, corn, soybeans, lespedeza, tobacco, and pasture land. They are easily tilled and respond well to lime and fertilizer.

The major soils of this association have moderate limitations for septic fields, roads, and foundations.

Applying- Wedowee-Louisburn Association

This land is gently sloping to steep, with well-drained, deep to shallow soils and sandy loam surfaces over firm yellowish-red sandy clay subsoils or a layer of heavy sandy loam. The association is characterized by gently sloping ridge crests and broader side slopes that are sloping to steep. Sometimes very steep, narrow side slopes occur adjacent to the drainage ways. The topography is predominately rolling. The slopes range from 4 to 50 percent but are generally 5 to 18 percent. The

association occupies about 4 percent of the county. The one area of this association is a narrow band starting just northeast of Granite Quarry and continuing along the Granite Ridge in a southwesterly direction through Faith, almost to the Cabarrus County line.

Appling soils have grayish-brown to yellowish-brown sandy loam surfaces and firm, strong brown to yellowish-red clay or sandy clay subsoils. They are deep, well drained, and moderately permeable. Wedowee soils have light yellowish-brown to grayish-brown sandy loam surfaces and strong brown to yellowish-red firm sandy clay to clay subsoils. Louisburg soils have dark grayish-brown sandy loam surfaces over a shallow to moderately deep layer of sandy loam. Permeability is moderately rapid. Some areas have a thin discontinuous layer of yellowish-red sandy clay loam in the lower part of the subsurface layer.

The soils are suited to small grains, corn, lespedeza, and vegetable crops. These soils are easily tilled. The Wedowee and Appling respond well to lime and fertilizer, but the Louisburg soils are limited in this respect due to the tendency of leaching. There are rock outcrops, and small areas of hard rock occur frequently throughout the area. This condition complicates the use of the land for farming.

Appling and Wedowee have only moderate limitations for septic fields and foundations. However, due to the fact that hard rock often appears at or near the surface and is seldom below 20 feet, it is advisable that every site should be thoroughly investigated before any construction or improvements are attempted in this area.

The following maps show the suitability of the various soils to agriculture, and the limitations to roads and industry, septic tanks, and recreation.

SOILS DESCRIPTION

- *I LLOYD-CECIL ASSOCIATION: Gently sloping to rolling, deep, well drained soils with loam to sandy loam surfaces over firm clay subsoils.
- *II. ENON- IREDELL- MECKLENBURG ASSOCIATION: Gently sloping to sloping, well to moderately well drained soils with fine sandy loam to clay loam surfaces over firm to very firm, plastic clay subsoils.
- *III. CECIL-APPLING ASSOCIATION: Gently sloping to moderately steep, deep, well drained soils with sandy loam surfaces over firm, red to yellowish red clay or sandy clay subsoil.
- IV. LLOYD-DAVIDSON ASSOCIATION: Gently sloping to sloping, deep, well drained soils with reddish brown fine sandy loam to clay loam surface layers over firm dark red clay subsoils.
- *V. APPLING-WEDOWEE-LOUISBURG ASSOCIATION: Gently sloping to steep, well drained, deep to shallow soils with sandy loam surfaces over firm yellowish red sandy clay subsoils or a layer of heavy sandy loam.
- VI. ORANGE-ALAMANCE ASSOCIATION: Nearly level to sloping, deep to moderately deep soils with silt loam surfaces over yellowish to yellowish brown, firm to very firm silty clay to clay subsoils.
- VII. WILKES-ENON-IREDELL ASSOCIATION: Gently sloping to steep, well drained to moderately well drained soils with fine sandy loam to loam surfaces over very firm, plastic clay subsoils or slowly permeable weathered rock

VIII. CECIL-PACOLET ASSOCIATION: Gently Sloping to sloping well-drained soils with sandy loam surfaces over firm red clay subsoils.

IX. GEORGEVILLE-HERNDON ASSOCIATION: Gently sloping to steep, well drained soils with silt loam to silty clay loam surfaces over red to yellowish red, firm, silty clay to clay subsoils.

DRAINAGE

The Granite Quarry planning area lies within two drainage areas. The drainage area to the north is the Crane Creek region; the drainage area to the south is known as the Church Creek region. The two areas are separated by the Granite Ridge, Water to the north side of this ridge drains generally northward and northwestward toward Crane Creek. Water to the south side of the ridge drains generally southward into Church Creek. Many streams throughout the area drain into the two larger creeks maintaining a steady flow of water. The creeks empty into High Rock Lake.

The designated floodplains of these two drainage systems complicate development in certain areas of the Town.

LAND USE CLASSIFICATION

In November of 2016, the Town of Granite Quarry Board of Aldermen adopted a Unified Development Ordinance and an associated Zoning Map. This Ordinance and Map divided the Town and the Town's ETJ into Zoning Classifications reflecting the current or anticipated future uses of property in that planning area. The uses were defined as follows:

Residential:

Structures used for living purposes. Single family, two family, and multi-family dwelling units. Included are mobile homes and mobile home parks.

The Uniform Development Ordinance has four residential zoning classifications including Residential Rural (RR), Residential Low Density (RL), Residential Medium Density (RM), and Residential High Density (RH). The Residential Rural district is provided to accommodate very low-density residential development and agricultural uses and to protect natural vistas and landscape features that define rural areas. The Residential Low-Density District is established for conventional subdivision development of low-density single-family residences and their customary accessory uses. The Residential Medium-Density District is intended to create medium density residential areas providing for a mix of housing types including single-family and two-family dwellings along with their customary accessory uses. The Residential High-Density District is intended for the development of a higher density mixture of residential uses and their customary accessory uses.

Commercial:

Structures where goods are sold, or services of a commercial nature are provided. Specifically, those establishments engaged in retail trade, wholesale trade, and the commercial services—such as barber shops, restaurants, banks, and offices.

The Uniform Development Ordinance has two commercial zoning classifications including Central Business (CB) and Highway Business (HB). The Central Business District is established as the centrally located trade and commercial service area of Granite Quarry. The district is designed to encourage the continued use of land for downtown business and a sustainable relationship with integrated and surrounding residential uses. The Highway Business District is established to provide a

wide array of retail and service uses to a large trading area for persons residing in and/or traveling through Granite Quarry. Given the large traffic volumes generated by uses located in such a district, any area so zoned shall have access onto an arterial or collector thoroughfare.

Industrial:

Structures or areas where goods are manufactured or produced; any processing, wholesaling, or warehousing type establishment.

The Uniform Development Ordinance has two industrial zoning classifications including Light Industrial (LI) and Heavy Industrial (HI). The Light Industrial District is established for certain non-offensive industrial, manufacturing, or processing plants. The type of industrial or manufacturing use would be light in nature and free from the undesirable aspects, which may be objectionable or offensive to residential areas. The Heavy Industrial District is established for certain industrial, manufacturing, or processing plants which are heavy in nature but will not be dangerous or detrimental to the health, safety, welfare, or general character of the area by reason of the emission of smoke, fumes, noise, odor, or dust.

Office-Institutional:

Used exclusively for office and institutional uses. Examples are banks and other financial institutions, barber and beauty schools and libraries.

The Uniform Development Ordinance has one Office-Institutional zoning classification (OI). The Office & Institutional District is intended to accommodate a variety of office and institutional uses. This district can serve as a transitional buffer between residential districts and commercial districts.

Neighborhood Business:

Used exclusively for convenience services and goods. In addition, structures or areas used in a public or semi-public manner, and used for institutional, educational, cultural, recreational, religious, or social purposes. Examples are town offices, schools, playgrounds, parks, libraries, churches, clubhouses, etc.

The Uniform Development Ordinance has one Neighborhood Business zoning classification (NB). The Neighborhood Business District is intended primarily for local centers designed to serve relatively small trading areas in developed or developing portions of Granite Quarry. As a result, the list of commercial establishments allowed in this district is more limited than in other districts and focuses on convenience services and goods.

In addition to the basic zoning districts listed above, the UDO includes two overlay districts: Manufactured Home (MH-O) and Historic Preservation (HP-O). There is also a Planned Unit Development (PUD) conditional classification used for large, innovative and multi-use developments.

PLANNING PROCESS BREAKDOWN

The Town's 1990 Comprehensive Planning Process broke the Town into very specific geographic areas as follows (Note- These planning areas were not used in the 2019 update process but are still a good physical description of the town and thus are included for reference purposes.):

Planning area 1 is located northeast of Granite Quarry and eastern ETJ area. It contains 1,017.32 acres. It is bounded on the north by the town limits, on the northeast side by Stokes Ferry Rd., on the west side by portions of North Salisbury Ave., the railroad tracks to where it meets South Salisbury Ave. and continues southeast on Dunn's Mtn. Rd. to the end of the town limits. Gary Morgan, CPA office is in this district, along with a Dollar General Store. Within this planning area one tract consisting of 6 acres is zoned HB (Highway Business) and is currently the site of a strip

shopping center that houses various service and retail establishments. Zoning in this planning area is diversified, light industrial as well as residential zoning is included within this area. The Central Business District is located within this area and consists of approximately 23.73 acres. It is bounded west by the railroad tracks, on the north by Church Street, on the east by Brown Street and on the south by Lyerly Street. A total of 16.93 acres are presently in use, of which 5.62 acres are used for commercial purposes and 4.79 acres are used for transportation. Industry uses 3.82 acres. Commercial transportation, and industrial land uses account for 84.1 percent of the developed land. 6.80 acres are vacant and are thus available for development. Commercial, retail and industrial uses are located within this district such as F & M Bank, M &K BBQ, Brown Supply and Old Stone House Road. The Town Hall was relocated in this district in January 1976.

Planning area 2 is located west and south of Granite Quarry and contains 1,278.92 acres. It is bounded by West Peeler St. to the town limits, along the southwest town limits to meet Coley Road and from North Main Street at the intersection of West Peeler to South Main along the railroad tracks intersecting at South Salisbury Ave., along South Hwy 52 to the end of the ETJ line running in a southwest direction and in a northerly direction along Coley Rd. and meets at the Town limits. Approximately 1,196.91 acres or 94% of this area is zoned residential 82.01 acres or 6% zoned Light-Industrial concentrating mainly west of Rowan St. with a small percentage at the corner of Depot and S. Main St. Approximately .75 acres, 1/2 percent of this total land area is zoned CB (Central Business) and presently where a dentist office is located.

Planning area 3 is the smallest of the planning area and consist of 565.16 acres and is located west and south of the Town limits meeting east-south along Coley Rd. with area 2, it runs northerly along the ETJ line at the most south-west point of the ETJ line, north along Faith Road and ends at area 5 at Byrd Road. Again, primarily residential this area is the only planning area that contains I-2 Heavy Industrial) which has created controversy with residential landowners over the past decade and a half. Mixtures of light industria² neighborhood business, multi-family and two-family also exist

Planning area 4 is the largest planning area consisting of 1,504.40 acres. With the exception of 11.30 acres this entire area lies outside the town limits, these acres were included within this planning area to run parallel with Hwy. 52 South This area is bounded on the west by Hwy. 52 South to the South ETJ line, follows the north eastern ETJ line to Dunns Mtn Road and runs acres that lies within the town is light industrial and 2.75 acres is zoned B-3 (General Business). This leaves 1,490.35 acres residential

Planning area 5 consists of 1,110.64 acres. It is bounded by the up most northwest town limits and runs west of Hwy. 52 North, turning west to run with the town limits north of Crowell Lane ending at the railroad tracks to run in a southerly direction, turning west at Peeler Street, it continues to Byrd Road ending at Faith Road to run south to the end of the ETJ line. Moves north along the ETJ line to Heilig Road turning easterly to run along the ETJ line to a point and continuing in a north direction ending north to meet with the town limits and runs further north parallel with planning area 1. This area includes, neighborhood business zoning where Rowan Christian Assembly presently sits, residential and light industrial. This light industrial tract is the site of the most recent industrial site Draftex, now Gildan Yarns.

For purposes of this planning update process, the Town was broken down into various geographic areas as follows:

1. Downtown Core- Detailed planning has already been done and a *Downtown Master Plan* with supporting *Downtown Development Guidelines* adopted.
2. North Salisbury Avenue Corridor- Running from downtown Granite Quarry to the Town's contiguous border with northern neighbor Salisbury, this corridor could become the Town's grand entrance boulevard.
3. Faith Road Corridor- Rapid residential and supporting commercial growth along this western border of the Town will likely continue.
4. US Highway 52 Bypass Corridor- although pushed some years into the future, this new highway corridor will open hundreds of acres of undeveloped land to productive uses, making it deserving of predevelopment planning and zoning attention.
5. US Highway 52 South Corridor- Slower to grow due to lack of utilities, this area holds some of the Town's largest undeveloped tracts of land.

In addition to the geographic areas, specific issues were identified for examination as follows:

1. Existing and future residential subdivisions- A community of residential subdivisions must address planning for future developments and ways to make existing developments work better.
2. Strategic Properties located in and around Town including:
 - a. Corner of East Church and N Salisbury Ave- Northern entrance to the Town's downtown area, this should be considered as our "anchor tenant" location.
 - b. 2400 Faith Rd- A Town-owned property that could become a critical link for the town's trail systems, an important recreational feature, and the missing link for a future high-end residential subdivision.
 - c. Transportation corridors west to I-85- Many current and future Town residents will travel each day to the Charlotte region for high-paying jobs. Ease of access to Interstate I-85 will be important in attracting those families to our community.
 - d. N Salisbury Ave Commercial Property- A large, undeveloped property bounded by US Highway 52 on the west and Stokes Ferry Road on the east, to be bisected by the proposed Highway 52 Bypass; location, location, location will make this one of the Town's premier commercial properties.
 - e. N Salisbury Ave Viewshed Property- Located on the west side of N Salisbury Ave at Crane Creek, with minimum landscaping, this undevelopable property offers a beautiful passive park setting as an entrance into the Town.
 - f. Old Stone House- One of the Town's and region's most visited tourist and educational attractions, this site is poised to grow in importance in the coming years.
3. Critical Issues
 - a. Expansion of industrial areas- Land must be reserved for tax base-important industrial uses.
 - b. Multi-family housing- With higher initial quality and enforced long-term maintenance and upkeep, multi-family housing should be interspersed with single-family units throughout the Town.
 - c. Utilities expansion- Water and sewer service is the only way to entice ETJ property owners/developers to agree to voluntary annexation, allowing for important physical growth of the Town.
 - d. Stormwater management- More stringent State and federal regulations, floodplain complexities and our aging storm water management system make this a future financial burden for the Town must begin addressing now.

- e. Trails and sidewalks- In addition to good physical activity and alternative transportation options for all, a walkable and bikeable environment is important for the Town's economic and community development efforts.
4. Growth trends-
- a. Growth west toward I-85- Additional property has been annexed into the Town's municipal limits including industrial sites along Chamandy Lane, an 111-acre residential subdivision site (Village at Granite) on the west side of Faith Rd., an undeveloped site on the east side of Faith Rd, and recently, an additional site on Faith Road that will make all these properties contiguous with the core Town limits. These extensions of the Town limits and ETJ to the west indicates a growth trend in that direction.

SYNOPSIS OF LAND USE

Granite Quarry is primarily a residential community. Residential land use occupies a larger percent of the developed land than any other use in each of the planning areas with the exception of the Central Business District. Planning Areas I and 4 are the most highly residential areas in town. Transportation is the second greatest land use category in each of the planning areas. Approximately 20 percent of the developed land is used for transportation in the average North Carolina town. 17.7 miles of the developed land is devoted to transportation in Granite Quarry. Major recreational and/or educational facilities are found in Planning Areas 1, 2 and 4. Commercial activities are scattered throughout town, and the industrial land uses are found in each of the planning areas.

Granite Quarry's one-mile ETJ area is highly residential, though to a lesser degree than the town itself. Area 1 encompasses the ETJ's only recreational facility (McCanless Golf Course). Area 4 includes the grounds of Shuford Memorial Elementary School, Charles C. Erwin Middle School, and East Rowan High School. Industrial sites are found in each of the planning areas, Gildan, the largest single industrial site, is in Area 5.

PUBLIC FACILITIES

The location of public or community facilities is important to the development of future land use in Granite Quarry although the number of acres devoted to these uses is small. For example, the town administrative offices, Granite Civic Park, Granite Lake Park, and Centennial Park are community facilities. Residential and other urban-type development is projected to increase in density around the town hall and parks. Thus, it is important to study public facilities for the impact they will have on future land development.

Town Hall

The Granite Quarry Town Hall is in the Central Business District on North Salisbury Avenue. The town administrative offices, volunteer fire department and police department are housed within the 16,500 square foot facility. Because of crowded conditions, the Town Hall relocated from its original location on North Main Street in 1976. Consideration of needed renovations and expansions of the Town Hall facility are ongoing.

Schools

Granite Quarry Elementary School is located at the intersection of West Bank Street and Walnut Street and occupies a total of 21.7 acres in Planning Area 2. Recent renovations were made to the school in 1996. The Board of Education is currently considering consolidation of Granite Quarry's,

Faith's and Rockwell's elementary schools into a single East Rowan Elementary School that would be centrally located between the three towns.

Shuford Memorial Elementary School is located on Dunn's Mt. Road and occupies 9.7 acres which lie in Planning Area 4. This school is now being used as a vocational workshop for individuals with disabilities. This school is now privately owned and operated.

Erwin Middle School and East Rowan Sr. High School are both located at the junction of U. S. 52 and St. Luke's Church Road. The 60 acres occupied by the two schools are located inside the one-mile ETJ limit of Planning Area 4. Both schools have inadequate sites due to the growth of the eastside of Rowan County but plan future expansion.

Parks and Recreation Areas

A total of 140 acres of land are used for parks and recreation within Granite Quarry and the one-mile planning area. Population in ETJ is difficult to estimate. Based on population within municipal boundary only, parks and recreation land has decreased from 5.95 acres per 100 people to 4.52 acres/100 people since 2000 due to population growth. McCanless Golf Course, the largest single recreation area, is located off Stokes Ferry Road in the ETJ portion of Planning Area 1. Granite Lake, located in Planning Area 1, was a fixture in eastern Rowan County for many years. Built in 1926 it was a popular recreation area for Granite Quarry. It closed as a swimmable lake in 1999. Granite Lake is now a highly used park and gathering spot. Centennial Park is connected to Granite Lake Park and provides a walking and biking trail winding through trees along a stream, all within walking distance of the downtown area. Granite Civic Park, located between Legion Street and North Oak Street in Planning Area 5, is presently being used as a municipal park. It is complete with a softball field and tennis courts.

TABLE-13

<u>Parks and Recreation Areas in and around Granite Quarry</u>		
Centennial Park	301 E Bank St	6.84 acres
Granite Civic Park	202 W Peeler St	4.79 acres
Granite Lake Park	N. Salisbury Ave	6.71 acres
McCanless Golf Course	Stokes Ferry Rd	117.2 acres
Dunns Mountain Park	Dunns Mtn Rd	81.94 acres
Old Stone House	E. Lyerly St	22.27 acres

Water and Sewer Facilities

Granite Quarry is supplied with water and sewer services by the City of Salisbury (Salisbury-Rowan Utilities) and some sewer services by the Town of Faith.

UNIQUE GROWTH FACTORS IN THE AREA

The nearness of Salisbury to Granite Quarry may be classified as both an asset and a liability. From downtown Salisbury to mid-town Granite Quarry is only four miles and their planning areas are adjacent to one another. This indicates a need for communication and coordination between the two towns. Such cooperation between towns is basic to the well being of both towns. A town of 3,096 people which is isolated, miles away from any larger town, needs to provide a much wider range of services--commercial, industrial, and recreational--than a town of 3,096 people which is near a much larger town. Many services provided by the City of Salisbury can be used by the people of Granite Quarry. In this respect, the Town of Granite Quarry has greater flexibility when providing certain services especially desired by its people.

During its early years, the growth of Salisbury, and development in Rowan County was along a mostly north-south axis. During the past decade, however, the trend has reversed, and the growth is now in more of an east-west direction. Granite Quarry has already felt some of this growth and is expected to experience more expansion of its own during coming decades. The construction of the shopping malls and subsequent development around Interstate 85 at the southeastern edge of Salisbury initiated growth to the east into the Granite Quarry area. Residential subdivisions have developed both between Salisbury and Granite Quarry and on beyond Granite Quarry toward Rockwell. Earlier annexations by Granite Quarry were toward the south, and now are to the west toward I-85 where the greatest growth is occurring.

Based on logical commuter patterns, Granite Quarry's natural growth pattern will be to the north and west toward access routes to I-85 south. Improvement of existing transportation corridors or even the addition of new roads allowing easier connections from Granite Quarry to the Charlotte business corridor will drive development of the Town's and surrounding Rowan County properties in that direction.

One prohibiting factor to growth is the "Granite Ridge" running through the southern part of the area in a northeast-southwest direction. Problems occur with rock outcropping along the "Granite Ridge" itself. The principal problem is in providing water and sewer services beyond the ridge due to subsurface rock. Another limiting factor to future municipal boundary growth is the limitation imposed on involuntary annexation by the State Legislature in 2012.

FUTURE LAND USE PATTERNS

Residential Development

Increased residential development is expected to be most noticeable toward the north-northwest with Salisbury and the I-85 corridor serving as a stimulus in drawing development to its outlying areas. Residential density should increase along and between U. S. 52 and Faith Road and on toward Old Concord Road. Growth will also push eastward toward Stokes Ferry Road especially when the proposed US Highway 52 Bypass is built. South of Old Stone House Road, development will be less rapid due to increased slopes and proximity of the Granite Ridge. Development should be anticipated along Old 80 to the northwest of town and along Barringer Road and Peeler Road. This area appears well suited for residential development. Development will be slower down Balfour Road as it is considered unsuitable for homes due to extensive industrial development. South of the Granite Ridge along Coley Road, residential development, both single and multi-family, has been increasing and is expected to continue. More subdivisions near the vicinity of U. S. 52 south of Granite Quarry may be anticipated.

Development within the present town limits of Granite Quarry will be most intense in the western and eastern parts of the town. Again, soil and topography hinder development to the south.

For the purposes of home construction south of the Granite Ridge where water and sewer services may not be provided during coming years, the standards established by the State Health Department would set the densities whereby lots of at least 20,000 square feet are required when a well and septic tank are located on the same lot. Lots of at least 10,000 square feet are required when only a septic tank is located on that lot. Such minimum requirements are spelled out in greater detail in the Town's *Uniform Development Ordinance*.

Attitudes concerning desirability of home sites has changed through the past decades. A few years ago, land with little or no slope was considered more desirable for living purposes. That flat land is

less attractive to most people now as land with moderate or at least a slight degree of slope has become preferable. Nevertheless, land sloping at greater than 15 degrees is considered undesirable for home-building purposes.

Another change in location preferences is the desire to be in a relatively quiet, traffic-free subdivision rather than along a major artery of traffic. The deterioration of homes has been shown substantially greater when located along or near major traffic arteries than when located along paved streets in residential areas. However, the ease in which local and collector streets flow into major traffic arteries is essential for convenience to the people served.

There is also a change in attitudes toward large versus small building lots. Where a generation ago, lots of one acre or more were desired while now, most homes are built on one half acre of land or less. Large subdivisions are maximizing buildout and managing cost by building smaller homes on one quarter acre lots.

While small and medium residential subdivisions have been built in all areas of Granite Quarry, the current availability of large, utility-served sites to the northwest and west of Town along Faith Road that are suitable for large, high density developments means a higher potential for population growth in that area.

Commercial Development

Primary among considerations for commercial development will be the establishment of a "central business district." The area recommended for this development contains about 25 acres of land. The area, delineated in the Town's *Downtown Master Plan*, is located between the railroad tracks to the west and an extended Brown Street to the east, and between Church Street to the north and beyond Lyerly Street to the south. More land in this area is currently vacant than is in use for commercial purposes (28.6% to 23.7%). If just the vacant land were developed for commercial use, over 50 percent of the area would be used for commercial purposes.

In 2016, the Town developed and adopted a *Downtown Master Plan* recognizing the downtown core as the town's primary commercial area. Many opportunities were identified by the plan to improve the area's attractiveness to support increased commercial activity. In support of the *Master Plan*, in 2018 the town adopted an appendix to the Town's *Unified Development Ordinance* creating higher and more specific building development standards for the downtown area.

Industrial Development

Industrial development provides jobs for our citizens and increased tax base for our Town. Proximity to Salisbury and Rowan County's aggressive policy of industrial recruitment have limited most industrial development from considering our Town for their new facilities. Most existing industries will likely remain in the area. The survey of industries in the planning area indicated that most of their employees live either in Salisbury or some other place outside the Granite Quarry area.

Land along Balfour Road has seen limited residential development because of the extensive quarrying of granite in the vicinity. This could be a prime area for industrial growth except that slopes of greater than fifteen (15) degrees are generally considered too steep for most industrial development and municipal water and sewer are not widely available in this area.

Considerations for future industrial development areas should include issues like accessibility, adequate capacity of utilities (especially water and sewer), availability of parking space, and direction of prevailing winds (to prevent smoke and odors from polluting residential areas), etc.

A large area (111 acres+/-) was annexed into the Town limits and with cooperation of Rowan County has been turned into an attractive, utility served industrial park setting. Chamandy Drive provides access to this property off Heilig Road.

Recreational Development

A greater use of existing recreational facilities and public parks is the national trend today. Greater coordination between recreation and school officials makes it possible for recreational-type school facilities to be used in the non-school and school months. Expansion of school grounds for recreational purposes is another possibility. The Town has three public schools in its planning area and should take advantage of this approach to shared use of facilities.

A prime source of child and adult recreation in Granite Quarry for many years was Granite Lake which closed in 1999. This property was redeveloped as a mixed-use recreational facility with the lake, streams, creeks, natural areas, fishing, hiking paths, and bicycle trails. Granite Lake Park was opened in June of 2007.

Two other sites are used for recreation. The first site is the Granite Civic Park which contains a baseball/softball field, tennis courts, and other active play areas that is actively used by both Granite Quarry citizens and other surrounding towns. It provides picnic tables and grassy play areas. The park is set up to accommodate family recreational needs. The second site is located along Bank and Brown Streets. This naturally attractive area is utilized as a nature trail and contains picnic areas as well.

The Old Stone House is a valuable tourist attraction and educational asset located east of downtown. Dunn's Mountain Park at the intersection of Stokes Ferry Road and Dunns Mountain Road was established by Rowan County with help from the Land Trust of Central NC in November of 2006. It has walking trails and an educational facility/observation post at the top of Dunns Mountain.

TRAFFIC CIRCULATION TODAY

Transportation corridors and traffic circulation in and around the town of Granite Quarry and its planning area has been determined by several major roads running primarily north and south with Faith Road defining our western border, Stokes Ferry Road our western border, and US Highway 52 running through the center of town and the planning area. US Highway 52 is a Minor Arterial which are U. S. and N. C. routes connecting population centers of twenty-five to fifty thousand population. Main Street also runs north and south through the Town, one block west and parallel to US Highway 52 in the downtown area, diverging more westerly as it leaves the downtown area to the north and more easterly to the south.

There are several minor secondary roads that service the major secondary roads and the minor arterials. Dunn's Mt. Road is such a minor secondary road which provides for northeastward movement. Legion Club Road is another minor secondary road which provides for southwestward movement. The westward movement from the center of town is the Peeler Street (Byrd Road) alignment. Heilig Road (Julian Road) provides for a northwestward movement although this facility is not directly connected into the minor arterial-of U. S. 52. There are several roads and streets running east and west with most dead ending to the west at Faith Road and at difficult intersections to the east on Stokes Ferry Road.

Understanding the importance of easy access to I-85 for primarily southbound commuters to and from the Charlotte core, the Town has identified several new corridors that would make access from the downtown core and surrounding residential development to I-85 south much easier.

A railway corridor exists transecting the planning area, running north and south between Main Street and US Highway 52. Its several at-grade crossings interfere with east-west traffic flows, but the limited use of the railway limits its impact at this time.

The US Highway 52 Bypass, to be located to the east of town is on the NCDOT Transportation Improvement Plan. Money was allocated in last year's plan but has been pushed out to later years in the latest revision. This new corridor will have a significant impact on the town, relocating through-town traffic to the eastern perimeter. This will impact the downtown businesses that depend on this traffic but will also open currently undeveloped property for development.

GOALS AND OBJECTIVES

The basic purpose of the Comprehensive Plan is to present a picture of the way the Granite Quarry planning area should look at the end of the twenty-year planning period (2020-2040). The plan is determined through an analysis of present conditions and recent trends. This analysis is done by analyzing the existing land use, projecting population growth, examining the land use trends and potentials, and growth influences from outside our planning area. From this study, we attempt to anticipate the needs for the development of the Granite Quarry planning area by the year 2040.

The goals or objectives of a community must be outlined for the orderly development of that community. These goals or objectives provide a broad general framework for the town to work with and serve as a foundation for future policy-making decisions. These policy-making decisions have as their legal bases the Uniform Development Ordinance, which is influenced by decisions brought forth in the Comprehensive Plan. The need for flexibility is paramount in any long-range plan for the simple reason that the data and assumptions used to develop the plan change in unpredictable ways over time. Planning and policy-making decisions need to be people-oriented. This plan attempts to make the human aspect of primary concern and to coordinate land uses accordingly.

Goals:

1. Without undue hardship or restrictions on private property owners, protect the existing small-town feel and atmosphere of Granite Quarry by managing growth in identified Highway Corridors and on specifically identified Strategic Properties.
2. Recognizing that the visual impression received while driving into and around the Town is important in attracting new residential and commercial growth to our Town, land-use decisions should include consideration of the visual impact of new development and we should work to moderate negative impacts with building quality, siting, and buffering requirements.
3. The current mix of residential, commercial and light industrial uses throughout the Town will likely continue. Care must be taken when mixing use types to protect one from another.
4. Commercial and industrial development are important in maintaining the Town's low property tax rates and thus should be encouraged by identifying land parcels well suited for those uses and applying appropriate zoning classifications to them.
5. The downtown core area will continue to be the Town's main commercial center and thus special efforts should be expended by the Town to improve this area both physically and functionally.

6. In our automobile dependent society (specifically for our Town, commuters to and from the Charlotte core), efforts must be made to improve transportation corridors in and around our Town, specifically working to implement the proposed Highway 52 Bypass and improve/create more direct routes from our Town's core to I-85 south.
7. The Town should use zoning and land use planning to help insure that a wide range of housing types, including multi-family housing, be located throughout the town.
8. Walkable communities and outdoor recreation areas are in demand by today's health conscious citizens and thus the Town should work to expand and improve its current sidewalk and trail systems (including the Carolina Thread Trail) and maintain, expand, and add to its parks.
9. Physical growth is important to the economic stability of a town. Voluntary annexation should be used to expand our municipal borders and grow our population. Expansion of municipal water and sewer services into our Town's ETJ should be considered as an incentive for voluntary annexation.

POLICIES

This Comprehensive Plan endorses the following specific Policy Statements which will serve as the basis for future decisions on capital improvements, ordinances, zoning matters, subdivision approvals, and other similar matters.

The Policies contained in the Comprehensive Plan have been designed for regular use in making public and private decisions about growth and development. Developers or property owners can petition for a rezoning request that is consistent with the policies, thereby increasing the chances for rezoning approval and minimizing guesswork and wasted time. The Town staff will review the rezoning request in light of the adopted policies, pointing out those policies that support the rezoning, that are in conflict with the rezoning and which, in the opinion of staff, carry the most weight, thereby shaping the overall staff recommendation. Planning Board members can make his or her own determination as to the consistency of the rezoning with the Town's growth policies. Residents can and should reference specific growth policy statements when speaking for or against rezoning requests. The Town Board of Aldermen should consider and weigh the interpretation of policy as employed by the property owner, the Town staff, the Planning Board, and the general public.

Policy (1) The Town shall encourage new and expanding industries and businesses, which diversify the local economy and increase resident's incomes.

Policy (1.1) The Town shall actively seek out and preserve through zoning, properties uniquely suited to industrial and business growth.

Policy (2) The Town shall protect, enhance and encourage a high quality of life, image, and cultural amenities as an effective approach to economic development.

Policy (2.1) Recognizing the importance of the Town's image to economic and community development efforts, the Town will make land use decisions for defined Strategic Properties and in specified Transportation Corridors with that image in mind.

Policy (2.2) Building locations, buffering and berms shall be used as required for new development to protect existing vistas important to the Town's "small town" and rural image.

Policy (3) The benefits of continued economic development shall be balanced against the possible detrimental effects such development may have on the quality of life enjoyed by area residents.

Policy (4) Economic development efforts should encourage the revitalization and reuse of currently unused or underutilized structures and sites in appropriately located commercial and industrial areas.

Policy (5) Protection and rehabilitation of viable neighborhoods shall be encouraged to insure their continued existence as a major housing source and as a reflection of the long-term quality of life in Granite Quarry.

Policy (6) Residential neighborhoods which have become infused or surrounded by non-residential uses may undergo an orderly conversion from residential use to higher density residential use or other compatible alternative land uses.

Policy (7) Proposed residential development which would expose residents to the harmful effects of incompatible development or to environmental hazards shall be prohibited.

Policy (8) The continued viability of single-family homes as a major housing source shall be encouraged.

Policy (8.1) Housing of different types, sizes and price points will be encouraged to meet the diverse needs of our evolving community. Multi-family housing shall be considered in all areas of the Town when developed to a level appropriate to the surrounding neighborhoods.

Policy (9) Innovative and flexible land planning techniques shall be supported as a means of encouraging development configurations which are more desirable, and which may better safeguard existing natural land and water sources.

Policy (9.1) Large land tracts shall be preserved through the use of innovative and flexible land use planning specifically found in the Planned Unit Development (PUD) process.

Policy (10) The housing needs of the elderly, handicapped and low to moderate income households shall be particularly recognized in the Town's policies and actions regarding residential development.

Policy (11) Commercial development shall be encouraged to occur in clusters or Planned Unit Developments.

Policy (11.1) Commercial development shall especially be encouraged in the designated downtown area as defined by the 2016 *Downtown Master Plan*.

Policy (12) Community commercial centers shall be located adjacent to arterial highways and be adjacent to other community facilities such as offices and places of public activity.

Policy (13) Industrial development shall not be located in areas which would diminish the desirability of existing and planned non-industrial uses, nor shall non-industrial uses be allowed to encroach upon existing or planned industrial sites.

Policy (13.1) Building location, berms and buffers shall be used to insulate properties designated for one type of use from surrounding properties of a different use.

Policy (14) Heavy industrial sites shall be separated from non-industrial areas by natural features, green belts, major transportation facilities, and/or other suitable means.

Policy (15) Light industry may be located in urbanized areas to take advantage of available services and to minimize home-to-work distances. Careful design and/or buffering shall be required to insure compatibility with surrounding areas.

Policy (16) Future park development and open space preservation shall be carefully planned to provide for the rational and equitable distribution of recreation and open space opportunities within the Planning Area.

Policy (17) Provisions of open space and recreation facilities in private development shall be encouraged to complement the demand for publicly financed facilities.

Policy (18) The identification and appropriate recreational development of a system of open space greenways within the Planning Area shall be encouraged. The use of natural corridors, such as stream floodplains, and secondarily, man-made corridors, such as utility and transportation rights of way and easements shall be emphasized.

Policy (19) Strong involvement and periodic updating of an urban area Thoroughfare Plan shall be encouraged. The essential elements of the plan shall be identified annually for implementation on a priority basis.

Policy (19.1) Location of future road corridors in and around the Town as shown in the NCDOT Transportation Improvement Plan (TIP) shall be noted and used during land use decision-making processes.

Policy (20) All development reviews shall include examination of ways to extend utility services into previously unserved areas.

ACTION ITEMS

During the 2019 update process, certain issues were identified that in the update committee's opinion justified rapid action by the Town's elected and appointed leadership and planning staff as follows:

1. Update Uniform Development Ordinance (UDO) and Zoning Map to identify important Strategic Properties and define how they will be handled differently in the prescribed development review process.
2. Update UDO and Zoning Map to identify important Transportation Corridors including N. Salisbury Avenue and Faith Road and define how they will be handled differently in the prescribed development review process.
3. Review existing residential subdivisions for connectivity opportunities to neighboring properties, developments and roadways via undeveloped lots.
4. Update UDO sections concerning storm water management systems adding language concerning areas of responsibility for repair of existing systems, maintenance of existing and new sediment ponds, and design and landscaping of new retention and sediment feature in designated transportation corridors.

5. Identify potential road connections and extensions to improve ease of transportation corridors from core areas of Town to I-85.

METHODS OF IMPLEMENTING THE PLAN

In addition to sound administrative practices which hold all planning efforts together, there are three major tools which can be used to achieve the Goals of Comprehensive Plan. To assure the division of property and the alignment of roads and to set minimum lot development standards, a community uses Subdivision Regulations. The minimum development standards and the types of uses allowed on the land are defined in the Zoning Ordinance. The proper programming of municipal activities and the resulting capital investments are best resolved and defined in the Town's Capital Budget. The Capital Budgeting process sets priorities for improvements and identifies identify the cost of the project in context with the financial capacity of the town and with other improvements of comparable need.

A Unified Development Ordinance was created and adopted by the Town in November 2016 and has been revised numerous times. An associated *Zoning Map* was created and has been continually updated with the latest update in August of 2017. These documents constitute the Town's Zoning and Subdivision regulations and define the various development processes.

SUMMARY

Life is unpredictable, and unexpected changes will inevitably occur. "Mann Tracht, Un Gott Lacht" is an old Yiddish adage meaning, "Man Plans, and God Laughs." This old truth doesn't mean that we shouldn't plan, however, rather it suggests that we recognize the fallibility of any plan and be willing to modify the plan as and when needed.

It is important during this period of rapid growth and transformation, that this plan be kept up to date. The Planning Board should review the plan each year for needed adjustments and should do a complete review and update at least every five years. As statistical growth thresholds (5,000 population, extensions of ETJ and Municipal Boundary to west, etc.) are approached, the plan should be completely redone.

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item **6c**

**Grateful Heart Ministries
Rezoning**

Summary

The Town Planner is here this evening to present a rezoning request from RL to CD OI.

The owner of the five land parcels where the Grateful Hearts Ministries is currently located at 706 Dunns Mountain Road met with me some time ago to discuss his property and their future development plans. While the impetus for the meeting was the possibility of locating a church on two of their parcels in the future, I pointed out to him that he might want to consider rezoning the property where the ministries operation is located as it was currently a legal non-conforming use. And while churches are allowed as a conditional use in their current RL zoning classification, they are allowed by right in the OI zoning classification so he should consider rezoning all five parcels.

Staff is recommending a Conditional District, CD OI, rezoning that would limit his uses to those approved at the rezoning. The uses shown on the rezoning map would include the ministries' buildings as they are shown and used now, and a proposed church building that would be built in the future after a major site plan review and approval.

Attachments

A. *Memo from the Town Planner*

B. *PowerPoint Presentation*

Action Requested

Motion to approve rezoning request from RL to CD OI.

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



MEMO:

Date 10/18/2019

TO; Board of Aldermen

FROM: Planner

RE: Grateful Heart Ministries Rezoning

Narrative:

The owner of the five land parcels where the Grateful Hearts Ministries is currently located at 706 Dunns Mountain Road met with me some time ago to discuss his property and their future development plans. While the impetus for the meeting was the possibility of locating a church on two of their parcels in the future, I pointed out to him that he might want to consider rezoning the property where the ministries operation is located as it was currently a legal non-conforming use. And while churches are allowed as a conditional use in their current RL zoning classification, they are allowed by right in the OI zoning classification so he should consider rezoning all five parcels.

The owner told me of some past problems the ministries had with some of the surrounding property owners and I explained that those very people might come to the rezoning public hearing. To help alleviate the neighbor's concerns with what might happen on this property, I suggested requesting a Conditional District, CD OI, rezoning that would limit his uses to those approved at the rezoning. The uses shown on the rezoning map would include the ministries' buildings as they are shown and used now, and a proposed church building that would be built in the future after a major site plan review and approval.

What we will present at your 11/4/2019 meeting is a rezoning request from RL to CD OI.

Grateful Heart Ministries

706 Dunns Mountain Rd

Rezoning Request

RL to CD OI

1

Properties are located at 706 Dunns Mountain Road.

Five parcels total 8.20 acres in size

Existing Grateful Heart Ministries operation is located in the old school building on parcels 649 093 1&2

Future development would include a church and parking lot to be built on parcels 649 030, 649 094 1&2

Approving rezoning as CD OI will insure property is used for the use as shown on the proposal map moving into the future

The church building is shown for informational purposes only. When church is built, development drawings will go through the major site plan approval process to ensure compliance with the Granite Quarry Uniform Development Ordinance in effect at that time

2

Grateful Heart Community Services

Is a public charitable faith based non-profit organization. We focus on providing no cost, high quality services for the disadvantage communities of Rowan County. Emergency Food and Clothing Assistance are our primary programs.

Grateful Heart Community Services is a public charitable faith-based organization with a 501-c3 and 509-A tax deductible designations. We have been aligned with the Second Harvest Food Bank of Metrolina in Charlotte, North Carolina since 2008. The Feeding America program chose Grateful Heart to serve the greater Rowan County area in 2010.

3

Transitional Housing for Men

We Provide Transitional Living for displaced men. We average 80% overcoming their addictions and bondages to be established again into society.

Food Mission

We Provide an average of 350 Households per month including the elderly with a box of food. This will sustain them for up to a week. We offer fruits, vegetables at their selection.

Clothing Mission

We Provide clothing for families who are need. We also provide furniture, personal care products and school uniforms.

4

Section 3.5 Conditional Districts

3.5.1 Purpose

- A. Conditional zoning districts are created to correspond to each of the base zoning districts created in Section 3.2. Conditional Districts allow specific uses to be established in accordance with prescribed conditions pertaining to an individual project. The uses in these districts are such that may have significant impact on the surrounding area, which cannot be predetermined and controlled by general district standards.
- A. The purpose is to provide a voluntary alternative procedure for the rezoning of a property for a specific use. A broad range of uses are permitted in the conventional district. However, there are instances where a general zoning district designation is clearly inappropriate for a property, but a specific use permitted under this district and subject to development requirements would be consistent with the spirit and intent of this ordinance. Conditional districts, herein established, are intended to accommodate such situations. This voluntary procedure is intended for firm development proposals, and is neither intended nor suited for securing early zoning for tentative uses which may not be undertaken for a long period of time.

5

Section 14.6 Conditional District Rezoning Process

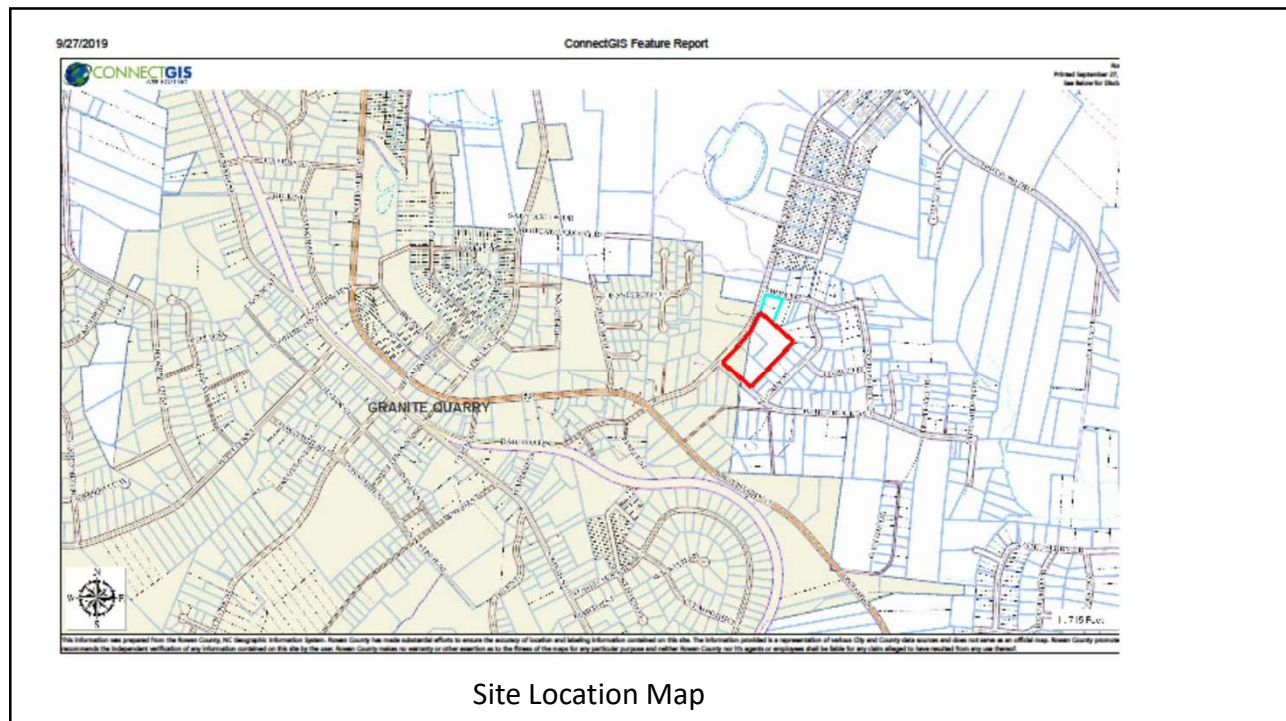
- A. The Conditional District (CD) approval process is established to address those situations when a particular use may be acceptable but the general zoning district(s) that would allow that use would not be acceptable. Rezoning of property to any Conditional District is a voluntary procedure on the part of the property owner and is intended for firm development proposals. It is not intended or suited for securing early zoning for a tentative proposal that may be undertaken at some unknown time in the future. Such zones may be approved or changed only by the Town Board of Aldermen in accordance with the regulations contained herein.

6

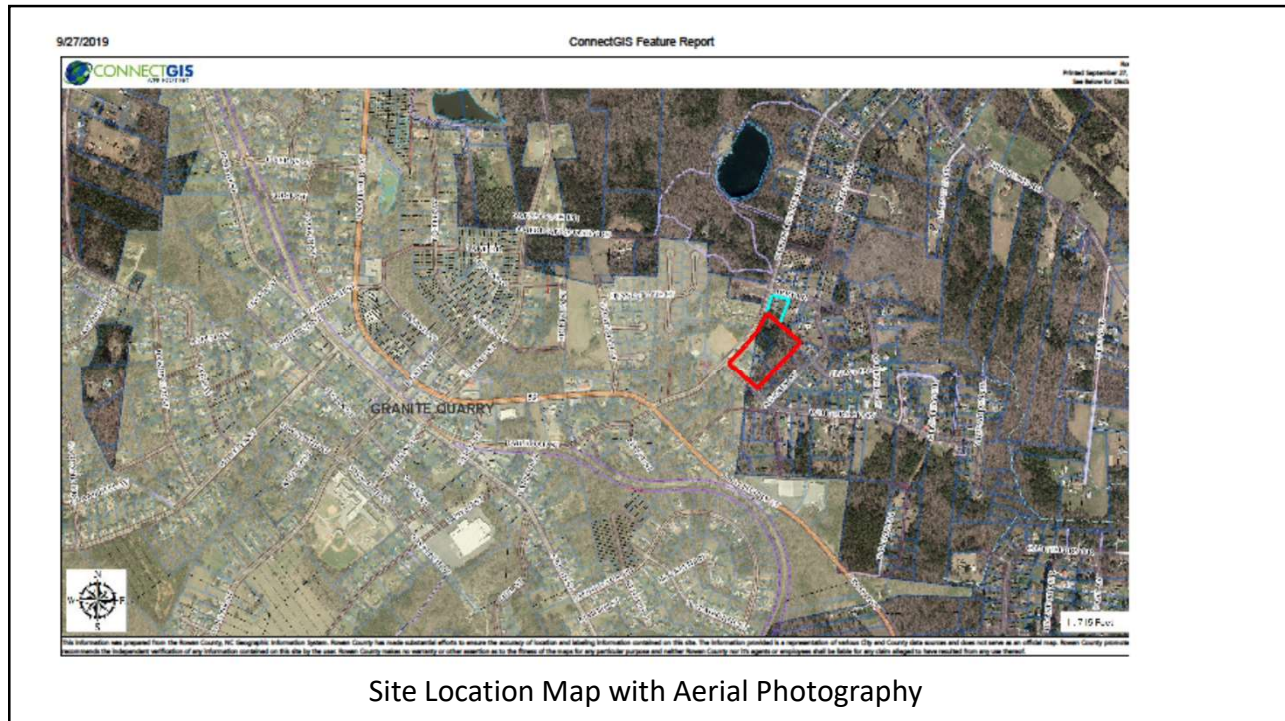
Table 3.3 Permitted Uses

Civic & Government Uses	RR	RL	RM	RH	OI	NB	CB	HB	LI	HI	SR
Cemeteries (accessory use)	X	X	X	X	X	X	X	X	X	X	
Emergency Services (fire, police, EMT)	C	C	C	C	X	C	X	X	X	X	
Government buildings (other, excludes correctional facilities)	C	C	C	C	X	X	X	X	X	X	
Non-profit charitable organizations	C				X	X	X	X	X	X	
Religious institutions & related uses (including day cares or schools of less than 25)	C	C	C	C	X	X	X	X	X	X	

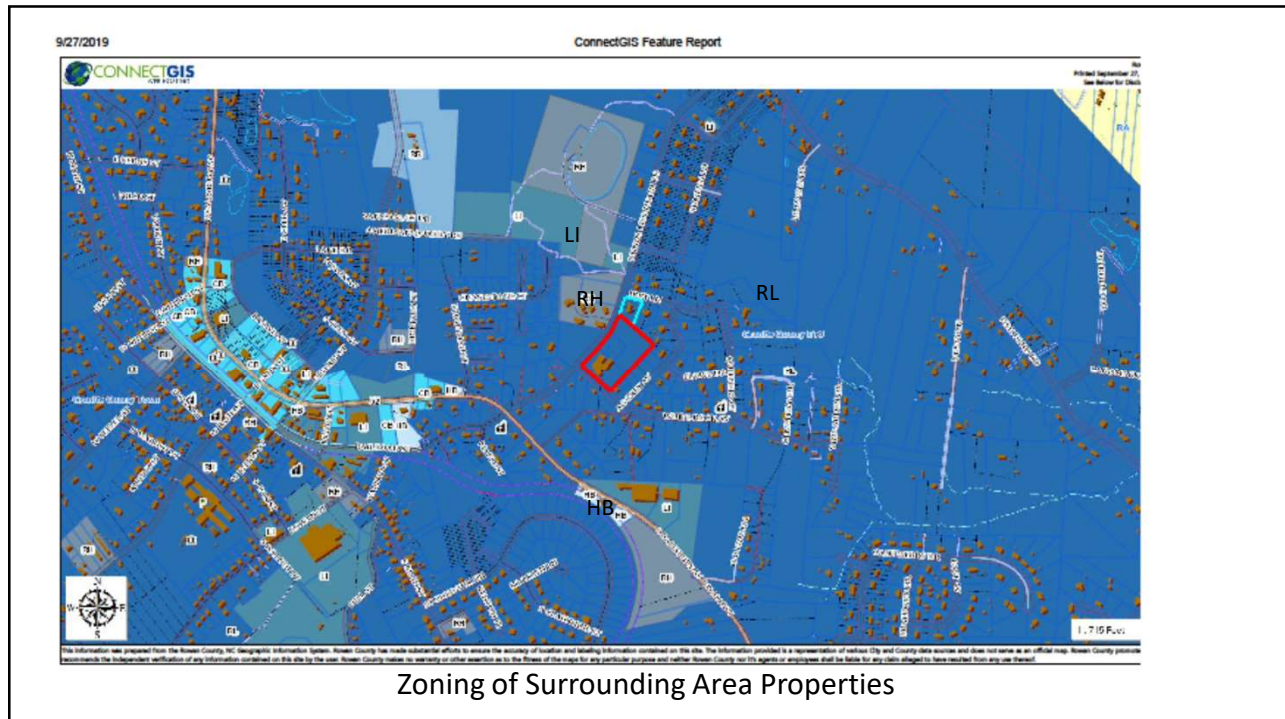
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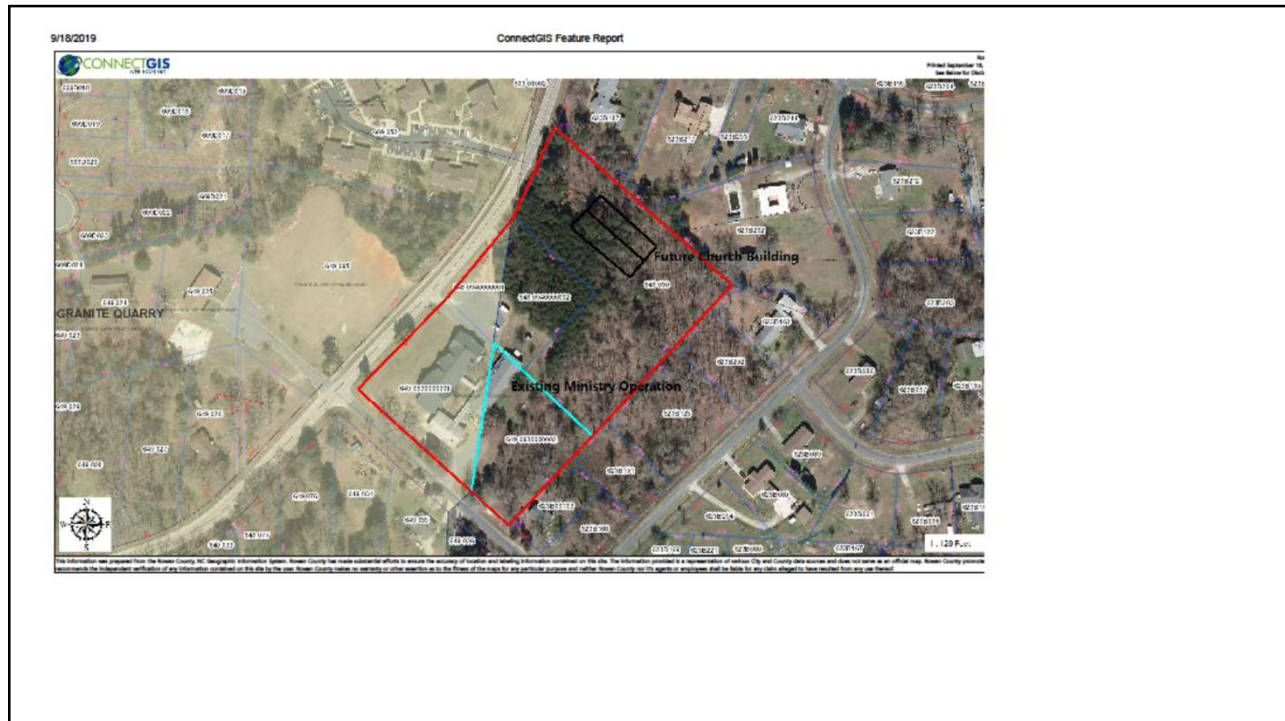
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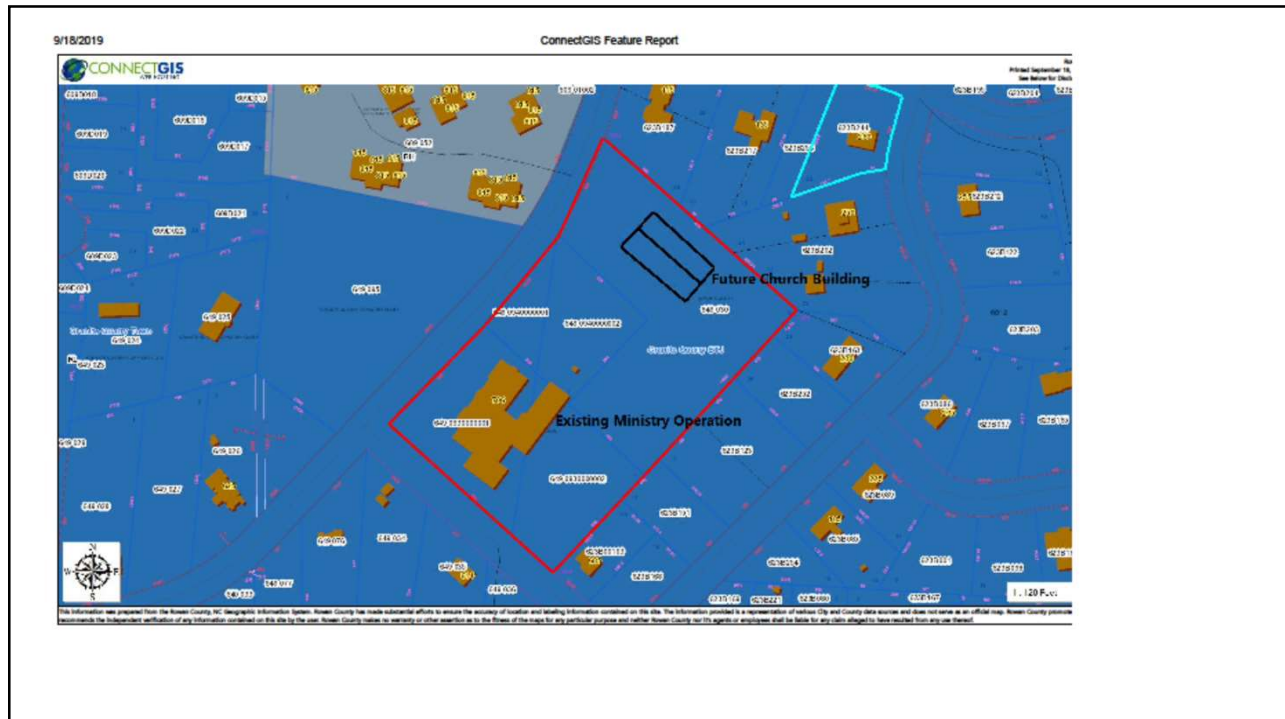
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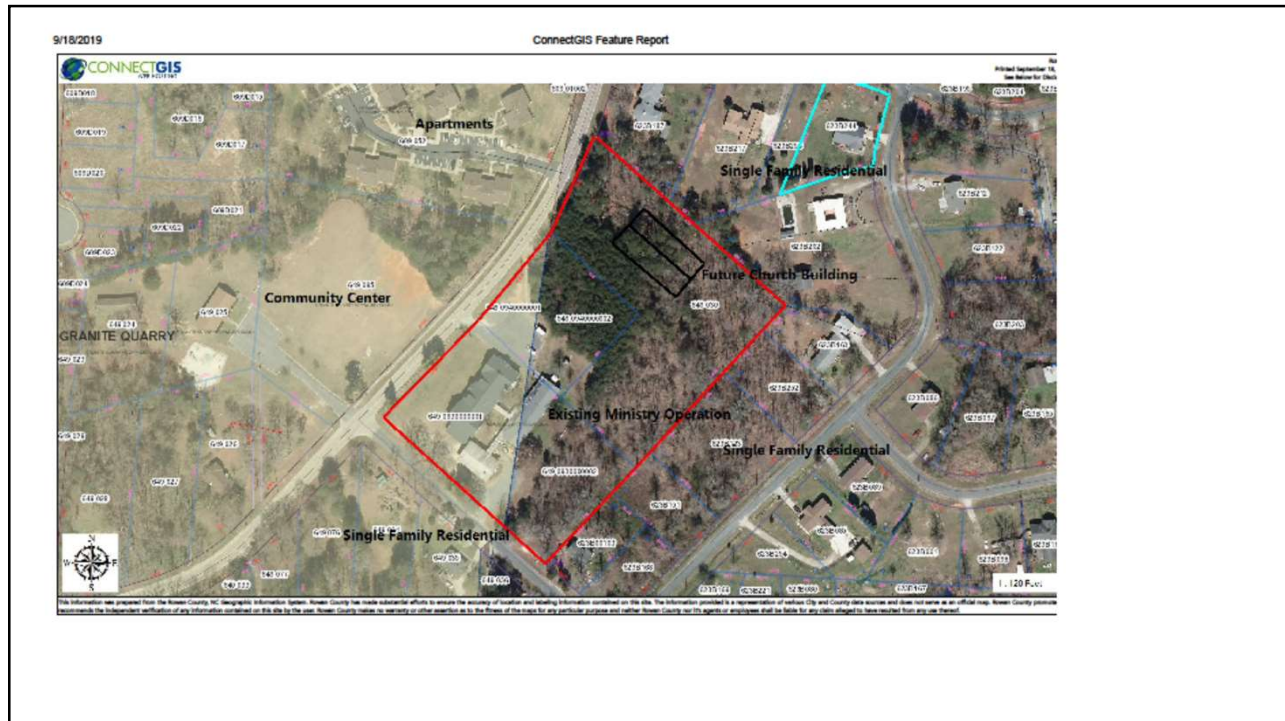
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12



13

ConnectGIS Feature Report

Printed September 27, 2019 10:46 AM
See Below for Scale

119614 AreaID=121 15.1 MW
01.1 MW
01.000
01.000 01.000 01.000
1:140 PLOT

This information was prepared from the Boone County, MO Geographic Information System. Boone County has made substantial efforts to ensure the accuracy of spatial and tabular information displayed on this site. The information provided is a representation of Boone County and County data as shown and does not serve as an official map. Boone County provides no warranty, representation or liability for the accuracy of this data to the user. Boone County makes no warranty or other assertion as to the fitness of this data for any particular purpose and neither Boone County nor its agents or employees shall be liable for any claim (damages or otherwise) arising from any use thereof.

1. Current and future uses of the existing structures will remain essentially the same as the are now.
2. The future church building is shown on the drawing for illustrative purposes only. The future church structure and any expansions of existing structures will be built to meet all requirements of the Uniform Development Ordinance (UDO) in effect at the time of construction. A major site plan review as described in the UDO will be required when and if this building or any additions are proposed for construction.
3. Any major deviations from this plan or major changes in use of existing structures will require a complete rezoning review and approval per the process described in the UDO.

CD OI Proposal Drawing

14

Suggested Action after review, presentation, and discussion:

1. Vote to approve rezoning from RL to CD OI with conditions as shown attached.
2. Adopt Statement of Consistency and Reasonableness as follows:

Statement of Consistency with Comprehensive Plan and Reasonableness

In voting to recommend 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. In addition, the Board finds the property owner's request to be reasonable in that further development of this property per the approved Conditional District drawing will have little or no additional negative impact on surrounding properties while adding positive resources to the neighborhood and Town.



December 15, 2016

Re: The Religious Land Use and Institutionalized Persons Act

Dear State, County, and Municipal Officials:

I am writing to you today to highlight the obligation of public officials to comply with the various provisions of the Religious Land Use and Institutionalized Persons Act (RLUIPA), and to inform you about documents previously issued by the Department of Justice (Department) that may be of assistance to you in understanding and applying this important Federal civil rights law.

The freedom to practice religion according to the dictates of one's conscience is among our most fundamental rights, written into our Constitution and protected by our laws. In our increasingly diverse nation, the Department continues to steadfastly defend this basic freedom and ensure that all people may live according to their beliefs, free of discrimination, harassment, or persecution.

Over the years Congress has passed a number of laws that protect the religious liberties of those who live in America, including the landmark Civil Rights Act of 1964 and the 1996 Church Arson Prevention Act. In 2000 Congress, by unanimous consent, and with the support of a broad range of civil rights and religious organizations, enacted the Religious Land Use and Institutionalized Persons Act. 42 U.S.C. § 2000cc et seq. In enacting RLUIPA, Congress determined that there was a need for Federal legislation to protect religious individuals and institutions from unduly burdensome, unreasonable or discriminatory zoning, landmarking, and other land use regulations.¹ Congress heard testimony that houses of worship, particularly those of minority religions and start-up churches, were disproportionately affected, and in fact often were actively discriminated against, by local land use decisions. Congress also found that, as a whole, religious institutions were treated worse than secular places of assembly like community centers, fraternal organizations, and movie theaters, and that zoning authorities frequently violated the United States Constitution by placing excessive burdens on the ability of congregations to exercise their faiths.

¹ RLUIPA also contains provisions that prohibit regulations that impose a "substantial burden" on the religious exercise of persons residing or confined in an "institution," unless the government can show that the regulation serves a "compelling government interest" and is the least restrictive way for the government to further that interest. 42 U.S.C § 2000cc-1.

RLUIPA includes a private right of action, which allows private individuals to enforce its provisions. Congress also gave the U.S. Attorney General the authority to enforce RLUIPA, and the Department of Justice has been active in enforcing this important civil rights law since its enactment. To date, the Department has opened nearly 100 formal investigations and filed nearly 20 lawsuits related to RLUIPA's land use provisions.² Through these efforts, as well as those by private parties, RLUIPA has helped secure the ability of thousands of individuals and institutions to practice their faiths freely and without discrimination.

Yet, sixteen years after RLUIPA's enactment, far too many people and communities remain unaware of the law, or do not fully understand the scope of its provisions. Earlier this year, the Department's Civil Rights Division launched *Combating Religious Discrimination Today*, an initiative bringing together community leaders around the country to discuss challenges regarding religious discrimination, religion-based hate crimes, and religious freedom, and to discuss possible solutions. One of the issues raised repeatedly from participants was that municipal, county, and other state and local officials are insufficiently familiar with the land use provisions of RLUIPA and their obligations under this Federal civil rights law. Participants also reported that houses of worship, particularly those from less familiar religious traditions, often face unlawful barriers in the zoning and building process. Additionally, participants explained that, in their experience, litigation frequently was avoided when the communities informed local officials of their obligations under RLUIPA early in the process. Participants recommended that the Department take proactive measures to ensure that state and local officials are properly educated about RLUIPA's land use provisions.³

In light of this, we are sending this letter to you and other officials throughout the country to remind you about the key provisions of RLUIPA. Ensuring that our constitutional protections of religious freedom are protected requires that Federal, state, and local officials work together, and to that end, we encourage you to share this letter with your colleagues. We hope that you will continue to work with the Department of Justice going forward and view us as a partner and ally in ensuring that no individuals in this country suffer discrimination or unlawful treatment simply because of their faiths.

² This work is detailed in reports on enforcement issued in September 2010 (available at https://www.justice.gov/crt/rluipa_report_092210.pdf) and July 2016 (available at <https://www.justice.gov/crt/file/877931/download>).

³ The *Combating Religious Discrimination Today* report is available at https://www.justice.gov/Combating_Religious_Discrimination.

1. RLUIPA provides broad protections for religious individuals and institutions.

RLUIPA's land use provisions provide a number of protections for places of worship, faith-based social service providers and religious schools, and individuals using land for religious purposes. Specifically, RLUIPA provides for:

- *Protection against substantial burdens on religious exercise:* Section 2(a) of RLUIPA prohibits the implementation of any land use regulation that imposes a “substantial burden” on the religious exercise of a person or institution except where justified by a “compelling government interest” that the government pursues using the least restrictive means.⁴
- *Protection against unequal treatment for religious assemblies and institutions:* Section 2(b)(1) of RLUIPA provides that religious assemblies and institutions must be treated at least as well as nonreligious assemblies and institutions.
- *Protection against religious or denominational discrimination:* Section 2(b)(2) of RLUIPA prohibits discrimination “against any assembly or institution on the basis of religion or religious denomination.”
- *Protection against total exclusion of religious assemblies:* Section 2(b)(3)(A) of RLUIPA provides that government must not totally exclude religious assemblies from a jurisdiction.
- *Protection against unreasonable limitation of religious assemblies:* Section 2(b)(3)(B) of RLUIPA provides that government must not unreasonably limit “religious assemblies, institutions, or structures within a jurisdiction.”

While the majority of RLUIPA cases involve places of worship such as churches, synagogues, mosques, and temples, the law is written broadly to cover a wide range of religious uses. The “substantial burden” provision in Section 2(a) of the statute applies to burdens on “a person, including a religious assembly or institution.” The remaining provisions apply to any religious “assembly or institution.” Thus, RLUIPA applies widely not only to diverse places of worship, but also to religious schools, religious camps, religious retreat centers, and religious social service facilities such as group homes, homeless shelters, and soup kitchens, as well as to individuals exercising their religion through use of property, such as home prayer gatherings or Bible studies.

To be clear, RLUIPA does not provide a blanket exemption from local zoning or landmarking laws. Rather, it contains a number of safeguards to prevent discriminatory, unreasonable, or unjustifiably burdensome regulations from hindering religious exercise. Ordinarily, before seeking recourse from RLUIPA, those seeking approval for a religious land

⁴ Section 2 of RLUIPA is codified at 42 U.S.C § 2000cc.

use will have to apply for permits or zoning relief according to the regular procedures set forth in the applicable ordinances, unless doing so would be futile, or the regular procedures are discriminatory or create an unjustifiable burden. While zoning is primarily a local matter, where it conflicts with Federal civil rights laws such as the Fair Housing Act or RLUIPA, Federal law takes precedence.

Each of the aforementioned protections in RLUIPA are discussed in greater detail below.⁵

2. RLUIPA protects against unjustified burdens on religious exercise.

Land use regulations frequently can impede the ability of religious institutions to carry out their mission of serving the religious needs of their members. Section 2(a) of RLUIPA bars imposition of land use regulations that create a “substantial burden” on the religious exercise of a person or institution, unless the government can show that it has a “compelling interest” for imposing the regulation and that the regulation is the least restrictive way for the government to further that interest. A mere inconvenience to the person or religious institution is not sufficient, but a burden that is substantial may violate RLUIPA. For example, in a case in which the United States filed a friend-of-the-court brief in support of a Maryland church’s challenge to a rezoning denial, a Federal appeals court ruled that the church had “presented considerable evidence that its current facilities inadequately serve its needs,” and that the “delay, uncertainty and expense” in looking for a different property may create a substantial burden on the church’s religious exercise in violation of RLUIPA.⁶ The court relied on facts including that the church had to hold multiple services, turn away worshipers, and curtail a number of important activities at its current location, and that it had a reasonable expectation that it could develop its new property. Similarly, the Department of Justice filed suit in a California Federal district court alleging that a city’s denial of zoning approval for a mosque to take down the aging and inadequate structures in which it had been worshipping and construct a new facility imposed a substantial burden on the congregation.⁷ The mosque, which was grandfathered for its current use, consisted of a group of repurposed buildings for its various activities and a large tent for overflow from the prayer hall. However, the city prohibited the mosque from replacing the buildings and tent with a single building. The case was resolved by a consent decree in Federal court.

If imposition of a zoning or landmarking law creates a substantial burden on religious exercise, such imposition is invalid unless it is supported by a compelling governmental interest pursued through the least restrictive means. RLUIPA does not define “compelling interest,” but

⁵ Further information may be found in the *Statement of the Department of Justice on Land Use Provisions of the Religious Land Use and Institutionalized Persons Act* (available at https://www.justice.gov/crt/rluipa_q_a_9-22-10.pdf), and at the Department of Justice Civil Rights Division RLUIPA information page (<https://www.justice.gov/crt/religious-land-use-and-institutionalized-persons-act>).

⁶ *Bethel World Outreach v. Montgomery Cnty. Council*, 706 F.3d 548, 557-558 (4th Cir. 2013).

⁷ *United States v. Lomita*, No. 2:13-CV-00707 (E.D. Cal. filed March 3, 2013).

the U.S. Supreme Court has previously explained that compelling interests are “interests of the highest order.”⁸

3. RLUIPA protects equal access for religious institutions and assemblies.

Section 2(b)(1) of RLUIPA – known as the “equal terms” provision – mandates that religious assemblies and institutions be treated at least as well as nonreligious assemblies and institutions. For example, a Federal appeals court ruled that zoning restrictions that a city applied to places of worship but not to lodges, union halls, nightclubs, and other assemblies, violated the equal terms provision.⁹ This included a requirement that places of worship, but not other assembly uses, obtain the permission of 60% of neighbors in a 1,300-foot radius. The Department of Justice filed a friend-of-the-court brief arguing that the distinction violated RLUIPA. Similarly, the Department brought suit under RLUIPA’s equal terms provision against a town in Illinois that permitted clubs, lodges, meeting halls, and theaters in its business districts, but excluded places of worship.¹⁰ The case was prompted after the town served notice of violation on four small churches operating in locations where these nonreligious assembly uses were permitted. The case was resolved by consent decree.

4. RLUIPA protects against religious discrimination in land use.

Section 2(b)(2) of RLUIPA bars discrimination “against any assembly or institution on the basis of religion or religious denomination.” Thus if an applicant is treated differently in a zoning or landmarking process because of the religion represented (e.g., Christian, Jewish, Muslim), or because of the particular denomination or sect to which the applicant belongs (e.g., Catholic, Orthodox Jewish, or Shia Muslim), then RLUIPA will be violated. The Department of Justice filed suit alleging that a mosque in Georgia was discriminated against in violation of Section 2(b)(2), based on statements by city officials indicating bias, evidence that the city sought to appease citizens who had expressed bias, and evidence that the city had previously approved numerous similarly sized and located places of worship of other faiths.¹¹ The case was resolved by consent decree. Similarly, the Department filed suit in order to challenge a zoning change enacted by a New York municipality that prevented the construction of a Hasidic Jewish boarding school.¹² The case was resolved by consent decree.

⁸ *Church of the Lukumi Babalu Aye, Inc. v. City of Hialeah*, 508 U.S. 520, 546 (1993).

⁹ *Opulent Life Church v. City of Holly Springs*, 697 F.3d 279 (5th Cir. 2012).

¹⁰ *United States v. Waukegan*, No. 08-C-1013 (N.D. Ill. filed February 19, 2008).

¹¹ *United States v. City of Lilburn* 1:11-CV-2871 (N.D. Ga. filed August 29, 2011).

¹² *United States v. Village of Airmont*, 05 Civ. 5520 (S.D.N.Y. filed June 10, 2005).

5. RLUIPA protects against the total or unreasonable exclusion of religious assemblies from a jurisdiction.

Under section 2(b)(3) of RLUIPA, a zoning code may not completely, or unreasonably, limit religious assemblies in a jurisdiction. Thus, if there is no place where houses of worship are permitted to locate, or the zoning regulations looked at as a whole deprive religious institutions of reasonable opportunities to build or locate in the jurisdiction, this provision will be violated. For example, a Federal district court in Florida granted summary judgment to a synagogue on its unreasonable limitations claim, holding that RLUIPA was violated where “there was limited availability of property for the location of religious assemblies, religious assemblies were subject to inflated costs in order to locate in the City, and religious assemblies were subject to more stringent requirements than other similar uses.”¹³

* * * *

The Department of Justice is committed to carrying out Congress’s mandate and ensuring that religious assemblies and institutions do not suffer from discriminatory or unduly burdensome land use regulations. We look forward to working collaboratively with you and all other stakeholders on these important issues. Should you have questions about the contents of this letter, or other issues related to RLUIPA, I encourage you to contact Eric Treene, Special Counsel for Religious Discrimination, at 202.514.2228 or Eric.Treene@USDOJ.gov.

Sincerely,



Vanita Gupta
Principal Deputy Assistant Attorney General
Civil Rights Division

¹³ *Chabad of Nova, Inc. v. City of Cooper City*, 575 F. Supp. 2d 1280, 1290 (S.D. Fla. 2008).

Zoning for Religious Institutions

by Eric Damian Kelly, Esq., FAICP

Many communities have long allowed “churches” in most or all zoning districts. Such an approach worked well when many people walked to services and when many religious institutions were built to accommodate residents of a neighborhood, not those of a whole community.

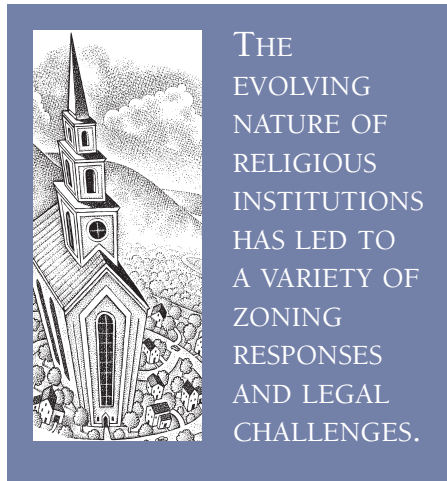
Today, a reference to “churches” is not adequate to conform with the U.S. Constitution. Moreover, there are a number of religious institutions that bear little resemblance to the typical “neighborhood church.” With facilities that can seat 2,000 or 3,000 people and include bookstores, coffee shops, movie theaters, gymnasiums, and broadcasting facilities, a number of communities have prohibited religious institutions in some zoning districts and/or have imposed new restrictions on them.

The evolving nature of religious institutions has also led to a variety of zoning responses and legal challenges, including:

- limitations on the expansion or remodeling of religious institutions under local historic preservation ordinances.¹
- prohibitions against the use of houses of worship for such social service activities as soup kitchens and temporary sleeping space for the homeless.²
- limitations on such religious practices as animal sacrifices³ or the activities of a particular religious facility because of cultural and language differences between members of the group and the dominant population in the community.⁴

THE LAW

Religious freedom is, of course, one of the core values on which the United States was founded. The first words of the First Amendment to the Constitution read: “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof ...”



THE EVOLVING NATURE OF RELIGIOUS INSTITUTIONS HAS LED TO A VARIETY OF ZONING RESPONSES AND LEGAL CHALLENGES.

Those words also limit states and local governments, through the effect of the Fourteenth Amendment in extending the basic freedoms of the Bill of Rights to address all government action. It has long been clear that the First Amendment prohibits a local government from granting a preference to one religion over another. The “free exercise” clause has also consistently been interpreted to provide relatively broad protection for the establishment of facilities in which to worship.

Beginning in the 1980s, however, a series of (largely unrelated) federal court decisions upheld local zoning regulations that excluded churches and other religious institutions from one or more zoning districts in particular communities. Reacting in part to those decisions and in particular to a peripherally related decision of the U.S. Supreme Court, Congress intervened in the field. Its first attempt, the Religious Freedom Restoration Act, was struck down by the Supreme Court as unconstitutional.⁵

Congress subsequently adopted the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C. 2000cc. To date, all courts that have considered the constitutionality of RLUIPA have upheld it.

There are two relevant parts of the law. The first part establishes a very heavy burden of proof for a “substantial burden” imposed on the practice of religion by requiring that such a burden be justified by a “compelling governmental interest.” Part of the definition of “substantial burden,” however, specifies that the “substantial burden” test applies only to a land-use regulation “under which a government makes, or has in place formal or informal procedures or practices that permit the government to make, individualized assessments of the proposed uses for the property involved.”

The second part of RLUIPA contains provisions prohibiting governments from discriminating in their land use

¹ *City of Boerne, Petitioner v. P.F. Flores, Archbishop of San Antonio, and United States*, 521 U.S. 507, 117 S. Ct. 2157, 138 L. Ed. 2d 624 (1997). The Supreme Court held the Religious Freedom Restoration Act (RFRA) unconstitutional and upheld the city’s denial (under its historic preservation ordinance) of a church’s plans for expansion. Congress then replaced RFRA with RLUIPA, as discussed in this article.

² *Stuart Circle Parish v. Board of Zoning*

Appeals of the City of Richmond, 946 F. Supp. 1225 (E.D. Va. 1996). The court granted an injunction against the zoning board, thus allowing the church to expand a meal program for the homeless beyond what was apparently allowed by the zoning ordinance.

³ *Church of the Lukumi Babalu Aye, Inc., v. City of Hialeah*, 508 U.S. 520, 113 S. Ct. 2217, 124 L. Ed. 2d 472 (1993). The Court found that an ordinance prohibit-

ing animal sacrifices was targeted at the Santeria religious group and struck it down as unconstitutional. This was a complex decision dealing with a complex subject, and it is difficult to draw major conclusions from the holding.

⁴ *Ira Iglesia de la Biblia Abierta v. City of Chicago and Banks*, 949 F. Supp. 637 (N.D. Ill. 1996), reversed 129 F.3d 899 (3rd Cir. 1997), reh’g denied. Here the City of Chicago, led by a district alder-

man, changed the zoning ordinance to prohibit the use of specific property for religious purposes after the church had acquired it. The zoning was ultimately upheld, after much litigation. For later proceedings, see *C.L.U.B. v. City of Chicago*, 2001 U.S. Dist. LEXIS 17213 (N.D. Ill. Oct. 17, 2001), motions denied, at 2001 U.S. Dist. LEXIS 17213 (N.D. Ill. Oct. 17, 2001).

⁵ *City of Boerne* (see footnote 1).

regulations against religious institutions. The law's non-discrimination provisions read (in full):

“(b) Discrimination and Exclusion. (1) Equal terms. No government shall impose or implement a land use regulation in a manner that treats a religious assembly or institution on less than equal terms with a nonreligious assembly or institution. (2) Nondiscrimination. No government shall impose or implement a land use regulation that discriminates against any assembly or institution on the basis of religion or religious denomination. (3) Exclusions and limits. No government shall impose or implement a land use regulation that – (A) totally excludes religious assemblies from a jurisdiction; or (B) unreasonably limits religious assemblies, institutions, or structures within a jurisdiction.”

IMPLICATIONS AND RECOMMENDATIONS

1. Basic Terminology

“Church” is a term generally applied to institutions of the Christian religion. Thus, a provision in an ordinance allowing churches but not allowing other types of religious institutions on its face could be construed to violate both the First Amendment and the non-discrimination provisions of RLUIPA.

As a practical matter, most zoning administrators seem to have allowed mosques, temples, and other institutions in the same locations where churches are allowed. Some local governments have adopted new definitions of “church” that include other types of religious institutions.

The safer course is to use a phrase like “house of worship,” “place of worship,” or “religious institution,” and to define it as follows: “Any building used for non-profit purposes by an established religious organization holding either tax exempt status under Section 501(c)(3) of the Internal Revenue Code or under the state property tax law, where such building is primarily intended to be used as a place of worship. The term includes, but is not necessarily limited to, church, temple, synagogue, and mosque.”

2. Excluding Religious Institutions from Zoning Districts in General

As the case law under RLUIPA is evolving, it is clear that a local government can exclude religious institutions from some zoning districts, but not from the entire community. In regulating uses that have Constitutional protection, it is always wise to document the governmental interest involved in a particular regulation, even if that governmental interest does not rise to the level of “compelling.”

Thus, one can imagine excluding religious institutions from:

- an industrial park zone (to protect the availability of land for uses that will build the economic base),
- an exclusive agricultural zone (to protect farming and limit sprawl),
- a densely populated residential area with narrow streets (to prevent parking and congestion problems), or
- a downtown district (to prevent storefront churches that are used only a day or two a week from creating large dead spaces along major downtown sidewalks).

It seems more difficult to make the case to exclude religious institutions from multi-family residential districts and from most commercial districts, although a few communities have done so.

3. Distinctions Based on a Religious Institution's Size

Some local governments may want to recognize the land-use differences between the traditional neighborhood place of worship and some of today's mega-institutions by continuing to allow only the smaller, more neighborhood-scale institutions in residential districts. There are three different ways that a local government might make such a distinction without violating RLUIPA or the Constitution:

1. By distinguishing between the types of institutions based on the seating capacity of the principal worship space. Traditional neighborhood institutions seat between 100 and 250 people in that space; so institutions with seating capacity in that range could be allowed

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“Storefront” Religious Institutions

Some communities have dealt with concerns about “storefront” religious institutions. Start-up and other small congregations often seek under-used spaces that are available for relatively low rents; such spaces can range from vacant downtown retail buildings to closed supermarkets.

The reuse of closed supermarkets or “big box” stores as places of assembly typically causes few public concerns. Such facilities are usually found along arterial or collector roads with good access and lots of parking. Use of such a building for worship space one day and a couple of nights a week generally has less impact on the neighborhood than the former retail use.

Storefront facilities in downtown or other older retail areas, however, raise a different set of issues. Communities that adopt revitalization plans for such areas typically try to encourage a streetscape that is lively and interesting for pedestrians. If a religious institution takes over a 150-foot storefront and uses it only on Saturdays or Sundays and just one or two evenings a week, that storefront becomes a relatively long dead space along the sidewalk during the prime hours for downtown shopping, dining, and entertainment.

This concern can be addressed without violating RLUIPA's provisions against discrimination. Along a specific street corridor designated for redevelopment, a local government could legitimately prohibit any place of public assembly – including religious ones – from occupying more than 25 (or 30 or 35) feet of first-floor space fronting on the street.

Many small-town downtown theaters once had similar frontage on main streets, with only a lobby and a hallway fronting on the sidewalk, and the main part of the theater at the back of the building, tucked behind retail stores. Many fraternal organizations occupy the upper floors of downtown buildings, with only a main entrance sharing space with retail on the first floor. Those provide good models for integrating places of assembly into lively pedestrian streets.

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in all residential zoning districts, while taking a more restrictive approach to the larger ones.

2. By basing the distinction on the total floor area of buildings located on the site (probably excluding the residence of the principal worship leader).

3. By significantly limiting the accessory uses to a house of worship in less intensive residential districts (see separate discussion in Section 6).

An ordinance making distinctions like those suggested here should allow the larger institutions either in commercial and multi-family districts *or* where they have direct access to an arterial road, or direct access to a major collector, adjoining an arterial. Most of the modern mega-institutions recognize the marketing value of such locations and actively seek them out. It would be very unusual for a congregation to propose to build a major institution in a quiet residential neighborhood.

Conflicts sometimes arise, however, when an existing neighborhood religious institution grows, gradually buying and tearing down nearby homes to build new facilities. A local government that attempts to limit such growth may face a backlash from the institution's members, but allowing such an institution to grow without restraint can lead to significant neighborhood protests.

4. Non-Discrimination Regulating Religious Institutions & "Places of Assembly"

In our work consulting with local governments, we often find commercial districts that allow theaters but do not allow places of worship. We also sometimes find residential zoning districts that allow community centers but do not allow places of worship. Theaters, arenas, auditoriums, community centers, civic centers, fraternal lodges, and many types of clubs fall under a general category of use considered "places of assembly."

Regardless of whether a local ordinance uses that phrase, the concept is familiar to the courts. A community with an ordinance that allows a theater, civic center, or fraternal lodge

in a location where it does not allow a house of worship is likely to face a major problem defending the limitation on religious institutions under the non-discrimination provisions of RLUIPA.

A New Jersey community, however, raised an interesting issue and succeeded in prohibiting religious institutions in a downtown district where it allowed theaters and nightclubs.⁶ The City of Long Branch had adopted a redevelopment plan that called for making its downtown "Broadway corridor" an entertainment center. The concern was that if a religious institution were to locate within this corridor, it would trigger a state law limiting the issuance of liquor licenses

RISK-AVERSE LOCAL GOVERNMENTS SHOULD SIMPLY MAKE HOUSES OF WORSHIP USES BY RIGHT IN A REASONABLE NUMBER OF ZONING DISTRICTS.

within specified distances of churches and other religious institutions – in effect, undermining the city's goals in creating the district.

To avoid this outcome, the City prohibited religious institutions in the corridor district. The city persuaded a federal court of appeals that it was not discriminating between *similar types* of places of public assembly – it was allowing only those places of assembly that would not trigger the provision of state law limiting the issuance of liquor licenses.

This issue has not arisen frequently, and local governments should not assume that other courts will reach the same conclusion. There are, however, two important lessons that can be drawn from the court's *City of Long Branch* ruling. First, the city's decision was based on a carefully considered plan. Second, both the plan and the ordinance showed

⁶ *Lighthouse Inst. for Evangelism, Inc. v. City of Long Branch*, 510 F.3d 253 (3d Cir. N.J. 2007)

the rationale for the city's unique treatment of houses of worship under the ordinance. Any local government considering such an unusual distinction should include in the ordinance clear statements of purpose, ideally with references back to a planning or policy document.

5. Regulating Religious Institutions as Special or Conditional Uses

The "substantial burden" test of RLUIPA expressly applies to local regulations that involve an "individualized assessment." A requirement that a religious use obtain a special use permit, conditional use approval, or special exception is clearly an "individualized assessment." Thus, risk-averse local governments should simply make houses of worship uses by right in a reasonable number of zoning districts. A local government that fails to do so will find its ordinance tested under the "compelling governmental interest" test imposed by the "substantial burden" clause of the act.

It would seem to be a fair reading of the law that if a local government does allow such uses by right in a number of districts, it could allow them as uses by review (special uses) in one or more other districts – particularly if there are clear guidelines for when the special use will be approved.

6. Accessory Uses & Religious Institutions

Religious institutions in all zoning districts should certainly be allowed to include such traditional accessory uses as: reasonable signage; housing for a principal worship leader; classrooms for accessory religious education; and a separate assembly hall for social and educational gatherings. But local governments may want to consider limitations on other types of accessory uses in certain residential zoning districts.

