



December 9, 2019
 Stallings Town Hall
 315 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

	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
	7:15 p.m.	Special Presentation: <i>Honoring Outgoing Council Members Billy Birt, Jr. and Shawna Steele</i>	Wyatt Dunn, Mayor	
1.	7:25 p.m.	Consent Agenda Approval A. Minutes from the following meetings: (1) 10-28-19 – special (2) 10-28-19	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.	7:27 p.m.	Reports A. Report from Mayor B. Report from Council Members/Town Committees C. Report from Town Manager/Town Departments (1) Five-year financial plan draft	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.	Oaths of Office: New Council Members Steven Ayers and Heather Grooms	Wyatt Dunn, Mayor	
5.	7:55p.m.	Annexation 53 – Chestnut Lane (Recessed from 11-12-19) A. Re-Open Public Hearing B. Information from Staff C. Close Public Hearing D. Council Vote	Erinn Nichols, Assistant Town Manager	Approve (Deny) annexation. <i>Motion: I make the motion to approve (deny) Annexation 53 – Chestnut Lane.</i>
6.	8:00 p.m.	CZ19.08.01 – Epcon (Recessed from 11-12-19) A. Re-Open Public Hearing B. Information from Staff C. Close Public Hearing D. Council Vote	Lynne Hair, Town Planner	Approve (Deny) request. <i>Motion: I make the motion to approve (deny) CZ19.08.01 – Epcon.</i>
7.	8:30 p.m.	Organizational Meeting Items A. Appointment of Mayor Pro Tempore B. Appointment of Charlotte Regional Transportation Planning Organization (CRTPO) alternate delegate. (<i>The Mayor is the automatic delegate.</i>) C. Appointment of Centralina Council of Government (CCOG) delegate and alternate D. Appointment of Council Members for the following committees: <i>Each committee needs two (2) Council Members except for those with an *. All terms are for two (2) years.</i> (1) General Government Committee (2) Planning Board/Board of Adjustment (3) Parks and Recreation Committee (4) Public Safety Advisory Committee (5) Transportation Advisory Committee (6) Stormwater Advisory Committee (7) Technology Committee (8) Historical Committee (9) Economic Development Committee (10) Union County Public Schools* (11) QUAD Alliance* E. Rules of Procedure re-adoption F. Approval of 2020 meeting schedule G. Approval of 2020 holiday schedule	Wyatt Dunn, Mayor	
8.	8:40 p.m.	New Facilities Furniture Contract	Erinn Nichols, Assistant Town Manager	Approve (deny) contract. <i>Motion: I make the motion to approve (deny) the new facilities furniture contract.</i>
9.	8:50 p.m.	New Facilities Historical Plaque	Alex Sewell, Town Manager	Give Staff direction on plaque content.
10.	9:00 p.m.	Land Use Requested Follow-up and Direction (11-25-19 Council Request)	Alex Sewell, Town Manager	Give staff direction.

11.	9:10 p.m.	Annual Retreat	Alex Sewell, Town Manager	Give staff direction.
12.	9:15 p.m.	Adjournment		

**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 special meeting on October 28, 2019, at 6:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Council Members Billy Birt, Jr., John Martin, Lynda Paxton, Brad Richardson and Shawna Steele.

Those absent were: Mayor Pro Tempore David Scholl.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Lynne Hair, Town Planner; Chris Easterly, Town Engineer; and Justin Russell, Asst. Town Engineer.

Members of the Transportation Advisory Committee were also present for the meeting: Larry Falcone and Helena Scott.

1. Call the meeting to order

Mayor Dunn called the meeting to order.

2. Discussions with NCDOT regarding Idlewild Road

Sean Epperson, NCDOT, gave the history and the project development for U4913 – Widening of Idlewild Road from Stallings Road to Stevens Mill Road. The project, which started in 2017, had three options. All options had similar residential impacts.

- Six (6) lane divided with conventional intersections - \$20 million
- Six (6) with Michigan RCI at Stevens Mill - \$20 million (NCDOT preferred)
- One Way Pair Alternative (requires a second bridge and more overall roadway) - \$28 million

Mr. Epperson's presentation to the Council is attached to these minutes and therefore incorporated herein.

Council discussed the options with Mr. Epperson. Mr. Epperson requested a decision from Council on its preference prior to January/February 2020.

3. Adjournment

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

Approved on _____, 2019.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

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

The Town Council of the Town of Stallings met for its regular meeting on October 28, 2019, at 7:00 p.m. at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Council Members Billy Birt, Jr., John Martin, Lynda Paxton, Brad Richardson, and Shawna Steele.

Those absent were: Mayor Pro Tempore David Scholl.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Deputy Town Manager/Town Clerk; Chief Minor Plyler; Lynne Hair, Town Planner; and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Dunn recognized newly appointed Council Member Brad Richardson to the Council dais. He welcomed everyone to the meeting and delivered the invocation. Mayor Dunn then led the Pledge of Allegiance and called the meeting to order.

Public Comment

Joe McLaughlin, 3205 Strawberry Road, heard some of the Council did not like some of the Council's responses to Council Member Paxton's survey she had created, that they was felt the results were biased. He encouraged other Council Members to do their own surveys for the residents. Mr. McLaughlin said there was a large number of people who were opposed to high density. He also said that Council Members had eluded to the fact that they had a lot of Town residents who supported high density and he asked for documentation for that opinion. Mr. McLaughlin thought it was important for everyone's opinion to be noted.

Pam Bartom, 1101 Serandon Drive, loved the small town of Stallings and only heard that residents were opposed to the development. She wanted to know if the Town was considering the open space. The residents were limited to irrigating to three days a week. That if don't have irrigation for yards, how could it have enough for more housing? Ms. Bartom said there was a huge issue with roadways. She wanted to know if the Council were considering what the residents were thinking.

1. Agenda Approval

Mayor Dunn requested adding *Sign Ordinance* as Agenda Item 7.A. and a *Closed Session Pursuant to NCGS 143-318.11(a)(3)* as Agenda Item 7.B.

Council Member Richardson made the motion to approve the Agenda with above additions. The motion was approved by Council Member Paxton and passed unanimously.

2. NCDOT – Idlewild Road – Continuation from special meeting at 6 p.m.

This item was not needed as Council concluded its discussion on this item at its Special Meeting on the same night prior to this meeting.

3. TX19.08.01 (Tabled from 09-23-19)

Mayor reopened the public hearing.

Town Planner Hair explained this was a text amendment request by staff to Development Ordinance article 8.4-6 (F)(2) to clarify the minimum lot size requirement of 6,000 square feet applied to single family detached housing type. It was just an amendment to apply in MU2 only.

Mayor Dunn then closed the public hearing. Council Member Birt made the motion to approve the TX19.08.01 - Ordinance Amending the Stallings Development Ordinance. The motion received Council's unanimous approval after a second from Council Member Martin. The TX19.08.01 - Ordinance Amending the Stallings Development Ordinance is attached to these minutes and therefore incorporated herein.

Mayor Dunn then read the Statement of Consistency and Reasonableness for TX19.08.01 into the record. The motion was made by Council Member Birt to approve the Statement of Consistency and Reasonableness for TX19.08.01 and seconded by Council Member Steele. Council approved the motion unanimously. The Statement of Consistency and Reasonableness for TX19.08.01 is attached to these minutes and therefore incorporated herein.

4. Annexation 53 – Chestnut Lane (Tabled from 10-14-19)

Mayor Dunn reopened the public hearing for Annexation 53 – Chestnut Lane and recessed it until November 12, 2019.

The applicant explained he was trying to amend the plan with more open space and larger buffers, and amend the plan so that the development did not cross the creek.

5. CZ19.08.01 (Tabled from 10-14-19)

Mayor Dunn reopened the public hearing.

Patricia Pflug, 1011 Deborough Drive, stated that all studies of land had been done before and were rejected by Indian Trail when the developer tried to develop in Indian Trail. Brookhaven had a meeting with Stallings, Indian Trail, and Weddington and stated that anything done would affect everyone. She wanted the road and sewer and traffic be addressed before allowing the development.

Richard Bullock, 509 Red Barn Trail, understood that construction and growth were inevitable, but the running water was destroying the property already. He wanted to know how clearing the property would affect the water run-off.

Leslie Bullock, 509 Red Barn Trail, had been there since 2005 and showed the Council a video of the flooding in her area.

Elena Aquino, 1109 Desborough Drive, thanked the developer for still working on the plan to address the environmental concern and impact. Ms. Aquino would like to know when a new site plan would be available. She was not against the development but was against the noise and speeding and wanted to protect the eco system. Ms. Aquino asked the Council to stand up for the residents.

Joe McLaughlin, 3205 Strawberry Road, was concerned that this development wanted to be in Indian Trail but Indian Trail did not want it, so it came to Stallings. He thought the Council needed to examine setbacks.

Philip Hayes, 3440 Ternington Way, Charlotte, Developer, explained there was a series of events surrounding Indian Trail and that the developer actually withdrew its application with Indian Trail and did not get denied.

Mayor Dunn recessed the public hearing on CZ19.08.01 until November 12, 2019

6. Annexation 54 – Boyd Funderburk

Assistant Town Manager Nichols presented the Council with the Certificate of Sufficiency for Annexation 54 – Boyd Funderburk. The Certificate of Sufficiency for Annexation 54 – Boyd Funderburk is attached to these minutes and therefore incorporated herein.

Council Member Richardson made the motion to approve the Resolution Setting the Public Hearing Date for Annexation 54 – Boyd Funderburk. Council Member Steele seconded the motion. The motion passed by a 4 to 1 vote with Council Member Martin opposing. The Resolution Setting the Public Hearing Date for Annexation 54 – Boyd Funderburk is attached to these minutes and therefore incorporated herein.

7. TX19.09.03 – Statement of Consistency and Reasonableness

Mayor Dunn read TX19.09.03 – Statement of Consistency and Reasonableness into the record.

Council Member Paxton made the motion to approve TX19.09.03 – Statement of Consistency and Reasonableness which was seconded by Council Member Martin. The motion received Council's unanimous support. The TX19.09.03 – Statement of Consistency and Reasonableness is attached to these minutes and therefore incorporated herein.

7.A. Sign Ordinance (Dunn)

Code Enforcement Officer Dickinson explained that any signs which were not allowed according to the Town's sign ordinance were picked up daily and brought to Town Hall for pick-up if the owner would like their signs back. Signs were not allowed off premise, common areas or right of way. A citizen was requesting a change to that rule so that he could place a house for sale at the beginning of his street.

Council discussed and decided to think about the ordinance and if it wanted any amendment to the sign ordinance. It directed the Town Attorney to research the item.

7.B. Closed Session Pursuant to NCGS 143-318.11(a)(3)

The motion was made by Council Member Birt to go into closed session pursuant to NCGS 143-318.11(a)(3). Council Member Steele seconded the motion which was supported unanimously by Council.

Council went into closed session at approximately 8:14 p.m. and reconvened in open session at approximately 8:30 p.m.

Council held consensus to hold a special meeting with Demetri Batches and Rick Flow on the Small Area Plans on November 7 at 6 p.m.

Assistant Town Manager Nichols stated there seemed to be some confusion on the recycling perimeters. Union County was trying to educate all residents with a campaign on recycling. Glass could be recycled at a Union County convenient site. Waste Connections would be mailing the same recycling information to the residents as Union County. Stallings would also try to communicate to residents that Waste Connections and God Bless USA was the same company.

8. Adjournment

Council Member Birt moved to adjourn the meeting, seconded by Council Member Steele, and the motion received unanimous support. The meeting was adjourned at 8:45 p.m.

Approved on _____, 2019.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

Town of



Stallings
-NC-

North Carolina

FIVE YEAR FINANCIAL PLAN

FY2020 to FY2025

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.

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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 \$9,392,817 as of FYE 2019 with an unassigned balance of \$3,270,119. The Town also maintains a minimum fund balance of 30% of the subsequent year's expenditures in years after 2015 which was an additional \$2,654,040 at the end of fiscal year 2019.

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

General Fund Balance	2015	2016	2017	2018	2019
Non-spendable					
Prepays	\$ 135,406	\$ 26,288	\$ -	\$ -	\$ -
Restricted					
Stabilization by State Statute	249,413	285,214	667,933	601,599	462,389
Streets - Powell Bill	320,121	251,888	313,445	153,094	239,450
Drug Forfeiture	65,598	394,306	304,803	126,493	25,545
Committed					
Law Enforcement Separation Allowance	212,056	243,427	-	-	-
Parks and Recreation	129,881	223,263	330,043	330,043	374,474
Chestnut Lane Roundabout	-	-	-	350,000	350,000
Assigned					
Designated for subsequent year's expenditures	200,000	1,266,000	1,000,000	1,550,000	2,016,800
Minimum fund balance requirement	-	2,211,600	2,249,400	2,478,150	2,654,040
Unassigned					
Unassigned	7,249,940	4,533,650	5,216,484	3,355,658	3,270,119
Total General Fund	\$ 8,562,415	\$ 9,435,636	\$10,082,108	\$ 8,945,037	\$ 9,392,817

