AGENDA

Lincolnton City Council

December 4, 2014

REGULAR MEETING
7:00 p.m.

Council Chambers

City Hall

AGENDA

LINCOLNTON CITY COUNCIL
December 4, 2014
7:00 p.m.

CALL TO ORDER – Mayor Gilleland

PLEDGE OF ALLEGIANCE

1. **Approval of REGULAR AGENDA**

2. **Approval of CONSENT AGENDA**
   All items placed under Consent Agenda are considered routine, to be enacted by one motion without discussion. If a member of the Governing Body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

3. **Approval of November 2014 meeting minutes:**
   November 6th - Special Meeting - Strategic Planning
   November 6th - Regular Meeting
   November 13th – Special Meeting – Public Hearings

4. **Calls to Public Hearing for the January 8th 2015 City Council Mtg: ZTA-4-2014 – Application from Triangle Real Estate requesting amendments to Section 153.215 of the Lincolnton Unified Development Ordinance in regards to Planned Residential Development Requirements**

REGULAR AGENDA

PUBLIC HEARINGS

5. **CUP-6-2014: Application from New Dominion Bank requesting the renewal of a conditional use permit to construct a 33-unit condominium complex on 5.25 acres in the CU-RMF district. The subject property is located on Lincoln Country Club property approximately 650 feet north of Country Club Road and 450 feet east of Lithia Inn Road north of the driving range facility (Parcel ID 86678)**
   Laura Simmons, Planning Director

6. **CUP-7-2014: Application from Hugo Ramos requesting a conditional use permit for a church on 0.49 acres in the CU-GB district. The subject property is located on the south side of East Sumner Street between North Poplar Street and North Cedar Street. The address of the property is 300 E Sumner St (Parcel ID 51568)**
   Laura Simmons, Planning Director

PUBLIC HEARING
(O-11-14)

7. **To receive public comment on proposed changes to the City's Code of Ordinances – Title V: Public Works – Chapter 50: Solid Waste Collection and Disposal – Sections 50.05, 50.06, 50.07, 50.10 and others within this section as they may pertain to required refuse containers and pick up.**

Jeff Emory, City Manager

PROCLAMATION

8. **Proclamation Honoring Lincolnton WWII Veterans**

Mayor Gilleland

PRESENTATION

9. **Presentation of the Audit Report for the 2014 fiscal year**

Phil Church, Lowdermilk Church & Company, L.L.P.

CONTRACTS
(C-21-14)

10. **Consideration of contract between the City and Lowdermilk, Church & Co., L.L.P. to perform the 2014-15 audit *($35,300)***

Jeff Emory, City Manager

RESOLUTION
(R-15-14)

11. **Resolution revising the structure of the Lincolnton Tourism Development Authority**

Jeff Emory, City Manager

RESOLUTIONS

(R-18-14)

12. Resolution of Support to submit grant application for a potential Carolina Thread Trail Grant for Sidewalk Project on East Main Street

Laura Simmons, Planning Director

(R-19-14)

13. Resolution setting the dates for 2015 for the Lincolnton City Council

Mayor Gilleland

OTHER BUSINESS

14. Consideration of a proposal for the Marcia H. Cloninger Rail Trail from the Lincolnton Student Advisory Council

Kathryn Macomson, Chair
Student Advisory Council

15. Consideration of request from Downtown Development Association that the City consider rolling over unexpended funds from the Business & Community Development Department Façade Grant Program (from 2003 – 2014) to the Downtown Development Association Venture Fund

Brooke Sherrill, Chair
Downtown Development Association

16. Consideration of approval of destruction of records in accordance with Records Retention Policy from the following departments: City Manager/City Clerk, Finance, Fire, Human Resources and Recreation

Donna Flowers, City Clerk

17. Monthly Financial Update / Overtime Report

Jeff Emory, City Manager

APPOINTMENTS
(APPT-05-14)

18. ***REAPPOINTMENTS:*** ***(To begin serving a second 3 year term January 2015)***

ABC Board (1)	-	Ed Hatley
Airport Authority (1)	-	Fred Houser
Housing Authority (1)	-	Duke Peeler
Historic Properties (1)	-	Annette Stone*
Recreation Commission (1)	-	Lance Carroll

(One Motion required for reappointments)

**Filled an unexpired term and is eligible for a first three year term in accordance with the by-laws*

Mayor Gilleland

APPOINTMENTS
(APPT-06-14)

19. ***NEW APPOINTMENTS:*** ***(Nominations from applications received, first 3 year term would begin January 2015)***
    - **Firemen's Relief Fund Bd (1 vacancy) - Doug Avery**
    - **Housing Authority (1 vacancy)** – ***None to date***
    - **LTDA (vacancies) -** ***None submitted to date***
    - **Planning Board (1 vacancy) - And Lynn
Chris LeBlanc
Elaine Harmon**

    - ***Denotes that a motion is necessary for each item***

Mayor Gilleland

PUBLIC COMMENT

Speakers will be limited to three (3) minutes to address Mayor and City Council concerning Non-Agenda items.
You must sign in with the City Clerk to be eligible to speak

CLOSED SESSION

In accordance with NCGS –143-318.11(a)(6) to discuss personnel

NEWS MEDIA

ADJOURNMENT

ITEM

1

APPROVAL

OF

REGULAR

AGENDA

ITEM

2

APPROVAL

OF

CONSENT

AGENDA

ITEM

3

SPECIAL MEETING - NOVEMBER 6, 2014

The Mayor and City Council held a special called meeting at 5:00 p.m. in the Fire Department Training Room, located at 116 East Sycamore Street, Lincolnton to discuss proposed issues for a Strategic Plan for the City of Lincolnton.

All City Department Heads were in attendance as well as several other City employees. News Media from both the Lincoln Times News and The Lincoln Herald were on hand for the meeting. Council members in attendance were:

RHYNE CLONINGER EADDY HOVIS

Mayor Gilleland called the meeting to order at 5:00 p.m. He then called on Mr. Jim Processor and Bob Henderson of Centralina Council of Governments (GOG) to begin discussions regarding the proposed plan.

Mr. Jim Processor, with COG, began by discussing results from individual phone interviews with elected officials and a previous meeting with department heads. Mr. Processor collected and analyzed the City's top internal and external successes as well as noted the City's top five internal and external challenges. The top five external successes for the City were listed as; (1) Police Department, (2) Public Works Department; Garbage and Leaf Pick-up and Electric Services. (3) Fire Department (4) Recreation Department (5) Level of Customer Service. The top external challenges were; (1) Underground Infrastructure (2) Actively recruiting Industry and Business (3) City Website (4) Increasing cost of 911 and Animal Control.

The top internal successes were listed as; (1) Finance Department (2) Trash Conversion (3) Electric Distribution System. The top internal challenges were; (1) Facilities Management/Replacement (2) Employee Morale (3) Communication/Public Engagement (4) Police Department Building.

The top five priority projects for upcoming fiscal years were; (1) Donwtown Revitalization and Development (Business, Residential, Green Space, Events, etc. (2) Capital Improvements Plan for Equipment and Infrastructure (3) Customers for Water Usage (4) Health Care for Employees (5) Revenues/Funding.

Mr. Processor said the next steps in the planning process would include, developing a public facilities plan, developing an equipment plan, identifying, exploring and evaluating Lincolnton's quality of life issues. This could be done through research conducted by city staff members and accessing public feedback through the use of surveys or a community open house.

I have summarized some of the comments from Mayor and Council during the work session as follows;
Mayor Gilleland said he has been pleased with the process thus far. He looks forward to input from our citizens to see how creative they can be to make our city more beautiful. He feels funding may be a challenge but feels staff is very capable and can figure out how to get us where we need to be.

Councilman Hovis said the City has always concentrated on downtown ever since he has been on Council, he hopes to concentrate more on the "Boger City" area, out East Main Street, not just downtown in the future. He too felt some of the issues would bring a financial challenge to the City.

Councilman Cloninger said he would like to see he would like to see the finer things above necessities be made available to our citizens too. He mentioned a theatre and a splash park as examples. Dr. Cloninger felt prioritizing the issues and accomplishing them one bite at a time would be the approach we should take.

Councilman Rhyne said he felt Centralina's priorities are dead on. It is his hopes that we can get the list to two or three issues and have a manageable plan. He also expressed his commitment to a plan; is this something that we can get to the end? Once there is buy in, there will be some that do not like the issues.

Councilman Eaddy felt that emphasis should be placed on more retail for downtown. He told Mr. Processor he would like to see and action plan to go along with the strategic plan. Dr. Eaddy echoed Councilman Rhyne's comments, saying he is committed to seeing a plan through.

Mr. Henderson said, "No plan from inception to completion will be done in a year". "You're a path to a plan. It should be what Mayor and Council want to discuss."

Mr. Processor concluded saying "Currency of government is public trust." He looks forward to working with staff to design the next step of Lincolnton's strategic plan.

Councilman Rhyne made the motion unanimously approved to adjourn the special meeting.

DONNA C. FLOWERS, MMC	**JOHN O. GILLELAND, JR.**
CITY CLERK	**MAYOR**

SPECIAL MEETING - NOVEMBER 13, 2014

The Mayor and City Council held a special meeting Thursday, November 13, 2014 at 6:00 p.m. in the Council Chamber of City Hall located at 114 West Sycamore Street, Lincolnton, NC.

Mayor Gilleland called the meeting to order. The following Council members were in attendance:

EADDY HOVIS

Councilmen Rhyne and Cloninger were absent.

APPLICATION FROM ABERNATHY CHEVROLET REQUESTING A CONDITIONAL USE PERMIT FOR THE EXPANSION OF THE AUTOMOBILE SALES LOT AND ADDITION TO THE SHOWROOM BUILDING IN THE PLANNED BUSINESS (PB) DISTRICT. THE SUBJECT PROPERTY IS LOCATED AT THE NORTHWEST CORNER OF EAST MAIN STREET AND ROPER DRIVE. THE ADDRESS OF THE PROPERTY IS 1445 EAST MAIN STREET (PARCEL ID'S 01250, 01249, 22208,82952):

CUP-5-2014

Mayor John Gilleland opened the meeting to a public hearing directing all those wishing to speak to be sworn in before addressing Council. Planning Director Laura Elam was recognized by the Mayor and spoke to the item explaining the request from Abernethy Chevrolet for a conditional use permit to allow for an addition to the showroom building and an expansion of the automobile sales lot located at the northwest corner of East Main Street and Roper Drive. The address of the property is 1445 East Main Street (Parcel ID's 01250, 01249, 22208, and 82952).

Mrs. Elam directed Councils attention to the site plan and maps showing an expansion to the existing building and showroom of approximately 5,100 square feet, demolition of the existing gift shop on the property, and reconfiguration of the parking lots which will include added street and parking lot landscaping. Existing driveways and entrances are proposed to remain.

Continuing, Mrs. Elam stated current adjacent land uses being commercial, with subject property zoned Planned Business (PB) and adjacent zoning a mixture of Planned Business (PB) and General Business (GB). She confirmed that application meets all required UDO conditions and outlined the findings of fact Council is required to make in order to grant request. Mrs. Elam reported in staff's opinion, the application meets the findings. In addition, Staff Review Committee made the following comments:

1. Driveway permit and encroachment agreement must be obtained from NCDOT prior to development

2. Any changes to water and sewer must be coordinated with Clay Harrelson, Superintendant of Utilities, prior to development.
3. The Lincoln County Tax records show this as four separate parcels. The four parcels need to be combined back into one parcel.
4. Sidewalks must be installed along the entire frontage of East Main Street and Roper Drive in compliance with Section 95.12 of the Code of Ordinances. Sidewalks must meet all requirements as outlined by the City of Lincolnton including a 5 foot width and ADA compliance. Curb and gutters must meet NCDOT standards.
5. Building permits and demolition permit must be obtained from Lincoln County Inspections prior to development.
6. Erosion control plans must be submitted to Lincoln County Natural Resources and permits must be obtained as required.

Mrs. Elam concluded saying planning board and staff recommended approval of the permit subject to the Staff Review Committee comments.

Mr. Gary Worth of Worth and Associates, a representative of the applicant, was present and offered to answer any questions Council may have. Mr. Worth stated they agreed with and would comply with Staff Review comments. Regarding the exterior of the expansion, Councilman Eaddy inquired if Council could require that the finish be brick or stucco, keeping it consistent with other building in the area. Discussion was generated among Council and representatives as to the current plans for the exterior of the building with Mayor Gilleland suggesting the condition be made only if it will not create any undue hardship.

Councilman Eaddy made the motion unanimously approved to close the public hearing.

Councilman Eaddy made the motion unanimously approved to consider the requested conditional use permit (CUP-5-2014) Abernethy Chevrolet expansion.

Councilman Hovis made the motion unanimously approved the use will not materially endanger the public health or safety if located where proposed and developed according to plan.

Councilman Eaddy made the motion unanimously approved the use meets all required conditions and specifications.

Councilman Hovis made the motion unanimously approved the use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity.

Councilman Eaddy made the motion unanimously approved the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Lincolnton Land Use Plan and other plans for the physical development of the city as officially adopted by the City Council.

Councilman Eaddy made the motion unanimously approved to approve the request with an added condition to that the Abernethy Chevrolet construction external finish be either brick or stucco to be consistent with the surrounding properties unless such finishes become cost prohibited for the success/ completion of the project. Motion to include planning board and staff review committee comments and/or conditions.

Mayor Gilleland apologized to the applicant for the delay in bringingthis public hearing before Council.

APPLICATION FROM JERRY GEYMONT REQUESTING AN AMENDMENT TO SECTION 153.117 OF THE LINCOLNTON UNIFIED DEVELOPMENT ORDINANCE TO ALLOW FOR A RECYCLING STATION FOR CONSTRUCTION AND DEMOLITION MATERIAL IN THE GENERAL MANUFACTURING AND COMMERCIAL (GMC) DISTRICT:

ZTA-3-2014

Mayor Gilleland opened the meeting to a public hearing, and again recognized Planning Director Laura Elam to speak to this item. Mrs. Elam explained the proposed text amendment would change Section 153.117 of the UDO by adding a new subsection either as a permitted use or a conditional use which would be entitled "Recycling Station – Construction and Demolition Material". The text amendment would also add a definition to the definition section of the ordinance and would read as follows:

"A facility which recycles construction and demolition material including concrete, asphalt, wood materials, metal, wall materials (sheetrock, and drywall). These materials would be separated and either crushed or ground into usable material. 95% of the material would be recycled and any residuals that cannot be reused would be placed in a permitted landfill wither private or county. Stockpiles would be created from the usable material and be sold by weight or by truckload count."

Additional Review Criteria would also be added as follows:

1. Not only will the use meet the minimum screening requirements of this chapter, but also additional screening will be installed, as necessitated by the visual characteristics of the particular use.
2. All State and Local Environmental requirements must be met.

3. Any residual materials that cannot be reused must be removed from the site within thirty (30) days and placed in a permitted landfill
4. Days of operation shall be limited to Monday through Saturday with specific hours determined by the City Council.

Mrs. Elam continued informing Council of staffs feelings that recycling station should be listed as a conditional use, as opposed to a permitted use, in the GMC district to ensure that they are compatible with the surrounding area, with the option of placing specific conditions on the permit if necessary. With three (3) options available, Mrs. Elam stated Planning Board and staff recommended approval of the text amendment as a condition.

The applicant, Mr. Jerry Geymont, was present and available to answer questions from Council. There were no questions for Mr. Geymont however Councilman Eaddy requested clarification on the difference between a use "by right" and a "conditional use". Planning Director Laura Elam, as well as City Attorney T.J. Wilson, explained the difference. Mr. Geymont agreed that use should be site specific requiring a conditional use permit.

Councilman Eaddy made the motion unanimously approved to close the public hearing.

Councilman Eaddy made the motion unanimously approved the text amendment, with the recommendations of staff requiring a conditional use permit.

Mayor Gilleland again apologized to the applicant for the delay in bringing this public hearing before Council.

Having no further business, Councilman Hovis made the motion unanimously approved to adjourn the meeting.

DONNA C. FLOWERS, MMC
CITY CLERK

JOHN O. GILLELAND, JR.
MAYOR

ITEM

4

Donna Flowers

From: Mark Carpenter
Sent: Monday, November 24, 2014 3:24 PM
To: Donna Flowers; Daphne Ingram
Cc: Laura Simmons
Subject: Call to public hearing.

Today is the deadline for applications and we have received one below. I do not anticipate any additional applications but if one comes by 5:00 p.m. I will forward to you in the morning.

- ZTA-4-2014: Application from Triangle Real Estate requesting amendments to Section 153.215 of the Lincolnton Unified Development Ordinance in regards to Planned Residential Development requirements.

Thanks

Mark A. Carpenter
Zoning Administrator
City of Lincolnton
P.O. Box 617
Lincolnton, NC 28092
704-736-8930

ITEM

5

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Jeff Emory, City Manager

SUBJECT: Conditional Use Permit application renewal from Seven Eagles Building Group / New Dominion Bank (CUP-6-14)

DATE: December 4, 2014

BACKGROUND

On July 13, 2006, the Lincolnton City Council issued a conditional use permit to Romeg Development to construct a 33-unit condominium complex on property located on the Lincolnton Country Club. The property is approximately 650 feet north of Country Club Road and approximately 450 feet east of Lithia Inn Road north of the existing driving range facility. (See attached site plan and GIS Map)

The permit was renewed by the City Council on August 5, 2008 and again on November 8, 2012.

Section 153.243 of the Lincolnton Unified Development ordinance states that the applicant shall have a period of twenty-four (24) months from the date of issuance of the conditional use permit to secure a building permit for the project. If the applicant shall fail to obtain a building permit within the time allowed, the Zoning Administrator shall notify the applicant of such finding, and within sixty (60) days of said notification, the Planning Board shall make a recommendation concerning rescinding or extending the conditional use permit to the City Council. The City Council, after having conducted a public hearing to consider the matter, may extend the life of the conditional use permit for a specified period of time.

ACTIONS BY APPLICANT SINCE RENEWAL IN 2012

Since the renewal of the conditional use permit in 2012, the property has changed ownership. The new owner is interested in pursuing the development of the site but needs additional time and would like to extend the conditional use permit an additional two years.

CONCLUSIONS AND RECOMMENDATION

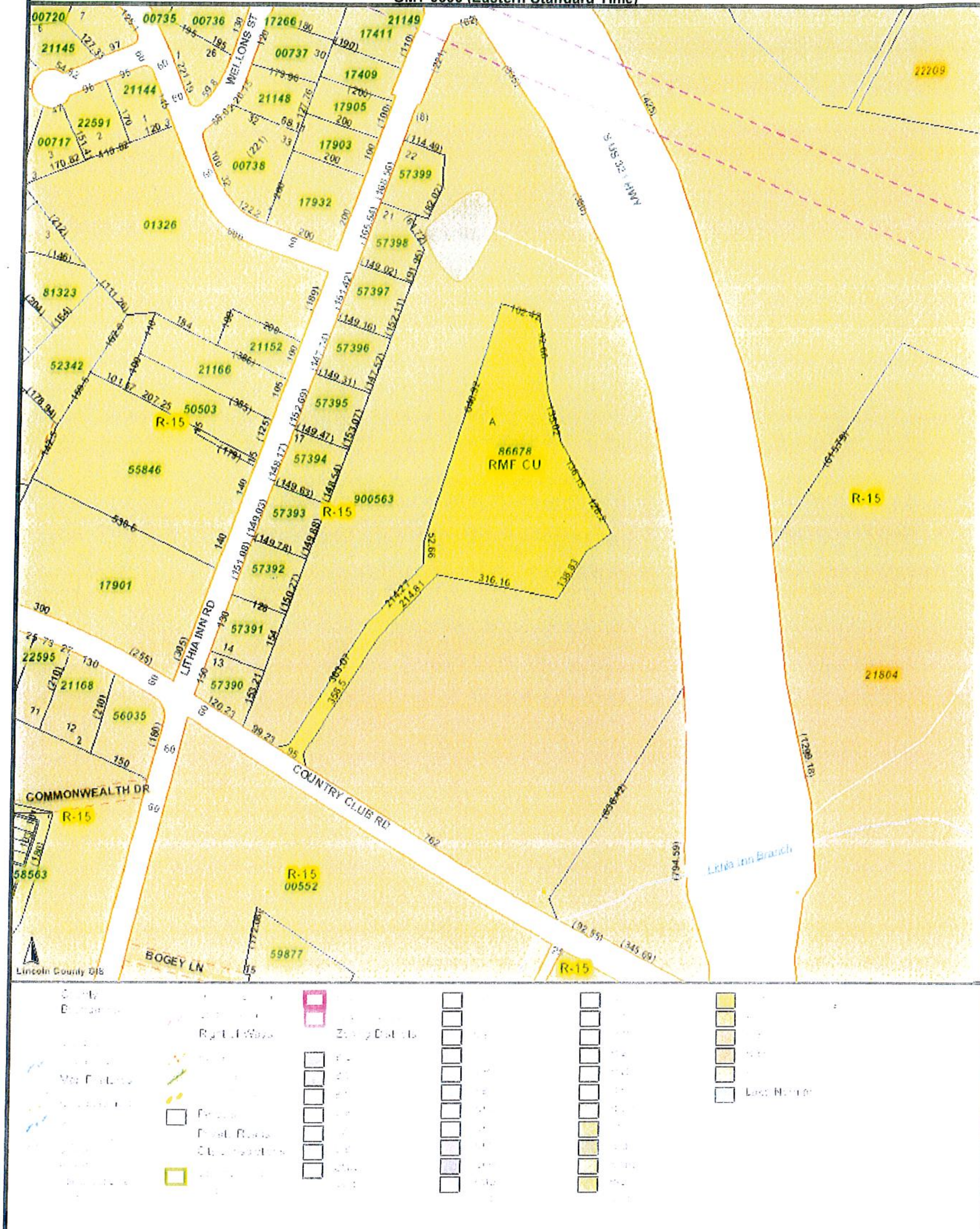
The applicant is not asking for any changes to the permit or the conditions attached to it by the City Council when it was approved originally on July 13, 2006. Planning Board and Staff recommend that the permit be extended for a period of two (2) years.

Scale: 1 inch = 367 Feet

LINCOLN COUNTY GIS

GMT-0500 (Eastern Standard Time)

Wed Nov 05 2014 11:03:07



Lincoln County and its mapping contractors assume no legal responsibility for the information contained on this map. This map is not to be used for land conveyance. The map is based on NC State Plane Coordinate System 1983 NAD. Lincoln County, NC Office of the Tax Administrator, GIS Division

Scale: 1 Inch = 252 Feet

LINCOLN COUNTY GIS

GMT-0500 (Eastern Standard Time)

Wed Nov 05 2014 11:08:09

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ITEM

6

MEMO TO: Mayor and City Council Members

FROM: Laura Elam, Planning Director

THROUGH: Jeff Emory, City Manager

SUBJECT: Conditional Use Permit Application from Hugo Ramos

DATE: December 4, 2014

BACKGROUND

Hugo Ramos is requesting a conditional use permit for a church on 0.49 acres in the CU-GB district. The subject property is located on the south side of East Sumner Street between North Poplar Street and North Cedar Street. The address of the property is 300 East Sumner Street (Parcel ID 51568). (See attached site plan and maps). This property was previously rezoned to the CU-GB district in 2010 for a repair shop for car, truck, and helicopter engines.

SITE AND AREA DESCRIPTION

The request is to re-use the existing buildings totaling approximately 6,300 square feet for a church with seating for approximately 120 people. The existing driveways and parking areas are proposed to remain.

A church is typically allowed as a permitted use in the GB district. However, because the property was rezoned to a CU-GB district, all new uses require conditional use permit approval by the City Council.

Some parking will be provided on site but additional parking will be provided across the street on property that is currently zoned General Business (GB). The use requires a total of 30 parking spaces.

Adjacent properties to the north and west are zoned General Business. Properties to the east and south are zoned Residential-8

Land uses in the vicinity are predominantly commercial to the west and north and single family residential to the east and office/institutional to the south. The property to the south is occupied by the Lincoln/Gaston Mental Health offices.

COMPLIANCE WITH CONDITIONAL USE PERMIT APPLICATION REQUIREMENTS

Section 153.236 of the Lincolnton Unified Development Ordinance requires that conditional use permit applications contain specific terms and meet specific conditions. The application meets all the requirements of that section.

OTHER CONDITIONAL USE PERMIT REQUIREMENTS

Section 153.237 of the Lincolnton Unified Development Ordinance requires that the City Council make the following findings:

1. The use will not materially endanger the public health or safety if located where proposed and developed according to plan, and

2. The use meets all required conditions and specifications, and

3. The use will not substantially injure the value of adjoining or abutting property unless the use is a public necessity, and

4. The location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located and will be in general conformity with the Lincolnton Land Use Plan and other plans for the physical development of the city as officially adopted by the City Council.

COMPLIANCE WITH SECTION 153.237

1. It does not appear that the use will endanger the public health or safety.

2. The proposed use meets all required conditions and specifications.

3. The use does not appear to be one that will have any negative impacts on the value of adjoining or abutting properties.

4. The use is in conformity with the Lincolnton Land Use Plan in that the site is located within the mixed use residential commercial planning area.

STAFF REVIEW COMMITTEE COMMENTS

The Staff Review committee made the following comments:

1. Any changes to water and sewer must be coordinated with Clay Harrelson, Superintendant of Utilities, prior to development.

2. Building Permits and demolition permit (if applicable) must be obtained from Lincoln County Inspections prior to development.

3. In the event the trees and shrubs on the east side of the property were to be removed, a six-foot fence would be required adjacent to the property line to serve as a buffer to the residential uses east of the property.

PLANNING BOARD AND STAFF RECOMMENDATION

The property will be well screened from adjacent residential uses and should have minimal impact on surrounding properties if the conditions stated in this report are met.

The Planning Board and Staff recommend approval of the conditional use permit subject to all Staff Review Committee comments.

Lincoln County, NC

Office of the Tax Administrator, GIS Mapping Division

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Date: 11/5/2014 Scale: 1 Inch = 100 Feet

PHOTOS	PARCEL INFORMATION FOR 3623-85-6914

51568

Parcel ID	51568	Owner	TORRES CAESAR TORRES KAY HARRIS		
Map	3623-12	Mailing	418 W CHILDS ST		
Account	0073927	Address	LINCOLNTON NC 28092-2310		
Deed	985-297	Recorded	4/18/1997	Sale Price	$7
Land Value	$35,722	Total Value	$105,279	Previous Parcel	

----- All values are for tax year 2014. -----

Description	BLDGS/SUMNER & POPLAR		Deed Acres	0
Address	300 E SUMNER ST		Tax Acres	0.
Township	LINCOLNTON	Tax/Fire District	CITY OF LINCOLNTON	

Main Improvement		MANUFACTURING AREA		Value	$36,
Main Sq Feet	6300	Stories	1	Year Built	1955

Zoning District	Calculated Acres	Voting Precinct	Calculated
G-B CU	0.5	LINCOLNTON NORTH (LN11)	
Watershed Class		**Sewer District**	
WS-IVP	0.5	Not in the sewer district	

2000 Census County	Tract	Block
37109	070100	2016
37109	070100	2025

Flood	Zone Description	Panel
X	NO FLOOD HAZARD	3710362300

Scale: 1 Inch = 108 Feet

LINCOLN COUNTY GIS

GMT-0500 (Eastern Standard Time)

Wed Nov 05 2014 10:58:33

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Google earth

feet 10
meters 4

Google earth

feet 10
meters 3

Google earth

feet 10
meters 4

Google earth

feet 10
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Google earth

feet 10
meters 3

ITEM

7

NOTICE
CITY OF LINCOLNTON
PUBLIC HEARING

Notice is hereby given that the Mayor and City Council will hold Public Hearings on Thursday, December 4, 2014 at 7:00 p.m. in the Council Chambers of City Hall, located at 114 West Sycamore Street, to consider proposed amendments to the following:

TITLE V: PUBLIC WORKS
Chapter 50: SOLID WASTE COLLECTION AND DISPOSAL
Sections 50.05, 50.06, 50.07, 50.10 and others within this section as they pertain to required refuse containers and pick up.

Parties in interest and citizens shall have the opportunity to be heard and may obtain further information on the scheduled public hearing from the Planning Department, located at 114 West Sycamore Street from 8:30 a.m. until 5:00 p.m. Monday through Friday.

Advertise (2)tl: Wednesday, November 19, 2014
Wednesday, November 26, 2014

CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John Les Cloninger

CITY MANAGER
JEFF EMORY
jeffemory@ci.lincolnton.nc.us
CITY CLERK
DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manger J E

SUBJECT: Proposed Amendments to City Ordinance – Section 50

DATE: November 28, 2014

With the City beginning implementation of our new solid waste program effective January 1st, I am proposing a few amendments to the City's Code of Ordinance-Section 50, pertaining to solid waste. Staff feels that the amendments are necessary in order to implement our new program. Our main concern will be people trying to put trash in bags or some other container beside the City issued container, or the one they have purchased that meets the standards of the City's solid waste truck. I have discussed this matter with the Police Chief and we are including in this section of the ordinance a penalty for such violations. We will give everyone one warning, but after that the placement of additional solid waste will be result in a fine. Hopefully this will not occur, but we need to have the authority to enforce the new ordinance.

A letter will be mailed to all residents pertaining to the new program and a copy of the same letter will be attached to sanitation carts that will be delivered around mid-December. If you have any questions please contact me.

50.05 CONTAINERS REQUIRED; SPECIFICATIONS; CLEANLINESS.

The occupant of every building or premises where garbage and refuse does or may exist shall provide containers made of substantial galvanized iron, plastic, rubber or other non-rusting material in which shall be deposited garbage and refuse existing at the building or premises. Garbage and refuse must be placed in a plastic bag prior to being placed in the container. ~~or the container shall be lined with a plastic bag. Excess garbage and refuse may be placed in a plastic bag and located by the container.~~ Containers must include handles. All containers shall be water tight and they shall be of a size that can be conveniently handled by the collectors. Containers shall not exceed a capacity of 45 gallons, with the exception of those equipped with the appropriate tipper connection mechanism, that must be approved by the city. All containers shall be kept in a reasonably clean manner.

(Prior Code, § 8-154) (Ord. O-02-05, passed 6-2-2005) Penalty, see § 10.99

CITY PROVIDED CONTAINERS. When the City provides a container to a residentially metered address, only solid waste in the container shall be collected. Solid waste that is not in the containers shall not be placed at curbside for pickup. Solid waste must be placed in a plastic bag prior to being placed in the container. Construction, demolition, dirt, rocks, bricks, yard waste or hot ashes shall not be placed into the container. Residents may purchase another container that must be equipped with the appropriate tipper connection mechanism, that must be approved by the City. All containers shall be kept in a reasonably clean manner.

VIOLATIONS OF SECTION 50.05. Any violation of Section 50.05 is subject to a $20.00 fine for the first through third offense. The fourth and subsequent violation is subject to a $50.00 fine. All violations will include an additional $5.00 fee if not paid within 15 days.

§ 50.06 PRECOLLECTION PRACTICES.

All garbage and refuse shall have the liquid drained there from and shall be wrapped in paper or other like material before it is placed in the container for collection. ~~Ashes and cinders shall be placed in a separate container provided for that purpose and~~. No ashes shall be deposited in any container until they are cold. Containers which fail to have a top as required in this chapter or which become rusted or broken and therefore are unable to contain garbage and refuse in a satisfactory manner will not be used.

(Prior Code, § 8-155) Penalty, see § 10.99

§ 50.07 LOCATION OF CONTAINERS; COLLECTION TIMES.

Containers shall not be placed adjacent to the street or sidewalk except on the days on which garbage is to be collected. A schedule of collection shall be kept on file at the office of the Director of Public Works and Utilities. When collection schedules are altered from time to time, notice of the change shall be given by publishing the new schedule in a newspaper having general circulation in the city. ~~Garbage containers shall be removed from its positions adjacent to the street or sidewalk after the contents have been emptied on that same day;~~ Garbage containers shall he placed at curb side by 7:00 a.m. and removed before midnight on the day of collection;

provided, that at places of business or manufacturing, empty containers shall not be left on the street for more than 12 hours.
(Prior Code, § 8-156) Penalty, see § 10.99

ITEM

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CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John Les Cloninger

CITY MANAGER
JEFF EMORY
jeffemory@ci.lincolnton.nc.us
CITY CLERK
DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
THOMAS J. WILSON, JR.

PROCLAMATION
HONORING
LINCOLNTON WWII VETERANS

WHEREAS, for more than 200 years, individuals from all walks of life have taken up arms and sworn an oath to support and defend the principles upon which our country was founded; and

WHEREAS, throughout our history, courageous men and women have donned the uniform of our Armed Forces and built a noble tradition of faithful and dedicated service to our Nation; and

WHEREAS, at a time of great crisis during World War Two, hundreds of Lincolnton and Lincoln County patriotic men and women answered their nations call to duty and served their country and the cause of freedom; and

WHEREAS, Lest we forget, the unwavering commitment made by these "members of the greatest generation" preserved our freedoms and saved millions around the world from tyranny; and

WHEREAS, we can never fully repay our debt of gratitude to the heroic men and women who served during World War II;

NOW, THEREFORE BE IT RESOLVED, that the City of Lincolnton, North Carolina, in keeping with the time honored tradition of recognizing and honoring our veterans, does extend its gratitude to all members of the "Last Man's Club - Lincoln County", and all Lincolnton and Lincoln County World War Two veterans who sacrificed and served so valiantly to preserve our heritage and freedom. Let us re-consecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain.

JOHN O. GILLELAND, JR.
MAYOR

DONNA C. FLOWERS, MMC
CITY CLERK

ITEM

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CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
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CITY ATTORNEY
THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager JE

SUBJECT: Fiscal Year Ending 2014 Audit Report

DATE: November 28, 2014

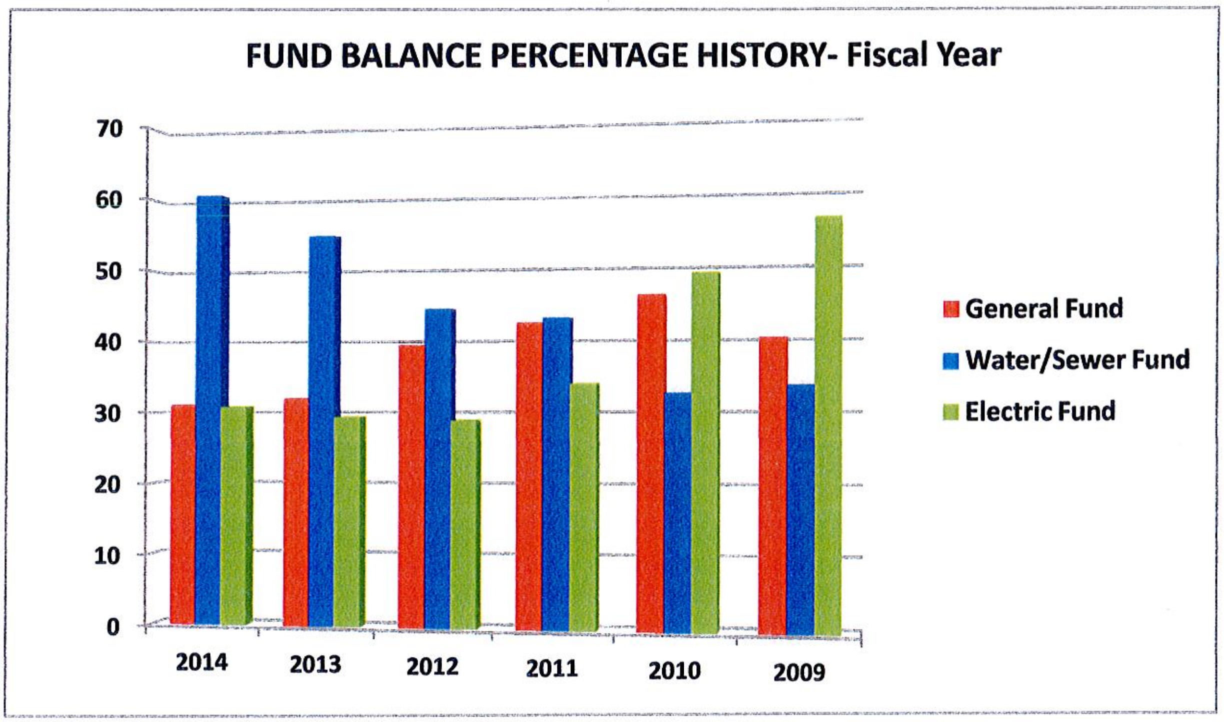
The City's annual financial statement will be presented from a representative of Lowdermilk, Church and Company at the December meeting. As is typical, a representative of the audit firm will briefly go over the highlights of the audit report. If Council would like for someone to come back at a later time to discuss the report in more detail, they will be happy to do so.

Attached to this memo is a summary of Fund Balance percentages including the 2014 year all the way back to 2009. The Powell Bill Fund is not included in this summary, and you will remember that the Occupancy Tax Fund has been removed from the City's operating budget. If you look at the Fund Balance percentages for the General Fund, you will see that we are right at 31%. This is above state average but it still concerns me that the City is having to take a portion of Fund Balance each year to balance the budget. While this amount was less than \$200,000.00 this year, I feel the City needs to strive to not have to utilize any of our Fund Balance proceeds throughout the fiscal year. Water fund balance is significantly up. This is very positive to me because should we ever lose a major user, the City may very well need to rely on some of this balance to meet operating needs for a few months. The Electric fund balance is almost 31%. This is a slight improvement from the past two fiscal years.

Once again our finance department has done an excellent job gathering the information the auditors need to prepare the report. I want to commend Steve Zickefoose and his staff for all their hard work in making this process go as smoothly as possible. The actual report and summary will be available to you the night of the meeting. Steve and I will also be happy to answer questions once you receive this information.

FUND BALANCE PERCENTAGE HISTORY BY FISCAL YEAR

	2014	2013	2012	2011	2010	2009
General Fund	31.00	31.98	39.32	42.41	46.05	40.20
Water/Sewer Fund	60.61	54.73	44.44	43.08	32.73	33.83
Electric Fund	30.82	29.42	29.04	34.04	49.09	56.42



ITEM

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CITY OF LINCOLNTON

FINANCE DIRECTOR
Steve Zickefoose
Finance Director
stevezickefoose@ci.lincolnton.nc.us
FAX (704) 736-8999

UTILITY BILLING DEPARTMENT
Myrl Peeler
Utility Customer Services Supervisor
myrlpeeler@ci.lincolnton.nc.us
FAX (704) 736-8955

MEMORANDUM

TO: Jeff Emory, City Manager

FROM: Steve Zickefoose, Finance Director

SUBJECT: Audit Contract 2014-15

DATE: November 24, 2014

Please see the attached letter and a copy of the proposed contract for fiscal year 2015 from Mr. Phil Church of Lowdermilk Church and Company.

The contract amount is for $ $35,300, which is still lower than the 2005 contract with Cherry, Bekaert and Holland of $36,700. The fee also includes the printing of 50 audits, which was an additional cost paid separately to a printing company in 2005 and prior years.

Single audits are completed for grant fund spending that exceeds the $500K threshold, such as Powell Bill funds and CMAQ (Rail-Trail) at no additional cost. In the past, other auditing firms charged extra for the completion of any single audits.

The Local Government Commission provides audit oversight and must approve all audit contracts and invoicing.

Lowdermilk, Church and Company performs the audit for the City's component unit, City of Lincolnton ABC Board; this information must be included in our audit. The Lincolnton Tourism Development Association will be added as a component unit as well. By utilizing the same auditing firm, this facilitates the completion of our audit on a timely basis, whereas in the past the City has experienced delays waiting for the information from another firm.

The staff and I are very pleased with the expertise and professionalism of their staff. They have always been available to address any questions that may arise throughout the year.

I am recommending that the City of Lincolnton accept the proposed auditing contract from Lowdermilk, Church and Company. Thank you for your consideration.

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 N. Sterling Street
Morganton, North Carolina 28655
Phone: (828) 433-1226
Fax: (828) 433-1230

November 20, 2014

Mr. Steven B. Zickefoose
Finance Director
City of Lincolnton
114 West Sycamore Street
Lincolnton, North Carolina 28093

Dear Mr. Zickefoose:

Our fee for the audit of the City of Lincolnton for the year ended June 30, 2015 will be $35,300 (a 1½ increase). The fee is not only for the audit but also includes preparation of the AFIR for the Local Government Commission, preparation of the unit data report for the Local Government Commission, assistance with the comments for the GFOA regarding the CAFR and general assistance during the year with accounting questions.

Our fee has always included all of the additional services as we previously noted.

Also, we will be performing the audit for the City of Lincolnton ABC Board for the year ended June 30, 2015 and the Lincolnton Housing Authority audit for the year ended September 30, 2014.

If you should need additional information regarding our fee, please contact me.

Best regards,

Phillip E. Church

Phillip E. Church
Partner

PEC/jam

LGC-205 (Rev. 2014)

CONTRACT TO AUDIT ACCOUNTS

Of City of Lincolnton

Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 20th day of November, 2014,

Auditor: Lowdermilk Church & Co., L.L.P. Auditor Mailing Address: 121 North Sterling St., Morganton, NC 28655

Hereinafter referred to as The Auditor

and City Council (Governing Board (s)) of City of Lincolnton

: hereinafter referred to as the Governmental Unit (s), agree as follows:

Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

   County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

   If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

Contract to Audit Accounts (cont.) City of Lincolnton

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: lgc.invoice@nctreasurer.com . Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [*For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards*] $ -

Audit 29,400

Preparation of the annual financial statements 5,900

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. The 75% cap for interim invoice approval for this audit contract is $ 26,475 **** NA if no interim billing**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.

12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed prior to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.

13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor

15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is http://nctreasurer.slgfd.leapfile.net <u>No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.</u>

16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, <u>the terms of this contract will control</u>. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

17. Special provisions should be limited. Please list any special provisions in an attachment. See attached engagement letter.

18. A separate contract <u>should not</u> be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.

19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is http://nctreasurer.slgfd.leapfile.net Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.

20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. <u>The audit should not be started before the contract is approved.</u>

21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

22. <u>Municipal & County Contracts:</u> The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void. N/A

23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

Contract to Audit Accounts (cont.) City of Lincolnton

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Lowdermilk Church & Co., L.L.P.

Name of Audit Firm

By Phillip E. Church

Authorized Audit firm representative name: Type or print

Phillip E. Church

Signature of authorized audit firm representative

pechurch@bellsouth.net

Email Address of Audit Firm:

Date 11-21-14

Governmental Unit Signatures:

By John O. Gilleland, Jr.

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By

DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date

Unit Signatures (continued):

By N/A

Chair of Audit Committee - Type or print name

**

Signature of Audit Committee Chairperson

Date

*** If Governmental Unit has no audit committee, this section should be marked "N/A."*

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a) This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Steven B. Zickefoose

Governmental Unit Finance Officer: Type or print name

Finance Officer Signature

stevezickefoose@ci.lincolnton.nc.us

Email Address of Finance Officer

Date

(Pre-audit Certificate must be dated.)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

Board Approval Date – Primary Government

Board Approval Date - DPCU

Lowdermilk Church & Co., L.L.P.
Certified Public Accountants

121 N. Sterling Street
Morganton, North Carolina 28655
Phone: (828) 433-1226
Fax: (828) 433-1230

To Honorable Mayor and Members of the City Council]
City of Lincolnton
Lincolnton, North Carolina

November 20, 2014

We are pleased to confirm our understanding of the services we are to provide City of Lincolnton for the year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Lincolnton as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Lincolnton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Lincolnton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Information.
3. Law Enforcement Officers Special Separation Allowance and Other Postemployment Benefits Schedule of Funding Progress and Schedules of Employer Contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies City of Lincolnton's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Individual Fund Financial Statements
2. Budgetary Schedules
3. Other Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1. Introductory Information
2. Statistical Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of City of Lincolnton and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Lincolnton's financial statements. Our report will be addressed to management and the City Council of City of Lincolnton. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Lincolnton is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards; an overview of the type of work to be performed on the financial information of components, including the basis for a decision to make reference to a component auditor in the auditor's report; an overview of the engagement team's planned involvement in the work of component auditors on the financial information of significant components.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Lincolnton's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lowdermilk Church & Co., L.L.P. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lowdermilk Church & Co., L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 21, 2015 and to issue our reports no later than October 31, 2014. Phillip E. Church is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. To ensure that Lowdermilk Church & Co., L.L.P.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $35,300. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. We are required to inform you that we charge interest at rate of 18% per annum on all invoices over 30 days old.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We are providing you with a copy of our 2012 external peer review report which accompanies this letter.

We appreciate the opportunity to be of service to City of Lincolnton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Phillip E. Church

Phillip E. Church
Partner

RESPONSE:
This letter correctly sets forth the understanding of City of Lincolnton.

Management signature:______________________________

Title:______________________________

Date:______________________________

Governance signature:______________________________

Title:______________________________

Date:______________________________

Directory of Governmental Unit and Audit Firm Officials

City of Lincolnton
Governmental Unit

Lowdermilk Church & Co., L.L.P.
Auditor for the 2014-2015 Fiscal Year

GOVERNMENTAL UNIT

1. **ELECTED OFFICIAL:**
(Mayor for Municipalities and chairperson of governing board for all other units)

John O. Gilleland, Jr.
Name

Mayor
Title

2. **MANAGER:**
(Or person who serves in this capacity e.g. Administrator, Executive Director, etc.)

Jeff B. Emory
Name

City Manager
Title

3. **FINANCE OFFICER:**

Steven B. Zickefoose
Name

Finance Director
Title

(704) 736-8980
Phone No.

(704) 736-8999
Fax No.

stevezickefoose@ci.lincolnton.nc.us
E-Mail Address

AUDITOR

1. **CONTACT PERSON:**
Partner or other person with legal authority to contract for the firm)

Phillip E. Church
Name

Partner
Title

(828) 433-1226
Phone No.

(828) 433-1230
Fax No.

ceavery@bellsouth.net
E-Mail Address

2. **AUDITOR ANTICIPATES PREPARING THE FOLLOWING TYPE OF REPORT:**

(Check the appropriate box)

___ General Purpose Financial Statements with combining, individual fund, and account group financial statements, and schedules required by the LGC

X Comprehensive Annual Financial Report (CAFR) including schedules required by the LGC

Notes:

1. Please type all information on this questionnaire.
2. The audit firm representative, the elected official, and the finance officer reported on this questionnaire should agree with the persons reported on the Contract to Audit Accounts.
3. The information on this questionnaire will be used in official correspondence from the Local Government Commission, and the Commission must be notified of any changes in the persons holding these positions.

BERNARD ROBINSON & Company, L.L.P.

Certified Public Accountants and Advisors Since 1947

System Review Report

September 27, 2012

To the Partners of Lowdermilk Church & Co., L.L.P.
and the Peer Review Committee of the North Carolina
Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. (the firm) in effect for the year ended May 31, 2012. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Lowdermilk Church & Co., L.L.P. in effect for the year ended May 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail*. Lowdermilk Church & Co., L.L.P. has received a peer review rating of *pass*.

Bernard Robinson & Company, LLP

BERNARD ROBINSON & COMPANY, L.L.P.

Office: 1501 Highwoods Blvd., Suite 300 ~ Greensboro, NC 27410
Mailing: P.O. Box 19608 ~ Greensboro, NC 27419-9608
Phone (336) 294-4494 ~ Fax (336) 294-4495 ~ www.brccpa.com

ITEM

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CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John Les Cloninger

CITY MANAGER
JEFF EMORY
jeffemory@ci.lincolnton.nc.us
CITY CLERK
DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
THOMAS J. WILSON, JR.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Jeff Emory, City Manager JE

SUBJECT: Proposed Resolution Creating the Lincolnton Tourism Development Authority

DATE: November 28, 2014

At the last meeting I presented a resolution that would modify the current make-up of the Lincolnton Tourism Development Authority. Council asked me to do more research on this matter, and report back at the December meeting.

Some changes have been made to the proposed resolution. Keep in mind some of the information included is coming from the original action by the General Assembly that gave us the statutory authority to create a LTDA.

I am now proposing that the authority consist of five members, as opposed to three in my original proposal. Two of these members must be affiliated with businesses that will collect the tax, and 3/4 of the members must be individuals who are currently active in the promotion of travel and tourism in the city. I have also included a statement that allows members who are affiliated with businesses that will collect the tax, to live outside the city limits. I have also included language that allows the Council to appoint a member as an ex-officio member.

If Council adopts this resolution the City Clerk will advertise for applications, and Council may appoint the authority at a later meeting. The resolution also allows for Council to name the chairman. I have discussed this matter on several occasions with the City Attorney and staff and we are all in agreement this action needs to be taken in order to meet the guidelines of the original legislation. I believe a separation between the City and the Authority will clearly serve as the catalyst for meeting this requirement. If you have any questions please give me a call.

CITY OF LINCOLNTON

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CITY ATTORNEY
THOMAS J. WILSON, JR.

RESOLUTION CREATING THE LINCOLNTON TOURISM DEVELOPMENT AUTHORITY

THAT WHEREAS, the City of Lincolnton, North Carolina, is a Municipal Corporation organized and existing under the laws of the State of North Carolina and is authorized by Session Law 2001-439, Senate Bill 92, and more particularly in "Part III. CITY OF LINCOLNTON. Section 3.2" of the aforementioned law, to create a tourism development authority.

THAT WHEREAS FURTHER, it is desired by the City of Lincolnton, North Carolina, to modify the previous resolution to fulfill those purposes and perform those duties as are set out in the aforementioned laws.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lincolnton, North Carolina, assembled in Regular Session on this the 4th day of December, 2014, as follows;

a. **The composition of the Lincolnton Tourism Development Authority is modified as follows; the Authority will consist of five (5) members. Of whom at least one-third (1/3) of the members must be individuals who are affiliated with businesses that will collect the room occupancy tax, and at least three-fourth (3/4) of the members must be individuals who are currently active in the promotion of travel and tourism in the City. Members who are affiliated with businesses that will collect the room occupancy tax are not required to reside within the city limits. The Lincolnton City Council will appoint the Chairman of the Authority, and may appoint a member of Council to serve as an ex-officio member of the authority. The terms of membership will be staggered. The initial members of the Authority will be appointed by the City Council to such terms so that such may be staggering. As the terms of the initial members expire, new appointments will be made for the terms of three (3) years. A member of the Authority may only serve two (2) consecutive terms. The Finance Officer of the City of Lincolnton will be the Ex-Officio Finance Officer of the Authority.**

b. Vacancies. Vacancies occurring for reasons other than expiration of term will be filled as they occur by the City Council for the period of the unexpired term.

c. Organization. Within thirty (30) days after appointment, the Authority must meet. It will adopt rules for the transaction of business and will keep a record of the attendance of members and discussions at meetings.

d. Meetings. The Authority will meet at the call of the Chairperson

e. Duties. The Authority will expend the net proceeds of the Room Occupancy Tax as set forth in the Ordinance establishing the Room Occupancy Tax. The Authority will promote travel, tourism, and conventions in the City of Lincolnton, sponsor tourist-related events and activities in the city, and finance tourist-related capital projects.

The Authority will report quarterly and at the close of the fiscal year to the Lincolnton City Council on its receipts and expenditures for the preceding quarter and for the year in such detail as the City Council might require.

PASSED AND ADOPTED, this the 4th day of December, 2014

CITY OF LINCOLNTON, NORTH CAROLINA

BY: ______________________________
JOHN O. GILLELAND, JR., Mayor

Attest:

____
DONNA C. FLOWERS, City Clerk

(Municipal Seal)

ITEM

12

MEMO TO:	Mayor and City Council Members
FROM:	Laura Elam, Planning Director
THROUGH:	Jeff Emory, City Manager
SUBJECT:	Potential Carolina Thread Trail Grant For Local Match to Pending CMAQ Grant for Sidewalk Project On East Main Street at Highway 321 Bridge
DATE:	December 4, 2014

BACKGROUND

At last month's City Council meeting, Council gave approval for Staff to pursue a CMAQ grant for a sidewalk project that would eliminate the gap in the sidewalk on East Main Street at its intersection with Highway 321. If we are successful in the pursuit of the federal CMAQ funding, there will be a 21 percent local match required, a total of roughly $42,000.00. Staff would like to pursue a Carolina Thread Trail grant to cover the local match. The next opportunity to submit a CTT application is January, 2015.

In the event that Council supports staff efforts to pursue a Carolina Thread Trail grant to cover the required local match for the CMAQ grant, the attached Resolution of Support should be adopted so that it can accompany the CTT application.

ACTION REQUESTED

Adoption of attached Resolution of Support for Carolina Thread Trail grant.

CITY OF LINCOLNTON

CITY MANAGER
JEFF EMORY
jeffemory@ci.lincolnton.nc.us
CITY CLERK
DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
THOMAS J. WILSON, JR.

RESOLUTION
IN SUPPORT OF CAROLINA THREAD TRAIL
IMPLEMENTATION GRANT
FOR EAST MAIN STREET SIDEWALK

Whereas, the Carolina Thread Trail's mission is to bring resources to the 15-county region in the south-central piedmont of North Carolina and the north-central portion of South Carolina in order to create an interconnected trail system with major regional trails designated as the Carolina Thread Trail, and

Whereas, the Carolina Thread Trail offers grant opportunities in order to assist communities with construction of local trails and greenways identified in the Carolina Thread Trail Master Plan, and

Whereas, the City of Lincolnton is committed to the mission of the Carolina Thread Trail and providing segments of the Carolina Thread Trail that provide safe and convenient trails and greenways to local and regional destinations; and

Whereas, East Main Street is a part of the Carolina Thread Trail Master Plan and provides connectivity to regional and local destinations, and

Whereas, the City of Lincolnton intends to submit application to Carolina Thread Trail for the purpose of constructing sidewalk on East Main Street at its intersection with Highway 321,

Now, Therefore, Be It Resolved by the City of Lincolnton City Council that the City of Lincolnton does hereby support the East Main Street sidewalk project as described in the Carolina Thread Trail 2015 implementation grant application.

Adopted this 4th day of December, 2014.

JOHN GILLELAND, MAYOR

ATTEST:

____

DONNA FLOWERS, CITY CLERK

ITEM

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CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
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John Les Cloninger

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CITY ATTORNEY
THOMAS J. WILSON, JR.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LINCOLNTON, NORTH CAROLINA DESIGNATING THE DATE AND TIME OF THE MONTHLY MEETING OF THE MAYOR AND CITY COUNCIL IN ORDER TO COMPLY WITH THE OPEN MEETINGS LAW

(R-19-14)

WHEREAS, Chapter 143, Article 33 B of the General Statutes of North Carolina (The Open Meeting Law) requires in effect if a public body holds a meeting at any time, it shall give public notice of the time and place of that meeting as provided in GS 143-318.8;

WHEREAS, one of the methods of giving such public notice is to advertise in a newspaper with a circulation in and around the City of Lincolnton; and

WHEREAS, the City Council desires to notify all citizens and residents of the City of Lincolnton of their regular meeting date and time.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Lincolnton that the regular meeting of the City Council shall be held the first Thursday of each month at 7:00 p.m. in the Council Chambers of the Lincolnton City Hall, located at 114 W. Sycamore Street, on the following dates and times:

January 8	**May 7**	**September 3**
February 5	**June 4**	**October 1**
March 5	**July 2**	**November 5**
April 2	**August 6**	**December 3**

All of these being held in 2015. The City Council meeting in Regular Session on December 4, 2014 established these dates and time and ordered this resolution be published one time in the Lincoln Times-News at least fifteen days prior to January 8, 2015 meeting. The City Council further ordered a copy of this resolution be posted on the bulletin boards located on the first and second floors of the City Hall, located at 114 W. Sycamore Street. The purpose of this advertisement and the posting of this notice acknowledges the requirement as described in Chapter 143, Article 33 B of the General Statues of North Carolina.

Adopted this 4th day of December, 2014.

114 WEST SYCAMORE STREET • P.O. BOX 617 • LINCOLNTON, NORTH CAROLINA 28093-0617
PHONE (704) 736-8980 • FAX (704) 736-8995

ITEM

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NO BACK UP PROVIDED

TO CITY CLERK

FOR THIS ITEM

(SHOULD BE PROVIDED

AT THE CITY COUNCIL

MEETING)

ITEM

15

City of Lincolnton

AGENDA REQUEST FORM

Please Print

Name Brooke Sherrill, DDA Chairperson

Address 7041 Lackey Rd Phone 704-913-4778

Vale, NC 28168 EMAIL: brookesherrill@sbh-cpa.com

Name of Firm or Corporation (if applicable) Downtown Development Association

Other Persons Accompanying Speaker ______

Purpose of Request to Appear Request for leftover amounts from the grant program line item in the B&CD budget from previous years be transfered to the DDA venture fund loan program like was done in various years for use according to the venture fund loan terms & distributed by the DDA.

