

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

MISSION STATEMENT

THROUGH VISIONARY LEADERSHIP AND GOOD STEWARDSHIP, WE WILL ADMINISTER STATE REQUIREMENTS, ENSURE PUBLIC SAFETY, DETERMINE COUNTY NEEDS, AND PROVIDE SERVICES THAT CONTINUALLY ENHANCE QUALITY OF LIFE

CALL TO ORDER BY THE CHAIRMAN

PRESENTATION OF COLORS

INVOCATION

Reverend Delton W. Cooper, Sr., Cabarrus County Sheriff's Office Chaplain

A. APPROVAL OR CORRECTIONS OF MINUTES

1. Approval or Correction of Meeting Minutes

B. APPROVAL OF THE AGENDA

1. BOC - Changes to the Agenda

C. RECOGNITIONS AND PRESENTATIONS

1. Hauler Parade Presentation - 600 Festival May Events in Cabarrus County
2. Human Resources - Recognition of Jane Cauthen on Her Retirement from the Cabarrus County Department of Human Services
3. Active Living and Parks - Older Americans Month 2019 Proclamation
4. EMS - Cabarrus County Emergency Services Week Proclamation
5. Planning and Development - Fair Housing Month Proclamation
6. Planning and Development - Soil and Water Stewardship Week Proclamation
7. Proclamation - National County Government Month April 2019

D. INFORMAL PUBLIC COMMENTS

E. OLD BUSINESS

F. CONSENT AGENDA

(Items listed under consent are generally of a routine nature. The Board may take action to approve/disapprove all items in a single vote. Any item may be withheld from a general action, to be discussed and voted upon separately at the discretion of the Board.)

1. Appointments - Adult Care Home Community Advisory Committee
2. Appointments and Removals - Human Services Advisory Board
3. BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule
4. County Manager - Adoption of the New Retention Model for North Carolina and the Program Records for Soil and Water Conservation District
5. Finance - Cabarrus County Schools Mobile Unit Request - \$2,400,000
6. Finance - Write Off Completed Clerk of Court Renovation Project
7. ITS - Funding of CIP Project Detention Center Security
8. County Manager - EMS Station Co-Location with Concord Fire Station 10
9. County Manager - Allocate Funds from Board Contingency to Replace the Truck Used for Community Development
10. Finance - Lottery Fund History and Write Off of Old Projects
11. Infrastructure and Asset Management - Offer for Purchase of Tax Foreclosure Property
12. Tax Administration - Refund and Release Reports - March 2019

G. NEW BUSINESS

1. County Manager - On Behalf of A.C.E. Academy Regarding the Issuance of Charter School Revenue Bonds - Public Hearing 6:30 p.m.
2. County Manager - Agreement with Rocky River Road Associates LLC - Public Hearing 6:30 p.m.
3. County Manager - Offer to Purchase County Property off Bradford Road

H. REPORTS

1. BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees
2. BOC - Request for Applications for County Boards/Committees
3. County Manager - Monthly Building Activity Reports
4. County Manager - Monthly New Development Report
5. EDC - March 2019 Monthly Summary Report
6. Finance - Monthly Financial Update

I. GENERAL COMMENTS BY BOARD MEMBERS

J. WATER AND SEWER DISTRICT OF CABARRUS COUNTY

K. CLOSED SESSION

1. Closed Session - Pending Litigation, Economic Development and Acquisition of Real Property

L. ADJOURN

Scheduled Meetings

May 6	Work Session	4:00 p.m.	Multipurpose Room
May 8	Cabarrus Summit	6:00 p.m.	Kannapolis City Hall
May 20	Regular Meeting	6:30 p.m.	BOC Meeting Room
May 21	Budget Meeting	4:00 p.m.	Multipurpose Room
May 23	Budget Meeting	4:00 p.m.	Multipurpose Room
June 3	Work Session	4:00 p.m.	Multipurpose Room
June 17	Regular Meeting	6:30 p.m.	BOC Meeting Room

Mission: Through visionary leadership and good stewardship, we will administer state requirements, ensure public safety, determine county needs, and provide services that continually enhance quality of life.

Vision: Our vision for Cabarrus is a county where our children learn, our citizens participate, our dreams matter, our families and neighbors thrive, and our community prospers.

**Cabarrus County Television Broadcast Schedule
Cabarrus County Board of Commissioners' Meetings**

The most recent Commissioners' meeting is broadcast at the following days and times. Agenda work sessions begin airing after the 1st Monday of the month and are broadcast for two weeks up until the regular meeting. Then the regular meeting begins airing live the 3rd Monday of each month and is broadcast up until the next agenda work session.

Sunday - Saturday	1:00 P.M.
Sunday - Tuesday	6:30 P.M.
Thursday & Friday	6:30 P.M.

In accordance with ADA regulations, anyone who needs an accommodation to participate in the meeting should notify the ADA Coordinator at 704-920-2100 at least forty-eight (48) hours prior to the meeting.

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Approval or Correction of Minutes

SUBJECT:

Approval or Correction of Meeting Minutes

BRIEF SUMMARY:

The following meeting minutes are provided for correction or approval:

February 23, 2019 (Board Retreat)
March 11, 2019 (Work Session)
March 18, 2019 (Regular Meeting)
March 28, 2019 (Special Meeting)

REQUESTED ACTION:

Motion to approve the aforementioned meeting minutes as presented.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- ▢ February 23, 2019 Board Retreat
- ▢ March 11, 2019 Work Session
- ▢ March 18, 2019 Regular Meeting
- ▢ March 28, 2019 Special Meeting

The Board of Commissioners for the County of Cabarrus met for a Board Retreat in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina at 8:00 a.m. on Saturday, February 23, 2019.

Present - Chairman:	Stephen M. Morris
Vice Chairman:	Diane R. Honeycutt
Commissioners:	F. Blake Kiger
	Elizabeth F. Poole
	Lynn W. Shue

Also present were Mike Downs, County Manager; Pam Dubois, Senior Deputy County Manager; Jonathan Marshall, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; Kristin Jones, Budget and Performance Manager; Lauren Tayara, Budget Analyst; Susan Fearington, Finance Director; Van Shaw, Cabarrus County Sheriff, David Thrift, Tax Administrator; and Lauren Linker, Clerk to the Board.

The following persons were also present:

Cabarrus County Schools: Dr. Chris Lowder, Superintendent; Tim Lowder, Executive Director of Operations; Ben Allred, Director of High Schools and Title III; Kelly Kluttz, Chief Finance Officer; Cabarrus County Schools Board of Education Members: Cindy Fertenbaugh, Board Chair; Rob Walters, Board Vice Chair; and School Board Members David Harrison and Laura Blackwell.

Kannapolis City Schools: Dr. Chip Buckwell, Superintendent; Will Crabtree, Director of Business Operations; and Kannapolis City Schools Board of Education members Daniel Wallace, Board Vice Chair, and Brenda McCombs.

Rowan-Cabarrus Community College: Dr. Carol Spalding, President; Jonathan Chamberlain, Rowan-Cabarrus Community College (RCCC), Chief Officer of College Environment, and Kizzy Lea, Rowan-Cabarrus Community College, Interim Chief Financial Officer.

Chairman Morris called the meeting to order at 8:09 a.m.

Welcome, Introductions and Overview

Mike Downs, County Manager, welcomed board members, staff and guests to day two of the annual Board of Commissioners' retreat. Mr. Downs thanked everyone for their participation in the group exercise at the prior retreat session on February 22, 2019.

Revaluation Update

David Thrift, Tax Administrator, presented a PowerPoint presentation titled "Cabarrus County Revaluation 2020". The following topics were discussed:

- What have we done so far?
 - Project Planning - Management and Staff
 - Market Analysis
 - Pictometry Reviews
 - Preliminary Schedule of Values
 - NBHD Review 20%
- What we plan to do now?
 - Residential neighborhood review
 - Commercial/industrial neighborhood review
 - Finalize/adopt Schedule of Value
 - Final Review
 - Provide Notice
 - Appeals
- Project timeline
- Planned BOC Updates
- FY2020 Value Projections

There was discussion throughout the presentation. During discussion, Mr. Thrift and Mike Downs, County Manager, responded to a variety of questions from the Board.

Break

The Board took a short break around 9:07 a.m. The meeting resumed at 9:13 a.m.

Mike Downs, County Manager, commented on the exercise from Friday night's meeting adding the information would be reviewed by the Board later today to begin strategic planning.

County Financial Forecast

Kristin Jones, Budget and Performance Manager, and Susan Fearrington, Finance Director, presented a Financial Update via a PowerPoint presentation. Topics discussed were as follows:

- FY 19 Revenues:
 - o Current Property Taxes and Fees
 - o Property Values
 - o Sales Taxes
 - o Major Fees
 - o Estimation of Major Revenue Sources at Year End
- FY 19 Personnel Expenditures Summary
- FY 20 Budget Calendar
- Continuation vs. Expansion
- Overview of the 5-Year Plan Projections for FY20
- FY 20 Revenues:
 - o Property Tax
 - o Sales Tax
 - o Major Fees
 - o Cost of Living Adjustment
 - o Merit
 - o Healthcare
 - o Schools
- Continuation Budget
- Expansion - Position Requests Overview
- Expansion Budget
- Overview of Five Year Plan
- Capital Reserve Balance

There was discussion throughout the presentation.

Break

The Board took a short break at 11:04 a.m. The meeting resumed at 11:10 a.m.

Cabarrus County Schools

Cindy Fertenbaugh, Cabarrus County Schools (CCS) Board Chair, stated the schools would share information regarding the progress in the schools, programs, student supports, and facilities' information.

Dr. Chris Lowder, Cabarrus County Schools (CCS), Superintendent; Ben Allred, Director of High School Curriculum and Instruction; Tim Lowder, Executive Director of Operations; and Kelly Kluttz, CCS, Chief Financial Officer presented a PowerPoint presentation that included the following topics:

- General Information
- Academic Growth and Performance
- EVAAS District Growth Rank
- Program Journey
- Growth and Funding
- Facilities and Finance Information
- Ongoing Projects
- Future Growth
- Recommended Timeline
- Capital Improvement Projects List
- Mental Health Programs

There was discussion throughout the presentation.

Break

The Board took a short lunch break at 12:06 a.m. The meeting resumed at 12:31 a.m.

Kannapolis City Schools

Dr. Chip Buckwell, Kannapolis City Schools (KCS), Superintendent, and Will Crabtree, Kannapolis City Schools, Director of Business Operations, presented a PowerPoint presentation covering the following information:

- Demographics
- Career Technical Education
- KCS K-8
- Student Support and Safety
- Priorities for New Programs and Student Support
- Rowan County Capital Support
- Immediate Concerns

A copy of the Kannapolis City Schools Capital Improvement Plan was provided to the Board. There was also discussion throughout the presentation.

Break

The Board took a short break at 1:14 p.m. The meeting resumed at 1:22 p.m.

Rowan-Cabarrus Community College

Dr. Carol Spalding, Rowan-Cabarrus Community College (RCCC), President, presented a PowerPoint presentation covering the following information. A video titled "A Decade of Building the Navigation Nation" was included in the presentation.

- Mission and Vision
- The 2018-2023 Strategic Plan
- Goals
 - Learn
 - Engage
 - Innovate
 - Lead
- Credit Student Unduplicated Headcount by County
- North Carolina's Community Colleges are Solid Investments
- Tuition-free Courses for High School Students
- New and Expanded Programs
- Rowan-Cabarrus Advanced Technology Center
- ATC Markets
- ATC Skills and Competencies
- ATC Facilities
- Economic Grant Leverages County Investment
- Capital Improvement Project Requests
- Fiscal 2020 Cabarrus County Budget Request
- Cabarrus Business and Technology Center
- Future Advanced Technology Center
- South Campus Land Expansion

There was discussion during the presentation with Dr. Spalding responding to questions from the Board.

Break

The Board took a short break at 2:06 p.m. The meeting resumed at 2:13 p.m.

Strategic Planning - Overview/Projected Schedule

Robert Furr, Cooperative Extension Director, presented an overview of strategic planning for Cabarrus County, the timeline involved and the process. Mr. Furr illustrated the concept of strategic planning through an exercise performed by the Board of Commissioners. After the exercise, there was lengthy discussion with Board members sharing and discussing their visions of the future for the County.

Recap

Mike Downs, County Manager, provided a recap of topics discussed and thanked everyone for their participation.

Adjourn

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Shue, and unanimously carried, the meeting adjourned at 3:38 p.m.

Lauren Linker, Clerk to the Board

DRAFT

The Board of Commissioners for the County of Cabarrus met for an Agenda Work Session in the Multipurpose Room at the Cabarrus County Governmental Center in Concord, North Carolina at 4:00 p.m. on Monday, March 11, 2019.

Present - Chairman:	Stephen M. Morris
Vice Chairman:	Diane R. Honeycutt
Commissioners:	F. Blake Kiger
	Elizabeth F. Poole
	Lynn W. Shue

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Pam Dubois, Senior Deputy County Manager; Jonathan Marshall, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; and Lauren Linker, Clerk to the Board.

Call to Order

Chairman Morris called the meeting to order at 4:00 p.m.

Approval of Agenda

Chairman Morris presented the following changes to the agenda:

Additions:

Discussion Items - No Action

3-2 FY 20 Capital Improvement Discussion

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board approved the agenda as amended.

Discussion Items - No Action

2018 Child Protection and Fatality Team Report

Paula Yost, Cabarrus County Child Protection and Fatality Team, Chair, and Ashlie Shanley, Chief Assistant District Attorney, presented a PowerPoint presentation titled "The State of our Children: A 2018 Report". Topics included What is CPFT, 2017 Child Deaths, Child Abuse - DHS Numbers, Safety in CyberSpace, Social Media, etc.

A brief discussion ensued.

FY 20 Capital Improvement Discussion

Kristin Jones, Budget and Performance Manager, Kyle Bilafer, Area Manager of Operations, and Susan Fearrington, Finance Director, reported on Capital Improvement Projects for FY20. Ms. Jones advised currently, the Capital Reserve Fund balance is approximately \$14.8 million. She also provided a proposed list of projects categorized by county projects and school projects for FY20, and deferred projects.

Mr. Bilafer reviewed and provided additional information regarding the county projects for FY20.

Ms. Fearrington reviewed the school projects list for FY20.

There was discussion with Mike Downs, County Manager, Jonathan Marshall, Deputy County Manager, Susan Fearrington, and Mr. Bilafer responding to a variety of questions from the Board.

Discussion Items for Action

Cabarrus County Schools - Increase Funding for 142 New Charter School Students Based on the Better of 1st or 2nd Month ADM Count

Pam Dubois, Senior Deputy County Manager, reported a transfer of funds is required, per statute, for the additional number of charter school students who transferred from the public schools system. She stated funding for 142 additional charter school students is needed in the amount of \$270,465.98. She further stated funding will come out of increased revenues for interest on investments funding.

A discussion ensued. During discussion, Ms. Dubois responded to questions from the Board.

County Manager - Odell Sewer and Right of Way Easements

Jonathan Marshall, Deputy County Manager, reported an investment company has requested the purchase of a right-of-way and sewer easement at Odell Elementary School for development and transportation improvements. Mr. Marshall stated the Cabarrus County Schools Board of Education has already approved this request. He further stated the easements and transportation improvements are needed for a private development in order to provide sewer access to the development. In addition, he advised a private appraiser has been engaged to determine the fair market value of the property. Mr. Marshall reported, it has been standard practice that revenues collected for easements and right-of-ways are budgeted for the benefit of the affected school and requested the revenue be allocated to Odell Elementary School.

County Manager - Offer to Purchase County Property off Bradford Road

Jonathan Marshall, Deputy County Manager, advised the Board an offer to purchase has been received for 4 acres off Bradford Road. Mr. Marshall further advised should the commissioners accept the offer, it is required to follow the upset bid process.

County Manager - Water Line Easement at West Cabarrus High School

Jonathan Marshall, Deputy County Manager, presented a request from Cabarrus County Schools and the City of Concord for an easement for a secondary water line at West Cabarrus High School.

Emergency Management - Fire Services Overview: Consideration for Completion of Fire Manpower Program Proposal

For consideration for completion of a Fire Manpower Program proposal, Steve Langer, Fire Marshall, Jason Burnett, Emergency Planner, and Bobby Smith, Emergency Management Director, presented a PowerPoint presentation titled "Cabarrus County Fire Services."

Alan Burnette, Midland Fire Chief, shared comments and information regarding the benefits of Squad 410 and the need for the extension of working hours.

A discussion ensued. During discussion, Mr. Langer and Mr. Burnett responded to questions from the Board. Patrick Bergeron, Board President, Northeast Fire Department, was also in attendance.

EMS - Zoll Cardiac Monitor Purchase

Jimmy Lentz, Emergency Medical Services (EMS), Director, requested funds for the purchase of new cardiac monitors. He stated funding has been previously allocated, however, just prior to purchase, it was learned the company would not be able to offer the monitors until 2022. Mr. Lentz advised the current monitors have reached their useful life and are in need of replacement. He also responded to questions from the Board.

Finance - Adjust Soil and Water Prime Farmland Funding to the Capital Improvement Plan Level

Susan Fearington, Finance Director, reported \$1,703.50 is needed to maintain the required amount for legal fees in the FY 19 Capital Improvement Plan for the Soil and Water Prime Farmland Fund.

Kelly Sifford, Planning and Development, Director, advised of the need for additional funding of projects that have been regulated for this year, but were planned for next year.

Finance - North Carolina Education Lottery Payment Applications for School Debt Service

Susan Fearington, Finance Director, requested approval of applications to the North Carolina Education Lottery by Cabarrus County Schools and Kannapolis City Schools for the release of funds to pay a portion of debt service related to public school debt.

A discussion ensued. During discussion, Ms. Fearington responded to questions from the Board.

Finance - Balance of FY19 Construction Funding for West Cabarrus High School and Hickory Ridge Elementary School

Susan Fearington, Finance Director, advised funds being held in the FY19 Capital Improvement Plan need to be moved for equipment etc. purchases for the

West Cabarrus High School and Hickory Ridge Elementary School. Ms. Fearrington also advised an additional \$500,000 from the Lottery Fund is available and will be used.

Finance - Updates to the School Construction Fund and Construction and Renovation Fund

Susan Fearrington, Finance Director, reported the projects for Cox Mill Elementary, Patriots Elementary, Kannapolis Middle School and the Sheriff's Office have been completed and are ready to close out. She stated the unspent balances will be transferred to the available account and used for other projects.

Ms. Fearrington advised a request has been received from Cabarrus County Schools for funds in the amount of \$12,000 for land testing for a future middle school site.

Additionally, the sum of \$24,099 is needed from the Construction and Renovation Fund for camera replacements in county facilities.

Lastly, as part of the FY19 Capital Improvement Plan, it is time to transfer funds needed for the purchase of 10 yellow school buses.

Finance - Partial Funding for the New Courthouse Architect, Pre-Construction Administration Contracts, Engineering and Other Improvements

Susan Fearrington, Finance Director, requested partial funding for the new courthouse architect, pre-construction administration contracts, engineering and other improvements. She stated several budget amendments and project ordinances are needed in order to provide funds needed for the new courthouse project.

A discussion ensued. During discussion, Ms. Fearrington and Mike Downs, County Manager, responded to questions from the Board.

Human Resources - Health Insurance Renewal FY20

Lundee Covington, Human Resources Director, and Johanna Ray, Health and Wellness Manager, presented a PowerPoint presentation titled "Health Insurance Meetings FY20" regarding updates for the health insurance renewal for FY20.

Ms. Covington and Ms. Ray reported there has been a small cost increase associated with the OAP (Open Access Plan) Plan.

A brief discussion ensued.

Infrastructure and Asset Management - Courthouse Expansion Construction Manager at Risk Contract

Kyle Bilafer, Area Manager of Operations, reported Messer Construction Company was selected as the Construction Manager at Risk for the Courthouse Expansion Project. He stated AIA contract(s) are provided in the agenda for the Boards' review. Mr. Bilafer advised the contract will detail the delivery of the Guaranteed Maximum Prices (GMPs) once available, for the site enabling package, Phase I (the new Courthouse building) and Phase II (renovations to the existing courthouse). The contract will also carry the pre-construction services representing collaboration work with the design team and is the primary goal of a Construction Manager at Risk Project. Mr. Bilafer presented an in-depth overview of the construction manager at risk decision and details for his recommendation.

A discussion ensued. During discussion, Mike Downs, County Manager, and Mr. Bilafer responded to questions from the Board. Steve Keckeis, Messer Construction Company, Vice President/Regional Leader, was also in attendance.

Infrastructure and Asset Management - Means Avenue Resolution

Jonathan Marshall, Deputy County Manager, reported the current design proposal for the new courthouse requires a segment of Means Avenue to be abandoned as a roadway. This section (between Union and Church streets) will accommodate the footprint of the new courthouse, public pedestrian right-of-way, public plaza and utility right-of-way. As part of the process, this item will require a presentation to the Concord City Council, a public hearing and passage of a resolution. Mr. Marshall advised staff has met with adjacent property owners to discuss the abandonment of this section of public roadway.

Kyle Bilafer, Area Manager of Operations, requested the Board to make a motion to allow a notice to proceed on architectural procedures and design not related to Means Avenue.

Chairman Morris advised there have been presentations to all members of the Concord City Council and sought their opinions regarding the proposal for the abandonment of the section of Means Avenue. He stated feedback has been positive.

A brief discussion ensued.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board suspended its Rules of Procedure in order to take action on this item due to time constraints.

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board approved to proceed forward with the Means Avenue resolution to be presented to the Concord City Council.

The resolution approved to be presented to the Concord City Council is as follows:

RESOLUTION OF INTENT

WHEREAS, G.S. 160A-299 authorizes the City Council to close public streets and alleys; and

WHEREAS, the City Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closure of Means Avenue, S.E. between Church Street North and Union Street, North.

NOW, THEREFORE, BE IT RESOLVED by the City Council that:

(1) A meeting will be held at 6:00 p.m. on the 11th day of April, at the City Hall Council Chambers to consider a resolution on the closure of Means Avenue, S.E. the area described as follows:

NOTE THIS IS A GENERAL DESCRIPTION TO BE REPLACED WHEN CURRENT SURVEY/LEGAL IS FINALIZED

Lying and being in Number 12 Township, Cabarrus County, City of Concord, North Carolina and being the right-of-way of Means Avenue, SE, lying between Church Street, North and Union Street, North and being more particularly described as follows:

BEGINNING at a point at the intersection of the west right-of-way of Means Avenue, SE and the east right-of-way of Union Street, North, corner of Regen Tag Umbrella, LLC (nor or formerly), as recorded in Deed Book 8384, Page 89, thence along the west right-of-way of Means Avenue, N 46-24-35 W 386+/- feet to a point on the southeast corner of What-A-Burger Drive In No. 2, Inc. (now or formerly) as recorded in Deed Book 602 Page 203), thence crossing Means Avenue, SE in a southeast direction 60+/- feet to a point on the northwest corner of Cabarrus County as recorded in Deed Book 373 Page 618, thence along the west line of Cabarrus County S 46-24-35 W 386+/- feet to a point on the southwest corner of Cabarrus County, thence in a northwest direction, crossing the right-of-way of Means Avenue, SE to point of BEGINNING and containing 0.53 acres +/- ..

(2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in The Cabarrus Neighbors or other newspaper of general circulation in the area.

(3) The City Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.

(4) The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

Adopted this 14th day of March, 2019

CITY COUNCIL
CITY OF CONCORD
NORTH CAROLINA

William C. Dusch Mayor

ATTEST:

Kim Deason, Clerk

Planning and Development - Advisory Board Recommendation Regarding Deferred Tax Funds

Kelly Sifford, Planning and Development Director, provided documents supporting the request to move \$30,000 from the Deferred Tax Fund to assist with the costs of surveys, environmental assessments and legal work on two easements. She stated staff had planned the expenditures to fit into the yearly funding, however, the state requirements changed forcing the county to do some of the work earlier than planned.

Jonathan Marshall, Deputy County Manager, provided additional comments.

Daniel McClellan, Senior Resource Conservation Specialist, was also in attendance.

Planning and Development - Community Development Block Grant (CDBG) 2010 Project Ordinance and Budget Amendment

Kelly Sifford, Planning and Development Director, reported \$7,355 has been received from a deferred loan payoff and is required to be put back into the program.

BOC - Appointments to Board and Committees

Chairman Morris reviewed the change of procedures for appointments to boards and committees. He stated requests for appointments and/or removals will be discussed at the work sessions and then placed on the consent agenda and/or recognitions and presentations at the regular meeting.

BOC - Approval of Regular Meeting Agenda

The Board discussed the placement of the items on the agenda.

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board approved the March 18, 2019 agenda as follows:

Approval or Correction of Minutes

- Approval or Correction of Minutes

Recognitions and Presentations

- Proclamation - National Donate Life Month April 2019
- Presentation - Extension and Community Association
- Communications and Outreach - Excellence in Communications Awards

Consent

- Appointments - Adult Care Home Community Advisory Committee
- Appointments - Agricultural Advisory Board
- Appointments - Mental Health Advisory Board
- Appointments - Nursing Home Community Advisory Committee
- Appointments and Removals - Cabarrus County Senior Centers Advisory Council Cabarrus County Schools - Increase Funding for 142 New Charter School Students Based on the Better of 1st or 2nd Month ADM Count
- County Manager - Odell Sewer and Right of Way Easements
- County Manager - Water Line Easement at West Cabarrus High School
- Emergency Management - Fire Services Overview: Consideration for Completion of Fire Manpower Program Proposal
- EMS - Zoll Cardiac Monitor Purchase
- Finance - Adjust Soil and Water Prime Farmland Funding to the Capital Improvement Plan Level
- Finance - North Carolina Education Lottery Payment Applications for School Debt Service
- Finance - Balance of FY19 Construction Funding for West Cabarrus High School and Hickory Ridge Elementary School
- Finance - Updates to the School Construction Fund and Construction and Renovation Fund
- Finance - Partial Funding for the New Courthouse Architect, Pre-Construction Administration Contracts, Engineering and Other Improvements
- Human Resources - Health Insurance Renewal FY20
- Infrastructure and Asset Management - Courthouse Expansion Construction Manager at Risk Contract

- Planning and Development - Advisory Board Recommendation Regarding Deferred Tax Funds
- Planning and Development - Community Development Block Grant (CDBG) 2010 Project Ordinance and Budget Amendment
- Tax Administration - Refund and Release Reports - February 2019

New Business

- County Manager - Offer to Purchase County Property off Bradford Road

Reports

- BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees
- BOC - Request for Applications for County Boards/Committees
- County Manager - Monthly Reports on Building Activity
- County Manager - Monthly New Development Report
- EDC - February 2019 Monthly Summary Report
- Finance - Monthly Financial Update

Adjourn

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the meeting adjourned at 6:22 p.m.

Lauren Linker, Clerk to the Board

DRAFT

The Board of Commissioners for the County of Cabarrus met in regular session in the Commissioners' Meeting Room at the Cabarrus County Governmental Center in Concord, North Carolina at 6:30 p.m. on Monday, March 18, 2019.

Present - Chairman: Stephen M. Morris
Vice Chairman: Diane R. Honeycutt
Commissioners: F. Blake Kiger
Elizabeth F. Poole
Lynn W. Shue

Also present were Mike Downs, County Manager; Richard M. Koch, County Attorney; Pam Dubois, Senior Deputy County Manager; Jonathan Marshall, Deputy County Manager; Kyle Bilafer, Area Manager of Operations; and Lauren Linker, Clerk to the Board.

Chairman Morris called the meeting to order at 6:30 p.m.

Chairman Morris led the Pledge of Allegiance.

Pastor Joe DeJesus from Concord First Assembly Español delivered the invocation.

Chairman Morris recognized Youth Commission member Sarah Houston, from Cabarrus-Kannapolis Early College.

(A) APPROVAL OR CORRECTION OF MINUTES

UPON MOTION of Commissioner Shue seconded by Commissioner Kiger and unanimously carried, the Board approved the minutes of February 4, 2019 (Work Session), February 13, 2019 (Cabarrus Summit), February 18, 2019 (Regular Meeting) and February 22, 2019 (Board Retreat) as presented.

(B) APPROVAL OF THE AGENDA

Chairman Morris reviewed the following changes to the agenda.

Additions:

Recognitions and Presentations
C-4 Proclamation - Warren Clay Coleman

Closed Session

K-1 Closed Session - Pending Litigation

UPON MOTION of Vice Chairman Honeycutt seconded by Commissioner Shue and unanimously carried, the Board approved the agenda as amended.

(C) RECOGNITIONS AND PRESENTATIONS

(C-1) Proclamation - National Donate Life Month April 2019

The following proclamation declares April as "National Donate Life Month" and urges county residents to give serious thought to the importance of eye, organ and tissue donation, and to join the North Carolina Donor Registry.

Commissioner Shue read the proclamation aloud and announced he is a recipient of organ donation.

Commissioner Shue then **MOVED** to adopt the proclamation.

Commissioner Kiger stated in memory of Grant Laverty, a 17-year-old donor and family member of his, seconded the motion.

The **MOTION** unanimously carried.

Chairman Morris announced the "Donate Life America" flag will be flown at the Governmental Center during the month of April to raise awareness of this important initiative.

Proclamation No. 2019-03

PROCLAMATION
NATIONAL DONATE LIFE MONTH 2019

WHEREAS, more than 114,000 men, women and children in the United States currently need life-saving organ transplants and more than 3,000 of those people are North Carolinians; and

WHEREAS, an average of 22 people awaiting transplants die each day because there is a severe shortage of donated organs; and

WHEREAS, every 10 minutes, another name is added to the national transplant waiting list; and

WHEREAS, providing facts about donation and dispelling misinformation and myths are key to increasing the number of people who sign up as donors; and

WHEREAS, the North Carolina Division of Motor Vehicles (NC DMV) plays a critical role with over five million North Carolinians in the state's donor registry having registered when receiving a driver's license or state ID card; and

WHEREAS, one organ donor can save the lives of up to eight people and improve many more lives through tissue and cornea donation; and

WHEREAS, North Carolinians are encouraged to get the facts about donation, discuss their wishes with their family and sign up as donors via the NC DMV or online at www.donatelifenc.org/register; and

WHEREAS, Residents of Cabarrus County have been touched by donation as recipients of life-saving transplants and as members of donor families who have literally given others a second chance at life; and

NOW, BE IT RESOLVED, we, the members of the Cabarrus Board of County Commissioners do hereby proclaim the month of April, 2019 to be

NATIONAL DONATE LIFE MONTH

In Cabarrus County and urge our residents to give serious thought to the importance of eye, organ and tissue donation and to consider joining the North Carolina Donor Registry and further, to notify their family members that they have done so.

Adopted this 18th day of March, 2019.

/s/ Stephen M. Morris
Stephen M. Morris, Chairman
Cabarrus County Board of Commissioners

A brief discussion ensued.

(C-2) Presentation - Extension and Community Association

Pat Wickliff, Extension and Community Association (ECA), President, thanked the Board for their continued support. She then recognized the following recipients of various ECA Achievement Awards:

Pat Wickliff
Barbara Looney (several members of Country Neighbors were present)
Cindy Kootz
Carolyn Wright
Marie Pless
Cabarrus Arena and Events Center Catering and Office Staff
Teresa Smith

Barbara Looney, Extension and Community Association (ECA), Country Neighbors, President, presented the volunteer hours and monetary value of those hours to the Board of Commissioners.

Chairman Morris expressed appreciation for the contributions to the community made by the ECA members.

Communications and Outreach - Excellence in Communications Awards

Jonathan Marshall, Deputy County Manager, recognized Kasia Thompson, Communications and Outreach Manager, Londa Strong, Active Living and Parks Director, and Susan Donaldson, Active Living Project Event Manager, in connection with the Savvy Award. Cabarrus County's Communications and Outreach department received a 1st place award in the category of printed publications - external publications for "Journeys Magazine," which uses personal stories, expert tips and resources to improve the quality of life of Cabarrus County seniors.

Ms. Thompson expressed appreciation for the collaboration involved in publishing the magazine.

Ms. Strong and Ms. Donaldson provided additional comments and expressed appreciation.

Pam Outen, Family and Consumer Science Extension Agent, was also recognized for her continual contributions to the magazine.

Proclamation - Warren Clay Coleman

Chairman Morris read the following proclamation aloud.

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Kiger and unanimously carried, the Board adopted the proclamation.

Proclamation No. 2019-04

A PROCLAMATION IN HONOR OF WARREN CLAY COLEMAN

WHEREAS, Warren Clay Coleman a lifelong citizen of Cabarrus County (March 25, 1849 - March 31, 1904); and

WHEREAS, Mr. Coleman was born into slavery in 1849, he went on to be educated at Howard University where he studied business; and

WHEREAS, by 1900 Warren Coleman had become the wealthiest African American in the state of North Carolina; and

WHEREAS, he owned and operated Coleman Manufacturing Company in Concord, NC as well as other retail businesses, homes and farms throughout the county; and

WHEREAS, Warren Coleman became a community leader changing the social, political, and economic environment of Cabarrus County; and

NOW, THEREFORE, BE IT RESOLVED, that the Cabarrus County Board of Commissioners hereby pays tribute to

Warren Clay Coleman

recognizing his progressive and entrepreneurial life in Cabarrus County.

Adopted this 18th day of March, 2019.

/s/ Stephen M. Morris
 Stephen M. Morris, Chairman
 Cabarrus County Board of Commissioners

/s/ Lauren Linker
 Lauren Linker, Clerk to the Board

(D) INFORMAL COMMENTS

Chairman Morris opened the meeting for Informal Public Comments at 6:49 p.m. He stated each speaker would be limited to three minutes.

Janelle Gingrich Caudle, resident of Harrisburg, spoke about the animal shelter reports through the North Carolina Department of Agriculture and Cabarrus County's information.

Roland Jordan, resident of 134 Love Street SW in Concord, spoke regarding various matters in the community.

With there being no one else to address the Board, Chairman Morris closed that portion of the meeting.

(E) OLD BUSINESS

None.

(F) CONSENT

(F-1) Appointments - Adult Care Home Community Advisory

Andrea Johnson has completed her orientation class, been certified by the State Ombudsman and is now eligible to be appointed to the Adult Care Home Community Advisory Committee.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board appointed Andrea Johnson to the Adult Care Home Community Advisory Committee for an initial one-year term ending March 31, 2020.

(F-2) Appointments - Agricultural Advisory Board

The terms of appointment on the Agricultural Advisory Board for Eddie Moose and Tommy Barbee expired January 31, 2019. Both are willing to serve another term. A letter of recommendation regarding their reappointment is included in the agenda. Both have served since 2010. An exception to the "length of service" provision of the Appointment Policy will be needed for them.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board reappointed Eddie Moose and Tommy Barbee to the Agriculture Advisory Board for three-year terms ending January 31, 2022; including an exception to the "length of service" provision of the Appointment Policy for Mr. Moose and Mr. Barbee.

(F-3) Appointments - Mental Health Advisory Board

An application to serve on the Mental Health Advisory Board as a Cabarrus County Schools representative has been received from Amy Jewell. John Basilice currently serves in this capacity, but will be moving to the secondary position.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board appointed Amy Jewell to the Mental Health Advisory Board to complete an unexpired term ending December 31, 2020.

(F-4) Appointments - Nursing Home Community Advisory Committee

Nursing Home Community Advisory Committee Board members Sylvia Currie-Johnson and Karen Thompson have terms expiring in March and April. Both would like to serve another term. Each have served since 2009. An exception to the "length of service" provision of the Appointment Policy will be needed for them.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board reappointed Sylvia Currie-Johnson to the Nursing Home Community Advisory Committee for a three-year term ending March 31, 2022; including an exception to the "length of service" provision of the Appointment Policy.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board reappointed Karen Thompson to the Nursing Home Community Advisory Committee for a three-year term ending April 30, 2022; including an exception to the "length of service" provision of the Appointment Policy.

(F-5) Appointments and Removals - Cabarrus County Senior Centers Advisory Council

Sherman Childers, has resigned from his position on the Senior Centers Advisory Council. It is requested to remove his name from the roster.

An application has been received from Ronnie Tucker to serve on the Advisory Council. A letter of recommendation in regards to his appointment to complete Mr. Childers unexpired term is included in the agenda.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board removed Sherman Childers from the Cabarrus County Senior Centers Advisory Council roster and thanked him for his service.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board appointed Ronnie Tucker to the Cabarrus County Senior Centers Advisory Council to complete an unexpired term ending December 31, 2020.

(F-6) Cabarrus County Schools - Increase Funding for 142 New Charter School Students Based on the Better of 1st or 2nd Month ADM Count

Cabarrus County Schools has provided a memo to request additional funding for the 142 new charter schools students for budget year FY 2019. A memo was included in the agenda. School Systems are required to pass funds from the school system based on the location of the child. Funding this request will allow the Schools to meet their obligation without reducing their funding for the current student enrolled in the County School System.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board, approved the budget revision.

Date: Amount:

Dept. Head: Department:

Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

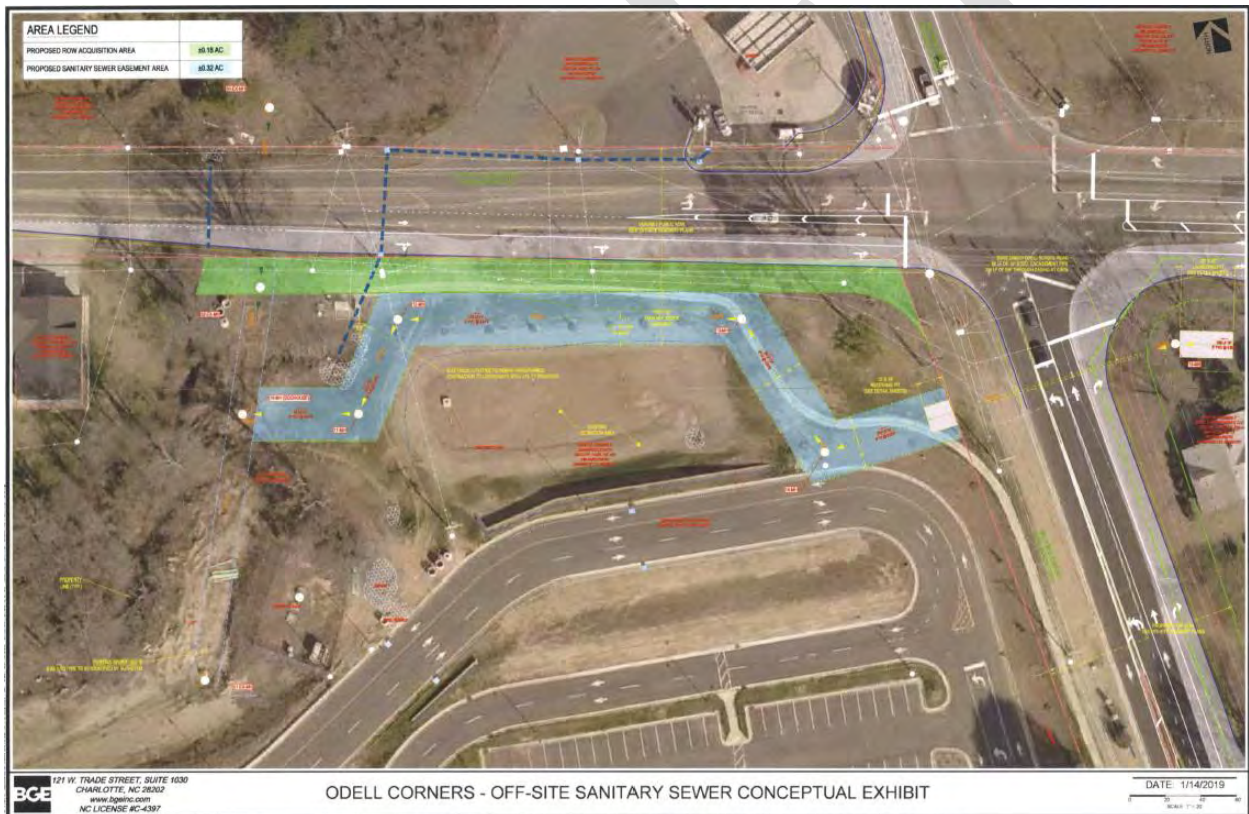
Purpose: To appropriate funds from excess interest earning to cover the increase population of Charter School students for Cabarrus County Schools. The Schools incurred an additional 142 increase in Charter School Students. See attached memo.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	6	1710/6701	Interest on Investments	300,000.00	270,466.00		770,466.00
001	9	7110/970117	Current Expense - Charter School - CCS	3,813,187.00	270,466.00		4,083,653.00

(F-7) County Manager - Odell Sewer and Right-of-Way Easements

Odell 73 Investments LLC is requesting a right-of-way (.18 acre) and sewer easement (.30 acre) at Odell Elementary 3 -5. A letter of explanation from the LLC was included in the agenda. They have engaged an appraiser to determine the fair market value for this property. The Board of Education has approved this request. It has been standard practice that revenues for easements and right-of-ways be budgeted for the benefit of the affected school.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the request for transportation right-of-way and sewer easements at Odell ES 3 - 5 as shown on the attached exhibit for an amount to be determined through professional appraisal. The Motion includes approval for all revenues to be budgeted for the benefit of Odell ES and to permit the County Manager to sign all required documents subject to review and approval by the County Attorney.



(F-8) County Manager - Water Line Easement at West Cabarrus High School

Cabarrus County Schools and the City of Concord have requested approval of a water line easement at West Cabarrus High School. This is a secondary water line from Harrison Drive NW.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the Grant of a Permanent Easement between Cabarrus County and the City of Concord; and authorized the County Manager to execute the document on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

(F-9) Emergency Management - Fire Services Overview: Consideration for Completion of Fire Manpower Program Proposal

Staff previously provided an overview of County Fire Services and requested consideration of expansion of the Fire Manpower Unit to 24-hour coverage as originally proposed during initial implementation of the

program. The Fire Manpower Unit has been successful in supplementing the Volunteer Fire Departments' response to emergencies and assisting EMS during peak times. Staff analysis of call times show an opportunity to reduce vulnerability to our citizens by expanding to 24-hour coverage.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the additional firefighter positions to the Fire Services portion of the Emergency Management Department to support 24-hour operations.

(F-10) EMS - Zoll Cardiac Monitor Purchase

EMS (Emergency Medical Services) was in the contract process to purchase new Phillips MRX cardiac monitors two years ago when Phillips discontinued their pre-hospital cardiac monitor program. Funding of \$550,111 was allocated for this purchase. These funds were placed in a multi-year holding fund to allow EMS time to identify another monitor option to meet our requirements. It took some time and research to identify another manufacturer of a product that met specific system needs. We have now identified the ZOLL X-series monitor as the product that meets system parameters.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the purchase of (23) ZOLL X-series cardiac monitors, the required budget amendment and update to the project ordinance as needed.

Date: Amount:
 Dept. Head: Department:
 Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

Purpose: EMS currently has \$550,111.00 in a multi-year line item from when our monitor purchase fell apart 2-3 years ago. We have researched and identified a monitor to fit our needs. We are ready to proceed with the purchase of (23) ZOLL X-series cardiac monitors. The purchase price for the ZOLL monitors will be \$566,110.96. This leaves a difference of \$15,999.96. This budget amendment pulls funds from the AVAILABLE CRF account to the multi-year monitor account.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	0000/6921/AVAIL	Cont From CRF-AVAIL	38,166.00		16,000.00	23,166.00
343	9	0000/9830/AVAIL	Other Improvements-AVAIL	99,744.00		16,000.00	83,744.00
							0.00
343	6	2790/6921/MONIT	Cont From CRF-MONIT	350,111.00	16,000.00		566,111.00
343	9	2790/9860/MONIT	Equipment and Furniture-MONIT	350,111.00	16,000.00		566,111.00

NOTE: The update to a project ordinance for this item has been provided for in a project ordinance included in item F-14 (Finance - Updates to the School Construction Fund and Construction and Renovation Fund.)

(F-11) Finance - Adjust Soil and Water Prime Farmland Funding to the Capital Improvement Plan Level

Per the FY19 Capital Improvement plan, the Soil and Water Prime Farmland funding level should be \$125,000. By reviewing the beginning FY19 available funds, a \$1,703.50 adjustment needs to be made to maintain the set aside funding for this program. Funding breakdown includes a \$100,000 budget for future easement purchases and a \$25,000 budget for legal fees. At this time, the legal fee line item should be increased \$1,703.50. Also included in the attached budget amendment are very small adjustments to the interest revenue, donation revenue, and Soil and Water District expenditure account for account tracking purposes.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the Soil and Water adjustment of funds and approved the related budget amendment and project ordinance.

Date: Amount:
 Dept. Head: Department:
 Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

Purpose: to allocate funds for the Capital improvement plan funding of prime farmland soil per the FY 19 budget (per County Manager this project should be budgeted at \$125,000 and each year the capital improvement funding will allocate additional funds up to \$125,000), and to adjust the budget for the interest and donations accounts.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
460	6	0000-6023	Deferred Tax Collection	1,863,987.76		1,703.50	1,864,284.26
460	9	0000-9830	Other Improvements	2,227,922.19		1,703.50	2,226,218.69
460	6	3270-6023	Deferred Tax Collection	126,000.00	1,703.50		127,703.50
460	9	3270-9445	Purchased Services	142,000.00	1,703.50		143,703.50

480	6	3270-6701	Interest Investment	1,693.00	0.20		1,693.20
480	6	3270-6805	Donations	2,898.00	0.06		2,898.06
480	9	3270-9698	Soil and Water District	70,143.50	0.26		70,143.76

Ordinance No. 2019-05

CABARRUS COUNTY SMALL PROJECTS
CAPITAL PROJECT ORDINANCE

BE IT ORDAINED, by the Board of County Commissioners of the County of Cabarrus, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating general fund revenues and federal and state grants funds received specifically for use by the appropriate Cabarrus County Department who has received the funds.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the guidelines as set forth by the federal and state government, Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed:

Board of Elections Department		
Interest on Investments	\$ 34,098	
Contribution from General Fund	61,484	
Contribution from Capital Reserve	150,000	
	\$ 245,582	
Register of Deeds Department:		
Register of Deeds Fees	\$1,543,669	
Interest on Investments	43,351	
Contribution from General Fund	77,505	
	\$1,664,525	
Soil and Water Department:		
Other Improvement Projects	\$218,441	
EEP Contract	16,900	
ADFP Grant	60,146	
Drill Program Fees	13,100	
Suther Farm Project	780,000	
Hill Farm Project	116,516	
Stewardship Fund	36,421	
	\$1,241,524	
Local Agricultural Preservation Projects:		
Contribution from General Fund	\$13,800	
Deferred Farm Tax Collections	1,927,284	
Deferred Farm Tax Interest	304,382	
Interest on Investments	32,751	
	\$2,278,217	
TOTAL REVENUES	\$5,429,848	

- D. The following appropriations are made as listed:

Board of Elections Department:		
Board of Elections Equipment and Furniture	\$ 245,582	
Register of Deeds Department:		
Register of Deeds Automation & Preservation	\$ 1,664,525	
Soil and Water Department:		
Other Improvement Projects	\$218,441	
EEP Contract	16,900	
ADFP Conservation Easement	60,146	
Drill Repair & Maintenance	13,100	
Suther Farm Project	780,000	
Hill Farm Project	116,516	
Stewardship	36,421	
	\$1,241,524	

	\$1,241,524
Local Agricultural Preservation Projects:	
Other Improvement Projects	\$2,278,217
TOTAL EXPENDITURES	\$5,429,848
GRAND TOTAL - REVENUES	\$5,429,848
GRAND TOTAL - EXPENDITURES	\$5,429,848

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The County Manager may transfer amounts between objects of expenditures and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The County Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to County construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 - 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 - 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriation to such agencies where G.S. 153 A-248(b), 259. 449 and any similar statutes require such contracts.
 - 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129 (a).
 - 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the

Capital Projects Fund sufficient detailed accounting records to satisfy the requirements of the law.

- b. The Finance Officer is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project Ordinance associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
 Stephen M. Morris, Chairman

ATTEST:
/s/ Laruen Linker
 Clerk to the Board

(F-12) Finance - North Carolina Education Lottery Payment Applications for School Debt Service

Lottery proceeds in the amount of \$2,000,000 were included in the FY19 General Fund budget to pay a portion of debt service related to public school debt. Upon approval by the Cabarrus County Board of Education, the Kannapolis City Board of Education and the Cabarrus County Board of Commissioners, two payment request applications will be submitted to the Department of Public Instruction.

The Cabarrus County School application is for \$1,754,000 and the Kannapolis City School application is for \$246,000, for a total of \$2,000,000. A budget amendment and Capital Project Ordinance is included for your review.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board authorized the Cabarrus County Chairman to execute the Public School Building Capital Fund applications to release funds in the amount \$2,000,000 from the North Carolina Education Lottery Fund, and approved the related budget amendment and updated Capital Project Ordinance.

Date: Amount:
 Dept. Head: Department:
 Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

This amendment records the Public School Building Capital Lottery funds requested from the Department of Public Instruction. The funds will be used towards the FY19 school debt service payments. Cabarrus County Schools' portion is \$1,754,000 and Kannapolis City Schools' portion is \$246,000.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
320	6	7210-6444	Lottery Proceeds	22,069,308.00	2,000,000.00		24,069,308.00
320	9	7210-9704	Cont'b to General Fund	20,419,308.00	2,000,000.00		22,419,308.00

Ordinance No. 2019-06

PUBLIC SCHOOL BUILDING CAPITAL PROJECTS FUND
 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted

Accounting Principles (GAAP) and the budget contained herein.

- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Lottery Proceeds	\$24,069,308
Lottery Proceeds - Rowan County	300,000
 TOTAL REVENUES	 \$24,369,308

- D. The following appropriations are made as listed.

Debt Service	\$22,419,308
Construction	1,650,000
Debt Service - Rowan County	300,000
 TOTAL EXPENDITURES	 \$24,369,308
 GRAND TOTAL - REVENUES	 \$24,369,308
GRAND TOTAL - EXPENDITURES	\$24,369,308

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).

11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris _____
 Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker _____
 Clerk to the Board

(F-13) Finance - Balance of FY19 Construction Funding for West Cabarrus High School and Hickory Ridge Elementary School

The approved FY19 Capital Improvement Plan included funding for West Cabarrus High School and Hickory Ridge Elementary School. Funding of \$3,703,750 was provided by the Capital Reserve Fund and \$500,000 from the Lottery Fund. Details of the categories funded and a Lottery Application were provided for review.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board authorized the Cabarrus County Chairman to execute the Public School Building Capital Fund application to release funds in the amount of \$500,000 from the North Carolina Education Lottery Fund.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the budget amendment and related project ordinances to record the final construction funding for the West Cabarrus High School and Hickory Ridge Elementary School projects.

