



Access for the Electronic Meeting

Via phone: 1-646-558-8656

Via web:

<https://zoom.us/j/96208266196?pwd=UXJiWDIzWGIUbEFyQURuVjcyGZMzZ09>

Via Zoom App:

Meeting ID: 962 0826 6196

Password: 512044

November 9, 2020

Stallings Town Hall

315 Stallings Road

Stallings, NC 28104

704-821-8557

www.stallingsnc.org

Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Consent Agenda Approval A. Minutes from the following meetings: (1) 08-24-2020 – special (2) 09-14-2020 (3) 09-28-2020	Wyatt Dunn, Mayor	Approve Consent Agenda <i>(All items on the Consent Agenda are considered routine, to be enacted by one motion. If a member of the governing body requests discussion on of an item, the item will be removed from the Consent Agenda and considered separately.)</i> Motion: I make the motion to: 1) Approve the Consent Agenda as presented; or 2) Approve the Consent Agenda with the following changes:_____.
2.	7:17 p.m.	Reports A. Report from Mayor B. Report from Council Members/Town Committees C. Report from Town Manager/Town Departments	Council and Staff	NA
3.	7:40 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written. <i>(ADD, IF APPLICABLE: with changes as described by Mayor Dunn)</i> Motion: I make the motion to: 1) Approve the Agenda as presented; or 2) Approve the Agenda with the following changes:_____.
4.	7:45 p.m.	Finance Items: A. Quarterly Report (<i>Gross</i>) B. Employee Budgeted Bonus (<i>Sewell</i>) C. Union County Property Tax Re-Evaluation Update (<i>Gross</i>) D. Five Year Financial Plan Draft (<i>Gross</i>)	Marsha Gross, Finance Officer Alex Sewell, Town Manager	Discussion and possible action

5.	8:25 p.m.	Stormwater MS4 Notice of Violation <i>Resolution and Plan to Cure Identified Issues</i>	Chris Easterly, Town Engineer	Approve resolution
6.	8:45 p.m.	Gateway Signage A. Engineering Contract B. Mini Brooks Acts	Erinn Nichols, Assistant Town Manager	Approve engineering contract and the Resolution for the Mini Brooks Act.
7.	9:00 p.m.	Adjournment	Wyatt Dunn, Mayor	Motion to adjourn

**MINUTES OF A SPECIAL TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for a meeting on August 24, 2020, at 6:30 p.m. via Zoom, a virtual electronic platform, due to the North Carolina declared state of emergency because of COVID-19. Public could access the meeting via phone (1-646-558-8656), web link (<https://zoom.us/j/94644360999?pwd=a0RRLONLaXRnU3FrcHRwa3Y2S2pRdz09>), or the Zoom app (Meeting ID: 946 4436 0999; Password: 289596).

Those present and visible on camera were: Mayor Wyatt Dunn; Mayor Pro Tempore Lynda Paxton; Council Members Steven Ayers, Heather Grooms, John Martin, Brad Richardson, and David Scholl.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; and Karen Williams, Human Resources Director.

1. Call the meeting to order

Mayor Dunn called the meeting to order.

Council Member Martin made the motion to remove Agenda Item 2, *CZ20.06.01 – Sherin Ln.*, at the applicant's request. The motion was passed unanimously by the Council after a second from Council Member Scholl.

2. CZ20.06.01 – Sherin Ln.

This item was removed from the Agenda.

3. TX20.06.01 – Orissa Holdings

Town Planner Hair reminded the Council this was a request to amend the height for attached single family from 25' to 45' (allowing for three story buildings) for properties located within the Monroe Bypass Small Area Plan.

Council Member Scholl made the motion to approve TX20.06.01 – Orissa Holdings to which Council Member Ayers seconded. Council supported the vote unanimously. The Ordinance Amending the Ordinance for TX20.06.01 – Orissa Holdings is attached to these minutes and therefore incorporated herein.

4. Development Ordinance Amendments & Policies (Recommended by SAP Subcommittees)

A. TX20.06.02

Amend Development Ordinance to remove language linking the Ordinance to Small Area Plans

Council Member Richardson made the motion to approve TX20.06.02 to which Council Member Ayers seconded. Council supported the vote unanimously. The Ordinance Amending the Ordinance for TX20.06.02 is attached to these minutes and therefore incorporated herein.

B. TX20.06.03

Change Development Agreement requirements to apply only to large projects

Council Member Richardson made the motion to approve TX20.06.03 to which Council Member Ayers seconded. Council supported the vote unanimously. The Ordinance Amending the Ordinance for TX20.06.03 is attached to these minutes and therefore incorporated herein.

C. TX20.06.04

Create a process where the Comprehensive Land Use Plan and Small Area Plans are being amended during the rezoning (CZ) process

Council Member Scholl made the motion to approve TX20.06.04 to which Council Member Grooms seconded. Council supported the vote unanimously. The Ordinance Amending the Ordinance for TX20.06.04 is attached to these minutes and therefore incorporated herein.

D. TX20.06.05

Review Table of Uses and make Townhomes and other identified uses within the MU-1 and MU-2 districts conditional zoning (CZ).

Council Member Paxton made the motion to approve TX20.06.05 to which Council Member Scholl seconded. Council supported the vote unanimously. The Ordinance Amending the Ordinance for TX20.06.05 is attached to these minutes and therefore incorporated herein.

E. Conditional Zoning Subcommittee Policy

Town Planner Hair reminded the Council this was a new process similar to the Development Agreement Subcommittee process.

Council Member Paxton made the motion to approve the Conditional Zoning Subcommittee Policy. The motion was passed unanimously by the Council after a seconded from Council Member Martin. The Conditional Zoning Subcommittee Policy is attached to these minutes and therefore incorporated herein.

The Statements of Reasonableness and Consistency for TX20.06.01 – Orissa Holdings; TX20.06.02; TX20.06.03; TX20.06.04; TX20.06.04; and TX20.06.05 were read aloud. The motion was made by Council Member Richardson to approve the Statements of Reasonableness and Consistency for TX20.06.01 – Orissa Holdings;TX20.06.02; TX20.06.03; TX20.06.04; TX20.06.04; and TX20.06.05. Council Member Scholl seconded the motion to which the Council approved unanimously. The Statements of Reasonableness and Consistency for TX20.06.01 – Orissa Holdings;TX20.06.02; TX20.06.03; TX20.06.04; TX20.06.04; and TX20.06.05 are attached to these minutes and therefore incorporated herein.

3. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Ayers, and the motion received unanimous support. The meeting was adjourned at 7:03 p.m.

Approved on _____, 2020.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

**MINUTES OF THE TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for a meeting on September 14, 2020, at 7:00 p.m. via Zoom, a virtual electronic platform, due to the North Carolina declared state of emergency because of COVID-19. Public could access the meeting via phone (1-646-558-8656), web link (<https://zoom.us/j/91553273612?pwd=Z0g3RWNmciJgXNWVQS2ZHnkRlcm9GQT09>) or the Zoom app (Meeting ID: 915 5327 3612; Password: 363276).

Those present and visible on camera were: Mayor Pro Tempore Lynda Paxton; Council Members Steven Ayers, Heather Grooms, John Martin, Brad Richardson, and David Scholl.

Those absent were: Mayor Wyatt Dunn.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Marsha Gross, Finance Officer; Lynne Hair, Town Planner; Chris Easterly, Town Engineer; Ashley Platts, Parks and Recreation Director; Police Chief Dennis Franks; Melanie Cox, Town Attorney, and Mac McCarley, Planning and Zoning Attorney.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Pro Tempore Lynda Paxton welcomed everyone to the meeting and Council Member Grooms delivered the invocation. Mayor Pro Tempore Paxton then led the Pledge of Allegiance and called the meeting to order.

Public Comments

No one joined the meeting who wanted to give public comment.

1. Approval of Consent Agenda Items

- A. CARES ACT - Interlocal Governmental and Subrecipient Agreement for Stallings
- B. Agency Input to U.S. Department of Transportation for Silver Line
- C. Union County Charge to Collect
- D. Constitution Week Proclamation
- E. Domestic Violence Awareness Proclamation
- F. Remote Meeting Policy
(To include Board of Adjustment)

Town Manager Sewell requested that the Downtown Grant be added to the Consent Agenda as Item 1.G. Council Member Richardson read the Constitution Week Proclamation aloud and Council Member Martin read the Domestic Violence Awareness Proclamation aloud, both to bring awareness of each to the public. Council Member Martin made the motion to approve the Consent Agenda Items with

the addition of Consent Agenda Item 1.G., Interlocal Downtown Grant Agreement. The motion was seconded by Council Member Richardson which passed unanimously by Council. The Constitution Week Proclamation, the Domestic Violence Awareness Proclamation, the Union County Charge to Collect, and the Remote Meeting Policy Amendment are attached to these minutes and therefore incorporated herein.

2. Reports

A. Report from the Mayor

Mayor Dunn was not present to give a report.

B. Reports from Council Members/Town Committees

Council Members Ayers and Grooms had no reports.

Council Member Martin reported that the Stormwater Advisory Committee had not met due to COVID-19 but there was one large stormwater project which was being put out to bid. It was estimated the cost would be around \$20,000 for a project analysis for flooding concerns in Chestnut Oaks. Mr. Martin also pointed out that Stallings had been named the fifth safest city in North Carolina and the safest in the Charlotte metro region. He attributed that to the professionalism of the Police Department.

Council Member Richardson had no report.

Council Member Paxton reminded all that CRTPO would be meeting that week to address the funding shortages and updating on the NC First Commission.

Council Member Scholl had no report.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported on three items:

- There were two options for the public to provide input on the Silver Line process: survey and virtual public input session.
- Shred Day was Oct. 17 from 9 a.m. – noon.
- Virtual Meetings: It was recommended meetings continue to be held remotely until Phase 3 was implemented from the Governor.

Police Chief Dennis Franks presented the Council with information regarding the department's efforts despite the COVID-19 restrictions. Since the beginning of the situation, only seven officers had exposures and all had tested negative. There had been decreases since the COVID crisis in calls and arrests.

The officers were proactively patrolling homes and businesses. Despite staffing issues, 13-30% understaff at any given time, the department was still very active in the community. Stallings community continued to show exceptional support to the Police Department.

3. Agenda Approval

Council Member Scholl made the motion to approve the Agenda as presented. The motion was seconded by Council Member Ayers and passed unanimously by Council.

4. CZ20.07.01

Conditional Zoning on PID #07126038, 1006 Vickie Lane to allow for expansion of a religious facility (Vallabh Pushti Samaj Temple).

Mayor Pro Tempore Paxton opened the public hearing. Town Planner Hair explained this was a request for a conditional zoning from Vallabh Pushti Samaj Temple in order to expand their existing facilities. The property was located in a single family subdivision and directly beside the CSX rail line and heavy industrial/future commercial use. The existing facility was grandfathered into the new ordinance. The Staff Zoning presentation on this item is attached to these minutes and therefore incorporated herein. The Planning Board recommended approval of the application with the following conditions:

- The applicant or responsible party shall obtain all permits required for development with the Town and outside agencies in compliance with applicable regulations. The submitted sketch plan must meet all requirements as established by permitting agencies.
- Allow a reduction in parking to permit 50 on-site parking spaces. Future parking needs as a result of expansion will be reviewed with any future building plans.
- Any new structures built on the site will need to receive conditional zoning approval from the Town.
- A landscape plan showing compliance with Ordinance Article 11.
- Adhere to Type C buffer requirements adjacent to remaining SFR zoning. Article 11.6.
- All debris near dumpster area be removed.
- Metal shipping containers must be removed from property.
- All code violations shall be addressed prior to issuance of a permit for construction on the site.

Bob Spalding was present representing the applicant and Prathmesh Shah, applicant, was also joining the meeting. It was noted that the new building was for socializing for the establishment. Gandhi Nishita, a member of the temple, also assured the Town it would be able to get a hold of the temple staff for any future code enforcement concerns.

Mr. Davis, Davis Steele, stated there was property on Johnson Lane being grouped for sale. He wanted the temple to be aware they would be one foot from a future drive for new development. Mr.

Davis was concerned that they were grandfathered in even in the new ordinance. The Temple's traffic stopped traffic on Vickie Lane many times in the past year. Mr. Davis felt that things were moving forward for one group only but not evaluating the lively hood of the neighbors and community.

Town Attorney Mac McCarley informed the Council that the Temple was protected by federal legislation passed unanimously by Congress and he strongly recommended approval of this application as submitted.

Council discussed the item with the applicant. There was no one joining the meeting who wished to give public comment on this item. Mayor Pro Tempore Paxton closed the public meeting. Council would vote on the item at its next meeting.

5. Greenway

A. Update on Design

Parks and Recreation Director Ashley Platts provided the Council with an update to the Greenway Plan, the Blair Mill Park portion. Staff had been working with the Vickery residents to design this area. Eric Woolridge with Destination by Design joined the meeting and presented the Council with a design update. Mr. Woolridge's presentation is attached to these minutes and therefore incorporated herein. Staff was requesting the Council:

- 1) Authorize staff to enter into an Easement Agreement with Vickery HOA covering the impacted points on HOA property contingent upon Town Attorney approval.

Council Member Martin made the motion to authorize staff to enter into an Easement Agreement with Vickery HOA covering the impacted points on HOA property contingent upon Town Attorney approval. The motion was seconded by Council Member Scholl and passed unanimously by the Council.

- 2) Approve use of budget savings in the amount of \$10,500 to cover additional design costs to address additional NCDOT requirements for the HAWK crosswalk.

Council Member Martin made the motion to approve use of budget savings in the amount of \$10,500 to cover additional design costs to address additional NCDOT requirements for the HAWK crosswalk to which Council Member Ayers seconded. The motion was passed unanimously.

B. Update on Vickery Neighborhood Accommodations

Authorization for easement agreement

Mr. Woolridge covered this topic in his presentation.

C. NCDOT – Additional Crossing Requirements Request additional funds to cover design costs
Mr. Woolridge covered this topic in his presentation.

D. Cost - How to Pay for It?

Finance Officer Marsha Gross presented the cost estimates for this section of the Greenway.

Mrs. Gross' presentation is attached to these minutes and therefore incorporated herein.

6. Front Yard Gardens (Ayers)

Council Member Ayers explained to the Council that he had received a few complaints about people having gardens in their front yards and was requesting the Council to decide if it wanted to allow such gardens.

Council held consensus not to change anything in its ordinances regarding this item.

7. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Ayers, and the motion received unanimous support. The meeting was adjourned at approximately 9:00 p.m.

Approved on _____, 2020.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

**MINUTES OF THE TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for a meeting on September 28, 2020, at 7:00 p.m. via Zoom, a virtual electronic platform, due to the North Carolina declared state of emergency because of COVID-19. Public could access the meeting via phone (1-646-558-8656), web link (<https://zoom.us/j/92326355181?pwd=dndFSUZ2Ny9ra2l4bzhRV1NlSTh0dz09>) or the Zoom app (Meeting ID: 923 2635 5181; Password: 083518).

Those present and visible on camera were: Mayor Wyatt Dunn; Mayor Pro Tempore Lynda Paxton; Council Members Steven Ayers, Heather Grooms, John Martin, Brad Richardson, and David Scholl.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Marsha Gross, Finance Officer; Lynne Hair, Town Planner; and Mac McCarley, Planning and Zoning Attorney.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Wyatt Dunn welcomed everyone to the meeting and delivered the invocation. He then led the Pledge of Allegiance and called the meeting to order.

Public Comments

Gina Burke, 5635 Anglesey, thanked the Council for its 5 p.m. meeting and thanked the Council for their work and conversation. She also requested her home be included in the single family home buffer in the Stinson Farm project.

1. Agenda Approval

Council Member Scholl made the motion to approve the Agenda as presented. The motion was seconded by Council Member Richardson and passed unanimously by Council.

2. CZ20.07.01

Town Planner Hair reminded the Council that this item was a conditional zoning on PID #07126038, 1006 Vickie Lane to allow for expansion of a religious facility (Vallabh Pushti Samaj Temple). Town Attorney McCarley also reminded the Council that the Temple was protected by federal legislation passed unanimously by Congress and he strongly recommended approval of this application as submitted.

Town Planner Hair reminded the Council the Planning Board recommended approving the CZ with the following conditions:

- The applicant or responsible party shall obtain all permits required for development with the Town and outside agencies in compliance with applicable regulations. The submitted sketch plan must meet all requirements as established by permitting agencies.
- Allow a reduction in parking to permit 50 on-site parking spaces. Future parking needs as a result of expansion will be reviewed with any future building plans.
- Any new structures built on the site will need to receive conditional zoning approval from the Town.
- A landscape plan showing compliance with Ordinance Article 11.
- Adhere to Type C buffer requirements adjacent to remaining SFR zoning. Article 11.6.
- All debris near dumpster area be removed.
- Metal shipping containers must be removed from property.
- All code violations shall be addressed prior to issuance of a permit for construction on the site.

Council Member Scholl made the motion to approve CZ20.07.01 with the above stated conditions. The motion was seconded by Council Member Paxton and passed unanimously by the Council.

Mayor Dunn read the Ordinance Amending the Stallings Development Ordinance (CZ20.07.01) aloud into the record. Council Member Martin made the motion to approve Ordinance Amending the Stallings Development Ordinance (CZ20.07.01) which was seconded by Council Member Scholl. The Council approved the motion unanimously. The Ordinance Amending the Stallings Development Ordinance (CZ20.07.01) is attached to these minutes and therefore incorporated herein.

Council Member Dunn read the Statement of Reasonableness and Consistency for CZ20.07.01 aloud into the record. Council Member Scholl made the motion to approve the Statement of Reasonableness and Consistency for CZ20.07.01. The motion was passed unanimously by Council after a second by Council Member Martin.

3. Open Space/Green Space Strategies (Martin)

Town Planner Hair presented the Council with Open Space/Green Space Strategies as requested by Council Member Martin. This presentation is attached to these minutes and therefore incorporated herein. Council held consensus to bring suggestions back to Council and staff and place the item on the next Council Meeting.

4. Balanced Scorecard

- (1) FY19-20 Annual Report
- (2) FY 20-21 Balanced Scorecard

Town Manager Sewell reviewed the FY19-20 Annual Report and the FY 20-21 Balanced Scorecard. The FY 19-20 Annual Report and FY 20-21 Balanced Scorecard is available on the Town’s website (www.stallingsnc.org) for public inspection.

(3) Suggested Policy Changes

Town Manager Sewell explained that staff suggested changing the following items on the Balanced Scorecard to improve its functionality:

- Reducing measures - quality over quantity
- Reducing frequency of reporting from quarterly to bi-annually – sample size was too small for many measures for the quarterly reporting

Council held consensus to approve the above recommendations.

5. Zoning Minimums (Ayers)

Council Member Ayers expressed to the Council that he recommended Stallings zoning minimums needed to be raised. Council discussed zoning minimums and held consensus that Council Member Ayers and Scholl would meet with some of the Planning Board Members to bring back recommended changes to the Council.

Mayor Dunn also reported the Quad organization held a meeting the previous week with Indian Trail Town Manager joining the meeting.

6. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Paxton, and the motion received unanimous support. The meeting was adjourned at approximately 8:37 p.m.

Approved on _____, 2020.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

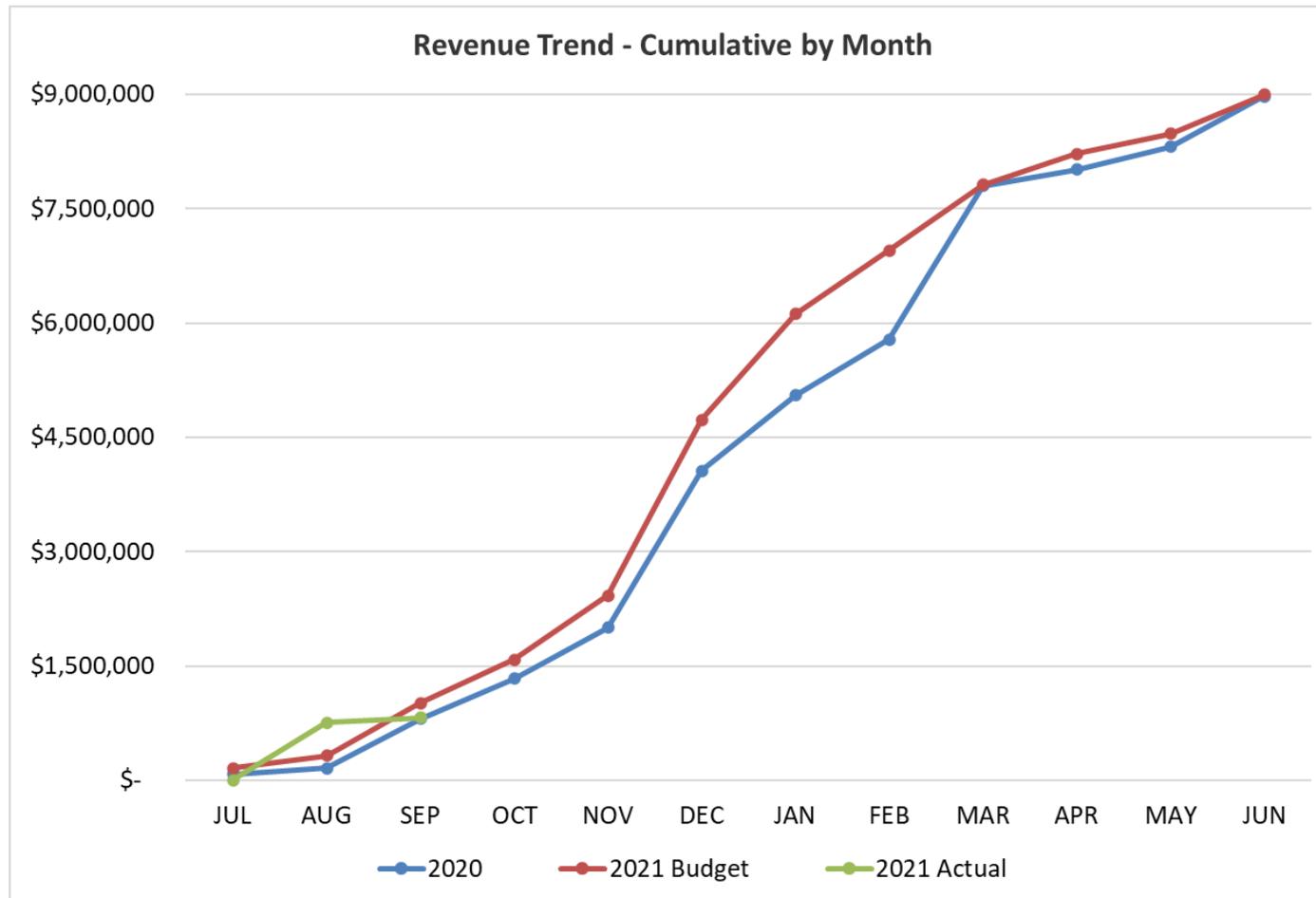
Approved as to form:

Cox Law Firm, PLLC

Town of 
Stallings_{-NC-}

Monthly Financial Report
Fiscal Year 2021 as of
9/30/2020

FY2020-2021 General Fund – Revenue Trend



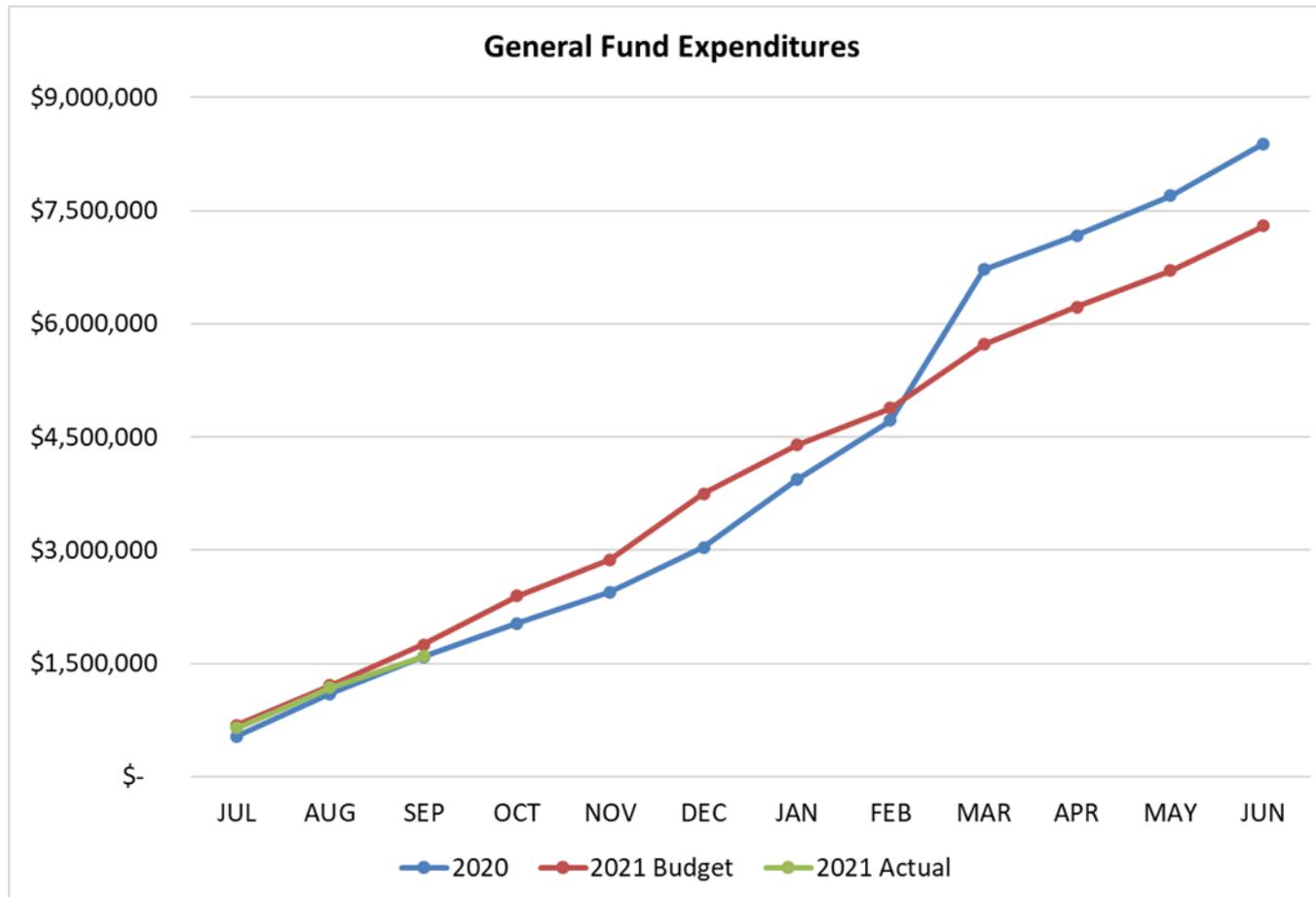
- Revenues tracking slightly above previous fiscal year by \$11.9K
- Revenues will pick up as we progress into the Nov-Dec with the collection of Ad Valorem taxes

FY2020-2021 General Fund – Revenues

Summary Report - 9/30/2020 Actual vs Budget	Budget including		YTD			% of Budget Spent thru 9/30/2020
	amendments 2020-2021	YTD Actual 9/30/2020	Prior Year 9/30/2019	Budget Remaining to YE		
GENERAL FUND - Revenue						
Ad Valorem Tax	3,630,000	244,118	87,800	\$ 3,385,882	Taxes received from the county in arrears - taxes collected from August	6.7%
Sales and Use Tax	1,252,000	137,890	115,690	\$ 1,114,110	Taxes received from the county in arrears - taxes collected from August	11.0%
Gross Vehicle Rental	8,500	1,331	1,887	\$ 7,169	Taxes received from the county in arrears - taxes collected from August	15.7%
Motor Vehicle	396,000	43,541	39,531	\$ 352,459	Taxes received from the county in arrears - taxes collected from August	11.0%
Powell Bill	400,000	194,346	201,283	\$ 205,654	1st Powell Bill distribution received in September	48.6%
Beer/Wine	70,000	-	-	\$ 70,000	Distributions for FY2021 have not been collected	0.0%
Franchise & Utility Tax	802,000	175,295	183,671	\$ 626,705	1st Utility Tax distribution	21.9%
Investment/Interest	132,500	2,002	45,794	\$ 130,498	Expect increase in January with December 2021 tax collections	1.5%
PD Related	3,100	266	3,515	\$ 2,834	Represents police report fees	8.6%
Transportation Contributions	-	-	-	\$ -	Contributions from Terwilliger Pappas for Chestnut Roundabout in FY2020	0.0%
TIA Fees	60,000	-	63,100	\$ 60,000	No TIA fees from potential developers collected in YTD - related expense of \$22.2K are carry over from FY2020	0.0%
Planning & Zoning Related	67,400	20,470	51,413	\$ 46,930	Development agreement fees for Idlewild Village and permits/plan review fees Cambridge Properties	30.4%
Park & Rec Related	9,900	386	2,081	\$ 9,514	Fees for park rentals	3.9%
Miscellaneous	74,000	2,671	14,655	\$ 71,329	Rental property income - prior year amount represented a settlement check and LED fixture rebate	3.6%
GENERAL FUND - Revenue Total	\$ 6,905,400	\$ 822,316	\$ 810,420	\$ 6,083,084	Expect increase in January with December 2021 tax collections	11.9%
Fund Balance Appropriation - GF	2,166,070	-	436,185	2,166,070	Amount represent capital expenditures budgeted through Fund Balance appropriations	
Fund Balance Approp. - Drug Forfeiture Fund	25,000	-	-	25,000	Amount represents spend of Restricted Fund Balance for Drug Forfeiture Funds	
Total General Fund Revenue w/appropriations	\$ 9,096,470	\$ 822,316	\$ 1,246,605	\$ 8,274,154		

FY2020-2021

General Fund Expenditure – Actual/Budget/PY



- Overall General Fund expenditures are trending below budget by \$156K
- Expenditures are tracking to FY2020 actuals with a small variance of \$6.9K

FY2020-2021

Actual vs Budget - Expenditures

Summary Report - 9/30/2020		Budget including			YTD		% of
Actual vs Budget		amendments	YTD Actual	Prior Year	Budget		Budget
		2020-2021	9/30/2020	9/30/2019	Remaining to YE		Spent thru
							9/30/2020
General Government		\$ 1,193,900	\$ 415,331	\$ 301,884	\$ 778,569	34.8% of Total Budget used through 9/30/2020	
Wages and Fringe Benefits		\$ 581,300	\$ 129,082		\$ 452,218	Trending budgeted spend includes workers comp insurance premium for entire year	22.2%
Inventory and Equipment / Repairs/Supplies		\$ 57,600	\$ 11,698		\$ 45,902	Trending budgeted spend	20.3%
Outside Services		\$ 301,900	\$ 61,502		\$ 240,398	Includes legal \$9.8K, Audit \$15.4K, IT/network services \$23.5K, outside services \$10.8K which includes construction administration costs for 2nd floor renovation	20.4%
Other		\$ 210,000	\$ 66,323		\$ 143,677	Insurances (\$23.3K), dues (\$18K) are renewed at the beginning of fiscal year.	31.6%
Management Contingency		\$ 20,000	\$ -		\$ 20,000	Remaining expenditures are below budgeted spending.	0.0%
Capital Outlay		\$ 23,100	\$ 146,725		\$ (123,625)	Carry over from FY2020 for Town Hall 2nd Floor Renovations - will need a budget amendment to include final payment for the renovation	635.2%
Public Safety		\$ 2,685,770	\$ 614,160	\$ 552,603	\$ 2,071,610	22.9% of Total Budget used through 9/30/2020	
Wages and Fringe Benefits		\$ 2,181,880	\$ 437,786		\$ 1,744,094	Trending budgeted spend includes workers comp insurance premium for entire year	20.1%
Inventory and Equipment / Repairs/Supplies		\$ 88,950	\$ 16,650		\$ 72,300	Represents uniforms \$9.2K, Dept of Treasury \$2.3K & Dept of Justice \$1.5K	18.7%
Outside Services		\$ 59,670	\$ 17,483		\$ 42,187	Annual Retainer for PD attorney \$4.5K, crime lab expense \$12.0K	29.3%
Other		\$ 84,500	\$ 35,923		\$ 48,577	Insurance Expense represents \$26.6K of total spend which renews 7/1/2020, telecommunications \$5.1K	42.5%
Vehicle Expenses (Maintenance & Fuel)		\$ 94,500	\$ 13,287		\$ 81,213	Fuel \$7.6K, Vehicle Repairs \$5.7K	14.1%
Capital Outlay (includes vehicle purchases)		\$ 176,270	\$ 93,031		\$ 83,239	Represent purchase of body cameras, vehicle purchases will occur later in the year	52.8%

FY2020-2021

Actual vs Budget - Expenditures

Summary Report - 9/30/2020 Actual vs Budget	Budget including		YTD		Budget Remaining to YE		% of Budget Spent thru 9/30/2020
	amendments 2020-2021	YTD Actual 9/30/2020	Prior Year 9/30/2019				
Transportation	\$ 783,000	\$ 74,720	\$ 126,918	\$ 708,280		9.5% of Total Budget used through 9/30/2020	
Wages and Fringe Benefits	\$ 106,775	\$ 22,769		\$ 84,006		Trending budgeted spend includes workers comp insurance premium for entire year	21.3%
Inventory and Equipment / Repairs/Supplies	\$ 1,700	\$ -		\$ 1,700		No costs to date	0.0%
Outside Services	\$ 75,400	\$ 25,730		\$ 49,670		Union County Urban Forester Program fees \$3.4K, TIA Fees for Developers - YTD \$0 collected but paid out \$22.2K related to prior year collected fees	34.1%
Other	\$ 12,625	\$ 299		\$ 12,326		Below budgeted spending YTD	2.4%
Utilities	\$ 111,500	\$ 25,922		\$ 85,578		Tracking budgeted spending YTD	23.2%
Paving/Sidewalks/Signage	\$ 75,000	\$ -		\$ 75,000		No repair/sidewalk completed at this point in time	0.0%
Capital Outlay	\$ -	\$ -		\$ -		No Capital Outlays are budgeted for Transportation at this time	0.0%
Powell Bill	\$ 400,000	\$ -		\$ 400,000		Contract has been bid for FY2021 road repair but no work has been completed to date	0.0%
Public Works	\$ 303,800	\$ 51,570	\$ 114,851	\$ 252,230		17.0% of Total Budget used through 9/30/2020	
Wages and Fringe Benefits	\$ 137,200	\$ 32,042		\$ 105,158		Trending budgeted spend includes workers comp insurance premium for entire year	23.4%
Inventory and Equipment / Repairs/Supplies	\$ 64,200	\$ 6,931		\$ 57,269		Misc shop equipment \$2.8K, COVID supplies \$0.8K, repairs \$0.8K and building and grounds \$2.0K	10.8%
Outside Services	\$ 21,400	\$ 9,713		\$ 11,687		Annual inspections for Elevator \$3.3K, sprinklers \$0.7K, alarm system repair and inspection \$0.5K, fire inspection \$0.5K, roadside tree debris removal \$1.2K and HVAC remote monitoring annual fee and repairs \$2.6K	45.4%
Other	\$ 19,000	\$ 2,884		\$ 16,116		Tracking below budgeted spending YTD	15.2%
Capital Outlay	\$ 62,000	\$ -		\$ 62,000		No outlays YTD	0.0%

FY2020-2021

Actual vs Budget - Expenditures

Summary Report - 9/30/2020 Actual vs Budget	Budget including		YTD		Budget Remaining to YE		% of Budget Spent thru 9/30/2020
	amendments 2020-2021	YTD Actual 9/30/2020	Prior Year 9/30/2019				
Planning & Zoning	\$ 344,800	\$ 78,377	\$ 78,522	\$ 266,423	22.7% of Total Budget used through 9/30/2020		
Wages and Fringe Benefits	\$ 253,550	\$ 55,224		\$ 198,326	Trending budgeted spend includes workers comp insurance premium for entire year	21.8%	
Inventory and Equipment / Repairs/Supplies	\$ 8,050	\$ 1,708		\$ 6,342	Office supplies - new desk \$1.3K	21.2%	
Outside Services	\$ 38,300	\$ 20,014		\$ 18,286	Represents \$14.2K legal fees for work related to development agreements, annual IWORQ software license of \$2.4K and Union County Ruban Forester Program \$3.4K	52.3%	
Other	\$ 19,900	\$ 1,432		\$ 18,468	Below budgeted spending YTD	7.2%	
Nuisance Abatement	\$ 5,000	\$ -		\$ 5,000	No costs incurred YTD	0.0%	
Town Beautification	\$ 20,000	\$ -		\$ 20,000	Projects for use of these funds are being identified	0.0%	
Parks and Recreation	\$ 685,200	\$ 97,930	\$ 177,272	\$ 587,270	14.3% of Total Budget used through 9/30/2020		
Wages and Fringe Benefits	\$ 319,940	\$ 69,189		\$ 250,751	Trending budgeted spend includes workers comp insurance premium for entire year	21.6%	
Inventory and Equipment / Repairs/Supplies	\$ 79,200	\$ 2,340		\$ 76,860	Minimal costs YTD	3.0%	
Buildings and Grounds and Utilities	\$ 63,000	\$ 3,173		\$ 59,827	Utility costs \$3.1K	5.0%	
Outside Services	\$ 63,000	\$ 12,231		\$ 50,769	Tree removal Blair Mill Park \$5.5K and deposit for Park Christmas lighting \$6.8K	19.4%	
Other	\$ 32,950	\$ 4,911		\$ 28,039	Insurance premium for the year \$1.6K, training \$1.2K, dues/subscriptions \$1.3K	14.9%	
Events and Advertising	\$ 77,110	\$ 6,086		\$ 71,024	Recreational programming \$3.2K and park events \$2.9K - Stallingsfest and other events cancelled	7.9%	
Capital Outlay	\$ 50,000	\$ -		\$ 50,000	No costs incurred YTD	0.0%	

FY2020-2021

Actual vs Budget - Expenditures

Summary Report - 9/30/2020 Actual vs Budget	Budget including amendments 2020-2021	YTD Actual 9/30/2020	YTD Prior Year 9/30/2019	Budget Remaining to YE		% of Budget Spent thru 9/30/2020
Sanitation	\$ 1,020,000	\$ 240,092	\$ 235,903	\$ 779,908	23.5% of Total Budget used through 9/30/2020 Negotiated contract and expect to be able to stay within budget	
Debt Service	\$ 379,900	\$ 22,651	\$ -	\$ 357,249	6.0% of Total Budget used through 9/30/2020 Represents interest payments for June -September	
Total Dept Expenditures - General Fund	\$ 7,396,370	\$ 1,594,831	\$ 1,587,953	\$ 5,801,539	Total all Departments	21.6%
Capital Project Fund 41 Expenditures	\$ 1,700,000	\$ -	\$ 524	\$ 1,700,000	Potter Road Pleasant Plains - Project has been delayed by NCDOT - no update has been received regarding start of road construction	
Capital Project Fund 42 Expenditures	\$ -	\$ 5,720	\$ 653,357	\$ (5,720)	New Town Hall and Public Works Building - no budgeted costs for FY2021 but will incur approximately \$7K in expenses related to wireless connection, will require a budget amendment	
Contingency	\$ 100	\$ -	\$ -	\$ 100	Not expected to use this fiscal year	
Total GENERAL FUND	\$ 9,096,470	\$ 1,600,551	\$ 2,241,833	\$ 7,495,919	Total General Fund (including Capital Projects and Contingency)	17.6%
Less Capital Proj Fund 42 Budget	\$ -	\$ (5,720)	\$ (653,357)		New Town Hall and Public Works Building from prior year	
Total GENERAL FUND	\$ 9,096,470	\$ 1,594,831	\$ 1,588,476	\$ 7,495,919	Total General Fund (excludes Capital Project carry forward)	17.5%