For example, some religious institutions today run fleets of buses, and both store and repair the buses at the main worship centers. Large religious institutions may also include bookstores, gyms, movie theaters, and recreational and activity centers. The full range of such

uses are certainly appropriate at religious institutions located in business zoning districts, but because of their traffic, noise, or other impacts, may not fit with single-family and, possibly, some other residential districts.

As a result, accessory uses that local governments might want to prohibit in some residential districts might include: storage of more than one or two buses; bus maintenance and repair; bookstores; coffee shops; digital electronic signs; broadcasting studios; television and radio broadcast towers; movie theaters; gymnasiums; and bowling alleys or other kinds of recreation facilities typically offered by commercial establishments.

Accessory uses that ought to be considered carefully are soup kitchens and homeless shelters. Many religious institutions have a theological commitment to helping others, and some want to do it on their home turf. Although neighbors are unlikely to object to a church or synagogue opening its doors to the homeless on the very coldest nights of the year or offering an occasional food give-away or dinner, establishing permanent facilities that attract large numbers of those in need day after day and week after week is likely to lead to conflicts, particularly in exclusively residential areas.

The law on limiting accessory uses at religious institutions is not entirely settled, but at this time it appears that two rules would explain many of the decisions:

First, if the local ordinance says nothing about accessory uses, a court is likely to accept an argument from a religious institution that any sort of accessory use is a part of its normal pattern of worship and thus should be allowed.

Second, if, on the other hand, the local ordinance clearly allows religious institutions with only limited accessory uses in some locations, while allowing those institutions with a full range of uses in others, the courts appear willing to enforce the ordinance as written.

Thus, any effort to update a zoning ordinance dealing with religious institutions should include a serious discussion of what accessory uses are appropriate

and acceptable for them – in each zoning district. The fleet of buses and maintenance garage will hardly be noticed in a highway-oriented business district, but may lead to many complaints in a single-family residential district.

7. Parking, Landscaping, and Signs

Remember that the “substantial burden” rule under RLUIPA imposes the “compelling governmental interest” test only on local regulations that involve an “individualized assessment.” The corollary of that principle is that laws of general applicability will not be considered substantial burdens.

Requirements for off-street parking, landscaping, buffering, site lighting, and other amenities are, in almost all communities, rules of general applicability. Limitations on flashing signs and on building heights are also rules of general application and thus are not subject to the “substantial burden” test.

There has been some litigation over the theological significance of steeples and similar vertical extensions of religious buildings. The law is not clear on that, but some zoning ordinances allow a religious institution to exceed height limits otherwise applicable to the zoning district with “non-habitable” space or something similar.

The fact that it is probably both lawful and Constitutional to impose a full-range of site development restrictions on religious institutions does not necessarily mean that it is appropriate to do so, however.

For a small, neighborhood institution with no significant accessory uses, it may make more sense to allow most people to park on the streets than to add an acre or two of paved parking to the neighborhood. Where off-street parking is necessary, a community should consider requiring that only a portion of it be paved, allowing people to park on grass or other porous surfaces during the four or five busiest hours a week.

Most residential districts include significant restrictions on signs. Those rules make perfect sense for residences, but it is unreasonable to expect a church or school to operate without

signs. The ordinance, however, should not provide for “church” signs – it should provide for “accessory signs at institutional uses permitted in residential districts.”

Many local ordinances have some sort of provision for at least one freestanding sign, but they often miss other important issues. For example, if a religious institution or school does not have some changeable copy space on its sign, it will probably make extensive use of banners and temporary signs to promote vacation religious schools, pot luck dinners, and other events; and religious institutions need wall signs, as well as freestanding signs, to provide information on worship schedules and contact information.

SUMMING UP:

Churches, synagogues, temples, and mosques are all subject to reasonable local zoning regulations. A community updating its regulations or facing a potential controversy over such an institution, however, should check its ordinance to be sure that:

- the ordinance on its face and local practice treat religious institutions in the same way, regardless of denomination or name of the building,
- houses of worship are allowed in all zoning districts that allow other places of assembly, unless there are very unusual and well-documented circumstances justifying a particular distinction,
- religious institutions are allowed in many districts by right and do not require special use permits or other discretionary reviews, and
- site development requirements – which are generally enforceable against religious institutions – are reasonable and practical for those institutions. ♦

Eric Damian Kelly, Ph.D., FAICP, a lawyer and planner, is a professor of urban planning at Ball State University and vice president of Duncan Associates, a consulting firm. He is a past president of the American Planning Association and General Editor of Matthew Bender's 10-volume Zoning and Land Use Controls.



Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 7

Summary

Interim Town Manager Larry Smith will update the Board on town goals and town developments.

Attachments

A. *Town Manager Monthly Report*

Action Requested

Town Manager Update

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

Town of Granite Quarry
Interim Town Manager's Report
November 2019



*The Town has been tackling a very ambitious list of Town Goals this year... many of which that have required a high degree of technical & municipal experience and knowledge. Keeping in mind the limited municipal experience level of most of the key employees involved, the overall achievements so far are simply nothing short of **incredible**.*

I cannot commend staff nearly enough. With the end of the calendar year bearing down and some of these projects behind schedule, they have really dug their heels in deep this past month researching, learning, and working long hours to help catch us back up.

1. **Recodification of Ordinances.** HUGE sigh of relief for the town to have the review completed and an updated master copy of ordinances ready to send to the codifier. Project Work Plan and complete summary are in your agenda packets!
2. **Local Government Commission.** Another huge hurdle crossed this past month was the pre-application conference with LGC to review all the different major projects we have open on the table. We explained the projects and our plan for funding each of them. We'll have to keep them abreast of each one along the way, but LGC approved us to move forward with the application for financing on the capital streets and sidewalks project.
3. **FEMA and Industrial Development Fund (IDF) Grant Projects.** We are finally into the Request for Qualifications phase of both these projects. Kudos to Jason for his help getting these together. It took a great deal of initiative and learning since both involve technical engineering and environmental aspects.
4. **Town Square.** The October 23rd workshop went extremely well. We expect to have the preliminary presentation back from the landscape architect within the next week or so. It will formally be presented to the Revitalization Team **Wednesday, November 20th at 10am.**
5. **Planning Department / Coordinator training.** We have primarily focused Holly-Anne's training so far on code enforcement since we have Steve's planning experience for planning/zoning. She continues to cross-train with him on planning issues during his days here.

We are also continuing to review departmental operations and procedures for customer/user-friendliness and efficiency. Please continue giving us feedback on what you like/don't like, what seems to be working/not working, etc.

6. **Project Work Plans.** Again, many of the major projects are pretty in-depth. To keep you as informed as possible – and to help us juggle them best simultaneously – we're fine-tuning the Work Plans on major projects and will continue to share those with you (for example, like the Recodification of Ordinances PWP included in your agenda packet this month).

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 8a

Summary

Committee members may report on any activities of the past month:

- Parks, Events, and Recreation Committee
Mayor Pro-Tem LaFevers
- Revitalization Team
Aldermen Costantino

Attachments

A. PERC Fun Fest Event Report

Action Requested

Committee Updates

Motion Made By:

- Jim Costantino
Kim Cress
Jim LaFevers
John Linker

Second By:

- Jim Costantino
Kim Cress
Jim LaFevers
John Linker

For:

- Jim Costantino
Kim Cress
Jim LaFevers
John Linker

Against:

- Jim Costantino
Kim Cress
Jim LaFevers
John Linker

In case of tie:

Mayor Bill Feather

- For
Against



Parks, Events, and Recreation Committee Event Report

Family Fun Fest

October 19, 2019

Civic Park

The event was 100% free to residents and offered a wide range of food, events, games and giveaways for all ages.

Band: The band Wayward Reason was extremely well received.

Participants:

- 1) **Parks, Events and Recreation Committee** - Face Painting, Crafts, Candy, Hot Chocolate, and Giant Bubbles
- 2) **Granite Quarry Fire Department** - Info, Turnout Gear Relays, Truck Tour
- 3) **Granite Quarry Police Department** - Info and Halloween Bags
- 4) **Cardinal Innovations Healthcare**- Info and Giveaways
- 5) **Rowan Christian Assembly** - 6 Booths with Carnival Games, Info and Prizes
- 6) **Cribb Residential** - Info and Candy
- 7) **Waste Management** - Info, Giveaways and Candy
- 8) **Rowan County Sheriff's Office** - Info, Giveaways, Candy, Car Tour
- 9) **Rowan County Humane Society** - Info, Giveaways and Candy
- 10) **Grateful Hearts Community Services** - Food, Candy and Giveaways
- 11) **Slice of Heaven** - Candy
- 12) **Hornet's Nest Council Girl Scouts** - Info and Candy

***Granite Quarry Public Works Department** not only helped with set up of the stage and PERC tents, but they stayed during the entire event and helped with clean up as well.

Despite the very persistent threat of bad weather, the event had:

- **80+** Volunteers and Town Staff
- **252** Candy bags given away by PERC
- **382** Tickets given out to redeem for food
- **313** People signed in
- **750+** Hotdogs given out

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item **8b**

Summary

In June of 2018 the Board of Aldermen adopted a text amendment to the Town’s Uniform Development Ordinance (UDO) meant to deal with Electronic Gaming Operations. This text amendment allowed this use in the Central Business (CB) and Highway Business (HB) zoning districts (shown in the Table of Uses 3.3) and set separation requirements and operational limitations shown in Section 4.6.4.

At the Board of Aldermen’s request, the Planning Board reconsidered this text amendment and recommended that the language be revised locating these operations in the Heavy Industry (HI) zoning classification and using the Special Requirements shown in Section 4.7.1 for Adult Establishments.

One of the separation requirements found in this section states that, “*There shall be a spacing of 500 feet from an adult establishment use to any residential district.*” This regulation would make the property currently zoned HI unusable for electronic gaming operations because all parts of the property were within 500 feet of property zoned for residential use.

Based on Board of Aldermen feedback, staff respectfully recommends that the Table of Uses be amended to show Electronic Gaming Operations as a Conditional Use in the HI zoning classification and keep the restrictions as currently adopted in Section 4.6.4. A key sentence in that text says, “...*shall be prohibited within one hundred (100) feet of any residential structure.*” Since the measurement in this language is from structure to structure instead of structure to zoning district, there would be property in the current HI zoned property that could be used for the Electronic Gaming Operation, eliminating the concern that this amendment effectively was zoning this legal operation out of business.

Attachment

- A. *Memo from Town Planner*
- B. *Attached Map and Proposed Text Amendment*
- C. *Ordinance No. 2019-10*

Action Requested

Motion to adopt Ordinance No. 2019-10 amending the Table of Uses to show Electronic Gaming Operations as a Conditional Use in the HI zoning classification and keep the restrictions as currently adopted in Section 4.6.4.

**Electronic Gaming
Text Amendment**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



MEMO:

Date: 10/09/2019

RE: Electronic Gaming Operation Text Amendment

Narrative:

In June of 2018 the Board of Aldermen adopted a text amendment to the Town's Uniform Development Ordinance (UDO) meant to deal with Electronic Gaming Operations. This text amendment allowed this use in the Central Business (CB) and Highway Business (HB) zoning districts (shown in the Table of Uses 3.3) and set separation requirements and operational limitations shown in Section 4.6.4.

At the Board of Aldermen's request, the Planning Board reconsidered this text amendment and recommended that the language be revised locating these operations in the Heavy Industry (HI) zoning classification and using the Special Requirements shown in Section 4.7.1 for Adult Establishments.

One of the separation requirements found in this section states that, "*There shall be a spacing of 500 feet from an adult establishment use to any residential district.*" This regulation would make the property currently zoned HI unusable for electronic gaming operations because all parts of the property were within 500 feet of property zoned for residential use.

Based on Board of Aldermen feedback, staff respectfully recommends that the Table of Uses be amended to show Electronic Gaming Operations as a Conditional Use in the HI zoning classification and keep the restrictions as currently adopted in Section 4.6.4. A key sentence in that text says, "...*shall be prohibited within one hundred (100) feet of any residential structure.*" Since the measurement in this language is from structure to structure instead of structure to zoning district, there would be property in the current HI zoned property that could be used for the Electronic Gaming Operation, eliminating the concern that this amendment effectively was zoning this legal operation out of business.

Please see the attached map and proposed text amendment.



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 claim alleged to have resulted from any use thereof.

Proposed Text Amendment

1. ***Electronic Gaming Operations*** needs to be listed as a Conditional Use (C) with Special Restrictions (SR) in the ~~Highway Business District (HB) and Central Business District (CB)~~ **Heavy Industry (HI)** zoning classification columns of the Uniform Development Ordinance (UDO) Section 3.3 Permitted Uses Table.
2. The Special Restrictions (SR) would be numbered ***4.6.4 Electronic Gaming Use***, and would include the following
 - a. Proximity to *Electronic Gaming Operations*- The establishment, enlargement, reconstruction, resumption or structural alteration of any *electronic gaming operation* shall be prohibited within five hundred (500) feet of another such *electronic gaming operation*.
 - i. Measurement of Distances- Distances of separation in this section will be measured in a straight line from the closest exterior wall of the primary structure of each establishment.
 - b. Proximity to Protected Uses and Protected Districts- The establishment, enlargement, reconstruction, resumption or structural alteration of any *electronic gaming operation* shall be prohibited within two hundred fifty (250) feet of any existing school, kindergarten, religious place of worship, town park, child care establishment, bar, nightclub, or Historic District and shall be prohibited within one hundred (100) feet of any **residential structure**.
 - i. Measurement of Distances- Distances of separation in this section will be measured in a straight line from the closest exterior wall of the primary structure of each establishment.
 - c. Alcoholic beverages shall not be allowed, sold or consumed on the property, including the parking lot, of any electronic gaming operation.
 - d. Applicant for the Conditional Use Permit and the operator of the electronic gaming operation can not have been convicted of a felony.
 - e. Hours of operation shall be limited to from 9:00 AM to 2:00 AM, Monday-Sunday.

ORDINANCE NO. 2019-10

**AN ORDINANCE AMENDING TEXT FOR ELECTRONIC GAMING OPERATIONS
SECTION OF THE TOWN OF GRANITE QUARRY'S
UNIFIED DEVELOPMENT ORDINANCE**

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF
GRANITE QUARRY:**

Section 1. *Electronic Gaming Operations* needs to be listed as a Conditional Use (C) with Special Restrictions (SR) in the Heavy Industry (HI) zoning classification columns of the Uniform Development Ordinance (UDO) Section 3.3. Permitted Uses Table.

Section 2. The Special Restrictions (SR) would be numbered **4.6.4 *Electronic Gaming Use***, and would include the following:

- a. Proximity to *Electronic Gaming Operations* – The establishment, enlargement, reconstruction, resumption or structural alteration of any *electronic gaming operation* shall be prohibited within five hundred (500) feet of another such *electronic gaming operation*.
 - i. Measurement of Distances- Distances of separation in this section will be measured in a straight line from the closest exterior wall of the primary structure of each establishment.
- b. Proximity to Protected Uses and Protected Districts- The establishment, enlargement, reconstruction, resumption or structural alteration of any *electronic gaming operation* shall be prohibited within two hundred fifty (250) feet of any existing school, kindergarten, religious place of worship, town park, child-care establishment, bar, nightclub, or Historic District and shall be prohibited within one hundred (100) feet of any residential structure.
 - i. Measurement of Distances- Distances of separation in this section will be measured in a straight line from the closest exterior wall of the primary structure of each establishment.
- c. Alcoholic beverages shall not be allowed, sold or consumed on the property, including the parking lot, of any electronic gaming operation.
- d. Applicant for the Conditional Use Permit and the operator of the electronic gaming operation cannot have been convicted of a felony.
- e. Hours of operation shall be limited to from 9:00 AM to 2:00 AM, Monday-Sunday.

Adopted this 4th day of November 4th 2019.

William D. Feather, Mayor

ATTEST:

APPROVED AS TO FORM:

Tanya Maria Word, CMC, Town Clerk

Carl M. Short, Town Attorney

Agenda Item Summary
Regular Monthly Meeting
November 4, 2019
Agenda Item 9a

Summary

Revitalization Team

Eddie Carrick/Tony Brewer will be at the Board meeting to discuss the FY-19 Audit.

Attachment

A. *Audit report for the year ended June 30, 2019.*

Action Requested

Motion to accept the audit report for the fiscal year ended June 30, 2019.

Review and Accept Audit

Motion Made By:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

Second By:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

For:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

Against:

Jim Costantino
Kim Cress
Jim LaFevers
John Linker

In case of tie:

Mayor Bill Feather

For
Against

**Town of Granite Quarry
Granite Quarry, North Carolina
For the year ended
June 30, 2019**

**Independent Auditor's Reports
Basic Financial Statements
And
Information Accompanying the
Basic Financial Statements**

Board of Governance

Mayor William Feather

Mayor Pro-tem Jim Lefevers

Alderman John Linker

Alderman Jim Costantino

Alderman Kim Cress

Administration

Interim Town Manager

Larry Smith

Town Clerk

Tanya Word

Finance Officer

Shelly Shockley

Town of Granite Quarry

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June 30, 2019

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EDDIE CARRICK, CPA, PC

Certified Public Accountant

INDEPENDENT AUDITOR'S REPORT

To Honorable Mayor
and Board of Aldermen
Town of Granite Quarry, North Carolina

We have audited the accompanying financial statements of the governmental activities and each major fund of the Town of Granite Quarry, North Carolina, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, based on our audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Town of Granite Quarry, North Carolina, as of June 30, 2019, and the respective changes in financial position thereof and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 12, the Law Enforcement Officers' Special Separation Allowance Schedule of Funding Progress and Schedule of Employer Contributions on page 39, and the Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset (Liability) and Contributions, on page 40, respectively, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and the other auditors have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Granite Quarry, North Carolina's basic financial statements. The individual fund financial statements, budgetary schedules, and other schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The individual fund financial statements, budgetary schedules, and other schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America by us. In our opinion, based on our audit, the individual fund financial statements, budgetary schedules, and other schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Eddie Carrick CPA, PC



Lexington, North Carolina
October 5, 2019



Management's Discussion and Analysis

As management of the Town of Granite Quarry, we offer the readers of the Town of Granite Quarry's financial statements this narrative overview and analysis of the financial activities of the Town of Granite Quarry for the fiscal year ended June 30, 2019. We encourage readers to read the information presented here in conjunction with additional information that we have furnished in the Town's financial statements, which follow this narrative.

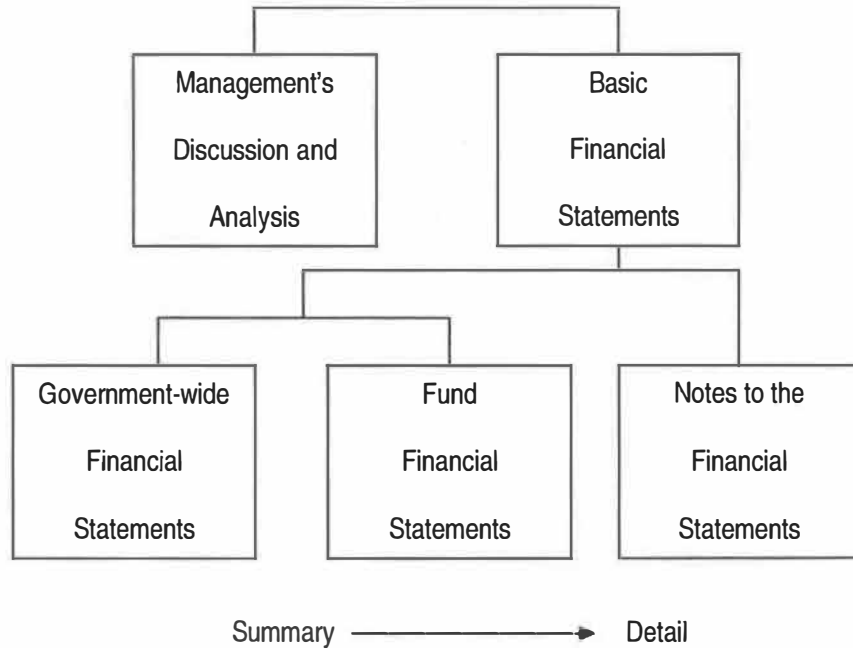
Financial highlights

- The assets and deferred outflows of resources of the Town of Granite Quarry exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$4,950,752 (*net position*).
- The government's total net position increased by \$234,517 primarily due to increases in revenues.
- As of the close of the current fiscal year, the Town of Granite Quarry's governmental funds reported combined ending fund balances of \$2,187,777, with a net increase of \$143,696 in fund balance. Approximately 19% of this total amount, or \$398,571, is restricted.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$1,789,204 or 71 percent of total general fund expenditures for the fiscal year.
- The Town of Granite Quarry's total debt increased by \$158,620 during the current fiscal year. The key factors in this increase was principal payments of \$50,000, an increase in compensated absences of \$28,144, an increase in net pension liability (LRS) of \$155,360, and increase in pension obligation (LEO) of \$25,116.

Overview of the Financial Statements

This discussion and analysis is intended to serve as introduction to the Town of Granite Quarry's basic financial statements. The Town's basic financial statements consist of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements (see Figure 1). The basic financial statements present two different views of the Town through the use of government-wide statements and fund financial statements. In addition to the basic financial statements, this report contains other supplemental information that will enhance the reader's understanding of the financial condition of the Town of Granite Quarry.

Required Components of Annual Financial Report
Figure 1



Basic Financial Statements

The first two statements (Exhibits 1 and 2) in the basic financial statements are the **Government-wide Financial Statements**. They provide both short and long-term information about the Town's financial status.

The next statements (Exhibit 3 through 5) are **Fund Financial Statements**. These statements focus on the activities of the individual parts of the Town's government. These statements provide more detail than the government-wide statements. There are two parts to the Fund Financial Statements: 1) the governmental fund statements; and 2) the budgetary comparison statements.

The next section of the basic financial statements is the **notes**. The notes to the financial statements explain in detail some of the data contained in those statements. After the notes, **supplemental information** is provided to show details about the Town's individual funds. Budgetary information required by the General Statutes also can be found in this part of the statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide the reader with a broad overview of the Town's finances, similar in format to a financial statement of a private-sector business. The government-wide statements provide short and long-term information about the Town's financial status as a whole.

The two government-wide statements report the Town's net position and how they have changed. Net position is the difference between the Town's total assets and deferred outflows of resources and total liabilities and deferred inflows of resources. Measuring net position is one way to gauge the Town's financial condition.

The government-wide statements include one category: governmental activities. The governmental activities include most of the Town's basic services such as safety, parks and recreation, and general administration. Property taxes and state and federal grant funds finance most of these activities.

The government-wide financial statements are on Exhibits 1 and 2 of this report.

Fund Financial Statements

The fund financial statements (see Figure 1) provide a more detailed look at the Town's most significant activities. A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Granite Quarry, like all other governmental entities in North Carolina, uses fund accounting to ensure and reflect compliance (or non-compliance) with finance-related legal requirements, such as General Statutes or the Town's budget ordinance. All of the funds of the Town of Granite Quarry are included in one category: governmental funds.

Governmental Funds – Governmental funds are used to account for those functions reported as governmental activities in the government-wide financial statements. Most of the Town's basic services are accounted for in governmental funds. These funds focus on how assets can readily be converted into cash flow in and out, and what monies are left at year-end that will be available for spending in the next year. Governmental funds are reported using an accounting method called *modified accrual accounting* which provides a short term spending focus. As a result, the governmental fund financial statements give the reader a detailed short-term view that helps him determine if there are more or less financial resources available to finance the Town's programs. The relationship between government activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is described in a reconciliation that is part of the fund financial statements.

Management Discussion and Analysis
Town of Granite Quarry

The Town of Granite Quarry adopts an annual budget for the General Fund, as required by the General Statutes. The budget is a legally adopted document that incorporates input from the citizens of the Town, the management of the Town, and the decisions of the Board about which services to provide and how to pay for them. It also authorizes the Town to obtain funds from identified sources to finance the current period activities. The budgetary statement provided for the General Fund demonstrates how well the Town complied with the budget ordinance and whether or not the Town succeeded in providing the services as planned when the budget was adopted. The budgetary comparison statement uses the budgetary basis of accounting and is presented in the same format, language and classifications as the legal budget document. The statement shows four columns: 1) the original budget as adopted by the Board 2) the final budget as amended by the Board 3) the actual resources, charges to appropriations, and ending balances in the General Fund, and 4) the differences or variance between the final budget and actual resources and charges. To account for the difference between the budgetary basis of accounting and the modified accrual basis, a reconciliation showing the differences in the reported activities is shown at the end of the budgetary statement.

Notes to the Financial Statements – The notes provide additional information that is essential to the full understanding of data provided in the government-wide and fund financial statements. The notes to the financial statements begin on page 19 of this report.

Other Information – In addition to the basic financial statements and accompanying notes, this report includes certain supplemental information detailing the information provided in the basic financial statements and is presented to allow the reader to gain an in-depth understanding of the financial information presented.

Interdependence with Other Entities – The Town depends on financial resources flowing from, or associated with, both the Federal Government and the State of North Carolina. Because of this dependency, the Town is subject to changes in specific flows of intergovernmental revenues based on modifications to Federal and State laws and Federal and State appropriations. It is also subject to changes in investment earnings and asset values associated with U.S. Treasury Securities because of actions by foreign government and other holders of publicly held U.S. Treasury Securities

Management Discussion and Analysis
Town of Granite Quarry

Town of Granite Quarry's Net Position (Figure 2)

	<i>Governmental Activities</i>		<i>Total</i>	
	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>
Current and other assets	\$ 2,457,174	\$ 2,185,544	\$ 2,457,174	\$ 2,185,544
Noncurrent assets	3,063,429	2,980,193	3,063,429	2,980,193
Deferred outflow of resources	273,240	109,529	273,240	109,529
Total assets and deferred outflow of resources	<u>5,793,843</u>	<u>5,275,266</u>	<u>5,793,843</u>	<u>5,275,266</u>
Long-term liabilities	200,000	250,000	200,000	250,000
Other Liabilities	623,598	284,712	623,598	284,712
Deferred inflow of resources	19,495	24,319	19,495	24,319
Total liabilities	<u>843,093</u>	<u>559,031</u>	<u>843,093</u>	<u>559,031</u>
Net position:				
Net investment in capital assets	2,635,463	2,377,234	2,635,463	2,377,234
Restricted for:				
Stabilization by State Statute	346,194	319,024	346,194	319,024
Streets	52,377	10,289	52,377	10,289
Unrestricted	1,916,716	2,009,688	1,916,716	2,009,688
Total net position	<u>\$ 4,950,752</u>	<u>\$ 4,716,235</u>	<u>\$ 4,950,752</u>	<u>\$ 4,716,235</u>

As noted earlier, net position may serve over time as one useful indicator of a government's financial condition. The assets and deferred outflows of resources of the Town exceeded liabilities and deferred inflows of resources by \$4,950,752 as of June 30, 2019. The Town's net position increased by \$234,517 for the fiscal year ended June 30, 2019. However, the largest portion, \$2,635,463, or 54%, reflects the Town's net investment in capital assets (e.g. land, buildings, machinery, and equipment). The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's net investment in capital assets is reported net of the outstanding debt, the resources needed to repay that debt must be provided by other sources, since capital assets cannot be used to liquidate these liabilities. An additional portion of the Town's net position \$398,571, or 8%, represents resources that are subject to external restrictions on how they may be used. The remaining balance of \$1,916,716 or 38% is unrestricted.

Management Discussion and Analysis
Town of Granite Quarry

Several particular aspects of the Town's financial operations positively influenced the total unrestricted government net position:

- Continued diligence in the collection of property taxes by maintaining a tax collection percentage of 98%, which is above to the statewide average
- Increased unrestricted and restricted intergovernmental revenues
- Conservative spending by management in other areas.

Town of Granite Quarry's Changes in Net Position (Figure 3)

	<i>Governmental</i>		<i>Total</i>	
	<i>Activities</i>			
	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>
Revenues				
Program revenues:				
Charges for services	\$ 142,111	\$ 141,115	\$ 142,111	\$ 141,115
Operating grants and contrib.	140,434	133,761	140,434	133,761
Capital grants and contrib.	277,527	93,461	277,527	93,461
General revenues:				
Property taxes	870,071	883,674	870,071	883,674
Investment earnings	20,509	3,206	20,509	3,206
Grants and contrib. unrestricted to specific programs	900,839	836,496	900,839	836,496
Gain on disposal of assets	-	-	-	-
Other	211,876	87,653	211,876	87,653
Total revenues	<u>2,563,367</u>	<u>2,179,366</u>	<u>2,563,367</u>	<u>2,179,366</u>
Expenses:				
General government	514,498	540,638	514,498	540,638
Public safety	1,158,934	1,040,317	1,158,934	1,040,317
Transportation	417,807	536,790	417,807	536,790
Environmental protection	167,148	176,241	167,148	176,241
Cultural and recreational	63,455	53,515	63,455	53,515
Interest on long-term debt	7,007	7,685	7,007	7,685
Total expenses	<u>2,328,849</u>	<u>2,355,187</u>	<u>2,328,849</u>	<u>2,355,187</u>
Increase (decrease) in net position	234,517	(175,820)	234,517	(175,820)
Net position, July 1	<u>4,716,235</u>	<u>4,892,055</u>	<u>4,716,235</u>	<u>4,892,055</u>
Net position, June 30	<u>\$ 4,950,752</u>	<u>\$ 4,716,235</u>	<u>\$ 4,950,752</u>	<u>\$ 4,716,235</u>

Governmental Activities. Governmental activities increased the Town's net position by \$234,517, thereby accounting for 100% of the total increase in net position of the Town. The increase in net position was the result of a concerted effort to control costs and manage expenditures. Town management reduced non-essential programs to a minimum and implemented cost saving strategies across Town departments. Certain nonrecurring expenses were either postponed or renegotiated in an attempt to maintain a healthy net position. Management believes healthy investment in the Town will result in additional revenues, and in that vein added to the Town's net position by investing in capital assets. Increased efforts to maximize tax collections also contributed to the favorable net position. Tax revenue did not appreciably decline in the current year. Town management acknowledges that 2019 was a successful year and plans on improving upon these approaches as a long-term strategy to realize continued fiscal health.

Financial Analysis of the Town's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of usable resources. Such information is useful in assessing the Town's financing requirements. Specifically, unreserved fund balance can be a useful measure of a government's net resources available for spending at the end of the fiscal year.

The general fund is the chief operating fund of the Town. At the end of the current fiscal year, the Town of Granite Quarry's fund balance available in the General Fund was \$1,789,204, while total fund balance reached \$2,187,777. The Town currently has an available fund balance of 71% of general fund expenditures, while total fund balance represents 86% of the same amount.

At June 30, 2019, the governmental funds of the Town reported a combined fund balance of \$2,187,777 with a net increase in fund balance of \$143,696. Included in this change in fund balance are increases in fund balance in the General Fund.

General Fund Budgetary Highlights: During the fiscal year, the Town made several revisions to the budget. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget ordinance once exact information is available; 2) amendments made to recognize new funding amounts from external sources, such as Federal and State grants; and 3) increases in appropriations that become necessary to maintain services.

Revenues were more than anticipated, primarily from local option sales tax, grants, and debt payments received exceeding expectations. Expenditures were held in check to comply with its budgetary requirements.

Capital Asset and Debt Administration

Capital Assets. The Town's investment in capital assets for its governmental activities as of June 30, 2019, totals \$2,835,463 (net of accumulated depreciation). These assets include buildings, roads and bridges, land, machinery and equipment, park facilities, and vehicles.

Major capital asset transactions during the year included the following additions and (disposals):

- Equipment \$191,891
- Donated Land \$188,212
- Vehicle \$42,323

Town of Granite Quarry's Capital Assets (net of depreciation) (Figure 4)

	<i>Governmental</i>			
	<i>Activities</i>		<i>Total</i>	
	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>
Land	\$ 818,939	\$ 630,725	\$ 818,939	\$ 630,725
Buildings and systems	211,058	219,931	211,058	219,931
Machinery / equipment	309,032	197,511	309,032	197,511
Infrastructure	1,029,499	1,129,538	1,029,499	1,129,538
Vehicles / motorized equip.	466,935	449,529	466,935	449,529
	<u>\$ 2,835,463</u>	<u>\$ 2,627,234</u>	<u>\$ 2,835,463</u>	<u>\$ 2,627,234</u>

Additional information on the Town's capital assets can be found in the Note III.A.4 of the Basic Financial Statements.

Long-term Debt. As of June 30, 2019 the Town of Granite Quarry had total debt outstanding of \$638,055. Of this, \$638,055 is debt backed by the full faith and credit of the Town.

Town of Granite Quarry's Outstanding Debt (Figure 5)

	<i>Governmental</i>			
	<i>Activities</i>		<i>Total</i>	
	<i>2019</i>	<i>2018</i>	<i>2019</i>	<i>2018</i>
Compensated absences	\$ 52,122	\$ 23,978	\$ 52,122	\$ 23,978
Net pension liability(LGERS)	318,368	163,008	318,368	163,008
Pension obligation (LEO)	67,565	42,449	67,565	42,449
Notes payable	200,000	250,000	200,000	250,000
	<u>\$ 638,055</u>	<u>\$ 479,435</u>	<u>\$ 638,055</u>	<u>\$ 479,435</u>

Town of Granite Quarry's Outstanding Debt

The Town of Granite Quarry's total debt increased by \$158,620 during the current fiscal year. The key factors in this increase was principal payments of \$50,000, an increase in compensated absences of \$28,144, an increase in net pension liability (LGERS) of \$155,360, and increase in pension obligation (LEO) of \$25,116.

North Carolina general statutes limit the amount of general obligation debt that a unit of government can issue to 8 percent of the total assessed value of property located within that government's boundaries. The legal debt margin for the Town is \$16,914,338.

Additional information regarding the Town's long-term debt can be found in the Note III.B.4 of this report.

Economic Factors and Next Year's Budgets and Rates

The following key indicators reflect the growth and prosperity of the Town.

2019 is a revaluation year in Rowan County. The Town Board decided to maintain the current .4175 tax rate instead of the revenue neutral rate as part of its long-range planning for growth and operational / infrastructure needs. Development within the town is very strong compared to surrounding municipalities within the county.

Budget Highlights for the Fiscal Year Ending June 30, 2020

Governmental Activities:

The first building in the Granite Industrial Park has been completed and has already actively garnered interest of multiple prospective industrial clients. The Town has been approved for a \$277,800 sewer extension grant through the NC Department of Commerce Industrial Development Fund that will ready the Park for that and Phase II of development. Nearby IOM Enterprises has also begun construction on the first of two 30,000 square foot additions for expansion of its industrial operations.

Commercial development of the State Employees Credit Union on N Salisbury Avenue has commenced and is expected to be completed within the FY19-20. A large addition to Christiana Lutheran Church has been approved and is underway. The Town was not able to prioritize the full renovation plan for town hall this fiscal year, but will be studying upgrade options within the FY19-20 budget year that can be accomplished to continue moving downtown revitalization efforts forward. Completion of an upgraded town hall electronic information sign called for in the Downtown Master Plan is underway, as is development of a plan design for the Town Square and its planters.

Residential development is also up. The 250-unit Village at Granite subdivision is well underway in Phase I development. The 32-lot Stoneglenn subdivision is in the engineered drawings approval stage. Several other minor subdivisions have been approved with \$150k-\$200k homes planned to be constructed thereon.

An estimated \$437,793 FEMA-reimbursed grant to repair storm damage to Granite Lake Park has been approved and is underway as well.

Management Discussion and Analysis
Town of Granite Quarry

Management believes that increased revenues and continued restrictions on spending will maintain the Town's financial position. As the Town considers future revenue sources, it has determined that a \$0.01 increase in the property tax rate will result in additional revenues of approximately \$20,902 at current values and collection rate. Though management believes current growth will generate enough revenue to support Town operations, a careful analysis of property tax revenue will be considered in future years' budgets.

Requests for Information This report is designed to provide an overview of the Town's finances for those with an interest in this area. Questions concerning any of the information found in this report or requests for additional information should be directed to the Town Clerk, Town of Granite Quarry, P.O. Box 351, Granite Quarry, NC 28072.

Town of Granite Quarry, North Carolina
Statement of Net Position
June 30, 2019

	Governmental Activities	Total
ASSETS		
Current assets:		
Cash and cash equivalents - unrestricted	\$ 1,974,749	\$ 1,974,749
Receivables, net:		
Taxes	33,857	33,857
Accounts receivable - county	15,572	15,572
Sales and use taxes	71,871	71,871
Accounts	5,695	5,695
Grants	34,715	34,715
Accounts - Salisbury current portion	50,000	50,000
Due from other governments	218,339	218,339
Restricted cash and cash equivalents	52,377	52,377
Total current assets	2,457,174	2,457,174
Noncurrent assets:		
Accounts - Salisbury noncurrent portion	227,966	227,966
Capital Assets:		
Land, non-depreciable improvements	818,939	818,939
Other capital assets, net of depreciation	2,016,524	2,016,524
Total capital assets	2,835,463	2,835,463
Total noncurrent assets	3,063,429	3,063,429
Total assets	5,520,603	5,520,603
DEFERRED OUTFLOWS OF RESOURCES		
LGERS pension deferrals	250,227	250,227
LEO deferrals	23,013	23,013
Total deferred outflows of resources	273,240	273,240
LIABILITIES		
Current liabilities:		
Accounts payable and accrued liabilities	185,543	185,543
Current portion of long-term liabilities	50,000	50,000
Long-term liabilities:		
LGERS pension liability	318,368	318,368
LEO separation allowance	67,565	67,565
Compensated absences	52,122	52,122
Due in more than one year	150,000	150,000
Total liabilities	823,598	823,598
DEFERRED INFLOWS OF RESOURCES		
LGERS pension deferrals	11,872	11,872
LEO deferrals	7,623	7,623
Total deferred inflows of resources	19,495	19,495
NET POSITION		
Net investment in capital assets	2,635,463	2,635,463
Restricted for:		
Stabilization by State Statute	346,194	346,194
Streets	52,377	52,377
Unrestricted	1,916,716	1,916,716
Total net position	\$ 4,950,752	\$ 4,950,752

Notes to financial statements are an integral part of this statement

Town of Granite Quarry, North Carolina
Statement of Activities
For the Year Ended June 30, 2019

EXHIBIT 2

Function / Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position	
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Total
Primary government:						
Governmental Activities:						
General government	\$ 515,106	\$ -	\$ -	\$ -	\$ (515,106)	\$ (515,106)
Public Safety	1,154,396	-	140,434	17,088	(996,874)	(996,874)
Transportation	419,578	-	-	260,439	(159,139)	(159,139)
Environmental protection	167,148	142,111	-	-	(25,037)	(25,037)
Culture and recreation	63,455	-	-	-	(63,455)	(63,455)
Interest on long-term debt	9,166	-	-	-	(9,166)	(9,166)
Total governmental activities (see Note 1)	<u>\$ 2,328,849</u>	<u>\$ 142,111</u>	<u>\$ 140,434</u>	<u>\$ 277,527</u>	(1,768,777)	(1,768,777)
General revenues:						
Taxes:						
Property taxes levied for general purposes					870,071	870,071
Grants and contributions not restricted to specific programs					900,839	900,839
Unrestricted investment earnings					20,509	20,509
Gain on disposal of assets					-	-
Miscellaneous					211,876	211,876
Total general revenues and transfers					<u>2,003,295</u>	<u>2,003,295</u>
Change in net position					234,517	234,517
Net position-beginning					<u>4,716,235</u>	<u>4,716,235</u>
Net position-ending					<u>\$ 4,950,752</u>	<u>\$ 4,950,752</u>

Notes to financial statements are an integral part of this statement

Town of Granite Quarry, North Carolina
Balance Sheet
Governmental Funds
June 30, 2019

	Major Fund General	Total Governmental Fund
Assets		
Cash and cash equivalents - unrestricted	\$ 1,974,749	\$ 1,974,749
Cash and cash equivalents - restricted	52,377	52,377
Receivables, net:		
Taxes Ad Valorem	33,857	33,857
Accounts receivable - county	15,572	15,572
Sales and use taxes	71,871	71,871
Accounts	5,695	5,695
Grants	34,715	34,715
Due from other governments	218,339	218,339
Total assets	\$ 2,407,174	\$ 2,407,174
LIABILITIES AND FUND BALANCE		
Liabilities:		
Accounts payable and accrued liabilities	\$ 185,543	\$ 185,543
Total liabilities	185,543	185,543
DEFERRED INFLOWS OF RESOURCES		
Property taxes receivable	33,857	33,857
Total deferred inflows of resources	33,857	33,857
Fund balance:		
Restricted:		
Stabilization by State Statute	346,194	346,194
Streets	52,377	52,377
Assigned for subsequent year's expenditures	-	-
Unassigned	1,789,204	1,789,204
Total fund balance	2,187,777	2,187,777
Total liabilities, deferred inflows of resources and fund balance	\$ 2,407,174	

Amounts reported for governmental activities in the statement of net position (Exhibit 1) are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
Gross capital assets at historical cost	\$ 5,394,836
Accumulated depreciation	(2,559,373)
Long-term accounts receivable - Salisbury	277,966
Deferred outflows of resources related to LGERS pensions are not reported in the funds	250,227
Deferred outflows of resources related to LEO are not reported in the funds	23,013
Liabilities for earned revenues considered deferred inflows of resources in fund statements	33,857
Deferred inflows of resources related to LGERS pensions are not reported in the funds	(11,872)
Deferred inflows of resources related to LEO are not reported in the funds	(7,623)
Long-term liabilities used in governmental activities are not financial uses and therefore are not reported in the funds.	
LGERS pension liability	(318,368)
LEO separation allowance	(67,565)
Long-term debt	(200,000)
Accrued vacation	(52,122)
Net position of governmental activities	\$ 4,950,752

Notes to financial statements are an integral part of this statement

Town of Granite Quarry, North Carolina
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2019

	Major Fund General	Total Governmental Fund
Revenues:		
Ad valorem taxes	\$ 872,401	\$ 872,401
Other taxes and licenses	3,560	3,560
Unrestricted intergovernmental revenues	900,839	900,839
Restricted intergovernmental revenues	549,961	549,961
Sales and services	142,111	142,111
Investment earnings	13,502	13,502
Other general revenues	208,316	208,316
Total revenues	2,690,690	2,690,690
Expenditures:		
Current:		
General government	627,216	627,216
Public Safety	1,232,492	1,232,492
Transportation	420,567	420,567
Environmental protection	167,148	167,148
Culture and recreation	40,404	40,404
Debt service:		
Principal retirement	50,000	50,000
Interest and other charges	9,166	9,166
Total expenditures	2,546,993	2,546,993
Revenues over expenditures	143,696	143,696
OTHER FINANCING SOURCES (USES)		
Proceeds from long-term debt	-	-
Fund balance appropriated	-	-
Total other financing sources (uses)	-	-
Net change in fund balance	143,696	143,696
Fund balance - beginning of year	2,044,080	2,044,080
Fund balance - end of year	\$ 2,187,777	\$ 2,187,777

Notes to financial statements are an integral part of this statement

Town of Granite Quarry, North Carolina
Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Funds
For the Year Ended June 30, 2019

Amounts reported for governmental activities in statement of activities are different because:

Net changes in fund balances - total governmental funds	\$	143,696
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period		
Capital outlay	\$ 422,426	
Depreciation	<u>(214,197)</u>	208,229
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.		
Change in unavailable revenue for tax revenues		(2,330)
Change in accounts receivable - Salisbury:		
Payments received	(132,000)	
Interest added	<u>7,007</u>	(124,993)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.		
Payment on long-term debt		50,000
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.		
Changes in compensated absences		(28,144)
Change in pension expense:		
Changes in net pension assets	-	
Changes in deferred outflows	149,803	
Changes in net pension liability	(155,360)	
Changes in deferred inflows	<u>10,175</u>	4,618
Change in LEO separation allowance expense:		
Changes in net pension assets	-	
Changes in deferred outflows	13,908	
Changes in net pension liability	(5,351)	
Changes in deferred inflows	<u>(25,116)</u>	(16,559)
Total changes in net position of governmental activities	\$	<u>234,517</u>

Notes to financial statements are an integral part of this statement

Town of Granite Quarry, North Carolina

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2019

	Original	Final	Actual Amounts	Variance with Final Budget- Positive (Negative)
Revenues:				
Ad valorem taxes	\$ 886,559	\$ 886,559	\$ 872,401	\$ (14,158)
Other taxes and licenses	2,350	2,350	3,560	1,210
Unrestricted intergovernmental	809,859	819,859	900,839	80,980
Restricted intergovernmental	134,757	291,979	549,961	257,982
Sales and services	165,744	165,744	142,111	(23,633)
Investment earnings	2,145	2,145	13,502	11,357
Other general revenues	177,154	360,419	208,316	(152,103)
Total revenues	<u>2,178,568</u>	<u>2,529,055</u>	<u>2,690,690</u>	<u>161,635</u>
Expenditures:				
Current:				
General government	523,747	648,801	627,216	21,585
Public Safety	1,056,528	1,253,773	1,232,492	21,281
Transportation	400,118	517,978	420,567	97,411
Environmental protection	178,000	178,000	167,148	10,852
Culture and recreation	39,000	54,284	40,404	13,880
Debt service:				
Principal retirement	50,000	50,000	50,000	-
Interest and other charges	8,400	8,400	9,166	(766)
Total expenditures	<u>2,255,793</u>	<u>2,711,236</u>	<u>2,546,993</u>	<u>164,243</u>
Revenues over (under) expenditures	<u>(77,225)</u>	<u>(182,181)</u>	<u>143,696</u>	<u>325,877</u>
Other financing sources (uses):				
Proceeds from long-term debt	-	-	-	-
Appropriated Fund Balance	77,225	182,181	-	(182,181)
Total other financing sources (uses)	<u>77,225</u>	<u>182,181</u>	<u>-</u>	<u>(182,181)</u>
Revenues and other financing sources over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>143,696</u>	<u>\$ 143,696</u>
Fund balance, beginning of year			<u>2,044,080</u>	
Fund balance, end of year			<u>\$ 2,187,777</u>	

Notes to financial statements are an integral part of this statement

Town of Granite Quarry, North Carolina

**NOTES TO FINANCIAL STATEMENTS
As of or for the Year Ended June 30, 2019**

Description of the Unit

The Town of Granite Quarry is located in Rowan County, which is in the Piedmont area of North Carolina. The Town has a population of approximately 3,058.

I. Summary of Significant Accounting Policies

The accounting policies of the Town of Granite Quarry conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant accounting policies.

A. Reporting entity

The Town of Granite Quarry is a municipal corporation governed by an elected mayor and a four member Board of Aldermen. As required by generally accepted accounting principles, these financial statements present the Town, a single entity with no other legally separate entities for which the Town is financially accountable.

B. Basis of presentation

Government-wide Statements: The statement of net position and the statement of activities display the information about the primary government. These statements include the activities of the overall government. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Indirect expense allocations that have been made in the funds have been reversed for the statement of activities. Program revenues include (a) fees and charges paid by the recipients of goods and services offered by the programs and (b) grants and contributions that are restricted to meeting the operational and capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the Town's fund. A separate statement for each fund category – governmental – is presented. The emphasis of fund financial statements is on major governmental funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non-major funds. The Town of Granite Quarry, North Carolina, only has one fund, the general fund, and is presented as a major fund.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

B. Basis of presentation (continued)

The Town reports the following major governmental fund:

General Fund

The General Fund is the general operating fund of the Town. It is used to account for all financial resources. The primary revenue sources are ad valorem taxes, State grants, and various other taxes and licenses. The primary expenditures are for public safety, street maintenance and construction, and sanitation services.

C. Measurement Focus and Basis of Accounting

In accordance with North Carolina General Statutes, all funds of the Town are maintained during the year using the modified basis of accounting.

Government-wide Financial Statements: The government-wide is reported using the economic resources measurement focus. The government-wide financial statement is reported using the accrual basis of accounting. Revenues are recorded when earned and expenses recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, includes property taxes, grants, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Governmental Fund Financial Statements: Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financial sources.

The Town considers all revenue available if they are collected within 90 days after year end, except for property taxes. Ad valorem taxes receivable are not accrued as revenue because the amount is not susceptible to accrual. At June 30, taxes receivable for property other than motor vehicles are materially past due and are not considered to be an available resource to finance the operations of the current year. Also, as of September 1, 2013, State law altered the procedures for the assessment and collection of property taxes on registered motor vehicles in North Carolina. Effective with this change in the law, the State of North Carolina is responsible for billing and collecting the property taxes on registered motor vehicles on behalf of all municipalities and special tax districts. Property taxes are due when vehicles are registered. The billed taxes are applicable to the fiscal year in which they are received. Uncollected taxes that were billed in periods prior to September 1, 2013 and for limited registration plates are shown as a receivable in these financial statements and are offset by deferred inflows of resources.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

C. Measurement Focus and Basis of Accounting (continued)

Sales taxes and certain intergovernmental revenues, such as the beer and wine tax, collected and held by the State at year-end on behalf of the Town are recognized as revenue. Sales taxes are considered a shared revenue for the Town of Granite Quarry because the tax is levied by Rowan County and then remitted to and distributed by the State. Most intergovernmental revenues and sales and services are not susceptible to accrual because generally they are not measurable until received in cash. All taxes, including those dedicated for specific purposes are reported as general revenues rather than program revenues. Under the terms of grant agreements, the Town funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Thus, when program expenses are incurred, there is both restricted and unrestricted net position available to finance the program. It is the Town's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants, and then general revenues.

D. Budgetary data

The Town's budgets are adopted as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund. All annual appropriations lapse at the fiscal-year end. All budgets are prepared using the modified accrual basis of accounting. Expenditures may not legally exceed appropriations at the functional level for all annually budgeted funds and at the object level for the multi-year funds. Amendments are required for any revisions that alter total expenditures of any fund or that change functional appropriations by more than \$1,000. All amendments must be approved by the governing board. During the year, several immaterial amendments to the original budget were necessary. The budget ordinance must be adopted by July 1 of the fiscal year or the governing board must adopt an interim budget that covers that time until the annual ordinance can be adopted.

E. Assets, Liabilities, Deferred Outflows/Inflows of Resources, and Fund Equity:

1. Deposits and Investments

All deposits of the Town are made in board-designated official depositories and are secured as required by State law (G.S. 159-31). The Town may designate, as an official depository, any bank or savings association whose principal office is located in North Carolina. Also, the Town may establish time deposit accounts such as NOW and SuperNOW accounts, money market accounts, and certificates of deposit.

State law [G.S. 159-30(c)] authorizes the Town to invest in obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States, obligations of the State of North Carolina, bonds and notes of any North Carolina local government or public authority, obligations of certain non-guaranteed federal agencies, certain high quality issues of commercial paper and bankers' acceptances, and the North Carolina Capital Management Trust (NCCMT). The Town's investments are reported at fair value. Non-participating interest earning investment contracts are accounted for at cost. The NCCMT Government Portfolio, a SEC-registered (2a-7) external investment pool, is measured at amortized cost, which is the NCCMT's share price. The NCCMT- Term Portfolio's securities are valued at fair value. The Town does not have a formal investment or credit risk policy.

2. Cash and Cash Equivalents

The Town pools money from several funds to facilitate disbursements and investment and to maximize investment income. Therefore, all cash and investments are essentially demand deposits and are considered cash and cash equivalents.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

3. Restricted Assets

Powell Bill funds are classified as restricted cash because it can be expended only for the purposes of maintaining, repairing, constructing, reconstructing or widening of local streets per G.S. 136-41.1 through 136-41.4

Town of Granite Quarry Restricted Cash

Governmental Activities		
General Fund	Streets	<u>\$ 52,377</u>
Total Restricted Cash		<u>\$ 52,377</u>

4. Ad Valorem Taxes Receivable

In accordance with State law (G.S. 105-347 and G.S. 159-13(a)), the Town levies ad valorem taxes on July 1, the beginning of the fiscal year. The taxes are due on September 1 (lien date); however, interest does not accrue until the following January 6. These taxes are based on the assessed values as of January 1, 2018. As allowed by State law, the Town has established a schedule of discounts that apply to taxes, which are paid prior to the due date. In the Town's General Fund, ad valorem tax revenues are reported net of such discounts.

5. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements and expensed as the items are used.

6. Capital Assets

Capital assets are defined by the government as assets with an initial, individual cost of more than a certain cost and an estimated useful life of more than two years. Minimum capitalization costs are for purchases or construction in excess of \$5,000. Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Asset Class</u>	<u>Estimated Useful Life</u>
Infrastructure	30 years
Buildings	40
Improvements	20
Vehicles	10-20
Furniture and equipment	5-10
Computer equipment	5

NOTES TO THE FINANCIAL STATEMENTS (Continued)

7. Deferred Outflows / Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an expense or expenditure until then. The Town has one item that meet this criterion, contributions made to the pension plan in the 2019 fiscal year. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as revenue until then. The Town has two items that meet the criterion for this category – property taxes receivable, and deferrals of pension expense that result from the implementation of GASB Statement 68.

8. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position.

9. Compensated Absences

The compensated absences policy of the Town provides for the accumulation of up to 40 hours earned accrued compensated leave. For the Town's government-wide fund, an expense and a liability for compensated absences and the salary-related payments is recorded. Since the accrued compensated leave time may be carried over into the following year, the liability has been designed as a current and a noncurrent liability in the government-wide financial statements.

10. Net position / Fund Balances

Net position

Net position in government-wide financial statements is classified as net investment in capital assets; restricted; and unrestricted. Restricted net position represent constraints on resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through state statute.

Fund Balances

In the governmental fund financial statements, fund balance is composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

The governmental fund types classify fund balances as follows:

Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

10. Net position / Fund Balances (continued)

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors or imposed by law.

Restricted for Stabilization by State statute - portion of fund balance that is restricted by State Statute [G.S. 159-8(a)].

Restricted for Streets - Powell Bill portion of fund balance that is restricted by revenue source for street construction and maintenance expenditures. This amount represents the balance of the total unexpended Powell Bill funds.

Committed Fund Balance – portion of fund balance that can only be used for specific purposes imposed by majority vote by quorum of the Town's governing body (highest level of decision-making authority). The governing body can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Assigned fund balance – portion of fund balance that the Town of Granite Quarry intends to use for specific purposes.

Subsequent year's expenditures – portion of fund balance that is appropriated in the next year's budget that is not already classified in restricted or committed. The governing body approves the appropriation; however the budget ordinance authorizes the manager to modify the appropriations by resource or appropriation within funds up to \$1,000.

Unassigned fund balance – the portion of fund balance that has not been restricted, committed, or assigned to specific purposes or other funds.

The Town of Granite Quarry has a revenue spending policy that provides guidance for programs with multiple revenue sources. The Finance Officer will use resources in the following hierarchy: bond proceeds, federal funds, State funds, local non-town funds, town funds. For purposes of fund balance classification expenditures are to be spent from restricted fund balance first, followed in-order by committed fund balance, assigned fund balance and lastly unassigned fund balance. The Finance Officer has the authority to deviate from this policy if it is in the best interest of the Town.

11. Pensions

For purposes of measuring the net pension asset, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Local Governmental Employees' Retirement System (LGERS) and additions to/deductions from LGERS' fiduciary net position have been determined on the same basis as they are reported by LGERS. For this purpose, plan member contributions are recognized in the period in which the contributions are due. The Town's employer contributions are recognized when due and the Town has a legal requirement to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of LGERS. Investments are reported at fair value.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

II. Stewardship, Compliance, and Accountability:

A. Material Violations of Finance-Related Legal and Contractual Provisions:

1. *Noncompliance with North Carolina General Statutes:* None
2. *Contractual Violations:* None

B. Deficit Fund Balance or Retained Earnings of Individual Funds: None

C. Excess of Expenditures over Appropriations: None

III. Detail Notes on All Funds and Account Groups:

A. Assets:

1. Deposits

All the deposits of the Town are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Town's agents in these units' names. Under the Pooling Method, which is a collateral pool, all uninsured deposits are collateralized with securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Town, these deposits are considered to be held by the Town's agents in the Town's name. The amount of the pledged collateral is based on an approval averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their pooled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Town or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Town under the Pooling Method, the potential exists to undercollateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralizes public deposits under the Pooling Method. The Town has no policy regarding custodial credit risk for deposits but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Town complies with the provisions of G.S. 159-31 when designation official depositories and verifying that deposits are properly secured.

At June 30, 2019, the Town's deposits had a carrying amount of \$2,026,976 and a bank balance of \$2,119,232 which \$250,000 was covered by federal depository insurance and the remainder was covered by collateral held under the pooling method. At June 30, 2019, the Town's petty cash fund totaled \$150.

2. Accounts Receivable - SRU

In 2016, the Town entered into an agreement with the City of Salisbury to extend a water line to a recently annexed area in Granite Quarry. The City of Salisbury owns and maintains all the water and sewer lines in the Town. The Town of Granite Quarry advanced \$452,959 to the City of Salisbury to do the project currently. The \$452,959 will be repaid by the City of Salisbury to the Town \$50,000 per year starting June 2017 and annually thereafter until the advancement is repaid. During 2019, the City of Salisbury paid the Town \$124,993 thus leaving a receivable of \$277,966. At no time will the Town have any ownership interest in the water line.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

3. Due from Other Governments

There are currently no outstanding amounts due from other governments other than normal state and county distributions.

4. Capital assets

Primary Government

Capital asset activity for the Primary Government for the year ended June 30, 2019:

	<u>Beginning Balances</u>	<u>Increases</u>	<u>(Decreases)</u>	<u>Ending Balances</u>
Governmental activities:				
Capital assets not being depreciated				
Land	\$ 630,725	\$ 188,212	\$ -	\$ 818,937
Capital assets being depreciated:				
Buildings	574,362	-	-	574,362
Equipment	674,123	191,891	-	866,014
Vehicles and motorized equipment	1,350,945	42,323	-	1,393,268
Infrastructure	1,742,256	-	-	1,742,256
Total capital assets being depreciated:	<u>4,341,686</u>	<u>234,214</u>	<u>-</u>	<u>4,575,900</u>
Less, accumulated depreciation for:				
Buildings	354,431	8,870	-	363,301
Equipment	517,940	39,042	-	556,982
Vehicles and motorized equipment	860,088	66,246	-	926,334
Infrastructure	612,718	100,039	-	712,757
Total accumulated depreciation	<u>2,345,177</u>	<u>214,197</u>	<u>-</u>	<u>2,559,374</u>
Total capital assets being depreciated, net	<u>1,996,509</u>			<u>2,016,526</u>
Governmental activity capital assets, net	<u>\$ 2,627,234</u>			<u>\$ 2,835,463</u>

Depreciation expense was charged to functions of the primary government as follows:

General government	\$ 74,556
Public safety	86,934
Transportation	29,656
Cultural and recreational	<u>23,051</u>
	<u>\$214,197</u>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

B. Liabilities:

1. Pension Plan Obligations:

a. Local Governmental Employees' Retirement System

Plan Description. The Town of Granite Quarry is a participating employer in the statewide Local Governmental Employee's Retirement System (LGERS), a cost-sharing multiple employer defined benefit pension plan administered by the State of North Carolina. LGERS membership is comprised of general employees and local law enforcement officers (LEOs) of participating local governmental entities. LGERS provides retirement and disability benefits to plan members and beneficiaries. Article 3 of GS Chapter 128 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. Management of the plan is vested in the LGERS Board of Trustees, which consists of 13 members – nine appointed by the Governor, one appointed by the State Senate, one appointed by the State House of Representatives, and the State Treasurer and State Superintendent, who serve as ex-officio members. The Local Governmental Employees' Retirement System is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes financial statements and required supplemental information for LGERS. The report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, NC 27699-1410, by calling 919-981-5454, or at www.osc.nc.gov.

Benefits Provided. LGERS provides retirement and survivor benefits. Retirement benefits are determined as 1.85% of the member's average final compensation times the member's years of creditable service. A member's average final compensation is calculated as the average of a member's four highest consecutive years of compensation. Plan members are eligible to retire with full retirement benefits at age 65 with five years of creditable service, at age 60 with 25 years of creditable service, or at any age with 30 years of creditable service. Plan members are eligible to retire with partial retirement benefits at age 50 with 20 years of creditable service or at age 60 with five years of creditable service (age 55 for firefighters). Survivor benefits are available to eligible beneficiaries of members who die while in active service or within 180 days of their last day of service and who have either completed 20 years of creditable service regardless of age (15 years of creditable service for firefighters and rescue squad members who are killed in the line of duty) or have completed five years of service and have reached age 60. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions. The plan does not provide for automatic post-retirement benefit increases. Increases are contingent upon actuarial gains of the plan.

Benefits Provided (Continued). LGERS plan members who are LEOs are eligible to retire with full retirement benefits at age 55 with five years of creditable service as an officer, or at any age with 30 years of creditable service. LEO plan members are eligible to retire with partial retirement benefits at age 50 with 15 years of creditable service as an officer. Survivor benefits are available to eligible beneficiaries of LEO members who die while in active service or within 180 days of their last day of service and who also have either completed 20 years of creditable service regardless of age, or have completed 15 years of service as a LEO and have reached age 50, or have completed five years of creditable service as a LEO and have reached age 55, or have completed 15 years of creditable service as a LEO if killed in the line of duty. Eligible beneficiaries may elect to receive a monthly Survivor's Alternate Benefit for life or a return of the member's contributions.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

a. Local Governmental Employees' Retirement System (continued)

Contributions. Contribution provisions are established by General Statute 128-30 and may be amended only by the North Carolina General Assembly. Town employees are required to contribute 6% of their compensation. Employer contributions are actuarially determined and set annually by the LGERS Board of Trustees. The Town's contractually required contribution rate for the year ended June 30, 2019, was 7.95% of compensation for law enforcement officers and 8.25% for general employees and firefighters, actuarially determined as an amount that, when combined with employee contributions, is expected to finance the costs of benefits earned by employees during the year. Contributions to the pension plan from the Town were \$58,619 for the year ended June 30, 2019.

Refunds of Contributions – Town employees, who have terminated service as a contributing member of LGERS, may file an application for a refund of their contributions. By state law, refunds to members with at least five years of service include 4% interest. State law requires a 60 day waiting period after service termination before the refund may be paid. The acceptance of a refund payment cancels the individual's right to employer contributions or any other benefit provided by LGERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2019, the Town reported a liability of \$318,368 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017. The total pension liability was then rolled forward to the measurement date of June 30, 2018 utilizing update procedures incorporating the actuarial assumptions. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of future payroll covered by the pension plan, relative to the projected future payroll covered by the pension plan of all participating LGERS employers, actuarially determined. At June 30, 2019, the Town's proportion was 0.01342% (measured as of June 30, 2018), which was an increase of 0.00275% from its proportion as of June 30, 2018 (measured as of June 30, 2017).

For the year ended June 30, 2019, the Town recognized pension expense of \$85,830. At June 30, 2019, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 49,117	\$ 1,648
Changes of assumptions	84,483	-
Net difference between projected and actual earnings on pension plan investments	43,702	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	14,234	10,224
Town contributions subsequent to the measurement date	58,691	-
Total	<u>\$ 250,227</u>	<u>\$ 11,872</u>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

a. Local Governmental Employees' Retirement System (continued)

\$58,691 reported as deferred outflows of resources related to pensions resulting from Town contributions subsequent to the measurement date will be recognized as an increase of the net pension asset in the year ended June 30, 2020. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2020	\$	82,332
2021		55,223
2022		13,892
2023		28,217
2024		-
Thereafter		-
	\$	179,664

Actuarial Assumptions. The total pension liability in the December 31, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent
Salary increases	3.50 percent
Investment rate of return	7.00 percent, net of pension plan investment expense, including inflation

The plan actuary currently uses mortality rates based on the *RP-2014 Total Data Set for Healthy Annuitants Mortality Table* that vary by age, gender, employee group (i.e. general, law enforcement officer) and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2017 valuation were based on the results of an actuarial experience study as of December 31, 2014.

Future ad hoc COLA amounts are not considered to be substantively automatic and are therefore not included in the measurement.

The projected long-term investment returns and inflation assumptions are developed through review of current and historical capital markets data, sell-side investment research, consultant whitepapers, and historical performance of investment strategies. Fixed income return projections reflect current yields across the U.S. Treasury yield curve and market expectations of forward yields projected and interpolated for multiple tenors and over multiple year horizons. Global public equity return projections are established through analysis of the equity risk premium and the fixed income return projections. Other asset categories and strategies' return projections reflect the foregoing and historical data analysis. These projections are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class as of June 30, 2019 are summarized in the following table:

NOTES TO THE FINANCIAL STATEMENTS (Continued)

a. Local Governmental Employees' Retirement System (continued)

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Fixed Income	29.0%	1.4%
Global Equity	42.0%	5.3%
Real Estate	8.0%	4.3%
Alternatives	8.0%	8.9%
Credit	7.0%	6.0%
Inflation Protection	6.0%	4.0%
Total	100%	

The information above is based on 30 year expectations developed with the consulting actuary for the 2017 asset liability and investment policy study for the North Carolina Retirement Systems, including LGERS. The long-term nominal rates of return underlying the real rates of return are arithmetic annualized figures. The real rates of return are calculated from nominal rates by multiplicatively subtracting a long-term inflation assumption of 3.00%. All rates of return and inflation are annualized.

Discount rate. The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of the current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town's proportionate share of the net pension asset to changes in the discount rate. The following presents the Town's proportionate share of the net pension asset calculated using the discount rate of 7.00 percent, as well as what the Town's proportionate share of the net pension asset or net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00 percent) or one percentage point higher (8.00 percent) than the current rate:

	1% Decrease (6.00%)	Discount Rate (7.00%)	1% Increase (8.00%)
Town's proportionate share of the net pension liability (asset)	\$ 764,748	\$ 318,368	\$ (54,634)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in the separately issued Comprehensive Annual Financial Report (CAFR) for the State of North Carolina.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

b. Law Enforcement Officers Special Allowance

1. Plan Description. The Town administers a public employee retirement system (the *Separation Allowance*), a single-employer defined benefit pension plan that provides retirement benefits to the Town's qualified sworn law enforcement officers under the age of 62 who have completed at least 30 years of creditable service or have attained 55 years of age and have completed five or more years of creditable service. The Separation Allowance is equal to 0.85 percent of the annual equivalent of the base rate of compensation most recently applicable to the officer for each year of creditable service. The retirement benefits are not subject to any increases in salary or retirement allowances that may be authorized by the General Assembly. Article 12D of G.S. Chapter 143 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly.

All full-time County law enforcement officers are covered by the Separation Allowance. At December 31, 2018, the Separation Allowance's membership consisted of:

Retirees receiving benefits	0
Terminated plan members entitled to but not yet receiving benefits	0
Active plan members	9
Total	9

2. Summary of Significant Accounting Policies. Basis of Accounting. The Town has chosen to fund the Separation Allowance on a pay as you go basis. Pension expenditures are made from the General Fund, which is maintained on the modified accrual basis of accounting. Benefits are recognized when due and payable in accordance with the terms of the plan.

The Separation Allowance has no assets accumulated in a trust that meets the criteria which are outlined in GASB Statement 73.

3. Actuarial Assumptions. The entry age actuarial cost method was used in the December 31, 2017 valuation. The total pension liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5 percent
Salary increases	3.50 to 7.35 percent, including inflation and productivity factor
Discount rate	3.64 percent

The discount rate is based on the yield of the S&P Municipal Bond 20 Year High Grade Rate Index as of December 31, 2017.

Mortality rates are based on the RP-2000 Mortality tables with adjustments for mortality improvements based on Scale AA.

3. Contributions. The Town is required by Article 12D of G.S. Chapter 143 to provide these retirement benefits and has chosen to fund the amounts necessary to cover the benefits earned on a pay as you go basis through appropriations made in the General Fund operating budget. There were no contributions made by employees. The Town's obligation to contribute to this plan is established and may be amended by the North Carolina General Assembly. Administration costs of the Separation Allowance are financed through investment earnings. The Town paid \$ 0 as benefits came due for the reporting period

NOTES TO THE FINANCIAL STATEMENTS (Continued)

b. Law Enforcement Officers Special Allowance (continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2019, the Town reported a total pension liability of \$67,565. The total pension liability was measured as of December 31, 2018 based on a December 31, 2017 actuarial valuation. The total pension liability was then rolled forward to the measurement date of December 31, 2018 utilizing update procedures incorporating the actuarial assumptions. For the year ended June 30, 2019, the Town recognized pension expense of \$16,559.

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 16,550	\$ -
Changes of assumptions	6,463	7,623
County benefit payments and plan administrative expense made subsequent to the measurement date	-	-
Total	<u>\$ 23,013</u>	<u>\$ 7,623</u>

\$ 0 reported as deferred outflows of resources related to pensions resulting from benefit payments made and administrative expenses incurred subsequent to the measurement date will be recognized as a decrease of the total pension liability in the year ended June 30, 2019. Other amounts reported as deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2020	\$ 1,475
2021	1,475
2022	1,475
2023	1,475
2024	1,475
Thereafter	628

\$ 0 paid as benefits came due and \$ 0 of administrative expenses subsequent to the measurement date are reported as deferred outflows of resources.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

b. Law Enforcement Officers Special Allowance (continued)

Sensitivity of the Town's total pension liability to changes in the discount rate. The following presents the Town's total pension liability calculated using the discount rate of 3.64 percent, as well as what the Town's total pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.64 percent) or 1-percentage-point higher (4.64 percent) than the current rate:

	<u>1% Decrease (2.64%)</u>	<u>Discount Rate (3.64%)</u>	<u>1% Increase (4.64%)</u>
Total pension liability	\$ 73,211	\$ 67,565	\$ 62,297

**Schedule of Changes in Total Pension Liability
Law Enforcement Officers' Special Separation Allowance**

	<u>2019</u>
Beginning balance	\$ 42,449
Service Cost	8,985
Interest on the total pension liability	4,681
Changes of benefit terms	-
Differences between expected and actual experience in the measurement of the total pension liability	18,276
Changes of assumptions or other inputs	(6,826)
Benefit payments	-
Other changes	-
Ending balance of the total pension liability	<u>\$ 67,565</u>

The plan currently uses mortality tables that vary by age, and health status (i.e. disabled and healthy). The current mortality rates are based on published tables and based on studies that cover significant portions of the U.S. population. The healthy mortality rates also contain a provision to reflect future mortality improvements.

The actuarial assumptions used in the December 31, 2017 valuation were based on the results of an actuarial experience study for the period January 1, 2010 through December 31, 2014.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

Total Expense, Liabilities, and Deferred Outflows and Inflows of Resources of Related to Pensions

Following is information related to the proportionate share and pension expense for all pension plans:

	LGERs	LEOSSA	Total
Pension Expense	\$ 85,830	\$ 16,559	\$ 102,389
Pension Liability	318,368	67,565	385,933
Proportionate share of the net pension liability	0.01342%	n/a	
Deferred of Outflows of Resources			
Differences between expected and actual experience	49,117	16,550	65,667
Changes of assumptions	84,483	6,463	90,946
Net difference between projected and actual earnings on plan investments	43,702	-	43,702
Changes in proportion and differences between contributions and proportionate share of contributions	14,234	-	14,234
Benefit payments and administrative costs paid subsequent to the measurement date	58,691	-	58,691
Deferred of Inflows of Resources			
Differences between expected and actual experience	1,648	-	1,648
Changes of assumptions	-	7,623	7,623
Net difference between projected and actual earnings on plan investments	-	-	-
Changes in proportion and differences between contributions and proportionate share of contributions	10,224	-	10,224

c. Supplemental Retirement Income Plan for Law Enforcement Officers and Other Employees

Plan Description. The Town contributes to the Supplemental Retirement Income Plan (Plan), a defined contribution pension plan administered by the Department of State Treasurer and a Board of Trustees. The Plan provides retirement benefits to law enforcement officers and others employed by the Town. Article 5 of G.S. Chapter 135 assigns the authority to establish and amend benefit provisions to the North Carolina General Assembly. The Supplemental Retirement Income Plan for Law Enforcement Officers is included in the Comprehensive Annual Financial Report (CAFR) for the State of North Carolina. The State's CAFR includes the pension trust fund financial statements for the Internal Revenue Code Section 401(k) plan that includes the Supplemental Retirement Income Plan for Law Enforcement Officers. That report may be obtained by writing to the Office of the State Controller, 1410 Mail Service Center, Raleigh, North Carolina 27699-1410, or by calling (919) 981-5454.

Funding Policy. Article 12E of G.S. Chapter 143 requires the Town to contribute each month an amount equal to five percent of each officer's salary, and all amounts contributed are vested immediately. Also, the law enforcement officers may make voluntary contributions to the plan.

The Town also contributes each month an amount equal to five percent of each other employee's salary, and all amounts contributed are vested immediately. Also, the other employees may make voluntary contributions to the plan. The Town made contributions of \$37,956 for the reporting year. No amounts were forfeited.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

d. Other Employment Benefits

The Town has elected to provide death benefits to employees through the Death Benefit Plan for members of the Local Governmental Employees' Retirement System (Death Benefit Plan), a multiple-employer, State-administered, cost-sharing plan funded on a one-year term cost basis. The beneficiaries of those employees who die in active service after one year of contributing membership in the System, or who die within 180 days after retirement or termination of service and have at least one year of contributing membership service in the System at the time of death are eligible for death benefits. Lump sum death benefit payments to beneficiaries are equal to the employee's 12 highest months' salary in a row during the 24 months prior to the employee's death, but the benefit may not exceed \$50,000 or be less than \$25,000. Because all death benefit payments are made from the Death Benefit Plan and not by the Town, the Town does not determine the number of eligible participants. The Town has no liability beyond the payment of monthly contributions. The contributions to the Death Benefit Plan cannot be separated between the post-employment benefit amount and the other benefit amount. Contributions are determined as a percentage of monthly payrolls based upon rates established annually by the State. Separate rates are set for employees not engaged in law enforcement and for law enforcement officers. The Town considers these contributions to be immaterial.

2. Deferred Outflows and Inflows of Resources

Deferred outflows of resources at year-end are comprised of the following:

Source	Amount
Differences between expected and actual experience	\$ 65,667
Changes in assumptions	90,946
Net difference between projected and actual earnings on pension plan investments	43,702
Changes in proportion and differences between employer contributions and proportionate share of contributions	14,234
Town contribution subsequent to the measurement date	58,691
Total	<u>\$ 273,240</u>

Deferred inflows of resources at year-end are comprised of the following:

	Statement of Net Position	General Fund Balance Sheet
Taxes Receivable, less penalties (General Fund)	\$ -	\$ 33,857
Changes in assumptions	7,623	
Differences between expected and actual experience	1,648	
Changes in proportion and differences between employer contributions and proportionate share of contributions	10,224	
Total	<u>\$ 19,495</u>	<u>\$ 33,857</u>

NOTES TO THE FINANCIAL STATEMENTS (Continued)

3. Risk Management

The Town is exposed to various risks of loss related to torts; theft or damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town participates in three self-funded risk financing pools administered by the North Carolina League of Municipalities. Through these pools, the Town obtains general liability and auto liability coverage of \$2 million per occurrence, property coverage up to the total insurance values of the property policy, worker's compensation coverage up to the statutory limits, and employee health claims in excess of \$150,000. The property liability pool has an aggregate limit for the total property losses in a single year, with the reinsurance limit based upon a percentage of the total insurance values.

The Town carries commercial coverage for all other risks of loss. There have been no significant reductions in insurance coverage in the prior year and settled claims have not exceeded coverage in any of the past three fiscal years.

The Town carries no flood insurance for the year because the Town of Granite Quarry is not considered to be in a flood area, therefore the cost of this type insurance would outweigh the benefit.

In accordance with G.S. 159-29, the Town's employees that have access to \$100 or more at any given time of the Town's funds are performance bonded through a commercial surety bond. The finance officer is bonded for \$50,000. The Town does not have a bond on the tax collector in that they have outsourced tax collection to Rowan County. The remaining employees that have access to funds are bonded under a blanket bond for \$50,000.

4. Long-term Obligations:

a. Installment Purchase

In June 2016, the Town entered into an installment purchase contract with F&M Bank to finance a waterline extension for the amount of \$350,000. The financing contract requires 83 monthly consecutive interest payments beginning June 30, 2016, with interest calculated on the unpaid principal balances using an interest rate of 2.740% per annum: 6 annual consecutive principal and interest payments of \$50,000 each beginning June 30, 2016 and one principal and interest payment of \$50,114 on May 30, 2023.

The future minimum payments of the installment contract as of June 30, 2019, based on the \$350,000 balance as of that date and scheduled annual payments of principal and interest which include \$13,788 of interest, are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 50,000	\$ 5,571	\$ 55,571
2021	50,000	4,167	54,167
2022	50,000	2,778	52,778
2022	50,000	1,272	51,272
	<u>\$ 200,000</u>	<u>\$ 13,788</u>	<u>\$ 213,788</u>

At June 30, 2019, the Town had a legal debt margin of \$16,914,338.

NOTES TO THE FINANCIAL STATEMENTS (Continued)

b. Changes in Long-term Liabilities

	Balance			Balance	Current Portion
	June 30, 2018	Increases	Decreases	June 30, 2019	of Balance
Governmental activities:					
Compensated Absences	\$ 23,978	\$ 28,144	\$	\$ 52,122	\$
Net pension liability (LGERS)	163,008	155,360		318,368	
Pension obligation (LEO)	42,449	25,116		67,565	
Notes payable	250,000		50,000	200,000	50,000
Governmental activities long-term liabilities	<u>\$ 479,435</u>	<u>\$ 208,620</u>	<u>\$ 50,000</u>	<u>\$ 638,055</u>	<u>\$ 50,000</u>

Compensated absences for governmental activities have typically been liquidated in the General Fund.

C. On-Behalf of Payments for Fringe Benefits and Salaries

The Town has recognized as revenue and an expenditure, on-behalf payments for fringe benefits and salaries of \$17,088 for the salary supplement and stipend benefits paid to eligible firemen by the local board of trustees of the Firemen's Relief Fund during the fiscal year ended June 30, 2019. Under State law the local board of trustees for the Fund receives an amount each year, which the board may use at its own discretion for eligible firemen or their departments.

D. Net Investment in Capital Assets

	Governmental
Capital Assets	\$ 2,835,463
less: long-term debt	200,000
add: unexpended debt proceeds	
Net investment in capital assets	<u>\$ 2,635,463</u>

E. Fund Balance

The following schedule provides management and citizens with information on the portion of General fund balance that is available for appropriation:

<u>Total fund balance - General Fund</u>	\$ 2,187,777
Less:	
Stabilization by State Statute	346,194
Streets - Powell Bill	52,377
Assigned for subsequent year's expenditures	
Remaining Fund Balance	\$ 1,789,204

NOTES TO THE FINANCIAL STATEMENTS (Continued)

E. Fund Balance (continued)

The outstanding encumbrances are amounts needed to pay any commitments related to purchase orders and contracts that remain unperformed at year-end.

<i>Encumbrances</i>	<i>General Fund</i>	<i>Non-Major Funds</i>
	\$0	

IV. Joint Ventures

The Town and the members of the Town's fire department each appoint two members to the five-member local board of trustees for the Firemen's Relief Fund. The State Insurance Commissioner appoints one additional member to the local board of trustees.

The Firemen's Relief Fund is funded by a portion of the fire and lightning insurance premiums which insurers remit to the State. The State passes these moneys to the local board of the Firemen's Relief Fund. The funds are used to assist firefighters in various ways. The Town obtains an ongoing financial benefit from the Fund for the on-behalf of payments for salaries and fringe benefits made to members of the Town's fire department by the board of trustees. During the fiscal year ended June 30, 2019, the Town did not report any revenues and expenditures for these payments because no benefit payments were made through the Firemen's Relief Fund. The participating governments do not have any equity interest in the joint venture, so no equity has been reflected in the financial statements at June 30, 2019. The Firemen's Relief Fund does not issue separate audited financial statements. Instead, the local board of trustees files an annual financial report with the State Firemen's Association. This report can be obtained from the Association at Post Office Box 188, Farmville, NC 27828.

V. Summary Disclosure of Significant Contingencies

Federal and State Assisted Programs

The Town has received proceeds from Federal and State grants. Periodic audits of these grants are required and certain costs may be questioned as not being appropriate expenditures under the grant agreement. Such audits could result in the refund of grant moneys to the grantor agencies. Management believes that any required refunds will be immaterial. No provision has been made in the accompanying financial statements for the refund of grant moneys.

VI. Significant Effects of Subsequent Events

Subsequent events occurring after the statement of financial position date have been evaluated through October 5, 2019, which is the date the financial statements were available to be issued. There were no subsequent events that came to our attention after the audit that would have a significant effect on the Town.

Town of Granite Quarry, North Carolina
Town of Granite Quarry's Contributions
Required Supplementary Information
Last Six Fiscal Years

Local Government Employees' Retirement System

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Contractually required contribution	\$ 58,691	\$ 56,111	\$ 48,179	\$ 43,377	\$ 46,100	\$ 45,103
Contributions in relation to the contractually required contribution	\$ 58,691	\$ 56,111	\$ 48,179	\$ 43,377	\$ 46,100	\$ 45,103
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granite Quarry's covered-employee payroll	\$ 721,274	\$ 710,377	\$ 628,369	\$ 622,579	\$ 637,289	\$ 629,140
Contributions as a percentage of covered-employee payroll	8.14%	7.90%	7.67%	6.97%	7.23%	7.14%

Proportionate Share of Net Pension Liability (Asset)

	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Granite Quarry's proportion of the net pension liability (asset) (%)	0.01342%	0.01067%	0.00991%	0.01341%	0.01360%	0.01310%
Granite Quarry's proportion of the net pension liability (asset) (\$)	\$ 318,368	\$ 163,008	\$ 210,323	\$ 60,183	\$ (80,205)	\$ 153,949
Granite Quarry's covered-employee payroll	\$ 710,377	\$ 628,369	\$ 622,579	\$ 637,289	\$ 629,140	\$ 639,224
Granite Quarry's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	44.82%	25.94%	33.78%	9.44%	(12.75%)	24.08%
Plan fiduciary net position as a percentage of the total pension liability**	92.00%	94.18%	91.47%	98.09%	102.64%	94.35%

* The amounts presented for each fiscal year were determined as of the prior fiscal year ending June 30.

** This will be the same percentage for all participant employers in the LGERS plan.

Town of Granite Quarry, North Carolina
Law Enforcement Officers' Special Separation Allowance
Required Supplementary Information
Last Two Fiscal Years

Schedule of Changes in Total Pension Liability

	<u>2019</u>	<u>2018</u>
Beginning balance	\$ 42,449	\$ 13,677
Service Cost Interest on total pension liability	13,666	11,231
Changes of benefit terms		1,483
Differences between expected and actual experience in the measurement of the total pension liability	18,276	
Changes of assumptions or other inputs	(6,826)	9,225
Benefit payments		
Other changes		6,833
Ending balance of the total pension liability	<u>\$ 67,565</u>	<u>\$ 42,449</u>

The amounts presented for each fiscal year were determined as of the prior fiscal year ending December 31.

Schedule of Total Pension Liability as a Percentage of Covered Payroll

	<u>2019</u>	<u>2018</u>
Total pension liability	\$ 67,565	\$ 42,449
Covered payroll	384,905	333,857
Total pension liability as a percentage of covered payroll	17.55%	12.71%

Notes to the schedules:

The Town of Granite Quarry has no assets accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 73 to pay related benefits

Town of Granite Quarry, North Carolina
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2019
(With Comparative Actual Amounts for the Year Ended June 30, 2018)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>2018 Actual</u>
REVENUES:				
Ad valorem taxes				
Current year collections		\$ 868,324		\$ 884,010
Penalties and interest		4,078		4,407
	<u>\$ 886,559</u>	<u>872,401</u>	<u>\$ (14,158)</u>	<u>888,417</u>
Other taxes, licenses and fees				
Privilege licenses		3,560		1,200
	<u>2,350</u>	<u>3,560</u>	<u>1,210</u>	<u>1,200</u>
Unrestricted intergovernmental				
Local option sales tax		730,589		673,909
Telecommunications sales tax		11,965		12,847
Solid waste disposal tax		2,164		2,102
Utility franchise tax		98,532		98,299
Piped natural gas		8,832		8,905
Video franchise fee tax		25,921		27,068
Beer and wine tax		13,364		13,366
ABC profit distribution		9,471		9,170
	<u>819,859</u>	<u>900,839</u>	<u>80,980</u>	<u>845,666</u>
Restricted intergovernmental				
Powell Bill allocation		83,390		84,458
Grants		177,049		-
City of Salisbury - lease/debt payment		132,000		50,000
Faith police reimbursement		140,434		133,761
On-behalf of payments - Fire and Rescue		17,088		9,003
	<u>291,979</u>	<u>549,961</u>	<u>257,982</u>	<u>277,222</u>
Sales and services				
Curbside recycling		142,111		141,115
	<u>165,744</u>	<u>142,111</u>	<u>(23,633)</u>	<u>141,115</u>
Other general revenues				
Investment earnings		13,502		3,207
Rental income		4,735		4,265
Donations		194		10,350
Donations - Land		184,280		-
Sale of assets		2,524		21,270
Other		16,583		41,398
	<u>362,564</u>	<u>221,818</u>	<u>(140,746)</u>	<u>223,421</u>
Total revenues	<u>\$ 2,529,055</u>	<u>\$ 2,690,690</u>	<u>\$ 161,635</u>	<u>\$ 2,234,110</u>

Town of Granite Quarry, North Carolina
General Fund (Continued)

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2019
(With Comparative Actual Amounts for the Year Ended June 30, 2018)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>2018 Actual</u>
EXPENDITURES:				
General Government				
Governing body				
Salary - Mayor/Aldermen		\$ 12,160		\$ 11,672
Mayor and board expenses		4,204		4,118
Election expense		-		2,081
	<u>\$ 18,011</u>	<u>16,364</u>	<u>\$ 1,647</u>	<u>17,871</u>
Administration				
Salaries and wages		228,131		206,597
Social security		16,811		17,254
Group insurance		27,568		34,498
Employee retirement		22,392		25,042
Unemployment expense		3,540		-
Contracted services		34,268		57,268
Christmas lights		9,082		-
Professional services		11,431		10,116
Visionary project		-		8,122
Telephone		3,378		3,149
Utilities		3,611		4,639
Printing		4,273		3,151
Membership dues		12,768		12,124
Advertising		2,027		1,527
Tax collection fee		15,560		15,921
Office expense		8,750		12,894
Planning supplies		187		295
Maintenance and repairs		2,197		1,500
Training and schools		5,979		2,440
Insurance and bonding		4,775		7,299
Banquet expense		1,365		1,209
Community Appearance Commission		4,547		3,311
Miscellaneous		-		-
Projects		-		12,551
Capital outlay		188,212		12,014
	<u>630,790</u>	<u>610,852</u>	<u>19,938</u>	<u>452,922</u>
 Total general government	 <u>\$ 648,801</u>	 <u>\$ 627,216</u>	 <u>\$ 21,585</u>	 <u>\$ 470,793</u>

Town of Granite Quarry, North Carolina
General Fund (Continued)
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2019
(With Comparative Actual Amounts for the Year Ended June 30, 2018)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>2018 Actual</u>
EXPENDITURES:				
Public Safety				
Police department				
Salaries		\$ 331,910		\$ 329,301
Part-time officers		24,671		17,750
Social security		28,670		26,860
Group insurance		63,492		70,928
Employee retirement		27,207		28,632
Supplemental retirement		16,436		20,184
Motor fuel		17,425		15,897
Contracted services		23,225		21,532
Printing		751		2,467
Telephone		6,174		7,277
Utilities		1,284		1,804
L.E. office supplies		762		899
Miscellaneous supplies and equipment		18,460		29,248
Maintenance and repairs - equipment		1,989		1,265
Maintenance and repairs - autos		4,812		5,484
Training and schools		874		2,676
Uniforms		2,715		3,138
Insurance		25,338		20,599
Miscellaneous		-		-
Dues and subscriptions		1,571		650
Capital outlay		42,323		41,328
Total police department	<u>\$ 656,994</u>	<u>640,090</u>	<u>\$ 16,904</u>	<u>647,920</u>
Public Safety - continued				
Fire department				
On-behalf of benefits		17,088		9,003
Salaries		104,160		100,788
Part-time wages		162,265		80,467
Social security		20,874		14,039
Group insurance		25,691		23,352
Employee retirement		16,358		15,437
Motor fuel		4,585		3,316
Contracted services		15,892		10,372
Printing		396		1,249
Telephone		3,570		1,667
Utilities		4,786		6,727
Dues and subscriptions		2,037		1,237
Office expense		407		67

Town of Granite Quarry, North Carolina
General Fund (Continued)
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2019
(With Comparative Actual Amounts for the Year Ended June 30, 2018)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>2018 Actual</u>
EXPENDITURES:				
Public Safety - continued				
Fire department				
Maintenance and repairs - trucks		\$ 7,527		\$ 5,881
Maintenance and repairs - equipment		2,410		3,165
Miscellaneous supplies and equipment		23,262		23,604
Training and schools		715		1,380
Uniforms		2,826		1,609
Insurance		18,620		13,641
Miscellaneous		-		-
Debt service - Principal		-		146,960
Debt service - Interest		2,159		3,600
Capital outlay - equipment		158,933		-
	<u>\$ 596,779</u>	<u>594,560</u>	<u>\$ 2,219</u>	<u>467,559</u>
Total public safety	<u>1,253,773</u>	<u>1,234,651</u>	<u>19,122</u>	<u>1,115,479</u>
Transportation				
Streets and highways				
Salaries and wages		131,099		93,716
Social security		10,219		7,234
Group insurance		23,960		15,944
Employee retirement		13,248		12,631
Motor fuel		6,168		5,415
Communications		772		229
Utilities		2,619		3,873
Contracted services		21,510		32,094
Printing		6		454
Miscellaneous supplies and equipment		6,514		22,944
Maintenance and repairs - building		18,211		12,078
Maintenance and repairs - equipment		10,481		5,244
Maintenance and repairs - trucks		2,852		1,270
Training and schools		25		177
Uniforms		1,366		1,405
Insurance		10,141		8,779
Tools and light equipment		2,403		-
Sewer and water taps		-		48,057
Miscellaneous		-		19
Hurricane damage		34,715		-
Refund Carolina Thread Trail		50,000		-
Capital outlay		32,957		64,602
Powell Bill:				
Expenses		41,303		234,739
Capital outlay		-		-
Total transportation	<u>\$ 517,978</u>	<u>\$ 420,567</u>	<u>\$ 97,411</u>	<u>\$ 570,904</u>

Town of Granite Quarry, North Carolina
General Fund (Continued)
Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual
For the Year Ended June 30, 2019
(With Comparative Actual Amounts for the Year Ended June 30, 2018)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>	<u>2018 Actual</u>
Environmental protection				
Utilities		\$ 30,105		\$ 41,080
Contract trash hauling		103,947		110,082
Recycling program		33,096		25,080
Total environmental protection	<u>\$ 178,000</u>	<u>167,148</u>	<u>\$ 10,852</u>	<u>176,241</u>
EXPENDITURES:				
Culture and Recreation				
Maintenance and repairs		19,728		11,905
Supplies and equipment		5,651		5,113
Contract services		2,742		3,076
Utilities		12,283		10,251
Miscellaneous		-		118
Capital outlay		-		-
Total cultural and recreational	<u>54,284</u>	<u>40,404</u>	<u>13,880</u>	<u>30,463</u>
Debt service:				
Water line extension:				
Principal retirement		50,000		50,000
Interest		7,007		7,685
Total debt service	<u>58,400</u>	<u>57,007</u>	<u>1,393</u>	<u>57,685</u>
Total expenditures	<u>2,711,236</u>	<u>2,546,993</u>	<u>164,243</u>	<u>2,421,566</u>
Revenues over expenditures	<u>(182,181)</u>	<u>143,696</u>	<u>325,877</u>	<u>(187,456)</u>
OTHER FINANCING SOURCES				
Operating transfers	-	-	-	-
Proceeds from long-term debt	-	-	-	-
Appropriated Fund Balance	<u>182,181</u>	<u>-</u>	<u>(182,181)</u>	<u>-</u>
	<u>182,181</u>	<u>-</u>	<u>(182,181)</u>	<u>-</u>
Revenues and other financing sources over (under) expenditures	<u>\$ -</u>	<u>143,696</u>	<u>\$ 143,696</u>	<u>(187,456)</u>
Fund balances - beginning of year		<u>2,044,080</u>		<u>2,231,537</u>
Fund balances - end of year		<u>\$ 2,187,777</u>		<u>\$ 2,044,080</u>

Town of Granite Quarry, North Carolina
General Fund
Schedule of Ad Valorem Taxes Receivable
June 30, 2019

<u>Fiscal Year</u>	<u>Uncollected Balance June 30, 2018</u>	<u>Additions</u>	<u>Collections And Credits</u>	<u>Uncollected Balance June 30, 2019</u>
2018-2019		\$ 882,717	\$ 872,690	\$ 10,027
2017-2018	\$ 11,544		5,040	6,504
2016-2017	6,775		2,009	4,766
2015-2016	5,930		2,254	3,676
2014-2015	3,406		378	3,028
2013-2014	2,214		332	1,882
2012-2013	1,461		315	1,146
2011-2012	1,187		(17)	1,204
2010-2011	684		74	610
2009-2010	1,085		71	1,014
2008-2009	1,901		1,901	-
	<u>\$ 36,187</u>	<u>\$ 882,717</u>	<u>\$ 885,047</u>	
Ad valorem taxes receivable-net				<u>\$ 33,857</u>
Reconciliation with revenues:				
Taxes-Ad Valorem-General				\$ 868,324
Adjustments & credits				<u>16,723</u>
Total collections and credits				<u>\$ 885,047</u>

Town of Granite Quarry, North Carolina
Analysis of Current Tax Levy
Town-Wide Levy
For the Year Ended June 30, 2019

	Total Property Valuation	Rate	Amount of Levy	Total Levy	
				Property excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current years rate	\$ 211,429,222	0.4175	\$ 882,717	\$ 771,333	\$ 111,384
Property taxed at prior years rate	-		-	-	-
Penalties	-		-	-	-
Total	<u>211,429,222</u>		<u>882,717</u>	<u>771,333</u>	<u>111,384</u>
Discoveries:					
Current year rates	-	0.4175	-	-	-
Prior year taxes	-		-	-	-
Penalties	-		-	-	-
Total	<u>-</u>		<u>-</u>	<u>-</u>	<u>-</u>
Abatements	-	0.4175	-	-	-
Total property valuation	<u>\$ 211,429,222</u>				
Net levy			882,717	771,333	111,384
Uncollected taxes at June 30, 2018			<u>(10,027)</u>	<u>(10,027)</u>	<u>-</u>
Current year's taxes collected			<u>\$ 872,690</u>	<u>\$ 761,306</u>	<u>\$ 111,384</u>
Percent current year collected			<u>98.86%</u>	<u>98.70%</u>	<u>100.00%</u>

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item **9b**

**316 S. Main Street
Agency Agreement Renewal**

Summary

The current listing [between The Town of Granite Quarry and Select Properties of the Carolinas, LLC] has expired and the Real Estate Agent Victor Poplin has requested to renew the agreement until the December 31, 2019.

Attachment

A. Agency Agreement Renewal And / Or Amendment

Action Requested

Motion from the Board to renew the agreement until December 31, 2019.

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

AGENCY AGREEMENT RENEWAL AND/OR AMENDMENT

This AGENCY AGREEMENT RENEWAL AND/OR AMENDMENT renews and/or amends the following agency agreement (referred to hereafter as the "Agency Agreement")

- NCAR Form #101 (Exclusive Right to Sell Listing Agreement) dated _____
- NCAR Form #103 (Exclusive Right to Sell Listing Agreement) dated 10/12/2018
- NCAR Form #201 (Exclusive Buyer Agency Agreement) dated _____
- NCAR Form #203 (Non-Exclusive Buyer Agency Agreement) dated _____
- NCAR Form #601 (Exclusive Right to Sell Listing Agreement - Auction Sales) dated _____

entered into by and between Town of Granite Quarry ("Client")
 and Select Properties of the Carolinas LLC Real Estate Firm ("Firm").
316 S Main Street
 Property Address/MLS# (if applicable): Granite Quarry, 28072

Client and Firm agree that the Agency Agreement is hereby renewed and/or amended in the manner indicated below (*Fill in applicable blanks; enter "N/A" in any blank not used*):

Renewed and extended until midnight, December 31, 2019. In the event that the term of the Agency Agreement has expired, Client and Firm specifically agree that this Agency Agreement Amendment and/or Renewal shall operate to revive the Agency Agreement for the agreed-upon period of time.

Price shall be changed from \$ _____ to \$ _____.

Other amendments: _____

All terms and conditions of the Agency Agreement not specifically amended herein shall remain the same.

Client and Firm each hereby acknowledge receipt of a signed copy of this document.

THE NORTH CAROLINA ASSOCIATION OF REALTORS®, INC. MAKES NO REPRESENTATION AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION OF THIS FORM IN ANY SPECIFIC TRANSACTION.

Client: _____ Date: _____

Client: _____ Date: _____

Entity Client: _____
 (Name of LLC/Corporation/Partnership/Trust/etc.)

By: _____ Date: _____

Name: _____ Title: _____

Firm (Firm Name): Select Properties of the Carolinas LLC

By: _____ Date: _____
 Authorized Representative



TO: Board of Aldermen
FROM: Interim Town Manager Larry Smith
RE: **Recodification of Ordinances**
DATE: 10/23/2019
AGENDA ITEM 9c



At the February Planning Retreat, Town Clerk Tanya Word summarized the recodification of ordinances process, and responses received from a Request for Proposals from recodification vendors. The Board approved budgeting \$11,950 in the FY19-20 for the recodification process.

We have now completed and confirmed an updated copy of the code of ordinances to be able to formally begin the recodification process. The Clerk has asked Municode for either confirmation of the previous estimate or an updated estimate for this Board meeting.

A Project Work Plan (PWP) is attached. Start & completion dates from where we are in the process now are based on the formal estimated timeline that was originally submitted. **TARGET dates** are just that: what we plan to shoot for while we work with the vendor through this process, still planning to complete the codification process and contract within this fiscal year if at all possible.

Please let Tanya or me know if you have any questions prior to the meeting.

Larry

Attachment

- A. Information Sheet
- B. Project Work Plan
- C. Agreement
- D. Resolution No. 2019-21

Action Requested

Motion to enter into contract with Municode for Codification services of Ordinances.

Information Sheet for Proposal for Code of Ordinances

10/29/19

Municode would serve as our Total Code Administrator.


Timeline to complete: 10-12 months.

Cost: \$11,950 FY19-20 for recodification process
 \$1,195 annually thereafter

Process:

Municode’s legal team will:

- Research our code and current state laws to ensure conformity with state statutes.
- Format the code into their editing software, including State Law references and editorial notes.
- Provide us with a user-friendly summary of their analyses, and recommended options for removing any conflicts with State Law or our charter.
- Edit, proofread, structure the necessary indexes and tables, and guarantee typographical correctness in the final delivered product.
- Supply the adopting ordinance to complete the recodification.
- Supply 3 printed copies of the revised code, and host and maintain our code online.

 RECODIFICATION TIME CHART		
STEP 1	IMMEDIATELY	MUNICODE acknowledges contract, provides a Disposition List of all ordinances/material received (TOWN sends signed contract and all applicable material)
STEP 2	WITHIN 3 WEEKS	MUNICODE provides a project introduction letter outlining all phases of the project and all material received to date (TOWN confirms Municode has all applicable materials)
STEP 3	WITHIN 5 MONTHS	MUNICODE submits Legal Memorandum (TOWN attorney reviews Legal Memorandum and prepares questions/comments for conference)
STEP 4	WITHIN 30 DAYS	MUNICODE hosts Legal Memorandum conference (TOWN attorney and other interested officials meet virtually with Municode to discuss issues of concern noted in the Legal Memorandum and come to an agreement on the implementation of recommended changes)
STEP 5	WITHIN 2-3 MONTHS	MUNICODE submits final Code Draft (TOWN reviews Code Draft, and returns it to Municode within 30 days, with all corrections noted for final implementation and publication)
STEP 6	WITHIN 2-3 MONTHS	MUNICODE delivers final Code and model adopting ordinance (TOWN adopts Code and provides Municode with a copy of the officially enacted adopting ordinance. Municode ships code and publishes Code online via MunicodeNEXT. Supplementation begins anew with Supplement No. 1)

Project Work Plan:

Recodification of Ordinances



OBJECTIVE: To create and maintain an up-to-date, official master copy of the Town Ordinances. Then, if approved by the Town Board for the FY19/20, effect the Recodification of Ordinances process.

- TIMELINE:**
1. Administrative update and review of Town Ordinances.
 2. Board of Aldermen (BOA) review of any necessary changes or recommendations.
 3. Request for Proposals (RFP) submitted to BOA.
 4. Completion of Recodification of Ordinances.

6/30/2020

MEASUREMENT OF OBJECTIVE ACHIEVEMENT:

Due dates met for steps along the way.

Ultimate product is an updated, recodified master copy of town ordinances that the Town Clerk can keep updated in-house and online through a management firm.

PROJECT LEADER:

Tanya Team

Task / Activity	Primary	Start Date	Due Date	Status / Notes
Prepare Ordinances for Recodification Review	Tanya			
Create initial Project Work Plan (PWP)	Larry	3/11/19	3/15/19	completed
Update and complete specific tasks on PWP to accomplish goal by 6/30/2020.	Tanya	3/15/19	4/1/19	Interim Town Manager completing as of 9/6/19
Identify the most recently updated copy of Town Ordinances.	Tanya & Aubrey	3/11/19	4/1/19	completed
Pull together all ordinance updates since that copy's last recodification	Tanya & Aubrey		9/3/19	completed
Compare amendments to Master Copy, mark out & note any sections with their corresponding amendments	Tanya & Aubrey	9/6/19	9/13/19	Team will then update their copies based on the Clerks' Master Copy at or before the next meeting.
Identify and note any grammatical and typographical errors	Tanya Team			Will cover during Team review
Any UDO amendments / PB reviews needed?	Steve	9/6/19	10/14/19	As long as we only clarify approved/adopted amendments up to now and see no conflicts that need addressing now, no further review needed of the Master Copy <u>to be sent</u> for recodification.
Organize and lead staff technical review of updated master copy for any conflicts / recommendations	Tanya Aubrey	9/6/19	10/25/19	Staff / technical review team: Aubrey, Tanya, Steve, Larry (PD, FD/Maint for applicable parts)
Chapters 1 & 2 Review	Everyone	9/6/19	9/13/19	Review and note any mistakes / comments
Chapter 3: Cable Television Services	Aubrey		9/13/19	Check with China Grove (etc) to see if our wording's right
Chapter 4: Flood Damage Prevention	Steve		9/13/19	Check with Rowan to see if our wording's right
Chapter 5: Animals	Larry		9/13/19	Check with Spencer, CG, etc to see if our wording's right
Chapter 6: Buildings and Building Regulations	Steve		9/13/19	Check with Rowan, etc to see if our wording's right
Chapter 7: Businesses	Everyone		9/13/19	Review and note any mistakes / comments
Chapter 8: Elections	Larry		9/13/19	See if it should be with Chapter 2
Chapter 9: Environment	Everyone		9/13/19	Review and note any mistakes / comments
Chapters 10 & 11 Review	Larry		9/13/19	Review with Chiefs
Chapter 12: Offenses and Miscellaneous Provisions	Everyone		9/13/19	Review and note any mistakes / comments
Chapter 13	Larry	9/13/19	9/20/19	Check with Chip
Chapters 14-17	Everyone		9/20/19	Larry will have FD and PD Chiefs review also
Follow up legal questions	Larry	9/20/19	10/18/19	Review with Chip
Follow up UDO	Steve		10/18/19	
Complete updated master copy of Ordinances	Team		10/25/19	Completed 10/18!
Present Codification proposal to BOA. If approved:	Larry	11/4/19	11/4/19	
Execute contract and provide vendor all materials	Tanya	11/5/19	11/6/19	"Step 1"
Vendor reviews; confirms receipt of all materials; provides updated phases of project	Vendor	11/6/19	11/29/19	"Step 2: <i>Within</i> 3 weeks" (11/29/19)
			11/22/19*	*TARGET date 11/22/19
Vendor submits Legal Memorandum; Town attorney reviews & prepares questions for conference	Vendor & Town Atty	11/30/19	4/30/20	"Step 3: <i>*Within</i> 5 months" (4/30/20)
		11/25/19*	3/27/19*	*TARGET date 3/27/19
Vendor hosts Legal conference; Town & vendor confirm any changes	Vendor & Town	5/1/20	5/29/20	"Step 4: <i>*Within</i> 30 days" (5/29/20)
		3/30/20*	4/24/20*	*TARGET date 4/24/20
Vendor submits final code draft; Town reviews with any corrections noted for final publication	Vendor & Town	6/1/20	8/28/20	"Step 5: <i>*Within</i> 2-3 months" (8/28/20)
		4/27/20*	5/15/20*	*TARGET date 5/15/20
Vendor submits final code and model adopting ordinance	Vendor	8/31/20	11/30/20	"Step 6: <i>*Within</i> 2-3 months" (11/30/20)
		5/18/20*	6/30/20*	*TARGET date 6/30/20
Vendor submits final invoice*	Vendor	6/19/20*	6/19/20*	*TARGET DATE - would close out project within FY19/20
BOA adopts ordinance officially recodifying Codes	BOA	12/7/20	12/7/20	Estimated date by formal timeline
		7/6/20*	7/6/20*	*TARGET DATE to complete
Vendor ships Code; publishes Code online; and begins annual maintenance	Vendor	12/8/20	12/8/20	Estimated date by formal timeline
		7/7/20*	7/7/20*	*TARGET DATE to complete

municode

CONNECTING YOU & YOUR COMMUNITY

RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

Granite Quarry, North Carolina

October 29, 2019 – Quote valid for 90 days



Scott Horton

East Coast Regional Executive

Phone 919-830-3358 Email SHorton@municode.com

PO Box 2235 Tallahassee, FL 32316

LETTER OF INTEREST

October 29, 2019

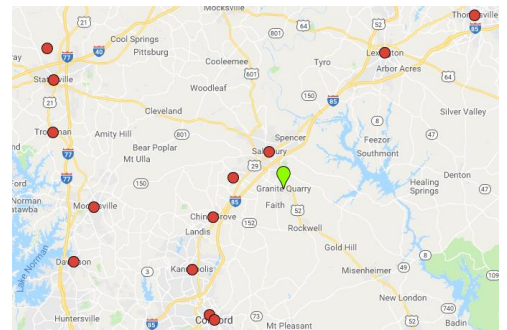
Ms. Tanya Word
Town Clerk
PO Box 351
Granite Quarry, NC 28072 0351

via email: clerk@granitequarrync.gov

Ms. Word:

Thank you for speaking with East Coast Regional Executive Scott Horton regarding the recodification of the Town's Code of Ordinances. This proposal will provide the scope of services and pricing details for the recodification process, which will result in an official Code of Ordinances that is free from internal conflicts and inconsistencies, conforms to the laws of the State of North Carolina, and is easily accessible in print and online to staff and citizens alike. Our staff includes 11 in-house professional codification attorneys who have completed hundreds of codification and recodification projects nationwide. We will be happy to provide a recent Legal Review Memorandum sample upon request.

With over 68 years of experience, Municode is the oldest and most trusted codifier in the nation. We currently provide codification services to over 4,500 municipalities throughout the United States (including 166 in North Carolina) and host over 3,500 municipal codes online via our code hosting platform, MunicodeNEXT. Whether it's through the legal codification or recodification process, full-service or self-service supplementation options, online legislative search tools, meeting management and agenda software or custom government website design, we have the experience, resources and expertise to provide our local government clients with innovative products, superior technology and excellent customer service. We invite you to visit our corporate website at <https://www.municode.com/> to explore our full suite of government services.



Municode provide Code publishing services to 166 municipalities in North Carolina including many near Granite Quarry.

Our Supplement team includes 14 teams of Legal Editors and Proofreaders who are dedicated to providing the most accurate and efficient supplement process possible for the ongoing maintenance of your new code. Our code hosting platform, MunicodeNEXT, is the nation's most advanced, accessible and intuitive website for government codes – allowing your staff and citizens to have access to your current code and all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Customers who trust Municode with both their online codes and their municipal website enjoy the added benefit of a unified search engine. With a simple button click, you can easily filter your website search results to pull up all matches within your online Code of Ordinances.

To start the recodification process, simply make your selections on pages 3-5 of this proposal and fill in and sign the signature page on page 13. If you have any questions on this proposal or need help choosing your options, please contact Scott (SHorton@municode.com, 919-830-3358) or our Vice President of Client Services, Steffanie Rasmussen (steff@municode.com, 800-262-2633 ext. 1148). As the Vice President of Sales, I also welcome your call or questions at any time. We hope to have the opportunity to work with you on this important project!

Sincerely,



A handwritten signature in blue ink that reads "Dale M. Barstow".

Dale M. Barstow
Vice President of Sales
Phone: 800-262-2633 ext. 1225

EXECUTIVE SUMMARY

Recodification, Supplementation and Website Hosting

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT***

- ★ **Recodification**..... **\$11,950¹**
- Timeline..... **10-12 months**

A full-time, Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to Code content to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, State Law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

- ★ **Supplement Service** (single column per page rate)..... **\$19**

Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

- ★ **Online hosting = MunicodeNEXT! (first year of online service at no charge!)** **\$450²**

The online code is only \$450 for our standard service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$1,195 annually, with the first year of online service at no charge!

¹ Please see page 3 for additional pricing details.

² Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

RECODIFICATION QUOTATION SHEET

Recodification base cost, includes

\$11,950³

- ★ All legislation received prior to the attorney conference or established cutoff date
- ★ Receipt, review and organization of materials, including Charter and Uniform Development Code
- ★ Legal analysis & research by a full-time, Municode attorney
 - ★ Preparation of legal memorandum by a Municode attorney
- ★ Conference with attorney (make selections below)
- ★ Implementation of approved legal findings
 - ★ Updating State Law references
 - ★ Editorial preparation and proofreading
 - ★ Page formatting (make selections below)
 - ★ Indexing
- ★ Tables⁴, Graphics⁵ & tabular matter⁶
- ★ Final proofreading and corrections
- ★ Quality control review and printing
 - ★ 3 printed copies, to include 3-post stamped binders and tabs
- ★ Adopting ordinance prepared by a Municode attorney

Conference Selection:

- On-site conference, each **Attorney time, travel, lodging and per diem**
- Teleconference or web-based conference, 3-hour session **No charge⁷**

Format Elections (Please check or circle desired elections below)

Font: Times New Roman - Will be used as the font unless otherwise indicated.

Other choices include: Palatino, Century Gothic, Gill Sans, Arial, Bookman, Garamond, and New Century Schoolbook

- Binder Color:** Semi-Bright Black Dark Blue Hunter Green Burgundy
- Binder Stamping Color:** Gold Silver

Items not included in base cost

- ★ Freight **Actual**
- ★ State sales tax **If applicable**
- ★ Post your code on MunicodeNEXT **See selections on page 5**

Payments for recodification project - Your project can be budgeted over two fiscal years

★ Execution of Agreement	\$4,180
★ Submission of the Legal Memorandum	\$2,990
★ Submission of Draft Code	\$2,990
★ Delivery	Balance

³ Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee. Proofs not returned within 45 days may be subject to a proof update fee, if applicable.

⁴ The following tables will be created and are included in the base cost: supplement history table, code comparative table, State Law reference table and ordinance history table.

⁵ Includes printing all copies.

⁶ Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁷ For the initial 3-hour session, then \$150 per hour thereafter.

SUPPLEMENTATION QUOTATION SHEET

Supplement Service Base Page Rate⁸

Page Format	Base Page Rate
Single Column	\$19 per page

Base page rate above includes:

- ★ Acknowledgement of material
- ★ Data conversion, as necessary
- ★ Editorial work
- ★ Proofreading
- ★ Updating the index
- ★ Schedule as selected by you⁹
- ★ Updating electronic versions¹⁰ and online code
- ★ Printing 3 copies

Base page rate above excludes:

- ★ Freight
- ★ State sales tax
- ★ Images, Graphics¹¹ & tabular¹² matter, each
- ★ MyMunicode or online code

**Actual
If applicable
\$10
Selections on page 5**

Electronic media options for Code of Ordinances (sent via download)¹³

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update |

Invoices for Supplements and Additional Services will be submitted upon shipment of project(s).

⁸ All prices quoted in this section may be increased annually in accordance with the Consumer Price Index – Bureau of Labor Statistics.

⁹ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹⁰ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹¹ Includes printing of all copies.

¹² Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.


¹³ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

WEBSITE HOSTING QUOTATION SHEET (MunicodeNEXT)



Online features can be purchased on an a la carte basis, or through our MyMunicode bundle for the best value. Please visit our online library of over 3,500 codes on MunicodeNEXT [here](#). You can learn more about our standard and premium online services [here](#).

Please check the appropriate box (es) to indicate your selection:

STANDARD WEB HOSTING

- Online Code = MunicodeNEXT**, annually  **Fee waived for first year of online service!** **\$450**
 Mobile friendly site. Full functionality and optimal screen resolution on all devices. In-line images & scrolling tables & charts. Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail. Print or Save as formatted WORD (DOCX). Google Translate supports over 90 languages. Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.


OPTIONAL SERVICES

- CodeBank** annually **\$150**
 Permanent online collection of previous versions of the code.
- OrdBank** annually (or per ordinance)  **\$325**
 Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances. This service applies to amendatory (included) ordinances only. **(\$35)**
- OrdBank + OrdLink** annually (or per ordinance) **\$425**
 Provides hyperlinks from newly adopted amendatory legislation to sections of the code to be amended. **(\$60)**
- CodeBank Compare + eNotify**¹⁴ annually  **\$250**
 Compare any two versions of your online code (starting with the first Municode supplement). Notify provides readers email updates each time the code is updated.
- MuniPRO** Service annually **\$295**
 Search over 3,500 online codes/ordinances. Attach notes to codes and drafts of new legislation.
- Custom Banner** one-time fee **\$250**
 Customize MunicodeNEXT to match the look of your website.
- MuniDocs**¹⁵ annually – *first 3 months service at no charge!* **\$350**¹⁶
 Host any other municipal documents in a fully searchable format, including Minutes, Agendas, Resolutions, Budgets and more for self-loading to the MuniDocs platform!

My Municode - Value Pricing!

- MyMunicode** annually **Fee waived for the first year of online service!** **\$1,195**¹⁷
 Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

RECOMMENDED ADDITIONAL SERVICE (See pages 11 & 12 to review additional services)

- MunicodeMEETINGS** Agenda Management Software, annually  **\$3,400**
 Cloud-based agenda meeting management system. Streamlines and automates agenda process. Increases agenda process visibility, easy agenda updates, approval workflow, live council voting & roll call, email notifications, a unified document search and automated approval routing.

¹⁴ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁵ Your MuniDocs files can also serve as storage for archived ordinances within the MuniDocs platform. Unlike our online OrdBank feature, these self-loaded archived ordinances will not be linked to the legislation within the online Code. All ordinances for codification and all ordinances for linking via our OrdBank feature can be emailed to us at ords@municode.com.

¹⁶ Includes up to 25 GB storage. Quote for additional storage is available upon request.

¹⁷ Total value if each item were to be purchased a la carte would be approximately \$1,470 per year with participation in our OrdBank service.

COMPANY PROFILE

History, Mission, and Team

With over 68 years of experience, Municode's mission is to connect public sector organizations with their communities. Our solutions promote transparency and efficiency - such as custom website design, meeting and agenda management, the legal codification process, and our robust suite of online legislative search tools.

Municode partners with more than 4,500 government agencies across all fifty states. Municode is a privately-owned corporation and is financially sound with no debt. Our leadership focuses on improving Municode through investments in its people and its technology. Our culture is conducive to the longevity of our employees; our clients can establish a long-term partnership with our experienced and stable workforce.



Municode is home to over 160 employees (most of whom enjoy a 10+ year tenure). Our headquarters in Tallahassee, Florida includes four buildings totaling 56,000 square feet. Our West Coast office is located just south of Portland in Lake Oswego, Oregon. We also have individual team members working in several states across the country.



Our Vision: Simple, Seamless Integration

Our vision is to create seamless integration between our service offerings. The goal is to reduce staff workload, while at the same time, increasing the ability for municipalities to connect with their communities.

The following example integration points are either in place today or envisioned in our future strategic roadmap.

- Unified search across all platforms (website, meetings, online codes)
- Auto-publish agendas and minutes from the Meetings platform to the Website
- Ordinance auto-publishing from the Meetings platform to your online code, queued for supplementation, Code of ordinance cross-references to legislative voting history, minutes, and video/audio



SCOPE OF SERVICES

Recodification & Republication Summary

During the recodification process, the attorney assigned to your project will organize and examine every Chapter, Title and Section of your Code in order to ensure that it is free from internal conflicts and inconsistencies and conforms to the laws of the State of North Carolina. Your Municode attorney will be available to consult with you and your staff at any time during the recodification process. This personal dialogue ensures that your code will accurately reflect the intent of your ordinances and the unique needs of your community. The complete process is outlined below.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by you and your Municode attorney, will be included in the code. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you. Notations can be added in the code to reference legislation adopted by reference, if elected.

Attorney Analysis and Review of Material. Your Municode attorney, along with his/her team of legal editors, proofreaders and indexers will be assigned to this project. Our legal team will research the Code and all legislation submitted by you to ensure conformity with state statutes. The ordinances will also be compared to Code content in order to determine if there are any inconsistencies or conflicts within the legislation itself. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be included later at an agreed upon page rate. We will suggest a structure and organization for the code and provide a Table of Contents indicating the recommended structure.

Page Format Options. We will work with you to determine the desired formatting and style of the new code, and will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law References within the code. Editorial notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you with a user-friendly Legal Memorandum containing all of our analyses and recommendations. This memorandum will reflect our attorney's Legal Review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to State Law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification process simple and smooth for you.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person or via telephone or webinar, to review the Legal Memorandum and our recommendations. All interested personnel may be included, but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the Legal Memorandum.

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Index, Graphics and Tables. Our team will create a hierarchical, subject matter Index and all tables (contents, State Law Reference, prior code comparison and ordinance disposition) for your code as necessitated by the materials provided. We will insert the graphics you have provided into the printed and electronic versions of the code.

Post Conference Code Draft. After editing and proofreading, a post-conference Code Draft incorporating solutions captured in the Legal Memorandum and agreed upon at the legal conference will be delivered to you

for final review prior to printing and shipping. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. After the code draft is provided additional material can be added to the project for an additional charge.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the recodification.

Printing and Binding. We will print your new code on high quality acid-free paper, with an SFI (Sustainable Forest Initiative) certification. These copies will be housed in heavy duty, 3-post leatherette binders (with 4 color choices), name-stamped on the front and spine of each binder. Divider tabs for each major section of the code and index (if elected) will also be provided.

The time frame for completion of the recodification project is within **10 to 12 months**, excepting any delays occasioned by the Town. Adhering to an established schedule of deadlines is critical to the success of this project and will ensure the contents of the Legal Memorandum remain current and complete at the time the Code is adopted and republished. To ensure a successful project completion, it's important that a conference is held to discuss the findings of the Legal Memorandum within 30 days of its receipt, and that the subsequent Code Draft we provide be returned within 45 days with any revisions noted. If the Code draft is not returned within 45 days, additional update fees may apply.

Your participation in the Scope of Services for Recodification & Republication of the code is anticipated to be as follows:

- ★ Provide all ordinances and code material, preferably in WORD format;
- ★ Provide images, graphics and tabular matter, preferably in original format;
- ★ Be available to answer any questions from the Municode Attorney conducting the project;
- ★ Attend the conference to discuss the findings of the Legal Memorandum;
- ★ Work with the Municode Attorney to resolve the findings of the Legal Memorandum;
- ★ Work with Municode to determine the desired formatting and style of the new code;
- ★ Return the draft code to Municode with any revisions noted;
- ★ Adopt the newly recodified code.

Supplementation Services

Municode's full-service supplementation process has been designed for timeliness, efficiency, simplicity and most of all, for our customers' convenience. Supplements can be provided on the schedule of your choice. In addition to printed supplements, we can deliver the updates in Word, PDF and/or Folio formats.

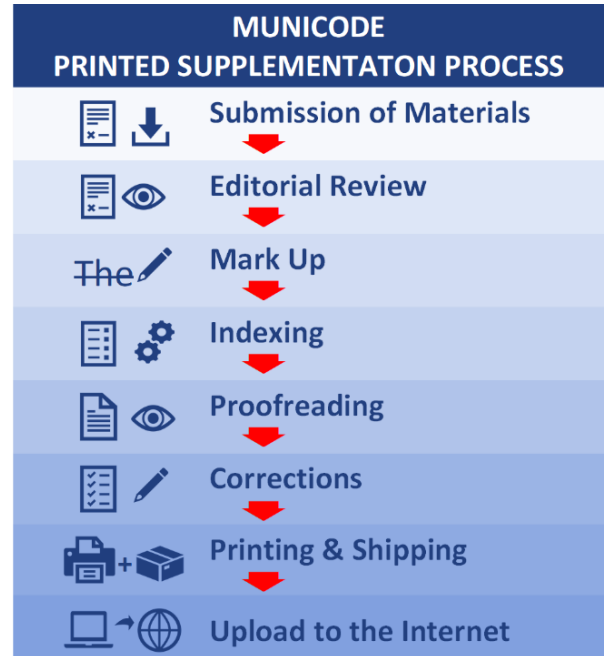
We pride ourselves on a turnaround time of **30 to 35 days for printed supplements** and can provide you with h "always up to date" **electronic update services within 10 to 15 days** at the same per page rate quoted for printed supplements. With printed supplementation, the online code is updated within **3 days** after shipping the supplement, and there is no additional fee for this service.

A recent analysis of our 2018 printed supplement Services indicated an editorial error rate of less than .1%, which is made possible by our attention to detail, ongoing communication with our clients, and strict quality control checks to ensure we continue to produce the best printed and electronic supplements available in our industry. Any errors attributable to Municode during the preparation, printing and maintenance of the code will be corrected at no cost. The printed supplement process is outlined below:

1. Receipt of new legislation will be acknowledged within 24 hours. Our production support team will record the adoption date, effective date and ordinance number(s) and ensure that all necessary exhibits, tables and graphics are included. You will be advised promptly if any pertinent information is missing from your submission. Your material will then be immediately forwarded to our Supplement team for codification. If our OrdBank service (advance legislation service) is selected, the legislation will be posted online within 48 hours in PDF format as "Adopted Legislation not yet Codified".
2. Editorial Review – Our editorial team will review all ordinances received to determine whether the ordinance should be included in your code; where the ordinance should be placed; whether the ordinance conflicts with your existing code format; what material should be removed from your existing code; whether history notes will be added; what tables will be updated and whether the Table of

Contents in the front of the code and at the Chapter/Title level should be amended. If any significant errors or numbering issues are noted, your editor will contact you for clarification. No substantive changes to your legislation will be made by our editorial team, however minor typographical errors will be corrected as part of the supplement process. Should the editorial, legal and/or proofreading team find discrepancies in your ordinances, we will communicate with you to ensure that the ordinances are correct and consistent with the existing code.

3. Indexing – If an Index is elected, your supplement will now be sent to our indexing team, where all new legislation is indexed and cross-referenced in all appropriate locations.
4. Proofreading – The proofreader assigned to your editorial team will then examine your supplement line by line to ensure editorial accuracy, code hierarchy and layout and to confirm that your supplement is grammatically correct and free of errors in spelling and capitalization. Your supplement is examined again line by line to ensure that the improvements made by the editorial team were thorough and accurate. During this process, the original ordinance is compared again with the newly added text to further ensure editorial accuracy.
5. Posting the supplement online (MunicodeNEXT) – After your supplement has been completed, your online code will be updated within 3 days and any electronic products requested will be provided. You will receive notification that the website has been updated via email. If our CodeBank Compare + eNotify service is selected, citizens will be notified each time the online code is updated. When your code is updated on MunicodeNEXT, all internal cross-reference links are updated. With our OrdBank feature, each history note will be linked to the ordinance that amended the respective section.
6. Printing and Shipping – We will print, cut, 3 hole-punch, and ship your supplement to you unless otherwise instructed. You can change your supplement schedule at any time, and there is no additional charge for more frequent supplementation. *Instruction Sheet:* With each printed supplement, we will furnish a page of instructions for removal of the obsolete pages and insertion of the new pages; as well as a *Checklist* of up-to-date pages with each supplement.



Website Hosting Services (MunicodeNEXT)

Our code hosting platform, MunicodeNEXT, includes both Standard and Premium features, designed to provide a wide variety of additional capabilities for the research and navigation of your code, as well as for preserving its history. With our MunicodeNEXT advanced features, your staff and citizens need only click the link provided on your municipality’s website to access your full Code of Ordinances. They not only have access to your complete and current Code of Ordinances, but to all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated, and the ability to translate your code into over 100 languages via **Google Translate**, which is included at no additional charge. We encourage you to visit our online library of over 3,500 codes hosted on MunicodeNEXT: <https://library.municode.com/>.

ADA compliance is multi-faceted. All HTML content viewed via our MunicodeNEXT web application is WCAG 2.1 Level AA compliant and will scale to the viewport of any modern smartphone or tablet running iOS, Android, or Windows Phone 7 or higher. Web application accessibility techniques continue to involve and improve as technology advances. Municode is committed to making accessibility an important part of ongoing product updates. Our tech stack includes HTML5 & CSS3, Javascript (AngularJS), and a restful API written in C# running on .Net Core. All content is rendered in standard HTML and is viewable in all modern browsers including PC: Microsoft Internet Explorer 10 or later, Firefox 3.6 or later, macOS®: Safari™ 5.0 or later, and Chrome 18 or later.

We house our public facing website in a secure, SAS70, PCI compliant data center owned and operated by Flexential in Atlanta, Georgia). All systems are backed up and synchronized between our Tallahassee, Florida and Atlanta, Georgia locations for full geographic redundancy. We actively monitor the status of our hosting facility. We utilize Veeam Backup & Recovery to take daily snapshots of all servers in both of our data centers. Snapshots are performed from 8 pm EST to 5 am EST, are replicated between sites and are routinely tested. Biometric authentication is required to enter the data center facility, and anyone entering the premises must be either active customers or authorized vendors with badge and PIN access. Each rack is locked with a combination lock to prevent unauthorized entry or access. The facility is monitored by camera 24/7 to further provide physical security.

We secure our systems using enterprise grade security products. We employ firewalls from Palo Alto networks to secure the perimeter and endpoint security from Carbon Black to provide anti-virus scanning and threat detection on all servers, desktops, laptops, virtual machines and mobile devices. Carbon Black actively scans all file access on all endpoints of our network and quarantines any suspected malware, immediately sending notification to our systems administration staff. We use Nimble and 3Par SANs for all our storage needs. Each SAN member is fully redundant – redundant power supplies, controllers, NICs, etc. The drives on each array are configured as either RAID 5, RAID 50, or RAID 60 arrays.

Our powerful search engine allows users enter simple or advanced searches and supports Boolean operators, stemming, wildcards, proximity searches, and a global synonym list. Users can easily search the code using keywords or phrases, and can print, download and/or email any portion of your code. Search terms can be applied to the entire code or narrowed to search only within specific chapters or sections. Our recent website upgrade allows users to sort results by relevance or book order! Our collapsible Table of Contents, continuous next-hit feature and internal and external hyperlinking and cross-referencing features simplify and enhance the navigation of your online code, allowing your staff and citizens the capability of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more.

MunicodeNEXT is designed with accessibility in mind. Our application is fully responsive, ensuring all features are available on appropriately sized desktop, tablet, and smartphone viewports. Designed to provide easy access and an intuitive interface, it is extremely well-suited for use on tablets and mobile devices running iOS or Android. Our application also conforms to Level AA of the Web Content Accessibility Guidelines 2.0.

MunicodeNEXT Premium Feature Summary

- ★ **CodeBank** will enable you to have instant access to past versions of your code after each supplementation.
- ★ **CodeBank Compare + eNotify** provides you with the ability to select a past version of your online code and compare it to any other version of the code each time the code is updated. The differences will be shown via Highlights (added materials) or Strikethrough (deleted material).
- ★ **eNotify** allows users to enroll to receive an email notification each time your online code is updated. A “modified,” “removed” or “added” badge is shown within the online table of contents to alert users of recently amended sections of your code.
- ★ **OrdBank** will create one click access to every amendatory ordinance via linked history notes. Ordinances are permanently stored online in the OrdBank repository and filed in annual folders.
- ★ **OrdLink** will create highlights within your online code to help users identify what amendatory ordinances have been recently adopted and what code sections have been amended.
- ★ **MuniPRO** allows you to search over 3,500 codes in the Municode library, save frequently used or complex searches, create notes to attach to any publication and draft new ordinances.
- ★ Our **MuniDocs** feature has recently been upgraded to allow clients to upload a wide variety of .rtf, .doc, .docx, and .pdf documents to browse and search alongside the code. Uploading is as simple as dragging and dropping the document from your computer into the upload dialog box on the improved administrator dashboard, where previously uploaded documents can also be managed. When uploaded, users can choose from a wide list of predefined document types, including minutes, agendas, resolutions and more. These documents are immediately converted to PDF and indexed for search, organized in nested folders – allowing the public to browse and search them immediately.

ADDITIONAL SERVICES AVAILABLE FOR PURCHASE

Municode offers a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

Website Design and Hosting Services

Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When Municode designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price.



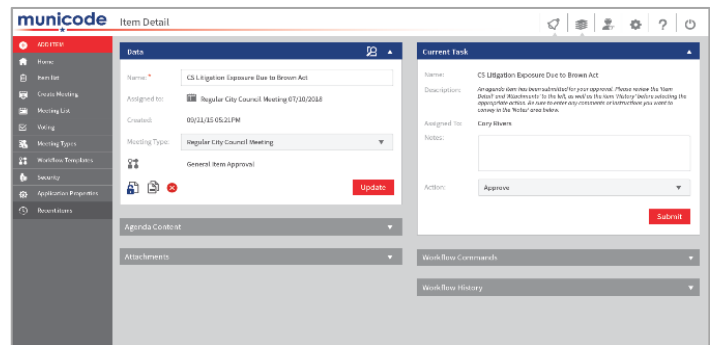
[Request MunicodeWEB Demo/Proposal](#)

Meeting and Agenda Management

Municode provides a cloud-based agenda meeting management system that enables our clients to save time and money by streamlining and automating the agenda process. With zero set-up requirements, minimal budget impact, built in automatic upgrades and internal and external IT support issues managed directly by Municode's expert team of web analysts and system developers, your staff will spend significantly less time on agenda management, while still maintaining total administrative control of your agenda packets.

Municode provides the highest level of government transparency to your citizens. We will show you how to live stream your meeting videos at no cost and can provide archived video and audio linking capabilities that will allow your constituents to access the exact point in the meeting video where a specific piece of business is discussed. You can take roll call and record votes live in the meeting – and legislators can also vote directly from their Mac, PC, iPad, or Android device!

Other benefits include agenda process visibility, easy agenda updates, approval workflow, live Council voting & roll call, Email notifications, a Unified Document Search and automated approval routing. When you are ready to publish your Agenda, our "single click publishing" will provide you with automatic agenda and packet creations.



[Request MunicodeMEETINGS Demo/Proposal \(see pricing page 5\)](#)

Payment Solutions - Point and Pay

Our preferred payment solutions partner, Point & Pay (<https://www.pointandpay.com/>) makes paying bills easier! Everything they do is backed by their best-in-class user interfaces, insightful features and high-quality service and support. Point and Pay can assist in processing City/County taxes, utility bills, permits & licensing, and more. With a focus on mobile interfaces, they enable your customers to conveniently pay bills whenever and wherever they want!

[Request Point and Pay Demo/Proposal](#)

MCCi Services:

Laserfiche Enterprise Content Management Software and Services

MCCi understands the challenges organizations face every day with paper-based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! With 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services

Through MCCi, Municode can help with your digital imaging services needs include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.



Open Records Request Software

JustFOIA is an affordable, easy to use, completely web-based hosted service that was created specifically to help you manage and track public records requests. Since JustFOIA is completely web-based, you are able to login anywhere that has an internet connection. You simply type in your customized web address and enter your credentials, safely and securely. Your service is available 24/7, every single day of the year.



JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.

[Request MCCi Demo/Proposal](#)

Internet-based Document Editing and Presentation System

enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a "Land Use Look Up" tool, hyperlinking to outside resources, historical archiving and in-line graphics.

From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>



[Request enCodePlus™ Demo/Proposal](#)

SIGNATURE PAGE

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Town of Granite Quarry, North Carolina.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: *Dale M Barstow*

Title: Dale M. Barstow, Vice President of Sales

Date: October 29, 2019

Accepted by:

TOWN OF GRANITE QUARRY, NORTH CAROLINA

Signature: _____

Printed Name: _____

Title: _____

Date: _____

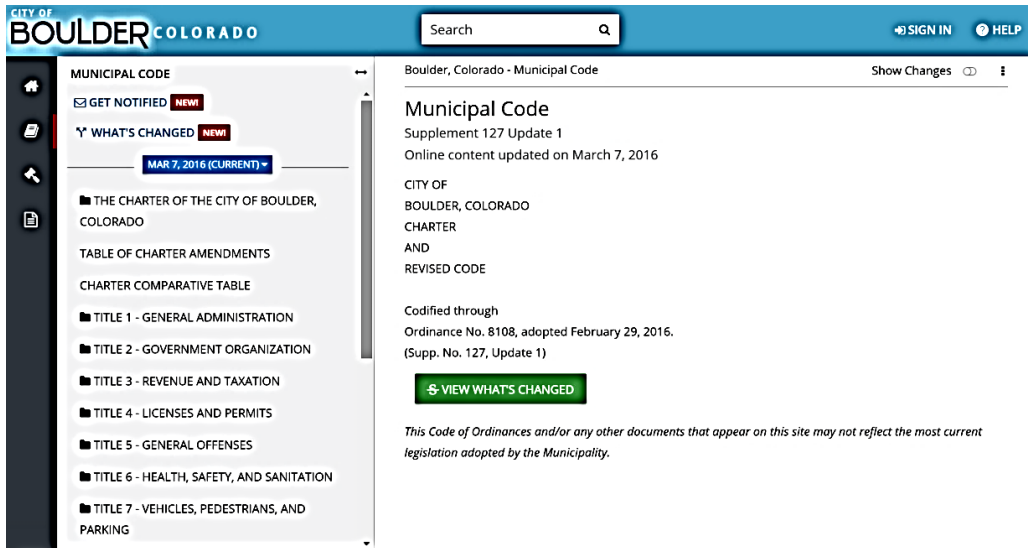


ATTACHMENT A

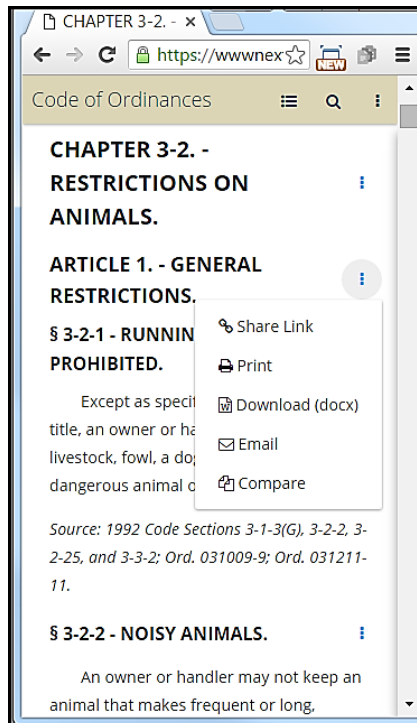
MunicodeNEXT Standard & Premium Features

STANDARD FEATURES OF MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

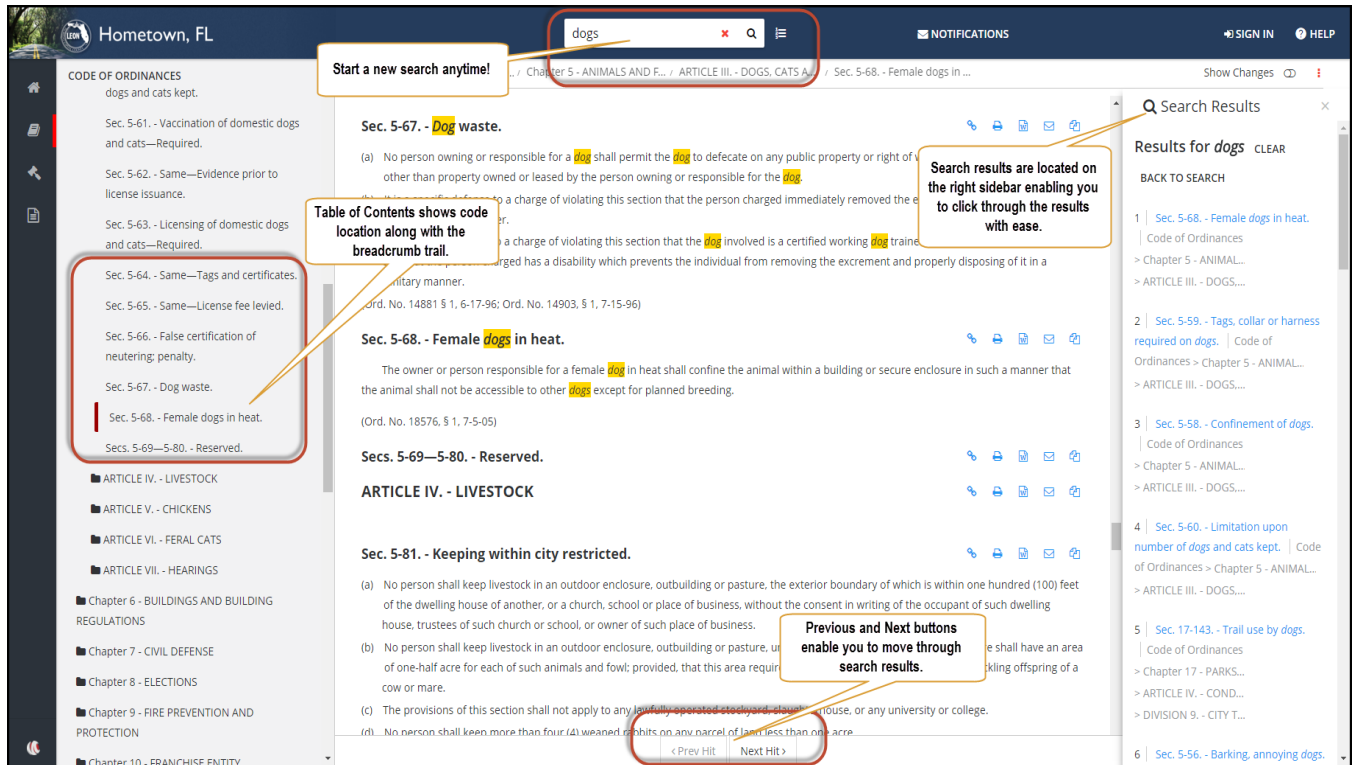


Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



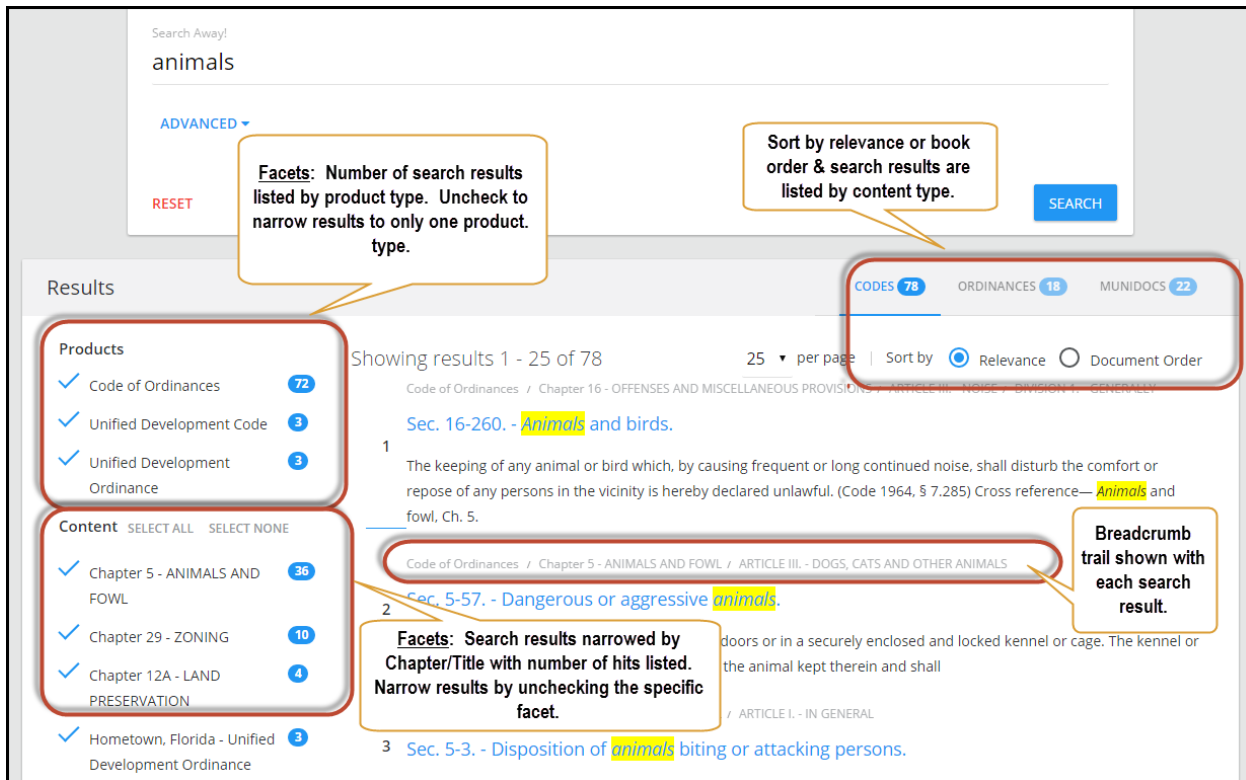
Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

Searching – Municode leverages a powerful open source search platform that also power sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



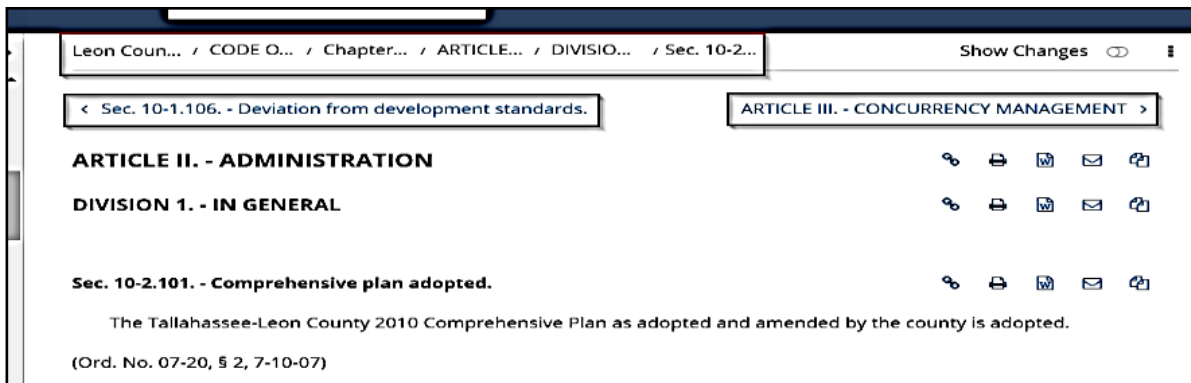
Municode Search Components:

- ★ **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- ★ **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- ★ **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- ★ **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- ★ **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- ★ **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser’s bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser’s tabs.



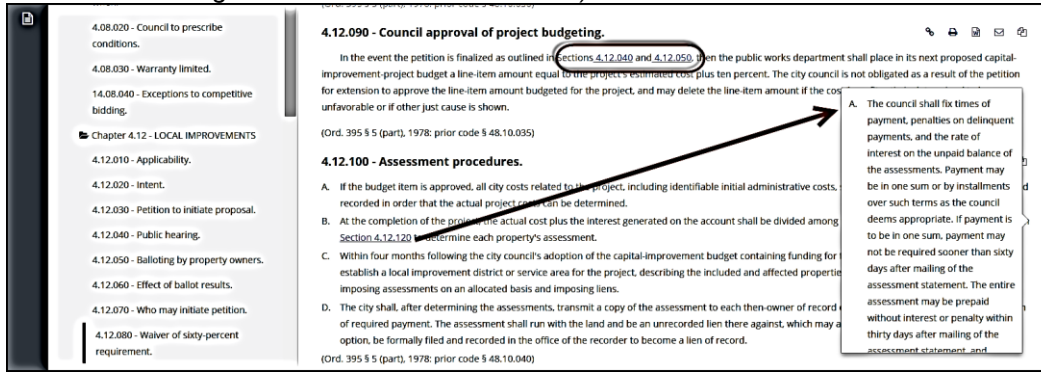
Search enhancements provided with our latest website upgrade include (see screenshot above):

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you’re viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- ★ **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- ★ **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- ★ **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- ★ **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

Social Media Sharing – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

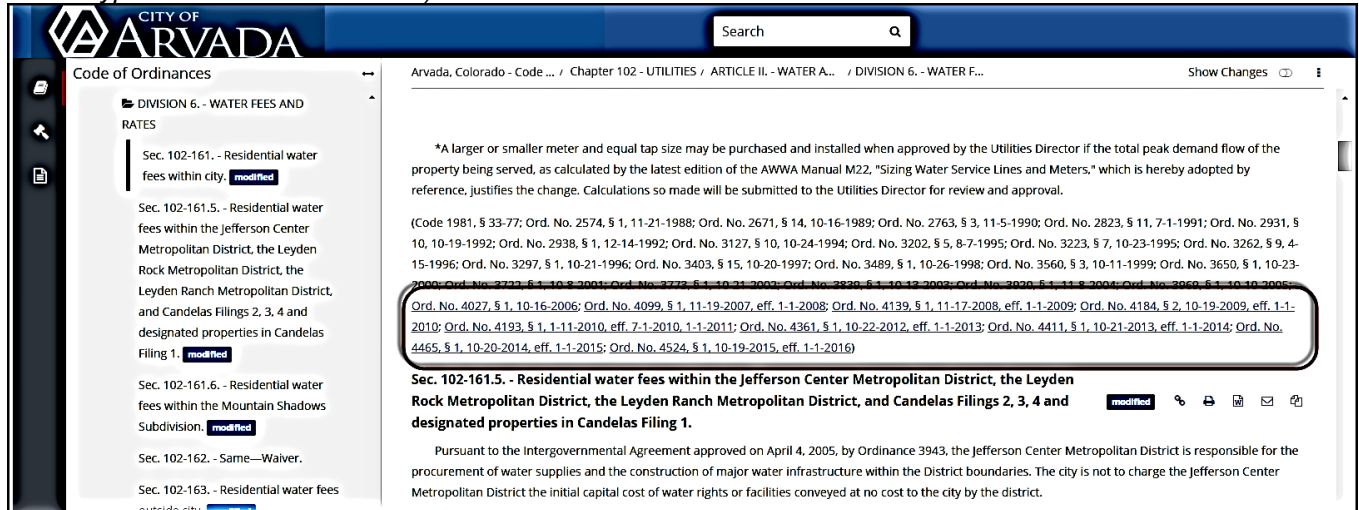
Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

PREMIUM FEATURES OF MunicodeNEXT

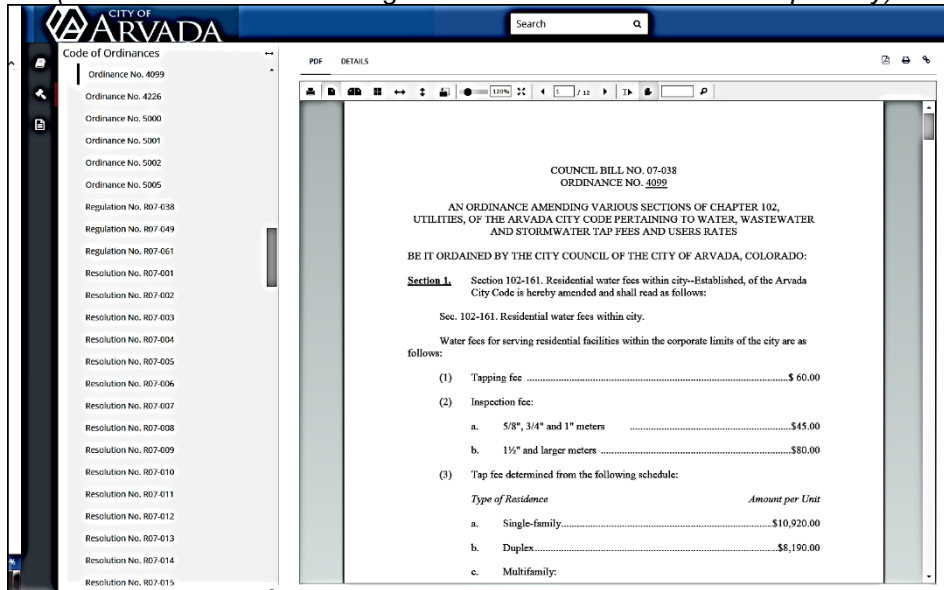
Custom Banner. We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

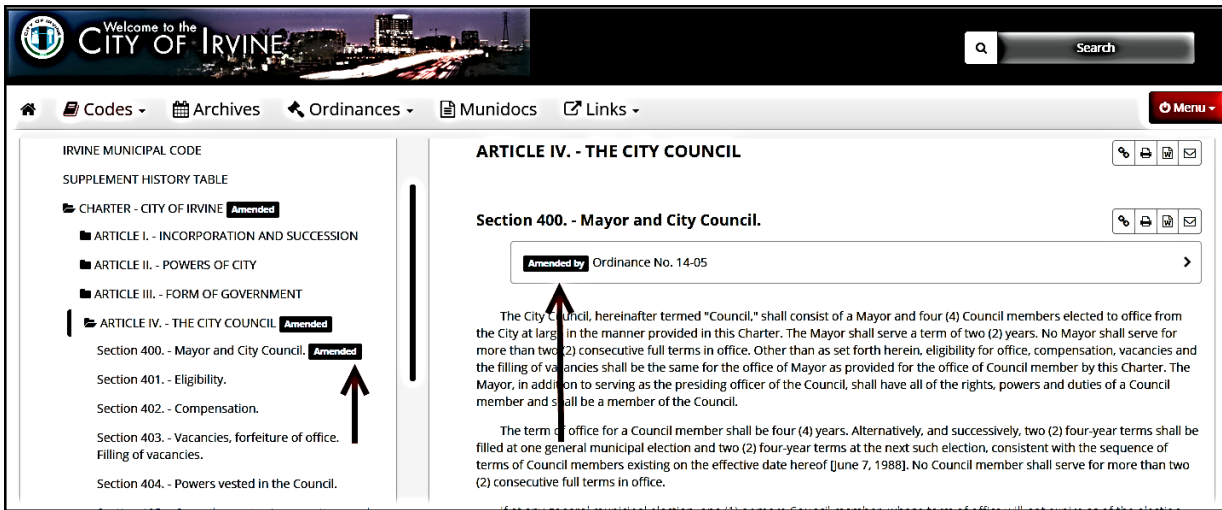
Hyperlinked ordinance in text)



(One-Click access to the original ordinance in the OrdBank Repository)

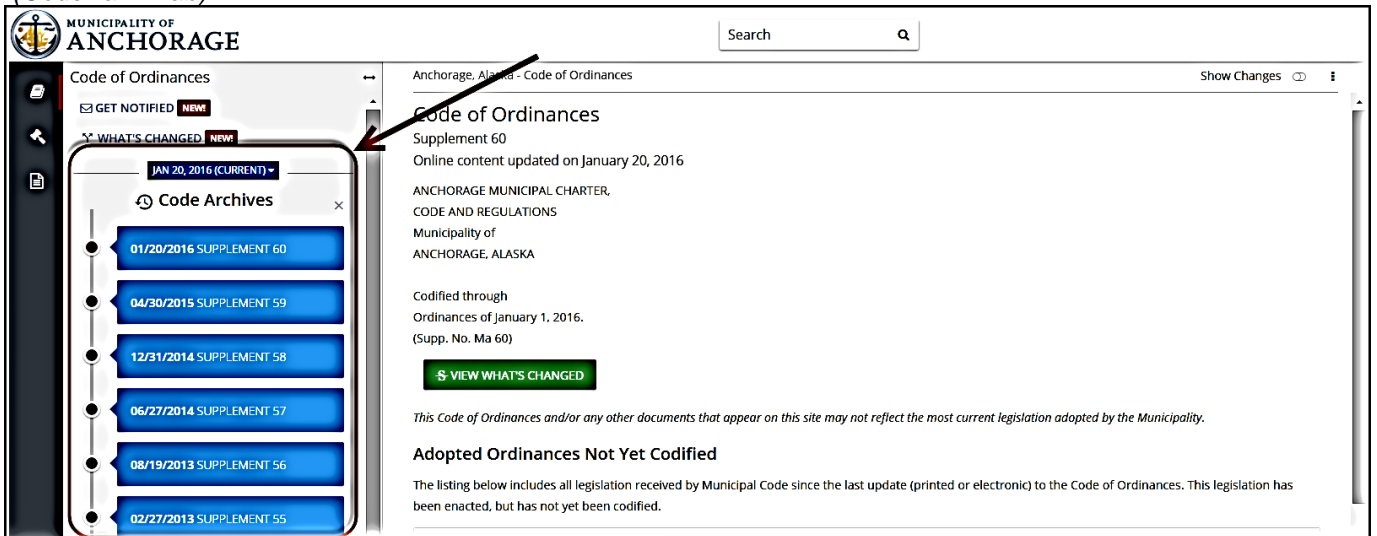


OrdLink + OrdBank. Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via “modified,” “new” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Get Notified

Filling out this form will allow you to receive an email notification every time select publications are updated.

Note If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email
Enter email

Profession
Select One

Codes

- Unified Development Code
- Unified Development Ordinance
- Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

MUNICIPALITY OF ANCHORAGE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: election of chair and vice-chair.

2.30.020 - Presiding officer.

2.30.030 - Meetings **modified**

2.30.040 - Appearance requests and audience participation.

2.30.050 - Introduction of ordinances: action on ordinances.

2.30.055 - Conduct of public hearing.

2.30.060 - Public hearings and action on proposed resolutions.

2.30.070 - Voting.

Search

ANCHORAGE, Alaska - Code of Ord... / TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCE...

Show Changes

K. Executive sessions.

1. The assembly may recess to meet in executive session to discuss the following subjects if the express nature of the subject is stated in the motion calling for the session:
 - a. Pending a specific legal matter, including pending litigation;
 - b. Labor negotiations with municipal employees;
 - c. Matters that the immediate knowledge disclosed of which would clearly affect have adversely an adverse effect upon the finances of the municipality; or
 - d. Matters which tend to defame or injure prejudice the reputation and character of persons any person, provided the person may request a public discussion.
2. No official action may be taken in executive sessions except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation. Although the public may be excluded, the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:
 - a. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims arising from the matter are otherwise barred;

Matters which by law, municipal charter, or ordinance are required to be confidential or

Matters involving consideration of government records that by law are not subject to public disclosure.

P CHANGED SECTIONS

- ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS **modified**
- SUPPLEMENT HISTORY TABLE **modified**
- TITLE 2 - LEGISLATIVE BRAN... **modified**
- Chapter 2.30 - RULES OF PROCE... **modified**
- 2.30.030 - Meetings **modified**
- TITLE 2 - LEGISLATIVE BRAN... **modified**
- Chapter 2.50 - INITIATIVES, REFEREN... **modified**
- 2.50.090 - Effect of vote.
- TITLE 3 - ADMINISTRATION / **modified**
- Chapter 3.20 - EXECUTIVE ORGANIZA... **modified**
- 3.20.010 - Executive and administrative order.

(Show changes button and a custom banner are shown below)

City of Bonita Springs Florida

Code of Ordinances

GET NOTIFIED **NEW**

WHAT'S CHANGED **NEW**

JAN 29, 2016 (CURRENT)

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE **modified**

CHARTER

ARTICLE I. - [IN GENERAL]

ARTICLE II. - [EFFECTIVE DATE]

Search

Bonita Springs, Florida - Code of Ordinances

Show Changes

Code of Ordinances

Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through

Ordinance No. 15-27, enacted December 2, 2015.

(Supp. No. 2)

VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

MuniDocs. MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

The screenshot shows the MuniDocs interface for the 'Ahoskie > Minutes' folder. A file upload dialog box is open, displaying the following information:

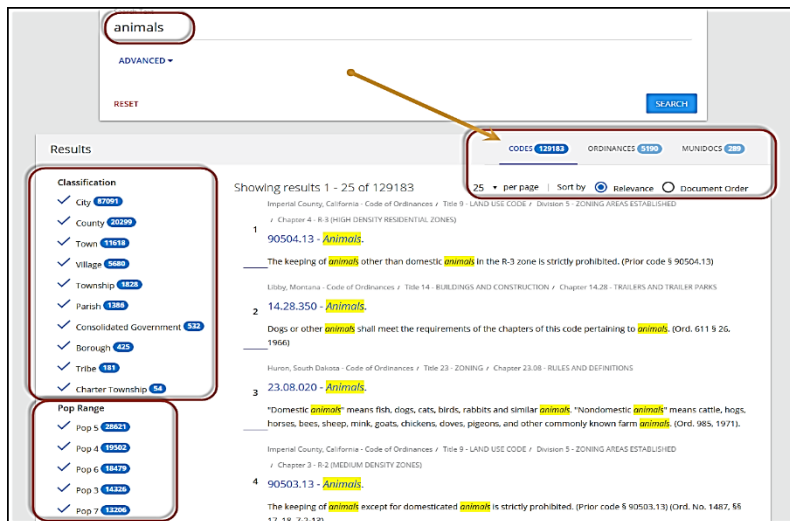
- Supported file types: .doc, .docx, .pdf
- Max file size: 10 MB
- Success message: "Success! All files uploaded." with a "RESET" button.
- File list table:

Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

The background interface includes a folder tree on the left, a table with columns 'Name' and 'Sort Date', and buttons for 'UPLOAD FILES' and 'NEW FOLDER'. A 'BACK TO DASHBOARD' link and '© 2017 Municode' are visible at the bottom left.

MuniPRO. MuniPRO Searching allows you to search the over 3,500 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ★ **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ★ **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
- ★ **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
- ★ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



RESOLUTION NO. 2019-21

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, AUTHORIZING THE MAYOR TO ENTER INTO A THREE-YEAR AGREEMENT WITH MUNICODE TO PROVIDE RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES

WHEREAS, the Town of Granite Quarry desires to execute an award of agreement for recodification, supplementation and online code hosting services; and

WHEREAS, the agreement has been reviewed by staff and recommends entering into agreement with Municode, attached hereto as Exhibit "A", and incorporated by reference herein; and

WHEREAS, the funds to support this engagement will be approved in the annual fiscal year budget.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, THAT:

SECTION 1.

The Mayor is hereby authorized to enter into a agreement with Municode to provide codification services and execute a three-year contract for \$11,950 which shall end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that either party may cancel or change this agreement with (60) sixty days written notice.

SECTION 2.

This Resolution shall become effective immediately upon its passage.

DULY PASSED AND APPROVED BY THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ON THIS THE 4TH DAY OF NOVEMBER 2019.

William D. Feather, Mayor

ATTEST:

Tanya Maria Word, Town Clerk, CMC

APPROVED AS TO FORM AND LEGALITY:

Carl M. Short, Town Attorney
Town of Granite Quarry

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item 9d

**RESOLUTION NO. 2019-22
Records Retention Schedule**

Summary

Attached is the Records Retention and Disposition Schedule for local government agencies issued by the NC Department of Natural and Cultural Resources.

According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, the Town of Granite Quarry is obligated to obtain the State Archives of North Carolina’s permission to destroy *any* record, no matter how significant.

Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply “retain in office permanently,” which means that those records must be kept in your office forever. In other cases, the retention period may be “destroy in office when reference value ends.” An agency may have reference copies of materials, meaning “a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter” (from Richard Pearce-Moses, A Glossary of Archival and Records Terminology). Town of Granite Quarry must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, “destroy when reference value ends.”

Attachment

A. Records Retention and Disposition Schedule – March 1, 2019

Action Requested

Motion to approve Resolution No. 2019-22 to accept the March 1, 2019 General Records Retention and Disposition Schedule for Local Government Agencies as Issued by the North Carolina Department of Natural and Cultural Resources for Local Government Agencies.

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFavers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE FOR LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

March 1, 2019

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2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "*reference value ends.*" All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "*destroy when reference value ends.*" If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "*destroy when reference value ends.*"

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

EXECUTIVE SUMMARY

- ✓ According to G.S. § 121-5(b) and G.S. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by G.S. § 121-5 and G.S. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina provides microfilming services for the minutes of major decision-making boards and commissions. Once those records are filmed, we will store the silver halide negative (original) in our security vault. There is a nominal fee for filming and duplicating film. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. What is this “records retention and disposition schedule”?

- A.** This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by G.S. § 121-5(c) and G.S. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. How do I get this schedule approved?

- A.** This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.
-

Q. Am I required to have all the records listed on this schedule?

- A.** No, this is not a list of records you must have in your office.
-

Q. What is “reference value”?

- A.** Items containing “reference value” in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase “destroy in office when reference value ends” in the disposition instructions.
-

Q. Do the standards correspond to the organizational structure of my agency?

- A.** Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule’s organization is to provide an easy reference guide for the records created in your agency.
-

Q. What if I cannot find some of my records on this schedule?

- A.** Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to check the Index and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to amend this records schedule so that you may destroy records appropriately.
-

Q. What are public records?

- A.** The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:

“Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. Is any person allowed to see my records?

A. Yes, except as restricted by specific provisions in state or federal law. G.S. § 132-6 instructs:

“Every custodian of public records shall permit any record in the custodian’s custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.”

Q. What about my confidential records?

A. Not all government records are open to public inspection. Exceptions to the access requirements in G.S. § 132-6 and the definition of public records in G.S. § 132-1 are found throughout the General Statutes. You must be able to cite a specific provision in the General Statutes or federal law when you restrict or deny access to a particular record.

Q. Am I required to make available to the public copies of drafts that have not been approved?

A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C.G.S. §121-4 (2) and §132-8.1) and the maintenance of “a program for the selection and preservation of public records considered **essential** to the operation of government and to the **protection of the rights and interests of persons**” (§132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
 - Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
 - Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
 - Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.
- See the Human-Readable Preservation Duplicates policy issued by the North Carolina Department of Natural and Cultural Resources (<https://archives.ncdcr.gov/documents/human-readable-preservation-duplicates>) and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. *What is historical value?*

- A.** Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Call a Records Management Analyst for further assistance in assessing historical value.

Q. *What if I do not have any records?*

- A.** Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. *May I store our unused records in the basement, attic, shed, etc.?*

- A.** Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. *Our old records are stored in the attic, basement, or off-site building, etc. Are we required to provide public access to these records?*

- A.** Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. *Aren't all our old records at the State Archives of North Carolina?*

- A.** Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. *I found some really old records. What should I do with them?*

- A.** Call a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. *Can I give my old records to the historical society or public library?*

- A.** Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. *Whom can I call with questions?*

- A.** If you are located west of Statesville, call our Western Office in Asheville at (828) 296-7230 extension 224. If you are east of Statesville, all the way to the coast, call our Raleigh office at (919) 814-6900.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See **AUDITS: PERFORMANCE**, page 2, item 8, and **AUDITS: FINANCIAL**, page 19, item 6.) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”¹

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called “transitory records.” The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Schedule for State Agency Records, their office’s Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from the analyst assigned to your agency.

Q. What do I do with routing slips, fax cover sheets, “while you were out” slips, memory aids, etc.?

- A.** Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Schedule for State Agency Records or your office’s Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

- A.** Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and

¹ *A Glossary of Archival and Records Terminology*, Richard Pearce-Moses (2005)

- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented.

Q. What if I have forms designed and used solely to create, update, or modify records in an electronic medium?

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g. a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's guidance on digital signatures found at:

<https://archives.ncdcr.gov/documents/digital-signature-policy-guidelines>

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Richard Pearce-Moses, *A Glossary of Archival and Records Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with bold, uppercase letters. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE
Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

See also **AUDITS: FINANCIAL**, page 20, item 6.

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.



STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS
 Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of local agencies.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABSTRACTS OF MUNICIPAL ELECTIONS Copies of abstracts prepared by the County Board of Elections and forwarded to the municipal clerk.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____ <i>Retention Note: Official record maintained permanently by the County Board of Elections.</i>	Authority: G.S. § 163-300
2.	ACCREDITATION RECORDS Records documenting accreditations and certifications received by the agency. Includes applications, final reports, and other related records.	Destroy in office 5 years after superseded or obsolete.	Authority: 10A NCAC 48B
3.	ADMINISTRATIVE DIRECTIVES, REGULATIONS, AND RULES	a) Retain in office official copy permanently. b) Destroy in office remaining records after 3 years.	
4.	AGENDA AND MEETING PACKETS Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies. Also includes documentation of outside meetings attended by agency personnel. See also MINUTES OF PUBLIC BODIES , page 11, item 42.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____	

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* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.




ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5.	<p>APPLICATIONS FOR APPOINTMENT Applications and related records received from individuals applying for appointments to serve on public boards, commissions, councils, and committees.</p>	<p>a) Destroy in office records concerning appointed individuals 1 year after expiration of term. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	
6.	<p>APPOINTMENT REPORTS Includes annual appointment reports filed with the NC Department of the Secretary of State.</p>	Destroy in office after 2 years.	Authority: G.S. § 143-157.1
7.	<p>AUDIO AND VIDEO RECORDINGS OF MEETINGS See also MINUTES OF PUBLIC BODIES, page 11, item 42.</p>	<p>Destroy in office after approval of official written minutes. <i>NOTE: If these serve as the official minutes, as allowed by G.S. § 143-318.10(e), their retention should be permanent. These disposition instructions apply to recordings produced solely for the purpose of generating official written minutes.</i></p>	
8.	<p>AUDITS: PERFORMANCE Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records. See also AUDITS: FINANCIAL, page 19, item 6.</p>	<p>a) Retain in office permanently reports related to internal compliance or operational audits, hazardous material, or those that document a significant change in agency practices. b) Destroy in office remaining audit reports after 10 years. c) Destroy in office documentation of corrective measures 2 years after their implementation. d) Destroy in office working papers and remaining records when superseded or obsolete.</p>	

1

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related records concerning approved changes.	a) Transfer as-built drawings to new owner when agency relinquishes ownership of building or facility. b) Retain in office as-built drawings for life of structure and then destroy. c) Destroy in office blueprints, floorplans, and other preliminary design and construction documents when superseded or obsolete.	Confidentiality: G.S. § 132-1.7
10.	BONDS Records documenting written guarantees from a third party, including bid bonds, payment bonds, performance bonds, and surety bonds. See also BIDS FOR PURCHASE , page 20, item 10, and PROJECTS , page 14, item 53.	Destroy in office 5 years after expiration or cancellation.	
11.	BULLETINS Internal information sharing materials that circulate information within the agency. Also includes memoranda and newsletters.	Destroy in office when superseded or obsolete.	
12.	BUSINESS CERTIFICATION RECORDS Applications and supporting documentation submitted by businesses to be certified as a Small Business Enterprise (SBE) or other classification.	a) Destroy in office all documentation 3 years after most recent recertification. b) If certification was never issued, destroy in office all documentation when reference value ends.† Agency Policy: Destroy in office after _____	
13.	BUSINESS DEVELOPMENT SUBJECT FILE	Destroy in office after 3 years.	
14.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	CENSUS PROJECT RECORDS Records created to assist the U.S. Census Bureau with the decennial census.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
16.	CHARTER RECORDS Charter and charter proceedings related to adoption, amendment and/or repeal.	Retain in office permanently.	
17.	CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS Records concerning objections, dissatisfaction, or disagreements with actions or positions taken or not taken by the agency. Includes comments and petitions submitted by citizens requesting action as well as routine requests for service. Also includes requests for reasonable accommodation under Title II of the Americans with Disabilities Act, including survey of agency buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence (including e-mail), resolutions, and solutions to access problems. See also CIVIL RIGHTS RECORDS , page 44, item 5.	a) Transfer records as applicable to LITIGATION CASE RECORDS , page 47, item 17. b) Destroy in office comments, informal complaints, petitions, and requests 1 year after resolution.* c) Destroy in office accommodation requests and complaints 2 years after resolution.*	Authority: 42 USC 12132
18.	CITIZEN REBATE PROGRAM RECORDS Applications, receipts, and related records concerning rebate programs sponsored by the agency. These records document programs and incentivized actions that citizens may opt into.	a) Destroy in office financial records 3 years after approval.* b) Destroy in office applications 1 year after approval. c) Destroy in office denied applications when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<p>CITIZEN SURVEYS Surveys and related records addressing agency services, policies, and other concerns.</p>	<p>Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____</p>	
20.	<p>COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency.</p>	<p>Destroy in office when superseded or obsolete.</p>	<p>If data contains confidential information, abide by relevant restrictions.</p>
21.	<p>COMPREHENSIVE PLAN Long-range plan outlining policies, guidelines, and plans for future development of the agency. Includes official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. Also includes strategic plans and business plans, as well as goals and objectives.</p>	<p>a) Retain in office comprehensive plans and strategic plans permanently. b) Destroy in office background surveys, studies, reports, and drafts 5 years after adoption of plan. c) Destroy in office business plans 2 years after execution of plan. d) Destroy in office goals and mission statements when superseded or obsolete.</p>	
22.	<p>CORRESPONDENCE AND MEMORANDA Administrative and management correspondence/memoranda (including e-mail) written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling e-mail and text or instant messages, see ELECTRONIC RECORDS, page 78.</p>	<p>a) Transfer correspondence (including e-mail) with historical value to HISTORY RECORDS, page 8, item 32, after 3 years. b) Destroy routine administrative correspondence and memoranda after 1 year. c) Destroy in office remaining records after 3 years. <i>Retention Note: The correspondence (including e-mail) of the most senior administrator has historical value and should be retained permanently.</i></p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
23.	<p>CUSTOMER CALL CENTER RECORDINGS Recordings of calls to customer service centers made for quality assurance and training purposes.</p>	Destroy in office after 30 days.	
24.	<p>EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records concerning the maintenance, repair, routine testing, and inspection of agency owned equipment and vehicles. Also includes warranties. See also GRANTS, page 8, item 31, and SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE, page 40, item 15.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, and routine maintenance of equipment and vehicles after 1 year.* b) Destroy in office records documenting all other maintenance and repairs after 3 years.* c) Destroy in office warranties 1 year after expiration.</p>	
25.	<p>EQUIPMENT AND VEHICLE REFERENCE RECORDS Includes operation, specification, and technical manuals. Also includes brochures, bulletins, and related documentation.</p>	Destroy in office when superseded or obsolete.	
26.	<p>EQUIPMENT, FACILITY, AND VEHICLE USAGE RECORDS Records documenting the assignment, request, and usage of agency assets. Also includes mileage and checkout logs, fuel consumption reports, reservation requests, authorizations, utility usage logs, and similar records.</p>	<p>a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	<p>FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS Records documenting maintenance, repair, and inspection of agency-owned facilities.</p> <p>See also CONTRACTS, LEASES, AND AGREEMENTS, page 45, item 8.</p>	<p>a) Destroy in office records documenting routine inspections, janitorial cleaning, environmental monitoring, and routine maintenance of facilities after 1 year.</p> <p>b) Destroy in office records documenting system repair and improvement (including plumbing, electrical, fire, and other systems) after 3 years.</p>	
28.	<p>FORMS AND TEMPLATES Blank forms, templates, and letterhead used to create agency records.</p>	Destroy in office when superseded or obsolete.	
29.	<p>GOVERNING AND ADVISORY BODY MEMBER FILES Records concerning members of public boards, commissions, councils, and committees. Includes codes of conduct, ethics statements, agreements, notices of resignation, and other related records. Also includes biographical information and waivers.</p> <p>See also APPLICATIONS FOR APPOINTMENT, page 2, item 5, and OATHS OF OFFICE, page 47, item 18.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office 1 year after superseded or obsolete waivers from board members choosing not to receive stipend/per diem payments.</p> <p>c) Destroy in office remaining records 1 year after service ends.</p>	
30.	<p>GRANT PROPOSALS Proposals submitted for grants, including applications, correspondence (including e-mail), and other related records.</p>	<p>a) Transfer records concerning approved grants to GRANTS, page 8, item 31.</p> <p>b) Destroy in office rejected or withdrawn grant proposals when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	<p>GRANTS Records concerning approved federal, state, and private grants. File includes applications, reports, records of equipment purchased with grant funds, and all relevant programmatic records. Also includes documentation about grants issued by the agency along with research records generated as part of a grant project.</p> <p>See also GRANTS: FINANCIAL, page 24, item 27.</p>	<p>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p>	Retention: 09 NCAC 03M .0703 2 CFR 200.333
32.	<p>HISTORY RECORDS (AGENCY AND EMPLOYEES) Records concerning the history of the agency and its employees. Includes published and unpublished histories, biographical data, photographs, newspaper clippings, and other related records.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	
33.	<p>IMPROPER CONDUCT INVESTIGATIONS Records concerning investigations triggered by questions about ethics or conduct within an agency, such as whistleblower reports or allegations of fraud. Includes complaints, reports, investigations, and other related records. Also includes records from an ombuds office.</p>	Destroy in office 3 years after resolution.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34.	INDICES Listings of where specific information can be found.	Destroy in office when superseded or obsolete.	
35.	INTERAGENCY PROGRAMS Records of programs involving more than one government agency. Includes resource materials, program information, and other related records.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
36.	INVENTORIES Inventories describing the type of property (including equipment and facilities other and fixed assets), its location, and related information. Also includes inventory control and usage records, such as requisitions/draw tickets, mileage logs, request forms, and other related records.	a) Destroy in office lists of properties, facilities, fixed assets, supplies, and surplus property when superseded or obsolete. b) Destroy in office inventory control and usage records after 3 years.	
37.	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
38.	LOGISTICS MATERIALS Records concerning scheduled plans of agency personnel. Includes routine notices, task lists, and arrangements.	Destroy in office after 1 year.	
39.	MAIL: UNDELIVERABLE/RETURNED Outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. Also includes outgoing e-mail returned for any reason.	Destroy in office after 30 days.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
40. 	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, e-mail distribution lists, Sunshine Lists, and related documentation of transactions with the U.S. Postal Service, state courier, or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____	Confidentiality: G.S. § 132-1.12 G.S. § 132-1.13
41.	MEMBERSHIP RECORDS Records concerning associations, organizations, groups, etc., with which the agency is involved. Includes records concerning memberships or registrations on behalf of the agency or agency personnel.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<p>MINUTES OF PUBLIC BODIES Includes minutes of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p> <p>See also AGENDA AND MEETING PACKETS, page 1, item 4, and AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 7. If there are other boards in the operational standard(s) or if the Workforce Development standard is included, add references to those boards here.</p>	<p>a) Retain in office permanently official minutes of the governing board and its subsidiary boards as well as all attachments necessary to understand the body’s actions.</p> <p>b) The official minutes of advisory boards may be destroyed only upon approval by the State Archives of North Carolina. The State Archives reserves the right to designate the minutes of any advisory board as permanent.</p> <p>c) Destroy in office minutes of committees or subcommittees when reference value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, the State Archives reserves the right to designate the minutes as permanent.†</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. § 143-318.10</p>
43.	<p>MINUTES (STAFF MEETINGS) Minutes of staff meetings, including all referenced and attached documentation.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records after 1 year.</p>	
44.	<p>MISCELLANEOUS (NON-BUILDING) APPLICATIONS, LICENSES, AND PERMITS Includes, but not limited to, applications and permits regarding burning, special events, and landscape establishment.</p>	<p>a) Destroy in office 1 year after expiration of license/permit.</p> <p>b) Destroy in office applications for which a license/permit was never issued when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	<p>Authority: G.S. § 66-77</p>

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	<p>NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules.</p> <p>See also AFFIDAVITS OF PUBLICATION, page 43, item 1, and PUBLICITY RECORDS, page 69, item 12.</p>	Destroy in office after 1 year.	
46.	 <p>OFFICE SECURITY RECORDS Records concerning the security of agency offices, facilities, vehicles, equipment, and personnel. Includes visitors' register; security, employee, or contractor access to facilities or resources; and surveillance system reports and recordings.</p>	<p>a) If the recording becomes evidence in a personnel investigation or lawsuit, transfer to DISCIPLINARY ACTIONS, page 54, item 12, or LITIGATION CASE RECORDS, page 47, item 17.</p> <p>b) Destroy in office recordings not required to support known investigations or litigation after 30 days.</p> <p>c) Destroy in office remaining records after 1 year.</p>	Confidentiality: G.S. § 132-1.7
47.	<p>ORDINANCES Includes code of ordinances.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p>	<p>a) Retain in office official copy permanently.</p> <p>b) Destroy in office ordinance development records when ordinance is no longer in effect.</p> <p>c) Destroy in office additional copies (including tabled or failed ordinances) when reference value ends. † Agency Policy: Destroy in office after _____</p>	
48.	<p>PEST CONTROL Records concerning pest abatement or eradication programs overseen by the agency.</p>	Destroy in office after 3 years.*	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	<p>POLICIES AND PROCEDURES</p> <p>Records documenting the formulation, planning, and adoption of policies, procedures, and functions of the agency and its departments. File also includes organizational charts, reorganization studies, and similar records describing the arrangement and administrative structure of the agency.</p> <p>See also CIVIL RIGHTS RECORDS, page 44, item 5, POLICIES AND PROCEDURES (PERSONNEL), page 62, item 31, and ELECTRONIC RECORDS POLICIES AND PROCEDURES, page 38, item 7.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
50.	<p>POLL LIST/REGISTRATION LIST/ROSTER/ AUTHORIZATION TO VOTE (ATV)</p> <p>Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar records used to verify persons are registered voters at each polling location.</p>	<p>Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.</p>	<p>Authority: G.S. § 163 Art. 15A G.S. § 163-166.7 08 NCAC 10B .0103 52 USC Chap. 205</p>
51.	<p>PRICE QUOTATIONS</p>	<p>Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____.</p>	
52.	<p>PROCLAMATIONS AND ORDERS</p> <p>Proclamations and orders issued by the governing board.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
53.	<p>PROJECTS Includes project correspondence (including e-mail), feasibility studies, final reports, specifications, assessments, notices to proceed, cost estimates, change orders, statements of work, and similar documentation.</p> <p>See also PROJECT DOCUMENTATION, page 39, item 11.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records 3 years after completion of project.</p>	
54.	<p>PROPERTY MANAGEMENT RECORDS Includes appraisals of the financial valuation of agency-owned property as well as surveys, plats, and maps.</p>	Destroy in office when superseded or obsolete.	
55.	<p>RATE AND FEE SCHEDULES Records relating to rates, fees, and regulations concerning agency services.</p>	Destroy in office when superseded or obsolete.	
56.	<p>RECORDS MANAGEMENT Includes correspondence (including e-mail) with state and/or federal agencies with regards to records retention. Also includes records disposition documentation, file plans, and copies of records retention and disposition schedules.</p>	<p>a) Retain in office documentation concerning the final disposition of records permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
57.	<p>REFERENCE (READING) FILE</p> <p>Subject files containing informational copies of records organized by areas of interest. Also includes materials that have no regulatory authority for the recipient and are received from outside the agency or from other units within the agency as well as reference copies of documents where another individual or agency is responsible for maintaining the record copy.</p>	<p>Destroy in office when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	
58.	<p>REPORTS AND STUDIES</p> <p>Records concerning the performance of a department, program, or project, as well as those created for planning purposes. Includes all annual, sub-annual, or irregularly prepared research studies, reports, and studies generated by an agency or prepared by consultants hired by the agency. Also includes reports required to be submitted to the agency.</p> <p>See also CIVIL RIGHTS RECORDS, page 44, item 5, and COMPREHENSIVE PLAN, page 5, item 21.</p>	<p>a) Retain in office permanently 1 copy of all annual and biennial reports written by the agency.</p> <p>b) Retain in office permanently reports and studies prepared by request of an agency’s governing body or a court.</p> <p>c) Destroy in office after 3 years reports prepared monthly, bimonthly, or semi-annually.</p> <p>d) Destroy in office after 1 year activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis.</p> <p>e) Destroy in office when superseded or obsolete reports required to be submitted to the agency.</p> <p>f) Destroy in office remaining reports and studies when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____.</p> <p><i>Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.</i></p>	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
59.	<p>REQUESTS FOR INFORMATION Requests received and responses issued by the agency.</p> <p>See also PUBLIC RECORDS REQUESTS, page 69, item 11.</p>	Destroy in office after 1 year after resolution.	
60.	<p>REQUESTS FOR PROPOSALS (RFP) Proposals submitted by vendors in response to requests from agency.</p> <p>See also BIDS FOR PURCHASE, page 20, item 10, and PRICE QUOTATIONS, page 13, item 51.</p>	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
61.	<p>RESOLUTIONS File consists of resolutions indicating date, issues or policy involved, and appropriate signatures.</p> <p>See the MICROFILM section on page 82 for instructions on microfilming.</p>	a) Retain in office permanently one copy of final resolution. b) Retain in office permanently resolution development records with historical value. c) Destroy in office additional copies of resolutions (including those tabled or failed) along with all remaining development records when reference value ends.† Agency Policy: Destroy in office after _____	
62.	<p>SURPLUS PROPERTY Inventories and reports of agency property to be surplus.</p>	Destroy in office 3 years after disposition of property.*	
63.	<p>TRACKING MATERIALS Records intended to verify the receipt of information, such as certified mail receipts.</p>	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
64.	<p>TRAVEL REQUESTS Requests and authorizations for travel. Includes forms and itineraries.</p> <p>See also TRAVEL REIMBURSEMENTS, page 28, item 45, and PRICE QUOTATIONS, page 13, item 51.</p>	Destroy in office after 1 year.*	
65.	<p>VEHICLE REGISTRATION CARDS North Carolina registration cards for vehicles in the agency fleet.</p> <p>See also VEHICLE TITLES, page 49, item 23.</p>	Destroy in office when superseded.	
66.	<p>WORK ORDERS Includes date and location of work, cost of materials used and labor, type of work performed, and other related records regarding the repairs of equipment, facilities, and vehicles.</p>	<p>a) Destroy in office 1 year after work is completed.*</p> <p>b) If this is the only record documenting completed work, follow disposition instructions for FACILITY MAINTENANCE, REPAIR, AND INSPECTION RECORDS, page 7, item 27, or EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, page 6, item 24.</p>	

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STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS
 Records created and accumulated concerning the managerial control, budgeting, disbursement, collection, and accounting of the agency.

Note: Per 26 CFR 1.148-5(d)(6)(iii)(E), all records necessary to support the tax-exempt status of an agency debt issue must be retained for the life of the debt plus 3 years.

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the agency owes money to firms or individuals. Includes invoices, reimbursements, receipts or bills of sale, check registers, and subsidiary registers. Also includes stop payment notices.	Destroy in office 3 years after payment.*	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected. Includes billing statements, records of payment received, remittances, subsidiary registers, overpayment or refund records, deposits, fines and fees assessed, and collection of past due accounts.	Destroy in office 3 years after collection.*	
3.	ACCOUNTS UNCOLLECTABLE Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.	Destroy in office 3 years after account is determined to be uncollectable.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval.</p> <p>See also BUDGET REPORTS, page 21, item 16.</p>	<p>a) Retain in office records with historical value permanently. b) Destroy in office remaining records after 3 years.</p> <p><i>Retention Note: Annual budgets should be entered into the minutes of the governing board.</i></p>	Authority: G.S. § 159-11
5.	<p>ARBITRAGE RECORDS Records concerning arbitrage rebate calculations and funds rebated.</p>	Destroy in office 3 years after final redemption date of the bonds and after all related debts and obligations have been satisfied.*	Authority: 26 CFR 1.148-3
6.	<p>AUDITS: FINANCIAL Records concerning internal and external audits. Includes reports, working papers, and related records.</p> <p>See also AUDITS: PERFORMANCE, page 2, item 8.</p>	<p>a) Retain in office reports permanently final reports related to internal compliance or operational audits or those that document a significant change in agency practices or have significant administrative value. b) Destroy in office after 10 years final reports related to internal accounting systems and controls and those with limited administrative value. c) Destroy in office working papers and remaining records when superseded or obsolete.*</p>	Authority: G.S. § 159-34
7.	<p>AUTHORIZATION FORMS Authorization to purchase materials.</p>	Destroy in office after 3 years.*	
8.	<p>BANK STATEMENTS AND RECONCILIATIONS Includes bank statements, canceled checks, deposit slips, and reconciliation reports.</p>	Destroy in office after 3 years.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes information about various disposition procedures used, such as sealed bids and public auction.</p> <p>See also ACCOUNTS RECEIVABLE, page 18, item 2.</p>	Destroy in office all records after the disposition of property has been recorded in governing board’s minutes.*	Authority: G.S. § 153A-176
10.	<p>BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, tabulations, awards letters, records of bids, good faith effort documentation, and related records concerning accepted and rejected bids.</p>	<p>a) Transfer records to CONTRACTS, LEASES, AND AGREEMENTS, page 45, item 8 when bid is approved.</p> <p>b) Destroy in office bid records not awarded or opened after 1 year.*</p>	Authority: G.S. § 143 Article 8
11.	<p>BOND CLOSING RECORDS Includes applications, agreements, tax records, contracts, official statements, legal opinions, rating letters, public hearing bonds, title insurance, deeds of trust, and other related records concerning bonds issued by the agency. Also includes records concerning expenditure and/or investment of bond proceeds.</p>	Destroy in office 3 years after entire issuance has been satisfied.*	Authority: G.S. § 159 Article 7
12.	<p>BOND REGISTER Records of all bonds, notes, and coupons issued by the agency detailing the purpose of issuance, the date of issue, serial numbers (if any), denomination, maturity date, and total principal amount.</p>	Retain in office permanently.	Authority: G.S. § 159-130
13.	<p>BONDS, NOTES, AND COUPONS</p>	Destroy in office 1 year from date of payment.	Authority: G.S. § 159-139

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	BUDGET ADMINISTRATION RECORDS Records of budget administration. Includes research, correspondence, and other related records.	Destroy in office after 2 years.*	
15.	BUDGET EXECUTION RECORDS Records of authorizations to move funds between budget codes.	Destroy in office when released from audits.	
16.	BUDGET REPORTS Includes daily detail reports and monthly budget reports. Also includes contract budget and expenditure reports and summaries of tax allocations. See also ANNUAL BUDGET , page 19, item 4.	a) Destroy in office daily detail reports after 1 year.* b) Destroy in office remaining reports after 3 years.*	
17.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence (including e-mail), and related records.	Destroy in office after 3 years.*	Authority: G.S. § 159-10
18.	BUDGET RESOLUTIONS AND ORDINANCES Includes project ordinances, budget resolutions, and amendments. See also MINUTES OF PUBLIC BODIES , page 11, item 42.	a) Retain official copies in the minutes of the governing board. b) Destroy in office remaining copies when reference value ends.† Agency Policy: Destroy in office after _____	Authority: G.S. § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S. § 159-15

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	COST ALLOCATION PLANS Accounting report that calculates and spreads agency-wide indirect costs to departments and funds that receive a service from other departments.	Destroy in office after 3 years.*	
20.	 CREDIT/DEBIT/PROCUREMENT CARD RECORDS Records of assignation of agency credit cards and purchasing cards along with authorization logs.	Destroy in office when superseded or obsolete.*	Confidentiality: G.S. § 132-1.2(2)
21.	DONATIONS AND SOLICITATIONS Records concerning requests made to agency by outside organizations. Includes applications and other related records. See also FUND DRIVE AND EVENT RECORDS , page 68, item 6.	a) Destroy in office records supporting approved donations 1 year after payment. b) Destroy in office rejected applications after 30 days.	
22.	 ELECTRONIC FUNDS TRANSFERS (EFT) Includes forms authorizing electronic transfer of monies via wire transfer or automated clearing house (ACH) as well as ACH bank reports.	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 14-113.20
23.	ESCHEATS AND UNCLAIMED PROPERTY Records containing information required to be included in holder reports submitted to the State Treasurer’s office. For more information, see the State Treasurer’s memo, “Annual Reporting of Unclaimed Property.”	a) Destroy in office after 10 years if report was filed prior to July 16, 2012.* b) Destroy in office after 5 years if report was filed on or after July 16, 2012.*	Authority: G.S. § 116B-60 Retention: G.S. § 116B-73

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
24.	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office year-end summaries of receipts and disbursements after 3 years.* b) Destroy in office daily, monthly, or quarterly transaction detail journals and ledgers after 1 year.*	
25.	FINANCIAL REPORTS	a) Destroy in office annual financial reports or other reports generated to inform decision-making after 3 years.* b) Destroy monthly or quarterly reports generated for operational purposes after 1 year. c) Destroy logs and distribution reports generated to track transactions when released from audits.	
26.	GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS Reports produced by the North Carolina Department of State Treasurer regarding the Teachers' and State Employees' Retirement System (TSERS) and the Local Governmental Employees' Retirement System (LGERS).	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	<p>GRANTS: FINANCIAL Records concerning approved federal, state, and private grants received or issued by the agency. Includes all relevant accounting, purchasing, payroll, and other financial records.</p> <p>See also GRANTS, page 8, item 31.</p>	<p>a) Destroy records supporting the expenditure of federal funds passed through NC DHHS on a fiscal year basis when the DHHS Office of the Controller provides written guidance that records are released from all audits and other official actions.</p> <p>b) Destroy in office records of state and private grants 5 years after final financial report is filed.*</p> <p>c) Destroy in office records of other federal grants 3 years after final financial report is filed.</p> <p>d) Destroy in office records not relating to a specific grant or to grants not funded after 1 year.</p> <p><i>Retention Note: According to 2 CFR 200.333(c), records for real property and equipment acquired with Federal funds must be retained for 3 years after disposition of the property/equipment.</i></p>	<p>Retention: 09 NCAC 03M .0703 2 CFR 200.333</p>
28.	<p>INVESTMENTS Includes fund information, portfolio listings and reports, balance sheets, exchange or consent instructions, broker confirmations, notices, and other documentation related to agency investments. Also includes transaction schedules for projecting revenue on investments as well as performance investment reports issued by broker or investment firm.</p>	<p>a) Destroy in office transaction schedules after 2 years.*</p> <p>b) Destroy in office performance investment reports when reference value ends.</p> <p>c) Destroy in office all remaining records after 3 years.*</p>	<p>Authority: G.S. § 159-30</p>

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	LOAN RECORDS Records concerning loans received by the agency. Includes documentation of intent to proceed, loan agreements, promissory notes, letters of credit, statements, notices of principal and interest due, and other related records.	Destroy in office 5 years after satisfaction or cancellation of loan.*	
30.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Authority: G.S. § 159-33
31.	LONGEVITY PAY	Destroy in office after 3 years.*	
32.	 PAYMENT CARD DATA Records created in association with payment card transactions entered by third parties for the purchase of goods or services from the agency.	Destroy in office after processed.*	Confidentiality: G.S. § 132-1.2(2) G.S. § 132-1.10(b)(5)
33.	 PAYROLL AND EARNINGS RECORDS Records containing information such as the name, Social Security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Also includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period. See also TIME SHEETS, CARDS, AND ATTENDANCE RECORDS , page 28, item 44.	a) Destroy in office 30 years from date of separation records necessary for retirement or similar benefits verification. b) Destroy in office remaining records after 3 years.*	Authority: 29 CFR 516.30(a) Confidentiality: G.S. § 132-1.10 G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 516.5(a) 29 CFR 1627.3(a)

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
34. 	<p>PAYROLL DEDUCTION RECORDS</p> <p>Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes tax withholding (NC-4, W-4), savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s).</p>	<p>a) Destroy in office tax withholding forms 4 years after termination of deduction.*</p> <p>b) Destroy in office authorizations for deductions for retirement contributions, bank payments, savings plans, insurance, and dues 2 years after termination of deduction.</p> <p>c) Destroy in office remaining records 3 years after termination of deduction.*</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: IRS Publication 15 29 CFR 516.6(c)(1)</p>
35.	<p>POWELL BILL RECORDS</p> <p>Records include certified statements, expenditures reports, information sheets, financial statements submitted to the North Carolina Department of Transportation, and all other related records.</p>	Destroy in office after 3 years.	
36.	<p>PURCHASE ORDERS</p> <p>Records, forms, packing slips, and attached documents concerning purchased supplies, equipment, and services.</p> <p>See also GRANTS: FINANCIAL, page 24, item 27.</p>	<p>Destroy in office after 3 years.*</p> <p><i>Retention Note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.</i></p>	
37.	<p>QUALIFIED PRODUCTS LISTS (QPL)</p> <p>Records identifying products approved for purchase by the agency.</p>	Destroy in office 3 years after superseded or obsolete.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
38.	<p>REQUISITIONS Requests for payment or to acquire goods or services.</p> <p>See also INVENTORIES, page 9, item 36.</p>	Destroy in office after 1 year.*	
39.	<p>SCHOLARSHIP RECORDS Records concerning scholarships awarded by the agency. Includes applications, award letters, conditions and stipulations, agreements and contracts, disbursement statements, progress reports, and other related records.</p>	<p>a) Destroy in office after 3 years records documenting the awarding of scholarships.</p> <p>b) Destroy in office 1 year after notification of applicant records concerning applications that are denied by the agency or awards that are declined by the recipient.</p>	
40.	<p>SHIFT PREMIUM PAY Authorizations and other related records concerning employees receiving shift premium pay.</p>	Destroy in office after 3 years.*	
41.	<p>STATEMENTS OF BACK PAY Forms used to determine the gross pay an employee would have earned during a specified period for back pay in a grievance decision, settlement agreement, or other order.</p>	Destroy in office 3 years after payment.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42. 	TAX FORMS Tax information returns generated by the agency (e.g., 1098, 1099, W-2, W-3) to be reported to the Internal Revenue Service and furnished to the other party to the transaction.	Destroy in office 4 years after submitted to taxpayer and/or IRS.*	Confidentiality: G.S. § 132-1.10 G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: IRS Publication 15
43.	TAX RETURNS Tax returns filed by the agency.	Destroy in office 6 years after filed.*	
44.	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees. See also PAYROLL AND EARNINGS RECORDS , page 25, item 33.	Destroy in office after 2 years.*	Retention: 29 CFR 516.6(a)(1)
45.	TRAVEL REIMBURSEMENTS Includes requests and authorizations for reimbursement for travel and related expenses. See also GRANTS: FINANCIAL , page 24, item 27, and TRAVEL REQUESTS , page 17, item 64.	Destroy in office after 3 years.*	

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ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
46. 	VENDORS Files maintained on specific vendors authorized or debarred from doing business with the agency. Includes name and address, correspondence (including e-mail), and other related records.	Destroy in office when superseded or obsolete.	

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STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS
 Official records received and created by agency geographic information system programs. See G.S. § 132-10 for information about providing public access to GIS databases.

STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) CORE DATA</p> <p>Geo-referenced data and metadata to facilitate the management, manipulation, analysis, modeling, representation, and spatial analysis of complex problems regarding planning and management of resources.</p>	<p>Retain in office parcel, boundary, zoning, and orthoimagery layers (with accompanying data sets) permanently.</p> <p><i>Retention Note: Other datasets should be kept according to standards and procedures set by the North Carolina Geographic Information Coordinating Council (http://www.ncgicc.com/).</i> <i>See also GEOSPATIAL RECORDS, page 80.</i></p>	
2.	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) DATA DOCUMENTATION (METADATA)</p> <p>Records created during development or modification of an automated system which are necessary to access, retrieve, manipulate, and interpret data in that system; and records that explain the meaning, purpose, structure, local relationships, and origin of the data elements. Includes data element dictionaries, file layout, codebooks and tables, and definition files.</p>	<p>Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).</p>	
3.	<p>GEOGRAPHIC INFORMATION SYSTEM (GIS) INTERNAL STANDARDS AND PROCEDURES</p> <p>Includes requirements that are intended to make hardware, software, and data compatible and that cover data capture, accuracy, sources, base categories, output, and data element dictionaries.</p>	<p>Retain in office permanently.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	GEOGRAPHIC INFORMATION SYSTEM (GIS) MONITORING RECORDS Includes system security, quality assurance, transaction tracking, and other related activity monitoring records.	Destroy in office after 1 year.	
5.	GEOGRAPHIC INFORMATION SYSTEM (GIS) OPERATIONAL RECORDS Includes user guides, system flowcharts, job or workflow records, system specifications, and similar documentation.	Destroy in office when the system is discontinued or when system data has been transferred to a new operating environment (platform).	
6.	GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT RECORDS	a) Retain in office GIS datasets and accompanying documentation (metadata) with historical and/or legal value permanently. b) Destroy in office remaining items when reference value ends.† Agency Policy: Destroy in office after _____	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	<p>LAYERS: ADDRESS POINTS</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
8.	<p>LAYERS: CORPORATE LIMITS</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	<p>LAYERS: EXTRATERRITORIAL JURISDICTIONS</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
10.	<p>LAYERS: ORTHOIMAGERY</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Create a snapshot of dataset when created. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p>LAYERS: STREET CENTERLINE</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
12.	<p>MAPPING PROJECT RECORDS</p> <p>Includes contract maps and all deliverable products for aerial photography, orthophotography, cartographic, cadastral, and digital mapping projects.</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<p>MAPS: PARCEL</p> <p>Maps, including cadastral maps, and surveys of boundaries and measurements of each parcel, and information about encroachments, right-of-ways, and structures.</p> <p>See also GEOSPATIAL RECORDS, page 80, and PROPERTY MANAGEMENT RECORDS, page 14, item 54.</p>	<p>Paper: Destroy in office upon State Archives approval.</p> <p>GIS dataset: Create a snapshot of dataset quarterly. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	
14.	<p>MAPS: PARKS</p> <p>Includes park boundaries, facilities, landscaping, topography, and other pertinent information. Also includes maps and drawings stored and generated by Geographic Information System (GIS) and computer-aided design (CAD) systems.</p> <p>See also GEOSPATIAL RECORDS, page 80.</p>	<p>Paper: Retain in office permanently.</p> <p>GIS dataset: Create a snapshot of dataset annually. To maintain permanently,</p> <p><i>Either:</i> Transfer snapshot to NCOneMap according to established procedures, complying with standards and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p> <p><i>Or:</i> If retained in office permanently, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.</p>	

3

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ITEM #	STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p>MAPS: ALL OTHER Includes field maps, soil, topographic, sales, subdivision plats, right-of-way, sectional, highway, etc.</p>	<p>a) Retain in office maps, including GIS datasets and accompanying documentation (metadata), with historical and/or legal value permanently.</p> <p>b) Destroy in office remaining items when reference value ends.†</p> <p>Agency Policy: Destroy in office after _____</p>	


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STANDARD 4: INFORMATION TECHNOLOGY (IT) RECORDS

Information technology encompasses all activities undertaken by agency to design, develop, and operate electronic information systems. This section covers records for which Information Technology personnel are responsible, including administrative records and those used to process data and monitor and control operations.


Note: Administration, use, and retention of records concerning computer and information security should comply with applicable provisions of G.S. § 132-6.1 on the confidentiality of records regarding “hardware or software security, passwords, or security standards, procedures, processes, configurations, software, and codes.” (G.S. § 132-6.1 (c))

ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1. 	<p>AUDITS: IT SYSTEMS Records documenting user actions affecting the contents of monitored systems. Also includes fixity checks and other periodic tests of data validity.</p>	<p>a) Destroy in office after 1 year fixity check documentation. b) Destroy in office remaining records after disposition of record.*</p>	Confidentiality: G.S. § 132-6.1(c)
2.	<p>COMPUTER AND NETWORK USAGE RECORDS Records documenting usage of electronic devices and networks. Includes login files, system usage files, individual program usage files, and records of use of the Internet by employees.</p>	Destroy in office after 1 year.	
3.	<p>DATA DOCUMENTATION RECORDS Records concerning data in automated systems. Includes data element dictionary, file layout, code book or table, entity relationships tables, and other records related to the structure, management, and organization of data.</p>	Destroy in office 3 years after system is discontinued and/or replaced.	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>DATA MIGRATION RECORDS Technical records documenting data migrations.</p> <p><i>Note: The data itself is subject to the disposition instructions indicated for its relevant records series; these are merely records about migrating said data.</i></p>	Destroy in office 1 year after completion of data migration.	
5.	<p>DATA WAREHOUSES Federated data gathered by the agency from other sources for the purposes of comparison and distribution.</p>	Destroy in office when superseded or obsolete.	Maintain confidentiality consistent with any restrictions placed on the data provider.
6.	<p>DIGITIZATION AND SCANNING RECORDS Records concerning data entry and imaging operations. Includes quality control records.</p> <p>See Request for Disposal of Original Records Duplicated by Electronic Means, page 88.</p>	<p>Destroy in office 10 days after digitization.</p> <p><i>Note: The digital surrogate becomes the record copy and must be retained according to the disposition instructions for that record type.</i></p>	
7.	 <p>ELECTRONIC RECORDS POLICIES AND PROCEDURES Includes procedural manuals as well as an Electronic Records and Imaging Policy and a Security Backup Policy.</p>	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. § 132-1.7(b) G.S. § 132-6.1(c)
8.	<p>INFORMATION TECHNOLOGY ASSISTANCE RECORDS Records documenting troubleshooting and problem-solving assistance provided by agency information systems personnel to users of the systems. Includes help desk assistance requests, resolution records, and related documentation.</p>	Destroy in office 1 year after work is completed.	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9. 	<p>NETWORK AND SYSTEM SECURITY RECORDS Records documenting the security of network and system. Includes records concerning firewalls, anti-virus programs, and intruder scanning logs.</p>	<p>a) Destroy in office finalized cyber incident reports 5 years after resolution.</p> <p>b) Destroy in office after 2 years records documenting incidents involving unauthorized attempted entry or probes on data processing systems, IT systems, telecommunications networks, and electronic security systems.</p> <p>c) Destroy in office after 1 year records concerning firewalls, anti-virus programs, and other related records.</p>	Confidentiality: G.S. § 132-6.1(c)
10. 	<p>NETWORK DIAGRAMS Records documenting the logical and physical relationships of network components for purposes of organization, deployment, troubleshooting, monitoring of access, and management of day-to-day operations.</p>	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-6.1(c)
11.	<p>PROJECT DOCUMENTATION Records created to design, develop, control, or monitor a specific project or group of IT projects. Includes statements of work, assessments, maintenance agreements, and testing records.</p> <p>See also PROJECTS, page 14, item 53.</p>	<p>a) Retain in office permanently records with historical value.</p> <p>b) Destroy in office remaining records 3 years after completion of project.</p>	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.	<p>SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS</p> <p>Records documenting compliance with agency software license and copyright provisions. Includes software licenses, correspondence (including e-mail), and related documentation.</p>	Destroy in office 1 year after software is superseded or obsolete.	
13.	<p>SYSTEM ACCESS RECORDS</p> <p>Records documenting access requests and authorizations, system access logs, and other related records.</p>	Destroy in office 1 year after superseded or obsolete.	
14.	 <p>SYSTEM DOCUMENTATION RECORDS</p> <p>Records documenting operating systems, application programs, structure and form of datasets, system structure, and system-to-system communication. Includes system overviews, dataset inventories, server name, IP address, purpose of the system, vendor-supplied documentation, installed software, and current source code.</p>	Destroy in office 3 years after superseded or obsolete.	Confidentiality: G.S. § 132-1.1(g) G.S. § 132-6.1(c)
15.	<p>SYSTEM MAINTENANCE RECORDS: HARDWARE REPAIR OR SERVICE</p> <p>Records documenting inspections, maintenance, and repairs of agency computer systems that are owned or leased. Includes computer equipment inventories and service records.</p> <p>See also EQUIPMENT AND VEHICLE MAINTENANCE, REPAIR, AND INSPECTION RECORDS, page 6, item 24.</p>	<p>a) Destroy in office records documenting routine inspections and maintenance of equipment after 1 year.</p> <p>b) Destroy records documenting all other equipment maintenance and repairs upon the final disposition of the equipment.</p>	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	<p>SYSTEM MAINTENANCE RECORDS: RECORDS BACKUPS</p> <p>Records documenting regular or essential system backups. Includes backup tape inventories, relevant correspondence (including e-mail), and related documentation.</p> <p>See Also: Security Backup Files as Public Records in North Carolina: Guidelines for the Recycling, Destruction, Erasure, and Re-use of Security Backup Files, available on the State Archives of North Carolina website.</p>	<p>Destroy in office in accordance with your office’s established, regular backup plan and procedures. †</p> <p>Agency Policy: Destroy in office after _____</p>	
17.	<p>TECHNICAL PROGRAM DOCUMENTATION</p> <p>Records concerning program code, program flowcharts, program maintenance logs, systems change notices, and other related records that document modifications to computer programs.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	
18.	<p>VOICE OVER INTERNET PROTOCOL (VoIP) RECORDS</p> <p>Records concerning line registrations, calls logs, and voicemail records.</p>	<p>a) Destroy in office records concerning line registration when superseded or obsolete.</p> <p>b) Destroy in office call logs after 1 year.</p> <p>c) Destroy in office voicemail records after 30 days.</p>	

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ITEM #	STANDARD 4: INFORMATION TECHNOLOGY RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<p>WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE</p> <p>Site maps that show the directory structure into which content pages are organized, and commercial, off-the-shelf software configuration or content management system files used to operate the site and establish its look and feel. Includes server environment configuration specifications.</p> <p>See also WEBSITE (ELECTRONIC), page 70, item 15.</p>	<p>Destroy in office when superseded or obsolete.</p>	

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STANDARD 5: LEGAL RECORDS
 Official documentation created or accumulated to substantiate the rights, obligations, or interests of the agency or their individual employees or clients. Please note the confidentiality that G.S. § 132-1.1(a) confers to communications by legal counsel expires three years after receipt of such communication.

ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales, etc.</p> <p>See also NOTICES OF PUBLIC MEETINGS, page 12, item 45.</p>	<p>a) Retain in office permanently if record provides sole evidence of publication.</p> <p>b) Destroy in office remaining records after 3 years.*</p>	<p>Authority: G.S. § 1-600</p>
2.	<p>ANNEXATION RECORDS Records concerning annexation of property into the city. Includes petitions, reports, correspondence, including email, maps, ordinances, and public hearings.</p>	<p>Retain in office permanently.</p> <p><i>Retention Note: Annexation maps and ordinances must be filed with the County Register of Deeds office. G.S. §160A-29, G.S. §160A-58.61 and G.S. §160A-58.90.</i></p>	
3.	<p>AUTHENTICATIONS Certificates of authentication issued by the agency.</p>	<p>Retain in office permanently.</p>	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>CIVIL RIGHTS CASE RECORDS Records concerning discrimination complaints by employees or former employees and requests for reasonable accommodation. Includes equal opportunity (EO) complaints.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p>	<p>Destroy in office 1 year after final disposition of the charge or the action.*</p> <p><i>Retention Note: 29 CFR 1602.14 defines final disposition of the charge or the action as "the date of expiration of the statutory period within which the aggrieved person may bring an action in a U.S. District Court or, where an action is brought against an employer either by the aggrieved person, the Commission, or by the Attorney General, the date on which such litigation is terminated."</i></p>	<p>Retention: 29 CFR 1602.14 29 CFR 1602.31</p>
5.	<p>CIVIL RIGHTS RECORDS Records concerning documentation of personnel policies and procedures to comply with the Age Discrimination in Employment Act (ADEA), the Americans with Disabilities Act (ADA), the Equal Pay Act, the Genetic Information Nondiscrimination Act (GINA), Section 504 of the 1973 Rehabilitation Act, and the 1964 Civil Rights Act. Includes reports required by the Equal Employment Opportunity (EEO) Commission and affirmative action plans.</p> <p>See also CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, page 4, item 17, CIVIL RIGHTS CASE RECORDS, page 44, item 4, and POLICIES AND PROCEDURES (PERSONNEL), page 62, item 31.</p>	<p>Destroy in office 3 years after superseded or obsolete.</p>	<p>Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4</p> <p>Retention: 29 CFR 1602.30 29 CFR 1602.32</p>

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	<p>CONDEMNATION RECORDS Settled and pending condemnation cases.</p> <p>See also ACCOUNTS PAYABLE, page 18, item 1 for disposition of financial records.</p>	Retain in office permanently.	
7.	<p>CONFLICT OF INTEREST AND CONFLICT OF COMMITMENT DISCLOSURE STATEMENTS Completed by the elected agency officials as well as designated staff members in order to disclose an official's status or ownership interests.</p>	Destroy in office 1 year after completion of term or separation.	
8.	<p>CONTRACTS, LEASES, AND AGREEMENTS Contracts and agreements for construction, equipment, property, supplies, special programs, and projects. Includes franchise agreements, hold harmless agreements, good faith effort documentation, contractor compliance monitoring, leases, and memoranda of understanding.</p> <p>See also SOFTWARE LICENSE AND COPYRIGHT PROVISIONS RECORDS, page 40, item 12.</p>	<p>a) Retain in office contracts and agreements with historical value permanently.</p> <p>b) Destroy in office sealed contract records 10 years after expiration of contract.*</p> <p>c) Destroy in office capital improvement contracts and business associate agreements 6 years after completion, termination, or expiration.*</p> <p>d) Destroy in office records documenting restrictions and compliance with license and copyright provisions for products and services purchased by the agency 1 year after superseded or obsolete.*</p> <p>e) Destroy in office all other contracts and agreements 3 years after completion, termination, or expiration.*</p>	<p>Retention: G.S. § 1-47(2) G.S. § 1-50(a)(5) 45 CFR 164.316 G.S. § 1-52</p>

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.	Retain in office permanently.	
10.	DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.	Destroy in office 1 year after superseded or obsolete.	
11.	EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency. See also ACCOUNTS PAYABLE , page 18, item 1 for disposition of financial records.	Destroy in office 10 years after expiration of agreement.	
12.	ENCROACHMENTS Records concerning agreements granted by or to the agency. Also includes maps or drawings detailing construction plans attached to agreements.	a) Retain in office permanently records concerning agreements granted by outside entities to the agency. b) Destroy in office when superseded or obsolete records concerning agreements granted to utilities, businesses, and private citizens to encroach upon agency property.	
13.	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
14. 	LEGAL CORRESPONDENCE Correspondence (including e-mail) and related records concerning legal matters not related to specific legal cases or official opinions.	Destroy in office after 5 years. For information on handling e-mail, see ELECTRONIC RECORDS , page 78.	Confidentiality: G.S. § 132-1.1(a)

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	<p>LEGAL OPINIONS</p> <p>Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.</p>	Retain in office permanently.	
16.	 <p>LEGAL REVIEW RECORDS</p> <p>Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested.</p> <p>See also LEGAL OPINIONS, page 47, item 15.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records after expiration of relevant statute of limitations.</p>	Confidentiality: G.S. § 132-1.1(a)
17.	 <p>LITIGATION CASE RECORDS</p> <p>Civil suits to which the agency is a party. Includes affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.</p>	<p>a) Retain in office cases having precedential or historical value permanently.</p> <p>b) Destroy in office adjudicated cases 6 years after final disposition.</p> <p>c) Destroy in office non-adjudicated cases (out-of-court claims) 6 years after final disposition or expiration of relevant statute of limitations.</p>	Confidentiality: G.S. § 132-1.1(a) G.S. § 132-1.9
18.	<p>OATHS OF OFFICE</p> <p>See also GOVERNING AND ADVISORY BODY MEMBER FILES, page 7, item 29.</p>	<p>Transfer official copy of oath of office to the Clerk to the Board.</p> <p><i>Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.</i></p>	<p>Authority: G.S. § 153A-26</p> <p>Retention: G.S. § 7A-103(2)</p>

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19.	<p>PERMISSIONS Records conferring legal permission. Includes copyright permission requests and requests for permission to publish intellectual property or holdings of the agency. Also includes copyrights, patents, and trademarks held by the agency.</p>	<p>a) Retain in office permanently records conferring perpetual legal permission as well as records documenting copyrights, patents, and trademarks held by the agency. b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.</p>	
20.	<p>PRE-TRIAL RELEASE PROGRAM RECORDS Records documenting supervision for defendants who do not pose a risk to the community as they await trial.</p>	Destroy in office 3 years after trial.	
21.	<p>REASONABLE ACCOMMODATIONS Records concerning agency efforts to provide reasonable accommodations to the general public under Title II of the Americans with Disabilities Act, Housing and Urban Development Act, 1973 Rehabilitation Act, and Title VII of the Civil Rights Act of 1964. Includes constituent requests, survey of agency buildings to determine accessibility to the physically handicapped, proposals for implementation, and resolutions.</p> <p>See also CITIZEN COMMENTS, COMPLAINTS, PETITIONS, AND SERVICE REQUESTS, page 4, item 17, and CIVIL RIGHTS CASE RECORDS, page 44, item 4.</p>	Destroy in office after 2 years.*	Authority: 42 USC 12132

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	RELEASE FORMS Records documenting consent and waiving the individual’s right to hold the agency responsible for injuries or damages occurring while voluntarily participating in events or activities.	Destroy in office 5 years after termination of release/waiver.	
23.	VEHICLE TITLES Titles of agency owned vehicles.	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	Authority: G.S. § 20-72

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STANDARD 6: PERSONNEL RECORDS


Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of agency employees. Comply with applicable provisions of G.S. § 115C Article 21A (LEAs), G.S. § 122C-158 (area authorities), G.S. § 130A-45.9 (public health authorities), G.S. § 153A-98 (county), G.S. § 160A-168 (municipal), G.S. § 161E-257.2 (public hospitals), and G.S. § 162A-6.1 (water and sewer authorities) regarding confidentiality of personnel records.

ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITIONS	Destroy in office after 1 year.	
2.	 <p>ADMINISTRATIVE INVESTIGATIONS Records concerning the investigation of conduct problems among agency personnel.</p> <p>See also DISCIPLINARY ACTIONS, page 54, item 12.</p>	<p>a) Destroy in office after 3 years records concerning complaints against agency personnel that are resolved without an internal investigation.</p> <p>b) Destroy in office after 5 years records concerning complaints lodged against agency personnel that are exonerated. Destroy in office 5 years after final disposition or expiration of relevant statute of limitations complaints lodged against agency personnel that are settled out-of-court.</p> <p>c) Transfer investigation reports, disciplinary actions, and other related internal affairs case records to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
3. 	<p>APPLICATIONS FOR EMPLOYMENT</p> <p>Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. Includes applications, transcripts, resumes, letters of reference, and other related records.</p>	<p>a) Transfer applications, resumes, transcripts, and similar records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p> <p>b) Destroy in office after 2 years unsolicited application materials from individuals hired.</p> <p>c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*</p> <p>d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31</p>
4.	<p>APPRENTICESHIP PROGRAM RECORDS</p> <p>Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.</p>	<p>Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.</p>	<p>Authority: 29 CFR 30.4(a) 29 CFR 1602.20</p> <p>Retention: 29 CFR 30.12(d) 29 CFR 1602.21</p>

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
5. 	<p>APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. Includes civil service examinations.</p> <p>See also EMPLOYMENT SELECTION RECORDS, page 56, item 17.</p>	Destroy in office after 2 years.	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)(iv)</p>
6.	<p>ASBESTOS TRAINING Records concerning training programs about the proper management of asbestos.</p> <p>See also BLOODBORNE PATHOGEN TRAINING, page 53, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 58, item 21.</p>	<p>a) Destroy in office employee-specific records 1 year after separation.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	Retention: 29 CFR 1910.1001(m)(4)
7.	<p>BENEFITS RECORDS Records concerning life, health, accident, and disability insurance plans as well as seniority and merit systems. Includes records concerning systems in which employees can select fringe benefits from a cafeteria plan, including flexible spending plans. File also includes notifications, election and claim forms, rejection letters, and other records related to COBRA (Consolidated Omnibus Budget Reconciliation Act).</p>	<p>a) Destroy in office approved claims forms after 2 years.*</p> <p>b) Destroy in office rejected requests 6 months after decision.</p> <p>c) Destroy in office notifications to employees or dependents informing them of their rights to continue insurance coverage after termination or during disability or family leave 3 years after employee returns or eligibility expires.</p> <p>d) Destroy in office remaining records 1 year after plan is terminated.</p>	Retention: 29 CFR 1627.3(b)(2)

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	<p>BLOODBORNE PATHOGEN TRAINING Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.</p> <p>See also ASBESTOS TRAINING, page 52, item 6, and HAZARDOUS MATERIALS TRAINING RECORDS, page 58, item 21.</p>	Destroy in office after 3 years.	Retention: 29 CFR 1910.1030(h)(2)(ii)
9.	 <p>CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion.</p> <p>See also APPLICATIONS FOR EMPLOYMENT, page 51, item 3.</p>	<p>a) Destroy in office certificates 5 years after date of separation.</p> <p>b) Destroy in office instructional materials, assessments, and other related records when superseded or obsolete.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31</p>
10.	<p>DIRECTORIES, ROSTERS, OR INDICES Includes records listing employees, their job titles, work locations, phone numbers, e-mail addresses, and similar information.</p>	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<p>DISABILITY SALARY CONTINUATION CLAIMS Forms used by disabled employees to apply for salary continuation benefits. Also include short-term disability claims forms and other related records.</p>	<p>a) Transfer original forms to Local Government Employees' Retirement System (LGERS) or Teachers' and State Employees' Retirement System (TSERS) for action when received. b) Destroy in office remaining records after 3 years.</p>	
12.	<p>DISCIPLINARY ACTIONS Correspondence (including e-mail) and other records concerning disciplinary actions taken against employees by personnel or supervisory staff, including records documenting terminations. Includes records created by civil service boards when considering, or reconsidering on appeal, an adverse action against an employee.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29. b) Destroy in office all remaining records 2 years after resolution of all actions.</p>	<p>Authority: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31</p> <p>Subject to the public information provision delineated in the above authorities.</p>
13.	<p>DUAL EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with another local government agency.</p>	<p>a) Destroy in office approved requests and related records 1 year after employee terminates additional employment. b) Destroy in office denied requests and related records after 6 months.</p>	

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14. 	<p>EDUCATIONAL LEAVE AND REIMBURSEMENT</p> <p>Includes records requesting educational leave and tuition assistance, reimbursements, and other related records.</p> <p>See also LEAVE RECORDS, page 58, item 24.</p>	<p>a) Transfer records documenting approved leave requests to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p> <p>b) Destroy in office records concerning denied requests 6 months after denial.* Destroy in office records concerning approved tuition reimbursements 3 years after reimbursement.*</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>
15. 	<p>ELIGIBILITY RECORDS</p> <p>Includes the I-9 forms, employment authorization documents filed with the U.S. Department of Labor, petitions filed by the agency, E-Verify documentation, and Selective Service Registration compliance forms.</p>	<p>a) I-9 forms have mandatory retention throughout the duration of an individual’s employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.</p> <p>b) Destroy in office after 5 years employment authorization documents filed with the U.S. Department of Labor.</p> <p>c) Destroy in office immigrant or nonimmigrant petitions filed by the agency 3 years after employee separation.</p> <p>d) Destroy in office remaining records 1 year after employee separation.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 8 USC 1324a(b)(3)</p>
16. 	<p>EMPLOYEE ASSISTANCE PROGRAMS</p> <p>Records documenting assistance and counseling opportunities. Includes requests for information, referrals, forms, releases, correspondence, and other related records.</p>	<p>Destroy in office after 3 years.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17. 	<p>EMPLOYMENT SELECTION RECORDS Records concerning the selection of applicants for vacant positions or of current employees for promotion, transfer, or training opportunities. Includes interview documentation, rosters, eligibility lists, test ranking sheets, justification statements, background and criminal history checks, and similar records.</p> <p>See also APPLICATIONS FOR EMPLOYMENT, page 51, item 3, and APTITUDE AND SKILLS TESTING RECORDS, page 52, item 5.</p>	<p>a) Destroy in office background and criminal history checks after 5 years.</p> <p>b) Destroy in office remaining records 2 years after hiring decision.*</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p> <p>Retention: 29 CFR 1602.31 29 CFR 1627.3(b)(1)</p>
18. 	<p>EXIT INTERVIEW RECORDS Includes feedback from employees planning to separate from the agency.</p>	<p>Destroy in office after 1 year.</p>	<p>Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1</p>


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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
19. 	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA, and other related records. See also LEAVE RECORDS , page 58, item 24.	Destroy in office 3 years after leave ends.*	Authority: 29 CFR 825.110 Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 825.500(b)
20. 	GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition. See also DISCIPLINARY ACTIONS , page 54, item 12, and PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Destroy in office after 2 years.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
21.	<p>HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.</p> <p>See also ASBESTOS TRAINING, page 52, item 6, and BLOODBORNE PATHOGEN TRAINING, page 53, item 8.</p>	Destroy in office after 5 years.	Authority: 29 CFR 1910.120(p)(8)(iii) 10A NCAC 15
22.	<p>INTERNSHIP PROGRAM Records concerning interns and students who work for the agency.</p>	Destroy in office after 2 years.	
23.	<p>LAW ENFORCEMENT TRAINING Records concerning internal training for law enforcement personnel.</p>	Retain in office permanently.	
24.	<p> LEAVE RECORDS Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, etc. Also includes records documenting leave without pay.</p> <p>See also EDUCATIONAL LEAVE AND REIMBURSEMENT, page 55, item 14, FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, page 57, item 19, and MILITARY LEAVE, page 59, item 26.</p>	<p>a) Destroy in office denied requests after 6 months.</p> <p>b) Destroy in office approved requests 3 years after return of employee or termination of employment.*</p>	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
25. 	MEDICAL RECORDS Records concerning asbestos, toxic substances, and bloodborne pathogen exposure; medical examinations required by state or federal law; and records of injury or illness. (Does not include worker’s compensation or health insurance claim records.)	a) Destroy in office exposure records 30 years after date of exposure.* b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years. c) Provide medical records to employees who have worked for less than 1 year at time of separation. d) Destroy in office after 1 year records concerning physical examinations or health certificates. e) Destroy in office remaining records 30 years after employee separation. <i>Retention Note: Records must be maintained separately from an employee’s personnel jacket. If part of a worker’s compensation claim, follow disposition for WORKERS’ COMPENSATION PROGRAM CLAIMS, page 66, item 50.</i>	Authority: 29 CFR 1910.1020(e) Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii) Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)
26.	MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). See also LEAVE RECORDS , page 58, item 24.	Destroy in office 3 years after leave ends or employee separates from agency.*	Authority: 5 CFR 1208

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27. 	<p>PERFORMANCE REVIEWS Information used to establish employees’ goals and primary tasks. Records used to evaluate each employee’s work performance.</p> <p>See also PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p>	Destroy in office after 3 years.	Confidentiality (applies only to performance evaluations): G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
28.	<p>PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, and position or job title.</p>	Transfer records to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Subject to the public information provision delineated in relevant General Statutes.


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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29. 	<p>PERSONNEL RECORDS (OFFICIAL COPY) Official copy of personnel file maintained on each permanent and temporary agency employee. Includes basic employee information and records and forms relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.</p> <p>Note: For agencies responsible for maintaining personnel files for criminal justice officers, please consult 12 NCAC 09C .0307 for the mandatory records of certification that must be housed in the personnel file.</p> <p>See also MEDICAL RECORDS, page 59, item 25.</p>	<p>a) Destroy in office after 30 years from date of separation information needed to document: date and amount of each increase or decrease in salary with that agency; date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with that agency; date and general description of the reasons for each promotion with that agency; date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the agency; and, if the disciplinary action was a dismissal, a copy of the written notice of the final decision of the agency setting forth the specific acts or omissions that are the basis of the dismissal.</p> <p>b) Destroy in office information necessary to verify benefits 30 years after date of separation.</p> <p>c) Destroy in office remaining records when individual retention periods are reached as noted in individual items in the Records Retention and Disposition Schedule.</p>	Authority/ Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
30. 	<p>PERSONNEL RECORDS (SUPERVISOR COPY) Personnel jacket that is often maintained by supervisors.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p> <p>b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1


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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
31.	POLICIES AND PROCEDURES (PERSONNEL)	a) Retain in office internal agency personnel policies and procedures permanently. b) Destroy in office remaining records when superseded or obsolete.	
32.	 POLYGRAPH RECORDS Includes statements informing employee of the time, place, and reasons for the test; copy of notice sent to examiner identifying employee to be tested; and copies of opinions, reports, or similar records generated by the examiner and provided to the agency.	Destroy in office 3 years from the date the test was given, or from the date the test was requested if no examination was given.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1 Retention: 29 CFR 801.30
33.	POSITION CLASSIFICATION, CONTROL, AND HISTORY Records concerning personnel actions and position control, status of each established permanent, temporary full-time, or part-time position, and other related topics. Also includes listings providing classification, titles, and position numbers. See also POSITION DESCRIPTIONS , page 62, item 34.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
34.	POSITION DESCRIPTIONS Includes information on job title, grade, duties, agency assigned, and responsibilities.	Destroy in office 2 years after superseded.	Retention: 29 CFR 1620.32

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	POSITION EVALUATIONS Forms used to evaluate the primary purpose of a position.	Destroy in office after 1 year.	
36.	RECRUITMENT RECORDS Includes ads and notices of overtime, promotion, and training. Also includes employment listings.	Destroy in office 1 year from date of record.	Retention: 29 CFR 1627.3(b)
37.	RETIREMENT RECORDS Includes plans and related records outlining the terms of employee pension and other deferred compensation plans.	a) Destroy in office records documenting deferred compensation 3 years after payment.* b) Destroy in office descriptive information about retirements plans 1 year after plan is terminated. c) Destroy in office records concerning employer-sponsored retirement plans 7 years after payment.* d) Transfer Local Governmental Employees' Retirement System (LGERs) forms to Department of State Treasurer. e) Transfer applicable records to PERSONNEL RECORDS (OFFICIAL COPY) , page 61, item 29.	Retention: 29 CFR 1627.3(b)(2)
38.	 SEASONAL AND CONTRACT WORKER RECORDS Records concerning seasonal or contractual employees who are not provided with or eligible for benefits.	Destroy in office 5 years after date of separation.	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	<p>SECONDARY EMPLOYMENT Records concerning employees' requests and authorizations to accept employment with a private entity.</p>	<p>a) Destroy in office approved requests and related records 1 year after employee terminates outside employment. b) Destroy in office denied requests and related records after 6 months.</p>	
40.	<p>SERVICE AWARDS AND COMMENDATIONS Includes award and selection committee reports, nominations, selection criteria, and similar administrative records relating to employee recognition or incentive programs. See also PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29.</p>	<p>Destroy in office 2 years from date of record creation or the personnel action involved.</p>	
41.	<p>SUGGESTIONS AND SURVEYS Recommendations and feedback submitted by agency employees.</p>	<p>Destroy in office after 1 year.</p>	
42.	<p>TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) relating to the training, testing, or continuing education of employees. See also CONFERENCES AND WORKSHOPS, page 68, item 4, and EDUCATIONAL LEAVE AND REIMBURSEMENT, page 55, item 14. Other required trainings are handled in ASBESTOS TRAINING, page 52, item 6, BLOODBORNE PATHOGEN TRAINING, page 53, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 58, item 21.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 61, item 29, if such training and testing is required for the position held or could affect career advancement. b) Destroy in office remaining records after 1 year.</p>	<p>Retention: 29 CFR 1627.3(b)(1)(iv)</p>

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
43. 	UNEMPLOYMENT COMPENSATION CLAIMS Claim forms and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	Confidentiality: G.S. § 115C Art. 21A G.S. § 122C-158 G.S. § 130A-45.9 G.S. § 153A-98 G.S. § 160-168 G.S. § 161E-257.2 G.S. § 162A-6.1
44.	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with NC Division of Employment Security.	Destroy in office after 3 years.*	
45.	UNEMPLOYMENT INSURANCE Forms submitted to the Department of Commerce to report wage records of terminated employees.	Transfer to the N.C. Department of Commerce, Division of Employment Security.	
46.	VERIFICATION OF EMPLOYMENT RECORDS Inquiries and responses concerning verification of an employee’s prior or current employment with the agency.	Destroy in office after 1 year.	
47.	VOLUNTEER RECORDS Records concerning individuals who volunteer to assist with various agency activities.	Destroy in office 2 years after completion of assignment.	
48.	WORK SCHEDULES AND ASSIGNMENTS Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office after 1 year.	

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ITEM #	STANDARD 6: PERSONNEL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
49.	<p>WORKERS' COMPENSATION PROGRAM ADMINISTRATION</p> <p>Includes program policies, guidelines, and related administrative documentation.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
50.	<p> WORKERS' COMPENSATION PROGRAM CLAIMS</p> <p>Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. Includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, claim cost reports, reference copies of medical invoices, and other related records.</p> <p><i>Note: All official copies of claims records should be transferred to the North Carolina Industrial Commission in compliance with G.S. § 97-92(a).</i></p>	<p>Destroy in office agency's working file for workers' compensation claims by its employees 5 years after employee returns to work or separates from agency.</p>	<p>Confidentiality: G.S. § 8-53 G.S. § 97-92(b)</p>

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STANDARD 7: PUBLIC RELATIONS RECORDS
 Official records and materials created and accumulated by internal public relations programs operated by the agency.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.</p>	<p>a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	
2.	<p>AUDIO-VISUAL RECORDINGS Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings or security videos.</p> <p>See also AUDIO AND VIDEO RECORDINGS OF MEETINGS, page 2, item 7, and OFFICE SECURITY RECORDS, page 12, item 46.</p>	<p>a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	
3.	<p>COMMUNITY AWARDS Records concerning awards by the agency recognizing community contributions.</p>	<p>a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____</p>	

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* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<p>CONFERENCES AND WORKSHOPS Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations.</p> <p>See also TRAINING AND EDUCATIONAL RECORDS, page 64, item 42.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
5.	<p>EDUCATIONAL MATERIALS Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.</p>	<p>Destroy in office when superseded or obsolete.</p>	
6.	<p>FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs.</p> <p>See also DONATIONS AND SOLICITATIONS, page 22, item 21.</p>	<p>a) Retain in office records with historical value permanently.</p> <p>b) Destroy in office remaining records when superseded or obsolete.</p>	
7.	<p>INVITATIONS Invitations sent and received concerning agency and external functions.</p>	<p>Destroy in office after event occurs.</p>	

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
9.	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
10.	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation.	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	
11.	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication of response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
12.	PUBLICITY RECORDS Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	

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ITEM #	STANDARD 7: PUBLIC RELATIONS RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	SOCIAL MEDIA	See APPENDIX (page 79) for guidance in handling social media.	
14.	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after _____	
15.	WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency’s presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records. See also WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE , page 42, item 19.	a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete.	

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STANDARD 8: RISK MANAGEMENT RECORDS
 Official records created and accumulated to manage risks in the agency.

STANDARD 8: RISK MANAGEMENT RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)</p> <p>See also WORKERS' COMPENSATION PROGRAM CLAIMS, page 66, item 50.</p>	<p>a) Transfer records resulting in workers' compensation to WORKERS' COMPENSATION PROGRAM CLAIMS, page 66, item 50.</p> <p>b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.*</p> <p>c) Destroy in office adult non-employee reports 3 years after settlement or denial of claim.*</p> <p>d) Destroy in office reports that do not result in claims or official action after 3 years.</p> <p>e) Destroy in office reports of minors after minor has reached age of 21.</p>	
2.	ASBESTOS MANAGEMENT PLAN	<p>a) Destroy in office 1 year after building is demolished.</p> <p>b) If building is sold, transfer records to new owner.</p>	Retention: 29 CFR 1910.1001(j)(3)(ii)
3.	DECLARATIONS AND TERMINATIONS OF STATES OF EMERGENCY	Retain in office permanently.	Authority: G.S. § 166A-19.22

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4. 	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes background surveys, studies, reports, and records concerning the process of notifying personnel in the event of an emergency. Also includes Continuity of Operations Plans (COOP) and Business Continuity Plans (BCP).	Destroy in office when superseded or obsolete.	Confidentiality: G.S. § 132-1.7
5.	DISASTER RECOVERY Administrative records documenting recovery efforts.	a) Retain in office permanently records documenting major agency disaster recovery efforts b) Destroy in office after 3 years records concerning minor or routine agency recovery operations that are managed with minimal disruption to normal operations.	
6.	EMERGENCY DRILLS AND EQUIPMENT RECORDS Includes test records for fire suppression, defibrillator, respirator fit, and other emergency equipment. Also includes records concerning agency emergency and fire drills.	Destroy in office when superseded or obsolete.	
7.	EMPLOYEE SECURITY RECORDS Records concerning the issuance of keys, identification cards, parking assignments, passes, etc., to employees.	Destroy in office when superseded or obsolete.	
8.	FIRE, HEALTH, AND SAFETY RECORDS Records concerning agency safety measures. Includes reports, logs, and other related records documenting inspections of agency facilities.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
9.	FUEL OIL STORAGE TANK RECORDS	Destroy in office closure records 3 years after completion of permanent closure.	Authority: 40 CFR 280.34 Retention: 40 CFR 280.74
10.	HAZARDOUS MATERIALS MANAGEMENT Records related to hazardous materials and hazard mitigation plans.	a) Destroy in office after 30 years records related to hazardous materials, including biowaste. b) Destroy in office after 5 years records concerning the receipt, maintenance, and disposal of radioactive materials. c) Destroy in office 3 years after superseded or obsolete records concerning hazard mitigation plans.	
11.	INSURANCE POLICIES Records concerning automobile, theft, fire, and all other insurance policies purchased by agency. Also includes insurance audits, claims reports, surveys, endorsements, certificates of insurance, and waivers.	a) Destroy in office records concerning automobile and other liability insurance policies 10 years after superseded or obsolete.* b) Destroy in office certificates of insurance after 1 year. c) Destroy in office self-insurer certifications 6 years from date of termination of policy or settlement of all claims. d) Destroy in office remaining records after 1 year after superseded or obsolete.	
12.	LOSS CONTROL INSPECTION REPORTS Self-inspections to identify potential liabilities or hazards that may exist in agency owned buildings or property.	Destroy in office when superseded or obsolete.	

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ITEM #	STANDARD 8: RISK MANAGEMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	LOST, STOLEN, OR DAMAGED PROPERTY REPORTS Includes citizen reports of property lost or stolen at agency. Also includes reports and employee narratives of vandalism to agency property.	Destroy in office after 2 years.*	
14.	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) Records concerning injury or illness, extent and outcomes, summary totals for calendar year, and OSHA forms. Includes ergonomic assessments for employees.	Destroy in office after 5 years.	Retention: 29 CFR 1904.33 29 CFR 1904.44
15.	SAFETY DATA SHEETS Forms supplied to agencies from manufacturers and distributors of hazardous materials for materials held by the agency.	Destroy in office 30 years after materials have been disposed of according to manufacturer's instructions. <i>Retention Note: A data sheet for a mixture may be discarded if the new data sheet includes the same hazardous chemicals as the original formulation. If the formulation is different, both data sheets must be retained for 30 years. Data sheets may also be discarded if some other record identifying the substances used, where they were used, and when they were used is retained the required 30-year period.</i>	Retention: 29 CFR 1910.1020(d)(1)(ii)(B)

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STANDARD 9: WORKFORCE DEVELOPMENT RECORDS

Official records created and accumulated by the agency to manage workforce development programs. Relevant legislation includes the Comprehensive Employment and Training Act, the Job Training and Partnership Act, the Workforce Investment Act, and the Workforce Innovation and Opportunity Act.

ITEM #	STANDARD 9: WORKFORCE DEVELOPMENT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>AUDIT/AUDIT RESOLUTIONS</p> <p>Records concerning reports from financial and compliance audits conducted on WIA programs in accordance with OMB Circular A-133. Includes audit reports and correspondence concerning audits and audit resolutions for the local area. Also includes federal and state audits.</p>	Destroy in office after 3 years.	Authority: OMB Circular A-133 29 CFR 97.26
2.	<p>LOCAL AREA JOB TRAINING PLAN RECORDS</p> <p>Records concerning the local board’s bid process for contracting workforce development programs.</p>	Destroy in office when superseded or obsolete.	Authority: 20 CFR 652.8
3.	<p>PARTICIPANT RECORDS</p> <p>Records concerning applicants, registrants, eligible applicants/registrants, participants, terminees, and employees who submit requests for services of the Dislocated Workers Program and Workforce Investment Act programs. Includes applications, client history, Employability Development Plans, program referral, monitoring notes, pay authorizations, release forms, and WIA follow-up questionnaires.</p>	Destroy in office 3 years after close of audit/final year expenditure.*	Authority: 20 CFR 652.8

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DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

- A.** Each records series listed on this schedule has specific disposition instructions that indicate how long the series must be kept in your office. In some cases, the disposition instructions are “Retain in office permanently,” which means that those records must be kept in your offices forever.
-

Q. How do I destroy records?

- A.** After your agency has approved this records retention and disposition schedule, records should be destroyed in one of the following ways:
- 1) burned, unless prohibited by local ordinance;
 - 2) shredded, or torn so as to destroy the record content of the documents or material concerned;
 - 3) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
 - 4) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Without your agency’s approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

- A.** Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page 87) if the records are no longer being created. If the records are an active records series, an analyst will help you develop an amendment to this schedule so that you can destroy the records appropriately from this point forward.

Q. Am I required to tell anyone about the destructions?

- A.** We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. See a sample destructions log that follows (and is available online at the State Archives of North Carolina website, <https://archives.ncdcr.gov/government/forms-government>).



Destructions Log

Agency			
Division		Section	Branch
Location(s) of Records			

Records Series	Required Retention	Date Range	Volume (file drawers or MB)	Media (Paper, Electronic)		Date of Destruction	Method of Destruction	Authorization for Destruction
				P	E			

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

A. E-mail is a public record as defined by G.S. § 121-5 and G.S. § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. **It is the content of each message that is important.** If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. **It is inappropriate to destroy e-mail simply because storage limits have been reached.** Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

*From the Department of Cultural Resources E-Mail Policy (Revised July 2009),
available at the State Archives of North Carolina website*

Other publications (available online at the [State Archives of North Carolina website](#)) that will be particularly helpful in managing your e-mail include tutorials on managing e-mail as a public record and on using Microsoft Exchange.

Q. May I print my e-mail to file it?

A. We do not recommend printing e-mail for preservation purposes. Important metadata are lost when e-mail is printed.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

A. The best practice is to avoid using personal resources, including private e-mail accounts, for public business. G.S. § 132-1 states that records “made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions” are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant.

Q. We have an imaging system. Are we required to keep the paper?

A. You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Original Records Duplicated by Electronic Means. You can find these templates in the Digital Imaging section of the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines#digital-imaging>). Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina’s **Human-Readable Preservation Duplicate Policy** (G.S. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

- A.** The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records?

- A.** There are numerous documents available on the State Archives of North Carolina website (<https://archives.ncdcr.gov/government/digital-records/digital-records-policies-and-guidelines>). Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 1 year (see **LEAVE RECORDS**, page 58, item 24).

GEOSPATIAL RECORDS

Q. Why should geographic information system (GIS) datasets be retained and preserved?

- A.** Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. What GIS datasets should be preserved by local governments?

- A.** The following types of geospatial records have been designated as having archival value:
- Parcel data
 - Street centerline data
 - Corporate limits data
 - Extraterritorial jurisdiction data
 - Zoning data, address points
 - Orthophotography (imagery)
 - Utilities
 - Emergency/E-911 themes
-

Q. How often should we capture the datasets retained for their legal, fiscal, evidential or historical value?

- A.** Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.
-

Q. What data formats, compression formats, and media should be used to preserve the data?

- A.** Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the GICC website at <http://www.ncgicc.com/>

You should also comply with guidelines and standards issued by the State Archives of North Carolina, which are available on its website.

Q. *Who should be responsible for creation and long-term storage of archived data?*

- A.** The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to NCOneMap, consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

MICROFILM

Q. Why do you still use microfilm?

A. Microfilm is a legally acceptable replacement for original records, as outlined in G.S. § 8-45.1 and § 153A-436. Microfilm can be read with nothing more sophisticated than a magnifying glass, and there is no software to keep current. Usually, deterioration in the film itself can be detected by visual inspection. The State Archives of North Carolina provides a publication, *Micrographics: Technical and Legal Procedures*, on our website. It explains the four groups of national standards for the production of archival quality microfilm:

- manufacture of raw film
- filming methods
- processing (developing) film
- storage methods

That publication also provides sample forms, targets, and procedures that you or your vendor can use in producing film of your records.

Q. What film services do you provide?

A. The Department of Natural and Cultural Resources provides microfilming services for minutes of major decision-making boards and commissions. We will also film records of adoptions for Social Services agencies. Once those records are filmed, we will store the silver negative (original) in our security vault. Contact the Records Management Analyst in charge of microfilm coordination for the most current information.

Q. How do I get my minutes filmed?

A. We have two processes to film minutes. First, you can send photocopies of your approved minutes to us in the mail. Simply include a copy of the **Certification of the Preparation of Minutes for Microfilming** form (available online at the [State Archives of North Carolina website](#)) with each shipment. For more detailed instructions, contact a Records Management Analyst.

Alternately, you can bring us your original books. We will film them and return them to you. This process is most useful when you have more minutes to film than you are willing to photocopy. It is important to remember that a representative of your office or ours must transport the original books in person so that the custody of the records is maintained. You should not mail or ship your original minutes. Call a Records Management Analyst to make arrangements for an appointment for your books to be filmed. We will make every effort to expedite the filming so that your books will be returned to you as quickly as possible.

Q. What if I need my books while they are being filmed?

A. Call the Raleigh Office at (919) 814-6900, and ask for the Records Management Analyst in charge of microfilm coordination.

Q. Can I send you my minutes electronically?

A. We are working on standards and procedures for an electronic transfer system for minutes. Please contact the Records Management Analyst in charge of microfilm coordination for more information.

Q. I have some old minutes that are not signed. Can they still be filmed?

A. If the only copy you have available is unsigned, and you use it as the official copy, we will film it.

Q. What if my books are destroyed after they have been filmed?

- A.** Call a Records Management Analyst who will help you make arrangements to purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

DISASTER ASSISTANCE

Q. What should I do in case of fire or flood?

- A.** Secure the area, and keep everyone out until fire or other safety professionals allow entry. Then, call our Raleigh office at (919) 814-6903 for the Head of the Government Records Section or (919) 814-6849 for the Head of the Collections Management Branch. If you're in the western part of the state, call our Asheville Office at (828) 296-7230 extension 224. On nights and weekends, call your local emergency management office.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Q. What help do you give in case of an emergency?

- A.** We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.
-

Q. What can I do to prepare for an emergency?

- A.** We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, call a Records Management Analyst.
-

Q. What are essential records?

- A.** Essential records are records that are necessary for continuity of operations in the event of a disaster. There are two common categories of records that are considered essential:
- **Emergency operating records** – including emergency plans and directives, orders of succession, delegations of authority, staffing assignments, selected program records needed to continue the most critical agency operations, as well as related policy or procedural records.
 - **Legal and financial rights records** – these protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, Social Security records, payroll records, retirement records, and insurance records. These records were formerly defined as “rights-and-interests” records.

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

STAFF TRAINING

Q. What types of workshops or training do you offer?

- A.** We have a group of prepared workshops that we can offer at any time at various locations throughout the state. Contact a Records Management Analyst if you are interested in having one of the workshops presented to your agency. We will work with you directly to develop training suited to your specific needs. Our basic workshops are:
- Managing public records in North Carolina
 - Scanning/digital imaging
 - Disaster preparedness and recovery
 - Confidentiality
 - Organizing paper and digital files
 - E-mail
 - Digital communications
-

Q. Will you design a workshop especially for our office?

- A.** Yes, we will. Let a Records Management Analyst know what type of training you need.
-

Q. Are workshops offered only in Raleigh?

- A.** No, we will come to your offices to present the workshops you need. We have no minimum audience requirement. We will also do presentations for professional associations, regional consortiums, and the public.
-

Q. Is there a fee for workshops?

- A.** Not at this time.
-

Q. Are the workshops available in an online format?

- A.** Not at this time. However, there are several online tutorials available on the State Archives of North Carolina website, including managing public records, electronic records, and scanning.



Request for Change in Local Government Records Schedule

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

CHANGE REQUESTED

Specify title and edition of records retention schedule being used: _____

Add a new item

Delete an existing item

Standard Number _____ Page _____ Item Number _

Change a retention period

Standard Number _____ Page _____ Item Number _

Title of Records Series in Schedule or Proposed Title:

Inclusive Dates of Records:

Proposed Retention Period:

Description of Records:

Justification for Change:

Requested by:

Signature

Title

Date

Approved by:

Signature

Requestor's Supervisor

Date



Request for Disposal of Unscheduled Records

AGENCY INFORMATION

Requestor name

Location and Agency [e.g., County/Municipality + Department of Social Services]

Phone and email

Mailing Address

In accordance with the provisions of G.S. § 121 and § 132, approval is requested for the destruction of records listed below. These records have no further use or value for official administrative, fiscal, historical, or legal purposes.

RECORDS TITLE AND DESCRIPTION	INCLUSIVE DATES	QUANTITY	RELEVANT STATUTORY REGULATIONS	PROPOSED RETENTION PERIOD

Requested by:

Signature Title Date

Approved by:

Signature Requestor's Supervisor Date

Concurred by:

Signature Assistant Records Administrator Date
State Archives of North Carolina



Request for Disposal of Original Records Duplicated by Electronic Means

If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.

This form is used to request approval from the Department of Natural and Cultural Resources to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with a permanent retention.

Agency Contact Name:		Date (MM-DD-YYYY):
Phone (area code):	Email:	
County/Municipality:	Office:	
Mailing address:		

Records Series Title A group of records as listed in records retention schedule	Description of Records Specific records as referred to in-office	Inclusive Dates (1987-1989; 2005-present)	Approx. Volume of Records (e.g. "1 file cabinet," "5 boxes")	Retention Period As listed in records retention schedule

Requested by: _____
 Signature Title Date

Approved by: _____
 Signature Requestor's Supervisor Date

Concurred by: _____
 Signature Assistant Records Administrator Date
 State Archives of North Carolina

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RESOLUTION NO. 2019-22

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA, ACCEPTING THE MARCH 1, 2019 GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE AS ISSUED BY THE NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES FOR LOCAL GOVERNMENT AGENCIES

WHEREAS, “Public Record” means any document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data-processing record, artifact, or other documentary material, despite physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions; and

WHEREAS, without a records retention program, public records can accumulate, causing the need for additional storage space, and without a schedule for disposal, valuable documents can be mistakenly discarded; and

WHEREAS, the Municipal Records Retention and Disposition Schedule is endorsed by the Division of Archives and History and the Department of Cultural Resources; and,

WHEREAS, the Town of Granite Quarry currently uses the Municipal Records Retention and Disposition Schedule for record retention and disposal; and

WHEREAS, the Municipal Records Retention and Disposition Schedule was updated on March 1, 2019; and,

WHEREAS, the Town Board of Aldermen, have determined that the proposed schedule is in the best interest of the Town of Granite Quarry to adopt this schedule attached hereto this Resolution as “Exhibit A” as recommended by the State Archives of North Carolina; and

WHEREAS, the Town of Granite Quarry recognizes that the new update requires a specific Agency Policy date for records to be discarded “when Administrative value ends;” and,

WHEREAS, the Town of Granite Quarry regards three (3) years as a valuable time for any records to be retained, save those records that are required to be kept longer per said schedule.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY accepts the revised Municipal Records Retention and Disposition Schedule issued by the North Carolina Department of Cultural Resources, Division of Archives and History, Archives and Records Section, Records Service Branch in accordance with the provision of Chapters 121 and 132 of the General Statutes of North Carolina, dated March 1, 2019, a copy of which is on file in the office of the Town Clerk; and,

BE IT FURTHER RESOLVED THAT THE TOWN BOARD OF ALDERMEN OF THE TOWN OF GRANITE QUARRY, NORTH CAROLINA deems the appropriate time to retain all records to be discarded “when Administrative value ends” as a period of no less than three (3) years.

BE IT FURTHER RESOLVED that this schedule is to remain in effect from the date of adoption until it is reviewed and updated.

Adopted this the 4th day of November, 2019

William D. Feather, Mayor

ATTEST:

Tanya Maria Word, Town Clerk, CMC

TO: Board of Aldermen
FROM: Interim Town Manager Larry Smith
RE: **Police Patrol Vehicle Purchase**
DATE: 10/24/2019



Agenda Item 9e

Attached is the highlighted summary (from page 4 of the Adopted FY19/20 budget) explaining this year's Police budget.

Based upon the prescribed population formula, the Town of Faith's reimbursement amount for this year's Police budget is \$153,243. Faith Board representatives on the Joint Police Authority (JPA) advised us in June that they could only commit to reimbursing \$146,000 at that time (shy \$7,243)... but agreed to reconvene and reassess the towns' financial positions at the end of the 1st quarter.

- The cost of a new Patrol Vehicle (**\$ 41,000**) was therefore included in the adopted FY19-20 budget, but its purchase was delayed until at least the end of the 1st quarter for further JPA review and assessment.
- The JPA met 9/25/19. Chief Cook advised that preliminary completion of the Town of Granite Quarry's audit shows \$16,904 in FY18-19 unspent funds carrying over into this FY. Also, as of 9/25/19, difficulty staffing the 2 FT officer positions this year had already resulted in additional unspent funds of \$25,354 within this FY as well. The total of these two things = **\$ 42,258**.

The JPA has approved moving forward with the patrol car purchase, based on those items clearly covering the cost of the vehicle (i.e., even if it hadn't already been budgeted).

Since the Granite Quarry Town Board had specifically considered Faith's reimbursement amount itself as part of the budget adoption, staff felt it best to double check back with the Board to make sure it concurs with the purchase based on the above reasoning. Under this reasoning, the Town of Granite Quarry indeed does not expend any more funds than what we already planned and budgeted, but the Town of Faith would still only be reimbursing \$146,000 for this fiscal year.

RECOMMENDED ACTION:

Consensus among the Board that the reasoning behind the patrol car purchase satisfies the concerns noted by the Board as part of its FY19-20 Budget adoption.

Town of Granite Quarry FY19-20 Adopted Budget, page 4

Budget Overview

After careful consideration the following budget recommendations represent Board goals, departmental input, and community needs within the existing tax rate of **\$0.4175** per \$100 valuation. The total recommended budget is **\$3,112,880**.

General Fund:		\$ 2,397,287
Governing Body	\$ 16,787	
Administration	\$ 555,268	
Police	\$ 726,268	
Fire	\$ 499,831	
Maintenance	\$ 292,456	
Parks and Recreation	\$ 39,000	
Environmental	\$ 185,120	
Powell Bill Fund	\$ 82,557	
Industrial Development and FEMA Grant Funds:		\$ 715,593
Total All Funds:		\$ 3,112,880

FY 2019-2020 Departmental Highlights

Governing Body: The proposed budget for Governing Body is \$16,787. It includes the cost of municipal elections, which occurs in odd-numbered calendar years.

Administration: The proposed budget for Administration is \$555,268. This includes a staffing position to assist with the increasing administrative, committee & events support, and code enforcement prioritizations, along with an additional \$2,000 for events. This also includes the cost of recodification of the Town Ordinances, and \$6,523 for visionary funds.

Police: The proposed budget for the Police Department is \$726,268. It includes funding for 2 additional full-time officers and 1 vehicle replacement. Under the Joint Police Authority, Granite Quarry is reimbursed a population percentage by the Town of Faith. The FY19-20 percentage is 21.1%, which equates to an amount of \$153,243.

6/4/19 update:

The Joint Police Authority met 6/4/19. The Town of Faith at this time is only able to commit to \$146,000 in its FY19-20 proposed budget. Under the adopted population percentage formula, \$146,000 would be the equivalent of a \$691,944 overall departmental budget: a difference of \$34,324 from the proposed budgetary needs. Therefore, since the vehicle replacement is projected to be more than that (\$41,000), the Authority will delay purchase of the proposed vehicle at least until the end of the first quarter of FY19-20. At that time, the JPA will reconvene and reassess Faith's financial position, and again at the end of the second quarter if needed.

TO: Board of Aldermen
FROM: Interim Town Manager Larry Smith
RE: **Town Hall Upgrades project**
DATE: 10/28/2019



Agenda Item 9f

During this year's budget planning process, the Town Board determined it was not feasible to proceed with the full Town Hall Renovation project in light of other major projects and priorities to which Granite Quarry was already committed in this fiscal year. The Board asked staff to look into any possible Town Hall upgrades that we *could* potentially accomplish within this fiscal year that might still make a positive impact in downtown revitalization.

The Town had already retained Ramsey, Burgin, Smith Architects, Inc (RBS) for the full renovation design. Using the previously drawn plans, staff broke down possible improvements that would:

- Accomplish the biggest "bang for the buck" improvements as far as curb impact. This included landscaping & irrigation, parking lots repair, and plan improvements along the front façade of the building.
- Not conflict with the overall renovation plans already drawn.
- Still keep the project as manageable as possible – financially and administratively – in conjunction with the other major FEMA and Industrial Development Grant projects we are already currently undertaking.
- Keep the project under the \$300,000 statutory threshold that requires additional review and cost requirements.

Attached is a spreadsheet of the proposed upgrades and their estimated construction costs only.

If the Board approves moving forward with this scope, staff will then work with RBS to refine the specifications and costs. We would then bring back a final Project Ordinance to the Board for review that appropriates the finalized construction costs, architectural/construction administration fees, contingencies, and so forth per the General Statutes and Generally Accepted Accounting Principles (GAAP).

The Building Committee has reviewed the proposal with the Revitalization Team. The Committee recommends approval from the Board to move forward with the project.

Recommended Action:

Motion to approve moving forward with planning the Town Hall Upgrades project at a project scope not to exceed \$299,999.

Town Hall Upgrades Proposal - Construction Costs

Item	Unit \$	Measure	Total \$	NOTES
GROUNDS & LANDSCAPING				
Parking areas				
Seal coat south lot			17,097.74	Includes all repairs and patching
Repave north lot				
Landscaping				
In front of building			5,000.00	pursuant to Renovation plans
FD entrance median			500.00	improvement to complement front landscape plans
Irrigation for sign area / front			3,000.00	pursuant to Renovation plans
BUILDING				
2nd floor faux windows			26,123.00	pursuant to Renovation plans
Column panels, canopy lettering			150,805.00	pursuant to Renovation plans
Lighting				
Landscaping light poles	1,168.00	2	2,336.00	pursuant to Renovation plans
Flag light	150.00	1	150.00	pursuant to Renovation plans
Flashing cap	500.00		500.00	pursuant to Renovation plans

\$ 205,511.74 Total estimated *construction* costs

TO: Board of Aldermen
FROM: Interim Town Manager Larry Smith
RE: **Streets and Sidewalks**
DATE: 10/28/2019



Agenda Item **9g**

In August the Board voted to revise the scope of this year's street & sidewalk repairs to a \$350,000 Capital project, to be paid back using \$50,000 from the next 7 years of Powell Bill funds.

Staff had to compile a full financial picture of current projects before the Local Government Commission (LGC) could even consider our request. On October 10th we passed the pre-application conference with the LGC for our proposal, so they've now given us the actual application to begin completing for their formal review process.

Even in a best case scenario, the multiple steps we will have to meet for the revised scope of this project will almost definitely take us into & past the winter months:

- Local Government Commission review & approval
- NC Dept of Transportation / Powell Bill review & approval
- Request for Proposals – Financing bids
- Requests for Proposals – Construction bids
- Actual construction timelines

We can of course continue to proceed with *both* streets and sidewalks included in the financing proposal. An idea we have bounced off LGC and DOT though is whether we should consider separating sidewalks from the financing & application, since that would:

- Allow us to move forward with sidewalk repairs sooner (*possibly* even before winter)
- Give us more "bang for our buck" through bidding streets and sidewalks separately
- Simplify the application & financing proposals to a streets-only construction project

Our current Powell Bill fund balance is \$84,724.

If the Board agrees (and contingent upon DOT's final approval), staff would respectfully recommend amending the direction to:

- 1. Use up to \$84,724 of our current Powell Bill fund balance toward beginning a Sidewalk repairs project now.**
- 2. Continue with the LGC application and financing proposal as a Streets-only project less that amount (\$275,000?) (*still requesting to be repaid \$50,000 from the next 7 years of PB funds*).**

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item 9h

**Request to Dispose of Property -
Maintenance Department**

Summary

The Maintenance Department is requesting to dispose of the following items:

- ✚ 1988 Chevrolet C2500 Convey to Town of Faith Public Works Department
(G.S. 160A-280) Convey to non-profits, sister cities, and other units of government – does not apply to schools
- ✚ Older cordless Dewalt Drill and Impact – Doesn't Work

Attachment

- A. Memorandum from Public Works Manager requesting disposal.
- B. Sale of Town Property Authorization Form.

Action Requested

Motion from the Board to convey 1988 Chevrolet C2500 to Town of Faith Public Works Department and dispose of older cordless Dewalt Drill and Impact.

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against



Maintenance Surplus November 2019

- 1988 Chevrolet C2500 – Convey to Town of Faith Public Works Department
(G.S. 160A-280) Convey to non-profits, sister cities, and other units of government – does not apply to schools
- Older cordless Dewalt Drill and Impact – Doesn't Work

Agenda Item Summary

Regular Monthly Meeting

November 4, 2019

Agenda Item **9i**

Summary

Planning Board

Jared Mathis and Jamie Vanhoy have expressed an interest in serving on the Planning Board.



Jared Mathis lives in the Town ETJ

Jamie Vanhoy lives in Town

Attachment

Boards and Committees application submitted by Jared Mathis and Jamie Vanhoy.

Action Requested

Motion to appoint Jared Mathis to the Planning Board (ETJ) (ALT) and Jamie Vanhoy as an Alternate for the Town.

**Boards and Committees
Appointment – Planning Board**

Motion Made By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Second By:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

For:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

Against:

- Jim Costantino
- Kim Cress
- Jim LaFevers
- John Linker

In case of tie:

Mayor Bill Feather

- For
- Against

*Lives in ETJ



P.O. Box 351
Granite Quarry, NC 28072-0351
704-279-5596
www.granitequarrync.gov

BOARDS AND COMMITTEES APPLICATION

NAME Jared Mathis
ADDRESS 590 Coley Rd ZIP 28146
PHONE 704-202-1300 PHONE (business or cell) _____
EMAIL jaredsmathis@gmail.com
OCCUPATION NCDOT

ARE YOU CURRENTLY SERVING ON A BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

ARE YOU APPLYING FOR REAPPOINTMENT TO YOUR CURRENT BOARD OR COMMITTEE?
 Yes No

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMITTEES IN ORDER OF PREFERENCE (please check up to three applicable boxes)

- Community Appearance Committee
- Planning Board
- Environmental Committee
- Revitalization Team
- PERC Committee
- Zoning Board of Adjustment

WORK EXPERIENCE (List your four most recent employment experiences, listing present or most recent first)

Dates	Company Name/Location	Position	Job Description
Jan 2018 - Present	NCDOT Division 10 office	Assistant DDC Engineer	Project Manager/Contracts
Jan 2017 - Jan 2018	City of Concord	Transportation Staff Engineer	Performed Traffic Studies
Summers 2014 - 2016	NCDOT Division 10 office	Intern	Surveyor
Jan 2013 - Dec 2017	HVAC Assistant UNC Charlotte	HVAC Assistant	

EDUCATION (List your three most recent educational experiences, listing present or most recent first)

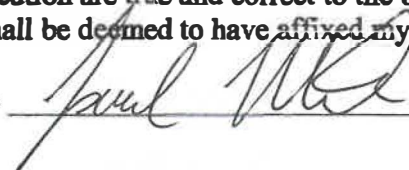
Educational Institution/School	Degree Received	Area(s) of Study
UNC Charlotte	B.S. Civil Engineering	Civil Engineering
East Rowan High	Diploma	General Education

BOARDS/ COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

I affirm that I understand this application may be considered a public record and as such, portions may be subject to release under North Carolina General Statute Chapter 132, Public Records. I certify that the facts contained in this application are true and correct to the best of my knowledge. I agree that by my submission of this application form, I shall be deemed to have affixed my signature hereto.

Signature



Date

10/24/19

FOR OFFICE USE ONLY

Application Received:

10/29/19

Interview Date & Time:

Confirmation Date:

Term Ending:



P.O. Box 351
 Granite Quarry, NC 28072-0351
 704-279-5596
www.granitequarrync.gov

BOARDS AND COMMITTEES APPLICATION

NAME Jamie Vanhoy
 ADDRESS 423 East Lyerly GQ St. ZIP 28146
 PHONE 704-~~209~~798-3304 PHONE (business or cell) 704-209-0503
 EMAIL vanhoyjamie@gmail.com
 OCCUPATION restaurant owner

ARE YOU CURRENTLY SERVING ON A BOARD OR COMMITTEE Yes No

IF SO, PLEASE PROVIDE THE NAME OF THE BOARD OR COMMITTEE

ARE YOU APPLYING FOR REAPPOINTMENT TO YOUR CURRENT BOARD OR COMMITTEE?
 Yes No

I AM INTERESTED IN SERVING ON THE FOLLOWING BOARDS OR COMMITTEES IN ORDER OF PREFERENCE *(please check up to three applicable boxes)*

- | | |
|---|---|
| <input type="checkbox"/> Community Appearance Committee | <input checked="" type="checkbox"/> Planning Board |
| <input type="checkbox"/> Environmental Committee | <input type="checkbox"/> Revitalization Team |
| <input type="checkbox"/> PERC Committee | <input type="checkbox"/> Zoning Board of Adjustment |

WORK EXPERIENCE *(List your four most recent employment experiences, listing present or most recent first)*

Dates	Company Name/Location	Position	Job Description
<u>Sept 2014 - Present</u>	<u>Wahoo's Diner</u>	<u>owner</u>	<u>all</u>

EDUCATION (List your three most recent educational experiences, listing present or most recent first)

Educational Institution/School	Degree Received	Area(s) of Study
South Rowan High	High School Diploma	

BOARDS/ COMMITTEES ON WHICH YOU HAVE SERVED (LIST MUNICIPALITIES AND DATES)

EVER CONVICTED OF A FELONY Yes No If yes, state details: _____

I affirm that I understand this application may be considered a public record and as such, portions may be subject to release under North Carolina General Statute Chapter 132, Public Records. I certify that the facts contained in this application are true and correct to the best of my knowledge. I agree that by my submission of this application form, I shall be deemed to have affixed my signature hereto.

Signature Janine Vanby Date 11-1-19

FOR OFFICE USE ONLY

Application Received: _____ Interview Date & Time: _____

Confirmation Date: _____ Term Ending: _____



**FISCAL YEAR 2019-2020
BUDGET AMENDMENT REQUEST #2**

November 4, 2019

PURPOSE: To transfer funds from Fund Balance Appropriated (01-3991-99) in an amount not to exceed \$6,500 to Maintenance Contracted Services (01-4190-60) for an emergency repair to the culvert located at the State Employee’s Credit Union site.

Motion is to approve the transfer of funds once staff has received a total amount for the repair.

TRANSFER FUNDS FROM:

General Ledger Acct. # and Description	Amount
01-3991-99 Fund Balance Appropriated	\$ 6,500
TOTAL	\$ 6,500

ADD FUNDS TO:

General Ledger Acct. # and Description	Amount
01-4190-60 Maintenance Contracted Services	\$ 6,500
TOTAL	\$ 6,500

The above Budget Amendment was approved / denied by the Manager or Board on _____.

William Feather, Mayor

Shelly Shockley, Finance Officer

Office of the Mayor:



Proclamation

WHEREAS, we are pleased and honored to that the Town of Granite Quarry’s Board of Aldermen has joined together this year to pay tribute on this day to the dedicated veterans who have served this great nation with such distinction, both in peace time and in war; and

WHEREAS, our community has a continuing sense of gratitude to those who have given so much in the defense of the freedoms which we all continue to enjoy; and

WHEREAS, Americans have an abiding faith in the ideals and strengths on which our great nation was founded, in our democratic process, and in the men and women of the armed forces who have served our country so well; and

WHEREAS, in honor of these dedicated men and women, we pledge our continued defense of our nation so that their sacrifice will stand before the entire world as a tribute to the spirit and determination of a people dedicated to the principles of freedom and democracy; and

WHEREAS, on this patriotic occasion, let us all commit ourselves to the great need of fostering a spirit of rededication to the ideals that have served as the foundation of this great country – “One nation, under God, indivisible, with liberty and justice for all.”

NOW, THEREFORE, I, William D. Feather, by virtue of the authority vested in me as Mayor of the Town of Granite Quarry, North Carolina, do hereby proclaim Monday, November 11, 2019 as

“HONOR OUR VETERANS DAY”

in the Town of Granite Quarry, North Carolina and encourage all our citizens to honor our veterans and rededicate themselves to the preservation of our liberties under the Constitution.

Proclaimed this the 4th day of November, 2019.

William D. Feather, Mayor

ATTEST:

Tanya Maria Word, Town Clerk, CMC