Date: Amount:
 Dept. Head: Department:
 Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

This budget amendment is to release funds from the Capital Reserve account that were set aside for West Cabarrus High School in the amount of \$2,196,750 to fund Equipment and Furniture for \$2,000,000, Technology in the amount of \$196,750 and to use lottery funds in the amount of \$500,000 for start-up costs. We are also releasing funds from the Capital Reserve account that were set aside for the Hickory Ridge Elementary School in the amount of \$1,527,000 to fund Equipment and Furniture in the amount of \$900,000, Technology in the amount of \$327,000 and Start-up costs in the amount of \$300,000.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
430	9	7220-9708	Cont'b to Capital Projects Funds	70,864,304.10	2,196,750.00		73,061,254.10
430	9	7220-9821	Building & Renovations	17,017,304.20		2,196,750.00	14,820,554.20
320	6	7210-6444	Lottery Proceeds	24,069,308.00	300,000.00		24,369,308.00
320	9	7210-9708	Cont'b to Capital Projects Funds	1,630,000.00	300,000.00		2,130,000.00
369	6	7344-6921	Cont'b from Capital Reserve Fund	3,231,692.00	2,196,750.00		7,428,442.00
369	6	7344-6910	Cont'b from Capital Projects Fund	4,933,803.26	300,000.00		5,433,803.26

369	9	7344-9862	Technology - WCHS	778,250.00	196,750.00		975,000.00
369	9	7344-9860	Equipment and Furniture - WCHS	-	2,000,000.00		2,000,000.00
369	9	7344-9726	Start-up Costs - WCHS	-	500,000.00		500,000.00
450	9	7220-9708	Contb to Capital Projects Funds	73,061,254.10	1,527,000.00		74,588,254.10
450	9	7220-9821	Building & Renovations	14,820,554.20		1,527,000.00	13,293,554.20
370	6	7343-6921	Contb from Capital Reserve Fund	3,213,804.00	1,527,000.00		4,742,804.00
370	9	7343-9862	Technology - HRES	183,000.00	327,000.00		510,000.00
370	9	7343-9860	Equipment and Furniture - HRES	-	900,000.00		900,000.00
370	9	7343-9726	Start up Costs - HRES	-	300,000.00		300,000.00

Ordinance No. 2019-07

PUBLIC SCHOOL BUILDING CAPITAL PROJECTS FUND
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Lottery Proceeds	\$24,569,308
Lottery Proceeds - Rowan County	300,000
TOTAL REVENUES	\$24,869,308

- D. The following appropriations are made as listed.

Debt Service	\$22,419,308
Construction	2,150,000
Debt Service - Rowan County	300,000
TOTAL EXPENDITURES	\$24,869,308
GRAND TOTAL - REVENUES	\$24,869,308
GRAND TOTAL - EXPENDITURES	\$24,869,308

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.

5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18st day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker
Clerk to the Board

Ordinance No. 2019-08

CABARRUS COUNTY
LIMITED OBLIGATION BONDS 2017 PROJECT
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction of a Parking Deck. Details of the project are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

It is estimated that the following revenues will be available to complete capital projects as listed.

Debt Proceeds	\$79,194,879
General Fund Contribution	997,000
Capital Projects Fund	7,679,803
Capital Reserve Contribution	9,070,415
 TOTAL REVENUES	 \$96,942,097

- C. The following appropriations are made as listed.

Financing Costs	\$814,779
Parking Deck Downtown Concord	13,583,850
Performance Learning Center	4,000,000
Other County Projects	2,472,973
West Cabarrus High School	76,070,495
 TOTAL EXPENDITURES	 \$96,942,097
 GRAND TOTAL - REVENUES	 \$96,942,097
GRAND TOTAL - EXPENDITURES	\$96,942,097

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 - 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but

unencumbered funds for such purposes.

- 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
- 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
- 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.
- 12. The Manager, Finance Director, or designee may create debt financing amendments from estimated projections upon approval by the Board of Commissioners of the debt financing and adjust as needed upon closing.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th Day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:
/s/ Lauren Linker
Clerk to the Board

Ordinance No. 2019-09

CABARRUS COUNTY
LIMITED OBLIGATION BONDS 2018 PROJECT
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the project are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

It is estimated that the following revenues will be available to complete capital projects as listed.

General Fund Contribution	\$901,000
Capital Project Fund Contribution	517,197

Debt Proceeds	54,680,000
Capital Reserve Contribution	7,036,745
 TOTAL REVENUES	 \$63,134,942

C. The following appropriations are made as listed.

Legal Fees	\$ 505,534
HVAC Replacement - Mt. Pleasant High-CCS	4,276,945
Mobile Units - CCS	2,095,676
HVAC Replacement - JN Fries Middle-CCS	3,011,267
Hickory Ridge Elementary-CCS	34,937,579
RCCC - Advanced Technology Center	16,586,941
Land - RCCC	1,721,000
 TOTAL EXPENDITURES	 \$63,134,942
 GRAND TOTAL - REVENUES	 \$63,134,942
GRAND TOTAL - EXPENDITURES	\$63,134,942

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures

correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker
Clerk to the Board

Ordinance No. 2019-10

CABARRUS COUNTY CAPITAL RESERVE
CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 560,142
Contributions from General Fund	91,988,028
Contributions from Capital Projects Fund	338,309
Contributions from CVB	573,771
Contributions from other Governments	3,000,000
 TOTAL REVENUES	 \$96,460,250

- D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
Odell 3-5 Elementary School	19,755,175
G.W. Carver Renovations	1,520,978
CBTC Campus Renovations, Safety, Security	184,075
CBTC A/C Unit Replacement	205,000
Concord Middle School Roof	884,359
Harrisburg Elementary School Roof	630,306
Site Study Multiple Schools	30,000
J.N. Fries Middle School - Upfit	300,000

A.L. Brown High School Paving	500,000
Performance Learning Center	590,709
West Cabarrus High School	12,362,245
Hickory Ridge Elementary School	5,260,001
RCCC - Advanced Technology Center	2,293,941
RCCC Renovations	280,043
Cabarrus County Schools - Buses FY16	875,000
Cabarrus County Schools - Mobile Units FY16	1,110,000
Cabarrus County Schools yellow buses (10) FY17	880,000
Cabarrus County Schools mobile units (20) FY17	2,400,000
Kannapolis City Schools yellow buses (5) FY17	441,739
School Contingencies	2,017,889
Tax Collector's Office Renovation	9,116
Frank Liske Park Overflow Parking Lot	24,908
Training & Firing Range Renovations	50,000
Public Safety Training Center	75,000
Carolina Thread Trail	50,000
FLP - Western Playground Restroom Facility	375,000
Arena Aisle Safety Lighting	185,000
Arena Marquee Replacement & Sign Enhancement	112,500
County Website Development	250,000
Renovations to 2325 Lake Concord Road	195,000
Courthouse Expansion	6,100,000
Arena Restroom Renovations	100,000
FLP Barn Restrooms	102,000
EMS Heart Monitors	550,111
EMS Relocation to Concord Fire #10	375,000
Government Center Bathroom ADA	205,000
Door Access & Security Cameras - Sheriff	70,000
ITS - Fiber Infrastructure Improvements	120,000
Governmental Center Chiller Replacement	211,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters - Consultant	50,000
Midland Library Furniture	75,000
Operations Center	2,641,264
County Facility Projects	27,717
Downtown Parking Deck	1,070,000
Robert Wallace Park	3,091,047
Park Projects/CVB	573,771
Other County Capital Projects	13,293,554
TOTAL EXPENDITURES	\$96,460,250
GRAND TOTAL - REVENUES	\$96,460,250
GRAND TOTAL - EXPENDITURES	\$96,460,250

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the

Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.

- 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
- 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
- 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
- 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
- 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
- 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker
Clerk to the Board

(F-14) Finance - Updates to the School Construction Fund and Construction and Renovation Fund

Projects for Cox Mill Elementary, Patriots Elementary, Kannapolis Middle and the Sheriff's Department have been completed. A report with unspent project balances which are being transferred to the available account within each fund to allow for future projects was included in the agenda.

A request from Cabarrus County Schools was received for land testing in the amount of \$12,000 for a future middle school site. The funding can be provided by the available funds in the School Construction Fund.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the Cabarrus County School land testing request.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the budget amendment and project ordinance updates to the School Construction Fund and Construction and Renovation Fund for completed projects, the school bus funding, and the land testing request.

Date: Amount: \$

Dept. Head: Department:

Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

The purpose of this amendment is to move unused funds from completed projects in the School Construction Fund, Cox Mill Elementary in the amount of \$1,463.29, Patriots Elementary in the amount of .37 cents, Kannapolis Middle School in the amount of \$2,737.14, and in the Construction & Renovation, Sheriff's Bathroom repair in the amount of \$36,340.80, to an available account to be used for other projects. This amendment also moves funds 1) from the School Construction Fund AVAIL account into the Multiple School site development project in the amount of \$12,000 for land testing and 2) from the Construction and Renovation Fund AVAIL account for a County Building camera replacement system in the amount of \$24,099. In addition this BA releases funds from the Capital Reserve Fund to fund the purchase of 10 yellow school buses for WCHS & HRES in the amount of \$880,000.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
364	6	0000-6921-AVAIL	Cont'b from CRF	73,311.83	1,463.26		74,775.11
364	9	0000-9830-AVAIL	Other Improvements - AVAIL	77,836.76	1,463.26		78,830.02
364	6	7316-6921	Cont'b from CRF	25,000.00		1,463.26	23,536.74
364	9	7316-9830	Other Improvements - Cox Mill Elementary	25,000.00		1,463.26	23,536.74
364	6	0000-6921-AVAIL	Cont'b from CRF	74,775.11	0.37		74,775.48
364	9	0000-9830-AVAIL	Other Improvements - AVAIL	78,830.02	0.37		78,830.39
364	6	7330-6921	Cont'b from CRF	122,100.33		0.37	122,099.98
364	9	7330-9826	Building Acquisition - Patriots Elementary	122,100.33		0.37	122,099.98
364	6	0000-6921-AVAIL	Cont'b from CRF	74,775.48	2,737.14		77,512.62
364	9	0000-9830-AVAIL	Other Improvements - AVAIL	78,830.39	2,737.14		81,567.53
364	6	7402-6921-R ENO	Cont'b from CRF	1,620,978.00		2,737.14	1,618,240.86
364	9	7402-9821-R ENO	Building and Improvements - KIS	1,620,025.00		2,737.14	1,617,287.86
364	6	0000-6921-AVAIL	Cont'b from CRF - AVAIL	77,512.62		12,000.00	65,512.62
364	9	0000-9830-AVAIL	Other Improvements - AVAIL	81,567.53		12,000.00	69,567.53
364	6	7338-6921	Cont'b from CRF - Multiple Schools Site Testing	30,000.00	12,000.00		42,000.00
364	9	7338-9806	Engineering - Multiple Schools Site Testing	-	12,000.00		12,000.00
							0.00
430	9	7220-9708	Cont'b to Capital Projects Funds	74,388,254.10	880,000.00		75,468,254.10
430	9	7220-9821	Building & Renovations	13,293,354.20		880,000.00	12,413,354.20
364	6	7338-6921	Cont'b from CRF - Buses Multiple Schools	-	880,000.00		880,000.00
364	9	7338-9863	Vehicles - Buses Multiple Schools	-	880,000.00		880,000.00
343	6	0000-6902-AVAIL	Cont'b from GF - AVAIL	60,578.62	36,340.80		96,919.42
343	9	0000-9830-AVAIL	Other Improvements - AVAIL	83,744.90	36,340.80		120,085.70
343	6	2110-6902-R PAIR	Cont'b from GF	150,000.00		36,340.80	113,659.20
343	9	2110-9821-R PAIR	Building and Renovations	150,000.00		36,340.80	113,659.20
343	6	0000-6902-AVAIL	Cont'b from GF - AVAIL	96,919.42		24,099.00	72,820.42
343	9	0000-9830-AVAIL	Other Improvements - AVAIL	120,085.70		24,099.00	95,986.70
343	6	1810-6902-C AMSY	Cont'b from GF - CAMSY	-	24,099.00		24,099.00
343	9	1810-9860-C AMSY	Equipment & Furniture	-	24,099.00		24,099.00

Ordinance No. 2019-11

CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.

C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental - Tower Lease	847,694
Sale of Fixed Assets	1,012,442
Contributions and Donations	117,036
General Fund Contribution	5,112,457
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	2,141,264
Capital Reserve Fund Contribution	13,399,546
 TOTAL REVENUES	 \$27,576,832

D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$211,000
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,723
County Operation Center	3,100,000
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	112,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	50,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	6,100,000
Clerk of Court Improvements	113,000
Public Safety Training Center	90,000
EMS Headquarters - Consultants	50,000
EMS Co-location - Concord Fire #11	375,000
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,721,086
JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301
Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park - Other Improvements	489,024
NE Area Park - Plot	100,000
Robert Wallace Park	8,147,965
Frank Liske Park - Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	100,000
Frank Liske Park - Lower Lot Restrooms	678,506
Midland Library Furniture	75,000
Arena - Lighting Control System Replacement	235,000
Unassigned	95,987
 TOTAL EXPENDITURES	 \$27,576,832
 GRAND TOTAL - REVENUES	 \$27,576,832
GRAND TOTAL - EXPENDITURES	\$27,576,832

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary

shortfalls or upon the appropriate approval of a change order.

4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris _____
Stephen M. Morris, Chairman

ATTEST:
/s/ Lauren Linker _____
Clerk to the Board

Ordinance No. 2019-12

CABARRUS COUNTY SCHOOL CONSTRUCTION PROJECT
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the projects are listed in section D. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
 - a. It is estimated that the following revenues will be available to complete capital projects as listed.

General Fund Contribution	\$49,047
Capital Reserve Contribution	3,840,465
Capital Projects Fund Contribution	54,055
 TOTAL REVENUES	 \$3,943,567

- C. The following appropriations are made as listed.

Cox Elementary Sewer Relocation	23,537
Patriots Elementary Mobile Units	122,100
Site Evaluations-Multiple Schools	42,000
J.N. Fries Middle School Other Improvements	300,000
Kannapolis Intermediate Renovations-Carver Elem	1,617,288
A.L. Brown HS Other Improvements	500,000
CBTC Campus Renovations, Safety, Security	184,075
CBTC A/C Units Replacement Phase II	105,000
RCCC - HVAC Replacement	100,000
Available Other Improvements	69,567
 TOTAL EXPENDITURES	 \$3,943,567
 GRAND TOTAL - REVENUES	 \$3,943,567
GRAND TOTAL - EXPENDITURES	\$3,943,567

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.

- 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
- 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
- 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
- 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
- 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker
Clerk to the Board

Ordinance No. 2019-13

CABARRUS COUNTY CAPITAL RESERVE
CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 560,142
Contributions from General Fund	91,988,028
Contributions from Capital Projects Fund	338,309
Contributions from CVB	573,771
Contributions from other Governments	3,000,000
TOTAL REVENUES	\$96,460,250

D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
Odell 3-5 Elementary School	19,755,175
G.W. Carver Renovations	1,520,978
CBTC Campus Renovations, Safety, Security	184,075
CBTC A/C Unit Replacement	205,000
Concord Middle School Roof	884,359
Harrisburg Elementary School Roof	630,306
Site Study Multiple Schools	30,000
Buses - WCHS and HRES	880,000
J.N. Fries Middle School - Upfit	300,000
A.L. Brown High School Paving	500,000
Performance Learning Center	590,709
West Cabarrus High School	12,362,245
Hickory Ridge Elementary School	5,260,001
RCCC - Advanced Technology Center	2,293,941
RCCC Renovations	280,043
Cabarrus County Schools - Buses FY16	875,000
Cabarrus County Schools - Mobile Units FY16	1,110,000
Cabarrus County Schools yellow buses (10) FY17	880,000
Cabarrus County Schools mobile units (20) FY17	2,400,000
Kannapolis City Schools yellow buses (5) FY17	441,739
School Contingencies	2,017,889
Tax Collector's Office Renovation	9,116
Frank Liske Park Overflow Parking Lot	24,908
Training & Firing Range Renovations	50,000
Public Safety Training Center	75,000
Carolina Thread Trail	50,000
FLP - Western Playground Restroom Facility	375,000
Arena Aisle Safety Lighting	185,000
Arena Marquee Replacement & Sign Enhancement	112,500
County Website Development	250,000
Renovations to 2325 Lake Concord Road	195,000
Courthouse Expansion	6,100,000
Arena Restroom Renovations	100,000
FLP Barn Restrooms	102,000
EMS Heart Monitors	550,111
EMS Relocation to Concord Fire #10	375,000
Government Center Bathroom ADA	205,000
Door Access & Security Cameras - Sheriff	70,000
ITS - Fiber Infrastructure Improvements	120,000
Governmental Center Chiller Replacement	211,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters - Consultant	50,000
Midland Library Furniture	75,000
Operations Center	2,641,264
County Facility Projects	27,717
Downtown Parking Deck	1,070,000
Robert Wallace Park	3,091,047
Park Projects/CVB	573,771
Other County Capital Projects	12,413,554
TOTAL EXPENDITURES	\$96,460,250
GRAND TOTAL - REVENUES	\$96,460,250
GRAND TOTAL - EXPENDITURES	\$96,460,250

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.

- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

BY: /s/ Stephen M. Morris
 Stephen M. Morris, Chairman

ATTEST:
/s/ Lauren Linker
 Clerk to the Board

(F-15) Finance - Partial Funding for the New Courthouse Architect, Pre-Construction Administration Contracts, Engineering and Other Improvements

Partial budget funding in the areas of Architecture, Pre-Construction Administration, Engineering and Other Improvements need to be recorded for the new Courthouse. Reallocation of existing funds and additional Capital Reserve funds are needed to meet the current needs of the new Courthouse project. To allocate this funding, two budget amendments and three project ordinances are included for your review.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved funding for the new Courthouse Architect and Pre-Construction Administration contracts, Engineering and Other Improvement needs and the related budget amendments and project ordinances.

Date: 3/18/2019 Amount: 1,750,700.07
 Dept. Head: Susan Farrington Department: Finance
 Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

This budget amendment adjusts the construction budget for the 1) completed Mt. Pleasant Middle School replacement and 2) a budget adjustment for the partial completion of Royal Oaks Elementary School. This amendment also records unbudgeted interest income and contractor sales tax savings. The net effect of \$1,750,700.07 is being transferred to the Capital Reserve Fund for one time project funding.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
368	6	0000-6701	Interest on Investments	18,817.31	477,480.91		496,298.22
368	9	0000-9704	Contribution to General Fund	-	1,524.46		1,524.46
368	9	0000-9707	Contribution to Capital Reserve Fund	-	1,750,700.07	-	1,750,700.07
368	9	7305-9825	Contre Sales Tax	-		355,248.50	(355,248.50)
368	9	7305-9806	Engineers	262,500.00		4,770.71	257,729.29
368	9	7305-9726	Cabarrus County Sch-Start Up	207,250.00		291.37	206,958.63
368	9	7305-9860	Equipment & Furniture	805,000.00		3,133.08	801,866.92
368	9	7305-9862	Technology	752,400.00		6,606.84	745,793.16
368	9	7305-9864	Technology Infrastructure	287,600.18		18,876.95	268,723.23
368	9	7332-9825	Contre Sales Tax	-		486,613.02	(486,613.02)
368	9	7332-9485	Administration Fees	20,000.00		1.44	19,998.56
368	9	7332-9806	Engineers	357,877.00		89,336.25	274,540.75
368	9	7332-9807	Architects	1,454,990.00		31,104.72	1,423,885.28
368	9	7332-9726	Cabarrus County Sch-Start Up	189,999.70		4,394.37	185,605.33
368	9	7332-9820-0399	Construction-Owners Costs	300,000.00		165,409.96	134,590.04
368	9	7332-9860	Equipment & Furniture	1,215,000.00		31,739.59	1,183,260.41
368	9	7332-9862	Technology	782,308.00		73,256.30	709,051.70
368	9	7332-9864	Technology Infrastructure	505,815.00		0.52	505,814.48
450	6	7220-6910	Cont. From Capital Projects Fund	331,709.00	1,750,700.07		2,082,409.07
450	9	7220-9821	Building and Renovations	12,413,354.20	1,750,700.07		14,164,054.27

Date: 3/18/2019 Amount: \$ 6,419,000.00
 Dept. Head: Susan Farrington, (prepared by Sarah Chesley) Department: Fund 450 and 343
 Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

Purpose: This Budget Amendment moves funds from the Contingency Fund for Royal Oaks Elementary in the amount of \$145,760 and the Mount Pleasant Middle School in the amount of \$385,086 and moves funds from Building and Renovations into the Contribution to Capital Project Fund in the amount of \$5,888,154. The total amount of \$6,419,000 will be used to fund the Courthouse architect and pre-construction contracts in the 343 Construction and Renovation Fund. This budget amendment also adjusts the consultants, engineering, other improvements and contingency budgets for current estimates.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
450	9	7305-9660	Contingency - ROE	145,760.00		145,760.00	0.00
450	9	7220-9708	Contribution to Capital Project Fund	70,864,504.10	145,760.00		71,010,264.10
450	9	7332-9660	Contingency - MPMS	505,086.00		385,086.00	120,000.00
450	9	7220-9708	Contribution to Capital Project Fund	71,010,264.10	385,086.00		71,395,350.10

450	9	7220-9821	Building & Renovations	14,164,254.27		5,888,154.00	8,276,100.27
450	9	7220-9708	Contribution to Capital Project Fund	71,395,350.10	5,888,154.00		77,283,504.10
343	6	2210-9921-COURT	Contribution from Capital Reserve	6,100,000.00	6,419,000.00		12,519,000.00
343	9	2210-9605-COURT	Consultants	100,000.00		16,904.22	83,095.78
343	9	2210-9606-COURT	Engineering	-	100,000.00		100,000.00
343	9	2210-9607-COURT	Architect	6,000,000.00	2,377,315.00		8,377,315.00
343	9	2210-9820-COURT	Construction	-	1,111,000.00		1,111,000.00
343	9	2210-9830-COURT	Other Improvements	113,000.00	2,355,785.98		2,468,785.98
343	9	2210-9660-COURT	Contingency	-	491,803.24		491,803.24

Ordinance NO. 2019-14

CABARRUS COUNTY CONSTRUCTION AND RENOVATION
PROJECT
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental - Tower Lease	847,694
Sale of Fixed Assets	1,012,442
Contributions and Donations	117,036
General Fund Contribution	5,112,457
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	2,141,264
Capital Reserve Fund Contribution	19,818,545
 TOTAL REVENUES	 \$33,995,832

- D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$211,000
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,723
County Operation Center	3,100,000
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	112,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	50,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	12,519,000
Clerk of Court Improvements	113,000
Public Safety Training Center	90,000
EMS Headquarters - Consultants	50,000
EMS Co-location - Concord Fire #11	375,000
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,721,086
JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301
Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park - Other Improvements	489,024
NE Area Park - Plot	100,000

Robert Wallace Park	8,147,965
Frank Liske Park - Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske Park Playground Replacement	100,000
Frank Liske Park - Lower Lot Restrooms	678,506
Midland Library Furniture	75,000
Arena - Lighting Control System Replacement	235,000
Unassigned	95,987
TOTAL EXPENDITURES	\$33,995,832
GRAND TOTAL - REVENUES	\$33,995,832
GRAND TOTAL - EXPENDITURES	\$33,995,832

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.

- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 - 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 - 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
 - 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
 - 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker
Clerk to the Board

Ordinance No. 2019-15

CABARRUS COUNTY SCHOOL CONSTRUCTION DEBT FUND
BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the projects are listed in section D. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Capital Reserve Contribution	\$13,121,802
General Fund Contribution	1,336,500
Limited Obligation Bonds	84,944,452
Public School Building - Lottery funds	1,600,000
Interest Income	496,299
 TOTAL REVENUES	 \$101,499,053

- D. The following appropriations are made as listed.

Royal Oaks Elementary School	\$23,854,603
Mt. Pleasant Middle School	33,374,308
Kannapolis Middle School	41,777,548
Legal Fees/Closing Costs	741,894
Contribution to Capital Reserve Fund	1,750,700
 TOTAL EXPENDITURES	 \$101,499,053
 GRAND TOTAL - REVENUES	 \$101,499,053
GRAND TOTAL - EXPENDITURES	\$101,499,053

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public

purposes.

- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
 10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris _____
Stephen M. Morris, Chairman

ATTEST:
/s/ Lauren Linker _____
Clerk to the Board

Ordinance No. 2016-16

CABARRUS COUNTY CAPITAL RESERVE
CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 560,142
Contributions from General Fund	91,988,028
Contributions from Capital Projects Fund	2,089,009
Contributions from CVB	573,771
Contributions from other Governments	3,000,000
 TOTAL REVENUES	 \$98,210,950

- D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
Odell 3-5 Elementary School	19,755,175
G.W. Carver Renovations	1,520,978
CBTC Campus Renovations, Safety, Security	184,075
CBTC A/C Unit Replacement	205,000
Concord Middle School Roof	884,359
Harrisburg Elementary School Roof	630,306
Site Study Multiple Schools	30,000
Buses - WCHS and HRES	880,000
J.N. Fries Middle School - Upfit	300,000
A.L. Brown High School Paving	500,000
Performance Learning Center	590,709
West Cabarrus High School	12,362,245
Hickory Ridge Elementary School	5,260,001
RCCC - Advanced Technology Center	2,293,941
RCCC Renovations	280,043
Cabarrus County Schools - Buses FY16	875,000
Cabarrus County Schools - Mobile Units FY16	1,110,000
Cabarrus County Schools yellow buses (10) FY17	880,000
Cabarrus County Schools mobile units (20) FY17	2,400,000
Kannapolis City Schools yellow buses (5) FY17	441,739
School Contingencies	1,487,043
Tax Collector's Office Renovation	9,116
Frank Liske Park Overflow Parking Lot	24,908
Training & Firing Range Renovations	50,000
Public Safety Training Center	75,000
Carolina Thread Trail	50,000
FLP - Western Playground Restroom Facility	375,000
Arena Aisle Safety Lighting	185,000
Arena Marquee Replacement & Sign Enhancement	112,500
County Website Development	250,000
Renovations to 2325 Lake Concord Road	195,000
Courthouse Expansion	12,519,000

Arena Restroom Renovations	100,000
FLP Barn Restrooms	102,000
EMS Heart Monitors	550,111
EMS Relocation to Concord Fire #10	375,000
Government Center Bathroom ADA	205,000
Door Access & Security Cameras - Sheriff	70,000
ITS - Fiber Infrastructure Improvements	120,000
Governmental Center Chiller Replacement	211,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters - Consultant	50,000
Midland Library Furniture	75,000
Operations Center	2,641,264
County Facility Projects	27,717
Downtown Parking Deck	1,070,000
Robert Wallace Park	3,091,047
Park Projects/CVB	573,771
Other County Capital Projects	8,276,100
TOTAL EXPENDITURES	\$98,210,950
GRAND TOTAL - REVENUES	\$98,210,950
GRAND TOTAL - EXPENDITURES	\$98,210,950

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 - 8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
 - 9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
 - 10. The County Manager may reject formal bids when deemed appropriate

and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).

- 11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
Stephen M. Morris, Chairman

ATTEST:

/s/ Lauren Linker
Clerk to the Board

(F-16) Human Resources - Health Insurance Renewal

Following a review of renewal options, Human Resources and County Management would like to recommend a health insurance renewal for FY 20.

The County currently provides health coverage to over 1000 employees and 1,400 covered lives offering two plans, a traditional "Open Access Plan" (OAP) and a Consumer Driven Plan with a Health Savings Account (HSA). Approximately 38 percent of our employees are on the OAP plan.

With the approved OAP plan design changes, the health insurance FY20 renewal will be 1.74 percent increase from FY 19.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board adopted the plan design changes to the OAP plan and increase the rate by \$10 per employee per month, from \$655 to \$665. The total amount increased is \$189,555.

(F-17) Infrastructure and Asset Management - Courthouse Expansion Construction Manager at Risk Contract

Messer Construction Company was selected as the Construction Manager at Risk (CMAR) for the Cabarrus County Courthouse Expansion project. Staff will present the AIA contract(s) for Messer Construction Company for approval by the Board of Commissioners. These contracts detail the delivery of the Guaranteed Maximum Prices (GMP's) for the site enabling package, Phase I (the new Courthouse building), and Phase II (renovations to the existing Courthouse). The contract will also carry the pre-construction services which represents the collaboration work with the design team and is the primary goal of a Construction Manager at Risk Project.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the contract between Cabarrus County and Messer Construction Company; and authorized the County Manager to execute the contract on behalf of Cabarrus County, subject to review or revisions by the County Attorney.

(F-18) Planning and Development - Advisory Board Recommendation Regarding Deferred Tax Funds

The Board of Commissioners directed staff to engage an advisory committee to make recommendations regarding the use of the Deferred Tax Fund for specific projects. The Soil and Water staff is requesting \$30,000 from the fund to assist with the surveys, environmental assessments, and legal work on two conservation easements. Staff had planned out expenditures so that they fit into the yearly funding, however, the state requirements changed forcing the county to do some of the work earlier than planned.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board adopted the budget amendment and project ordinance.

Date: Amount:
 Dept. Head: Department:
 Internal Transfer Within Department
 Transfer Between Departments/Funds
 Supplemental Request

Purpose: The Board of Commissioners directed staff to engage an advisory committee to make recommendations regarding the use of the Deferred Tax Fund for specific projects. The Soil and Water staff is requesting \$30,000 from the fund to assist with surveys, environmental assessments and legal work on 2 conservation easements. Staff had planned out expenditures so they would fit into yearly funding, however the state requirement changed forcing the County to do some of the work earlier than planned.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
460	6	0000/6023	Deferred Tax Collection	1,864,284.26		30,000.00	1,834,284.26
460	9	0000/9830	Other Improvements	2,226,218.69		30,000.00	2,196,218.69
							0.00
460	6	3270/6023	Deferred Tax Collection	126,000.00	30,000.00		156,000.00
460	9	3270/9445	Purchased Services	142,000.00	30,000.00		172,000.00

Ordinance No. 2019-17

CABARRUS COUNTY SMALL PROJECTS
 CAPITAL PROJECT ORDINANCE

BE IT ORDAINED, by the Board of County Commissioners of the County of Cabarrus, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating general fund revenues and federal and state grants funds received specifically for use by the appropriate Cabarrus County Department who has received the funds.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the guidelines as set forth by the federal and state government, Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed:

Board of Elections Department	
Interest on Investments	\$ 34,098
Contribution from General Fund	61,484
Contribution from Capital Reserve	150,000
	\$ 245,582

Register of Deeds Department:	
Register of Deeds Fees	\$1,543,669
Interest on Investments	43,351
Contribution from General Fund	77,505
	\$1,664,525

Soil and Water Department:	
Other Improvement Projects	\$248,441
EEP Contract	16,900
ADFP Grant	60,146
Drill Program Fees	13,100
Suther Farm Project	780,000
Hill Farm Project	116,516
Stewardship Fund	36,421
	\$1,271,524

Local Agricultural Preservation Projects:

Contribution from General Fund	\$13,800
Deferred Farm Tax Collections	1,897,284
Deferred Farm Tax Interest	304,382
Interest on Investments	32,751
	<hr/>
	\$2,248,217

TOTAL REVENUES \$5,429,848

D. The following appropriations are made as listed:

Board of Elections Department:
 Board of Elections Equipment and Furniture \$ 245,582

Register of Deeds Department:
 Register of Deeds Automation & Preservation \$ 1,664,525

Soil and Water Department:
 Other Improvement Projects \$248,441
 EEP Contract 16,900
 ADFP Conservation Easement 60,146
 Drill Repair & Maintenance 13,100
 Suther Farm Project 780,000
 Hill Farm Project 116,516
 Stewardship 36,421

 \$1,271,524

Local Agricultural Preservation Projects:
 Other Improvement Projects \$2,248,217

TOTAL EXPENDITURES \$5,429,848

GRAND TOTAL - REVENUES \$5,429,848
 GRAND TOTAL - EXPENDITURES \$5,429,848

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The County Manager may transfer amounts between objects of expenditures and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The County Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to County construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
 - 8. The County Manager may award and execute contracts which are

not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.

9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriation to such agencies where G.S. 153 A-248(b), 259. 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129 (a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Projects Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Officer is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project Ordinance associated with the project is closed.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: /s/ Stephen M. Morris
 Stephen M. Morris, Chairman

ATTEST:
/s/ Lauren Linker
 Clerk to the Board

(F-19) Planning and Development - Community Development Block Grant (CDBG) 2010 Project Ordinance and Budget Amendment

The CDBG 2010 project ordinance requires updating and a budget amendment adopted to allocate program income that has been received. The program income was received from a payoff of a deferred loan. The funds are required to be put back into the program. Staff recommended \$7,355 be added to the CDBG 2010 program fees revenues and subcontractor expenditures.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board accepted the funds, and adopted the budget amendment and project ordinance.

Date: 3/18/2019 Amount: 7,355.00

Dept. Head: Suzanne Burgess Department: Finance

Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

Purpose: This budget amendment is to budget additional revenues and expenditures for CDBG 2010 grant. The additional funds were received from a deferred loan payoff. The funds are required to be put back into the program.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
410	6	3660-6606-2010	Program Fees	34,997.00	7,355.00	-	42,352.00
410	9	3660-9383-2010	Sub-Contractor	34,997.00	7,355.00	-	42,352.00

Cabarrus County
Community Development Special Revenue
Project Ordinance

BE IT ORDAINED by the Board of Commissioners of the County of Cabarrus, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the general Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The projects authorized is for the Grant Projects for the purpose of receiving and disbursing funds as directed by Home Program Grant and the Department of Commerce. The projects are referenced in Section 3.

Section 2. The officers of this unit are hereby directed to proceed within the terms of the Generally Accepted Accounting Principles (GAAP), the grant terms, the rules and regulations of the Department of Commerce and the budget contained herein.

Section 3. The following budgeted amounts are appropriated for the projects:

CDBG:		
Sub-Contractor	\$	42,352
Home 2012:		
Sub-Contractor		117,841
Consultants		5,570
Home 2015:		
Sub-Contractor		159,887
Consultants		5,423
Home 2016:		
Sub-Contractor		119,392
Consultants		<u>5,682</u>
Total	\$	<u>456,147</u>

Section 4. The following budgeted revenues are anticipated to be available to complete these projects.

CDBG:		
Program Fees	\$	42,352
Home 2012:		
Home Consortium Revenues		98,411
Contribution from General Fund		25,000
Home 2015:		
Home Consortium Revenues		95,815
Program Fees		44,495
Contribution from General Fund		25,000
Home 2016:		
Home Consortium Revenues		100,074
Contribution from General Fund		<u>25,000</u>
Total	\$	<u>456,147</u>

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project sufficient detailed accounting records to satisfy the terms of any debt financing resolutions and any grant agreements or federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose or making payments as due. Reimbursement requests should be made to the granter agencies in an orderly and timely manner.

Section 7. The Finance Officer is directed to report, at the request of the Board, on the financial status of each project element in Section 3 and the total revenues received or claimed.

Section 8. Copies of this grant project ordinance shall be furnished to the Clerk to the Governing board, and to the Budget Officer and the Finance Officer for direction in carrying out the projects.

Section 9. At the completion of each individual project, all unrestricted excess funds are transferred to the general Fund and the Grant Project Ordinance is closed.

Section 10. The County manager is hereby authorized to transfer revenues and appropriation within an ordinance as contained herein under the following conditions:

- a. The Manager may transfer amounts between objects of expenditures and revenues within a function without limitation.
- b. The manager may transfer amounts up to \$100,000 between functions of the same ordinance.
- c. The Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
- d. The Manager may either enter into and execute change orders or amendments to County construction contracts in amounts up to \$90,000 when the project ordinance contains sufficient appropriated but unencumbered funds.

Adopted this 18th day of March, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

By: /s/ Stephen M. Morris
Stephen M. Morris

ATTEST:
Lauren Linker
Clerk to the Board

(F-20) Tax Administration - Refund and Release Reports - February 2019

The Release Report contains taxpayers' names, bill numbers, valuations, tax amounts, along with the justifications for releasing the valuation/tax amounts for outstanding levies in accordance with N.C.G.S. 105-381. The Refund Report is a summary sheet which lists data from each refund request form, along with the justification for the refunds to the taxpayers in accordance with N.C.G.S. 105-381.

Note: Due to the transition of motor vehicles onto the new North Carolina Vehicle Tax System (NCVTS), motor vehicle-related refunds and releases will begin to be displayed on the new report generated by NCVTS.

UPON MOTION of Commissioner Shue, seconded by Vice Chairman Honeycutt and unanimously carried, the Board approved the February 2019 Refund and Release Reports as submitted, including the NCVTS Refund Report, and granted authority to the Tax Collector to process the refunds and releases. The report is hereby incorporated into the minutes by reference and is on file with the Clerk to the Board.

(G) NEW BUSINESS

(G-1) County Manager - Offer to Purchase County Property off Bradford Road

Jonathan Marshall, Deputy County Manager, reported the County received an offer to purchase approximately 4 acres off Bradford Road from Mr. Benjamin Loveland and his wife, Ms. Jennifer Loveland. The acreage is part of a parcel purchased for the reservoir and the party making the offer owns an adjacent property. That adjacent property is a 4-acre parcel that was excluded from the original purchase. A letter with the offer and additional explanation was provided. Mr. Marshall stated if accepted, this would need to follow the upset bid process. That process would begin with conditional acceptance of the offer and receipt of the deposit.

Mr. Loveland explained the reasons for his interest in purchasing the property.

UPON MOTION of Vice Chairman Honeycutt, seconded by Commissioner Shue and unanimously carried, the Board conditionally accepted the offer to purchase.

(H) REPORTS

(H-1) BOC - Receive Updates from Commission Members Who Serve as Liaisons to Municipalities or on Various Boards/Committees

Vice Chairman Honeycutt announced registration for the Cabarrus Senior Games is now through March 22nd; the Senior Games are from April 1st - 14th; there is a Veterans breakfast at the Mount Pleasant Senior Center at 9 a.m. on April 8th; there is an Archery Clinic April 2nd and May 7th; and free classes: "Matter of Balance" for fall prevention and "Living Healthy for Chronic Disease

Health Management." She stated for more information, the public should call 704-920-3484.

(H-2) Board of Commissioners - Request for Applications for County Boards/Committees

Applications are being accepted for the following County Boards/Committees:

- Adult Care Home Community Advisory Committee - 9 Vacant Positions
- Cabarrus County Animal Protection Advisory Board - 1 Vacant Position
- Cabarrus County Planning and Zoning Commission - 2 Vacant Positions (Alternates)
- Concord Planning and Zoning Commission (ETJ) - 1 Vacant Position
- Home and Community Care Block Grant Committee - 1 Expired Term
- Juvenile Crime Prevention Council - 1 Vacant Position (Student Under 18)
- Mount Pleasant Planning Board and Board Of Adjustment - 1 Vacant Position (Alternate)
- Nursing Home Community Advisory Committee - 8 Vacant Positions
- Transportation Advisory Board - 3 Vacant Positions (Midland, NC Mental Health And Clergy)
- Watershed Improvement Commission - 1 Expired Term
- Youth Commission - 6 Vacant Positions (A. L. Brown, Concord, Jay M. Robinson, Mount Pleasant, and Northwest Cabarrus High Schools)

Chairman Morris urged citizens to consider participating on a Board or Committee.

(H-3) County Manager - Monthly Building Activity Reports

The Board received the Cabarrus County Construction Standards Dodge Report for February 2019 and the Cabarrus County Commercial Building Plan Review Summary for February 2019 for informational purposes as part of the Agenda. No action was required of the Board.

(H-4) County Manager - Monthly New Development Report

The Board received the monthly new development report for informational purposes. No action was required of the Board.

(H-5) Economic Development Corporation - February 2019 Monthly Summary Report

The Board received the Cabarrus Economic Development Corporation (EDC) monthly report for the month of February 2019 as part of the Agenda. No action was required of the Board.

(H-6) Finance - Monthly Financial Update

The Board received the monthly financial update report for informational purposes. No action was required of the Board.

(I) General Comments by Board Members

None.

(J) WATER AND SEWER DISTRICT OF CABARRUS COUNTY

None.

(K) CLOSED SESSION

(K-1) Closed Session - Pending Litigation

UPON MOTION of Commissioner Kiger, seconded by Commissioner Shue and unanimously carried, the Board moved to go into closed session to discuss matters related to pending litigation as authorized by NCGS 143-318.11(a)(3).

UPON MOTION of Vice Chairman Honeycutt seconded by Commissioner Kiger and unanimously carried, the Board moved to come out of closed session.

(L) ADJOURN

UPON MOTION of Vice Chairman Honeycutt seconded by Commissioner Kiger and unanimously carried, the meeting adjourned at 7:46 p.m.

Lauren Linker, Clerk to the Board

DRAFT

The Board of Commissioners for the County of Cabarrus met for a Special Meeting in the Multipurpose Room at the Cabarrus County Governmental Center at 9:00 a.m. on Thursday, March 28, 2019. The purpose of this meeting was to complete the 2020 Census County Committee Training.

Present - Chairman: Stephen M. Morris
 Vice Chairman: Diane R. Honeycutt
 Commissioners: Lynn W. Shue

Absent - Commissioners: F. Blake Kiger
 Elizabeth F. Poole

Also present were Mike Downs, County Manager; Lauren Linker, Clerk to the Board; Kasia Thompson, Communications and Outreach Manager; David Baxter, General Manager Channel 22; Kristin Bunton, Outreach Coordinator; Jonathan Weaver, Multimedia Journalist; Robert Furr, Cooperative Extension Director; Tracy LeCompte, Extension Agent, 4-H; Susie Morris, Planning and Zoning Manager; Phil Collins, Senior Planner; Jason Burnett, Emergency Planner; Lori Hinson, Veterans Services Officer; Jodi Ramirez, Law Enforcement Liaison/Project Administrator, Cabarrus County Sheriff's Office; Diane Gridley, Department of Human Services Income Maintenance Administrator; Susan Donaldson, Active Living Project Event Manager; Meredith Reardon, Library System Services Manager; Joe Battinelli, Information Technology Systems Administrator; Landon Patterson, Information Technology Business Systems Analyst; and Mark McIntyre, Information Technology Senior Analyst/Programmer.

2020 Census County Committee Training

The training began at 9:00 a.m. and was led by Wilhelmenia Rembert, a U.S. Census partnership specialist from Charlotte. The training concluded at approximately 11:45 a.m.

Although a quorum was present, Commission members did not sit together, a meeting was not called to order and no action was taken.

Lauren Linker, Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Approval of the Agenda

SUBJECT:

BOC - Changes to the Agenda

BRIEF SUMMARY:

A list of changes to the agenda is attached.

REQUESTED ACTION:

Motion to approve the agenda as amended.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- ▣ Changes to the Agenda



**CABARRUS COUNTY BOARD OF COMMISSIONERS
CHANGES TO THE AGENDA
APRIL 15, 2019**

ADDITIONS:

Recognitions and Presentations

C-7 Proclamation – National County Government Month April 2019

Closed Session

K-1 Closed Session – Pending Litigation, Economic Development and Acquisition of Real Property

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Hauler Parade Presentation - 600 Festival May Events in Cabarrus County

BRIEF SUMMARY:

We will "Drive Into Summer" as the 600 Festival events kick off in May in Cabarrus County. Movies on the Campus, celebrating 6 years, will be a night for families to watch Disney's "Wreck It Ralph – Ralph Breaks the Internet" on the big screen in Veterans' Park in Kannapolis on Friday, May 3.

In only its 3rd year, the Zucchini 600 will allow kids to build a race car from the zucchini vegetable and race them down a track for medals and race tickets. This event is held on Saturday, May 4 in the kids area at Jiggy with the Piggy. The Haulers on Union Parade & Fan Fest is back for another run on Union Street between Cabarrus & Corban Avenues. Show cars, kids games and activities for the whole family will be on hand from 5-8 p.m. The parade arrives around 6:15 and two performances by Too Much Sylvia will be held at 5 and 7 p.m

REQUESTED ACTION:

Receive input.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Jacqueline Gafrarar
Managing Director, 600 Festival CSM Production

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- Presentation



DRIVE INTO SUMMER



***Movies** on the Campus*

KANNAPOLIS, NC MAY 3, 2019





May 4, 2019
Downtown Kannapolis





Presented by 

May 16, 2019 | 5-8 p.m.

HAULERS ON UNION
FREE Parade & Fan Fest

PARADE ROUTE



Presented by **FREIGHTLINER**



100
MUCH
SYLVIA

DRIVE INTO SUMMER

600festival.com



CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Human Resources - Recognition of Jane Cauthen on Her Retirement from the Cabarrus County Department of Human Services

BRIEF SUMMARY:

After 29 years of service to Cabarrus County and its citizens, Jane Cauthen, Social Work Program Manager, will retire on April 30th from her position with the Cabarrus County Department of Human Services.

REQUESTED ACTION:

Recognize Jane Calhoun for the presentation and express appreciation for Ms. Cauthen's many years of dedicated service to the citizens of Cabarrus County.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Karen Calhoun, Human Services Director
Lundee Covington, HR Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Active Living and Parks - Older Americans Month 2019 Proclamation

BRIEF SUMMARY:

Older Americans Month is observed nationwide each May and is a time to celebrate the contributions seniors make to their communities. This special observance was established in 1963 to acknowledge the contributions of past and present older citizens.

At their March 18, 2019 meeting, the Cabarrus County Senior Centers Advisory Council voted unanimously to recommend the designation of May as Older Americans Month.

REQUESTED ACTION:

Motion to adopt proclamation.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Londa Strong, Active Living and Parks Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- Proclamation



PROCLAMATION
OLDER AMERICANS MONTH MAY 2019
“Connect, Create, Contribute”

WHEREAS, **Cabarrus County Senior Centers Advisory Council** recognizes that older adults connect with friends, family and services that support participation; and

WHEREAS, **Cabarrus County Senior Centers Advisory Council** is committed to supporting older adults engaging in activities that promote learning, health and personal enrichment; and

WHEREAS, **Cabarrus County Senior Centers Advisory Council** and older adults will contribute time, talent and life experiences to benefit others through volunteer, community, and civic service; and

WHEREAS, **Cabarrus County Senior Centers Advisory Council** is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

WHEREAS, **Cabarrus County Senior Centers** can provide opportunities to enrich the lives of individuals of all ages by;

- Promoting and engaging activity, wellness and social involvement
- Emphasizing home and community-based services that support independent living
- Ensuring community members can benefit from the contributions and experience of older adults.

NOW, THEREFORE, BE IT RESOLVED that the Cabarrus County Board of Commissioners do hereby proclaim May 2019 as Older Americans Month.

Adopted this 15th day of April, 2019.

Stephen M. Morris, Chairman
Board of Commissioners

Attest:

Lauren Linker, Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

EMS - Cabarrus County Emergency Services Week Proclamation

BRIEF SUMMARY:

The following proclamation proclaims the week of May 19 - 25, 2019 as "Cabarrus County Emergency Medical Services Week" in recognition of emergency medical services teams that provide lifesaving care to those in need 24 hours a day, seven days a week.

REQUESTED ACTION:

Motion to adopt proclamation.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Jimmy Lentz, EMS Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- ▢ Proclamation



**CABARRUS COUNTY
EMERGENCY MEDICAL SERVICES WEEK
P R O C L A M A T I O N**

- WHEREAS,** emergency medical services is a vital public service; and
- WHEREAS,** the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
- WHEREAS,** access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
- WHEREAS,** emergency medical services teams consist of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators, and others; and
- WHEREAS,** the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education enhance their lifesaving skills; and
- WHEREAS,** Americans benefit daily from the knowledge and skills of these highly trained individuals; and
- WHEREAS,** it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week; and
- NOW, THEREFORE, BE IT RESOLVED** that we, the Cabarrus County Board of Commissioners, in recognition of this event do hereby proclaim the week of May 19 – 25, 2019, as

CABARRUS COUNTY EMERGENCY MEDICAL SERVICES WEEK

Adopted this 15th day of April 2019.

Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Lauren Linker, Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Planning and Development - Fair Housing Month Proclamation

BRIEF SUMMARY:

April is National Fair Housing Month. April 11th is the 51st anniversary of the adoption of the Civil Rights Act of 1968 which protects the rights of citizens by prohibiting discrimination concerning the sale, rental, and financing of housing based on race, religion, national origin, sex, (and as amended) handicap and family status. Staff is recommending the adoption of the National Fair Housing Month proclamation.

REQUESTED ACTION:

Motion to adopt proclamation.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Kelly Sifford, AICP
Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- ▣ Proclamation



FAIR HOUSING MONTH PROCLAMATION

WHEREAS, April is National Fair Housing Month and April 11, 2019, marks the 51th anniversary of the passage of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended, which enunciates a national policy of Fair Housing without regard to race, color, religion, sex, familial status, handicap and national origin, and encourages fair housing opportunities for all; and

WHEREAS, Cabarrus County is committed to highlight the Fair Housing Act by continuing to address discrimination in our community, to support programs that will educate the public about the right to equal housing opportunities, and to plan partnership efforts with other organizations to help assure every one of their right to fair housing; and

WHEREAS, Cabarrus County commits to providing equal services without discrimination based on race, color, religion, sex, familial status, handicap, sexual orientation, gender identity, and national origin; and

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Commissioners for Cabarrus County, North Carolina, do hereby resolve that April 2019, being Fair Housing Month, begins a year-long commemoration of the Fair Housing Act in Cabarrus County and urge all citizens to wholeheartedly recognize this celebration throughout the year.

Adopted this 15th day of April, 2019.

Stephen M. Morris, Chairman
Cabarrus County Board of Commissioners

Attest:

Lauren Linker, Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Planning and Development - Soil and Water Stewardship Week Proclamation

BRIEF SUMMARY:

Soil and Water are important resources of which all citizens should be mindful. The National Association of Conservation Districts has named April 28- May 5, 2019 as Soil and Water Stewardship Week. We celebrate this week with various conservation activities and the Stewardship Banquet where we recognize local students for their achievements in our local, state and regional Soil and Water contests. Protection of our natural resources is always rated as a big concern by our citizens in the County's annual survey. Staff is proposing to adopt the National Soil and Water Stewardship Week resolution.

REQUESTED ACTION:

Motion to adopt proclamation.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Tammi Remsburg, Resource Conservation Coordinator
Kelly Sifford, Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- ▣ Proclamation



PROCLAMATION

Whereas fertile soil and clean water provide us with our daily sustenance, and

Whereas effective conservation practices have helped provide us a rich standard of living, and

Whereas our security depends upon healthy soil and clean water, and

Whereas stewardship calls for each person to help conserve these precious resources,

Therefore, I do hereby proclaim

April 28 to May 5, 2019
Soil & Water Stewardship Week

Signed this

April 15, 2019

Date

Stephen M. Morris, Chairman

Name and Title

Signature

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Recognitions and Presentations

SUBJECT:

Proclamation - National County Government Month April 2019

BRIEF SUMMARY:

The National County Government Month (NCGM), held each April, is an annual celebration of county government. NCGM is an excellent opportunity for counties to highlight effective county programs and raise public awareness and understanding about the various services provided to the community. NCGM's 2019 theme is "Connecting the Unconnected", and focuses on demonstrating how counties deliver "people-centered" services to our residents nationwide.

REQUESTED ACTION:

Motion to adopt proclamation.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

ATTACHMENTS:

- Proclamation



PROCLAMATION

NATIONAL COUNTY GOVERNMENT MONTH APRIL 2019 "Connecting the Unconnected"

- WHEREAS,** the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and
- WHEREAS,** counties provide health services, administer justice, keep communities safe, foster economic opportunities and much more; and
- WHEREAS,** Cabarrus County and all counties take pride in our responsibility to protect and enhance the health, welfare and safety of our residents in efficient and cost-effective ways; and
- WHEREAS,** through National Association of Counties President Greg Cox's "Connecting the Unconnected" initiative, NACo is demonstrating how counties deliver "people-centered" services to our residents nationwide; and
- WHEREAS,** each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners for Cabarrus County, North Carolina, do hereby proclaim April 2019 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

ADOPTED this 15th day of April 2019.

