



**Wendell Town Board of Commissioners
Board Room
15 E. Fourth Street, Wendell, NC 27591
Town Board Meeting Agenda
Monday, March 25, 2019 @ 7:00 PM**

CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Caroline West, 5th grade student at Wendell Magnet Elementary School.
- Invocation by Wendell Council of Churches

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

2. PUBLIC COMMENT PERIOD *[one-hour time limit in total]*

The Public Comment Period is your opportunity to share comments with the Town Board on any topic as long as it is not an item scheduled for public hearing. During Public Comment, the Town Board receives comments and refrains from speaking.

Thanks to everyone in the audience for respecting the business meeting by abstaining from speaking from the audience, applauding speakers, or other actions that distract from the meeting.

Anyone wanting to speak during Public Comment Period should do the following:

- *Sign up prior to the beginning of the meeting. The sign-up period will begin 20 minutes prior to the start of the meeting and will end when the meeting begins.*
- *When the Public Comment Period is announced, come to the podium and state your name and address for the record.*
- *Be concise and limit your comments to three minutes or less. Designate a spokesperson for large groups. Direct comments to the full Town Board and not to an individual Town Board member.*

3. CONSENT AGENDA

The Board of Commissioners uses a Consent Agenda to act on non-controversial items unanimously recommended for approval or have been discussed at previous meetings. The Consent Agenda is acted upon by one motion and vote of the Board. Any individual board member may pull items from the Consent Agenda for further discussion. Items pulled will be handled with the "OTHER BUSINESS" agenda topic.

- 3a. Approval of updated finance policies.
- 3b. Certifying sufficiency and setting public hearing date for a non-contiguous annexation petition for 11.67 acres [11.21 for parcel and .46 for r-o-w] of property

located at 0 Wendell Blvd and identified by PIN Number 1784-17-7071.

- 3c. Approval of 2019 General Schedule for Local Records and Standard 7 as provided by the North Carolina Department of Natural and Cultural Resources.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Wendell Magnet Elementary School teacher: Jeanne Winegar
Speaker: Mayor Virginia Gray
- 4b. Presentation by the East Wake Education Foundation.
Speaker: Executive Director Shannon White
- 4c. Introduction of new Town of Wendell employee: Police Officer Matthew Taylor.
Speaker: Police Chief Bill Carter
- 4d. Introduction of new Town of Wendell employee: Jeannine Ngwira
Speaker: Planning Director David Bergmark.
- 4e. Presentation of Law Enforcement Accreditation.
Speaker: Police Chief Bill Carter.


5. PUBLIC HEARINGS

No public hearings scheduled.

6. ADMINISTRATIVE ITEMS

- 6a. Request for waiver of community center rental fee by the Wendell Council of Churches.
Speaker: Parks & Recreation Director Jeff Polaski
- 6b. Discussion to receive policy direction on short-term rentals.
Speaker: Planning Director David Bergmark
- 6c. Request for replacement of police vehicles.
Speaker: Police Chief Bill Carter

7. OTHER BUSINESS (any item pulled from the CONSENT AGENDA [item 3 on this agenda] will be discussed during this portion of the agenda)

- 7a. Update on board committee(s) by Town board members:
 Technical Review Committee [TRC] [Commissioner Carroll]
 Capital Area Metropolitan Planning Organization [CAMPO] [Mayor Gray]

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

10a. Closed session will be called to discuss employment [NC GS 143-318.11 (a) (5)].

11. ADJOURN

Item Title:

Approval of updated finance policies.

Report to the Board of Commissioners:

Monday, March 25, 2019 - Adoption

Monday, March 11, 2019 - Presentation

Specific Action Requested:

Approval of updated finance policies.

Item Summary:

Staff provided a brief presentation on proposed updates and additions to the *Town of Wendell Financial Goals & Policies* (Policy 107) at the Monday, March 11, 2019 meeting. The policy was last amended in March 13, 2017 and May 26, 2009. The updates will clarify existing policy and provide additional guidance based on Government Finance Officers Association (GFOA) best practices. All proposed policies remain consistent with the Local Government Budget and Fiscal Control Act.

Attachment A is the updated *Town of Wendell Financial Goals & Policies* and includes the amendments as presented at the Monday, March 11, 2019, Board meeting.

Attachments:

A. *Town of Wendell Financial Goals & Policies*

Effective Date: 3/25/2019
Supersede Date: 3/13/2017
Policy Number: 107



The Town of Wendell has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely, and to plan the adequate funding of services desired by the public, including the provision and maintenance of public facilities. The desires of the public in the provision of public services are imperative, and it is the role of the Board of Commissioners to communicate the public's desires.

The town needs to ensure that it is capable of adequately funding and providing those government services desired by the community. To that end and while remaining in compliance with the Local Government Budget and Fiscal Control Act, the Town will follow the Generally Accepted Accounting Principles (GAAP) and budgetary guidance from the Government Finance Officers Association (GFOA).

The financial goals and policy statements set forth in this section are intended to establish guidelines for the continued financial strength and stability of the Town of Wendell and to maintain public trust and confidence by utilizing resources in the most efficient manner possible.

FINANCIAL GOALS

Financial goals are broad, fairly timeless statements of the financial position the town seeks to attain. The financial goals for the Town of Wendell focus on the following areas:

1. Accountability
2. Budget
3. Fund Balance and Reserves
4. Cash Management
5. Capital Improvement Plan
6. Tax Rate and Fees
7. Debt Management
8. Asset Replacement Schedule

1. Accountability

Goal: The town will insure the legal use of public assets through an effective system of internal controls.

- The town will strive to establish the lowest reasonable tax rate for its citizens without compromising the quality of municipal services.
- The town will maintain a budgetary control system to ensure compliance with the approved budget and will maintain adequate internal controls to safeguard public assets.
- Expenditures will be monitored through the accounting system with monthly reports to assure budgetary compliance.
- Reports demonstrating the status of financial activity and results (including an annual independent audit) will be prepared on a timely basis and in compliance with Generally Accepted Accounting Procedures (GAAP).
- The Town will prepare and submit a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA).

2. Budget

Goal: A comprehensive annual budget will be adopted after careful consideration of public needs, their input, and availability of funding.

- During the budget development process, the town will strive to maintain the tax rate and fees at the lowest possible rate.
- During the budget development process, the town staff will strive to show and explain where areas of increased needs exist.
- After a thorough budget process, an annual comprehensive budget will be adopted by ordinance. A detailed budget document disclosing all anticipated revenues and authorized appropriations for operating and capital expenditures will be prepared and published. The budget will establish the level of services to be provided by each department with anticipated revenues and available resources.
- Where possible, grants or contributions of capital will be identified for proposed town expenditures. When grants are undertaken, the town will strive to be mindful of the long-term requirements and commitments involved in acceptance of such grants.
- If the presented balanced budget includes a tax rate increase, staff must also present a balanced budget showing a tax rate decrease in the same amount of the tax rate increase.

3. Fund Balance and Reserves

Goal: The Town will strive to maintain a General Fund fund balance of 40%.

- The purpose of the fund balance will be to provide sufficient operating reserves (working capital) to manage monthly and daily cash flow variability, as well as adequate liquidity to provide for limited interruptions in revenues (natural disasters, unexpected loss of revenue source, etc.).
- The budgetary fund balance reserve will be calculated using the percentage of the last audited fund balance and the proposed operations and maintenance budget. The fund balance represents only the unassigned fund balance and not the full GAAP fund balance. The operations and maintenance budget does not include capital expenditures for the calculation.
- Contingency and reserve funds will be available for use in the event of emergency and/or unforeseen events.
- Cash balances in excess of the amount required to maintain strategic reserves can be used, with approval from the Board of Commissioners, to fund one-time or non-recurring costs. Preference will be given to uses that reduce ongoing expenses (for example - early retirement of debt or the reduction of debt necessary to complete a significant capital project).
- It is the intent of the Town to replenish fund balance reserves in an expedient manner if conditions necessitate expenditure below the 40% policy level. The Town will restore the balance using any combination of end of year balances, reduced capital expenditures, or direct appropriation of revenues. The restoration of the fund balance will be done in a manner that maintains the structural balance of the whole budget.

4. Cash Management

Goal: The town's cash management policy will promote responsible, efficient and legal use of public funds and will optimize the management and earnings on the public funds.

- *Central Depository* – The town will maintain an interest-bearing account as its official central depository, as approved by the Board of Commissioners. The town also shall maintain a checking account for disbursements. Other accounts can be maintained as is necessary, with board approval.
- *Banking Relations* – To ensure the lowest fees, best services, and highest rates of interest, the town's banking services will be continuously monitored and reviewed. No more than every five years, the town will review banking services to get the

most competitive services and rates available and a recommendation for services will be submitted to the Board of Commissioners for approval.

5. Capital Improvement Plan

Goal: The Capital Improvement Plan will be comprehensive and updated every year.

- The town will update a Capital Improvements Plan (CIP) every year and provide a copy to the Town Board. This plan will be a long-range plan that will forecast facility needs and requirements town-wide for each of the next five years.
- In the CIP, staff will attempt to forecast projected revenues and resources required to finance the capital improvement plans to ensure that the plan represents projects that can be realistically funded by the Town.
- The CIP will be established in collaboration with Town departments and provide for public input in the Budget process.
- In addition to facilities, the plan will include projections for equipment requirements valued in excess of \$10,000.
- Long-term borrowing will be confined to significant capital improvements (or similar projects) that have an extended life and to instances when it is not practicable to provide financing from the current revenues. All other available and appropriate sources of financing will be exhausted before long term borrowing is pursued.

6. Tax Rate and Fees

Goal: The town will establish a responsible tax rate and schedule of fees and will strive for public transparency in the establishment of these taxes and fees.

- The town will strive to maintain the tax rate and fees at the lowest possible level to provide the level of services established by the Commission in the annual Budget.
- The town will strive to educate the public concerning the fact that the Town of Wendell is the only town in Wake County that does not provide municipal fire service and for which fire service is provided through a county fire district and a county fire district tax.
- Whenever possible, fees will be established at rates that allow those using / benefitting from public services to pay for those services.
- The tax rates and fee schedule will be reviewed annually as part of the budget development process.

7. Debt Management

Goal: The Town will use a balanced approach to funding capital improvements, projects, and vehicle and/or equipment needs.

- The balanced approach will consist of various funding options to include utilizing debt financing, draws on fund balances in excess of policy targets, and current year (pay-as-you-go) appropriations.
- The general fund debt as a percentage of total assessed value of taxable property should not exceed 2.5%.
- The ratio of debt service expenditures as a percentage of total general fund expenditures should not exceed 15% with an aggregate ten-year principal payout ratio target of 55% or better.

8. Asset Replacement Schedule

Goal: The Town will set forth an outline/criteria for the replacement of Town owned vehicles and equipment in order to ensure that replacement is in the most efficient and cost effective manner.

- The criteria chart (see attached) takes into account age, mileage, condition, services, reliability, and maintenance costs to serves as the general indicator for initiating vehicles and equipment replacement.
- Each vehicle and piece of equipment accumulates points using the criteria chart. Once all points have been totaled for each vehicle and piece of equipment, a replacement rating will be assigned (Good, Poor, and Priority). The criteria chart (see attached) will provide descriptions of the replacement rating.

ADOPTED this the 25th day of March 2019.

Virginia R. Gray, Mayor

Attest:

Sherry L. Scoggins, Town Clerk

Item Title:

Receive the Clerk's certificate of sufficiency of a non-contiguous annexation for 11.67 acres [11.21 for parcel and .46 for r-o-w] located on Wendell Boulevard behind Knott Square Shopping Center and schedule the Public Hearing.

Report to the Board of Commissioners:

March 25, 2019

March 11, 2019

Specific Action Requested:

- That the Board of Commissioners receives the Clerk's certificate of sufficiency and schedule the public hearing for this petition for Monday, April 8th by adopting the attached resolution.

Item Summary:

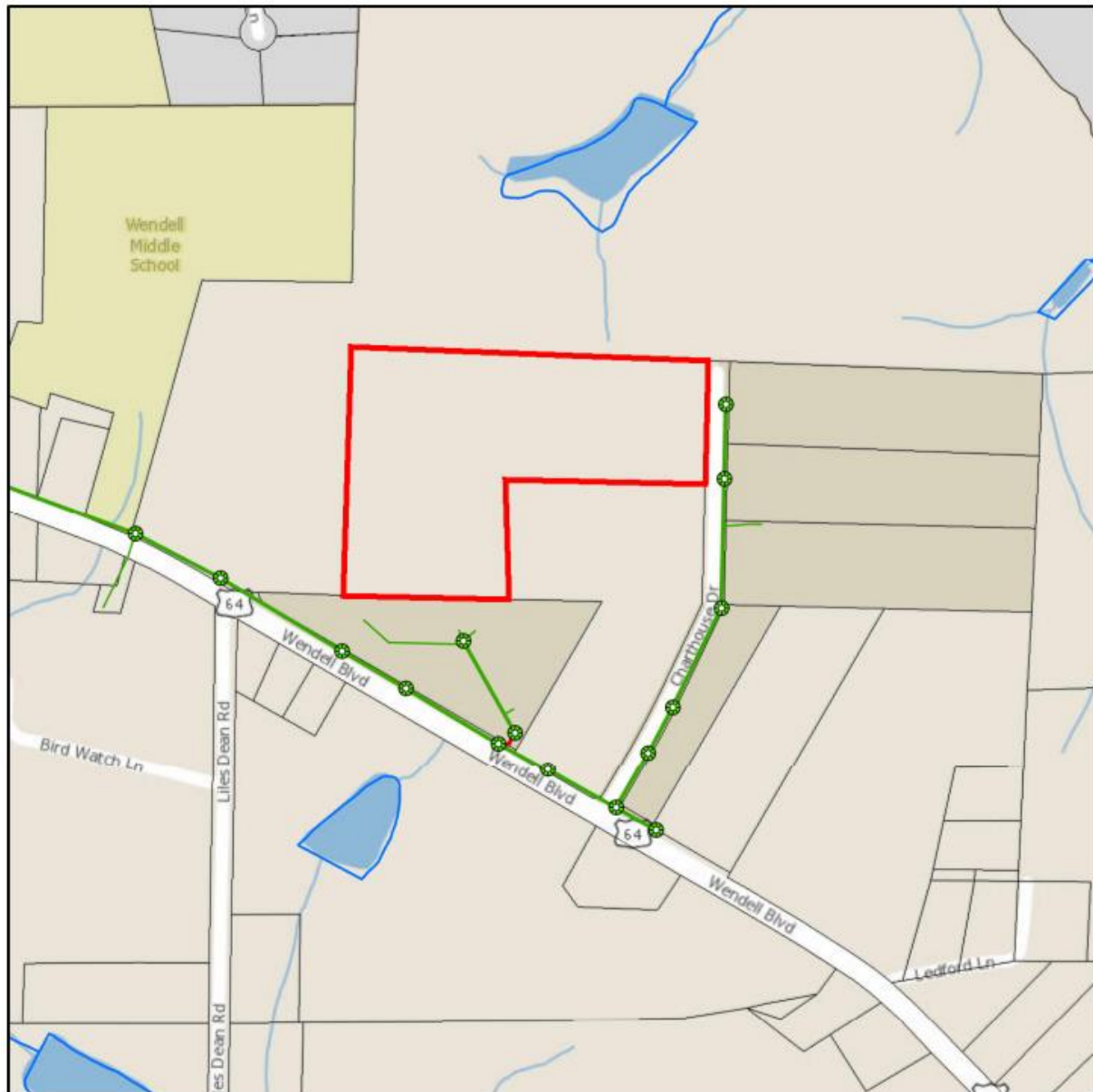
Berridge Properties Inc. has submitted an annexation request for 11.67 acres [11.21 for parcel and .46 for r-o-w] of property located behind Knott Square identified by PIN Number 1784-17-7071. The owner has submitted construction plans to develop a new manufacturing facility at this location, but in order gain access to needed utilities, annexation is required. This request is for land which is adjacent to an existing satellite annexation area (Knott Square) but is still considered non-contiguous.

The Town Clerk has certified the petition's sufficiency. A resolution setting the date of the public hearing for April 8, 2019 is included for approval as Attachment B.

Zoning District:

The property is located within the Highway Commercial (CH) zoning district. The Town Board rezoned this property from Manufacturing and Industrial (M&I) to Highway Commercial in March of 2018 at the request of the same applicant. The proposed use is permitted in the CH zoning district.

Location Map:



Berridge Manufacturing Annexation Site



Attachments:

- A. Certificate of Sufficiency
- B. Resolution setting the date of the public hearing



TOWN OF WENDELL

NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

To the Town Board of the Town of Wendell, North Carolina:

I, Sherry L. Scoggins, Town Clerk, do hereby certify that I have investigated the petition attached hereto and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NC G.S. 160A-58.1.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 12th day of March 2019.

Sherry L. Scoggins, MMC
Town Clerk

DESCRIPTION/ADDRESS A-19-03:

0 Wendell Blvd [adj to Knott Sq S/C]; 11.67 acres [11.21 for parcel and .46 for r-o-w; non-contiguous; Parcel: 1784-17-7071



TOWN OF WENDELL

NORTH CAROLINA

**RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF
ANNEXATION PURSUANT TO NC GS 160A-58.2
RESOLUTION NO.: R-08-2019**

WHEREAS, a petition requesting annexation of the area described herein has been received;
and

WHEREAS, the Town Board has by resolution directed the Town Clerk to investigate the
sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Wendell, North
Carolina that:

SECTION 1. A public hearing on the question of annexation of the non-contiguous area
described herein will be held at the Wendell Town Hall, Board Room, at 7:00 p.m. on Monday,
April 8, 2019.

SECTION 2. The area proposed for annexation is for the following:

An 11.67 acre tract located off of Charthouse Drive and adjacent to Knott Square
Shopping Center addressed as 0 Wendell Blvd, PIN # 1784-17-7071 and is
available in Deed Book 17282, Pages 1246-1250, Wake County Registry.

SECTION 3. Notice of the public hearing shall be published once in The Zebulon Times, a
newspaper having general circulation in the Town of Wendell, at least ten days prior to the date of
the public hearing.

Duly resolved this 25th day of March 2019, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Sherry L. Scoggins, MMC
Town Clerk

DESCRIPTION/ADDRESS A-19-03: 0 Wendell Blvd [adj to Knott Sq S/C]; 11.67 acres [11.21 for
parcel and .46 for r-o-w; non-contiguous; Parcel: 1784-17-7071

Item Title:

Approval of 2019 General Schedule for Local Records and Standard 7 as provided by the North Carolina Department of Natural and Cultural Resources.

Board of Commissioners Meeting:

Monday, March 25, 2019

Specific Action Requested:

The Board of Commissioners is requested to approve the 2019 Records and Retention Schedule for local government and the agency policy for the retention of records in Standard 7: Public Relations Records.

Item Summary

On June 13, 2016 the Wendell Town Board of Commissioners approved the 2012 Records Retention and Disposition Schedule for local government. As the Town abides by the NC GS Chapters 121 and 132 for its records, the approval of the 2012 Records Retention and Disposition Schedule permits the Town to dispose of the records upon meeting the retention period and no longer have reference value.

Amendments to the 2012 Schedule were presented to the Town Board of Commissioners so that the Town would remain in compliance with Schedule.

The agency policy for disposition of Public Relations Records has been reviewed and updated to reflect those timeframes adopted by the Town Board of Commissioners at its September 25, 2017, Board meeting.

Attachments:

- A. 2019 Local Government Agencies General Records Retention and Disposition Schedule
- B. Standard 7: Public Relations Records
- C. Link to the 2019 Records Retention and Disposition Schedule for Local Government Agencies: https://files.nc.gov/dncr-archives/documents/files/2019_local_standards.pdf

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. 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. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, 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. ***Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.***

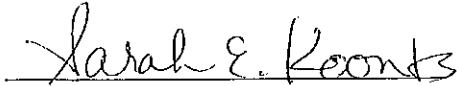
All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed 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.*"

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.

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 the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

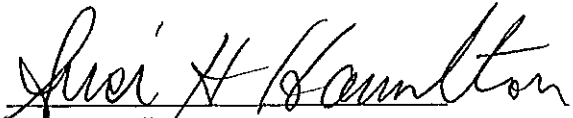
APPROVAL RECOMMENDED

Municipal/County Clerk or Manager
Title: _____


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Head of Governing Body
Title: _____


Susi H. Hamilton, Secretary
Department of Natural and Cultural
Resources

Municipality/County: _____

STANDARD 7: PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public relations programs operated by the agency.

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	AGENCY PUBLICATIONS Publications created at agency expense. Also includes correspondence and other related records regarding the design and creation of agency publications.	a) Retain in office records with historical value permanently. b) Destroy publications management records after 5 years. c) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after <u>1 year</u>	
2.	AUDIO-VISUAL RECORDINGS Recordings (including digital) and films produced by the agency. This does not include recordings of public meetings or security videos. See also AUDIO AND VIDEO RECORDINGS OF MEETINGS , page 2, item 7, and OFFICE SECURITY RECORDS , page 12, item 46.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after <u>7 days</u>	
3.	COMMUNITY AWARDS Records concerning awards by the agency recognizing community contributions.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends.† Agency Policy: Destroy in office after <u>3 years</u>	

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

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

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	CONFERENCES AND WORKSHOPS Records concerning conferences and workshops conducted by agency employees. Includes slides, charts, transparencies, handouts, and other related records used in presentations. See also TRAINING AND EDUCATIONAL RECORDS , page 63, item 42.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
5.	EDUCATIONAL MATERIALS Materials produced for usage by teachers or tour groups. Includes lesson plans, activities, and other related records.	Destroy in office when superseded or obsolete.	
6.	FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated. Includes records concerning solicitations requesting and donations providing money or in-kind donations for agency programs. Also includes invitations, registration materials, agendas, handouts, presentations, and programs. See also DONATIONS AND SOLICITATIONS , page 22, item 21.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
7.	INVITATIONS Invitations sent and received concerning agency and external functions.	Destroy in office after event occurs.	

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

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

STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	MEDIA FILE Reference copies of newspaper, magazine, and other media clippings concerning the agency, agency officials, and other topics of interest.	Destroy in office when reference value ends. [†] Agency Policy: Destroy in office after <u>1 year</u>	
9.	POPULAR ANNUAL FINANCE REPORT Comprehensive annual financial report (CAFR)	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
10.	PUBLIC HEARINGS Includes agendas, minutes, notices, speaker sign-up sheets, and similar documentation.	a) Retain in office minutes permanently. b) Destroy in office remaining records after 1 year.	
11.	PUBLIC RECORDS REQUESTS Formal requests submitted by persons seeking access to agency records along with documentation of agency response.	Destroy in office 2 years after resolution.* <i>Note: These disposition instructions apply only to the request, internal agency records related to searching for and preparing responsive records, and communication for response; the documents that are responsive to public records requests should be handled according to their respective disposition instructions. However, if the agency also retains separate copies of the documents that are responsive to public records requests, they may also be destroyed 2 years after completion of the request.</i>	
12.	PUBLICITY RECORDS Records concerning overall public relations of agency. Includes advertisements, announcements, correspondence (including e-mail), photographic materials, news and press releases, and other related records.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.*	

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

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

2019 LOCAL GOVERNMENT AGENCIES GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULE



STANDARD 7: PUBLIC RELATIONS RECORDS			
ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.	SOCIAL MEDIA	See APPENDIX (page 78) for guidance in handling social media.	
14.	SPEECHES Speeches made by agency officials.	a) Retain in office records with historical value permanently. b) Destroy in office remaining records when reference value ends. [†] Agency Policy: Destroy in office after <u>1 year</u>	
15.	WEBSITE (ELECTRONIC) Records created and maintained in paper and electronic formats concerning the creation and maintenance of the agency's presence on the World Wide Web. Includes correspondence (including e-mail), procedures, instructions, website designs, HTML/XHTML, or other web-based file formats, and other related records.	a) Capture website annually or whenever a major revision in design and/or content has taken place, whichever occurs first. Retain captured content in office permanently. Can be maintained as website snapshots or via Web crawler. b) Destroy in office remaining records when superseded or obsolete.	
	See also WEB MANAGEMENT AND OPERATIONS RECORDS: STRUCTURE, page 42, item 19.		

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

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

Item Title:

Recognition of Wendell Magnet Elementary School teacher: Jeanne Winegar.

Specific Action Requested:

Recognition.

Item Summary

Jeanne Winegar is a 1st Grade Instructional Assistant. Jeanne always goes above and beyond in all she does. She works hard to get things done in the two classrooms she primarily serves, and never hesitates to help in other areas when needed. Jeanne builds strong relationships with her students and is a positive role model in our building. She is truly one of the kindest people you'll ever meet, and Wendell Magnet Elementary is blessed that she is part of our school family!

Attachments:

None

Item Title:

Presentation by the East Wake Education Foundation.

Specific Action Requested:

Presentation by Executive Director Shannon White

Item Summary

At the October 22, 2018, Town Board meeting, Mayor Gray shared that the East Wake Education Foundation, EWEF, was the recipient of a Kaleidoscope Project grant. The EWEF closed in December 2018 so the facility could undergo improvements for its young patrons who are ages 5 and younger and their caregivers. The doors re-opened on March 11, 2019.

Executive Shannon White will provide an update on the improvements at EWEF.

Attachments:

None

Item Title:

Introduction of Master Officer Matthew David Taylor

Report to the Board of Commissioners:

Monday, March 25, 2019

Specific Action Requested:

- Introduction of Master Officer Matthew David Taylor

Item Summary:

Matthew Taylor is originally from Fayetteville, NC and is a graduate of Gray's Creek High School. Matthew completed Basic Law Enforcement Training (BLET) at Fayetteville Technical Community College in 2012.

Upon completion of BLET, Matthew was hired by the Wendell Police Department in August 2012 and began his law enforcement career as a patrol officer. Matthew embraced the Wendell community, quickly moved here and continues to call Wendell home. During his time with the Wendell Police Department, Matthew has utilized the Police Department's career development program and progressed to the rank of Master Officer. In 2014, Matthew was assigned to one of the two traffic officer positions within the Police Department. In that capacity he engages in an increased focus on traffic enforcement both in town and through the Wake County Traffic Taskforce which affords the Police Department the opportunity to participate in and take advantage of multi-agency initiatives such as speed campaigns and DWI checkpoints.

In August 2018, Matthew was hired by the Wake County Sheriff's Office as he sought to explore a wider variety of opportunities with a larger agency. After seven months, Matthew elected to return to the Wendell Police Department and the Town of Wendell as he saw it offering him a wider variety of opportunities on a daily basis. Matthew was sworn in on March 5, 2019.

Date: **March 25, 2019**

Item # 4d

Item Title:

Introduction of new Town of Wendell employee: Jeannine Ngwira

Board of Commissioner Meetings:

Monday, March 25, 2019

Specific Action Requested:

- Introduction of Planner I Jeannine Ngwira

Item Summary:

Jeannine Ngwira began her employment with the Town of Wendell as a Planner I on February 22, 2019. Prior to beginning work with the Town, Jeannine was employed by the Village of North Palm Beach in Florida, where she worked as a Planner. While with North Palm Beach, Jeannine managed planning casework including plan and permit review, preparing staff reports for public hearings, processing certificates of appropriateness, assisting citizens and contractors with planning and zoning issues, and managing site plan modifications.

Jeannine currently resides in a Raleigh apartment and is looking for a permanent home with her husband in the area. Prior to joining the planning profession, past mission-work and employment has caused her to live all over the world, including locations in Africa and South America. She graduated in May of 2018 from Florida Atlantic University with a Master of Urban and Regional Planning.

As Planner I for the Town of Wendell, Jeannine will assist the Town with zoning map and text amendments, special use requests, annexation petitions, variance requests, development review, and general research and zoning inquiries.

Please join the Planning Department in welcoming Jeannine Ngwira to the Town of Wendell.

Item Title:

Presentation of Law Enforcement Accreditation.

Report to the Board of Commissioners:

Monday, March 25, 2019

Specific Action Requested:

- Receive a report on the law enforcement accreditation process.

Item Summary:

Background:

The Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA®), was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations whose members represent approximately 80% of the law enforcement profession in the United States:

- International Association of Chiefs of Police (IACP)
- National Organization of Black Law Enforcement Executives (NOBLE)
- National Sheriffs' Association (NSA)
- Police Executive Research Forum (PERF)

CALEA operates as an independent, nonprofit 501(c)(3) corporation and is not a governmental entity. It is funded through the fees paid by the participating agencies. Participation in the process is voluntary. Fees paid by public safety agencies defray the Commission's major operating costs. The Commission's authority is derived solely from the voluntary participation of public safety agencies in the accreditation program.

CALEA began as a law enforcement only accreditation organization. Over time it recognized the need to expand into other areas of the public safety sector. It now maintains accreditation programs for law enforcement, communications, training academy and campus security.

In North Carolina there are ten agencies in the CALEA self-assessment phase of the law enforcement accreditation process, including Holly Springs Police Department. There are 58 agencies that currently hold a law enforcement accreditation through CALEA in North Carolina. The largest is the Charlotte-Mecklenburg Police Department with 2,400 members and the smallest is the Davidson Police Department with 18 members. Local neighboring agencies which have achieved law enforcement accreditation through CALEA include the police departments of Apex, Cary, Clayton, Garner, Knightdale, Morrisville, Raleigh, Smithfield and Wake Forest.

Purpose:

The purpose of the law enforcement accreditation process is to improve law enforcement service by creating a national body of standards developed by law enforcement professionals and to recognize professional achievements by establishing and administering an accreditation process through which a law enforcement agency can demonstrate that it meets those standards.

Commitment:

On February 11, 2019, the Town Board adopted its Strategic Plan with the purpose being “to provide for a process that aligns resources with commitment from Town organization leaders to bridge the gap between the assessed current conditions and envision community of the future”. One of the nine strategic initiatives under Goal 2 (Public Safety and Neighborhood Improvement) of this plan is to establish an action plan for the police department to achieve Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation and initiate policy review and development to implement accreditation through CALEA. The Town Board prioritized accreditation as a top priority policy at the Board Retreat in February 2019.

Benefits:

CALEA accreditation benefits law enforcement agencies and the communities they serve by instilling a management tool which promotes greater accountability within the agency, reduces risk and liability exposure, establishes stronger defense against lawsuits, increases support from local government officials and encourages increased community advocacy. Staff has provided a summary of the benefits in the attached infograph.

New citizens are moving into our community daily. These new members of the community, along with longtime residents expect government that is transparent, accountable and stout with integrity. To meet this expectation, law enforcement must be resilient and increase citizen engagement. As people and business consider Wendell home, residents will look at not only the crime rate, but the law enforcement philosophy adopted by the Town. By complying with the CALEA standards, the Police Department will create an environment in which staff can work with the community in a proactive manner to enhance understanding and cooperation from all viewpoints when issues arise.

Recruiting and retention of high caliber police officers is a tremendous challenge now. Ensuring that the agency develops policies and procedures which are based on best practices and consistently applied will help potential and existing police officers chart their futures with the Wendell Police Department. As Cheri Pickard -Akselsen, former Accreditation Manager of the Johns Creek Georgia Police Department was quoted in the attached “Benefits of Participation in CALEA Accreditation” infograph “Everyone needs a map to know where they are going and CALEA will be our road map to success.”

Former Henrico County Virginia Chief of Police Douglas A. Middleton may have summed up the law enforcement accreditation process the best in a perspective piece he wrote for CALEA:

“From my perspective as chief, accreditation holds the agency and its leadership team accountable to the citizens, as well as the men and women with their boots on

the ground, carrying out their duties at high risk within the community. It ensures that agency leaders hold themselves accountable for measuring up to a set of internationally accepted standards of performance. It requires that the entire leadership team values professionalism, officer safety, and proper respect for the personnel and those who reside in the community they serve.... Accreditation assures the community that their police department is committed to excellence, and that its leadership team recognizes their responsibility to the process of perpetual improvement.”

In that same article, his County Manager John Vithoulikas, commented on the value of achieving law enforcement accreditation by concluding with this statement: “It’s a picture of professionalism that makes a statement.”

Process:

Achieving and maintaining CALEA accreditation is a five-step process which begins with enrollment with CALEA and exposure to the 181 standards which must be met for Tier I CALEA accreditation. Staff has provided a “Quick Guide to Accreditation Pamphlet” which summarizes the steps.

The next step is self-assessment which is estimated by CALEA to take three years. In this phase, all policies and procedures must be reviewed and approved or amended to ensure they meet compliance with the applicable CALEA standards. In some cases, new policies and procedures may be needed at either the Police Department or at the Town level. The Police Department’s policies and procedures last received a comprehensive re-write in 2012 and the Town’s Personnel Policies were most recently amended in 2016 after a comprehensive revision in 2013. This is the most labor- intensive component of initial accreditation. In addition to the reviews, dedicated staff will need to attend mandatory training at a national CALEA conference and begin to generate proofs of compliance to the applicable CALEA Standards.

After self-assessment is complete, the agency will request a site-based assessment. In this phase, files showing compliance with all applicable standards will be reviewed by CALEA Assessors. The file reviews occur both through an off-site review and the site-based assessment conducted by the assessment team brought in by CALEA. Compliance is tested against the standards by comparing the Town and agency policies and procedures. Upon completion of the assessment, the CALEA Assessors will prepare a report for submission to CALEA which will be used in the Award Phase.

The Award Phase occurs at a CALEA Conference in which the findings are submitted to an accreditation hearing committee who will make a recommendation regarding accreditation of the agency. If recommended, a full commission vote is held, and accreditation is awarded, and the agency migrates to the fifth phase.

The fifth and final phase is reaccreditation which is an ongoing quality performance review of the agency. It includes the maintenance of information and statistical tables, submission of annual reports to CALEA and participate in web-based assessments for three years followed by a site-based assessment on the fourth year and a CALEA Commission Review.

Staffing and Cost:

The accreditation process is a time-consuming commitment particularly in its initial phases. Even in reaccreditation, the need to monitor processes requires a significant commitment of time and resources to ensure compliance is met. Agencies approach it from a variety of ways and either utilize specially assigned sworn officers or dedicate civilian staff. The latter seems to be the most compelling approach for agencies as they can save salary and equipment costs as well as take some collateral duties from sworn officers allowing them to focus on law enforcement duties. The staff commitment needed to achieve CALEA accreditation does not support a part-time person or use of existing sworn staff as this would adversely affect delivery of core services. A more prudent approach would be to hire a civilian employee to manage the process and take on other roles. Knightdale, by way of example, has an accreditation manager who also has additional responsibilities regarding grants, evidence and training. Multiple responsibilities along with educational requirements would support a more professional based position needed to support this initiative. The proposed staffing level and full year cost would be as follows:

Item	Minimum Cost	Maximum Cost
Salary - Non-sworn (Grade TBD)	\$37,809	\$47,865
Benefits	\$17,014	\$21,539
Equipment/License	\$3,000	\$3,000
Training	\$3,700	\$3,700
CALEA Fees Based on agency size Does not include year 3 on-site fee.	\$2,900	\$2,900
Software Fee (Minimum fee is limited access for CALEA Process. The higher figure provides essential document and training management tools for all police employees based on 22 employees)	\$450	\$4,750
TOTAL	\$64,873	\$83,104

Action Plan:

The Police Department is convening a committee to evaluate the process of accreditation and make recommendations regarding the course of action to achieve this recognition. Staff recommends posting the hiring ahead of signing the contract which would start the contract period. The primary role of the position would be that of accreditation manager however collateral duties would include grant management, training coordination and other administrative tasks as workload defines. This

timeline would allow the accreditation manger to become familiar with the Town and Police Department policies and procedures. Once the contract with CALEA is signed, the position would focus on the CALEA standards and the necessary actions to meet them as soon as possible.

Attachments:

- A. Benefits of Participation in CALEA Accreditation Infograph
- B. Quick Guide to Accreditation Pamphlet

BENEFITS OF PARTICIPATION IN CALEA ACCREDITATION

Agenda Item 4e Attachment A

CALEA
THE GOLD STANDARD IN PUBLIC SAFETY

INCREASED COMMUNITY ADVOCACY

Accreditation embodies the precepts of community-oriented policing. It creates a forum in which law enforcement agencies and citizens work together to prevent and control challenges confronting law enforcement and provides clear direction about community expectations.

“Citizens enjoy the fact that they are welcome to speak at any time. We’ve had some make suggestions on what we could do better. We’ve had others stand up and praise us for what we are doing in their communities or thank us for helping them out with a problem specific to their neighborhood.”

— Sergeant Charles M. Vance, II,
Accreditation Manager Metropolitan Nashville (TN) Police Department

INTEGRITY

TRANSPARENCY

ACCOUNTABILITY

STAUNCH SUPPORT FROM GOVERNMENT OFFICIALS

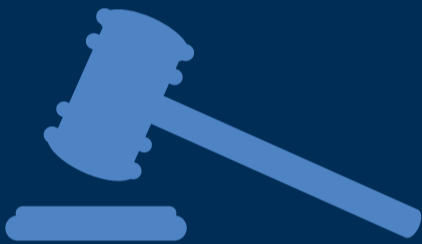


Accreditation provides objective evidence of an agency’s commitment to excellence in leadership, resource management, and service-delivery. Thus, government officials are more confident in the agency’s ability to operate efficiently and meet community needs.

“Henrico County strives to provide its citizens with the best quality of life possible. Similarly, we want those who visit here to feel safe and free to enjoy all the County has to offer. The accreditation of our Police Division is one of the ways we measure the success of the County in achieving these objectives. It’s a picture of professionalism that makes a statement.”

— County Manager John Vithoulkas,
CEO, County of Henrico, Virginia

STRONGER DEFENSE AGAINST CIVIL LAWSUITS



Accredited agencies are better able to defend themselves against civil lawsuits. Also, many agencies report a decline in legal actions against them, once they become accredited.

“Our dedication to adhere to the letter and spirit of the CALEA standards since 1986, saved the department from paying outrageous monetary damages to a convicted felon, turned plaintiff. This is just one more reason, the MCSO will continue to comply with the CALEA accreditation standards and encourage other agencies to follow in our footsteps.”

— Sheriff Phil Plummer,
Montgomery County Sheriff,
Dayton, Ohio

REDUCED RISK AND LIABILITY EXPOSURE

Many agencies report a reduction in their liability insurance costs and/or reimbursement of accreditation fees.



“Everyone needs a map to know where they are going and CALEA will be our road map to success.”

— Former Accreditation Manager
Cheri Pickard-Akselsen,
Johns Creek Police Department, Georgia

GREATER ACCOUNTABILITY WITHIN THE AGENCY



CALEA standards give the CEO a proven management system of written directives, sound training, clearly defined lines of authority, and routine reports that support decision-making and resource allocation.

“Prior to getting into the CALEA process we thought our general orders, policies and procedures provided proper guidance for our employees. Not so much as it turned out. CALEA brought us to the point of adhering to cutting edge contemporary best practices.”

— Retired Chief James Craze,
Greenbelt Police Department,
Maryland

For more information, contact your Regional Program Manager.

www.CALEA.org | CALEA@CALEA.org | 703.352.4225 | 13575 Heathcote Boulevard, Suite 320 | Gainesville, Virginia 20155

Accreditation Process Quick Guide

The CALEA 5-STEP Accreditation Process

We believe it's important for you to know what to expect, so we've put together this Quick Guide to provide an overview of the process. For a detailed description, please refer to the CALEA Guide to Successful Accreditation Management provided through PowerDMS™.

We suggest that your agency start by contacting the assigned Regional Program Manager (RPM) to discuss enrollment. Before enrolling, we recommend:

- Conversing with governing bodies and leadership for support and identifying financial or organizational issues
- Reviewing the agency's strengths, weaknesses, opportunities and threats (SWOT analysis)
- Planning for initial accreditation fees and continued financial support



Enrollment is your first step, and it's a simple one

- Contact RPM
- Access the enrollment section on the CALEA website to download forms
- Sign all enrollment forms and email to CALEA Staff

You'll have either 36 or 24 months to complete this step

- Develop relationship with RPM
- Create, modify written directive system
- Ensure practice and policy are working in concert
- Attend CALEA Conferences for accreditation PowerDMS™ training
- Identify key stakeholders
- Join an Accreditation Support Network
- Monitor standards for updates
- Generate proofs and include in accreditation files to verify compliance with standards
- Conduct initial informal review
- Contact RPM to schedule assessment

During this step, you'll prepare for a site-based assessment

- Coordinate with CALEA staff to prepare and submit agency information and assessment documentation
- Participate in remote web-based assessment of accreditation documentation
- Participate in site-based assessment
- Review assessment report provided to agency

If compliance requirements are achieved, the Commission awards accreditation

- Attend the Commission Review Committee Hearing and Awards Banquet at the next CALEA Conference
- Transition to the reaccreditation model
- Promote achievement to the community

Reaccreditation is an ongoing quality performance review of the agency

- Maintain agency information & statistical tables
 - Submit annual reports to CALEA
 - Participate in annual web-based assessment
- Also in the fourth year:
- Participate in site-based assessment

CONTINUOUS MAINTENANCE OF ACCREDITATION PROCESS

REACCREDITATION

the four-year review cycle



Item Title:

Request for waiver of community center rental fee by the Wendell Council of Churches.

Report to the Board of Commissioners:

Monday, March 25, 2019

Specific Action Requested:

Approve the fee waiver

Item Summary:

When a waiver of community center rental fee is submitted, the waiver request is for the rental of the entire Community Center. The waiver application is reviewed by the Parks and Recreation Commission and it makes a recommendation on the waiver. In turn, the recommendation is forwarded to the Wendell Town Board of Commissioners for action.

The Community Center is reserved when the non-refundable deposit of the cleaning fee is received. And, a certificate of liability naming the Town as an additional insured is to be received when paying the deposit. If applicable, payment of the staffing fees must be paid a minimum of 30 days prior to the event.

On behalf of the Wendell Council of Churches, Errol Briggerman is asking for the Community Center rental fees to be waived for the National Day of Prayer event on Thursday May 2, 2019. This event will be from 7:15pm till 8:30pm.

The requested fee waiver is: \$255 (3hrs x \$85.00). The Wendell Council of Churches would be responsible for the clean up fee of \$250 and the staffing fee of \$105 for a total of \$355.00.

On March 4, 2019, the Parks and Recreation Commission reviewed and voted unanimously in favor of waiver of the rental fee for this event.

Attachments:

- A. Waiver of Community Center Rental Fee Application



Feb. 7, 2019

Agenda Item 6a, Attachment A

Town of Wendell
Parks & Recreation

Waiver of Community Center Rental Fee Application
(Waiver request is for the rental of the entire Community Center.)

Applicant Information

Applicant Name: Errol Briggerman
Applicant Address: 14 Forest Ln Wendell, NC 27591
Street/Route City State Zip

Home Telephone # _____ Business Telephone # _____

Cell Phone # 562-677-6048 Fax # _____

Email Address: e1brigger@gmail.com

Name of Sponsoring Organization: Wendell Council of Churches

Organization Address: Wendell, NC 27591
Street/Route City State Zip

Organization Telephone # _____ Number of Organization Members: _____

Purpose of Organization: Community Outreach

Status of Organization Requesting Waiver

☒ Non-profit / Tax exempt [U.S.C. 501(C)(3)] Non-profit / Tax exempt # _____

☐ For Profit

☐ Government Agency:

☐ Federal

☐ State

☐ County

☐ Municipal

NOTE: Applications will be considered when a copy of the organization's IRS Determination Letter is attached.

Event Information

Name of Event: National Day of Prayer May 2, 2019

How will this event benefit the citizens of Wendell? This is a Community Outreach. This is a Community Opportunity for our Wendell families to come together and pray for our Nation

Purpose of Event and the types of activities during the Events:

It's a community outreach to bring our community together for the National Day of Prayer, which helps identify us as a Christian community

Agenda Item 6a, Attachment A

Event Date:	Thursday May 2, 2019
Set-up Time Begins	5:45pm
Time Event Begins:	7:15 pm
Time Event Ends:	8:15 to 8:30pm
Clean-up Time Ends:	1 hour or 9:30pm

Proposed Event is:	
<input type="checkbox"/> Charitable	<input type="checkbox"/> Social Welfare
<input type="checkbox"/> Public Health or Safety	<input type="checkbox"/> Youth Amateur Sports
<input type="checkbox"/> Gallery, Music, Literary, or Performance Arts	<input type="checkbox"/> Youth Development (e.g. Boy/Girl Scouts)
<input type="checkbox"/> Town of Wendell Co-Sponsored Event	<i>community outreach</i>

Is this Event open to the public? ☒ Yes ☐ No

Will there be a fee charged to participants? ☐ Yes ☒ No If yes, how much? _____

Anticipated Attendance: *100 to 150*

Expected Participants	Less than 250	250-500
No Alcohol	1 P&R supervisor	1 police officer & 2 P&R supervisors
~With Alcohol	1 police officer & 1 P&R supervisor	2 police officers & 2 P&R supervisors

~Code of Ordinance Section 14-21; Parks and Recreation Policies and Procedures

Will alcohol be served at this event?	Yes	<input checked="" type="radio"/> No
<p><input checked="" type="checkbox"/> If yes, contact the Alcoholic Beverage Control Commission at 400 East Tryon Road, Raleigh or call 919-770-0700 to secure a Special Occasion Permit.</p> <p><input checked="" type="checkbox"/> If yes, contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266 to obtain the required insurance.</p> <p><input checked="" type="checkbox"/> If yes <u>and</u> this is an outdoor event, contact the Town Manager at 15 East Fourth Street or call 919-365-4450 to have this request placed on the agenda for an upcoming board meeting for board action.</p> <p><input checked="" type="checkbox"/> If yes, police attendance is required.</p> <p><input checked="" type="checkbox"/> Code of Ordinance Section 14-21; Parks and Recreation Policies and Procedures</p>		
Will you need police (security) for this event?	Yes	<input checked="" type="radio"/> No
<p><input checked="" type="checkbox"/> If yes, contact the Wendell Police Department at 9 South Pine Street or call 919-365-4444 to arrange security and payment.</p> <p><input checked="" type="checkbox"/> Full payment is due without 48 hour notice of cancellation.</p>		
Will signs be requested to advertise the event?	Yes	<input checked="" type="radio"/> No
<p><input checked="" type="checkbox"/> If yes, contact the Wendell Planning Department at 15 East Fourth Street or call 919-365-4448 prior to placement of any signs or advertisements.</p> <p><input checked="" type="checkbox"/> How else will your event be advertised?</p>		

Will vendors be a part of your event?	Yes	<u>No</u>
---------------------------------------	-----	-----------

W Please indicate the number of vendors in each of the following types:

- ☐ Food: _____
- ☐ Merchandise: _____
- ☐ Amusement rides: _____
- ☐ Total number of vendors: _____

W **Food Vendors:** Contact the Wake County Environmental Services, Temporary Food Establishment at 336 Fayetteville Street in Raleigh or call 919-856-7419 to secure a Temporary Food Event Coordinators Application and to schedule an inspection. A copy of all food vendor applications must be on file with the Town of Wendell 30 days prior to the event.

W **Amusement Ride Vendors:** Contact the Department of Labor and Amusement Device Bureau at 11 Hillsborough Street in Raleigh or call 919-807-2770 to insure compliance and schedule an inspection. A copy of all inspection reports must be on file with the Town of Wendell thirty days prior to the event.

W **Merchandizing Vendors:** Contact the Wendell Parks and Recreation Department at 601 West Third Street or call 919-366-2266. A complete list of merchants and their wares must be on file with the department prior to the event.

Why are you requesting the Waiver of Rental Fees? We are non-Profit Church Organization. The Wendell Council of Churches are made up of 8 Local Churches in Wendell.

Parks and Recreation Commission

Action by the Wendell Parks and Recreation Commission at its March 4, 2019
(meeting date):

☒ Approved
☐ Denied

Wendell Town Board of Commissioners

Action by the Wendell Town Board of Commissioners at its _____
(meeting date):

_____ Approved
_____ Denied

Applicant Responsibilities

- W Waiver request is for the entire Community Center only.
- W Application must be on file 90 days prior to the date of the event.
 - o Parks and Recreation Commission review request and make a recommendation.
 - o Recommendation of the Parks and Recreation Commission is forwarded to the Wendell Town Board of Commissioners.
 - o Wendell Town Board of Commissioners will review the request and make decision.
- W Space is reserved when the non-refundable deposit of the cleaning fee is received.
- W Event coordinator must present a valid picture ID when submitting application.
- W Requests must be in writing for each occasion and are not automatically renewed.
- W Certificate of liability naming the Town of Wendell as an additional insured to be received when paying the deposit.
- W Payment for the staffing fees and/or dumpster fee must be paid a minimum of 30 days prior to the event, cash, certified check or money order.
- W If alcohol will be served, applicant must abide by the rules for the Wendell Community Center; and have all applicable Alcohol Beverage Control (ABC) permits on file with the Town of Wendell 30 days prior to the event.
- W If food trucks will be on site, all commercial food vendors must be approved by Wake County Environmental Services; and a copy of all food vendor applications must be on file with the Town of Wendell 30 days prior to the event.
- W If amusement rides will be on site, all rides must be inspected and approved by the Department of Labor and Amusement Device Bureau; and a copy of all inspection reports must be on file with the Town of Wendell 30 days prior to the event.
- W If merchandise will be sold, a listing of all vendors the ware for sell must be provided to the Parks and Recreation Department 30 days prior to the event.

Insurance Requirements and Affidavit of Event Coordinator

I understand that evidence of insurance is required before final approval. The event coordinator must provide a certificate of insurance which names the Town of Wendell as an additional insured for a minimum of one million in general liability insurance. Events that include alcohol will require an additional one million in liquor liability insurance and the policy will indemnify and hold harmless the Town of Wendell, its employees, and the Board of Commissioners. I also understand that as the event coordinator, I am responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

I certify that the information in this application is correct to the best of my knowledge. I understand that if the information is found to be incorrect or the event does not accurately represent what has been applied for that the Town of Wendell is authorized to amend the event, including closure of the event if warranted to protect the health, safety and welfare of the Town and its citizens and businesses. All programs and facilities of the Town of Wendell are open to all citizens regardless of race, sex, age, color, religion, national origin or limitation.

I understand the space is reserved when the non-refundable deposit of the cleaning fee is received in full by the Town of Wendell.

Ersol Briggerman
Name of the Event Coordinator

Ersol Briggerman
Signature of the Event Coordinator

2/7/2019
Date

Town of Wendell Staff Use Only

Date application received:	Received by:
Valid picture ID: Yes <input type="checkbox"/> No <input type="checkbox"/>	

All non-waived fees paid and all permits received by the Town of Wendell 30 days prior to the event.

Hourly rates are available in the Parks & Recreation Fee Schedule

Non-waived Fees					
	Number of staff	Hours	Amount	Cost	Account Code
Amount due for P&R staff			\$ 35.00	\$ -	
Amount due for police			\$ 35.00	\$ -	10-208-0000
Amount due for public works staff			\$ 30.00	\$ -	
Total Amount Due for Staffing				\$ -	
Amount due for dumpster				\$ -	
Amount due for clean up (based upon number of people in attendance)				\$ -	10-620-4600
Total Amount Due for Cleaning				\$ -	
Total Amount Due for Staffing and Cleaning				\$ -	
Waived Facility Fees					
		Hours	Amount	Cost	Account Code
Amount due for setup			\$ 20.00	\$ -	
Amount due for breakdown			\$ 20.00	\$ -	
Amount due for event				\$ -	
Total Amount Due for Facility Fees				\$ -	10-365-0200
Total Amount Due for Staffing and Cleaning				\$ -	
Total Amount Due for Facility Fees				\$ -	
Amount Waived				\$ -	
TOTAL Amount Due to the Town of Wendell				\$ -	

Payment Schedule					
	Amount Due	Amount Paid	Date Received:	Received by:	Receipt Number:
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				
Cash or Check [Check Number _____]	\$ -				

Item Title:

Discussion to receive policy direction on short-term rentals.

Report to the Board of Commissioners:

Monday, March 25, 2019

Specific Action Requested:

- The Board of Commissioners is asked to receive information on potential regulations on short-term rentals and provide direction to staff.
 - Any proposed changes to the UDO would require review and recommendation by the Planning Board, and a Public Hearing before the Board of Commissioners.

Item Summary:

In response to a recent citizen inquiry, staff has evaluated Wendell's current regulations which would apply to the operation of private residence short-term rentals such as Airbnb and Homeaway. Based on staff's analysis, there is no current use in the Town's UDO that sufficiently captures this use. Bed and Breakfast Inn represents the closest use contained within the UDO to an 'Airbnb'. The following is the definition of Bed and Breakfast Inn found in the UDO:

"Bed and Breakfast Inn means establishments primarily engaged in providing short-term lodging in facilities known as bed-and-breakfast inns. These establishments provide short-term lodging in private homes or small buildings converted for this purpose. Bed-and-breakfast inns are characterized by a highly personalized service and inclusion of a full breakfast in a room rate."

The 2018 Residential Building code similarly contains a definition for a 'Bed and Breakfast Home', as follows:

"(5a) 'Bed and breakfast home' means a business in a private home of not more than eight guest rooms that offers bed and breakfast accommodations for a period of less than one week and that meets all of the following criteria:

- a. Does not serve food or drink to the general public for pay.*
- b. Serves the breakfast meal, the lunch meal, the dinner meal, or a combination of all or some of these three meals, only to overnight guests of the home.*

- c. Includes the price of breakfast in the room rate. The price of additional meals served shall be listed as a separate charge on the overnight guest's bill rate at the conclusion of the overnight guest's stay.*
- d. Is the permanent residence of the owner or the manager of the business.”*

Under the building code, if the short-term rental use meets this definition, there are no requirements for any work or changes to be performed. They are still considered a residential use.

Based on Staff's interpretation of the UDO, unless a short-term rental provided on-site staff to supply a full breakfast and other personalized services, it would not be classified as a 'Bed and Breakfast Inn'. The intent of Airbnb is generally not to provide these types of services, but rather to offer more affordable accommodations without these types of perks.

The UDO also contains a use for a Rooming or Boarding House, which can include short-term accommodations, but this use also requires that it be a facility that provides "a number of related services including, but not limited to housekeeping, meals, and laundry services". Again, Airbnbs do not provide these services and would not fall under this use.

Thus, there is no current use that captures the Airbnb model. From a zoning perspective, any use not captured within the Town's Use Matrices table is de facto prohibited. If the Town desired to support the location of Airbnbs in Wendell, a zoning text amendment should be pursued to define and establish the use, and prescribe specific standards tied to said use.

Based on staff's preliminary research, many municipalities (such as Asheville and Raleigh) permit short-term rental of rooms within residential districts with certain restrictions, but not rental of an entire dwelling. In many cases, they may permit whole-house rentals within specific commercial or mixed-use districts, but not strictly residential districts. For those municipalities which do not permit whole-house short-term rentals, it is very likely that this use is still occurring within their jurisdiction. Those municipalities are either unaware of these activities, or are not actively pursuing enforcement. It is important to note that enforcement of regulations related to services such as Airbnb would be difficult, due to their often temporary nature.

Staff Comments:

It is staff's recommendation that the Town Board consider amending Wendell's regulations regarding Bed and Breakfast Inns. Based on the current language of the UDO, anyone would be permitted by right to operate a Bed and Breakfast Inn in any district except M&I. There are currently no zoning standards attached this use, beyond what is arguably incorporated into its definition (that breakfast be served). Building code would require the home to be the permanent residence of the owner or manager of the business, but otherwise it would permit any existing single family detached dwelling to operate as a Bed and Breakfast. The current regulations would permit essentially any home in any neighborhood to become a Bed and Breakfast Inn with virtually no requirements and no approval process.

While staff believes that a Bed and Breakfast Inn use in the correct context would benefit the Town, the current regulations could result in undesired consequences. Regulations could address things such as # of guests, lengths of stay, permitted locations, etc.

A revision to the Town's Bed and Breakfast Inn use would not necessarily address Airbnb, as these are intended to serve different purposes. If it is the Town's desire to permit other types of short-term rentals (beyond a Bed and Breakfast Inn), specific regulations should be created for these types of rentals as well. Example language from the City of Asheville and the City of Raleigh are provided in Attachment A.

Please note that the example language provided would permit short-term rental of rooms within residential districts, but not short-term rental of an entire dwelling. Asheville does permit short-term vacation rental of an entire dwelling elsewhere in its code, but only within specific commercially-oriented zoning districts.

Attachments:

- A. Example language from City of Raleigh and Asheville

Attachment A

City of Asheville

The City of Asheville has adopted regulations regarding a “Homestay” which is defined as a private, resident occupied dwelling unit, with up to two guest rooms where overnight lodging accommodations are provided to transients for compensation and where the use is subordinate and incidental to the main residential use of the building. A homestay is considered a “lodging” use under Asheville’s UDO.

The following are the regulations pertaining to a Homestay:

- a. No displays of goods, products, services, or other advertising shall be visible from outside of the dwelling.*
- b. The homestay operation shall be managed and carried on by a person who: 1) is a full-time resident of the property; and 2) is present during the homestay term for the entire time lodgers are staying at the property. To be a "full time resident," the person must reside on the property on a permanent basis, and it must be the person's primary home. For purposes of this homestay ordinance, a person can only have one primary, full time residence, and the homestay must be operated from that primary, full time residence. In order to be "present during the homestay term," the full time resident shall be at the property overnight and not away on vacation, visiting friends or family, travelling out of town for business or personal reasons, etc. during the homestay term. However, the full-time resident may be temporarily absent from the property for purposes related to normal residential activities such as shopping, working, attending class, etc. A minimum of two documents establishing proof of residency shall be supplied from an approved list of documents.*
- c. No activities other than lodging shall be provided.*
- d. No additional off-street parking is required for a homestay.*
- e. Only one homestay shall be permitted per lot/parcel.*
- f. Homestay permits shall be limited to one per person, at any given time.*
- g. No signage shall be allowed for homestays.*
- h. The length of stay of guests shall not exceed 30 days.*
- i. Exterior lighting shall be residential in nature and shall comply with the lighting requirements in the UDO.*
- j. The homestay owner or operator shall maintain liability insurance on the property, which covers the homestay use and homestay guests.*

k. The homestay owner or operator must pay any applicable taxes, including occupancy and sales taxes, to the appropriate governmental entity.

l. The homestay area of the dwelling shall comply with all current and applicable building codes.

m. The homestay must be reviewed annually and inspected for compliance with this subsection.

In order to qualify for a Homestay, the resident must submit an application, a \$208 application fee, proof of residency, a signed owner affidavit, and a floor plan. Even though this use does not provide any additional services, many Airbnb rentals are for the entire unit with the owner not present. Clearly the regulations prohibit this type of use for a Homestay.

City of Raleigh

According to the City of Raleigh UDO, a Bed and Breakfast is defined as a detached house or other structure constructed for a use permitted within the district that has no more than 5 guest rooms. Breakfast is customarily served to guests. A Bed and Breakfast is subject to the following use standards:

- a. The facility is located within one or more of the following:*
 - i. A General Historic Overlay District or Streetside Historic Overlay District;*
 - ii. A property designated as a Historic Landmark;*
 - iii. A property listed on the National Register of Historic Places; or*
 - iv. A property identified as a contributing structure within a National Register Historic District, as defined in the Code of Federal Regulations, as amended.*
- b. The use is located in a structure originally constructed as a detached house.*
- c. In R-10, no exterior advertising is allowed except a small unlit announcement sign not to exceed 2 square feet in area and 3½ feet in height.*
- d. In R-10, special events such as wedding receptions are not permitted.*

Raleigh City Council's Recommendations on Airbnb (Not Adopted):

1. Maximum of two bedrooms or guest rooms may be rented out
2. Resident must live at the house during the rental.
3. Application fee of \$208
4. Neighbors within 100 feet of the property would be notified, at the would-be operator's expense.
5. No kitchen appliances allowed in guest rooms, but the rules could be amended to allow a coffee maker or mini-fridge.
6. Number of guests limited to two adults, with only four adults allowed in the house, including people who live there.

The Council members were divided regarding the rental of the entire house; therefore, it was decided to not address the issue at this time. Currently, Raleigh would not permit whole-house, short-term rental.

Item Title:

Request for replacement of police vehicles.

Report to the Board of Commissioners:

Monday, March 25, 2019

Specific Action Requested:

- Receive presentation and consider request to approve use of available funds.

Item Summary:

The Town of Wendell Financial Policies include the utilization of an Asset Replacement Schedule to ensure that town equipment such as vehicles and service equipment replacement is in the most efficient and cost-effective manner. The schedule contains a criteria chart which considers age, mileage, condition, services, reliability, and maintenance costs to serve as the general indicators for initiating vehicles and equipment replacement. Based on that criteria, the vehicles are classified as either needs priority replacement, qualifies for replacement, or does not need replacement.

The police department currently maintains a fleet of 22 vehicles. Nineteen of those vehicles are assigned to the 19 full-time police officer positions. One is a special purpose vehicle that is not pursuit rated and therefore should only be driven for non-emergency use and is used to haul the heavy trailers. The remaining two vehicles are left unassigned and are used when other vehicles are out of service. Vehicles can be out of service, depending on the reason, for a few days up until a few months or longer if heavily damaged or destroyed.

The Police Department's current year Asset Replacement Schedule (Attachment A) identifies four vehicles in the need's priority replacement category and another four which qualify for replacement. One additional vehicle will be requested in the upcoming FY 2020 budget to equip the proposed new officer. At a minimum, this would result in a request for five vehicles in FY 2020. With the cost of a marked patrol vehicle with equipment approaching \$56,000, this would, result in a request totaling \$270,000.

A large vehicle purchase in the upcoming fiscal year would not only have an adverse impact on the budget but would also affect a balanced fleet management system. In FY 2018 the Town purchased five police vehicles. The FY 2019 budget authorized the purchase of two police vehicles. A balanced fleet management strategy allows for more consistent budgeting and reduced maintenance cost. Staff expects to replace approximately 3 vehicles per year based on a fleet of 22 and rotating vehicles out every seven years on average.

To reduce the budgetary requests for vehicles in FY 2020 and improve effectiveness of the vehicle replacement strategy, staff proposes the purchase of two of the vehicles in FY 2019. The cost estimate and proposed vehicles are as follows:

\$102,000 (One Marked Patrol Vehicle, One Investigator's Vehicle)

Staff requests authorization to purchase two vehicles using funds currently appropriated to the police department for salaries available due to attrition savings associated with vacant positions. The request is made following the review and recommendation of finance and town manager.

Attachment:

A. Police Department Asset Replacement Schedule (February 11, 2019)

Town of Wendell
Asset Replacement Data
Police
Feb. 11, 2019

Asset Description	Year	Point	Mileage		Type of Service How asset is used	Point	Condition		Maintenance Cost Breakdown by year	Point	Additional Information	TOTAL
			Hours	Point			Provide detail	Point				
Dodge Charger Sedan D8-A	2008	11	72,611	7	Police Patrol	3	Poor	2	2015- 948.44, 2016 - 909.87 2017- 58.99 ,2018-49.98= \$1,966.78	1	Has been used primarily as relief vehicle. No In Car Camera. No transport cage	24
Chevrolet Tahoe 2WD C10-1	2010	9	94,429	9	Police Patrol	3	Poor	2	2015- 603.62, 2016 - 668.34 2017- 1,584.98, 2018-4102.50= \$6959.44	1	Utility platform predicted to have longer life cycle. No In Car Camera. Rear end replaced 2017. Incomplete rear cage. There is no screen between rear seat and cargo area which minimizes prisoner security. Rear end replaced in 2017 and Transmission replaced in 2018.	24
Dodge Charger Sedan D9-8	2009	10	68,263	7	Police Investigations	3	Poor	2	2015- 621.59, 2016 - 198.23 2017-195.18, 2018-1299.74 = \$2314.74	1	Beginning to have coolant issues.	23
Chevrolet Tahoe 2WD C12-1	2012	7	91,126	9	Police Patrol	3	Poor	2	2015- 669.65, 2016 - 2171.60 2017-218.97, 2018-1282.29= \$4342.51	1	Drivers Door Panel Pull Handle Broken. Incomplete rear cage. There is no screen between rear seat and cargo area which minimizes prisoner security.	22
Dodge Charger Sedan D11-1	2011	8	69,761	7	Police Patrol	3	Poor	2	2015- 743.09, 2016 - 2811.99 2017-1,608.37, 2018-1382.24 = \$6545.69	1	Engine repair under warranty with bad cam and lifters. Repaired broken motor mounts and front suspension. Power Steering and Fuel Pumps replaced No current issues however previous issues with front end and engines are predicted to occur based on conversations with manufacturers. Gear shift came loose. Tightened however replacement recommended if it happens again.	21
Dodge Charger Sedan D12-2	2012	7	60,879	6	Police Patrol	3	Good	2	2015- 6,237.74, 2016 - 1643.79 2017-2676.29 ,2018-1708.50= \$12,266.32	2	Front end failure and repair No current issues however previous issues with front end and engines are predicted to reoccur based on conversations with manufacturers. Cam Shaft and Lifters replaced along with power steering pump.	20
Dodge Charger Sedan D11-2	2011	8	49,639	5	Police Patrol	3	Poor	2	2015- 1,842.07, 2016 - 2394.88 2017-652.85, 2018-4483.14= \$9372.94	2	Brake Booster and gear shift replaced. Engine repair due to bad cam and lifters. Power Steering, Water Pump and Fuel Pumps replaced. Front end in need of suspension repair. Previous issues with front end and engines are predicted to reoccur occur based on conversations with manufacturers.	20
Chevrolet Tahoe 4WD C10-3	2010	9	27,187	3	Police Administrative	3	Good	1	2015-232.89, 2016 - 659.96 2017-58.99, 2018-30.00 = \$981.84	1	Dashboard Cracked	17
Light Tower	2009	10	410.03	2	Police Off Road Usage	2	Good	1	2015- 0, 2016 - 0 = \$0, 2017= 0, 2018-118.08 =\$118.08	1		16
Golfcart	2010	9		1	Police Off Road Usage	1	Good	1	2015- 598.74, 2016 - 58.23 2017-113.13, 2018-707.85 = \$1477.95	1		13
Dodge Charger Sedan D15-1	2015	4	36,400	4	Police Patrol	3	Good	1	2015- 0, 2016 - 253.56 2017-202.57, 2018-625.27= \$1084.40	1		13
Ford Police Interceptor AWD F15-1	2015	4	29,781	3	Police Patrol	3	Good	1	2015- 0, 2016 - 71.58 2017-42.59, 2018-497.23= \$611.40	1		12
Ford Police Interceptor AWD F15-2	2015	4	32,888	3	Police Patrol	3	Good	1	2015- 0, 2016 - 812.24 2017-90.07, 2018-248.19= \$1150.50	1		12
Ford Police Interceptor AWD F15-3	2015	4	33,390	3	Police Patrol	3	Good	1	2015- 0 2016 - 42.59 2017-300.57, 2018-283.17 = \$626.33	1		12
Kioti UTV	2012	7	155	1	Police Off Road Usage	1	Good	1	2015- 0, 2016 - 71.99, 2018-2000.41 = \$2072.40	1		11

Town of Wendell
Asset Replacement Data
Police
Feb. 11, 2019

Asset Description	Year	Point	Mileage		Type of Service		Condition		Maintenance Cost		Point	Additional Information	TOTAL
			Hours	Point	How asset is used	Point	Provide detail	Point	Breakdown by year				
Ford Explorer AWD F16-1	2016	3	33,053	3	Police Patrol	3	Good	1	2015- 0, 2016 - 57.59 2017-86.58, 2018-167.08= \$478.33	1		11	
Ford Explorer AWD F16-2	2016	3	21,395	2	Police Administrative	2	Good	1	2015- 0, 2016 - 13.60 2017-71.58, 2018-57.59= \$142.77	1		9	
Ford Explorer AWD F17-1	2017	2	16,719	2	Police Administrative	2	Good	1	2015- 0, 2016 - 15.00 2017-42.59, 2018-71.58 = \$129.17	1		8	
Ford Explorer AWD F18-1	2018	1	7,875	1	Police Patrol	3	Good	1	2018-42.59=\$42.59	1		7	
Ford Explorer AWD F18-3	2018	1	7,482	1	Police Patrol	3	Good	1	2018-246.37=\$246.37	1		7	
Ford Interceptor AWD F18-4	2018	1	9,005	1	Police Patrol	3	Good	1	2018-42.59=\$42.59	1		7	
Ford Explorer AWD F18-5	2018	1	8,700	1	Police Administrative	3	Good	1	2018-71.58=\$71.58	1		7	
Ford Explorer AWD F18-2	2018	1	4,062	0	Police Patrol	3	Good	1	2018-13.60=\$13.60	1		6	
Ford Police Interceptor F19-1	2019	0	214	0	Police Investigations	3	Good	1	2018-0=\$0.00	1		5	
Ford Police Interceptor F19-2	2019	0	213	0	Police Patrol	3	Good	1	2018-0=\$0.00	1		5	

Date: March 25, 2019

Item # 7a

Item Title:

Update on board committee(s) by Town Board members.

Specific Action Requested:

None

Attachments:

None

Date: March 25, 2019

Item # 8

Item Title:

Commissioners' Reports.

Specific Action Requested:

None

Attachments:

None

Date: March 25, 2019

Item # 9

Item Title:

Mayor's Report.

Specific Action Requested:

None

Attachments:

None

Item Title:

Closed Session [NC GS 143-318.11].

Specific Action Requested:

Will be called if necessary for one or more of the following within NC GS 143-318.11(a):

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or

grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.

(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.

(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(10) To view a recording released pursuant to G.S. 132-1.4A.

Attachments:

None