TOWN OF RICHLANDS BOARD OF ALDERMEN
REGULAR MEETING AGENDA
302 S. Wilmington Street, Richlands, NC 28574
November 10, 2026
6:00 p.m.

A. CALL TO ORDER

1. Invocation
2. Pledge of Allegiance

B. ADOPTION OF AGENDA (ACTION)

C. CONSENT AGENDA (ACTION)

1) October 13, 2026 Regular Meeting Minutes
2) Refunds/Releases **(NONE)**
3) Line-Item Transfers #2 and #3 **(NONE)**
4) Budget Amendments **(NONE)**

D. INFORMAL PUBLIC COMMENTS (REVIEW)

Public Comments are limited to 3 minutes each speaker and cannot be transferred to another speaker. The purpose of Public Comments is to provide attendees with an opportunity to speak on Town matters. It is not meant to be a dialogue exchange between speakers, the Board of Aldermen and others in the audience. The Board and/or staff will follow up as promptly as possible if necessary.

E. EVIDENTIARY HEARING – Special Use Permit for 306 Dreadnaught Road

F. OLD BUSINESS – (NONE)

G. NEW BUSINESS

1. Fiscal Policy Update/Amendments **(REVIEW)**
2. Updated Conflict of Interest Policy **(ACTION)**
3. Special Use Permit – 306 Dreadnaught Road **(ACTION)**
4. Set Public Hearing for Zoning Amendments – Ellis Development Group **(ACTION)**

H. DEPARTMENTAL MONTHLY REPORTS

- Police Activity Logs – October 2026 **(REVIEW)**
- Finance – October 2026 Budget vs. Actual Reports **(REVIEW)**
- Zoning/Code Enforcement **(REVIEW)**
- Public Works **(REVIEW)**

I. **TOWN MANAGER'S REPORT**

- Updates/Additional Information **(REVIEW) (FORTHCOMING)**

J. **BOARD MEMBER CONCERNS AND COMMITTEE UPDATES IF APPLICABLE**

K. **ADJOURN**

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Clerk
(910) 324-3301
(910) 324-2324 fax
townclerk@richlandsnc.gov

Mailing Address:
P.O. Box 245
Richlands. N.C. 28574

The Richlands Board of Aldermen met in Regular Session on October 13, 2026, at 6:00 p.m. at the Richlands Town Hall. Present for the meeting were:

Mayor McKinley D. Smith
Alderman Paul Conner
Alderman Alice Betts
Alderman Tom Brown
Alderman Marilyn Bunce
Alderman Kent Painter

Absent:

Also present were:

Chris Roberson, Town Manager
Patricia Allen, Town Clerk
Fonte Nailer, Interim Police Chief
Keith Fountain, Town Attorney
Johnathan Jarman, Public Works Director

There were 4 citizens present.

A. CALL TO ORDER

Mayor McKinley Smith called the meeting to order at 6:00 p.m.

1. Invocation- Mayor McKinley Smith
2. Pledge of Allegiance- Alderman Paul Conner

B. ADOPTION OF AGENDA:

Chris Roberson, Town Manager, presented the agenda to the Board. A motion was made by Alderman Marilyn Bunce, seconded by Alderman Paul Conner to adopt the agenda as presented. The motion was unanimously carried.

C. CONSENT AGENDA:

1.) September 8, 2026, Regular Meeting Minutes
2.) There were no Refunds/Release
3.) Line-Item Transfers #2 and #3
4.) Budget Amendments #4 and #5

A motion was made by Alderman Marilyn Bunce to approve the Consent Agenda without budget amendments #4 and #5. The motion was seconded by Alderman Kent Painter. The motion was unanimously carried.

D. INFORMAL PUBLIC COMMENTS

Natasha Longoria and Dianesha Barnes with the Order of the Eastern Star requested permission from the Board to have access to the Community Building on November 8, 2026 for a blood drive and CPR training for the community to attend and donate blood. The Board approved the nonprofit organization's request to hold the event.

E. SPECIAL PRESENTATION

None

F. OLD BUSINESS

None

G. NEW BUSINESS

1. Resolution Authorizing Vehicle Financing
   (G-1) A motion was made by Alderman Paul Conner to authorize vehicle financing for the Public Works Department. Alderman Kent Painter seconded the motion. The motion was unanimously carried.

2. Set Evidentiary Hearing for Special Use Permit-110 Pembury Way
   (G-2) A motion was made by Alderman Tom Brown to set Evidentiary Hearing for a Special Use Permit at 110 Pembury Way on November 10, 2026. Alderman Paul Conner seconded the motion. The motion was unanimously carried.

3. Set Evidentiary Hearing for Special Use Permit-306 Dreadnaught Rd.
   (G-3) A motion was made by Alderman Paul Conner to set an Evidentiary Hearing for a Special Use Permit for 306 Dreadnaught Rd. Alderman Marilyn Bunce seconded the motion. The motion was unanimously carried.

4. Budget amendment # 4 in the amount of $21,057.80 to reallocate appropriations from Administration Capital Outlay to Streets Capital Outlay to fund the variance between the original vehicle quotation and the final acquisition cost for a Public Works truck.

   (G-4) A motion was made by Alderman Marilyn Bunce to approve the reallocation of appropriated funds from Administration Capital Outlay to Streets Capital Outlay to cover the additional vehicle acquisition costs for the Public Works Department. Alderman Paul Conner seconded the motion. The motion was unanimously carried.

5. Budget amendment #5 in the amount of $8960.00 was presented to recognize and appropriate State of North Carolina funding for a one-time retention bonus for eligible

law enforcement officers. The bonus will be disbursed to each eligible full-time officer employed by the Richlands Police Department.

(G-5) A motion was made by Alderman Paul Conner to approve the budget amendment to issue the one-time bonus to full-time Police Officers employed with the Richlands Police Department. Alderman Kent Painter seconded the motion. The motion was unanimously carried.

H. DEPARTMENTAL MONTHLY REPORTS

Police Activity Logs September 2026
Finance- September 2026 Budget vs. Actual Reports
Zoning/Code Enforcement
Public Works

I. TOWN MANAGER'S REPORT

Venter's Park was reported to be re-opened as soon as the bathroom partitions and fixtures are installed. Timelines will be put into place for future projects.

Liberty Christian Academy has presented plans for a new parking lot.
Catalyst Church has presented plans for a new location.
Sign permits have been issued for both Zaxby's and Cookout.
Ellis Development Group will be presenting their plans for the residential/commercial development behind the new Sheetz at the next Planning Board Meeting on October 19, 2026.

The Public Safety Committee has scored the top five Police candidates and will meet soon to average the rankings.

The audit is still underway and will be presented in the December Board Meeting. Amendments to the Fiscal Policy are currently under review.

The Town has received paperwork from OSBM for the $200, 000 Stormwater Grant. Once the Grant Agreement has arrived, it will need to be approved.
The streets previously approved by the Board have been added to the Code of Ordinances. The next step is to determine how to address weight restrictions for the Amended Code.

The new server to replace the lightning damaged server is scheduled to be replaced Friday October 16, 2026.

Town Manager Chris Roberson hosted a Meet and Greet with Congressman Greg Murphy and his staff at the Richlands Community Building on October 13, 2026.

The new website is complete and live.

J. BOARD MEMBER CONCERNS AND COMMITTEE UPDATES

Venter's Park Reopening: Alderman Tom Brown expressed concern regarding the delay in reopening Venter's Park.

Revive Downtown Richlands: Alderman Marilyn Bunce reported that the committee is considering a grand reopening event and will provide an update once a decision has been made.

Electric Bikes: Alderman Tom Brown requested the Police Department continue to investigate the illegal and dangerous use of electric bikes in Town.

Panhandling: Alderman Tom Brown also stated there was a panhandler in town again and requested the Police Department be on the lookout.

K. CLOSED SESSION FOR PERSONNEL (NCGS 143-318.11(a)(6)

A motion was made by Alderman Tom Brown to go into a closed session for personnel matters. Alderman Kent Painter seconded the motion. The motion was unanimously carried.

A motion was made by Alderman Kent Painter to enter back into open session. Alderman Tom Brown seconded motion. Motion was unanimously carried.

No action taken.

L. ADJOURN

A motion was made by Alderman Paul Conner to adjourn, seconded by Alderman Kent Painter. The motion was unanimously carried.

Respectfully Submitted,

_____
Mayor McKinley D. Smith

_____
Attest Patricia Allen, Town Clerk

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G1

Meeting Date:
10-Nov-26

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Fiscal Policy Update/Amendments

Brief Summary:

Due to statutory changes and needed updates a new draft fiscal policy is provided for your and the attorney's review.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Review Only

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Manager

Attachments:
1 Draft Fiscal Policy
2
3
4
5

REVIEWED BY

Town Manager	X	Attorney	
Clerk to the Board		Finance Officer	X

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

TOWN OF RICHLANDS

FISCAL POLICY

Adopted March 14, 2023
Amended October 5, 2026

Mayor
McKinley Smith

Board of Aldermen
Tom Brown
Marilyn Bunce
Paul Conner
Alice Betts
Kent Painter

Town Manager
Chris Roberson

Finance Officer
Isaura Flores

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ARTICLE I
INTRODUCTION

The Fiscal Procedures Policy is the foundation for fiscal management of the Town of Richlands's resources guiding the Town Board of Aldermen, hereinafter ("Board"), and Staff in making sound financial decisions and in maintaining the fiscal stability of the Town.

ARTICLE II
OBJECTIVES

The objectives in development and maintenance of this Fiscal Procedures Policy are as follows:

(A) To maintain good internal controls in the financial management of the Town,

(B) To ensure that this adopted policy is implemented in an efficient and effective manner, and

(C) To link long-term financial planning with short-term daily operations.

ARTICLE III
OPERATING BUDGET

The Town's annual budget shall be prepared in accordance with North Carolina General Statutes, (hereinafter G.S. §) The operating budget shall cover a fiscal year beginning July 1 and ending June 30 and shall be consistent with the N.C. Local Government Budget and Fiscal Control Act. The Town Board of Aldermen shall approve the budget before July 1 of the applicable fiscal year.

A. EXPENDITURES

Section 1. Budget Management

Expenditures are monitored continually throughout the fiscal year. Budgeted funds by department will only be spent for departmental purposes for which they were intended. The annual operating budget ordinance defines staff authorization for operating budget adjustments.

Section 2. Monthly Reporting

In accordance with G.S. § 159-25(a)(3) as often as may be requested financial statements will be provided to the Town Manager and Board. These reports shall include, but are not limited to, an analysis of fiscal year to date budgeted and actual revenues and expenditures.

Section 3. Fund Transfers

The Finance Officer shall transfer funds to enable the timely completion of the position's mandated responsibilities consistent with adopted budget authorization and as may be amended from time to time. Transfers between operating departments and from general fund to capital projects shall be accomplished only by Board authorization. Copies of budget amendments as approved by the Board shall be documented within minutes maintained by the Town Clerk.

Section 4. Payroll

Payroll preparation shall be the responsibility of the Finance Officer and administered by Town personnel to provide separation of duties required by prudent internal control procedures. Payroll will be administered in accordance with the Personnel Policy of the Town of Richlands.

B. RESERVE FUNDS

Section 1. Fund Balance

Funds not appropriated for expenditures in a fiscal year are part of the fund balance. Such funds will be invested in accordance with the Town's Investment Policy found in Section V (E) of this policy. In the governmental fund financial statements fund balance is composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent and are as follows:
7

(A) **Non-spendable Fund Balance**: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

(B) **Restricted Fund Balance**: This classification includes amounts constrained for a specific purpose by external parties such as creditors, constitutional provision or enabling legislation. Restrictions are to be listed by purpose.

(C) **Committed Fund Balance**: This classification includes amounts that can only be used for specific purposes approved by a majority vote of the Board. Any changes or removal of specific purpose requires majority action by the Board. Action to constrain financial resources must occur prior to year-end, however, the amount can be determined in the subsequent period.

(D) **Assigned Fund Balance**: For the General Fund, a portion of fund balance that the Board intends to use for specific purposes. Any amount to be appropriated for subsequent year's expenditures shall be approved during the annual budget adoption process.

(E) **Unassigned Fund Balance**: For the General Fund, amounts not classified as non-spendable, restricted, committed or assigned.

Section 2. Minimum Fund Balance Policy

For the General Fund, management shall conduct the business of the Town in such a manner that available fund balance is at least equal to or greater than 40% of budgeted expenditures for the succeeding fiscal year.

The Board may appropriate fund balances that will reduce available fund balance below the percentage established above for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town. In such circumstances the Board will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Board will establish a different but appropriate time period.

Section 3. Capital Reserve Fund

The Board may establish a Capital Reserve Fund for the purpose of providing capital for substantial improvements in Town infrastructure and/or significant planned asset acquisitions. Monies from this fund shall be expended only for the purpose and to the extent designated by Board of Aldermen authorization.

C. BUDGET PREPARATION

Section 1. Annual Budget

The Budget Officer or his designee shall prepare annually a budget schedule for submission to the Board setting forth components of the budget process and deadlines for each leading to budget adoption.

Section 2. Budget Schedule

Deadlines in the budget schedule are to include but are not limited to distribution of the budget calendar, departmental budget requests, budget retreat, submission of the draft budget, submission of draft budget with message, public hearing on the budget and adoption of the budget ordinance. The Budget Officer shall formally present the Town's budgets, including budget message at a regular Board of Aldermen meeting. Public hearings and Board adoption shall be accomplished in accordance with the North Carolina General Statutes.

ARTICLE IV
ACCOUNTING/FINANCIAL REPORTING

Section 1. Accounting System

The Town will establish and maintain its accounting systems according to the North Carolina Local Budget and Fiscal Control Act. Financial systems will be maintained to monitor revenues and expenses on a monthly basis.

The Town will place emphasis on maintenance of an accounting system which provides strong budgetary and accounting controls. The system will be designed to provide reasonable assurance regarding both the safeguarding of assets against loss from unauthorized use or disposition, reliability of financial records for preparing financial statements and reports, and maintenance of accountability of assets.

Section 2. Basis of Accounting

All records and reporting will be in accordance with Generally Accepted Accounting Principles and as follows for:

(A) **Governmental Funds:** Governmental funds are reported using the modified accrual basis of accounting. Revenue is recognized when it becomes available and measurable. Expenditures are typically recognized in the period in which the liability is incurred except for: (1) significant inventories of materials and supplies that may be considered expenditures either when bought or used; (2) interest on general and special assessment long-term debt that is recognized on the date due; and (3) use of encumbrances.

(B) **Enterprise Funds:** Enterprise Funds are reported using the full accrual basis of accounting.

Section 3. Annual Audit

An independent public accounting firm will perform an annual audit and issue an opinion on the annual financial statements and, if required, a management letter detailing areas within the financial process that need improvement. Auditing services and the auditor relationship will be evaluated annually.

Section 4. Fixed Asset Capitalization Policy

The Town will establish and maintain an inventory of fixed assets to account for the Town's property. A fixed asset shall be any item with a useful life of at least two years and an acquisition cost equal to or greater than $5,000. Reporting of these assets and depreciation of all fixed assets will be made in accordance with current governmental accounting standards.

Any items not meeting the criteria of a fixed asset shall be considered as non-capital equipment and consumable. Consumables are budgeted as departmental expenditures and will be purchased, managed and used by the respective Town departments until their useful life expires. The Board shall be informed during the annual budget process of significant intended expenditures for non-capital equipment.

ARTICLE V
CASH MANAGEMENT

The Town's Cash Management procedures provide guidelines to maximize the use of public funds in the best interest of the public.

A. COLLECTED FUNDS

Section 1. Cash Collections

Cash received will be processed on a daily basis as received to provide an expedient and as reasonably possible secure handling of incoming cash. Copies of checks will be retained with deposit reports.

Section 2. Cash Deposits

Funds shall be deposited in designated financial institution account(s) in accordance with G.S. § 159-32 when funds on hand total $250, but in any event a deposit shall be made on the last business day of the month.

Section 3. Cash Drawer-Town Hall

A cash drawer shall be maintained in the Finance Department to assist in the collection of funds. The cash drawer will be reconciled at the time each deposit is made. The cash drawer shall maintain a balance of $100 in change and currency. The cash drawer will be secured overnight in a locked fireproof cabinet.

Section 4. Returned Checks

A service fee of $25 or, if greater, as allowed by State statute, will be assessed whenever a check issued to the Town is returned for insufficient funds. The issuer will be asked to make the check good with cash and may be required to use cash with any future financial transactions with the Town.

B. RECEIPTS

Section 1. Cash Receipts

Receipts generated and recorded by the accounting system, pre-numbered duplicate forms or cash register tape documentation will be provided for all funds received by any representative of the Town.

C. CASH DISBURSEMENTS

The Town's objective is to retain funds for investment for the longest appropriate period of time while maintaining an efficient policy for procurement and payment of goods and services required by Town operations.

Section 1. Purchase Orders

Purchase Order forms will be required to purchase goods or services as detailed in subsequent paragraphs. Purchase orders shall require two signatures, one of which shall be the Finance Officer and the second shall either be the Town Manager or Mayor.

Section 2. Credit Card Purchase Requests

~~Credit Card Purchases of $100 and over require a Purchase Order and are subject to purchase authorization as detailed in Article IX. Purchase requests shall be signed by the and shall be signed by the Finance Director or Town Manager.~~ Credit card purchases shall follow the Purchase Requisition & Pre-Audit Form requirements in Article VII, A, Section 1, regardless of the dollar amount. Purchases of $100 or more shall also require a purchase order unless exempt under Article VII, A, Section 7. Required approvals shall be obtained before the purchase is made.

Section 3. Check Disbursements

Accounts Payable disbursements will be made in advance of invoice due dates to take advantage of payment discounts, if any, but more importantly to avoid unnecessary late payment fees. Invoices processed through close of business on Friday will be included in a weekly check processing typically on Monday. Invoices requiring expedited payment will be handled on an individual basis.

Section 4. Check Signatures

Town checks shall require two signatures, one of which shall be the Finance Officer or a properly designated Deputy Finance Officer, and the second shall be the Town Manager, Mayor, or a designated Alderman authorized by the Board of Aldermen to countersign checks.

Section 5. Disbursement Certification

Town checks will bear the following disbursement certification: "This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act".

Section 6. Credit Card Accounts

Town Credit Cards shall be the responsibility of the Finance Officer. Any credit cards shall be maintained with the Town's primary banking institution as agent for MasterCard, Visa, American Express or other card service represented by the bank. Authorized credit card accounts and established procedures for use of credit cards shall be in accordance with established procedures as in Article IX.

Section 7. Electronic Funds Transfers

OBJECTIVE & PURPOSE
This policy sets forth the Town of Richlands written policy prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic funds transfer for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

DEFINITION
Electronic Funds Transfer ("EFT") is defined as the transmission of an electronic message to a financial institution instructing it to make an electronic entry reflecting the transfer of ownership of funds from one depositor to another.

STATEMENT OF POLICY
The Board of Aldermen has delegated to the Town Manager and Finance Officer the authority to operate and administer the Town's financial policies and controls in accordance with applicable law, and with the resolutions, regulations and policies of the Town of Richlands and to the Finance Officer the specific authority to perform banking transactions.

The Finance Officer is responsible for the daily management of the Town's bank balances and the general oversight of EFT activity and ensures appropriate accounting and control procedures are in place. Additionally, the Finance Officer may periodically designate staff authorized to initiate or approve EFTs on behalf of the Town.

EFT can be accomplished via the Automated Clearing House ("ACH") or wire transfer. ACH is the Town's preferred mechanism, but wire transfer is acceptable when conditions do not support the use of ACH. Except in rare circumstances, both ACH and wire transfers are processed through on-line banking software provided by the Town's banking partner.

PROCEDURES

1) The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursement of Town funds by any other means.

2) EFT transactions will not be made without proper authorization of affected parties in accordance with applicable law and regulations and accepted business practices.

3) The Town will provide the disbursing bank with the names of persons authorized by the town to initiate wire transfer requests (authorized representatives), as well as associated transfer limits.

4) All EFTs should be initiated by computer-based systems. Phone transfers should be used only as back-up in an emergency. Phone transfers, except for transfers between Town accounts, will require approval by an authorized representative other than the initiator.

5) Requests for the electronic transfer of funds, other than repetitive transfers, require approval from an authorized representative other than the initiator. In no case will an individual have the capability to initiate, approve, and record a non-repetitive EFT to the general ledger.

6) Bank transactions will be monitored daily for unusual or unexpected transactions.

7) Reconciliation of banking activity to the general ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.

AUTHORITY
This policy is adopted pursuant to the requirements of the North Carolina General Statutes (~~N.G.C.S.~~) G.S. § 159-28.

D. BANKING RELATIONS

Section 1. Bank Selection

Banking service providers will be evaluated and selected by the Board through a competitive proposal process.

Section 2. Review of Banking Relationship

The Board will review the banking relationship(s) at their discretion, but at least every five years.

Section 3. Bank Accounts

The Town will maintain a minimum number of bank accounts to facilitate the movement and investment of funds and for efficient operations.

Section 4. Account Security

Collateralization for deposits will be in accordance with Title 20, Chapter 7 of the North Carolina Administrative Code.

E. INVESTMENTS

Section 1. Responsible Party

G.S. § 159-30 places responsibility for the Town's investment program with the Finance Director. The daily operation of the cash management and investment functions will be the responsibility of the Finance Director who is authorized to purchase, sell and exchange securities on behalf of the Town and may make transfers between Town bank accounts as deemed appropriate in the management of Town funds.

Section 2. Investment Objective

The Town will preserve capital and invest public funds in a manner which provides the highest investment return with the maximum security while meeting the daily cash flow demands of the Town while doing so in compliance with all State statutes and other applicable laws governing the investment of public funds. The Town's investment portfolio will be designed with the objective of attaining a market rate of return while minimizing risk and retaining liquidity.

Section 3. Investment Risk

The standard of prudence to be used in managing the overall investment portfolio shall be the "prudent investor" rule which states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived". The Finance Director, acting in accordance with North Carolina General Statutes, this policy, and exercising due diligence in the scope of his or her duties, shall be relieved of personal responsibility for an investment credit risk or market price changes, provided that these deviations are reported immediately upon knowledge and that appropriate action is taken to control adverse developments.

Section 4. Permitted Investments

The Town shall conform to the listed types of investments permitted by local governments in G.S. § 159-30 (b), and (c). See Article XII for detail of authorized investments.

Section 5. Investment Deposits

Certificates of deposit and demand deposit arrangements shall be limited to institutions participating in the pooling method of collateralizing local unit funds established by the NC State

Treasurer. No certificates of deposit or demand deposit shall be placed with an institution unless it is a member of the FDIC or FSLIC.

Section 6. Investment Earnings

All monies earned and collected from investments will be allocated monthly to the General Fund and any additional permanent fund that may be established.

Commented [IF1]: Look at G.S 159-30 this might need a second look in wording

Section 7. Investment Report

The Finance Director is charged with the responsibility of preparing a monthly cash report for the Town Manager and Board which shall include investment account balances.

ARTICLE VI
LONG-TERM DEBT MANAGEMENT

Section 1. General Debt Policy

The Town will confine long-term borrowing, other than for vehicles and capital equipment acquisitions/leases, to capital improvements or projects that cannot be financed from current revenues except where approved justification is provided. A balanced approach to capital funding that uses a combination of debt financing, draws on capital reserves and/or fund balances in excess of fund balance policy targets, and current-year (pay-as-you-go) appropriations will be undertaken.

Section 2. Authorization for Debt

All long-term borrowing shall be authorized by the Board. Any two of three individuals, including the Town Manager, Mayor and Finance Director may execute properly authorized debt instruments on behalf of the Town. While the Town may have access to other types of debt instruments, it is contemplated that the need for long-term funding can be satisfied by use of either capital lease arrangements or installment financing.

Section 3. Debt Term Limits

The Town will not finance capital improvements, vehicles, capital equipment acquisition/leases, or other projects for terms exceeding the expected useful life of the improvement, vehicle or project.

Section 4. Financial Restrictions on Outstanding Debt

(A) Direct net debt, defined by G.S. § 159-55 as any and all debt that is tax supported, is statutorily limited to 8% of the assessed valuation of the taxable property within the Town. Total General Fund debt service will not exceed any limits imposed by the NC Local Government Commission. (LGC). As a matter of prudent debt management direct net debt of the Town should not exceed 3% of total assessed value of taxable property.

(B) Annual debt service expenditures will be targeted to remain at or below 10% of total general fund expenditures but in any case should not exceed 12% with an aggregate direct debt ten-year principal payout not to exceed 50%.

ARTICLE VII
PURCHASES FOR GENERAL OPERATIONS

This section of the Fiscal Policy is intended to serve as a guide for all departments in obtaining supplies, materials, equipment, apparatus, construction, and repair work. The Town's purchasing program is based on the principle of competitive bidding. Where it is not sought or obtained, the reason must be valid or permitted by NC General Statute. In public purchasing and contracting, utmost fairness is required in expending public funds. The practice of favoritism, whether to the user, department, or to the seller, is not permissible. The primary purchasing obligation in a governmental environment is commitment and adherence to fair and open competition.

The Town's purchasing operations are governed by North Carolina General Statutes and, therefore, must seek competitive offers from qualified sources of supply unless the items can be obtained through existing contracts established by the NC Department of Administration Division of Purchase and Contract or are covered by other statutory exceptions. The Town will participate in the State contract program whenever possible. Items required by Town Departments should be substituted for "acceptable" equivalents that are included in these contracts. Where items cannot be substituted, they will be obtained through standard purchase procedures.

Local Government purchasing is recommended by the North Carolina Department of State Treasurer to be a centralized function in order to ensure legal compliance and to obtain the most competitive pricing. As a general rule, the Department Heads are responsible for purchasing all supplies, services, materials, and equipment for their respective departments. The Town does not employ a full-time purchasing agent, and must rely on departmental staff to identify their needs, obtain competitive pricing, and follow sound and legal purchasing practices. The Finance Director and the Town Manager will provide assistance to Department Heads. Purchasing is a shared authority with the final legal responsibility resting with the Town Finance Director.

It is recommended that the following steps be taken:

(A) All Department Heads should read and understand purchasing policies of the Town,

(B) All employees involved in the purchasing process should become thoroughly familiar with the purchase and contracting procedures outlined in this policy,

(C) This policy should be kept where it is easily accessible for reference,

(D) Comments concerning this policy or clarification of its contents should be directed to the Finance Director and Town Manager.

A. GENERAL RULES AND PROCEDURES FOR PURCHASING

Section 1. Purchase Requisition and Pre-Audit Procedure

Commented [IF2]: New section inserted

Prior to purchasing goods or services, regardless of the dollar amount, the requesting department shall complete and submit a Purchase Requisition & Pre-Audit Form to the Finance Officer, except for recurring expenses and emergency purchases handled in accordance with Article VII, D. The form shall identify the requesting department, vendor, goods or services to be purchased, estimated total cost and budget account number to be charged, and shall include Department Head approval and supporting documentation.

The Finance Officer shall review the request to verify that sufficient appropriated and unencumbered funds are available and that applicable purchasing requirements have been met. Except for emergency purchases handled in accordance with Article VII, D, no purchase order shall be issued or purchase made until the required approvals have been obtained and the applicable statutory preaudit requirements of G.S. § 159-28 have been satisfied. Emergency purchases remain subject to applicable statutory requirements.

The form shall be retained with the purchase order, if applicable, invoice and supporting documentation as part of the Town's financial records. Recurring expenses shall not require this form but remain subject to applicable budget, preaudit and payment requirements.

Commented [IF3]: We could specify recurring expenses and change it to say this: For purposes of this section, recurring expenses are routine payments under existing accounts or previously approved agreements, including utilities, insurance premiums, recurring dues and subscriptions, and recurring service contracts. These payments shall not require this form or a purchase order but remain subject to applicable budget, preaudit and payment requirements.

Section 2. Purchases Under $100

Purchases of small, single items where the total cost is less than $100 do not require a purchase order. The requesting department shall complete and submit a Purchase Requisition & Pre-Audit Form with Department Head approval to the Finance Officer. No purchase shall be made until the Finance Officer has reviewed and approved the request in accordance with Section 1.

Employees must obtain an invoice or sales receipt and submit it to the Department Head. The responsible Department Head shall verify that the invoice or sales receipt corresponds to the approved purchase requisition and submit it to the Finance Director within five (5) calendar days

following the purchase. Failure to comply may result in disciplinary action under the Town of Richlands Personnel Policy.

Section 3. Purchases of $100 to $500

All purchases of $100 to less than $500 (individually or in total) must be made with the use of a purchase order issued by the Finance Director. The department wishing to make the purchase will request a purchase order from the Finance Director. Department Heads should seek competitive pricing for items to be purchased where there are multiple available vendors.

Section 4. Purchases of $500 to $5,000

Purchases of $500 to less than $5,000 are to be handled in accordance with Section 3, however, the Town Manager must approve all expenditures in this cost category.

Section 5. Purchases of $5,000

Expenditure of funds of $5,000 or more will be handled in accordance with the North Carolina General Statutes on informal and formal bidding. If the item can be obtained through state contracts, the three (3) required quotes would be waived (G.S. § 143-129(c)(9)).

Commented [IF4]: Please confirm whether the Town intends to require 3 quotes for purchases of $5,000 or more, unless an applicable exception applies. This paragraph refers to "three required quotes" but does not expressly establish that local requirement. If $5,000 is the intended threshold, clarify the quote requirement and distinguish it from statutory informal and formal bidding requirements.

If deemed to be in the public interest, the Town Board may not follow competitive bidding in cases of emergency and other statutory exceptions, which are listed below:

Exceptions that apply to purchase contracts:

(A) Purchase from other government agencies,

(B) Competitive group purchasing,

(C) Gasoline, diesel fuel, alcohol fuel, motor oil, fuel oil, or natural gas,
(D) Sole sources (requires governing board approval, specified criteria must be met),

(E) Information technology goods or services purchased through the NC State Office of Information Technology or under request for proposals procedures authorized under G.S. § 143-129.8,

(F) State contract purchases,

(G) Used apparatus, supplies, materials, or equipment (does not include remanufactured, re-fabricated, or demo items),

(H) Previously bid or "piggybacking" contracts (requires governing board approval at a regular meeting upon ten days public notice) and,

(I) Purchase of goods and services from nonprofit work centers for the blind and severely disabled.

Exceptions that apply to construction or repair contracts only:

(A) Change order work,

(B) Construction management at risk projects (per NC General Statutes),

(C) Force account work; note dollar limitations and bidding requirements for materials purchased for these projects,

(D) Projects using unemployment-relief labor paid for in whole or in part with state or federal funds,

(E) Contracts with NC Department of Transportation for street construction and repair and,

(F) All other NC State contracts allowed by NC General Statutes.

Exceptions that apply to both construction and purchase contracts:

(A) Special emergency involving the health and safety of the people or their property,

(B) Guaranteed energy savings contracts (as per NC General Statutes) and,

(C) Solid waste management facilities.

Exceptions to competitive bidding are permitted where provided by NC General Statutes. The above exceptions shall be amended automatically in accord with any changes to the State Statutes. In cases where the exception to competitive bidding is anticipated, all reasons for taking such action must be documented and the Town Manager must approve the exception requested.

Section 6. Capital Asset Inventory Record

All department heads are responsible for notifying the Finance Director of capital purchases of $5,000 or more. This procedure is in place to keep a running inventory of capital assets per department for the annual audit and for insurance purposes.

Section 7. No Purchase Order Required

The following purchases do not require a purchase order:

(A) Advertising for required Public Notices, Employment and Town Promotion,

Commented [IF5]: Please review this list and confirm which expenditures are exempt from both the Purchase Requisition & Pre-Audit Form and purchase order requirements. Postage and public notices should follow the regular purchasing procedures: a requisition form for all amounts and a purchase order for amounts of $100 or more. Should postage and public notices require a requisition form and a PO if $100 or more? Please review the sentence allowing purchase orders for historical tracking and confirm whether it should remain, given the proposed exemption of recurring expenses from both forms.

(B) Recurring Dues and Subscriptions as budgeted,

(C) Recurring Utilities,

(D) General Insurance and Workers Compensation Premiums,

(E) Postage and postage meter rental,

(F) Recurring Service Contracts (copier, computer support, landscaping, waste disposal),

(G) Uniform Rentals and related cleaning services,

(H) Motor Fuels obtained by use of fleet purchase cards,

(I) Salaries and payments for withholdings or contributions from salaries and,

(J) Professional Services (accounting, physicals, drug testing).

A purchase order should be used for the above items only if the department has a need for tracking historical data. If a purchase order is requested for an item or service that requires a contract, a copy of the completed contract must be attached to the purchase requisition.

B. PURCHASE SPECIFICATIONS

Section 1. Preparation of Specifications

The preparation of suitable specifications is a constant and difficult challenge. For many types of purchases, standard specifications can be developed. All specifications should be a clear, concise and accurate statement of the technical requirements to be satisfied by a product, a material or a process indicating, whenever appropriate, the procedure to be followed in the determination of whether the requirements given are satisfied. Purchase specifications developed by the appropriate department must determine and select from that which is available in the market and is acceptable. By definition, a purchasing specification can be construed as a restriction; that is, it both includes and eliminates by setting limits on what is acceptable, but it cannot be unduly restrictive. Usually, more than one (1) make, brand or model is satisfactory for a need. Therefore, in seeking competition on products, which are designed and marketed by the sellers, the department must determine a level of suitability, which establishes minimums, and maximums of acceptability. The particular product or service that is ultimately acquired and the supplier of it, are a result of purchasing decisions made through the evaluation of competitive proposals and compliance with specifications.

Section 2. Town Manager Approval

The Town Manager, in conjunction with the requesting department, must approve all specifications. Once specifications have been developed for a particular item, they will be reviewed to ensure that they are not "vendor restrictive".

C. PURCHASE ORDERS

Section 1. Purpose of Purchase Orders

The purchase order serves as authorization to a vendor to furnish a service or product to the Town at the prices shown thereon. It also serves as the basis for encumbering departmental funds and assures the supplier that funds are available for the purchase. As a medium for encumbering funds, it represents a means for providing management with a more accurate and complete statement of financial position and is instrumental in preventing departments from overspending their budgets. If there are not sufficient funds remaining in the requisitioned expense line item the order cannot be placed until a budget amendment or departmental fund transfer has been prepared and approved to provide necessary funds.

Section 2. Monthly Blanket Purchase Orders

Commented [IF6]: Inserted new section

Department Heads may submit a Purchase Requisition & Pre-Audit Form requesting a monthly blanket purchase order for repeated purchases from a specific vendor. The request shall identify the vendor, month covered, anticipated goods or services and total amount requested. Purchases shall remain within the approved amount and month covered. A new request shall be submitted for each subsequent month. Repeated purchases from the same vendor shall not, by themselves, be considered recurring expenses exempt from the requisition requirement.

Section 3. Purchase Order Preparation

All purchase orders are to be prepared by the Finance Director. Confirming orders will not be issued to suppliers by any department once an order has been placed, unless prior authorization is obtained from the Town Manager or unless it falls under the category of an emergency purchase. ~~Any purchase made which is not in accordance with the procedures as explained in this manual will require approval by the Town Manager. Any such purchases otherwise made or committed for will not be paid until a written explanation, with the approval of the Town Manager, is available. If approval is not obtained, the employee may face disciplinary action per the Town of Richlands Personnel Policy.~~ Any purchase made or committed to without the required advance authorization shall be reported to the Finance Director and Town Manager with a written explanation. Town Manager approval of the explanation does not replace required advance authorization or applicable statutory preaudit requirements. Failure to comply may result in disciplinary action under the Town of Richlands Personnel Policy.

Commented [IF7]: Replace the three crossed-out sentences with the proposed language below.

Section 4. Changes to Purchase Orders

If the vendor and/or the Department Head fail to notify the Finance Director of any changes or additions to the purchase order, only the original cost of the purchase order will be paid. Any

increase in the price of the merchandise or service must be fully justified by the Department Head and approved by the Town Manager.

Section 5. Purchase Order Distribution

The Finance Director will forward system generated original purchase orders to the requesting Department Head. Completed Purchase Orders should be transmitted to the vendor as deemed appropriate by the requesting Department Head and in accordance with procedures established for the particular vendor. Use of fax and/or e-mail is encouraged.

A copy of each purchase order along with supporting documentation will be maintained by the Finance Director for subsequent matching to the resultant invoice.

D. EMERGENCY PURCHASES

Section 1. Emergency Defined

According to the North Carolina General Statutes, an emergency is defined as an immediate and present condition involving the health and safety of people or their property and not one, which may or may not arise in the future or one that is apt to arise or may be expected to arise. This article applies only to the Town's purchase order policies. The Mayor has the authority to declare a state of emergency and approve purchases without bidding per the North Carolina General Statutes.

Section 2. Emergency Purchase Procedures

When an emergency does arise, and can be rectified only by immediate purchase or rental of equipment, supplies, materials or services, the following procedures must be followed:

(A) Secure a purchase order from the Finance Director or the Town Manager by telephone. If the emergency occurs when offices are closed, the department should proceed to acquire only the materials or services necessary to meet the emergency.

(B) On the next working day, the Department Head must submit a Purchase Requisition & Pre-Audit Form to the Finance Director with the following information:

(1) Nature of the Emergency,

(2) Itemized list of the purchases made,

(3) Cost per item,

(4) Vendor's name and address,

(5) Account number,

(6) Authorizing signature of the Department Head and,

(7) Purchase Order Number – if one was given.

(C) The Finance Director will prepare a confirming purchase order for distribution in accordance with Article VII, C Section 5 above.

No emergency purchase orders will be given unless it is an emergency as described above. North Carolina General Statutes govern this procedure.

Section 3. Telephone Purchase Order Procedures

In certain emergency or special situations, the Finance Director will issue a purchase order number over the telephone to the requesting department. In such cases, the requesting department will be required to submit supporting documentation to the Finance Director within two (2) business days. The documentation is to include the vendor, complete item description, quantity, price, and the purchase order number that was issued.

E. MISCELLANEOUS PURCHASING PROVISIONS

Section 1. Cancellation of Purchase Orders

All purchase order cancellations are to be handled by the Finance Director. If a department desires to cancel a purchase order, the request should be made directly to the Finance Director. The request should contain the reason for cancellation and carry appropriate authorization signature. Cancellations can be conducted over the phone provided that the Department Head is the person who requests the cancellation. Outstanding purchase orders will be reviewed periodically and those over three months old and are still open or have not been processed will be cancelled.

Section 2. Purchase Returns

To ensure proper credit is obtained for items being returned to vendors, it is important that the proper procedures be followed.

(A) In all cases the user department should send written notice to the Finance Director indicating which items are being returned, the date the return was effected and the signature of the appropriate employee. Acknowledgement of the returned items should be obtained from the vendor with appropriate documentation provided to the Finance Director.

Section 3. Partial Payment Procedures

The purpose of this procedure is to provide a method for making partial payments on a purchase order when, for reasons beyond the control of the supplier, all items requested cannot be delivered at the same time. It shall be a policy to make partial payments whenever partial shipments are made providing the goods are received in proper condition.

Section 4. Federal and State Funds

When purchases of equipment, supplies and materials are to be made with funds obtained from federal and state government, the exact source of funding must be noted on the purchase order. This is necessary because there are often inconsistencies between federal regulations and state statutes with respect to purchasing. If a purchase is made with federal or state government funds, and upon auditing it is determined that the purchase was not in compliance with federal regulations, the Town may have to repay the granting government for the amount of the purchase. For that reason North Carolina General Statutes and federal regulations need to be compared to insure purchase is made in compliance with state and federal regulations.

Section 5. Charge Accounts

Charge accounts may not be established without the approval of the Finance Director. The Finance Director must sign all applications for credit. Vendors should mail invoices addressed to the Town of Richlands. All vendor open charge account payments will be made only by reference to invoices.

ARTICLE VIII
PURCHASE OF VEHICLES

Section 1. Purchase from Local Distributors

Department Heads shall be responsible for the preparation of vehicle specifications and preliminary negotiations with vendors. The purchase of vehicles, as with all equipment, shall be handled by the Finance Director and Town Manager. They will conduct informal bidding as provided in G.S. § 143-131 for vehicles between $30,000 and $90,000 and the Town Board will approve a formal bid for vehicles over $90,000 unless a statutory exception applies.

The Town will purchase vehicles at the lowest competitive price.

All vehicles purchased must be approved by the Town Manager in writing before the Finance Director takes any action.

Section 2. Vehicle Title Work

The Finance Director and the Town Manager will handle all necessary forms for title work on new vehicles.

ARTICLE IX
CREDIT CARD PURCHASES

Section 1. Purpose

To implement procedures to encourage and promote responsible, efficient, ethical and legal utilization of Town authorized Credit Cards.

Section 2. Authorized Credit Card Accounts

The Town is authorized to maintain credit card charge accounts with the following entities:

(A) MasterCard, Visa, American Express or other card service as represented by the Town's primary banking institution. (Departmental cards maintained as authorized by the Town Manager),

(B) Lowe's Stores-(Two cards are maintained for general use),

(C) Staples-(One card maintained for general use),

(D) Fuel Cards-(assigned to each vehicle and equipment) and,

(E) Any additional entity deemed appropriate and necessary by the Town Manager.

Section 3. Administrative Rule

Town authorized Credit Cards are to be used only when a check, cash or payment on account is not available and also for online purchases.

Section 4. Procedures

Steps for using Town authorized Credit Cards:

(A) Purchase order procedures apply to all credit card purchases of $100 and over, and must be completed before purchase is made.

(B) Department Heads shall authorize use of assigned or general use cards. General use cards are to be signed out for use and signed back in when use is completed. A credit card log is to be maintained in the Finance Office for this purpose.

(1) Department Head will be responsible for credit card use in their department including sufficient information as to the account coding for expense accounts to be charged.

(C) Department Heads shall have the responsibility of immediately reporting to the Finance Director any lost or stolen credit card or any fraudulent use of credit cards coming to their attention.

(D) Receipts must be placed on file immediately after use for all credit card purchases. Receipts should be coded for expense accounts to be charged. Employee may face disciplinary action per the Town of Richlands Personnel Policy for failure to submit receipts for credit card purchases. Department Heads are responsible for securing any missing receipts.

(E) Receipts placed on file will be reconciled to the associated monthly statement. Department heads that do not have receipts placed on file in time for payment may face disciplinary action per the Town of Richlands Personnel Policy.

(F) Failure to comply with these procedures will result in losing your Department's use of credit cards and possible disciplinary action.

ARTICLE X
CONTRACTS

Section 1. Establishment of Contracts

Contracts may be established for, but not limited to, maintenance contracts, employment contracts, janitorial/beautification service contracts, landscaping, etc. The need for such contracts is based upon the requirements of the department and must have the approval of the Department Head and ultimately must be approved by the Town Manager.

Section 2. State Contracts (General)

When possible, the Town will purchase items from North Carolina State Contract vendors. Department Heads should check with the Finance Director or Town Manager for State contract vendors in the area.

Section 3. Authorizing Authority

The Town Manager is authorized to sign contracts committing Town funds when authorized or delegated to do so by the majority vote of the Town Board or as otherwise allowed by State Statute. Any contract that pledges the faith and credit of the Town, in any form is neither acceptable nor permissible unless signed by the Town Manager. The original copy of the executed contract must be filed with the Finance Director. ~~No funds may be expended for a contract until the Finance Director pre-audits the contract for availability of sufficient~~

~~appropriated funds and certifies the same~~. Before a contract committing Town funds is signed or otherwise entered into, the Finance Director shall verify that sufficient appropriated and unencumbered funds are available and complete the applicable statutory preaudit certification.

Commented [IF8]: Please clarify that required preaudit must be completed before the Town incurs the obligation. Town Manager approval after a purchase should not be described as curing a failure to comply with statutory preaudit requirements. Suggestion remove last sentence and replace with the one below.

Section 4. Real Property

All leases and/or contracts for real property, purchase, lease or rental shall be negotiated through the Town Manager in conjunction with the Town Attorney and approved by the Town Board.

Section 5. Form and Approval of Contract Content

The Town will consider use of vendor contract documentation for purchase, construction and service contracts if prepared for the intended contract and having terms acceptable to the Town. Vendor documentation shall be reviewed initially by the responsible Department Head, Finance Director or Town Manager. Absent a vendor contract document, the Town will use the approved Town Contractor Agreement, or if deemed acceptable and agreeable by both parties, a Town Purchase Order as the basis for contracted services. All significant contracts will be reviewed by the Town Attorney prior to execution by the Town Manager.

Section 6. Statutory Compliance

All contracts will be pre-audited in accordance with the NC Local Government Budget and Fiscal Control Act and will comply with immigration verification/certification and E-Verify provisions contained in State Statutes.

A. COMPETITIVE BIDDING

Section 1. Soliciting Bids

The purpose of soliciting bids is both to seek and to obtain competition; the responsibility is dual. Where only a single bid or single acceptable bid is received, or otherwise where reasonable and available competition is not obtained, the reason shall be ascertained and made a matter of record.

Section 2. Bid Format

In preparing and issuing solicitations for proposals or bids, and in issuing contract and purchase orders, the Finance Director is authorized to employ such terms and conditions as deemed advantageous and which are not inconsistent with statutory provisions and these rules and regulations. All applicable North Carolina General Statutes on informal and formal bidding will be followed.

Section 3. Prospective Bidders

The Town will maintain a file of prospective bidders for the purpose of soliciting bids on various categories of equipment, supplies and construction services. Prospective bidders may be included on or removed from this list after taking into consideration financial standing and responsibility; facilities for production, distribution and services, historical relationship with the Town, length of time successfully in business; responsiveness as a bidder; performance as a supplier; and other factors deemed pertinent and reasonable. Bid packages will be circulated by U.S. Postal Service, fax or e-mail. Bids will be accepted in the form of response dictated by the bid specifications.

Section 4. Bid Error Clarifications

Where a bid appears to contain an obvious error or where an error is suspected, the circumstances may be investigated and then may be considered and acted upon under the procedure for canvassing bids and awarding contracts. Any action taken shall not prejudice the rights of the public or the bidders. Where bids are submitted substantially in accordance with the invitation but are not entirely clear as to the intent or to some particular fact or other ambiguities, clarification may be sought and accepted; provided that in doing so, changes, which would improve the competitive position of a bid, shall not be permitted.

Section 5. Bid Awards

In determining the award of contracts, bona fide proposals will be considered and evaluated as provided by North Carolina General Statute and by these rules and regulations. Non-acceptance of the proposal is not to be construed as outright rejection or that it lacks merit, but that another is deemed more advantageous.

Section 6. Bid Public Information

Recognizing the lack of personnel and time, requests for preparation of detailed or written tabulations and abstracts of bids cannot be honored but will be produced as public records if they are already prepared in writing. However, the name of the low or successful bidder and price and similar basic information will be supplied to the general public and other interested parties upon request after contract has been awarded.

Section 7. Employee Private Gain Prohibited

Purchases from or through employees of the Town or purchases from or through companies in which Town employees have financial interest, either directly or indirectly, is not permitted. The purchasing power of the Town shall not be used for private advantage or gain.

B. BIDDING PROCEDURES

Section 1. Informal Bid Procedures For Equipment and Supplies

Informal proposals involve the solicitation of informal bids, either verbal or written, from qualified sources of supply. Informal proposal procedures must be utilized for purchases of apparatus, supplies, materials, or equipment expected to require an expenditure equal to or greater than $30,000 but less than $90,000. Requests for informal proposals do not have to be advertised. Informal bids do not have to be publicly opened. Whenever possible, the Finance Director will solicit three or more proposals from representative suppliers based on previous experience and knowledge of the market. It is not permissible to divide a proposal in order to avoid formal bid requirements in favor of informal bids.

Where bids are unsatisfactory or under conditions where effective competition is not available, purchases or leases may be made by direct negotiation with responsible suppliers.

Section 2. Formal Bid Procedures for Equipment and Supplies

Formal bid procedures involve solicitation of sealed bids from qualified sources of supply. Formal bid procedures must be utilized for purchases of apparatus, supplies, materials, or equipment expected to require an expenditure equal to or greater than $90,000. Requests for formal bids must be legally advertised. Formal bid procedures may be used for purchases totaling less than $90,000 where advantages as to price or conditions of the purchase may be obtained. It is the responsibility of the Finance Director or the Town's designee to open and read bids publicly prior to the award of the contract. The Finance Director or the Town's designee will also make known to any interested person the names of the bidders, the manufacturers and catalog numbers of the items the bidders have offered, and the prices, delivery schedules and terms specified in the bids. After the bids have been opened, they are analyzed and compared with respect to compliance with specifications, quality and suitability of the products, time of delivery and any other pertinent factors.

During the period of evaluation and prior to the award, possession of the bids and accompanying information is limited to Town personnel or the Town's designee directly involved in the project and to those in user agencies who are responsible for participating in the evaluation. Vendor participation, or furnishing information to vendors on the status of bid evaluation, is not permitted.

After award of the contract, the complete bid file with the exception of trade secrets, test information or similar proprietary information as provided by North Carolina General Statutes and procedures will be available to any interested person(s).

Section 3. Bids for Construction, Renovation, or Repairs

If a proposal involves construction, renovation, or repairs, the following guidelines apply:

(A) $30,000 - $500,000,

(1) Informal Bids (G.S. § 143-131),

(2) Written proposals or quotes.

(B) $500,000 +,

(1) Formal Bids (G.S. § 143-129),

(2) Separate Specifications (G.S. § 143-128),

(3) HVAC, Plumbing, Electrical, General – if the cost of subdivision is less than $25,000, then it may be incorporated into one of the other subdivisions.

(C) G.S. § 143-135 – Exempts the competitive bidding requirements on construction and labor that involves less than $500,000, or if the total cost of labor on the project does not exceed $200,000, when the work is to be done by employees and officers of a government agency,

(D) G.S. § 133-1.1 – Requires that repairs exceeding $300,000 for the repair of any building not including major structural change, or $100,000 for the repair of public building affecting life safety systems, or $135,000 for the repair of public buildings where such repairs includes major structural change in framing or foundation support systems, or $135,000 for the construction of, or additions to, public buildings or State-owned and operated utilities; be designed by an architect or engineer and,

(E) In certain cases, when the Town employs the services of an architect, engineer, firm, corporation or individual to provide design and/or specifications services on certain projects that involve the construction, additions or renovations of/to buildings, G.S. § 133-1; 133-1.1; 133-2; 133-3; dictate certain procedures to be followed. To ensure fair competition, it will be the position of the Town not to allow any architect, engineer, firm, corporation or individual providing design and/or specifications services for any project, to submit a proposal to provide materials, supplies, equipment, etc., on that project to which said design and/or specification services were rendered unless the project has been designated by the Board as a design build project as permitted by State statute.

Section 4. Procedure for Letting Public Contracts

G.S. § 143-129 states that "No construction or repair work requiring the estimated expenditure of public money in an amount equal to or more than $500,000 or purchase of apparatus, supplies, materials or equipment requiring an estimated expenditure of public money in an amount equal to or more than $90,000 may be performed, nor shall any contract be awarded therefore by any

board or governing body of the State ….. or of any political subdivision of the State, unless the provisions of this section are complied with…..".
"Where the contract is to be let by a political subdivision of the State, proposal shall be invited by advertisement in newspapers having general circulation in the political subdivision or by electronic means or both".

"No board or governing body of the State or political subdivision thereof may assume responsibility for construction or purchase contracts, or guarantee the payments of labor or materials therefore except under provisions of this Article".

Section 5. Minimum Number of Bids for Public Contracts

G.S. § 143-132 states that "No contract to which G.S. § 143-129 applies for construction or repairs shall be awarded by any board or governing body of the State, or any subdivision thereof, unless at least three (3) competitive bids have been received from reputable and qualified contractors regularly engaged in their respective lines of endeavor".

G.S. § 143-132(a) provides procedures if not as many as three competitive bids are received. These procedures require a second advertisement for bids and thereafter if three (3) bids are not received, then award of the contract to the lowest responsible bidder even though only one bid may have been received.

Section 6. Contracts for Informal Bids

G.S. § 143-131 states that "All contracts for construction or repair work or for the purchase of apparatus, supplies, materials or equipment, involving the expenditure of public money in the amount of $30,000 or more, but less than the limits prescribed in G.S. § 143-129, made by any officer, department, board, local school administrative unit, or commission of any county, city, town or other subdivision of this State shall be made after informal bids have been secured".

Section 7. Rejection of Bids

In requesting proposals any and all offers received may be rejected in whole or in part. Consistent with G.S. § 143-129 governing such purchases, the Town of Richlands will accept and make award to the lowest, responsible bidder. Basis for rejection shall include, but not be limited to:

(A) The proposal being deemed unsatisfactory as to quantity, quality, delivery, price or service offered,

(B) The proposal not complying with the conditions of the invitation or with the intent of the proposed contract,

(C) Lack of competitiveness, by reason of collusion or otherwise, or knowledge that reasonably available competition was not received,

(D) Errors in specifications or indication that revision would be to the Town's advantage,

(E) Cancellation of or changes in the intended project or other determination that the proposed requirement is no longer needed,

(F) Limitation or lack of available funds,

(G) Circumstances, which prevent determination of the lowest responsible or most advantageous bid and,

(H) A determination that rejection would be for the best interest of the Town.

ARTICLE XI
SURPLUS PROPERTY

Section 1. Finance Director Notified

Department Heads are to notify the Finance Director of surplus property that needs to be disposed. Departments may transfer property to other departments provided that the Finance Director and the Town Manager have been notified and the Town Manager has approved the transfer. The Board (except as delegated otherwise to the Town Manager) shall declare any identified property as surplus.

Section 2. Sale of Personal Property (Less than $1,000)

The Town Manager is authorized by the Board, pursuant to G.S. § 160A-266 (c), to dispose of any surplus personal property owned by the Town whenever he determines, in his discretion, that:

(A) The item or group has a fair market value of less than $5,000,

(B) The personal property is no longer necessary for the conduct of public business, and,

(C) Sound property management principles and financial consideration indicate that the interests of the Town would best be served by disposing of the personal property.

The Town Manager may dispose of any such surplus personal property by any means, which are judged responsibly calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of G.S. §

Commented [IF9]: Amounts conflict is it 1000 or 5000? Please also clarify how property valued at exactly $5,000 is handled, since the current provisions refer to amounts below and above $5,000.

160A-267, 160A-268, and 160A-270. Such sale may be public or private, and with or without notice and minimum waiting period.

The surplus property shall be sold to the party who tenders the highest offer or exchanged for any property or services useful to the Town if greater value may be obtained in that manner, and the Town Manager is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Town Manager may retain the property, obtain any reasonable salvage value, or cause it to be disposed of as waste material. No surplus may be donated to any individual or organization except by resolution of the Town Board.

The Town Manager shall keep a record of all surplus property sold under authority of these provisions and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for sale or exchange since the last such report was submitted.

Section 3. Sale of Real Property or Personal Property (Greater than $5,000)

The Town Manager, with the authorization of the Town Board, may dispose of any surplus real property or surplus personal property valued at greater than $5,000 owned by the Town. Private negotiation and sale may be used only with regards to personal property valued at less than $30,000 for any one item or group of similar items. Real property, of any value, and personal property valued at $30,000 or more for any one item or group of similar items may be sold as permitted by any method in the disposal statutes other than private negotiation and sale or exchange as provided in G.S. § 160A-271. Procedures for sale of land to volunteer fire departments, volunteer rescue squads or other entities carrying out a public purpose are specified in G.S. § 160A-277 and G.S. § 160A-279 respectively.

The sale of property by advertisement for sealed bids shall be conducted in the manner prescribed for the purchase of property except that real property bids must be advertised thirty (30) days in advance. See G.S. § 160A-268 for further details. Other methods for disposition of personal property are through private negotiation and sale as directed in G.S. § 160A-267 and public auction as directed in G.S. § 160A-270.

Section 4. Property Declared Surplus

Property subject to disposal under the procedures mentioned above must be recommended by the Finance Director and declared surplus by the Town Board or Town Manager (personal property under $5,000). Officials selling such property must obtain their market value in exchange for the property and must provide to the Town Manager in writing a report that generally describes the property sold or exchanged and to whom it was sold or exchanged.

Section 5. Employee Purchases/Sales

The Town will not purchase items and or services from its governing board members or employees. Likewise, when the Town has surplus property to be sold, the practice of selling such property to employees by private negotiation is prohibited. Employees can participate in

sale of surplus property where the manner of sale is through the use of public auction or sealed bids.

Section 6. Donation of Property

In accordance with G.S. § 160A-280 the Town may donate to another governmental unit within the United States or a nonprofit organization, incorporated within any of the United States, any personal property, including supplies, materials and equipment that the Board deems to be surplus, obsolete or unused. The Board shall post a public notice at least (5) five days prior to the adoption of a resolution approving the donation. The resolution shall be adopted prior to making any donation of surplus, obsolete, or unused personal property.

ARTICLE XII
FORMS, TABLES AND OTHER INFORMATION

Purchase Threshold Table

Approved Investments

Standard Form Contract

Table One – Dollar Threshold Table

Requirement	Threshold
Formal Bids	
Construction or repair contracts (G.S. §. 143-129)	$500,000 and above (estimated cost of contract)
Purchase of apparatus, supplies, materials, and equipment (G.S. §. 143-129)	$90,000 and above (estimated cost of contract)
Exception: Previously bid or "piggybacking" contracts Requires governing board approval at a regular meeting Upon 10 days public notice (**G.S. §. 143-129(g)**)	
Informal Bids	
Construction or repair contracts (G.S. § 143-131)	$30,000 to formal limit
Purchase of apparatus, supplies, materials, and equipment (G.S. § 143-131)	$30,000 to formal limit
Historically Underutilized Business (HUB) requirements	
Building projects with state funding (verifiable 10% goal required) Locally funded projects (formal HUB requirements) Projects in informal bidding range (informal HUB requirements) (G.S. §. 143-128.2(a), (j) and G.S. §. 143-131(b))	$100,000 or more $300,000 or more $30,000 to $500,000 (estimated cost of project)
Limit on use of own forces	
Construction or repair projects (G.S. §. 143-135)	Not to exceed $500,000 (total project) or $200,000.00 (labor only)
Bid bond or deposit	
Construction or repair contracts (at least 5% of bid amount) Purchase contracts (G.S. § 143-129(b)	Formal bids ($500,000 and above) Not required
Performance/payment bonds	
Construction or repair contracts (G.S. § 143-129(c); G.S. § 44A-26) Purchase contracts	Projects over $300,000. for each contract over $50,000 Not required
General contractor's license (G.S. §. 87-1)	$30,000 and above
Use of licensed architect or engineer required	
Nonstructural work Structural repair, additions or new construction Repair work affecting life safety systems (G.S. § 133-1.1 (a)	$300,000 and above $135,000 and above $100,000 and above
Selection of architect, engineer, or surveyor, construction manager, or design-build contractor	
"Qualification-Based Selection procedure (QBS) (G.S. § 143-64.31)	All contracts unless exempted
Exemption authorized (G.S. § 143-64.32)	Projects where estimated fee is less than $50,000

Commented [IF10]: Update the general contractor licensing threshold from $30,000 to $40,000 to reflect G.S. § 87-1(a), as amended by Session Law 2023-108, Section 2(a), subject to applicable statutory exceptions https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/BySection/Chapter_87/GS_87-1.html?utm_source=chatgpt.com

North Carolina General Statute 159-30
Permitted Investments

(a) A local government or public authority may deposit at interest or invest all or part of the cash balance of any fund. The finance officer shall manage investments subject to whatever restrictions and directions the governing board may impose. The finance officer shall have the power to purchase, sell, and exchange securities on behalf of the governing board. The investment program shall be so managed that investments and deposits can be converted into cash when needed.

(b) Moneys may be deposited at interest in any bank, savings and loan association, or trust company in this State in the form of certificates of deposit or such other forms of time deposit as the Commission may approve. Investment deposits, including investment deposits of the mutual fund for local government investment created by G.S. § 159-3O(c)(6a), shall be secured as provided in G.S. § 159-3O(c)(6a).

(c) Moneys may be invested in the following classes of securities, and no others:

(1) Obligations of the United States or obligations fully guaranteed both as to principal and interest by the United States.

(2) Obligations of the Federal Financing Bank, the Federal Farm Credit Bank, the Bank for Cooperatives, the Federal Intermediate Credit Bank, the Federal Land Banks, the Federal Mortgage Association, the Government National Mortgage Association, the Federal Housing Administration, Farmers Home Administration, the United States Postal Service.

(3) Obligations of the State of North Carolina.

(4) Bonds and notes of any North Carolina local government or public authority, subject to such restrictions as the secretary may impose.

(5) Savings certificates issued by any savings and loan association organized under the laws of the State of North Carolina or by any federal savings and loan association having its principal office in North Carolina; provided that any principal amount of such certificate in excess of the amount insured by the federal government or any agency thereof, or by a mutual deposit guaranty association authorized by the Administrator of the Savings Institutions Division of the Department of Economic and Community Development of the State of North Carolina, be fully collateralized.

(6) Prime quality commercial paper bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligation.

(7) Bills of exchange or time drafts drawn on and accepted by a commercial bank and eligible for use as collateral by member banks in borrowing from a federal reserve

Commented [IF11]: Pages 31-33 Please review and update this reproduced statute against the current G.S. § 159-30. The appendix contains outdated statutory references and wording, including the references in subsection (b) to G.S. 159-30(c)(6a). Consider replacing the reproduced text with a reference to the current statute to avoid retaining an outdated copy. https://www.ncleg.gov/EnactedLegislation/Statutes/HTML/BySection/Chapter_159/GS_159-30.html?utm_source=chatgpt.com

bank, provided that the accepting bank or its holding company is either (i) incorporated in the State of North Carolina or (ii) has outstanding publicly held obligations bearing the highest rating of at least one nationally recognized rating service and not bearing a rating below the highest by any nationally recognized rating service which rates the particular obligations.

(8) Participating shares in a mutual fund for local government investment; provided that the investments of the fund are limited to those qualifying for investment under this subsection (c) and that said fund is certified by the Local Government Commission. The Local Government Commission shall have the authority to issue rules and regulations concerning the establishment and qualifications of any mutual fund for local government investment.

(9) A commingled investment pool established and administered by the State Treasurer pursuant to G.S. § 147~69.3.

(10) A commingled investment pool established by interlocal agreement by two or more units of local government pursuant G.S. §160A-460 through G.S. §160A-464, if the investments of the pool are limited to those qualifying for investment under this subsection (c).

(11) Evidences of ownership of, or fractional undivided interests in, future interest and principal payments on either direct obligations of the United States government or obligations the principal of and the interest on which are guaranteed by the United States, which obligations are held by a bank or trust company organized and existing under the laws of the United States or any state in the capacity of custodian.

(12) Repurchase agreements with respect to either direct obligations of the United States or obligations the principal of and the interest on which are guaranteed by the United States if entered into with a broker or dealer, as defined by the Securities Exchange Act of 1934, which is a dealer recognized as a primary dealer by a Federal Reserve Bank, or any commercial bank, trust company or national banking association, the deposits of which are insured by the Federal Deposit Insurance Corporation or any successor thereof if:

a. Such obligations that are subject to such repurchase agreement are delivered (in physical or in book entry form) to the local government or public authority, or any financial institution serving either as trustee for the local government or public authority or as fiscal agent for the local government or public authority or are supported by a safekeeping receipt issued by a depository satisfactory to the local government or public authority, provided that such repurchase agreement must provide that the value of the underlying obligations shall be maintained at a current market value, calculated at least daily, of not less than one hundred percent (100%) of the repurchase price, and, provided further, that the financial institution serving either as trustee or as fiscal agent for the local government or public authority holding the

obligations subject to the repurchase agreement hereunder or the depository issuing the safekeeping receipt shall not be the provider of the repurchase agreement;

b. A valid and perfected first security interest in the obligations which are the subject of such repurchase agreement has been granted to the local government or public authority or its assignee or book entry procedures, conforming, to the extent practicable, with federal regulations and satisfactory to the local government or public authority have been established for the benefit of the local government or public authority or its assignee;

c. Such securities are free and clear of any adverse third party claims; and

d. Such repurchase agreement is in a form satisfactory to the local government or public authority.

(13) In connection with funds held by or on behalf of a local government or public authority, which funds are subject to the arbitrage and rebate provisions of the Internal Revenue Code of 1986, as amended, participating shares in tax-exempt mutual funds, to the extent such participation, in whole or in part, is not subject to such rebate provisions, and taxable mutual funds, to the extent such fund provides services in connection with the calculation of arbitrage rebate requirements under federal income tax law; provided, the investments of any such fund are limited to those bearing one of the two highest ratings of at least one nationally recognized rating service and not bearing a rating below one of the two highest ratings by any nationally recognized rating service which rates the particular fund.

(d) Investment securities may be bought, sold, and traded by private negotiation, and local governments and public authorities may pay all incidental costs thereof and all reasonable costs of administering the investment and deposit program. Securities and deposit certificates shall be in the custody of the finance officer who shall be responsible for their safekeeping and for keeping accurate investment accounts and records.

(e) Interest earned on deposits and investments shall be credited to the fund whose cash is deposited or invested. Cash of several funds may be combined for deposit or investment if not otherwise prohibited by law; and when such joint deposits or investments are made, interest earned shall be prorated and credited to the various funds on the basis of the amounts thereof invested, figured according to an average periodic balance or some other sound accounting principle. Interest earned on the deposit or investment of bond funds shall be deemed a part of the bond proceeds.

(f) Registered securities acquired for investment may be released from registration and transferred by signature of the finance officer. (1957, c. 864, s.1; 1967, c. 798, ss. 1, 2; 1969, c. 862; 1971, c 780, s.1;1973, c. 474, ss. 24, 25; 1975, c. 481; 1977, C. 575; 1979, c. 717, s.2; 1981, c 445, ss 1-3; 1983, c. 158, ss. 1, 2; 1987, c. 672, s.1;1989, c. 76, 5. 31; c. 751, 5. 7(46).)

STATE OF NORTH CAROLINA

TOWN OF RICHLANDS

CONTRACTOR AGREEMENT

THIS AGREEMENT is between the Town of Richlands, hereinafter referred to as "TOWN" and _____, hereinafter referred to as the "CONTRACTOR."

WITNESSETH

That WHEREAS, the Town desires to engage the Contractor to perform the professional services hereinafter described;

Therefore, the Town and the Contractor do mutually agree and contract as follows:

1. **Independent Contractor Status.** The Town and Contractor agree that Contractor shall perform the services required of the Contractor herein set forth; provided, that the Contractor is not and will not by virtue of this agreement acquire the status of an employee of the Town and will be an independent contractor.

2. **Time of Performance**. The effective date of this Agreement is _____ 20___and the termination date is _____20___.

3. **Compensation**. The Town agrees that it will pay the Contractor total and complete compensation for the services rendered by the Contractor the sum of _____.

4. **Invoice and Payment Terms.** Payment under this Agreement will be made upon receipt of an original invoice(s) from the Contractor setting forth the amount due and payable as agreed upon by the Town and Contractor. Invoices shall be rendered _____. All services must be performed to the satisfaction of the Town prior to a final payment being made.

    a. Invoices including materials purchased by the Contractor for use in performing contracted services must separately state the amount of NC Sales Taxes paid on materials used.

5. **Insurance Requirements.** The Contractor will at all times during the Contract Term maintain in full force and effect a $2,000,000 General Liability Policy and a $1,000,000 Workers' Compensation Insurance policy to include contractual liability coverage. Contracts for professional services must also include an Errors and Omissions Coverage Policy. A Certificate of Insurance as evidence of insurance must be provided by the

Contractor showing policies in force at date of signing and the Town shall be listed as an additional insured. Contractor is responsible for maintaining the required insurance coverage throughout the term of this contract

6. **Scope of Services**. The Contractor hereby agrees to:

    a. Service #1
    b. Service #2
    c. Other Services as follows:

7. **Contract Administrator**. _____(Department) Director, is designated as the Contract Administrator for this Agreement. The Contract Administrator is responsible for monitoring the Contractor's performance, approving payment to the Contractor, and for providing evaluation of the Contractor.

8. **Funding.** All terms and conditions of this Agreement are dependent upon and subject to the Board appropriation of funds for the purpose set forth and the Agreement shall automatically terminate if funds cease to be available.

9. **Taxes**. The Contractor shall be considered an independent contractor and as such shall be responsible for all taxes. The Contractor agrees to provide the Town with the Contractor's correct Taxpayer Identification Number using a completed IRS Form W-9 Request for Taxpayer Identification Number and Certification upon execution of this Agreement. The Contractor agrees that failure to provide the Town with a correct taxpayer identification number authorizes the Town to withhold 20 percent of any amount due and payable under this Agreement pursuant to the provisions of the Internal Revenue Code, Title 26, United States Code.

Commented [IF12]: Update the 20% withholding reference to the current federal backup withholding rate of 24%, when applicable, under 26 U.S.C. § 3406(a). See IRS Topic No. 307. Backup Withholding. https://www.irs.gov/taxtopics/tc307?utm_source=chatgpt.com

10. **Hold Harmless.** As an independent contractor, the Contractor will hold the Town harmless for any liability and personal injury that may occur from or in connection with the performance of this Agreement and shall continue in effect workman's compensation and general liability insurance during the time of performance of its services hereunder.

11. **Termination of Agreement**. If, for any reason, the Contractor shall fail to fulfill in a timely and proper manner the obligations under this Agreement, the Town shall thereupon have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least (1) one day before the effective date of termination. Upon termination pursuant to this paragraph, the Contractor shall be liable for any costs or expenses the Town may incur in obtaining the completion of the services described in Paragraph 6 hereof.

12. **Town Property**. The Contractor shall be responsible for the custody and care of any Town property furnished for use in connection with the performance of this Agreement and shall reimburse the Town for any loss or damage to said property. The Contractor further agrees not to release any information concerning the Town or its operation provided to him without the express written approval of the Town, and all such

information shall remain confidential, and all reports and other documents prepared pursuant to this Agreement shall become the property of the Town and not released by the Contractor without written approval of the Town.

13. **Choice of Law.** This agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement shall be filed in State court in Gaston County, North Carolina.

14. **Compliance with Law**. The Contractor shall remain an independent contractor and as such shall be wholly responsible for the work to be performed under this Agreement and for the supervision of his employees and assistants. The Contractor shall be in compliance with all laws, ordinances, codes, rules, regulations, licensing requirements, and other regulatory matters that are applicable to the conduct of its business and the performance of services under this Agreement, including those of Federal, State, and Local agencies having appropriate jurisdiction.

15. **Affidavit of Compliance with NC E-Verify Statutes**. The Contractor or an authorized representative of the Contractor shall complete an affidavit representing that the Contractor understands the E-Verify Program operated by the United States Department of Homeland Security and that the Contractor is in compliance with NC G.S. § 64-26 or, if not currently subject to these provisions, will advise the Town of any change in status. Further in accordance with NC G.S. § 64-26 the contractor must verify and confirm to the Town that its subcontractors, if any are to be engaged, have or will likewise have complied with the E-verify provisions prior to the commencement of work on this Agreement.

16. **Assignment**. This Agreement or any interest therein shall not be assigned or transferred by the Contractor. The Contractor shall not subcontract any work to be performed pursuant to the Agreement without the written approval of the Town.

17. **Advertisement**. This Agreement shall not be used for any advertising by the Contractor.

18. **Indemnity**. The Contractor will indemnify and hold harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, cost, expenses, and attorneys' fees to the extent that the claim results from intentional misconduct or negligent act or omission of the Contractor, his officers, agents, servants, and employees in the performance of this Agreement (except for strict liability for claims under $_____).

19. **Entire Agreement**. This Agreement, together with its exhibits, amendments and documents incorporated by reference, represents the entire agreement between the parties and supersedes all prior oral and written statements or agreements. ~~This Agreement and any exhibits and amendments annexed hereto, and any documents incorporated specifically by reference represents the entire agreement between the parties and supersede all prior oral and written statements or agreements.~~ This Agreement may be amended only by written amendments duly executed by the Town and the Contractor.

Commented [IF13]: Is this the correct county?

Commented [IF14]: Suggested re write of the first sentence

IN WITNESS WHEREOF, the Town and the Contractor have each executed this Agreement by duly authorized representatives this the _____ day of _____, 20__.

TOWN OF RICHLANDS:

BY:_____
Department Head
Town of Richlands

ATTEST:

_____
Town Clerk

BY:_____
Chris Roberson
Town Manager

Seal

CONTRACTOR:

BY:_____

Printed Name_____

_____
Corporate Secretary

Its _____

Seal

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

APPROVED AS TO PROCEDURES:

BY:_____
Isaura Flores
Town Finance Director

APPROVED AS TO FORM:

BY:_____
Keith Fountain

Town Attorney

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G2

Meeting Date:
10-Nov-26

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Conflict of Interest Policy

Brief Summary:

OSBM is administering the $200,000 appropriations grant from the Legislature for stormwater improvements in alignment with the proposed streets project. The total project costs well exceed this amount but this will offset the project costs. OSBM requires an up to date Conflict of Interest Policy to be approved by the Board.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Approve the Conflict of Interest Policy as presented.

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Manager

Attachments:
1 Coflict of Interest Policy
2
3
4
5

REVIEWED BY

Town Manager	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

Town of Richlands
Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members and elected officials of the Town of Richlands from interfering with the performance of their duties to the Town of Richlands, or resulting in personal financial, professional, and/or political gain on the part of such persons at the expense of the Town of Richlands.

Definitions:

Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members and the elected body of the Town of Richlands.

Policy:

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full elected Board in all conflicts of interest, including but not limited to the following:
   a) A member is related to another member.
   b) A member of the elected body is related to a staff member.
   c) A member of the elected body is also a staff member.
   d) A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
   e) A member of the elected body or or staff member receives payment from the Town of Richlands or any contract, subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
   f) A member of the elected body or staff member is a member of the governing body of a contributor to the Town of Richlands.
   g) A member of the elected body or staff member may have personal, financial, professional, or political gain at the expense of the Town of Richlands.
   h) A member of the elected body or staff member engages in activities that may cause a loss of public credibility in the Town of Richlands or create a public impression of impropriety.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the elected body shall determine whether a conflict of interest exists and, if so, the elected body shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any interested party, even if the disinterested elected body is less than a quorum, provided that at least one consenting elected official is disinterested.

3. An interested party shall not participate in any discussion or debate of the elected body, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.

4. No staff member or member of the elected body shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the following

DRAFT

has a financial interest in that transaction: (a) the staff member and elected body; (b) any member of his/her immediate family; (c) his/her partner; (d) an organization in which any of the above is an officer, director, or employee; or (e) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

5. Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full disclosure of personal interest is made in writing to the elected body and such transaction was approved by the elected body in full knowledge of such interest.

6. The disinterested board members of the elected body are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a member of the elected body or staff member for failure to disclose a conflict of interest as described in Paragraph 1 or for any appearance of a conflict.

7. Appeal from sanctions imposed pursuant to Paragraph 5 and 6 above shall be prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.

8. In the event that the Town of Richlands has incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested member of he elected body or staff member due to a conflict of interest and consequent sanctions and in the event that the Town of Richlands prevails in such legal action, litigation, or appeal, Town of Richlands shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

9. A copy of this policy shall be given to all members of the elected body and staff members upon commencement of such person's relationship with the Town of Richlands. Each member of the elected body and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Signed:

_____ _____

(signature) (name printed)

_____

(date)

DRAFT

To ensure the policy is being regularly enforced and monitored for compliance, the Executive Director shall remind board and staff members of the policy annually by email and shall require board and staff members to disclose annually any interests that may give rise to conflict.

Use the space below to disclose any interests that may give rise to conflict:

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G3

Meeting Date:
11/102026

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Special Use Permit - 306 Dreadnaught Road

Brief Summary:

The owner is requesting a special use permit to relocate a Class B single-wide trailer to an RM-6 Zone. RM-6 requires a Special Use Permit to be approved to relocate Class B mobile homes as required by Section 153.080 of the Ordinance. Section 153.347 requires an evidentiary hearing and approval by a concurring vote of three-fifths of the members of the Town Board upon recommendation of the Planning Board. This is a quasi-judicial procedure. Recommend the Board of Aldermen conduct an evidentiary hearing for this request and then consider approval of the request.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Conduct the Evidentiary Hearing for November 10, 2026 at 6:00 pm and consider approval of the request.

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Manager

Attachments:
1 SUP Request
2 Sample SUP Approval/Denial Forms
3 Witness Oath
4
5

REVIEWED BY

Town Manager	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

TOWN OF RICHLANDS WITNESS OATH

You have requested to participate in the evidentiary hearing for Zoning Compliance Permit/Special Use Permit #ToR-33-D at the November 10, 2026 meeting of the Town of Richlands Board of Aldermen Meeting's evidentiary hearing as required by N.C. General Statutes and Section 153.347 of the Town of Richlands Zoning Ordinance. All persons testifying and presenting evidence to the Board of Aldermen in a case scheduled for an evidentiary hearing must be under oath. Please sign below to indicate that ***you do swear or affirm that the evidence and testimony you shall give to the Town of Richlands Board of Aldermen in this case in which you requested to participate shall be the truth, the whole truth, and nothing but the truth***.

Date: _____ Signature: _____

Printed Name: _____

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G3

Meeting Date:
13-Oct-26

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Special Use Permit - 306 Dreadnaught Way

Brief Summary:

The owner is requesting a special use permit to relocate a Class B single-wide trailer to an RM-6 Zone. RM-6 requires a Special Use Permit to be approved to relocate Class B mobile homes as required by Section 153.080 of the Ordinance. Section 153.347 requires an evidentiary hearing and approval by a concurring vote of three-fifths of the members of the Town Board upon recommendation of the Planning Board. This is a quasi-judicial procedure. Recommend the Board of Aldermen set an evidentiary hearing for this request.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Set the Evidentiary Hearing for November 10, 2026 at 6:00 pm

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Manager

Attachments:
1 SUP Request
2 SAMPLE SUP Approval/Denial Forms
3
4
5

REVIEWED BY

Town Manager	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

Zoning Compliance Permit & Application Form

DATE: 8/31/2026 ZONING COMPLIANCE PERMIT/ APPLICATION NO: TOR-35-D

APPLICATION FOR:

( ) CONSTRUCTION OF A BUILDING
( ) ALTERATION OF A BUILDING
(X) CLASS A MANUFACTURED HOME
( ) OTHER _____

( ) CHANGE OF THE USE
( ) HOME OCCUPATION
(X) CLASS B MANUFACTURED HOME

( ) ERECTION OF A SIGN
( ) RELOCATION OF A BUILDING
( ) INSTALL FENCE

APPLICANT:

NAME: Delphane Southerland Fields PHONE NO: 910-548-4072

MAILING ADDRESS: P.O. Box 1271 Richlands N.C 28574

ADDRESS OF PROPERTY (if different from mailing address): 306 Dreadnaught Rd Richlands, NC 28574

PROPERTY OWNER (if different from applicant):

NAME: Geraldine Williams PHONE NO: 980-229-2399

MAILING ADDRESS: PO Box 2118, Smithfield, NC

CONTRACTOR:

NAME: East Coast Mobile Homes LLC PHONE NO: 910-324-5611

STATE LICENSE #: 2757 - Setup TOWN OF RICHLANDS PRIVILEGE LICENSE PAID? Yes ____

MAILING ADDRESS: 427 Kinston Hwy Richlands, NC 28574

DESCRIPTION OF PROPERTY:

TAX MAP ID#/PIN #: 018954 IS PROPERTY WITHIN 100-YEAR FLOODPLAIN: ___ YES ✓ NO

LOT DIMENSIONS (As Apply):

Length 9,147 sqF
Width
Area
Frontage from Right of Way
Is this a corner lot? NO

STRUCTURE DIMENSIONS:

Length 14
Width ~~36~~ White Lauge 80
Height
Principal Structure Single Wide mobile home
Accessory Structure

TYPE OF USE:

(✓) SINGLE FAMILY RESIDENTIAL
( ) MULTI FAMILY RESIDENTIAL
( ) COMMERCIAL
( ) INDUSTRIAL
( ) ACCESSORY
( ) INSTITUTIONAL

EXISTING STRUCTURES ON PROPERTY:

(✓) VACANT LOT; NO BUILDINGS OR MANUFACTURED HOMES ON PROPERTY
( ) SITE-BUILT HOME
( ) MANUFACURED HOME
( ) COMMERCIAL OR INDUSTRIAL BUILDING
( ) ACCESSORY BUILDING (INCLUDED DETACHED CARPORTS, GARAGES, AND STORAGE BUILDINGS)

UTILITY SERVICE:

(✓) ONWASA WATER
(✓) ONWASA SEWER
( ) SEPTIC TANK
( ) WELL

IS THE STRUCTURE IN THE RIGHT-OF-WAY OF:

( ) TOWN UTILITIES
( ) NCDOT OR TOWN ROAD
( ) PROPOSED THOROUGHFARE
( ) RAILROAD
(X) NONE

~~DESCRIPTION OF ZONING~~

ZONING DISTRICT: RM-6 (✓) TOWN LIMITS ( ) EXTRA TERRITORIAL JURISDICTION

BUILDING SETBACKS:	REQUIRED	PROPOSED
Front yard		35'
Rear yard		30'
Side yard, left		40'
Side yard, right		15'
Height		13'6"
Maximum Lot Coverage		
Maximum Density		

COMMENTS: _____

DESCRIPTION OF PROPOSED WORK (ATTACH ADDITIONAL PAGES IF NECESSARY):

moving Single Wide trailer to another location

REQUIRED ATTACHMENTS:

1. A sketch must be provided that shows all setbacks from the property lines/ right-of-ways, all primary and accessory buildings, all building dimensions, and any off-street parking or loading areas that are required.
2. For all new construction of primary buildings, a copy of the recorded plat/survey will need to be attached to this application. A copy of this can be obtained from the Register of Deeds office.

NOTES:

1. An approved Permit shall expire and be canceled unless the work authorized by it shall have begun within six (6) months of its issued date, or if the work authorized by it is suspended or abandoned for a period of one year, unless vested rights is requested, then this permit is valid for a period of two (2) years.
2. The Zoning Administrator must be notified to make onsite inspection once the set back lines have been identified on-site (for new construction).
3. The Zoning Administrator will attempt to make zoning determinations within three (3) business days of submission of a fully-completed application.

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I certify that the foregoing statements are accurate and correct to the best of my understanding and knowledge. I understand that the Town of Richlands is not bound by oral or written assertions or representations of its staff members. I agree to conform to all Town of Richlands Ordinances and Laws of the State of North Carolina regulating such work and any plans or specifications submitted. Any violation of the Zoning Ordinance will be grounds for revoking this permit and any other permits issued in reliance upon the same.

SIGNATURE OF APPLICANT: Delphane S. Fields DATE: 8-31-26

****OFFICIAL USE ONLY****

( ) APPROVED ( ) DISAPPROVED BY:

SIGNATURE OF ZONING OFFICIAL: _____ DATE: _____

COMMENTS: _____

SITE PLAN

ONSLOW
NORTH CAROLINA

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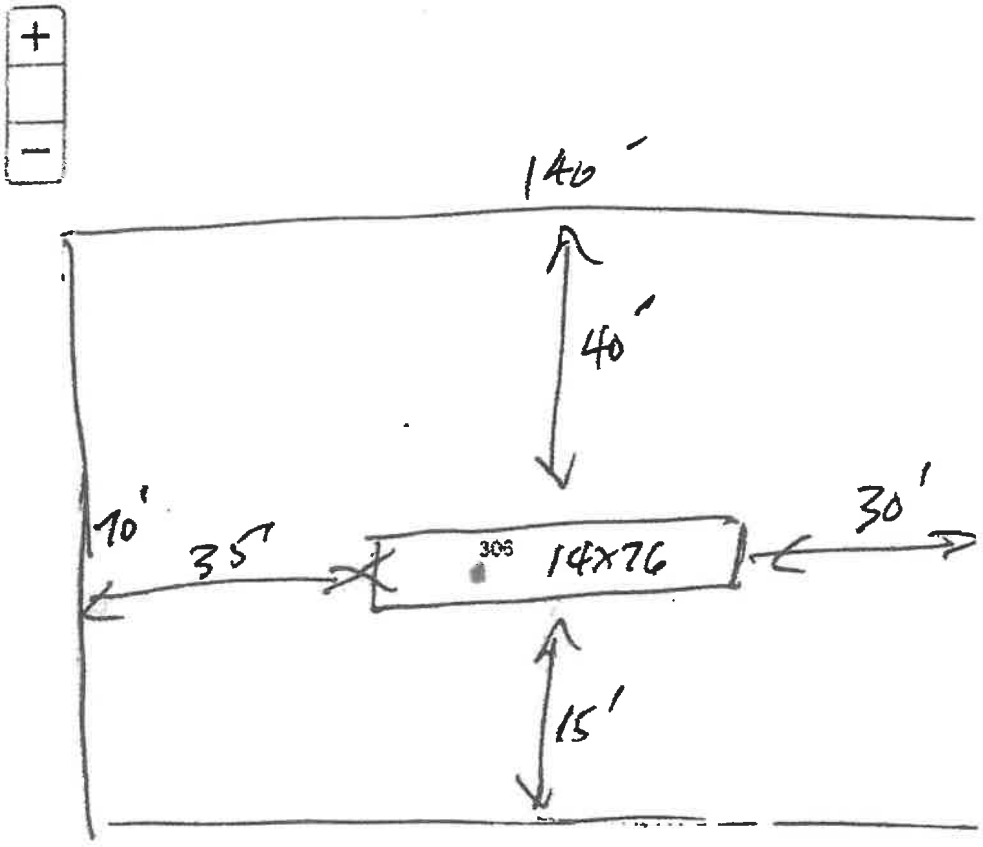
Parcels

- Property Card (https://i id=0189
- Permits (https://i energov m=1&fm 25)
- Google

PARID Numt

PIN

Buffer



Map Scale: 1 inch = 20 feet
Long: -77.557 Lat: 34.901
Long: 77°33'25" Lat: 34°54'03"

308

AM
8/31/202

TOWN OF RICHLANDS
PO BOX 245
302 S WILMINGTON ST
RICHLANDS, NC 28574-0245

CASH RECEIPT Reprinted 11:58:28 - 09/01/26
OPERATOR PATRICIA
Posted On 09/01/26

Batch:10480
Transaction:1 **Posted on 09/01/26 11:57:38 AM**

Description	Total
REFERENCE NUMBER: 306 DREADNAUGHT RD **NAME:** DELPHANE SOUTHERLAND FIELDS **ADDRESS:** **CITY STATE ZIP:**	
Building Permits Fund 10 Acct 4543 Moving single wide from 365 huffmantown rd to 306 Dreadnaught rd	250.00

Check #		
Cash Paid		260.00
Credit Paid		
Less Change Given	(	10.00)
TOTAL:		250.00

P15
P36

October 28, 2026

Re: Evidentiary Hearing Notice – Special Use Permit – 306 Dreadnaught Road

Dear Town of Richlands Property Owner:

The Richlands Board of Aldermen is scheduled to meet on Tuesday, November 10, 2026 in order to conduct an evidentiary hearing and discuss a special use permit to allow a manufactured home at 306 Dreadnaught Road. You are receiving this notice as required by ordinance because you are either the requesting party or an adjacent property owner. The meeting will be held at 6:00 P.M. at the Richlands Town Hall located at 302 S. Wilmington Street, Richlands, N.C. 28574. If you have any questions or concerns regarding this request, you will be able to voice them to the Board of Aldermen during the hearing. Additionally, if you have any questions, feel free to contact me at 910-324-3301.

Sincerely,

Chris Roberson

Chris Roberson, ICMA-CM
Town Manager

TOWN OF RICHLANDS
NORTH CAROLINA

Office of the
Town Manager
(910) 324-3301
(910) 324-2324 fax
manager@richlandsnc.gov

Mailing Address
P.O. Box 245
Richlands. N.C.
28574

November 3, 2026

Re: Evidentiary Hearing Notice, Special Use Permit – 306 Dreadnaught Rd

The Board of Alderman set an Evidentiary Hearing for November 10, 2026 at 6:00 P.M at Richlands Town Hall Board Room in reference to a Special Use Permit for 306 Dreadnaught Rd.

Signs were placed at the property (306 Dreadnaught Rd) on October 28, 2026, by Zoning Officer Donnie Stiles and letters were mailed on October 29, 2026, to the following property owners:

GERALDINE WILLIAMS
RE: 306 DREADNAUGHT RD
1138 PHIL ONEIL DR
CHARLOTTE, NC 28215

PO BOX 2118
RE: 306 DREADNAUGHT RD
SMITHFIELD, NC 27577

LEON R JONES
RE:306 DREADNAUGHT RD
2917 NST SE
WASHINGTON DC 20019

KENNETH HARRISON
308 DREADNAUGHT RD
RICHLANDS, NC 28574

ANTEE MARIE CARR
RE:306 DREADNAUGHT RD
645 RHODESTOWN RD
JACKSONVILLE. NC 28540

ELIZABETH GRANBY
309 DREADNAUGHT RD
RICHLANDS, NC 28574

HENRIETTA SAUNDERS & MARY HUMPHRE
RE: 306 DREADNAUGHT RD
1138 PHIL ONEIL DR
CHARLOTTE, NC 28215

ADRIAN SANDERS LIFE ESTATE
RE 306 DREADNAUGHT RD
210 SHADY HOLLOW LN
GARNER, NC 27529

JULIA JONES HEIRS
RE: 306 DREADNAUGHT RD
920 SPRINGS RD NW
WASHINGTON DC 20010

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER DENYING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public evidentiary hearing on _____ to consider the application submitted by _____ for a Special Use Permit to _____ at _____Richlands, and having heard all the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

(1) The requested permit **is** within its jurisdiction according to the table of permissible uses;

(2) The application **is** complete;

(3) If completed as proposed in the application, the development **will** comply with all of the requirements of this chapter;

(4) The use **will not** materially endanger the public health or safety if located where proposed and developed according to the plan as submitted;

(5) The use **will not** substantially reduce the value of adjoining or abutting property, or that the use is a public necessity; and

(6) The location and character of the use, if developed according to the plan as submitted and approved, **will not** be in harmony with the area in which it is to be located and in general conformity with the plan of development of the town.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be DENIED, subject to the following conditions (if any):

_____

_____

_____

Ordered this _____ day of _____, 2026.

_____ _____

Town Clerk Mayor

STATE OF NORTH CAROLINA

COUNTY OF ONSLOW

ORDER GRANTING
A SPECIAL USE PERMIT

TOWN OF RICHLANDS

The Board of Aldermen for the Town of Richlands, having held a public evidentiary hearing on _____ to consider the application submitted by _____a request for a Special Use Permit to _____at _____, Richlands, and having heard all of the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

(1) The requested permit is within its jurisdiction according to the table of permissible uses;

(2) The application is complete;

(3) If completed as proposed in the application, the development will comply with all of the requirements of this chapter;

(4) The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted;

(5) The use will not substantially reduce the value of adjoining or abutting property, or that the use is a public necessity; and

(6) The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the town.

THEREFORE, on the basis of all the foregoing, IT IS ORDERED that the application for a SPECIAL USE PERMIT be GRANTED, subject to the following conditions (if any):

_____

_____

_____

Ordered this the ___th day of _____ 2026.

_____ _____

Town Clerk Mayor

TOWN OF RICHLANDS
BOARD OF ALDERMEN

Agenda Item
G4

Meeting Date:
10-Nov-26

Presenter:
Town Manager

ITEM TO BE CONSIDERED

Title:
Set Public Hearing for Zoning Amendments - Ellis Development Group

Brief Summary:

The developers are proposing the development of a residential/commercial S/D consisting of single-family homes with amenities and two commercial areas. Please see the attached application and map that show the requested zoning changes from the developer. Section 153.435 -153.440 reference zoning amendment procedures.

If the Board approves of the agenda item as presented, the following motion(s) is (are) suggested:

Set the Public Hearing for December 8, 2026 at 6:00 pm as required by the Zoning Ordinance

BACKGROUND

Originating Department
Administration

Staff Contact:
Town Manager

Attachments:
1 Zoning Amendment Documentation
2 Planning Board Consistency Statement
3
4
5

REVIEWED BY

Town Manager	X	Attorney	
Clerk to the Board		Finance Officer	

ACTION TAKEN

Motion by: _____ Carried: _____

Second by: _____ Ayes: _____ Nays: _____

RICHLANDS PLANNING BOARD
CONSISTENCY STATEMENT WORKSHEET

REZONING REQUEST: **Ellis Group Request to Rezone parcels to R-6 and C-2 as per the application and map as well as various text amendments as attached**

1. Will the proposal place all property similarly situated in the area in the same district, or in a complementary district?

   Yes ✓ No _____

2. Are the permitted uses under the proposed district appropriate for the area where the amendment is proposed?

   Yes ✓ No _____

3. Would the uses permitted under the proposed district be in the general public interest?

   Yes ✓ No _____

4. Would the character of the area will be adversely affected by any use permitted in the proposed district?

   Yes ✓ No _____

5. Is the proposed amendment consistent with the Onslow County Comprehensive Plan?

   Yes ✓ No _____

A favorable motion may read:

Planning Board Meeting 11/5/26 I make the motion to recommend approval of the proposal to the Board of Aldermen, based on the findings that the proposed amendment and presented documentation are consistent with the stated goals and expressed intent of the County's Comprehensive Plan, consistent with the Future Land Use Map, and is reasonable and in the public interest.

An unfavorable motion may read: Jason Smith made a motion to recommend approval of the proposal. John Tripp seconded. Motion Carried

I make the motion to recommend denial of the proposal to the Board of Aldermen, based on the findings that the proposed amendment and presented documentation are inconsistent with the stated goals and expressed intent of the County's Comprehensive Plan, inconsistent with the Future Land Use Map, and is unreasonable and not in the public interest.

Town of Richlands
Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: Strongrock Engineering (Jim Ashley) PHONE NO: (919) 724-0624

MAILING ADDRESS: 305 Church at North Hill St. Ste. 1110, Raleigh, NC 27609

ADDRESS OF PROPERTY (if different from mailing address): Same

PROPERTY OWNER (If different from applicant): (Please Print)

NAME: EDNC Richlands, LLC PHONE NO: (919) 724-0624

MAILING ADDRESS: 305 Church at North Hill St. Ste. 1110, Raleigh, NC 27609

ACTION REQUESTED (Check One):

( ) ZONING ORDINANCE TEXT AMENDMENT	(Required Fee: $250.00)
(✓) ZONING MAP AMENDMENT	(Required Fee: $450.00
( ) VARIANCE REQUEST	(Required Fee: $250.00)
( ) CONDITIONAL/SPECIAL USE PERMIT	(Required Fee: $250.00)
( ) APPEAL OF ADMINISTRATIVE DECISION	(Required Fee: $50.00)
( ) OTHER_____	

DESCRIPTION OF REQUEST:

We are proposing the development of a residential subdivision consisting of single-family homes with amenity and two small commercial areas on parcels 026128, 071393, and 071391. As part of the proposed development, we intend to rezone the R-8 parcels to R-6, and the C-3 parcel to C-2 zoning. The properties are currently zoned C-2, C-3, R-6, R-8, and R-20. The subject parcels are currently undeveloped, consisting primarily of wooded areas and open space; therefore, the proposed rezoning is not expected to adversely impact adjacent properties.

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I understand that each applicant wishing to appeal an administrative decision, requesting a variance or conditional use permit, or requesting a rezoning or other change to the Richlands Zoning Ordinance shall pay a nonrefundable fee to cover the costs of advertising and administration. The fees required are adopted by the Richlands Board of Aldermen and listed in the Fee Schedule for the Town of Richlands. A receipt of this fee shall be issued by the Town. This fee, however, shall not apply to requests originating with any department, board or agency of the Town of Richlands.

SIGNATURE OF APPLICANT: Jim Ashley DATE: 8/13/26

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: _____

DATE REQUEST RECEIVED: _____

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES____ NO____

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE ( ) DENY ( )

SIGNATURE OF ZONING BOARD CHAIR: _____ DATE: _____

TOWN OF RICHLANDS
PO BOX 245
302 S WILMINGTON ST
RICHLANDS, NC 28574-0245

CASH RECEIPT Reprinted 08:26:04 - 06/15/26
OPERATOR PATRICIA
Posted On 05/29/26

Batch:10418
Transaction:1 **Posted on 05/29/26 11:27:17 AM**

Description	**Total**
REFERENCE NUMBER: ZONING - **NAME: EDNC RICHLANDS LLC** **ADDRESS:** **CITY STATE ZIP:**	
Building Permits Fund 10 Acct 4543	250.00

Check # 1001		250.00
Cash Paid		
Credit Paid		
Less Change Given	(	)
TOTAL:		250.00

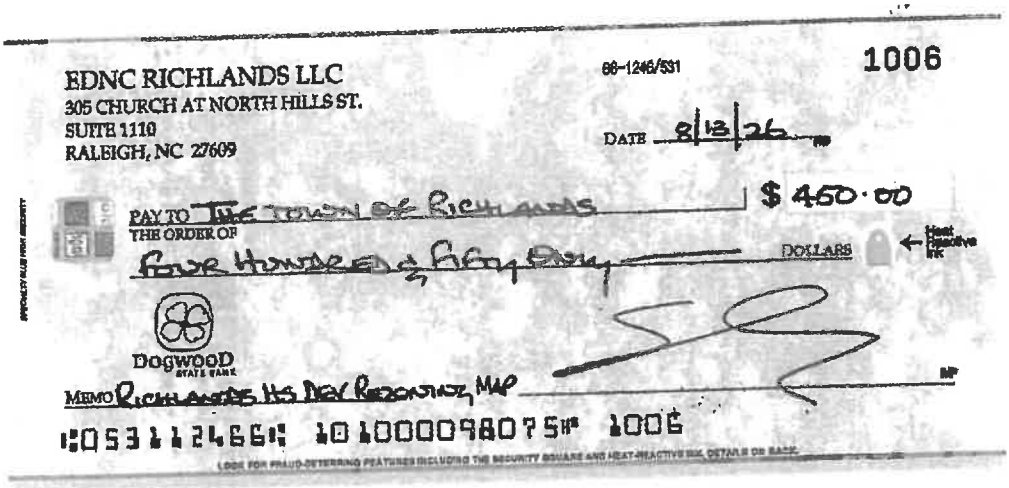
TOWN OF RICHLANDS
PO BOX 245
302 S WILMINGTON ST
RICHLANDS, NC 28574-0245

CASH RECEIPT Reprinted 10:10:24 - 08/24/26
OPERATOR PATRICIA
Posted On 08/24/26

Batch:10475
Transaction:2 **Posted on 08/24/26 10:09:37 AM**

Description	**Total**
REFERENCE NUMBER: SHEETZ-REZONING MAP **NAME:** EDNC RICHLANDS LLC-STRONG ROCK **ADDRESS:** **CITY STATE ZIP:**	
Building Permits Fund 10 Acct 4543	450.00

Check # 1006		450.00
Cash Paid		
Credit Paid		
Less Change Given	(	)
TOTAL:		450.00



EDNC RICHLANDS LLC
305 CHURCH AT NORTH HILLS ST.
SUITE 1110
RALEIGH, NC 27609

56-1246/531

1006

DATE 8/13/26

PAY TO THE ORDER OF The Town of Richlands

$ 450.00

Four Hundred & fifty Dollars

DOGWOOD STATE BANK

MEMO Richlands Hs Dev Reservoir Map

⑆053112466⑆ 10100009807 5⑈ 1006

LOOK FOR FRAUD-DETERRING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

STRONGROCK
ENGINEERING GROUP

Proposed Community-Focused Statement

"Strong Rock Engineering Group and The Ellis Developments Group are partnering to propose updates to the Richlands Unified Development Ordinance (UDO) that will **expand housing options and create more vibrant, accessible communities**. By modernizing the R-6, R-8, RM-6, and RM-8 zoning districts to allow for well-designed homes on smaller lots, these updates will provide **attainable, diverse housing options** for families, first-time homebuyers, and seniors. Aligning Richlands with neighboring jurisdictions ensures the town remains a **competitive and thriving place to live**, encouraging sustainable neighborhood design that strengthens the local economy and meets the community's needs for generations to come."

STRONGROCK
ENGINEERING GROUP

Ellis Developments Group
Attn: Stephen Ellis
305 Church @ North Hills St.
Suite 1110
Raleigh, NC 27609

September 24, 2026

Dear Mr. Ellis,

Strong Rock Engineering Group is working with The Ellis Developments Group and the Town of Richlands to amend a portion of their Unified Development Ordinance (UDO) that would allow for a smaller product (Home) on smaller lots, accomplishing a larger yield on the parent parcel for R-6, R-8, RM-6, and RM-8 Zoning Districts. We are asking the Town of Richlands to revise portions of their UDO as follows:

- **Section 153.142 (Lot Widths):** Currently, minimum lot widths for this zoning classification are 50' minimum for the first lot and 60' for all additional lots. We are requesting this be changed to a 50' minimum lot width for all lots and to add text allowing a 20' width for Townhomes.

- **Section 153.143 (Building Setback Requirements):** Currently, R-6, R-8, RM-6, and RM-8 Districts have side setbacks of 8' and no corner side setback. We are requesting this be changed to a 5' side setback and to add a corner side setback of 15'.

- **Section 153.146 (Cluster Subdivisions):** Currently, the UDO states that *"(E) The setback requirements of § 153.142 shall not apply in cluster subdivisions. However, front, side and rear lot setbacks shall be provided on said lot in no less than the same proportion to those required in the said zoning district in which the cluster subdivision is located.* We are requesting this be changed to: *(E) The setback requirements of §153.142 shall not apply in cluster subdivisions. However, front, side and rear lot setbacks shall be provided as follows:*

    - Front: 20 feet
    - Side: 5 feet
    - Corner Side: 7 feet
    - Rear: 10 feet
    - Minimum lot width: 40 feet

- **Section 153.147 (Lot Coverage):** Currently, there is a restriction of 30% lot coverage for all buildings including all accessory structures. We are requesting this be changed to

reflect 50% coverage.

The above requests will bring The Town of Richlands Zoning Ordinance closer to those found in neighboring jurisdictions, which will allow the Town of Richlands to attract more generational neighborhoods.

As part of the process, we are required to reach out to all current landowners for their consent for this amendment to The Town of Richlands UDO. Please do not hesitate to reach out should you have questions.

Sincerely,

Jim Ashley, ASLA
Director of Planning & Development

Signature of current landowner's consent

9/24/26

Date

RICHLANDS HIGH SCHOOL
SUBDIVISION
TOWN OF RICHLANDS, ONSLOW COUNTY, NORTH CAROLINA
CONSTRUCTION PLANS
EXISTING CONDITIONS PLAN
DRAWING SHEET
C-3.0
03 OF 99
STRONGROCK
GENERAL NOTES:
LEGEND:
GUM BRANCH RD
E POINT ST
SYLVERTER ST
WOODSON ST
US HIGHWAY 258 / NC HIGHWAY 24
/ VARIABLE R/W
GRAPHIC SCALE

RICHLANDS HIGH SCHOOL
SUBDIVISION
CONSTRUCTION PLANS
OVERALL SITE PLAN
TOWN OF RICHLANDS, ONSLOW COUNTY, NORTH CAROLINA
EXH-1.0
01 OF 06
STRONGROCK ENGINEERING GROUP
STRONG ROCK ENGINEERING GROUP, PLLC | COMPANY LICENSE # P-1766
306 CHADICK AT NORTH HILLS STREET, SUITE 1118 RALEIGH, NC 27609 | INFO@STRONGROCKENGINEERING.COM
REVISIONS
DATE
BY
LEGEND:
EXISTING PROPERTY LINE
ROADWAY CENTER LINE
EXISTING WETLAND
PROPOSED PROPERTY LINE
ASPHALT PAVEMENT
SINGLE - FAMILY (65' x 130')
SINGLE - FAMILY (62' x 120')
OPEN SPACE
PARK
BOH
EXISTING STREAM
FLOOD ZONE "AE" (EL. 44.3')
0.2% FLOOD HAZARD ZONE
VEGETATED BUFFER LINE
FLOODWAY
JURISDICTIONAL WATERS OF THE U.S. (ACRAM MAP)
GRAPHIC SCALE
1 inch = 200 ft.
GUM BRANCH RD
E POINT ST
WOODSON ST
US HIGHWAY 258 / NC HIGHWAY 24 / VARIABLE R/W
TYPICAL LOT LAYOUT
TYPE 62'
HORIZONTAL 1" = 40'
TYPICAL LOT LAYOUT
TYPE 52'
HORIZONTAL 1" = 40'
SITE INFORMATION:
LOT TYPE BREAKDOWN:
OPEN SPACE BREAKDOWN:

STRONGROCK
ENGINEERING GROUP

Primary Land Development LLC
Attn: Nick Silivanch
5424 Aventuras Dr
Wilmington, NC 28409-2689

September 24, 2026

Dear Mr. Silivanch,

Strong Rock Engineering Group is working with The Ellis Developments Group and the Town of Richlands to amend a portion of their Unified Development Ordinance (UDO) that would allow for a smaller product (Home) on smaller lots, accomplishing a larger yield on the parent parcel for R-6, R-8, RM-6, and RM-8 Zoning Districts. We are asking the Town of Richlands to revise portions of their UDO as follows:

- **Section 153.142 (Lot Widths):** Currently, minimum lot widths for this zoning classification are 50' minimum for the first lot and 60' for all additional lots. We are requesting this be changed to a 50' minimum lot width for all lots and to add text allowing a 20' width for Townhomes.

- **Section 153.143 (Building Setback Requirements):** Currently, R-6, R-8, RM-6, and RM-8 Districts have side setbacks of 8' and no corner side setback. We are requesting this be changed to a 5' side setback and to add a corner side setback of 15'.

- **Section 153.146 (Cluster Subdivisions):** Currently, the UDO states that *"(E) The setback requirements of § 153.142 shall not apply in cluster subdivisions. However, front, side and rear lot setbacks shall be provided on said lot in no less than the same proportion to those required in the said zoning district in which the cluster subdivision is located."* We are requesting this be changed to:
  (E) The setback requirements of § 153.142 shall not apply in cluster subdivisions. However, front, side and rear lot setbacks shall be provided as follows:

  - Front: 20 feet
  - Side: 5 feet
  - Corner Side: 7 feet
  - Rear: 10 feet
  - Minimum lot width: 40 feet

- **Section 153.147 (Lot Coverage):** Currently, there is a restriction of 30% lot coverage for all buildings including all accessory structures. We are requesting this be changed to

reflect 50% coverage.

The above requests will bring The Town of Richlands Zoning Ordinance closer to those found in neighboring jurisdictions, which will allow the Town of Richlands to attract more generational neighborhoods.

As part of the process, we are required to reach out to all current landowners for their consent for this amendment to The Town of Richlands UDO. Please do not hesitate to reach out should you have questions.

Sincerely,

Jim Ashley, ASLA
Director of Planning & Development

Parth Badhiwala - Manager, Primary Land Development LLC

Signature of current landowner's consent

09/24/2026

Date

ELLIS - RICHLANDS - HIGH SCHOOL
RICHLANDS, ONSLOW COUNTY, NORTH CAROLINA
REZONING - ZONING LINE EXHIBIT

PLANNING SHEET

01 OF 01

STRONGROCK ENGINEERING GROUP

GRAPHIC SCALE

PROPOSED ZONING MAP

CURRENT ZONING MAP

STRONGROCK
ENGINEERING GROUP

Town of Richands Planning Department
Attn: Chris Roberson
302 S Wilmington Street
PO Box 245
Richlands, NC 28574

September 29, 2026

Ellis Development Group. LLC, Proposed Text Changes
Richlands Municipal Code Chapter 153: Zoning.

"Proposed text amendments to the R-6 and R-8 Residential Districts and for C-3 district. The following text amendments are proposed to bring the Richlands Zoning Ordinance Side and Corner Side Yard setbacks closer to those found in neighboring jurisdictions and other municipalities in North Carolina.

The request is for the Planning Board and Board of Aldermen to take action on each item as one package to reduce complexity and confusion.

Justification for the changes are to develop more uniform and standardized dimensions to assist in orderly development and to reduce complications from a less precise definition. Ellis development is a large land owner in town and has identified specific areas where there confusing or obtuse vocabulary renders numerous interpretations. In other cases, in the cluster zoning section we note the mathematical calculations for individual districts call for variable dimensions when in the public interest one standardized number shall be sufficient. When applied to the cluster option we noted the mathematical formulas offer non-standard and unique dimensions that were mathematically generated not based on standard industry construction means and methods. The changes are minor and focus on removing certain inconsistencies in the code to allow for more straightforward interpretation. Justifications for the changes are listed in italics.

The sections in black preceding the red text changes are the existing code sections for context of the proposed changes.

The text changes are in Red both in bold and with ~~strikethroughs.~~

§ 153.050 RESIDENTIAL DISTRICTS ESTABLISHED.

(6) The R-8 Residential District is designed to accommodate single-family dwellings with a minimum 8,000 square feet lot for one unit and 4,000 square feet for each additional unit; multi-family density maximum is approximately 10.6 units per acre (based on a five-acre tract)....

R-8 8000 for greater density up to 10.6 units and the apartments.

(8) The R-6 Residential District is designed to accommodate single-family dwellings with 6,000 square feet minimum lots for one dwelling unit and 2,000 square feet required for each additional unit.....

(R-6 is 6000 sf lots and Town Homes)

§ 153.143 BUILDING SETBACKS (Red Text Change)

District	Front	Corner	Side	Rear	Other
R-6	25	25 (10)	8 (5)	10	2000 sf lot
R-8	30	30 (10)	8 (5)	15	10.6 U/A

This chart accounts for §153.143 (A) and §153.143(C)(2) text. (Front and Corner respectfully.)

§153.135 MINIMUM LOT SIZE REQUIREMENTS

C-3 5,000 SF (if used for residential purposes, R-6 Standards apply)... **(and R-8 Standards apply here).** This would allow for Apartments along Gum Branch. Currently it allows for only Townhomes.

R-6, RM-6: 6,000, **or (2,000)** This matches the text from §153.050 (8).

R-8, RM-8: 8,000, **or (based upon five-acre parcel)** This matches from above §153.050 **(6.)**

§ 153.142 MINIMUM LOT WIDTHS

R-6, RM-6: 50 feet ~~first unit~~; ~~10 feet each additional unit~~ (Strike this first unit 10ft each addition). Add in 20ft for Townhouse option for 2,000 sf lots

R-8, RM-8: 60 feet ~~first unit~~; ~~10 feet each additional unit~~ (Strike this first unit 10 ft each addition).

Justification: These changes are to bring consistency and remove obtuse language in the code. The section above notes where in the code subsections are not in agreement with each other.

§ 153.146 CLUSTER SUBDIVIONS.

(E) The setback requirements of § 153.142 shall not apply in cluster subdivisions. However, front, side and rear lot setbacks shall be provided ~~on said lot in no less than the same proportion to those required in the said zoning district in which the cluster subdivision is located.~~ As Noted below:

Text Change (Cluster Option) 4000 SF Lot (R-6 District).

Example of Interpretation of Code E: R-6: 4000/6000 = 66%

R-8: 5000/8000 = 62.5%

Code required setbacks calculated

R-6:

- **Front (25' = 16.5')**
- **Side (8' =5.28') with text change above (5'*.66'= 3.3')**
- **Corner 15' = 16.5' with text change above (10*.66=6.6')**
- **Rear (10' = 6.6')**
- **Minimum Frontage 50' (50*.66 =33')**

Proposed text change for dimensions of R-6 Cluster Zoning

R-6:

- **Front 22'**
- **Side 5'**
- **Corner 7'**
- **Rear 10'**
- **Minimum Lot Frontage 40' measured at Front setback line.**

Cluster subdivision for R-8 District

Example of Interpretation of Code

R-8:

- **Front (30' * .62.5 = 16.5')**
- **Side (8' * 62.5% = 5') with text change above (5' * 62.5% = 3.125')**
- **Corner 15' * 62.5% = 9.37' with text change above (10 *62.5% =6.25')**
- **Rear (10' * 62.5% = 6.25')**
- **Minimum Frontage 60': (60 * 62.5% = 37.5')**

Proposed Text Change (Cluster Option) 5000 SF Lot R-8 District

R-8:

- **Front 22'**
- **Side 5'**
- **Corner 7'**
- **Rear 10'**
- **Minimum Lot Frontage 40' measured at front setback line**

Justification for cluster zoning classifications: These new numbers allow for conservation of open space and makes the mathematics for calculating the cluster setbacks uniform and standardized throughout the districts. The example one district mathematically calculates the setback at differing lengths, R-8calls for 3.125 ft deep side setback while R-8 calculates the side setback at 3.3 ft. The cluster text change normalizes this at 5 feet which allows for IBC and industry standard 10 ft separation between residential structures.

Section 153.080 Table of Permissible Uses

- **Residence, multi-family condominium (P) for C-3**
- **Residence, multi-family (P) for C-3**

Justification: Single family residential is permitted in the district currently. Adding multi-family residential and multi-family condominium will allow for mixed-use walkable neighborhoods and village centers. These multi-family housing units offer a affordable housing options. Residents in these areas can now walk to work, shopping and entertainment.

Town of Richlands
Zoning Change & Appeal Form

APPLICANT: (Please Print)

NAME: Jim Ashley, ASLA (Strong Rock Engineering) PHONE NO: 919-578-6982

MAILING ADDRESS: 305 Church at North Hills St., Suite 1110 Raleigh, NC 27587

ADDRESS OF PROPERTY (if different from mailing address): Gum Branch Rd & Richlands Hwy, Richlands NC

PROPERTY OWNER (if different from applicant): (Please Print)

NAME: EDNC Richlands, LLC PHONE NO: 919-724-0624

MAILING ADDRESS: 305 Church at North Hills St., Suite 1110 Raleigh, NC 27587

ACTION REQUESTED (Check One):

( ) ZONING ORDINANCE TEXT AMENDMENT	(Required Fee: $250.00)
( ) ZONING MAP AMENDMENT	(Required Fee: $450.00
( ) VARIANCE REQUEST	(Required Fee: $250.00)
( ) CONDITIONAL/SPECIAL USE PERMIT	(Required Fee: $250.00)
( ) APPEAL OF ADMINISTRATIVE DECISION	(Required Fee: $50.00)
( ) OTHER_____	

DESCRIPTION OF REQUEST:

The attached sheet offers a variety of minor text changes to address conflicting text references and vocabulary. The basis of the text changes are to standardize building setbacks to more common contemporary standards. Finally, the text changes allow for better community design and allow for denser walkable neighborhoods.

OWNER/APPLICANT STATEMENT: I certify that I am the property owner or truly represent the property owner(s). I understand that each applicant wishing to appeal an administrative decision, requesting a variance or conditional use permit, or requesting a rezoning or other change to the Richlands Zoning Ordinance shall pay a nonrefundable fee to cover the costs of advertising and administration. The fees required are adopted by the Richlands Board of Aldermen and listed in the Fee Schedule for the Town of Richlands. A receipt of this fee shall be issued by the Town. This fee, however, shall not apply to requests originating with any department, board or agency of the Town of Richlands.

SIGNATURE OF APPLICANT: Jim Ashley DATE: September 30, 2026

****OFFICIAL USE ONLY****

ZONING OFFICIAL SIGNATURE: _____

DATE REQUEST RECEIVED: _____

HAS APPROPRIATE FEE BEEN COLLECTED IF REQUIRED? YES_____ NO _____

PLANNING BOARD / BOARD OF ADJUSTMENT ACTION: APPROVE ( ) DENY ( )

SIGNATURE OF ZONING BOARD CHAIR: _____ DATE: _____

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(10/01/2026 - 10/31/2026)

<No Event Type Specified>	5
Adminstration Run	41
Animal Complaint	1
Assault	2
Assist EMS	3
Assist Other RPD Officer	17
Bank Escort	2
Business Walk Through	26
Careless & Reckless	5
Citation	103
Crash	15
DWLR	10
Fictitious Tags	3
Follow up Investigation	7
FTO Training	2
Identity Theft	1
Inspection Violation	3
Lane Violation	3
Lighting Violation	36
Missing Person	2
No Insurance	9
NOL	12
Open Door/Windows	1
Patrol Zone 2	37
Patrol Zone 4	33
Patrol Zone 6	37
Possession of Drug Paraphernalia	3
Possession of Meth	1
Pursuit	3
Residence Check	1
Safe Movement Violation	19
Selective Traffic Enforcement	50
Speeding	51
911 Hang-Up	1
Alarm Activation	4
Arrest	8
Assist Citizen	16
Assist Other Agency	20
Attended Court	1
Business Check	900
Call for Service	308
Child Safety Seat	2
Civil Problem	4
Domestic Dispute	3
Failure to Stop for Lights and Siren	1
Fingerprinting	1
Fraud	2
Funeral Escort	2
Incident Report	17
Juvenile Problems	1
License Plate Pickup	2
Loud Muffler	3
Narcotic Incident	1
Noise Complaint	1
Open Container	2
Patrol Zone 1	37
Patrol Zone 3	37
Patrol Zone 5	34
Possession of Cocaine	1
Possession of Marijuana	3
Property Damage	1
Registration Violation	37
Revoked Plate	7
Seatbelt	7
Special Assignment	1
Stoplight/Sign	29

Activity Log Event Summary (Cumulative Totals)

Richlands Police Department

(10/01/2026 - 10/31/2026)

Suicidal Ideations	1
Suspicious Vehicle/Person/Incident	15
Unlock Car	5
Vehicle Check Before Shift	12
Vehicle Searches	7
Verbal Warnings	105
Warrant	5
Window Tint Violation	10
Supplement to report	3
Transport to Jail	7
Vehicle Check After Shift	11
Vehicle equipment violation	1
Vehicle Stop	185
Warning Citation	13
Weapons Offense	1

Total Number Of Events: 2,419

10 General

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
4100 *TAX REVENUES					
4111 Ad valorem tax - CY	81,454.61	146,320.83	870,685.00	724,364.17	17 %
4112 Ad valorem tax - PY	190.33	3,233.24	10,000.00	6,766.76	32 %
4113 Interest & Penalties	2,419.66	2,958.55	4,000.00	1,041.45	74 %
4120 Vehicle Property Tax	0.00	31,040.58	109,400.00	78,359.42	28 %
Account Group Total:	84,064.60	183,553.20	994,085.00	810,531.80	18 %
4200 *INTERGOVERNMENTAL					
4210 ABC Revenue	0.00	3,500.00	25,000.00	21,500.00	14 %
4221 Fire District tax	0.00	64,064.92	64,000.00	-64.92	100 %
4231 NCDOR - Beer & Wine Tax	0.00	0.00	9,500.00	9,500.00	0 %
4232 NCDOR - Local option sales tax	52,410.20	203,118.00	555,000.00	351,882.00	37 %
4234 NCDOR - Utility Franchise taxes	0.00	28,264.70	128,000.00	99,735.30	22 %
4235 NCDOR - Video Programming	0.00	3,660.36	15,000.00	11,339.64	24 %
4271 Police Confiscations	0.00	30.62	0.00	-30.62	** %
4280 Powell Bill aid	0.00	43,676.77	90,000.00	46,323.23	49 %
Account Group Total:	52,410.20	346,315.37	886,500.00	540,184.63	39 %
4300 *INVESTMENT INCOME					
4311 Interest Earnings	0.00	9,313.33	35,000.00	25,686.67	27 %
4312 Interest Earnings - Powell bill	0.00	23.70	100.00	76.30	24 %
Account Group Total:	0.00	9,337.03	35,100.00	25,762.97	27 %
4400 *SALES OF SERVICE					
4431 Rents	2,800.00	9,080.00	23,000.00	13,920.00	39 %
4432 GTE Lease	900.00	2,700.00	10,800.00	8,100.00	25 %
4433 Rent - ONWASA	2,916.67	11,666.68	35,000.00	23,333.32	33 %
4451 Trash Collection	21,734.72	78,305.28	271,000.00	192,694.72	29 %
Account Group Total:	28,351.39	101,751.96	339,800.00	238,048.04	30 %
4500 *FEES & FINES					
4512 Employee Agreement Reimbursements	100.00	300.00	3,300.00	3,000.00	9 %
4531 Civil fines & court cost	280.35	971.55	3,000.00	2,028.45	32 %
4542 Ordinance Violation fee/Assmt	0.00	0.00	500.00	500.00	0 %
4543 Building Permits	1,700.00	6,550.00	10,000.00	3,450.00	66 %
Account Group Total:	2,080.35	7,821.55	16,800.00	8,978.45	47 %
4600 *GRANTS & DONATIONS					
4642 Operation Santa Donations	0.00	0.00	2,000.00	2,000.00	0 %
4651 Agency Contributions - SBI	9,645.47	9,645.47	9,645.47	0.00	100 %
Account Group Total:	9,645.47	9,645.47	11,645.47	2,000.00	83 %
4700 *MISCELLANEOUS					
4710 Debt Proceeds	0.00	0.00	70,000.00	70,000.00	0 %
4740 Insurance Recovery	0.00	30,423.14	30,420.00	-3.14	100 %
4790 Miscellaneous Revenues	144.00	23,797.75	33,346.00	9,548.25	71 %
Account Group Total:	144.00	54,220.89	133,766.00	79,545.11	41 %
4900 *TRANSFERS & APPROPRIATIONS					
4999 Appropriation from fund balance	0.00	0.00	25,000.00	25,000.00	0 %

10 General

Account	Received Current Month	Received YTD	Estimated Revenue	Revenue To Be Received	% Received
Account Group Total:	0.00	0.00	25,000.00	25,000.00	0 %
Fund Total:	176,696.01	712,645.47	2,442,696.47	1,730,051.00	29 %
Grand Total:	176,696.01	712,645.47	2,442,696.47	1,730,051.00	29 %

10 General

Account Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
5000						
5100 Governing Body						
416 Elected Officials	0.00	3,002.00	12,008.00	12,008.00	9,006.00	25 %
421 FICA	0.00	229.68	920.00	920.00	690.32	25 %
511 Professional Services	0.00	14,775.00	36,600.00	36,600.00	21,825.00	40 %
512 Contractual services	450.00	914.10	9,720.00	9,720.00	8,805.90	9 %
513 Staff development & travel	0.00	0.00	2,500.00	2,500.00	2,500.00	%
525 Property & Liability Insurance	0.00	62,596.16	62,600.00	62,600.00	3.84	100 %
534 Dues & subscriptions	0.00	4,745.00	5,500.00	5,500.00	755.00	86 %
579 Miscellaneous Expense	75.15	163.15	3,000.00	3,000.00	2,836.85	5 %
Account Total:	525.15	86,425.09	132,848.00	132,848.00	46,422.91	65 %
5210 Administration						
411 Full-time regular wages	29,466.83	106,174.77	318,000.00	318,000.00	211,825.23	33 %
421 FICA	2,254.18	8,122.26	24,327.00	24,327.00	16,204.74	33 %
423 LGERS Pension	4,449.47	16,032.31	48,018.00	48,018.00	31,985.69	33 %
424 401K	1,473.35	5,308.75	15,764.00	15,764.00	10,455.25	34 %
425 Health & Life Insurance	3,930.38	15,721.52	41,900.00	41,900.00	26,178.48	38 %
512 Contractual services	2,877.70	7,717.33	16,500.00	17,700.00	9,982.67	44 %
513 Staff development & travel	11.62	2,227.69	7,601.00	7,601.00	5,373.31	29 %
515 Advertising	192.04	496.84	2,000.00	2,000.00	1,503.16	25 %
523 Maint & Rep - Equipment	187.50	1,784.07	2,500.00	2,500.00	715.93	71 %
524 Maint & Rep - Vehicles	0.00	300.01	500.00	500.00	199.99	60 %
526 Utilities & Communication	1,131.62	4,124.36	13,000.00	13,000.00	8,875.64	32 %
534 Dues & subscriptions	0.00	236.34	1,700.00	1,700.00	1,463.66	14 %
535 Postage & Printing	282.17	402.53	600.00	600.00	197.47	67 %
537 Collection Fee	664.16	1,019.28	10,000.00	10,000.00	8,980.72	10 %
551 Supplies	-110.24	890.75	3,000.00	3,000.00	2,109.25	30 %
561 Capital Outlay	0.00	24,082.65	42,000.00	38,216.20	14,133.55	63 %
564 Debt Service Principle	0.00	0.00	9,297.00	6,210.00	6,210.00	%
565 Debt Service - Interest	0.00	0.00	1,370.00	1,370.00	1,370.00	%
579 Miscellaneous Expense	10.00	3,157.00	1,000.00	4,087.00	930.00	77 %
581 Operation Santa Donations	0.00	0.00	2,000.00	2,000.00	2,000.00	%
Account Total:	46,820.78	197,798.46	561,077.00	558,493.20	360,694.74	35 %
5310 Public Safety						
411 Full-time regular wages	27,364.36	106,471.15	384,300.00	384,300.00	277,828.85	28 %
412 Part-time regular wages	872.78	1,913.18	5,000.00	5,000.00	3,086.82	38 %
414 Separation Allowance	1,875.30	5,207.23	270.00	270.00	-4,937.23	*** %
417 Special Compensation	8,960.00	8,960.00	0.00	8,960.00	0.00	100 %
421 FICA	2,933.99	9,219.64	29,500.00	30,185.47	20,965.83	31 %
423 LGERS Pension	4,679.30	18,206.57	65,800.00	65,800.00	47,593.43	28 %
424 401K	1,368.26	5,323.69	19,500.00	19,500.00	14,176.31	27 %
425 Health & Life Insurance	3,269.52	12,129.69	66,240.00	66,240.00	54,110.31	18 %
511 Professional Services	0.00	0.00	100.00	100.00	100.00	%
512 Contractual services	9,245.58	24,088.90	24,500.00	25,700.00	1,611.10	94 %
513 Staff development & travel	0.00	0.00	1,500.00	1,500.00	1,500.00	%
514 Uniforms	0.00	868.91	2,000.00	2,000.00	1,131.09	43 %
523 Maint & Rep - Equipment	187.50	540.07	1,000.00	1,000.00	459.93	54 %
524 Maint & Rep - Vehicles	58.66	1,038.56	12,600.00	12,600.00	11,561.44	8 %
526 Utilities & Communication	1,407.82	4,952.81	17,000.00	17,000.00	12,047.19	29 %

10 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
534	Dues & subscriptions	0.00	46.33	200.00	200.00	153.67	23 %
535	Postage & Printing	137.15	246.48	500.00	500.00	253.52	49 %
551	Supplies	2,479.94	8,309.75	16,000.00	16,000.00	7,690.25	52 %
561	Capital Outlay	0.00	16,166.67	0.00	17,273.00	1,106.33	94 %
564	Debt Service Principle	0.00	0.00	13,496.00	13,496.00	13,496.00	%
565	Debt Service - Interest	0.00	0.00	1,660.00	1,660.00	1,660.00	%
573	Governing Board Projects	0.00	0.00	200.00	200.00	200.00	%
579	Miscellaneous Expense	0.00	125.00	2,000.00	2,000.00	1,875.00	6 %
601	NC State - Forfeiture	0.00	0.00	3,100.00	3,100.00	3,100.00	%
602	Fed US Treasury - Forfeiture	0.00	0.00	556.00	556.00	556.00	%
603	Fed DOJ - Forfeiture	0.00	0.00	5,520.00	5,520.00	5,520.00	%
	Account Total:	64,840.16	223,814.63	672,542.00	700,660.47	476,845.84	32 %
5400	Fire						
512	Contractual services	11,083.33	46,333.33	141,000.00	141,000.00	94,666.67	33 %
	Account Total:	11,083.33	46,333.33	141,000.00	141,000.00	94,666.67	33 %
5620	Code Enforcement						
512	Contractual services	0.00	15,000.00	15,000.00	15,000.00	0.00	100 %
	Account Total:	0.00	15,000.00	15,000.00	15,000.00	0.00	100 %
5720	Buildings & Grounds						
512	Contractual services	280.00	2,020.00	26,000.00	26,000.00	23,980.00	8 %
521	Maint & Rep - Infrastructure	0.00	0.00	5,000.00	5,000.00	5,000.00	%
522	Maint & Rep - Buildings	992.15	1,367.15	10,000.00	10,000.00	8,632.85	14 %
526	Utilities & Communication	955.23	2,566.00	9,000.00	9,000.00	6,434.00	29 %
551	Supplies	0.00	425.61	1,000.00	1,000.00	574.39	43 %
579	Miscellaneous Expense	0.00	14.00	200.00	200.00	186.00	7 %
	Account Total:	2,227.38	6,392.76	51,200.00	51,200.00	44,807.24	12 %
5740	Streets						
411	Full-time regular wages	20,311.00	75,908.63	238,000.00	238,000.00	162,091.37	32 %
421	FICA	1,553.80	5,807.03	17,600.00	17,600.00	11,792.97	33 %
423	LGERS Pension	3,066.95	11,462.15	35,000.00	35,000.00	23,537.85	33 %
424	401K	1,015.55	3,622.31	11,500.00	11,500.00	7,877.69	31 %
425	Health & Life Insurance	3,148.85	12,759.24	37,900.00	37,900.00	25,140.76	34 %
511	Professional Services	0.00	0.00	500.00	500.00	500.00	%
512	Contractual services	2,261.20	5,219.09	37,000.00	38,200.00	32,980.91	14 %
513	Staff development & travel	0.00	180.00	500.00	500.00	320.00	36 %
514	Uniforms	154.95	859.75	2,500.00	2,500.00	1,640.25	34 %
515	Advertising	0.00	110.15	500.00	500.00	389.85	22 %
522	Maint & Rep - Buildings	0.00	0.00	100.00	100.00	100.00	%
523	Maint & Rep - Equipment	-116.44	1,857.94	4,500.00	4,500.00	2,642.06	41 %
524	Maint & Rep - Vehicles	-140.63	1,104.93	9,000.00	9,000.00	7,895.07	12 %
526	Utilities & Communication	3,974.42	22,029.61	45,000.00	45,000.00	22,970.39	49 %
534	Dues & subscriptions	0.00	46.33	0.00	100.00	53.67	46 %
535	Postage & Printing	172.14	281.47	500.00	500.00	218.53	56 %
551	Supplies	1,290.94	5,072.99	11,500.00	11,500.00	6,427.01	44 %
561	Capital Outlay	42,617.40	58,784.06	37,200.00	59,890.40	1,106.34	98 %
564	Debt Service Principle	0.00	0.00	27,087.00	40,510.42	40,510.42	%
565	Debt Service - Interest	0.00	0.00	3,077.00	5,293.98	5,293.98	%

10 General

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Commit
572	Powell Bill Expenses	2,282.19	4,956.89	90,000.00	90,000.00	85,043.11	6 %
576	Landfill Tipping Fees	4,891.40	12,634.33	59,000.00	59,000.00	46,365.67	21 %
579	Miscellaneous Expense	0.00	0.00	4,000.00	3,900.00	3,900.00	%
	Account Total:	86,483.72	222,696.90	671,964.00	711,494.80	488,797.90	31 %
5750	Solid Waste						
512	Contractual services	10,154.78	30,520.34	132,000.00	132,000.00	101,479.66	23 %
	Account Total:	10,154.78	30,520.34	132,000.00	132,000.00	101,479.66	23 %
	Account Group Total:	222,135.30	828,981.51	2,377,631.00	2,442,696.47	1,613,714.96	34 %
	Fund Total:	222,135.30	828,981.51	2,377,631.00	2,442,696.47	1,613,714.96	34 %
	Grand Total:	222,135.30					
			0.00				
			828,981.51	2,377,631.00	2,442,696.47	1,613,714.96	34 %

Town of Richlands Code Enforcement
October 2026 Monthly Report

Notice of Violation Letters

- Richlands Town House grass resolved
- 128 Annie Rd grass resolved
- 130 Annie Rd grass resolved
- 109 Brookhaven Dr grass clippings resolved
- Maidstone by laws and covenants discussion
- 109 E Hargett St fence permit
- Natural gas class
- 107 Dillard Ln grass resolved
- 108 E Hargett St building permit
- Hudson Brothers zoning permit
- Richlands Urgent Care permit
- WAWA maintenance – scheduled for 11/9/2026
- Public notice signs posted
- 302 E Hargett St zoning
- 105 Penster Ct building zoning permit
- 112 Landover easement NOV
- 110 Landover easement NOV
- 111 Groveshire Pl easement NOV
- 109 Groveshire Pl easement NOV
- 115 Groveshire Pl easement NOV
- 114 Groveshire Pl camper resolved
- 108 Landover easement resolved
- 109 Airleigh Pl trailer resolved
- 910 sign pick-ups
- WAWA sign plan review
- 301 E Foy St grass NOV resolved
- 309 W Foy St grass NOV resolved
- 110 Airleigh Pl boat NOV resolved
- 305 Dreadnaught resolved
- 11 Signs removed from right of way

MEMORANDUM

TO: Board of Aldermen and Town Manager
FROM: Fonte Nailer, Chief of Police (Interim)
DATE: November 10, 2026
SUBJECT: Police Department Monthly Operational & Progress Report (November Update)

Advanced Training & Executive Leadership

- **NCACP Leadership Summit:**

I successfully attended and completed advanced leadership training at the North Carolina Association of Chiefs of Police (NCACP) Leadership Summit held at Wake Technical Community College in Raleigh.

Emergency Preparedness & Unified Operations

- **Joint Natural Gas Incident Training:** Hosted a comprehensive Natural Gas Emergency Response training seminar in coordination with Piedmont Natural Gas. The joint session aligned response protocols across multiple town entities, including Richlands Police Officers, Public Works staff, the Town Ordinance Officer, and Richlands Volunteer Fire Department personnel.

Traffic Safety & Equipment Compliance

- **Radar Equipment Calibration:** All department speed enforcement radar units were professionally tested and calibrated to maintain strict legal standards and evidentiary accuracy for traffic enforcement.
- **Operation Crash Reduction:** Officers actively participated in the Governor's Highway Safety Program (GHSP) "Operation Crash Reduction" initiative, increasing high-visibility enforcement to deter dangerous driving behaviors.
- **Halloween Traffic Enforcement:** Officers actively participated in the statewide Governor's Highway Safety Program (GHSP) "Booze It or Lose It" Halloween campaign to target and remove impaired drivers from local roadways.

Special Events & Community Engagement

- **Trunk-or-Treat Community Outreach:** Department personnel participated in the local Trunk-or-Treat event hosted by Fit4Life, engaging positively with resident families and youth in a safe environment.
- **Richlands Halloween Hustle 5K:** Provided dedicated security assets and coordinated traffic control to ensure runner safety throughout the annual 5K route.

- **Richlands High School Homecoming Parade:** Managed safe traffic flow, detours, and crowd security for the high school's homecoming parade route.
- **Congressional Town Hall Assembly:** Attended a local town hall meeting with Congressman Greg Murphy to represent municipal law enforcement interests and monitor regional legislative updates.