Stephen M. Morris, Chairman
Cabarrus County Board of Commissioners

ATTEST:

Lauren Linker, Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Appointments - Adult Care Home Community Advisory Committee

BRIEF SUMMARY:

Richard Bovard has completed his orientation class, been certified by the State Ombudsman and is now eligible to be appointed to the Adult Care Home Community Advisory Committee. Mr. Bovard currently serves on the Library Board of Trustees. An exception to the "service on multiple boards" provision of the Appointment Policy will be needed for him.

Additionally, Adult Care Home Community Advisory Committee members Toni Swick and Ed Burns have terms expiring in April and May. Both are willing to serve another term. Mr. Burns has served on this committee since 2009. An exception to the "length of service" provision of the Appointment Policy will be needed for him. Ms. Swick currently serves on the Cabarrus County Senior Centers Advisory Council. An exception to the "service on multiple boards" provision of the Appointment Policy will be needed for her.

REQUESTED ACTION:

Motion to appoint Richard Bovard to the Adult Care Home Community Advisory Committee for an initial one-year term ending April 30, 2020; including an exception to the "service on multiple boards" provision of the Appointment Policy.

Motion to reappoint Toni Swick to the Adult Care Home Community Advisory Committee for a three-year term ending April 30, 2022; including an exception to the "service on multiple boards" provision of the Appointment Policy.

Motion to reappoint Ed Burns to the Adult Care Home Community Advisory Committee for a three-year term ending May 31, 2022; including an exception to the "length of service"

provision of the Appointment Policy.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Laurie Abounader, Regional Ombudsman
Lauren Linker, Clerk to the Board.

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Roster
- ▣ Applications on File

ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE
 (Formerly Domiciliary Home Community Advisory Committee)
 3-Year Term
 17-Member Board

Ed Burns 4222 Mackenzie Court Concord, NC 28027	APPOINTMENT: 05/18/09 REAPPOINTMENT: 06/21/10 REAPPOINTMENT: 05/20/13 REAPPOINTMENT: 03/21/16* TERM EXPIRING: 05/31/19
---	--

Jack Boyer 401 Falcon Drive Concord, NC 28025	APPOINTMENT: 08/17/09 REAPPOINTMENT: 08/16/10 REAPPOINTMENT: 10/21/13 REAPPOINTMENT: 09/19/16 TERM EXPIRING: 08/31/19
---	---

Sandra Miller 1120 Brigadoon Court Concord, NC 28025	APPOINTMENT: 07/18/11 REAPPOINTMENT: 07/16/12 REAPPOINTMENT: 08/17/15 REAPPOINTMENT: 08/20/18* TERM EXPIRING: 07/31/21
--	--

Diamond Staton-Williams 6626 Burkwood Court Harrisburg, NC 28075	APPOINTMENT: 07/21/14 REAPPOINTMENT: 08/17/15 REAPPOINTMENT: 08/20/18 TERM EXPIRING: 07/31/21
--	--

Toni Swick 687 Journey Street SW Concord, NC 28025	APPOINTMENT: 04/20/15 REAPPOINTMENT: 03/21/16* TERM EXPIRING: 04/30/19
--	--

Diane Carlson 4429 Turnberry Court Concord, NC 28027	APPOINTMENT: 10/19/15 REAPPOINTMENT: 09/19/16 TERM EXPIRING: 10/31/19
--	---

(11 VACANT Positions)
 * Exception to Appointment Policy

Adult Care Home Community Advisory Committee

Applications on File
March 25, 2019

Richard Bovard	9170 U.S. 601	Midland, NC 28107
Ed Burns	4222 Mackenzie Court	Concord, NC 28027
Toni Swick	687 Journey Street SW	Concord, NC 28025

* The "length of service" provision of the Appointment Policy will be needed.

** Serves on the Cabarrus County Senior Centers Advisory Council. An exception to the "service on multiple boards" provision of the Appointment Policy will be needed.

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Appointments and Removals - Human Services Advisory Board

BRIEF SUMMARY:

Anthony White has taken employment out of North Carolina and has resigned from his position on the Human Services Advisory Board.

An application has been received from Bobby Connor and he has been recommended to complete Pastor White's unexpired term. A letter of recommendation is included in the agenda. Mr. Connor also serves on the Senior Centers Advisory Council. An exception to the "service on multiple boards" provision of the Appointment Policy will be needed for him.

REQUESTED ACTION:

Motion to remove Anthony White from the Human Services Advisory Board roster and thank him for his service.

Motion to appoint Bobby Connor to the Human Services Advisory Board to complete an unexpired term ending December 31, 2020; including an exception to the "service on multiple boards" provision of the Appointment Policy.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Karen Calhoun, Human Services Director
Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Recommendation Letter
- ▣ Roster
- ▣ Applications on File



Department of Human Services

To: Cabarrus County Board of Commissioners
From: Karen Calhoun, DHS Director
Date: March 6, 2019
Subject: Letter of Recommendation

On behalf of the appointment application submitted and the DHS Advisory Board, Mr. Bobby Connor has accepted the appointment to serve as a member of the DHS Advisory Board effective April 16, 2019. We are requesting Mr. Connor to fill the vacancy and unexpired term on the Board as a result of the resignation of Mr. Anthony White effective February 13, 2019. Mr. White's term expires December 31, 2020.

Sincerely,

Karen B. Calhoun, Director
Cabarrus County DHS

Human Services Advisory Board
5-Member Board

Lasharee Rogers
1577 Edenton Street NW
Concord, NC 28027

APPOINTMENT: 10/15/18
(*unexpired term*)
TERM EXPIRING: 12/31/19

Andrea Pack
439 Whitewater Way
Concord, NC 28027

APPOINTMENT: 02/19/18
(*unexpired term*)
TERM EXPIRING: 12/31/19

Marie Dockery
3612 Curland Place NW
Concord, NC 28027

APPOINTMENT: 05/15/17
(*unexpired term*)
TERM EXPIRING: 12/31/19

Anne Laukaitis
214 Blackberry Trail
Concord, NC 28027

APPOINTMENT: 08/17/15
(*unexpired term*)
REAPPOINTMENT: 01/19/16
REAPPOINTMENT: 12/17/18
TERM EXPIRING: 12/31/20

Anthony White
230 Refuge Way
Kannapolis, NC 28081

APPOINTMENT: 09/19/16
REAPPOINTMENT: 12/17/18
TERM EXPIRING: 12/31/20

*An exception to the "service on multiple boards" provision of the Appointment Policy was granted.

The Human Services Advisory Board was created and replaced the Social Services Advisory Board abolished by a resolution adopted by the Board of Commissioners at its June 17, 2013 meeting. Members are appointed by the Cabarrus County Board of Commissioners. Initial terms were staggered at two and three years.

All meetings are held in the Board Room of the Cabarrus County Department of Human Services and start at 1:30 p.m. 2016 meetings will be held the 4th Wednesday of the month.

Human Services Advisory Board

Applications on File
March 21, 2019

Bobby Connor

122 Suburban Avenue

Kannapolis, NC 28083

Heather James

11445 Terrill Ridge Drive

Davidson, NC 28036

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

BOC - Resolution Amending the Board of Commissioners' 2019 Meeting Schedule

BRIEF SUMMARY:

The venue for the Board of Commissioners' May 8th Cabarrus Summit will be held at the Laureate Center at Kannapolis City Hall. Additionally, the Board of Commissioners' May 28th and 30th Budget Workshop meetings have been moved to May 21st and 23rd.

REQUESTED ACTION:

Motion to adopt the resolution.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▢ Resolution



**Resolution Amending the
Cabarrus County Board of Commissioners'
2018 Meeting Schedule**

WHEREAS, on December 17, 2018, the Cabarrus County Board of Commissioners adopted a meeting schedule for calendar year 2019, which sets forth the dates, times and locations of various official county meetings;

WHEREAS, the Board scheduled the Cabarrus Summit 2nd Quarterly Meeting to be held on May 8, 2019; and

WHEREAS, the Laureate Center at Kannapolis City Hall has been selected as the venue for the Cabarrus Summit 2019 2nd Quarterly Meeting; and

WHEREAS, the budget workshops scheduled to be held on May 28 and 30, 2019 need to be moved to May 21 and 23, 2019; and

NOW, THEREFORE BE IT RESOLVED that the Cabarrus County Board of Commissioners hereby amends its 2019 Meeting Schedule as follows:

1. The Board of Commissioners will hold the Cabarrus Summit 2nd Quarterly Meeting at 6:00 p.m. on May 8, 2019 at the Laureate Center at Kannapolis City Hall in Kannapolis, North Carolina.
2. The Board of Commissioners will hold the Budget Workshops on May 21 and May 23, 2019 at 4:00 p.m. in the Multipurpose Room at the Governmental Center in Concord, North Carolina.

ADOPTED this 15th day of April, 2019.

Stephen M. Morris, Chairman
Cabarrus County Board of Commissioners

ATTEST:

Lauren Linker, Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

County Manager - Adoption of the New Retention Model for North Carolina and the Program Records for Soil and Water Conservation District

BRIEF SUMMARY:

Beginning in 2019, all local records retention schedules will update on an annual basis. These annual updates to the General Records Standards as well as any scheduled updates to the Program Records Standards. Updating the schedules in this fashion will create greater consistency among government agencies and will allow agencies with older schedules to use the most current retention periods for their general records, even if their program records standards are not updated simultaneously. Included for adoption is the Records Standards for local governments and the Soil and Water Conservation District Standards.

REQUESTED ACTION:

Motion to adopted the Records Standards for Local Governments and Soil and Water Conservation Districts as presented.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Lauren Linker, Clerk to the Board
Pamela S. Dubois, Senior Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ New Records Retention Model
- ▣ New Retention Records
- ▣ Soil and Water Retnetion Reords

New Retention Schedule Model for North Carolina Local Governments

Emily Sweitzer / January 14, 2019

Since 1960, when the State Archives of North Carolina (SANC) first published a retention schedule for county governments, SANC has updated local government records retention and disposition schedules as records, recordkeeping processes, and the laws governing local agencies have changed. Currently, SANC amends schedules when legal changes necessitate only a few records series to be updated, and full updates are postponed until recommended changes reach a critical mass. This approach to writing retention schedules is practical, but it results in different retention periods for the records commonly created by all local government agencies, depending on when a particular schedule was most recently updated. This can present challenges:

- Counties that have a centralized Records Management program cannot effectively create uniform retention policies that apply to all departments
- Employees who perform the same work in multiple agencies have to keep track of multiple retention schedules for their day-to-day records
- Agencies with a large quantity of unique, program-specific records may have to wait longer to receive current retention periods for their general office records because their schedules may take longer to update
- Certain County programs like Animal Control and GIS may have different retention periods for their records depending on where the county has located them administratively

To mitigate these challenges, the Government Records Section of the State Archives of North Carolina is transitioning the process for updating local records retention schedules to a new model.

General Records

While some local government records are specific to the mission of the agency that creates them (for example, a Sheriff's case files, or a Health Department's patient records), many of the records created on a daily basis (for example, payroll and personnel) are common to all government agencies. Under the new model, we will update all of these general records on an annual basis. This will also allow us to keep local records retention periods consistent with State records retention periods where applicable, creating greater consistency in records management for the State of North Carolina as a whole.

Records standards that will update on an annual basis include:

- Administration and Management Records
- Budget, Fiscal, and Payroll Records
- Geographic Information System (GIS) Records
- Information Technology Records
- Legal Records
- Personnel Records
- Public Relations Records
- Risk Management Records

Program Records

Most local government records retention schedules have a section titled “Program Records,” which includes those records unique to the creating agency’s mission. Retention schedules that don’t have this section, such as the County Management and Municipal Schedules, still have sections of the schedule that apply to only one department (for example, Parks and Recreation records). These standards will update on a rotating cycle. We will also be updating Law Enforcement Records on a rotating basis, for greater consistency between municipal police departments and sheriffs’ offices. The current timetable for updating the program records standards is as follows:

- 2019 – Local Health Departments, Soil and Water Conservation Districts
- 2020 – Agricultural Extensions, County Management, Local Education Agencies, Municipalities, Regional Councils of Government, Tourism Development Authorities
- 2021 – County Social Service Agencies, County Veterans Services, Law Enforcement Agencies, Public Libraries, Public Transportation Systems and Authorities
- 2022 – Alcoholic Beverage Control Boards, County Boards of Elections, County Tax Administrations, Local Management Entities, DMH/DD/SAS Local Management Entities (LME),
DMH/DD/SAS Provider Agencies
- 2023 – County Registers of Deeds, Land Use and Environmental Services Agencies, Public Hospitals, Water and Sewer Authorities and Sanitary Districts

What Does This Mean for You?

Beginning in 2019, *all* local records retention schedules will update on an annual basis. These annual updates will include any updates to the General Records Standards as well as any scheduled updates to the Program Records Standards. Updating the schedules in this fashion will create greater consistency among government agencies and will allow agencies with older schedules to use the most current retention periods for their general office records, even if their program records standards are not updated simultaneously. We are planning the first update on March 1, 2019. All subsequent updates will be issued on January 1 of each year.

Municipal clerks and clerks to other governing boards should be made aware of this change and plan to begin adopting the new retention schedules on an annual basis at the beginning of the calendar year.

While we update these schedules, we welcome feedback from general users and subject matter experts within your local government agency. We will be convening groups of stakeholders for all applicable program records standards during the calendar year prior to those schedules' updates. Once the drafts to these schedules are finalized, they will be posted on our website for feedback from all users.

What About Amendments?

Agencies that require localized amendments to their retention schedules are still welcome to request them from the Records Analysis Unit. If we determine that the requested change is a good practice for all agencies in North Carolina, we will then roll out that change on a statewide basis during the next annual update.

Most changes to the retention schedules that would have required an amendment in the past will now be implemented during the annual updates; however, when the laws governing a set of records change, we will still issue necessary amendments to the schedules even if they do not coincide with the annual update in January.



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

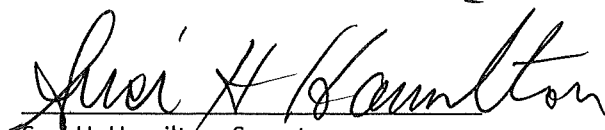
Municipal/County Clerk or Manager
Title: _____



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>	

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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 4.	a) Transfer records as applicable to LITIGATION CASE RECORDS , page 47, item 16. 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.	CITIZEN SURVEYS Surveys and related records addressing agency services, policies, and other concerns.	Destroy in office when reference value ends.† Agency Policy: Destroy in office after _____	
20.	COLLECTED DATA Information and statistics compiled and analyzed for research purposes or to support the functions of the agency.	Destroy in office when superseded or obsolete.	If data contains confidential information, abide by relevant restrictions.
21.	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.	<ul style="list-style-type: none"> 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. 	
22.	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 77.	<ul style="list-style-type: none"> 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. <p><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.*</p> <p>b) Destroy in office records documenting all other maintenance and repairs after 3 years.*</p> <p>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.*</p> <p>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 7.</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 17.</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 81 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 68, 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 53, item 12, or LITIGATION CASE RECORDS, page 47, item 16.</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 81 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 4, POLICIES AND PROCEDURES (PERSONNEL), page 61, 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 4, 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 68, 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 81 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 48, item 22.</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.

ITEM #	STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<p>ACCOUNTS PAYABLE</p> <p>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.</p>	Destroy in office 3 years after payment.*	
2.	<p>ACCOUNTS RECEIVABLE</p> <p>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.</p>	Destroy in office 3 years after collection.*	
3.	<p>ACCOUNTS UNCOLLECTABLE</p> <p>Records of accounts deemed uncollectable, including returned checks, write-off authorizations, and other related records.</p>	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 7 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 67, 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)

2

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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.*	

2

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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.*	

2

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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> See also GEOSPATIAL RECORDS, page 79.</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 79.</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 79.</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>	

3

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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 79.</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 79.</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 79.</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 79.</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 79, 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 79.</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.	

4

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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 87.</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 69, 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>AUTHENTICATIONS Certificates of authentication issued by the agency.</p>	<p>Retain in office permanently.</p>	
3.	<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 60, 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>

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	<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 43, item 3, and POLICIES AND PROCEDURES (PERSONNEL), page 61, item 31.</p>	Destroy in office 3 years after superseded or obsolete.	Authority: 29 CFR 1602.1 29 CFR 1602.7 29 CFR 1608.4 Retention: 29 CFR 1602.30 29 CFR 1602.32
5.	<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.	
6.	<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.	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
7.	<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>
8.	<p>DECLARATORY RULINGS Records concerning declaratory rulings issued by the agency to interpret statutes or rules as applied to a specified set of facts.</p>	<p>Retain in office permanently.</p>	
9.	<p>DELEGATION OF AUTHORITY RECORDS Records documenting delegations of power to authorize agency business. Includes signature authorities and powers of attorney.</p>	<p>Destroy in office 1 year after superseded or obsolete.</p>	
10.	<p>EASEMENTS AND RIGHT-OF-WAY AGREEMENTS Granted to the agency.</p> <p>See also ACCOUNTS PAYABLE, page 18, item 1 for disposition of financial records.</p>	<p>Destroy in office 10 years after expiration of agreement.</p>	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	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.	
12.	LAND OWNERSHIP RECORDS Includes deeds and titles.	Destroy in office 1 year after agency relinquishes ownership of land.*	
13.	 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 77.	Confidentiality: G.S. § 132-1.1(a)
14.	LEGAL OPINIONS Formal legal opinions written by counsel in response to requests concerning the governance and administration of the agency.	Retain in office permanently.	
15.	 LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other agency matters as requested. See also LEGAL OPINIONS , page 46, item 14.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records after expiration of relevant statute of limitations.	Confidentiality: G.S. § 132-1.1(a)

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	 <p>LITIGATION CASE RECORDS 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>	<p>Confidentiality: G.S. § 132-1.1(a) G.S. § 132-1.9</p>
17.	<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>
18.	<p>PERMISSIONS</p> <p>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.</p> <p>b) Destroy in office 3 years after expiration records concerning one-time copyright permissions granted by the agency.</p>	
19.	<p>PRE-TRIAL RELEASE PROGRAM RECORDS</p> <p>Records documenting supervision for defendants who do not pose a risk to the community as they await trial.</p>	<p>Destroy in office 3 years after trial.</p>	

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ITEM #	STANDARD 5: LEGAL RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
20.	<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 43, item 3.</p>	Destroy in office after 2 years.*	Authority: 42 USC 12132
21.	<p>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.</p>	Destroy in office 5 years after termination of release/waiver.	
22.	<p>VEHICLE TITLES Titles of agency owned vehicles.</p>	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 53, 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 60, 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. 	APPLICATIONS FOR EMPLOYMENT 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.	a) Transfer applications, resumes, transcripts, and similar records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) , page 60, item 29. b) Destroy in office after 2 years unsolicited application materials from individuals hired. 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.* d) Destroy in office 2 years after receipt unsolicited applications/resumes and those received after posted closing dates.	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 1602.31
4.	APPRENTICESHIP PROGRAM RECORDS Records concerning registered apprenticeship programs. Includes applications and selection materials as well as aggregated data. Also includes apprenticeship affirmative action plans.	Destroy in office 5 years after the making of the record or the personnel action involved, whichever occurs later.	Authority: 29 CFR 30.4(a) 29 CFR 1602.20 Retention: 29 CFR 30.12(d) 29 CFR 1602.21

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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 55, 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 52, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 57, 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>	<p>Retention: 29 CFR 1910.1001(m)(4)</p>
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>	<p>Retention: 29 CFR 1627.3(b)(2)</p>

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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 51, item 6, and HAZARDOUS MATERIALS TRAINING RECORDS, page 57, 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 50, 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.</p> <p>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 60, item 29.</p> <p>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.</p> <p>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 Includes records requesting educational leave and tuition assistance, reimbursements, and other related records.</p> <p>See also LEAVE RECORDS, page 57, item 24.</p>	<p>a) Transfer records documenting approved leave requests to PERSONNEL RECORDS (OFFICIAL COPY), page 60, 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 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 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 50, item 3, and APTITUDE AND SKILLS TESTING RECORDS, page 51, 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. 	<p>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.</p> <p>See also LEAVE RECORDS, page 57, item 24.</p>	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. 	<p>GRIEVANCES Includes initial complaint by employee, investigation, action, summary, and disposition.</p> <p>See also DISCIPLINARY ACTIONS, page 53, item 12, and PERSONNEL RECORDS (OFFICIAL COPY), page 60, item 29.</p>	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 51, item 6, and BLOODBORNE PATHOGEN TRAINING, page 52, 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 54, item 14, FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS, page 56, item 19, and MILITARY LEAVE, page 58, 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.	 <p>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.)</p>	<p>a) Destroy in office exposure records 30 years after date of exposure.*</p> <p>b) Destroy in office records pertaining to first-aid job-related illness and injury after 5 years.</p> <p>c) Provide medical records to employees who have worked for less than 1 year at time of separation.</p> <p>d) Destroy in office after 1 year records concerning physical examinations or health certificates.</p> <p>e) Destroy in office remaining records 30 years after employee separation.</p> <p><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 65, item 50.</i></p>	<p>Authority: 29 CFR 1910.1020(e)</p> <p>Confidentiality: 29 CFR 1630.14(c)(1) 29 CFR 1910.1030(h)(1)(iii)</p> <p>Retention: 29 CFR 1627.3(b)(1)(v) 29 CFR 1910.1020(d) 42 USC 12112(d)(3)</p>
26.	<p>MILITARY LEAVE Records concerning military leave, as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA).</p> <p>See also LEAVE RECORDS, page 57, item 24.</p>	<p>Destroy in office 3 years after leave ends or employee separates from agency.*</p>	<p>Authority: 5 CFR 1208</p>

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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 60, 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 60, 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 58, 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 60, 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 61, 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 60, 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 60, 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 67, item 4, and EDUCATIONAL LEAVE AND REIMBURSEMENT, page 54, item 14. Other required trainings are handled in ASBESTOS TRAINING, page 51, item 6, BLOODBORNE PATHOGEN TRAINING, page 52, item 8, and HAZARDOUS MATERIALS TRAINING RECORDS, page 57, item 21.</p>	<p>a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY), page 60, 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>	
<p>50.</p> 	<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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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 63, 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 fo response; the documents that are responsive to public records requests should be handled acording 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 78) 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 65, item 50.</p>	<p>a) Transfer records resulting in workers' compensation to WORKERS' COMPENSATION PROGRAM CLAIMS, page 65, 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.

STANDARD 9: WORKFORCE DEVELOPMENT RECORDS			
ITEM #	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

* 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.

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 86) 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>).

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 57, 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

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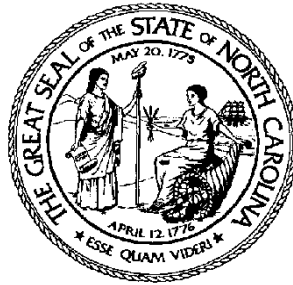
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RECORDS RETENTION AND DISPOSITION SCHEDULE

SOIL AND WATER CONSERVATION DISTRICTS



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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Soil and Water Conservation District Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. This agency-specific records schedule should be used in concert with the current Local Government Agencies General Records Retention and Disposition Schedule to provide full records management guidance. 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.***

This local government agency 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."* The local government agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of 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."*

The local government agency 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. The agency agrees 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 is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

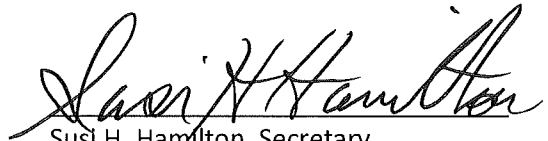
Department Head
Soil and Water Conservation District



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Chair of the Board
Soil and Water Conservation District
Board of Supervisors



Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

District

March 1, 2019

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 instruction "destroy when reference value ends."
- ✓ This schedule applies to the records of local soil and water conservation districts.
- ✓ 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 to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management, utilizing the retention schedule, e-mail 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) 807-7350.

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 Local Government General Records Schedule, Standard 1, Audits: Performance and Standard 5, Audits: Financial.) 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 vii.

STANDARD 10: PROGRAM OPERATIONAL RECORDS – SOIL AND WATER CONSERVATION DISTRICT RECORDS

Records received and created by the Soil and Water Conservation District and necessary to meet all statutory requirements.

ITEM #	STANDARD 10: SOIL AND WATER CONSERVATION DISTRICT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ACTIVE WETLANDS PROJECT FILES Includes design plans, site assessments, and reports.	Destroy in office 3 years after submission of report.	
2.	CONFINED ANIMAL OPERATION DESIGN AND REVIEWS Includes plans, compliance certificates, and reports, including lagoon closure records.	a) Retain lagoon closure report in office permanently. b) Destroy in office remaining records 5 years after closure of the operation and associated waste storage structures.	
3.	CONSERVATION EASEMENT FILES Includes correspondence, draft documents, easement agreements (draft and record copies), photographs, plats, and other related records.	a) Retain easement agreements and baseline and monitoring records in office permanently. b) Destroy in office draft and working papers 10 years after issuance of easement agreement.	
4.	COST SHARE PROGRAMS CONTRACTS AND DESIGNS Includes plans, contracts, contract revisions, correspondence, lifetime cap accounting information, reports, and working papers.	a) Retain designs and plans of ponds and other structures in office permanently. b) Maintain lifetime caps records in office until superseded or obsolete. c) Destroy in office all other records 10 years after the end of the maintenance agreement.	
5.	EMERGENCY WATERSHED PROTECTION FILES Federal program local copies: Includes designs, site assessments, accounting records, and land owner agreements.	Destroy in office when superseded or obsolete.	
6.	EROSION CONTROL PLAN REVIEWS Review of Erosion Control and Planning project files.	Destroy in office after 5 years.	
7.	FARMLAND PRESERVATION FILES Includes Voluntary Agricultural District applications, Enhanced Voluntary Agricultural District applications and working papers.	a) Destroy in office records concerning enrolled farms 1 year after expiration of agreement. b) Destroy in office all other records 10 years after application.	

ITEM #	STANDARD 10: SOIL AND WATER CONSERVATION DISTRICT RECORDS		
	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	NON-DISCHARGE GUIDANCE RECORDS Technical guidance issued by North Carolina Department of Agriculture and Consumer Services.	Destroy in office when superseded or obsolete.	
9.	SOIL SURVEY PROJECT FILES United States Department of Agriculture Natural Resources Conservation Service files, including correspondence, county soil survey maps, and other related records.	a) Retain correspondence in office permanently. b) Destroy in office all remaining records when superseded or obsolete.	
10.	STORM WATER PLAN REVIEWS Reviews of Storm Water Project and Planning files.	Destroy in office after 5 years.	

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 14) 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>).

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 Local Government General Records Schedule, Standard 6: Leave Records).

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) 807-7350, 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 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

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CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Finance - Cabarrus County Schools Mobile Unit Request - \$2,400,000

BRIEF SUMMARY:

Cabarrus County Schools has request the advanced funding of 20 mobile units. The school system listed the \$2,400,000 request as part of their FY20 capital needs. The advance funding will allow the school system to obtain permits and place orders so the units will be available to assist with overcrowding and class size requirements. If approved, funding for the mobile units will come from the Capital Reserve Fund.

REQUESTED ACTION:

Motion to approve the advance school mobile unit funding and the associated budget amendment and project ordinances.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Kelly Kluttz, Chief Financial Officer, Cabarrus County Schools
Susan Fearington, Finance Director, Cabarrus County

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ CCS Mobile Unit Request
- ▣ Mobile Unit CIP Sheet
- ▣ Mobile Unit BA
- ▣ Fd 364 School Construction Ordinance
- ▣ Fd 450 Capital Reserve Ordinance



March 27, 2019

The Honorable
Mr. Steve Morris, Chair
Ms. Diane Honeycutt, Vice Chair
Ms. Liz Poole
Mr. Lynn Shue
Mr. Blake Kiger
Cabarrus County Board of Commissioners
65 Church Street, SE
Concord, NC 28026

Re: Funding request for mobiles in advance of June

Dear Board of Commissioners:

For at least the last two years, the commissioners have been able to provide funding to purchase and set up mobile units in the spring of the year rather than during the normal budget process. This is extremely beneficial for the school system, allowing us to get permits and place orders so that mobile classrooms will be set up and ready for our teachers/students in August.

We respectfully request that the funding of \$2.4 million for mobile unit purchase and set-up be approved in your April meeting.

Sincerely,

Kelly H. Kluttz, CPA
Cabarrus County Schools

Cc: Dr. Chris Lowder, Ms. Cindy Fertenbaugh, Mr. Rob Walter, Mrs. Carolyn Carpenter, Mr. Barry Shoemaker, Mr. David Harrison, Mrs. Holly Grimsley, Ms. Laura Blackwell

Capital Improvement Plan

Department: Cabarrus County Schools
Function: Education

Project Title: Mobile units

Type: New
Status: Future

Total Cost: \$ 4,495,676



Project Description
 Purchase, move, install and furnish mobile units.

Background & Justification/Status
 While it is extremely early in our planning process for the 2019-2020 school year, our preliminary estimate for additional mobile units is 20. Staff will continue to evaluate the additional costs associated with the mobiles. Examples of this are additional electrical, plumbing, telephone lines, servers, restroom facilities, etc. Staff has been charged to look inside all buildings for creative solutions for additional classroom space. If we are able to make some of these creative options work, there will still be a cost but hopefully not as much as adding a mobile unit. We believe this is worst case scenario.

Impact If Not Funded and Maximum Time it Can be Delayed
 CCS will be unable to provide adequate classroom capacity for students nor meet the letter of the law in regards to class size requirements..

Project Costs	FY 2019 Adopted	FY 2020 Proposed	FY 2021 Planning	FY 2022 Planning	FY 2023 Planning	FY 2024 Planning	Future Years
Planning/Design							
Land/Acquisition							
Construction							
Building Improvements							
Equipment							
Other	2,095,676	2,400,000					
Total	\$ 2,095,676	\$ 2,400,000	\$ -	\$ -	\$ -	\$ -	\$ -

Funding Sources	FY 2019 Adopted	FY 2020 Proposed	FY 2021 Planning	FY 2022 Planning	FY 2023 Planning	FY 2024 Planning	Future Years
General Fund							
Capital Reserve Fund							
Multi Year Fund							
Debt	2,095,676						
Grants							
Permits/Fees							
Other-To Be Funded		2,400,000					
Total	\$ 2,095,676	\$ 2,400,000	\$ -	\$ -	\$ -	\$ -	\$ -

Operating Budget Impact	FY 2019 Adopted	FY 2020 Proposed	FY 2021 Planning	FY 2022 Planning	FY 2023 Planning	FY 2024 Planning	Future Years
Salaries & Benefits							
Materials & Supplies							
Contracts & Services							
Capital Outlay							
Other							
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Budget Revision/Amendment Request

Date:

Amount: \$

Dept. Head:

Department:

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

The purpose of this amendment is to move funds from Capital Reserve to purchase and upfit of 20 mobile units for Cabarrus County Schools.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
450	9	7220-9708	Cont'b to Capital Projects Fund	81,887,254.10	2,400,000.00		84,287,254.10
450	9	7220-9821	Building & Renovations	8,276,100.27		2,400,000.00	5,876,100.27
364	9	7338-9830	Other Improvements - Mobile Units	-	2,400,000.00		2,400,000.00
364	6	7338-6921	Cont'b from Capital Reserve Fund	922,000.00	2,400,000.00		3,322,000.00

Budget Officer

- Approved
- Denied

County Manager

- Approved
- Denied

Board of Commissioners

- Approved
- Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY SCHOOL CONSTRUCTION PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the construction and renovations of Public Schools. Details of the projects are listed in section D. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
 - a. It is estimated that the following revenues will be available to complete capital projects as listed.

General Fund Contribution	\$49,047
Capital Reserve Contribution	6,240,465
Capital Projects Fund Contribution	54,055

TOTAL REVENUES	\$6,343,567
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- C. The following appropriations are made as listed.

Cox Elementary Sewer Relocation	23,537
Patriots Elementary Mobile Units	122,100
Site Evaluations-Multiple Schools	42,000
10 Yellow Buses-Multiple Schools	880,000
20 Mobile Units-Multiple Schools	2,400,000
J.N. Fries Middle School Other Improvements	300,000
Kannapolis Intermediate Renovations-Carver Elem	1,617,288
A.L. Brown HS Other Improvements	500,000
CBTC Campus Renovations, Safety, Security	184,075
CBTC A/C Units Replacement Phase II	105,000
RCCC – HVAC Replacement	100,000
Available Other Improvements	69,567

TOTAL EXPENDITURES	\$6,343,567
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GRAND TOTAL – REVENUES	\$6,343,567
GRAND TOTAL – EXPENDITURES	\$6,343,567

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein

under the following conditions:

1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.

- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of April, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY CAPITAL RESERVE CAPITAL PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is for the purpose of accumulating and appropriating funds specifically for future County and School capital projects.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Interest on Investments	\$ 560,142
Contributions from General Fund	91,988,028
Contributions from Capital Projects Fund	2,089,009
Contributions from CVB	573,771
Contributions from other Governments	3,000,000

TOTAL REVENUES **\$98,210,950**

- D. The following appropriations are made as listed:

Mt. Pleasant Middle School	3,627,164
Royal Oaks Elementary	4,476,490
Kannapolis Middle School	5,018,148
Odell 3-5 Elementary School	19,755,175
G.W. Carver Renovations	1,520,978
CBTC Campus Renovations, Safety, Security	184,075
CBTC A/C Unit Replacement	205,000
Concord Middle School Roof	884,359
Harrisburg Elementary School Roof	630,306
Site Study Multiple Schools	30,000
Buses – WCHS and HRES	880,000
20 Mobile Units-Multiple Schools	2,400,000
J.N. Fries Middle School – Upfit	300,000
A.L. Brown High School Paving	500,000
Performance Learning Center	590,709
West Cabarrus High School	12,362,245
Hickory Ridge Elementary School	5,260,001
RCCC – Advanced Technology Center	2,293,941
RCCC Renovations	280,043
Cabarrus County Schools – Buses FY16	875,000
Cabarrus County Schools – Mobile Units FY16	1,110,000
Cabarrus County Schools yellow buses (10) FY17	880,000
Cabarrus County Schools mobile units (20) FY17	2,400,000
Kannapolis City Schools yellow buses (5) FY17	441,739
School Contingencies	1,487,043
Tax Collector’s Office Renovation	9,116
Frank Liske Park Overflow Parking Lot	24,908
Training & Firing Range Renovations	50,000

Public Safety Training Center	75,000
Carolina Thread Trail	50,000
FLP – Western Playground Restroom Facility	375,000
Arena Aisle Safety Lighting	185,000
Arena Marquee Replacement & Sign Enhancement	112,500
County Website Development	250,000
Renovations to 2325 Lake Concord Road	195,000
Courthouse Expansion	12,519,000
Arena Restroom Renovations	100,000
FLP Barn Restrooms	102,000
EMS Heart Monitors	550,111
EMS Relocation to Concord Fire #10	375,000
Government Center Bathroom ADA	205,000
Door Access & Security Cameras - Sheriff	70,000
ITS – Fiber Infrastructure Improvements	120,000
Governmental Center Chiller Replacement	211,000
Radio Network & Ethernet Backhaul & Edge	500,000
Arena Lighting Control System Replacement	235,000
Frank Liske Park Playground Replacement	100,000
EMS Headquarters - Consultant	50,000
Midland Library Furniture	75,000
Operations Center	2,641,264
County Facility Projects	27,717
Downtown Parking Deck	1,070,000
Robert Wallace Park	3,091,047
Park Projects/CVB	573,771
Other County Capital Projects	5,876,100

TOTAL EXPENDITURES **\$98,210,950**

GRAND TOTAL – REVENUES **\$98,210,950**

GRAND TOTAL – EXPENDITURES **\$98,210,950**

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$100,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues,

or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.

6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of April, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Finance - Write Off Completed Clerk of Court Renovation Project

BRIEF SUMMARY:

The Clerk of Court renovation project has been completed and came in under budget. The \$44,214.02 of remaining funds are being transferred to an available account to be used on future county projects. The Construction and Renovation Fund is a multi-year fund and requires Board approval to update the project ordinance.

REQUESTED ACTION:

Motion to write off of the Clerk of Court renovation project and approve the related budget amendment and project ordinance.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Fd 343 Construction & Renovation BA
- ▣ Fd 343 Construction & Renovation Ordinance

Budget Revision/Amendment Request

Date: 4/15/2019

Amount: \$ 44,214.02

Dept. Head: Susan Fearington (prepared by Sarah Chesley)

Department: Finance - 343 Construction & Renovation

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

The purpose of this amendment is to move funds from the completed clerk of court renovations project into the AVAIL account, in the Construction & Renovation Fund, in the amount of \$44,214.00.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
343	6	0000-6902-AVAIL	Cont'b from the General Fund - AVAIL	72,820.42	44,214.02		117,034.44
343	9	0000-9830-AVAIL	Other Improvements - AVAIL	95,986.70	44,214.02		140,200.72
							0.00
343	6	2210-6902-COURT	Cont'b from the General Fund - COURT	113,000.00		44,214.02	68,785.98
343	9	2210-9830-COURT	Other Improvements - COURT	113,000.00		44,214.02	68,785.98

Budget Officer

- Approved
 Denied

County Manager

- Approved
 Denied

Board of Commissioners

- Approved
 Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental – Tower Lease	847,694
Sale of Fixed Assets	1,012,442
Contributions and Donations	117,036
General Fund Contribution	5,112,457
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	2,141,264
Capital Reserve Fund Contribution	19,818,545

TOTAL REVENUES **\$33,995,832**

- D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$211,000
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,723
County Operation Center	3,100,000
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	112,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	50,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	12,519,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters – Consultants	50,000
EMS Co-location – Concord Fire #11	375,000
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,721,086
JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301

Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park – Other Improvements	589,024
Robert Wallace Park	8,147,965
Frank Liske Park – Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	100,000
Frank Liske Park – Lower Lot Restrooms	678,506
Midland Library Furniture	75,000
Arena – Lighting Control System Replacement	235,000
Unassigned	140,201

TOTAL EXPENDITURES **\$33,995,832**

GRAND TOTAL – REVENUES **\$33,995,832**

GRAND TOTAL – EXPENDITURES **\$33,995,832**

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
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 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of April, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

ITS - Funding of CIP Project Detention Center Security

BRIEF SUMMARY:

The approved FY19 Capital Improvement Plan included funding for Detention Center Camera replacements and security upgrades. It is requested to allocate State Criminal Alien Assistance Program (SCAAP) funds to cover this expenditure.

REQUESTED ACTION:

Motion to adopt budget amendment and project ordinance.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Todd Shanley, CIO

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▢ Budget Amendment

▢ Project Ordinance

Budget Revision/Amendment Request

Date: 4/15/2019

Amount: 60,000.00

Dept. Head: Susan Fearrington, (prepared by Sarah Chesley)

Department: Finance, Construction & Reno Fund 343

Internal Transfer Within Department
 Transfer Between Departments/Funds
 Supplemental Request

Purpose: This Budget Amendment moves funds from SCAAP (General Fund) into the Jail Camera update project in the Construction and Renovation Fund.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	1960-9708	Cont'b to Capital Projects Fund	608,736.00	60,000.00		668,736.00
001	9	2130-9853	SCAAP Grant	84,197.00		60,000.00	24,197.00
343	6	2110-6902-CAM	Cont'b from General Fund	42,607.00	60,000.00		102,607.00
343	9	2110-9342-CAM	Furniture and Equipment - Jail Cameras	112,607.00	60,000.00		172,607.00
							0.00

Budget Officer

- Approved
- Denied

County Manager

- Approved
- Denied

Board of Commissioners

- Approved
- Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

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TOTAL REVENUES	\$34,055,832
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- D. The following appropriations are made as listed.

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EMS Heart Monitors	566,111
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Landfill Retaining Wall	230,301

Veterans Services Improvements	92,674
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Frank Liske Park – Barn Restrooms	126,405
Carolina Thread Trail	109,329
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Frank Liske Park – Lower Lot Restrooms	678,506
Midland Library Furniture	75,000
Arena – Lighting Control System Replacement	235,000
Unassigned	140,201

TOTAL EXPENDITURES **\$34,055,832**

GRAND TOTAL – REVENUES **\$34,055,832**

GRAND TOTAL – EXPENDITURES **\$34,055,832**

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- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of April, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

County Manager - EMS Station Co-Location with Concord Fire Station 10

BRIEF SUMMARY:

Cabarrus County EMS proposed a co-located facility at the new Concord Fire Station being constructed near the intersection of Poplar Tent and Harris Roads. The Board of Commissioners budgeted \$375,000 for that purpose and those funds have been held in a multi-year fund. The City is moving forward with the station 10 project and, based on expenditures and bids, now estimate the percentage share for Cabarrus County to be \$482,761. A copy of the draft lease, basic station plans and cost estimate calculation are attached.

REQUESTED ACTION:

Motion to approve the lease agreement between Cabarrus County and the City of Concord for Fire Station 10 including authorization for the County Manager to sign the agreement subject to review and revision by the County Attorney.

Motion to approve the requested expenditure for the one-time construction share of Concord Fire Station 10 including the required budget amendment and project ordinance.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager
Jimmy Lentz, EMS Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Draft lease agreement
- ▣ Fire Station 10 layout
- ▣ Fire Station 10 cost calculation
- ▣ Budget Amendment
- ▣ Project Ordinance

STATE OF NORTH CAROLINA

COUNTY OF CABARRUS

**CONCORD FIRE STATION NO. 10
LEASE AGREEMENT**

THIS CONCORD FIRE STATION NO. 10 LEASE AGREEMENT (the "Lease") is made and entered into effective the 1st day of May, 2019, by and between the CITY OF CONCORD, a North Carolina municipal corporation as Lessor ("City") and CABARRUS COUNTY as Lessee ("County") for the lease by the County from the City of a part of the City's Fire Station No. 10 for a County Emergency Medical Services facility.

PREMISES

1. The City is the owner of a building and a tract of land located at 9880 Poplar Tent Rd in Concord (PIN 4681-01-7153) in Cabarrus County, North Carolina, now commonly known as Concord Fire Station No. 10 (the "Facility"). A copy of the site plan showing the Facility is attached as Exhibit A and incorporated by reference.

2. It makes strategic and operational sense to locate County EMS equipment and personnel at different sites in Cabarrus County and to house them in proximity to other emergency responders such as municipal and volunteer fire departments.

3. The City is willing to allow the County to locate EMS equipment and personnel at the Facility, which has been constructed to accommodate that use on a long term basis.

In consideration of the above Premises and the Terms contained below, which the parties agree constitute sufficient legal consideration to make this Lease legally binding and enforceable, the City and the County agree as provided:

TERMS

1. GRANT OF TENANCY. The City hereby leases to the County and the County hereby leases from the City a portion of the Facility consisting of approximately one-thousand, one-hundred and twenty-seven (1,529) square feet of space, consisting of living/office quarters, a climate controlled vehicle parking area and shared use of the parking lots and driveways shown and highlighted on the attached Exhibit B which is incorporated herein by reference (collectively the "Leased Premises").

2. LEASED PREMISES. During the term of this Lease, the County may use the Leased Premises as an EMS location, including uses consistent with that purpose.

3. LEASE TERM. The time length of this Lease is fifty (50) years beginning May 1, 2019 and ending July 1, 2069. Notwithstanding, if at any time after July 31, 2049 the

Facility is obsolete or no longer reasonably efficient for use as a fire station or for EMS, either party may terminate this Lease upon ninety (90) days prior written notice to the other party. Extension of the Lease Term may be upon provisions determined by the parties at that time.

4. BASE RENT. The County shall pay as Base Rent one lump sum payment of \$482,761.00, payable in full upon the execution of this Lease.

5. ADDITIONAL RENT. In addition to the Base Rent, the County shall pay to the City Additional Rent for its usage of the Facility. Additional Rent shall be an amount equal to a fraction of utilities, common area maintenance, and property insurance. Such fraction shall have as its numerator the floor area of the Leased Premises and shall have as its denominator the floor area of the Facility at the time such utilities, maintenance costs or insurance shall become due and payable (the "Prorata Share"). The City shall bill the County at least quarterly and no more often than monthly for such Additional Rent, and the County agrees to pay such bills rendered by the City within thirty (30) days of the invoice mailing date. For the purposes of this Paragraph, "floor area" shall be deemed to mean the actual number of square feet of floor space within the interior walls without deduction or exclusion for any space occupied by or used by columns, stairs or other interior construction or equipment. "Common Area Maintenance" shall mean the charges, costs and expenses which are incurred by the City, including without limitation: cleaning, window washing, landscaping, lighting, HVAC maintenance, painting, repairing and replacing concrete or asphalt parking driveways or parking areas; maintaining, repairing, replacing and cleaning lighting; removing snow and ice; painting and landscaping of all vehicle parking spaces and other outdoor common areas, including any identification and directional signs; security; removing trash and garbage; cleaning supplies, water and sewer charges; gas; electricity, equipment repairs, reasonable depreciation of common areas and equipment used in operating and maintaining the common areas and rent paid for leasing such equipment and other operating expenses attributable to the Facility under general accounting principles and "Property Insurance" shall mean the insurance carried by the City on the Facility.

6. OTHER CHARGES. The County shall pay its prorated charges for all telephone, internet or other communication services used in, upon or from the Facility.

7. LIABILITY INSURANCE. The County agrees to carry at its own expense throughout the term of this Lease insurance covering the Leased Premises and the County's use of it and the Facility. This insurance shall consist of a policy of commercial general liability insurance insuring against liability for bodily injury, property damage (including loss of use of property) and personal injury arising out of the operation, use or occupancy of the Leased Premises. The amount of such insurance shall be One Million Dollars (\$1,000,000) per occurrence, and the City shall be named as an additional insured on certificates of insurance.

8. USE OF PARKING AREAS, WALKWAYS AND COMMON AREAS. During the Lease Term the County and its officers, employees, agents, customers, business visitors, business guests, licensees and invitees shall be entitled to the nonexclusive use of the parking areas, driveways and walkways that are part of the Facility, and such use shall be in common with the City and the officers, employees, agents, customers, business visitors, business guests, licensees and invitees of the City. Such use by the County shall be subject

to such rules and regulations as the City may reasonably from time to time adopt governing the same, provided the County's use of the Facility is not thereby unreasonably impaired.

9. MAINTENANCE AND REPAIR. The City shall keep the exterior supporting walls, foundations, roof and sprinkler system of the Facility, including the Leased Premises, in good repair. The City shall also repair, maintain, alter or perform any other repairs to the Facility including the Leased Premises, including any ventilating, electrical, air conditioning or other mechanical installations, plumbing, sanitary sewer, electrical and water lines within the Facility. The City retains its right to access the Leased Premises for the listed purposes and inspections related thereto.

Except for the City's maintenance responsibilities as provided, the County at its expense shall make such repairs and replacement and take such other steps as may be reasonably necessary to keep and maintain the Leased Premises in good repair and condition, reasonable wear and tear excepted.

10. ALTERATIONS AND IMPROVEMENTS BY THE COUNTY. The County shall have the right at its sole cost during the Lease Term to make such alterations and improvements on the Leased Premises with the written permission of the City as may be proper and necessary for the full beneficial use of the Leased Premises.

11. INDEMNIFICATION. The County agrees to indemnify and defend the City and to save it harmless against and from any and all claims by or on behalf of any person, firm or corporation arising by reason of injury to person or property occurring at the Facility occasioned in whole or in part by any act or omission on the part of the County or any employee or agent or the County, or by reason of any unlawful use of the Leased Premises or Facility or by reason of any breach, violation or non-performance of any provision of this Lease on the part of the County to be observed or performed, and also by reason of any matter or thing growing out of the occupancy or use of the Facility by County or anyone holding under County. The City agrees to indemnify and defend the County and to save it harmless against and from any and all claims by or on behalf of any person, firm or corporation arising by reason of injury to person or property occurring at the Facility occasioned in whole or in part by any act or omission on the part of the City or any employee or agent, member or authorized person of the City, or by reason of any unlawful use of the Facility or by reason of any breach, violation or non-performance of any provision of this Lease on the part of the City to be observed or performed, and also by reason of any matter or thing growing out of the occupancy or use of the Facility by the City or anyone holding under the City.

12. QUIET ENJOYMENT. The City covenants, warrants, and represents that it has full power and right to execute and perform this Lease and that the County shall peaceably and quietly have, hold and enjoy the Leased Premises at the Facility consistent with County's agreed use of them.

13. DEFAULT. In the event of a default or in the event of any breach by County in the performance of any of the Terms of this Lease required to be kept and performed by County, if such default or breach shall continue for thirty (30) days after written notice to County, and if County has not taken reasonable steps to cure any default during such period, then

the City shall have the right to re-enter the Leased Premises and terminate this Lease without prejudice to the City's other rights and remedies against County under the law.

14. TERMINATION. Upon the termination of this Lease, the County agrees to return the Leased Premises to the City in the same condition as the same now is, except for ordinary wear and tear and decay of the Leased Premises and except for damage by fire or other casualty not the fault of County. Any improvements made by the County during this Lease shall be returned in the same condition. The County shall be permitted to remove all personal property and fixtures it has used or installed at the Facility.

15. NOTICES. Notices to the parties with regard to this Lease shall be directed as follows:

City:	City Manager City of Concord 35 Cabarrus Ave W Concord, North Carolina 28025
-------	---

County:	County Manager Cabarrus County Post Office Box 707 Concord, North Carolina 28026
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16. MISCELLANEOUS. Each party to this Lease further agrees as follows:

a) Without further consideration each party shall at any time, and from time to time, execute and deliver to the other party such further documents and take such other action, as the other party may reasonably require in order to effectuate the purposes of this Lease.

b) The headings in this Lease are for purposes of reference only and shall not limit or otherwise affect any of the Terms.

c) This Lease shall be binding upon and shall inure to the benefit of the parties and their respective legal representatives and permitted successors and assigns.

d) If any provision of this Lease is determined by a court of competent jurisdiction to be illegal or unenforceable, such provision shall be automatically reformed and construed as to be valid, operative and enforceable to the maximum extent permitted by law or equity, while preserving its original intent. The invalidity of any part of this Lease shall not render invalid the remainder of this Lease.

e) The execution and delivery of this Lease and the performance of the indicated obligations have been duly authorized by all requisite action required by law governing each party.

f) This Lease and the exhibits attached set forth all of the covenants, promises, agreements, conditions and understanding between the City and the County concerning the Leased Premises and the Facility and there are no covenants, promises, agreements,

conditions or understandings, either oral or written, between the parties which relate to the Leased Premises or the Facility other than those set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Lease shall be binding upon the City and the County unless reduced to writing and signed by both parties. The County agrees that the City and its agents have made no representations or promises with respect to the Leased Premises or the Facility of which the same are a part except as expressly set forth.

IN WITNESS, the boards of the parties have approved this Lease and caused it to be executed and attested by their duly authorized individuals.