FY2020-2021

Actual vs Budget – Storm Water

Summary Report - 9/30/2020 Actual vs Budget	Budget including amendments 2020-2021	YTD Actual 9/30/2020	YTD Prior Year 9/30/2019	Budget Remaining to YE		% of Budget Spent thru 9/30/2020
STORM WATER FUND						
Revenue	\$ 515,500	\$ 32,168	\$ 11,269	\$ 483,332	Storm water revenue represents collections through September Used in FY2020 for underground water detention center (\$208K)	6.2%
Appropriated Fund Balance	\$ -	\$ -	\$ -	\$ -		0.0%
Revenue Total	\$ 515,500	\$ 32,168	\$ 11,269	\$ 483,332		6.2%
Expenditure Total	\$ 515,500	\$ 113,641	\$ 485,111	\$ 401,859	Total Expenditures for Storm Water	22.0%
Wages and Fringe Benefits	\$ 107,030	\$ 23,031	\$ 22,927	\$ 83,999	Slightly below budget YTD, includes Workers Comp Ins for entire year Currently the Town has 17 storm water projects identified: Shady Knoll Circle, Limerick Dr., Shannamara Dr., Clonmel Dr., Caernarfon Ln., Millrace Ln., Clonmell Dr., Ballymote Dr., Bluebonnet Ln., Hawthorne Dr., White Oak Ln., Gold Crest Dr., Redwood Dr., West Circle, Springhill Rd., Greenbriar and Weatherly Way. Work is completed on Cupped Oak and ongoing on Maple Shore. FY2020 expense is for the large Wedgewood Ct project.	21.5%
Repairs/Outside Services	\$ 396,540	\$ 87,507	\$ 265,067	\$ 309,033		22.1%
Other	\$ 11,930	\$ 3,103	\$ 1,227	\$ 8,827	Dues/subscriptions \$2.6K	26.0%

FY2020-2021 Fund Balance

	<i>7/1/2020 Balance</i>	<i>Change in Balance</i>	<i>9/30/2020 Balance</i>
Unassigned Fund Balance	\$ 4,138,319	\$ -	\$ 4,138,319
Stabilization by State Statute	401,137	-	\$ 401,137
Powell Bill	291,514	194,380	\$ 485,894
Drug Forfeiture	53,262	(2,245)	\$ 51,017
Capital Project Fund - Potter/Pleasant Plains	1,193,280	-	\$ 1,193,280
Capital Project Fund - New Town Hall and PW Buildings	-	(5,720)	\$ (5,720)
Fees in Lieu of Park Land	374,474	-	\$ 374,474
Subsequent year expenditures	2,091,800	-	\$ 2,091,800
30 Percent Reserve	2,189,160	-	\$ 2,189,160
YTD Revenue less Expenditures	-	(970,370)	(970,370)
Total Fund Balance - General Fund	\$ 10,732,946	\$ (783,955)	\$ 9,948,991
Fund Balance - Storm Water	\$ 1,080,355	\$ (81,472)	\$ 998,883

- Overall General Fund balance decreased \$786,955 from June to September 30 due to lag in collections of Ad Valorem taxes
- Storm Water Fund Balance decreased \$81,472 but is expected to increase as the Storm Water fees are collected beginning November

FY2020-2021

Cash & Investment Balances

Balance as of 9/30/2020	General Fund	Storm Water Fund	Sewer Fund	Total All Funds
PNC Checking Accounts	\$1,114,621	\$1,040,632	\$7,984	\$2,163,237
NCCMT Govt & Term Investments	\$8,513,109			\$8,513,109
NCCMT Powell Bill	\$485,893			\$485,893
Total	<u>\$10,113,623</u>	<u>\$1,040,632</u>	<u>\$7,984</u>	<u>\$11,162,239</u>

- Cash balance will begin to increase in December when Ad Valorem Taxes are collected and deposited into the Town's accounts

FY2020-2021

Carryover Items from FY2020 to FY2021

	<i>Budget in FY2020</i>	<i>Amount Spent in FY2020</i>	<i>Carryover to FY2021</i>
<i>Town Hall 2nd Floor Renovations</i>	\$ 372,040	\$ 183,815	\$ 188,225
<i>New Town Hall - Internet cabling for the Building</i>	\$ 5,720	\$ -	\$ 5,720
<i>Total General Government</i>			\$ 193,945
<i>Vickery Greenway Design - NCDOT Crosswalk Review Estimated \$2,500 to \$6,000</i>	\$ -	\$ -	\$ 6,000
<i>Total Park and Recreation</i>			\$ 6,000
<i>Total Unfunded Amendments needed to FY2021 Budget</i>			\$ 199,945

FY2020-2021

Other Items

Planning & Legal Expenses

- Planning Department FY2020 Budget included \$24,000 for legal expenses
- As of 9/30/2020 the department spent \$14,209 for legal which is primarily the following:

Stinson Farms	\$	4,860
SAP & Ordinance Updates	\$	2,325
Hindu Temple CZ & RLUIPA	\$	1,650
Planning Board Training	\$	1,320
Procedural Issues	\$	1,260
Orissa Holdings	\$	675
Other	\$	2,119
	\$	<u>14,209</u>

- At current pace of spending and future planning board meetings as well as other zoning/permitting items that are pending, management believes we will need a budget amendment

FY2020-2021 Summary

- Revenue above prior fiscal year by 1.5% while below budget for the quarter, all indications are that the Town will exceed budget by end of fiscal year due to the sales and use tax collections for July and August
- Expenditures are \$6.9K below prior fiscal year and 8.9% below budget for the quarter
- Cash balances are high at \$11.2M at 9/30/2020
- Based on current spending – may be able to cover unbudgeted expenditures with savings in departmental spending without the use of fund balance



MEMO

To: Mayor and Council
From: Alex Sewell, Town Manager
Date: 11/4/20
RE: Employee Budgeted Bonus

Purpose: This memorandum provides background on the predetermined decision point for employee budgeted bonuses.

Background: Town policy indicates that the Town will budget the equivalent of 1% of annual payroll for employee bonuses. As part of the FY 2020-21 budget process and due to the uncertainty caused by the COVID-19 pandemic, the Council decided to put these bonus funds in the budget but to wait until November to determine if this employee bonus would be distributed. This decision was made in an effort to be good public stewards by waiting to see how the pandemic affects Town finances during the first part of FY 2020-21.

Update: At the 11/9/20 Town Council meeting, Finance Officer Gross will be giving her quarterly finance presentation so the Council can better understand the Town's finances for the first quarter of FY 2020-21.

Next Steps: Town Council can choose to approve, deny, or take any other action it deems appropriate related to the distribution of the budgeted employee bonuses.



2021 Union County Property Tax Revaluation

Town of Stallings

November 9, 2020

Purpose



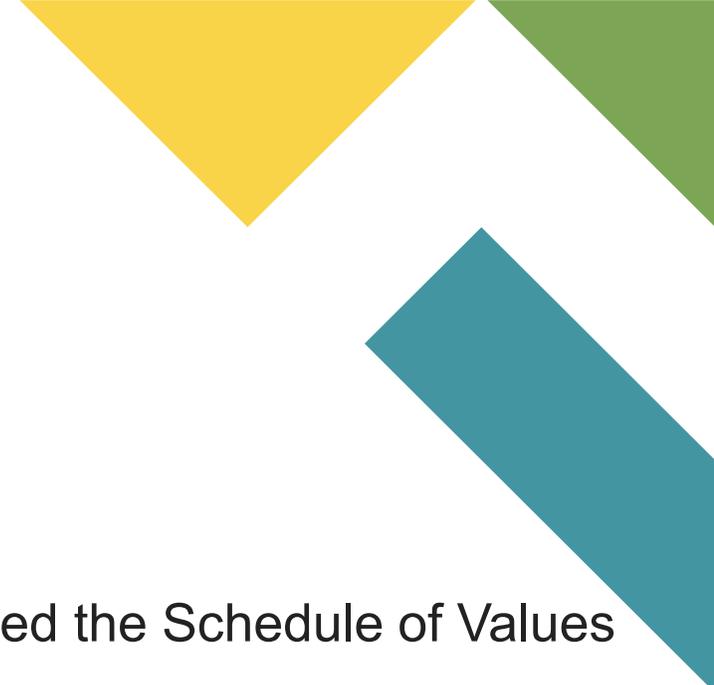
- When and Why does the county revalue property
- Understand the process
- Timeline for 2021 Property Tax Revaluation
- Appeal process
- Requirements for the Town of Stallings

2021 Property Tax Revaluation

Revaluation – When and Why does the county revalue property

- North Carolina law requires each county to complete a property revaluation at least once every eight years.
- In Union County, reappraisals occur typically between 4 and 7 years as determined by the Union County Board of Commissioners or the North Carolina Department of Revenue.
- The primary purpose of a revaluation is to ensure assessments reflect market value at the time of the revaluation and that taxation is fair and equitable for each of our citizens.
- Union County's last revaluation was effective as of January 1, 2015. Therefore our current assessment must reflect the market as it existed the first day of 2015, and not as it exists today. If any buildings or other improvements have been added to a parcel after January 1, 2015, they will be valued the same as similar buildings that existed at that time.

2021 Property Tax Revaluation



Understand the Process

- County Assessor's office performs the revaluation of properties called the Schedule of Values
- Schedule of Values is presented to the Board of County Commissioners
- Public Hearing of Schedule of Values
- Adoption of Schedule of Values by the Board of County Commissioners
- Legal notification of Revaluation and publication
- Community meetings and formal appeals process
- Tax Rates are evaluated and adopted with budget
- Tax bills revised based on new values

Understand the Process

Union County

https://www.unioncountync.gov/departments/taxes-property/2021-revaluation

Taxes & Property > 2021 Revaluation

2021 Revaluation

Union County Government EST. 1842

2021 Property Tax Revaluation

Under North Carolina law, the county regularly revalues property for the purpose of assessing property taxes so that residents and businesses are paying based on the current market value of their property. Through this page, you will learn about how real property is appraised in a fair and equitable manner, who conducts the reappraisal, and how you, the property owner, can be involved in the process.

[See My Property's Current Value](#)

[2021 Schedule of Values: Present Use Value](#)

[2021 Schedule of Values: Real Estate](#)

<https://www.unioncountync.gov/departments/taxes-property/2021-revaluation>

2021 REVALUATION TIMELINE

- **October 19, 2020: Assessor's office presents Schedule of Values (SoV) to BOCC**
- **November 2, 2020: Public Hearing on SoV**
- **November 16, 2020: Adoption of SoV**
- **December 2020: Legal notification of revaluation**
- **Late January 2021: Publication of new median home value**
- **January-April 2021: Community meetings about revaluation**
- **February 2021: Notice of new values**
- **April - June 2021: Formal Appeals heard by Board of Equalization and Review**
- **June 2021: Tax rate adopted with budget**
- **September 2021: Tax bills based on new values mailed**

2021 Property Tax Bills Revaluation

Notification and Appeal Process



The County views this process as a partnership with the property owner. No matter how thorough and fair a reappraisal may be, there are still instances when only the property owner has all the information necessary for an accurate reappraisal. A relatively easy appeal process is in place to work through these situations. According to the North Carolina General Statutes the property owner has the burden of proving the property under appeal is incorrectly valued. North Carolina law presumes the County Tax Assessor acted in good faith and their assessments are correct. The appeal process is detailed in the following sections.

Appeal Process

Change of Assessment Notices Mailed

A Notice of Change of Appraised Valuation will be sent to all property owners in Union County.

Informal Review

Taxpayers wishing to request an informal review of their value must complete an Informal Review Request Form for each parcel and return it within 30 days of the date of the notice. Upon receipt of a timely Informal Review Request Form an appraiser will review the parcel. An Informal Review Notice will then be mailed to the taxpayer stating if a change has or has not been made and the appraised value. Requests for an information review will be available on this webpage shortly.

Union County Board of Equalization and Review

Taxpayers that receive an Informal Review Notice and do not agree with the valuation may file an appeal to Board of Equalization and Review. Additionally, any taxpayer that failed to file a request for an informal review may file an appeal to the Board of Equalization and Review. The Board of Equalization and Review is made up of five Union County residents. At the Board of Equalization and Review hearing the taxpayer will be able to present evidence and testimony to support their opinion of value. Within 30 days of the Board meeting the taxpayer will be mailed a Notice of Decision indicating the Board's determination.

North Carolina Property Tax Commission

The taxpayer has 30 days from the date of the Board of Equalization and Review's Notice of Decision to file an appeal to the North Carolina Property Tax Commission. The Property Tax Commission is made up of five members appointed by the Governor and the Legislature. These appeals are typically heard in Raleigh. Legal representation may be required at this level.

North Carolina Court of Appeals

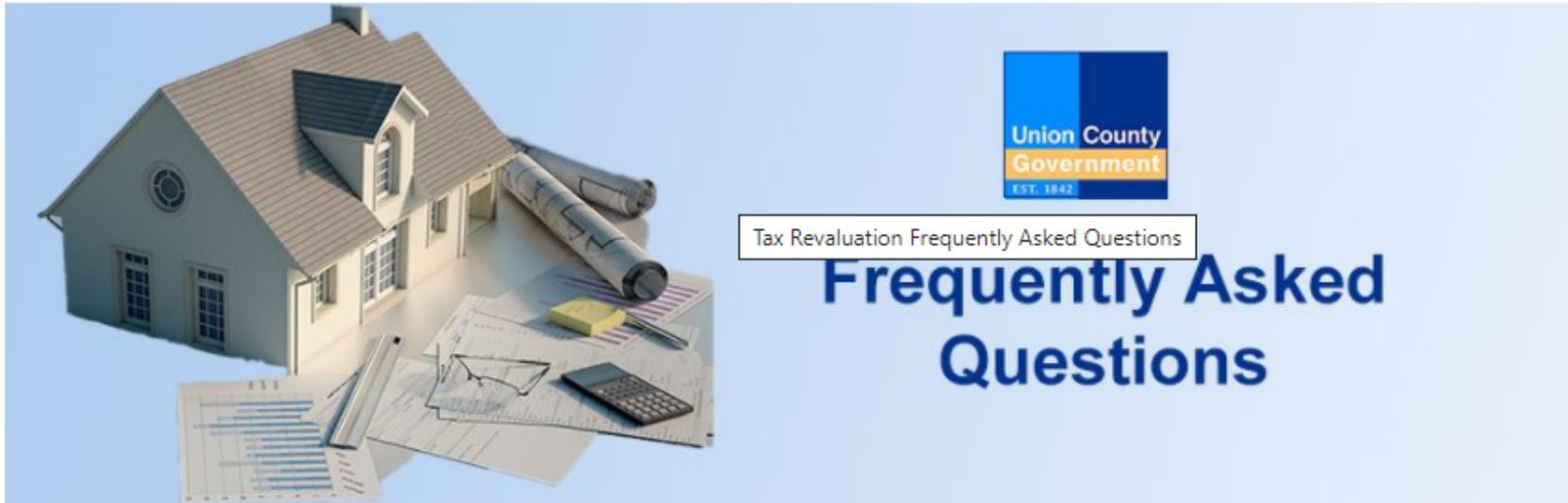
The taxpayer will receive a notice of decision from the Property Tax Commission. If there is disagreement with the Commission's decision and it involves a matter of law, not a judgement of value, the taxpayer may appeal to The North Carolina Court of Appeals. Legal representation is required at this level.

North Carolina Supreme Court

The North Carolina Supreme Court may hear appeals from the Court of Appeals. There is no appeal of the decision of the Supreme Court.

If you have any questions, [please email the Union County Tax Administrator's office](#) or call 704-283-3746.

Revaluation Frequently Asked Questions (FAQs)



THE REVALUATION PROCESS

- + What is revaluation?
- + How are properties assessed?

2021 Property Tax Revaluation

Requirements for the Town of Stallings

- North Carolina law requires each taxing unit to calculate a revenue-neutral tax rate (RNTR) in its annual operating budget after a reappraisal year.
- Each Taxing unit is also required to publish the RNTR as part of its budget for the fiscal year following but is not actually required to be adopted for the coming fiscal year.
- If adopted, the rate is revenue-neutral for the taxing unit as a whole but not for individual taxpayers. **Individual tax bills still may increase**, the revenue-neutral aspect refers to the aggregate tax burden for the entire jurisdiction, not the tax burden on its citizens
- If a taxpayer's real property appreciated in value more than did the local government's real property in the aggregate, then that taxpayer's bill will increase if the RNTR is adopted.

2021 Property Tax Revaluation

Requirements for the Town of Stallings

- The RNTR statutory calculation is complex and does increase the current year's revenue by the average annual growth rate experienced by the local government's tax base since the last reappraisal.
- **Next Steps for the Town**
 - February 2021 – Town will receive the notice of new values for the entire jurisdiction
 - Management will calculate the RNTR based on these new values and discuss in the budget message for FY2022
 - Adoption of the determined tax rate for FY2022 will be voted on by Council during the budget process

2021 Property Tax Revaluation

Summary

- Based on the current real estate market, the property tax revaluation will more than likely increase for the Town
- Calculation of the RNTR is complex and every effort will be made to keep the Council and Town informed throughout the process
- In the meantime, please visit the Union County Website. It contains many frequently answered questions and explanations of the revaluation.

<https://www.unioncountync.gov/departments/taxes-property/2021-revaluation>



Questions





Five Year Financial Plan FY2021 to FY2026

Town of Stallings

November 9, 2020

Five Year Financial Plan History



- Council tasked management to produce a five year forecasting tool that could be used to project future revenues and expenditures as well as see the effects of large capital outlays on fund balance
- At the 12/9/2019 Council meeting, the first draft was given to Council for consideration
- The Plan was based on FY2019 Financials and budget for FY2020
- While the plan was discussed and reviewed, it was not adopted

Five Year Financial Plan

Overview

- Plan has been updated to include actual FY2020 results and FY2021 Budget
- Plan is broken down into sections which discuss
 - Governmental Fund - General Fund
 - Proprietary Funds – Sewer Fund and Storm Water Fund
 - Capital Project Funds
- Each fund is evaluated based on
 - Sources of Income – Revenue
 - Uses of Income – Expenditures
 - Fund Balances

Five Year Financial Plan

Overview

- Plan uses historical data from FY2016 through FY2020 to develop a growth rate for revenues and expenditures in each fund
- Consideration is given for one-time revenues/expenditures and anomalies that occurred in each of the evaluated years to produce the revenue and expenditure assumptions for the next 5 years
- Revenues over expenditures are then used to pay debt obligations
- Fund Balances are projected for the next 5 years based on the results
- Capital Maintenance Improvements and Infrastructure Plan is added to the model to see the impact on fund balance

Five Year Financial Plan



General Fund Results

- General Fund assumptions
 - Revenue growth 2.88%
 - Expenditure growth 2.58%
- Thin margins year over year but was able to cover the interest expense for debt service and a portion of the principal amount due each year
- Current operations and service levels will be maintained without the use of fund balance
- FY2022 revaluation impact was not considered in the growth factors since growth from the revaluation in FY2016 was only 0.6%

Five Year Financial Plan

Sewer Fund Results

- Fund is inactive and includes funds held for property owners to connect to the Union County Sewer System

Storm Water Fund Results

- Storm Water Fund assumptions
 - Revenue growth 0.08%
 - Expenditure growth 0.08%
- Annual expenditures are budgeted to equal revenue with any excess at year-end adding to the net position of the fund. Therefore, unless otherwise appropriated by Town Council, long term planning for expenditures will continue to equal revenues.

Five Year Financial Plan



Capital Maintenance Improvement and Infrastructure Plan (CMMIIP)

- Adopted in June 2013 which was later amended in December 2014
- Plans are updated and adopted with the Town's annual budget
- CMIIIP for FY2021 and outyears was meshed with the Five Year Financial Plan removing capital items that were already included in the FY2021 budget and those that will be included in future departmental budgets
- Resulted in the sum of the Town's unassigned fund balance and minimum fund balance required by council remaining above \$5M at the end of each fiscal year keeping the Town in a solid financial position.

Five Year Financial Plan



Summary

- Town now has a forecasting tool to use to evaluate future large expenditures and see their effect on the Town's financial position
- Plan should not sit on a shelf but be a living document that is updated at a minimum annually
- Next steps are to have an additional meeting/meetings to discuss Councils concerns or recommendations (Possibly January 2021)
- Adopted updated copy for use with next budget cycle (March timeframe)



Questions





**FIVE YEAR FINANCIAL PLAN
FY2021 to FY2026**

Town of Stallings Long Term Financial Planning

The Town of Stallings has undergone a number of changes both in growth and development over the past few years. In order to fulfill the future needs of the Town, it is necessary to evaluate both the revenue and expense streams as well as the capital improvements wants and needs to be able to sustain the services the Town provides. By creating a five-year financial plan, the Town can project the normal cost of doing business and identify excess and/or deficits in cash based on our forecast. The basis for the analysis is historical revenue and expense trends for the past five years, which will provide information to make assumptions regarding future spending, and the Town's Capital Maintenance Improvement and Infrastructure Plan. This is a tool which will be updated annually and used in the future for evaluating possible capital project needs and funding strategies to accomplish the Town's goals.

