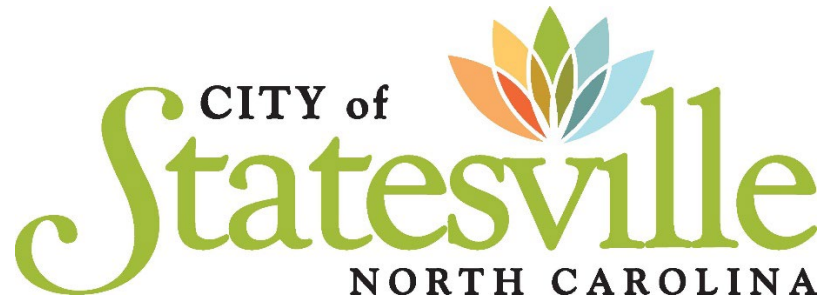




# City Council 2025 Orientation Handbook



227 South Center Street  
Statesville, NC 28677  
704-878-3550  
[www.statesvillenc.net](http://www.statesvillenc.net)



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: November 20, 2025  
SUBJECT: ***City of Statesville Council Orientation – Welcome and Overview***

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It is my pleasure to welcome you to the City of Statesville Council Orientation. I look forward to working alongside each of you in a collaborative and transparent manner as we move forward together toward our shared vision for the city's future.

You are now part of a team of nine, which is considered a large governing body for a community our size, as most have between five and seven members. Between the size of the City Council and the organization itself, it will take time and dedication to learn everything it takes to be knowledgeable and effective, both inside and outside of City Hall. The city has a well-trained professional staff that is here to provide you with the information you need to navigate this wide-ranging organization. There are thirteen departments and eleven divisions, employing over 550 people. We also work with numerous boards and commissions, interact with municipal, county, state and federal legislators, and partner with numerous other agencies including the school system.

There are many opportunities to participate in other organizations, such as the NC League of Municipalities, NC Metro Mayors Coalition, Centralina Regional Council, and Electricities, to name a few. Those organizations will build your network throughout the state, which will help as we tackle various issues that may have previously been addressed by someone else. I would also encourage you to take advantage of training opportunities through those organizations and others, such as the UNC School of Government, I certainly want you to know as much about the job as possible.

The information (and accompanying presentations by staff) in this packet will provide you with some of the basics required to understand your role and what to expect. However, just as important will be gaining the understanding of your peers and how to effectively implement policy. Because there is a new majority on the Council, this is going to be of great importance since the institutional knowledge that is leaving with the last group will have to be learned by the

new one. I am looking at this as an opportunity, but it will be crucial to handle it the right way if we want to build on the city's recent successes.

In December, we are scheduling a full-day meeting to work through the ways in which you will conduct business as an elected official. With the significant change we have seen on the Council, it is imperative that you get to know each other, identify ways in which to share information, set boundaries and "norms", and generally talk about various topics and goals to set the tone for the upcoming years. We hope to schedule this meeting during one of the first two weeks of December. Charles Page will facilitate the day, with the morning being what I have already mentioned, and the afternoon spent discussing significant issues that you need to know are on the horizon and/or may be requiring a vote soon.

I look forward to the work ahead and to partnering with each of you as we continue building a city that is strong, inclusive, and full of opportunity in the true spirit of our motto, *Statesville... Where It All Comes Together*.



## **New Council Member Orientation**

### **I. Welcome and Manager Overview – Ron Smith**

- a. City Administration Overview
- b. Agendas and Timeline
- c. City Council Responsibility
  - i. Chain of Command
  - ii. Board/Manager Relations
  - iii. Conflict Rules
- d. Travel Policy

### **II. City Attorney – Leah Messick**

- a. Open Meetings Law
  - i. Minutes, Ordinances, Resolutions, and Proclamations
- b. Closed Session
- c. Public Records and Public Records Requests
- d. Advisory Board and Council's Role
- e. Roberts Rules of Order
- f. Quasi-Judicial v. Legislative Decisions

### **III. Economic Development – Jenn Bosser**



#### **IV. City Departments Overview**

- a. Finance – Gina Lawrence
  - i. Budget Process
- b. Human Resources – Stacey Everette
- c. Information Technology – Vinnie Francica
- d. Planning Department – Erika Martin
  - i. Planning Basics
- e. Engineering Department – Matt Hubert

#### **V. Facility Tours**

- a. Police Department – Chief David Onley
- b. Fire Department – Chief Glenn Kurfees
- c. Statesville Public Power – Cody Leis
- d. Public Works – Steve Bridges
- e. Public Utilities – Bill Vaughan
  - i. Sewer Capacity
- f. Recreation and Parks – Richard Griggs
- g. Statesville Regional Airport – John Ferguson



City Council  
New Council Member Orientation  
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November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***City Administration Overview***

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The City Administration includes the City Manager, Assistant City Managers, Public Information Officer, City Clerk, and Grants Manager. Listed below are some of the main functions of the department.

### **1. Balancing Strategic Leadership with Daily Operations**

The City Manager's Office functions like the "executive branch" of the city, responsible for both big-picture strategy and day-to-day management. With multiple departments under its direction, one major challenge is maintaining a clear focus on long-term goals while managing daily operational demands, personnel issues, and emergent community needs.

Under the Council-Manager form of government, the City Manager is the CEO of the City while the City Council is the Board of Directors. The City Council employs the Manager on a contract basis, while all departments are under the Manager's span of control. The Mayor tends to have the most interaction with the Manager, but that is not always the case. Council to employee interactions are not generally encouraged, but they are also not discouraged. Generally, the line should be drawn between asking questions and giving directions or work orders to employees.

Attached to this memo is a summary from the Institute for Local Government that identifies an effective relationship between the governing board, the Manager, and staff.

### **2. Coordination Across Multiple Departments**

With the City Manager and two Assistant City Managers oversee a wide range of departments – from Police and Fire to Planning, IT, and Utilities – cross-departmental communication and coordination can be complex. Aligning priorities, maintaining consistent service delivery standards, and managing interdepartmental dependencies (e.g., between Engineering and Public Works) require constant collaboration.

The Assistant City Manager for Community Development oversees IT, Planning, Airport, and Recreation & Economic Vitality. This person also is the liaison to the Statesville Housing Authority,

Convention and Visitors Bureau, and the Downtown Statesville Development Corporation (DSDC). This position also handles special projects as needed. The Assistant City Manager for Public Works and Public Utilities who oversees Public Works, Engineering, Public Utilities, and Statesville Public Power. The City Manager directly oversees the Executive Departments, which includes Fire, Police, Finance, Human Resources (HR), and Administration.

### **3. Managing Public Expectations and Transparency**

As the central point of contact for residents, media, and Council, the City Administration faces the challenge of balancing transparency with confidentiality while maintaining public trust. This includes responding quickly and accurately to public inquiries, ensuring consistent messaging across departments, and managing crises or misinformation in real time.

### **4. Digital Transformation and Record Management**

The City Clerk's initiative to digitize records citywide is significant, but it poses logistical challenges – ensuring data accuracy, security, and compliance with records retention laws while supporting every department's transition process. The challenge extends to training, funding, and maintaining digital infrastructure once implemented.

### **5. Information Flow and Internal Communication**

Because the City Clerk, Public Information Officer (PIO), and City Manager's Office all handle communications in different forms (official records, media, Council updates, etc.), ensuring efficient internal information flow is essential. Miscommunication or delays in sharing information between these roles could impact Council decisions, public messaging, or departmental coordination.

In addition, I have also attached a summary of communications strategies that I use, and will work through with the new Council.

### **6. Emergency and Crisis Communications**

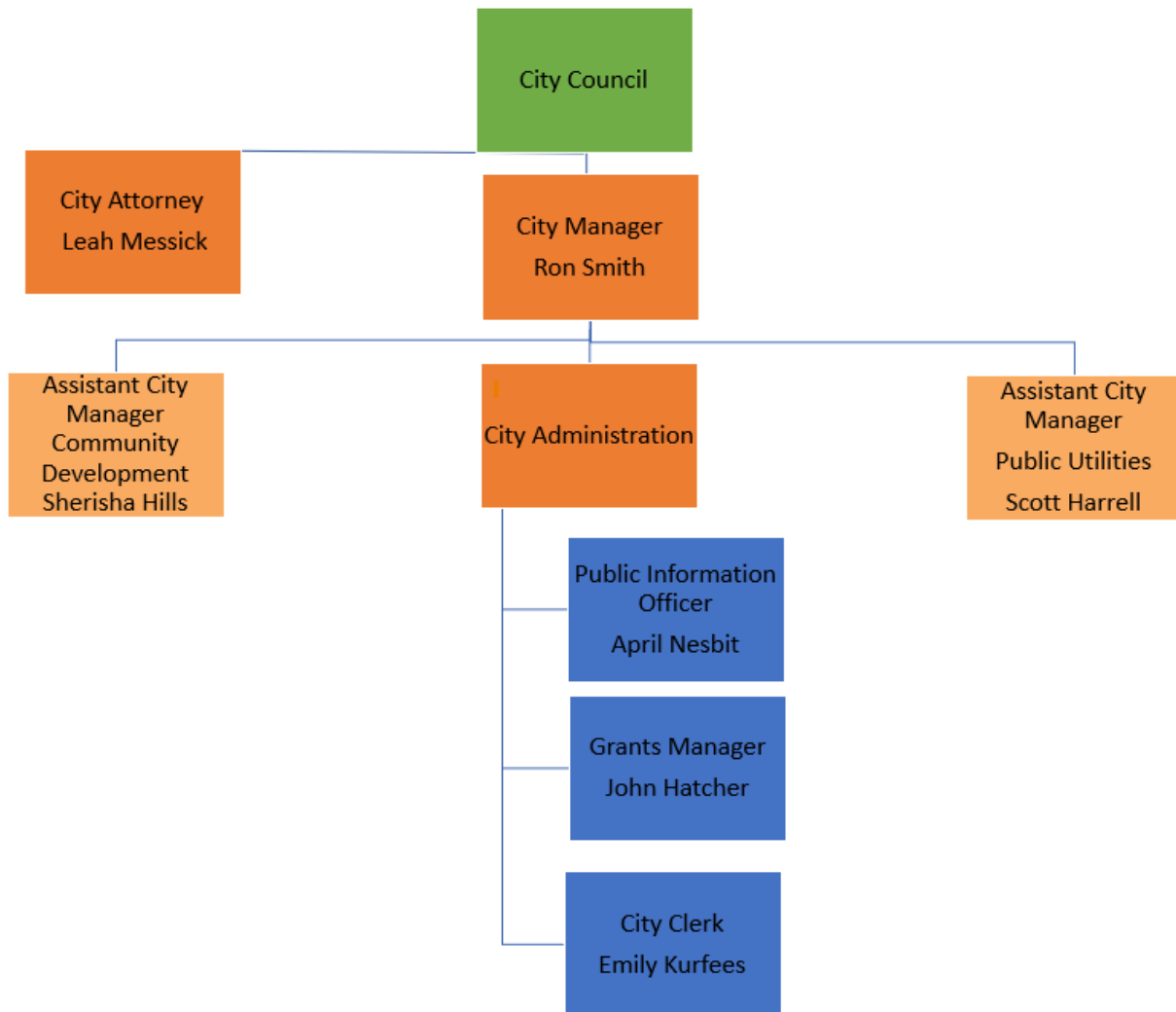
The PIO plays a central role in emergency communications – from weather events to public safety incidents. Coordinating timely, accurate updates with Police, Fire, Utilities, and other departments during emergencies is a continual challenge, especially as social media accelerates public demand for instant information.

Additionally, the City Clerk is working with Risk Management and Public Safety on updated the City's Emergency Operation Plan. This plan will need to go to the City Council for approval.

### **7. Maintaining Consistent Council and Public Support**

As the executive arm of city government, the City Manager's Office must navigate changing Council priorities, shifting political climates, and public feedback. Ensuring alignment between Council directives, staff execution, and community expectations can be a persistent and nuanced challenge.

## Organization Chart



## Key Staff

Ron Smith, City Manager

Scott Harrell, Assistant City Manager for Public Works and Utilities

Sherisha Hills, Assistant City Manager for Community Development

April Nesbit, Public Information Officer

Emily Kurfees, City Clerk

John Hatcher, Grants Manager

## **Attachments**

1. Effective Relationship between the Governing Board, Manager, and Staff



# Board/Executive Staff Communications Strategies

## Establish Communication Priorities at the Beginning of the Relationship

Establishing rapport and communication styles early on will help throughout the board members' and executive's appointment tenure.

## Ongoing Communications/No Surprises

A mutual goal in executive/board member communications is for each to keep the other informed of developments relevant to the others' roles and responsibilities. Another important goal is to avoid situations in which either elected officials or the chief executives are surprised.

## Board Workshops

A board workshop, or series of workshops, can help to set goals and priorities for the agency. Workshops and communicating about decorum are key tools for the governing body. Such workshops enable the board to establish overall goals and priorities the community and objectives for the chief executive to pursue. Workshops can also create mutual expectations among board members on how they will work together to achieve goals.

## Role of the Chair

One member of the board may be selected to serve as chair of the board. The chair may handle issues among the electeds as they arise so staff is not in the middle of any situations. An executive can work directly with the chair on agenda setting and logistical priorities.

## Tailored Communications Methodologies

On a more day-to-day basis, regular communications between the chief executive and elected officials are advisable. How those communications occur will vary according to the preferences and styles of the individuals involved. Elected officials are likely to vary in how, when and where they want to engage in

communication with staff. As one former elected official observed, “One size does not fit all, but all need to feel fit.”

Although the mode of communication may vary; all board members should receive the same information. The method and amount of time for delivering and receiving communication may differ among members. Understanding the communication needs of each elected official is a key executive task.

## Regular in-Person Meetings

Experts suggest that one-on-one meetings between the agency chief executive and each governing body member should occur frequently - if not weekly, then biweekly or monthly.

- Regular meetings with governing board are especially important when the body is divided.<sup>1</sup> If the chief executive meets only with members of the majority, the executive may undermine perceptions of staff objectivity and neutrality.
- Although staff is bound to implement the policy adopted by the majority, the relationship the chief executive develops must be with the body as a whole as well as with each individual who makes up the body.

## Weekly Updates

Some agencies find a weekly newsletter/email from the chief executive to governing body is helpful practice.

- These should be informational only - not an effort to achieve consensus among decision-makers outside open and publicized meetings.<sup>2</sup>
- Executives and governing board members also need to be aware that such communications are public documents subject to disclosure to the media or in litigation.

## Voice-to-Voice for Sensitive Matters

Communications relating to confidential or sensitive matters are best accomplished in person or by telephone.

## Newly Elected Official Orientations

A helpful practice is for each newly-elected governing board member and the chief executive to meet individually early on. The meeting can include a tour of agency facilities and a briefing on key issues, as well as a preview of issues to be covered in any additional orientation sessions planned. It also offers elected officials the opportunity to get their most pressing questions answered.<sup>3</sup> For more information, visit ILG’s *New to Public Service* resources at: [www.ca-ilg.org/new-public-service](http://www.ca-ilg.org/new-public-service).

## Staff Reports

Another form of communication between staff and elected officials (and others) are the staff reports the governing body receives in preparation for meetings. Good communication between the governing board and staff about the board's needs and expectations is important. In general, the following are recognized as good practices.<sup>4</sup>

- **Complete Information.** Staff reports should contain all of the information necessary to make an informed decision. This includes options and alternatives when appropriate, as well as anticipating questions and concerns.
- **Usability.** Complete information is useful only if it is in useable form. Executive summaries, graphics, tables and decision-trees are ways to summarize complex information in an easier-to-understand manner.
- **Plain Language.** Acronyms, jargon and technical language should be avoided. Any term that is likely to be unfamiliar to the average resident should be either defined or avoided in favor of more easily understandable wording. Be succinct and prepare executive summaries for the members as often as possible.
- **Analytic Framework.** Agency staff should use a consistent framework for presenting policy analyses. Typical components include: problem definition, options and alternatives, evaluation of options, staff recommendation, implementation and evaluation.

## Subjects of Communication

Board/executive communications should include not only what is happening or needs to happen, but how decision-making processes occur. This can be especially important on major or potentially contentious issues. The governing body may feel it needs additional time to evaluate the difficult issues presented or engage in additional public engagement processes to hear and consider public input.

## More Resources

International City/County Management Association and National League of Cities, *Working Together: A Guide for Elected and Appointed Officials* (1999)

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This resource reflects the insights and thoughts of a number of individuals, including: Kevin C. Duggan, West Coast Director, International City/County Management Association, Pete Kutras, Retired County Executive, Santa Clara, and Principal Consultant, Municipal Resource Group, LLC, Richard A. Haffey, County Executive Officer, Nevada County, and William Chiat, Director, CSAC Institute for Excellence in County Government.

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<sup>2</sup> See *Wolfe v. City of Fremont*, 144 Cal. App. 4th 533 (2006); Cal. Gov't Code § 54952.2(b):

(b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or *through intermediaries*, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

(2) Paragraph (1) shall not be construed as preventing an employee or official of a local agency, from engaging in *separate* conversations or communications outside of a meeting authorized by this chapter with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

See also *Open and Public IV: A User's Guide to the Ralph M. Brown Act* (2010) at 17 (noting that chief executive officer briefings can be a violation of the state's open meeting laws when the process reveals information about governing body members' respective views).

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## Tips for Governing Board Member Success

*October 10, 2012 Version*

### The Difference of Perspective between Electeds and Staff

Understand and embrace the important but different perspectives that elected officials and staff bring to their respective roles as part of a democratic institution at the local level.

- Elected officials focus on what their constituents value and need from the agency; and
- Staff has technical expertise in policy areas and what can work, given their day-to-day experiences with implementing agency policies, practices and service delivery that can help inform the decision-making process.<sup>1</sup>

Both perspectives are important in making decisions in the community's interests. Elected officials play a key bridging function between the community needs and staff; the chief executive officer in turn plays a bridging function between elected officials and staff.

#### Resources on Maximizing the Success of Board/Chief Executive Relations

Companion pieces to this tip sheet are available:

- Board/Executive Staff Communications Strategies
- Chief Executive Strategies
- The Importance of an Annual Evaluation Process

Visit our website at:

<http://www.ca-ilg.org/Board-Chief-Executive-Relations>

### Acknowledgements

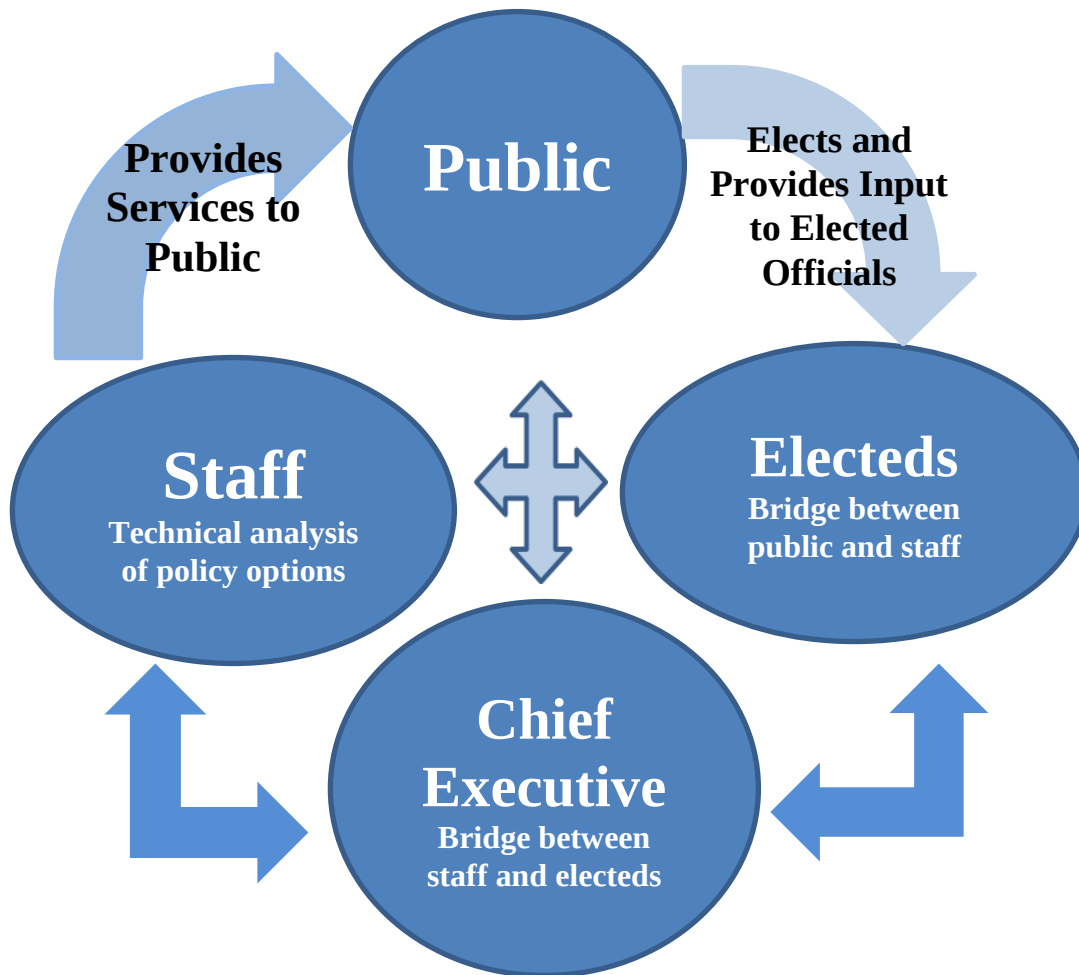
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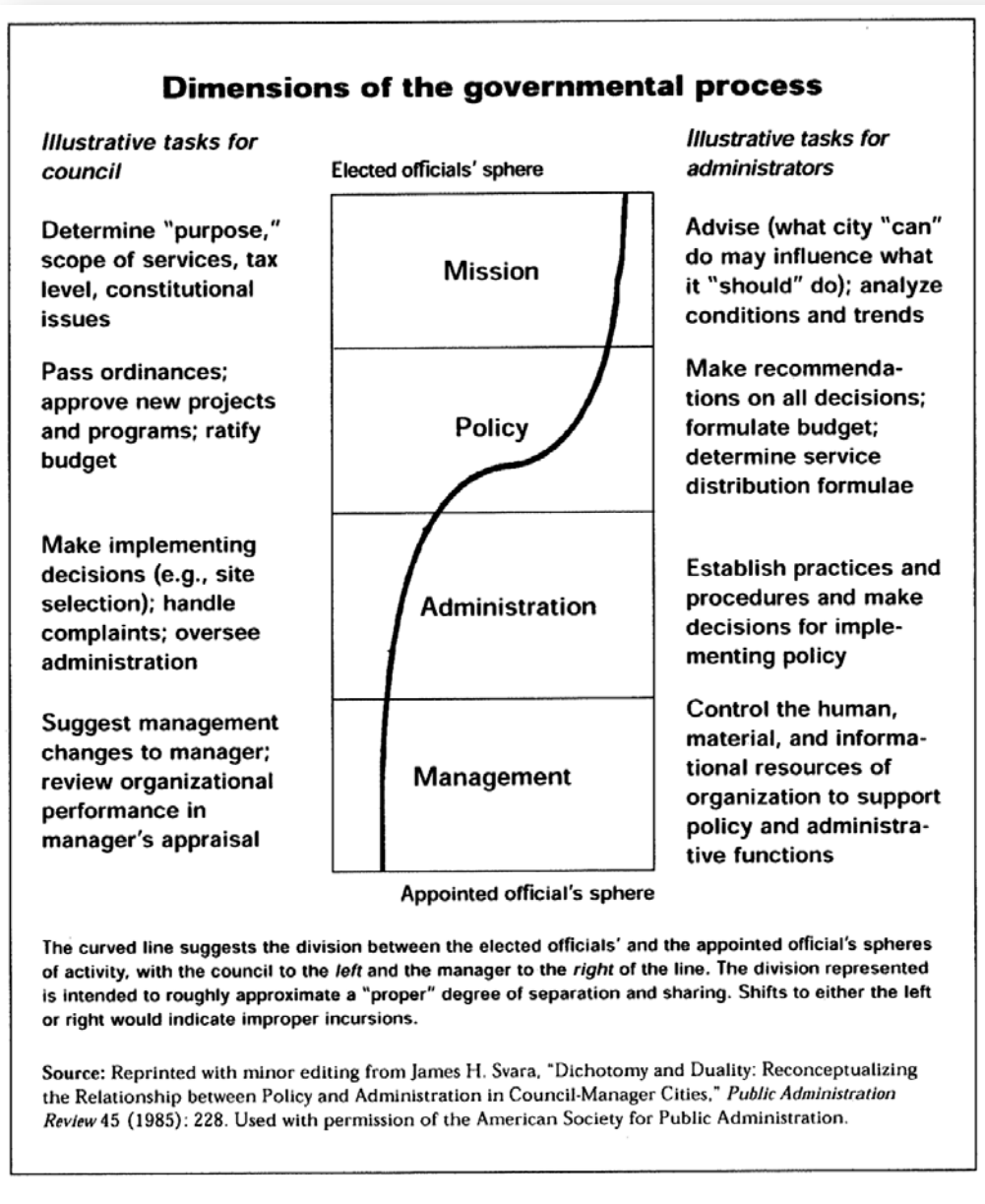
## Bridging Function

Elected officials play an important bridging role between the public and staff; the agency's chief executive plays an important bridging function between staff and elected officials.



## Role Division

Current thinking is that elected and appointed officials operate in all four dimensions of the governance process: mission, policy, administration and management, although to differing degrees.<sup>2</sup> The graphic<sup>3</sup> below illustrates this phenomenon. The curved line illustrates the division of roles between governing boards and executive staff; how this line looks for each local agency varies.



## Role Clarity

A shared understanding of the chief executive's role and the governing board's expectations optimizes the working relationship.

- The process of developing such a shared understanding begins with the hiring process and each participant in the process being forthright about their respective expectations.
- An annual evaluation process is an ongoing opportunity for such communication, particularly as governing board members change.

Staff will be most able to perform to expectations if those expectations are clear and mutually acceptable.

## Setting Goals and Priorities

A helpful practice is to have the governing board establish priorities and strategic goals for the organization; such goals and priorities are a tool to guide the chief executive and staff on where to focus their efforts.<sup>4</sup>

Establishing an annual time for board reflection on community priorities would also offer an opportunity to discuss decorum among members and the executive-board relationship.

## Limited Resources Means Difficult Trade-offs

An unhappy reality is that there are likely insufficient resources to accomplish everything that the community and elected governing board members desire. This reality creates challenges for the chief executive in proposing a budget as well as managing the agency work force.

## Finding Common Ground

A key skill for a governing board member is finding areas of agreement and common interests with other board members. Within the parameters of the state's open meeting laws, work with the other governing board members to find areas of agreement on what courses of action best serves the public's interests.

In the event that board members disagree, clear ground rules can quell acrimony before it becomes a public spectacle.

## Understanding that Public Policymaking Involves Value Choices

Policy choices tend to be choices among different values, including the values of fairness, compassion, efficiency, individual rights, common good and others. The “correct” answer is likely to be an elusive goal,<sup>5</sup> particularly since members of the community as well as other members of the governing board are likely to give different values different weight.

### Chief Executive Works for the Entire Board

All members of the body were elected by the community to participate in the agency’s decision-making processes. As a result, the chief executive’s responsibility is to strive for positive working relationships with all members of the body equally and provide information equally to all members of the body.

### Communications Needs

Let the chief executive know what kinds of communications work for you. While the chief executive’s job is to share information with all members of the governing body equally (and typically through a combination of written communications and one-on-one meetings), governing body members will often have different communications preferences as to what combination of these two techniques work best for them.

### Transparent Decision-Making

The governing board makes decisions (and gives staff direction) at open and well-publicized governing board meetings. These decisions occur after having listened to, inquired of, and learned from in your interactions with all segments of the community and staff.

#### When the Governing Board Changes

Staff’s job is to implement the policies adopted by the governing body. This includes implementing changes in policy direction when the philosophy of the governing board changes.

New majorities on boards sometimes impute the policy preferences of the previous boards to staff. This causes them to worry that staff will not be as diligent in implementing changes to previous policies. They sometimes believe staff has to change in order for policies to change.

This is another area where frank and ongoing communication is helpful. Most professional staff understand that policy directions change and that their role is to implement that change, as long as the policy falls within the bounds of the laws and public service ethics.

Allow a certain amount of time for staff and the new majority to get to know one another and see if a productive working relationship can occur.

## **The Benefits of Collaboration**

Be forthright on your objectives and goals with the chief executive, so he or she can do what is possible to help you achieve them (as opposed to “going around” him or her). A chief executive will try to be as responsive as possible to the needs of individuals on the governing board; however understand that significant tasks are likely to require governing body buy in and some tasks may conflict with priorities and policies adopted by the full governing body.

## **Ground Rules**

A helpful practice is for the governing board as an entity to adopt, regularly review and update how the board will conduct its meetings and make decisions.<sup>6</sup> Such protocols typically address meeting procedures (agenda preparation, how to put issues on the agenda, debate and voting procedures (parliamentary rules), and standards of decorum (civility).<sup>7</sup>

## **Managing Difficult Board Members**

Staff’s role is to provide information to enable elected officials to knowledgeably participate in the decision-making process. However, from time to time, there will be difficult and divisive board members that create a challenging and uncomfortable environment for both the board and staff. There is no one-size-fits-all solution to solve such a problem. In the end, the board must manage its own behavior—not staff.<sup>8</sup>

## **Staff Preparation**

If you have questions, concerns and/or information needs (or know that members of the community do), provide staff a heads up in advance of meetings so staff can be prepared to address them.

## **Unwelcome Information**

One of staff’s least favorite roles is providing information and analysis that will make one or more governing board members unhappy. Typically, providing such information is part of staff’s job to avoid surprising the board. If pursuing a given course of action could have negative outcomes (a lawsuit, unintended consequences or a chance that a given goal will not be achieved), it is staff’s job to let the board know so the board can factor such information and risks into the decision. If possible, staff will also try to identify options and alternatives for reducing the risk of negative outcomes.

## Directing Questions and Criticisms

Question, and if appropriate, criticize ideas, policies, programs or outcomes, but not the individuals involved (whether those individuals are fellow elected officials, staff or members of the public). Remember that staff is your tool to accomplish your objectives. Public praise for things you like will motivate; public criticism and embarrassment will discourage. Criticism or information regarding staff missteps should be directed to the chief executive to address.

## Responding to Mistakes and Disappointing Outcomes

Mistakes are likely to happen in any organization. If something bad happened, ask what measures can and will be taken to prevent such missteps in the future.<sup>9</sup>

This resource is a service of the Institute for Local Government (ILG) whose mission is to promote good government at the local level with practical, impartial, and easy-to-use resources for California communities. ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities and the California State Association of Counties.

For more information and to access the Institute's resources on Local Government 101 go to <http://www.ca-ilg.org/local-government-101>.

The Institute welcomes feedback on this resource:

- *Email:* [info@ca-ilg.org](mailto:info@ca-ilg.org) *Subject:* *Tips for Governing Board Member Success*
- *Fax:* 916.444.7535
- *Mail:* 1400 K Street, Suite 205 • Sacramento, CA • 95814

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Tips for Governing Board Member Success\_October 10 2012.docx

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## Resources and References

<sup>1</sup> International City/County Management Association and National League of Cities, *Working Together: A Guide for Elected and Appointed Officials* (1999) at 22.

<sup>2</sup> *Working Together: A Guide for Elected and Appointed Officials*, at 19-20.

<sup>3</sup> Based on the work of James H. Svara in “Dichotomy and Duality: Reconceptualizing the Relationship between Policy and Administration in Council-Manager Cities,” *Public Administration Review* 45 (1998): 228. This material is reproduced with permission of John Wiley & Sons, Inc.

<sup>4</sup> Kevin C. Duggan, A Key Ingredient for Success: An Effective City Council/City Manger Relationship, at 9.

<sup>5</sup> Julia Novak and John Nalbandian, Preparing Councils for Their Work, *PM Magazine*, August 2009, available at <http://webapps.icma.org/pm/9107/public/feature3.cfm?author=Julia%20Novak%20and%20John%20Nalbandian&title=Preparing%20Councils%20for%20Their%20Work&subtitle=>

<sup>6</sup> See International City/County Management Association and National League of Cities, *Working Together: A Guide for Elected and Appointed Officials* (1999), at 59. Mike Conduff, Council Relations, *PM Magazine* (June 2012), available at <http://webapps.icma.org/pm/9405/public/council.cfm?author=&title=Council%20Relations&subtitle=>

<sup>7</sup> See International City/County Management Association and National League of Cities, *Leading Your Community: A Guide for Local Elected Leaders* (2008) at 30-33.

<sup>8</sup> Julia Novak and John Nalbandian, Preparing Councils for Their Work, *PM Magazine* ( August 2009), available at <http://webapps.icma.org/pm/9107/public/feature3.cfm?author=Julia%20Novak%20and%20John%20Nalbandian&title=Preparing%20Councils%20for%20Their%20Work&subtitle=>

<sup>9</sup> A Key Ingredient for Success: An Effective City Council/City Manger Relationship, at <http://webapps.icma.org/pm/9107/public/feature3.cfm?author=Julia%20Novak%20and%20John%20Nalbandian&title=Preparing%20Councils%20for%20Their%20Work&subtitle=>





City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Key Responsibilities as a Council Member***

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## **1. Legislative Responsibilities**

You are part of the legislative body of the municipality. Your role includes:

- Enacting ordinances and resolutions
- Setting local policy
- Making decisions on zoning, land use, and development
- Approving contracts and agreements

*Example: Adopting a noise ordinance, rezoning property, or approving a local event permit policy.*

## **2. Financial Oversight**

North Carolina's Local Government Budget and Fiscal Control Act governs your financial authority. One of your most important tasks is fiscal responsibility. You are expected to:

- Review and adopt the annual municipal budget
- Set the property tax rate
- Set Utility Rates

## **3. Managerial Oversight**

The City of Statesville operates under the council-manager form of government. You appoint, evaluate, and oversee the city manager and city attorney. Avoid involvement in daily operations, which are the manager's responsibility.

*The City Council provides policy direction; the manager executes it.*

## **4. Constituent Representation**

As an elected official, you are a voice for the people:

- Listen to residents and bring forward their concerns

- Explain policies and decisions
- Stay accessible and responsive

*Balance individual requests with the broader needs of the entire community.*

## **5. Ethical Conduct & Legal Compliance**

Public trust begins with integrity. You must follow the State Government Ethics Act and complete ethics training within 12 months of taking office (per NCGS §160A-87) Also, you must disclose and recuse yourself from matters involving a conflict of interest.

*Decisions must be fair, transparent, and in the public interest.*

## **6. Public Engagement**

Council members play a vital role in community connection:

- Participate in public hearings, town halls, and ceremonial events
- Encourage and value citizen input
- Represent the city with professionalism and respect

## **7. Attendance and Preparation**

Meetings are where decisions are made:

- Attend all regular, special, and retreat meetings
- Review agendas and materials in advance
- Contact the City Manager with questions about the agenda
- Contribute thoughtfully and constructively to discussion

*Quorum matters—business cannot proceed without sufficient attendance.*



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

---

TO: Ron Smith, City Manager  
FROM: Leah Gaines Messick, City Attorney  
DATE: October 13, 2025  
SUBJECT: ***Conflicts of Interest***

---

### **Ethics in Government.**

The conduct of government officials and public employees affects public perceptions of and trust in government. Government officials are expected to act in the best interest of the public and not to use their office for personal benefit. As such, there are rules that council members must adhere to when a conflict of interest exists.

### **Contracts for Personal Benefit.**

A public official (and their spouse) may not derive a direct benefit from any contract for which they consider.

### **Gifts and Favors.**

A public official may not accept a gift or favor that could influence the award or administration of public contracts.

### **Misuse of Confidential Information.**

A public official may not use confidential information for personal gain.

### **Legislative Decisions.**

1. Financial Conflicts of Interest. When there is a specific, substantial, and readily identifiable financial impact on a member.
2. A close familial, business, or other associational relationship with the affected person.

### **Evidentiary (Quasi-Judicial) Decisions.**

1. Financial Conflicts of Interest (as described above)

2. Undisclosed *Ex Parte* Communications. This occurs when a council member discusses the case outside of the evidentiary hearing. Council members must take steps to avoid communications with parties, witnesses, and the general public about the request being considered. Any written communications received should be promptly forwarded to the City Manager's office to distribute to the Council, Applicant, and parties with standing. Any verbal conversations must be disclosed at the beginning of the public hearing.
3. Fixed Opinion not Subject to Change. If a council member's opinion is fixed and not subject to change then the council member has an impermissible bias and must recuse themselves from the decision.
4. A close familial, business, or other associational relationship with the affected person.
5. Site Visits. Any site visit to the property must be disclosed at the start of the evidentiary hearing that includes a brief statement of observations.



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Travel Policy***

---

This memo explains the City of Statesville's updated Travel Policy, which went into effect on February 4, 2025. The goal of the policy is to make sure all city-related travel is handled fairly, consistently, and responsibly for both employees and elected officials.

### **Who It Applies To**

This policy applies to all City of Statesville employees, elected officials, and appointed officials on any board or commission of the City of Statesville.

### **What Counts as City Business Travel**

- Attending meetings, conferences, or training that benefit the City
- Speaking or presenting on behalf of the City
- Visiting sites or facilities for City projects
- Attending court proceedings or other required events

### **Before Traveling**

All travel must be approved before any arrangements are made. In-state travel by City Council members must be approved by the City Manager. Out-of-state travel must also be approved by the City Manager. Travel by the City Manager must be approved by an elected official.

A Travel Authorization Request form must be completed for approval. The City Clerk typically makes all arrangements for travel and fills out the travel form. The form will be sent through Adobe for you to electronically sign.

### **Meals and Per Diem**

Instead of collecting receipts for meals, the City uses federal per diem rates for meals and incidental expenses (like tips for hotel staff).

- You can find the current rates at [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates).
- On the first and last days of travel, you'll receive 75% of the daily rate.
- Alcohol is not allowed to be purchased or reimbursed with City funds.
- You do not have to return unused per diem.
- Per diem will be direct deposited in the same account you receive your paycheck. Typically, it is the Friday before travel.

For day trips (no overnight stay), meals are reimbursed only if:

- You leave before 6:00 a.m. (breakfast)
- You return after 8:00 p.m. (dinner)
- Lunch is reimbursed for travel outside Iredell County

### **Travel and Expense Cards**

City Council Members can request a T&E Card. This card is used for approved purchases other than meals and gasoline during travel. Most likely, the card will only be used for parking or lodging.

If you do not ask for a T&E Card, you can get reimbursed for hotel or parking with receipts. Instead of gasoline reimbursement, you will get mileage reimbursement.

### **Transportation**

- **Personal Vehicles:** You may use your own vehicle for travel. Mileage will be reimbursed at the current IRS rate for the most direct route.
- **Air Travel:** Use the most affordable flight (economy class). The City pays for one checked bag per traveler. The City Clerk will book any flights for Council Members.
- **Lodging:** Must be reasonable and approved. Upgrades, movies, or personal charges are not reimbursed. The City Clerk typically books hotel rooms for Council Members.

### **Non-Reimbursable Expenses**

The City will not pay for:

- Alcohol
- Souvenirs or gifts
- Personal travel or vacation costs

- Family members' expenses
- Parking tickets, speeding tickets, or other fines
- Fitness centers, in-room movies, or personal items

**After returning, you must:**

1. Turn in itemized receipts for expenses paid with a City card or personal card that are reimbursable purchases.
2. The City Clerk will submit a check request for any reimbursements.

**Attachments**

1. **Travel Policy**
2. **Travel Request form**
3. **T&E Card Form**

# Travel Policy

Number:

Revision: April 9, 2025

Effective Date: February 4, 2025

## 1.0 POLICY

The policy is to establish uniform standards and procedures for city employees and elected and appointed officials who travel on behalf of and for the benefit of the City.

## 2.0 PURPOSE

The purpose of this policy is to establish a well-defined travel policy and reimbursement procedure that will provide administrative and financial controls. This will provide complete and timely reimbursements and advances for travel and travel-related expenses.

## 3.0 SCOPE

This policy applies to all City of Statesville employees, elected and appointed officials.

## 4.0 DEFINITIONS

- 4.1 **Business Travel:** Travel by an employee or official in the course of their duties. This can include attending meetings, conferences, training sessions, customer visits, or other work-related events.
- 4.2 **Check Request:** A check request is used for per diem advance or reimbursements, personal travel expenses, or mileage reimbursement. Any reimbursement/advance that has to do with travel will be entered as a check request even if it is over \$250.00 check request maximum.
- 4.3 **Incidental Expenses:** Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.
- 4.4 **Out-of-State Travel:** Out-of-state travel refers to travel that takes place outside of North Carolina.
- 4.5 **Per Diem:** A daily allowance provided to cover meals and incidental expenses (M&IE) incurred while traveling on City business. The amount typically varies based on location and may be determined by company policy or government standards. Established per diem amounts can be found on the U.S. General Services Administration (GSA) website: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)
- 4.6 **Reimbursement:** The process by which travelers are compensated for out-of-pocket expenses incurred during business travel.
- 4.7 **Travel & Expense (T&E) Card:** Charge card that is issued to departments to use for employees who haven't been issued a P-card. The card is used for purchases other than meals while traveling.
- 4.8 **Travel Approval:** Before initiating any travel arrangements, employees and officials must submit a Travel Authorization Request to be approved in advance by the appropriate department director or designated authority.

## 5.0 ORGANIZATIONAL RULES

- 5.1. The City of Statesville recognizes the following activities as appropriate for travel purposes:
  - A. Attendance at conferences, meetings, seminars, or training sessions for which the topic is of critical interest to the City, representation at the event is in the best interest of the City, and/or the topic is related to an employee's professional development.
  - B. Presentation on behalf of the City at a conference, seminar, grant funding requirement, or state or federal certification requirement.



- C. Site visits or operational evaluations related to departmental improvement efforts.
- D. Court proceedings, case preparation, or testimony.

**5.2 Travel Authorization Requests:** The City of Statesville requires a Travel Authorization Request to be filled out prior to incurring travel expenses and must be approved by the following:

- A. In-state travel:
  - 1. An employee's travel must be approved by the department director.
  - 2. An elected or appointed official's travel must be approved by the city manager.
  - 3. The city manager's travel must be approved by an elected official.
- B. Out-of-State Travel:
  - 1. An employee's travel must be approved by the department director.
  - 2. The assistant city manager and department directors must be approved by the city manager.
  - 3. An elected and appointed official must be approved by the city manager.
  - 4. The city manager's travel must be approved by an elected official.
- C. Day Travel:
  - 1. Day travel requests by employees must be approved by the department director.

**5.3 Per Diem for Meals and Incidental Expenses (M&IE): Overnight Travel**

- A. The traveler will receive M&IE using the federal government rates located at: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates). The traveler can enter the zip code or city destination to obtain the per diem rates for meals depending on their destination. If the city or zip code is not listed, use the standard rate for that state listed on the chart. The website lists a breakdown of meals and incidental expenses (M&IE)
- B. Travelers will receive the daily M&IE for their destination location. The first and last days of travel are reimbursed at 75 percent of the destination's maximum daily M&IE rate and are automatically calculated using the GSA website.
- C. Incidental expenses consist of fees and tips for people who provide services, such as porters and baggage carriers, incurred when traveling overnight and are included in the per diem rate.
- D. The City of Statesville explicitly prohibits the use of P-Cards or Travel & Expense cards for purchasing alcohol. The City will not reimburse travelers or elected/appointed officials for any expenses related to alcoholic beverages. Any costs incurred for alcohol must be reimbursed by the individual who made the purchase, whether they are a traveler or an elected or appointed official.
- E. P-Cards or Travel & Expense cards should not be used for meals since the city has adopted the GSA per diem rates for reimbursement rather than actual costs of receipts.

**5.4 Per Diem for Meals: Day Trip**

- A. Day trips outside of Iredell County not involving overnight travel will be reimbursed for lunch only, unless the requested party was required to:
  - 1. Depart prior to 6:00 a.m. - eligible for breakfast
  - 2. Return after 8:00 p.m. - eligible for dinner
- B. Meals will be reimbursed on a per diem basis using the federal government rates located at: [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates). The traveler can enter the

zip code or city destination to obtain the reimbursement rates for meals depending on their destination. If the city or zip code is not listed, use the standard rate for that state listed on the chart.

## 5.5 Transportation by Vehicle

- A. **City-owned vehicle:** Must be used whenever a City vehicle in the traveler's department is available or an employee has been assigned a city vehicle. The traveler must obey all laws of the jurisdiction in which the vehicle is operated. A minimal amount of personal use, such as driving to and from dinner, will be allowed. No family members are authorized to ride in a city-owned vehicle.

When a City vehicle is available, but the traveler prefers to take their privately owned vehicle, they will not be eligible for mileage reimbursement.

### B. Personal vehicle

1. Department directors have the authority to approve or deny the use of a privately owned vehicle based on the availability of a city vehicle and departmental budgets.
2. Staff with an **assigned** city vehicle may only receive mileage reimbursement for use of their personal vehicle for overnight travel if the department director approves an "exception" based on the following:
  - A specialized business need.
  - A reasonable accommodation under the Americans with Disability Act (ADA).
3. When a department director authorizes the employee to drive a personal vehicle instead of traveling by air, mileage reimbursement shall not exceed the cost of airfare, parking fees, mileage to/from the airport, and travel requirements at the destination (Uber/Lyft expenses, rental car fees, parking - including tips).
4. Reimbursement for use of a personal vehicle will be at the prevailing Federal IRS mileage reimbursement rates: [www.irs.gov/tax-professionals/standard-mileage-rates](http://www.irs.gov/tax-professionals/standard-mileage-rates).
5. Actual mileage used is reimbursable mileage for the most direct route, measured from your normal work address (or home address if that is closer to the destination) and return, detours, travel between hotel and conference location, as well as travel for meals.
6. No reimbursement will be made for expenses incurred in the maintenance, repairs, towing, or gasoline of a private vehicle. Coverage of these expenses is provided in the mileage rate.
7. Parking and toll road fees are reimbursed if travelers have proof of payment.

### C. Rental Vehicles

1. The use of a rental vehicle requires prior authorization by the department director. If approved, the rented vehicle should be secured at the lowest practical cost.
2. A rental car may be paid on a city P-Card or T&E card authorized for travel, booked with a travel agency, or paid by the traveler.
3. Travelers are required to refuel prior to returning the vehicle, rather than utilizing the refueling services offered by the rental company.
4. It is recommended that travelers purchase additional insurance coverage offered by the car rental company. Costs for collision damage waivers, including theft, personal accident insurance/personal effects coverage, and supplemental liability protection insurance will be reimbursable.
5. The cost of a toll pass program or an add-on GPS device, parking, and toll fees will be reimbursable with proof of payment.
6. The cost of Sirius radio services, roadside assistance, or additional add-ons will not be reimbursed.
7. If rental vehicles are used for both business and non-business purposes, reimbursement to the City for the non-business portion will apply.

#### D. **Air Travel**

1. The most reasonable economical rate available should be used. Air travel may be paid on a city P-Card or T&E card authorized for travel, booked with a travel agency, or paid by the traveler.
2. Flights will be reimbursed at the economy class rate (also referred to as standard or coach seats).
3. The City will reimburse travelers for one (1) checked bag or, if the airline charges a fee for carry-on bags, one (1) carry-on and one (1) checked bag.
4. Travelers will not be reimbursed for voluntary amenities that are not required for the performance of their job-related travel. Examples of voluntary amenity services include priority airline boarding, first class airline seats, in-flight movie rental, and flight insurance.
5. Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the City's obligation if the employee's or official's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the City. If the cancellation or change is made for the personal benefit of the employee or official, it shall be the individual's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the individual's immediate family or other critical circumstances beyond the control of the individual, the City may elect to pay the penalties and charges.

E. **Passenger Train Service:** Travelers may be reimbursed for passenger train tickets in business class for business travel transportation methods. Travelers are expected to use the most economically feasible mode of transportation, giving consideration for time constraints, productive hours, and distance involved.

F. **Lodging:** Reimbursement of lodging expenses incurred in counties adjoining Iredell County will not be authorized without prior approval by the department director.

1. Lodging may be paid on a city P-card or T&E card authorized for travel.
2. If lodging is paid for by an employee, they will be reimbursed by submitting a check request with an itemized receipt.
3. When another person, who is not a City employee, occupies the same hotel room as an employee on an authorized trip, the employee must pay the difference between a single and double room rate.
4. The city will pay lodging for the minimum number of nights required to conduct the assigned city business.
5. Traveler will not be reimbursed for in-room movie rentals, laundry fees, fitness room fees, hotel room upgrades, or other voluntary, unspecified hotel amenity charges, unless a business reason is approved by the department director.

G. **Registration:** Registration costs should be paid directly by the City with a P-Card or T&E card.

H. **Miscellaneous Expenses:** P-Cards or T&E cards are provided to employees for reasonable business-related purposes.

1. Parking fees.
2. Toll road fees.
3. Taxi charges (transportation tip maximum of 15% per ride).
4. Uber fees (transportation tip maximum of 15% per ride).
5. Airline luggage fees (the City will pay for one (1) checked bag or, if the airline charges a fee for carry-on bags, one (1) carry-on and one (1) checked bag).
6. Business-related services (wi-fi, fax, and/or copier fees).
7. Gasoline, only if the city gas card doesn't work.
8. Valet Parking (if it is the ONLY parking option available).

## **I. Non-reimbursable items: This list is not all-inclusive.**

1. Miscellaneous expenses are not supported by a receipt.
2. Travel to and from the traveler's normal work address.
3. Souvenirs from the trip.
4. Items purchased to be used as door prizes or raffle items.
5. Non-business-related expenses (movie rentals, fitness center fees, sporting events, personal reading material, personal grooming, optional tours, etc.)
6. Alcoholic beverages.
7. Traffic and parking violations
8. Short-term airport parking exceeds the long-term rate.
9. Childcare fees.
10. Kennel/boarding fees.
11. Expenses related to vacation or personal time while on business trips.
12. Personal losses were incurred while on City business.
13. Expenses related to a traveler's family member or friend accompanying the traveler on business trips.
14. Personal travel expenses that cause additional costs to the City.
15. Personal items (medicinal remedies, health supplies, cosmetics, etc.).
16. Sirius radio services or roadside assistance.
17. Additional charges for hotel or room upgrades.
18. Coat check services.
19. Airline travel insurance.
20. The department director will approve or disapprove all other expenses not clearly defined in the policy.

## **6.0 PROCEDURES**

### **6.1 Travel Authorization Request**

- A. A travel authorization request is required for all overnight travel and must be approved in advance by the appropriate department director or designated authority.
- B. The department director or designated authority must keep the requests and authorization for travel, including forms and itineraries for one (1) year.
- C. T&E card: The department will issue the traveler a T&E card prior to their travel date.

### **6.2 Per Diem Advance:**

- A. A check request is required to be entered into the Tyler system for travelers advanced per diem requests. The following attachments are required:
  1. Printout from the [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates). The travelers will enter the zip code or city destination to obtain the reimbursement rates for meals depending on their destination. If the city or zip code is not listed, use the standard rate for that state listed on the chart.
  2. The conference/training registration or agenda.
  3. Day travel for training without proof of training the department director is required to write a justification on the check request stating the purpose of the training and the agency that hosted the training.
4. Check requests must be submitted to Finance two (2) to four (4) weeks prior to the date the trip will commence. If the per diem advance isn't received in time to process, it will be processed on the next paycheck run.

### **6.3 Mileage Reimbursement:**

- A. If a traveler used their personal vehicle for city-approved business travel, the traveler must submit a check request in the Tyler system and attach the following:
  1. A copy of the travel authorization request.
  2. The mileage log from the traveler's normal work address or home address whichever is closer to the travel event.
  3. A copy of Google Maps, MapQuest with mileage.

## 6.4 Travel Expenses

A. When a traveler returns, they must complete the following:

1. If travel expenses were paid with a P-Card or T&E card, itemized receipts must be uploaded to the Bank of America site (no additional travel forms are required to be uploaded).
2. The department director is required to check for accuracy, policy compliance, and verify that all itemized receipts and documentation are attached.

B. Per Diem Reimbursement: If the traveler doesn't request an advance when the traveler returns they will need to do the following:

1. A check request is required to be entered into the Tyler system for travelers advanced per diem requests. The following attachments are required:
2. Printout from the [www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates). The travelers will enter the zip code or city destination to obtain the reimbursement rates for meals depending on their destination. If the city or zip code is not listed, use the standard rate for that state listed on the chart.
3. The conference/training registration or agenda.
4. Day travel for training without proof of training the department director is required to write a justification on the check request stating the purpose of the training and the agency that hosted the training.
5. Check requests must be submitted to Finance two (2) to four (4) weeks prior to the date the trip will commence.

C. The finance department will audit the Bank of America receipts and check requests. If an error has occurred, the department head will be notified, and the error will be corrected before payment is made.

**6.5 Trip Cancellation:** If a pre-approved travel request is cancelled and the City has paid airfare, registration and other related fees, a memo must be sent to the finance department explaining the cancellation. If a per diem advance has been paid, the traveler is required to return the money advanced within five (5) working days to the finance department along with the original check request that was signed by the department director. Finance will take the documents to Collections to make the deposit. Any advanced amount not promptly returned to the finance department may be deducted from the employee's paycheck if it doesn't reduce the employee's pay to less than the hourly minimum.

**6.6 Daily Mileage Reimbursement:** Employees using personal vehicles for normal city-approved travel throughout their workday are eligible for reimbursement. Employees must maintain a mileage log to document all trips claimed for reimbursement. Check requests are submitted on a quarterly, semi-annual, or annual basis and must be approved by the department head with the completed mileage log.

Attachments:

2025 Travel Forms (Spreadsheet)

Tab 1: Travel Authorization Request

Tab 2: Mileage Log

Tab 3: Per Diem Advance Form

Tab 4: GSA Instructions



## TRAVEL AUTHORIZATION REQUEST

To: Designated Authority (Department Director or City Manager)

DATE OF THIS REQUEST: \_\_\_\_\_

DATE(S) OF TRAVEL: \_\_\_\_\_

G/L Account: \_\_\_\_\_

### TRAVEL AUTHORIZATION

Travel requested for: \_\_\_\_\_  
*Employee* *Position*

Destination (City, State): \_\_\_\_\_

Purpose of travel: \_\_\_\_\_

Name of lodging & phone number if applicable: \_\_\_\_\_

### THIS SECTION ONLY REQUIRED FOR DAY TRIPS

Leaving the City before 6 AM - eligible for breakfast per diem: ☐ Yes - eligible ☒ No - ineligible

Returning to the City after 8 PM - eligible for dinner per diem: ☐ Yes - eligible ☒ No - ineligible

### EXPENSES

#### Total Estimated Expenses:

Mileage: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Meals (Per Diem): \$ \_\_\_\_\_

Registration: \$ \_\_\_\_\_

Airfare: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Total : \_\_\_\_\_

| Mode of Travel |                          |
|----------------|--------------------------|
| Air            |                          |
| City Car       | <input type="checkbox"/> |
| Personal Car   |                          |
| Other          | <input type="checkbox"/> |

Per Diem Advance Requested?

☒ Yes ☐ No

\$ \_\_\_\_\_  
*Amount*

### APPROVALS

Employee Signature: \_\_\_\_\_  
*Date*

Dept. Director Approval: \_\_\_\_\_  
*Date*

(Per Policy, City Manager travel is approved by an Elected Official; Elected Official travel is approved by City Manager.  
Please sign as Department Director if applicable to those scenarios.)

#### Out of State Travel Approval:

**Required by appropriate designated authority based on your position. See section 5.2 of the travel policy.**

Final Approval Signature: \_\_\_\_\_  
*Designated Authority* *Date*

## Mileage Log

*for use with personal vehicles*

|                  |  |                            |          |
|------------------|--|----------------------------|----------|
| <b>NAME</b>      |  | <b>RATE PER MILE</b>       | \$ 0.700 |
| <b>DEPT.</b>     |  | <b>TOTAL MILEAGE</b>       |          |
| <b>G/L ACCT.</b> |  | <b>TOTAL REIMBURSEMENT</b> |          |

If a traveler used their personal vehicle for city-approved business travel, the traveler must submit a check request in the Tyler system and attach the following:

1. A signed copy of the travel authorization request.
2. Signed mileage log from normal work address or home address whichever is closer to the travel event.
3. A copy of Google Maps or MapQuest with mileage shown.

| Date          | Starting Location | Destination | Description/Purpose | Mileage | Reimbursement |
|---------------|-------------------|-------------|---------------------|---------|---------------|
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
|               |                   |             |                     |         |               |
| <b>TOTALS</b> |                   |             |                     |         |               |

I certify that the travel expenses reported here are in accordance with the City travel policy and that all compensation claimed was necessary to conduct City business. If a pre-approved travel request is cancelled and the City has paid airfare, registration, and other related fees, a memo must be sent to the finance department explaining the cancellation. If a per diem advance has been paid, the traveler is required to return the money advanced within five (5) working days to the finance department along with the original check request that was signed by the department director. Finance will take the documents to Collections to make the deposit. Any advanced amount not promptly returned to the finance department may be deducted from the employee's paycheck as long as it doesn't reduce the employee's pay to less than the hourly minimum.

**Traveler's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





Go to [gsa.gov/travel](https://gsa.gov/travel) and enter "State", "City" and "Select Fiscal Year" then click "Search icon."

Per Diem

Airfares

Hotels

POV mileage

PER DIEM LOOK-UP

1 Choose a location

State

City (optional)

ZIP

North Carolina

Charlotte

OR

Rates for Alaska, Hawaii, U.S. Territories and Possessions are set by the [Department of Defense](#).

Rates for foreign countries are set by the [State Department](#).

2 Choose a date

Select Fiscal Year

Travel start date (mm/dd/yyyy)

Travel end date (mm/dd/yyyy)

2024 (Current Fiscal Year)

Rates are available between 10/1/2021 and 09/30/2024.

Reset

Search

Scroll down to the "Meals & Incidentals" section of the report and input the various costs per meal.  
[example below]

Meals & Incidentals (M&IE) rates and breakdown

Use this table to find the following information for federal employee travel:

M&IE Total

Breakfast, lunch, dinner, incidentals

First & last day of travel

| Primary Destination | County      | M&IE Total | Continental Breakfast/Breakfast | Lunch | Dinner | Incidental Expenses | First & Last Day of Travel |
|---------------------|-------------|------------|---------------------------------|-------|--------|---------------------|----------------------------|
| Charlotte           | Mecklenburg | \$69       | \$16                            | \$17  | \$31   | \$5                 | \$51.75                    |

Showing 1 to 1 of 1 entries

\* COPIES OF PER DIEM PRINTOUT, AIRLINE TICKETS, ITEMIZED HOTEL/MOTEL BILL, PROOF OF MILEAGE, REGISTRATION FEES/AGENDA, AND OTHER INVOICES MUST BE ATTACHED FOR SETTLEMENT.

| For GSA FORM, go to <a href="https://www.GSA.gov/Travel">www.GSA.gov/Travel</a> -> Click under "Meals & Incidentals Rates." |           |       |        |            |                | TOTAL PER DIEM |
|-----------------------------------------------------------------------------------------------------------------------------|-----------|-------|--------|------------|----------------|----------------|
| DATE                                                                                                                        | BREAKFAST | LUNCH | DINNER | INCIDENTAL | FIRST/LAST DAY |                |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
|                                                                                                                             |           |       |        |            |                | \$ -           |
| TOTALS                                                                                                                      | \$ -      | \$ -  | \$ -   | \$ -       | \$ -           | \$ -           |



PO Box 1111 Statesville, NC 28687

## Travel Card Usage Agreement Form

I, the undersigned, acknowledge and agree to use the issued travel card strictly and exclusively for the following authorized expenses:

- Hotel room charges for lodging during official travel
- Parking at the hotel or conference

I understand that the use of the travel card for any other purpose, including but not limited to personal purchases, entertainment, alcohol, or non-travel-related expenses, is strictly prohibited.

Misuse of the travel card may result in reimbursement of unauthorized charges or revocation of travel card privileges.

By signing below, I confirm that I have read and understood this policy and agree to comply with its terms.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: City Council  
FROM: Ron Smith  
DATE: October 13, 2025  
SUBJECT: ***Open Meetings Law***

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### **Open Meetings Law Overview**

The North Carolina open meetings law gives the general public the right to attend official meetings of public bodies, except in those cases where the law permits closed sessions. The law defines the types of public entities and meetings to which it applies and sets out mandatory forms and timing of notice that must be provided. If public officials conduct a meeting and do not comply with the notice and access requirements under the law, there is no immediate legal consequence. Rather, the law creates a legal remedy for a person who has been denied access to the meeting to seek redress in court, as further outlined below. Failure to comply with the open meetings law often does create negative publicity for the public body and may diminish the public's trust and confidence in their local government representatives.

As part of the right of access, the law allows media broadcast of meetings and permits any person to photograph, film, tape-record or otherwise reproduce any part of an open meeting. The open meetings law does not, however, provide the public with a right to speak at public meetings.

### **Official Meetings of Public Bodies**

The notice and access requirements under the open meetings law are triggered when there is an "official meeting" of a "public body." The statute defines the term public body as any elected or appointed board, commission, committee, council, authority, or other body in state or local government that (1) has at least two members and (2) exercises or is authorized to exercise any of these powers: legislative, policy-making, quasi-judicial, administrative, or advisory. This definition—and thus the scope of the statute—is very broad. Public bodies in the City of Statesville include: City Council, Planning Board, Historic Preservation Commission, Board of Adjustment, Airport Commission, Stormwater Advisory Commission, Downtown Review Board, Statesville Housing Authority Board, and the Conventions and Visitor's Bureau.

All official meetings of public bodies must be open to the public, unless the purpose of the meeting is one for which a closed session is allowed under the statute. An official meeting occurs whenever a majority of the members of a public body gather together to take action, hold a

hearing, deliberate, or otherwise transact the business of the body. Even an informal gathering that includes a majority of the board triggers the statute if the members discuss or otherwise engage in the business of the public body. The definition of official meeting makes clear that an official meeting occurs by simultaneous communication, in person or electronically, by a majority of the board. Because the definition includes electronic communication, a telephone call or email communication that involves a simultaneous conversation among a majority of a public body would violate the open meetings law if notice and access are not provided.

## **Notice Requirements**

A key component of the open meetings law is the requirement to provide advance notice of meetings. The statute requires that each public body give public notice of its official meetings, even those that will be conducted in closed session. The type of notice required depends on the nature of the meeting, as described below.

### *Regular Meetings*

If a public body holds regular meetings, it gives public notice of those meetings by filing its schedule of regular meetings in a central location. For public bodies that are part of a city government, that location is the office of the city clerk, as well as the city's website. Once this notice is properly filed and posted, no other public notice is required for regular meetings held pursuant to the schedule. Changes in the regular meeting schedule are made by filing and posting a revised schedule at least seven days before the first meeting to occur under the revised schedule. It is best practice to submit the agenda at least 48 hours in advanced of the regular meeting.

### *Special Meetings/Workshop Meetings*

If a public body meets at some time or place other than that shown on its regular meeting schedule, or if the public body does not meet on a regular schedule, it must give special meeting notice. Such a notice sets out the time, place, and purpose of the meeting and is provided in three ways.

1. It must be posted on the principal bulletin board of the public body (or on the meeting room door if there is no principal bulletin board).
2. It must be mailed, emailed, or delivered to any person who has made a written request for notice of special meetings.
3. It must be posted on the website of the public body, if it has one.

Each of these forms of notice must occur *at least forty-eight hours before the meeting*. It is important to note that the statute requires the notice to specify the purpose of the meeting. Public bodies should be careful when conducting special meetings not to discuss or take action on matters not included in the scope of the notice.

### *Emergency Meetings*

If the public body must meet within less than forty-eight hours, notice must be given to all local news media that have requested notice. Notice may be given by telephone or email or by the same method used to notify the members of the public body. An emergency meeting may be held only to address “generally unexpected circumstances that require immediate consideration by the public body,” and only matters meeting this standard may be discussed at the meeting. Because of a separate notice requirement for city council members, a city council usually must allow at least six hours when scheduling an emergency meeting

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City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Minutes, Ordinances, Resolutions, and Proclamations***

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## **Minutes**

The purpose of minutes is to serve as the official record of the council or board's actions, and courts frequently refuse to admit parole or other evidence that seeks to contradict what is shown in a board's minutes.

A public body's minutes "'should contain mainly a record of what was done at the meeting, not what was said by the members.'" In other words, minutes should "reflect matters such as motions made, the movant, points of order, and appeals—not . . . show discussion or the absence of action.

Minutes should include the following:

1. Meeting's date, time, place, and type
2. A list of all member's present and the names of absent members
3. Names of members who leave prior to the meeting adjourning and what time the member left.
4. Public Comment periods, public hearings, and quasi-judicial hearings
5. The precise wording of any motion made, and if a second was required, whether the motion received a second or died lacking one.
6. The results of all votes
7. Ordinances and Resolutions Approved
8. Points of Order
9. Appeals

The minutes of a meeting of the City Council are not official until the council approves them. All meetings where there is a quorum of the board will have minutes, including closed session.

## **Ordinances**

Ordinances are the local laws passed by City Council that governs the behavior in the city limits. The State Constitution and General Assembly gives local governments the power to enact

ordinances. These municipal laws can be amended or repealed by the adoption of another ordinance. To adopt an ordinance, two readings are required.

The City Code and Unified Development Code are the city's ordinances. The city code can be found [here](#).

### **Resolutions**

Resolutions are formal documents adopted by governing boards whenever a formal written record of action taken place is required. It is essentially an administrative tool. Resolutions are adopted by a majority vote of the City Council.

A resolution may be adopted to express the Council's policy, direct administrative or legal action, or make a public statement. Resolutions are adopted by one reading.

### **Proclamations**

Proclamations are ceremonial documents issued by the Mayor to be used to formally recognize certain events, causes, groups, or people. The goal is to recognize the extraordinary achievements of residents and organizations, to honor occasions of importance and significance, and to increase public awareness of different issues. These documents are not legally binding and do not endorse a policy. Proclamations can be requested through the website.





City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Closed Session***

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The open meetings law requires all official meetings of public bodies to be open to the public. [G.S. 143-318.10\(a\)](#). However, government bodies can hold closed-door meetings, known as closed sessions, under certain limited circumstances.

**Purpose (a)(1): Protecting materials that are privileged, confidential, or not public record**

Under [G.S. 143-318.11\(a\)\(1\)](#), government bodies may enter closed session to prevent disclosing information that is confidential or privileged under state or federal law. This subsection also authorizes closed sessions to protect non-public information under [Chapter 132](#) of the General Statutes.

Motions to enter closed session for this purpose have an additional procedural requirement. Rather than just stating the closed session purpose, the motion must also identify the law that makes the information confidential, privileged, or not public record. G.S. 143-318.11(c). The motion can provide the name of the law or a specific legal citation. Identifying the underlying authority allows the public to verify or dispute claims of privilege and confidentiality, promoting the open meetings law's policy of transparency. Failing to identify the relevant confidentiality or privilege law violates the open meetings law and could subject a board to legal challenge, including a court to invalidating any actions taken within the closed session. [G.S. 143-318.16A\(a\)](#).

**Purpose (a)(2): Premature disclosure of awards**

Under [G.S. 143-318.11\(a\)\(2\)](#), public bodies may enter closed session "[t]o prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award." No cases interpret this provision, but the plain language suggests that public bodies can discuss potential awardees for honorary degrees, scholarships, or other similar prizes and awards. This provision also probably allows public bodies to vote on award recipients, since voting on recipients in open session would result in premature disclosure. This provision likely does not authorize discussing awards generally or debating whether to institute a certain scholarship, honorary degree, or other prize or award. Policy conversations about whether a certain scholarship, degree, or award should exist should occur in open session.

### **Purpose (a)(3): Attorney-Client Privilege**

Under [G.S. 143-318.11\(a\)\(3\)](#), public bodies can hold closed sessions to consult with their attorneys in order to preserve attorney-client privilege. This subsection contains a couple of clear restrictions. First, general policy discussions, even those that involve an attorney, are not appropriate for closed session under this purpose. Furthermore, merely inviting an attorney does not justify holding a closed session. Finally, if a public body approves or considers a settlement in closed session, the terms of that settlement must be reported to the public body and entered into its minutes as soon as possible after the conclusion of the settlement. The public body can consider and instruct its attorney on the handling of a settlement, judicial action, mediation, arbitration, or other administrative procedure.

### **Purpose (a)(4): The Location or Expansion of Industries or Economic Development Expenditures**

[Under G.S. 143-318.11\(a\)\(4\)](#), government bodies may enter closed session to discuss business or industry expansion and location, as well as military installation closure or realignment. According to the 1979 Legislative Study Commission that recommended (a)(4)'s original statutory language, the purpose of this subsection was to protect "contacts with public groups" by a business that is considering locating or expanding in a jurisdiction. Many companies will only engage with governments that agree to keep certain details surrounding expansion and location plans confidential. This subsection sought to preserve businesses' interest in confidentiality during the process of expanding or relocating.

### **Purpose (a)(5): Contracts for Acquiring Real Property and Employment Contracts**

[Under G.S. 143-318.11\(a\)\(5\)](#), government bodies may enter closed session to establish their bargaining position for negotiations surrounding real property acquisition contracts and employment contracts. Additionally, the subsection authorizes government bodies to instruct their staff or negotiating agents on the price or compensation and other material terms in negotiations for contracts to acquire real property and employment contracts while in closed session.

### **Purpose (a)(6): Personnel Matters**

[Under G.S. 143-318.11\(a\)\(6\)](#), the public is not entitled to access an official meeting of a public body that discusses a current or prospective [public officer](#) or employee. More specifically, the discussions must involve employees' or public officers' "...qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment...". Other permissible discussions include hearing or investigating a complaint, charge, or grievance by or against an individual officer or employee.

This subsection contains a couple of clear restrictions. First, discussions of general personnel policy issues must occur in open session. Second, a public body may not discuss one of its own members or any members of other public bodies. Third, a public body may not consider or fill a vacancy among its membership. Finally, any final action appointing, discharging, or removing a public officer or employee must occur in open session.

### **Purpose (a)(7): Alleged criminal misconduct**

It is permissible to enter closed session “[t]o plan, conduct, or hear reports concerning investigations of alleged criminal misconduct” under G.S. 143-318.11(a)(7). Again, there is no case law shedding light on the scope of this provision, and it appears quite broad on its face. Subsection (a)(7) likely authorizes discussions surrounding investigations of alleged criminal misconduct. This provision probably also allows relevant votes, such as authorizing a certain investigation or determining the specifics of how an investigation should proceed.

The investigation must concern alleged criminal behavior. The statute does not specify how this conduct must be alleged or by whom. There does not appear to be any requirement for a formal allegation through a lawsuit or written grievance. The statute also does not specify whom the allegations must concern. Theoretically, the alleged misconduct could involve anyone. In practice, though, the alleged criminal activity likely must pertain to someone that the public body has the authority to investigate.

### **Purpose (a)(9): Response to terrorist activity**

Under [G.S. 143-318.11\(a\)\(9\)](#), public bodies may enter closed session to “discuss and take action” regarding public safety plans related to actual or potential terrorist activity. This section also allows public bodies to receive briefings from staff, law enforcement, attorneys, or emergency services personnel regarding terrorism response. This provision does not define what constitutes terrorist activity, and neither does Chapter 143. [G.S. 14-10.1\(b\)](#) provides a definition of terrorism, though it is not clear whether this section intended to incorporate that definition. The language “discuss and take action” likely indicates that public bodies can both deliberate and vote to finalize and institute public safety plans related to terrorism all within a closed session.

### **Purpose (a)(10): Recordings under G.S. 132-1.4A**

[G.S. 132-1.4A](#) deals with custodial law enforcement agency recordings. (More analysis of that statute [here](#), [here](#), and [here](#)). Under [G.S. 143-318.11\(a\)\(10\)](#), public bodies can view recordings appropriately released pursuant to G.S.132-1.4A in closed session. Note that (a)(10) only contemplates *viewing* the recordings. It does not authorize discussing or taking action on the recordings. Discussing and/or acting on the recordings’ content might be covered under other closed session purposes such as [\(a\)\(1\)](#), [\(a\)\(3\)](#), [\(a\)\(6\)](#), or (a)(7). If a public body wants to do more than view the recording, it must cite another closed session purpose in addition to (a)(10).

## **Closed Session Minutes**

The North Carolina open meetings law requires public bodies to prepare minutes of all official meetings, and to prepare minutes and general accounts of closed sessions. [G.S. 143-318.10\(e\)](#). Minutes and general accounts of closed sessions may be withheld from public inspection “so long as public inspection would frustrate the purpose of a closed session.” When the purpose of the closed session is *not* frustrated by public inspection, the closed session

minutes and general accounts can be circulated to the members of the public body and approved at any open meeting.

City Council must approve the closed session minutes just like the regular meeting minutes. The City Clerk will draft the closed session minutes and provide copies to the City Council during the next closed session. Council will review the minutes, provide comments, and approve the minutes during the meeting. Minutes will be considered closed until the City Manager or the City Attorney concludes the information is not frustrated by public inspection.



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Public Records***

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### **Public Records**

Local governments in North Carolina are subject to the North Carolina Public Records Act (which is often confused with the Freedom of Information Act, FOIA, that is applicable to the Federal Government).

In North Carolina, public records are written documents made or received in connection with the transaction of public business (with several exceptions). The law does not require the City to create a new record to comply with the request. However, anyone may request and obtain copies of public records and public information free or at minimal cost unless otherwise specifically provided by law.

### **Information that is Not Public Record**

- Personnel information and records other than what is specifically made public under G.S. § 160A-168 ([PDF attached here](#)).
- Personally identifiable information of public utility customers including addresses for water shut offs, sanitation pick up, etc. ([G.S. § 132-1.14](#)).
- Police records that include specific tactics, or specific security or emergency procedures ([G.S. § 132-1.7](#)).
- Criminal investigation and criminal intelligence records except those specifically made public by [G.S. § 132-1.4](#).
- Trial Preparation Materials during the pendency of litigation and Communications from an attorney to the City regarding (1) a claim by or against the City; or (2) a judicial action or administrative proceeding. (G.S. § 132-1.9 and G.S. § 132-1.1)
- Trade Secrets that have been received and appropriately designated as Confidential (G.S. § 132-1.2)

- Local tax records that verify a taxpayer's income or gross receipts.
- Closed Session Minutes and General Accounts so long as public inspection would frustrate the purpose of a closed session.
- Contract bid documents related to the City's cost estimates for a construction project and any list of contractors who have obtained proposals for bid purposes. (G.S. §133-33).
- Economic Development Records that relate to proposals for expansion or location of specific business or industrial projects until the company has announced a decision to locate and expand into the State (G.S. § 132-6(d)).
- Telephone numbers held by 911 systems (G.S. § 132-1.5).

### **Electronic Messages**

**Emails and Text Messages are Public Records.** An email that is made or received by a public employee or official in connection with the transaction of public business is a public record (unless a specific statute exempts the content of the email from the public records law). As with emails, there is no general exemption from the public records laws for information sent or received through text messaging. In fact, text messages should be treated the same as emails under the public records laws. We have many public records requests for emails and text messages of staff and elected officials. The IT Department has the ability to pull your emails for public records requests. The City Clerk, City Attorney, or City Manager may ask for your text messages to be sent over if there is a public records request for them.

We are in the process of implementing a new software for public records requests so that we can process the requests more accurately and in a timely manner. In the month of September, the City Clerk received 30 public records requests. The Police Department handles their own requests. They received 350 in the month of September.

### **Record Retention**

General Statutes make it illegal to destroy public records without the consent of Department of Natural and Cultural Resources (DNCR). The Archives Division of the Government Records Section of the DNCR circulates retention schedules, which establish minimum retention periods for the categories of records listed in the schedules. The City Council has adopted the retention schedules and staff destroy records once the retention period is over.

There is no single standard for electronic records. The content of the record dictates if the retention requirement has been met.

The City Clerk and IT Department will be bringing an Electronic Document policy to the council for approval so that we can move all our records to electronic storage means and not have paper files.



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: City Council  
FROM: Ron Smith  
DATE: October 13, 2025  
SUBJECT: ***Boards and Commissions***

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Statesville citizens have an opportunity to serve on a number of boards and commissions that advise City Council. These Boards thoroughly discuss, analyze, and evaluate specific issues in Statesville. Afterward, they formulate and forward well-developed recommendations to the City Council for consideration. In short, citizen participation on Advisory Boards is crucial to ensuring the needs of the community are met.

Council Members are assigned to serve on Advisory Boards in an ex-officio (non-voting) capacity. The role of these elected officials is to participate in discussions and provide insight into the City Council's view on topics.

### **ABC Board**

The ABC Board meets on the fourth Tuesday of each month at 11:00 AM. It has all the powers and duties imposed by state law on county boards of alcoholic control, are subject to the authority of the state board of alcoholic control to the same extent that county boards are. The board consists of a chairman and two (2) other members, all of whom must be residents of the city and well known for their character, ability, and business acumen. Members are appointed by City Council for 3-year terms.

### **Airport Commission**

The Airport Commission meets on the second Wednesday of each month right now in City Hall until the Airport Terminal is completed. The Airport Commission is responsible for recommending broad policies that affect the care and maintenance of the Statesville Regional Airport. These recommendations are made to the City Council. The commission is composed of seven (7) voting members. Five members are appointed by the Mayor and Council, one (1) member of City Council is appointed by the Mayor, and one (1) member of the County Commissioners is appointed by the County Commissioners. No more than three (3) members can live outside the city limits.

### **Board of Adjustment**

The Board of Adjustment meets on the first Tuesday of each month at noon at City Hall. It is a committee of citizens appointed by the City Council to hear quasi-judicial zoning matters, most commonly zoning variance petitions. The board consists of five (5) members who are citizens and residents of the City who are appointed by the City Council, and one (1) member who is a citizen of Iredell County and resides outside the City, but within the extraterritorial jurisdiction of the City, and who will be appointed by the Board of Commissioners of Iredell County.

### **Statesville Civil Service Board**

The Civil Service Board is appointed by the senior resident judge of the superior court. The board hears grievances as to promotions, demotions, suspensions, and terminations of members of the fire and police departments. Any person, other than a member of the city council, an elective officer, a member or employee of the police or fire department, or employee of the city, who is a qualified voter in the municipal election in the city, shall be eligible for membership on the board; provided that at least two (2) members shall be of a political party different from that of the majority of the board. No member of the board, after having served a full two-or three-year term, shall be eligible for reappointment to the next succeeding term.

### **Community Appearance Commission**

The Community Appearance Commission holds meetings at the Statesville Fitness and Activity Center on the second Tuesday of each month at noon. It is composed of eleven member appointed by the Mayor for three year terms. All members should be residents of the City's planning and zoning jurisdiction at the time of appointment. Where possible, appointments will be made in such a manner as to maintain on the commission at all times a majority of members who have had special training or experience in a design field, such as architecture, landscape architecture, horticulture, arboriculture, city planning or a closely related field.

### **Downtown Design Review Committee**

The Downtown Design Review Committee was put in place by the City Council due to changes occurring on exterior facades of historic structures located in downtown. The Downtown Design Review Committee has several responsibilities including protecting the architectural integrity of Statesville's Downtown Structures. To meet that responsibility, the committee reviews applications from property owners for permits to make certain kinds of exterior changes within the CB, CBP or Downtown Tax District Area. Applications are reviewed to determine if the proposed changes are consistent with the Committee's criteria and design guidelines. Other committee responsibilities include recommending to City Council any Demolition request of a structure located in the CB, CBP or Downtown Tax District. The Commission is currently made up of five members appointed by City Council. The Design Review Committee meets on the second Tuesday of each month at 2:00 PM in City Hall.

### **Historic Preservation Commission**



The Historic Preservation Commission consists of nine members, assisted by City staff, who bring with them extensive experience in maintaining the integrity and appearance of historic buildings. Appointed by City Council, the HPC membership includes Statesville residents who have demonstrated special interest, experience, or education in history, architecture, archaeology, or other preservation-related fields. Based upon its established Commission and City staff support, Statesville qualifies for the Certified Local Government (CLG) Program, a federal program administered by the North Carolina State Historic Preservation Office. CLG status benefits the community in a number of ways including eligibility for preservation-related grant opportunities. This Commission meets on the fourth Thursday of each month at 7:00 PM in City Hall.

### **Human Relations Commission**

The Statesville Human Relations Commission (HRC) was re-established in 2016 and endorsed by the City Council to serve as an outlet for the citizens to express any concerns or issues involving discrimination or inequality. The HRC serves the citizens residing, working, trading, or visiting the greater Statesville area. Its mission is to promote amicable relations and mutual respect among all groups and to facilitate the resolution of problems when appropriate. The Statesville Human Resources Commission is a nongovernmental board and is not overseen by the City of Statesville.

### **Planning Board**

The City Planning Board meets on the fourth Thursday of each month at 6:00 PM at City Hall. It is a committee of 8 members appointed by the City Council to assist in the land use planning and zoning process. The Statesville Planning Board's responsibilities cover a broad base of items. The most common are the rezoning of property and text amendments to the Unified Development Code. The Planning Board also reviews special use permits and plan amendments. All of which the board holds courtesy hearings to receive public input. After the hearings are conducted, the Planning Board then forwards a recommendation such as favorable, favorable with conditions or unfavorable to City Council. The Planning Board does not make any final decisions but advises City Council how to proceed.

### **Stormwater Advisory Commission**

The Stormwater Advisory Commission provides input concerning appropriate stormwater management policies and programs, best management practices and funding sources with the primary purpose to minimize increases in stormwater runoff, pollution and soil erosion as well as improve the quality of our natural resources and streams. This commission has nine regular members appointed by City Council for three-year terms. Meetings are held quarterly on the third Thursday of the month at noon at City Hall.

### **Statesville Housing Authority Board**

The Statesville Housing Authority meets on the 4th Tuesday of each month at 5:30 PM in the boardroom of the Statesville Housing Authority office. Members are appointed by the Mayor for five-year terms.

### **Statesville Convention and Visitor's Bureau**

The governing board Statesville Convention & Visitors Bureau (SCVB) consists of nine (9) members appointed at-large by the City Council and one (1) ex officio member, which is the City of Statesville Finance Director as follows: three(3) individuals who own or operate a hotel or motel in the City of Statesville; four(4) individuals who are currently active in the promotion of travel and tourism in the City of Statesville; two (2) of whom are active in the Statesville community and interested in the promotion of Travel and Tourism (and is also a resident of the City of Statesville). The primary objective is to promote, solicit and encourage travelers to stop and stay in the Greater Statesville Area resulting in furthering the continued economic development of the City. The SCVB has the additional mission to encourage groups to hold meetings, conventions and trade shows in the Greater Statesville Area and in particular, its Civic Center. This includes providing coordination and support services and assisting these groups with information during their stay, encouraging them to visit and enjoy the opportunities that the area has to offer.

### **Charlotte Regional Transportation Planning Organization**

The City of Statesville is part of the Charlotte Transportation Planning Organization (CRTPO). It is the CRTPO's responsibility to coordinate transportation policy for local governmental jurisdictions within the Charlotte Urbanized Area.

### **Statesville African American Heritage Preservation Commission**

This board started following a request to create a National Black Historic District in the City of Statesville centered around the Green Street Cemetery. This board is made up of 9 members who are appointed by the Mayor. This board has been newly created to oversee the National Historic District nomination in the Garfield/Green Street areas.

Mission Statement: The purpose of the Statesville African American Heritage Preservation Commission is to preserve, protect and promote the history, arts and culture of African Americans in Statesville, North Carolina.

Vision Statement: The Statesville African American Heritage Preservation Commission envisions a city which recognizes the contributions of the city's African American population since its inception in order to cultivate an atmosphere of appreciation and respect for current and future contributions. By doing so, we share the hope for a prosperous future which invites, embraces, and values the gifts and participation of the city's collective citizenry.

## **Attachments**

### **1. Board Members**

## City of Statesville Advisory Board Members

|                               |                      |
|-------------------------------|----------------------|
| David Pope, Chair             | ABC                  |
| Michelle Rokes                | ABC                  |
| Ron Matthews                  | ABC                  |
| Steve Johnson, Chair          | Airport Commission   |
| Martin Gottholm               | Airport Commission   |
| Gene Houpe                    | Airport Commission   |
| David Stamey                  | Airport Commission   |
| Mike Colyer, VC (Victory Air) | Airport Commission   |
| Todd Bodell                   | Airport Commission   |
| David Bullins                 | Airport Commission   |
| David Steele                  | Board of Adjustments |
| Gurney Wike                   | Board of Adjustments |
| Jeremy Kauffman               | Board of Adjustments |
| George Simon, VC              | Board of Adjustments |
| Jed Pidcok                    | Board of Adjustments |
| Scott Zanotti                 | Board of Adjustments |
| Jay Smith                     | Board of Adjustments |
| James Dobson                  | Board of Adjustments |
| vacant                        | Civic Service        |
| vacant                        | Civic Service        |
| vacant                        | Civic Service        |
| vacant                        | Civic Service        |
| vacant                        | Civic Service        |
| Re Johnson                    | Community Appearance |
| Ann Speaks, chair             | Community Appearance |
| Lee Dellinger                 | Community Appearance |
| Beverly Ratcliff              | Community Appearance |
| Arna Deter                    | Community Appearance |
| Sherry Harris                 | Community Appearance |
| William Pitt                  | Community Appearance |
| Anita Johnson                 | Community Appearance |
| Eric Ciampanella              | Community Appearance |
| Arnold Watt                   | Community Appearance |
| Pritesh Patel                 | CVB                  |
| Jimmy Patel                   | CVB                  |
| Zankhana Shah                 | CVB                  |
| Pete Berger                   | CVB                  |
| Shannon Viera                 | CVB                  |
| Michelle Helper               | CVB                  |
| Wes Davidson                  | CVB                  |
| Joe Bondi                     | CVB                  |
| Donald Hicks                  | CVB                  |
| Chuck Goode                   | DRC                  |
| Bryan George                  | DRC                  |
| John Marshall                 | DRC                  |
| John Furlow                   | DRC                  |
| Elena Sollazzo                | DRC                  |

## City of Statesville Advisory Board Members

|                           |                                                               |
|---------------------------|---------------------------------------------------------------|
| Anna Campbell             | HPC                                                           |
| Matthew Key               | HPC                                                           |
| Barry Edwards             | HPC                                                           |
| Erika Gottholm            | HPC                                                           |
| Nathan Morgan             | HPC                                                           |
| Glenn Setzer              | HPC                                                           |
| Scott Stevenson           | HPC                                                           |
| Dr. Dea Mozingo-Gorman    | HPC                                                           |
| Matthew Anderson          | HPC                                                           |
| Mark Tart                 | Planning Board                                                |
| Bernard Robertson         | Planning Board                                                |
| Alisha Lane               | Planning Board                                                |
| Joel Mashburn             | Planning Board                                                |
| Darrin Rocker             | Planning Board                                                |
| Roger Bejcek              | Planning Board                                                |
| Cory Sloan                | Planning Board                                                |
| Kenneth Robertson         | Planning Board                                                |
| David Addison             | Statesville Housing Authority                                 |
| Bernardeane Moton         | Statesville Housing Authority                                 |
| Larry Scott               | Statesville Housing Authority                                 |
| Charles Ashe              | Statesville Housing Authority                                 |
| Emily Bosshart            | Statesville Housing Authority                                 |
| Dawson Reese              | Stormwater Advisory Commission                                |
| Donna Thomas              | Stormwater Advisory Commission                                |
| Dustin Jett               | Stormwater Advisory Commission                                |
| Steve Knight              | Stormwater Advisory Commission                                |
| Janice Powell             | Stormwater Advisory Commission                                |
| Alisha Lane               | Stormwater Advisory Commission                                |
| Richard Rainwater         | Stormwater Advisory Commission                                |
| Marva McKinnon, Chair     | Statesville African American Heritage Preservation Commission |
| Barry Edwards, Vice-Chair | SAAHPC                                                        |
| Carolyn Templeton         | SAAHPC                                                        |
| Nelda Davis               | SAAHPC                                                        |
| Seifullah El-Amin         | SAAHPC                                                        |
| Vivian Williams           | SAAHPC                                                        |
| Scott Stevenson           | SAAHPC                                                        |
| Brett Eckerman            | SAAHPC                                                        |
| Kimberly Harris           | SAAHPC                                                        |



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Roberts Rules of Order Overview***

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Robert's Rules of Order is a comprehensive manual of parliamentary procedure used to govern the City Council meetings. It provides a framework for conducting meetings in an orderly and fair manner. The City Council follows Robert's Rules of Order, with the amendments set forth in Section 2 of the Statesville Code (which is attached to this overview).

**Common Motions and Mayor's Action.** The Mayor shall decide questions of Order, but may be appealed by motion, debated, and voted on.

| <u><b>Motion</b></u>              | <u><b>Purpose</b></u>                  | <u><b>Your Action as Mayor</b></u>       |
|-----------------------------------|----------------------------------------|------------------------------------------|
| <b>Main Motion</b>                | Propose new business                   | Ask for a second → open discussion       |
| <b>Second a Motion</b>            | Support discussion of motion           | Proceed to debate only if seconded       |
| <b>Amend a Motion</b>             | Modify original motion                 | Ask for discussion and vote on amendment |
| <b>Table a Motion</b>             | Delay decision                         | Call for vote to table                   |
| <b>Point of Order</b>             | Correct rule violation                 | Rule immediately or refer to council     |
| <b>Previous Question</b>          | End debate and vote immediately        | Requires 2/3 vote to pass                |
| <b>Adjourn</b>                    | End the meeting                        | Ask for a motion, second, and vote       |
| <b>Reconsider</b>                 | Reconsider a prior vote                | Ask for Second and vote. No debate.      |
| <b>Postpone To a Date Certain</b> | To continue the issue to a new session | Ask for Second, then debate and vote     |

**Reduce to Writing** To request a motion be  
Reduced to writing No vote required.

### **Key Responsibilities as Presiding Officer**

- Stay neutral – Do not debate; only vote to break a tie (unless otherwise stated in your charter).
- Maintain order – Recognize speakers, manage time, and address disruptions.
- Ensure fairness – Let everyone speak (without repeating or monopolizing).
- Use clear language – State the motion, restate before vote, and clearly announce the result.

### **Attachments**

1. **Roberts Rules of Order Cheat Sheet**
2. **Roberts Rules of Order Simplified**
3. **Code of Ordinances: Roberts Rules of Order**

## **Robert's Rules of Order Cheat Sheet**

September 18, 2018

### **Motion to Reconsider**

Majority Vote Required

#### **Elements:**

1. Must be made by a member who voted with the prevailing side; and
2. Must be made in the same session or the next succeeding meeting.
3. Can NOT be debated.

#### **Once Made:**

1. The Motion can be made and seconded at any point during the same session. (Can be seconded by anyone – no matter if they originally voted with the prevailing party).
2. However, the Motion does not have to be considered immediately after it is made. The chairman would ask the Clerk to record that the Motion was made and seconded by \_\_\_\_\_ - and the Chairman would bring it up when its consideration would be proper.

#### **Exceptions:** Cannot be made on the following types of Motions:

1. Any motion that can be renewed – (Suspend the Rules; Fix the time for which to adjourn, Lay on the Table, Commit, to Postpone to a Certain Time, to Limit or Extend Limits of Debate, Take from the Table, Call for Order of the Day, Adjourn/Recess, Motions to Close Nominations or Polls);
2. A negative vote on a motion;
3. An affirmative vote whose provisions have been partly carried out;
4. An affirmative vote to a contract, where the other party to the contract has been notified of the outcome;
5. Any vote which would cause something to be undone that is impossible to undo;
6. A vote on a Motion to Reconsider; OR
7. When practically the same result as desired can be obtained by some other parliamentary motion.

#### **Misc. Notes**

1. A Motion to Reconsider can be postponed to a certain time or laid on the table.
2. Motion to Reconsider can also have a Motion to Limit or Extend Limits of Debate.
3. Motions to Postpone Indefinitely, Amend, or Commit can NOT be applied to a Motion to Reconsider.
4. No one can make a motion to reconsider a lost motion to reconsider.
5. Cannot be debated under Sec. 2-32.2.

### Motion to Lay on the Table

Purpose: The purpose of this Motion is to interrupt the pending business so as to permit doing something else immediately.

#### Elements:

1. Can be made while any Motion is pending.
2. Must be seconded.
3. Someone else cannot have the floor when the Motion is made

#### After Motion is Made:

1. Can NOT be debated
2. Takes precedence over the main motion, all subsidiary motions, and any incidental motions that are pending. It only yields to privileged motions, and motions that are incidental to the Motion to Lay on the Table.
3. The Motion can NOT be amended.
4. Requires a MAJORITY vote to pass

#### Misc. Notes:

1. After a Motion to Lay on the Table is granted – the affirmative vote can NOT be reconsidered
2. When a Motion to Lay on the Table is denied – the negative vote can be reconsidered under the following circumstances:
  - A. progress in business or debate has been sufficient to make it essentially a new question, or
  - B. something urgent has arisen that was not known when the assembly rejected his motion.
3. Debate is not permitted under Sec. 2-32.3.

### Motion to Take From the Table

Purpose ☐ a motion that can make pending again before the assembly a motion or a series of adhering motions that previously has been laid on the table.

#### Elements:

1. Must be seconded
2. Cannot be debated
3. Takes precedence over pending motions



4. Is not amendable
5. Requires a majority VOTE
6. Cannot be reconsidered
7. Time period – Must be made either in the same session, or in the next business session. If not, it dies but can be brought again as a new question.
8. With an affirmative vote – the motion comes back to the table exactly as it was laid on the table, with whatever motions still pending.

### Motion to Postpone Indefinitely

Purpose: Used to decline to take a position on the main question. Its' adoption kills the main motion for the duration of the session and avoids a direct vote on the question.

#### Elements:

1. There must be a pending main motion that has not been disposed of.
2. Must be seconded when made.

#### After the Motion is Seconded ¶

1. It can be debated. (Which can be extended with a motion to extend limits of debate)
2. It takes precedence over all other motions
3. Requires a MAJORITY vote, and this vote can be reconsidered only if voted affirmatively.

#### If Affirmatively Voted ¶

1. It serves as an indirect rejection of the main motion.

#### Tool ¶

1. Useful to calculate how votes may tend to go on the main question.
2. Enables debate to continue.

### Motion to Amend

Purpose ¶ to modify the wording of a pending motion before the pending motion itself is acted upon.

#### Elements ¶

1. Must be seconded

2. Can be made when a main motion is pending before the political body
3. Is debatable
4. Motion to Amend cannot be amended after motion to amend is seconded
5. Requires a majority vote
6. Can be reconsidered

#### Motion to Postpone to a Certain Time (or Definitely)

**Purpose** ☐ To postpone action on a pending question to a definite day, meeting, or hour – or until a certain event.

#### Elements ☐

1. Can be applied when a main motion is pending, motion to postpone indefinitely is pending, amend is pending, or commit is pending.
2. Must be seconded
3. Is debatable – but debate is limited to this motion and debate cannot be on the main merits of the motion.
4. Can be amended only as to the time to which the main question is postponed
5. Requires a majority vote
6. An affirmative motion to postpone can be reconsidered. A negative vote can be reconsidered only until such time as progress in business or debate has been sufficient to make it essentially a new question.

#### Motion for Previous Question

**Purpose** ☐ This Motion allows you to bring an immediate vote on one or more pending questions

#### Effect ☐

1. Immediately closes debate and stops amendment
2. Prevents any other subsidiary questions except for a motion to lay on the table
3. Takes precedence over all debatable or amendable motions to which it is applied .

#### Elements ☐

1. Can be applied to any immediately pending debatable or amendable motion OR to an entire series of pending debatable or amendable motions
2. Must be seconded
3. Is not debatable
4. Is not amendable
5. Requires a 2/3 VOTE
6. Affirmative vote can be reconsidered before any vote has been taken under the order for the previous question – but cannot be reconsidered after it has been partly executed.

# Roberts Rules of Order – Simplified

## Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the Mayor, any member can introduce a motion related to the discussion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed).

## How to do things:

**You want to add an item to the Agenda.**

Any item of business may be added to the agenda of any regularly scheduled meeting on the request of the mayor, mayor pro tempore, or any two (2) members of the city council.

**You want to make a Motion related to an Agenda item.**

After recognition by the Mayor, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.**

After recognition by the Mayor, move to amend by

- adding words,
- striking words or
- striking and inserting words.

This Motion is debatable.

**You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.**

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

**You want more study and/or investigation given to the idea being discussed.**

Move to refer to a committee. Try to be specific as to the charge to the committee. However, you cannot refer any issues related to an evidentiary hearing to a committee.

**You want more time personally to study the proposal being discussed.**

Move to postpone to a definite time or date. This is debatable but must be limited to the motion rather than the main merits of the motion.

**You are tired of the current discussion or want to extend it.**

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote. Sec. 2-33 of the Code sets debate as 30 minutes per council member on each Agenda item.

The Council may vote to extend this debate time for specific council members by a majority vote.

**You have heard enough discussion.**

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

**You want to postpone a motion until some later time.**

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

**You believe the discussion has drifted away from the agenda and want to bring it back.**

"Call for orders of the day."

**You want to take a short break.**

Move to recess for a set period of time.

**You want to end the meeting.**

Move to adjourn.

**You are unsure the president of the board announced the results of a vote correctly.**

Without being recognized, call for a "division of the house." A roll call vote will then be taken.

**You are confused about a procedure being used and want clarification.**

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Mayor will ask you to state your question and will attempt to clarify the situation.

**You have changed your mind about something that was voted on earlier in the meeting, or the subsequent meeting, for which you were on the winning side.**

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

**You want to change an action voted on at an earlier meeting.**

Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rd</sup>s vote is required.

**Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**

- to get information about business –point of information to get information about rules– parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. –question of privilege
- if you see a breach of the rules –point of order

- if you disagree with the president of the board's ruling –appeal
- if you disagree with a call for Unanimous Consent –object

| Quick Reference          |                     |                        |                   |                                   |                                        |
|--------------------------|---------------------|------------------------|-------------------|-----------------------------------|----------------------------------------|
|                          | Must Be<br>Seconded | Open for<br>Discussion | Can be<br>Amended | Vote Count<br>Required to<br>Pass | May Be<br>Reconsidered or<br>Rescinded |
| Main Motion              | ✓                   | ✓                      | ✓                 | Majority                          | ✓                                      |
| Amend Motion             | ✓                   | ✓                      |                   | Majority                          | ✓                                      |
| Kill a Motion            | ✓                   |                        |                   | Majority                          | ✓                                      |
| Limit Debate             | ✓                   |                        | ✓                 | 2/3 <sup>rds</sup>                | ✓                                      |
| Close Discussion         | ✓                   |                        |                   | 2/3 <sup>rds</sup>                | ✓                                      |
| Recess                   | ✓                   |                        | ✓                 | Majority                          |                                        |
| Adjourn (End meeting)    | ✓                   |                        |                   | Majority                          |                                        |
| Refer to Committee       | ✓                   | ✓                      | ✓                 | Majority                          | ✓                                      |
| Postpone to a later time | ✓                   | ✓                      | ✓                 | Majority                          | ✓                                      |
| Table                    | ✓                   |                        |                   | Majority                          |                                        |
| Postpone Indefinitely    | ✓                   | ✓                      | ✓                 | Majority                          | ✓                                      |

## ***DIVISION 2. RULES OF PROCEDURE<sup>1</sup>***

### **Sec. 2-30. Establishment; interpretation; additional rules.**

The city council shall determine its own rules. These rules may be suspended upon vote of two-thirds of the council. The mayor shall interpret and enforce the applicable parliamentary rules of the council. The city council may make additional procedural rules.

(Code 1959, §§ 2-9, 2-11)

### **Sec. 2-30.1. Robert's Rules.**

*Robert's Rules of Order*, as amended shall be the recognized exponent of parliamentary law.

(Code 1959, § 2-10)

### **Sec. 2-31. Order of business.**

- (a) The agenda for the regularly scheduled meetings of the city council shall be prepared by the city manager.
- (b) Any item of business may be added to the agenda of any regularly scheduled meeting of the city council upon the request of the mayor, the mayor pro tempore, or any two (2) members of the city council.

(Code 1959, § 2-8; Ord. No. 17-09, 4-21-09)

### **Sec. 2-31.1. Decisions on points of order.**

The mayor or presiding officer shall decide questions of order, subject to an appeal to the council. Such appeals shall be by motion and may be debated.

(Code 1959, § 2-12)

### **Sec. 2-32. Motions reduced to writing on request.**

All motions of the city council shall be reduced to writing at the request of the mayor or any member of the council.

(Code 1959, § 2-13)

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<sup>1</sup>State law reference(s)—Authority to provide rules of procedure, G.S. § 160A-71(c).

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**Sec. 2-32.1. Motions allowed during debate.**

When a question is under debate, no motion shall be received but to lie on the table, to postpone to a day certain, to commit, to amend or to postpone indefinitely. These motions shall have precedence in the order in which they are enumerated in this section.

(Code 1959, § 2-14)

**Sec. 2-32.2. Motions to reconsider.**

A motion to reconsider shall not be entertained unless it be made by a councilman who voted with the majority, and such motion shall be made at the same or next succeeding meeting.

(Code 1959, § 2-15)

**Sec. 2-32.3. Motions on which debate not permitted.**

The following questions shall be decided without debate: To adjourn, to lie on the table, to read any paper, to take the ayes and nays for the previous question or to reconsider.

(Code 1959, § 2-17)

**Sec. 2-33. Debate time limit.**

No council member shall speak more than a total of thirty (30) minutes on any question under debate except when a majority of the council shall vote to extend the period of time for debate for such member.

(Code 1959, § 2-16)

**Sec. 2-34. Written communications.**

The city council may direct that any communication, petition or request to the council be put in writing.

(Code 1959, § 2-20)

**Sec. 2-35. Resolutions.**

Any resolution of the city council may be adopted upon the date of its introduction.

(Code 1959, § 2-21)

**Sec. 2-36. Individuals speaking on pending matters.**

No person not a member of the city council shall speak on any matter pending without the consent of the mayor.

(Code 1959, § 2-24)

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**Sec. 2-37. Procedure for hearing petitions or grievances.**

Any person may appear before the city council with petition or grievance. After all matters pertaining thereto shall have been fully explained by the petitioner or his attorney, the council may pass upon the merits of such petition or grievance at its earliest convenience.

(Code 1959, § 2-25; Ord. No. 12-02, 5-7-02)

**Secs. 2-38—2-50. Reserved.**



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TO: Ron Smith, City Manager  
FROM: Leah Gaines Messick, City Attorney  
DATE: October 13, 2025  
SUBJECT: ***Quasi-Judicial and Evidentiary Hearing Procedures***

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- **What is an Evidentiary Hearing?**

A decision by the deciding board that requires the board to follow specific legal procedures to hear evidence, draw conclusions, and use discretion to apply those conclusions to a particular standard. In an evidentiary decision, the role of the deciding board is similarly situated to that of the judge in the courtroom.

- **What are Quasi-Judicial Procedures?**

The rules in which the evidentiary hearing is conducted.

- **Types of Evidentiary Hearings before the Council**

1. Special Use Permit – Section 2.10

- a. Standard of Review:

- i. The use will not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved.
- ii. The use meets all required conditions and specifications.
- iii. The use will not substantially injure the value of adjoining or abutting the property, or that the use is a public necessity.
- iv. The locations and character of the use, if developed according to the plan 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 use of the City of Statesville and its environs.

2. Abandonment of Streets, Easements or Plats – Sec. 2.13

- a. Standard of Review:

- i. The abandonment conforms to State law;
- ii. The abandonment is consistent with the Comprehensive Plan, Major Street Plan and other adopted plans and policies of the City;
- iii. The abandonment is consistent with the Comprehensive Plan, Major Street Plan and other adopted plans and policies of the City;
- iv. The abandonment does not restrict access to any parcel or result in access that is unreasonable, economically prohibitive, or devalues any property; and
- v. The abandonment does not adversely impact the health, safety, or welfare of the community, nor reduce the quality of public services prohibited to any parcel of land.

- **Quasi-Judicial Procedures**

1. Notice –

- a. Mailed to the applicant, the owner of the subject property, the owners of land abutting the subject property, and any other individuals entitled to notice by ordinance at least 10 days but not more 25 days before the hearing.
- b. Sign posted on the property, adjacent to or on the right of way at least 10 days but not more than 25 days before the hearing.
- c. Notice in the newspaper.

2. Basic Procedure –

- a. All witnesses are first sworn in.
- b. The public hearing is opened.
- c. Ex parte communications, bias, conflicts of interest and site visits are disclosed.
- d. Staff presents the staff report to introduce the agenda item, and Council may then ask staff questions. Any party with standing that is in opposition may cross-examine each witness.
- e. Applicant presents their request, and Council may then ask the Applicant questions. Any party with standing that is in opposition may cross-examine each witness.
- f. Witnesses who came to support the request are invited to speak in conformance with the public hearing rules. Council may ask each testifying witness any questions, and the applicant and any party with standing that is in opposition may cross examine each witness.
- g. Witnesses who came to oppose the request are invited to speak in conformance with the public hearing rules. Council may ask each testifying witness any questions, and the applicant and any party with standing may cross examine each witness.
- h. The public hearing is closed.

- i. The Council debates the material and competent evidence that has been presented and considers Motions related to the decision.
- 3. Motion to Approve, Approve with Conditions or Deny – Must include a recitation of what evidence was presented that was considered in reaching this decision.
- 4. Witnesses – The Council is not required to allow witnesses who do not have legal standing to contest the request, but they may allow such witnesses to testify.
  - a. Party with Standing – An aggrieved party who would suffer special damages from the outcome of the matter. Any person who standing that opposes a request before the Council may contest the outcome through appeal, cross-examine witnesses, make motions or objections, and challenge the impartiality of the decision-maker. The following individuals have standing:
    - i. A person with a legal interest in the subject property;
    - ii. The applicant before the decision-making board;
    - iii. The City or County when the governing board believes the decision was made in error;
    - iv. A person who will suffer special damages as a result of the decision; and
    - v. An association organized to promote the interests of a particular area.
- 5. Burden of Proof –
  - a. The Applicant has the initial burden of proof and is required to present competent, material and substantial evidence that proves each of the required elements of the Review Criteria for the decision being made.
  - b. The burden then shifts to the opposition to present competent, material, and substantial evidence that the elements of the Review Criteria for the decision being made have *not* been satisfied.
  - c. If no evidence is presented to oppose the Applicant's request, the Council *shall* approve the request. If evidence is presented to oppose the Applicant's request, the Council shall weigh the evidence to determine which evidence is more trustworthy, reliable, and substantial.

- **Types of evidence that may be considered**

- 1. Material – Evidence must either tend to prove or disprove the review criteria of the decision. Other considerations, such as the character of the applicant, the politics for or against the proposal, and matters unrelated to the proposal should not be considered.

2. Competent – Testimony considered should be factual, rather than opinion testimony.
3. Substantial – The decision must be based on evidence that is sufficient to prove each element required by the review criteria regardless as to whether there is also sufficient evidence in the record to conclude differently.
4. Expert – To consider evidence related to any technical matter, the evidence must come from a qualified witness. (Example: A qualified appraisal may testify about how a proposal will affect neighboring property values and a qualified transportation engineer may testify about how a proposal will increase traffic or pose a danger to public safety.)
5. The North Carolina Rules of Evidence – The NC Rules of Evidence is loosely followed. Evidence will generally be admitted, however, if:
  - a. The evidence was admitted without objection; or
  - b. The evidence appears to be sufficiently trustworthy and was admitted under such circumstances that it was reasonable for the decision-making board to reply upon it.

Note – A decision may not be solely based on evidence that does not comply with the NC Rules of Evidence.



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Jenn Bosser, Iredell County Economic Development Corporation  
DATE: October 13, 2025  
SUBJECT: ***Economic Development***

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Iredell County Economic Development Corporation (Iredell EDC), [www.iredelledc.com](http://www.iredelledc.com), is a public-private partnership dedicated to promoting economic growth and stability across Iredell County. Iredell EDC was formed in 2018 because of Statesville Regional Development and Mooresville South Iredell Economic Development Corporation merging together to form Iredell EDC in an effort to maximize public and private sector dollars, expand marketing efforts, create efficiencies, and increase capabilities to attract and nurture growth.

Iredell EDC's Board of Directors includes twenty individual board members, including one appointed seat by each municipality representing Mayor, Chairman, or selected elected official, and the Manager from each municipality, totaling 8 seats on the board. We also have private sector participation representing investor firms from across Iredell County.

Iredell EDC operates with a budget supported by both **public and private sector contributions**:

- **Public Support:** Includes funding from Iredell County, City of Statesville, Town of Mooresville, and Town of Troutman.
- **Private Investment:** Over 110 private sector investors contribute annually. The EDC developed a new strategic plan and 4-year campaign in Fall 2024 and has increased private sector investment annually over the next several years.
- The organization's annual revenue is approximately **\$1.2 million for 2025-26**, and it maintains a fiscally conservative approach aligned with county growth strategies.
- We also have a 501(c)3 Foundation that receives funding from our two public school districts, Mitchell Community College, and other entities to support our work in workforce development in "building pathways to better futures". [www.iredellready.com](http://www.iredellready.com)

Iredell EDC developed a 4-year economic development strategy and plan intended to position Iredell County and its municipalities as a competitive location in the Charlotte Region and North Carolina. <https://iredelledc.com/about/icedc-investors/>

The funding from the public sector pays to support the EDC's operational functions including general operating expenses, rent and staffing. Their financial support is based on the population of their community, currently with the county contributing 56% of the funding, followed by 44% split by our municipal partners 26% Town of Mooresville, 15% City of Statesville and 3% Town of Troutman. The municipal funding contribution reviewed annually using a performance-based funding model that looks back over a 4-year performance for each municipality in relation to each other to include population growth, total property tax, and total business property tax.

The funding from our private sector partners supports our research, marketing, and programmatic work around our 6 Key Pillars. We also provide our investors engagement opportunities through convening opportunities including our Investor Meetings, Development Council, Industry Leaders Council, and Workforce Council

## **Our Key Pillars**

Existing Industry  
Workforce & Talent  
New Business Development  
Product Development  
Marketing & Research  
Community & Collaboration

Iredell EDC focuses our existing industry and recruitment efforts on targeted industries. These are industries that we have strength in or have the best opportunity to attract to our community based on the existing base of core companies in Iredell or the Region, the supply chain, support institutions, talent pipeline, and infrastructure.

## **Target Industries**

Advanced Manufacturing  
Agriculture  
Financial Services  
Information Technology  
Life Sciences/Healthcare  
Logistics & Distribution

## **Staff & Organizational Roles**

- **President & CEO (Jenn Bosser):** supported by a team of professionals with specialized roles:
- **Existing Industry Manager (Todd Black):** Engages with local businesses to support retention and expansion.
- **Marketing & Research Manager (Sharon Barlow):** Leads communications and data analysis to support recruitment and promotion, workforce development, and marketing Iredell County.

- **Operations Manager (Lisa Taylor)** Oversees internal operations and investor relations.
- **Business Development Lead (Craig Goodson):** Focuses on recruitment and site development.
- **Research Analyst (Evan Day)** Support staff in responding to project inquiries, tracking trends and research.

## **Client Services for Businesses**

Iredell EDC offers a comprehensive suite of services to businesses at all stages at no charge.

- **Site Selection & Confidential Project Management**
- **Incentives Identification and Negotiation**
- **Workforce Development Connections**
- **Small Business Ombudsman Services**
- **Market Data & Research**
- **Facility Tours & Stakeholder Engagement**
- **Marketing & Communications Support**

In 2021, Iredell EDC published our first **Business Resource Guide** catalogs over one hundred resources tailored to business lifecycle stages and includes support for veteran, women, and minority-owned businesses. <https://iredelledc.com/business/existing-industry-support/>

## **How does Iredell EDC support the City of Statesville:**

Iredell EDC plays a vital role in supporting Statesville's economic development goals through:

### **Business Attraction & Incentives**

Iredell EDC works in partnership with the State's lead economic development organization, Economic Partnership of NC, and through its own marketing efforts to cultivate project leads for the City of Statesville. We manage and complete the Request for Information (RFI) for each project, average of ~200 a year, with site information, incentives, labor force, taxes, etc. Eventually that RFI can lead to a site visit, which the EDC will conduct with the project lead to learn more about the specific site or building(s) and Iredell County as a whole.

Incentives can play a role in the ability for the investment to happen in Statesville. Incentives given by a municipality are governed by the State of NC statutes. The City of Statesville has an adopted policy for an economic development incentive and industrial development incentive.

The economic development incentive is discretionary and is a tool the Council can use to support a business in their decision to invest in the City of Statesville. The incentive is based on the capital investment they plan to make in real and personal property. The incentive is calculated based on the increase in new tax assessed value because of the investment. Jobs and wages are also a consideration. The incentive is performance based which means the company must meet the terms of the incentive agreement in full, including making the investment, paying their taxes, and

creating or retaining the required jobs and wages within a specified improvement period. The payment from the city is made after all requirements are met and only for a limited time.

The industrial development incentive is a tool the Council can use to support investment and the production of industrial buildings in the City of Statesville. The incentive is based on the capital investment they plan to make in real property and in infrastructure that will meet a public benefit. The incentive is calculated based on the increase in new tax assessed value because of the investment and based on the total cost of improvements in infrastructure that will serve the public. This can include extension of utilities, public road improvements, etc. The incentive is also performance based and follows the same guidelines as the economic development incentive but requires that the building or site receive a Certificate of Occupancy or Shell Building Certificate.

Iredell EDC project manages the incentives request, negotiation, and approval process in partnership with the City and the project from the initial request to the City via Closed Session, presentation at Public Hearing, coordination of executing the agreement, and tracking progress of the project through the duration of the improvement period.

### **Shared Resources & Strategic Planning**

Iredell EDC plays a pivotal role in aligning regional efforts to benefit all communities within Iredell County, including Statesville. Through countywide collaboration, the organization:

- **Enhances Marketing & Branding:** By promoting the region, Statesville gains visibility in national and international markets. This unified approach attracts investment, tourism, and talent to the area.
- **Workforce Initiatives:** Iredell EDC coordinates with educational institutions, employers, and workforce boards to ensure that training programs meet the evolving needs of local industries. Statesville businesses benefit from access to a more skilled and prepared labor pool.
- **Support for Small Businesses & Existing Industries:** Through partnerships with chambers of commerce, Mitchell Community College, SBTDC, SBA, and other resource providers, Iredell EDC helps Statesville small businesses to access funding, mentorship, and technical assistance. More directly, the Iredell EDC supports businesses in navigating the regulatory process to operate, expand, or locate their business. We serve as an ombudsman between the business and the city to ensure nothing gets lost in translation. This strengthens the local economy and encourages business retention and expansion.

### **Workforce Development**

The **Iredell Ready**, [www.iredellready.com](http://www.iredellready.com) initiative is a cornerstone of workforce development in the region. For Statesville, this program delivers:

- Serves as a **One-Stop-Hub** for all things related to education and workforce resources across Iredell County.



- **Career Pathways for Residents:** Iredell Ready works with our public schools to promote awareness, exploration, and enrollment in courses that lead to certifications, and employment opportunities that align with local industry needs.
- **Employer Engagement:** Statesville employers benefit from tailored workforce solutions, including job fairs, talent matching, and customized training programs.
- **Youth & Education Partnerships:** Collaborations with Iredell-Statesville-Schools and Mitchell Community College help prepare students for high-demand careers, ensuring a pipeline of future talent.
- **Increased Workforce Readiness:** By addressing barriers to employment and promoting lifelong learning, Iredell Ready helps Statesville residents become more competitive in the job market.

## Infrastructure & Quality of Life

Iredell EDC actively advocates for infrastructure and community development projects that directly impact Statesville’s ability to grow and thrive:

- **Transportation Improvements:** Support for road expansions, rail access, and connectivity projects helps Statesville attract industrial companies.
- **Utility Upgrades:** Collaborations with utility providers ensure that Statesville has the capacity to support new development and meet the needs of growing industries.
- **Broadband Expansion:** Iredell EDC promotes digital infrastructure improvements that benefit residents and businesses, especially in underserved areas.
- **Quality-of-Life Enhancements:** By supporting parks, trails, housing initiatives, and cultural amenities, Iredell EDC helps make Statesville a more attractive place to live and work—key to talent retention and attraction.

Additional information about Iredell EDC can be found at [www.iredelledc.com](http://www.iredelledc.com) including:

- Annual Report and Highlights
- Directory of Investors
- New & Expanding Companies
- Major Employers and Top Manufacturers
- Statesville Demographics
- Property Search and Development Pipeline
- Rankings and News

## Attachments

1. Economic Incentive Policies

## City of Statesville Economic Development Discretionary Grant Policy

### **Purpose**

The City of Statesville provides discretionary economic development grants to encourage and support new industry and existing industry expansion to broaden and diversify the commercial and industrial tax base in the community. The purpose is to support industry in their growth and location, resulting in the retention and creation of job opportunities for citizens, promote economic growth, and the welfare of the area.

For the City to participate in an economic development project, it must be established the project will make a capital investment that will result in an increase in ad valorem taxes on real and personal property and support the creation and/or retention of jobs. In calculating the incentive, the original value of the property will be deducted to determine the real property base. The investment to purchase the property (land value) is not included.

All grants are performance based and are paid to the company once the performance requirements are met. Projects must meet the “But For” requirement as stated in the General Statutes of NC (G.S. 158-7.1). All incentives must be reviewed and approved by the City Council and are subject to a public notice with public comment, and public hearing with a majority vote of approval.

Specifically excluded from this policy are residential developments, service, and retail businesses.

### **Capital Investment Projects**

Companies that make substantial capital investment in buildings, machinery and equipment along with retention and/or creation of jobs may be considered for economic development discretionary grants. These substantial capital investments are intended to support the expansion of existing and new industry in Statesville.

### **Requirements**

- The following business types (as defined by S.I.C. codes used by the State of North Carolina) are eligible for an economic development incentive at the discretion of the City Council; manufacturing and assembly; information technology; financial services, life sciences; warehouse & distribution; logistics and transportation; and corporate or regional headquarters.
- For new companies, the project must result in a minimum of \$3 million in new tax assessed value and must create a minimum of 30 new jobs.
- For existing companies, the project must result in a minimum of \$1 million in new tax assessed value and must retain 80% of existing jobs and create a minimum of 10 new jobs.
- All jobs must be full-time positions and the company must pay at least 50% of healthcare benefits.
- As a condition of the incentive, the company will partner with the City to encourage local employment thru job fairs and/or focused advertising as agreed upon in the Agreement.

### **Grant Amount Guidelines**

- The discretionary incentive grant percentage will be generally based on the amount new tax assessed value as a result of the investment made.
- Grants will be paid on a schedule of 3 – 5 years, with additional option years at Council’s discretion, once the grant terms have been met.
- The payable period will be generally based on the amount of additional taxable value and the average wage of jobs created compared to City’s Median Household Income.

| New Tax Assessed Value | Real Property                    | Machinery & Equipment            |
|------------------------|----------------------------------|----------------------------------|
| > \$1M                 | 80% (3 years)                    | 50% (3 years)                    |
| \$3M – \$30M           | 80% (5 years)                    | 50% (5 years)                    |
| +\$30M                 | 80% (+ years Council discretion) | 50% (+ years Council discretion) |

| Jobs & Wages                               |
|--------------------------------------------|
| Existing: 10 New Jobs, Retention 80%       |
| New: 30 New Jobs                           |
| Wages: Statesville Median Household Income |

- The proposed discretionary incentive grant will only be paid after the new assessed tax value been realized and the number of jobs and average wages of those jobs verified. If the company fails to meet the jobs thresholds set, the City of Statesville will accommodate a minimum 80% success, and the incentive will be prorated based on the actual jobs created.
- Company may qualify for additional years beyond the 5 years if the investment and new assessed value exceeds \$30 Million, or the new jobs pay 120% of the City's Median Household Income, and/or the project provides a public benefit to the community.

### **Special Circumstances**

This Discretionary Grant Policy is intended to encourage and support the development of new and existing industry expansion that generate jobs and investment in the community. The City may provide additional support beyond the stated policy to projects that can demonstrate a significant impact to the economy and serve a public purpose. Assistance may be provided through direct grants, infrastructure development, land acquisition, building and site preparation, or other means authorized under North Carolina General Statutes.

### **Application Process**

The following procedure will be used by industry in requesting economic development incentive grants:

1. The company must request and submit a Project Summary Form to Iredell County Economic Development Corporation (Iredell EDC) that demonstrates the project's capital investment, increase in ad valorem taxes on real and personal property, and jobs with corresponding wage levels. The company must demonstrate that the project is competitive and/or would not move forward without the incentive.
2. Iredell EDC takes the request to the City Council for negotiations in Closed Session.
3. If City agrees with proposal, the City Council gives Iredell EDC the authority to present an offer of terms to the company and determine next steps. The approval process for incentives can take approximately 4-6 weeks from the dates of the Closed Session meeting.
4. If company accepts the terms and agrees to move forward, a public notice will be advertised 10 days prior to a public hearing for the public to provide input and for the board to provide a

formal vote of approval. A majority of the City Council must vote in favor of the incentive at the public hearing.

5. Following the approval, Iredell EDC will work with the company and the City to execute an agreement to stipulate the commitment of the industry to the community and the City incentives.
6. An agreement must be executed within 180 days of the approval, or the incentive offer will expire.

#### **Payment of Grant**

1. The incentive grant is performance based. In order for the company to request payment the terms of the agreement must be met within the determined improvement timeline.
2. The minimum thresholds for capital investment and assessed tax ad valorem value must be achieved.
3. The minimum job requirements and retention of existing jobs based on the stated wages must be met.
4. Company shall also pay prior to delinquency all ad valorem taxes imposed by the County on the Property and all Improvements made by the Company.
5. The company will be required to provide NCUI 101 Form from the State to demonstrate that the jobs were created and retained, and the wage requirements were met.

#### **Conditions**

1. Companies using this program should not have begun construction on a new facility or expansion of current facility prior to public approval of the incentive by Council.
2. Should a grant recipient cease operations or reduce employment numbers by 50% or more of the total job numbers at the start of the grant period, during the 5-year period of the grant, any remaining payments will be forfeited, and the grant program will end immediately.

**Iredell County Economic Development Grant Program  
for Industrial Development  
City of Statesville**

The purpose of the program is to broaden and diversify the tax base, create new job opportunities for the citizens of Statesville, and promote the economic growth and welfare of the City of Statesville.

The Economic Development Grant Program for Industrial Development is aimed at increasing the availability of high-quality, single- and multitenant building space that will help the City of Statesville attract businesses considering new or expanded office, research, development, technical, manufacturing, or logistics facilities. Time to market is critical to the decision-making process to lease or purchase a site or facility; having available product will aid in securing investment and jobs. Product development can accelerate the timeline and mitigate risk associated with a site for a potential project and is instrumental in helping a competitive project choose a location.

Each project is expected to produce an economic benefit for the city. The goal of this economic development grant program is to encourage developers who have been considering constructing a large industrial facility but need public participation to make the final determination to proceed forward. The primary intention of the grant is to increase and diversify the local property tax base, expand employment opportunities, improve local wages, support the expansion and retention of existing businesses, and attract of new businesses.

Many factors may be considered in authorizing a grant to any specific project. These include (but are not limited to):

- The type of business for diversification of the City's economic base;
- The size and scope of the project based upon investment in site development, facilities, buildings and other business;
- The potential for future investment and workforce expansion;
- Site specific issues and desired improvements to public infrastructure;
- Quality of design and construction;
- Actions that, if pursued, stimulate development in areas of the City deemed beneficial;
- The environmental impact of the project; and
- Economic conditions, legal issues or other factors may cause the City Council to modify, amend, suspend, or even terminate the grant subject to the continuance of contracted grants previously awarded and in effect at that time.

**Eligibility & Requirements:**

A building developed and constructed without preleasing in place.

**Industrial Building Requirements:**

- Minimum capital investment of \$10 million
- Minimum floor area of 100,000 square feet
- Minimum ceiling height of thirty (30) feet
- Class A
- The site for the project must be specifically designated.
- Site must be within city limits or be annexed into the city
- Offer of an incentive does not guarantee automatic rezoning
- Building permit must be obtained within 1 year (12 months) from date of approval at the public hearing. Construction on the building must achieve a Certificate of Compliance (for the shell building) or a Certificate of Occupancy by Iredell County Building Standards within 3 years (36 months) of the

building permit issued. An extension of one year may be granted, based on specific project related issues, but is not guaranteed or required.

- The grant will be applied to eligible public infrastructure improvements that meet a “public benefit” as defined by the City of Statesville, including public infrastructure improvements that lie within the public right-of-way (including road improvements, sidewalks, sanitary sewer or water line extensions, storm drainage improvements, etc.)
- Property owner must pay property taxes on the property prior to making grant payment request and prior to any grant being paid.
- Beginning date for grant calculations is the issuance date of the Certificate of Compliance (for the shell building) or a Certificate of Occupancy by Iredell County Building Standards.
- Grant amount is estimated based on the increase in assessed real property value generated by the project as determined by the County Tax Assessor
- Grant amount is estimated based on 80% of real property paid over three (3) consecutive years.
- Payment will be attributed to qualifying public infrastructure improvements. The grantee must verify expenses paid for public infrastructure improvements by sharing copies of invoices, bank statements, and checks (front and back). The grant will only cover public infrastructure costs. If public infrastructure costs and receipts are less than the approved grant amount, the grant will only be capped at the amount of public infrastructure costs.
- Grant is transferable only with consent of the City of Statesville Council. The buyer must make application to the City of Statesville for consideration of incentives in accordance with the City’s existing Incentive Policy. City Council has the discretion to assign the grant to a end user anytime during the grant period, at the request of both the end user and the grantee. In order to be eligible for the transfer of the grant, the end user should meet the requirements and thresholds as noted in the City’s economic development incentive grant policy.
- Grants are awarded at the sole discretion of the City Council.
- Each project will be considered on an individual basis using these guidelines and other directives established by the City of Statesville.
- Projects considered under these guidelines shall be viewed independently of any project previously considered, awarded, or rejected by the City.
- Estimated real property and tangible personal property tax base created by a project, business spin-offs, jobs to be created, wages to be paid, as well as other factors will be used in determining whether a project merits consideration.
- Projects receiving grants shall meet high-quality building design standards and incorporate exit strategies so that buildings can accommodate multiple uses without significant structural changes in order to sustain their value to the community when the initial use of the facilities changes.
- Prior to approval of a grant request, calculations of the estimated project grant award shall be based upon estimates of anticipated new property tax revenues the City expects to receive from a specific project (excluding revenues generated by a Municipal Service District or special assessment).
- Following approval of a grant request and completion of the respective project as evidenced by the issuance of a Certificate of Occupancy by the Iredell County Building Inspections office and useful occupancy of the new facilities, the amount of the annual grant award shall be based upon the increase in value determined by the Iredell County Tax Assessor. Unreported or underreported assets discovered after the payment of taxes shall not be eligible for inclusion in the annual grant award for the respective year.
- The annual grant award due to the grantee shall be requested by the grantee following payment of ad valorem taxes on the approved finished project and will be paid to the grantee by the City by March 30 of each year during the grant period, provided that the requirements above are met.
- Failure on the part of the Grantee to request all grant payments from the City prior to the expiration of the grant agreement period shall result in the forfeiture of the remaining grant payments.

- During the grant award period, the grantee shall remain current with all real and personal property taxes assessed, along with other fees, taxes, utility bills or other assessments levied by the grantors to remain eligible for the grant.
- The grantee shall be in compliance with all City codes and ordinances. The grantee shall not be in bankruptcy. Failure to meet these requirements will result in termination of the grant award.
- Grants are not transferable and may not be otherwise be conveyed to another party without the specific consent of the City of Statesville and the grantor.
- Upon request by the City, the grantee shall provide detailed reports to the City during the grant period to ensure compliance with the terms, conditions, and other specific requirements of the grant award agreement. Such information shall remain confidential.
- Failure of the grantee to provide required documentation shall cause termination of grant.
- The grantee shall provide documentation and demonstrate the need for the grant to support the request for its decision to invest in the City of Statesville.
- It is hereby declared to be the intent of the City of Statesville that the provisions of this Program shall be severable. If any provision is declared invalid by a court of competent jurisdiction, it is hereby declared to be the legislative intent that the effect of such decision shall be limited to that provision or provisions which are expressly stated in the decision to be invalid; and such decision shall not affect, impair, or nullify this Program as a whole or any other part thereof, but the rest of the Program shall continue in full force and effect.

#### **GRANT APPROVAL PROCEDURE**

- Grant Request – Prior to initiating a project for the grant application is proposed, the grant applicant shall a) complete a Project Summary Form to Iredell County Economic Development Corporation and b) state the importance of the grant for the project's success and consideration.
- Offer/Acceptance – Iredell EDC will take the request to the City of Statesville in Closed Session for their consideration and an offer. If an offer is given and accepted, the applicant should include in writing their intention to proceed with the next step to locate the project subject to the incentive.
- The EDC will then take the offer back to the City and set a public hearing for the grant to be heard and approved by the Council at a Public Hearing.
- The City will provide notice as published in the local paper at least 10 days prior to the hearing. The notice shall describe the project, the investment amount, and the grant considered.
- Offer of Contract – Once the grant has been approved at a Public Hearing, the Council shall draft an agreement based on the stated terms.
- The recipient will have 180 days from the date of approval to accept the grant, through the execution of a grant contract between the City and the company.
- Construction – Construction according to approved plans shall be required.
- Assessment – The value of the subject property following the completion of construction and issuance of either a Certificate of Compliance or a Certificate of Occupancy by the Iredell County Building Standards shall be established by the Iredell County Tax Assessor.
- The actual increase in post-construction assessed value over preconstruction assessed value shall equal, or exceed the estimated increase specified in the contract. Failure to meet or exceed the minimum investment requirement for a grant shall render the grant null and void. In the event that the actual increase meets, or exceeds the minimum investment requirement, but fails to meet the estimated increase specified in the contract, the grant amount shall be reduced in accordance with the actual increase.
- Reduction and Recapture of Incentives – Each grant entered between a company and the City shall clearly state their respective responsibilities under the agreement. Each agreement shall contain provisions regarding remedies for a breach of those responsibilities on the part of the private enterprise. These provisions shall include a provision requiring the recapture of sums appropriated or

expended by the City upon the occurrence of events specified in the agreement, if any dollars are paid in advance.

- City Council reserves the right to reject any grant application.
- Any information obtained by the City in connection with an incentive request is subject to laws regarding disclosure of public records set forth in NCGS Chapter 132 and subject to laws regarding the protection of trade secrets set forth in Article 24 of NCGS Chapter 66.

See Example on Next Page . . .



## Example

| City of Statesville & Iredell County Incentive (3 Year) |                                           |               |               |               |               |              |
|---------------------------------------------------------|-------------------------------------------|---------------|---------------|---------------|---------------|--------------|
| Company Expansion or Location Investment and Tax Impact |                                           |               |               |               |               |              |
|                                                         | Time Period                               | Investment Yr | Grant Yr 1    | Grant Yr 2    | Grant Yr 3    | 3 Year Total |
|                                                         | Fiscal Year                               | 2022          | 2023          | 2024          | 2025          |              |
| <b>Total Taxable Value</b>                              |                                           | \$ 22,710,000 | \$ 22,710,000 | \$ 22,710,000 | \$ 22,710,000 |              |
| <b>New Taxable Investment:</b>                          | Real Property                             | \$ 22,710,000 | \$ 22,710,000 | \$ 22,710,000 | \$ 22,710,000 |              |
|                                                         | Tangible Personal Property                | \$ -          | \$ -          | \$ -          | \$ -          |              |
|                                                         |                                           |               |               |               |               |              |
| Statesville Tax Rate                                    | 0.5478                                    |               |               |               |               |              |
| Real Property Revenue                                   |                                           |               | \$ 124,405    | \$ 124,405    | \$ 124,405    |              |
| Tangible Personal Property Revenue                      |                                           |               | \$ -          | \$ -          | \$ -          |              |
| Total Tax Revenue                                       | (Taxable Capital) x<br>(City Tax Rate)    |               | \$ 124,405    | \$ 124,405    | \$ 124,405    | \$ 373,216   |
| Real Property Grant                                     | 80%                                       |               | 99,524        | 99,524        | 99,524        |              |
| Tangible Personal Property Grant                        | 80%                                       |               | -             | -             | -             |              |
| Incentive Grant                                         | Amount Granted to Company                 |               | \$ 99,524     | \$ 99,524     | \$ 99,524     | \$ 298,573   |
| City Net Revenue                                        | City Tax Revenue Minus<br>Incentive Grant |               | \$ 24,881     | \$ 24,881     | \$ 24,881     | \$ 74,643    |

- Developer submits project summary form for industrial development.
- Developer proposes \$22,710,000 in real property investment for the construction of a new industrial building
- The project is eligible for an incentive grant for up to \$298,573 upon completion of the grant terms.

### Assignment of the Grant to an End User

- Future company (Company A) selects site.
- "Company A" plans an investment of an additional \$10,000,000 in real property and \$10,000,000 in tangible personal property.
- Developer may retain the incentive or assign to "Company A".
- If developer decides to assign the industrial grant incentive to "Company A", the initial building investment (\$22,710,000) is eligible for an incentive for company and the \$298,573 can be applied to the total grant award to "Company A".
- "Company A" could also request an incentive based on the new investment of \$20,000,000 which calculates to \$250,235. (See chart below) and if the industrial grant was assigned to "Company A" they could also receive \$298,573, for a total of \$548,808.
- If the original grantee has requested payout of the original grant, the amount that has been paid would be deducted from the assigned amount.

|                                    | Time Period                               | Investment Yr | Grant Yr 1    | Grant Yr 2    | Grant Yr 3    | 3 Year Total |
|------------------------------------|-------------------------------------------|---------------|---------------|---------------|---------------|--------------|
|                                    | Fiscal Year                               | 2022          | 2023          | 2024          | 2025          |              |
| <b>Total Taxable Value</b>         |                                           | \$ 20,000,000 | \$ 20,000,000 | \$ 19,000,000 | \$ 18,100,000 |              |
| <b>New Taxable Investment:</b>     | Real Property                             | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 | \$ 10,000,000 |              |
|                                    | Tangible Personal Property                | \$ 10,000,000 | \$ 10,000,000 | \$ 9,000,000  | \$ 8,100,000  |              |
|                                    |                                           |               |               |               |               |              |
| Statesville Tax Rate               | 0.5478                                    |               |               |               |               |              |
| Real Property Revenue              |                                           |               | \$ 54,780     | \$ 54,780     | \$ 54,780     |              |
| Tangible Personal Property Revenue |                                           |               | \$ 54,780     | \$ 49,302     | \$ 44,372     |              |
| Total Tax Revenue                  | (Taxable Capital) x<br>(City Tax Rate)    |               | \$ 109,560    | \$ 104,082    | \$ 99,152     | \$ 312,794   |
| Real Property Grant                | 80%                                       |               | 43,824        | 43,824        | 43,824        |              |
| Tangible Personal Property Grant   | 80%                                       |               | 43,824        | 39,442        | 35,497        |              |
| Incentive Grant                    | Amount Granted to Company                 |               | \$ 87,648     | \$ 83,266     | \$ 79,321     | \$ 250,235   |
| City Net Revenue                   | City Tax Revenue Minus<br>Incentive Grant |               | \$ 21,912     | \$ 20,816     | \$ 19,830     | \$ 62,559    |

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City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Finance Overview***

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## **Administration**

The Administrative Division of the Finance Department is responsible for managing and safeguarding the City's financial assets while ensuring accurate, transparent, and timely financial reporting to all stakeholders. The division oversees and coordinates the City's core internal finance functions, including accounting, payroll, accounts payable, and budgeting.

Key responsibilities include processing and reconciling multiple revenue sources across both the General and Enterprise Funds, such as property (ad valorem) and occupancy taxes, utility revenues, airport and civic center sales tax, and grant-related revenues and expenditures. The division also oversees payment processing and budget transfers; prepares budget amendments for Council consideration; and monitors budget adjustments throughout the fiscal year.

Staff maintain the City's financial records in accordance with generally accepted accounting principles (GAAP), ensure the disbursement of funds in compliance with the Local Government Budget and Fiscal Control Act, and manage investment and debt activities in a responsible and policy-aligned manner. The division also prepares and presents timely financial statements that reflect the City's overall fiscal condition.

## **Customer Service**

The Customer Service Division of the Finance Department strives to deliver exceptional guidance, information, and service to the citizens and customers it serves. The division ensures the maintenance of accurate, up-to-date records in accordance with applicable laws and policies while overseeing a variety of key customer service and revenue-related functions.

Primary responsibilities include responding to phone and drive-up inquiries, processing service applications and work orders, and handling payments received in person, by mail, or electronically. Staff manage water and sewer payments, water and sewer tap applications,

system development and deposit fees, connection and disconnection requests, new utility enrollments, and parking fines. The division also updates records for final billing and deposits, manages collections on past-due and closed accounts, and processes beer and wine licenses.

## **Purchasing**

The Purchasing Division of the Finance Department ensures that the supplies, equipment, contracts, and services necessary for City operations are procured in a timely, cost-effective manner and in full compliance with applicable regulations. The division monitors current pricing and market trends and oversees the purchase of goods and services through competitive bidding in accordance with North Carolina General Statutes and local policies.

In addition, staff collaborate with departments and vendors to develop bid specifications for major commodities and ensure fair, transparent, and efficient procurement processes that support the City's operational needs.

## **Opportunities**

The Finance Department is currently undergoing a restructuring effort focused on training and evaluating our existing processes to further streamline operations and identify areas for improvement. The month of October marked the launch of a series of training sessions under the theme **"Back to Basics: Building Strong Foundations"**. These sessions are ongoing and designed to reinforce what staff may already know while also providing clarity, insight, and understanding in areas that may be new or less familiar.

## **Key Staff**

Gina Lawrence, Chief Financial Officer

Cynthia Dunford, Assistant Director

Teresa Sherrill, Revenue Manager (Customer Service)

Michael Garrison, Budget and Management Analyst



City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

---

TO: Ron Smith, City Manager  
FROM: Gina Lawrence, Chief Financial Officer  
DATE: October 13, 2025  
SUBJECT: ***Budget Process***

---

Welcome to the City of Statesville, NC leadership team! As newly elected members of City Council, your role in shaping and adopting the City's annual budget is among the most important responsibilities you hold in guiding our City's future. The budget serves as both a **financial plan** and a **policy document**, aligning available resources with the City's priorities, service expectations, and long-term strategic goals.

The Finance Department is committed to providing clear information, timely updates, and a transparent process to support informed decision-making throughout the budget cycle. The annual budget is the mechanism through which the City delivers efficient and effective services to our citizens.

Our budget process is governed by the **North Carolina Local Government Budget and Fiscal Control Act (N.C.G.S. § 159-8)**, which emphasizes fiscal responsibility, transparency, and alignment with Council priorities. Each local government or public authority in North Carolina is required to adopt an **annual balanced budget ordinance**, meaning:

**Estimated Revenues + Appropriated Fund Balance = Total Appropriations**

By requiring a comprehensive and balanced budget, this statute ensures:

- Spending does not exceed available revenues.
- All funds are properly appropriated.
- The governing board and public have a clear understanding of the City's financial plan.

Your active participation helps ensure the City continues to deliver quality services, maintain fiscal stability, and invest responsibly in our growing community.

## **FY27 Budget Preparation**

In the upcoming month of **November**, the City Manager and Finance Department will host the

**Annual Budget Kickoff Meeting**, where we will:

- Outline key budget goals and priorities.
- Discuss budget instructions and departmental expectations.
- Review preliminary financial forecasts for the **FY27 Budget**.

Departments will also receive a copy of the **FY26–27 Budget Calendar** (attached). All departments are expected to adhere to the established deadlines. Please note that these dates are **tentative and subject to change**; any updates will be communicated via email from the Finance Department.

## **Budget Review Process**

The budget process involves a series of structured reviews and discussions to ensure consistency, accuracy, and alignment with City goals:

1. **Department Submissions:** Departments will enter their budget requests in the City's financial system for review.
2. **Finance Review:** The Finance Department evaluates departmental submissions for consistency with financial forecasts, policy objectives, and statutory requirements.
3. **City Manager and Department Meetings:** The City Manager and Finance Team will meet with Department Heads to discuss program needs, service levels, and budget requests.
4. **Consolidation and Refinement:** The City Manager reviews the consolidated budget to ensure it aligns with organizational priorities and may request modifications based on emerging needs or strategic goals.

This process also incorporates your input and guidance, with those discussions beginning during the Winter Retreat. We look forward to your continued engagement and partnership as we work together to develop a budget that reflects the City's vision, supports our dedicated workforce, and meets the needs of our citizens.

## **Attachments**

1. **Budget Calendar**



## FISCAL YEAR 2026-27 BUDGET CALENDAR

**Thursday, November 13, 2025**

### **Budget Kick-off**

Department directors will be given overview of budget expectations and instructions for the FY26-27 fiscal year.

### **CAPITAL IMPROVEMENT PLAN (CIP):**

Monday, December 1, 2025

Capital Workbooks distributed to Depts via email

**Monday, December 19, 2025**

**Capital Workbooks due back to Finance**

January 5 – January 9, 2026

Budget Team reviews capital requests with Departments

January 12 – January 16, 2026

Budget team prepares preliminary CIP

### **ANNUAL OPERATING BUDGET:**

Monday, January 19, 2026

Decision Package(s) Template and instructions will be emailed to departments.

January 26-30, 2026

Department Training for Budget Module (Entry)

**Monday, February 2, 2026**

**Decision Packages due back to Finance**

Monday, February 9, 2026

The Budget Module will be open for departmental entries. Salary projections will already be preloaded in the system, and departments will receive reports that include prior year actuals, current year budget, a column for the upcoming fiscal year budget, and a variance column.

Monday, February 9, 2026

Rate Schedule Workbooks distributed to Depts via email

**Thursday-Friday, February 12-13, 2026 City Council Pre-Budget Work Session / Retreat – Location TBA**

|                                 |                                                                                                                                                |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday, March 9, 2026           | Department entries will be submitted in Tyler, after which the system will be locked at the departmental level and advanced for budget review. |
| <b>Monday, March 9, 2026</b>    | <b><u>Rate Schedule Workbooks due back to Finance</u></b>                                                                                      |
| March 9 - March 13, 2026        | Finance will review departmental budget entries and finalize revenue projections, incorporating any tentative rate schedule changes.           |
| March 16 – March 26, 2026       | The Budget Team will meet with departments to review their budget requests.                                                                    |
| March 30, 2026 – April 17, 2026 | Budget team finalizes revenue and expenditure recommendations, communicates recommendations to departments, and prepares budget message.       |
| April 20 – April 24, 2026       | Finance prepares Manager’s Recommended Budget document for distribution.                                                                       |
| Monday, May 4, 2026             | City Manager presents the recommended budget to Council.                                                                                       |
| Tuesday, May 6, 2026            | City Clerk will advertise for public hearing and make the Manager’s Recommended Budget available for public review until adoption.             |
| Monday, May 18, 2026            | City Council holds public hearing on Manager’s recommended budget.                                                                             |
| To be Scheduled                 | City Council holds budget workshops to discuss and move budget towards adoption.                                                               |
| Monday, June 8, 2026**          | City Council adopts approved budget.                                                                                                           |
| Monday, June 15, 2026**         | Alternate Date: City Council adopts approved budget.                                                                                           |

**Note:** These dates are tentative and subject to change.





City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Human Resources and Risk Management Overview***

---

## **Department Overview and Mission**

The Human Resources and Risk Management Department is dedicated to supporting the City's workforce by providing comprehensive HR services, ensuring compliance with employment laws, managing workplace safety, and mitigating organizational risks. The department plays a critical role in fostering a positive work environment and aligning HR initiatives with the City's strategic goals.

**Mission:** Through strategic partnerships and collaboration, the City of Statesville Human Resources Department recruits, develops, and retains a high-performing, diverse workforce while fostering a healthy, safe, and productive work environment. We recognize employees as the City's most valuable asset and are committed to supporting their growth and well-being.

### **The HR Department provides the following key services:**

- Policy Development & Compliance
- Recruitment & Onboarding
- Compensation & Benefits Administration
- Employee Relations & Conflict Resolution
- Training & Career Development
- Employee Recognition & Events
- Performance Management Program
- Workers' Compensation & Return-to-work Programs
- OSHA Compliance, Workplace Safety Programs, & Training
- Risk Assessment & Mitigation Strategies
- Coordination of Liability Insurance & Claims

### **Key Documents (Reference Section)**

- Personnel Policies Manual
- Compensation & Classification Plan

## **Possible Decisions Requiring Council Approval**

- Adoption or Significant Amendments to Personnel Policies
- Approval of New Full-time Positions
- Approval of Workers' Compensation Settlement Agreements Exceeding \$50,000

**Funding:** Human Resources & Risk Management are funded through the General Fund.

## **Staff Duties**

**Stacey Everette, HR Director:** Responsible for designing, implementing, and managing Human Resources programs. Oversee a broad range of HR and Risk Management functions.

**Safety & Risk Manager:** Oversees workplace safety programs, OSHA compliance, and Workers' Compensation claims.

**HR Generalist:** Manages the full recruitment lifecycle, including job postings through NEOGOV, interview coordination, onboarding, and offboarding.

**Benefits Specialist:** Administers employee benefits programs, including health insurance, retirement plans, and wellness initiatives. Manages leave programs and annual open enrollment.

**HR Technician:** Provides operational support for recruitment and onboarding processes. Posts job vacancies, tracks applicants, schedules interviews, and ensure compliance and accuracy in onboarding documentation.

**HR Administrative Associate:** Handles administrative and clerical tasks to support HR operations.

### **Part-Time**

Maintains employee records, manages HR data entry, prepares reports, and coordinates internal HR communications and correspondence.

## **Challenges**

### **Workforce Retention and Recruitment**

- Addressing compensation disparities due to historical misalignment between pay and experience levels. No pay or cost-of-living adjustments (COLA) were given from 2008 to 2012, contributing to compensation challenges.
- Compression issues where newly hired employees earn more than longer-tenured staff, affecting morale and retention.
- Remaining competitive in the local labor market to attract and retain qualified candidates.

**Workplace Safety and Risk Mitigation:** Ensuring the safety and well-being of our workforce is a constant concern and a top priority. The complexity of municipal operations

and the diversity of job functions increase the potential for workplace incidents, liability, and operational disruption. Key concerns include:

- Effectiveness of Safety Protocols and Training
- Adequately indemnifying and mitigating risks.

## **Future Plans, Especially for Capital Projects – N/A**

### **Departmental Limitations**

**Technology Constraints:** Many HR and Risk Management processes are still manual, which hinders data accuracy, slows reporting, and limits the automation of routine tasks.

#### **Proposed Solutions:**

- Develop an internal intranet to centralize HR information and improve communication.
- Provide self-service resources (e.g., FAQs, forms, benefits guides) for employees to have access to information and reduce HR's administrative workload.

**Reactive Focus Over Strategic Planning:** The high volume of daily administrative work limits capacity for long-term strategic initiatives like succession planning, culture development, and proactive risk mitigation.

#### **Proposed Solution:**

- Offer training and development to upskilled existing staff and prepare them for broader responsibilities.
- Leverage and reallocate staff to support administrative functions, freeing up leadership to focus on strategic goals.
- Create structured time for strategic planning outside daily operations (e.g., quarterly planning sessions).

**Lack of Comprehensive Personnel Policies:** The absence of updated or clearly defined personnel policies creates inconsistencies in workforce management and challenges in compliance.

#### **Proposed Solutions:**

- Prioritize policy modernization by establishing a clear timeline for reviewing and revising policies.
- Begin with critical areas such as discipline, leave administration, FMLA/ADA, and anti-harassment policies.
- Ensure all updated policies are legally compliant and aligned with current best practices.

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City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Information Technology Department Overview***

---

## Overview and Mission

This department is committed to delivering a secure, reliable, and innovative technology environment that supports the city's operations and enhances service delivery to its customers. Serving as the foundation of data management, the IT department supports all city departments to effectively meet the community's needs to uphold exceptional public service.

The Information Technology Department is comprised of three divisions: networking and support, GIS, and utility billing.

**The Networking Division** of the Information Technology Department ensures City departments can deliver high-quality, reliable service by providing secure, and responsive technology infrastructure. This division manages and maintains all voice and data networks, safeguarding them from unauthorized intrusion and ensuring City employees have consistent, dependable access to data and communications.

**The Geographic Information System (GIS) Division** provides mapping, spatial analysis, and geographic data management for all City departments. GIS supports strategic planning, growth initiatives, utility infrastructure management, and emergency response optimization through location-based intelligence.

**Meter Services** manages all facets of utility meter reading, annual meter inspections, and disconnects and reconnects of metered services; this includes after hours support for customers. With the adoption of AMI (Advanced Metering Infrastructure), the team's focus has evolved from manual reads to data-driven customer service and operational support. This division is also responsible for producing all utility and accounts receivable billing and all functions associated with those processes.

The IT Department operates two main data centers: one in the City Office Building and another in the Statesville Public Power Building. These sites host all core technology infrastructure. We

also coordinate with the Statesville Police Department and assist in the maintenance and configuration their network infrastructure. Two Internet connections, one at the Police Department and one at the Electric Utilities Building, ensure reliable, redundant Internet access.

Some of the core IT Department Services include:

- i. Installation, maintenance, and support of enterprise hardware and software
- ii. Maintain and support city wide Access control systems and low voltage cabling
- iii. Network infrastructure and Equipment lifecycle management
- iv. Support for telephones, desktops, applications development, project management, and user training
- v. Oversight of the Council Studio, including broadcasting Council meetings via the Government Cable Channel and the City's YouTube channel
- vi. Development and maintenance of the City's GIS network and geodatabases
- vii. Creation of custom mapping products for staff
- viii. Support for ESRI platform software and mobile GIS applications
- ix. GPS data collection and training using Trimble units
- x. Meter reading, customer disconnect/reconnect operations, and annual meter inspections
- xi. After-hours service response and system troubleshooting

Key Documents/References:

- i. Service Policy Manual
- ii. GIS Strategic Plan

## **Decisions for Council**

- i. Network infrastructure investments
- ii. Cybersecurity upgrades
- iii. Capital requests for data redundancy or connectivity projects
- iv. Funding for GIS expansion projects
- v. Enterprise software licensing and cross-department modernization initiatives
- vi. Customer Billing related fees and charges
- vii. ERP and Enterprise Billing software upgrades
- viii. Enterprise: No

## **Organizational Chart and Staff Duties**

**Chief Information Officer:** Oversees all IT Divisions, strategic planning, and security of City systems

**IT Assistant Director:** Directly supervises the network and support personnel and supports GIS and Utility Billing staff

**Networking and Support Division:**

- i. IT Field Service Technician: Manages physical network infrastructure and end user hardware including hardware lifecycle rotations
- ii. IT Software Support Specialist: Manages ERP software and other Enterprise software support and permissions as well as providing backup for utility billing processes
- iii. IT Technician: Handles first and second level responses in the helpdesk system and cellphone rotation schedule

**GIS Division:**

- i. GIS Administrator: Manages the City's Geographic Information System operations, staff and infrastructure. Supports all city departments requiring mapping and/or location information and analysis
- ii. GIS Specialist: Assists GIS Administrator in maintaining GIS infrastructure and city GIS workforce. Supports city departments with published services, maps and data
- iii. GIS Analyst: Maintains the city's public utilities and electric GIS data and applications.

**Utility Billing and Meter Services:**

- i. Billing Specialist: Manages utility billing, accounts receivable billing, and meter interface software
- ii. Meter Services Supervisor: Manages the meter services staff and coordinates with customer service for meter disconnects and reconnects. Also responsible for after-hours reconnects
- iii. Meter Services Attendant: Assists Meter Services Supervisor with leak inspections, disconnects, reconnects, and meter reading services
- iv. Meter Services Technicians: Perform meter reading and inspections, and leak inspections

**Big Issues Currently on Tap**

- a. Increasing cybersecurity threats and need for managed endpoint protection
- b. Rising demand for high-speed connectivity and redundancy across City facilities
- c. Integration challenges between older systems and modern technologies
- d. Staffing capacity to support growing technology infrastructure

**Future Plans and Capital Projects**

- a. Modernization of GIS infrastructure
- b. GIS-based work order and asset management system
- c. Migration of Electric, Water and Sewer GIS to Utility Network
- d. Standardization of Network Infrastructure through the city facilities

- e. Creating new Internet Point of Presence at City Office Building to segment traffic away from PD network
- f. Increase available methods of Utility and AR payments through Tyler ERP payment software

### **Departmental Limitations and Needs:**

- a. Limitations:
  - i. Limited staffing for GIS data management and field collection
  - ii. Organizational education on digital best practices and data-sharing
- b. Needs:
  - i. Additional cybersecurity funding and dedicated security staff
  - ii. Funding for lifecycle replacement of aging servers, switches, and meters
- c. To move the mission forward, IT would like to see increased interdepartmental coordination, especially when new technologies, both hardware and software, are involved.

### **Attachments**

- 1. GIS Strategic Plan





## GIS Strategic Plan



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**January 23, 2024**

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## **Executive Summary**

### **Purpose and Project Plan Drivers**

The City of Statesville GIS Department has taken appreciable steps towards capturing the current state of GIS at the City and towards proper planning for GIS system upgrades and organizational integrations through a series of efforts.

As GIS continues to be an integral part of daily workflows for many staff within the city and as the GIS systems and technology continue to evolve, so does the need for additional data, applications, and vision for expanded use of GIS. The objectives of this GIS Strategic Plan are to re-investigate the existing state of GIS in the City to allow for more detailed analysis and identification of strategic goals around functional areas of GIS technical opportunities, and GIS organizational opportunities. This will provide updated information and specific recommendations to promote immediate, critical, and longer-term GIS program management and collaboration strategies to enable sustained and enhanced levels of services, increased return on investment (ROI), and a guide to expanded and coordinated use of GIS based on a solid foundation of in-depth knowledge, planning, and stakeholder input and support.

### **GIS Tactical Plan Process**

For this project, the key sources for input into the planning process were:

- *Initial Survey of City Departments on their level of use and need for GIS as well as any pain points.*
- *In-depth Interviews and Information Gathering* with key stakeholders from the following City Departments/Divisions to gather and discover in-depth information concerning business practices and GIS.

GIS Stakeholders/Departments that participated in Interviews:

- Public Utilities
- Electrical Department
- GIS/IT Department
- City Administration Department
- Public Works Department

GIS Stakeholders/Departments that did not participate in Interviews:

- Civic Center
- Customer Service Department
- Finance Department
- Fire Department
- Planning Department
- Police Department
- Parks & Recreation Department

## Current State of GIS at the City of Statesville

GIS at the City is seen as progressive and is entrenched in many City Departments and is highly supported by all City stakeholders interviewed. The GIS has a good central infrastructure, appropriate and current software and tools, and industry-standard databases and data designs in place. Although GIS is being used by most City Departments and Divisions, it was found that many staff are not proficient enough to use GIS effectively or are having trouble in doing so. Much of this is due to disparate coordination amongst GIS, IT, and other City Departments, lack of awareness, training and training resources, access to applicable and key data, as well as data and application limitations, connectivity issues, etc.

The City is aware of some of these issues and is taking steps towards solutions. Much work remains to formulate a logical, prioritized plan and approach to executing effective actions to help resolve these issues. This would enable the city to leverage investments in GIS and other integrable technologies, more effectively realize the value potential of GIS technologies, and promote the growth of the GIS program in the city.

This GIS Strategic Plan has provided the opportunity for a detailed review of the current state of GIS and has resulted in valuable insight and information to determine program strengths, weaknesses, and gaps in technical, organizational, and financial areas as it relates to GIS at the City of Statesville.

## GIS Tactical Plan Key Findings and Recommendations

The results of this plan have produced some key findings including recommendations that the city should consider to promote long-term GIS management, as well as collaboration strategies to enable sustained and enhanced levels of services, increased ROI, and expanded and coordinated use of GIS across all City Departments at the City of Statesville.

### Key Findings

| Findings                                                                       |
|--------------------------------------------------------------------------------|
| GIS Data Management/Organization is a Problem                                  |
| Data Lag – Annexations process is too slow                                     |
| Data Lag – Infrastructure editing / additions are too slow                     |
| ArcGIS Online (Hyperweb) Needs Housecleaning and More Departmental Involvement |
| City Data Update Process Is Not Timely Enough                                  |
| More Specific Data/Application/Workflow Needs                                  |
| Lack of Best Practices/Standard Operating Procedures/GIS Training              |

## **Key Recommendations**

| Recommendations                                                                              |
|----------------------------------------------------------------------------------------------|
| Set up a GIS Steering Committee                                                              |
| Ensure Accurate Data for Software Integration                                                |
| Streamline Data Lag Issues with the City Related to Annexations                              |
| Streamline Internal Processes Related to Development and Annexations                         |
| Streamline City GIS Data Update Process and Timeline                                         |
| Define Best Practices/Standard of Operating Procedures for Data Management/GIS Training Plan |
| Implement more Web Applications/Dashboards                                                   |
| Plan for more GIS Staff                                                                      |
| Migrate to ArcGIS Pro Permanently                                                            |
| Repair/Update Utility Network Data Model and consider data migration                         |
| Implement Solutions for Sharing Utilities Data                                               |

## **Introduction**

Avineon was hired by the City of Statesville to create a GIS Strategic Plan in 2023. Statesville has had a GIS in place for many years, so this plan is intended to do the following:

- Document the existing system (hardware/software/data/critical personnel/network components inherent in the GIS).
- Identify specific needs, problems, and issues related to the GIS at the Departmental level.
- Make recommendations for changes to the GIS to better serve the various departments (based on city staff input and current GIS technology improvements and trends).
- Itemize and prioritize specific projects for improving/enhancing the GIS in the next 1-3 years, including recommended phased implementation schedules and timelines.

GIS technology is currently used by many of the city's staff in numerous ways and is a valuable resource. In the years since the city started using GIS, the technology has moved forward, resulting in many different workflows and applications being deployed throughout the various departments. This growth has been organic, whereas some staff or department will request something, and then the GIS administrators will strive to respond accordingly by creating new data and/or applications, making them available to those making the request. While this growth is a positive development, over time all of the various workflows and databases supporting these data sets, maps, and applications need to be revisited to ensure optimal efficiency (in terms of staff time) and the best use of the technology.

The organic GIS growth that has happened with the Statesville GIS has yielded numerous GIS data sets and web-based applications over the years. While this growth is a positive in terms of the users accessing the system to enhance their job responsibilities, the growth can also result in a net decrease in data and workflow organization and efficiency. As the requested data sets and applications are being created, many times the hurried, haphazard nature of responding to all the requests can result in scattered, unorganized data sets spread across the city's network. Among other goals, this plan seeks to

chart a path forward to better organize all the data and applications and determine optimal maintenance and update workflows needed to maintain those data sets and applications.

## Goals

The goals of this report are as follows:

- To document the state of the Statesville GIS.
- To identify specific needs, problems, and issues related to the GIS at the Departmental level.
- Make recommendations to address the identified needs, problems, and issues.
- To suggest a strategy and timeline for addressing those needs, problems, and issues as well as others that the city may not be considering.

## Process

This project is following this specific process:

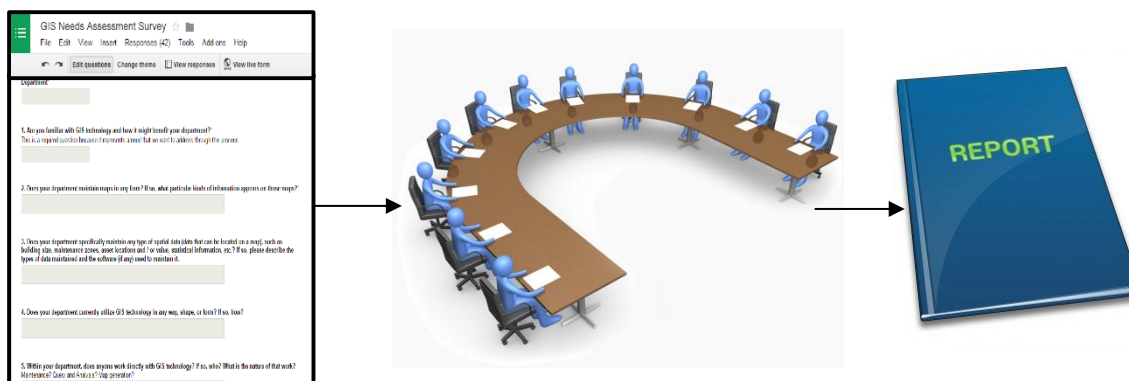
- Information gathering.
  - Survey responses.
  - Interviews with each department.
- Final report.

## Information Gathering

Early in 2023, a brief, online survey was emailed to all city departments, based on a list provided by IT/GIS department. The survey was broad in nature and intended to gather some basic information about the respondents' experience with GIS and potential reliance on GIS data and applications within their department.

The next phase was based on 1–2-hour interviews, which allowed for longer-form discussions of various GIS topics. Since there were so many staff that needed to be talked to, it was determined that doing the interviews with groups from specific departments made more sense and was more efficient than trying to speak to everyone individually.

During those interviews, the survey responses were referred to and used as a jumping off point for the conversations. Those conversations, along with the survey responses and experience of the writer in managing and implementing GIS technology for local governments, form the basis of this report.



## Current State of GIS in Statesville

### Organization of GIS/GIS Staffing

GIS users are spread throughout several departments in the City of Statesville. The *Departmental Assessments* section will detail specific users and uses of GIS technology in each department. For this discussion, we will focus on the IT/GIS team. Up until recently, the IT/GIS team consisted of 3-4 individuals.

### Hardware Dedicated to GIS

At present, a single virtual server hosts the GIS Enterprise Geodatabases (via SQL Server 2016 Standard) as well as the on-premises GIS web services (via ArcGIS Server).

This server also has ArcGIS Desktop 10.9.1 installed on it for the purpose of running automated scripts geared towards backups, GIS database management, performance tuning, and some other specific tasks.

### GIS Software

The City of Statesville has purchased the ESRI Enterprise License Agreement (ELA), which provides access to virtually unlimited ESRI software and ArcGIS Online resources during the term of the agreement.

Currently, the city primarily uses numerous seats of ArcGIS Desktop (ArcMap) and has a copy of ArcGIS for Server to power on-premises web services. This agreement is a three-year contract that costs approximately \$40,000 per year.

As far as user types/roles, the city currently has approximately 100 Viewers and 200 Creators. Of these, there are 79 users with access to Enterprise and 132 users listed in ArcGIS Online.

### City of Statesville GIS Web Presence

Currently, the City of Statesville has multiple GIS applications hosted by ArcGIS Online. Some of those applications are public (Hyperweb), and the rest are private, utilized by various city staff for specific purposes.

## **Departmental Assessments**

The section that follows details the current use of GIS and identifies specific potential uses of the technology for each department that was interviewed. Each departmental assessment is organized in terms of these topics:

- Departmental description.
- Current GIS access points (software used).
- Key GIS layers (where applicable).
- Data needs/issues that need to be addressed in the future.
- Pending issues related to GIS data and potential workflows.
- Other important relevant issues.
- Discussion.
- Specific identified needs.

Names in parentheses represent staff that were interviewed by Avineon and/or responded to the initial survey during the information-gathering phase.

### **City Administration Department** (Emily Kurfees, Scott Harrell, Matthew Pierce, Ron Smith)

Emily Kurfees and Matthew Pierce are both Assistants to the City Manager Scott Harrell, in which they each oversee departments within the city. Scott Harrell oversees Public Works, Engineering, and GIS.

Only Scott Harrell and Matthew Pierce participated in the interview process.

#### **Data Issues**

- Lapse of updating GIS data compared to real time.
- Relying on County Data.
- Better understanding of (sewer, stormwater, water) infrastructure by GIS editors.

#### **Pending Issues**

- Economic Improvement being planned.

#### **Other Issues**

- Lack of GIS Training.

#### **Discussion**

Scott Harrell works with utility lookups (per project), discover of ownership for city proximity/services, and mostly uses GIS via city applications. Matthew works with city properties/dispositions, checks parcel deed information using the city website, and works with GIS users to generate underlying data so the GIS department can generate maps.

Scott's biggest concern was to have some more internal education/training in GIS and tracking other utilities from other departments. Currently Scott is helping with project inquiries and sharing these to other city departments. He would like to see the utility data updated more frequently. Scott believes a dashboard for development would be beneficial in sharing/analyzing other departments data for items



such as annexations and/or property data. Also, Scott feels that a Fire Station location analysis would be beneficial for response times/property evaluation. He mentioned that currently a Tyler product is being used for Asset Management and Maintenance, however City Administration is currently working to expand this to other utilities.

Matthew's main concern was that he would like to see maintenance done on the GIS data for city departments (specifically police/fire departments). Matthew also believes that an Incident Map would be beneficial for reviewing code violations. ArcPro training is believed to be very beneficial for future efforts.

In general, both Matthew and Scott believe that the GIS department is doing a great job with the heavy load of work they are tasked with. They seemed very appreciative of them and hope to continue to see more city departments use GIS and grow in this aspect.

### Needs

- Internal GIS Training.
  - Web Map/Dashboard training.
  - ArcPro training.
- More Web Maps.
  - Incident Map.
  - Fire Station Location Map.
  - Parcel Map.
- Need solid, well-defined update procedures.
- More dashboards.
  - Incident Dashboard.
  - City Development Tracking Dashboard.
  - Property Information Dashboard.
- Better connections to other databases, so that everything is spatially linked.
- Better data sharing among departments.

### IT/GIS Department (Rocky Kiser, Susan Sink, Nikki Gregory, William Schmahl)

William (Bill) is the manager for the GIS department and works with Nikki, Susan, and Rocky who are in the IT department. William provides the majority of the necessary GIS services to the city, with the exception of some GIS work being done by other departments (police department). Susan focuses on utility billing and stormwater analysis and matching parcels to addresses/accounts.

The GIS staff spearhead the creation and management of the city's ArcGIS Online account, manage all of the GIS software licenses provided by ESRI, work with the various departments to implement various GIS solutions, and manage the city's enterprise geodatabases. The GIS team also assumes the responsibility for the maintenance of some specific GIS data sets, including the sewer, stormwater, and water systems.

The GIS team also works closely with the Technology and Innovation (TI) Department to deal with technology-related issues that affect the GIS.

### Data Issues

- Backlog of edits that need to be done for the sewer, stormwater, and water systems.
- Need to redesign enterprise geodatabases.
  - Eliminate redundant data.
  - Streamline editing and update workflows.
  - Make sure all authoritative data sets are in the enterprise (not shapefiles).
  - Make it easier to find specific layers.

### Key Applications

- ArcGIS Online Applications.
- Iredell County MapGeo taxmap.
- Tyler Software.
- Netmotion.
- Internal Customer Service App.

### Pending Issues

- Enterprise Geodatabase latency issue.
- Miscommunication between county data updates and city GIS maps/apps.
- Staying up to date with current GIS technology.
  - Server setup.
  - Use of web map technology.
  - Field data collection practices.

### Other Issues

- Need to organize ArcGIS Online Applications.
- Need to redeploy ArcGIS Online applications with departmental help.

### Discussion

The discussion with the IT/GIS department began with reviewing pain-points that they had. William expressed that one huge pain-point is the lack of collaboration between departments as well as the lack of staff to implement new technologies and workflows. A lot of growing pains/new requests that need to be thoroughly reviewed before work is done were also brought to attention. Also, the need to transition from paper maps to online web maps/applications was a topic brought up during this part of the discussion.

When reviewing data sourcing, it was expressed that the goal is to push data ownership to the departments and not solely rely on the IT/GIS department. This will require new GIS hires in some departments, as well as proper training practices for new hires and for the use of these maps/apps. Even current employees in each city department have expressed their lack of knowledge in some of these aspects and feel that training would be very beneficial.

Some data that the city relies on originates from Iredell County. One example is tax parcel information. Currently, this data is manually updated in the city applications/SDE weekly by using Netmotion VPN to acquire the data and manual processes to do the update to the city databases. An automated process to do this update on a regular schedule was suggested and needs be a discussion between the city and county on how to properly set this up and better understand how this will work. Using an FTP was discussed previously, however there was push back on this from involved parties.

In terms of sharing data, the city provides updates to annexation, zoning, and election wards layers upon request. There is no public facing data download site available for this at present.

When discussing business objectives with the IT/GIS department, it was noted that a long-term goal for the GIS division was to be data and performance driven. Currently, only the GIS department develops GIS applications. Proper training and strategic scheduling/tasking would provide other departments with the ability to create/manage/update their own GIS applications, relieving the GIS department of some of these responsibilities.

Regarding training, there is no departmental training performed and/or organized as of now. A combination of on-the-job training and ESRI online classes are what has been used in the past. This is a good start, but having a thorough training process for GIS as it constantly changes and updates would be beneficial for current department employees, as well as future hires and future projects.

The ESRI Utility Network (UN) was discussed during this interview, and currently the Water, Sewer and Stormwater geodatabases use the UN. It was mentioned that one or more of the Utility Networks are currently broken and needs to be updated/fixed in the future. The Utility Network has gone through many updates since the city's initial implementation, and the UNs currently in place need to be evaluated and repaired for optimal use. Avineon has vast experience in this technology and could help the city with this need.

Along with fixing and updating Utility Network, the city needs to look at moving towards using ArcGIS Pro and web-based maps permanently in the future. Due to the deprivation of ArcMap in the near future, as well as Utility Network only working in ArcPro, this is very important to begin planning on this so that it does not cause any big issues in the future. Training is recommended to be set up and practiced by departments and once they are comfortable with ArcGIS Pro they can then implement it into their departments. The second part of this, using web-based maps, is an amazing tool that ArcGIS Pro can help easily access these maps via Portal access to ArcGIS Online or ArcGIS Enterprise. Web-based maps can add fluidity to the city's GIS data and ensure that everyone is using the same map and not working from or analyzing outdated maps they may have saved elsewhere.

Some other topics were discussed in terms of what types of field data are being collected and the state of those data. Currently the water, sewer, and electric departments are providing GPS locations of assets (meters and poles). New equipment has been purchased to collect stormwater outfalls and other departments are working on getting updated equipment to collect assets as well. Field Maps is currently being implemented but a lack of QA/QC on collected data has occurred. It was noted that this is being worked on by the IT/GIS department.

The GIS Division has met with numerous departments and is working on getting feedback on existing GIS products. Most departments rely on GIS to some extent, such as City Administration and Electric.

Currently the GIS Division is funded by other departments, as well as general funds from the city. The importance of GIS evolving to better serve the city's needs should be brought to the attention of city leaders in order to secure more funding. Case studies should also be developed to prove the efficacy of GIS to solve problems and streamline data access and analysis.

The GIS department feels that they are currently understaffed to advance work functions or even to keep up with current workloads. Outreach to other city departments to understand this importance has happened, but has not gotten productive feedback. It was expressed that there is a need to know how to safely and securely make data available. To that end, Avineon recommends using either viewable-only web maps/apps or using remote access to edit/update data. The county parcel page is no longer showing correct links to view maps, which is a discussion that needs to be had between relevant city and county staff in order to fix this issue. Lastly, IT recommends continuing to internally host GIS data, but want to have some type of hybrid to externally share data. ESRI has hosted solutions that can be reviewed/used to host maps and use ESRI security to keep this data safe and secure.

### Needs

- Move permanently to ArcGIS Pro and use web-based maps.
- Linking to other modules or databases.
  - Work orders.
  - Code enforcement.
  - Facilities management.
- Streamline gathering/updating GIS data through automations.
- Educate department-level users and supply tools to collect their own data.
  - Field crews.
- Upgrades to SQL, Desktop, ArcGIS Pro and Enterprise infrastructures.
- More public interaction with GIS using City's website.
- Resolve latency issue.
- Reorganize enterprise geodatabases.
- Establish best practices/standard operating procedures (SOPs) regarding GIS data management practices.
- City entities – need to create admin roles by organization.
- Permissions need to be organized/reviewed.
  - Groups per department to edit/view specific data.

### Public Utilities (Raymond Allen, Scott Austin, Mike Fanton)

Raymond Allen is the Stormwater Program Specialist for Public Utilities. His focus is keeping track of ongoing projects and communicating complaints for city utilities. Scott Austin is the manager at the water treatment plant and works with Mike Fanton.

Only Raymond Allen participated in the interview process.

### Data Issues

- Adding Photos to Portal is slow/does not share correctly.
- Need to update Sanitary/Stormwater lines.

- Hyperweb (application used to access/edit/share work orders) missing Stormwater data.
- GIS data updates as expansions happen (stormwater/sanitary sewer system data).
- All GIS data for the sewer, stormwater, and water systems needs to be updated and maintained moving forward.

#### Pending Issues

- Who will update the data moving forward? Update schedule?
- Need to update Asset Management System to sync with GIS.
- Update Hyperweb application to sync with GIS.
- CCTV calculation, inspection application integrated with GIS to be created for this.

#### Other Issues

- Hyperweb application does not work properly.
- Issues with Tracking Tasks.
- Issues with getting Information to Field Workers.
- Sewer maps not intuitive for end users.
- Need for 811 Notifications.
- Lack of communication among departments on how GIS data is being used/updated.

#### Discussion

Raymond expressed his frustration with the Hyperweb application in its current state as access, editing work orders, and sharing are difficult and sometimes do not work properly (specifically printing and exporting). He also explained that missing information such as stormwater data is not available in Hyperweb. In general, it does not sound like Hyperweb is very well integrated with Stormwater/Sanitary GIS data and services. It was explained that this application is not driven by GIS but driven by spreadsheets that are difficult to maintain and outdated.

Raymond expressed the need for updated sanitary/stormwater GIS data. Currently, there is no field-based process to make these edits and this is needed. A workflow as well as permissions need to be assessed and integrated into a daily/weekly/monthly routine to better track this. Also, Raymond expressed that currently there are multiple GIS maps to view stormwater GIS data and sanitary sewer GIS data. He believes it would be beneficial to have all this information in one map and/or dashboard. A conversation needs to be had between Public Utilities and the GIS department to strategize and implement this as well as a game plan on how this will be maintained. Raymond expressed a need for data to be implemented as expansions occur, for example as a subdivision comes in, there needs to be a process to add this into the utility database/maps/apps.

Raymond pointed out that CCTV inspections are going to be added into the next inventory calculation, and there needs to be an application implemented to view these inspections. Also, there is a need to know where work orders are being worked on simultaneously by multiple utilities. This would be beneficial so that one utility department can know if another utility department is working in the same area and timelines/schedules can be planned accordingly amongst them for more efficient labor efforts.

Raymond expressed that he is very happy with the GIS department's efforts to maintain data and understands that some of these action items can be cumbersome. He stated that he is happy to work with GIS department on these items and help as much as he can. He believes that GIS data is very important.

### Needs

- Need for Hyperweb application to become more GIS based over spreadsheets.
- Updated assets in GIS (including who will maintain moving forward).
- Use GIS to track inspections.
  - Manhole inspections.
  - Right-of-way sign-off.
  - Driveway permits.
  - Septic tank/well inspection.
- Need for Work Order Management.
  - Link work orders to GIS features (system integration).
- Update/Create Web Maps.
  - 811 Notifications.
  - CCTV Inspections.
  - One map showing important Stormwater/Sanitary Sewer data.
  - Future expansion/planning map.
  - Manhole location (depth, age, laterals, material).
  - Parcel Annexation.
  - Online tap application.
  - Water/Sewer line locations.
  - Watershed/Drainage system locations.
- Track history of the work orders with GIS – use for asset replacement strategies.
- Use GIS for Predictive Maintenance.
- Need a database and / or GIS layers displaying all city and third-party service providers.
- Land Use zoning data needed for ERU Stormwater fees.
- Access to Electrical Line Data.
  - Director of Public Utilities sometimes needs this information.

### **Public Works** (Mark Taylor, Randall Moore, Dwayne Nicholson, Steve Bridges, Cory Sloan)

Mark Taylor is the course director/city engineer and focuses on new/existing data analysis. He focuses on checking for new/existing infrastructure, performing route studies for efficiency, analyzing leaf pickup/yard waste and removal, as well as planning road maintenance efforts (historical/new roads and resurfacing).

Randall Moore is the stormwater program manager. He assesses finance data that is kept in GIS, participates in infrastructure mapping efforts, analyzes property information from GIS used for contracting, and evaluates issues with various infrastructures.

Dwayne Nicholson is a GIS editor for Public Works that focuses on locating property lines/linework and finding locations of underground assets.

Steve Bridges is the Assistant Public Works Director. Steve focuses on infrastructure location, right-of-way research, traffic calming program for data collection, and the adopt-a-street program.

Cory Sloan is the staff engineer for Public Works. He focuses on reviewing new development plans and existing infrastructure analysis. Cory also imports facilities into Civil 3D.

#### Key Applications

- ArcGIS Portal.
- Field Maps.
- County Map.
- Charlotte Explorer.

#### Data Issues

- Current data is in multiple places, would like somewhere to find everything in one.
- Latency issues with apps due to large amounts of data uploaded.

#### Pending Issues

- Need to develop workflow for collecting and organizing information into applications.
- Need access to DOT layers for projects.

#### Other Issues

- Symbolology and Visibility in the online map is hard to use; needs size/order adjusted.
- Liaison for Public Works GIS data from GIS department is needed.

#### Discussion

This group agreed that making GIS data more easily accessible from one location would be very beneficial. Currently they must go to multiple sources to find the information they need. Cory expressed that their web-based system/apps are slow and unresponsive, which may be due to large amounts of data being uploaded. Dwayne pointed out that engineering catalog layers and paper plans /digital plans for projects should be visible per parcel/project. That way they can be easily directed to the documents. While one map or application would be very beneficial for all of this, it would be much more efficient if a few specified workflow maps/applications were to be built to provide this information in a more streamlined fashion.

Public Works feels that GIS services, data, and applications are very important to city operations. Cory explained that there is a need for an efficient workflow of collecting and organizing information when working with digital plans. The GIS department, Public Works, and Public Utilities should collaborate and come up with this workflow so that in the future this can be mitigated.

Cory expressed a need for being able to view Technical Review Committee (TRC) results and plans per parcel. A program to review/approve new and recent plans could be used for existing infrastructure with links to documents. Mark expressed that a per parcel review on existing infrastructure/work being done could be very beneficial in order to mitigate confusion on timely work.

It was noted that some sort of metadata that highlights importance of GIS apps/layers would be beneficial. Currently there are documents spread out across the city/county systems for things like private development tracking, capital improvement projects (CIP) and development project tracking, but they can be difficult to locate.

Currently Public Works uses ArcGIS Portal and a County Map to find/update information. In ArcGIS Portal, maps are difficult to navigate due to the size/visibility of feature layers. Having specific layers turned on/off would be beneficial for collection of data in the field as well as viewing the maps. It is suggested that the GIS department collaborate with Public Works on updating the maps accordingly. The primary uses that Public Works finds helpful are infrastructure identification/location and right-of-way information/location. Cory suggested that a map be created that is available to the public with security control over private data. An intuitive app requiring minimal training could be created to help the public find specific information they are searching for.

Both Steve and Cory expressed the need for GIS training, but training specifically in how to use current and future applications/maps created by the city. There is currently no “new-hire training” for applications, which would be helpful for future use. Concise, step-by-step documents should be created for each application to highlight what the application is used for/how to use it effectively. These documents should be dated/updated accordingly.

### Needs

- Streamline workflow for updating/sending/uploading GIS data.
- GIS-based Work Order Management.
- Liaison for Public Works GIS Data.
- Access to other departments GIS Data.
  - DOT layers.
  - Electric layers.
- Metadata for maps/layers instead of documents.
- Cleanup of current ArcGIS Portal map/field maps.
- Additional GIS Applications.
  - Annual Inspections for IDDE.
  - Stormwater issues/complaints tracking.
  - Comprehensive infrastructure map.
    - What assets the city owns/who maintains it.
  - Project planning.
  - Outfall inspections/locations.
- GIS Training.
  - New-Hires.
  - Application documents for use/updating.

**Electrical Utilities Department** (John Kiger, Jeff Galliher, Travis Campbell, Chris Sloan, Jason Lee, John Sigmon)

John Kiger is an electrical engineer for the Electrical Department who uses GIS to examine ongoing projects/locations and what is where (fact finding).



Jeff Galliher and Chris Sloan work in the Staking Department. They both edit maps and draw up jobs.

Travis Campbell is the operations manager for the Electrical Department. Travis focuses on organizing work orders for line crews, as well as fact finding for data analysis.

Jason Lee is a business development specialist for the Electrical Department. Jason handles outages (security/streetlights) and submits work orders for repairs/new assets.

Josh Sigmon is a foreman for the Electrical Department.

#### Key Applications

- Tyler Software.
- Web Based Applications.
  - Electric Map.
- Field Maps.

#### Data Issues

- Lack of communication and timely updates of GIS electrical data/maps.
  - Outage locations/switching.

#### Pending Issues

- AutoCAD drawings being added to GIS data do not work correctly.
  - Outdated/missing data results in discrepancies.

#### Other Issues

- Foreman in the field do not have access to latest data.
- Need for more GIS personnel in Electrical Department.
- Issues with Electric Map.
  - Data is not up to date, could cause safety issues.
  - Need better visibility of devices/features.
  - Need a Legend added.
  - Issue with Address tool; hard to locate an address unless you know the exact name (would benefit from auto-fill feature).

#### Discussion

The biggest concerns with the Electrical Department are the need for more GIS personnel to be hired, an updated and maintained electrical map, and access to other departmental data via adding layers to their current map or through the creation of more online applications/dashboards. Both Travis and Josh agreed that more frequently updated data would benefit response to outages as well as verifications of information during odd hours. John also addressed that having data all in one place would be beneficial. It was noted that multiple integrations through sites/maps/apps are being used to find the answers they need, and it can cause issues with response time and productivity.

When discussing challenges with the electrical data, John and Travis admitted that coordination between departments would be helpful since currently there are different versions of GIS being used

internally/externally throughout departments. Currently they are using ArcMap 10.7, which is an outdated version and sometimes databases are incorrectly updated resulting in some data not loading properly.

The Electrical department feels that GIS is very important to overall city operations and services, and increased accuracy would benefit time efficiency in daily work routines. An idea that was brought up was the potential for 3<sup>rd</sup> party GIS maps for viewing data online. Chris expressed how new projects would benefit from updated/accurate GIS data in the sense that it would save time and expense on exploration in the field for confirmation.

The Electrical department is overall happy with the GIS department for the city, however they expressed concern about the GIS division being sometimes pulled into non-GIS projects or tasks that do not allow them to effectively work with and be available to communicate with the Electrical department. A meeting between both GIS department and Electrical department should be held to get a gameplan of scheduled communication and update of data/maps/applications.

Some business needs that were brought up were the need for better outage management, through more frequently updated data or the creation of new GIS applications. These include assets such as Smart Meters, Poles, Asset Barcoding, Streetlights, and Transformers. Inspection applications/maps should be created for field workers to easily update these data when working. Also, some public maps/applications could be created specifically for the public to update for outages, pole conditions, and/or streetlight inspections.

The electrical department uses Tyler software; however, this sounds like it is not fully integrated with GIS nor is it very stable. Tyler software is also only accessible in-house, and field crews cannot access the data while offline. Also, the hardware that the field crews are currently using (laptops and cell phone hotspots) are hindering them from efficiently doing their job in the field. I recommend that the city look at possibly upgrading hardware to tablets with hotspots/WIFI access, and online maps/field maps to access and update data.

Overall, the biggest concern is the state of the electric map. This is being used almost exclusively by the Electrical department and they are concerned with accuracy of the data due to infrequent updating. There needs to be a scheduled update put in place for this application, as well as an itemized report of updated features. This will benefit the Electrical department by assuring them that the map is up-to-date.

GIS training was discussed, and sounded as if this currently has been mismanaged or set aside. It is necessary that GIS training documentation be created for new hires as well as detailed instructions for using GIS maps/applications/software so that if anyone has a question they can rely on these documents.

### Needs

- Need for more GIS personnel to be hired to update/maintain GIS data/maps.
  - IT/GIS department or Electrical Department.
- Updated and Maintained Electrical Systems GIS map.
- GIS training for current maps/applications as well as using the software.

- Access to Stormwater/Sanitary Sewer GIS Data to track location.
  - For Underground Service Planning.
- More Online Applications/Maps.
  - Circuits Map.
    - Showing circuits, lines, and poles.
    - Overhead and Underground.

## Summary of Findings

### List of Problems / Needs

- ***GIS Data Management/Organization is a Problem***

The organization of city GIS data is a major problem. For various reasons, much of the GIS data utilized by staff has become decentralized. That decentralization leads to other problems such as:

- Not knowing where the latest version of a data set resides.
- Lack of access of certain datasets for city staff.
- Redundant copies of data sets.
- Irrelevant data sets.
- Lack of confidence in GIS.

These data management issues have arisen due to several factors:

- Rapid growth of the city.
- Staff turnover.
- Lack of a structured approach to the growth of the city GIS.

This disorganization results in numerous inefficiencies and needs to be mitigated as soon as possible.

- ***Data Lag – Annexations GIS data update process is too slow***

This topic takes various forms and is related to the rapid growth occurring in the city as well as a disconnect between County and the city and the lack of a well-defined process for ensuring that the relevant data gets where it needs to be in a timely fashion. In the case of annexations, the city needs the relevant response-related data as fast as possible so that in the case of emergency or immediate action, the city resources will respond accordingly.

This means that the city must efficiently update all relevant layers after an annexation occurs and then that data needs to be incorporated into the county system as efficiently as possible soon thereafter. A specific process needs to be developed for annexations and streamlined as much as possible. This will require working directly with Iredell County to find adequate solutions.

- ***Data Lag – Infrastructure GIS data updates are too slow***

The growth happening in Statesville is causing other problems related to infrastructure. Primarily, this is where the GIS maps are not being updated fast enough.

Most developments in the city ultimately involve several departments and there needs to have better methods of communication between those departments to streamline the flow of data related to all of the changes occurring in the city.

- ***ArcGIS Online Needs Housecleaning and More Departmental Involvement***

The City of Statesville has a good ArcGIS Online presence. GIS content exists in many departments, and while much of that content is vital to city functions, many of those items are outdated and/or unused and are cluttering up the platform.

Several interviewees noted that the Hyperweb application needed to be updated to improve the look and/or functionality. Also, some interviewees insinuated that they were not sufficiently involved in the development of Hyperweb and felt that providing their specific input could result in better use for staff and/or the public. Suggestions that Hyperweb (excel spreadsheet-based application) either be updated or something GIS based be created and used going forwards to replace it.

- **County GIS Data Update Process Is Not Timely Enough**

City staff relies on county-originated GIS layers, such as address points, parcels (with tax data), streets, circuits, meters, etc. Although staff can access those data via the County GIS web site, the city needs access to the data layers at a more granular level to best utilize the GIS. At present, it seems that no well-defined process or concrete schedule is in place for this task. That needs to change.

- **Many Specific Data/Application/Workflow Needs**

This document reports many specific data and workflow needs. The city needs to determine the best way to prioritize those needs and implement solutions in an organized fashion. Since many of the needs are concurrent across departments, it probably does not make sense to simply address these issues one department at a time.

Careful planning needs to be done in order to successfully resolve these issues to make sure the GIS staff is not spread too thin to finish the longer-term projects. There will be cases where it might make sense to bring in outside help, be it a vendor or intern. These items will need to be managed on a case-by-case basis.

- **Lack of Best Practices/Standard Operating Procedures/GIS Training**

The growth of GIS in the city has resulted in a disjointed GIS due to pressures from that growth and the city's failure to respond in time. This has resulted in the aforementioned disorganized GIS currently in place. The lack of a well-defined set of best practices and/or standard operating procedures (SOPs) has contributed to the disorganization.

With GIS Training, many city departments have brought attention to them not having sufficient training or a training plan to offer for new hires or current employees that would like to understand the GIS in their department at a higher level. A more organized GIS training plan would help city departments continue to keep up with the high-pace of changes to GIS data as well as a better understanding of how to use the applications created and/or provided to them.

## Recommendations

This list is based on order of importance.

- **Set up a GIS Steering Committee**

The City of Statesville currently has no Steering Committee set up. Avineon believes that this would be very beneficial for the departments to get together and figure out a way to set up and implement. The Steering Committee can collectively decide on the direction of the GIS and determine project priorities, best practices, strategies for working with the city, county and the public, and other issues related to the technology and its many potential uses.

The city needs to use this group as much as possible. Managed correctly, this group can help take the City of Statesville GIS to the next level. Usually, a smaller group comes out of the initial larger meetings that represent the staff that can really devote energy to the effort. That's not to disparage those who can't; many times, staff already have too many responsibilities and no time for additional meetings and commitments. That smaller group tends to be the ones to make it to every meeting and can focus on fulfilling GIS goals and objectives.

In addition to helping determine the direction of the city GIS efforts, the GIS Steering Committee (GISSC) should also work to 'spread the word' of GIS to other town staff and the public. Throughout the information gathering phase for this report, several interviewees noted that they did not know enough about the technology to understand all potential uses. The GISSC should strive to educate city staff as to what can be done with GIS and should aggressively market the technology, including specific applications that may help them with their responsibilities.

This group should work to ensure that all major GIS efforts involve the GIS staff, who can help with providing the most efficient methods, ensuring that each project conforms to the city's goals and standards. This will allow the GIS staff to plan to help with various projects that may not originate in GIS and will ensure proper resources are available.

An important, but often overlooked tip: someone should keep the minutes from each meeting and share them accordingly. Also, meet every month to keep the momentum going. Many times, these efforts start well and then fizzle out as folks stop attending. Figure out a way to keep the momentum going and people involved. There's so much that needs to be done and it's obvious that many folks use or could use GIS technology in their jobs, so the GIS team must determine a way to keep these meetings fresh and relevant. Guest speakers are a good idea; have someone talk to the group about a project being done elsewhere that might be relevant to the city. Invite the County GIS staff or other nearby municipalities staff to the meetings. Managed correctly, this group can help take the City of Statesville GIS to the next level.

- **Ensure Accurate Data for Software Integration**

GIS implementation on city applications needs to be updated. These applications depend in part on web feature services that connect to various GIS layers and once those layers are organized where they will reside for the long-term, the applications should be able to be implemented accordingly.

Once the enterprise geodatabase is updated, GIS implementation needs to be completed. The new apps as well as existing apps depends in part on web feature services that connect to various GIS layers and once those layers are organizationally where they will reside for the long-term, the applications should be able to be implemented accordingly. In addition, a locator service will also need to be implemented. In that case, the locator will likely depend on address points and/or street centerlines data. Thus, the process for updating that locator will be linked to the GIS data updates. For the short-term, that update can be manual, but in the long-term, it should be automated if possible.

- **Streamline Data Lag Issues Related to Annexations**

There is a distinct problem with various data updates related to annexations. This can lead to serious issues. The city needs to work with Iredell County to streamline this process as much as possible. As soon as an annexation is law, then the appropriate GIS layers and information needs to be sent to the proper County staff for insertion into their system. After that, you must rely on County staff to finish the process on their end.

- **Streamline Internal Processes Related to Development and Annexations**

As growth is occurring within the city, there needs to be a better way to ensure that all the departments know what's going on when and where and when they need to act accordingly. There are many pieces to this puzzle and it will likely take a real effort to get this right.

As a start, a standard flow chart/checklist needs to be developed dealing with relevant situations across the city. Most likely, there will need to be specific processes developed for specific needs. A new subdivision development occurring in city will likely have a different series of steps required compared to what a new annexation will.

Once details are gathered for the various situations that may occur, then GIS-centric solutions can start to be implemented on a case-by-case basis.

- **Streamline City GIS Data Update Process and Timeline**

The City of Statesville depends on data that Iredell County maintains and needs timely access to those updated layers. The most obvious examples are address points, parcels (along with tax data), and street centerlines.

City staff will need to work with the county to see what's possible. Once that's known, then all efforts need to be made to automate the process to occur at regular intervals, whether it's nightly, weekly, or monthly. Scripts can be written to automate this kind of work once the parameters are understood. Also, city staff will need to know when those updates occur so they can understand the currency of the data that they are using. If other layers are maintained at the city that are dependent on the county layers, then other local processes can be run after the county update completes.

- **Define Best Practices / Standard Operating Procedures for Data Management/GIS Training Plan**

Since the number of staff using GIS has grown in the city, some ground rules need to be agreed upon and documented for future GIS database management. The primary goal should be to best manage the

data to meet all defined needs without creating redundant and/or disorganized data in various locations.

There are many different items that can come up here, but the GIS Steering Committee (or a subset of that group) should be used to implement and update these rules.

It is recommended that some best practices be applied at the ArcGIS Online platform as well. If numerous users are going to be able to create content in ArcGIS Online, then there needs to be some rules that govern that work. Otherwise, you can end up with scores of items that are outdated or irrelevant and that you must sift through in order to do work on that platform.

For GIS Training, it is recommended that an organized plan for updating training as well as onboarding new city employees (who will utilize GIS software) should be in place. This will help with departments better understanding the GIS software, keeping up with updates and changes to GIS data, and should result in better use of the GIS applications provided to them by both the city and county.

- **Implement More Web Applications/Dashboards**

GIS Web Apps and Dashboards are great tools for communicating spatial information. They tend to be very intuitive and are a great way to share information with users all along the technical continuum. They are particularly effective for managers and the city GIS staff should seek to implement as many of these as is possible.

The ideal situation would be to automate the necessary processes to update these web apps and dashboards, so that they are dynamic in nature and do not atrophy. For example, if data could be imported from another system nightly and then those records geocoded and maintained in a feature class that drives the web application or dashboard, then departments would have an invaluable tool for future planning at their fingertips every day.

These types of products are very valuable and ensure GIS support will continue from those who benefit from their existence.

- **Plan for More GIS Staff**

The city needs to plan for additional GIS staff to be needed in the next couple of years. The growth driving the demand for GIS by the city government is bound to create so much work for GIS that they will not be able to keep up. Until now, GIS/IT has been responsible for the higher-end GIS tasks.

It is likely that the work that comes from this plan will likely be more than GIS/IT can add to their existing workload. Enlisting the help of vendors and/or interns is an option, but many of the issues detailed in this report are internal and will require long-term attention from the GIS team. The city needs to plan on adding some sort of GIS position in the next 2-3 years to help with the avalanche of work that's inevitable for the GIS staff.

- **Migrate to ArcGIS Pro Permanently**

ArcGIS Pro represents the latest version of desktop GIS software and is ultimately a replacement for ArcGIS Desktop (ArcMap). Esri has announced 2026 as the end of support for ArcGIS Desktop and all new development efforts are geared towards the ArcGIS Pro product.



The city needs to start planning on moving in this direction soon. The first steps should be getting end users access to the software, followed by getting them some training. Although licensed differently, the city does not need to buy any additional software to access ArcGIS Pro. It can be installed and licensed alongside ArcGIS Desktop as long as the PC meets the relevant system requirements (<https://pro.arcgis.com/en/pro-app/latest/get-started/arcgis-pro-system-requirements.htm>).

- **Update/Repair Utility Network Data Models**

The city has been using Utility Networks to manage several datasets, but those models need to be analyzed, repaired, and updated in order to properly use them and take advantage of that technology. This will definitely be an item that you'll want a vendor to assist you with as the city does not currently employ a UN expert.

- **Implement Solutions for Sharing Utilities Data**

Utilities data is a critical component to many of the city's operations and a substantial effort needs to be made to share this data accordingly. Access to the data is needed both internally for city staff and externally for citizens and design professionals to adequately plan new developments within the city.

Sharing the data can be done in numerous ways using GIS technology. City staff will need to carefully determine what to share and actively monitor access to the more sensitive data. In some cases, externally-maintained data will need to be joined with the GIS layers for optimal analysis and functionality.

The city should specifically:

- Explore the possibilities of creating map applications for staff that contain utility infrastructure detail, capacity, and other helpful information.
- Explore the possibilities of creating map applications for citizens/design professionals that contain basic utility locations.
- Integrate utility capacity information contained on separately maintained spreadsheet into GIS for better functionality.

## **Implementation Schedule**

This is a preliminary suggested implementation schedule.

### **Phase I** – January, 2024 – June, 2024

- Ensure Accurate Data for Software Integration.
- Define Best Practices/Standard Operating Procedures for Data Management/GIS Training.

### **Phase II** – July, 2024 – December, 2024

- Streamline Data Lag Issues with the City Related to Annexations.
- Streamline Internal Processes Related to Development and Annexations.
- Streamline City GIS Data Update Process and Timeline.
- Continue Defining Best Practices/Standard Operating Procedures for Data Management/GIS Training.

### **Phase III** – January, 2025 – June, 2025

- Reorganize ArcGIS Online.
- Implement More Dashboards/Applications.
- Continue with Streamlining Internal Processes Related to Development and Annexations.
- Continue Defining Best Practices/Standard Operating Procedures for Data Management/GIS Training.

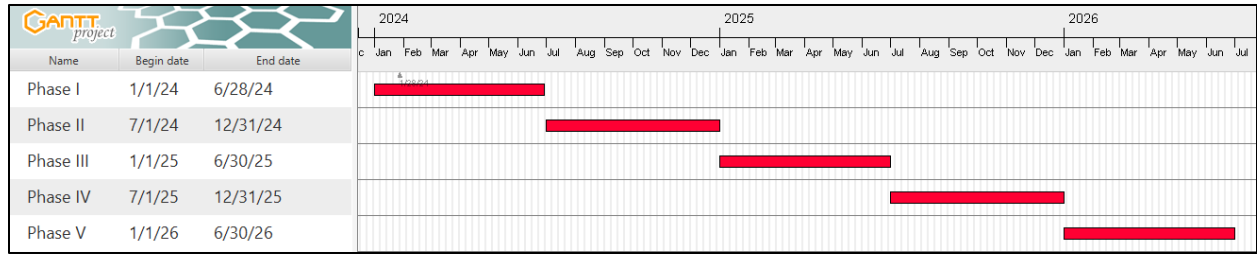
### **Phase IV** – July, 2025 – December, 2025

- Consider Budgeting for More GIS Staff.
- Start Using ArcGIS Pro Permanently.
- Continue with Streamlining Internal Processes Related to Development and Annexations.
- Continue with Implementing More Dashboards/Applications.
- Revise GIS Plan – Goals and Objectives, timelines.

### **Phase V** – January, 2026 – June, 2026

- Update/Repair the Utility Network Data Model and consider data migration.
- Implement Solutions for Sharing Utilities Data.
- Revise GIS Plan – Goals and Objectives, timelines.

## Implementation Schedule Gantt Chart



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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: November 19, 2025  
SUBJECT: ***Planning Department Overview***

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## **Mission Statement**

The Planning Department's mission is to deliver a complete range of services and infrastructure and to devise and enforce laws that regulate development and the health and well-being of residents. This mission includes supporting expansion of the local economy through tools available to local governments in North Carolina.

## **Overview**

The Planning Department is responsible for enforcing the City of Statesville's land use regulations through the Unified Development Code (UDC) and guiding growth through long-range plans such as the 2045 Land Development Plan, the Mobility Plan, and small area plans.

The Planning Department is comprised of 12 people who specialize in a range of planning activities; such as, code enforcement, minimum housing, permitting, plan review, historic district review, transportation planning, land use, and long-range planning. All rezonings, annexations, text amendments, special use permits, variances, and other relevant applications are first vetted by the Planning Department before being presented to the Planning Board, Board of Adjustment, Historic Preservation Commission, and/or City Council for approval. The Planning Staff act as professional liaisons and provide research, guidance, and recommendations to the various boards, public, and development community. Additionally, Planning Staff administers the UDC to ensure compliance with locally adopted zoning and subdivision laws.

## **Typical City Council Planning Items**

### ***Annexations***

Annexations occur almost exclusively through voluntary requests. Typically, annexation into the City is being sought by a property owner to allow water/sewer connections. The burden of extending the utilities is at the expense of the property owner/developer. There are two types of annexations: contiguous which are directly adjacent to the existing corporate limits, and satellite

annexations which meet certain distance requirements and/or annexation agreements. Contiguous annexations often represent the most efficient requests from a service delivery standpoint, while satellite annexations should be more carefully scrutinized for their economic impacts as they may represent sprawl (uncontrolled development into rural areas). Conditions cannot be added to such requests.

### ***Land Development (Rezoning & Special Use Permits)***

Every parcel in the City has been assigned a zoning district in which uses are allowed by right, conditionally, or through a special use permit. Uses that are allowed by right are processed and permits issued by Staff. However, if the desired use is not permitted in the district, property owners may request rezoning to another by right or base district, which goes before the Planning Board for a recommendation and City Council for approval. Conditions cannot be added to base rezoning requests. Often if the change is rather stark, the developer will request (or the Unified Development Code will require) Conditional Zoning which restricts the site to defined uses and allows conditions to be added to mitigate neighborhood concerns. Currently, the City Council also considers Special Use Permits which require approval or denial of certain uses through a court-like process.

### ***Code Compliance***

The City's Code Enforcement and Minimum Housing team work with owners whose properties have gone out of compliance due to tall grass, junk cars, infestations, minimum housing conditions, and other hazardous situations. While voluntary compliance is always the goal of the City, sometimes it is necessary to place liens on properties for clean-up, mowing, and other abatement services. Boarding and securing properties, ejection orders, posting structures as unsafe for human habitation, and some demolitions are brought to Council for action.

### ***Historic Preservation***

The City has four local historic districts and two national historic districts (with one more pending). The pending national historic district would be the City's first African American Historic District. Local guidelines protect the residential structures. The commercial national district is located within the downtown municipal service area and is also protected by local guidelines. Requests for demolitions in local residential and the municipal service commercial areas, designation of new/expanding districts, and guideline changes come before the City Council for approval. Prior to City Council action the requests are reviewed by the Design Review Committee (DRC). Certificate of Appropriateness (COA) are reviewed and approved by the Historic Preservation Commission (HPC).



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TO: City Council  
FROM: Ron Smith  
DATE: October 13, 2025  
SUBJECT: ***Planning Definitions***

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**Annexation-** Annexation is the systematic expansion of a city's corporate boundaries into unincorporated (not already part of a local governmental jurisdiction) areas, and a corresponding extension of city services to the newly-annexed areas. North Carolina state statutes allow cities to undertake annexation as long as certain development characteristics exist within the areas considered for annexation. The City cannot involuntarily annex a property.

**Code Enforcement-** includes the inspection, improvement, and rehabilitation of environmental hazards on public and private property by determining the presence of health hazards, nuisance violations, unsafe building conditions, junked and inoperable motor vehicles and violations of any health regulations or ordinances. Violations may be located by the Code Enforcement Officer or reported by any person. Upon inspection by the Code Enforcement Officer, the violator is notified of the violation, instructed on possible solutions and given a time frame in which to have the violation corrected. Non-compliance may result in the City of Statesville correcting the problem and billing the property owner for all work required, and/or a complaint being filed in Municipal Court against the violator.

**Conditional Zoning-** A zoning map amendment that adds site-specific standards and conditions to the reasoning.

**Evidentiary Hearing-** The formal hearing required to gather evidence prior to making a quasi-judicial zoning decision. All of the essential elements of a fair trial must be observed, such as having witnesses under oath, no gathering evidence outside the hearing, written findings of fact, and substantial and material evidence in the record to support the findings of fact.

**Extraterritorial Jurisdiction (ETJ)-**The authority of a city to apply its planning and development regulations to a perimeter area outside the city limits. The ETJ is one mile outside the city limits.

**Minimum Housing-** The purpose of minimum housing code inspections are to ensure the safety and welfare of City residents by making sure housing is fit for human habitation. If any dwelling is in violation of the Minimum Housing Code Ordinance the inspector may institute any

appropriate action or proceeding to prevent the unlawful erection, construction, reconstruction, alteration or use, to restrain, correct or abate the violation, to prevent the occupancy of the dwelling or to prevent any illegal act, conduct or use in or about the premises of the dwelling. Repairs/Rehabilitations will have to be completed or a structure will be boarded up and vacated. The structure can be repaired during the boarded period; however if no repairs are made the structure can be demolished with demolition costs liened to the property owner.

**Notice/Public Notice-** the formal legal notification of a public hearing on a proposed zoning amendment. A published notice is one required to be in the newspaper. A mailed notice is one delivered to adjoining property owners. A posted notice is a sign advertising the public hearing placed on the parcel.

**Planning and Zoning Department-** Responsible for the planning and long range planning efforts for the city.

**Public Hearing-** a hearing held for the purpose of soliciting public comments on a proposed change in a development regulation (such as annexation or rezoning case).

**Rezoning-** the amendment of a zoning map to move property from one zoning district to another

**Setback-** a requirement that a structure be located a minimum specific distance from a property line or reference point.

**Special Use Permit-** A permit required for a use that is allowed in a particular zoning district only if the conditions specified in the zoning ordinance are met. A formal evidentiary hearing is required to determine if the conditions are met.

**Technical Review Committee (TRC)-** The committee is comprised of City staff, NC Department of Transportation (NCDOT) Staff, Iredell County Staff, and private service companies. They review the following information: zoning, specific lot measurements, site data, parking, landscaping, street data, stream buffer, FEMA regulations, soil erosion control and grading plan, utilities and services, sanitary sewer, storm drainage, water, electricity, and problems unique to the site. Each TRC submission requires: a completed application, one (1) paper copy of plans, (1) digital copy of plans, and elevations, along with applicable review fees and bonds.

**Unified Development Code (UDC)-** a single ordinance that combines all the city's development regulations into one comprehensive ordinance. This allows for a common set of definitions and procedures to be used for zoning, subdivision regulation, sign ordinances, and other development regulations. We are currently working on updating our UDC.

**Variance-** an authorization to do something contrary to the strict terms of the UDC. These are quasi-judicial decisions that require an evidentiary hearing. They may be issued only upon finding of unnecessary hardship because of strict compliance and the variance would be consistent with the purpose of the ordinance. These decisions are usually made by the Board of Adjustment.



**2019 Mobility and Development Plan-** The Statesville Mobility + Development Plan (MDP) outlines the community's process for creating a comprehensive transportation strategy that addresses today's mobility needs and future needs for decades to come.

**2045 Land Development Plan-** This 2045 Land Development Plan (LDP) is the long range policy document that will guide Statesville's City Council, Planning Board, and City staff in making decisions related to land development, location-related capital investments, and community programs. The plan articulates the intentions for growth and investment over the next 20 years; however, City leaders have the flexibility to make decisions in the best interest of the City that may not align with plan guidance.

**Statesville Downtown and NC 115 Streetscape/Land Use Master Plan-** The City of Statesville and Downtown Statesville Development Corporation (DSDC) has undertaken an effort to prepare the Statesville Downtown & NC-115 Streetscape/Land Use Master Plan. The purpose of this undertaking was to maintain and enhance the aesthetic appeal, access and impact of the historic downtown core and facilitate the redevelopment of the NC-115 corridor.

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TO: City Council  
FROM: Ron Smith  
DATE: October 13, 2025  
SUBJECT: ***Planning Basics: Annexation***

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## **Annexations**

Annexation is the process of adding new territory to an existing city. Until the mid-20th Century, North Carolina law only allowed annexation by an act of the state legislature. Today, most annexations begin with a petition from property owners.

### **Basic Process for Petition Annexation**

An annexation by petition can take any one of the following three forms:

- Contiguous annexation, for property adjacent to the municipality;
- Distressed area annexation, which is a subset of contiguous annexations for lower-income areas that have certain special rules; and
- Satellite annexation, for property that is not adjacent to the municipality.

The process for all three forms of petition annexation—contiguous, distressed, or satellite—is generally the same and involves the following steps:

1. Property owners submit a petition to the municipality with their signatures, addresses, and property information.
2. The city clerk reviews the petition and certifies whether it meets the statutory requirements.
3. The City Council sets a date for public hearing and the Planning Department submits a published notice.
4. At the public hearing, the City Council determines whether the petition meets the statutory requirements, and if it does, whether to approve the petition and annex the property or not.

5. The ordinance of annexation must have a second reading.

Once these steps take place, the annexation goes into effect at the end of the month.



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TO: City Council  
FROM: Ron Smith  
DATE: October 13, 2025  
SUBJECT: ***Planning Basics: Rezoning***

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## **Rezoning**

Each parcel of land within the City is assigned a zoning district. A zoning district regulates the allowable uses and sets forth the applicable development regulations for each district. A list of zoning districts for Statesville, and the Use Matrix, which outlines the uses allowed for each zoning district, is attached to this memorandum for your review. You can also find the development regulations (density, setback, buffers, lot widths and minimums, etc.) in Statesville's Unified Development Code posted online.

A "rezoning" is the term often used to describe the process wherein a property owner requests to change the zoning district of a parcel, which becomes an official map amendment to the Official Zoning Map.

Once a property owner submits an application for a rezoning, the application goes through a vetting process: (1) internal review with city staff; (2) Community Meetings as required; and (3) Planning Board review and recommendation. The application then comes to the City Council for a final decision. There are two types of zoning decisions--legislative and quasi-judicial—and each require formal public hearings before the City Council. (Please see the memorandum regarding Quasi-Judicial and Evidentiary Hearing Procedures and the memorandum regarding Legislative Hearings for an outline on the procedures and distinctions of these types of hearings).

## **Conditional Rezoning**

Conditional Zoning (CZ) Districts are special zoning designations used for projects that may have a greater impact on nearby properties or the community as a whole. These projects are often unique and cannot be fully managed under regular zoning rules.

Sometimes, a standard zoning district may not be the best fit for a property, even though certain uses allowed in that district are appropriate. In these cases, the conditional zoning process allows the City to apply specific conditions that match a particular development plan.

A Conditional Zoning District is not meant for speculative or uncertain proposals. It should only be used when there is a clear and specific plan for development. All conditions must be agreed to by the property owner. Please see the Legislative Decisions Memorandum attached for an outline on the types of conditions that are permissible for your consideration.

### **Special Use Permit Rezoning**

There are some uses in certain zoning districts that are subject to special conditions and procedures because of the nature of their use. Rezoning associated with these intended uses are approved through Special Use Permits, which enable the Council to hear evidence through an evidentiary hearing and apply specific conditions addressing the number, size, location, or relationship of the proposed uses to the neighborhood. See the memorandum outlining Quasi-Judicial and Evidentiary Hearing Procedures.

### **Basic Process for Petition of Rezoning**

- The applicant must fill out the rezoning application completely and pay the fee.
- The applicant is required to set up meetings with the planning staff before the application is accepted to discuss the sketch plan or concept plan, review development agreement, or have a TRC meeting.
- If it is a Planned Unit Development (PUD) or a Conditional Rezoning, the developer/applicant must hold a community meeting prior to any recommendation by Staff or the Planning Board. The applicant must mail affected property owners (adjoining) a notice of the public meeting no less than 10 days prior to the meeting date.
- A public notice is placed in the paper 10 days prior to the Planning Board meeting.
- Letters are mailed to adjoining property owners detailing the dates and times of the Planning Board public hearing.
- Planning Board reviews the case, holds a public hearing, and provides a recommendation to Council.
- A notice is placed in the paper 10 days prior to the first reading and public hearing at City Council.
- City Council holds the public hearing and approves first reading ordinance. If it is a conditional rezoning, City Council can add additional conditions as approved by the City Attorney and developer/applicant.
- City Council approves the second reading of the rezoning ordinance.
- The City Clerk executes the rezoning ordinance and the Planning Staff record the ordinance with the County to have the zoning maps updated.

### **Attachments**

#### **1. Memorandum Outlining Legislative Decisions**

## **Internal Memorandum to the Statesville City Council**

### **Legislative Decisions**

Date Drafted: May 31, 2024  
Drafted by Leah Gaines Messick  
Updated October 7, 2024

**Legislative decisions are left to the discretion of the governing boards. The governing board should consider the comprehensive plan and the public health, safety, and general welfare. On appeal, reviewing courts will review legislative decisions to determine if the rezoning is reasonable and in the public interest. There must be some sort of valid land use rationale for a decision. A decision that is without rationale is, at a minimum, unconstitutional as arbitrary and capricious, and may indicate that an illegitimate reason underlies the supposed reasons for the decision.**

#### **Things a Councilmember must consider:**

1. Planning Board recommendation;
2. Comprehensive plan consistency;
3. Full range of the allowable uses in the appropriate zone;
4. Site-specific conditions in a conditional zoning decision; and
5. Whether or not the use is constitutionally or statutorily protected (manufactured home, adult businesses, cell towers, family care homes, places of worship, or billboards).

#### **Things a Councilmember may consider:**

1. Character of the area;
2. Burdens on public infrastructure, and considerations related to the assurance of efficient and adequate public facilities and services (including evidence related to schools);
3. Alteration of neighborhood demographics, including the impact of the immediate neighbors and the surrounding community (including the benefit and the detriment to the landowners);
  - a. This would be looking at the surrounding community and seeing both the positive and negative effects of the subdivision on the community. An example would be considering the testimony of an adjacent landowner as to the impacts of the developments.
4. Public opinion;
5. Technical analysis;
6. Political judgment about what is in the best interest of the community;
7. Overcrowding;
8. Safety from fire and dangers;
9. The size and nature of the tract, and other attributes of the area proposed to be rezoned;
10. The relationship between the newly allowed uses and the previously allowed uses;

11. The character of the district and its peculiar suitability for particular uses;
12. Whether or not there is value in conserving building values; and
  - a. Building value here is not necessarily financial, but could be a financial value – and likely would not often come up. However, it could be seen when someone testifies about the impact of a proposed development on existing buildings.
13. Encouraging the most appropriate use of land.

**Things a Councilmember may NOT consider (If they are, the reviewing courts will review the legislative decision with a heightened level of judicial scrutiny):**

1. Race;
2. Religion;
3. Ethnicity;
4. Sex;
5. National origin;
6. Handicapping condition;
7. Familial status;
8. Whether the property will be rented or owned;
9. Affordable housing (cannot deny for the inclusion of affordable housing in the proposal);
10. Private interests; and
11. Close familial, business, or other associational relationships.

**Relevant Blogs about Legislative Decisions:**

<https://canons.sog.unc.edu/2021/10/considerations-for-legislative-development-decisions/>

<https://canons.sog.unc.edu/2021/10/procedures-for-legislative-development-decisions/>

<https://canons.sog.unc.edu/2021/10/impermissible-considerations-for-legislative-development-decisions/>

**Permissible Conditions:** Generally – the Council can enforce those conditions that secure compliance with adopted ordinances or plans, or minimize the potential impacts of the proposed development. The Developer and the City can agree to the following conditions:

1. Use Restrictions. Can allow some uses, while ruling out other uses that are objectionable.



2. Site Plan. A site plan can be incorporated that identifies roads, buildings, parking, particular uses, buffers, landscaping, stormwater management, etc.
3. Site Development Details. Addresses specific aspects or details of the development that can assure harmony with the surroundings, and that there are adequate services to facilitate the growth of the development. An example would be increasing setback requirements, density restrictions, design of the buildings
4. Infrastructure. The location, construction standards, and financing of roads, utilities, schools, parks, and greenways.
5. Development Agreement's terms and conditions can be incorporated.
6. Social Equity. Not frequently applied in NC. However, some comprehensive plans call for a full range of housing affordability in new developments. In these situations, the conditions can impose affordable housing / work force housing restrictions or commitments. There can also be commitments to employment of local workers, or those under-represented in the workforce

**Impermissible Conditions:** The City may not impose or enforce the following conditions:

1. May not impose taxes.
2. May not impose impact fees.
3. May not impose excess drive-way improvements.
4. May not impose restrictions on owner occupation versus renting.

**Relevant Blogs about Conditions:**

<https://canons.sog.unc.edu/2021/11/what-conditions-can-be-included-in-conditional-zoning/>

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Unified Development Code (UDC) Update***

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The Unified Development Code (UDC) is a document that houses local ordinances, which Staff use to guide and regulate land use planning in the City of Statesville. Its purpose is to implement the Comprehensive Plan, promote health, safety, comfort, order, and general welfare; protect property values; protect private property rights; promote orderly development and use of land and natural resources; and provide streets, water, wastewater, schools, parks, and other public requirements. In addition, it is to provide safe, multi-modal transportation, ensure that the density, design, location and uses of land achieve a compatible mix of land uses; ensure the provision of open spaces, and provide equitable and uniform procedures and standards for land development. For example, the UDC dictates where business, industries, institutions, and residential development uses are allowed in the city. In addition, it specifies building setbacks, parking and landscaping standards, sign specifications, and much more. All of this helps to keep our city beautiful, protect property values, and make it a great place to live and raise a family. As time progresses, laws are written and amended, building trends change, and so do opinions and expectations.

To keep up with changing times, the City contracted with the consultant team of CodeWright to update the UDC. However, the update had been on hold for over a year due to House Bill 382, which removed the ability to initiate City downzoning and create non-conformities (also known as grandfathering). As the statutes have not been amended to restore these powers, some of the tools that local governments have traditionally used to direct growth will no longer be available. Therefore, the consultant has recently been re-engaged by City Staff to get the project moving again. We anticipate a diagnostic report before the end of the calendar year. Following the report, the draft document will be prepared with opportunities for citizens, businesses, and other interested persons to provide input. Once input has been considered, the document will be updated and presented to the Planning Board for a recommendation and ultimately presented to the City Council for consideration for adoption.

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Traffic Impact Analysis***

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A Traffic Impact Analysis (TIA) helps North Carolina municipalities evaluate and manage the transportation effects of large developments—especially when impact fees are prohibited—by identifying necessary improvements to maintain safe and efficient traffic flow.

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### **Purpose of a Traffic Impact Analysis (TIA)**

A Traffic Impact Analysis is a technical study used to assess how a proposed residential or commercial development will affect the surrounding transportation network. In Statesville, developments estimated to generate **more than 2,000 daily vehicle trips** typically trigger the requirement for a TIA, but they can be required below that threshold for areas of specific safety or congestion concerns. ( 2,000 trips are typically generated by a single family residential development of 211 units, or 36,000 sq. ft. of strip retail development, or any combination as defined and calculated by the Institute for Transportation Engineers-ITE guidelines)

### **Key objectives include:**

- **Evaluating traffic volume increases** from new developments
- **Identifying potential congestion or safety issues**
- **Recommending mitigation measures** such as turn lanes, traffic signals, or road widening
- **Ensuring post-development traffic conditions** do not significantly degrade the level of service

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### **Municipal Use of TIA in North Carolina**

Since **impact fees are illegal in North Carolina**, municipalities cannot charge developers upfront to offset infrastructure costs. Instead, TIAs serve as a **planning and negotiation tool** to ensure developers contribute to necessary improvements.

#### How municipalities use TIAs:

- **Development approval conditions:** Cities may require developers to fund or construct specific traffic improvements identified in the TIA.
  - **Zoning and permitting decisions:** TIAs inform whether a site is suitable for the proposed development intensity.
  - **Coordination with NCDOT:** For projects affecting state roads, TIAs help align local and state transportation goals.
  - **Long-term infrastructure planning:** TIAs contribute data for future transportation investments and capital improvement programs.
- 

#### Legal and Policy Context

- North Carolina prohibits municipal impact fees, which limits direct funding mechanisms for infrastructure expansion.
  - TIAs allow cities to **leverage regulatory authority** to require traffic mitigation as part of development agreements.
  - This approach helps maintain traffic safety and mobility without relying on new taxes or fees.
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#### How Statesville Uses TIAs

- **Mitigation Requirements:** Developers may be required to add turn lanes, traffic signals, or other improvements to prevent congestion.
  - **Code Enforcement:** Article 8.06 H of the Unified Development Code outlines TIA thresholds and responsibilities.
  - **Collaboration:** Engineering works with Planning and Public Works to ensure improvements align with city standards and long-term mobility goals.
- 

#### City Council's Role

- **Review and Approve:** TIAs may inform decisions on zoning, permitting, and capital improvement priorities.

- **Policy Updates:** Council may be asked to approve changes to infrastructure standards or adopt new traffic mitigation strategies.
- **Impact fees are illegal** in North Carolina, so municipalities cannot charge developers upfront to fund infrastructure upgrades.
- TIAs serve as a **critical planning tool** to ensure developers address traffic impacts without relying on new taxes or fees.

The TIA report is a key component of any public engagement for zoning approval because it outlines the potential for the street network to accommodate new traffic and what measures would be required to bring congestion levels back to pre-development conditions. If a developer is not willing to install the off-site measures, the development cannot move forward. If they agree to the measures, the analysis will provide when they must be in place, tied to a specific number of Certificates of Occupancy (CO's). It must be noted that they are not required to reduce or eliminate current traffic issues. Often times, there are improvements that are realized none the less, due to the nature of the mitigations. Being a private venture, these improvements typically occur much faster than NCDOT or local public improvements can be completed. The analysis is part art and part science, but the practice is very well developed and does provide a level of trust in the report that can be conveyed in discussions to address specific public concerns.

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City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Ron Smith, City Manager  
FROM: Matt Hubert, Director of Engineering  
DATE: October 13, 2025  
SUBJECT: ***Engineering Overview***

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## **ENGINEERING DEPARTMENT**

### **Overview and Mission**

The Engineering Department provides administrative and technical support to the City Council, other City departments, private developers, and citizens regarding design, construction, and maintenance responsibilities of public infrastructure in accordance with all applicable regulatory requirements. This includes plan review support for the City's residential and commercial permitting functions through the Technical Review Committee (TRC).

Engineering also provides design, bidding, project management, inspection, and contract administration support for infrastructure and capital improvement projects, often coordinating with NCDOT, developers, and other project stakeholders to ensure all maintenance and improvements meet applicable standards, in a timely and cost-effective manner.

Engineering also administers Statesville's *Stormwater Program*, the overview of this division is provided at the end of the Engineering section.

### **List of facilities:**

Engineering staff are located on the main floor of the City Office Building.

### **Services:**

1. TRC plan review for compliance with city infrastructure standards.
2. Encroachment administration for utilities installed in city rights of way.
3. Driveway permits for access to city streets
4. Coordinate infrastructure maintenance of city streets, sidewalks, pavement markings and signage with Public Works Department.
5. Traffic Calming Requests

6. Adopt a street program
7. CIP project management, from concept, design, bid, construction inspection, project close-out.
8. Manage technical aspects of Locally Administered Projects (LAP) that are funded through grants from state and federal sources.
9. Powell Bill mapping- this is a map that tracks what streets are City, NCDOT, or privately maintained and is updated annually to secure funding from NCDOT for the share of state gas tax revenues to support the maintenance within the local public right of way and sidewalks within the state right of way. Statesville received \$1,084,000 in two separate disbursements based 75% on municipal population, and 25% on length of centerline road miles maintained. This FY the Mayor and City Engineer certified the map to identify 148 miles of City streets. [Statesville Powell Bill Map](#)
10. Collaborate with the Public Works director and Planning staff to administer the *Traffic Impact Analysis* (TIA), a technical study required for developments that propose to generate more than 1000 daily vehicular trips and mitigate the impacts of those trips on the adjacent street network. Those developments must provide improvements like turn lanes or traffic signalization to ensure the post development level of service or delays are not significantly degraded. They are not required to provide improvements that mitigate existing congestion levels. *Article 8.06 H* outlines these requirements. [TIA Code](#)
  - a. Key documents- [Street Standards](#) and design and construction related sections of Municipal and Unified Development Code. [Statesville Code of Ordinances](#) , chapters 12, 29, 21, and appendix A. A new update to our Standards Manual is in draft form and will be adopted in conjunction with the new UDC to provide more detailed and consistent guidance for the installation and acceptance of infrastructure improvements. Engineering is currently in the process of creating a GIS layer that identifies all developments in an active application process, and the related TIA improvements, in order to easily identify and track these in a visual format with relevant project data accessible at the click of a button.
  - b. Decisions that may come to council- Engineering typically brings major changes to standards in city code related to design and construction of public infrastructure, as well as approval of publicly bid projects for work exceeding \$500,000 and related change orders that exceed the original project budget that require a budget amendment to fund.
  - c. Funding- Engineering does create a limited amount of revenue generated from plan review fees, permit fees, payments in lieu of installing required public improvements that meet exemptions, but primarily, staff salaries and operational costs are general fund expenses. A portion of plan review and inspection staff expenses are shared with the Public Utility Department for technical support.

## **Staff Duties**

### **City Engineer – Matthew Hubert**

Prepares budget, manages personnel, directs day to day operations, liaison for high level coordination of CIP projects, NCDOT, Development community, BOC and the public. Facilitates design and construction specifications, bidding and administration of construction projects and professional services as needed to meet the local infrastructure maintenance and improvements of transportation, stormwater, sidewalks and other CIP initiatives as needed.

### **Staff Engineer**

Primary plan reviewer for Engineering/Water and Sewer/Stormwater submittals, updates and maintains street standards manual, TRC lead, primary process and technical advisor for developers, other departments, and the public. Administers traffic calming study

### **Construction & Project Manager**

Project manager for CIP and other key construction projects. Enforces contract terms, coordinates between owner, architect/engineer and contractor to progress the work in a safe, timely, and cost-effective manner. Approves pay apps, troubleshoots issues and manages change orders. Maintains project records and correspondence.

### **Stormwater Program Manager – Randall Moore**

Oversees all responsibilities and activities of the Stormwater Program, including budget, CIP, and operations. Responsible for administering Floodplain Ordinance, Stormwater Ordinance, and compliance with NPDES phase 2 permit.

### **Construction Inspector**

Responsible for developer and contractor installed construction inspections, including paving, sidewalk, driveways, and utilities prior to acceptance by the City. Ensures applicable standards are met, reviews related invoices for accurate measurement and payment.

### **Engineering Technician**

Completes CAD design and drafting for small projects and standard detail drawings, verifies the accuracy of annexation maps, administers the Encroachment process, supports the construction inspector as needed for driveway, paving, and utility inspections. Maintains digital records of plans and surveys in archive. Supports traffic calming and surveying duties.

### **Stormwater Program Specialist**

Supports the administration of the stormwater program by completing field inspections/inventory, ensuring six minimum measures are met.

### **Office Manager**

Serves as office manager, keeps detailed administrative and project records, supports departmental and project accounting. Maintains staff schedule and serves as liaison for other departments as needed.

### **Current Major Projects**

The most important initiatives involve continuing to integrate the new department with partners in other departments and agencies to ensure service demands are met and related projects are delivered in a timely and cost effective manner. The new Standards manual must complement the new UDC and serve Statesville well into the future.

There are several on-going projects the Department has assumed administrative responsibility for:

- Municipal Operations Center Phase 1 & 2- Just now closing out the construction of a new Statesville Public Power office, Vehicle Maintenance Garage, Warehouse, and associated campus amenities. This was funded by a combination of general fund balance and enterprise funds from the departments served by the project scope.
- Airport Terminal Building- Anticipated to open after the first of the year, provides 26,000 sq ft of offices, training rooms, meeting spaces to support airport operations and additional third floor space that can serve as a restaurant in the near future as demands increase. This was funded through a grant by the state legislature.
- Police Department Expansion/Parking Deck Project- A public/private partnership with DELCO Partners, this project combines the updating and expansion of the primary PD offices and the addition of a 300+ space parking deck that will be shared between PD, the public, and residents of a private apartment complex creating 126 units in a future phase of the development. This phase of the development is well under way and expected to be complete by early spring for the garage and late summer for the PD. This project is governed by a Developers Agreement that defines the roles and responsibilities between COS and Delco Partners LLC in a design build contract that establishes a Guaranteed Maximum Price (GMP) to complete the improvements.
- MOC Phase 3 & 4- Design phase is currently underway as part of a design build process for the replacement of the remaining operation center to serve Public Works, Public Utility, and Stormwater operations staff, materials, and equipment in a state of the art facility that will serve for the next fifty years. This will be coming before the Board to finalize what the best balance between cost and facility size will be prior to moving into the construction phase of the project.

- Fire Station 5- working with SFD to upfit an existing dwelling to serve as an interim fire station in an underserved area and then initiate the design of a new facility on a different portion of the site to serve as the ultimate Fire Station 5.
- Five Points Roundabout- U-5964 is the NCDOT project to replace the intersection of Davie Ave/Sullivan Rd/Stockton St/East End Ave with a roundabout. Engineering is coordinating impacts to COS facilities with our operating departments for utility relocation and decorative placemaking within the circle. Construction is tentatively set to begin in Spring of 2026.

## Future Projects

- There are three Locally Administered Projects (LAP) governed by state or federal grant funding in various phases of design and property acquisition that Engineering will be taking over from Planning as they move to construction phases. These include *EB-5818 Statesville Greenway Connector*, due to bid this year. *EB-5188 Shelton Ave. Multi-Use Path* design, and *U-6153 Bethlehem Rd Relocation*
- Airport Master Plan- The Airport has 11 different improvement projects of varying size and complexity in varying stages of planning and construction that all serve to complement the growth, safety, and operational needs of this vital economic engine.
- Street Resurfacing and Sidewalk Management Program- this is a recurring network development and maintenance plan that evaluates and prioritizes repair and improvement to public infrastructure. Resurfacing is primarily addressed through an annual contract developed in conjunction with the Public Works Department and competitively bid for implementation each spring/summer. Funded primarily through the Powell Bill system. Existing sidewalk maintenance is governed by our ADA Transition plan and funded at a minimal level based on severity of distress. Improvements are informed by the 2019 Mobility Plan and brought forward primarily through grant funding initiatives.
- Meeting St/Civic Center Area Plan- Develop a concept and proceed into design and construction with a plan that adds additional parking to serve Civic Center events, and integrate that with the anticipated FS 1 rehabilitation and potentially an improved streetscape that may serve as a pedestrian plaza for regular events like the farmers market and food truck festivals to enhance the economic potential of these spaces. Once the concept is realized, cost estimates will be generated to identify how and when to fund and implement the plan.

## SWOT Analysis

**Strengths-** An experienced and dedicated team, motivated to provide a high level of service that meets the demands and expectations of a growing and diverse community. A high degree of coordination with partner Departments that share a common goal and collaborate well to complement one another to achieve desired outcomes. A Board and Administration that is informed and active to provide support when and where it is most needed.

**Weaknesses-** Working at capacity to meet day to day service needs and address project demands. Often unforeseen issues arise that require real time adjustments to address and stress budgets and personnel. (Sinkhole, Ripple Fiber expansion).

A single dedicated inspector to monitor private infrastructure installations that will become public once accepted. Lack of sufficient redundancy in inspection types to accommodate long absences of key staff. We have no digital interface dedicated to facilitate applications, permits and payments, we are currently working with Iredell County to be integrated into their permitting portal. Also, our website is in need of a complete overhaul to become more user friendly and provide the ability for customers to initiate request for services seamlessly online.

**Opportunities-** Increased capacity provided by new staff across Administration/Finance/Public Utilities/Planning to support shared goals. Advancing technology and changing mindsets to offset the inflationary impacts of return on investments as the industry itself is having to similarly address these funding gaps. The *Strong Towns* movement and similar campaigns offer more new incremental based approaches to shift from traditional large project planning and funding strategy as a means of addressing growth and unsustainable accounting and revenue models.

**Threats-** Continually rising manpower, material, and equipment costs that drastically reduce the ability to deliver projects as originally proposed, forcing regular adjustments to CIP planning and re-prioritization, as well as a reduction of expectations to meet preferred infrastructure rating levels. A prime example of this is reflected in our resurfacing and sidewalk construction planning. Powell Bill funding alone will not keep pace with the maintenance needs for such a large and aging street network, these funds will require supplementing and a change in approach. This will be brought forward as we update our pavement condition survey.

NCDOT is woefully underfunded as gas tax revenues are declining, costs have more than doubled, and lack of impact fees at the state level put pressure on public services. That requires localities to fend for themselves in addressing growth where it has traditionally been NCDOT's role to manage their facilities. With all sectors feeling the pinch, tax increases/property re-valuations, and municipal bonds are less and less feasible.

## **STORMWATER PROGRAM DIVISION**

### **Overview and Mission**

The City's Stormwater Program is located in the Engineering Department. The City has been mandated by state law to locally establish and maintain compliance across six minimum measures enforced through our local ordinance and subject to state and federal oversight through a NPDES permit. The program is an enterprise system funded through residential and commercial/industrial fees based on an established ERU that charges property owners based on the square footage of impervious areas on the properties. These funds contribute to the maintenance and repair of the network of natural and manmade system of ditches, pipes, ponds, creeks, and rivers within City limits. In addition to the maintenance costs, the funds cover the administrative, operational, and CIP costs of the program. Only work within the public right of way, on City owned property or where there is an easement specifically dedicating responsibility to the City are eligible for the expenditure of these funds.

## **List of facilities and services**

Stormwater professional staff are located on the main floor of the City Office Building.  
Stormwater Maintenance Staff located at the facility on Winston Ave.

### **Services:**

1. TRC plan review for compliance with City Stormwater Requirements and Standards
2. Compliance inspections for development projects approved by TRC (for project COs).
3. Floodplain permitting for development within the 100-yr floodplain in the City's jurisdiction. Inspections associated with permits for project COs.
4. CIP project management, from concept, design, bid, construction, project closeout.
5. Grant applications and compliance.
6. City Stormwater and Floodplain Code maintenance.
7. Stormwater complaints via citizen calls or emails.
8. Stormwater maintenance of existing infrastructure on City maintained roads.
9. Stormwater maintenance crew assists with large storm events clean up.
10. Inspections and events required by the 6 minimum measures of the City's MS4 permit.

### **Key documents ([Statesville Stormwater Page](#))**

- City of Statesville UDO Appendix A, Article 8, Section 8.05 Stormwater Management
- City of Statesville UDO, Appendix A, Article 2, Part 5, Section 2.25 Floodplain Development permit
- City Code Chapter 20-Stormwater (Illicit Discharge Ordinance and Tail Ditch Maintenance)
- City of Statesville Drainage Design Manual
- City of Statesville Street Standards

## **Decisions that may come to Council**

- Appointing applicant to Stormwater Advisory Committee
- Stormwater ordinance changes
- Floodplain ordinance changes
- Grant applications/acceptance
- CIP greater than \$500,000

## **Funding**

The Stormwater Program is an enterprise system funded by a user fee based on an equivalent residential unit (ERU). The current rate is \$4.70 per month. Details on this fee can be found at the above web link. For FY 25 the revenue was expected to be \$2,462,000 and expenses \$2,818,000, so almost \$300,000 was appropriated from stormwater fund balance to meet our targets.

## **Current Major Projects**

- 3 large culverts to replace with a combined price tag of roughly \$3.5 million.
- Currently performing an asset inventory to develop a capital priority list.
- Updating the Stormwater Ordinance previously adopted in 2019, as well as the Drainage Design Manual and related forms and procedures
- Preparing the next NPDES Phase 2 permit for renewal per DEQ requirements
- This summer the BOC approved a stormwater rate increase of \$1.50 to \$6.20/month in order to maintain a healthy fund balance to account for emergencies. This rate increase goes into effect January 1<sup>st</sup>, 2026

## **Future Projects:**

- Beauty Street and S Toria Drive Culvert Replacements
- Holland Drive Culvert Replacement

## **Future Concerns**

In recent years the frequency of high intensity and longer duration storms has increased, putting a strain on the drainage system, particularly within the older areas of the City developed before post-construction detention controls were established. This leads to the formation of sinkholes at an accelerated rate and requires additional resources to keep up with repairs in order to keep our street network safe and ensure adequate access to property. Our on-going asset inventory



program should provide a better means of being proactive and planning repairs before they create a hazard, but the costs are still anticipated to outstretch the current budget forecast.

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City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Statesville Police Department Overview***

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The purpose of this memorandum is to educate and/or familiarize new city council members with the Statesville Police Department regarding its structure, mission, functions, and anticipated requirements. The following information provides insight into those areas for their review and consideration as part of their future planning and decision-making responsibilities.

## **I. Mission Statement**

The mission of the Statesville Police Department is to work with the community to prevent and reduce crime, improve quality of life, and make Statesville a safe place to live, work, and visit. This mission is supported by focusing on several key pillars: enforcing the law, investigating and solving crimes against persons and property, crime reduction through inter-agency cooperation, community engagement, improving officer performance, and protecting the constitutional rights of all citizens.

## **II. Overview**

The Statesville Police Department serves citizens and businesses while committing its efforts in building relationships and protecting the quality of life for all residents and visitors. The department responds to emergency and non-emergency calls for service, investigates crimes, and provides crime prevention services while improving technology to become more effective and efficient.

The police department is funded via the General Fund and currently has an authorized complement of 93 sworn members and 27 civilian employees who are assigned to various functions within the department (see attached Organizational Chart). Any sworn or civilian vacancy is immediately addressed to maintain a full complement of qualified personnel.

#### **A. Patrol Operations**

The police department divides the city into four (4) Districts (or Beats) for operational purposes. The Patrol Division consists of four (4) squads which provide 24/7/365 coverage enabling same to respond to 911 calls for service and non-emergency calls for service. Four (4) K-9 handlers are assigned shifts corresponding with patrol squad rotations.

#### **B. Support Operations**

The Criminal Investigations Division is responsible for investigating serious violent crimes, property crimes, and all narcotics-related crimes. The police department has its own telecommunications center with an authorized complement of 12 telecommunicators and 2 telecommunications supervisors within the Communications and Records Division. Within this Division is the Records Unit staffed with 1 supervisor and 2 records clerks.

Both Field and Support Operations rely on trained personnel serving in specialized units within the department to fulfill specific functions common within the policing profession including the Crime Reduction Team, Traffic Unit, Drone Unit, Special Response Team (SWAT), Hostage Negotiations, and Honor Guard.

#### **C. Administration**

The Community Services Division engages community members through various activities and face-to-face interaction with the public. This Division also handles reported issues of concern within the city and its community resource officers work closely with various entities in the city to educate and build a positive relationship between the department and the community. School

resource officers are assigned to schools within city limits. Civilian community resource coordinators work closely with various city departments and community members to address quality of life issues.

The Accreditation, Training, and Fleet/Technology Division is responsible for maintaining our accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA), maintaining and updating our Policy and Procedures Manual, monitoring and maintaining our departments fleet and vehicle equipment, supervising the training program for the department's newest officers, and scheduling in-service and additional training for department personnel. This Division also maintains our Verkada and Flock camera systems and tasers.

#### **D. Professional Standards Division**

Professional Standards is responsible for investigating complaints against officers and ensuring adherence to professional standards including allegations of misconduct, policy violations, and other issues that may adversely affect public confidence in the police department. This Division also addresses the logistics needs of the department, ranging from uniforms, duty equipment, and lethal and less lethal weaponry.

#### **E. Key Department Personnel**

Key contact personnel for the department are as follows: David Onley, Police Chief; John Ivarsson, Assistant Police Chief, Patrol Operations; Bryan Johnson, Assistant Police Chief, Administration; John Galliher, Assistant Police Chief, Support Operations; Stephanie Atkins, Police Attorney; Chris Bowen, Captain, Professional Standards Division; Anthony Hamby, Captain, Community Services Division; Samantha Lindon, Captain, Accreditation, Training, & Fleet; Marc Carmona, Captain, Patrol Division; and Paul Ballard, Captain, Patrol Division.

#### **F. Facilities**

The Police Department is located at 330 South Tradd Street which houses our communications center, evidence, administration and investigative divisions. The Police Department has

additional facilities at 750 Washington Ave, 111 Depot Lane and 1392 Shelton Ave. These additional locations are used for evidence storage, patrol operations, and supplementary offices.

#### **G. Key Documents**

Police Administration produces both an Annual Crime Report and Bi-annual Crime Report and presents these reports at City Council Meetings.

#### **H. Decisions Involving City Council**

- Capital and Expansion budget requests
- Additions or revisions to city ordinances
- Accepting grants for which the department has applied and received approval and absorption of corresponding cash matches related thereto
- Personnel matters (disciplinary appeals)

### **III. Organizational Chart**

The Statesville Police Department is commanded by the chief of police and subdivided into three (3) major Sections for which an assistant chief is assigned. The attached organizational chart illustrates these sections, the responsibilities within each Section, and their subordinate divisions and units.

### **IV. Contemporary Issues**

- Continuous annexation and its impact on police department resources and the ability of the department to provide effective and efficient services
- Personnel (Hiring, retention, training, and recruiting additional sworn and civilian personnel)
- Meeting annual vehicle & equipment requirements for department personnel
- Maintaining an adequate and reliable communications system

### **V. Future Planning**

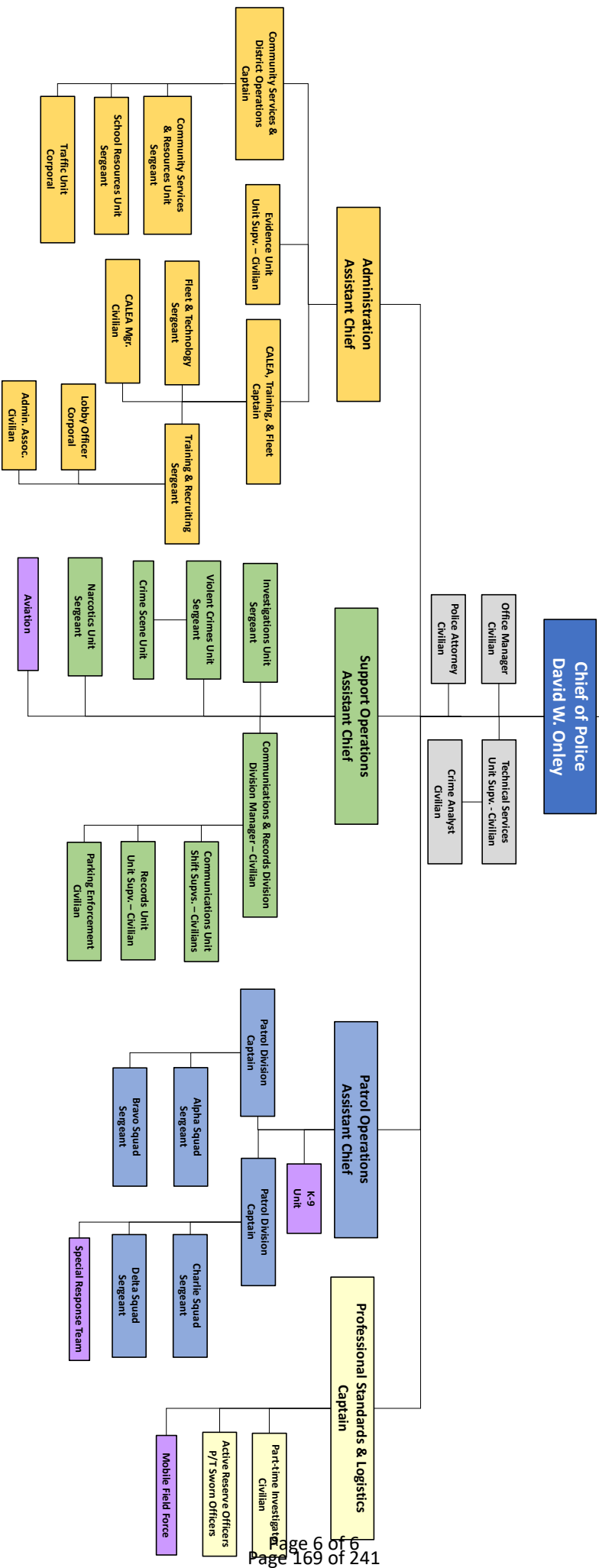
Excluding the eight (8) school resource officers, the department has eighty-five (85) sworn positions funded through either the General Fund or grant funds. Based on a staffing ratio of 3 officers per 1,000 population, the department will be requesting three (3) officers per year over the next three (3) fiscal years to keep pace with city growth and an appropriate number of new positions to fully staff a Forensics Unit.

## **VI. Attachments**

1. Statesville Police Department Organizational Chart



# Statesville Police Department Organizational Chart October 2025



**Statesville Police Department**  
**Authorized Complement**  
1 – Chief of Police  
3 – Assistant Chief of Police  
5 – Police Captain  
11 – Police Sergeant  
16 – Police Corporal  
57 – Police Officer  
27 – Civilian Personnel  
120 – TOTAL PERSONNEL





City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Statesville Fire Department Overview***

---

## **Mission Statement**

The City of Statesville Fire Department is a rapid response force committed to protecting the safety and well-being of the community from all hazards.

## **Overview**

The Statesville Fire Department (SFD) is an ISO Class 1, accredited agency with 75-line personnel operating on three 24/48 shifts and 9 staff members working a traditional 8-5 schedule. The Fire Marshal's Office staff are on call 24/7 to assist with code violations and investigations, while Chief Officers are on call 24/7 to support shift personnel with emergency incidents or other issues. SFD provides professional fire, rescue, and emergency services to the community from four strategically located fire stations. Specialized capabilities include Hazardous Materials (cross-staffed at Station 4), Heavy Rescue, Swiftwater Rescue, Confined Space Rescue, Trench Rescue, Wilderness Search and Rescue, and Aircraft Rescue and Firefighting (ARFF).

The Statesville Fire Department is one of only fourteen fire departments in North Carolina to hold both Center for Public Safety Excellence (CPSE) accreditation status and an ISO Class 1 rating, a distinction that reflects our commitment to excellence, safety, and continuous improvement.

Key documents available upon request include the SFD Strategic Plan, Standard of Cover/Community Risk Assessment, and Annual Compliance Report. These may be provided electronically or in print. In addition, monthly and yearly performance snapshots are distributed by the Department to City Administration.

The Fire Department is funded through the City's General Fund.

Several key decisions that the Fire Department will bring before Council in the future to support the continued growth and effectiveness of the Statesville Fire Department, include:

- **Apparatus Purchases** - Replace aging fleet and acquire additional units; current lead times are 3–5 years. Generally, the cost of one apparatus is between \$1.5m-\$2m.
  - **Land Purchases for Future Stations** - Secure optimal sites early to avoid land constraints.
  - **Station Relocations** - Replace outdated facilities and optimize service delivery.
  - **Additional Personnel, Staffing, and Service Enhancements** – Increase staffing to meet call volume, support new stations, operate specialized apparatus/teams, and add GIS, IT, EVS mechanics, administration, and Battalion Chiefs as the city and department grows.
  - **Capital Improvements** - Upgrade facilities, technology, and infrastructure.
- 

## Operations Division

The Operations Division is the front-line, protective component of the department, responsible for executing emergency responses and managing the day-to-day activities associated with firefighting and rescue operations, ensuring rapid, professional responses to fires, medical emergencies, hazardous materials incidents, technical rescues, and aircraft incidents while maintaining the highest level of public safety for the community.

Operations maintains a minimum staffing of 21 personnel each day, with a target of 25 when fully staffed to meet the Effective Response Force (ERF) requirements. Each apparatus is staffed with at least 4 personnel.

### Fire Station Assignments:

- Fire Station 1 - 822 5<sup>th</sup> Street (2024)
    - Engine 1: 5 personnel
    - Ladder 1: 4 personnel
    - Battalion 1: 1 person
    - Fire Administration
    - Fire Marshals
  - Fire Station 2 - 110 Security Dr. (1962)
    - Engine 2: 5 personnel
  - Fire Station 3 - 779 Eastside Dr. (1972)
    - Engine 3: 5 personnel
  - Fire Station 4 - 115 Martin Lane (2011)
    - Engine 4: 5 personnel
    - Hazmat Truck: cross-staffed by Station 4 personnel
  - Fire Station 5 - 533 Gaither Road (Future Site)
- 

## Administrative Division

The Administrative Division of SFD manages the department's support functions, enabling efficient operations and strategic planning. The Division's responsibilities include:

- Budgeting and finance
- Personnel management
- Logistics and IT support
- Facility and fleet management
- Strategic Planning and accreditation
- Collaboration and coordination with mutual aid departments
- Community outreach and public education
- Recordkeeping and Fire investigations
- Public relations and communication

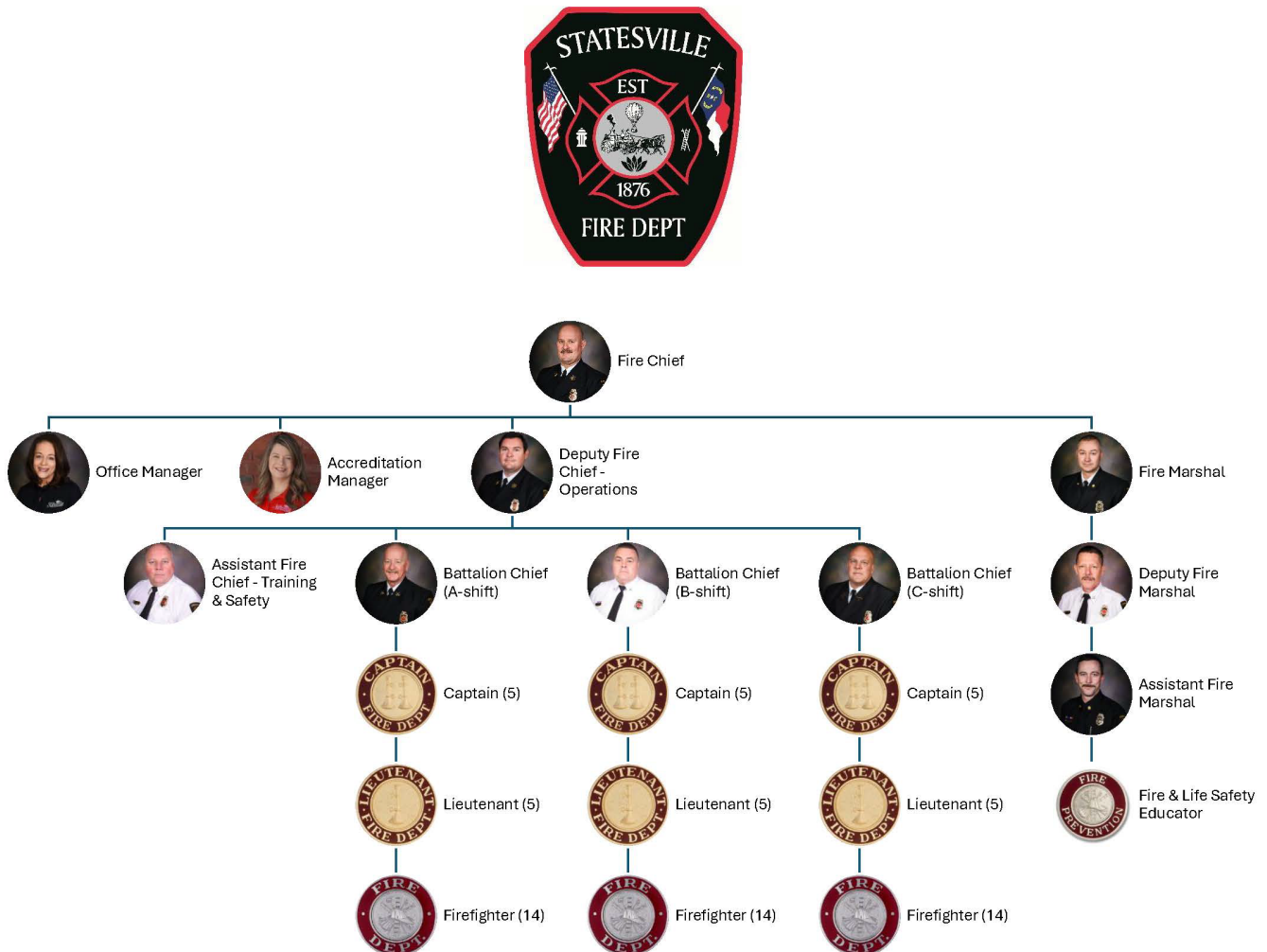
Administration Office Staff:

- Fire Chief
- Deputy Fire Chief- Operations
- Assistant Fire Chief – Training & Safety
- Accreditation Manager
- Office Manager

Fire Marshal's Office Staff:

- Fire Marshal
- Deputy Fire Marshal
- Assistant Fire Marshal
- Fire Life Safety Educator
- Part-Time Inspector

## Organizational Chart



### Key Staff

Glenn Kurfees, Fire Chief

Kyle Bell, Deputy Fire Chief

Danny Nicholson, Assistant Fire Chief of Training and Safety

Pete Morrison, Fire Marshal

### Overlaying Issues Facing the Fire Department

Several critical challenges continue to impact the Statesville Fire Department:

- **Growth and Response Coverage** - The City continues to grow, creating areas outside of the National Fire Protection Association (NFPA) standard four-minute response zone. This impacts the SFD's ability to deliver the rapid response City of Statesville citizens expect. Not meeting the NFPA standard could eventually affect the City's ISO rating.
- **Mutual Aid Limitations** - While SFD maintains mutual aid agreements with Iredell County Fire Services, a response from County Departments is not guaranteed. In addition, not all mutual aid agencies are certified to the standards SFD requests, which can impact reliability, safety, and effectiveness.
- **Station Expansion** - Station 5 was needed years ago, and although it is now moving forward, the City of Statesville must already be looking ahead to the need for Station 6 to maintain effective coverage in the growing city.
- **Airport Coverage** - The Statesville Regional Airport continues to see increased traffic and flight activity. Current response times to the airport remain a concern and present a significant risk area.
- **Feasibility and Access to Training Facility** - Evaluating the need, location, and design of a dedicated training facility to ensure all personnel have consistent, safe, and effective access to comprehensive training opportunities.

## Upcoming Large Capital Projects – Statesville Fire Department

Key projects planned to support the department's growth and operational readiness include:

- **Relocation of Fire Station 2** – Optimizing location to improve coverage and response times for residents and the Statesville Regional Airport.
- **Replacement of Ladder 1** – Updating aging apparatus to maintain operational readiness.
- **Other Apparatus Replacements** – Scheduled replacement of additional fire apparatus to ensure reliability and safety.
- **New Ladder for Station 5** – Acquisition of equipment for the new station.
- **Station 5 Construction** – Building a fully functional facility to serve growing areas.
- **Station 6 Planning/Construction** – Preparing for future service demands and coverage expansion.
- **Additional Personnel** – Staffing to support new stations, apparatus, and increasing call volumes.

## Limitations and Department Needs

While the City Manager, Human Resources, Mayor, and Council have provided tremendous support, continued progress in competitive pay, benefits, staffing, training, and facilities is essential to remain fully staffed and meet future growth demands of the City. A dedicated training facility is a critical next step to ensure ongoing development of our relatively young workforce.

## **Attachments**

1. 2024 Year in Review
2. 2025 January – August Year in Review

# 2024 YEAR IN REVIEW



POPULATION

30,220



AREA SERVED

24.86 SQ. MILES



PROPERTY PROTECTED

4.6 BILLION



FIRE STATIONS

4



SHIFTS

3



APPARATUS

13



FIREFIGHTERS

75



FIRE MARSHAL'S OFFICE

4



ADMINISTRATION

5



TOTAL CALLS FOR SERVICE IN 2024

6,969



FIRE

173



EMS

4,230



HAZMAT

126



TECHNICAL RESCUE

530



OTHER

1,909



AUTOMATIC  
AID GIVEN

81

AUTOMATIC  
AID RECEIVED

47

MUTUAL  
AID GIVEN

36

MUTUAL  
AID RECEIVED

19



*The City of Statesville Fire Department is a rapid response force committed to protecting the safety and well-being of the community from all hazards.*





# COMMUNITY RISK REDUCTION



## PLANNING & PERMITTING

158 PLANS REVIEWED  
160 PERMITS ISSUED



## OUR COMMITMENT TO CONTINUOUS IMPROVEMENT

1. TRAINING & DEVELOPMENT
2. RESOURCE MANAGEMENT
3. COMMUNITY ENGAGEMENT
4. DATA-DRIVEN DECISION MAKING
5. EMPLOYEE WELLNESS & RETENTION

## FIRE PREVENTION

173 FIRE INVESTIGATIONS  
826 FIRE & LIFE SAFETY INSPECTIONS  
12,369 PEOPLE REACHED WITH FIRE & LIFE SAFETY PROGRAMS  
115 CAR SEAT SAFETY CHECKS  
654 PEOPLE TRAINED TO USE FIRE EXTINGUISHERS  
271 SMOKE & CARBON MONOXIDE DETECTOR INSTALLS



## DEPARTMENT BUDGET

OPERATING \$10,797,969  
CAPITAL \$648,000



## ESSENTIAL INDICATORS

SURVIVAL % OF CARDIAC ARREST PATIENTS 6.9%  
CIVILIAN FIRE DEATHS 1  
CIVILIAN FIRE INJURIES 4  
FIRES CONFINED TO ROOM OF ORIGIN 43%



## PROPERTY VALUE SAVINGS FOR FIRE INCIDENTS

\$4,600,000,000 PROPERTY VALUE AT RISK  
\$2,435,373 2024 PROPERTY VALUE FIRE LOSS  
\$392,668,134 2024 PROPERTY VALUE SAVED

TELL US HOW WE ARE DOING

EMAIL US AT [STATESVILLEFIRE@STATESVILLENC.NET](mailto:STATESVILLEFIRE@STATESVILLENC.NET)

CONNECT WITH US | 704-878-3425 | 822 5th Street



# JANUARY - AUGUST 2025 YEAR IN REVIEW



**POPULATION**

**30,220**



**AREA SERVED**

**24.86 SQ. MILES**



**PROPERTY PROTECTED**

**4.6 BILLION**



**FIRE STATIONS**

**4**



**SHIFTS**

**3**



**APPARATUS**

**13**



**FIREFIGHTERS**

**75**



**FIRE MARSHAL'S OFFICE**

**4**



**ADMINISTRATION**

**5**



**TOTAL CALLS FOR SERVICE  
JANUARY - AUGUST 2025**

**4,637**



**FIRE**

**596**



**MEDICAL**

**2,845**



**HAZMAT**

**115**



**TECHNICAL  
RESCUE**

**318**



**AIRCRAFT**

**5**



**OTHER**

**758**



**AUTOMATIC  
AID GIVEN**

**73**

**AUTOMATIC  
AID RECEIVED**

**43**

**MUTUAL  
AID GIVEN**

**22**

**MUTUAL  
AID RECEIVED**

**15**



*The City of Statesville Fire Department is a  
rapid response force committed to protecting the safety  
and well-being of the community from all hazards.*





# COMMUNITY RISK REDUCTION



## PLANNING & PERMITTING

108 PLANS REVIEWED

108 PERMITS ISSUED



## FIRE PREVENTION

102 FIRE INVESTIGATIONS

629 FIRE & LIFE SAFETY INSPECTIONS

13,443 PEOPLE REACHED WITH FIRE & LIFE SAFETY PROGRAMS

30 CAR SEAT SAFETY CHECKS

153 SMOKE & CARBON MONOXIDE DETECTOR INSTALLS



## ESSENTIAL INDICATORS

SURVIVAL % OF CARDIAC ARREST PATIENTS

CIVILIAN FIRE DEATHS

CIVILIAN FIRE INJURIES

FIRES CONFINED TO ROOM OF ORIGIN



19%

1

2

72%

## DEPARTMENT BUDGET



\$10,747,855 OPERATING

\$456,000 CAPITAL

\$4,600,000,000

\$1,503,161

\$4,598,496,839



## STRATEGIC PLANNING GOALS

1. SFD GROWTH WITH CITY COUNCIL SUPPORT
2. SFD PAY & BENEFITS ENHANCEMENTS
3. COMMUNICATIONS & SERVICE DELIVERY
4. PHYSICAL HEALTH, MENTAL HEALTH & WELLNESS ENRICHMENTS
5. STRENGTHENING COMMUNITY RISK REDUCTION & PUBLIC EDUCATION EFFORTS
6. TECHNICAL RESCUE PROGRAM IMPROVEMENTS



## PROPERTY VALUE SAVINGS FOR FIRE INCIDENTS

PROPERTY VALUE AT RISK

2025 PROPERTY VALUE FIRE LOSS

2025 PROPERTY VALUE SAVED



TELL US HOW WE ARE DOING

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704-878-3425

822 5th Street





City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Statesville Public Power Overview***

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Statesville Public Power is North Carolina's oldest municipally owned electric system that is still in business (Feb 1889). This privilege was made possible by city officials at the time and was almost a year to the day in the making of the first consideration to introducing electricity to Statesville. Fast forward 136 years, Statesville Public Power now serves over 15,000 customers, has an annual budget of \$50 million and 38 full-time employees. Our system's peak electrical load is about 100 Megawatts; that is enough energy to power 75,000 residential homes! However, due to our mixed customer portfolio, we serve about 13,000 residential homes, 2,700 commercial businesses, and 58 industrial customers.

Our **mission** is dedicated to enhancing the quality of life of those we serve by providing safe, reliable electric utility service at the lowest reasonable cost, with exceptional customer service. Our **goals** are to maintain a safe distribution system with modern technology and a best practice approach, maintain rates as low as possible for supporting core operations while being aggressive as possible with wholesale costs, seek excellent customer relationships, and to maintain a reliable electric distribution system.

Statesville Public Power constructs, operates, and maintains over 300 miles of 22,900-volt distribution lines through six delivery points throughout the city limits. We do the majority of the work in-house and under energized conditions. We also install, test, and maintain electrical meters, substation equipment, and other electrical equipment in the distribution system. Our services offered include overhead and underground distribution, service truck, streetlighting, tree trimming, substation maintenance, engineering/line design, and metering. Our revenue comes from electric rates, and therefore, makes us an enterprise fund that is self-sufficient.

Statesville, along with over 90+ public power communities across North Carolina, South Carolina, and Virginia are members of ElectriCities. ElectriCities is a non-profit organization that was formed in 1965 to protect the service areas from other power providers, and to serve as a unified legislative advocate for municipally owned electric systems. If you talk to other cities with their own electric department, you will hear how much they help our voice feel heard in the electric industry and how we all thrive from their many innovative offerings. Possibly the most important

service they provide us with is their involvement and management of the North Carolina Municipal Power Agency 1; this agency is governed by a Board of Directors and Commissioners and consists of 19 NC cities that collectively own 75% of the Catawba Nuclear Facility reactor unit 2. Statesville Public Power would not have such affordable wholesale electricity if it weren't for the continual reliability and efficiency that comes from this renewable energy facility.

Along with their NCMAPA1 management, ElectriCities also administers and assists us with our career development tracks for Line Technicians, Substation Technicians, and Meter Technicians. They also manage and support the Emergency Assistance Program that is also called Mutual Aid. Many other departments operate with a similar program, and ours is no different. When disaster strikes, we can either provide or accept assistance to other Cities in need. Lastly, ElectriCities plays a vital role in our economic development and key accounts representation. They have dedicated staff to perform residential and commercial energy audits (at no charge), engage in new business opportunities, and promote shovel-ready sites that we can serve.

## **Key References**

Some key documents and references that allow Statesville Public Power to promote standardization and instruction are our Service Policy Manual, Construction Guidelines, and our City website. More information about these references and their contents can be found in the attached PowerPoint and can be sent electronically if desired. Due to their length, they have not been included as an attachment.

## **Decisions That May Come to Council**

Typical agenda items that Council may encounter from Statesville Public Power include annual pass through rate changes like the Clean Energy and Energy Efficiency Portfolio Standard (CEPS), electric rate changes due to increased wholesale costs or cost of service updates, policy changes that affect customers and/or developers, pole attachment fee updates/changes for telecommunication companies, and large capital purchases necessary for business continuity i.e. substation transformers, machinery, and other large equipment that is required by State Law to have Council approval due to dollar thresholds.

## **Current Issues/Limitations**

Some limitations that currently prevent Statesville Public Power from doing our job efficiently and effectively include the need for a modern workorder system, keeping up with the construction pace that is in happening in the City without becoming the bottleneck to progress, and keeping rates low as other costs are only going up due to factors like inflation, tariffs, and overall supply and demand. Currently, SPP is in great financial shape now and looking ahead, but as Duke Energy transmission costs increase over the years, our wholesale power costs will most likely follow those trends and therefore, we will need to be transparent on why we are budgeting for increased power supply.

Lastly, one issue that we find comes and goes each year is the ability to hire and retain a good workforce, specifically with our Line Technicians. Because we are battling for territory and labor

with our co-op and investor-owned neighbors (Energy United and Duke Energy), we have to remain committed to offering competitive rates and benefits for this area or we risk losing employees to a better paying company without having to move to a different area. Therefore, it becomes tricky for us to “keep up with the Jones” at times.

## **Future Plans**

With the historic growth Statesville has seen over the last 5 years, we shifted our focus and effort on the new construction that was taking place and failed to keep up with our existing infrastructure needs. Some of the projects that we are proactively planning for include a new delivery station that will replace our oldest and most loaded station from the 1950s. We are currently working on converting our old 4 kV circuits to our modern 22.9 kV circuits. These 4 kV circuits were originally built in the 1940s to serve much of what Statesville has in the central downtown area. We are also strategically planning conversions from overhead to underground in key areas. Relocating lines underground is about three times the cost of traditional overhead lines, but increases general aesthetics, reliability, and vulnerability. Lastly, Stateville Public Power is dedicated to providing top-tier reliability through modern equipment and technology. We already have sensors on our lines that help us pinpoint issues BEFORE they potentially could cause an outage. Over the next few years, we plan on budgeting and deploying these sensors throughout our entire system so that we have maximum visibility for proactive repairs.

## **Summary and Takeaways**

1. Oldest municipally owned electric system in NC (1889).
2. Statesville Public Power has an annual budget of around \$50 Million, which is roughly a third of the City budget. \$30 million, or approximately 60%, is wholesale power costs. Wholesale power is the power that we must buy before selling to our residential, commercial, and industrial customers (retail power).
3. The department is made up of 38 full-time employees that help maintain over 300+ miles of distribution lines, 6 high voltage substations, 2 4kV substations, and over 15,000 active meters.
4. SPP is an active participant of ElectriCities and happily engages in many of their offered services that make other Public Power communities thrive in the electric utility environment.
5. We are also members of the North Carolina Municipal Power Agency (NCMPA1). NCMPA1 is an agency made up of 19 NC Cities on the Western side of NC that are all part owners of reactor 2 at the Catawba Nuclear Facility in York, South Carolina.
6. As Councilmembers, most of what you may see from SPP will be related to either large purchases, rates changes for routine and non-routine updates, as well as policy reform related to how we better conduct business with customers/developers.
7. Current issues on tap for SPP are keeping retail rates down for our customers while wholesale and operating costs are increasing each year, workorder system modernization, and keeping pace with construction without becoming a bottleneck to our customers' progress. We have to balance our labor force, equipment, and millions in warehouse inventory always to ensure our crews are set up for success.

8. Statesville Public Power is investing in cutting edge technology, converting traditional overhead lines to underground lines to promote reliability, as well as upgrading old inefficient lines to our modern voltage throughout the downtown area. We are committed to improving the distribution system to better serve our lifelong customers, as well as our customers of the future.

**Attachments**

1. **Key References – Can be sent upon request; due to size limitations, they are not included**





City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Public Works Department Overview***

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## **1. Overview and Mission:**

The Public Works Department provides essential infrastructure needs, citizen services, and meets City plans and goals by achieving optimum costs of construction, operation, and maintenance. Our mission is to deliver administrative, street, sanitation, and fleet maintenance services in a cost efficient, strategically effective manner while maintaining a high level of external and internal customer service.

The Public Works Administrative section consists of one director and one part-time administrative assistant. They are responsible for management of the different divisions under Public Works including payroll, personnel, budgeting (5 cost centers), purchasing, accounts payable, strategic planning, project management, Powell Bill Fund expenditures and management, coordination with other departments, customer service, coordination of special events, administration of the Adopt-A-Street Program, and other items as necessary.

The Public Works Divisions are housed in the old warehouse building except for Fleet Maintenance which is in a new garage facility on the same campus.

## **2. Divisions**

- a. The Fleet Maintenance Division provides the maintenance, service, and repairs of city cars, trucks, and equipment at the least expense and the shortest downtime possible. The City's Fleet team maintains over 610 different vehicles and pieces of equipment, as well as all small engine repairs which include mowers, blowers, weed trimmers, chain saws, etc. They also custom manufacture parts and modifications needed for city equipment and vehicles.

The Fleet Maintenance Division currently has nine employees consisting of one superintendent, one assistant superintendent, one service writer/parts manager, one welder, and four mechanics.

- b. The Street Division maintains approximately 149.19 miles of paved streets, 88 miles of sidewalks and curb and gutter, and 0.4 miles of stone streets. The division is

responsible for asphalt repairs on streets and city parking lots, tree trimming, mowing of some rights of way, bushhogging, sweeping; manufacturing, installation, and maintenance of all types of signs, painting of crosswalks, stop bars, arrows, and striping of some streets and parking areas. They are also responsible for the maintenance and repair of the downtown streetscape hardscape items. The division is also responsible for maintaining streets during ice and snowstorms, or removing debris caused by storm damage. This division maintains utility cuts by the Water/Sewer Division and the Electric Utilities Department. They also complete projects for other divisions such as access roads, paving, concrete work for foundations, grading, etc.

The Street Division currently has seventeen employees consisting of one superintendent, one street supervisor, two general supervisors, four machine operator II's, seven machine operator I's, and two skilled laborers.

- c. The Sanitation Division collects and transports solid waste from residential, businesses, and commercial establishments within the City of Statesville. This division is also responsible for the City's recycling, loose leaf, and yard waste collection, and white goods (appliance) programs. This Department serves approximately 16,000 homes weekly, collects over 1,400 tons of recycling waste and over 7,000 tons of yard waste and storm damage debris annually. Over 700 of those homes require back door service. We offer back door pickup to citizens who are unable to roll their toters to the curb due to medical issues or limitations.

The Sanitation Division also provides and collects toters for special events in the city such as the Friday After 5 concerts, Pumpkinfest, the Carolina BallonFest, and other events as they are scheduled. The Sanitation Division utilizes a software package called Rubicon to map, manage, and track the collections in order to be more efficient and coordinated.

The Sanitation Division currently has twenty-nine employees consisting of one superintendent, one assistant superintendent, two general supervisors, eight machine operator II's, six machine operator I's, three waste collectors with driver's license required, five waste collectors, and three seasonal leaf collectors. We will hire up to seven seasonal employees to help with leaf collection. Some will be truck drivers, some will be leaf collectors.

### **3. Other Information**

The Public Works Department maintains several key documents such as the Powell Bill maps and lists for the Streets Division (with help from Engineering) that show and track which roads the city maintains and for which the city receives reimbursement funds from NCDOT, albeit not nearly enough to cover the actual costs. These maps are also placed on the city website by the Public Information Officer. Sanitation garbage, recycling, and leaf collection maps and lists are



also maintained by the Public Works Department and with help from the GIS Division and the Public Information Officer, these are placed on the website and our GIS maps. The Fleet Maintenance Superintendent maintains lists of all vehicles, equipment, and small power equipment for the city. He also maintains the amount of fuel and other fluids used and ordered. He also maintains lists of all fleet inventory items ordered and charged out for service and repairs.

#### **4. Council Interaction**

Some key decisions that may come to Council are road additions for newly constructed subdivisions, process changes for how we conduct our duties, contracts for resurfacing and sidewalk projects, personnel additions as the city grows and we need to add employees, and capital expenditure requests for additional projects and equipment (typically included in the budget process).

#### **5. Funding**

The Public Works Department and its Divisions are primarily funded from the General Fund. The only exception is that the Streets Division receives Powell Bill funds from NCDOT for the maintenance of Streets which helps supplement the maintenance and repair of streets, sidewalks, and curb and gutter. They still receive General Fund allocations for Capital Equipment, and non-Powell Bill expenses such as parking lot repair and resurfacing, salaries and benefits, and special projects for other departments, etc.

#### **6. Current Issues for Public Works**

- a. Personnel – Finding and keeping the needed quantity, quality, and qualified employees on staff.
- b. Funding for Streets – We have many roads that need repairs and not enough funding to complete the necessary repairs. Powell Bill funds will not keep up with the rate of deterioration. For the first time, this year’s budget included a supplement to the Powell Bill funds in the amount of \$200,000. This number should be far higher, and a capital fund for the future should be considered.
- c. We have a lack of contractors willing or able to bid on our contracted projects.

#### **7. Future Plans and Capital Projects**

- a. For the Streets Division, we would like to introduce more repair and resurfacing methods that are more cost effective than just milling out asphalt and filling it back in. Things that fall under pavement preservation such as slurry seals which can be used on roads that aren’t too bad currently to help delay full depth repairs for longer periods of time. I also want to utilize asset management software to track changes in the roads as well as any work done to them. We would also like to add funding to our resurfacing and preservation programs to include strategic objectives identified in the Mobility and Development Plan such as sidewalks, bike lanes, etc.

- b. For the Sanitation Division, we would like to replace some more of our pull behind leaf vacuums with automated leaf vacuums. They only require a single employee and can cover more territory in a day. Also, I would like to try our first side load garbage truck. It will allow the overall length of the truck to be decreased by around 10 feet or more which will allow the trucks to negotiate cul-de-sacs better without having to back up to turn around. We would also like to purchase a smaller rear loader to handle some of the upcoming townhouse developments which will have the toters in alleys to the rear. These alleys will be much smaller roads so a diminutive truck will have an easier time traveling through them.
- c. For the Fleet Maintenance Division, we would like to hire an emergency vehicle repair specialist and obtain training for the other mechanics as well. This will allow for more efficient repair of police and fire vehicles with less transport and contract repair. We are also planning to contract the installation of fuel pumps and islands on the campus on Winston Avenue so employees can fill up vehicles and equipment without traveling across town to get to a pump.
- d. For the Administration section of Public Works, we would like to hire a full-time Office Manager for the Department to assist all three Divisions with budgeting, purchasing, accounts payable, P-card transactions, and personnel questions and payroll support. We are also looking forward to building and outfitting the new Public Works, Public Utilities, and Stormwater building.

## **Summary and Takeaways**

We, in the Public Works Department, are excited to continue working with Council to provide the citizens of Statesville with the best service possible and timely addressing their needs. We know there are big challenges facing the city with the growth that is occurring currently but have confidence we can work together to address these challenges and move the city forward.

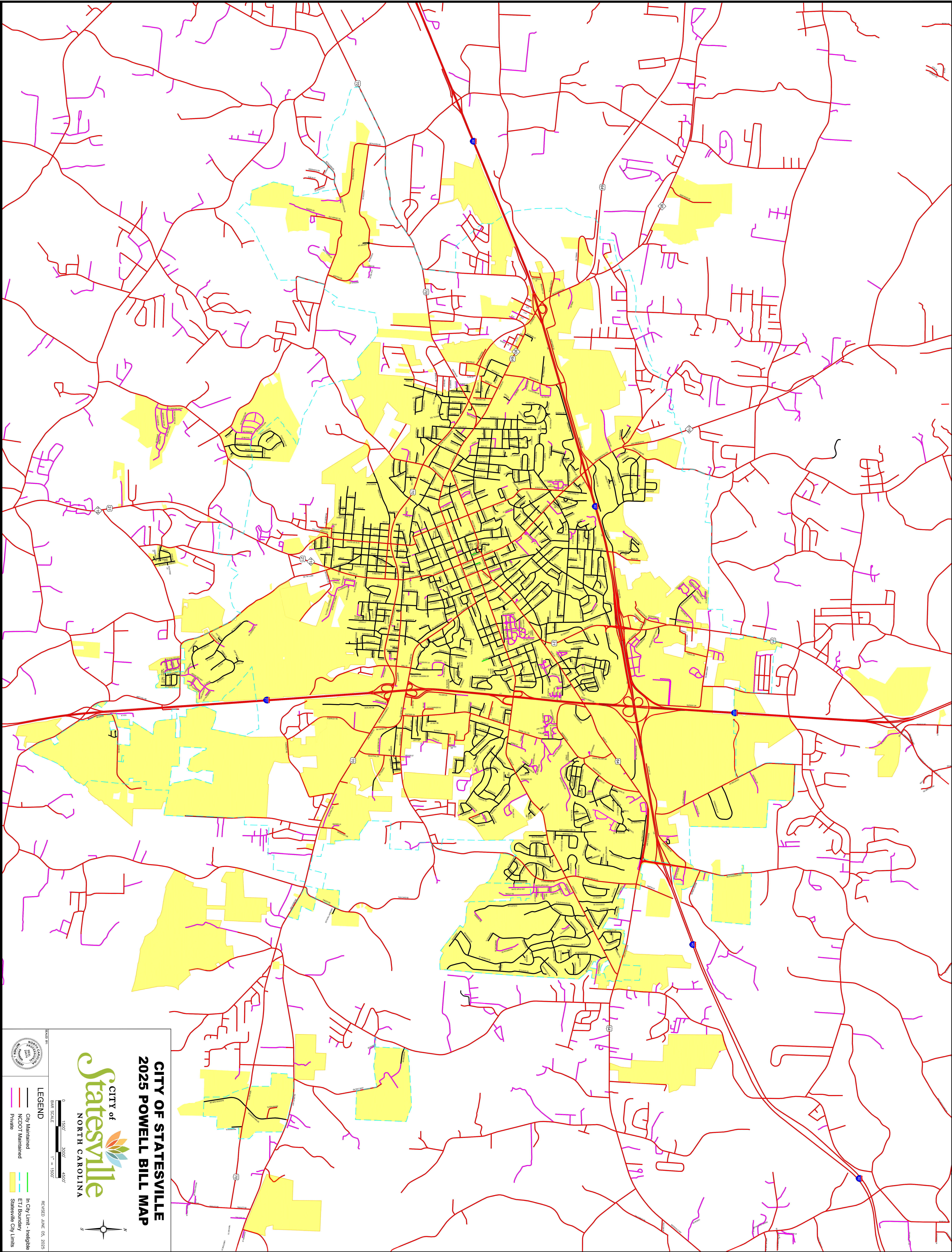
## **Strategic Plan Impacts**

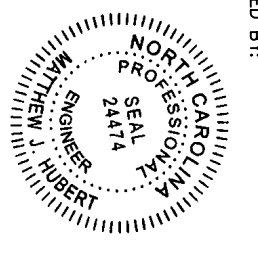
In Public Works we feel we can have a positive impact on the Strategic Plan goals of developing our team with new training, cross-training and software opportunities. We can assist in connecting our city by providing great services for our citizens. We are currently tracking the time it takes to respond to citizen requests and make repairs as well as how efficiently we can keep our vehicles and equipment running smoothly. We are also maximizing efficiency with our Sanitation Division by utilizing the new software to continuously improve our routes and vehicles to provide even better service to our citizens. We will be helping to connect our communities by providing more sidewalks and keeping our streets open and in good repair. We can do all of these things effectively by emphasizing and exemplifying our Core Values.

## **Attachments**

1. **Powell Bill Map and Road List**
2. **Sanitation Collection maps**



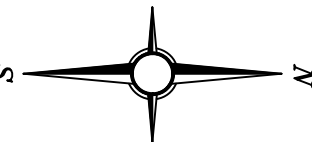




**CITY OF STATESVILLE**  
**2025 POWELL BILL MAP**



CITY of  
**Statesville**  
NORTH CAROLINA



0 1500' 3000' 4500'

BAR SCALE

1" = 1500'

**LEGEND**

- City Maintained
- NCODT Maintained
- Private
- In City Limit - Ineligible
- ETJ Boundary
- Statesville City Limits



# Paved Streets

Municipality: City of Statesville

7/07/25

County: Iredell

|    | <u>Street Name</u> | <u>Feet</u> | <u>Miles</u> | <u>Added/Deleted</u> | <u>Comments</u> |
|----|--------------------|-------------|--------------|----------------------|-----------------|
| 1  | 1st Ave.           | 1,100       | 0.21         |                      |                 |
| 2  | 2nd Ave.           | 475         | 0.09         |                      |                 |
| 3  | 3rd St.            | 1,298       | 0.25         |                      |                 |
| 4  | 4th St.            | 2,817       | 0.53         |                      |                 |
| 5  | 5th St.            | 4,650       | 0.88         |                      |                 |
| 6  | 7th St.            | 3,850       | 0.73         |                      |                 |
| 7  | 8th St.            | 1,935       | 0.37         |                      |                 |
| 8  | 9th St.            | 730         | 0.14         |                      |                 |
| 9  | 10th St.           | 765         | 0.14         |                      |                 |
| 10 | 11th St.           | 882         | 0.17         |                      |                 |
| 11 | 12th St.           | 500         | 0.09         |                      |                 |
| 12 | Absher Park Rd.    | 2,750       | 0.52         |                      |                 |
| 13 | Adams St.          | 2,185       | 0.41         |                      |                 |
| 14 | Alexander St.      | 4,835       | 0.92         |                      |                 |
| 15 | Amesbury Truth Dr. | 370         | 0.07         |                      |                 |
| 16 | Anderson St.       | 540         | 0.10         |                      |                 |
| 17 | Andes Dr.          | 1,350       | 0.26         |                      |                 |
| 18 | Argyle Ct.         | 670         | 0.13         |                      |                 |
| 19 | Argyle Pl.         | 521         | 0.10         |                      |                 |
| 20 | Arlington Ave.     | 2,698       | 0.51         |                      |                 |
| 21 | Arlington St.      | 860         | 0.16         |                      |                 |
| 22 | Armfield St.       | 2,625       | 0.50         |                      |                 |
| 23 | Armstrong St.      | 1,290       | 0.24         |                      |                 |
| 24 | Asheville Ave.     | 775         | 0.15         |                      |                 |
| 25 | Ashland Ave.       | 950         | 0.18         |                      |                 |
| 26 | Ashley Pl.         | 295         | 0.06         |                      |                 |
| 27 | Augusta Dr.        | 6,685       | 1.27         |                      |                 |
| 28 | Avalon St.         | 450         | 0.09         |                      |                 |
| 29 | Avondale Dr.       | 460         | 0.09         |                      |                 |
| 30 | Ballingarry Dr     | 1,413       | 0.27         |                      |                 |
| 31 | Banberry Dr.       | 450         | 0.09         |                      |                 |
| 32 | Banbridge St       | 160         | 0.03         |                      |                 |
| 33 | Beauty St.         | 3,808       | 0.72         |                      |                 |
| 34 | Beechwood Rd.      | 1,250       | 0.24         |                      |                 |
| 35 | Belle Ave.         | 345         | 0.07         |                      |                 |
| 36 | Belle Terre Dr.    | 1,030       | 0.20         |                      |                 |
| 37 | Berkshire Dr.      | 2,165       | 0.41         |                      |                 |
| 38 | Beverly Dr.        | 2,852       | 0.54         |                      |                 |
| 39 | Birdsey St.        | 400         | 0.08         |                      |                 |
| 40 | Birchcrest Cir.    | 290         | 0.05         |                      |                 |
| 41 | Bond St.           | 1,625       | 0.31         |                      |                 |
| 42 | Bost St.           | 4,382       | 0.83         |                      |                 |
| 43 | Boulder Pl.        | 740         | 0.14         | -150                 | (from 890 ft)   |
| 44 | Bowen Dr.          | 800         | 0.15         |                      |                 |
| 45 | Boyd St.           | 686         | 0.13         |                      |                 |
| 46 | Brandon St.        | 1,919       | 0.36         |                      |                 |
| 47 | Brentwood Dr.      | 2,569       | 0.49         | 2569                 |                 |
| 48 | Brevard St.        | 4,830       | 0.91         |                      |                 |
| 49 | Brierwood Rd.      | 1,050       | 0.20         |                      |                 |
| 50 | Bristol Rd.        | 3,250       | 0.62         |                      |                 |
| 51 | Bristol Ter        | 200         | 0.04         |                      |                 |
| 52 | Broadmoor Dr.      | 1,560       | 0.30         |                      |                 |
| 53 | Broadway Ct.       | 620         | 0.12         |                      |                 |
| 54 | Brookdale Dr.      | 4,777       | 0.90         |                      |                 |
| 55 | Brookfield Dr.     | 3,985       | 0.75         |                      |                 |

# Paved Streets

Municipality: City of Statesville

7/07/25

County: Iredell

|     |                   |       |      |      |  |
|-----|-------------------|-------|------|------|--|
| 56  | Brookgreen Ave.   | 2,890 | 0.55 |      |  |
| 57  | Brookmeade Dr.    | 2,825 | 0.54 |      |  |
| 58  | Brookwood Ct.     | 700   | 0.13 |      |  |
| 59  | Brookwood Dr.     | 838   | 0.16 |      |  |
| 60  | Broom St.         | 785   | 0.15 |      |  |
| 61  | Brown Summit Ave. | 960   | 0.18 |      |  |
| 62  | Bryant St.        | 1,300 | 0.25 |      |  |
| 63  | Buckingham Pl.    | 425   | 0.08 |      |  |
| 64  | Buena Vista Ave.  | 774   | 0.15 |      |  |
| 65  | Buoy Ln.          | 597   | 0.11 | 597  |  |
| 66  | Business Park Dr. | 5,150 | 0.98 |      |  |
| 67  | Caldwell St.      | 3,175 | 0.60 |      |  |
| 68  | Camden Dr.        | 375   | 0.07 |      |  |
| 69  | Camden Rd.        | 1,100 | 0.21 |      |  |
| 70  | Camelot Dr.       | 3,010 | 0.57 |      |  |
| 71  | Cameron Dr.       | 985   | 0.19 |      |  |
| 72  | Campbell St.      | 397   | 0.08 |      |  |
| 73  | Canada Drive      | 2988  | 0.57 |      |  |
| 74  | Cappoquin Dr      | 760   | 0.14 |      |  |
| 75  | Carolina Cir.     | 532   | 0.10 |      |  |
| 76  | Carolina St.      | 785   | 0.15 |      |  |
| 77  | Caroline St.      | 720   | 0.14 |      |  |
| 78  | Carolinian Dr.    | 820   | 0.16 |      |  |
| 79  | Carolyn St.       | 1,460 | 0.28 |      |  |
| 80  | Carroll St.       | 710   | 0.13 |      |  |
| 81  | Cass St.          | 870   | 0.16 |      |  |
| 82  | Castlefin Ct      | 105   | 0.02 |      |  |
| 83  | Chambers St.      | 1,545 | 0.29 |      |  |
| 84  | Chandler Dr.      | 380   | 0.07 |      |  |
| 85  | Charles St.       | 1,890 | 0.36 |      |  |
| 86  | Charlotte Ave.    | 1,825 | 0.35 |      |  |
| 87  | Cherry St.        | 2,365 | 0.45 |      |  |
| 88  | Chestnut Ln.      | 2,950 | 0.56 |      |  |
| 89  | Chip Shot Court   | 241   | 0.05 |      |  |
| 90  | Church St.        | 600   | 0.11 |      |  |
| 91  | Cinema Dr.        | 1,045 | 0.20 |      |  |
| 92  | Clark Ct.         | 450   | 0.09 |      |  |
| 93  | Clark St.         | 864   | 0.16 |      |  |
| 94  | Clay St.          | 1,050 | 0.20 |      |  |
| 95  | Clegg St.         | 1,108 | 0.21 |      |  |
| 96  | Cliffside Dr.     | 1,530 | 0.29 |      |  |
| 97  | Cline St.         | 962   | 0.18 |      |  |
| 98  | Clove Hitch Dr.   | 2,391 | 0.45 | 2391 |  |
| 99  | Cloverdale Ct.    | 158   | 0.03 |      |  |
| 100 | Club Dr.          | 1,387 | 0.26 |      |  |
| 101 | Clyde St.         | 422   | 0.08 |      |  |
| 102 | Cochran St.       | 2,950 | 0.56 |      |  |
| 103 | Colbert St.       | 300   | 0.06 |      |  |
| 104 | Colonial Dr.      | 850   | 0.16 |      |  |
| 105 | Colony Ct.        | 440   | 0.08 |      |  |
| 106 | Colony Rd.        | 750   | 0.14 |      |  |
| 107 | Columbia St.      | 1,825 | 0.35 |      |  |
| 108 | Columbine Dr.     | 1,215 | 0.23 |      |  |
| 109 | Commerce Blvd.    | 4,097 | 0.78 |      |  |
| 110 | Commonwealth Ave. | 456   | 0.09 |      |  |
| 111 | Concord Ave.      | 525   | 0.10 |      |  |

# Paved Streets

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|     |                     |       |      |  |  |
|-----|---------------------|-------|------|--|--|
| 112 | Connor St.          | 4,285 | 0.81 |  |  |
| 113 | Coolidge Ave.       | 1,060 | 0.20 |  |  |
| 114 | Coolidge Ct.        | 280   | 0.05 |  |  |
| 115 | Cooper St.          | 718   | 0.14 |  |  |
| 116 | Council Ave.        | 1,654 | 0.31 |  |  |
| 117 | Court St.           | 511   | 0.10 |  |  |
| 118 | Cowles Dr.          | 1,560 | 0.30 |  |  |
| 119 | Creek Bottom Ln.    | 433   | 0.08 |  |  |
| 120 | Crescent Ln.        | 1,030 | 0.20 |  |  |
| 121 | Crossroads Dr       | 719   | 0.14 |  |  |
| 122 | Crowell Ave         | 646   | 0.12 |  |  |
| 123 | Crown Vue Ct.       | 464   | 0.09 |  |  |
| 124 | Cruse St.           | 190   | 0.04 |  |  |
| 125 | Cunningham Dr.      | 1,795 | 0.34 |  |  |
| 126 | Cynthia St.         | 1,090 | 0.21 |  |  |
| 127 | Dagenhart St.       | 202   | 0.04 |  |  |
| 128 | Davis St.           | 645   | 0.12 |  |  |
| 129 | Deaton St.          | 1,960 | 0.37 |  |  |
| 130 | Deauville Pl.       | 525   | 0.10 |  |  |
| 131 | Deauville Rd.       | 4,520 | 0.86 |  |  |
| 132 | Debow St.           | 215   | 0.04 |  |  |
| 133 | Delray St.          | 2,246 | 0.43 |  |  |
| 134 | Delta Pl.           | 180   | 0.03 |  |  |
| 135 | Diamond St.         | 1,325 | 0.25 |  |  |
| 136 | Dillon Dr.          | 1,666 | 0.32 |  |  |
| 137 | Divot Lane          | 604   | 0.11 |  |  |
| 138 | Dixie Dr.           | 700   | 0.13 |  |  |
| 139 | Dobson Ave.         | 1,630 | 0.31 |  |  |
| 140 | Dockery St.         | 510   | 0.10 |  |  |
| 141 | Dogwood Ln.         | 950   | 0.18 |  |  |
| 142 | Dogwood Rd.         | 2,680 | 0.51 |  |  |
| 143 | Doris St.           | 510   | 0.10 |  |  |
| 144 | Dorset Pl.          | 1,350 | 0.26 |  |  |
| 145 | Douglas Aly.        | 805   | 0.15 |  |  |
| 146 | Drake St.           | 1,140 | 0.22 |  |  |
| 147 | Duck Pond Lane      | 131   | 0.02 |  |  |
| 148 | Dunavant Ln.        | 665   | 0.13 |  |  |
| 149 | Durham Ave.         | 2,720 | 0.52 |  |  |
| 150 | E Allison St.       | 634   | 0.12 |  |  |
| 151 | E Bell St.          | 1,109 | 0.21 |  |  |
| 152 | E Bingham St.       | 328   | 0.06 |  |  |
| 153 | E Broad St.         | 739   | 0.14 |  |  |
| 154 | E Cloaninger Ave.   | 1,586 | 0.30 |  |  |
| 155 | E Front St.         | 3,680 | 0.70 |  |  |
| 156 | E Glen Eagles Rd.   | 3,907 | 0.74 |  |  |
| 157 | E Heart Pine Ln.    | 543   | 0.10 |  |  |
| 158 | E Raleigh Ave.      | 898   | 0.17 |  |  |
| 159 | E Sharpe St.        | 4,560 | 0.86 |  |  |
| 160 | E Turner St.        | 1,478 | 0.28 |  |  |
| 161 | Earlwood Rd.        | 2,475 | 0.47 |  |  |
| 162 | East Elementary Rd. | 2,323 | 0.44 |  |  |
| 163 | Eastbrook Ln.       | 475   | 0.09 |  |  |
| 164 | Eastfield Cir.      | 215   | 0.04 |  |  |
| 165 | Eastway Dr.         | 1,160 | 0.22 |  |  |
| 166 | Eastwood Dr.        | 2,130 | 0.40 |  |  |
| 167 | Edenderry Dr        | 1,685 | 0.32 |  |  |

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|     |                          |       |      |     |  |
|-----|--------------------------|-------|------|-----|--|
| 168 | Edge Field Court         | 166   | 0.03 |     |  |
| 169 | Edgewood Dr.             | 1,910 | 0.36 |     |  |
| 170 | Elam Ave.                | 665   | 0.13 |     |  |
| 171 | Elizabeth Ave.           | 965   | 0.18 |     |  |
| 172 | Elpine St.               | 325   | 0.06 |     |  |
| 173 | Enwood Ct.               | 265   | 0.05 |     |  |
| 174 | Ericson St.              | 1,003 | 0.19 |     |  |
| 175 | Euclid Ave.              | 2,100 | 0.40 |     |  |
| 176 | Falcon Ln.               | 1,045 | 0.20 |     |  |
| 177 | Fall St.                 | 643   | 0.12 |     |  |
| 178 | Farmbrook Dr.            | 525   | 0.10 |     |  |
| 179 | Faye St.                 | 1,290 | 0.24 |     |  |
| 180 | Fayetteville Ave.        | 1,665 | 0.32 |     |  |
| 181 | Feimster St.             | 950   | 0.18 |     |  |
| 182 | Fern Creek Drive         | 1,560 | 0.30 |     |  |
| 183 | Ferndale Dr.             | 1,930 | 0.37 |     |  |
| 184 | Fieldstone Cir.          | 1,540 | 0.29 |     |  |
| 185 | Filbert St.              | 145   | 0.03 |     |  |
| 186 | Findley Rd.              | 1,162 | 0.22 |     |  |
| 187 | Fines Creek Dr.          | 3,850 | 0.73 |     |  |
| 188 | Florence Cir.            | 2,125 | 0.40 |     |  |
| 189 | Florence Rd.             | 1,406 | 0.27 |     |  |
| 190 | Forest Dr.               | 605   | 0.11 |     |  |
| 191 | Forest Park Dr.          | 2,780 | 0.53 |     |  |
| 192 | Forest Rd.               | 845   | 0.16 |     |  |
| 193 | Fourth Creek Landing Dr. | 382   | 0.07 |     |  |
| 194 | Fox Ave.                 | 1,625 | 0.31 |     |  |
| 195 | Fox Den Cir.             | 2,313 | 0.44 |     |  |
| 196 | Fox Tail Ct.             | 315   | 0.06 |     |  |
| 197 | Free Nancy Ave.          | 2,150 | 0.41 |     |  |
| 198 | Fulton Dr.               | 1,235 | 0.23 |     |  |
| 199 | Gagner St.               | 340   | 0.06 |     |  |
| 200 | Galley Ln.               | 668   | 0.13 | 668 |  |
| 201 | Garfield St.             | 2,850 | 0.54 |     |  |
| 202 | Gaston Ct.               | 2,325 | 0.44 |     |  |
| 203 | Gateway Crossing Dr.     | 653   | 0.12 |     |  |
| 204 | Gay St.                  | 1,730 | 0.33 |     |  |
| 205 | Georgia Ave.             | 3,565 | 0.68 |     |  |
| 206 | Glendale Dr.             | 855   | 0.16 |     |  |
| 207 | Glenhaven Rd.            | 800   | 0.15 |     |  |
| 208 | Glover St                | 1,250 | 0.24 |     |  |
| 209 | Goldsboro Ave.           | 3,225 | 0.61 |     |  |
| 210 | Gordon Ave.              | 695   | 0.13 |     |  |
| 211 | Gray St.                 | 1,910 | 0.36 |     |  |
| 212 | Greater Living Pl.       | 450   | 0.09 |     |  |
| 213 | Greenberry Dr.           | 335   | 0.06 |     |  |
| 214 | Greenway Dr.             | 2,930 | 0.55 |     |  |
| 215 | Gregory Ln.              | 685   | 0.13 |     |  |
| 216 | Gregory Rd.              | 6,740 | 1.28 |     |  |
| 217 | Grove Rd.                | 1,000 | 0.19 |     |  |
| 218 | Gum St.                  | 275   | 0.05 |     |  |
| 219 | Guy St.                  | 820   | 0.16 |     |  |
| 220 | Hackett St.              | 900   | 0.17 |     |  |
| 221 | Harmony Dr.              | 3,480 | 0.66 |     |  |
| 222 | Harrill St.              | 1,830 | 0.35 |     |  |
| 223 | Harris St.               | 2,023 | 0.38 |     |  |

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|     |                      |       |      |      |                |
|-----|----------------------|-------|------|------|----------------|
| 224 | Harrison St.         | 739   | 0.14 |      |                |
| 225 | Hartness Rd.         | 7,210 | 1.37 |      |                |
| 226 | Harvest Pointe Drive | 1,174 | 0.22 |      |                |
| 227 | Hawthorne Dr.        | 1,490 | 0.28 |      |                |
| 228 | Haywood Rd.          | 422   | 0.08 |      |                |
| 229 | Hazelnut Way         | 1,353 | 0.26 | 1353 |                |
| 230 | Hazelwood Cir.       | 159   | 0.03 |      |                |
| 231 | Hazelwood Dr.        | 1,530 | 0.29 |      |                |
| 232 | Heathcote Rd.        | 810   | 0.15 |      |                |
| 233 | Heather Ln.          | 505   | 0.10 |      |                |
| 234 | Hedrick Cir.         | 270   | 0.05 |      |                |
| 235 | Hedrick Dr.          | 1,652 | 0.31 |      |                |
| 236 | Hempstead Pl.        | 345   | 0.07 |      |                |
| 237 | Henkel Rd.           | 1,625 | 0.31 |      |                |
| 238 | Heritage Cir.        | 2,933 | 0.56 |      |                |
| 239 | Hickory Ave.         | 660   | 0.13 |      |                |
| 240 | Hickory St.          | 385   | 0.07 |      |                |
| 241 | Hidden Lakes Rd      | 3460  | 0.66 | 3460 |                |
| 242 | High Point Ave.      | 595   | 0.11 |      |                |
| 243 | Highland Ave.        | 1,160 | 0.22 |      |                |
| 244 | Highview Cir.        | 270   | 0.05 |      |                |
| 245 | Hill St.             | 2,018 | 0.38 |      |                |
| 246 | Hill Ter             | 197   | 0.04 |      |                |
| 247 | Hillard St.          | 380   | 0.07 |      |                |
| 248 | Hillcrest Dr         | 1,056 | 0.20 |      |                |
| 249 | Hillcrest Rd.        | 634   | 0.12 |      |                |
| 250 | History Ln.          | 588   | 0.11 |      |                |
| 251 | Holland Cir.         | 1,320 | 0.25 |      |                |
| 252 | Holland Dr.          | 3,699 | 0.70 |      |                |
| 253 | Hollingswood Dr.     | 3,280 | 0.62 | 904  |                |
| 254 | Horne St.            | 210   | 0.04 |      |                |
| 255 | Huggins St.          | 685   | 0.13 |      |                |
| 256 | Hunt St              | 860   | 0.16 |      |                |
| 257 | Hunter St.           | 2,510 | 0.48 |      |                |
| 258 | Hunter's Hill Dr.    | 2,115 | 0.40 |      |                |
| 259 | Idlewile Dr.         | 1,023 | 0.19 |      |                |
| 260 | Idlewood Ln.         | 395   | 0.07 |      |                |
| 261 | Inglewood Rd.        | 775   | 0.15 |      |                |
| 262 | International Dr.    | 1,225 | 0.23 |      |                |
| 263 | Ivey Run Ct.         | 528   | 0.10 |      |                |
| 264 | Jackson St.          | 1,125 | 0.21 |      |                |
| 265 | Jacobus Ct.          | 62    | 0.01 |      |                |
| 266 | Jana Drive           | 1,056 | 0.20 |      |                |
| 267 | James Way            | 1,515 | 0.29 |      |                |
| 268 | Japul Rd.            | 425   | 0.08 |      |                |
| 269 | Jefferson St.        | 895   | 0.17 | -755 | (from 1650 ft) |
| 270 | Jobe Rd              | 2,622 | 0.50 | 2622 |                |
| 271 | Joe Rd.              | 2,530 | 0.48 |      |                |
| 272 | Jones St.            | 1,109 | 0.21 |      |                |
| 273 | Jost St.             | 555   | 0.11 |      |                |
| 274 | Kelly St.            | 3,910 | 0.74 |      |                |
| 275 | Kenhill Rd.          | 815   | 0.15 |      |                |
| 276 | Kenilworth Rd.       | 555   | 0.11 |      |                |
| 277 | Kenmore Dr.          | 2,957 | 0.56 |      |                |
| 278 | Kerley Ct.           | 495   | 0.09 |      |                |
| 279 | Kerr St.             | 490   | 0.09 |      |                |



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|     |                      |       |      |  |  |
|-----|----------------------|-------|------|--|--|
| 280 | Kitchings Dr.        | 525   | 0.10 |  |  |
| 281 | Knox St.             | 3,567 | 0.68 |  |  |
| 282 | Knox Ave.            | 535   | 0.10 |  |  |
| 283 | Lake Run Dr.         | 480   | 0.09 |  |  |
| 284 | Lakeridge Dr.        | 720   | 0.14 |  |  |
| 285 | Lakeside Dr.         | 2,940 | 0.56 |  |  |
| 286 | Lakeview Dr.         | 1,398 | 0.26 |  |  |
| 287 | Lakewood Dr.         | 405   | 0.08 |  |  |
| 288 | Lancaster Dr.        | 1,055 | 0.20 |  |  |
| 289 | Lancelot Ct.         | 196   | 0.04 |  |  |
| 290 | Landmark Aly         | 200   | 0.04 |  |  |
| 291 | Lee St.              | 355   | 0.07 |  |  |
| 292 | Lerain Ct.           | 1,940 | 0.37 |  |  |
| 293 | Light St.            | 855   | 0.16 |  |  |
| 294 | Lincoln St.          | 300   | 0.06 |  |  |
| 295 | Lindsey St.          | 2,430 | 0.46 |  |  |
| 296 | Linville Rd.         | 460   | 0.09 |  |  |
| 297 | Lippard St.          | 550   | 0.10 |  |  |
| 298 | Little Dog Ln.       | 585   | 0.11 |  |  |
| 299 | Logan St.            | 1,345 | 0.25 |  |  |
| 300 | Long St.             | 670   | 0.13 |  |  |
| 301 | Longdale Dr.         | 394   | 0.07 |  |  |
| 302 | Lucille St.          | 793   | 0.15 |  |  |
| 303 | Mable's Ct.          | 422   | 0.08 |  |  |
| 304 | Macon Dr.            | 2,543 | 0.48 |  |  |
| 305 | Magnolia St.         | 1,955 | 0.37 |  |  |
| 306 | Maple St.            | 595   | 0.11 |  |  |
| 307 | Maplewood Ln.        | 1,850 | 0.35 |  |  |
| 308 | Margaret Dr.         | 2,090 | 0.40 |  |  |
| 309 | Margaret Rodgers Ln. | 245   | 0.05 |  |  |
| 310 | Margo Lane           | 1,185 | 0.22 |  |  |
| 311 | Marjorie Rd.         | 870   | 0.16 |  |  |
| 312 | Marshall St.         | 750   | 0.14 |  |  |
| 313 | Marthas Ridge Dr.    | 2,472 | 0.47 |  |  |
| 314 | May Dr.              | 1,160 | 0.22 |  |  |
| 315 | Mayo St.             | 518   | 0.10 |  |  |
| 316 | McCollough St.       | 1,000 | 0.19 |  |  |
| 317 | McElwee St.          | 510   | 0.10 |  |  |
| 318 | McLaughlin St.       | 2,155 | 0.41 |  |  |
| 319 | Meadow Rd.           | 565   | 0.11 |  |  |
| 320 | Meadow Rue Dr.       | 1,328 | 0.25 |  |  |
| 321 | Medlin St.           | 1,692 | 0.32 |  |  |
| 322 | Melviney St.         | 2,000 | 0.38 |  |  |
| 323 | Mibbs Pl.            | 128   | 0.02 |  |  |
| 324 | Mickael Cir.         | 135   | 0.03 |  |  |
| 325 | Middleton St.        | 335   | 0.06 |  |  |
| 326 | Mill St.             | 600   | 0.11 |  |  |
| 327 | Millsaps Rd.         | 2,875 | 0.54 |  |  |
| 328 | Mitchell Ave.        | 2,000 | 0.38 |  |  |
| 329 | Mockingbird Ln.      | 125   | 0.02 |  |  |
| 330 | Monroe St.           | 1,124 | 0.21 |  |  |
| 331 | Montgomery Dr.       | 1,690 | 0.32 |  |  |
| 332 | Morland Dr.          | 3,552 | 0.67 |  |  |
| 333 | Morrison Ct.         | 150   | 0.03 |  |  |
| 334 | Mossy Pond Drive     | 1,041 | 0.20 |  |  |
| 335 | Mt. Vernon Ave.      | 1,056 | 0.20 |  |  |

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|     |                    |       |      |     |  |
|-----|--------------------|-------|------|-----|--|
| 336 | Museum Rd.         | 7,030 | 1.33 |     |  |
| 337 | N Carolina Ave.    | 4,145 | 0.79 |     |  |
| 338 | N East End Ave.    | 2,006 | 0.38 |     |  |
| 339 | N Elm St.          | 898   | 0.17 |     |  |
| 340 | N Green St.        | 634   | 0.12 |     |  |
| 341 | N Lackey St.       | 2,900 | 0.55 |     |  |
| 342 | N Meeting St.      | 423   | 0.08 |     |  |
| 343 | N Miller Ave.      | 3,432 | 0.65 |     |  |
| 344 | N Mulberry St.     | 4,363 | 0.83 |     |  |
| 345 | N Oak St.          | 1,426 | 0.27 |     |  |
| 346 | N Oakland Ave.     | 4,541 | 0.86 |     |  |
| 347 | N Oakwood Dr.      | 3,395 | 0.64 |     |  |
| 348 | N Patterson St.    | 1,479 | 0.28 |     |  |
| 349 | N Toria Dr         | 792   | 0.15 |     |  |
| 350 | N Tradd St.        | 3,150 | 0.60 |     |  |
| 351 | Nelly Green Cir.   | 600   | 0.11 |     |  |
| 352 | Newbern Ave.       | 2,695 | 0.51 |     |  |
| 353 | Newton Ave.        | 1,147 | 0.22 |     |  |
| 354 | North Pointe Blvd. | 2,375 | 0.45 |     |  |
| 355 | Northridge Ct.     | 320   | 0.06 |     |  |
| 356 | Norwood Rd.        | 1,620 | 0.31 |     |  |
| 357 | Nursery Ln.        | 625   | 0.12 |     |  |
| 358 | Oakdale Dr.        | 2,880 | 0.55 |     |  |
| 359 | Oakhurst Rd.       | 2,514 | 0.48 |     |  |
| 360 | Oakview St.        | 350   | 0.07 |     |  |
| 361 | Old Charlotte Rd.  | 3,232 | 0.61 |     |  |
| 362 | Old Farm Rd.       | 1,060 | 0.20 |     |  |
| 363 | Old Salisbury Rd.  | 3,330 | 0.63 |     |  |
| 364 | Olive Ct.          | 245   | 0.05 |     |  |
| 365 | Opal St.           | 2,250 | 0.43 |     |  |
| 366 | Paola St.          | 2,390 | 0.45 |     |  |
| 367 | Park Cir.          | 2,415 | 0.46 |     |  |
| 368 | Park Dr.           | 3,640 | 0.69 |     |  |
| 369 | Park St.           | 1,875 | 0.36 |     |  |
| 370 | Park Terr.         | 400   | 0.08 |     |  |
| 371 | Parson Ln.         | 762   | 0.14 | 762 |  |
| 372 | Partnership Way    | 1,070 | 0.20 |     |  |
| 373 | Partridge Dr.      | 940   | 0.18 |     |  |
| 374 | Patriot Ln.        | 455   | 0.09 |     |  |
| 375 | Peachtree Rd.      | 2,640 | 0.50 |     |  |
| 376 | Pearl St.          | 2,777 | 0.53 |     |  |
| 377 | Pebblestone Ct.    | 297   | 0.06 |     |  |
| 378 | Pecan St.          | 895   | 0.17 |     |  |
| 379 | Phoenix St.        | 2,296 | 0.43 |     |  |
| 380 | Piedmont St.       | 586   | 0.11 |     |  |
| 381 | Pierce Ln.         | 200   | 0.04 |     |  |
| 382 | Pine St.           | 50    | 0.01 |     |  |
| 383 | Pinehurst Rd.      | 2,090 | 0.40 |     |  |
| 384 | Pinewood Cir.      | 428   | 0.08 |     |  |
| 385 | Pink Dogwood Rd.   | 210   | 0.04 | 210 |  |
| 386 | Planters Dr.       | 1,352 | 0.26 |     |  |
| 387 | Player's Park Cir. | 690   | 0.13 |     |  |
| 388 | Plum St.           | 1,140 | 0.22 |     |  |
| 389 | Poplar St.         | 592   | 0.11 |     |  |
| 390 | Power St.          | 340   | 0.06 |     |  |
| 391 | Privette St.       | 820   | 0.16 |     |  |

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|     |                    |       |      |  |  |
|-----|--------------------|-------|------|--|--|
| 392 | Progress Pl.       | 528   | 0.10 |  |  |
| 393 | Quail Springs Road | 1,078 | 0.20 |  |  |
| 394 | Queens Crest Dr.   | 810   | 0.15 |  |  |
| 395 | Queens Ct.         | 225   | 0.04 |  |  |
| 396 | Radio Rd.          | 2,245 | 0.43 |  |  |
| 397 | Randa Dr.          | 1,500 | 0.28 |  |  |
| 398 | Randolph Rd.       | 785   | 0.15 |  |  |
| 399 | Randolph St.       | 618   | 0.12 |  |  |
| 400 | Rayon St.          | 196   | 0.04 |  |  |
| 401 | Red Fox Tr.        | 900   | 0.17 |  |  |
| 402 | Reid St.           | 1,886 | 0.36 |  |  |
| 403 | Restmore Ln.       | 560   | 0.11 |  |  |
| 404 | Reynolda Dr.       | 1,406 | 0.27 |  |  |
| 405 | Rickert St.        | 3,371 | 0.64 |  |  |
| 406 | Ridgeway Ave.      | 3,650 | 0.69 |  |  |
| 407 | Robys Pl.          | 188   | 0.04 |  |  |
| 408 | Rolling Ln.        | 1,925 | 0.36 |  |  |
| 409 | Rosemary Ln.       | 325   | 0.06 |  |  |
| 410 | Royalty Cir.       | 1,695 | 0.32 |  |  |
| 411 | S Carolina Ave.    | 2,323 | 0.44 |  |  |
| 412 | S Center St.       | 675   | 0.13 |  |  |
| 413 | S East End Ave.    | 1,090 | 0.21 |  |  |
| 414 | S Elm St.          | 2,904 | 0.55 |  |  |
| 415 | S Green St.        | 3,221 | 0.61 |  |  |
| 416 | S Lackey St.       | 1,085 | 0.21 |  |  |
| 417 | S Meeting St.      | 5,333 | 1.01 |  |  |
| 418 | S Miller Ave.      | 2,218 | 0.42 |  |  |
| 419 | S Mulberry St.     | 3,336 | 0.63 |  |  |
| 420 | S Oak St.          | 1,373 | 0.26 |  |  |
| 421 | S Oakland Ave.     | 2,000 | 0.38 |  |  |
| 422 | S Oakwood Dr.      | 2,583 | 0.49 |  |  |
| 423 | S Patterson St.    | 581   | 0.11 |  |  |
| 424 | S Toria Dr.        | 2,904 | 0.55 |  |  |
| 425 | S Tradd St.        | 1,675 | 0.32 |  |  |
| 426 | Safriet Rd.        | 1,365 | 0.26 |  |  |
| 427 | Safriet Loop       | 1,800 | 0.34 |  |  |
| 428 | Salisbury Rd.      | 691   | 0.13 |  |  |
| 429 | Sandpiper Rd.      | 100   | 0.02 |  |  |
| 430 | Sandy Ave.         | 370   | 0.07 |  |  |
| 431 | Sarah Laura Ln.    | 397   | 0.08 |  |  |
| 432 | Scalybark Rd.      | 1,700 | 0.32 |  |  |
| 433 | School St.         | 835   | 0.16 |  |  |
| 434 | Secor St.          | 1,325 | 0.25 |  |  |
| 435 | Sedgefield Rd.     | 2,110 | 0.40 |  |  |
| 436 | Shadow Woods Road  | 1,032 | 0.20 |  |  |
| 437 | Shannon Ct.        | 250   | 0.05 |  |  |
| 438 | Sharon Dr.         | 1,297 | 0.25 |  |  |
| 439 | Shearer St.        | 668   | 0.13 |  |  |
| 440 | Sherrill Dr.       | 1,320 | 0.25 |  |  |
| 441 | Sherwood Ln.       | 1,586 | 0.30 |  |  |
| 442 | Shillington Ln.    | 1,280 | 0.24 |  |  |
| 443 | Signal Hill Dr.    | 1,325 | 0.25 |  |  |
| 444 | Simones Ct.        | 101   | 0.02 |  |  |
| 445 | Soccer Park Dr.    | 421   | 0.08 |  |  |
| 446 | Somerset Pl.       | 210   | 0.04 |  |  |
| 447 | Sowers St.         | 175   | 0.03 |  |  |

# Paved Streets

Municipality: City of Statesville

7/07/25

County: Iredell

|     |                    |       |      |     |  |
|-----|--------------------|-------|------|-----|--|
| 448 | Speedball Rd.      | 1,555 | 0.29 |     |  |
| 449 | Spring St.         | 365   | 0.07 |     |  |
| 450 | Spring Valley Cir. | 170   | 0.03 |     |  |
| 451 | Spring Valley Ln.  | 675   | 0.13 |     |  |
| 452 | Springbrook Ln.    | 275   | 0.05 |     |  |
| 453 | Springdale Rd.     | 1,975 | 0.37 |     |  |
| 454 | Springfield Rd.    | 1,042 | 0.20 |     |  |
| 455 | St. Andrews Rd.    | 8,870 | 1.68 |     |  |
| 456 | St. Cloud Dr.      | 5,523 | 1.05 |     |  |
| 457 | St. James Pl.      | 250   | 0.05 |     |  |
| 458 | Starmount Dr.      | 1,088 | 0.21 |     |  |
| 459 | Station St.        | 340   | 0.06 |     |  |
| 460 | Steele St.         | 947   | 0.18 |     |  |
| 461 | Stern Line Dr.     | 661   | 0.13 | 661 |  |
| 462 | Stewart Ct.        | 735   | 0.14 |     |  |
| 463 | Stinson Ct.        | 490   | 0.09 |     |  |
| 464 | Stockton St.       | 5,785 | 1.10 |     |  |
| 465 | Stonecrest Dr.     | 1,063 | 0.20 |     |  |
| 466 | Stoney Ln.         | 570   | 0.11 |     |  |
| 467 | Stoneybrooke Rd.   | 1,425 | 0.27 |     |  |
| 468 | Summit Ave.        | 2,040 | 0.39 |     |  |
| 469 | Suncrest Ave.      | 1,089 | 0.21 |     |  |
| 470 | Sunningdale Ln.    | 1,268 | 0.24 |     |  |
| 471 | Susce Ct.          | 225   | 0.04 |     |  |
| 472 | Sweet Oaks Lane    | 260   | 0.05 |     |  |
| 473 | Sylvia St.         | 528   | 0.10 |     |  |
| 474 | Tara's Trace Dr    | 2,050 | 0.39 |     |  |
| 475 | Techburn St.       | 516   | 0.10 |     |  |
| 476 | Thistle Ln.        | 1,500 | 0.28 |     |  |
| 477 | Thomas St.         | 1,060 | 0.20 |     |  |
| 478 | Trick Ski Dr.      | 560   | 0.11 | 560 |  |
| 479 | Trillium Dr.       | 1,780 | 0.34 |     |  |
| 480 | Troutman Drive     | 1,030 | 0.20 |     |  |
| 481 | Tunxis Pl.         | 295   | 0.06 |     |  |
| 482 | Unity Dr.          | 1,795 | 0.34 |     |  |
| 483 | Valley St.         | 6,368 | 1.21 |     |  |
| 484 | Valley Stream Rd.  | 2,275 | 0.43 |     |  |
| 485 | Van Buren St.      | 660   | 0.13 |     |  |
| 486 | Van Haven Dr.      | 200   | 0.04 |     |  |
| 487 | Vance St.          | 1,125 | 0.21 |     |  |
| 488 | Vine St.           | 1,035 | 0.20 |     |  |
| 489 | Virginia Ave.      | 2,620 | 0.50 |     |  |
| 490 | Vista Terr.        | 175   | 0.03 |     |  |
| 491 | W Allison St.      | 721   | 0.14 |     |  |
| 492 | W Bell St.         | 3,062 | 0.58 |     |  |
| 493 | W Bingham St       | 2,588 | 0.49 |     |  |
| 494 | W Broad St.        | 1,373 | 0.26 |     |  |
| 495 | W Glen Eagles Rd.  | 4,805 | 0.91 |     |  |
| 496 | W Heart Pine Ln    | 92    | 0.02 |     |  |
| 497 | W Raleigh Ave.     | 3,130 | 0.59 |     |  |
| 498 | W Sharpe St.       | 3,676 | 0.70 |     |  |
| 499 | W Turner St.       | 1,056 | 0.20 |     |  |
| 500 | Wagner St.         | 288   | 0.05 |     |  |
| 501 | Wake Court         | 151   | 0.03 | 151 |  |
| 502 | Walker St.         | 337   | 0.06 |     |  |
| 503 | Wallace St.        | 645   | 0.12 |     |  |

# Paved Streets

Municipality: City of Statesville

7/07/25

County: Iredell

|     |                 |                      |                |                      |                            |
|-----|-----------------|----------------------|----------------|----------------------|----------------------------|
| 504 | Walnut St.      | 2,625                | 0.50           |                      |                            |
| 505 | Walton Dr.      | 1,215                | 0.23           |                      |                            |
| 506 | Washington Ave. | 835                  | 0.16           |                      |                            |
| 507 | Water Ski Dr    | 1720                 | 0.33           | 1720                 |                            |
| 508 | Waverly Pl.     | 1,675                | 0.32           |                      |                            |
| 509 | Webb St.        | 440                  | 0.08           |                      |                            |
| 510 | Wedgedale Ave.  | 1,290                | 0.24           |                      |                            |
| 511 | Wedgewood Rd.   | 770                  | 0.15           |                      |                            |
| 512 | Wendover Rd.    | 1,834                | 0.35           |                      |                            |
| 513 | Wentworth St.   | 1,425                | 0.27           |                      |                            |
| 514 | Wesley Dr.      | 940                  | 0.18           |                      |                            |
| 515 | West Pine Cir.  | 1,645                | 0.31           |                      |                            |
| 516 | Westchester Rd. | 1,800                | 0.34           |                      |                            |
| 517 | Western Ave.    | 965                  | 0.18           |                      |                            |
| 518 | Westwood Dr.    | 1,740                | 0.33           |                      |                            |
| 519 | Wexford Way     | 3,740                | 0.71           |                      |                            |
| 520 | Whittington Pl. | 225                  | 0.04           |                      |                            |
| 521 | Wickersham Dr.  | 2,120                | 0.40           |                      |                            |
| 522 | Williams Rd.    | 200                  | 0.04           |                      |                            |
| 523 | Wilmington Ave. | 3,556                | 0.67           |                      |                            |
| 524 | Wilson St.      | 2,465                | 0.47           |                      |                            |
| 525 | Wilworth Cir.   | 230                  | 0.04           |                      |                            |
| 526 | Winchester Ln.  | 1,215                | 0.23           |                      |                            |
| 527 | Windsor Pl.     | 215                  | 0.04           |                      |                            |
| 528 | Winona St.      | 775                  | 0.15           |                      |                            |
| 529 | Winston Ave.    | 3,200                | 0.61           |                      |                            |
| 530 | Winter Dr.      | 1,109                | 0.21           |                      |                            |
| 531 | Wise St.        | 1,518                | 0.29           |                      |                            |
| 532 | Wood St.        | 2,542                | 0.48           |                      |                            |
| 533 | Woodland Rd.    | 1,300                | 0.25           |                      |                            |
| 534 | Woodlawn Dr.    | 2,525                | 0.48           |                      |                            |
| 535 | Woodruff St.    | 490                  | 0.09           |                      |                            |
| 536 | Woods Dr.       | 4,662                | 0.88           |                      |                            |
| 537 | Woodward St.    | 520                  | 0.10           |                      |                            |
| 538 | Wooten St.      | 1,030                | 0.20           |                      |                            |
| 539 | Yadkin St.      | 1,700                | 0.32           |                      |                            |
| 540 | York Ave.       | 795                  | 0.15           |                      |                            |
| 541 | Younger Ave.    | 1,795                | 0.34           |                      |                            |
|     |                 |                      |                |                      |                            |
|     |                 |                      |                |                      |                            |
|     |                 |                      |                |                      |                            |
|     |                 |                      | <u>This Yr</u> | <u>Added/Removed</u> | <u>Last Year's Mileage</u> |
|     |                 | Total Paved (Miles)  | 148.05         | 3.36                 | 144.69                     |
|     |                 | Total Gravel (Miles) | 0.04           |                      |                            |
|     |                 |                      |                |                      |                            |
|     |                 | Grand Total (Miles)  | <b>148.09</b>  |                      |                            |

Municipality: City of Statesville  
County: Iredell

|                     | <b><u>Street Name</u></b> | <b><u>Feet</u></b> | <b><u>Miles</u></b> | <b><u>Comments</u></b> |
|---------------------|---------------------------|--------------------|---------------------|------------------------|
| 1                   | Carney Ln.                | 235                | 0.04                |                        |
| Grand Total (Miles) |                           |                    | 0.04                |                        |

## Alleyways/Narrow Streets

7/7/23

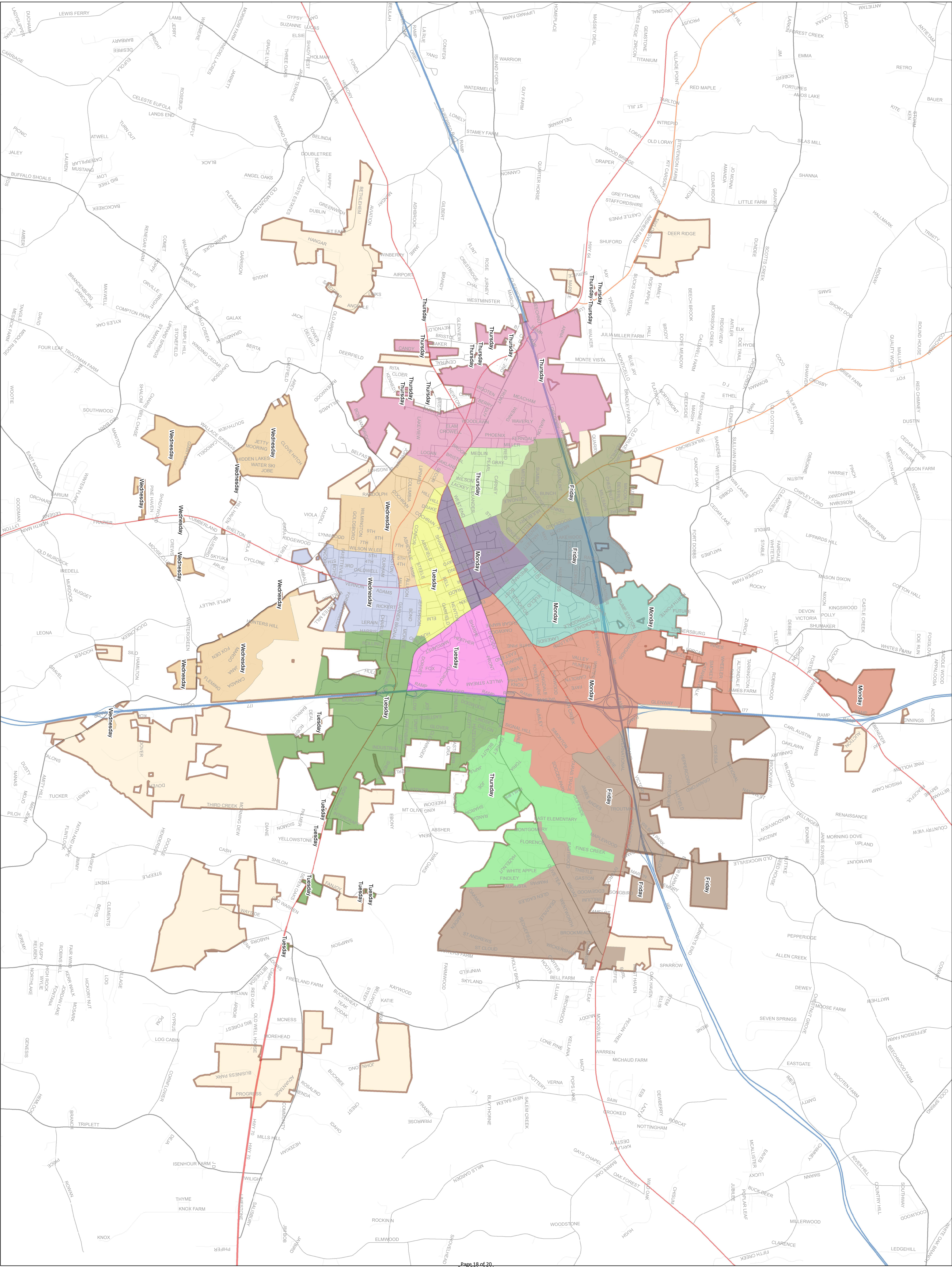
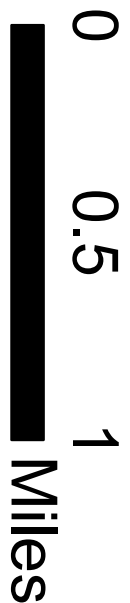
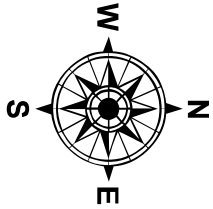
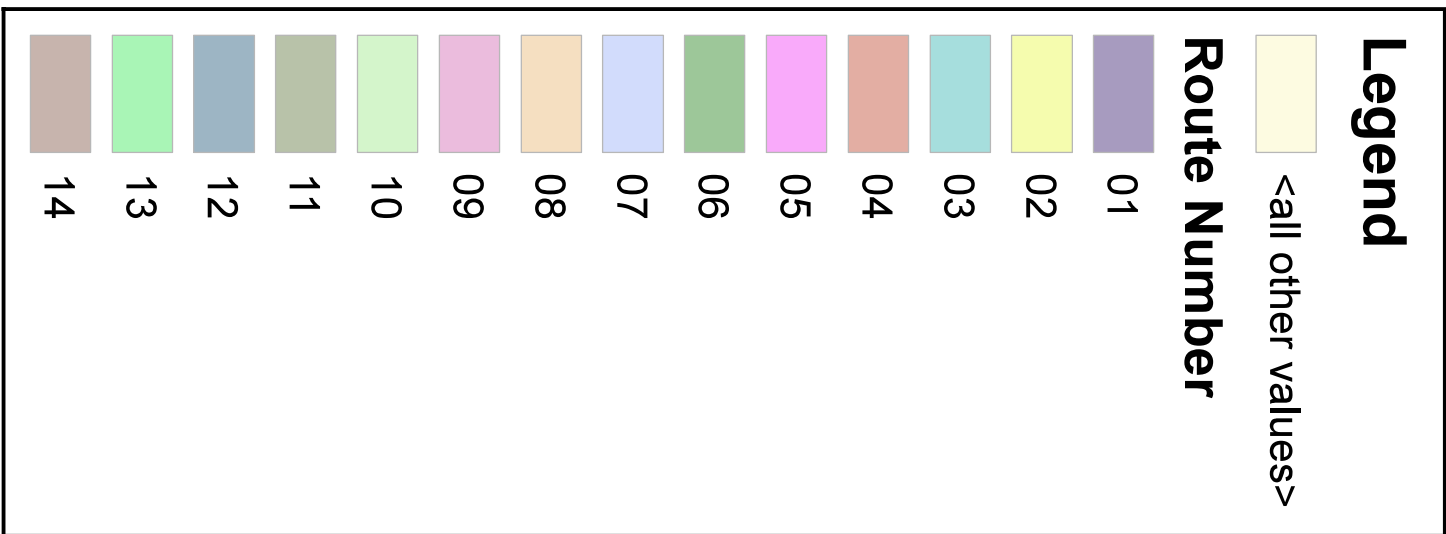
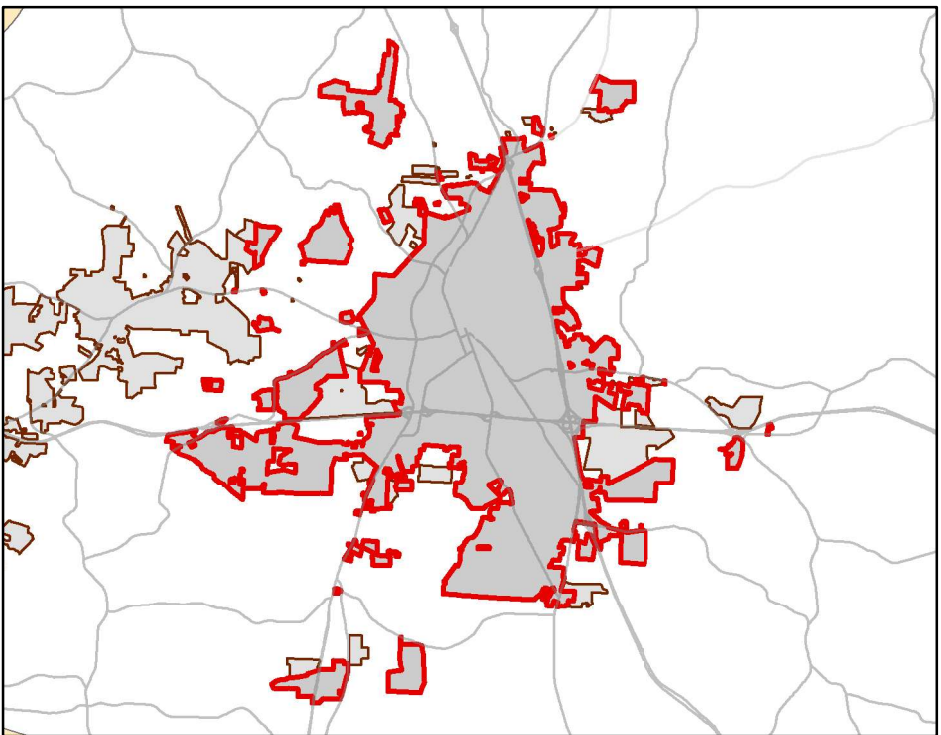
Municipality: City of Statesville

County: Iredell

|                     | <b><u>Street Name</u></b> | <b><u>Feet</u></b> | <b><u>Miles</u></b> |
|---------------------|---------------------------|--------------------|---------------------|
| 1                   | Armfield Aly              | 810                | 0.15                |
| 2                   | ARP Ln.                   | 250                | 0.05                |
| 3                   | Blackgum Dr.              | 1,050              | 0.20                |
| 4                   | Boxwood Ln.               | 725                | 0.14                |
| 5                   | Evergreen Dr.             | 2,112              | 0.40                |
| 6                   | Landmark Aly              | 190                | 0.04                |
| 7                   | Mindon Pl.                | 205                | 0.04                |
| 8                   | S East End Ave.           | 441                | 0.08                |
| 9                   | Sugar Maple Dr.           | 224                | 0.04                |
| Grand Total (Miles) |                           |                    | 1.14                |



# Statesville Public Works Sanitation Routes





City Recycling Map

Find address or place

statesvillegis.maps.arcgis.com/apps/webappviewer/index.html?id=91279b2a60544debea390109dace18a

Yahoo Google Maps Google Tax Map - Redell Co. Home - City Of Sta... Code of Ordinance... Plan Review and Tra... North Carolina Dep... Log in JETItripGen Web-bas... Inbox | Userfiche F... Hub - My Enterprise... Critix Gateway

Verify it's you New Chrome available

Red Recycling Routes:

Weekday Friday

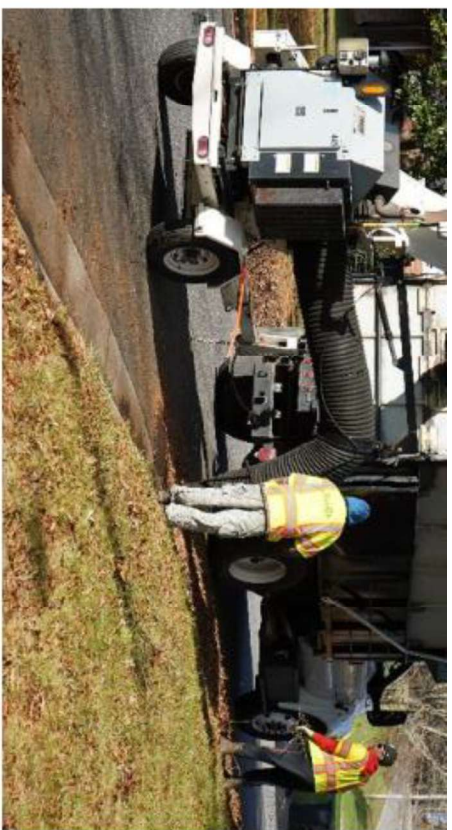
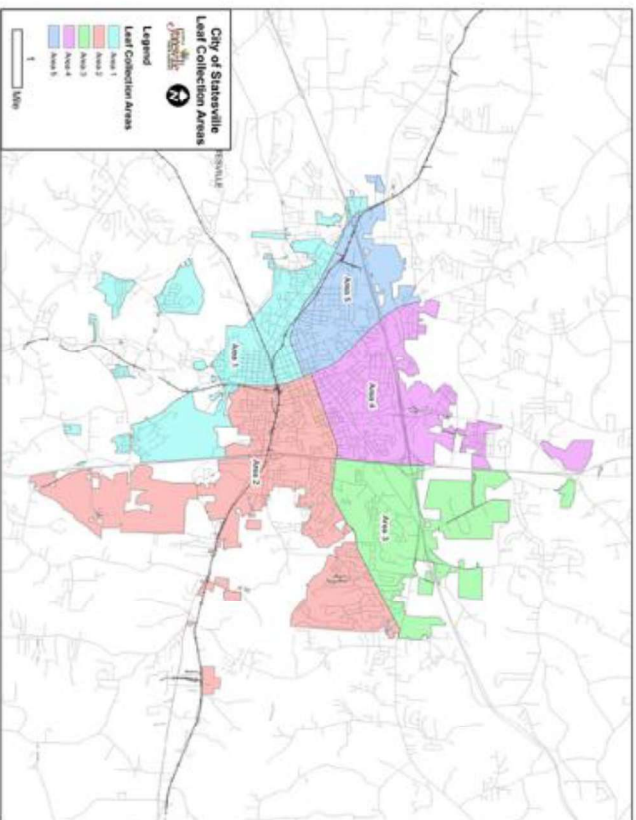
ROUTE 26

Recycle Red

Comments To Request a Recycle Tour call City Sanitation at 704-578-3415.

### Collection Areas:

- **Area One:** South of W. Front Street and west of S. Center Street/Shelton Avenue, including Beechnut, Bristol Road, Wilson Lee Blvd, and neighborhoods along Wallace Springs Road.
- **Area Two:** South of E. Broad Street and east of S. Center Street/Shelton Avenue, including E. Raleigh Avenue, Charles Street, Rolling Lane, East Side Drive, Valley Stream Road, East End Avenue, Florence Road, the Statesville Country Club, and Brookmeade.
- **Area Three:** North of E. Broad Street and east of I-77, including Camelot Drive, N. Greenbriar Road, Marthas Ridge, Simonton Road, and Mocksville Hwy.



- **Area Four:** North of E. Broad Street, between N. Center Street and south of I-77, including Knox Street, Cythina Street, W. End Avenue, Davie Avenue, Sullivan Road, and Museum Road.
- **Area Five:** North of W. Front Street and west of N. Center Street, including Gregory Road, Ridgeway Avenue, Phoenix Street, Oakland Avenue, and Mitchell Community College Historic District.

A detailed map with area boundaries will be available on the City's website at [www.statesvillenc.net](http://www.statesvillenc.net) under the "Leaf Collection" quick link.

### Free Leaf Bags

To assist residents with bagged leaf disposal, the city is offering free 60-gallon leaf bags. This year, free bag distribution will take place November 3 through December 5, 2025. Each household may receive a maximum of two rolls during this period. For those needing additional bags, rolls of 10 will be available for purchase at a cost of \$1 per roll through December 22.



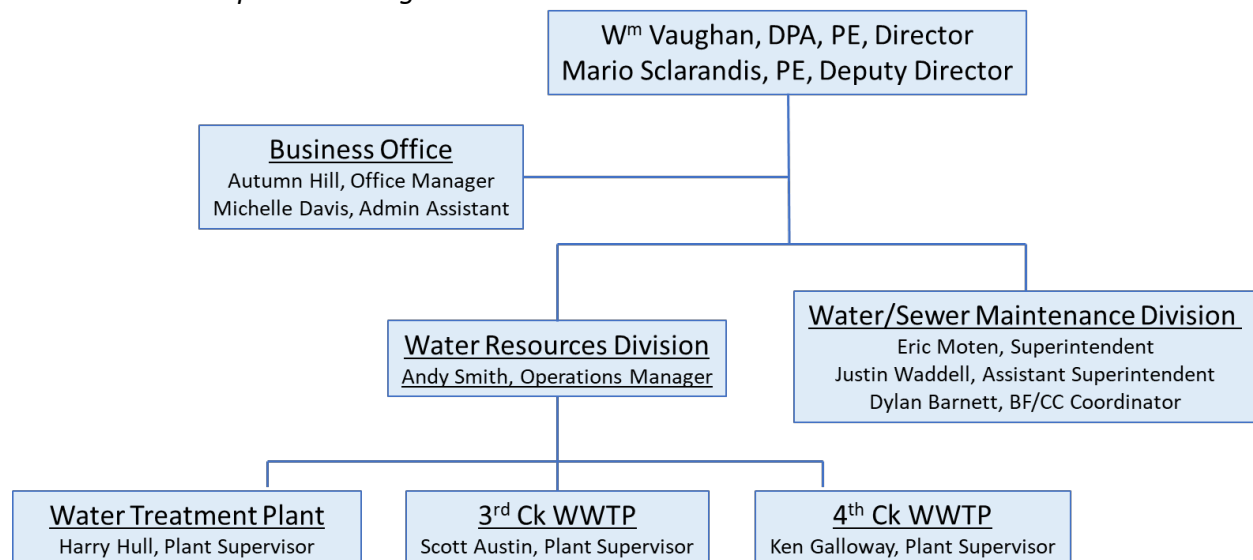
TO: Mayor and City Council  
FROM: Ron Smith, City manager  
DATE: October 13, 2025  
SUBJECT: ***Public Utilities Department***

## Overview and Mission

The Public Utilities Department is responsible for the delivery of water and wastewater services. The Department consists of two major subordinate divisions: water resources (water and wastewater treatment plants) and the water and sewer maintenance division (operation and maintenance of the collection and distribution systems). The department administrative section consists of the Director, the Deputy Director, Office Manager, and the Administrative Assistant. Figure 1 shows the departmental organization chart and associated key personnel.

**Figure 1**

*Public Utilities Department Organization Chart*



## Key Staff

The Public Utilities Department key personnel all meet city and regulatory requirements for certification within their respective areas of operation. The director and deputy director are both registered professional engineers and the key operational personnel within each division are certified at the appropriate levels commiserate with state requirements for operators in responsible charge (ORCs) for the collection and distribution systems. Table 1 shows the Departments key personnel.

**Table 1**

*Public Utilities Department Key Personnel*

| Position                            | Incumbent            | Licenses/Certifications                                           | Education                                                             |
|-------------------------------------|----------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------|
| Director                            | William E. Vaughan   | Professional Engineer,<br>Certified Energy Manager                | DPA (Liberty U.), MS (S. Carolina), BSCE (ODU)                        |
| Deputy Director                     | Mario J. Sclarandis  | Professional Engineer                                             | BSCE (ODU)                                                            |
| Office Manager                      | Autumn D. Hill       |                                                                   | AA Elementary Education (Jefferson State Junior College - Birmingham) |
| Operations Manager                  | Todd A. (Andy) Smith | Wastewater 4; Collections 1; Surface B; Land Application; Well C. |                                                                       |
| WTP Supervisor                      | Harry E. Hull        | Surface A; Distribution A; NRWA Utility Mgt Cert                  | Utah State U. Mgt Ldrshp Trng Program                                 |
| 3rd Ck WWTP Supervisor              | Scott Austin         |                                                                   |                                                                       |
| 4th Ck WWTP Supervisor              | Ken Galloway         |                                                                   |                                                                       |
| Water/Sewer Superintendent          | Eric Moten           | Wastewater 4; Cross-connection; Distribution B                    |                                                                       |
| Water/Sewer Asst. Superintendent    | Justin Waddell       | Distribution B; Cross-connection                                  | AA                                                                    |
| Backflow/Crossconnection Specialist | Dylan Barnett        | Cross Connection; Backflow Tester; Distribution C                 |                                                                       |

## Water Resources Division

The Water Resources Division supplies, treats and delivers the highest quality water possible to the citizens of Statesville and treats and disposes of sewage and residuals generated by the users in the most cost-efficient manner that imposes no adverse impact on the environment. The Third Creek and Fourth Creek Wastewater Treatment Plants (3<sup>rd</sup> Ck WWTP and 4<sup>th</sup> Ck WWTP, respectively) treat and dispose of sewage and all related residuals generated by domestic and industrial (current and future) customers of the City of Statesville (COS). This is done in the most economic manner while minimizing impacts on the environment in compliance with federal, state and local regulations. Exhibits 1 and 2 show the mission statements for the water treatment plant and wastewater plants, respectively.

### Exhibit 1

*Water Resources Mission Statement*



## Mission Statement Water Treatment Plant

To achieve the highest water quality in a cost-effective and efficient manner for distribution to the citizens of Statesville and customers.

### Activities

The Water Treatment Plant supplies, treats, transports and delivers the highest quality of water possible to current and future customers for the City of Statesville. Water treatment is in the most efficient manner to ensure compliance with all Federal, State, and Local regulations, minimize environmental disruptions, and to be good stewards of the watershed.

### Goals

- Provide adequate, safe, available water to City of Statesville citizens.
- Operate the water treatment system IAW state and federal waterworks regulations.

## Exhibit 2

### *Sewage Treatment Plants Mission Statement*



## Mission Statements 3<sup>rd</sup> Ck and 4<sup>th</sup> Ck WWTPs

The Wastewater Treatment Plants (WWTPs) will treat and dispose of sewage and residuals generated by the users in the most cost-efficient manner that imposes no adverse impact on the environment.

### Activities

Treatment and disposal of sewage and all related residuals generated by domestic and industrial (current and future) customers of the City of Statesville in the most economical manner as to impose minimal impact on the environment and comply with all Federal, State and Local regulations.

### Goals

- Protect the waters of NC from pollution through the operation of a compliant WWTP.

## Water and Sewer Maintenance Division

The Water and Sewer Maintenance Division consists of two sections: water and sewer. The mission execution requirements are similar, whether distribution of water or the collection of wastewaters, but are governed by two different sets of regulations.

## Water Maintenance Section

The Water Maintenance Division provides uninterrupted safe drinking water to our customers and enforces backflow protection to protect one of our most vital resources - our drinking water. The division ensures uninterrupted service within the water distribution system from the water plant to the citizens for domestic use, to commercial and industrial customers, and to the cities fire hydrants for fire protection.

### Exhibit 3

#### *Water Maintenance Section Mission Statement*



### Mission Statement Water Maintenance Section

To provide uninterrupted safe drinking water to our customers and to enforce backflow protection to protect one of our most vital resources - our drinking water.

Activities

The Water Maintenance Section insures the uninterrupted service of the water distribution system from water plant to fire hydrants for fire protection and customer service to the meter.

Goals

- Provide adequate, available water service to City of Statesville citizens.
- Operate the water distribution system IAW all applicable local, state, and federal waterworks regulations.

## Sewer Maintenance Section

The Sewer Maintenance Section provides essential collection infrastructure maintenance needs and provides citizen services to meet city plans and goals. By optimizing the cost of construction, operation, and maintenance, the section ensures the uninterrupted service of the sewer collection system from the customer service tap to the sewer treatment plant.

### Exhibit 4

#### *Sewer Maintenance Section Mission Statement*



## Mission Statement Sewer Maintenance Section

To provide essential infrastructure needs, citizen services and meet City plans and goals by achieving optimum cost of construction, operation and maintenance.

### Activities

The Sewer Maintenance Section ensures the uninterrupted service of the sewer collection system from the customer service tap to the sewer treatment plant.

### Goals

- Assure full availability of the sewer collection system to City of Statesville citizens.
- Fully comply with all local, state, and federal sewer regulations.

## Facilities and Services

The Public Utilities Department operates the following facilities (subordinate facilities are also shown).

### Water Treatment Facilities.

- Water Treatment Plant.
  - Lookout Shoals Pump Station
  - South Yadkin River Pump Station
  - Water Towers
    - 4<sup>th</sup> Street
    - Unity Drive
    - Guy Street
  - Nixon Road Reservoir

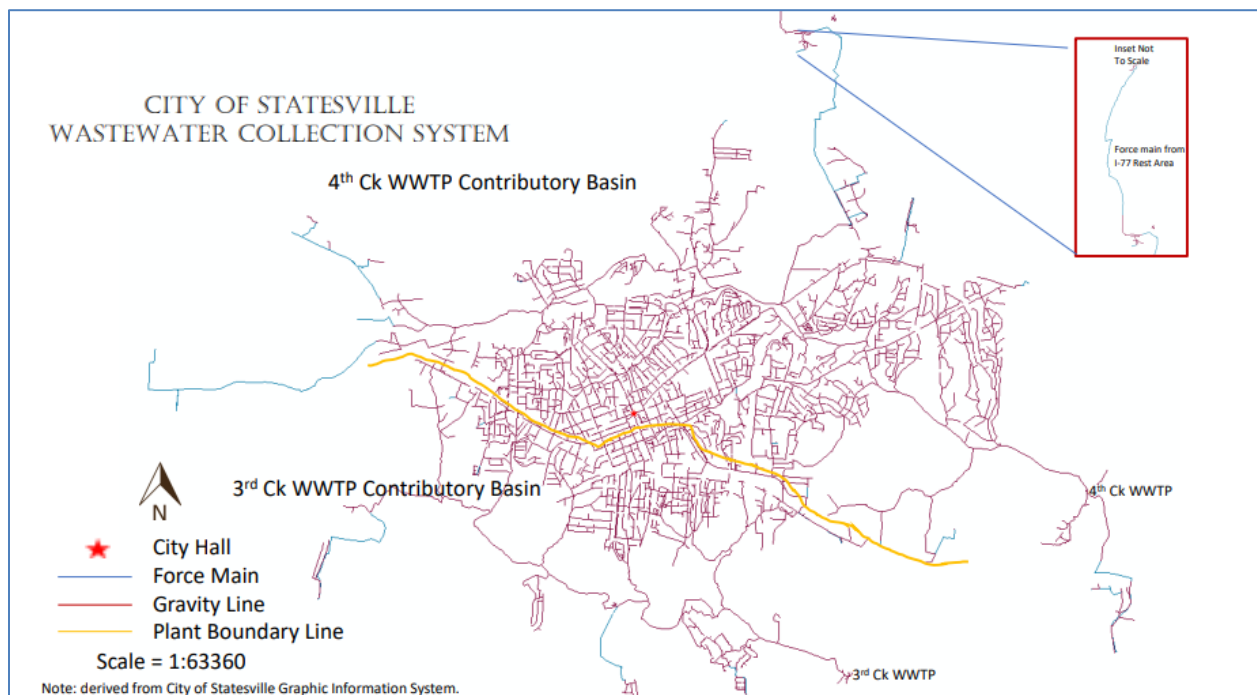
### Wastewater Treatment Facilities.

Statesville is somewhat unique for a mid-sized city in North Carolina in that we operate two sewage treatment plants. Both plants provide a total treatment capacity of 12 million gallons per day (six per plant), segregated by basin. Fourth Creek is currently at 71% of its permitted capacity while Third Creek is at 38%. When a plant reached 80% of its permitted capacity state regulations require the start of expansion programming. Figure 2 shows the sewage collection system and the respective plant collection basins. The basins are primarily dictated by gravity.

- 3<sup>rd</sup> Creek Wastewater Treatment Plant
  - Lift Stations: Airport; Barkley Road; Industrial Drive; Interstate; Kennedy Drive; Newton Drive, Park Drive; Pine Forest; Wallace Springs; Wildewood.
- 4<sup>th</sup> Creek Wastewater Treatment Plant
  - Lift Stations: Commerce Drive; Davis Hospital; Fifth Creek; Hatfield Road; Marjorie Road; Mitchell Farm; Pratt Industries; Statesville Business Park; Valley Stream.

**Figure 2**

*City of Statesville Wastewater Collection System*



## Resources

The Public Utilities Department is an enterprise fund operation (the water/sewer fund) representing nearly 20% of the cities total budget. Table 2 shows recent and current revenues and sources. Most operating revenues arise from fees paid for water and sewer services. Additional requirements are supplemented through grants and other outside funding (i.e., debt service) sources. Most projects related to expansion of the water and sewer systems infrastructure are developer donated in accordance with City Code § 23-251 (a) (3). When the projects are completed and approved for operation by the NC Department of Environmental Quality (NC DEQ), they become city assets and impact the operational requirements for maintenance (resources, equipment, personnel, etc.).



City implemented projects are paid for from the water/sewer fund (i.e., pay-go), or financed via debt service or grants. Recent grants include the American Rescue Plan Act (ARPA) grant of \$20M for the Waterline (Spline) Replacement project and a \$3M General Assembly (GA) allocation for economic development which has been applied to the Third Creek Sewer Extension project.

**Table 2**

*Total Revenues and Sources*

| Source                    | Actual       |              | Adopted      |              |
|---------------------------|--------------|--------------|--------------|--------------|
|                           | FY 23        | FY 24        | FY 25        | FY 26        |
| Water Sales & Sewer Fees  | 17,765,929   | 16,019,837   | 17,536,753   | 19,584,678   |
| System Development Fees   | 1,077,971    | 1,083,855    | 1,237,500    | 848,353      |
| Investment Earnings       | 482,101      | 1,397,257    | 664,761      | 881,748      |
| Miscellaneous             | 32,055       | 39,409       | 149,943      | 203,781      |
| Transfers                 | 1,077,971    | 1,083,855    | 3,114,889    | 2,503,185    |
| Grants                    | 407,741      |              |              |              |
| Long-term Debt            |              |              | 8,900,000    | 6,700,000    |
| Appropriated Fund Balance |              |              |              | 300,000      |
| Total:                    | \$20,843,768 | \$19,624,213 | \$31,603,846 | \$31,021,745 |

Source: City of Statesville Adopted Municipal Operating Budget, Fiscal Year 2025-2026

## Council Interactions

The Public Utilities Department interacts routinely with the Council. Routine department activities are approved within the constraints of the yearly budget approval process. This includes appropriating funds for the daily operation of the department as well as approving funding for large expense items related to capital expenditures.

Operating a department responsible for a large portion of the city budget will require the advice and consent of the city council from time to time to effectively, and legally, execute mission activities. Requests for budget amendments for emerging and other requirements that occur outside of the annual budget can occur throughout the year. Changes in outside regulations (federal and state) or identified process and procedure requirements can require action from the legislative body (e.g., changes to City Code via text amendments, due to obsolescence). These actions are prosecuted by means of a Council Action Request (CAR) for inclusion in legal proceedings (Council Agenda) for adjudication.

Public utilities requirements are interwoven with the activities of other city departments (especially planning). The director provides professional subject matter expert advice as part of the required staff work supporting Council actions.

## Planning and Programming

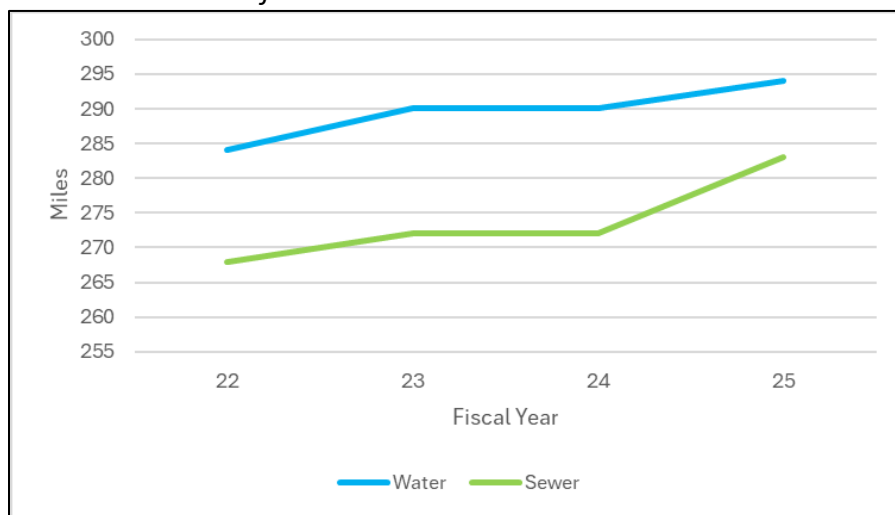
The location of water and sewer infrastructure is a key component for economic development planning. Developers oftentimes contact the Public Utilities Department as part of their due diligence before contacting the city Planning Department. Most infrastructure improvements are donated in accordance with City Ordinance § 23-251 (a) (3). Figure 3 shows the recent growth in the water distribution and sewage collection systems. There are currently 294 miles of water distribution lines with 13.6 miles under construction or permitted for construction. Likewise, there are 283 miles of sewer lines and 26 miles of force mains (with 19 related lift stations) and 18.8 miles of sewer, 3.2 miles of force main, and 3 lift stations under construction or permitted for construction.

## Growth Impacts on Staffing

The impact of this growth drives the future staffing requirements. Council approved two additional positions for the department's administrative cell this FY. Table 3 shows programmed staff increases in the shops and labs (for increased testing requirements). The positions required in the shops are based on a work crew metric (personnel, equipment) of 1.8 hours average per work order. Growth over each of the next five years is expected to require an additional 525 work orders per year (equating to 2,835 manhours, or two positions).

**Figure 3**

*Water and Sewer Infrastructure Growth*



**Table 3***Staffing Requirements for Projected Growth*

| Work Center                    | Current Staffing FTEs | Future Hiring (Position/FY)                               |
|--------------------------------|-----------------------|-----------------------------------------------------------|
| Administration (8220)          | 4                     |                                                           |
| Sewer Maintenance (5581)       | 7                     | Skilled Laborer (28)<br>Skilled Laborer (32)              |
| Water Maintenance (5582)       | 14                    | Skilled Laborer (28)<br>Skilled Laborer (32)              |
| Water Purification (8220)      | 9                     | Water Treatment Sampling Specialist (30)                  |
| 3 <sup>rd</sup> Ck WWTP (8230) | 8                     | Wastewater Control Operator (Trainee) (30)                |
| 4 <sup>th</sup> Ck WWTP (8240) | 13                    | Pre-treatment Technician (28)<br>Admin Asst/Lab Tech (30) |
| Total:                         | 54                    | 8                                                         |

**Recent City Project Procurement**

Recently city programmed and completed infrastructure projects were the Larkin Waterline Extension, Doosan Waterline Extension, and the Sullivan Road/Old Country Club sewer improvements projects. The Doosan project was reimbursable from the developer to the city.

Two projects, the Arey Road Waterline Extension and the Exit 45 Sewer Extension, are completing design. The former will be city funded and is scheduled for construction advertisement in late CY 25. The latter is an “on-the-shelf” project that may become critical as the sewer requirements in the 3<sup>rd</sup> Creek WWTP basin evolve (especially the environs of the Larkin Commerce Park). The project is currently programmed as a city cost, but developer needs could devolve into reimbursement arrangements.

A hybrid project (from a procurement view), the 3<sup>rd</sup> Creek Sewer Extension, is also designed and scheduled for award in late CY 25. This project involves both a public grant and developer donation. The city will be the procuring agency for the project and an in-place reimbursement agreement with the developer, taken in conjunction with the public grant, will make the project zero cost to the city.

A unique project to the city, the Jennings Park Sewer Extension, is an American Rescue and Reinvestment Act (ARRA) funded project being constructed by Iredell County. The project is nearing completion. Requirements in the ARRA appropriation restrict use of the project until January of 2027 to county use only, i.e., no other connections are allowed. Not having maintenance capabilities, the County and City entered into a maintenance agreement for the sewer line. Also, the sewer line will be conveyed to the city in January of 2027.

## **Near and Long-Term Planning**

Public Utilities recently completed a water/sewer rate study. As part of the study, the near-term and long-term capital improvement plan (CIP) was critical in determining future funding needs. Balancing the projected yearly rate increase drove the project fiscal year implementation plan. Due to the growth being experienced in the city, major planning for the 4<sup>th</sup> Creek WWTP capacity is a critical component of the capital improvement plan. The CIP (less vehicles and equipment) is shown in Table A1.

## **Departmental Challenges**

### **Sewer Treatment Capacity**

The largest issue which can have the most critical impact on the city is projected demand for the sewage treatment system. For any economic development in the city the sewer treatment capacity has become the limiting factor consideration. The Fourth Creek Plant is currently at 71% capacity. Near-term expansion of the 4<sup>th</sup> Creek plant is being driven by the regulatory required planning threshold of 80% of permitted flow. Current flow allocations are at 71% (January 2025). The regulatory threshold for an expansion construction start is 90%. The current CIP planning associated with the water/sewer rate study includes a \$30 million placeholder for the Fourth Creek plant and an associated \$80 million dollar placeholder for the Third Creek plant. The CIP contains identified projects to accommodate a pump around from the Fourth Creek basin to the Third Creek basin. While this delays the expansion of Fourth Creek (while allowing growth in that basin), it does impact growth in the Third Creek basin. Council received a detailed brief on the situation in February of 2025. The City Manager memo is included in Appendix B.

### **Water Service Territory**

Resultant of a lawsuit brought by the Iredell Water Corporation (IWC), a private water cooperative operating in Iredell County, a mediated service territory agreement limits expansion of the city water system to the north and east. There are areas wherein both utilities service lines overlap. IWC claims a statute 1926b protection (part of the Agriculture) bill for its service territory based upon federal indebtedness. IWC claimed territory encroachment as far back as the late 1960's (advent of protection), but a summary judgement limited the assessment of damages to only since 2018. Accordingly, Statesville agreed to a settlement and service territory. Figure 3 shows the defined service territories.

### **Implications of the IWC Settlement.**

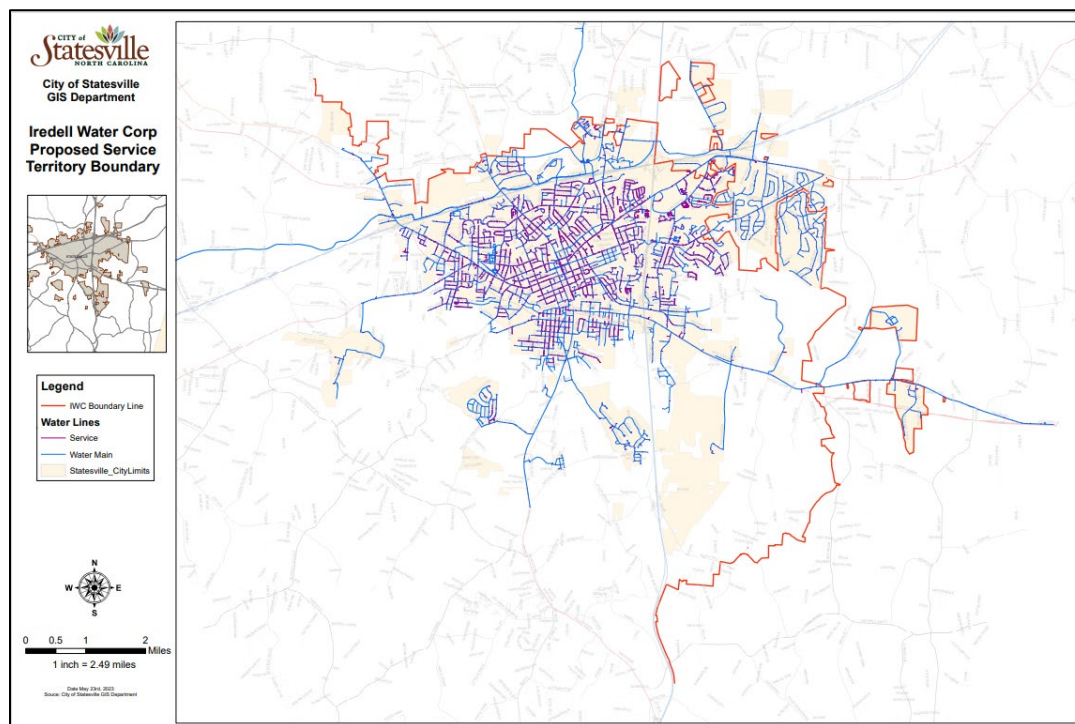
The mediated agreement service territory reflects the best outcome for the city to assure a capability for continued economic development. Three situations arise from the settlement when

adjacent water services are available: IWC provides all services (both domestic and life-safety, i.e., fire flow); IWC provides domestic services, and COS provides life-safety services; and COS provides all services. Engineering analysis for life-safety considerations is a critical determination that must be made. Since settlement condition one has been the primary result; however, condition two scenarios are advancing. This scenario has created the need for the city to include a fire protection fee in its fee schedule. IWC has been recalcitrant regarding scenario three - situations have occurred creating a hardship for a private citizen (i.e., cost of attaching to an IWC line).

Another situation created by the mediated agreement is the sewer-only scenario for city services. In this situation, a parcel has access to city sewer services. City sewer services are billed based upon water consumption. Prior efforts to obtain water use figures from IWC were not productive. The advent of the cities AMI water meter system has ameliorated this situation. The city encourages the use of a city AMI meter past the IWC meter on the supply line to provide actual water use and thereby avoiding the need for a flat rate billing for sewer service (thereby negating a negative impact on the customer). Issues have also arisen where developers have forgone a project due to the increased cost of having to build two water services (i.e., an additional line for life-safety water flows to meet fire code regulations).

**Figure 3**

*Iredell Water and City of Statesville Service Territory Boundary*



## **Summary**

The services provided by the Public Utilities Department are key to the quality of life of the citizens of Statesville. All economic development in the city is directly affected by the ability of the Public Utilities Department to continue to deliver the critical services of water distribution and sewage collection in an economical and efficient manner. Department staff continue to address daily and future needs through proactive planning and daily program execution.

## **Take-Aways**

- Recent growth in the city has required an expansion of the department's administrative section to meet the overhead workload. Projected growth indicates the need for additional employees over each of the next five years.
- Sewer infrastructure availability, and treatment capacities in particular, will dictate the direction of and speed of development.
- Regional water needs (particularly life-safety requirements critical to development) will require cooperation with other service providers. Bulk sales of water will be a net positive revenue generator.
- To meet current and future services requirements, public utilities will have a significant impact on the city budget.

## **Strategic Plan Impacts**

Public utilities are directly affected by, or directly affect, each of the cities three strategic goals.

### ***Developing Our Team***

Investment in the workforce, assuring adequate staff to meet mission requirements, will provide an "engaged" and "responsive" workforce (Table 3). Professional development initiatives for regulatory certifications at both the leadership and rank-and-file levels promotes "continuous learning and improvement in service delivery" while also giving the city resiliency in key positions (Table 1).

### ***Connecting Our City***

Planning for current and "future needs of residents, businesses, and industry" by providing the adequate resources (fiscal and personnel) meets the goal's strategic initiatives (Table 2, Table 3, and Table A1).

### ***Connecting Our Communities***

The mission of the department succinctly supports the goal's first and third strategic initiatives: public safety is enhanced by the department's ability to assure adequate water distribution exists for life safety requirements; and viable housing alternatives are accommodated by the availability of public utilities in both location and cost.

## Appendix A Capital Improvement Plan (CIP)

**Table A1**

### *FY 26- 36 Capital Improvement Plan*

| Project Description                                       | Fiscal Year   |              |               |               |               |              |               |              |              |              |               | Totals        |
|-----------------------------------------------------------|---------------|--------------|---------------|---------------|---------------|--------------|---------------|--------------|--------------|--------------|---------------|---------------|
|                                                           | 2026          | 2027         | 2028          | 2029          | 2030          | 2031         | 2032          | 2033         | 2034         | 2035         | 2036          |               |
| Sewer Collection System 5581                              |               |              |               |               |               |              |               |              |              |              |               |               |
| Sewer Maintenance Projects                                | 250,000       | 250,000      | 250,000       | 250,000       | 250,000       | 250,000      | 250,000       | 250,000      | 250,000      | 250,000      |               | \$2,500,000   |
| Third Creek Gravity Sewer                                 | 5,100,000     |              |               |               |               |              |               |              |              |              |               | \$5,100,000   |
| Exit 45 Sewer Expansion                                   |               |              |               | 11,171,000    |               |              |               |              |              |              |               | \$11,171,000  |
| Arey Road 3rd Ck Trunk Sewer                              |               |              | 1,500,000     |               |               |              |               |              |              |              |               | \$1,500,000   |
| Elevated Sewer Pipe Replacement                           |               | 2,000,000    |               |               |               |              |               |              |              |              |               | \$2,000,000   |
| Creek Crossing Repair and Restoration                     | 200,000       | 200,000      | 200,000       | 200,000       | 200,000       | 200,000      |               |              |              |              |               | \$1,200,000   |
| 3rdCk/4th Ck WWTP's capacity planning related project     |               |              |               |               |               |              |               |              |              |              |               |               |
| Interstate PS Removal and 4th Ck to 3rd Ck Basin Outfall  |               | 600,000      |               |               | 8,324,000     |              |               |              |              |              |               | \$8,924,000   |
| Old Disposal Plant Site PS and FM                         |               | 1,360,000    |               |               |               |              | 13,145,600    |              |              |              |               | \$14,505,600  |
| Water Distribution System 8220                            |               |              |               |               |               |              |               |              |              |              |               |               |
| Waterline rehabilitation                                  | 229,000       | 220,000      | 220,000       | 220,000       | 220,000       | 220,000      |               |              |              |              |               | \$1,329,000   |
| Waterline upsizing                                        | 25,000        | 25,000       | 25,000        | 25,000        | 25,000        | 25,000       |               |              |              |              |               | \$150,000     |
| Arey Road Waterline Extension (Tank in out years)         | 2,100,000     |              |               |               |               |              |               |              |              |              |               | \$2,100,000   |
| SR-90 Pump Station                                        |               |              |               |               |               |              |               | 2,530,600    |              |              |               | \$2,530,600   |
| Washington Forest Waterline Extension                     | 100,000       | 1,000,000    |               |               |               |              |               |              |              |              |               | \$1,100,000   |
| Lead Pipe Remediation                                     |               |              |               |               |               |              | 1,000,000     | 500,000      | 500,000      | 500,000      |               | \$2,500,000   |
| 1 MG Elevated Storage Tank                                |               |              |               |               |               |              |               |              |              |              | 8,006,000     | \$8,006,000   |
| Water Treatment 8220                                      |               |              |               |               |               |              |               |              |              |              |               |               |
| Flash mixers and flocculators replacement                 | 750,000       |              |               |               |               |              |               |              |              |              |               | \$750,000     |
| WTP Generator Switch Gear                                 | 250,000       |              |               |               |               |              |               |              |              |              |               | \$250,000     |
| Plate Settlers                                            |               |              | 676,000       |               |               |              |               |              |              |              |               | \$676,000     |
| Remote Control All Terrain Mower                          |               | 50,000       |               |               |               |              |               |              |              |              |               | \$50,000      |
| Filter rebuilds                                           |               |              | 1,000,000     | 1,040,000     |               |              |               |              |              |              |               | \$2,040,000   |
| Reservoir valves and air system                           |               |              |               | 500,000       |               |              |               |              |              |              |               | \$500,000     |
| Cleanwell rehabilitation                                  |               |              |               |               |               | 500,000      |               |              |              |              |               | \$500,000     |
| WTP generator                                             |               |              |               |               |               |              |               | 2,000,000    |              |              |               | \$2,000,000   |
| Raw Water Reservoir Valve Replacements                    |               |              |               | 300,000       |               |              |               |              |              |              |               | \$300,000     |
| Sewer Treatment 8230/8240                                 |               |              |               |               |               |              |               |              |              |              |               |               |
| Third Creek WWTP (8230)                                   |               |              |               |               |               |              |               |              |              |              |               |               |
| Pave Kennedy Dr LS Access Road                            | 52,000        |              |               |               |               |              |               |              |              |              |               | \$52,000      |
| Pave 3rd Ck WWTP Dewatering Area                          | 83,000        |              |               |               |               |              |               |              |              |              |               | \$83,000      |
| SCADA (Lift Stations)                                     |               |              |               | 652,400       |               |              |               |              |              |              |               | \$652,400     |
| Security cameras                                          |               | 19,800       |               |               |               |              |               |              |              |              |               | \$19,800      |
| Andritz barscreen rehabilitation                          |               |              | 353,600       |               |               |              |               |              |              |              |               | \$353,600     |
| Belt Press MCC Upgrades                                   |               |              | 468,000       |               |               |              |               |              |              |              |               | \$468,000     |
| 48" enclosed cab tractor w/bucket, forks, and bushhog     |               |              | 74,800        |               |               |              |               |              |              |              |               | \$74,800      |
| Interstate Lift Station Replacement                       |               |              |               |               |               |              |               |              | 50,000       | 500,000      |               | \$550,000     |
| PFAS Removal Requirements                                 |               |              |               |               |               |              |               | 2,430,000    | 500,000      | 500,000      |               | \$3,430,000   |
| Lift station emergent requirements                        | 78,800        | 82,700       | 86,800        | 91,100        | 95,600        | 100,000      |               |              |              |              |               | \$555,000     |
| Operations Building                                       |               |              |               |               |               |              |               |              | 2,220,000    |              |               | \$2,220,000   |
| Fourth Creek WWTP (8240)                                  |               |              |               |               |               |              |               |              |              |              |               |               |
| Influent pump replacement                                 | 64,900        | 71,400       | 74,300        |               |               |              |               |              |              |              |               | \$210,600     |
| Aeration basin aerators                                   |               | 0            | 375,000       |               |               |              |               |              |              |              |               | \$375,000     |
| Mini excavator                                            | 95,000        |              |               |               |               |              |               |              |              |              |               | \$95,000      |
| SCADA (Lift Stations)                                     | 700,000       |              |               |               |               |              |               |              |              |              |               | \$700,000     |
| 4th Ck WWTP Truck #2                                      | 55,000        |              |               |               |               |              |               |              |              |              |               | \$55,000      |
| Bar screen rehabilitation                                 |               | 136,500      | 142,000       |               |               |              |               |              |              |              |               | \$278,500     |
| Belt Press MCC Upgrades                                   |               |              | 468,000       |               |               |              |               |              |              |              |               | \$468,000     |
| Septage Receiving Station                                 |               |              | 580,000       |               |               |              |               |              |              |              |               | \$580,000     |
| PFAS Removal Requirements                                 |               |              |               |               |               |              |               | 2,080,000    | 500,000      | 500,000      |               | \$3,080,000   |
| Lift station emergent requirements                        | 84,000        | 90,000       | 97,000        | 104,000       | 108,000       | 112,000      |               |              |              |              |               | \$595,000     |
| 3rd Ck/4th Ck WWTP's capacity planning related projects   |               |              |               |               |               |              |               |              |              |              |               |               |
| 4th Ck WWTP Upgrade                                       |               | 300,000      | 2,500,000     |               | 30,000,000    |              |               |              |              |              |               | \$32,800,000  |
| 3rd Creek WWTP Expansion (8 MGD)                          |               |              |               |               |               |              |               |              |              |              | 80,000,000    | \$80,000,000  |
| Sewer I/I Rehabilitation/Replacements                     |               |              | 1,768,000     |               |               | 1,768,000    |               |              | 2,237,000    |              |               | \$5,773,000   |
| Sewer I/I Rehabilitation/Replacements                     |               |              | 1,768,000     |               |               | 1,768,000    |               |              | 2,237,000    |              |               | \$5,773,000   |
| 4th Creek WWTP EQ Basin                                   |               |              |               | 2,000,000     |               |              |               |              |              |              |               | \$2,000,000   |
| 3rd Ck/4th Ck WWTP's regulatory planning related projects |               |              |               |               |               |              |               |              |              |              |               |               |
| Sludge Pad Concrete                                       |               | 676,000      |               |               |               |              |               |              |              |              |               | \$676,000     |
| Concrete wall at sludge pad                               |               | 312,000      |               |               |               |              |               |              |              |              |               | \$312,000     |
| Sludge pad cover                                          |               | 1,580,000    |               |               |               |              |               |              |              |              |               | \$1,580,000   |
|                                                           | \$ 10,216,700 | \$ 6,405,400 | \$ 12,626,500 | \$ 16,553,500 | \$ 39,222,600 | \$ 4,943,000 | \$ 14,395,600 | \$ 9,790,600 | \$ 8,494,000 | \$ 2,250,000 | \$ 88,006,000 | \$212,903,900 |



## Appendix B

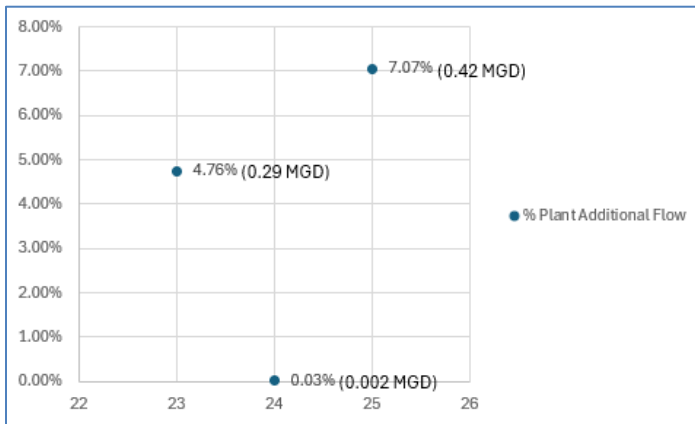
### City Manager Memo: 4<sup>th</sup> Creek Wastewater Treatment Plant Future Expansion

TO: Ron Smith, City Manager  
FROM: W<sup>m</sup> E. Vaughan, DPA, PE, Public Utilities Director  
DATE: January 30, 2025  
SUBJECT: 4<sup>th</sup> Creek Wastewater Treatment Plant Future Expansion

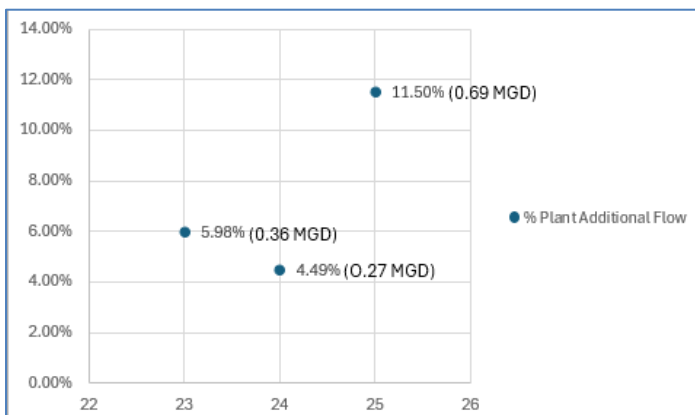
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Based upon the last two years of FTSEs completed and expected FTSEs in the next CY, the following two charts below show the basin trends for the Fourth Creek and Third Creek plants.

**Figure 1**  
**4<sup>th</sup> Creek WWTP % Plant Additional Flow by CY**



**Figure 2**  
**3<sup>rd</sup> Creek WWTP % Plant Additional Flow by CY**



Soon, additional flows will accrue to 4<sup>th</sup> Creek WWTP, making us close to 76% allocation. Prior to reaching the 80% allocation point, NCAC recommends beginning an engineering evaluation that will allow construction permits to continue to be issued after reaching the threshold<sup>1</sup>.

As a result, based on the 4<sup>th</sup> Creek expected basin growth, we should begin to program funds in the FY 26 budget for the start of the planning requirement associated with the 80% regulatory rule, which will move us into the DWR planning cycle. According to their guidance, “as a general rule, 1 ½ years should be allowed to complete the permitting process” for plant expansion<sup>2</sup>. Planning begins with an Engineering Alternatives Analysis (EAA) which is part of the requirements for a new or expanding wastewater treatment plant discharge<sup>3</sup> Key evaluation components include:

- Current Flow: Includes residential, commercial, industrial, and infiltration/inflow (I/I) based on actual flow data or water billing records.
- Future Residential Flow: Twenty-year residential flows based on projected residential growth.
- Future Commercial Flow: Based on projected residential population growth.
- Future Industrial Flow: Based on documented known flows and an allowance for future unplanned industrial flows based on current land-use plans and local zoning.<sup>3</sup>

An 80% threshold planning point is critical so that all permits needed for construction are obtained prior to exceeding the 90 percent threshold of the system's permitted hydraulic capacity.<sup>1</sup>

## **OPTIONS AND ISSUES: EXTENDING CAPACITY AT FOURTH CREEK WWTP**

**1. Third Creek WWTP Basin Transfer.** The primary discussion of a VTC held on October 3<sup>rd</sup> with McGill Associates focused on the possibility of diverting flow from the 4th Creek contributory area to the 3rd Creek WWTP, currently at one-third flow allocation. The best identified course of action was for the construction of a lift station in proximity to Disposal Plant Road, the historical location of prior treatment facilities and central meeting point of much of the collection system north of I-40 and the downtown area.

**2. CIP Financial Impacts.** Initial estimates from McGill Associates:

- Disposal Plant Pump Station and Force Main. This project is sized for two (2) million gallons per day average daily flows and five (5) million gallons per day instantaneous peak flows, which also accommodates inflow and infiltration and spikes. Current estimate: \$14,000,000.
- Interstate Pump Station Removal and Outfall. This project addresses expansion needs in the US 70 corridor and completes the transfer of flow from the Disposal Plant project to the 3<sup>rd</sup> Creek WWTP. Current estimate: \$8,000,000.

The near-term five-year collection system projects will delay major plant expansion requirements at the 4<sup>th</sup> Creek WWTP. Expected growth in the I-77 Exit 54 area is a major driver necessitating near-term flow diversion and, along with the cross-basin transfer scheme, other projects will work in conjunction to address the overall Fourth Creek plant issue.

- 3. Fourth Creek WWTP EQ Basin.** The 4<sup>th</sup> Creek WWTP experiences high flows during wet weather events. The City has been fined and/or cited for exceedances associated with nutrient removal and flow, in violation of the City's National Pollutant Discharge Elimination Permit. Flow equalization has been identified as a plant need to prevent treatment plant upsets (i.e., overflows and nutrient removal issues) due to inflow and infiltration within the sewer collection system. The proposed equalization basin will be sized to accommodate future plant expansion associated with growth in the Fourth Creek basin and possible state-mandated regulatory actions for increased nutrient removal in the High Rock Lake basin by contributory point sources dischargers. Evaluation will address plant expansion, a project currently under contract for architect/engineer services with McGill Associates (\$125,000). A key component will be the incorporation of the equalization basin into future plant expansion as a biological nutrient removal tank. Construction cost estimate is \$2,000,000.
- 4. Fourth Creek I&I Study & Implementation.** FY 26 funds will be used to complete funding of the asset inventory analysis (AIA) study (total cost, \$545,640). An initial FY 27 project fund request of \$3,000,000 is being submitted with the FY 26 CIP budget request to address worse case infiltration impacts identified in the AIA study, which will help accommodate the 4<sup>th</sup> Creek plant's future needs by addressing severe hydraulic flow impacts. Future CIP systemwide collection projects will address requirements as allowed by funding capability and other identified needs, i.e., WWTP impacts, regulatory requirements, etc.
- 5. Fourth Creek WWTP Expansion.** The expansion of the 4<sup>th</sup> Creek plant is being driven by the regulatory required planning threshold of 80% of permitted flow. Current flow allocations are at 71% (January 2025). The regulatory threshold for an expansion construction start is 90%. The current CIP planning associated with the water/sewer rate study includes a \$30 million placeholder for the Fourth Creek plant and an associated \$80 million dollar placeholder for the Third Creek plant. Depending on the results of the EAA required for the Fourth Creek plant expansion, anticipated courses of action could include a larger expansion of the Third Creek plant in conjunction with a permanent cross basin flow transfer for the Fourth Creek basin, which would require adequate sizing of the Disposal Plant pump station system and possible intra-basin package-type treatment facilities that would remove hydraulic loading on the Fourth Creek plant).

## **FUTURE PRESSURES IN THE FOURTH CREEK BASIN**

Two major factors that will put pressure on the Fourth Creek WWTP, beginning in January of 2027, will be the US-21 corridor north of Jane Sowers Road to Exit 54 and areas north and west of Exit 54 with the potential to access the Jennings Park sewer expansion.

1. **Limiting Factor on Exit 54 Area Expansion.** The Fifth Creek lift station (aka auto auction lift station) will be a key capacity limiting parameter concerning Exit 54 area system. The regulatory design firm capacity of the lift station is 828 gallons per minute, or 1.2 MGD, with one of the two pumps off-line. By regulation, the design average daily flow evaluated will be 0.48 MGD. Accounting for the current contributory flow of 0.06 MGD, that leaves an Exit 54 available flow capacity of 0.42 MGD. However, there is a guaranteed allocation to NC DOT for the I-77 rest area of 0.025 MGD, with the current average flow from the rest area at 0.013 MGD. Debiting out the NC DOT balance leaves a working number for Exit 54 of 0.407 MGD, which matches the current planning estimate discussed below.
2. **Impacts of the Jennings Park Sewer Project.** Beginning in January of 2027, the Jennings Road sewer project will open major economic development opportunities in the I-77 Exit 54 area. Specific growth, as indicated by numerous recent inquiries, as well as programmed commercial and residential development along US 21, will stress the current capability of the 4<sup>th</sup> Creek WWTP in accepting additional flow. Conservative planning estimates using 50 plus acre parcels and housing densities of 2.4 residences per acre and base estimates for mixed-use and light commercial flow at 1720 gpd/acre indicate a potential future impact of 420,000 gallons per day west and north of Exit 54. Diverting this flow to 3<sup>rd</sup> Creek buffers the impact to the 4<sup>th</sup> Creek WWTP and will allow the balance of the 4<sup>th</sup> Creek WWTP contributory area to work within the 80 and 90 percent regulatory planning thresholds.<sup>1</sup>

## CONCLUSION AND RECOMMENDATIONS

Based on the above-known requirements, the following course(s) of action are recommended to address the forthcoming regulatory needs of the 4<sup>th</sup> Creek WWTP and expected development requirements:

- Continue the equalization basin project at 4<sup>th</sup> Creek WWTP, which will help address expected nitrogen-based limits on point-source discharge locations.
- Execute the Disposal Plant LS and FM project and the complementary Interstate Lift Station gravity sewer replacement project.
- Identify funding requirements and sources.
- Program funds to begin the regulatory driven engineering alternatives assessment to facilitate future plant expansion and operation.
- Complete the engineering alternatives assessment program required debt service and begin procurement activities.
- As allowed by the debt service, and to the maximum possible, program inflow and infiltration remediation projects to minimize hydraulic impacts to the WWTPs.

## REFERENCES

<sup>1</sup>NCAC (2018). Demonstration of Future Wastewater Treatment Capacities. 15A NCAC 02T .0118. <http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/15a%20ncac%2002t%20.0118.pdf>

<sup>2</sup>NC DENR (March 2014). *Looking Ahead: Planning For An Expansion At Your Wastewater Treatment Plant*. NC DENR, DWR, Water Quality. <https://www.deq.nc.gov/planning-expansion-wastewater-treatment-plant/download?attachment>

<sup>3</sup>NC DWR (April 2014). *Engineering Alternatives Analysis (EAA) Guidance Document*. North Carolina Division of Water Resources. [https://files.nc.gov/ncdeq/Surface%20Water%20Protection/NPDES/permits/eaaguidance-20140501-dwr-swp-npdes\\_13.pdf](https://files.nc.gov/ncdeq/Surface%20Water%20Protection/NPDES/permits/eaaguidance-20140501-dwr-swp-npdes_13.pdf)

## **Annotated Bibliography**

City of Statesville Code, Chapter 23, Utilities.

[https://library.municode.com/nc/statesville/codes/code\\_of\\_ordinances?nodeId=CO\\_CH23UT](https://library.municode.com/nc/statesville/codes/code_of_ordinances?nodeId=CO_CH23UT)

The City of Statesville Code, Chapter 23, covers the utilities, including water and sewer services. It outlines the application process for utility service, the utility service contract, rates, billing, and the diversion of use of electricity or water. The chapter also includes provisions for the installation of utility mains and the requirements for compliance with city specifications and standards. Specific articles include waterworks (Article III); sewers and sewage disposal (Article IV); water and sewer easements (Article V); water and sewer extensions (Article VI); water and sewer connections (Article VII); and cross-connection, backflow and back-siphonage control (Article VIII).

City of Statesville Code, Annex A, Article 8.

[https://library.municode.com/nc/statesville/codes/code\\_of\\_ordinances?nodeId=CO\\_APXAUNDECO\\_ART8PUFARE](https://library.municode.com/nc/statesville/codes/code_of_ordinances?nodeId=CO_APXAUNDECO_ART8PUFARE)

Appendix A, Article 8 of the City Code outlines the necessary standards and regulations for the development and use of public facilities within the city. This includes requirements for the design, construction, and maintenance of public buildings and infrastructure to ensure they are safe, functional, and accessible to all. The article aims to promote the safety, health, convenience, comfort, prosperity, and general welfare of the public by establishing clear guidelines for the development and use of public facilities. Sections 8.02, 8.03, and 8.04 address water and wastewater system.

NC DEQ Department of Water Quality, Public Water Supply Section. North Carolina

Administrative Code 15A 18C.0400.

<https://www.deq.nc.gov/documents/files/rulesregs/section-0400-water-supply-design-criteria/download>

15A 18C.0400 outlines the minimum requirements for the design and approval of water supply systems. The regulations are crucial for ensuring that water supply systems are safe, reliable, and compliant with state and federal standards. The code includes provisions for the design of water systems, including specifications for pumps, treatment units, and equipment, as well as requirements for the physical security and facility protection of these systems. It also mandates the provision of drainage and other necessary facilities to ensure the proper functioning of the water supply system.

NC DEQ Department of Water Resources. North Carolina Administrative Code 15A NCAC 02T.  
<http://reports.oah.state.nc.us/ncac/title%2015a%20-%20environmental%20quality/chapter%2002%20-%20environmental%20management/subchapter%20t/subchapter%20t%20rules.pdf>

5A NCAC 02T pertains to waste not discharged to surface waters in North Carolina. Outlined are the requirements for various waste management systems, including stormwater management systems, which do not discharge to surface waters of the state. The rules are designed to prevent pollution and protect the environment by ensuring that waste management practices do not harm groundwater or surface water quality. The subchapter also includes provisions for the construction, alteration, extension, or operation of sewer systems, treatment works, disposal systems, contaminated soil treatment systems, animal waste management systems, and residual disposal/utilization systems.

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City Council  
New Council Member Orientation  
Statesville City Hall  
November 20, 2025

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Recreation & Economic Vitality Department***

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The Statesville Recreation and Economic Vitality Department strives to enhance the quality of life for citizens of Statesville through recreation programs, facilities and experiences designed to meet the leisure needs of the community and to provide people of every age, race, and creed an opportunity to come together, participate, create, and share the positive experiences of Life.

The Statesville Recreation & Economic Vitality Department plays a vital role in the overall function and livability of the city. In addition to providing recreational programs and community events, the department is responsible for managing a variety of public facilities, parks, and open spaces, as well as supporting essential city services such as maintenance, cemetery operations, and downtown development. The department's work spans both resident-facing programs and behind-the-scenes operational support, serving thousands of residents annually while maintaining key infrastructure and supporting long-term community growth. The department is organized into multiple divisions, each with a specific area of focus, working collectively to provide high-quality services that reflect the needs and priorities of the Statesville community.

The department consists of seven key divisions that oversee Administration; Athletics and Aquatics; Facilities and Events; Park Maintenance, Public Grounds, and Cemeteries; Building Maintenance; Statesville Event Center; and Downtown Statesville Development Corporation. Together, these divisions reflect the broad scope and significant community impact of our overall department operation.

## **Divisional Overviews**

### **Administrative**

The Administrative Office serves as the operational and logistical hub for the entire department. This team manages core functions including compliance with city policies, budget oversight, payroll, purchasing, communications, and cemetery coordination. Staff act as the public's first point of contact as well as the Department's liaison with all other City Departments.

The division consists of 3 full-time staff: the Director of Recreation & Economic Vitality, the Office Manager, and an Administrative Associate.

In addition to providing internal support for all other divisions, the Administrative Office directly manages the following:

- ~800 shelter reservations and 100 Leisure Pool party hut rentals annually
  - ~110 purchase orders totaling approximately \$1.8 million in capital and operating expenses.
  - Monthly reconciliation of 2,300+ purchasing card receipts.
  - 3,100+ annual public transactions
  - Scheduling of ~200 funeral services, monument permits, burial deeds, and cemetery buybacks.
  - Processing of warehouse requisitions and entry of all departmental work orders
- 

## **Athletics & Aquatics**

The Athletics & Aquatics Division provides year-round sports opportunities for all ages and abilities, serving not only Statesville residents but participants from across Iredell and surrounding counties. Additionally, this division also oversees the operations and maintenance of the Statesville Leisure Pool. This division manages structured leagues, camps, tournaments, and aquatics programming that emphasize teamwork, community, and wellness.

The division operates with 2 full-time, ~25 part-time athletic staff, and ~40 seasonal aquatics employees.

- Youth athletic programs currently offered include soccer, basketball, softball, volleyball, wrestling, tennis, and track.
  - The division facilitates the Iredell County Senior Games program.
  - In 2024, the division served over 4,000 athletic participants and nearly 25,000 aquatics patrons.
  - Since 2017, athletics participation has increased by over 650%, and revenue has grown from approximately \$8,000 to over \$230,000.
  - Aquatics revenue reached approximately \$215,000 in 2024.
- 

## **Facilities & Events**

The Facilities and Events Division manages three primary community facilities and delivers an extensive catalog of programs and special events that promote community enrichment and

engagement. From youth camps to cultural events and fitness classes, this team builds meaningful experiences for participants of all ages.

The division includes 8 full-time employees, ~30 part-time staff (including fitness instructors), and ~10 seasonal staff for summer camps.

Facilities operated by this division include:

- The Rec
- Ralph L. Bentley Community Center
- Bristol Road Recreation Center

Programming includes:

- ~60 recurring programs
  - Summer Camps
  - Family nights
  - After School Programming
  - Adult Day Trips
  - Group Fitness Classes
- ~25 signature annual community events including
  - Polar Plunge
  - Spring Egg Hunts
  - Arbor Day Celebration
  - Art in the Park
  - Fireworks Celebration
  - Trick or Treat the Greenway
  - Turkey Bingo
- Special Olympics Iredell County is facilitated by this division.

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## **Parks Maintenance / Public Grounds / Cemeteries**

The Parks Maintenance Division plays a critical role in the appearance, safety, and functionality of the City's outdoor spaces. This division is responsible for maintaining more than 400 acres of parkland, open space, trails and greenways, recreational areas, cemeteries, several City campuses, interstate interchanges, and numerous public grounds and medians.

Maintenance responsibilities span a wide range of duties including mowing and sowing grass, maintaining athletic fields, clearing leaves and debris, pruning and removing trees, repairing playground equipment, handling trash pickup, and supporting setup and cleanup for special events.

The division includes 20 full-time employees, 6 seasonal staff, and 2 part-time staff.

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## **Building Maintenance**

The Building Maintenance Division supports all City departments by performing essential maintenance, repairs, and small-scale construction projects across all City of Statesville facilities. This team ensures that City buildings remain functional, safe, and in compliance with relevant regulations — from day-to-day upkeep to larger project oversight.

Their responsibilities are diverse and span the full spectrum of facility maintenance needs. Tasks range from repairing plumbing and electrical systems to managing upgrades at historic properties, where work must align with city ordinances and preservation standards. When necessary, the division also coordinates with external contractors to ensure that more complex or large-scale repair and construction projects are completed professionally and on schedule.

The division includes 4 full-time employees.

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## **Statesville Event Center**

The Statesville Event Center is a regional destination for conferences, expos, weddings, banquets, and major community events. With over 500 events hosted annually, the Event Center supports not only city functions but also significant external programs that drive local tourism and commerce.

The Event Center includes 3 full-time administrative staff, 3 facility maintenance workers, and 7 part-time event technicians.

The 16,650 square-foot facility includes 3 meeting rooms and 5 banquet rooms that combine to form the Great Hall, with full kitchen, audiovisual infrastructure, staging, and storage.

The Event Center division is an Enterprise Fund consisting of revenue generated from their facility rentals as well as locally generated Occupancy Tax.

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## **Downtown Statesville Development Corporation (DSDC)**

DSDC is a nonprofit organization that manages Statesville's Main Street Program and works to strengthen downtown as a vibrant center of economic, cultural, and social activity. Now staffed by City Recreation & Parks employees through a new quasi-governmental structure, DSDC

partners with business owners, developers, and local organizations to support property improvement, marketing, and events.

DSDC includes 2 full-time staff who focus on business outreach, event coordination, and strategic planning. While the team does not manage city-owned facilities, it plays a role in vendor and contractor relationships for downtown beautification and streetscape.

The organization coordinates a wide range of events, from business traffic drivers like Art Crawl to the City's largest in-town celebration: Pumpkin Fest, which hosted over 200 vendors in 2025. DSDC also supports redevelopment through storefront grants, promotion of available properties, and efforts to attract new businesses and housing.

Current challenges include aging streetscape infrastructure, staffing transitions, and project delays like The Vance. Long-term planning is underway to identify a permanent location for the Farmers Market and to extend downtown walkability and activation of underused spaces.

Looking ahead, DSDC will lead the update to the Downtown Master Plan and launch its next 5-year strategic plan in 2026. Key goals include identifying new public amenities, updating public spaces, and strengthening coordination with the Event Center and CVB to bring foot traffic downtown.

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## **Key Challenges**

### **Staffing Capacity & Recruitment**

- Insufficient full-time staff to meet the growing demands in athletics, facility operation, event programming, and park maintenance.
- Limited availability of part-time and seasonal workers, especially during peak seasons.

### **Aging Infrastructure & Deferred Maintenance**

- Many facilities (e.g., Bentley, Event Center, Bristol) are aging and will need repair, renovation, or modernization.
- Playground equipment, lighting systems, and other amenities show wear and need ongoing attention.

### **Growth in Community Demand**

- As the city grows, demand for programs, rentals, fields, trails, and events has outpaced current capacity.
- Shared facility uses causes scheduling conflicts and limits expansion of existing programs.

### **Limited Capital & Operating Budgets**

- Existing budgets do not always support equipment upgrades, staffing expansion, or new facility development.

- Cost recovery for rentals and programs must be balanced with community affordability.

### **Complex Facility and Grounds Maintenance**

- The scope of maintenance, added properties and amenities, and increased programming and events will continue to increase pressure on a lean team.

### **Logistical Limitations**

- Limited on-site parking for large Event Center events.
  - Available cemetery space is rapidly decreasing.
- 

## **Opportunities**

### **Facility Renovation & Expansion**

- Undergoing renovations at facilities like Newtonville Park, Kimbrough Park, Martin Luther King Jr. Park McClure Park will offer updated amenities, and added features like new pickleball courts, disc golf courses, expanded trails, and more.
- Proposed renovations of facilities like McClure Park (total renovation), Caldwell Park (lighting upgrades) will increase facility usage and attract more potential events.

### **Partnership Development**

- Strong relationships with Iredell-Statesville Schools, DSDC, the Convention and Visitor's Bureau (CVB), the Iredell Arts Council, and other local nonprofits open doors for shared programming and resources.
- Collaboration between the Event Center and the CVB aims to increase recruitment of more large-scale regional conferences.

### **Technology Upgrades and Integration**

- Planned audio visual upgrades to the Event Center will drastically improve the technological offerings and overall customer experience.
- Online reservations and membership tools continue to evolve, enhancing efficiency.

### **Community Engagement & Program Growth**

- Opportunities to expand cultural programs, teen initiatives, and City provided events through the Event Center,
- Enhanced events like Pumpkin Fest and Trick or Treat the Greenway bring thousands of residents together and can continue to be modified to increase their overall impact.

### **Residential & Economic Growth**

- Downtown development and residential growth citywide expand the audience for recreation services.
- Downtown and Event Center events support local dining, lodging, and retail businesses.

### **Sustainability & Beautification**

- Plans to revitalize downtown, renovate parks, and extend greenways align with long-term community development goals.
- 

## **Trends and Future Direction**

### **Rising Participation & Expectations**

- Program participation and revenue are rising sharply, especially in athletics and aquatics.
- Residents are expecting more choices, flexibility, and modern amenities.

### **Strategic Capital Planning**

- Future priorities include new indoor spaces, greenway expansion, updated playgrounds, and sustainable facility upgrades.

### **Focus on Access & Inclusion**

- Programs and events are evolving to better serve youth, seniors, families, and residents with of backgrounds and abilities.
- Expanded partnerships aim to eliminate barriers and reach more diverse populations.

### **Digital Transformation**

- Continued improvement of audio-visual offerings, implementation of scan card access, real-time scoring/viewing, and online scheduling platforms usage across multiple divisions.

### **Downtown Development Alignment**

- DSDC's strategic plan (through 2026) will guide reinvestment in downtown infrastructure, the farmers market, and public spaces that complement our existing infrastructure.

### **Recreation as a Driver of Economic & Social Vitality**

- Recreation and Economic Vitality is increasingly recognized not just for programming, but for its impact on tourism, economic development, and quality of life.

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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Airport Overview***

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## **Overview**

The Statesville Regional Airport's mission is to promote business aviation, economic and industrial development. The City of Statesville will plan, develop, operate, and maintain a premier air transportation facility at the highest levels of safety, convenience, and efficiency. The airport is situated on approximately 428 acres of City-owned land, and currently it has 108 aircraft based on the premises with a tax value of \$88.2 million. There are 23 corporate and general aviation hangars with a tax value of over \$30.5 million. The number of aircraft operations (take-offs and landings) has exceeded 60,000 over the past two years.

## **Airport Operations**

The airport is an enterprise fund that is supported by fuel sales to the general public, fuel sales from private fuel farms, hangar rental, and ground rentals. The airport budget is approximately \$4 million with no funds needed from the general fund to operate. In fact, the airport contributes approximately \$614,500 in property tax revenue to the general fund.

## **Facilities and Services**

The City is now the fixed based operator (FBO) at the airport and operates from a 16-acre tract of land on the north side of the airport. The City is responsible for hangar space rental, fuel sales and maintaining all navigational aids (NAVAIDS), runway and taxiway lighting and signage on the airport. Demand for hangar space and new hangars has recently increased.

## **Key Staff**

John Ferguson, Airport Director  
Carissa Barnette, Office Manager  
Maurice Nichols, FBO Supervisor  
Ivan Phillips, Airfield Maintenance Supervisor

## **Items to Come Before Council**

City Council will approve hangar and land leases except for month-to-month leases. Council will also approve the receipt of federal and state grants for airport improvements. Over the past ten years, the City has received over \$49 million in State and Federal grants for the improvement of the airport infrastructure.

## **Trends**

The airport staff keeps track of three areas to monitor airport activity. Number of aircraft fueled, Take-offs and landings, and gallons sold. Each of these three areas are showing increases over the past three years. This data is showed in Attachment 1.

## **Challenges and Opportunities**

With the completion of the new airport terminal building, we expect corporate business travel to continue to increase. Our growth is somewhat limited due to the lack of available hangar space to attract new aircraft to the airport. We currently have 82 requests for hangar space for individual aircraft owners. We constantly receive calls for hangar space for multi-million-dollar corporate jets.

In addition, due to the topography around the airport, we are lacking in suitable land to develop areas for hangar construction. We need to investigate opportunities to purchase adjacent land.

## **NASCAR Operations**

Each weekend during the NASCAR season, twelve 50-passenger aircraft arrive and depart from the airport. This means at least 600 + passengers. The City recently purchased a specialized Aircraft Rescue and Fire Fighting truck. However, the truck is not currently manned during these operations. The nearest fire station is Fire Station 2, which is at least 8 minutes from the airport. The City Fire Department should be manning the truck during the NASCAR operations when passengers are on board. The airport should also have a small building to house the truck and the staff to operate the truck.

## **Future Projects**

In 2022, the city received the first grant in the amount of \$6.7 million to begin the construction of a new airport terminal building. In 2023, the city received the second grant of \$15.5 million to complete the terminal and other capital improvements. The terminal is scheduled to be substantially completed by mid-December of 2025 with full completion by January 2026.

Projects on the horizon include the following:

- The completion of Bethlehem Road to Hwy 70
- The completion of Taxiway B.
- The construction of additional aircraft parking apron
- The installation of a new fuel farm
- The construction of a runway extension to the east for a total runway length of 8,000 feet.

## STATESVILLE REGIONAL AIRPORT TERMINAL BUILDING



### Attachments

1. Airport Trends

## Airport Trends

| Planes Fueled | 2022-23 | 2023-24 | 2024-25 | 2025-26 |
|---------------|---------|---------|---------|---------|
| JUL           | 270     | 291     | 260     | 320     |
| AUG           | 297     | 331     | 311     | 312     |
| SEP           | 289     | 325     | 353     | 293     |
| OCT           | 270     | 317     | 924     |         |
| NOV           | 235     | 303     | 291     |         |
| DEC           | 216     | 268     | 236     |         |
| JAN           | 240     | 198     | 223     |         |
| FEB           | 241     | 219     | 232     |         |
| MAR           | 259     | 218     | 272     |         |
| APR           | 211     | 266     | 273     |         |
| MAY           | 315     | 283     | 333     |         |
| JUN           | 314     | 326     | 410     |         |
| TOTAL         | 3,078   | 3,345   | 4,118   |         |

| OPERATIONS (Take-off or a Landing) |          |            |            |            |
|------------------------------------|----------|------------|------------|------------|
| OPS                                | FY 22-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 |
| JULY                               | 3,655    | 5,347      | 5,732      | 4,661      |
| AUG                                | 4,339    | 5,576      | 6,057      | 5,143      |
| SEP                                | 3,659    | 5,174      | 4,765      | 4,824      |
| OCT                                | 3,591    | 5,687      | 7,307      |            |
| NOV                                | 3,665    | 5,371      | 4,328      |            |
| DEC                                | 2,926    | 4,331      | 3,453      |            |
| JAN                                | 3,967    | 4,436      | 4,709      |            |
| FEB                                | 3,933    | 5,575      | 4,445      |            |
| MAR                                | 4,727    | 4,565      | 4,211      |            |
| APR                                | 3,698    | 5,386      | 4,996      |            |
| MAY                                | 4,929    | 5,138      | 4,600      |            |
| JUN                                | 5,881    | 6,641      | 5,699      |            |
| TOTAL                              | 47,015   | 63,227     | 60,302     |            |

| GALLONS | 2022-23 | 2023-24 | 2024-25 |        |
|---------|---------|---------|---------|--------|
| JUL     | 34,829  | 30,772  | 38,402  | 32,847 |
| AUG     | 39,666  | 43,767  | 32,319  | 34,337 |
| SEP     | 36,337  | 38,498  | 29,338  | 26,253 |
| OCT     | 36,443  | 33,775  | 66,208  |        |
| NOV     | 24,251  | 34,735  | 30,434  |        |
| DEC     | 25,552  | 31,014  | 33,364  |        |
| JAN     | 27,835  | 29,487  | 28,811  |        |
| FEB     | 24,275  | 25,950  | 22,437  |        |
| MAR     | 33,271  | 26,726  | 25,048  |        |
| APR     | 21,999  | 30,775  | 29,426  |        |
| MAY     | 37,571  | 33,248  | 29,935  |        |
| JUN     | 42,875  | 36,467  | 31,888  |        |
| TOTAL   | 384,883 | 395,870 | 391,675 |        |



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TO: Mayor and City Council  
FROM: Ron Smith, City Manager  
DATE: October 13, 2025  
SUBJECT: ***Events***

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There are some events that the City Council is invited to on an annual basis.

**SPD Awards Banquet**

Held in January, SPD holds an annual awards ceremony at the Statesville Civic Center. The event celebrates the exceptional contributions of officers and civilian staff. The ceremony was attended by SPD officers and civilian employees and their families.

**SFD Awards Banquet**

Held in February, SFD holds an annual awards ceremony at the Statesville Civic Center. The event brings together firefighters, their families, city officials, retired firefighters, and distinguished guests to recognize the department's outstanding achievements and honor its dedicated members.

**City Annual Employee Picnic**

Each spring, the City HR department has a picnic at the Statesville Soccer Complex. Food trucks come and each council member gets 2 tickets to eat. There is bingo and inflatables for kids.

**City Thanksgiving Luncheon**

Each November, the HR Department puts on a Thanksgiving Luncheon the week before Thanksgiving for all employees. Department Heads serve the meal. City Council Members are invited.

**Iredell Economic Development Corporation Annual Meeting**

Hosted by the Iredell EDC, this event celebrates Iredell County economic success with business partners, nonprofit organizations, and government at all levels. The EDC typically provides a table for the City Council to attend. The event is typically in the fall.

**MLK Jr. Breakfast**

Put on by the MLK Jr. Planning Committee, the annual Prayer Breakfast takes place on MLK Jr. Day at 7:00 AM at the Statesville Civic Center. Each year there is a theme and a speaker. The City Council budgets for a table each year.

### **Carolina Balloonfest**

Each year, City Council Members are able to attend the Carolina Balloonfest the third week of October. Each council member receives two tickets to the event (per availability). City staff, including public safety, sanitation, and streets, work the event each year.

### **CityVision**

Hosted by NCLM (NC League of Municipalities), typically held in the spring, CityVision covers the most pressing issues facing cities and towns today. Topics cover a wide spectrum from housing to infrastructure to leadership and civility. We usually send two to three council members each year to this event.

### **State and Town Dinner**

Town & State Dinner is the NCLM premier legislative event that brings state legislators and municipal officials together to break bread and connect on issues important to local communities. The event's tradition of providing members the opportunity to share the successes and challenges from their communities with their state representatives.



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TO: Ron Smith, City Manager  
FROM: John Hatcher, Grants Manager  
DATE: October 13, 2025  
SUBJECT: **Grants**

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The city is currently pursuing public and private grant opportunities in several categories: Public Safety, Stormwater projects, EPA Brownfields redevelopment, Federal DOT projects, federal appropriations and community partner grant support.

Active projects include DOT funding for the Shelton Avenue area focused on a multi modal pathway and crosswalks - parallel to the larger linear park project. In addition, traffic calming and crosswalk design and engineering for multiple intersections along Shelton Avenue to increase crossing safety for vehicles and pedestrians as well simplifying the connection to downtown.

Affordable housing initiatives: HOME federal housing rehabilitation and construction utilizing a local subrecipient partner. There is currently a Request for Pricing for a new

Public Works project applications include the culvert projects in the Stormwater department and Street department intersection improvements, and Absher road extension potential connection project.

Current active applications and projects under development include:

Appropriations 2026 – two new police dispatch consoles and a Bat II armored transport vehicle.

BUILD DOT - Multi Modal pathway construction on Shelton Avenue

Rural & Tribal Pilot Program – Intersection and crosswalk improvements

CVIPI Office of Justice Programs Community Based Violence Intervention and Prevention Initiative

FEMA HMGP Stormwater Infrastructure

HUD HOME Consortium – Affordable home rehabilitation and new home construction

Projects are developed with priorities established by the Strategic Plan, City Manager, Mayor, and Department Heads.