CITY OF CONCORD

CABARRUS COUNTY

By: _____
City Manager

By: _____
County Manager

ATTEST:

ATTEST:

City Clerk

County Clerk

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

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

City Finance Director

County Finance Director

STATE OF NORTH CAROLINA

COUNTY OF CABARRUS

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged that he is _____ of _____ a _____ and that by authority duly given and as an act of the _____, the foregoing instrument was signed in its name by its _____, sealed with its corporate seal and attested by _____ as its _____ Clerk.

Witness my hand and official stamp or seal, this _____ day of _____, 2014.

Notary Public
My Commission expires: _____

STATE OF NORTH CAROLINA

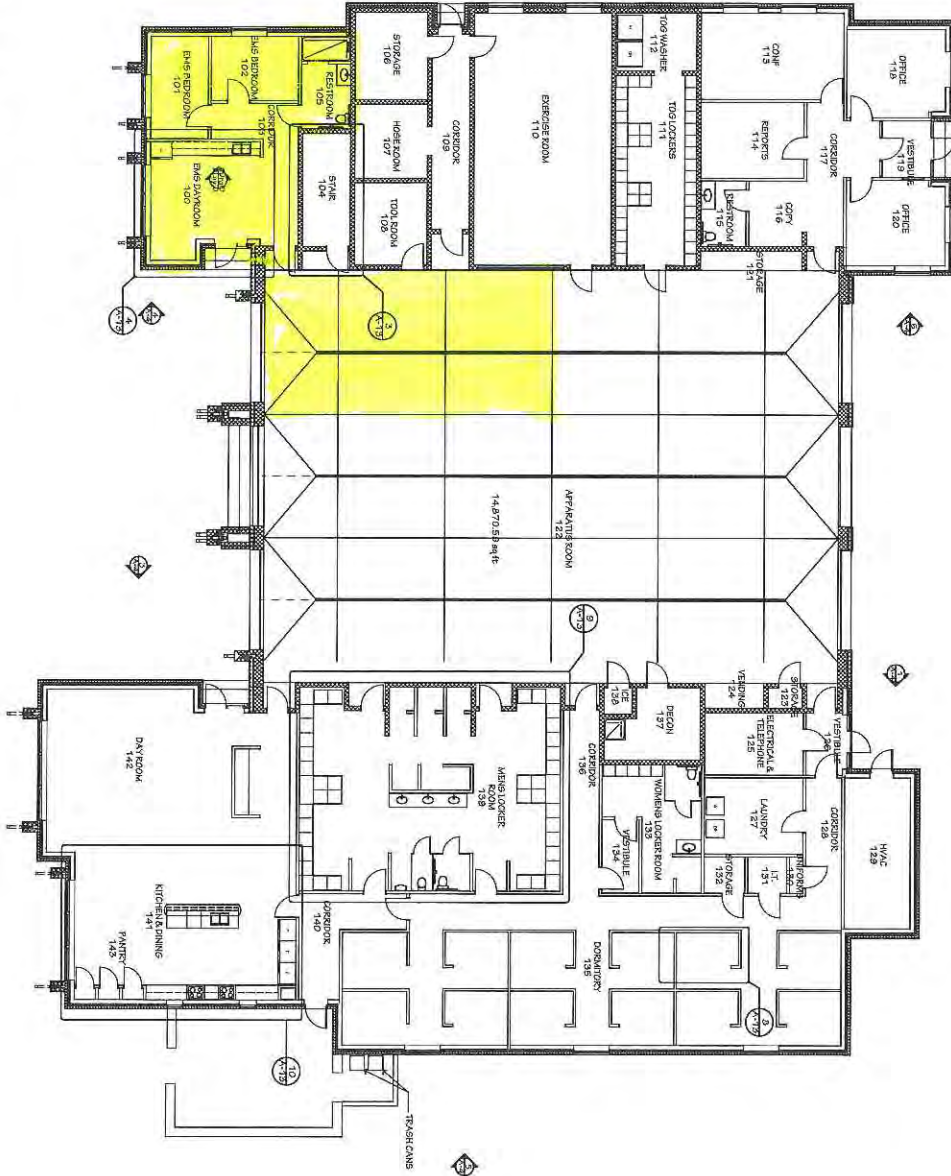
COUNTY OF CABARRUS

I, _____, a Notary Public of the County and State aforesaid, certify that _____ personally appeared before me this day and acknowledged that ___ he is _____ of _____ a _____ and that by authority duly given and as an act of the _____, the foregoing instrument was signed in its name by its _____, sealed with its corporate seal and attested by _____ as its _____ Secretary.

Witness my hand and official stamp or seal, this _____ day of _____, 2014.

Notary Public
My Commission expires: _____

4828-5015-3244, v. 1



1 FLOOR PLAN
SCALE: 1/8" = 1'-0"

<p>GRIFFIN ARCHITECTURE, P.A. 5 DUNDON ST. & SUITE 200 RTE. 704/264-8181 FAX: 704/264-1179</p>	
CONSULTANTS	
<p>FIRE STATION #10</p> <p>CONCORD, N.C.</p>	
REVISION NO.	REVISION DATE
ISSUE DATE:	11/26/18
PROJECT NOS:	
MODEL FILE:	
DRAWN BY:	NES
CHECK BY:	KAG
COPYRIGHT:	
SHEET TITLE	
FLOOR PLAN	
A-1	

**Concord Fire Station No. 10
Schematic Design Phase Estimated Cost for EMS Portion of the Building Construction, Site
Construction, and Associated Fees**

Site Development Cost		
Land Purchase	X	
Site Construction Work	\$877,314	
Emergency Traffic Signal	<u>\$100,000</u>	
		\$ 977,314
Building Construction Cost		\$3,732,650
Non Construction Project Fees		
Architect & Engineering Fee	\$290,000	
Special Inspections	\$ 24,000	
Geotechnical Report	<u>\$ 4,800</u>	
		<u>\$ 318,800</u>
Estimated Total Building, Site Construction Costs and Associated Fees		\$5,028,764

Total Building Area	16,003 sq. ft.
EMS Suite plus 1/6 of Apparatus Bay	1,529 sq. ft.

1,529 sq. ft./16,003 sq. ft. = 9.6%

Estimated EMS Cost

\$5,028,764 Total Building, Site Construction Costs and Associated Fees x 9.6% = **\$482,761**

Budget Revision/Amendment Request

Date: 4/15/2019

Amount: 107,761.00

Dept. Head: Pamela S Dubois

Department: Nondepartmental/Capital Projects Fund

Internal Transfer Within Department
 Transfer Between Departments/Funds
 Supplemental Request

Purpose: To allocate additional funding for the increased cost associated with the co-location with the City of Concord in the future fire station #10.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	1910/9660	Contingency	300,000.00		107,761.00	192,239.00
001	9	1960/9708	Cont to Capital Projects Fund	608,736.00	107,761.00		716,497.00
							0.00
343	6	2730/6902/CON	Cont from General Fund	-	107,761.00		107,761.00
343	9	2730/9821/CON	Other Improvements	375,000.00	107,761.00		482,761.00
							0.00
							0.00
							0.00

Total 1,283,736.00

Budget Officer

Approved
 Denied

County Manager

Approved
 Denied

Board of Commissioners

Approved
 Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY CONSTRUCTION AND RENOVATION PROJECT BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Park & Recreation Trust Fund (PARTF) Grant	\$ 350,000
Rental – Tower Lease	847,694
Sale of Fixed Assets	1,012,442
Contributions and Donations	117,036
General Fund Contribution	5,280,218
Lease Proceeds (Robert Wallace Park)	4,596,394
Capital Projects Fund Contribution	2,141,264
Capital Reserve Fund Contribution	19,818,545

TOTAL REVENUES	\$34,163,593
-----------------------	---------------------

- D. The following appropriations are made as listed.

Government Center Chiller Replacement	\$211,000
Governmental Center ADA Bathrooms	151,469
County Building Camera Systems	24,099
ITS Fiber Technology Improvements	120,000
County Website Design	283,750
Furniture Replacements	184,723
County Operation Center	3,100,000
Elevator Modernization Government Center	176,000
Multiple building Fall Protection Measures	300,000
Jail Camera Upgrade	172,607
LEC Law Enforcement Technology	791,324
Training & Firing Range Renovation	50,000
Sheriff's Admin Roof Repair	113,659
Courthouse Expansion	12,519,000
Clerk of Court Improvements	68,786
Public Safety Training Center	90,000
EMS Headquarters – Consultants	50,000
EMS Co-location – Concord Fire #11	482,761
EMS Heart Monitors	566,111
Emergency Communications Equip & Ethernet Backhaul	2,721,086
JM Robinson High School Wetlands Mitigation	100,000
Landfill Retaining Wall	230,301

Veterans Services Improvements	92,674
Cooperative Ext. ADA Bathrooms	118,812
RCCC Land for future expansion	1,244,001
NE Area Park – Other Improvements	589,024
Robert Wallace Park	8,147,965
Frank Liske Park – Barn Restrooms	126,405
Carolina Thread Trail	109,329
Frank Liske park Playground Replacement	100,000
Frank Liske Park – Lower Lot Restrooms	678,506
Midland Library Furniture	75,000
Arena – Lighting Control System Replacement	235,000
Unassigned	140,201

TOTAL EXPENDITURES **\$34,163,593**

GRAND TOTAL – REVENUES **\$34,163,593**

GRAND TOTAL – EXPENDITURES **\$34,163,593**

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:
 - 1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
 - 2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
 - 3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
 - 4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
 - 5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
 - 6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
 - 7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.
- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of April, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

County Manager - Allocate Funds from Board Contingency to Replace the Truck Used for Community Development

BRIEF SUMMARY:

The truck used for Community Development is currently having mechanical issues. It was originally purchased with grant funds and the funding agency is permitting the County to replace the truck. The cost is estimated at \$43,000. A request is being made to use Board contingency to fund this request.

REQUESTED ACTION:

Motion to adopt budget amendment.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Kyle Bilafer, Area Manager of Operations
Pamela S Dubois, Senior Deputy County Manager

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- BA for truck purchase

Budget Revision/Amendment Request

Date:

Amount:

Dept. Head:

Department:

Internal Transfer Within Department

Transfer Between Departments/Funds

Supplemental Request

Purpose: To allocate funding to purchase a truck to replace the current Community Development truck that has mechanical issues. We will be able to utilize the box from the old vehicle.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
001	9	1910/9660	Contingency	192,239.00		43,000.00	149,239.00
001	9	1955/9863	Motor Vehicles	269,450.61	43,000.00		312,450.61
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
							0.00
Total							461,689.61

Budget Officer

- Approved
- Denied

County Manager

- Approved
- Denied

Board of Commissioners

- Approved
- Denied

Signature

Signature

Signature

Date

Date

Date

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Finance - Lottery Fund History and Write Off of Old Projects

BRIEF SUMMARY:

Cabarrus County has received North Carolina Educational Lottery proceeds since fiscal year 2007. A history of the lottery projects will be discussed. A request to write off completed projects will also be presented.

REQUESTED ACTION:

Motion to approve the write off of all lottery funded projects prior to Fiscal Year 2017 and approve the related budget amendment and project ordinance.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

Yes

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Lottery Fund History
- ▣ Fd 320 Public Sch Bldg Amendment
- ▣ Fd 320 Public Sch Bldg Ordinance

**Cabarrus County
Lottery Fund History
FY 2019**

	Cabarrus County Schools	Kannapolis City Schools (Cabarrus)	Kannapolis City Schools (Rowan)	Total
Lottery Distribution & Interest by Fiscal Year				
2006-07	\$ 2,310,451.50	\$ 345,023.55	\$ 104,347.93	\$ 2,759,822.98
2007-08	3,041,901.94	443,596.82	128,999.97	3,614,498.73
2008-09	2,759,039.13	393,113.40	112,557.20	3,264,709.73
2009-10	4,724,640.39	671,631.77	188,660.47	5,584,932.63
2010-11	2,409,334.72	338,968.86	100,566.47	2,848,870.05
2011-12	1,890,612.47	263,380.33	77,416.95	2,231,409.75
2012-13	2,025,820.36	276,237.85	83,747.07	2,385,805.28
2013-14	2,133,081.69	284,401.07	87,130.88	2,504,613.64
2014-15	2,196,605.60	298,445.09	91,498.60	2,586,549.29
2015-16	2,117,523.00	285,529.13	86,969.64	2,490,021.77
2016-17	2,429,057.17	318,347.21	96,427.76	2,843,832.14
2017-18	2,266,178.18	282,002.13	85,795.40	2,633,975.71
7-1-18 to 2-28-19	1,157,311.49	148,928.32	44,505.61	1,350,745.42
Total Lottery Distrib & Inter by Fiscal Year	\$ 31,461,557.64	\$ 4,349,605.53	\$1,288,623.95	\$ 37,099,787.12
Project Allocations				
Carl A Furr Elementary	\$ 2,616,114.00	\$ -	\$ -	\$ 2,616,114.00
A L Brown Auditorium	-	300,000.00	-	300,000.00
Shady Brook Elem	-	59,118.90	-	59,118.90
Rowan County Debt	-	-	232,500.00	232,500.00
Charles E. Boger Elem	317,307.10	-	-	317,307.10
AL Brown Add & Renov	-	465,000.00	-	465,000.00
Hickory Ridge Middle School Eng & Arch	1,716,850.00	-	-	1,716,850.00
AL Brown Addition & Renovation	-	225,829.62	-	225,829.62
Rowan Cty Debt	-	-	238,500.00	238,500.00
Hickory Ridge Middle School Construction	2,517,071.83	-	-	2,517,071.83
2011-12 Debt Service	1,507,928.00	205,627.00	-	1,713,555.00
2012-13 Debt Service	6,371,266.00	936,252.00	-	7,307,518.00
2013-14 Debt Service	4,273,257.00	638,533.00	-	4,911,790.00
2014-15 Debt Service	1,900,000.00	300,000.00	-	2,200,000.00
2015-16 Debt Service	1,754,000.00	246,000.00	-	2,000,000.00
FY17 Mt. Pleasant Middle School Construction	1,500,000.00	-	-	1,500,000.00
FY17 Kannapolis Middel School Construction	-	100,000.00	-	100,000.00
2016-17 Debt Service	1,754,000.00	246,000.00	-	2,000,000.00
2017-18 Debt Service	1,754,000.00	246,000.00	-	2,000,000.00
FY18 KCS - Carver School Renovation	-	50,000.00	-	50,000.00
FY19 Debt Service	1,754,000.00	246,000.00	-	2,000,000.00
FY19 West Cabarrus HS Construction Costs	500,000.00	-	-	500,000.00
Total of Project Allocations	\$ 30,235,793.93	\$ 4,264,360.52	\$ 471,000.00	\$ 34,971,154.45
Unallocated Balances after March BOC	\$ 1,225,763.71	\$ 85,245.01	\$ 817,623.95	\$ 2,128,632.67
Additional estimates				
Est additional FY19 Lottery revenue thru 6-30-19	1,000,000.00	100,000.00	40,000.00	1,140,000.00
Estimated amount available 6-30-19	\$ 2,225,763.71	\$ 185,245.01	\$ 857,623.95	\$ 3,268,632.67
Estimate Revenue for FY20	\$ 2,305,900.00	\$ 298,000.00	\$ 90,300.00	\$ 2,694,200.00
Budget expenditure FY20 for Debt Service	1,754,000.00	246,000.00	-	2,000,000.00
Estimate of annual excess	551,900.00	52,000.00	90,300.00	694,200.00
Estimated amount available 6-30-20	\$ 2,777,663.71	\$ 237,245.01	\$ 947,923.95	\$ 3,962,832.67

Budget Revision/Amendment Request

Date:

Amount: \$

Dept. Head:

Department:

Internal Transfer Within Department Transfer Between Departments/Funds Supplemental Request

This amendment is to write off the following projects (prior to FY17) in the Public School Building Capital Lottery funds: 2012-13 Debt Service in the amount of \$7,307,518, 2013-14 Debt Service in the amount of \$4,911,790, 2014-15 Debt Service in the amount of \$2,200,000, and 2015-16 Debt Service in the amount of \$2,000,000, for a total of \$16,419,308.

Fund	Indicator	Department/ Object/ Project	Account Name	Approved Budget	Increase Amount	Decrease Amount	Revised Budget
320	6	7210-6444	Lottery Proceeds	24,569,308.00		16,419,308.00	8,150,000.00
320	9	7210-9704	Cont'b to General Fund	22,419,308.00		16,419,308.00	6,000,000.00
							0.00

Budget Officer

Approved
 Denied

Signature

Date

County Manager

Approved
 Denied

Signature

Date

Board of Commissioners

Approved
 Denied

Signature

Date

PUBLIC SCHOOL BUILDING CAPITAL PROJECTS FUND BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of Cabarrus County, North Carolina that, Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I.

- A. The project authorized is the various County construction and renovation related projects. Details of the projects are listed in section C. of this Project Ordinance.
- B. The officers of this unit are hereby directed to proceed with this capital project within the terms of the Generally Accepted Accounting Principles (GAAP) and the budget contained herein.
- C. It is estimated that the following revenues will be available to complete capital projects as listed.

Lottery Proceeds	\$8,150,000
Lottery Proceeds – Rowan County	300,000

TOTAL REVENUES	\$8,450,000
-----------------------	--------------------

- D. The following appropriations are made as listed.

Debt Service	\$6,000,000
Construction	2,150,000
Debt Service – Rowan County	300,000

TOTAL EXPENDITURES	\$8,450,000
---------------------------	--------------------

GRAND TOTAL – REVENUES	\$8,450,000
GRAND TOTAL – EXPENDITURES	\$8,450,000

Section II.

- A. Special appropriations to non-profit organizations shall be distributed after the execution of an agreement which ensures that all County funds are used for statutorily permissible public purposes.
- B. The County Manager or designee is hereby authorized to transfer appropriations within or between funds, or modify revenue and expenditure projections as contained herein under the following conditions:

1. The Manager may transfer amounts between objects of expenditure and revenues within a function without limitation.
2. The County Manager may transfer amounts up to \$500,000 between functions of the same fund.
3. The County Manager may transfer amounts between contingency funds which are set aside for a specific project for budgetary shortfalls or upon the appropriate approval of a change order.
4. The County Manager is authorized to transfer funds from the General Fund or Capital Reserve Fund to the appropriate fund for projects approved within the Capital Improvement Plan for the current fiscal year.
5. Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Manager or designee may adjust budgets to match, including grants that require a County match for which funds are available.
6. The Manager or designee may adjust debt financing from estimated projections to actual funds received.
7. The County Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$90,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.
8. The County Manager may award and execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.
9. The County Manager may execute contracts with outside agencies to properly document budgeted appropriations to such agencies where G.S. 153 A-248(b), 259, 449 and any similar statutes require such contracts.
10. The County Manager may reject formal bids when deemed appropriate and in the best interest of Cabarrus County pursuant to G.S. 143-129(a).
11. The County Manager may reduce revenue projections consistent with prevailing economic conditions, and also reduce expenditures correspondingly.

Section III.

This ordinance and the budget documents shall be the basis of the financial plan for the County of Cabarrus.

- a. The Finance Director is hereby directed to maintain within the Capital Project Fund sufficient detailed accounting records to satisfy the requirements of the law.
- b. The Finance Director is directed to report, at the request of the Board, on the financial status of each project element in Section I and on the total revenues received or claimed.

- c. Copies of this capital project ordinance shall be furnished to the Clerk to the governing Board, and to the Finance Director for direction in carrying out this project.
- d. At the completion of a construction project, all unrestricted excess funds are transferred to the General Fund and the portion of the Capital Project associated with the project is closed.

Adopted this 15th day of April, 2019.

CABARRUS COUNTY BOARD OF COMMISSIONERS

BY: _____
Stephen M. Morris, Chairman

ATTEST:

Clerk to the Board

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Infrastructure and Asset Management - Offer for Purchase of Tax Foreclosure Property

BRIEF SUMMARY:

Tax foreclosure parcels that are not purchased through the courthouse auction have been sold using an online surplus property web service. One particular parcel (PIN #: 5620937474 0000), located near Fox Street SW in Concord, has recently received an offer to purchase independently of the web service for \$500 from Ms. Jane Morrison. The property just came into County's ownership two months ago and letters were sent out to the adjacent owners. Ms. Morrison is one of the adjacent owners. The property has not yet been listed on the online surplus property web service. The amount the County would ask for the property would be \$6,144.19 which is comprised of taxes owed and legal fees.

In order to accept this offer to purchase it is required to go through the standard upset bid process. The process for upset bids is attached (G.S. 160A-269)

REQUESTED ACTION:

Motion to conditionally accept the initial bid from Ms. Morrison and commence the upset bid process.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Michael Miller, Infrastructure and Asset Management Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Offer Letter
- ▣ General Statute

January 24, 2019

Cabarrus County Governmental Center
Mr. Kyle Bilafer
Area Manager of Operations
Cabarrus County Manager's Office
65 Church Street, South
Concord, NC 28025

Re: Fox Street Foreclose Property

PIN#: 56209374740000

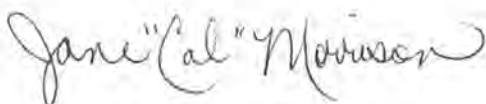
OFFER LETTER

Dear Mr. Bilafer,

This letter is to notify you of my offer for the above property. I will like to offer \$500 for this property.

If you have any questions or concern, please notify me via email at cmmorrison@windstream.net or 704.791.6092 mobile number.

Sincerely,

A handwritten signature in cursive script that reads "Jane 'Cal' Morrison".

Jane "Cal" Morrison

Article 12.

Sale and Disposition of Property.

§ 160A-265. Use and disposal of property.

In the discretion of the council, a city may: (i) hold, use, change the use thereof to other uses, or (ii) sell or dispose of real and personal property, without regard to the method or purpose of its acquisition or to its intended or actual governmental or other prior use. (1981 (Reg. Sess., 1982), c. 1236.)

§ 160A-266. Methods of sale; limitation.

(a) Subject to the limitations prescribed in subsection (b) of this section, and according to the procedures prescribed in this Article, a city may dispose of real or personal property belonging to the city by:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

(b) Private negotiation and sale may be used only with respect to personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of similar items. Real property, of any value, and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items may be exchanged as permitted by G.S. 160A-271, or may be sold by any method permitted in this Article other than private negotiation and sale, except as permitted in G.S. 160A-277 and G.S. 160A-279.

Provided, however, a city may dispose of real property of any value and personal property valued at thirty thousand dollars (\$30,000) or more for any one item or group of similar items by private negotiation and sale where (i) said real or personal property is significant for its architectural, archaeological, artistic, cultural or historical associations, or significant for its relationship to other property significant for architectural, archaeological, artistic, cultural or historical associations, or significant for its natural, scenic or open condition; and (ii) said real or personal property is to be sold to a nonprofit corporation or trust whose purposes include the preservation or conservation of real or personal properties of architectural, archaeological, artistic, cultural, historical, natural or scenic significance; and (iii) where a preservation agreement or conservation agreement as defined in G.S. 121-35 is placed in the deed conveying said property from the city to the nonprofit corporation or trust. Said nonprofit corporation or trust shall only dispose of or use said real or personal property subject to covenants or other legally binding restrictions which will promote the preservation or conservation of the property, and, where appropriate, secure rights of public access.

(c) A city council may adopt regulations prescribing procedures for disposing of personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items in substitution for the requirements of this Article. The regulations shall be designed to secure for the city fair market value for all property disposed of and to accomplish the disposal efficiently and economically. The regulations may, but need not, require published notice, and may provide for either public or private exchanges and sales. The council may authorize one or more city officials to declare surplus any personal property valued at less than thirty thousand dollars (\$30,000) for any one item or group of items, to set its fair market value, and to convey title to the property for the city in accord with the regulations. A city official authorized under this section to dispose of property shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

(d) A city may discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the city has exhausted efforts to sell the property using any applicable

procedure under this Article; or (iii) poses a potential threat to the public health or safety. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1; 1983, c. 130, s. 1; c. 456; 1987, c. 692, s. 2; 1987 (Reg. Sess., 1988), c. 1108, s. 9; 1997-174, s. 6; 2001-328, s. 4; 2005-227, s. 3.)

§ 160A-267. Private sale.

When the council proposes to dispose of property by private sale, it shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, specify a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 24.)

§ 160A-268. Advertisement for sealed bids.

The sale of property by advertisement for sealed bids shall be done in the manner prescribed by law for the purchase of property, except that in the case of real property the advertisement for bids shall be begun not less than 30 days before the date fixed for opening bids. (1971, c. 698, s. 1.)

§ 160A-269. Negotiated offer, advertisement, and upset bids.

A city may receive, solicit, or negotiate an offer to purchase property and advertise it for upset bids. When an offer is made and the council proposes to accept it, the council shall require the offeror to deposit five percent (5%) of his bid with the city clerk, and shall publish a notice of the offer. The notice shall contain a general description of the property, the amount and terms of the offer, and a notice that within 10 days any person may raise the bid by not less than ten percent (10%) of the first one thousand dollars (\$1,000) and five percent (5%) of the remainder. When a bid is raised, the bidder shall deposit with the city clerk five percent (5%) of the increased bid, and the clerk shall readvertise the offer at the increased bid. This procedure shall be repeated until no further qualifying upset bids are received, at which time the council may accept the offer and sell the property to the highest bidder. The council may at any time reject any and all offers. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 25.)

§ 160A-270. Public auction.

(a) Real Property. – When it is proposed to sell real property at public auction, the council shall first adopt a resolution authorizing the sale, describing the property to be sold, specifying the date, time, place, and terms of sale, and stating that any offer or bid must be accepted and confirmed by the council before the sale will be effective. The resolution may, but need not, require the highest bidder at the sale to make a bid deposit in a specified amount. The council shall then publish a notice of the sale at least once and not less than 30 days before the sale. The notice shall contain a general description of the land sufficient to identify it, the terms of the sale, and a reference to the authorizing resolution. After bids have been received, the highest bid shall be reported to the council, and the council shall accept or reject it within 30 days thereafter. If the bid is rejected, the council may readvertise the property for sale.

(b) Personal Property. – When it is proposed to sell personal property at public auction, the council shall at a regular council meeting adopt a resolution or order authorizing an appropriate city official to dispose of the property at public auction. The resolution or order shall identify the property to be sold and set out the date, time, place, and terms of the sale. The resolution or order (or a notice summarizing its contents) shall be published at least once and not less than 10 days before the date of the auction.

(c) The council may conduct auctions of real or personal property electronically by authorizing the establishment of an electronic auction procedure or by authorizing the use of existing private or public electronic auction services. Notice of an electronic auction of property shall identify, in addition to the information required in subsections (a) and (b) of this section, the electronic address where information about the property to be sold can be found and the electronic address where electronic bids may be posted. Notice may be published in a newspaper having general circulation in the political subdivision or by electronic means, or both. A decision to publish notice solely by electronic means for a particular

auction or for all auctions under this subsection shall be approved by the governing board of the political subdivision. Except as provided in this subsection, all requirements of subsections (a) and (b) of this section apply to electronic auctions. (1971, c. 698, s. 1; 1973, c. 426, s. 43; 2001-328, s. 5; 2005-227, s. 4; 2006-264, s. 74.)

§ 160A-271. Exchange of property.

A city may exchange any real or personal property belonging to the city for other real or personal property by private negotiation if the city receives a full and fair consideration in exchange for its property. A city may also exchange facilities of a city-owned enterprise for like facilities located within or outside the corporate limits. Property shall be exchanged only pursuant to a resolution authorizing the exchange adopted at a regular meeting of the council upon 10 days' public notice. Notice shall be given by publication describing the properties to be exchanged, stating the value of the properties and other consideration changing hands, and announcing the council's intent to authorize the exchange at its next regular meeting. (1971, c. 698, s. 1; 1973, c. 426, s. 42.1.)

§ 160A-272. Lease or rental of property.

(a) Any property owned by a city may be leased or rented for such terms and upon such conditions as the council may determine, but not for longer than 10 years (except as otherwise provided herein) and only if the council determines that the property will not be needed by the city for the term of the lease. In determining the term of a proposed lease, periods that may be added to the original term by options to renew or extend shall be included. Property may be rented or leased only pursuant to a resolution of the council authorizing the execution of the lease or rental agreement adopted at a regular council meeting upon 10 days' public notice. Notice shall be given by publication describing the property to be leased or rented, stating the annual rental or lease payments, and announcing the council's intent to authorize the lease or rental at its next regular meeting.

(b) No public notice need be given for resolutions authorizing leases or rentals for terms of one year or less, and the council may delegate to the city manager or some other city administrative officer authority to lease or rent city property for terms of one year or less. Leases for terms of more than 10 years shall be treated as a sale of property and may be executed by following any of the procedures authorized for sale of real property.

(c) **(Effective until June 30, 2015)** The council may approve a lease for the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 20 years without treating the lease as a sale of property and without giving notice by publication of the intended lease. This subsection applies to Catawba, Mecklenburg, and Wake Counties, the Cities of Asheville, Raleigh, and Winston-Salem, and the Towns of Apex, Carrboro, Cary, Chapel Hill, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, and Zebulon only.

(c) **(Effective June 30, 2015)** The council may approve a lease for the siting and operation of a renewable energy facility, as that term is defined in G.S. 62-133.8(a)(7), for a term up to 20 years without treating the lease as a sale of property and without giving notice by publication of the intended lease. This subsection applies to Catawba, Mecklenburg, and Wake Counties, the Cities of Raleigh and Winston-Salem, and the Towns of Apex, Cary, Fuquay-Varina, Garner, Holly Springs, Knightdale, Morrisville, Rolesville, Wake Forest, Wendell, and Zebulon only. (1971, c. 698, s. 1; 1979, 2nd Sess., c. 1247, s. 26; 2009-149, ss. 2, 3; 2010-57, s. 2; 2010-63, s. 2(b); 2011-150, s. 1.)

§ 160A-272.1. Lease of utility or enterprise property.

Subject to G.S. 160A-321, a city-owned utility or public service enterprise, or part thereof, may be leased. (1979, 2nd Sess., c. 1247, s. 27.)

§ 160A-273. Grant of easements.

A city shall have authority to grant easements over, through, under, or across any city property or the right-of-way of any public street or alley that is not a part of the State highway system. Easements in a street or alley right-of-way shall not be granted if the easement would substantially impair or hinder

the use of the street or alley as a way of passage. A grant of air rights over a street right-of-way or other property owned by the city for the purpose of erecting a building or other permanent structure (other than utility wires or pipes) shall be treated as a sale of real property, except that a grant of air rights over a street right-of-way for the purpose of constructing a bridge or passageway between existing buildings on opposite sides of the street shall be treated as a grant of an easement. (1971, c. 698, s. 1.)

§ 160A-274. Sale, lease, exchange and joint use of governmental property.

(a) For the purposes of this section, "governmental unit" means a city, county, school administrative unit, sanitary district, fire district, the State, or any other public district, authority, department, agency, board, commission, or institution.

(b) Any governmental unit may, upon such terms and conditions as it deems wise, with or without consideration, exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property.

(c) Action under this section shall be taken by the governing body of the governmental unit. Action hereunder by any State agency, except the Department of Transportation, shall be taken only after approval by the Department of Administration. Action with regard to State property under the control of the Department of Transportation shall be taken by the Department of Transportation or its duly authorized delegate. Provided, any county board of education or board of education for any city administrative unit may, upon such terms and conditions as it deems wise, lease to another governmental unit for one dollar (\$1.00) per year any real property owned or held by the board which has been determined by the board to be unnecessary or undesirable for public school purposes. (1969, c. 806; 1971, c. 698, s. 1; 1973, c. 507, s. 5; 1975, c. 455; c. 664, s. 9; c. 879, s. 46; 1977, c. 464, s. 34; 2001-328, s. 6.)

§ 160A-275. Warranty deeds.

Any city, county, or other municipal corporation is authorized to execute and deliver deeds to any real property with full covenants of warranty, without regard to how the property was acquired, when, in the opinion of the governing body, it is in the best interest of the city, county, or other municipal corporation to convey by warranty deed. Members of the governing boards of counties, cities, and other municipal corporations are hereby relieved of any personal or individual liability by reason of the execution of warranty deeds to governmentally owned property unless they act in fraud, malice, or bad faith. (1945, c. 962; 1955, c. 935; 1969, cc. 48, 223, 332; c. 1003, s. 5; 1971, c. 698, s. 1.)

§ 160A-276. Sale of stocks, bonds, and other securities.

A city may sell through a broker without complying with the preceding sections of this Article shares of common and preferred stock, bonds, options, and warrants or other rights with respect to stocks and bonds, and other securities, when the stock, bond, or other right or security has an established market and is traded in the usual course of business on a national stock exchange or over-the-counter by reputable brokers and securities dealers. The city may pay the usual fees and taxes incident to such transactions. Nothing in this section authorizes a city to deal in its own bonds in any manner inconsistent with Chapter 159 of the General Statutes, nor to invest in any securities not authorized by G.S. 159-30. (1973, c. 426, s. 44.)

§ 160A-277. Sale of land to volunteer fire departments and rescue squads; procedure.

(a) A city, upon such terms and conditions as it deems wise, with or without monetary consideration may lease, sell or convey to a volunteer fire department or to a volunteer rescue squad any land or interest in land, for the purpose of constructing or expanding fire department or rescue squad facilities, if the volunteer fire department or volunteer rescue squad provides fire protection or rescue services to the city.

(b) Any lease, sale or conveyance under this section must be approved by the city council by resolution adopted at a regular meeting of the council upon 10 days' public notice. Notice shall be given by publication describing the property to be leased or sold, stating the value of the properties, the

proposed monetary consideration or lack thereof, and the council's intent to authorize the lease, sale or conveyance. (1979, c. 583.)

§ 160A-278. Lease of land for housing.

A city may lease land upon such terms and conditions as it deems wise to any person, firm or corporation who will use the land to construct housing for the benefit of persons of low income, or moderate income, or low and moderate income. Such a housing project may also provide housing to persons of other than low or moderate income, as long as at least twenty percent (20%) of the units in the project are set aside for the exclusive use of persons of low income. Despite the provisions of G.S. 160A-272, a lease authorized pursuant to this section may be made by private negotiation and may extend for longer than 10 years. Property may be leased under this section only pursuant to a resolution of the council authorizing the execution of the lease adopted at a regular council meeting upon 10 days' public notice. Notice shall be given by publication describing the property to be leased, stating the value of the property, stating the proposed consideration for the lease, and stating the council's intention to authorize the lease. (1987, c. 464, s. 9.)

§ 160A-279. Sale of property to entities carrying out a public purpose; procedure.

(a) Whenever a city or county is authorized to appropriate funds to any public or private entity which carries out a public purpose, the city or county may, in lieu of or in addition to the appropriation of funds, convey by private sale to such an entity any real or personal property which it owns; provided no property acquired by the exercise of eminent domain may be conveyed under this section; provided that no such conveyance may be made to a for-profit corporation. The city or county shall attach to any such conveyance covenants or conditions which assure that the property will be put to a public use by the recipient entity. The procedural provisions of G.S. 160A-267 shall apply. Provided, however, that a city or county may convey to any public or private entity, which is authorized to receive appropriations from a city or county, surplus automobiles without compensation or without the requirement that the automobiles be used for a public purpose. Provided, however, this conveyance is conditioned upon conveyance by the public or private entity to Work First participants selected by the county department of social services under the rules adopted by the local department of social services. In the discretion of the public or private entity to which the city or county conveys the surplus automobile, when that entity conveys the vehicle to a Work First participant it may arrange for an appropriate security interest in the vehicle, including a lien or lease, until such time as the Work First participant satisfactorily completes the requirements of the Work First program. This subsequent conveyance by the public or private entity to the Work First participant may be without compensation. The participant may be required to pay for license, tag, and/or title.

(b) Notwithstanding any other provision of law, this section applies only to cities and counties and not to any other entity which this Article otherwise applies to.

(c) Repealed by Session Laws 1993, c. 491, s. 1.

(d) This section does not limit the right of any entity to convey property by private sale when that right is conferred by another law, public, or local. (1987, c. 692, s. 1; 1993, c. 491, s. 1; 1998-195, s. 1.)

§ 160A-280. Donations of personal property to other governmental units.

(a) A city may donate to another governmental unit within the United States, a sister city, or a nonprofit organization incorporated by (i) the United States, (ii) the District of Columbia, or (iii) one of the United States, any personal property, including supplies, materials, and equipment, that the governing board deems to be surplus, obsolete, or unused. The governing board of the city shall post a public notice at least five days prior to the adoption of a resolution approving the donation. The resolution shall be adopted prior to making any donation of surplus, obsolete, or unused personal property. For purposes of this section a sister city is a city in a nation other than the United States that has entered into a formal, written agreement or memorandum of understanding with the donor city for the purposes of establishing a long term partnership to promote communication, understanding, and

goodwill between peoples and to develop mutually beneficial activities, programs, and ideas. The agreement or memorandum of understanding establishing the sister city relationship shall be signed by the mayors or chief elective officer of both the donor and recipient cities.

(b) For the purposes of this section, the term "governmental unit" shall have the same meaning as defined by G.S. 160A-274(a) and shall include North Carolina charter schools.

(c) The authority granted to a city under this section is in addition to any authority granted under any other provision of law. (2007-430, s. 1; 2009-141, ss. 1, 2, 3.)

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Consent Agenda

SUBJECT:

Tax Administration - Refund and Release Reports - March 2019

BRIEF SUMMARY:

The Release Report contains taxpayers' names, bill numbers, valuations, tax amounts, along with the justifications for releasing the valuation/tax amounts for outstanding levies in accordance with N.C.G.S. 105-381. The Refund Report is a summary sheet which lists data from each refund request form, along with the justification for the refunds to the taxpayers in accordance with N.C.G.S. 105-381.

Note: Due to the transition of motor vehicles onto the new North Carolina Vehicle Tax System (NCVTS), motor vehicle-related refunds and releases will begin to be displayed on the new report generated by NCVTS.

REQUESTED ACTION:

Motion to approve the March 2019 Refund and Release Reports as submitted, including the NCVTS Refund Report, and grant authority to the Tax Collector to process the refunds and releases.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

M. David Thrift, Tax Administrator

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a Consent item.

ATTACHMENTS:

- ▣ Release Refund Summary
- ▣ Release Refund Detail
- ▣ NCVTS Refund Report

Summary of Releases and Refunds for the Month Of March 2019

RELEASES FOR THE MONTH OF: MARCH 2019

\$12,001.71

BREAKDOWN OF RELEASES:

COUNTY	\$8,029.52
CITY OF CONCORD	\$657.43
CITY OF KANNAPOLIS	\$139.80
CITY OF LOCUST	\$0.00
CITY OF STANFIELD	\$0.00
CITY OF CONCORD DOWNTOWN	\$0.00
TOWN OF HARRISBURG	\$2,834.95
TOWN OF MIDLAND	\$0.00
TOWN OF MT. PLEASANT	\$0.00
ALLEN F/D	\$14.71
COLD WATER F/D	\$0.00
ENOCHVILLE F/D	\$0.00
FLOWES STORE F/D	\$0.00
GEORGEVILLE F/D	\$0.00
GOLD HILL F/D	\$0.00
HARRISBURG F/D	\$316.63
JACKSON PARK F/D	\$7.46
MIDLAND F/D	\$1.21
MT MITCHELL F/D	\$0.00
MT PLEASANT F/D	\$0.00
NORTHEAST F/D	\$0.00
ODELL F/D	\$0.00
POPLAR TENT F/D	\$0.00
RICHFIELD F/D	\$0.00
RIMER F/D	\$0.00
KANNAPOLIS RURAL F/D	\$0.00
CONCORD RURAL F/D	\$0.00

REFUNDS FOR THE MONTH OF: MARCH 2019

\$3,120.06

BREAKDOWN OF REFUNDS:

COUNTY	\$1,558.18
CITY OF CONCORD	\$631.46
CITY OF KANNAPOLIS	\$50.03
CITY OF LOCUST	\$0.00
CITY OF STANFIELD	\$0.00
CITY OF CONCORD DOWNTOWN	\$0.00
TOWN OF HARRISBURG	\$268.31
TOWN OF MIDLAND	\$0.00
TOWN OF MT. PLEASANT	\$0.00
ALLEN F/D	\$0.00
COLD WATER F/D	\$0.00
ENOCHVILLE F/D	\$0.00
FLOWES STORE F/D	\$0.00
GEORGEVILLE F/D	\$0.00
GOLD HILL F/D	\$0.00
HARRISBURG F/D	\$603.61
JACKSON PARK F/D	\$0.00
MIDLAND F/D	\$0.00
MT. MITCHELL F/D	\$0.00
MT. PLEASANT F/D	\$0.00
NORTHEAST F/D	\$0.00
ODELL F/D	\$0.00
POPLAR TENT F/D	\$0.00
RICHFIELD F/D	\$0.00
RIMER F/D	\$8.47
WINECOFF F/D	\$0.00
KANNAPOLIS RURAL F/D	\$0.00
CONCORD RURAL F/D	\$0.00

MARCH 2019 RELEASE REPORT

Name	Bill#	Reason	District	Amount
ALLEN DAFFANEY M	2018-11660		C GARNFEE	30.00
BALLARD CURTIS JAMES	2018-15255	RELEASE GR FEE - BANK ACCOUNT	C GARNFEE	60.00
BALLARD CURTIS JAMES	2017-15127	RELEASE GR FEE - NO ACCOUNT	C GARNFEE	60.00
BARNHARDT LANE N	2018-16037		C GARNFEE	30.00
BARRETT BRYAN KEITH	2018-16196	PER COMMENTS ON COLLECTIONS	C ADVLTAX	45.58
BARRETT BRYAN KEITH	2018-16196	PER COMMENTS ON COLLECTIONS	C PEN FEE	4.56
BARRETT BRYAN KEITH	2018-16196	PER COMMENTS ON COLLECTIONS	CI02ADVLTAX	30.38
BARRETT BRYAN KEITH	2018-16196	PER COMMENTS ON COLLECTIONS	CI02PEN FEE	3.04
BED PROPERTY MGMT LLC	2018-17334		C ADVTFEE	1.50
BLACKWELDER JAMES BYRON SR	2018-18885		C GARNFEE	30.00
BLYTHE MARK CRAIG	2018-19431	Duplicate	C GARNFEE	30.00
BRASWELL ANNE	2018-20881		C ADVTFEE	1.50
BRASWELL ANNE	2018-20880		C ADVTFEE	1.50
BROOKS DANNY JOE	2018-21533	105381 rec'd and dl info and	C ADVLTAX	9.90
BROOKS DANNY JOE	2018-21533	105381 rec'd and dl info and	C PEN FEE	0.99
BROOKS DANNY JOE	2018-21533	105381 rec'd and dl info and	FR05ADVLTAX	1.10
BROOKS DANNY JOE	2018-21533	105381 rec'd and dl info and	FR05PEN FEE	0.11
BUCKWELL RANDY	2018-22491		C GARNFEE	60.00
CHRISTY ROBIN D	2018-27391	Paid in ROWAN. Pending	C GARNFEE	60.00
CHRISTY ROBIN D	2018-27391	BOATS IN ROWAN COUNTY	C ADVLTAX	21.60
CHRISTY ROBIN D	2018-27391	BOATS IN ROWAN COUNTY	CI02ADVLTAX	14.40
CORE VISUAL INSPECTION	2018-30004	DUPLICATE BILLING UNDER ACCT #	C ADVLTAX	4241.11
CORE VISUAL INSPECTION	2018-30004	DUPLICATE BILLING UNDER ACCT #	C PEN FEE	424.11
CORE VISUAL INSPECTION	2018-30004	DUPLICATE BILLING UNDER ACCT #	CI01ADVLTAX	2091.10
CORE VISUAL INSPECTION	2018-30004	DUPLICATE BILLING UNDER ACCT #	CI01PEN FEE	209.11
CRUSE WILLIAM W	2018-31379	WILLIAM NO LONGER EMPLOYED	C GARNFEE	30.00
CRUSE WILLIAM W	2018-31379	WILLIAM NO LONGER EMPLOYED	C GARNFEE	30.00
DAVIS WILLIAM	2018-33173		C ADVTFEE	1.50
DHAKAL BODHA RAJ	2019-502046	VEH REG IN IL DURING GAP	C ADVLTAX	313.85
DHAKAL BODHA RAJ	2019-502046	VEH REG IN IL DURING GAP	CI02ADVLTAX	209.23
EASTMAN DENNIS R & WIFE	2014-410441	RELEASE GR FEE-AGED OUT &	C GARNFEE	60.00
FAGGART KENNETH MAURICE	2018-38466		C ADVTFEE	1.50
FANT WENDELL F	2018-38623		C ADVTFEE	1.50
FURR DAVID K	2018-41692		C ADVTFEE	1.50
GILMORE MONICA W	2017-43371	WRONG BILL	C GARNFEE	60.00
GREEN RACHEL CHRISTINE	2018-45258		C GARNFEE	60.00
HARCO DEVELOPMENT INC	2018-687	A PORTION OF ASSESSED VALUE OF	FR19PEN FEE	13.54
HARCO DEVELOPMENT INC	2018-47603	A PORTION OF ASSESSED VALUE OF	C ADVLTAX	319.24
HARCO DEVELOPMENT INC	2018-47603	A PORTION OF ASSESSED VALUE OF	C PEN FEE	31.92
HARCO DEVELOPMENT INC	2018-47603	A PORTION OF ASSESSED VALUE OF	CI01ADVLTAX	157.40
HARCO DEVELOPMENT INC	2018-47603	A PORTION OF ASSESSED VALUE OF	CI01PEN FEE	15.74
HARCO DEVELOPMENT INC	2018-685	BPP NOT IN CABCO	C ADVLTAX	450.54
HARCO DEVELOPMENT INC	2018-685	BPP NOT IN CABCO	C PEN FEE	180.22
HARCO DEVELOPMENT INC	2018-685	BPP NOT IN CABCO	CI01ADVLTAX	102.02
HARCO DEVELOPMENT INC	2018-685	BPP NOT IN CABCO	CI01PEN FEE	40.81
HARCO DEVELOPMENT INC	2018-685	BPP NOT IN CABCO	FR19ADVLTAX	84.64
HARCO DEVELOPMENT INC	2018-686	BPP NOT IN CABCO	FR19PEN FEE	23.13
HARCO DEVELOPMENT INC	2018-687	A PORTION OF ASSESSED VALUE OF	C ADVLTAX	360.43
HARCO DEVELOPMENT INC	2018-687	A PORTION OF ASSESSED VALUE OF	C PEN FEE	72.09
HARCO DEVELOPMENT INC	2018-687	A PORTION OF ASSESSED VALUE OF	CI01ADVLTAX	81.61
HARCO DEVELOPMENT INC	2018-687	A PORTION OF ASSESSED VALUE OF	CI01PEN FEE	16.32
HARCO DEVELOPMENT INC	2018-687	A PORTION OF ASSESSED VALUE OF	FR19ADVLTAX	67.71
HARCO DEVELOPMENT INC	2018-685	BPP NOT IN CABCO	FR19PEN FEE	33.86
HARCO DEVELOPMENT INC	2018-686	BPP NOT IN CABCO	C ADVLTAX	410.49
HARCO DEVELOPMENT INC	2018-686	BPP NOT IN CABCO	C PEN FEE	123.15
HARCO DEVELOPMENT INC	2018-686	BPP NOT IN CABCO	CI01ADVLTAX	92.95
HARCO DEVELOPMENT INC	2018-686	BPP NOT IN CABCO	CI01PEN FEE	27.89
HARCO DEVELOPMENT INC	2018-686	BPP NOT IN CABCO	FR19ADVLTAX	77.11
HARTSELL JOHN T	2018-48653		C ADVTFEE	1.50
HEAVEY TIMOTHY M & SHERRY K	2013-47426	Release	C GARNFEE	60.00
HELMS JEFFERY W	2018-49891	2005 MTRC SOLD 2016	FR02PEN FEE	0.68
HELMS JEFFERY W	2018-49891	2005 MTRC SOLD 2016	C ADVLTAX	34.85
HELMS JEFFERY W	2018-49891	2005 MTRC SOLD 2016	C PEN FEE	3.49
HELMS JEFFERY W	2018-49891	2005 MTRC SOLD 2016	FR02ADVLTAX	6.78
HOWERY MICHAEL D	2018-53192	BOAT LISTED IN ROWAN COUNTY	C ADVLTAX	113.04
HOWERY MICHAEL D	2018-53192	BOAT LISTED IN ROWAN COUNTY	CI04ADVLTAX	98.91
HOWERY MICHAEL D	2018-53192	BOAT LISTED IN ROWAN COUNTY	C GARNFEE	60.00
KAPARTHI MURALI	2018-57727		C ADVTFEE	1.50
KEIGHTLEY JOHN BRENT	2018-58029		C ADVTFEE	1.50
KIRK DENNIS EUGENE	2018-59154	DUPLICATE BILL. CORRECT BILL	C ADVLTAX	44.51
KIRK DENNIS EUGENE	2018-59154	DUPLICATE BILL. CORRECT BILL	C PEN FEE	4.45
KIRK DENNIS EUGENE	2018-59154	DUPLICATE BILL. CORRECT BILL	CI02ADVLTAX	29.67
KIRK DENNIS EUGENE	2018-59154	DUPLICATE BILL. CORRECT BILL	CI02PEN FEE	2.97
LAGARDE STEVE	2009-57689		C GARNFEE	30.00
LENT TIMOTHY CHARLES	2018-62041		C ADVTFEE	1.50
LONG WILLIAM J H	2018-63805		C ADVTFEE	1.50
MORETZ ZACHARY M	2018-72094	Release additional GR	C GARNFEE	31.70
OLIVER SAMANTHA	2017-75935	RELEASE GR FEE-DEBT SET OFF	C GARNFEE	60.00
PARKS FLOSSIE	2018-77822	Cabarrus County property	C ADVTFEE	1.50
PRESUTTI JENNIFER	2018-81372		C GARNFEE	60.00
PRESUTTI JENNIFER	2018-81372	JENNIFER NEVER WATER CRAFT	C ADVLTAX	66.96
PRESUTTI JENNIFER	2018-81372	JENNIFER NEVER WATER CRAFT	C PEN FEE	6.70
PRESUTTI JENNIFER	2018-81372	JENNIFER NEVER WATER CRAFT	CI02ADVLTAX	44.64
PRESUTTI JENNIFER	2018-81372	JENNIFER NEVER WATER CRAFT	CI02PEN FEE	4.46
RITCHIE SARAH A	2017-84462	AGED OUT	C GARNFEE	60.00
SANCHEZ LILIANA JACQUELINE	2018-87952	MH WAS SOLD 12/27/2017	C ADVLTAX	128.38
SANCHEZ LILIANA JACQUELINE	2018-87952	MH WAS SOLD 12/27/2017	C PEN FEE	12.84

SANCHEZ LILIANA JACQUELINE	2018-87952	MH WAS SOLD 12/27/2017	FR04ADVLTX	13.37
SANCHEZ LILIANA JACQUELINE	2018-87952	MH WAS SOLD 12/27/2017	FR04PEN FEE	1.34
SCHOENEMAN JOHN PATRICK	2018-88655		C GARNFEE	30.00
SCOTT GRETCHEN MORRISSETT	2018-88878	SEARAY BOAT LISTED IN FORSYTH	C ADVLTX	316.80
SCOTT GRETCHEN MORRISSETT	2018-88878	SEARAY BOAT LISTED IN FORSYTH	C PEN FEE	31.68
SCOTT GRETCHEN MORRISSETT	2018-88878	SEARAY BOAT LISTED IN FORSYTH	CI02ADVLTX	211.20
SCOTT GRETCHEN MORRISSETT	2018-88878	SEARAY BOAT LISTED IN FORSYTH	CI02PEN FEE	21.12
SLOOP ROBERT J	2016-89890		C SALEFEE	36.00
SLOOP ROBERT J	2016-89890		C SALEFEE	36.00
SMITH JAMES ERIC	2018-92344	DUPLICIATED	C ADVTFEE	1.50
SMITH JAMES PHILLIP	2018-92357	closed his business in 2016	C ADVLTX	74.14
SMITH JAMES PHILLIP	2018-92357	closed his business in 2016	C PEN FEE	7.41
SMITH JAMES PHILLIP	2018-92357	closed his business in 2016	CI02ADVLTX	49.43
SMITH JAMES PHILLIP	2018-92357	closed his business in 2016	CI02PEN FEE	4.94
THOMAS JOSHUA R	2018-98234	RELEASE GR FEE-CHECK BY	C GARNFEE	30.00
THOMPSON RUBY EDDLEMAN	2018-98564		C GARNFEE	120.00
TRAPP GARY L JR	2018-99412	RELEASE GR FEE-SEE CMTS	C GARNFEE	60.00
UROUIA SHANNON JENNIFER	2019-502638	IPP BILLS PAID ON 2011 KIA	C ADVLTX	47.92
UROUIA SHANNON JENNIFER	2019-502638	IPP BILLS PAID ON 2011 KIA	CI02ADVLTX	31.95
WALTON STEVEN WAYNE	2018-103086	duplicate tax on account	C ADVLTX	42.48
WALTON STEVEN WAYNE	2018-103086	duplicate tax on account	C PEN FEE	4.25
WALTON STEVEN WAYNE	2018-103086	duplicate tax on account	CI04ADVLTX	37.17
WALTON STEVEN WAYNE	2018-103086	duplicate tax on account	CI04PEN FEE	3.72
WEANT CHRISTOPHER G	2018-103806		C GARNFEE	30.00
WHEELER DAVID EUGENE	2018-104657		C GARNFEE	60.00
WHEELER REAL ESTATE	2018-104670		C GARNFEE	30.00
WILLIAMS SANDRA DIANE	2017-105180	RELEASE GR FEE-DOUBLE ENTRY	C GARNFEE	60.00
WOODBURY RODNEY	2014-410020	RELEASE GR FEE-DEBT SET OFF	C GARNFEE	60.00
ZEGIL MATTHEW D	2018-108416	2 boats sold 2015 - release	C ADVLTX	72.58
ZEGIL MATTHEW D	2018-108416	2 boats sold 2015 - release	C PEN FEE	7.26
ZEGIL MATTHEW D	2018-108416	2 boats sold 2015 - release	FR07ADVLTX	15.12
ZEGIL MATTHEW D	2018-108416	2 boats sold 2015 - release	FR07PEN FEE	1.52
ZELEDON BERNAL	2018-108428		C ADVTFEE	1.50



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 4/2/2019 9:13:33 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BENTLEY, DIANA LYNN	BENTLEY, DIANA LYNN	BENTLEY, HOWARD HENRY	1606 CHADMORE LN NW	CONCORD, NC 28027	Proration	0031546562	RZJ4468	PENDING	153650931	Refund Generated due to proration on Bill #0031546562-2017-2017-0000-00	Processed in error	03/12/2019	C ADVL	Tax	(\$80.74)	\$0.00	(\$80.74)
													CI02ADVL	Tax	(\$55.37)	\$0.00	(\$55.37)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$136.11	
BHATT, ARPIT PANKAJ	BHATT, ARPIT PANKAJ		1706 S CANNON BLVD	KANNAPOLIS, NC 28083	Proration	0046055870	FLD9485	PENDING	155078253	Refund Generated due to proration on Bill #0046055870-2018-2018-0000-00	Incomplete Doc	03/28/2019	C ADVL	Tax	(\$25.80)	\$0.00	(\$25.80)
													CI04ADVL	Tax	(\$22.57)	\$0.00	(\$22.57)
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$48.37	
BLACKWELDE R, MARK TALBERT	BLACKWELDE R, MARK TALBERT	BLACKWELDE R, KAREN HELMUTH	4866 BENHILL DR	HARRISBURG, NC 28075	Proration	0042265214	HK3321	PENDING	153390069	Refund Generated due to proration on Bill #0042265214-2017-2017-0000-00	Vehicle Sold	03/08/2019	C ADVL	Tax	(\$83.04)	\$0.00	(\$83.04)
													FR19ADVL	Tax	(\$15.60)	\$0.00	(\$15.60)
													CI01ADVL	Tax	(\$18.80)	\$0.00	(\$18.80)
													Refund			\$117.44	
BRADSHAW, MARY RANDOLPH	BRADSHAW, MARY RANDOLPH		3056 BEAK BLVD	CONCORD, NC 28025	Proration	0014327649	ABN6691	PENDING	102943512	Refund Generated due to proration on Bill #0014327649-2017-2017-0000-00	Vehicle Totalled	03/21/2019	C ADVL	Tax	(\$4.61)	\$0.00	(\$4.61)
													FR08ADVL	Tax	(\$0.45)	\$0.00	(\$0.45)
													Refund			\$5.06	
													Refund			\$5.06	
BROWN, ANDREW	BROWN, ANDREW	BROWN, CATHERINE MARIE	4862 ALDRIDGE PL NW	CONCORD, NC 28027	Proration	0032561938	DHH3590	PENDING	154812984	Refund Generated due to proration on Bill #0032561938-2018-2018-0000-00	Vehicle Sold	03/26/2019	C ADVL	Tax	(\$66.86)	\$0.00	(\$66.86)
													CI02ADVL	Tax	(\$44.58)	\$0.00	(\$44.58)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$111.44	
BROWN, KEVIN HUDSON	BROWN, KEVIN HUDSON		4141 CLINE SCHOOL RD	CONCORD, NC 28025	Proration	0039746824	FBJ1144	PENDING	103386044	Refund Generated due to proration on Bill #0039746824-2018-2018-0000-00	Vehicle Sold	03/28/2019	C ADVL	Tax	(\$20.62)	\$0.00	(\$20.62)
													FR01ADVL	Tax	(\$2.86)	\$0.00	(\$2.86)
													Refund			\$23.48	
													Refund			\$23.48	
BROWN, PATRICE	BROWN, PATRICE		986 FOXRUN CIR SE	CONCORD, NC 28025	Proration	0036814473	EKF6954	PENDING	154318347	Refund Generated due to proration on Bill #0036814473-2017-2017-0000-00	Vehicle Sold	03/20/2019	C ADVL	Tax	(\$25.84)	\$0.00	(\$25.84)
													CI02ADVL	Tax	(\$17.72)	\$0.00	(\$17.72)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$43.56	
BURRIS, DIANE MCCANN	BURRIS, DIANE MCCANN		1301 BENNINGTON DR	CONCORD, NC 28027	Proration	0039978733	CBE4109	PENDING	154675941	Refund Generated due to proration on Bill #0039978733-2017-2017-0000-00	Vehicle Sold	03/25/2019	C ADVL	Tax	(\$33.36)	(\$1.93)	(\$35.29)
													CI02ADVL	Tax	(\$22.88)	(\$0.88)	(\$23.76)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$59.05	
CAMPBELL, PAUL DEWITT JR	CAMPBELL, PAUL DEWITT JR	CAMPBELL, SHARON FINK	PO BOX 1282	CONCORD, NC 28026	Proration	0000846671	BFF4951	PENDING	102433940	Refund Generated due to proration on Bill #0000846671-2018-2018-0000-00	Vehicle Sold	03/12/2019	C ADVL	Tax	(\$41.09)	\$0.00	(\$41.09)
													FR16ADVL	Tax	(\$5.88)	\$0.00	(\$5.88)
													Refund			\$46.97	
													Refund			\$46.97	
CARTAGENA, TAMARA ANN	CARTAGENA, TAMARA ANN		2112 HEATHER GLEN LN	CHARLOTTE, NC 28208	Proration	0037770281	EKF7191	PENDING	155078757	Refund Generated due to proration on Bill #0037770281-2017-2017-0000-00	Vehicle Totalled	03/28/2019	C ADVL	Tax	(\$8.00)	\$0.00	(\$8.00)
													CI02ADVL	Tax	(\$5.48)	\$0.00	(\$5.48)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$13.48	
CHAMPION LANDSCAPES INC	CHAMPION LANDSCAPES INC		PO BOX 70	MIDLAND, NC 28107	Adjustment < \$100	0046927216	CJ21938	PENDING	206590716	Refund Generated due to adjustment on Bill #0046927216-2018-2018-0000	Situation error	03/27/2019	C ADVL	Tax	\$0.00	\$0.00	\$0.00
													CI02ADVL	Tax	(\$22.92)	(\$1.14)	(\$24.06)
													CI02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													CI06ADVL	Tax	\$9.55	\$0.48	\$10.03
Refund			\$29.03														
CHAMPION LANDSCAPES INC	CHAMPION LANDSCAPES INC		PO BOX 70	MIDLAND, NC 28107	Adjustment < \$100	0046927752	HR2605	PENDING	206590720	Refund Generated due to adjustment on Bill #0046927752-2018-2018-0000	Situation error	03/27/2019	C ADVL	Tax	\$0.00	(\$0.01)	(\$0.01)
													CI02ADVL	Tax	(\$135.80)	(\$6.79)	(\$142.59)
													CI02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													CI06ADVL	Tax	\$56.58	\$2.83	\$59.41
Refund			\$98.19														
CHAMPION LANDSCAPES INC	CHAMPION LANDSCAPES INC		PO BOX 70	MIDLAND, NC 28107	Adjustment < \$100	0046927730	HR2604	PENDING	206590728	Refund Generated due to adjustment on Bill #0046927730-2018-2018-0000	Situation error	03/27/2019	C ADVL	Tax	\$0.00	\$0.00	\$0.00
													CI02ADVL	Tax	(\$119.96)	(\$6.00)	(\$125.96)
													CI02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													CI06ADVL	Tax	\$49.98	\$2.50	\$52.48
Refund			\$88.48														
CHAMPION LANDSCAPES INC	CHAMPION LANDSCAPES INC		PO BOX 70	MIDLAND, NC 28107	Adjustment < \$100	0046927769	FB3332	PENDING	206590736	Refund Generated due to adjustment on Bill #0046927769-2018-2018-0000	Situation error	03/27/2019	C ADVL	Tax	\$0.00	\$0.00	\$0.00
													CI02ADVL	Tax	(\$82.03)	(\$4.10)	(\$86.13)
													CI02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													CI06ADVL	Tax	\$34.18	\$1.71	\$35.89
Refund			\$65.24														
CHAMPION LANDSCAPES INC	CHAMPION LANDSCAPES INC		PO BOX 70	MIDLAND, NC 28107	Adjustment >= \$100	0046927708	FA5945	PENDING	206590744	Refund Generated due to adjustment on Bill #0046927708-2018-2018-0000	Situation error	03/27/2019	C ADVL	Tax	\$0.00	\$0.00	\$0.00
													CI02ADVL	Tax	(\$167.28)	(\$8.36)	(\$175.64)
													CI02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													CI06ADVL	Tax	\$69.70	\$3.48	\$73.18
Refund			\$117.46														
CHARDONNEN	CHARDONNEN		5530	CONCORD, NC	Proration	0045468708	PKV9836	PENDING	153847914	Refund Generated due to	Vehicle	03/14/2019	C ADVL	Tax	(\$77.49)	\$0.00	(\$77.49)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason Totalled	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
S, VALERIE	S, VALERIE		MONTICELLO DR NW	28027						proration on Bill #0045468708-2018-2018-0000-00			C102ADVL	Tax	(\$51.66)	\$0.00	(\$51.66)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$129.15
CLINARD, DIANE GRIFFIN	CLINARD, DIANE GRIFFIN		7266 THREE SISTERS LN	CONCORD, NC 28027	Proration	0032007731	DJT5658	PENDING	154219872	Refund Generated due to proration on Bill #0032007731-2017-2017-0000-00	Vehicle Sold	03/19/2019	C ADVL	Tax	(\$31.29)	\$0.00	(\$31.29)	
													C104ADVL	Tax	(\$28.16)	\$0.00	(\$28.16)	
													C104ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$59.45
CRAGAN, LESTER HENRY III	CRAGAN, LESTER HENRY III		6683 ERINBROOK DR	CONCORD, NC 28025	Proration	0043979516	FHH1601	PENDING	102358564	Refund Generated due to proration on Bill #0043979516-2018-	Vehicle Sold	03/11/2019	C ADVL	Tax	(\$6.73)	\$0.00	(\$6.73)	
													FR14ADVL	Tax	(\$0.56)	\$0.00	(\$0.56)	
																	Refund	\$7.29
CRAVER, CARRIE CRAVEN	CRAVER, CARRIE CRAVEN		555 LAKE LYNN ROAD	CONCORD, NC 28025	Proration	0034596326	DMW5018	PENDING	103385870	Refund Generated due to proration on Bill #0034596326-2017-	Vehicle Sold	03/28/2019	C ADVL	Tax	(\$22.34)	\$0.00	(\$22.34)	
													FR03ADVL	Tax	(\$1.91)	\$0.00	(\$1.91)	
																	Refund	\$24.25
DAMICO, MICHAEL JOHN	DAMICO, MICHAEL JOHN		2727 TYNDALL DR NW	CONCORD, NC 28027	Adjustment < \$100	0046975892	CL15647	PENDING	154812468	Refund Generated due to adjustment on Bill #0046975892-2018-2018-0000-00	Over Assessment	03/26/2019	C ADVL	Tax	(\$58.25)	\$0.00	(\$58.25)	
													C102ADVL	Tax	(\$38.83)	\$0.00	(\$38.83)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$97.08
DANIEL, TIMOTHY LEE	DANIEL, TIMOTHY LEE		8581 HAYDEN WAY	CONCORD, NC 28025	Proration	0043690280	5F04BP	PENDING	102813096	Refund Generated due to proration on Bill #0043690280-2017-	Vehicle Sold	03/19/2019	C ADVL	Tax	(\$9.55)	\$0.00	(\$9.55)	
													FR14ADVL	Tax	(\$0.82)	\$0.00	(\$0.82)	
																	Refund	\$10.37
DAVELKA, DANA BRIAN	DAVELKA, DANA BRIAN	DAVELKA, DEBORAH ELIZABETH	3415 BURNAGE HALL RD	HARRISBURG, NC 28075	Proration	0014350527	ZVT2996	PENDING	154675686	Refund Generated due to proration on Bill #0014350527-2017-2017-0000-00	Vehicle Sold	03/25/2019	C ADVL	Tax	(\$7.89)	\$0.00	(\$7.89)	
													FR19ADVL	Tax	(\$1.48)	\$0.00	(\$1.48)	
													C101ADVL	Tax	(\$1.79)	\$0.00	(\$1.79)	
																	Refund	\$11.16
DEABLER, HERDIS LEROY	DEABLER, HERDIS LEROY		26 UNION BAY CT SE	CONCORD, NC 28025	Proration	0035382312	XXC2471	PENDING	153944334	Refund Generated due to proration on Bill #0035382312-2017-2017-0000-00	Vehicle Sold	03/15/2019	C ADVL	Tax	(\$21.29)	\$0.00	(\$21.29)	
													C102ADVL	Tax	(\$14.60)	\$0.00	(\$14.60)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$35.89
DEVORE, DIANA WALLS	DEVORE, DIANA WALLS		625 CHADBOURNE AVE NW	CONCORD, NC 28027	Proration	0009295084	PRV1619	PENDING	154104771	Refund Generated due to proration on Bill #0009295084-2018-2018-0000-00	Vehicle Sold	03/18/2019	C ADVL	Tax	(\$5.21)	\$0.00	(\$5.21)	
													C102ADVL	Tax	(\$3.47)	\$0.00	(\$3.47)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$8.68
DIGREGORIO, ANTHONY THOMAS	DIGREGORIO, ANTHONY THOMAS	DIGREGORIO, JENNIFER HELEN ELIZABETH	1558 BRODERICK ST NW	CONCORD, NC 28027	Proration	0014336594	TSA7543	PENDING	153390120	Refund Generated due to proration on Bill #0014336594-2018-2018-0000-00	Vehicle Sold	03/08/2019	C ADVL	Tax	(\$34.78)	\$0.00	(\$34.78)	
													C102ADVL	Tax	(\$23.19)	\$0.00	(\$23.19)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$57.97
FAGGART, NANCY FRIES	FAGGART, NANCY FRIES		139 PALASIDE DR NE	CONCORD, NC 28025	Proration	0018035675	ZVV1761	PENDING	154813152	Refund Generated due to proration on Bill #0018035675-2017-2017-0000-00	Vehicle Sold	03/26/2019	C ADVL	Tax	(\$3.27)	\$0.00	(\$3.27)	
													C102ADVL	Tax	(\$2.24)	\$0.00	(\$2.24)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$5.51
FORTIN, CRAIG MATTHEW	FORTIN, CRAIG MATTHEW		1621 SHADOW CREEK ST NW	CONCORD, NC 28027	Proration	0000824853	52111C	PENDING	152788020	Refund Generated due to proration on Bill #0000824853-2018-2018-0000-00	Vehicle Sold	03/01/2019	C ADVL	Tax	(\$58.33)	\$0.00	(\$58.33)	
													C102ADVL	Tax	(\$38.88)	\$0.00	(\$38.88)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$97.21
GAULT, KEVIN WAYNE	GAULT, KEVIN WAYNE		2364 DRAKE MILL LN SW	CONCORD, NC 28025	Adjustment < \$100	0041611676	FCY5352	PENDING	153389328	Refund Generated due to adjustment on Bill #0041611676-2018-2018-0000-00	Mileage	03/08/2019	C ADVL	Tax	(\$37.37)	\$0.00	(\$37.37)	
													C102ADVL	Tax	(\$24.91)	\$0.00	(\$24.91)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$62.28
GLOVER, GARY NEIL JR	GLOVER, GARY NEIL JR	GLOVER, SHANA RENEE	1585 TRIPPETT ST NW	CONCORD, NC 28027	Proration	0034957701	CFV6175	PENDING	155226648	Refund Generated due to proration on Bill #0034957701-2017-2017-0000-00	Processed in error	03/29/2019	C ADVL	Tax	(\$25.57)	\$0.00	(\$25.57)	
													C102ADVL	Tax	(\$17.53)	\$0.00	(\$17.53)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$43.10
GOPU, RAJSHEKAR REDDY	GOPU, RAJSHEKAR REDDY		1137 SANDY BOTTOM DR NW	CONCORD, NC 28027	Proration	0028253323	ZXT5081	PENDING	153944664	Refund Generated due to proration on Bill #0028253323-2017-2017-0000-00	Tag Surrender	03/15/2019	C ADVL	Tax	(\$21.24)	\$0.00	(\$21.24)	
													C102ADVL	Tax	(\$14.57)	\$0.00	(\$14.57)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$35.81
GROFF, MICHAEL JOHN	GROFF, MICHAEL JOHN	GROFF, GREGORY MICHAEL	7521 PLUMCREST LN	HARRISBURG, NC 28075	Proration	0045376730	ZXF3460	PENDING	102813324	Refund Generated due to proration on Bill #0045376730-2018-	Vehicle Sold	03/19/2019	C ADVL	Tax	(\$36.15)	\$0.00	(\$36.15)	
													C101ADVL	Tax	(\$17.82)	\$0.00	(\$17.82)	
																	Refund	\$53.97
HALL, JOHN FRANCIS	HALL, JOHN FRANCIS		7305 SAGEBRUSH CIR	CONCORD, NC 28025	Proration	0014323003	XZP6156	PENDING	103208458	Refund Generated due to proration on Bill #0014323003-2017-	Vehicle Sold	03/26/2019	C ADVL	Tax	(\$1.39)	\$0.00	(\$1.39)	
													FR14ADVL	Tax	(\$0.12)	\$0.00	(\$0.12)	
																	Refund	\$1.51
HARRIS, HARRIS,	HARRIS, HARRIS,		4326	CHARLOTTE,	Proration	0009846363	NVN3088	PENDING	102202348	Refund Generated due to	Vehicle Sold	03/07/2019	C ADVL	Tax	(\$24.94)	\$0.00	(\$24.94)	



North Carolina Vehicle Tax System

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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
WILLIAM THOMAS	WILLIAM THOMAS		APPALOOSA LN	NC 28215						proration on Bill #0009846363-2018-			FR07ADVL	Tax	(\$5.20)	\$0.00	(\$5.20)
																	Refund \$30.14
HOLBROOKS, LINDLEY BROWN JR	HOLBROOKS, LINDLEY BROWN JR		657 PROPSTON ST NW	CONCORD, NC 28025	Proration	0000800454	WB4C00	PENDING	154105668	Refund Generated due to proration on Bill #0000800454-2018-2018-0000-00	Vehicle Sold	03/18/2019	C ADVL	Tax	(\$25.81)	\$0.00	(\$25.81)
													CI02ADVL	Tax	(\$17.20)	\$0.00	(\$17.20)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$43.01
HOLSTON, CALANDRA HELNEASHA	HOLSTON, CALANDRA HELNEASHA		7022 WINTER GARDEN DR	CONCORD, NC 28025	Proration	0019641756	CDM9337	PENDING	102259900	Refund Generated due to proration on Bill #0019641756-2017-	Vehicle Sold	03/08/2019	C ADVL	Tax	(\$4.11)	\$0.00	(\$4.11)
													FR02ADVL	Tax	(\$0.59)	\$0.00	(\$0.59)
																	Refund \$4.70
HOSTETTLER, GORDON LEEBERT II	HOSTETTLER, GORDON LEEBERT II		4780 COVINGTON DR	CONCORD, NC 28027	Proration	0018002415	RVN3844	PENDING	153847443	Refund Generated due to proration on Bill #0018002415-2017-2017-0000-00	Vehicle Sold	03/14/2019	C ADVL	Tax	(\$13.67)	\$0.00	(\$13.67)
													CI02ADVL	Tax	(\$9.37)	\$0.00	(\$9.37)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$23.04
IACOVIDES, TASOS I	IACOVIDES, TASOS I		28 JOHN ST	NEW CITY, NY 10956	Proration	0037412812	DEL9542	PENDING	155226477	Refund Generated due to proration on Bill #0037412812-2017-2017-0000-00	Reg. Out of state	03/29/2019	C ADVL	Tax	(\$8.10)	\$0.00	(\$8.10)
													CI02ADVL	Tax	(\$5.55)	\$0.00	(\$5.55)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$13.65
KAISER, RANDALL SCOTT	KAISER, RANDALL SCOTT		3185 OLD AIRPORT RD	CONCORD, NC 28025	Proration	0000900302	AHB1839	PENDING	102812830	Refund Generated due to proration on Bill #0000900302-2018-	Reg. Out of state	03/19/2019	C ADVL	Tax	(\$13.78)	\$0.00	(\$13.78)
													FR03ADVL	Tax	(\$1.15)	\$0.00	(\$1.15)
																	Refund \$14.93
KEZIAH, CHRISTOPHER DAVIS	KEZIAH, CHRISTOPHER DAVIS		411 KNOLLWOOD DR	KANNAPOLIS, NC 28083	Proration	0039748679	0873EU	PENDING	154105149	Refund Generated due to proration on Bill #0039748679-2018-2018-0000-00	Vehicle Sold	03/18/2019	C ADVL	Tax	(\$84.29)	\$0.00	(\$84.29)
													CI04ADVL	Tax	(\$73.76)	\$0.00	(\$73.76)
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$158.05
KOLBE, CHARLES EDWARD	KOLBE, CHARLES EDWARD		5589 FLOWES STORE RD	CONCORD, NC 28025	Adjustment < \$100	0046783437	FME5991	PENDING	102498882	Refund Generated due to adjustment on Bill #0046783437-2018-	SLVG or RBLT TTL	03/13/2019	C ADVL	Tax	(\$31.86)	\$0.00	(\$31.86)
													FR04ADVL	Tax	(\$3.32)	\$0.00	(\$3.32)
																	Refund \$35.18
LACEY, JEREMY LEONARD	LACEY, JEREMY LEONARD		5912 FIRETHORNE LN	CONCORD, NC 28025	Adjustment < \$100	0045104711	FJN2000	PENDING	102358160	Refund Generated due to adjustment on Bill #0045104711-2018-	Military	03/11/2019	C ADVL	Tax	(\$13.61)	\$0.00	(\$13.61)
													FR04ADVL	Tax	(\$1.42)	\$0.00	(\$1.42)
																	Refund \$15.03
LANGER, STEVEN MICHAEL	LANGER, STEVEN MICHAEL	LANGER, CARLA SMITH	2210 OAKHURST CT	KANNAPOLIS, NC 28081	Proration	0032294103	HF2076	PENDING	153847437	Refund Generated due to proration on Bill #0032294103-2017-2017-0000-00	Vehicle Sold	03/14/2019	C ADVL	Tax	(\$34.67)	\$0.00	(\$34.67)
													CI04ADVL	Tax	(\$31.20)	\$0.00	(\$31.20)
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$65.87
LASARSO, WILLIAM JOSEPH	LASARSO, WILLIAM JOSEPH		7938 FLOWES STORE RD	CONCORD, NC 28025	Proration	0000768591	CH7125	PENDING	102629680	Refund Generated due to proration on Bill #0000768591-2018-	Vehicle Sold	03/15/2019	C ADVL	Tax	(\$18.78)	\$0.00	(\$18.78)
													FR14ADVL	Tax	(\$1.57)	\$0.00	(\$1.57)
																	Refund \$20.35
LINGERFELT, WILLIAM ROGER	LINGERFELT, WILLIAM ROGER		6034 DOGWOOD BLVD	KANNAPOLIS, NC 28081	Proration	0014299098	NPB2344	PENDING	154675725	Refund Generated due to proration on Bill #0014299098-2017-2017-0000-00	Vehicle Sold	03/25/2019	C ADVL	Tax	(\$5.60)	\$0.00	(\$5.60)
													CI04ADVL	Tax	(\$5.04)	\$0.00	(\$5.04)
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$10.64
LONG, KIMBERLY MARIE	LONG, KIMBERLY MARIE		9210 PHELPS RD	MOUNT PLEASANT, NC 28124	Proration	0045277667	JJ7945	PENDING	102434244	Refund Generated due to proration on Bill #0045277667-2018-	Vehicle Sold	03/12/2019	C ADVL	Tax	(\$182.83)	\$0.00	(\$182.83)
													FR16ADVL	Tax	(\$26.15)	\$0.00	(\$26.15)
																	Refund \$208.98
LOVILL, JOHNNY FRANKLIN	LOVILL, JOHNNY FRANKLIN	LOVILL, DONNA DAGENHART	8033 ALTACREST DR	CONCORD, NC 28027	Proration	0000774300	YPY2760	PENDING	102736628	Refund Generated due to proration on Bill #0000774300-2018-	Vehicle Sold	03/18/2019	C ADVL	Tax	(\$27.48)	\$0.00	(\$27.48)
													FR11ADVL	Tax	(\$2.59)	\$0.00	(\$2.59)
																	Refund \$30.07
LYONS, PATRICIA ANN	LYONS, PATRICIA ANN		7156 BOVINE LN	HARRISBURG, NC 28075	Proration	0044305727	FHH2582	PENDING	102358850	Refund Generated due to proration on Bill #0044305727-2018-	Vehicle Sold	03/11/2019	C ADVL	Tax	(\$107.14)	\$0.00	(\$107.14)
													CI01ADVL	Tax	(\$52.83)	\$0.00	(\$52.83)
																	Refund \$159.97
MARLOWE, CHARLES ALAN	MARLOWE, CHARLES ALAN		5235 PETERSBURG DR	CONCORD, NC 28027	Proration	0018007954	RZJ2511	PENDING	102060744	Refund Generated due to proration on Bill #0018007954-2017-	Vehicle Sold	03/05/2019	C ADVL	Tax	(\$19.90)	\$0.00	(\$19.90)
													FR11ADVL	Tax	(\$1.93)	\$0.00	(\$1.93)
																	Refund \$21.83
MCDERMOTT, BRIAN PATRICK	MCDERMOTT, BRIAN PATRICK		3410 STREAMSIDE DR	DAVIDSON, NC 28036	Proration	0044823777	FJP5450	PENDING	153537531	Refund Generated due to proration on Bill #0044823777-2018-2018-0000-00	Vehicle Sold	03/11/2019	C ADVL	Tax	(\$12.85)	\$0.00	(\$12.85)
													CI04ADVL	Tax	(\$11.25)	\$0.00	(\$11.25)
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$24.10
MCGAHA, PATRICIA FREEMAN	MCGAHA, PATRICIA FREEMAN		3575 POPLAR TENT RD	CONCORD, NC 28027	Proration	0014295132	BBB1668	PENDING	155078586	Refund Generated due to proration on Bill #0014295132-2017-2017-0000-00	Vehicle Sold	03/28/2019	C ADVL	Tax	(\$1.56)	\$0.00	(\$1.56)
													CI02ADVL	Tax	(\$1.07)	\$0.00	(\$1.07)
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
																	Refund \$2.63
MILLER, STEPHEN RAY	MILLER, STEPHEN RAY		18 EARL AVE NE	CONCORD, NC 28025	Proration	0046349601	FBJ1867	PENDING	153651081	Refund Generated due to proration on Bill	Vehicle Sold	03/12/2019	C ADVL	Tax	(\$14.52)	\$0.00	(\$14.52)
													CI02ADVL	Tax	(\$9.68)	\$0.00	(\$9.68)



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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
										#0046349601-2018-2018-0000-00			C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$24.20
MORRIS, FABER HOYET JR	MORRIS, FABER HOYET JR		802 OAK EMBERS DR SE	CONCORD, NC 28025	Proration	0031214201	EAW3276	PENDING	152970648	Refund Generated due to proration on Bill #0031214201-2017-2017-0000-00	Vehicle Sold	03/04/2019	C ADVL	Tax	(\$6.57)	\$0.00	(\$6.57)	
													C102ADVL	Tax	(\$4.51)	\$0.00	(\$4.51)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$11.08
MULCAHY, MICHELLE MOONEY	MULCAHY, MICHELLE MOONEY		4416 TRIUMPH DR SW	CONCORD, NC 28027	Proration	0026060057	L0VMYLAB	PENDING	154220271	Refund Generated due to proration on Bill #0026060057-2017-2017-0000-00	Vehicle Sold	03/19/2019	C ADVL	Tax	(\$8.95)	\$0.00	(\$8.95)	
													C102ADVL	Tax	(\$6.14)	\$0.00	(\$6.14)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$15.09
MY THREE KIDS ENTERTAINMENT INC	MY THREE KIDS ENTERTAINMENT INC		10419 OLDE IVY WY	CHARLOTTE, NC 28262	Proration	0046055904	FR6103	PENDING	153944925	Refund Generated due to proration on Bill #0046055904-2018-2018-0000-00	Processed in error	03/15/2019	C ADVL	Tax	(\$204.70)	\$0.00	(\$204.70)	
													C102ADVL	Tax	(\$136.47)	\$0.00	(\$136.47)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$341.17
NEASE, DANIEL RAY	NEASE, DANIEL RAY		6107 VANDERHORST DR	CONCORD, NC 28025	Adjustment < \$100	0046714986	CL15585	PENDING	102498880	Refund Generated due to adjustment on Bill #0046714986-2018-	Over Assessment	03/13/2019	C ADVL	Tax	(\$74.02)	\$0.00	(\$74.02)	
													FR04ADVL	Tax	(\$7.71)	\$0.00	(\$7.71)	
																	Refund	\$81.73
NORTON, HENRY THEODORE	NORTON, HENRY THEODORE	NORTON, PATRICIA ONEAL	8720 HIGH RIDGE LN	CONCORD, NC 28027	Proration	0018006113	WV5844	PENDING	103385630	Refund Generated due to proration on Bill #0018006113-2017-	Vehicle Sold	03/28/2019	C ADVL	Tax	(\$1.92)	\$0.00	(\$1.92)	
													FR11ADVL	Tax	(\$0.19)	\$0.00	(\$0.19)	
																	Refund	\$2.11
OGUNYOMI, LASUNKANMI DOYIN	OGUNYOMI, LASUNKANMI DOYIN		646 CENTRAL DR NW	CONCORD, NC 28027	Proration	0044835297	JJ7713	PENDING	154105455	Refund Generated due to proration on Bill #0044835297-2018-2018-0000-00	Vehicle Sold	03/18/2019	C ADVL	Tax	(\$12.64)	\$0.00	(\$12.64)	
													C102ADVL	Tax	(\$8.43)	\$0.00	(\$8.43)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$21.07
OKANE, PAUL VINCENT III	OKANE, PAUL VINCENT III		1873 RHINELAND CT	MOUNT PLEASANT, NC 28124	Proration	0027915096	DBF2354	PENDING	102564922	Refund Generated due to proration on Bill #0027915096-2018-	Vehicle Sold	03/14/2019	C ADVL	Tax	(\$41.74)	\$0.00	(\$41.74)	
													C103ADVL	Tax	(\$29.28)	\$0.00	(\$29.28)	
																	Refund	\$71.02
ORTIZ, MIGUEL ANGEL	ORTIZ, MIGUEL ANGEL	RAMOS, EDNA IVETTE	306 DAKOTA ST	KANNAPOLIS, NC 28083	Proration	0038435148	EDZ4174	PENDING	153092106	Refund Generated due to proration on Bill #0038435148-2018-2018-0000-00	Reg. Out of state	03/05/2019	C ADVL	Tax	(\$137.28)	\$0.00	(\$137.28)	
													C104ADVL	Tax	(\$120.12)	\$0.00	(\$120.12)	
													C104ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$257.40
ORTIZ, MIGUEL ANGEL	ORTIZ, MIGUEL ANGEL	RAMOS, EDNA IVETTE	306 DAKOTA ST	KANNAPOLIS, NC 28083	Proration	0043817729	BBY2064	PENDING	153092097	Refund Generated due to proration on Bill #0043817729-2018-2018-0000-00	Reg. Out of state	03/05/2019	C ADVL	Tax	(\$103.92)	\$0.00	(\$103.92)	
													C104ADVL	Tax	(\$90.93)	\$0.00	(\$90.93)	
													C104ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$194.85
ORTIZ, MIGUEL ANGEL	ORTIZ, MIGUEL ANGEL		306 DAKOTA ST	KANNAPOLIS, NC 28083	Proration	0000915766	PRM2762	PENDING	153092061	Refund Generated due to proration on Bill #0000915766-2018-2018-0000-00	Vehicle Sold	03/05/2019	C ADVL	Tax	(\$15.82)	\$0.00	(\$15.82)	
													C104ADVL	Tax	(\$13.84)	\$0.00	(\$13.84)	
													C104ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$29.66
OTERO, LUIS ANGEL	OTERO, LUIS ANGEL		234 LAVERNE DR SW	CONCORD, NC 28025	Proration	0046590309	ZYH3975	PENDING	153199905	Refund Generated due to proration on Bill #0046590309-2018-2018-0000-00	Vehicle Sold	03/06/2019	C ADVL	Tax	(\$42.72)	(\$2.13)	(\$44.85)	
													C102ADVL	Tax	(\$28.48)	(\$1.43)	(\$29.91)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$74.76
PALAVARAPU, VINAY REDDY	PALAVARAPU, VINAY REDDY	DAREDDY, VASANTHA LAXMI	1288 TRANQUILITY PIONT AV	CONCORD, NC 28027	Proration	0043715457	FFX8237	PENDING	153847908	Refund Generated due to proration on Bill #0043715457-2018-2018-0000-00	Vehicle Sold	03/14/2019	C ADVL	Tax	(\$84.94)	\$0.00	(\$84.94)	
													C102ADVL	Tax	(\$56.63)	\$0.00	(\$56.63)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$141.57
PARKER, CARL BRADLEY	PARKER, CARL BRADLEY		4807 HICKORY LAKE LANE	MATTHEWS, NC 28105	Proration	0000826701	ZNH3469	PENDING	154317624	Refund Generated due to proration on Bill #0000826701-2018-2018-0000-00	Vehicle Sold	03/20/2019	C ADVL	Tax	(\$4.80)	\$0.00	(\$4.80)	
													C102ADVL	Tax	(\$3.20)	\$0.00	(\$3.20)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$8.00
PAYNE, CHARLES RANDALL	PAYNE, CHARLES RANDALL	PAYNE, ANN GRAY	705 SHELL CREEK CIRCLE	N MYRTLE BEACH, NC 29582	Proration	0043149859	FEH1588	PENDING	155078568	Refund Generated due to proration on Bill #0043149859-2017-2017-0000-00	Reg. Out of state	03/28/2019	C ADVL	Tax	(\$50.61)	\$0.00	(\$50.61)	
													C102ADVL	Tax	(\$34.70)	\$0.00	(\$34.70)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$85.31
PICKETT, RICKEY WAYNE	PICKETT, RICKEY WAYNE	PICKETT, LISA HOOPER	909 TARTAN LN NW	CONCORD, NC 28027	Proration	0000922043	AJF8317	PENDING	153537960	Refund Generated due to proration on Bill #0000922043-2018-2018-0000-00	Vehicle Sold	03/11/2019	C ADVL	Tax	(\$66.58)	\$0.00	(\$66.58)	
													C102ADVL	Tax	(\$44.38)	\$0.00	(\$44.38)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$110.96
POLONYFIS, JOHN RAY	POLONYFIS, JOHN RAY		3225 WESTRIDGE LN SW	CONCORD, NC 28027	Proration	0008516943	PCV5212	PENDING	154812939	Refund Generated due to proration on Bill #0008516943-2018-2018-0000-00	Vehicle Sold	03/26/2019	C ADVL	Tax	(\$26.51)	\$0.00	(\$26.51)	
													C102ADVL	Tax	(\$17.68)	\$0.00	(\$17.68)	
													C102ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$44.19



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Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
RACEHEAD PERFORMANC E, LLC	RACEHEAD PERFORMANC E, LLC		8018 MYINT LN NW STE 100	CONCORD, NC 28027	Proration	0044981486	FCL4990	PENDING	155227407	Refund Generated due to proration on Bill #0044981486-2018-2018-0000-00	Vehicle Sold	03/29/2019	C ADVL	Tax	(\$52.49)	\$0.00	(\$52.49)
													Ci02ADVL	Tax	(\$34.99)	\$0.00	(\$34.99)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$67.48	
RATLEDGE, EARL RICHARD JR	RATLEDGE, EARL RICHARD JR		1220 PRESSLEY DOWNS DR SE	CONCORD, NC 28025	Proration	0000812120	ALC5952	PENDING	152788569	Refund Generated due to proration on Bill #0000812120-2018-2018-0000-00	Vehicle Sold	03/01/2019	C ADVL	Tax	(\$65.94)	\$0.00	(\$65.94)
													Ci02ADVL	Tax	(\$43.96)	\$0.00	(\$43.96)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$109.90	
ROBINSON, STACEY NICOLE	ROBINSON, STACEY NICOLE		4201 WELLS RIDGE CT	CHESTER, VA 23831	Proration	0045705965	PAF8058	PENDING	153389649	Refund Generated due to proration on Bill #0045705965-2018-2018-0000-00	Reg. Out of state	03/08/2019	C ADVL	Tax	(\$162.12)	\$0.00	(\$162.12)
													Ci02ADVL	Tax	(\$108.08)	\$0.00	(\$108.08)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$270.20	
RODRIGUEZ CRUZ, EVANGELINA	RODRIGUEZ CRUZ, EVANGELINA		326 OFFICE DR SW	CONCORD, NC 28027	Proration	0046092229	FLE4637	PENDING	154415346	Refund Generated due to proration on Bill #0046092229-2018-2018-0000-00	Vehicle Sold	03/21/2019	C ADVL	Tax	(\$19.80)	\$0.00	(\$19.80)
													Ci02ADVL	Tax	(\$13.20)	\$0.00	(\$13.20)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$33.00	
ROOKS, FAYE FISHER	ROOKS, FAYE FISHER		8044 EAGLE DR	MOUNT PLEASANT, NC 28124	Proration	0000807028	ZZY5950	PENDING	103484532	Refund Generated due to proration on Bill #0000807028-2018-	Processed in error	03/29/2019	C ADVL	Tax	(\$84.60)	\$0.00	(\$84.60)
													Ci03ADVL	Tax	(\$59.34)	\$0.00	(\$59.34)
													Refund			\$143.94	
SEAY, RICHARD SPENCER	SEAY, RICHARD SPENCER		4150 POPLAR TENT RD	CONCORD, NC 28027	Proration	0044439362	FJT1918	PENDING	152970501	Refund Generated due to proration on Bill #0044439362-2018-2018-0000-00	Vehicle Sold	03/04/2019	C ADVL	Tax	(\$143.01)	\$0.00	(\$143.01)
													Ci02ADVL	Tax	(\$95.34)	\$0.00	(\$95.34)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$238.35	
SHOEMAKER, JAMES WALTER JR	SHOEMAKER, JAMES WALTER JR		357 HOUSTON ST NE	CONCORD, NC 28025	Proration	0031860987	ECJ4246	PENDING	155227299	Refund Generated due to proration on Bill #0031860987-2017-2017-0000-00	Vehicle Sold	03/29/2019	C ADVL	Tax	(\$2.52)	\$0.00	(\$2.52)
													Ci02ADVL	Tax	(\$1.73)	\$0.00	(\$1.73)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$4.25	
SHORE, ELLEN GREEN	SHORE, ELLEN GREEN		2761 LAMPLIGHTER DR	KANNAPOLIS, NC 28081	Proration	0021046167	Z XK6586	PENDING	153389853	Refund Generated due to proration on Bill #0021046167-2017-2017-0000-00	Vehicle Sold	03/08/2019	C ADVL	Tax	(\$39.30)	\$0.00	(\$39.30)
													Ci04ADVL	Tax	(\$35.37)	\$0.00	(\$35.37)
													Ci04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$74.67	
SHUE, BOBBY FRANKLIN	SHUE, BOBBY FRANKLIN		1544 DAYBREAK RDG	KANNAPOLIS, NC 28081	Proration	0040431800	CF70117	PENDING	154317894	Refund Generated due to proration on Bill #0040431800-2017-2017-0000-00	Vehicle Sold	03/20/2019	C ADVL	Tax	(\$70.50)	\$0.00	(\$70.50)
													Ci04ADVL	Tax	(\$63.45)	\$0.00	(\$63.45)
													Ci04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$133.95	
SHUE, BOBBY FRANKLIN	SHUE, BOBBY FRANKLIN		1544 DAYBREAK RDG	KANNAPOLIS, NC 28081	Proration	0035033440	EA9820	PENDING	154317909	Refund Generated due to proration on Bill #0035033440-2017-2017-0000-00	Vehicle Sold	03/20/2019	C ADVL	Tax	(\$15.05)	\$0.00	(\$15.05)
													Ci04ADVL	Tax	(\$13.54)	\$0.00	(\$13.54)
													Ci04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$28.59	
SHUMAKER, JAMES WALTER SR	SHUMAKER, JAMES WALTER SR		357 HOUSTON ST NE	CONCORD, NC 28025	Proration	0000848473	AJX1719	PENDING	155227302	Refund Generated due to proration on Bill #0000848473-2018-2018-0000-00	Vehicle Sold	03/29/2019	C ADVL	Tax	(\$9.00)	\$0.00	(\$9.00)
													Ci02ADVL	Tax	(\$6.00)	\$0.00	(\$6.00)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$15.00	
SPINDANGER, ALVIN TOM JR	SPINDANGER, ALVIN TOM JR		1516 LITTLE FALLS DR	CONCORD, NC 28025	Proration	0000803078	ZSB7564	PENDING	102132952	Refund Generated due to proration on Bill #0000803078-2017-	Vehicle Sold	03/06/2019	C ADVL	Tax	(\$29.03)	\$0.00	(\$29.03)
													FR14ADVL	Tax	(\$2.49)	\$0.00	(\$2.49)
													Refund			\$31.52	
STONE, JESSICA LEIGH	STONE, JESSICA LEIGH		4316 CAMDEN AVE	KANNAPOLIS, NC 28081	Proration	0018037951	PPF7874	PENDING	102878486	Refund Generated due to proration on Bill #0018037951-2017-	Vehicle Sold	03/20/2019	C ADVL	Tax	(\$25.64)	\$0.00	(\$25.64)
													FR01ADVL	Tax	(\$2.93)	\$0.00	(\$2.93)
													Refund			\$28.57	
SUKUMAR, SARAVANAN	SUKUMAR, SARAVANAN		11091 RIVER OAKS DR NW	CONCORD, NC 28027	Proration	0018016264	AEL4890	PENDING	155226627	Refund Generated due to proration on Bill #0018016264-2017-2017-0000-00	Vehicle Sold	03/29/2019	C ADVL	Tax	(\$15.61)	\$0.00	(\$15.61)
													Ci02ADVL	Tax	(\$10.70)	\$0.00	(\$10.70)
													Ci02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$26.31	
TANNER, JAMES MICHAEL	TANNER, JAMES MICHAEL		12070 MOUNT OLIVE RD	GOLD HILL, NC 28071	Adjustment < \$100	0046629407	HP3305	PENDING	203717568	Refund Generated due to adjustment on Bill #0046629407-2018-2018-0000	Situation error	03/01/2019	C ADVL	Tax	\$0.00	\$0.00	\$0.00
													Ci02ADVL	Tax	(\$3.84)	\$0.00	(\$3.84)
													Ci02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)
													FR17ADVL	Tax	\$0.64	\$0.00	\$0.64
Refund			\$18.20														
TOLER, JENELLE	TOLER, JENELLE		2101 COLDWATER LN, APT 2115	KANNAPOLIS, NC 28083	Proration	0044349913	FCL3273	PENDING	153944469	Refund Generated due to proration on Bill #0044349913-2017-2017-0000-00	Vehicle Sold	03/15/2019	C ADVL	Tax	(\$16.83)	(\$1.14)	(\$17.97)
													Ci04ADVL	Tax	(\$15.15)	(\$0.46)	(\$15.61)
													Ci04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00
													Refund			\$33.58	
TOLER,	TOLER,		2101	KANNAPOLIS,	Proration	0045605060	FLD3604	PENDING	153944460	Refund Generated due to	Vehicle Sold	03/15/2019	C ADVL	Tax	(\$59.40)	(\$2.97)	(\$62.37)



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Report Date 4/2/2019 9:13:33 AM

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change	
JENELLE	JENELLE		COLDWATER LN, APT 2115	NC 28083						proration on Bill #0045605060-2018-2018-0000-00			CI04ADVL	Tax	(\$51.97)	(\$2.60)	(\$54.57)	
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$116.94
TRANT, AMELIA ROBINSON	TRANT, AMELIA ROBINSON		4756 SHIRE CT	HARRISBURG, NC 28075	Proration	0029458761	ADT7212	PENDING	154219251	Refund Generated due to proration on Bill #0029458761-2017-2017-0000-00	Vehicle Sold	03/19/2019	C ADVL	Tax	(\$1.20)	\$0.00	(\$1.20)	
													FR19ADVL	Tax	(\$0.22)	\$0.00	(\$0.22)	
													CI01ADVL	Tax	(\$0.27)	\$0.00	(\$0.27)	
																	Refund	\$1.69
TURNER, DEBRA PAIGE	TURNER, DEBRA PAIGE		2639 DANBURY CIR NW	CONCORD, NC 28027	Proration	0045092570	PKV9534	PENDING	155227017	Refund Generated due to proration on Bill #0045092570-2018-2018-0000-00	Vehicle Sold	03/29/2019	C ADVL	Tax	(\$23.37)	\$0.00	(\$23.37)	
													CI02ADVL	Tax	(\$15.59)	\$0.00	(\$15.59)	
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$38.96
TYRRELL, MATTHEW ANTHONY	TYRRELL, MATTHEW ANTHONY		1407 CHADMORE LN NW	CONCORD, NC 28027	Proration	0023817056	ZNJ5260	PENDING	153848019	Refund Generated due to proration on Bill #0023817056-2018-2018-0000-00	Vehicle Sold	03/14/2019	C ADVL	Tax	(\$34.24)	\$0.00	(\$34.24)	
													CI02ADVL	Tax	(\$22.82)	\$0.00	(\$22.82)	
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$57.06
VAYE, TEEWON TEE-BOY	VAYE, TEEWON TEE-BOY		1556 MOSS CREEK DR	HARRISBURG, NC 28075	Proration	0032555386	FJN3860	PENDING	102629744	Refund Generated due to proration on Bill #0032555386-2018-	Vehicle Sold	03/15/2019	C ADVL	Tax	(\$38.35)	\$0.00	(\$38.35)	
													CI01ADVL	Tax	(\$18.91)	\$0.00	(\$18.91)	
																	Refund	\$57.26
VOSBURGH, NATALIE RUTH	VOSBURGH, NATALIE RUTH		806 ORIOLE LN	CONCORD, NC 28025	Proration	0034523930	CDC9192	PENDING	103484536	Refund Generated due to proration on Bill #0034523930-2018-	Vehicle Sold	03/29/2019	C ADVL	Tax	(\$32.51)	\$0.00	(\$32.51)	
													FR16ADVL	Tax	(\$4.65)	\$0.00	(\$4.65)	
																	Refund	\$37.16
WEAVER, BENJAMIN KYLE	WEAVER, BENJAMIN KYLE	WEAVER, RACHAEL ZDANIEWICZ	1 BUFFALO AVE NW APT 80	CONCORD, NC 28025	Proration	0043788236	FAJ8098	PENDING	154515003	Refund Generated due to proration on Bill #0043788236-2018-2018-0000-00	Vehicle Totalled	03/22/2019	C ADVL	Tax	(\$80.08)	\$0.00	(\$80.08)	
													CI02ADVL	Tax	(\$53.38)	\$0.00	(\$53.38)	
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$133.46
WERTZ, MICHAEL TROY	WERTZ, MICHAEL TROY	WERTZ, ERIKA CHRISTINE SCHNABEL	662 SYLVAN ST SW	CONCORD, NC 28025	Proration	0042256881	EMW2654	PENDING	153199791	Refund Generated due to proration on Bill #0042256881-2017-2017-0000-00	Vehicle Sold	03/06/2019	C ADVL	Tax	(\$137.34)	(\$7.16)	(\$144.50)	
													CI02ADVL	Tax	(\$94.17)	(\$4.41)	(\$98.58)	
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$243.08
WIGGINS, STEPHANIE LYNN	WIGGINS, STEPHANIE LYNN		94 CUMBERLAND CT SW	CONCORD, NC 28025	Proration	0043793510	PHB6986	PENDING	154219881	Refund Generated due to proration on Bill #0043793510-2018-2018-0000-00	Reg. Out of state	03/19/2019	C ADVL	Tax	(\$55.92)	\$0.00	(\$55.92)	
													CI02ADVL	Tax	(\$37.28)	\$0.00	(\$37.28)	
													CI02ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$93.20
WILKES, HAVIES JR	WILKES, HAVIES JR		218 N LITTLE TEXAS RD	KANNAPOLIS, NC 28083	Adjustment < \$100	0041265128	FCX2703	PENDING	153537249	Refund Generated due to adjustment on Bill #0041265128-2018-2018-0000-00	SLVG or RBLT TTL	03/11/2019	C ADVL	Tax	(\$9.33)	\$0.00	(\$9.33)	
													CI04ADVL	Tax	(\$8.15)	\$0.00	(\$8.15)	
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$17.48
WILLIAM WHITAKER MOOSE JR REVOCABLE LIVING TRST	WILLIAM WHITAKER MOOSE JR REVOCABLE LIVING TRST	MOOSE, WILLIAM WHITAKER JR	2051 MOUNT PLEASANT RDS	MOUNT PLEASANT, NC 28124	Adjustment >= \$100	0045870078	FKS8601	PENDING	204867388	Refund Generated due to adjustment on Bill #0045870078-2018-2018-0000	Situs error	03/12/2019	C ADVL	Tax	\$0.00	\$0.00	\$0.00	
													CI02ADVL	Tax	(\$310.56)	\$0.00	(\$310.56)	
													CI02ADVL	Vehicle Fee	(\$15.00)	\$0.00	(\$15.00)	
													FR16ADVL	Tax	\$66.64	\$0.00	\$66.64	
																	Refund	\$258.92
ZARECOR, BRIAN KEITH	ZARECOR, BRIAN KEITH		507 COOK ST	KANNAPOLIS, NC 28083	Adjustment >= \$100	0046996348	CL15281	PENDING	154943064	Refund Generated due to adjustment on Bill #0046996348-2018-2018-0000-00	Over Assessment	03/27/2019	C ADVL	Tax	(\$57.38)	\$0.00	(\$57.38)	
													CI04ADVL	Tax	(\$50.21)	\$0.00	(\$50.21)	
													CI04ADVL	Vehicle Fee	\$0.00	\$0.00	\$0.00	
																	Refund	\$107.59
																	Refund Total	\$6580.69

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

New Business

SUBJECT:

County Manager - On Behalf of A.C.E. Academy Regarding the Issuance of Charter School Revenue Bonds - Public Hearing 6:30 p.m.

BRIEF SUMMARY:

A public hearing is needed on behalf of A.C.E. Academy for them to fulfill the requirements of Section 147(f) of the Internal Revenue Codes of 1986 in regards to the issuance of charter school revenue bonds by the Wisconsin Public Finance Authority.

REQUESTED ACTION:

Hold a public hearing on behalf of A.C.E. Academy.

Motion to approve the resolution authorizing the bonds.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Richard M. Koch, County Attorney

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a New Business item.

ATTACHMENTS:

- ▣ Resolution
- ▣ Public Hearing Notice - Newspaper
- ▣ Public Hearing Notice - Website

**RESOLUTION APPROVING THE ISSUANCE BY THE PUBLIC FINANCE
AUTHORITY OF ITS CHARTER SCHOOL REVENUE AND REFUNDING BONDS
(A.C.E. ACADEMY PROJECT) IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO
EXCEED \$7,000,000**

WHEREAS, A.C.E. Academy Foundation, LLC, a North Carolina limited liability company (the "Borrower"), whose sole member is A.C.E. Academy (the "School"), a North Carolina nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), has requested that the Public Finance Authority, a public authority existing under the laws of the State of Wisconsin (the "Authority"), issue its Charter School Revenue and Refunding Bonds (A.C.E. Academy Project), in one or more series or issuances as part of a plan of finance (the "Bonds"), in an aggregate principal amount not to exceed \$7,000,000, and loan the proceeds thereof to the Borrower, for the following purposes: (a) financing the acquisition of an educational facility located at 7807 Caldwell Road, Harrisburg, North Carolina 28075, in the Town of Harrisburg, Cabarrus County, North Carolina (the "Facility"), (b) funding certain capital improvements to the Facility and working capital or operating needs of the Borrower or the Facility, (c) refinancing certain existing indebtedness relating to the Facility, (d) funding any required reserve funds for the Bonds, and (e) paying the costs of issuance of the Bonds (collectively, the "Project");

WHEREAS, the Facility and the related capital improvements shall be owned by the Borrower and leased to and operated by the School;

WHEREAS, pursuant to Section 147(f) of the Code, prior to their issuance, the Bonds are required to be approved by the "applicable elected representative" of a governmental unit having jurisdiction over the area in which the Project is or will be located, after a public hearing held following reasonable public notice;

WHEREAS, pursuant to laws under which the Authority was formed, prior to their issuance, bonds issued by the Authority must be approved by the governing body or highest ranking executive or administrator of the political jurisdiction within whose boundaries the Project is or will be located;

WHEREAS, the Board of Commissioners (the "Board") of the County of Cabarrus, North Carolina (the "County") is the "applicable elected representative" of the County under the Code for the Project located within the County;

WHEREAS, the Borrower has requested that the Board approve the Authority's issuance of the Bonds and the financing and refinancing of the Project located within the County in order to satisfy the requirements of Section 147(f) of the Code;

WHEREAS, the Borrower has requested that the Board approve the financing and refinancing of the Project and the issuance of the Bonds in order to satisfy the requirements of the laws under which the Authority was formed for issuing the Bonds;

WHEREAS, the Board has this day held a public hearing regarding the Authority's issuance of the Bonds and the financing and refinancing of the Project, as evidenced by the Certificate and Summary of Public Hearing attached hereto as Exhibit A, and now desires to approve the Authority's issuance of the Bonds and the financing and refinancing of the Project in accordance with the Code and the laws under which the Authority was formed;

WHEREAS, the Bonds shall not be deemed to constitute a debt of the County or a pledge of the faith and credit of the County, but shall be special limited obligations of the Authority payable solely from

the loan repayments to be made by the Borrower to the Authority, and shall contain on the face thereof a statement to the effect that the County has no liability whatsoever for the repayment of the Bonds, and that neither the faith and credit nor the taxing power of the County is pledged to the payment of the principal of or interest on the Bonds; and

WHEREAS, the Board has determined that approval of the issuance of the Bonds is to satisfy the requirements of the Code and of the Authority, and shall in no event constitute an endorsement of the Bonds, the Project or the creditworthiness of the Borrower, nor shall such approval in any event be construed to obligate the County for the payment of the principal of or premium or interest on the Bonds or for the performance of any pledge, mortgage or obligation or agreement of any kind whatsoever which may be undertaken by the Authority, or to constitute the Bonds or any of the agreements or obligations of the Authority an indebtedness of the County, within the meaning of any constitutional or statutory provision whatsoever;

BE IT RESOLVED by the Board of Commissioners of the County of Cabarrus, as follows:

Section 1. The Board hereby approves the Authority's issuance of the Bonds in an aggregate principal amount not to exceed \$7,000,000 and the financing or refinancing of the Project.

Section 2. The County has no responsibility for the payment of the principal of or interest on the Bonds or for any costs incurred by the Borrower with respect to the Bonds or the Project, and the Bonds do not constitute a debt or pledge of the faith and credit of the County. The approval of the issuance of the Bonds does not constitute an endorsement to a prospective purchaser of the Bonds of the creditworthiness of the Borrower or the School, the feasibility of the Project or the credit quality of the Bonds.

Section 3. The approval of the issuance of the Bonds contained in this resolution is independent of any other approval or approvals by the Board that may be required in connection with the Project (the "Additional Approvals"), and nothing contained in this resolution shall be construed to imply that any such Additional Approvals will be granted or to bind the County in any way with respect to any Additional Approvals.

Section 4. This resolution is effective immediately on its passage.

Adopted this 15th day of April, 2019.

Stephen M. Morris, Chairman
Board of Commissioners

ATTEST:

Lauren Linker
Clerk to the Board

STATE OF NORTH CAROLINA)
)
COUNTY OF CABARRUS) ss:

I, Lauren Linker, Clerk to the Board of Commissioners of the County of Cabarrus, North Carolina, **DO HEREBY CERTIFY** that the foregoing is a true copy of so much of the proceedings of the Board of Commissioners of the County of Cabarrus, North Carolina at a regular meeting held on April 15, 2019, as it relates to the adoption of a resolution entitled " **RESOLUTION APPROVING THE ISSUANCE BY THE PUBLIC FINANCE AUTHORITY OF ITS CHARTER SCHOOL REVENUE AND REFUNDING BONDS (A.C.E. ACADEMY PROJECT) IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$7,000,000**" and the holding of a public hearing related thereto, and that said proceedings will be recorded in the minutes of the Board of Commissioners of the County of Cabarrus, North Carolina.

WITNESS my hand and the seal of the County of Cabarrus, North Carolina, this the __ day of April, 2019.

Lauren Linker
Clerk to the Board of Commissioners
County of Cabarrus, North Carolina

(SEAL)

EXHIBIT A
Certificate and Summary

The undersigned Clerk of the Board of Commissioners of the County of Cabarrus, North Carolina, hereby certifies:

1. Notice of a public hearing (the "Hearing") to be held on April 15, 2019, with respect to the issuance of Bonds by the Public Finance Authority (the "Authority") for the benefit of A.C.E. Academy Foundation, LLC was published on March 29, 2019, in the *Independent Tribune*. A copy of the Affidavit of Publication of such notice is attached hereto.

2. The presiding officer of the Hearing was _____.

3. The following is a list of the names and addresses of all persons who spoke at the Hearing:

4. The following is a summary of the oral comments made at the Hearing:

IN WITNESS WHEREOF, my hand and the seal of the County of Cabarrus, this __ day of _____, 2019.

Clerk to the Board of Commissioners
County of Cabarrus, North Carolina

[SEAL]

THE INDEPENDENT TRIBUNE

March 29, 2019

**NOTICE OF PUBLIC HEARING
BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF CABARRUS, NORTH CAROLINA
WITH RESPECT TO CHARTER SCHOOL REVENUE AND REFUNDING BONDS
(A.C.E. ACADEMY PROJECT)
TO BE ISSUED BY THE PUBLIC FINANCE AUTHORITY
IN AN AMOUNT NOT TO EXCEED \$7,000,000**

Notice is hereby given that on April 15, 2019, a public hearing, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), will be held by the Board of Commissioners of the County of Cabarrus, North Carolina (the "Board") with respect to the proposed issuance by the Public Finance Authority (the "Authority"), a commission organized under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended (the "Act"), of its Charter School Revenue and Refunding Bonds (A.C.E. Academy Project), in one or more series or issuances as part of a plan of finance (the "Bonds"), in an amount not to exceed \$7,000,000. The hearing will commence at 6:30 p.m., or as soon thereafter as the matter can be heard, and will be held in the Commissioners Meeting Room, Cabarrus County Governmental Center, 65 Church Street S., Concord, North Carolina 28025.

The Bonds are expected to be issued pursuant to the Act by the Authority, and the proceeds from the sale of the Bonds will be loaned to A.C.E. Academy Foundation, LLC (the "Borrower"), a North Carolina limited liability company, of which A.C.E. Academy (the "School"), a North Carolina non-profit corporation and an organization described in Section 501(c)(3) of the Code, is the sole member, and used for the following purposes: (a) financing the acquisition of an educational facility located at 7807 Caldwell Road, Harrisburg, North Carolina 28075, in the Town of Harrisburg, Cabarrus County, North Carolina (the "Facility"), (b) funding certain capital improvements to the Facility and working capital or operating needs of the Borrower or the Facility, (c) refinancing certain existing indebtedness relating to the Facility, (d) funding any required reserve funds for the Bonds, and (e) paying the costs of issuance of the Bonds (collectively, the "Project"). The Facility will be owned by the Borrower and leased to the School for use and operation as a public charter school.

The Bonds will be special limited obligations of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority, and certain funds and accounts established by the bond indenture for the Bonds. Neither the County, the State of North Carolina nor any political subdivision thereof will have any liability whatsoever for the repayment of the Bonds.

The public hearing will provide an opportunity for all interested persons to express their views, both orally and in writing, on the proposed issuance of the Bonds and the financing and refinancing of the Project. Any person interested in the issuance of the Bonds may appear and be heard or submit written comments. Any person wishing to submit written comments regarding the proposed issuance of the Bonds, the financing and refinancing of the Project or any matter related thereto should do so within 10 days after the date of publication of this notice by mailing such written comments to the Board of Commissioners, c/o Clerk to the Board of Commissioners of the County of Cabarrus, North Carolina, Cabarrus County Governmental Center, 65 Church Street S., Concord, North Carolina 28025. This notice is given pursuant to the provisions of Section 147 of the Code and the Act. Additional information concerning the Project may be obtained from the School at 7807 Caldwell Road, Harrisburg, Cabarrus County, North Carolina 28075.

Clerk to the Board of Commissioners
County of Cabarrus, North Carolina

Publish: March 29, 2019.

FORM OF NOTICE

NOTICE OF PUBLIC HEARING
BY THE BOARD OF COMMISSIONERS
OF THE COUNTY OF CABARRUS, NORTH CAROLINA
WITH RESPECT TO CHARTER SCHOOL REVENUE AND REFUNDING BONDS
(A.C.E. ACADEMY PROJECT)
TO BE ISSUED BY THE PUBLIC FINANCE AUTHORITY
IN AN AMOUNT NOT TO EXCEED \$7,000,000

Notice is hereby given that on April 15, 2019, a public hearing, as required by Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), will be held by the Board of Commissioners of the County of Cabarrus, North Carolina (the "Board") with respect to the proposed issuance by the Public Finance Authority (the "Authority"), a commission organized under and pursuant to the provisions of Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended (the "Act"), of its Charter School Revenue and Refunding Bonds (A.C.E. Academy Project), in one or more series (the "Bonds"), in an amount not to exceed \$7,000,000. The hearing will commence at 6:30 p.m., or as soon thereafter as the matter can be heard, and will be held in the Commissioners Meeting Room, Cabarrus County Governmental Center, 65 Church Street S., Concord, North Carolina 28025.

The Bonds are expected to be issued pursuant to the Act by the Authority, and the proceeds from the sale of the Bonds will be loaned to A.C.E. Academy Foundation, LLC (the "Borrower"), a North Carolina limited liability company, of which A.C.E. Academy (the "School"), a North Carolina nonprofit corporation and an organization described in Section 501(c)(3) of the Code, is the sole member, and used for the purpose of financing and refinancing (a) the acquisition of an educational facility located at 7807 Caldwell Road, Harrisburg, Cabarrus County, North Carolina 28075 (the "Facility") and (b) the acquisition, construction, and equipping of certain capital improvements to the Facility, including without limitation, a gymnasium (collectively, the "Project"), in each case to be owned by the Borrower and leased to and operated by the School.

The Bonds will be special limited obligations of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority, and certain funds and accounts established by the bond indenture for the Bonds. Neither the County, the State of North Carolina nor any political subdivision thereof will have any liability whatsoever for the repayment of the Bonds.

The public hearing will provide an opportunity for all interested persons to express their views, both orally and in writing, on the proposed issuance of the Bonds and the financing and refinancing of the Project. Any person interested in the issuance of the Bonds may appear and be heard or submit written comments. Any person wishing to submit written comments regarding the proposed issuance of the Bonds, the financing and refinancing of the Project or any matter related thereto should do so within 10 days after the date of publication of this notice by mailing such written comments to the Board of Commissioners, c/o Clerk to the Board of Commissioners of the County of Cabarrus, North Carolina, Cabarrus County Governmental Center, 65 Church Street S., Concord, North Carolina 28025. This notice is given pursuant to the provisions of Section 147 of the Code. Additional information concerning the Project may be obtained from the School at 7807 Caldwell Road, Harrisburg, Cabarrus County, North Carolina 28075.

Clerk to the Board of Commissioners
County of Cabarrus, North Carolina

Posted April 2, 2019

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

New Business

SUBJECT:

County Manager - Agreement with Rocky River Road Associates LLC - Public Hearing 6:30 p.m.

BRIEF SUMMARY:

Rocky River Road Associates LLC has requested that Cabarrus County consider entering into an agreement with the LLC and the Town of Harrisburg to help fund public infrastructure. This proposal will require a public hearing.

REQUESTED ACTION:

Hold a public hearing.

Motion to approve an agreement between Rocky River Road Associates LLC and Cabarrus County; and authorize the County Manager to execute the Agreement on behalf of the Board subject to review or revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a New Business item.

ATTACHMENTS:

- ▣ Public Hearing Notice
- ▣ Draft Agreement



**CABARRUS COUNTY
BOARD OF COMMISSIONERS**

**NOTICE OF PUBLIC HEARING
April 15, 2019 – 6:30 P.M.**

Economic Development Investment

Notice is hereby given that the Cabarrus County Board of Commissioners will hold a public hearing at 6:30 p.m. (or as soon thereafter as persons may be heard) on Monday, April 15, 2019, in the Board of Commissioners' Meeting Room, located on the second floor of the Cabarrus County Governmental Center, 65 Church Street SE, Concord, to consider an economic development investment with the Town of Harrisburg and Rocky River Road Associates LLC. The Project is a mixed use development with a projected total investment in Cabarrus County of approximately \$131 million in real property. A reimbursement agreement for public roadway infrastructure improvements through synthetic tax increment financing is requested. The cost of those road improvements will be calculated at no more than \$6 million for purposes of the agreement with an assumed annual interest rate of 5%. The [proposed draft agreement](#) will be available for inspection in the Office of the Clerk to the Board at the Governmental Center.

If reasonable accommodations are needed, please contact the ADA Coordinator at 704-920-2100 at least 48 hours prior to the public hearing.

Lauren Linker, Clerk to the Board

Posted April 3, 2019

STATE OF NORTH CAROLINA

COUNTY OF CABARRUS

INFRASTRUCTURE
REIMBURSEMENT
AGREEMENT

THIS INFRASTRUCTURE REIMBURSEMENT AGREEMENT (“Agreement”) entered into as of this _____ day of _____, 20____, by and between Rocky River Road Associates, LLC, a North Carolina Limited Liability Corporation (“Developer”), the Town of Harrisburg, a North Carolina municipal corporation (“Town”) and Cabarrus County (“County”).

WHEREAS, Developer plans a mixed-use development (“Project”) on property located on Rocky River Road in the area particularly as depicted on the map attached hereto as Exhibit A (the “Property”).

WHEREAS, in order to facilitate traffic flow within and in the general area of the Project, Developer intends to construct the Road Improvements (defined below) in the location shown on the Subdivision Plan;

WHEREAS, the Town considers the development of the Project and other economic development impacts of the Project to be of significant public benefit;

WHEREAS, construction of the Road Improvements would not only facilitate the Project and the economic development benefits that would derive therefrom, it would also expand alternative traffic routes and provide increased connectivity to existing streets and roads in the area;

WHEREAS, the Town is willing to participate in the Project through an infrastructure reimbursement agreement pursuant to N.C. Session Law 2001-329 by reimbursing Developer for the cost of designing and constructing Road Improvements under the terms and conditions set forth in this Agreement;

WHEREAS, the Town has determined that the cost to the Town in reimbursing Developer for designing and constructing Road Improvements is less than it would cost the Town to design and construct the road through a public contract pursuant to G.S. 143-128 *et seq.*

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. Definitions.

“Baseline Tax” refers to the total *ad valorem* real property taxes (excluding municipal service district taxes) levied by the Town on the Property during the Town’s 2019 Fiscal Year, based on the finally determined assessed value of the Property for the Town’s 2019 Fiscal Year.

“Fiscal Year” shall mean the period of time that extends from July 1st to June 30th of the immediately following calendar year. For example, fiscal year 2019 extends from July 1, 2018 to June 30, 2019.

“Force Majeure” means, as applicable, any acts of God, strikes, lockouts or other industrial disturbances, unusual adverse weather conditions, terrorism or other acts of the public enemy, wars, blockades, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, tornadoes, hurricanes, floods, high-water washouts, other matters outside of Developer’s reasonable control.

“Maximum Tax Increment Reimbursement Amount” shall mean up to \$6,000,000, plus cumulative interest at up to 5% per annum, compounded monthly.

“Property” has the meaning set forth in the Recitals hereto.

“Road Improvements” shall mean Farmington Ridge Parkway as shown on Exhibit B, both within the Project site together with all associated improvements, including without limitation, survey and engineering costs, drainage facilities or improvements, utilities, adjacent sidewalks, street lights, planting strips, irrigation, street trees, including Shady Vale Lane and a portion of Dutch Creek Drive as highlighted on Exhibit B, and including signalization of the intersection of Farmington Ridge Parkway and Rocky River Road, and associated improvements to Rocky River Road and Plaza Road Extension as required by the North Carolina Department of Transportation.

“Tax Increment Increase Amount” shall mean for each applicable Fiscal Year, the amount by which (a) the Town’s *ad valorem* taxes levied on the property as shown on Exhibit C, which includes Tax Parcel # 55061407290000, along with Tax Parcels # 55063634200000, 55061394160000, and 55062310830000 at which time these three parcels are properly annexed into the Town, and that have been paid prior to February 1, during such Fiscal Year on the Property exceeds (b) the Baseline Tax.

2. Design and Construction. The Developer shall:

- a. design the Road Improvements;
- b. obtain all necessary regulatory approvals for construction of Road Improvements;

- c. acquire all right-of-way and temporary construction easements necessary for the construction of Road Improvements;

DRAFT

- d. construct the Road Improvements in accordance with all regulatory standards and approvals, including all modifications or improvements required through normal governmental inspection processes; and
 - e. upon completion of the Road Improvements, dedicate or convey, or provide for the dedication or conveyance, to the Town the Road Improvements together with those portions of the right of way thereof located on the Property.
 - f. provide maintenance of Road Improvements for the duration of time there is a TIF balance due to the Developer, but not to exceed Year 14, to specifically include items such as pothole repair, asphalt cracking, curb and gutter damage, and any other items that may affect the integrity of the street infrastructure system.
 - g. provide a construction commitment in an amount adequate to repave all road improvements identified in the Agreement, which the Developer will fund at the completion of Year 14 unless the TIF balance has otherwise been repaid in full by the end of Year 13.
3. Town and County Reimbursement. The Town and County shall reimburse the Developer for the cost of the Road Improvements as follows:
- a. Developer may request a tax increment reimbursement payment on or before February 1 of either the first, second, or third calendar year that begins following the date of final inspection and acceptance by the Town of the Road Improvements as selected by Developer, and Town shall commence making such payments in accordance with the provisions of this Agreement for such year and for each of the eleven calendar years that immediately follow the year when the first reimbursement request is made.
 - b. By March 1 of each calendar year after receiving the reimbursement request pursuant to subsection (b) above, the Town shall make a reimbursement payment to Developer in an amount equal to 90% of the Tax Increment Increase Amount for that Fiscal Year. The parties acknowledge that only one request will be made by Developer to commence the reimbursement payments in the first year and that no further request is needed for the payments in the eleven subsequent years.
 - c. Notwithstanding subsection (c) above, in the Fiscal Year in which the Town's reimbursement payment would, along with the total amount of all previous

reimbursement payments paid pursuant to subsection (c), exceed the Maximum Tax Increment Reimbursement Amount, the Town shall pay the Developer only that amount necessary to make the aggregate tax increment reimbursement payments then paid to Developer, together with the tax increment reimbursement payment then due, equal to the Maximum Tax Increment Reimbursement Amount.

d. The Town's obligation to make reimbursement payments shall terminate upon the earlier of: (i) the Fiscal Year in which total tax increment reimbursement payments equal the Maximum Tax Increment Reimbursement Amount; or (ii) the end of the eleventh Fiscal Year following the first Fiscal Year in which the Town made a reimbursement payment pursuant to the terms of subsection (b) hereof (i.e. after twelve (12) yearly payments).

4. Term. This Agreement shall commence upon execution and shall continue until the Town has made its final reimbursement payment pursuant to Section 3. Notwithstanding the foregoing, the Town may terminate this Agreement if either: (a) commencement of construction of the Road Improvements has not begun by December 31, 2020; or (b) the Road Improvements are not substantially completed in a good and workman-like manner in accordance with all applicable laws and the applicable standards within thirty-six (36) months following commencement, subject, however to a day for day extension of the thirty-six (36) month completion period for *Force Majeure*, as established by Developer to the reasonable satisfaction of the Town. Notwithstanding the foregoing, Developer may terminate this Agreement at any time upon written notice to the Town if in its discretion it decides not to develop the Property or to discontinue such development.

5. Notices. All notices concerning this project should be addressed as follows:

If to the Town: Town of Harrisburg
 Haynes Brigman
 4100 Main Street
 Suite 101
 Harrisburg, NC 28075

If to the County: Cabarrus County
 Mike Downs
 65 Church Street S
 Concord, NC 28025

If to the Developer: Rocky River Road Associates, LLC

James Merrifield
2400 South Boulevard
Suite 300
Charlotte, NC 28203

Each party may change its address for notification purposes by giving the other party written notice of the new address and the date upon which it shall become effective.

6. No Third-Party Rights. This Agreement is entered into by and between the parties hereto for their exclusive benefit. The parties do not intend to create or establish by this Agreement any third-party beneficiary status or rights, and no such third-party shall be entitled to enforce any right of obligation or enjoy any benefit created or established by this Agreement.

7. Binding Effect. This Agreement shall be binding upon, inure to the benefit of and be enforceable by the parties hereto and their respective successors or assigns.

8. Applicable Law. This Agreement shall be enforced, interpreted and construed by and under the laws of the State of North Carolina.

9. Interpretation. Each of the parties hereto has agreed to the use of this particular language of the provisions of this Agreement and any questions of doubtful interpretation shall not be resolved by any rule or interpretation against the drafters, but rather in accordance with the fair meaning thereof, having due regard to the benefits and rights intended to be conferred upon the parties hereto and the limitations and restrictions upon such rights and benefits intended to be provided.

10. Entire Agreement. This Agreement is the entire agreement between the parties with respect to its subject matter and there are no other representations, understandings or agreements between the parties relative to such subject matter. This Agreement supersedes all prior agreements, negotiations, representations and proposals ("prior agreements"), written or oral, except to the extent such prior agreements are incorporated by reference into this Agreement.

11. Amendment. No amendment or modification to the Agreement shall be valid until in writing and signed by both parties to this Agreement.

12. Captions. The captions and headings set forth in this Agreement are for convenience of reference only and shall not be construed as part of this Agreement.

13. Counterparts. This Agreement may be executed in any number of counterparts and

by different parties hereto in separate counterparts, each of which when so executed shall be an original, but all of which shall together constitute one (1) and the same instrument.

IN WITNESS THEREOF, the parties have executed this Agreement as of the date first above written.

ATTEST:

TOWN OF HARRISBURG

Town Clerk

By: _____

Name: _____

Title: _____

DRAFT

ATTEST:

ROCKY RIVER ROAD ASSOCIATES, LLC
By: Crosland Rocky River Road, LLC, Manager
By: Crosland Manager, LLC, its Manager

By: _____

Name: _____

Title: _____

PREAUDIT CERTIFICATION

This instrument has been pre-audited in a manner required by applicable law.

Finance Officer

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

New Business

SUBJECT:

County Manager - Offer to Purchase County Property off Bradford Road

BRIEF SUMMARY:

The Board of Commissioners approved a conditional acceptance of an offer to purchase approximately 4.3 acres of County owned land off of Bradford Road. The individuals that made the offer to purchase submitted the required deposit and the upset bid period was advertised. That upset bid period will end on April 1, 2019. No additional bids were submitted.

REQUESTED ACTION:

Motion to accept the purchase offer from Benjamin and Jennifer Loveland for 4.35 acres of property located on Bradford Road and to authorize the County Manager to sign all required documents subject to review and revision by the County Attorney.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Jonathan B. Marshall, Deputy County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda as a New Business item.

ATTACHMENTS:

- ▣ Upset Bid Advertisement
- ▣ Exhibit A

ADVERTISEMENT FOR UPSET BIDS
SALE OF COUNTY PROPERTY
8235 Bradford Road Concord NC
4.3 acre part of PIN 4692-05-9257
Publish Date: March 20, 2019
Bid Due Date: April 1, 2019 at 4:00 p.m.

The Board of Commissioners of Cabarrus County has authorized the sale by upset bid of the parcel of real estate (the "Property") attached as Exhibit A.

Persons wishing to upset the \$65,250.00 offer that has been received shall submit a sealed bid with their offer to the office of the County Manager within 10 days after the notice of sale is published. A letter containing a qualifying offer must be submitted during the advertised upset period and must include the required 5% deposit. During the 10 day bidding period, the clerk shall open any bids received and the highest such bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

If a qualifying higher bid is received, the County Clerk shall cause a new notice of upset bid to be published, and shall continue to do so until a 10-day period has passed without any qualifying upset bids having been received. At that time, the amount of the final high bid shall be reported to the County Commission.

A qualifying higher bid is one that raises the existing offer by not less than ten percent (10%) of the first \$1,000.00 of that offer and five percent (5%) of the remainder of that offer.

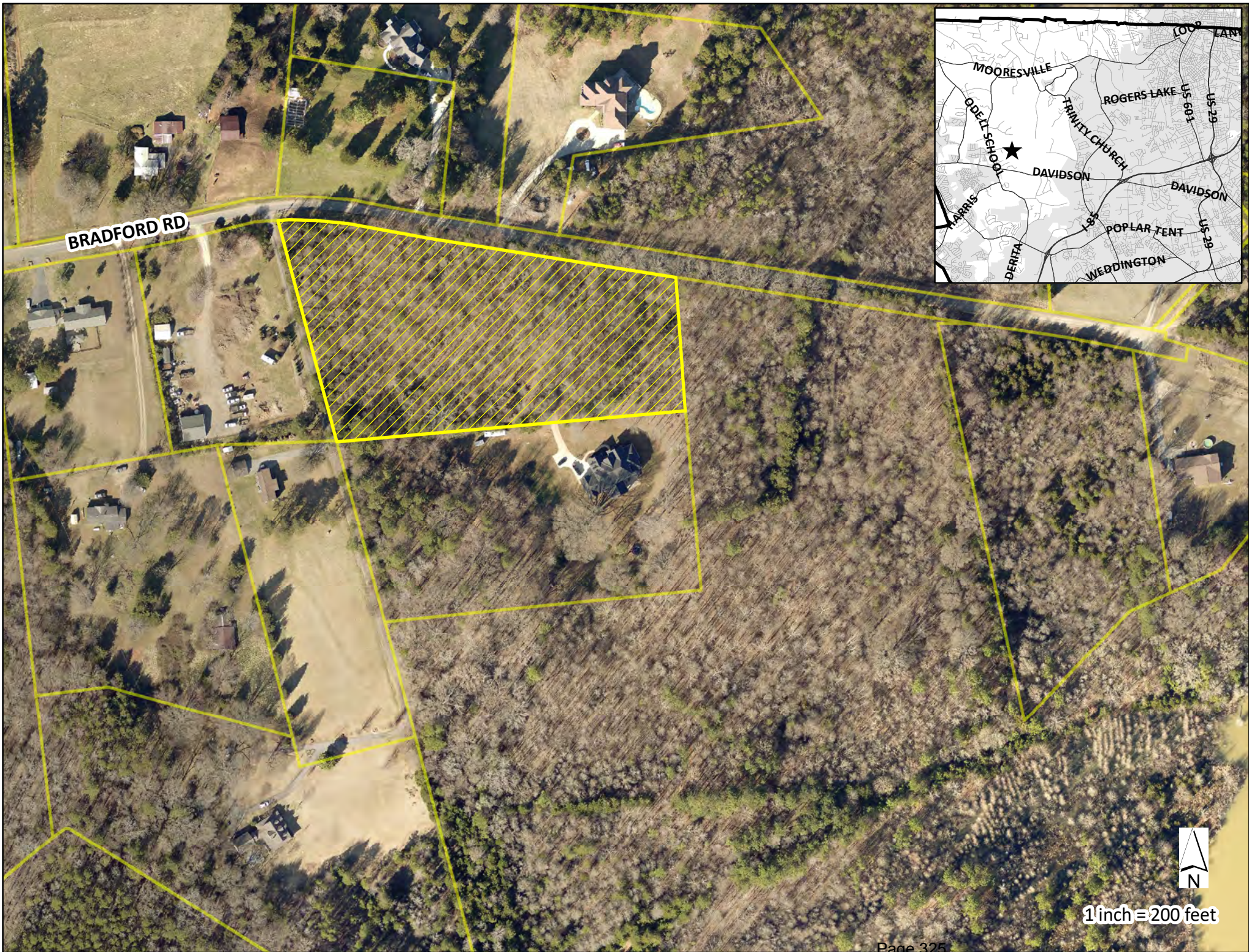
The Board of Commissioners will determine the highest responsible bidder for the Property and may accept the bid at its next regular meeting. The Property is being sold "as is, where is". Bids will remain open and subject to acceptance until the Board of Commissioners awards the bid. For a bid to be considered, it must exceed the current high offer by an amount defined in General Statute 160A-269.

Each bid must be accompanied by a bid deposit of five percent (5%) of the amount of the bid. A bid deposit may take the form of cash, a cashier's check, a certified check, or a surety bond. The deposit of the bidder to whom the award is made will be held until sale of the Property is closed; if that bidder refuses at any time to close the sale, the deposit may be forfeited to the County, according to the terms of the Contract. The deposits of other bidders will be returned at the time the Board of Commissioners awards the Property to the highest responsible bidder.

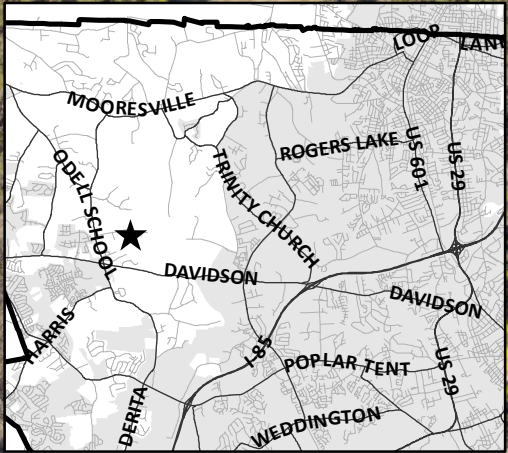
In order for a bid to be considered, the bidder must be current on payment of all property taxes owed to the County.

The County reserves the right to withdraw the Property from sale at any time, the right to reject all bids and the right to treat the high bid as an offer to purchase the Property and advertise the Property for upset bids.

Inquiries about sale of the Property may be made to the County Manager's Office, Second Floor, Cabarrus County Governmental Center, 65 Church Street South, Concord, North Carolina 28025. Inquiries related to the Property should be addressed to Jonathan Marshall, Deputy County Manager, at 704-920-2145 or jbmarshall@cabarruscounty.us.



BRADFORD RD



1 inch = 200 feet

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Reports

SUBJECT:

BOC - Receive Updates From Commission Members who Serve as Liaisons to Municipalities or on Various Boards/Committees

BRIEF SUMMARY:

This time is allotted during regular meetings to receive updates from commission members that serve as liaisons to local municipalities or that serve on various boards/committees, if needed. This opportunity allows the board as a whole to learn more about what is going on with the boards each commissioner is individually involved with.

REQUESTED ACTION:

Receive updates and discuss as needed.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Reports

SUBJECT:

BOC - Request for Applications for County Boards/Committees

BRIEF SUMMARY:

Vacant Positions on the Cabarrus County Boards & Committees are as follows:

Boards & Committees	Vacancies/Expiring/Expired Terms	Term Expiration and/or Position
Active Living & Parks Commission	n/a	*
Adult Care Home Community Advisory Committee	9	**
Agricultural Advisory Board	n/a	*
Animal Protection Advisory Board	1	*
Board of Equalization & Review	n/a	*
Cardinal Innovations Healthcare Solutions Community Oversight Committee	n/a	*
Centralina Workforce Development Board	n/a	*
Charlotte Douglas International Airport Commission	n/a	*
Concord Planning Commission (ETJ)	1	*
Early Childhood Task Force Advisory Board	n/a	*
Harrisburg Fire Advisory Board	n/a	*

Harrisburg Planning & Zoning Board and Board of Adjustment (ETJ)	n/a	*
Home & Community Care Block Grant Committee	1	*
Human Services Advisory Board	n/a	*
Industrial Facilities & Pollution Control Financing Authority	n/a	*
Jury Commission	n/a	*
Juvenile Crime Prevention Council	1	*
Library Board of Trustees	n/a	*
Mental Health Advisory Board	n/a	*
Mt. Pleasant Planning Board & Board of Adjustment	1	Alternate
Nursing Home Community Advisory Board	8	**
Planning & Zoning Commission	2	*
Public Health Authority of Cabarrus County	n/a	*
Region F Aging Advisory Committee	n/a	*
Rowan-Cabarrus Community College Board of Trustees	n/a	*
Senior Centers Advisory Council	n/a	*
Tourism Authority	n/a	*
Transportation Advisory Board	3	*
Water & Sewer Authority of Cabarrus County	n/a	*
Watershed Improvement Commission	1	*
Youth Commission	6	Cox Mill, Jay M. Robinson, Mt. Pleasant, Northwest Cabarrus & At-large high schools

*Term lengths and expirations vary per board roster.

**Initial terms are for one year. Additional terms are for three years.

A description of each board/committee is attached along with an application for appointment. Visit the County's website to complete the online application. For more information, contact the Clerk at 704-920-2109 or go to <https://www.cabarruscounty.us/boards-and-committees>.

REQUESTED ACTION:

Review the aforementioned list of County Boards/Committees for the benefit of the viewing audience and encourage citizens to participate.

EXPECTED LENGTH OF PRESENTATION:

1 Minute

SUBMITTED BY:

Lauren Linker, Clerk to the Board

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- ▢ Boards & Committees Descriptions
- ▢ Concord ETJ Map
- ▢ Harrisburg ETJ Map
- ▢ Application
- ▢ Youth Commission Application

CABARRUS COUNTY

BOARDS, COMMITTEES, COMMISSIONS AND AUTHORITIES

The Cabarrus County Board of Commissioners makes appointments to a number of boards, committees, commissions and authorities. All citizens of Cabarrus County are encouraged to volunteer to serve on these boards/committees. To obtain an application for appointment or for more information, please contact the Clerk to the Board, at the Governmental Center, 65 Church Street, SE, Concord, or call (704) 920-2109. The application may also be downloaded from the County's website at www.cabarruscounty.us.

A listing of the boards/committees is as follows:

ACTIVE LIVING AND PARKS COMMISSION

This commission advises on parks and recreation needs of County residents and assists the Parks Department in planning facilities and operational activities. The 11-member commission includes a representative from each of the 7 planning areas (Concord, Eastern, Kannapolis, Central, Midland, Northwest Cabarrus and Harrisburg), 2 at-large representatives, 1 representative from the Cabarrus School Board and 1 representative from the Kannapolis School Board. Appointments are for terms of three years.

ADULT CARE HOME COMMUNITY ADVISORY COMMITTEE

This committee seeks to maintain the intent of the Adult Care Home Residents Bill of Rights and to promote community involvement with the homes (homes for the aged, family care homes and homes for developmentally disabled adults). Members cannot be employed by an adult care home nor have any financial interest, directly or indirectly, in an adult care home. Immediate family of an adult care home resident in Cabarrus County cannot serve on the committee. Initial appointment is for a term of one year with successive appointments of three-year terms.

AGRICULTURAL ADVISORY BOARD

The Agricultural Advisory Board is designed to implement the provisions of the Voluntary Agricultural District Ordinance. The Board is charged with accepting applications to the voluntary agricultural districts, promoting the enhancement of agriculture in our county, and assisting the Cabarrus County Commissioners with information and positions regarding decisions impacting agricultural production in our county.

ANIMAL PRESERVATION & PROTECTION ADVISORY COMMITTEE

The committee's purposes are outlined as follows: (1) Review current operations of Cabarrus County Animal Control; (2) Provide educational materials in several languages to the Cabarrus County residents on Spay/Neuter, proper feeding, housing and healthcare for pets; (3) Establish a protocol for the availability for low cost spaying and neutering of pets belonging to indigent residents of Cabarrus County. Members serve two-year terms.

BOARD OF EQUALIZATION AND REVIEW

This board: (1) reviews the tax lists of the county for the current year to assure that all property is listed and appraised accurately; (2) hears any property owner's appeal concerning the value assigned to his property (or that of others); and (3) has the authority to make adjustments necessary to bring the valuation into line with the standards established by law. Members serve three-year terms.

CABARRUS COUNTY PLANNING AND ZONING COMMISSION

This commission serves a key role in shaping the future development of the county as it reviews subdivisions, assists in area plans, and makes land use decisions, some of which are forwarded to the Board of Commissioners. The commission also serves as the Board of Adjustment that hears and decides appeals of decisions by the Zoning Enforcement Officer, and grants special use permits/variances. Members include a representative from each of the 7 planning areas (Concord, Midland, Central, Eastern, Harrisburg, Kannapolis and Northwest Cabarrus), 2 at-large representatives and 3 Alternate members. Appointments are for terms of three years.

CARDINAL INNOVATIONS HEALTHCARE SOLUTIONS – Community Oversight Board

By resolution as a result of new legislation, the Boards of County Commissioners of Alamance, Cabarrus, Caswell, Chatham, Davidson, Franklin, Granville, Halifax, Orange, Person, Rowan, Stanly, Union, Vance and Warren Counties agreed to be served by a single Area Authority operating as a Managed Care Organization with a governance structure that will function under existing law, as well as under the new governance legislation. It is in the interest of the public health and welfare to create an Area Authority to operate North Carolina's 1915(b)/(c) Medicaid Waiver as a Managed Care Organization and to manage all public resources that may become available for mental health, intellectual and developmental disabilities, and substance abuse services, including federal block grant funds, federal funding for Medicaid and Health Choice, and all other public funding sources.

The Community Oversight Board (COB) is part of Cardinal Innovations Healthcare Solutions' governance structure. The COB consists of three (3) members from each County, appointed by each County's Board of Commissioners, and will include a County Commissioner or designee, a consumer or family member, and another citizen or stakeholder; and one (1) member from the Local Consumer and Family Advisory Committee, either the Chair or other elected official. Appointments are for terms of three years.

CENTRALINA WORKFORCE DEVELOPMENT BOARD

This group serves as the governing body for a variety of programs and their plans, including the Job Training Partnership Act, Work First (JOBS) welfare and placement programs, the Older Worker Americans Act Job Training and Employment Program, etc. The County Commissioners appoint 4 persons representing Education, Organized Labor and the Private Sector (2) to serve on this six-county, 20-member board. Appointments are for terms of two years.

CONCORD PLANNING AND ZONING COMMISSION

The Commission guides, reviews and regulates land developments within and around the boundaries of the City of Concord. The County Commissioners appoint one member who resides in Concord's extraterritorial jurisdiction area for a term of three years.

HARRISBURG FIRE ADVISORY BOARD

The Harrisburg Fire Advisory Board advises the Town Council, Town Administrator and the Fire Chief on matters of policy, administration and operations. The board tracks the progress of the Harrisburg Fire Department's key objectives as outlined in the annual report, reviews the Department's By-Laws on an annual basis, and recommends changes to the Town Council for final approval.

HARRISBURG PLANNING AND ZONING BOARD

This board reviews, regulates development within and around the boundaries of the Town of Harrisburg and hears and decides on appeals of zoning within the Town's jurisdiction. The County Commissioners appoint one person who resides in the extraterritorial jurisdiction of the Town to serve for a term of three years.

HOME AND COMMUNITY CARE BLOCK GRANT ADVISORY COMMITTEE

This advisory committee assists the Department of Aging with the development of the County Aging Funding Plan through the Home and Community Care Block Grant for Older Adults. The committee is composed of potential public and private providers of aging services, elected county officials, older adults and representatives of other aging interests in the county.

HUMAN SERVICES ADVISORY BOARD

This board is appointed by the Board of Commissioners to advocate, advise and consult regarding services within the Department of Human Services. The board is composed of five members who are appointed for three-year terms.

In the first year of organization, the terms will be staggered with three members appointed to three-year terms and two members appointed to two-year terms.

INDUSTRIAL FACILITIES AND POLLUTION CONTROL FINANCING AUTHORITY

This authority provides for the issuance of revenue bonds to aid in financing (1) industrial and manufacturing facilities which provide job opportunities or better ways to help alleviate unemployment and raise below-average manufacturing wages and (2) pollution control facilities for industries. The 7-member authority meets as needed. Appointments are for terms of six years.

JURY COMMISSION

This commission is responsible for compiling the jury lists for the Courts. The Board of Commissioners appoints one member for a term of two years to the 3-member commission.

JUVENILE CRIME PREVENTION COUNCIL

The council plans for the needs of adjudicated and at-risk youth and assesses the need for delinquency treatment and prevention services in Cabarrus County. The 25-member council is made up of a variety of judicial and public agency representatives as well as seven at-large members. Appointments are for terms of two years.

LIBRARY BOARD OF TRUSTEES

The board advises the County Commissioners on matters relating to the Cabarrus County Library system, including the planning of programs, policies, facilities and budgetary matters.

The seven-member board includes representatives selected from the areas of Concord (one member appointed by the Concord City Council and one member appointed by the County Commissioners), Mt. Pleasant, Harrisburg, Midland, and Kannapolis (2). Appointments are for terms of three years.

MOUNT PLEASANT PLANNING BOARD AND BOARD OF ADJUSTMENT

This board guides, reviews, regulates land development within and around the boundaries of the Town of Mt. Pleasant and hears and decides on appeals of zoning within the Town's jurisdiction. The Board of Commissioners appoints two persons who reside within the Town's extraterritorial jurisdiction area for terms of three years.

NURSING HOME COMMUNITY ADVISORY COMMITTEE

This committee seeks to maintain the intent of the Nursing Home Residents Bill of Rights for those persons residing in nursing homes, works to ensure appropriate conditions within the nursing homes and promotes community involvement with those homes. Members cannot be employed by a nursing home nor have any financial interest, directly or indirectly, in a nursing home. Also, no immediate family of a nursing home resident in Cabarrus County can serve on the committee. Initial appointments are made for terms of one year with successive appointments of three years.

PUBLIC HEALTH AUTHORITY OF CABARRUS COUNTY

The authority seeks to enhance public/private health care partnerships, stabilize county dollars going to support health services, and to provide consolidation and long range planning for health services. It also acts as the local board of health and is charged to protect and promote the public health of the citizens of Cabarrus County. Membership is as follows: Member or designee of the Board of County Commissioners; Member of the Cabarrus County Medical Society; Member of the Cabarrus Physicians Organization; Member or designee of the CMC-NorthEast Medical Center Board of Trustees; and three members from the general public not affiliated with the above organizations, but recommended by the nominees of those organizations.

REGION F AGING ADVISORY COMMITTEE

This committee advises the Centralina Council of Governments (COG) staff and COG Board on area plans for the aging within the nine-county region. County Commissioners appoint three members and one alternate to the 26-member regional committee. The appointments are for terms of two years except for the alternate appointment, which is a one-year term.

ROWAN-CABARRUS COMMUNITY COLLEGE (RCCC) BOARD OF TRUSTEES

This board governs the operation of the community college according to State law. The Cabarrus County Board of Commissioners makes two four-year appointments to the Board of Trustees.

SENIOR CENTERS ADVISORY COUNCIL

The Senior Centers Advisory Council aids in determining senior citizen activities to be provided by the County as well as activities and operations at the senior centers. The council is comprised of 11 members who work closely with the Active Living and Parks Department and Senior Center staff. Appointments are for three-year terms.

TOURISM AUTHORITY

This 9-member board is charged with the development of tourism, tourist-related events, facilities and other activities that serve to increase the amount of tourism in the County. The Board of Commissioners appoints membership as follows: Three members, including a County Commissioner and/or County Manager; three members from recommendations submitted by the Cabarrus County Tourism Authority; and three members from recommendations submitted by the Cabarrus Regional Chamber of Commerce. Appointments are for terms of three years.

TRANSPORTATION ADVISORY BOARD

This board works to advance coordination between the County and human service agencies, to monitor transportation services and to advise the Board on issues related to human service transportation policy matters. Members include representatives from the Department of Social Services, Cabarrus Health Alliance, Department of Aging, Cabarrus EMS, L.I.F.E. Center, Cabarrus Workshop, Healthy Cabarrus, Head Start, Piedmont Behavioral Healthcare and a representative of the visually impaired in the county.

WATER & SEWER AUTHORITY OF CABARRUS COUNTY

The Water and Sewer Authority (WSACC) was established in 1992 by Cabarrus County and the four municipalities for the purpose of planning, constructing, owning, operating and maintaining water and sewer facilities in Cabarrus County. Membership of the board is as follows: two members appointed by Cabarrus County; two members appointed by the City of Concord; two members appointed by the City of Kannapolis; one member appointed by the Town of Harrisburg; one member appointed by the Town of Mt. Pleasant; and one at-large member appointed by Cabarrus County with the advice of the municipalities. Appointments are for terms of three years.

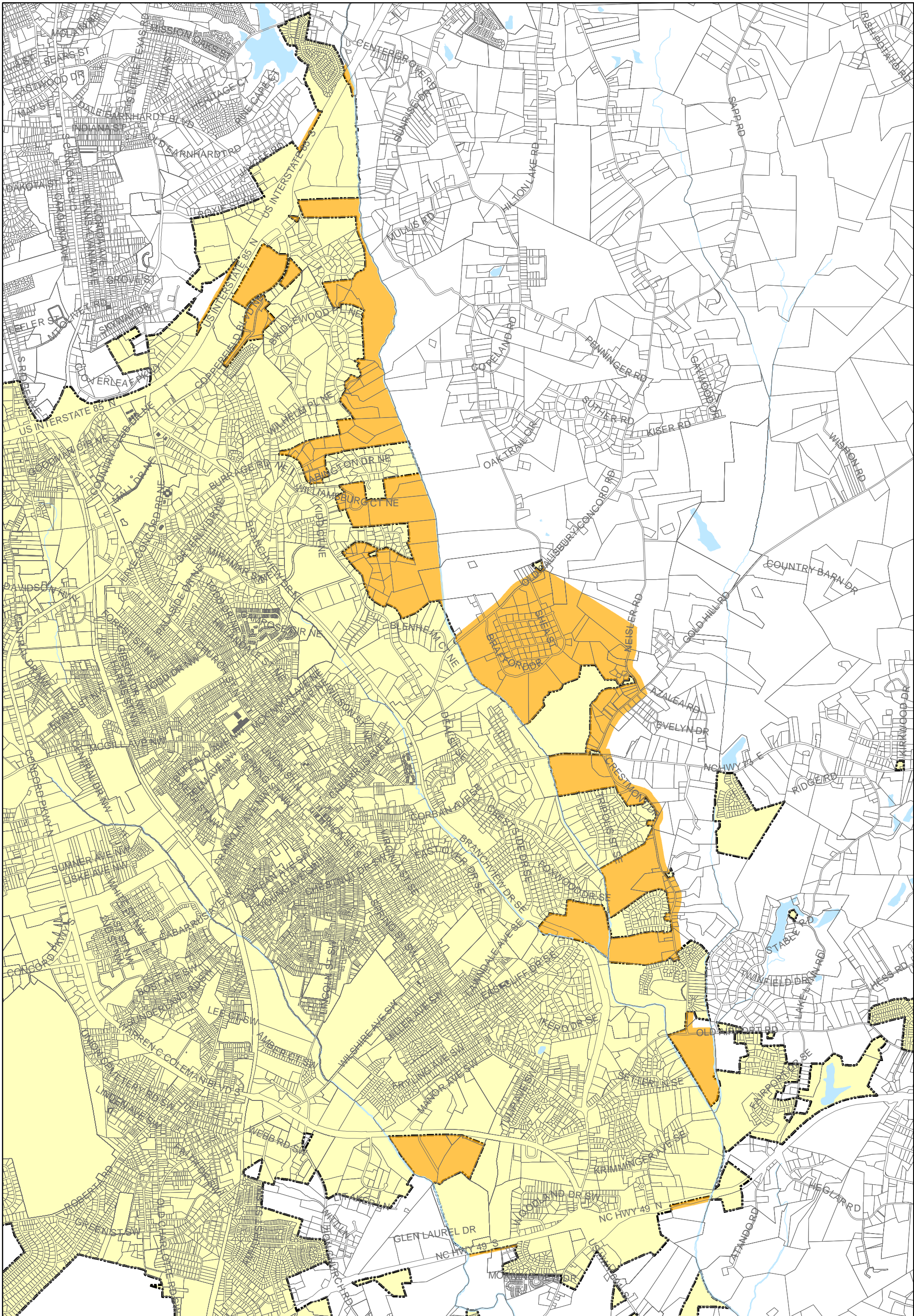
WATERSHED IMPROVEMENT COMMISSION

This 3-member commission works closely with the Cabarrus County Soil and Water Conservation Office and seeks to improve the County's water resources. Activities include efforts to reduce flooding, improve water quality and quantity and to reduce future problems through erosion control, water storage, cover protection, and education. Appointments are for terms of six years.

YOUTH COMMISSION

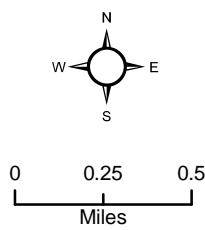
The purpose of the Youth Commission is to provide teens in the community an opportunity to be active citizens. Through experiences and education, youth will be empowered in the community. The Youth Commission will expose teens to county government, allow teens an opportunity to discuss issues, and interact with county commissioners and employees through youth-adult partnerships.

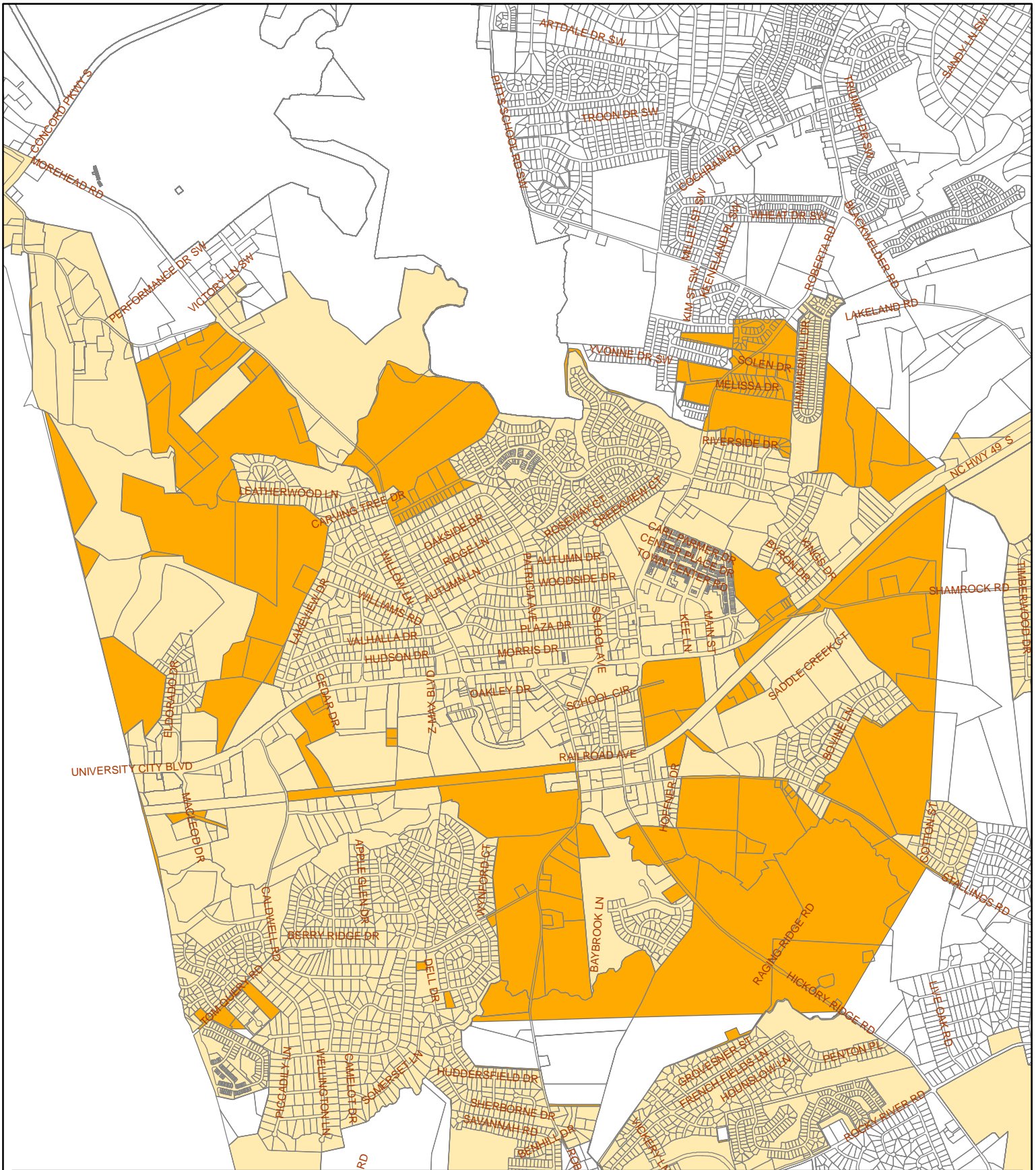
March 5, 2018





**City of Concord
Extraterritorial Jurisdiction (ETJ)**

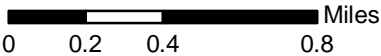
- ETJ
- City of Concord
- Parcels
- Rivers
- Lakes & Ponds





Legend

-  Tax Parcels
-  Harrisburg Municipal Limits
-  Harrisburg ETJ Boundary



**Town of Harrisburg, NC
ETJ Boundary**

Cabarrus County shall not be held liable for any errors in these data. This includes errors of omission, commission, errors concerning the content of the data, and relative and positional accuracy of the data. These data cannot be construed to be a legal document. Primary sources from which these data were compiled must be consulted for verification of information contained within the data.

Map Prepared by Cabarrus County Planning Services, June 2009.

Office Use Only
DATE RECEIVED:

Application for Appointment to Cabarrus County Advisory Boards and Committees

The Cabarrus County Board of Commissioners believes that all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member of one of the County's various advisory boards. If you wish to be considered for appointment to an advisory board, please complete the information below and return it to the CLERK TO THE BOARD OF COMMISSIONERS, P. O. BOX 707, CONCORD, NC 28026-0707, Fax (704) 920-2820. For more information about the various boards, you may contact the Clerk at (704) 920-2109.

Advisory Board(s) / Committee(s) Interested In: (Please list in order of preference)

1. _____
2. _____
3. _____

XXXXXXXXXXXX

Name: _____

Home Address: _____

Mailing Address (if different): _____

City / State / ZIP: _____

Resident of Cabarrus County: Yes No

Telephone: Home: _____ Work: _____

Cell: _____ Fax: _____

Email Address: _____

Occupation: _____

Business Address: _____

City / State / Zip: _____

Do You Have a N. C. Driver's License? Yes No Age (optional): _____

Number hours available per month for this position: _____

Best time of day/or days available: _____

Educational Background: _____

Business and Civic Experience: _____

Areas of Interest / Skills: _____

Other County Boards / Committees / Commissions presently serving on: _____
 _____ Term Expiration Date: _____

Have you ever been charged with and / or convicted of a criminal offense? _____ If so, please explain _____

References

List three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying.

Name	Business / Occupation	Address	Telephone

I understand that this application will be kept on active file for two years and I hereby authorize Cabarrus County to verify all information included in this application. I further understand this application is subject to the N. C. Public Records Law (NCGS 132-1) and may be released upon request. Meetings of the appointed boards and committees are subject to the N. C. Open Meetings Law (NCGS 143-318.10).

_____ Date _____ Signature of the Applicant

**Cabarrus County Youth Commission
Application**

Full Name: _____ M ____ F (check one)

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (home): (____) _____ (cell): (____) _____

E-mail: _____ Date of Birth: _____

Name(s) of Parents or Guardians: _____

High School: _____ Grade: _____

Cumulative High School GPA: _____ Year of Expected Graduation: _____

School groups/clubs/activities in which you participate: _____

List other activities you have been involved in through church, clubs, community, etc. _____

What interests you about being a member of the Youth Commission? _____

What do you hope to accomplish though being a member of the Youth Commission? What do you hope to learn?

Are you available for evening meetings? _____

References:

Name: _____ Phone: _____

Relationship to you: _____

Name: _____ Phone: _____

Relationship to you: _____

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____

Please return this application in person or via mail to:

Lauren Linker
Clerk to the Board
Cabarrus County
P.O. Box 707
Concord, NC 28026-0707
Fax: 704-920-2820
lelinker@cabarruscounty.us



CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Reports

SUBJECT:

County Manager - Monthly Building Activity Reports

BRIEF SUMMARY:

The Board of Commissioners requested monthly reports of building and permit activities including information of plans under review.

REQUESTED ACTION:

For informational purposes. No action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Kelly Sifford, Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- ▣ Report
- ▣ Report

Cabarrus County Construction Standards Dodge Report 3/1/2019-3/31/2019

Jurisdiction: All

New Construction				
Description	Const Code	Buildings	Housing Units	Estimated Cost
Single Family Houses Detached	101	184	184	\$32,282,490.67
Two Family Buildings	103	1	1	\$197,022.00
Manufactured Home (Mobile Homes)	106	4	3	\$27,000.00
Hospitals and Institutional Buildings	323	1	0	\$40,000.00
Schools and Other Educational Buildings	326	1	0	\$15,000.00
Stores and Customer Services	327	1	0	\$84,000.00
Other Nonresidential Buildings	328	20	0	\$199,400.00
Structures Other Than Buildings	329	1	0	\$3,500.00
Other	999	43	0	\$1,000,739.00
Sub Total (New Construction)		256	188	\$33,849,151.67
Addition, Alteration, and Conversion				
Description	Const Code	Buildings	Housing Units	Estimated Cost
Additions, Alterations and Conversions - Residential	434	77	3	\$2,115,630.00
Additions, Alterations and Conversions - Nonresidential and No housekeeping	437	29	0	\$8,882,492.79
Additions of Residential Garages and Carports	438	6	0	\$43,200.00
Sub Total (Addition, Alteration, and Conversion)		112	3	\$11,041,322.79
Demolition of Buildings				
Description	Const Code	Buildings	Housing Units	Estimated Cost
Single Family Houses	645	7	3	\$60,150.00
All Other Buildings and Structures	649	3	0	\$7,000.00
Sub Total (Demolition of Buildings)		10	3	\$67,150.00
Grand Total		378	194	\$44,957,624.46

Cabarrus County Commercial Building Plan Review Summary

Begin Date: 3/1/2019 through End Date: 3/31/2019

File Date	Address	Application Name	Description	Est Cost	Est Sq Ft	
BU2019-00568	3/1/2019	8111 CONCORD MILLS BLVD CONCORD, NC 28027	RATZLAFF CONSTRUCTION LLC	Fire Damage Repair, between bath and body works and Off Broadway.	\$25,000	0
BU2019-00577	3/1/2019	5825 THUNDER RD NW CONCORD, NC 28027	PRIME RETAIL SERVICES, INC.	Replace/reconfigure entertainment department, relocate/install photo lab	\$145,350	12,513
BU2019-00593	3/4/2019	150 WOLF MEADOW DR SW CONCORD, NC 28027	REGINALD HEDGEPEETH	Wolf Meadow Shade 36x36 Custom Shade Design - Square Hip Shade 36' x 36' x 10.5' Entry Height. 10' Above Surfacing Material. (4) Columns On Base Plates	\$90,000	0
BU2019-00596	3/5/2019	6595 HUDSPETH RD CONCORD, NC 28075	FOXX CONTRACTING	10 X 16 FT EXTENSION OF ROOF LINE AT THE REAR OF BUILDING	\$25,000	160
BU2019-00599	3/5/2019	6811 BELT RD CONCORD, NC 28027	JAMES R VANNOY & SONS CONSTRUCTION	INSTALL WASH BAY, UPFIT ELECTRIC, PLUMBING, AND HVAC, UPFIT FIRE SYSTEM	\$600,000	32,799
BU2019-00603	3/5/2019	2241 SPIDER DR NE B CONCORD, NC 28083	CASCO SIGNS INC	Install two(2) 2' x 8'-10.375" illuminated channel letter sets on raceways	\$30,000	0
BU2019-00621	3/6/2019	6811 BELT RD CONCORD, NC 28027	SIGN SYSTEM, INC	remove wall sign/install new wall sign install ground sign	\$15,000	0
BU2019-00636	3/7/2019	700 PITTS SCHOOL RD NW CONCORD, NC 28027	WINDSOR CONTRACTINC, LLC	Meadows Corporate Park -- Foundations, Slabs, Tilt Wall Panels, Structural Steel Frame, and TPO Membrane Roof	\$18,174,170	112,000
BU2019-00667	3/8/2019	8111 CONCORD MILLS BLVD CONCORD, NC 28027	HORIZON RETAIL CONST INC	Minor Interior tenant improvement	\$420,000	1,801
BU2019-00677	3/11/2019	4101 MAIN ST HARRISBURG, NC 28075	JAMES R VANNOY & SONS CONSTRUCTION	Construction is structural steel with metal stud framing and brick/EIFS vener. There is HVAC, Fire Protection, plumbing and electrical with the shell construction.	\$13,870,000	0
BU2019-00678	3/11/2019	4101 MAIN ST HARRISBURG, NC 28075	JAMES R VANNOY & SONS CONSTRUCTION	Complete upfit of Suite 200 on second floor of 24,000sf shell building.	\$4,930,000	0
BU2019-00689	3/12/2019	2940 DERITA RD CONCORD, NC 28027	CASCO SIGNS INC	INSTALL 2 TENANT PANELS IN EXISTING MONUMENT FRAME, ONE WALL SIGN ON REAR OF TENANT SPACE	\$4,000	39
BU2019-00692	3/12/2019	21 CARPENTER CT NW CONCORD, NC 28027	CASCO SIGNS INC	Install one (1) 245 SF wall sign	\$50,000	0
BU2019-00694	3/12/2019	100 WEST AVE KANNAPOLIS, NC 28081	CASCO SIGNS INC	288" X 432" open air freestanding canopy to stand at 174' OAH	\$125,000	864
BU2019-00725	3/13/2019	4939 NC HWY 49 S HARRISBURG, NC 28075	INUNISON INC.	2411 sf alteration to existing space. Installation of commercial cooking equipment and hood in place of existing. No change of use.	\$70,000	2,400
BU2019-00730	3/14/2019	4324 REPUBLIC CT NW CONCORD, NC 28027		Accessory Building	\$65,000	1,144
BU2019-00738	3/14/2019	1534 TRINITY CHURCH RD CONCORD, NC 28027	IKES CONSTRUCTION INC	ROOF REPAIR	\$90,000	0

Cabarrus County Commercial Building Plan Review Summary

Begin Date: 3/1/2019 through End Date: 3/31/2019

BU2019-00753	3/18/2019	8815 CHRISTENBURY PKWY 20 CONCORD, NC 28027	SOUTHWESTERN SERVICES	New interior tenant build out for a dental office. Layout will consist of reception, waiting, consultation rooms and other areas associated with general dentistry. This build will include nonbearing metal stud framed walls with Gypsum Board finish. MEP with fully functional HVAC, Plumbing and Electrical systems. Dental office uses local anesthesia and will not have full sedation or ambulatory requirements, all customers can leave at free will (non-ambulatory care). There is no med gas delivery system or rated system enclosures.	\$1,391,040	0
BU2019-00760	3/18/2019	165 BRUMLEY AVE NE CONCORD, NC 28025		Adding a natural gas generator to an existing cell tower compound	\$92,500	0
BU2019-00762	3/18/2019	575 PLEASANT AVE KANNAPOLIS, NC 28081	INFINITY CONTRACTORS INC	Adding standby diesel generator to existing cell site	\$92,500	0
BU2019-00771	3/19/2019	700 DERITA RD CONCORD, NC 28027		Spec office upfit in exst. tilt concrete shell including walls, ceilings, finishes, warehouse lighting, panels & plumbing fixtures	\$1,500,000	2,300
BU2019-00786	3/19/2019	357 CONCRESCERE PKWY KANNAPOLIS, NC 28083	WAYNE BROTHERS	Approx 900 sf mezzanine addition in existing warehouse.	\$575,000	900
BU2019-00787	3/19/2019	8111 CONCORD MILLS BLVD CONCORD, NC 28027	L & L CONSTRUCTION	TENANT IMPROVEMENTS TO EXISTING FOOD COURT SPACE TO ACCOMMODATE NEW RESTAURANT INCLUDING ARCHITECTURAL, ELECTRICAL, MECHANICAL AND PLUMBING WORK	\$275,000	0
BU2019-00808	3/21/2019	1810 MOOSE RD KANNAPOLIS, NC 28083		Commercial Upfit	\$300,000	0
BU2019-00810	3/21/2019	70 CHURCH ST N CONCORD, NC 28025	Mark Hermans	we want to add a new glass door to the front of the building. This would improve the access.	\$12,500	0
BU2019-00811	3/21/2019	938 OLD CHARLOTTE RD SW CONCORD, NC 28027	RICKY W. LISK	INSTALL PRE-FAB 30' X 50' METAL ACCESSORY BUILDING	\$147,500	1,500
BU2019-00828	3/22/2019	6001 GATEWAY CENTER DR CONCORD, NC 28027	CASCO SIGNS	Rear sign replacing face for Allstate face, front sign replacing entire sign for a new Allstate sign	\$6,000	0
BU2019-00829	3/22/2019	2420 SUPERCENTER DR NE KANNAPOLIS, NC 28083	Casco Signs	Install 5'-8 1/4" x 3'-6" wall sign.	\$6,000	0
BU2019-00830	3/22/2019	8613 CONCORD MILLS BLVD CONCORD, NC 28027	CASCO SIGNS	install vinyl to update tenant panels	\$1,000	0
BU2019-00840	3/25/2019	3396 CLOVERLEAF PKWY KANNAPOLIS, NC 28083	STOKES CONSTRUCTION COMPANY, INC	UPFIT TO EXPAND PEDIATRICS LAB, RELOCATE EXAM ROOM AND LIVE ANSWER STAFF	\$200,000	703
BU2019-00846	3/25/2019	8561 CONCORD MILLS BLVD CONCORD, NC 28027	SIGN CONNECTION INC	SIGN	\$80,000	0
BU2019-00851	3/26/2019	10300 POPLAR TENT RD HUNTERSVILLE, NC 28078	BETACOM INCORPORATED	HWY 73 -- ADD/REPLACE ANTENNAS AND RRUs ON EXISTING TOWER.	\$75,000	0
BU2019-00858	3/26/2019	9601 BROOKDALE DR HARRISBURG, NC 28215	COLLIER-LOVE BUILDERS INC	Upfit 1600 sf interior existing space	\$425,000	1,691
BU2019-00867	3/27/2019	3371 CLOVERLEAF PKWY KANNAPOLIS, NC 28083	RITE LITE SIGNS INC	INSTALL WALL SIGN - 23.92 SQFT	\$3,250	24
BU2019-00874	3/27/2019	6269 FERNWOOD DR CONCORD, NC 28027		POOL	\$656,000	0

Cabarrus County Commercial Building Plan Review Summary

Begin Date: 3/1/2019 through End Date: 3/31/2019

BU2019-00887	3/28/2019	8830 E FRANKLIN ST MT PLEASANT, NC 28124	RITE LITE SIGNS INC	SIGN	\$2,500	0
BU2019-00900	3/28/2019	1040 DERITA RD RD CONCORD, NC 28027	Peter Raymond LaRoque	Transtate Racking 69,447SF of High Pile Racking w/ existing emergency exits/lights. No new work in existing office.	\$75,000	69,477
BU2019-00915	3/28/2019	466 WALKER RD MT PLEASANT, NC 28124	CABARRUS COUNTY SCHOOLS	MT PLEASANT MIDDLE SCHOOL DUGOUT	\$75,000	920
BU2019-00917	3/28/2019	1020 LEE-ANN DR NE CONCORD, NC 28025	Colony Builders	Convert 1 existing Kid's Waiting room into new Treatment Room, Convert 1 existing Office into new Treatment Room	\$700,000	5,238
BU2019-00930	3/29/2019	330 CODDLE MARKET DR NW CONCORD, NC 28027	REDWOOD LIVING	Birchwood Commons- Monument Sign -- The placement of a new 32 sqft monument replica sign at the Birchwood Commons Neighborhood. The sign will be place on top of an existing mound and faced perpendicular to George W Liles Pkwy	\$140,000	44
BU2019-00932	3/29/2019	1000 COPPERFIELD BLVD NE CONCORD, NC 28025		Re-Roof. Non-Structural	\$150,000	0
BU2019-00933	3/29/2019	936 COPPERFIELD BLVD NE CONCORD, NC 28025		Re-Roof. Non-Structural	\$150,000	0
BU2019-00934	3/29/2019	4047 HARRIS SQUARE DR HARRISBURG, NC 28075	BOOK CONSTRUCTION INC	Phoenix Rehab -- New framing, electrical, hvac, plumbing, flooring, cabinets, countertops, doors, drywall, painting	\$250,000	1,224
Total Plans Reviewed: 43					\$46,109,310	1,238,705

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Reports

SUBJECT:

County Manager - Monthly New Development Report

BRIEF SUMMARY:

The Board of Commissioners requested monthly reports of new development activities including information of plans under review.

REQUESTED ACTION:

For informational purposes. No action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Kelly Sifford, Planning and Development Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- Report

Jurisdiction	Subdivision	APP#	Applicant	High School	Middle School	Elementary School	Intermediate School	Status	Subdivision Type	Last Permit	Units Approved	Units Issued	Units Remaining	Dev Order	DD Log Expiration	Elementary Students	Middle Students	High Students	Total Students	Remaining Elementary	Remaining Middle	High Remaining	Remaining Total
Concord	61 CABARRUS TOWNHOMES	APF2017-00015	OLD TOWNE DEVELOPMENT CORPORATION	Concord High School	Concord Middle School	Coltrane-Webb Elementary School		Pending	Townhouse	3/15/2018	6	3	3			0.828	0.414	0.552	1.794	0.414	0.207	0.276	0.897
Concord	9339 DAVIDSON HIGHWAY TOWNHOMES	APF2015-00007	TRITT HARLEY D AND	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Townhouse		100	0	100			13.8	6.9	9.2	29.9	13.8	6.9	9.2	29.9
Harrisburg	ABBINGTON PLACE	APF2008-00040	AVANTI PROPERTIES	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Active Building Permitting	Single Family	2/7/2018	395	328	67		12/30/2015	151.68	76.235	101.12	329.035	25.728	12.931	17.152	55.811
Harrisburg	ADDISON PARK	APF2016-00013	ATX LLC A NC LLC	Hickory Ridge High School	Hickory Ridge Middle School			Construction Drawing Review	Age Restricted		55	0	55			0	0	0	0	0	0	0	0
Kannapolis	AFTON RIDGE APARTMENTS	APF2011-00003	DARREN LUCAS	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Active Building Permitting	Multi Family	6/5/2014	414	122	292	11/13/2012		96.048	48.024	64.17	208.242	67.744	33.872	45.26	146.876
Cabarrus County	ALEXANDER ESTATES	APF2008-00035	BRIAN HUNTLEY	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Expired	Single Family	4/16/2018	19	1	18			7.296	3.667	4.864	15.827	6.912	3.474	4.608	14.994
Harrisburg	ALLBURN	APF2017-00008	GeoScience Group	Hickory Ridge High School	J N Fries Middle School	Pitt School Road Elementary School		Pending	Single Family		60	0	60			22.272	11.194	14.848	48.314	23.04	11.58	15.36	49.98
Concord	ALLEN FARM SUBDIVISION	APF2008-00058	MIKE SHEA	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Active Platting	Single Family	4/2/2019	452	198	254	11/20/2007		173.568	87.236	115.712	376.516	97.536	49.022	65.024	211.582
Cabarrus County	ARBOR OAKS	APF2008-00138	KSIN PROPERTIES, LLC	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		All Lots Platted	Single Family	10/14/2016	20	9	11	10/21/2002		7.68	3.86	5.12	16.66	4.224	2.123	2.816	9.163
Concord	ARCHIBALD ROAD SUBDIVISION	APF2017-00016	PERRAULT MATTHEW MARK CO-TR	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Pending	Single Family		149	0	149			57.216	28.577	38.144	124.117	57.216	28.577	38.144	124.117
Concord	ARCHIBALD SUBDIVISION	APF2018-00019	CHRIS MCINTYRE	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Pending	Single Family		84	0	84			32.256	16.212	21.504	69.972	32.256	16.212	21.504	69.972
Concord	ARENA COMMONS	APF2017-00029	Isaac Padgett	Mt Pleasant High School	Mt Pleasant Middle School	W M Irvin Elementary School		Pending	Multi Family		65	0	65			15.08	7.54	10.075	32.695	15.08	7.54	10.075	32.695
Cabarrus County	ASHEBROOK	APF2008-00139	DAN MOSER	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Closed-Built Out	Single Family	8/17/2009	105	96	9	5/21/1998		40.32	20.265	26.88	87.465	3.456	1.737	2.304	7.497
Kannapolis	AUBURN WOODS	APF2013-00007	FIFTH THIRD BANK	Concord High School	Concord Middle School	Royal Oaks Elementary School		Inactive	Single Family		256	0	256	4/22/2002		98.304	49.408	65.536	213.248	98.304	49.408	65.536	213.248
Kannapolis	AUSTIN CORNERS	APF2016-00023	DR Horton	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Single Family	4/4/2019	146	39	107			56.064	28.178	37.376	121.618	41.088	20.651	27.392	89.131
Kannapolis	AUTUMN CHASE	APF2014-00020	UNKNOWN	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Inactive	Single Family		28	0	28	3/6/1991		10.752	5.404	7.168	23.324	10.752	5.404	7.168	23.324
Kannapolis	AUTUMN CREST APARTMENTS	APF2014-00013	WYNNFIELD PROPERTIES	A L Brown High School	Kannapolis Middle School	Forest Park Elementary School		Pending	Multi Family		87	0	87	8/20/2014		20.184	10.092	13.485	43.761	20.184	10.092	13.485	43.761
Harrisburg	AUTUMN GLEN AT MOREHEAD	APF2016-00011	ELLEDDGE JACK L	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Void	Single Family		150	0	150			57.6	28.95	38.4	124.95	57.6	28.95	38.4	124.95
Harrisburg	AUTUMN GLEN AT MOREHEAD	APF2016-00012	ELLEDDGE JACK L	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Denied	Single Family		150	0	150			57.6	28.95	38.4	124.95	57.6	28.95	38.4	124.95
Cabarrus County	AVIGNON	APF2008-00122	JERRY R MCSORLEY	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Expired	Single Family		23	0	23			8.832	4.439	5.888	19.159	8.832	4.439	5.888	19.159
Kannapolis	AZALEA ESTATES	APF2008-00140	James M Hood	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		In Progress	Single Family	9/19/2017	42	40	2	10/2/2002	12/31/2010	16.128	8.106	10.752	34.986	0.768	0.386	0.512	1.666
Mt. Pleasant	BARRINGER'S TRACE	APF2014-00004	BARRINGER GRADY R CO-TRUSTEE	Mt Pleasant High School	Mt Pleasant Middle School	Mt Pleasant Elementary School		Closed-Built Out	Multi Family		64	0	64			14.848	7.424	9.92	32.192	14.848	7.424	9.92	32.192
Cabarrus County	BECKENHAM	APF2008-00029	Charles F McDonald	Mt Pleasant High School	Mt Pleasant Middle School	A T Allen Elementary School		Active Platting	Single Family	2/11/2019	20	7	13	2/15/2007	2/15/2013	7.68	3.86	5.12	16.66	4.992	2.509	3.328	10.829
Concord	BEDFORD FARMS	APF2008-00042	Niblock Development Corporation	Mt Pleasant High School	Mt Pleasant Middle School	W M Irvin Elementary School		Active (platting & permitting)	Single Family	3/8/2019	166	106	60	7/18/2006	3/18/2016	63.744	32.038	42.496	138.278	23.04	11.58	15.36	49.98
Concord	BEECHWOOD PLACE	APF2017-00039	ERVIN JOE H GRADING CO INC	Jay M Robinson High School	HD Winkler Middle School	Wolf Meadow Elementary School		Pending	Multi Family		80	0	80			18.56	9.28	12.4	40.24	18.56	9.28	12.4	40.24
Concord	BELVEDERE TOWNHOMES	APF2017-00012	WINDSWEEP FARMS LLC	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Pending	Townhouse		39	0	39			4.554	2.277	3.036	9.867	5.382	2.691	3.588	11.661
Midland	BETHEL GLEN	APF2008-00141	TL HARRELL LAND DEVELOPMENT	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		All Lots Platted	Single Family	3/28/2019	193	157	36	10/16/2000		74.112	37.249	49.408	160.769	13.824	6.948	9.216	29.988
Midland	BETHEL PARK	APF2008-00136	UNKNOWN	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Pending	Multi Family		149	0	149			34.568	17.284	23.095	74.947	34.568	17.284	23.095	74.947
Concord	BIRCHWOOD COMMONS	APF2014-00007	COOK FAMILY PARTNERSHIP	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Pending	Multi Family	6/8/2018	98	100	-2			22.736	11.368	15.19	49.294	-0.464	-0.232	-0.31	-1.006
Harrisburg	BLUME FAMILY FARM	APF2013-00001	Blume Family Farm, LLC/MI Homes	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Active Building Permitting	Single Family	4/2/2019	297	293	4		10/14/2015	114.048	57.321	76.032	247.401	1.536	0.772	1.024	3.332
Cabarrus County	BRANDON RIDGE	APF2008-00030	Craft Homes	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Closed-Built Out	Single Family	6/17/2008	321	322	-1	11/18/2002		102	45	40	0	-0.232	-0.116	-0.155	-0.503
Kannapolis	BRANTLEY CREEK	APF2014-00014	UNKNOWN	A L Brown High School	Kannapolis Middle School	Jackson Park Elementary School		All Lots Platted	Single Family	12/18/2017	74	64	10	5/5/1999		28.416	14.282	18.944	61.642	3.84	1.93	2.56	8.33
Kannapolis	BRANTLEY WOODS	APF2014-00018	UNKNOWN	Concord High School	Concord Middle School	Royal Oaks Elementary School		Closed-Built Out	Single Family	9/29/2008	79	64	15			30.336	15.247	20.224	65.807	5.76	2.895	3.84	12.495
Harrisburg	BRIDGE POINTE	APF2008-00039	BILL WHITLEY	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Active Building Permitting	Single Family	2/19/2016	199	189	10	9/20/2004	11/28/2014	76.416	38.407	50.944	165.767	3.84	1.93	2.56	8.33
Harrisburg	BRIDGE POINTE PHASE 6	APF2008-00174	Ric Killian	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Active (platting & permitting)	Single Family	2/17/2016	45	15	30	5/16/2006	5/16/2012	17.28	8.685	11.52	37.485	11.52	5.79	7.68	24.99
Kannapolis	BRIDGES OF CABARRUS APARTMENTS	APF2016-00024	KLK Properties	Concord High School	Concord Middle School	Royal Oaks Elementary School		Pending	Multi Family		144	0	144			33.408	16.704	22.32	72.432	33.408	16.704	22.32	72.432
Harrisburg	BROOKDALE COMMONS	APF2012-00001	Stephen Pace	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Active Platting	Single Family	8/3/2015	230	230	0		6/25/2016	88.32	44.39	58.88	191.59	0	0	0	0
Harrisburg	BROOKDALE VILLAGE	APF2008-00032	EVOLVE CONSTRUCTION LLC	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Approved	Townhouse	10/15/2013	72	1	71	9/12/2016	9/12/2018	9.936	4.968	6.624	21.528	9.798	4.899	6.532	21.229
Concord	BROOKE POINTE MANOR RETIREMENT COMMUNITY	APF2011-00002	CATHERINE F. CONNORS	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Closed-Built Out	Age Restricted		66	0	66	12/20/2011		0	0	0	0	0	0	0	0
Concord	BROOKVUE	APF2008-00056	BROOKVUE	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Active (platting & permitting)	Single Family	5/4/2017	342	261	81	10/20/2009	12/31/2015	131.328	66.006	87.552	284.886	31.104	15.633	20.736	67.473
Concord	BROWN MILL LOFTS	APF2016-00015	Mark T. Wright	Jay M Robinson High School	HD Winkler Middle School	Weddington Hills Elementary School		Pending	Multi Family		131	0	131			30.392	15.196	20.305	65.893	30.392	15.196	20.305	65.893
Concord	BUFFALO RANCH SITE	APF2008-00065	BUFFALO RANCH LLC	Mt Pleasant High School	Mt Pleasant Middle School	W M Irvin Elementary School		Approved	Single Family		190	0	190	3/20/2007	9/22/2010	72.96	36.67	48.64	158.27	72.96	36.67	48.64	158.27
Concord	BUFFALO TERRACE	APF2017-00013	TROUTMAN LAND INVESTMENTS INC	Concord High School	HD Winkler Middle School	Weddington Hills Elementary School		Pending	Multi Family		80	0	80			18.56	9.28	12.4	40.24	18.56	9.28	12.4	40.24
Cabarrus County	BURNT MILL	APF2008-00127	GRACE M MYNATT	Concord High School	Concord Middle School	W M Irvin Elementary School		Expired	Single Family		25	0	25			9.6	4.825	6.4	20.825	9.6	4.825	6.4	20.825
Cabarrus County	CABARRUS CROSSING	APF2008-00089	STEVEN MOORE	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Closed-Built Out	Single Family	3/24/2006	290	286	4	8/21/2001		111.36	55.97	74.24	241.57	1.536	0.772	1.024	3.332
Concord	CABARRUS HOMES DUPLEX AND TRIPLEX DEVELOPMENT	APF2018-00021	JOSEPH TAYLOR	Concord High School	Concord Middle School	W M Irvin Elementary School		Pending	Multi Family	2/5/2019	20	1	19			4.64	2.32	3.1	10.06	4.408	2.204	2.945	9.557
Harrisburg	CALDWELL COMMONS	APF2011-00001	CROSLAND CALDWELL COMMONS LLC	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		All Lots Platted	Single Family	6/10/2015	9	4	5			3.456	1.737	2.304	7.497	1.92	0.965	1.28	4.165
Harrisburg	CALDWELL TOWNHOMES	APF2017-00007	Marc Houle	Hickory Ridge High School	C C Griffin Middle School	Harrisburg Elementary School		Construction Drawing Review	Townhouse		68	0	68			9.384	4.692	6.256	20.332	9.384	4.692	6.256	20.332
Harrisburg	CAMELLIA GARDENS	APF2018-00030	ASSOCIATES	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Pending	Single Family		95	0	95										

Jurisdiction	Subdivision	App#	Applicant	High School	Middle School	Elementary School	Intermediate School	Status	Subdivision Type	Last Permit	Units Approved	Units Issued	Units Remaining	Dev Order Approved	DD Log Expiration	Elementary Students	Middle Students	High Students	Total Students	Remaining Elementary	Remaining Middle	High Remaining	Remaining Total
Concord	COX MILL ROAD SUBDIVISION	APF2016-00006	HOOKS BEVERLY D	Cox Mill High School	Harris Road Middle School	Bethel Elementary School		Pending	Single Family		106	0	106			40,704	20,458	27,136	88,298	40,704	20,458	27,136	88,298
Concord	COX MILL SITE LENNAR	APF2017-00019	HEFNER ERIC VONN & WF	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Pending	Single Family		101	0	101			38,784	19,493	25,856	84,133	38,784	19,493	25,856	84,133
Kannapolis	CRESCENT APARTMENTS AT KANNAPOLIS	APF2008-00119	C. JASON MC ARTHUR	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Inactive	Multi Family		580	0	580	2/2/2007		134.56	67.28	89.9	291.74	134.56	67.28	89.9	291.74
Concord	CRESCENT CIRCLE @ CONCORD MILLS	APF2008-00060	JACK SIDARI	Cox Mill High School	Harris Road Middle School	Carl A Furr Elementary School		Closed-Built Out	Multi Family	7/6/2012	624	624	0	1/16/2007		144,768	72,384	96.72	313,872	0	0	0	0
Kannapolis	CRESCENT RESOURCES AT KANNAPOLIS SINGLE FAMILY	APF2013-00012	CRESENT RESOURCES	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Inactive	Single Family		119	0	119	2/2/2007		45,696	22,967	30,464	99,127	45,696	22,967	30,464	99,127
Kannapolis	CRESCENT RESOURCES AT KANNAPOLIS TOWNHOMES	APF2013-00011	CRESENT RESOURCES	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Inactive	Townhouse		145	0	145	2/2/2007		20,01	10,005	13.34	43,355	20,01	10,005	13.34	43,355
Concord	CRYSTAL CREEK PHASE 2	APF2009-00010	CRYSTAL CREEK	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Void	Single Family		226	0	226		12/31/2013	86,784	43,618	57,856	188,258	86,784	43,618	57,856	188,258
Concord	DALTON WOODS	APF2017-00043	CHRIS MCINTYRE	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Pending			26	0	26			0	0	0	0	6,032	3,016	4.03	13,078
Concord	Davco Multi-family Project	APF2010-00008	Jeff Carpenter	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Withdrawn	Multi Family		336	0	336			77,952	38,976	52.08	169,008	77,952	38,976	52.08	169,008
Concord	DAVIDSON VILLAGES	APF2018-00015	SUSHANTH CHARABUDDI	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Pending			61	0	61			0	0	0	0	14,152	7,076	9.455	30,683
Harrisburg	DAVIS CREEK	APF2017-00047	ANDREW STRONG	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Pending			48	0	48			0	0	0	0	11,136	5,568	7.44	24,144
Midland	DEER RUN	APF2008-00181	David Eudy	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Active (plattng & permitting)	Single Family	6/8/2017	59	24	35	6/3/2008	12/31/2012	22,656	11,328	15,104	49,147	13,444	6,755	8.96	29,155
Kannapolis	DEMONSTRATION PROJECT	APF2016-00027	CITY OF KANNAPOLIS					Pending	Multi Family	7/25/2017	0	280	-280			0	0	0	0	-64.96	-32.48	-43.4	-140.84
Concord	DILEEN DRIVE SUBDIVISION	APF2017-00031	BLUE PURE LIFE LLC	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Pending	Single Family		90	0	90			34.56	17.37	23.04	74.97	34.56	17.37	23.04	74.97
Concord	DOUGLAS AVENUE TOWNHOMES	APF2019-00003	DOOBAY SANGSTER	Concord High School	Concord Middle School	Coltrane-Webb Elementary School		Pending			11	0	11			0	0	0	0	2,552	1,276	1.705	5,533
Harrisburg	DR HORTON LOWER ROCKY RIVER	APF2016-00010	DR HORTON	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Void	Single Family		458	0	458			175,872	88,394	117,248	381,514	175,872	88,394	117,248	381,514
Midland	EDEN ROCK	APF2008-00155	LEONARD STOGNER	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Void	Single Family	11/15/2006	5	5	0			1.92	0.965	1.28	4.165	0	0	0	0
Concord	EDISON SQUARE	APF2008-00183	Mike Shea	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Active (plattng & permitting)	Townhouse	5/8/2018	168	156	12	6/20/2006	3/18/2016	23,184	11,592	15,456	50,232	1,656	0.828	1.104	3,588
Harrisburg	ELLEDEGE MOREHEAD ROAD SUBDIVISION	APF2016-00009	ELLEDEGE JACK L	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Void	Single Family		181	0	181			69,504	34,933	46,336	150,773	69,504	34,933	46,336	150,773
Concord	ELLENWOOD CONCEPTUAL PLAN	APF2018-00007	PETE ELMER	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Sketch			35	0	35			0	0	0	0	8.12	4.06	5.425	17,605
Kannapolis	ELOISE B FREEZE (ROWAN)	APF2018-00001	ELOISE B FREEZE	A L Brown High School	Kannapolis Middle School	Jackson Park Elementary School		Pending			6	0	6			0	0	0	0	1,392	0.696	0.93	3,018
Concord	EMERY VILLAGE APARTMENTS	APF2018-00006	LOUKOS CHRISTOPHER A	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Pending			90	0	90			0	0	0	0	20.88	10.44	13.95	45.27
Harrisburg	ESSEX HOMES	APF2017-00040	ESSEX HOMES	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Pending	Age Restricted		84	0	84			0	0	0	0	0	0	0	0
Concord	EUDY CONSTRUCTION	APF2017-00037	PHILIP EUDY	Concord High School	Concord Middle School	Weddington Hills Elementary School		Pending	Single Family		7	0	7			2,688	1,351	1,792	5,831	2,688	1,351	1,792	5,831
Harrisburg	FARMINGTON PATIO HOMES	APF2017-00011	ROCKY RIVER ROAD ASSOC LLC	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Pending	Single Family		50	0	50			19.2	9.65	12.8	41.65	19.2	9.65	12.8	41.65
Harrisburg	FARMINGTON RIDGE	APF2008-00095	HINSHAW-PEARSON	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	9/27/2006	137	136	1	8/21/2001	1/1/2012	52,608	26,441	35,072	114,121	0.384	0.193	0.256	0.833
Harrisburg	FARMINGTON TOWNHOMES	APF2017-00010	ROCKY RIVER ROAD ASSOC LLC	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Pending	Townhouse		190	0	190			26.22	13.11	17.48	56.81	26.22	13.11	17.48	56.81
Harrisburg	FENTON DELL	APF2008-00080	CF LITTLE DEVELOPMENT CORPORATION	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	1/10/2019	95	84	11	9/20/2004	5/15/2014	36.48	18,335	24.32	79,135	4.224	2.123	2.816	9,163
Harrisburg	FENTON DELL PHASES 2 & 3	APF2008-00173	Little	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Active Platting	Single Family	11/23/2015	55	2	53	9/20/2004	5/29/2016	21.12	10,615	14.08	45,815	20,352	10,229	13,568	44,149
Cabarrus County	FIELDSTONE SUBDIVISION	APF2008-00086	DAVID MCDONALD	Mt Pleasant High School	Mt Pleasant Middle School	A T Allen Elementary School		All Lots Platted	Single Family	3/28/2019	108	61	47	1/20/2005		41,472	20,844	27,648	89,964	18,048	9,071	12,032	39,151
Kannapolis	Forest Park Crossing	APF2010-00005	Traci Dusenbury	A L Brown High School	Kannapolis Middle School	Forest Park Elementary School	Kannapolis Intermediate School	Closed-Built Out	Multi Family	12/22/2010	56	56	0			12,992	6,496	8.68	28,168	0	0	0	0
Harrisburg	FOUNDERS RESERVE	APF2008-00131	PARK STONE WEST, LLC	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Active Platting	Single Family	4/17/2017	43	44	-1		5/20/2015	16,512	8,299	11,008	35,819	-0.384	-0.193	-0.256	-0.833
Harrisburg	FOUNDERS RESERVE PHASE 2	APF2014-00006	RYAND HOMES	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Active Building Permitting	Single Family	9/22/2016	15	7	8			5.76	2,895	3.84	12,495	3,072	1,544	2,048	6,664
Midland	FOX CREEK	APF2017-00001	B & C Land Holdings	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Active Platting	Single Family	3/29/2019	207	113	94			79,488	39,951	52,992	172,431	36,096	18,142	24,064	78,302
Harrisburg	FRANCES HAVEN	APF2008-00038	ALBIZA FORTUNE BUILDERS INC	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		All Lots Platted	Single Family	3/20/2019	20	19	1	9/19/2006	1/1/2013	7.68	3.86	5.12	16.66	0.384	0.193	0.256	0.833
Cabarrus County	FRAZIER ACRES	APF2008-00156	JIMMY FRAZIER	Cox Mill High School	Harris Road Middle School	Charles A Boger Elementary School		Closed-Built Out	Single Family	8/20/2002	67	1	66			25,728	12,931	17,152	55,811	25,344	12,738	16,896	54,978
Concord	FULLERTON PLACE	APF2008-00052	LENNAR CAROLINAS, LLC	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Active (plattng & permitting)	Single Family	2/4/2016	201	198	3	12/15/2005	5/17/2016	77,184	38,793	51,456	167,433	1,152	0.579	0.768	2,499
Cabarrus County	GLEN LAUREL	APF2008-00157	NO APPLICANT	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Active Building Permitting	Single Family	7/28/2014	260	5	255			99,84	50,18	66.56	216,58	97.92	49,215	65.28	212,415
Concord	GLENGROVE	APF2008-00050	UNKNOWN	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Closed-Built Out	Single Family	6/30/2014	325	198	127		6/8/2016	124.8	62,725	83.2	270,725	48,768	24,511	32,512	105,791
Concord	GRANARY OAKS	APF2017-00006	Rick Jasinski	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Cox Mill Elementary School		Pending	Single Family	5/7/2018	229	2	227			87,936	44,197	58,624	190,757	87,168	43,811	58,112	189,091
Kannapolis	Grand Sabana	APF2008-00184	Ejlali Hamid	A L Brown High School	Kannapolis Middle School	Jackson Park Elementary School	Kannapolis Intermediate School	Closed-Built Out	Single Family	12/19/2007	5	5	0			1.92	0.965	1.28	4.165	0	0	0	0
Harrisburg	GRANTHAM	APF2015-00001	SOUTH CABARRUS CORPORATION	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Active (plattng & permitting)	Single Family	3/15/2019	275	62	213			105.6	53,075	70.4	229,075	81,792	41,109	54,528	177,429
Mt. Pleasant	GREEN ACRES	APF2017-00030	GREEN ACRES REALTY LLC A NCLLC	Mt Pleasant High School	Mt Pleasant Middle School	W M Irvin Elementary School		Construction Drawing Review	Single Family		38	0	38			14,592	7,334	9,728	31,654	14,592	7,334	9,728	31,654
Concord	HACKBERRY PLACE	APF2008-00100	RICHARD GOODMAN	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Active Building Permitting	Single Family	6/13/2014	64	46	18	10/19/2004		24,576	12,352	16,384	53,312	6,912	3,474	4,608	14,994
Concord	HALLSTEAD	APF2008-00113	CROSLAND LAND	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Approved	Single Family	3/28/2019	475	433	42	11/18/2004	12/31/2015	182.4	91,675	121.6	395,675	16,128	8,106	10,752	34,986
Cabarrus County	HAMILTON CREST	APF2008-00163	Terry Bluto	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Closed-Built Out	Single Family	7/16/2018	55	49	6	3/26/2001		21,12	10,615	14.08	45,815	2,304	1,158	1,536	4,998
Concord	Hamden Village	APF2008-00053	METRO DEVELOPMENT GROUP, LLC	Central Cabarrus High School	C C Griffin Middle School	Wolf Meadow Elementary School		Active (plattng & permitting)	Single Family	9/13/2017	193	173	20	12/15/2005	12/14/2014	61,374	26,827	23,932	112,133	7.68	3.86	5.12	16.66
Concord	HARRIS ROAD SINGLE FAMILY ATTACHED SUBDIVISION	APF2017-00036	DONALD EDWARD	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Pending	Townhouse		90	0	90			12.42	6.21	8.28	26.91	12.42	6.21	8.28	26.91
Harrisburg	HARRISBURG HEIGHTS	APF2015-00006	LAMBERT RHONDA A	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Void	Age Restricted		62	0	62			0	0	0	0	0	0	0	0
Harrisburg	Harrisburg Town Center	APF2008-00165	J&B Development Management, Inc.	Hickory Ridge High School																			

Jurisdiction	Subdivision	App#	Applicant	High School	Middle School	Elementary School	Intermediate School	Status	Subdivision Type	Last Permit	Units Approved	Units Issued	Units Remaining	Dev Order Approved	DD Log Expiration	Elementary Students	Middle Students	High Students	Total Students	Remaining Elementary	Remaining Middle	High Remaining	Remaining Total
Kannapolis	KANNAPOLIS PARKWAY SINGLE FAMILY	APF2016-00004	MCEACHERN LEONARD B JR	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Single Family		166	0	166			63.744	32.038	42.496	138.278	63.744	32.038	42.496	138.278
Kannapolis	KANNAPOLIS PARKWAY TOWNHOMES	APF2016-00005	MCEACHERN LEONARD B JR	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Townhouse		133	0	133			18.354	9.177	12.236	39.767	18.354	9.177	12.236	39.767
Concord	KASEN BLUFF	APF2008-00094	DARYL SUTHER	Concord High School	Concord Middle School	W M Irvin Elementary School		Expired	Single Family		12	0	12	4/17/2007	4/17/2013	4.608	2.316	3.072	9.996	4.608	2.316	3.072	9.996
Kannapolis	KELLSWATER BRIDGE	APF2008-00117	L-STAR	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Active (planning & permitting)	Single Family	4/3/2019	960	369	591	10/27/2011	10/27/2026	368.64	185.28	245.76	799.68	226.944	114.063	151.296	492.303
Harrisburg	KENSINGTON FOREST	APF2008-00102	NIBLOCK DEVELOPMENT CORP	Hickory Ridge High School	Hickory Ridge Middle School	Patriots Elementary School		Active Building Permitting	Single Family	8/7/2018	188	184	4	1/14/2006	12/17/2013	72.192	36.284	48.128	156.604	1.536	0.772	1.024	3.332
Concord	KING'S GRANT MIXED USE	APF2017-00017	PALISADES PROPERTIES INC			Carl A Furr Elementary School		Void	Single Family		0	0	0			0	0	0	0	0	0	0	0
Harrisburg	LONDON	APF2008-00129	KIM LOCATIS	Jay M Robinson High School	J N Fries Middle School	Pitt School Road Elementary School		Void	Townhouse		109	0	109	3/20/2006	3/20/2012	15.042	7.521	10.028	32.591	15.042	7.521	10.028	32.591
Concord	LANSTONE	APF2008-00093	UNKNOWN	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Closed-Built Out	Single Family	10/12/2015	39	35	4			14.976	7.527	9.984	32.487	1.536	0.772	1.024	3.332
Concord	LANTANA	APF2015-00004	RANKIN KIRKSEY C	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Pending	Single Family	3/13/2019	88	24	64			33.792	16.984	22.528	73.304	24.576	12.352	16.384	53.312
Concord	LAUREL PARK	APF2008-00099	NIBLOCK DEVELOPMENT CORP	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Active Building Permitting	Single Family	12/12/2018	709	689	20		12/31/2015	272.256	136.837	181.504	590.597	7.68	3.86	5.12	16.66
Concord	LAUREL PARK PHASE 3	APF2008-00098	NIBLOCK DEVELOPMENT CORP	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Active	Single Family		15	0	15			5.76	2.895	3.84	12.495	5.76	2.895	3.84	12.495
Concord	LAUREL PARK PHASES 4-6	APF2008-00097	UNKNOWN	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Void	Single Family	2/11/2014	257	2	255	3/15/2005	5/15/2012	98.688	49.601	65.792	214.081	97.92	49.215	65.28	212.415
Concord	LEGACY APARTMENTS	APF2014-00011	COBLE FAMILY FARM LTD PTNRSHIP	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Active Building Permitting	Multi Family	3/27/2015	344	332	12			79.808	39.904	53.32	173.032	2.784	1.392	1.86	6.036
Harrisburg	LITCHFIELD VILLAGE	APF2008-00025	LNNAR COMMUNITIES OF CHARLOTTE, IN	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	12/12/2011	150	161	-11	1/18/2005	9/14/2013	57.6	28.95	38.4	124.95	-4.224	-2.123	-2.816	-9.163
Concord	LITTLE TEXAS, LLC	APF2008-00175	Matthew P. Jones	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Pending	Single Family		224	0	224			86.016	43.232	57.344	186.592	86.016	43.232	57.344	186.592
Harrisburg	LOWER ROCKY RIVER ROAD	APF2018-00031	GROUP	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Pending	Single Family		230	0	230			88.32	44.39	58.88	191.59	88.32	44.39	58.88	191.59
Concord	LUCKY DRIVE SITE	APF2018-00032	EDDIE MOORE	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Single Family		0	0	0			0	0	0	0	0	0	0	0
Concord	Lymere Subdivision	APF2016-00017	OXFORD LAND SALES INC	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Pending	Single Family		117	0	117			44.928	22.581	29.952	97.461	44.928	22.581	29.952	97.461
Concord	MAGNOLIA CROSSING	APF2008-00079	UNKNOWN	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Closed-Built Out	Single Family	3/18/2019	44	33	11	5/12/2005	12/31/2013	13.992	6.116	5.456	25.564	4.224	2.123	2.816	9.163
Harrisburg	MAGNOLIA SPRINGS	APF2008-00128	SATURDAY INVESTMENTS, LLC	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	4/14/2008	190	190	0	6/19/2003	6/26/2012	72.96	36.67	48.64	158.27	0	0	0	0
Kannapolis	MALLARD POINTE ESTATES	APF2014-00016	UNKNOWN	A L Brown High School	Kannapolis Middle School	Forest Park Elementary School	Kannapolis Intermediate School	All Lots Platted	Single Family	7/28/2016	215	158	57			82.56	41.495	55.04	179.095	21.888	11.001	14.592	47.481
Kannapolis	MANCHESTER PLACE	APF2013-00010	DANNY G BOST LLC	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Closed-Built Out	Single Family	5/31/2007	162	86	76			62.208	31.266	41.472	134.946	29.184	14.668	19.456	63.308
Harrisburg	MANOR RIDGE	APF2008-00176	Michael Nicolsia, PE	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Void	Single Family		300	0	300	11/20/2007	10/4/2015	115.2	57.9	76.8	249.9	115.2	57.9	76.8	249.9
Concord	MARDAN X LLC	APF2008-00169	Mark McCormick	Concord High School	Concord Middle School	Weddington Hills Elementary School		Expired	Multi Family		168	0	168			38.976	19.488	26.04	84.504	38.976	19.488	26.04	84.504
Concord	MCGRAW PROPERTY	APF2008-00064	UNKNOWN	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		In Progress	Single Family		54	0	54	10/16/2007	10/16/2015	20.736	10.422	13.824	44.982	20.736	10.422	13.824	44.982
Kannapolis	MEADOW CREEK APARTMENTS	APF2008-00116	FLORIAN GHITAS	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Closed-Built Out	Multi Family	8/25/2008	14	14	0	6/26/2008		3.248	1.624	2.17	7.042	0	0	0	0
Locust	MEADOW CREEK VILLAGE	APF2013-00009	RL REGI NORTH CAROLINA LLC	Mt Pleasant High School	Mt Pleasant Middle School	A T Allen Elementary School		Active Building Permitting	Single Family	12/2/2016	140	104	36			53.76	27.02	35.84	116.62	13.824	6.948	9.216	29.988
Concord	MEETING STREET HOMES PHASE 2	APF2018-00024	AMICUS	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Townhouse		66	0	66			9.108	4.554	6.072	19.734	9.108	4.554	6.072	19.734
Concord	MEETING STREET HOMES PHASE 3	APF2018-00025	AMICUS	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Townhouse		66	0	66			9.108	4.554	6.072	19.734	9.108	4.554	6.072	19.734
Concord	MEETING STRET HOMES PHASE 1	APF2018-00023	AMICUS	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Multi Family		296	0	296			68.672	34.336	45.88	148.888	68.672	34.336	45.88	148.888
Concord	MERIDIAN	APF2008-00081	GUADALUPE JAVIER ZANDATE	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Active Building Permitting	Single Family	1/25/2017	16	17	-1	9/19/2006		6.144	3.088	4.096	13.328	-0.384	-0.193	-0.256	-0.833
Kannapolis	MILLBROOKE	APF2008-00114	GANDY COMMUNITIES	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Inactive	Single Family		128	0	128	4/6/2008	4/6/2012	49.152	24.704	32.768	106.624	49.152	24.704	32.768	106.624
Kannapolis	MILLBROOKE	APF2014-00015	GANDY COMMUNITIES					Void	Single Family		131	0	131	4/6/2008		50.304	25.283	33.536	109.123	50.304	25.283	33.536	109.123
Cabarrus County	MOORECREST	APF2008-00110	Dockside Development	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Closed-Built Out	Single Family	6/14/2006	92	93	-1	1/27/2003		35.328	17.756	23.552	76.636	-0.384	-0.193	-0.256	-0.833
Kannapolis	MOOSE MEADOWS (ROWAN COUNTY)	APF2017-00002	TIMOTHY TALLENT	A L Brown High School	Kannapolis Middle School	Jackson Park Elementary School	Kannapolis Intermediate School	Pending	Single Family		45	0	45			17.28	8.685	11.52	37.485	17.28	8.685	11.52	37.485
Concord	MOSS CREEK	APF2008-00083	ROBERT W. BURKETT	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Closed-Built Out	Single Family	3/20/2012	1400	1205	195	1/20/2000		537.6	270.2	358.4	1166.2	74.88	37.635	49.92	162.435
Concord	MOSS CREEK PUD SINGLE FAMILY	APF2018-00029	MARK SWARTZ	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Single Family		203	0	203			77.952	39.179	51.968	169.099	77.952	39.179	51.968	169.099
Concord	MOSS CREEK PUD TOWNHOMES	APF2018-00028	MARK SWARTZ	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Townhouse		131	0	131			18.078	9.039	12.052	39.169	18.078	9.039	12.052	39.169
Concord	MOSS CREEK TOWNHOMES	APF2008-00103	J & B DEVELOPMENT AND MANAGEMENT, INC	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Townhouse		88	0	88	1/20/2000		12.006	6.003	8.004	26.013	12.144	6.072	8.096	26.312
Cabarrus County	MOUNT OLIVE ESTATES	APF2008-00146	Bryant Parnell	Mt Pleasant High School	Mt Pleasant Middle School	Mt Pleasant Elementary School		Closed-Built Out	Single Family	7/6/2006	10	11	-1	1/28/2002		3.84	1.93	2.56	8.33	-0.384	-0.193	-0.256	-0.833
Concord	MOUNTAIN BROOK PHASE 6	APF2008-00084	MDP CUSTOM HOMES, INC	Concord High School	Concord Middle School	W M Irvin Elementary School		Expired	Single Family	1/31/2019	8	4	4	12/12/2006		3.072	1.544	2.048	6.664	1.536	0.772	1.024	3.332
Concord	MOUNTAIN LAUREL	APF2008-00096	BEAZER HOMES	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Closed-Built Out	Single Family	9/9/2013	76	78	-2	10/19/2004		29.184	14.688	19.456	63.308	-0.768	-0.386	-0.512	-1.666
Mt. Pleasant	NEW LIFE DEVELOPERS PROPERTY	APF2018-00018	MEL THOMPSON	Mt Pleasant High School	Mt Pleasant Middle School	Mt Pleasant Elementary School		Pending	Single Family		10	0	10			0	0	0	0	2.32	1.16	1.55	5.03
Kannapolis	NEWMAN MANOR	APF2008-00145	J&E Land Holding Company	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		All Lots Platted	Single Family	2/21/2019	29	15	14	8/10/2005	4/25/2012	11.136	5.597	7.424	24.157	5.376	2.702	3.584	11.662
Concord	NIBLOCK EVA DRIVE	APF2017-00044	NIBLOCK	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Single Family		0	0	0			0	0	0	0	0	0	0	0
Concord	Niblock Farms	APF2014-00008	Niblock Farms LLC	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Void	Single Family		381	0	381			146.304	73.533	97.536	317.373	146.304	73.533	97.536	317.373
Concord	ODELL CORNER	APF2016-00014	UNICA U B O	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Townhouse		84	0	84			11.592	5.796	7.728	25.116	11.592	5.796	7.728	25.116
Cabarrus County	ODELL PLACE	APF2008-00144	Howard R Hutlocker	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Closed-Built Out	Single Family	8/21/2007	5	12	-7	1/15/2004		1.92	0.965	1.28	4.165	-2.888	-1.351	-1.792	-5.831
Concord	OLD HOLLAND APARTMENTS	APF2016-00020	OLD HOLLAND ROAD LLC	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School																	

Jurisdiction	Subdivision	App#	Applicant	High School	Middle School	Elementary School	Intermediate School	Status	Subdivision Type	Last Permit	Units Approved	Units Issued	Units Remaining	Dev Order Approved	DO Log Expiration	Elementary Students	Middle Students	High Students	Total Students	Remaining Elementary	Remaining Middle	High Remaining	Remaining Total
Harrisburg	PROVIDENCE MANOR	APF2008-00106	L & R DEVELOPMENT, LLC	Hickory Ridge High School	Hickory Ridge Middle School	Pitt School Road Elementary School		Closed-Built Out	Single Family	3/22/2007	149	57	92	12/15/2003	12/29/2007	57,216	28,757	38,144	124,117	35,328	17,756	23,552	76,636
Concord	PROVINCE GREEN	APF2008-00074	UNKNOWN	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Weddington Hills Elementary School		Closed-Built Out	Single Family	7/14/2015	61	51	10			23,424	11,773	15,616	50,813	3,84	1.93	2.56	8.33
Concord	RAMSGATE	APF2008-00070	UNKNKNOW	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Expired	Single Family	11/8/2017	224	241	-17			86,016	43,232	57,344	186,592	-6,528	-3,281	-4,352	-14,161
Kannapolis	RED CEDAR LANDING	APF2014-00017	REO FUNDING SOLUTIONS III LLC	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Multi Family		150	0	150	10/1/2014		34.8	17.4	23.25	75.45	34.8	17.4	23.25	75.45
Concord	RIDGES AT CONCORD	APF2008-00072	QUAIL HAVEN DEVELOPMENT	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Pending	Single Family		551	0	551	4/18/2006	12/31/2010	211,584	106,343	141,056	458,983	211,584	106,343	141,056	458,983
Kannapolis	RIVER POINTE AT DAVIDSON	APF2013-00014	Wayne Patrick Holdings, LLC	Cox Mill High School	Cox Mill High School	W R Odell Elementary School		Pending	Single Family		444	0	444	9/4/2013		170,496	85,692	113,664	369,852	170,496	85,692	113,664	369,852
Cabarrus County	RIVERBEND	APF2008-00078	GREATHORN PROPERTIES	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Approved	Single Family		28	0	28	12/20/2007	12/19/2013	10,752	5,404	7,168	23,324	10,752	5,404	7,168	23,324
Concord	RIVERWALK	APF2008-00044	unkown	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Closed-Built Out	Single Family	5/23/2014	488	528	-40			187,392	94,184	124,928	406,504	-15,36	-7,72	-10,24	-33,32
Concord	ROBERTA RIDGE SUBDIVISION	APF2016-00007	BLACKWELDER FANNIE B	Central Cabarrus High School	C C Griffin Middle School	Wolf Meadow Elementary School		Active Platting	Single Family	4/4/2019	206	40	166			79,104	39,758	52,736	171,598	63,744	32,038	42,496	138,278
Concord	ROBERTA CROSSING	APF2014-00003	LIVE WELL HOMES	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Active Building Permitting	Single Family	7/27/2015	55	1	54		5/20/2016	21.12	10.615	14.08	45.815	20.736	10.422	13.824	44.982
Concord	ROBERTA MEADOWS	APF2008-00075	PITTS SCHOOL, LLC / TIM HUNTLEY	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Approved	Single Family	1/8/2019	33	22	11	6/20/2006	6/20/2012	12,672	6,369	8,448	27,489	4,224	2.123	2.816	9.163
Concord	ROBERTA ROAD SUBDIVISION NORTH	APF2017-00041	BOYD STANLEY	Jay M Robinson High School	Jay M Robinson High School	Wolf Meadow Elementary School		Pending	Single Family		115	0	115			44.16	22.195	29.44	95.795	44.16	22.195	29.44	95.795
Concord	ROBERTA ROAD SUBDIVISION SOUTH	APF2017-00042	PULTE HOMES	Central Cabarrus High School	C C Griffin Middle School	Wolf Meadow Elementary School		Pending	Single Family		28	0	28			10,752	5,404	7,168	23,324	10,752	5,404	7,168	23,324
Cabarrus County	ROCKY GLEN	APF2008-00077	RANDALL SCRIBNER	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Expired	Single Family		49	0	49	7/19/2007	7/18/2013	18,816	9,457	12,544	40,817	18,816	9,457	12,544	40,817
Cabarrus County	Rocky Meadows	APF2008-00164	Randy Humphrey and Associates	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Closed-Built Out	Single Family	6/4/2004	142	144	-2	1/15/1999		54,528	27,406	36,352	118,286	-0,768	-0,386	-0,512	-1,666
Cabarrus County	ROCKY RIVER ESTATES PH 1	APF2017-00005	DEVELOPMENT SOLUTIONS GROUP	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Pending	Single Family		56	0	56			21,504	10,808	14,336	46,648	21,504	10,808	14,336	46,648
Kannapolis	Rogers Lake Road Townhomes	APF2017-00021	JOURNEY CAPITAL LLC	A L Brown High School	Kannapolis Middle School	Forest Park Elementary School		Pending	Townhouse		0	0	0			0	0	0	0	0	0	0	0
Kannapolis	ROY CHATHAM MINOR SUBDIVISION	APF2017-00022	ROY CHATHAM	A L Brown High School	Kannapolis Middle School	Fred L Wilson Elementary School		Pending	0		8	0	8			0	0	0	1,856	0.928	1.24	4,024	
Cabarrus County	ROYS CROFT	APF2008-00073	PROVIDENT DEVELOPMENT GROUP	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Active Platting	Single Family		0	0	0	3/15/2007	3/14/2013	144	72,375	96	312,375	0	0	0	0
Cabarrus County	RUSTIC CANYON	APF2008-00063	SHEA HOMES	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		In Progress	Single Family		595	0	595	6/21/2007	6/20/2013	228.48	114,835	152.32	495,635	228.48	114,835	152.32	495,635
Midland	SADDLEBROOK	APF2008-00133	LANDCRAFT	Central Cabarrus High School	C C Griffin Middle School	Rocky River Elementary School		Closed-Built Out	Single Family	5/8/2018	168	183	-15	3/13/2007	5/13/2017	64,512	32,424	43,008	139,944	-5,76	-2,895	-3,84	-12,495
Concord	Salisbury Trace at Branchview Conditional Zoning	APF2016-00008	COPPERFIELD APTS/DARREN LUCAS	Concord High School	Concord Middle School	W M Irvin Elementary School		Withdrawn	Multi Family		424	0	424			98,368	49,184	65,72	213,272	98,368	49,184	65,72	213,272
Kannapolis	SAMAUER CRISP MINOR SUBDIVISION	APF2017-00023	SAMUEL CRISP	A L Brown High School		Jackson Park Elementary School	Kannapolis Intermediate School	Pending	0		8	0	8			0	0	0	1,856	0.928	1.24	4,024	
Concord	SANCTUARY CADDLE CREEK	APF2014-00005	DUNCAN VIRGINIA C ESTATE	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Withdrawn	Multi Family	9/18/2017	62	1	61			14,384	7,192	9,61	31,186	14,152	7,076	9,455	30,683
Concord	SAPPHIRE HILLS	APF2008-00045	JBC Development Concord, LLC	Concord High School	Concord Middle School	Weddington Hills Elementary School		Closed-Built Out	Townhouse	8/12/2010	60	54	6	5/16/2006	7/13/2013	8.28	4.14	5.52	17.94	0.828	0.414	0.552	1.794
Concord	SAVANNAH COMMONS	APF2008-00049	LANDMARK DEVELOPMENT VENTURES, LLC	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Active Building Permitting	Single Family	8/27/2013	28	29	-1	12/21/2004		10,752	5,404	7,168	23,324	-0,384	-0,193	-0,256	-0,833
Concord	SETTLERS LANDING TOWNHOMES	APF2008-00179	Coddle Creek Development Group, LLC	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Active (platting & permitting)	Townhouse	11/21/2017	116	125	-9	1/15/2008	3/29/2015	16,008	8,004	10,672	34,684	-1,242	-0,621	-0,828	-2,691
Kannapolis	SETTLERS RIDGE	APF2008-00108	Craft/CP Morgan	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		All Lots Platted	Single Family	1/14/2011	150	138	12	1/7/2004		57.6	28.95	38.4	124.95	4,608	2,316	3,072	9,996
Kannapolis	SHERWOOD DEVELOPMENT	APF2018-00014	BLOC DESIGN	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Single Family		91	0	91			0	0	0	21,112	10,556	14,105	45,773	
Kannapolis	SHILOH VILLAGE	APF2008-00071	SHILOH RIDGE DEVELOPMENT, LLC	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Closed-Built Out	Single Family	5/25/2011	30	30	0	6/19/2006		11.52	5.79	7.68	24.99	0	0	0	0
Lucust	Signature Development	APF2009-00007	Chris Hunter	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Pending	Single Family		70	0	70	1/8/2008		26.88	13.51	17.92	58.31	26.88	13.51	17.92	58.31
Cabarrus County	SKYBROOK	APF2008-00104	MVC, LLC/Bryan Properties	Cox Mill High School	Cox Mill High School	Cox Mill Elementary School		Closed-Built Out	Single Family	2/23/2018	254	388	-134	12/17/1998		97,536	49,022	65,024	211,582	-51,456	-25,862	-34,304	-111,622
Cabarrus County	SKYBROOK APARTMENTS	APF2017-00014	JIM GRDICH	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Issued	Multi Family	4/6/2017	268	280	-12			62,176	31,088	41,54	134,804	-2,784	-1,392	-1,86	-6,036
Mt. Pleasant	SKYLAND SUBDIVISION	APF2018-00017	RONALD BURRAGE	Mt Pleasant High School	Mt Pleasant Middle School	Mt Pleasant Elementary School		Pending	Single Family		16	0	16			0	0	0	3,712	1,856	2.48	8,048	
Kannapolis	SOUTH VILLAGE SINGLE FAMILY	APF2009-00001	Richard McGinnis	A L Brown High School	Kannapolis Middle School	Fred L Wilson Elementary School	Kannapolis Intermediate School	Inactive	Single Family		15	0	15		8/8/2012	5.76	2.895	3.84	12,495	5.76	3.84	12,495	
Kannapolis	SOUTH VILLAGE TOWNHOMES	APF2009-00002	Richard McGinnis	A L Brown High School	Kannapolis Middle School	Fred L Wilson Elementary School	Kannapolis Intermediate School	Inactive	Townhouse		145	0	145		8/8/2012	20.01	10,005	13.34	43,355	20.01	10,005	13.34	43,355
Concord	ST ANDREWS PHASE 7	APF2008-00105	Danny Bost T.W.L.S. Inc.	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Approved	Single Family	12/30/2014	32	5	27	11/19/2001		12,288	6,176	8,192	26,656	10,368	5,211	6,912	22,491
Cabarrus County	ST ANDREWS PLACE	APF2013-00003	twis, inc	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Closed-Built Out	Single Family	3/21/2014	516	238	278			198,144	99,588	132,096	429,828	106,752	53,654	71,168	231,574
Cabarrus County	St. Andrews Phase 7	APF2008-00171	Danny Bost	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Void	Single Family		35	0	35			13.44	6.755	8.96	29,155	13.44	6.755	8.96	29,155
Harrisburg	STALLINGS FARM	APF2008-00037	JOE M STALLINGS ET. AL	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	12/29/2014	21	48	-27		4/18/2004	8,064	4,053	5,376	17,493	-10,368	-5,211	-6,912	-22,491
Harrisburg	STALLINGS FARM PHASE 5	APF2008-00126	VERNON BURRIS	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	7/31/2013	35	26	9	6/21/2004	12/22/2007	13,444	6,755	8,96	29,155	3,456	1,737	2,304	7,497
Cabarrus County	STALLINGS GLEN	APF2010-00004	CHRISTOPHER PROPERTIES	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Closed-Built Out	Single Family	7/27/2007	29	66	-37			11,136	5,597	7,424	24,157	-14,208	-7,141	-9,472	-30,821
Harrisburg	STALLINGS ROAD SUBDIVISION	APF2018-00013	ROBERT W NIXON	Hickory Ridge High School	Hickory Ridge Middle School	Harrisburg Elementary School		Pending	Single Family		191	0	191			73,344	36,863	48,896	159,103	73,344	36,863	48,896	159,103
Concord	STILLWATER	APF2008-00048	BRIAN LAYTON & JAMES D. LINKER	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Beverly Hills Elementary School		Void	Single Family		6	0	6	2/20/2007	2/20/2013	2,304	1,158	1,536	4,998	2,304	1,158	1,536	4,998
Kannapolis	STONEWOOD TOWNHOMES	APF2017-00035	COLE JENEST & STONE	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Pending	Townhouse		22	0	22			3,036	1,518	2,024	6,578	3,036	1,518	2,024	6,578
Cabarrus County	SUGAR HILL SUBDIVISION	APF2014-00010	JBR CUSTOM HOMES INC	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		In Progress	Single Family		9	0	9	11/12/2014	11/12/2016	3,456	1,737	2,304	7,497	3,456	1,737	2,304	7,497
Kannapolis	Summers Walk	APF2009-00006	FC SUMMERS WALK LLC A NC LLC	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		In Progress	Single Family		99	0	99	1/27/2014		38,016	19,107	25,344	82,467	38,016	19,107	25,344	82,467
Cabarrus County	THE BLUFFS AT MILL BRIDGE	APF2008-00076	HARTSELL BROTHERS	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		All Lots Platted	Single Family	3/19/2019	20	10	10	5/18/2006	5/17/2012	7.68	3.86	5.12	16.66	3.84	1.93	2.56	8.33
Cabarrus County	THE ENCLAVE																						

Jurisdiction	Subdivision	APP#	Applicant	High School	Middle School	Elementary School	Intermediate School	Status	Subdivision Type	Last Permit	Units Approved	Units Issued	Units Remaining	Dev Order Approved	DO Log Expiration	Elementary Students	Middle Students	High Students	Total Students	Remaining Elementary	Remaining Middle	High Remaining	Remaining Total
Midland	TUCKER CHASE	APF2008-00101	CHUCK STEVENS	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Active (plating & permitting)	Single Family	7/26/2016	162	129	33	6/1/2004		62,208	31,266	41,472	134,946	12,672	6,369	8,448	27,489
Concord	UNICA	APF2015-00008	UNICA U B O	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Withdrawn	Single Family		175	0	175			67.2	33.775	44.8	145,775	67.2	33.775	44.8	145,775
Cabarrus County	Vanderburg Estates	APF2008-00160	Horton Landvest Inc	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		All Lots Platted	Single Family	1/19/2018	114	46	68			43,776	22,002	29,184	94,962	26,112	13,124	17,408	56,644
Concord	VILLAGES AT DREAMING CREEK SINGLE FAMILY	APF2008-00091	YATES PROPERTIES, LLC	Jay M Robinson High School	HD Winkler Middle School	Wolf Meadow Elementary School		In Progress	Single Family		57	0	57	7/17/2009	12/31/2015	21,888	11,001	14,592	47,481	21,888	11,001	14,592	47,481
Concord	VILLAGES AT DREAMING CREEK TOWNHOMES	APF2009-00003	YATES PROPERTIES, LLC	Jay M Robinson High School	HD Winkler Middle School	Wolf Meadow Elementary School		In Progress	Townhouse		46	0	46	7/17/2009	12/31/2015	6,348	3,174	4,232	13,754	6,348	3,174	4,232	13,754
Concord	VILLAS AT CONCORD	APF2017-00018	MARTIN MARIETTA	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Pending	Townhouse		0	0	0			0	0	0	0	0	0	0	0
Kannapolis	Villas at Forest Park Retirement Facility	APF2008-00178	Douglas Company, LLC	A L Brown High School	Kannapolis Middle School	Forest Park Elementary School	Kannapolis Intermediate School	Age Restricted Development	Age Restricted		64	0	64			0	0	0	0	0	0	0	0
Concord	VILLAS AT LOGAN GARDENS RETIREMENT FACILITY	APF2009-00014	Doug Hart	Jay M Robinson High School	HD Winkler Middle School	W M Irvin Elementary School		Age Restricted Development	Age Restricted	1/28/2014	44	2	42	9/15/2009		0	0	0	0	0	0	0	0
Concord	VILLAS AT WINECOFF	APF2008-00043	Danny Bost	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Expired	Single Family	5/26/2017	99	85	14	3/15/2005	12/31/2013	38,016	19,107	25,344	82,467	5,376	2,702	3,584	11,662
Concord	WALLACE MEADOWS TOWNHOMES	APF2018-00008	PETE ELMER	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Pending			98	0	98			0	0	0	0	22,736	11,368	15,19	49,294
Kannapolis	WATERFORD ON THE ROCKY RIVER	APF2008-00066	Justin E Kies	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Active (plating & permitting)	Single Family	1/4/2018	278	246	32	4/21/2005	10/1/2016	106,752	53,654	71,168	231,574	12,288	6,176	8,192	26,656
Concord	Waterstone at Weddington Apartments	APF2008-00137	Brian Kaiser	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Closed-Built Out	Multi Family	1/17/2013	412	476	-64	11/21/2006		61.8	22.66	29,664	114,124	-14,848	-7,424	-9,92	-32,192
Concord	WEDDINGTON ROAD SITE MATTAMY HOMES	APF2015-00005	MATTAMY HOMES	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Pending	Single Family		281	0	281			107,904	54,233	71,936	234,073	107,904	54,233	71,936	234,073
Concord	WEDDINGTON ROAD TRACT	APF2017-00045	SCOTT KIGER	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Pending			268	0	268			0	0	0	0	62,176	31,088	41,54	134,804
Kannapolis	WELLINGTON CHASE	APF2008-00061	PARKER AND ORLEANS HOMEBUILDERS	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Active (plating & permitting)	Single Family	10/13/2017	349	368	-17	9/29/2005	5/22/2016	134,016	67,357	89,344	290,717	-6,528	-3,281	-4,352	-14,161
Kannapolis	WELLINGTON GARDENS	APF2013-00013	REA VENTURE GROUP	Cox Mill High School	Harris Road Middle School	W R Odell Elementary School		Inactive	Multi Family		72	0	72	5/1/2013		16,704	8,352	11,16	36,216	16,704	8,352	11,16	36,216
Concord	Wellspring Village Retirement Community	APF2008-00177	Crosland Homes	Jay M Robinson High School	HD Winkler Middle School	Carl A Furr Elementary School		Age Restricted Development	Age Restricted	11/12/2008	52	8	44	3/20/2008	12/31/2013	0	0	0	0	0	0	0	0
Kannapolis	WEST G STREET	APF2018-00002	LONG RANGE DEVELOPMENT & PROPERTIES	A L Brown High School	Kannapolis Middle School	Fred L Wilson Elementary School		Pending			4	0	4			0	0	0	0	0.928	0.464	0.62	2,012
Kannapolis	WEST OAKS PHASE 2	APF2008-00111	Brandon Little & Stephen Wasserman	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Expired	Single Family	2/3/2017	13	1	12	9/23/2008	9/14/2012	4,992	2,509	3,328	10,829	4,608	2,316	3,072	9,996
Concord	Wexford Pointe Apartments	APF2009-00012	Cathy Connors	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Closed-Built Out	Multi Family	5/6/2010	106	106	0	12/15/2009		24,592	12,296	16,43	53,318	0	0	0	0
Kannapolis	WIGHTMAN OAKS	APF2008-00031	WIGHTMAN HOMES	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Expired	Townhouse	7/21/2017	13	10	3	1/24/2008		1,794	0,897	1,196	3,887	0,414	0,207	0,276	0,897
Kannapolis	WILDWOOD RIDGE	APF2014-00019	OAKMONT HOMES					Active (plating & permitting)	Single Family	11/2/2012	39	21	18	5/5/2004		14,976	7,527	9,984	32,487	6,912	3,474	4,608	14,994
Concord	WINDING WALK	APF2008-00092	Shea Homes	Cox Mill High School	Harris Road Middle School	Cox Mill Elementary School		Closed-Built Out	Single Family	10/16/2014	472	482	-10	7/13/2003	6/20/2013	181,248	91,096	120,832	393,176	-3,84	-1,93	-2,56	-8,33
Kannapolis	WINDSOR	APF2013-00005	KANNAPOLIS REAL ESTATE	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Expired	Single Family	10/24/2018	98	34	64			37,632	18,914	25,088	81,634	24,576	12,352	16,384	53,312
Kannapolis	WINDSOR PHASE IIB	APF2013-00004	KANNAPOLIS REAL ESTATE					Void			0	0	0			0	0	0	0	0	0	0	0
Concord	WINECOFF SCHOOL ROAD PROJECT	APF2018-00010	CHRIS TODD	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Void			117	0	117			0	0	0	0	27,144	13,572	18,135	58,851
Concord	WINECOFF SCHOOL ROAD/TIMMONS GROUP	APF2018-00009	AMERICAN SOUTH MGMNT LLC	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Winecoff Elementary School		Pending	Townhouse		117	0	117			16,146	8,073	10,764	34,983	16,146	8,073	10,764	34,983
Kannapolis	WISPERING WINDS	APF2014-00021	UNKNOWN	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		Closed-Built Out	Single Family	10/23/2008	36	33	3	9/8/2000		13,824	6,948	9,216	29,988	1,152	0,579	0,768	2,499
Concord	WOODBIDGE AT ZEMOSA	APF2008-00090	NIBLOCK DEVELOPMENT CORP.	Northwest Cabarrus High School	Northwest Cabarrus Middle School	Charles A Boger Elementary School		In Progress	Single Family	3/20/2019	50	21	29	5/15/2007	3/15/2015	19.2	9.65	12.8	41.65	11.136	5.597	7.424	24,157
Midland	WYNDHAM ESTATES	APF2008-00135	SCOTT COLLINS	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Closed-Built Out	Single Family	9/18/2017	30	21	9	11/20/2007		11,52	5,79	7,68	24,99	3,456	1,737	2,304	7,497
Midland	WYNDHAM FOREST	APF2017-00024	DEPENDABLE DEVELOPMENT INC	Central Cabarrus High School	C C Griffin Middle School	Bethel Elementary School		Pending	Single Family	10/19/2018	30	29	1			11,52	5,79	7,68	24,99	0,384	0,193	0,256	0,833
Concord	YATES MEADOW	APF2008-00088	YATES MEADOW	Jay M Robinson High School	HD Winkler Middle School	Pitt School Road Elementary School		Closed-Built Out	Single Family	10/1/2013	220	147	73			84,48	42,46	56,32	183,26	28,032	14,089	18,688	60,809
Concord	ZION CHURCH ROAD SINGLE FAMILY CONCEPT	APF2018-00027	JEREMY HORTON	A L Brown High School	C C Griffin Middle School	A T Allen Elementary School		Pending	Single Family		222	0	222			85,248	42,846	56,832	184,926	85,248	42,846	56,832	184,926
Concord	ZION CHURCH ROAD SITE	APF2018-00020	MATT MANDLE	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Pending	Single Family		116	0	116			44,544	22,388	29,696	96,628	44,544	22,388	29,696	96,628
Concord	ZION CHURCH ROAD TOWNHOME CONCEPT	APF2018-00026	JEREMY HORTON	Central Cabarrus High School	C C Griffin Middle School	A T Allen Elementary School		Pending	Townhouse		153	0	153			21,114	10,557	14,076	45,747	21,114	10,557	14,076	45,747
											50764	23250	28,466			16121.81	8067.8	10659.52	34662.13	8366.684	4199.109	5580.49	18146.283

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Reports

SUBJECT:

EDC - March 2019 Monthly Summary Report

BRIEF SUMMARY:

The Cabarrus Economic Development Corporation (EDC) provides monthly updates on the local economic and industry activities in the form of the included report.

REQUESTED ACTION:

For informational purposes. No action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Robert J. Carney, Jr., EDC

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- Report



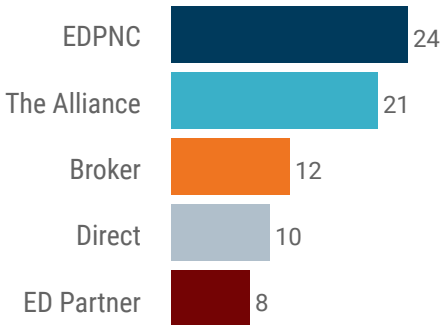
The EDC received 12 new RFIs (requests for information) in March and submitted sites/buildings for 10 of the new requests. One existing industry project was also added. There was 1 client site visit in March.



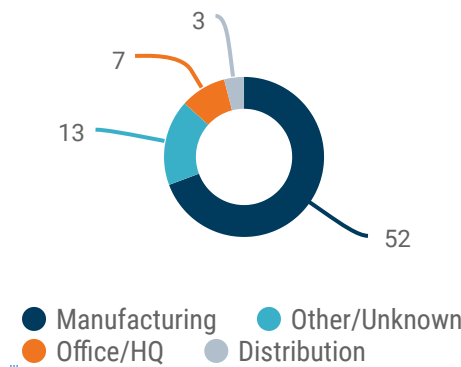
Other Project Activity Stats



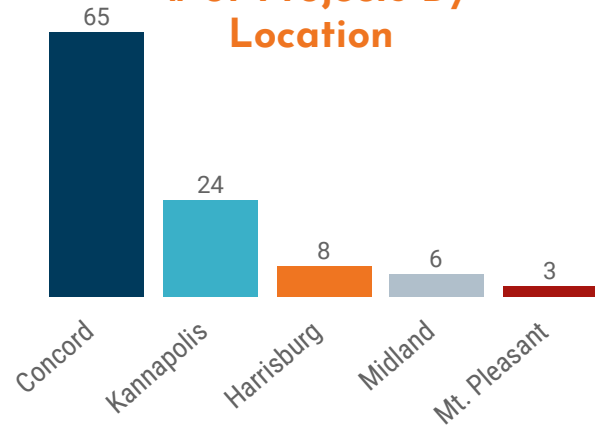
Projects By Source



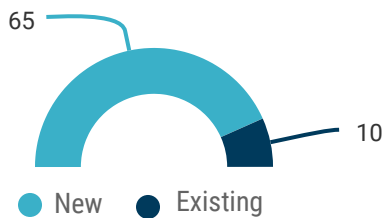
Projects By Industry



of Projects By Location



Projects By Type



230

average jobs per project



119K

average square feet per project



27%

of Cabarrus EDC's projects involve companies outside of the U.S.



75M

average investment per project



68

average acres per project



CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Reports

SUBJECT:

Finance - Monthly Financial Update

BRIEF SUMMARY:

The County Manager requested monthly reports from Finance displaying relevant information regarding the year-to-date budget.

REQUESTED ACTION:

For informational purposes. No action required.

EXPECTED LENGTH OF PRESENTATION:

SUBMITTED BY:

Susan Fearington, Finance Director

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:

This item was approved by the Board for inclusion on the Agenda.

ATTACHMENTS:

- Report

Cabarrus County, North Carolina
General Fund
Statement of Revenues and Expenditures - Budget and Actual
As of March 31, 2019

	Budgeted Amounts		Actual Amounts	Encumbrances*	Variance with	% Collected
	Original	Final			Final Budget	or Used
REVENUES						
Ad Valorem Taxes & Interest	\$ 164,527,608	\$ 164,527,608	\$ 159,079,026	\$ -	\$ (5,448,582)	96.7%
Other Taxes	48,153,664	48,153,664	31,041,994	-	(17,111,670)	64.5%
Intergovernmental Revenues	19,961,943	20,694,228	14,393,334	-	(6,300,894)	69.6%
Permits and Fees	6,968,899	6,980,899	5,300,685	-	(1,680,214)	75.9%
Sales and Services	13,003,406	13,032,746	8,688,831	-	(4,343,915)	66.7%
Investment Earnings	500,000	770,466	1,403,388	-	632,922	182.1%
Miscellaneous/Other Finance Sources	2,487,452	18,676,244	553,486	-	(18,122,758)	3.0%
TOTAL REVENUES	\$ 255,602,972	\$ 272,835,855	\$ 220,460,744	\$ -	\$ (52,375,111)	80.8%
EXPENDITURES						
GENERAL GOVERNMENT						
Board of Commissioners	\$ 1,028,431	\$ 1,028,993	\$ 650,712	\$ -	\$ 378,281	63.2%
County Manager	1,235,915	1,238,062	850,072	3,403	384,587	68.9%
Communications	609,270	624,956	429,544	14,481	180,931	71.0%
Human Resources	925,571	981,592	629,584	26,750	325,258	66.9%
Tax Collector	1,020,561	1,020,803	721,925	-	298,878	70.7%
Tax Administration	2,365,082	2,366,475	1,595,995	4,080	766,400	67.6%
Board of Elections	942,029	945,518	562,664	4,959	377,895	60.0%
Register of Deeds	598,090	598,605	433,770	-	164,835	72.5%
Finance	1,107,848	1,121,861	678,339	26,000	417,522	62.8%
Information Technology	5,656,068	6,215,839	4,258,254	485,608	1,471,977	76.3%
Non-departmental*	2,201,067	1,577,402	505,379	395,917	676,106	57.1%
Infrastructure & Asset Management						
Grounds Maintenance	1,955,910	1,999,241	1,066,917	439,956	492,368	75.4%
Administration	1,827,680	1,831,873	1,201,146	16,800	613,927	66.5%
Sign Maintenance	177,084	170,934	113,234	3,395	54,305	68.2%
Building Maintenance	2,910,781	3,281,317	1,996,801	543,087	741,429	77.4%
Facility Services	1,644,258	1,653,717	1,050,035	61,921	541,761	67.2%
Fleet Maintenance	541,669	738,432	589,601	20,751	128,080	82.7%
Contribution to Other Funds	759,500	13,745,471	13,745,471	-	-	100.0%
Total General Government	\$ 27,506,814	\$ 41,141,091	\$ 31,079,443	\$ 2,047,108	\$ 8,014,540	80.5%
PUBLIC SAFETY						
Sheriff						
Administration & Operations	\$ 14,432,595	\$ 14,686,521	\$ 10,121,483	\$ 338,727	\$ 4,226,311	71.2%
Jail	11,902,468	12,067,517	8,323,545	402,098	3,341,874	72.3%
Animal Control	829,418	839,607	611,698	13,436	214,473	74.5%
Animal Shelter	474,833	508,343	335,238	400	172,705	66.0%
Courts Maintenance	266,084	259,643	131,230	14,592	113,821	56.2%
Construction Standards	2,538,548	2,614,527	1,736,874	16,992	860,661	67.1%
Emergency Management	300,724	308,610	215,793	5,889	86,928	71.8%
Fire Department	1,052,317	1,061,711	744,200	87,308	230,203	78.3%
Emergency Medical Services	9,567,367	9,796,224	6,644,940	136,427	3,014,857	69.2%
Other Public Safety*	1,918,300	2,682,843	1,996,791	313,648	372,404	86.1%
Total Public Safety	\$ 43,282,654	\$ 44,825,546	\$ 30,861,792	\$ 1,329,517	\$ 12,634,237	71.8%

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Cabarrus County, North Carolina
General Fund
Statement of Revenues and Expenditures - Budget and Actual
As of March 31, 2019

	Budgeted Amounts		Actual Amounts	Encumbrances*	Variance with	% Collected
	Original	Final			Final Budget	
ECONOMIC & PHYSICAL DEVELOPMENT						
Planning & Development						
Planning	\$ 583,093	\$ 605,931	\$ 418,252	\$ 5,790	\$ 181,889	70.0%
Community Development	587,131	657,959	394,441	2,688	260,830	60.4%
Soil & Water Conservation	244,647	246,315	145,040	5,379	95,896	61.1%
Zoning Administration	231,482	231,482	166,630	75	64,777	72.0%
Economic Development Corporation	391,621	397,282	241,515	-	155,767	60.8%
Economic Development Incentives	941,000	1,350,842	513,019	-	837,823	38.0%
Other Economic & Physical Development*	1,978,054	1,977,429	1,877,429	145,000	(45,000)	102.3%
Total Economic & Physical Development	\$ 4,957,028	\$ 5,467,240	\$ 3,756,326	\$ 158,932	\$ 1,551,982	71.6%
ENVIRONMENTAL PROTECTION						
Waste Reduction	\$ 558,791	\$ 625,701	\$ 287,307	\$ 132,963	\$ 205,431	67.2%
Total Environmental Protection	\$ 558,791	\$ 625,701	\$ 287,307	\$ 132,963	\$ 205,431	67.2%
HUMAN SERVICES						
Veterans Services	\$ 282,963	\$ 283,109	\$ 194,656	\$ -	\$ 88,453	68.8%
Cooperative Extension	396,767	417,855	266,302	216	151,337	63.8%
Human Services						
Administration	4,020,929	4,227,001	2,735,589	186,698	1,304,714	69.1%
Economic Family Support Services	2,228,093	2,567,223	1,831,773	-	735,450	71.4%
Transportation	2,084,628	2,484,778	1,563,756	208,337	712,685	71.3%
Child Welfare	8,558,218	8,624,777	5,572,321	112,423	2,940,033	65.9%
Child Support Services	1,853,387	1,856,296	1,277,100	5,740	573,456	69.1%
Economic Services	8,397,953	8,227,098	5,509,169	-	2,717,929	67.0%
Adult and Family Services	1,863,897	1,869,171	1,291,569	10,789	566,813	69.7%
Nutrition	501,737	509,050	271,364	126,321	111,365	78.1%
Senior Services	678,270	707,065	431,683	110,403	164,979	76.7%
Other Human Services*	7,927,028	7,927,028	5,640,416	2,289,331	(2,719)	100.0%
Total Human Services	\$ 38,793,870	\$ 39,700,451	\$ 26,585,698	\$ 3,050,258	\$ 10,064,495	74.6%
EDUCATION						
Cabarrus County Schools Operating	\$ 66,890,757	\$ 67,161,223	\$ 50,036,641	\$ -	\$ 17,124,582	74.5%
Kannapolis City Schools Operating	8,544,460	8,544,460	6,524,620	-	2,019,840	76.4%
RCCC Operating	2,930,215	2,930,215	2,197,656	-	732,559	75.0%
Cabarrus County Schools Capital	1,056,324	1,162,724	1,068,670	6,050	88,004	92.4%
Kannapolis City Schools Capital	108,832	193,834	192,360	1,474	-	100.0%
RCCC Capital	-	30,000	30,000	-	-	100.0%
Other Education*	118,241	118,241	88,676	17,067	12,498	89.4%
Total Education	\$ 79,648,829	\$ 80,140,697	\$ 60,138,623	\$ 24,591	\$ 19,977,483	75.1%
CULTURE & RECREATION						
Active Living & Parks						
Parks	\$ 1,610,641	\$ 1,656,143	\$ 1,093,700	\$ 68,762	\$ 493,681	70.2%
Senior Centers	712,467	711,718	397,836	54,766	259,116	63.6%
Library System	3,370,284	3,411,674	2,274,531	98,707	1,038,436	69.6%
Other Cultural & Recreation*	26,000	26,000	26,000	87,500	(87,500)	436.5%
Total Culture & Recreation	\$ 5,719,392	\$ 5,805,535	\$ 3,792,067	\$ 309,735	\$ 1,703,733	70.7%
DEBT SERVICE						
Schools	\$ 45,589,826	\$ 45,583,826	\$ 30,766,096	\$ 332,150	\$ 14,485,580	68.2%
Other	9,545,768	9,545,768	4,680,025	91,465	4,774,278	50.0%
Total Debt Service	\$ 55,135,594	\$ 55,129,594	\$ 35,446,121	\$ 423,615	\$ 19,259,858	65.1%
TOTAL EXPENDITURES	\$ 255,602,972	\$ 272,835,855	\$ 191,947,377	\$ 7,476,719	\$ 73,411,759	73.1%
Excess (deficiency) of revenues over (under) expenditures	\$ -	\$ -	\$ 28,513,367	\$ (7,476,719)	\$ 21,036,648	

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Cabarrus County, North Carolina
General Fund
Statement of Revenues and Expenditures - Budget and Actual
As of March 31, 2019

	Budgeted Amounts		Actual Amounts	Encumbrances*	Variance with Final Budget	% Collected or Used
	Original	Final				
Arena and Events Center						
REVENUES						
Sales and Services	\$ 594,000	\$ 594,000	\$ 350,286	\$ -	\$ (243,714)	59.0%
Investment Earnings	4,156	4,156	17,985	-	13,829	432.7%
Miscellaneous/Other Finance Sources	1,050,500	1,129,993	1,027,060	-	(102,933)	90.9%
Total Arena and Events Center Fund	\$ 1,648,656	\$ 1,728,149	\$ 1,395,331	\$ -	\$ (332,818)	80.7%
EXPENDITURES						
Arena and Events Center	\$ 1,039,500	\$ 1,112,993	\$ 720,430	\$ 272,000	\$ 120,563	89.2%
County Fair	609,156	615,156	440,045	15,543	159,568	74.1%
Total Arena and Events Center Fund	\$ 1,648,656	\$ 1,728,149	\$ 1,160,475	\$ 287,543	\$ 280,131	83.8%
Landfill Fund						
REVENUES						
Intergovernmental Revenues	\$ 40,000	\$ 40,000	\$ 24,848	\$ -	\$ (15,152)	62.1%
Permits and Fees	147,181	147,181	74,845	-	(72,336)	50.9%
Sales and Services	947,000	1,045,707	865,788	-	(179,919)	82.8%
Investment Earnings	38,390	38,390	63,410	-	25,020	165.2%
Other Finance Sources	-	36,575	-	-	(36,575)	0.0%
Total Landfill Fund	\$ 1,172,571	\$ 1,307,853	\$ 1,028,891	\$ -	\$ (278,962)	78.7%
EXPENDITURES						
Landfill Operations	\$ 1,172,571	\$ 1,307,853	\$ 517,628	\$ 81,434	\$ 708,791	45.8%
Total Landfill Fund	\$ 1,172,571	\$ 1,307,853	\$ 517,628	\$ 81,434	\$ 708,791	45.8%
911 Emergency Telephone Fund						
REVENUES						
Intergovernmental Revenues	\$ 789,364	\$ 789,364	\$ 472,776	\$ -	\$ (316,588)	59.9%
Investment Earnings	1,500	1,500	5,774	-	4,274	384.9%
Other Finance Sources	-	151,000	-	-	(151,000)	0.0%
Total 911 Emergency Telephone Fund	\$ 790,864	\$ 941,864	\$ 478,550	\$ -	\$ (463,314)	50.81%
EXPENDITURES						
Operations	\$ 731,338	\$ 882,338	\$ 311,964	\$ 329,075	\$ 241,299	72.7%
Debt Service	59,526	59,526	59,526	-	-	100.0%
Total 911 Emergency Telephone Fund	\$ 790,864	\$ 941,864	\$ 371,490	\$ 329,075	\$ 241,299	74.4%
Self-Insured Funds						
REVENUES						
Sales and Services	\$ 13,428,190	\$ 13,428,190	\$ 9,057,043	\$ -	\$ (4,371,147)	67.4%
Investment Earnings	45,000	45,000	123,602	-	78,602	274.7%
Miscellaneous	80,000	150,000	390,665	-	240,665	260.4%
Other Finance Sources	-	9,200	-	-	(9,200)	0.0%
Total Self-Insured Funds	\$ 13,553,190	\$ 13,632,390	\$ 9,571,310	\$ -	\$ (4,061,080)	70.2%
EXPENDITURES						
Workers Compensation Insurance	\$ 1,284,715	\$ 1,284,715	\$ 966,334	\$ -	\$ 318,381	75.2%
Liability Insurance	973,000	1,043,000	760,977	-	282,023	73.0%
Dental Insurance	435,000	435,000	303,468	-	131,532	69.8%
Hospitalization Insurance	10,860,475	10,869,675	7,385,993	542,023	2,941,659	72.9%
Total Self-Insured Funds	\$ 13,553,190	\$ 13,632,390	\$ 9,416,772	\$ 542,023	\$ 3,673,595	73.1%

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Cabarrus County, North Carolina
General Fund
Statement of Revenues and Expenditures - Budget and Actual
As of March 31, 2019

	Budgeted Amounts		Actual Amounts	Encumbrances*	Variance with Final Budget	% Collected or Used
	Original	Final				
Fire Districts Fund						
REVENUES						
Ad Valorem Taxes	\$ 4,522,362	\$ 4,522,362	\$ 4,411,307	\$ -	\$ (111,055)	97.5%
<i>Total Fire Districts Fund</i>	<u>\$ 4,522,362</u>	<u>\$ 4,522,362</u>	<u>\$ 4,411,307</u>	<u>\$ -</u>	<u>\$ (111,055)</u>	<u>97.5%</u>
EXPENDITURES						
Fire Districts	\$ 4,522,362	\$ 4,522,362	\$ 4,411,307	\$ -	\$ 111,055	97.5%
<i>Total Fire Districts Fund</i>	<u>\$ 4,522,362</u>	<u>\$ 4,522,362</u>	<u>\$ 4,411,307</u>	<u>\$ -</u>	<u>\$ 111,055</u>	<u>97.5%</u>
TOTAL REVENUES	<u>\$ 21,687,643</u>	<u>\$ 22,132,618</u>	<u>\$ 16,885,389</u>	<u>\$ -</u>	<u>\$ (5,247,229)</u>	<u>76.3%</u>
TOTAL EXPENDITURES	<u>\$ 21,687,643</u>	<u>\$ 22,132,618</u>	<u>\$ 15,877,672</u>	<u>\$ 1,240,075</u>	<u>\$ 5,014,871</u>	<u>77.3%</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,007,717</u>	<u>\$ (1,240,075)</u>	<u>\$ (232,358)</u>	

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Please note: this report was pulled prior to month end close

CABARRUS COUNTY



BOARD OF COMMISSIONERS REGULAR MEETING

**April 15, 2019
6:30 PM**

AGENDA CATEGORY:

Closed Session

SUBJECT:

Closed Session - Pending Litigation, Economic Development and Acquisition of Real Property

BRIEF SUMMARY:

A closed session is needed to discuss matters related to pending litigation, economic development and acquisition of real property as authorized by NCGS 143-318.11(a)(3), (4) and (5).

REQUESTED ACTION:

Motion to go into closed session to discuss matters related to pending litigation, economic development and acquisition of real property as authorized by NCGS 143-318.11(a)(3), (4) and (5).

EXPECTED LENGTH OF PRESENTATION:

1 Hour or More

SUBMITTED BY:

Mike Downs, County Manager

BUDGET AMENDMENT REQUIRED:

No

COUNTY MANAGER'S RECOMMENDATIONS/COMMENTS:
