



City of Trinity
CITY COUNCIL MEETING

May 13, 2024 at 6:30 PM

Trinity City Hall Annex

AGENDA

NCGS § 143-318.17 Disruption of official meetings

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

(1919, c. 655, s 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. s. 14 (c).)

Action may be taken on agenda items and other issues discussed during the meeting

- 1. Call to Order; Welcome Guests and Visitors**
- 2. Pledge of Allegiance and Invocation**
- 3. Review, amend if needed, and approve Proposed Regular Agenda**
- 4. Public Comment Period**
- 5. Consent Agenda Items**
 - a.** Approval of Regular Meeting Minutes of April 8, 2024.
 - b.** Approval of Budget Workshop Meeting Minutes of April 10, 2024
 - c.** City of Trinity- Monthly Financial Position Review (*Finance Director Crystal Postell*)
 - d.** Hospice Donation - In Memory of Robert Labonte (*Finance Director Crystal Postell*)
 - e.** Information Purposes: Internal Governmental Loan from the General Fund to the Sewer Fund to Decrease the Financial Burden on the Sewer Fund (*Finance Director Crystal Postell*)
 - f.** Steeplegate Lift Station and Force Main Project Sewer Rate Break Even Analysis (*Finance Director Crystal Postell*)
- 6. Recognitions and Presentations**

[a.](#) **Proclamation - 100th Anniversary of Trinity Baptist Church** (*City Manager Stevie Cox*)

7. Public Hearing

[a.](#) **Public Hearing for the Proposed Fiscal Year 2024 - 2025 Annual Budget** (*City Manager Stevie Cox*)

8. Action Agenda

[a.](#) **Utility Audit** (*Finance Director Crystal Postell*)

[b.](#) **Gravity Sewer Extension Study** (*Davis-Martin-Powell Randy McNeil*)

[c.](#) **Trinity Parks and Recreation Master Plan Contract Award** (*City Manager Stevie Cox*)

9. Mayor, Council and City Manager Updates

10. Adjournment



City of Trinity
CITY COUNCIL MEETING

April 08, 2024
Trinity City Hall Annex

MINUTES

PRESENT

Mayor Richard McNabb
Mayor Pro Tem Bob Hicks
Councilman Tommy Johnson
Councilman Robbie Walker
Councilman Ed Lohr
Councilman Jack Carico

OTHERS PRESENT

City Manager Stevie Cox
City Clerk Darien Comer
Finance Director Crystal Postell
Public Services Director Rodney Johnson
Planning Director Jill Wood
Planning Consultant Carrie Spencer
Attorney Bob Wilhoit
Sgt. Ric D'Angelo

Mayor McNabb called the meeting to order at 6:30 PM.

Mayor McNabb led the Pledge of Allegiance and gave the Invocation.

Review, amend if needed, and approve Proposed Regular Agenda

Councilman Carico made a motion to amend the agenda to add a Closed Session for Personnel Pursuant to NCGS 142-318(a)(6). The motion was seconded by Councilman Lohr with a unanimous vote of 5 ayes and 0 nays.

Councilman Carico made a motion to put the Closed Session at the beginning of the agenda. The motion was seconded by Councilman Lohr with no vote.

Councilman Carico asked to be excused from the meeting at 6:34 PM.

Councilman Walker made a motion to remove the Closed Session for Personnel Pursuant to NCGS 142-318(a)(6) from the Agenda. The motion was seconded by Councilman Johnson with a vote of 4 ayes and 0 nays.

Mayor Pro Tem Hicks made a motion to add to the agenda a Discussion and Purchase to the annual Budget for an Emergency Service Truck purchase and the Alignment of the Budget Ordinance 24 - 08 after 7B. The motion was seconded by Councilman Johnson with a vote of 4 ayes and 0 nays.

Mayor Pro Tem Hicks made a motion to remove the Planning And Zoning Board Member appointment from the agenda and Table it until the next Council meeting. The motion was seconded by Councilman Walker with a unanimous vote of 4 ayes and 0 nays.

Councilman Walker made a motion to approve the agenda as amended. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 4 ayes and 0 nays.

Public Comment Period

None

Consent Agenda Items

- a. Approval of Regular Meeting Minutes of March 11, 2024.
- b. Approval of Closed Session Meeting Minutes of March 11, 2024
- c. Approval of Special Called Meeting Minutes of March 20, 2024
- d. Approval of the Budget Retreat Meeting Minutes of March 20, 2024
- e. Finance Director’s City of Trinity Financial Statements (Finance Director Crystal Postell)

Councilman Johnson made a motion to approve the Consent Agenda Items. The motion was seconded by Councilman Walker with a unanimous vote of 4 ayes and 0 nays.

Public Hearing

Request for Property Rezoning - 6695 Auction Rd (Planning Director Jill Wood)

Action Agenda

Request for Property Rezoning - 6695 Auction Rd (Planning Director Jill Wood)

Planning Director Jill Wood presented to the Council a request from Automotive Recovery Services Inc., Westchester, Illinois, to rezone 26.95 acres located at 6695 Auction Road, PIN# 6798677698, be rezoned from RA to M2-CZ (Light Industrial, Conditional Zoning). It is the desire of the property owner to expand the existing business, formerly known as Mendenhall Auction, as per the site plan. On March 25, 2024, the Trinity Planning Board considered the following request and recommended approval as consistent with the Trinity Land Use Plan. The motion passed with a vote of 3 to 1, Keith Akiens voted against the motion.

Colin McGrath, Land Use and Zoning Attorney with Poyner Spruill at 301 Fayetteville Street Suite 1900, Raleigh, NC. Mr. McGrath spoke to the Board and presented a power point on behalf of Automotive Recovery Services DBA Insurance Auto Auctions. He presented a power point and answered questions from the Board.

William Dytrych with Insurance Auto Auctions at 2 Westbrook Corporate Center, Westchester, Illinois. Mr. Dytrych is manager of real estate development for IAA. He informed the Board about the business being worldwide with 200 locations throughout the United States, Canada, and England. The aspect of the business is that they auction off salvage cars and low value vehicles. They are not a junk yard. They run a consignment business.

Speaking For:

None

Speaking Against:

None

Mayor Pro Tem Hicks made a motion to rezone PIN# 6798677698 from RA to M2-CZ. It follows the consistency and reasonable finding of reasonableness and public interest. It promotes high quality land development pattern by focusing growth in areas with existing infrastructure and available capacity. These two goals encourage Commercial Services to locate in Trinity and illustrates the zoning ordinance and the land development plan. The applicable General Statutes should be followed. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.

Planning and Zoning Board Member Appointment (Councilman Lohr)

Councilman Lohr said that he did not have a candidate at this time.

Mayor Pro Tem Hicks made a motion to Table until the next City Council meeting. The motion was seconded by Councilman Walker with a unanimous vote of 4 ayes and 0 nays.

Amendment to the Annual Budget for Emergency Service Truck Purchase and the Alignment of the Budget

Public Services Director Rodney Johnson presented to the Council a need for an Amendment to the Fiscal Year 2023 - 2024 Annual Budget to conduct an emergency purchase of a service truck from Ilderton Dodge Chrysler Jeep Ram Fiat of High Point. The service truck being purchased is a 2024 Ram 2500 Trademan Crew Cab 4X4 8' Box. The price for the truck is \$66,545.17. This includes the service truck, document fee, title, tag, and registration.

Mayor Pro Tem Hicks made a motion to purchase a new service truck as an emergency purchase and to approve the transfer of funds from both the general fund and the sewer fund contingency to cover it. The motion was seconded by Councilman Johnson with a unanimous vote of 4 ayes and 0 nays.

Discussion on R-10 Zoning District (Councilman Lohr)

Councilman Lohr expressed concerns with the traffic, schools and taxes going up with the growth of R-10 zoning. He feels that R-20 would be better for the City and building nicer homes. Planning Consultant Carrie Spencer was present to answer any questions from Council.

Mayor, Council and City Manager Updates

Councilman Walker asked about the completion date on the electronic sign at the Sherriff Office Substation. Rodney Johnson reported that the rock should be delivered soon and installed. Mr. Johnson said that the work will be completed soon.

Councilman Walker inquired about the Sheriff's Office opening up. Sgt. Ric D'Angelo informed the Council that the internet was installed and they are waiting for the cameras to ship and be installed. Signs will be put up to let the community know that the Sheriff's Department is there. City Manager Stevie Cox expects that the date for the open house should be set this week.

Councilman Walker inquired about the award for the Parks and Master Plan. City Manager Stevie Cox informed the Council that the interviews had been conducted. They are working with the firm about pricing.

City Manager Stevie Cox reminded Council of the Budget Workshop set for Wednesday, April 10, 2024 at 9:00AM, Lunch with Lawmakers on April 28, 2024, Archdale Chamber Golf Tournament in May and City Vision in April.

Mayor Pro Tem Hicks would like to see the City digitize the office records and paperwork.

Adjournment

Councilman Walker made a motion to adjourn. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 4 ayes and 0 nays.

Attest:

Richard McNabb, Mayor

Darien P. Comer, City Clerk



**CITY OF TRINITY
CITY COUNCIL
BUDGET WORKSHOP
APRIL 10, 2024
TRINITY CITY HALL ANNEX**

PRESENT

Mayor Richard McNabb
Mayor Pro Tem Bob Hicks
Councilman Tommy Johnson
Councilman Robbie Walker

ABSENT

Councilman Jack Carico
Councilman Ed Lohr

OTHERS PRESENT

City Manager Stevie Cox
City Clerk Darien Comer
Finance Director Crystal Postell
Public Services Director Rodney Johnson
Attorney Bob Wilhoit

Mayor McNabb called the meeting to order at 9:00 am.

Budget Workshop Topics of Discussion

- Sewer Expansion Discussion – Rodney Johnson
- Budget Overview – Crystal Postell
- Trinity City Council Concerns and Revisions Discussion with City Manager and Departments – Mayor and City Council Members
- Serco Club – JD Peace
- Fund Balance and Net Position – Crystal Postell
- Randolph County Sheriff’s Office – Ric D’Angelo and Aundrea Azelton
- Capitol Improvement Plan Overview – Stevie Cox
- Debt Outstanding – Crystal Postell

- Unit Assistance List – Crystal Postell
- Friends of Trinity – Tommy Johnson

Councilman Walker made a motion to adjourn the Budget Workshop. The motion was seconded by Mayor Pro Tem Hicks with a unanimous vote of 3 ayes and 0 nays.

Attest:

Richard McNabb, Mayor

Darien P. Comer, City Clerk

DRAFT



MEMORANDUM

TO: Richard McNabb and City Council
FROM: Crystal Postell, Finance Director
CC: Stevie Cox, City Manager
DATE: 05/03/2024
SUBJECT: City of Trinity- Monthly Financial Position Review

Summary:

The Finance Department would like to present the City's monthly financial position for April 2024.

Background:

The Finance Department will ensure the fiscal integrity of the City by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and city regulations.

Recommendation:

Staff recommends that the City Council approve the presentation of the City's current financial position for both the General and Sewer Fund.

Attachment:

Budget versus Actual Statements for both the General and Sewer Fund

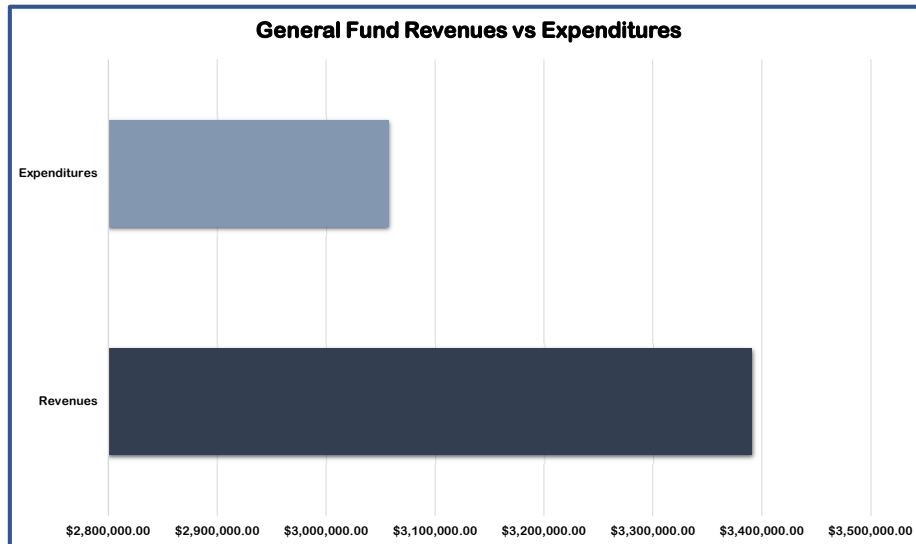


TRINITY

NORTH CAROLINA

General Fund Budget vs Actual Statement Ending on April 30, 2024

	<u>Budget</u>	<u>Actual</u>
REVENUES		
Powell Bill	\$ 175,600.00	\$ 191,712.10
Ad Valorem/ Vehicle Tax	\$ 1,019,300.00	\$ 942,685.85
Sales and Use Tax	\$ 1,888,802.00	\$ 1,619,114.47
Solid Waste	\$ 487,200.00	\$ 410,176.21
Other Taxes	\$ 320,700.00	\$ 145,684.99
Investment Earnings	\$ 28,000.00	\$ 56,095.79
Other Revenues	\$ 451,173.00	\$ 25,535.00
	\$ 4,370,775.00	\$ 3,891,004.41
EXPENDITURES		
Governing Board	\$ 58,900.00	\$ 29,064.72
Administration	\$ 485,600.00	\$ 321,942.30
Finance	\$ 279,220.00	\$ 218,437.93
Planning/Zoning	\$ 436,500.00	\$ 264,359.24
Public Buildings	\$ 239,400.00	\$ 190,817.74
Animal Control	\$ 29,200.00	\$ 21,447.66
Public Safety	\$ 469,662.00	\$ 270,045.29
Powell Bill	\$ 224,620.00	\$ 4,760.00
Street	\$ 148,500.00	\$ 99,650.53
Stormwater	\$ 272,450.00	\$ 135,831.79
Sanitation	\$ 527,200.00	\$ 356,890.74
Economic Development	\$ 10,600.00	\$ 6,794.00
General Fund Transfers-Sale Tax W/S	\$ 1,115,544.00	\$ 1,115,544.00
General Fund Transfers-City Hall Reserve		\$ -
Special Appropriation/Allocations	\$ 73,379.00	\$ 21,855.00
	\$ 4,370,775.00	\$ 3,057,440.94
		\$ 333,563.47

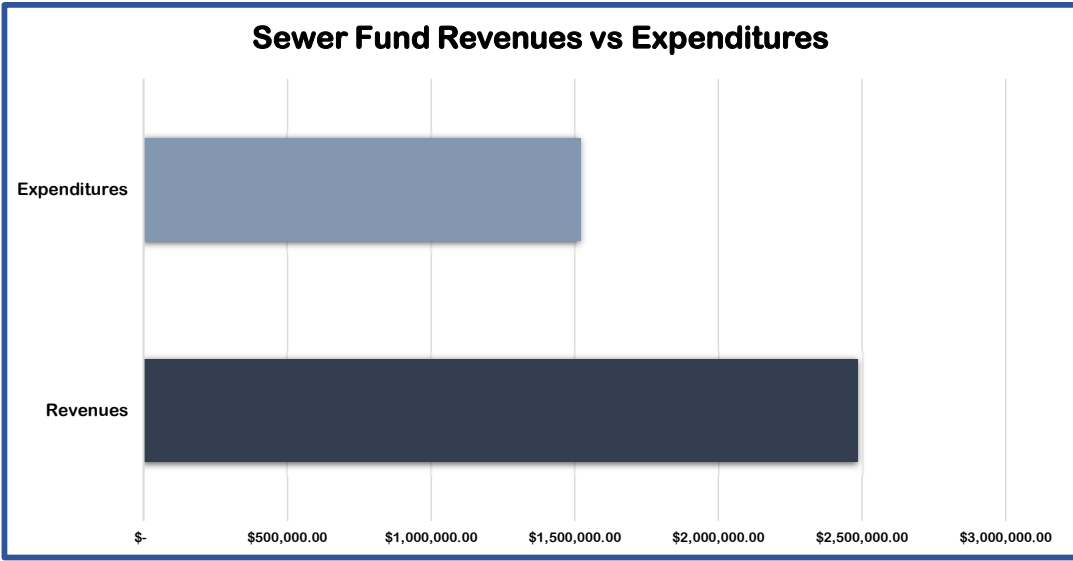


Note: The City of Trinity has collected about 78% of it's projected budgeted revenues. The City of Trinity has collected 6% of "Other Revenues" due to the City NOT utilizing its budgeted General Fund Appropriated Fund Balance . However, the City operational departments have only expensed about 70% of their total projected annual budgets. Currently, the City of Trinity has an estimated surplus of \$333,563.47 within the General Fund.



**Sewer Fund
Budget vs Actual Statement
Ending on April 30, 2024**

REVENUES		<u>Budget</u>	<u>Actual</u>
	Sewer Billing	\$ 1,267,875.00	\$ 996,220.21
	Sewer Tap Fees	\$ 44,000.00	\$ 79,200.00
	Investment Earnings	\$ 3,750.00	\$ 17,368.68
	Sales Tax Transfer In	\$ 1,115,544.00	\$ 1,115,544.00
	Other Revenues	\$ 375,000.00	\$ 276,486.00
		<u>\$ 2,806,169.00</u>	<u>\$ 2,484,818.89</u>
EXPENDITURES			
	Sewer	\$ 2,806,169.00	\$ 1,521,225.57
		<u>\$ 2,806,169.00</u>	<u>\$ 1,521,225.57</u>
	Surplus / (Deficit)		<u>\$ 963,593.32</u>



Note: The City of Trinity has collected about 89% of it's projected budgeted revenues. However, the City operational departments have only expensed about 54% of their total projected annual budgets. Currently, the City of Trinity has an estimated deficit of \$963,593.32 within the Sewer Fund.



Memorandum

TO: Mayor and City Council Members

FROM: Stevie Cox, City Manager

CC: Crystal Postell, Finance Director

DATE: 05/02/2024

REF: Hospice Donation

Summary:

Hospice of Randolph County has issued a letter of “thanks” for the City of Trinity’s donation.

Background:

On Wednesday, April 10, 2024, the City Council agreed to purchase flowers or give a donation if any organizations were listed for contributions for former Councilman Robert “Bob” Labonte. It was listed on Mr. Labonte’s online obituary that donations could be sent to Hospice of Randolph County. The City of Trinity has made a donation in the sum of \$150, which includes a brick to support the Hospice Memory Walk on the Hospice of Randolph campus, along with the following brick inscription:

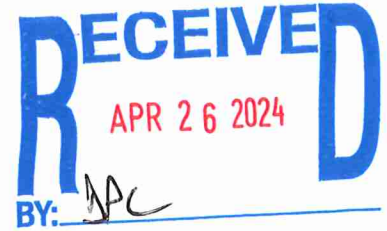
In Memory of
Robert Labonte
City of Trinity

Recommendation:

There are no recommendations to be made.

Attachments:

Hospice of Randolph County Letter



April 17, 2024

Crystal Postell
City of Trinity
P.O. Box 50
Trinity, NC 27370

Dear Ms. Postell:

On behalf of our organization, I would like to thank you for your generous support of our Hospice Memory Walk on the Hospice of Randolph campus. We gratefully acknowledge the receipt of your donation of \$150.00 on 4/11/2024, along with the following brick inscription:

IN MEMORY OF
ROBERT LABONTE
CITY OF TRINITY

Please let our development office know if this inscription is not correct or you wish to change it in any way. This brick will be installed and dedicated in fall 2024. We will send you an invitation to the dedication program.

Thank you again for your important support of our hospice mission.

Sincerely,

William T. (Trent) Cockerham
Chief Executive Officer

No goods or services were provided in exchange for this gift.
Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Section at 1-888-830-4989. The license is not an endorsement by the State.



Memorandum

TO: Mayor and City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager

DATE: 05/03/2024

REF: Internal Governmental Loan from the General Fund to the Sewer Fund to Decrease the Financial Burden on the Sewer Fund

Summary:

Per request of the City Council, the Finance Department has conducted a couple of loan amortization schedules to reduce some of the financial burden on the Sewer Fund.

Background:

Currently, the City has a total of \$11,653,654 in both General Obligation Bonds (\$11,233,093) and Sewer AARA Note Payables (\$420,561). Please keep in mind that this does not include the City's interlocal agreements with both the City of Thomasville and the City of High Point. The Sewer Fund debt services obligations started in April 2008. The loan balances are as follows:

2008 USDA Sanitary Sewer Bond	April 2008	\$1,432,000	4.375%
2010 USDA Sanitary Sewer Bond	February 2010	\$3,261,919	4.000%
Sewer AARA Note Payable	May 2012	\$420,561	0.000%
2013 USDA Sanitary Sewer Bond	March 2013	\$3,937,609	3.125%
2014 USDA Sanitary Sewer Bond	October 2014	\$2,601,565	3.500%

There is one example of removing (1) one debt service obligation due to the future planning of the sewer infrastructure maintenance and upgrades. The City of Trinity must exercise conservative fiscal management control and it is important for the City to have "liquid" cash for any mishaps that could occur. The City's sewer infrastructure is more than 18 years old, the City must be

prepared for possible pump station repairs, sewer pipe repairs, etc. We must have funds available for these potential repairs because the City may have to conduct a loan from the General Fund to the Sewer to cover the cost of those repairs since the Sewer Fund is not self-sufficient.

The internal governmental loan agreement would be for the 2008 USDA Sanitary Sewer Bond. It would increase the original annual payment by \$34,759.34 but the internal governmental would save a total of \$668,307 over the course of the loan in interest. Instead of the loan maturing Fiscal Year 2044 – 2047, the City could satisfy this debt by Fiscal Year 2035 – 2036. If the City chooses to utilize the additional \$300,000 payment after the City of Thomasville interlocal agreement is satisfied, it could be completed in the fiscal year 2030 – 2031.

Recommendation:

Staff recommends the City Council review the information presented for a future decision on conducting an internal governmental loan between the General Fund and Sewer Fund.

Attachments:

Loan Agreement
Loan Amortization Schedule



LOAN AGREEMENT

This is an internal governmental loan between:

General Fund

hereinafter referred as the Lender

And

Sewer Fund

Hereinafter referred as the Borrower

LOAN AMOUNT. The Lender promises to loan the equivalent of **\$1,432,000.00**, to the Borrower and the Borrower promises to repay to this principal amount to the Lender, at such address as may be provided in writing.

PAYMENT. This agreement, (the "Note"), shall be due and payable, including the principal and any accrued interest in the sum of **\$135,409.34**.

Once per fiscal year beginning on January 31, 2025, and to continue every 365 days until the balance is paid on January 31, 2036.

All payments made by the Borrower are to be applied last (31st) to any accrued interest and then to the principal balance. The total amount of the loan shall be due and payable on the 31 day of each month

INTEREST. The Note shall

Bear interest at a rate of 2 percent (2 %) compounded annually. The rate must be equal to or less than the usury rate in the State of the Borrower.

PREPAYMENT. The Borrower has the right to pay back the loan in-full or make additional payments at any time without penalty starting January 31, 2028 on or after the interlocal agreement for the City of Thomasville is paid in full.

REMEDIES. No delay or omission on part of the holder of this Note in exercising any right hereunder shall operate as a waiver of any such right or of any other right of such holder, nor shall any delay, omission or waiver on any one occasion be deemed a bar to or waiver of the same or any other right on any future occasion. The rights and remedies of the Lender shall be cumulative and may be pursued singly, successively, or together, in the sole discretion of the Lender.

EVENTS OF ACCELERATION. The occurrence of any of the following shall constitute an "Event of Acceleration" by the Lender under this Note:

(a) Borrower's failure to pay any part of the principal or interest as and when due under this Note; or

(b) Borrower's becoming insolvent or not paying its debts as they become due.

ACCELERATION. Upon the occurrence of an Event of Acceleration under this Note, and in addition to any other rights and remedies that Lender's may have, Lender shall have the right, at its sole and exclusive option, to declare this Note immediately due and payable.



SUBORDINATION. The Borrower’s obligations under this Promissory Note are subordinated to all indebtedness, if any, of the Borrower, to any unrelated third-party lender to the extent such indebtedness is outstanding on the date of this Note and such subordination is required under the loan documents providing for such indebtedness.

WAIVERS BY BORROWER. All parties to this Note including the Borrower and any sureties, endorsers, and guarantors hereby waive protest, presentment, notice of dishonour, and notice of acceleration of maturity and agree to continue to remain bound for the payment of principal, interest and all other sums due under this Note notwithstanding any change or changes by way of release, surrender, exchange, modification or substitution of any security for this Note or by way of any extension or extensions of time for the payment of principal and interest; and all such parties waive all and every kind of notice of such change or changes and agree that the same may be made without notice or consent of any of them.

GOVERNING LAW. This Note shall be governed by, and construed in accordance with, the laws of the State of North Carolina

SUCCESSORS. All of the foregoing is the promise of Borrower and shall bind Borrower and Borrower’s successors, heirs and assigns; provided, however, that Lender may not assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the holder of this Note

IN WITNESS WHEREOF, Borrower has executed this Internal Governmental Promissory Note as of the day and year first above written.

Stevie Cox, City Manager

Richard McNabb, Mayor

Darrien Comer, City Clerk

(Attest)

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

Crystal Postell, Finance Director



Loan Amortization Schedule

Enter Values

Loan amount	\$1,432,000.00
Annual interest rate	2.00%
Loan period in years	12
Number of payments per year	1
Start date of loan	1/1/2025

Optional extra payments \$0.00

Loan Summary

Scheduled payment	\$135,409.34
Scheduled number of payments	12
Actual number of payments	1
Total early payments	\$0.00
Total interest	\$192,912.11

Lender name

General Fund

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/31/2025	\$1,432,000.00	\$135,409.34	\$0.00	\$135,409.34	\$106,769.34	\$28,640.00	\$1,325,230.66	\$28,640.00
2	1/31/2026	\$1,325,230.66	\$135,409.34	\$0.00	\$135,409.34	\$108,904.73	\$26,504.61	\$1,216,325.93	\$55,144.61
3	1/31/2027	\$1,216,325.93	\$135,409.34	\$0.00	\$135,409.34	\$111,082.82	\$24,326.52	\$1,105,243.10	\$79,471.13
4	1/31/2028	\$1,105,243.10	\$135,409.34	\$0.00	\$135,409.34	\$113,304.48	\$22,104.86	\$991,938.62	\$101,575.99
5	1/31/2029	\$991,938.62	\$135,409.34	\$0.00	\$135,409.34	\$115,570.57	\$19,838.77	\$876,368.05	\$121,414.77
6	1/31/2030	\$876,368.05	\$135,409.34	\$0.00	\$135,409.34	\$117,881.98	\$17,527.36	\$758,486.07	\$138,942.13
7	1/31/2031	\$758,486.07	\$135,409.34	\$0.00	\$135,409.34	\$120,239.62	\$15,169.72	\$638,246.45	\$154,111.85
8	1/31/2032	\$638,246.45	\$135,409.34	\$0.00	\$135,409.34	\$122,644.41	\$12,764.93	\$515,602.04	\$166,876.78
9	1/31/2033	\$515,602.04	\$135,409.34	\$0.00	\$135,409.34	\$125,097.30	\$10,312.04	\$390,504.74	\$177,188.82
10	1/31/2034	\$390,504.74	\$135,409.34	\$0.00	\$135,409.34	\$127,599.25	\$7,810.09	\$262,905.49	\$184,998.91
11	1/31/2035	\$262,905.49	\$135,409.34	\$0.00	\$135,409.34	\$130,151.23	\$5,258.11	\$132,754.26	\$190,257.02
12	1/31/2036	\$132,754.26	\$135,409.34	\$0.00	\$132,754.26	\$130,099.17	\$2,655.09	\$0.00	\$192,912.11



Loan Amortization Schedule

Enter Values

Loan amount	\$991,938.62
Annual interest rate	2.00%
Loan period in years	12
Number of payments per year	1
Start date of loan	1/31/2028

Optional extra payments	\$300,000.00
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Loan Summary

Scheduled payment	\$93,797.32
Scheduled number of payments	12
Actual number of payments	1
Total early payments	\$742,745.05
Total interest	\$37,023.84

Lender name

General Fund

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	1/31/2028	\$991,938.62	\$93,797.32	\$300,000.00	\$393,797.32	\$373,958.54	\$19,838.77	\$617,980.08	\$19,838.77
2	1/30/2029	\$617,980.08	\$93,797.32	\$300,000.00	\$393,797.32	\$381,437.71	\$12,359.60	\$236,542.36	\$32,198.37
3	1/30/2030	\$236,542.36	\$93,797.32	\$142,745.05	\$236,542.36	\$231,811.52	\$4,730.85	\$4,730.85	\$36,929.22
4	1/30/2031	\$4,730.85	\$93,797.32	\$0.00	\$4,730.85	\$4,636.23	\$94.62	\$0.00	\$37,023.84



Memorandum

TO: Mayor and City Council Members

FROM: Crystal Postell, Finance Director

CC: Stevie Cox, City Manager

DATE: 05/02/2024

REF: Steeplegate Lift Station and Force Main Project Sewer Rate Break Even Analysis

Summary:

In April 2024, it has been requested by the City Council to conduct an analysis on the Steeplegate Lift Station and Force Main Project Project's breakeven point. It is important to understand how much the City could be saving with our interlocal agreement with the City of High Point versus the City of Thomasville. This is just an estimate.

The spreadsheet has a projection of discharge flow in Fiscal Year 2025 – 2026 at 450,000 per day. These projections are based on actual projected numbers of homes to be built in the next (3) three years from Davis-Martin-Powell (DMP). This estimate is based on both a 3% increase each year in discharge flow and 5% increase in the commodity rates (sewer rate). It is necessary to consider the possibility of the City utilizing its already approved State Water Infrastructure Authority's zero percent interest rate loan in the sum of \$1,354,000.

When reviewing the sewer rate breakeven analysis, savings are based on a monthly estimated expenditure. The breakeven point is when the City should expect savings within the Sewer Fund expenditures for treatment which could begin Fiscal Year 2032 – 2033. If utilizing the zero-interest rate loan, the City should expect to "breakeven" on the cost of the Steeplegate Lift Station and Force Main Project around Fiscal Year 2035 – 2036. The other sources of income for this project are grants.

Recommendation:

There are no recommendations.

Attachments:

Breakeven/Savings Analysis
\$1,350,000 Estimate Loan Payment Schedule



Breakeven / Savings Analysis

Steeplegate Lift Station and Force Main Project
As of April 30, 2024

Monthly Payment Type	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	
Expenditures												
SRP Loan Cost	Loan Payment	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11	\$3,761.11
City of Thomasville	Capacity Payment	\$41,514.08	\$41,514.08	\$41,514.08								
	Treatment Payment	\$57,000.00	\$57,000.00									
City of High Point	Capacity Payment	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42	\$30,541.42
	Treatment Payment	\$60,918.45	\$65,883.30	\$71,252.79	\$77,059.89	\$83,340.28	\$90,132.51	\$97,478.31	\$105,422.79	\$114,014.75	\$123,306.95	\$133,356.47
Total Monthly Payment		\$193,735.06	\$198,699.91	\$147,069.40	\$111,362.42	\$117,642.80	\$124,495.04	\$131,780.84	\$139,725.32	\$148,317.28	\$157,609.48	\$167,656.99
Potential Savings												
Annual Difference		-\$324,815.40	-\$274,652.85	\$79,890.31	\$119,949.24	\$163,272.98	\$210,127.60	\$260,800.87	\$315,604.02	\$374,873.61	\$438,973.69	\$508,297.91
Cumulative Savings		-\$324,815.40	-\$599,468.25	-\$519,577.94	-\$399,628.69	-\$236,355.71	-\$26,228.11	\$234,572.76	\$550,176.77	\$925,050.39	\$1,364,024.07	\$1,872,321.99
Flow per Year in Gallons per Day		450,000	463,500	477,405	491,727	506,479	521,673	537,324	553,443	570,047	587,148	604,762
Thomasville Starting Commodity Rate	per 1,000 gallons	\$ 6.99	\$ 7.34	\$ 7.71	\$ 8.09	\$ 8.50	\$ 8.92	\$ 9.37	\$ 9.84	\$ 10.33	\$ 10.84	\$ 11.39
High Point Starting Commodity Rate	per 748 gallons	\$ 3.32	\$ 3.49	\$ 3.66	\$ 3.84	\$ 4.04	\$ 4.24	\$ 4.45	\$ 4.67	\$ 4.91	\$ 5.15	\$ 5.41



Loan Amortization Schedule

Enter Values

Loan amount	\$1,354,000.00
Annual interest rate	0.00%
Loan period in years	30
Number of payments per year	12
Start date of loan	7/1/2025

Optional extra payments \$0.00

Loan Summary

Scheduled payment	\$3,761.11
Scheduled number of payments	360
Actual number of payments	360
Total early payments	\$0.00
Total interest	\$0.00

Lender name

State Water Infrastructure Authority

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
1	7/1/2025	\$1,354,000.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,350,238.89	\$0.00
2	7/1/2026	\$1,350,238.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,346,477.78	\$0.00
3	7/1/2027	\$1,346,477.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,342,716.67	\$0.00
4	7/1/2028	\$1,342,716.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,338,955.56	\$0.00
5	7/1/2029	\$1,338,955.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,335,194.44	\$0.00
6	7/1/2030	\$1,335,194.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,331,433.33	\$0.00
7	7/1/2031	\$1,331,433.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,327,672.22	\$0.00
8	7/1/2032	\$1,327,672.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,323,911.11	\$0.00
9	3/1/2026	\$1,323,911.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,320,150.00	\$0.00
10	4/1/2026	\$1,320,150.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,316,388.89	\$0.00
11	5/1/2026	\$1,316,388.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,312,627.78	\$0.00
12	6/1/2026	\$1,312,627.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,308,866.67	\$0.00
13	7/1/2026	\$1,308,866.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,305,105.56	\$0.00
14	8/1/2026	\$1,305,105.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,301,344.44	\$0.00
15	9/1/2026	\$1,301,344.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,297,583.33	\$0.00
16	10/1/2026	\$1,297,583.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,293,822.22	\$0.00
17	11/1/2026	\$1,293,822.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,290,061.11	\$0.00
18	12/1/2026	\$1,290,061.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,286,300.00	\$0.00
19	1/1/2027	\$1,286,300.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,282,538.89	\$0.00
20	2/1/2027	\$1,282,538.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,278,777.78	\$0.00
21	3/1/2027	\$1,278,777.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,275,016.67	\$0.00
22	4/1/2027	\$1,275,016.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,271,255.56	\$0.00
23	5/1/2027	\$1,271,255.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,267,494.44	\$0.00
24	6/1/2027	\$1,267,494.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,263,733.33	\$0.00
25	7/1/2027	\$1,263,733.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,259,972.22	\$0.00
26	8/1/2027	\$1,259,972.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,256,211.11	\$0.00
27	9/1/2027	\$1,256,211.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,252,450.00	\$0.00
28	10/1/2027	\$1,252,450.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,248,688.89	\$0.00
29	11/1/2027	\$1,248,688.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,244,927.78	\$0.00
30	12/1/2027	\$1,244,927.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,241,166.67	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
31	1/1/2028	\$1,241,166.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,237,405.56	\$0.00
32	2/1/2028	\$1,237,405.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,233,644.44	\$0.00
33	3/1/2028	\$1,233,644.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,229,883.33	\$0.00
34	4/1/2028	\$1,229,883.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,226,122.22	\$0.00
35	5/1/2028	\$1,226,122.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,222,361.11	\$0.00
36	6/1/2028	\$1,222,361.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,218,600.00	\$0.00
37	7/1/2028	\$1,218,600.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,214,838.89	\$0.00
38	8/1/2028	\$1,214,838.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,211,077.78	\$0.00
39	9/1/2028	\$1,211,077.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,207,316.67	\$0.00
40	10/1/2028	\$1,207,316.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,203,555.56	\$0.00
41	11/1/2028	\$1,203,555.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,199,794.44	\$0.00
42	12/1/2028	\$1,199,794.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,196,033.33	\$0.00
43	1/1/2029	\$1,196,033.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,192,272.22	\$0.00
44	2/1/2029	\$1,192,272.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,188,511.11	\$0.00
45	3/1/2029	\$1,188,511.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,184,750.00	\$0.00
46	4/1/2029	\$1,184,750.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,180,988.89	\$0.00
47	5/1/2029	\$1,180,988.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,177,227.78	\$0.00
48	6/1/2029	\$1,177,227.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,173,466.67	\$0.00
49	7/1/2029	\$1,173,466.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,169,705.56	\$0.00
50	8/1/2029	\$1,169,705.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,165,944.44	\$0.00
51	9/1/2029	\$1,165,944.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,162,183.33	\$0.00
52	10/1/2029	\$1,162,183.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,158,422.22	\$0.00
53	11/1/2029	\$1,158,422.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,154,661.11	\$0.00
54	12/1/2029	\$1,154,661.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,150,900.00	\$0.00
55	1/1/2030	\$1,150,900.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,147,138.89	\$0.00
56	2/1/2030	\$1,147,138.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,143,377.78	\$0.00
57	3/1/2030	\$1,143,377.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,139,616.67	\$0.00
58	4/1/2030	\$1,139,616.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,135,855.56	\$0.00
59	5/1/2030	\$1,135,855.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,132,094.44	\$0.00
60	6/1/2030	\$1,132,094.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,128,333.33	\$0.00
61	7/1/2030	\$1,128,333.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,124,572.22	\$0.00
62	8/1/2030	\$1,124,572.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,120,811.11	\$0.00
63	9/1/2030	\$1,120,811.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,117,050.00	\$0.00
64	10/1/2030	\$1,117,050.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,113,288.89	\$0.00
65	11/1/2030	\$1,113,288.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,109,527.78	\$0.00
66	12/1/2030	\$1,109,527.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,105,766.67	\$0.00
67	1/1/2031	\$1,105,766.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,102,005.56	\$0.00
68	2/1/2031	\$1,102,005.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,098,244.44	\$0.00
69	3/1/2031	\$1,098,244.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,094,483.33	\$0.00
70	4/1/2031	\$1,094,483.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,090,722.22	\$0.00
71	5/1/2031	\$1,090,722.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,086,961.11	\$0.00
72	6/1/2031	\$1,086,961.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,083,200.00	\$0.00
73	7/1/2031	\$1,083,200.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,079,438.89	\$0.00
74	8/1/2031	\$1,079,438.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,075,677.78	\$0.00
75	9/1/2031	\$1,075,677.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,071,916.67	\$0.00
76	10/1/2031	\$1,071,916.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,068,155.56	\$0.00
77	11/1/2031	\$1,068,155.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,064,394.44	\$0.00
78	12/1/2031	\$1,064,394.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,060,633.33	\$0.00
79	1/1/2032	\$1,060,633.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,056,872.22	\$0.00
80	2/1/2032	\$1,056,872.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,053,111.11	\$0.00
81	3/1/2032	\$1,053,111.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,049,350.00	\$0.00
82	4/1/2032	\$1,049,350.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,045,588.89	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
83	5/1/2032	\$1,045,588.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,041,827.78	\$0.00
84	6/1/2032	\$1,041,827.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,038,066.67	\$0.00
85	7/1/2032	\$1,038,066.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,034,305.56	\$0.00
86	8/1/2032	\$1,034,305.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,030,544.44	\$0.00
87	9/1/2032	\$1,030,544.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,026,783.33	\$0.00
88	10/1/2032	\$1,026,783.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,023,022.22	\$0.00
89	11/1/2032	\$1,023,022.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,019,261.11	\$0.00
90	12/1/2032	\$1,019,261.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,015,500.00	\$0.00
91	1/1/2033	\$1,015,500.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,011,738.89	\$0.00
92	2/1/2033	\$1,011,738.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,007,977.78	\$0.00
93	3/1/2033	\$1,007,977.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,004,216.67	\$0.00
94	4/1/2033	\$1,004,216.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$1,000,455.56	\$0.00
95	5/1/2033	\$1,000,455.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$996,694.44	\$0.00
96	6/1/2033	\$996,694.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$992,933.33	\$0.00
97	7/1/2033	\$992,933.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$989,172.22	\$0.00
98	8/1/2033	\$989,172.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$985,411.11	\$0.00
99	9/1/2033	\$985,411.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$981,650.00	\$0.00
100	10/1/2033	\$981,650.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$977,888.89	\$0.00
101	11/1/2033	\$977,888.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$974,127.78	\$0.00
102	12/1/2033	\$974,127.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$970,366.67	\$0.00
103	1/1/2034	\$970,366.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$966,605.56	\$0.00
104	2/1/2034	\$966,605.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$962,844.44	\$0.00
105	3/1/2034	\$962,844.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$959,083.33	\$0.00
106	4/1/2034	\$959,083.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$955,322.22	\$0.00
107	5/1/2034	\$955,322.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$951,561.11	\$0.00
108	6/1/2034	\$951,561.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$947,800.00	\$0.00
109	7/1/2034	\$947,800.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$944,038.89	\$0.00
110	8/1/2034	\$944,038.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$940,277.78	\$0.00
111	9/1/2034	\$940,277.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$936,516.67	\$0.00
112	10/1/2034	\$936,516.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$932,755.56	\$0.00
113	11/1/2034	\$932,755.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$928,994.44	\$0.00
114	12/1/2034	\$928,994.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$925,233.33	\$0.00
115	1/1/2035	\$925,233.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$921,472.22	\$0.00
116	2/1/2035	\$921,472.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$917,711.11	\$0.00
117	3/1/2035	\$917,711.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$913,950.00	\$0.00
118	4/1/2035	\$913,950.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$910,188.89	\$0.00
119	5/1/2035	\$910,188.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$906,427.78	\$0.00
120	6/1/2035	\$906,427.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$902,666.67	\$0.00
121	7/1/2035	\$902,666.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$898,905.56	\$0.00
122	8/1/2035	\$898,905.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$895,144.44	\$0.00
123	9/1/2035	\$895,144.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$891,383.33	\$0.00
124	10/1/2035	\$891,383.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$887,622.22	\$0.00
125	11/1/2035	\$887,622.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$883,861.11	\$0.00
126	12/1/2035	\$883,861.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$880,100.00	\$0.00
127	1/1/2036	\$880,100.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$876,338.89	\$0.00
128	2/1/2036	\$876,338.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$872,577.78	\$0.00
129	3/1/2036	\$872,577.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$868,816.67	\$0.00
130	4/1/2036	\$868,816.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$865,055.56	\$0.00
131	5/1/2036	\$865,055.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$861,294.44	\$0.00
132	6/1/2036	\$861,294.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$857,533.33	\$0.00
133	7/1/2036	\$857,533.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$853,772.22	\$0.00
134	8/1/2036	\$853,772.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$850,011.11	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
135	9/1/2036	\$850,011.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$846,250.00	\$0.00
136	10/1/2036	\$846,250.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$842,488.89	\$0.00
137	11/1/2036	\$842,488.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$838,727.78	\$0.00
138	12/1/2036	\$838,727.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$834,966.67	\$0.00
139	1/1/2037	\$834,966.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$831,205.56	\$0.00
140	2/1/2037	\$831,205.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$827,444.44	\$0.00
141	3/1/2037	\$827,444.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$823,683.33	\$0.00
142	4/1/2037	\$823,683.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$819,922.22	\$0.00
143	5/1/2037	\$819,922.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$816,161.11	\$0.00
144	6/1/2037	\$816,161.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$812,400.00	\$0.00
145	7/1/2037	\$812,400.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$808,638.89	\$0.00
146	8/1/2037	\$808,638.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$804,877.78	\$0.00
147	9/1/2037	\$804,877.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$801,116.67	\$0.00
148	10/1/2037	\$801,116.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$797,355.56	\$0.00
149	11/1/2037	\$797,355.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$793,594.44	\$0.00
150	12/1/2037	\$793,594.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$789,833.33	\$0.00
151	1/1/2038	\$789,833.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$786,072.22	\$0.00
152	2/1/2038	\$786,072.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$782,311.11	\$0.00
153	3/1/2038	\$782,311.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$778,550.00	\$0.00
154	4/1/2038	\$778,550.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$774,788.89	\$0.00
155	5/1/2038	\$774,788.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$771,027.78	\$0.00
156	6/1/2038	\$771,027.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$767,266.67	\$0.00
157	7/1/2038	\$767,266.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$763,505.56	\$0.00
158	8/1/2038	\$763,505.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$759,744.44	\$0.00
159	9/1/2038	\$759,744.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$755,983.33	\$0.00
160	10/1/2038	\$755,983.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$752,222.22	\$0.00
161	11/1/2038	\$752,222.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$748,461.11	\$0.00
162	12/1/2038	\$748,461.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$744,700.00	\$0.00
163	1/1/2039	\$744,700.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$740,938.89	\$0.00
164	2/1/2039	\$740,938.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$737,177.78	\$0.00
165	3/1/2039	\$737,177.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$733,416.67	\$0.00
166	4/1/2039	\$733,416.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$729,655.56	\$0.00
167	5/1/2039	\$729,655.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$725,894.44	\$0.00
168	6/1/2039	\$725,894.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$722,133.33	\$0.00
169	7/1/2039	\$722,133.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$718,372.22	\$0.00
170	8/1/2039	\$718,372.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$714,611.11	\$0.00
171	9/1/2039	\$714,611.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$710,850.00	\$0.00
172	10/1/2039	\$710,850.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$707,088.89	\$0.00
173	11/1/2039	\$707,088.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$703,327.78	\$0.00
174	12/1/2039	\$703,327.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$699,566.67	\$0.00
175	1/1/2040	\$699,566.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$695,805.56	\$0.00
176	2/1/2040	\$695,805.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$692,044.44	\$0.00
177	3/1/2040	\$692,044.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$688,283.33	\$0.00
178	4/1/2040	\$688,283.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$684,522.22	\$0.00
179	5/1/2040	\$684,522.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$680,761.11	\$0.00
180	6/1/2040	\$680,761.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$677,000.00	\$0.00
181	7/1/2040	\$677,000.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$673,238.89	\$0.00
182	8/1/2040	\$673,238.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$669,477.78	\$0.00
183	9/1/2040	\$669,477.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$665,716.67	\$0.00
184	10/1/2040	\$665,716.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$661,955.56	\$0.00
185	11/1/2040	\$661,955.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$658,194.44	\$0.00
186	12/1/2040	\$658,194.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$654,433.33	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
187	1/1/2041	\$654,433.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$650,672.22	\$0.00
188	2/1/2041	\$650,672.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$646,911.11	\$0.00
189	3/1/2041	\$646,911.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$643,150.00	\$0.00
190	4/1/2041	\$643,150.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$639,388.89	\$0.00
191	5/1/2041	\$639,388.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$635,627.78	\$0.00
192	6/1/2041	\$635,627.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$631,866.67	\$0.00
193	7/1/2041	\$631,866.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$628,105.56	\$0.00
194	8/1/2041	\$628,105.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$624,344.44	\$0.00
195	9/1/2041	\$624,344.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$620,583.33	\$0.00
196	10/1/2041	\$620,583.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$616,822.22	\$0.00
197	11/1/2041	\$616,822.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$613,061.11	\$0.00
198	12/1/2041	\$613,061.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$609,300.00	\$0.00
199	1/1/2042	\$609,300.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$605,538.89	\$0.00
200	2/1/2042	\$605,538.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$601,777.78	\$0.00
201	3/1/2042	\$601,777.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$598,016.67	\$0.00
202	4/1/2042	\$598,016.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$594,255.56	\$0.00
203	5/1/2042	\$594,255.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$590,494.44	\$0.00
204	6/1/2042	\$590,494.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$586,733.33	\$0.00
205	7/1/2042	\$586,733.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$582,972.22	\$0.00
206	8/1/2042	\$582,972.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$579,211.11	\$0.00
207	9/1/2042	\$579,211.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$575,450.00	\$0.00
208	10/1/2042	\$575,450.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$571,688.89	\$0.00
209	11/1/2042	\$571,688.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$567,927.78	\$0.00
210	12/1/2042	\$567,927.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$564,166.67	\$0.00
211	1/1/2043	\$564,166.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$560,405.56	\$0.00
212	2/1/2043	\$560,405.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$556,644.44	\$0.00
213	3/1/2043	\$556,644.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$552,883.33	\$0.00
214	4/1/2043	\$552,883.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$549,122.22	\$0.00
215	5/1/2043	\$549,122.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$545,361.11	\$0.00
216	6/1/2043	\$545,361.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$541,600.00	\$0.00
217	7/1/2043	\$541,600.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$537,838.89	\$0.00
218	8/1/2043	\$537,838.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$534,077.78	\$0.00
219	9/1/2043	\$534,077.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$530,316.67	\$0.00
220	10/1/2043	\$530,316.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$526,555.56	\$0.00
221	11/1/2043	\$526,555.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$522,794.44	\$0.00
222	12/1/2043	\$522,794.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$519,033.33	\$0.00
223	1/1/2044	\$519,033.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$515,272.22	\$0.00
224	2/1/2044	\$515,272.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$511,511.11	\$0.00
225	3/1/2044	\$511,511.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$507,750.00	\$0.00
226	4/1/2044	\$507,750.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$503,988.89	\$0.00
227	5/1/2044	\$503,988.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$500,227.78	\$0.00
228	6/1/2044	\$500,227.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$496,466.67	\$0.00
229	7/1/2044	\$496,466.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$492,705.56	\$0.00
230	8/1/2044	\$492,705.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$488,944.44	\$0.00
231	9/1/2044	\$488,944.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$485,183.33	\$0.00
232	10/1/2044	\$485,183.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$481,422.22	\$0.00
233	11/1/2044	\$481,422.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$477,661.11	\$0.00
234	12/1/2044	\$477,661.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$473,900.00	\$0.00
235	1/1/2045	\$473,900.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$470,138.89	\$0.00
236	2/1/2045	\$470,138.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$466,377.78	\$0.00
237	3/1/2045	\$466,377.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$462,616.67	\$0.00
238	4/1/2045	\$462,616.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$458,855.56	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
239	5/1/2045	\$458,855.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$455,094.44	\$0.00
240	6/1/2045	\$455,094.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$451,333.33	\$0.00
241	7/1/2045	\$451,333.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$447,572.22	\$0.00
242	8/1/2045	\$447,572.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$443,811.11	\$0.00
243	9/1/2045	\$443,811.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$440,050.00	\$0.00
244	10/1/2045	\$440,050.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$436,288.89	\$0.00
245	11/1/2045	\$436,288.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$432,527.78	\$0.00
246	12/1/2045	\$432,527.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$428,766.67	\$0.00
247	1/1/2046	\$428,766.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$425,005.56	\$0.00
248	2/1/2046	\$425,005.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$421,244.44	\$0.00
249	3/1/2046	\$421,244.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$417,483.33	\$0.00
250	4/1/2046	\$417,483.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$413,722.22	\$0.00
251	5/1/2046	\$413,722.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$409,961.11	\$0.00
252	6/1/2046	\$409,961.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$406,200.00	\$0.00
253	7/1/2046	\$406,200.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$402,438.89	\$0.00
254	8/1/2046	\$402,438.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$398,677.78	\$0.00
255	9/1/2046	\$398,677.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$394,916.67	\$0.00
256	10/1/2046	\$394,916.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$391,155.56	\$0.00
257	11/1/2046	\$391,155.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$387,394.44	\$0.00
258	12/1/2046	\$387,394.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$383,633.33	\$0.00
259	1/1/2047	\$383,633.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$379,872.22	\$0.00
260	2/1/2047	\$379,872.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$376,111.11	\$0.00
261	3/1/2047	\$376,111.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$372,350.00	\$0.00
262	4/1/2047	\$372,350.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$368,588.89	\$0.00
263	5/1/2047	\$368,588.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$364,827.78	\$0.00
264	6/1/2047	\$364,827.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$361,066.67	\$0.00
265	7/1/2047	\$361,066.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$357,305.56	\$0.00
266	8/1/2047	\$357,305.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$353,544.44	\$0.00
267	9/1/2047	\$353,544.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$349,783.33	\$0.00
268	10/1/2047	\$349,783.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$346,022.22	\$0.00
269	11/1/2047	\$346,022.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$342,261.11	\$0.00
270	12/1/2047	\$342,261.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$338,500.00	\$0.00
271	1/1/2048	\$338,500.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$334,738.89	\$0.00
272	2/1/2048	\$334,738.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$330,977.78	\$0.00
273	3/1/2048	\$330,977.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$327,216.67	\$0.00
274	4/1/2048	\$327,216.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$323,455.56	\$0.00
275	5/1/2048	\$323,455.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$319,694.44	\$0.00
276	6/1/2048	\$319,694.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$315,933.33	\$0.00
277	7/1/2048	\$315,933.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$312,172.22	\$0.00
278	8/1/2048	\$312,172.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$308,411.11	\$0.00
279	9/1/2048	\$308,411.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$304,650.00	\$0.00
280	10/1/2048	\$304,650.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$300,888.89	\$0.00
281	11/1/2048	\$300,888.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$297,127.78	\$0.00
282	12/1/2048	\$297,127.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$293,366.67	\$0.00
283	1/1/2049	\$293,366.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$289,605.56	\$0.00
284	2/1/2049	\$289,605.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$285,844.44	\$0.00
285	3/1/2049	\$285,844.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$282,083.33	\$0.00
286	4/1/2049	\$282,083.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$278,322.22	\$0.00
287	5/1/2049	\$278,322.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$274,561.11	\$0.00
288	6/1/2049	\$274,561.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$270,800.00	\$0.00
289	7/1/2049	\$270,800.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$267,038.89	\$0.00
290	8/1/2049	\$267,038.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$263,277.78	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
291	9/1/2049	\$263,277.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$259,516.67	\$0.00
292	10/1/2049	\$259,516.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$255,755.56	\$0.00
293	11/1/2049	\$255,755.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$251,994.44	\$0.00
294	12/1/2049	\$251,994.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$248,233.33	\$0.00
295	1/1/2050	\$248,233.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$244,472.22	\$0.00
296	2/1/2050	\$244,472.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$240,711.11	\$0.00
297	3/1/2050	\$240,711.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$236,950.00	\$0.00
298	4/1/2050	\$236,950.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$233,188.89	\$0.00
299	5/1/2050	\$233,188.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$229,427.78	\$0.00
300	6/1/2050	\$229,427.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$225,666.67	\$0.00
301	7/1/2050	\$225,666.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$221,905.56	\$0.00
302	8/1/2050	\$221,905.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$218,144.44	\$0.00
303	9/1/2050	\$218,144.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$214,383.33	\$0.00
304	10/1/2050	\$214,383.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$210,622.22	\$0.00
305	11/1/2050	\$210,622.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$206,861.11	\$0.00
306	12/1/2050	\$206,861.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$203,100.00	\$0.00
307	1/1/2051	\$203,100.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$199,338.89	\$0.00
308	2/1/2051	\$199,338.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$195,577.78	\$0.00
309	3/1/2051	\$195,577.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$191,816.67	\$0.00
310	4/1/2051	\$191,816.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$188,055.56	\$0.00
311	5/1/2051	\$188,055.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$184,294.44	\$0.00
312	6/1/2051	\$184,294.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$180,533.33	\$0.00
313	7/1/2051	\$180,533.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$176,772.22	\$0.00
314	8/1/2051	\$176,772.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$173,011.11	\$0.00
315	9/1/2051	\$173,011.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$169,250.00	\$0.00
316	10/1/2051	\$169,250.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$165,488.89	\$0.00
317	11/1/2051	\$165,488.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$161,727.78	\$0.00
318	12/1/2051	\$161,727.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$157,966.67	\$0.00
319	1/1/2052	\$157,966.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$154,205.56	\$0.00
320	2/1/2052	\$154,205.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$150,444.44	\$0.00
321	3/1/2052	\$150,444.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$146,683.33	\$0.00
322	4/1/2052	\$146,683.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$142,922.22	\$0.00
323	5/1/2052	\$142,922.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$139,161.11	\$0.00
324	6/1/2052	\$139,161.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$135,400.00	\$0.00
325	7/1/2052	\$135,400.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$131,638.89	\$0.00
326	8/1/2052	\$131,638.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$127,877.78	\$0.00
327	9/1/2052	\$127,877.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$124,116.67	\$0.00
328	10/1/2052	\$124,116.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$120,355.56	\$0.00
329	11/1/2052	\$120,355.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$116,594.44	\$0.00
330	12/1/2052	\$116,594.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$112,833.33	\$0.00
331	1/1/2053	\$112,833.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$109,072.22	\$0.00
332	2/1/2053	\$109,072.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$105,311.11	\$0.00
333	3/1/2053	\$105,311.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$101,550.00	\$0.00
334	4/1/2053	\$101,550.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$97,788.89	\$0.00
335	5/1/2053	\$97,788.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$94,027.78	\$0.00
336	6/1/2053	\$94,027.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$90,266.67	\$0.00
337	7/1/2053	\$90,266.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$86,505.56	\$0.00
338	8/1/2053	\$86,505.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$82,744.44	\$0.00
339	9/1/2053	\$82,744.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$78,983.33	\$0.00
340	10/1/2053	\$78,983.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$75,222.22	\$0.00
341	11/1/2053	\$75,222.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$71,461.11	\$0.00
342	12/1/2053	\$71,461.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$67,700.00	\$0.00

Payment Number	Payment Date	Beginning Balance	Scheduled Payment	Extra Payment	Total Payment	Principal	Interest	Ending Balance	Cumulative Interest
343	1/1/2054	\$67,700.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$63,938.89	\$0.00
344	2/1/2054	\$63,938.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$60,177.78	\$0.00
345	3/1/2054	\$60,177.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$56,416.67	\$0.00
346	4/1/2054	\$56,416.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$52,655.56	\$0.00
347	5/1/2054	\$52,655.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$48,894.44	\$0.00
348	6/1/2054	\$48,894.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$45,133.33	\$0.00
349	7/1/2054	\$45,133.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$41,372.22	\$0.00
350	8/1/2054	\$41,372.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$37,611.11	\$0.00
351	9/1/2054	\$37,611.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$33,850.00	\$0.00
352	10/1/2054	\$33,850.00	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$30,088.89	\$0.00
353	11/1/2054	\$30,088.89	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$26,327.78	\$0.00
354	12/1/2054	\$26,327.78	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$22,566.67	\$0.00
355	1/1/2055	\$22,566.67	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$18,805.56	\$0.00
356	2/1/2055	\$18,805.56	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$15,044.44	\$0.00
357	3/1/2055	\$15,044.44	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$11,283.33	\$0.00
358	4/1/2055	\$11,283.33	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$7,522.22	\$0.00
359	5/1/2055	\$7,522.22	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$3,761.11	\$0.00
360	6/1/2055	\$3,761.11	\$3,761.11	\$0.00	\$3,761.11	\$3,761.11	\$0.00	\$0.00	\$0.00



Proclamation

100th Anniversary of Trinity Baptist Church

Whereas, Trinity Baptist Church is commemorating its 100th Church Anniversary on May 19, 2024, communities and congregations from all over are coming together to help celebrate this marvelous “Touching Lives for Christ” and

Whereas, for several years several people in the Trinity Community had been interested in having a Baptist Church established. In Fall 1924, a group of men built a brush arbor on the original church building site in which a Revival was held.

Whereas, much enthusiasm was shown during the two-week Revival, and on November 26, 1994, the Trinity Baptist Church was organized at the Ernest Bowman home, (now the home site of Mrs. Barbara (Spurgeon) White). At this service, there were 24 charter members and \$24.00 was sent to the Thomasville Baptist Orphanage (now called the Baptist Children’s Home, Thomasville, North Carolina).

Whereas, on December 14, 1924, at a called conference, Rev. O.F. Barnes from Carthage, North Carolina, became the first pastor. J.P. Bowers was the first Chairman of the Deacons; B.C. Lambeth was the first Church Clerk; E.W. Welborn, Sr., as the first Treasurer; Gurney Clinard was the first Music Director; and Mrs. Ruth Welborn Northcott, the first organist. On January 18, 1925, the church voted to accept the gift of land from Mr. J.C. Payne on which the first sanctuary was built.

Whereas, with every pastor that came through Trinity Baptist Church, it appeared that God gave each a vision to do something that would improve and enrich the church family; and

Whereas, Trinity Baptist Church has continued to advance and grow over the years through touching children, youth, and family members of the community throughout Randolph County and the City of Trinity. Our focus and vision have remained the same.

NOW, THEREFORE, I, Richard McNabb, the Mayor of the City of Trinity, North Carolina, hereby honor the 100th Anniversary of Trinity Baptist Church and proclaim, Sunday, May 19, 2024 as Trinity Baptist Church Day within the City and urge all citizens of Trinity to pay a special tribute to this church on their 100th Anniversary.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Trinity, North Carolina, to be affixed this the 13th day of May, 2024.

Richard McNabb, Mayor



MEMORANDUM

TO: Richard McNabb, Mayor
City Council Members

FROM: Stevie Cox, City Manager

CC: Crystal Postell, Finance Director
Robert Wilhoit, City Attorney

VIA: Staff

DATE: May 6, 2024

REF: City Manager’s Budget Statement for the Proposed Fiscal Year 2024 – 2025 Budget

Summary:

This is the City Manager’s Budget Statement for the Proposed Fiscal Year 2024 – 2025 Annual Budget.

Budget Statement:

The City of Trinity’s Charter stipulates that the Chief Administrative Officer develop a description of the significant changes and highlights of the budget and program priorities and submit them to City Council with the proposed Fiscal Year Budget. I am pleased to present the proposed budget for the fiscal year beginning July 1, 2024 running through June 30, 2025. The City’s budget, a carefully constructed plan for the operation of the City, was developed over the past six months by the City’s Management Team and City Council. It is a balanced and workable outline for the expenditure of funds to continue the services that provide for the public safety, welfare, and quality of life of all the citizens of Trinity.

The budget reflects City Council’s and Management’s continued commitment to long-range strategic planning and City Staff’s teamwork and collaboration in providing high-value services to Trinity’s citizens and customers. This budget letter provides a high-level summary of some major components of the budget and the

prior year's accomplishments. The other sections of the budget document outline the budget in much more detail, both in departmental summary and by specific fund. The manager's proposed budget reflects a fiscally responsible approach to meet current demands while maintaining the City's strong financial position. Furthermore, it provides a look at future budgetary demands.

By way of brief highlights, you will note an effort to focus on recovery and reinvestment. To that end, this budget emphasizes the following strategic goals:

- ❖ Preserving and enhancing general and enterprise funds reserves.
- ❖ Investing in human resources to ensure organizational capacity and stability.
- ❖ Advancing capital projects that are impactful.
- ❖ Planning for future growth and development.

In Fiscal Year 2023 – 2024 Budget, the City Council adopted a goal-oriented budget that focused on connecting projects to each budgetary expenditure. By doing so, there were specific goals set for the City Council and Staff to achieve. City Staff has made considerable progress to complete most of those goals and some will have to be completed in the Fiscal Year 2024 – 2025. I would like to highlight a few of those accomplishments.

Progress on the Interlocal Sewer Connection with the City of High Point. The City has completed the acquisition of all the easements for this project in February 2024. WithersRavenel has completed the project's design. All documents have been submitted to the North Carolina Department of Environmental Quality for review and approval in February 2024. The project bid packet should be released, and contract award should take place during the fourth quarter of Fiscal Year 2023 – 2024. Construction should commence during the first quarter of Fiscal Year 2024 – 2025.

Renovation of the Old City Hall. The Old City Hall Renovation was completed in October 2023. City Staff and the Sheriff Department are working on completing some punch list items. The installation of the new digital sign was installed April 2024. The Sheriff Department should be in full possession of the structure by the beginning of Fiscal Year 2024 – 2025.

Vision Trinity Comprehensive Land Use Plan. The Vision Trinity Comprehensive Land Use Plan was completed and adopted in the first quarter of Fiscal Year 2023 – 2024.

Distinguished Budget Presentation Award. In September 2023, the City was presented with the Distinguished Budget Presentation Award for the second year in a row by the Government Finance Officers Association for Fiscal Year 2023 – 2024.

This is a direct reflection of the efforts of City Staff and moving forward the City Council's budgetary mission for the Fiscal Year.

Family Park and Recreation. In November 2023, the City was awarded a Strategic Planning Grant from the Randolph County Commissioners. This grant shall cover some if not all the cost of completing a systemwide Parks and Recreation Master Plan. The Master Plan is a necessary component to apply for the Parks and Recreation Trust Grant or other funding. This grant award was \$80,000. The Parks and Recreation Master Plan will be completed in the third quarter of Fiscal Year 2024 – 2025.

Business Recruitment: The City Staff have been actively working on recruiting a grocery store and supporting retail around the anchor store. The City Staff will continue their efforts in the coming Fiscal Year. Ongoing.

New Website and Agenda Management System: In August 2023, the city was able to launch our new website and the agenda management software system from Civic Plus.

New Generator for City Hall: In Fiscal Year 2022 – 2023, the City of Trinity received a local funding allocation from the North Carolina General Assembly. The City Council allocated a portion of these funds for the purchase of a new generator for the City Hall. In April 2024, the generator was delivered. It is expected that the generator will be fully operational by June 2024.

Fiscal Year 2023 – 2024 State Funding Allocation: In April 2023, the City submitted a local funding request letter to Representative Brian Biggs for over \$10.5 million worth of projects. In November 2023, the City was awarded \$4.5 million for infrastructure projects. In January 2024, the City Council approved allocating these funds as gap funding for the Interlocal Sewer Connection Project with High Point.

Fiscal Year 2023 – 2024 State Funding Allocation: In April 2023, the City submitted a local funding request letter to Representative Brian Biggs for over \$11 million worth of projects. In November 2023, the City was awarded \$4.5 million for infrastructure projects. In January 2024, the City Council approved allocating these funds as gapped funding for the Interlocal Sewer Connection Project with High Point.

During the March 2024 Council Retreat, the City Council established a list of goals for the upcoming budget year. The following is a brief overview of those goals.

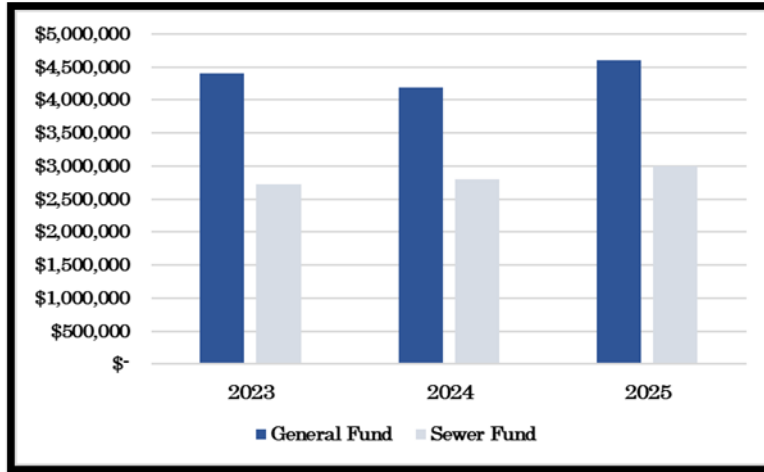
1. **Park, Trails and Greenways:** In Fiscal Year 2023 – 2024, the City was awarded an \$80,000 Strategic Planning Grant from the Randolph County

Commissioners that will be used to complete a Parks and Recreation Master Plan. The Master Plan will be awarded to a consulting firm at the June 2024 City Council Meeting and work to commence in July 2024. The Master Plan will assist the City in applying for grant funding and planning the phase development of the park.

2. **Sewer Expansion Study:** City Staff has been instructed to move forward with completing a sewer expansion study. The study will identify areas within the City where sewer service might be extended.
3. **Interlocal Sewer Connection with the City of High Point Summarization:** The City is moving forward with this project. All easements for this project were secured in the third quarter of Fiscal Year 2023 – 2024. The bid packet for this project is expected to be approved in April 2024. The bid packet will be released in May/June 2024. The project should be awarded in the first quarter of Fiscal Year 2024 – 2025. The projected completion date is December 2026.
4. **Digitizing Public Records:** The City Staff has been instructed to move forward with securing bids to digitize City files and records. This is being requested to improve retention and being able to search files from prior years. City Staff will prepare a request for proposals that will be presented to City Council in the first quarter of Fiscal Year 2024 – 2025. This project should be awarded during the fourth quarter of Fiscal Year 2024 – 2025.
5. **Two Additional Deputies:** The City Council stated that they would like the City of Trinity to have 24 hours per day law enforcement coverage. Therefore, the new budget will include the addition of two additional officers. This would include all costs associated with this.
6. **Council Chamber Improvements:** City Staff will move forward with making some minor needed improvements to the City Council Chambers. These improvements shall include: painting the Council Chambers, cleaning the carpets, fixing the microphones, and monitors for the City Council.

The overall budget reflects an increase of \$597,076 (8.54 %) for both the General Fund and Sewer Fund when compared to the 2023-2024 Fiscal Year Budget (\$6,993,024) versus 2024-2025 (\$7,590,100). This can be analyzed as follows:

Actual and Proposed Discal Year Budgets



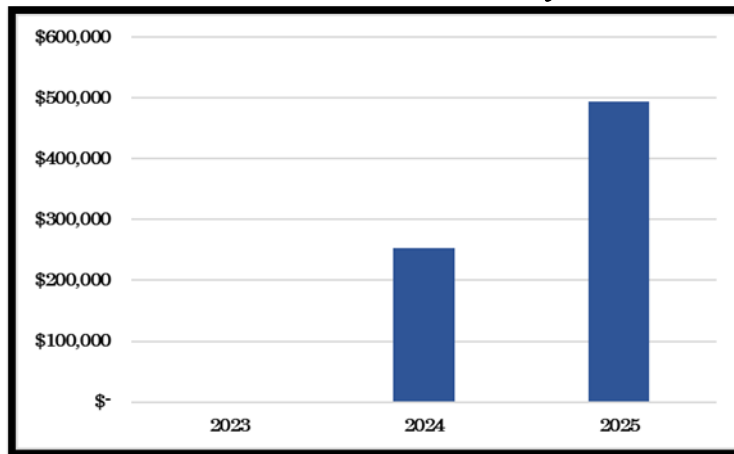
General Fund Summary

In Fiscal Year 2024-2025, the General Fund reflects an increase of \$410,894 (9.81%) compared to Fiscal Year 2023-2024 with no changes to the City current tax rate. This is due to the following:

- Addition of two (2) deputies that will allow for the City to have 24/7 law enforcement coverage.
- Addition of one (1) more grant agency for Marketing
- Updates to Council Chambers

There will be a proposed Fund Balance appropriation of \$124,567 for Fiscal Year 2024-2025 versus an appropriation of \$178,218 from the Fiscal Year 2023-2024.

General Fund Summary

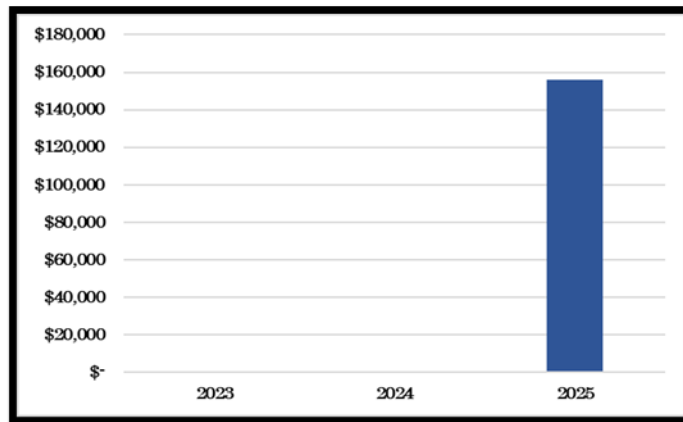


Sewer Fund Summary

The Sewer Fund reflects an increase of \$186,182 (6.67%) when compared to the Fiscal Year 2023-2024 Budget of \$2,806,169 versus the Fiscal Year 2024-2025 Budget of \$2,992,351.

The Sewer Fund increase is due to an increase of 4.5% from the City of Thomasville for our sewer treatment services. There is a Net Position appropriation of \$156,196 for Fiscal Year 2024-2025 versus no appropriation from the prior Fiscal Year 2023-2024.

Net Position Allocation



Summarization

The City Staff has dedicated resources to address each of these priorities. We have included each in the proposed Capital Improvement Plan with estimated budget amounts and the Fiscal Year that the priorities will be addressed. The City Staff will work with our local, state, and federal partners to achieve all these priorities. Furthermore, we will seek grant funding and opportunities to partner with other agencies to achieve those goals.

In conclusion, I would like to thank the City’s Management Team for their commitment to addressing the needs of the City Residents. I would especially like to thank Finance Director Crystal Postell and Payroll Administrator Lisa Beam for their work to make sure that the numbers within this proposed budget are balanced. Therefore, it is my pleasure to submit to the City the Proposed Budget for Fiscal Year 2023 – 2024.

Recommendation:

The City Manager requests that the City Council hold a public hearing to receive public comments on the Proposed Fiscal Year 2024 – 2025 Budget. At the conclusion of the Public Hearing, Staff request that the City Council incorporate or recommend any additional changes to the Budget and hold a vote to approve and adopt the budget at the June 2024 Council Meeting.

Attachment:

Proposed Fiscal Year 2024 – 2025 Budget and Budget Ordinance



Memorandum

TO: Mayor and City Council Members

FROM: Stevie Cox, City Manager

CC: Crystal Postell, Finance Director

DATE: 05/03/2024

REF: Utility Audit

Summary:

There has been a utility audit performed on all “active” sewer and/or trash customers through April 2024. The findings were that there were several outstanding accounts since 2010. The utility audit took about (1) one week of countless hours. The auditing process has identified 70 accounts that have been delinquent from 2011 through 2021, totaling \$55,225.57. Due to challenges in enhancing the utility process, there is an outstanding balance of \$55,225.57. However, only \$3,027.76 have occurred from January 2022 through April 2024. Please keep in mind that most of the \$3,027.76 is within a 60-day outstanding balance.

The Finance Department has been working on payment plans and the termination of services to keep these under control. These (2) two actions will allow the City to effectively “collect” on these outstanding balances and improve the City’s fiscal integrity by exercising due diligence and control over the City’s assets and resources.

The years provided are highly important due to the Statute of Limitations which are associated with the age of the debt’s activity. Debts are considered “active” if an invoice/statement has been sent within the past (3) three years. The City has (4) four accounts with activity within the past (3) three years with “large” outstanding balances. However, these accounts have been active since 2011 or before, there has been very little or no payments on these accounts. It is safe to assume that the high balances on these accounts will never be collected. It would be effective to start the Intent to Lien Process on these accounts to send these customers a “Notice of Intent to Lien” notification via United States Postal Service. This would give the debtor the chance to satisfy their outstanding balances. If the lien process is activated, the resident could start a new account. Only (4) four accounts have been issued this notice. The reasoning is that these accounts have been “out of control” for a while.

To improve the billing process, the Finance Department has utilized an alternative to billing the City’s additional trash toter accounts. We have coordinated with Davidson Water, Inc. to add a new code to their utility coding register for 65 additional toter accounts.

Trinity Garbage Rates		
	Monthly Garbage Rate	Yearly Garbage Charge
Resident	\$11.25	\$731.25
GFL Payout	\$3.75	\$243.75

The change in the additional toter billing was effective within our accounting system on May 1, 2024. In order to make sure that the billing is active in a timely manner, the City will account for a loss of \$243.75 for services rendered in April 2024 for the transition for additional trash toter billing to Davidson Water, Inc.

The Finance Department is working hard to ensure the fiscal integrity of the City of Trinity by exercising due diligence and control over the City's assets and resources while providing timely and accurate reporting under the guidelines of the Generally Accepted Accounting Principles (GAAP) and city regulations. The Finance Department is responsible for but not limited to the functions of accounts receivable, budget development and management, debt management, grants financial management, payroll operations cash and investments management, capital asset administration, utility billing, accounts payable, and purchasing. We are striving to improve the City’s daily processes and greatly appreciate all your support and cooperation in this matter.

Until this is under control, the Finance Department will conduct a quarterly utility audit to ensure that all matters are reconciled in a timely manner.

Recommendation:

Staff recommends that the City Council adopts and approves the use of write offs, remove billing errors, and liens on property for outstanding sewer and/or trash accounts to improve the overall status of the City utility operations.

Attachments:

- Accounts Past Due Report
- Utility Audit Findings

05/06/24
07:12:46

ACCOUNTS PAST DUE REPORT

Route Range: All Routes

Active & Inactive Customers

Account	Seq	St Name	12/31/21 & Before	Since 12/31/21	Total Balance	Comments
GRAND TOTALS:						
		ASSESSMENT	6,550.71	0.00	6,550.71	
		SOLID WASTE	28,320.41	2,146.47	30,466.88	
		FEES/PERMITS	2,800.31	0.00	2,800.31	
		TYPE NOT FOUND(50535)	0.79	0.00	0.79	
		SEWER	16,117.61	5,613.24	21,730.85	
		TAP FEES	11,030.10	-875.00	10,155.10	
		GRAND TOTAL	64,819.93	6,884.71	71,704.64	

05/06/24
07:20:13

ACCOUNTS PAST DUE REPORT

Route Range: All Routes

Active & Inactive Customers

Account	Seq	St Name	04/30/24 & Before	Since 04/30/24	Total Balance	Comments
GRAND TOTALS:						
		ASSESSMENT	6,550.71	0.00	6,550.71	
		SOLID WASTE	33,025.66	189.98	33,215.64	
		FEES/PERMITS	2,800.31	0.00	2,800.31	
		TYPE NOT FOUND(50535)	0.79	0.00	0.79	
		SEWER	21,680.00	329.93	22,009.93	
		TAP FEES	10,155.10	0.00	10,155.10	
		GRAND TOTAL	74,212.57	519.91	74,732.48	

Note: There is a total of \$2,748.76 for the Solid Waste outstanding balance that has occurred since January 2022 to current. There is a total of \$279.08 for the Sewer outstanding balance that has occurred since January 2022 to current.



Utility Audit Finding Report

As of April 30, 2024



Reclass Accounts from 2011 - 2020	Account Balance		Place a Lien/ Write Off & Start New Account	Lien		
10578	\$ 1,290.00		10616	\$ 9,544.65	<i>Never paid for trash, services since 2011 has been vacant for many years</i>	
10240	\$ 600.00		10696	\$ 6,920.11		<i>Never paid for sewer/trash and NOT utilizing any City services 2011</i>
10426	\$ 805.00		11086	\$ 2,385.00		
10487	\$ 235.00		11079	\$ 9,556.39	<i>Never paid for sewer/trash, services since 2011</i>	
10479	\$ 15.00		Total	\$ 28,406.15		
10506	\$ 300.00					
10551	\$ 15.00					
10555	\$ 15.00					
10556	\$ 15.00					
10580	\$ 142.68					
10627	\$ 210.00					
10630	\$ 480.00					
10631	\$ 270.00					
10682	\$ 15.00					
10692	\$ 255.00					
10695	\$ 405.00					
10700	\$ 210.00					
10701	\$ 15.00					
10766	\$ 15.00					
10770	\$ 45.00					
10773	\$ 90.00					
10807	\$ 15.00					
10816	\$ 725.00					
10828	\$ 15.00					
10829	\$ 15.00					
10888	\$ 500.00					
10943	\$ 195.00					
10950	\$ 60.00					
10970	\$ 15.00					
10987	\$ 435.00					
11001	\$ 60.00					
11042	\$ 3,142.70					
11046	\$ 710.00					
11049	\$ 500.00					
11050	\$ 500.00					
		Reclass Accounts from 2011 - 2020	Account Balance	Reclass Accounts from 2011 - 2020	Account Balance	
		11081	\$ 558.92	11283	\$ 78.75	
		11091	\$ 210.00	11295	\$ 15.00	
		11107	\$ 390.00	11297	\$ 202.50	
		11123	\$ 180.00	11310	\$ 123.75	
		11129	\$ 30.00	11321	\$ 135.00	
		11131	\$ 120.00	11219	\$ 150.00	
		11150	\$ 435.00	11233	\$ 500.00	
		11173	\$ 11.25	11331	\$ 926.51	
		11189	\$ 270.00	10313	\$ 37.10	
		11197	\$ 337.50	10292	\$ 18.59	
		11237	\$ 180.00	10377	\$ 15.00	
		11254	\$ 123.75	Total	\$ 18,005.25	
		11258	\$ 75.00			
		11265	\$ 551.25			

Billing Errors (No Utilities)

Acct:10992	\$ 2,355.00
Potential Payment Arrangements (Jan 2022-April 2024)	\$ 3,431.41
Total Write Offs (2020 and Before)	\$ 18,005.25
Total Liens	\$ 28,406.15
60 to 90 days Past Due	\$ 3,027.76
Total Outstanding	\$ 55,225.57

Never paid for trash, services since 2011 has been vacant for many years

Never paid for sewer/trash and NOT utilizing any City services 2011

Never paid for sewer/trash, services since 2011

Made 2 payments for sewer/trash, services since 2011

Staute of Limitations (Debt Expiration Date) - Utilities 3 years



NOTICE OF INTENT TO LIEN

April 24, 2024

THIS IS NOT A LIEN

Notice To:
John Doe
11111 Fox Meadow Road
Trinity, NC 27370

Physical Address of Services Rendered:
11111 Fox Meadow Road
Trinity, NC 27370

Total Debt Due: \$1,253.66

This notice provided is to inform you that the City of Trinity has provided the above address with sewer and/or trash services, and the payment for these services, the "DEBT" is due immediately.

This letter serves to notify you of the past-due amount for these services.

If payment is not received, a Claim of Lien will be filed against the physical address listed above within this notice according to N.C.G.S.153A-292 and 293 and N.C.G.S 160A- 314 and 314(1) and 311 and 314. To avoid the Claim of Lien process being filed against your property contact the Finance Department to satisfy your balance on or before May 31, 2024.

Thank You,

Crystal Postell, MBA
Finance Director



Memorandum

TO: Mayor and City Council Members

FROM: Rodney Johnson, Public Works Director

CC: Stevie Cox, City Manager

DATE: 05/13/2024

REF: Gravity Sewer Extension Study

Summary:

During the Budget Retreat, City Council mentioned as one of their goals that they would like to see a study done on potential gravity sewer extension. I met with Randy McNeil of Davis-Martin-Powell (DMP) to explain the goal and inquire about securing the services of DMP for the study.

Recommendation:

Staff recommends that City Council approve the use of Davis-Martin-Powell to perform a sewer expansion study that identifies possible gravity sewer extensions.

Attachments:

None



MEMORANDUM

TO: Richard McNabb, Mayor
City Council Members

FROM: Stevie Cox, City Manager

VIA: Jay Dale, Planner/Code Enforcement Officer

DATE: May 6, 2024

REF: Trinity Parks and Recreation Master Plan Contract Award

Summary:

This is a request to approve and award the Parks and Recreation Master Plan Contract.

Background:

In August 2023, the City Council instructed City Staff to move forward with applying for a Strategic Planning Grant from the Randolph County Board of Commissioners. City Staff stated that this grant application would be to secure funding for the Parks and Recreation Master Plan. In October 2023, Councilman Robbie Walker and City Manager Stevie Cox made a formal presentation before the Randolph County Commissioners for the Strategic Planning Grant. After the City Presentation, the County Commissioners approved and awarded the City of Trinity an \$80,000 grant award to be used for the Parks and Recreation Master Plan. In November 2023, the City Council approved to accept the Strategic Planning Grant and instructed City Staff to move forward with going out for bids for this project.

In February 2024, City Staff moved forward with preparing and releasing a request for qualifications for the Parks and Recreation Master Plan. This would include a citywide plan, a site-specific plan and preparing grant applications for additional funds to move forward with the development of a new park. In March 2024, the City received formal bids from the following firms: McGill and Associates, Withers Ravenel and the Wooten Company. City Staff and a representative from State Code Enforcement, Inc. conducted interviews of the three firms. After the interviews were completed, the City moved forward with negotiations with Withers Ravenel to secure a contract for this project. In April 2024, Withers Ravenel submitted a complete quote of \$97,000 for the entire project.

In 2009 Parks and Recreation Master Plan and the Vision Trinity Comprehensive Plan, Parks, Greenways and Trails were listed as a priority by the City Residents. The Parks and Recreation Master Plan will allow us to meet this priority. Furthermore, the Master Plan is mandatory to apply for other grant funding.

Recommendation:

City Staff is requesting that the City Council approve the approval and award of the contract to Withers Ravenel for this project. This will be contingent upon the final approval of the contract by the City Attorney. The City Council would approve an appropriation of \$17,000 from the General Fund to cover the remaining balance in Fiscal Year 2024 - 2025. City Staff will apply for gap funding from Randolph County Strategic Planning Grant.

Attachment:

Parks and Recreation Master Plan Request for Qualifications
Withers Ravenel Bid Package, Scope of Work and Contract

April 19, 2024

Mr. Stevie Cox, City Manager City
of Trinity
5978 NC Highway 62, PO Box 50
Trinity, NC 27370


RE: **Agreement for Professional Services
CIP Budget, Park System Master Plan, PARTF Application, Community Park Master Plan Trinity, North
Carolina
WithersRavenel Project No. 24-0203**

Dear Mr. Cox,

We want to thank you for the opportunity to provide this proposal to prepare a Park System Master Plan in addition to conducting master planning services for the new Community Park. Our Design + Planning Group has extensive experience with these types of projects, and we are very excited about the opportunity to work with the City of Trinity and the community to develop plans which will serve as a road map for future improvements and strengthen the City's position for funding opportunities. Furthermore, we have partnered with C Design to provide input on potential building/facility needs and costs to help guide plan development. We believe that this approach is comprehensive but can be tailored further to meet the City's specific needs.

Per your request, the following defines services that would be provided to prepare a Park System Master Plan, preliminary Master Plan for the Community Park, preliminary CIP budget information for Phase I of the Community Park, and a PARTF application.

Please review the attached document and feel free to contact us anytime to discuss. We are looking forward to the opportunity to work with you!



Daniel Rauh, AICP
Project Manager
(919) 238-0416
drauh@withersravenel.com



Cindy Szwarcop, AICP
Practice Area Lead
(919) 244-5899-
cszwarcop@withersravenel.com

Enclosure: Summary of Professional Services

City of Trinity Trinity, North Carolina

Agreement for Professional Services

A. Project Description

This fee agreement is intended to provide the scope of services and associated fees to provide consulting services per request of City of Trinity and formalize an agreement for the implementation and logistics for these services.

The preliminary design services portion of this agreement is based on the 33+/- acre project site located at 6703 NC Highway 62 in Randolph County, Trinity, North Carolina.

Listed below is a summary of key aspects of the Community Park Master Plan project based on our discussions and preliminary research. Refer to the Scope of Services and Additional Services/Exclusions for further detailed information.

- Community Gathering Space
- Veteran’s Memorial
- Paved Walking Trails
- Trail Connections to Trinity High School
- Dog Park
- Picnic Area(s)
- Restroom/Pavilion Building
- Picnic Pavilion(s)
- Pickleball Court(s)
- Playground(s)
- Cornhole Court
- Storybook Walk
- Future relocation of existing Public Works building (outside of the Community Park site)
- Future repurposing of existing City Council meeting building

For the purposes of this agreement and any subsequent agreements the following references shall apply:

- ▶ City of Trinity shall be known as the “Client”; WithersRavenel shall be known as the “Consultant”; The property and overall project shall be known as the “Project”; Trinity shall be known as “City”; Randolph County shall be known as “County”; The executed agreement shall be known as the “Agreement”.

B. Timeline for Services

WithersRavenel will begin work upon receipt of this executed Agreement and written notice to proceed from the Client. Estimated timeframe(s) for services described in the Scope of Services are shown below. Please note that the tasks for the development of the Preliminary Community Park Phase I CIP Budget, Park System Master Plan, Preliminary Community Park Master Plan, and PARTF grant application will be run concurrently, as appropriate.

- ▶ Park System Master Plan – Estimated 9 Months
 - Project Inventory & Analysis: Estimated 2 Months
 - Community Engagement & Needs Assessment: Estimated 2 Months
 - Draft Recommendations: Estimated 2 Months
 - Final Recommendations, Implementation & Final Documents: Estimated 3 Months

- ▶ Preliminary Community Park Phase I CIP Budget: 1 Month
- ▶ Preliminary Community Park Master Plan – Estimated 10 Months
 - Due Diligence/Site Analysis: Estimated 2 Months
 - Community Needs Assessment: Estimated 2 Months
 - Draft Master Plan/OPCC: Estimated 3 Months
 - Final Master Plan/OPCC: Estimated 2 Months
 - Adoption by City Council: Estimated 1 Month
- ▶ Funding and PARTF Grant Application: Estimated 2 Months

The above estimated timeframe(s) may be impacted by, among other things:

- ▶ Timeliness of reviews by Client and other relevant outside agencies;
- ▶ Timeliness and accuracy of information provided by the Client, Architect, and other Client consultants.

From the above and factoring in variability in the approval process, we estimate the total project timeframe for the Scope of Services to be 10 Months.

If available, opportunities to adjust these estimated timeframes can be discussed. Implementation of agreed-upon adjustments may result in revisions to WithersRavenel fees.

Certain tasks, such as reviews and approvals, are performed by third parties, including governmental agencies, over which neither Client nor WithersRavenel have control or responsibility. As such, neither party is responsible for delays or the resulting cost impacts caused by third parties.

C. Scope of Services

WithersRavenel shall provide the services identified under each task below as its “Basic Services” under the Agreement:

Task 1. Inventory & Analysis

1.1. Project Kickoff, Inventory, & Analysis

The Consultant will coordinate with all project team members to ensure that the scope, schedule, and data gaps are clear during the virtual project kick-off meeting. This will continue throughout the project process to maintain clear communication between all team members and the Client via bi-weekly project updates.

The Consultant will prepare a summary document outlining the City’s previous planning efforts, demographic trends, and other background considerations important to the planning efforts. The Client will provide the Consultant with a complete list of public and private parks/amenities with addresses, a count of all park facilities within the City (i.e. basketball courts, gymnasiums, miles of trail), and a list of all programs undertaken by the City and its partners including attendance/sign up counts, where available. The Client will provide the Consultant with all relevant site plans, master plans, renderings, and/or GIS data.

Using the information provided by the Client, the Consultant will physically evaluate the City’s park and recreation facilities using a variety of factors including conditions, accessibility, program/recreation elements, maintenance, and safety. The Consultant will evaluate the program offerings alongside demographics and community needs to provide a better understanding of the level of service these programs provide the community. The consultant will evaluate the park facility and acreage against national benchmarking standards for communities of similar size. These items will again be evaluated based on a future population projection for the City to understand how community needs may change over time. Additionally, the Consultant will develop a level-of-service map with service area boundaries for the existing facility. The map will depict geographic service gaps.

1.2. Community Park Site-Specific Evaluation

The Consultant will work with the Client to identify and gather all relevant data for the Community Park site. This includes available GIS data, ortho imagery, property information, prior plans, or studies, etc. Any gaps in data determined by the Consultant will be noted and provided to the Client prior to the project kick-off meeting.

The Consultant will visit the site as needed to document existing conditions. Documentation of existing conditions will include natural and cultural features that will influence the master plan recommendations.

The Consultant will work with City staff to develop preliminary Phase I Capital Improvement Plan line-item budgets for park improvements based on similar anticipated development costs.

Phase 1 Key Deliverables:

- ▶ One (1) virtual kickoff meeting with two (2) Consultant staff members.
- ▶ Demographic analysis and previous planning efforts (Word & PDF).
- ▶ Park and Community Park site evaluations with two (2) Consultant staff members.
- ▶ Park Evaluation Summary (Word & Excel).
- ▶ Park Facility and Program Benchmarking Summary (Word & Excel).
- ▶ Park Level of Service map and summary (PDF & Word).
- ▶ Documentation of Community Park existing conditions and site analysis (Word & PDF).
- ▶ Documentation will be provided that meets PARTF application requirements (Word & PDF).
- ▶ Community Park Phase I preliminary Capital Improvement Plan line-item opinions of cost (Excel & PDF).

Task 2. Community Engagement & Needs Assessment

2.1. Park System Master Plan

The Consultant will engage the community through in-person meetings, community surveys and by working with key stakeholders and community leaders. It is also recommended that a Steering Committee be formed and involved throughout the process.

The Consultant will host two (2) drop-in public workshops during the project. The first workshop will be to present existing conditions, demographics, and analysis results. At this meeting the community will be provided with the opportunity to express their recreation needs and aspirations. The second workshop will be to review and evaluate preliminary plan recommendations. The Client will select the venue for the workshops and will advertise the event via the City's website, and social media. Project information and surveys will be presented in both English and Spanish. During the workshops, the Consultant will attend with two (2) staff members dedicated to the Park System Master Plan materials and the Client will provide at least one (1) staff member. The Consultant will summarize the workshop results.

A community-wide survey will be conducted during the process and will be provided in English and Spanish. The consultant will use SurveyMonkey.com (or other similar survey platform) to solicit feedback from the Trinity community regarding existing park conditions and future needs. The Client will distribute the survey via City social media pages, the City website, and through in-person engagement during community events. The Consultant will summarize the survey results and will work with the Client to develop the overarching vision of the plan.

The Client will provide the Consultant with a list of up to six (6) specific stakeholders that will be interviewed as part of plan development. The Consultant will interview the stakeholders, through a mixture of email,

phone calls, and virtual interviews, and summarize those conversations for the Client. Stakeholders involved in the process include but is not limited to:

- ▶ Private recreation providers
- ▶ Trail representatives
- ▶ Representatives from Trinity High School and Braxten Craven Middle School
- ▶ Representatives from athletic leagues
- ▶ Randolph County Board of Education
- ▶ NC Department of Transportation

The Client will assemble a Project Steering Committee consisting of but not limited to local community leaders, elected officials, business owners, residents, and members of civic groups. The committee should be comprised of 6-8 members. The Consultant will host three (3) meetings (virtual, in-person, or combination of both) with the Steering Committee throughout the project to allow for the committee to review both plan materials, provide input regarding public engagement, and advise on the plan's vision and recommendations.

The Consultant will prepare a summary of community engagement efforts, the results of the efforts, and their impact on the overall direction of the Master Plan. A draft vision statement which includes project goals identified will be prepared by the consultant.

2.2. Community Park Master Plan Phase I

Based on information and findings from Task 1 and preliminary stakeholder input provided as part of Task 2.1, the Consultant will develop two (2) conceptual park design alternatives and provide these plans for review during community engagement. Alternative concepts will locate site features, activity spaces, amenities, pedestrian circulation patterns, parking areas, landscape enhancements, and storm water management facilities if applicable. Concept programming will be based on information from the City, stakeholders and the community. Following each iteration of public feedback, the Consultant will work to develop and refine the proposed program for outdoor spaces, site features, and facilities.

The Consultant and Client will attend the two (2) project drop-in workshops identified in Task 2.1 to conduct a PARTF-compliant meeting exclusively related to the Park Master Plan Phase I design. During these meetings, the Consultant will share conceptual park design alternatives and solicit feedback. This component of the workshops must be advertised separately from the System Plan component of the workshops and separate PARTF documentation will be provided.

Phase 2 Key Deliverables:

- ▶ Virtual survey hosted via SurveyMonkey.com (or similar platform).
- ▶ Stakeholder interview summary (Word).
- ▶ System Master Plan: Draft vision and goals (Word)
- ▶ Two (2) public workshops with three (3) Consultant staff members. Two (2) members will attend the Park System Plan component of the workshops while one (1) staff member will attend the dedicated, PARTF-compliant Park Master Plan Phase I meeting.
- ▶ Up to eight (8) information or planning stations with boards or maps provided by the Consultant per workshop (PDF).
- ▶ Three (3) steering committee (virtual, in-person, or combination) meetings throughout the project.
- ▶ System Master Plan: Community engagement and needs assessment summary (Word).
- ▶ Park Master Plan Phase I: Two (2) conceptual park design alternatives (PDF).

- ▶ Park Master Plan Phase I: PARTF documentation of public meetings as required (Word & PDF).

Phase 2 Consultant Responsibilities:

- ▶ Draft and summarize virtual survey.
- ▶ Interview up to six (6) stakeholders (est. up to 1 hour each) and provide summary.
- ▶ Draft vision and goals
- ▶ Develop workshop boards and maps for Client review.
- ▶ Host public workshops, including specific considerations for the PARTF Compliant Public Meeting.
- ▶ Summarize public engagement results.

Phase 2 Client Responsibilities:

- ▶ Identify and select steering committee members for project.
- ▶ Provide direction and guidance in the development of vision and goals.
- ▶ PARTF Compliant Public Meeting: For PARTF application, the Client must advertise a public meeting exclusively for discussing the PARTF grant project and obtaining comments. The meeting must be widely advertised (newspapers ads, social media, community announcement, etc.) and documentation must be provided for the PARTF application. The minutes and comments must demonstrate that the public supports the project. Meeting minutes, including discussion of the project, who was present, and public comments must be provided to the Consultant preparing PARTF application.
- ▶ Advertise survey and public workshops.
- ▶ Coordinate and schedule public workshops.
- ▶ Attend public workshops with at least one (1) staff member.

Task 3. Recommendations, Implementation, & Final Documents

3.1. Park System Master Plan

Following engagement meetings, the Consultant will work with the Client to identify a vision and recommendation for the parks and recreation system. This will include a series of action items based on the goals and objectives defined in the vision. These action items will include recommended levels of park facilities and recreation program services, individual policy considerations, and project-specific recommendations in list format.

The Consultant will also work with the Client to establish recommendations for new and/or updates for City policies and ordinances to guide future park acquisition, facility development, land use and natural resource management. The Consultant will also work with the Client to prepare a phased approach for the project recommendations. The Consultant will provide opinions of probable cost for the phased recommendations and will develop a summary list of funding sources to assist with implementation.

The Consultant will consolidate all findings and recommendations from the previous tasks into a draft Master Plan Report document and submit to the Client for review. The Client will provide the Consultant with redline revisions.

The Consultant will incorporate any provided redlines and prepare a PowerPoint presentation for the City Council. The Consultant will then present the Master Plan document to the City Council. Following the City

Council adoption meeting, the Consultant will provide all final project materials electronically to the Client via the Consultant's FTP website.

3.2. Community Park Master Plan Phase I

Based on input from community, staff, and stakeholders the Consultant will prepare a single Draft Master Plan and opinion of probable costs. This plan will be presented to staff, the steering committee, and City leadership for review.

Consultant will prepare a Final Master Plan and opinion of probable costs based on input from staff, the steering committee, and City leadership.

The Consultant will incorporate any provided redlines and prepare a PowerPoint presentation for the City Council. The Consultant will then present the Park Master Plan Phase I design to the City Council. Following the City Council adoption meeting, the Consultant will provide all final project materials electronically to the Client via the Consultant's FTP website.

Phase 3 Key Deliverables:

- ▶ System Master Plan: Draft recommendations list (Word & Excel).
- ▶ System Master Plan: Draft phasing plan (Word).
- ▶ System Master Plan: Draft opinions of probable cost (Excel).
- ▶ System Master Plan: Draft funding sources list (Word & Excel).
- ▶ System Master Plan: Final Master Plan (Word & PDF).
- ▶ System Master Plan: Adoption presentation (PowerPoint & PDF).
- ▶ Park Master Plan Phase I: Draft 2D Final Illustrative Master Plan (PDF).
- ▶ Park Master Plan Phase I: Draft Final Opinion of Probable Construction Costs (Excel & PDF).
- ▶ Park Master Plan Phase I: Draft Phasing Plan (Word).
- ▶ Park Master Plan Phase I: Final Park Master Plan Phase I (PDF).
- ▶ Park Master Plan Phase I: Budget estimate formatted to meet PARTF application requirements (PDF).
- ▶ Finalized project files (Word, Excel, PDF, & Shapefiles, as required).

Phase 3 Consultant Responsibilities:

- ▶ Draft and Final recommendations, phasing, opinions of probable cost, and funding sources.
- ▶ Up to two (2) rounds of redlines revisions based on Client feedback.
- ▶ One (1) presentation to City Council.
- ▶ Provide Client with all finalized project materials upon project completion.

Phase 3 Client Responsibilities:

- ▶ Provide Consultant with up to two (2) rounds of plan redlines.

Task 4. Funding & PARTF Application

Consultant will prepare an application for a Parks and Recreation Trust Fund grant in conjunction with the appointed project team, in accordance with the 2025 Parks and Recreation Trust Fund guidance. The

consultant will act as project manager for the application process and ensure that the scope of work and schedule are clear prior to the start of the application. Consultant will participate in funding agency application preparation training, general conference calls, coordination meetings, and review meetings with the Client during the application preparation process. Application and associated materials will be completed for review by the City by April 1, 2025, to allow sufficient time for City review, coordination, and submittal on or before May 1, 2025. This timeline is dependent on Task 3 being completed on time.

The PARTF application has numerous components, all of which are critical to preparing a competitive application and obtaining funding. The Consultant proposes to provide the following services with the Client's assistance:

- ▶ Assemble all materials necessary for the application as outlined in the agency's 2025 Parks and Recreation Trust Fund (PARTF) Grant Program guidance document (currently unreleased).
- ▶ Complete narrative, project purpose and justification, required forms, scoresheet, site vicinity map, site plan (Task 3) and organize documentation according to PARTF submittal guidance.
- ▶ Circulate information to the Client for review and approval.
- ▶ Provide Client with application documents that will need Council action and approval.
- ▶ Participate in any teleconferences needed with Agency and Client.
- ▶ Provide status reports and frequent communication relating to progress and outstanding items.
- ▶ Coordinate project materials with Design and Environmental Review Teams.

Submit the applications by the anticipated deadline of May 1, 2025 (PARTF), using the prescribed methods in the guidance.

Consultant will complete the required Environmental Review including a site visit to perform the wetland delineation and to take photos of the existing conditions/buildings for historical resources.

Consultant will coordinate review with the following agencies, as required:

- ▶ Wetlands: The Regulatory Division of the U.S. Army Corps of Engineers that can assist in identifying wetlands.
- ▶ Floodplains: flood.nc.gov which has the most recent Federal Emergency Management Agency (FEMA) floodplain data. The permitting process before construction of facilities will determine the applicable stormwater requirements for the project.
- ▶ Cultural Resources: North Carolina's State Historic Preservation Office which can assist in identifying historical and archaeological resources.

Phase 4 Key Deliverables:

- ▶ PARTF Application submitted to NC Parks, by the deadline in accord with submittal guidance, and an application copy will be provided to Client (electronic & PDF).
- ▶ Environmental Review Form and Supporting Environmental Documentation (PDF).

Phase 4 Consultant Responsibilities:

- ▶ Coordinate PARTF submittal requirements and ensure application accuracy.

Phase 4 Client Responsibilities:

- ▶ Client will provide documents that Consultant will utilize to prepare the application such as the adopted Master Plan and Documentation of Survey/Public Involvement supporting the Project.
- ▶ Client will organize and present Project to at least two (2) local groups and provide documentation, per guidance, to be used in the application. Client will provide agendas, presentations, and documentation of support for the Project to Consultant to use in the application.

D. Exclusions/Additional Services

Services that are not included in Section C or are specifically excluded from this Agreement (see below) shall be considered Additional Services. Those services can be performed by WithersRavenel and its agents if requested in writing by the Client and accepted by WithersRavenel. The following list is not all inclusive and the Scope of Services defines the services to be provided by WithersRavenel for this project. Additional services shall be paid for by the Client in accordance with the Fee & Expense Schedule outlined in Exhibit II. The exclusions are described below but are not limited to the following:

Architectural Services

- ▶ Building design

Landscape Architecture Services

- ▶ Landscape layout and design;
- ▶ Irrigation design;
- ▶ Hardscape design;
- ▶ Renderings;
- ▶ Public art design or commissioning;

Documents/Drawings

- ▶ Schematic Drawings as typically defined in the architectural industry;
- ▶ Conceptual Drawings;
- ▶ Sketch Plans;
- ▶ Construction Drawings;
- ▶ Technical specifications;
- ▶ Contract documents;
- ▶ Record (As-Built) Plans;
- ▶ Off-site Improvements

Planning/Studies

- ▶ Land Planning services other than listed above;
- ▶ Entitlement services;
- ▶ City or regulatory approvals;

Project Management

- ▶ Additional Meetings/Site Visits;
- ▶ Adjacent property owner discussions;
- ▶ Neighborhood meetings;
- ▶ Attendance at formal regulatory meetings unless noted above;

General

- ▶ All plan submittal, review, or permitting fees;
- ▶ Any work previously provided in other agreements;
- ▶ Any other services not specifically listed within Section C.

E. Client Responsibilities

The following items will be provided by the Client and WithersRavenel will rely upon the accuracy and completeness of this information:

- ▶ General:
 - Provide representative for communications and decisions;
 - Coordination and designation of a primary contact for other consultants engaged by the Client;
 - Preferred media platforms for communications with the Client;
 - Provide in writing, any information as to Client's requirements for design;
 - Provide any information needed to complete the Project not specifically addressed in the Scope of Services;
 - Provide all available information pertinent to the Project, including any GIS information, reports, maps, drawings, and any other data relative to the Project;

- Examine all agreements, reports, sketches, estimates and other documents presented by the Consultant and render in writing decisions pertaining thereto within a reasonable period so as not to delay the services of the Consultant;
 - Give prompt written notice to Consultant whenever Client observes or otherwise becomes aware of any defect in the Project or the services of Consultant;
 - Attend City meetings as required/needed;
 - Provide access to property for Consultant and subconsultants;
 - Discussions/negotiations with adjacent landowners;
 - Acquire all off-site utility and/or construction easements required for this Project;
 - Manage and coordinate the work of any subconsultants/subcontractors that are not directly subcontracted through the Consultant;
 - All submittal, review, or permitting fees associated with the Project;
 - Any legal representation requiring an attorney at law.
- ▶ Project Specific:
- Identify Stakeholder groups;
 - Select members of Steering Committee
 - Designate benchmark systems based on discussion with Consultant;
 - Distribute meeting notices/invitations to stakeholders, community, and Steering Committee;
 - Promote the public meetings through the Client's marketing resources;
 - Provide and arrange meeting locations for all Project meetings;
 - Provide all criteria and full information as to the Client's requirements for the Project;
 - Assist the Consultant by providing all available information pertinent to the Project, including prior survey documents, deeds, reports, maps, old drawings, maintenance records, program participation records, and any other data relative to the Project;
 - Direct the Consultant to provide Additional Services as stipulated by this Agreement or other services as required.

F. Compensation for Services

WithersRavenel proposes to provide the Basic Services outlined in Section C on a lump sum or hourly basis with budgets as shown below plus reimbursable expenses in accordance with Exhibit II. The amounts set forth below have been determined based on the nature, scope and complexity of the Project as represented in the information provided to WithersRavenel by Client prior to submittal of this agreement; subsequent changes thereto may result in additional fees.

Task No.	Task Name	Fee
Task 1	Project Inventory & Analysis	\$28,500.00
1.1	Project Kickoff, Inventory, & Analysis	
1.2	City Center Park Site-Specific Evaluation	
Task 2	Community Engagement & Needs Assessment	\$31,000.00
2.1	Park System Master Plan	
2.2	City Center Park Master Plan Phase I	
Task 3	Recommendations, Implementation, & Final Documents	\$29,000.00
3.1	Park System Master Plan	
3.2	City Center Park Master Plan Phase I	
Task 4	Funding & PARTF Application	\$7,500.00
Expenses		\$1,000.00
Total		\$97,000.00

Invoices will be issued monthly, based on the percentage of completion for each lump sum task and the hourly rate for WithersRavenel personnel in accordance with Exhibit II for hourly tasks, as accomplished during the billing period. Payment is due upon receipt of invoice.

The above fees are based on the estimated timelines noted in Section B. Any adjustments to those timelines may result in additional fees.

Consultant may alter the distribution of compensation between individual Tasks noted herein to be consistent with services rendered but shall not exceed the total Lump Sum amount unless approved in writing by the Client.

The attached Exhibit II, Fee & Expense Schedule, is based on Consultant's rates as of the date of this agreement and may be subject to change for hourly tasks and any Additional Services that occur after any adjustments to such rates go into effect.

G. Acceptance

This agreement is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this agreement will serve as the written Agreement between WithersRavenel and City of Trinity. All Exhibits identified after the signature blocks below, including the Standard Terms and Conditions (Exhibit I) and the Fee & Expense Schedule (Exhibit II), are incorporated herein and are integral parts of the Agreement.

OFFERED BY:

WithersRavenel

ACCEPTED BY:

City of Trinity


April 19, 2024

Signature Date

Daniel Rauh, AICP

Name

Project Manager

Title

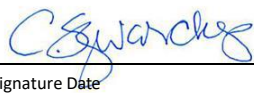
Signature Date

Mr. Stevie Cox

Name

City Manager

Title


April 19, 2024

Signature Date

Cindy Szwarczkop, AICP

Name

Practice Area Lead, Design + Planning

Title

Attachments:

Exhibit I- Standard Terms and Conditions Exhibit II-
Fee & Expense Schedule

Exhibit I

Standard Terms and Conditions

The proposal submitted by WithersRavenel, INC. ("CONSULTANT") is subject to the following terms and conditions, which form an integral part of the Agreement. By accepting the proposal, the services, or any part thereof, the CLIENT agrees and accepts the terms and conditions outlined below:

1. Payment:

- a) The CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.
- b) If the CLIENT fails to make payment to the CONSULTANT within 45 days after the transmittal of an invoice, the CONSULTANT may, after giving 7 days written notice to the CLIENT, suspend services under this Agreement until all amounts due hereunder are paid in full. If an invoice remains unpaid after 90 days from invoice date, the CONSULTANT may terminate the Agreement. If Consultant initiates legal proceedings to collect the fees owed, Consultant shall also be entitled to recover the reasonable expenses of collection including attorney's fees.

2. **Notification of Breach or Default:** The CLIENT shall provide prompt written notice to the CONSULTANT if CLIENT becomes aware of any breach, error, omission, or inconsistency arising out of CONSULTANT's services or any other alleged breach of contract or negligence by the CONSULTANT. The failure of CLIENT to provide such written notice within ten (10) days from the time CLIENT became aware of the fault, defect, error, omission, inconsistency, or breach, shall constitute a waiver by CLIENT of all claims against the CONSULTANT arising out of such fault, defect, error, omission, inconsistency, or breach. Emails shall be considered adequate written notice for purposes of this Agreement.

3. **Standard of Care:** CONSULTANT shall perform its services in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the Project. THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE THAT WILL OR CAN ARISE OUT OF THE SERVICES PROVIDED BY CONSULTANT OR THIS AGREEMENT.

4. **Waiver of Consequential Damages/Limitation of Liability:** CLIENT agrees that CONSULTANT's aggregate liability for all claims that may be asserted by CLIENT is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater. Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

5. **Representations of CLIENT:** CLIENT warrants and covenants that sufficient funds are available or will be available upon receipt of CONSULTANT's invoice to make payment in full for the services rendered by CONSULTANT.

6. **Ownership of Instruments of Service:** All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by the CONSULTANT as instrument of service, shall remain the property of the CONSULTANT. The CONSULTANT shall retain all common law, statutory and other rights, including the copyright thereto. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT, CONSULTANT shall make available to CLIENT copies of all plans and specifications.

7. **Change Orders:** CONSULTANT will treat as a proposed change order any written or oral order (including directions, instructions, interpretations, or determinations) from CLIENT which requests changes in the Agreement or CONSULTANT's Scope of Services. If CONSULTANT accepts the proposed

change order, CONSULTANT will give CLIENT written notice within ten (10) days of acceptance of any resulting increase in CONSULTANT's fees.

8. **Opinion of Cost/Cost Estimates:** Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of CONSULTANT'S experience and qualifications and represent its reasonable judgment as an experienced and qualified professional familiar with the construction industry; but the CONSULTANT cannot and does not guarantee the proposals, bids or actual costs will not vary significantly from opinions of probable costs prepared by it. If at any time the CLIENT wishes assurances as to the amount of any costs, CLIENT shall employ an independent cost estimator to make such determination.

9. **Assignment and Third Parties:** Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and the CONSULTANT and not for the benefit of any other party. Neither the CLIENT nor the CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other, which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict the CONSULTANT from employing independent subconsultants as the CONSULTANT may deem appropriate to assist in the performance of services hereunder.

10. **Project Site:** Should CLIENT not be owner of the Project site, then CLIENT agrees to notify the site owner of the possibility of unavoidable alteration and damage to the site. CLIENT further agrees to indemnify, defend, and hold harmless CONSULTANT against any claims by the CLIENT, the owner of the site, or persons having possession of the site which are related to such alteration or damage.

11. **Access to Site:** CLIENT is responsible for providing legal and unencumbered access to site, including securing all necessary site access agreements and easements, to the extent necessary for the CONSULTANT to carry out its services.

12. **Survival:** All of CLIENT's obligations and liabilities, including but not limited to, its indemnification obligations and limitations of liability, and CONSULTANT's rights and remedies with respect thereto, shall survive completion, expiration or termination of this Agreement.

13. **Termination:** Either party may terminate the Agreement with or without cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as demobilization costs.

14. **Severability:** If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by applicable law.

15. **No Waiver:** No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be

construed as a waiver of any future default, whether like or different in character.

16. Merger, Amendment: This Agreement constitutes the entire Agreement between the CONSULTANT and the CLIENT and all negotiations, written and oral understandings between the parties are integrated and merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both the CONSULTANT and the CLIENT.

17. Unforeseen Occurrences: If, during the performance of services hereunder, any unforeseen hazardous substance, material, element of constituent or other unforeseen conditions or occurrences are encountered which affects or may affect the services, the risk involved in providing the service, or the recommended scope of services, CONSULTANT will promptly notify CLIENT thereof. Subsequent to that notification, CONSULTANT may:

(a) if practicable, in CONSULTANT's sole judgment and with approval of CLIENT, complete the original Scope of Services in accordance with the procedures originally intended in the Proposal; (b) Agree with CLIENT to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or (c) Terminate the services effective on the date of notification pursuant to the terms of the Agreement.

18. Force Majeure: Should completion of any portion of the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance shall be extended for a period at least equal to the delay and the parties shall mutually agree on the terms and conditions upon which Agreement may be continued. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, pandemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

19. Safety: CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors, except with respect to CONSULTANT'S own employees. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents, or employees.

20. Dispute Resolution/Arbitration: Any claim or other dispute arising out of or related to this Agreement shall first be subject to non-binding mediation in accordance with the then-current Construction Industry Mediation Procedures of the American Arbitration Association ("AAA"). If mediation is unsuccessful, such claim or other dispute shall be subject to arbitration in accordance with the AAA's then-current Construction Industry Arbitration Rules. Any demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. CLIENT agrees to the inclusion in such arbitration (whether by initial filing, by joinder or by consolidation) of any other parties and of any other claims arising out of or relating to the Project or to the transaction or occurrence giving rise to the claim or other dispute between CLIENT and CONSULTANT.

21. Independent Contractor: In carrying out its obligations, CONSULTANT shall always be acting as an independent contractor and not an employee, agent, partner, or joint venture of CLIENT. CONSULTANT's work does not include any supervision or direction of the work of other contractors, their employees or agents, and CONSULTANT's presence shall in no way create

any liability on behalf of CONSULTANT for failure of other contractors, their employees, or agents to perform their work properly or correctly.

22. Hazardous Substances: CLIENT agrees to advise CONSULTANT upon execution of this Agreement of any hazardous substances or any condition existing in, on or near the Project Site presenting a potential danger to human health, the environment or equipment. By virtue of entering into the Agreement or of providing services, CONSULTANT does not assume control of, or responsibility for, the Project site or the person in charge of the Project site or undertake responsibility for reporting to any federal, state, or local public agencies, any conditions at the Project site that may present a potential danger to the public, health, safety, or environment except where required of CONSULTANT by applicable law. In the event CONSULTANT encounters hazardous or toxic substances or contamination significantly beyond that originally represented by CLIENT, CONSULTANT may suspend or terminate the Agreement. CLIENT acknowledges that CONSULTANT has no responsibility as a generator, treater, storer, or disposer of hazardous or toxic substances found or identified at a site. Except to the extent that CONSULTANT has negligently caused such pollution or contamination, CLIENT agrees to defend, indemnify, and hold harmless CONSULTANT, from any claim or liability, arising out of CONSULTANT's performance of services under the Agreement and made or brought against CONSULTANT for any actual or threatened environmental pollution or contamination if the fault (as defined in N.C.G.S. 22B-1(f)(7)) of CLIENT or its derivative parties (as defined in N.C.G.S. 22B-1(f)(3)) is a proximate cause of such claim or liability.

23. Choice of Law: The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.

24. Construction Services: If construction administration and review services are requested by the CLIENT, CLIENT agrees that such administration, review, or interpretation of construction work or documents by CONSULTANT shall not relieve any contractor from liability in regard to its duty to comply with the applicable plans, specifications, and standards for the Project, and shall not give rise to a claim against CONSULTANT for contractor's failure to perform in accordance with the applicable plans, specifications or standards.

25. Field Representative: If CONSULTANT provides field services or construction observation services, the presence of the CONSULTANT's field personnel will only be for the purpose of providing observation and field testing of specific aspects of the Project. Should a contractor be involved in the Project, the CONSULTANT's responsibility does not include the supervision or direction of the actual work of any contractor, its employees, or agents. All contractors should be so advised. Contractors should also be informed that neither the presence of the CONSULTANT's field representative nor the observation and testing by the CONSULTANT shall excuse contractor in any way for defects in contractor's work. It is agreed that the CONSULTANT will not be responsible for job or site safety on the Project and that the CONSULTANT does not have the right to stop the work of any contractor.

26. Submittals: CONSULTANT's review of shop drawings and other submittals is to determine conformity with the design concept only. Review of shop drawings and submittals does not include means, methods, techniques, or procedures of construction, including but not limited to, safety requirements.

Exhibit II

Fee & Expense Schedule

Description	Rate
Engineering & Planning	
Construction Project Professional	\$ 155
Construction Manager I	\$ 160
Construction Manager II	\$ 175
Senior Construction Manager	\$ 200
CAD Technician I	\$ 110
CAD Technician II	\$ 125
Senior CAD Technician	\$ 150
Designer I	\$ 140
Designer II	\$ 160
Senior Designer	\$ 180
Landscape Architect I	\$ 160
Landscape Architect II	\$ 185
Landscape Architect III	\$ 205
Senior Landscape Architect	\$ 225
Landscape Designer I	\$ 140
Landscape Designer II	\$ 150
Planning Technician	\$ 120
Planner I	\$ 130
Planner II	\$ 150
Planner III	\$ 175
Senior Planner	\$ 185
Project Engineer I	\$ 175
Project Engineer II	\$ 185
Project Engineer III	\$ 205
Senior Project Engineer	\$ 225
Assistant Project Manager	\$ 185
Project Manager	\$ 205
Senior Project Manager	\$ 225
Resident Project Representative I	\$ 105
Resident Project Representative II	\$ 125
Resident Project Representative III	\$ 140
Senior Resident Project Representative	\$ 150
Staff Professional I	\$ 95
Staff Professional II	\$ 150
Staff Professional III	\$ 160
Staff Professional IV	\$ 200
Senior Staff Professional	\$ 210
Senior Technical Consultant	\$ 260
Client Experience Manager	\$ 240
Director	\$ 245
Principal	\$ 270
Zoning Specialist	\$ 350
Project Coordinators	
Project Coordinator I	\$ 100
Project Coordinator II	\$ 120
Project Coordinator III	\$ 130
Senior Project Coordinator	\$ 140
Lead Project Coordinator	\$ 150

Description	Rate
Funding & Asset Management	
GIS Senior Specialist	\$ 175
GIS Specialist	\$ 155
GIS Survey Technician I	\$ 80
GIS Survey Technician II	\$ 105
GIS Survey Technician III	\$ 125
GIS Survey Lead	\$ 140
GIS Technician	\$ 100
GIS Analyst I	\$ 125
GIS Analyst II	\$ 140
GIS Project Manager	\$ 175
GIS Manager	\$ 225
F&AM Assistant Project Manager	\$ 170
Intern I	\$ 70
Intern II	\$ 90
F&AM Implementation Specialist	\$ 155
F&AM Project Consultant I	\$ 125
F&AM Project Consultant II	\$ 135
F&AM Project Consultant III	\$ 140
F&AM Project Consultant IV	\$ 145
F&AM Senior Project Consultant I	\$ 155
F&AM Senior Project Consultant II	\$ 160
F&AM Project Manager	\$ 175
F&AM Principal	\$ 270
F&AM Director	\$ 245
F&AM Staff Professional I	\$ 75
F&AM Staff Professional II	\$ 120
F&AM Staff Professional III	\$ 160
F&AM Staff Professional IV	\$ 200
F&AM Senior Project Manager	\$ 225
F&AM Senior Technical Consultant	\$ 255
Geomatics	
Geomatics CAD I	\$ 105
Geomatics CAD II	\$ 125
Geomatics CAD III	\$ 140
Geomatics Project Manager I	\$ 175
Geomatics Project Manager II	\$ 185
Geomatics Project Manager III	\$ 215
Geomatics Project Professional I	\$ 155
Geomatics Project Professional II	\$ 180
Geomatics Principal	\$ 250
Geomatics Remote Sensing Crew I	\$ 225
Geomatics Remote Sensing Crew II	\$ 315
Geomatics Survey Crew I	\$ 160
Geomatics Survey Crew II (2 Man)	\$ 195
Geomatics Survey Crew III (3 Man)	\$ 240
Geomatics Senior Manager	\$ 225
Geomatics Survey Tech I	\$ 65
Geomatics Survey Tech II	\$ 95
Geomatics Survey Tech III	\$ 125
Geomatics Survey Tech IV	\$ 135
Geomatics Sr. Technical Consultant	\$ 225
Geomatics SUE Crew 1	\$ 195
Geomatics SUE Crew 2	\$ 265

Description	Rate
Environmental	
Environmental Technician I	\$ 85
Environmental Technician II	\$ 100
Environmental Technician III	\$ 105
Senior Environmental Technician	\$ 120
Environmental Project Geologist I	\$ 155
Environmental Project Geologist II	\$ 170
Environmental Project Geologist III	\$ 195
Environmental Senior Project Geologist	\$ 215
Environmental Assistant Project Manager	\$ 170
Environmental Project Manager	\$ 195
Environmental Senior Project Manager	\$ 215
Environmental Director	\$ 245
Environmental Project Engineer I	\$ 155
Environmental Project Engineer II	\$ 170
Environmental Project Engineer III	\$ 195
Environmental Senior Project Engineer	\$ 215
Environmental Principal	\$ 270
Environmental Project Scientist I	\$ 155
Environmental Project Scientist II	\$ 170
Environmental Project Scientist III	\$ 195
Senior Environmental Project Scientist	\$ 215
Environmental Scientist I	\$ 110
Environmental Scientist II	\$ 135
Environmental Scientist III	\$ 145
Environmental Geologist I	\$ 110
Environmental Geologist II	\$ 135
Environmental Geologist III	\$ 145
Environmental Professional I	\$ 110
Environmental Professional II	\$ 135
Environmental Professional III	\$ 145
Environmental Senior Technical Consultant	\$ 240
Administrative	
Administrative Assistant	\$ 70
Administrative Assistant I	\$ 85
Administrative Assistant II	\$ 95
Administrative Assistant III	\$ 105
Marketing Administration I	\$ 95
Marketing Administration II	\$ 125
Director of Marketing	\$ 155
Office Administration	\$ 75
Office Administrator I	\$ 125
Office Administrator II	\$ 130
Office Administrator III	\$ 135
Expenses	
Bond Prints (Per Sheet)	\$ 1.75
Mylar Prints (Per Sheet)	\$ 11.00
Mileage	Per IRS
Delivery - Project Specific (Distance & Priority)	
Subcontractor Fees (Markup)	1.15
Expenses / Reprod. / Permits (Markup)	1.15
Other	
Expert Witness	\$ 400