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	FY2015	FY2016	FY2017	FY2018	FY2019
Ad Valorum	\$ 3,343,133	\$ 3,327,541	\$ 3,404,816	\$ 3,502,958	\$ 3,615,911
<i>YOY Change</i>	2.98%	-0.47%	2.32%	2.88%	3.22%
Motor Vehicle	\$ 340,056	\$ 378,888	\$ 405,608	\$ 402,448	\$ 408,348
<i>YOY Change</i>	-17.17%	11.42%	7.05%	-0.78%	1.47%
Sales Tax	\$ 1,002,962	\$ 999,184	\$ 1,134,617	\$ 1,189,871	\$ 1,259,345
<i>YOY Change</i>	8.55%	-0.38%	13.55%	4.87%	5.84%
Utility Franchise Tax	\$ 536,505	\$ 913,032	\$ 808,770	\$ 820,997	\$ 832,275
Other Franchise Tax	\$ 221,553	\$ -	\$ -	\$ -	\$ -
Beer and Wine Tax	\$ 70,477	\$ 66,552	\$ 70,119	\$ 68,417	\$ 69,574
<i>YOY Change</i>	11.78%	-5.57%	5.36%	-2.43%	1.69%
Vehicle Rental	\$ 21,628	\$ 38,209	\$ 42,555	\$ 38,287	\$ 23,004
Zoning Fees	\$ 82,049	\$ 96,409	\$ 62,855	\$ 78,807	\$ 137,033
TIA Revenue	\$ -	\$ -	\$ -	\$ -	\$ 113,200
Public Safety Fee/Civil Citations	\$ 6,529	\$ 7,019	\$ 2,052	\$ 2,473	\$ 5,786
Business Licenses	\$ 58,959				
Fees in Lieu of Park Land	\$ 51,613	\$ 41,745	\$ 106,780	\$ -	\$ 44,431
Powell Bill	\$ 375,211	\$ 392,409	\$ 459,214	\$ 399,228	\$ 399,455
Solid Waste disposal tax	\$ 8,068	\$ 11,994	\$ 10,407	\$ 10,494	\$ 11,963
Grant Income/Forfeiture	\$ 76,528	\$ 671,355	\$ 176,459	\$ 25,660	\$ 4,122
Miscellaneous	\$ 60,406	\$ 116,391	\$ 41,475	\$ 41,312	\$ 20,138
Investment	\$ 7,357	\$ 17,298	\$ 35,226	\$ 90,526	\$ 160,338
Interest	\$ 11,914	\$ 14,124	\$ 7,361	\$ 8,224	\$ 11,859
Total Revenue	\$ 6,274,948	\$ 7,092,150	\$ 6,768,315	\$ 6,679,702	\$ 7,116,783
YOY % Increase/(Decrease)	1.44%	13.02%	-4.57%	-1.31%	6.54%
Adjust Annual Revenue by removing Fees in Lieu of Park Land, TIA Revenue, and Grant Income/Forfeiture	\$ (128,141)	\$ (713,100)	\$ (283,239)	\$ (25,660)	\$ (161,753)
Adjusted Annual Revenue:	\$ 6,146,807	\$ 6,379,050	\$ 6,485,076	\$ 6,654,042	\$ 6,955,030
YOY % Increase/(Decrease)	4.19%	3.78%	1.66%	2.61%	4.52%

Total revenue increased over this five-year period an average of 3.03% per year. 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. 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 3.35% 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.

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 2.2% each year and if you focus on FY2017 to FY2019 with the recovery of the real estate market, is it closer to 2.8% 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 3.03% 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 FY2015 to FY2019. 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 – Budget for this year is included in the analysis since this is a year which includes costs for operating the new buildings. The budgeted increase over the last year is 3.9%.

Expense Analysis by Department
Exhibit 2

	FY2015	FY2016	FY2017	FY2018	FY2019	Growth in 5 Years	FY2020 Budget
General Government	\$ 944,540	\$ 1,151,216	\$ 1,105,745	\$ 1,194,897	\$ 1,175,978	24.5%	\$ 1,148,650
Public Works	\$ -	\$ -	\$ -	\$ 200,411	\$ 323,042	61.2%	\$ 340,100
Public Safety	\$ 1,926,030	\$ 2,050,995	\$ 2,285,843	\$ 2,431,793	\$ 2,389,097	24.0%	\$ 2,563,100
Transportation	\$ 687,971	\$ 1,494,515	\$ 865,193	\$ 755,422	\$ 729,619	6.1%	\$ 734,100
Sanitation	\$ 903,601	\$ 912,934	\$ 885,217	\$ 906,820	\$ 885,833	-2.0%	\$ 999,600
Zoning & Planning	\$ 146,378	\$ 193,851	\$ 348,067	\$ 490,294	\$ 405,282	176.9%	\$ 359,600
Park & Rec	\$ 300,727	\$ 385,890	\$ 424,237	\$ 543,671	\$ 595,713	98.1%	\$ 611,600
Total	\$ 4,909,247	\$ 6,189,401	\$ 5,914,302	\$ 6,523,308	\$ 6,504,564	32.5%	\$ 6,756,750
YOY Change	6.1%	26.1%	-4.4%	10.3%	-0.3%		3.9%
Departmental Capital Purchases		\$ 1,297,523	\$ 831,140	\$ 1,151,821	\$ 1,065,688		\$ 602,000
Outside Services - Not to repeat			\$ 77,500	\$ 473,559	\$ 206,100		\$ -
Total Expenditures less 50% of Capital Outlay and 100% Outside Services not to repeat	\$ 4,909,247	\$ 5,540,640	\$ 5,421,232	\$ 5,473,839	\$ 5,765,620		\$ 6,455,750
Adjusted YOY Change	6.1%	12.9%	-2.2%	1.0%	5.3%		12.0%

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 50% of the capital expenditures and all of the outside services that would be considered one-time costs. This 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 FY2015 and FY2016 (4 year average).

YOY changes	Total Cost	Adjusted Totals
6 year Average FY2015 to FY2020	6.9%	5.8%
4 year Average FY2017 to FY2020	2.4%	4.0%

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

- FY2020 Budget – Will be included in the YOY averages and be the starting point for the forecasted expenditures.
- Escalation factor for expenditures will be 3.2% per year which represents the average of both the 4-year average for total cost and adjusted total costs above. Realizing this is less than the YOY increase for FY2020 of 3.9%, 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	3.03%
	Expenditures (Uses) Escalation	3.20%

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

The revenue forecast below shows Actual results for FY2018 and FY2019, budget FY2020 and projections for FY2021 through FY2025 using an escalation factor of 3.03% each year:

	Actual		Budget	FY2021	FY2022	FY2023	FY2024	FY2025
	FY2018	FY2019	FY2020					
Revenue	\$ 6,679,702	\$ 7,116,783	\$ 6,830,000	\$ 7,036,949	\$ 7,250,169	\$ 7,469,849	\$ 7,696,185	\$ 7,929,379
	-4.59%	6.54%	-4.03%	3.03%	3.03%	3.03%	3.03%	3.03%

Forecasted Expenditures

Similar to revenue above, the chart below shows Actual results for FY2018 and FY2019, budget for FY2020 and forecasts for FY2021 to FY2025 using an escalation factor of 3.2% each year:

Expenditures by Dept.	Actual		Budget	FY2021	FY2022	FY2023	FY2024	FY2025
	FY2018	FY2019	FY2020					
General Government	\$ 1,194,897	\$ 1,175,978	\$ 1,148,650	\$ 1,185,407	\$ 1,223,340	\$ 1,262,487	\$ 1,302,886	\$ 1,344,579
Public Works	\$ 200,411	\$ 323,042	\$ 340,100	\$ 350,983	\$ 362,215	\$ 373,806	\$ 385,767	\$ 398,112
Public Safety	\$ 2,431,793	\$ 2,389,097	\$ 2,563,100	\$ 2,645,119	\$ 2,729,763	\$ 2,817,115	\$ 2,907,263	\$ 3,000,296
Transportation	\$ 755,422	\$ 729,619	\$ 734,100	\$ 757,591	\$ 781,834	\$ 806,853	\$ 832,672	\$ 859,318
Sanitation	\$ 906,820	\$ 885,833	\$ 999,600	\$ 1,031,587	\$ 1,064,598	\$ 1,098,665	\$ 1,133,822	\$ 1,170,105
Zoning & Planning	\$ 490,294	\$ 405,282	\$ 359,600	\$ 371,107	\$ 382,983	\$ 395,238	\$ 407,886	\$ 420,938
Park & Rec	\$ 543,671	\$ 595,713	\$ 611,600	\$ 631,171	\$ 651,369	\$ 672,212	\$ 693,723	\$ 715,922
Total	\$ 6,523,308	\$ 6,504,564	\$ 6,756,750	\$ 6,972,966	\$ 7,196,101	\$ 7,426,376	\$ 7,664,020	\$ 7,909,269
<i>YOY Change</i>	10.3%	-0.3%	3.9%	3.2%	3.2%	3.2%	3.2%	3.2%

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, 2019, including \$529,515 of interest, are as follows:

Year Ending June 30	Governmental Activities	
	Principal	Interest
2020	\$ 291,800	\$ 98,151
2021	291,800	88,083
2022	291,800	78,015
2023	291,800	67,947
2024	291,800	57,882
2025-2029	1,459,000	139,437
	<u>\$ 2,918,000</u>	<u>\$ 529,515</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 11/1/2019**

GENERAL FUND REVENUES and EXPENDITURES FORECASTS

	Budget					
	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
GF Revenue Forecast	\$ 6,430,000	\$ 6,624,849	\$ 6,825,569	\$ 7,032,349	\$ 7,245,385	\$ 7,464,879
Restricted (Powell Bill and other)	400,000	\$ 412,100	\$ 424,600	\$ 437,500	\$ 450,800	\$ 464,500
Total GF Revenues	\$ 6,830,000	\$ 7,036,949	\$ 7,250,169	\$ 7,469,849	\$ 7,696,185	\$ 7,929,379
		3.03%	3.03%	3.03%	3.03%	3.03%
GF Forecasted Expenditures (not including Debt)	6,756,750	6,972,966	7,196,101	7,426,376	7,664,020	7,909,269

REVENUES OVER EXPENDITURES	\$ 73,250	\$ 63,983	\$ 54,068	\$ 43,472	\$ 32,165	\$ 20,111
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* Revenue Forecast is conservatively based on historical data and assumed at 3.03% each year
Expenditures are Forecasted to increase 3.2% each year and does not include debt service payments

	Budget					
	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
DEBT SERVICE PAYMENTS						
Principal	\$ 291,800	\$ 291,800	\$ 291,800	\$ 291,800	\$ 291,800	\$ 291,800
Interest (Paid Monthly)	98,151	88,083	78,015	67,947	57,882	57,882
Debt Service Due	\$ 389,951	\$ 379,883	\$ 369,815	\$ 359,747	\$ 349,682	\$ 349,682

TOTAL PROJECTED INCREASE/(DECREASE) TO FUND BALANCE BEFORE CAPITAL EXPENDITURES	\$ (316,701)	\$ (315,900)	\$ (315,747)	\$ (316,275)	\$ (317,517)	\$ (329,571)
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GENERAL FUND - FORECASTED UNASSIGNED BALANCE

	Budget					
	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
Beginning Balance	\$ 3,270,119	\$ 2,953,418	\$ 2,637,518	\$ 3,829,771	\$ 3,513,496	\$ 3,195,979
Less Available Cash needed for Capital Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Reimbursed Funds from NCDOT	\$ -	\$ -	\$ 1,508,000	\$ -	\$ -	\$ -
Unassigned Fund Balance Available	\$ 3,270,119	\$ 2,953,418	\$ 4,145,518	\$ 3,829,771	\$ 3,513,496	\$ 3,195,979
Add Current Year Revenues over Expenditures	73,250	63,983	54,068	43,472	32,165	20,111
Total Available before Debt Service Payments	\$ 3,343,369	\$ 3,017,401	\$ 4,199,586	\$ 3,873,243	\$ 3,545,661	\$ 3,216,090
Less CY Debt Service Payments	\$ (389,951)	\$ (379,883)	\$ (369,815)	\$ (359,747)	\$ (349,682)	\$ (349,682)
Net Available Beginning of Next Fiscal Year	\$ 2,953,418	\$ 2,637,518	\$ 3,829,771	\$ 3,513,496	\$ 3,195,979	\$ 2,866,408
Add Minimum Fund Balance Requirement Reserved by Council	2,654,040	2,654,040	2,654,040	2,654,040	2,654,040	2,654,040
Total Funds Available including Council Reserve	\$ 5,607,458	\$ 5,291,558	\$ 6,483,811	\$ 6,167,536	\$ 5,850,019	\$ 5,520,448

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 in 19XX 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. is offered for a one-time fee to properties

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 \$1,284,670 at fiscal year-end 2019. This balance continues to grow year over year as revenues for the fund exceed expenditures.

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

Storm Water Fund	2015	2016	2017	2018	2019
Net Position					
Net Investment in Capital Assets			63,680	104,293	385,891
Unassigned	299,429	699,830	881,418	1,152,240	1,284,670
Total Net Position	\$ 299,429	\$ 699,830	\$ 945,098	\$ 1,256,533	\$ 1,670,561

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 FY2015 through FY2019 and budget value for FY2020.

	Revenue by Source					Budget FY2020
	FY2015	FY2016	FY2017	FY2018	FY2019	
Storm Water Fees & Interest	\$ 474,618	\$ 481,394	\$ 488,516	\$ 493,804	\$ 474,935	\$ 500,500
<i>YOY Change</i>	<i>100.30%</i>	<i>1.43%</i>	<i>1.48%</i>	<i>1.08%</i>	<i>-3.82%</i>	<i>5.38%</i>

Storm Water revenue is consistent with an average increase of 1.1% 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.

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 FY2019, the expenditures for the fund were less than the revenue for the year which built this reserve.

During FY2019, the Town appropriated \$208,000 for the construction of an underground water detention center for the new buildings being constructed on the current Town Hall site. These buildings are the Public Works Maintenance facility and a new Town Hall. This amount will be seen in FY2020 when the funds are utilized

	Expenditures Exhibit 5					Budget
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Storm Water Expenditures	\$ 167,320	\$ 388,383	\$ 245,268	\$ 182,369	\$ 274,299	\$ 500,500
<i>YOY Change</i>	<i>-49.53%</i>	<i>132.12%</i>	<i>-36.85%</i>	<i>-25.65%</i>	<i>50.41%</i>	<i>82.47%</i>

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 1.01%

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 FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
SW Revenue Forecast	\$ 500,500	\$ 505,555	\$ 510,661	\$ 515,819	\$ 521,029	\$ 526,291
		1.01%	1.01%	1.01%	1.01%	1.01%
SW Expenditures	500,500	505,555	510,661	515,819	521,029	526,291
REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

STORM WATER FUND - FORECASTED UNASSIGNED BALANCE

	Budget FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Beginning Balance	\$ 1,284,670	\$ 926,670	\$ 926,670	\$ 926,670	\$ 926,670	\$ 926,670
Less Appropriated Fund Balance	\$ 358,000	\$ -	\$ -	\$ -	\$ -	\$ -
Unassigned Fund Balance Available	\$ 926,670	\$ 926,670	\$ 926,670	\$ 926,670	\$ 926,670	\$ 926,670
Add Current Year Revenues over Expenditures	-	-	-	-	-	-
ENDING UNASSIGNED BALANCE	\$ 926,670					

Note: Storm Water Fund Appropriations in FY2020 are for the following:

- Underground Water Detention Center - \$208,000
- Large Maintenance contract for Wedgewood Court in Shanamara

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 CMIIP is a five-year plan which is updated annually in conjunction with the annual budget process. The CMIIP 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 CMIIP. The Five-Year Financial plan projects unassigned fund balance which could be for these type projects.

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

DRAFT

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

Capital Maintenance and Infrastructure Improvement Plan

Updated 6/1/2019
 Adopted by Council on

\$XX,XXX Costs are accounted for in FY20 Budget (already appropriated)
 \$XX,XXX Council Approved - Requires Fund Balance Appropriation
 \$XX,XXX Estimated cost not included in Budget
 \$XX,XXX Delayed to out years - excluded from Budget

Potential Projects	Cost	2019	2020	2021	2022	2023	2024	
Government Owned Facilities - Buildings, Council Chambers, Community House	5,266,520							
New Town Hall Building and Public Works Buildings - Removes StormWater Portion (\$208,000)	2,990,600	2,000,000	992,600					
New Town Hall Building and Public Works Buildings - Furniture Allowance	150,000		150,000					
Renovate Town Hall 2nd Floor Administrative Offices	205,920		205,920					
Renovate Town Hall 1st Floor Lobby Area - Amended to include doors and keyfob entry only	20,000		20,000					
New Community Building - Includes Park & Rec offices and storage	1,900,000							
Land Investments	315,000							
Stallings Road Property - Stallings Park @ 314 Stallings Road - Grade and Gravel lot for parking - Delayed to FY2021	35,000			35,000				
Stallings Property - 3900 Privette Road - Use TBD possible Pocket Park - Design	5,000	5,000						
Stallings Property - 3900 Privette Road - Use TBD possible Pocket Park - Construction - Delayed to FY2021	45,000			45,000				
Stallings Road Property (329 Stallings Road) - Use TBD	210,000	210,000						
Stallings Road Property (329 Stallings Road) - Demolition - Delayed to FY2021	20,000			20,000				
Town Connectivity - Parks/Greenways/Trails	10,580,948							
Blair Mill Park - Site Specific Plan	50,000				50,000			
Blair Mill Greenway (N1)	774,900							
Engineering	63,000	63,000						
Construction	711,900			711,900				
Blair Mill Park Implemenation	4,332,448							
Phase I - Wetland Boarwalk and Environmental Education Platforms	734,679							
Phase II - Park Area	1,386,622							
Phase III - Water Lab Area	2,211,146							
Cental Stallings Spine - Town Hall and Muncipal Park (CS-1)	3,119,025							
Engineering	275,000			275,000				
Construction	2,844,025				2,844,025			
North Stallings Spine - Blair Mill Park to Stevens Mill Crossing	2,304,575							
Nothern Suburban Spine	2,304,575							
Town Connectivity - Sidewalks	2,490,500							
Sidewalks:								
Stallings Rd and Chestnut Rd - Stallings Elem to end of jurisdiction (S-8) and Chestnut to Willowcroft	160,500	160,500						Compl
Lawyers Road (2A)	340,000							
Blair Mill Park to Shannamara Dr. (S-3A) - 2,600 ft. - Accounted for in Greenway MP (NS)	200,000							340,000
Shannamara Dr. to Divide Dr. (S-3B) - 3,200 ft. - Accounted for in Greenway MP (NS)	250,000							
Divide Dr. to Greenway Ct. (S-3C) - 2,200 ft. - Accounted for in Greenway MP (NS)	350,000							
Chestnut Lane to Potter Road intersection (S-12) - Accounted for in Greenway MP (SS)	110,000							
Stallings Road from U.S. 74 to Stevens Mill Road (S-5) - Accounted for in Greenway MP (CS1))	460,000							
Smith Farm Rd. (Stallings Rd. to eoj) (S-13) - Accounted for in Greenway MP (C6)	80,000							
Campus Ridge Rd. (Old Monroe Rd. to eoj) (S-1) - Accounted for in Greenway MP (CS2)	200,000							
Lawyers Road (2B) (Buckingham to end of jurisdiction) (S-7)	340,000							340,000
Equipment	1,417,908							

Capital Maintenance and Infrastructure Improvement Plan

Updated 6/1/2019
 Adopted by Council on

\$XX,XXX Costs are accounted for in FY20 Budget (already appropriated)
 \$XX,XXX Council Approved - Requires Fund Balance Appropriation
 \$XX,XXX Estimated cost not included in Budget
 \$XX,XXX Delayed to out years - excluded from Budget

Potential Projects	Cost	2019	2020	2021	2022	2023	2024		
Computer Equipment - Repair/Replacement Plan Annually	300,000	50,000	50,000	50,000	50,000	50,000	50,000		
Police Department - Fleet Repair/Replacement Plan Annually	707,478	103,000	115,000	117,875	120,822	123,842	126,938		
Police Department \$135K and Public Works \$14K - Replace Radios	149,530	149,530						Orders	
Public Works - PWX Truck Upfit	6,000		6,000						
Public Works - New Mower	8,000		8,000						
Public Works - Current Town Hall Beautification	8,000		8,000						
Public Works -HVAC Repairs/Replacement	100,000		20,000	20,000	20,000	20,000	20,000		
Public Works - New TH and PWX building automation	42,000	42,000							
Public Works - Convert all light fixtures to LED	25,000	25,000							
Public Works - Smart Meter Installation - Delayed	4,900			4,900					
Park & Rec - Splash Pad Safety Renovations	20,000		20,000						
Park & Rec - Dedicated Vehicle (Cost \$22K plus \$5K upfit costs are budgeted)	27,000		27,000						
Park & Rec - Single Post Pyramid Shades - Delayed	20,000			20,000					
Transportation	7,089,310								
Infrastructure Improvements:									
Streetscape and Signage	\$ 1,667,500								
Signage - Street Sign Change	25,000	25,000							
Highway 74 /Monroe Bypass Corridor	167,500	167,500							
Welcome to Stallings & Greenway Signage - Construction Documents	25,000		25,000						
Idlewild Corridor	400,000								
Old Monroe Road Corridor	800,000								
Stallings Elementary School Area	250,000								
Down Town Streetscape	\$ 771,810								
Phase 1 - Curb, Gutter and Parking on Stallings Road - engineering & construction	185,180							Survey	
Phase 2 - Add Sidewalks and Streetscape - engineering & construction	178,975							Survey	
Phase 3 - Plazas and Side Parkings - engineering & construction	407,655							Survey, plaza	
Street Resurfacing - Powell Bill	\$ 2,400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	Offsets
Potter Road/Pleasant Plains Intersection	\$ 1,900,000	200,000	1,700,000						Repres
Chestnut /Weddington Roundabout	\$ 350,000	68,000	282,000						
Total General Government	27,160,185	\$ 3,668,530	\$ 4,029,520	\$ 1,699,675	\$ 3,484,847	\$ 593,842	\$ 1,276,938		
Storm Water:	2,453,000								
Minor Projects	\$ 616,300	138,300	90,000	92,700	95,500	98,400	101,400		
Major Projects	\$ 1,228,700	240,000	186,200	191,800	197,600	203,500	209,600		
SW Annual Line Maintenance	\$ 300,000		60,000	60,000	60,000	60,000	60,000		Perform
SW Street Sweeping	\$ 100,000		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		Perform
SW Underground Water Detention System - New Town Hall and PW Buildings	\$ 208,000		208,000						
Total General Government and Storm Water	29,613,185	\$ 4,046,830	\$ 4,593,720	\$ 2,064,175	\$ 3,857,947	\$ 975,742	\$ 1,667,938		



Ordinance to Extend the Corporate Limits of the Town of Stallings, North Carolina

WHEREAS, the Town Council has been petitioned under N.C.G.S. 160A-31 to annex the area described below; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at the Town Hall of the Town of Stallings at 7:00 p.m. on December 9, 2019, after due notice by the Enquirer-Journal on September 26, 2019; and

WHEREAS, the Town Council finds the petition meetings the requirements of N.C.G.S. 160A-31;

NOW, THEREFORE, BE IT ORDAINED be the Town Council of the Town of Stallings, North Carolina that:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, the area proposed for voluntary annexation encompasses parcel number 07147135 on Chestnut Lane is hereby annexed and made part of the Town of Stallings effective immediately:

Parcel number: 07147135; 13.82 ACRES

BEGINNING at a point in the centerline of Chestnut Lane; thence with a bearing of N 67°48'44" E and a distance of 100.00' to a point in Chestnut Lane; thence with a bearing of N 52°45'14" E and a distance of 572.27' to a point in the centerline of Chestnut Lane, being the common corner of the property of East West Invest LLC (now or formerly) recorded in Deed Book 6913, Page 861; thence following the common line thereof three calls: (1) with a bearing of S 27°45'51" E and a distance of 202.52' (passing a set rebar at 31.31') to an existing pipe; (2) with a bearing of N 56°04'05" E and a distance of 99.30' to a set rebar; (3) with a bearing of N 57°23'05" E and a distance of 189.97' (passing a set rebar at 139.97') to a point on the eastern side of West Fork Twelvemile Creek; thence along said creek four (4) calls: (1) with a bearing of S 09°59'35" W and a distance of 91.30' to a point; (2)

with a bearing of S 16°50'55" E and a distance of 103.49' to a point; (3) with a bearing of S 00°49'55" E and a distance of 67.80' to a point; (4) with a bearing of S 14°25'55" E and a distance of 83.00' to an existing tree stump; thence with a bearing of S 48°06'35" W and a distance of 1396.55' to a set rebar, being the common corner of the property of Linden & Elizabeth Skeens (now or formerly) recorded in Deed Book 6706, Page 110; thence following the common lines of Linden & Elizabeth Skeens (now or formerly) and the property of Francis & Joann Zeidler (now or formerly) recorded in Deed Book 420, Page 16 with a bearing of N 07°28'14" E and a distance of 914.64' (passing an existing rebar at 454.19' and an existing rebar at 874.54') to a point in the centerline of Chestnut Lane; being the point of BEGINNING, having an area of 13.820 acres, more or less, as shown on a survey by Carolina Surveyors, Inc.

Section 2. Immediately, the above described territory and its citizens and property shall be subject to all debts, laws, and ordinances and regulations in force in the Town of Stallings and shall be entitled to the same privileges and benefits as other parts of the Town of Stallings. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

Section 3. The Mayor of the Town of Stallings shall cause to be recorded in the office of the Register of Deeds Union County, and in the office of the Secretary of State at Raleigh, North Carolina, as accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Union County Board of Elections, as required by N.C.G.S 163-288.1.

Adopted this the 9th day of December, 2019.

Wyatt Dunn, Mayor

Attest:

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



**PLANNING
& ZONING**
TOWN of STALLINGS

APPLICATION *CZ19.08.01*

LAND INVESTMENT RESOURCES
PROPOSED 27 LOT 55+ SUBDIVISION

Pre-Public Hearing Staff Analysis + September 2019

PROJECT SUMMARY

Location Proposed Setbacks

Chestnut Lane near
 intersection of Red Barn Trail
 Front: 15'
 Side: 5'
 Rear: 10'

Ownership Site/Project Size

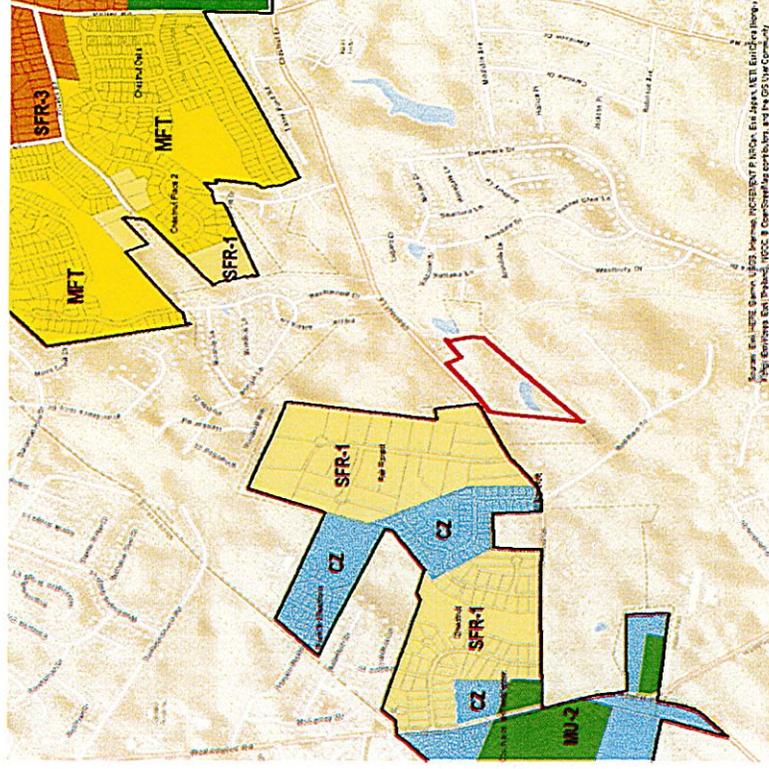
Kenneth E. Furr
 Stephen L. Furr
 13.8 acres

Zoning Traffic Generation

R-20 (Union County)
 No TIA Required

Existing Use Community Meeting

Vacant Land
 8/27/19



PROJECT AREA

GoMaps



September 6, 2019

0 0.1 0.2 0.4 mi
0 0.175 0.35 0.7 km
Bent HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS

PROJECT AREA



PROPOSED SITE PLAN



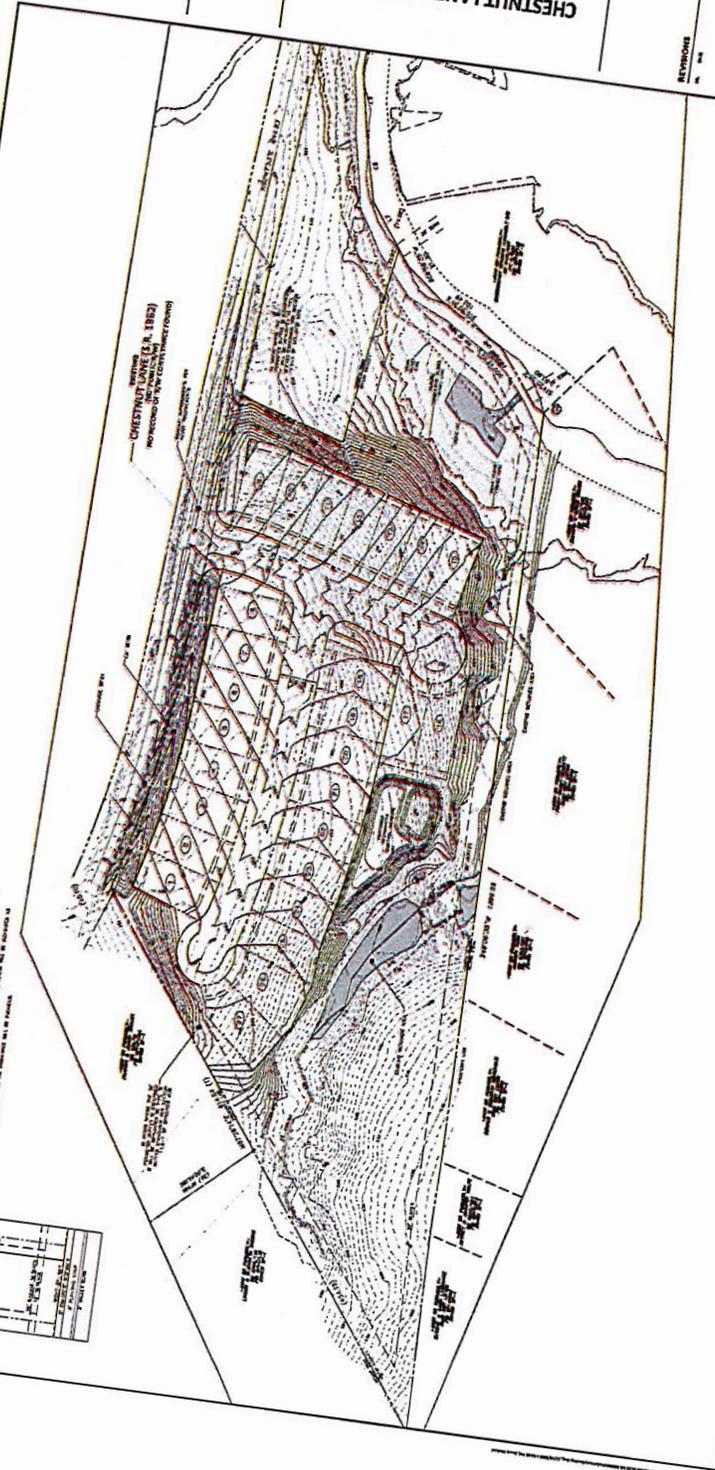
CHESTNUT LANE SUBDIVISION PRELIMINARY WALL EXHIBIT

REVISIONS

NO.	DATE	DESCRIPTION
1	08/11/14	ISSUED FOR PERMITS
2	08/11/14	ISSUED FOR PERMITS
3	08/11/14	ISSUED FOR PERMITS
4	08/11/14	ISSUED FOR PERMITS
5	08/11/14	ISSUED FOR PERMITS
6	08/11/14	ISSUED FOR PERMITS
7	08/11/14	ISSUED FOR PERMITS
8	08/11/14	ISSUED FOR PERMITS
9	08/11/14	ISSUED FOR PERMITS
10	08/11/14	ISSUED FOR PERMITS

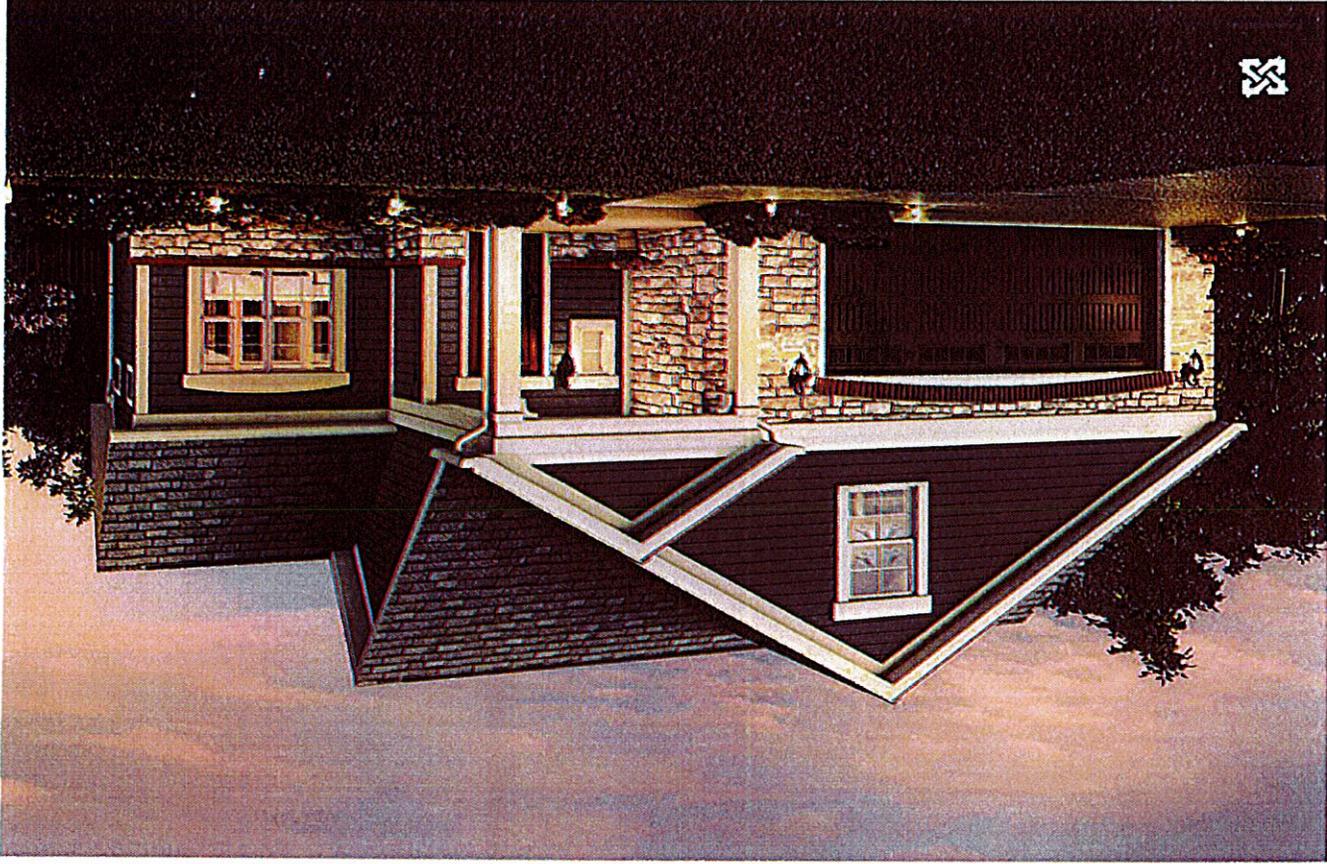
MAIN INFORMATION
 PROJECT NO. 14-0000
 CLIENT: UNIVERSITY OF HOUSTON
 DRAWING NO. 14-0000-0000
 DATE: 08/11/14
 SHEET: 14-0000-0000

SITE DEVELOPMENT DATA
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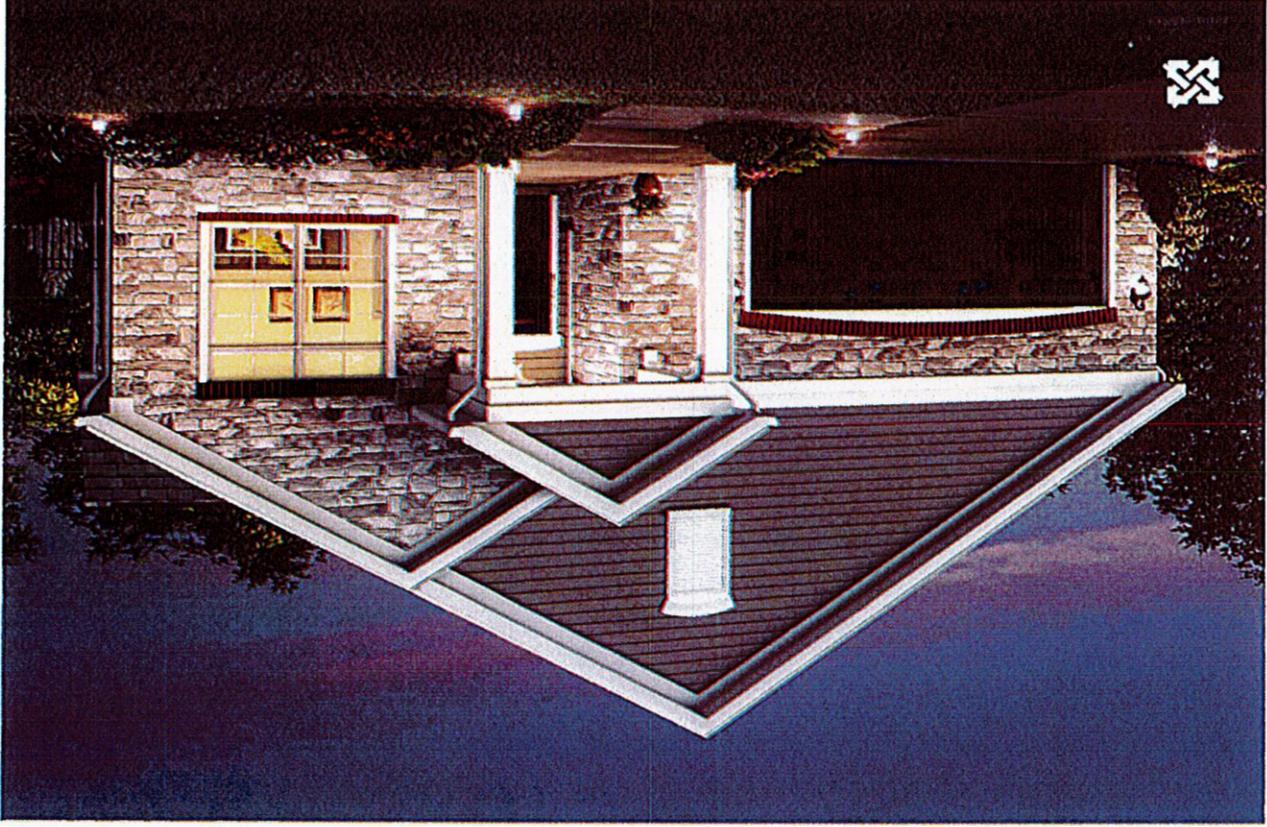


DATE PLOTTED: 08/11/14
 PLOTTER: HP PLOTTER

The screenshot displays the FRIS (Flood Risk Information System) web application. The main area is a satellite map of a residential neighborhood with various flood zones overlaid in blue and red. A yellow location pin is visible on the map. The interface includes a top navigation bar with the FRIS logo, a search bar, and several utility icons. On the right side, there is a sidebar menu with the following options: Flood Information, Risk Information, Financial Vulnerability, Flood Insurance, FIS Reports, Map Export, and Data Export. The user is logged in as 'General Public' and the system is set to 'Effective'.

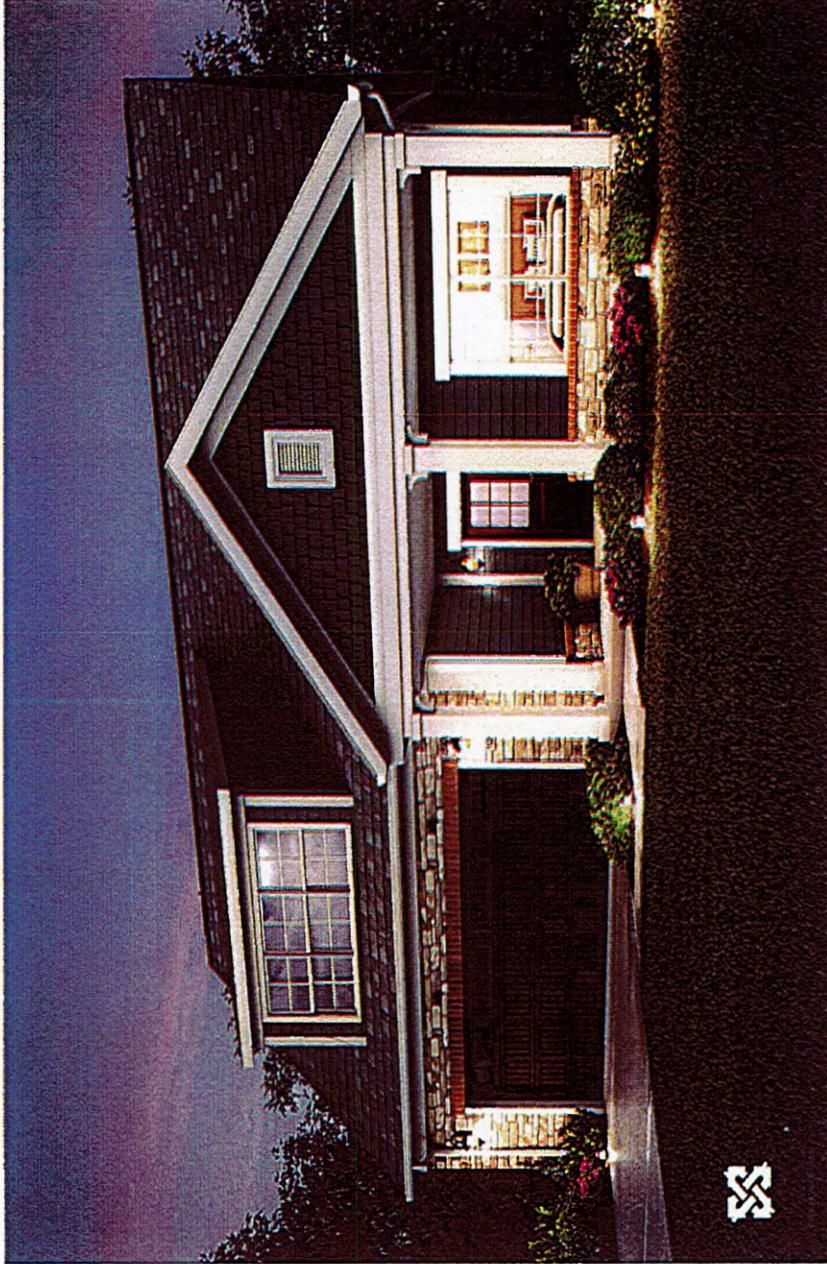


PROPOSED ELEVATIONS



PROPOSED ELEVATIONS

PROPOSED ELEVATIONS



TREES, VEGETATION AND STORMWATER

Tree Save (Article 11.8-2)

Require: 6% of lot area = .82 acres

Proposed: 3.55 acres

Buffers (Article 11.1)

30' will be required

Street Trees(Article 11.6-3)

One large maturing tree/every 80 linear feet of street frontage for new developments.

Stormwater Management and PCO

Three stormwater facilities are proposed. The PCO plan will be approved by the Town Engineer during permitting process.

LAND USE PLAN AND ADOPTED POLICIES

Land Use Plan

The Land Use Plan shows the property as ***Suburban Single-Family Neighborhood.***

Primary Land Use: Single Family Detached Home

Secondary Land Uses: Community Park, Community Center, Recreational Facilities, Natural Areas.

Small Area Plan

N/A

Consistency

The proposed development is single family detached with a density of apx. 2.02 units/acre and meets the form and parameters established by the CLUP.

Form & Parameters (Land Use Plan)

General Development Pattern:	Separate Uses
Typical Lot Coverage:	50 – 75%
Residential Density:	1.0–6.0 DU/ac
Non-Residential Density:	N/A
Prevailing Building Height:	1 – 2 stories
Average Dwelling Unit Size:	1500-5000 sf
Transportation Choices:	Auto
Typical Block Length:	800 – 1500 lf
Open Space Elements:	Greenway/ Natural Area
Street Pattern:	Curvilinear
Street Connectivity:	Low/Medium
Parking Provisions:	Private Driveway
Typical Street Cross Section:	Rural/Suburban/ Urban

Staff Comments and Outstanding Issues

Planning Department

1. No TIA required.
2. Typical residential cross section requires a 60' ROW. Applicant is proposing 45'
3. Stallings Development Ordinance requires sidewalks on both sides of street.
4. Compliance with DO Article 9.2 (A) needs to be shown, or requirements waived through by Town Council through the CZ process.
 1. Crawl Spaces required;
 2. Building for principle structure may not exceed 30%
5. Connectivity to adjacent property not shown.

Police

No concerns

Fire

Ensure the streets are built to minimum town standards to ensure width will allow for emergency vehicle access.

Schools (Weddington Cluster)

Report Attached

Parks and Recreation

Stallings Greenway *Spine* to be located on Chestnut Lane at property frontage.

Public Works

TBD

Planning Board

- September 17, 2019
- Recommendation: Approval 6-1 (Crenshaw)
- Issues Raised by Residents
 - Stormwater and concerns with flooding of adjacent properties
 - Traffic Impact to Chestnut Lane
 - Schools Impacts

SUMMARY OF SUGGESTED CONDITIONS

1. Project limited to 27 lots, 55+ age restricted subdivision.
2. 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.
3. A berm will be built along Chestnut Lane within the required street buffer. This will increase the buffer width to accommodate construction of the berm to be built 4.5' in height with a 3' top width
4. All foundations will have a minimum 18 inches of exposed brick or stone on all four sides of the house. No vinyl siding will be permitted on homes. Elevations will match those submitted and presented to Council as a part of the zoning request, including garage location.
5. A grading plan prepared by a landscape architect demonstrating both positive drainage characteristics and smooth grade transitions to avoid abrupt "v" ditches, swales, and other disruptions to the landscape, particularly between dwellings will be provided as part of site construction plans for permitting. This plan will be completed to the satisfaction of the Town as approved by the Development Administrator.
6. Lot Coverage and Density will be permitted per the concept submitted as a part of the application.



**PLANNING
& ZONING**
TOWN of STALLINGS

Statement of Consistency and Reasonableness

(As per NC General Statute 160-383)

Prior to adopting or rejecting any zoning amendment, the governing body shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing body that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing body.

CONDITIONAL ZONING:

CZ19.08.01

REQUEST:

A request for conditional zoning on property located on Chestnut Lane in parcel #07147135 to allow for the development of a 27-lot age restricted single-family detached subdivision.

STATEMENT OF CONSISTENCY AND REASONABLENESS:

The Stallings Town Council hereby finds that the proposed conditional zoning request is

Consistent _____
Inconsistent _____

with the 2017 Stallings Comprehensive Land Use Plan adopted November 27, 2017 based on consistency with goals and objectives set forth in the document for the creation of development that protects existing neighborhoods. At their December 9, 2019 meeting the Stallings Town Council voted to recommend

APPROVAL _____
DENIAL _____

of the proposed conditional zoning and stated that the, Town Council find and determines that the rezoning is consistent with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan and hereby recommends its approval.

The statement and motion was seconded and passed _____.

Wyatt Dunn, Mayor

Erinn Nichols, Town Clerk



**PLANNING
& ZONING**
TOWN of STALLINGS

Statement of Consistency and Reasonableness

(As per NC General Statute 160-383)

Prior to adopting or rejecting any zoning amendment, the governing body shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing body that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing body.

TEXT AMENDMENT: CZ19.08.01

REQUEST:

A request for conditional zoning on property located on Chestnut Lane in parcel #07147135 to allow for the development of a 34-lot age restricted single-family detached subdivision.

STATEMENT OF CONSISTENCY AND REASONABLENESS:

The Stallings Planning Board hereby finds that the proposed conditional zoning request is

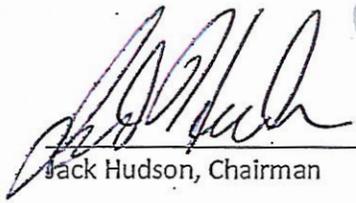
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APPROVAL
DENIAL

of the proposed conditional zoning and stated that the, Planning Board find and determines that the rezoning is consistent with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan and hereby recommends its approval.

The statement and motion was seconded and passed 7-0



Jack Hudson, Chairman



Lynne Hair, Planning Director

The proposed 34 sfu (age-targeted) development along Chestnut Lane will be within the following school attendance areas for the current school year:

Antioch Elementary School	Projected to be at 116% of rated capacity
Weddington Middle School	Projected to be at 102% of rated capacity
Weddington High School	Projected to be at 91% of rated capacity

Although this development is designated as "age-targeted", experience has shown that it will still likely contribute to enrollments at the schools.

By our accounting, this will bring the number of planned and not built housing units in the Antioch ES area to approximately 735 units. This includes:

- Vintage Creek (Tilley Morris Rd): 8 additional units
- Falls at Weddington (Antioch Church Rd): 164 additional units
- Enclave at Weddington (Antioch Church Rd): 30 additional units
- Harlow's Crossing (Beulah Church Rd): 68 additional units
- Cardinal Crest (Hemby Rd): 14 additional units
- Beulah Acres (Beulah Church Rd): 3 additional units
- Highgate (Providence Rd): 10 additional units
- Tuscan Ridge (Hemby Rd): 7 additional units
- Weddington Glen (Weddington-Matthews Rd): 35 units
- Weddington Acres (Tilley Morris Rd): 25 units
- Weddington Subdivision (corner of Providence and Hemby Rds): 35 units
- Solis at Chestnut Farm (Matthews-Weddington Rd): 302 units

Also in the Weddington attendance area (for a total of 2207) are:

- Ellington Downs (Weddington Rd): 47 additional units
- Anniston Grove (Hudson Church Rd): 29 additional units
- Quintessa (Underwood Rd): 22 additional units
- Creek's Landing (Weddington Rd): 197 units
- Casalino (Beulah Church Rd): 39 units
- Ridge at Wesley Chapel (Weddington Rd): 72 units (55+)
- Addington Crossing (Potter Rd): 51 units
- Cavensson (Chambwood Rd): 28 units
- Cresswind (Potter Rd): 606 units (55+)
- Highlands at Weddington (Antioch Church Rd): 31 additional units
- Atherton Estates (Weddington Rd): 48 additional units
- Canisteo (Deal Rd): 16 units
- Woodford Chase (Weddington Rd): 9 units
- Meadows at Weddington (Ennis Rd): 24 additional units
- Chatsworth (Providence Rd): 5 additional units
- Weddington Preserve (Lochaven Rd): 26 additional units
- Sugar Magnolia (Weddington Rd): 18 units
- The Woods (Weddington Rd): 204 units

Per Board of Education policy, neither Antioch ES nor Weddington MS are accepting any further transfers due to high enrollment. Additional residential construction contributes to high enrollments, which in turn exacerbate problems such as:

- Additional mobile classrooms.
- Inadequate capacity for food service and rest room facilities
- Rationing of access to the Media Center
- Insufficient parking and queuing space for parents to safely deliver or pick up their children
- Inadequate planning/meeting space for additional staff.

Thank you
Don

Don Ogram
Planning & Construction Manager
Facilities Department

201 Venus St
Monroe, NC, 28112

(704) 296-3160 X 6766 (Phone)
(704) 296-3163 (Fax)

<http://www.ucps.k12.nc.us>

COMMUNITY MEETING REPORT FOR CHESTNUT LANE SUBDIVISION

Applicant: Philip M. Hayes, Land Investment Resources
Owner: Kenneth Eugene Furr / Stephen Larry Furr
Builder: Epcon Communities
Land Planning/Civil: Marc Van Dine, Senior Project Manager, McAdams
Property: ± 13.820 acres, located off Chestnut Lane in Vance Township

This Community Meeting Report is being filed with the Town of Stallings Development Services Department and will be available for review.

PERSONS AND ORGANIZATIONS CONTACTED WITH DATES AND EXPLANATIONS OF HOW CONTACTED:

The required Community Meeting was held on Tuesday, August 27th, 2019. The Town of Stallings mailed a written notice of the date, time, and location of the Community Meeting to adjoining residents in accordance with Town Ordinances.

TIME AND LOCATION OF MEETING:

The Community Meeting required by the UDO was held on Tuesday, August 27th, 2019 at 6:00 PM, at the Stallings Town Hall, 315 Stallings Road, Stallings, North Carolina.

PERSONS IN ATTENDANCE AT MEETING:

The sign-in sheet from the required Community Meeting is attached as **EXHIBIT A**. The Applicant's representatives at the Community Meeting were Philip M. Hayes, with Land Investment Resources, and Marc Van Dine with McAdams. John Shamp, a representative for the community builder, Epcon Communities, was also in attendance.

SUMMARY OF ISSUES DISCUSSED AT MEETING:

I. Overview of Applicant's Presentation.

Introduction and Overview of Rezoning, Development Plan, and Dwelling Types:

Lynne Hair, with the Town of Stallings, opened the meeting and explained the purpose of the Community Meeting. Philip M. Hayes, with Land Investment Resources, provided a presentation of the proposed development. A written copy of that presentation is attached.

II. Summary of Questions/Comments and Responses:

Attendees asked the following questions and the development team provided responses to those questions:

1. Are there any plans for roadway improvements? – *Will be provided based on North Carolina Department of Transportation requirements. On follow up with the officials at the NC Department of Transportation, additional turn lanes into the community will be required.*
2. How about sewer capacity? – *Project is tying into an existing Union County Public Works trunk line.*
3. There is a parcel of land in the Town of Indian Trail's corporate limits, will it be part of the project. – *No, this project will be entirely in the Town of Stallings.*
4. Was previously in Indian Trail for rezoning – why was it pulled? – *Indian Trail's town planner was initially supportive, but left the Town shortly after the submittal. The subsequent town planners did not believe the town's ordinances allowed for the proposed lot configurations. Stallings' conditional zoning ordinances allow for the proposed development.*
5. Traffic is already bad on this road. – *This is an ambient issue that currently exists. The age restricted nature of the proposed use significantly reduces the traffic from this parcel from what would be generated by a By Right land use.*
6. Has traffic circle planned for the intersection of Chestnut Lane and Matthews Weddington Road been delayed? – *Lynne Hair indicated that it is her understanding that it is still funded and scheduled to start Summer 2021 and that the Town Engineer will have the most up to date information.*
7. How many lots will there be? – *The current plan proposes 34 lots. This is an approximate density of 2.4 units per acre. The current Union County zoning allows approximately 2.2 units per acre.*
8. Will there be a buffer between adjacent properties? – *There is a 30' buffer shown on the plan. This will be determined in rezoning.*
9. When will landscaping plans be developed? – *Landscaping will be designed as part of the construction drawing process and will meet Town's planting standards. Epcon will have supplementary plantings that exceed the Town's requirements.*
10. Will the Town Planning Staff make a recommendation? – *The Town Planning staff will issue statement on whether the proposed development is consistent with the Town's Comprehensive plan.*
11. Will the property be annexed? – *Yes, as a separate process that runs concurrently. Annexation will be voted on first. If the annexation vote passes the rezoning will be voted on.*

CHANGES MADE TO PETITION AS A RESULT OF THE MEETING:

Subsequent to the meeting, but not as a result of any comments made, a significant portion of road adjacent to a property line was removed and replaced with a simple cul de sac. This allowed for the creation of additional buffer along that property line.



Town of

Stallings

315 Stallings Road • Stallings, North Carolina 28104

Zoning Map Amendment/Rezoning Application

Application # (Staff): CZ19.08.01
 Date Filed: Aug 1, 2019
 Hearing Date: Oct 4, 2019
 Planning Board Date: Sept 17, 2019
 Town Council/Final Decision Date:

Zoning Map Amendment - Conventional	
Less than 2 acres	\$150.00
2-10 acres	\$300.00
Greater than 10 acres	\$900.00
Zoning Map Amendment - Conditional Zoning	
Less than 2 acres	\$300.00
2-10 acres	\$600.00
Greater than 10 acres	\$1200.00
Conditional Use Permit Request	\$300.00
Zoning Text Amendment - UDO	\$500.00

To the Planning Board and Town Council of Stallings, NC:

I (we) the undersigned do hereby respectfully make application and request the Planning Board and Town Council to amend the zoning map of the Town of Stallings: In support of this application, the following facts are shown:

Current Zoning (Circle One)	<u>R-20</u>	R-15	R-10	MFR	TC	NRD	GR	OLR	BC
	MR	LI	HI						
Proposed Zoning (Circle One)	R-20	R-15	R-10	MFR	TC	NRD	GR	OLR	BC
Conditional District? (CD)	<input checked="" type="checkbox"/>	MR	LI	HI	MU1	MUG2	OC	<u>RSF</u>	

Physical Property Address:

CHESTNUT LANE (No numeric address) SEE MAP

Physical Description of Location:

Three quarters of a mile from eastern end of Chestnut Ln.

Tax Parcel Number(s) (PID Number):

07147135

Total Acreage:

13.82 Acres

Telephone 704-821-8557 • Fax 704-821-6841 • www.stallingsnc.org

Property Owner(s):

KENNETH E FURR / STEPHEN L FURR

Owner's Address:		
① 1944 Georgia Ave. Winston Salem, NC 27104	② 249 W. Jell Rd. Mooresville, NC 28117	
City:	State:	Zip:
Phone Number: 704-614-9531	Email Address SEE BELOW *	
Applicant Name if different than owner: Land Investment Resources, LLC	Applicant's Address: 3440 Tarington Way, Suite 205 Charlotte, NC 28217	
Applicant Email Address: pnhoyes@landinvestmentresources.com	Applicant's Phone Number: 704-614-9531	

* Kfurr@tried.rr.com
Lanny. Furr @ att.net

MAP REQUIREMENTS

This application shall be accompanied by two (2) maps drawn to scale. Such maps shall be produced at 18' x 24". An electronic version of the map shall also be submitted. The maps shall contain the following information:

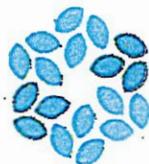
- The subject property plus such property as to show the location of the subject property with reference to the nearest street intersection, railroad, stream or other feature identifiable on the ground.
- All properties which abut the property.
- If the property is in a subdivision of record, a map of such portion of the subdivision that would relate to the subject property to the closest street intersection.
- A written metes and bounds description of the property or properties.
- The present and proposed zoning classification of the lot(s) in question.
- The property identification number(s) of the lot(s) in question as issued by the Union County Tax Department.
- Full schematic design/site plan as described in Article 10.10 of the Stallings Unified Development Ordinance (only if the application is for a conditional district).

MAP AMENDMENT REQUIRMENTS

If a straight rezoning (not a CD) is requested, then please leave the space below blank.

If a Conditional District (CD) is requested, you must list the specific sections of the Unified Development Ordinance from which you seek changes. You may list these on a separate sheet of paper.

Whenever there is a zoning map amendment, the Town of Stallings is required to notify the owner of said parcel of land as shown on the county tax listing, and the owner of all parcels of land abutting that parcel of land as shown on the county tax listing. The required notice shall be mailed by first class mail at least 10 days but not more than 25 days prior to the date of the public hearing.



**PLANNING
& ZONING**
TOWN of STALLINGS

Rules of Procedure for the Town Council, Town of Stallings

Rule 1. Regular Meetings

The council shall hold a regular meeting on the second and fourth Mondays of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day, unless the Council votes to change the meeting to another time. The meetings shall be held at the Stallings Town Hall and the meetings shall begin at 7:00 p.m. A copy of the council's current meeting schedule shall be filed with the town clerk.

Rule 2. Special, Emergency, and Recessed (or Adjourned) Meetings

(a) **Special Meetings.** The mayor, the mayor pro tempore, or any two members of the council may at any time call a special council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. At least forty-eight hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be (1) delivered to the mayor and each council member or left at his or her usual dwelling place; (2) posted on the council's principal bulletin board, or if none, at the door of the council's usual meeting room; and (3) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Only those items of business specified in the notice may be transacted at a special meeting called in this manner, unless all members are present or have signed a written waiver of notice. Even in such a case, the council shall only discuss or transact items of business not specified in the notice if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

A special meeting may also be called or scheduled by vote of the council in open session during another duly called meeting. The motion or resolution calling or scheduling the special meeting shall specify its time, place, and purpose. At least forty-eight hours before a special meeting called in this manner, notice of the time, place, and purpose of the meeting shall be (1) posted on the council's principal bulletin board, or if none, at the door of the council's usual meeting room; and (2) mailed or delivered to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk. Such notice shall also be mailed or delivered at least forty-eight hours before the meeting to each council member not present at the meeting at which the special meeting was called or scheduled, and to the mayor if he or she was not present at that meeting. Only those items of business specified in the notice may be discussed or transacted at a special meeting called in this manner, unless all members are present or those not present have signed a written waiver of notice, and the council determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

(b) **Emergency Meetings.** Emergency meetings of the city council may be called only because of generally unexpected circumstances that require immediate consideration by the council. Only business connected with the emergency may be considered at an emergency meeting. One of the following two procedures must be followed to call an emergency meeting of the council.

(1) The mayor, the mayor pro tempore, or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held at any time when the mayor and all members of the council are present and consent thereto, or when those not present have signed a written waiver of notice, but only in either case if the council complies with the notice provisions of the next paragraph.

Notice of an emergency meeting under (1) or (2) shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written emergency meeting notice request, which includes the newspaper's, wire service's, or station's telephone number, with the town clerk. This notice shall be given either by telephone or by the same method used to notify the mayor and the council members and shall be given at the expense of the party notified.

(c) Recessed (or Adjourned) Meetings. A properly called regular, special, or emergency meeting may be recessed (or adjourned) to a time and place certain by a procedural motion made and adopted as provided in Rule 18, Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of a recessed (or adjourned) session of a properly called regular, special, or emergency meeting.

(d) Cancelled Meetings.^{5*} A properly called regular, special, or emergency meeting may be cancelled due to inclement weather, lack of agenda items, or another significant reason by the Mayor with the majority consent of Council. The cancellation shall be communicated immediately to the Council and to the public via the Town's normal communication channels. **Added 01-12-15.*

Rule 3. Organizational Meeting

On the first regular meeting⁴ in December following a general election in which council members are elected, the newly elected members shall take and subscribe the oath of office as the first order of business. As the second order of business, the council shall elect a mayor pro tempore. This organizational meeting shall not be held before the municipal election results are officially determined, certified, and published in accordance with Subchapter IX of Chapter 163 of the North Carolina General Statutes.

Rule 4. Agenda

(a) Proposed Agenda. The town clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least two full working days before the day of the meeting. Any council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed ordinances shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each council member shall receive a copy of the proposed agenda and the agenda package and these shall be available for public inspection and distribution or copying when these are distributed to the council members.

(b) Adoption of the Agenda. As its fifth² order of business at each meeting, the council shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. If items are proposed to be added to the agenda of a meeting, the council may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all council members.

The council may by majority vote add items to or subtract items from the proposed agenda, except that

(a) the council may not subtract items from the proposed agenda stated in the notice of a special meeting called by the mayor, mayor pro tempore, or two council members, unless those calling the meeting consent to the deletion, (b) the council may not add items to the proposed agenda stated in the notice of a special meeting called by the mayor, mayor pro tempore, or two council members, unless all members are present, or those who are absent sign a written waiver of notice, and (c) only business connected with the emergency may be considered at an emergency meeting. The council may add items to the proposed agenda of a special meeting only if it determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

The council may designate certain agenda items “for discussion and possible action.” Such designation means that the council intends to discuss the general subject area of that agenda item before making any motion concerning that item.

(c) **Consent Agenda.** The council may designate a part of the agenda as the “consent agenda.” Items shall be placed on the consent agenda by those preparing the proposed agenda if they are judged to be noncontroversial and routine. Any member may remove an item from the consent agenda and place it on the regular agenda while the agenda is being discussed and revised prior to its adoption at the beginning of the meeting. All items on the consent agenda shall be voted on and adopted by a single motion, with the minutes reflecting the motion and vote on each item.

(d) **Open Meetings Requirements.** The council shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number, or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the council to understand what is being deliberated, voted, or acted on. The council may, however, deliberate, vote, or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

Rule 5. Public Address to the Council¹

The Stallings Town Council is committed to providing citizens with an avenue for expressing their ideas, concerns, accolades, etc. The following are rules of procedure for conducting an orderly public comment period. The Council at its discretion may amend, waive, or extend any of these procedures.

1. A Public Comment Period shall be placed on the agenda of each regular Town Council meeting. Said agenda item shall occur at the beginning of the agenda.
2. Each person desiring to speak during the Public Comment Period shall sign up to speak prior to the start of the meeting on the form provided by the Town and submit it to the Town Clerk before the meeting begins. Council, in its discretion, may extend the time to submit the form to the Town Clerk.
3. Council may shorten or extend public comment period at its discretion. Public comments will be heard in order submitted.
4. Each speaker shall be allotted up to three (3) minutes to speak unless otherwise extended at the discretion of the Council.
5. Speakers shall at all times maintain proper decorum and shall make their comments in a civil manner. Speakers shall remain at the podium to make comments and not approach Council or

staff without an invitation from the Council.

6. Groups of five (5) persons or more supporting or opposing the same positions may request to designate a spokesperson to speak. The spokesperson may request additional time to speak beyond the allotted 3 minutes.
7. Speakers shall not speak on any topic which is the subject of a public hearing on the same agenda.
8. Mayor and Council should refrain from engaging in a dialogue with speakers except to the extent necessary to clarify the speaker's position or subject matter. At the conclusion of the speaker's comments or the Public Comment Period, the Council, in its discretion may allow the Town Manager, Town Attorney or staff to address the speaker.
9. Mayor and Council shall not restrict the subject matter of any comment based on content in any way except as provided herein.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows³:

Public comment
 Special Presentations
 Consent Agenda Adoption including but not limited to minutes and any financial and tax reports
 Reports and Requests from elected officials, staff, departments, and committees
 Agenda Adoption
 Public Hearings
 Old business
 New business

By general consent of the council, items may be considered out of order.

Rule 7. Office of Mayor

The mayor shall preside at all meetings of the council but shall have the right to vote only when there is a tie. In order to address the council, a member must be recognized by the mayor.

The mayor or other presiding officer, if the Mayor is absent, shall have the following powers:

- (a) To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
- (b) To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- (c) To entertain and answer questions of parliamentary law or procedure;
- (d) To call a brief recess at any time;
- (e) To adjourn in an emergency.

A decision by the presiding officer under (a), (b), or (c) may be appealed to the council upon motion of any member, pursuant to Rule 18(b), Motion 1. Such a motion is in order immediately after a decision under (a), (b), or (c) is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.

Rule 8. Office of Mayor Pro Tempore

At the organizational meeting, the council shall elect from among its members a mayor pro tempore to serve at the council's pleasure. A council member who serves as mayor pro tempore shall be entitled to vote on all matters and shall be considered a council member for all purposes, including the determination of whether a quorum is present. In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. If the mayor should become physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare that the mayor is incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When a mayor declares that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties. If both the mayor and mayor pro tempore are absent from a meeting, the council may elect from among its members a temporary chairman to preside at the meeting.

Rule 9. When the Presiding Officer Is in Active Debate

If the mayor or other presiding officer becomes actively engaged in debate on a particular proposal, he or she may designate another council member to preside over the debate. The mayor or other presiding officer shall resume presiding as soon as action on the matter is concluded.

Rule 10. Action by the Council

The council shall proceed by motion, except as otherwise provided for in Rule 4 and in Rule 31. Any member may make a motion.

Rule 11. Second Required

A motion shall require a second.

Rule 12. One Motion at a Time

A member may make only one motion at a time.

Rule 13. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 14. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 27 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 15. Voting by Written Ballot

The council may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the council shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the town clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 16. Debate

The mayor shall state the motion and then open the floor to debate on it. The mayor shall preside over the debate according to the following general principles:

- (a) The maker of the motion is entitled to speak first;
- (b) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- (c) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 17. Ratification of Actions

To the extent permitted by law, the council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 18. Procedural Motions

(a) Certain Motions Allowed. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) Order of Priority of Motions. In order of priority (if applicable), the procedural motions are

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the council, as specified in Rule 7. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of council consideration of a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess or adjourn to a time and place certain shall also comply with the requirements of Rule 2(c).

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

Motion 5. To Suspend the Rules. The council may not suspend provisions of the rules that state requirements imposed by law on the council. For adoption, the motion requires a vote equal to two-thirds of the actual membership of the council, excluding the mayor, and vacant seats.

Motion 6. To Go into Closed Session. The council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the council expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The council may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A member who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 18(b), Motion 14], or else move to suspend the rules [Rule 18(b), Motion 5].

Motion 10. Motion for the Previous Question. The motion is not in order until there have been at least 20 minutes of debate, and every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A member who wishes to revisit the matter must either wait until the specified time, or move to suspend the rules [Rule 18(b), Motion 5].

Motion 12. To Refer a Motion to a Committee. The council may vote to refer a substantive motion to a committee for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire council, whether or not the committee has reported the matter to the council.

Motion 13. To Amend. (a) An amendment to a motion must be pertinent to the subject matter of the

motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance, order, policy, or resolution shall be reduced to writing before the vote on the amendment.

Motion 14. To Revive Consideration. The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 18(b). The motion is in order at any time within 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The council may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the "nos" prevail) and at the meeting during which the original vote was taken, including any continuation of that meeting through recess (adjournment) to a time and place certain. The motion cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The council may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to two-thirds of the actual membership of the council excluding the mayor and vacant seats. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organizational meeting of the council, whichever occurs first.

Rule 19. Renewal of Motion

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reintroduction has been adopted.

Rule 20. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

Rule 21. Duty to Vote

Every member must vote unless excused by the remaining members according to law. A member who wishes to be excused from voting shall so inform the presiding officer, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the

consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present in the council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 22. Introduction of Ordinances

A proposed ordinance shall be deemed to be introduced on the date the subject matter is first voted on by the council.

Rule 23. Adoption of Ordinances and Approval of Contracts

(a) **Generally.** An affirmative vote equal to a majority of all the members of the council not excused from voting on the question in issue (including the mayor's vote in case of an equal division) shall be required to adopt an ordinance, to take any action that has the effect of an ordinance, or to make, ratify, or authorize any contract on behalf of the city. In addition, no ordinance or action that has the effect of an ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats, and not including the mayor unless he or she has the right to vote on all questions before the council. No ordinance shall be adopted unless it has been reduced to writing before a vote on adoption is taken.

(b) **Zoning Protest Petitions.** An affirmative vote equal to three-fourths of all the members of the city council shall be required for an ordinance making a change in a zoning regulation, restriction, or boundary to become effective, if a valid protest petition is received in accordance with the requirements set out in G.S. 160A-385(a) and G.S. 160A-386. This rule shall not apply in those cases excepted by G.S. 160A-385(a).

Rule 24. Adoption of the Budget Ordinance

Notwithstanding the provisions of any city charter, general law, or local act:

- (1) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the council by a simple majority of those present and voting, a quorum being present;
- (2) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and
- (3) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any city charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as (a) each member of the board has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up. This rule does not allow, and may not be construed to allow, the holding of closed meetings or executive

sessions by the council if it is otherwise prohibited by law from holding such a meeting or session.

Rule 25. Special Rules of Procedure

These rules supersede any other rule or rules of procedure previous adopted by act of the town council and all such previously adopted rules are null and void.

Rule 26. Closed Sessions

The council may hold closed sessions as provided by law. The council shall only commence a closed session after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1) (closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record), it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3) (consultation with attorney; handling or settlement of claims, judicial actions, or administrative procedures), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The council shall terminate the closed session by a majority vote.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess shall not be in order during a closed session.

Rule 27. Quorum

A majority of the actual membership of the council plus the mayor, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

Rule 28. Public Hearings

Public hearings required by law or deemed advisable by the council shall be organized by a special order (adopted by a majority vote) that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time allotted for each speaker, and other pertinent matters. The rules may include, but are not limited to, rules (a) fixing the maximum time allotted to each speaker; (b) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions; (c) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and (d) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to council meetings shall also apply to public hearings at which a majority of the council is present; such a hearing is considered to be

part of a regular or special meeting of the council. These requirements also apply to hearings conducted by appointed or elected committees of the council, if a majority of the committee is present. A public hearing for which any notices required by the open meetings law or other provisions of law have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the council is present.

The council may vote to delegate to city staff members, as appropriate, the authority to schedule, call, and give notice of public hearings required by law or the council. The council shall provide adequate guidelines to assist staff members in fulfilling this responsibility, and it shall not delegate the responsibility in cases where the council itself is required by law to call, schedule, or give notice of the hearing.

At the time appointed for the hearing, the mayor or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires or when no one wishes to speak that has not done so, the presiding officer shall declare the hearing ended.

Rule 29. Quorum at Public Hearings

A quorum of the council shall be required at all public hearings required by state law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular council meeting without further advertisement.

Rule 30. Minutes

Full and accurate minutes of the council proceedings, including closed sessions, shall be kept. The board shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in this rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the council, the “ayes” and “nos” upon any question shall be taken. Members’ and other persons’ comments may be included in the minutes if the council approves.

Minutes and general accounts of closed sessions may be sealed by action of the council. Such sealed minutes and general accounts may be withheld from public inspection so long as public inspection would frustrate the purpose of the closed session. Minutes and general accounts of closed sessions shall be unsealed when the Council determines that the purpose of the closed sessions would no longer be frustrated by making these records public.

Rule 31. Appointments and Resignations^{6,7}

(a) Appointments. The council shall consider and make appointments to other bodies, including its own committees, if any, only in open session and in accordance with the *Committee and Board Member Appointment Policy*.

The council shall consider and make appointments to fill a vacancy within its own membership only in open session and in accordance with the procedure documented herein.

- i. When a vacancy on the council occurs, council shall direct the Town Clerk to advertise the vacancy, using normal advertising mediums, for a minimum of ten (10) working days. The advertisement shall contain, at a minimum, a description of the council district in which the

- vacancy exists, the duration of the term of the appointment, contact information for letter of interest submission, and the last date and time that letters of interest will be accepted.
- ii. Letters of interest shall be accepted from applicants of the council district in effect at the time of the vacancy. In the event that a vacancy occurs after the decennial council district apportionment process where the council district map is redrawn and filed but before the first filing date for the next municipal election, the vacancy shall be filled from applicants within the borders of the district in effect prior to the council district borders being redrawn. Otherwise the vacancy shall be filled from within the borders of the newly formed district.
 - iii. After the advertised window for submission of letters of interest has closed, the Town Clerk shall review the letters of interest to ensure that applicants meet all age and residency requirements as required by North Carolina General Statutes (NCGS), the Town Charter and this procedure. All letters of interest from those candidates who meet age and residency requirements shall be delivered to all council members.
 - iv. Depending on the number of candidates, council may invite the candidates to the next regularly scheduled council meeting so that the candidates have the opportunity to present their interest and qualifications in person.
 - v. At that regularly scheduled meeting, council shall select a candidate for appointment to fill the vacant council seat.
 - a. When there is only one (1) candidate, a council member may make a motion, which shall require a second, to appoint that candidate to fill the vacancy. A vote will be called to approve or deny the motion. In the event of a tie vote, the Mayor shall be enabled to cast a vote to break the tie. In the event that the motion fails, the process shall start over with a new advertisement.
 - b. When there are two (2) candidates, a council member may nominate a candidate for appointment to fill the vacancy. A nomination does not require a second. A vote will be called to appoint a nominee in the order in which the candidate nominations were made. As soon as a nominee receives a majority of affirmative votes that nominee shall be appointed and voting shall cease.
 - c. When there are more than two (2) candidates, voting for candidates shall be by written ballot in accordance with Rule 15 of these *Rules of Procedure*. A candidate who receives a majority of affirmative votes shall be appointed. In the event of a tie vote by ballot, candidates receiving fewer votes than those candidates in the tie vote shall be removed from consideration and a new ballot vote shall be taken with only the remaining candidates listed on the ballot. Ballot voting shall continue in this manner until the vote does not result in a tie and a candidate receives a majority of affirmative votes.
 - vi. At council's discretion the appointee may be sworn in at that regularly scheduled meeting or at a subsequent meeting.

(b) Resignations. The Council shall consider, and vote to accept, any resignation of office or position tendered by any Town official elected by the general public, any employee hired or appointed by Council, or any committee or board member appointed by Council, no later than the first regularly scheduled meeting following the date on which the resignation was initially tendered. **Added 02-09-15.*

Rule 32. Committees and Boards*

(a) Establishment and Appointment. The council may establish temporary and standing Town committees and boards and appoint members for such committees and boards as are needed to help carry

out the work of Town government. Council delegates that same authority to the mayor except in instances where the exercise of such authority by the mayor would conflict with a council action; in case of a conflict the council action shall prevail. Appointment of Town residents to temporary and standing Town committees and boards shall be done in accordance with Rule 31 of these *Rules of Procedure*. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of the city that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi judicial, administrative, or advisory functions. However, the law's requirements shall not apply to a meeting solely among the city's professional staff.

Rule 33. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the city charter, general law, and generally accepted principles of parliamentary procedure. Adoption of an amendment shall require an affirmative vote equal to or greater than two-thirds of all the actual membership of the council, excluding vacant seats.

Rule 34. Reference to *Robert's Rules of Order Newly Revised*

To the extent not provided for in these rules, and to the extent it does not conflict with North Carolina law or with the spirit of these rules, the council shall refer to *Robert's Rules of Order Newly Revised*, to answer unresolved procedural questions.

Appendix

Permitted Procedural Motions in Order of Precedence^A

Motion	Vote Required^B	Special Requirements
1. To Appeal a Procedural Ruling of the Presiding Officer	Majority	Is in order immediately after the presiding officer announces a procedural ruling, as specified in Rule 7, and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion if timely made may not be ruled out of order.
2. To Adjourn	Majority	May not interrupt deliberation of pending substantive matter. Motion to [recess] [adjourn] to a time and place certain must also comply with Rule 2(c).
3. To Take a Brief Recess	Majority	None
4. Call to Follow the Agenda	Majority	Must be made at first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.
5. To Suspend the Rules	Two-Thirds	The council may not suspend provisions of the rules that state requirements imposed by law on the council.
6. To Go into Closed Session	Majority	Motion must cite one or more of the permissible purposes for closed sessions listed in G.S. 143-318.11(a) and must be adopted at an open meeting. A motion based on G.S. 143-318.11(a)(1) must also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318.11(a)(3) must identify the parties in each existing lawsuit concerning which the council expects to receive advice during the closed session, if in fact such advice is to be received.
7. To Leave Closed Session	Majority	

8. To Divide a Complex Motion and Consider it by Paragraph	Majority	None
9. To Defer Consideration	Majority	A substantive motion the consideration of which has been deferred expires [100] days thereafter unless a motion to revive consideration (Motion 14) is adopted. While a deferred motion remains pending, a new motion with the same effect cannot be introduced. CAUTION: Do not confuse with Motion 11.
10. Motion for the Previous Question	Majority	Not in order until there have been at least [20] minutes of debate, and every member has had an opportunity to speak once.
11. To Postpone to a Certain Time or Day	Majority	None. While a postponed motion remains pending, a new motion with the same effect cannot be introduced. CAUTION: Do not confuse with Motion 9.
12. To Refer a Motion to a Committee	Majority	[60] days or more after a motion is referred to a committee, the introducer may compel consideration of the measure by the council, regardless of whether the committee has reported the matter to the council.
13. To Amend	Majority	(a) Amendments must be pertinent to the subject matter of the motion being amended. An amendment is improper if adoption of the motion with that amendment added has the same effect as rejection of the original motion. A proposal to substitute a different motion shall be treated as a motion to amend. (b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote. (c) Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.
14. To Revive Consideration	Majority	In order at any time within [100] days after the day of a vote to defer consideration (Motion 9). Failure to adopt Motion 14 within the [100] day period results in expiration of the deferred substantive motion.

15. To Reconsider	Majority	Must be made by a member who voted with the prevailing side (the majority side except in the case of a tie; in that case the “nos” prevail). May only be made at the meeting at which the original vote was taken, including any continuation of that meeting through [recess] [adjournment] to a time and place certain. Cannot interrupt deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.
16. To Rescind or Repeal	Majority	Not in order if rescission or repeal of an action is forbidden by law.
17. To Prevent Reintroduction for [Six] Months	Two-Thirds	In order immediately following defeat of a substantive motion and at no other time. If adopted, the restriction imposed by the motion remains in effect for [six] months or until the next organizational meeting of the council, whichever occurs first.

A. Under these rules all procedural motions are debatable and none requires a second. All may be amended, subject to the stated limitations on motions to amend (Motion 13). Except where indicated otherwise, procedural motions may interrupt deliberations on a pending substantive matter.

B. The required vote for adoption of a procedural motion is generally a majority of the votes cast, a quorum being present. In a few cases, the required vote is a vote equal to two-thirds of the actual membership of the council, excluding the mayor, unless he or she may vote in all cases, and vacant seats.

The foregoing Rules of Procedure are based on material in “Suggested Rules of Procedure for a City Council,” 3d ed., by A. Fleming Bell, II (Chapel Hill, N. C.: The Institute of Government, The University of North Carolina, 2000)

Adopted Feb. 5, 2001

Re-adopted December 9, 2013

Re-adopted December 14, 2015

RE-adopted December 11, 2017

RE-adopted December 9, 2019

¹ This item was amended on September 25, 2006.

² This item was amended on June 27, 2011.

³ This item was amended on June 27, 2011.

⁴ This item was amended on October 10, 2011.

⁵ This item was amended on January 12, 2015.

⁶ This item was amended on February 9, 2015.

⁷ This item was amended on October 12, 2015.

⁸ This item was amended on December 14, 2015.

Town of Stallings Meeting Dates 2020

Unless otherwise noted, all meetings are held in the Stallings Municipal Building located at 315 Stallings Road on the second floor.

JANUARY

9	Thursday	Stormwater	6:00 p.m.
13	Monday	Town Council	7:00 p.m.
14	Tuesday	Parks & Recreation	6:00 p.m.
21	Tuesday	Planning Board	7:00 p.m.
21	Tuesday	Board of Adjustment	*7:30 p.m.
23	Thursday	Historical Committee	10:00 a.m.
23	Thursday	Transportation	6:00 p.m.
27	Monday	Public Safety	5:00 p.m.
27	Monday	Town Council	7:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

FEBRUARY

10	Monday	Town Council	7:00 p.m.
11	Tuesday	Parks & Recreation	6:00 p.m.
13	Thursday	Stormwater	6:00 p.m.
18	Tuesday	Planning Board	7:00 p.m.
18	Tuesday	Board of Adjustment	*7:30 p.m.
24	Monday	Public Safety	5:00 p.m.
24	Monday	Town Council	7:00 p.m.
27	Thursday	Historical Committee	10:00 a.m.
27	Thursday	Transportation	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

MARCH

9	Monday	Town Council	7:00 p.m.
10	Tuesday	Parks & Recreation	6:00 p.m.
12	Thursday	Stormwater	6:00 p.m.
17	Tuesday	Planning Board	7:00 p.m.
17	Tuesday	Board of Adjustment	*7:30 p.m.
23	Monday	Public Safety	5:00 p.m.
23	Monday	Town Council	7:00 p.m.
26	Thursday	Historical Committee	10:00 a.m.
26	Thursday	Transportation	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

Town of Stallings Meeting Dates 2020

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APRIL

9	Thursday	Stormwater	6:00 p.m.
14	Tuesday	Parks & Recreation	6:00 p.m.
14	Tuesday	Town Council	7:00 p.m.
21	Tuesday	Planning Board	7:00 p.m.
21	Tuesday	Board of Adjustment	*7:30 p.m.
23	Thursday	Historical	10:00 a.m.
23	Thursday	Transportation	6:00 p.m.
27	Monday	Public Safety	5:00 p.m.
27	Monday	Town Council	7:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

MAY

11	Monday	Town Council	7:00 p.m.
12	Tuesday	Parks & Recreation	6:00 p.m.
14	Thursday	Stormwater	6:00 p.m.
19	Tuesday	Planning Board	7:00 p.m.
19	Tuesday	Board of Adjustment	*7:30 p.m.
26*	Tuesday	Town Council	7:00 p.m.
28	Thursday	Historical Committee	10:00 a.m.
28	Thursday	Transportation	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

JUNE

8	Monday	Town Council	7:00 p.m.
9	Tuesday	Parks & Recreation	6:00 p.m.
11	Thursday	Stormwater	6:00 p.m.
16	Tuesday	Planning Board	7:00 p.m.
16	Tuesday	Board of Adjustment	*7:30 p.m.
22	Monday	Public Safety	5:00 p.m.
22	Monday	Town Council	7:00 p.m.
25	Thursday	Historical Committee	10:00 a.m.
25	Thursday	Transportation	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

Town of Stallings Meeting Dates 2020

Unless otherwise noted, all meetings are held in the Stallings
Municipal Building located at 315 Stallings Road on the second floor.

JULY

9	Thursday	Stormwater	6:00 p.m.
13	Monday	Town Council	7:00 p.m.
14	Tuesday	Parks & Recreation	6:00 p.m.
21	Tuesday	Planning Board	7:00 p.m.
21	Tuesday	Board of Adjustment	*7:30 p.m.
23	Thursday	Historical Committee	10:00 a.m.
23	Thursday	Transportation	6:00 p.m.
27	Monday	Public Safety	5:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

AUGUST

10	Monday	Town Council	7:00 p.m.
11	Tuesday	Parks & Recreation	6:00 p.m.
13	Thursday	Stormwater	6:00 p.m.
18	Tuesday	Planning Board	7:00 p.m.
18	Tuesday	Board of Adjustment	*7:30 p.m.
24	Monday	Public Safety	5:00 p.m.
27	Thursday	Historical Committee	10:00 a.m.
27	Thursday	Transportation	6:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

SEPTEMBER

8	Tuesday	Parks & Recreation	6:00 p.m.
10	Thursday	Stormwater	6:00 p.m.
14	Monday	Town Council	7:00 p.m.
15	Tuesday	Planning Board	7:00 p.m.
15	Tuesday	Board of Adjustment	*7:30 p.m.
24	Thursday	Historical Committee	10:00 a.m.
24	Thursday	Transportation	6:00 p.m.
28	Monday	Public Safety	5:00 p.m.
28	Monday	Town Council	7:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

Town of Stallings Meeting Dates 2020

Unless otherwise noted, all meetings are held in the Stallings
Municipal Building located at 315 Stallings Road on the second floor.

OCTOBER

8	Thursday	Stormwater	6:00 p.m.
12	Monday	Town Council	7:00 p.m.
13	Tuesday	Parks & Recreation	6:00 p.m.
20	Tuesday	Planning Board	7:00 p.m.
20	Tuesday	Board of Adjustment	*7:30 p.m.
22	Thursday	Historical Committee	10:00 a.m.
22	Thursday	Transportation	6:00 p.m.
26	Monday	Public Safety	5:00 p.m.
26	Monday	Town Council	7:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

NOVEMBER

9	Monday	Town Council	7:00 p.m.
10	Tuesday	Parks & Recreation	6:00 p.m.
12	Thursday	Stormwater	5:00 p.m.
17	Tuesday	Planning Board	7:00 p.m.
17	Tuesday	Board of Adjustment	*7:30 p.m.
19	Thursday	Historical Committee	10:00 a.m.
19	Thursday	Transportation	6:00 p.m.
23	Monday	Public Safety	5:00 p.m.
23	Monday	Town Council	7:00 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.

DECEMBER

8	Tuesday	Parks & Recreation	6:00 p.m.
10	Thursday	Stormwater	6:00 p.m.
17	Thursday	Transportation	6:00 p.m.
14	Monday	Town Council	7:00 p.m.
15	Tuesday	Planning Board	7:00 p.m.
15	Tuesday	Board of Adjustment	*7:30 p.m.

*If PB meeting concludes after 7:30 p.m. immediately thereafter.



Holiday Schedule 2020

2020 Holiday(s)	Date(s)	Day(s) of the Week
New Year's Day	January 1	Wednesday
MLK, Jr. Birthday	January 20	Monday
Good Friday	April 10	Friday
Memorial Day	May 25	Monday
Independence Day	July 3	Friday
Labor Day	September 7	Monday
Veteran's Day	November 11	Wednesday
Thanksgiving	November 26 & 27	Thursday & Friday
Christmas	December 24, 25, 28	Thursday, Friday, Monday



MEMO

To: Mayor and Council
From: Erinn Nichols via Alex Sewell
Date: 11-20-19
RE: Furniture Procurement for the New Facilities

A formal bid proposal and bid opening was advertised for two separate complete periods with deadlines of Nov. 15 and Nov. 26 respectively. One bid was received each time by Office Environments in Charlotte, NC.

The budget for furniture procurement was \$140,000. Office Environments provided a bid for all the furniture for the New Town Hall and the Public Works Facility for \$108,838.01. This bid includes all delivery, set-up, and removal of packing materials. Delivery on most items should be 2-3 weeks.

Staff requests the Council approve the contract with Office Environments.

**Town of Stallings
Town Hall/Public Works
Furniture Pricing Proposal Form**



Note: Respondent responsible to verify quantity numbers with Stallings plans

	Furniture Type	Quantity	Unit Cost	Extended Total	Remarks
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Public Works: Office P100

(a.)	Height Adjustable Desk	1	\$ 652.05	\$ 652.05	
(a.)	Desk Return	1	\$ 300.63	\$ 300.63	
(a.)	Mobile Metal Storage	1	\$ 333.90	\$ 333.90	
(a.)	Guest Chair	1	\$ 256.86	\$ 256.86	
TOTAL FOR OFFICE P100				\$ 1,543.44	

Public Works: Open Office P101

(a.)	Task Chair	4	\$ 331.48	\$ 1,325.92	
(a.)	Panel System	6	\$ 389.00	\$ 2,333.97	
(b.)	Desk Worksurface	4	\$ 143.10	\$ 572.40	
(b.)	Fixed Metal Storage	4	\$ 324.28	\$ 1,297.10	
(a.)	Bar Height Table	1	\$ 981.15	\$ 981.15	
(c.)	Mobile Laminate Storage	4	\$ 522.66	\$ 2,090.64	
TOTAL FOR OPEN OFFICE P101				\$ 8,601.18	

Public Works: Breakroom P106

(a.)	Stool	3	\$ 172.98	\$ 518.94	
(a.)	Bar Height Table	1	\$ 981.15	\$ 981.15	
TOTAL FOR BREAKROOM P106				\$ 1,500.09	

Subtotal for Public Works				\$ 11,644.71	
Public Works Total				\$ 11,644.71	

Town Hall: Gallery 101

(b.)	Stool	6	\$ 397.39	\$ 2,384.34	
(a.)	Bar Height Table	2	\$ 981.15	\$ 1,962.30	
(a.)	Lounge Sofa	1	\$ 7,532.93	\$ 7,532.93	
(a.)	Area Rug	1	\$ 2,476.00	\$ 2,476.00	
(a.)	Occasional Table	1	\$ 1,666.50	\$ 1,666.50	
(a.)	Personal Table	1	\$ 1,091.13	\$ 1,091.13	
(b.)	Guest Chair	2	\$ 370.00	\$ 740.00	
(a.)	Flip-top Table	2	\$ 655.98	\$ 1,311.96	
(c.)	Guest Chair	8	\$ 253.21	\$ 2,025.68	
(d.)	Storage Credenza	1	\$ 747.40	\$ 747.40	
TOTAL FOR GALLERY 101				\$ 21,938.24	

Town Hall: Council Chamber 102

(d.)	Guest Chair	54	\$ 182.40	\$ 9,849.60	
(a.)	Conference Chair	10	\$ 1,175.36	\$ 11,753.60	
(a.)	Chair Dolly	6	\$ 385.23	\$ 2,311.38	
TOTAL FOR COUNCIL CHAMBER 102				\$ 23,914.58	

Town Hall: Council Conference 104

(b.)	Conference Chair	10	\$ 1,145.24	\$ 11,452.40	
(a.)	Conference Table	1	\$ 1,918.00	\$ 1,918.00	
(d.)	Storage Credenza	1	\$ 747.40	\$ 747.40	
TOTAL FOR COUNCIL CONFERENCE 104				\$ 14,117.80	

Town Hall: Council Work Room 105

(c.)	Stool	8	\$ 877.98	\$ 7,023.84	
(a.)	Café Height Table	2	\$ 558.70	\$ 1,117.40	
TOTAL FOR COUNCIL WORK ROOM 105				\$ 8,141.24	

Town Hall: Office 107

(b.)	Height Adjustable Desk	1	\$ 1,242.74	\$ 1,242.74	
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(d.)	Desk Bridge	1	\$ 219.23	\$ 219.23
(c.)	Desk Credenza	1	\$ 272.41	\$ 272.41
(e.)	Fixed Laminate Storage	1	\$ 334.85	\$ 334.85
(f.)	Fixed Laminate Storage	1	\$ 334.85	\$ 334.85
(i.)	Overhead Storage	1	\$ 508.75	\$ 508.75
(a.)	Guest Chairs	2	\$ 271.01	\$ 542.02
TOTAL FOR OFFICE 107				\$ 3,454.85

Town Hall: Office 108

(c.)	Height Adjustable Desk	2	\$ 598.14	\$ 1,196.28
(c.)	Desk Return	2	\$ 325.14	\$ 650.28
(e.)	Fixed Laminate Storage	2	\$ 334.85	\$ 669.70
(g.)	Metal File Storage	2	\$ 617.79	\$ 1,235.58
(h.)	Metal Cabinet Storage	2	\$ 821.75	\$ 1,643.50
(i.)	Overhead Storage	2	\$ 508.75	\$ 1,017.50
TOTAL FOR OFFICE 108				\$ 6,412.84

Town Hall: Parks & Rec Prep 114

(a.)	Industrial Table	1	\$ 3,029.28	\$ 3,029.28
(d.)	Stool	4	\$ 280.73	\$ 1,122.92
TOTAL FOR PARKS & REC PREP 114				\$ 4,152.20

Subtotal for Town Hall	\$ 82,131.75
Town Hall Total	\$ 82,131.75

Total for new furniture proposed	\$ 93,776.46
Installation cost for all product to be delivered during regular business hours	\$ 7,325.00
Estimated Tax	\$ 6,837.80
Estimated Professional Design Fees	\$ 420.00
Estimated Professional Project Management Fees	\$ 280.00
Any additional estimated costs associated with project	\$ 198.75
TOTAL FOR NEW FURNITURE PROPOSAL	\$ 108,838.01



MEMO

To: Town Council
From: Alex Sewell, Town Manager
Date: 12/4/19
RE: New Facilities Dedication Plaque

Purpose: This memorandum's purpose is to seek Council direction on the specific Council Member names that will go on the new facilities dedication plaque.

Background: In the public sector, new public facilities typically have a dedication plaque listing the names of Council Members, the architectural firm, relevant staff, and the contractor. The new Town Hall facility will have such a dedication plaque.

Public facility projects sometimes span over election cycles. Staff research and discussions with our architect have indicated that there is no standardized way to pick the Council Member names that will be placed on the plaque. Some jurisdictions have chosen to feature the names of Council Members in office when the funding was formally voted on, while others have used the names of Council Members the day the facility is dedicated, while others have used a combination of the above, and others have used an altogether different standard.

Next Steps: Staff are seeking direction from the Council on the Council Member names to be placed on the dedication plaque.



TO: Mayor Dunn; Town Council
FR: Alex Sewell, Town Manager
DATE: 12/4/19
RE: 2020 Annual Retreat

Purpose: This memorandum's purpose is to provide background on the 2020 Town Council Annual Retreat and seek Council approval on date, location, and format.

Background: The Town Council typically has an Annual Retreat for the purpose of setting priorities and discussion regarding the upcoming fiscal year. For the 2019 Annual Retreat, Mr. Leamon Brice served as facilitator.¹ Following the 2019 Annual Retreat, several Council Members provided positive feedback regarding Mr. Brice's performance and requested that he facilitate the 2020 Annual Retreat.

Update: Everyone is busy so it's important to go ahead and pick a date for the Annual Retreat. In the past, the Annual Retreat has been held on a Saturday. Mr. Brice is available on the following Saturday dates:

- 1/4/20
- 1/18/20
- 2/1/20
- 2/8/20
- 2/22/20

Process Proposal: Compared to the 2019 Annual Retreat, three of the seven positions on the Stallings Town Council are held by different individuals. With that amount of turnover, it is recommended that the Council spend time setting common expectations and understanding why each Council member chose to serve. This approach will allow each member to feel heard and help create a more respectful environment surrounding inevitably difficult discussions (in addition to the creation of Town Council priorities).

The proposed process for the 2020 Annual Retreat as follows:

- Prior to the Retreat

¹ Mr. Brice served as the Davidson Town Manager for over 25 years before retiring at the end of 2015. Since then, he has worked in a consulting capacity including serving as a facilitator for elected bodies.

- Each Council Member would identify 3 to 5 priorities of what he/she would like to accomplish in the upcoming fiscal year; and
- Each Council Member would send out their priorities to the other members by a certain date.
- During the Retreat
 - Each Council Member will share why they chose to serve on the Town Council;
 - Mr. Brice would assist the Town Council in creating a set of common expectations;
 - Each Council Member will share their individual priorities;
 - Mr. Brice would assist the Town Council in ranking priorities; and
 - Mr. Brice would facilitate discussions necessary to achieve Retreat goals.
- Post Retreat
 - Mr. Brice would prepare and provide a report of Retreat discussions and decisions to the Mayor and Town Council.

The suggested time would be 9:00 AM to 4:00 PM. Lunch would be provided.

Next Steps: Staff are requesting Council direction on the following:

- Selection of a date/time;
- Retreat location; and
- Approval of the process as described above.