



Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works

COUNCIL DATE: August 11, 2015

SUBJECT: Approval of Crooked Creek Park Plat

General Information:

This plat adds the section of new roadway alongside the dog park to the Town's official Powell Bill Street maintenance list. Staff recommends approval of the plat.

Required Action:

Approval



Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works

COUNCIL DATE: August 11, 2015

SUBJECT: Storm Water System Inventory & Mapping

General Information:

Previously the Town contracted with S&ME, a Consulting Engineering firm, to locate, identify, and assess the condition of all closed storm drain system components within Town limits. The purpose of this work was to create a user friendly database & accompanying map book to assist in developing a storm water maintenance program and to aid in responding more rapidly and efficiently to stormwater service requests with the goal of improving overall water quality. Several residential and commercial developments have been constructed since the last inventory thus staff recommends updating the database & map book. Staff also recommends the scope of work include two additional task orders: 1) locate, identify, and assess the condition of all open roadway culverts with a diameter greater than 24 inches; and 2) locate, identify, and assess the condition of all permitted water quantity (detention) and water quality facilities.

This proposed Stormwater Utility funded work would provide staff with a comprehensive GIS database inventory of all storm water infrastructure along with a condition assessment that can be used for repair & maintenance purposes. All data will be made available on the Town's website.

Staff recommends approval of the Storm Water System Inventory & Mapping Task Order Agreement.

Required Action:

Approval

Attachment:

Storm Water System Mapping Task Order Agreement

June 15, 2015

Town of Indian Trail – Engineering Services
130 Blythe Drive
Indian Trail, NC 28079

Attention: Mr. Scott Kaufhold, PE

Reference: **STORM WATER SYSTEM MAPPING SERVICES PROPOSAL**
Town of Indian Trail
Indian Trail, North Carolina
S&ME Proposal No. 73-1500063

Dear Mr. Kaufhold:

S&ME, Inc. (S&ME) appreciates the opportunity to submit this proposal to provide storm water system mapping services for the Town of Indian Trail (Indian Trail). In this proposal we summarize our understanding of the project, a proposed scope of services, deliverables, excluded services, client responsibilities, project costs, schedule, and authorization.

PROJECT UNDERSTANDING

We prepared this proposal in response to a request made by Adam McLamb of Indian Trail in an email dated June 1, 2015. Further discussions and clarifications regarding this proposal between Adam McLamb and Scott Kaufhold of Indian Trail and Carl Rogers and Steve Loskota of S&ME occurred during May and June, 2015. S&ME previously provided Indian Trail with storm water mapping services in 2008 and 2009. During these efforts approximately 6,620 storm water structures within an area of approximately 13,800 acres were located using Global Positioning Systems (GPS), visually assessed, and mapped using Geographic Information Systems (GIS). S&ME previously provided Indian Trail with a comprehensive series of GIS shapefiles and a map book covering the entire Town.

Indian Trail has provided S&ME with a marked-up map depicting approximately 22 known locations or areas where an undetermined number of additional “closed” storm water system structures have been added since 2009. According to Indian Trail, additional areas may need to be included. The “closed” system includes the contiguous piped system linking storm water structures and does not include driveway culverts, road culverts, or open ditches and channels. S&ME understands that Indian Trail wishes to update the previously provided shapefiles and map book by mapping and visually assessing storm water structures within these areas. Based on this information and prior experience in mapping Indian Trail’s storm water system, S&ME is estimating that approximately 400 storm water structures will require mapping.

S&ME also understands that Indian Trail is requesting that S&ME map and visually assess “stand-alone” culverts with a diameter of 24”, or larger, that are located beneath paved roads and a single gravel road (Plainview Road) within the Town boundary. These culverts typically convey streams

or ephemeral storm water flow and are generally assumed to be separate from the previously mapped closed storm water system. S&ME realizes an undetermined number of such culverts are present; however, based on a preliminary analysis of available GIS data, S&ME is assuming that approximately 110 culverts conveying streams exist within Indian Trail. S&ME realizes that a “drive-through” reconnaissance of roads in conjunction with the preliminary GIS analysis and information provided by the Town will be required to locate these features. Based on a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME, this work will be performed on a time and materials cost basis with a “not to exceed” fee. S&ME will locate and assess as many culverts as the established budget will allow.

S&ME further understands that Indian Trail is requesting that S&ME locate, map, and conduct visual observations of storm water control measures (SCMs) generally including, but not limited to, detention ponds/basins, wet ponds, sand filters, engineered below-grade storm structures, and bio-retention areas. Based on information provided by Indian Trail, approximately 33 such structures are known to be present within the Town; however, Indian Trail has informed S&ME that up to 100 such structures may exist. The approximate locations of the 33 known structures have been provided by Indian Trail. If S&ME has not exceeded the budget for this task and all structures identified by Indian Trail have been identified, S&ME will begin to conduct a vehicular “drive-through” reconnaissance along paved roads to look for additional structures that Indian Trail is unaware of.

SCOPE OF SERVICES

Task 1 – Database Management

Prior to commencing fieldwork for this project, S&ME will develop a customized computer application to collect data during field observations for each of the three storm water mapping tasks outlined below (Tasks 2, 3, and 4). The application will generate a database and graphical schematic (where applicable) for each feature type in digital format that can be used to attribute mapped features following the completion of fieldwork. S&ME will coordinate with Indian Trail to develop an application that will enable us to gather customized information requested by Indian Trail for each of the three storm water mapping tasks. S&ME will also update our existing GIS landbase data (roads, parcels, streams, aerials) with GIS shapefiles or images provided by Indian Trail.

Task 2 – “Closed” Storm Water System Mapping Updates

Sub-Task 2.1 – GPS Fieldwork

GPS surveys of the “closed” storm water system will be conducted at locations or areas provided to S&ME by Indian Trail. This work will be performed under the supervision of a Professional Land Surveyor (PLS). S&ME will sub-contract with Lawrence Associates, a licensed survey firm, to conduct the GPS survey of the “closed” storm water structures. Lawrence Associates personnel will be accompanied by an S&ME employee who will be conducting field observations at the same time (see “Field Observations”). A Lawrence Associates surveyor will follow storm water lines upstream from each outfall, gathering GPS locations on storm point features such as manholes, catch basins, and drop inlets along the way. Lawrence Associates personnel will obtain GPS coordinates of features within drainage easements on public and private property and road rights-of-way. Features will be assigned a unique identifier and a

feature type (i.e., catch basin, storm manhole, etc.) and location method. A unique identifier corresponding with the GIS database will be placed on each structure by using a high-visibility pen marker, or similar marking instrument. Features that are GPS located will receive a value of "GPS" in the location method field.

GPS point feature data will be collected by taking observations with a survey-grade GPS unit and field GPS data will be exported into a text file by Lawrence Associates for conversion into a GIS shapefile by S&ME. Please note that the horizontal X and Y coordinate accuracy can be affected by topography, vegetative cover, or man-made obstructions. Vertical elevations and inverts will not be provided. GPS data will be tied to the North Carolina State Plane Coordinate System, North American Datum of 1983/2001 (NAD 83) and the features located with the GPS data will meet, or exceed, the Standards of Practice for Land Surveying in North Carolina Rule 21-56.1608 Classification Land Information Systems/Geographic Information System surveys for urban and suburban LIS/GIS Surveys (Class A). The relative accuracy shall be equal to, or less than, 0.5 meters (1.64 feet).

Features that cannot be GPS located due to unavailable satellite signals (e.g., obstructions, dense vegetative canopy, etc.), steep/dangerous topography, dangerous traffic conditions (to be determined by S&ME and Indian Trail), or lack of access due to private property concerns (e.g., fences, pets, etc) will not be GPS located. These features can be digitized in their approximate location and will receive a value of "DIGITIZED" in the location method field. Features owned by the North Carolina Department of Transportation along US 74 are not included in the scope of this proposal.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using "as-built" or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 2.2 – Field Observations

S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct field observations of each storm water feature at the same time Lawrence Associates personnel are performing the GPS survey. The application will generate a database and graphical schematic of each feature. Attributes pertaining to each feature such as unique identifier, type, condition, pipe material (in), pipe material (out), and general notes will be gathered with the application. This information will match what was previously provided during our 2008 and 2009 mapping efforts.

Sub-Task 2.3 – Incorporate Existing Drawings & Field Observations

Upon completion of GPS fieldwork and field observations, S&ME personnel will then use paper or digital design or "as-built" drawings provided by Indian Trail to create a storm water line GIS shapefile representing pipes between storm point features. Paper drawings provided by the Town can either be scanned and geo-referenced or digitized. Digital drawings, such as Computer Aided Design (CAD), will be geo-referenced (if needed) and features will be exported

into shapefiles before being incorporated into the storm water shapefiles. Attributable data from these drawings (paper or digital) such as pipe diameter, pipe material, flow direction, length, upstream invert, downstream invert, top elevation, invert elevation, and general notes will be entered into the storm point and line GIS databases. Storm point features contained on the “as-built” drawings that were not located in the original GPS mapping effort will be flagged for GPS location at a later time.

Data gathered during field observations will be used to supplement/confirm attributes from existing “as-built” drawings. Where discrepancies between field data and “as-built” drawings exist, an error log and map will be generated flagging that feature for an additional field visit to ascertain which data source is correct. Field data will also be used to generate storm water lines and attribute storm water lines and features in situations where existing “as-built” do not exist.

Sub-Task 2.4 – Quality Assurance/Quality Control (QA/QC)

S&ME aims to provide a quality product through the use of QA/QC techniques during the mapping process. Creating database rules using S&ME’s storm water observation program provides data that is collected in a standardized manner by field crews. Field observation data provides S&ME with an opportunity to cross-check existing plan drawings with conditions in the field. Discrepancies between field observation data and “as-built” drawings will be entered into an error log and a second field observation will be conducted to ascertain which data source is correct. S&ME will also provide periodic progress reports to keep the Town informed of GPS and GIS mapping efforts and provide the Town with an opportunity to comment on on-going mapping efforts.

Upon completion of system mapping, S&ME will perform QA/QC verifications to confirm accuracy. S&ME will perform spot field observations or spot checks in the office on up to 5% of point and line features to verify system accuracy (for instance, attributes in the GIS database such as point feature type, flow direction, pipe material, and pipe diameter should match conditions in the field). S&ME will also use GIS tools during and after construction of the GIS shapefiles to verify proper system connectivity (for instance, a pipe in the line features shapefile would not be allowed to show upstream flow), verify unique identifiers, eliminate duplicate features, and remove typographical errors.

Sub-Task 2.5 – Map Book Updates

S&ME will generate two complete map book sets depicting the updated “closed” storm water system, open-channel culverts (see Task 3 below), and SCMs (see Task 4 below). The map books are anticipated to be approximately 99 pages long and will be of the same size and format as the map books delivered to Indian Trail in 2009. S&ME will also provide .pdf copies of the map books so that Indian Trail can reproduce additional sets of the map books.

