

Town of Boonville
November 1, 2016 Public Hearing Minutes
Harvey E. Smith Municipal Building

The Town of Boonville conducted a public hearing for a rezoning request for 6833 US Hwy 601 and Ordinance for a Communications Utility Pole Structure.

The following were in attendance: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and William Paul Baity. Also in attendance were Interim Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones. Commissioner Tony Reece was absent.

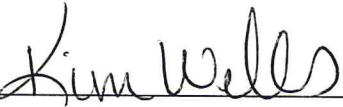
Mayor Hunter opened the public hearing at 6:45 p.m.

No public comments were voiced.

The public hearing closed at 7:00 p.m.



Russell (Rusty) Hunter, IV, Mayor



Kim Wells, Finance Officer/Town Clerk

Town of Boonville
November 1, 2016 Regular Meeting Minutes
Harvey E. Smith Municipal Building

The following were in attendance at the 11/1/16 regular meeting: Mayor Rusty Hunter, Commissioners Devin Carter, Bonnie Lasky, and William Paul Baity. Also in attendance were Interim Town Administrator Sarah Harris, Police Chief Farron Jester, Finance Officer/Town Clerk Kim Wells, and Public Works Director Jeff Jones. Commissioner Tony Reece was absent.

- I. Call to Order and Welcome:** Mayor Hunter called the 11/1/16 meeting to order at 7:00 p.m.
- II. Conflict of Interest Issues and Approval of Agenda:** Commissioner Lasky motioned to adopt the agenda. Commissioner Baity seconded, and the motion passed unanimously.
- III. Adoption of minutes – 10/4 regular session, and 10/4 closed session:** Commissioner Baity motioned to adopt the minutes of the 10/4 regular session, and 10/4 closed session minutes. Commissioner Carter seconded, and the motion passed unanimously.
- IV. Public Comments:** None was voiced.
- V. Old Town Business:**
 - A. Loan Update:** Public Works Director Jones reported on the upcoming Pre-Construction and Pre-Bid meetings. He stated the LGC had approved the new loan amount. He reported to the Board members that a letter of intent had been signed for the new well site land to be purchased at a cost of \$32,000 and includes the \$500 earnest money. DENR has approved the site for a well.
 - B. Library Bids:** Public Works Director Jones reported on the bids he had received. Discussion followed on other local contractors and the concerns from the Friends of the Library. Topic was tabled so more bids could be obtained.
 - C. New Ordinances:** Commissioner Lasky motioned to adopt the Communication Ordinance – Utility Pole. Commissioner Carter seconded, and the motion passed unanimously.
 - D. Waste Management Dumpsters for Businesses:** Interim Town Administrator Harris reviewed the current Waste Management contract and stated that if the Board chose to eliminate the town acting as a third-party salesman of dumpsters, then the contract would need to be amended. Discussion followed. It was the consensus of the Board members not to modify the contract and start offering dumpster service to businesses. The Board members agreed that if a dumpster was shared by two businesses, only one business would be charged the total fee for the dumpster. The Town of Boonville will not be involved in any cost sharing between business for billing purposes.
- VI. New Town Business:**
 - A. Rezoning Request at 6833 US Hwy 601:** Interim Town Administrator Harris reported that the Planning Board met to review a rezoning request. It was the Planning Board members' recommendation to the Town Board that the property be rezoned from R15 to M1 with the condition that trees be planted and maintained as a buffer to the adjoining property owners. Discussion followed on the public hearing. Commissioner Lasky motioned to rezone 6833 US Hwy 601 from R15 to M1 with the conditions recommended by the Planning Board. Commissioner Baity seconded, and the motion passed unanimously.
 - B. Rate Schedule presented by Marty Wilson, NC Rural Water Association:** Public Works Director Jones reviewed the rate schedule letter and stated that it was a follow up to Mr. Wilson's previous letter outlining the proposed water rate increase for the loan. Mr. Jones stated that Mr. Wilson's letter confirmed that our rate structure is where it needs to be and included a fourth year to account for the updated loan amounts.
 - C. Asphalt Paving Quote:** Public Works Director Jones reported that several street patches were needed. He presented a quote in the amount of \$2,500 from Doug Hooker. Commissioner Baity motioned to approve the asphalt paving quote not to exceed \$2,500. Commissioner Carter seconded, and the motion passed unanimously.
 - D. Yadkin County United Fund Employee Deduction Program:** Finance Officer/Town Clerk Wells stated that Boonville had been contacted by Yadkin County United Fund personnel regarding employee participation in the Employee Pledge Program. Several employees have shown interest in the program. Per the Personnel Policy all programs must be Board approved. She stated this program would be set up as an employee deduction and would result in just one additional check printed per month. Commissioner Lasky motioned to approve the Yadkin

County United Fund Employee Deduction Program. Commissioner Baity seconded, and the motion passed unanimously.

- E. **Parks and Recreation Advisory Committee Bylaws:** Interim Town Administrator Harris reviewed the draft bylaws and their purpose. Commissioner Baity motioned to approve. Commissioner Lasky seconded, and the motion passed unanimously.
- F. **75th Anniversary of the Boonville Volunteer Fire Department:** Interim Town Administrator Harris reported that the Boonville Volunteer Fire Department would soon be celebrating its 75th anniversary. She suggested that the Town of Boonville acknowledge this milestone and recognize the Fire Department as the first volunteer fire department in Yadkin County as well as acknowledge the historical significance that the current municipal building served as the original fire department location. The Board members discussed options for a plaque or a sign. Commissioner Lasky motioned to allow Sarah Harris to spend up to \$2,000 to purchase a sign to recognize the Boonville Volunteer Fire Department's 75th anniversary. Commissioner Carter seconded, and the motion passed unanimously. Mayor Hunter stated that he would like Ms. Harris to contact the Fire Department and inquire about cost sharing for the project.
- G. **Bicycle Helmet Grant:** Interim Town Administrator Harris reported on a grant opportunity available for free bicycle helmets. The Town would apply for 25 helmets. Ms. Harris will contact the Fire Department and ask if they would be interested in co-sponsoring a bicycle safety event to distribute the helmets.
- H. **Records Retention Schedule Amendment Approval:** Finance Officer/Town Clerk Wells reviewed the amendments presented by the NC Department of Cultural Resources/Division of Archives and Records. Commissioner Lasky motioned to approve the Records Retention Schedule amendments as presented. Commissioner Baity seconded, and the motion passed unanimously.
- I. **Outside Vendor Water Sales:** Public Works Director Jones reported on a recent request from Dale Rose for obtaining water. The Board members discussed the Town's decision several years ago not to sell water to any outside vendor. It was the consensus of the Board members to sell water only to the Town's contractors at the out-of-town rate. The Board stated that the Public Works Department would be responsible for monitoring the water usage.

VII. Reports and announcements:

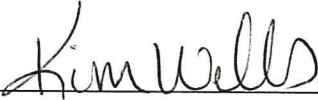
- A. **Mayor's report:** Mayor Hunter had no items to report.
- B. **Interim Town Administrator's report:** Interim Town Administrator Harris reviewed the Budget vs. Actual report. She informed the Board members that she would reapply for the Bike/Pedestrian Grant. Ms. Harris reviewed the results of the Economic Development Survey. Results of the survey indicated that residents drive out of town to shop and eat. Survey results have shown there is an interest in having a brewery and chain restaurants in Boonville, parks/recreation, senior homes, job growth, and ways to attract younger residents. The Steering Committee will begin working on strategies to support the survey results. Ms. Harris reported that the Town had received a thank-you letter from the Yadkin County Hospice Home. She also reported on the success of having the elementary school students paint pumpkins for the Town Hall fall display, and the first Boo Bash.
- A. **Finance Officer's report:** Finance Officer Wells reported that Cannon & Company had submit the audit to the LGC. Once approved, the report will be presented to the Town Board members.
- B. **Public Works Director's report:** Public Works Director Jones reported on the status of work being performed on Joel Cleary's ditch. He stated the temporary worker from WorkForce was as asset to his department. It was the consensus of the Board members to continue to use the temporary agency until the permanent job was filled. Discussion followed on the applications received so far. Mr. Jones stated that leaf pickup had begun.
- C. **Police Chief's report:** Police Chief Jester reported that officers were completing their annual in-service training, patrols had been increased on Williams St. and Speas Ave., and the Department continues to participate in the Governor's Highway Safety program.
- D. **Departmental Commissioner's Reports:** Commissioner Lasky commented on the success of the Boonville Boo Bash and thanked everyone who was involved. She requested additional Police Department presence next year to assist with traffic control.
- E. **Committee reports as needed:** There were no reports.

The Board members recognized late attendee Ellen Reece, President, Friends of the Boonville Library. Discussion followed on the topic of potentially adding brick to the front of the library. Mayor Hunter would be used as a decorative element with a pattern. He informed Mrs. Reece that the topic had been tabled until the next meeting, and that a temporary fix had been done to prevent further damage to the building.

F. **VIII. Recess/Adjourn:** Commissioner Lasky motioned to adjourn. Commissioner Carter seconded, and the motion passed unanimously. The meeting ended at 7:57 p.m.

A handwritten signature in dark ink, appearing to read "Rusty Hunter", written over a horizontal line.

Russell (Rusty) Hunter, IV, Mayor

A handwritten signature in dark ink, appearing to read "Kim Wells", written over a horizontal line.

Kim Wells, Finance Officer/Town Clerk

Communications Info-structure in the Rights-of-Way

The purpose of this ordinance is to allow wireless communication facilities in the public right-of-way; in response to the increasing demand for data and wireless services in Boonville and the surrounding area.

Placement of a communications facility in public rights-of-way.

- Communication facilities in the public right-of-way must be located a minimum of 5 feet from the edge of the pavement; communication facilities in the right-of-way are exempt from zoning setback requirements under section (O);
- Communication facilities located in the public right-of-way shall not exceed a maximum height of 120';
- Communication facilities in the right-of-way must be of a stealth, slim line design; the entire facility must be aesthetically compatible with its surroundings. Also see section (S) of the telecom ordinance.
- No equipment is allowed on the ground or surrounding communication facilities located in the right-of-way. All equipment must be enclosed inside or mounted to the structure.
- To the extent not otherwise prohibited by State or Federal law, the Town shall have the power to prohibit or limit the placement of new or additional communications facilities within a particular area of public rights-of-way and may consider, among other things and without limitation, the sufficiency of space to accommodate all of the present communications facilities and pending applications to place and maintain facilities in that area of the public rights-of-way, the sufficiency of space to accommodate Town announced plans for public improvements or projects that the Town determines are in the public interest, the impact on traffic and traffic safety, and the impact upon existing facilities in the rights-of-way. The Mayor, or his or her designee, may impose additional reasonable rules and regulations to ensure the public health, safety and welfare, and peaceful enjoyment of Town residents and businesses.
- All communications facilities shall be placed or maintained so as not to unreasonably interfere with the use of the public rights-of-way by the public and with the rights and convenience of property owners who adjoin any of the public right-of-way.
- All safety practices required by applicable law or accepted industry practices and standards shall be used during the placement or maintenance of communications facilities.
- After the completion of placement or maintenance of a communications facility in public rights-of-way or each phase thereof, the applicant shall, at its own expense, restore the public rights-of-way to its original condition before such work. If the applicant fails to make such restoration within thirty (30) days, or such longer period

Waste Management Contract

8. EXTRAORDINARY WASTE MATERIALS

Hazardous Wastes, body wastes, abandoned vehicles, vehicle parts, Construction Debris, Bulky Waste, Yard Waste, Large equipment and their parts and dead animals will not be collected by the Contractor under the terms of this Contract.

9. OFFICE AND TELEPHONE CONTACT

The Contractor shall maintain an office and service facilities through which it may be contacted without charge by telephone. The office shall be equipped with sufficient telephones and shall have responsible personnel in charge from 8:00 a.m. until 5:00 p.m., Monday through Friday.

10. COMPENSATION

As compensation for this service, the Town shall pay to the Contractor the sum of Ten and 95/100 Dollars (\$10.95) per Residential Unit per month for MSW and Recyclable Materials collection. Light Commercial Entities may choose between two levels of service. The Town shall pay to the Contractor the monthly sum of Fifteen and No/100 Dollars (\$15.00) per Light Commercial Entity Unit for the weekly collection of MSW only (no Recyclable Materials). The Town shall pay to the Contractor the monthly sum of Twenty and No/100 Dollars (\$20.00) per Light Commercial Entity Unit for the weekly collection of MSW and the every other week collection of Recyclable Materials. The cost of disposal is included in these rates. Contractor also shall be paid the monthly sum of Seventy and No/100 Dollars (\$70.00) for the weekly collection of each 8 cubic yard commercial dumpster from Town designated commercial entities with front load containers.

The Compensation payable by the Town to the Company shall be annually adjusted by the same percentage as the Consumer Price Index for Urban Wage Earners and Clerical Workers for All Items - U.S. city average, (published by the Bureau of Labor Statistics, U.S. Department of Labor, 1982-84 = 100 ("C.P.I.")) shall have increased or decreased during the preceding twelve months. In the event the U.S. Department of Labor, Bureau of Labor Statistics ceases to publish the C.P.I., the parties hereto agree to substitute another equally authoritative measure of change in the purchasing power of the U.S. dollar as may be then available so as to carry out the intent of this provision. The initial rate adjustment shall take effect on the first anniversary date of the Commencement Date (July 1, 2013), and rate adjustments for succeeding contract years shall take effect on the successive anniversary dates of the Commencement Date (July 1) during each succeeding year throughout the term hereof. Monthly payments due by the Town to the Company shall be adjusted to compensate for such annual rate increases.

In addition, a flat rate fuel surcharge of two percent (2%) shall be applied to the base rates set forth above as adjusted during the term of the Agreement.

Rezoning Recommendation for 6833 S Carolina Ave

On October 25, 2016 the Planning Board held a regular meeting to discuss the rezoning application for 6833 S Carolina Ave. The Planning Board would like to recommend to the Town Council for the property to be rezoned from R-15 to M-1 as long as Lou Freiberger meets the requirements of 152.154 Storage Facility, Self-Storage Warehouse and will maintain a buffer on the north side of the property. The buffer must contain healthy living trees and the owner is responsible for replacing any dead trees within a 6 month time period. The owner of the property can refer to section Landscaping, Screening and Buffer Area Ordinance for the planting list suitable for the zoning district.



North Carolina Rural Water Association

Post Office Box 540 • Welcome, NC 27374 • Telephone (336) 731-6963 • Fax (336) 731-8589 • www.ncrwa.com

NCRWA Boonville Water and Sewer Rate Recommendation
October 7, 2016

As a follow up to the Rate Study provided by NCRWA on February 19, 2015 Marty Wilson, NCRWA Management and Financial Specialist, was asked to update the rate study to determine if the current water/sewer rate three-year plan would cover the water/wastewater system expenses and to determine the rates needed through Fiscal Year 2018-19. The following recommendation is based on the budget expenditures and gallons of water/sewer sold as provided by town staff.

The adjusted three-year plan proposed through FY 18-19 is as follows:

	<u>FY 16-17</u>	<u>FY 17-18</u>	<u>FY 18-19</u>
Water Inside Base	\$18.40	\$20.00	\$21.00
Water Outside Base	\$31.92	\$34.70	\$36.50
Sewer Inside Base	\$18.40	\$20.00	\$21.00
Sewer Outside Base	\$31.92	\$34.70	\$36.50
Inside Water Cost/1000	\$2.80	\$3.00	\$3.15
Outside Water Cost/1000	\$5.60	\$6.00	\$6.30
Inside Sewer Cost/1000	\$7.85	\$8.00	\$8.40
Outside Sewer Cost/1000	\$15.70	\$16.00	\$16.80

The current proposed rate for FY 17-18 is sufficient to cover the expected annual O&M expenditures and will generate enough revenue for the first anticipated new debt service payment of \$132,518 and the proposed capital improvement projects from the town's CIP (\$171,800). The expected revenue would also cover approximately 8.1% of the depreciation (\$6,786).

The water/sewer budget expenditures forecasted for Fiscal Year 2018-19 is \$883,452. This amount includes the debt service payment of \$132,518, Capital Improvement Plan projects totaling \$199,800, Depreciation (\$83,282) and Annual Operation/Maintenance (\$467,852). The FY 18-19 proposed rate above will generate sufficient revenue to fund the O&M expenses, CIP, debt and approximately 17% of the depreciation (\$13,966).

I hope the above information is beneficial for the town. Please let me know if you need clarification or additional options. I will be happy to discuss this information with your council if you desire.

Marty Wilson,
NCRWA Program Manager

Asphalt Paving Quote- Doug Cooker

Quote for utility cuts \$2,000-\$2,500

*Price is dependent upon labor and cost of materials.

Boonville
Crossroads of the Yadkin Valley
Parks and Recreation Advisory Committee
By-Laws

Article I- Powers and Duties

Section 1. The Town of Boonville Parks and Recreation Advisory Committee shall serve as an Advisory Committee to the Town of Boonville Town Council with powers set forth by these by-laws adopted by the Advisory Committee in consultation with the Town Administrator and the Town Council.

Section 2. The Advisory Committee shall make recommendations to the Town Administrator and the Town Council concerning recreation policies, programs, grants, capital expenditures or Comprehensive Parks and Recreation Master Plan.

Article II- Appointment and Composition of the Committee

Section 1. The Advisory Committee shall be appointed by the Town of Boonville Town Council in accordance with the Boonville Board and Committee Appointment Policy. The Advisory Committee shall not exceed seven (7) members that represent the diverse nature of the Town of Boonville. Four (4) members shall be residents of the town and be appointed by the Town Council; the remaining three members shall come from the one-mile extraterritorial planning area and be selected by the Town Council. Extraterritorial members shall have equal rights, privileges and duties as the other members of the Committee in all matters. Vacancies occurring for the reasons other than the expiration of terms shall be filled as they occur for the remainder of the unexpired terms.

Section 2. The Advisory Committee, at its discretion, may also include ad-hoc members from the community in those situations where it may be beneficial. Examples of this type of community involvement may include individuals with experience in recreation projects. These individuals will be non-voting liaison representatives.

Article III-Officers of the Committee

Section 1. There shall be a Chair and a Vice-Chair of the Advisory Committee. An election of the Chair and Vice-Chair shall be held by the Committee members at the first official meeting and yearly thereafter. The Town Administrator or Department Commissioner shall serve as Secretary to the Committee will have no vote.

Article VII- Meetings and Quorum

Section 1. Regular meetings of the Committee shall be held on a monthly basis on a schedule to be determined by the Committee. The Secretary shall publish notice of regular meetings in accordance with the North Carolina Open Meetings Law as amended from time to time.

Section 2. The Chair of the Committee or, in his/her absence, the Vice-Chair, may call a special meeting of the Committee. In addition, special meetings shall be called upon written request by four (4) or more Committee members. Each member shall receive a 48 hour notice of any special meeting. The Secretary shall publish notice of special meetings in accordance with the North Carolina Open Meetings Law as amended from time to time.

Section 3. A quorum of the Committee shall be in attendance at any meeting before official action may be taken. A quorum is the majority of the presently appointed Committee members who are eligible to vote (See Article X). Vacancies shall not be counted in determining the presence of a quorum.

Article VII- Attendance of Members

Section 1. If an appointee, in any calendar year, has unexcused absences which constitute more than 25 percent (25%), or three (3) consecutive meetings of the Committee meetings which he or she is required to attend pursuant to his or her appointment, he or she is obligated to resign. Excused absences are defined as absences caused by events beyond one's control. If the individual refuses to resign, he or she may be dismissed by action of the Town Council. A calendar year is defined as a 12- month period beginning of the date of appointment.

Article X- Communication with Town Council

Section 1. The Advisory Committee may periodically report to the Town Council any updates regarding grants, projects, or other matters that may be of interest to the Town Council to keep them updated on the work of the Advisory Committee. The Chair, Vice-Chair or Secretary shall appear before the Town Council to request official action of the Committee to apply for grants or receive official permission before proceeding with any projects requiring Town funding or funding to be received by the Town.

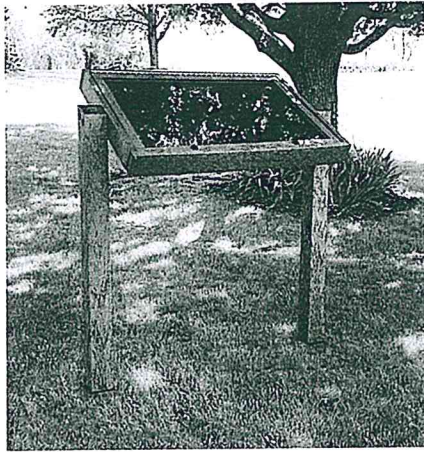
Article XII- Voting

Section 1. Voting members shall consist of the Chair, the Vice-Chair, and the Committee Members present and representing the duly established work of the Advisory Committee. In the event of a tie vote, the motion fails and will be taken to the Town Council for a decision to be made.

75th Anniversary for Boonville Volunteer Fire Department

This year marks the 75th Anniversary for the Boonville Volunteer Fire Department. They were the first Volunteer Fire Department in the county. Sarah would like to propose the Town recognize the Boonville Volunteer Fire Department through an informational sign placed at the Municipal Building marking the history of the building and the active fire siren which is still located at the building today.

Pictures of the proposed information signs are below.



Bicycle Helmet Initiative Overview & Guidelines – 2017 Application Cycle

Description:

Bicycle safety and education is an integral part of the Division of Bicycle and Pedestrian Transportation's purpose. To promote bicycle safety, which includes helmet usage, the Bicycle Helmet Initiative selection process has been revised to broaden its outreach and awards are no longer being limited to government agencies only. Helmets will be awarded and distributed once per calendar year in the spring and awardees will have the remainder of the calendar year to host their program. Selected applicants meeting the criteria will be awarded helmets to distribute to low income children. The applicants must file a report about the distribution event within 30 days after the event occurs (event must occur by April 30, 2017).

Goal:

The primary goal of the Bicycle Helmet Initiative is to reduce child/youth bicycle fatalities and serious injuries, including head trauma, in North Carolina.

Funding:

Funding for the Bicycle Helmet Initiative is made possible through the "Share the Road" specialty license plate. Persons dedicated to bicycle safety in North Carolina have continued to support this initiative and have made thousands of helmets available to children.

Helmets:

Applicants have the option of requesting 25, 50, 75, or 100 helmets in the application. The more helmets that are requested, the stronger the application must be in describing the event and benefit to the community. Therefore, we recommend applicants request an amount they are certain can be distributed at the planned event. The helmets will come in a variety of sizes designed to fit children and youth.

Additional Guidelines:

Applicants are encouraged to partner with groups in the community to extend the outreach of bicycle safety awareness. Examples of partners include police/fire departments, parks and recreation departments, health departments, community centers, churches and non-governmental groups.

Applicants must provide contact information for the person who will be overseeing the bicycle safety program where helmets will be distributed. All questions on the application must be completed within the space provided.

The awards committee will work to create equitable distribution of helmets across the state by considering geography, the number of helmets requested, and the size of the municipality.

To be considered for the Bicycle Helmet Initiative Award the application is to be filled out completely and submitted by the application deadline of December 9, 2015. The Division of Bicycle and Pedestrian Transportation reserves the right to increase or decrease the amount of helmets awarded to each applicant based on the availability of funds.

Applicants are required to specify a valid shipping address on the application. Please note that in the event of an award, helmets will go to that address and applicant is responsible for ensuring that someone can receive them.

Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Amending Item 3, 911 Recordings as shown on substitute page 41 and Item 18 Emergency Notifications as shown on substitute page 43.

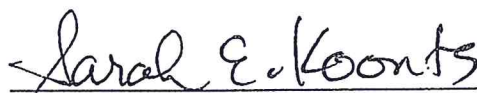
STANDARD 9. LAW ENFORCEMENT RECORDS

Amending Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.

APPROVAL RECOMMENDED

City/Town Clerk

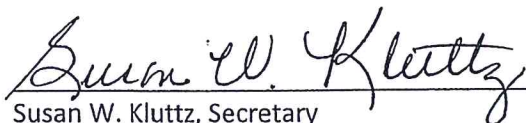
Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Natural and Cultural Resources

Municipality: _____

October 1, 2016

STANDARD-6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Official records explaining the authority, operating philosophy, proposed methods, and primary functions of municipal emergency services programs and municipal fire departments.

STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	911 COMMUNICATION RECORDS Printouts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched and other related information.	Destroy in office after 3 years, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.
2.	911 FILE Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	911 RECORDINGS Tapes, digital recordings, and text messages generated by 911 calls	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i).
4.	ACCIDENT FILE Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	ACTIVITY REPORTS Reports on an individual, shift, project and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.	

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD 6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	CONSOLIDATED MONTHLY REPORTS	Destroy in office after 5 years.	
14.	DAILY LOG Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	DISASTER AND EMERGENCY MANAGEMENT PLANS Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes but not limited to official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans. See also <u>COMPREHENSIVE PLAN</u> item 19, page 4.	a) If an element of the Comprehensive Plan, destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____ b) If not an element of the Comprehensive Plan, destroy in office when superseded or obsolete. c) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
16.	DISPATCH FILE Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	
17.	DISPATCH RECORDINGS Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file.*	Comply with applicable provisions of GS §132-1.4(i), and GS§132-1.5.
18.	EMERGENCY NOTIFICATIONS Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of GS §132-1.4 (i), and GS §132-1.5.

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD 9: LAW ENFORCEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
135.	WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	
136.	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) item 44, page 71. See also MOBILE UNIT VIDEO TAPES item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file.* b) If records are made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	Comply with applicable provisions of G.S. § 132-1.4A

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

Municipal Records Retention Schedule Amendment

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 9. LAW ENFORCEMENT RECORDS

~~Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.~~

Superseded
October 1, 2016

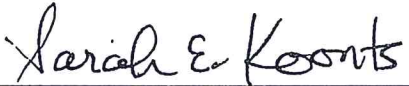
STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as shown on substitute page 105.

APPROVAL RECOMMENDED

City/Town Clerk

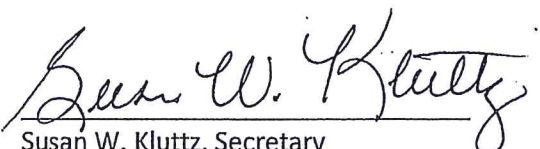
Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

January 5, 2015

STANDARD 12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records. See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.	Mandatory retention throughout the duration of an individual's employment. After separation, destroy records in office 3 years from date of hire or 1 year from separation, whichever occurs later.	8 USC 1324a(b)(3)
20.	EMPLOYEE EXIT INTERVIEW RECORDS See also PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.	Destroy in office after 1 year.	
21.	EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. b) Destroy in office all other records 2 years after resolution of all actions.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

**Municipal
Records Retention Schedule Amendment**

Amending the Municipal Records Retention and Disposition Schedule published September 10, 2012.

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

Amending item 32 Escheat and Unclaimed Property File as shown on substitute page 29.

STANDARD 12. PERSONNEL RECORDS

Adding item 1-A Accreditation Records as shown on substitute page 101.

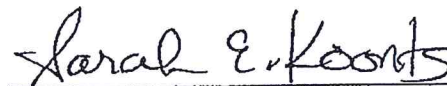
~~Amending item 19 Employee Eligibility Records as shown on substitute page 105.~~ Superseded January 5, 2015

Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

APPROVAL RECOMMENDED

City/Town Clerk

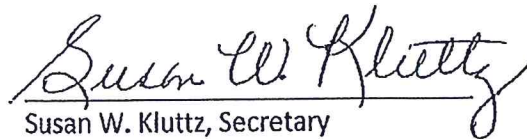
Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

August 29, 2013

Municipality

STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	DAILY DETAIL REPORTS	Destroy in office after 1 year. *	
28.	DEPOSITS	a) Destroy in office official/audit copies after 3 years. * b) Destroy in office remaining records after 1 year.	G.S. § 159-32
29.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years. * b) Destroy in office all other reports after 1 year.	
30.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS Includes related records such as bank account numbers and routing numbers.	Destroy in office when superseded or obsolete.	Comply with applicable confidentiality provisions of G.S. §132-1.10(b)(5) regarding personal identifying information.
31.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years. *	
32.	ESCHEAT AND UNCLAIMED PROPERTY FILE	a) Destroy in office after 10 years if report was filed prior to July 16, 2012. * b) Destroy in office after 5 years if report was filed after July 16, 2012. *	Comply with applicable provisions of G.S. §116B-60 and §116B-73.
33.	EXPENDITURE REPORTS	Destroy in office after 3 years. *	
34.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS See also GRANTS: FINANCIAL item 36, page 30.	a) Destroy in office depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years. *	

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12: PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	ABOLISHED POSITION FILE	Destroy in office when administrative value ends. [†] Agency Policy: Destroy in office after _____	
1-A.	ACCREDITATION RECORDS Records concerning compliance with those standards outlined by professional accreditation programs.	Destroy in office 1 year after accreditation is obtained, renewed, or no longer valid.*	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	ADS AND NOTICES OF OVERTIME, PROMOTION, AND TRAINING OPPORTUNITIES	Destroy in office 1 year from date record was made.	29 CFR 1627.3
4.	AFFIRMATIVE ACTION FILE	a) Destroy in office all reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	29 CFR 30.8(b)(e) 29 CFR 1608.4
5.	APPRENTICESHIP PROGRAM RECORDS	Destroy in office 5 years from the date of enrollment.	29 CFR 30.8(e)
6.	APTITUDE AND SKILLS TESTING RECORDS Records concerning aptitude and skills tests required of job applicants or of current employees to qualify for promotion or transfer. May include civil service examinations. See also <u>EMPLOYMENT SELECTION RECORDS</u> item 32, page 109.	a) Destroy in office applicant and employee test papers 2 years from date record was created. b) Destroy in office validation studies and copies of tests 2 years after no longer in use. c) Destroy in office records relating to the planning and administration of tests in office after 2 years.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49

*See *AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS*, page vi.

[†] See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12: PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32
36.	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over FMLA and other related records.	Item discontinued. See LEAVE FILE, item 42, page 111.	
37.	FRINGE BENEFITS FILE	Destroy in office when administrative value ends. † Agency Policy: Destroy in office after _____	
38.	GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email. See also DISCIPLINARY FILE item 11, page 102 and PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112.	Destroy in office after 2 years.	
39.	HEALTH INSURANCE FILE Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	INCREMENTS FILE	Destroy in office when released from all audits.	
41.	INTERNSHIP PROGRAM FILE Records concerning interns and students.	Destroy in office after 3 years.	

*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-12. PERSONNEL RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	LEAVE FILE Records concerning employee leave, including requests for and approval of sick, vacation, overtime, buy-back, shared, donated, military, etc. Includes premium payments, employer notice, medical examinations considered in connection with personnel action, disputes with employees over the Family Medical Leave Act (FMLA), and other related records.	Destroy in office 3 years after return of employee or termination of employment.*	29 CFR 825.110(b)(2)(i) 29 CFR 825.500(b)
43.	LEAVE WITHOUT PAY FILE	Item discontinued. See LEAVE FILE , item 42, page 111.	
44.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	
45.	MERIT AND SENIORITY SYSTEM RECORDS	a) Destroy in office employee-specific records after 3 years. b) Destroy in office system and plan records 1 year after no longer in effect.	29 CFR 1627.3
46.	PERSONNEL ACTION NOTICES Records used to create or change information in the personnel records of individual employees concerning such issues as hiring, termination, transfer, pay grade, position or job title, name change and leave.	a) Transfer records as applicable to PERSONNEL RECORDS (OFFICIAL COPY) item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.