Council Meeting date you wish to appear ~~November 6, 2014~~ (tabled) December 4, 2014 mtg.

Amount of time required for Presentation 10 min at max should be plenty

Date form submitted to the City Clerk 10/21/2014

Signature of Requesting Party

Return forms to: City Clerk's Office
City of Lincolnton
P.O. Box 617
Lincolnton, NC 28093

Revised 12-18-09

CITY OF LINCOLNTON

FINANCE DIRECTOR
Steve Zickefoose
Finance Director
stevezickefoose@ci.lincolnton.nc.us
FAX (704) 736-8999

UTILITY BILLING DEPARTMENT
Myrl Peeler
Utility Customer Services Supervisor
myrlpeeler@ci.lincolnton.nc.us
FAX (704) 736-8955

MEMORANDUM

TO: Jeff Emory, City Manager

FROM: Steve Zickefoose, Finance Director

SUBJECT: Downtown Development Association Venture Fund History

DATE: November 24, 2014

I have researched the rollover of unexpended Business & Community Development Façade Grant funds dating back to 2003. A total of $95,595.90 was rolled over to the DDA Venture funds from 2003-2009.

The last year that the rollover was done is 2009. The total amount of funds that have not been rolled over since 2003 is $80,284.03.

Please be advised that any of the funds not rolled over automatically become part of fund balance. This is true for all unexpended funds in all departmental budgets.

The 2015 budget for Business & Community Façade Grants has yet to be allocated and needs to be reserved for potential current year applications.

The only source for considering the request to rollover the unexpended balance dating back to 2003 is from the General Fund Balance.

Based on recent trends, the City has had to utilize the General Fund Balance to meet normal operational costs due to lack of budgeted revenues and has been steadily declining.

Please let me know if you have any questions.

ITEM

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CITY OF LINCOLNTON

CITY COUNCIL
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donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
THOMAS J. WILSON, JR.

TO: Mayor & City Council

FROM: Donna C. Flowers, City Clerk

DATE: November 28, 2014

SUBJECT: Request for Disposal of Records in accordance with Records Retention Policy

Please find attached a copy of requests from various City Departments, submitted to the City Clerk's Office, for destruction of records. As custodian of the City's records and in accordance with the Municipal Records Retention and Disposition Schedule of the North Carolina Department of Cultural Resources, approval for destruction by our governing body is required. Copies of the appropriate disposition schedules are attached to each request verifying the records suggested destruction. We have reviewed these, and I feel approval would assist in compliance with the policy as adopted.

City personnel completed training in Newton on updates to the Municipal retention schedule by the NC Department of Cultural Resources personnel two years ago and hopefully we can attend . Most all City Departments, with the exception of a few, purge files and submit destruction forms annually and are in compliance with the policy originally adopted in 1997. My goal is to present requests for destruction to City Council for approval twice per year. These are the requests I have to date. Should you have any questions please feel free to contact me.

2014

Reproduce this form as needed.

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name City Manager's Office
County
Agency or department
Phone number

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Budget	Budget Work Sheets	2010 -			
	" " "	2011			
	Planning Retreat Material	2010-			
		2011			
	Monthly Acticities Reports	2012			
	" " "	2013	24		
Insurance	Health Insurance Plans	2011-12			
"	Claims Data MIT Annaul Reports	2010			
	Solid Waste Management ~~Annual Report~~	2007-08			
Benefits	Longevity Projected Pay Schedule	2010-11			

Requested by: ____________, ____________, ____________
Signature Title Date

Approved by: ____________, ____________, ____________
Signature Head of Governing Board Date

Concurred by: ____________, ____________, ____________
(as indicated) Signature Assistant Records Administrator Date
NC Division of Archives and Records

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
23.	**CORRESPONDENCE AND MEMORANDA** Administrative and management correspondence/memoranda written or received by the office concerning agency authority, operating philosophy, purpose, methods, and any other function. For information on handling email, See <u>Electronic Records and Digital Imaging</u> page viii.	a) Transfer after 3 years correspondence, including email with historical value to the **<u>HISTORIES FILE</u>** item 38, page 8. b) Destroy in office routine administrative correspondence and memoranda when administrative value ends.† Agency Policy: Destroy in office after________________ c) Destroy in office remaining records after 3 years. *Retention Note: The correspondence, including email, of the city manager and department heads have historical value and should be retained.*	
24.	**CUSTOMER CALL CENTER RECORDINGS** Recordings made of calls to customer service centers for quality assurance and training purposes.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after ________________	
25.	**DONATIONS AND SOLICITATIONS**	Destroy in office after 1 year.	
26.	**EMPLOYEE SECURITY RECORDS** Records concerning the issuance of keys, identification cards, pass, parking permits, etc., to employees.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after ________________	

See <u>AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS</u>, page vi.

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

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
42.	**MAILING AND DISTRIBUTION RECORDS** Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carriers.	a) Destroy in office Sunshine Lists when superseded or obsolete. b) Destroy in office all other records when administrative value ends.† Agency Policy: Destroy in office after ________________	Comply with applicable provisions of G.S. §132-1.13 regarding confidentiality of electronic mailing lists and G.S. §132-1.12 regarding confidentiality of juvenile records.
43.	**MANAGEMENT STUDIES** Internal studies by administrators and staff throughout all agency offices. File may include studies, surveys, statistical reports, memoranda, cost analysis, projections, problem solving and comparable data that examine any aspect of the agency administration.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	

See* ***__AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS__*, *page vi.*

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

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
44.	**MINUTES OF PUBLIC BODIES** As defined by G.S. § 143-318.10 (b), includes official and reference copies of the governing board and all subsidiary and advisory boards. Subsidiary boards are defined as boards that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, or administrative functions. Also includes minutes of subcommittees of the governing board and its subsidiary and advisory boards. See the Microfilm section on page x for instructions on microfilming.	a) The official minutes of the governing board and its subsidiary boards are permanent records. b) The official minutes of advisory boards may only be destroyed upon approval by the Department of Cultural Resources (DCR). DCR reserves the right to designate the minutes of any advisory board as permanent. c) Minutes of committees or subcommittees may be destroyed when administrative value ends, if the minutes or actions and decisions of the committee are entered as part of the minutes of the parent board. If minutes or actions and decisions of the committee or subcommittee in question are not entered as part of the minutes of the parent board, DCR reserves the right to designate the minutes as permanent.† Agency Policy: Destroy in office after ________________	G.S. § 143-318.10
45.	**MINUTES (STAFF MEETINGS)** Minutes of meetings including all referenced and attached documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after ________________	G.S. § 143-318.10(c)

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

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

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	**DISPOSITION INSTRUCTIONS**	**CITATION**
50.	**ORGANIZATION RECORDS** Includes organizational charts, reorganization studies and similar records describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other copies when superseded or obsolete.	
51.	**PARKING FILE** Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	
52.	**PEST CONTROL RECORDS** Records concerning municipal pest eradication programs.	Destroy in office after 3 years*	
53.	**PETITIONS (CITIZEN)** Petitions signed by citizens requesting action by agency.	Destroy in office after 1 year.*	
54.	**PLANNING AND DEVELOPMENT FILE** Records concerning the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after ________________	
55.	**POLL LIST/REGISTRATION LIST/ROSTER/ AUTHROIZATION TO VOTE (ATV)** Lists documenting registered electors and votes cast prior to County Board of Elections taking over municipal elections. Includes electronic or paper ATV related records such as ATV books, forms, unused stickers, lists, registers, indexes, or similar record used to verify persons are registered voters at each polling location.	Contact State Archives of North Carolina prior to destroying old poll books and voter registration books.	G.S. §163 Article 15A G.S. §163-166.7 08 NCAC 10B .0103 42 U.S.C. 1973gg et seq.

**See __AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS__, page vi.*

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

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
56.	**PROCLAMATIONS AND ORDERS** Proclamation and orders issued by the city/town council.	Destroy in office 1 year after recording in minutes.	
57.	**PROJECTS FILE** Includes project correspondence, including email, final reports, specifications and contract documents, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records 3 years after completion of project.	
58.	**PUBLIC HEARING RECORDS** Includes agendas, minutes, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.† Agency Policy: Destroy in office after ________________	
59.	**PUBLIC RECORDS DISCLOSURE FILE** Formal requests submitted by persons seeking access to municipal records.	Destroy in office 2 years after resolution.*	
60.	**PUBLICATIONS RECEIVED** Includes books, magazines, periodicals, pamphlets, brochures, journals and newspapers, whether printed or electronic.	Destroy in office when superseded or obsolete.	
61.	**QUARTERLY UTILIZATION REPORTS** Reports relating to municipal business and economic development programs.	Destroy in office 1 year after submission of report.	

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

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

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
57.	**RECORDS MANAGEMENT FILE** Includes correspondence, including email, with state and/or federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain records concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded or obsolete.	
58.	**RECREATIONAL VEHICLE REGISTRATION RECORDS** Records concerning issuance of registrations/decals for recreational vehicles including, but not limited to, golf carts, canoes, and mopeds. May include proof of insurance and renewals.	Destroy in office 1 year after expiration.*	
59.	**REFERENCE (READING) FILE** Subject file containing informational copies of records organized by areas of interest.	Destroy in office when superseded or obsolete.	

**See <u>AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS</u>, page vi.*

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

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	***DISPOSITION INSTRUCTIONS***	***CITATION***
60.	**REPORTS AND STUDIES (INTERNAL ADMINISTRATION)** Records concerning the performance of a department, program, or project, as well as those created for planning purposes. May include all annual, semi-annual, or irregularly prepared reports and studies generated by an agency or prepared by consultants hired by the agency.	a) Retain in office 1 copy of all biennial and annual reports permanently. b) Retain reports and studies prepared by request of an agency's governing body or a court permanently. c) Destroy in office reports prepared monthly, bimonthly, or semi-annually after 3 years. d) Destroy in office activity reports concerning workload measurements, time studies, number of jobs completed, etc., prepared on a daily or other periodic basis after 1 year. e) Destroy in office remaining reports and studies when administrative value ends.† Agency Policy: Destroy in office after ________________ *Retention Note: Reports and studies listed elsewhere in this schedule should be retained the specified period of time.*	
61.	**REQUESTS FOR PROPOSALS** Proposals submitted by vendors in response to requests from departments. See also BIDS FOR PURCHASE item 9, page 26.	Destroy in office when administrative value ends.† Agency Policy: Destroy in office after ________________	
62.	**REQUISITIONS FILE** Requests for payment of parts and inventory items.	Destroy in office after 1 year.	

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

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

North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name City of Lincolnton Fire Department
County Lincoln
Agency or department Fire Department
Phone number 704-736-8920

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
N.C. Fire Incident	Copies of fire incidents	2006-2008			
Purchase Orders	Copies of items purchased	2004-2006 2008-2010			
Requisitions	Copies of requests for items	2003-2006			
Time Sheets	Copies of employees work hours and attendance	2005-2007 2008-2009			
Travel	Copies of employees who have attended schools	2003-2012			

Requested by: Debbie C Raby, Signature — Sr. Adm Support Specialist, Title — 2-25-14, Date (NB) (Council Agenda Dec 2014)

Approved by: ____________, Signature — ____________, Head of Governing Board — ____________ Date

Concurred by: (as indicated) ____________, Signature — ____________, Assistant Records Administrator, NC Division of Historical Resources — ____________ Date

ITEM #	STANDARD-7: EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
46.	**NATIONAL FLOOD INSURANCE PROGRAM RECORDS**	Retain in office permanently.	
47.	**NORTH CAROLINA FIRE CASUALTY REPORT** Report filed with the N.C. State Fire Commission.	Destroy in office after 5 years.	
48.	**NORTH CAROLINA FIRE INCIDENT REPORT** Report filed with the N.C. State Fire Commission, county fire marshal, town or city council, or county commissioners.	Destroy in office after 5 years.	G.S. §58-79-45
49.	**NORTH CAROLINA FIRE ASSOCIATION RECORDS**	Destroy in office when administrative value ends.	
50.	**NORTH CAROLINA FIREMAN'S PENSION FUND PRINTOUT** Documentation of annual leave, history report, position summary, N.C. Fireman's Pension Fund.	Destroy in office when superseded or obsolete.	
51.	**NOTIFICATION TO CORRECT** Notification to owner, agent, or occupant of building to correct violation or defect noted at the time of inspection.	Destroy in office 1 year after subsequent inspection reveals defect or violation has been corrected.	
52.	**NUCLEAR CIVIL PROTECTION PLAN**	Destroy in office when superseded or obsolete.	
53.	**OPERATIONS FILE**	a) Transfer correspondence with historical value to the **HISTORIES FILE** item 32, page 6 after 3 years. b) Destroy in office remaining records after 3 years.	

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

ITEM #	STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
43.	**PAYROLL DEDUCTION RECORDS** Records used to start, modify, or stop all voluntary or required deductions from payroll. May include bank payments, savings plans, insurance, association dues, W-4 forms, NC-4 forms, orders of garnishment, etc. Used as proof the employee approved of the deduction(s). Does not include federal tax deduction records.	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy in office remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records.
44.	**PAYROLL AND EARNINGS RECORDS** Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. May include individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 104. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy in office all remaining records after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
45.	**POPULAR ANNUAL FINANCE REPORT**	a) Retain records with historical value permanently. b) Destroy in office copies when administrative value ends.	
46.	**PURCHASE ORDERS** Records, forms, packing slips and attached documents concerning purchased supplies, equipment, and services. See also **GRANTS: FINANCIAL** item 35, page 21.	a) Destroy capital improvement purchase orders 6 years after completion or termination of project.* b) Destroy in office all other purchase orders after 3 years.* *Retention note: Packing slips may be destroyed upon verification of items received if they are not the only record of the purchase of the item.*	
47.	**PURCHASING REPORTS AND LOGS** Reports and logs containing quote information such as vendor name, item descriptions, price, award dates, and related information.	Destroy in office after 1 year.*	

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

ITEM #	*STANDARD-4: BUDGET, FISCAL AND PAYROLL RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
48.	**RECIPIENT CHECK AND CANCELLATION REGISTERS**	Destroy in office after 3 years.*	
49.	**ROOM OCCUPANCY TAX REPORTS**	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §153A-148.1 regarding confidentiality of taxpayer income/receipts.
50.	**TELEPHONE LOGS (BILLINGS)**	Destroy in office after 1 year.*	
51.	**TIME SHEETS, CARDS, AND ATTENDANCE RECORDS** Records concerning the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. b) Destroy in office all remaining records after 4 years.*	29 CFR 516.5 29 CFR 516.6 29 CFR 825.500 29 CFR 1627.3 26 CFR 31.6001-1 26 CFR 31.6001-4
52.	**TRAVEL REIMBURSEMENTS** Includes authorizations and requests for reimbursement for travel and related expenses. See also **GRANTS: FINANCIAL** item 35, page 21.	~~Destroy in office after 3 years.*~~	
53.	**VENDOR FILE** Records concerning specific vendors. May include accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when administrative value ends.	
54.	**VOUCHER REGISTERS FILE**	Destroy in office after 3 years.*	
55.	**VOUCHERS**	Destroy in office after 3 years.*	

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

ITEM #	*STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS*		
	RECORD SERIES TITLE	*DISPOSITION INSTRUCTIONS*	*CITATION*
58.	**RESOLUTIONS, PROCLAMATIONS AND ORDERS** See the **Microfilm** section on page viii for instructions on microfilming .	a) Retain one copy permanently. b) Destroy in office additional copies (including those tabled or failed) when administrative value ends. c) Destroy in office development records when administrative value ends.	
59.	**SURPLUS PROPERTY FILE**	Destroy in office 3 years after disposition of property.*	
60.	**TELEPHONE USAGE LOGS AND REPORTS**	Destroy in office when administrative value ends.	
61.	**TRAVEL REQUESTS**	Destroy in office after 1 year.*	
62.	**VETERANS COMMISSION QUARTERLY REPORTS**	Destroy in office after 5 years.	
63.	**WORK ORDERS (EQUIPMENT REPAIR)** Records include date and location or work, cost of materials used and labor, type of work preformed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for **EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 22, page 4.	
64.	**WORK ORDERS (FACILITY REPAIR)** Records include date and location of work, cost of materials used and labor, type of work performed and similar information.	a) Destroy in office 1 year after work is completed.* b) If this is the only record documenting work completed, follow disposition instructions for **FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS** item 25, page 5.	

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

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 11/24/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance/Util Billing & Collections Note: 2013 & 2014 Year Disposal

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Customer Work Orders Standard 21/Pg137/Item14	'Warning Tag' and 'Nonpayment Cutoff Lists	Jul-2006 thru	4 Boxes	N	3 Yrs
		Jun-2010			

Requested by: [signature] Finance Director 11/24/14
Signature Title Date

Approved by: ______________ ______________ ______________
Signature Mayor/Head of Governing Board Date

Disposal Method: ______________

Concurred by (except as indicated):

______________ Assistant Records Administrator ______________
N.C. Division of Archives and History Date

WILL DISPOSE IN REGULAR SOLID WASTE

mlp Page 6

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 11/14/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Dept. Note: 2013 & 2014 year disposals.

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Payroll Deduction Records Standard 4/Pg 22/Item 43	Balance of Salaries Binders	July 2006-June 2009	3 binders	No	4 Yrs
and	Bi-weekly Paydays Binders	July 2006-June 2009	30 binders	No	4 Yrs
Payroll & Earnings Records Standard 4/Pg 22/Item 44	Monthly & Quarterly Binders which include earnings register	July 2006-June 2009	12 binders	No	4 Yrs
	for calendar & fiscal year.				
Payroll Deduction Records Standard 4/Pg 22/Item 43	Payroll Correspondence deduction listings from 401k, credit union,	Jan 2007-Dec 2009	5 boxes	No	4 Yrs
	garnishments, child support & etc. (keep calendar year to coincide with W2's)				

Requested by: Rebecca Huntsinger (Signature) Acct. Svcs. Tech. (Title) 11/14/14 (Date)

Approved by: ______ Signature ______ Mayor/Head of Governing Board ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History ______ Date

Will shred docomentation.

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 11/14/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Dept. Note: 2013 & 2014 year disposals.

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Payroll & Earnings Records Standard 4/Pg 22/Item 44	Balance of Salaries	July 2006-June 2009		No	4 Yrs
Correspond. & Memoranda Standard 1/Pg 3/Item 17	Worker's Compensation Insurance	July 2006-June 2010		No	3 Yrs
Workers Comp. Program Standard 15/Pg 106/Item 62	-Audit and back up material		4 boxes	(all 3 boxed together)	
	Housing Authority:	July 2006-June 2010		No	3 Yrs
Correspond. & memoranda Standard 1/Pg 3/Item 17	-Correspondence				
Accounts Receivable Standard 4/Pg 17/Item 2	-Accounts Receivable Invoices				
Timesheets, cards and attendance records	Timecards/Timesheets	July 2006-June 2009	3 boxes	No	4 Yrs
Standard 4/Pg 23/Item 51					

Requested by: Rebecca Hunsinger (Signature) Acct. Svcs. Tech. (Title) 11/14/14 (Date)

Approved by: ______ Signature ______ Mayor/Head of Governing Board ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History ______ Date

Will dispose in regular solid waste.

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/14/2014

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance-Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Contracts and Agreements	Vendor Contracts	July 04-June 07	4 Boxes	No	6 Years
(p.85, Standard 13,Item 4)					
Escheat and Unclaimed Property File	Escheat Report	July 00-June 03		No	10 Years
(p.20, Standard 4,Item 31)			4 Boxes		
Tax Records (p.156 Standard 23, Item 2)	Annual Report on Public Deposits	July 00-June 03		No	reference value
(Tax Records (p.156 Standard 23, Item 3)	Assessed Value TR-2 Report	July 00-June 03		No	reference value
No Standard for Annual Reports - Contacted	Various Annual Financial Reports including Utility Billing annual reports	July 00-June 03		No	10 Years
Raleigh - keep 10 years	City Hall will keep 10 years				

Requested by: ______ Signature | Finance Director Title | 10/14/2014 Date

Approved by: ______ Signature | ______ Mayor/Head of Governing Board | ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History | ______ Date

Will dispose in regular Solid Waste

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/14/2014

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance-Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Correspondence & Memoranda	Information To/From Within City Departments	July 06-June 10	4 Boxes	No	3 Years
Correspondence & Memoranda	Perodicals	July 06-June 10	4 Boxes	No	3 Years
Correspondence & Memoranda	A to Z Detail Correspondence	July 06-June 10	4 Boxes	No	3 Years
Correspondence & Memoranda	Budget & CIP Backup Materials	July 06-June 10	4 Boxes	No	3 Years
Correspondence & Memoranda	Finance Director's Retreat/Miscellaneous Information	July 06-June 10	4 Boxes	No	3 Years
Correspondence & Memoranda	Various NC Correspondence Files (ElectriCities, ESC, NCLM, LGC,	July 06-June 10	4 Boxes	No	3 Years
	controlled substance tax, etc.)				
Correspondence & Memoranda	Finance Directors copies: Budget Ordinance, Fee Schedule started 08-09 FY	July 06-June 10	4 Boxes	No	3 Years
	Monthly UB reports,Staff meeting notes)				
Correspondence & Memoranda	Finance Directors copies: Council Meetings	July 06-June 10	4 Boxes	No	3 Years
(p.3, Standard 1,Item 17)					

Requested by: [signature] Signature — Finance Director, Title — 10/14/2014, Date

Approved by: ______ Signature — ______ Mayor/Head of Governing Board — ______ Date

Concurred by (except as indicated):

______________________, Assistant Records Administrator
N.C. Division of Archives and History — ______ Date

Will dispose in regular Solid Waste

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/14/2014

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance-Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Accounts Receivable	A/R Revenue from NC Dept of Revenue (Alcohol Bev.Tax, Franchise, Sales Tax,	July 06-June 10		No	3 Years
	Hold harmless, & Solid Waste Tax started in '08-'09 year)		4 Boxes		
Accounts Receivable	A/R Refund File	July 06-June 10		No	3 Years
(p.17, Standard 4, Item 2)					

Requested by: Mary Huffman (Signature) Accounting Services Manager (Title) 10/14/2014 (Date)

Approved by: ______________ Signature ______________ Mayor/Head of Governing Board ______________ Date

Concurred by (except as indicated):

______________, Assistant Records Administrator
N.C. Division of Archives and History ______________ Date

Will dispose in regular Solid Waste

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/14/2014

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance-Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Billing and Claims	Insurance Accidents Completed	July 06-June 10		No	3 Years
(p.18, Standard 4, Item 11)			4 Boxes		
Worker's Comp. Program (Administrative File)	Workers Compensation Insurance policy, correspondence, premiums	July 06-June 10		No	Admin Value End
(p.106,Standard 15,Item 62)					
Insurance File	First Citizens Insurance	Nov 06-Nov 10	4 Boxes	No	3 Years
(p.21, Standard 4, Item 36)					
Grants / Grants Financial	Grants: LLEBG (Local law enforcement block)	2001-2008	4 Boxes	No	5 Years
(p.6,Standard 1, Item 31) (p.21,Standard 4, Item 35)	NCGHSP (NC Governor Highway Safety Patrol)				

Requested by: Mary A Huffman (Signature) Accounting Services Manager (Title) 10-14-2014 (Date)

Approved by: ______________ Signature ______________ Mayor/Head of Governing Board ______________ Date

Concurred by (except as indicated):

______________, Assistant Records Administrator
N.C. Division of Archives and History
______________ Date

Will dispose in regular Solid Waste

DCR-DAH-ARS
RSB-RC5
(rev.3/97)

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North Carolina department of Cultural Resources
Division of Archives and History
Records Service Branch
REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/22/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E Jones Street
Raleigh, NC 27601-2807

FROM: City of Lincolnton / Dept: Finance Note 2013 + 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed (yes or no)	Retention Period
Fuel & Oil Tickets	Gas Tickets	7/1/2006 - 06/30/10	2 boxes	No	3 Yrs
Section 10 Item 2 Page 44					
Fuel & Oil Tickets (until 2011)	Duplicate Copies of Monthly Gas Bills	7/1/2006 - 06/30/10	20 folders	No	Per State anytime

Requested by: Lorie Messer — Accounts Payable Clerk — 10/22/14
Signature — Title — Date

Approved by: ____________ ____________ ____________
Signature — Mayor/Head of Governing Board — Date

Concurred by (except as indicated):

____________ Assistant Records Administrator
N.C. Division of Archives & History — Date

WILL DISPOSE IN REGULAR SOLID WASTE

DCR-DAH-ARS
RSB-RC5
(rev.3/97)

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North Carolina department of Cultural Resources
Division of Archives and History
Records Service Branch
REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/22/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E Jones Street
Raleigh, NC 27601-2807

Note

FROM: City of Lincolnton / Dept: Finance 2013+2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below
These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed (yes or no)	Retention Period
Cash Receipts	Deposit Related - Utility/Misc Revenue Cash Receipts Binders	07/01/06 - 06/30/10	48 binders	No	3 Yrs
Cash Receipts	Daily Utility Cash Receipts (U/B Tickets & Calculator Tapes)	07/01/06 - 06/30/10	20 boxes	No	3 Yrs
Cash Receipts	Daily Misc Tickets	07/01/06 - 06/30/10	2 boxes	No	3 Yrs
Section 4 Item 18 Page 19					
Purchase Order	Purchase Order Binders Open,Closed,Register,G/L	7/1/2004 - 06/30/07	18 binders	No	6 Yrs
Purchase Order	P/O Gold / Yellow Copies ** Duplicate (per state - anytime)	07/01/06 - 06/30/09	3 boxes	No	per State anytime
Standard 4 Item 46 Page 22					

Requested by: Lorie Messer (Signature) — Accounts Payable Clerk (Title) — 10/22/14 (Date)

Approved by: ______ (Signature) — ______ (Mayor/Head of Governing Board) — ______ (Date)

Concurred by (except as indicated):

______ Assistant Records Administrator
N.C. Division of Archives & History — ______ Date

WILL DISPOSE IN REGULAR SOLID WASTE

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RSB-RC5
(rev.3/97)

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North Carolina department of Cultural Resources
Division of Archives and History
Records Service Branch
REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/22/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E Jones Street
Raleigh, NC 27601-2807

FROM: City of Lincolnton / Dept: Finance Note 2013+2014 year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below
These records have no further use or value for official or administrative purposes.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed (yes or no)	Retention Period
Accounts Payable	A/P Check Run Reports Binders Inv Entry/Cash Req/Ck Reg/G/L	7/1/2004 - 06/30/07	12 binders	No	6 Yrs
Accounts Payable	Month End Binders Vendor Analy,Pd Inv,ME Tax	7/1/2004 - 06/30/07	6 binders	No	6 Yrs
Accounts Payable	Month End Binders Monthly G/L Reports	7/1/2004 - 06/30/07	6 binders	No	6 Yrs
Accounts Payable	Vendor Purge - no report since we have not purged at E-O-C-Y	last yr purg 01/01/06	---------	No	6 Yrs
Accounts Payable Invoices	A/P Paid Invoices-P.O.-Ck Copy & Supporting Documentation	7/1/2004 - 06/30/07	15 boxes	No	6 Yrs
Standard 4 Item 1 Page 17 *Standard 4 Item 46 Page 22*	*Cross Reference-P.O.s Attached to Invoices - Keep 6 yrs*				
A/P Invoices	Petty Cash Tickets (no p.o. attached)	7/1/2006 - 06/30/10	16 envelopes	No	3 Yrs
Standard 4 Item 38 Page 21					
A/P Paid cks/vouchers	A/P Yellow Check Copies(for 1099 records) A to Z (duplicate) (keep calendar year)	1/1/2006 - 12/31/10	4 box	No	per state anytime 3 Yrs
A/P Paid cks/vouchers *Standard 4 Item 42 Page 21*	A/P Pink Check Copies by ck# (duplicate)	7/1/2006 - 06/30/10	4 box	No	per state anytime 3 Yrs

Requested by: Lorie Messer (Signature) — Accounts Payable Clerk (Title) — 10/22/14 (Date)

Approved by: ______ Signature — ______ Mayor/Head of Governing Board — ______ Date

Concurred by (except as indicated):

______ Assistant Records Administrator
N.C. Division of Archives & History — ______ Date

WILL DISPOSE IN REGULAR SOLID WASTE

DCR-DAH-ARS
RSB-RC5
(rev.3/97)

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Financial Journals and Ledgers & Detail Report	General Ledger Detail Trial Balance	July 85-June 10	87 Binders	No	3 Years
(p.20, Standard 4,Item 34) (p.20, Standard 4,Item 28)					
Financial Journals and Ledgers	General Journal Entries	July 85-June 10	9 Boxes	No	3 Years
(p.20, Standard 4, Item 34)	Budget Ordinance	July 85-June 10		No	3 Years
	Adjusting and Reversing Journal Entries	July 85-June 10		No	3 Years
	Budget Amendments	July 85-June 10		No	3 Years

Requested by: Steve Zickefoose Finance Director 10/21/14
Signature Title Date

Approved by: ______ ______ ______
Signature Mayor/Head of Governing Board Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History ______
Date

DCR-DAH-ARS
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(rev.3/97)

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Monthly Reports (Local)	G/L EOM CUD Reports	July 06- June 10	16 Binders	No	3 Years
(p.142, Standard 21,Item 57)					
In House Back-up	Weekly Finance Director Revenue & Expense Reports	July 06- June 10	8 Binders	No	3 Years
(p.20, Standard 4, Item 34)					
Sales Tax	Monthly Reports of Electricity Sales Tax	July 06 - June 10	1 Box	No	3 Years
(Retain 3 years in case of audit by State)					

Requested by: Denise R. Coltrane — Accountant — 10/21/14
Signature — Title — Date

Approved by: ______ ______ ______
Signature — Mayor/Head of Governing Board — Date

Concurred by (except as indicated):

______________________, Assistant Records Administrator
N.C. Division of Archives and History — Date

Will dispose in Regular Solid Waste

DCR-DAH-ARS
RSB-RC5
(rev.3/97)

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Bank Statements	Accounts Payable Checking	July 06-June 09		No	4 Years
Bank Statements	Payroll Checking	July 06-June 09		No	4 Years
Bank Statements	NC Cash Management Investment	July 06-June 09	3 Boxes	No	4 Years
In House Back-up	Finance Daily Excel Cash Investments	July 06-June 09		No	4 Years
In House Back-up	Cash/Investments - Weekly Green Ledger Sheets	July 06-June 09		No	4 Years
(p.18, Standard 4, Item 8)					

Requested by: Denise R. Coltrane — Signature | Accountant — Title | 10/21/14 — Date

Approved by: ______ Signature | ______ Mayor/Head of Governing Board | ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History
______ Date

Will Shred documentation

DCR-DAH-ARS
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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Bank Statements	Powell Bill Checking	July 06- June 09		No	4 Years
Bank Statements	Powell Bill Investments	July 06- June 09		No	4 Years
Bank Statements	Escrow Checking	July 06- June 09		No	4 Years
Bank Statements	CUD Checking	July 06- June 09		No	4 Years
Bank Statements	July 4^{th} Checking	July 06- June 09	3 Boxes	No	4 Years
Bank Statements	Federal Eq. Checking	July 06- June 09		No	4 Years
Bank Statements	Marcia Cloninger Rail-Trail Checking	July 06- June 09		No	4 Years
Bank Statements	Occupancy Tax Checking	July 06- June 09		No	4 Years
Bank Statements	S.A.C. - Checking	July 06- June 09		No	4 Years
(p.18, Standard 4, Item 8)					

Requested by: Denise R. Coltrane (Signature) Accountant (Title) 10/21/14 (Date)

Approved by: ______ (Signature) ______ (Mayor/Head of Governing Board) ______ (Date)

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History ______ Date

Will Shred Documentation

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(rev.3/97)

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Equipment & Property Inventories	Capial Asset Reports	July 04-June 07	6 Binders	No	6 Years
(p.4, Standard 1, Item 21)					
Equipment & Property Inventories	Capital Asset - Back-up, Invoices, Miscellaneous	July 04-June 07	6 Boxes	No	6 Years
(p.4, Standard 1, Item 21)					

Requested by: Denise R. Coltrane (Signature) Accountant (Title) 10/21/14 (Date)

Approved by: ______ Signature ______ Mayor/Head of Governing Board ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History ______ Date

Will dispose in Regular Solid Waste

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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Detail Report File	Monthly Accounting Folders	July 06-June 10	16 Boxes	No	3 Years
Detail Report File	Monthly G/L Account Distribution	July 06-June 10	8 Binders	No	3 Years
(p.20, Standard 4, Item 28)					
Daily Journal & Ledger Entry Update Printouts	G/L - Proof and Update	July 06-June 10	24 Binders	No	3 Years
(p.20, Standard 4, Item 26)					
Financial Journals and Ledgers	G/L - Balance Sheet, Revenues, Expenses	July 06-June 10	4 Binders	No	3 Years
(p.20, Standard 4, Item 34)					

Requested by: Denise R. Coltrane (Signature) — Accountant (Title) — 10/21/14 (Date)

Approved by: ______ (Signature) — ______ Mayor/Head of Governing Board — ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History — ______ Date

Will dispose in Regular Solid Waste

DCR-DAH-ARS
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North Carolina Department of Cultural Resources
Division of Archives and History
Records Services Branch

REQUEST AND APPROVAL OF UNSCHEDULED RECORDS DISPOSAL

Date: 10/21/14

TO: Assistant Records Administrator
N.C. Division of Archives and History
Records Services Branch
109 E. Jones Street
Raleigh, N.C. 27601-2807

From: City of Lincolnton / Dept: Finance Note: 2013 and 2014 Year Disposals

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purpose.

Records Title	Description	Inclusive Dates	Quantity	Microfilmed? (Yes or No)	Retention Period
Property Taxes	Annual Levy	July 00-June 03	3 Binders	No	10 years
(p.158, Standard 23,Item 9)	Monthly Tax Printouts	July 00-June 03	6 Binders	No	10 years
(p.159, Standard 23,Item 15)					
(p.159, Standard 23,Item 18)	Monthly Property Tax Check	July 00-June 03		No	10 years
(p.159, Standard 23,Item 19)	Monthly Property Tax Entries	July 00-June 03	3 Boxes	No	10 years
(p.159, Standard 23,Item 20)	Finance Director Annual Balancing - Record of 10 year outstanding property tax	July 00-June 03		No	10 years
(p.160, Standard 23,Item 23)	Property Tax Correspondence	July 00-June 03		No	10 years
(p.160, Standard 23,Item 24)					
(p.160, Standard 23,Item 25)					
(p.160, Standard 23,Item 27)					

Requested by: Denise R. Cothrane — Signature; Accountant — Title; 10/21/14 — Date

Approved by: ______ Signature; ______ Mayor/Head of Governing Board; ______ Date

Concurred by (except as indicated):

______, Assistant Records Administrator
N.C. Division of Archives and History ______ Date

Will dispose in Regular Solid Waste

Reproduce this form as needed.

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name ______
County ______
Agency or department ______
Phone number ______

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD
Athletic Program	Walking Program	1993	33	No	3yrs.
Athletic Program	Fitness Program	1997	85	No	3yrs.
Athletic Program	Seniors	1998	101	No	3yrs.
Recreation Program	Soccer - Fall	2009	191	No	3yrs.
Pool Records	Chemical Records	2005-2008	177	No	3yrs.
Recreation Program	Soccer - Fall	2009	146	No	3yrs.
Recreation Program	Soccer - Spring	2009	114	No	3yrs.
Recreation Program	Soccer - Spring	2009	120	No	3yrs.
Recreation Program	Swim Programs	2007	183	No	3yrs.
Recreation Program	Tennis Camp	2009	2	No	3yrs.
Recreation Program	Registration Forms	2006	182	No	3yrs.
Recreation Programs	Swim Lesson Info.	2006	42	NO	3 yrs.

Requested by: [signature], Recreation Director, 11/18/14
Signature Title Date

Approved by: ______, ______, ______
Signature Head of Governing Board Date

Concurred by: ______, ______, ______
(as indicated) Signature Assistant Records Administrator Date
NC Division of Archives and Records

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name ______
County ______
Agency or department ______
Phone number ______

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD
Recreation Programs	Swim Programs	2007	35	NO	3 yrs.
Recreation Programs	Soccer-Fall	2007	129	NO	3 yrs
Recreation Programs	Soccer-Fall	2008	175	NO	3yrs
Recreation Programs	Soccer-Fall	2008	129	NO	3yrs
Recreation Programs	Soccer-Fall	2007	126	NO	3yrs
Athletic Program File	Walk at Lunch Klub	2006-2007	13	NO	3yrs
Recreation Programs	Soccer	2007	27	NO	3yrs
Special Events Programs	Punt, Pass & Kick 2007	2007	11	NO	3yrs
Special Events Programs	Seniors	1995	92	NO	3yrs
Employment Applications	Summer Programs Applications	1993	48	NO	2yrs
Bids for Purchase	Bids File 1996-2007	1996-2007	12	NO	3yrs
Special Events Program	Seniors	To 2007	1,170	NO	3 yrs

Requested by: [signature], Recreation Director, 11/18/11
Signature Title Date

Approved by: ______, ______, ______
Signature Head of Governing Board Date

Concurred by: ______, ______, ______
(as indicated) Signature Assistant Records Administrator Date
NC Division of Archives and Records

Reproduce this form as needed.

North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name ______
County ______
Agency or department ______
Phone number ______

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD
Atletic Program File	Men's Industrial League Basketball	2006-2007	194	NO	3yrs
Athletic Program File	Youth Basketball	2005-2006	176	NO	3 yrs
Special Events Program	Big Sweep Info.	1997-1999	211	NO	3yrs
Pool Records	Calendars + Forms	2006-2009	65	NO	1yR
Pool Records	Pool Test Sheets	2006	48	NO	1yR
Athletic Program File	Industrial League	2005-2006	124	NO	3yrs
Athletic Program File	Youth Basketball	2004-2005	152	NO	3yrs
Athletic Program File	Industrial League	2006	25	NO	3 yrs
Recreation Programs	Season Passes	2006	19	NO	3yrs
Recreation Programs	Registration Forms	2005	68	NO	3yrs

Requested by: [signature], Recreation Director, 11/18/14
Signature — Title — Date

Approved by: ______, ______, ______
Signature — Head of Governing Board — Date

Concurred by: (as indicated) ______, ______, ______
Signature — Assistant Records Administrator, NC Division of Archives and Records — Date

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North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name ______
County ______
Agency or department ______
Phone number ______

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD
Recreation Program	Football Camp	2009	50	NO	3yrs
Recreation Program	Swim Programs	2005	151	NO	3yrs
Recreation Program	Youth camp Info.	2008	42	NO	3yrs
Attendance Records	Accrued Leave	2007-2008	52	NO	4yrs.
Special Olympic File	Special Olympics	2006	14	NO	3yrs
Recreation Program	Summer Brochure	2002	35	NO	3yrs
Recreation Program	Recreation Forms	2003	51	NO	3yrs
Recreation Program	Program Guide Info.	2005	40	NO	3yrs
Recreation Program	Swim Lesson Registration	2008	130	NO	3yrs
Recreation Program	Flag Football Registration	2008	54	NO	3yrs
Recreation Program	Youth Basketball Info.	2007	126	NO	3yrs
Recreation Program	Youth Basketball Info.	2008	86	NO	3yrs

Requested by: [signature], Recreation Director, 11/18/14
Signature Title Date

Approved by: ______, ______, ______
Signature Head of Governing Board Date

Concured by: ______, ______, ______
(as indicated) Signature Assistant Records Administrator Date
NC Division of Archives and Records

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North Carolina Department of Cultural Resources
Division of Archives and Records
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Archives and Records
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name ______
County ______
Agency or department ______
Phone number ______

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD
Recreation Program	All-Star Basketball	2008	95	NO	3yrs
Recreation Program	Youth Basketball	2007-2008	120	NO	3yrs
Recreation Program	Youth Basketball	2008-2009	187	NO	3yrs
Check Registers	Register Tape From Pool	2007-2009	87 Rolls	NO	1yr
Recreation Program	Adult Sports	2009	1	NO	3yrs
Paid Bills	Water Bills	2008	56	NO	3yrs
Volunteer	Records	2008	3	NO	3yrs
Paid Bills	Misc. Bills	2009	132	NO	3yrs
Maintenance Request	Lentz Center	2009	2	NO	3yrs
Agenda File	City Council Agenda	2008	163	NO	2yrs
Agenda File	City Council Agendas	2009	83	NO	2yrs
Recreation Programs	Camps	2008-2009	26	NO	3yrs

Requested by: [signature], Signature | Recreation Director, Title | 11/18/14, Date

Approved by: ______ Signature | ______ Head of Governing Board | ______ Date

Concurred by: (as indicated) ______ Signature | ______ Assistant Records Administrator, NC Division of Archives and Records | ______ Date

North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name City of Lincolnton
County Lincoln
Agency or department Human Resources
Phone number 704-736-8980

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD
#32 Employment Listings, Advertisement, and Announcements	Job postings, supporting advertisement information	May 2008 thru Dec 2011		no	2 years
#31 Employment Applications and Resumes	Records submitted by job applicants for vacant positions or by current employees for promotion, or transfer. Includes applications, resumes, letters of reference, certificates and similars records	May 2008 thru Dec 2011		no	2 years

Requested by: Tanya Osborne, Human Resources Director, 11-24-14
Signature, Title, Date

Approved by: ______________, ______________, ______________
Signature, Chief Records Officer, Date

Concurred by: ______________, ______________, ______________
(except as indicated) Signature, Assistant Records Administrator Archives and Records Section, Date

STANDARD 15: PERSONNEL RECORDS

ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
29.	**EMPLOYEE TRAINING AND EDUCATIONAL RECORDS** Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Transfer employee-specific records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 104 if such training and testing is required for the position held or could affect career advancement. b) Destroy in office non-employee-specific records 1 year from date record was.created. c) Destroy in office remaining records when administrative value ends.	29 CFR 1627.3
30.	**EMPLOYEE WORKS SCHEDULES AND ASSIGNMENT RECORDS** Records concerning work, duty, shift, crew, or case schedules, rosters, or assignments.	Destroy in office when administrative value ends.	
31.	**EMPLOYMENT APPLICATIONS AND RESUMES** Records submitted by job applicants for vacant positions or by current employees for promotion, transfer, or training opportunities. May include applications, transcripts, resumes, letter of reference and similar records.	a) Transfer application, resumes, transcripts and similar records as applicable to **PERSONNEL RECORDS (OFFICIAL COPY)** item 48, page 104. b) Destroy in office all remaining records concerning individuals hired 2 years from date record was created, received, or the personnel action involved. c) Destroy in office records concerning individuals not hired 2 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.* d) Destroy in office unsolicited applications/resumes, and those received after posted closing dates in office 2 years after receipt.	29 CFR 1602.31 29 CFR 1602.40 29 CFR 1602.49
32.	**EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS**	Destroy in office after 2 years.	29 CFR 1602

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

ITEM

17

December 2014 Council Meeting

Executive Summary

October 2014 Year-To-Date

Comparative for Budgetary Purposes - Prior to Closing 2014 Fiscal Year

		14-15	% of Budget	13-14	Difference
General Fund					
Fund 10	Revenues	4,384,803.64	41.34%	4,230,815.26	153,988.38
	Expenses	3,521,693.06	43.81%	3,559,341.22	(37,648.16)
	Difference	863,110.58		671,474.04	191,636.54
Water & Sewer Fund					
Fund 61	Revenues	3,078,616.99	35.12%	2,808,939.58	269,677.41
	Expenses	1,550,459.88	24.99%	1,590,063.76	(39,603.88)
	Difference	1,528,157.11		1,218,875.82	309,281.29
Electric Fund					
Fund 63	Revenues	2,806,439.25	34.37%	2,571,610.56	234,828.69
	Expenses	2,342,240.02	31.96%	2,122,097.74	220,142.28
	Difference	464,199.23		449,512.82	14,686.41
Overtime		114,032.66		118,415.73	(4,383.07)

ITEM

18

CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John Les Cloninger

CITY MANAGER
JEFF EMORY
jeffemory@ci.lincolnton.nc.us
CITY CLERK
DONNA C. FLOWERS, CMC
donnaflowers@ci.lincolnton.nc.us
CITY ATTORNEY
THOMAS J. WILSON, JR.

TO: Mayor & City Council Members

FROM: Donna C. Flowers, City Clerk

DATE: November 28, 2014

SUBJECT: Appointments/Re-Appointments for Boards & Commissions

Agenda item numbers 18 and 19 are regarding re-appointments and new appointments to various boards and commissions. You will see listed those who have completed a first three year term, and are in accordance with City policy eligible for a second three year term. This action may be done, if Council so chooses, with one motion.

I have included the advertisement, stating the dates the ad ran, for the potential new appointments. I have listed the applicants beside the board to which they applied on the agenda. The new appointments will require a separate motion for each appointment. While the Lincolnton Tourism Development Authority vacancies were advertised we have had no applicants at this time. I will re-advertise for this board and plan to place applicants on the January 2015 agenda for your consideration.

Should you have any questions regarding these two items please feel free to contact me. Thank you.

114 WEST SYCAMORE STREET • P.O. BOX 617 • LINCOLNTON, NORTH CAROLINA 28093-0617
PHONE (704) 736-8980 • FAX (704) 736-8995

BOARDS AND COMMISSIONS
EXPIRING TERMS – (December 2014)

BOARD	NAME	EXPIRATION DATE
ABC BOARD	ED HATLEY	1ST TERM
AIRPORT	FRED HOUSER	1ST TERM
HOUSING	DUKE PEELER	1ST TERM
HOUSING	JIM PEELER	2ND TERM
HISTORIC PROPERTIES	ELLEN SHUFORD STONE	Dec. 2104 *NOTE: Filling unexpired term of Becky Burke – Will be eligible to serve a first three year term beginning January 2015*
PLANNING BOARD	JILL EADDY	2ND TERM
RECREATION	LANCE CARROLL	1ST TERM
RECREATION	MARCUS MULLEN	1ST TERM
TOURISM DEVELOPMENT AUTHORITY	*Vacancies due to restricting of the Authority*	**Ref LTDA By-Laws*
FIREMAN'S RELIEF FUND BOARD	DOUG AVERY	**Ref Firemen's Relief Fund By-Laws*

**NOTE: Terms are staggered and are governed by LTDA By-Laws*

**NOTE: Eligible applicants are those qualified beneficiaries of such fund. (Retired Firefighters)*

ITEM

19

CITY OF LINCOLNTON

CITY COUNCIL
John O. Gilleland, Jr., Mayor
Larry Mac Hovis, Mayor Pro-Tem
Devin Rhyne
Martin A. Eaddy
John Les Cloninger

CITY MANAGER
JEFF EMORY
jeffemory@ci.lincolnton.nc.us
CITY CLERK
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Should you have any questions regarding these two items please feel free to contact me. Thank you.

CITY OF LINCOLNTON
NOTIFICATION OF OPENING FOR BOARDS, COMMITTEES, AND COMMISSIONS

The City of Lincolnton is now accepting applications from City residents who are interested in serving on the following City Board(s) and or Commission(s):

Firefighter's Relief Fund Board (1 vacancy)
Housing Authority (1 vacancy)
Planning Board (1 vacancies)
Tourism Development Authority (LTDA)

The appointment term would begin January 1, 2015 through December 2017. Applications are available online at www.ci.lincolnton.nc.us or at the City Clerk's Office, located on the second floor of City Hall. Application deadline is 5:00 p.m., November 28, 2014.

For additional information regarding vacancies, please contact Donna Flowers, City Clerk at (704)736-8980 or donnaflowers@ci.lincolnton.nc.us.

Advertise 3t: Friday, November 14, 2014
Wednesday, November 19, 2014
Monday, November 24, 2014

Rec'd by mail
11/24/14
DCJ

Application for Boards/Commissions/Committees
Lincolnton City Council

Please complete each section

Full Name WALTER DOUGLAS AVERY Date of Birth 9-17-1955

Home Address 2140 SALEM CH. RD

Home Phone 704-530-8783

Current Employer DUKE ENERGY

Job Title TRANS. MAT. PLANNER Years in current position 12

Business Phone 704-382-6552 Fax ____________

E-Mail Address DOUGAVERY @ BELLSOUTH.NET

Duties PLAN MAJOR APPARATUS PURCHES FOR TRANSMISSION PROJECTS

Other employment history EMPLOYED BY DUKE SINCE 1976

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. N/A

Male X Female ____

White X Black ____ Native American ____ Asian ____ Other ____

Board/Commission/Committee Applying For (list only one per form)

LINCOLNTON FIREMEN'S RELIEF FUND BOARD

Generally, the Council desires to broaden participation on Boards /Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve: N/A

Why are you interested in serving on this Board/Commission/Committee?

RETIRED LINCOLNTON FIRE FIGHTER

Interest/Skills/Areas of Expertise/Professional Organization/Activities

MANAGE A YEARLY BUDGET OF 32 MILLION DOLLARS FOR DUKE, RETIRED FIRE CAPTAIN

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes______ No X If yes, please explain disposition ____________________

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes______ No X

If yes, please explain

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature______________ Date 11-20-2014
Form is invalid if not signed and dated

Return completed form to:

Donna C. Flowers
City Clerk's Office
P.O. Box 617
Lincolnton, North Carolina 28092
Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Lincolnton

Application for Boards/Commissions/Committees
Lincolnton City Council

Please complete each section

Full Name And Mayah Lyons Date of Birth 7/2/71

Home Address 721 W Main Street Ext. Lincolnton NC 28092

Home Phone 803-210-6087

Current Employer Carpenter Property Group LLC

Job Title Property Manager Years in current position 1

Business Phone 704 240 8784 Fax ______

E-Mail Address andmlyons@gmail.com

Duties Manage Properties

Other employment history Blackbaud - IT Consultant

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. ______

Male X Female ______

White X Black ______ Native American ______ Asian ______ Other ______

Board/Commission/Committee Applying For (list only one per form)

City Planner

Generally, the Council desires to broaden participation on Boards /Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve:

______

Why are you interested in serving on this Board/Commission/Committee? I want to be more involved in the direction my city move in

Interest/Skills/Areas of Expertise/Professional Organization/Activities

Property & Lease Management, IT Consulting (CMS, SEO Web Development, etc.)

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes______ No X If yes, please explain disposition ____________

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes______ No X

If yes, please explain

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature ____________ Date 11/20/14

Form is invalid if not signed and dated

Return completed form to:

Donna C. Flowers
City Clerk's Office
P.O. Box 617
Lincolnton, North Carolina 28092
Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments
Applicants are required to be a resident of the City of Lincolnton

Donna Flowers

From: Donna Flowers
Sent: Thursday, November 20, 2014 11:21 AM
To: 'Änd M. Lynn'
Subject: RE: Application

And,

Thank you for your email and for your interest in serving on the Lincolnton Planning Board. Mayor & Council will review applications and make appointments to this board at their December 4th meeting. I will notify all applicants once the appointments have been made.

Donna C. Flowers, MMC, NCCMC
Assistant to City Manager/City Clerk
City of Lincolnton
P.O Box 617
Lincolnton, NC 28093-0617
(704)736-8980
(704)736-8995 (fax)
donnaflowers@ci.lincolnton.nc.us

From: Änd M. Lynn [mailto:andmlynn@gmail.com]
Sent: Thursday, November 20, 2014 10:55 AM
To: Donna Flowers
Subject: Application

Hi Donna,

I would like to submit my application for City Planner. Please let me know if you need any additional information. Please reply to confirm that you received the attachment. I look forward to hearing from you.

Thanks,

Änd

Änd M. Lynn
721 West Main Street Extended
Lincolnton, NC 28092
(O) 704.240.8784
(C) 803.210.6087

Application for Boards/Commissions/Committees
Lincolnton City Council

Please complete each section

Full Name Christopher J LeBlanc Date of Birth 12/20/1970

Home Address 612 N Cedar St, Lincolnton, NC

Home Phone 978 273-2801

Current Employer MEDHOST, Inc

Job Title Director of Sales Years in current position 3/8

Business Phone ______ Fax ______

E-Mail Address jack_ev2002@yahoo.com

Duties Sales Manager, VP of Sales

Other employment history Sr. Sales Consultant / leader

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. ______

Male ✓ Female ______

White ✓ Black ______ Native American ______ Asian ______ Other ______

Board/Commission/Committee Applying For (list only one per form)

Planning Board

Generally, the Council desires to broaden participation on Boards /Commissions/Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve: NA

Why are you interested in serving on this Board/Commission/Committee? I've recently moved to Lincolnton to grow my family & want to take an active part in the growth & prosperity of the downtown area.

Interest/Skills/Areas of Expertise/Professional Organization/Activities

Sales, Marketing, R&D, Planning, Consulting, Development; Business

Broad base of experiences with various size companies.

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes______ No ✓ If yes, please explain disposition ____________________

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council?

Yes______ No ✓

If yes, please explain

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature ____________________ Date 11/20/2014

Form is invalid if not signed and dated

Return completed form to:

Donna C. Flowers
City Clerk's Office
P.O. Box 617
Lincolnton, North Carolina 28092
Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

Do not submit any resumes or attachments

Applicants are required to be a resident of the City of Lincolnton

Donna Flowers

To: Chris LeBlanc
Subject: RE: LeBlanc, Chris: Application for Planning Board

Chris,

Thank you for your application for consideration to serve on the Lincolnton Planning Board. Mayor and Council will consider applicants for this appointment at their December 4th regular meeting. I will notify applicants once action has been taken. Thank you.

Donna C. Flowers, MMC, NCCMC
Assistant to City Manager/City Clerk
City of Lincolnton
P.O Box 617
Lincolnton, NC 28093-0617
(704)736-8980
(704)736-8995 (fax)
donnaflowers@ci.lincolnton.nc.us

From: Chris LeBlanc [mailto:Chris.LeBlanc@medhost.com]
Sent: Thursday, November 20, 2014 1:36 PM
To: Donna Flowers
Subject: LeBlanc, Chris: Application for Planning Board

Donna:

Please accept my application for a position on the Lincolnton Planning Board. If you or anyone within the city council have any questions please feel free to reach out and call me.

Thank you in advance.

Sincerely,

Chris LeBlanc
Director, Service Solution Sales

MEDHOST

6100 West Plano Parkway Suite 3100 Plano, TX 75093
p. 972.713. c. 978-273-2821 f.
Chris.LeBlanc@medhost.com

Rec'd by mail 11/26/14

Application for Boards/Commissions/Committees
Lincolnton City Council

Please complete each section

Full Name **Elaine N. Harmon** Date of Birth **May 6, 1947**

Home Address **701 East Park Drive, Lincolnton, NC 28092**

Home Phone **(704) 735-0558**

Current Employer **Retired**

Job Title **N/A** Years in current position **4**

Business Phone **N/A** Fax ______

E-Mail Address **leonhar@bellsouth.net**

Duties ______

Other employment history **I served for 20 years as Lincoln County Register of Deeds and prior to that I was employed for 22 years as a legal secretary and real estate paralegal.**

It is the City Council's goal to maintain a balance of membership on its Boards/Commissions/Committees based on race, gender and Council Ward residency.

Council Ward No. **III**

Male ______ Female **X**

White **X** Black ______ Native American ______ Asian ______ Other ______

Board/Commission/Committee Applying For (list only one per form)

Planning Board

Generally, the Council desires to broaden participation on Boards /Commissions /Committees for as much citizen involvement as possible; therefore, a goal is to limit appointees to no more than 1 Board/Commission/Committee. Therefore, please list any other Board/Commission/Committee on which you currently serve: **None**

Why are you interested in serving on this Board/Commission/Committee? **I strongly believe we should give back to our community and as a life long resident of Lincoln County, I feel I have a vested interest in the welfare of our city and county. I also feel planning is essential for the overall health and attractiveness of our community and promotes economic growth.**

Interest/Skills/Areas of Expertise/Professional Organization/Activities **Member Emmanuel Lutheran Church, Lincolnton Rotary Club, Served on Numerous Committees of the Register of Deeds Association, Served as Member of the 1998 Legislative Research Commission of Land Title Registration.**

Affirmation of Eligibility:

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes_______ No **X** If yes, please explain disposition ______________

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as a appointee of the City Council? Yes______ No **X**

If yes, please explain ______________________________

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/ Committee. I understand regular attendance to any Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less then the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Signature Elaine N. Harmon

Date Nov. 26, 2014
Form is invalid if not signed and dated

Return completed for to:

Donna C. Flowers
City Clerk's Office
P.O. Box 617
Lincolnton, North Carolina 28092
Phone: (704) 736-8980 Fax: (704) 736-8995 Email: donnaflowers@ci.lincolnton.nc.us

CLOSED

SESSION