DRAFT

Town of Stallings Funds

The Town of Stallings uses funds to ensure and reflect compliance with finance related legal requirements, such as General Statutes or the Town's budget ordinance. They are broken down into three categories:

- Governmental funds - account for the governmental activities and services performed by the Town
- Capital Project Funds - account for larger capital projects
- Proprietary or Enterprise Funds - account for the business-type activities which include sewer and storm water services

General Fund Long Term Planning

The General Fund is used to account for the revenues and expenditures necessary to provide basic governmental services for the Town. The principal sources of revenues are property taxes, sales and use taxes, beer and wine taxes, Powell Bill allocations, and utility taxes. Other revenue sources are fees charged for Town services for zoning, development, park rentals and transportation fees. Expenditures are broken down into the various departments which are general government, public safety, engineering and transportation, public works, economic development, environmental, and park and recreation.

The General Fund has consistently remained in sound financial condition from year to year due to effective management of the sources and uses of the Town's funds.

The General Fund has a fund balance of \$9,539,666 as of FYE 2020 with an unassigned balance of \$4,138,319. The Town also maintains a minimum fund balance of 30% of the subsequent year's expenditures in years after 2015 which was an additional \$2,189,160 at the end of fiscal year 2020.

Below is a summary of past and recent year-end fund balance reserves:

General Fund Balance	2016	2017	2018	2019	2020
Non-spendable					
Prepays	\$ 26,288	\$ -	\$ -	\$ -	\$ -
Restricted					
Stabilization by State Statute	285,214	667,933	601,599	462,389	401,137
Streets - Powell Bill	251,888	313,445	153,094	239,450	291,514
Drug Forfeiture	394,306	304,803	126,493	25,545	53,262
Committed					
Law Enforcement Separation Allowance	243,427	-	-	-	-
Parks and Recreation	223,263	330,043	330,043	374,474	374,474
Chestnut Lane Roundabout	-	-	350,000	350,000	-
Assigned					
Designated for subsequent year's expenditures	1,266,000	1,000,000	1,550,000	2,016,800	2,091,800
Minimum fund balance requirement	2,211,600	2,249,400	2,478,150	2,654,040	2,189,160
Unassigned					
Unassigned	4,533,650	5,216,484	3,355,658	3,270,119	4,138,319
Total General Fund	\$ 9,435,636	\$ 10,082,108	\$ 8,945,037	\$ 9,392,817	\$ 9,539,666

Sources of General Funds

As previously noted, the largest source of revenue is the Town's ad valorem tax which represents a minimum of 50% each year of the Town's revenue. Exhibit 1 displays the revenue breakdown for the Town for the past five years.

Revenue by Source Exhibit 1						
Revenue Source	FY2016	FY2017	FY2018	FY2019	FY2020	Budget FY2021
Ad Valorum	\$ 3,327,541	\$ 3,404,816	\$ 3,502,958	\$ 3,615,911	\$ 3,669,430	\$ 3,630,000
<i>YOY Change</i>	-0.47%	2.32%	2.88%	3.22%	1.48%	-1.07%
Motor Vehicle	\$ 378,888	\$ 405,608	\$ 402,448	\$ 408,348	\$ 411,004	\$ 396,000
<i>YOY Change</i>	11.42%	7.05%	-0.78%	1.47%	0.65%	-3.65%
Sales Tax	\$ 999,184	\$ 1,134,617	\$ 1,189,871	\$ 1,259,345	\$ 1,365,392	\$ 1,252,000
<i>YOY Change</i>	-0.38%	13.55%	4.87%	5.84%	8.42%	-8.30%
Utility Franchise Tax	\$ 913,032	\$ 808,770	\$ 820,997	\$ 832,275	\$ 812,897	\$ 802,000
Other Franchise Tax	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beer and Wine Tax	\$ 66,552	\$ 70,119	\$ 68,417	\$ 69,574	\$ 70,654	\$ 70,000
Vehicle Rental	\$ 38,209	\$ 42,555	\$ 38,287	\$ 23,004	\$ 7,593	\$ 8,500
Zoning Fees	\$ 96,409	\$ 62,855	\$ 78,807	\$ 87,033	\$ 77,853	\$ 65,000
Development Agreement Fees	\$ -	\$ -	\$ -	\$ 50,000	\$ 18,750	\$ -
TIA Revenue	\$ -	\$ -	\$ -	\$ 113,200	\$ 146,800	\$ 60,000
Public Safety Fee	\$ 7,019	\$ 2,052	\$ 2,473	\$ 5,786	\$ 5,079	\$ 3,100
Nuisance Abatement/Civil Citations	\$ -	\$ -	\$ -	\$ -	\$ 60,400	\$ 2,400
Business Licenses						
Fees in Lieu of Park Land	\$ 41,745	\$ 106,780	\$ -	\$ 44,431	\$ -	\$ 45,000
Transportation Contributions	\$ -	\$ -	\$ -	\$ -	\$ 1,684,247	\$ -
Powell Bill	\$ 392,409	\$ 459,214	\$ 399,228	\$ 399,455	\$ 402,567	\$ 400,000
Solid Waste disposal tax	\$ 11,994	\$ 10,407	\$ 10,494	\$ 11,963	\$ 12,431	\$ 11,800
Grant Income/Forfeiture	\$ 671,355	\$ 176,459	\$ 25,660	\$ 4,122	\$ 37,709	\$ -
Miscellaneous	\$ 116,391	\$ 41,475	\$ 41,312	\$ 20,138	\$ 58,494	\$ 27,100
Investment	\$ 17,298	\$ 35,226	\$ 90,526	\$ 160,338	\$ 122,514	\$ 126,000
Interest	\$ 14,124	\$ 7,361	\$ 8,224	\$ 11,859	\$ 8,138	\$ 6,500
Total Revenue	\$ 7,092,150	\$ 6,768,315	\$ 6,679,702	\$ 7,116,783	\$ 8,971,951	\$ 6,905,400
YOY % Increase/(Decrease)	13.02%	-4.57%	-1.31%	6.54%	26.07%	-23.03%
Adjust Annual Revenue by removing Fees in Lieu of Park Land, TIA Revenue, Transportation Contributions and Grant Income/Forfeiture	\$ (713,100)	\$ (283,239)	\$ (25,660)	\$ (211,753)	\$ (1,887,506)	\$ (105,000)
Adjusted Annual Revenue:	\$ 6,379,050	\$ 6,485,075	\$ 6,654,042	\$ 6,905,030	\$ 7,084,445	\$ 6,800,400
YOY % Increase/(Decrease)	3.78%	1.66%	2.61%	3.77%	2.60%	-4.01%

Total revenue increased over this five-year period an average of 7.95% per year from FY2016 to FY2020. Each year increased with the exception of the period between FY2016 and FY2017 where there was \$569,226 of police department forfeiture/grant funds received by the town and the period between FY2017 and FY2018 which is explained by the decrease in fees in lieu of park land. The increase of 26.07% in FY2020 is due primarily to a contribution the Town received for the construction of the Chestnut Roundabout. If these amounts were removed from the year over year comparison, each year shows an increase in revenue with an average over the five-year period of 2.88% per year. Another item to note with these types of revenue streams for forfeiture funds and grants, is that they have related expenditures that offset these revenues as they are earned or kept in restricted funds for future use.

FY2021 budgeted revenue was not included in the five year average above which represented a decrease of 23.03% from FY2020. The decrease is mainly due to Chestnut Roundabout, but also management and council followed guidance from the state and local government commission to reduce both ad valorem and sales and use tax revenues due to the impact of the COVID pandemic on our economy. Ad valorem tax was reduced 1.07% and sales and use tax was reduced 8.30% from prior year.

Taking the analysis one step further, approximately 93% of the Town's revenue is driven by ad valorem, sales tax, utility franchise tax and Powell bill funds. Ad valorem tax has grown an average of 1.9% each year and if you focus on FY2017 to FY2020 with the recovery of the real estate market, is it closer to 2.48% each year. Sales and Use tax has a similar comparison with a spike in FY2017 driven by the economy and growth in the Town and averaged 6.5% each year. The remaining revenue drivers for utility franchise tax and Powell Bill funds remain consistent year over year with minimal changes each year.

Revenue Assumptions for Five Year Financial Plan

The Town will use a look back period of five years and will update the year over year trends annually. These trends will be the basis of the analysis but there are other factors which will be considered in the forecast. Historically, the town has gone through periods of recession where there were significant decreases in the construction of new homes and home values were reduced. In order to include the possibility of a recession or other escalation in revenue, the following items will also be evaluated in the analysis:

- Union County Tax Office – Estimated Tax for following fiscal year
- Number of zoning permits issued and execution of development agreements
- Union County Tax Revaluations
- Consumer price index for the county and area

The initial revenue growth model for the period FY2021 through FY2025 based the year over year comparison and the factors above, will use and escalation of **2.88%** average growth as noted above. While there are other factors that will positively impact revenue such as new neighborhoods and developments, possible hotel tax, and increases in tax rates, the historical average will provide a conservative estimate since these revenues will also be used to estimate spending.

Uses of General Funds

Departmental expenditures plus appropriations of General Funds for needs such as capital projects account for the uses of General Funds. For this analysis, the focus will be on the departmental expenditures over the last 5 years. As displayed in Exhibit 2, these expenditures have fluctuated from FY2016 to FY2020. These changes are due to many factors most of which are the following:

- FY2016 – Town created 4 new positions (Asst. Engineer, Communications Specialist, Planner, and added part-time staffing for park) as well as significant spending in transportation for sidewalks and roads of over \$1M which caused the year over year increase of 26.1%
- FY2017 – Decrease in spending of 4.4% from prior year with a focus on adding to fund balance and minimal capital expenditures for the year.
- FY2018 – Large increase in expenditures in the areas of Planning for 4 Small Area plans, Parks for Master planning services and in General Government for design costs related to the New Town Hall and public works buildings.
- FY2019 – In total costs were close to FY2018 with a small decrease of 0.3%. Expenditures were low for several reasons, mainly due to the demolition of the Civic Building and the construction of the Public Works building and New Town Hall. Several capital expenditures within the departments were delayed to FY2020 due to lack of space.
- FY2020 – The increase of 27.5% is due to the costs associated with the Chestnut Roundabout of \$1,946,747 (which had offsetting revenue of \$1,684,247). Removing this cost, the increase from prior year is only 0.7%.
- FY2021 – Budgeted costs increase 9.8% over prior year if we remove the Chestnut Roundabout costs from FY2020.

Expense Analysis by Department
Exhibit 2

	FY2016	FY2017	FY2018	FY2019	FY2020	Growth in 5 Years	FY2021 Budget
General Government	\$ 1,151,216	\$ 1,105,745	\$ 1,194,897	\$ 1,175,978	\$ 1,267,448	10.1%	\$ 1,193,900
Public Works	\$ -	\$ -	\$ 200,411	\$ 323,042	\$ 280,456	39.9%	\$ 303,800
Public Safety	\$ 2,050,995	\$ 2,285,843	\$ 2,431,793	\$ 2,389,097	\$ 2,259,878	10.2%	\$ 2,586,500
Transportation	\$ 1,494,515	\$ 865,193	\$ 755,422	\$ 729,619	\$ 2,651,446	77.4%	\$ 783,000
Sanitation	\$ 912,934	\$ 885,217	\$ 906,820	\$ 885,833	\$ 945,978	3.6%	\$ 1,020,000
Zoning & Planning	\$ 193,851	\$ 348,067	\$ 490,294	\$ 405,282	\$ 326,667	68.5%	\$ 344,800
Park & Rec	\$ 385,890	\$ 424,237	\$ 543,671	\$ 595,713	\$ 559,730	45.0%	\$ 685,200
Total	\$ 6,189,401	\$ 5,914,302	\$ 6,523,308	\$ 6,504,564	\$ 8,291,603	34.0%	\$ 6,917,200
YOY Change	26.1%	-4.4%	10.3%	-0.3%	27.5%		-19.9%
Outside Services - Not to repeat		\$ 77,500	\$ 473,559	\$ 206,100	\$ 1,946,747		\$ -
Total Expenditures less Outside Services not to repeat	\$ 6,189,401	\$ 5,836,802	\$ 6,049,749	\$ 6,298,464	\$ 6,344,856		\$ 6,917,200
Adjusted YOY Change	26.1%	-5.7%	3.6%	4.1%	0.7%		9.8%

Exhibit 2 uses two different approaches in calculating the YOY expenditure increases:

- The first YOY change in blue shows the total departmental spend and the increase from prior year.
- The second YOY change in orange removes the outside services that would be considered one-time costs which normalizes the expenditures year over year.

Analyzing further, the FY2016 increase in total expenditures is significant. In this year transportation department spend was over double the prior year as well as an overall 10% staffing increase for the Town. Due to this being a year of major change, the chart below shows average increases which include FY2016 and prior (six year average) and average changes that exclude FY2016 (5 year average).

YOY changes	Total Cost	Adjusted Totals
6 year Average FY2016 to FY2021	6.54%	6.45%
5 year Average FY2017 to FY2021	2.63%	2.52%

Based on the historical spend by department, the rationale for the forecasted expenditures will be the following:

- FY2021 Budget – Will be included in the YOY averages and be the starting point for the forecasted expenditures.
- Escalation factor for expenditures will be **2.58%** per year which is the average of the 5 year average total cost (2.63%) and adjusted total cost (2.52%) Realizing this is greater than YOY decrease for FY2021 of -19.9%, this enables the Town to plan conservatively for future expenditures while having enough growth for departmental needs.
- Powell Bill Funds will be used for road repairs and revenue taken in will be equal to the expenditure for the year.

General Fund Long Term Planning Summary

Based on the analysis on sources and uses of funds, the following factors will be used for the five -year forecast model:

Rates to be used for the analysis:	Revenue (Sources) Escalation	2.88%
	Expenditures (Uses) Escalation	2.58%

These assumptions will be reviewed during the budget process and the five-year projection will be updated annually based on operations of the last fiscal year.

General Fund Five-Year Financial Plan

Forecasted Revenue

FY2021 was budgeted with the possibility of an economic downturn for the COVID 19 pandemic but actual revenue for both sales and use tax and ad valorem tax appear to be unaffected. For this reason, the FY2021 budgeted revenue is being increased to the FY2020 actual revenue for both ad valorem and sales and use tax. This changes total revenues from \$6,905,400 to \$7,058,222.

The revenue forecast below shows Actual results for FY2019 and FY2020, adjusted budget FY2021 using actual revenues for ad valorem and sales and use tax. and projections for FY2022 through FY2026 using an escalation factor of 2.88% each year:

	Actual		Budget	FY2022	FY2023	FY2024	FY2025	FY2026
	FY2019	FY2020	FY2021					
Revenue	\$ 7,116,783	\$ 8,971,951	\$ 7,058,222	\$ 7,261,498	\$ 7,470,630	\$ 7,685,784	\$ 7,907,134	\$ 8,134,860
	6.54%	26.07%	-21.33%	2.88%	2.88%	2.88%	2.88%	2.88%

Forecasted Expenditures

Similar to revenue above, the chart below shows Actual results for FY2019 and FY2020, budget for FY2021 and forecasts for FY2022 to FY2026 using an escalation factor of 2.58% each year:

Expenditures by Dept.	Actual		Budget	FY2022	FY2023	FY2024	FY2025	FY2026
	FY2019	FY2020	FY2021					
General Government	\$ 1,175,978	\$ 1,267,448	\$ 1,193,900	\$ 1,224,693	\$ 1,256,281	\$ 1,288,683	\$ 1,321,921	\$ 1,356,017
Public Works	\$ 323,042	\$ 280,456	\$ 303,800	\$ 311,636	\$ 319,673	\$ 327,919	\$ 336,376	\$ 345,052
Public Safety	\$ 2,389,097	\$ 2,259,878	\$ 2,586,500	\$ 2,653,212	\$ 2,721,644	\$ 2,791,841	\$ 2,863,849	\$ 2,937,715
Transportation	\$ 729,619	\$ 2,651,446	\$ 783,000	\$ 803,195	\$ 823,912	\$ 845,162	\$ 866,961	\$ 889,322
Sanitation	\$ 885,833	\$ 945,978	\$ 1,020,000	\$ 1,046,308	\$ 1,073,295	\$ 1,100,978	\$ 1,129,374	\$ 1,158,503
Zoning & Planning	\$ 405,282	\$ 326,667	\$ 344,800	\$ 353,693	\$ 362,816	\$ 372,174	\$ 381,773	\$ 391,620
Park & Rec	\$ 595,713	\$ 559,730	\$ 685,200	\$ 702,873	\$ 721,002	\$ 739,598	\$ 758,674	\$ 778,242
Total	\$ 6,504,564	\$ 8,291,603	\$ 6,917,200	\$ 7,095,610	\$ 7,278,622	\$ 7,466,354	\$ 7,658,929	\$ 7,856,470
YOY Change	-0.29%	27.47%	-16.58%	2.58%	2.58%	2.58%	2.58%	2.58%

General Fund Debt Service Payments

In January 2019, the Town entered into a \$2,918,000 direct placement contract to finance a new town hall building and public works building. The property is pledged as collateral for the debt while the debt is outstanding. The financing contract requires principal payments beginning in the fiscal year ending 2020 with an interest rate of 3.45%.

Annual debt service payments of the installment purchase as of June 30, 2020, including \$431,364 of interest, are as follows:

Year Ending June 30	Governmental Activities	
	Principal	Interest
2021	\$ 291,800	\$ 88,083
2022	291,800	78,015
2023	291,800	67,947
2024	291,800	57,882
2025	291,800	48,423
2026-2029	1,167,200	91,014
	<u>\$ 2,626,200</u>	<u>\$ 431,364</u>

These principal and interest payments will be included in the five-year planning model.

General Fund Five-Year Financial Plan Model

Combining the logic from the revenue and expenditure projections, the forecast model below works and follows:

- Uses General Fund Revenues less expenditures to show projected excess revenues or deficits based on operating expenses
- Identifies debt payments to be made for the forecast period by fiscal year
- Calculates the projected unassigned fund balance based on operations and debt obligations.

The information provided by the model can now be used as a tool to evaluate future capital projects and shows the impact they would have on the Town as it relates to available funds. The Town can evaluate if they have the available funds during that time period and help make decisions on using fund balance, borrowing more funds or even if the project is feasibly possible.

