



## Town of Marshville Town Council Meeting

Monday, November 7, 2016, 7:00 PM  
Marshville Town Hall

### AGENDA

1. **Call to Order/Invocation/Pledge of Allegiance**
  2. **Adoption of Agenda for the Meeting**
  3. **Public Comment**  
*Please sign in at the podium. Before speaking, state your name and address and limit comments to two minutes.*
  4. **Consent Agenda**
    - Proclamation – Veterans Day 2016
    - Minutes – October 3, 2016 Regular Meeting
    - Budget Amendment 2017-06 – Small Town Main Street Downtown Revitalization Project, Phase I
    - Budget vs. Actual Report – July 2016
    - Budget vs. Actual Report – August 2016
    - Budget vs. Actual Report – September 2016
  5. **Discussion and action regarding acceptance of land from Edwards Wood Products, Inc. for a new pump station site**
  6. **Municipal Records Retention Schedule Amendment** *(recommended by The Government Records Section of the State Archives of North Carolina)*
  7. **Discussion and possible action concerning Personnel Policy Changes** *(ongoing process as the policy is reviewed by management)*
  8. **Discussion and possible action concerning Planning and Code Enforcement services**
  9. **Town Manager's Report**
  10. **Mayor and Town Council Member Comments**
  11. **Closed Session per NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.**
  12. **Action resulting from closed session**
  13. **Adjourn**
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*Upcoming Meetings & Events:*

- *November 8, 2016 – ELECTION DAY*
- *November 10, 2016 – Planning Board Meeting – 7:00 pm*
- *November 11, 2016 – Veterans Day (Town Hall closed)*
- *November 8 – 11, 2016 – Budget in Local Government class (Town Manager Stuber and Finance Officer Johnson will be attending)*
- *November 19, 2016 – Marshville Christmas Parade (sponsored by the Marshville Chamber of Commerce)*
- *November 24 – 25, 2016 – Thanksgiving holiday (Town Hall Closed)*
- *December 2, 2016 – Annual Christmas Tree Lighting – 6:30 pm*
- *December 5, 2016 – Town Council Meeting – 7:00 pm*
- *December 8, 2016 – Planning Board Meeting – 7:00 pm*

**Proclamation  
Veterans Day 2016**

**WHEREAS**, for decades America has paused on the 11th of November, the anniversary of the armistice that concluded World War I, to remember and to pay tribute to our veterans of military service in proud and grateful recognition of the hardships and sacrifices by the millions of men and women who have defended our land in war and in peace; and

**WHEREAS**, the freedoms we enjoy have been purchased and maintained at a high price, as Americans have been willing, throughout our history, to fight and die to preserve their individual rights as guaranteed in the United States Constitution and the Bill of Rights; and

**WHEREAS**, Americans owe a great debt to all those who have served in defense of the nation throughout the generations; for their sacrifices, often resulting in permanent injury or death, which have preserved our unique form of government dedicated to human right and respect for the individual, and preserved our freedoms and promise of liberty as an example for oppressed persons of the world; and

**WHEREAS**, in honor of these dedicated men and women we pay a special tribute to our nation's veterans, remembering their sacrifices, honoring those living and remembering those deceased.

**NOW, THEREFORE, I, FRANK DEESE**, Mayor of the Town of Marshville, North Carolina, by the virtue of the authority vested in me as Mayor, do hereby urge all citizens to honor our Veterans this Friday, November 11, 2016 with expressions of gratitude for the sacrifices of all those who fought so valiantly to preserve our heritage of freedom and to promote enduring peace.

Proclaimed this the 7th day of November, 2016

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Frank Deese, Mayor  
Town of Marshville

ATTEST:

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Tonya D. Johnson, Town Clerk

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# TOWN OF MARSHVILLE

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est. 1877

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## MEMORANDUM

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**TO:** MAYOR AND ELECTED OFFICIALS  
**FROM:** TONYA JOHNSON  
**SUBJECT:** BUDGET AMENDMENT #2017-06  
**DATE:** NOVEMBER 2, 2016  
**CC:** MANAGER STUBER

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At its November 2, 2015 meeting, the town council voted unanimously to appropriate \$60,000 of the town's fund balance to the Marshville Small Town Main Street committee to complete Phase I of a proposed Downtown Revitalization Plan. As of June 30, 2016 Phase I was not completed. Funds in the amount of \$32,140.03 were spent as of June 30, 2016. The remaining funds of \$27,859.97 were not re-appropriated in the FY2016-17 budget. This budget amendment re-appropriates the remaining \$27,589.97 into the FY2016-17 budget so that Phase I of the Downtown Revitalization project can be completed.

# Town of Marshville

**AMENDMENT**

#2017 - 06

2016 - 2017 Budget Ordinance

**BE IT ORDAINED** by the Marshville Town Council that the 2016 - 2017 Budget Ordinance be amended as follows:

Section 1: General Fund

Increase	10-3990-0000	Encumbered Fund Balance	\$27,859.97
<b>Total Increase</b>			<b><u><u>\$27,859.97</u></u></b>
Increase	10-4500-7300	Capital Outlay - Other	\$27,859.97
<b>Total Increase</b>			<b><u><u>\$27,859.97</u></u></b>

Adopted this 7th day of November, 2016.

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Franklin D. Deese, Mayor

ATTEST:

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Tonya Johnson, Town Clerk

This Budget Amendment provides for: Appropriation to complete Phase I of the Small Town Main Street Downtown Revitalization Plan. The project was not completed as of June 30, 2016. The remainder of the original appropriation (\$60,000), not spent in FY2015-16 has to be re-allocated into the FY2016-17 budget to cover the final expenses associated with the completion of Phase I.



## Town of Marshville Town Council Meeting

Monday, October 3, 2016, 7:00 PM  
Marshville Town Hall

### Regular Meeting Minutes

**Present:** Mayor Deese, Mayor Pro-Tem Morgan, Council Members Bivens, Carpenter, Rowell and Staton

**Staff Present:** Town Manager, Robyn Stuber; Clerk/Finance Officer, Tonya Johnson; Police Chief, Matt Tarlton; Park & Recreation Director, Eddie Mitchell; Tax Collector, Debbie Morton; Customer Service Specialist, Amy Griffin

#### **Call to Order/Invocation/Pledge of Allegiance**

The regular meeting of the Marshville Town Council was called to order at 7:00 pm by Mayor Frank Deese. Mayor Deese welcomed everyone in attendance. The invocation was given by Council Member Staton. The Pledge of Allegiance was given by everyone.

#### **Adoption of Agenda for the Meeting**

A motion to adopt the agenda as presented was made by Council Member Rowell. The motion was seconded by Council Member Staton. The motion carried with a unanimous vote.

#### **Public Comment**

Mr. Dennis Rape, of 1417 Crown Forest Lane, Monroe, NC, addressed the council regarding his candidacy for the Union County Board of Education, At-Large. Mr. Rape introduced himself as a retired school teacher with 15 plus years of classroom experience as well as a business owner. Mr. Rape emphasized that he cares about the children and the schools in Union County. He desires to make sure that teachers and students get what they need to succeed. Mr. Rape thanked the council for the opportunity to speak and stated that he would appreciate their vote.

#### **Consent Agenda**

A motion to adopt the consent agenda and the items thereon was made by Mayor Pro-Tem Morgan. The motion was seconded by Council Member Rowell and passed by unanimous vote.

#### **Customer Service Specialist introduction**

Town Manager, Dr. Stuber, introduced Amy Griffin as the new Customer Service Specialist. The council welcomed Mrs. Griffin.

#### **Authorize voting delegate for the CityVision 2016 Business Meeting**

Mayor Deese stated that a delegate must be appointed to vote on behalf of the Town of Marshville at the annual NCLM business meeting. Mayor Deese stated that he and Manager Stuber will be attending the conference this year. A motion was made by Council Member Rowell authorizing Mayor Deese to serve as the voting delegate for the Town of Marshville. The motion was seconded by Council Member Staton and passed by unanimous vote.

### **Discussion and action regarding requests for street closures**

Chief Tarlton requested to close Main Street from Cross Street to White Street on Monday, October 31, 2016 from 5 pm to 9 pm for the annual Halloween on Main event.

Park & Recreation Director, Eddie Mitchell requested to close portions of Olive Branch Road and East Union Street on December 17, 2016 for a 5K run. It was determined that these roads are NCDOT roads and will also require permission from NCDOT. It was the consensus of the council to grant the street closure requests and to authorize Chief Tarlton to submit application to NCDOT requesting street closure for Olive Branch Road and East Union Street.

### **Discussion and possible action concerning Planning and Code Enforcement services**

Mayor Deese reported that N-Focus Planning & Design, Inc. terminated its contract with the Town of Marshville effective September 30, 2016. Mayor Deese referenced a letter received from N-Focus notifying the town of such termination. Town Manager Stuber stated that she can come back to council at next month's meeting with service options and associated costs. It was the consensus of the council to have the manager present information at the November council meeting.

### **Set date for Annual Christmas Tree Lighting**

A motion was made by Council Member Bivens and seconded by Council Member Staton to set Friday, December 2, 2016 at 6:30 pm as the date for the Annual Christmas Tree Lighting. The motion carried by unanimous vote.

### **Town Manager's Report**

Town Manager Stuber thanked the council for the opportunity to serve the Town of Marshville. She stated that a department head meeting was already held.

Town Manager Stuber recognized the Marshville Police Department, sharing two thank you notes commending the department. She stated that Chief Tarlton and the officers are doing a good job and are getting out into the community. Officer Steven Fultz was recognized regarding a recent traffic stop whereby his actions resulted in positive social media posts. Mayor Deese and the members of the council commended Officer Fultz for a job well done.

Town Manager Stuber stated that Halloween on Main is set for Monday, October, 31, 2016 and sounds to be a fun evening.

Town Manager Stuber reported that the Parks and Recreation department has several events scheduled. She added that she and Park Director, Eddie Mitchell, are working together on ideas for the park property.

Town Manager Stuber reported that two candidates have been interviewed for the Public Works Director position.

Town Manager Stuber commented that the town's website needs a lot of work and she will be taking that on as a personal project. She added that she will be looking into social media presence and will work to develop a social media policy to bring to council.

Town Manager Stuber stated that the town needs a logo. She suggested a contest in order to get the public involved. The entries would be judged by the council.

Town Manager Stuber commended Tonya Johnson, Debbie Morton and Paula Beachum, the administrative staff. She stated that these ladies have been instrumental in helping her find her way these past weeks.

Town Manager Stuber reminded the council of the court date scheduled for Friday, October 7, 2016 at 10 am regarding the Union County Sewer dispute.

### **Mayor and Town Council Member Comments**

Council Member Staton thanked Town Manager Stuber for taking time to meet with her. She also thanked the police department.

Mayor Pro-Tem Morgan echoed Council Member Staton's remarks. She expressed appreciation for having refreshments available this evening.

Council Member Bivens also thanked staff for the refreshments. Council Member Bivens pointed out that curb siding is needed along Carelock Drive. She also pointed out several streets in which potholes need to be repaired.

Council Member Carpenter reported that the latest CRTPO meeting was cancelled. Council Member Carpenter commented that she is pleased that the manager is going to work on the town's website. She stated that Officer Fultz diffused a situation and commended the police department for doing a good job. Council Member Carpenter thanked the clerk for helping to make her town email account accessible.

Council Member Rowell reported that the Boll Weevil event went well. He thanked the police department for their assistance.

Council Member Rowell invited the manager to a Marshville Chamber of Commerce meeting on Thursday, October 6, 2016 at 12 pm.

Council Member Rowell reported that the semi-annual cemetery cleanup will take place on October 15, 2016 from 9 am until 6 pm.

Council Member Rowell stated that he will have a tent set up for the elected officials during the Halloween on Main event. He informed the council members that they can donate candy for the trick-or-treaters. Council Member Rowell reported that the event will include face painting, pumpkin painting, a costume contest, and a hayride.

Town Manager Stuber asked to give an update regarding the town's ORC situation. She reported that Tommy Kost terminated his employment with the town on September 30, 2016. Mr. Kost was serving as ORC until such time that a Public Works Director can be hired. Manager Stuber reported that she has met with the Town of Wingate and the towns are going to enter into a temporary contract for ORC services.



Mayor Deese referenced the most recent invoice from Turrentine, the law firm handling the sewer lawsuit. Mayor Deese pointed out the need to work to trim down the legal expenses being incurred. Mayor Deese stated that the attorneys are very positive regarding the case against Union County.

**Adjourn**

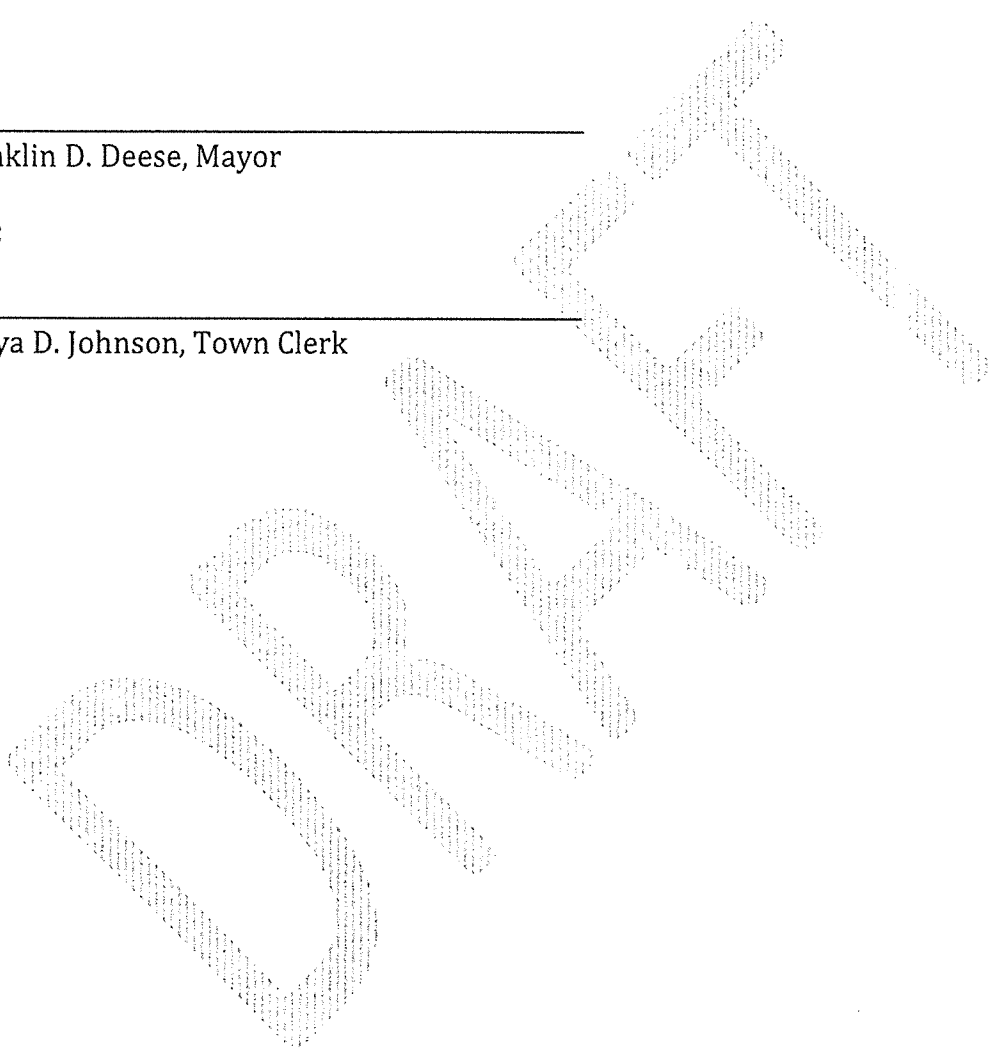
Council Member Rowell made a motion to adjourn the meeting at 7:43 pm. The motion was seconded by Council Member Bivens and passed by unanimous vote.

These minutes approved this 7<sup>th</sup> day of November, 2016.

By: \_\_\_\_\_  
Franklin D. Deese, Mayor

ATTEST:

\_\_\_\_\_  
Tonya D. Johnson, Town Clerk



2016-2017

FUND 10 REVENUES		Budget	YTD as of 07/31/16	Percent
Revenues				
10-3070-0000	Ad Valorem Taxes	707,850.00	2,890.43	%
10-3010-0100	Motor Vehicles	75,877.00	8,409.64	11%
10-3010-0500	Prior Year Tax Collect	12,000.00	1,211.35	10%
10-3170-0000	Tax Penalties & Interest	4,500.00	331.10	7%
10-3250-0000	Privilege Licenses	0.00	10.00	
10-3260-0000	Vehicle Rental Tax	0.00	0.00	
10-3290-0000	Interest on Investments	100.00	47.14	47%
10-3317-0000	Controlled Substance Tax	0.00	0.00	
10-3318-0000	Police Grant	0.00	0.00	
10-3318-0050	Pedestrian Planning Gr	0.00	0.00	
10-3318-0200	CMAQ Revenue	0.00	0.00	
10-3319-0000	Police Calendar Sales	280.00	0.00	%
10-3319-0100	Police Event Services	900.00	0.00	
10-3319-0200	National Night Out Proceeds	0.00	0.00	
10-3350-0000	Miscellaneous	1700.00	246.00	14%
10-3350-0100	Sale of Fixed Asset	4,000.00	0.00	
10-3350-0200	Cash Short	0.00	0.00	
10-3360-0000	Insurance Proceeds	0.00	0.00	
10-3360-0100	Reimbursement Proceeds	0.00	0.00	
10-3370-0000	Franchise Tax - Utilities	195,000.00	0.00	%
10-3370-0100	Franchise Tax - Cable TV	0.00	0.00	
10-3370-0200	Solid Waste Disposal Tax	1,550.00	0.00	%
10-3430-0000	Powell Bill Allocation	68,600.00	0.00	%
10-3450-0000	Local Option SalesTax	0.00	0.00	
10-3450-0010	Sales Tax Art. 39	90,000.00	7,411.87	8%
10-3450-0020	Sales Tax Art. 40	55,000.00	4,935.46	9%
10-3450-0030	Sales Tax Art. 42	45,000.00	3,912.79	9%
10-3450-0040	Sales Art. 44	0.00	0.52	
10-3450-0050	Sales Tax Hold Harmless	52,000.00	4,880.71	9%
10-3450-0200	Beer & Wine Tax Distr	11,000.00	0.00	%
10-3491-0000	Planning/Zoning Fees	3,000.00	170.00	6%
10-3510-0000	Court Cost Fees & Charges	1,200.00	166.50	14%
10-3590-0000	Refuse Collection Fees	198,000.00	16,550.05	8%
10-3610-0000	Cemetery - Sale of Lot	29,250.00	0.00	%
10-3610-0100	Cemetery - Donations	0.00	0.00	
10-3610-0200	Cemetery - Grave Opening	0.00	0.00	
10-3650-0000	Recreation Activity Fees	16,600.00	20.00	%
10-3650-0100	Grant for Park	0.00	0.00	
10-3650-0120	Community Development	0.00	0.00	
10-3650-0130	Skatepark Donations	0.00	0.00	
10-3650-0200	Park Concessions	0.00	0.00	
10-3650-0300	Facilities Rental Fee	0.00	0.00	
10-3710-0400	Late Fee	3,000.00	458.32	15%
10-3834-0000	Property Leases	0.00	0.00	
10-3984-0000	Transfer From 40 Fund	49,000.00	4,043.56	8%
10-3990-0000	Encumbered Fund Balance	64,441.00	0.00	
10-3990-0100	Encumbered Powell Bill	83,700.00	0.00	
10-3990-0200	Encumbered Cont. Substance	0.00	0.00	
10-3990-0300	Encumbered Solid Waste	1,592.00	0.00	
Total Revenues for Fund	10	1,775,140.00	55,695.44	3%

2015-2016

FUND 10 REVENUES		Budget	YTD as of 07/31/16	Percent
Revenues				
10-3070-0000	Ad Valorem Taxes	707,850.00	2,890.43	%
10-3010-0100	Motor Vehicles	75,877.00	8,409.64	11%
10-3010-0500	Prior Year Tax Collect	12,000.00	1,211.35	10%
10-3170-0000	Tax Penalties & Interest	4,500.00	331.10	7%
10-3250-0000	Privilege Licenses	0.00	10.00	
10-3260-0000	Vehicle Rental Tax	0.00	0.00	
10-3290-0000	Interest on Investments	100.00	47.14	47%
10-3317-0000	Controlled Substance Tax	0.00	0.00	
10-3318-0000	Police Grant	0.00	0.00	
10-3318-0050	Pedestrian Planning Gr	0.00	0.00	
10-3318-0200	CMAQ Revenue	0.00	0.00	
10-3319-0000	Police Calendar Sales	280.00	0.00	%
10-3319-0100	Police Event Services	900.00	0.00	
10-3319-0200	National Night Out Proceeds	0.00	0.00	
10-3350-0000	Miscellaneous	1700.00	246.00	14%
10-3350-0100	Sale of Fixed Asset	4,000.00	0.00	
10-3350-0200	Cash Short	0.00	0.00	
10-3360-0000	Insurance Proceeds	0.00	0.00	
10-3360-0100	Reimbursement Proceeds	0.00	0.00	
10-3370-0000	Franchise Tax - Utilities	195,000.00	0.00	%
10-3370-0100	Franchise Tax - Cable TV	0.00	0.00	
10-3370-0200	Solid Waste Disposal Tax	1,550.00	0.00	%
10-3430-0000	Powell Bill Allocation	68,600.00	0.00	%
10-3450-0000	Local Option SalesTax	0.00	0.00	
10-3450-0010	Sales Tax Art. 39	90,000.00	7,411.87	8%
10-3450-0020	Sales Tax Art. 40	55,000.00	4,935.46	9%
10-3450-0030	Sales Tax Art. 42	45,000.00	3,912.79	9%
10-3450-0040	Sales Art. 44	0.00	0.52	
10-3450-0050	Sales Tax Hold Harmless	52,000.00	4,880.71	9%
10-3450-0200	Beer & Wine Tax Distr	11,000.00	0.00	%
10-3491-0000	Planning/Zoning Fees	3,000.00	170.00	6%
10-3510-0000	Court Cost Fees & Charges	1,200.00	166.50	14%
10-3590-0000	Refuse Collection Fees	198,000.00	16,550.05	8%
10-3610-0000	Cemetery - Sale of Lot	29,250.00	0.00	%
10-3610-0100	Cemetery - Donations	0.00	0.00	
10-3610-0200	Cemetery - Grave Opening	0.00	0.00	
10-3650-0000	Recreation Activity Fees	16,600.00	20.00	%
10-3650-0100	Grant for Park	0.00	0.00	
10-3650-0120	Community Development	0.00	0.00	
10-3650-0130	Skatepark Donations	0.00	0.00	
10-3650-0200	Park Concessions	0.00	0.00	
10-3650-0300	Facilities Rental Fee	0.00	0.00	
10-3710-0400	Late Fee	3,000.00	458.32	15%
10-3834-0000	Property Leases	0.00	0.00	
10-3984-0000	Transfer From 40 Fund	49,000.00	4,043.56	8%
10-3990-0000	Encumbered Fund Balance	64,441.00	0.00	
10-3990-0100	Encumbered Powell Bill	83,700.00	0.00	
10-3990-0200	Encumbered Cont. Substance	0.00	0.00	
10-3990-0300	Encumbered Solid Waste	1,592.00	0.00	
Total Revenues for Fund	10	1,775,140.00	55,695.44	3%

FUND 10 REVENUES		Budget	YTD as of 07/31/15	Percent
Revenues				
10-3070-0000	Ad Valorem Taxes	670,384.00	3,130.80	%
10-3010-0100	Motor Vehicles	69,550.00	6,975.95	10%
10-3010-0500	Prior Year Tax Collect	11,000.00	917.97	8%
10-3170-0000	Tax Penalties & Interest	4,500.00	300.24	7%
10-3250-0000	Privilege Licenses	0.00	15.00	#DIV/0!
10-3260-0000	Vehicle Rental Tax	0.00	0.00	
10-3290-0000	Interest on Investments	3,800.00	32.88	1%
10-3317-0000	Controlled Substance Tax	0.00	0.00	
10-3318-0000	Police Grant	0.00	0.00	
10-3318-0050	Pedestrian Planning Gr	0.00	0.00	
10-3318-0200	CMAQ Revenue	0.00	0.00	
10-3319-0000	Police Calendar Sales	300.00	0.00	%
10-3319-0100	Police Event Services	900.00	0.00	
10-3319-0200	National Night Out Proceeds	0.00	0.00	
10-3350-0000	Miscellaneous	1650.00	1,635.88	99%
10-3350-0100	Sale of Fixed Asset	0.00	0.00	
10-3350-0200	Cash Short	0.00	0.00	
10-3360-0000	Insurance Proceeds	0.00	0.00	
10-3360-0100	Reimbursement Proceeds	0.00	0.00	
10-3370-0000	Franchise Tax - Utilities	185,000.00	0.00	%
10-3370-0100	Franchise Tax - Cable TV	0.00	0.00	#DIV/0!
10-3370-0200	Solid Waste Disposal Tax	1,600.00	0.00	%
10-3430-0000	Powell Bill Allocation	69,500.00	0.00	%
10-3450-0000	Local Option SalesTax	0.00	0.00	
10-3450-0010	Sales Tax Art. 39	80,000.00	6,937.71	9%
10-3450-0020	Sales Tax Art. 40	55,000.00	4,755.70	9%
10-3450-0030	Sales Tax Art. 42	42,000.00	3,669.06	9%
10-3450-0040	Sales Art. 44	0.00	0.40	
10-3450-0050	Sales Tax Hold Harmless	52,000.00	4,738.82	9%
10-3450-0200	Beer & Wine Tax Distr	10,500.00	0.00	%
10-3491-0000	Planning/Zoning Fees	2,000.00	915.00	46%
10-3510-0000	Court Cost Fees & Charges	1,100.00	99.00	9%
10-3590-0000	Refuse Collection Fees	183,500.00	16,794.50	9%
10-3610-0000	Cemetery - Sale of Lot	3,750.00	0.00	%
10-3610-0100	Cemetery - Donations	0.00	0.00	
10-3610-0200	Cemetery - Grave Opening	0.00	0.00	
10-3650-0000	Recreation Activity Fees	500.00	90.00	18%
10-3650-0100	Grant for Park	0.00	0.00	
10-3650-0120	Community Development	0.00	0.00	
10-3650-0130	Skatepark Donations	0.00	0.00	
10-3650-0200	Park Concessions	0.00	0.00	
10-3650-0300	Facilities Rental Fee	0.00	0.00	
10-3710-0400	Late Fee	2,500.00	275.00	11%
10-3834-0000	Property Leases	0.00	0.00	
10-3984-0000	Transfer From 40 Fund	65,000.00	5,656.85	9%
10-3990-0000	Encumbered Fund Balance	0.00	0.00	
10-3990-0100	Encumbered Powell Bill	142,734.00	0.00	
10-3990-0200	Encumbered Cont. Substance	62,800.00	0.00	
10-3990-0300	Encumbered Solid Waste	313.00	0.00	
Total Revenues for Fund	10	1,735,430.00	56,940.76	3%

**2015-2016**

Budget	YTD		Percent
	as of 07/31/15		
73,100.00	6,584.08		9%
258,500.00	14,697.53		6%
151,725.00	14,766.16		10%
24,150.00	-1,968.27		- 8%
688,075.00	59,682.84		9%
127,350.00	6,325.69		5%
62,800.00	1,465.51		2%
252,680.00	58,654.06		23%
87,050.00	4,136.92		5%
10,000.00	0.00		
0.00	0.00		
0.00	0.00		
<b>1,735,430.00</b>	<b>164,344.52</b>		<b>9%</b>

**2016-2017**

Budget	YTD		Percent
	as of 07/31/16		
88,775.00	9,520.67		11%
271,600.00	18,652.51		7%
143,375.00	9,888.92		7%
15,050.00	927.12		6%
721,150.00	108,914.29		15%
130,105.00	10,259.91		8%
83,700.00	4,253.85		5%
212,585.00	4,929.65		2%
98,800.00	8,988.75		9%
10,000.00	0.00		
0.00	0.00		
0.00	0.00		
<b>1,775,140.00</b>	<b>176,335.67</b>		<b>10%</b>

FUND 10 EXPENDITURES	
<b>Expenses</b>	
10-4100 Governing Body	
10-4200 General Government	
10-4500 Community Development	
10-5000 Public Buildings	
10-5100 Police	
10-5600 Streets & Highways	
10-5700 Powell	
10-5800 Sanitation	
10-6200 Parks & Recreation	
10-6600 Contingency	
10-9800 Transfer to Enterprise Fund	
10-9840 Transfer to 40 Fund	
<b>Total Expenses for Fund 10</b>	<b>10</b>

2016-2017

FUND 30 REVENUES		Budget	YTD as of 07/31/16	Percent
<b>Revenues</b>				
30-1350-0000	Utility Refunds	0.00	0.00	
30-2290-0100	Contrib. - Spec. Rev.	0.00	0.00	
30-3290-0000	Interest on Investments	100.00	52.43	52%
30-3350-0000	Miscellaneous Income	0.00	0.00	
30-3350-0100	Sales of Fixed Assets	0.00	0.00	
30-3350-0300	Donated Assets	0.00	0.00	
30-3350-0400	Grant Proceeds	0.00	0.00	
30-3360-0000	Insurance Proceeds	0.00	0.00	
30-3360-0100	Reimbursements Proceeds	0.00	0.00	
30-3710-0000	Charges Utilities Water	689,000.00	62,071.56	9%
30-3710-0100	Charges Utilities Sewer	768,000.00	68,499.50	9%
30-3710-0200	Charges-County Sewer Inc	106,000.00	0.00	
30-3710-0300	Delinquent Fees	18,000.00	2,000.00	11%
30-3710-0400	Late Fees	28,000.00	2,750.00	10%
30-3710-0500	Returned Check Fee	0.00	50.00	
30-3710-0600	Service Initiation Fee	3,625.00	275.00	8%
30-3710-0700	Service Call Fee	0.00	0.00	
30-3710-0800	After Hours Reconnect	0.00	20.00	
30-3710-0900	Tampering Fee	0.00	0.00	
30-3730-0000	Tap Fees - Water	6,000.00	0.00	
30-3730-0100	Tap Fees - Sewer	42,000.00	0.00	
30-3740-0000	Bad Debts	0.00	0.00	
30-3750-0100	Capacity Fees - Water	7,200.00	0.00	
30-3750-0200	Capacity Fees - Sewer	39,500.00	0.00	
30-3800-0000	Capital Contributions	0.00	0.00	
30-3940-0000	Transfer From Gen Fund	0.00	0.00	
30-3990-0000	Encumbered Fund Balance	16,700.00	0.00	
Total Revenues for Fund 30		1,724,125.00	135,718.49	8%

FUND 30 EXPENDITURES		Budget	*YTD as of 07/31/16	Percent
<b>Expenses</b>				
30-5310	Safety	0.00	0.00	
30-6601	Contingency	5,000.00	0.00	
30-7000	Transfer	0.00	0.00	
30-8280	Water Operations	648,199.00	31,981.97	5%
30-8290	Sewer Operations	1,070,926.00	56,183.20	5%
Total Revenues for Fund 30		1,724,125.00	88,165.17	5%

2015-2016

FUND 30 REVENUES		Budget	YTD as of 07/31/15	Percent
30-1350-0000	Utility Refunds	0.00	0.00	
30-2290-0100	Contrib. - Spec. Rev.	0.00	0.00	
30-3290-0000	Interest on Investments	1,500.00	27.95	2%
30-3350-0000	Miscellaneous Income	0.00	0.00	
30-3350-0100	Sales of Fixed Assets	0.00	0.00	
30-3350-0300	Donated Assets	0.00	0.00	
30-3350-0400	Grant Proceeds	0.00	0.00	
30-3360-0000	Insurance Proceeds	0.00	0.00	
30-3360-0100	Reimbursements Proceeds	0.00	0.00	
30-3710-0000	Charges Utilities Water	655,400.00	64,528.58	10%
30-3710-0100	Charges Utilities Sewer	759,000.00	73,164.84	10%
30-3710-0200	Charges-County Sewer Inc	0.00	0.00	
30-3710-0300	Delinquent Fees	18,000.00	1,850.00	10%
30-3710-0400	Late Fees	25,000.00	2,610.00	10%
30-3710-0500	Returned Check Fee	0.00	50.00	
30-3710-0600	Service Initiation Fee	3,500.00	325.00	9%
30-3710-0700	Service Call Fee	0.00	0.00	
30-3710-0800	After Hours Reconnect	0.00	20.00	
30-3710-0900	Tampering Fee	0.00	286.00	
30-3730-0000	Tap Fees - Water	10,800.00	0.00	
30-3730-0100	Tap Fees - Sewer	31,500.00	0.00	
30-3740-0000	Bad Debts	0.00	0.00	
30-3750-0100	Capacity Fees - Water	12,900.00	0.00	
30-3750-0200	Capacity Fees - Sewer	29,600.00	0.00	
30-3800-0000	Capital Contributions	0.00	0.00	
30-3940-0000	Transfer From Gen Fund	0.00	0.00	
30-3990-0000	Encumbered Fund Balance	0.00	0.00	
Total Revenues for Fund 30		1,547,200.00	142,862.37	9%

FUND 30 EXPENDITURES		Budget	YTD as of 07/31/15	Percent
<b>Expenses</b>				
30-5310	Safety	0.00	0.00	
30-6601	Contingency	5,000.00	0.00	
30-7000	Transfer	0.00	0.00	
30-8280	Water Operations	700,600.00	33,902.52	5%
30-8290	Sewer Operations	841,600.00	23,237.73	3%
Total Revenues for Fund 30		1,547,200.00	57,140.25	4%

2016-2017

FUND 10 REVENUES	
Revenues	
10-3010-0000	Ad Valorem Taxes
10-3010-0100	Motor Vehicles
10-3010-0500	Prior Year Tax Collect
10-3170-0000	Tax Penalties & Interest
10-3250-0000	Privilege Licenses
10-3260-0000	Vehicle Rental Tax
10-3290-0000	Interest on Investments
10-3317-0000	Controlled Substance Tax
10-3318-0000	Police Grant
10-3318-0050	Pedestrian Planning Gr
10-3318-0200	CMAQ Revenue
10-3319-0000	Police Calendar Sales
10-3319-0100	Police Event Services
10-3319-0200	National Night Out Proceeds
10-3350-0000	Miscellaneous
10-3350-0100	Sale of Fixed Asset
10-3350-0200	Cash Short
10-3360-0000	Insurance Proceeds
10-3360-0100	Reimbursement Proceeds
10-3370-0000	Franchise Tax - Utilities
10-3370-0100	Franchise Tax - Cable TV
10-3370-0200	Solid Waste Disposal Tax
10-3430-0000	Powell Bill Allocation
10-3450-0000	Local Option SalesTax
10-3450-0010	Sales Tax Art. 39
10-3450-0020	Sales Tax Art. 40
10-3450-0030	Sales Tax Art. 42
10-3450-0040	Sales Tax Art. 44
10-3450-0050	Sales Tax Hold Harmless
10-3450-0200	Beer & Wine Tax Distr
10-3491-0000	Planning/Zoning Fees
10-3510-0000	Court Cost Fees & Charges
10-3590-0000	Refuse Collection Fees
10-3610-0000	Cemetery - Sale of Lot
10-3610-0100	Cemetery - Donations
10-3610-0200	Cemetery - Grave Opening
10-3650-0000	Recreation Activity Fees
10-3650-0100	Grant for Park
10-3650-0120	Community Development
10-3650-0130	Skatepark Donations
10-3650-0200	Park Concessions
10-3650-0300	Facilities Rental Fee
10-3710-0400	Late Fee
10-3834-0000	Property Leases
10-3984-0000	Transfer From 40 Fund
10-3990-0000	Encumbered Fund Balance
10-3990-0100	Encumbered Powell Bill
10-3990-0200	Encumbered Cont. Substance
10-3990-0300	Encumbered Solid Waste
Total Revenues for Fund	10

Budget	YTD	Percent
	as of 08/31/16	
707,850.00	3,176.03	%
75,877.00	16,820.11	22%
12,000.00	2,776.06	23%
4,500.00	515.80	11%
0.00	10.00	
0.00	0.00	
100.00	90.56	91%
0.00	0.00	
0.00	13,549.87	
0.00	0.00	
280.00	0.00	%
900.00	0.00	
0.00	0.00	
1700.00	694.00	41%
4,000.00	2,000.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
195,000.00	0.00	%
0.00	0.00	
0.00	0.00	
1,550.00	396.38	26%
68,600.00	0.00	%
0.00	0.00	
90,000.00	14,813.38	16%
55,000.00	9,704.52	18%
45,000.00	7,806.53	17%
0.00	1.02	
52,000.00	9,530.92	18%
11,000.00	0.00	%
3,000.00	320.00	11%
1,200.00	316.84	26%
198,000.00	33,097.35	17%
29,250.00	0.00	%
0.00	0.00	
0.00	0.00	
16,600.00	317.00	2%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
3,000.00	758.32	25%
0.00	0.00	
49,000.00	8,144.71	17%
0.00	0.00	
64,441.00	0.00	
83,700.00	0.00	
0.00	0.00	
1,592.00	0.00	
1,775,140.00	124,839.40	7%

2015-2016

Budget	YTD	Percent
	as of 08/31/15	
670,384.00	3,455.28	1%
69,550.00	14,292.36	21%
11,000.00	2,660.71	24%
4,500.00	832.19	18%
0.00	15.00	#DIV/0!
0.00	0.00	
3,800.00	66.44	2%
0.00	0.00	
13,549.00	0.00	
0.00	0.00	
0.00	0.00	
300.00	0.00	%
900.00	0.00	
0.00	0.00	
1650.00	1,672.50	101%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
185,000.00	0.00	%
0.00	0.00	#DIV/0!
1,600.00	365.31	23%
69,500.00	0.00	%
0.00	0.00	
80,000.00	13,726.75	17%
55,000.00	9,372.29	17%
42,000.00	7,283.33	17%
0.00	0.90	
52,000.00	9,263.85	18%
10,500.00	0.00	%
2,000.00	1,130.00	57%
1,100.00	213.12	19%
183,500.00	33,486.03	18%
3,750.00	0.00	%
0.00	0.00	
0.00	0.00	
500.00	100.00	20%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
2,500.00	675.00	27%
0.00	0.00	
65,000.00	11,263.70	17%
0.00	0.00	
142,734.00	0.00	
62,800.00	0.00	
0.00	0.00	
313.00	0.00	
1,735,430.00	109,874.76	6%

**2015-2016**

	Budget		Percent
		YTD	
		as of 08/31/15	
	73,100.00	7,567.67	10%
	258,500.00	33,215.29	13%
	151,725.00	27,608.73	18%
	24,150.00	3,852.57	16%
	688,075.00	111,404.48	16%
	127,350.00	15,665.98	12%
	62,800.00	1,734.36	3%
	252,680.00	61,975.17	25%
	87,050.00	12,662.39	15%
	10,000.00	0.00	
	0.00	0.00	
	0.00	0.00	
	<b>1,735,430.00</b>	<b>275,686.64</b>	<b>16%</b>

**2016-2017**

	Budget		Percent
		YTD	
		as of 08/31/16	
	88,775.00	11,158.98	13%
	271,600.00	44,736.37	16%
	143,375.00	18,124.30	13%
	15,050.00	976.34	6%
	721,150.00	179,552.34	25%
	130,105.00	22,927.92	18%
	83,700.00	32,798.85	39%
	212,585.00	20,180.03	9%
	98,800.00	16,321.68	17%
	10,000.00	0.00	
	0.00	0.00	
	0.00	0.00	
	<b>1,775,140.00</b>	<b>346,776.81</b>	<b>20%</b>

FUND 10 EXPENDITURES	
<b>Expenses</b>	
10-4100 Governing Body	
10-4200 General Government	
10-4500 Community Development	
10-5000 Public Buildings	
10-5100 Police	
10-5600 Streets & Highways	
10-5700 Powell	
10-5800 Sanitation	
10-6200 Parks & Recreation	
10-6600 Contingency	
10-9800 Transfer to Enterprise Fund	
10-9840 Transfer to 40 Fund	
<b>Total Expenses for Fund 10</b>	<b>10</b>

2016-2017

FUND 30 REVENUES	
Revenues	
30-1350-0000	Utility Refunds
30-2290-0100	Contrib. - Spec. Rev.
30-3290-0000	Interest on Investments
30-3350-0000	Miscellaneous Income
30-3350-0100	Sales of Fixed Assets
30-3350-0300	Donated Assets
30-3350-0400	Grant Proceeds
30-3360-0000	Insurance Proceeds
30-3360-0100	Reimbursements Proceeds
30-3710-0000	Charges Utilities Water
30-3710-0100	Charges Utilities Sewer
30-3710-0200	Charges-County Sewer Inc
30-3710-0300	Delinquent Fees
30-3710-0400	Late Fees
30-3710-0500	Returned Check Fee
30-3710-0600	Service Initiation Fee
30-3710-0700	Service Call Fee
30-3710-0800	After Hours Reconnect
30-3710-0900	Tampering Fee
30-3730-0000	Tap Fees - Water
30-3730-0100	Tap Fees - Sewer
30-3740-0000	Bad Debts
30-3750-0100	Capacity Fees - Water
30-3750-0200	Capacity Fees - Sewer
30-3800-0000	Capital Contributions
30-3940-0000	Transfer From Gen Fund
30-3990-0000	Encumbered Fund Balance
Total Revenues for Fund 30	

Budget	YTD as of 08/31/16	Percent
0.00	0.00	
0.00	0.00	
100.00	100.09	100%
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
689,000.00	117,247.24	17%
768,000.00	131,879.62	17%
106,000.00	8,849.70	
18,000.00	3,250.00	18%
28,000.00	5,930.00	21%
0.00	100.00	
3,625.00	575.00	16%
0.00	0.00	
0.00	20.00	
0.00	0.00	
6,000.00	0.00	
42,000.00	0.00	
0.00	0.00	
7,200.00	0.00	
39,500.00	0.00	
0.00	0.00	
0.00	0.00	
56,700.00	0.00	
1,764,125.00	267,951.65	15%

2015-2016

Budget	YTD as of 08/31/15	Percent
0.00	0.00	
0.00	0.00	
1,500.00	57.57	4%
0.00	353.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
655,400.00	119,285.71	18%
759,000.00	136,703.67	18%
0.00	0.00	
18,000.00	4,850.00	27%
25,000.00	5,750.00	23%
0.00	75.00	
3,500.00	725.00	21%
0.00	0.00	
0.00	40.00	
0.00	557.00	
10,800.00	0.00	
31,500.00	0.00	
0.00	0.00	
12,900.00	0.00	
29,600.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
1,547,200.00	268,396.95	17%

FUND 30 EXPENDITURES	
Expenses	
30-5310	Safety
30-6601	Contingency
30-7000	Transfer
30-8280	Water Operations
30-8290	Sewer Operations
Total Revenues for Fund 30	

Budget	YTD as of 08/31/16	Percent
0.00	0.00	
5,000.00	0.00	
0.00	0.00	
648,199.00	72,032.55	11%
1,110,926.00	123,064.80	11%
1,764,125.00	195,097.35	11%

Budget	YTD as of 08/31/15	Percent
0.00	0.00	
5,000.00	0.00	
0.00	0.00	
700,600.00	88,453.46	13%
841,600.00	56,469.20	7%
1,547,200.00	144,922.66	9%

**FUND 10 REVENUES**

Revenues	Budget	YTD as of 09/30/16	Percent
10-3010-0000 Ad Valorem Taxes	707,850.00	23,192.74	3%
10-3010-0100 Motor Vehicles	75,877.00	23,562.12	31%
10-3010-0500 Prior Year Tax Collect	12,000.00	6,109.13	51%
10-3170-0000 Tax Penalties & Interest	4,500.00	768.61	17%
10-3250-0000 Privilege Licenses	0.00	10.00	
10-3260-0000 Vehicle Rental Tax	0.00	0.00	
10-3290-0000 Interest on Investments	100.00	132.42	132%
10-3317-0000 Controlled Substance Tax	0.00	0.00	
10-3318-0000 Police Grant	0.00	13,549.87	
10-3318-0050 Pedestrian Planning Gr	0.00	0.00	
10-3318-0200 CMAQ Revenue	0.00	0.00	
10-3319-0000 Police Calendar Sales	280.00	0.00	%
10-3319-0100 Police Event Services	900.00	0.00	
10-3319-0200 National Night Out Proceeds	0.00	0.00	
10-3350-0000 Miscellaneous	1700.00	702.00	41%
10-3350-0100 Sale of Fixed Asset	4,000.00	2,000.00	
10-3350-0200 Cash Short	0.00	0.00	
10-3360-0000 Insurance Proceeds	0.00	0.00	
10-3360-0100 Reimbursement Proceeds	0.00	0.00	
10-3370-0000 Franchise Tax - Utilities	195,000.00	45,505.04	23%
10-3370-0100 Franchise Tax - Cable TV	0.00	0.00	
10-3370-0200 Solid Waste Disposal Tax	1,550.00	366.38	26%
10-3430-0000 Powell Bill Allocation	68,600.00	34,369.48	50%
10-3450-0000 Local Option SalesTax	0.00	0.00	
10-3450-0010 Sales Tax Art. 39	90,000.00	21,411.55	24%
10-3450-0020 Sales Tax Art. 40	55,000.00	14,860.25	27%
10-3450-0030 Sales Tax Art. 42	45,000.00	11,308.38	25%
10-3450-0040 Sales Art. 44	0.00	1,139.65	
10-3450-0050 Sales Tax Hold Harmless	52,000.00	15,176.32	29%
10-3450-0200 Beer & Wine Tax Distr	11,000.00	0.00	%
10-3491-0000 Planning/Zoning Fees	3,000.00	370.00	12%
10-3510-0000 Court Cost Fees & Charges	1,200.00	591.37	49%
10-3590-0000 Refuse Collection Fees	198,000.00	49,612.74	25%
10-3610-0000 Cemetery - Sale of Lot	29,250.00	0.00	%
10-3610-0100 Cemetery - Donations	0.00	0.00	
10-3610-0200 Cemetery - Grave Opening	0.00	0.00	
10-3650-0000 Recreation Activity Fees	16,600.00	357.00	2%
10-3650-0100 Grant for Park	0.00	0.00	
10-3650-0120 Community Development	0.00	0.00	
10-3650-0130 Skatepark Donations	0.00	0.00	
10-3650-0200 Park Concessions	0.00	0.00	
10-3650-0300 Facilities Rental Fee	3,000.00	1,124.99	37%
10-3710-0400 Late Fee	0.00	0.00	
10-3834-0000 Property Leases	49,000.00	12,245.86	25%
10-3984-0000 Transfer From 40 Fund	0.00	0.00	
10-3990-0000 Encumbered Fund Balance	79,441.00	0.00	
10-3990-0100 Encumbered Powell Bill	112,990.00	0.00	
10-3990-0200 Encumbered Cont. Substance	0.00	0.00	
10-3990-0300 Encumbered Solid Waste	1,592.00	0.00	
Total Revenues for Fund	1,819,430.00	278,515.90	15%

**2016-2017**

Budget	YTD as of 09/30/16	Percent
670,384.00	19,396.93	3%
69,550.00	20,943.37	30%
11,000.00	5,589.55	51%
4,500.00	2,009.83	45%
0.00	15.00	#DIV/0!
0.00	0.00	
3,800.00	98.60	3%
0.00	0.00	
13,549.00	0.00	
0.00	0.00	
0.00	0.00	
300.00	0.00	%
900.00	0.00	
0.00	0.00	
1650.00	1,680.50	102%
0.00	533.38	
0.00	0.00	
0.00	0.00	
0.00	0.00	
185,000.00	47,892.23	26%
0.00	0.00	#DIV/0!
1,600.00	365.31	23%
69,500.00	34,830.46	50%
0.00	0.00	
80,000.00	20,530.34	26%
55,000.00	14,326.70	26%
42,000.00	10,885.51	26%
0.00	1.82	
52,000.00	14,344.88	28%
10,500.00	0.00	%
2,000.00	1,180.00	59%
1,100.00	394.03	36%
183,500.00	50,118.85	27%
3,750.00	0.00	%
0.00	0.00	
0.00	0.00	
500.00	235.32	47%
0.00	0.00	
0.00	0.00	
0.00	0.00	
2,500.00	958.32	38%
0.00	0.00	
65,000.00	16,870.55	26%
0.00	0.00	
142,734.00	0.00	
62,800.00	0.00	
0.00	0.00	
313.00	0.00	
1,735,430.00	263,201.48	15%

**2015-2016**

Budget	YTD as of 09/30/15	Percent
707,850.00	23,192.74	3%
75,877.00	23,562.12	31%
12,000.00	6,109.13	51%
4,500.00	768.61	17%
0.00	10.00	
0.00	0.00	
100.00	132.42	132%
0.00	0.00	
0.00	13,549.87	
0.00	0.00	
280.00	0.00	%
900.00	0.00	
0.00	0.00	
1700.00	702.00	41%
4,000.00	2,000.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
0.00	0.00	
195,000.00	45,505.04	23%
0.00	0.00	
1,550.00	366.38	26%
68,600.00	34,369.48	50%
0.00	0.00	
90,000.00	21,411.55	24%
55,000.00	14,860.25	27%
45,000.00	11,308.38	25%
0.00	1,139.65	
52,000.00	15,176.32	29%
11,000.00	0.00	%
3,000.00	370.00	12%
1,200.00	591.37	49%
198,000.00	49,612.74	25%
29,250.00	0.00	%
0.00	0.00	
0.00	0.00	
16,600.00	357.00	2%
0.00	0.00	
0.00	0.00	
0.00	0.00	
3,000.00	1,124.99	37%
0.00	0.00	
49,000.00	12,245.86	25%
0.00	0.00	
79,441.00	0.00	
112,990.00	0.00	
0.00	0.00	
1,592.00	0.00	
1,819,430.00	278,515.90	15%



**2015-2016**

	Budget	YTD	Percent
		as of 09/30/15	
	73,100.00	22,501.71	31%
	258,500.00	56,066.88	22%
	151,725.00	39,268.00	26%
	24,150.00	4,028.27	17%
	688,075.00	174,976.25	25%
	127,350.00	21,247.05	17%
	62,800.00	10,402.39	17%
	252,680.00	87,704.31	35%
	87,050.00	19,615.77	23%
	10,000.00	0.00	
	0.00	0.00	
	0.00	0.00	
	<b>1,735,430.00</b>	<b>435,810.63</b>	<b>25%</b>

**2016-2017**

	Budget	YTD	Percent
		as of 09/30/16	
	88,775.00	24,372.28	27%
	271,600.00	69,194.35	25%
	143,375.00	32,222.31	22%
	30,050.00	14,289.25	48%
	721,150.00	232,687.41	32%
	130,105.00	30,739.96	24%
	112,990.00	37,829.05	33%
	212,585.00	33,444.74	16%
	98,800.00	24,263.61	25%
	10,000.00	0.00	
	0.00	0.00	
	0.00	0.00	
	<b>1,819,430.00</b>	<b>499,042.96</b>	<b>27%</b>

<b>FUND 10 EXPENDITURES</b>	
<b>Expenses</b>	
10-4100 Governing Body	
10-4200 General Government	
10-4500 Community Development	
10-5000 Public Buildings	
10-5100 Police	
10-5600 Streets & Highways	
10-5700 Powell	
10-5800 Sanitation	
10-6200 Parks & Recreation	
10-6600 Contingency	
10-9800 Transfer to Enterprise Fund	
10-9840 Transfer to 40 Fund	
<b>Total Expenses for Fund 10</b>	

2016-2017

FUND 30 REVENUES			
Revenues	Budget	YTD as of 09/30/16	Percent
30-1350-0000 Utility Refunds	0.00	0.00	
30-2290-0100 Contrib. - Spec. Rev.	0.00	0.00	
30-3290-0000 Interest on Investments	100.00	145.55	146%
30-3350-0000 Miscellaneous Income	0.00	0.00	
30-3350-0100 Sales of Fixed Assets	0.00	0.00	
30-3350-0300 Donated Assets	0.00	0.00	
30-3350-0400 Grant Proceeds	0.00	0.00	
30-3360-0000 Insurance Proceeds	0.00	0.00	
30-3360-0100 Reimbursements Proceeds	0.00	0.00	
30-3710-0000 Charges Utilities Water	689,000.00	178,223.04	26%
30-3710-0100 Charges Utilities Sewer	768,000.00	200,845.05	26%
30-3710-0200 Charges-County Sewer Inc	106,000.00	17,697.35	26%
30-3710-0300 Delinquent Fees	18,000.00	4,700.00	31%
30-3710-0400 Late Fees	28,000.00	8,620.00	31%
30-3710-0500 Returned Check Fee	0.00	175.00	
30-3710-0600 Service Initiation Fee	3,625.00	875.00	24%
30-3710-0700 After Hours Reconnect	0.00	0.00	
30-3710-0800 Tampering Fee	0.00	20.00	
30-3730-0000 Tap Fees - Water	6,000.00	0.00	
30-3730-0100 Tap Fees - Sewer	42,000.00	0.00	
30-3740-0000 Bad Debts	0.00	0.00	
30-3750-0100 Capacity Fees - Water	7,200.00	0.00	
30-3750-0200 Capacity Fees - Sewer	39,500.00	0.00	
30-3800-0000 Capital Contributions	0.00	0.00	
30-3940-0000 Transfer From Gen Fund	0.00	0.00	
30-3990-0000 Encumbered Fund Balance	96,700.00	0.00	
Total Revenues for Fund 30	1,804,125.00	411,300.99	23%

2015-2016

FUND 30 REVENUES			
Revenues	Budget	YTD as of 09/30/15	Percent
30-1350-0000 Utility Refunds	0.00	0.00	
30-2290-0100 Contrib. - Spec. Rev.	0.00	0.00	
30-3290-0000 Interest on Investments	1,500.00	85.80	6%
30-3350-0000 Miscellaneous Income	0.00	353.00	
30-3350-0100 Sales of Fixed Assets	0.00	0.00	
30-3350-0300 Donated Assets	0.00	0.00	
30-3350-0400 Grant Proceeds	0.00	0.00	
30-3360-0000 Insurance Proceeds	0.00	0.00	
30-3360-0100 Reimbursements Proceeds	0.00	0.00	
30-3710-0000 Charges Utilities Water	655,400.00	175,465.52	27%
30-3710-0100 Charges Utilities Sewer	759,000.00	200,578.44	26%
30-3710-0200 Charges-County Sewer Inc	0.00	0.00	
30-3710-0300 Delinquent Fees	18,000.00	6,050.00	34%
30-3710-0400 Late Fees	25,000.00	8,670.00	35%
30-3710-0500 Returned Check Fee	0.00	200.00	
30-3710-0600 Service Initiation Fee	3,500.00	1,000.00	29%
30-3710-0700 After Hours Reconnect	0.00	0.00	
30-3710-0800 Tampering Fee	0.00	40.00	
30-3730-0000 Tap Fees - Water	10,800.00	557.00	
30-3730-0100 Tap Fees - Sewer	31,500.00	3,500.00	
30-3740-0000 Bad Debts	0.00	0.00	
30-3750-0100 Capacity Fees - Water	12,900.00	0.00	
30-3750-0200 Capacity Fees - Sewer	29,600.00	3,297.00	
30-3800-0000 Capital Contributions	0.00	0.00	
30-3940-0000 Transfer From Gen Fund	0.00	0.00	
30-3990-0000 Encumbered Fund Balance	0.00	0.00	
Total Revenues for Fund 30	1,547,200.00	399,796.76	26%

FUND 30 EXPENDITURES			
Expenses	Budget	YTD as of 09/30/16	Percent
30-5310 Safety	0.00	0.00	
30-6601 Contingency	5,000.00	0.00	
30-7000 Transfer	0.00	0.00	
30-8280 Water Operations	648,199.00	106,662.07	16%
30-8290 Sewer Operations	1,150,926.00	159,146.50	14%
Total Revenues for Fund 30	1,804,125.00	265,828.57	15%

FUND 30 EXPENDITURES			
Expenses	Budget	YTD as of 09/30/15	Percent
30-5310 Safety	0.00	0.00	
30-6601 Contingency	5,000.00	0.00	
30-7000 Transfer	0.00	0.00	
30-8280 Water Operations	700,600.00	132,915.87	19%
30-8290 Sewer Operations	841,600.00	92,227.47	11%
Total Revenues for Fund 30	1,547,200.00	225,143.34	15%

North Carolina

Union County

**TOWN OF MARSHVILLE  
RESOLUTION OF APPROVAL OF CONDITIONS  
FOR ACCEPTANCE OF LAND FOR NEW PUMP STATION SITE**

**WHEREAS**, Edwards Wood Products, Inc. is the owner of real estate in Marshville Township, Union County, as shown on the copy of attached plat of survey, Dated April, 2016; and

**WHEREAS**, the plat shows a portion of land that Edwards Wood Products, Inc. is willing to convey to Town of Marshville, upon certain terms and conditions hereafter described; and

**WHEREAS**, Town of Marshville is in need of a parcel of land for a new pump station location; and

**WHEREAS**, Town of Marshville has determined that land as shown on the copy of attached plat is beneficial to and in the best interest of the Town; and

**WHEREAS**, Town Council of Marshville has determined that the following terms and conditions are in the best interest of the Town, and willingly commits to the terms and conditions; and

**WHEREAS**, Town Council of Marshville is grateful to Edwards Wood Products, Inc. for making this property available to the Town of Marshville.

**BE IT THEREFORE RESOLVED THAT** upon a deed from Edwards Wood Products to the Town of Marshville for the 0.11 acre parcel as shown on the plat of survey attached to this Resolution, the Town of Marshville will:

1. Pay for the survey, plat, deed, and recording costs.
2. Move, or cause to be moved, at Town’s expense, the water line that presently crosses Edwards Wood Products, Inc.’s property to a point close to the edge of its present property line.
3. Install a hydrant at Edwards Wood Products, Inc.’s present assembly pallet building just above where the pump station will be located, at Town’s expense.
4. Name the Pump Station, with appropriate signage, in consultation with Edwards Wood Products, Inc.’s principal officer, at Town’s expense.

This 7<sup>th</sup> day of November, 2016.

\_\_\_\_\_  
Frank Deese, Mayor

Attest:

\_\_\_\_\_  
Tonya D. Johnson, Town Clerk

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# TOWN OF MARSHVILLE

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est. 1877

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## MEMORANDUM

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**TO:** MAYOR AND ELECTED OFFICIALS  
**FROM:** TONYA JOHNSON  
**SUBJECT:** MUNICIPAL RECORDS RETENTION SCHEDULE AMENDMENT  
**DATE:** NOVEMBER 2, 2016  
**CC:** MANAGER STUBER

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The Town of Marshville adheres to the State of NC Municipal Records and Retention Schedule for the retention and disposition of municipal records and documents. The Government Records Section of the State Archives of North Carolina has provided an amendment to the municipal records retention schedule.

This amendment clarifies the retention for 911 call received as text messages and reflects the recent legislation that governs body-worn cameras for law enforcement personnel that went into effect on October 1, 2016. The amendments can be viewed at:

[http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/Municipal\\_Amendments\\_2016--2015--2013.pdf?ver=2016-09-30-090206-717](http://archives.ncdcr.gov/Portals/3/PDF/schedules/Amendments/Municipal_Amendments_2016--2015--2013.pdf?ver=2016-09-30-090206-717)

Staff recommends council action to approve the proposed Municipal Records Retention Schedule Amendment. This ensures that the town is in adherence with the state's record keeping requirements.

Thank you.

**Municipal  
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

**STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

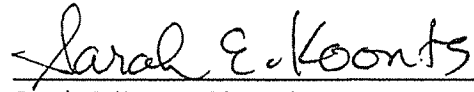
**STANDARD 9. LAW ENFORCEMENT RECORDS**

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

**APPROVAL RECOMMENDED**

\_\_\_\_\_  
City/Town Clerk

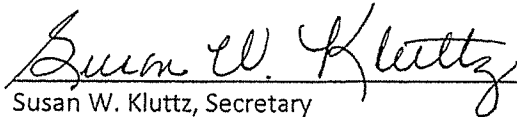
\_\_\_\_\_  
Chief Administrative Officer/  
City Manager



\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural Resources

Municipality: \_\_\_\_\_

October 1, 2016

**STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS**

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

<b>STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS</b>			
<b>ITEM #</b>	<b>RECORD SERIES TITLE</b>	<b>DISPOSITION INSTRUCTIONS</b>	<b>CITATION</b>
1.	<b>911 COMMUNICATION RECORDS</b> Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4 (f), and GS §132-1.5.
2.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(f).
4.	<b>ACCIDENT FILE</b> Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, 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 Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD 6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	CONSOLIDATED MONTHLY REPORTS	Destroy in office after 5 years.	
14.	DAILY LOG Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	<ul style="list-style-type: none"> <li>a) If an element of the Comprehensive Plan, destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____</li> <li>b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete.</li> <li>c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.</li> </ul>	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	EMERGENCY NOTIFICATIONS Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, 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 Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-9: LAW/ENFORCEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	<b>WORK RELEASE EARNINGS REPORTS</b> Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
135.	<b>WRECKER SERVICE RECORDS</b> Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.	
136.	<b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.  Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.  See also <b>MOBILE UNIT VIDEO TAPES</b> item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructions for <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.	Comply with applicable provisions of G.S. § 132-1.4A

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, 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 Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.



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# TOWN OF MARSHVILLE

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est. 1877

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## MEMORANDUM

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**TO:** MAYOR AND ELECTED OFFICIALS  
**FROM:** MANAGER STUBER  
**SUBJECT:** PERSONNEL POLICY UPDATES  
**DATE:** NOVEMBER 3, 2016

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Upon review of the Town's Personnel Policy, adopted September 7, 2010, the following provision applies - Article II. General Provisions, Section 6. Responsibility of the Town Manager:

- (i). Investigate periodically the operation and effect of the personnel provisions of this policy and, at least annually, report findings and recommendations to the Town Council; and ...

It is my understanding at the time of this memorandum that a comprehensive review of the Personnel Policy has not been completed since the adoption date. To remedy this, I will be going through the Personnel Policy, a bit at a time, and suggesting updates to the Town Council for consideration and adoption. While I am bringing this to the Council's attention in November, there is only one suggested change this month. I will bring forth changes on an on-going basis, monthly, until the entire Personnel Policy has been reviewed and updated.

This month, the suggested change for the Personnel Policy relates to the work period designations for the Town Police force and associated overtime/compensatory time. Currently, the Town Police force works on a monthly basis, accruing all overtime/compensatory time monthly, instead of bi-weekly like all other regular Town employees. The suggested edits would remedy this, and is in line with state regulations. Benefits of this change include less time to prepare payroll and vacation/sick/overtime/compensatory time recordings, as well as a benefit to our police officers who work extra hours for community events. For instance, our police officers that took any time off during September did not accrue overtime/compensatory time for the Boll Weevil Festival. This small change will make a positive impact for our officers and human resources personnel alike.

## ARTICLE IV. THE PAY PLAN

### Section 9. Compensatory Time

(d)The following work periods shall be established for the purpose of calculation of compensatory time and overtime earned:

1. Law enforcement personnel shall be assigned to a ~~28~~ 14 day work period with a fluctuating work schedule and a maximum of ~~171~~ 86 work hours before accruing overtime or comp time.
2. All other non-exempt Town employees shall be assigned to a 7-day work period with a maximum of 40 work hours before accruing overtime pay or comp time.

## ARTICLE VI. WORK CONDITIONS AND EXPECTATIONS

### Section 1. Work Period

The work period is defined as seven consecutive days. Full-time, non-exempt, employees (other than public safety shift employees) normally work five (5), eight (8) hour days per work period and are subject to the overtime provisions set forth in Article IV, Section 9 of these policies. Public safety employee's work schedule(s) will be established and maintained in accordance with FLSA and work periods will be set as ~~28~~ 14 consecutive days. Non-exempt police officers, regardless of rank, are subject to overtime after ~~171~~ 86 hours of work over ~~28~~ 14 consecutive days.

Exempt employees in administrative, professional or managerial positions shall work the number of hours necessary to assure the satisfactory performance of their duties.

When the activities of a particular department require some other schedule to meet work needs, the Town Manager may authorize a deviation from the normal schedule.

- (a) Many of the services performed by the Town employees are essential and some must be provided day and night, every day of the year. Therefore, Town employees may be required to work changing shifts and the number of hours per day may differ.
- (b) Weekly hours of work are generally as follows:

General Government Employees	40 Hours per Work Period (8:00 AM – 5:00 PM)
Police Personnel	<del>171</del> 86 Hours per Work Period (Average of 42 Hours per Week)

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# TOWN OF MARSHVILLE

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est. 1877

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## MEMORANDUM

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**TO:** MAYOR AND ELECTED OFFICIALS  
**FROM:** MANAGER STUBER  
**SUBJECT:** PLANNING AND CODE ENFORCEMENT SERVICES  
**DATE:** NOVEMBER 2, 2016

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As of the time of this memo, we have three separate options moving forward with the Planning and Code Enforcement services for the Town.

### Option 1

This option is to hire the Centralina Council of Governments to provide planning and code enforcement services, as per their May 10, 2016 proposal. The CCOG provides numerous services to jurisdictions within the region and has a great reputation with grant writing in particular. This proposal includes planning and code enforcement, as well as grant research services as needed. The pro-rated cost, based on eight (8) out of 12 months, of this would be roughly \$31,000 for having a planner person one 6-hour day per week and a code enforcement officer once every two weeks for the remainder of the fiscal year, including Planning Board meetings for the planning staff and a few Town Council meetings for the code enforcement staff. Having the planner drop to one day every other week would drop the cost to roughly \$25,000 for the remainder of the fiscal year. Please see the attached quote for detailed information.

This option is within the planning services budget for the 2016-2017 fiscal year.

### Option 2

The second option is to employ Benchmark Planning to perform the planning and code enforcement services. Benchmark is a well-respected planning consultant firm that was recommended by numerous managers via the UNC Manager's listserv. They have provided a quote with three different levels of service. The first level of service is for a planner and a code enforcement officer to be present in the office once per week, at a cost of \$35,000 for the remainder of the fiscal year. Additional responsibilities for GIS would be charged at \$85/hour. The second level of service is to have a planner and code

enforcement officer for two days per week at a cost of \$68,000. This price includes up to 2 hours/week in remote work as well as GIS services. Lastly, the third level of service is to have a planner and/or code enforcement officer present for up to three days a week total, including the 2 hours/week in remote work as well as GIS services for \$52,000. Please see the attached quote for details.

The first level of service offered is within the planning services budget for the 2016-2017 fiscal year.

### Option 3

The third option is to hire a planning position within the Town of Marshville. This option would allow for a planner/code enforcement officer to be available daily. However, in order to fit into our budget, we would have to hire an entry-level planner/code enforcement officer and train that person as necessary. Please see the attached job advertisement as a sample of what we would use to hire a planning/code enforcement officer. Please note, the salary listed is an estimated starting salary range.

This option would go over our planning services budget for the 2016-2017 fiscal year when salary, benefits, and likely training budget are pulled together. (~\$45,000+)

### Staff Recommendation

Staff has looked over the options and feels that going with the CCOG or Benchmark would be the only two options that would allow us to stay within our established planning services budget. Between the two options, CCOG would be \$31,000 for one planner weekly and one code enforcement officer bi-weekly. Benchmark would be \$35,000 for one planner weekly and one code enforcement officer weekly, giving us more time with the contract staff. While we have been without planning services, code enforcement complaints have come in and have been addressed at a very broad level, requiring our code enforcement officer to spend time getting caught up from where our previous code enforcement officer left off. Therefore, we believe that hiring Benchmark Planning at the \$35,000 for the rest of the fiscal year is the best option to get someone in to Marshville and have the time to organize and work through the lapse in service.

Please note that this recommendation and information is as of November 2, 2016. Should any of this information change, you will be made aware at the Town Council meeting on November 7, 2016.



May 10, 2016

Ms. Fern Shubert, Town Administrator  
Town of Marshville  
201 West Main Street  
Marshville, NC 28103

RE: Planning and Code Enforcement Services FY 2016-2017

Dear Ms. Shubert:

Thank you for requesting a proposal for Centralina to serve as the Town's planning and code enforcement staff for the upcoming fiscal year from July 1, 2016-June 30, 2017. A scope of services is attached that outlines the duties that Centralina staff can provide to the Town.

As we discussed, the scope of services includes a staff presence at the Marshville Town Hall for both a planner and code enforcement official. We have scoped these services with several options for staffing presence, and per request, have included senior staff with experience in both disciplines.

Thank you for considering Centralina for this service. We have enjoyed working with the Town in its planning efforts and look forward to continuing this work in the future. Please call me at (704) 348-2709 if you have any questions or would like to discuss this matter further.

Sincerely,

A handwritten signature in cursive script that reads 'Michelle E. Nance'.

Michelle E. Nance, AICP  
Planning Director



## **SCOPE OF SERVICES TOWN OF MARSHVILLE FY 2016-2017 PLANNING SERVICES**

### **Planning Services**

#### **Staffing**

Centralina COG (CCOG) will provide a staff person that will be in Marshville to provide planning services for the Town. If there is a conflict with schedule that would prevent said staff from being in Marshville (i.e., sickness, pre-planned vacation, etc.), CCOG will provide a back-up person to serve in that capacity.

The Town of Marshville (Town) will provide Centralina staff with an office area in the Town Hall. The Town will advise residents and other property owners of normal working hours at the Town Hall. Should a computer not be available, Centralina will furnish a laptop computer. The Town will provide Centralina staff with access to all Town office equipment (photocopy machines, fax machines, etc.) that is necessary to conduct the work while in Marshville. All fees will be administered by Town staff. Marshville will furnish letterhead and envelopes for public mailings and will be responsible for taking and maintaining all Planning Board meeting minutes.

Centralina staff will provide the following services:

#### **Permitting**

- Review and sign off on all planning related permits. If a permit needs to be reviewed at times other than when staff is physically in Marshville, the Town will expeditiously transmit all permit applications received by the Town. Any permit application transmitted by the Town to Centralina will be processed in an expeditious manner. CCOG will transmit copies of the completed permits to the applicant or Town Hall and provide Town staff with updated records of permit applications.

#### **Subdivision Review**

- Schedule appointments to meet with subdivision applicants, review the subdivision per the Town's subdivision regulations and answer other relevant subdivision questions. Subdivision applications may also be received and reviewed remotely.
- Transmit copies of the application to the various review agencies for their comments.



- Present Major Development Permit applications for major subdivisions to the Planning Board as required by the Land Use Ordinance.

#### **Public Interface**

- Answer any telephone calls or emails received from the general public either at the Town Hall or at CCOG offices.

#### **Enforcement**

- Conduct LUO enforcement during normal work hours in Marshville. Enforcement will be both on a complaint basis and also on a pro-active basis, as directed by the Town Manager. Any violations discovered will first be vetted with the Town Manager prior to formal enforcement actions.

#### **Planning/Town Board/Board of Adjustment Meetings**

- Attend monthly Planning Board meetings (up to 12) and Board of Adjustment meetings (scheduled as needed). Will also attend Town Board meetings in which planning-related items are discussed, as requested by the Town Administrator.
- Prepare an agenda packet, including a staff report, for all Planning Board and Board of Adjustment meetings and send notices/agenda packets to board members.
- Prepare and present quarterly reports on planning-related activities to the Planning Board and Town Manager.
- Prepare all public hearing notices and furnish these notices to the Town Clerk. While in Marshville, staff will be responsible for the placement of all notices to the press and on public buildings in association with any public hearings or other meetings for which public notice is needed. Staff will work with Marshville officials to ensure that posting of notification signs for public hearings is done on a timely basis.

#### **Ordinance and Plan Amendments**

- Draft routine and small-scale Land Use Ordinance and Plan amendments, including changes to the Town's Zoning Map as needed. Should more a comprehensive or major amendment be requested, a supplemental contract will be executed.



### **Code Enforcement Services**

Centralina COG (CCOG) will provide staff services one day, every other week. Staff will enforce all codes except the Land Use Ordinance and the Junk Car Ordinance (enforced by the Marshville Police Department).

Centralina staff and the Town will select the staffing day of the week, based on mutually convenient schedules. The Town of Marshville (Town) will provide staff with an office area in the Town Hall. Should a computer not be available, Centralina will furnish his own laptop computer. The Town will provide Mr. Leggett with access to all Town office equipment (photocopy machines, fax machines, etc.) that is necessary to conduct work while in Marshville. The Town will advise residents and other property owners of normal working hours at the Town Hall. Staff will also be able to conduct business on behalf of the Town from Centralina offices in Charlotte, however, given the nature of this work, most work will be conducted while in Marshville.

Centralina staff will serve as the Town's Code Enforcement Officer and will both answer code violations on a complaint and pro-active basis. Staff will apportion part of their time while in Marshville to seek out potential code violations. Any code violations found (other than those first reported on a complaint basis) will be vetted with the Town Manager prior to further action. Centralina will provide the following inspection/code services:

- Inspection of structures and properties;
- Issuance of notices to property owners;
- Completion of follow-up compliance inspections and procedures;
- Meet with residents and property owners to discuss code enforcement issues at Town Hall;
- Attend Town Board meetings on a bi-monthly basis (i.e., up to six meetings per year) to make reports to the Town Board;
- Prepare and present a quarterly report to the Town Board outlining the services provided during that quarter. More frequent reporting may be done with the Town Manager as requested.

### **Grant Research Services**

Centralina will work with the Town Manager to identify potential grants available for specified projects. The Town will first outline the project and proposed budget. Centralina will do a grant search and provide information on grants available (or coming available in the next year), how to apply, and will counsel the Town on steps that would make the project eligible or more attractive for grant funding. Once initial research steps are taken, and the Town is prepared to develop a grant proposal, an additional grant writing contract will be written.

**Costs**

The cost for the services outlined herein are noted below. Once the Town selects preferred options, a contract can be prepared for signatures. The Town would be billed in equal increments on a monthly basis for such services.

Service	Cost
Planning Services – Marshville Town Hall Presence Option A: 1 day a week (6 hours in office) Option B: ½ day a week or 1 day every-other week	\$25,000 \$18,000
Planning Services – 12 Planning Board Meetings	\$4,000
Code enforcement Services – Marshville Town Hall Presence (1 day every other week)	\$17,500
Code enforcement Services – 6 Town Board Meetings	\$1,500
Grant research services	\$110/hour

<b>CCOG Services Agreement</b>		
<b>Planning and Code Enforcement</b>		
<b>Service</b>	<b>Cost</b>	<b>Cost (Pro-rated)</b>
Planning Services - Marshville Town Hall Presence		
Option A: 1 day per week (6 hrs. in office)	\$25,000	\$16,667
Option B: 1/2 day per week, or 1 day every other week	\$18,000	\$12,000
Planning Services - 12 Planning Board Meetings	\$4,000	\$2,667
Code Enforcement Services (@Town Hall)-1 day every other week	\$17,500	\$10,770
Code Enforcement Services - 6 Town Board Meetings	\$1,500	\$1,000
Grant Research Services	\$110/hour	

\*\*Proposed costs have been pro-rated for eight out of twelve months.

10735 David Taylor Drive, Suite 180  
Charlotte, NC 28262  
(800) 650-3925  
(704) 933-5990  
(704) 933-6160 fax  
www.benchmarkplanning.com

BENCHMARK

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October 27, 2016

Dr. Robyn Stuber  
Town Manager  
Town of Marshville  
201 W. Main Street  
Marshville, NC 28103

Dear Dr. Stuber,

On behalf of Benchmark, I would like to thank you for the opportunity to submit our proposal for your consideration as the Town of Marshville proceeds with selecting a firm to provide professional planning services. Our firm is an award winning urban planning firm that has served local governments for 34 years.

Benchmark has worked with well over 300 cities, towns and counties throughout North Carolina and across the country. Our firm has a tremendous amount of experience working with small to mid-size jurisdictions during periods of substantial growth and transformation, as Marshville is now facing. Benchmark provides services in the areas of land use planning, development ordinance preparation, urban design, downtown revitalization, planning and zoning administration, grant writing and administration, and code enforcement. Specifically related to this scope of services, Benchmark has provided professional planning and zoning administration services to a wide range of communities in the Carolinas, serving as the professional planning staff for numerous municipal planning and zoning departments.

In moving forward in these challenging economic times, Benchmark recognizes the need for local governments to maximize the return on their investment in planning for future growth in a strategic manner. In response, partnering with Benchmark will ensure the Town of Marshville receives experienced and devoted planning and development professionals that will exceed your expectations in a responsive, effective, and cost conscious manner.

We are able to provide experienced professionals at a competitive rate to local governments with little to no interruption in service. With a staff of 13, our office is able to provide on-site professional administrative services at a level that fulfills your needs. If the assigned planner is sick or on vacation, we have back up personnel to serve while that person is away. The depth of our professional staff in turn increases the depth of your staffing.

Based on our evaluation, we can meet the Town's stated needs by providing a senior planner and a code enforcement officer from our staff to be available within a few scenarios for the

remainder of Fiscal Year 2017. These services as proposed and discussed can be provided specifically for the period of November 14, 2016 to June 30, 2017.

Benchmark carefully considered the anticipated planning services and has highlighted the specific areas that make our team particularly qualified to assist the Town with these services:

- We have proven experience assisting with on-going planning services extending over 30 years.
- We provide our client communities with a staff dedicated to meeting our clients' needs and exceeding our clients' expectations.
- Our services would cover planning, zoning and code enforcement administration services with the commitment of a dedicated planner and a dedicated code enforcement officer and the depth of additional back up staff.
- The planner and code enforcement officer provided would both possess a tremendous amount of experience with the various planning and zoning issues faced by the Town.
- We can offer special project work as needed, but nothing would be completed prior to an additionally mutually agreed upon arrangement so that there are no unexpected invoices outside of our base contract.
- We provide monthly reports of planning activity for enhanced communication.

Our business model is becoming more popular as local governments face various economic challenges and cannot always take on the responsibility of full-time employees and the associated costs, or simply in order to fill a role during periods of increased development activity. We provide depth through our large staff to assist you and to ensure a seamless level of service throughout the contract period.

Benchmark CMR, Inc. has been a leader and innovator in local government contracting and outsourcing services since it was founded in 1982. Our team is dedicated to helping communities build stronger futures and we look forward to bringing both our passion and expertise to the Town of Marshville.

We would appreciate the opportunity to meet with you and the members of the Marshville Town Council to discuss our backgrounds/experience, our company's credentials and our approach to fulfilling the needs you have expressed for professional planning services.

Please contact me at 704.213.0219 to discuss this opportunity further. We are certain this arrangement will meet the needs of the Town. We appreciate your consideration.

Sincerely,



Richard B. Smith, Partner  
Benchmark CMR, Inc.

## SCOPE OF SERVICES

### Town of Marshville PLANNING AND CODE ENFORCEMENT SERVICES Proposed Options

Benchmark CMR, Inc. can provide continuing planning services for the Town of Marshville in a variety of approaches. We are prepared to accommodate the Town in one of the following arrangements for the remainder of Fiscal Year 2017:

**Option 1- Fixed Fee Two (2) days per week with office hours [One (1) day for a Planner and One (1) day for a Code Enforcement Officer]**

- Benchmark can provide a Community Planner and a Code Enforcement Officer to the Town on a weekly basis for an amount agreed upon up front with a not to exceed limitation. We can provide a planner and a code enforcement officer to the Town on a weekly basis for up to eight (8) hours each, for sixteen (16) hours total in the Town offices.
- This method would allow each of these Benchmark employees to pull office hours from the Town Hall on a weekly basis for one full day per week each for the remainder of the fiscal year. The day of week can be a set day of week or can be flexible as per the Town's needs and as coordinated with our office.
- This option can be provided at a fixed rate not to exceed \$35,000 for the remainder of the fiscal year.
- The office hours would be adjusted to accommodate Planning Board and other Board meetings as they occur.
- Basic GIS mapping services can be provided under this option at a rate of \$85 an hour

**Option 2- Fixed Fee Four (4) days per week with office hours [Two (2) days for a Planner and Two (2) days for a Code Enforcement Officer]**

- Similar to Option 1, Benchmark can provide a Community Planner and Code Enforcement Officer to the Town on a weekly basis for an amount agreed upon up front with a not to exceed limitation. We can provide a planner and a code enforcement officer to the Town on a weekly basis for up to sixteen (16) hours each, for thirty-two (32) hours total in the Town offices.
- This method would allow each of these employees to pull office hours from the Town Hall on a weekly basis for two days per week each (up to sixteen hours each) for the remainder of the fiscal year. The days of the week would need to be more concrete in this case (i.e., every Monday and Thursday), but could be flexible as per the Town's needs and as coordinated with our office on an as needed basis.
- This option can be provided at a fixed rate not to exceed \$68,000 for the remainder of the fiscal year.
- The office hours would be adjusted to accommodate Planning Board and other Board meetings as they occur.
- Remote assistance would be provided on an as needed basis, with 2 hours of remote assistance included in the weekly contract price.

- Basic GIS mapping services would be provided under this option at no additional cost

**Option 3- Fixed Fee Three (3) days per week with office hours**

- Similar to the previous options, Benchmark can provide a Community Planner or Code Enforcement Officer to the Town on a weekly basis for an amount agreed upon up front with a not to exceed limitation. We can provide a planner or code enforcement officer to the Town on a weekly basis for up to twenty-four (24) hours in the Town offices.
- This method would allow one of our employees to pull office hours from the Town Hall on a weekly basis for three days per week (up to twenty-four hours) for the remainder of the fiscal year. The days of the week would also need to be more concrete in this case (i.e., every Monday, Wednesday and Thursday), but could be flexible as per the Town's needs and as coordinated with our office on an as needed basis.
- This option can be provided at a fixed rate not to exceed \$52,000 for the remainder of the fiscal year.
- The office hours would be adjusted to accommodate Planning Board and other Board meetings as they occur.
- Remote assistance would be provided on an as needed basis, with 2 hours of remote assistance included in the weekly contract price.
- Basic GIS mapping services would be provided under this option at no additional cost

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# TOWN OF MARSHVILLE

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est. 1877

## Planner

**Professional Area:**

Community Development  
Zoning Administration  
Code Enforcement

**Experience:**

1-3 years

**AICP Certification:**

Preferred

The Town of Marshville is seeking a highly-motivated, creative, and customer service-oriented Planner. Major duties include: zoning administration, code enforcement, GIS functions, as well as provide staff support to the Planning Commission and/or Board of Zoning Appeals in pursuit of the goals of Marshville's Town Plan.

The position will be responsible for working with applicants, citizens and stakeholders regarding planning issues and applications, code enforcement issues, subdivision and site plan review, preparation of staff reports, public notices and other related planning documents, and associated record-keeping.

The Planner may assist the Town Manager in the areas of annexation, public outreach, policy development, and other related planning functions.

The position requires excellent analytical ability, written and oral communication skills, interpersonal skills, and the ability to deal with multiple complex issues.

**Qualifications:** A Bachelor's degree in Planning, Public Administration, Business Administration, Real Estate or related field. One to three years of relevant planning experience, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

American Institute of Certified Planners certification is desirable.

Salary is based on qualifications and experience.  
(Estimated at \$30,000-\$35,000 starting salary)



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# TOWN OF MARSHVILLE

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est. 1877

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## MEMORANDUM

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**TO:** MAYOR AND ELECTED OFFICIALS  
**FROM:** MANAGER STUBER  
**SUBJECT:** NOVEMBER MANAGER'S REPORT  
**DATE:** NOVEMBER 3, 2016

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October has been an interesting month to jump into Town Management here in Marshville, but I believe it has gone positively overall. While the focus has been the lawsuit with Union County, quite a few other things have happened in Town Hall.

The first two changes are with our Public Works Department. We have hired a Public Works Director, Mr. Ricky Bourne, who will start work in Marshville on December 1. We are very excited to have Mr. Bourne join our family here in Marshville as he comes from Christiansburg, Virginia, and has a great deal of hands-on and office experience with Public Works. Additionally, we have hired Tommy Powell to be a new laborer in the Public Works Department as well, filling an opening that was created in September. Mr. Powell has experience in all areas of Public Works, and is experienced with the different equipment operation as well. With these two new employees, we look forward to a growing and successful department.

I do regret to inform you that Mr. Eddie Mitchell, Parks and Recreation Director, put in his notice of resignation, with his last day being the end of November. Eddie has done a good job of bringing the Town together for numerous events and hopes to continue in this vein outside of the public sector. Please join me in wishing Eddie well in his future endeavors. Additionally, Mr. Freddie Rollins will be retiring at the end of the year. I will be putting out an advertisement to start recruiting for a replacement this month to ensure that the new employee will have ample time for training with Mr. Rollins.

To help smooth the transition with Parks and Recreation, I will be hiring an intern to help with Parks and Recreation activities twice a week. While details of this internship have not been settled by the writing of this memo, I am hopeful to have this person in Town Hall in November. My hope is that the intern will also be able to help with general office duties as well.

Colin Tarrant, representing ESA Solar, has asked to have a workshop with Town Council in November. Since ESA Solar does not have an active permit application, they would like to opportunity to discuss the benefits of having a solar farm in Town and to address any misconceptions about solar farms. They can be available during the day or in the evening, at the Council's discretion with at least a one week notice. I would like direction on when Council would like to schedule this workshop.

We have had two events in October that were quite successful. The first event is an on-going effort to bring much needed items to the east for Hurricane Matthew relief. David Woollen and others from Sandhills Cowboy Church in Pageland, SC, set up on Highway 74. The Town donated use of a generator and the stage for event entertainment. The Town also donated toiletries and other necessary supplies for victims. Additionally, the Marshville Police Department has had a collection going for eastern North Carolina as well, filling up at least one truck to date. Marshville has stepped up quite a bit to help our neighbors in the east and the response has been touching.

We also held the 5<sup>th</sup> annual Halloween on Main, Monday, October 31<sup>st</sup>. The event was a great success with roughly 400 hot dogs and 6400 pieces of candy dispersed, numerous hay riders, pumpkin painting, and a costume contest won by the Dobbins children who dressed up as monsters.

Lastly, Town Clerk Tonya Johnson and I will be at the UNC School of Government for a class Nov. 8-11, dutifully working through the Veterans' holiday to make sure our budget skills are sharp for our next budget. While we are away, we will both have intermittent access to email and my having the Town cell phone. I have left Chief Tarlton in charge of keeping everyone in line while we are away, but please do not hesitate to call if there are any immediate issues.

Next month, I plan to have additional Personnel Policy updates to be reviewed.

Thank you.