

**SPECIAL MEETING NOTICE
CITY COUNCIL OF THE CITY OF ASHEBORO**

MEETING DATE: TUESDAY, JUNE 26, 2018
MEETING TIME: 7:00 P.M.
LOCATION: COUNCIL CHAMBER ON THE 2ND FLOOR OF ASHEBORO CITY HALL,
146 NORTH CHURCH STREET,
ASHEBORO, NORTH CAROLINA 27203

At 7:00 p.m. on Tuesday, June 26, 2018, the Asheboro City Council will convene for a special meeting in the council chamber located on the 2nd floor of Asheboro City Hall, 146 North Church Street, Asheboro, North Carolina 27203. The following agenda items will be considered and acted upon:

1. A consent agenda with the following items for adoption or acknowledgment:
 - (a) Ordinances amending project funds (Airport Improvements and Economic & Tourism Development) and the FY 2017-2018 budget ordinance;
 - (b) Receipt of the Asheboro ABC Board meeting minutes for May 7, 2018;
 - (c) Receipt of the Asheboro ABC Board budget for fiscal year 2018-2019;
 - (d) A resolution authorizing the conveyance of a used street sweeper to the City of Randleman; and
 - (e) Updated purchasing policies and conflict of interest/gift ban policies.
2. After holding a public hearing on a petition submitted by the Lawrence B. Cranford, Sr. Trading Company requesting the satellite annexation of approximately 2.81 acres of land owned by the company at 3418 United States Highway 220 Business South, action will be taken on an annexation ordinance drafted by city staff in response to this petition.
3. Budget ordinance adoption for the upcoming fiscal year (FY 2018-2019).

Anyone who wishes to attend this open meeting of the city's governing board is welcomed. This special meeting notice is issued on the 21st day of June, 2018.

_____/s/David H. Smith
David H. Smith, Mayor

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**SPECIAL MEETING
ASHEBORO CITY COUNCIL
COUNCIL CHAMBER, MUNICIPAL BUILDING
TUESDAY, JUNE 26, 2018
7:00 p.m.**

This being the time and place for a special meeting of the Asheboro City Council, a meeting was held with the following elected officials and city management team members present:

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|-------------------|-----------------------------|
| David H. Smith |) – Mayor Presiding |
| Clark R. Bell |) |
| Edward J. Burks |) |
| Linda H. Carter |) |
| Walker B. Moffitt |) – Council Members Present |
| Jane H. Redding |) |
| Katie L. Snuggs |) |
| Charles A. Swiers |) |
- John N. Ogburn, III, City Manager
Holly H. Doerr, CMC, NCCMC, NCCP, City Clerk/Paralegal
Michael L. Leonard, PE, City Engineer
Trevor L. Nuttall, Community Development Director
Deborah P. Reaves, Finance Director
Jeffrey C. Sugg, City Attorney

1. Call to order.

A quorum thus being present, Mayor Smith called the meeting to order for the transaction of business, and business was transacted as follows.

2. Consent agenda.

Upon motion by Ms. Carter, and seconded by Mr. Burks, Council voted unanimously to approve/adopt, as presented, the following consent agenda items.

(a) An ordinance amending the General Fund for fiscal year 2017-2018.

11 ORD 6-18

ORDINANCE TO AMEND THE GENERAL FUND FY 2017-2018

WHEREAS, a revised total estimate of costs associated with land acquisition for the ALP update is \$319,218 and the associated City of Asheboro cost is \$32,102, and;

WHEREAS, of the \$287,116 grant revenue expected, the grant proceeds of 167,990 associated with one of the residential lot purchases is not expected until late 2019 due to the option to purchase expiration of October 31, 2019, and;

WHEREAS, due to the delayed funding, a temporary loan from the General Fund to the Airport Improvement Fund of \$167,990 is needed to cover the costs that will be incurred prior to grant reimbursement, and;

WHEREAS, The City Council of the City of Asheboro desires to amend the budget as required by law to adjust for changes in expenditures in comparison to the current fiscal year adopted budget, and;

WHEREAS, the City Council of the City of Asheboro wants to be in compliance with all generally accepted accounting principles, and;

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ASHEBORO, NORTH CAROLINA:

Section 1: That the following revenue line item be increased / decreased:

<u>Account #</u>	<u>Expense Description</u>	<u>Increase/ Decrease</u>
10-399-0000	Fund Balance Appropriation	176,504

Section 2: That the following expense line item be increased / decreased:

<u>Account #</u>	<u>Expense Description</u>	<u>Increase/ Decrease</u>
10-650-6600	Contribution to Capital Project	176,504

Adopted this 26th day of June, 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

(b) An ordinance amending the Airport Improvements Fund (#66).

12 ORD 6-18

ORDINANCE TO AMEND THE AIRPORT IMPROVEMENTS FUND (#66) FY 2017-2018

WHEREAS, a revised estimate of costs associated with the land purchases has been calculated to be \$319,018, and

WHEREAS, based on the revised cost estimate, the total expected grant revenue is \$287,116 and the total City of Asheboro match is \$31,902, and;

WHEREAS, an increase of \$92,829 grant revenue and a City of Asheboro Match of \$31,902 needs to be added to the budget, and

WHEREAS, a transfer from the General Fund of \$167,990 needs to be recorded to support the budget until grant proceeds relating to one of the property purchases that is expected to be transacted after October 31, 2019, and;

WHEREAS, the City Council of the City of Asheboro desires amend the budget as required by law to adjust for changes in revenues and expenditures in comparison to the current adopted budget, and;

THEREFORE, BE IT ORDAINED by the City Council of the City of Asheboro, North Carolina

Section 1: That the following revenue line items are increased / decreased:

<u>Account</u>	<u>Description</u>	<u>Increase / (Decrease)</u>
66-367-1025	GF Contrib 16-17	(23,388)
66-367-1027	Grant proceeds- land acquisition	92,829
66-367-1030	GF Contrib / Match Land Acquisition-	31,902
66-349-2300	Federal Grant – ALP	178,612
66-367-1029	GF Contrib 17-18	16,700
66-367-1031	Transfer from General Fund	167,990
	Total change	<u>464,645</u>

Section 2: That the following expense line items are increased:

<u>Account</u>	<u>Description</u>	<u>Increase</u>
66-981-4504	Land Purchase	36,100
66-981-4505	Land Purchase	100
66-981-4506	Land Purchase Closing Costs / misc	4,000
66-981-5000	Land Acquisition Assistance	61,143
66-981-6000	ALP Update	195,312
66-981-4507	Transfer to General Fund	167,990
	Total change	<u>464,645</u>

Adopted this the 26th day of June 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, City Clerk

(c) An ordinance amending the Economic Development & Tourism Development Fund.

13 ORD 6-18

**ORDINANCE TO AMEND THE ECONOMIC DEVELOPMENT & TOURISM DEVELOPMENT FUND
FY 2017-2018**

WHEREAS, the annual expenditure appropriation for ongoing annual community support payments to various agencies that support and promote Economic Development and Quality of Life in Asheboro need to be amended to account for actual expenses in 2017-2018 and anticipated expenses in 2018-2019, and;

WHEREAS, the revenue and expense appropriation for Pigs and Pedals needs to be updated, and;

WHEREAS, the City of Asheboro desires to be in compliance with all generally accepted accounting principles, and;

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ASHEBORO, NORTH CAROLINA:

Section 1: That the following revenue line items be decreased:

<u>Line Item</u>	<u>Description</u>	<u>Appropriated Amount</u>
72-382-0000	Contribution: Pigs & Pedals	47,200
72-350-0000	Contribution Chamber of Commerce	70,000
72-351-0000	Contribution Economic Dev. Corp	124,000
72-369-0002	Contribution: Kayser Roth #2	(25,000)
72-369-0003	Contribution: Kayser Roth #3	(25,000)
		<hr/> 191,200

Section 2: That the following expense line items be increased / decreased:

<u>Line Item</u>	<u>Description</u>	<u>Appropriated Amount</u>
72-840-2000	Contribution for Chamber of Commerce	45,000
72-840-4000	Contribution for EDC	99,000
72-800-0002	Pigs & Pedals Tourism Event	47,200
		<hr/> 191,200

Adopted this the 26th day of June, 2018.

/s/David H. Smith
David H. Smith, Mayor
City of Asheboro, North Carolina

ATTEST:

/s/Holly H. Doerr
Holly H Doerr, CMC, NCCMC, City Clerk

(d) Acknowledgement of the receipt from the Asheboro ABC Board of its meeting minutes for May 7, 2018.

A copy of the Asheboro ABC Board's meeting minutes for May 7, 2018, is on file in the city clerk's office.

(e) Acknowledgement of the receipt from the Asheboro ABC Board of its adopted budget for fiscal year 2018-2019.

A copy of the Asheboro ABC Board's adopted budget for fiscal year 2018-2019 is on file in the city clerk's office.

(f) A resolution authorizing the conveyance of a used street sweeper to the City of Randleman.

RESOLUTION NUMBER 15 RES 6-18

CITY COUNCIL OF THE CITY OF ASHEBORO, NORTH CAROLINA

RESOLUTION APPROVING THE CONVEYANCE TO THE CITY OF RANDLEMAN OF A STREET SWEEPER PURSUANT TO SECTION 160A-274 OF THE NORTH CAROLINA GENERAL STATUTES

WHEREAS, the City of Asheboro (the "City") owns a 2000 model year International truck cab and chassis identified by vehicle identification number 1HTSCABN4YH221468 with a 1999 model year TYMCO 600 diesel regenerative air vacuum street sweeper unit (the "Used Street Sweeper"); and

WHEREAS, in pertinent part, Section 160A-274 of the North Carolina General Statutes authorizes the City to sell personal property, with or without consideration, to any other governmental unit in North Carolina; and

WHEREAS, the Asheboro City Council has concluded that it is in the best interest of the City to sale the Used Street Sweeper, which has a current odometer reading of 82,928.5 miles, to the City of Randleman ("Randleman") for \$9,000.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Asheboro that the City hereby conveys the Used Street Sweeper to Randleman in consideration of the payment by Randleman of \$9,000.00; and

BE IT FURTHER RESOLVED by the City Council of the City of Asheboro that City Manager John N. Ogburn, III is authorized to execute all documents necessary to convey the Used Street Sweeper in the manner authorized herein.

This Resolution was adopted by the Asheboro City Council in open session during a special meeting held on the 26th day of June, 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

(g) An updated purchasing policy and a conflict of interest/gift ban policy.

**CITY OF ASHEBORO PROCUREMENT POLICY
ADOPTED BY THE CITY COUNCIL OF THE CITY OF ASHEBORO
ON JUNE 26, 2018**

Article 1. Purpose

The purpose of this policy is to establish guidelines that meet or exceed all applicable state and federal procurement requirements for the purchase of goods (apparatus, supplies, materials, and equipment), services, and construction or repair project work when federal funds are used in whole or in part to pay for the cost of the contract.

Article 2. Policy

2.01 Application of Policy. This policy applies to contracts for purchases of goods, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the uniform administrative requirements, cost principles, and audit requirements for federal awards ("Uniform Guidance") codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

2.02 Compliance with Federal Law. Contracts funded with federal grant or loan funds must be procured in a manner that conforms to all applicable federal laws, policies, and standards, including those under the Uniform Guidance (2 C.F.R. Part 200). More specifically, all procurement activities involving the expenditure of federal funds must be conducted in compliance with the procurement standards codified in 2 C.F.R. § 200.317 through § 200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City of Asheboro (the "City") will follow all applicable local, state, and federal procurement requirements when expending federal funds. If the City has more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

2.03 Contract Award. All contracts shall be awarded only to the lowest responsive, responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.

2.04 No Evasion. No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this policy or state and federal law.

2.05 Contract Requirements. All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

- 2.06 Contractor's Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitations for bids, or requests for proposals shall be excluded from competing for the items, services, or work to be procured.
- 2.07 Approval and Modification.** The city manager may change the administrative procedures in this policy as necessary to comply with state and federal law.

Article 3. General Procurement Standards and Procedures

The requesting division/department shall procure all contracts in accordance with the requirements of this article of the policy.

- 3.01 Necessity.** Purchases must be necessary to perform the scope of the work to be undertaken and must avoid the acquisition of unnecessary or duplicative items. The requesting division/department should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other divisions, departments, units, and/or agencies who have similar needs to consolidate procurements and services in order to obtain better pricing.
- 3.02 Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured and shall include all other requirements that bidders must fulfill as well as all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- 3.03 Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- 3.04 Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- 3.05 Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided in this policy. "Cost plus percentage of cost" contracts are prohibited. "Time and materials" contracts are prohibited in most circumstances. "Time and materials" contracts will only be used when no other form of contract is suitable and the contract includes a "not to exceed" amount. Furthermore, no "time and materials" contract will be awarded without the express written permission of the federal agency or state pass-through agency that awarded the funds.
- 3.06 Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition by leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is to be used as a reference only, and the phrase "or equal" must be included in the description.
- 3.07 Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- 3.08 Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. However, the procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this policy.
- 3.09 Documentation.** Documentation must be maintained by the requesting division/department detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responses, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- 3.10 Cost Estimate.** For all procurements costing \$250,000 or more, the requesting division/department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- 3.11 Contract Requirements.** The requesting division/department, in consultation with the city attorney, must prepare a written contract incorporating the provisions referenced in Section 2.05 of this policy.

- 3.12 Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- 3.13 Contractor Oversight.** The requesting division/department receiving the federal funding must maintain oversight of the contract to ensure that the contractor is performing in accordance with the contract terms, conditions, and specifications.
- 3.14 Open Competition.** Solicitations shall be prepared in a way that is fair and that provides for open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.
- 3.15 Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

Article 4. Specific Procurement Procedures

Based on the type and cost of the contract, the requesting division/department shall solicit bids in accordance with the requirements specified in this article of the policy.

4.01 Service Contracts (Except for Architectural and Engineering Professional Services) and Purchase Contracts that Cost Less than \$10,000.

Service contracts (except for architectural and engineering professional services) and purchase contracts that cost less than \$10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

- (a) The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
- (b) To the extent practicable, purchases must be distributed among qualified suppliers.

4.02 Service Contracts (Except for Architectural and Engineering Professional Services) and Purchase Contracts that Cost from \$10,000 up to \$90,000.

Service contracts (except for architectural and engineering professional services) and purchase contracts that cost from \$10,000 up to \$90,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

- (a) Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting division/department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
- (b) Take affirmative steps to solicit price quotes from minority- and women-owned business enterprise ("M/WBE") vendors and suppliers as required under 2 C.F.R. § 200.321.
- (c) Cost or price analysis is not required prior to soliciting bids.
- (d) Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
- (e) Award the contract to the lowest responsive, responsible bidder.

4.03 Service Contracts (Except for Architectural and Engineering Professional Services) and Purchase Contracts that Cost \$90,000 and Above.

Service contracts (except for architectural and engineering professional services) and purchase contracts that cost \$90,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

- (a) Cost or price analysis is required prior to soliciting bids.
- (b) Complete specifications or purchase descriptions must be made available to all bidders.
- (c) The bid must be formally advertised in *The Courier-Tribune*, which is a newspaper of general circulation in Asheboro, for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the city council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the Asheboro City Council the right to reject any or all bids only for "sound documented reasons."

- (d) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- (e) Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received in order to open all bids.
- (f) Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. City council approval is required for purchase contracts that are within the scope of this section of the policy. Any and all bids may be rejected only for "sound documented reasons."

4.04 Service Contracts (Except for Architectural and Engineering Professional Services) that Cost \$250,000 and Above.

Service contracts (except for architectural and engineering professional services) that cost \$250,000 and above may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

- (a) A Request for Proposals ("RFP") must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
- (b) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- (c) Identify evaluation criteria and the relative importance of each criteria (criteria weight) in the RFP.
- (d) Consider all responses to the publicized RFP to the maximum extent practical.
- (e) A written method for conducting technical evaluations of proposals and selecting the winning firm is required.
- (f) Award the contract to the responsible firm with the most advantageous proposal taking into account price and other factors identified in the RFP. City council approval is not required.
- (g) Award the contract on a fixed-price or cost-reimbursement basis.

4.05 Construction and Repair Contracts that Cost Less than \$10,000.

Construction and repair contracts that cost less than \$10,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

- (a) The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
- (b) To the extent practicable, contracts must be distributed among qualified suppliers.

4.06 Construction and Repair Contracts that Cost from \$10,000 up to \$250,000.

Construction and repair contracts that cost from \$10,000 up to \$250,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

- (a) Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so the requesting division/department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
- (b) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- (c) Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
- (d) Award the contract on a fixed-price or not-to-exceed basis.
- (e) Award the contract to the lowest responsive, responsible bidder. City council approval is not required.

4.07 Construction and Repair Contracts that Cost from \$250,000 up to \$500,000.

Construction and repair contracts that cost from \$250,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

- (a) Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- (b) Complete specifications must be made available to all bidders.
- (c) Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of the opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening and indicate where specifications may be obtained.
- (d) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- (e) Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two bids must be received in order to open all bids.
- (f) A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
- (g) Award the contract on a firm fixed-price basis.
- (h) Award the contract to the lowest responsive, responsible bidder. City council approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

4.08 Construction and Repair Contracts that Cost \$500,000 and Above.

Construction and repair contracts that cost \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

- (a) Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
- (b) Complete specifications must be made available to all bidders.
- (c) Formally advertise the bid in *The Courier-Tribune*, which is a newspaper of general circulation in the City of Asheboro, for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the city council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the city council the right to reject any or all bids only for “sound documented reasons.”
- (d) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- (e) Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of three bids must be received in order to open all bids.
- (f) A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price are required of the winning bidder.
- (g) Award the contract on a firm fixed-price basis.
- (h) Award the contract to the lowest responsive, responsible bidder. City council approval is required and cannot be delegated. The city council may reject any and all bids only for “sound documented reasons.”

4.09 Construction or Repair Contracts Involving a Building that Costs \$300,000 and Above.

Construction or repair contracts involving a building that costs \$300,000 and above must comply with the following additional requirements under state law:

- (a) Formal activities aimed at increasing the participation of historically underutilized businesses (“HUB”) in the procurement process is required. G.S. 143-128.2 is applicable. The required activities include local government outreach efforts and bidder good faith efforts.
- (b) Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- (c) The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

4.10 Contracts for Architectural and Engineering Services that Cost Under \$250,000.

Contracts for architectural and engineering services that cost under \$250,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:

- (a) Issue a Request for Qualifications (“RFQ”) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
- (b) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
- (c) Evaluate the qualifications of respondents based on the evaluation criteria developed by the requesting division/department.
- (d) Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
- (e) Negotiate fair and reasonable compensation with the best qualified firm. If these initial negotiations are not successful, repeat negotiations with the second-best qualified firm.
- (f) Award the contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated. City council approval is not required.

4.11 Contract for Architectural and Engineering Services that Cost \$250,000 or More.

Contracts for architectural and engineering services that cost \$250,000 or more shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

- (a) Publicly advertise a RFQ to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
- (b) Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- (c) Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
- (d) Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
- (e) There must be a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
- (f) Consider all responses to the publicized RFQ to the maximum extent practical.
- (g) Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
- (h) Price cannot be a factor in the initial selection of the most qualified firm.
- (i) Once the most qualified firm is selected, negotiate fair and reasonable compensation. If the initial negotiations are not successful, repeat negotiations with the second-best qualified firm.

- (j) Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. City council approval is not required.

Article V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- 5.01 Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The requesting division/department shall document the justification for awarding a contract without competitive bidding, specifically including documentation as to the lack of available competition for the item to be procured. A sole source contract must be approved by the city council.
- 5.02 Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare and the need for the item will not permit the delay resulting from using a competitive bidding process.
- 5.03 Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate. Such a determination may be made after attempts to solicit bids from a number of sources, as required under this policy, have failed to produce a qualified winning bidder.
- 5.04 Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- 5.05 Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as the awarding of the contract without competition is consistent with state law.

This policy was adopted by the Asheboro City Council in open session during a special meeting held on the 26th day of June, 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

**CITY OF ASHEBORO CONFLICT OF INTEREST/GIFT BAN POLICY
ADOPTED BY THE CITY COUNCIL OF THE CITY OF ASHEBORO ON JUNE 26, 2018**

Article 1. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair project work paid for in part or whole by federal funds. This policy is specifically designed to satisfy the requirements found in 2 C.F.R. § 200.318(c)(1).

Article 2. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair work for projects funded wholly or in part with federal financial assistance (direct or reimbursed). This policy also applies to any subrecipient of such funds.

The City of Asheboro employee responsible for managing the federal financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award and shall notify all employees, officers, and agents, including subrecipients of the federal funds, of the requirements of this policy along with any additional prohibitions or requirements connected with the funding award.

- 2.01 Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the City of Asheboro may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of

the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

- (a) The employee, officer, or agent involved in the selection, award, or administration of a contract;
- (b) Any member of his or her immediate family;
- (c) His or her partner; or
- (d) An organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with the applicable federal awarding agency policy.

2.02 Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the City of Asheboro are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value that are promotional items, honorariums for participation in meetings, or meals furnished at banquets may be accepted. Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

Article 3. Violation

Employees who violate this policy will be subject to discipline up to and including termination. Contractors who act in contravention of this policy will be subject to the termination of the contract at issue and may not be eligible for future contract awards.

This conflict of interest/gift ban policy was adopted by the Asheboro City Council in open session during a special meeting held on the 26th day of June, 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

3. Presentation and adoption of the proposed City of Asheboro Budget Ordinance for Fiscal Year 2018-2019.

Ms. Reaves presented and recommended adoption, by reference, of the City of Asheboro Budget Ordinance for Fiscal Year 2018-2019.

Upon motion by Mr. Bell and seconded by Mr. Swiers, Council voted unanimously to adopt the following ordinance by reference.

14 ORD 6-18

CITY OF ASHEBORO BUDGET ORDINANCE

BE IT ORDAINED by the City Council of the City of Asheboro, North Carolina in session assembled:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the city government and its' activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this City:

<u>ACCOUNT</u>	<u>DEPARTMENT OR FUNCTION</u>	<u>APPROPRIATION</u>
10-410	Mayor and Governing Body	148,167
10-420	City Manager's Office	205,989
10-440	Finance Office	492,132
10-450	Legal & City Clerk	225,548
10-480	Information Technology	298,421

10-490	Planning/Community Development	846,958
10-500	Municipal Building Headquarters	116,200
10-510	Police Department	8,333,229
10-530	Fire Department	4,440,120
10-540	Building Inspections Department	117,265
10-545	Fire Inspections Department	191,231
10-550	Operations Division - Public Works	908,310
10-555	Fleet Maintenance	1,240,247
10-565	Street Maintenance	3,164,955
10-575	City Engineer Office	230,978
10-580	Environmental Services	1,820,311
10-590	Human Resources	369,449
10-615	Arts & Cultural Services	551,892
10-620	Recreation Services	2,595,359
10-625	Municipal Golf Course	196,045
10-630	Library	134,718
10-640	Facilities Maintenance	1,992,219
10-650	Airport Authority	103,540
	Total Appropriations	28,723,283

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Ad Valorem Taxes (Real & Vehicle)	15,372,754
Tax Penalties & Interest	65,280
Tax on Short Term Rental Vehicles	37,012
ABC Board Revenue	230,968
Beer & Wine Tax Revenue	116,503
Cable TV Franchise	36,516
Concessions and Merchandise	54,800
Contracted Maintenance NCDOT	22,420
Utilities Franchise Tax - State	2,488,000
Powell Bill Allocation - State	673,375
Local Sales Tax & Hold Harmless Funds	5,740,000
Building Permits	84,520
Inspection Fees	64,530
Rezoning, Stone, Burial Fees & Cemetery Fees	31,190
Charges for Services – Refuse / Recycle Collection	1,979,673
Recycling Revenues	3,799
Recreation Program Revenues	339,804
Sales of Fixed Assets / Materials	16,217
Proceeds of Lease Purchase Financing	922,224
Reimbursement from Asheboro City Schools –SRO Officers	256,000
All Other Revenues	187,698
Total Estimated Revenues	28,723,283

Section 3: There is hereby levied a tax at the rate of sixty six and a half cents (\$.665) per one hundred (\$100) valuation of property as listed for taxes as of January 1 for the purpose of raising the revenue listed as " Current Year's Taxes" in the General Fund in Section 2 of this ordinance.

This rate is based on a total valuation of property for the purposes of taxation of \$2.3 billion, and an estimated rate of collection of 98.0%.

Section 4: The following General Fund Fees are hereby adopted for provision of services by the city government for the fiscal year beginning July 1, 2018.

Sanitation Department Fees:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
90 Gallon Residential Garbage Can / per month	\$12
90 Gallon Commercial Can / per month	\$12
90 Gallon Residential Recycle Can / per month	\$2
90 Gallon Commercial Recycle Can / per month	\$2
Residential Dumpster / per pick-up	\$31
Commercial Dumpster / per pick-up	\$31
Above Dumpsters billed <u>monthly</u> based on annualized collection schedule	

Missed Residential Dumpster / per pick-up	\$40
Missed Commercial Dumpster / per pick-up	\$44
Compaction Dumpster / per pick-up	\$44
Missed Compaction Dumpster / per pick-up	\$54
Dumpster Rent / per month	\$21
Dumpster Clean / Replace / each	\$100
Cardboard Dumpster / per pick-up	\$20
Recycling Dumpster / per pick-up	\$20
Yard Waste Collection per scoop	
First and Second scoop*	\$0
Each scoop thereafter*	\$12
*Applicable to brush that is within specifications	
Waste left in ditch, curb or street per scoop	\$24
Waste out of Specs per scoop	\$24
Waste after hours / emergency collection- cost per scoop	\$50
Tires Collection / each	\$5
C&D /Building Materials / per scoop	\$20
Curb side pick-up	\$10
Electronics Collection	\$10
White Goods Collection	\$10

Recycling Transfer Station Fees:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Tipping Fee per Ton	\$48

Planning Department Fees:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Rezoning	\$200
Text Amendment (Ordinance ,use list)	\$200
Map of CU district Only	\$200
SU/CU Permit or amendment	\$350
BOA: Appeal	\$0
Variance	\$250
Interpretation	\$250
Watershed Permit	\$25
Flood Zone Permit	\$75
Zoning Compliance Permits:	
SF Res	\$25
Duplex	\$100
MF Res	\$250
Commercial	\$250
Industrial / Institutional	\$250
SF Accessory Structure	\$25
Accessory Structure Commercial	\$50
Accessory Structure Industrial	\$50
Accessory Structure Institutional	\$50
Soil Evaluation	\$10
Change Occupancy	\$25
Change Use	\$250
Sign / sign type	\$25
Land Disturbance Permit	\$50
Temp Produce/Seasonal Sales Permit	\$50
Limited Duration Event Permit	\$50
Certificate of Zoning Compliance:	
SF Res	\$25
Duplex	\$25
MF Res	\$50
Commercial	\$100
Industrial	\$100
Change use	\$100
Subdivision	
Sketch	\$100
Preliminary	\$200
Final	\$200 + \$25 per lot
Minor	\$100

Zoning Verification Official Letter	
Residential	\$25
Non-Residential	\$75

Inspection Department Permit Fees:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Building Permit	\$5/\$1000 up to \$150,000; \$1.50/\$1,000 thereafter
Minimum Permit	\$30
Minimum Sign	\$30
Non-bid Jobs (new)	\$40/ sq. ft.
Habitable Space	\$20/ sq. ft.
Mobile Home	\$100
Swimming Pool	\$100
Demolition-Residential	\$75
Demolition-Commercial	\$150
Relocate Structure	\$120
Plumbing Permit	\$5 per fixture, \$30 minimum
Sewer Line: House	\$30
Sewer Line: Commercial/Large	\$100
Heating/ AC Permit	
Boiler	\$100
Gas Line-Residential	\$30
Gas Line-Commercial	\$50
Gas Furnace/Gas Pack	\$60
Gas Furnace / Gas Pack and AC up to 5 tons	\$100
Additional per ton over 5	\$10
Heat Pump	\$60
Mini Split	\$30
Oil Furnace	\$60
Refrigeration Units	
Minimum Permit	\$30
Per additional unit over 3	\$10
<u>CHANGE OUTS</u>	
Unit Change out (no duct work)	
Residential	\$30
Commercial	\$50
Commercial - greater than 5 ton	\$100
Commercial Grease Hood	\$50
Mobile Home Heating/ AC Unit	\$40
Gas Appliances	\$10 each
Minimum Permit	\$30
Electrical Permits	
Temporary service	\$30
Residential	\$60
Commercial	\$100 first 5000 sq. ft. \$5/1000 sq. ft. thereafter
Service Change	\$30
Electric Repair	
Residential	\$30
Commercial	\$100
Generator Installation	\$30
Mobile Home Service	\$60
Sign	\$30
Duplex	\$120
Apartments (each)	\$40
Minimum Permit	\$30
*Fee for work started without permit	\$100 maximum

*The Inspection Department permit fee for work started without required permit(s) shall be double the amount above, up to a maximum of \$100, per project notwithstanding the number of permits required.

** A \$35 re-inspection fee may be assessed for a second and any subsequent failed inspections.

Fire Inspection Department Penalties:

Penalties

Non-Life Safety / offense /day until corrected before re-inspection	\$50
Non-Life Safety/offense/day until corrected after re-inspection	\$100
Non-Occupancy Life Safety / offense /day until corrected before re-inspection	\$150
Non-Occupancy Life Safety/offense/day until corrected after re-inspection	\$300
Occupancy Life Safety / person over limit	\$100
Exit Life Safety/ locked, blocked, obstructed exit	\$500

*The Fire Inspection Department permit fee for work started without required permit(s) shall be double the amount above, up to a maximum of \$100, per project notwithstanding the number of permits required.

Parks & Recreation Fees:

<u>Facility/Activity</u>	<u>Service</u>	<u>City Resident</u>	<u>Non-Resident</u>
Lake Lucas:			
	Daily Fishing Permit	\$3	\$4
	Annual Fishing Permit	\$35	\$50
	Daily Jon Boat Rental	\$8	\$12
	Daily Canoe / Kayak Rental	\$6	\$10
	Daily Kayak/Canoe Launch	\$2.50	\$3.50
	Annual Kayak/Canoe Launch	\$35	\$50
	Daily launch fee	\$7	\$9.50
	Annual launch fee	\$100	\$135
	Kayak Rental Spaces	\$60	\$85
	Boat Rental Spaces	\$150	\$200
Lake Reese:			
	Daily launch fee	\$7	\$9.50
	Daily Kayak/Canoe Launch	\$2.50	\$3.50
	Annual Kayak/Canoe Launch	\$35	\$50
	Annual launch fee	\$100	\$135
	Daily Duck hunting (per boat)	\$12.50	\$16
Baseball/Softball Field Rental:			
	Rental per Hour (no lights)	\$15	\$20
	Rental per Hour (with lights)	\$25	\$35
	Tournament rental per weekend		
	One Field	\$175	\$225
	Two Fields	\$300	\$400
	Concession Stand/Restroom	\$50	\$65
	Additional Field Preparation	\$45	\$60
<u>Facility/Activity</u>	<u>Service</u>	<u>City Resident</u>	<u>Non-Resident</u>
Youth Sports Fees:			
	Registration fee	\$30	\$50
	Late fee applied after registration deadline	\$10	\$10
Sunset Theatre Rentals- Applies to All			
	Security Deposit	\$100	
	Dark/Rehearsal (Multi-day use, 4 hour max)	\$60	
	Non-Profit- Single Day (8 hour max)	\$175	
	General Meeting/Party Rental (4 hour max)	\$100	
	Private Event (8 hours max)	\$300	
	Commercial/ For Profit (8 hours max)	\$450	
Rotary Pavilion at Bicentennial Park Rental			
	Security Deposit	\$75	\$75
	Daily Rate	\$325	\$400
	Non-Profit Government Rate	\$225	\$225
Skate Park			
	Daily admission	\$1	\$2
	15 admissions pass	\$10	\$25
	1 year unlimited pass	\$150	\$300
Room Rental (Skate Park & Sunset Theatre annex)			

1 hour	\$20	\$25
½ day	\$60	\$75
Full day	\$100	\$125
Shelter Rental		
Memorial Park (upper): 10am-3pm; 3:30pm-dark	\$18	\$35
Full day	\$35	\$70
All other Parks: 10am-3pm; 3:30pm-dark	\$10	\$20
Full day	\$20	\$40
Tennis Courts		
Lights per hour per court	\$3	\$4

Pools:

Public Swim (day)		
2 years & under w/ paying adult	\$0	\$0
3 years & older	\$2.50	\$3.25
Groups (15+)	\$2	\$2.75
Public Swim (night)		
2 years & under w/ paying adult	\$0	\$0
3 years & older	\$2	\$2.75
Public Lap Swim	\$1	\$1.75
Public Senior Swim	\$1	\$1.75
Swimming lessons (group)	\$25	\$30
Swimming lessons (private)	\$50	\$60
Swim Pass (15 admissions)	\$30	\$40
Pool Rental (2 hrs.) 0-50 people	\$150	\$225
Pool Rental (3 hrs.) 0-50 people	\$225	\$300

<u>Facility/Activity</u>	<u>Service</u>	<u>City Resident</u>	<u>Non-Resident</u>
Golf Course:			
	Walking Only	\$8	\$10
	Riding 9 holes- w/ green fees	\$15	\$18
	Riding 18 holes- w/ green fees	\$21	\$25
	Twilight (after 3pm) 18 holes w/ green fees	\$16	\$20
Membership Fees			
	Junior (Summer June-August)	\$75	\$125
	Individual	\$365	\$465
	Senior	\$290	\$390
	Senior Couple	\$475	\$575
	Family	\$600	n/a
Member Cart Fees			
	Nine holes	\$6	\$7
	Eighteen holes	\$11	\$13
Disk Golf Course			
	Tournament Rental per day (8 hrs.)	\$100	\$175

**City Resident/Non-Resident rates are established according to the residence of the individual. City Residents need to obtain a REC card to receive the City Resident Rate.

Downtown Farmer's Market	Member	
Daily Fee (1 space)	\$5	
Daily Fee (2 Spaces)	\$15	
Running/Walking Events	Non-Profit Fee	Event Fee
Bicentennial Park Certified 5K Course	\$225.00	\$300.00
Memorial Park Certified 5K Course	\$300.00	\$400.00
Memorial Park Certified 10K Course	\$375.00	\$500.00
Non-Conforming Courses (need approval)	\$525.00	\$700.00

Running/Walking Event fees are in additional to the Facility Rental Fees of each park.

Section 5: The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the city government and its' activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019, in accordance with the chart of accounts heretofore established for this City:

<u>ACCOUNT</u>	<u>DEPARTMENT OR FUNCTION</u>	<u>APPROPRIATION</u>
30-720	Billing and Collecting	464,657
30-810	Water Meter Operations	915,019
30-820	Water Supply and Treatment	2,865,911

30-830	Wastewater Treatment	4,979,283
30-840	Water Maintenance	1,186,693
30-850	Wastewater Maintenance	1,146,830
30-860	Technical Services	202,821
30-870	Systems Maintenance	1,706,609
30-880	Water Quality	659,945
	Total Appropriations	14,127,768

Section 6: It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Sale of Water	6,600,000
Sewer Charges	5,126,000
Sampling and Monitoring Fees	25,000
Surcharges	100,000
Septic Tank Discharges	43,000
Water and Sewer Connection Fees	43,000
Late & Return Check Fees	366,468
Other Revenues	192,300
Retained Earnings	1,632,000
Total Estimated Revenues	14,127,768

Section 7: The following Water & Sewer Fund Fees are hereby adopted for provision of services by the city government for the fiscal year beginning July 1, 2018.

Water and Sewer Billing Department

<u>SERVICE</u>	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
Monthly Cost		
Water Minimum Fee	\$13.91	\$34.78
Sewer Minimum Fee	\$17.18	\$42.95
Above referenced minimum bill includes 150 cubic ft. usage		
Consumption Fee- above min. for all above referenced customers		
Water-per 100 cu. ft. over 150 cu. ft.	\$2.74	\$6.85
Sewer-per 100 cu. ft. over 150 cu. ft.	\$2.81	\$7.03
Water Only Service (metered)		
Minimum fee (includes 150 cf. usage)	n/a	\$34.78
Consumption Fee per 100 cf. over min	n/a	\$6.85
Sewer Only Service (metered)		
Minimum fee (includes 150 cf. usage)	\$17.18	\$42.95
Consumption Fee per 100 cf. over min	\$2.81	\$7.03
Sewer Only Service (non-metered)	\$22.80	\$45.60
Deposit for Service	\$140	\$160
Deposits on accounts are applied to final bill upon termination of service		
Low Pressure Sewer System (per pump)	\$10	
Landfill Leachate Fee	\$1.39 per 100 cf	
Fees:		
Return Check/Draft Fee	\$35	\$35
Partial Payment Fee	\$10	\$10
Tamper Fee- First Occurrence	\$150	\$150
Tamper Fee- Second Occurrence	\$500	\$500

Late payment charge* - tier 1	\$10	\$10
Late payment charge* - tier 2	\$20	\$20
Cleaning / Inspection connection	\$10	\$10

* Payments must be received by 5:00 pm on the due date to avoid the late payment charge. Payments "in route" are subject to the late fee as they are not yet received.

Water and Sewer Maintenance Department

<u>SERVICE</u>	<u>INSIDE CITY</u>	<u>OUTSIDE CITY</u>
Water Tap Rates		
3/4" Complete Service	\$2,000	\$3,000
1" Complete Service	\$2,450	\$3,675
1 1/2" Complete Service	\$4,100	\$6,150
2" Complete Service	\$4,200	\$6,300
3/4" New Tap	\$1,000	\$1,500
1" New Tap	\$1,225	\$1,838
1 1/2" New Tap	\$2,050	\$3,075
2" New Tap	\$2,100	\$3,150
3/4" New Meter, Setter, Box	\$1,000	\$1,500
1" New Meter, Setter, Box	\$1,225	\$1,838
1 1/2" New Meter, Setter, Box	\$2,050	\$3,075
2" New Meter, Setter, Box	\$2,100	\$3,150
3/4" New Meter, existing svc.	\$250	\$375
1" New Meter, existing svc.	\$400	\$600
1 1/2" New Meter, existing svc.	\$600	\$900
2" New Meter, existing svc.	\$750	\$1,125
Services not listed	Cost	Cost plus 50%
Sewer Tap Rates		
4" Complete Service	\$1,300	\$3,250
6" Complete Service	\$1,700	\$4,250
Services not listed	Cost	Cost plus 100%

Grinder Pump Station Install for low pressure sewer system inside City Limits: \$8000

Water Resources Division Fees:

WATER/WASTEWATER PARAMETER ANALYSIS

Parameter	Cost/Analysis	Parameter	Cost/Analysis
Acidity	\$8.00	Nitrite Nitrogen	\$15.00
Alkalinity	\$10.00	Total Kjeldahl Nitrogen	\$18.00
Ammonia Nitrogen	\$18.00	Phosphorus - Total	\$15.00
BOD (5-day)	\$25.00	Phosphorus - Ortho	\$12.00
Chlorine	\$10.00	pH & Temperature	\$8.00
ULR Chlorine	\$15.00	Total Solids	\$10.00
Chloride	\$15.00	Total Suspended Solids	\$10.00
COD	\$20.00	Settleable Solids	\$8.00
Conductivity	\$10.00	Sulfate	\$15.00
Cyanide	\$30.00	TOC	\$30.00
Dissolved Oxygen	\$8.00	Turbidity	\$10.00
DOC	\$40.00	UV254	\$25.00
Fluoride	\$15.00	Fecal Coliform	\$30.00
Hardness - Total	\$12.00	E-coli (P/A)	\$25.00
Hardness - Calcium	\$12.00	Total Coliform (P/A)	\$25.00
Hardness - Magnesium	\$10.00	Heterotrophic Plate Count	\$25.00
Nitrate Nitrogen	\$20.00	Source Water (Quanti-Tray)	\$30.00

METALS ANALYSIS

Parameter	Cost/Analysis	Parameter	Cost/Analysis
Aluminum	\$25.00	Manganese	\$20.00
Arsenic	\$20.00	Mercury	\$30.00
Cadmium	\$20.00	Molybdenum	\$20.00

Chromium	\$20.00	Nickel	\$20.00
Copper	\$20.00	Selenium	\$20.00
Iron	\$20.00	Silver	\$20.00
Lead	\$20.00	Zinc	\$20.00

Analysis fees not specified herein will be provided by commercial laboratory at contracted cost

LABORATORY/COMPOSITE SAMPLING CHARGES

Parameter	Cost/Analysis	Parameter	Cost/Analysis
Thermometer (NIST)	Certification \$25.00	Annual Curve – Spec Parameter	\$100.00
Sampling Cost per day for sites requiring City provided flow proportional sampler	\$55.00	Sampling Cost per day for sites with customer provided flow proportional sampler	\$30.00

HAULED WASTEWATER CHARGE

Parameter	Cost/Analysis	Parameter	Cost/Analysis
Any tanker truck size up to 2,500 gallons/load (excludes Recreational Vehicles)	\$65.00	Recreational Vehicle Tank	\$10.00

INDUSTRIAL SURCHARGES

All industrial users of the POTW are subject to industrial waste surcharges on discharges, which exceed the following levels:

Parameter	First Limit	Charges per Pounds In Excess
BOD	300 mg/l	\$0.15
COD	750 mg/l	\$0.06
TSS	300 mg/l	\$0.31
TKN	45 mg/l	\$0.92

Section 8: The Budget Officer is hereby authorized to transfer appropriations as contained herein under the following conditions:

- He/she may transfer between line item expenditures within a department without limitation and without a report being required.
- He/she may transfer amounts between departments, within the same fund. He/she must make an official report on such transfers in excess of \$5,000 at the next regular meeting of the Governing Board.
- He/she may not transfer any amounts between funds, except as approved by the Governing Board in the Budget Ordinance as amended.

Section 9: The Budget Officer may make cash advances between funds for periods not to exceed 60 days without reporting to the Governing Board.

Section 10: Copies of this Budget Ordinance shall be furnished to the City Clerk, to the Governing Board and to the Budget Officer and Finance Director to be kept on file by them for their direction in the disbursement of funds. A copy will also be available at the City of Asheboro website: www.asheboronc.gov.

TOTAL GROSS BUDGET \$42,851,051

Adopted this the 26th day of June 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr

Holly H. Doerr, CMC, NCCMC, City Clerk

4. A petition from Lawrence B. Cranford, Sr. Trading Company requesting the satellite annexation of approximately 2.81 acres of land located at 3418 United States Highway 220 Business South.

Mayor Smith opened a public hearing on the question of the annexation petition submitted by Lawrence B. Cranford, Sr. Trading Company. This petition requested the satellite annexation of a parcel of land owned by the company and located at 3418 United States Highway 220 Business South.

As part of the public hearing, City Engineer Michael Leonard, PE presented the staff's analysis of the annexation petition. No citizen wished to be heard during the public hearing.

Once the city council entered the deliberative phase of the hearing, Mr. Burks moved, and Ms. Snuggs seconded the motion, to approve the following annexation ordinance by reference. Council Members Bell, Burks, Carter, Moffitt, Redding, Snuggs, and Swiers voted in favor of the motion.

ORDINANCE NO. _____ 15 ORD 6-18 _____

CITY COUNCIL OF THE CITY OF ASHEBORO, NORTH CAROLINA

AN ORDINANCE EXTENDING THE ASHEBORO CITY LIMITS BY ANNEXING A TRACT OF LAND AT 3418 UNITED STATES HIGHWAY 220 BUSINESS SOUTH THAT IS NOT CONTIGUOUS WITH THE EXISTING PRIMARY CITY LIMITS

WHEREAS, in compliance with Section 160A-58.1 of the North Carolina General Statutes, the Lawrence B. Cranford, Sr. Trading Company, which is a North Carolina corporation, (the "Petitioner") has submitted a petition requesting the annexation of approximately 2.81 acres of company-owned land at 3418 United States Highway 220 Business South into the satellite corporate limits of the City of Asheboro; and

WHEREAS, the Petitioner's 2.81 acres of land for which satellite annexation has been requested (the "Annexation Tract") is described by metes and bounds in Section 1 of this Ordinance; and

WHEREAS, on June 7, 2018, the Asheboro City Council (the "Council") adopted a resolution that directed the city clerk to investigate the sufficiency of the above-referenced annexation petition, and the city clerk certified to the Council the sufficiency of the petition on the same date; and

WHEREAS, after due notice of a public hearing was published on June 15, 2018, in *The Courier-Tribune*, which is a newspaper with general circulation in the City of Asheboro and Randolph County, a public hearing on the question of the requested annexation was in fact held during a special meeting of the Council that began at 7:00 p.m. on June 26, 2018, in the Asheboro City Hall Council Chamber at 146 North Church Street, Asheboro, North Carolina; and

WHEREAS, the Council finds that the area described within the petition meets the standards of Section 160A-58.1(b) of the North Carolina General Statutes, to wit:

- (a) The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the primary corporate limits of the City of Asheboro; and
- (b) No point on the proposed satellite corporate limits line is closer to the primary corporate limits of another municipality than to the primary corporate limits of the City of Asheboro; and
- (c) The area for which annexation is requested is situated so that the City of Asheboro will be able to provide the same services within the proposed satellite corporate limits that are provided within the primary corporate limits; and
- (d) No subdivision, as defined in Section 160A-376 of the North Carolina General Statutes, will be fragmented by the requested annexation; and
- (e) The area within the proposed satellite corporate limits, when added to the area within all of the city's other satellite corporate limits, does not exceed twenty percent (20%) of the area within the primary corporate limits of the City of Asheboro; and

WHEREAS, the Council has made the determination that all of the owners of the Annexation Tract, who are required by law to sign the annexation petition, have in fact signed the petition; and

WHEREAS, the Council further finds that the annexation petition is otherwise valid and that the public health, safety, and welfare of the City of Asheboro and the area proposed for annexation will be best served by annexing the area described in Section 1 of this Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Asheboro as follows:

Section 1. By virtue of the authority granted in Section 160A-58.2 of the North Carolina General Statutes, the following described non-contiguous territory is annexed, attached to, and hereby becomes a part of the City of Asheboro, and is described by metes and bounds as follows:

Cedar Grove Township, Randolph County, North Carolina:

BEGINNING at a ½" iron pipe flush with the ground at the northeast corner of the LAWRENCE B. CRANFORD, SR. TRADING COMPANY property that is identified and described as New Lot 1 on a plat of survey recorded in Plat Book 156, Page 13, Randolph County Registry (this LAWRENCE B. CRANFORD, SR. TRADING COMPANY property will be hereafter referred to as the "Annexation Tract"), the ½" iron pipe at the beginning point of this metes and bounds description is located by means of the North Carolina Coordinate System at the coordinates of North 695,123.89 feet and East 1,755,930.41 feet (NAD 83); thence from the said beginning point following the proposed Asheboro satellite city limits line, which is also the eastern boundary line of the Annexation Tract, along the western margin of the public right-of-way for United States Highway 220 Business South the following courses and distances: South 09 degrees 51 minutes 23 seconds West 100.07 feet to a point identified with rebar that is 0.6' below ground; thence South 09 degrees 49 minutes 28 seconds West 100.00 feet to a ½" iron pipe that is flush with the ground; thence South 09 degrees 49 minutes 28 seconds West 62.63 feet to a ½" iron pipe that is flush with the ground at the southeast corner of the Annexation Tract; thence departing from the western margin of the public right-of-way for United States Highway 220 Business South and continuing to follow the proposed satellite city limits line by proceeding along the southern boundary line of the Annexation Tract North 82 degrees 29 minutes 54 seconds West 456.11 feet to a ½" iron pipe that is flush with the ground in the eastern margin of the public right-of-way for Old State Highway (North Carolina Secondary Road 1148) at the southwest corner of the Annexation Tract; thence departing from the southern boundary line of the Annexation Tract and continuing to follow the proposed satellite city limits line by proceeding along the western boundary line of the Annexation Tract, which is also the eastern margin of the public right-of-way for Old State Highway, the following courses and distances: North 22 degrees 49 minutes 34 seconds West 31.34 feet to a ½" iron pipe that is flush with the ground; thence North 18 degrees 39 minutes 17 seconds West 100.00 feet to a ½" iron pipe that is flush with the ground; thence North 13 degrees 15 minutes 38 seconds West 100.44 feet to a ½" iron pipe that is flush with the ground at the northwest corner of the Annexation Tract; thence departing from the eastern margin of the public right-of-way for Old State Highway and continuing to follow the proposed satellite city limits line along the northern boundary line of the Annexation Tract that is shared with the Pauline W. King property described in Deed Book 2060, Page 1122, Randolph County Registry and Plat Book 1, Page 332, Randolph County Registry the following courses and distances: South 87 degrees 45 minutes 23 seconds East 2.10 feet to point identified by rebar bent with a nail at the base; thence South 87 degrees 45 minutes 23 seconds East 562.60 feet to the point and place of BEGINNING, and containing 2.81 acres of land, more or less, within the Annexation Tract that is proposed for annexation into the satellite corporate limits of the City of Asheboro.

The above-listed description is in accordance with a plat of survey identified as job number 176707 with a plot date of June 25, 2018, and titled "ANNEXATION PLAT FOR CITY OF ASHEBORO LAWRENCE B. CRANFORD, SR. TRADING COMPANY, INC." This plat of survey was drawn under the supervision of Justin L. Luther, Professional Land Surveyor with Registration Number L-5107.

Section 2. Upon and after June 30, 2018, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Asheboro and shall be entitled to the same privileges and benefits as other parts of the City of Asheboro. The above-described territory shall be subject to municipal taxes according to Section 160A-58.10 of the North Carolina General Statutes.

Section 3. The Mayor of the City of Asheboro shall cause to be recorded in the Office of the Register of Deeds for Randolph County, North Carolina, and in the Office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory that is described in Section 1 of this Ordinance together with a duly certified copy of this Ordinance. Such a map shall also be delivered to the

Randolph County Board of Elections as required by Section 163A-1594 of the North Carolina General Statutes.

Section 4. All ordinances and clauses of ordinances in conflict with this Ordinance are hereby repealed.

Section 5. This Ordinance shall take effect and be in force from and after June 30, 2018.

This Ordinance was adopted by the Asheboro City Council in open session during a special meeting held on the 26th day of June, 2018.

/s/David H. Smith
David H. Smith, Mayor

ATTEST:

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, City Clerk

Approved as to form:

/s/Jeffrey C. Sugg
Jeffrey C. Sugg, City Attorney

There being no further business, the meeting was adjourned at 7:09 p.m.

/s/Holly H. Doerr
Holly H. Doerr, CMC, NCCMC, NCCP, City Clerk

/s/David H. Smith
David H. Smith, Mayor