

Opening of Meeting

Nondenominational Invocation

Roll Call

Approval of minutes from September 26, 2016 **(page 3)**

Approval/Amendments to Agenda

Recognition: *Battalion Chief, RM Flowers – Associates Degree in Fire Protection  
Councilmember, William Pitt – Advanced Leadership Certification*

I. Consent Agenda:

A. Approve – Municipal Records Retention and Disposition Schedule Updates  
**(page 12)**

II. Comments from the Public:

III. Public Hearing 6:00PM– Zoning: None

IV. Public Hearing 6:00PM - Other: None

V. Scheduled Public Appearances: None

VI. Correspondence and Special Reports:

A. Memo – Save the Pool Fundraiser Update **(page 24)**

B. Memo – Drainage Improvements – Cost Estimates **(page 25)**

VII. Reports from Boards, Commissions and Committees: None

VIII. Appointments:

A. None

IX. Old Business:

A. Award – Contract for Sherwood Forest Subdivision **(page 26)**

X. New Business:

A. None

XI. Any other items from City Manager:

A. Land Design Plan



City of  
**Washington**  
NORTH CAROLINA  
Council Agenda  
OCTOBER 10, 2016  
5:30 PM

- XII. Any other business from the Mayor or other Members of Council:
- XIII. Closed Session: Under NCGS§143-318.11 (A)(3) Attorney Client Privilege and (A)(5) Potential Land Acquisition {Property bound by 2<sup>nd</sup>, 3<sup>rd</sup>, Van Norden and Hwy 17}
- XIV. Adjourn – Until Monday, November 14, 2016 at 5:30 pm, in the Council Chambers

**CITY COUNCIL MINUTES  
WASHINGTON, NORTH CAROLINA**

**September 26, 2016**

The Washington City Council met in a regular session on Monday, September 26, 2016 at 5:30pm in the City Council Chambers at the Municipal Building. Present were: Mac Hodges, Mayor; Doug Mercer, Councilmember; Richard Brooks, Councilmember; Larry Beeman; Councilmember and William Pitt, Councilmember. Also present: Bobby Roberson, City Manager; Franz Holscher, City Attorney and Cynthia S. Bennett, City Clerk. Mayor Pro tem Virginia Finnerty was absent and excused.

Mayor Hodges called the meeting to order and Councilmember Brooks delivered the invocation.

**APPROVAL OF MINUTES:**

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the minutes of September 12, 2016 as presented.

**APPROVAL/AMENDMENTS TO AGENDA:**

Mayor Hodges reviewed the requested amendments to the agenda:

- Add: Under Items from Mayor/Council: (B) Power agency update
- Add: Under Items from Manager: (C) Request from Committee of 100

By motion of Councilmember Mercer, seconded by Councilmember Brooks, Council approved the agenda as amended.

**CONSENT AGENDA:**

By motion of Councilmember Pitt, seconded by Councilmember Mercer, Council approved the consent agenda as presented.

A. Approve – Declare Surplus/Authorize – Electronic Auction of Vehicle through Gov Deals

<u>Vehicle #</u>	<u>Make/Model</u>	<u>Department</u>	<u>Serial #</u>	<u>Meter Reading</u>
236	1988 Ford D80 Pumper Truck	Fire	1FDYD80U6JVA40088	31,705

**COMMENTS FROM THE PUBLIC:** {4 minute speaking limitation}

**Joe Phipps – Brown Library Board of Trustees** - Mr. Phipps presented the following letter from the Brown Library Board of Trustees.

*It is the intent of the George H. & Laura E. Brown Library Board of Trustees to call upon Council to assist us in the removal of the “brick house” sitting adjacent to the Library on 2<sup>nd</sup> Street. This request is predicated upon the expansion of our parking area, ingress and egress off Bridge Street and any further expansion that may be practicable insofar as the library itself. This request is the result of a unanimous vote of Board members on September 20<sup>th</sup>.*

*The Board also unanimously approved asking for a designated student member of the Board of Trustees. It would be our hope that a high school junior or senior would be able to apply for such a position. The belief is that this would be a sound introduction to municipal government workings as well as a stepping stone building their college application.*

**Katie Mosher** stated she is an East 12<sup>th</sup> Street homeowner and when she moved into her home eight years ago she had no knowledge of the flooding issues in that location. Over the past eight years she has had to replace the duct work under her house at least twice a year due to flooding. The flooding issues presents stressful times as well as health risks. She explained she has sent numerous emails and phone calls to City staff. She is asking for answers, actions and solutions for the flooding in and around East 12<sup>th</sup> Street.

**Donna Lay** thanked the City Manager for meeting with her and answering her questions regarding utility rates and the budget. She asked for the exact amount the City receives from utility bills and where did the money go? Councilmember Mercer agreed to meet with her next week to discuss her questions.

**Carter Leary** showed photos of his home and surrounding area that flooded during several recent rain events. Discussion was held regarding the after effects of the flooding. Mr. Leary thanked Police and Fire Services Director, Stacy Drakeford for personally blocking 12<sup>th</sup> Street to prevent vehicular traffic traveling in the flooded areas. He continued by saying the ditches need to be cleaned out to improve the drainage issues. Mr. Leary also discussed utility rates.

Councilmember Mercer discussed a drainage committee that was formed in 2000. Discussion was held regarding the recent \$5 million loan and associated drainage improvements. Councilmember Mercer said it's time that Council ask staff to put together a program that tells us how much money we need to correct the drainage problems in the City. If we need \$10 million or \$15 million, then we need to put together a bond issue and let the people vote on the bond.

Councilmember Brooks noted that Council needs to make sure that the existing and future Council members continue the drainage improvement projects. Councilmember Pitt concurs with issuing a bond for drainage improvements.

Mr. Buck said they are getting ready to start another piece of the drainage improvement project that Council approved last month. They will be enlarging and widening the two ditches between 7<sup>th</sup> Street and 9<sup>th</sup> Street to allow for more storage of water in order to get the water out of the 12<sup>th</sup> Street/15<sup>th</sup> Street area. The goal is to get the water down to Jack's Creek as quick as possible and increase storage (ditches, culverts, pipes) to get the water out of the neighborhoods. He also noted that the flood gates at Jack's Creek are gravity driven. The only time the flood gates are manually opened is during a hurricane event when we are on the backside of the storm and the wind is pulling the water out of the river.

Councilmember Mercer suggested taking the stormwater ditch crew and let them cut the trees down in the ditches. Mr. Buck explained that staff can cut the trees in those ditches but must leave the stumps.

**PUBLIC HEARING – ZONING: NONE**

**PUBLIC HEARING – OTHER: NONE**

**SCHEDULED PUBLIC APPEARANCES: NONE**

**CORRESPONDENCE AND SPECIAL REPORTS:**  
**PRESENTATION – LYNN WINGATE, COMMUNITY CLEAN-UP DAY**

Lynn Wingate explained the Washington Tourism Development Authority is joining forces with Sound Rivers to host a Community Clean-up Day on October 8. We are hopeful that communities and neighborhoods will pick up the efforts and truly make this a community-wide effort. It would be awesome to have our whole town looking pristine for upcoming football weekends and Smoke on the Water.

How can people help?

There are 3 ways to help out.

- 1) Show up at the Lighthouse Downtown on October 8<sup>th</sup> at 8AM for directions and tools to get the job done.
- 2) Encourage neighbors and friends to make October 8<sup>th</sup> a day to clean up your own neighborhoods.
- 3) Share the flyer attached on your social media or in business windows.

If we all do what we can do on October 8<sup>th</sup>, no matter how small the effort, we'll make a big impact in cleaning up Washington!



Councilmember Pitt challenged Council members to knock on doors and invite citizens to assist with this project.

**APPOINTMENTS:**

**APPOINTMENT – LIBRARY BOARD OF TRUSTEES**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council appointed Leesa Payton Jones to the Library Board of Trustees to fill the un-expired term of Yvonne Saleem. Term to expire June 30, 2017.

**OLD BUSINESS:**

**APPROVE/ADOPT – POOL DEHUMIDIFIER PURCHASE ORDER AND ADOPT BUDGET ORDINANCE AMENDMENT**

*BACKGROUND AND FINDINGS:*

Quotes:

<i>Thermal Resource Sales, Inc.</i>	<i>\$153,007</i>
<i>Brady</i>	<i>189,567</i>
<i>Eneco East, Inc.</i>	<i>240,850</i>
<i>American Facility Solutions</i>	<i>242,454</i>

*Recommended quote is considerably less than the \$300,000 included in the CIP and discussed during FY 2017 budget preparation. The Save the Pool campaign is on track to raise one half the funds needed for this project.*

- Councilmember Pitt thanked Kristi and staff for their efforts.
- Bobby Roberson thanked Matt and Kristi for their efforts in researching/obtaining a lower price.
- Mayor Hodges thanked Kristi, Matt and their staff for the fundraising efforts.
- Councilmember Brooks said he’s always had confidence in Kristi and Matt in getting the job done.
- Councilmember Beeman also offered thanks to the Parks and Rec. Committee for their efforts.

Councilmember Pitt suggested creating a stability fund for the pool.

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council approved a \$153,007 P.O. to Thermal Resource Sales, Inc. and adopted a budget ordinance amendment for the replacement of the dehumidifier unit at the aquatic center.

**AN ORDINANCE TO AMEND THE BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2016-2017**

**BE IT ORDAINED by the City Council of the City of Washington, North Carolina:**

Section 1. That the following account numbers in the Aquatic Center department of the General Fund appropriations budget be increased in the amounts indicated to provide funding for the replacement of the dehumidifier unit at the aquatic center.

10-40-6126-7400	Capital Outlay	\$ 153,007
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Section 2. That the following account numbers in the General Fund Estimated Revenues be increased in the amounts indicated.

10-00-3991-9910	Fund Balance Appropriated	\$ 76,504
10-40-3612-4150	Save the Pool	<u>76,503</u>
		\$153,007

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the 26th day of September, 2016.

**Attest:**

**s/Cynthia S. Bennett  
City Clerk**

**s/Jay MacDonald Hodges  
Mayor**

**AUTHORIZE – MANAGER TO EXECUTE LEASE AGREEMENT WITH B.C.P.A.L. FOR  
GROUND SITE LEASE AT WASHINGTON-WARREN AIRPORT**

*BACKGROUND AND FINDINGS: January 11, 2016 the Council agreed to lease land to B.C.P.A.L. with the condition that the front of the facility have a brick facade to compliment the new terminal building. The*

*placement of the structure on airport property is also subject to N.C.DOA/FAA approval. The city has received approval from N.C.DOA and a notification of proposed construction has been filed with FAA. The airport advisory board has approved this project as well.*

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council authorized the City Manager to execute the lease agreement with B.C.P.A.L. for a ground site lease at Washington-Warren Airport.

\*Dedication ceremony at 1:30pm (9-27-16) at Washington-Warren Airport for BCPAL.

\*PAL dance October 15<sup>th</sup> at Civic Center.

**AUTHORIZE – MANAGER TO EXECUTE LEASE AGREEMENT WITH METRO AVIATION FOR A LEASE OF THE CORPORATE HANGAR AT WASHINGTON-WARREN AIRPORT**  
*BACKGROUND AND FINDINGS: During the past year this hangar has been being used by Metro Aviation on an as needed basis for storage of aircraft and weather emergencies. Metro has paid a daily rental rate for the use of the hangar. Metro has requested a permanent lease for the hangar. Metro Aviation currently leases the hangar adjacent to this site and is the largest fuel consumer at the airport. The Airport Advisory Board has approved this lease as well.*

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council authorized the City Manager to negotiate if necessary and execute the lease agreement with Metro Aviation for the lease of the Corporate Hangar at Washington-Warren Airport.

**APPROVE – SHERWOOD FOREST UNDERGROUND ELECTRIC PURCHASE ORDERS**  
*BACKGROUND AND FINDINGS: Budgeted expenditure.*

Councilmember Mercer expressed \$45,000 was appropriated for project, but we are spending \$63,000 - where is the money coming from. Shouldn't we have a request to transfer funds to cover this expenditure? Matt Rauschenbach explained the majority of the electric projects come in under budget, most specifically a new budget truck came in \$40,000 under budget and there are funds in the Electric Dept. to cover the expenditure. Mayor Hodges requested staff look into underground electrical for Pamlico Village. Councilmember Mercer explained that anytime we have the capability to install electrical underground, we should – particularly in the core areas of the City.

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved a \$23,500 P.O. to Shealy Electric and \$40,036 to Westinghouse Electric Supply to purchase wire and pad mount transformers for the Sherwood Forest underground project.

**APPROVE – BUCKET TRUCK PO**  
*BACKGROUND AND FINDINGS: \$260,000 is budgeted for this purchase which is being made through the NJPA government contract.*

Councilmember Mercer discussed his concerns with this request. He stated this bucket truck is only 8 years old and inquired if something specifically was wrong with this truck. Other bucket trucks replaced were between 13-30 years old. He continued by discussing the trade in value of \$15,000 noting it is extremely low. We should put it out on GovDeals to see if we can get more money. Mr. Roberson explained staff has looked into placing the vehicle on GovDeals, but have found out we are guaranteed a

minimum of \$15,000 when it goes to auction – we could receive a higher value. Mr. Roberson explained the truck is being replaced in order to meet safety modifications. Councilmember Mercer also discussed the possibility of leasing these types of vehicles.

Councilmember Beeman expressed concern with delaying the purchase of the vehicle since there are safety concerns. Alston Tankard explained it will take nine months to build this truck. Councilmember Brooks expressed this truck is a safety concern and we need to move forward with replacing it.

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council approved a \$220,556 PO to Altec Industries Inc. to purchase a bucket truck to replace vehicle #682. Voting for the motion: Beeman & Brooks; voting against: Pitt & Mercer. The motion was tied 2-2. Mayor Hodges voted in favor of the motion and the motion carried 3-2.

**ADOPT – DOWNTOWN DEVELOPMENT BUDGET ORDINANCE AMENDMENTS**

*BACKGROUND AND FINDINGS: Council approved a not to exceed \$15,000 contract in FY 2016 and the City was recently invoiced \$13,165. Mr. Roberson explained at purchase order was not issued at the time of the contract.*

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council adopted a Capital Project Ordinance amendment and a Budget Ordinance amendment for the redevelopment work performed by MHA Works for Hotel Louise and the Belk Building.

**AN ORDINANCE TO AMEND THE CAPITAL PROJECT & BUDGET ORDINANCE  
OF THE CITY OF WASHINGTON, N.C.  
FOR THE FISCAL YEAR 2016-2017**

**BE IT ORDAINED by the City Council of the City of Washington, North Carolina:**

Section 1. That the Estimated Revenues in the Downtown Development Capital Project Fund be increased in the amount of \$13,165 in the account Transfer from General Fund, account number 53-60-3480-1000.

Section 2. That the following account number in the Downtown Development Capital Project Fund appropriations budget be increased in the amounts indicated for the payment of the redevelopment study of Hotel Louise and the Belk Building performed by MHA Works.:

53-60-4930-0400	Professional Services	\$ 13,165
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Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. That the Estimated Revenues in the General Fund be increased in the amount of \$13,165 in the account Fund Balance Appropriated, account number 10-00-3991-9910.

Section 5. That the following account number in the Miscellaneous department of the General Fund appropriations budget be increased in the amounts indicated:

10-00-4400-6200	Transfer to Capital Project Funds	\$ 13,165
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Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. This ordinance shall become effective upon its adoption.

Adopted this the 26th day of September, 2016.

Attest:

s/Cynthia S. Bennett  
City Clerk

s/Jay MacDonald Hodges  
Mayor

**NEW BUSINESS:**

**AWARD – CONTRACT FOR PROFESSIONAL SERVICES - BROWNFIELDS DEVELOPMENT**

*BACKGROUND AND FINDINGS: The City of Washington recognizes the need for assistance in developing strategies to reduce environmental contamination in our jurisdiction. The consulting firm will help the city in developing a successful Brownfields program by providing the following scope of work:*

1. Grant writing services
2. Property identification and inventory
3. Site characterization and assessment activities
4. Community involvement
5. Cleanup and development planning
6. Cleanup and remediation
7. Grant administration
8. Other Brownfields related duties not anticipated by the granting agency

*PREVIOUS LEGISLATIVE ACTION: The City Council instructed the City Manager to seek a contract for professional services for Brownfields Development in the City of Washington.*

By motion of Councilmember Beeman, seconded by Councilmember Brooks, Council awarded a contract to Mid Atlantic Associates, Inc. for professional consulting services to develop a Brownfields Assessment project for the City of Washington and the cost of the services will be provided by the granting agencies.

**PROPOSED – VETERAN COMMISSION**

*BACKGROUND AND FINDINGS: The proposed Veteran Commission is being considered for implementation to recognize the contributions our military personnel has made in serving our city, state, and nation. The city will also be seeking advice from the Veterans of Foreign (VFW) Daughters of the American Revolution and other military organization to develop the goals and objectives for the group. The city is requesting advice on how to develop Veteran's Park, create affordable housing, and assist in the Memorial Day activities. This will not replace the existing Veteran's Park committee.*

By motion of Councilmember Mercer, seconded by Councilmember Beeman, Council approved the request by the City Manager to develop the proposed Veteran Commission concept and bring back a recommendation for consideration.

**ANY OTHER ITEMS FROM CITY MANAGER:**

**PARKING ON WATER STREET**

The City Manager noted he has received concerns from citizens regarding parking on Water Street. Individuals are actually driving in the gutter section of the street as there is no room for vehicles to pass

through due to vehicles parking on Water Street. Mayor Hodges expressed concern with the dumpsters in front of Susan's Framing - people have to walk in the street to go around the dumpsters. Councilmember Pitt expressed concern with delivery trucks on Market and Water Street and suggested prohibiting parking in certain areas of Water Street.

Mr. Roberson explained the owner has appealed the decision from the City regarding demolition of the buildings on Water Street (Susan's Framing, etc.). The appeal will go to Board of Adjustment – we are at least 30-45 days out on a decision.

Mr. Roberson will bring back a recommendation on the parking issue on Water Street.

### **COUNCIL MEETING SCHEDULE**

Council discussed their meeting schedule for October, November & December with regard to conflicts with the NCLM annual meeting, and upcoming holidays.

By consensus, Council agreed to meet on the following dates: October 10<sup>th</sup>, November 14<sup>th</sup> and December 12<sup>th</sup>. Meetings will not be held on October 24<sup>th</sup>, November 28<sup>th</sup> or December 26<sup>th</sup>. If needed, a special meeting will be held.

### **COMMITTEE OF 100 LETTER – INDUSTRIAL PARK**

*“The Committee of 100 respectfully requests that an appraisal is done on Lot 10 and Lot 2 in the Industrial Park on the west side of Washington. The purpose of this appraisal would be to determine a market value for the two lots. If the market value is in reason in the opinion of our building committee, we would ask the County and City to grant the Committee of 100 an Option to Purchase for each lot for a period of one year. The purpose of the Option to Purchase would be for making the Committee of 100 better able to pursue two industrial opportunities.”*

Mr. Roberson explained the Committee of 100 wants the City of Washington to get an appraisal for the two lots aforementioned. Mayor Hodges noted that a commercial appraisal would be very expensive. Mr. Roberson asked if the Council wants to authorize staff to proceed with obtaining an appraisal. Councilmember Mercer and Councilmember Beeman suggested the Committee of 100 pay for the appraisal. Mr. Roberson will discuss Council's concerns with the Committee of 100.

### **ANY OTHER BUSINESS FROM THE MAYOR OR OTHER MEMBERS OF COUNCIL:**

#### **MAIN & GLADDEN STREET INTERSECTION DESIGN**

Mayor Hodges would like the Land Design plan (streetscape) brought before Council for approval so we can apply for grants similar to Wilson, New Bern, Goldsboro, etc. The Land Design plan was approved by the Streetscape Committee.

Councilmember Beeman agreed that Council needs to look at the plan. Councilmember Brooks said this plan could help us with the electrical concerns downtown. Councilmember Pitt stated we should concentrate on flooding issues first. Councilmember Mercer said we need to have Town Hall meetings in order for the citizens to tell Council what they want done and then let the citizens prioritize the projects.

Mr. Roberson noted reports on flooding as well as the Land Design Plan will be presented to Council in October.

**POWER AGENCY UPDATE**

Councilmember Mercer discussed updates from the recent Power Agency meeting and ways they are working to push our wholesale costs down. He further noted that the City of Washington is required by state law to have so much of our energy generated by renewable energies. The Power Agency has been acting as our agent for this over the last several years. We need to enter into a new contract with the Power Agency and City Council will need to approve the contract at the November meeting.

**CLOSED SESSION: NONE**

**ADJOURN:**

By motion of Councilmember Pitt, seconded by Councilmember Brooks, Council adjourned the meeting at 7:10pm until Monday, October 10, 2016 at 5:30 pm, in the Council Chambers.

(Subject to approval of City Council)

**s/Cynthia S. Bennett, MMC  
City Clerk**



# REQUEST FOR CITY COUNCIL ACTION

**To:** Mayor Hodges & Members of the City Council  
**From:** Cynthia S. Bennett, City Clerk  
**Date:** October 10, 2016  
**Subject:** Approval of *Municipal Records Retention and Disposition Schedule Updates*  
**Applicant Presentation:** N/A  
**Staff Presentation:** N/A

**RECOMMENDATION:**

I move that the City Council approve the *Municipal Records Retention and Disposition Schedule updates*.

**BACKGROUND AND FINDINGS:**

The *Municipal Records Retention and Disposition Schedule* is a document that allows every department to dispose of records listed in the schedule. In accordance with the provision of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified in the *schedule*. Records are authorized to be destroyed or otherwise disposed of after Council adopts the schedule without having to go back to Council for further approval each time records need to be disposed of. The new schedule updates supersede the schedule approved in 2012 and will remain in effect from the date of approval until it is reviewed and updated again.

**PREVIOUS LEGISLATIVE ACTION**

September 10, 2012

**PREVIOUS LEGISLATIVE ACTION**

N/A

**FISCAL IMPACT**

Currently Budgeted (Account \_\_\_\_\_)  Requires additional appropriation  No Fiscal Impact

**SUPPORTING DOCUMENTS**

Retention Schedule Updates: \*substitute pages: 41, 43, 90, 105, 29, 101, 110, 111

City Manager Review: 10/5 Date Concur [Signature] Recommend Denial  No recommendation

**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.

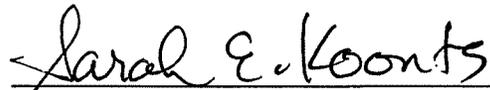
**STANDARD 9. LAW ENFORCEMENT RECORDS**

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.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	<b>911 COMMUNICATION RECORDS</b> 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.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.	
3.	<b>911 RECORDINGS</b> 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.	<b>ACCIDENT FILE</b> Records concerning personnel and municipally owned property damage.	Destroy in office 3 years after resolution.*	
5.	<b>ACTIVITY REPORTS</b> 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.

ITEM #	STANDARD-6: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	<b>CONSOLIDATED MONTHLY REPORTS</b>	Destroy in office after 5 years.	
14.	<b>DAILY LOG</b> Log, journal, blotter or similar record showing activities of a fire department or emergency services.	Destroy in office after 1 year.	
15.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> 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 <b>COMPREHENSIVE PLAN</b> 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.	<b>DISPATCH FILE</b> 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.	<b>DISPATCH RECORDINGS</b> 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.	<b>EMERGENCY NOTIFICATIONS</b> 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.

ITEM #	STANDARD-9: LAW ENFORCEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	<b>WORK RELEASE EARNINGS REPORTS</b> 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.	<b>WRECKER SERVICE RECORDS</b> 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 <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> item 18, page 64.	
136.	<b>LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS</b> Tapes and digital recordings generated by mobile and fixed audio and video recording devices.  Does not include <b>ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE)</b> item 44, page 71.  See also <b>MOBILE UNIT VIDEO TAPES</b> 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 <b>CASE HISTORY FILE: FELONIES</b> item 17, page 64; or <b>CASE HISTORY FILE: MISDEMEANORS</b> 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*

\_\_\_\_\_  
Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Mayor

*Susan W. Kluttz*

\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

January 5, 2015

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
18.	<p><b>EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS</b> Includes records requesting tuition assistance, repayments, and other related records.</p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p>	Destroy in office 3 years after completion, denial, repayment, or removal from program.*	
19.	<p><b>EMPLOYEE ELIGIBILITY RECORDS</b> Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification (I-9) forms.</p>	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.	<p><b>EMPLOYEE EXIT INTERVIEW RECORDS</b></p> <p>See also <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p>	Destroy in office after 1 year.	
21.	<p><b>EMPLOYEE HEALTH CERTIFICATES</b> Includes health or physical examination reports, or certificates created in accordance with Title VII and the Americans with Disabilities Act (ADA).</p>	<p>a) Transfer records as applicable to <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.</p> <p>b) Destroy in office all other records 2 years after resolution of all actions.</p>	

\*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.

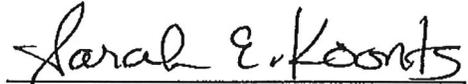
~~Amending item 19 Employee Eligibility Records as shown on substitute page 105.~~ **Superseded  
January 5, 2015**

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

ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	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.

ITEM #	STANDARD-12. PERSONNEL RECORDS		
	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 <b>EMPLOYMENT SELECTION RECORDS</b> 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.

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ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
35.	<b>EQUAL PAY RECORDS</b> 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.	<b>FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS</b> 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 <b>LEAVE FILE</b> , item 42, page 111.	
37.	<b>FRINGE BENEFITS FILE</b>	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after _____	
38.	<b>GRIEVANCE FILE</b> Includes initial complaint, investigations, actions, summary, and disposition. May include disciplinary correspondence, including email.  See also <b>DISCIPLINARY FILE</b> item 11, page 102 and <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112.	Destroy in office after 2 years.	
39.	<b>HEALTH INSURANCE FILE</b> Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	
40.	<b>INCREMENTS FILE</b>	Destroy in office when released from all audits.	
41.	<b>INTERNSHIP PROGRAM FILE</b> Records concerning interns and students.	Destroy in office after 3 years.	

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

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ITEM #	STANDARD-12. PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
42.	<b>LEAVE FILE</b> 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.	<b>LEAVE WITHOUT PAY FILE</b>	Item discontinued. See <b>LEAVE FILE</b> , item 42, page 111.	
44.	<b>LONGEVITY PAY REQUESTS</b>	Destroy in office when released from all audits.	
45.	<b>MERIT AND SENIORITY SYSTEM RECORDS</b>	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.	<b>PERSONNEL ACTION NOTICES</b> 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 <b>PERSONNEL RECORDS (OFFICIAL COPY)</b> item 47, page 112. b) Destroy in office all remaining records 2 years from date record was created, received, or the personnel action involved.	

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# Memo

To: Mayor Hodges & Members of City Council

From: Kristi Roberson, Parks & Recreation Director

Date: October 10, 2016

Subj: Save the Pool Fundraiser Update

We have completed 6 fundraisers and are continuing to sell T-shirts and Tiles. We have currently raised \$25,944.90.

The following fundraisers are scheduled:

October 1-31	Save the Pool – 50/50 Raffle
October 11	Save the Pool - Golf Tournament
October 28	Save the Pool – Boo Bash Splash
November 4	Save the Pool – Movie Night
November 7	Save the Pool – Pizza Inn (10% of the proceeds and 100% of our tips)
November 19	Save the Pool – Comedy for a Cause (Sponsored by Arts of the Pamlico)
December 16	Save the Pool – Swim with Santa

*10/10/16*

Public Works Director  
*Frankie Buck*

fbuckjr@washingtonnc.gov



**PUBLIC WORKS DEPARTMENT**

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MEMORANDUM

TO: Mayor and City Council Members

FROM: Frankie Buck, Director of Public Works

DATE: October 3, 2016

SUBJ: Drainage Improvements – Cost Estimates

During the September 26, 2016 Council Meeting, I was instructed to provide cost estimates for drainage improvements in the Jack's Creek Basin. Within the Jack's Creek area improvements should begin downstream at East 8<sup>th</sup> Street before upstream improvements are made. As a result of findings in the September 2007 Study, improvements have been made from Charlotte Street to East 8<sup>th</sup> Street with the exception of the box culvert replacement under John Small Avenue (U.S. 264 belonging to NCDOT). The upstream improvements including replacing the box culvert at John Small Avenue cost was \$5,200,000.00 in 2007. This project area will be from Oak Drive to East 8<sup>th</sup> Street. This estimate is from the September 2007 Drainage Study by Rivers and Associates.

The second area of concern is Brown Street and East 12<sup>th</sup> Street near Hospital Pharmacy. In February 2009, a study was done by Rivers and Associates for this area. This recommendation requires a series of concrete box culverts along Simmons and Willow Streets. This system will enter Jack's Creek upstream of Park Drive. The benefit is to avoid disturbing neighboring backyards west of Simmons Street. However, utility conflicts may increase the cost. The project estimate for this area is \$4,900,000.00 in 2009. The total cost for drainage improvements in the areas of concern was \$10,100,000.00. These costs do not include easement acquisition, engineering or utility conflicts.

*fbuck*  
*10/5*



## REQUEST FOR CITY COUNCIL ACTION

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**To:** Mayor Hodges & Members of the City Council  
**From:** Jeff Clark, Electric Director  
**Date:** October 10, 2016  
**Subject:** Award Contract for Sherwood Forest Subdivision  
**Applicant Presentation:** Jeff Clark, Electric Director  
**Staff Presentation:** Jeff Clark, Electric Director

### RECOMMENDATION:

I move that City Council award a contract to Baynor Construction Inc. for the installation of underground pipe in the Sherwood Forest Subdivision.

### BACKGROUND AND FINDINGS:

We have bid this project out to three different companies:

T&D Solutions

Underground Solutions Inc.

Baynor Construction Inc.

When the bids were received Baynor Construction was the low bid.

### PREVIOUS LEGISLATIVE ACTION

### FISCAL IMPACT

X\_(Account:35-90-8390-4500)Currently Budgeted \_\_\_ Requires additional appropriation \_\_\_ No Fiscal Impact

### SUPPORTING DOCUMENTS

Bid results

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City Manager Review *[Signature]* Concur \_\_\_ Recommend Denial \_\_\_ No Recommendation

*10/5* Date

## Bids for U.G. Pipe Installation for Sherwood Forest

### 1. T&D Solution

Install 2- 2" Pipes= 15.00 Ft.

Install 1- 3" Pipe= 16.50 Ft.

Dig pits and set transformer pads= 250.00 each

### 2. BCI

Install 2- 2" Pipes= 11.00 Ft.

Install 1-3" Pipe=11.00 Ft.

Dig pits and set transformer pads=100.00 each

### 3. Underground Solutions

Install 2-2" Pipes=11.50 Ft.

Install 1-3" Pipe= 9.50 Ft.

Dig pits and set transformer pads=285.00 each

### Total for Jobs:

T&D= total Bid-105,330

**BCI= Total Bid-74,181.00**

Underground Solutions=Total Bid- 81,946.00