Task 3 – Open-Channel Culvert Mapping & Visual Observations

Sub-Task 3.1 – GPS Fieldwork

GPS location and visual observations will be conducted on an undetermined number of open-channel culverts at an unknown number of locations beneath paved roadways within the Town. Open-channel culverts typically convey streams or ephemeral channels and are not connected to the “closed” storm water system. Indian Trail has requested that only culverts greater than, or

equal to, 24-inches in diameter are included in this task. A single S&ME employee will visit the approximately 110 identified locations where streams cross paved roads within Indian Trail. Following completion of that effort, two S&ME personnel will conduct a “drive-through” reconnaissance of paved roads within the Town to look for open-channel culverts that meet the criteria outlined above. S&ME will also perform a brief preliminary review of the Town using hydrology GIS data, topography, and the most recent digital aerial photography to attempt to locate areas where additional open-channel culverts are likely present prior to conducting the “drive-through” reconnaissance.

It is our understanding that a Rural LIS/GIS Survey, Class B, will not be required for this task. GPS locations will be collected at the upstream and downstream end of each culvert. If multiple, parallel culvert structures are present at a single location (i.e. three 36-inch culverts adjacent to each other conveying a single stream) S&ME will gather a location for each individual culvert. Each culvert will be assigned a unique identifier and other pertinent information (see Sub-Task 3.2 below). Where applicable, the unique identifier corresponding with the GIS database will be placed on each culvert by using a high-visibility pen marker, or similar marking instrument.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using “as-built” or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 3.2 – Open-Channel Culvert Visual Observations

Based on discussions with Indian Trail, S&ME is assuming that this will be limited to visual observations with the primary intent of identifying locations and condition of each open-channel culvert and will not need to be certified by a Professional Engineer (PE). S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct a visual observation of each culvert following GPS location of each feature. The application will generate a database containing attributes pertaining to each feature such as unique identifier, culvert diameter, culvert material, condition (“Good”, “Fair” or “Bad”), and general notes. S&ME personnel will not enter culverts for any reason, but will visually assess the culvert from either end. S&ME personnel will also take photographs of culvert defects visible from either end of the culvert noted at during the visual observation.

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

Sub-Task 4.1 – Fieldwork

GPS location and visual observations of SCMs will first be conducted at approximately 50 locations (approximately 40 permitted sites and 10 under construction) provided to S&ME by Indian Trail. Once these locations have been GPS-located and observations have been conducted, S&ME personnel will conduct a “drive-through” reconnaissance of paved roads within the Town to look for additional SCMs. S&ME will also perform a brief preliminary review of the Town using the most recent digital aerial photography to attempt to locate additional SCMs prior to conducting the “drive-through” reconnaissance.

It is our understanding that a Rural LIS/GIS Survey, Class B, will not be required for this task. GPS location of each SCM will include the generation of a polygon outlining above-ground SCM features such as bio-retention areas, sand filters, and wet detention basins. GPS location associated with underground or proprietary SCMs will only include the location of any manholes or other appurtenances used to access the underground structure. Each SCM will be assigned a unique identifier and feature type. Where applicable, the unique identifier corresponding with the GIS database will be placed on each structure by using a high-visibility pen marker, or similar marking instrument.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using “as-built” or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 4.2 – SCM Visual Observations

Based on discussions with Indian Trail, S&ME is assuming that this will be limited to visual observations with the primary intent of identifying locations, type of SCM, and condition of each SCM and will not need to be certified by a Professional Engineer (PE). S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct visual observations of each SCM following GPS location of each feature. The application will generate a database containing attributes pertaining to each feature such as unique identifier, type, condition (“Good”, “Fair” or “Bad”), and general notes. S&ME personnel will also take representative photographs of each SCM as well as any defects noted during the visual observations.

DELIVERABLES

Task 1 – Database Management

S&ME will generate three customized computer applications to gather pertinent information in the field to support Tasks 2, 3, and 4. S&ME will coordinate with Indian Trail prior to development and provide a draft version of the databases to Indian Trail before finalizing the applications.

Task 2 – “Closed” Storm Water System Mapping Updates

Upon completion of mapping efforts, S&ME will provide the Town of Indian Trail with draft ArcGIS shapefiles and paper maps depicting the storm water point and line features for Town comments. After addressing Town comments, S&ME will provide Indian Trail with final versions of the storm water point and line shapefiles. S&ME will also utilize the existing map grid and generate revised pages for the existing map book that depicts the comprehensive storm water system including “closed” storm water structures, open-channel culverts, and SCMs. S&ME will provide the Town with a single 22” x 34” copy and two complete 11” x 17” copies of the map book as well as a .pdf version of each page.

Task 3 – Open-Channel Culvert Mapping & Visual Observations

Upon completion of this task, S&ME will provide Indian Trail with an observation report in .pdf format for each open-channel culvert that was located. The report will include the unique identifier, culvert diameter, culvert material, condition and general notes, and photographs of defects (if necessary). S&ME will also provide Indian Trail with a copy of the shapefiles and associated databases containing the open-channel culverts. These structures will also be depicted in the map books (see Task 2 deliverables above).

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

Upon completion of this task, S&ME will provide Indian Trail with an observation report in .pdf format for each SCM that was located. The report will include the unique identifier, type of SCM, condition, defects noted, general notes, representative photographs of the SCM, and photographs of defects (if necessary). S&ME will also provide Indian Trail with a copy of the shapefiles and associated databases containing SCMs. These structures will also be depicted in the map books (see Task 2 deliverables above).

CLIENT RESPONSIBILITIES

Indian Trail shall be responsible for:

- Approving databases for Tasks 2, 3, and 4 in conjunction with S&ME prior to the commencement of fieldwork;
- Providing S&ME with locations or areas where “closed” storm water system structures have been added since 2009;
- Providing S&ME with locations where SCMs are located;
- Providing paper and/or digital copies of existing storm water systems (where available); and
- Reviewing draft GIS shapefiles and paper maps of storm water features and providing comments to S&ME.

PROJECT COSTS & SCHEDULE

S&ME will perform the subject scope of services on a time and materials basis with a “not to exceed” cost of approximately \$83,600 (see attached 2015 Fee Schedule for rates). Since this scope includes a large percentage of fieldwork, adverse weather conditions could cause completion of this task to be delayed. S&ME will, to the extent practicable, perform Tasks 2, 3, and 4 concurrently in order to expedite this process. Since Tasks 3 and 4 involve time associated with vehicular surveys looking for storm water features, our cost estimate may need to be updated upon partial completion of these tasks. S&ME will keep Indian Trail informed of our progress and will notify Indian Trail if our cost estimate needs to be updated in advance of exceeding the “not to exceed” cost estimate for these tasks may be exceeded and will only proceed with Town approval.

Effort that is outside of the scope presented herein may be performed on a time and materials basis at the Town’s request. S&ME will provide the Town with an estimated cost to perform such effort and will only proceed with Town approval.

Task 1 – Database Management

S&ME will perform database management services on a time and materials cost basis as per the 2015 Fee Schedule. S&ME will develop draft databases and coordinate with Indian Trail staff to finalize the databases within approximately two weeks of receiving the notification to proceed. Based on information provided by Indian Trail, S&ME is assuming that authorization to proceed on this task would occur on, or about, July 20, 2015.

- Estimated Cost for Task 1 \$ 5,390

Task 2 – “Closed” Storm Water System Mapping Updates

S&ME will perform the “closed” storm water system mapping updates on a time and materials cost basis as per the 2015 Fee Schedule. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME. The costs outlined below include reproduction costs associated with producing 2 complete map books (99 pages each).

- Estimated Cost for Task 2 \$ 23,210

Task 3 – Open-Channel Culvert Mapping & Visual Observations

S&ME will perform the open-channel culvert mapping and visual observation services on a time and materials cost basis as per the 2015 Fee Schedule. Since neither Indian Trail nor S&ME can quantify the number of culverts to be mapped and assessed, our cost estimate is based on mapping and performing visual observations on approximately 110 culverts and then as many additional culverts as practical within the allotted budget outlined below. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME.

- Estimated Cost for Task 3 \$ 27,500

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

S&ME will perform the SCM mapping and visual observation services on a time and materials cost basis as per the 2015 Fee Schedule. Our cost estimate is based on mapping and performing visual observations on approximately 40 SCMs with known locations and then as many additional SCMs as practical within the allotted budget outlined below. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME.

- Estimated Cost for Task 4 \$ 27,500

AUTHORIZATION

Our Agreement for Services, Form Number AS-071, is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office. We will then proceed with the performance of services. If you elect to accept our proposal by issuing a purchase order, then please reference this proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, as our agreement is for services that are not compatible with purchase order agreements.

CLOSING

S&ME appreciates the opportunity to provide this proposal for additional storm water mapping services. Please feel free to contact us if you have questions, or if additional information is required.

Sincerely,

S&ME,



Carl Rogers
Manager – Natural Gas Services (Carolinas)

Senior Reviewed by: Stephen J. Loskota, P.E.
Manager – Civil Engineering (Charlotte)

Attachments:

2015 Fee Schedule
Form Number AS-071



TO: Mayor and Town Council

FROM: Joseph Fivas, Town Manager

DATE: Aug 11, 2015

SUBJECT: Facility Construction Extension for Waste Pro

The Town's Agreement with Waste Pro states that they company shall construct a facility within the Town of Indian Trail. In the past, the Town Council extended this Agreement to August of 2015. Waste Pro has purchased property in Indian Trail, the Town has granted the appropriate zoning for this property, and currently Waste Pro is actively pursuing a grading permit for this property. The Town is hopeful that this site grading will begin in the next 90 days.

Staff Recommendation:

Town staff is recommending that this facility construction provision in the Waste Pro Agreement be extended from August to November 30, 2105. The expectation is that Waste Pro will be under construction at that time.

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
DATE: August 11, 2015
SUBJECT: Records Retention/Disposition Schedule



During the October 9, 2012 regular Council meeting, the Council adopted resolution #R121009-1 regarding Municipal Records Retention and Disposition Schedule dated September 10, 2012. Since this time two amendments have been added to the schedule, dated August 29, 2013 and January 5, 2015.

Local retention and disposition schedules are a tool for the employees of local governments across the state to use when managing the records in their offices. It lists records commonly found in local government offices and gives an assessment of their value by indicating when (and if) those records should be destroyed.

These schedules are an agreement between the local government and the Department of Cultural Resources, and document the inventory and schedule that the Department of Cultural Resources is required to provide.

These schedules must be approved by the governing body before the municipality is permitted to destroy records according to the schedule. That approval must be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action. A copy of the completed signature page is required to be sent to the Records Analysis Unit in Raleigh, NC.

Attached are the two amendments which need Council approval at this time.

The Town will begin to follow the records retention and disposition schedule from this date forward. We have various items which need to be destroyed in order to provide better on-site security and protection from identity theft. We are currently scanning items to prepare for this transition from paper to digital format storage.

or ephemeral storm water flow and are generally assumed to be separate from the previously mapped closed storm water system. S&ME realizes an undetermined number of such culverts are present; however, based on a preliminary analysis of available GIS data, S&ME is assuming that approximately 110 culverts conveying streams exist within Indian Trail. S&ME realizes that a “drive-through” reconnaissance of roads in conjunction with the preliminary GIS analysis and information provided by the Town will be required to locate these features. Based on a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME, this work will be performed on a time and materials cost basis with a “not to exceed” fee. S&ME will locate and assess as many culverts as the established budget will allow.

S&ME further understands that Indian Trail is requesting that S&ME locate, map, and conduct visual observations of storm water control measures (SCMs) generally including, but not limited to, detention ponds/basins, wet ponds, sand filters, engineered below-grade storm structures, and bio-retention areas. Based on information provided by Indian Trail, approximately 33 such structures are known to be present within the Town; however, Indian Trail has informed S&ME that up to 100 such structures may exist. The approximate locations of the 33 known structures have been provided by Indian Trail. If S&ME has not exceeded the budget for this task and all structures identified by Indian Trail have been identified, S&ME will begin to conduct a vehicular “drive-through” reconnaissance along paved roads to look for additional structures that Indian Trail is unaware of.

SCOPE OF SERVICES

Task 1 – Database Management

Prior to commencing fieldwork for this project, S&ME will develop a customized computer application to collect data during field observations for each of the three storm water mapping tasks outlined below (Tasks 2, 3, and 4). The application will generate a database and graphical schematic (where applicable) for each feature type in digital format that can be used to attribute mapped features following the completion of fieldwork. S&ME will coordinate with Indian Trail to develop an application that will enable us to gather customized information requested by Indian Trail for each of the three storm water mapping tasks. S&ME will also update our existing GIS landbase data (roads, parcels, streams, aerials) with GIS shapefiles or images provided by Indian Trail.

Task 2 – “Closed” Storm Water System Mapping Updates

Sub-Task 2.1 – GPS Fieldwork

GPS surveys of the “closed” storm water system will be conducted at locations or areas provided to S&ME by Indian Trail. This work will be performed under the supervision of a Professional Land Surveyor (PLS). S&ME will sub-contract with Lawrence Associates, a licensed survey firm, to conduct the GPS survey of the “closed” storm water structures. Lawrence Associates personnel will be accompanied by an S&ME employee who will be conducting field observations at the same time (see “Field Observations”). A Lawrence Associates surveyor will follow storm water lines upstream from each outfall, gathering GPS locations on storm point features such as manholes, catch basins, and drop inlets along the way. Lawrence Associates personnel will obtain GPS coordinates of features within drainage easements on public and private property and road rights-of-way. Features will be assigned a unique identifier and a

feature type (i.e., catch basin, storm manhole, etc.) and location method. A unique identifier corresponding with the GIS database will be placed on each structure by using a high-visibility pen marker, or similar marking instrument. Features that are GPS located will receive a value of "GPS" in the location method field.

GPS point feature data will be collected by taking observations with a survey-grade GPS unit and field GPS data will be exported into a text file by Lawrence Associates for conversion into a GIS shapefile by S&ME. Please note that the horizontal X and Y coordinate accuracy can be affected by topography, vegetative cover, or man-made obstructions. Vertical elevations and inverts will not be provided. GPS data will be tied to the North Carolina State Plane Coordinate System, North American Datum of 1983/2001 (NAD 83) and the features located with the GPS data will meet, or exceed, the Standards of Practice for Land Surveying in North Carolina Rule 21-56.1608 Classification Land Information Systems/Geographic Information System surveys for urban and suburban LIS/GIS Surveys (Class A). The relative accuracy shall be equal to, or less than, 0.5 meters (1.64 feet).

Features that cannot be GPS located due to unavailable satellite signals (e.g., obstructions, dense vegetative canopy, etc.), steep/dangerous topography, dangerous traffic conditions (to be determined by S&ME and Indian Trail), or lack of access due to private property concerns (e.g., fences, pets, etc) will be not be GPS located. These features can be digitized in their approximate location and will receive a value of "DIGITIZED" in the location method field. Features owned by the North Carolina Department of Transportation along US 74 are not included in the scope of this proposal.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using "as-built" or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 2.2 – Field Observations

S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct field observations of each storm water feature at the same time Lawrence Associates personnel are performing the GPS survey. The application will generate a database and graphical schematic of each feature. Attributes pertaining to each feature such as unique identifier, type, condition, pipe material (in), pipe material (out), and general notes will be gathered with the application. This information will match what was previously provided during our 2008 and 2009 mapping efforts.

Sub-Task 2.3 – Incorporate Existing Drawings & Field Observations

Upon completion of GPS fieldwork and field observations, S&ME personnel will then use paper or digital design or "as-built" drawings provided by Indian Trail to create a storm water line GIS shapefile representing pipes between storm point features. Paper drawings provided by the Town can either be scanned and geo-referenced or digitized. Digital drawings, such as Computer Aided Design (CAD), will be geo-referenced (if needed) and features will be exported

into shapefiles before being incorporated into the storm water shapefiles. Attributable data from these drawings (paper or digital) such as pipe diameter, pipe material, flow direction, length, upstream invert, downstream invert, top elevation, invert elevation, and general notes will be entered into the storm point and line GIS databases. Storm point features contained on the “as-built” drawings that were not located in the original GPS mapping effort will be flagged for GPS location at a later time.

Data gathered during field observations will be used to supplement/confirm attributes from existing “as-built” drawings. Where discrepancies between field data and “as-built” drawings exist, an error log and map will be generated flagging that feature for an additional field visit to ascertain which data source is correct. Field data will also be used to generate storm water lines and attribute storm water lines and features in situations where existing “as-builts” do not exist.

Sub-Task 2.4 – Quality Assurance/Quality Control (QA/QC)

S&ME aims to provide a quality product through the use of QA/QC techniques during the mapping process. Creating database rules using S&ME’s storm water observation program provides data that is collected in a standardized manner by field crews. Field observation data provides S&ME with an opportunity to cross-check existing plan drawings with conditions in the field. Discrepancies between field observation data and “as-built” drawings will be entered into an error log and a second field observation will be conducted to ascertain which data source is correct. S&ME will also provide periodic progress reports to keep the Town informed of GPS and GIS mapping efforts and provide the Town with an opportunity to comment on on-going mapping efforts.

Upon completion of system mapping, S&ME will perform QA/QC verifications to confirm accuracy. S&ME will perform spot field observations or spot checks in the office on up to 5% of point and line features to verify system accuracy (for instance, attributes in the GIS database such as point feature type, flow direction, pipe material, and pipe diameter should match conditions in the field). S&ME will also use GIS tools during and after construction of the GIS shapefiles to verify proper system connectivity (for instance, a pipe in the line features shapefile would not be allowed to show upstream flow), verify unique identifiers, eliminate duplicate features, and remove typographical errors.

Sub-Task 2.5 – Map Book Updates

S&ME will generate two complete map book sets depicting the updated “closed” storm water system, open-channel culverts (see Task 3 below), and SCMs (see Task 4 below). The map books are anticipated to be approximately 99 pages long and will be of the same size and format as the map books delivered to Indian Trail in 2009. S&ME will also provide .pdf copies of the map books so that Indian Trail can reproduce additional sets of the map books.

Task 3 – Open-Channel Culvert Mapping & Visual Observations

Sub-Task 3.1 – GPS Fieldwork

GPS location and visual observations will be conducted on an undetermined number of open-channel culverts at an unknown number of locations beneath paved roadways within the Town. Open-channel culverts typically convey streams or ephemeral channels and are not connected to the “closed” storm water system. Indian Trail has requested that only culverts greater than, or

equal to, 24-inches in diameter are included in this task. A single S&ME employee will visit the approximately 110 identified locations where streams cross paved roads within Indian Trail. Following completion of that effort, two S&ME personnel will conduct a “drive-through” reconnaissance of paved roads within the Town to look for open-channel culverts that meet the criteria outlined above. S&ME will also perform a brief preliminary review of the Town using hydrology GIS data, topography, and the most recent digital aerial photography to attempt to locate areas where additional open-channel culverts are likely present prior to conducting the “drive-through” reconnaissance.

It is our understanding that a Rural LIS/GIS Survey, Class B, will not be required for this task. GPS locations will be collected at the upstream and downstream end of each culvert. If multiple, parallel culvert structures are present at a single location (i.e. three 36-inch culverts adjacent to each other conveying a single stream) S&ME will gather a location for each individual culvert. Each culvert will be assigned a unique identifier and other pertinent information (see Sub-Task 3.2 below). Where applicable, the unique identifier corresponding with the GIS database will be placed on each culvert by using a high-visibility pen marker, or similar marking instrument.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using “as-built” or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 3.2 – Open-Channel Culvert Visual Observations

Based on discussions with Indian Trail, S&ME is assuming that this will be limited to visual observations with the primary intent of identifying locations and condition of each open-channel culvert and will not need to be certified by a Professional Engineer (PE). S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct a visual observation of each culvert following GPS location of each feature. The application will generate a database containing attributes pertaining to each feature such as unique identifier, culvert diameter, culvert material, condition (“Good”, “Fair” or “Bad”), and general notes. S&ME personnel will not enter culverts for any reason, but will visually assess the culvert from either end. S&ME personnel will also take photographs of culvert defects visible from either end of the culvert noted at during the visual observation.

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

Sub-Task 4.1 – Fieldwork

GPS location and visual observations of SCMs will first be conducted at approximately 50 locations (approximately 40 permitted sites and 10 under construction) provided to S&ME by Indian Trail. Once these locations have been GPS-located and observations have been conducted, S&ME personnel will conduct a “drive-through” reconnaissance of paved roads within the Town to look for additional SCMs. S&ME will also perform a brief preliminary review of the Town using the most recent digital aerial photography to attempt to locate additional SCMs prior to conducting the “drive-through” reconnaissance.

It is our understanding that a Rural LIS/GIS Survey, Class B, will not be required for this task. GPS location of each SCM will include the generation of a polygon outlining above-ground SCM features such as bio-retention areas, sand filters, and wet detention basins. GPS location associated with underground or proprietary SCMs will only include the location of any manholes or other appurtenances used to access the underground structure. Each SCM will be assigned a unique identifier and feature type. Where applicable, the unique identifier corresponding with the GIS database will be placed on each structure by using a high-visibility pen marker, or similar marking instrument.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using “as-built” or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 4.2 – SCM Visual Observations

Based on discussions with Indian Trail, S&ME is assuming that this will be limited to visual observations with the primary intent of identifying locations, type of SCM, and condition of each SCM and will not need to be certified by a Professional Engineer (PE). S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct visual observations of each SCM following GPS location of each feature. The application will generate a database containing attributes pertaining to each feature such as unique identifier, type, condition (“Good”, “Fair” or “Bad”), and general notes. S&ME personnel will also take representative photographs of each SCM as well as any defects noted during the visual observations.

DELIVERABLES

Task 1 – Database Management

S&ME will generate three customized computer applications to gather pertinent information in the field to support Tasks 2, 3, and 4. S&ME will coordinate with Indian Trail prior to development and provide a draft version of the databases to Indian Trail before finalizing the applications.

Task 2 – “Closed” Storm Water System Mapping Updates

Upon completion of mapping efforts, S&ME will provide the Town of Indian Trail with draft ArcGIS shapefiles and paper maps depicting the storm water point and line features for Town comments. After addressing Town comments, S&ME will provide Indian Trail with final versions of the storm water point and line shapefiles. S&ME will also utilize the existing map grid and generate revised pages for the existing map book that depicts the comprehensive storm water system including “closed” storm water structures, open-channel culverts, and SCMs. S&ME will provide the Town with a single 22” x 34” copy and two complete 11” x 17” copies of the map book as well as a .pdf version of each page.

Task 3 – Open-Channel Culvert Mapping & Visual Observations

Upon completion of this task, S&ME will provide Indian Trail with an observation report in .pdf format for each open-channel culvert that was located. The report will include the unique identifier, culvert diameter, culvert material, condition and general notes, and photographs of defects (if necessary). S&ME will also provide Indian Trail with a copy of the shapefiles and associated databases containing the open-channel culverts. These structures will also be depicted in the map books (see Task 2 deliverables above).

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

Upon completion of this task, S&ME will provide Indian Trail with an observation report in .pdf format for each SCM that was located. The report will include the unique identifier, type of SCM, condition, defects noted, general notes, representative photographs of the SCM, and photographs of defects (if necessary). S&ME will also provide Indian Trail with a copy of the shapefiles and associated databases containing SCMs. These structures will also be depicted in the map books (see Task 2 deliverables above).

CLIENT RESPONSIBILITIES

Indian Trail shall be responsible for:

- Approving databases for Tasks 2, 3, and 4 in conjunction with S&ME prior to the commencement of fieldwork;
- Providing S&ME with locations or areas where “closed” storm water system structures have been added since 2009;
- Providing S&ME with locations where SCMs are located;
- Providing paper and/or digital copies of existing storm water systems (where available); and
- Reviewing draft GIS shapefiles and paper maps of storm water features and providing comments to S&ME.

PROJECT COSTS & SCHEDULE

S&ME will perform the subject scope of services on a time and materials basis with a “not to exceed” cost of approximately \$83,600 (see attached 2015 Fee Schedule for rates). Since this scope includes a large percentage of fieldwork, adverse weather conditions could cause completion of this task to be delayed. S&ME will, to the extent practicable, perform Tasks 2, 3, and 4 concurrently in order to expedite this process. Since Tasks 3 and 4 involve time associated with vehicular surveys looking for storm water features, our cost estimate may need to be updated upon partial completion of these tasks. S&ME will keep Indian Trail informed of our progress and will notify Indian Trail if our cost estimate needs to be updated in advance of exceeding the “not to exceed” cost estimate for these tasks may be exceeded and will only proceed with Town approval.

Effort that is outside of the scope presented herein may be performed on a time and materials basis at the Town’s request. S&ME will provide the Town with an estimated cost to perform such effort and will only proceed with Town approval.

Task 1 – Database Management

S&ME will perform database management services on a time and materials cost basis as per the 2015 Fee Schedule. S&ME will develop draft databases and coordinate with Indian Trail staff to finalize the databases within approximately two weeks of receiving the notification to proceed. Based on information provided by Indian Trail, S&ME is assuming that authorization to proceed on this task would occur on, or about, July 20, 2015.

- Estimated Cost for Task 1 \$ 5,390

Task 2 – “Closed” Storm Water System Mapping Updates

S&ME will perform the “closed” storm water system mapping updates on a time and materials cost basis as per the 2015 Fee Schedule. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME. The costs outlined below include reproduction costs associated with producing 2 complete map books (99 pages each).

- Estimated Cost for Task 2 \$ 23,210

Task 3 – Open-Channel Culvert Mapping & Visual Observations

S&ME will perform the open-channel culvert mapping and visual observation services on a time and materials cost basis as per the 2015 Fee Schedule. Since neither Indian Trail nor S&ME can quantify the number of culverts to be mapped and assessed, our cost estimate is based on mapping and performing visual observations on approximately 110 culverts and then as many additional culverts as practical within the allotted budget outlined below. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME.

- Estimated Cost for Task 3 \$ 27,500

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

S&ME will perform the SCM mapping and visual observation services on a time and materials cost basis as per the 2015 Fee Schedule. Our cost estimate is based on mapping and performing visual observations on approximately 40 SCMs with known locations and then as many additional SCMs as practical within the allotted budget outlined below. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME.

- Estimated Cost for Task 4 \$ 27,500

AUTHORIZATION

Our Agreement for Services, Form Number AS-071, is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office. We will then proceed with the performance of services. If you elect to accept our proposal by issuing a purchase order, then please reference this proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, as our agreement is for services that are not compatible with purchase order agreements.

CLOSING

S&ME appreciates the opportunity to provide this proposal for additional storm water mapping services. Please feel free to contact us if you have questions, or if additional information is required.

Sincerely,

S&ME,



Carl Rogers
Manager – Natural Gas Services (Carolinas)

Senior Reviewed by: Stephen J. Loskota, P.E.
Manager – Civil Engineering (Charlotte)

Attachments:

2015 Fee Schedule
Form Number AS-071



TO: Mayor and Town Council

FROM: Joseph Fivas, Town Manager

DATE: Aug 11, 2015

SUBJECT: Facility Construction Extension for Waste Pro

The Town's Agreement with Waste Pro states that they company shall construct a facility within the Town of Indian Trail. In the past, the Town Council extended this Agreement to August of 2015. Waste Pro has purchased property in Indian Trail, the Town has granted the appropriate zoning for this property, and currently Waste Pro is actively pursuing a grading permit for this property. The Town is hopeful that this site grading will begin in the next 90 days.

Staff Recommendation:

Town staff is recommending that this facility construction provision in the Waste Pro Agreement be extended from August to November 30, 2105. The expectation is that Waste Pro will be under construction at that time.

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
DATE: August 11, 2015
SUBJECT: Records Retention/Disposition Schedule



During the October 9, 2012 regular Council meeting, the Council adopted resolution #R121009-1 regarding Municipal Records Retention and Disposition Schedule dated September 10, 2012. Since this time two amendments have been added to the schedule, dated August 29, 2013 and January 5, 2015.

Local retention and disposition schedules are a tool for the employees of local governments across the state to use when managing the records in their offices. It lists records commonly found in local government offices and gives an assessment of their value by indicating when (and if) those records should be destroyed.

These schedules are an agreement between the local government and the Department of Cultural Resources, and document the inventory and schedule that the Department of Cultural Resources is required to provide.

These schedules must be approved by the governing body before the municipality is permitted to destroy records according to the schedule. That approval must be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action. A copy of the completed signature page is required to be sent to the Records Analysis Unit in Raleigh, NC.

Attached are the two amendments which need Council approval at this time.

The Town will begin to follow the records retention and disposition schedule from this date forward. We have various items which need to be destroyed in order to provide better on-site security and protection from identity theft. We are currently scanning items to prepare for this transition from paper to digital format storage.

or ephemeral storm water flow and are generally assumed to be separate from the previously mapped closed storm water system. S&ME realizes an undetermined number of such culverts are present; however, based on a preliminary analysis of available GIS data, S&ME is assuming that approximately 110 culverts conveying streams exist within Indian Trail. S&ME realizes that a “drive-through” reconnaissance of roads in conjunction with the preliminary GIS analysis and information provided by the Town will be required to locate these features. Based on a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME, this work will be performed on a time and materials cost basis with a “not to exceed” fee. S&ME will locate and assess as many culverts as the established budget will allow.

S&ME further understands that Indian Trail is requesting that S&ME locate, map, and conduct visual observations of storm water control measures (SCMs) generally including, but not limited to, detention ponds/basins, wet ponds, sand filters, engineered below-grade storm structures, and bio-retention areas. Based on information provided by Indian Trail, approximately 33 such structures are known to be present within the Town; however, Indian Trail has informed S&ME that up to 100 such structures may exist. The approximate locations of the 33 known structures have been provided by Indian Trail. If S&ME has not exceeded the budget for this task and all structures identified by Indian Trail have been identified, S&ME will begin to conduct a vehicular “drive-through” reconnaissance along paved roads to look for additional structures that Indian Trail is unaware of.

SCOPE OF SERVICES

Task 1 – Database Management

Prior to commencing fieldwork for this project, S&ME will develop a customized computer application to collect data during field observations for each of the three storm water mapping tasks outlined below (Tasks 2, 3, and 4). The application will generate a database and graphical schematic (where applicable) for each feature type in digital format that can be used to attribute mapped features following the completion of fieldwork. S&ME will coordinate with Indian Trail to develop an application that will enable us to gather customized information requested by Indian Trail for each of the three storm water mapping tasks. S&ME will also update our existing GIS landbase data (roads, parcels, streams, aerials) with GIS shapefiles or images provided by Indian Trail.

Task 2 – “Closed” Storm Water System Mapping Updates

Sub-Task 2.1 – GPS Fieldwork

GPS surveys of the “closed” storm water system will be conducted at locations or areas provided to S&ME by Indian Trail. This work will be performed under the supervision of a Professional Land Surveyor (PLS). S&ME will sub-contract with Lawrence Associates, a licensed survey firm, to conduct the GPS survey of the “closed” storm water structures. Lawrence Associates personnel will be accompanied by an S&ME employee who will be conducting field observations at the same time (see “Field Observations”). A Lawrence Associates surveyor will follow storm water lines upstream from each outfall, gathering GPS locations on storm point features such as manholes, catch basins, and drop inlets along the way. Lawrence Associates personnel will obtain GPS coordinates of features within drainage easements on public and private property and road rights-of-way. Features will be assigned a unique identifier and a

feature type (i.e., catch basin, storm manhole, etc.) and location method. A unique identifier corresponding with the GIS database will be placed on each structure by using a high-visibility pen marker, or similar marking instrument. Features that are GPS located will receive a value of "GPS" in the location method field.

GPS point feature data will be collected by taking observations with a survey-grade GPS unit and field GPS data will be exported into a text file by Lawrence Associates for conversion into a GIS shapefile by S&ME. Please note that the horizontal X and Y coordinate accuracy can be affected by topography, vegetative cover, or man-made obstructions. Vertical elevations and inverts will not be provided. GPS data will be tied to the North Carolina State Plane Coordinate System, North American Datum of 1983/2001 (NAD 83) and the features located with the GPS data will meet, or exceed, the Standards of Practice for Land Surveying in North Carolina Rule 21-56.1608 Classification Land Information Systems/Geographic Information System surveys for urban and suburban LIS/GIS Surveys (Class A). The relative accuracy shall be equal to, or less than, 0.5 meters (1.64 feet).

Features that cannot be GPS located due to unavailable satellite signals (e.g., obstructions, dense vegetative canopy, etc.), steep/dangerous topography, dangerous traffic conditions (to be determined by S&ME and Indian Trail), or lack of access due to private property concerns (e.g., fences, pets, etc) will be not be GPS located. These features can be digitized in their approximate location and will receive a value of "DIGITIZED" in the location method field. Features owned by the North Carolina Department of Transportation along US 74 are not included in the scope of this proposal.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using "as-built" or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 2.2 – Field Observations

S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct field observations of each storm water feature at the same time Lawrence Associates personnel are performing the GPS survey. The application will generate a database and graphical schematic of each feature. Attributes pertaining to each feature such as unique identifier, type, condition, pipe material (in), pipe material (out), and general notes will be gathered with the application. This information will match what was previously provided during our 2008 and 2009 mapping efforts.

Sub-Task 2.3 – Incorporate Existing Drawings & Field Observations

Upon completion of GPS fieldwork and field observations, S&ME personnel will then use paper or digital design or "as-built" drawings provided by Indian Trail to create a storm water line GIS shapefile representing pipes between storm point features. Paper drawings provided by the Town can either be scanned and geo-referenced or digitized. Digital drawings, such as Computer Aided Design (CAD), will be geo-referenced (if needed) and features will be exported

into shapefiles before being incorporated into the storm water shapefiles. Attributable data from these drawings (paper or digital) such as pipe diameter, pipe material, flow direction, length, upstream invert, downstream invert, top elevation, invert elevation, and general notes will be entered into the storm point and line GIS databases. Storm point features contained on the “as-built” drawings that were not located in the original GPS mapping effort will be flagged for GPS location at a later time.

Data gathered during field observations will be used to supplement/confirm attributes from existing “as-built” drawings. Where discrepancies between field data and “as-built” drawings exist, an error log and map will be generated flagging that feature for an additional field visit to ascertain which data source is correct. Field data will also be used to generate storm water lines and attribute storm water lines and features in situations where existing “as-builts” do not exist.

Sub-Task 2.4 – Quality Assurance/Quality Control (QA/QC)

S&ME aims to provide a quality product through the use of QA/QC techniques during the mapping process. Creating database rules using S&ME’s storm water observation program provides data that is collected in a standardized manner by field crews. Field observation data provides S&ME with an opportunity to cross-check existing plan drawings with conditions in the field. Discrepancies between field observation data and “as-built” drawings will be entered into an error log and a second field observation will be conducted to ascertain which data source is correct. S&ME will also provide periodic progress reports to keep the Town informed of GPS and GIS mapping efforts and provide the Town with an opportunity to comment on on-going mapping efforts.

Upon completion of system mapping, S&ME will perform QA/QC verifications to confirm accuracy. S&ME will perform spot field observations or spot checks in the office on up to 5% of point and line features to verify system accuracy (for instance, attributes in the GIS database such as point feature type, flow direction, pipe material, and pipe diameter should match conditions in the field). S&ME will also use GIS tools during and after construction of the GIS shapefiles to verify proper system connectivity (for instance, a pipe in the line features shapefile would not be allowed to show upstream flow), verify unique identifiers, eliminate duplicate features, and remove typographical errors.

Sub-Task 2.5 – Map Book Updates

S&ME will generate two complete map book sets depicting the updated “closed” storm water system, open-channel culverts (see Task 3 below), and SCMs (see Task 4 below). The map books are anticipated to be approximately 99 pages long and will be of the same size and format as the map books delivered to Indian Trail in 2009. S&ME will also provide .pdf copies of the map books so that Indian Trail can reproduce additional sets of the map books.

Task 3 – Open-Channel Culvert Mapping & Visual Observations

Sub-Task 3.1 – GPS Fieldwork

GPS location and visual observations will be conducted on an undetermined number of open-channel culverts at an unknown number of locations beneath paved roadways within the Town. Open-channel culverts typically convey streams or ephemeral channels and are not connected to the “closed” storm water system. Indian Trail has requested that only culverts greater than, or

equal to, 24-inches in diameter are included in this task. A single S&ME employee will visit the approximately 110 identified locations where streams cross paved roads within Indian Trail. Following completion of that effort, two S&ME personnel will conduct a “drive-through” reconnaissance of paved roads within the Town to look for open-channel culverts that meet the criteria outlined above. S&ME will also perform a brief preliminary review of the Town using hydrology GIS data, topography, and the most recent digital aerial photography to attempt to locate areas where additional open-channel culverts are likely present prior to conducting the “drive-through” reconnaissance.

It is our understanding that a Rural LIS/GIS Survey, Class B, will not be required for this task. GPS locations will be collected at the upstream and downstream end of each culvert. If multiple, parallel culvert structures are present at a single location (i.e. three 36-inch culverts adjacent to each other conveying a single stream) S&ME will gather a location for each individual culvert. Each culvert will be assigned a unique identifier and other pertinent information (see Sub-Task 3.2 below). Where applicable, the unique identifier corresponding with the GIS database will be placed on each culvert by using a high-visibility pen marker, or similar marking instrument.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using “as-built” or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 3.2 – Open-Channel Culvert Visual Observations

Based on discussions with Indian Trail, S&ME is assuming that this will be limited to visual observations with the primary intent of identifying locations and condition of each open-channel culvert and will not need to be certified by a Professional Engineer (PE). S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct a visual observation of each culvert following GPS location of each feature. The application will generate a database containing attributes pertaining to each feature such as unique identifier, culvert diameter, culvert material, condition (“Good”, “Fair” or “Bad”), and general notes. S&ME personnel will not enter culverts for any reason, but will visually assess the culvert from either end. S&ME personnel will also take photographs of culvert defects visible from either end of the culvert noted at during the visual observation.

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

Sub-Task 4.1 – Fieldwork

GPS location and visual observations of SCMs will first be conducted at approximately 50 locations (approximately 40 permitted sites and 10 under construction) provided to S&ME by Indian Trail. Once these locations have been GPS-located and observations have been conducted, S&ME personnel will conduct a “drive-through” reconnaissance of paved roads within the Town to look for additional SCMs. S&ME will also perform a brief preliminary review of the Town using the most recent digital aerial photography to attempt to locate additional SCMs prior to conducting the “drive-through” reconnaissance.

It is our understanding that a Rural LIS/GIS Survey, Class B, will not be required for this task. GPS location of each SCM will include the generation of a polygon outlining above-ground SCM features such as bio-retention areas, sand filters, and wet detention basins. GPS location associated with underground or proprietary SCMs will only include the location of any manholes or other appurtenances used to access the underground structure. Each SCM will be assigned a unique identifier and feature type. Where applicable, the unique identifier corresponding with the GIS database will be placed on each structure by using a high-visibility pen marker, or similar marking instrument.

Based on previous conversations and past protocols set by Indian Trail, S&ME personnel will wear brightly colored safety vests, carry credentials identifying them as S&ME personnel and will drive marked company vehicles. S&ME also understand that we must provide our own traffic control measures as appropriate. S&ME has the option of digitizing features or using “as-built” or design drawings to locate features where road conditions make GPS acquisition a safety hazard or field conditions prevent the collection of GPS data.

Sub-Task 4.2 – SCM Visual Observations

Based on discussions with Indian Trail, S&ME is assuming that this will be limited to visual observations with the primary intent of identifying locations, type of SCM, and condition of each SCM and will not need to be certified by a Professional Engineer (PE). S&ME will use a customized computer application to collect data during field observations. S&ME personnel will conduct visual observations of each SCM following GPS location of each feature. The application will generate a database containing attributes pertaining to each feature such as unique identifier, type, condition (“Good”, “Fair” or “Bad”), and general notes. S&ME personnel will also take representative photographs of each SCM as well as any defects noted during the visual observations.

DELIVERABLES

Task 1 – Database Management

S&ME will generate three customized computer applications to gather pertinent information in the field to support Tasks 2, 3, and 4. S&ME will coordinate with Indian Trail prior to development and provide a draft version of the databases to Indian Trail before finalizing the applications.

Task 2 – “Closed” Storm Water System Mapping Updates

Upon completion of mapping efforts, S&ME will provide the Town of Indian Trail with draft ArcGIS shapefiles and paper maps depicting the storm water point and line features for Town comments. After addressing Town comments, S&ME will provide Indian Trail with final versions of the storm water point and line shapefiles. S&ME will also utilize the existing map grid and generate revised pages for the existing map book that depicts the comprehensive storm water system including “closed” storm water structures, open-channel culverts, and SCMs. S&ME will provide the Town with a single 22” x 34” copy and two complete 11” x 17” copies of the map book as well as a .pdf version of each page.

Task 3 – Open-Channel Culvert Mapping & Visual Observations

Upon completion of this task, S&ME will provide Indian Trail with an observation report in .pdf format for each open-channel culvert that was located. The report will include the unique identifier, culvert diameter, culvert material, condition and general notes, and photographs of defects (if necessary). S&ME will also provide Indian Trail with a copy of the shapefiles and associated databases containing the open-channel culverts. These structures will also be depicted in the map books (see Task 2 deliverables above).

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

Upon completion of this task, S&ME will provide Indian Trail with an observation report in .pdf format for each SCM that was located. The report will include the unique identifier, type of SCM, condition, defects noted, general notes, representative photographs of the SCM, and photographs of defects (if necessary). S&ME will also provide Indian Trail with a copy of the shapefiles and associated databases containing SCMs. These structures will also be depicted in the map books (see Task 2 deliverables above).

CLIENT RESPONSIBILITIES

Indian Trail shall be responsible for:

- Approving databases for Tasks 2, 3, and 4 in conjunction with S&ME prior to the commencement of fieldwork;
- Providing S&ME with locations or areas where “closed” storm water system structures have been added since 2009;
- Providing S&ME with locations where SCMs are located;
- Providing paper and/or digital copies of existing storm water systems (where available); and
- Reviewing draft GIS shapefiles and paper maps of storm water features and providing comments to S&ME.

PROJECT COSTS & SCHEDULE

S&ME will perform the subject scope of services on a time and materials basis with a “not to exceed” cost of approximately \$83,600 (see attached 2015 Fee Schedule for rates). Since this scope includes a large percentage of fieldwork, adverse weather conditions could cause completion of this task to be delayed. S&ME will, to the extent practicable, perform Tasks 2, 3, and 4 concurrently in order to expedite this process. Since Tasks 3 and 4 involve time associated with vehicular surveys looking for storm water features, our cost estimate may need to be updated upon partial completion of these tasks. S&ME will keep Indian Trail informed of our progress and will notify Indian Trail if our cost estimate needs to be updated in advance of exceeding the “not to exceed” cost estimate for these tasks may be exceeded and will only proceed with Town approval.

Effort that is outside of the scope presented herein may be performed on a time and materials basis at the Town’s request. S&ME will provide the Town with an estimated cost to perform such effort and will only proceed with Town approval.

Task 1 – Database Management

S&ME will perform database management services on a time and materials cost basis as per the 2015 Fee Schedule. S&ME will develop draft databases and coordinate with Indian Trail staff to finalize the databases within approximately two weeks of receiving the notification to proceed. Based on information provided by Indian Trail, S&ME is assuming that authorization to proceed on this task would occur on, or about, July 20, 2015.

- Estimated Cost for Task 1 \$ 5,390

Task 2 – “Closed” Storm Water System Mapping Updates

S&ME will perform the “closed” storm water system mapping updates on a time and materials cost basis as per the 2015 Fee Schedule. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME. The costs outlined below include reproduction costs associated with producing 2 complete map books (99 pages each).

- Estimated Cost for Task 2 \$ 23,210

Task 3 – Open-Channel Culvert Mapping & Visual Observations

S&ME will perform the open-channel culvert mapping and visual observation services on a time and materials cost basis as per the 2015 Fee Schedule. Since neither Indian Trail nor S&ME can quantify the number of culverts to be mapped and assessed, our cost estimate is based on mapping and performing visual observations on approximately 110 culverts and then as many additional culverts as practical within the allotted budget outlined below. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME.

- Estimated Cost for Task 3 \$ 27,500

Task 4 – Storm Water Control Measures (SCM) Mapping & Visual Observations

S&ME will perform the SCM mapping and visual observation services on a time and materials cost basis as per the 2015 Fee Schedule. Our cost estimate is based on mapping and performing visual observations on approximately 40 SCMs with known locations and then as many additional SCMs as practical within the allotted budget outlined below. S&ME can begin this work upon completion of Task 1 and will complete this work prior to October 31, 2015 as per a June 2, 2015 discussion between Adam McLamb of Indian Trail and Carl Rogers of S&ME.

- Estimated Cost for Task 4 \$ 27,500

AUTHORIZATION

Our Agreement for Services, Form Number AS-071, is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office. We will then proceed with the performance of services. If you elect to accept our proposal by issuing a purchase order, then please reference this proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services. The terms and conditions included in any purchase order shall not apply, as our agreement is for services that are not compatible with purchase order agreements.

CLOSING

S&ME appreciates the opportunity to provide this proposal for additional storm water mapping services. Please feel free to contact us if you have questions, or if additional information is required.

Sincerely,

S&ME,



Carl Rogers
Manager – Natural Gas Services (Carolinas)

Senior Reviewed by: Stephen J. Loskota, P.E.
Manager – Civil Engineering (Charlotte)

Attachments:

2015 Fee Schedule
Form Number AS-071



TO: Mayor and Town Council

FROM: Joseph Fivas, Town Manager

DATE: Aug 11, 2015

SUBJECT: Facility Construction Extension for Waste Pro

The Town's Agreement with Waste Pro states that they company shall construct a facility within the Town of Indian Trail. In the past, the Town Council extended this Agreement to August of 2015. Waste Pro has purchased property in Indian Trail, the Town has granted the appropriate zoning for this property, and currently Waste Pro is actively pursuing a grading permit for this property. The Town is hopeful that this site grading will begin in the next 90 days.

Staff Recommendation:

Town staff is recommending that this facility construction provision in the Waste Pro Agreement be extended from August to November 30, 2105. The expectation is that Waste Pro will be under construction at that time.

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
DATE: August 11, 2015
SUBJECT: Records Retention/Disposition Schedule



During the October 9, 2012 regular Council meeting, the Council adopted resolution #R121009-1 regarding Municipal Records Retention and Disposition Schedule dated September 10, 2012. Since this time two amendments have been added to the schedule, dated August 29, 2013 and January 5, 2015.

Local retention and disposition schedules are a tool for the employees of local governments across the state to use when managing the records in their offices. It lists records commonly found in local government offices and gives an assessment of their value by indicating when (and if) those records should be destroyed.

These schedules are an agreement between the local government and the Department of Cultural Resources, and document the inventory and schedule that the Department of Cultural Resources is required to provide.

These schedules must be approved by the governing body before the municipality is permitted to destroy records according to the schedule. That approval must be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action. A copy of the completed signature page is required to be sent to the Records Analysis Unit in Raleigh, NC.

Attached are the two amendments which need Council approval at this time.

The Town will begin to follow the records retention and disposition schedule from this date forward. We have various items which need to be destroyed in order to provide better on-site security and protection from identity theft. We are currently scanning items to prepare for this transition from paper to digital format storage.

**Municipal
Records Retention Schedule Amendment**

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

STANDARD 9. LAW ENFORCEMENT RECORDS

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

STANDARD 12. PERSONNEL RECORDS

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

APPROVAL RECOMMENDED

City/Town Clerk

Chief Administrative Officer/
City Manager

Sarah E. Koonts

Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor

Susan W. Kluttz

Susan W. Kluttz, Secretary
Department of Cultural Resources

January 5, 2015

STANDARD-9: LAW ENFORCEMENT RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
134.	WORK RELEASE EARNINGS REPORTS Inmates' work release earnings reports submitted either to the N.C. Department of Corrections or the Clerk of Superior Court.	Destroy in office after 3 years.*	G.S. §148-32.1
135.	WRECKER SERVICE RECORDS Records concerning wrecker requests or calls. May include lists of wrecker company's towing and storage rates, rotation lists, notification records when vehicles are towed from private property, and other related records.	a) Destroy in office after 1 year if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64.	
136.	LAW ENFORCEMENT AUDIO AND VIDEO RECORDINGS Tapes and digital recordings generated by mobile and fixed audio and video recording devices. Does not include ELECTRONIC/VIDEO RECORDINGS OF INTERROGATIONS (HOMICIDE) item 44, page 71. See also MOBILE UNIT VIDEO TAPES item 81, page 80.	a) Destroy in office after 30 days if not made part of a case file. b) If record is made part of a case file follow disposition instructions for CASE HISTORY FILE: FELONIES item 17, page 64; or CASE HISTORY FILE: MISDEMEANORS item 18, page 64. c) If record is made part of a citizen complaint follow disposition instructions for CITIZEN COMPLAINTS/ ADMINISTRATIVE INVESTIGATION RECORDS item 21, page 65. d) If record is made part of an internal investigation follow disposition instructions for INTERNAL AFFAIRS CASE RECORDS item 76, page 78.	Comply with applicable provisions of G.S. § 132-1.4 regarding confidentiality of criminal investigation records and G.S. §160a-168 regarding confidentiality of personnel records.

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

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

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

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

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

**Municipal
Records Retention Schedule Amendment**

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

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

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

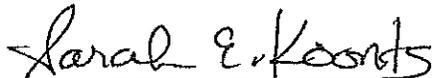
STANDARD 12. PERSONNEL RECORDS

Adding item 1-A Accreditation Records as shown on substitute page 101. Superseded
Amending item 19 Employee Eligibility Records as shown on substitute page 105. January 5, 2015
Amending items 36 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay
File as shown on substitute pages 110-111.

APPROVAL RECOMMENDED

City/Town Clerk

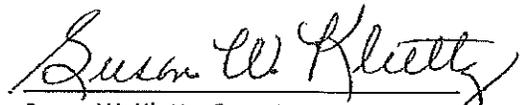
Chief Administrative Officer/
City Manager



Sarah E. Koonts, Director
Division of Archives and Records

APPROVED

Mayor



Susan W. Kluttz, Secretary
Department of Cultural Resources

August 29, 2013

Municipality

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

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

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

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

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

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

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

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

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

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

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

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



Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works

COUNCIL DATE: August 11, 2015

SUBJECT: Approval of Sardis Church Sidewalk Agreement

General Information:

This previously Town Council approved agreement with Union County Public Works for sidewalk improvements along Sardis Road requires a renewal as a result of rescheduling the work to this fiscal year.

Staff recommends approval of the agreement.

Required Action:

Approval

Attachment:

Agreement

UNION COUNTY

ENCROACHMENT AGREEMENT

-AND-

THE TOWN OF INDIAN TRAIL

THIS AGREEMENT, made and entered into this the ____ day of _____ 20__ 13 by and between UNION COUNTY ("Grantor") and THE TOWN OF INDIAN TRAIL ("Grantee")

WITNESSETH

THAT WHEREAS, Grantee desires to encroach on certain easements held by Grantor utilized for sanitary sewer force mains and gravity sewer mains, such easements being located in the right of way of the public road designated as SR 1516, located Sardis Church Road

with the construction and/or erection of: Grading, storm drainage, curb & gutter, concrete sidewalk, and driveways

WHEREAS, it is to the material advantage of Grantee to effect this encroachment, and Grantor is willing to permit the encroachment within the limits of its easements as indicated, subject to the conditions of this agreement;

NOW, THEREFORE, IT IS AGREED that Grantor hereby grants to Grantee the right and privilege to make this encroachment as shown on the attached plan sheet(s), specifications and special provisions which are made a part hereof upon the following conditions, to wit:

That Grantee binds and obligates itself to install and maintain the encroaching facilities in such safe and proper condition that, except as otherwise provided in the following paragraph, it will not interfere with the sewer mains constructed by Grantor, nor obstruct nor interfere with the proper maintenance thereof, and to reimburse Grantor for the cost incurred for any necessary repairs or maintenance to its structures to the extent arising from the installation and existence of the facilities of Grantee.

That Grantee hereby agrees to indemnify and save harmless Grantor from all damages and claims for damage that may arise from the installation and maintenance of this encroachment; provided, however, that Grantee shall not be obligated to indemnify and save harmless Grantor with respect to damages or claims for damage to the extent arising from the operation and maintenance of Grantor's facilities.

In the event that the facilities constructed by Grantee are damaged or destroyed by any routine or emergency repairs or maintenance by Grantor of its sewer mains. Grantee shall be responsible for the repair or reconstruction of its facilities at the sole cost of Grantee.

That Grantee agrees to restore all areas disturbed during installation, maintenance or repairs. Grantee agrees to exercise reasonable precautions during construction and maintenance to prevent eroding of soil; silting or pollution of rivers, streams, lakes, reservoirs, other water impoundments, ground surfaces or other property; or pollution of the air. There shall be compliance with applicable rules and regulations of the North Carolina Division of Environmental Management, North Carolina Sedimentation Control Commission, and with ordinances and regulations of Union County, municipalities and other official agencies relating to pollution prevention and control. When any installation or maintenance operation disturbs the ground surface and existing ground cover, Grantee agrees to replace the sod or otherwise reestablish the grass cover to the condition existing prior to the disturbance.

That in the case of noncompliance with the terms of this agreement by Grantee, Grantor reserves the right to stop all work until the facility has been brought into compliance or removed from the right of way/easement at no cost to Grantor.

That it is agreed by both parties that this agreement shall become void if actual construction of the work contemplated herein is not begun within one (1) year from the date of authorization by Grantor unless written waiver is secured by Grantee from Grantor.

That Grantor agrees that any encroaching facilities currently located within the public right of way are allowed to remain in their current location.

During the performance of this contract, Grantee, for itself, its assignees and successors in interest shall comply with all applicable federal, state and local laws, regulations and ordinances and shall obtain all applicable permits.

IN WITNESS WHEREOF, each of the parties to this agreement has caused the same to be executed the day and year first above written.

UNION COUNTY, NC

TOWN OF INDIAN TRAIL, NC

BY: _____

BY: _____

REQUIRED ATTACHMENTS

This agreement must be accompanied, in the form of an attachment, by plans or drawings showing the following applicable information:

1. Agreement between Indian Trail and NCDOT for encroachment within NCDOT right of way.
2. Sewer easements between property owners and Union County.
3. Map showing approximate location of facilities to be constructed by the Town of Indian Trail.



Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works

COUNCIL DATE: August 11, 2015

SUBJECT: 2014 Stormwater Maintenance Contract Renewal

General Information:

The Stormwater Maintenance Contract is a source of funds for continuous work to improve and maintain the existing stormwater system. The 2014 contract was awarded to Bullseye Construction on July 22, 2014 in the amount of \$261,951.50. Renewals are subject to the terms and conditions of the original contract including but not limited to work availability, termination and unit price. Renewal amendments will be executed by the Town Council.

Staff recommends renewal extension of the 2014 Stormwater Maintenance Contract.

Required Action:

Approval

Attachment:

2014 Stormwater Maintenance Contract Extension Agreement

CONTRACT EXTENSION

STORM WATER MAINTENANCE CONTRACT FY 2014

PROJECT NUMBER:

750-2014-006

The Town of Indian Trail ("Town") and the contractor identified below by its signature ("Contractor") hereby mutually agree to extend the contract between them, which is identified above and was executed by them on or about August 6, 2014 (hereafter, the "Contract").

The Contract shall be extended through and including 11:59 p.m. on _____, 20___. All other terms and conditions within the Contract, specifically including those for payment, remain in full force and effect.

Contractor shall provide the required performance and payment bonds and insurance certificates, as specified in the Contract, at execution of this contract extension ("Extension").

AGREED TO:

OWNER:
TOWN OF INDIAN TRAIL
INDIAN TRAIL, NORTH CAROLINA

ATTEST:

By: _____
Town Manager

By: _____
Town Clerk

Date: _____

Date: _____

This instrument has been pre-audited in the manner required by the "Local Government Budget and Fiscal Control Act".

By: _____
Finance Officer

Date: _____

CONTRACTOR:

Printed legal name of entity: Bullseye Construction, Inc.
581 North Polk Street
Pineville, NC 28134

By: _____

Printed name of person signing: _____

Title of person signing: _____

Date: _____

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton, Alicia Massey
DATE: August 11, 2015
SUBJECT: Month End June 2015



According to GS 105-350(7) it is the duty of the tax collector to submit to the governing body at each of its regular meetings a report of the amount he/she has collected on each year's taxes with which he is charged, the amount remaining uncollected, and the steps he/she is taking to encourage or enforce payment of uncollected taxes.

Attached is the month end report for June 2015 collections. The tax department is using all collection remedies as provided by general statute to collect delinquent taxes including but not limited to garnishments, attachments and NC Debt Setoff.

Description	Count	----- Arrears/Other	Principal			Penalty	Total
			2015	2016	Future		
Billing	31895	7,294,275.75	0.00	0.00	0.00		7,294,275.75
Payments	29990	7,246,200.73-	0.00	0.00	0.00	10,134.30-	7,256,335.03-
Reversals	25	3,179.23	0.00	0.00	0.00	52.38	3,231.61
Adjustments	2017	2,185.12-	0.00	0.00	0.00	863.78-	3,048.90-
Apply Over	0	0.00	0.00	0.00	0.00	0.00	0.00
Rev Appl Ovr	0	0.00	0.00	0.00	0.00	0.00	0.00
Penalty	<u>5782</u>					<u>13,229.78</u>	<u>13,229.78</u>
Totals	<u>69709</u>	<u>49,069.13</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,284.08</u>	<u>51,353.21</u>

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton, Alicia Massey
DATE: August 11, 2015
SUBJECT: Month End July 2015



According to GS 105-350(7) it is the duty of the tax collector to submit to the governing body at each of its regular meetings a report of the amount he/she has collected on each year's taxes with which he is charged, the amount remaining uncollected, and the steps he/she is taking to encourage or enforce payment of uncollected taxes.

Attached is the month end report for July 2015 collections. The tax department is using all collection remedies as provided by general statute to collect delinquent taxes including but not limited to garnishments, attachments and NC Debt Setoff.

Description	Count	Principal			Penalty	Total	
		Arrears/Other	2015	2016			Future
Billing	102	1,992.62-	719.95	0.00	0.00	1,272.67-	
Payments	251	8,654.07-	0.00	0.00	0.00	9,282.67-	
Reversals	0	0.00	0.00	0.00	0.00	0.00	
Adjustments	49	0.00	0.00	0.00	0.00	415.39-	
Apply Over	0	0.00	0.00	0.00	0.00	0.00	
Rev Appl Ovr	0	0.00	0.00	0.00	0.00	0.00	
Penalty Totals	<u>2580</u> 2982	<u>10,646.69-</u>	<u>719.95</u>	<u>0.00</u>	<u>0.00</u>	<u>1,570.65</u> 526.66	<u>1,570.65</u> 9,400.08-

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Alicia Massey, Revenue Collector
CC: Joe Fivas, Town Manager
Marsha Sutton, Finance Director
DATE: August 11, 2015
SUBJECT: Annual Tax Settlement



In accordance with NCGS 105-373(a)(1), I respectfully submit the following report:

In compliance with NCGS 105-373(a)(3), attached hereto is a report entitled "Settlement for Current Real Estate and Personal Property Taxes and Stormwater Fees for Fiscal Year 2014-2015" dated August 11, 2015 setting forth full settlement for all real and personal property taxes charged for collection for the fiscal year 2014-2015.

In compliance with NCGS 105(a)(4)(b), attached hereto is a report entitled "Settlement for Delinquent Real and Personal Property Taxes for Tax Years 2004-2013 and Stormwater Fees for Tax Years 2007-2013" dated August 3, 2015 setting forth full settlement for all delinquent real and personal property taxes collected during fiscal year 2014-2015.

Reference is hereby made to reports in the Office of the Revenue Collector that list the persons owning real property and personal property whose taxes for the preceding fiscal year remain unpaid and the principal amount owed by each person. These reports are available for inspection and review upon request.

In compliance with NCGS 105-373(3), the settlement, together with the action of the governing body with respect thereto, shall be entered in full upon the minutes of the governing body.

Further, I hereby certify that I have made diligent efforts to collect the taxes due from the persons listed by utilizing the remedies prescribed and allowed by law.

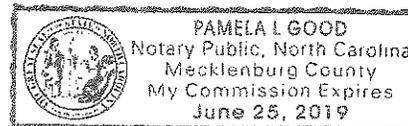
Respectfully Submitted

A handwritten signature in cursive script that reads "Alicia Massey".

Alicia Massey, Revenue Collector

SWORN TO AND SUBSCRIBED BEFORE ME, this 3rd day of August, 2015

Pamela L Good
Notary Public



My Commission expires: 6-25-19

**SETTLEMENT FOR CURRENT REAL AND PERSONAL PROPERTY TAXES
AND STORMWATER FEES
FOR FISCAL YEAR 2014-2015**

REAL & PERSONAL PROPERTY TAX CHARGE

Total amount of all taxes charged to the Revenue Collector for 2014-2015:	\$6,215,532.22
All penalties, interest and fees:	\$ 26,169.95
TOTAL	<u>\$6,241,702.17</u>

REAL & PERSONAL PROPERTY CREDITS

All sums deposited to the credit of the taxing unit or receipted for by the proper official	\$6,174,691.22
Releases	\$ 8,934.68
Uncollected taxes as of June 30, 2015	\$ 58,076.27
TOTAL	<u>\$6,241,702.17</u>
PERCENT COLLECTED	99.07%

STORMWATER FEE CHARGE

Total amount of all stormwater fees charged to the Revenue Collector for 2014-2015:	\$1,071,754.96
All penalties, interest and fees:	\$ 0.00
TOTAL	<u>\$1,071,754.96</u>

STORMWATER FEE CREDITS

All sums deposited to the credit of the taxing unit or receipted for by the proper official	\$1,058,012.55
Abatements	\$ 93.36
Uncollected taxes as of June 30, 2015	\$ 13,649.05
TOTAL	<u>\$1,071,754.96</u>
PERCENT COLLECTED	98.73%

**SETTLEMENT FOR DELINQUENT REAL AND PERSONAL PROPERTY TAXES
FOR TAX YEARS 2004-2013
AND STORMWATER FEES
FOR TAX YEARS 2007-2013**

DELINQUENT REAL AND PERSONAL PROPERTY TAXES

YEAR	CHARGE	COLLECTED	ABATEMENTS	BALANCE OUTSTANDING
2013	\$ 90,721.92	\$ 45,661.62	\$ (1,898.46)	\$ 43,161.84
2012	\$ 63,968.70	\$ 28,622.23	\$ (4,309.04)	\$ 31,037.43
2011	\$ 28,144.25	\$ 9,785.73	\$ (997.62)	\$ 17,360.90
2010	\$ 23,873.37	\$ 6,926.39	\$ (561.93)	\$ 16,385.05
2009	\$ 27,445.36	\$ 6,058.50	\$ (416.03)	\$ 20,970.83
2008	\$ 11,082.10	\$ 2,059.28	\$ (425.23)	\$ 8,597.59
2007	\$ 6,491.25	\$ 352.86	\$ (327.82)	\$ 5,810.57
2006	\$ 9,559.45	\$ 143.62	\$ (105.91)	\$ 9,309.92
2005	\$ 1,980.00	\$ 91.39	\$ (48.11)	\$ 1,840.50
2004	\$ 2,068.35	\$ 15.57	\$ (47.45)	\$ 2,005.33
Totals	\$ 265,334.75	\$ 99,717.19	\$ (9,137.60)	\$ 156,479.96

DELINQUENT STORMWATER FEES

YEAR	CHARGE	COLLECTED	ABATEMENTS	BALANCE OUTSTANDING
2013	\$ 23,076.20	\$ 13,032.96		\$ 10,043.24
2012	\$ 11,433.87	\$ 4,327.48		\$ 7,106.39
2011	\$ 7,367.49	\$ 1,568.67		\$ 5,798.82
2010	\$ 3,368.88	\$ 1,708.96		\$ 1,659.92
2009	\$ 2,627.94	\$ 1,697.39		\$ 930.55
2008	\$ 1,349.65	\$ 1,001.89		\$ 347.76
2007	\$ 1,788.76	\$ 300.81		\$ 1,487.95
Total	\$ 51,012.79	\$ 23,638.16	\$ -	\$ 27,374.63

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Joe Fivas
CC: Marsha Sutton, Alicia Massey
DATE: August 11, 2015
SUBJECT: Order of Collection



According to GS 105-321(b) before delivering the tax receipts to the tax collector (revenue collector) in any year the governing body shall adopt and enter in its minutes an order directing the tax collector (revenue collector) to collect the taxes charged.

Attached is the Order of Collection directing and empowering the Town of Indian Trail Revenue Collector to collect taxes charged for tax year 2015 and prior years.

State of North Carolina

Town of Indian Trail

To the Revenue Collector of the Town of Indian Trail:

You are hereby authorized, empowered and commanded to collect the taxes set forth in the tax records filed in the office of the Revenue Collector and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Indian Trail, and this order shall be a full and sufficient authority to direct, require and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this 11th day of August, 2015

Mayor, Town of Indian Trail

Attest:

_____, Clerk of the Town of Indian Trail



TO: Mayor and Town Council

FROM: Joseph Fivas, Town Manager

DATE: Aug 11, 2015

SUBJECT: Delinquent Tax & Fees

This spring our Revenue Collector went through a process to reconcile all of our parcels that have property taxes and fees associated with them. This also included reconciling all of our accounts with the Union County Tax Department. This process also specifically reconciled the property taxes and fees from past years. During this process, the Revenue Collector found a number of stormwater parcel accounts that were not charged in the past. These uncharged accounts range from 1 year to 8 years. Staff also found two property tax bills that should have been on our Indian Trail tax rolls that are on the Union County tax rolls.

Our stormwater ordinance only allows collection past stormwater fees back one year. However, state law obligates us to collect any back taxes on the two property tax parcels. One parcel principal total is \$558.78 and the other parcel principle total is \$1,782.45.

If the Town Council approves this recommendation, I have asked the Revenue Collector to allow any resident to request a reasonable payment plan for these owed fees and taxes. The Revenue Collector is very familiar with this process.

Most importantly, our Finance & Business Operations Department has put together an annual protocol and policy to make sure on an annual basis all accounts are reconciled and this situation would not happen in the future.

Staff Recommendation:

Staff recommendation is to allow the Revenue Collector to begin the process of collecting these accounts per the stormwater ordinance.



TO: Mayor and Town Council

FROM: Joseph Fivas, Town Manager

DATE: Aug 11, 2015

SUBJECT: Revised 2015 Council Meeting Calendar

In past years, the Town Council would eventually cancel many these Council meetings leading up to a municipal election. The primary reason in the past has been the lack of agenda items. Staff is projecting not to have many new Council items during this period. In a proactive measure the Town Council may consider revising the annual calendar. If the Council needs to call another regular council meeting they can revise this calendar at any council meeting.

Recommendation is to revise the Council Meeting Calendar that was adopted in December 2014. The revisions would remove and delete the Regular Council Meeting on August 25th, September 22nd, and October 27th.



Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Scott J. Kaufhold, P.E., Director of Engineering and Public Works

COUNCIL DATE: August 11, 2015

SUBJECT: Approval of Alley, Williams, Carmen, & King Agreement
Amended Capital Project Ordinance for Unionville Indian Trail Road
Sidewalk

General Information:

The Unionville Indian Trail Road Sidewalk project is a federally funded project requiring the oversight of NCDOT approved Construction Engineering & Inspection (CEI) services. The Town has contracted with Ally Williams Carmen & King (AWCK) to provide CEI services to satisfy federal requirements. The lawsuit, brought by the contractor, Boggs Paving, Inc., has resulted in the need for additional funds to continue the legal requests for documentation and possible depositions.

Staff is requesting an additional \$15,000 in Powell Bill funds for AWCK to continue their supporting efforts in this ongoing dispute.

Pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the adoption of an ordinance is required in order to authorize capital project expenditures.

Required Actions:

Council Approval

Attachments:

1. Agreement
2. Amended Capital Project Ordinance for C-4957B Unionville Indian Trail Road Sidewalk (CEI)



alley, williams, carmen & king, inc.
 ENGINEERS AND ARCHITECTS
 120 south main street / p.o. box 1248
 kannapolis, north carolina 28082-1248
 (704)938-1515 - fax (704)938-6810

PROJECT NO. 13502A
MEMORANDUM OF AGREEMENT #2

This _____ day of August, 2015, we, ALLEY, WILLIAMS, CARMEN, & KING, INC., hereinafter called AWCK, and The Town of Indian Trail agree that AWCK perform professional services as set forth below for a Project called Unionville Indian Trail Sidewalk Project Litigation.

A. Project Data: Project consists of consultation services related to pending litigation and negotiation with Boggs Paving, Inc. in regards to the Unionville Indian Trail Sidewalk Project C-4957B.

Scope of Services:

1. Provide consultation services as requested by the Town of Indian Trail related to pending litigation and negation for the above mentioned project.

Cost:

The fee for item 1 is estimated as follows:
 Estimated Consultant Fee

\$ 15,000.00

Note: This Memorandum of Agreement supplements the original Memorandum of Agreement that was approved 5/14/15 in the amount of \$10,000. The total amount of the two Memorandums of Agreement for this work is now \$25,000.00.

Item 1 listed above in the Scope of Services will be provided on a per Hour Basis in accordance with the attached Hourly Charge Rate Schedule.

B. The Town of Indian Trail agrees as follows:

1. Compensate AWCK for the services in accordance with the attached Hourly Charge Rate Schedule for item A1; plus reimbursable expenses.
2. Payments for services and reimbursables shall be made monthly upon receipt of a statement from AWCK.
3. Payment shall be made to AWCK within 15 days of the date of invoice.
4. Fee not to exceed \$15,000 without prior authorization.
5. Billing instructions:

TO: Town of Indian Trail
 ADDRESS: 130 Blythe Drive
Indian Trail, NC 28079

C. Both Parties agree that the above data is of a preliminary nature, and should there be material changes in the Project, the provisions and the compensation will be amended accordingly.

ALLEY, WILLIAMS, CARMEN, & KING, INC.

Town of Indian Trail

BY: Jeffery D. Moody
 Jeffrey D. Moody, PE Principal

BY: _____
 Joe Fivas, Town Manager

Attachment: AWCK July 1, 2015 Hourly Charge Rate Schedule



alley, williams, carmen & king, inc.

Engineering • Land Surveying • Construction Inspection

HOURLY CHARGE RATE SCHEDULE – JULY 1, 2015

This information is confidential and is intended for use by the recipient only.

1. Engineers:
 - a. EI – Engineering Intern \$ 70.00 - \$ 90.00/Hr.
 - b. Registered Professional Engineer 100.00 - 130.00/Hr.
 - c. Associate/Registered Professional Engineer 115.00 - 145.00/Hr.
 - d. Principal/Registered Professional Engineer 175.00 - 195.00/Hr.

2. Architects:
 - a. Architects in Training \$ 70.00 - \$ 90.00/Hr.
 - b. Registered Architect 85.00 - 125.00/Hr.
 - c. Associate/Registered Architect 135.00 - 150.00/Hr.
 - d. Principal/Registered Architect 165.00 - 175.00/Hr.

3. Surveyors:
 - a. Surveyor in Training \$ 60.00 - \$ 80.00/Hr.
 - b. Registered Land Surveyor 80.00 - 95.00/Hr.
 - c. Associate/Registered Land Surveyor 90.00 - 115.00/Hr.

4. Technical Staff:
 - a. Project Manager \$ 80.00 - \$120.00/Hr.
 - b. CADD Designer/Technician 65.00 - 90.00/Hr.

5. Survey Parties:
 - a. 2-Man Party \$140.00 - \$155.00/Hr.
 - b. 3-Man Party 190.00 - 205.00/Hr.

6. Construction Observer \$ 75.00 - \$ 95.00/Hr.

7. Clerical \$ 50.00 - \$ 65.00/Hr.

8. Other:
 - a. Employees' overtime (when authorized in advance): 1.50 times Hourly Charge Rate.
 - b. Professional Consultants: 1.10 times the amount billed to AWCK, Inc.
 - c. Printing and Mailing: 1.10 times the amount billed to AWCK, Inc.
 - d. Mileage: Travel to job site No Charge, but time is included from our office to job site and return.
 - e. Overnight or extended travel: 1.10 times the amount billed to AWCK, Inc.
 - f. The above rates are subject to adjustment in accordance with normal salary and rate review practices on an annual basis.
 - g. Where ranges of hourly charge rates are listed, the rate charged will be the actual charge rate associated with the individual performing the services.
 - h. Payment will be made monthly based on invoices submitted by Alley, Williams, Carmen & King, Inc.

120 South Main Street • P.O. Box 1248 • Kannapolis, North Carolina 28082
Tel. - 704-938-1515 • Fax - 704-938-6810 • awck.com

ESTABLISHED • 1960

STATE OF NORTH CAROLINA
TOWN OF INDIAN TRAIL

ORDINANCE #

**AN ORDINANCE AMENDING THE CAPITAL PROJECT ORDINANCE FOR
C-4957 B UNIONVILLE INDIAN TRAIL ROAD SIDEWALK IMPROVMENTS**

WHEREAS, the Town of Indian Trail desires to promote pedestrian activity in the Town and to provide for more connections to facilities throughout the Town; and

WHEREAS, certain grant funding to accomplish this goal is available and has been approved for the Town of Indian Trail,

NOW, THEREFORE, BE IT ORDAINED by Town Council of the Town of Indian Trail, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

SECTION 1. The project authorized is the construction of a sidewalk, providing for pedestrian activities, financed by a Federal Grant and Powell Bill Funds, to be commonly known as the C-4957 B Unionville Indian Trail Road Sidewalk Improvements.

SECTION 2. The officers of the Town are hereby directed to proceed with the capital project within the term of the grant documents and budget contained herein.

SECTION 3. The following amounts are appropriated for this project:

	Current Budget	Revised Budget
Construction	\$1,025,942.23	\$1,025,942.23
Construction Engineering Inspection Services	<u>\$211,672.80</u>	<u>\$226,672.80</u>
Total Appropriations	<u>\$1,237,615.03</u>	<u>\$1,252,615.03</u>

SECTION 4. The following revenues are anticipated to complete this project:

	Current Budget	Revised Budget
Federal Grant	\$509,776.00	\$509,776.00
20% Matching Funds (Powell Bill)	\$127,444.00	\$127,444.00
Powell Bill Fund	<u>\$600,395.03</u>	<u>\$615,395.03</u>
Total Estimated Revenues	<u>\$1,237,615.03</u>	<u>\$1,252,615.03</u>

SECTION 5. The Finance Director is hereby directed to maintain within the capital project fund sufficient detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations.

SECTION 6. Funds may be advanced from the Powell Bill Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

SECTION 7. The Finance Director is directed to report on the financial status of the project element in Section 3 and as requested by the Town of Indian Trail.

SECTION 8. The Budget Officer is directed to include an analysis of the estimated spending and capital project revenue in the budget for this, and other active capital projects, with the Budget Ordinance.

SECTION 10. Copies of this capital project ordinance shall be made available to the Clerk and the Finance Director for direction in carrying out this project.

ADOPTED BY THE TOWN COUNCIL this the 11th day of August, 2015.

Michael L Alvarez, Mayor

Attest:
