

**STANLY COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA
JANUARY 2, 2018
7:00 P.M.**

**CALL TO ORDER & WELCOME – CHAIRMAN BURLESON
INVOCATION & PLEDGE OF ALLEGIANCE – CHAIRMAN BURLESON
APPROVAL/ADJUSTMENTS TO THE AGENDA**

SCHEDULED AGENDA ITEMS

- 1. PLANNING & ZONING – ZA 17-11 - REZONING REQUEST FOR CALEB MORRISON**
Presenter: Michael Sandy, Planning Director
 - A. Hold the public hearing.
 - B. Request the Board approve, modify or deny the request.

- 2. BOARD’S ANNUAL STRATEGIC PLANNING RETREAT**
Presenter: Andy Lucas, County Manager

- 3. PERSONNEL RESOLUTION UPDATES**
Presenter: Andy Lucas, County Manager

- 4. CONSENT AGENDA**
 - A. Minutes – Reorganizational meeting on December 4, 2017.
 - B. Finance – Request approval of the Monthly Financial Report for Five Months Ended November 30, 2017.
 - C. Finance – Request approval of the attached vehicle tax refunds for November 2017.
 - D. EMS – Approval of budget amendment # 2018-18.
 - E. Health & Human Services – Request approval of budget amendment # 2018-19.

- F. Request approval of the NC Commerce – Industrial Development Fund Grant Resolution.**
- G. Utilities – Request approval of budget amendment # 2018-20 and the associated project ordinance.**

PUBLIC COMMENT

BOARD COMMENTS, ANNOUNCEMENTS & COMMITTEE REPORTS

CLOSED SESSION: To discuss a personnel issue in accordance with G.S. 143-318.11(a)(6) and to consult with the county attorney in accordance with G. S. 143-318.11(a)(3).

ADJOURN

The next regular meeting will be Tuesday, January 16th at 7:00 p.m.



Stanly County Board of Commissioners

Meeting Date: January 2, 2018
 Presenter: Michael Sandy

Consent Agenda | **X** | Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: Verbal only

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

PUBLIC HEARING PLANNING AND ZONING

Subject
 ZA 17-11 Caleb Morrison requests to rezone a 4.29 acre lot and 50 foot easement on the south side of NC 24/27 located behind 28918 NC 24/27 Highway, Albemarle from RA (Residential Agricultural) to GB (General Business) Tax Record #833 and #832.
 The Planning Board reviewed this request at its meeting on December 11, 2017 and voted unanimously to recommend approval.

Requested Action
 It is requested that the Board of Commissioners hold a public hearing on this rezoning request and then approve or deny the rezoning request. If approved the Board should adopt the following statement or similar as part of their motion: "This project is on the highway within a projected growth area and promotes the economic growth of Stanly County."

Signature: 

Date:

Dept. **Planning**

Attachments: Yes No x

Review Process

	Approved		Initials
	Yes	No	
Finance Director	—	—	
Budget Amendment Necessary	—	—	
County Attorney	—	—	
County Manager	—	—	
Other:	—	—	

Certification of Action

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

 Tyler Brummitt, Clerk to the Board Date

**NOTICE OF PUBLIC HEARING
STANLY COUNTY BOARD OF COMMISSIONERS
STANLY COUNTY, NORTH CAROLINA**

Notice is hereby given that the Stanly County Board of Commissioners will, on Tuesday, January 2, 2018, at 7:00 p.m., hold a public hearing at The Common's Meeting Room located at 1000 North First Street, Albemarle, North Carolina to consider the following request:

ZA 17-11 Caleb Morrison requests to rezone a 4.29 acre lot and 50 foot easement on the south side of NC 24/27 located behind 28918 NC 24/27 Highway, Albemarle from RA (Residential Agricultural) to GB (General Business) Tax Record #833 and #832.

Persons interested in speaking for or against this request will be heard.




Tyler Brummitt, Clerk to the Board



PLANNING DEPARTMENT
1000 N. 1st Street, Suite 13-B
Albemarle, NC 28001
704-986-3667

MEMORANDUM

To: Stanly County Board of Commissioners
From: Michael Sandy, Planning Director, AICP, CZO 
Date: December 18, 2017
RE: ZA 17-11 Caleb Morrison, RA to GB
Property located adjacent to and behind 28908 NC 24/27 Highway, Albemarle.
Tax Record Number 833
PIN 652704848759

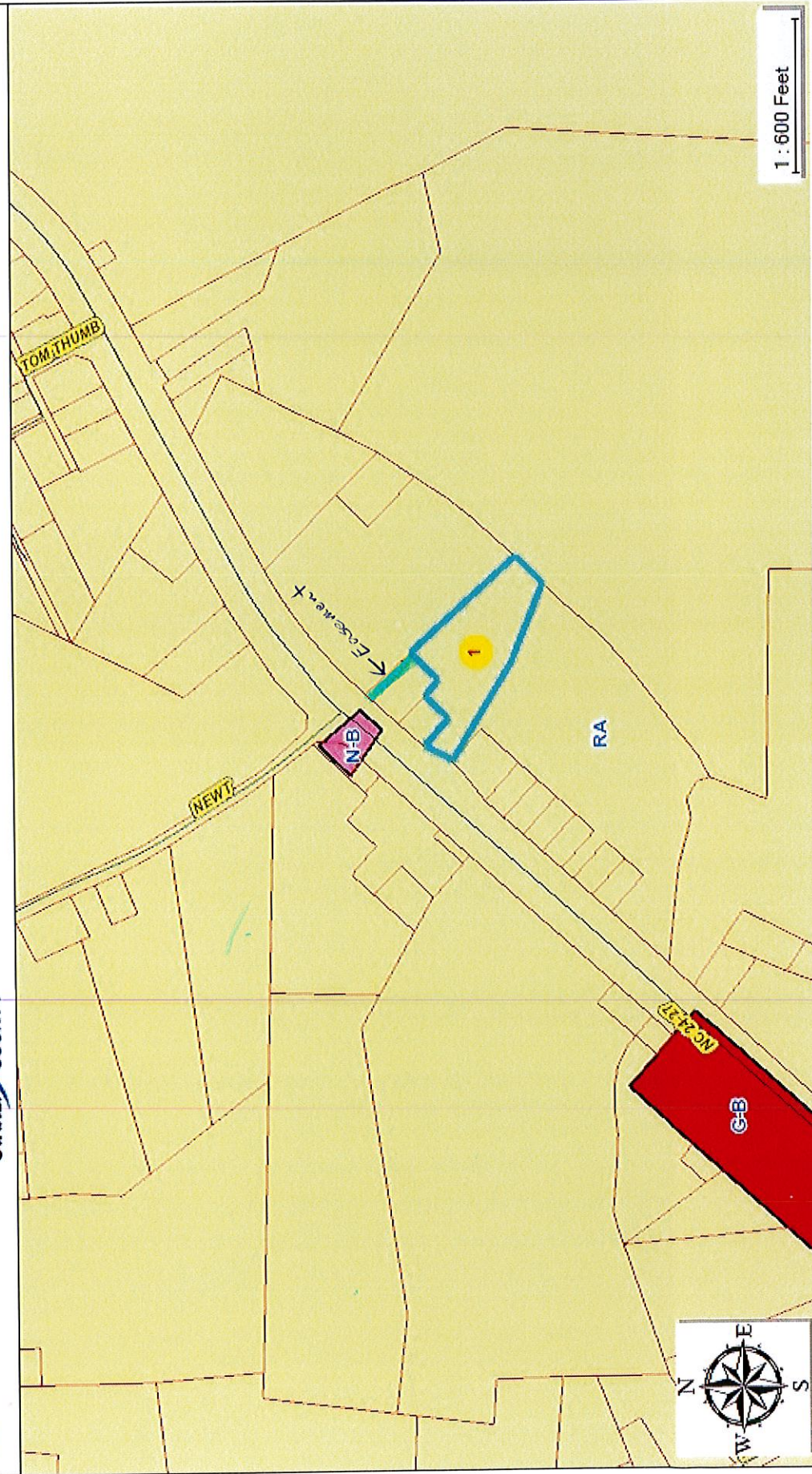
ZA 17-11 Caleb Morrison requests to rezone a 4.29 acre lot and 50 foot easement on the south side of NC 24/27 located adjacent to and behind 28908 NC 24/27 Highway, Albemarle from RA (Residential Agricultural) to GB (General Business) Tax Record #833 and #832.

Caleb Morrison requests that the property located behind his home with 120 feet of frontage on NC 24/27 near Newt Road, containing 4.29 acres and a 50 foot easement along the east property line of the lot at NC 24/27 Highway, Albemarle be rezoned to GB-General Business. (TR#833 and #832). The property is currently zoned RA – Residential Agricultural. The lots surrounding this property are RA with one unused lot across NC 24/27 being zoned for Neighborhood Business. The adjacent properties are either used for residential or agricultural purposes. The Agri-Civic Center is diagonally across NC 24/27 from this site.

Mr. Morrison is proposing to use the lot for a vehicle repair shop. He plans to construct a building for this purpose. A vehicle repair shop is allowed in the GB – General Business District. The proposed building would sit approximately 350’ from NC 24/27’s right-of-way. Mr. Morrison plans to have storage of vehicles under a covered parking area. Because the surrounding properties are used for non-business purposes, the property and the storage area must be screened to meet the requirements of the zoning ordinance. The GB districts are “generally located on the fringe of highways leading out of urban commercial area”.

This parcel is currently an open field with some trees and vegetation along the western edge and along the frontage on NC 24/27. The shop when constructed will require a septic system. Water is available from the County Utility Department. Traffic on NC 24/27 in this area averages 19,000 vehicles per day according to the 2015 NCDOT traffic count.

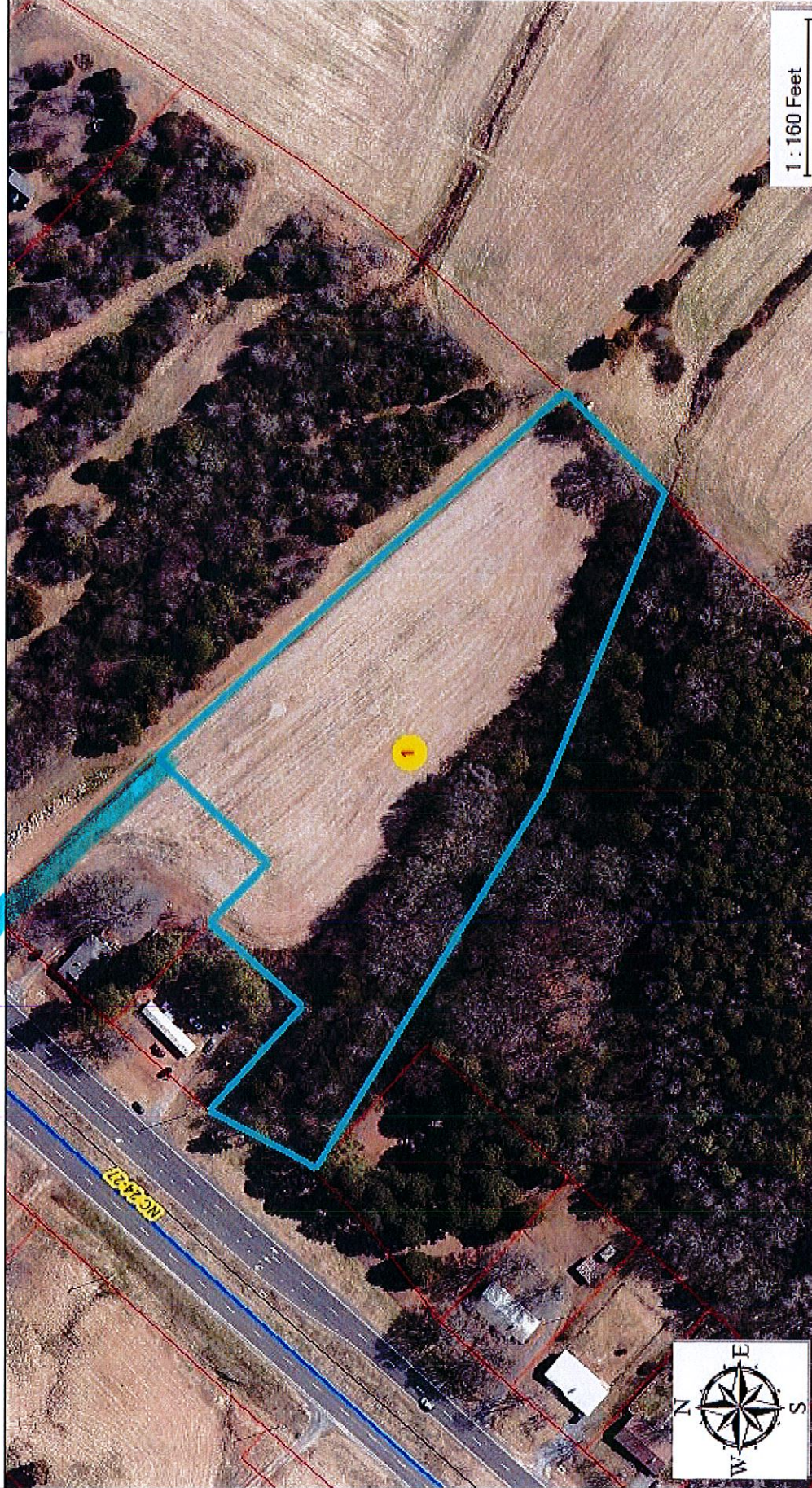
This property is located in a growth area per the 2010 Stanly County Land-Use Plan. Planning staff recommends approval of this request due to its location on a highway and in a growth area. The Planning Board unanimously recommended the rezoning request be approved at their meeting on December 11, 2017 due to its location on a highway in a growth area. The board emphasized the need for a buffer as required by the ordinance.



This map is prepared for the inventory of Real Property found within this jurisdiction, and is compiled from recorded deeds, plats and other public records and data. Users of the map are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this map. The Stanly County Geographic Information Systems Division of the Office of Information Technology assumes no legal responsibility for the information contained on this map. Also, when the deeds and or plats are viewed for a parcel, the Stanly County Register of Deeds Office makes no guarantees regarding the collection, accuracy, authenticity, or use of these records. The web site is for informational use and convenience only. The Register of Deeds shall in no way be held responsible for errors or omissions in these records nor for any actions resulting from their use. The official records are kept in the Stanly County Register of Deeds Office. To view deeds on this site you must install the AlternatIFF viewer. To install, please visit <http://www.alternatiff.com/install-ie/>



Stanly
 Printed November 07, 2017
 See Below for Disclaimer



This map is prepared for the inventory of Real Property found within this jurisdiction, and is compiled from recorded deeds, plats and other public records and data. Users of the map are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this map. The Stanly County Geographic Information Systems Division of the Office of Information Technology assumes no legal responsibility for the information contained on this map. Also, when the deeds and or plats are viewed for a parcel, the Stanly County Register of Deeds Office makes no guarantees regarding the collection, accuracy, authenticity, or use of these records. The web site is for informational use and convenience only. The Register of Deeds shall in no way be held responsible for errors or omissions in these records nor for any actions resulting from their use. The official records are kept in the Stanly County Register of Deeds Office. To view deeds on this site you must install the AlternaTIFF viewer. To install, please visit <http://www.alternatiff.com/install-ie/>



Stanly County Planning Board December 11, 2017 - Meeting Minutes

Call to Order

Chairman Bob Loflin called the meeting to order on December 11, 2017, at 7:00 p.m. in the Commons Meeting Room at 1000 N First Street, Albemarle, North Carolina. Bob Remsburg served as Clerk of the meeting.

Chair Loflin asked Mr. Remsburg to call the roll.

Stanly County Planning Board Members Attending

Terry Smith
Frank Sparger
Robert Davis
Robert Loflin, Jr., Chair

Planning Board Members Absent:

Kevin Brickman
Ned Stallings
John Eckman, III

Stanly County Planning Staff Attending

Michael Sandy, Director of Planning
Bob Remsburg, Planner I

Others Present: No others were present

Chair Loflin announce the purposes of this meeting were to consider one request to rezone a parcel in the county.

The chair requested that Mr. Remsburg present the second case, ZA17-11.

Mr. Remsburg reported:

ZA 17-11 Caleb Morrison requests to rezone a 4.29 acre lot on the south side of NC 24/27 located adjacent to and behind 28908 NC 24/27 Highway, Albemarle from RA (Residential Agricultural) to GB (General Business) Tax Record #833.

Caleb Morrison requests that the property located behind his home with 120 feet of frontage on NC 24/27 near Newt Road, Albemarle containing 4.29 acres be rezoned to GB-General Business. (TR#833). The property is currently zoned RA – Residential Agricultural. The lots surrounding this property are RA with one unused lot across NC 24/27 being zoned for Neighborhood Business. The adjacent properties are either used for residential or agricultural purposes. The Agri-Civic Center is diagonally across NC 24/27 from this site.

Mr. Morrison is proposing to use the lot for a vehicle body repair shop. He plans to construct a building for this purpose. A vehicle repair shop is allowed in the GB – General Business District. The proposed building would sit approximately 350’ from NC 24/27’s right-of-way. Mr. Morrison plans to have storage of vehicles under a covered parking area. Because the surrounding properties are used for non-business purposes, the property and the storage area must be screened to meet the requirements of the zoning ordinance. The GB districts are “generally located on the fringe of highways leading out of urban commercial area”.

This parcel is currently an open field with some trees and vegetation along the western edge and along the frontage on NC 24/27. The shop when constructed will require a septic system. Water may be available from the County Utility Department. Traffic on NC 24/27 in this area averages 19,000 vehicles per day according to the 2015 NCDOT traffic count.

This property is located in a growth area per the 2010 Stanly County Land-Use Plan. Planning staff recommends approval of this request due to its location on a highway and in a growth area.

Mr. Matthew Morrison, Caleb Morrison’s father joined the meeting by speaker phone. He outlined the plans that he and Caleb have to build the structure on the property and operate the vehicle body shop. He estimated that at first he would be able to locate all vehicles in the building. He plans to construct a covered parking area for the cars waiting to be repaired. The board members asked about access road. The current access is a dirt road that is on adjacent property. Mr. Morrison does not have an easement for this. Board members suggested that access be through a 50’ easement along the east side of the lot at the front of the property also owned by Mr. Morrison’s son (TR #832). This was a satisfactory suggestion to Mr. Morrison. It would also allow the placement of a sign for the business along NC 24/27. Mr. Morrison indicated that he plans to fence in the area and provide a buffer as required. He has not had the property perked. That will be the next step if the rezoning is approved. He plans to start construction shortly afterward, once permitted. Staff explained to Mr. Morrison that he and his son should be present at the January 2 meeting of the Commissioners to speak in person about their request and answer any questions.

Motion: Frank Sparger made a motion to recommend approval of the rezoning of the lot and a 50’ easement from RA to GB to the Board of Commissioners because this is located along a highway and in a growth area identified in the 2010 Land-Use Plan.

Second: Bob Davis seconded the motion.

Action: The Board unanimously approved this motion.

The chair advised that the request to change the zoning on the lots will now go before the Board of Commissioners at their January 2, 2018 meeting.

Chair Loflin asked the Board to note the minutes of November 11, 2017. He asked if there were any corrections to the minutes. Hearing none, he asked for a motion to approve.

Motion: Frank Sparger made a motion to approve the November 11, 2017 minutes as written.

Second: Terry Smith seconded the motion.

Action: The Board unanimously approved this motion.

Chair Loflin asked the Board members to examine the proposed meeting dates for 2018.

Motion: Terry Smith made a motion to adopt the proposed meeting schedule for 2018.

Second: Bob Davis seconded the motion

Action: The Board unanimously approved the motion.

Adjournment

Chair Loflin asked if there was any additional business for the meeting. Hearing none, he asked for a motion to adjourn. Frank Sparger made the motion to adjourn with a second from Terry Smith. The motion was approved.

The meeting was adjourned at 7:30 p.m.

Robert Loflin, Chairman

Robert Remsburg, Clerk



Stanly County Board of Commissioners

Meeting Date: January 2, 2018
 Presenter Andy Lucas

Consent Agenda	2	Regular Agenda
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ITEM TO BE CONSIDERED

Board's Annual Strategic Planning Retreat

The past nine (9) years the Board has held a local, one day planning retreat to discuss the current year and set priorities for the next fiscal year and beyond. It is recommended the Board hold a retreat again this fiscal year. The Board may also want to consider the assistance of a contracted facilitator.

Subject

Possible dates for the retreat are:

- Friday, February 9
- Friday, February 16
- Friday, February 23

Requested Action

1. Consider and approve holding a one-day planning retreat at a location w/in Stanly County
2. Consider and determine the need for a facilitator
3. Consider and approve a date for the retreat

Signature: 

Dept: Central Administration

Date: 12/19/2017

Attachments: yes no

Review Process

	Approved		Initials
	Yes	No	
Finance Director	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Amendment Necessary	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	
County Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Certification of Action

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

 Tyler Brummitt, Clerk to the Board Date



Stanly County Board of Commissioners

Meeting Date January 2, 2018

Presenter: Andy Lucas, County Manager

Consent Agenda	3	Regular Agenda
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ITEM TO BE CONSIDERED

Personnel Resolution Updates

Attached please find proposed updates to three (3) specific sections of the County's Personnel Resolution. These include the substance abuse policy, annual leave policy and sick leave policy.

The proposed changes to the substance abuse policy are necessitated by changes to the Federal guidelines. Thus, the County must comply with these Federal guidelines in order to receive federal funding for public transportation services.

The proposed changes to the annual and sick leave policies are recommended to ensure benefit accruals only occur when employees are in an active pay, paid leave or worker's comp status.

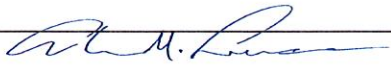
Lastly, staff seeks the Board's authorization to make the necessary changes to the Personnel Resolution to remove the DSS and Health department employee references to the State Personnel Act or State Human Resources Act.

If approved, it is recommended all of the proposed changes become effective immediately.

1. Review and consider approving the proposed changes to the substance abuse, sick leave and annual leave policies.
2. Review and consider authorizing staff to make the necessary changes to the Personnel Resolution to remove the DSS and Health department employee references to the State Personnel Act or State Human Resources Act.

Subject

Requested Action

Signature: 

Dept Central Administration

Date: 12/21/2017

Attachments: Yes No

Review Process

	Approved		Initials
	Yes	No	
Finance Director	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Amendment Necessary	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	
County Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Certification of Action

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Tyler Brummitt, Clerk to the Board Date _____

APPENDIX 3

SUBSTANCE ABUSE POLICY

STATEMENT OF POLICY: Stanly County is dedicated to providing safe, dependable and economical services to all of our citizens. Stanly County employees are our most valuable resource, and it is our goal to provide a healthy, satisfying working environment that promotes personal opportunities for growth. Each employee has a responsibility to the public to deliver services in a safe and conscientious manner. In order to achieve as safe a job performance as possible, employees must be able to work in a drug free environment and themselves be free from the effects of job-impairing substances. In meeting these goals, it is our policy to *(1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.*

A. PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, which mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety- sensitive employees and others when so noted.

B. APPLICABILITY

This policy applies to all safety-sensitive employees (FTA and county defined) and non-safety sensitive employees, paid part-time employees, contract employees, and contractors when they are on county property or when performing any county related safety-sensitive or non-safety- sensitive business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while on county premises and will not be permitted to conduct county business if found to be in violation of this policy.

A safety-sensitive function, per FTA definition, is any duty related to the safe operation of a transit service vehicle, including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), dispatch, maintenance of a revenue service vehicle or equipment used in revenue

service (Transportation Services exempt from maintenance due to receipt of Section 5311 funding), security personnel who carry firearms, and any other employee who drives a vehicle that requires a Commercial Driver's License to operate. A list of safety- sensitive positions is as follows:

- a) Administrative Support Specialist II (dispatch and operates revenue service vehicle)
- b) Full time Transit Driver (holds Commercial Driver's license)
- c) Operations Supervisor (dispatch, holds Commercial Driver's license)
- d) Transit Fleet Mechanic (holds Commercial Driver's license)
- e) Transit Fleet Maintenance Assistant (operates revenue service vehicle)
- f) Part-time Transit Driver (operates revenue service vehicle)
- g) Administrative Office Assistant (Transportation Department) (performs dispatch functions)

1. Employees subject to Federal Motor Carrier Safety Administration Regulations, Re: Controlled Substances and Alcohol Use Testing

All County employees who (1) are not subject to Federal Transit administration regulations, (2) who hold a Commercial Drivers License ("CDL") and (3) who drive commercial motor vehicles as defined in 49 CFR Part 382, Section 382.107, are subject to FMCSA regulations, re: Controlled Substances and Alcohol Use Testing, 49 CFR Part 382.

2. Employees not subject to other regulations:

A safety-sensitive function as applies to non-regulated county employees whose duties require driving a motor vehicle (county owned or personal) on a daily basis as part of their assigned duties. These employees are hereafter referred to as county vehicle operators or CVO employees.

C. DEFINITIONS

Accident: An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a) An individual dies;
- b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
- c) One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn or windshield wipers that makes them inoperative.

Adulterated specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food preparation or medication.

Alcohol Concentration: Expressed in terms of grams of alcohol per 210 liters of breath as indicated on a test under CFR Part 40.

Aliquot: A fractional part of a specimen used for testing. Taken as a sample representing the whole specimen.

Cancelled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is canceled. A cancelled test is neither positive nor negative.

Confirmatory Drug Test: A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

Confirmatory Validity Test: A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

Covered Employee: An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function and other employees, applicants or transferee that will not perform a safety-sensitive function but falls under the policy of the company's own authority.

Designated Employer Representative (DER): An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decision in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT): For the purposes of Drug and Alcohol Testing regulatory oversight, DOT is the department of the federal government which includes the Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Pipeline & Hazardous Materials Safety Administration, United States Coast Guard and the Office of the Secretary of Transportation.

Dilute specimen: A urine specimen with creatine and specific gravity values that are lower than expected for human urine.

Disabling damage: Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, tail lights, turn signals, horn or windshield wipers that makes them operative.

DOT, The Department, DOT Agency: These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration

(FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.

Evidentiary Breath Testing Device (EBT): A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

~~A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) conforming products list.~~

Initial Drug Test: (Screening Drug Test) the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

Initial specimen validity test: The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

Invalid result: The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

Laboratory: An U.S. laboratory certified by HHS under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit of Detection (LOD): The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation: For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant bio-medical information.

Negative Dilute: A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine. ~~A drug test result which is negative for the five drug/drug metabolite below the minimum levels specified in 49 CFR Part 40, as amended.~~

~~An alcohol concentration of less than 0.02 BAC is a negative test result.~~

Negative result: The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. ~~An alcohol concentration of less than 0.02 BAC is a negative test result. The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.~~

Non-negative test result: A urine specimen that is reported as adulterated, substituted, invalid or positive for drug/drug metabolites.

Oxidizing Adulterant: A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug, metabolites, or affects the reagents in the initial or confirmatory drug test.

Performing (a safety-sensitive function): A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive result: The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

Prohibited drug: Identified as marijuana, cocaine, ~~opiates~~ **opioids**, amphetamines or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Reconfirmed: The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

Rejected for testing: The result reported by an HHS-certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that is not corrected.

Revenue Service Vehicles: All transit vehicles that are used for passenger transportation service or that require a CDL to operate. Includes all ancillary vehicles used in support of the transit system.

Safety-sensitive functions: Employee duties identified as:

- a) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- b) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- c) Maintaining a revenue service vehicle or equipment used in revenue service.
- d) Controlling the movement of a revenue service vehicle
- e) Carrying a firearm for security purposes

Split specimen collection: A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

Substance Abuse Professional (SAP): A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

~~A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist or addiction drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.~~

Substituted specimen: A urine specimen with creatine and specific gravity values that are so diminished or so divergent, they are not consistent with normal human urine.

Test Refusal: See Addendum B ~~(p.47)~~

Vehicle: A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified negative test: A drug test reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test: A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised/amended.

Validity testing: The evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing is conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine if certain adulterants or foreign substances were added to the urine, if the urine was diluted or if the specimen was substituted.

D. EDUCATION AND TRAINING

1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

2) All department heads and supervisors who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion

training on the physical, behavioral, speech and performance indicators of probable alcohol misuse. All supervisory personnel will also be trained on how to intervene constructively and how to effectively integrate an employee back into his/her work group following intervention and/or treatment.

Addendum A details information on the signs, symptoms, health effect and consequences of alcohol misuse.

E. PROHIBITED SUBSTANCES

1) "**Prohibited substances**" addressed by this policy include the following:

a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in this policy. Illegal use of these five (5) drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

~~Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 and any drug or substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana (includes all hemp products), amphetamines and methamphetamines, opiates (heroin, morphine, codeine), phencyclidine (PCP), ecstasy and cocaine, as well as any drug not approved for medical use by the US Drug Enforcement~~

~~Administration or the US Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy. Safety sensitive employees will be tested for marijuana, cocaine, amphetamines including methamphetamines and ecstasy, opiates (including codeine, morphine and heroin), and phencyclidine (PCP), as described in this policy. Illegal use of these five (5) drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.~~

2) **Legal Drugs**

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, the use of any substance that carries a warning label indicating that mental functioning, motor skills or judgment may be adversely affected must be reported to the department head or supervisor. In addition, the employee must obtain a written statement from the attending physician releasing the person to perform their job duties any time they obtain a performance-altering prescription. The employee must explain the job duties to the physician and/or provide physician with a copy of their current job description.

3) Alcohol

The use of beverages or other substances containing alcohol, (including any medication, mouthwash, food, candy), or any other substances such that alcohol is present in the body while performing a safety sensitive or non-safety-sensitive function is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during or just after the performance of safety sensitive job functions. Under county authority, a NON-DOT alcohol test can be performed any time a covered employee is on duty.

F. PROHIBITED CONDUCT

“Prohibited conduct” addressed by this policy include the following:

1) Intoxication/Under the Influence

Any safety-sensitive or non-safety-sensitive employee, suspected by a trained supervisor, of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty, shall be suspended from job duties pending investigation and verification of condition. Employees found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be removed from duty and shall be subject to disciplinary action, up to and including dismissal. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body at or above the minimum thresholds defined in 49 CFR Part 40, as amended.

2) Alcohol and Drug Use

Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.

3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol

4) Employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when

the alcohol was consumed.

- a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:
 - i. The employee's alcohol concentration measures less than 0.02; or
 - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

5) No employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

6) No employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions

~~Safety-sensitive and/or non-safety-sensitive employees are prohibited from consuming alcohol while on duty, while performing safety-sensitive functions, or just before or just after performing a safety-sensitive function. No safety-sensitive or non-safety-sensitive employee shall use alcohol within four hours prior to reporting for duty, or during the hours on call. No safety-sensitive or non-safety-sensitive employee shall consume alcohol within eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.¶~~

~~All safety-sensitive employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited substance in the body at or above the minimum thresholds defined in 49 CFR Part 40, as amended.~~

7) County of Stanly, under its own authority, also prohibits the consumption of alcohol at all times the employee is on duty, or anytime the employee is in uniform or on duty.

8) *Consistent with the Drug-free Workplace Act of 1988, all County of Stanly employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace and vehicles. Violation of these provisions is prohibited and will result in disciplinary action up to and including termination. Law enforcement will be notified, as appropriate, when criminal activity is suspected.*

G. TREATMENT REQUIREMENTS

The county recognizes drug dependency as an illness and a major health problem. The county also recognizes drug abuse as a potential health, safety, and security problem. All employees are encouraged to make use of the available resources for treatment for alcohol misuse or substance abuse. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Employees needing help in dealing with such problems will be referred to a Substance Abuse Rehabilitation Program by the department head. Any employee who refuses or fails to comply with county requirements for treatment, after care, or return to duty shall be subject to disciplinary action, up to and including termination. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be

allowed to take accumulated sick leave or vacation leave to participate in the prescribed rehabilitation program.

1) Notification of Criminal Drug Conviction

Employees must, as a condition of employment, abide by the terms of the above policy and report any arrest or conviction under a criminal drug statute for violations occurring on or off county property or whether on or off the job, as required by the Drug Free Workplace Act (49 CFR Part 29). All employees are required to notify the department head of any criminal conviction for a violation within five days after such conviction. (NCDOT and FTA must be notified within ten (10) calendar days of County receiving such conviction.) Failure to comply with this provision shall result in disciplinary action, up to and including termination.

2) Proper Application of the Policy

The County of Stanly is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, department heads and supervisors are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any department head or supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action up to and including termination.

H. TESTING REQUIREMENTS

1) Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR Part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.

2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion or random alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under County of Stanly authority, a non-DOT alcohol test can be performed any time a covered employee is on duty.

3) All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with [TRANSIT SYSTEM NAME]. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

I. DRUG TESTING PROCEDURES

1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity

of the drug testing procedure, and the validity of the test result.

- 2) The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to employer. If a legitimate explanation is found, the MRO will report the test result as negative.
- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. County of Stanly will ensure that the cost for the split specimen analysis is covered in order for a timely analysis of the sample, however County of Stanly may seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.

7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.

8) Observed collections

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports that there was not an adequate medical explanation for the result;
- ii. The MRO reports that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- iii. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- v. The temperature on the original specimen was out of range;
- vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.
- vii. All follow-up-tests; or
- viii. All return-to-duty tests

J. ALCOHOL TESTING PROCEDURES

1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures

and validity of the test result.

2) A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

3) County of Stanly affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.

4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA-required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

~~Analytical drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by Federal regulations. All safety-sensitive and non-safety-sensitive employees shall be subject to testing prior to employment (urine drug testing only), for reasonable suspicion, random, and following an accident as defined in Section K of this policy. In addition, all safety-sensitive and non-safety-sensitive employees (who have been allowed to return to duty) will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the Substance Abuse Professional's recommended treatment program and subsequent release to duty. Follow-up testing also will be conducted following return to duty for a period of one to five years, with at least six tests performed during the first twelve months after return to duty.~~

~~Those employees who perform safety-sensitive functions as defined in Section N shall also be subject to testing on a random, unannounced basis.~~

~~Testing shall be conducted in a manner to assure a high degree of accuracy and reliability, using techniques, equipment, and a laboratory facility that have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. These procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure and the validity of the test result.~~

~~The drugs that will be tested for include marijuana (includes all hemp products), cocaine, opiates (heroin, morphine, codeine), amphetamines, (including methamphetamines and ecstasy) and phenylelidine. After the identity of the donor is checked, using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS-certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen.~~

For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is a reason to believe an employee is abusing a substance other than the five (5) drugs above, the county reserves the right to test for additional drugs under the county's own authority using standard laboratory testing protocols. The test results from the HHS-certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive test result. The MRO will attempt to contact the employee, to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed test result.

The MRO will subsequently review the employee's medical history/medical records to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive and reported to the Human Resource Office or Designated Employee Representative. If a legitimate explanation is found, the MRO will report the test result as negative to the HRO or DER and no further action will be taken.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO or by the relevant DOT agency. Employees do not have access to a test of their split specimen following an invalid result.

1) Specimen Collection Procedures

Specific guidelines will be followed in urine collections for the purpose of drug testing in accordance with the Department of Health and Human Services (DHHS). These guidelines provide a clear and well-documented procedure for collection, shipment and accession of urine specimens from the collection site to the laboratory. Procedures will account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen.

The County has contracted with a local facility that meets the security requirements as specified by DHHS guidelines. The collection site will be a secure location to allow for maximum privacy, which includes a toilet for completion of urination and a source of water for washing hands, excluded from the area provided for urination. All water sources will be turned off.

No other person will be present or gain access to the collection area during the collection process. All specimens must remain in the direct control of collection site personnel.

No one other than the collection site personnel may handle specimens prior to their being placed securely in the mailing container. When reporting to a collection site for specimen collection, each

employee will be required to provide a photo ID or a Social Security Card.

(A positive identification by the donor's DER either in person or by phone will be accepted, if necessary).

Employees will be asked to remove all unnecessary outer garments (i.e., coat or jacket), and secure all personal belongings (individual may retain his/her wallet). Employees will be allowed to provide his/her specimen in the privacy of a single facility.

A split sample method of collection will be used. At least 45 ml of urine must be collected, with 30 ml to be used as primary specimen and 15 ml to be used as the split specimen. Both bottles will be shipped in a single container.

If the collection site personnel believe tampering or adulteration has occurred, a second specimen shall be collected immediately under the direct observation of a same gender collection site person. Both samples will be sent to the lab.

(A) (1). In either collection methodology, upon receiving the specimen from the individual, the collection site person shall determine if it has at least 30 milliliters of urine for a single specimen collection or 45 milliliters of urine for a split specimen collection.

(2). If the individual has not provided the required quantity of urine, the specimen shall be discarded. The collection site person shall direct the individual to drink up to a total of 40 ounces, or until the individual has provided a new urine specimen, whichever comes first. If the employee refuses to make an attempt to provide a new urine specimen, the collection site person shall terminate the collection and notify the employer that the employee has refused to submit to testing. For additional behaviors that constitute a test refusal see Addendum B, Appendix 3, Page 23.

(3). If the individual has not, within three hours from the beginning of the "shy-bladder" process, provided a sufficient specimen, the collection site person shall discontinue the collection and notify the employer.

(B) The employer shall direct any employee who does not provide a sufficient urine specimen to obtain, as soon as practical after the attempted provision of urine, an evaluation from a licensed physician who is acceptable to the Medical Review Officer (MRO) concerning the employee's medical ability to provide an adequate amount of urine. Physician must be consulted within five (5) days of the initial test.

(1). If the physician determines, in his or her medical judgment, that a medical condition has, or with a high degree of probability, could have, precluded the employee from providing an adequate amount of urine, the employee's failure to provide an adequate amount of urine shall not be deemed a refusal to take a test. The physician shall provide to the employer a written statement of the basis for his or her conclusion.

(2). If the physician, in his or her reasonable medical judgment, is unable to make the determination, the employee's failure to provide an adequate amount of urine shall be regarded as a refusal to take a

test. The physician shall provide a written statement of the basis for his or her conclusion to the employer.

Refusal to test will be treated as a verified positive result.

In all cases, the employee and collection site personnel shall keep the specimen in view at all times prior to being sealed and labeled. The specimen will be labeled with tamper proof seals and the employee will sign appropriate places on the Chain of Custody and initial the seal on the bottle attesting to the fact that the specimen is specific to the individual providing the sample.

2) Observed Collection Procedures

~~Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided, as further described in this paragraph.~~

~~Consistent with 49 CFR Part 40, as amended, collections under direct observations (by a person of the same gender) with no advanced notice will occur if:~~

- ~~• All return to duty tests~~
- ~~• All follow-up tests~~
- ~~• The temperature on the original specimen was out of range~~
- ~~• Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with~~
- ~~• Anytime a collector observes materials brought to the collection site or the employee's conduct clearly indicated an attempt to tamper with a specimen~~
- ~~• Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result~~
- ~~• Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be cancelled because the test of the split specimen could not be performed~~
- ~~• The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as a negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).~~

~~The employee who is being observed will be required to raise his or her shirt, blouse, or dress/skirt, as appropriate, above the waist; and lower clothing and underpants to show the collector, by turning around, that they do not have a prosthetic device.~~

~~Failure to permit an observed or monitored collection, when required, will be considered a test refusal and therefore treated as a positive result.~~

3) Alcohol Testing Procedures

Tests for breath alcohol concentration will be conducted utilizing an evidential breath-testing device (EBT) approved by both the National Highway Traffic Safety Administration (NHTSA) and the Department of Transportation (DOT) and operated by a trained breath alcohol technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout along with an approved alcohol testing form will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result. A safety-sensitive employee, who has confirmed alcohol concentration of 0.02 or greater but less than 0.04, will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02.

The inability to perform safety-sensitive duties due to an alcohol test result of 0.02 or greater but less than 0.04 will be considered in violation of the employee personal conduct code and will be subject to disciplinary action according to Section 11 of the Stanly County Personnel Resolution. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees. Alcohol tests will only be performed when the employee is performing a safety-sensitive job function, just before performing safety-sensitive job functions, or just after performing a safety-sensitive job function.

I. Testing Methodology

Only laboratories certified by the Department of Health and Human Services (DHHS or HHS) will be used for drug urinalysis.

Every specimen is required to undergo an initial screen followed by confirmation of all non-negative screen results. This confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

1) Reporting of Results

The laboratory is required to report the test results directly to the county's Medical Review Officer. The report shall indicate the drug/metabolites tested for, whether the results are positive or negative, the specimen number assigned by the county, and the drug testing laboratory identification number.

2) Review of Results/MRO

The Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO must have clinical experience in controlled substance abuse disorders including alternative medical explanations for laboratory results and must be knowledgeable about adulterated and substituted specimens. The MRO may be an employee of the county or one contracted to provide the required services and has satisfactorily completed an examination administered by a nationally recognized MRO certification entity. The MRO will review

and interpret positive results obtained from the laboratory. The MRO may conduct medical interviews with the employee, review the employee's medical history and review any other relevant bio-medical factors. Additionally, the MRO will examine all medical records and data made available by the tested individual, such as evidence of prescribed medications. The MRO will give the individual testing positive an opportunity to discuss the test results prior to making a final decision. After the final decision is made, the MRO will notify the county as prescribed below.

If during the course of an interview with an employee who has tested positive, the MRO learns of a medical condition, which could, in the MRO's reasonable medical judgment, pose a risk to safety, the MRO must report that information to the county.

The MRO will notify each employee who has a confirmed positive test that the employee has seventy-two (72) hours in which to require a test of the split specimen. If the employee makes such a request, the MRO will direct, in writing, the laboratory to provide the split specimen to another certified laboratory for analysis. If the analysis of the split specimen fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, or if the split sample is unavailable, inadequate for testing, or un-treatable, the MRO will cancel the test and report the cancellation and the reasons for it to the county and the employee. A request for testing of the split sample and associated costs are the responsibility of the employee.

If the MRO, after making and documenting all reasonable efforts (must make three (3) attempts within twenty-four (24) hours), is unable to contact the tested person, the MRO will contact the Designated Employer Representative to arrange for the employee to contact the MRO prior to going on duty. If the employee has not contacted the MRO within seventy-two (72) hours after a documented contact by the Designated Employer Representative, the MRO will certify the test positive and report it to the county.

Any safety-sensitive or non-safety-sensitive employee that has a positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test will also result in disciplinary action up to and including termination.

The County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. In addition, if at any time the integrity of the testing procedures or the validity of the test is compromised, the test will be cancelled.

3) Employee Requested Testing

Any safety-sensitive or non-safety-sensitive employee who questions the results of a required drug test may request that the split sample be tested. The split sample test must be conducted at a different HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The employee pays all costs for such testing unless the results of the split sample test invalidate the results of the original test or the employee cannot afford to pay the cost. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

The employee's request for a split sample test must be made to the Medical Review Officer (MRO) within seventy-two (72) hours (includes holidays and weekends) of notice of the original sample

verified test results. Requests after seventy-two (72) hours will only be accepted, at the discretion of the MRO, if the delay was due to documental facts that were beyond control of the employee. If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be cancelled. If the split specimen is not available to analyze, the MRO will direct the county to retest the employee under direct observation.

The split specimen will be stored in the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary specimen is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review, or by the employer, by the MRO, or by the relevant DOT agency.

K. PRE-EMPLOYMENT TESTING

¶

Effective July 1, 1998, all new employees will be required to undergo a pre-employment drug screening prior to being hired as outlined in Section 3.4 Part C of the Stanly County Personnel Resolution. Every vacancy announcement for safety-sensitive positions and non safety-sensitive positions shall state:

¶

"All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment."¶

¶

The Human Resources Office or designee shall direct applicants to the appropriate collection facility. The drug test must be undertaken as soon after notification as possible, but no later than 24 hours after notice to the applicant.

~~Effective July 1, 1998, all new employees will be required to undergo a pre-employment drug screening prior to being hired as outlined in Section 3.4 Part C of the Stanly County Personnel Resolution.~~

All safety-sensitive and non-safety sensitive position applicants (including substitutes) shall undergo a urine drug test prior to hire or transfer into a safety-sensitive position by signing the Acknowledgement Form (safety-sensitive applicants) or Consent Form (all other applicants) found at the end of this policy. Receipt by the county of a negative drug test is required prior to employment. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of one (1) year. Evidence (in writing) of the absence of drug or alcohol dependency from a Substance Abuse Professional that meets with the approval of the county and negative pre-employment drug tests will be required prior to further consideration for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the individual.

In instances where a FTA-covered employee is on extended leave and does not perform a safety-sensitive function for a period of 90 consecutive days or more regardless of reason, and is during that period not in the random testing pool, the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of

safety-sensitive job functions.

Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO. For disabled individuals whose pre-employment drug test collection process has resulted in insufficient volume, efforts to complete the test must stop after the required three hours and the individual must be referred for a medical examination to determine if the individual has a medical condition that precluded him or her from providing the required volume of urine. If the condition is considered permanent or long-term, the Medical Review Officer (MRO) must consult with the applicant's physician and/or the physician who made the insufficient volume determination and conduct a medical examination to determine if there is clinical evidence that indicates the individual is an illicit drug user. If the MRO is unable to perform the evaluation, the MRO must arrange to have one conducted by a qualified physician suitable to the employer.

~~The examining physician may require a blood test to be one of the medically-appropriate procedures used in determining clinical evidence of drug use.~~

~~If the medical examination reveals no clinical evidence of drug use, the MRO must report the result to the employer as a negative test result with written notations regarding results of the medical evaluation. A finding that the individual is free of evidence of drug use will be accepted by the FTA as the equivalent of a negative test result for pre-employment tests. If the medical examination reveals clinical evidence of drug use, the test will be deemed cancelled and the MRO will note that the signs and symptoms of drug use exist.~~

An employee shall not be placed, transferred or promoted into a position covered under FTA authority until the employee takes a drug test with verified negative results. When an employee bring placed, transferred, or promoted from a non-safety-sensitive covered position to a position covered under FTA authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with the Stanly County Personnel Resolution.

~~When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA authority or County of Stanly authority submits a drug test with a verified positive result, the employee shall be subject to disciplinary action.~~

~~If a pre-employment test is canceled, County of Stanly will require the applicant to take and pass another pre-employment drug test.~~

1) Test Refusals – Pre-Employment

- Failure to appear is not a refusal
- Failure to remain at the collection site prior to commencement of a test is not a refusal
- Failure to provide a specimen before the test commences is not a refusal
- Once the test is underway, failure to remain at the site and provide a specimen is a test refusal with consequences
- If a pre-employment/pre-transfer test is cancelled, the county will require the applicant to take

and pass another pre-employment test.

2) Applicant and Lateral Transferees:

Applicants for safety-sensitive positions are required (even if ultimately not hired) to provide the County with signed releases requesting FTA drug and alcohol records from all previous DOT-covered employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. The County is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide the County proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

Information requested will include:

- Alcohol test results ≥ 0.04
- Verified positive drug tests
- Test refusals including adulterated or substituted
- Other violations of DOT regulations
- As appropriate, documentation of successful completion of return-to-duty process.

Applicants and lateral transferees applying for justice officer positions shall be required to take a drug test as a condition of employment during the application process (but not more than sixty (60) days prior to the date of employment). Drug tests have to be completed within 24 hours of notification by the county Human Resources Office or designee.

Applicants and lateral transferees shall be disqualified from further consideration for employment under the following circumstances:

- (a) Refusal to submit to a required drug test; or
- (b) A confirmed positive drug test indicating drug use as prohibited by this policy

L. Reasonable Suspicion Testing

All safety-sensitive and non-safety-sensitive employees will be subject to a urine and/or breath testing when the department head/trained supervisor has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances, which are consistent with the short-term effects of substance abuse or alcohol misuse.

Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of alcohol and drug use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse.

A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However; under county authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty.

The department head/supervisor requiring an employee to submit to reasonable suspicion testing must transport the employee to the testing site or make arrangements to transport the employee.

- 1) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee will be placed on administrative leave and referred for assessment, formulation of a treatment plan, and execution of a return to work agreement. Testing in this circumstance would be performed under the direct authority of the county. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of the policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority or the associated consequences.
- 2) Failure to execute or remain compliant with the return-to-work agreement shall result in termination of employment.

**For emergency assistance: Carolinas Healthcare System at 704-355-5021 /1-800-384-1097 or Piedmont Behavioral Healthcare – 24 hour access/crisis – 1-800-939-5911.

For positive test results refer to Section T - Discipline.

3) Negative Test Result

The department head and Human Resource Representative may discuss the negative results of a reasonable suspicion test with the employee to recommend that the employee seek help with related physical or emotional problems by contacting a physician or counselor or referral to the county's Employee Assistance Program.

M. POST-ACCIDENT TESTING

All safety-sensitive employees will be required to undergo urine and breath testing if they are involved in an occurrence associated with the operation of a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving safety-sensitive employees, as listed in Section B of this policy, that are operating the vehicle and any others whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transport to a medical treatment facility; or one or more vehicles receives disabling damage; unless the employee can be completely discounted as a contributing factor to the accident. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

The accident definition may include some incidents where an individual is injured even though there is no vehicle collision. Following an accident, the appropriate supervisor shall ensure that the safety-sensitive employee will be tested as soon as practicable, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. If an alcohol test is not performed within two (2) hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within thirty-two (32) hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post accident alcohol test.

Any safety-sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and will be subject to disciplinary action up to and including termination. Employees tested under this provision will include not only the operating personnel, but also any other covered employee whose performance could have contributed to the accident.

Nothing in this ~~section session~~ shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain emergency medical care.

The above policy applies to all non safety-sensitive county employees that are operating a county owned vehicle and any others whose performance could have contributed to the accident.

*Note: In the rare event the employee cannot participate in the FTA collection process, following any accident, (i.e. employee is unconscious, employee is detained by law enforcement agency), the county may use post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

For positive test results refer to Section T - Discipline.

N. Random Testing

Employees in safety-sensitive positions (FTA and county defined) will be subjected to random, unannounced testing. The selection of safety-sensitive employees for random drug and/or alcohol testing will be made using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the calendar year, days of the week and hours of the day. Each covered employee shall be in a pool from which the random selection is made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection. Tests can be conducted at any time during an employee's shift (i.e. beginning, middle, or end).

Employees are required to proceed immediately to the collection site upon notification of their random selection. The number of safety-sensitive employees randomly selected for testing in the calendar year shall meet the minimum annual percentage rate of the total number of safety-sensitive employees set by applicable federal regulations.

Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of employees that are included solely under County authority. *The following departments will be subject to random drug and alcohol testing as required by the Federal Transit Administration and/or the Federal Motor Carrier Safety Administration (see attached amendment for FMCSA regulations- employees maintained in a separate testing pool):*

- A. Stanly County Transportation – all safety sensitive positions as defined on Page 1&2 of this policy**
- B. Stanly County Utilities - Commercial Driver’s License holders as required by the FMCSA**

The following departments will be subject to random drug testing as required by Stanly County:

- A. 911 Communications - all employees
- B. Emergency Management Services - all employees
- C. Airport - all employees
- D. All county employees classified as safety sensitive (per county definition) that are required as part of their employment to operate a motor vehicle (county owned or personal) on a daily basis. Those positions are as follows:
 - Health Department – Public Health Nurse II
 - Senior Services – In Home Aide
 - Department of Social Services – Social Worker III
Human Resource Aide
 - Inspections – Building Code Enforcement Director
Building Code Enforcement Officer I, II, III
 - Facilities Management – all staff with the exception of Administrative Support Specialist
 - Library – Extension Service Librarian and Library Assistant II
 - Animal Control – all employees with the exception of Administrative Support Specialist
 - Environment Health –all employees with the exception of Administrative Support Specialist
 - Planning & Zoning – Zoning Officer
Planning Technician II
Director
 - Tax Supervisor – Real Property Appraiser
 - Sheriff’s Department – All staff with the exception of Administrative Support Specialist (3)

For positive test results refer to Section ~~T~~ U - Discipline.

- Stanly County will terminate the employment of any employee that tests positive or refuses a test as specified in section Q of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions in accordance with Subpart O of 40 CFR Part 40.

O. RETURN TO DUTY/FOLLOW-UP TESTING

Stanly County will terminate the employment of any employee that tests positive or refuses a test as specified in section ~~Q~~ T of this policy. However, in the rare event an employee is reinstated with court order or other action beyond the control of the transit system, the employee must complete the return-to-duty process prior to the performance of safety-sensitive functions in accordance with Subpart O of 40 CFR Part 40.

All Return to Duty and Follow-up Testing for safety-sensitive employees have to be done under the Direct Observation rules ~~Page 10 Section 2 of this policy~~. (Effective 8-31-09 – 49 CFR 40.67(b)).

All safety-sensitive and non-safety-sensitive employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol) or both and have been allowed to return to duty, must be evaluated and released by a Substance Abuse Professional (SAP) and must test negative (below 0.02 for alcohol) on a return to duty test before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol tests is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP must also have clinical experience in the diagnosis and treatment of drug and alcohol related diseases. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement, is known to be drug, and alcohol-free and there are no undue concerns for public safety. Before scheduling the return to duty test, the SAP must assess the employee and determine if the required treatment has been completed.

P. FOLLOW UP TESTING

Safety-sensitive and non-safety-sensitive employees will be required to undergo frequent, unannounced urine and/or breath testing following their return to duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed during the first twelve months after return to duty. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by a qualified Substance Abuse Professional reflecting the SAP's assessment of the employee's unique situation and recovery progress.

Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

Q. EMPLOYEE ASSESSMENT

Any safety-sensitive or non-safety-sensitive employee who tests positive for the presence of illegal drugs or alcohol at or above the minimum threshold set forth in 49 CFR Part 40, as amended, will be subject to disciplinary action up to and including termination and will automatically be referred for evaluation to a Substance Abuse Professional (SAP). A SAP is a licensed physician (a medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or addiction drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC) or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders. The SAP will evaluate each employee to determine what assistance the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.

Assessment by a SAP or participation in the county's Employee Assistance Program does not shield an employee from disciplinary action or guarantee employment or reinstatement with the County. The County Personnel Resolution should be consulted to determine the penalty for performance-based infractions and violation of policy provisions.

If a safety-sensitive or non-safety-sensitive employee is allowed to return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP. The employee must have negative return-to-duty drug and alcohol tests and be subject to unannounced follow-up testing for a period of one to five years. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick and annual leave to participate in the prescribed rehabilitation program.

R. GRIEVANCE AND RIGHT TO APPEAL

Employees have the right to appeal a determination made under this process by following the Grievance Procedure as outlined in Section 12 of the Stanly County Personnel Resolution. Permanent employees who are subject to the State Personnel Act and who were appointed under the competitive service system of that Act may appeal the final decision of the department head to the Office of Administrative Hearings; PO Drawer 27447; Raleigh, NC, 27611-7447, not later than thirty (30) days after receipt of notice of the department head's decision. **For Safety-Sensitive employees (as defined by FTA) the consequences specified by 49 CFR Part 40.149(c) a positive test or a test refusal is not subject to arbitration.**

S. INFORMATION DISCLOSURES PROCEDURE

All drug and alcohol testing records will be maintained by the county's Drug and Alcohol Program Manager or designee, except as provided below by law, in a secure manner so that disclosure of information to unauthorized persons does not occur, the results of any drug/alcohol test shall not be

disclosed without express written consent of the tested employee, in a secure manner so that disclosure of information to unauthorized persons does not occur. A separate release must be signed each time information is to be disclosed. The employee must sign releases anytime information is to be released to:

- The employee (may not have access to SAP referrals and follow-up testing plans.)
- Subsequent employers
- To any other third party designated by the employee.
- No signed release is required when information is provided to:

Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.

Records will be released to the National Transportation Safety Board during an accident investigation.

Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.

Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

Records will be released if requested by a Federal, state or local safety agency with regulatory authority over the County or the employee.

If a party seeks a court order to release a specimen, or part of a specimen, contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken.

In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

T. RETENTION OF RECORDS

Records of drug/alcohol testing for safety-sensitive employees will be maintained in a secure location with controlled access (limited to Human Resource Director or designee and Transportation Director for purposes of reporting, employee performance, training information, legal action, etc.) separate from personnel records.

Records will be kept for the following time periods:

- Five Years - records of verified positive drug testing, refusals, SAP referrals, annual MIS reports, non-negative alcohol test results, and calibration documentation.

- Three Years – previous employer drug and alcohol test records and good faith effort records
- Two Years - records related to the collection process and employee training.
- One Year - negative tests results and cancelled test results.

U. DISCIPLINE

(1) Consequences of a Confirmed Positive Test Result:

- (A) Applicants: Job applicants will be denied employment with the county if their initial positive test results have been confirmed. Applicants shall be informed in writing if they are rejected on the basis of a confirmed positive drug test result. Applicants for safety-sensitive positions that test positive will be referred to a Substance Abuse Professional. Applicants who test positive cannot apply with the county for one (1) year.
- (B) Employees: If an employee's positive test result or test refusal (for incidents constituting test refusal see attachment, Addendum B-~~Appendix 3, Page 23~~) has been confirmed, the employee will be removed from their position, given educational materials, referred for assessment to a Substance Abuse Professional (SAP) and be subject to disciplinary action up to and including termination. Factors to be considered in determining the appropriate disciplinary response include, but are not limited to, the employee's current position, work history, length of employment, current job performance, and the existence of past disciplinary actions.
- (C) Employees: If an employee's positive alcohol test result or test refusal has been confirmed, the employee will be removed from safety-sensitive position, given educational materials, referred for assessment by a Substance Abuse Professional (SAP) and be subject to disciplinary action up to and including termination.
- (D) Employees: If an employee's alcohol test result is 0.02 or greater but less than 0.04 the employee will be removed from safety-sensitive position for eight (8) hours or until subsequent test results is a concentration of less than 0.02. Employee will also be subject to disciplinary action up to and including termination

- (2) Upon the first confirmed determination that an employee is under the influence of drugs or alcohol, if disciplinary action is taken other than dismissal, the department head will refer the employee to a Substance Abuse Rehabilitation Program for assessment, counseling and rehabilitation. Participation in a Substance Abuse Rehabilitation Program is mandatory. If the employee chooses not to participate in recommended treatment, or employee fails to complete recommended treatment, employee will be terminated.

V. CONTACT PERSONS

Any questions regarding this policy or any other aspect of the drug-free and alcohol-free county program should contact the following county representative(s):

CENTRAL ADMINISTRATION:

Name: Director of Human Resources
Address: 1000 N. First Street, Suite 10A Albemarle,
NC, 28001 PHONE: 704-986-3606

TRANSPORTATION:

Name: Transportation Director
Address: 1000 N. First Street, Suite 15, Albemarle, NC, 28001 PHONE: 704-986-3797

MEDICAL REVIEW OFFICER: SUBSTANCE ABUSE PROFESSIONAL:

Name: Dr. Kim Lykins	Name: Adrienne Reich LPC, CEAP
Address: Stanly Memorial Hospital Carolinas Healthcare System	Address: 241 North Main St.
301 Yadkin Street	Monroe, NC 28112
Albemarle, NC 28001	PHONE: 704-355-5021 or 800-384-1097
PHONE: 704-984-4382	

HHS CERTIFIED LABORATORY PRIMARY SPECIMEN

Name: Labcorp
Address: 1904 Alexander Drive
RTP, NC 27709
PHONE: 1-800-833-3984

HHS CERTIFIED LABORATORY SPLIT SPECIMEN

Name: Varies – MRO choice

BOARD APPROVED:	January 1, 2005
DATE OF LAST AMENDMENT:	June 22, 2009
	May 21, 2010
	September 13, 2010 (FTA changes effective 10-1-2010)
	May 19, 2014
HR approved - Updated:	April 28, 2015
Appendices 1, 2, 3 Updated:	July 2016

All provisions set forth in bold face print are included consistent with requirements specifically set forth in 49 CFR Part 655 or Part 40, as amended. Provisions set forth in the Drug-Free Workplace Act (49 CFR Part 29) are delineated in italics. All other provisions are set forth under the authority of Stanly County.

ADDENDUM A

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental process
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning.
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”).
- Fatal liver diseases.
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma.
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent

of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

ADDENDUM B

TEST REFUSALS

The following behaviors constitute a test refusal per 49 CFR Part 40.191(a):

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or the employer for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or the employer's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.
- (14) As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

- ~~1. Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the employer;~~
- ~~2. Failure to remain at the testing site until the testing process is complete;~~
- ~~3. Failure to provide a urine specimen for any required drug test;~~
- ~~4. Failure to permit the observation or monitoring of the specimen collection when required to do so;~~
- ~~5. Failure to provide a sufficient amount of urine when directed and there is no adequate medical explanation for the failure;~~
- ~~6. Failure to take a second test when directed to do so by the employer or collector;~~
- ~~7. Failure to undergo a medical examination when directed to do so by the MRO or employer;~~
- ~~8. Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);~~
- ~~9. Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around~~

~~to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;~~

~~10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process;~~

~~11. Admit to the collector or MRO that you adulterated or substituted the specimen;~~

~~12. MRO verified adulterated/substituted sample; and~~

~~13. Refusal to sign Step 2 of alcohol test form.~~

Stanly County Personnel Resolution

8.3 Annual Leave

A. Earnings Schedule

It shall be the policy of Stanly County to grant paid annual leave as a privilege for its employees. Annual leave for probationary, regular full-time employees, and career status employees shall be computed at the following rates:

Years of Service	Work Schedules			
	37.5	40.0	28 Day	56.0
Less than two	2.89	3.08	3.23	4.62
Two but Less than Five	3.46	3.69	3.92	5.54
Five but Less than Ten	4.04	4.31	4.57	6.46
Ten but Less than Fifteen	4.62	4.92	5.22	7.38
Fifteen but Less than Twenty	5.19	5.54	5.86	8.31
Twenty or more years	5.77	6.15	6.51	9.23

B. Probationary employees

Probationary status employees will not receive annual leave credit until the successful completion of the probationary period and employee is considered regular status. The annual leave will be credited accordingly through payroll.

C. Use of Annual Leave

Employees may be granted annual leave only as it is earned and at a time approved in advance by the appropriate department head. Annual leave is granted in fifteen (15) minute increments.

D. Accumulation of Annual Leave

A full-time regular, probationary, career status, or trainee employee who is in a

Stanly County Personnel Resolution

~~pay for work status or on paid leave status has worked or is in pay status at least one-half their normally scheduled working hours for the FLSA period(s) included in the current pay period,~~ will earn annual leave for that pay period. **Annual leave does not accrue while an employee is on leave without pay (LWOP) for any reason.** The rate is based on the length of current and/or reinstated full-time County service. (must be reinstated within one year of termination date). **Annual leave is accrued on a prorated basis for any period in which the employee was not in a work or paid leave status for the full pay period.**

Persons ~~leaving~~ **terminating** County employment earn **their full** annual leave ~~accrual~~ **accrual** for the pay period in which they leave ~~only~~ if they have worked or are in ~~pay~~ **paid leave** status. **Annual leave is accrued on a prorated basis for any period in which the employee was not in a work or paid leave status for the full pay period.** ~~at least one-half the normally scheduled working hours for the FLSA period(s) included in the current pay period.~~

All annual leave accruals must be exhausted prior to taking leave without pay.

E. Maximum Accumulated Annual Leave

In a new calendar year, no more than 225 hours of earned Annual Leave will be carried forward in an employee's Annual Leave account for 37.5 hour employees, 240 hours for law enforcement and emergency services. Any accumulated Annual Leave in excess of 225 or 240 hours will be converted to Sick Leave at the beginning of the first complete pay period following the last work day in December.

F. Payment for Annual Leave upon Separation

An employee shall be paid in a lump sum for accumulated Annual Leave when they are separated because of resignation, discharge, reduction in force, or service retirement, not to exceed the maximum of 225/240 hours or thirty days. In case of death, the employee's estate will be paid accrued annual leave, not to exceed the maximum of 225/240 hours.

NOTE: An employee who, without good cause, fails to give two (2) weeks' written notice of resignation will forfeit lump sum annual leave payment

Transfers of annual leave to other employers who will accept such transfers will be made at the employee's request. The employee will have the option of having the employee's entire annual leave balance transferred to their new employer (in accordance with the new employer's policy) or having the annual leave balance (up to a maximum of 240/225 hours) paid to the employee. Stanly County Government does not accept transfers of annual leave from other agencies.

Stanly County Personnel Resolution

8.4 Sick Leave

Sick leave is a privilege granted to full-time probationary, regular full-time County employees and career status employees and may be used in cases of personal illness, disability or treatment of an employee or their immediate family. No employee may be granted sick leave in excess of the amount accumulated. Sick time is earned as follows:

Work Hours	Hours Per Biweekly Pay
37.5	3.46
40.0	3.69
28 Day	3.92
56 Hour	5.54

A. Sick Leave

Sick leave is taken in fifteen (15) minute increments. Sick leave balances must be used prior to taking leave without pay.

B. Accumulation of Sick Leave

To accumulate sick leave, an employee must be in pay status ~~one-half or more of~~ the **complete** normally scheduled working hours for the FLSA period(s) included in the current pay period. **Sick leave is accrued on a prorated basis for any period in which the employee was not in an active work or paid leave status for the full pay period.** No employee can be granted sick leave in excess of that accumulated. Sick leave shall be cumulative without limit of maximum accumulation.

C. Sick Leave upon Termination/Resignation

Employees terminating employment shall not be paid for any accrued sick leave. **Persons ~~leaving~~ terminating County employment earn their full sick leave accrual for the pay period in which they leave ~~only~~ if they have worked or are in ~~pay~~ paid leave status for entire pay period..**

D. Use of Sick Leave during Notice of Resignation

An employee who has given a two-week notice of resignation may not be allowed to use paid sick leave during this two weeks without the approval of the Department Head.

E. Reinstatement or Transfer of Sick Leave Benefits

An employee who has been reinstated within one year after separation shall be credited with their previously accrued sick leave. Any member of the North Carolina Local Government Employees' Retirement System or the North Carolina

Stanly County Personnel Resolution

State Employees' Retirement System who terminates their employment with another agency and is hired within 12 months by Stanly County may transfer sick leave by submitting a letter from the former employer to Human Resource within 6 months after their hire, reinstatement, or rehire date, stating the number of sick leave hours the employee had accumulated. Transfer of sick leave is the sole responsibility of the employee and all required documentation must be received by Human Resource within the six-month time period.

F. Procedure for Obtaining Sick Leave

Notification of a desire to take sick leave should be submitted to the employee's supervisor prior to the leave, if possible.

Sick leave to be used for medical appointments should be requested and approved in advance. If an employee anticipates hospitalization or recuperation resulting from scheduled surgery, the employee should request sick leave as soon as possible after learning of their imminent disability, so their supervisor may arrange for coverage during the employee's absence.

In the event an employee or a member the immediate family (**spouse, son/daughter, or parent**) becomes ill unexpectedly and the employee cannot come to work, the employee must notify the employee's supervisor according to departmental policy but at least notification prior to the start of the employee's workday.

G. Documentation of Illness or Disability

Employees claiming sick leave may be required to furnish a certificate from a physician stating the kind and nature of the sickness or injury and that the employee or immediate family has been incapacitated for the period of absence. In the case of an employee who is returning from sick leave, the supervisor may ask for confirmation from a physician certifying that the employee is again physically able to perform assigned duties. An employee may advise the employee's supervisor regarding necessary restrictions on their work or duties and any necessary accommodations. Circumstances in which a certificate would typically be required are:

- Absence from work for a period of three days or more
- Patterns of leave use which may indicate abuse of leave privileges
- Conditions which cause reasonable doubts about the employee's capacity to perform their work
- Absence from work because of a contagious disease.

Where a supervisor has reason to believe an employee may be abusing sick leave

Stanly County Personnel Resolution

privileges, the employee shall first be advised in person that a medical certificate may be required for each subsequent absence for which sick leave is requested. If the employee's leave pattern does not improve, the employee shall be advised in writing by the supervisor that all subsequent requests for sick leave must be supported by a medical certificate. In those instances where a medical certificate is required, the employee generally will have two days after returning to work to supply the certificate. The employee's refusal to comply may be grounds for denying sick leave and charging the employee with leave without pay in accordance with County policy. Claiming sick leave when physically fit or other misuse of sick leave, shall be cause for disciplinary action.

H. Retirement Credit for Accumulated Sick Leave

Employees who are members of the North Carolina Local Government Retirement System will receive credit for accrued Sick Leave at the time of retirement. The credit is determined by the number of accrued sick hours divided by the current work schedule. Employees cannot use sick time to help obtain the age requirement.

“days of sick leave standing to a member’s credit at retirement shall be determined by dividing the member's total hours of sick leave at retirement by the hours per month such leave was awarded under the employer’s duly adopted sick leave policy as the policy applied to the member when the leave was accrued,” G.S. 135-4(e)

~~Example: Employees who work a 7.5 hour work day will take the total number of sick hours earned and divide by 7.5. That number is divided by 20 to get the number of month’s credit under the NCLGRS for retirement. ¶
Employees who work a 12 hour work day will take the total number of sick hours earned and divide by 12. That number is divided by 20 to get the number months credit under the NCLGRS.~~

8.5 Personal Leave Day

Each Full-time, non-probationary employee occupying an officially budgeted position shall be given (1) one personal day each calendar year or at the end of the employee’s six month probationary period. Personal Leave must be used during the calendar year (before December 31) and will not be carried forward from year to year or paid out if not taken by the end of the calendar year. No Personal Leave will be approved or paid once an employee has tendered their resignation.

8.6 Funeral Leave

Up to three (3) days of employee’s sick or annual leave per incident may be used for death(s) of

Stanly County Personnel Resolution

the following family members: wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, and stepchildren. Additional time for leave can be approved by the department head.



Stanly County Board of Commissioners

Meeting Date: January 2, 2018
 Presenter: Chairman Burleson

4

Consent Agenda | Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

CONSENT AGENDA

- A. Minutes – Reorganizational meeting on December 4, 2017.
- B. Finance – Request approval of the Monthly Financial Report for Five Months Ended November 30, 2017.
- C. Finance – Request approval of the attached vehicle tax refunds for November 2017.
- D. EMS – Approval of budget amendment # 2018-18.
- E. Health & Human Services – Request approval of budget amendment # 2018-19.
- F. Request approval of the NC Commerce – Industrial Development Fund Grant Resolution.
- G. Utilities – Request approval of budget amendment # 2018-20 and the associated project ordinance.

Subject

Requested Action

Request approval of the above items as presented.

Signature: _____

Dept. _____

Date: _____

Attachments: Yes No x

Review Process

Certification of Action

Approved		Initials	
Yes	No		
Finance Director	___	___	
Budget Amendment Necessary	___	___	
County Attorney	___	___	
County Manager	___	___	
Other:	___	___	

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date

**STANLY COUNTY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
DECEMBER 4, 2017**

COMMISSIONERS PRESENT: Joseph Burleson, Chairman
Gene McIntyre, Vice Chairman
Scott Efirm
Bill Lawhon
Janet K. Lowder
Ashley Morgan
Matthew Swain

COMMISSIONERS ABSENT: None

STAFF PRESENT: Andy Lucas, County Manager
Jenny Furr, County Attorney
Tyler Brummitt, Clerk

REORGANIZATIONAL MEETING

CALL TO ORDER

The Stanly County Board of Commissioners (the "Board") met in regular session on Monday, December 4, 2017 at 7:00 p.m. in the Commissioners Meeting Room, Stanly Commons. The County Manager, acting as temporary chairman, called the meeting to order for the purpose of reorganization of the Board pursuant to NCGS 153A-39.

ELECTION OF CHAIRMAN

The County Manager opened the floor for nominations for chairman in accordance with NCGS 153A-39. Commissioner Swain nominated Commissioner Burleson. Commissioner McIntyre moved to close the nominations and appoint Commissioner Burleson by acclamation. Commissioners Lowder and Lawhon requested a vote be taken instead. The County Manager called for a vote on the nomination of Commissioner Burleson. Commissioner Burleson was elected chairman by a 4 – 3 vote. (Commissioners Efirm, Lawhon and Lowder voted against). The County Manager congratulated Chairman Burleson and turned the proceedings over to him.

ELECTION OF VICE CHAIRMAN

Chairman Burleson opened the floor for nominations for Vice Chairman pursuant to NCGS 153A-39. Commissioner Morgan nominated Commissioner McIntyre and Commissioner Lawhon nominated Commissioner Efirm. Commissioner Swain then moved to close the nominations. The motion was seconded by Commissioner Morgan and passed by unanimous vote.

Chairman Burleson called for a vote and Commissioner McIntyre was elected by a 4 – 3 vote. (Commissioners Efirm, Lawhon and Lowder voted against.)

APPROVAL OF BONDS

Chairman Burleson called for a motion to approve the following public official bonds:

Bond Type	Amount	Expiration Date
Tax Administrator (Clinton Swaringen)	\$100,000	October 28, 2018
Finance Officer (Toby Hinson)	\$150,000	June 30, 2018
Register of Deeds (Suzanne Lowder)	\$ 50,000	December 1, 2018
Sheriff (George Burriss)	\$ 5,000	December 1, 2018

By motion, Commissioner Efirm moved to approve the public bonds as presented and was seconded by Commissioner Lawhon. Motion carried with a 7 – 0 vote.

BOARD & COMMITTEE ASSIGNMENTS FOR 2018

By motion, Commissioner McIntyre presented the following slate of nominees:

Economic Development Commission (2 Commissioners)	Commissioner Swain, Commissioner Lawhon
Health & Human Services Board (2 Commissioners)	Commissioner Lowder, V. Chairman McIntyre
Library Board of Trustees	Commissioner Morgan
Member, Airport Authority	Commissioner Morgan
Alternate, Airport Authority	Commissioner Efirm
Chairman, Fire District Commission	Commissioner Swain
Member, Senior Services Board	Commissioner Efirm
Member, Rural Transportation Planning Organization (RPO)	Commissioner Swain
Alternate, Rural Transportation Planning Organization (RPO)	Chairman Burleson

Member, Stanly Water & Sewer Authority	Chairman Burleson
Alternate, Stanly Water & Sewer Authority	Commissioner Efird
Member, Centralina Council of Governments	Commissioner Lawhon
Alternate, Centralina Council of Governments	Commissioner Morgan

Commissioner Lawhon seconded the motion which passed by unanimous vote.

APPROVAL OF THE 2018 REGULAR MEETING SCHEDULE

Chairman Burleson presented the following meeting dates for approval based on the first and third Mondays of each month with the exception of May, June, July, August, September and December when only one meeting is held. Meetings will be held in the Commons Meeting Room, Stanly Commons at 7:00 p.m.

- Tuesday, January 2nd and Tuesday, January 16th *
- Monday, February 5th and Monday, February 19th
- Monday, March 5th and Monday, March 19th
- Monday, April 2nd and Monday, April 16th
- Monday, May 14th
- Monday, June 11th
- Monday, July 9th
- Monday, August 6th
- Tuesday, September 4th **
- Monday, October 1st and Monday, October 15th
- Monday, November 5th and Monday, November 19th
- Monday, December 3rd

* Rescheduled due to the Monday, January 1st and Monday, January 15th being holidays.

**Rescheduled due to the Monday, September 3rd being Labor Day.

Commissioner Lawhon moved to approve the meeting schedule as presented and was seconded by Vice Chairman McIntyre. The motion carried by a 7 – 0 vote.

ANNOUNCEMENT

Chairman Burleson announced that during any regular meeting of the Board, the County Commissioners in order to act in their capacity as Board of Governors for the Greater Badin Water & Sewer District, or for the Piney Point Water District may, in their discretion, recess a Commissioners' regular meeting and reconvene as the Board of Governors of either of the above two entities in order to conduct business matters related to that entity. The Chairman then stated that this concluded matters related to the reorganization.

INVOCATION & PLEDGE OF ALLEGIANCE

The invocation and pledge of allegiance was led by Commissioner Lowder.

APPROVAL / ADJUSTMENTS TO THE AGENDA

Commissioner Swain moved to add the following two (2) items to the agenda: Cardinal Innovations Healthcare – Governing Board Nomination Committee Appointment as item # 7 thus shifting the consent agenda to item # 8, and Health Department/ Dental Clinic budget amendment # 2018-17 added to the consent agenda as item # 8 (G). The motion was seconded by Commissioner Efirm and passed by unanimous vote.

SCHEDULED AGENDA ITEMS

1. RETIREMENT AWARD PRESENTATIONS

The Board recognized Mary Troutman and Keith Nash of the Senior Services department both of whom will retire January 1, 2018.

2. ANNUAL AUDIT PRESENTATION FOR YEAR ENDED JUNE 30, 2017

Presenter: Alan Thompson, Engagement Partner with Thompson, Price, Scott, Adams & Company

Mr. Alan Thompson provided an overview of the 2017 Comprehensive Annual Financial Report noting that the county received a clean report with no significant findings, questioned costs, material weaknesses or deficiencies noted.

After a brief period of questions, the audit was accepted as presented.

3. TRANSPORTATION ADVISORY BOARD (TAB) APPOINTMENTS

Presenter: Candice Moffitt, Transportation Services Director

Board action was requested to reappoint the following individuals to the TAB with each serving a two (2) year term beginning January 2018 – December 2019:

- Tammy Albertson – Partnership for Children
- Kathy Almond – Chamber of Commerce
- Rod Barbee – Veterans' Services
- Deloris Chambers – Town of Badin

- Tate Daniels – Town of New London
- Benton Drye – City of Albemarle
- Beth Harkey – Daymark Recovery
- Chris Lambert – Convention & Visitors Bureau
- Brian Simpson – Emergency Management
- Dana Stoogenke – Rocky River RPO
- Mary Walls – Vocational Rehab
- Becky Weemhoff – Senior Services

Additionally, it was also requested the Board appoint the following new members for a two (2) year term beginning January 2018 – December 2019:

- Dr. Heather Hill – Stanly Community College
- Stacy Ragsdale – Department of Health & Human Services
- Becky McKeon – Department of Health & Human Services

Commissioner Swain moved to reappoint the existing members and appoint the new members as requested. The motion was seconded by Commissioner Morgan and carried by a 7 – 0 vote.

ITEM # 4 – PLANNING & ZONING – ZA 17-10 – REZONING REQUEST FOR DANIEL J. HILDRETH

Presenter: Michael Sandy, Planning Director

Mr. Hildreth requested that two (2) parcels totaling 6.09 acres owned by Daniel S. Huneycutt on NC 24/27/73 Highway, Albemarle, NC be rezoned from RA (Residential Agricultural) to GB (General Business). Mr. Hildreth plans to relocate his business from Albemarle to the property after construction of a building/shop is completed where he will continue to build custom sound systems for cars, trucks and boats. The proposed business will require a vegetative buffer as required by Section 419 of the Stanly County Zoning Ordinance. The Planning Board unanimously recommended approval of the request at their November 13, 2017 meeting due to its location on a highway and being in a growth area per the 2010 Stanly County Land Use Plan.

After a period of questions related to the property’s location in a growth area, details concerning the required vegetative buffer and the building to be constructed, Chairman Burleson declared the public hearing open.

During this time, the following individuals spoke against the rezoning request:

- Lew Smith, co-owner of an adjacent forty (40) acre parcel.
- Donald Shaver, resident/ property owner who lives across Hwy 24/27/73 from the subject property.
- Larry Joe Almond, owner of the land located across Hwy 24/27/73 from the subject property.

Those who spoke in favor of the rezoning were:

- Karmen Smith, realtor and Daniel Hildreth’s business partner.
- Joy Hildreth, mother of Daniel Hildreth and real estate broker.

Discussion continued to address neighbors' concerns regarding the use of the remaining land that would not be used initially for the construction of the 5,000 square foot building/shop. In response, Mr. Sandy stated that the Board has several options which include rezoning up to 6.09 acres, scale it back or approve a less intensive district if the amount of acreage is an issue.

Commissioner Swain asked Mr. Hildreth if he would be opposed to rezoning a portion of the property now and once his business is established could later request the remaining portion be rezoned. Mr. Hildreth stated that he would not be opposed to this as long as the larger tract (Tax Record # 137763) is rezoned now and possibly the smaller tract (Tax Record # 137761) in the future.

With no further questions and no one else coming forward to speak, Chairman Burleson closed the public hearing.

By motion, Commissioner Swain moved to rezone only the larger parcel (Tax Record # 137763) from RA to GB noting that the property is within a projected growth area which promotes economic growth in Stanly County. The motion was seconded by Commissioner Efirm and passed with a 6 – 1 vote. (Commissioner Lawhon voted against.)

ITEM # 5 - PRESENTATION OF THE 2017 STATE OF THE COUNTY HEALTH REPORT

Presenter: Debbie Bennett, Public Health Educator

Ms. Bennett provided a brief presentation of the 2017 State of the County Health Report which is used to inform the community and stakeholders about the health status of county residents, highlight the health concerns and issues of residents, provide a starting point for community involvement in addressing identified health concerns and issues, and satisfy the state of North Carolina's requirement for a report to be prepared in the years when a Community Health Assessment is not conducted. Ms. Bennet noted that based on the most recent CHA completed in 2015, the three (3) priority health issues selected were substance abuse, heart disease and suicide.

The presentation was provided for information only and required no action.

ITEM # 6 – REAFFIRMATION OF THE CODE OF ETHICS

Presenter: Andy Lucas, County Manager

The County Manager noted that per NCGS 160A-86, the County must affirm its code of ethics by December 31 of each year and requested the Board take action to do so.

Commissioner Lawhon moved to adopt the code of ethics as requested and was seconded by Commissioner Swain. The motion passed unanimously.

**Exhibit A
Code of Ethics
Stanly County Board of Commissioners**

ITEM # 7 – CARDINAL INNOVATIONS HEALTHCARE – GOVERNING BOARD NOMINATION COMMITTEE APPOINTMENT

Presenter: Andy Lucas, County Manager

The governance and executive leadership of Cardinal Innovations Healthcare was recently taken over by the NC Department of Health & Human Services (NC DHHS). With the existing governing Board for Cardinal terminated as of November 27, 2017, the NC DHHS is working to re-establish a governing board in compliance with the stipulations of NCGS 122C-118.1 by December 15, 2017. It was requested the Board appoint a member of the Board to serve on the Cardinal Innovations Healthcare Solutions Nominating Committee of its new governing board.

Board consensus was for Commissioner Efirm to serve as the county’s representative on the committee.

ITEM # 8 – CONSENT AGENDA

Presenter: Chairman Burleson

- A. Minutes – Regular minutes of November 20, 2017.
- B. Finance – Request approval of the Monthly Financial Report For Four Months Ended October 31, 2017.
- C. Sheriff’s Office – Request approval of budget amendment # 2018-14.
- D. EMS – Request approval of budget amendment # 2018-15.
- E. Appointment of Beverly S. Helms and Robert L. Remsburg as Review Officers for surveys and plats.
- F. Facilities – Request approval of budget amendment # 2018-16.
- G. Health Dept/Dental Clinic – Request approval of budget amendment # 2018-17.

By motion, Commissioner Efirm moved to approve the consent agenda as presented and was seconded by Vice Chairman McIntyre. The motion passed by a 7 – 0 vote.

PUBLIC COMMENT

School Board Chair Melvin Poole addressed the Board stating that the school board recently met with the City of Albemarle to discuss the current school system and would like to schedule a similar meeting with the county commissioners in late January. He then wished everyone a Merry Christmas.

BOARD COMMENTS, ANNOUNCEMENTS & COMMITTEE REPORTS

Commissioner Swain wished everyone a Merry Christmas and encouraged everyone to remember those less fortunate.

Commissioner McIntyre wished everyone a Merry Christmas and Happy New Year.

Commissioner Lowder wished everyone a Merry Christmas and safe travel during the holidays.

Commissioner Lawhon noted that Centralina COG Executive Director Jim Prosser will retire at year end and that Ron Smith has been appointed to succeed him in late January. He also encouraged everyone to be mindful of those in need not only during the holidays but throughout the year. He also wished everyone a Merry Christmas and Happy New Year.

Commissioner Morgan wished everyone safe travel during the holiday season.

Commissioner Efird wished everyone a Merry Christmas and Happy New Year as well. He also mentioned the Hospice Christmas tree lighting ceremony held earlier in the evening at the Stanly Commons and encouraged everyone to come see the Christmas trees on display.

Vice Chairman Burleson stated as Chairman for the next year, he hopes to lead the Board in a positive direction. He also thanked Representative Burr who was in attendance for all of his hard work on behalf of the county.

CLOSED SESSION

Vice Chairman McIntyre moved to recess the meeting into closed session to consult with the county attorney in accordance with G. S. 143-318.11(a)(3), to discuss economic development in accordance with NCGS 143-318.11(a)(4) and a real estate transaction in accordance with NCGS 143-318.11(a)(5). The motion was seconded by Commissioner Lawhon and passed by unanimous vote at 8:42 p.m.

ADJOURN

With no further discussion, Commissioner Efird moved to adjourn the meeting and was seconded by Commissioner Lawhon. The motion passed with a 7 – 0 vote at 9:16 p.m.

Joseph L. Burleson, Chairman

Tyler Brummitt, Clerk

**STANLY COUNTY
NORTH CAROLINA**

**MONTHLY
FINANCIAL REPORT**

**For Five Months Ended
November 30, 2017**



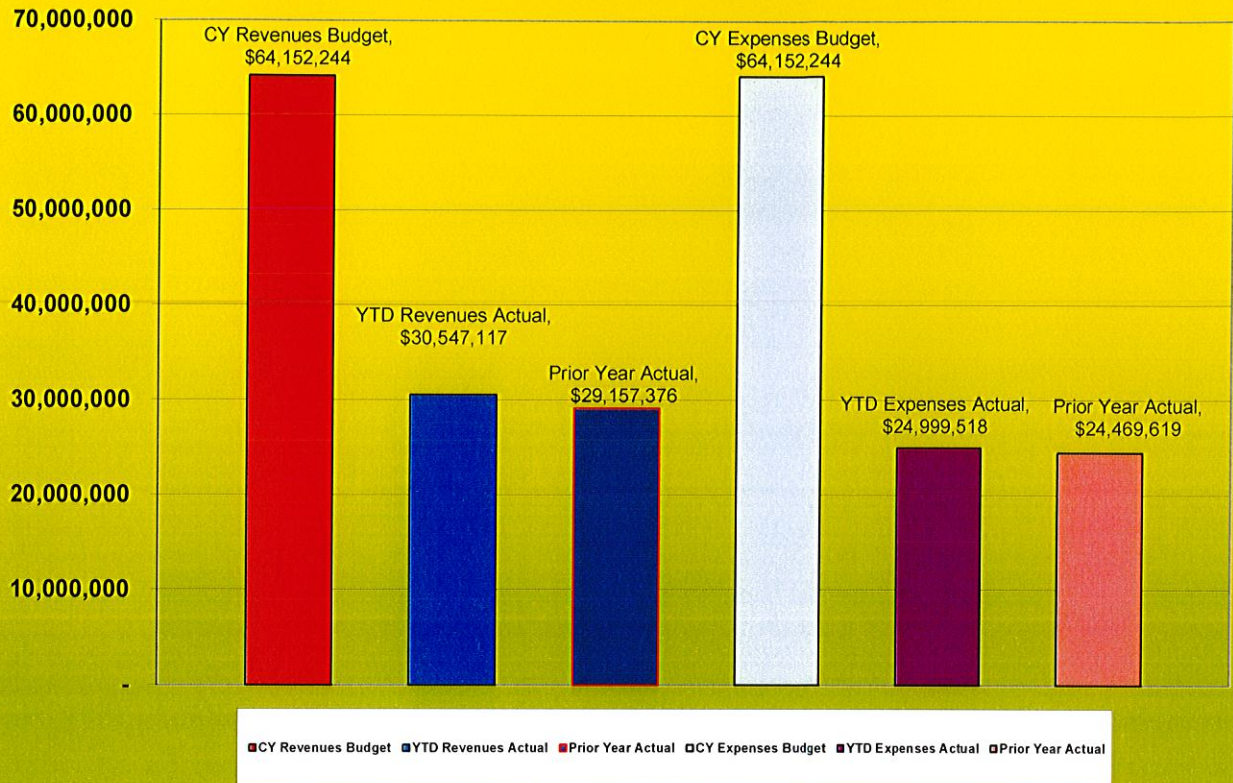
Water. Air. Land. Success.

**Prepared and Issued by:
Stanly County Finance Department**

**STANLY COUNTY, NORTH CAROLINA
FISCAL YEAR 2017-2018**

	Page
MONTHLY FINANCIAL REPORTS	
General Fund:	
Revenue and Expense Graphic - Comparative FY 2017 with FY 2018	1
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Revenue Graphic by Source - Compared to Amended Budget 2018	3
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Fund Balance Calculation	15

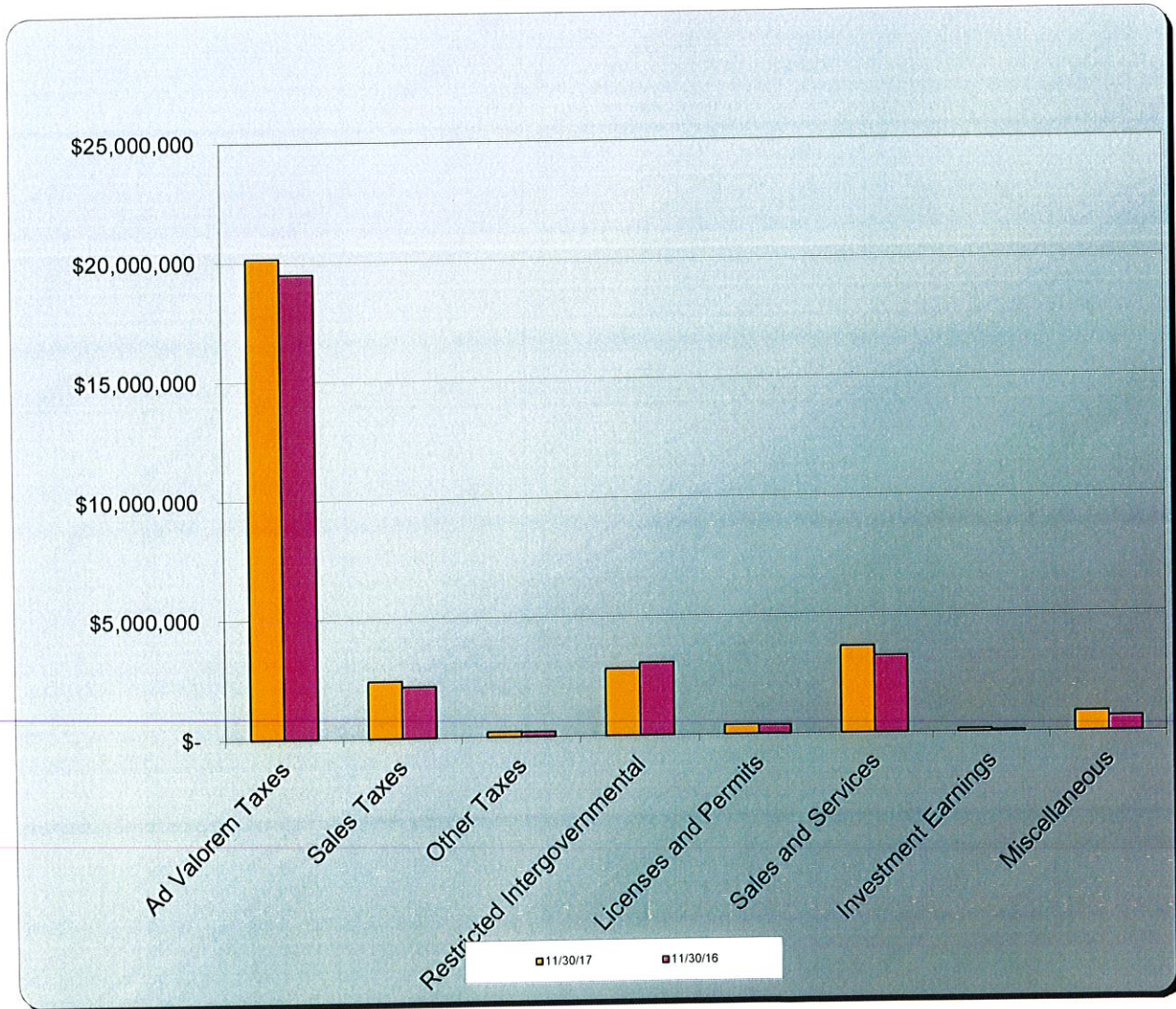
General Fund Revenues and Expenses Actual vs Budget Fiscal Year 2018



Stanly County
General Fund Revenues by Source
For the Five Months Ended November 30, 2017
with Comparative November 30, 2016

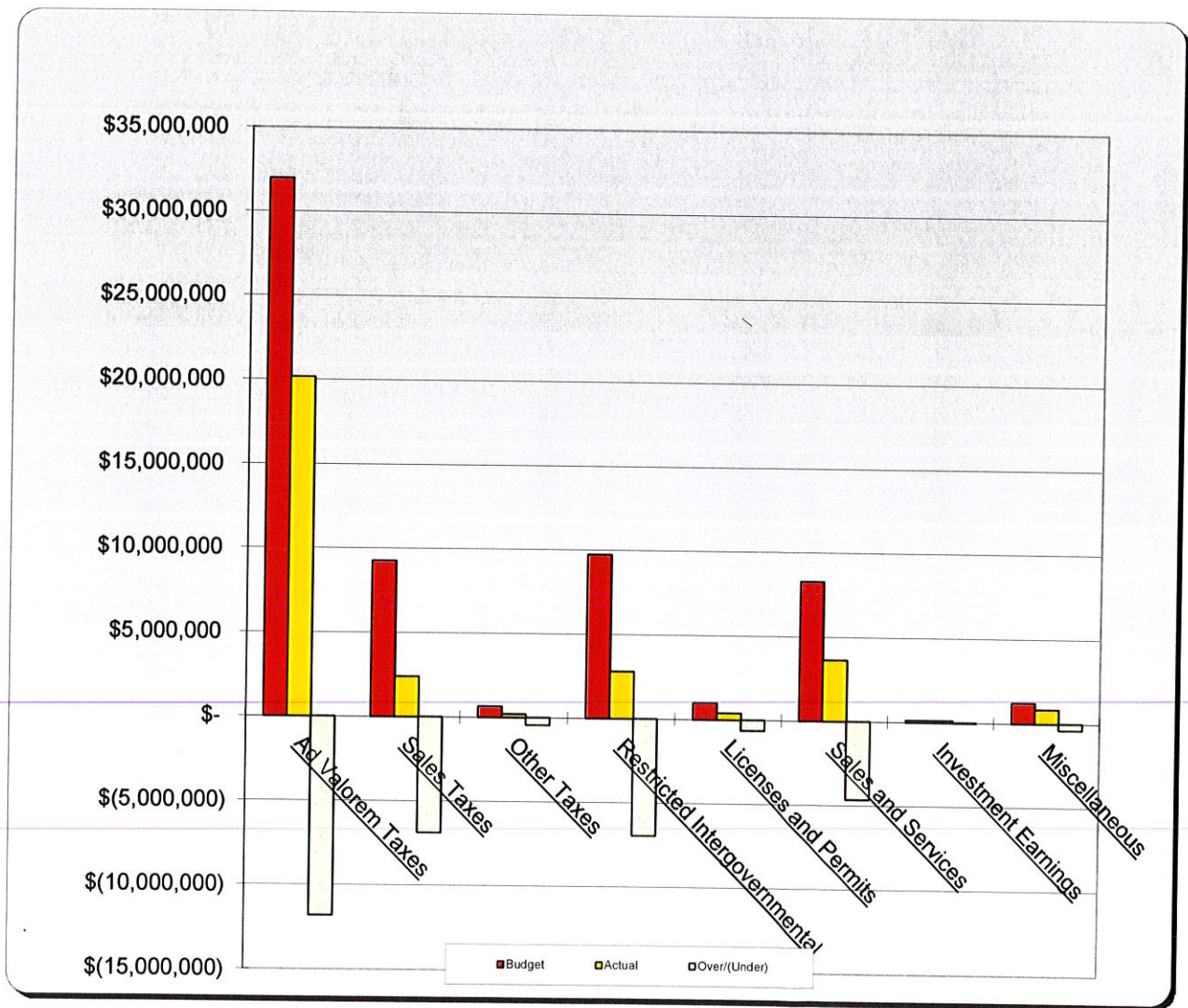
REVENUES:

	<u>11/30/17</u>	<u>11/30/16</u>	<u>Variance</u>	<u>Percent</u>
Ad Valorem Taxes	\$ 20,152,658.94	\$ 19,482,203.89	\$ 670,455.05	103.44%
Sales Taxes	2,397,595.16	2,155,518.83	242,076.33	111.23%
Other Taxes	213,718.49	207,203.78	6,514.71	103.14%
Restricted Intergovernmental	2,802,397.09	3,046,950.93	(244,553.84)	91.97%
Licenses and Permits	386,531.80	362,979.44	23,552.36	106.49%
Sales and Services	3,640,444.15	3,228,438.08	412,006.07	112.76%
Investment Earnings	115,628.06	52,374.10	63,253.96	220.77%
Miscellaneous	<u>838,143.29</u>	<u>621,707.26</u>	<u>216,436.03</u>	<u>134.81%</u>
Totals	<u>\$ 30,547,116.98</u>	<u>\$ 29,157,376.31</u>	<u>\$ 1,389,740.67</u>	<u>104.77%</u>



Stanly County
General Fund Budget by Source Compared to Actual Revenues
For the Five Months Ended November 30, 2017

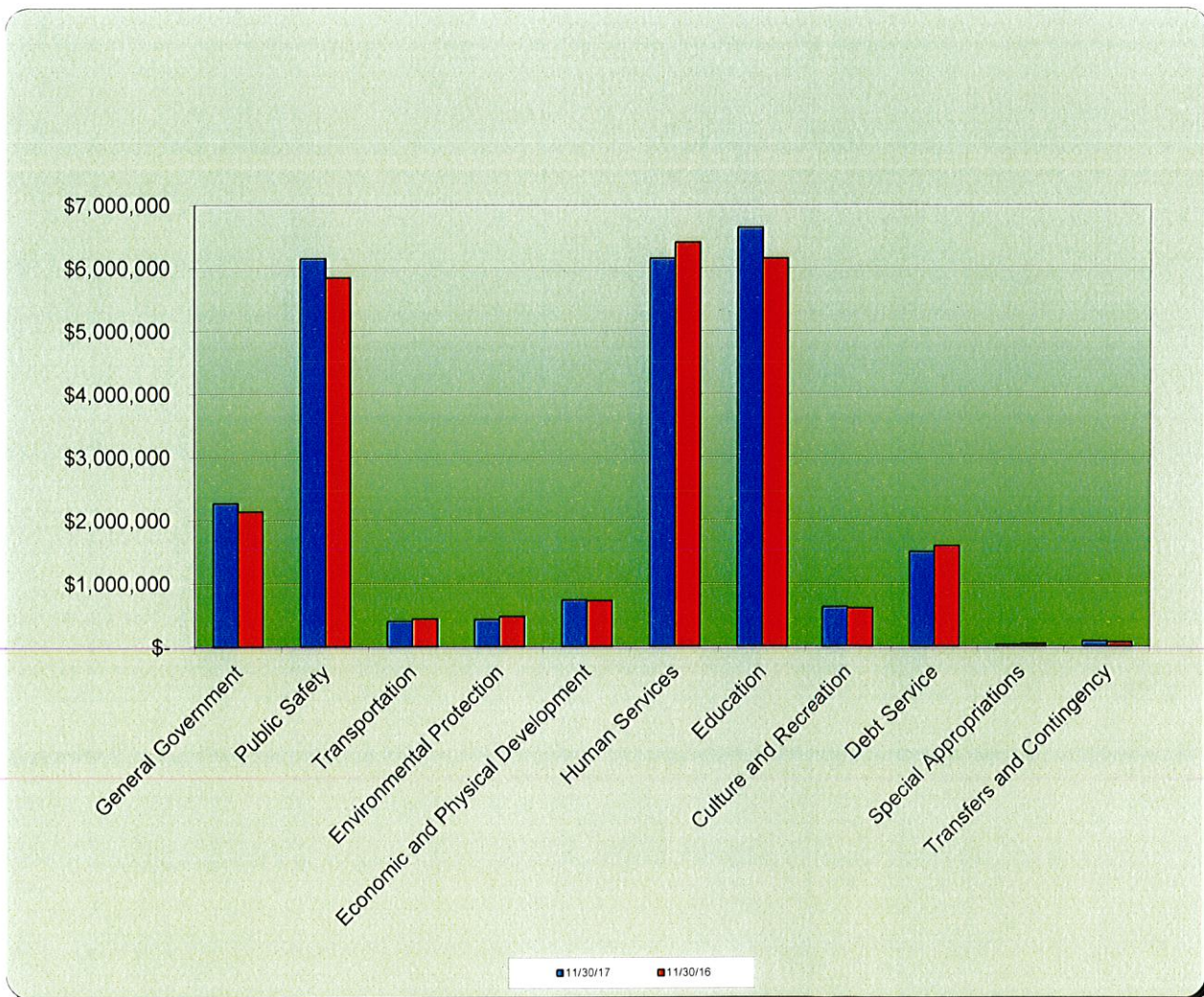
REVENUES:	Amended Budget	Actual	Actual Over/(Under)	Percent Collected
Ad Valorem Taxes	\$ 31,958,948.00	\$ 20,152,658.94	\$ (11,806,289.06)	63.06%
Sales Taxes	9,260,000.00	2,397,595.16	(6,862,404.84)	25.89%
Other Taxes	646,500.00	213,718.49	(432,781.51)	33.06%
Restricted Intergovernmental	9,735,598.00	2,802,397.09	(6,933,200.91)	28.79%
Licenses and Permits	992,531.00	386,531.80	(605,999.20)	38.94%
Sales and Services	8,264,825.00	3,640,444.15	(4,624,380.85)	44.05%
Investment Earnings	127,500.00	115,628.06	(11,871.94)	90.69%
Miscellaneous	1,216,761.00	838,143.29	(378,617.71)	68.88%
Fund Balance Appropriated	1,949,581.00	-	(1,949,581.00)	0.00%
Totals	\$ 64,152,244.00	\$ 30,547,116.98	\$ (33,605,127.02)	47.62%



Stanly County
General Fund Expenses
For the Five Months Ended November 30, 2017
with Comparative November 30, 2016

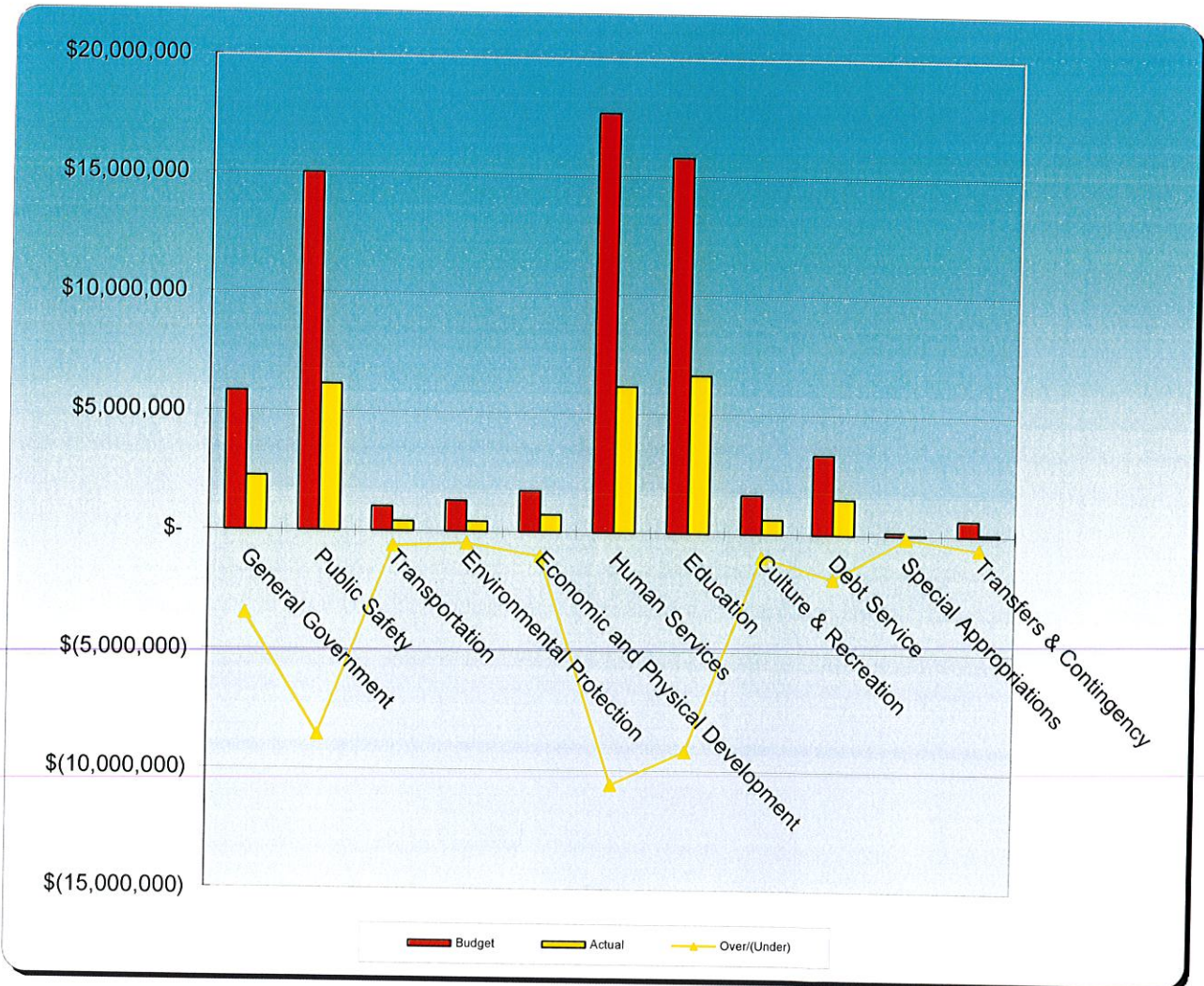
EXPENSES:

	<u>11/30/17</u>	<u>11/30/16</u>	<u>Variance</u>	<u>Percent</u>
General Government	\$ 2,271,110.90	\$ 2,137,308.79	\$ 133,802.11	106.26%
Public Safety	6,153,569.34	5,847,011.48	306,557.86	105.24%
Transportation	397,705.02	435,892.56	(38,187.54)	91.24%
Environmental Protection	426,695.54	472,366.18	(45,670.64)	90.33%
Economic and Physical Development	729,365.23	724,374.25	4,990.98	100.69%
Human Services	6,157,132.54	6,409,350.20	(252,217.66)	96.06%
Education	6,642,595.43	6,155,058.53	487,536.90	107.92%
Culture and Recreation	618,594.04	598,082.53	20,511.51	103.43%
Debt Service	1,496,025.47	1,587,837.76	(91,812.29)	94.22%
Special Appropriations	25,000.00	37,500.00	(12,500.00)	66.67%
Transfers and Contingency	<u>81,724.00</u>	<u>64,836.75</u>	<u>16,887.25</u>	<u>126.05%</u>
Totals	<u>\$ 24,999,517.51</u>	<u>\$ 24,469,619.03</u>	<u>\$ 529,898.48</u>	<u>102.17%</u>



Stanly County
General Fund Budget by Function Compared to Actual Expenses
For the Five Months Ended November 30, 2017

EXPENSES:	Amended <u>Budget</u>	<u>Actual</u>	<u>Over/(Under)</u>	Percent <u>Expended</u>
General Government	\$ 5,846,496.00	\$ 2,271,110.90	\$ (3,485,381.15)	40.39%
Public Safety	15,044,873.00	6,153,569.34	(8,568,666.37)	43.05%
Transportation	1,012,465.00	397,705.02	(613,779.98)	39.38%
Environmental Protection	1,284,857.00	426,695.54	(480,664.42)	62.59%
Economic and Physical Development	1,725,767.00	729,365.23	(995,353.77)	42.32%
Human Services	17,657,143.00	6,157,132.54	(10,588,217.64)	40.03%
Education	15,817,694.00	6,642,595.43	(9,175,098.57)	41.99%
Culture & Recreation	1,629,780.00	618,594.04	(971,226.64)	40.41%
Debt Service	3,352,597.00	1,496,025.47	(1,856,571.53)	44.62%
Special Appropriations	135,000.00	25,000.00	(110,000.00)	18.52%
Transfers & Contingency	645,572.00	81,724.00	(563,848.00)	12.66%
Totals	\$ 64,152,244.00	\$ 24,999,517.51	\$ (37,408,808.07)	41.69%



Stanly County
Comparative Monthly Financial Report
For the Five Months Ended November 30, 2017

		AMENDED	*Y-T-D	UNCOLLECTED	%	LAST
		BUDGET	TRANSACTIONS	REVENUE OR	COLLECTED	YEAR'S Y-T-D
				APPROPRIATIONS	OR EXPENDED	TRANSACTIONS
				REMAINING		
GENERAL FUND 110						
REVENUES:						
Depart 3100-	Ad Valorem Taxes	\$ 31,958,948.00	\$ 20,152,658.94	\$ 11,806,289.06	63.06%	\$ 19,482,203.89
Depart 3200-	Other Taxes	9,796,500.00	2,611,313.65	7,185,186.35	26.66%	2,363,139.37
Depart 3320-	State Shared Revenue	695,500.00	332,759.12	362,740.88	47.84%	268,531.52
Depart 3323-	Court	125,000.00	50,218.11	74,781.89	40.17%	55,792.71
Depart 3330-	Intergovt Chg for Services	170,000.00	120,789.19	49,210.81	71.05%	118,263.45
Depart 3340-	Building Permits	605,510.00	234,979.33	370,530.67	38.81%	210,604.95
Depart 3347-	Register of Deeds	323,531.00	123,198.27	200,332.73	38.08%	121,637.71
Depart 3414-	Tax And Revaluation	1,100.00	299.00	801.00	27.18%	275.00
Depart 3417-	Election Fees	5,250.00	90.70	5,159.30	1.73%	54.00
Depart 3431-	Sheriff	668,065.00	541,659.68	126,405.32	81.08%	140,844.67
Depart 3432-	Jail	276,108.00	146,953.07	129,154.93	53.22%	143,830.10
Depart 3433-	Emergency Services	44,074.00	10,783.15	33,290.85	24.47%	33,698.01
Depart 3434-	FIRE	7,000.00	2,850.00	4,150.00	N/A	3,450.00
Depart 3437-	EMS-Ambulance	2,485,000.00	998,934.48	1,486,065.52	40.20%	890,395.55
Depart 3439-	Emergency 911	1,000.00	921.46	78.54	N/A	108.38
Depart 3450-	Transportation	797,197.00	330,303.33	466,893.67	41.43%	282,297.33
Depart 3471-	Solid Waste	1,018,320.00	626,766.03	391,553.97	61.55%	621,156.98
Depart 3490-	Central Permitting	14,220.00	6,261.66	7,958.34	44.03%	5,474.60
Depart 3491-	Planning and Zoning	51,900.00	21,597.95	30,302.05	41.61%	16,168.45
Depart 3492-	Rocky River RPO	132,969.00	26,594.00	106,375.00	20.00%	23,125.00
Depart 3494-	EDC	110,000.00	2,000.00	108,000.00	1.82%	-
Depart 3495-	Cooperative Extension	21,625.00	11,283.50	10,341.50	52.18%	8,638.33
Depart 3500-	Health Department	4,220,958.00	1,329,229.14	2,891,728.86	31.49%	1,402,790.08
Depart 3523-	Juvenile Justice	101,561.00	43,784.00	57,777.00	43.11%	34,407.00
Depart 3530-	Social Services	6,736,552.00	1,664,873.65	5,071,678.35	24.71%	1,796,464.12
Depart 3538-	Senior Services	241,167.00	96,946.06	144,220.94	40.20%	202,031.12
Depart 3586-	Aging Services	677,764.00	187,685.30	490,078.70	27.69%	195,503.28
Depart 3587-	Veteran Service	-	-	-	N/A	-
Depart 3611-	Stanly County Library	150,550.00	64,766.64	85,783.36	43.02%	61,151.78
Depart 3613-	Recreation Plan	-	-	-	N/A	-
Depart 3614-	Historical Preservation	-	-	-	N/A	-
Depart 3616-	Civic Center	89,750.00	44,041.25	45,708.75	49.07%	28,797.50
Depart 3831-	Investments	127,500.00	115,628.06	11,871.94	90.69%	52,374.10
Depart 3834-	Rent Income	224,267.00	70,430.90	153,836.10	31.40%	92,808.65
Depart 3835-	Sale of Surplus Property	15,000.00	5,795.61	9,204.39	38.64%	1,620.00
Depart 3838-	Loan Proceeds	538,468.00	536,142.92	2,325.08	99.57%	197,772.00
Depart 3839-	Miscellaneous	30,000.00	34,578.83	(4,578.83)	115.26%	301,966.68
Depart 3980-	Transfer From Other Funds	-	-	-	N/A	-
Depart 3991-	Fund Balance	1,689,890.00	-	1,689,890.00	N/A	-
TOTAL REVENUES		64,152,244.00	30,547,116.98	33,605,127.02	47.62%	29,157,376.31
GENERAL FUND 110						
EXPENSES:						
Depart 4110-	Governing Body	237,845.00	108,048.92	124,546.08	47.64%	113,011.49
Depart 4120-	Administration	431,946.00	171,743.87	260,202.13	39.76%	176,239.03
Depart 4130-	Finance	479,687.00	198,262.76	279,600.88	41.71%	181,876.80
Depart 4141-	Tax Assessor	788,563.00	298,984.42	487,198.58	38.22%	324,633.20
Depart 4143-	Tax Revaluation	390,227.00	149,121.93	240,153.07	38.46%	151,055.09
Depart 4155-	Attorney	440,724.00	106,657.55	333,075.45	24.43%	67,351.49
Depart 4160-	Clerk	12,118.00	4,063.30	8,054.70	33.53%	370.91
Depart 4163-	Judge's Office	6,344.00	99.74	6,244.26	1.57%	918.13
Depart 4164-	District Attorney	-	-	-	N/A	-
Depart 4170-	Elections	403,439.00	122,064.72	276,054.87	31.57%	196,373.97
Depart 4180-	Register of Deeds	396,611.00	106,965.77	288,693.23	27.21%	161,244.48
Depart 4210-	Info Technology	1,163,806.00	688,024.48	467,981.86	59.79%	363,417.87
Depart 4260-	Facilities Management	1,095,186.00	317,073.44	713,576.04	34.84%	400,816.33
Total General Government		5,846,496.00	2,271,110.90	3,485,381.15	40.39%	2,137,308.79

* Y-T-D Transactions column does not include encumbrances.

Stanly County
Comparative Monthly Financial Report
For the Five Months Ended November 30, 2017

		AMENDED BUDGET	*Y-T-D TRANSACTIONS	UNCOLLECTED REVENUE OR APPROPRIATIONS REMAINING	% COLLECTED OR EXPENDED	LAST YEAR'S Y-T-D TRANSACTIONS
Depart 4310-	Sheriff	7,465,563.00	2,979,869.75	4,234,383.59	43.28%	3,013,886.51
Depart 4321-	Juvenile Justice	199,061.00	73,150.96	125,910.04	36.75%	69,849.85
Depart 4325	Criminal Justice Partnership	-	-	-	N/A	-
Depart 4326	JCPC	-	-	-	N/A	-
Depart 4330-	Emergency Services	4,697,515.00	1,882,390.02	2,771,005.90	41.01%	1,937,857.84
Depart 4350-	Inspections	421,737.00	140,313.14	281,423.86	33.27%	196,815.53
Depart 4360-	Medical Examiner	30,000.00	10,150.00	19,850.00	33.83%	6,650.00
Depart 4380-	Animal Control	381,422.00	140,800.83	234,298.42	38.57%	142,515.14
Depart 4395-	911 Emergency	1,849,575.00	926,894.64	901,794.56	51.24%	479,436.61
	Total Public Safety	15,044,873.00	6,153,569.34	8,568,666.37	43.05%	5,847,011.48
Depart 4540-	Total Transportation	1,012,465.00	397,705.02	613,779.98	39.38%	435,892.56
Depart 4710-	Solid Waste	1,083,523.00	361,963.04	344,062.92	68.25%	406,732.71
Depart 4750-	Fire Forester	93,000.00	29,413.10	63,586.90	31.63%	21,547.25
Depart 4960-	Soil & Water Conservation	108,334.00	35,319.40	73,014.60	32.60%	44,086.22
	Total Environmental Protection	1,284,857.00	426,695.54	480,664.42	62.59%	472,366.18
Depart 4902-	Economic Development	592,587.00	308,331.32	284,255.68	52.03%	364,610.48
Depart 4905-	Occupancy Tax	216,500.00	87,580.56	128,919.44	40.45%	58,239.66
Depart 4910-	Planning and Zoning	268,883.00	96,840.03	170,994.97	36.41%	103,623.52
Depart 4911-	Central Permitting	272,892.00	108,047.05	164,844.95	39.59%	99,533.32
Depart 4912-	Rocky River RPO	132,969.00	51,096.22	81,872.78	38.43%	48,763.09
Depart 4950-	Cooperative Extension	241,936.00	77,470.05	164,465.95	32.02%	49,604.18
	Total Economic Development	1,725,767.00	729,365.23	995,353.77	42.32%	724,374.25
Depart 5100-	Health & Human Service	-	-	-	N/A	-
Depart 5110-	General Health	2,743,254.00	999,154.30	1,609,595.46	41.33%	1,014,444.78
Depart 5138-	Home Health	1,550,016.00	521,371.10	587,729.32	62.08%	521,528.19
Depart 5157-	Smart Start	-	-	-	N/A	-
Depart 5158-	Dental Clinic	1,225,215.00	438,814.34	748,951.52	38.87%	427,446.37
Depart 5180-	Environmental Health	437,218.00	194,377.29	238,968.07	45.34%	178,473.51
Depart 5210-	Piedmont Mental Health	205,160.00	84,779.47	120,380.53	41.32%	83,220.71
Depart 5300-	Dept of Social Services	9,917,768.00	3,357,018.06	6,518,346.59	34.28%	3,490,050.14
Depart 5380-	Aging Services	1,069,366.00	348,848.92	485,941.85	54.56%	365,835.42
Depart 5381-	Senior Center	433,960.00	182,961.89	233,205.47	46.26%	299,112.55
Depart 5820-	Veterans	75,186.00	29,807.17	45,098.83	40.02%	29,238.53
	Total Human Services	17,657,143.00	6,157,132.54	10,588,217.64	40.03%	6,409,350.20
Depart 5910-	Stanly BOE	14,233,680.00	5,898,368.64	8,335,311.36	41.44%	5,431,181.13
Depart 5920-	Stanly Community College	1,584,014.00	744,226.79	839,787.21	46.98%	723,877.40
	Total Education	15,817,694.00	6,642,595.43	9,175,098.57	41.99%	6,155,058.53
Depart 6110-	Stanly Library	1,275,891.00	462,445.42	779,972.90	38.87%	504,076.84
Depart 6160-	Agri Center	353,889.00	156,148.62	191,253.74	45.96%	94,005.69
	Total Culture and Recreation	1,629,780.00	618,594.04	971,226.64	40.41%	598,082.53
Depart 9000-	Total Special Appropriations	135,000.00	25,000.00	110,000.00	18.52%	37,500.00
Depart 9100-	Total Debt Service	3,352,597.00	1,496,025.47	1,856,571.53	44.62%	1,587,837.76
Depart 9800-	Transfers	356,896.00	81,724.00	275,172.00	22.90%	64,836.75
Depart 9910-	Contingency	288,676.00	-	288,676.00	0.00%	-
	Total Transfers and Contingency	645,572.00	81,724.00	563,848.00	12.66%	64,836.75
	TOTAL EXPENSES	64,152,244.00	24,999,517.51	37,408,808.07	41.69%	24,469,619.03
	OVER (UNDER) REVENUES	\$ -	\$ 5,547,599.47	\$ (3,803,681.05)	N/A	\$ 4,687,757.28

Stanly County
Comparative Monthly Financial Report
For the Five Months Ended November 30, 2017

		AMENDED BUDGET	*Y-T-D TRANSACTIONS	UNCOLLECTED REVENUE OR APPROPRIATIONS REMAINING	% COLLECTED OR EXPENDED	LAST YEAR'S Y-T-D TRANSACTIONS
EMERGENCY TELEPHONE E-911 260						
REVENUES:						
Depart 3439-	Surcharge	\$ 410,809.00	\$ 136,936.64	\$ 273,872.36	33.33%	\$ 115,581.92
Depart 3831-	Investment Earnings	-	0.69	(0.69)	N/A	4.43
Depart 3991-	Fund Balance	-	-	-	N/A	-
	TOTAL REVENUES	<u>410,809.00</u>	<u>136,937.33</u>	<u>273,871.67</u>	<u>33.33%</u>	<u>115,586.35</u>
EXPENSES:						
Depart 4396-	E-911 Operations	410,809.00	221,941.04	188,867.96	54.03%	195,006.29
	TOTAL EXPENSES	<u>410,809.00</u>	<u>221,941.04</u>	<u>188,867.96</u>	<u>54.03%</u>	<u>195,006.29</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ (85,003.71)</u>	<u>\$ 85,003.71</u>	<u>N/A</u>	<u>\$ (79,419.94)</u>
FIRE DISTRICTS 295						
REVENUES:						
Depart 3100-	Ad Valorem Taxes	\$ 2,857,098.00	\$ 1,747,212.21	\$ 1,109,885.79	61.15%	\$ 1,581,454.69
	TOTAL REVENUES	<u>2,857,098.00</u>	<u>1,747,212.21</u>	<u>1,109,885.79</u>	<u>61.15%</u>	<u>1,581,454.69</u>
EXPENSES:						
Depart 4100-	Comm 1.5 % Admin	52,000.00	21,594.77	30,405.23	41.53%	25,292.79
Depart 4340-	Fire Service	2,805,098.00	1,649,100.84	1,155,997.16	58.79%	1,469,991.58
	TOTAL EXPENSES	<u>2,857,098.00</u>	<u>1,670,695.61</u>	<u>1,186,402.39</u>	<u>58.48%</u>	<u>1,495,284.37</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ 76,516.60</u>	<u>\$ (76,516.60)</u>	<u>N/A</u>	<u>\$ 86,170.32</u>
GREATER BADIN OPERATING 611						
REVENUES:						
Depart 3710-	Operating Revenues	\$ 508,000.00	\$ 168,013.11	\$ 339,986.89	33.07%	\$ 2,319,262.84
Depart 3991-	Fund Balance Appropriated	-	-	-	N/A	-
	TOTAL REVENUES	<u>508,000.00</u>	<u>168,013.11</u>	<u>339,986.89</u>	<u>33.07%</u>	<u>2,319,262.84</u>
EXPENSES:						
Depart 7110-	Administration	185,000.00	886.51	184,113.49	0.48%	2,185,981.29
Depart 7120-	Operations	323,000.00	98,431.45	202,075.90	37.44%	172,788.55
Depart 9800-	Transfer to Other Funds	-	-	-	N/A	-
	TOTAL EXPENSES	<u>508,000.00</u>	<u>99,317.96</u>	<u>386,189.39</u>	<u>23.98%</u>	<u>2,358,769.84</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ 68,695.15</u>	<u>\$ (46,202.50)</u>	<u>N/A</u>	<u>\$ (39,507.00)</u>
PINEY POINT OPERATING 621						
REVENUES:						
Depart 3710-	Operating Revenues	\$ 167,000.00	\$ 65,490.05	\$ 101,509.95	39.22%	\$ 64,845.49
	TOTAL REVENUES	<u>167,000.00</u>	<u>65,490.05</u>	<u>101,509.95</u>	<u>39.22%</u>	<u>64,845.49</u>
EXPENSES:						
Depart 7110-	Administration	100,000.00	41,666.65	58,333.35	41.67%	\$ 33,333.35
Depart 7120-	Operations	67,000.00	21,168.08	45,831.92	31.59%	19,339.90
	TOTAL EXPENSES	<u>167,000.00</u>	<u>62,834.73</u>	<u>104,165.27</u>	<u>37.63%</u>	<u>52,673.25</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ 2,655.32</u>	<u>\$ (2,655.32)</u>	<u>N/A</u>	<u>\$ 12,172.24</u>

Stanly County
Comparative Monthly Financial Report
For the Five Months Ended November 30, 2017

		AMENDED BUDGET	*Y-T-D TRANSACTIONS	UNCOLLECTED REVENUE OR APPROPRIATIONS REMAINING	% COLLECTED OR EXPENDED	LAST YEAR'S Y-T-D TRANSACTIONS
WEST STANLY WWTP 631						
REVENUES:						
Depart 3710-	Grants	\$ -	\$ -	\$ -	N/A	\$ -
Depart 3712-	Operating Revenues	555,229.00	293,224.70	262,004.30	52.81%	223,377.28
Depart 3980-	Transfer From Other Funds	21,000.00	-	21,000.00	N/A	-
TOTAL REVENUES		576,229.00	293,224.70	283,004.30	50.89%	223,377.28
EXPENSES:						
Depart 7110-	Administration	291,250.00	166,345.40	124,904.60	57.11%	156,250.00
Depart 7120-	Operations	284,979.00	130,052.39	137,917.57	51.60%	132,283.90
Depart 9800-	Transfers	-	-	-	N/A	-
TOTAL EXPENSES		576,229.00	296,397.79	262,822.17	54.39%	288,533.90
OVER (UNDER) REVENUES		\$ -	\$ (3,173.09)	\$ 20,182.13	N/A	\$ (65,156.62)
STANLY COUNTY UTILITY 641						
REVENUES:						
Depart 3710-	Grants	\$ -	\$ -	\$ -	N/A	\$ -
Depart 3712-	Operating Revenues	3,593,229.00	1,225,604.48	2,367,624.52	34.11%	1,336,028.32
TOTAL REVENUES		3,593,229.00	1,225,604.48	2,367,624.52	34.11%	1,336,028.32
EXPENSES:						
Depart 7110-	Administration	426,300.00	168,969.17	255,538.83	40.06%	172,161.19
Depart 7120-	Operations	3,136,929.00	1,058,855.27	1,991,846.31	36.50%	1,029,383.63
Depart 9800-	Transfers	30,000.00	-	30,000.00	0.00%	-
TOTAL EXPENSES		3,593,229.00	1,227,824.44	2,277,385.14	36.62%	1,201,544.82
OVER (UNDER) REVENUES		\$ -	\$ (2,219.96)	\$ 90,239.38	N/A	\$ 134,483.50
AIRPORT OPERATING FUND 671						
REVENUES:						
Depart 3453-	Airport Operating	\$ 566,350.00	\$ 221,042.90	\$ 345,307.10	39.03%	\$ 172,071.88
Depart 3980-	Transfer from General Fund	326,896.00	81,724.00	245,172.00	25.00%	64,836.75
TOTAL REVENUES		893,246.00	302,766.90	590,479.10	33.90%	236,908.63
EXPENSES:						
Depart 4530-	Airport Operating	893,246.00	331,634.56	553,493.40	38.04%	314,952.97
TOTAL EXPENSES		893,246.00	331,634.56	553,493.40	38.04%	314,952.97
OVER (UNDER) REVENUES		\$ -	\$ (28,867.66)	\$ 36,985.70	N/A	\$ (78,044.34)
GROUP HEALTH & WORKERS' COMPENSATION 680						
REVENUES:						
Depart 3428-	Group Health Fees	\$ 6,184,371.00	\$ 2,293,921.58	\$ 3,890,449.42	37.09%	\$ 2,158,008.91
Depart 3430-	Workers Compensation	437,114.00	433,868.18	3,245.82	99.26%	409,534.22
TOTAL REVENUES		6,621,485.00	2,727,789.76	3,893,695.24	41.20%	2,567,543.13
EXPENSES:						
Depart 4200-	Group Health Costs	6,184,371.00	2,647,047.19	3,537,323.81	42.80%	2,520,005.88
Depart 4220-	Workers Compensation	437,114.00	443,697.74	(6,583.74)	101.51%	422,692.21
TOTAL EXPENSES		6,621,485.00	3,090,744.93	3,530,740.07	46.68%	2,942,698.09
OVER (UNDER) REVENUES		\$ -	\$ (362,955.17)	\$ 362,955.17	N/A	\$ (375,154.96)

Stanly County
Comparative Monthly Financial Report
Project Funds
For the Five Months Ended November 30, 2017

		PROJECT AUTHORIZATION	PROJECT TO DATE	PROJECT AMOUNT REMAINING
Tarheel Challenge Academy 212				
REVENUES:				
Depart 3590-	Education	\$ 3,092,000.00	\$ 3,092,000.00	\$ -
TOTAL REVENUES		<u>3,092,000.00</u>	<u>3,092,000.00</u>	<u>-</u>
EXPENSES:				
Depart 5910-	Public Schools	3,092,000.00	3,054,833.76	37,166.24
TOTAL EXPENSES		<u>3,092,000.00</u>	<u>3,054,833.76</u>	<u>37,166.24</u>
OVER (UNDER) REVENUES		<u>\$ -</u>	<u>\$ 37,166.24</u>	<u>\$ (37,166.24)</u>
Livestock Arena Construction Project 215				
REVENUES:				
Depart 3616-	Civic Center	\$ -	\$ 175,000.00	\$ (175,000.00)
Depart 3980-	Transfer from Other Funds	75,000.00	51,674.40	23,325.60
TOTAL REVENUES		<u>75,000.00</u>	<u>226,674.40</u>	<u>(151,674.40)</u>
EXPENSES:				
Depart 6160-	Agri-Civic Center	75,000.00	63,114.40	11,885.60
TOTAL EXPENSES		<u>75,000.00</u>	<u>63,114.40</u>	<u>11,885.60</u>
OVER (UNDER) REVENUES		<u>\$ -</u>	<u>\$ 163,560.00</u>	<u>\$ (163,560.00)</u>
Museum Renovation Project Fund 216				
REVENUES:				
Depart 3611-	Library	\$ 70,000.00	\$ 68,500.00	\$ 1,500.00
Depart 3980-	Transfer from Other Funds	130,000.00	105,193.21	24,806.79
TOTAL REVENUES		<u>200,000.00</u>	<u>173,693.21</u>	<u>26,306.79</u>
EXPENSES:				
Depart 6110-	Library	200,000.00	173,759.41	26,240.59
TOTAL EXPENSES		<u>200,000.00</u>	<u>173,759.41</u>	<u>26,240.59</u>
OVER (UNDER) REVENUES		<u>\$ -</u>	<u>\$ (66.20)</u>	<u>\$ 66.20</u>
2017 Single Family Rehab Loan Pool 241				
REVENUES:				
Depart 3493-	Single Family Housing	\$ 175,000.00	\$ -	\$ 175,000.00
TOTAL REVENUES		<u>175,000.00</u>	<u>-</u>	<u>175,000.00</u>
EXPENSES:				
Depart 4930-	Rehabilitation	175,000.00	-	175,000.00
TOTAL EXPENSES		<u>175,000.00</u>	<u>-</u>	<u>175,000.00</u>
OVER (UNDER) REVENUES		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Badin Water Rehab Part A 612				
REVENUES:				
Depart 3710-	Water & Sewer	\$ 2,832,600.00	\$ 2,513,371.14	\$ 319,228.86
Depart 3980-	Transfer from Greater Badin	25,169.00	-	25,169.00
TOTAL REVENUES		<u>2,857,769.00</u>	<u>2,513,371.14</u>	<u>344,397.86</u>
EXPENSES:				
Depart 7120-	Water Systems	2,857,769.00	2,500,492.75	357,276.25
TOTAL EXPENSES		<u>2,857,769.00</u>	<u>2,500,492.75</u>	<u>357,276.25</u>
OVER (UNDER) REVENUES		<u>\$ -</u>	<u>\$ 12,878.39</u>	<u>\$ (12,878.39)</u>
Badin Water Rehab Part B 613				
REVENUES:				
Depart 3710-	Water & Sewer	\$ 6,179,129.00	\$ 2,538,761.00	\$ 3,640,368.00
TOTAL REVENUES		<u>6,179,129.00</u>	<u>2,538,761.00</u>	<u>3,640,368.00</u>
EXPENSES:				
Depart 7120-	Water Systems	6,179,129.00	2,922,544.48	3,255,288.22
TOTAL EXPENSES		<u>6,179,129.00</u>	<u>2,922,544.48</u>	<u>3,255,288.22</u>
OVER (UNDER) REVENUES		<u>\$ -</u>	<u>\$ (383,783.48)</u>	<u>\$ 385,079.78</u>

Stanly County
Comparative Monthly Financial Report
Project Funds
For the Five Months Ended November 30, 2017

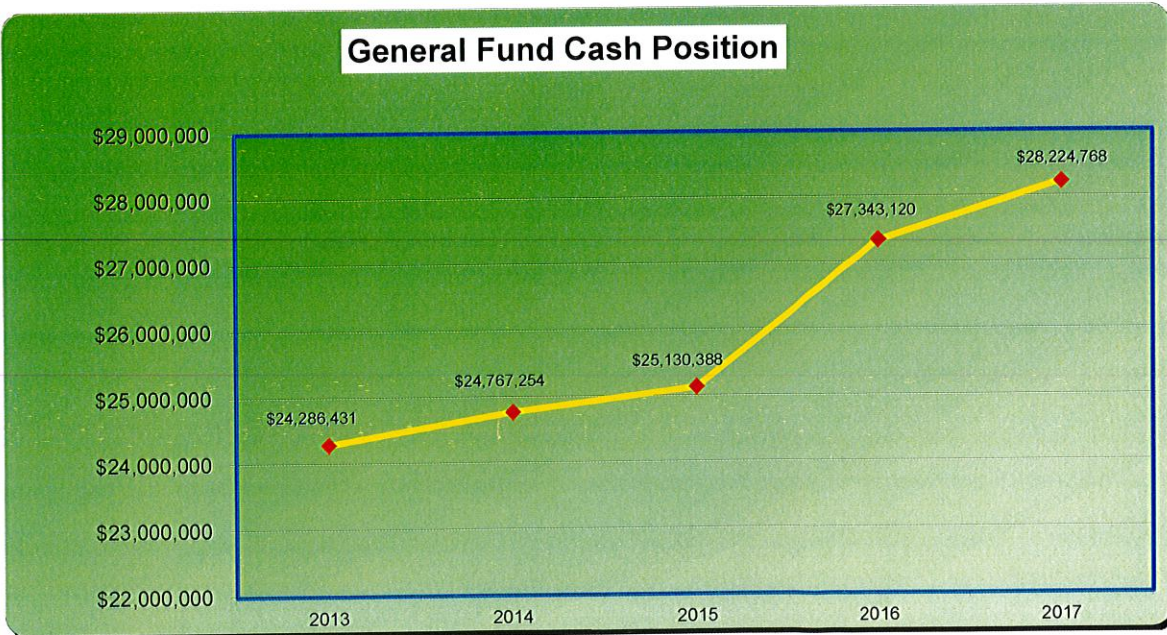
		PROJECT AUTHORIZATION	PROJECT TO DATE	PROJECT AMOUNT REMAINING
West Stanly WWTP Rehab Project 632				
REVENUES:				
Depart 3710-	Water & Sewer	\$ 3,058,300.00	\$ -	\$ 3,058,300.00
TOTAL REVENUES		3,058,300.00	-	3,058,300.00
EXPENSES:				
Depart 7120-	Water Systems	3,058,300.00	63,753.51	\$ 2,994,546.49
TOTAL EXPENSES		3,058,300.00	63,753.51	2,994,546.49
OVER (UNDER) REVENUES		\$ -	\$ (63,753.51)	\$ 63,753.51
Airport Rd Corridor Wastwater 642				
REVENUES:				
Depart 3710-	Water & Sewer	\$ 1,121,043.00	\$ 101,321.64	\$ 1,019,721.36
TOTAL REVENUES		1,121,043.00	101,321.64	1,019,721.36
EXPENSES:				
Depart 7120-	Water Systems	1,121,043.00	522,544.80	\$ 598,498.20
TOTAL EXPENSES		1,121,043.00	522,544.80	598,498.20
OVER (UNDER) REVENUES		\$ -	\$ (421,223.16)	\$ 421,223.16
Brown Hill Road Waterline 645				
REVENUES:				
Depart 3980-	Transfers From Other Funds	225,000.00	18,107.00	206,893.00
TOTAL REVENUES		225,000.00	18,107.00	206,893.00
EXPENSES:				
Depart 7120-	Water Systems	225,000.00	47,795.50	\$ 177,204.50
TOTAL EXPENSES		225,000.00	47,795.50	177,204.50
OVER (UNDER) REVENUES		\$ -	\$ (29,688.50)	\$ 29,688.50
Utilites Communications System 647				
REVENUES:				
Depart 3980-	Transfers From Other Funds	300,000.00	-	300,000.00
TOTAL REVENUES		300,000.00	-	300,000.00
EXPENSES:				
Depart 7120-	Water Systems	300,000.00	-	\$ 300,000.00
TOTAL EXPENSES		300,000.00	-	300,000.00
OVER (UNDER) REVENUES		\$ -	\$ -	\$ -
Utilites hookup Grant 649				
REVENUES:				
Depart 3980-	Transfers From Other Funds	60,000.00	-	60,000.00
TOTAL REVENUES		60,000.00	-	60,000.00
EXPENSES:				
Depart 7120-	Water Systems	60,000.00	2,975.00	\$ 57,025.00
TOTAL EXPENSES		60,000.00	2,975.00	57,025.00
OVER (UNDER) REVENUES		\$ -	\$ (2,975.00)	\$ 2,975.00
UTILTIY HWY 200 WATER PROJECT 656				
REVENUES:				
Depart 3720-	Commercial Loan	\$ 1,500,000.00	\$ -	\$ 1,500,000.00
Depart 3980-	Transfers From Other Funds	159,674.00	159,673.63	0.37
TOTAL REVENUES		1,659,674.00	159,673.63	1,500,000.37
EXPENSES:				
Depart 7120-	Water Systems	1,659,674.00	159,673.63	\$ 1,500,000.37
TOTAL EXPENSES		1,659,674.00	159,673.63	1,500,000.37
OVER (UNDER) REVENUES		\$ -	\$ -	\$ -

Stanly County
Comparative Monthly Financial Report
Project Funds
For the Five Months Ended November 30, 2017

		PROJECT AUTHORIZATION	PROJECT TO DATE	PROJECT AMOUNT REMAINING
Airport Taxilane Rehab Project 673				
REVENUES:				
Depart 3453-	Vision 100 Entitlement	\$ 238,223.00	\$ 196,999.76	\$ 41,223.24
Depart 3980-	Transfer From Other Funds	26,471.00	21,888.87	4,582.13
	TOTAL REVENUES	<u>264,694.00</u>	<u>218,888.63</u>	<u>45,805.37</u>
EXPENSES:				
Depart 4530-	Airport Operating	264,694.00	218,888.63	\$ 45,805.37
	TOTAL EXPENSES	<u>264,694.00</u>	<u>218,888.63</u>	<u>45,805.37</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Airport Runway and Taxilane Light 674				
REVENUES:				
Depart 3453-	Vision 100 Entitlement	\$ 76,763.00	\$ -	\$ 76,763.00
Depart 3980-	Transfer From Other Funds	8,529.00	-	8,529.00
	TOTAL REVENUES	<u>85,292.00</u>	<u>-</u>	<u>85,292.00</u>
EXPENSES:				
Depart 4530-	Airport Operating	85,292.00	-	\$ 85,292.00
	TOTAL EXPENSES	<u>85,292.00</u>	<u>-</u>	<u>85,292.00</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Airport Pipe Rehabilitation 677				
REVENUES:				
Depart 3453-	Vision 100 Entitlement	\$ 81,905.00	\$ 69,320.26	\$ 12,584.74
Depart 3980-	Transfer From Other Funds	9,101.00	-	9,101.00
	TOTAL REVENUES	<u>91,006.00</u>	<u>69,320.26</u>	<u>21,685.74</u>
EXPENSES:				
Depart 4530-	Airport Operating	91,006.00	77,022.60	\$ 13,983.40
	TOTAL EXPENSES	<u>91,006.00</u>	<u>77,022.60</u>	<u>13,983.40</u>
	OVER (UNDER) REVENUES	<u>\$ -</u>	<u>\$ (7,702.34)</u>	<u>\$ 7,702.34</u>

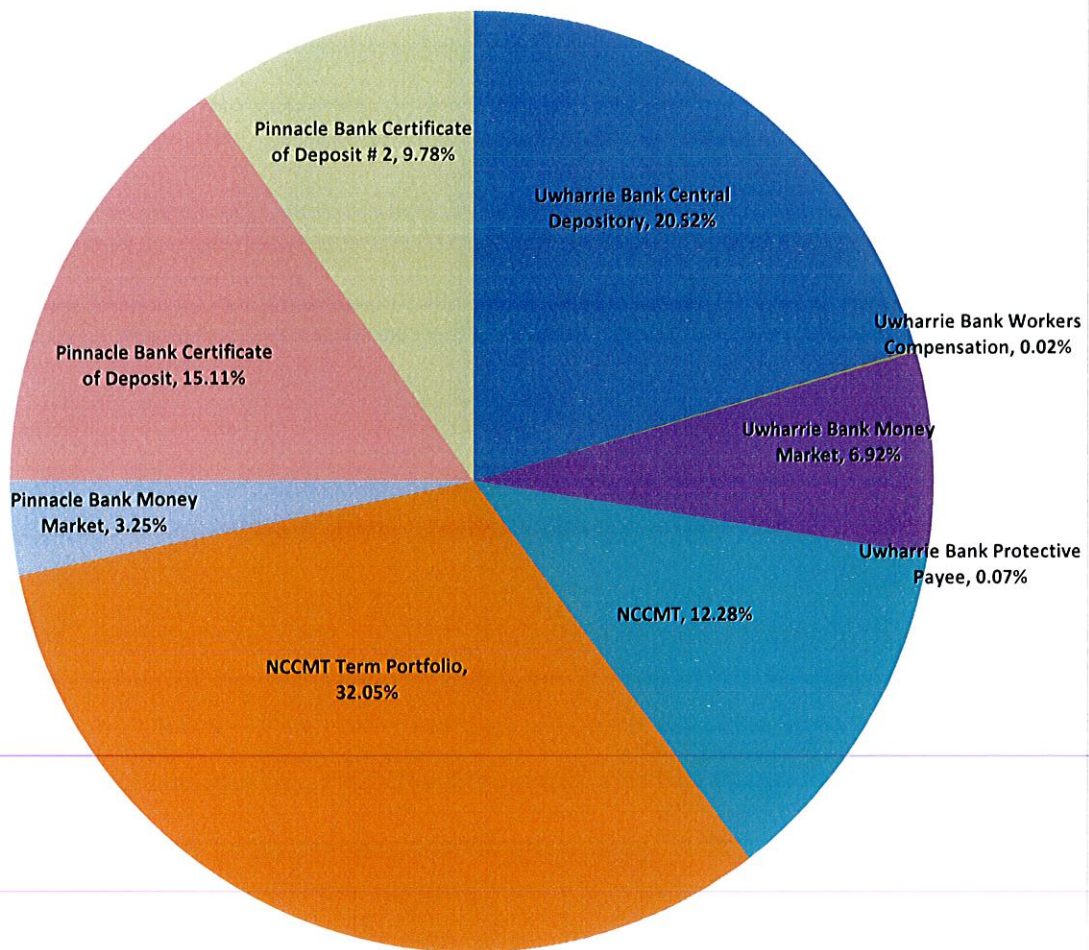
Stanly County
Comparative Cash Position Report
November 30, 2017 Compared with November 30, 2016

	Current 11/30/2017	Prior 11/30/2016	Increase (Decrease)
110 General Fund	\$ 28,224,768.07	\$ 27,343,120.42	\$ 881,647.65
212 Tarheel Challenge Academy	37,166.24	84,939.77	(47,773.53)
213 Emergency Radio System Project	-	(1,547.01)	1,547.01
214 SCC Cosmetology Project	-	38,066.30	(38,066.30)
215 Livestock	163,560.00	(3,220.00)	166,780.00
216 Museum Renovation Project Fund	(66.20)	48,500.00	(48,566.20)
240 Community Grant (CDBG) Single Family Rehab 2014	-	(164.00)	164.00
241 Community Grant (CDBG) Single Family Rehab 2017	-	-	-
254 Community Grant (CDBG) Single Family Rehab 2011	-	12,966.23	(12,966.23)
255 Community Grant (CDBG) 2011 Urgent Repair	-	8,691.57	(8,691.57)
257 Community Grant (CDBG) 2012 CDBG Scattered Site	-	(26.00)	26.00
260 Emergency Telephone E-911	(41,823.30)	(9,131.63)	(32,691.67)
295 Fire Districts	76,516.60	88,827.54	(12,310.94)
611 Greater Badin Operating	251,026.11	247,700.92	3,325.19
612 Badin Water Rehab Part A	12,877.39	(337,346.55)	350,223.94
613 Badin Water Rehab Part B	(262,242.48)	(123,010.28)	(139,232.20)
621 Piney Point Operating	316,431.46	288,554.56	27,876.90
631 West Stanly WWTP	39,119.63	(32,806.72)	71,926.35
632 West Stanly WWTP Rehab	(63,753.51)	(28,117.19)	(35,636.32)
641 Utility Operating	1,707,476.02	1,443,233.64	264,242.38
642 Utility- Airport Rd Corridor Wastewater	(431,143.76)	(33,279.81)	(397,863.95)
644 Utility- Alonzo Rod Meter Project	-	(488.00)	488.00
645 Utility- Brown Hill Road Waterline	(29,688.50)	-	(29,688.50)
647 Utilities Communications System	-	-	-
649 Utilities Hookup Grant	(2,975.00)	-	(2,975.00)
659 Utility- Cottonville Rd Waterline Relocat	-	(62,882.00)	62,882.00
671 Airport Operating	(64,378.29)	(43,413.30)	(20,964.99)
673 Airport Taxilane Rehab Project	-	(8,324.30)	8,324.30
677 Airport Pipe Rehabilitation	(7,702.34)	-	7,702.34
680 Group Health Fund	2,650,200.55	3,111,458.94	(461,258.39)
730 Deed of Trust Fund	3,348.00	3,168.20	179.80
740 Sheriff Court Executions	431.77	3,369.68	(2,937.91)
760 City and Towns Property Tax	317,681.98	473,810.02	(156,128.04)
	<u>\$ 32,896,830.44</u>	<u>\$ 32,512,651.00</u>	<u>384,179.44</u>



**Stanly County
Investment Report
For the Five Months Ended November 30, 2017**

BANK:	Balance per Bank at 11/30/17	% of investment	Purchase Date	Maturity Date	% Yield	Time of Certificate of Deposit
Uwharrie Bank Central Depository	\$ 6,626,946.02	20.52%			0.97%	
Uwharrie Bank Workers Compensation	5,000.00	0.02%			N/A	
Uwharrie Bank Protective Payee	21,775.53	0.07%			N/A	
Uwharrie Bank Money Market	2,235,183.91	6.92%			0.84%	
NCCMT	3,965,205.45	12.28%			0.97%	
NCCMT Term Portfolio	10,347,368.99	32.05%			1.16%	
Pinnacle Bank Money Market	1,049,743.02	3.25%			0.85%	
Pinnacle Bank Certificate of Deposit	4,879,753.17	15.11%	9/15/2017	3/15/2018	0.80%	182 Days
Pinnacle Bank Certificate of Deposit # 2	3,158,428.89	9.78%	10/10/2017	4/10/2018	0.80%	182 Days
Totals	\$ 32,289,404.98					



Stanly County
Fund Balance Calculation
As of November 30, 2017

Available Fund Balance

Cash & Investments	\$28,229,027
Liabilities (w/out deferred revenue)	853,046
Deferred Revenue (from cash receipts)	19,763
Encumbrances	1,743,918
Due to Other Governments	<u>24,082</u>

Total Available	<u>\$ 25,588,218</u>
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General Fund Expenditures

Total Expenditures	<u>\$ 64,152,244</u>
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Total Available for Appropriation

Total Available	\$ 25,588,218
Total Expenditures	64,152,244

Available for Appropriation	39.89%
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Stanly County Board of Commissioners

Meeting Date: January 2, 2018
 Presenter: Consent

HC

Consent Agenda Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

Please see the attached November 2017 refund report from the North Carolina Vehicle Tax System for taxpayers due vehicle refunds over \$100 which requires Board of Commissioners approval.

Subject

Requested Action

Consider and approve the attached vehicle tax refunds.

Signature: Toby R. Hinson

Dept. Finance

Date: 12/5/17

Attachments: Yes No _____

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	—	—	
Budget Amendment Necessary	—	—	
County Attorney	—	—	
County Manager	—	—	
Other:	—	—	

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

Tyler Brummitt, Clerk to the Board Date



North Carolina Vehicle Tax System

NCVTS Pending Refund report

Payee Name		Address 1		Address 3		Plate Number	Refund Description	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
BIDDLE, JENNA MICHELLE	5610 CELTIC CROSS GROVE	COLORADO SPRINGS, CO 80923	EJN8706	Refund Generated due to proration on Bill #0037265066-2016-2016-0000-00	01	Tax	(\$86.09)	\$0.00	(\$86.09)	\$0.00	(\$86.09)	
					50	Tax	(\$75.81)	\$0.00	(\$75.81)	\$0.00	(\$75.81)	
					50	Vehicle Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Refund \$161.90												
COMES, THOMAS JAMES	36971 CARTER RD	NEW LONDON, NC 28127	EKS6155	Refund Generated due to proration on Bill #0038115789-2017-2017-0000-00	01	Tax	(\$144.38)	\$0.00	(\$144.38)	\$0.00	(\$144.38)	
					18	Tax	(\$16.16)	\$0.00	(\$16.16)	\$0.00	(\$16.16)	
Refund \$160.54												
HART, MATTHEW COLIN	1058 EASTWOOD DR	ROCK HILL, SC 29730	FAP4350	Refund Generated due to proration on Bill #0038616891-2017-2017-0000-00	01	Tax	(\$86.91)	\$0.00	(\$86.91)	\$0.00	(\$86.91)	
					50	Tax	(\$76.54)	\$0.00	(\$76.54)	\$0.00	(\$76.54)	
					50	Vehicle Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
30	Tax	(\$12.97)	\$0.00	(\$12.97)	\$0.00	(\$12.97)						
Refund \$176.42												
MONARCH NC	350 PEE DEE AVE	ALBEMARLE, NC 28001	HY8934	Refund Generated due to adjustment on Bill #0039610115-2017-2017-0000-00	01	Tax	(\$187.27)	\$0.00	(\$187.27)	\$0.00	(\$187.27)	
					50	Tax	(\$164.91)	\$0.00	(\$164.91)	\$0.00	(\$164.91)	
					50	Vehicle Fee	(\$5.00)	\$0.00	(\$5.00)	\$0.00	(\$5.00)	
30	Tax	(\$27.95)	\$0.00	(\$27.95)	\$0.00	(\$27.95)						
Refund \$385.13												
MONARCH NC	350 PEE DEE AVE	ALBEMARLE, NC 28001	HY8935	Refund Generated due to adjustment on Bill #0039612239-2017-2017-0000-00	01	Tax	(\$187.27)	\$0.00	(\$187.27)	\$0.00	(\$187.27)	
					50	Tax	(\$164.91)	\$0.00	(\$164.91)	\$0.00	(\$164.91)	
					50	Vehicle Fee	(\$5.00)	\$0.00	(\$5.00)	\$0.00	(\$5.00)	
30	Tax	(\$27.95)	\$0.00	(\$27.95)	\$0.00	(\$27.95)						
Refund \$385.13												
MONARCH NC	350 PEE DEE AVE	ALBEMARLE, NC 28001	HY8944	Refund Generated due to adjustment on Bill #0039737435-2017-2017-0000-00	01	Tax	(\$187.27)	\$0.00	(\$187.27)	\$0.00	(\$187.27)	
					50	Tax	(\$164.91)	\$0.00	(\$164.91)	\$0.00	(\$164.91)	
					50	Vehicle Fee	(\$5.00)	\$0.00	(\$5.00)	\$0.00	(\$5.00)	
30	Tax	(\$27.95)	\$0.00	(\$27.95)	\$0.00	(\$27.95)						
Refund \$385.13												
THOMPSON, BOBBY GENE	414 2ND AVE S TRLR 45	MYRTLE BEACH, SC 29577	ADC8863	Refund Generated due to proration on Bill #0030391762-2016-2016-0000-00	01	Tax	(\$91.93)	\$0.00	(\$91.93)	\$0.00	(\$91.93)	
					19	Tax	(\$13.72)	\$0.00	(\$13.72)	\$0.00	(\$13.72)	
Refund \$105.65												
W M WILDER INC	2449 BADIN RD	ALBEMARLE, NC 28001	HR8859	Refund Generated due to proration on Bill #003625392-2016-2016-0000-00	01	Tax	(\$63.67)	\$0.00	(\$63.67)	\$0.00	(\$63.67)	
					50	Tax	(\$56.07)	\$0.00	(\$56.07)	\$0.00	(\$56.07)	
50	Vehicle Fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
Refund \$119.74												



AMENDMENT NO: 2018-18

STANLY COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stanly County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

To amend the General Fund 110, the expenditures are to be changed as follows:

<u>FUND/DEPART NUMBER</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGETED AMOUNT</u>	<u>INCREASE (DECREASE)</u>	<u>AS AMENDED</u>
110.4330.4370	353.000	Repair & Maint - Vehicles	\$ 39,900	\$ 14,053	\$ 53,953
TOTALS			<u>\$ 39,900</u>	<u>\$ 14,053</u>	<u>\$ 53,953</u>

This budget amendment is justified as follows:

To increase the budget for EMS using insurance settlement to fix ambulance that was involved in an accident.

This will result in a net increase \$ 14,053 in expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will be increased. These revenues have already been received or are verified they will be received in this fiscal year.

<u>FUND/DEPART NUMBER</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGETED AMOUNT</u>	<u>INCREASE (DECREASE)</u>	<u>AS AMENDED</u>
110.3839	580.10	Insurance Settlements	\$ 8,172	\$ 14,053	\$ 22,225
TOTALS			<u>\$ 8,172</u>	<u>\$ 14,053</u>	<u>\$ 22,225</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer, and to the Finance Director.

Adopted this _____ day of _____, 20____

Verified by the Clerk of the Board _____


Reviewed by Department Head

12/12/17
Date


Reviewed by Finance Director

12-12-17
Date

Reviewed by County Manager _____

Date

Posted by
Journal No.
Date

4E



AMENDMENT NO: 2018-19

STANLY COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stanly County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

To amend the General Fund 110, the expenditures are to be changed as follows:

FUND/DEPART NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
		See Attached Spreadsheet			
TOTALS			\$ -	\$ -	\$ -

This budget amendment is justified as follows:

To budget board expenses for Health and Human Services by transferring funds from General Health and DSS.

This will result in a net increase \$ - in expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will be increased. These revenues have already been received or are verified they will be received in this fiscal year.

FUND/DEPART NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
TOTALS			\$ -	\$ -	\$ -

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer, and to the Finance Director.

Adopted this _____ day of _____, 20____

Verified by the Clerk of the Board _____

Reviewed by Department Head <i>[Signature]</i>	Date 12-19-17	Posted by
Reviewed by Finance Director	Date	
Reviewed by County Manager	Date	Journal No.
		Date

STANLY COUNTY
 FY 17-18 BUDGET AMENDMENT
 January 2, 2018
 Budget Amendment #2018-19

GENERAL FUND:	ACCOUNT NUMBER	CURRENT BUDGET	INCREASE (DECREASE)	AS AMENDED
EXPENDITURES:				
Board Member Expenses	110.5110.170.000	\$ 2,400	\$ (300)	\$ 2,100
Board Member Expenses	110.5300.5310.170.000	2,000	(1,850)	150
Board Member Expenses	110.5100.170.000	-	2,150	2,150
FICA/Medicare Tax	110.5110.181.000	121,206	(85)	121,121
FICA/Medicare Tax	110.5300.5310.181.000	306,499	(85)	306,414
FICA/Medicare Tax	110.5100.181.000	-	170	170
Food and Provisions	110.5110.220.000	3,750	(500)	3,250
Food and Provisions	110.5300.5310.220.000	1,200	(500)	700
Food and Provisions	110.5100.220.000	-	1,000	1,000
Office Supplies	110.5110.260.000	12,000	(500)	11,500
Office Supplies	110.5300.5310.260.000	40,500	(500)	40,000
Office Supplies	110.5100.260.000	-	1,000	1,000
		\$ 489,555	\$ -	\$ 489,555



Stanly County Board of Commissioners

Meeting Date January 2, 2018

Presenter: Consent

<p>4F</p>	<p>Consent Agenda Regular Agenda</p>
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ITEM TO BE CONSIDERED

Subject

NC Commerce – Industrial Development Fund (Utility Account) Grant Resolution

Requested Action

Review and consider adoption of the attached resolution for the full NC Commerce Industrial Development Fund – Utility Account application.

Signature: 

Dept _____

Date: 12/19/2017

Attachments: Yes No

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Amendment Necessary	<input type="checkbox"/>	<input type="checkbox"/>	
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	
County Manager	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

 Tyler Brummitt, Clerk to the Board Date



RIVERSTONE INDUSTRIAL PARK RESOLUTION

WHEREAS, Stanly County is developing the Riverstone Industrial Park in western Stanly County to generate additional economic development product to encourage and foster private sector investment and job creation; and

WHEREAS, a grant from the North Carolina Department of Commerce be made via Stanly County to assist with the water and sewer infrastructure development of the Riverstone Industrial Park;

NOW THEREFORE BE IT RESOLVED, Stanly County will administer this grant in accordance with the rules and regulations of the North Carolina Department of Commerce and administer the grant through its Finance Office; and

BE IT FURTHER RESOLVED, the grant will be monitored quarterly to assure compliance with the County's grant proposal, grant stipulations and the North Carolina Department of Commerce regulations; and

BE IT FURTHER RESOLVED, the amount of the grant application for water and sewer infrastructure to serve the Riverstone Industrial Park will be \$950,000.

ADOPTED this the 2nd day of January, 2018

Joseph Burleson, Chairman
Stanly County Board of Commissioners

ATTEST:

Tyler Brummitt, Clerk to the Board



Stanly County Board of Commissioners

Meeting Date: January 2, 2018
 Presenter: Donna Davis, Utilities Director

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 Consent Agenda | Regular Agenda

Presentation Equipment: Lectern PC* Lectern VCR Lectern DVD Document Camera** Laptop***

Please Provide a Brief Description of your Presentations format: _____

* PC is equipped with Windows XP and Microsoft Office XP (including Word, Excel, and PowerPoint), Internet connectivity and Network connectivity for County Employees.

** If you have need to use the Document Camera and zoom into a particular area, if possible please attach a copy of the document with the area indicated that you need to zoom into. A laser light is available to pinpoint your area of projection.

*** You can bring in a laptop that will allow video out to be connected at the lectern – set display to 60Mhz.

ITEM TO BE CONSIDERED

Stanly County Utilities

Stanly County Utilities has planned and obtained funding for the West Stanly WWTP rehabilitation project. NC DEQ Clean Water SRF has awarded the project \$3,058,300.00 in loan funds at 0% interest for a 20-year term. A revised project ordinance and associated budget amendments is requested to reflect the actual cost of engineering and loan closing cost and to outline the expenditure of fund.

Approval of a revised capital project ordinance and associated budget amendments.

Signature: _____

Dept.: Utilities

Date: December 27, 2017

Attachments: Yes X No _____

Review Process

Certification of Action

	Approved		Initials
	Yes	No	
Finance Director	—	—	
Budget Amendment Necessary	X		
County Attorney	—	—	
County Manager	—	—	
Other:	—	—	

Certified to be a true copy of the action taken by the Stanly County Board of Commissioners on

 Tyler Brummitt, Clerk to the Board Date



AMENDMENT NO: 2018-20

STANLY COUNTY-BUDGET AMENDMENT

BE IT ORDAINED by the Stanly County Board of Commissioners that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

To amend the West Stanly WWTP Rehab Project fund 632, the expenditures are to be changed as follows:

FUND/DEPART NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
632.7120	190.000	Professional Services	\$ 375,000	\$ 165,000	\$ 540,000
632.7120	199.101	Closing Costs	75,000	(13,800)	61,200
632.7120	570.000	Land	25,000	(24,000)	1,000
632.7120	580.000	Bldgs, Structure, & Improve	2,583,300	(127,200)	2,456,100
TOTALS			<u>\$ 3,058,300</u>	<u>\$ -</u>	<u>\$ 3,058,300</u>

This budget amendment is justified as follows:

To amend the West Stanly WWTP Project Fund per revised ordinance.

This will result in a net increase \$ - in expenditures and other financial use to the County's annual budget. To provide the additional revenue for the above, the following revenues will be increased. These revenues have already been received or are verified they will be received in this fiscal year.

FUND/DEPART NUMBER	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGETED AMOUNT	INCREASE (DECREASE)	AS AMENDED
TOTALS			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

SECTION 2. Copies of this amendment shall be furnished to the Clerk of the Board of Commissioners, Budget Officer, and to the Finance Director.

Adopted this _____ day of _____, 20____

Verified by the Clerk of the Board _____

Reviewed by Department Head	Date	Posted by
<i>Jody R. Kinners</i>	12-27-17	
Reviewed by Finance Director	Date	Journal No.
Reviewed by County Manager	Date	Date

Stanly County Utilities
Revised Project Ordinance
West Stanly WWTP Rehabilitation Project

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

SECTION 1: The project authorized is the construction and rehabilitation of wastewater infrastructure associated with the West Stanly WWTP and the McCoy Creek Pump Station to be funded by a loan from the North Carolina Department of Natural Resources (NCDENR) Clean Water State Revolving Fund (CW SRF).

SECTION 2: The officers and employees of Stanly County Utilities are hereby authorized to proceed with the capital project within the terms of the budget contained herein.

SECTION 3: The following amounts are appropriated for the project:

Professional Services	\$ 540,000
Loan Closing and Administration	\$ 61,200
Land	\$ 1,000
Construction	<u>\$ 2,456,100</u>
	\$ 3,058,300

Section 4: The following revenues are anticipated to be available to complete the project:

NC DENR CW SRF	\$ 3,058,300
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SECTION 5: The Finance Director is hereby directed to maintain within the capital project fund sufficient detailed accounting records to satisfy the requirements of the grantor agencies and state and local regulations.

SECTION 6: Funds may be advanced from the County general fund for the purpose of making payments as due. Reimbursement requests should be made to the appropriate grantor agencies in an orderly and timely manner.

SECTION 7: The Finance Director is hereby directed to report on a quarterly basis on the financial status of each project element in Section 3.

SECTION 8: The finance officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this board.

SECTION 9: Copies of this capital project ordinance shall be filed with the Clerk to the Board of Directors and the finance officer for future direction in carrying out this project.

Adopted this 2nd day of January, 2018.

Joseph Burleson, Board Chair

Tyler Brummitt, Clerk