

## CITY OF THOMASVILLE COUNCIL MEETING BRIEFING AGENDA

Monday, August 14, 2023 – 4:00 P.M.  
20 Stadium Drive, Thomasville, NC 27360

Mayor Raleigh York, Jr. ~ Mayor *Pro Tem* Payton Williams

1. Call to Order
2. Additions and Deletions to the Agenda
3. Public Forum on August 21, 2023 – Please sign up in person to speak for two minutes on any topic. *The two-minute time limit will be enforced.*
4. Public Hearing on August 21, 2023  
Public Hearing re: Consideration of an Ordinance to Close an Unopened Portion of Kahler Street
5. Consent Agenda on August 21, 2023
  - A. Consideration of Approval of Minutes – Briefing Meeting on 07/10/23
  - B. Consideration of Approval of Minutes – Council Meeting on 07/17/23
  - C. Consideration of Approval of Minutes – Special Called Meeting on 07/24/23
6. Regular Agenda on August 21, 2023
  - A. Consideration of Approval of Revision to Purchasing Policy Regarding P-Card Purchasing Transaction Limit
  - B. Consideration of Approval of Revision to Personnel Manual Appendix A and to Approve New Job Descriptions in Finance Department
  - C. Consideration of Amendment to City Ordinance Chapter 2, Article 4, Division 3, Section 2-152 Membership; Terms of Office, Vacancies of Historic Preservation Commission
  - D. Consideration of Approval of Extension of Resolution Amending the Thomasville Police Personnel Policy
  - E. Consideration of the Approval of the Thomasville City Strategic Plan
  - F. Consideration of Amendment to Thomasville Special Event Permit Policy and Farmers Market Policy to Address the Sale of Alcohol at Special Events
  - G. Consideration of Amendment to City Ordinance Chapter 78, Article 8, Sections 78-468 and 78-469 to Replace a Yield Sign with a Stop Sign at 2<sup>nd</sup> Avenue and Randolph Street Intersection
  - H. Consideration of Amendment to City Ordinance Chapter 10, Article 2, Sections 10-36 and 10-39 Animals
  - I. Consideration for Approval of Bid to Demolish 207 Brown Street and 306 Martin Luther King Drive

- J. Consideration of Approval of a Resolution for Continued Support of Memorandum of Understanding for High Point MPO
  - K. Consideration of Approval of Resolution of Acceptance of a Loan and Grant for Rains Road Pump Station Improvements
  - L. Consideration of Approval of Resolution of Acceptance of State ARPA Earmark Funds for Waterline Improvements
  - M. Consideration of Approval of Resolution of Acceptance of Asset Inventory and Assessment Grant
7. Committee Reports and Appointments, Mayor's Report and Appointments, City Manager's Report, City Attorney's Report on August 21, 2023
  8. Additional Items
  9. Adjournment

**ORDINANCE**  
**TO CLOSE AN UNOPENED PORTION OF KAHLER STREET,**  
**THOMASVILLE, NORTH CAROLINA**

**WHEREAS**, a Petition has been filed by Natalie D. Widener and Michael Wayne Widener, Owners of NMR Properties, LLC, and Evelyn Gay Eddinger, collectively the owners of all property adjoining the portion of Kahler Street, Thomasville, North Carolina to be closed; and

**WHEREAS**, a closing of said unopened portion of Kahler Street would not be contrary to the public interest, and no individual owning property in the vicinity of said portion of Kahler Street would be deprived of a reasonable means of ingress and egress to his or her property; and

**WHEREAS**, the City Council of the City of Thomasville, North Carolina, meeting in regular session on July 17, 2023, adopted a Resolution of its intent to close said portion of Kahler Street, as shown on Survey for NMR Properties, LLC, dated May 8, 2023, by Michael J. Evans, Sr., PLS # 8693; and

**WHEREAS**, in compliance with Section 160A-299 of the North Carolina General Statutes, notice of the aforesaid public hearing was published once a week for four (4) consecutive weeks in the Thomasville Times on July 26, 2023; August 2, 2023; August 9, 2023; and August 16, 2023.

**IT IS THEREFORE ORDAINED AS FOLLOWS:**

That the portion of the portion of Kahler Street in the zone of the City of Thomasville, North Carolina referenced above is hereby permanently closed, said portion of Kahler Street being a tract or parcel of land situated in Thomasville, Davidson County North Carolina and being described as follows:

*Being a tract or parcel of land situated in the City of Thomasville, Davidson County, North Carolina and being described as follows:*

*The Beginning Point is a computed point being located the following three calls from an iron pipe in the gravel driveway between Evelyn Eddinger (Deed Book 914 Page 971) and NMR Properties, LLC (Deed Book 2583 Page 2227) located on the western side of Salem Street, thence from said point and with the line of Evelyn Eddinger South 89 degrees 30 minutes 23 seconds West for a distance of 176.85' to an existing rail road spike in a grave drive, thence North 04 degrees 23 minutes 06 seconds West for a distance of 17.92' to an existing iron pipe, thence North 87 degrees 30 minutes 59 seconds West for a distance of 220.67' to a computed point at the northeast terminus of the undeveloped and unopened Kahler Street, The Point and Place of Beginning;*

*From said Point and Place of Beginning and with the east side of Kahler Street, crossing the property of NMR Properties, LLC, thence South 03 degrees 59 minutes 47 seconds West for a distance of 178.03' to a*

*computed point in the center line of Hanks Branch, said point being on the southern property line of NMR Properties, LLC, the northern line of the City of Thomasville (see Plat Book 53 page 61), thence with the center line of Hanks Branch and the northern line of the City of Thomasville and the existing closed portion of Kahler Street North 52 degrees 27 minutes 26 seconds West for a distance of 11.78' to a computed point, thence North 59 degrees 32 minutes 41 seconds West for a distance of 22.55' to a computed point in the center line of said branch, thence with the west side of Kahler Street, North 03 degrees 59 minutes 47 seconds East a distance of 160.68' to a computed point on the southern property line of Evelyn Eddinger (Deed Book 914 Page 971), thence with the line of Eddinger and the northern line of Kahler Street, South 87 degrees 30 minutes 59 seconds East for a distance of 30.01' to a computed point, the Point and Place of Beginning.*

*Said property contains 5,064 square feet or 0.12 acres more or less.*

Subject to current easements and easements to be reserved for existing utilities, if any, within the portion of the right-of-way to be closed for purposes of repair, replacement and maintenance.

AND IT IS FURTHER ORDERED that the same be deleted as part of the street system for the zone of the City of Thomasville, Davidson County, North Carolina; and

IT IS HEREBY FURTHER ORDERED that a copy of this Ordinance be filed with the Office of the Register of Deeds of Davidson County, North Carolina, as required by Section 160A-299 of the North Carolina General Statutes.

This Ordinance shall be in full force and effect from and after its passage.

PASSED AND ADOPTED this the 21<sup>st</sup> day of August, 2023.

\_\_\_\_\_  
Raleigh York, Jr., Mayor  
City of Thomasville, North Carolina

ATTEST:

\_\_\_\_\_  
Wendy S. Martin, City Clerk  
City of Thomasville, North Carolina

Sworn to and subscribed before me  
this the \_\_\_\_ day of August, 2023

[Official Stamp/Seal]

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**RESOLUTION OF THE THOMASVILLE CITY COUNCIL  
TO CONDUCT A PUBLIC HEARING FOR THE PURPOSE OF  
CONSIDERING A PETITION FOR THE  
CLOSURE OF A PORTION OF KAHLER STREET**

A Petition having been filed with the City Council of the City of Thomasville, North Carolina by Natalie D. Widener and Michael Wayne Widener, Owners of NMR Properties, LLC, and Evelyn Gay Eddinger, requesting the City to close a portion of Kahler Street at the following location:

*Being a tract or parcel of land situated in the City of Thomasville, Davidson County, North Carolina and being described as follows:*

*The Beginning Point is a computed point being located the following three calls from an iron pipe in the gravel driveway between Evelyn Eddinger (Deed Book 914 Page 971) and NMR Properties, LLC (Deed Book 2583 Page 2227) located on the western side of Salem Street, thence from said point and with the line of Evelyn Eddinger South 89 degrees 30 minutes 23 seconds West for a distance of 176.85' to an existing rail road spike in a grave drive, thence North 04 degrees 23 minutes 06 seconds West for a distance of 17.92' to an existing iron pipe, thence North 87 degrees 30 minutes 59 seconds West for a distance of 220.67' to a computed point at the northeast terminus of the undeveloped and unopened Kahler Street, The Point and Place of Beginning;*

*From said Point and Place of Beginning and with the east side of Kahler Street, crossing the property of NMR Properties, LLC, thence South 03 degrees 59 minutes 47 seconds West for a distance of 178.03' to a computed point in the center line of Hanks Branch, said point being on the southern property line of NMR Properties, LLC, the northern line of the City of Thomasville (see Plat Book 53 Page 61), thence with the center line of Hanks Branch and the northern line of the City of Thomasville and the existing closed portion of Kahler Street North 52 degrees 27 minutes 26 seconds West for a distance of 11.78' to a computed point, thence North 59 degrees 32 minutes 41 seconds West for a distance of 22.55' to a computed point in the center line of said branch, thence with the west side of Kahler Street, North 03 degrees 59 minutes 47 seconds East a distance of 160.68' to a computed point on the southern property line of Evelyn Eddinger (Deed Book 914 Page 971), thence with the line of Eddinger and the northern line of Kahler Street, South 87 degrees 30 minutes 59 seconds East for a distance of 30.01' to a computed point, the Point and Place of Beginning.*

*Said property contains 5,064 square feet or 0.12 acres more or less.*

It further appearing that Petitioners own the realty on both sides of such portion of Kahler Street; and

It further appearing that the closing of said portion of Kahler Street will not deprive any individual of a reasonable means of ingress or egress to such individual's property and is not detrimental to the public interest; and

**NOW, THEREFORE**, in consideration of the foregoing facts and under the power and authority granted to the City Council of the City of Thomasville under N.C. General Statute §160A-299,

**IT IS HEREBY RESOLVED** that a public hearing be held at the Council Meeting at 20 Stadium Drive, Thomasville, North Carolina at 6:00 P.M. on Monday, August 21, 2023 to consider and act upon the said Petition for the closing of a portion of Kahler Street; and

**BE IT HEREBY FURTHER RESOLVED** that this Resolution be published once a week for four (4) successive weeks prior to said hearing in the Thomasville Times, a newspaper published in the City of Thomasville, Davidson County, North Carolina, and that a copy of this Resolution be sent by registered or certified mail to all owners of the properties adjoining the above-described portion of Kahler Street who did not join in the Petition for Street Closing, as shown on the Davidson County tax records, and that a Notice of the Closing and Public Hearing shall be prominently posted in at least two places along the said street.

Adopted this 17<sup>th</sup> day of July, 2023.



  
Raleigh York, Jr., Mayor

ATTEST:

  
Wendy S. Martin, City Clerk

NORTH CAROLINA )  
 )  
DAVIDSON COUNTY )

PETITION TO CLOSE  
A PORTION OF KAHLER STREET

TO: Members of the City Council of the City of Thomasville, N.C.

The undersigned Petitioners do hereby respectfully petition the City Council of the City of Thomasville, North Carolina to close a street in the City of Thomasville known as the portion of Kahler Street as shown in Plat Book 53, Page 61.

In support of the Petition, the Petitioners say:

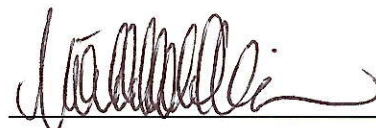
This street is not needed for any purpose. The undersigned are all of the owners of adjacent property, and the closing of the street would deny access to no one. The closing of said street is not adverse to the public interest.

WHEREFORE, the Petitioners respectfully petition the City Council of the City of Thomasville, North Carolina, under authority granted to the said City Council in Section 160A-299 of the General Statutes of North Carolina, to grant and pass a Resolution and Ordinance closing that street known as the portion of Kahler Street located in the City of Thomasville as described above, reserving easements for any/all utilities that exist at the time of closure.

Respectfully submitted this 1 day of May, 2023.

 (SEAL)

\_\_\_\_\_ (SEAL)

 (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

STATE OF NORTH CAROLINA  
DAVIDSON COUNTY

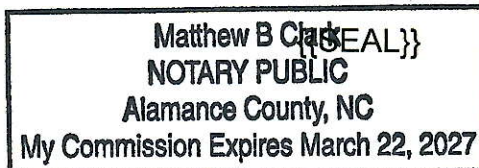
Alamance

I, Matthew B Clark, a Notary Public of Alamance County, North Carolina, do hereby certify that Natalie D. Widener personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the 1 day of May, 2023.

Matthew B Clark  
Notary Public

My Commission Expires: March 22, 2027



STATE OF NORTH CAROLINA  
DAVIDSON COUNTY

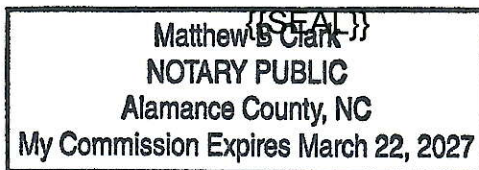
Alamance

I, Matthew B Clark, a Notary Public of Alamance County, North Carolina, do hereby certify that Michael Wayne Widener personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the 1 day of May, 2023.

Matthew B Clark  
Notary Public

My Commission Expires: March 22, 2027



STATE OF NORTH CAROLINA  
DAVIDSON COUNTY

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

{{SEAL}}



NORTH CAROLINA     )  
                                  )  
DAVIDSON COUNTY     )

**PETITION TO CLOSE  
A PORTION OF KAHLER STREET**

TO: Members of the City Council of the City of Thomasville, N.C.

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In support of the Petition, the Petitioners say:

This street is not needed for any purpose. The undersigned are all of the owners of adjacent property, and the closing of the street would deny access to no one. The closing of said street is not adverse to the public interest.

WHEREFORE, the Petitioners respectfully petition the City Council of the City of Thomasville, North Carolina, under authority granted to the said City Council in Section 160A-299 of the General Statutes of North Carolina, to grant and pass a Resolution and Ordinance closing that street known as the portion of Kahler Street located in the City of Thomasville as described above, reserving easements for any/all utilities that exist at the time of closure.

Respectfully submitted this   1   day of May, 2023.

*Julian Day Edinger* (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

\_\_\_\_\_ (SEAL)

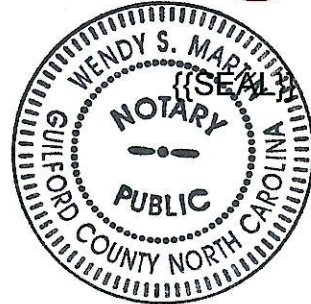
\_\_\_\_\_ (SEAL)

**STATE OF NORTH CAROLINA  
DAVIDSON COUNTY**

I, Wendy S. Martin, a Notary Public of Guilford County, North Carolina, do hereby certify that Everlyn Bay Eddinger personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the 1 day of May, 2023

Wendy S. Martin  
Notary Public  
My Commission Expires: 01/25/2027



**STATE OF NORTH CAROLINA  
DAVIDSON COUNTY**

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

{{SEAL}}

**STATE OF NORTH CAROLINA  
DAVIDSON COUNTY**

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and notarial seal, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

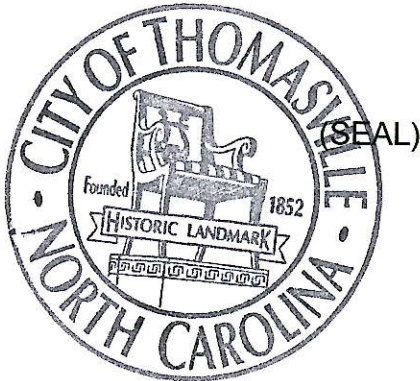
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**CERTIFICATE OF SUFFICIENCY**

To the City Council of the City of Thomasville, North Carolina.

I, Wendy S. Martin, City Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with G. S. 160A-31, as amended.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Thomasville, this 16<sup>th</sup> day of June, 2023.



*Wendy S. Martin*  
Wendy S. Martin  
City Clerk

Boundary Description for Proposed Road Closing

Kahler Street

NMR Properties LLC

Crossing Part of Deed Book 2586 Page 2227

Crossing Part of Tax Parcel: 16040000D0005

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From said Point and Place of Beginning and with the east side of Kahler Street, crossing the property of NMR Properties, Llc , thence South 03 degrees 59 minutes 47 seconds West for a distance of 178.03' to a computed point in the center line of Hanks Branch, said point being on the southern property line of NMR Properties, Llc, the northern line of the City of Thomasville(see Plat Book 53 page 61), thence with the center line of Hanks Branch and the northern line of the City of Thomasville and the existing closed portion of Kahler Street North 52 degrees 27 minutes 26 seconds West for a distance of 11.78' to a computed point, thence North 59 degrees 32 minutes 41 seconds West for a distance of 22.55' to a computed point in the center line of said branch, thence with the west side of Kahler Street, North 03 degrees 59 minutes 47 seconds East a distance of 160.68' to a computed point on the southern property line of Evelyn Eddinger (Deed Book 914 Page 971), thence with the line of Eddinger and the northern line of Kahler Street, South 87 degrees 30 minutes 59 seconds East for a distance of 30.01' to a computed point, the Point and Place of Beginning.

Said property contains 5,064 square feet or 0.12 acres more or less.

this description prepared by Michael J. Evans Sr. PLS on May 8 2023.



*Michael J. Evans Sr.*





# Davidson County GIS



<b>Parcel Number :</b>	16040000D0005	<b>Land Units:</b>	2.86 AC
<b>Pin Id :</b>	6778-04-71-1671	<b>Deed Book:</b>	2586 Pg: 2227
<b>Owner :</b>	NMR PROPERTIES LLC 3906 UNION RIDGE RD BURLINGTON NC 27217	<b>Deed Date:</b>	02/13/2023
<b>Property Address:</b>	710 SALEM ST	<b>Account Number:</b>	9267271
<b>Township:</b>	16	<b>Exempt Code:</b>	
<b>Building Value:</b>	\$25,880	<b>Other Building Value:</b>	\$4,800
<b>Land Value:</b>	\$44,490	<b>Market Value:</b>	\$75,170
<b>Assessed Value:</b>	\$75,170	<b>Deferred Value:</b>	\$0
<b>Legal Description :</b> P=3-75 BD L5 BK2586-2227			

## Additional Attributes

**Fire Service Districts**

Sq.Miles 16.4  
Name THOMASVILLE

**Townships**

Sq. Miles 64.87  
Name THOMASVILLE

**County Zoning Districts**

Zone

**Soil Types**

DSL Name

Soil Name

Type

Percent Sl

Hydric

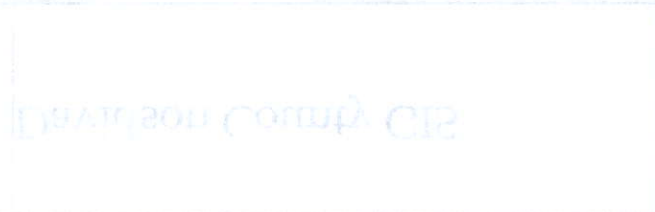
**Municipal Boundary**

Name THOMASVILLE  
SQ Miles 16.33



1 inch = 137 feet

The information contained on this map does not replace information that may be obtained by consulting the official source of the information. In no event shall Davidson County, NC or the consultants of Davidson County, NC be liable for any damages, direct or consequential, from the use of the information contained on this map.



**MINUTES FOR THE THOMASVILLE CITY COUNCIL BRIEFING MEETING ON MONDAY, JULY 10, 2023 AT 4:00 PM AT 20 STADIUM DRIVE, THOMASVILLE, NC.**

Elected officials in attendance: Mayor Raleigh York, Jr.; Mayor *Pro Tempore* Jeannette Shepherd; and Council Members Ronald Bratton, Doug Hunt, Wendy Sellars, Lisa Shell, Hunter Thrift and Payton Williams.

1. Call to Order - Mayor York called the Briefing meeting of the Thomasville City Council to order. He said this meeting will also include Council Committee meeting discussions, since Committees were not held this month due to the Fourth of July holiday.
2. Additions and Deletions to the Agenda

City Manager Michael Brandt asked Council to add the following items to be heard on July 10, 2023:

- 2.A. Update from Tammy Joyce regarding Main Street Application
- 2.B. Update from Thomasville Police Department (TPD)
- 2.C. Update from Thomasville Fire Department (TFD)

Council Member Thrift asked that item 7.L. Closed Session for Personnel be removed.

Council Member Thrift moved to approve the agenda as amended. Council Member Hunt seconded. *Motion unanimously approved 7 – 0.*

A. Update from Tammy Joyce regarding Main Street Program on July 10, 2023

Downtown Economic Development Director Tammy Joyce read a letter from the N.C. Department of Commerce, which announced that Thomasville was selected to participate in the Downtown Associate Community Program. As a result, Downtown Thomasville will receive \$30,000-\$50,000 worth of services over the next two years from the NC Main Street and Rural Planning Center.

The letter said, “We look forward to working with you and your community leaders to develop a sustainable downtown organization that will position your downtown for economic growth and development. We believe that your community’s participation in this program will lead to its designation as a North Carolina Main Street community in the next two years.” A copy of this letter is available upon request from the City Clerk.

Ms. Joyce said this is the beginning of a 2-year process. She thanked the City Council and City Management for creating her position. She said that really helped Thomasville get selected, along with the help of PACE and all the other wonderful volunteer committees in Thomasville that do such a great job.



## B. Update from Thomasville Police Department on July 10, 2023

Police Chief Dustin Carter reported the following:

### Events:

- June 3 – Gun Violence Awareness Event at Doak Park;
- June 3 – Charity Softball game against Davidson County Sheriff’s Office at Finch Field (TPD won!);
- June 13 – “Fun on the Run” with the Parks and Rec Department;
- TPD joined TFD, Davidson County EMS and Emergency Management for a facility assessment and emergency preparedness review at PPG Industries;
- June 17 – Members of TPD and TFD attended an community health and wellness event at Brown New Calvary Church;
- June 22 – The “Cops and Kids Coming Together” 9-week Program began with a meet and greet with day campers at Central Rec.; and
- July 11 – “Cannon Balls with Cops” pool event with local youth.

### Staffing:

- July 1 – Lt. Baity retired. The Force thanks him for his many years of service and wishes him all the best in his future.
- TPD hired 10 new officers and have offered 3 more positions:
  - 7 police trainees (5 of whom have already taken the state exam and graduated from BLET on June 29. They will be receiving their law enforcement certifications soon);
  - 1 lateral officer; and
  - 2 pending offers (one trainee and one lateral officer)
- They are still looking to fill 7 vacancies.

### Crime (UCR Offenses):

- Robberies and assaults were down 44% this June as compared to last June, but property crimes were up 17% for the month, or 7% for the whole year-to-date. Therefore, Violent (Part 1) Crimes were up 6% overall for the month. However, there was a 2% *decrease* in violent crime when compared to the 2022 year-to-date numbers at the end of June.

Chief Carter said it was important to note that an increase in auto thefts generally indicates that an increase in other crimes will follow. He said, “Often times, folks that are looking to do additional crimes, to avoid detection of law enforcement, will steal vehicles to do those crimes. So when we see an upward trend of auto thefts, sometimes that’s a barometer of what your Part 1 Crimes can look like as it relates to violent crimes.”

- June 6 – TPD patrol officers captured a fugitive who was wanted for shooting death of a 4-year-old in Nashville, TN, with the aid of TFD and High Point PD.
- June 9 – TPD officers also captured a Davidson County homicide suspect.
- There were 1,941 calls for service last month. Year-to-date, there have been 10,564 calls for service. There were only 9,353 at this time in 2022. That shows that the Department is handling more calls with fewer officers.
- Chief Carter said that last year, self-initiated calls were more than double what they are now, which he attributed to a reduction in staffing. He thanked Council for approving incentives that helped increase staff.
- July 4 – TPD officers arrested a suspect in a double stabbing of two grandparents.
- An NC Medical Journal featured the TPD for their gun violence awareness initiatives for youth.

Council Member Williams thanked Chief Carter for his exciting plans for the Department's future.

Council Member Sellars added, "You and the Department are doing an amazing job getting out into the community, meeting our community members and going to different events. This is the first time I've seen this much activity from our Police Department within our community, really, since I've been on Council. So, I really appreciate your hard work and your leadership and all the good work that you're doing in our department. Because we really have great officers, and we just need our community to know that also."

#### C. Update from Thomasville Fire Department on July 10, 2023

Fire Chief Jason Myers reported the following:

##### Training:

- Each shift has completed Confined Space Training Drills at CCI on MLK Drive;
- Each shift and administration completed a walk-through and site survey at PPG (505 County Line Road) along with TPD, Davidson County EMS and Davidson County Emergency Management;

##### Staffing:

Following written and physical performance assessments, they have narrowed their selection down to 9 qualified applicants to fill 3 open positions (1 from early retirement for PTSD and 2 who quit to go work at Greensboro's FD.)

### Calls For Service:

There were 149 calls for service in June. Of those, there were:

- 28 medical calls (24 of which were traffic accidents);
- June 1st - residential fire at 129 Lakeview Circle;
- June 8<sup>th</sup> - vacant residential structure fire at 1002 Virginia Street; and
- an accident involving a lawnmower down a culvert at 1 N. Forrest Drive. This required a low-angle rescue.

Chief Myers also reported that TPD is still in the running for the *Assistance to Firefighters Grant* for the purchase of 16 sets of turn-out gear.

Chief Myers was proud to announce that the TPD received an improvement in their insurance rating from a Class 3 to a high *Class 2* rating from the North Carolina Department of Insurance! They were able to use tankers wherever a fire hydrant was not within 1,000 feet of a structure. A copy of the announcement is available upon request to the City Clerk. He explained that beginning October 1, 2023 some businesses will see a reduction in their insurance premiums as a result of this improvement. They are working on even more improvements, and Chief Myers believes the Department can achieve a Class 1 rating at the next inspection in 5 years with some additional staffing and a continued upgrade of equipment.

Mayor York said, "We are proud of our police and fire departments, very much, and the hard work they do to protect our citizens."

3. Recognitions and Presentations to be presented on July 17, 2023
  - A. Proclamation – Parks and Recreation Month (July)
  - B. Declaration of Support – United Way of Davidson County Month (August)
4. Public Forum – A public forum will be held at the Council Meeting on July 17, 2023. A two-minute time limit will be enforced.
5. Public Hearing – to be held on July 17, 2023

City Manager Brandt explained that this public hearing would be held at the Council Meeting on July 17, 2023 to Consider Designating the T. Austin & Ernestine Lambeth Finch House as a Historic Landmark.

This comes from the Public Safety Committee for review. The historic landmark status at a local level is much more stringent than national landmarks.

Planning Director Chuck George explained that Mr. Clemmons requested that the Finch House be designated as a local landmark. The ordinance lays out the report on the property, including the integrity of the exterior and interior of the property. Also,

the paperwork discloses what will require a COA and approval from the HPC. Once the ordinance is adopted, Mr. Clemmons said he would do any necessary changes to the property. The State is in favor of this historic landmark location. Mr. George said the State said the tent did not take away from the integrity of the property, so they had no issue with it.

*The following items were put on the Consent Agenda by the Council members for consideration on July 17, 2023:*

6. Consent Agenda – for July 17, 2023. City Manager Brandt explained the following items:
  - A. Consideration of Approval of Minutes – Special Called Meeting (Budget Hearing) on 06/05/23
  - B. Consideration of Approval of Minutes – Briefing Meeting on 06/12/2023
  - C. Consideration of Approval of Minutes – Council Meeting on 06/20/2023
  - D. Consideration of Street Road Closure Ordinance for Everybody’s Night – Sept. 29, 2023
  - E. Consideration of Street Road Closure Ordinance for Everybody’s Day – Sept. 30, 2023
  - F. Consideration of Amendment to Thomasville Code of Ordinances Chapter 82 – Utilities

*City Manager Brandt* said this came from the Public Services Committee. It would change our ordinance to put the responsibility of installing new water sewer taps on the builder/owner, instead of the City, because we were losing money on every single one of these. The \$1,250 fee was removed from our fee schedule, but the ordinance also needs to change. This would be effective October 1, 2023, in order to give developers time to plan for this cost. At that time, a water tap permit would be issued by the City for \$75.

*Council Member Hunt* asked if there was a list of contractors people could choose from if they need this done. He also asked if the City would set the price for this service.

*Utility Director Morgan Huffman* said most other cities already do taps this way. He advised that we can’t refer people to any one contractor, but he does have contact information for 5 or 6 contractors that we use as a city. He said they are private businesses and can charge whatever they want. He advised that people get multiple quotes.

He said once they are inspected and accepted by the City, then we will accept maintenance from then on. If we have to come back in and do something to it, that’s on us.

G. Consideration of Resolution accepting offer of dedication of Valley Drive in the City of Thomasville

This came from the Transportation Committee.

Planning Director George asked for Council's acceptance of a section of Valley Drive, a new section of road that was developed a couple of years ago. The Street Department inspected the curb and gutter, and we have Engineering letters showing it meets the City specs, which are the same as the State's specifications.

H. Consideration of Resolution of Support of NC Governor's Highway Safety Program Grant Year 2

Police Chief Carter explained that this is a resolution for the second year of the grant for the total funding in the amount of \$70,413. This will defray the cost of the project described in the contract application.

He added that the government body will pay a cash contribution of \$12,425 as required by the project contract. He said, "That's what costs we will incur for the second year of the Task Force position."

I. Consideration of Amendment to Thomasville Personnel Policy, Article XVIII, Sections 14 & 15

This came from the Personnel/Finance Committee.

City Manager Brandt said this would extend the following temporary retention and recruitment policies to December 31, 2023:

Section 14. This is the employee incentive program that gave city employees \$500 for referring new hires and gave new hires \$500, both after the new hire stayed 6 months. This has only been utilized a few times so far, but it did spark some interest in our employees to look for referrals.

Section 15. This is a police officer lateral transfer incentive, which provides for a \$3,000 bonus if you transferred to TPD. To date, the City has paid one of these bonuses, and another one is in the works.

*The following items were put on the Regular Agenda by the Council members for consideration on July 17, 2023:*

7. Regular Agenda – for July 17, 2023. City Manager Brandt explained the following items:

A. Consideration of 90-Day Moratorium on Enforcement of Noise Ordinance in the Downtown C-4 District of Thomasville

Downtown Economic Development Director Joyce shared what other downtowns are doing with regard to noise ordinances. She asked Council to consider making changes to the City's noise ordinance – at least by adding time restrictions on noise

(most popular in other cities) and/or by investing in noise measuring devices. (3M Sound Examiner is popular.) She hasn't received a cost estimate for that yet, but she believes it will be \$1,700-\$2,000 per meter, and we may need 4 of them. She spoke with an officer in Greensboro who said they only have one device that they calibrate once a year, but he said it's a hassle to have to go get it whenever there's a noise call. These devices can record regular noise (like traffic) or bass. Most cities take 4 readings 30 feet from the property line now.

Council Member Hunt asked if the officers have to get certified on the device. Ms. Joyce said they're just trained.

Council Member Thrift agreed that there needs to be a change. He recommended issuing a moratorium while Council investigates costs and changes to the ordinance.

Council Member Hunt agreed that a change needs to happen, but he didn't want to use the meter to go around and tell businesses they can't do something. He felt there would be discrepancies among officers.

Council Member Williams said the discrepancies are happening now, because there are no meters, and it's just up to officers' opinions currently.

Council Member Bratton said they did this years ago, and the courts threw out these readings, because they weren't taken by certified professionals. He preferred setting an 11:00 PM noise rule. He said that worked for 25-30 years. Ms. Joyce said that is not in the City's current noise ordinance. That would be an improvement.

City Attorney Misti Whitman said these devices aren't necessarily to enforce penalties, but they might help officers provide a standard to people who are particularly sensitive to noise.

Ms. Joyce said the first call would get a warning. The second call would be a stiff (~\$200) fine. It would be a tool to measure noise and issue citations, even if it wouldn't stand in court. She knows of three potential incoming businesses that would hold outdoor events, so this ordinance change would not just be for one business. She recommending adding exceptions to the time limit, such as New Year's Eve and Fourth of July, etc. Council Member Sellars suggested Cinco de Mayo and Juneteenth, as well.

Council Member Thrift said other cities also extend time limits to 1:00 AM for St. Patrick's Day, Halloween and Labor Day Weekend. He said Council will need to look into it if we expect to grow our Downtown and have more outdoor events. He said the moratorium would give Council time to get it right.

City Attorney Whitman said the proposed moratorium was just for the C-4 (Downtown Commercial) District. It would halt enforcement of the current noise ordinance there for up to 90 days to allow Council time to decide what changes

they wanted to make to the noise ordinance. Council would have to choose if they wanted to do a moratorium *or* add an 11:00 time limit now. They agreed to just do the moratorium for now.

City Manager Brandt recommended that the Public Safety Committee (Council Members Bratton, Hunt and Shell) meet with City Attorney Whitman and Police Chief Carter to review other cities' noise ordinances and to take a summary of the information and proposed changes to the rest of the Board.

Council Member Thrift wanted to be included in the process, to at least let them know what he's wanting to change. The committee said they would get input from the rest of Council before the meeting.

City Manager Brandt said the moratorium could move forward at the council meeting on July 17<sup>th</sup>, and he would coordinate a special called meeting of the Committee in the next two weeks.

Council confirmed that they wanted the moratorium to go on the regular agenda at the Council meeting.

Council Member Hunt asked Ms. Joyce how long the noise measuring devices last. She said she would find out that information. She said she did know they had to get calibrated every year.

B. Consideration of Amendment to Thomasville Code of Ordinances Section 54.2 Possession or Consumption of Alcoholic Beverages, Intoxication on City Property

City Manager Brandt advised that Tourism Director Cameron Marsden asked that the consumption of alcoholic beverages be allowed "on the public right-of-way on East Main Street in the clock tower parking lot" during the Everybody's Night event.

This amendment would add Everybody's Night as an exception, similar to PACE Park, the Farmers Market, the Golf Course and Finch Field. This item was sent to the regular agenda for consideration at the Council meeting.

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City Manager Brandt advised that this issue brought up another issue. He said it is our current policy to only allow non-profits with ALE permits to serve malt beverages and unfortified wine, and not a third party such as a brewery, winery or caterer with an ALE permit. This creates an issue because many times non-profits don't have the staff or experience with serving alcohol, but their third-party does.

He explained that this is not referenced in an ordinance, but it is a written policy that was created to give the non-profits control of the activity at their events.

Council Member Williams agreed that non-profits should not be the only ones serving the alcohol. It isn't what they do, and they often don't want the liability.

Council directed Mr. Brandt to create a policy change to remedy this issue.

C. Consideration of Resolution of the Thomasville City Council to Conduct a Public Hearing for the Purpose of Considering a Resolution for the Closure of a Portion of Kahler Street

Planning Director George advised that this property is near 710 Salem Street, adjacent to the billboards. New property owners are requesting to close an unopened portion of Kahler Street. They are going to subdivide the property into three parcels. They want to cut off the house from that parcel and create two other building lots and build houses where the unopened road is. The setback requirements is why they're asking for the closure of the unopened road.

He said, "There's no way for anybody to connect to it, anyway, because we have closed the portion on the city side."

D. Consideration of Amendment to Thomasville Personnel Policy, Article III, Section 3

This came from the Personnel/Finance Committee. City Manager Brandt said this is a follow-up to previous discussions regarding PD and FD career ladder exemptions that waive educational requirements for certain employees who were "grandfathered" in.

Due to complications that would arise in the Fire Department if this allowance were just removed, this amendment allows for a gradual sunset of the exemptions instead. It would allow employees to have until July 1, 2027 to get an Associates (2-year) Degree or July 1, 2029 to get a Bachelor's Degree to get a promotion. (They will not have to get degrees to keep a current position.)

This would also apply to any future career ladders.

8. Committee Reports and Appointments, Mayor's Report and Appointments, City Manager's Report, City Attorney's Report on July 17, 2023

9. Additional Items – Discussion about Chain of Command and Standard Operating Procedure for the City of Thomasville

This is from the Personnel Finance Committee and was requested by Council Member Hunt.

Council Member Hunt said he is clear about the chain of command for PD and Fire, because they have a career ladder. But he asked for further clarification about the City Administration's chain of command. He asked who he should call if the Mayor, City Manager and Assistant City Manager are all out of the office?

Mayor York said he is not in charge of operations, so do not call on him. Call the City Manager, unless, the City Manager has designated (by letter to the City Clerk per State statute) that someone else will take his place while he is away from the office.



City Manager Brandt explained, “Unless I have transferred my authority to someone else, I am the contact person... I always have my phone on. If I’m not available, you can always contact Eddie (Bowling), the Assistant City Manager, and he can act in my stead for any of those things, because that’s the chain of command.”

That being said, the PD or FD Chief will take lead during an emergency event, depending on the emergency. They will directly call in whatever resources they need. (For example, if they need barricades, they will contact the Public Works Director directly, rather than going through the City Manager.)

He said City Council Members never need to instruct employees what to do. The City Manager will be the contact person. However, Council can contact department heads directly, if they cannot reach the City Manager or the Assistant City Manager and they need an update on an emergency situation.

He said if he were going out of the country or wouldn’t be able to perform his duties, he would designate someone. But if he were going somewhere that he could stay in contact, even while on vacation, it’s okay for Council to contact him, if the Assistant City Manager isn’t available.

Council asked for a list of phone numbers for department heads.

10. Adjournment – Council Member Sellars moved to adjourn. Council Member Williams seconded. *Motion unanimously approved 7 – 0.*

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Raleigh York, Jr., Mayor

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Wendy S. Martin, City Clerk  
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**MINUTES FOR THE THOMASVILLE CITY COUNCIL MEETING ON MONDAY, JULY 17, 2023 AT 6:00 PM AT 20 STADIUM DRIVE, THOMASVILLE, NC.**

Elected officials in attendance: Mayor Raleigh York, Jr.; Mayor Pro Tempore Jeannette Shepherd; and Council Members Doug Hunt, Wendy Sellars, Lisa Shell, Hunter Thrift, and Payton Williams. Council Member Ron Bratton had an excused absence.

1. Call to Order – Mayor York called the meeting of the Thomasville City Council to order and welcomed everyone in person and online.
2. Additions and Deletions to the Agenda – City Manager Michael Brandt requested that Council add the following items:
  - 7. E. – Consideration of Resolution in Support of the Creation of the Eastern Piedmont NC HOME Consortium
  - 9. Closed Session – Real Estate

Council Member Thrift moved to approve the agenda as amended. Council Member Hunt seconded. Motion unanimously approved 6 – 0.

3. Recognitions and Presentations

- A. Proclamation – Parks and Recreation Month (July) – Council Member Thrift presented this proclamation to Parks and Rec. staff Molly Hussey and Caprisha Davis.
- B. Declaration of Support – United Way of Davidson County Month (August) – Mayor Pro Tem Shepherd presented this declaration to United Way Davidson County’s President Kristie Hege and Campaign Director Angel Rich.

Ms. Hege thanked Mayor York and the Council Members for recognizing the positive impact the United Way has had on the county for over 6 decades.

She said it is their mission to bring together community resources to identify and meet the human service needs in Davidson County and to unite our community to solve problems that no one organization can address alone.

She advised that United Way of Davidson County currently funds programs for 25 local non-profits, and through those programs, they were able to provide assistance to 34,115 people in need, which is over 20% of the entire population of the County.

She said they are investing \$922,353 into positive, life-changing programs in Davidson County this year. Their goal for the upcoming campaign is to invest \$1M into the community next year. The theme this year is “United We’re Strong.” She invited everyone to attend a campaign kickoff breakfast on July 28<sup>th</sup> at the J. Smith Young YMCA at 7:30 A.M.

4. Public Forum – No one came forward to speak.
5. Public Hearing to Consider Designating the T. Austin & Ernestine Lambeth Finch House as a Historic Landmark

Andrew Clement, owner of the Finch House at 17 East Main Street, spoke in favor of declaring the house a local historic landmark. He said, “Not only is it architecturally important, but it’s significant for who built that house and what that family has meant to this community.” He said it was listed on the National Registry of Historic Places on August 19, 2019. He hopes that putting it on the local registry will ensure that it is always maintained and celebrated.

Nobody spoke against it.

Council Member Thrift moved to approve the designation. Council Member Hunt seconded. Motion unanimously approved 6 – 0.

6. Consent Agenda – City Manager Brandt spoke briefly about each of these items:
  - A. Consideration of Approval of Minutes – Special Called Meeting (Budget Hearing) on 06/05/23
  - B. Consideration of Approval of Minutes – Briefing Meeting on 06/12/2023
  - C. Consideration of Approval of Minutes – Council Meeting on 06/20/2023
  - D. Consideration of Street Road Closure Ordinance for Everybody’s Night – Sept. 29, 2023 as required by the NCDOT to close a State road.
  - E. Consideration of Street Road Closure Ordinance for Everybody’s Day – Sept. 30, 2023 as required by the NCDOT to close a State road.
  - F. Consideration of Amendment to Thomasville Code of Ordinances Chapter 82 – Utilities

This series of amendments updates the ordinance so that the installation of new water and sewer taps becomes the responsibility of the developer or owner of the property. This change is requested because the City is losing money on most, if not all, new taps due to the expense of the taps, time that it takes to schedule, and limited staff available to install taps. The true cost of development is being borne by the private developer, not the utility. The effective date will be October 1, 2023 to allow time for the development community to adjust to the new requirements.

- G. Consideration of Resolution accepting offer of dedication of Valley Drive in the City of Thomasville

This is an extension of Valley Drive off of May Road.

- H. Consideration of Resolution of Support of NC Governor’s Highway Safety Program Grant, Year 2

This grant provides grant funding for an officer assigned to traffic and DUI enforcement task force.

I. Consideration of Amendment to Thomasville Personnel Policy, Article XVIII, Sections 14 & 15

These two sections are temporary policies to encourage the attraction and retention of employees. Article 14 is a policy for all positions that states if an employee recruits a new employee, and they are hired and stay at least 6 months, each receives a \$500 bonus. Article 15 is specific for lateral transfers in the TPD, providing a recruiting bonus of \$3,000, paid out over a 2-year period. These would be in effect until December 31, 2023.

Council Member Hunt moved to approve all the items on the Consent Agenda. Council Member Shell seconded. Motion unanimously approved 6 – 0.

7. Regular Agenda

A. Consideration of 90-Day Moratorium on Enforcement of the Noise Ordinance in the Downtown C-4 District

City Manager Brandt said the moratorium on the enforcement of the noise ordinance would be in effect in the C-4 Downtown Commercial District for 90 Days to provide time for the City Council to develop a new noise ordinance that meets the Council's intent to provide protection to the community while also allowing appropriate commercial uses in the downtown area.

Council Member Thrift moved to adopt this moratorium. Council Member Williams seconded. Motion unanimously approved 6 – 0.

B. Consideration of Amendment to Thomasville Code of Ordinances, Section 54.2, Possession or Consumption of Alcoholic Beverages, Intoxication on City Property

This would amend the ordinance so that possession and consumption of alcoholic beverages would be allowed on "Everybody's Night" each year at the E. Main Street area between Salem and Memorial Park Drive and the clock tower parking lot.

Council Member Hunt moved to approve this amendment. Mayor Pro Tem Shepherd seconded. Motion unanimously approved 6 – 0.

C. Consideration of Resolution of the Thomasville City Council to Conduct a Public Hearing on August 21, 2023 at 20 Stadium Drive, Thomasville, for the Purpose of Considering a Closure of a Portion of Kahler Street

This is regarding a portion of Kahler Street that is unopened and does not connect to any public right-of-way.

Council Member Thrift called for the public hearing and moved to approve the Resolution regarding the closure of a portion of Kahler Street. Council Member Hunt seconded. Motion unanimously approved 6 – 0.

D. Consideration of Amendment to Thomasville Personnel Policy, Article III, Section 3

This amendment of the Police and Fire career ladders creates a sunset clause for the waiver of educational requirements. This amendment will phase those waivers out, allowing 4 years from today's date to obtain an Associates degree and 6 years to obtain a Bachelor's degree for promotions. Until those dates, employees can continue to be promoted without the educational requirements.

Council Member Thrift moved to adopt this amendment. Council Member Shell seconded. Motion unanimously approved 6 – 0.

E. Consideration of Resolution in Support of the Creation of the Eastern Piedmont NC Home Consortium

City Manager Brandt explained that this is an opportunity for the City to join a consortium to obtain Housing and Urban Development funding through the federal government for affordable housing projects.

To be included, counties and cities can join the Consortium by approving a Resolution in Support. By joining the Consortium by August 15<sup>th</sup>, Thomasville would be included in the pool of those who could seek funding. There is about \$3M of funding available for our region. We, or groups that we are working with, could apply for funding for affordable housing. For instance, the developers for the Pine Street Hospital or Kern Street School sites would be eligible to apply. The program does not guarantee funding for any specific project, but if we are not included in the proposal, we will not be eligible for any funding through the HOME program.

Mayor York added that the following Counties are included in this Consortium: Alamance, Caswell, Davidson, Randolph and Rockingham.

Council Member Hunt moved to approve this resolution. Council Member Sellars seconded. Motion unanimously approved 6 – 0.

8. Committee Reports and Appointments, Mayor's Report and Appointments, City Manager's Report, City Attorney's Report – No action was taken.

Council Member Williams warned of the dangers of being outside in the heat. She asked that everyone be careful and check on their neighbors. She thanked City Employees who have to work outside.

Council Member Thrift encouraged people to apply for the new elected school board.

Council Member Hunt thanked City Staff for all the work that they did on the Main Street Program. He said, "We were the only ones picked in the whole state to be part

of the Main Street Program. So, Michael (Brandt) and our (downtown) economic developer Tammy Joyce and everybody did an excellent job!”

He also thanked all staff and former council who got the Aquatic Center started. He said, “The first month here has been just unbelievable with the amount of people that have been here enjoying this nice facility. It has been really great.”

He wished Lisa and Payton good luck on their run for re-election.

Mayor York was happy to report that he swore in six new police officers today, and TPD is in the process of hiring more to fill all the openings. Police Chief Carter is continuing to work hard to attract new applicants.

City Manager Brandt reminded everyone to keep vigilant during the height of summer and watch your family and pets for signs of heat stroke or exhaustion. Try to stay indoors at the height of the day.

An affordable way to stay cool is to come to the Aquatic Center. Generally, it is open from 1 PM – 5 PM for open swim for all and 5 – 7 pm for family swim (under 6 and over 21 only). On weekends, we have block scheduling from 11 – 3 and 3 – 7. The pool is very popular. We have had over 10,000 entries so far this summer.

The City received notice that the Hi-Toms are exercising their right under their contract to vacate the *offices* at the Ball Park Community Center effective August 15. The Hi-Toms have also indicated their wish to re-open negotiations on rental of the remaining facilities.

Election filing has begun for the November 2023 elections. Those wishing to file to run for one of three *City Council* seats should visit the Davidson County Board of Elections. Note, these terms are for 4-years, and it costs \$10 to apply.

In addition, the City will be holding elections for the *Board of Education* for the first time. All 5 seats on this Board are up for election. It costs \$5 to apply for this position.

I am proud to announce that after many years of work, the City has been named a Downtown Affiliate Community for the NC Main Street Program. This provides 2 years of support from the NC Department of Commerce to prepare for entry into the Main Street Program. Main Street has been utilized across the state and country to help revitalize downtowns through historic preservation, economic vitality, special programming, and organization of businesses, property owners, volunteers, and local governments to preserve and enhance downtowns – the heart of every community. My thanks to City Council for supporting this effort and for the work of Tammy Joyce and the PACE group to get us ready for this program. As I told Tammy recently, now the work really begins! We have two years to complete the program and be accepted into the full Main Street Program. We are building a Better Thomasville Together.

9. Closed Session – Real Estate

Council Member Thrift moved that Council go into closed session for a real estate matter. Council Member Shell seconded. Motion unanimously approved 6 – 0.

No action was taken in closed session.

10. Additional Items – N/A

11. Adjournment – Council Member Sellars moved to adjourn. Council Member Shell seconded. Motion unanimously approved 6 – 0.

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Raleigh York, Jr., Mayor

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Wendy S. Martin, City Clerk

**MINUTES FOR THE SPECIAL CALLED MEETING OF THE THOMASVILLE CITY COUNCIL ON MONDAY, JULY 24, 2023 AT 11:00 AM AT 20 STADIUM DRIVE, THOMASVILLE, NC.**

Elected officials in attendance: Mayor Raleigh York, Jr.; Mayor Pro Tempore Jeannette Shepherd; and Council Members Doug Hunt, Lisa Shell, Hunter Thrift and Payton Williams. Council Members Ron Bratton and Wendy Sellars were absent.

1. Call to Order – Mayor York called the meeting of the Thomasville City Council to order.

Council Member Thrift moved to approve the agenda if items 2 and 3 were switched so that the closed session would be first. Council member Hunt seconded. Motion unanimously approved 5 – 0.

3. Closed Session – Personnel

Council Member Thrift moved to go into closed session for personnel matters. Council member Shepherd seconded. Motion unanimously approved 5 – 0.

No action was taken in closed session.

2. Consideration of Approval of Settlement Agreement regarding Mark Wheeler v. City of Thomasville, et al.; Davidson County Superior Court Case 22-CVS-1494

Council Member Thrift moved to approve this Settlement Agreement. Council member Hunt seconded. Motion unanimously approved 5 – 0.

4. Adjournment – Council Member Williams moved to adjourn. Council member Shell seconded. Motion unanimously approved 5 – 0.

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Raleigh York, Jr., Mayor

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Wendy S. Martin, City Clerk



# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name Personnel/Finance

Committee Date  
And Agenda # 

8.8.23	PF1
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**Item Name:**

Consider Approval of Revision to Purchasing Policy Regarding P-Card Purchasing Transaction Limit

**Description of Item:**

See Memo

**Back-Up Materials:**

Memo; Highlighted revisions of Policy

**Council Action Requested:**

Approval

Requested By: Thomas Avant

Department: Finance

# Memo

**To:** Mayor, City Council, and City Manager

**From:** Finance Director

**Date:** 7/10/2023

**Re:** Consideration of Revision to Purchasing Policies/Procedures Manual – P-card Transaction Limit

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We are requesting a revision to the city's Purchasing Policy Manual. The suggested revision is included and highlighted in your agenda packets.

Over the past year, Megan Widener, an Accounting Clerk in the Finance Department, has been pursuing certification as a Certified Local Government Purchasing Officer (CLGPO) through the North Carolina Association of Governmental Purchasing (NCAGP) and the UNC School of Government. In her coursework and training, she's had the opportunity to network with many local government purchasing personnel across the state. She's obtained a wealth of research and information on purchasing industry best practices of N.C. local governments.

Regarding purchasing card standards and guidelines, it's noted that our p-card transaction limit of \$500 as stated on page 13 of our Purchasing Policies/Procedures Manual is extremely low when compared with other local government entities. Most entities have a limit of \$3,000-\$5,000. We are requesting increasing our threshold to \$3,000.

The change will be beneficial in a number of ways, with no downside from our perspective. Increasing the threshold will reduce the number of A/P invoices submitted to Finance for processing for routine small-scale purchases of goods and services. Departmental p-card administrators will continue to ensure compliance with all purchasing policies and procedures, which is similar to the process for submitting A/P invoices for payment (in lieu of using a p-card). Finance would no longer receive numerous requests from p-card users to increase their transaction limit for routine purchases that exceed the \$500 threshold. City cost savings would also result from an increased threshold, as we receive larger rebates monthly from Bank of America as our p-card spending amount increases. Vendors receive payment quicker, which leads to better vendor relations and reduces the likelihood of late payments and associated fees on our part. The time and effort of Finance staff to process p-card purchases is

significantly less than processing A/P invoices for payment, and we still provide administrative oversight for all p-card purchases.

The proposed revision to the manual will allow us to be more efficient, increase our monthly p-card rebates from Bank of America, reduce unnecessary administrative burden on Finance and all city departments, and better align us with industry best practices across NC local governments. The proposed revision is highlighted in your agenda packets. Thank you very much for your consideration.

## VI. PURCHASING PROCEDURES

The purchasing process is designed to provide a proper system of internal control over purchasing, to ensure that the proper authorizations are obtained before items are purchased, and to ensure that statutory requirements for purchasing are followed. This procedure covers the purchase of apparatus, supplies, materials and/or equipment for items costing over \$500. Purchases \$3,000 or less can be handled by a purchasing card (see section VI. D.) or for purchases less than \$25.00, petty cash (see section VI. F.) may be used. This process and the documents used by the City of Thomasville are described in this section.

### A. Purchase Orders: Field and Formal

The basic document in the purchasing system is the purchase order. No Purchase Order can be processed until the Finance Department receives an "Authorized" electronic requisition from the ordering department. No invoice over \$500 may be honored for commodities unless it is supported by a properly signed purchase order. The purchase order is pre-numbered for control purposes and should include complete specifications or reference to specifications, as well as shipping and invoicing instructions. To be valid, a City Purchase Order must be completed and signed by the Finance Director or acting Finance Officer or the Department Head acting as a Deputy Finance Officer. Copies of the approved purchase orders should be transmitted to and filed by various divisions within the City for future use/reference.

- Preparation of the requisition is the first step in the purchase order process. A requisition (request for a purchase order) should be prepared by the department director or approved personnel requiring purchased commodities. The requisition should show the quantity and type of commodities needed, the purpose for which they are to be used, and the date required. Once the department director approves the requisition, it is automatically forwarded to the Purchasing Division via the City's Financial System.
- On receipt of the requisition from the department, Finance reviews the requisition for the commodities needed. Based on proposed spending amount (bid thresholds) he/she then reviews or solicits quotes from various vendors, following the price quote, informal written quotes or formal bidding procedures as necessary. Bid threshold amounts are covered in the City Purchasing Procedures section of this policy.
- If the commodity is financed with special funds through federal and/or State grantor, the required federal clauses and/or regulatory provisions must be attached to the purchase order and/or included in the contract.
- The Finance Department may not certify any requisition unless sufficient unencumbered funds are available to pay the purchase order obligation when it is due. The City's Financial System evaluates the funds available during the obligation and approval process.
- Once approved, copies of the purchase order should be distributed/stored as follows:
  - To the vendor, preferably by email

- Certificate of Insurance if vendor will perform or enter on City property.

#### **D. Purchasing Cards**

Purchasing cards enable a unit to make small purchases more quickly and efficiently by minimizing paperwork and processing time. Similar to VISA and MasterCard formats, purchasing cards can be processed by vendors just like personal charge cards. Rather than making multiple small payments to many vendors, the organization makes one disbursement to the card provider. Vendors receive payment within a few days of the transaction without extra paperwork. Posting information and transaction detail can be reviewed and authorized by the cardholder throughout the month and reconciled to the monthly statements prior to payment, thereby significantly reducing data entry tasks in accounts payable. Inventories can be reduced or eliminated, since items are now purchased when needed. As with any type of purchasing procedure, adequate controls must be established to ensure that public funds are expended properly. These include built-in transactional limits for any one card, cardholder education, pre-audit certification, and supervisory review procedures. Purchases can be limited by amount per transaction, total per time period, number of purchases per time period, Merchant Category Codes, etc. Each card can be encoded with specific controls unique to the cardholder's job responsibilities. These controls also can be enacted on individual, divisional, or departmental lines.

Purchasing cards will be issued, with department head approval on a Purchasing Card New Card Holder Enrollment Form (see Appendix B) to those who actually make official City purchases from a vendor. Purchasing cards will only be issued to employees who have completed their probationary period of employment with the city. Cardholder education includes informing card users of all procedures, regulations, etc. and the consequences of improper use. As a condition to have a purchasing card, cardholders sign a Purchasing Card Employee Agreement form (see Appendix C) that acknowledges they have been trained, read, and understand these rules prior to receipt of a card. Cardholders are also trained to verify and code monthly statements to facilitate uploading of information into the accounting system. The purchases made via purchasing cards are subject to the pre-audit certification requirements. After cardholders have verified and coded their weekly purchases, supervisors should review the transactions and cost receipts. At the end of the month, purchasing card monthly statements and receipts should be forwarded to the Accounting Division for processing no later than the 12<sup>th</sup> day of the following month, signed by cardholder and supervisor. Prior to termination of employment with the city and receipt of last payroll payment, employees must surrender their p-card to the P-card Administrator in the Finance Department.

Department Heads have been delegated the authority to pre-audit procurement card transactions and approve purchases of goods and services made up to \$3,000. This \$3,000 limit applies to the aggregate cost of the purchase and not to the individual cost of each item.

No purchasing card purchase over \$3,000 shall be made without prior approval from the Finance Department. All transactions shall be pre-audited by a Department Head before purchases may occur. Department Heads may assign employees purchasing limits below the \$3,000 policy threshold. If an employee needs to make a purchase above their pre-set spending limit, the employee should request their Department Head email a temporary limit increase to the Purchasing Card Administrator.

Purchasing cards should only be used for items that are purchased for the official use of the City of Thomasville. Purchasing cards should not be used for the following:

- Services such as plumbing, electrical, printing, etc.
- Gasoline – A fuel card can be issued for fuel purchases so federal excise taxes are not charged to the City.
- Any item that relates to or used in or with computers including printers, scanners, monitors, keyboards, etc. without prior approval from the Information Technology Department.
- Any item over \$3,000 without prior approval from the Finance Director or his/her designee.
- Uniforms, body armor, utility belts and associated gear, handcuffs, spray, safety vests, all weather gear and clothing, and shoes and boots.
- Alcohol
- Meals – except for meals purchased while traveling or meals purchased for employees who are unable to leave a work site (i.e., emergency situations). All meal purchases must be pre-approved by the Finance Department.
- When a purchasing card is issued to an employee, only the employee, the person named on the card, is authorized to use it and no one other can “borrow” the card.

The Finance Department will review individual card activity and reserves the right to revoke the use privileges from the cardholder, if deemed necessary. Department p-cards are kept by the P-card Administrator in Finance. Cards should only be used when a user is in possession of the card.

The Finance Department maintains an Amazon Prime business account for the city. Designated person(s) – department/division directors and/or their appointees – are authorized to make online purchases from the city’s Prime business account. The designated representative(s) will create and maintain their own username and password and connect their authorized city purchasing card to the user account. The city’s Purchasing Card Administrator in Finance will maintain the list of authorized users. No city purchases are allowed from an employee’s personal vendor account nor are city purchasing cards allowed to be stored in an employee’s personal vendor account. No personal credit cards or personal purchases are allowed from the city’s business account.

#### **E. Fuel Cards**

Fuel Cards will be assigned to City personnel based on Department Director approval. Fuel cards are required to be used to purchase fuel for City vehicles. It is not appropriate for employees to use purchasing cards to purchase fuel.

#### **F. Petty Cash Expenditures**

A petty cash fund has been established in approved departments for the purchase of expendable items (including but not limited to car washes, office supplies, etc.) costing less than \$25.00. Employees wishing to purchase items, and be reimbursed with petty cash, should obtain a petty cash form (see Appendix D), provide a receipt for the purchase and return the cash form to the petty cash administrator.

***B. City of Thomasville Quick Reference Matrix  
Purchasing Thresholds & Procedures for Apparatus, Supplies, Materials, or Equipment  
(See also purchasing procedure flow chart for materials – Appendix J.)***

<b>Threshold</b>	<b>Approvals Required</b>	<b>Procedure</b>	<b>Form of Contract</b>	<b>Contract Signature Authority</b>
Less than \$10,000	Department Director or Designee	Department purchases with P-Card (up to p-card limit) - \$0-3,000 Backup documentation/quotes maintained by using department (obtain 3 written quotes if possible) Department enters Field Purchase Order for purchase above \$500 – 9,999	Purchasing Card  Field Purchase Order	Finance Officer/
\$10,000 to \$89,999	Department Director or Designee	Department expected to seek best value/competition or use available state contract or cooperative purchasing entity Department obtains informal quotes Purchase Requisition entered by Department	Formal Purchase Order	Finance Officer/
\$90,000 and over	Department Director City Council	Department submits written specifications Department is required to obtain formal bids using procedures outlined in NC General Statutes Department submits staff report with recommendation of bid award to the appropriate City Council Committee and on the subsequent City Council agenda City Council awards bid Purchase Requisition entered by Department	Formal Purchase Order and/or City Standard Contract; or Vendor's Contract with City Attorney Approval	Finance Officer/

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name Personnel/Finance

Committee Date  
And Agenda #

8.8.23	PF2
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**Item Name:**

Consider Approval of Revision to Personnel Manual Appendix A & Approve 2 new employee positions.

**Description of Item:**

Addition to Appendix A to add position titles in Finance Department. Purchasing Officer Grade 26; Accountant Grade 24. In addition, approve two new position descriptions for these positions. This is part of a re-organizational effort and does not add any new employees to the department. The changes to the titles provide more clarity as to the functions of the individual staff responsibilities.

**Back-Up Materials:**

Revised Appendix A; Position Descriptions for Accountant and Purchasing Officer

**Council Action Requested:**

Approval

Requested By: Thomas Avant

Department: Finance



**OPEN FOR ALL QUALIFIED APPLICANTS  
OPEN UNTIL FILLED**

**NOTICE OF POSITION VACANCY  
CITY OF THOMASVILLE**

**POSITION TITLE: PURCHASING OFFICER**

**SALARY: GRADE 26: \$43,737.77 - \$73,844.24**

**FLSA CLASS: HOURLY (NON-EXEMPT)**

**DESCRIPTION OF DUTIES:**

- Verification of requisitions and determination of propriety of purchase
- Directs and performs the administration and controls of the procurement card program; Reviews and processes procurement card charges and monthly statements
- Consults with appropriate vendors, receives and analyzes quotations and bids for relative prices and for consistency with specifications
- Directs or personally performs the preparation of proposals, issues purchase orders, and recommends the awarding of contracts to vendors, verifies commodity and service quality
- Attends bid openings, takes all pertinent information relating to the bid process, processes legal advertisement on bids
- Conducts correspondence on purchasing matters
- Supervises surplus equipment disposal, including legal and City Council actions as may be required
- Reviews, modifies, and establishes operating procedures including purchasing manual, procurement card manual, and internal process manual
- Supervises system wide purchasing operations of the City of Thomasville to include procurement of goods and services in a consistent manner with applicable laws and regulations
- Analyze and research goods and services that are available to the City of Thomasville from state contract and other cooperative purchasing entities
- Maintains frequent contact with engineers, architects, project managers, and management regarding construction and renovation projects

- Evaluates bids and makes recommendation based on competitive costs and city needs
- Processes legal advertisements for projects
- Conducts correspondence on purchasing matters to resolve issues
- Oversees the preparation of appropriate documents necessary for purchase of materials, supplies, equipment, and service contracts; this includes the supervision of all bid process documentation
- Provides purchasing, p-card, and NaviLine system training to end users
- Responsible for all agreements for services that include working with the end user and City Attorney regarding scope of work, terms and conditions, and any provisions related to the service
- Work closely with state contract vendors and cooperative programs to pursue cost savings
- Maintain and update Finance Department and Purchasing page of city website as necessary

## **RESPONSIBILITIES:**

In addition to purchasing duties outlined:

- Monitors project statuses, reviews encumbrance balances and prepares adjustments
- Coordinates and manages the vendor verification process, processing all necessary documents for Form 1099 reporting; prepares the annual sales tax refund; supports the annual materials and supplies inventory count and calculations; provides technical financial management assistance to other departments and coordinates statutory reports and other filings
- Ensures requests for payment comply with state and federal regulations and city policy
- Audit employee expense requests for accuracy and compliance with city and federal policies and regulations
- Processes a high volume of payments for invoices by issuing payments to internal and external vendors in a timely manner and checks the validity of each payment; ensure the proper general ledger account classification of expenditures and source documents for payments; implement city policies and procedures
- Administers the annual escheat process for outstanding checks
- Processes purchase orders and reconciles receipt of goods and services with payments due to vendors
- Reviews purchase order authorizations and processes all invoices for payment; processes all grant project and capital project payments
- Perform additional duties as necessary and at the direction of department management

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of municipal government purchasing and accounts payable functions. Must have effective communication skills and leadership qualities. Considerable knowledge of relevant computer software and applications.

## **PHYSICAL REQUIREMENTS:**

Work is usually sedentary and limited to office settings. Must possess the visual acuity to prepare and analyze data and figures for accounting reports; to operate a computer terminal and must be able to perform extensive reading. Must be able to talk and hear normally.

## **DESIRABLE EXPERIENCE AND TRAINING:**

Bachelor's degree in purchasing, accounting, marketing, public administration, business administration, finance, or a related field; 3–5 years of experience in municipal government purchasing and/or accounts payable functions; Certified Local Government Purchasing Officer (CLGPO) or equivalent procurement certification preferred; Possession of a valid NC Driver License.

## **APPLICATION PROCESS:**

Applications can be obtained from the Human Resources Department, City Hall, Monday thru Friday, 8:00 a.m. thru 5:00 p.m. or any time on the City of Thomasville website <https://www.thomasville-nc.gov>.

## **SELECTION PROCESS:**

Applications will be reviewed to select the best qualified applicants. Selection will include a structured interview. This position is considered to be open until filled.

The City of Thomasville is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational needs.



***POSITION OPEN FOR ALL QUALIFIED APPLICANTS  
(OPEN UNTIL FILLED)***

**CITY OF THOMASVILLE  
NOTICE OF POSITION VACANCY**

**POSITION TITLE:** ACCOUNTANT

**SALARY:** GRADE 24: \$39,399.36 - \$66,978.94

**FLSA CLASS:** HOURLY (NON-EXEMPT)

**DEPARTMENT:** FINANCE

**OVERVIEW**

The City of Thomasville is seeking a qualified candidate for a full-time position in the city's Finance Department.

With an annual operating budget of approximately \$50 million, the City is responsible for establishing and maintaining key infrastructure, multipurpose public facilities and parks, and most recently, a \$6.5 million initiative to construct a new state of the art aquatic community center. As an integral employer within the City limits, the City of Thomasville has over 300 employees that serve in administrative, public works and public safety roles.

**DUTIES AND RESPONSIBILITIES**

This position will develop and maintain accounts receivable processes and strategies, prepare and submit invoices and statements, and ensure that checks are issued accurately and efficiently.

Establish new account codes in the city's financial system, maintain existing account codes, and communicate with all applicable parties on proper account coding; assist departmental leadership with annual budgetary preparation, monitoring, analysis, and related duties; assist in organizing and publishing the city's annual budget and related documents; assist in the preparation of Council agenda items for monthly agenda packets.



Directs NaviLine budget input training for city staff and provides on-going assistance to departments for general ledger inquiries and budget reports throughout the fiscal year.

Interacts and communicates with various stakeholders including Finance Department and city staff, department directors, city administration, external stakeholders, and the general public.

Assist departmental leadership with review, analysis, reconciliation, and monitoring of the city's capital projects and reviews capital project expenditures throughout the life cycle of a project; assist departmental leadership with debt issuance and administration and other projects as requested.

Assist in the preparation of the city's annual audited financial statements; provide requested documentation, schedules, and analyses to external auditors to ensure audited financial statements are complete and published on time.

Creates and maintain reports in the city's enterprise financial system for internal and external stakeholders; create monthly reporting for Council agenda packets; Prepare journal entries, monitor accounting records; reconcile information to the general ledger, process payment requests, and maintain records; complete a variety of general accounting tasks and duties; Perform research and analysis to support financial processes such as special revenue and capital project fund accounting, year-end closeout, audit process, and financial reporting.

Monitor annual operating funds of assigned departments, compile transaction reports, monitor and analyze revenues to ensure timely billings, and prepare revenue/expenditure reports; assist departments and Finance with ad hoc analysis reviews and financial accounting questions and reporting; provide training as needed; Monitor budgets, expenditures, revenues and receivables and prepare transaction detail reports for review.

Provide support to Purchasing Officer as needed for invoice and direct pay processing, review and processing of procurement card charges and monthly statements, performance of weekly check runs; satisfaction of accounts payable in a timely and efficient manner; setup and maintenance of vendor information, including maintaining W-9 and Certificate of Insurance filing; processing purchase orders; receipt of occupancy tax payments and distribution of occupancy tax forms; annual 1099 issuance process; assist with other A/P duties as needed.

Preparation of invoices for lien processing, calculation of payoff amounts for liens, correspondence with lawyers, and processing payments received; perform daily cash reconciliation on behalf of Finance



Assist departmental leadership with financial analyses, reporting, and other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to independently research and analyze information and to propose programs and projects.
- Ability to develop clear and concise reports, correspondence, and other related output.
- Ability to effectively communicate, both orally and in writing.
- Ability to work independently with minimal supervision.
- Ability to establish and maintain effective working relationships with a variety of individuals and diverse groups, and to develop a consensus on specific issues.
- Ability to prioritize work, meet deadlines, and manage multiple projects simultaneously.
- Knowledge of principles and practices of general accounting and financial management, program administration and management, and qualitative and quantitative research
- Must possess critical and analytical abilities and excellent communication skills, with the ability to solve problems and generate results.
- Knowledge of best practices, trends, and emerging technologies; principles and techniques of effective oral presentations; project management principles; modern budgetary practices; applicable federal, state, and local laws, codes, and regulations.
- Knowledge of customer service principles and specialized equipment relevant to the area of assignment, including modern office technology.
- Skills and working knowledge of project or program management; oversight of the implementation and adherence to quality assurance and standards; researching industry trends, solutions, and best practices; gathering data, analyzing



findings, and applying logic and reason; interpreting, monitoring, and reporting financial information and statistics; establishing and maintaining business relationships in support of financial management.

- Ability to coordinate deadlines and prioritize work demands; work effectively under pressure, with multiple deadlines and changing priorities; author and prepare original reports, documents, and presentations; facilitate group discussions and build consensus; manage project or program finances.
- Ability to provide customer service by utilizing a computer and relevant software applications and reporting systems; utilizing communication and interpersonal skills as applied to interaction with colleagues, supervisors, the City Council, the general public, and others to sufficiently exchange or convey information and to receive work direction.

## **PHYSICAL REQUIREMENTS**

- Must be able to physically perform the basic life operational functions of fingering (keying), feeling, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree is required in accounting, finance, public administration, business administration, or a related field from an accredited college or university; 1 - 3 years of professional experience in public sector financial analysis and compliance, financial reporting, or accounting; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.

## **APPLICATION PROCESS**

Applications can be obtained from the Human Resources Department, located at the City Hall, 10 Salem Street, Thomasville, NC 27360, Monday thru Friday, 8:00 a.m. through 5:00 p.m. or apply directly on the City's web site at <https://www.thomasville-nc.gov> .



## **SELECTION PROCESS**

Applications will be reviewed to select the best qualified applicants. Selection will include a structured interview. This position is considered to be open until filled.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Thomasville is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and organizational needs.

The City of Thomasville reserves the right to modify this job description as appropriate according to statutory compliance requirements and organizational needs.



## Appendix A. CLASSES TO GRADES SCHEDULE

CITY OF THOMASVILLE  
 CLASSES TO GRADES SCHEDULE  
 EFFECTIVE **AUGUST 21, 2023**

GRADE	Class Titles	Minimum Annual/Hourly	Maximum Annual/Hourly
12	Range/Cart Attendant Golf (Part-Time)	\$ 15,843.05	\$ 26,933.18
	Customer Service Golf (Part-Time)	\$ 7.6169	\$ 12.9486
13	Laborer I, Streets (Part-Time Summer)	\$ 20,939.86	\$ 35,291.76
		\$ 10.0672	\$ 16.9672
14			
15	Laborer I	\$ 25,397.19	\$ 43,175.20
	Office Support I	\$ 12.2102	\$ 20.7573
	Sanitation Collector		
16	Assistant Golf Professional I	\$ 27,240.92	\$ 46,309.55
	Customer Service Golf	\$ 13.0966	\$ 22.2642
	Greenskeeper I		
17	Greenskeeper II	\$ 28,000.40	\$ 47,600.65
	Laborer II	\$ 13.4617	\$ 22.8849
	Maintenance Mech/Cemetery		
18	Equipment Operator I	\$ 29,400.42	\$ 49,980.67
	Meter Reader	\$ 14.1348	\$ 24.0292
19	Collections Clerk	\$ 30,870.77	\$ 52,480.30
	Equipment Operator II	\$ 14.8417	\$ 25.2309
	Greenskeeper III		
	Laborer III		
	Meter Services Technician		
	Peak Time Collections Clerk		
	Records Clerk/Communications Officer I		
Sanitation Equipment Operator			
20	Equipment Operator III	\$ 32,413.96	\$ 55,103.72
	Fleet Service Assistant	\$ 15.5836	\$ 26.4922
	Office Support II		

	Records Clerk/Communications Officer II				
	Sanitation Equipment Operator III				
	Signs & Signals Technician				
	Lead Operator Golf				
	Auto Mechanic I				
21	Billing Clerk	\$	34,034.63	\$	56,724.37
	Assistant Golf Professional II	\$	16.3628	\$	27.8168
	Golf Turf Mechanic				
	Lead Meter Reader				
	Records Clerk/Communications Officer III				
	W/S Maintenance Technician				
22	Accounting Clerk I	\$	35,736.37	\$	60,751.84
	Auto Mechanic II	\$	17.1809	\$	29.2076
	Crew Leader				
	Office Support III				
	Records Clerk/Communications Officer IV				
	Recreation Center Director I				
	W/S Chief Maintenance Mechanic				
	W/S Plant Operator I				
23	Animal Control Officer	\$	37,523.20	\$	63,788.82
	Assistant/Spray Technician (Golf)	\$	18.0400	\$	30.6677
	Lead Billing Clerk				
	Records/Communication Supervisor				
	W/S Plant Maintenance Supervisor				
	W/S Plant Operator II/C				
	W/S Plant Relief Operator				
24	Accounting Clerk II	\$	39,399.36	\$	66,978.94
	Auto Mechanic III	\$	18.9420	\$	32.2014
	Firefighter I				
	Human Resources Technician				
	Office Support IV				
	Police Officer Trainee				
	Recreation Specialist				
	Sanitation Supervisor				
	Signs & Signals Supervisor				
	Streets Supervisor				
	W/S Plant Operator/Lab Technician				
	W/S Plant Operator III/B				
	Accountant				
25	Firefighter II	\$	41,369.34	\$	70,327.88

	Minimum Housing Inspector	\$ 19.8891	\$ 33.8115
	Police Officer I		
	W/S Plant Operator IV & A		
	P/T Fire Inspector III		
26	Code Inspector I	\$ 43,737.77	\$ 73,844.24
	Collections/Customer Service Supervisor	\$ 20.8835	\$ 35.5020
	Fire Equipment Operator I		
	Fire Specialist/Rescue		
	Lead Accounting Clerk		
	Police Officer II		
	Purchasing/Inventory Specialist		
	W/S Lead Plant Operator		
	Purchasing Officer		
27	Code Inspector II	\$ 45,609.69	\$ 77,536.47
	Downtown Economic Development Director	\$ 21.9277	\$ 37.2772
	Engineering Technician		
	Financial Analyst		
	Fire Equipment Operator II		
	Garage Supervisor		
	Human Resources Analyst		
	PC Support Specialist		
	Master Police Officer I		
	Rescue Equipment Operator		
	Risk Manager		
28	Business License Inspector		
	Code Inspector III	\$ 47,890.17	\$ 81,413.28
	Master Police Officer II	\$ 23.0241	\$ 39.1410
29	Accounting Operations Manager	\$ 51,290.36	\$ 87,193.63
	City Clerk	\$ 24.6588	\$ 41.9200
	Police Corporal		
30	Fire Captain	\$ 52,798.91	\$ 89,758.13
	Police Sergeant	\$ 25.3841	\$ 43.1529
	Rescue Captain		
31	City Surveyor	\$ 55,438.88	\$ 94,246.08
	Golf Course Superintendent	\$ 26.6533	\$ 45.3106
	Head Golf Professional		
	Lab Supervisor		
	Maintenance Construction Superintendent		
	Master Sergeant		

	Planning/Zoning Administrator		
	Recreation Program Director		
	Sanitation Superintendent		
	Street Superintendent		
	Superintendent of Parks		
	W/S Plant Superintendent		
32	Director of Emergency Management	\$ 59,375.01	\$ 100,937.65
	Division Chief/Fire Marshal	\$ 28.5457	\$ 48.5277
	Division Chief of Fire and Life Safety		
	Division Chief of Training		
	Fire Battalion Chief		
	Police Lieutenant		
	MIS Assistant Director		
33		\$ 62,343.77	\$ 105,984.43
		\$ 29.9730	\$ 50.9541
34		\$ 64,177.40	\$ 109,101.57
		\$ 30.8545	\$ 52.4527
35	Assistant Finance Director	\$ 67,386.27	\$ 114,556.64
	MIS Director	\$ 32.3972	\$ 55.0753
	Police Captain		
36	Police Major	\$ 70,755.60	\$ 120,284.52
	Public Works Director	\$ 34.0171	\$ 57.8291
	Deputy Fire Chief		
37	Finance Director	\$ 74,293.37	\$ 126,298.74
	Human Resources Director	\$ 35.7180	\$ 60.7205
	Police Chief		
	Recreation Director		
38	City Engineer	\$ 78,008.04	\$ 132,613.68
	Fire Chief	\$ 37.5039	\$ 63.7566
	Utilities Director		
39	Peak Time City Attorney	\$ 81,908.43	\$ 139,244.35
		\$ 39.3791	\$ 66.9444
40	Assistant City Manager	\$ 86,003.85	\$ 146,206.55
		\$ 41.3480	\$ 70.2916

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Personnel/Finance

Committee Date  
And Agenda #

8.8.23

PF3

**Item Name:**

Consideration of Amendment to City Ordinance Chapter 2, Article IV, Division 3, Section 2-152- Membership; terms of office, vacancies of Historic Preservation Commission

**Description of Item:**

Consider amendment to current HPC Ordinance to allow members to serve more than two terms. Current ordinance only allows members to serve two 3-year terms before requiring a year off before reappointment.

**Back-Up Materials:**

Amended Ordinance; Current Ordinance for reference

**Council Action Requested:**

Approval

**Requested By:**

Councilman Hunter Thrift

**Department:**

City Council

**AN AMENDMENT TO  
HISTORIC PRESERVATION COMMISSION ORDINANCE**

**BY THE CITY COUNCIL OF THE CITY OF THOMASVILLE**

The City Council finds that the City of Thomasville Code of Ordinances Chapter 2, Article IV, Division 3, Section 2-152- Membership; terms of office, vacancies of Historic Preservation Commission should be amended as follows:

Members of the commission shall serve terms of three years. Terms shall be staggered. Vacancies occurring during a three-year term may be filled for the completion of such unexpired term. ~~After serving two consecutive full three-year terms, a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his or her second full three-year term.~~ Members shall serve until their successors are appointed.

Upon the motion of Council Member \_\_\_\_\_ and a second by Council Member \_\_\_\_\_, the foregoing ordinance was passed upon its first reading by a vote of \_\_\_\_\_.

This Ordinance shall be effective August 21, 2023.

CITY OF THOMASVILLE

By: \_\_\_\_\_  
Raleigh York, Jr., Mayor  
[SEAL]

Attest: \_\_\_\_\_  
Wendy S. Martin, City Clerk

## Existing Ordinance

### **Sec. 2-152. Membership; terms of office, vacancies.**

The historic preservation commission shall consist of nine members appointed by the city council. All members shall reside within the zoning jurisdiction of the city. A majority of the members of the commission shall have demonstrated special interest, experience or education in history, architecture, archaeology or related fields. The commission shall serve without compensation. The commission may appoint advisory bodies and committees as appropriate.

Additionally, an alternate member shall be appointed by the city council. The alternate member shall be permitted to attend meetings in the same way as a regular member, but shall only participate in the deliberations and the voting of the commission at such time as it is necessary to augment the attendees of a particular meeting to obtain a quorum. The alternate member shall serve a term of three years and shall be expected to serve in all respects as a regular member, except as set forth above.

Members of the commission shall serve terms of three years. Terms shall be staggered. Vacancies occurring during a three-year term may be filled for the completion of such unexpired term. After serving two consecutive full three-year terms, a member shall be ineligible for reappointment until one calendar year has elapsed from the date of the termination of his or her second full three-year term. Members shall serve until their successors are appointed.

If any historic districts or landmarks are designated in the City of Thomasville's extraterrestrial jurisdiction (ETJ), then proportional representation must be provided on the historic preservation commission pursuant of G.S. 160D-307.

(Ord. of 4-19-99(1), § 2; Ord. of 3-21-05; Ord. of 6-20-05; Ord. of 7-21-08; Ord. No. 02-2021-ORD03, 2-15-21; Ord. No. 06-2021-ORD12, § 4(Exh. 4), 6-21-21)

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Personnel/Finance

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Committee Date  
And Agenda #

8.8.23	PF4
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**Item Name:**

Consider Approval of Extension of Resolution Amending Thomasville Police Personnel Policy
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**Description of Item:**

In April, City Council approved a series of short-term policies to allow for payment of officers willing to cover shifts on an on-call basis. It also allowed for payment of reserve officers and/or Thomasville Police retirees to be paid to help with manpower shortages. Police Department is requesting that this policy be extended until December 31, 2023.
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**Back-Up Materials:**

Amended Resolution
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**Council Action Requested:**

Approval
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**Requested By:** Chief Carter

**Department:** Police



RESOLUTION AMENDING THE THOMASVILLE POLICE PERSONNEL POLICY

CITY COUNCIL OF THE CITY OF THOMASVILLE

WHEREAS, the City of Thomasville Police Department is currently experiencing significant staffing shortages; and

WHEREAS, the City of Thomasville Police Department has hired seven police trainees to backfill these vacancies, but said trainees will not be able to operate in a solo capacity until late November, 2023 or early 2024; and

WHEREAS, the City of Thomasville wishes to provide adequate staffing levels to the Police Department until the trainees are able to serve in a solo capacity in order to provide adequate police service to its citizens.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Thomasville hereby amends the Thomasville Police Personnel Policy to allow for the following three temporary incentive programs beginning April 18, 2023, through ~~August 31, 2023~~ December 31, 2023, to help fill these staffing vacancies:

- 1) The department would like to offer an incentive of \$150.00 for one officer to volunteer to take an on-call, 4-day rotation of 12-hour shift. This would be offered to cover any unexpected sick time taken by officers, scheduled vacation-time, training, or augmentation of services during peak times. During a 24-hour period, two officers would be on-call during a 4-day period, one officer covering a 12-hour day shift and one officer covering a 12-hour night shift to be called back to duty. The unused funds in the department's salaries line items will help cover the expected expense of this option. Furthermore, officers would receive pay compensation as set forth in Thomasville City Policy, Article VII, Section 2.
- 2) The department currently has an auxiliary officer program, approved by council that has historically required reserve officers to volunteer their time when providing policing services for the city. In exchange for volunteering their time, these officers remained certified as law enforcement officers with the North Carolina Criminal Justice Education and Training Standards, and will exercise the same rights, privileges, duties, and obligations as full-time officers while on duty. The department would like to offer compensation in the form of pay for the department's reserve officers instead of volunteering their services based on the commensurate rate of that off-duty rate already being exercised for various businesses and private events throughout the city.

3) The department would seek to offer temporary employment to any retirees that would be willing to work in a patrol function or those that would be eligible. ~~This option would have the interested retiree divide their time between the Thomasville Police Department and the Davidson County Sherriff's Office such that their time does not exceed the 1000 hour limit implemented by the local government retirement system or exceed more than 50% of their retirement salaries. Presently, two department retirees are currently hired in this capacity with the Davidson County Sheriff's Office and certified as law enforcement officers with the North Carolina Sheriffs' Education and Training Standards Commission. However, these two officers will need to be certified with the North Carolina Criminal Justice Education and Training Standards Commission before working with the department.~~

Upon the motion of Council member \_\_\_\_\_, and a second by Council member \_\_\_\_\_, the foregoing Resolution was passed by a vote of \_\_\_\_\_.

Adopted this the \_\_\_ day of August, 2023.

CITY OF THOMASVILLE

By: \_\_\_\_\_  
Raleigh York, Jr., Mayor

Attest: \_\_\_\_\_  
Wendy S. Martin, City Clerk

[SEAL]



# City of Thomasville

North Carolina  
**Police Department**

**Dustin W. Carter**  
Interim Chief of Police



## Memorandum

**To:** Eddie Bowling, Assistant City Manager and Michael Brandt, City Manager

**Cc:** Mayor and Members of Council

**From:** Interim Chief Dustin Carter

**Date:** 03/31/2023

**Re:** Options to Cover Staffing Shortages

---

Many police departments around the nation are feeling the strain of vacancies with significantly less interest from hiring and recruitment efforts. Just like many of these departments around the nation, Thomasville Police is currently experiencing a significant staffing shortage as well. The Police Department currently has 16 sworn positions vacant which is 23% of the department's staffing levels. The department has hired seven police trainees to backfill these vacancies with the trainees currently attending Basic Law Enforcement Training (BLET) or planning to attend BLET in the near future. Even though the department has been able to hire seven police trainees, these officers will not operate in a solo capacity until late November 2023 or early 2024. With these challenges presented, the Thomasville Police Department is still required to provide uniformed policing services for the citizens of Thomasville while also maintaining minimum staffing patrol levels.

The department has previously made shifts in personnel from specialized divisions into the uniformed patrol division to provide adequate levels of safety for the community. These shifts in personnel have allowed the department to maintain minimum staffing levels and provide adequate service to the community such as responding to emergency and non-emergency calls-for-service. Although, these temporary moves have satisfied the department's services at the time however, the department is now entering the second and third quarters of 2023. Historically, greater demands are placed on law enforcement regarding an increase in calls-for-service as well as greater incidents of crime. City and county schools will also be ending the school year within the second quarter as well. With these changes approaching, it is essential the department propose solutions to provide adequate patrol services for the citizens. The department would like

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# City of Thomasville

North Carolina  
**Police Department**

**Dustin W. Carter**  
Interim Chief of Police



to offer the following options that are available to cover staffing shortages that would be take effect on April 18<sup>th</sup>, 2023 to August 31<sup>st</sup>, 2023:

## Option #1

- With the department's vacancies, there is approximately \$140,000 in unused funds in the department's salaries line item
- Beginning April 18, 2023 to August 31, 2023 the department would like to offer an incentive of \$150.00 for one officer to volunteer to take an on-call, 4-day rotation of 12-hour shift. This would be offered to cover any unexpected sick time taken by officers, scheduled vacation-time, training, or augmentation of services during peak times. During a 24-hour period, two officers would be on-call during a 4-day period, one officer covering a 12-hour day shift and one officer covering a 12-hour night shift to be called back to duty
- There are 136 days between April 18 and August 31, 2023 with (34) Four-Day work periods,  $136/4=34$ . The amount needed to cover this expense throughout the requested period would be \$10,200.00,  $(34) \times \$300.00 = \$10,200.00$ . This would be the minimum amount expensed for this option
- Officers that are on call and called back to duty would receive pay compensation instead of compensatory time at their hourly rate of compensation. If eligible, the officer would receive overtime rate of pay instead of straight time pay compensation based on the requirements set forth in Thomasville City Policy, Article VII, Section 2

## Option #2

- The department currently has an auxiliary officer program, approved by council that has historically required reserve officers to volunteer their time when providing policing services for the city. In exchange for volunteering their time, these officers remained certified as law enforcement officers with the North Carolina Criminal Justice Education and Training Standards
- Reserve Officers are vested with the same rights, privileges, duties, and obligations as full time officers while on duty
- In an effort to increase staffing within the patrol division, the department would like to offer compensation in the form of pay for the department's reserve officers instead of *"Excellence in Community Oriented Policing"*

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# City of Thomasville

North Carolina

## Police Department

**Dustin W. Carter**

Interim Chief of Police



volunteering their services. The department currently has three reserve officers that would be eligible to receive pay for their services

- If approved, the department would propose paying an hourly pay rate of \$30.00 for each reserve officer that provides patrol services for the city of Thomasville when available for duty. This rate is commensurate with the off-duty rate that is established by the department when officers are working off-duty assignments for various businesses and private events throughout the city

### Option #3

- The department would seek to offer temporary employment to any retirees that would be willing to work in a patrol function or those that would be eligible
- Retirees from the department that are eligible for temporary employment would not be relegated to a training period with the department due to their familiarity with the department's policies, procedures, and processes
- Two of the department's retirees are currently hired in a part-time capacity with the Davidson County Sheriff's Office and are certified as law enforcement officers with the North Carolina Sheriffs' Education and Training Standards Commission. These officers would also need to be certified with the North Carolina Criminal Justice Education and Training Standards Commission as well before working with the department
- If interested in temporary employment with the department, these officers would have to divide their time between the Thomasville Police Department and the Davidson County Sheriff's Office so not to exceed the 1000 hour limit implemented by the local government retirement system or exceed more than 50% of their retirement salaries

### Option #4

- According to NCGS 160A-283, the governing body of any city, town, or county is authorized to create and establish a joint law-enforcement officers' auxiliary force with one or more cities, towns, or counties. Each participating city, town, or county shall, by resolution or ordinance, establish the joint auxiliary police force. The ordinance or resolution shall specify whether the members of the joint auxiliary police force shall be volunteers or shall be paid

### Review of Options 1-4

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# City of Thomasville

North Carolina  
**Police Department**

**Dustin W. Carter**  
Interim Chief of Police



## **Option #1**

If approved, this option would provide immediate augmentation to uniformed services due to these officers current employment with the agency. This option would also allow the department an opportunity to provide guaranteed coverage to the uniformed division and allow officers the ability to take vacation days, seek required training, and cover for any unexpected usage of sick time. A disadvantage to this option could be costs associated with overtime expenses

## **Option #2**

If approved, the department already has an established auxiliary reserve officer program with the department. These officers are certified with the North Carolina Criminal Justice Education and Training Standards Commission and are recognized as active reserve officers with the department. This option would also provide quicker augmentation to the department's uniformed services division. Some disadvantages to this option would be costs associated with paying reserve officers as well as the limited time the officers could provide for the department due to reserve officers already being gainfully employed with other organizations.

## **Option #3**

If approved, the department would be required to pursue interest from recent retirees that are eligible for temporary employment as well as seeking certification with North Carolina Criminal Justice Education and Training Standards Commission. This process could cause a delay in services being provided to the department's uniformed division. This option also has restrictions regarding the amount of hours and earnings law enforcement retirees are allowed through the local government retirement system.

## **Option #4**

This option would require further discussions, collaborations, and research with the counties law enforcement agencies. This option would also require ordinances or resolutions from each respective agencies governing bodies to establish a joint auxiliary police force. This process would delay immediate services to the department's uniformed services division and would require approval from other law enforcement governing bodies.

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# City of Thomasville

North Carolina  
**Police Department**

**Dustin W. Carter**  
Interim Chief of Police



Although, the department believes all of these options are viable solutions to providing adequate safety and policing services for Thomasville citizens there are a few of these options the department believes would be better suited for approval. The department would like to respectfully, request approval from council to implement options 1, 2, and 3. The department believes these options provide a better timeline of service and quicker augmentation to the department's uniformed services division.

Thank you to the Mayor, city council, and city managers for any consideration given to this proposal.

Sincerely,

Dustin Carter

Interim Chief of Police

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# City of Thomasville

Strategic Plan 2023-2024





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## Introduction

Dear Mayor & City Council Members,

I am excited to introduce the Thomasville Strategic Plan for our community. This plan outlines our vision for the future of our municipality and sets out the steps we will take to achieve our goals.

Our vision is to create a vibrant and sustainable community that is inclusive, innovative, and responsive to the needs of our residents. We recognize that our community is facing significant challenges, including rapid growth, aging infrastructure, and climate change. However, we are committed to working together to find solutions that will enable us to thrive in the years to come.

To achieve our vision, we have identified six strategic priorities:

1. Sustainable Growth and Development – We will promote responsible and sustainable development that balances the needs of our residents with the protection of our natural environment.
2. Infrastructure Renewal – We will invest in our infrastructure to ensure that it is safe, reliable, and efficient, and meets the needs of our growing community.
3. Economic Development – We will encourage economic growth and diversification by attracting new businesses and industries, supporting existing businesses, and creating employment opportunities for our residents.
4. Community Safety and Well-being – We will work to create a safe and inclusive community that promotes the health and well-being of all residents.
5. Environmental Stewardship – We will protect and enhance our natural environment by promoting sustainable practices and reducing our carbon footprint.
6. Effective Governance and Leadership – We will provide transparent and accountable governance, and foster a culture of innovation and collaboration within our municipal organization.

We believe that by focusing on these priorities, we can create a community that is resilient, prosperous, and sustainable. We look forward to working with our residents, community partners, and stakeholders to turn this vision into a reality.

Thank you for your ongoing support and commitment to our organization.

Sincerely,  
*Michael M Brandt*, City Manager

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## Background

Thomasville, North Carolina, is a small city with a rich history. Founded in the mid-19th century, Thomasville was once a hub for furniture production and a major stop on the railroad. Today, the city is home to over 26,000 residents and well known for its charming downtown area and community events.

The history of Thomasville dates back to 1852 when the town was officially founded by John Warwick Thomas. Thomas was a businessperson who saw the potential for growth in the area due to its location on the newly constructed North Carolina Railroad. The town quickly grew, and by the turn of the century, it had become a major center for furniture production.

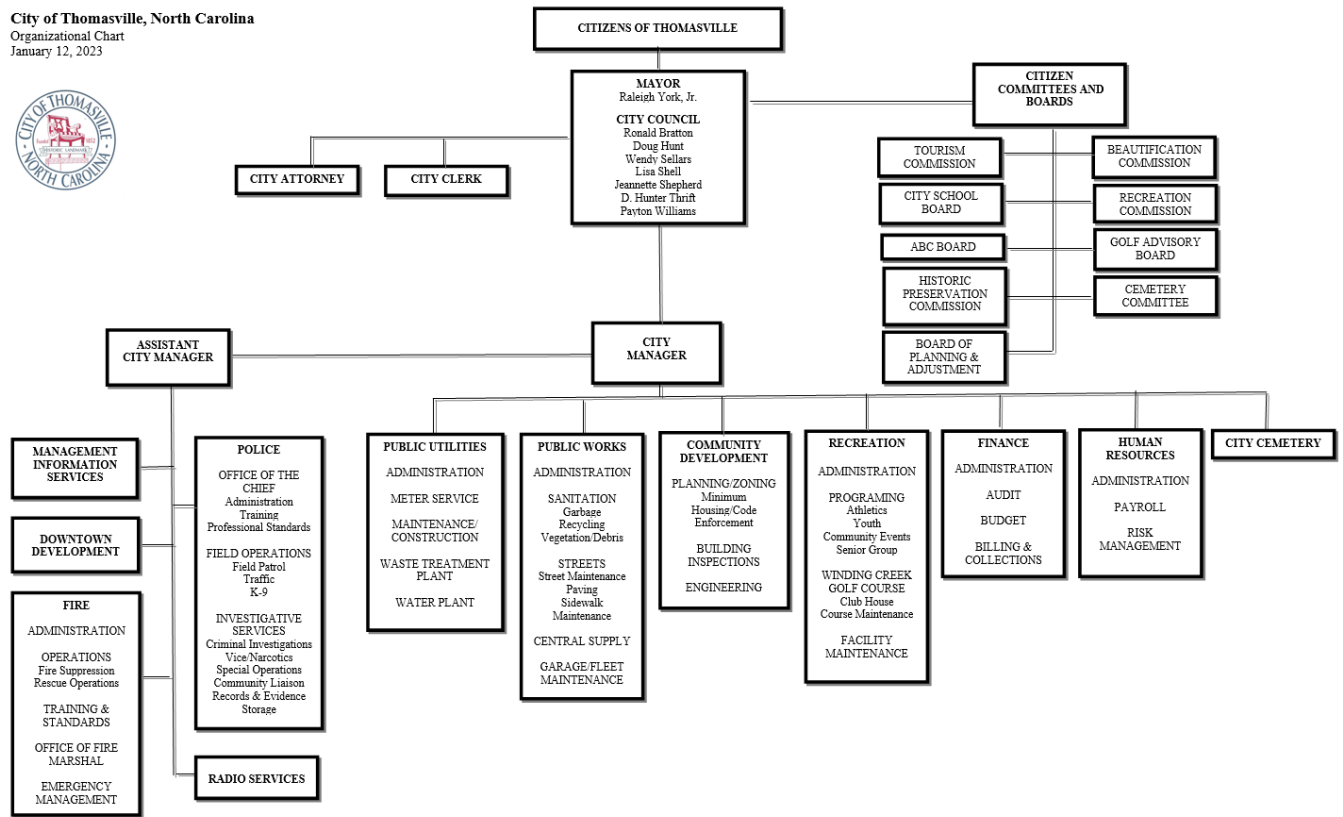
The furniture industry in Thomasville was made possible by the abundance of hardwoods in the surrounding forests. Companies like Thomasville Furniture Industries, which was founded in 1904, became household names and helped put the city on the map. The industry continued to thrive through the mid-20th century, but by the 1970s, many companies had moved their operations overseas.

Despite the decline of the furniture industry, Thomasville has remained a vibrant community. In recent years, the city has worked to revitalize its downtown area, which is home to numerous shops, restaurants, and cultural attractions. The city also hosts a number of community events throughout the year, including the annual Christmas parade and the "Everybody's Day" festival, which dates back to 1908.

Today, Thomasville is a city that celebrates its history while looking toward the future. Residents and visitors alike can appreciate the city's rich past while enjoying all that it has to offer in the present. From its charming downtown to its community spirit, Thomasville is a city that continues to evolve and grow.

# Organizational Structure

City of Thomasville, North Carolina  
 Organizational Chart  
 January 12, 2023



## Meet the Officials



*In order as pictured above:*

Council Member Payton Williams

Council Member Lisa Shell

Council Member Doug Hunt

**Mayor Raleigh York, Jr.**

Council Member Ron Bratton

Council Member D. Hunter Thrift

Council Member Jeannette Shepherd

Council Member Wendy Sellars

## Overview of City Departments

### **Administration**

This department includes the Mayor, Council Members, City Manager, Assistant City Manager, City Clerk, and Administrative Assistant.

### **Fire Service**

The Fire Service includes the Chief and administrative staff, officers, engineers, and firefighters.

### **Finance**

The Finance Department is charged with accounts receivable, accounts payable, and budget control for the City. Water and sewer bills are collected here, and any billing inquiries should be made to the Billing and Collections division of the Finance Department.

### **Human Resources**

Thomasville is an equal opportunity employer. Check with Personnel for job vacancies and employment benefits.

### **Planning and Zoning**

The Planning Department is your source for building permits, construction inspections, zoning, and minimum housing inspections. The Engineering Department maintains the maps for all flood plains and floodways. Our Engineering Department also works closely with the North Carolina Department of Transportation.

### **Police**

Community-Oriented Policing is getting to know your officers before you have an emergency. It also lets the officers know how to serve you better and help you with other public services. Our Police Department hosts events and programs such as “National Night Out”, “Neighborhood Watch” and “CRIMESTOPPERS”.

### **Public Works**

The Department is divided into the following division; City Garage, Street Maintenance (including Powell Bill Street Maintenance) and Sanitation. .

The City Garage maintains the vehicles and equipment of the City, with the exception of the heavy Fire Department trucks. The Streets division is responsible for maintaining and repairing over 100 miles of local streets and sidewalks, contracts re-paving projects, and coordinates with NC Department of Transportation for maintenance and re-paving of NCDOT streets. Sanitation is responsible for weekly trash and recycling pick-up of over 11,000 residential properties, pick-up of leaves, limbs, and other vegetative debris, and pick-up of bulk items, as needed.

### **Recreation**



Our Recreation facilities and staff offer great activities and spaces for all ages. Whether your interest is in well-being, athletics, camps, nature, arts, special events, senior activities or play, we would like to encourage you to take advantage of the benefits that our programs and spaces provide.

Winding Creek Golf Course opened in August 1997 over the reclaimed waste of the closed City landfill. The course has steep hills, and a cart is highly recommended. Fairways are tight and challenging for the experienced golfer. The greens and the fees make the course inviting for the novice, too.

### **Utilities Services**

Our Public Utilities Department is responsible for Thomasville's water service and wastewater collection and treatment. Duke Energy provides power. Piedmont Natural Gas Company provides gas. Spectrum provides cable and high-speed internet service. North State Telephone provides local phone service, as well as analog and DSL internet service.

### **DEPARTMENT CONTACTS**

#### **Administration**

Michael Brandt, City Manager      336-475-5599  
Eddie Bowling, Assistant CM      336-475-4222

#### **Engineering**

Chuck George, Planning Director      336-475-4255

#### **Fire Service**

Jason Myers, Fire Chief      336-475-5524

#### **Golf Course**

Jason Gentel, Golf Pro      336-475-5581

#### **Finance**

Thomas Avant, Finance Director      336-475-4233

#### **Human Resources**

Alicia Quick, HR Director      336-475-4229

#### **Planning & Zoning**

Chuck George, Planning Director      336-475-4255

#### **Police**

Dustin Carter, Police Chief      336-475-4275

#### **Public Services**

Daryl Poole,      336-475-4239  
Public Works Director

#### **Recreation**

Cory Tobin, Recreation Director      336-475-4281

## Mission

Our Mission is to provide quality municipal services to the Citizens of Thomasville.

## Vision

Building a Better Thomasville Together

## Core Values

**Innovative Growth** - We focus on continuous improvement – of ourselves and for the processes in which we are accountable.

**Diversity, Equity & Equality** - Our organizations should respect and appreciate differences in age, gender, ethnicity, education, physical abilities, race, and religion among individuals.

**Quality, Effective Service** - Through teamwork by supporting and empowering staff to serve the community every day. We continually raise standards and drive our teams to deliver high quality services and processes.

**Honesty & Integrity** is the foundation for everything we do. We expect everyone to do the right thing even when no one is watching.

## Strategic Priorities

To achieve our vision, we have identified six strategic priorities:

- 1. Sustainable Growth and Development** – We will promote responsible and sustainable development that balances the needs of our residents with the protection of our natural environment. We have a “Recreation for All” mindset.
- 2. Infrastructure Renewal** – We will invest in our infrastructure to ensure that it is safe, reliable, and efficient, and meets the needs of our growing community. We accomplish this with responsible budgeting and being good stewards of the community resources.
- 3. Economic Development** – We will encourage economic growth and diversification by attracting new businesses and industries, supporting existing businesses, and creating employment opportunities for our residents.
- 4. Community Safety and Well-being** – We will work to create a safe and inclusive community that promotes the health and well-being of all residents. Safe communities for all is paramount.
- 5. Environmental Stewardship** – We will protect and enhance our natural environment by promoting sustainable practices and reducing our carbon footprint.
- 6. Effective Governance and Leadership** – We will provide transparent and accountable governance, and foster a culture of innovation and collaboration within our organization. We will accomplish this with a commitment to the workforce while supporting cultural diversity and focusing on ensuring the availability of a competent workforce.

## City Council S.W.O.T. Analysis

<b>Strengths</b>	<b>Weaknesses</b>
Training	Communications
Business Owners	Homelessness / Drugs / Crime
Department Heads	Resistance to change from status quo
Leadership	Demographics – Young people leaving
Community Involvement	Quality affordable housing
Buy-in from all sectors	No strategic plan
Citizens	No defining identity similar to furniture
Resiliency	Activities for kids
Solid financial state	Infrastructure
Communication	School System

<b>Opportunities</b>	<b>Threats</b>
Financial growth	Complacency and Fear
Leveraging social media marketing	Crime / Public Safety
Communications	Not Engaging Younger Generations
Parks and Recreation	Pace of Change
New Gymnasium	Adaptability
Increasing Staff	Fear of Change
Clearly Defined Direction	Human Relations - Demographics
Generations wants Downtown / Downtown	Uniform

## Engineering

Mission: To humbly provide the resources to protect and preserve the City of Thomasville properties, easements/rights-of-ways, and infrastructure.

Vision: To provide the best service possible in a timely manner to the City of Thomasville citizens and government.

Departmental Core Values: Honesty, Integrity and Unbiased Judgement

Strategic Priorities: Address exiting employees staff shortages, community development, Bluebeam

### Engineering S.W.O.T.

Strengths	Weaknesses
Professionalism / Licensure	Reduction in personnel
Continuing education PDH's	No GIS Personnel
Communication	Changes in NC Datum
Sharing of tasks	Implementing the International foot
60+ years of experience	Multi-tasking
Working closely with other departments	Microsoft Office 365

Opportunities	Threats
New technology	Only one exit from Engineering department
Future apprenticeships	No vehicle cage
Restructuring development ordinance	Aging roof
Job creation	Lack of 4x4 vehicle

### Engineering Balanced Scorecard

Perspectives:

1. Financial
  - a. Replace Engineering Department car with 4X4 Tahoe
    - i. Initiatives
      1. Purchase with capital funds
      2. Obtain used vehicle from another division
  - b. Reduce waste
    - i. Initiative
      1. Maintain accountability and monitor waste generated
2. Customer
  - a. Coordinate with Utility Departments new GIS System
    - i. Initiative

1. Provide updated shape file data to PU Maintenance and Construction division as requested
    2. Update Utility data per new installations, surveyed data, etc.
3. Internal
  - a. Respond to staffing shortage based on potential retiring City Surveyor
    - i. Initiative
      1. Communicate with Department head/HR about vacancy
      2. Note pertinent annual tasks to be performed remaining staff
      3. Advertise engineering department position 3 months in advance
      4. Coordinate with HR on personnel qualifications
4. Learning and Growth
  - a. Continuing Education is required annually for 15 hours
    - i. Initiative
      1. Continue to take board approved PDHs
  - b. Community Development Software implementation
    - i. Initiative
      1. Attend supplier's onsite training
  - c. Bluebeam software implementation
    - i. Initiative
      1. Bluebeam University webinars and work with Planning Department on implementing Bluebeam to city departments

## Fire and Rescue Services

Mission: The greatest resource the Thomasville Fire Department will always have is the members who serve this community. The nature of the department's mission is to make sure that qualified and professional personnel are committed to providing the highest quality of emergency services and public education to the citizens of Thomasville.

Vision: Utilize a holistic approach to ensure our member's health and well-being, knowledge, and training and in-turn provide a high level of customer service.

Departmental Core Values: Professional, Committed, Excellence & Qualified

Strategic Priorities:

1. Ensure we are being fiscally responsible as an organization
2. Improve customer interaction and public education initiatives
3. Improve the health and wellness of our membership
4. Ensure members have the opportunity to participate in meaningful development and training focused on providing our customers with top-level service

### Fire Department S.W.O.T Analysis

Strengths	Weaknesses
People	Aging apparatus
Training Facility	Training - Autonomy
Leadership / Technology	Update probationary book
Daily Operations	Callback participation
Focus and Vision for the future	Outdated air monitors
City support	Time weakness – too busy
Newer Equipment	Computer training
Open Communications top / down	More thorough documentation
	Professional development
	Physical fitness

Opportunities	Threats
Regularly scheduled officer / staff meetings	COVID
More transparency	Burn out and buy-in since so busy
Communications between shifts	Budget
Rescue field	Not leaving people behind
City council demonstrations	Social media
Outside specialized trainings	Callback OT / Compensatory (Proactive)
Rotary, Lions, Chamber of Commerce – Community Outreach – Positive public Interactions	Political changes
Succession planning – Officer Development	Selfishness

## Fire and Rescue Services Balanced Scorecard

### Perspectives:

#### 1. Financial

- a. Supplement our administrative/operational/capital improvement budgets by obtaining grant funding
  - i. Initiatives
    - 1. Apply for FEMA Assistance to Firefighter's Grant, FEMA Staffing for Adequate Fire and Emergency Response (SAFER), FEMA Fire Prevention and Safety (FP&S) and other grants
- b. Exhibit fiscally responsible budget management
  - i. Initiative
    - 1. Perform in-house structural and apparatus repairs, when feasible
    - 2. Utilize part-time staff to maintain staffing levels and minimize overtime expenditures

#### 2. Customer

- a. Maintain or improve ISO Classification Rating
  - i. Initiative
    - 1. Implement extended hose lays for structures located between 1000' and 2000' from pressurized hydrant
    - 2. Implement water haul operations for structures located greater than 2000' from pressurized hydrants
- b. Increase amount of fire inspections performed annually
  - i. Initiative
    - 1. Implement mobile inspection software and improve efficiency
- c. Implement additional Fire & Life Safety endeavors
  - i. Initiative
    - 1. Conduct hands-only CPR training at various Public Education events
    - 2. Partner with American Red Cross to conduct smoke alarm canvas in high risk areas
    - 3. Partner with Habitat for Humanity to install a residential sprinkler system in a new home
- d. Improve information provided following structure fire
  - i. Initiative
    - 1. Provide affected customers an "After the Fire" booklet to assist with structure fire recovery
- e. Increase customer digital media interaction with TFD
  - i. Initiative
    - 1. Increase Nixle subscribers by advertising in water bills
    - 2. Implement QR code on apparatus/vehicles and stations that links to fire department website

#### 3. Internal

- a. Improve overall physical fitness
  - i. Initiative
    - 1. Implement a mandatory 2-hour/month physical fitness requirement



- 2. Implement an annual physical agility assessment/air consumption test
    - b. Improve internal communications
      - i. Initiative
        - 1. Monthly staff meetings followed by an update video from the Office of the Fire Chief distributed department-wide
- 4. Learning and Growth
  - a. Improve officer development training
    - i. Initiative
      - 1. Ensure all Captains, Rescue Captains, FEOs and REOs complete Brave Fire Leader I and II training
      - 2. Launch Thomasville Fire & Rescue Officer Development program
  - b. Improve current processes
    - i. Initiative
      - 1. Each crew review 6 NIOSH LODD reports and provide any recommendations for improvement for TFD
  - c. Specialized outside training
    - i. Initiative
      - 1. Send members to specialized training hosted by external agencies

## Golf Course

Mission: Our mission is to maintain and continuously improve the golf course and clubhouse facilities for present and future customers. To deliver a rewarding golf experience in line with our core values both on and off the course, by ensuring that services and facilities are of the highest possible standard, while maintaining our financial stability and providing our customers with excellent value for their money.

Vision: The vision of Winding Creek Golf Course is to provide the best golf and amenities and retaining long-term customers from the entire triad area.

Departmental Core Values:

- ❖ **Teamwork** – We work together in the best interests of the City of Thomasville with integrity and professionalism in order to achieve our goals.
- ❖ We share information and communicate clearly and simply.
- ❖ **Continuous Improvement** – We focus on continuous improvement of our golfing, clubhouse services, and social activities. We consult regularly with our customers to seek out new ideas in relation to all of our club’s activities.
- ❖ **Respect** – We provide a friendly, caring, and respectful environment for all our customers.
- ❖ **Inclusiveness** – We promote the game of golf and provide an affordable facility with a welcoming atmosphere to all who wish to participate.

Strategic Priorities: Short game area, complete all ARPA projects, increase staffing and replace golf carts.

### Golf S.W.O.T Analysis

Strengths	Weaknesses
<b>Clubhouse:</b>	<b>Clubhouse:</b>
Tournament Management	Staffing
Affordable Golf for the public	Training
Customer service	Cleanliness of Clubhouse
Tee Sheet Management	Communications
<b>Maintenance:</b>	<b>Maintenance:</b>
Course Conditions	Communications
Courteous staff to customers	Self-motivation of crew
Doing projects in house	Organization skills
Knowledge of agronomy	

<b>Opportunities</b>	<b>Threats</b>
<b>Clubhouse:</b>	<b>Clubhouse:</b>
ARPA projects	Financial constraints
Roof replacement / siding	High inflation
New carts	Job market constraints
	Cart issues (batteries)
<b>Maintenance:</b>	<b>Maintenance:</b>
Completion of short game area	Weather
Cart path repair	Obtaining and maintaining part-time staff
Irrigation improvements	
Bunker renovation	

**Golf Course Balanced Scorecard**

**Perspectives:**

- 1. Financial
  - a. 2 year goal - 5% higher Revenues
    - i. Initiatives
      - 1. Better Advertising and Rate increase
- 2. Customer
  - a. Increase Rounds of Golf 5% in 2 years
    - i. Initiative
      - 1. Better Advertising and Better amenities
  - b. More events for Customers
    - i. Initiative
      - 1. More staffing and promotion of events
- 3. Internal
  - a. Complete short game area
    - i. Initiative
      - 1. Time management
  - b. Complete bathrooms
    - i. Initiative
      - 1. Time management
  - c. Complete driving range building
    - i. Initiative
      - 1. Time Management
  - d. Upgrade irrigation controls
    - i. Initiative
      - 1. Seek alternative funding sources
  - e. Greens reconstruction 10-year
    - i. Initiative
      - 1. Seek alternative funding sources
- 4. Learning and Growth
  - a. Education for employees in all golf areas

- i. Initiative
    - 1. Budget for travel and staff trainings
- b. Continued education for managers
  - i. Initiative
    - 1. Budget for travel and staff trainings

## Finance Department

Mission: A commitment to community service, enhancement, and transformation through fiscal stewardship

Vision: Our vision is to improve the lives of our citizens through the financial viability and sustainability of city government and its operations: providing resources and services, which will enhance the quality of life among our citizenry.

Departmental Core Values:

- ❖ Diligence, efficiency, empathy, authenticity, supportive (customer and staff)
- ❖ Reliability, Purpose, Integrity, Accountability, Equity, Consistency, Honesty
- ❖ Collaborative, Communicative, Responsive, Initiative, Thoroughness
- ❖ Resourcefulness, Ethicality

Strategic Priorities:

- ❖ Continuous improvement in customer interactions, service, and responsiveness
- ❖ Cross-training for improved efficiency and functionality and reduced burden on key staff
- ❖ Progressively improve operations, processes, organizational culture, and financial positioning
- ❖ Communicate openly and effectively and provide relevant information and resources to all organizational stakeholders

### Finance Department S.W.O.T

Strengths	Weaknesses
Customer service management and supervision	Burnout in key positions
Knowledgeable and experienced staff	Staff capacity is limited in relation to similar sized local governments
Staff depth, breadth, and cross-training	Current structure of Finance Dept. (no financial analyst)
Efficient and effective staff	
Strong financial position and growth potential	
Resilience, judgement and adaptability of staff	
Information sharing through department	
Extensive grant funding for capital improvement and infrastructure projects to supplement city funds	
Reserve funding for special projects (recreation / street paving and resurfacing)	

<b>Opportunities</b>	<b>Threats</b>
Improved work distribution in department	Customer service staff turnover as a result of nature of work and compensation
Higher property tax collections through several large-scale local economic development projects	Increasing costs of goods and services and of maintaining current business operations
Continued employee empowerment (significant progress has been made)	Progressively challenging regulatory requirements, required reporting, and resulting administrative burden placed on municipal governments (audited financial statements, GASB requirements, LGC reporting, etc.)
Continuous improvement: process, procedural, and conceptual documentation (Significant progress has been made.)	Resistance to change, complacency (organizational issue)
Simplification and documentation of job processes (Significant progress has been made).	Lack of organizational and operational benchmarking with other similar-sized government organizations, which would provide necessary information required for organizational strategic change implementation to alleviate capacity issues.
	Additional grant funding adds to the departmental administrative burden.
	City government is currently operating as if we were a much smaller city - one that operates without the complexity of demands and responsibilities imposed on a city of our size - which is an organizational issue. Better utilization of current city staff and increased capacity in certain areas will be required to meet the challenges of a city our size. In addition, new positions must be planned and structured properly for maximum output and improved operations, which requires a great deal of effort and planning.
	Our department seems to catch additional duties in which no clear responsibility has been delegated/communicated in the past or in which role ambiguity exists within the organization.

## Finance Department Balanced Scorecard

### Perspectives:

#### 1. Financial

##### a. Control General Fund budget spending

###### i. Initiatives

1. Communicate with Dept. Directors throughout year to reduce operational spending if possible; track department spending monthly

##### b. Add to unassigned General Fund balance at year-end

###### i. Initiative

1. Utilize effective budget trending to:
  - a. develop accurate revenue projections
  - b. reduce budgeted expenditures when possible;
2. Communicate and coordinate with Dept. Directors and Administration in the budget development stage for effective

#### 2. Customer

##### a. Increase online/telephone utility bill payments/Increase number of customers enrolled in e-statement billing

###### i. Initiative

1. Add information to utility bills stating there is no administrative fee charged to customers for online and telephone payments
2. Add information to utility bills encouraging customers to enroll in e-billing
3. Billing and Collections staff will inform customers at City Hall and on telephone calls that payments can be made online
4. Create flyers for posting at City Hall and post information to city website to encourage customers to enroll in e-billing to reduce costs associated with paper statement processing

#### 3. Internal

##### a. Continued focus on more feasible work distribution to improve departmental operations and reduce burnout among key staff

###### i. Initiative

1. As time and opportunity permits, continue to cross-train and distribute certain responsibilities to capable staff
2. Train and assign purchasing responsibilities to Accounting Clerk as she progresses through the certification process for CLGPO
3. Assistant Finance Director will continue to train Accounting Operations Manager on audit and other reporting responsibilities to lessen his workload
4. If/when vacancies occur, restructure positions based on departmental needs (i.e., Financial/Budget Analyst needed) or add additional staff as needed
5. Also, evaluation of work distribution (organization-wide) and effective utilization of current staff capacity within the organization can reduce burnout in overburdened departments - need assistance from

Administration for strategic change management implementation and more effective organizational work distribution.

4. Learning and Growth

- a. To fill the void of a Finance Department without a Purchasing Officer, we have developed an employee development plan for our Accounting Technician, Megan Widener, to acquire the skills, knowledge, and training to serve the purchasing needs of the department and city, while providing her the opportunity to strengthen her experience and advance her career prospects. She is seeking certification as a Certified Local Government Purchasing Officer (CLGPO) through the Carolinas Association of Governmental Purchasing (CAGP), in conjunction with the UNC School of Government.

- i. Initiative

- 1. Complete four required UNC School of Government courses. Pass all sections of the CLGPO certification examination. Maintain certification annually. Take on purchasing duties within Finance department.

- a. Status

- i. Ongoing; currently completing final UNC SOG class and will attend conference and take examination in March 2023. Megan has already started taking on purchasing duties in Finance and will continue to progressively increase her purchasing workload. Our ultimate plan is to have the A/P and Accounting Tech. positions merged into one position with responsibility for all A/P and purchasing functions, which will allow the Accounting Tech. position to be restructured into a more comprehensive Accountant or Analyst position in Finance. This process will be gradual and occur naturally through current staff attrition (retirement or resignation).



## Human Resources

Mission: Our mission is to create and celebrate an inclusive, diverse, healthy and safe workplace with integrity, respect and compassion for the employees and community we serve.

Vision: Our vision is to become a premier employer of choice in the Triad, reflective of the community we serve with care.

Departmental Core Values:

- ❖ Community, Diversity, Equity, Excellence, Integrity, Respect, Compassion, Innovation, Creativity

Strategic Priorities:

- ❖ Create and establish a brand as a premier employer of choice in the Triad.
- ❖ Recruit purposefully (attract a diverse educated, skilled professional talent pool).
- ❖ Retain valuable seasoned talent (progressive professional development, opportunities for growth and career advancement).
- ❖ Reward for performance (with service and merit based recognition, monetary and other)
- ❖ Engage our employees with purpose and care.
- ❖ Cross-training for all
- ❖ Streamlining operations
- ❖ Modernization
- ❖ Continuing education for all departments
- ❖ Employee Wellness (Culture of Care, physical, emotional and financial well-being)

### Human Resources S.W.O.T

Strengths	Weaknesses
Experienced, educated and knowledgeable talent/staff.	Newly/recently employed with City of Thomasville
Informed of private and public workplace trends & regulations.	Limited external perspectives/understanding of current workplace operations, dynamics & "politics."
Progressive and positive attitude.	Fewer local connections to the community (all current staff members are recent "transplants" and are not Thomasville or Davidson County natives).
Diversity (professional and personal background)	Still learning about local internal and external culture and community.
Increased responsiveness for HR solutions and services response time.	Communication (external).
Reduced implementation and service response time significantly (for recruiting, retirement planning & other supportive services).	

Willingness and capacity to create and implement new initiatives that compliment/enhance current ones.	
Job aids/written instructions for various HR & Payroll functions/tasks	
Communication (internal)	
Approachable, friendly and respectful staff.	

<b>Opportunities</b>	<b>Threats</b>
Newly/recently employed with City of Thomasville	Limited financial resources
New perspectives and transparency	Limited employees (in HR and other departments)
Collaborative efforts with other departments	Rapidly changing needs of the workforce
Collaborative efforts with local community (City/County)	Resistance to change/progress
Continuing education	Limited knowledge in specialty areas of expertise, all positions are specialized to an extent.
Increased engagement with other municipal/local government employers as well as private employers.	Historical reputation of favoritism and inconsistent delivery of services, employee support and communication.
New Risk Manager position to address workers' compensation, property and liability loss prevention.	Staffing, recruiting and retention issues (retirement of long term seasoned employees, reduction in qualified talent pool, employees leaving for higher pay opportunities in other careers, lack of interest in local government careers).
	Difficulty remaining competitive as an employer of choice (compensation, benefits, career growth and advancement).
	Historical lack of trust for the department and other leadership with the City of Thomasville.
	Increased turnover

## Human Resources Balanced Scorecard

### Perspectives:

#### 1. Financial

##### a. Employee Safety Committee

###### i. Initiatives

1. Re-establish Safety Committee by July of 2023.
2. Host quarterly meetings (with separate subcommittee meetings as needed).
3. Establish measurable goals for safety training, inspections and information resources).
4. Evaluate program after one year to analyze effectiveness and impact on risk costs.

##### b. Wellness Committee

###### i. Initiative

1. Collaborate with Parks and Recreation and other departments as appropriate to establish a new health and wellness committee.
2. Create a retiree association (with help from Advancement and other departments).
3. Create and enhance employee appreciation/recognition events for all employees.

##### c. Payroll

###### i. Initiative

1. Establish Electronic Personnel Action Form (PAF), fully integrated with current system by July of 2023.
2. Streamline process to reduce complete approval processing time to seven business days or less.
3. Identify gaps in communication to help increase accuracy in time and attendance and leave accrual-reporting process.
4. Continue mandatory direct deposits, with options to deposit into two separate accounts (or more if possible).
5. Provide payroll information session/lunch and learn to primary time and attendance reporters in various departments by August of 2023.

##### d. Compensation

###### i. Initiative

1. Conduct periodic formal compensation reviews with third party assessors by July of 2023, July of 2024 and July of 2025 (by departments, starting with lowest compensated employees).
2. Create and distribute new total compensation letters for all full time staff by February 1 of each year).
3. Review FLSA standards and payroll practices related to regular, overtime and special leave/other compensation types (i.e. worker's compensation, FMLA, overtime and compensatory time pay schedules).
4. Establish a new minimum pay rate for all positions and update pay plan/grades accordingly.

e. Human Resources Information System and Technology

i. Initiative

1. Continue to enhance and improve efficiency and effectiveness.
2. Increase employee access to online resources (web/virtual/cloud based)
  - a. Implement Employee Self Service Feature with Central Square
  - b. Implement & Relaunch NeoGov online training learning management system (allows for assigned required training as well as voluntary training modules, certifications and tracking).
  - c. Implement Businessolver online benefits management/administration portal for HR staff and employee self-service by July of 2024.
3. Expand functionality use and knowledge with HR & Payroll staff.
4. Integrate more HR analytics/reporting into everyday services/operations (as an integral part of the decision-making process).
  - a. Utilize Superior and other report writer features as needed
5. Encourage more participants for online/electronic W2s and 1095 C forms (instead of paper versions).
  - a. Opt-out for online only tax forms by July of 2025.
6. Assess effectiveness of Firehouse and Pace Scheduler software with Fire Department and Police Department by July of 2023.
7. Implement full self-service time and attendance module by July of 2025 (improve accuracy and timeliness of attendance records, schedules and electronic timesheets with full integration of systems).

2. Customer

a. Recruiting

i. Initiative

1. Implement on-site recruiting efforts in addition to website based recruiting.
2. Increase specialized professional publications for various areas of expertise in challenging recruiting areas (water plant operators,
3. Increase diversity of staff by July of 2025 by 10% compared to July of 2022 (increase by 5% in 2023 and 5% in 2024, culture, native language, age, ethnicity, gender, etc.).
4. Create customized orientation and onboarding program for quarterly new hire orientation and individual orientation process as appropriate.

b. Organization / Operations

i. Initiative

1. Hire new Human Resources Trainee/Intern by October of 2023 (for health & wellness, recruiting onboarding, communications).
2. Focus more heavily on strategic proactive initiatives and measures (instead of reactive tasks/initiatives).

3. Internal

a. Wellness Initiatives

i. Initiative

1. Implement and promote wellness plan via Blue Cross & Blue Shield of NC for all eligible participants by May of 2023 (evaluate program utilization after 6 months and one year).
  2. Implement LiveOnGo interactive wellness plan for high risk and other employees by July of 2023.
  3. Communicate physical and mental/behavioral health and wellness resources effectively via Thomasville Works! Newsletter, online and on-site activities for employees and their families (at least quarterly).
  4. Participate in community health and wellness related events (walks, blood drives, other opportunities to give back to local community and increase awareness/GC presence).
- b. The City of Thomasville's Elevated Employment Experience (Employee Engagement)
- i. Initiative
    1. Collaborate with UNC Chapel Hill and administration to conduct employee climate engagement survey (benefits, compensation, management, career development, diversity, equity & inclusion, etc.).
    2. Work with multiple departments to help create a culture of diversity and inclusion, centered with City of Thomasville's Core Values (Focus groups: TBD).
    3. Create/enhance/encourage work-life balance resources (collaborate with Parks & Recreation to promote, track and assess wellness initiatives to determine effectiveness).
    4. Partner with Marketing to tell our stories (what does the City mean to you? How does your experience as an employee shape/influence others, as well as yourself?).
    5. Gather feedback from 30/60/90 day quick surveys (5-10 questions or less of recent new hires).
- c. Communication
- i. Initiative
    1. Continue to communicate pertinent information via the employee newsletter: **Thomasville Works!** At least quarterly.
    2. Update our HR & Payroll web page (intranet) at least quarterly (including links to the e-newsletter).
    3. Work with committees to keep faculty and staff informed.
- d. Rewards and Recognitions
- i. Initiatives
    1. Review and re-evaluate current service awards selection process, cost and options (O.C. Tanner vs. other options).
    2. Provide service award certificates presented during annual luncheon.
    3. Provide safety awards program (risk management).
    4. Redesign health and wellness awards program by January of 2024 (in collaboration with health & wellness committee as well as Parks & Recreation Department and other departments).
- e. Policies and Procedures

i. Initiative

1. Continue to review and update employee policies and procedures as appropriate.
2. Conduct a full review and update by July of 2024 (possibly with an outside third party consultant).
3. Continue to document and share internal procedures with HR Department staff for quick reference purposes.
4. Review records retention standards and strategies by October of 2023.

f. Risk Management

i. Initiative

1. Recruit and place new Risk Manager.
2. Conduct Needs Assessment for Property and Liability Risk as well as Workplace Safety and Wellness Risk (by October of 2023).
3. Implement new safety training and development program (with safety ambassadors).
4. Collaborate with department heads, safety ambassadors and key departmental trainers to determine gaps in safety training and operations.
5. Reduce claims costs by 2% by January of 2024 (continue to reduce costs each fiscal year by 2% or more).
6. Reduce expected annual premium costs by 2% annually.
7. Re-establish Safety Committee.

g. Benefits Administration

i. Initiative

1. Be responsive in a timely and respectful manner.
2. Provide updates on progress during one on one and team meetings.
3. Keep individual employees informed of status updates (follow up via telephone, email or in person by the end of the business day or within 24 hours of initial inquiry, depending on level of urgency).
4. Conduct periodic reviews of current coverage and employee/dependent/spouse eligibility (monthly, quarterly, and annually).
5. Continue open enrollment in May of each year for July 1<sup>st</sup> benefit year (plan year changed in 2021).
6. Create more web-based resources for employees (on our website).
7. Collaborate with Empower/NC Retirement Systems to create more retirement readiness initiatives/resources/information sessions (at least one per month by January of 2024).
8. Partner with Gallagher Benefits Brokers/Advisers to evaluate current benefits plans and determine what plans will best serve the needs of our employees each year.

4. Training and Growth

a. Training and development

i. Initiative

1. Continue to develop and improve new hire orientation/onboarding experience.
    - a. Integrate basic safety and wellness information.
    - b. Create a mentor program for new hires by July of 2024.
  2. Continue to increase opportunities & transferable skills/applied knowledge of staff (using NeoGov and other onsite training).
  3. Provide/create unique training program for City of Thomasville supervisors & employees interested in supervision by January of 2024 (collaborate with various department heads, utilize online resources combined with on-site in person training).
  4. Host/attend at least one customer service based training annually (all HR staff and front line staff by July of 2024).T.B.D.
- b. Performance Management for Staff
- i. Initiative
    1. Review and assess current employee evaluation process, make updates as appropriate.
    2. Create/identify online tool that can be used along with/in place of current paper manual forms.
    3. Host a lunch and learn training session for supervisors by October of 2023.
    4. Inform all employees of any updates and expectations for the process by October of 2023.

## Planning and Zoning

Mission: The department's purpose is to serve the City of Thomasville by protecting the public's health, safety, and general welfare. This protection is provided through the enforcement of the technical codes and the General Statutes set forth by the State of North Carolina and Thomasville's Code of Ordinances.

Vision: Our goal is to enforce these codes professionally and provide knowledge and understanding to contractors and citizens of Thomasville.

Departmental Core Values:

- ❖ Honesty, Integrity, Professionalism, Unbiased Judgement

Strategic Priorities:

- ❖ Utilize grant resources to remove commercial buildings.
- ❖ Implementation and training for Community Development software.
- ❖ Bluebeam University training courses online.
- ❖ Contract consulting services for HPC.
- ❖ Crosstrain Minimum Housing Inspector to process permits to assist in the absence of permit tech.

### Planning and Zoning S.W.O.T

<b>Strengths</b>	<b>Weaknesses</b>
Experience	Online forms / application
Professional	Office 365
Communication	Software for Minimum Housing
Customer Service	Bluebeam
Certification – Inspectors	Historic Preservation
Cross-training	Assistant Planner / Permit Tech
Passionate	
Working closely with other departments	

<b>Opportunities</b>	<b>Threats</b>
Cross-training	Customer Service
Staff Certification	Staff spread thin within responsibilities
User friendly software	Elevator switch location chart for emergencies
Educate our customers	Funds to remove commercial buildings
Software training for staff	
Improve online applications	
Improve Communications with customers	
Historic Preservation consulting services	
Assistant Planner / Permit Tech	



## Planning and Zoning Balanced Scorecard

### Perspectives:

1. Financial
  - a. Manage operation expenses and reduce spending
    - i. Initiatives
      1. Reduce supplies expenses 3%
  - b. Historic Preservation Commission Consulting Services
    - i. Initiative
      1. Funds already in Place - Professional Account Planning
2. Customer
  - a. Historic Preservation Commission
    - i. Initiative
      1. Consulting start service by 2nd Quarter 2023
3. Internal
  - a. Historic Preservation Commission Consulting Services
    - i. Initiative
      1. Create RFQ 1st. Quarter 2023
      2. Advertise HPC Consulting position 1st. Quarter 2023
      3. Interview applicants 1st Quarter 2023
  - b. Community Development Program
    - i. Initiative
      1. Implementing Community Development Program
      2. Improve Online Application and submittal with attachments
      3. Email Inspection results to contractors
  - c. Bluebeam
    - i. Initiative
      1. Transition from paper drawing to PDF
  - d. Elevator
    - i. Initiative
      1. Create an elevator switch location chart to reset for emergency
  - e. Staff Assistant for planning and permit tech
    - i. Initiative
      1. Create a request for a new position for the next budget year
4. Learning and Growth
  - a. Continuing education for staff
    - i. Initiative
      1. DOI Continue Education Courses
      2. Planning & Zoning Continue Education Courses
  - b. Encourage staff certification
    - i. Initiative
      1. Minimum Housing Inspectors - Building Level I by the end of 2024
  - c. Community Development Program
    - i. Initiative
      1. Staff attendance for onsite training

d. Bluebeam

i. Initiative

1. Take Bluebeam University Online Courses

## Police Department

Mission: We are committed to protecting and serving our community, creating a safe environment through partnerships, and safeguarding the rights of all individuals.

Vision: An agency committed to excellence

Departmental Core Values:

- ❖ Integrity, Professionalism, Courage, Loyalty, & Accountability

Strategic Priorities:

- ❖ Crime prevention through proactive policing
- ❖ Traffic safety
- ❖ Improve agency effectiveness and efficiency
- ❖ Recruitment and retention
- ❖ Increase community trust through interaction, involvement and accountability.

### Police Department S.W.O.T

Strengths	Weaknesses
Education	Diversity within the agency
New state of the art facility / equipment	Communications / interdepartmental
Viewed favorably by the community	Resource allocation on patrol
External relationships / partnerships	Noting using technology to fullest potential
Technology	Lack of problem oriented policing
Career development/ continuing education	Officers not receiving specific internal training (active shooter, defensive driving, SCAT)

Opportunities	Threats
Improve departmental communication	Budget constraints
Improve social media platforms	Losing legitimacy from the community
Increase development of officers	Incidents handled poorly / unprofessional
Becoming progressing and changing	Leniency of the court leading to reoffending
Improve internal intelligence sharing	Recruitment and hiring
Organizational restructuring	Retention of personnel
Job rotations	
Increase officer pro-activeness	
Succession planning	
Seek alternative funding sources	

### Police Department Balanced Scorecard

Perspectives:

1. Financial

- a. Replacement of body cameras, dash cameras and storage management system
    - i. Initiatives
      - 1. Receive funding for new body camera/dash camera management system
        - a. Implement new body cameras, dash cameras and management storage system by budget year 2024
  - b. Replacement of aging Records Management Systems
    - i. Initiatives
      - 1. Receive funding for new RMS system
        - a. Design RMS transition team, conduct needs assessment, send out RFPs with Bid specifications, select vendor and begin beta testing, transition to new RMS system, train staff on new system
2. Customer
  - a. Reduce crime through proactive approaches
    - i. Initiative
      - 1. Observable reduction in Part 1 crimes and traffic crashes
        - a. Implement proactive approaches to reduce crime such as focused deterrence programs, i.e. PSN and EKG(2). Create partnerships with community organizations. Meet with community stakeholders
  - b. Increase public information services
    - i. Initiative
      - 1. Increase in social media presence and participation from citizens, increase in cooperation from witnesses and victims, increase in intelligence regarding community crimes
        - a. Implement CrimeWatch (a web-based, community engagement tool) to provide up-to-date information for the community and allow the exchange of information. Utilize the department's message boards to communicate to the public and increase posts via the department's social media pages
3. Internal
  - a. Reduce the amount of unplanned vacancies through employee retention
    - i. Initiative
      - 1. Decrease in unplanned vacancies
        - a. Incentivize professional certificates, increase job rotation, promote and incentivize health and wellness programs, seek salary studies to remain competitive; and increase equipment and technology
      - 2. Increase in employee satisfaction reported in internal surveys
        - a. Provide professional career development plans and pathways for officers/civilians to further promote job growth and development
  - b. Increase community trust through interaction, improvement, and accountability

- i. Initiative
        - 1. A decrease in citizen complaints noted in annual report
      - a. Promote community-oriented policing philosophy and strategy among staff members and continue to provide training specific to de-escalation, implicit-bias, and crisis intervention trainings
      - 2. Increase in offerings of police/community programs
    - c. Increase diversity within the department to be more reflective of the community
  - i. Initiative
        - 1. Increase in percentage of minority and female officers
      - a. Recruit at surrounding community colleges, universities, and HBCUs; expand recruitment of other major disciplines attend job fairs in minority communities; and create a departmental recruitment team
4. Learning and Growth
- a. Reduce the levels of uncertainty among staff members due to gaps in leadership with proper succession planning
- i. Initiative
      - 1. The amount of officers nearing formal leadership positions receiving management training and leadership courses
    - a. Send officers to management/leadership training that are eligible for supervision
- b. Increase formal education levels among staff members
- i. Initiative
      - 1. Increase in the number of formal degrees among staff
    - a. Increase educational incentive pay
    - b. Seek tuition reimbursement funding
    - c. Prioritize hiring of applicants with formal education and degrees

## Public Services

Mission: Protect people and the environment by providing quality drinking water and sanitary sewer services at a reasonable cost.

Vision: To enhance the well-being and quality of life for our community by protecting the health of customers and their environment.

Departmental Core Values:

- ❖ Safety, Education and Hard work

Strategic Priorities:

- ❖ Locate and address sources of inflow and infiltration in Collection system.

### Public Services S.W.O.T

Strengths	Weaknesses
Employees we have are dedicated, educated and intelligent	Difficulty attracting and retaining new employees
WWTP in good shape	Non-competitive salaries
3 Elevated water tanks in very good shape	Inflow and infiltration in sewer collection system
North Hamby Creek outfall replaced	High percentage of customer poverty
Newer equipment in Maintenance and Construction	Percentage of water lost through leaks due to old pipes
No known lead service lines (Under EPA definition)	Poor / missing historical records
	Losing money on new taps
	Customers do not understand how Drinking Water, Sanitary Sewer, and Storm Water Systems function and the fact that they are completely separate systems

Opportunities	Threats
Updating Aged and Undersized Water Lines	Severe Understaffing at Water Plant (Cannot attract and retain Certified employees due to combination of Low Pay and Night Shift)
Fill Vacancies with Younger Career Employees	Water Plant Needs Upgrades
Loans for New Upgrades as Old Debt is Retired	Raw Water Line(s) Very Old
Enterprise Asset Management Software and Electronic Work Orders and Record Keeping	Growth Demand Without Addressing Existing Demand

Continuously Renewing Water Lines	Poor/Missing Historical Records
Creating better records for future generations	Severe Inflation of Materials and Contractor Pricing
Entice Employees to achieve the highest state certifications that they can attain	Losing Money on New Taps
Create Web Pages and billing inserts to help educate customers	Customers
	Aged infrastructure

## Public Services Balanced Scorecard

### Perspectives:

1. Financial
  - a. Obtain low or no interest loans through SRF Programs
    - i. Initiatives
      1. Continue to seek out SRF low interest loans and grant opportunities
        - a. Total W/S Utility Debt should remain about the same, decrease, or increase only slightly each fiscal year.
2. Customer
  - a. Educate Customer Base
    - i. Initiative
      1. Add space for this info on Work Orders completed by Field Staff.  
Create Informational / Educational Web Pages
        - a. Implement a metric to track customer interactions with staff where customer was educated about some aspect of the water/sewer system(s).
  - b. Create billing inserts specific to topics that would be beneficial to both
    - i. Develop and mail educational billing insert
      1. Drinking water creation
      2. Drinking water distribution
      3. Sewer Collection System
      4. Waste Water Treatment process
      5. Water and Public Health
      6. Difference between drinking water, sewer water and storm water
      7. Sanitary Sewer back-ups
      8. Backflow prevention device assemblies
      9. How to read your water meter
      10. Interacting with Utility Staff
      11. Work Zone Safety
      12. Why are there five people standing around and only two in the hole actually doing work?
      13. Why does it seem like I am always a month behind on my water bill?
      14. How is my water bill calculated and what am I actually paying for?
      15. How to create a household budget.

16. I am in a hurry! Why do I need to wait and why not let me drive through that work zone?
17. Why is my water bill so expensive? What am I actually getting for my money?
18. Utility easements, what are they and why does the city always want to have access?

### 3. Internal

#### a. Educate employees

##### i. Initiative

1. Implement Career Ladder requiring state and other certifications to advance in the department
  - a. Number of employees attending certification training each year.
2. Salary increase incentives for attaining advanced education and certifications
  - a. Number of employees passing certification exams each year.
3. Increase staffing levels so there is time to attend training while still staffing the department

#### b. Implement Electronic Work Order System

##### i. Initiative

1. Purchase CentralSquare Work Order software
2. Provide all affected staff with access and devices to use CS EAM system
3. Train all Customer Service and Utilities Department staff to correctly use CS EAM software

#### c. Implement Electronic Asset Management System

##### i. Initiative

1. Purchase CentralSquare Enterprise Asset Management software
2. Provide all affected staff with access and devices to use CS EAM system
3. Train all Customer Service and Utilities Department staff to correctly use CS EAM software

### 4. Learning and Growth

#### a. Have all employees reach the highest certification they can achieve

##### i. Initiative

1. Implement Career Ladder for Departmental Employees
  - a. Employees in each position maximizing education/certification opportunities



## Recreation

Mission: Our mission is to provide quality recreational opportunities to better our community through people, parks, and programs.

Vision: To provide a sustainable park system and services that contribute to a high quality of life through recreational programs, parks, facilities, and service.

Departmental Core Values:

- ❖ Creativity, Diversity, Communication, Service, Teamwork, Growth

Strategic Priorities:

- ❖ Expand reach and knowledge of our department to our community.
- ❖ Implement sound and sustainable financial planning and management.
- ❖ Maintain our parks and facility system while addressing ongoing deferred maintenance needs and new additions.
- ❖ Provide quality recreational programs for all user groups.
- ❖ Create and implement a professional development program to invest in our staff.

### Recreation S.W.O.T

Strengths	Weaknesses
Personnel / Staff	Amount of full-time employees
Programs	Deferred maintenance (aging facilities)
Facilities / spaces (size, amount and features)	Community-wide agency awareness
Social Media	Equipment needs
RecDesk	
Reputation / brand (relationships)	
Affordability	
Safety	

Opportunities	Threats
Program development	Competition / alternative programs
Professional development	Staff burnout
Trend recognition	Emergence of new trends
Master plan	Aging facilities
Develop multiple funding avenues	Economic conditions
Develop Parks and Facilities enhancements	Increased emphasis on efficient Gov't services
Promote department through multiple media	Increased demand for new facilities and programs

## Recreation Balanced Scorecard

### Perspectives:

#### 1. Financial

- a. Work within annually adopted budget and comply with policies and procedures
  - i. Initiatives
    - 1. End FY at 97% of the annual budget
      - a. Monthly review of all divisions operational budget and trending throughout the fiscal year.
- b. Use budget forecasting process for annual adopted and see alternative funding sources
  - i. Initiatives
    - 1. Complete annual CIP and Budget forecasting worksheet.
    - 2. Obtain one alternative funding source annually
      - a. Utilize previous FY data to accurately forecast the next FY budget. Seek local or grant funding opportunities through community partners or state organizations.

#### 2. Customer

- a. Ensure equitable access for recreation, play and enjoying the outdoors by adding and improving public spaces.
  - i. Initiative
    - 1. Complete a recreational master plan
      - a. Community engagement through surveys and public meetings. Audit and review each park space.
- b. Deliver quality programs and services that respond to community needs.
  - i. Initiative
    - 1. Utilize RecDesk to contact participants through online registration
      - a. Send out end of year surveys to all previous participants throughout the year.
- c. Increase community awareness of parks and recreation resources.
  - i. Initiative
    - 1. Increase our social media presence by 3% of the interactive graphs on Facebook and Instagram as well as residents off social media.
      - a. Mail out bi-annual marketing in the water bills, flyers around town and word of mouth. Implement Marketing Plan for programs.

#### 3. Internal

- a. Identify and address issues of deferred maintenance throughout our park spaces and recreational facilities
  - i. Initiative

1. Complete a Recreational Master Plan. Conduct internal bi-annual audits of our spaces.
      - a. Complete Recreation master plan for the entire parks system to address greatest needs. Use an internal audit tool in our maintenance division for identifying issues.
    - b. Emphasis on equity in our planning of programs and public spaces.
      - i. Initiative
        1. Produce 6 month Gantt Chart to guide programming for each quarter of the calendar year
          - a. Complete 6-month program outlook and review balance of use of our spaces.
      - c. Develop practices that encourage a safe and healthy work environment.
        - i. Initiative
          1. Hold monthly staff meetings and quarterly check-ins with each division. Implement mission or ethos into our signage in our facilities.
            - a. Follow our mission and vision statement as a department, while maintaining mental health within staff.
  4. Learning and Growth
    - a. Increase training and professional development opportunities.
      - i. Initiative
        1. Require at least .5 CEU's for each staff member.
          - a. Encouraging online, in-person and group professional development opportunities.
            - i. Provide support to manage change in workforce and workplace.
      - b. Provide support to manage change in workforce and workplace.
        - i. Initiative
          1. Complete check-in seasonally/quarterly while planning next 3-Month Outlook.
            - a. Work with staff and encourage next year's goals.

## City Clerk

Mission: The City Clerk assists the City Council and is dedicated to notifying the public of all City Council meetings and hearings; creating and maintaining the minutes of all City Council meetings; keeping the records created because of City Council actions; and swiftly furnishing public City records upon request.

Vision: Streamline the process of getting Council documents created, organized, backed up, searchable and shareable.

Departmental Core Values:

- ❖ Transparent, Honest, Courteous and Helpful

Strategic Priorities:

- ❖ Streamline the process of getting Council documents created, organized, backed up, searchable and shareable.

### City Clerk S.W.O.T.

Strengths	Weaknesses
Keeping detailed records of City Council meetings	Finding information in old minutes
Notice of Council meetings / Public Hearings – available on website, by email, phone, City Hall and newspaper, when required	Paper records without digital backup
Knowledge of rules and procedures. The City Clerk is certified with the UNC -SOG, NC, and internationally. Obtained her Master clerk certification. Also, notary and paralegal trained	Records retention abilities social media / phone / tablet / private emails
Availability to assist City Council, City staff, & Public.	Lack of minimum housing lien system
Advisory Board / Committees & Commissions	
Willingness to change / adapt / grow	
Training	

Opportunities	Threats
Grants – Charging station grants	Liens that are not getting paid have cost the City significant funds
Liens – collect unpaid mowing / property clean-up liens	Cyber security and other threats to our data

### City Clerk Balanced Scorecard

Perspectives:

5. Financial

- a. Have someone chase the outstanding liens and/or revise the system so the City does not have to pay up front for companies to mow/clean up yards, especially repeat offenders.
    - i. Initiatives
      - 1. Streamline lien process.
      - 2. Find out how to get liens chased
      - 3. Megan and I have changed the lien procedure to eliminate duplicate work. I have spoken with Mayor York about this. He is interested in moving forward with getting someone to collect on these liens. He is more interested in going after abandoned/empty/rental houses than people who live there and cannot pay. He said our former atty.'s intern did these years ago. I have asked our current attorney about this.
6. Customer
- a. Get all Public Record Requests closed in under 1 week.
    - i. Initiative
      - 1. Increase follow up on open requests.
      - 2. Most record requests have quick turnaround from staff.
      - 3. Working to get City Atty. to approve the ones she has not gotten to.
7. Internal
- a. Get all minutes books scanned and recorded with the State Archives and put on Laserfische.
    - i. Initiative
      - 1. After Brandi scans minute books, submit them to Archives.
      - 2. Brandi has not been able to come in much since August. She is about half done with the scanning. Waiting on the scanning to finish before I get quotes for Laserfische.
  - b. Make Minutes searchable to aid in record requests and research of issues
    - i. Initiative
      - 1. Implementing Community Development Program
      - 2. Improve Online Application and submittal with attachments
      - 3. Email Inspection results to contractors
  - c. Update files based on Records Retention Policy
    - i. Initiative
      - 1. File; purge; update labels
8. Learning and Growth
- a. City Clerk to obtain Master Clerk Certification (1st for City)
    - i. Initiative
      - 1. Completed
  - b. City Clerk to become certified in Municipal and County Administration
    - i. Initiative
      - 1. Sign up the next time it opens up, if City Manager approves.
  - c. City Clerk to take grant writing classes
    - i. Initiative
      - 1. Local classes
  - d. City Clerk to Finish Bachelor's degree

## Management Information Services

Mission: Provide excellent customer service with reliability.

Vision: Honor our employees with reliable, up-to-date equipment and seamless integrations using creative and innovative technology.

Departmental Core Values:

- ❖ Decisiveness, Communication, Family, Honesty and Integrity

Strategic Priorities:

- ❖ Improve administrative responsibilities through budget training and delegation.
- ❖ Cross training in all tasks through monthly training.
- ❖ Evaluate department requests including billing and collections credit card transition

### Management Information Services S.W.O.T.

Strengths	Weaknesses
Teamwork	Lack of dedicated time to become experts
Resources available	Pulled in too many directions
Diverse thought process in department	Lack of Subject Matter Experts
Openness and collaborative	Limited staff
Diverse personalities for best outcome	No dedicated network security
Communicating ideas through experiences	Hard time setting boundaries
Open mindedness	High bar to maintain
	Conflicting priorities
	Administrative responsibilities

Opportunities	Threats
Get better at Administration responsibilities	Click bait
Increase staff to develop SME or focus areas	Training not sticking
Set expectations with support ticket system	Users taking our guidance instead of being considered directives
Policies to support departments	Lack of enforcement of protocols
Better workflow management	Lack of accountability
Survey staff about MIS	
Enforcement software	
Accountability	
Computer policy prohibiting external drives	

### Management Information Services Balanced Scorecard

Perspectives:

9. Financial
  - a. Increase staffing

- i. Initiatives
          - 1. Maintain fiscal responsibility
      - b. Evaluate departmental requests
        - i. Initiative
          - 1. Implement Credit Card system for billing and collections
- 10. Customer
  - a. Survey all departments
    - i. Initiative
      - 1. Satisfaction survey within one year
  - b. Evaluate department project
    - i. Initiative
      - 1. City Hall Wi-Fi upgrade
      - 2. All locations to have Wi-Fi access interest for employee and public
  - c. Department clean-ups
    - i. Initiative
      - 1. Clean network closets
      - 2. Evaluate equipment continuity
      - 3. Across the board protocols
- 11. Internal
  - a. Cross-training / Continuity Planning
    - i. Initiative
      - 1.
  - b. Community Development Program
    - i. Initiative
      - 1. Implementing Community Development Program
      - 2. Improve Online Application and submittal with attachments
      - 3. Email Inspection results to contractors
- 12. Learning and Growth
  - a. Implement a career ladder
    - i. Initiative
      - 1. Career ladder development and approval through City Council
  - b. Monthly training
    - i. Initiative
      - 1. Develop topics needed for all departments

## Public Works - Sanitation

Mission: To serve the citizens of Thomasville in helping maintain a clean environment by the collection of solid waste in the most economical, efficient, and safest way possible, with the highest level of service.

Vision: City of Thomasville Solid Waste “Business is Picking Up”

Departmental Core Values:

- ❖ Honesty, Accountability, Conscientious employees, Loyalty

Strategic Priorities:

- ❖ Increase citizen involvement / accountability
- ❖ Train employees on public perception
- ❖ Public expectations

### Public Works Sanitation S.W.O.T.

Strengths	Weaknesses
Items collected	Citizen perception
Frequency of collections	Citizen communications
Route expansions	Citizen understanding of policies and ordinances
Longevity of employees	Employee understanding of policies and ordinances
Overall favorable rapport with the citizens	Employee perception of citizen concerns
Diversity within the division	

Opportunities	Threats
Improve citizen communication/ outreach	Fear of change
Improve social media platforms city wide	Budget constraints
Employee awareness of perceptions, policies and ordinances	Social media
	Recruitment and hiring

### Public Works Sanitation Balanced Scorecard

Perspectives:

1. Financial
  - c. Maintain adopted budget
    - i. Initiatives
      1. Attempt to maintain a 97% budget
      2. Monitor monthly expense reports
  - d. Increase staffing
    - i. Initiative



1. Included in current FY budget starting Jan 24 Increase staffing levels with one new collector laborer
2. Customer
  - a. Address customer concerns
    - i. Initiative
      1. Add an FAQ page for customers to improve communications and perception
  - b. Improve communications
    - i. Initiative
      1. To better use Nixle, update the phone database
3. Internal
  - a. Recruitment
    - i. Initiative
      1. Establish some recruitment measures to obtain adequate staffing levels
  - b. Driver recognition
    - i. Initiative
      1. Incentives for safe driving awards
  - c. Electronic work order system
    - i. Implement an electronic work order system
4. Learning and Growth
  - a. Increase laborer participation in commercial driver's licenses
    - i. Initiative
      1. Use existing pay incentive to increase participation
  - b. Leadership classes for supervisory staff
    - i. Initiative
      1. Increase participation through Leadership Davidson County
      2. Attend workshops through the NC American Public Works Association (APWA)

## Public Works - Streets

Mission: The City of Thomasville strives to maintain the streets; sidewalks, storm drain systems, and public right of ways, so they are consistently safe and continue to function to meet the needs of our citizens

Vision: City of Thomasville Streets Division “Where do we want to go”

Departmental Core Values:

- ❖ Honesty, Accountability, Conscientious employees, Loyalty

Strategic Priorities:

- ❖ Stormwater infrastructure
- ❖ Street maintenance
- ❖ Sidewalk maintenance
- ❖ Increase community trust on the above issues

### Public Works Street S.W.O.T.

Strengths	Weaknesses
Versatile	Citizen understanding of policies / ordinances
Support for every department	Citizen communications
Dedication	Staffing allocations
Perform tasks to reduce cost for taxpayers	Professional training
	Diversity within the division

Opportunities	Threats
Increase professional training	Budget constraints
Improve social media platforms city wide	Recruitment, hiring and retention
Improve citizen outreach efforts	Social media

### Public Works Streets Balanced Scorecard

Perspectives:

1. Financial
  - e. Maintain adopted budget
    - i. Initiatives
      1. Attempt to maintain a 97% budget
      2. Monitor monthly expense reports
  - f. Increase staffing
    - i. Initiative
      1. Increase staffing to support increase Stormwater requirements and needs

- 2. Customer
  - a. Improved communication for customers
    - i. Initiative
      - 1. Help customers understand the difference between city and state-maintained assets
      - 2. FAQ page on website
- 3. Internal
  - a. Recruitment
    - i. Initiative
      - 1. Establish some recruitment measures to obtain adequate staffing levels
      - 2.
  - b. Driver recognition
    - i. Initiative
      - 1. Incentives for safe driving awards
  - c. Electronic work order system
    - i. Implement an electronic work order system
- 4. Learning and Growth
  - a. Increase laborer participation in commercial driver's licenses
    - i. Initiative
      - 1. Use existing pay incentive to increase participation
  - b. Leadership classes for supervisory staff
    - i. Initiative
      - 1. Increase participation through Leadership Davidson County
      - 2. Attend workshops through the NC American Public Works Association (APWA)



# Special Event Permit Application

Guidelines for Special Events

*Permit must be submitted 60 days prior to the event*

## **SUBMISSION OF APPLICATION**

A special event is any activity that occurs upon public or private property that affects the ordinary use of parks, public streets, rights-of-way or sidewalks. Special events may include but are not limited to such activities as arts festivals, fairs, tours, concerts, holiday celebrations, grand opening celebrations, certain outdoor business promotional events, bicycle races, runs, parades, marches and processions and motorcades.

Individuals or groups wishing to hold events on public property, or on private property but with an impact on public property such as roads, within the City limits, including City parks, must obtain a Special Event Permit from the City of Thomasville. Event sponsors should submit applications 60 days prior to the proposed event.

### **Some key points:**

- **Permit posting:** Special event permits should be posted at greeting areas or main entrances at events. Event producers should keep in mind they may be asked, by City staff, to show proof of permit during event.
- **Hours:** Event activities are prohibited after 11 p.m. in residential areas, after midnight in commercial areas, and before 8 a.m. in any area. Loudspeakers, amplified music, bullhorn or public address systems are regulated by noise ordinance.
- **Alcohol:** If alcohol is to be served or sold, it can only be at a Non Profit held event. They must take those measures required for compliance with the Alcoholic Beverage Ordinance, including the hire of private security officers to prevent alcohol from being removed from the premises. Alcohol is prohibited in Thomasville public parks. The only City property that alcohol sales are allowed is the Farmer's Market/PACE Park, Finch Field, Winding Creek Golf Course or social district approved events.
- **Restrooms/Trash/Cleanup:** The City may require portable restrooms at its discretion. Trash must be disposed of in approved containers. Daily cleanup is required. The applicant must clean the right-of-way or public property of all rubbish and debris, returning it to its pre-event condition within 24 hours of the conclusion of the event. If the applicant fails to clean up such refuse, cleanup will be arranged by the City and the costs charged to the applicant.

10 Salem St., Thomasville, NC 27360 (P.O. Box 368, 27361)

T: 336.475.4210 W: [www.thomasville-nc.gov](http://www.thomasville-nc.gov)

- **Traffic & Parking:** The City will designate parking areas for each event if applicable. The Fire Marshal requires that all entries, exits and fire lanes be maintained.
- **Signs:** Must comply with City sign ordinance. Applications including signage must submit sign descriptions on the site plan to include the number of signs/banners, location, size & height of each on the application.
- **Smoking:** Smoking is only restricted in public buildings by ordinance.
- **Fireworks:** Fireworks are NOT permitted without prior approval from the City of Thomasville Fire Department.
- **Tents:** Tents having an area in excess of 200 sq. ft. or canopies (tents without sides) in excess of 400 sq. ft. require an inspection and permit by the Fire Marshal. Such structures require a flame-resistant certificate issued by an acceptable testing laboratory, and a site plan indicating a fire lane accessing the tent, a 2A-10BC fire extinguisher on-site, and acknowledgement that no smoking, fireworks, or open flames will be permitted in the tent. Please contact the Thomasville Fire Dept. to ensure compliance.
- Fire inspections may be scheduled by calling (336) 475-5527, or by visiting our website at [www.thomasville-nc.gov](http://www.thomasville-nc.gov). Please schedule inspections at least one business day in advance.
- **Security/Traffic Control:** Events may require the hiring of police officers to provide for security and/or traffic control. The number required will be determined by the City during its permit review.
- **Insurance:** In addition to the nonrefundable application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. Attach Proof of Comprehensive Liability Insurance naming the City as an additional insured: The insurance requirement is a minimum of \$300,000 personal injury per person, \$1,000,000 maximum, and \$100,000 property damage against all claims arising from permits issued.

**Contact Numbers:**

City of Thomasville	
City Manager's Office	(336) 475-4222
Police Department	(336) 475-4260
Fire Department	(336) 475-5524
Inspection Department	(336) 475-4249
Davidson County Health Department (336) 242-2300	

**EVENT DATE, TIME & LOCATION**

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Projected Attendance: \_\_\_\_\_

Type of Event:      Run        Walk        Bike Tour      Parade      Street Fair  
 Parade      Triathlon      Other \_\_\_\_\_

Single Day    Multi-Day

Setup Time: \_\_\_\_\_ Setup End Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Purpose of Event:

**APPLICANT INFORMATION**

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECONDARY APPLICANT INFORMATION**

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

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

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**QUESTIONNAIRE ?**

Will this event require the use of fireworks?  YES /  NO

Will alcohol be served?  YES /  NO | If yes, please provide required documentation.

*Non Profit Organizations are only allowed to host events that serve alcohol. The sale, distribution, possession and consumption of beer, wine and other alcoholic beverages within the public area shall be in full compliance with all state and local laws governing such matters. For reference on serving alcohol please refer to GS § 18B-1114.5. and the 2022 Festival Participation & Event Permitting Guidelines issued by the NC ABC Commission.*

*Wristbands must be provided to those approved to consume alcohol. A limit of two beverages per transaction for individuals is required. All sales must end one hour prior to the time listed as end time in this form. This time should be posted at the event.*

Will a tent be installed?  YES /  NO | If yes, What size? (Ex. 10ft x 10ft)

Total number of tents:

Will this event require signs/banners?  YES /  NO | If yes, please provide the location, size, height and number of signs/banners on your site plan for the event.

Will your event require the closing of any City streets or parking lots?  YES /  NO

(The application must be provided 60 days prior to the event if the event requires closing or modified use of a NCDOT maintained street. This is to allow for time for the city to apply and receive permission from NCDOT.)

If yes, please list any street(s) and parking lots to be closed as a result of this event. Include street name(s), day, date, and a proposed time of closing and time of reopening.

Please describe the scope of your setup/assembly work (specific details):

*Requirements In addition to the nonrefundable \$50 application fee, producers of each event are responsible for any additional costs incurred by the City as determined by representatives of each department prior to issuance of the Special Event Permit. The fee schedule on the following page will be completed by our City staff, who will assess appropriate charges based on your application.*

Please attach two copies of drawings with dimensions accurately depicting proposed location of the Special Event. Sketches must include traffic patterns, curb cuts, and proposed parking plan. Please keep in mind that no temporary sanitary facility or trash receptacle may be located within 100 feet of a property line of any residential use and no tent, table or other temporary structure shall be located within 250 feet of a property line of any residential use.

As a condition to the issuance of a temporary Special Event License, the licensee shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the special event.

Applicant Signature

Date



**Office Use Only:**

**Forwarded To:**

**Police Dept:** Click here to enter text.

**Date:** Click here to enter a date.

**Public Works:** Click here to enter text.

**Date:** Click here to enter a date.

**Fire Dept:** Click here to enter text.

**Date:** Click here to enter a date.

**Inspections:** Click here to enter text.

**Date:** Click here to enter a date.

NCDOT

## FARMER'S MARKET & PACE PARK Rental Rules and Contract

- 1) The use of Farmer's Market and PACE Park is by permit and contract only. Unauthorized use will be considered trespass on City Owned Property and violators will be subject to arrest. All reservations shall be made through the Thomasville Parks and Recreation Department at 1 East Main Street, Monday – Friday, 8am – 5pm.
- 2) **Cost of rental of the park is \$100 for four (4) hours and \$25 for each additional hour.** (Waiver of fees for use will be allowed for PACE sponsored events and any other City Co-sponsored event, ie Everybody's Day, Spring Daze, Memorial Day Event, Sunset Sounds. Other events at the discretion of the Parks & Recreation Director) All other conditions of rental must apply. **If you are a Non-Resident, you will be charged an additional fee of \$50.**
- 3) A **non-refundable \$25.00 deposit** must be made at the time of the reservation of the park. Payment of the full rental amount must be made one (1) week prior to the event. A **Maintenance Deposit of \$100** shall be paid to the "City of Thomasville". The deposit will be returned if the facilities are found clean and in order with no breakages after the event. The deposit may be kept, as well as additional charges levied in the event the premises are damaged or not left clean.
- 4) Farmer's Market is open from 8AM – 1PM and users will not be allowed access until they have vacated. Evening use of the park area shall conclude and premises vacated by 10pm. Recreation Staff will open and close the Farmer's Market. A time must be given at the signing of this contract as to your arrival and departure time.
- 5) Equipment may not be altered in any manner. Decorations, banners, posters, etc. may in no way be attached to any ceiling, wall or post with tape, screws, staples, nails, tacks, push pins, glue or adhesives. They may be secured by light twine or plastic wire ties. All other items must be freestanding.
- 6) It is the responsibility of the User to clean the premises and to remove all trash from the facility.
- 7) The User shall also be liable for any claim or claims of injury to persons arising out of the use of the facility during the User period. The League of Municipalities offers a Tenant User Liability Insurance Program if you wish to purchase information can be provided.
- 8) Event activities must meet all state and local health and fire regulations.
- 9) The User shall be responsible for any and all damage occurring during the rental period. Application to rent the park may be made by individuals or groups. If reserved by a group, application must be signed by person or persons with legal signatory authority for the group.
- 10) Sale of malt beverages and unfortified wines will only be allowed at non-profit organization hosted events. **The sale, distribution, possession and consumption of beer, wine and other alcoholic beverages within the public area shall be in full compliance with all state and local laws governing such matters and with proper North Carolina ABC Commission Permits.** A Certificate of Liability Insurance must be provided to the City prior to any event where alcohol is to be sold as well as all required Permit copies.

A City Special Event permit is required for alcohol sales and all criteria within it must be followed. An Off duty police officers may be required depending on event size to be on site to provide security during the event. Off duty police officers can be contracted through the Thomasville Police Department. No alcohol is allowed in the parking lots of the park. Barricades or equivalent must be provided to allow for controlled ingress and egress for patrons for events where alcohol is sold.

- 11) Animals are not allowed at any event with the exception of service animals.
- 12) The City of Thomasville and the Parks and Recreation Department reserves the right to limit usage of the park for any reason.
- 13) The Parks and Recreation Director has the final authority for permit approval.

**I have read these rules and agree to abide by them. Failure to do so may result in loss of the Maintenance/Clean Up deposit.**

Rental Date \_\_\_\_\_ Type of Event \_\_\_\_\_ Today's Date \_\_\_\_\_

TIME NEEDED FOR RENTAL: (PLEASE INCLUDE SET UP/BREAK DOWN TIME)

ARRIVAL \_\_\_\_\_ DEPARTURE \_\_\_\_\_ # of Attendees \_\_\_\_\_

Email Address \_\_\_\_\_ Birthday (MM/DD/YYYY) \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

-----  
*To be completed by TP&R Staff*

**Maintenance Deposit \_\_\$100.00 (NOT INCLUDED IN TOTAL)**

Rental Total \_\_\_\_\_ Resident / Non-Resident (\$50 Additional Fee)

AMOUNT PAID \_\_\_\_\_ BALANCE DUE \_\_\_\_\_ TOTAL DUE \_\_\_\_\_

BY 5 PM \_\_\_\_\_

Staff Signature \_\_\_\_\_



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# 2022 Festival Participation & Event Permitting Guidelines

Issued by the NC ABC Commission  
July 2022

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**ABC**  
COMMISSION  
NORTH CAROLINA

## **Event & Festival Guidelines for Participating Breweries** (can also apply to Wineries)

### *Step 1: Identify the Type of Event and Obtain the Required Permits and Approvals*

#### **A. (“Type A”) An event:**

- held at an unlicensed location
  - hosted by a nonprofit organization, and
  - ticketed event or beer sales only by the nonprofit organization
1. **Permits:** The nonprofit organization sponsor for the event is required to hold a **Special One-Time** permit. Breweries simply donating malt beverage products are not required to hold a **Malt Beverage Special Event** permit.
  2. **Responsibility:** As no other permits are in effect for a “Type A” event, the nonprofit organization holding the **Special One-Time** Permit must retain control over the event including the service and sale of alcoholic beverages. The permit-holding nonprofit organization may be held responsible for any violations that occur at the event.
    - a. Only the nonprofit organization may engage in the sale of tickets and the sale or service of alcoholic beverages.
    - b. Brewery employees may pour at the event only as volunteers for the nonprofit organization holding the **Special One-Time** permit.
  3. **Relationship:** Breweries may sponsor the nonprofit organization, a **Special One-Time** permittee, per the provisions of 14B NCAC 15C.0712. There can be no exclusivity of product selection, meaning the **Special One-Time** permittee must solicit product donations of more than one brand and/or serve multiple brands of beer at the event.

#### **B. (“Type B”) An event:**

- held at an unlicensed location
  - where beer sales will be conducted
  - by each participating brewery
1. **Permits:** Each participating brewery must have a **Malt Beverage Special Event** permit.

**Location:** The event must qualify as one of the following: “at shopping malls and at trade shows, conventions, malt beverage festivals, street festivals, holiday festivals, agricultural festivals, farmers markets, balloon races, local fund-raisers, and other similar events approved by the Commission.” G.S. § 18B-1114.5

- a. If the event does not fit within the types specified in the statute, the participant(s) will need to submit a **Winery or Brewery Special Event Approval** (found at [abc.nc.gov](http://abc.nc.gov); Permit Forms; Miscellaneous Commercial Forms). Generally, “pop-up” shops are not considered special events.
2. **Responsibility:** Each participating brewery will be held responsible for any violations committed by their employees or representatives at their designated booth, table, or space.

C. **("Type C") An event:**

- held at an unlicensed location
  - where beer sales will be conducted
  - by BOTH a nonprofit organization host and a participating brewery
- OR**
- where beer sales will be conducted by breweries and
  - nonprofit will charge a "gate fee" or "attendance fee" that will
  - give consumers access to "free" samples at the breweries' booths
1. Permits: The nonprofit organization sponsor for the event is required to hold a **Special One-Time** permit. Also, any breweries selling their product directly to event attendees must have a **Malt Beverage Special Event** permit.
  2. Responsibility:
    - a. The **Special One-Time** permit will generally be in effect for the event location and at any booths where beer is poured as part of the ticket price or sold by the nonprofit organization. The nonprofit organization may be held responsible for any violations that occur at the event.
    - b. At any booths where breweries are selling their product, the brewery's **Malt Beverage Special Event** permit will be in effect. Each brewery selling their product will be held responsible for any violations that occur at their booth space or by their employees or representatives.
  3. Relationship: Breweries may sponsor the nonprofit organization's event, a **Special One-Time** permittee, per the provisions of 14B NCAC 15C .0712. There can be no exclusivity of product meaning the **Special One-Time** permit-holder must solicit product donations of more than one brand and/or serve multiple brands of beer at the event.

D. **("Type D") An event:**

- held on a retailer's premises
  - hosted by a nonprofit organization
  - with tickets or beer sales only by the nonprofit organization
1. Permit: The hosting nonprofit organization is required to hold a **Special One-Time** permit. The retailer must hold an **On-Premises Malt Beverage** permit.
  2. Responsibility: Only the hosting nonprofit organization or the retailer may engage in the sale of tickets or beer. There cannot be a commingling of retail and nonprofit sales in the same part of the premises at the same time. Either the retailer is closed for retail sales during the event or the nonprofit's event is in a separate room or area.
  3. Relationship: Breweries may sponsor the nonprofit organization, a **Special One-Time** permittee, per the provisions of 14B NCAC 15C .0712.

- a. Product selection cannot be exclusive, meaning the **Special One-Time** permittee must solicit product donations of more than one brand and serve multiple brands of beer at the event.
  - b. The retailer is not permitted to keep any beer donated to the nonprofit organization by participating breweries. Any unused product must remain in the possession of the nonprofit organization or may be reclaimed by each donating brewery.
  - c. Each participating brewery (or an event organizer that includes a list all participating breweries) will be required to complete and submit an **Industry Promotion Approval Form** in advance of the event (see "Reference 2" below for more information).
4. **The above conditions still hold true if the hosting retailer happens to be adjacent to or a part of a brewery. A brewery's taproom is a retail premises.**

### Step 2: Identify Special Circumstances

#### **A. Is a retailer sponsoring the event?**

1. If a retailer holding an ABC permit is sponsoring (i.e. providing money, food, volunteers, etc.) an event hosted by a nonprofit organization holding a **Special One-Time** Permit, sponsoring breweries are responsible for ensuring an **Industry Promotion Approval** request is submitted to the ABC Commission in advance of the event (see "Reference 2" below for more information). One brewery or an event organizer can submit one form if a list of all participating breweries (wineries, and distilleries) is included with the form.
2. A retailer sponsoring an event hosted by a nonprofit organization holding a **Special One-Time** permit is not authorized to take possession of any beer donated by participating breweries to the nonprofit organization for the event. Any unused product must remain in the possession of the nonprofit organization or may be reclaimed by each donating brewery.
3. Breweries will be in violation of the Cooperative Advertising rule (14B NCAC 15B.1005) if the breweries' participation is not approved prior to the event.
4. If an event has been approved, it will be posted on an event calendar on the ABC Commission website. (Legal; Industry Information. Only the current month can be viewed.)

#### **B. Are you an out-of-state brewery?**

1. To participate in any event in North Carolina, you will need to hold a **Nonresident Malt Beverage Vendor** permit. If you are simply donating product for a "Type A" event, the product must come from the inventory of your designated NC wholesaler for the territory in which the event is occurring.
2. If you will be participating in a "Type B" or a "Type C" event, and will be selling beer at the event, you must also have a **Malt Beverage Special Event Permit**. Again, the product may only come from the inventory of the designated NC wholesaler for the territory in which the event is occurring.

3. Out-of-State breweries must comply with all other applicable regulations as if an in-state brewery. This includes submitting a **Distribution Agreement Filing Form**, obtaining **Label/Product Approval**, and utilizing a wholesaler.

### **Step 3: Educate Brewery Employees and Representatives on Event Participation Guidelines**

#### **A. Pre-Event Compliance**

1. All brands must have a **Distribution Agreement Filing Form** on file with the ABC Commission New Product Section covering the county or territory in which the festival is being held.
2. All products sold, served, or donated in NC must have prior **Label/Product Approval**.

#### **B. Staffing at Event**

1. "Type A" event – When the brewery is participating in an event held solely under a **Special One-Time** permit, the staffing may include:
  - a. Nonprofit Volunteer Server – Every booth must have at least one person representing the nonprofit and responsible for serving the beer. A brewery employee may participate only as a volunteer for the nonprofit organization and is bound by the same rules and conditions as all other volunteers. Volunteers may not consume alcoholic beverages before or while working at the event, even for quality control purposes.
  - b. Brewery Representative – A brewery may send a representative to attend an event to observe and respond to questions regarding the product. This person must not engage in the service of beer, as this person is not a volunteer for the nonprofit organization.
2. "Type B" or "Type C" event – When the brewery is operating under its **Malt Beverage Special Event** permit, all persons working at the booth, serving beer, or representing the brewery are employees of the brewery while at the event.

#### **C. Quality Control Tasting**

Brewery employees may consume samples of malt beverages for purposes of sensory analysis, quality control, or education either on the premises of a **Special One-Time** permittee or the booth or space used by the brewery pursuant to a **Malt Beverage Special Event** permit. (G.S. § 18B-1121)

#### **D. Event Attire**

1. "Type A" event – When the brewery is participating in an event held solely under a **Special One-Time** permit, the Nonprofit Volunteer Server may not wear branded brewery attire but may wear the attire other volunteers for the nonprofit are wearing. The Brewery Representative may wear branded brewery attire to respond to questions.



- a. **Best Practices** – It is advisable to make each person’s role at the event clear to any ALE agent. Nonprofit Volunteer Servers should wear clothing, nametags, or lanyards identifying them as volunteers for the nonprofit, and preferably as a “server” or some other title that will indicate to the ALE that those persons are responsible for the service of beer. Also, the Brewery Representative’s role as someone who is not eligible to serve beer may be clearer if the Brewery Representative stands to the side or front of the area where the brewery’s beer is served, rather than behind or inside the area where the beer is being served. Further, if the nonprofit organization provides “quality control assistants” or “draft technicians” to assist with quality control tasting, those persons should wear clothing, nametags, or lanyards identifying them as such.
2. “Type B” or “Type C” event – When the brewery is operating under its **Malt Beverage Special Event** permit, the brewery employees may wear branded brewery attire.

#### **E. Alcohol Service Guidelines**

1. Zero tolerance policy on serving to persons under the legal age to possess or consume alcoholic beverages.
2. Do not serve intoxicated persons. If you are not comfortable making this call, please ask for event security or police.
3. Any pouring location is considered a “point of sale” and is subject to all NC ABC statutes and regulations.
4. If servers do not ask for identification (ID), there will be no defense to a criminal charge if they sell to underage persons. Forms of ID that are defensible in court are:
  - a. **Current Driver’s License** – When drivers renew their license, the NC Division of Motor Vehicles provides a paper 20-day driving certificate and then mails the permanent photo ID/driver’s license to the driver. Drivers are allowed to keep their old license until the renewed license is mailed to them. The temporary 20-day paper license is considered a valid driver’s license; the customer should show their expired license with a photograph in conjunction with the valid 20-day driving certificate.
  - b. **U.S. Military ID** – These identifications are green & white with a photograph.
  - c. **ID Card**– An official ID card that has a photograph and is issued by NC DMV or the comparable state agency of any other state.
  - d. **Official Passport** – Issued by any nation. Passports may be in the booklet or card form.
5. The verification of ID should occur at the point of sale, even if a 21+ event or IDs are checked at the gate. Wrist-bands, hand stamps, and other comparable markers are NOT considered proof of age.

#### **Step 5: Participating in Virtual Events**

Breweries have been allowed to participate in special events described in G.S. § 18B-1114.5 virtually. If providing samples or product that must be picked up, the pick-up cannot occur at a

retail location. If a non-profit is sponsoring the event and has obtained a Special One-time permit, the nonprofit organization must retain control over the event including at the pick-up location.

**In summary, we know that there are many details involved in preparing for a festival and our hope is that this guide will aid in providing clarity and understanding, thereby creating a more efficient process and a better understanding of NC ABC regulations. However, if you have any questions regarding events, permitting, regulatory compliance, wholesaler designation, or product approval, please contact an attorney who can provide advice specific to your brewery.**

### Step 6: Extension of Licensed Premises

In compliance with N.C.G.S. 18B-904(h)(3), please submit written notification, an updated diagram, and written permission from the property owner (if applicable) to [permits@abc.nc.gov](mailto:permits@abc.nc.gov).

### References

**Distribution Agreement Filing Form** – All brands sold in North Carolina are required to have a Distribution Agreement Filing Form on file with the ABC, designating the wholesaler(s) authorized to distribute the brand in territories in NC. The form is available at: [abc.nc.gov](http://abc.nc.gov); Beer & Wine Product Approval; Beer & Wine Product Forms

**Industry Promotion Approval** – This form is required when an industry member sponsors or participates in a nonprofit organization event where a retailer will also be sponsoring the event. Provide as much information as possible about the event on this form. The form should be submitted to [legal@abc.nc.gov](mailto:legal@abc.nc.gov) no less than two weeks prior to the event, but preferably earlier. The event host may coordinate this process to submit a single Industry Promotion Approval package to the ABC, covering the event and all breweries participating in the event. Contact the event host to confirm responsibility for this request. Information regarding advertising must be included. Each brewery may only disseminate approved advertising to promote an event where a retailer is sponsoring or participating, to avoid a cooperative advertising violation. The form is available at: [abc.nc.gov](http://abc.nc.gov); Legal; Industry Information

**Label/Product Approval** – All products sold, served, or donated in North Carolina must be approved by the ABC. The application is available at: [abc.nc.gov](http://abc.nc.gov); Beer & Wine Product Approval; Beer & Wine Product Forms

**Brewery Special Event Permit** – This permit authorizes the brewery to give free tastings of its malt beverages, to sell its malt beverages by the glass or in closed containers, and to sell branded merchandise at specific types of events. The application is available at: [abc.nc.gov](http://abc.nc.gov); Permit Forms; Commercial Permitting Forms; Miscellaneous Commercial Forms

**Nonresident Malt Beverage Vendor Permit** – An out of state brewery is required to hold this permit to “sell, deliver, and ship malt beverages” into North Carolina. The application is available at: [abc.nc.gov](http://abc.nc.gov); Permit Forms; Commercial Permitting Forms; Commercial Permit (Out-of-State)

**On-Premises Malt Beverage Permit** – This permit is necessary to serve beer for on premises consumption in a permanent retail location. The application is available at: [abc.nc.gov](http://abc.nc.gov); Permit Forms; Retail Permitting Forms; Retail Permit Application and Forms

**Special One-Time Permit** – A nonprofit or political organization may be eligible for this permit, which allows the sale or service of alcoholic beverages at a single fundraising event, which may be ticketed. The application is available at: [abc.nc.gov](http://abc.nc.gov); Permit Forms; Special One-Time Permit Application

**Winery/Brewery Special Event Approval** – Approval of an event where breweries will sell beer under their Malt Beverage Special Event Permit is required if the event will be held at location other than those listed in the statute. The form is available at: [abc.nc.gov](http://abc.nc.gov); Legal; Industry Information

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Public Safety

Committee Date  
And Agenda #

8.8.23	Psafe4
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**Item Name:**

Consider Amendment City Ordinance Chapter 78, Article VIII, Chapters 78-468 and 469 to Replace a Yield Sign with a Stop Sign at 2nd Ave./Randolph St. Intersection.

**Description of Item:**

Request by citizen to replace yield sign with stop sign.

**Back-Up Materials:**

Ordinance Amendment

**Council Action Requested:**

Approval

**Requested By:**

Chief Carter

**Department:**

Police

# Thomasville Police Department

## Memorandum

To: Michael Brandt

Cc: Chief Carter, Captain Annas

From: Sergeant Burgess

Date: July 14, 2023

Subject: Yield Sign Second Avenue.

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A citizen's concern has been brought to the Thomasville Traffic Safety Unit regarding a yield sign at the intersection of Second Avenue at Randolph Street. Randolph Street is one of the busiest roadways in our City, averaging over 30,000 vehicles a week. All other roadways connecting to Randolph Street are controlled by a stop sign, which forces motorists to come to a complete stop before proceeding onto the roadway. Currently, there has only been one crash related to this intersection within the past ten years, but with yearly increases in traffic volume on Randolph Street, it is suggested that a stop sign replace the current yield sign at this intersection to reduce the chances of any future crashes. Your consideration in this matter is greatly appreciated.

Traffic Safety Unit Supervisor

Sergeant Tony Burgess

**AN ORDINANCE AMENDING  
TRAFFIC AND VEHICLES ORDINANCES OF THE CITY  
BY THE CITY COUNCIL OF THE CITY OF THOMASVILLE**

- The City Council finds that the City of Thomasville Code of Ordinances **Chapter 78 Article VIII, Section 78-469, Schedule 9: Yield intersections**, should be amended as follows:

**Remove** the following Intersections at which the yielding of the right-of-way is required, as provided in sections [78-126](#) and [78-127](#):

**Randolph Street, from Second Avenue.**

- The City Council finds that the City of Thomasville Code of Ordinances **Chapter 78, Article VIII, Section 78-468, Schedule 8: Stop intersections**, should be amended as follows:

**Add**, the following Intersections at which a stop is required before entering, as provided in sections [78-124](#) and [78-125](#):

**Randolph Street, from Second Avenue.**

Upon the motion of Council Member \_\_\_\_\_ and a second by Council Member \_\_\_\_\_, the foregoing ordinance was passed upon its first reading by a vote of \_\_\_\_-\_\_\_\_.

This Ordinance shall be effective August 21, 2023.

CITY OF THOMASVILLE

By: \_\_\_\_\_  
Raleigh York, Jr., Mayor

Attest: \_\_\_\_\_  
Wendy S. Martin, City Clerk

[SEAL]

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Public Safety

Committee Date  
And Agenda #

8.8.23	Psafe5
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**Item Name:**

Consider Amendment to City Ordinance Chapter 10, Article 2, Sections 10-36, 10-37, and 10-39 Regarding Animals

**Description of Item:**

See Memo

**Back-Up Materials:**

Memo; Amended Ordinances

**Council Action Requested:**

Approval

**Requested By:** Chief Carter

**Department:** Police

**AN ORDINANCE AMENDING THE  
DOMESTIC ANIMALS ORDINANCE OF THE CITY**

City Council of the City of Thomasville

The City Council finds that the current ordinance found in Chapter 10, Article II- Domestic Animals, Sec. 10-36, “Permit for maintaining more than three dogs” should be changed as indicated in red on Exhibit A (attached) and as follows:

The wording in Section (10-36) should be changed so that it reads,

(10-36) “Number of Animals Permitted. (Not for breeding purposes)”

- (a) “It shall be unlawful for any person to own, to keep custody of or to take care of more than three (3) dogs four (4) months or older, on any residential zoned lot. This applies to single-family residences and duplexes.
- (b) It shall be unlawful in multi-unit buildings to keep more than one (1) outside animal per unit. Animals shall be in an area as designated by the owner of the property. Single-family homes, duplexes and attached single-family homes are exempt.
- (c) It shall be unlawful for any animals to be kept on any lot unless the owner or keeper of the animals occupies the property.
- (d) It shall be unlawful to keep animals in any designated common space of apartments or town houses unless it is a designated area for pets.
- (e) Notwithstanding the preceding provisions and subject to the limitation that, on or after August 21, 2023, no new or additional dogs that would increase or perpetuate the noncompliance of this section shall be allowed. Any dog lawfully kept or maintained prior to the amendment of Section 10-36 located within the corporate limits of the City of Thomasville prior to August 21, 2023 may continue to be kept or maintained for the remainder of the dog’s life.”

The City Council finds that the current ordinance found in Chapter 10, Article II- Domestic Animals, Sec. 10-37, “Permit for dog breeding” should be changed as indicated in red on Exhibit A (attached) and as follows:

The wording in Section (10-37) should be changed so that it reads,

(10-37) “Permit for dog breeding”

“No person may maintain a dog for breeding in the city in any area zoned residential without first having obtained a permit for dog breeding. The permit is to be issued by the city police department. An annual fee of \$50.00 per brood female shall be assessed for this privilege.

The permit shall only be issued after an application is completed and the animal control officer conducts an inspection of the property.

The application will include the name, address, and telephone number of the owner/keeper of the animals, the address and physical location of the kennel. It shall also include the number, breed, type, and age of the animals.



The breeder/owner must show proof of rabies vaccination for each Stud and Brood female intended for breeding.

Owners/breeders shall only keep/maintain no more than (1) litter of puppies, less than (6) months of age at any time on any parcel of land or zoning lot within the city.

Any person owning, having in his/her possession or being in charge of any dog used for breeding shall permit any police officer or animal control officer to enter the premises where such stud, brooding female, puppies are being kept for the purpose of inspecting such premises.

Persons who fail to obtain a permit for dog breeding will be subject to a \$500.00 civil penalty.

*Definitions:*

*“Brood Female”*- A female dog used for breeding.

*“Stud”*- A male dog used for breeding.”

The City Council finds that the current ordinance found in Chapter 10, Article II- Domestic Animals, Sec. 10-39, “Maintenance of areas where dogs are confined; persistent or loud barking” should be changed as indicated in red on Exhibit A (attached) and as follows:

The wording in Section (10-39) should be changed so that it reads:

(10-39) “Adequate shelter and maintenance of areas where dogs are confined”

“It shall be the duty of the owner or tenant of any property upon which any dog is confined to provide adequate shelter and proper maintenance for each dog on the property. Standards of adequate shelter and proper maintenance are as follows:

- (a) Shelter will keep a nonaquatic animal dry, out of the direct path of winds and out of the direct sun, at a temperature level that is healthful for the animal.
- (b) Shelter shall include a roof and four (4) walls that provide protection from the wind and moisture and a solid floor raised up off the ground, with an opening entrance large enough to allow access to the animal.
- (c) Adequate size of space and shelter appropriate to the age, size, weight, and breed of the dog and that allows the dog to engage in normal body movements including the ability to sit, stand up, turn about freely, or lie fully recumbent in a natural position.
- (d) The structure shall be provided with a sufficient quantity of suitable bedding material consisting of hay, straw, cedar shaving, or the equivalent.
- (e) The shelter shall be placed where it will be adequately shaded from excessive heat from direct sun.
- (f) For all animals, the containment area shall be free of accumulated waste and debris so that the animal shall be free to walk or lie down without coming in contact with any such waste or debris, and a suitable method of draining shall be provided to eliminate rapidly excess water or moisture.

(g) Metal barrels and three-sided boxes do not provide adequate shelter for a dog.

Failure to provide shelter or maintain such areas, upon notification by the animal control officer, shall constitute a violation of this Code and shall subject the violator to a civil penalty or class 1 misdemeanor if conditions of NCGS 14-360 are violated.”

Upon the motion of Council Member \_\_\_\_\_, and a second by Council Member \_\_\_\_\_, the foregoing ordinance was passed upon its first reading by a vote of \_\_\_\_ to \_\_\_\_.

This Ordinance shall be effective August 21, 2023.

This the 21<sup>st</sup> day of August, 2023.

CITY OF THOMASVILLE

By: \_\_\_\_\_

Raleigh York Jr., Mayor

Attest: \_\_\_\_\_

Wendy S. Martin, City Clerk

[SEAL]



# City of Thomasville

North Carolina  
**Police Department**

**Dustin W. Carter**  
Chief of Police



## **Memorandum**

**To:** Eddie Bowling, Assistant City Manager and Michael Brandt, City Manager

**From:** Dustin Carter, Chief of Police

**Date:** 07/20/2023

**Re:** Public Safety Committee, Proposed Amendments to Chapter 10, Article II, Sections 10-36, 10-37, and 10-39

---

Consideration for proposed amendment to Chapter 10 “Animals,” Article II, Section 10-36- Permit for maintaining more than three dogs which reads, “Any person maintaining more than three dogs upon his premises must secure a permit. The permit is to be issued by the city police department animal control officer. An annual permit fee of \$25.00 shall be assessed for this privilege.”

Proposal to change Section 10-36 from “Permit for maintaining more than three dogs” to “Number of animals permitted. (Not for breeding purposes)” The proposed amendment to Section 10-36 will read (a) “It shall be unlawful for any person to own, to keep custody of or to take care of more than three (3) dogs four (4) months or older, on any residential zoned lot. This applies to single-family residences and duplexes. (b) It shall be unlawful in multi-unit buildings to keep more than one (1) outside animal per unit. Animals shall be in an area as designated by the owner of the property. Single-family homes, duplexes and attached single-family homes are exempt. (c) It shall be unlawful for any animals to be kept on any lot unless the owner or keeper of the animals occupies the property. (d) It shall be unlawful to keep animals in any designated common space of apartments or town houses unless it is a designated area for pets. (e) Notwithstanding the preceding provisions and subject to the limitation that, on or after August 21, 2023, no new or additional dogs that would increase or perpetuate the noncompliance of this section shall be allowed. Any dog lawfully kept or maintained prior to the amendment of Section 10-36 located within the corporate limits of the City of Thomasville prior to August 21, 2023 may continue to be kept or maintained for the remainder of the dog’s life.”

Consideration for proposed amendment to Chapter 10 “Animals,” Article II, Section 10-37- Permit for dog breeding which reads, “No person may maintain a dog for breeding in the city in

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Police Administration Phone (336) 475-4274 • Fax (336) 475-5209  
Communications Phone (336) 475-4260 • Fax (336) 475-4277



# City of Thomasville

North Carolina  
**Police Department**

**Dustin W. Carter**  
Chief of Police



any area zoned residential without first having obtained a permit for dog breeding. The permit is to be issued by the city police department animal control officer. An annual permit fee of \$25.00 shall be assessed for this privilege.” The proposed amendment to Section 10-37 will read as follows:

“No person may maintain a dog for breeding in the city in any area zoned residential without first having obtained a permit for dog breeding. The permit is to be issued by the city police department. An annual fee of \$50.00 per brood bitch shall be assessed for this privilege.

The permit shall only be issued after an application is completed and the animal control officer conducts an inspection of the property.

The application will include the name, address, and telephone number of the owner/keeper of the animals, the address and physical location of the kennel. It shall also include the number, breed, type, and age of the animals.

The breeder/owner must show proof of rabies vaccination for each Stud and Brood Bitch intended for breeding.

Owners/breeders shall only keep/maintain no more than (1) litter of puppies, less than (6) months of age at any time on any parcel of land or zoning lot within the city.

Any person owning, having in his/her possession or being in charge of any dog used for breeding shall permit any police officer or animal control officer to enter the premises where such stud, brooding bitch, puppies are being kept for the purpose of inspecting such premises.

Persons who fail to obtain a permit for dog breeding will be subject to a \$500.00 civil penalty.”

### *Definitions:*

“*Brood Female*” – A female dog used for breeding.

“*Stud*” – A male dog used for breeding.

Consideration of proposed amendment to Chapter 10, “Animals,” Article II, Section 10-39 – Maintenance of areas where dogs are confined; persistent or loud barking which reads, “It shall be the duty of the owner or tenant of any property upon which any dog is confined to keep the  
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# City of Thomasville

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Chief of Police



area in which such dog is confined free of any offensive condition related to the confinement of such animal. Failure to maintain such areas, upon notification by the animal control officer, shall constitute a violation of this Code and shall subject the violator to the penalties set forth in section 1-7. For the purpose of this section, offensive conditions shall include persistent or loud barking, etc., as determined by the police department. The proposed amendment to change Section 10-39 – “Adequate shelter and Maintenance of areas where dogs are confined” will read as follows:

“It shall be the duty of the owner or tenant of any property upon which any dog is confined to provide adequate shelter and proper maintenance for each dog on the property. Standards of adequate shelter and proper maintenance are as follows:

- (a) Shelter will keep a nonaquatic animal dry, out of the direct path of winds and out of the direct sun, at a temperature level that is healthful for the animal.
- (b) Shelter shall include a roof and four (4) walls that provide protection from the wind and moisture and a solid floor raised up off the ground, with an opening entrance large enough to allow access to the animal.
- (c) Adequate size of space and shelter appropriate to the age, size, weight, and breed of the dog and that allows the dog to engage in normal body movements including the ability to sit, stand up, turn about freely, or lie fully recumbent in a natural position.
- (d) The structure shall be provided with a sufficient quantity of suitable bedding material consisting of hay, straw, cedar shaving, or the equivalent.
- (e) The shelter shall be placed where it will be adequately shaded from excessive heat from direct sun.
- (f) For all animals, the containment area shall be free of accumulated waste and debris so that the animal shall be free to walk or lie down without coming in contact with any such waste or debris, and a suitable method of draining shall be provided to eliminate rapidly excess water or moisture.
- (g) Metal barrels and three-sided boxes do not provide adequate shelter for a dog.

Failure to provide adequate shelter or maintain such areas, upon notification by the animal control officer, shall constitute a violation of this Code and shall subject the violator to a civil penalty or class 1 misdemeanor if conditions of NCGS 14-360 are violated.”

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**Dustin W. Carter**  
Chief of Police



Thank you for any consideration given to the proposed amendments in the City of Thomasville, Code of Ordinances, Chapter 10, "Animals," Article II, Sections 10-36, 10-37, and 10-39.

Sincerely,

Dustin Carter

Chief of Police

Thomasville Police Department

*"Excellence in Community Oriented Policing"*

250 W. Main St. • P.O. Box 1669 • Thomasville, N.C. 27361-1669  
Police Administration Phone (336) 475-4274 • Fax (336) 475-5209  
Communications Phone (336) 475-4260 • Fax (336) 475-4277

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Public Safety

Committee Date  
And Agenda #

8.8.23	Psafe6
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**Item Name:**

Approval of Bid to Demolish 207 Brown Street and 306 Martin Luther King Drive

**Description of Item:**

See Memo

**Back-Up Materials:**

Memo, Bid for Demolition

**Council Action Requested:**

Approval

**Requested By:**

Chuck George

**Department:**

Planning & Inspections

## MEMORANDUM

DATE: August 1, 2023

TO: Michael Brandt, City Manager  
FROM: Chuck George, Planning & Zoning Administrator

SUBJECT: Bids received for demolition and grading of 207 Brown Street.

Bids were received on July 25, 2023, at 10:00 A.M. in the Office of the Minimum Housing Inspector, City of Thomasville. Staff recommends approval of the bid from Kennedy Ditching and Trucking.

Kennedy Ditching & Trucking	\$3,500
KTF Contractor Services	\$9,500
Double D Construction	\$10,648
County Line Equipment	\$10,650



## MEMORANDUM

DATE: August 1, 2023

TO: Michael Brandt, City Manager  
FROM: Chuck George, Planning & Zoning Administrator

SUBJECT: Bids received for demolition and grading of 306 Martin Luther King Drive.

Bids were received on July 25, 2023, at 10:00 A.M. in the Office of the Minimum Housing Inspector, City of Thomasville. Staff recommends approval of the bid from Kennedy Ditching and Trucking.

Kennedy Ditching & Trucking	\$2,200
Double D Construction	\$3,769.52
D.H. Griffin Wrecking Company	\$5,758
County Line Equipment	\$6,875
KTF Contractor Services	\$9,500

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Transportation

Committee Date  
And Agenda #

8.8.23	T1
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**Item Name:**

Consider Approval of Resolution for Continued Support of Memorandum of Understanding for High Point MPO

**Description of Item:**

To confirm the policies and procedures and responsibilities for members of the High Point MPO.

**Back-Up Materials:**

Proposed Memorandum of Support

**Council Action Requested:**

Approval

**Requested By:** Chuck George

**Department:** Planning & Inspections

**MEMORANDUM OF UNDERSTANDING FOR  
COOPERATIVE, COMPREHENSIVE, AND CONTINUING  
TRANSPORTATION PLANNING AMONG  
THE GOVERNOR OF THE STATE OF NORTH CAROLINA,  
THE CITY OF ARCHDALE, CITY OF HIGH POINT, CITY OF LEXINGTON, CITY  
OF THOMASVILLE, CITY OF TRINITY, COUNTY OF DAVIDSON, COUNTY  
OF FORSYTH, COUNTY OF GUILFORD, COUNTY OF RANDOLPH, TOWN OF  
DENTON, TOWN OF JAMESTOWN, TOWN OF WALLBURG AND THE NORTH  
CAROLINA DEPARTMENT OF TRANSPORTATION IN COOPERATION WITH  
THE UNITED STATES DEPARTMENT OF TRANSPORTATION**

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### **Article I. Purpose of the Agreement**

The purpose of this agreement is to provide the organizational structure needed to fulfill the requirements of 23 U.S.C. §134, §135, §217(g) and §315; 42 U.S.C. §7410 et seq; 49 U.S.C. §5303-5306; 49 CFR 1.48(b) and 1.51; G.S. §136-66.2 and G.S. §136-200 through §136-202, inclusive. The provisions of the North Carolina General Statutes are intended to supplement the provisions of Federal Law. If provisions of the General Statutes conflict with the requirements of Federal Law, then the provisions of Federal Law shall control.

### **Article II. Roles and Responsibilities**

The Metropolitan Planning Organization is responsible for carrying out a transportation planning process in accordance with U.S.C. §134, any subsequent amendments to that statute, and any implementing regulations as follows:

- Developing and approving a long-range transportation plan for the Metropolitan Planning Area,
- Amending the Metropolitan Transportation Plan to reflect changing conditions,
- Making a determination that the long-range transportation plan conforms to the intent of the North Carolina State Air Quality Implementation in parts of its Metropolitan Planning Area that are classified as nonattainment or maintenance for transportation related National Ambient Air Quality Standard,
- Developing and approving a transportation improvement program,
- Amending the transportation improvement program to maintain consistency with the North Carolina State Transportation Improvement Program,
- Making determination that the metropolitan transportation improvement program conforms to the intent of the North Carolina State Air Quality Implementation in parts of its Metropolitan Planning Area that are classified as nonattainment or maintenance for transportation related National Ambient Air Quality Standard,

- Reviewing, approving, and endorsing a Prospectus for transportation planning that defines work tasks and responsibilities of the agencies participating in the transportation planning process,
- Developing and maintaining an annual budget (the Unified Planning Work Program) intended to produce a transportation plan and transportation improvement program,
- Review, approve, and endorse changes to the Federal Highway Administration Functional Classification System, the Metropolitan Area Boundary, and the Adjusted Urbanized Area Boundary if adopted,
- Approving and distributing any federal funds designated for the High Point Metropolitan Planning Organization under current, and future, transportation authorization(s),
- Adopting the bylaws and procedures necessary for the day-to-day operation of the Metropolitan Planning Organization, and
- Other transportation related activities necessary to meet the obligations stated above.

G.S. §136-66.2 makes metropolitan planning organizations in North Carolina responsible for:

- Developing a transportation plan in accordance with 23 U.S.C §134, and
- Representing the interests of member governments to the North Carolina Department of Transportation.

## **Section 2.01 Definitions**

This section defines words and terms that have special meanings in the context of this Memorandum that may be different from their definition in common use.

An *ex officio* member is a person whose membership is a result of the position they hold. Unless otherwise stated, in this Memorandum, *ex officio* members have all the rights and responsibilities of other members.

## **Section 2.02 Additional Rights and Responsibilities of Member Governments**

Member governments shall coordinate zoning and subdivision approval in accordance with the adopted Metropolitan Transportation Plan. It is further agreed that these agencies will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus for Transportation Planning.

The Lead Planning agency serves as the recipient of federal planning funds under 23 U.S.C Section 104(f). The High Point Department of Transportation will serve as the Lead Planning Agency for transportation planning in the Planning area.

### **Section 2.03 Metropolitan Planning Area**

The High Point Urban Metropolitan Planning Area consists of the High Point Urban Area as defined by the United States Department of Commerce, Bureau of the Census, plus that area beyond the existing urbanized area boundary that is expected to become urbanized within a twenty-year planning period. In addition, this area also includes all of Davidson County not included in the Winston-Salem Urbanized Area.

This area is hereinafter referred to as the Planning Area.

### **Section 2.04 The Board of Directors (The Transportation Advisory Committee)**

The Board of Directors, hereafter called the Transportation Advisory Committee (or TAC) is the policy board of the MPO. In 23 U.S.C. § 306(b), the TAC is the Metropolitan Planning Organization.

#### **(a) Membership**

The voting Membership of the Board of Directors will consist of one representative of each unit of local government that is a signatory to this agreement and the three Members of the Board of Transportation representing the NCDOT Operating Divisions included in the Planning Boundary. Each agency may also, at its sole discretion; appoint an alternate member to serve in the member's absence. Voting members, and alternates, must be elected or appointed officials.

The Federal Highway Division Administrator for North Carolina, or his designee, shall be an *ex officio* non-voting member of the Board of Directors. The executive director of the MPO shall also be an *ex officio* non-voting member of the TAC.

The TAC membership also includes one person representing public transportation.

This person to be determined by the other members.

The Board of Directors may add other, advisory non-voting, members at its discretion as defined in the Bylaws. Each voting member of the TAC shall have one vote as listed in the table below:

<b>Jurisdiction</b>	<b>Votes</b>
<b>City of Archdale</b>	1
<b>City of High Point</b>	1
<b>City of Lexington</b>	1
<b>City of Thomasville</b>	1
<b>City of Trinity</b>	1
<b>Davidson County</b>	1
<b>Forsyth County</b>	1

<b>Guilford County</b>	<b>1</b>
<b>Randolph County</b>	<b>1</b>
<b>Town of Denton</b>	<b>1</b>
<b>Town of Jamestown</b>	<b>1</b>
<b>Town of Wallburg</b>	<b>1</b>
<b>NCDOT Division 7</b>	<b>1</b>
<b>NCDOT Division 8</b>	<b>1</b>
<b>NCDOT Division 9</b>	<b>1</b>
<b>Public Transportation</b>	<b>1</b>
<b>Total</b>	<b>16</b>

**(b) Duties**

The TAC, in cooperation with the North Carolina Board of Transportation, shall carry out the urban transportation planning process specified in the U.S. Department of Transportation Regulations, or Program Manuals and shall develop the work programs, transportation plans, and transportation improvement programs and other documents specified in such regulations or manuals.

The TAC shall be the forum for *continuing, cooperative, and comprehensive* transportation decision-making by elected officials of general-purpose local government and shall function in conformance with the North Carolina Unified Public Engagement Process (UPEP) and its successor documents. The TAC’s responsibilities include (1) ensuring that the Transportation Planning Process and the plans and improvement projects that emerge from that process are consistent with the policies and desires of local government, and (2) serving as a forum for resolving conflicts that arise during the development of the Transportation Plan, the Transportation Improvement Program and Transportation Projects.

The TAC shall review and approve a metropolitan transportation plan as required by federal law and general statute.

The TAC shall review and approve a metropolitan transportation improvement program as required by federal law and general statute.

The TAC shall review and approve the Unified Planning Work Program and Metropolitan Transportation Improvement Program and ensure they comply with the Transportation Plan.

The TAC shall review, approve, and endorse amendments to the Planning Work Program, the Metropolitan Transportation Plan, and the Metropolitan Transportation Improvement Program.

The TAC shall review, approve, and endorse changes to the Federal-Functional Classification System, Urban Area Boundary and Planning Area Boundary.

The TAC shall review, approve, and endorse a Prospectus for transportation planning defining the work tasks and responsibilities for the agencies participating in the transportation planning process.

The TAC shall review and approve related air quality planning in conformance with federal regulations.

The TAC shall provide policy direction to the technical coordinating committee and the executive director of the MPO as they develop products for the MPO.

TAC members shall have the responsibility for keeping boards of general-purpose local government informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of these boards; and ensuring meaningful citizen participation in the transportation planning process.

## **Section 2.05      The Technical Coordinating Committee**

Transportation Planning is a specialized field. To give the TAC access to the technical expertise necessary to meet the requirements of federal and state law, a Technical Coordinating Committee, hereinafter referred to as the TCC, shall be established with the responsibility of advising the TAC Board of Directors on the technical aspects of the transportation planning process, performing any technical analysis necessary to support transportation planning, and for making recommendations to the TAC and local and State governmental agencies regarding any necessary actions relating to the continuing transportation planning process. The TCC shall be responsible for development, review, and recommendation for approval of the Prospectus, Transportation Improvement Program, Federal-Aid Urban System and Boundary, revisions to the Metropolitan Transportation Plan, planning citizen participation, and documentation reports on the transportation study. In addition, the TCC may prepare MPO comments on other elements of the transportation project development process (e.g., Feasibility Studies, NEPA documents, and the NEPA Merger Process).

### **(a) Membership**

Membership of the TCC shall include technical representation from all local and State governmental agencies directly related to and concerned with the transportation planning process for the planning area.

Initially, the membership shall include the following or their official designee:

<b>Jurisdiction</b>	<b>Votes</b>
<b>City of Archdale (appointed by the City Manager)</b>	<b>1</b>

<b>Jurisdiction</b>	<b>Votes</b>
<b>City of High Point</b>	
Director of Transportation	1
Director of Planning	1
MPO Administrator	1
Manager of High Point Transit System	1
<b>City of Lexington (Appointed by the City Manager)</b>	1
<b>City of Thomasville</b>	
(Appointed by the City Manager)	1
(Appointed by the City Manager)	1
<b>City of Trinity (appointed by the City Manager)</b>	1
<b>Davidson County-Director of Planning</b>	1
<b>Forsyth County-Director of Planning</b>	1
<b>Guilford County-Director of Planning</b>	1
<b>Randolph County-Director of Planning</b>	1
<b>Town of Denton</b>	1
<b>Town of Jamestown (appointed by the City Manager)</b>	1
<b>Town of Wallburg</b>	1
<b>NCDOT Division 7-Division Engineer</b>	1
<b>NCDOT Division 8-Division Engineer</b>	1
<b>NCDOT Division 9-Division Engineer</b>	1
<b>NCDOT Manager - Transportation Planning Branch</b>	1
<b>NCDOT Director of Public Transportation</b>	1
<b>USDOT – FHWA North Carolina Division Administrator (<i>ex officio</i> – nonvoting)</b>	0
<b>USDOT – Federal Transit Administration, Region IV Director of Planning Assistance (<i>ex officio</i>-nonvoting)</b>	0
<b>Piedmont Authority for Regional Transportation – Executive Director</b>	1
<b>Total</b>	<b>23</b>

Other local agencies, upon filing a request, will be informed of all meetings of the TCC and may attend meetings. The TCC may add members in accordance with its adopted Bylaws.

**(b) Duties**

The TCC is responsible for general review, guidance, and coordination of the transportation planning process for the planning area and making recommendations to the respective local and State governmental agencies and the TAC regarding any necessary actions relating to the



continuing transportation planning process. The TCC shall be responsible for developing, reviewing, and recommendation for approval of the Prospectus for Transportation Planning, the Metropolitan Transportation Improvement Program, Federal-Aid Urban System and Boundary, the Metropolitan Transportation Plan, revisions to the Transportation Plan, planning citizen participation, and documentation reports on the transportation study.

## **Section 2.06 Executive Director**

Administrative coordination for the TAC and the TCC will be performed by an Executive Director. The Executive Director shall be the Transportation Planning Administrator for the City of High Point and shall report to the High Point Director of Transportation.

The Executive Director:

- Is *ex officio* the Secretary of the Board of Directors (the TAC),
  - Arranges meetings and agendas,
  - Maintains minutes and records,
- Is *ex officio* the Secretary of the TCC,
  - Arranges meetings and agendas,
  - Maintains minutes and records,
- Prepares the Prospectus,
- Prepares the Unified Planning Work Program
- Prepares a Metropolitan Transportation Improvement Program in accordance with Federal and State regulations and requirements,
- Develops a Metropolitan Transportation Plan in accordance with Federal and State regulations,
- Maintains the Transportation Plan,
- Executes the Transportation Planning process in accordance with Federal and State laws and regulations,
- Prepares invoices and progress reports in accordance with federal, state, and local requirements,
- Structures the public involvement process needed to ensure that the UPWP, transportation plan, transportation improvement program, and any transportation conformity determinations meet federal requirements,
- Consults with the Board of Directors and the TCC regarding the best approaches to performing the duties listed above, and
- Serves as the MPO's ethics liaison for compliance with N.S.G.C Ch. 138A.

### **Article III. Payment Schedule**

All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the Unified Planning Work Program adopted by the TAC. Administration of funding in support of the Transportation Planning Process on behalf of the TAC will be conducted by the City of High Point who will execute appropriate agreements with funding agencies as provided by the Unified Planning Work Program.

The local match for the Federal Aid planning funds will be determined based on the current federal matching requirements. The signatory general purpose local governments will contribute to the local match requirement based on their percentage of the population within the planning area at the most recent decennial census. Member governments may also be asked to contribute additional local funding for projects wholly within their municipal limits.

### **Article IV. Duration of the Agreement**

This agreement remains in effect until the High Point MPO is redesignated under 23 U.S.C. §134(d) (5), or the agreement is voided by mutual consent.

The document may be amended or voided by two thirds vote of the TAC.

Agencies subscribing to this Memorandum of Understanding may terminate their participation in the Continuing Transportation Planning Process by giving thirty days written notice to other parties prior to the date of termination.

### **Article V. Signatures**

In witness whereof, the Secretary of Transportation on behalf of the Governor of the State of North Carolina and the other parties of this Memorandum of Understanding have been authorized by appropriate and proper resolutions to sign the same, the City of Archdale by its Mayor, the City of High Point by its Mayor, the City of Lexington by its Mayor, the City of Thomasville by its Mayor, the City of Trinity by its Mayor, the Town of Denton by its Mayor, the Town of Jamestown by its Mayor, the Town of Wallburg by its Mayor Davidson County by its Chairman of the Board of Commissioners, Forsyth County by its Chairman of the Board of Commissioners, Guilford County by its Chairman of the Board of Commissioners, Randolph County by its Chairman of the Board of Commissioners, and the Department of Transportation by the Secretary of Transportation. This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

(Seal)

CITY OF THOMASVILLE

\_\_\_\_\_ By \_\_\_\_\_  
Clerk Mayor

Resolution Date \_\_\_\_\_

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Public Services

Committee Date  
And Agenda #

8.8.23	PSer1
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**Item Name:**

Consider Approval of Resolution of Acceptance of Loan and Grant for Raines Road Pump Station Improvements

**Description of Item:**

Upgrade of the existing 1,040 GPM triplex pump station with 1,740 GPM duplex pump system, replacement of all electrical and mechanical components, possible installation of upstream screen, generator, and replacement of existing 8-inch force main with approximately 4,800 linear feet of 16-inch force main.

**Back-Up Materials:**

Resolution of Acceptance of ARP grant of \$4,000,000 and CWSRF loan of \$1,000,000.

**Council Action Requested:**

Approval

**Requested By:** Morgan Huffman

**Department:** Public Utilities

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a Clean Water State Revolving Fund Loan in the amount of \$1,000,000 as well as American Rescue Plan funding in the amount of \$4,000,000 for the construction of the Rains Road Pump Station Upgrades and installation of approximately 4,800 linear feet of 16-inch force main, and

**WHEREAS,** the City of Thomasville intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE (GOVERNING BODY) OF THE (UNIT OF GOVERNMENT):**

That City of Thomasville does hereby accept the Clean Water State Revolving Loan offer of \$1,000,000 as well as the American Rescue Plan funding in the amount of \$4,000,000.

That the City of Thomasville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the loan and grant offer, Section II - Assurances will be adhered to.

That Michael M. Brandt, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That City of Thomasville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 21<sup>st</sup> Day of August 2023 at Thomasville, North Carolina.

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Mr. Raleigh York, Jr.  
Mayor, City of Thomasville

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Date

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Public Services

Committee Date  
And Agenda #

8.8.23	Pser2
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**Item Name:**

Consider Approval of Resolution of Acceptance of State ARPA Earmark Funds for Waterline Improvements

**Description of Item:**

Construction of approximately 3,150 linear feet of 6-inch diameter ductile iron water line to replace existing 2-inch diameter galvanized water line along sections of Ingram Street (College to Cates), Cramer Street and Montlieu Avenue, School Drive (Cedar Lodge to Willowbrook), and Willowbrook Drive (Fairgrove to existing 6-inch); transfer all existing services from the existing 2-inch galvanized line to the new 6-inch line; and installation of 5 new hydrants.

**Back-Up Materials:**

Resolution of Acceptance

**Council Action Requested:**

Approval

**Requested By:** Morgan Huffman

**Department:** Public Utilities

**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Grant, in the amount of \$1,000,000 for the construction of approximately 3,150 LF of 6-inch diameter ductile iron (DI) waterlines to replace existing 2-inch diameter galvanized waterlines along Cramer Street, Ingram Street, Montlieu Street, School Drive, and Willowbrook Drive within the City of Thomasville. The project also involves the transfer of existing water services connected to the existing 2-inch diameter galvanized waterline to the new 6-inch diameter DI waterline, and

**WHEREAS,** the City of Thomasville intends to construct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THOMASVILLE:**

That the City of Thomasville does hereby accept the State Grant offer of \$1,000,000.

That the City of Thomasville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II - Assurances will be adhered to.

That Michael M. Brandt, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the City of Thomasville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2023 at Thomasville, North Carolina.

---

Mr. Raleigh York, Jr.  
Mayor, City of Thomasville

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Date

# Agenda Item Cover Sheet

**Admin. Use Only:**

Committee Name

Public Services

Committee Date  
And Agenda #

8.8.23	Pser3
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**Item Name:**

Consider Approval of Resolution of Acceptance of Asset Inventory and Assessment Grant

**Description of Item:**

Acceptance of grant funding for examination of existing and new data to analyze and identify sources of Inflow and Infiltration in the sanitary sewer system for elimination.

**Back-Up Materials:**

Resolution of Acceptance

**Council Action Requested:**

Approval

**Requested By:** Morgan Huffman

**Department:** Public Utilities



**RESOLUTION BY GOVERNING BODY OF APPLICANT**

**WHEREAS,** the North Carolina Clean Water Revolving Loan and Grant Act of 1987 has authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works, wastewater collection systems, and water supply systems, water conservation projects, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a State Asset Inventory and Assessment Grant, in the amount of \$400,000 for conducting research and testing to determine the age, quality, connection, and capacity of all sewer lines currently existing by using both new and existing CCTV footage and flow testing to determine the need for point repairs or a larger sewer rehabilitation project, and

**WHEREAS,** the City of Thomasville intends to conduct said project in accordance with the approved plans and specifications,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THOMASVILLE:**

That the City of Thomasville does hereby accept the State Grant offer of \$400,000.

That the City of Thomasville does hereby give assurance to the North Carolina Department of Environmental Quality that all items specified in the grant offer, Section II - Assurances will be adhered to.

That Michael M. Brandt, City Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the City of Thomasville has substantially complied or will substantially comply with all Federal, State and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2023 at Thomasville, North Carolina.

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Mr. Raleigh York, Jr.  
Mayor, City of Thomasville

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Date