



TO: Wayne County Board of Commissioners

FROM: Craig Honeycutt, Wayne County Manager

DATE: November 9, 2021

SUBJECT: Board of Commissioners Meeting – November 16, 2021

The Appointment Committee of the Wayne County Board of Commissioners will meet on Tuesday, November 16, 2021 at 7:30 a.m. in Room 458 of the Wayne County Courthouse Annex, 224 E. Walnut Street, Goldsboro, North Carolina.

At 8:00 a.m., the Wayne County Board of Commissioners will meet for a briefing session and other matters in the Commissioners Meeting Room on the fourth floor of the Wayne County Courthouse Annex, located at 224 E. Walnut Street in Goldsboro, North Carolina.

The formal Wayne County Board of Commissioners meeting will begin at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, 224 E. Walnut Street, Goldsboro, North Carolina.

The public is invited to view the meeting livestream at www.waynegov.com.



THE GOOD LIFE. GROWN HERE.

WAYNE COUNTY BOARD OF COMMISSIONERS AGENDA

November 16, 2021 – 9:00 A.M.

Please silence your cellphone. **Cellphone use is prohibited in the Board of Commissioners Meeting Room.**

CALL TO ORDER – Chairman George Wayne Aycock, Jr

INVOCATION – Commissioner Barbara Aycock

PLEDGE OF ALLEGIANCE – Commissioner Barbara Aycock

APPROVAL OF MINUTES – November 2, 2021

Pg. 4-9

DISCUSSION/ADJUSTMENT OF AGENDA

SPECIAL PRESENTATIONS

1. Motion to Approve Farm-City Week Proclamation.
2. Motion to Approve the 2021 National Apprenticeship Week Proclamation.

Pg. 10

Pg. 11

APPOINTMENT COMMITTEE

UNFINISHED BUSINESS

1. Clarification on Board of Commissioners Rescinding Mask Mandate.

CONSENT AGENDA

1. Applications for Elderly or Disabled Exclusion.
2. Application for Disabled Veteran Exclusion.
3. Applications for Present Use Value.
4. Budget Amendments
5. Motion to Approve Records Retention and Disposition Schedule General Records Schedule.
6. Motion to Approve Records Retention and Disposition Schedule Program Records Schedule.
7. Motion to Adopt Resolution #2021-39 Authorizing Wayne County to file formal application for up to \$500,000 for Building Reuse for Project Berry.
8. Motion to Adopt Resolution #2021-40 Authorizing Wayne County to file formal application for up to \$500,000 for Building Reuse for Project KBTD.

Pg. 12-15

Pg. 16-17

Pg. 18-21

Pg. 22-40

Pg. 41-49

Pg. 50-57

Pg. 58-59

Pg. 60-61

NEW BUSINESS

1. Presentation by Finance Director Allison Speight of Quarterly Financial Statement for the County of Wayne Fiscal Year 2021-2022 through September 30, 2021.
2. Presentation by Finance Director Allison Speight of Quarterly Financial Statement for the Wayne County Tourism Development Authority Fiscal Year 2021-2022 through September 30, 2021.
3. Motion to Approve Memorandum of Understanding for the Mobile Library Project.
4. Motion to Approve CAD Contract, pending approval from the County Attorneys and 911 Board, and appropriate budget amendment.

Pg. 62-78

COUNTY MANAGER'S REPORT

BOARD OF COMMISSIONERS COMMITTEE REPORTS

CLOSED SESSION

WORK SESSION – Discussion of Wayne County Sheriff's Office Position Classification and Pay Plan Study.

ADJOURNMENT

DENOTES ACTION REQUESTED

NORTH CAROLINA

WAYNE COUNTY

The Wayne County Board of Commissioners met on Tuesday, November 2, 2021 at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, Goldsboro, North Carolina, after due notice thereof had been given.

Members present: George Wayne Aycock, Jr., Chairman; Freeman Hardison, Jr., Vice-Chairman; Barbara Aycock; Joe Daughtery; Bevan Foster; Chris Gurley and Antonio Williams.

Members absent: None

Briefing Session

During the scheduled briefing and prior to the regularly scheduled meeting, the Board of Commissioners held an advertised briefing session to discuss the items of business on the agenda.

The briefing began at 8:00 a.m. with County Manager Craig Honeycutt reviewing the agenda. He added the following:

- Add #5 under Consent Agenda: Motion to delegate ABC permit renewal authority to the Maxwell Center Director and modify officers listed on the existing ABC permit to County Manager and Maxwell Center Director.
- Add #6 under Consent Agenda: Motion to Approve SRO for the Wayne County Sheriff's Office, to include position and equipment, and appropriate budget amendment.
- Add Discussion of Wayne County Mask Mandate Policy under New Business, as requested by Commissioner Chris Gurley.
- Add Discussion of Night Meetings under Unfinished Business, as requested by Commissioner Antonio Williams.

Finance Director Allison Speight reviewed the Budget Amendments and answered questions from the board.

Staff Attorney Andrew Neal explained the costs associated with the budget amendment for engineering services related to proposed street assessments for Lane Tree Village and Eagles Ridge subdivisions.

Recess the Board of Commissioners Meeting

At 8:28 a.m., Chairman George Wayne Aycock, Jr. recessed the meeting of the Board of Commissioners.

Call to Order

Chairman George Wayne Aycock, Jr. called the meeting of the Wayne County Board of Commissioners to order.

Invocation

Commissioner Barbara Aycock gave the invocation.

Pledge of Allegiance

Vice-Chairman Freeman Hardison, Jr. led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

Approval of Minutes

Upon motion of Vice-Chairman Freeman Hardison, Jr., the Board of Commissioners unanimously approved the minutes of the regularly scheduled meeting of the Board of Commissioners on October 19, 2021.

Discussion/Adjustment of Agenda

County Manager Craig Honeycutt made the following adjustments to the agenda:

- Add #5 under Consent Agenda: Motion to delegate ABC permit renewal authority to the Maxwell Center Director and modify officers listed on the existing ABC permit to County Manager and Maxwell Center Director.
- Add #6 under Consent Agenda: Motion to Approve SRO for the Wayne County Sheriff's Office, to include position and equipment, and appropriate budget amendment.
- Add Discussion of Wayne County Mask Mandate Policy under New Business, as requested by Commissioner Chris Gurley.
- Add Discussion of Night Meetings under Unfinished Business, as requested by Commissioner Antonio Williams.

Upon motion of Commissioner Joe Daughtery, the Board of Commissioners unanimously approved and authorized the adjusted agenda.

Presentation of Employee Service Pins

County Manager Craig Honeycutt presented service pins to employees in attendance.

Employee Anniversaries

30 YEARS

Randall Rogers Solid Waste

25 YEARS

Shelia O Harrell-Health Communicable Disease

Miriam Hatch-Torres- Health maternity care

Larry Hardy- Jail

20 YEARS

Jeremia Stevens- Solid Waste

Tammy Mathis – DSS

15 YEARS

Shamra Lancaster-Tax

Latonya Ann Woodard-DSS

Stacy Whittington- DSS Income maintenance

Ronda Sue Carter- Facilities

Richard Lewis- Sheriff

10 YEARS

Cynthia Gillette-Health BCCCP

Veronica Simmons- DSS income maintenance

5 YEARS

Christina Atkinson Sheriff

Cecilia Anderson-EMS

Jazzmine Bayford- Jail

Julia Herring Sheriff

Lana Linker Register of Deeds

Ginger Moore Human Resources

Brittany Bell DSS Child Support

Robert Hines Jail
Candace Morris Health- Maternity Care
Ramon A Perez Lopez- Jail
Jimi Whaley- EMS
Susanna Acree- reading literacy program
Ashley Arnette- Emergency services
Tracey Best- EMS
Bryan Bizzell- EMS
Christina Coulter-EMS
Angeline Grantham- Jail
Katherine Lancaster- DSS Income Maintenance
Kristen Mangogna- EMS
Ryan Norman- EMS
Nicole Olive- Tax Administration
Karen Reinier-EMS
Joann Brikshavana- DSS Income Maintenance
Jennifer Mckinley- DSS Child Support
Pamela Walker- DSS Income Maintenance

1 YEAR

Sieate Davis- DSS Income Maintenance
Connie Farrior- DSS Regular Services
Maya Gonzalez- Sheriff
Donna Gwaltney- Health Maternity care
Sarah Holland- DSS Regular Services
Nathan Jensen- Facilities
Washea Lancaster- DSS Income Maintenance
Kyle Sleppy- Sheriff
Akina Williams- DSS Income Maintenance
Morgan Heath- Emergency Services
Sebrina Radford- DSS Income Maintenance
Sherry Strickland- Health Family Planning
Austin Sutton- Solid Waste
Erin Wise- DSS Regular Services
Daniel Braddock- Solid waste
Alexis Cozine- DSS Regular Services
Renee Edge- Health Administration
Matthew Harrison- Board of Elections
Belinda Hidalgo Estrella- Health Family Planning
Thomas Jackson- DSS Income Maintenance
Ethan Krom- Jail
Shakerrya Morrison- Jail
Catledge Smtih- DSS Regular Services
Timothy Cooper- EMS
Deidre Exum- DSS Administration
Pamela Gonzalez- Health Child Services
Timothy Gray- Sheriff
Victoria Hoover- DSS Income Maintenance
Deanna Hudak- DSS Administration
Alejandro Jones- Jail
Janice Lamb- Jail
Joy Logan- Heath Tb
Lori O'briant- Emergency Services
Andrew Pate- DSS Maintenance
Indigo Saunders- Jail
Holly Sutton- Tax

Appointment Committee

Upon motion of Commissioner Chris Gurley, the Board of Commissioners unanimously approved the reappointment of Brent Heath to the Goldsboro-Wayne Transportation Authority Board of Directors.

Upon motion of Commissioner Chris Gurley, the Board of Commissioners unanimously approved the appointment of Maria Santibanez to the Wayne County Latino Council.

Discussion of Night Meetings

Commissioner Antonio Williams recommended having a night meeting once a quarter. Commissioner Bevan Foster discussed measuring the success of afternoon meetings. Commissioner Williams suggested a 4:00 p.m. start for the agenda briefing, followed by the formal meeting at 5:00 p.m.

Commissioner Joe Daughtery stated he felt it was a fair compromise and to start it as a trial. He discussed staff issues and other matters affected by an evening meeting.

Vice-Chairman Freeman Hardison, Jr. discussed Public Comments segments for the meeting.

Upon motion of Vice-Chairman Freeman Hardison, Jr., the Board of Commissioners approved having afternoon/evening meetings once per quarter for one year, beginning January 4, 2022. The meetings will begin with the Agenda Briefing at 4:00 p.m. and the formal meeting beginning at 5:00 p.m. Voting for the motion were Commissioner Vice-Chairman Freeman Hardison, Jr., Barbara Aycock, Commissioner Joe Daughtery, Commissioner Bevan Foster, and Commissioner Antonio Williams.

Bryan Siglar, CDO of Sanctuary Systems

At the request of Commissioner Barbara Aycock, Mr. Bryan Siglar, Chief Development Officer with Sanctuary Systems in Fremont, spoke to the Board.

Consent Agenda

Upon motion of Vice-Chairman Freeman Hardison, Jr., the Board of Commissioners unanimously approved and authorized the following items under the consent agenda.

1. Applications for Disabled Veteran Exclusion.
2. Application for Property Tax Exclusion.
3. Budget Amendments
 - a. WAGES - #20
 - b. Facilities - #127
 - c. Planning - #128
 - d. Sheriff's Office - #129
 - e. Sheriff's Office - #130
 - f. Sheriff's Office - #131
 - g. Cooperative Extension - #132
 - h. DSS - #134
 - i. Health Dept. - #136
 - j. Health Dept. - #137
 - k. WCDA - #141
 - l. Sanctuary Systems - #142
 - m. Staff Attorney - #144
4. Motion to Approve Proclamation Honoring Continental Societies, Inc. 60th Anniversary, attached hereto as Attachment A.
5. Motion to delegate ABC permit renewal authority to the Maxwell Center Director and modify officers listed on the existing ABC permit to County Manager Craig Honeycutt and Maxwell Center Director James Wade, attached hereto as Attachment B.

9:34 A.M. Public Hearing to Receive Public Comments on the Proposed Voter District Plan for the Wayne County Board of County Commissioners

Staff Attorney Andrew Neal reviewed the proposed 2020 Voter District Plan for the Wayne County Board of County Commissioners, attached hereto as Attachment C.

As no one appeared for comments, Chairman George Wayne Aycock, Jr. closed the Public Hearing at 9:49 a.m.

Upon motion of Vice-Chairman Freeman Hardison, Jr., the Board of Commissioners unanimously adopted Resolution #2021-38: A Resolution Redefining Wayne County Board of Commissioners and Board of Education Electoral District Boundaries.

Discussion of Wayne County Mask Mandate Policy, as Requested by Commissioner Chris Gurley

Commissioner Chris Gurley discussed the COVID-19 numbers coming down.

Upon motion of Commissioner Gurley, the Board of Commissioners approved removing the Wayne County mask mandate in all Wayne County facilities, by a vote of four to three, effective immediately. Voting against the motion were: Commissioner Bevan Foster, Vice-Chairman Freeman Hardison, Jr., and Commissioner Antonio Williams.

Commissioner Bevan Foster expressed his objections to the mandate being pulled and questioned where Commissioner Chris Gurley obtained his information on the numbers.

Commissioner Antonio Williams expressed his concerns over removing the mandate being prematurely revoked.

Commissioner Chris Gurley cited the Wayne County Public Schools Board of Education and a local health expert, for his research behind the decision

9:56 A.M. Public Comments

Register of Deeds Constance Coram spoke to the Board and read from a report and complained about numerous matters involving the Register of Deeds office. Following her time limit of three minutes and approximately one additional minute, Chairman George Wayne Aycock, Jr. asked Ms. Coram to leave the podium due to her time being up. Ms. Coram refused to leave, continued to read her report very loudly, and had to be escorted out by Captain Ray Brogden and Sheriff Larry Pierce, despite Commissioner Bevan Foster asking her to leave as well.

Ms. Sylvia Barnes spoke in favor of evening meetings and thanked the Board for scheduling one each quarter in 2022.

With no one else signed up to speak, Public Comments were closed at 10:05 a.m.

County Manager's Report

County Manager Craig Honeycutt discussed the new vaccine site on Grantham Street and read an email from Vaccine Site Director Adam Wolfe. He also reminded the Board of the State of the Community event, at which Chairman George Wayne Aycock, Jr. will speak. Mr. Honeycutt said the Chamber of Commerce's Legislative breakfast had been cancelled again and said the County offices would be closed for Veterans Day.

Board of Commissioners Committee Reports

Commissioner Barbara Aycock attended the Crime Stoppers dinner, as well as the Industry Appreciation dinner, and she congratulated the Seegars family for winning Industry of the Year. She discussed a presentation to the Tourism Board by Rob Wooten for changes to the former ECAP location. Commissioner Aycock thanked the staff for their work on the census.

Commissioner Bevan Foster discussed the "Please silence your cellphones" note on the agenda form and asked to be given the dates of when the wording was first put on the agendas.

Commissioner Joe Daughtery had no comments.

Commissioner Antonio Williams discussed the evening meetings and the lack of media coverage regarding Mount Olive's sewer problems.

Commissioner Chris Gurley attended the Industry Appreciation dinner and congratulated the Seegars family for winning Industry of the Year. He also discussed shortages in supplies and the nation's dependency on other countries for goods. He also mentioned the need for volunteers with the fire service and discussed ongoing training with the volunteer departments.

Vice-Chairman Freeman Hardison, Jr. discussed properties owned by the County and the need for neighbors to be vigilant to trespassers. Commissioner Hardison shared the Goldsboro-Wayne Transportation Authority's Veterans Ride Free event and thanked the Executive Director Don Willis. He promoted vaccinations and boosters and also discussed the media's handling of the meetings, asking them to educate the readers, and agreed with Commissioner Williams on the sewer issues in Mount Olive.

Chairman George Wayne Aycock, Jr. spoke of the importance of attending the Veterans Day Parade, particularly this being a military community, and stated he had missed several events due to attending the interviews for Wayne Community College's President search. Chairman Aycock apologized to the Board for his actions on the allotted time for Public Comments, but stated he was following procedures. He also apologized to the Sheriff for putting him in the middle of the situation.

Adjournment

At 10:21 a.m., Commissioner George Wayne Aycock, Jr. adjourned the meeting of the Wayne County Board of Commissioners.

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners

NORTH CAROLINA
WAYNE COUNTY

FARM-CITY WEEK PROCLAMATION

WHEREAS, the growth and development of the county and the well-being of all its citizens are dependent upon cooperation and exchange between the two essential environments of our society – farm and non-farm families; and

WHEREAS, studies show agriculture and agribusiness industries together bring in over \$1 billion of income into the county, which represents 21% of the county's income and 20% of the county's employment; and

WHEREAS, Wayne County's farm income makes a significant contribution to the economy of our county with over \$450 million in gross farm gate sales during last year; and

WHEREAS, Wayne County is home to Mt. Olive Pickle, largest pickle company in the United States, and home to Goldsboro Milling Company, parent company of Butterball Turkey, the largest producer of Turkey products in the US.

WHEREAS, Wayne County was recognized by *Farm Futures Magazine* as the 5th best place in the United States to farm; and

WHEREAS, wherever we live, on the farm or in the city, we share common needs – food for our nourishment, forest products for our shelter and paper, and fiber for clothing and other materials; and

WHEREAS, if Wayne County is to continue to prosper, it is important that farm and non-farm residents appreciate and understand each other; and

WHEREAS, Farm-City Week provides an unparalleled experience for farm and city people to become better acquainted.

NOW, THEREFORE, BE IT RESOLVED that the Wayne County Board of Commissioners does hereby proclaim November 19-25, 2021 to be Farm-City Week and a week of thankfulness.

Adopted this the 16th day of November, 2021.

George Wayne Aycock, Jr., Chairman
Wayne County Board of Commissioners

Attest:

Carol Bowden
Clerk to the Board

NORTH CAROLINA

WAYNE COUNTY

2021 NATIONAL APPRENTICESHIP WEEK PROCLAMATION

WHEREAS, National Apprenticeship Week is celebrating its 7th anniversary of raising awareness of the vital role apprenticeships provide in creating a qualified and highly-skilled workforce in diverse industries in Wayne County, North Carolina and across the nation; and

WHEREAS, the advancement and well-being of the United States of America depends upon the continued development of skilled workers in their chosen fields; and

WHEREAS, an ever growing number of job creators and career seekers are discovering the benefits of apprenticeship's unique learn-while-your-earn model; and

WHEREAS, Wayne County, North Carolina recognizes that robust apprenticeship programs provide tangible value to both job creators and apprentices, with the potential to increase productivity, improve diversity and inclusion, and reduce recruitment and training costs while providing a pathway to prosperous careers for job seekers.

NOW, THEREFORE, the Wayne County Board of Commissioners, does hereby declare November 15, 2021, through November 21, 2021, as National Apprenticeship Week in Wayne County, North Carolina.

George Wayne Aycock, Jr., Chairman
Wayne County Board of Commissioners

Attest:

Carol Bowden, Clerk to the Board

MEMORANDUM

TO: Craig Honeycutt, County Manager

FROM: Alan Lumpkin, Tax Administrator

DATE: November 04, 2021

RE: Application for Elderly or Disabled Exclusion

Enclosed is a letter for property tax exclusion submitted by Carla Bedford parcel 3519633373. A full copy of the application is not enclosed since it contains income information. This property would have qualified for exemption for 2021 under North Carolina law if a timely application had been filed. Since the application was filed after the close of the regular listing period, action by the Board is necessary to exempt this property. The Board has authority under G.S. 105-282.1.(a1).

SLE

Application for Property Tax Relief

Elderly or Disabled Exclusion (G.S. 105-277.1),
 Disabled Veteran Exclusion (G.S. 105-277.1C), or
 Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

County of Wayne, NC

Year 2021

Instructions

Application Deadline: This application must be filed by June 1st to be timely filed. You may submit additional information separately if needed.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: <https://www.ncdor.gov/documents/north-carolina-county-assessors-list>. **DO NOT** submit this application to the North Carolina Department of Revenue.

- Office Use Only:

I Just heard about Program

Property ID Number

3519-63-3373

Last Name of Applicant

Bedford

First Name

Carla

Middle Name

Patrick

Date of Birth (MM-DD-YY)

09-29-52

Last Name of Spouse**First Name****Middle Name****Date of Birth (MM-DD-YY)****Residence Address**

2801 Ridgecrest Dr

City

Goldsboro, NC

State**Zip Code**

NC

27534

Mailing Address (if different from residence address)**City****State****Zip Code****E-mail Address**

treefrogzak@gmail.com

Home Telephone Number

919 751 9061

Work Telephone Number**Ext.****Cell Phone Number**

919-344-3050

Fill in applicable boxes:

☒ Yes ☐ No ➔ Is this property your permanent legal residence?

Addresses of secondary residences (if any):

☐ Yes ☒ No ➔ If married, does your spouse live with you in the residence? If you answer **No**, provide your spouse's address.

Addresses of spouse:

Deceased

☐ Yes ☒ No ➔ Are you or your spouse (if applicable) currently residing in a health care facility? If you answer **Yes**, fill in applicable circle

☐ Applicant ☐ Spouse and indicate current length of stay:

☒ Yes ☐ No ➔ Do you and your spouse (if applicable) own 100% interest in the property? If you answer **No**, list all owners and their ownership percentage (round to the nearest 0.1%):

Owner		%	Owner		%
Owner		%	Owner		%
Owner		%	Owner		%

Note: Separate applications are required for each owner that is claiming property tax relief. If husband and wife own the property, only one application is required.

MEMORANDUM

TO: Craig Honeycutt, County Manager

FROM: Alan Lumpkin, Tax Administrator

DATE: November 05, 2021

RE: Application for Elderly or Disabled Exclusion

Enclosed is a letter for property tax exclusion submitted by Mary Flowers parcel 2670372946. A full copy of the application is not enclosed since it contains income information. This property would have qualified for exemption for 2021 under North Carolina law if a timely application had been filed. Since the application was filed after the close of the regular listing period, action by the Board is necessary to exempt this property. The Board has authority under G.S. 105-282.1.(a1).

Elderly or Disabled Exclusion (G.S. 105-277.1),
Disabled Veteran Exclusion (G.S. 105-277.1C), or
Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

Year 2020

Application Deadline: This application must be filed by June 1st to be timely filed. You may submit additional information separately if needed.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: <https://www.ncdor.gov/documents/north-carolina-county-assessors-list>. **DO NOT submit this application to the North Carolina Department of Revenue.**

- Office Use Only:

Property ID Number 2670372946			
Last Name of Applicant FLOWERS		First Name Mary	
Last Name of Spouse —		First Name —	
Middle Name Caison		Date of Birth (MM-DD-YY) 3/9/1953	
Middle Name —		Date of Birth (MM-DD-YY) —	
Residence Address 200 Christian Dr.			
City Goldsboro		State NC	Zip Code 27530
Mailing Address (if different from residence address) —			
City —		State —	Zip Code —
E-mail Address Caison1953@gmail.com			
Home Telephone Number 419		Work Telephone Number —	Cell Phone Number 919-922-9431

☒ Yes ☐ No ➤ Is this property your permanent legal residence?

Addresses of secondary residences (if any):

☐ Yes ☐ No ☒ If married, does your spouse live with you in the residence? If you answer **No**, provide your spouse's address.

Not Married

Addresses of spouse:

☐ Yes ☒ No ➡ Are you or your spouse (if applicable) currently residing in a health care facility? If you answer Yes, fill in applicable circle

☐ Applicant ☐ Spouse and indicate current length of stay:

☐ Yes ☐ No ➔ Do you and your spouse (if applicable) own 100% interest in the property? If you answer **No**, list all owners and their ownership percentage (round to the nearest 0.1%):

Owner	Wells Fargo	2	%	Owner		%
Owner			%	Owner		%
Owner			%	Owner		%

Note: Separate applications are required for each owner that is claiming property tax relief. If husband and wife own the property, only one application is required.

MEMORANDUM

TO: Craig Honeycutt, County Manager

FROM: Alan Lumpkin, Tax Administrator

DATE: November 3, 2021

RE: Application for Disabled Veteran Exclusion

Enclosed is a letter for property tax exclusion submitted by Douglas Thomas parcel 3509533875. A full copy of the application is not enclosed since it may contain income information. This property would have qualified for exemption for 2021 under North Carolina law if a timely application had been filed. Since the application was filed after the close of the regular listing period, action by the Board is necessary to exempt this property. The Board has authority under G.S. 105-282.1(a1).

Application for Property Tax Relief

Elderly or Disabled Exclusion (G.S. 105-277.1),
Disabled Veteran Exclusion (G.S. 105-277.1C), or
Circuit Breaker Tax Deferment Program (G.S. 105-277.1B)

County of , NC

Year 2021

Instructions

Application Deadline: This application must be filed by June 1st to be timely filed. You may submit additional information separately if needed.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: <https://www.ncdor.gov/documents/north-carolina-county-assessors-list>. **DO NOT** submit this application to the North Carolina Department of Revenue.

- Office Use Only:

Property ID Number 3509-53-3875			
Last Name of Applicant THOMAS	First Name DOUGLAS	Middle Name SCOTT	Date of Birth (MM-DD-YY) 09/18/1963
Last Name of Spouse THOMAS	First Name HEATHER	Middle Name JEAN	Date of Birth (MM-DD-YY) 11/11/1966
Residence Address 1415 E WALNUT ST			
City GOLDSBORO		State NC	Zip Code 27530
Mailing Address (if different from residence address) 			
City 		State 	Zip Code
E-mail Address dher@bellsouth.net			
Home Telephone Number 	Work Telephone Number 	Ext. 	Cell Phone Number 919-920-8056

Fill in applicable boxes:

☒ Yes ☐ No	➤	Is this property your permanent legal residence?																		
Addresses of secondary residences (if any):																				
☒ Yes ☐ No	➤	If married, does your spouse live with you in the residence? If you answer No , provide your spouse's address.																		
Addresses of spouse:																				
☐ Yes ☒ No	➤	Are you or your spouse (if applicable) currently residing in a health care facility? If you answer Yes , fill in applicable circle																		
☐ Applicant ☐ Spouse and indicate current length of stay:																				
☒ Yes ☐ No	➤	Do you and your spouse (if applicable) own 100% interest in the property? If you answer No , list all owners and their ownership percentage (round to the nearest 0.1%):																		
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Note: Separate applications are required for each owner that is claiming property tax relief. If husband and wife own the property, only one application is required.																				

MEMORANDUM

TO: Craig Honeycutt, County Manager

FROM: Alan Lumpkin, Tax Administrator

DATE: November 3, 2021

RE: Application for Present Use Value

Enclosed is a letter from Helen Peele heirs etal, parcel(s) 3603773205, requesting approval for a late application for present use value. A full copy of the application is not enclosed since it contains income information. This property would have qualified for present use value for 2022 had a timely application been filed. The Board has the authority to approve late applications under G.S. 105-277.4.(a1).

Application for Agriculture, Horticulture, and Forestry Present-Use Value Assessment

(G.S. 105-277.2 through G.S. 105-277.7)

Rec 11-1-21

County of Wayne, NC

Tax Year 2021

Full Name of Owner(s) <u>Peele, Helen Etal Heirs</u>			
Mailing Address of Owner <u>885 Turner Swamp Rd</u>			
City <u>Fremont</u>	State <u>NC</u>	Zip Code <u>27830</u>	
Home Telephone Number	Work Telephone Number	Ext.	Cell Phone Number <u>919-222-2269</u>

Instructions

Application Deadline: This application must be filed during the regular listing period, or within 30 days of a notice of a change in valuation, or within 60 days of a transfer of the land.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: www.dorn.com/downloads/CountyList.pdf. DO NOT submit this application to the North Carolina Department of Revenue.

- Office Use Only:

This application is for: (check all that apply)

☒ AGRICULTURE (includes Aquaculture)

☐ HORTICULTURE

☐ FORESTRY

Enter the Parcel Identification Number, acreage breakdown, and acreage total for each tax parcel included in this application:

PARCEL ID	OPEN LAND in Production	OPEN LAND not in Production	WOOD LAND	WASTE LAND	CRP LAND	HOME SITE	OTHER (Describe in Comments)	TOTAL ACRES
<u>3403773205</u>	<u>18.04</u>							<u>18.04</u>

Comments:

☐ Yes ☒ No Does the applicant own property in other counties that is also in present-use value and is within 50 miles of this property? If YES, list the county or counties and parcel identification number(s):

County:

Parcel ID:

County:

Parcel ID:

IMPORTANT!

AGRICULTURE and HORTICULTURE applications with LESS than 20 acres of woodland generally need to complete PARTS 1, 2, and 4.

AGRICULTURE and HORTICULTURE applications with MORE than 20 acres of woodland generally need to complete PARTS 1, 2, 3, and 4.

FORESTRY applications need to complete PARTS 1, 3, and 4.

ADDITIONALLY, applications for CONTINUED USE of existing present-use value classification need to complete PART 5.

Please contact the Tax Assessor's office if you have questions about which parts should be completed.

MEMORANDUM

TO: Craig Honeycutt, County Manager

FROM: Alan Lumpkin, Tax Administrator

DATE: October 27, 2021

RE: Application for Present Use Value

Enclosed is a letter from Michael Price, parcel(s) 3532545224, requesting approval for a late application for present use value. A full copy of the application is not enclosed since it contains income information. This property would have qualified for present use value for 2022 had a timely application been filed. The Board has the authority to approve late applications under G.S. 105-277.4.(a1).

AV-5

Web
8-11**Application for Agriculture, Horticulture, and
Forestry Present-Use Value Assessment**

(G.S. 105-277.2 through G.S. 105-277.7)

Untimely

County of Wayne, NCTax Year 2022

Full Name of Owner(s) <u>Michael Borden Price and Cheryl Martin Price</u>			
Mailing Address of Owner <u>2005 Zion Church Road</u>			
City <u>Mount Olive</u>	State <u>NC</u>	Zip Code <u>28365</u>	
Home Telephone Number	Work Telephone Number	Ext.	Cell Phone Number <u>919-222-2311</u>

Instructions

Application Deadline: This application must be filed during the regular listing period, or within 30 days of a notice of a change in valuation, or within 60 days of a transfer of the land.

Where to Submit Application: Submit this application to the county tax assessor where this property is located. County tax assessor addresses and telephone numbers can be found online at: www.dorn.com/downloads/CountyList.pdf. **DO NOT** submit this application to the North Carolina Department of Revenue.

- Office Use Only:

This application is for: (check all that apply)

☐ **AGRICULTURE** (includes Aquaculture)☐ **HORTICULTURE**☐ **FORESTRY**

Enter the Parcel Identification Number, acreage breakdown, and acreage total for each tax parcel included in this application:

PARCEL ID	OPEN LAND in Production	OPEN LAND not in Production	WOOD LAND	WASTE LAND	CRP LAND	HOME SITE	OTHER (Describe in Comments)	TOTAL ACRES
<u>3532545224</u>	<u>6.41</u>		<u>2.27</u>					<u>8.68</u>

Comments:

Yes ☒ No ☐ Does the applicant own property in other counties that is also in present-use value and is within 50 miles of this property? If YES, list the county or counties and parcel identification number(s):

County:

Parcel ID:

County:

Parcel ID:

IMPORTANT!

AGRICULTURE and HORTICULTURE applications with LESS than 20 acres of woodland generally need to complete PARTS 1, 2, and 4.

AGRICULTURE and HORTICULTURE applications with MORE than 20 acres of woodland generally need to complete PARTS 1, 2, 3, and 4.

FORESTRY applications need to complete PARTS 1, 3, and 4.

ADDITIONALLY, applications for CONTINUED USE of existing present-use value classification need to complete PART 5.

Please contact the Tax Assessor's office if you have questions about which parts should be completed.

County of Wayne
Budget Amendments

#126

10/8/2021

Date

Memorandum

From: Sheriff Larry Pierce
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Yea 2021-2022

1. It is requested that the budget for SHERIFF'S OFFICE be amended as follows:

EXPENDITURE

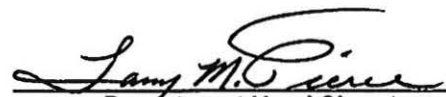
Code Number	Description/Object of Expenditure	Decrease	Increase
1104310 526100 CtlSb	Controlled Substance		\$34,856.06

REVENUE

Code Number	Source of Revenue	Increase	Decrease
1100000 399100	Fund Balance	\$34,856.06	

2. Reason(s) for the above request is/are as follows:

To reappropriate FY 20/21 revenue funds


Department Head Signature

Endorsement

1. Forward, recommending approval/disapproval

10-22 2021

County Finance Officer

Endorsement

1. Forwarded, recommending approval/disapproval

2021

County Manager & Budget Officer

Date of approval/disapproval by B.O.C.

Chairman Board of Commissioners

Office of the Sheriff



SHERIFF
LARRY M. PIERCE

P.O. Box 1877
207 E. Chestnut St.
Goldsboro, NC 27533
(919) 731-1481 Office
(919) 731-1699 Fax

October 8, 2021

To: Wayne County Board of Commissioners

From: Sheriff Larry Pierce *lmp*

Re: Budget amendment request

This budget amendment is to transfer FY 20/21 unexpended funds to FY 21/22 funds. This is for controlled substance.

County of Wayne
Budget Amendments

#140

10/25/21
Date

Memorandum

From: Sheriff Larry Pierce
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2020-2021

1. It is requested that the budget for Sheriff's Office be amended as follows:

EXPENDITURE

Code Number	Description/Object of Expenditure	Decrease	Increase
1104310 526100	C.O. - Controlled Substance	\$	4,145.44

REVENUE

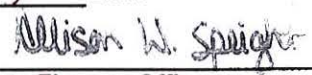
Code Number	Source of Revenue	Increase	Decrease
1104310 331700 CtISb	Controlled Substance Tax	\$ 4,145.44	

2. Reason(s) for the above request is/are as follows:


Department Head Signature

Endorsement

1. Forward, recommending approval/disapproval

11-5 2021

County Finance Officer

Endorsement

1. Forwarded, recommending approval/disapproval

2021

County Manager & Budget Officer

Date of approval/disapproval by B.O.C.

Chairman Board of Commissioners

Office of the Sheriff

SHERIFF
LARRY M. PIERCE



P.O. Box 1877
207 E. Chestnut St.
Goldsboro, NC 27533
(919) 731-1481 Office
(919) 731-1699 Fax

Date: 10/25/2021

To: Wayne County Board of Commissioners

From: Sheriff Larry M. Pierce *LMP*

Re: Budget Amendment Request

The purpose of this budget amendment is to record money received for the Controlled Substance Tax from the NC Department of Revenue. This tax is an excise tax on unauthorized controlled substances (marijuana, cocaine, etc.), illicit spirituous liquor ("moonshine"), mash, and illicit mixed beverages. The tax is due by an individual who possesses an unauthorized substance upon which the tax has not been paid, as evidence by a stamp. After the tax is collected, the NCDOR disburses 75% to the local law enforcement agency that seized the controlled substance.



County of Wayne Budget Amendment

#148

10/28/21
Date

Memorandum

From: Don Willis
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

1. It is requested that the budget for **GWTA** be amended as follows:

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1104520 562000	ROAP		Grant Expenditures - ROAP		\$ 245,691.00

REVENUE

Code Number	Description	Increase	Decrease
1104520 335000	Grant Revenues- ROAP	\$ 245,691.00	

Totals	\$ 245,691.00	\$ 245,691.00	\$ -
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2. Reason(s) for the above request is/are as follows: to anticipate and obligate pass thru grant expenditures for the Rural Operating Assistance Program

Department Head Signature

Endorsement

1. Forward, recommending approval/disapproval

Allison Speight, County Finance Director
2021

Endorsement

2. Forward, recommending approval/disapproval

Craig Honeycutt County Manager & Budget Officer
2021

3. Approval/Disapproval by Chairman Board of Commissioners

Chairman Board of Commissioners
2021

CERTIFIED STATEMENT
FY2022
RURAL OPERATING ASSISTANCE PROGRAM
County of Wayne

WHEREAS, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Integrated Mobility Division provides funding for the operating cost of passenger trips for counties within the state;

WHEREAS, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

WHEREAS, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

WHEREAS, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

WHEREAS, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1B, FTA C 4704.1A, Americans with Disabilities Act 1990); and

WHEREAS, the period of performance for these funds will be July 1, 2021 to June 30, 2022 regardless of the date on which ROAP funds are disbursed to the county.

NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Wayne North Carolina certify that the following statements are true and accurate:

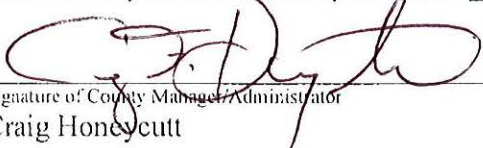
- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low-income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality, and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

Revised 09-09-21

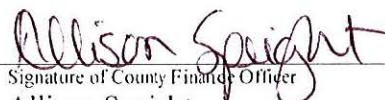
- The county will only use the ROAP funds to provide trips when other funding sources are not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2022 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Regional Grant Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in monthly reports to NCDOT -- Integrated Mobility Division or its designee. **Back-up documentation is required to support the monthly reports, failure to provide documentation will affect future disbursements. The June report will be considered the annual report.**
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amount of FY2022 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly and Disabled Transportation Assistance Program (EDTAP)	<u>107,219</u>	<u>107,219</u>
Employment Transportation Assistance Program (EMPL)	<u>33,146</u>	<u>33,146</u>
Rural General Public Program (RGP)	<u>105,326</u>	<u>105,326</u>
TOTAL	<u>245,691</u>	<u>245,691</u>

WITNESS my hand and county seal, this 25 day of October, 2021.


 Signature of County Manager/Administrator
 Craig Honeycutt

Printed Name of County Manager/Administrator


 Signature of County Finance Officer
 Allison Speight

Printed Name of County Finance Officer

State of North Carolina County of Wayne



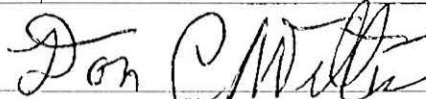
Revised 09-09-21

Application for Transportation Operating Assistance

FY2022 Rural Operating Assistance Program (ROAP) Funds

Name of Applicant (County)	County of Wayne
County Manager	Craig Honeycutt
County Manager's Email Address	Craig.Honeycutt@waynegov.com
County Finance Officer	Allison Speight
CFO's Email Address	Allison.Speight@waynegov.com
CFO's Phone Number	9197311437
Person Completing this Application	Don C. Willis
Person's Job Title	Executive Director
Person's Email Address	Don.willis@waynegov.com
Person's Phone Number	9197397469
Community Transportation System	Goldsboro-Wayne Transportation Authority
Name of Transit Contact Person	Don C. Willis
Transit Contact Person's Email Address	Don.willis@waynegov.com

Application Completed by:


Signature

Date: October 6, 2021

I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the monthly and annual milestone reports and any other status reports required by the Integrated Mobility Division (IMD) are not submitted on or before the due dates, the next scheduled disbursement will be held until all reports are submitted.

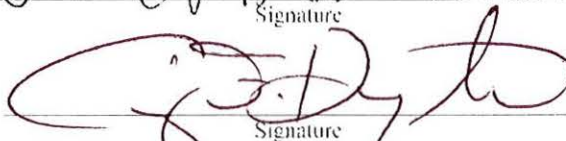
I further certify that ROAP funds will only be used for program purposed to provide trips and will not be used for Administrative or Operational expenses. If it is determined that ROAP funds have been misused, repayment of funds must be made.

Transit Director:


Signature

Date: October 6, 2021

County Manager:


Signature

Date: 10/25/21

County Finance Officer:


Signature

Date: 10-25-2021

Application Instructions

County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-IMD Regional Grant Specialist assigned to the area served by the transit system.

FY2022 ROAP Program Schedule

Application Deadline	October 1, 2021
Anticipated Funds Disbursement	October 30, 2021

***Counties with unspent FY 2020/FY 2021 Carryover funding will retain the funds and the allocation will be adjusted accordingly.**

***Monthly reports due on 30th of month following reporting period.**

County's Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- ROAP funds are expended only on eligible activities as described in Appendix A of the ROAP Guidance.
- Supporting documentation of expenditures by all sub-recipients is required.
- Service recipients meet eligibility requirements and their eligibility is documented.
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance.
- An accounting of trips and expenditures is provided on a monthly basis to IMD with supporting documents.
- ROAP funds received and expended are included in the local annual audit.

ROAP funds shall be disbursed in the traditional program allocations in each of the ROAP programs, however, if it is determined that a lump-sum payment can be made to the County, IMD reserves the right to change the method of distributing the funds. Counties have the flexibility to determine how the funding will be used to meet the needs of the citizens and how to sub-allocate the funding to meet the transportation needs, but the guidelines for each program used must be followed and trips accounted for by program used.

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?	X	

Revised September 2021

B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?	X	
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	X	
Financial Management of ROAP Funds	Yes	No
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?		X
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>		
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		X
G. Are ROAP funds deposited in an interest-bearing account?		X
H. Does the county provide local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?		X
Monitoring and Oversight Responsibilities	Yes	No
I. Subrecipients of ROAP funds are required to provide sufficiently detailed progress reports and statistical data about trips provided and rider eligibility with ROAP funds. How frequently are these provided to the county? In what format? The County must be prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at a specific cost. What form of documentation is collected? Documentation captured by software confirms trips	X	
J. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?	X	
K. Will any of the subrecipients use their ROAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		<u>N O</u>
L. Will any of the subrecipients charge a fare for a ROAP funded trip? YES		
M. Describe the eligibility criteria to be used in this county to determine who will be provided ROAP funded trips. What documents are used to determine eligibility? Proof of Age, Proof of Disability, confirmed employment purposes, and also confirmed addresses for trips include at least one "end" in a rural area.		
N. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?	X	

County of Wayne Budget Amendments

#149

10/29/21

Date

Memorandum

From: Wayne County Services on Aging
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

1. It is requested that the budget for Wayne County Services on Aging be amended as follows:

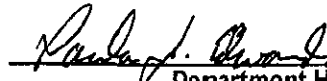
EXPENDITURE

Code Number	Description/Object of Expenditure	Decrease	Increase
1165600 512400	Regular Part Time	\$	400.00
1165600 518000	Social Security - FICA	\$	25.00
1165600 518100	Social Security - Medicare	\$	6.00
1165600 518200	Retirement Contribution	\$	46.00
1165600 526000	Office Supplies	\$	7.00
1165602 531310	Client Transport Medical	\$	2,011.00
1165604 531300	Client Transport General	\$	1,880.00
1165605 526000	Office Supplies	\$	100.00
1165607 512400	Sal & Wages	\$	550.00
1165607 518000	Social Security - FICA	\$	35.00
1165607 518100	Social Security - Medicare	\$	8.00
1165607 518200	Retirement Contribution	\$	63.00
1165607 522000	Food	\$	75.00
1165607 526000	Office Supplies	\$	59.00

REVENUE

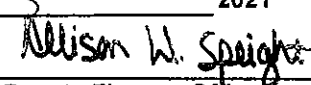
Code Number	Source of Revenue	Increase	Decrease
1165600 335000	ECC-HCCBG Funds	\$ 484.00	
1165602 335000	ECC-HCCBG Funds	\$ 2,011.00	
1165604 335000	ECC-HCCBG Funds	\$ 1,880.00	
1165605 335000	ECC-HCCBG Funds	\$ 100.00	
1165607 335000	ECC-HCCBG Funds	\$ 790.00	

2. Reason(s) for the above request is/are as follows: To appropriate an increase in the HCCBG Funds allocated for the 2021/22 FY.


Department Head Signature

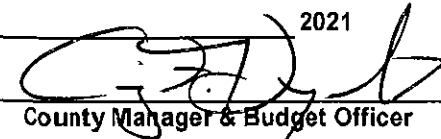
Endorsement

1. Forward, recommending approval/disapproval

11-5 2021

County Finance Officer

Endorsement

1. Forwarded, recommending approval/disapproval

2021

County Manager & Budget Officer

Date of approval/disapproval by B.O.C.

Chairman Board of Commissioners

Memo

To: Wayne County Board of Commissioners

From: Paula J. Edwards, Director of Services on Aging

Date: October 29, 2021

Re: Budget Amendment for HCCBG Funds

- **The Budget Amendment for HCCBG** – This BA is to allocate funds from the Home Care Community Block Grant (HCCBG) FY 2021/2022. In the SOA budget, I had predicted the same funds that were received last FY 2020/2021; however, this FY the grant had an increase of \$5,265.



County of Wayne Budget Amendment

#152

11/05/21
Date

Memorandum

From: Allison Speight
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

1. It is requested that the budget for 21-22 Debt Project Fund be amended as follows:

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1109840-598000			Transfers to Other Funds-CPF		\$ 81,450.00
4678100-558000	C220001	DSS/Health-Construx-Pre-Constr	Capital Outlay-Bldg Struct & Impr		\$ 81,200.00
4678100-558000	C220001	DSS/Health-Prelim-DsgnPI	Capital Outlay-Bldg Struct & Impr		\$ 250.00

REVENUE

Code Number	Description	Increase	Decrease
1100000-399100	Fund Balance Appropriated	\$ 81,450.00	
4678100-398100	Transfers from Other Funds-GF	\$ 81,450.00	

Totals \$ 162,900.00 \$ 162,900.00

2. Reason(s) for the above request is/are as follows:

See attached memo.

Endorsement

1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Allison W. Speight
Department Head Signature

Allison W. Speight
Allison Speight, County Finance Director

Craig Honeycutt
Craig Honeycutt County Manager & Budget Officer

2021

Chairman Board of Commissioners

2021

COUNTY OF WAYNE
AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
21-22 DEBT PROJECT FUND
FISCAL YEAR 2021-2022

BE IT ORDAINED by the Wayne County Board of Commissioners that the following amendment be made to the Capital Project Ordinance for the 21-22 Debt Project Fund for the fiscal year ending June 30, 2022:

Section 1. To amend the Capital Project Fund, the appropriations are to be changed as follows:

Code Number	Project	String	Description	Decrease	Increase
1109840-598000			Transfers to Other Funds-CPF		\$ 81,450.00
4678100-558000	C220001	DSS/Health-Construx-Pre-Constr	Capital Outlay-Bldg Struct & Impr		\$ 81,200.00
4678100-558000	C220001	DSS/Health-Prelim-DsgnPI	Capital Outlay-Bldg Struct & Impr		\$ 250.00

This will result in a net increase of \$81,450.00 in the appropriations of the Capital Project Fund.

Section 2. To provide the additional revenue for the above, the following revenues will be changed as follows:

Code Number	Description	Increase	Decrease
1100000-399100	Fund Balance Appropriated	\$ 81,450.00	
4678100-398100	Transfers from Other Funds-GF	\$ 81,450.00	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____ 2021.

WAYNE COUNTY
FINANCE



WAYNE COUNTY
NORTH CAROLINA

Phone: (919) 731-1417
Fax (919) 731-1388

Memorandum

To: Wayne County Board of Commissioners

CC: Craig Honeycutt, County Manager

From: Allison Speight, Finance Director *AS*

Date: 11/05/2021

Re: BA #152

During the October 19, 2021 Board of Commissioners meeting, the Board approved a motion to award TA Loving Company as the Construction Manager at Risk (CMAR) for the new combined DSS/Health facility. Since that time, a contract has been established for pre-construction services in the amount of \$81,200. Additionally, a change in zoning was requested and approved from the City of Goldsboro at a cost of \$250.

These costs must be budgeted and added to the 21-22 Debt Project Fund Capital Project Ordinance. Once the debt financing is completed, the county will reimburse itself from the debt proceeds for the amount of this transfer.

If you have any questions, please do not hesitate to contact me. Thank you!

THE GOOD LIFE. GROWN HERE.

County of Wayne
Budget Amendments

#153

11/05/21

Date

Memorandum

From: Major Robert Thaxton
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

1. It is requested that the budget for Detention Center be amended as follows:

EXPENDITURE

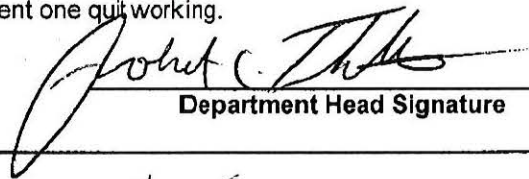
Code Number	Description/Object of Expenditure	Decrease	Increase
1104311 511000	Capital Outlay		\$ 8,142.00
1104311 522100	Kitchen Supplies	\$ 4,071.00	
1104311 535200	Repairs & Maintenance - Equipment	\$ 4,072.00	

REVENUE

Code Number	Source of Revenue	Increase	Decrease
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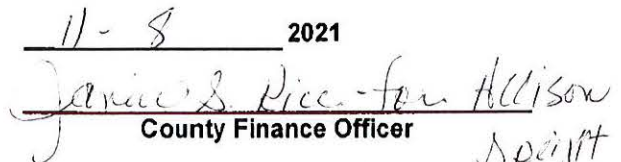
2. Reason(s) for the above request is/are as follows:

move funds to purchase a food warming cabinet for the mail jail. Current one quit working.


Department Head Signature

Endorsement

1. Forward, recommending approval/disapproval

11-8 2021

County Finance Officer

Endorsement

1. Forwarded, recommending approval/disapproval

2021

County Manager & Budget Officer

Date of approval/disapproval by B.O.C.

Chairman Board of Commissioners

Office of the Sheriff

SHERIFF
LARRY M. PIERCE



P.O. Box 1877
207 E. Chestnut St.
Goldsboro, NC 27533
(919) 731-1481 Office
(919) 731-1699 Fax

Date: November 5, 2021

To: Wayne County Board of Commissioners

From: Major Robert Thaxton 

Re: Budget Amendment Request

The purpose of this budget amendment is to purchase a food warming cabinet for the mail jail kitchen to replace the current one that quit working. The kitchen staff uses this cabinet to store prepared meals until they are ready to be served.

#155

11/08/21
Date

Memorandum

From: RANDY ROGERS, INTERRIM SOLID WASTE DIRECTOR
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

1. It is requested that the budget for SOLID WASTE be amended as follows:

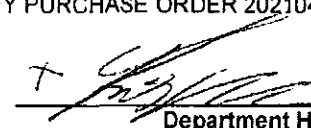
EXPENDITURE

Code Number	Description/Object of Expenditure	Decrease	Increase
6247420 551000	CAPITAL OUTLAY - EQUIPMENT		\$ 37 670 00
6247420 526100	OFFICE SUPPLIES - NON CAPITAL	\$ 37,670.00	

REVENUE

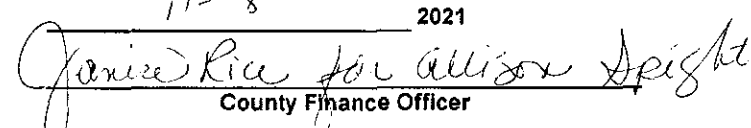
Code Number	Source of Revenue	Increase	Decrease
-------------	-------------------	----------	----------

2. Reason(s) for the above request is/are as follows: 2021 FY PURCHASE ORDER 20210475 CARRIED FORWARD
TO 6247410 526100 WAS PAID OUT OF 6247410 551000


Department Head Signature

Endorsement

1. Forward, recommending approval/disapproval

11-8 2021

County Finance Officer

Endorsement

1. Forwarded, recommending approval/disapproval

2021

Date of approval/disapproval by B.O.C.

County Manager & Budget Officer

Chairman Board of Commissioners

Purchase Order 20210475 from fiscal year 2021 was carried forward to fiscal year 2122 to line item 6247420 526100. Purchase Order was paid for out of 6247420 551000 due to cost increase. Moving money from 526100 to 551000 to cover cost of 2021 FY Purchase Order

RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

<u>Approval</u>	iv
Front Matter	
<u>Executive Summary</u>	v
<u>Legend for Records Schedule</u>	vii
Records Retention and Disposition Schedule	
<u>Standard 1: Administration and Management Records</u>	1
<u>Standard 2: Budget, Fiscal, and Payroll Records</u>	23
<u>Standard 3: Geographic Information System Records</u>	36
<u>Standard 4: Human Resources Records</u>	43
<u>Standard 5: Information Technology Records</u>	61
<u>Standard 6: Legal Records</u>	67
<u>Standard 7: Public Relations Records</u>	75
<u>Standard 8: Risk Management Records</u>	80
<u>Standard 9: Workforce Development Records</u>	86
Appendix	
<u>Managing Public Records in North Carolina</u>	A-1
<u>Audits, Litigation, and Other Official Action</u>	A-5
<u>Transitory Records</u>	A-6
<u>Destruction of Public Records</u>	A-8
<u>Sample Destructions Log</u>	A-10
<u>Electronic Records: E-mail, Born Digital Records, and Digital Imaging</u>	A-11
<u>Geospatial Records</u>	A-13
<u>Security Preservation Copies of Records</u>	A-15
<u>Disaster Assistance</u>	A-17
<u>Staff Training</u>	A-18
Request Forms	
<u>Request for Change in Records Schedule</u>	A-19
<u>Request for Disposal of Unscheduled Records</u>	A-20
<u>Request for Disposal of Original Records Duplicated by Electronic Means</u>	A-21
<u>File Plan</u>	A-22
<u>Related Records Series in Program Schedules</u>	A-23
<u>Index</u>	A-30

2021 General Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 General Records Schedule: Local Government Agencies**:

1. Administration and Management Records
2. Budget, Fiscal, and Payroll Records
3. Geographic Information System Records
4. Human Resources Records
5. Information Technology Records
6. Legal Records
7. Public Relations Records
8. Risk Management Records
9. Workforce Development Records

In accordance with the provisions of Chapters 121 and 132 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 herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends*.” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends*.” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends*.”

Record Copy

A record copy is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

² Ibid.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the Local Agency Program Retention and Disposition Schedules. See the appendix for Related Records Series Found in Local Agency Program Schedules.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a Request for Disposal of Unscheduled Records (page A-20) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

*No destruction of records may take place if litigation or audits are pending or reasonably anticipated.
See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTION, page A-5.*

RECORDS RETENTION AND DISPOSITION SCHEDULE

PROGRAM RECORDS SCHEDULE: LOCAL GOVERNMENT AGENCIES



Issued By:



NC DEPARTMENT OF
NATURAL AND CULTURAL RESOURCES

North Carolina Department of Natural and Cultural Resources
Division of Archives and Records
Government Records Section

October 1, 2021

CONTENTS

<u>Approval</u>	iv
Front Matter	
<u>Executive Summary</u>	v
<u>Legend for Records Schedule</u>	vi
Records Retention and Disposition Schedule	
<u>Standard 10: Airport Authority Records</u>	1
<u>Standard 11: Animal Services Records</u>	3
<u>Standard 12: Code Enforcement and Inspection Records</u>	5
<u>Standard 13: Emergency Medical Services and Fire Department Records</u>	12
<u>Standard 14: Parks and Recreation Records</u>	16
<u>Standard 15: Planning and Regulation of Development Records</u>	19
<u>Standard 16: Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records</u>	25
<u>Standard 17: Public Transportation Systems Records</u>	31
<u>Standard 18: Public Utilities and Environmental/Waste Management Records</u>	34
<u>Standard 19: Street Maintenance, Public Works, and Engineering Records</u>	46
<u>Standard 20: Law Enforcement Records (excluding Sheriff's Office)</u>	53
<u>Standard 21: Tax Records (for municipalities)</u>	73
Appendix	
<u>Managing Public Records in North Carolina</u>	A-1
<u>Audits, Litigation, and Other Official Actions</u>	A-5
<u>Transitory Records</u>	A-6
<u>Destruction of Public Records</u>	A-8
<u>Sample Destructions Log</u>	A-10
<u>Electronic Records: E-mail, Born Digital Records, and Digital Imaging</u>	A-11
<u>Geospatial Records</u>	A-13
<u>Security Preservation Record Copies</u>	A-15
<u>Disaster Assistance</u>	A-17
<u>Staff Training</u>	A-18
Request Forms	
<u>Request for Change in Records Schedule</u>	A-19
<u>Request for Disposal of Unscheduled Records</u>	A-20
<u>Request for Disposal of Original Records Duplicated by Electronic Means</u>	A-21
<u>File Plan</u>	A-22
<u>Index</u>	A-23

Program Records Schedule: Local Government Agencies

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the following standards in the **2021 Program Records Schedule: Local Government Agencies**:

10. Airport Authority Records
11. Animal Services Records
12. Code Enforcement and Inspection Records
13. Emergency Medical Services and Fire Department Records
14. Parks and Recreation Records
15. Planning and Regulation of Development Records
16. Public Housing Authorities, Redevelopment Commissions, and Entitlement Communities Records
17. Public Transportation Systems Records
18. Public Utilities and Environmental/Waste Management Records
19. Street Maintenance, Public Works, and Engineering Records
20. Law Enforcement Records (excluding Sheriff's Offices)
21. Tax Records (for municipalities)

In accordance with the provisions of Chapters 121 and 132 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 herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

N.C. Gen. Stat. § 121-5 authorizes the Department of Natural and Cultural Resources to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) Paper records which have met their required retention requirements and are not subject to legal or other audit holds should be destroyed in one of the following ways:

1. burned, unless prohibited by local ordinance;
2. shredded, or torn up so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly's definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, N.C. Gen. Stat. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency's ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section. Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when “*reference value ends*.” All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction “*destroy when reference value ends*.” If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction “*destroy when reference value ends*.”

Record Copy

A **record copy** is defined as “The single copy of a document, often the original, that is designated as the official copy for reference and preservation.”¹ The record copy is the one whose retention and disposition is mandated by these schedules; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transitory Records

Transitory records are defined as “record[s] that [have] little or no documentary or evidential value and that need not be set aside for future use.”²

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

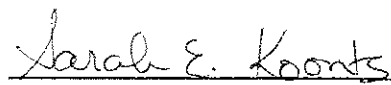
Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. These schedules supersede previous versions of these schedules and any localized amendments; they are to remain in effect from the date of approval until they are reviewed and updated.

² Ibid.

APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____



D. Reid Wilson, Secretary
Department of Natural and Cultural
Resources

County/Municipality: _____

Effective: October 1, 2021

EXECUTIVE SUMMARY

- ✓ Some records are covered by the *General Records Schedule: Local Government Agencies* and, therefore, are not listed separately here.
- ✓ According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy *any* record, no matter how insignificant.
- ✓ Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter" (from Society of American Archivists, *Dictionary of Archives Terminology*). Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."
- ✓ E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.
- ✓ The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices. The State Archives of North Carolina's online tutorials include topics such as records management and scanning guidelines.
- ✓ The State Archives of North Carolina creates security preservation record copies for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats. Agencies can request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.
- ✓ If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, we will ask you to complete a [Request for Disposal of Unscheduled Records](#) (page A-19) for records that are no longer being created.

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or Includes confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” (From Society of American Archivists, *Dictionary of Archives Terminology*). Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- Authority: governing the creation of records
- Confidentiality: limiting access to public records
- Retention: setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location.

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records.

SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

Sample records series title and description with cross-reference included

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page A-5.

RESOLUTION

INTRODUCED BY: Craig Honeycutt, County Manager

Date: 11/16/2021

SUBJECT AREA Economic Development

PRESENTED BY: Honeycutt

RESOLUTION: Authorizing Wayne County to file formal application for up to \$500,000 for Building Reuse for Project Berry

ACTION REQUESTED:

Authorizing Wayne County to file a formal application for the NC Rural Center Building Reuse Grant Program for up to \$500,000 for business expansion related to Project Berry.

HISTORY/BACKGROUND:

NC Rural Economic Development Center Inc. has authorized the awarding of grants from appropriated funds to aid eligible businesses in financing the costs of building renovations associated with an economic development project. Project Berry needs assistance in financing the renovations that may qualify for Rural Center funding.

EVALUATION:

Wayne County Board of Commissioners has previously indicated its desire to assist in economic development efforts within the county and wish to pursue formal application for Rural Center Building Reuse funding to benefit Project Berry and will invest a 5% match of the grant amount toward the proposed renovations toward the committed to the application. Wayne County certifies it will meet all statutory requirements of the program. The County Manager and designee, Mark Pope, are authorized to execute daily grant related documentation which includes the grant agreement, general correspondence between Wayne County and the proposed business and the funding agency. Any documentation, which reflects a change in the original scope of work and/or amendment related activities, must be brought before the Wayne County Commissioners for approval.

MANAGER'S RECOMMENDATION: X Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Wayne County Board of Commissioners, Authorizing Wayne County to file a formal application for the NC Rural Center Building Reuse Grant Program for up to \$500,000 for business expansion related to Project Berry

FUNDING SOURCE:

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

Wayne Aycock Jr.

Hardison

Barbara Aycock

Daughtery

Gurley

Foster

Williams

Wayne Aycock Jr., Chairman

11-16-2021

Date

ATTEST

11-16-2021

DATE

RESOLUTION

INTRODUCED BY: Craig Honeycutt, County Manager

Date: 11/16/2021

SUBJECT AREA Economic Development

PRESENTED BY: Honeycutt

RESOLUTION: Authorizing Wayne County to file formal application for up to \$500,000 for Building Reuse for Project KBTD

ACTION REQUESTED:

Authorizing Wayne County to file a formal application for the NC Rural Center Building Reuse Grant Program for up to \$500,000 for business expansion related to Project KBTD.

HISTORY/BACKGROUND:

NC Rural Economic Development Center Inc. has authorized the awarding of grants from appropriated funds to aid eligible businesses in financing the costs of building renovations associated with an economic development project. Project KBTD needs assistance in financing the renovations that may qualify for Rural Center funding.

EVALUATION:

Wayne County Board of Commissioners has previously indicated its desire to assist in economic development efforts within the county and wish to pursue formal application for Rural Center Building Reuse funding to benefit Project KBTD and will invest a 5% match of the grant amount toward the proposed renovations toward the committed to the application. Wayne County certifies it will meet all statutory requirements of the program. The County Manager and designee, Mark Pope, are authorized to execute daily grant related documentation which includes the grant agreement, general correspondence between Wayne County and the proposed business and the funding agency. Any documentation, which reflects a change in the original scope of work and/or amendment related activities, must be brought before the Wayne County Commissioners for approval.

MANAGER'S RECOMMENDATION: X Approve Deny

RESOLUTION: NOW THEREFORE BE IT RESOLVED:

by the Wayne County Board of Commissioners, Authorizing Wayne County to file a formal application for the NC Rural Center Building Reuse Grant Program for up to \$500,000 for business expansion related to Project KBTD

FUNDING SOURCE:

AMENDMENTS

MOVED:

SECOND:

APPROVED:

DENIED:

UNANIMOUS:

Wayne Aycock, Jr.

Hardison

Barbara Aycock

Daughtery

Foster

Gurley

Williams

Wayne Aycock Jr., Chairman

11-16-2021

Date

11-16-2021

ATTEST

DATE

Memorandum

To: Wayne County Board of Commissioners
From: Donna Phillips, Public Library Director
Date: November 4, 2021
Re: Memorandum of Understanding- Mobile Library Project

The purpose of this memorandum of understanding is to outline the funding sources, disbursement of monies, and terms for the purchase of a Sprinter Mobile Library from Matthews Specialty Vehicles. Funds for the vehicle will be from grant funds previously accepted, county funds previously allocated, and Wayne County Public Library Foundation Inc.

STATE OF NORTH CAROLINA

MEMORANDUM OF UNDERSTANDING

COUNTY OF WAYNE

THIS Memorandum of Understanding ("Agreement") made and entered into as of the 4th day of November, 2021 by COUNTY OF WAYNE ("County"), a body politic and corporate organized under the laws of the State of North Carolina whose address is PO Box 227, Goldsboro, NC 27533 and WAYNE COUNTY PUBLIC LIBRARY FOUNDATION, INC. ("Foundation"), a non-profit corporation organized under the laws of the State of North Carolina whose address is 1001 E. Ash Street, Goldsboro, NC 27530.

WITNESSETH

WHEREAS, the Foundation is a non-profit corporation which provides financial support to the Wayne County Public Library which is a department of the County; and

WHEREAS, the Foundation wishes to provide financial assistance to enable the County to purchase a bookmobile for use by the Wayne County Public Library as set forth herein; and

WHEREAS, the County is willing to accept the assistance as set forth herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein the parties hereto agree as follow:

- 1) Purpose. The Foundation agrees to provide funding to assist the County with the purchase of a Sprinter Van (the "Bookmobile") from Matthews Specialty Vehicles, Inc., a North Carolina corporation, ("Matthews") at a cost not to exceed \$191,675.00. A description of the Bookmobile and estimated cost is attached hereto and incorporated hereby reference as Exhibit A.
- 2) County Funding for Bookmobile Purchase: The County will provide a direct appropriation of \$16,675 from allocated county funding, \$50,000.00 funding from a LSTA grant and the proceeds from the sale of a surplus 2010 Chevrolet Ambulance VIN: 1GB9G5B67A1115244HAS (the total of the three sources of funds is hereinafter referred to as the "County Appropriation"). As of the date of this Agreement, the anticipated proceeds from the sale of the Chevrolet Ambulance are unknown.
- 3) Foundation Funding for Bookmobile Purchase: The Foundation will provide funding for the balance of the Bookmobile Purchase, up to \$125,000.00 (the "Foundation Appropriation"). The Foundation Appropriation shall be paid directly to the County in the form of reimbursement upon the Foundation's receipt of an invoice from the County.

- 4) Deposit for Bookmobile Order: At the time the Bookmobile is ordered, the County will disburse \$91,017.50 to Matthews, \$24,342.50 of which the Foundation shall reimburse the County.
- 5) Balance of Purchase Price: Simultaneously with the delivery of the Bookmobile to the County, the County will disburse the balance of the purchase price to Matthews. The Foundation will reimburse the County for this payment, but in no event shall the reimbursement exceed the sum of \$100,657.50.
- 6) Balance of County Appropriation: To the extent that the County Appropriation is not used for the Bookmobile purchase, it will be expended for books and equipment to be used on the Bookmobile.
- 7) Balance of Foundation Appropriation: To the extent that the Foundation Appropriation is not used for the Bookmobile purchase, it will be expended for books and equipment to be used on the Bookmobile.
- 8) Title to Bookmobile. The Bookmobile will be the property of, and titled in the name of, the County.
- 9) Bookmobile Logo. The County's logo will be displayed on the Bookmobile. In addition, a Foundation logo, as approved by the Foundation, will be prominently displayed on the Bookmobile.
- 10) Use as Bookmobile. The County will use the Bookmobile (and any replacement) as a bookmobile for ten years from the date of delivery.
- 11) Costs of Operation. During the ten year period from the date of delivery, the County will provide insurance, repairs and maintenance to the Bookmobile (and any replacement).
- 12) Replacement. During the ten year period from the date of delivery, if the Bookmobile is damaged to the extent that it cannot be repaired, the County will provide a replacement vehicle which is of equivalent value to the Bookmobile as it existed immediately prior to the damage.
- 13) Notices. Any notice required under this Agreement shall be deemed to have been sufficiently given for all purposes when made in writing and sent in the United States mail as certified or registered mail, return receipt requested, postage prepared and addressed as follows:

To County:
County of Wayne

Attn: County Manager
PO Box 227
Goldsboro, NC 27533

To Foundation:
Wayne County Public Library
Foundation, Inc.
Attn: Chair
1001 E. Ash Street
Goldsboro, NC 27534

- 14) Amendments. Either party may request changes to this Agreement. Any changes, modifications, revisions or amendments to this Agreement which are mutually agreed upon by and between the parties to this Agreement shall be incorporated by written instrument, and effective when executed and signed by all parties to this Agreement.
- 15) Applicable Law. This Agreement shall be governed and will be construed in accordance with the laws of the State of North Carolina. The parties agree that exclusive venue for all actions, relating in any manner to this Agreement will be in the General Court of Justice in Wayne County, North Carolina.
- 16) Entirety of Agreement. This Agreement constitutes and expresses the entire Agreement and understanding between the parties concerning the subject matter of this Agreement. This document, including exhibits, supersede all prior and contemporaneous discussion, promises, representations, Agreements, and understandings relative to the subject matter of this Contract.
- 17) Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- 18) Sovereign Immunity. County does not waive its sovereign immunity by entering into this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Agreement.
- 19) Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Agreement shall operate only between the parties to this Agreement, and shall inure solely to the benefit of the parties to this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement shall have any legal or equitable right to seek to enforce this Agreement, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this Agreement, or to bring an action for the breach of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

COUNTY OF WAYNE

WAYNE PUBLIC LIBRARY
FOUNDATION , INC.

By: _____
Craig Honeycutt, County Manager

By: _____
Mary H. Bartlett, Chair

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____
Wayne County Finance Director



EXHIBIT A

211 American Avenue Greensboro, North Carolina 27409
Toll Free: (877)905-4678 Local: (336)297-9600
www.MSVehicles.com

PROPOSAL ACCEPTANCE

Wayne County Public Library
Maegan Wilson, Assistant Director
1001 E. Ash Street Goldsboro, NC 27530
Phone: (919) 580-4014 Email: maegen.wilson@waynegov.com

HGACBuy Contract No: AM10-20

Item No: AM20PC01 MSV-CC-500, Sprinter Van.....	\$162,302.00
Specification Changes (see attached specs)	+\$18,733.00
Sub Total.....	\$181,035.00
HGAC Order Processing Charge.....	\$1,000.00
TOTAL.....	\$182,035.00

TERMS AND CONDITIONS:

1. Delivery to Goldsboro, NC and bumper-to-bumper training included
2. Our detailed proposal does not include taxes, tags, or fees
3. This proposal pricing is valid for 30-days
4. Payment terms are 50% down and balance due upon completion.
5. Vehicle estimated for completion 360+ days after the receipt of order.
6. Vehicle completion dependent on factors such as body/chassis availability, raw materials availability, and production scheduling. Vendor shall not be liable for delays resulting from circumstances or causes beyond their reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order, or requirement of any governmental agency or authority.
7. Vendor reserves the right, at its discretion, to change or modify specifications in accordance with best practice to then-current requirements under all applicable regulations for manufacturing, preparations, and processes.

CUSTOMER

Name: _____

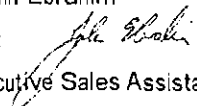
Signature: _____

Title: _____

Date: _____

MATTHEWS SPECIALTY VEHICLES

Name: John Ebrahim

Signature: 

Title: Executive Sales Assistant

Date: October 26, 2021



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SPECIFICATIONS

CHASSIS MANUFACTURER

Mercedes Benz Sprinter

CHASSIS TYPE/ MODEL

Model 3500 - 170WB EXT

MXCAE6 or approved equal

BASIC VEHICLE DIMENSIONS AND SPECIFICATIONS:

GVWR	11,030 lbs.
GCWR	15,250 lbs.
Vehicle Length	289.8 Inches
Vehicle Height	High Roof 106.8 Inches
Vehicle Width	79.7 Inches (Mirrors In)
Vehicle Width	95.5 Inches (Mirrors Out)
Rear Overhang	79.3 Inches
Cargo Width	38.5 Inches (In Wheelhouse)
Floor Width	70.1 Inches
Interior Height	77.8 Inches (Unfinished)
Ground Clearance	7.8 Inches
Wheelbase	170 Inches
Wheels	Dual Rear
Tires	LT215/85R16
Rim	5.5 X 16
Doors, Rear	Rear Doors, Opening to Sidewall, Windows
Color	White
Interior	Fabric Black/White Pattern

CONVERSION PACKAGE

AWNING

An electric awning shall be installed on the curbside of the vehicle. Fabric shall be standard gray/black.

CABINETY – CONSTRUCTION

The use of particle board or MDF for cabinetry and walls is unacceptable. (NO EXCEPTIONS) Additionally all wood products must be completely Formaldehyde-Free, non-toxic, LEED and CARB compliant. (NO EXCEPTIONS) A copy of the OSHA 8-h, PEL for Workplace from an independent testing agency proving compliance must be provided with the bid.

All interior cabinets shall be constructed using cabinet grade, hardwood veneer plywood. Plywood shall be constructed using cross-grain and long-grain Poplar and Fir core layers, sanded to ensure maximum smoothness.

Interior cabinetry **must** be constructed from pre-engineered components produced by a CNC router, with accuracy to design of $\pm .002"$. Component design files must be kept by the vendor for a minimum of 15 years to allow for identical field replacement should such become necessary. (NO EXCEPTIONS)

All exposed edges shall have a 3mm, hardened PVC edge band applied to ensure durability and superior



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aesthetical qualities. Banding shall be applied using AD-20, EVA Ethylene – Vinyl acetate based adhesive and using only machinery. Laminate edge banding will not be considered.

Storage cabinets will be constructed according to final floorplan.

Side-Swing Doors: All side-swing door assemblies must feature all metal, nickel plated hinge, with 110° opening angle and three-dimensional adjustment capability. Doors shall be gradual self-closing, adjusted to operate smoothly and gradually.

Upper Doors: Shall feature easy lift-up and silent self-closing door hardware, tool-less lever arms and doors capable of snapping into place and featuring three-dimensional cam adjustments for precise positioning and tension settings.

All latches shall be locking flush mounted Southco or approved equal.

Customer shall choose from manufacturer's selection of colors during preconstruction process.

CEILING

Ceiling, Headliner, Smooth, white FRP. Ceiling will be covered with 1/2" plywood then covered with .075" FRP panel. Ceiling will be covered with one continuous sheet and no seams will be allowed.

DELIVERY AND TRAINING

A trained driver shall deliver vehicle. Representative will train staff on vehicle, bumper to bumper. Staff members shall be trained to operate every component on bookmobile and train other staff, if necessary.

BODE DOOR

A 38" x 80" dual panel passenger/patron side door with step well, clear full-height glass, electric powered and outward opening shall be installed on the curbside of the vehicle. A manual emergency release and all operational switches for the door to be operational from outside as well as inside. A master dash switch will be provided to disable the exterior switch.

The step well at the lower entry surface shall be finished with rubber step treads.

Interior horizontal grab rail will be installed on the left side of the stepwell to aid in entry and egress of the mobile unit.

ELECTRICAL SYSTEM

AC Electrical System: Shall be a 120vAC system rated for anticipated conversion load, including a 120vAC distribution panel configured with UL listed circuit breakers with LED indicator lights.

System shall be wired using UL approved, tinned copper multi-stranded boat cable. All wiring shall be color-coded: black=hot, white=neutral and green=ground. Additionally, wiring shall be labeled with machine generated, self-laminating labels, listing circuit number and/or designation at all termination points. All wiring shall adhere to applicable NEC and FMVSS regulations.

Wiring shall be supported on 20" to 24" centers with insulated, non-conductive clamps. Wire bundles shall be tied with trimmed nylon ties. Extreme care shall be taken to prevent chafing, abrasion, and exposure to high heat. Wiring run in external areas shall be encased in conduit to further protect against damage.

A 4.5kw PTO generator will be installed utilizing an additional alternator connected to the vehicle engine. This will provide 120vAC power to the distribution panel, while the vehicle engine is running.



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- Two (2) interior duplex outlets shall be installed per the vehicle's final floor plan.
- One (1) exterior duplex outlet with weather resistant cover shall be installed per the vehicle's final floor plan.

DC Electrical System:

Shall be a 12vDC negative ground system rated for anticipated conversion load. System shall include 12vDC distribution panel(s) using ATC fuses & Type 3 manual reset circuit breakers.

All added circuits shall be protected from over current by circuit breakers & fuses rated for a minimum of 125% of anticipated load. Circuit breaker functions shall be clearly designated by printed labels. Wiring shall be labeled with machine-generated, self-laminating labels, listing circuit number and/or designation at all termination points.

Auxiliary battery system shall include one 12AH battery located in engine compartment under the hood. Charging system shall include automatic battery bank merging and isolation, to allow vehicle alternator to charge both starting & auxiliary batteries yet isolate the auxiliary battery when vehicle engine is not running, to prevent depletion of the starter battery.

Wiring Requirements:

All battery cabling shall utilize full-length cable runs sized to load; splices are not acceptable. Terminal ends shall be crimped with manufacturer recommended tooling and sealed using color-coded wrap.

All added wiring for 12VDC load runs shall be AWG 8, 10, 12, and 14, and conform to MIL-W-1678D type D. Wire terminals used shall conform to MIL-T-7928. Terminals shall be insulated with insulation grip, Type II, Class 2, and crimped with tooling recommended by manufacturer.

All wiring shall be supported on 20" to 24" centers and bundles shall be tied with trimmed nylon ties. Entire system shall be installed to modern US automotive standards using best practices available at time of installation. Plastic grommets and/or dielectric sealants shall be used to protect wiring and/or looms where they pass through sheet metal, bulkheads, or structural supports. Convoluted polyethylene tubing shall be used to protect against chafing and abrasion where required. Extreme care shall be exercised to provide for easy serviceability of the system in future years.

Extreme care shall be taken to avoid the engine manifold, engine exhaust, muffler, or any high-heat items that may subject the wiring to severe overheating during long periods of operation. These shall be the minimum acceptable wiring standards.

FLOOR COVERING

Commercial-grade PVC or Vinyl floor covering to cover floors and wheelwells. Customer will choose from manufacturer's selection of colors during preconstruction process.

FLOORPLAN

Custom floor plan designed and engineered using Computer Aided Drafting (CAD) technology. Floor plan will be provided on Size B paper and designed in 3/8" scale. (D size 1/4" scale also available).

GRAPHICS, FULL WRAP

Full wrap vinyl graphics package includes approximately full coverage both sides, front and back covered with vinyl graphics and lettering. Graphics will be 3M-vinyl wrap package and will cover all windows with a perforated see-through vinyl. The front cab area windows cannot be covered due to DOT regulations. The



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roof is not covered and shall remain OEM color.

HVAC

Air Conditioning:

One (1) 13,500 BTU roof mounted Coleman air conditioner, 110 volts. Roof sections shall be reinforced where air conditioner is to be mounted. A remote thermostat shall be installed to control AC Unit.

Heater:

One (1) 1,000-watt wall or ceiling heater with a remote thermostat shall be installed per the vehicle's final floor plan.

One (1) Kozy legs heater shall be installed under the workstation/desk.

INSULATION

Ceiling, sides and rear panels shall be insulated with custom fit insulation kit. It is manufactured 100% of backside surface adhesive not strips, for ease of installation without the mess and fuss of spray adhesives. Overall thickness is 3/8" +/- consisting of 2 closed cell sections laminated to an aluminum center foil to maintain shape and van skin contour. It has an R-value rating of 38-R at ambient external temperature of 80F. Reduces road noise, reduces exhaust harmonic, stops body panel vibration, eliminates mechanical noise, stops audio system vibration, and reduces radian and reflective heat.

INTERIOR LAYOUT

The interior will be laid out according to final floor plan and will include the following:

- Desk/Workstation located behind driver's seat
 - Driver's seat shall swivel to desk/workstation
 - Drawer
 - Countertop grommet for wire-management to duplex outlet below work surface
 - Upper cabinet for storage with undercabinet task lighting
- Wire Entry, Vehicle Control panel with ventilated storage cabinet below
 - Three-tiered clear literature rack
- Side panel
 - coat hook
- ACORE® Shelving
 - An aluminum shelving system shall be supplied and installed. Shelving components shall be powder coated after assembly where possible using coatings containing no lead or lead products. All components shall be constructed from superior grade lightweight materials and be built to withstand the unique stresses imposed by a mobile environment. All shelving running along the sidewalls of the vehicle shall tilt back 15 degrees.
 - Shelving is anticipated to be a combination of 7" and 9" depths.
 - Four (4) single sided cart shall be provided with book cart wall security device
- L-Track recessed in floor with (2) 12' straps per the vehicle's final layout.

LEVELING SYSTEM

Quadra heavy-duty fully automatic one-touch leveling system. The system shall use two-way straight acting jacks. Individual power units are attached to each individual jack.

LIGHTING, INTERIOR

12-volt 6" LED light fixtures shall be installed throughout vehicle.

12-volt 4" LED undercabinet task lights shall be installed.



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Location of lights shall be determined during preconstruction process.

LIGHTING, EXTERIOR

One (1) LED scene lights shall be installed.

Location of lights shall be determined during preconstruction process.

PAINT

Vehicle comes with factory color base white.

SAFETY/SECURITY

One (1) carbon monoxide detector

One (1) smoke detector

One (1) 5 lb. fire extinguisher

One (1) first aid kit

One (1) set of triangle flares

Audible alarm system with door sensors

SHORELINE CORD

30-amp heavy-duty rubber covered 120-volt, 25ft. shoreline cord with Hubbel Twistlock inlet. Shorecord inlet shall be located on the rear driver's side of the mobile unit. An interior shorecord hook shall be included.

WALLS

½" cabinet grade plywood finished with Natural wood maple or oak finish.

WHEELCHAIR LIFT

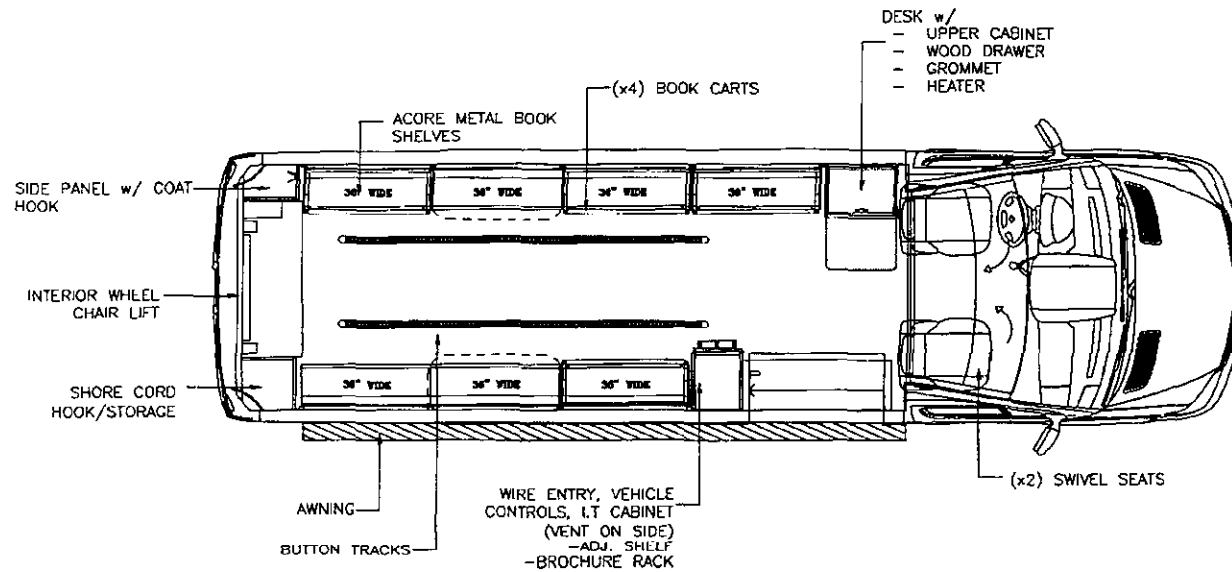
Braun interior lift shall be installed at rear doors.

WIFI PACKAGE, BR1

The following wireless equipment (or approved equal) installed according to final floorplan:

Wi-Fi:

- Peplink MAX BR1 Mini LTEA (Americas/EMEA)
- Wilson 556249 Signal 4G Repeater Kit AKA Weboost
- Mobile Mark LT401-CCJC-W240 Multi-band MIMO-LTE/Wi-Fi/GPS Antenna
- One (1) CAT 6 outlet shall be installed at desk and terminate to a central patch panel in the ventilated IT cabinet



NOTES
 -WIFI PACKAGE
 -FULL WARP GRAPHIC PACKAGE

PRELIMINARY CONCEPT DRAWING
 THIS DRAWING IS FOR QUOTE PURPOSES ONLY.
 ENGINEERING INTERVENTION IS NECESSARY FOR
 FINAL LAYOUT BEFORE PRODUCTION BEGINS.

PLAN VIEW

- ☐ Approved as drawn with NO changes
☐ Approved as drawn with noted changes

Signature _____ Date _____

WAYNE COUNTY PUBLIC LIBRARY



2311 AMHERST AVE.
 GLENVIEW, IL 60040
 847-977-5000
 WWW.MATTHEWSV.COM

SHELL:
SPRINTER

REQUESTED BY:
J. EBRAHIM

REVISION:

DRAWING NUMBER:
BID DRAWING

DATE:

SCALE:

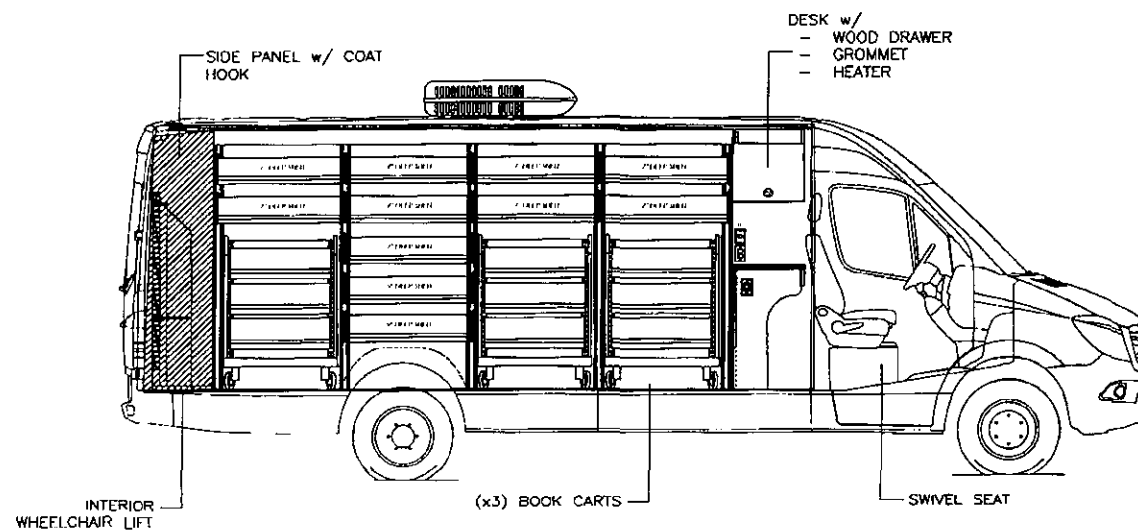
REVISION DATE:

10/22/2021
 3/8" = 1' 0"

PROPRIETARY DRAWINGS
 THE VEHICLE DEPICTED FOR CONSTRUCTION IN THESE
 DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY
 VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

Sheet:

1



PRELIMINARY CONCEPT DRAWING
THIS DRAWING IS FOR QUOTE PURPOSES ONLY.
ENGINEERING INTERVENTION IS NECESSARY FOR
FINAL LAYOUT BEFORE PRODUCTION BEGINS.

DRIVER INTERIOR VIEW

- ☐ Approved as drawn with NO changes
☐ Approved as drawn with noted changes

Signature _____

Date _____

WAYNE COUNTY PUBLIC LIBRARY



MATTHEWS
SPECIALTY VEHICLES

211 SHILOH AVENUE
GREENSBORO, NC 27409
800-451-4678
www.matthews.com

VEHICLE:
SPRINTER

REQUESTED BY:
J. EBRAHIM

DATE:
10/22/2021

DRAWING NUMBER:
BID DRAWING

SCALE:
3/8" = 1' 0"

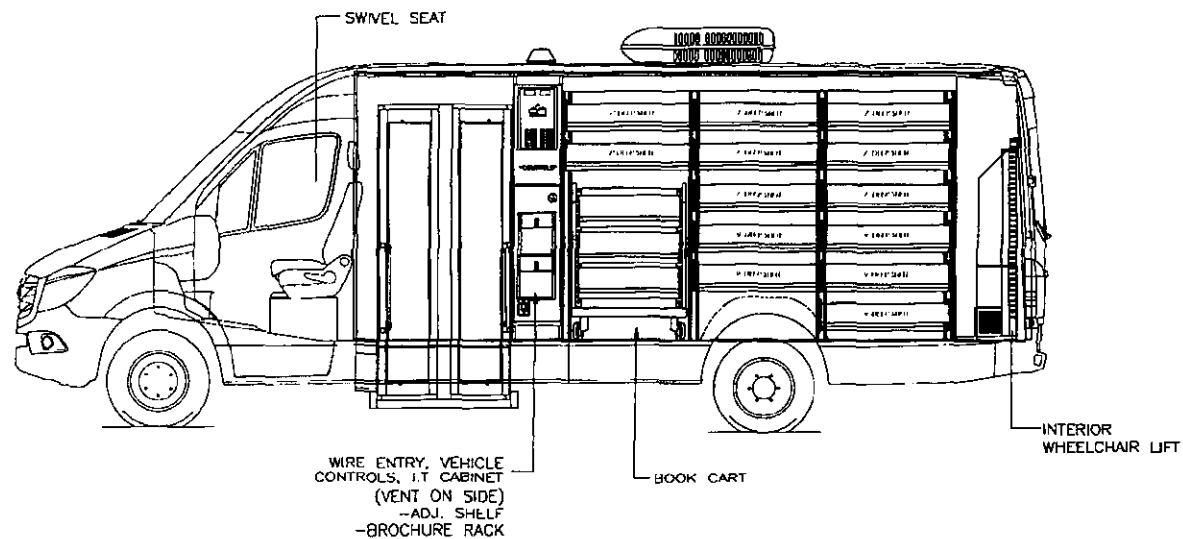
REVISIONS:

REVISION DATE:

PROPRIETARY DRAWINGS
THE VEHICLE DEPICTED FOR CONSTRUCTION IN THESE
DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY
VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.

Sheet:

2



PRELIMINARY CONCEPT DRAWING
THIS DRAWING IS FOR QUOTE PURPOSES ONLY.
ENGINEERING INTERVENTION IS NECESSARY FOR
FINAL LAYOUT BEFORE PRODUCTION BEGINS.

PASSENGER INTERIOR VIEW

- ☐ Approved as drawn with NO changes
☐ Approved as drawn with noted changes

Signature _____ Date _____

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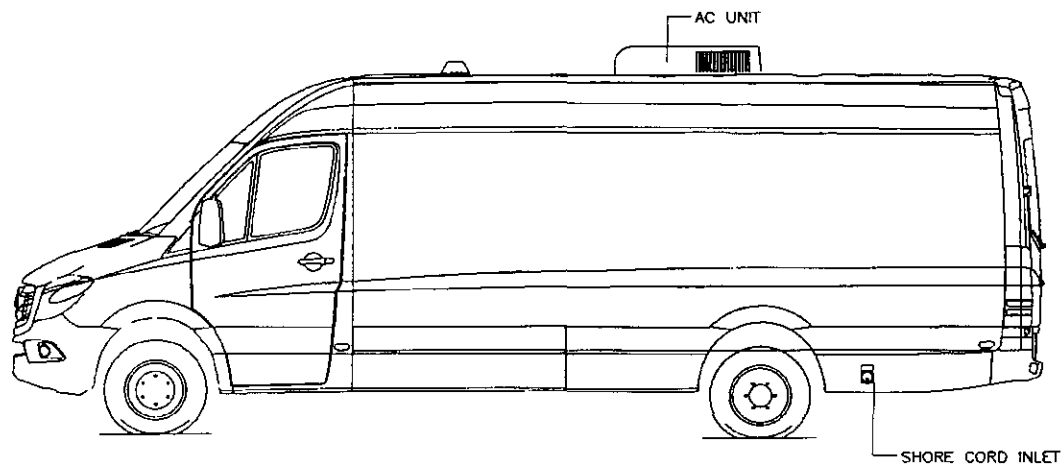


411 AMERICAN AVE.
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919-777-1015-40176
www.matthewsvehicles.com

MODEL: SPRINTER	DRAWING NUMBER: BID DRAWING
REQUESTED BY: J. EBRAHIM	DATE: 10/22/2021
REVISION:	SCALE: 3/8" = 1' 0"
PERSON DATE:	
PROPRIETARY DRAWINGS THE VEHICLE DEPICTED FOR CONSTRUCTION IN THESE DRAWINGS IS THE PROPERTY OF MATTHEWS SPECIALTY VEHICLES AND NOT TO BE USED FOR ANY OTHER CONSTRUCTION.	

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PRELIMINARY CONCEPT DRAWING
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DRIVER EXTERIOR VIEW

- ☐ Approved as drawn with NO changes
☐ Approved as drawn with noted changes

Signature _____ Date _____

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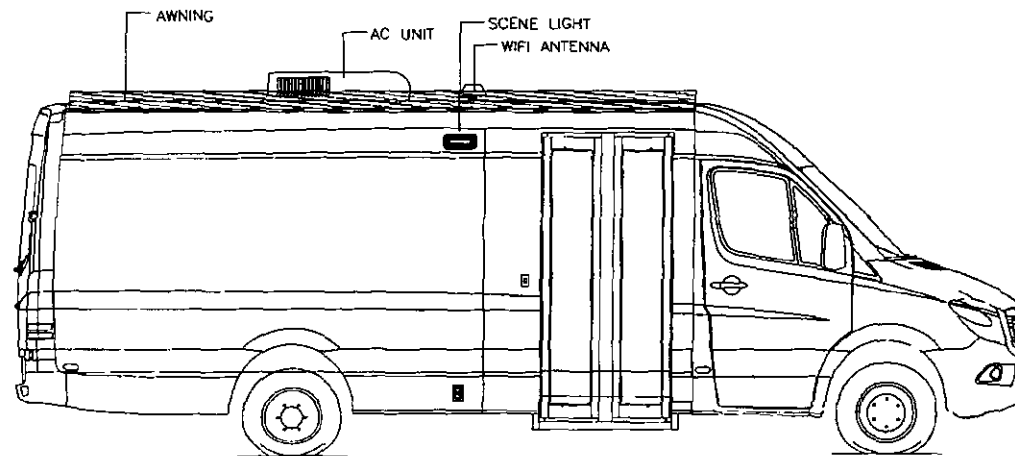
VEHICLE:
SPRINTER
DESIGNED BY:
J. EBRAHIM
DATE:
10/22/2021

DRAWING NUMBER:
BID DRAWING
SCALE:
3/8" = 1' 0"

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PASSENGER EXTERIOR VIEW

- ☐ Approved as drawn with NO changes
☐ Approved as drawn with noted changes

Signature _____ Date _____

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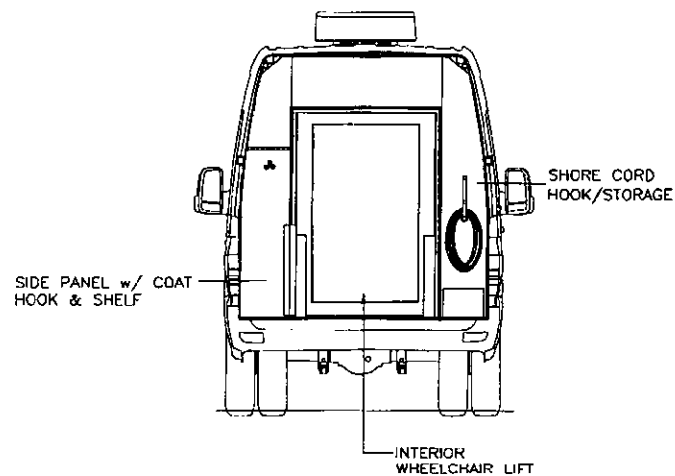
VEHICLE:
SPRINTER
DESIGNED BY:
J. EBRAHIM
DATE:
10/22/2021
REVISION:

DRAWING NUMBER:
BID DRAWING
SCALE:
3/8" = 1' 0"
REVISION DATE:

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PRELIMINARY CONCEPT DRAWING
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DETAILED VIEW

- ☐ Approved as drawn with NO changes
☐ Approved as drawn with noted changes

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SHELL: SPRINTER		DRAWING NUMBER: BID DRAWING	
REQUESTED BY: J. EBRAHIM	DATE: 10/22/2021	SCALE: 3/8" = 1' 0"	REVISION DATE:
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