General Fund Five-Year Financial Plan As of 11/3/2020

GENERAL FUND REVENUES and EXPENDITURES FORECASTS

	Budget					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
GF Revenue Forecast	\$ 6,658,222	\$ 6,849,998	\$ 7,047,230	\$ 7,250,184	\$ 7,459,034	\$ 7,673,860
Restricted (Powell Bill and other)	400,000	\$ 411,500	\$ 423,400	\$ 435,600	\$ 448,100	\$ 461,000
Total GF Revenues	\$ 7,058,222	\$ 7,261,498	\$ 7,470,630	\$ 7,685,784	\$ 7,907,134	\$ 8,134,860
		2.88%	2.88%	2.88%	2.88%	2.88%
GF Forecasted Expenditures (not including Debt)	6,917,200	7,095,610	7,278,622	7,466,354	7,658,929	7,856,470

REVENUES OVER EXPENDITURES	\$ 141,022	\$ 165,888	\$ 192,007	\$ 219,429	\$ 248,205	\$ 278,390
-----------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

* Revenue Forecast is conservatively based on historical data and assumed at 2.88% each year
Expenditures are Forecasted to increase 2.84% each year and does not include debt service payments

	Budget					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
DEBT SERVICE PAYMENTS						
Principal	\$ 291,800	\$ 291,800	\$ 291,800	\$ 291,800	\$ 291,800	\$ 291,800
Interest (Paid Monthly)	88,083	78,015	67,947	57,882	48,423	38,356
Debt Service Due	\$ 379,883	\$ 369,815	\$ 359,747	\$ 349,682	\$ 340,223	\$ 330,156

TOTAL PROJECTED INCREASE/(DECREASE) TO FUND BALANCE BEFORE LARGE CAPITAL EXPENDITURES	\$ (238,861)	\$ (203,927)	\$ (167,740)	\$ (130,253)	\$ (92,018)	\$ (51,766)
--	---------------------	---------------------	---------------------	---------------------	--------------------	--------------------

GENERAL FUND - FORECASTED UNASSIGNED BALANCE

	Budget					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
Beginning Balance	\$ 4,138,319	\$ 3,899,458	\$ 3,695,531	\$ 5,035,791	\$ 4,905,538	\$ 4,813,521
Less Available Cash needed for Capital Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Reimbursed Funds from NCDOT	\$ -	\$ -	\$ 1,508,000	\$ -	\$ -	\$ -
Unassigned Fund Balance Available	\$ 4,138,319	\$ 3,899,458	\$ 5,203,531	\$ 5,035,791	\$ 4,905,538	\$ 4,813,521
Add Current Year Revenues over Expenditures	141,022	165,888	192,007	219,429	248,205	278,390
Total Available before Debt Service Payments	\$ 4,279,341	\$ 4,065,346	\$ 5,395,538	\$ 5,255,220	\$ 5,153,744	\$ 5,091,910
Less CY Debt Service Payments	\$ (379,883)	\$ (369,815)	\$ (359,747)	\$ (349,682)	\$ (340,223)	\$ (330,156)
Net Available Beginning of Next Fiscal Year	\$ 3,899,458	\$ 3,695,531	\$ 5,035,791	\$ 4,905,538	\$ 4,813,521	\$ 4,761,754
Add Minimum Fund Balance Requirement Reserved by Council	2,189,160	2,101,585	2,152,088	2,203,971	2,257,271	2,312,206
Total Funds Available including Council Reserve	\$ 6,088,618	\$ 5,797,116	\$ 7,187,878	\$ 7,109,509	\$ 7,070,791	\$ 7,073,960

In summary the Five-Year Financial Plan as of FY2021 shows a number of items that will be used for the future forecasting and planning for the town. The plan needs to be updated annually due to the uncertainty of current economic conditions. Items to consider from the plan are:

- Margins for revenue over expenses in the outyears are tight. Town management has historically been below budget for expenditures which resulted in additions to fund balance but for conservative estimates, we are using the estimated revenues and expenses as shown.
- Beginning in FY2021 and outyears, the interest and part of the principal will be paid by using current year revenue. This creates the scenario where the Town will be using fund balance to make the principal payments which was the plan when the Town acquired the debt.
- Current operations and service levels will be maintained in the next five years with room for expenditure escalation without using fund balance.
- COVID 19 pandemic has impacted operations but we are unsure of the future impact to the revenue streams. There has not been any indication of a drop in revenue but continued closures will eventually effect the Town's finances.
- FY2022 revenue for ad valorem and motor vehicle taxes will be impacted by the Union County property tax revaluation but until we receive the results of the valuation, no changes were used in the Five-Year Financial Plan. Once notified of the results of the revaluation, we can easily adjust the projections.
- Impacts of the Town's Capital Maintenance Infrastructure and Improvement Plan (CMIIP) are discussed in a later section.
- This is a living plan and should be used to determine effects of large capital investment on the Town's financial fund balance and overall financial stability.

Enterprise Funds

Enterprise Funds account for business-type activities of the Town. These activities provide services where most of the costs are recovered through user fees or charges. The Town has two Enterprise Funds.

- Sewer Fund – received revenues from charges to property owners to provide sewer connection to the Union County-wide sewer system.
- Storm Water Fund - receives its revenues from annual charges to all property owners to fund storm water quality projects, operations and maintenance, capital improvements to the Town’s storm water infrastructure system.

Sewer Fund Long Term Planning

Background

The Sewer fund was established when Union County offered to property owners of Stallings to pay a one-time fee to connect to the County-wide sewer system. Stallings collected the fees and they hold them in escrow in this fund. The current balance held in escrow is \$7,959.31 which represents a handful of property owners that have not yet taken this election.

Long Term Planning

The fund will continue in perpetuity until these property owners have connected to the county’s sewer system.

Storm Water Fund Long Term Planning

The Storm Water Fund was established for the accounting of the costs of operating and maintaining the Town's storm water infrastructure system.

The Storm Water Fund has consistently remained in sound financial condition from year to year due to effective management of the sources and uses of the Town's funds.

The Storm Water Fund has an unrestricted fund balance of \$1,065,701 at fiscal year-end 2021. This balance continued to grow year over year as revenues for the fund exceed expenditures but did decrease in 2020 due to a transfer to the General Fund of \$208,000 for the construction of the underground water detention system at Town Hall.

Below is a summary of past and recent year-end fund balance reserves:

Storm Water Fund	2016	2017	2018	2019	2020
Net Position					
Net Investment in Capital Assets		63,680	104,293	385,891	576,007
Unassigned	699,830	881,418	1,152,240	1,284,670	1,065,701
Total Net Position	\$ 699,830	\$ 945,098	\$ 1,256,533	\$ 1,670,561	\$ 1,641,708

Sources of Storm Water Funds

The source of revenue in the Storm Water Fund are fees charges annually to all property owners. The fee structure is based on whether the property is for commercial or residential use.

Residential Storm Water Fee - \$46 per lot

Commercial Storm Water Fee - \$33 per ERU (Equivalent Residential Unit = 2,060 sq. ft.)

Fees are assessed annually and are billed and collected along with property taxes. Exhibit 4 below displays Storm Water Fund actual revenue from FY2016 through FY2020 and budget value for FY2021

	Revenue by Source					Budget
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Storm Water Fees & Interest	\$ 481,394	\$ 488,516	\$ 493,804	\$ 474,935	\$ 475,932	\$ 515,500
<i>YOY Change</i>	1.43%	1.48%	1.08%	-3.82%	0.21%	8.31%

Storm Water revenue is consistent with an average increase of 0.08% from FY2016 through FY2020. The fee structure for the Town has not been changed since 2014 which makes the revenue flow as unfluctuating as indicated. While the budget for FY2021 represents an 8.31% increase, management feels that the 0.08% average increase is more representative of the projected revenues for this fund.

Use of Storm Water Funds

Expenditures from this fund are used for operation and maintenance, capital improvements, and infrastructure replacement relating specifically to the Town’s storm water system.

The Town stormwater control authority currently includes responsibility within the public right of way and in the design of new developments. Repair and maintenance beyond the right of way is the responsibility of the property owner or related HOA.

The Storm Water Fund expenditures fluctuate from year to year as depicted in Exhibit 5 below. These fluctuations are due to the number of storm water projects identified and remediated within the specific fiscal year. The Town has been building a reserve in the fund that would be large enough to repair 2 major storm water events. This amount has been identified by Council to be at \$1,000,000. From FY2015 to FY2020, the expenditures for the fund were less than the revenue for the year which built this reserve.

During FY2019 and FY2020, storm water expenditures increased due the number of storm water repairs completed by the Town as shown in Exhibit 5 below. In FY2019 the Town completed 24 storm water project and in FY2020 the number jumped again to 26 projects.

	FY2016	FY2017	FY2018	FY2019	FY2020	Budget FY2021
Storm Water Expenditures	\$ 388,383	\$ 245,268	\$ 182,369	\$ 274,299	\$ 296,785	\$ 515,500
<i>YOY Change</i>	132.12%	-36.85%	-25.65%	50.41%	8.20%	73.69%

Storm Water Fund Long Term Planning Summary

Based on the historical information analysis on sources and uses of funds, the following factors will be used for the five -year forecast model:

Rates to be used for the analysis:

Revenue (Sources) Escalation 0.08%

Expenditures (Uses) Escalation – Annually expenditures are budgeted to equal revenue with any excess at year-end adding to the net position of the fund. Therefore, unless otherwise appropriated by Town Council, long term planning for the expenditures will continue to equal revenues. Any larger maintenance projects that would exceed budget would require fund appropriations.

These assumptions will be reviewed during the budget process and the five-year projection will be updated annually based on operations of the last fiscal year.

**Storm Water Fund Five-Year Financial Plan
As of 11/1/2019**

STORM WATER FUND REVENUES and EXPENDITURES FORECASTS

	Budget <u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
SW Revenue Forecast	\$ 515,500	\$ 515,912	\$ 516,325	\$ 516,738	\$ 517,151	\$ 517,565
		0.08%	0.08%	0.08%	0.08%	0.08%
SW Expenditures	515,500	515,912	516,325	516,738	517,151	517,565
REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STORM WATER FUND - FORECASTED UNASSIGNED BALANCE

	Budget <u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>FY2026</u>
Beginning Balance	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701
Less Appropriated Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned Fund Balance Available	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701
Add Current Year Revenues over Expenditures	-	-	-	-	-	-
ENDING UNASSIGNED BALANCE	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701	\$ 1,065,701

Town of Stallings Capital Maintenance and Improvement Infrastructure Plan (CMMIIP)

The Town adopted a Capital Maintenance and Infrastructure Improvement Plan (CMIIP) in June of 2013 which was later amended in December of 2014. The policy was adopted “to ensure that planning for future large scale maintenance and infrastructure projects are properly and formally considered and aligned with Council’s strategic direction and that funding for such efforts is identified and forecast so that these identified efforts and projects are executed in a timely and scheduled manner and are financially sustainable.”¹

The CMIIIP is a five-year plan which is updated annually in conjunction with the annual budget process. The CMIIIP will be used along with the Town of Stallings Five-year Financial Plan to evaluate timing and funding for the upcoming capital projects identified on the CMIIIP. The Five-Year Financial plan projects unassigned fund balance which could be for these type projects.

Attached is the most recently approved CMIIIP as well as a copy of the Town of Stallings Capital Maintenance and Infrastructure Improvement Plan Policy.

CMIIIP chart below was adopted by Council in conjunction with the FY2021 Budget in June 2020. Many of the departmental expenses that are considered a necessity in order to perform the operations of the town are already included in the budgeted expenditures and forecasted expenditures of the Five-Year Financial Forecast Plan. The items not included are identified and used in the new projected General Fund Balance chart.

¹ Town of Stallings Capital Maintenance and Infrastructure Improvement Plan, Policy Purpose, page 1.

CMIIP Potential Expenditures - Approved June 2020

Potential Projects	2021	2022	2023	2024	2025
Town Connectivity - Parks/Greenways/Trails					
Blair Mill Park					
Site Specific Plan	57,000				
Engineering			500,000		
Blair Mill Greenway (N1)					
Engineering					
Construction					
Blair Mill Park Implementation					
Phase I - Wetland Boardwalk and Environmental Education Platforms					
Phase II - Park Area					
Phase III - Water Lab Area					
Central Stallings Spine - Town Hall and Municipal Park (CS-1)					
Engineering				275,000	
Construction					
Town Connectivity - Sidewalks					
Sidewalks:					
Lawyers Road (2A)					340,000
Lawyers Road (2B) (Buckingham to end of jurisdiction) (S-7)					340,000
Equipment					
Computer Equipment - Repair/Replacement Plan Annually	42,000	50,000	50,000	50,000	50,000
Police Department - Fleet Repair/Replacement Plan Annually	77,000	115,000	117,875	120,822	123,842
Police Department - Lexipol policy Manual and Guardian Tracking	13,500	12,000	12,000	12,000	12,000
Police Department - Body Camera Replacement	33,776	14,493	14,493	14,493	14,493
Police Department - In-Car Camera Replacement	65,486	27,864	27,864	27,864	27,864
Public Works - Current Town Hall Beautification					
Public Works -HVAC Repairs/Replacement	20,000	20,000	20,000	5,000	5,000
Public Works - Smart Meter Installation - Delayed		4,900			
Public Works - Kubota Mini Excavator with Trailer	46,000				
Public Works - Kubota 4WD Tractor (net of John Deere trade-in)	10,000				
Public Works - Dump Trailer	5,000				
Public Works - Lift for Maintenance Shop	7,000				
Public Works - Buildings and Grounds Repairs Contingency	10,000				
Public Works - Vehicle Replacement					50,000
Park & Rec - Privette Park Playground Equipment (Cost of \$45K with a \$15K grant)	30,000				
Park & Rec - Single Post Pyramid Shades - Delayed	20,000				
Transportation					
Infrastructure Improvements:					
Streetscape and Signage					
Signage - Street Sign Change	25,000				
Welcome to Stallings & Greenway Signage - Const Documents & Monument Gateway	50,000				
Highway 74 /Monroe Bypass Corridor					
Idlewild Corridor					
Old Monroe Road Corridor					
Stallings Elementary School Area					
Down Town Streetscape					
Phase 1 - Curb, Gutter and Parking on Stallings Road - engineering & construction					
Phase 2 - Add Sidewalks and Streetscape - engineering & construction					
Phase 3 - Plazas and Side Parking - engineering & construction					
Street Resurfacing - Powell Bill	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
Potter Road/Pleasant Plains Intersection	1,700,000				
Chestnut /Weddington Roundabout					
Total General Government CMIIP Expenditures	\$ 2,611,762	\$ 644,257	\$ 1,142,232	\$ 905,179	\$ 1,363,199
Less Items included in Annual Budget for maintenance/replacement	2,412,500	585,000	587,875	575,822	578,842
Additional Funds needed for CMIIP expenditures	\$ 199,262	\$ 59,257	\$ 554,357	\$ 329,357	\$ 784,357

Updated General Fund Forecast

Including CMIIP Projects

GENERAL FUND - FORECASTED UNASSIGNED BALANCE

	Budget FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Beginning Balance	\$ 4,138,319	\$ 3,700,196	\$ 3,437,012	\$ 4,222,915	\$ 3,763,305	\$ 2,886,931
Less Available Cash needed for Capital Project	\$ (199,262)	\$ (59,257)	\$ (554,357)	\$ (329,357)	\$ (784,357)	\$ -
Add Reimbursed Funds from NCDOT	\$ -	\$ -	\$ 1,508,000	\$ -	\$ -	\$ -
Unassigned Fund Balance Available	<u>\$ 3,939,057</u>	<u>\$ 3,640,939</u>	<u>\$ 4,390,655</u>	<u>\$ 3,893,558</u>	<u>\$ 2,978,948</u>	<u>\$ 2,886,931</u>
Add Current Year Revenues over Expenditures	<u>141,022</u>	<u>165,888</u>	<u>192,007</u>	<u>219,429</u>	<u>248,205</u>	<u>278,390</u>
Total Available before Debt Service Payments	<u>\$ 4,080,079</u>	<u>\$ 3,806,827</u>	<u>\$ 4,582,662</u>	<u>\$ 4,112,987</u>	<u>\$ 3,227,154</u>	<u>\$ 3,165,320</u>
Less CY Debt Service Payments	<u>\$ (379,883)</u>	<u>\$ (369,815)</u>	<u>\$ (359,747)</u>	<u>\$ (349,682)</u>	<u>\$ (340,223)</u>	<u>\$ (330,156)</u>
Net Available Beginning of Next Fiscal Year	<u>\$ 3,700,196</u>	<u>\$ 3,437,012</u>	<u>\$ 4,222,915</u>	<u>\$ 3,763,305</u>	<u>\$ 2,886,931</u>	<u>\$ 2,835,164</u>
Add Minimum Fund Balance Requirement Reserved by Council	<u>2,189,160</u>	<u>2,101,585</u>	<u>2,152,088</u>	<u>2,203,971</u>	<u>2,257,271</u>	<u>2,312,206</u>
Total Funds Available including Council Reserve	<u>\$ 5,889,356</u>	<u>\$ 5,538,597</u>	<u>\$ 6,375,002</u>	<u>\$ 5,967,276</u>	<u>\$ 5,144,201</u>	<u>\$ 5,147,370</u>

Note: FY2026 was not forecasted in the CMIIP so no CMIIP expenditures are used in this year.

In summary, even with the effects CMIIP on projected General Fund Balance the town remains in solid financial position with more than 50% of total fund balance being in Unassigned Fund balance and the Minimum Fund balance required by council. Management believes that with the conservative approach taken in this analysis that we will be able to achieve the long-term goals of the Town while maintaining a fiscally responsible and growing community.



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Christopher J. Easterly, P.E., Town Engineer
Date: 11-04-2020
RE: Notice of Violation NPDES Permit No. NCS000454
Resolution to affirm implementation of a compliant NPDES MS4 Stormwater program

Purpose: To provide background and a recommendation on a resolution to affirm implementation of a compliant NPDES MS4 Stormwater program.

Background: On August 6, 2020, staff from the North Carolina Department of Environmental Quality (NCDEQ) conducted a compliance audit of the Town of Stallings National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. The MS4 program audit report identified concerns with certain components of the MS4 Permit.

In accordance with NCDEQ policy, a new 5-year MS4 permit will be issued in response to the audit. To address the concerns, the Town of Stallings is required to complete the following actions:

- (1) Respond in writing within thirty (30) calendar days from the date of receipt of this notice to acknowledge these requirements and intent to comply. (completed)
- (2) Adopt a Council resolution within sixty (60) calendar days from the receipt of notice. The resolution must declare support for a compliant stormwater management program. (enclosed)
- (3) Submit documentation for review and comment within one hundred twenty (120) calendar days from receipt of notice
 - a. Develop a draft Stormwater Management Plan (SWMP) which details specific actions, measurable goals, and implementation timelines to bring the stormwater management program into compliance with self-audit. (enclosed)
- (4) Submit an NPDES MS4 permit application with thirty (30) days of receiving written NCDEQ concurrence that the draft SWMP documents a compliant stormwater management program. (future)
- (5) Respond to public comments on the Draft SWMP and submit a final SWMP for NCDEQ approval and final permit issuance. (future)

Recommendation: Staff recommends approval of the resolution to affirm implementation of a compliant NPDES MS4 Stormwater program.

ROY COOPER

Governor

MICHAEL S. REGAN

Secretary

BRIAN WRENN

Director



NORTH CAROLINA
Environmental Quality

September 15, 2020

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

7019 1640 0001 3337 7631

Town of Stallings
Attention: Mr. Wyatt Dunn, Mayor
315 Stallings Road
Stallings, North Carolina 28104

Subject: NOTICE OF VIOLATION (NOV-2020-PC-0364)
Town of Stallings
NPDES MS4 Permit No. NCS000454
Union County

Dear Mr. Dunn:

On August 6, 2020, staff from the North Carolina Department of Environmental Quality (NCDEQ) conducted a compliance audit of the Town of Stallings National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. For your reference, a copy of the MS4 Program Audit Report issued by NCDEQ is enclosed with this notice. This report lists and describes the serious deficiencies with certain components of the MS4 permit, which constitutes a violation of the Clean Water Act and is grounds for enforcement action.

In accordance with Part VI of the permit and NCDEQ policy, a new 5-year MS4 permit will be issued in response to the audit. To address the MS4 permit deficiencies, the Town of Stallings is required to complete the following actions:

- (1) Respond in writing within thirty (30) calendar days from the date of receipt of this notice to acknowledge these requirements and the intent to comply.
- (2) Adopt a Council Resolution within sixty (60) calendar days from the date of receipt of this notice. The resolution must declare support for a compliant stormwater management program. A sample council resolution with the minimum requirements is enclosed with this letter. An original signed document must be submitted to NCDEQ.
- (3) Submit documentation for review and comment within one hundred twenty (120) calendar days from the date of receipt of this letter:



- a. Conduct a self-audit which includes, at a minimum, an evaluation of compliance with the permit conditions found in Part II Section F: Post-Construction Site Runoff Controls and Section H: Total Maximum Daily Loads. The self-audit must be documented utilizing the NCDEQ standard MS4 Permit Compliance Audit Report Template.
 - b. Develop a Draft Stormwater Management Plan (SWMP) which details specific actions, measurable goals, and implementation timelines to bring the stormwater management program into compliance with NPDES MS4 requirements over the new 5-year permit term. The SWMP must be documented utilizing the NCDEQ Phase II MS4 SWMP Template. The SWMP must address all known compliance deficiencies including, at a minimum, the items detailed in the NCDEQ MS4 Program Audit Report and the Town of Stallings self-audit.
- (4) Submit an NPDES MS4 permit application within thirty (30) days of receiving written NCDEQ concurrence that the submitted Draft SWMP documents a compliant stormwater management program. A new 5-year NPDES MS4 permit will be public noticed along with the submitted SWMP.
 - (5) Respond to public comments on the Draft SWMP and submit a Final SWMP for NCDEQ approval and final permit issuance. The final NCDEQ-approved SWMP shall become an enforceable component of the NPDES MS4 permit.

Required documentation shall be submitted via e-mail to Isaiah.Reed@ncdenr.gov, or to:

DEQ-DEMLR Stormwater Program
Attention: Isaiah Reed
2090 U.S, Highway 70
Swannanoa, North Carolina 28778

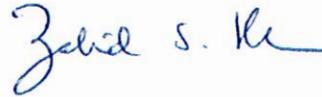
If the Town of Stallings fails to meet the aforementioned requirements and/or submits a significantly noncompliant Draft SWMP, NCDEQ may proceed with enforcement. As is stated in Part V, Section A.1(c) of the permit:

Under state law, a daily civil penalty of not more than twenty-five thousand dollars (\$25,000) per violation may be assessed against any person who violates or fails to act in accordance with the terms, conditions, or requirements of a permit [North Carolina General Statute 143-215.6A]. Please note that compliance with the requirements of this NOD and/or issuance of civil or criminal penalties levied by NCDEQ does not preclude the EPA from carrying out its own enforcement case against the permittee.

Notice of Violation
Town of Stallings
September 15, 2020
Page 3 of 3

Thank you for your attention to this matter. Should you have any questions, please contact Isaiah Reed at (828) 296-4614 or Isaiah.Reed@ncdenr.gov.

Sincerely,



Zahid S. Khan, CPM, CPESC, CPSWQ
Regional Engineer
Land Quality Section
Division of Energy, Mineral & Land Resources

Enclosures: DEQ MS4 Program Audit Report (August 6, 2020, Town of Stallings)
Copy of NPDES MS4 Permit No. NCS000454
Sample Council Resolution

cc: Chris Easterly, Town Engineer, ceasterly@stallingsnc.org
Jeanette Powell, DEMLR MS4 Program Coordinator, Jeanette.Powell@ncdenr.gov
Alaina Morman, DEMLR Stormwater Compliance & Enforcement, alaina.morman@ncdenr.gov
DEMLR NPDES MS4 Permit Laserfiche File



Resolution Affirming The Stallings Town Council's Support Regarding Implementation Of A Compliant NPDES MS4 Stormwater Program

A RESOLUTION to develop and implement a compliant stormwater management program that meets the requirements of the Town of Stallings National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Water System (MS4) Permit Number NCS000454 to discharge stormwater, inclusive of the required Stormwater Management Plan to be prepared by the Town of Stallings and approved by the North Carolina Department of Environmental Quality.

WHEREAS, Section 402(b) of the federal Clean Water Act requires NPDES permits for stormwater discharges from municipal separate storm sewer systems; and

WHEREAS, in North Carolina, NPDES Permits are issued by the North Carolina Department of Environmental Quality; and

WHEREAS, the North Carolina North Carolina Department of Environmental Quality issued the Town of Stallings a NPDES MS4 Permit for discharge of stormwater on February 17, 2017; and

WHEREAS, the Town of Stallings was issued Notice of Violation number NOV-2020-PC-0364 on September 15, 2020 for noncompliance with the issued NPDES MS4; and

WHEREAS, the Town of Stallings acknowledges the specific Notice of Violation requirement to obtain a new individual NPDES MS4 Permit; and

WHEREAS, the Town of Stallings acknowledges the specific Notice of Violation requirement to conduct a self-audit of permit compliance for the balance of permit requirements not specifically audited by the North Carolina Department of Environmental Quality, and to develop a draft Stormwater Management Plan to comply with Section 402(p)(3)(B)(iii) of the Clean Water Act, 40 CFR 122.34(b) and NPDES MS4 Permit requirements, and to submit its draft Stormwater Management Plan to the North Carolina Department of Environmental Quality no later than 120 days from September 15, 2020 for review and approval; and

WHEREAS, the Town of Stallings acknowledges the requirement to provide adequate funding and staffing to implement a Stormwater Management Program that complies with its NPDES MS4 Permit and approved Stormwater Management Plan; and

WHEREAS, the Town of Stallings acknowledges that the North Carolina Department of Environmental Quality enforcement action and penalties could result from non-compliance with the specific requirements in Notice of Violation number NOV-2020-PC-0364; and

WHEREAS, the Town of Stallings acknowledges that any North Carolina Department of Environmental Quality enforcement action and penalties may not prohibit the U.S. Environmental Protection Agency from taking its own enforcement action for non-compliance with the issued MS4 permit.

NOW, THEREFORE, the Town Council of the Town of Stallings resolves to affirm its support for development and implementation of a compliant NPDES MS4 Stormwater Program.

This the 9th day of November 2020.

Wyatt Dunn, Mayor

Attest:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney

Draft Stormwater Management Plan
Town of Stallings
NCS000454

November 1, 2020



Table of Contents

PART 1: INTRODUCTION.....	1
PART 2: CERTIFICATION.....	2
PART 3: MS4 INFORMATION	3
3.1 Permitted MS4 Area.....	3
3.2 Existing MS4 Mapping	4
3.3 Receiving Waters	4
3.4 MS4 Interconnection	5
3.5 Total Maximum Daily Loads (TMDLs).....	5
3.6 Endangered and Threatened Species and Critical Habitat.....	5
3.7 Industrial Facility Discharges.....	5
3.8 Non-Stormwater Discharges	6
3.9 Target Pollutants and Sources	7
PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION	8
4.1 Organizational Structure.....	8
4.2 Program Funding and Budget.....	9
4.3 Shared Responsibility.....	10
4.4 Co-Permittees	10
4.5 Measurable Goals for Program Administration	11
PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM	12
PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM	16
PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM	17
PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM	21
PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM	23
PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS	27

List of Tables

- Table 1: Summary of MS4 Mapping
- Table 2: Summary of MS4 Receiving Waters
- Table 3: Summary of Approved TMDLs
- Table 4: Summary of Federally Listed Species/Habitat Impacted by Surface Water Quality
- Table 5: NPDES Stormwater Permitted Industrial Facilities
- Table 6: Non-Stormwater Discharges
- Table 7: Summary of Target Pollutants and Sources
- Table 8: Summary of Responsible Parties
- Table 9: Shared Responsibilities
- Table 10: Co-Permittee Contact Information
- Table 11: Program Administration BMPs
- Table 12: Summary of Target Pollutants & Audiences
- Table 13: Public Education and Outreach BMPs
- Table 14: Public Involvement and Participation BMPs
- Table 15: Illicit Discharge Detection and Elimination BMPs
- Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program
- Table 17: Construction Site Runoff Control BMPs
- Table 18: Qualifying Alternative Program(s) for Post-Construction Site Runoff Control Program
- Table 19: Summary of Existing Post-Construction Program Elements
- Table 20: Post Construction Site Runoff Control BMPs
- Table 21: Pollution Prevention and Good Housekeeping BMPs

PART 1: INTRODUCTION

The purpose of this Stormwater Management Plan (SWMP) is to establish and define the means by which the Town of Stallings will comply with its National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit and the applicable provisions of the Clean Water Act to meet the federal standard of reducing pollutants in stormwater runoff to the maximum extent practicable.

This SWMP identifies the specific elements and minimum measures that the Town of Stallings will develop, implement, enforce, evaluate and report to the North Carolina Department of Environmental Quality (NCDEQ) Division of Energy, Minerals and Land Resources (DEMLR) in order to comply with the MS4 Permit number NCS000454, as issued by NCDEQ. This permit covers activities associated with the discharge of stormwater from the MS4 as owned and operated by the Town of Stallings and located within the corporate limits of the Town of Stallings.

In preparing this SWMP, the Town of Stallings has evaluated its MS4 and the permit requirements to develop a comprehensive 5-year SWMP that will meet the community's needs, address local water quality issues and provide the minimum measures necessary to comply with the permit. The SWMP will be evaluated and updated annually to ensure that the elements and minimum measures it contains continue to adequately provide for permit compliance and the community's needs.

Once the SWMP is approved by NCDEQ, all provisions contained and referenced in this SWMP, along with any approved modifications of the SWMP, are incorporated by reference into the permit and become enforceable parts of the permit.

PART 2: CERTIFICATION

By my signature below I hereby certify, under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

I am also aware that the contents of this document shall become an enforceable part of the NPDES MS4 Permit, and that both the Division and the Environmental Protection Agency have NPDES MS4 Permit compliance and enforcement authority.

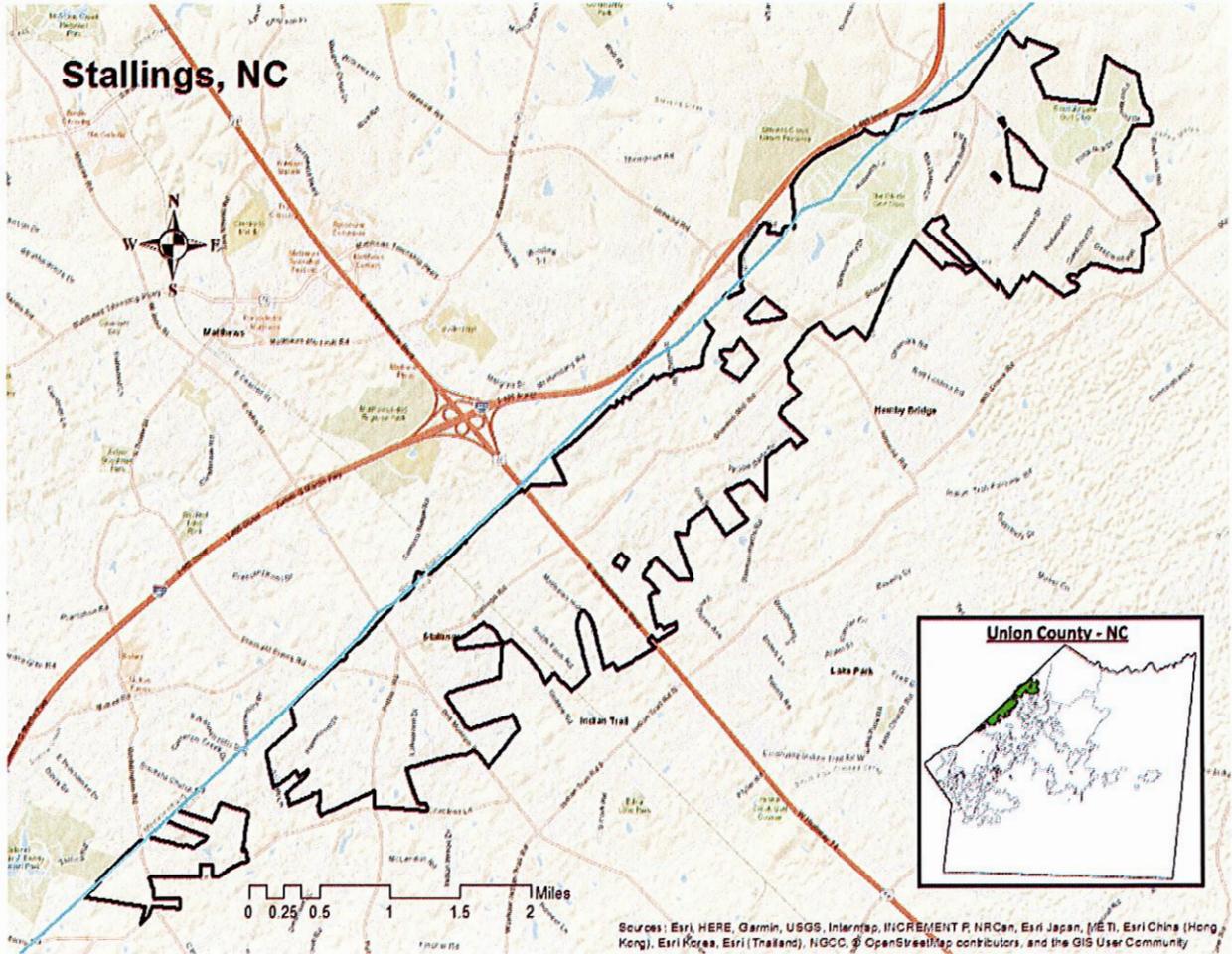
- I am a ranking elected official.
- I am a principal executive officer for the permitted MS4.
- I am a duly authorized representative for the permitted MS4 and have attached the authorization made in writing by a principal executive officer or ranking elected official which specifies me as (*check one*):
 - A specific individual having overall responsibility for stormwater matters.
 - A specific position having overall responsibility for stormwater matters.

<i>Signature:</i>	
<i>Print Name:</i>	Christopher Easterly
<i>Title:</i>	Town Engineer
Signed this <input type="text"/> day of 20 <input type="text"/> .	

PART 3: MS4 INFORMATION

3.1 Permitted MS4 Area

This SWMP applies throughout the corporate limits of the Town of Stallings, including all regulated activities associated with the discharge of stormwater from the MS4. The map below shows the corporate limits of Town of Stallings as of the date of this document.



3.2 Existing MS4 Mapping

The current MS4 mapping includes stormwater inflows, stormwater manholes, stormwater junction boxes, culvert drain pipes and stormwater discharges. However, previously unmapped stormwater infrastructure is still occasionally discovered. Stormwater inflows include information on material, diameter/box size, depth, and ground cover. Culvert drain pipes include information on diameter, box size, material, ground cover, and length. Stormwater discharges include information on material, diameter/box size, ground cover, and the receiving stream. The stormwater discharges mapped include outfalls, but specific classification of major outfalls versus all other points of discharge has not occurred.

Table 1: Summary of MS4 Mapping

Percent of MS4 Area Mapped	80	%
No. of Major Outfalls* Mapped	unknown**	total

* An outfall is a point where the MS4 discharges from a pipe or other conveyance (e.g. a ditch) directly into surface waters. Major outfalls are required to be mapped to meet permit requirements. A major outfall is a 36-inch diameter pipe or discharge from a drainage area > 50-acres; and for industrial zoned areas a 12-inch diameter pipe or a drainage area \geq 2-acres.

** Outfalls have been mapped but the classification of specific outfalls as major outfalls has not occurred, therefore the number of major outfalls is unknown at this time.

3.3 Receiving Waters

The Town of Stallings MS4 is located within the Catawba and the Yadkin Pee-Dee River Basins and discharges directly into receiving waters as listed in Table 2 below. Applicable water quality standards listed below are compiled from the following NCDEQ sources:

- [Waterbody Map](#)
- [Impaired Waters and TMDL Map](#)
- Most recent NCDEQ Final [303\(d\) List](#)

Table 2: Summary of MS4 Receiving Waters

Receiving Water Name	Stream Index / AU Number	Water Quality Classification	303(d) Listed Parameter(s) of Interest
Sixmile Creek	11-138-3	C	Fish Community (Nar, AL, FW)
West Fork Twelvemile Creek	11-138-1	C	
Davis Mine Creek	11-138-2-2-1	C	
South Fork Crooked Creek	13-17-20-2	C	Benthos (Nar, AL, FW) Fish Community (Nar, AL, FW)
North Fork Crooked Creek	13-17-20-1	C	Benthos (Nar, AL, FW)
Goose Creek	13-17-18	C	
Paddle Branch	13-17-18-2	C	

3.4 MS4 Interconnection

The Town of Stallings MS4 is not interconnected with another regulated MS4 and directly discharges to the receiving waters as listed in Table 2 above.

3.5 Total Maximum Daily Loads (TMDLs)

The TMDL(s) listed in Table 3 below have been approved within the MS4 area, as determined by the map and list provided on the [NCDEQ Modeling & Assessment Unit web page](#). The table also indicates whether the approved TMDL has a specific stormwater Waste Load Allocation (WLA) for any watershed directly receiving discharges from the permitted MS4, and whether a Water Quality Recovery Program has been implemented to address the WLA.

Table 3: Summary of Approved TMDLs

Water Body Name	TMDL Pollutant(s) of Concern	Stormwater Waste Load Allocation (Y/N)	Water Quality Recovery Program (Y/N)
Goose Creek	Fecal Coliform	N	Y

The Division will approve stormwater drainage plans in this basin.

3.6 Endangered and Threatened Species and Critical Habitat

Significant populations of threatened or endangered species and/or critical habitat are identified within the regulated MS4 urbanized area, as determined by a review of the [Endangered and Threatened Species and Species of Concern by County for North Carolina Map](#) and [Listed species believe to or known to occur in North Carolina map](#) as provided by the [U.S. Fish and Wildlife Service](#). Of those species listed, Table 4 summarizes the species that may be significantly impacted by the quality of surface waters within their habitat.

Table 4: Summary of Federally Listed Species/Habitat Impacted by Surface Water Quality

Scientific Name	Common name	Species Group	Federal Listing Status
<i>Lasmigona decorata</i>	Carolina Heelsplitter	Invertebrate	E

3.7 Industrial Facility Discharges

The Town of Stallings MS4 jurisdictional area includes the following industrial facilities which hold NPDES Industrial Stormwater Permits, as determined from the NCDEQ [Active NPDES Stormwater Permit List](#) and/or [Active Stormwater Permits Map](#).

Table 5: NPDES Stormwater Permitted Industrial Facilities

Permit Number	Facility Name
NCG140039	Concrete Supply Co LLC
NCG140163	Southern Concrete Materials
NCG050404	Barry Global

3.8 Non-Stormwater Discharges

The water quality impacts of non-stormwater discharges have been evaluated by the Town of Stallings as summarized in Table 6 below. The unpermitted non-stormwater flows listed as incidental do not significantly impact water quality. The Town of Stallings has evaluated residential and charity car washing for possible significant water quality impacts. Street cleaning is performed with a dry street sweeping process so street washing discharges are not relevant to the MS4.

The Division has not required that other non-stormwater flows be specifically controlled by the Town of Stallings.

Wash water associated with car washing that does not contain detergents or does not discharge directly into the MS4 is considered incidental. However, these types of non-stormwater discharges that do contain detergents have been evaluated by the Town of Stallings to determine whether they may significantly impact water quality. They were determined to be a possible cause of water quality impacts and will be addressed through public education efforts.

Table 6: Non-Stormwater Discharges

Non-Stormwater Discharge	Water Quality Impacts
Water line and fire hydrant flushing	Incidental
Landscape irrigation	Incidental
Diverted stream flows	Incidental
Rising groundwater	Incidental
Uncontaminated groundwater infiltration	Incidental
Uncontaminated pumped groundwater	Incidental
Uncontaminated potable water sources	Incidental
Foundation drains	Incidental
Air conditioning condensate	Incidental
Irrigation waters	Incidental
Springs	Incidental
Water from crawl space pumps	Incidental
Footing drains	Incidental
Lawn watering	Incidental
Residential and charity car washing	Possible
Flows from riparian habitats and wetlands	Incidental
Dechlorinated swimming pool discharges	Incidental
Street wash water	N/A
Flows from firefighting activities	Incidental

3.9 Target Pollutants and Sources

In addition to those target pollutants identified above, the Town of Stallings not aware of other significant water quality issues within the permitted MS4 area.

Table 7 below summarizes the water quality pollutants identified throughout Part 3 of this SWMP, the likely activities/sources/targeted audiences attributed to each pollutant and identifies the associated SWMP program(s) that address each. In addition, the Town of Stallings has evaluated schools, homeowners and businesses as target audiences that are likely to have significant stormwater impacts. The schools were selected as a target audience due to the opportunity to affect positive change through education and involvement opportunities. Homeowners and businesses were identified as target audiences because they are likely sources on non-point pollution through uniformed management practices.

Table 7: Summary of Target Pollutants and Sources

Target Pollutant(s)	Likely Source(s)/Target Audience(s)	SWMP Program Addressing Target Pollutant(s)/Audience(s)
Litter	Residential, commercial, schools	Public Education & Outreach, Public Involvement & Participation
Yard Waste (leaves and grass clippings)	Residential, commercial	Public Education & Outreach, Pollution Prevention & Good Housekeeping
Sediment	Construction	Construction Site Runoff Control
Nutrients	Sewer overflows, failing septic systems, urbanization, schools	Public Education & Outreach, Illicit Discharge Detection & Elimination, Construction Site Runoff Control, Post Construction Site Runoff Control, Pollution Prevention & Good Housekeeping
Fecal coliform	Sewer overflows, failing septic systems, wildlife, illicit discharges	Public Education & Outreach, Illicit Discharge Detection & Elimination
Mercury/statewide TMDL	Atmospheric deposition	Public Education & Outreach (fish consumption advisory)
Illicit discharges	Residential, commercial, industrial, municipal staff	Public Education & Outreach, Illicit Discharge Detection & Elimination,
Illegal dumping	Residential, commercial, industrial, municipal staff	Public Education & Outreach, Pollution Prevention & Good Housekeeping
Improper disposal of waste	Residential, commercial, industrial, municipal staff	Public Education & Outreach, Public Involvement & Participation, Pollution Prevention & Good Housekeeping
General non-point source pollution	Residential, commercial, schools, municipal staff	Public Education & Outreach

PART 4: STORMWATER MANAGEMENT PROGRAM ADMINISTRATION

4.1 Organizational Structure

The Town of Stallings stormwater program is implemented in partnership with the Engineering and Public Works departments. The Engineering department is responsible for the public outreach and involvement components, as well as engineering plan reviews; while the Public Works department is responsible for good housekeeping and municipal pollution prevention activities, storm sewer system maintenance and IDDE. The Town Engineer is designated as the Stormwater Program Administrator.

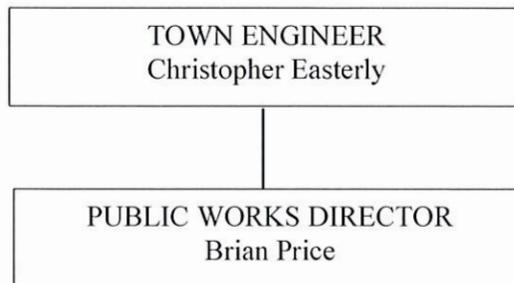


Table 8: Summary of Responsible Parties

SWMP Component	Responsible Position	Staff Name	Department
Stormwater Program Administration	Town Engineer	Christopher Easterly	Engineering
SWMP Management	Town Engineer	Christopher Easterly	Engineering
Public Education & Outreach	Town Engineer	Christopher Easterly	Engineering
Public Involvement & Participation	Town Engineer	Christopher Easterly	Engineering
Illicit Discharge Detection & Elimination	Town Engineer	Christopher Easterly	Engineering
Construction Site Runoff Control	Town Engineer	Christopher Easterly	Engineering
Post-Construction Stormwater Management	Town Engineer	Christopher Easterly	Engineering

Pollution Prevention/Good Housekeeping for Municipal Operations	Public Works Director	Brian Price	Public Works
Municipal Facilities Operation & Maintenance Program	Public Works Director	Brian Price	Public Works
Spill Response Program	Town Engineer	Christopher Easterly	Engineering
MS4 Operation & Maintenance Program	Town Engineer	Christopher Easterly	Engineering
Municipal SCM Operation & Maintenance Program	Town Engineer	Christopher Easterly	Engineering
Pesticide, Herbicide & Fertilizer Management Program	Public Works Director	Brian Price	Public Works
Vehicle & Equipment Cleaning Program	Public Works Director	Brian Price	Public Works
Pavement Management Program	Town Engineer	Christopher Easterly	Engineering
Total Maximum Daily Load (TMDL) Requirements	Town Engineer	Christopher Easterly	Engineering

4.2 Program Funding and Budget

In accordance with the issued permit, the Town of Stallings shall maintain adequate funding and staffing to implement and manage the provisions of the SWMP and comply with the requirements of the NPDES MS4 Permit. The budget includes the permit administering and compliance fee, which is billed by the Division annually.

The Town operates a stormwater utility fund as an enterprise fund. Revenues come from stormwater fees charged on properties and the Town uses these funds to maintain/improve the Town's public stormwater system. \$46 per lot for residential and \$33 per ERU for commercial properties which generates over \$500,000 in revenue annually.

4.3 Shared Responsibility

The Town of Stallings will share the responsibility to implement the following minimum control measures, which are at least as stringent as the corresponding NPDES MS4 Permit requirement. The Town of Stallings remains responsible for compliance if the other entity fails to perform the permit obligation and may be subject to enforcement action if neither the Town of Stallings nor the other entity fully performs the permit obligation. Table 9 below summarizes who will be implementing the component, what the component program is called, the specific SWMP BMP or permit requirement that is being met by the shared responsibility, and whether or not a legal agreement to share responsibility is in place.

Table 9: Shared Responsibilities

SWMP BMP or Permit Requirement	Implementing Entity & Program Name	Legal Agreement (Y/N)
3.2 Outreach to Targeted Audiences, 3.3.2 Volunteer Opportunities	Regional Stormwater Partnership of the Carolinas	Y

4.4 Co-Permittees

There are no other entities applying for co-permittee status under the NPDES MS4 permit number NCS000454 for the Town of Stallings. Table 10 summarizes contact information for each co-permittee.

Table 10: Co-Permittee Contact Information

Co-Permittee MS4 Name	Contact Person	Phone & E-Mail	Interlocal Agreement (Y/N)
N/A			

4.5 Measurable Goals for Program Administration

The Town of Stallings will manage and report the following Best Management Practices (BMPs) for the administration of the Stormwater Management Program.

Table 11: Program Administration BMPs				
Permit Ref.	2.1.2 and Part 4: Annual Self-Assessment Measures to evaluate the performance and effectiveness of the SWMP program components at least annually. Results shall be used by the permittee to modify the program components as necessary to accomplish the intent of the Stormwater Program. The self-assessment reporting period is the fiscal year (July 1 – June 30).			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
1.	Annual Self-Assessment			
	Perform an annual evaluation of SWMP implementation, suitability of SWMP commitments and any proposed changes to the SWMP utilizing the NCDEQ Annual Self-Assessment Template.	1. Prepare, certify and submit the Annual Self-Assessment to NCDEQ prior to August 31 each year.	1. Annually for Permit Years 1 – 4 (FY20/21 – FY23/24)	1. Annual Self-Assessment received by NCDEQ no later than August 31 each year.
Permit Ref.	1.6: Permit Renewal Application Measures to submit a permit renewal application no later than 180 days prior to the expiration date of the NPDES MS4 permit.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
2.	Permit Renewal Application			
	Audit stormwater program implementation for compliance with the permit and approved SWMP, and utilize the results to prepare and submit a permit renewal application package.	1. Participate in an NPDES MS4 Permit Compliance Audit, as scheduled and performed by EPA or NCDEQ.	1. TBD – Typically Permit Year 4	1. N/A
		2. Self-audit and document any stormwater program components not audited by EPA or NCDEQ utilizing the DEQ Audit Template.	2. Permit Year 5	2. Submit Self-Audit to DEMLR (required component of permit renewal application package).
		3. Certify and submit the stormwater permit renewal application (NOI, Self-Audit, and Draft SWMP for the next 5-year permit cycle).	3. Permit Year 5	3. Permit renewal application package received by DEQ at least 180 days prior to permit expiration.

PART 5: PUBLIC EDUCATION AND OUTREACH PROGRAM

The Town of Stallings will implement a Public Education and Outreach Program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of storm water discharges on water bodies and steps the public can take to reduce pollutants in storm water runoff.

The target audiences and identified pollutants listed in Part 3.9 of this SWMP, which will be addressed by the Public Education and Outreach Program, are summarized in Table 12 below. In addition, the Town of Stallings is required to inform businesses and the general public of the hazards associated with illicit discharges, illegal dumping and improper disposal of waste.

Table 12: Summary of Target Pollutants & Audiences

Target Pollutants/Sources	Target Audience(s)
Litter	Residential, commercial, schools
Yard Waste	Residential, commercial, municipal staff
Sediment	Construction
Nutrients	Residential, commercial, schools
Fecal coliform	Residential, commercial, schools
Mercury/statewide TMDL	Residential, commercial
Illicit Discharges	Residential, commercial, industrial, municipal staff
Illegal Dumping	Residential, commercial, industrial, municipal staff
Improper Disposal of Waste	Residential, commercial, industrial, municipal staff
General non-point source pollution	Residential, commercial, schools, municipal staff

Stallings Fest held by the Parks and Recreation Department will be used as a platform for stormwater outreach and education. The Town will utilize a stormwater web page, use social media, and leverage the partnership with Regional Stormwater Partnership of the Carolinas to engage the public. The Town of Stallings will manage, implement, and report the following public education and outreach BMPs.

Table 13: Public Education and Outreach BMPs

Permit Ref.	3.2.: Outreach to Targeted Audiences Measures to identify the specific elements and implementation of a Public Education and Outreach Program to share educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and how the public can reduce pollutants in stormwater runoff. The permittee shall provide educational information to identified target audiences on pollutants/sources identified in table 12 above, and shall document the extent of exposure of each media, event or activity, including those elements implemented locally or through a cooperative agreement.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
3.	Partnership with Regional Stormwater Partnership of the Carolinas			
	The Town will engage with the (RSPC)to develop Education and Outreach Initiatives that will be administered by RSPC. Initiatives will focus on residential, commercial, and school audiences within the MS4 area.	1. Utilize advertising provided by the agreement.	1. Annually	3.Yes/no/status
		2. Submit a partnership plan detailing specific commitment.	2. 1. Permit year 1	2. Report date plan is approved and include as enforceable amendment to SWMP
		3. Monitor activities to ensure partnership commitments are met	3. Annually	3.Yes/no/status
4.	Town Sponsored Event or Festival			
	The Town will distribute information on stormwater during at least one Town sponsored event such as Stallings Fest.	1. Develop or identify one informational handout for distribution at the event that covers litter, nutrients, and nonpoint source pollution (including car washing)	1. Permit year 3	1. Is handout developed or identified? - yes/no/status
		2. Train municipal staff to man a stormwater booth during the event and distribute the abovementioned flyers as well as information about leaky septic systems, illicit discharges/improper disposal of waste	2. 2. Permit year 3	2. Report the number of staff members trained

Table 13: Public Education and Outreach BMPs				
		3. Man a booth at the one event/festival chosen and document the number of handouts distributed	3. Annually	3. Report the chosen event and number of handouts distributed at event
5.	Social Media Campaign			
	The Town's existing Facebook account will be used to reach the residential target audience and share information related to stormwater issues, with a minimum of one post per year.	1. Post about keeping yard waste and litter out of storm drains	1. Permit year 1	1. Report the date of the post
		2. Post about reducing fertilizer runoff	2. Permit year 2.	2. Report the date of the post
		3. Post about car washing	3. Permit year 3	3. Report the date of the post.
		4. Post about illicit discharge/illegal dumping	4. Permit year 4	4. Report the date of the post.
		5. Post about stopping vehicle leaks	5. Permit year 5	5. Report the date of the pos
Permit Ref.	2.1.7 and 3.2.3: Web Site Measures to provide a web site designed to convey the program's message(s) and provide online materials including ordinances, or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms, providing the legal authority necessary to implement and enforce the requirements of the permit and SWMP. The web page shall also provide developers with all relevant post-construction requirements, design standards, checklists and/or other materials.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
6.	Stormwater Page on Town Website			
	The web page will provide information on the Town's stormwater program, including the permit, SWMP, applicable ordinances, and annual reports. The web page will also include a stormwater issue reporting mechanism, educational materials developed by the Town, and links to additional stormwater educational resources.	1. Establish the stormwater web page	1. Permit year 1	1. Report the date the web page goes live, link to webpage
		2. Maintain the webpage - update any broken links, upload new educational material, upload most recent SWMP	2. Annually, once established	2. Report the date the web page is reviewed and updated as well as what updates are made
Permit Ref.	3.2.5: Stormwater Hotline Measures for a stormwater hotline/helpline for the purpose of public education and outreach.			

Table 13: Public Education and Outreach BMPs

BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
7.	Stormwater Hotline			
	A hotline will be maintained for citizens to ask stormwater questions and report issues	1. Establish and maintain hotline phone number and responsible party	1. Permit year 1	1. Report the date the hotline is established in year 1 and if hotline is maintained (yes/no/status) in years 2-5
		2. Establish and train a responsible party to answer stormwater reporting mechanisms	2. Permit year 1	2. Report the date of training, and the dates any additional staff are trained.

PART 6: PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM

This SWMP identifies the minimum elements and implementation of a Public Involvement and Participation Program that complies with applicable State, Tribal and local public notice requirements. The Town of Stallings will manage, implement and report the following public involvement and participation BMPs.

Table 14: Public Involvement and Participation BMPs				
Permit Ref.	3.3.1: Public Input Mechanisms for public involvement that provide for input on stormwater issues and the stormwater program.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
8.	Stormwater Advisory Committee			
	Town staff will bring stormwater issues before the planning commission to receive citizen input and factor stormwater into development decisions.	1. Include a monthly agenda item for Town staff to report on stormwater concerns and receive input from the committee	1. Annually	1. Date of meetings and stormwater topics discussed
Permit Ref.	3.3.2: Volunteer Opportunities Measures to provide volunteer opportunities designed to promote ongoing citizen participation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
9.	Annual Town-Wide Clean-Up Event			
	As part of the annual Town-wide clean-up event, organize volunteers to pick up trash or clean litter from public areas with potential to pollute stormwater.	1. Identify public areas that could be cleaned by volunteers.	1. Permit year 1	1. Potential areas identified? – yes/no/status.
2. Coordinate clean-up of public areas		2. Annually, beginning in permit year 2	2. Report the number of participants and number of trash bags filled	

PART 7: ILLICIT DISCHARGE DETECTION AND ELIMINATION PROGRAM

The Town of Stallings will develop, manage, implement, document, report and enforce an Illicit Discharge Detection and Elimination Program which shall, at a minimum, include the following illicit discharge detection and elimination BMPs.

Table 15: Illicit Discharge Detection and Elimination BMPs				
Permit Ref.	3.4.1: MS4 Map Measures to develop, update and maintain a municipal storm sewer system map including stormwater conveyances, flow direction, major outfalls and waters of the United States receiving stormwater discharges.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
10.	Addition of Major Outfalls to MS4 Map			
	The MS4 map will be completed through GIS analysis of existing data. Major outfalls will be identified and numbered, and flow directions and receiving waters will be added.	1. Add a layer identifying major outfalls to the map and number	1. Permit year 3	1. Report number of major outfalls identified
		2. Add flow directions to the map	2. Permit year 3	2. Report when map is completed
		3. Add receiving waters to the map	3. Permit year 3	3. Report when map is completed
11.	Continual Updates to MS4 Map			
	The MS4 map will be continuously updated for completeness.	1. When new conveyances and outfalls are located or constructed add them to the map.	1. Annually, once BMP No. 16 is completed	1. Report whether new outfalls were identified and if so, how many were identified during the permit year and how many have been identified over the permit term
Permit Ref.	3.4.2: Regulatory Mechanism Measures to provide an IDDE ordinance or other regulatory mechanism that provides legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping and spills into the MS4, including enforcement procedures and actions.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
12.	Maintain Legal Authority			

Table 15: Illicit Discharge Detection and Elimination BMPs				
	Review existing ordinance to maintain the legal authority to prohibit, detect, and eliminate illicit connections and discharges, illegal dumping and spills into the MS4, including enforcement procedures and actions. Update ordinance if required.	1. Review ordinance and update if revision is required to maintain legal authority	1. Permit year 1	1. Report if a revision is required and if a revision is made
Permit Ref.	3.4.3: IDDE Plan Measures to maintain and implement a written IDDE Plan to detect and address illicit discharges, illegal dumping and any non-stormwater discharges identified as significant contributors of pollutants to the MS4. The plan shall provide standard procedures and documentation to: <ul style="list-style-type: none"> a) Locate priority areas likely to have illicit discharges, b) Conduct routine dry weather outfall inspections, c) Identify illicit discharges and trace sources, d) Eliminate the source(s) of an illicit discharge, and e) Evaluate and assess the IDDE Program. 			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
13.	Outfall Inspections			
	Perform regular dry weather (no rain in previous 72 hours) outfall inspections to proactively identify illicit discharges and illicit connections.	1. Train inspections staff to perform dry weather outfall inspections and illicit discharge investigations	1. Permit year 2	1. Permit year 2
14.	Illicit Discharge Identification Procedure			
	Maintain a standard operating procedure (SOP) for investigation of potential illicit discharges, illicit connections, and illegal dumping	1. Revise the IDDE program from the previous SWMP to develop a SOP for investigating potential illicit discharges and connections	1. Permit year 1	1. Completed? - yes/no/status
		2. Maintain a written IDDE program.	2. Continuously	2. Yes/no/status
Permit Ref.	3.4.4: IDDE Tracking Measures for tracking and documenting the date(s) an illicit discharge, illicit connection or illegal dumping was observed, the results of the investigation, any follow-up of the investigation, the date the investigation was closed, the issuance of enforcement actions, and the ability to identify chronic violators.			

Table 15: Illicit Discharge Detection and Elimination BMPs

BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
15.	Database Tracking System			
	A tracking system for observed IDDE violations and follow-on actions will be developed and implemented to identify “hot-spot” areas, chronic violators, and recurring issues	1. Develop a “Potential Illicit Discharge Report” form to include observed illicit discharge indicators, date, location, and contacts made	1. Permit year 1	1. Yes/no/status.
2. Develop a tracking spreadsheet to collect data from “Potential Illicit Discharge Report” as well as the results of the investigation, any follow-up, date of closure, and enforcement actions taken		2. Permit year 1	2. Yes/no/status	
Permit Ref.	3.4.5: Staff IDDE Training Measures to provide training for municipal staff and contractors who, as part of their normal job responsibilities, may observe an illicit discharge, illicit connection, illegal dumping or spills. Training shall include how to identify and report illicit discharges, illicit connections, illegal dumping and spills. Each staff training event shall be documented, including the agenda/materials, date, and number of staff participating.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
16.	Staff Training			
	Develop a program to educate Town staff of indicators of potential illicit discharges/connections and illegal dumping and the appropriate avenues through which to report suspected illicit discharge.	1. Identify or develop staff training program for public works employees	1. Permit year 2	1. Yes/no/statu
2. Train staff with Illicit Discharge & Detection responsibilities or the potential to discover an illicit discharge during routine work activities		2. Permit year 2	2. Report topics, training date, and number of attendees	

Table 15: Illicit Discharge Detection and Elimination BMPs				
		3. Train new staff that will be part of the IDDE program.	3. Annually, beginning in permit year 3	3. Report topics, training date, and number of attendees.
Permit Ref.	3.4.6: IDDE Reporting Measures for the public and staff to report illicit discharges, illegal dumping and spills. The mechanism shall be publicized to facilitate reporting and shall be managed to provide rapid response by appropriately trained personnel.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
17.	Stormwater Hotline			
	A hotline will be maintained for citizens to ask stormwater questions and report issues	1. See BMP No. 7	1. See BMP No. 7	1. See BMP No. 7

PART 8: CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

In accordance with 15A NCAC 02H .0153, the Town of Stallings relies upon the North Carolina Sedimentation Pollution Control Act (SPCA) of 1973 and the NCG010000 permit for construction activities as qualifying alternative programs to meet the NPDES MS4 Permit requirements for all construction site runoff control measures to reduce pollutants in stormwater runoff from construction activities that result in land disturbance of greater than or equal to one acre and any construction activity that is part of a larger common plan of development that would disturb one acre or more.

Table 16: Qualifying Alternative Program Components for Construction Site Runoff Control Program

Permit Reference	State or Local Program Name	Legal Authority	Implementing Entity	Meets Whole or Part of Requirement
3.5.1 - 3.5.4	State Implemented SPCA Program	15A NCAC Chapter 04	NCDEQ	Whole

The Town of Stallings also implements the following BMPs to meet NPDES MS4 Permit requirements.

Table 17: Construction Site Runoff Control BMPs				
Permit Ref.	3.5.6: Public Input Measures to provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
18.	Municipal Staff Training			
	Train municipal staff who receive calls from the public on the protocols for referral and tracking of construction site runoff control complaints.	1. Train municipal staff on proper handling of construction site runoff control complaints.	1. Annually	1. Document and report number of staff trained, training date(s) and topics covered.
19.	Stormwater Hotline			
	A hotline will be maintained for citizens to ask stormwater questions and report issues	1. See BMP No. 7	1. See BMP No. 7	1. See BMP No. 7
Permit Ref.	3.5.5: Waste Management Measures to require construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impact to water quality.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
20.	Establish and Maintain Legal Authority			

Table 17: Construction Site Runoff Control BMPs

	Develop and implement an ordinance to require construction site operators to control waste.	1. Pass code	1. Permit year 1	1. Yes/no/status
		2. Maintain legal authority	2. Continuously, after ordinance is adopted	2. Yes/no/status

PART 9: POST-CONSTRUCTION SITE RUNOFF CONTROL PROGRAM

This SWMP identifies the minimum elements to develop, implement and enforce a program to address stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, that are located within the Town of Stallings and discharge into the MS4. These elements are designed to minimize water quality impacts utilizing a combination of structural Stormwater Control Measures (SCMs) and/or non-structural BMPs appropriate for the community, and ensure adequate long-term operation and maintenance of SCMs.

In accordance with 15A NCAC 02H .0153 and .1017, the Town of Stallings implements the following State post-construction program requirements, which satisfy the NPDES Phase II MS4 post-construction site runoff control requirements as Qualifying Alternative Programs (QAPs) in the MS4 area(s) where they are implemented.

Table 18: Qualifying Alternative Program(s) for Post-Construction Site Runoff Control Program

State QAP Name	State Requirements	Local Ordinance / Regulatory Mechanism Reference
None	N/A	N/A

The Town of Stallings has existing requirements other than Qualifying Alternative Program(s) for implementation of the NPDES Phase II MS4 post-construction program requirements. These existing requirements are codified in local ordinance(s), and implementation is further defined in guidance, manuals and/or standard operating procedure(s)

The annual reporting metrics for the post construction program are provided in Table 20: Post Construction Site Runoff Control BMPs below.

Table 20: Post Construction Site Runoff Control BMPs				
Permit Ref.	3.6.5(a), 3.6.5(b), and 4.1.3: Minimum Post-Construction Reporting Requirements Measures to document activities over the course of the fiscal year (July 1 – June 30) including appropriate information to accurately describe progress, status, and results.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
21.	Standard Reporting			
	Implement standardized tracking, documentation, inspections and reporting mechanisms to compile appropriate data for the annual self-assessment process. Data shall be provided for each Post-Construction component	1. Track number of low density and high density plan reviews performed.	1. Continuously	1. Number of plan reviews performed for low density and high density.
		2. Track number of low density and high density plans approved.	2. Continuously	2. Number of plan approvals issued for low density and high density.

Table 20: Post Construction Site Runoff Control BMPs

		3. Maintain a current inventory of low density projects and constructed SCMs including SCM type or low density acreage, location and last inspection date.	3. Continuously	3. Summary of number and type of SCMs added to the inventory; and number and acreage of low density projects constructed.
		4. Track number of SCM inspections performed.	4. Continuously	4. Number of SCM inspections.
		5. Track number of low density inspections performed.	5. Continuously	5. Number of low density inspections.
		6. Track number and type of enforcement actions taken.	6. Continuously	6. Number and type of enforcement actions taken.
Permit Ref.	<p>3.6.2: Legal Authority Measures to maintain adequate legal authorities through ordinance or other regulatory mechanism to: (a) review designs and proposals for new development and redevelopment to determine whether adequate stormwater control measures will be installed, implemented, and maintained, (b) request information such as stormwater plans, inspection reports, monitoring results, and other information deemed necessary to evaluate compliance with the Post-Construction Stormwater Management Program, and (c) enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance with the Post-Construction Stormwater Management Program.</p>			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
	This permit requirement is fully met by the existing post-construction program			
Permit Ref.	<p>3.6.3: Plan Review and Approval Measures to maintain plan review and approval authority, standards and procedures to: (a) Require Federal, State, and local government projects to comply with Post-Construction Program requirements throughout the entire MS4 permitted area, unless the entity is subject to its own NPDES MS4 permit or a qualifying alternative program, (b) Conduct site plan reviews of all new development and redeveloped sites that disturb greater than or equal to one acre, and sites that disturb less than one acre that are part of a larger common plan of development or sale for compliance with 15A NCAC 02H .1017 and the qualifying alternative programs that apply within your jurisdiction, (c) Ensure that each project has an Operation and Maintenance Agreement that complies with 15A NCAC 02H .1050(12), (d) Ensure that each project has an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13), (e) Ensure that each project has recorded deed restrictions and protective covenants, that require the project to be maintained consistent with approved plans, and (f) Ensure that each SCM and associated maintenance accesses be protected in a permanent recorded easement per 15A NCAC 02H 1050 (9) and (10).</p>			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
22.	Revisions to Code of Ordinances			

Table 20: Post Construction Site Runoff Control BMPs

	Revise existing ordinance to specifically require compliance by Federal, State, and Local government projects and revise reference to stormwater design manual to specify NCDEQ Stormwater Design manual.	1. Revise code to require Federal, State, and local government projects to comply with post construction requirements unless subject to its own NPDES MS4 permit	1. Permit year 2	1. Report code reference and date adopted
		2. Revise code to specify NCDEQ Stormwater Design Manual as the reference stormwater design manual	2. Permit year 2	2. Report code reference and date adopted
23.	O&M Plan			
	Add an ordinance to the Town code requiring each stormwater control measure to have an Operation and Maintenance Plan that complies with 15A NCAC 02H .1050(13)	1. Establish legal authority through code revision.	1. Permit year 2	1. Report code reference and date adopted
		2. Enforcement of new code by requiring approval of O&M Plan by Stormwater Administrator prior to plan approval.	2. Continuously, after ordinance is adopted..	2. Number of O&M plans approved
Permit Ref.	3.6.4: Inspections and Enforcement Measures to maintain inspection and enforcement authority, standards and procedures to: (a) Conduct post-construction inspections prior to issuing a Certificate of Occupancy or a Temporary Certificate of Occupancy. Alternatively, the project owner may provide a surety bond to guarantee compliance with the approved plan(s), (b) Ensure that the project has been constructed in accordance with the approved plan(s), (c) Ensure annual inspection of each permitted SCM to ensure compliance with the approved Operation and Maintenance Agreement, (d) Ensure inspection of low density projects at least once during the permit term, and (e) Require that inspections be conducted by a qualified professional.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
24.	Inspection of low-density projects			
	Establish the legal authority for inspection of low-density projects at least once during the permit term; and carry out the inspections.	1. Establish legal authority through code revision	1. Permit year 2	1. Report code reference and date adopted
		2. Conduct inspection of 20% of low-density projects each year	2. See BMP No. 21.5	2. See BMP No. 21.5

Table 20: Post Construction Site Runoff Control BMPs

Permit Ref.	3.6.6: Fecal Coliform Reduction Measures to control, to the maximum extent practicable, sources of fecal coliform per 15A NCAC 02H .1017(7). At a minimum, the program shall include: (a) A pet waste management component, which may be achieved by revising an existing litter ordinance, and (b) An on-site domestic wastewater treatment system component, if applicable, which may be coordinated with local county health department, to ensure proper operation and maintenance of such systems.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
This permit requirement is fully met by the existing post-construction program				

PART 10: POLLUTION PREVENTION AND GOOD HOUSEKEEPING PROGRAMS

This SWMP provides a comprehensive pollution prevention and good housekeeping strategy for the Town of Stallings municipal facilities and operations. Pollution prevention and good housekeeping is accomplished through the implementation of seven required programs, which collectively address the ultimate goal of preventing or reducing pollutant runoff from municipal operations such as parks and open space maintenance, fleet and building maintenance, new construction and land disturbances, and municipal storm sewer system maintenance.

Pollution prevention and good housekeeping for municipal operations includes the following programs:

1. Municipal Facilities Operation and Maintenance Program
2. Spill Response Program
3. MS4 Operation and Maintenance Program
4. Municipal SCM Operation and Maintenance Program
5. Pesticide, Herbicide and Fertilizer Management Program
6. Vehicle and Equipment Maintenance Program
7. Pavement Management Program

The Town of Stallings will manage, implement, and report the pollution prevention and good housekeeping BMPs as specified in Table 21 below for each required program.

Table 21: Pollution Prevention and Good Housekeeping BMPs				
Permit Ref.	3.7.1: Municipal Facilities Operation and Maintenance Program Measures to manage facilities that are owned and operated by the permittee and have the potential for generating polluted stormwater runoff. The permittee shall maintain a current inventory of municipal facilities; perform facility inspections and routine maintenance; establish specific frequencies, schedules, and standard documentation; provide staff training on general stormwater awareness and implementing pollution prevention and good housekeeping practices.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
25.	Inventory of Municipal Facilities			
	Develop and maintain an up-to-date inventory of municipal	1. Compile list of existing Town-owned facilities	1. Permit year 1	1. Number of facilities inventoried; date list is completed

Table 21: Pollution Prevention and Good Housekeeping BMPs

	facilities with potential to generate polluted runoff	2. Perform initial inspection of facilities for potential to generate polluted runoff or requiring spill response procedures. Classify facilities as having high or low potential for stormwater pollution	2. Permit year 2.	2. Number of inspections performed and number of facilities classified as high potential and low potential
		3. Update inventory as needed when facilities are added or closed	3. As required	3. Number of facilities added/revisions made
Permit Ref.	3.7.2: Spill Response Program Measures for facilities and operations that store and/or use materials that have the potential to contaminate stormwater runoff if spilled. The permittee shall maintain written spill response procedures and train staff on spill response procedures.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
26.	Inventory of facilities with Spill potential			
	Maintain a list of Town facilities and operations storing materials that would be a pollutant if spilled and introduced to the stormwater system and classify by hazard and quantity	1. Update list of Town facilities and operations with spill potential when facilities or operations are changed	1. When necessitated by changes in facilities or operations	1. Number of additions or revisions
27.	Spill Response Procedures			
	Maintain spill response procedures and continue training of appropriate staff.	1. Review general spill response procedures	1. Permit year 1	1. Are procedures adequate? – yes/no/status
Permit Ref.	3.7.3: MS4 Operation and Maintenance Program Measures to minimize pollutants in the stormwater collection system. The permittee shall provide operation and maintenance staff training on stormwater awareness and pollution prevention, perform MS4 inspections, maintain the collection system including catch basins and conveyances; and establish specific frequencies, schedules, and standard documentation.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
28.	Staff Training			

Table 21: Pollution Prevention and Good Housekeeping BMPs				
	Develop or identify a staff training program for general stormwater pollution prevention and provide to public works department employees	1. Develop or identify appropriate training program	1. 1. Permit year 2	1. 1. Yes/no/status
29.	MS4 System Inspections and Maintenance			
	Narrative description of BMP	1. Develop a SOP that includes proactive inspection schedules, standard documentation, staff responsibilities, and proper maintenance training	1. Permit year 2	1. Yes/no/status
		2. Verify, document, and prioritize maintenance activities identified by inspections or citizen reports	2. Continuously, as potential maintenance activities are identified	2. Number of maintenance activities performed
Permit Ref.	3.7.4: Municipal SCM Operation and Maintenance Program Measures to manage municipally-owned, operated, and/or maintained structural SCMs that are installed for compliance with the permittee's post-construction program. The permittee shall maintain a current inventory of SCMs, perform SCM inspections and maintenance, and shall establish specific frequencies, schedules, and documentation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
30.	Inventory of Municipal structural SCMs			
	Development and maintenance of a current inventory of municipally owned structural SCMs.	1. Create an inventory of existing Town-owned SCMs with information including type, year built, date of last inspection, and maintenance actions	1. Permit year 1	1. Number of municipal structural SCMs
31.	SCM Inspections and Maintenance			
	Performance and documentation of regular inspection and maintenance of municipally owned structural SCMs. Addition	1. Locate Town-owned SCMs and add them to the MS4 Map with type of SCM indicated	1. Permit year 1	1. Report the number and type of SCMs added to the map

Table 21: Pollution Prevention and Good Housekeeping BMPs

	of municipally owned SCMs to MS4 map.	2. Update the map when new Town-owned SCMs are constructed	2. Annually	2. Note annually whether new Town-owned SCMs were added. If any are added, note number and type added as well as number and type of SCMs mapped to date
		3. Inspect each device using SCM inspection form	3. Annually	3. Number of SCMs inspected, number passing inspection, number requiring maintenance
Permit Ref.	3.7.5: Pesticide, Herbicide and Fertilizer Management Program Measures to minimize water quality impacts from the use of landscape chemicals. The permittee shall provide routine pollution prevention and chemical use, storage and handling training, and shall ensure compliance with permits and applicator certifications.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
32.	Pesticide, Herbicide, Fertilizer Applicator Training			
	Training of Town staff who apply landscape chemicals in order to minimize water quality impacts from pesticides, herbicides, and fertilizers	1. Develop or identify pollution prevention and chemical use, storage and handling training program	1. Permit year 2	1. Yes/no/status
		2. Provide staff training in pollution prevention and chemical use, storage and handling training	2. Annually, beginning in permit year 3	2. Number of staff trained and topics covered
Permit Ref.	3.7.6: Vehicle and Equipment Maintenance Program Measures to prevent and minimize contamination of stormwater runoff from areas used for municipal vehicle and equipment maintenance and/or cleaning. The permittee shall ensure that municipal industrial facilities subject to NPDES industrial permitting comply with those permit requirements, provide routine pollution prevention training to staff, perform routine inspections, and establish specific frequencies, schedules, and documentation.			
BMP No.	A Description of BMP	B Measurable Goal(s)	C Schedule for Implementation	D Annual Reporting Metric
33.	Vehicle and Equipment Cleaning and Maintenance Facility Inspection			
	Routine inspections as part of general facility inspections to	1. Develop an inspection checklist	1. Permit year 2	1. Yes/no/status

Table 21: Pollution Prevention and Good Housekeeping BMPs

	ensure proper procedures to minimize water quality impacts from vehicle and equipment cleaning and maintenance are followed.	2. Perform re-inspections of any facility that required corrective action	2. As required by corrective actions issued	2. Number of facilities requiring corrective action, number of resolutions
Permit Ref.	3.7.7: Pavement Management Program Measures to reduce pollutants in stormwater runoff from municipally-owned streets, roads, and parking lots within the permittee's corporate limits. The permittee shall implement measures to control litter, leaves, debris, particulate and fluid pollutants associated with vehicles, and establish specific frequencies, schedules, and documentation.			
BMP No.	A	B	C	D
	Description of BMP	Measurable Goal(s)	Schedule for Implementation	Annual Reporting Metric
34.	Street Sweeping			
	Street sweeping following a regular schedule in order to reduce pollutants from Town owned and maintained streets.	1. Develop a SOP, including a schedule and plan to document	1. Permit year 1	1. Yes/no/status
		2. Implement SOP and documentation	2. Annually, beginning in permit year 2	2. Total number of street miles swept

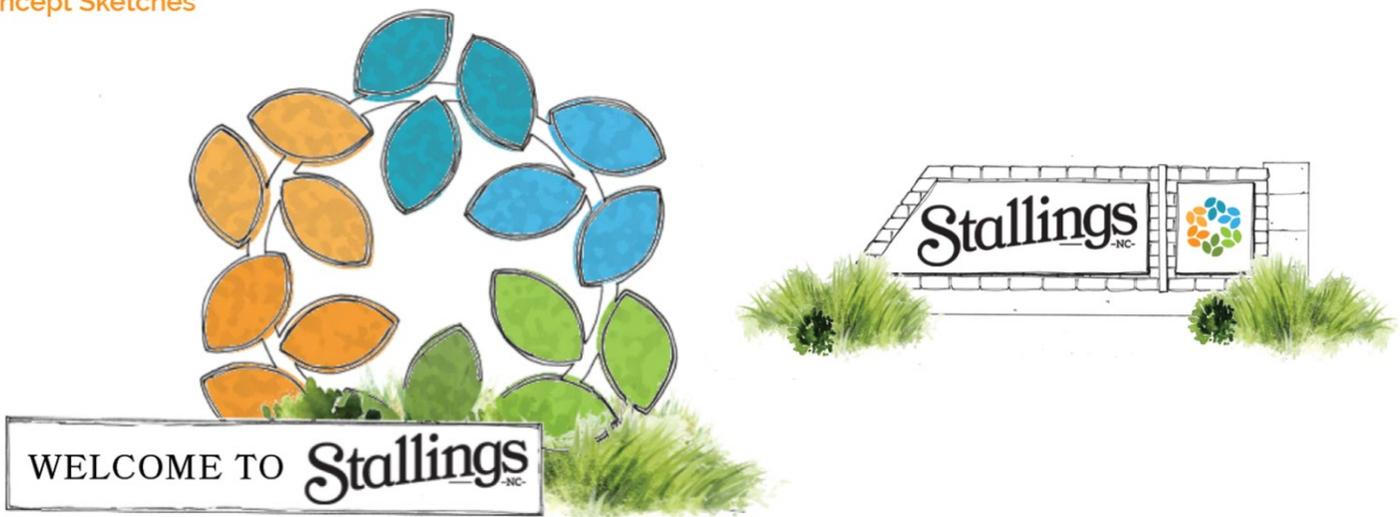


MEMO

To: Mayor and Council
From: Erinn Nichols, Assistant Town Manager
Via: Alex Sewell, Town Manager
Date: 11-04-2020
RE: Monument Signage

Council allotted \$50,000 for the engineering and design of monument signage, specifically a large sign in the area of the new hospital/74/Stallings Road and a smaller sign near or around the Chestnut Roundabout. To refresh your memory, below are the preliminary sketches by Destination by Design selected by Council with the change on the smaller sign of replacing the brick with rock to keep in theme with the Rock Store.

Concept Sketches



Destination by Design quoted the Town \$48,000 for the following for the engineering/design for both signs. The cost does not include survey or permitting costs.

- Preliminary Design
 - Field analysis and NCDTO coordination
 - Survey coordination (Additional cost of approximately \$2000-3000 depending on final location choice)
 - Preliminary Design Phase
- Final Design
 - Gateway Signs, including structural engineering
 - Lighting and electrical plans
 - Landscape and Hardscape Plan
 - NCDOT Encroachment Agreement
 - Limited Construction Oversight
 - Bidding Services

Staff were concerned about the cost and sought a way to reduce costs in both the short and long terms. After further conversation, staff was able to negotiate another option in order to

ensure the Town's \$50,000 budget would not be exceeded (and also potentially reduce design costs for the second sign). This option is \$34,000 (plus any permitting or survey costs) for the one larger sign in the area of the new hospital/74/Stallings Road and includes:

- All items from the original quote
- Full construction oversight
- Redrawing conceptual design of smaller sign to depict the Council's desired rock look
- Ability for Town Engineer Staff to shadow all engineering, manufacturing, and construction oversight for future sign projects
- Assistance in fostering a relationship with Town and sign manufacturer for future sign projects. This could potentially eliminate the need for future design engineering costs of future signs if the Town remains consistent with the general look and design of its first sign in that it could work directly with the sign manufacturer.

It is expected that permit costs will be \$0 - minimum and survey costs could be \$0 if a sign location is used that has recently been surveyed and constructed by NCDOT. If a survey is needed, the expected cost is \$2000-3000.

Staff would recommend to Council that it choose to work with Destination by Design for a variety of reasons: Town image consistency; the specialty nature of this project; speed of completion, and its previous professional relationship and success projects with this vendor. Staff recommends that it opt for the \$34,000 option for a turnkey solution on the large sign in the area of the new hospital/74/Stallings Road. This turnkey solution would assure the Town's first monument signage is professionally orchestrated, allow Town engineering staff to have the oversight tools needed for future smaller sign projects, ensure the allotted budgeted amount is not exceeded and reduced engineering costs on future smaller signs long term.



**Resolution to Exempt the Town of Stallings
from the Competitive Proposal Provisions of
NCGS §143-64.31**

WHEREAS, North Carolina General Statute 143-64.31 (Mini Brooks Act) requires the initial selection of firms to perform architectural, engineering, and surveying services on the basis of qualifications and without regard to fee; and

WHEREAS, the Town of Stallings proposes to enter into one or more contracts for engineering services related to gateway and monumental signage; and

WHEREAS, North Carolina General Statute 143-64.32(a) allows the Town Council in its sole discretion to exempt projects where the estimated professional fee is in an amount less than fifty thousand dollars (\$50,000) upon stating the reasons for exemption and the circumstances attendant thereto; and

WHEREAS, the Project entails a substantial engineering component; and

WHEREAS, the Town of Stallings desires to engage Destination by Design for the purpose of providing design and engineering services for gateway and monumental signage and the estimated professional fee for that project is less than fifty thousand dollars (\$50,000);

WHEREAS, the Town of Stallings desires to exempt this project from the statutory qualification procedure and engage Destination by Design because Destination by Design *is currently the design professionals for the Project and to engage another engineer at this time could potentially be disruptive to the construction of the project and likely add additional expenses as well as be time consuming.*

NOW, THEREFORE, the Town Council of the Town of Stallings resolves the above described project is hereby made exempt from the provisions of North Carolina General Statute 143-64.31 (Mini Brooks Act) for the reasons stated in this resolution.

This the 9th day of November, 2020.

Wyatt Dunn, Mayor

Attest:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney