

Shelby City Council Agenda  
Regular Meeting  
November 7, 2022 at 6:00 p.m.

City Hall Council Chamber  
300 South Washington Street  
Shelby, North Carolina

Welcome and Call to Order by Mayor O. Stanhope Anthony III

*Invocation*

*Pledge of Allegiance*

**A. Approval of Agenda**

*Discussion and revision of the proposed agenda, including consent agenda; adoption of an agenda.*

- 1) Motion to adopt the agenda as proposed or amended

**B. Special Presentations:**

- 1) Sunset Cemetery Project Presentation - Zach Dressel and Chavis Gash, presenting 1 - 8
- 2) Uptown Shelby Association update – Audrey Whetten Godfrey, Executive Director presenting 9

**C. Consent Agenda:**

*Prior to approval and adoption of the agenda, a Council Member may move an item from the Consent Agenda to the regular agenda. Items remaining on the Consent Agenda will be considered collectively through a single motion and vote.*

- 1) Approval of the Minutes of the Regular Meeting of October 17, 2022 10 - 15
- 2) Approval of Special Event Application: 16 - 41
  - a) Uptown Shelby carriage rides and tree lighting – requested date: November 25th, December 2nd, 9th, and 16<sup>th</sup>
  - b) Shelby Christmas Parade – requested date: Sunday, December 18, 2022

c) Atrium Health Family Holiday Celebration - requested date:  
December 7, 2022

- |   |         |
|---|---------|
| 3) Adoption of Fiscal Year 2022-2023 Budget Ordinance Amendment<br>No. 2: Ordinance No. 58-2022   | 42 - 46 |
| 4) Approval of a resolution approving the contract modification for the<br>performance of the City of Shelby's annual audit and preparation of<br>financial statements for the fiscal year ended June 30, 2022:<br>Resolution No. 67-2022 | 47 - 52 |
| 5) Adoption of an ordinance authorizing demolition of a dwelling at 501<br>West Graham Street: Ordinance No. 59-2022  | 53 - 58 |
| 6) Management Reports:  | 59 - 86 |

a) Financial Summary – September 2022

D. Unfinished Business: 87

None

E. New Business:

- |   |          |
|---|----------|
| 1) Approval of a resolution authorizing project allocations for North<br>Carolina State appropriations for Water and Wastewater projects:<br>Resolution No. 68-2022 | 88 - 92  |
| 2) Pinnacle Estates Subdivision Underground Electric Installation Project:  | 93 - 102 |
| a) Adoption of Fiscal Year Budget Ordinance Amendment No. 3:<br>Ordinance No. 60-2022   |          |
| b) Approval of a resolution awarding the construction contract for<br>the Pinnacle Estates Subdivision Underground Electric Project:<br>Resolution No. 69-2022      |          |

F. City Manager's Report 103

**G. Council Announcements and Remarks 103**

**H. Closed Session 103**

**To establish, or to instruct staff concerning the position to be taken by or on behalf of City Council in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease pursuant to North Carolina General Statute 143-318.11(a)(5).**

**I. Adjournment: 103**

***To adjourn a meeting of City Council, a majority of the Council Members must vote for a motion to adjourn.***

**1) Motion to adjourn**

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

**B. Special Presentations:**

**Agenda Item B-1**

- 1) Sunset Cemetery Project Presentation - Zach Dressel and Chavis Gash, presenting

**Presenting: (Zach Dressel and Chavis Gash)**

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- Sunset Cemetery Project Presentation

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City Manager's Recommendation / Comments

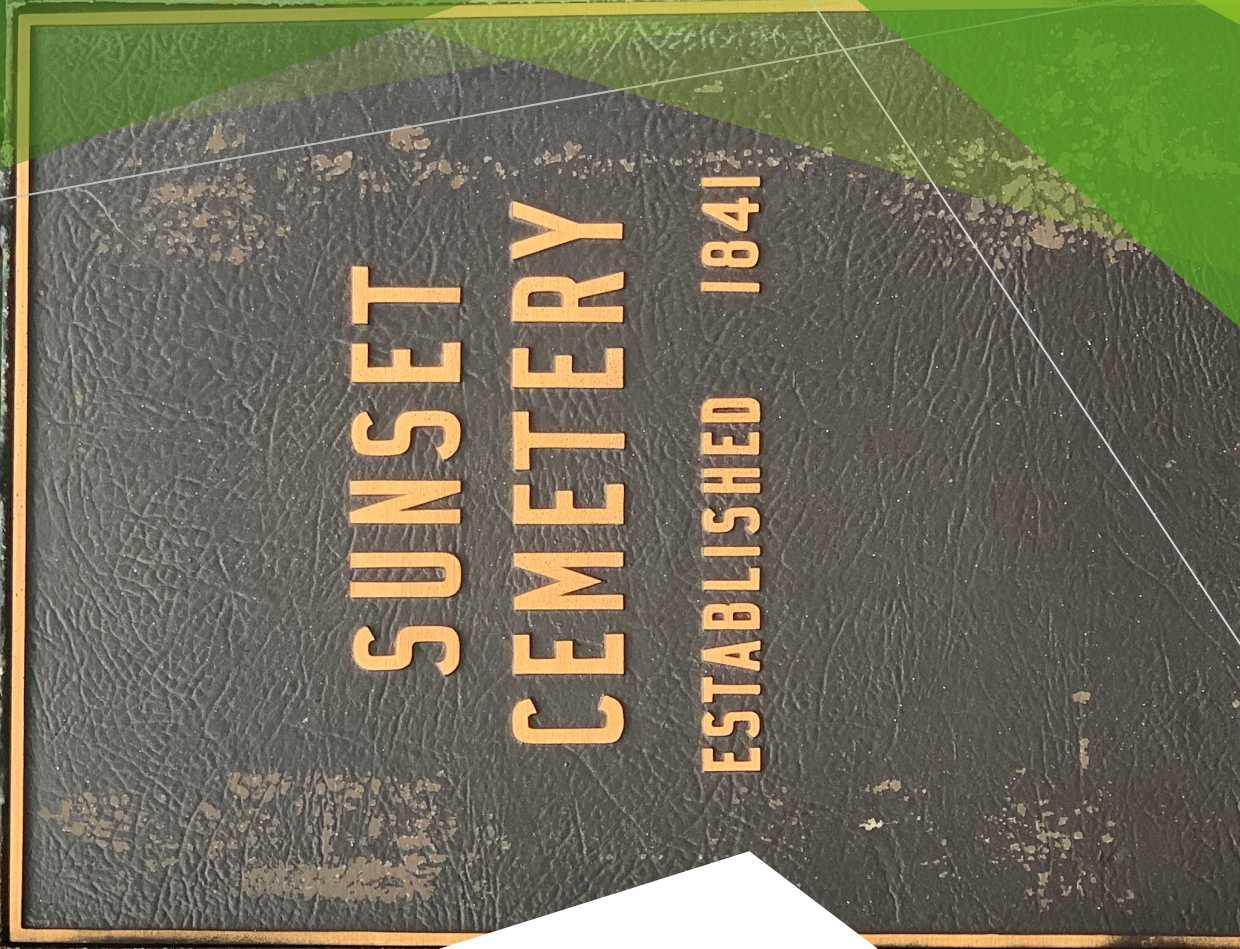
In early 2021 it was brought to my attention by City staff that a local group of citizens had taken interest in a section of Sunset Cemetery that they believed might contain the unmarked graves of African Americans. This section has for many years been somewhat of a mystery as it contains no markers but had been routinely mowed and maintained by the City as part of the cemetery. This local citizen group sought approval to undertake an effort to better determine the history of the site and to verify if the unmarked area contained remains. I granted them approval at that time and informed Council of the effort.

The attached presentation lays out an overview of the project, its purpose, a set of desired outcomes and a proposal from the local group regarding this section of Sunset Cemetery. Once complete no action is necessary at this point. If Council wishes to allow the effort to proceed then I would recommend that drafting of a specific resolution that clearly defines what may be approving and setting forth the terms of how Council would like it carried out. I can have this resolution ready for your consideration at the November 21, 2022 regular meeting.



# Sunset Cemetery Project

By Zach Dressel & Chavis Gash

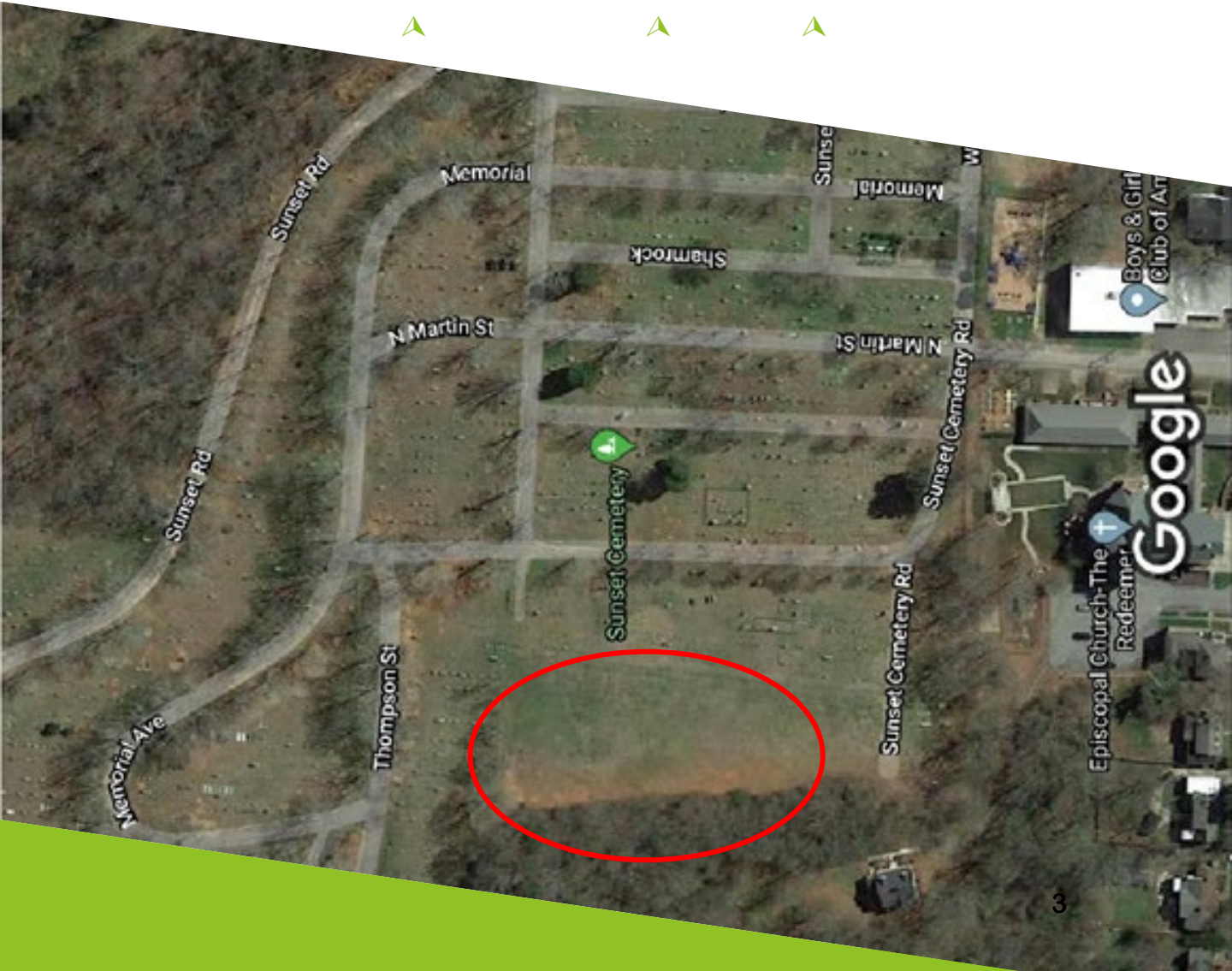


SUNSET  
CEMETERY  
ESTABLISHED 1841



# I. Brief overview of Project

- ▶ Sunset Cemetery, which has served as Shelby's most prominent cemetery for nearly 200 years, has an unmarked section with graves of African Americans that date back to at least 1876.
- ▶ This section lies on the western side of the old section of the cemetery and is currently a large open grassy field.
- ▶ A committee of concerned citizens was formed in January of 2021 with the express purpose of investigating the site and working through options for raising awareness of its historical and cultural value.





## II. Purpose of the Project

- To memorialize those whose remains are buried in the section of the cemetery that are known and unknown.
- To use the space as an educational opportunity about the history of our local community and its ancestors, which will further create equality in the historical narrative of Shelby.
- To create connections with the local community through focus groups and public projects engaging local churches, youth organizations, and civic groups.

OF DEATH land 23  
 06  
 BUREAU OF VITAL STATISTICS  
 REC'D. OCT 1907  
 NORTH CAROLINA STATE BOARD OF HEALTH  
 BUREAU OF VITAL STATISTICS  
 CERTIFICATE OF DEATH  
 Registration District No. 23-5282 Certificate No. 525

(No. of death occurs in a hospital or other institution, give name instead of street number) St. 525  
Jackie Minor W. C. Rankin

**PERSONAL AND STATISTICAL PARTICULARS**  
 4 COLOR OR RACE Black  
 5 SINGLE, MARRIED, WIDOWED, OR DIVORCED (WRITE THE WORD) Single  
 BIRTH (Month) Dec. 24 (Day) 24 (Year) 1907  
 IF LESS than 1 day... hrs. 8 mos. 8 yrs. 29 or min. none  
 OCCUPATION, PROFESSION, OR TRADE (If death occurs in a hospital or other institution, give name of institution, profession, or establishment in which employed (or employer). none  
 PLACE N.C.  
 NAME OF FATHER Ed Rankin  
 BIRTHPLACE OF FATHER N.C.  
 2 NAME OF MOTHER BEFORE MARRIAGE Hattie Shuford  
 BIRTHPLACE OF MOTHER N.C.

ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE  
Wm. Fullenwider  
 (Address) Shelby N.C.  
Sept 19 1917 Lee B. Weather Registrar.

**MEDICAL CERTIFICATE OF DEATH**  
 16 DATE OF DEATH Sept (Month)  
 17 I HEREBY CERTIFY, That I attended deceased from Sept 7 to Sept 17 that I last saw h. alive on Sept 17 and that death occurred on the date above stated, at  
 THE CAUSE OF DEATH\* was as follows:  
Typhoid fever  
about 3 Miles  
 Contributory Remonty  
about 2 Miles  
 (Signed) W. C. Rankin (Address) Shelby

\*State the Disease Causing Death, or, in dead 1) MEANS OF INJURY; and (2) whether ACCIDENTAL  
 18 LENGTH OF RESIDENCE (for Hospitals, Institution At place of death... yrs. ... mos. ... ds. State. Where was disease contracted, if not at place of death? Former or usual residence.)  
 19 PLACE OF BURIAL OR REMOVAL Sunset  
 20 UNDERTAKER W. E. Campbell

# III. Desired outcomes

➤ To memorialize individuals at Sunset Cemetery's identified section and share historical information found.

➤ To develop educational programing around the information found and have on-going community engagement surrounding information found about the cemetery.



## IV. Our proposal for that section of the Cemetery

### Suggested actions at the property:

- Put directional markers and educational markers at the cemetery
- Monument to recognize those buried
- Clean up the forest area in partnership with the Episcopal Church for another GPR study on that site between the church and the cemetery



## V. Current Partnerships

- ▶ The Project Committee has engaged the Episcopal Church as possible burials seem to extend to their property.
- ▶ The church has been very cooperative in pursuit of the purpose of the project.
- ▶ The Friends of the Park have served as our partner to manage any donations collected for expenses such as the GPR study, and other research expenses.



## VI. COMMUNITY/ EVENTS/ PROGRAMS

- Social Media Post & Videos
- Field Trips to the property
- Focus groups with the community
- Collect stories, memories, documents/information



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Agenda Item B-2

- 2) Uptown Shelby Association update – Audrey Whetten Godfrey, Executive Director presenting

**Presenting: (Audrey Whetten Godfrey, Executive Director of the Uptown Shelby Association)**

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- No documentation provided

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City Manager's Recommendation / Comments

This time is scheduled on your agenda to allow Audrey Whetten Godfrey, Executive Director of Uptown Shelby Association, to update the City Council. I've asked Mrs. Godfrey to update us on a quarterly basis.



City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

C. Consent Agenda:

Agenda Item: C-1

- 1) Approval of the Minutes of the Regular Meeting of October 17, 2022

**Consent Agenda Item: (Carol Williams, City Clerk)**

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Summary of Available Information:

Please read and offer changes as you deem necessary.

- Minutes of the Regular Meeting of October 17, 2022

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City Manager's Recommendation / Comments

**Approve the minutes as presented or as amended by the Mayor and City Council via the Consent Agenda.**

## MINUTES

Regular Meeting  
City Hall Council Chamber

October 17, 2022  
Monday, 6:00 p.m.

**Present:** Mayor pro tem Andrew L. Hopper Sr., presiding; Council Members David Causby, Violet Arth, David White, Charles Webber, and Emilie Bullock.; City Manager Rick Howell, MPA, ICMA-CM, Assistant City Manager Justin S. Merritt, MPA, Assistant City Manager Benjamin (Ben) Yarboro, Interim City Attorney John Kubis, City Clerk Carol Williams, Deputy City Clerk Breanna Jones, Public Information and Communications Officer Chip Nuhrah, Director of Human Resources Deborah (Deb) Jolly, Director of Finance Elizabeth (Beth) Beam, CPA, Police Chief Jeffrey (Jeff) Ledford, Fire Chief William Hunt, EFO, Director of Planning and Development Services Walter (Walt) Scharer, and Jennifer H. Harrill, Social Media Manager, Blue Eyes Media Connections;

**Absent:** Mayor O. Stanhope Anthony III

Mayor pro tem Hopper called the meeting to order at 6:00 p.m. Mr. Webber delivered the invocation and Mr. Causby led the Pledge of Allegiance.

### A. Approval of agenda:

Mayor pro tem Hopper requested the addition of Resolution No. 66-2022 be added as Item C-4 under Consent Items.

#### 1) Motion to adopt the amended agenda

**ACTION TAKEN:** Upon a motion by Ms. Arth, City Council voted unanimously to approve the agenda as amended.

### B. Public Comment:

Debbie Chaffin who resides at 101 Victoria Park Drive, Shelby, North Carolina presented to City Council three safety concerns that she and her neighbors have that live in the Magnolia Plantation subdivision:

- The proposed new cut thru from Kings Road to the service road – many residents have lived in the neighborhood when there was a cut thru to the service road and when there was not; they prefer not having a cut thru to the service road.
- The construction of a new hotel to the right of the proposed new cut through – the residents are not concerned about the actual hotel

being built but worry about strangers that walk thru their neighborhood from the hotels.

- The addition of a proposed subdivision to the left and rear of Magnolia Plantation with plans for 138 homes – the residents are very concerned about the increase in traffic and are worried about the safety due to only one way in and one way out of the neighborhood.

Ms. Chaffin distributed a handout for City Council which contains more details and data on the three safety concerns she spoke about. She thanked Council for their time and thanked the City staff she spoke to for being so helpful.

Cora Peeler who resides at 2037 Green Oak Drive, Shelby, North Carolina distributed a handout to Council which is a petition signed by over 40 residents of the Hickory Hill community. Ms. Peeler stated that the people in the Hickory Hill community are joining together to petition that the Hickory Hill community will never be zoned again; or will never again have two separate houses built on a single lot as long as these residents are homeowners in this neighborhood. Ms. Peeler continued by stating that Council should have investigated the new proposed home structures and whether they compare to the other homes in the neighborhood. Ms. Peeler also questioned the lack of zoning notification that the neighborhood received; saying the sign placed in the yard wasn't very noticeable and only two families received a notification in the mail. Ms. Peeler suggested the rezoning notification could have been mailed with the utility bill that the residents receive each month. Ms. Peeler concluded by stating the residents of Hickory Hill take pride in their community and stated, "Do unto others as you would have them do unto you."

### C. Public Hearing:

- 1) Consideration of a proposed ordinance amending the zoning map of the City of Shelby, North Carolina at Gilliatt Street and East Marion Street: Ordinance No. 55-2022

Mr. Scharer introduced a zoning map amendment for property located at Gilliatt Street and East Marion Street from R10 zoning district to General Business (GB) zoning district. Mr. Scharer listed the various commercial uses on this section of East Marion Street which include a produce stand, butcher shop, coffee shop, a laundromat and a self-storage facility. According to Mr. Scharer this particular property is surrounded by General Business and Residential zoning districts. Mr. Scharer concluded by stating the Planning and Zoning Board recommended the proposed zoning amendment due to the development patterns in the area.

Mayor pro tem Hopper opened the public hearing at 6:19 p.m. and invited comments from the public.

**Don Peeler who resides at 101 Apple Hill Drive, Shelby, North Carolina spoke as the applicant and in favor of the zoning amendment. Mr. Peeler stated the property owner, Cecil Lee Gilliatt, Jr., desires to have medium to upscale apartments built on the property. Mr. Peeler explained the General Business zoning district works best for this property because of the density required and for a better layout of the proposed apartments. Mr. Peeler stated his hope is to have an apartment complex similar to Crystal Springs that he developed a few years ago. Mr. Peeler stated he doesn't know how many apartments will fit on the property, but they will be all brick.**

**Mayor pro tem Hopper closed the public hearing at 6:24 p.m.**

**Mr. Howell reminded Council that in their decision-making they must consider that amending this property to General Business zoning district allows any business use permitted under the General Business classification in the future.**

**ACTION TAKEN: Upon a motion made by Mr. White, City Council voted unanimously to approve Ordinance No. 55-2022 entitled, "A PROPOSED ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF SHELBY, NORTH CAROLINA AT GILLIATT STREET AND EAST MARION STREET."**

**D. Consent Agenda:**

**Mayor pro tem Hopper presented the consent agenda. Ms. Arth moved to approve the consent agenda and the following items were unanimously adopted:**

- 1) Approval of the Minutes of the Regular Meeting of October 3, 2022**
- 2) Adoption of budget ordinance establishing a capital project ordinance and budgets for the City of Shelby's City Hall Annex Renovation Project: Ordinance No. 56-2022**
- 3) 800Mhz Radio Purchase Project for Fire and Police Departments:**
  - a) Approval of a resolution approving a financing agreement authorized by North Carolina General Statute 160A-20: Resolution No. 65-2022**
  - b) Adoption of Fiscal Year 2022-2023 Budget Ordinance Amendment No. 1: Ordinance No. 57-2022**

- 4) Approval of a resolution authorizing an application for North Carolina Department of Commerce Rural Transportation Grant Fund Rural Engagement & Investment Program (Depot Park): Resolution No. 66-2022

**E. Unfinished Business:**

None

**F. New Business**

None

**G. City Manager's Report:**

- Regarding Shell Building #4: Wall panels are up, and the roofing system should be going in this week.
- Regarding Rail Trail: Continuing to work with NC DOT on the \$4.16 million grant awarded a few years ago to help construct a portion of the Rail Trail. This is federal grant money that must be used for that specific purpose.
- Regarding Water and Sewer projects: The City identified projects for the \$400,000 American Rescue Plan grant for analysis of the aging parts of the Water and Sewer systems. Mr. Hux is working with the State and moving those projects along.

**H. Council Announcements and Remarks:**

Ms. Arth asked Mr. Howell to make sure someone follows up with the residents of the Hickory Hill community to see why they were not better notified of the rezoning last month. Ms. Arth also commented that her boyfriend won the Livermush Cook-off on Saturday.

Mr. White was glad to see so many people in Shelby on Saturday with all the events that were taking place.

Mr. Causby thoroughly enjoyed going Uptown Saturday with his grandchildren on Saturday.

Mr. Webber reiterated what Ms. Arth said about City staff reaching out to the citizens of Hickory Hill and address their concerns. Mr. Webber attended the 100-year celebration for Enloe Mortuary on Saturday. Apparently, Enloe

**Mortuary is one of sixteen businesses in the country that are still in operation after 100 years.**

**Mayor pro tem Hopper also stated it was a busy weekend in Shelby and it was great to see so many people in town. Mr. Hopper also attended the Enloe Mortuary celebration. Mr. Hopper mentioned Pink Bell has worked at the funeral home for 67 years – he started as a teenager. Mr. Hopper had a conversation with Bobby Bell, and he extended his appreciation to the City of Shelby for their condolences when his wife passed away earlier this year. Enloe Mortuary staff truly appreciated City Council for presenting to them the key to the City in honor of their 100<sup>th</sup> anniversary. Mr. Hopper stated the mortuary also had a well-attended Health Fair, which was a festive occasion for them to host. Mr. Hopper wanted to publicly thank Chip Nuhrah for his work on Saturday coordinating and producing the Enloe Mortuary anniversary event. Mr. Hopper also thanked the Police and Fire chiefs for their support and work over the weekend.**

**I. Adjournment:**

**1) Motion to adjourn**

**ACTION TAKEN: Upon a motion made by Ms. Arth, City Council voted unanimously to adjourn the meeting at 6:36 p.m.**

**Respectfully submitted,**

**Carol Williams  
City Clerk**

**Andrew L. Hopper, Sr.  
Mayor pro tem**

**Minutes of October 17, 2022**

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

**Agenda Item: C-2**

2) Approval of Special Event Applications:

- a) Uptown Shelby carriage rides and tree lighting – requested date: November 25th, December 2nd, 9th, and 16<sup>th</sup>
- b) Shelby Christmas Parade – requested date: Sunday, December 18, 2022
- c) Atrium Health Family Holiday Celebration - requested date: December 7, 2022

**Consent Agenda Item: (Carol Williams, City Clerk)**

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- Memorandums dated November 2, 2022, from Carol Williams, City Clerk to Rick Howell, City Manager
- Special Event Applications

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City Manager's Recommendation / Comments

These events are in keeping with special event practices of the City. It is my recommendation that this item be approved by City Council at this time via the Consent Agenda.

I do want to make Council aware that after the first of the year I will be proposing a revised special event ordinance that formalizes the City's process and more clearly spells out the City's expectations of those submitting applications that require additional City services including the closure of streets and sidewalks. Special events require a great deal of resources often including employee work hours (Public Works, Police, Fire & Rescue and Parks and Recreation) as well as equipment. These events which provide important activities for citizens/visitors do require staff to divert from their usual duties even if only for a brief period in some cases. As you have heard me say each employee is budgeted for 2,080 hours per year. Each hour committed to special events takes away from the core purpose of that employee. I am not suggesting that the City no longer allow special events but do believe a more clear and formal policy will assist in helping us to manage our resources. Look for a recommendation in early 2023.

# Memo

**To:** Rick Howell, City Manager  
**From:** Carol Williams, City Clerk  
**Date:** November 2, 2022  
**Re:** Special Event Permit Application

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## BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Uptown Carriage Rides and Tree Lighting, requested date: Friday, November 25th, December 2nd, 9th and 16th, 2022

## REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

## RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of November 7, 2022 for Council's review and approval.

## ATTACHMENT:

- A. Special Event Permit Application packet received October 21, 2022



criminal in nature, shall be subject to the maximum penalty authorized by G.S. 14-4, as amended.



### CITY OF SHELBY SPECIAL EVENT PERMIT APPLICATION

Each question must be legible and answered clearly and completely. Applications must be filed with the City Clerk not less than thirty (30) days before the date on which the event is to take place. A fee of \$20.00 will be due upon submission of the application form.

**1. EVENT NAME:**

Uptown Shelby Carriage Rides & free lighting <sup>Nov 25</sup>

**2. PURPOSE AND BRIEF DESCRIPTION OF EVENT:**

Friday night carriage rides for families  
during the holidays + a tree lighting celebration (Nov 25)

**3. LOCATION OF EVENT (ATTACH MAP):**

Southbound lane of Washington St on the  
Court Square

**4. PLEASE INDICATE:**

Approximately how many people will attend the event? 100 per night

Approximately how many vehicles will be present? 1 carriage, 2 horses

Approximately how many animals will be present? 2

If the event is a parade, please indicate the amount of street that will be needed:

Single lane \_\_\_\_\_

All lanes in travel direction \_\_\_\_\_

Whole street \_\_\_\_\_

**5. PLEASE LIST THE FOLLOWING PARTY (IES) RESPONSIBLE FOR THE EVENT:**

Name: Uptown Shelby Association

Address: 211 S. Trade Street

Phones: 704-484-3100  
(Daytime) (Evening)

E-mail address \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phones: \_\_\_\_\_  
(Daytime) (Evening)

E-mail address \_\_\_\_\_

**6. PLEASE LIST THE FOLLOWING:**

Requested day(s) and date(s) Nov. 25<sup>th</sup>, Dec. 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>

Alternate day(s) and date(s) \_\_\_\_\_

Requested hours of operation, from 5:30 AM/PM to 9:00 AM/PM

**7. EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES:** As an event planner, you are responsible for notifying the neighbors and businesses in the surrounding area of your event. The City requires notifying as many businesses and residents around the event site as possible as early as possible. Please provide your plan of notification at the time you submit your permit application.

**8. SANITATION:** Please attach your "Plan for Clean-Up." Please check Application Instruction sheet for details.

**9. AVAILABILITY OF FOOD, BEVERAGES, AND/OR ENTERTAINMENT:**

If there will be music, sound amplification, or any other noise impact, please describe on attached sheet, including the intended hours of the music, sound, or noise.

Will alcoholic beverages be served? no

If yes, attach to the application a copy of your permit from the Cleveland County Alcoholic beverage Control Board. Alcohol may not be served without a permit.

Will food and/or no-alcoholic beverages be served? no

If yes, attach to the application a copy of your permit from the Cleveland County Department of Health Services.

**10. SECURITY AND SAFETY PROCEDURES:** Attach to this application a copy of your building permit(s) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, viewing stands, stages, or platforms.

Attach a copy of your Shelby Fire & Rescue Department Permit or permits to this application if you will use parade floats; an open flame; fireworks; or pyrotechnics; vehicle fuel; cooking facilities; enclosures (and tables within those enclosures); tents; air-supported structures; and/or any fabric shelter.

Give name, address, and phone numbers of the agency or agencies, which will provide first aid staff and equipment. Attach additional sheets if necessary.

Name: 911  
Address: ↓  
Phones: \_\_\_\_\_

Indicate medical services that will be provided for the event.

AMBULANCE: 911  
DOCTOR (S): ↓  
PARAMEDICS: \_\_\_\_\_

**11. CITY SERVICES/EQUIPMENT REQUESTED FOR THIS EVENT:**

2 barricades / 1 Road Closed sign / 12-15 cones at  
Corner of Marion & Washington St.

**Event Power Request Form and Pricing**

To utilize the event panels for power in Uptown Shelby, this form must be submitted with event application and payment made at time of application.

Please use the map below for event panel locations, circle the event panels that you need for your event. If you have questions about the electrical requirements for your event, please contact the Electric Superintendent at 704-669-6649.

Name of Special Event: Tree Lighting Uptown, November 25<sup>th</sup>  
Authorize Event/Vendor Coordinator: Uptown Shelby Association  
Phone No.: 704-484-3100 Mobile No.: \_\_\_\_\_  
Email: \_\_\_\_\_

**Event panel (EP) cost is \$15.00 per day per event panel.**

**Stage panel (STG PAN) cost is \$110.00 per day per stage panel.**

**Full Day Rentals only**

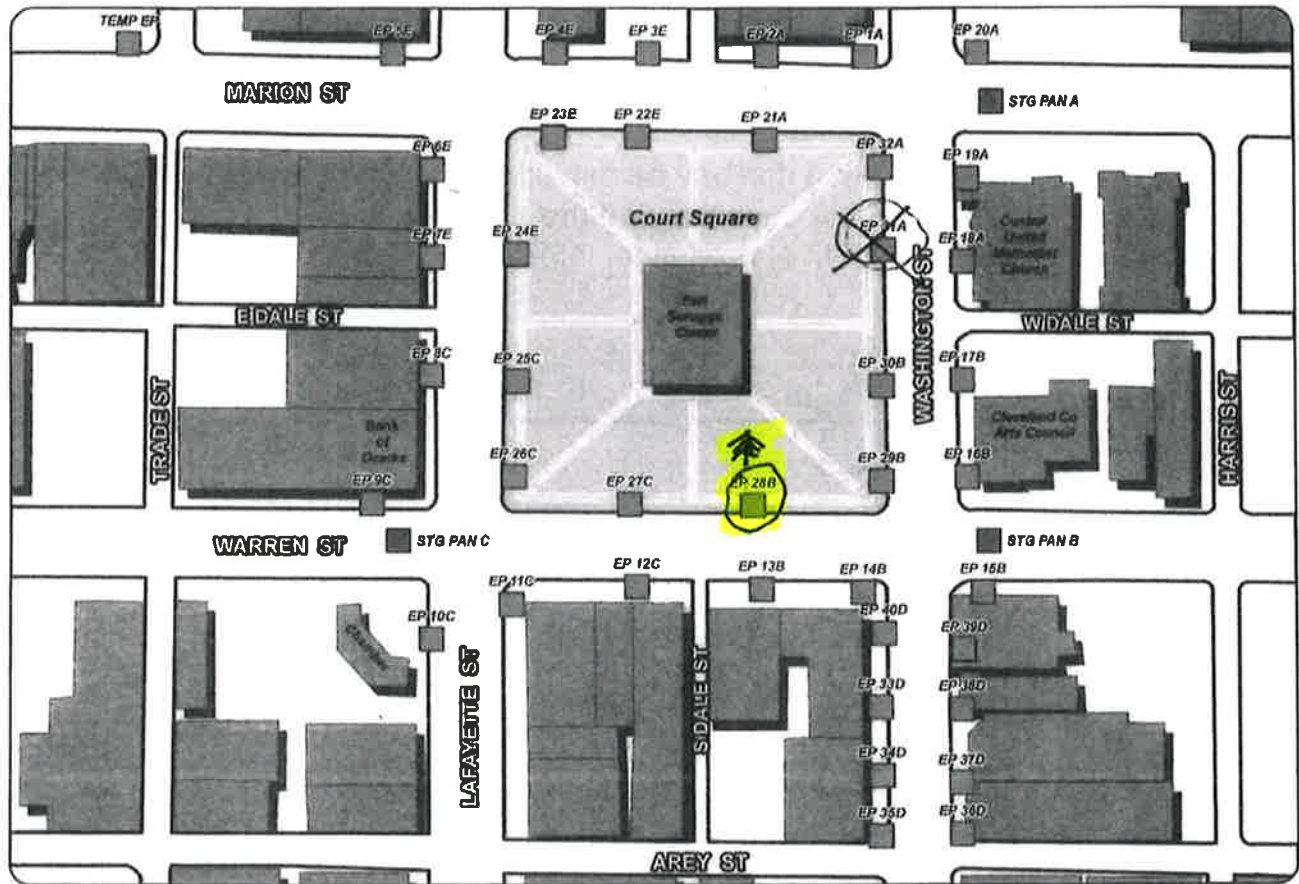
Total Number of Event Panels:  
1 x \$15.00 x Number of Days 1 = \$ 15<sup>00</sup> # 28B

Total Number of Stage Panels:  
\_\_\_\_\_ x \$110.00 x Number of Days \_\_\_\_\_ = \$ \_\_\_\_\_

**All fees must be paid at the time of event application.**

**Any event panel not requested and paid for in advance and requested the day of the event will be subject to an after-hours charge.**

# City of Shelby Uptown Event Panels



0 25 50 100 150 200 Feet  
 The City of Shelby makes no representation, warranty or guarantee as to the accuracy and completeness of the provided information and data, and the City is not responsible for any errors or omissions, including the content and graphic accuracy of such information or data.



## Legend

- Event Panel
- Stage Panel

**12. ANY ADDITIONAL COMMENTS:**

See attached

**THE CITY OF SHELBY IS NOT A CO-SPONSOR OF THE EVENT**

It is understood and agreed that any permit issued pursuant to this application is issued on the condition that the answers herein given are true and correct to the best of the knowledge, information, and belief of the applicant.

SIGNATURE

Uptown Shelby Association 704-484-3100  
APPLICANT PHONE

211 S. Trade Street Shelby, NC 28150  
PHYSICAL ADDRESS

E-MAIL ADDRESS

10/21/2022  
DATE

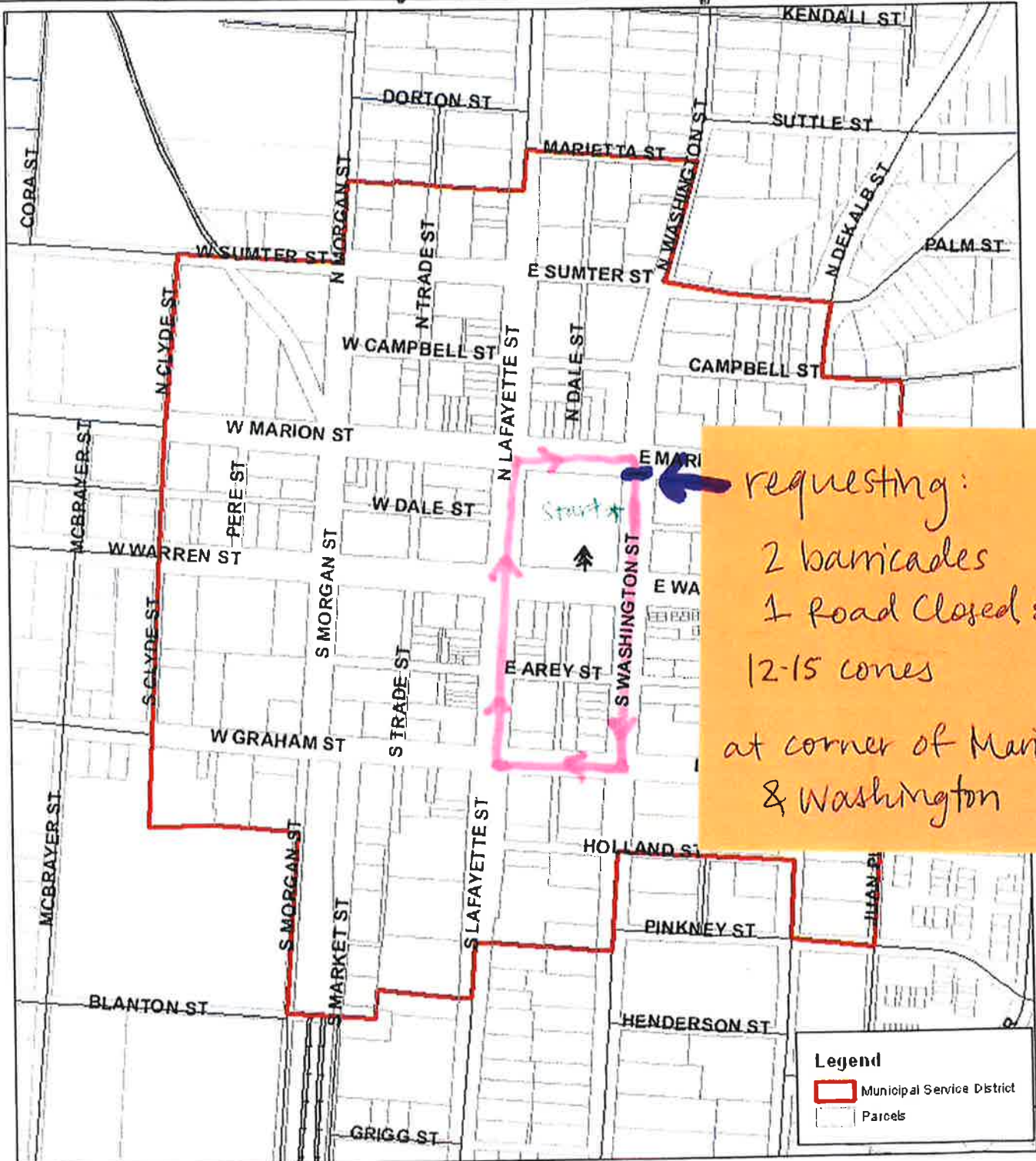


# carnage rides 2022



## City of Shelby Municipal Service District aka Uptown Shelby

Map Information:  
 Datum: NAD 1983  
 Coordinate: State Plane  
 North Carolina (Meter)  
 Projection: Lambert Conformal Conic  
 US National Grid  
 Grid Zone Designation (GZD): 17S  
 100,000m Square ID: MVMU



requesting:  
 2 barricades  
 1 Road Closed sign  
 12-15 cones  
 at corner of Marion  
 & Washington

**Legend**

- Municipal Service District
- Parcels

Scale 1:4,800 1 inch = 400 feet 0 200 400 800 Feet

# Uptown Shelby Association

## 2022 Carriage Rides SEPA addendum

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### **Plan to Notify Businesses**

- We will use our robust system for conveying updates to businesses, including email updates and a Facebook group for owners and managers.
- Our event will not be disruptive to residents.

### **Sanitation Plan**

- Uptown Shelby Association staff/volunteers will pick up trash at the start/stop site during and after the event. This event does not generate trash so there is typically little to none, so we are not requesting additional trash cans.
- The carriage ride provider will have bags on the horses to catch waste during the rides. USA staff will check the route after the event and scoop any waste that remains on the street.



# Memo

**To:** Rick Howell, City Manager  
**From:** Carol Williams, City Clerk  
**Date:** November 2, 2022  
**Re:** Special Event Permit Application

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## BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Shelby Christmas Parade, requested date: Sunday, December 18, 2022

## REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

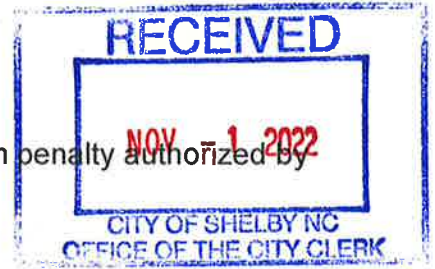
## RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of November 7, 2022 for Council's review and approval.

## ATTACHMENT:

- A. Special Event Permit Application packet received November 1, 2022

criminal in nature, shall be subject to the maximum penalty authorized by G.S. 14-4, as amended.



### CITY OF SHELBY SPECIAL EVENT PERMIT APPLICATION

Each question must be legible and answered clearly and completely. Applications must be filed with the City Clerk not less than thirty (30) days before the date on which the event is to take place. A fee of \$20.00 will be due upon submission of the application form.

**1. EVENT NAME:**

Shelby Christmas Parade

**2. PURPOSE AND BRIEF DESCRIPTION OF EVENT:**

community parade to celebrate the holiday season

**3. LOCATION OF EVENT (ATTACH MAP):**

Uptown Shelby - please see attached map of line-up location and route

**4. PLEASE INDICATE:**

Approximately how many people will attend the event? 4,000 +

Approximately how many vehicles will be present? 200+

Approximately how many animals will be present? 25 typically about 10 horses & dogs in the parade

If the event is a parade, please indicate the amount of street that will be needed:

Single lane \_\_\_\_\_

All lanes in travel direction \_\_\_\_\_

**9. AVAILABILITY OF FOOD, BEVERAGES, AND/OR ENTERTAINMENT:**

If there will be music, sound amplification, or any other noise impact, please describe on attached sheet, including the intended hours of the music, sound, or noise.

Will alcoholic beverages be served? no

If yes, attach to the application a copy of your permit from the Cleveland County Alcoholic beverage Control Board. Alcohol may not be served without a permit.

Will food and/or no-alcoholic beverages be served? not by the event organizers

If yes, attach to the application a copy of your permit from the Cleveland County Department of Health Services.

**10. SECURITY AND SAFETY PROCEDURES:** Attach to this application a copy of your building permit(s) if you are installing any electrical wiring on a temporary or permanent basis and/or if you are building any temporary or permanent structures such as bleachers, scaffolding, a grandstand, viewing stands, stages, or platforms.

Attach a copy of your Shelby Fire & Rescue Department Permit or permits to this application if you will use parade floats; an open flame; fireworks; or pyrotechnics; vehicle fuel; cooking facilities; enclosures (and tables within those enclosures); tents; air-supported structures; and/or any fabric shelter.

Give name, address, and phone numbers of the agency or agencies, which will provide first aid staff and equipment. Attach additional sheets if necessary.

Name: 911

Address: \_\_\_\_\_

Phones: \_\_\_\_\_

Indicate medical services that will be provided for the event.

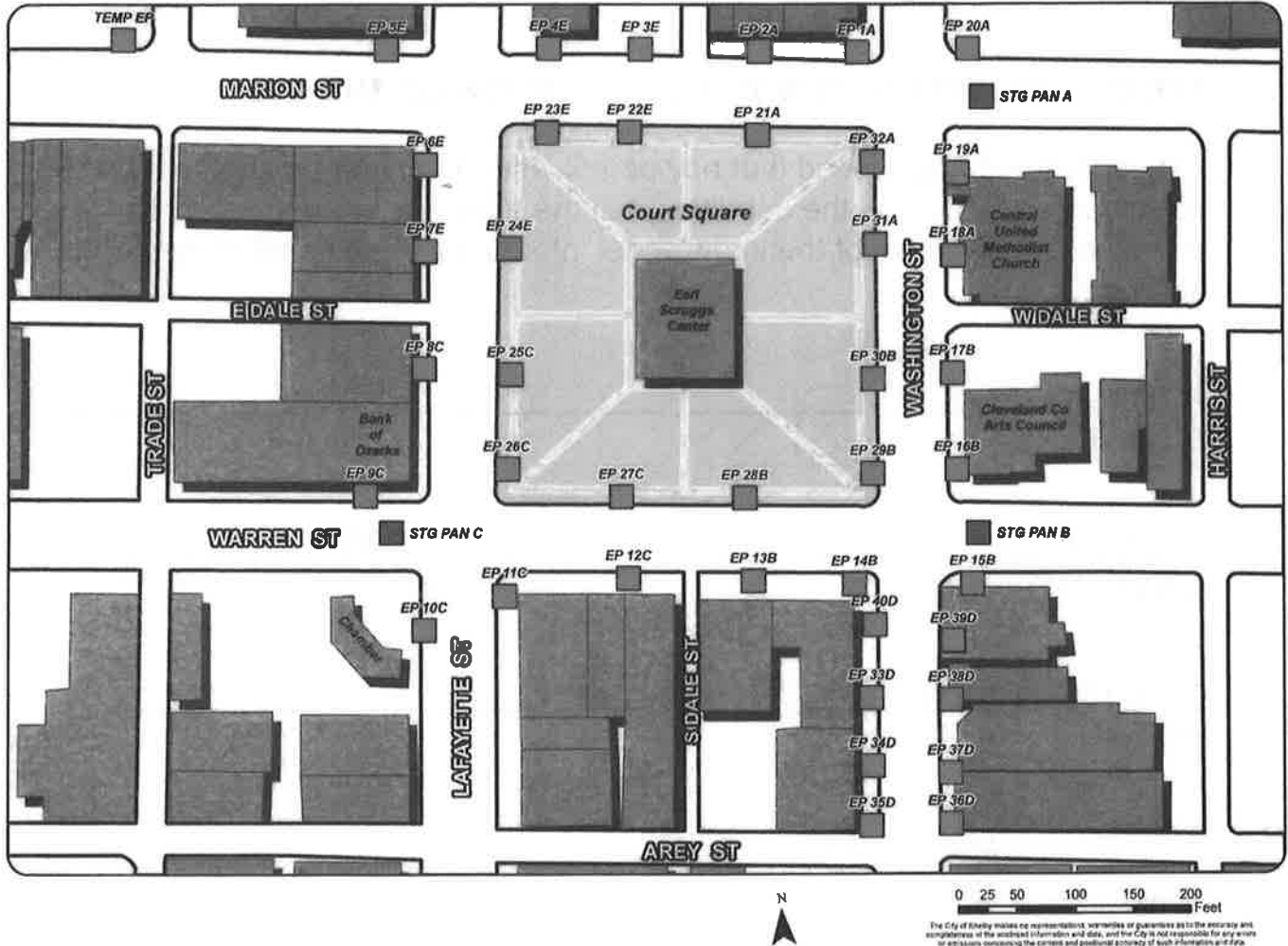
AMBULANCE: 911

DOCTOR (S): \_\_\_\_\_

PARAMEDICS: \_\_\_\_\_

Lafayette Street from Grover St to Grigg St plus side streets for staging (Seaboard, Fayetteville, and N. Washington)  
 Fayetteville from N. Washington to Grigg St plus side streets for staging (Seaboard,

# City of Shelby Uptown Event Panels



## Legend

- Event Panel
- Stage Panel

# Uptown Shelby Association

## 2022 Christmas Parade SEPA addendum

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### **Plan to Notify Residents & Businesses**

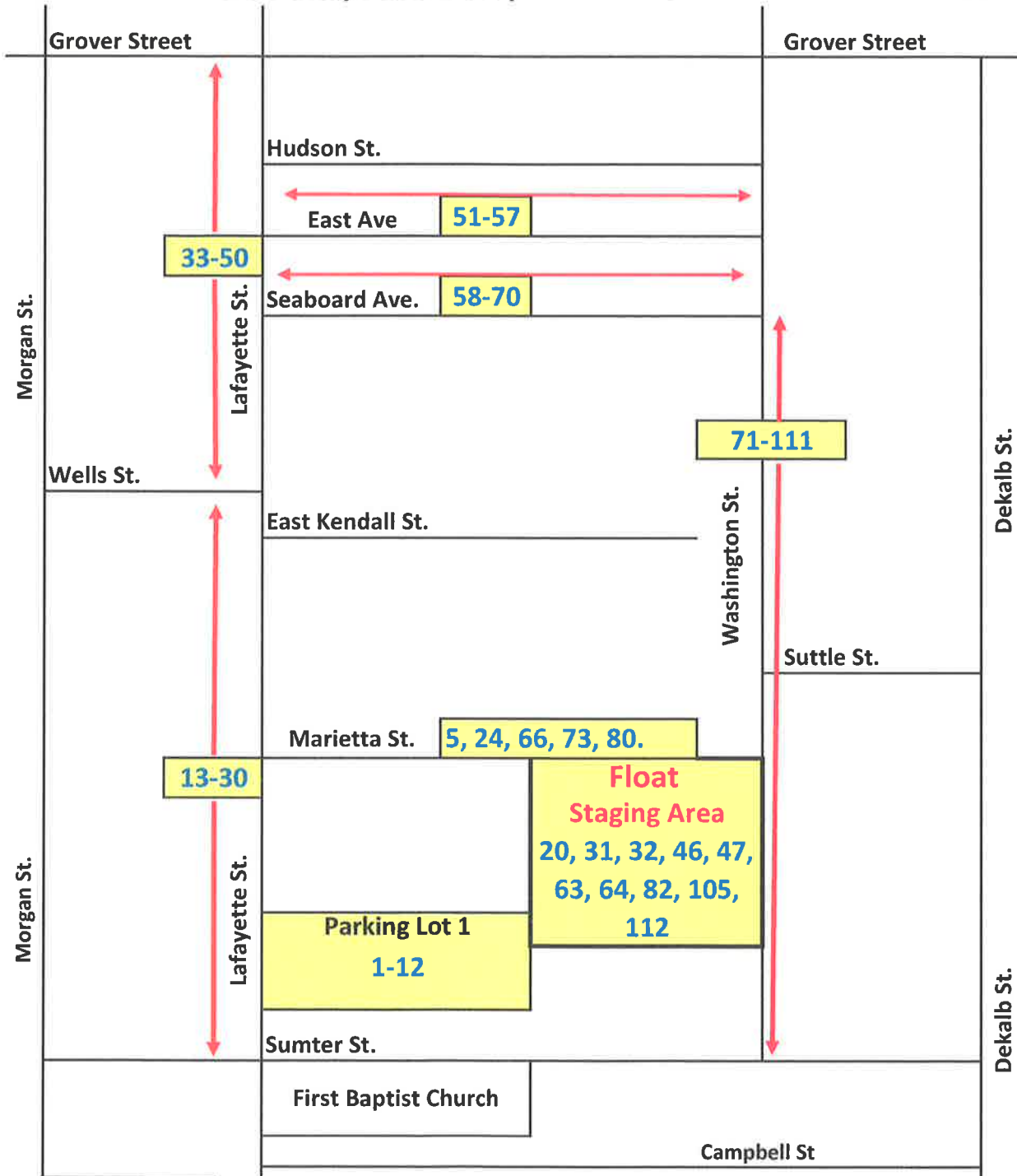
- We have a robust system for conveying updates to businesses, including email updates and a Facebook group for owners and managers.
- We will email information to property managers with a request to convey to their residents.
- We will also use street signs to notify residents and businesses who may not receive the digital communication.

### **Sanitation Plan**

- Uptown Shelby Association staff/volunteers will pick up trash along the parade route during and after the event.
- We stipulate that all parade participants with animals must clean up after their animals (via bags attached and/or having a designated manure scooper).

*Parade Staging Area*  
**Participant Drop Off Locations**

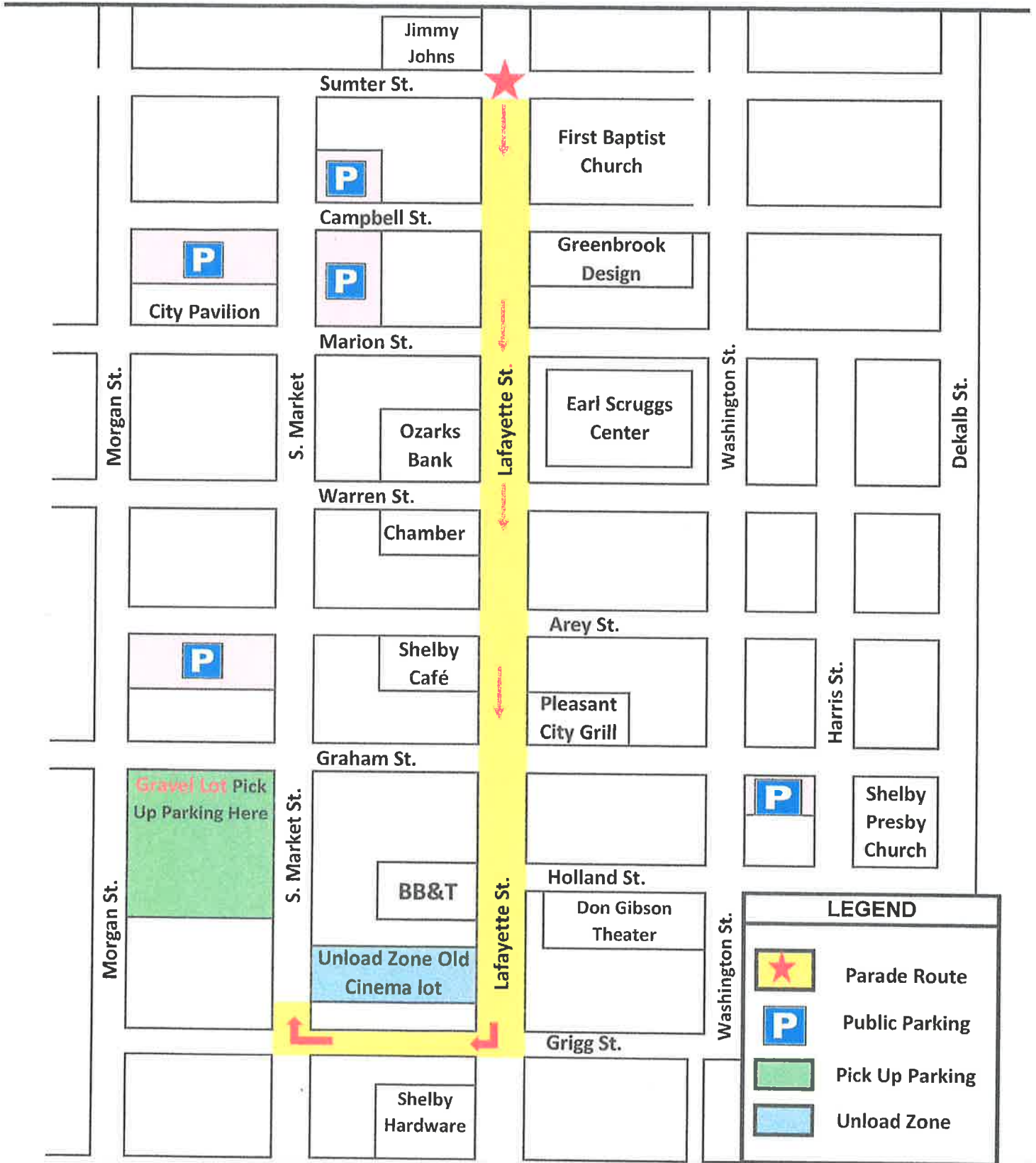
**2021**



**Legend**

1-12	Parking Lot 1
13-30	Lafayette St. between Sumter St. and Wells St.
33-50	Lafayette St. between Wells St. and Grover St.
51-57	East Avenue
58-70	Seaboard Ave.
71-111	Washington St. between Seaboard Ave and Sumter St.

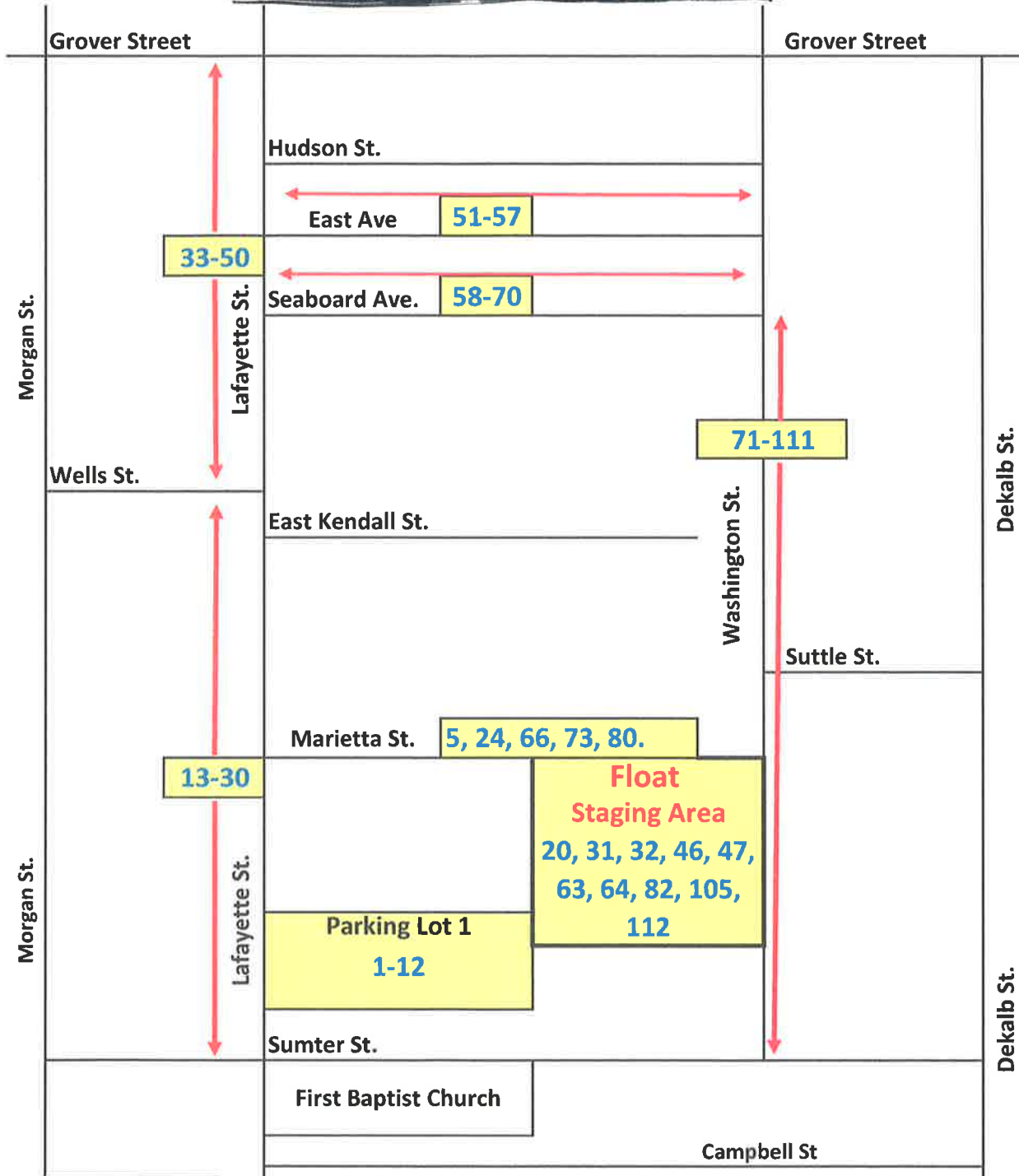
# 2021 SHELBY CHRISTMAS PARADE *Route*



\*Map not to scale

# Shelby Christmas Parade Staging route 2021

2021

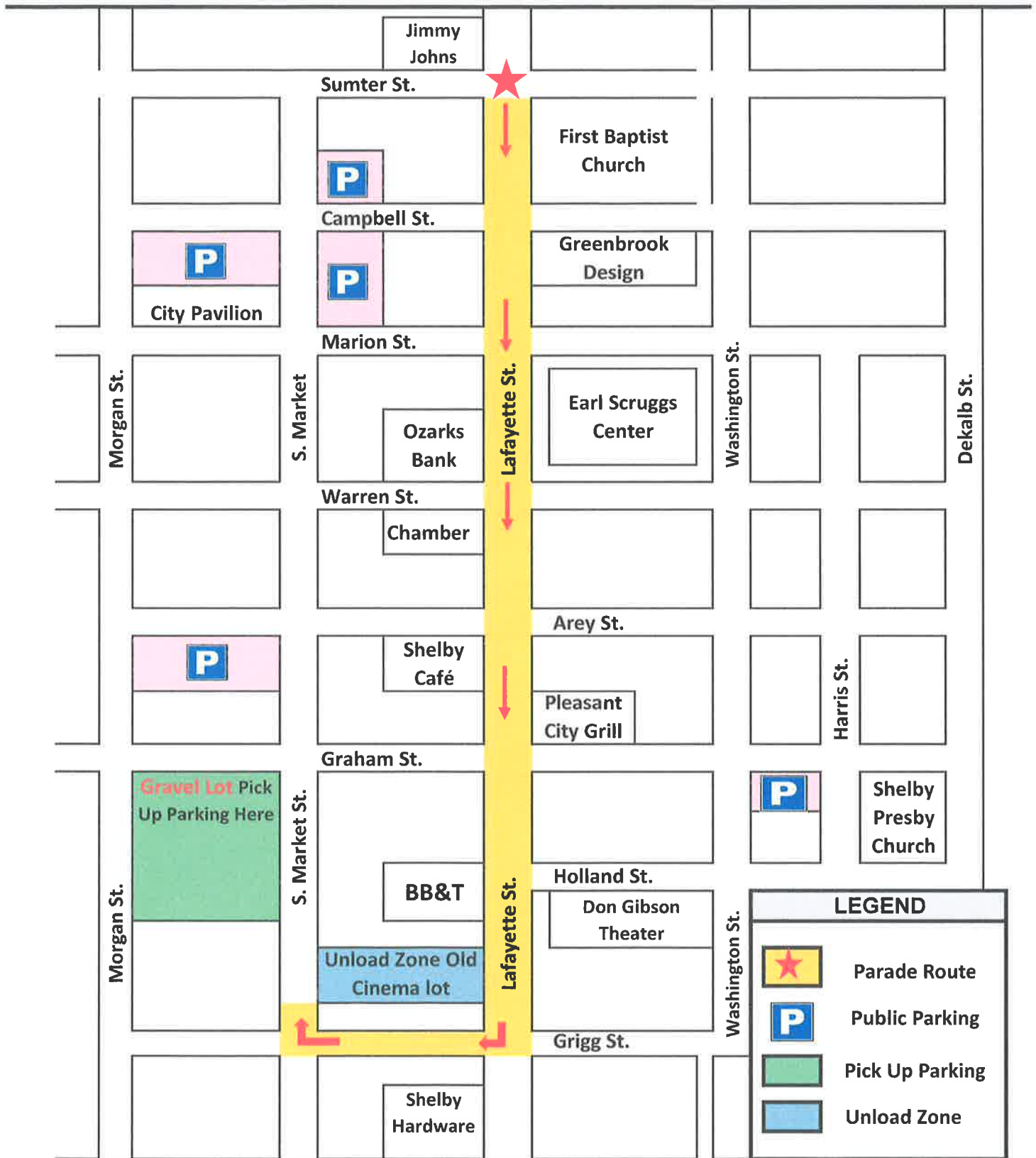


### Legend

1-12	Parking Lot 1
13-30	Lafayette St. between Sumter St. and Wells St.
33-50	Lafayette St. between Wells St. and Grover St.
51-57	East Avenue
58-70	Seaboard Ave.
71-111	Washington St. between Seaboard Ave and Sumter St.



# 2021 SHELBY CHRISTMAS PARADE *route*



\*Map not to scale

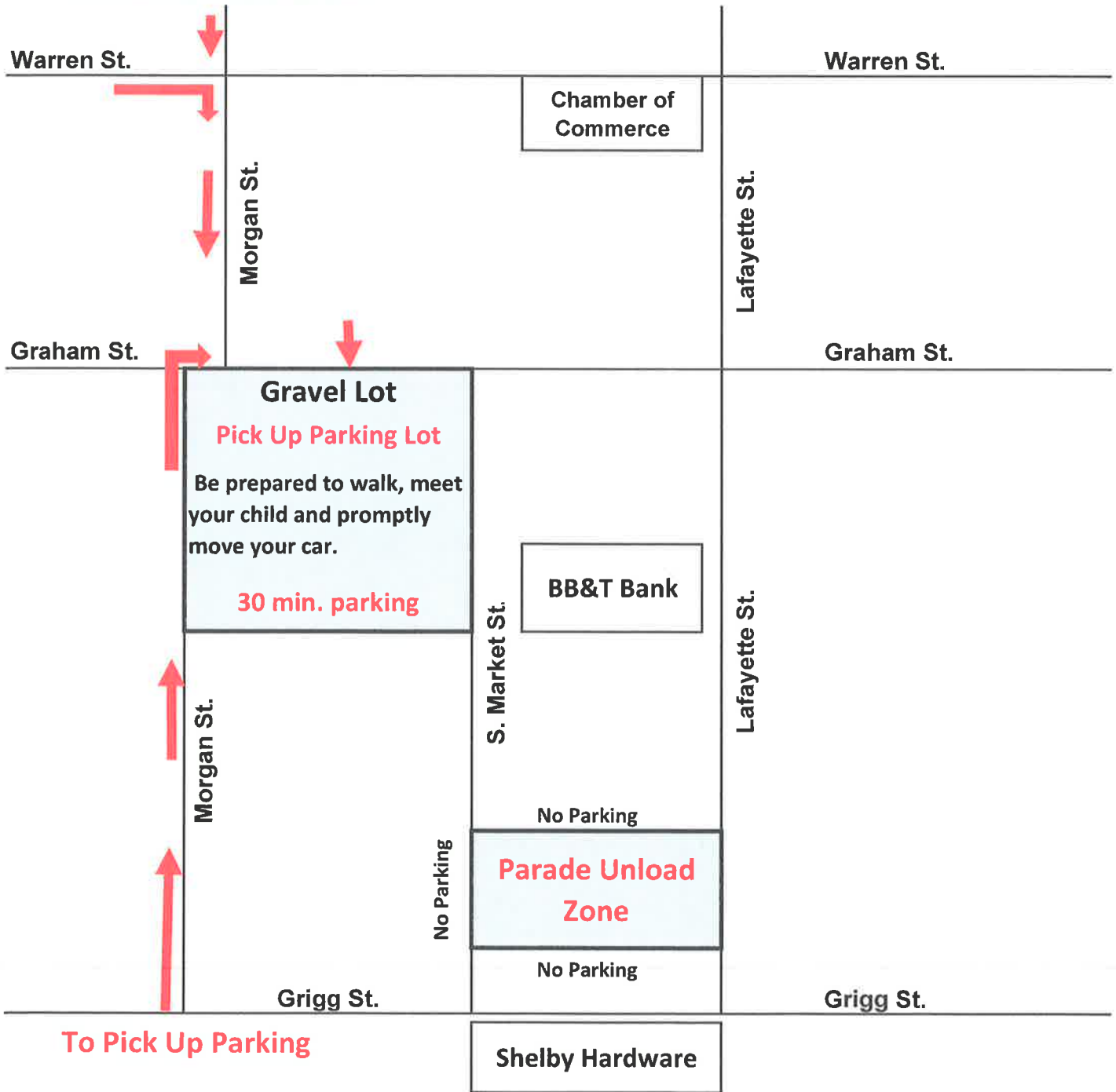
# Parade dissolution area

## Participant Pick Up XXXXXXXXXX 2021

The 2021 Shelby Christmas Parade will travel south on Lafayette Street from the corner of Sumter St. and Lafayette St. At the end of the parade, entries will be routed behind the old movie theater lot just south of BB&T Bank. At that point, participants will unload floats and vehicles. Parents who wish to meet and pick up their children can park in the gravel lot on the corner of S Market St. and Graham St. and walk down to the unloading lot.

There will be a lot of traffic and congestion. Please be prepared to park, walk to meet you child and promptly move your vehicle so other parents may do the same.

### To Pick Up Parking Lot



# Memo

**To:** Rick Howell, City Manager

**From:** Carol Williams, City Clerk

**Date:** November 2, 2022

**Re:** Special Event Permit Application

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## BACKGROUND:

A Special Event Permit Application has been submitted for the following:

- ✓ Atrium Health Family Celebration, requested date: Wednesday, December 7, 2022

## REVIEW:

All responding City departments have received, reviewed, and approved the referenced application.

## RECOMMENDATION:

Please place the attached Special Event Permit Application on the Consent Agenda of November 7, 2022 for Council's review and approval.

## ATTACHMENT:

- A. Special Event Permit Application packet received November 2, 2022



TO: SPECIAL EVENT SPONSORS

PLEASE COMPLETE THE ATTACHED SPECIAL EVENT PERMIT APPLICATION AND RETURN IT, ALONG WITH THE \$20 PROCESSING FEE PAYABLE TO THE CITY OF SHELBY, TO THE CITY CLERK'S OFFICE AT LEAST THIRTY (30) DAYS PRIOR TO THE SCHEDULED EVENT. YOUR APPLICATION WILL BE REVIEWED BY THE APPROPRIATE CITY DEPARTMENTS AND ULTIMATELY APPROVED BY CITY COUNCIL AT A REGULARLY SCHEDULED MEETING. THE CITY CLERK WILL MAIL A CONFIRMING PERMIT LETTER TO YOU PRIOR TO THE EVENT DATE.

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION, PLEASE CALL THE CITY CLERK AT 704 669-6588.

**CITY OF SHELBY  
SPECIAL EVENT PERMIT  
APPLICATION INSTRUCTIONS**

1. **EVENT NAME:** Provide the common name by which the event is to be known.
2. **PURPOSE AND BRIEF DESCRIPTION OF EVENT:** Please explain what type of event will be held. For example: A parade, fundraiser, festival, etc.
3. **LOCATION OF EVENT:** Please explain where you plan to hold your event. A map containing the event location and the event layout is required.
4. **PERSONS/VEHICLES/ANIMALS:** Please explain the number of people expected to attend the event. In addition, estimate the number of vehicles that will be at the event and list any animals, which will be present.
5. **RESPONSIBLE PARTIES:** Please list the individual(s) who will be responsible for the well being of the event.
6. **DATE, HOURS, TIME OF ASSEMBLY:** The date of the event must be at least thirty (30) days after the date of submittal of the application. Activities on a weekday will be prohibited from taking place during the peak rush periods 7-9 a.m. and 4-7 p.m. to the extent that the activity uses a major thoroughfare. Please list an alternate date that would be appropriate for the event in case a conflict arises.
7. **EVENT NOTIFICATION TO RESIDENTS AND BUSINESSES:**

Events that require temporarily closing streets or sidewalks require event notification to nearby residents and businesses. **You are responsible for notifying the neighbors and businesses in the surrounding area of your event** at least thirty (30) days prior to the event application. Please show respect to our local neighbors and businesses by giving them notice about any impact the event may have on them. Please plan to notify both the property owner and the tenants. Common factors to consider are traffic, noise, and any temporary street closures.

**At a minimum, you should provide direct notification (typically door-to-door visits) to:**

- Residents and businesses on and adjacent to a proposed temporary street closure
- Residents and businesses who may be seriously impacted by the temporary street closure (especially those whose primary access to their property is affected by the closure)

8. **SANITATION:** You will need to explain your plan of action to promote and maintain a sanitary environment. Include number and location of trash containers to be provided for the event. Include number and location of trash containers to be provided for the event. Indicate who will be responsible for making sure the event location is cleaned after the event. Describe the number and type location of portable toilets to be provided for the event (or toilets to be used for the event).
9. **FOOD/BEVERAGES/ENTERTAINMENT:** Please explain your proposed use of any and all beverages/foods at the event.
10. **SECURITY AND SAFETY PROCEDURES:** This section will ensure the safety of the event participants, property, and staff. In certain circumstances a building permit and fire department permit will need to be obtained. A description of first aid staffing may also be needed. Additionally medical services may need to be provided.
11. **CITY SERVICES/EQUIPMENT REQUESTED FOR THIS EVENT:** Please indicate what services or equipment the event will request from the City of Shelby.
12. **FALSE STATEMENT; PENALTY:** Any person who shall willfully make any false statement in any application for a license under any section of this article or schedule shall be guilty of a misdemeanor, and upon conviction shall be fined and/or imprisoned subject to the general penalty provisions in section 1-4.
  - a. Whenever in this Code or in any ordinance of the city any act is prohibited or is declared to be unlawful or a civil offense or the doing of any act is required, or the failure to do any act is declared to be unlawful or a civil offense, and no specific civil penalty is provided, the violation of any such provision of this Code or ordinance shall be punished by assessment of an initial civil fine of \$50.00. Upon the levy of the initial fine, a subsequent period of 20 days will be granted within which to comply with the Code. Should the offense not be resolved before the expiration of such period, additional and daily penalties of \$25.00 for each day that the offense continues shall be levied for a maximum of ten additional days, for a possible cumulative total penalty of \$300.00. Should the offense continue at the end of the penalty period, the city may then employ civil suit in a court of competent jurisdiction to compel compliance and payment of accrued civil penalties. The city may cite and pursue any continuing or repeated offense of separate charges. Each such charge shall be subject to the penalty provisions of this section without limitation as to number.
  - b. This section shall have no application to any ordinance, which may allow criminal sanctions for its violation. All violations of this Code, which are

City of Shelby

Special Event Permit

Application Instructions

1. Family Holiday Celebration  
Atrium Health Cleveland  
Atrium Health Kings Mountain
2. Family Holiday Celebration for our Teammates and their Families  
Wednesday, December 7, 2022  
Pavilion  
4:30pm – 8:30pm with carriage rides from 5:00pm to 8:30pm  
We will have a visit with Santa, Carriage Rides (leaving pavilion, travel up Marion around court square and arriving back at Pavilion)  
Shelby Café will caterer event  
We will also have a DJ.
3. Pavilion
4. Teammates/Families will RSVP – can give counts closer to time of event  
3 carriages 6 horses  
6 horses  
Carriages will be loaded at Pavilion. Travel Marion Street to Washington, circle court square, turn left onto Marion and return to Pavilion for unloading. Carriage Rides will be from 5:00pm to 8:30pm
5. Atrium Health Cleveland and Kings Mountain  
Kim Marks  
201 East Grover Street  
Shelby, NC 28150  
980-487-3471 or 828-223-0478  
Kim.marks@atriumhealth.org
6. Wednesday, December 7, 2022  
Event – 4:30pm – 8:30pm – carriage rides will be from 5:00pm – 8:30pm  
Working with City Park (Dee Greene) on rental and time for set-up
7. Will work with Uptown Shelby Association to notify businesses and residents.

8. City Park Staff will maintain based on rental agreement with the park.  
No alcoholic beverages will be served  
Shelby Café will cater event.
9. Shelby Café will cater event. No alcohol will be served.  
We will have Santa and a DJ.
10. Police Officers will be on duty based on contract with City Park.  
Ambulance – 911  
Doctor – 911  
Paramedics – 911
11. City Park Rental Agreement for Pavilion
12. n/a

The \$20.00 processing via will be mailed.

Kim Marks

Atrium Health Cleveland and Kings Mountain

201 East Grover Street

Shelby, NC 28150

[kim.marks@atriumhealth.org](mailto:kim.marks@atriumhealth.org)

11/1/2022



City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

Agenda Item: C-3

- 3) Adoption of Fiscal Year 2022-2023 Budget Ordinance Amendment No. 2:  
Ordinance No. 58-2022

**Consent Agenda Item: (Justin Merritt, Assistant City Manager)**

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- Ordinance No. 58-2022

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City Manager's Recommendation / Comments

Ordinance No. 58-2022 is presented for City Council consideration via the Consent Agenda. Council will recall that I discussed the possibility of awarding employees a one-time bonus toward the end of the calendar year. This budget amendment, if approved, would authorize the shifting of funds within each operating fund for that purpose. Bonuses would be awarded in the amount of \$2,000.00 for each current full-time employee with a pro rata amount not to exceed \$500.00 to regular part time employees. Bonuses would likely be paid out in early December of this year. I do wish to note that this amendment **does not increase** the overall budget but merely uses already budgeted but unspent 'salary and wage' appropriations which have resulted from vacancies in each operating fund. This is illustrated in Section 2 of the ordinance. The total cost of the bonuses proposed is \$626,500 across all funds. (General Fund \$480,500; Sewer Fund \$42,000; Natural Gas Fund \$36,000; Water Fund \$30,000; Electric Fund \$18,000; Housing Fund \$16,000 and Stormwater Fund \$4,000.)

**It is therefore my recommendation that Ordinance No. 58-2022 be adopted and approved by City Council via the Consent Agenda.**

ORDINANCE NO. 58-2022  
CITY OF SHELBY  
FY 2022-2023 BUDGET ORDINANCE AMENDMENT

WHEREAS, in accordance with applicable provisions of the North Carolina Budget and Fiscal Control Act, the City of Shelby finds it advisable and necessary to revise and amend its annual budget for FY 2022-2023; and,

WHEREAS, the City Manager (Budget Officer) has recommended certain amendments to the budget which the governing body finds acceptable; and,

WHEREAS, City Council now desires to act on the recommended budget amendments and approve same for implementation and compliance with the Fiscal Control Act;

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

Section 1. Ordinance No. 34-2022, the City’s FY 2022-2023 Budget Ordinance, is hereby amended as follows to provide for Budget Amendment No. 2 for the year:

(A) The City of Shelby has identified funding to provide employee retention bonuses in Fiscal Year 2023. Accordingly, the following budget modifications are approved in accordance with the chart of accounts heretofore established for the City of Shelby.

(1) The following General Fund line items are amended:

(a) Decrease:

110412-40100	\$ 35,000
110412-40507	\$ 1,200
110413-40100	\$ 23,600
110413-40507	\$ 2,400
110414-40100	\$ 5,800
110414-40507	\$ 1,200
110416-40100	\$ 19,900
110416-40507	\$ 2,400
110419-40100	\$ 1,470
110419-40507	\$ 4,200
110425-40100	\$ 16,900
110425-40507	\$ 2,400
110451-40100	\$ 57,150
110451-40507	\$ 8,100
110431-40100	\$122,500
110431-40507	\$ 15,180
110433-40100	\$ 39,400
110434-40100	\$ 22,300
110434-40507	\$ 3,900
110453-40100	\$ 600
110471-40100	\$ 27,400
110471-40507	\$ 2,400
110491-40100	\$ 5,950
110491-40507	\$ 900
110493-40100	\$ 19,700
110493-40507	\$ 1,800
110612-40100	\$ 1,250
110613-40100	\$ 30,100
110613-40507	\$ 5,400

(b) Increase:

110412-40102	\$ 10,000
110413-40102	\$ 10,000
110414-40102	\$ 6,000
110416-40102	\$ 6,000
110419-40102	\$ 20,000
110420-40102	\$ 4,000
110421-40102	\$ 10,000
110425-40102	\$ 14,500
110431-40102	\$146,000
110433-40102	\$ 18,000
110434-40102	\$108,000
110435-40102	\$ 6,000
110451-40102	\$ 20,000
110453-40102	\$ 2,000
110471-40102	\$ 28,000
110491-40102	\$ 6,000
110493-40102	\$ 12,000
110612-40102	\$ 20,000
110613-40102	\$ 34,000

(2) The following Housing Fund Line Items are amended:

(a) Decrease:

340530-40100	\$ 16,000
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(b) Increase:

340530-40102	\$ 16,000
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(3) The following Water Fund Line Items are amended:

(a) Decrease:

610713-40100	\$ 16,000
610714-40100	\$ 14,000

(b) Increase:

610711-40102	\$ 4,000
610713-40102	\$ 12,000
610714-40102	\$ 14,000

(4) The following Sewer Fund Line Items are amended:

(a) Decrease:

620723-40100	\$ 16,000
620724-40100	\$ 26,000

(b) Increase:

620723-40102	\$ 16,000
620724-40102	\$ 26,000

(5) The following Electric Fund Line Items are amended:

(a) Decrease:  
       630731-40100                     \$ 6,000  
       630733-40100                     \$ 12,000

(b) Increase:  
       630731-40102                     \$ 6,000  
       630733-40102                     \$ 12,000

(6) The following Natural Gas Fund Line Items are amended:

(a) Decrease:  
       640741-40100                     \$ 6,000  
       640743-40100                     \$ 30,000

(b) Increase:  
       640741-40102                     \$ 6,000  
       640743-40102                     \$ 30,000

(7) The following Stormwater Fund Line Items are amended:

(a) Decrease:  
       650751-40100                     \$ 4,000

(b) Increase:  
       650751-40102                     \$ 4,000

Section 2. That the revenues, expenditures and amendments set forth in Section 1 of this ordinance are hereby summarized as follows:

	<u>Current Budget</u>	<u>Amendment No. 2</u>
General Fund	\$ 31,164,271	\$ 31,164,271
Emergency Telephone System Fund	107,000	107,000
Powell Bill Fund	679,000	679,000
Economic Dev. Fund	711,250	711,250
Housing Fund	2,485,707	2,485,707
Cemetery Fund	30,000	30,000
Utilities-Water Fund	6,370,517	6,370,517
Utilities-Sewer Fund	6,621,100	6,621,100
Utilities-Electric Fund	20,806,000	20,806,000
Utilities-Gas Fund	24,154,747	24,154,747
Utilities – Stormwater Fund	<u>1,363,405</u>	<u>1,363,405</u>
FY 2022-2023 Budget Total:	<u>\$ 94,492,997</u>	<u>\$ 94,492,997</u>

Section 3. Copies of this Budget Ordinance Amendment shall be furnished to the City Manager as Budget Officer and to the Finance Director to be kept on file by them for their direction in the collection

and disbursement of funds. Said officials are hereby authorized to receive and expend funds as herein set forth in accordance with the Shelby City Code, the General Statutes of North Carolina, and the provisions of the original budget ordinance; inclusive of GS 159-28 governing budgetary accounting of appropriations.

Section 4. This ordinance shall become effective upon its adoption and approval.

Adopted and approved this the 7th day of November A. D. 2022.

---

O. Stanhope Anthony, III  
Mayor

ATTEST:

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Carol Williams  
City Clerk

APPROVED AS TO FORM:

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Interim City Attorney

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

Agenda Item: C-4

- 4) Approval of a resolution approving the contract modification for the performance of the City of Shelby's annual audit and preparation of financial statements for the fiscal year ended June 30, 2022: Resolution No. 67-2022

**Consent Agenda Item: (Beth Beam, Finance Director)**

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- Memorandum dated October 26, 2022, from Beth Beam, Finance Director to Rick Howell, City Manager
- Amendment to Contract to Audit Accounts
- Resolution No. 67-2022

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City Manager's Recommendation / Comments

Resolution No.67-2022 is presented for City Council consideration via the Consent Agenda. If approved this resolution would simply extend the current audit contract from the usual 10/31/2022 to 12/31/2022. This extension is largely a formality. It has already been cleared through the NC Local Government Commission staff at the State Treasurer's Office. This is a necessary step prior to it coming to City Council.

The reason for the extension largely lies on the fact that the City Accounting Division experienced significant staff turnover during the audit process resulting in some delayed capital asset reporting. The division experienced 2 retirements and a resignation because of an out of state relocation. As of the end of November this division will be fully staff. Beth Beam, Finance Director, is to be commended for her excellent work in financial reporting and this delay is in no way a reflection on her management of the department. She has continued to carry on the good work of Mr. Merritt and past Finance Directors.

The presentation of the annual audit is still scheduled for your regular meeting of December 5, 2022.

**It is therefore my recommendation that Resolution No. 67-2022 be adopted and approved by City Council at this time via the Consent Agenda.**



To: Rick Howell, City Manager  
From: Beth Beam, Finance Director  
Date: October 26, 2022  
Subject: 2022 Audit Contract Amendment

Background:

North Carolina State Statutes require that all municipal governments publish a complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. The NC Local Government Commission requires that all municipal governments contract with an independent audit firm, on an annual basis, to meet these requirements.

Review:

During the course of the final audit preparation, it has become necessary to modify the due date of the report from 10/31/2022 to 12/31/2022. There are several contributing factors to the modification. The City has had major staff turnover in the Accounting division during the year – 2 retirements and 1 relocation. The Capital Asset reporting module in the financial software also failed to calculate depreciation for FY22 and FY21 new acquisitions. GASB 87 also required a new reporting of all City leases. All reporting issues have now been resolved and the report is currently being drafted.

Recommendation:

That City Council authorize the Mayor to execute the required contract amendment with Martin Starnes & Associates for the FY 2022 audit to modify the contract from a due date of 10/31/2022 to 12/31/2022.

Whereas	Primary Government Unit City of Shelby, NC
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A
and	Auditor Martin Starnes & Associates, CPAs, P.A.

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending	and originally due on	Audit Report Due Date
	06/30/22		10/31/22

hereby agree that it is now necessary that the contract be modified as follows.

<input checked="" type="checkbox"/> Modification to date  <input type="checkbox"/> Modification to fee	Original due date	Modified due date
	10/31/22	12/31/22
	Original fee	Modified fee

**Primary**    **Other**  
(choose 1)(choose 0-2)

**Reason(s) for Contract Amendment**

- Change in scope
- Issue with unit staff/turnover
- Issue with auditor staff/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

**Plan to Prevent Future Late Submissions**

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Indicate NA if this is an amendment due to a change in cost only.

Additional time was needed this fiscal year to complete the information and prepare the related journal entries necessary for recording leases due to implementation of GASB 87. Also, an error in our capital asset tracking was discovered after all documentation was already prepared and submitted, causing all capital asset work to be redone once the error was found and corrected. Both of these items are one-time delays that will not be repeated in future years; however, we will also apply additional year-end close and audit preparation procedures to ensure all necessary audit documentation is made available during the agreed upon time. We are hopeful to be hiring 2 accountants to fill the vacant positions in the very near future.

**Additional Information**

Please provide any additional explanation or details regarding the contract modification.

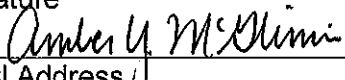
Staff turnover - the City lost 2 accounting staff due to retirement and 1 due to relocation

**By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.**



**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm* Martin Starnes & Associates, CPAs, P.A.	
Authorized Firm Representative* (typed or printed) Amber Y. McGhinnis	Signature* 
Date* 10/19/22	Email Address amcghinnis@msa.cpa

**GOVERNMENTAL UNIT**

Governmental Unit* City of Shelby, NC	
Date Primary Government Unit Governing Board Approved <b>Amended</b> Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) O. Stanhope Anthony III, Mayor	Signature*
Date	Email Address stan.anthony@cityofshelby.com

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**  
**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***  
*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

Primary Governmental Unit Finance Officer* N/A	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU N/A	
Date DPCU Governing Board Approved <b>Amended</b> Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**  
**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***  
*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

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

DPCU Finance Officer (typed or printed) N/A	Signature
Date of Pre-Audit Certificate	Email Address

RESOLUTION NO. 67-2022

A RESOLUTION APPROVING THE CONTRACT MODIFICATION FOR THE PERFORMANCE OF THE CITY OF SHELBY'S ANNUAL AUDIT AND PREPARATION OF FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 2022

WHEREAS, the City of Shelby has agreed to have Martin Starnes & Associates, CPAs P.A. of Hickory, North Carolina prepare the financial statements for the year ended June 30, 2022 and serve as the City's independent auditing firm; and

WHEREAS, due to multiple factors including staff turnover in the Accounting division, a software system failure to calculate depreciation on capital assets and the implementation of GASB 87 for the recording of leases it is necessary to allot additional time under the provisions of the referenced agreement and contract for completion of the stated work and preparation of applicable schedules; and,

WHEREAS, amendment of the subject agreement does not alter the base contract fee, and Martin Starnes & Associates, CPAs P.A. has submitted the required Local Government Commission (LGC) contract amendment for performance of this 2022 audit and same is ready for execution and submittal to the State for review and approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:

Section 1. The amended Contract to Audit Accounts originally dated February 8, 2022 between the City of Shelby and Martin Starnes & Associates CPAs P.A. is hereby accepted and approved to permit a time extension to December 31, 2022 for completion of the financial and auditing work specified in this agreement.

Section 2. The Mayor of the City is hereby authorized and directed to execute the contract amendment set forth in Section 1 of this resolution.

Section 3. Upon applicable execution by the contracting parties, said contract shall be submitted to the North Carolina Local Government Commission for its review and approval.

Section 4. This resolution shall become effective upon its adoption and approval.

Adopted and approved this the 7th day of November 2022.

\_\_\_\_\_  
O. Stanhope Anthony III  
Mayor

ATTEST:

\_\_\_\_\_  
Carol Williams  
City Clerk

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

Agenda Item: C-5

- 5) Adoption of an ordinance authorizing demolition of a dwelling at 501 West Graham Street: Ordinance No. 59-2022

**Consent Agenda Item: (Walt Scharer, Director of Planning & Development)**

- Memorandum dated October 10, 2022, from Walt Scharer, Planning & Development Director to Rick Howell, City Manager
- Photo of dwelling at 501 West Graham Street
- Location map of 501 West Graham Street
- Property card for 501 West Graham Street
- Ordinance No. 59-2022

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City Manager's Recommendation / Comments

Please note that the Chief Code Enforcement Officer in consultation with the Building Inspector has duly conducted enforcement of the minimum housing code in accordance with the NC General Statutes and City Code. I do want to emphasize that it is the common practice of the City to err on the side of the property owner in most all cases giving them the benefit of the doubt when action is initiated. A thorough and fair due process is followed in all cases. Demolition of these homes is always the last resort after efforts to persuade a property owner to make these minimum standards have failed. As you all know once this ordinance is passed the City is empowered to enter onto the property to demolish the building. All associated demolition costs and administrative costs are then filed by the City Attorney as a lien against the property. This lien is normally only satisfied to the City's benefit upon the sale of the property.

**Excerpt from Strategic Growth Plan**

**4. Community Appearance & Image**

**POLICY 4.4:** Vacant and abandoned sites and buildings shall be properly cared for or removed, thereby preventing a blighting impact on the area in which they are located.

**Action 4.4.1:** Examine and implement standards for maintaining undeveloped or vacant lots and for repairing or removing abandoned structures and sites.

**It is my recommendation Ordinance No. 59-2022 be adopted and approved by City Council at this time via the Consent Agenda.**



**Memorandum**

**To:** Rick Howell - City Manager  
**From:** Walter Scharer – Planning & Development Director  
**Date:** October 10, 2022  
**Subject:** Demolition of Structure at 501 W. Graham St.

**Executive Summary of issue – Background**

The dwelling associated with this proposed demolition action is in a dilapidated condition and should be removed for the safety of the citizens of Shelby. Initial complaints came from residents, the Shelby Police Department and City Code Enforcement. The property owner has been given due process and has failed to comply with the City’s Minimum Housing Code.

**Review and Comments**

Due to dilapidation, this dwelling is unfit for human habitation and has the potential of increasing the hazards of fire, accident, and other calamities; it is dangerous and detrimental to the health, safety, and welfare of the citizens of the City of Shelby. The estimated cost of demolition and removal is approximately \$5,000.00. Budgeted minimum housing funds will be used for this demotion.

Removal of this structure is in compliance with the City of Shelby Minimum Housing Code pursuant to N.C.G.S. 160A-441.

Removal of this structure is supported by the following Strategic Growth Plan Policies and Actions:

POLICY 4.4: Vacant and abandoned sites and buildings shall be properly cared for or removed, thereby preventing a blighting impact on the area in which they are located.

Action 4.4.1: Examine and implement standards for maintaining undeveloped or vacant lots and for repairing or removing abandoned structures and sites.

POLICY 9.2: Consistent, reliable enforcement of well written housing and nuisance abatement codes shall be employed to eliminate instances of unlawful activity and urban blight within the planning area of Shelby.

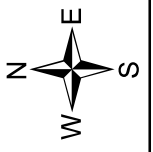
**Recommendation**

Please place this item on the consent agenda for the next City Council meeting on November 7, 2022. Staff recommends this minimum housing action.

**Attachments: Photo of Structure, Location Map, Tax Card and Ordinance.**







 Subject Property

1 inch = 250 feet

# 501 West Graham Street Location Map

Produced by:  
City of Shelby  
Planning & Development Services  
10/24/2022





USER MATTCAPPS FOR YEAR 2022

HAMMOND LEDGE SOUTH LLC PARCEL ID.. 71508 PIN... S 9 2 6
LOCATION... 501 W GRAHAM ST
DEED YEAR/BOOK/PAGE.. 2012 1628 0613 ASSESSMENT RECY 2.00 .00 .00
1445 33RD AVE NE PLAT BOOK/PAGE.. OWNER ID.. 1274187
LEGAL DESC:DUPLX 501 W GRAHAM ST DISTRICT.. 6 CITY OF SHELBY
TOWNSHIP... 6 SHELBY
HICKORY NC 28601- NBRHOOD... 232A S MAPS 06
DESCRIPTION RESIDENTIAL
MAINTAINED.. 7/21/2021 BY MAYES VALUED.. 7/21/2021 BY MAYES
VISITED..... 5/01/1998 BY TYPE OF REVIEW ROUTING#..
PARCEL STATUS... ACTIVE CATEGORY.. GROUP 100

SALES HISTORY
DEED BK/PAGE SALE DATE SALES INSTRUMENT DISQUALIFIED SALE AMOUNT STAMP AMOUNT DEED NAME
1628 0613 1/11/2012 DEED QUALIFIED 23,500 47.00 HAMMOND LEDGE SOUTH LLC
19B 143 1/01/1985 SALE QUALIFIED

LAND SEGMENTS
LND STRAT LAND TOT CURRENT
# ZONE CODE TYPE/CODE LAND QTY LAND RATE DPT% SHP% LOC% SIZ% OTH% TOP% ADJ FMV
1 02 FF F 100.000 100.00 94.00 .00 100.00 .00 .00 .00 94.00 9,400
DPTH.. 129 OTHER ADJ... .00 .00 .00 .00
TOTAL ACRES.. .000 TOTAL LAND FMV.. 9,400

IMPROVEMENT # 1 MAJOR IMPR-M
MAIN FIN AREA.. 2,268.00 ACT/EFF YR/AGE.. 1932 1943 78 VISITED.. 1/01/2019 BY PM
STRAT..... 02 DESCRIPT... DUPLEX-WOOD FRAME MAINTAINED.. 7/21/2021 BY MAYES
MAIN PERIM..... 198.00 MAIN GROUND SF.... 2,268.000
LOCATION #..... 40562 501 W GRAHAM ST #BED: #BTH: #HBTH:

COMPONENT TYPE/CODE/DESC PCT UNITS RATE STR# STR% SIZ% HGT% PER% CDS% COST %Cmpl
AC 06 COVERED PORCH 100 91.00 17.15 124.00 1,935
AC 06 COVERED PORCH 100 91.00 17.15 124.00 1,935
AC 08 ENCLOSED FRAME PORCH 100 196.00 25.56 109.00 5,460
MA 18W DUPLEX-WOOD FRAME 100 2268.00 59.25 1.00 105.00 100 141,096
EW 06 WOOD SIDING 100 198.00 .00 0
- HC 57 PACKAGED HEATING/COO100 2268.00 3.63 8,232
- PL C COMMER PLUMB-EXTRA F100 10.00 927.52 9,275
RCN... PCT COMPLETE 100 x 167,934
QUAL.. QG D1 D+10 92.00 x 154,499
DEPR.. D6 56 YEARS OLD & UP 95.00 - 146,773 146,773 T
--FMV... MA 232A 232A MARKET ADJ 100.00 x 7,726

IMPROVEMENT # 2 MISC IMPR-Y
DATE 6/08/22 CLEVELAND COUNTY PAGE 2
TIME 17:17:36 PROPERTY CARD PROG# AS2006
USER MATTCAPPS FOR YEAR 2022

HAMMOND LEDGE SOUTH LLC PARCEL ID.. 71508 PIN... S 9 2 6
IMPROVEMENT # 2 MISC IMPR-Y
MAIN FIN AREA.. ACT/EFF YR/AGE.. 1932 1948 73 VISITED.. 1/01/2019 BY PM
STRAT..... 02 DESCRIPT... GARAGE MAINTAINED.. 7/21/2021 BY MAYES
LOCATION #..... 40562 501 W GRAHAM ST #BED: #BTH: #HBTH:

COMPONENT TYPE/CODE/DESC PCT UNITS RATE STR# STR% SIZ% HGT% PER% CDS% COST %Cmpl
MS 10 GARAGE 1.00
QUAL.. QG 100 MISC IMPR QUALITY 10 100.00 x 0
DEPR.. 40 \*INVALID .00 - 0 0 T
PCT COMPLETE 100
--FMV... 0

TOTAL PARCEL VALUES---- LAND / OVR IMPROVEMENTS / OVR TOTAL LAND/IMPROVE 2021 VALUE
FMV..... 9,400 7,726 17,126 17,126
APV..... 9,400 7,726 17,126 17,126



**ORDINANCE NO. 59 - 2022**

**AN ORDINANCE AUTHORIZING DEMOLITION OF A DWELLING AT  
501 WEST GRAHAM STREET**

**WHEREAS**, pursuant to the provisions of Chapter 160D, Article 12, of the North Carolina General Statutes, the double family dwelling located at 501 WEST GRAHAM STREET Shelby, North Carolina, has been inspected and found to be unfit for human habitation and to otherwise constitute a danger to persons and a threat to the health and welfare of the citizens within the City; and,

**WHEREAS**, according to the procedure provided by law, the owner(s) of said property, HAMMOND LEDGE SOUTH, LLC has or have been given notice of the aforesaid inspection, determination, and orders to bring said property into compliance with the housing standards of the City of Shelby by appropriate repair or removal of said dwelling; and,

**WHEREAS**, the owner(s) have first been given a reasonable opportunity to bring it into conformity with the housing code; and

**WHEREAS**, no action of any kind has been taken or initiated by the owner(s), or any party on behalf of said owner(s), to achieve compliance with said ordinances within the periods allowed by law; and,

**WHEREAS**, the said dwelling remains at this time unfit for human habitation, dilapidated, and a danger to the health and safety of the citizens of the City of Shelby, and should be removed by demolition to prevent and alleviate such continuing danger and dilapidated conditions.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
SHELBY, NORTH CAROLINA:**

**Section 1.** The dwellings on the property known as 501 WEST GRAHAM STREET, Shelby, and described in the Cleveland County records as Tax Parcel Number 71508 be demolished forthwith, the remnants thereof disposed, and a lien for the costs of such demolition and removal, less any credits due the owner(s), be filed against the property and collected pursuant to the provisions of North Carolina General Statutes § 160D-1203, et seq.; and,

**Section 2.** Said lien bear interest until paid, as allowed in Article 12 of Chapter 160D of the N.C. General Statutes, at the rate of eight percent (8.0%) per annum.

Adopted and approved this 7<sup>th</sup> day of November, 2022.

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O. Stanhope Anthony III  
Mayor

ATTEST:

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Carol Williams  
City Clerk

APPROVED AS TO FORM:

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Interim City Attorney

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

Agenda Item: C-6

6) Management Reports:

a) Financial Summary – September 2022

**Consent Agenda Item: (Justin Merritt, Assistant City Manager)**

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➤ Monthly Financial Summary – September 2022

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City Manager's Recommendation / Comments

The above listed report is for City Council information and is placed on the agenda to ensure documentation that it was formally presented by management during a regular meeting.

**Shelby**  
NORTH CAROLINA

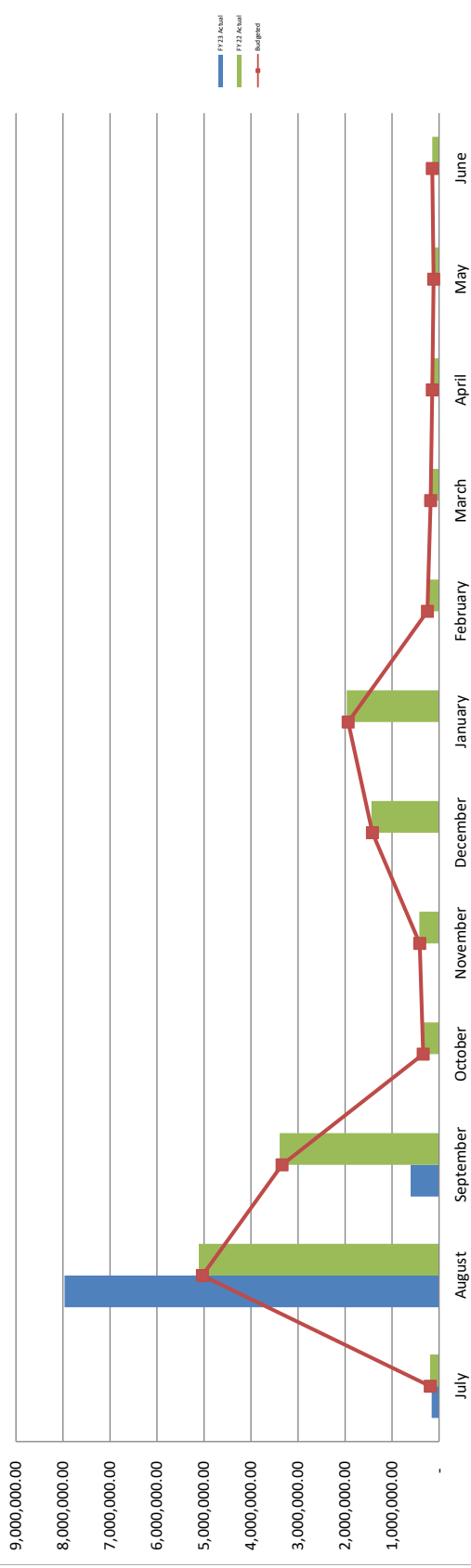


**Monthly Financial Summary**  
**September 2022**

City of Shelby  
Current Property Tax Collections  
FY 2023

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Budget	190,056.52	5,035,795.53	3,341,141.02	338,609.13	412,443.71	1,416,839.88	1,935,288.46	248,568.25	178,522.56	143,157.79	116,609.13	142,958.00	13,500,000.00
FY 2022	192,874.52	5,110,461.99	3,390,680.59	343,629.74	418,559.07	1,437,847.57	1,963,993.41	252,253.81	181,169.54	145,280.41	118,338.11	145,077.66	13,700,166.42
FY 2023	159,791.35	7,968,461.04	605,666.14	-	-	-	-	-	-	-	-	-	8,733,918.53
% of Budget	1.18%	59.03%	4.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	64.70%
Variance	(30,265.17)	2,932,665.51	(2,735,474.88)	(338,609.13)	(412,443.71)	(1,416,839.88)	(1,935,288.46)	(248,568.25)	(178,522.56)	(143,157.79)	(116,609.13)	(142,958.00)	(4,766,081.47)

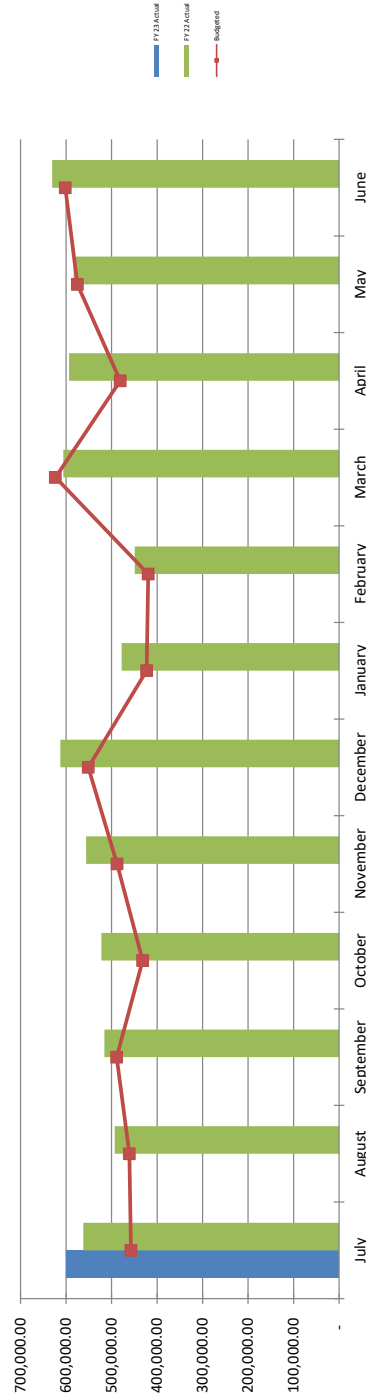
Current Property Tax Collections Budgeted and Collected



City of Shelby  
Sales Tax Collections  
FY 2023

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Budget	457,219.50	460,807.29	488,817.11	431,447.31	487,706.29	550,878.03	422,831.32	419,411.40	623,273.87	480,929.57	575,165.84	601,512.47	6,000,000.00
FY 2022	561,875.17	493,247.25	515,682.23	522,268.85	555,802.56	612,729.17	477,791.05	448,935.70	605,975.13	593,551.22	583,186.10	630,335.55	6,601,379.98
FY 2023	599,746.02	-	-	-	-	-	-	-	-	-	-	-	599,746.02
% of Budget	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	10.00%
Variance	142,526.52	(460,807.29)	(488,817.11)	(431,447.31)	(487,706.29)	(550,878.03)	(422,831.32)	(419,411.40)	(623,273.87)	(480,929.57)	(575,165.84)	(601,512.47)	(5,400,253.98)

### Sales Tax Collections Budgeted and Collected



**Notes:**  
**Sales Tax Expansion to include Service Contracts:** NCGS §105-164.4(a)(11), effective January 2014, has expanded the NC Sales and Use Tax to include "the sales price of a service contract".  
 A link to the NCDOR directive on this change is embedded here: <http://www.dor.state.nc.us/practitioner/sales/directives/SD-13-5.pdf>

**Sales Tax Distribution Method:** A link to a description of the individual articles of Sales Tax is embedded here: [http://www.dor.state.nc.us/publications/sales/distribution\\_articles.pdf](http://www.dor.state.nc.us/publications/sales/distribution_articles.pdf)

City of Shelby  
 Utility Sales Tax Distribution (Formerly Utility Franchise Tax)  
 Last Three Years

	<b>Third Quarter</b>	<b>Fourth Quarter</b>	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Totals</b>
Collection Period:	(July-Sept.)	(Oct.-Dec.)	(Jan.-Mar.)	(Apr.-June)	
Received in:	December	March	June	September	
FY 21	574,782.27	445,666.24	476,587.12	451,433.94	1,948,469.57
FY 22	515,722.31	464,401.65	486,627.19	466,918.19	1,933,669.34
FY 23	-	-	-	-	-
Budget	556,178.37	484,704.73	500,184.30	458,932.60	2,000,000.00
% of Budget	0.00%	0.00%	0.00%	0.00%	0.00%



Notes:

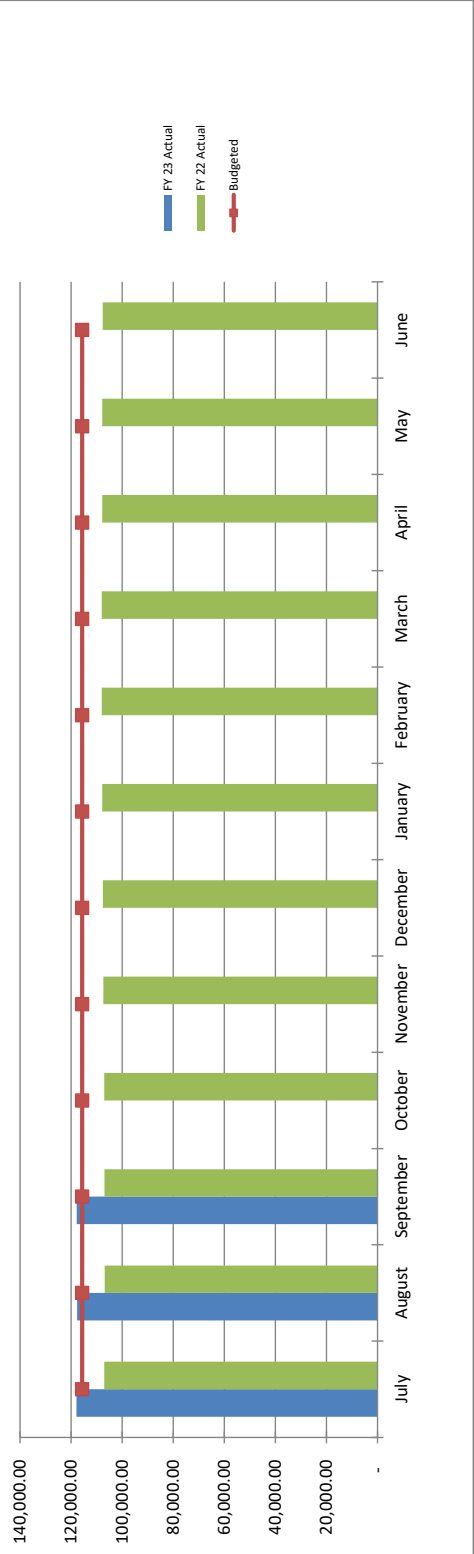
Effective July 2014, utility franchise tax was eliminated on sales of electricity and piped natural gas. A "hold harmless" provision will keep local distribution levels at the amounts received during the 2013-14 Fiscal Year.



City of Shelby  
Solid Waste Fees  
FY 2023

	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Budget	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	115,666.67	1,388,000.00
FY 2022	107,028.51	106,863.30	106,940.27	107,008.94	107,373.25	107,574.77	107,831.27	107,977.54	108,003.36	107,814.95	107,847.23	107,668.33	1,289,931.72
FY 2023	117,913.85	117,612.75	117,828.07	-	-	-	-	-	-	-	-	-	353,354.67
% of Budget	8.50%	8.47%	8.49%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.46%
Variance	2,247.18	1,946.08	2,161.40	(115,666.67)	(115,666.67)	(115,666.67)	(115,666.67)	(115,666.67)	(115,666.67)	(115,666.67)	(115,666.67)	(115,666.67)	(1,034,645.33)
Res. Accts:	7,794	7,778	7,788	-	-	-	-	-	-	-	-	-	-
Comm. Accts:	682	676	680	-	-	-	-	-	-	-	-	-	-

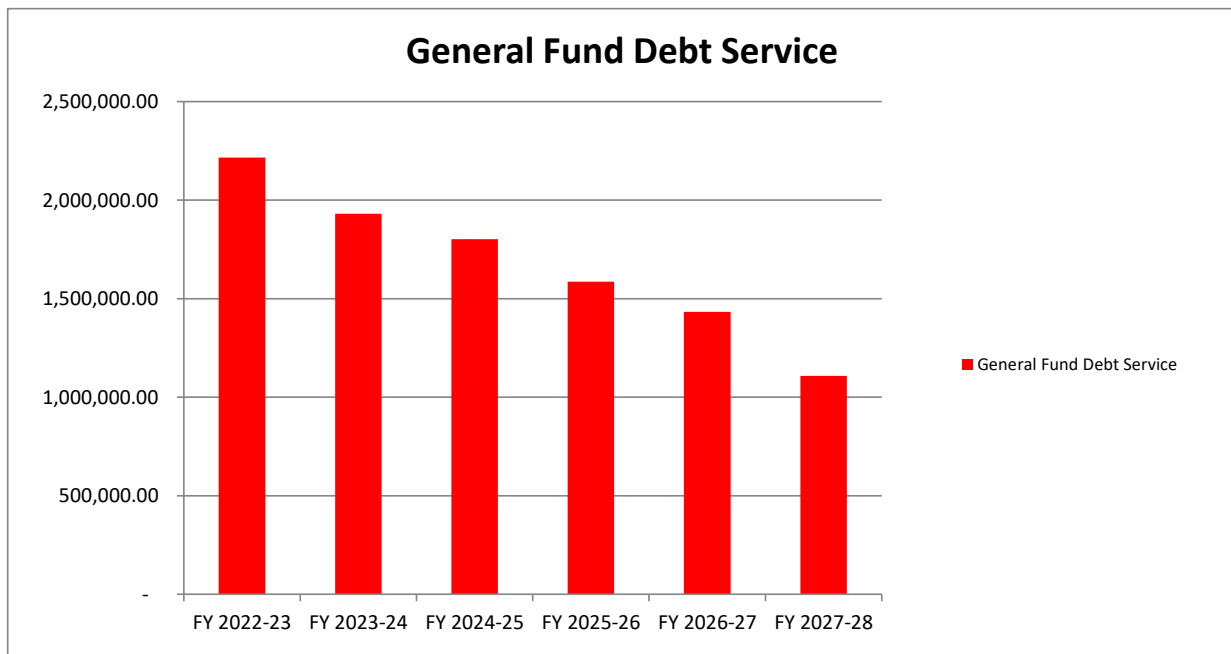
### Solid Waste Fees Budgeted and Collected



**DEBT SERVICE - GENERAL FUND**

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b><u>General Obligation Bonds</u></b>						
Street & Sidewalk GO Bond (\$6mm) Debt Retired In 2037	555,250.00	551,250.00	540,400.00	529,600.00	518,800.00	508,000.00
<b><u>Installment Purchase Contracts</u></b>						
Hanna Park Recreation Complex Debt Retired In 2032	658,606.66	644,079.33	629,552.00	615,024.66	600,497.33	600,497.33
FY 18 Installment Purchase Debt Retired In 2023	266,389.91	-	-	-	-	-
FY 19 Installment Purchase Debt Retired In 2024	104,354.77	104,354.77	-	-	-	-
FY 20 Installment Purchase Debt Retired In 2025	189,692.00	189,692.00	189,692.00	-	-	-
FY 21 Installment Purchase Debt Retired In 2026	128,617.50	128,617.50	128,617.50	128,617.50	-	-
FY 22 Installment Purchase Debt Retired In 2027	313,175.08	313,175.08	313,175.08	313,175.08	313,175.08	-
<b>Total Debt Service - General Fund</b>	<b>2,216,085.92</b>	<b>1,931,168.68</b>	<b>1,801,436.58</b>	<b>1,586,417.24</b>	<b>1,432,472.41</b>	<b>1,108,497.33</b>

Installment Purchase Contracts are 59-month borrowings for purchase of items such as vehicles and capital equipment.



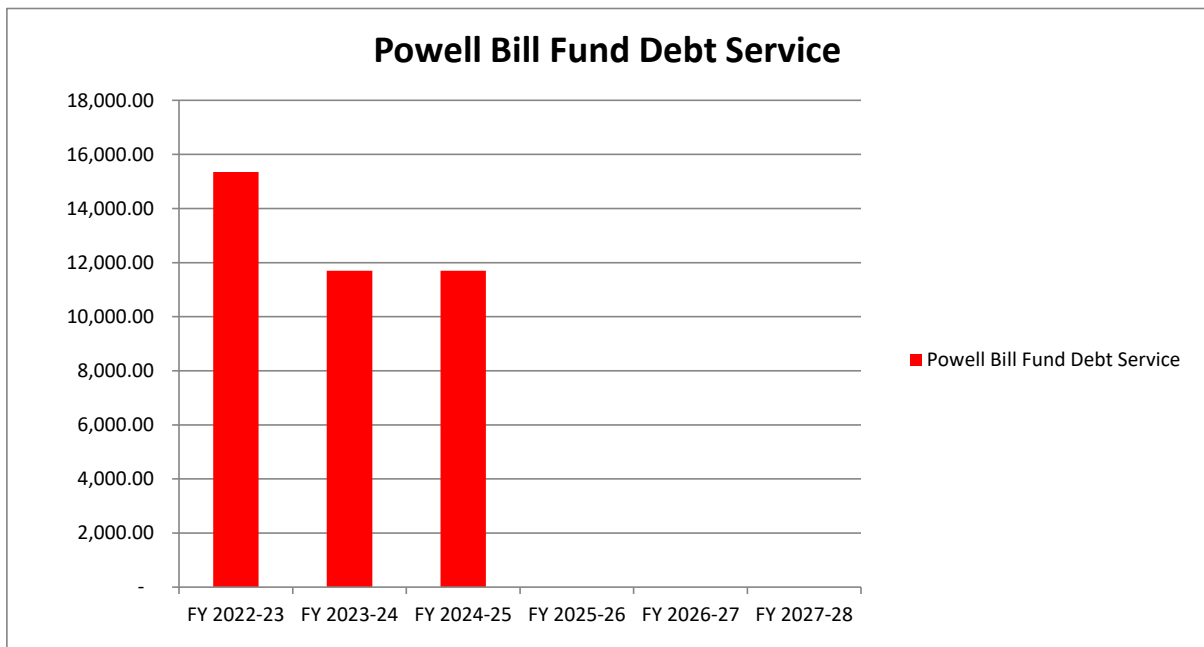
City of Shelby  
For 2023 03 (25.00% of the Fiscal Year)  
General Fund Expenditures by Division

DEPARTMENT	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GOVERNING BOARD	59,104.00	59,104.00	15,137.28	536.94	43,429.78	26.50 %
TOTAL ADMINISTRATION	640,869.00	640,869.00	149,557.18	0.00	491,311.82	23.30 %
TOTAL FINANCE	777,398.00	777,398.00	340,808.38	0.00	436,589.62	43.80 %
TOTAL PURCHASING	81,240.00	81,240.00	15,642.93	0.00	65,597.07	19.30 %
TOTAL HUMAN RESOURCES	436,873.00	436,873.00	71,325.12	4,369.00	361,178.88	17.30 %
TOTAL CUSTOMER SERVICE	114,438.00	114,438.00	42,821.65	0.00	71,616.35	37.40 %
TOTAL INFORMATION SERVICES	610,864.00	610,864.00	343,125.55	5,434.84	262,303.61	57.10 %
TOTAL METER SERVICE	795.00	795.00	-22,401.00	55,566.00	-32,370.00	4,171.70 %
TOTAL GARAGE	571,222.00	571,222.00	149,582.00	1,499.99	420,140.01	26.40 %
TOTAL CITY HALL	108,450.00	108,450.00	29,959.74	0.00	78,490.26	27.60 %
TOTAL POLICE	8,602,300.00	8,602,300.00	2,204,367.78	-6,978.86	6,404,911.08	25.50 %
TOTAL COMMUNICATION	873,400.00	873,400.00	150,859.70	0.00	722,540.30	17.30 %
TOTAL FIRE	5,519,120.00	5,519,120.00	1,285,152.60	62,688.75	4,171,278.65	24.40 %
TOTAL BUILDING INSPECTIONS	424,050.00	424,050.00	74,851.64	0.00	349,198.36	17.70 %
TOTAL STREETS	1,334,500.00	1,334,500.00	259,676.47	2,000.00	1,072,823.53	19.60 %
TOTAL AIRPORT	483,850.00	483,850.00	102,242.95	7,899.02	373,708.03	22.80 %
TOTAL SOLID WASTE	2,017,910.00	2,017,910.00	388,681.31	263,379.16	1,365,849.53	32.30 %
TOTAL GIS	104,003.00	104,003.00	34,252.03	0.00	69,750.97	32.90 %
TOTAL PLANNING SERVICES	573,590.00	573,590.00	125,074.23	356.55	448,159.22	21.90 %
TOTAL SPECIAL APPROPRIATIONS	3,024,520.00	3,024,520.00	262,181.23	0.00	2,762,338.77	8.70 %
TOTAL PARKS & RECREATION	1,910,050.00	1,910,050.00	613,241.33	97,957.63	1,198,851.04	37.20 %
TOTAL MAINTENANCE & CEMETERY	1,745,725.00	1,745,725.00	346,991.91	82,511.12	1,316,221.97	24.60 %
<b>GRAND TOTAL</b>	<b>30,014,271.00</b>	<b>30,014,271.00</b>	<b>6,983,132.01</b>	<b>577,220.14</b>	<b>22,453,918.85</b>	<b>25.18 %</b>

**DEBT SERVICE - POWELL BILL FUND**

	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b><u>Installment Purchase Contracts</u></b>						
<b>FY 18 Installment Purchase Debt Retired in 2023</b>	3,644.52	-	-	-	-	-
<b>FY 20 Installment Purchase Debt Retired in 2025</b>	11,703.00	11,703.00	11,703.00	-	-	-
<b>Total Debt Service - Powell Bill Fund</b>	<u>15,347.52</u>	<u>11,703.00</u>	<u>11,703.00</u>	<u>-</u>	<u>-</u>	<u>-</u>

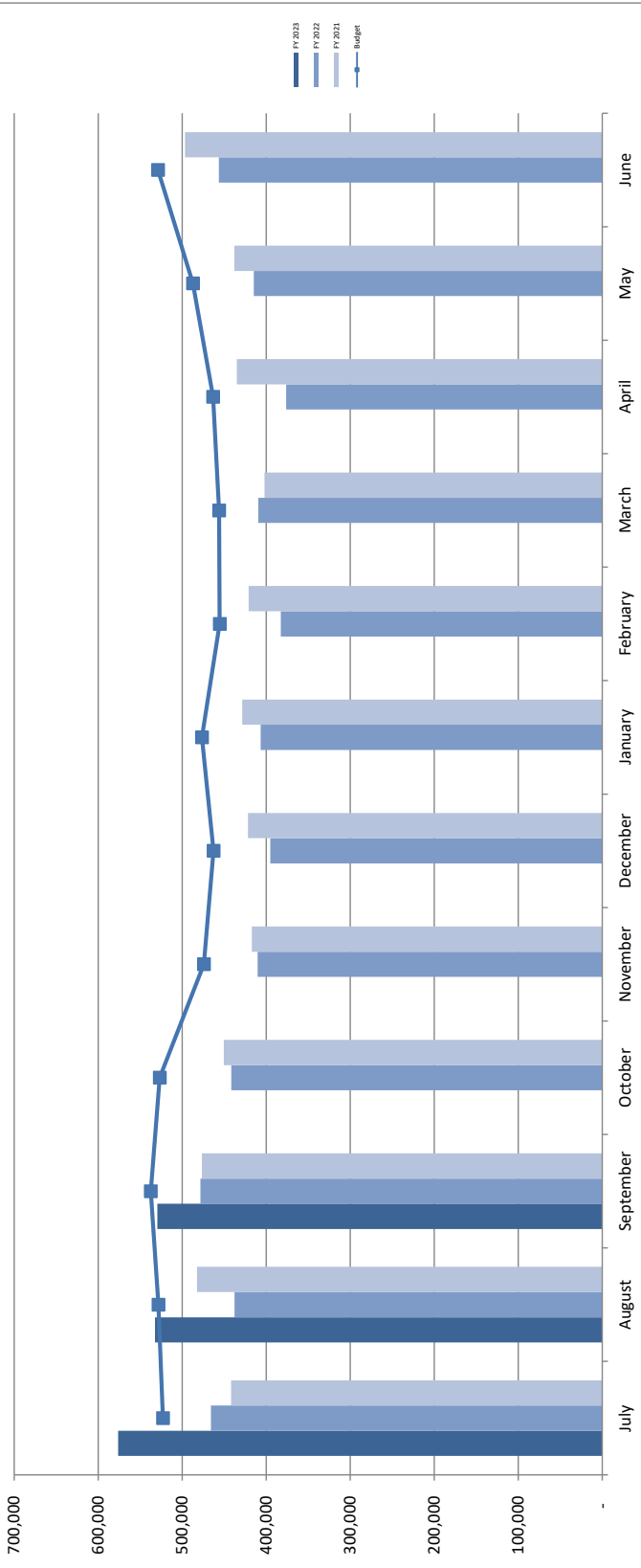
Installment Purchase Contracts are 59-month borrowings for purchase of items such as vehicles and capital equipment.



City of Shelby  
Water Revenue Budget to Actual  
FY 2023

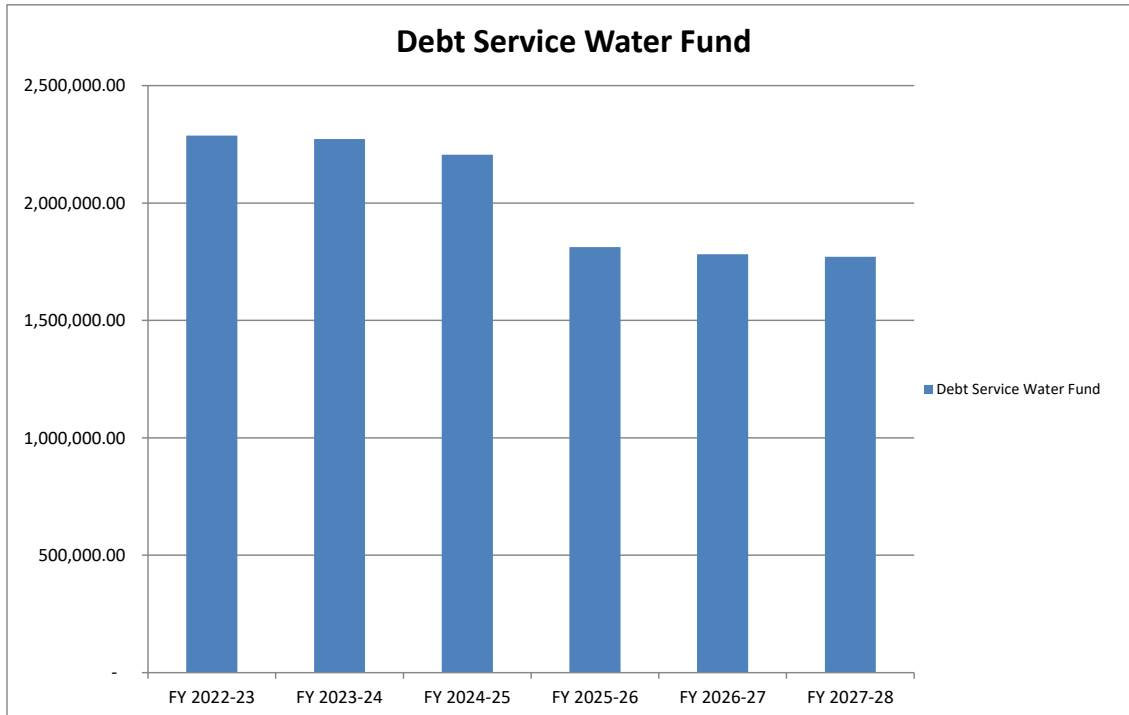
	July	August	September	October	November	December	January	February	March	April	May	June	Total
<b>FY 2023 Budget</b>													
Inside Water													
Useage	138,063	139,550	144,210	139,173	121,040	117,610	125,577	113,264	116,265	118,818	125,315	139,836	1,538,722
Dollars	465,040.09	470,762.23	475,202.60	469,758.08	423,091.79	413,152.76	427,855.03	402,525.34	409,156.84	414,298.60	433,696.01	469,818.61	5,274,357.98
Outside Water													
Useage	14,699	14,709	16,371	14,577	12,668	12,132	11,645	13,328	11,310	11,779	13,365	15,220	161,804
Dollars	57,862.84	57,589.54	62,218.37	57,170.54	51,084.22	49,639.65	48,584.98	52,968.52	46,939.85	48,963.64	53,673.96	58,945.91	645,642.02
Totals													
Useage	152,762	154,259	160,581	153,750	133,709	129,742	137,223	126,592	127,575	130,597	138,680	155,056	1,700,526
Dollars	522,902.93	528,351.78	537,420.96	526,928.61	474,176.01	462,792.41	476,440.02	455,493.86	456,096.69	463,262.24	487,369.97	528,764.52	5,920,000.00
<b>FY 2023 Actual</b>													
Inside Water													
Useage	158,071	136,239	141,404	-	-	-	-	-	-	-	-	-	435,714
Dollars	514,688	465,712	472,398	-	-	-	-	-	-	-	-	-	1,452,798.26
Outside Water													
Useage	16,117	17,694	14,489	-	-	-	-	-	-	-	-	-	48,300
Dollars	61,638	66,735	57,207	-	-	-	-	-	-	-	-	-	185,579
Totals													
Useage	174,188	153,933	155,893	-	-	-	-	-	-	-	-	-	484,014
Dollars	576,325	532,447	529,605	-	-	-	-	-	-	-	-	-	1,638,377.51
<b>Variance</b>													
Inside Water													
Useage	20,008	(3,311)	(2,806)	(139,173)	(121,040)	(117,610)	(125,577)	(113,264)	(116,265)	(118,818)	(125,315)	(139,836)	(1,103,008)
Dollars	49,647.47	(5,049.78)	(2,804.35)	(469,758.08)	(423,091.79)	(413,152.76)	(427,855.03)	(402,525.34)	(409,156.84)	(414,298.60)	(433,696.01)	(469,818.61)	(3,821,559.72)
Outside Water													
Useage	1,418	2,985	(1,882)	(14,577)	(12,668)	(12,132)	(11,645)	(13,328)	(11,310)	(11,779)	(13,365)	(15,220)	(113,504)
Dollars	3,774.71	9,145.01	(5,011.22)	(57,170.54)	(51,084.22)	(49,639.65)	(48,584.98)	(52,968.52)	(46,939.85)	(48,963.64)	(53,673.96)	(58,945.91)	(460,063)
Totals													
Useage	21,426	(326)	(4,688)	(153,750)	(133,709)	(129,742)	(137,223)	(126,592)	(127,575)	(130,597)	(138,680)	(155,056)	(1,216,512)
Dollars	53,422.18	4,095.22	(7,815.56)	(526,928.61)	(474,176.01)	(462,792.41)	(476,440.02)	(455,493.86)	(456,096.69)	(463,262.24)	(487,369.97)	(528,764.52)	(4,281,622.49)

### Water Sales In Dollars - Budget to Actual FY 2022 - 2023



DEBT SERVICE - WATER FUND	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b><u>Revenue Bonds</u></b>						
Series 2021 Refunding Revenue Bonds Debt Retired In 2031	880,052.90	878,082.07	878,287.26	499,614.47	497,103.08	500,082.76
Series 2016 Revenue Bonds Debt Retired In 2031	233,400.00	233,400.00	233,400.00	233,400.00	233,400.00	233,400.00
NCDEQ-DWI SRF Loan Debt Retired In 2040	1,060,171.30	1,047,604.00	1,035,036.68	1,022,469.38	1,009,902.08	1,009,902.08
<b><u>Installment Purchase</u></b>						
Uptown Infrastructure - Electric Fund Loan Debt Retired In 2038	27,250.00	27,250.00	27,250.00	27,250.00	27,250.00	27,250.00
FY 19 Installment Purchase Debt Retired In 2024	54,380.79	54,380.79	-	-	-	-
FY 20 Installment Purchase Debt Retired In 2025	2,561.50	2,561.50	2,561.50	-	-	-
FY 21 Installment Purchase Debt Retired In 2026	14,465.00	14,465.00	14,465.00	14,465.00	-	-
FY 22 Installment Purchase Debt Retired In 2027	14,680.83	14,680.83	14,680.83	14,680.83	14,680.83	-
<b>Total Debt Service - Water Fund</b>	<b>2,286,962.32</b>	<b>2,272,424.19</b>	<b>2,205,681.27</b>	<b>1,811,879.68</b>	<b>1,782,335.99</b>	<b>1,770,634.84</b>

Installment Purchase Contracts are 59-month borrowings for purchase of items such as vehicles and capital equipment.

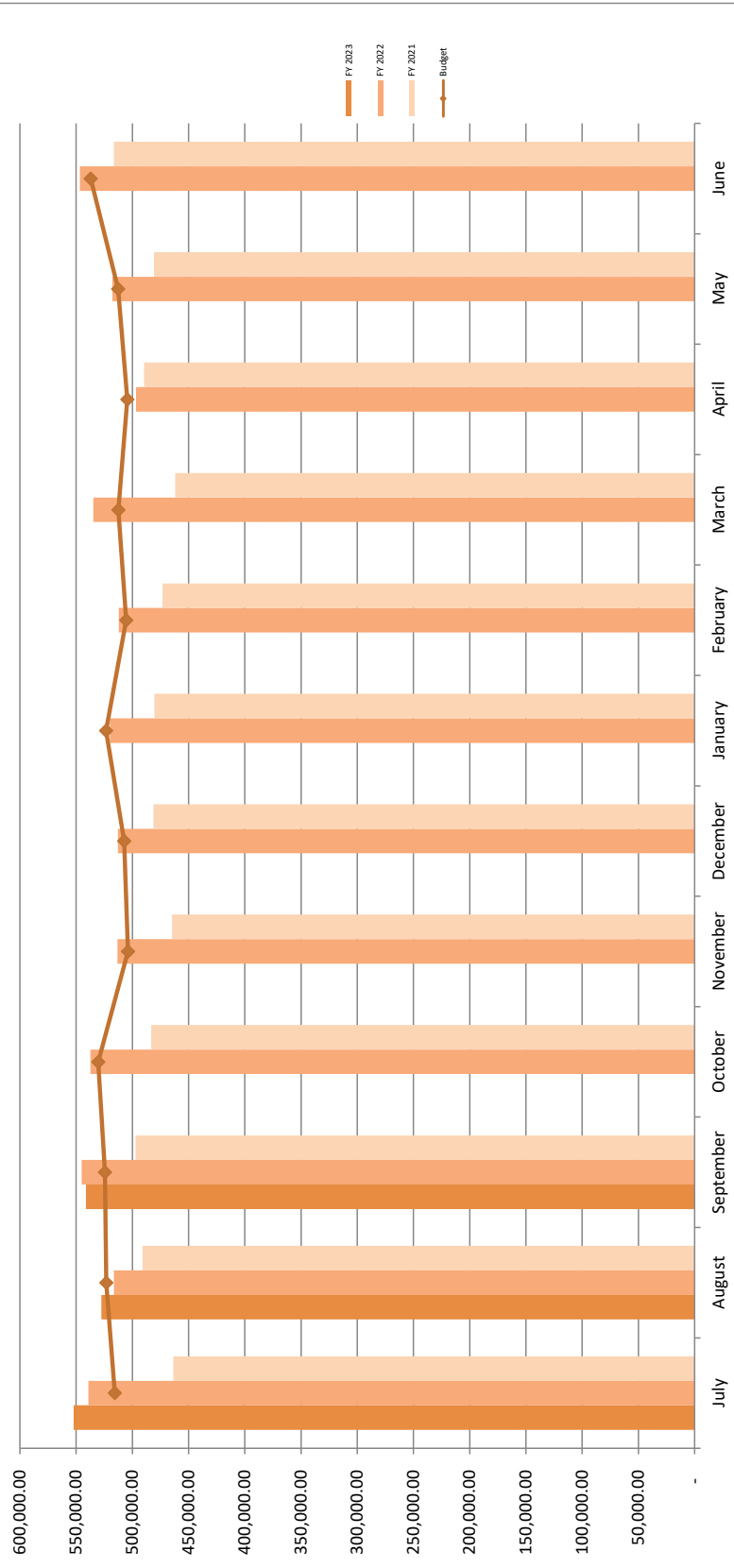




City of Shelby  
Sewer Revenue Budget to Actual  
FY 2023

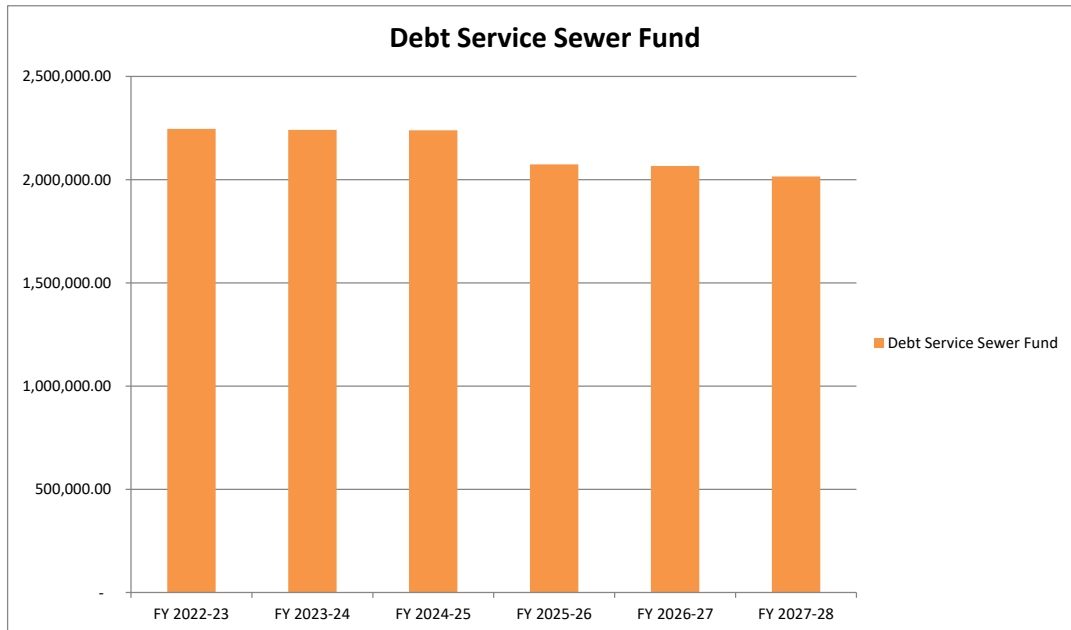
	July	August	September	October	November	December	January	February	March	April	May	June	Totals
<b>FY 2023 Budget</b>													
Inside Sewer													
Useage	72,710	75,039	53,846	74,627	68,777	69,769	74,616	69,023	70,431	67,589	70,657	75,988	843,072
Dollars	482,406.79	491,295.85	488,188.81	492,302.58	465,483.76	468,840.36	483,584.67	466,230.38	470,440.58	463,046.92	472,218.02	496,169.29	5,740,208.00
Outside Sewer													
Useage	2,769	2,540	3,139	3,387	3,442	3,474	3,648	3,561	3,954	3,482	3,293	3,350	40,038
Dollars	33,180.11	31,872.84	36,167.85	38,065.44	38,412.02	38,420.11	39,762.75	39,209.84	41,932.12	41,531.08	40,378.46	40,859.38	459,792.00
Totals													
Useage	75,479	77,579	56,985	78,014	72,219	73,243	78,264	72,584	74,385	71,071	73,950	79,338	883,110
Dollars	515,586.90	523,168.69	524,356.66	530,368.02	503,895.78	507,260.46	523,347.42	505,440.21	512,372.70	504,578.00	512,596.48	537,028.68	6,200,000.00
<b>FY 2023 Actual</b>													
Inside Sewer													
Useage	81,458	73,261	77,185	-	-	-	-	-	-	-	-	-	231,904
Dollars	510,316.11	485,319.06	495,651.81	-	-	-	-	-	-	-	-	-	1,491,286.98
Outside Sewer													
Useage	3,035	3,073	3,574	-	-	-	-	-	-	-	-	-	9,682
Dollars	41,951.65	42,181.65	45,616.78	-	-	-	-	-	-	-	-	-	129,750.08
Totals													
Useage	84,493	76,334	80,759	-	-	-	-	-	-	-	-	-	241,586
Dollars	552,267.76	527,500.71	541,268.59	-	-	-	-	-	-	-	-	-	1,621,037.06
<b>Variance</b>													
Inside Sewer													
Useage	8,748	(1,778)	23,339	(74,627)	(68,777)	(69,769)	(74,616)	(69,023)	(70,431)	(67,589)	(70,657)	(75,988)	(611,168.33)
Dollars	27,909.32	(5,976.79)	7,463.00	(492,302.58)	(465,483.76)	(468,840.36)	(483,584.67)	(466,230.38)	(470,440.58)	(463,046.92)	(472,218.02)	(496,169.29)	(4,248,921.02)
Outside Sewer													
Useage	266	533	435	(3,387)	(3,442)	(3,474)	(3,648)	(3,561)	(3,954)	(3,482)	(3,293)	(3,350)	(30,355.67)
Dollars	8,771.54	10,308.81	9,448.93	(38,065.44)	(38,412.02)	(38,420.11)	(39,762.75)	(39,209.84)	(41,932.12)	(41,531.08)	(40,378.46)	(40,859.38)	(330,041.92)
Totals													
Useage	9,014	(1,245)	23,774	(78,014)	(72,219)	(73,243)	(78,264)	(72,584)	(74,385)	(71,071)	(73,950)	(79,338)	(641,524.00)
Dollars	36,680.86	4,332.02	16,911.93	(530,368.02)	(503,895.78)	(507,260.46)	(523,347.42)	(505,440.21)	(512,372.70)	(504,578.00)	(512,596.48)	(537,028.68)	(4,578,962.94)

### Sewer Sales in Dollars - Budget to Actual FY 2022 - 2023



DEBT SERVICE - SEWER FUND	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28
<b><u>Revenue Bonds</u></b>						
Series 2021 Refunding Revenue Bonds Debt Retired In 2031	444,259.37	442,773.80	442,017.78	289,821.66	288,125.74	287,842.45
NC DENR-DWI SRF Loan Debt Retired in 2034	36,300.10	36,300.10	36,300.10	36,300.10	36,300.10	36,300.10
NC DENR-DWI SRF Loan Debt Retired in 2035	156,521.90	156,521.90	156,521.90	156,521.90	156,521.90	156,521.90
NC DENR-DWI SRF Loan Debt Retired in 2035	469,832.90	469,832.90	469,832.90	469,832.90	469,832.90	469,832.90
NC DENR-DWI SRF Loan Debt Retired in 2041	991,870.00	991,870.00	991,870.00	991,870.00	991,870.00	991,870.00
<b><u>Installment Purchase</u></b>						
Uptown Infrastructure - Loan from Electric Fund Debt Retired in 2038	72,750.00	72,750.00	72,750.00	72,750.00	72,750.00	72,750.00
FY 18 Installment Purchase Debt Retired In 2023	2,903.26	-	-	-	-	-
FY 19 Installment Purchase Debt Retired In 2024	1,408.74	1,408.74	-	-	-	-
FY 20 Installment Purchase Debt Retired In 2025	12,525.50	12,525.50	12,525.50	-	-	-
FY 21 Installment Purchase Debt Retired In 2026	6,215.00	6,215.00	6,215.00	6,215.00	-	-
FY 22 Installment Purchase Debt Retired In 2027	50,928.61	50,928.61	50,928.61	50,928.61	50,928.61	-
<b>Total Debt Service - Sewer Fund</b>	<b>2,245,515.37</b>	<b>2,241,126.54</b>	<b>2,238,961.79</b>	<b>2,074,240.17</b>	<b>2,066,329.25</b>	<b>2,015,117.35</b>

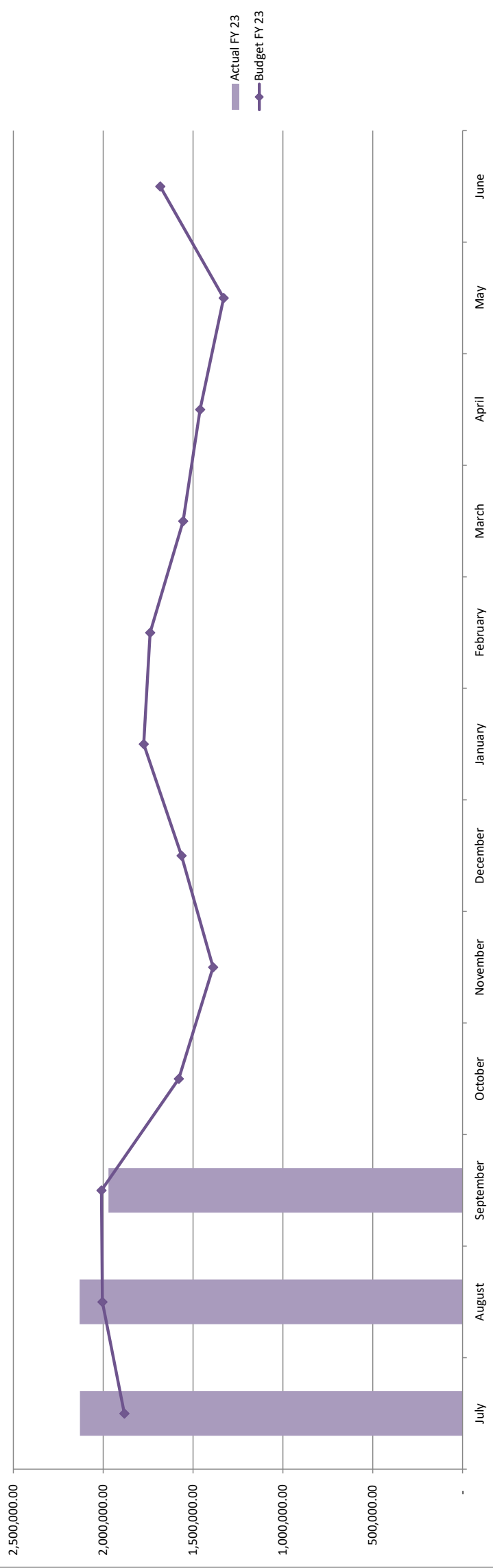
Installment Purchase Contracts are 59-month borrowings for purchase of items such as vehicles and capital equipment.



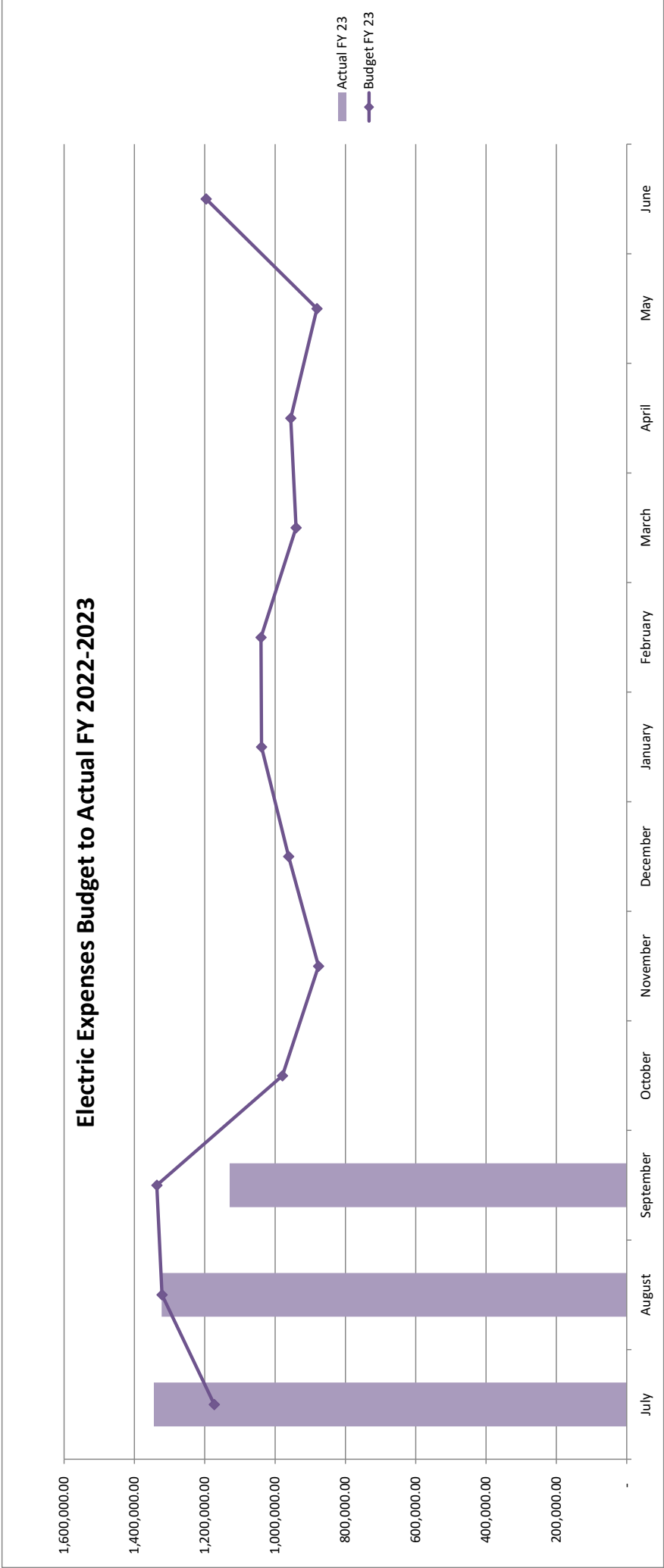
City of Shelby  
Electric Revenues Budget to Actual  
FY 2023

<b>Revenues Budget FY 23</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Residential	811,339.33	899,025.39	837,112.18	615,713.70	557,038.91	741,563.78	892,174.27	882,027.65	732,971.99	621,214.13	543,160.82	710,834.79	8,844,176.96
Commercial	1,046,961.00	1,075,685.30	1,141,157.79	943,339.89	813,224.19	804,409.32	864,398.10	838,547.68	805,015.81	817,766.73	766,146.23	940,614.89	10,857,266.92
Industrial	23,604.95	29,950.90	31,370.04	20,136.51	18,472.01	18,538.52	17,477.46	18,423.59	17,433.62	21,583.90	20,352.55	31,212.07	268,556.13
<b>Totals</b>	<b>1,881,905.28</b>	<b>2,004,661.59</b>	<b>2,009,640.01</b>	<b>1,579,190.10</b>	<b>1,388,735.11</b>	<b>1,564,511.62</b>	<b>1,774,049.84</b>	<b>1,738,998.92</b>	<b>1,555,421.42</b>	<b>1,460,564.76</b>	<b>1,329,659.60</b>	<b>1,682,661.75</b>	<b>19,970,000.00</b>
<b>Actual FY 23</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Residential	916,780.13	904,057.27	792,698.11	-	-	-	-	-	-	-	-	-	2,613,535.51
Commercial	1,166,935.12	1,182,234.18	1,134,027.97	-	-	-	-	-	-	-	-	-	3,483,197.27
Industrial	45,836.56	44,782.64	44,101.79	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>2,129,551.81</b>	<b>2,131,074.09</b>	<b>1,970,827.87</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,231,453.77</b>
<b>Revenue Variance</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Residential	105,440.80	5,031.88	(44,414.07)	(615,713.70)	(557,038.91)	(741,563.78)	(892,174.27)	(882,027.65)	(732,971.99)	(621,214.13)	(543,160.82)	(710,834.79)	(6,230,641.44)
Commercial	119,974.12	106,548.88	(7,129.82)	(943,339.89)	(813,224.19)	(804,409.32)	(864,398.10)	(838,547.68)	(805,015.81)	(817,766.73)	(766,146.23)	(940,614.89)	(7,374,069.65)
Industrial	22,231.61	14,831.74	12,731.75	(20,136.51)	(18,472.01)	(18,538.52)	(17,477.46)	(18,423.59)	(17,433.62)	(21,583.90)	(20,352.55)	(31,212.07)	(133,835.14)
<b>Totals</b>	<b>247,646.53</b>	<b>126,412.50</b>	<b>(38,812.14)</b>	<b>(1,579,190.10)</b>	<b>(1,388,735.11)</b>	<b>(1,564,511.62)</b>	<b>(1,774,049.84)</b>	<b>(1,738,998.92)</b>	<b>(1,555,421.42)</b>	<b>(1,460,564.76)</b>	<b>(1,329,659.60)</b>	<b>(1,682,661.75)</b>	<b>(13,738,546.23)</b>

### Electric Revenues Budget to Actual FY 2022-2023

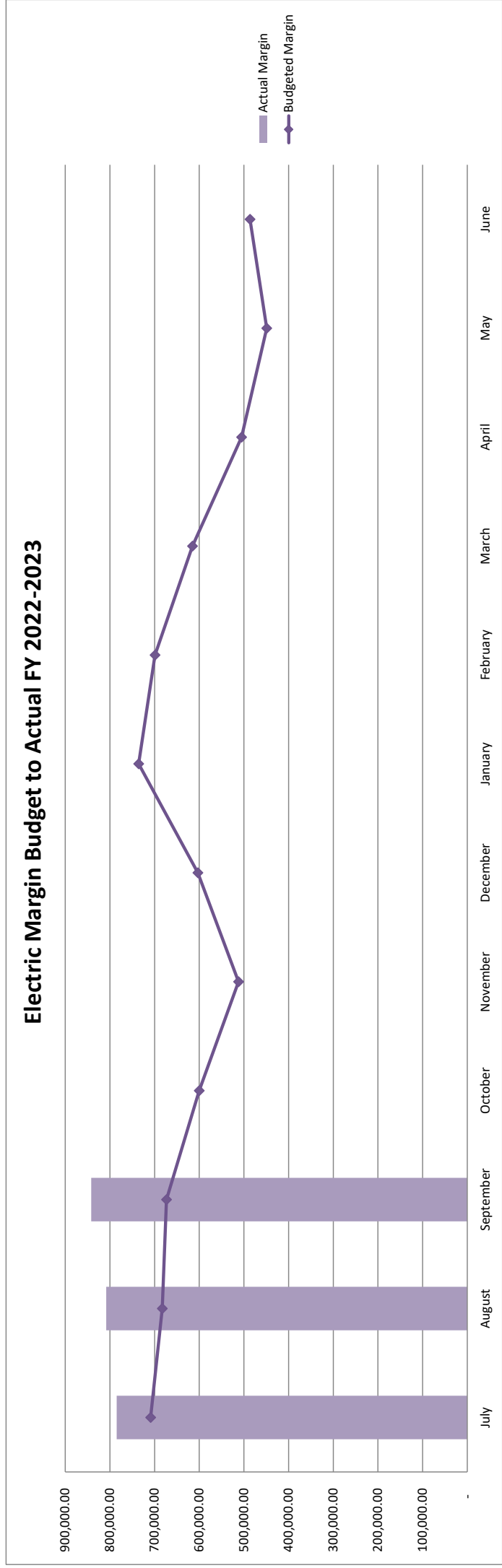


<b>Expenses</b>													
<b>Budget FY 23</b>													
	July	August	September	October	November	December	January	February	March	April	May	June	Totals
NCMPA1	1,129,897.13	1,278,019.66	1,295,677.22	947,442.76	845,871.37	928,956.34	1,005,099.12	1,005,077.89	908,369.84	924,709.24	850,361.89	1,159,231.55	12,278,714.00
SEPA	42,962.83	43,672.77	40,713.23	31,606.28	30,642.60	32,417.88	33,272.52	34,740.11	31,937.85	30,544.02	30,351.40	37,138.51	420,000.00
<b>Totals</b>	<b>1,172,859.96</b>	<b>1,321,692.43</b>	<b>1,336,390.45</b>	<b>979,049.04</b>	<b>876,513.96</b>	<b>961,374.22</b>	<b>1,038,371.63</b>	<b>1,039,818.00</b>	<b>940,307.69</b>	<b>955,253.26</b>	<b>880,713.29</b>	<b>1,196,370.05</b>	<b>12,698,714.00</b>
<b>Actual FY 23</b>													
NCMPA1	1,306,177.15	1,277,989.04	1,086,830.91	-	-	-	-	-	-	-	-	-	3,670,997.10
SEPA	38,582.69	44,802.70	42,321.09	-	-	-	-	-	-	-	-	-	125,706.48
<b>Totals</b>	<b>1,344,759.84</b>	<b>1,322,791.74</b>	<b>1,129,152.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,796,703.58</b>
<b>Expense Variance</b>													
NCMPA1	(176,280.02)	30.62	208,846.31	947,442.76	845,871.37	928,956.34	1,005,099.12	1,005,077.89	908,369.84	924,709.24	850,361.89	1,159,231.55	8,607,716.90
SEPA	4,380.14	(1,129.93)	(1,607.86)	31,606.28	30,642.60	32,417.88	33,272.52	34,740.11	31,937.85	30,544.02	30,351.40	37,138.51	294,293.52
<b>Totals</b>	<b>(171,899.88)</b>	<b>(1,099.31)</b>	<b>207,238.45</b>	<b>979,049.04</b>	<b>876,513.96</b>	<b>961,374.22</b>	<b>1,038,371.63</b>	<b>1,039,818.00</b>	<b>940,307.69</b>	<b>955,253.26</b>	<b>880,713.29</b>	<b>1,196,370.05</b>	<b>8,902,010.42</b>





Margin	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Budgeted Revenues	1,881,905.28	2,004,661.59	2,009,640.01	1,579,190.10	1,388,735.11	1,564,511.62	1,774,049.84	1,738,998.92	1,555,421.42	1,460,564.76	1,329,659.60	1,682,661.75	19,970,000.00
Budgeted Expenses	(1,172,859.96)	(1,321,692.43)	(1,336,390.45)	(979,049.04)	(876,513.96)	(961,374.22)	(1,038,371.63)	(1,039,818.00)	(940,307.69)	(955,253.26)	(880,713.29)	(1,196,370.05)	(12,698,714.00)
<b>Budgeted Margin</b>	<b>709,045.32</b>	<b>682,969.16</b>	<b>673,249.56</b>	<b>600,141.06</b>	<b>512,221.15</b>	<b>603,137.39</b>	<b>735,678.20</b>	<b>699,180.91</b>	<b>615,113.73</b>	<b>505,311.51</b>	<b>448,946.31</b>	<b>486,291.70</b>	<b>7,271,286.00</b>
Actual Revenues	2,129,551.81	2,131,074.09	1,970,827.87	-	-	-	-	-	-	-	-	-	6,231,453.77
Actual Expenses	(1,344,759.84)	(1,322,791.74)	(1,129,152.00)	-	-	-	-	-	-	-	-	-	(3,796,703.58)
<b>Actual Margin</b>	<b>784,791.97</b>	<b>808,282.35</b>	<b>841,675.87</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,434,750.19</b>
<b>Margin Variance</b>	<b>75,746.65</b>	<b>125,313.19</b>	<b>168,426.31</b>	<b>(600,141.06)</b>	<b>(512,221.15)</b>	<b>(603,137.39)</b>	<b>(735,678.20)</b>	<b>(699,180.91)</b>	<b>(615,113.73)</b>	<b>(505,311.51)</b>	<b>(448,946.31)</b>	<b>(486,291.70)</b>	<b>(4,836,535.81)</b>



**DEBT SERVICE - ELECTRIC FUND      FY 2022-23    FY 2023-24    FY 2024-25    FY 2025-26    FY 2026-27    FY 2027-28**

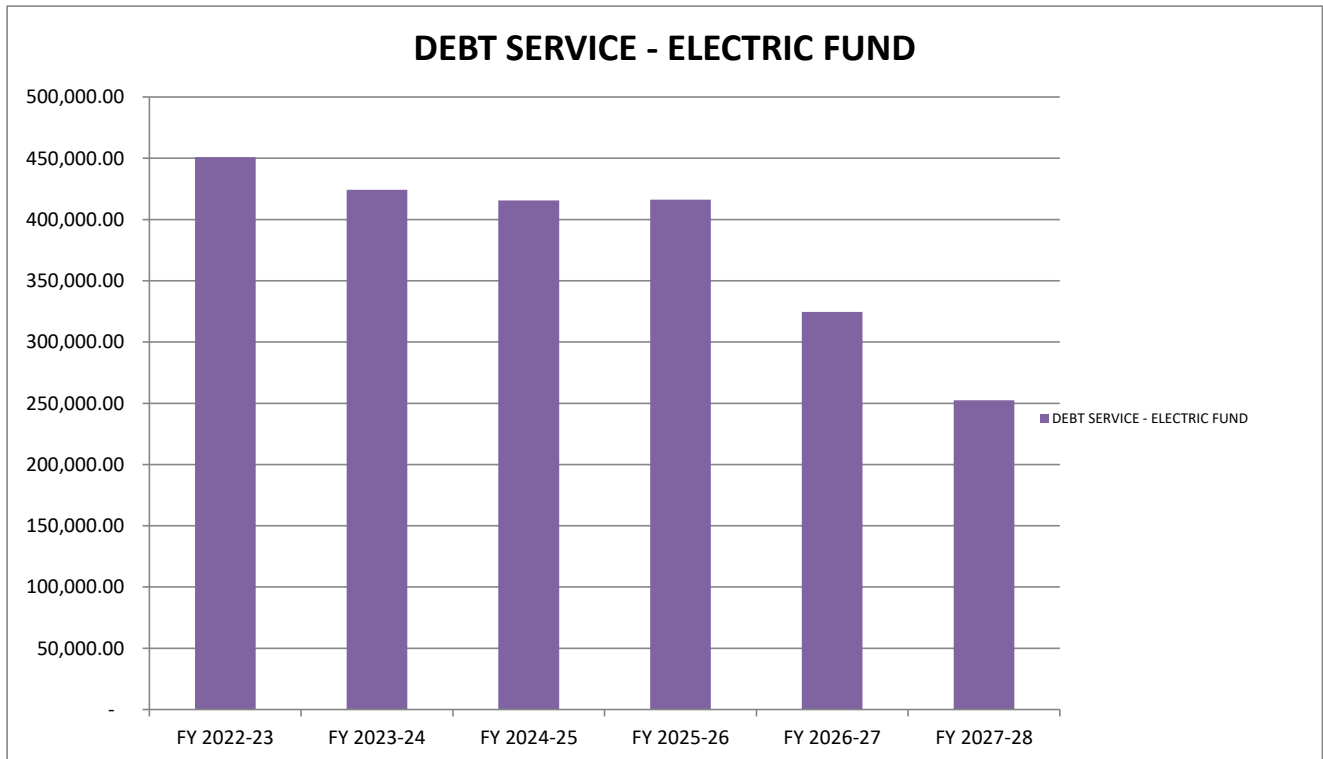
**Revenue Bonds**

<b>Series 2021 Refunding Revenue Bonds</b>						
<b>Debt Retired In 2031</b>	251,906.46	251,061.16	251,357.07	251,958.36	250,301.68	252,338.27

**Installment Purchase Contracts**

<b>FY 18 Installment Purchase</b>						
<b>Debt Retired In 2023</b>	25,727.86	-	-	-	-	-
<b>FY 19 Installment Purchase</b>						
<b>Debt Retired In 2024</b>	8,921.99	8,921.99	-	-	-	-
<b>FY 21 Installment Purchase</b>						
<b>Debt Retired In 2026</b>	89,952.50	89,952.50	89,952.50	89,952.50	-	-
<b>FY 22 Installment Purchase</b>						
<b>Debt Retired In 2027</b>	74,312.73	74,312.73	74,312.73	74,312.73	74,312.73	-
<b>Total</b>	<u>450,821.54</u>	<u>424,248.38</u>	<u>415,622.30</u>	<u>416,223.59</u>	<u>324,614.41</u>	<u>252,338.27</u>

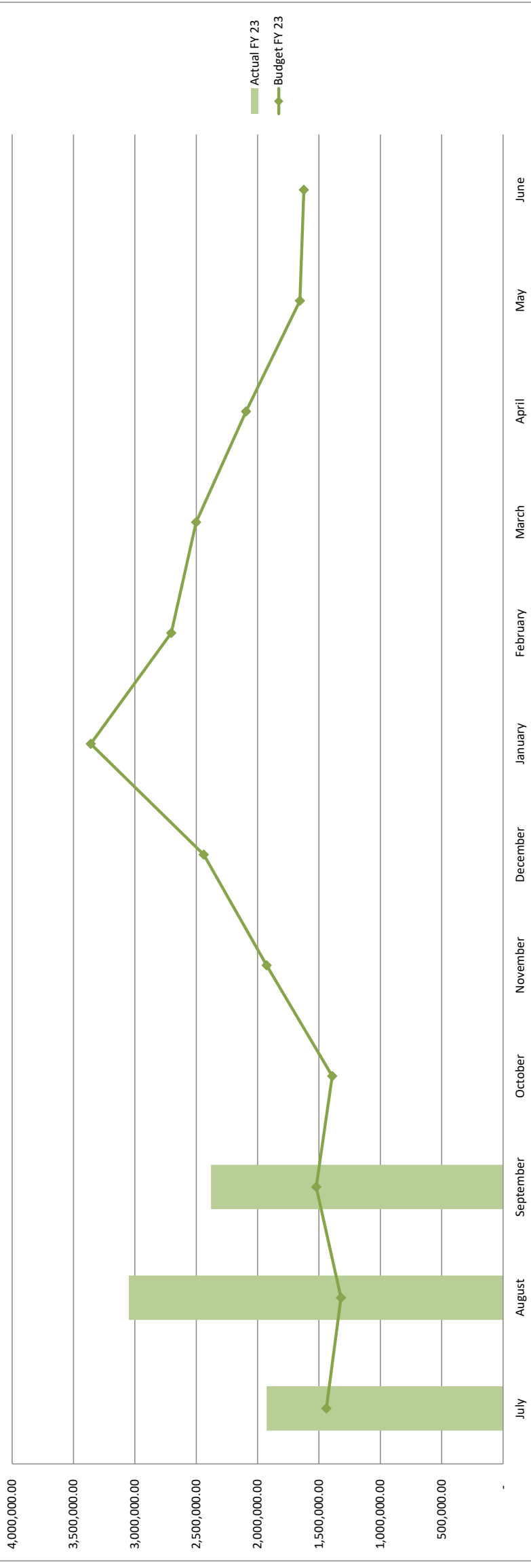
Installment Purchase Contracts are 59-month borrowings for purchase of items such as vehicles and capital equipment.



City of Shelby  
Gas Revenues Budget to Actual  
FY 2023

<b>Revenues Budget FY 23</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Residential	143,817.59	139,914.56	142,304.98	152,268.61	288,597.72	687,462.00	928,757.33	748,191.99	591,409.01	431,313.34	216,256.53	164,836.16	4,635,129.82
Commercial	187,475.43	203,606.16	222,489.45	231,942.11	330,516.37	665,856.40	962,015.78	770,671.13	620,889.05	498,047.94	236,695.57	209,937.55	5,140,142.94
High Load Factor	28,322.76	23,048.70	17,625.50	14,074.97	59,326.81	66,378.63	69,374.34	76,048.27	67,121.17	71,591.86	67,426.34	67,400.06	627,739.40
Interruptibles	86,605.91	87,394.43	83,246.67	80,882.81	104,721.13	90,118.97	86,188.49	123,336.75	84,862.03	88,152.61	82,399.34	87,737.00	1,085,646.13
Special lnd Class	994,081.66	866,950.23	1,056,723.90	913,262.16	1,143,331.48	928,968.29	1,313,549.15	985,032.25	1,136,138.08	1,005,256.67	1,052,959.85	1,092,834.96	12,489,088.70
<b>Totals</b>	<b>1,440,303.35</b>	<b>1,320,914.08</b>	<b>1,522,390.51</b>	<b>1,392,430.66</b>	<b>1,926,493.51</b>	<b>2,438,784.29</b>	<b>3,359,885.09</b>	<b>2,703,280.39</b>	<b>2,500,419.34</b>	<b>2,094,362.42</b>	<b>1,655,737.64</b>	<b>1,622,745.73</b>	<b>23,977,747.00</b>
<b>Actual FY 23</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Residential	147,256.99	155,189.28	162,150.49	-	-	-	-	-	-	-	-	-	464,596.76
Commercial	193,205.83	219,617.44	259,867.71	-	-	-	-	-	-	-	-	-	672,690.98
High Load Factor	31,013.69	39,924.05	40,543.33	-	-	-	-	-	-	-	-	-	111,481.07
Interruptibles	134,132.14	153,994.49	196,955.07	-	-	-	-	-	-	-	-	-	485,081.70
Special lnd Class	1,420,593.19	2,480,346.62	1,720,149.25	-	-	-	-	-	-	-	-	-	5,621,089.06
<b>Totals</b>	<b>1,926,201.84</b>	<b>3,049,071.88</b>	<b>2,379,665.85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,354,939.57</b>
<b>Revenue Variance</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Totals</b>
Residential	3,439.40	15,274.72	19,845.51	(152,268.61)	(288,597.72)	(687,462.00)	(928,757.33)	(748,191.99)	(591,409.01)	(431,313.34)	(216,256.53)	(164,836.16)	(4,170,533.06)
Commercial	5,730.40	16,011.28	37,378.26	(231,942.11)	(330,516.37)	(665,856.40)	(962,015.78)	(770,671.13)	(620,889.05)	(498,047.94)	(236,695.57)	(209,937.55)	(4,467,451.96)
High Load Factor	2,690.93	16,875.35	22,917.83	(14,074.97)	(59,326.81)	(66,378.63)	(69,374.34)	(76,048.27)	(67,121.17)	(71,591.86)	(67,426.34)	(67,400.06)	(516,258.33)
Interruptibles	47,526.23	66,600.06	113,708.40	(80,882.81)	(104,721.13)	(90,118.97)	(86,188.49)	(123,336.75)	(84,862.03)	(88,152.61)	(82,399.34)	(87,737.00)	(600,564.43)
Special lnd Class	426,511.53	1,613,396.39	663,425.35	(913,262.16)	(1,143,331.48)	(928,968.29)	(1,313,549.15)	(985,032.25)	(1,136,138.08)	(1,005,256.67)	(1,052,959.85)	(1,092,834.96)	(6,867,999.64)
<b>Totals</b>	<b>485,898.49</b>	<b>1,728,157.80</b>	<b>857,275.34</b>	<b>(1,392,430.66)</b>	<b>(1,926,493.51)</b>	<b>(2,438,784.29)</b>	<b>(3,359,885.09)</b>	<b>(2,703,280.39)</b>	<b>(2,500,419.34)</b>	<b>(2,094,362.42)</b>	<b>(1,655,737.64)</b>	<b>(1,622,745.73)</b>	<b>(16,622,807.43)</b>

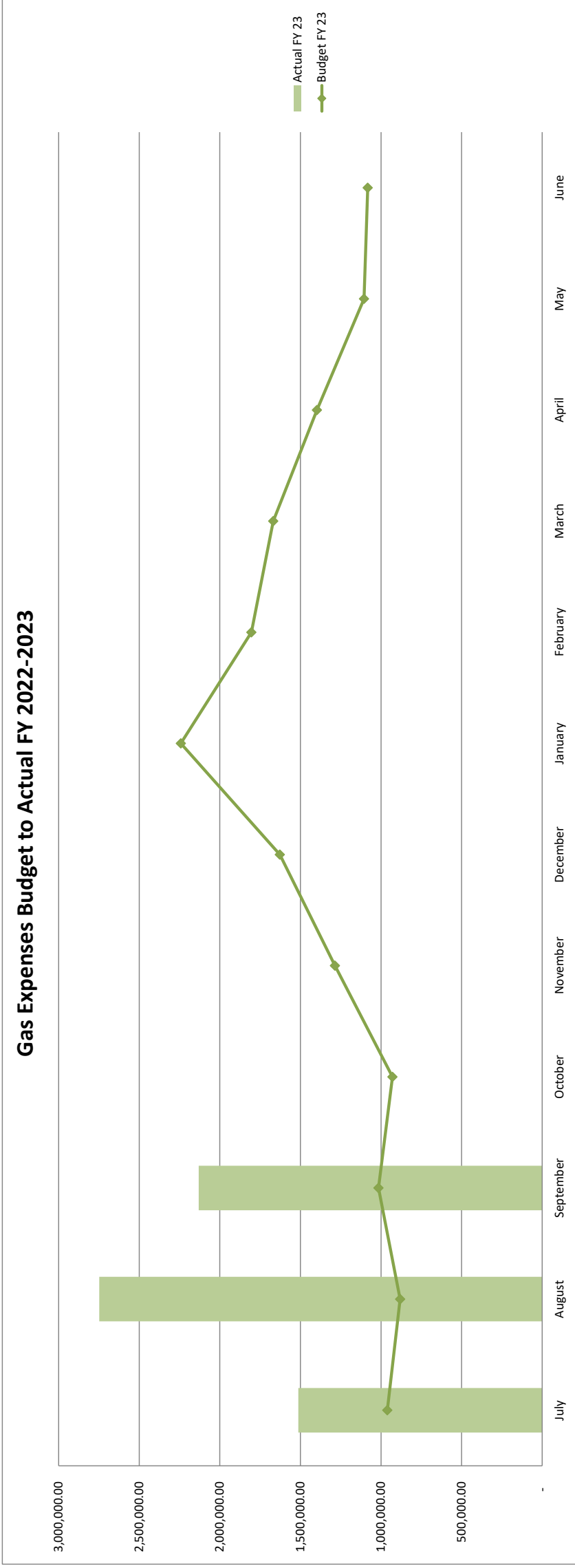
### Gas Revenues Budget to Actual FY 2022-2023



Expenses Budget FY 23	July	August	September	October	November	December	January	February	March	April	May	June	Totals
	961,093.37	881,426.65	1,015,868.93	929,148.62	1,285,520.95	1,627,365.10	2,242,002.20	1,803,859.48	1,668,493.26	1,397,537.42	1,104,849.52	1,082,834.50	16,000,000.00

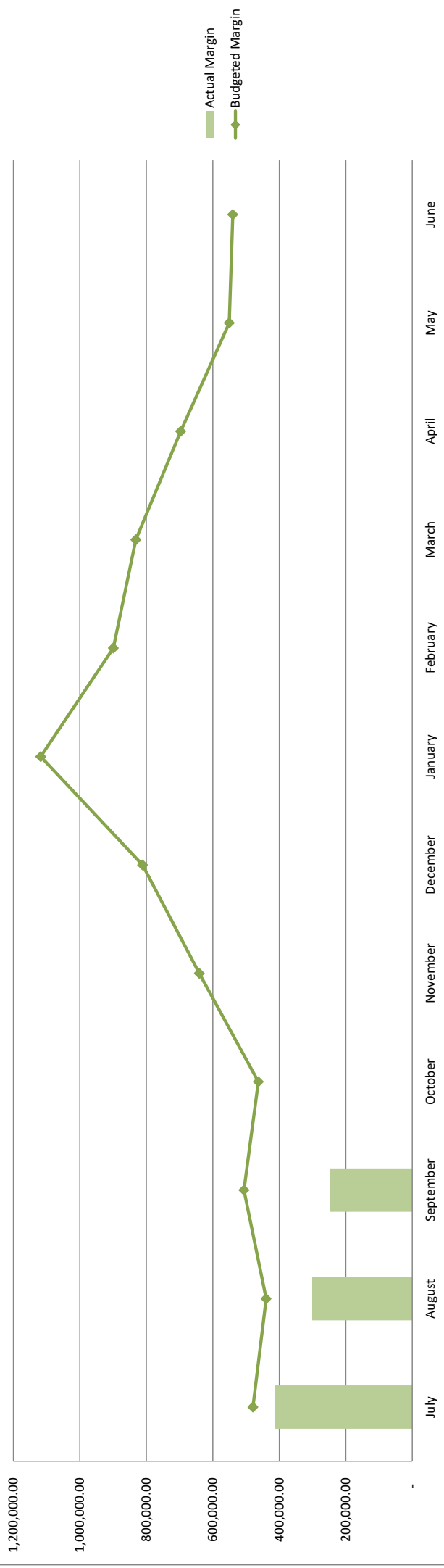
**Actual FY 23** 1,512,881.58 2,747,763.73 2,130,815.63 - - - - - - - - - - 6,391,460.94

**Expense Variance** (551,788.21) (1,866,337.08) (1,114,946.70) 929,148.62 1,285,520.95 1,627,365.10 2,242,002.20 1,803,859.48 1,668,493.26 1,397,537.42 1,104,849.52 1,082,834.50 9,608,539.06



Margin	July	August	September	October	November	December	January	February	March	April	May	June	Totals
Budgeted Revenues	1,440,303.35	1,320,914.08	1,522,390.51	1,392,430.66	1,926,493.51	2,438,784.29	3,359,885.09	2,703,280.39	2,500,419.34	2,094,362.42	1,655,737.64	1,622,745.73	23,977,747.00
Budgeted Expenses	961,093.37	881,426.65	1,015,868.93	929,148.62	1,285,520.95	1,627,365.10	2,242,002.20	1,803,859.48	1,668,493.26	1,397,537.42	1,104,849.52	1,082,834.50	16,000,000.00
Budgeted Margin	479,209.98	439,487.43	506,521.58	463,282.04	640,972.56	811,419.19	1,117,882.89	899,420.91	831,926.07	696,825.00	550,888.12	539,911.23	7,977,747.00
Actual Revenues	1,926,201.84	3,049,071.88	2,379,665.85	-	-	-	-	-	-	-	-	-	7,354,939.57
Actual Expenses	1,512,881.58	2,747,763.73	2,130,815.63	-	-	-	-	-	-	-	-	-	6,391,460.94
Actual Margin	413,320.26	301,308.15	248,850.22	-	-	-	-	-	-	-	-	-	963,478.63
Margin Variance	(65,889.72)	(138,179.28)	(257,671.36)	(463,282.04)	(640,972.56)	(811,419.19)	(1,117,882.89)	(899,420.91)	(831,926.07)	(696,825.00)	(550,888.12)	(539,911.23)	(7,014,268.37)

**Gas Margin Budget to Actual FY 2022-2023**



**DEBT SERVICE - GAS FUND**                      **FY 2022-23**   **FY 2023-24**   **FY 2024-25**   **FY 2025-26**   **FY 2026-27**   **FY 2027-28**

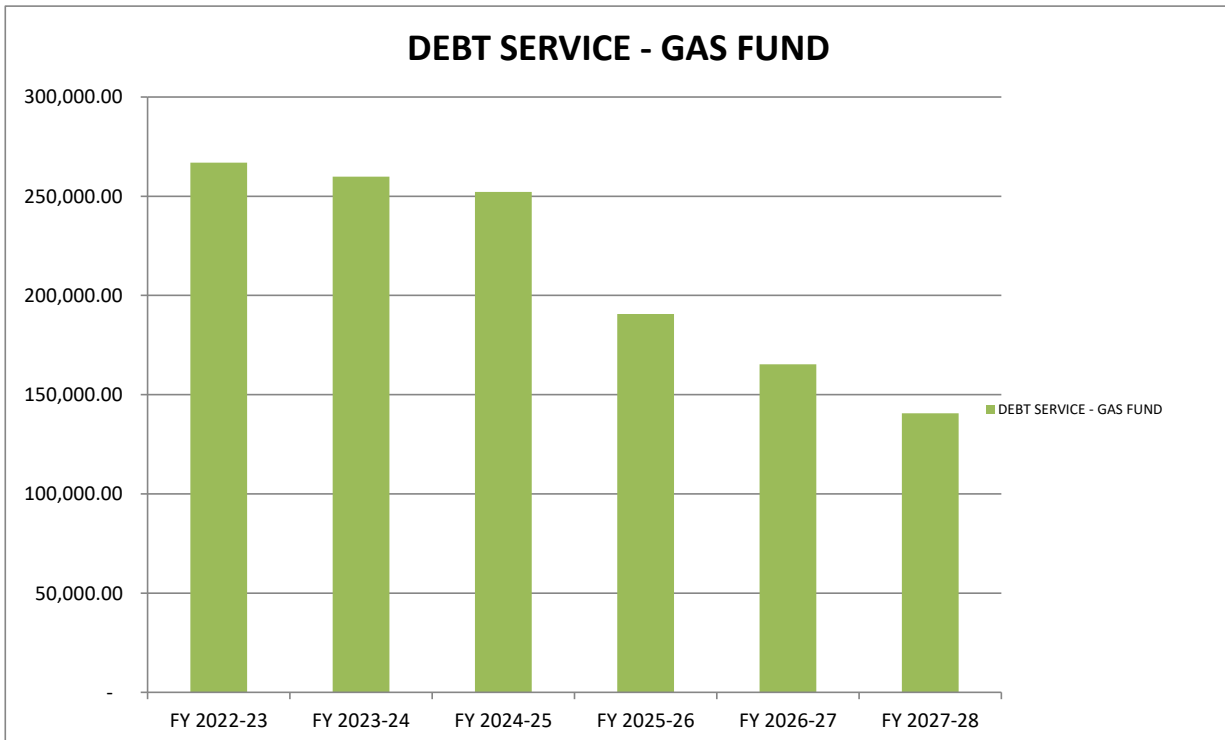
**Revenue Bonds**

<b>Series 2021 Refunding Revenue Bonds</b>						
<b>Debt Retired In 2031</b>	184,888.28	184,264.97	184,141.90	141,085.52	140,220.49	140,576.52

**Installment Purchase Contracts**

<b>FY 18 Installment Purchase</b>						
<b>Debt Retired In 2023</b>	6,424.24	-	-	-	-	-
<b>FY 19 Installment Purchase</b>						
<b>Debt Retired In 2024</b>	7,621.62	7,621.62	-	-	-	-
<b>FY 20 Installment Purchase</b>						
<b>Debt Retired In 2025</b>	18,518.00	18,518.00	18,518.00	-	-	-
<b>FY 21 Installment Purchase</b>						
<b>Debt Retired In 2026</b>	24,392.50	24,392.50	24,392.50	24,392.50	-	-
<b>FY 22 Installment Purchase</b>						
<b>Debt Retired In 2027</b>	25,105.65	25,105.65	25,105.65	25,105.65	25,105.65	-
<b>Total Debt Service - Gas Fund</b>	<u>266,950.29</u>	<u>259,902.74</u>	<u>252,158.05</u>	<u>190,583.67</u>	<u>165,326.14</u>	<u>140,576.52</u>

Installment Purchase Contracts are 59-month borrowings for purchase of items such as vehicles and capital equipment.





City of Shelby  
 For 2023 03 (25.00% of the Fiscal Year)  
 Utility Funds Expenditures by Department

	ORIGINAL APPROP	TRANFRS ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL WATER ADMINISTRATION	3,205,592.00	25,000.00	3,230,592.00	286,819.71	0.00	2,943,772.29	8.9 %
TOTAL WATER LINES OPERATIONS	1,003,420.00	0.00	1,003,420.00	170,103.80	40,946.00	792,370.20	21.0 %
TOTAL WATER PLANT OPERATIONS	2,161,505.00	0.00	2,161,505.00	554,174.01	103,173.83	1,504,157.16	30.4 %
<b>TOTAL WATER</b>	<b>6,370,517.00</b>	<b>25,000.00</b>	<b>6,395,517.00</b>	<b>1,011,097.52</b>	<b>144,119.83</b>	<b>5,240,299.65</b>	<b>18.1 %</b>
TOTAL SEWER ADMINISTRATION	2,990,308.00	40,000.00	3,030,308.00	310,519.85	0.00	2,719,788.15	10.2 %
TOTAL SEWER LINES OPERATIONS	1,187,660.00	0.00	1,187,660.00	186,616.08	64,005.65	937,038.27	21.1 %
TOTAL SEWER PLANT OPERATIONS	2,443,132.00	0.00	2,443,132.00	473,025.15	343,031.84	1,627,075.01	33.4 %
<b>TOTAL SEWER</b>	<b>6,621,100.00</b>	<b>40,000.00</b>	<b>6,661,100.00</b>	<b>970,161.08</b>	<b>407,037.49</b>	<b>5,283,901.43</b>	<b>20.7 %</b>
TOTAL ELECTRIC ADMINISTRATION	2,854,131.00	0.00	2,854,131.00	527,296.38	0.00	2,326,834.62	18.5 %
TOTAL ELECTRIC PURCHASE	14,125,474.00	0.00	14,125,474.00	5,517,574.01	0.00	8,607,899.99	39.1 %
TOTAL ELECTRIC LINES	3,826,395.00	0.00	3,826,395.00	663,665.73	697,677.47	2,465,051.80	35.6 %
<b>TOTAL ELECTRIC</b>	<b>20,806,000.00</b>	<b>0.00</b>	<b>20,806,000.00</b>	<b>6,708,536.12</b>	<b>697,677.47</b>	<b>13,399,786.41</b>	<b>35.6 %</b>
TOTAL NATURAL GAS ADMINISTRATION	4,487,212.00	2,373,230.00	6,860,442.00	3,352,553.86	-3,469.50	3,511,357.64	48.8 %
TOTAL NATURAL GAS PURCHASE	17,010,000.00	0.00	17,010,000.00	6,132,433.38	0.00	10,877,566.62	36.1 %
TOTAL NATURAL GAS LINES	2,657,535.00	0.00	2,657,535.00	354,426.08	38,604.64	2,264,504.28	14.8 %
<b>TOTAL NATURAL GAS</b>	<b>24,154,747.00</b>	<b>2,373,230.00</b>	<b>26,527,977.00</b>	<b>9,839,413.32</b>	<b>35,135.14</b>	<b>16,653,428.54</b>	<b>37.2 %</b>

City of Shelby  
Weather Variances  
Fiscal Year to Date at September 30, 2022

Month	Average Rain*	Actual Rain	Variance	Average CDD**	Actual CDD	Variance	Average HDD**	Actual HDD	Variance
July	4.30	5.00	0.70	388	523	135	0	0	0
August	4.40	5.80	1.40	563	427	-136	0	0	0
September	3.80	3.80	-	256	219	-37	5	23	18
October	3.80	0.00	(3.80)	109	0	-109	129	0	-129
November	3.40	0.00	(3.40)	0	0	0	460	0	-460
December	4.00	0.00	(4.00)	1	0	-1	564	0	-564
January	3.90	0.00	(3.90)	0	0	0	810	0	-810
February	3.90	0.00	(3.90)	0	0	0	586	0	-586
March	4.70	0.00	(4.70)	24	0	-24	464	0	-464
April	3.30	0.00	(3.30)	23	0	-23	223	0	-223
May	4.40	0.00	(4.40)	116	0	-116	51	0	-51
June	4.30	0.00	(4.30)	337	0	-337	0	0	0
<b>Totals</b>	<b>48.20</b>	<b>14.60</b>	<b>(33.60)</b>	<b>1,817</b>	<b>1,169</b>	<b>(648)</b>	<b>3,292</b>	<b>23</b>	<b>(3,269)</b>

Heating Degree Days: This is a value which gives an indication of the need to heat a building in a given climate. The number of heating degrees in a day is defined as the difference between a reference value of 65°F and the average outside temperature for that day.

Cooling Degree Days: This is a value which gives an indication of the need to cool a building in a given climate. The number of cooling degrees in a day is defined as the difference between a reference value of 65°F and the average outside temperature for that day.

\* Source [www.weather.com](http://www.weather.com)

\*\* Source [www.climate.fizber.com](http://www.climate.fizber.com)

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

D. Unfinished Business

None

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

E. New Business

Agenda Item: E-1

- 1) Approval of a resolution authorizing project allocations for North Carolina State appropriations for Water and Wastewater projects: Resolution No. 68-2022

**Consent Agenda Item: (Ben Yarboro, Assistant City Manager and David Hux, Director of Water Resources)**

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- Memorandum dated November 2, 2022, from Ben Yarboro, Assistant City Manager and David Hux, Water Resources Director to Rick Howell, City Manager and Justin Merritt, Assistant City Manager
- Resolution No. 68-2022
- Exhibit A (S.L. 2022-74 North Carolina Funding Appropriation for Water and Wastewater Projects)

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City Manager's Recommendation / Comments

Resolution No. 68-2022 is presented for City Council consideration at this time. If approved this resolution would approve the included funding allocation plan for use of the \$10.2 million appropriated specifically to the City of Shelby within the recently adopted state budget (S.L. 2022-74). Section 12.9.(e) specifically states that *"Projects, - Of the funds allocated by subsection (a) of this section for project grants, the following sums shall be granted to the indicated local governments and public entities for water and wastewater infrastructure projects;.....(75) Ten million two hundred thousand dollars (10,200,000) to the City of Shelby."*

This resolution, if approved, would formally allocate these funds for water and wastewater projects recommended by the Water Resources Department. The intent of the resolution is to ensure that City Council is fully informed as to the proposed specific use of these funds and the reasoning behind the recommendation. I will cover this in more detail on Monday evening.

**It is therefore my recommendation that Resolution No. 68-2022 be adopted and approved at this time.**

## *Memorandum*

**To:** Rick Howell; City Manager  
Justin Merritt, Assistant City Manager

**From:** Ben Yarboro, Assistant City Manager  
David Hux; Director Water Resources

**RE:** Funding Allocation for Water and Wastewater Projects for S.L. 2022-74  
Budget Appropriation (\$10.2 Million)

**Date:** November 2, 2022

### **BACKGROUND/REVIEW**

Through Session Law 2022-74, the City of Shelby has been appropriated \$10,200,000 for water and wastewater infrastructure projects. Based on the guidance for these funds, City Staff has reviewed infrastructure needs and developed a list of justified projects that meet the submittal and project completion deadlines. Construction projects utilizing this funding are required to be completed by December 31, 2026.

Below is a summary of the projects that are anticipated to utilize this funding:

#### **24" Waterline to South Tank and Forest Hills Drive - \$2,000,300**

- \$7,700,300 (Total Project Cost)
- \$5,700,000 from previous 2021-2022 State Appropriation

Provides the balance of funding necessary to construct approximately 12,000 linear feet of 24" Waterline from the Marion St./Morgan St. intersection to the South Tank and Forest Hill Dr. via Morgan St., Graham St. and Washington St.

#### **Hickory Creek Sewer Windsor to Holly Oak - \$2,105,000**

- \$3,805,000 (Total Project Cost)
- \$1,700,000 from previous 2021-2022 State Appropriation

Provides the balance of funding necessary for replacement of approximately 4,800 linear feet of 18" - 24" sewer line from Windsor Drive to US74 and a section south of Earl Road around Holly Oak Park.

#### **Water Treatment Plant Filter Rehabilitation - \$2,500,000**

Filter rehabilitation of eight filters. Project also provides repair/replacement of sedimentation basin valves. This project is currently being designed for bid and should be ready for bid in January 2023.

**Water/Sewer System Improvements to Promote Residential Development - \$2,000,000**

This funding will be used for the extension of water and sewer service for residential development on parcels that lie outside the current service area. Developers would still be required to install water and sewer infrastructure within the new development.

**Water and Sewer System Repairs and Maintenance - \$1,594,700**

Water and Sewer System point repairs.

**Potential Projects:**

- First Broad River 16” Waterline Crossing Replacement (Grover St.)
- Sumter Street Water and Sewer Repairs for Resurfacing (from Cora St. to Springdale Dr.)
- Water Plant Reservoir Cleaning
- Carolina Avenue Water and Sewer Repairs for Resurfacing
- First Broad River 8” Waterline Crossing Replacement (College Ave.)

**RECOMMENDATION**

City staff recommends that the Shelby City Council approve the resolution allocating the funding provided via S.L. 2022-74 to the following projects:

• 24” Waterline to South Tank and Forest Hill Drive	\$2,000,300
• Hickory Creek Sewer Windsor to Holly Oak	\$2,105,000
• Water Treatment Plant Filter Rehabilitation	\$2,500,000
• Water/Sewer Improvements to Promote Residential Development	\$2,000,000
• Water and Sewer System Repairs and Maintenance	<u>\$1,594,700</u>
<b>Total:</b>	<b>\$10,200,000</b>

RESOLUTION 68-2022

CITY OF SHELBY AUTHORIZATION OF PROJECT ALLOCATIONS FOR NORTH CAROLINA STATE APPROPRIATIONS FOR WATER AND WASTEWATER PROJECTS

**WHEREAS**, the City of Shelby is eligible for funding from the NC General Assembly 2022 Budget Appropriations through the Department of Environmental Quality (DEQ) for Water and Wastewater projects as approved in Session Law 2022-74; and,

**WHEREAS**, the City of Shelby is eligible for \$10,200,000, to be paid out on a reimbursement basis after the City has awarded NCDEQ approved contracts for eligible Water and Wastewater projects; and,

**WHEREAS**, City staff has identified the following Water and Wastewater projects that are consistent with the goals established by City Council:

• 24" Waterline to South Tank and Forest Hills Drive	\$2,000,300
• Hickory Creek Sewer Windsor to Holly Oak	\$2,105,000
• Water Filter Rehabilitation	\$2,500,000
• Water/Sewer Improvements to Promote Residential Development	\$2,000,000
• Water and Sewer System Repairs and Maintenance	<u>\$1,594,700</u>
<b>Total:</b>	<b>\$10,200,000</b>

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:**

Section 1. The City Council of the City of Shelby hereby approves the aforementioned funding allocation plan (Exhibit A) submitted by the City Manager.

Section 2. The City Manager is authorized to complete the project applications and expenditures of said funds in accordance with all applicable local, state and federal laws and regulations.

Section 3. The City Manager must bring specific project budget ordinance(s) to City Council for review and approval in accordance with applicable laws and policies.

Section 4. The City Manager is authorized to reallocate up to 25 percent of an approved project allocation to other approved projects included in Exhibit A.

Adopted this the 7<sup>th</sup> day of November, 2022 in the City of Shelby, North Carolina.

\_\_\_\_\_  
O. Stanhope Anthony, III  
Mayor

ATTEST:

\_\_\_\_\_  
Carol Williams  
City Clerk

**Exhibit A**

**S.L. 2022-74 North Carolina Funding Appropriation Allocation for  
Water and Wastewater Projects**

<b><u>Project Description</u></b>	<b><u>Amount Allocated</u></b>
<b>24-inch Waterline to South Tank and Forest Hill Dr.</b>	<b>\$ 2,000,300</b>
<ul style="list-style-type: none"><li>- Covers a funding shortfall from original estimate based on final design and inflation.</li></ul>	
<b>Hickory Creek Sewer Windsor to Holly Oak</b>	<b>\$ 2,105,000</b>
<ul style="list-style-type: none"><li>- Covers a funding shortfall from original estimate based on final design and inflation.</li></ul>	
<b>Existing Water and Sewer System Repairs and Maintenance</b>	<b>\$ 1,594,700</b>
<ul style="list-style-type: none"><li>- Funding to be used for water treatment plant filtration improvements, sedimentation basin valving improvements, looping of dead-end waterlines, replacement of water distribution lines and replacement of sewer collection system lines.</li></ul>	
<b>Water Treatment Plant Filter Rehabilitation</b>	<b>\$ 2,500,000</b>
<ul style="list-style-type: none"><li>- Filter rehabilitation of eight filters. Project also provides repair/replacement of sedimentation basin valves.</li></ul>	
<b>Water/Sewer System Improvements to Promote Residential Development</b>	<b>\$2,000,000</b>
<ul style="list-style-type: none"><li>- This funding would be used to for extension of services for residential development on parcels that lie outside the current service area. Developers would still be required to install water and sewer infrastructure within the new development.</li></ul>	
<b>Total Funding Allocation</b>	<b>\$10,200,000</b>



City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

**Agenda Item: E-2**

- 2) Pinnacle Estates Subdivision Underground Electric Installation Project:
  - a) Consideration of Fiscal Year Budget Ordinance Amendment No. 3:  
Ordinance No. 60-2022
  - b) Consideration of a resolution awarding the construction contract for the  
Pinnacle Estates Subdivision Underground Electric Project:  
Resolution No. 69-2022

**Consent Agenda Item: (Ben Yarboro, Assistant City Manager)**

- Memorandum dated November 2, 2022, from Ben Yarboro, Assistant City Manager to Rick Howell, City Manager and Justin Merritt, Assistant City Manager
- Map of Pinnacle Estates Subdivision Electric Utility Layout
- Supporting documents
- Ordinance No. 60-2022
- Resolution No. 69-2022

**City Manager's Recommendation / Comments**

- a) Ordinance No. 60-2022 is presented for City Council consideration as new business. If approved this ordinance would establish a capital project budget ordinance and appropriate \$106,000 from the Electric Fund Balance for the extension of the electric system to serve the residential development known as Pinnacle Estates.
- b) Resolution No. 69-2022 is presented for City Council at this time. If approved this resolution would award the bid for the described construction to Utility Partners of America in the amount of \$105,880.73.

**It is recommended that Ordinance No. 60-2022 and Resolution No. 69-2022 be adopted and approved at this time.**

## *Memorandum*

**To:** Rick Howell, City Manager  
Justin Merritt, Assistant City Manager

**From:** Ben Yarboro, Assistant City Manager

**RE:** Pinnacle Estates Subdivision Underground Electric  
Installation Project Contract Award Recommendation

**Date:** November 2, 2022

### **Background**

In February 2022, LGI Homes received its approval for the development of a major subdivision on Pinnacle Crossing and Joe's Lake Road in the City of Shelby. This project consists of 25.3 acres and will result in the construction of 92 single family homes. After receiving approval for the project, the developer proceeded with the site work and infrastructure that is required. Currently, the sewer system, grading, curb and gutter, and stormwater system have been completed. They are in the process of installing the water system and plan to pave the streets in the next few weeks.

For this subdivision, the City of Shelby will provide water, sewer, and electric utility service. Per City policy, the developer is responsible for installing all water and sewer infrastructure necessary to serve the property. For electric service, it is City policy that the City of Shelby completes a design and then installs the electric infrastructure necessary to provide service to the property at the City's expense.

After the electrical demands of the project were established, the City of Shelby contracted with Progressive Engineering Consultants, Inc., to design the electric system for Pinnacle Estates. With development projects, the City purchases all materials and then advertises for the installation of the materials by a licensed electrical contractor.

### **Review**

Staff advertised the Pinnacle Estates Subdivision Underground Electric project on the City webpage and bid packages were provided to ten prospective bidders on

October 12, 2022. At the bid opening on October 31, 2022, five completed bids and were received. The bid tabulation for these bids is attached to this memorandum and depicts the bids and the unit prices that were received. Progressive Engineering Consultants, Inc. has reviewed the bids received and provided the City with a recommendation of award to the lowest responsive bidder, Utility Partners of America. The low bid submitted by Utility Partners of America was in the amount of \$105,880.73 for the scope of work specified in the bid package. Progressive Engineer's original cost estimate for this project was \$150,000, so the lowest bid received is 29.4% below the estimated cost.

A summary of the 5 bids received is below:

<b>Company Name</b>	<b>Submitted Bid</b>
Utility Partners of America	\$105,880.73
Williams Electric Co.	\$173,233.90
Lee Electric	\$175,344.89
Carl Grigg Electric & Supply, Inc.	\$212,212.50
River City Construction, Inc.	\$281,387.25

**Recommendation**

City Staff recommends that the Shelby City Council approve the resolution awarding the bid for the Pinnacle Estates Subdivision Underground Electric Project to the lowest responsive bidder Utility Partners of America, for the bid price of \$105,880.73.

Please advise if you have any questions or need additional information.

**Attachments:**

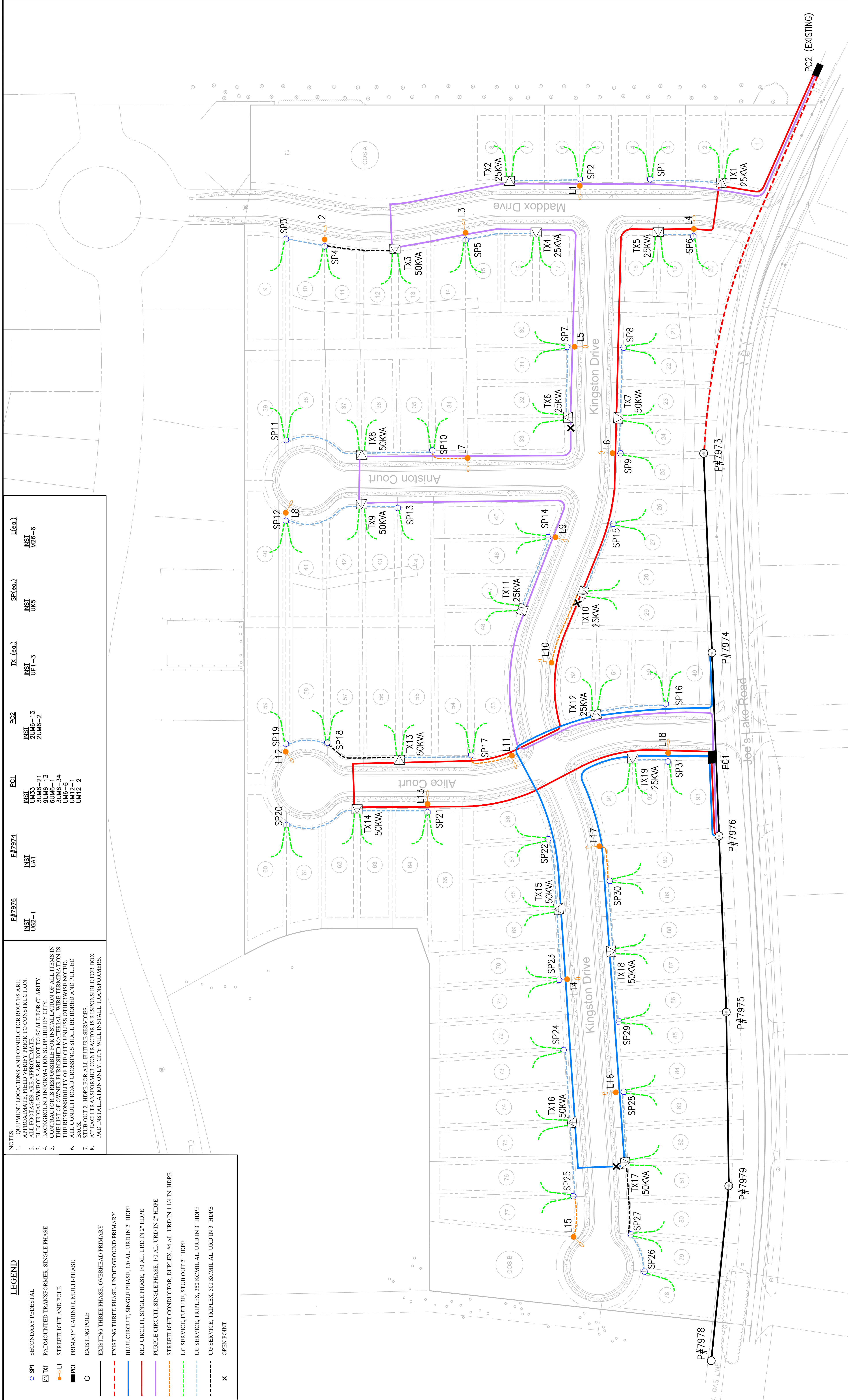
- Certified Bid Tabulation
- Award Recommendation Letter dated November 2, 2023
- Pinnacle Estate Electrical Layout Plan



LEGEND	
○ SP1	SECONDARY PEDESTAL
□ TX1	PAD MOUNTED TRANSFORMER, SINGLE PHASE
○-L1	STREET LIGHT AND POLE
■ PC1	PRIMARY CABINET, MULTIPHASE
○	EXISTING POLE
—	EXISTING THREE PHASE, OVERHEAD PRIMARY
—	EXISTING THREE PHASE, UNDERGROUND PRIMARY
—	BLUE CIRCUIT, SINGLE PHASE, 100 AL. URD IN 2" HDPE
—	RED CIRCUIT, SINGLE PHASE, 100 AL. URD IN 2" HDPE
—	PURPLE CIRCUIT, SINGLE PHASE, 100 AL. URD IN 2" HDPE
—	STREET LIGHT CONDUCTOR, DUPLEX, #4 AL. URD IN 1 1/4 IN. HDPE
—	UG SERVICE, FUTURE, STUB OUT 2" HDPE
—	UG SERVICE, TRIPLEX, 350 KCMIL AL. URD IN 3" HDPE
—	UG SERVICE, TRIPLEX, 500 KCMIL AL. URD IN 3" HDPE
X	OPEN POINT

- NOTES:
1. EQUIPMENT LOCATIONS AND CONDUCTOR ROUTES ARE APPROXIMATE FIELD VERIFY PRIOR TO CONSTRUCTION.
  2. ALL FOOTAGES ARE APPROXIMATE.
  3. ELECTRICAL SYMBOLS ARE NOT TO SCALE FOR CLARITY.
  4. BACKGROUND INFORMATION SUPPLIED BY CITY.
  5. CONTRACTOR IS RESPONSIBLE FOR INSTALLATION OF ALL ITEMS IN THE LIST OF OWNER FURNISHED MATERIAL. WIRE TERMINATION IS THE RESPONSIBILITY OF THE CONTRACTOR.
  6. ALL CONDUIT ROAD CROSSINGS SHALL BE BORED AND PULLED BACK.
  7. STUB OUT 2" HDPE FOR ALL FUTURE SERVICES.
  8. AT EACH TRANSFORMER CONTRACTOR IS RESPONSIBLE FOR BOX PAD INSTALLATION ONLY. CITY WILL INSTALL TRANSFORMERS.

P#7976	INST U02-1	P#7974	INST U01	EC1	INST U033 3UM6-21 3UM6-13 3UM6-1 3UM6-5 UM12-1 UM12-2	EC2	INST 2UM6-13 2UM6-2	TX (ea.)	INST U01-3	SP (ea.)	INST U05	L (ea.)	INST M26-6
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REVISIONS	
NO.	DESCRIPTION

SCALE: 1" = 60'

DATE ISSUED: 02/01/22

DESIGNED BY: MAD

DRAWN BY: MAD

CHECKED BY: MAD

APPROVED BY: MAD

PROGRESSIVE ENGINEERING CONSULTANTS, INC.  
 Complete Power Engineering Services  
 P.O. BOX 690638  
 CHARLOTTE, N.C. 28227

OFFICE (704) 545-7327  
 FAX (704) 545-2315

CITY OF SHELBY  
 SHELBY, NORTH CAROLINA

PINNACLE ESTATES SUBDIVISION  
 ELECTRIC UTILITY LAYOUT

DRAWING NO. 170-90-001  
 SHEET NO. 1 of 1





Post Office Box 207 · Shelby, NC 28151-0207

**BID TAB**

Project:

Pinnacle Estates Subdivision Underground Electric

Date:

10/31/2022

Company Name	Submitted Bid
Williams	\$173,233.90
UPA	\$105,880.73
Carl Grigg	\$212,212.50
River City	\$281,387.25
Lee Electric	\$175,344.89

Bid Opening Attendees:

Justin Wight - City of Shelby

Austin Baxter - Carl Grigg Electric

Jerry Tomberlin - UPA

Michael Dawson - Progressive Engineering

Bryan Bell - UPA

Todd Freshier - City of Shelby

JAMES CUNNINGHAM - River City Const

Ben York - City of Shelby

Michael Dickson - Williams Electric

# City of Shelby, North Carolina

**Pinnacle Estates Subdivision Underground Electric**

**Bid Date: Monday, October 31, 2022**

	<u>Utility Partners of America</u>	<u>Williams Electric</u>	<u>Lee Electrical</u>	<u>Carl Grigg</u>	<u>River City</u>
<b>BIDDER</b>					
<b>BID BOND</b>	<u>5%</u>	<u>5%</u>	<u>5%</u>	<u>5%</u>	<u>5%</u>
<b><u>Underground Construction Installation Units</u></b>					
UG Construction Installation Units	\$ 2,153.00	\$ 3,925.00	\$ 5,100.00	\$ 6,200.00	\$ 5,650.00
UG Conductor Units	\$ 18,008.23	\$ 35,327.50	\$ 12,632.06	\$ 19,042.50	\$ 26,942.00
Transformer Pad	\$ 4,788.00	\$ 5,890.00	\$ 8,882.12	\$ 6,650.00	\$ 9,500.00
UG Miscellaneous Units	\$ 13,611.00	\$ 9,891.40	\$ 16,840.21	\$ 29,782.50	\$ 25,014.00
Underground Trenching Units / 1,000 ft.	\$ 33,169.50	\$ 97,200.00	\$ 78,610.50	\$ 94,162.50	\$ 34,931.25
Directional Boring	\$ 10,125.00	\$ 21,000.00	\$ 37,500.00	\$ 15,675.00	\$ 17,250.00
Conduit Installation Units	\$ 24,026.00	\$ 15,780.00	\$ 39,700.00	\$ 162,100.00	\$ 162,100.00
<b>88 TOTAL INSTALLATION UNITS</b>	<b>\$ 105,880.73</b>	<b>\$ 173,233.90</b>	<b>\$ 175,344.89</b>	<b>\$ 211,212.50</b>	<b>\$ 281,387.25</b>

November 2, 2022

City of Shelby  
P.O. Box 207  
Shelby, NC 28151-0207  
Attn: Mr. Justin Wright

Re: Award Recommendation  
Pinnacle Estates Subdivision Underground Electric

Mr. Wright,

Sealed bids were received, publicly opened, and read on Monday, October 31, 2022, for the installation of the Pinnacle Estates Subdivision Underground Electric. As shown by the attached bid tabulation of five (5) bids received, Utility Partners of America, of Greer, South Carolina, submitted the most attractive cost proposal in the amount of \$105,880.73. We have reviewed the proposal and recommend the City accept this proposal as submitted.

Please notify us of your decision in order that we may prepare the necessary contract documents for execution. If you have any questions or comments, please feel free to call.

Best regards,

PROGRESSIVE ENGINEERING CONSULTANTS, INC.

*Michael A. Dawson*

Michael A. Dawson

Enclosures

ORDINANCE NO. 60-2022  
CITY OF SHELBY  
FY 2022-2023 BUDGET ORDINANCE AMENDMENT

WHEREAS, in accordance with applicable provisions of the North Carolina Budget and Fiscal Control Act, the City of Shelby finds it advisable and necessary to revise and amend its annual budget for FY 2022-2023; and,

WHEREAS, the City Manager (Budget Officer) has recommended certain amendments to the budget which the governing body finds acceptable; and,

WHEREAS, City Council now desires to act on the recommended budget amendments and approve same for implementation and compliance with the Fiscal Control Act;

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

Section 1. Ordinance No. 34-2022, the City’s FY 2022-2023 Budget Ordinance, is hereby amended as follows to provide for Budget Amendment No. 3 for the year:

(A) The City of Shelby has identified a need to extend electric utility infrastructure to serve a residential development known as Pinnacle Estates. Accordingly, the following budget modifications are approved in accordance with the chart of accounts heretofore established for the City of Shelby.

(1) The following Electric Fund line items are amended:

(a) Increase 63006000-39900	\$106,000
Fund Balance Appropriated	
(b) Increase 630733-56000	\$106,000
System Improvements	

Section 2. That the revenues, expenditures and amendments set forth in Section 1 of this ordinance are hereby summarized as follows:

	<u>Current Budget</u>	<u>Amendment No. 3</u>
General Fund	\$ 31,164,271	\$ 31,164,271
Emergency Telephone System Fund	107,000	107,000
Powell Bill Fund	679,000	679,000
Economic Dev. Fund	711,250	711,250
Housing Fund	2,485,707	2,485,707
Cemetery Fund	30,000	30,000
Utilities-Water Fund	6,370,517	6,370,517
Utilities-Sewer Fund	6,621,100	6,621,100
Utilities-Electric Fund	20,806,000	20,912,000
Utilities-Gas Fund	24,154,747	24,154,747
Utilities – Stormwater Fund	<u>1,363,405</u>	<u>1,363,405</u>
FY 2022-2023 Budget Total:	<u>\$ 94,492,997</u>	<u>\$ 94,598,997</u>

Section 3. Copies of this Budget Ordinance Amendment shall be furnished to the City Manager as Budget Officer and to the Finance Director to be kept on file by them for their direction in the collection and disbursement of funds. Said officials are hereby authorized to receive and expend funds as herein set forth in accordance with the Shelby City Code, the General Statutes of North Carolina, and the provisions of the original budget ordinance; inclusive of GS 159-28 governing budgetary accounting of appropriations.



Section 4. This ordinance shall become effective upon its adoption and approval.

Adopted and approved this the 7th day of November A. D. 2022.

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O. Stanhope Anthony, III  
Mayor

ATTEST:

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Carol Williams  
City Clerk

APPROVED AS TO FORM:

---

Interim City Attorney

**RESOLUTION NO. 69 – 2022**  
**A RESOLUTION AWARDING THE CONSTRUCTION CONTRACT FOR THE**  
**PINNACLE ESTATES SUBDIVISION UNDERGROUND ELECTRIC PROJECT**

**WHEREAS**, the City of Shelby operates an electric distribution system that has electric distribution lines on or near Parcel Numbers 64319, 64320, 60932, and 64498, located between Joe’s Lake Road and Pinnacle Crossing; and,

**WHEREAS**, a developer (LGI Homes) has requested that the City of Shelby provide electric service to their residential subdivision project which is in the construction phase and consists of 92 homes; and,

**WHEREAS**, the City of Shelby is willing to provide safe and reliable electric service to the property as allowed by law; and,

**WHEREAS**, the City of Shelby and Progressive Engineering Consultants, Inc. have prepared complete construction bid documents and held a public bid opening on October 31, 2022 to accept bids from licensed contractors to perform the construction related to this project; and,

**WHEREAS**, five (5) responsive bids were received from licensed contractors interested in completing this construction project and the apparent low bidder was Utility Partners of America, in the amount of \$105,880.73.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHELBY, NORTH CAROLINA:**

Section 1. The City Council of the City of Shelby hereby awards the construction contract for Pinnacle Estates Subdivision Underground Electric Project, as outlined in the bid specifications for this offering, to Utility Partners of America for a bid price of \$105,880.73.

Section 2. The City Manager or his designees are hereby authorized and directed to execute the applicable contracts and any change orders as specified in Section 1 of this resolution.

Section 3. This resolution shall become effective upon its adoption and approval.

Adopted and approved this the 7th day of November, 2022.

\_\_\_\_\_  
O. Stanhope Anthony III  
Mayor

ATTEST:

\_\_\_\_\_  
Carol Williams  
City Clerk

City of Shelby  
Agenda Item Summary  
November 7, 2022  
Council Chambers

Agenda Item F

City Manager's Report

I will report to Mayor and Council on a number of ongoing projects and issues. The projects and issues reported upon are intended to be for your information and do not necessarily require action by Council.

Agenda Item: G

Council Announcements and Remarks

Agenda Item: H

Closed Session

To establish, or to instruct staff concerning the position to be taken by or on behalf of City Council in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease pursuant to North Carolina General Statute 143-318.11(a)(5).

I. Adjournment:

To adjourn a meeting of City Council, a majority of the Council members must vote for a motion to adjourn.

- 1) Motion to adjourn