



## Town of Waynesville, NC

### Board of Aldermen Regular Meeting

Town Hall, 9 South Main Street, Waynesville, NC 28786

Date: January 25, 2022 Time: 6:00 p.m.

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The agenda and all related documentation may be accessed electronically at [www.waynesvillenc.gov](http://www.waynesvillenc.gov).

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*Consider the environment ♦ Conserve resources ♦ Print only when necessary*

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(828) 452-2491 [eward@waynesvillenc.gov](mailto:eward@waynesvillenc.gov)

#### A. CALL TO ORDER - Mayor Gary Caldwell

##### 1. Welcome/Calendar/Announcements

#### B. PUBLIC COMMENT

#### C. CONSENT AGENDA

*All items below are routine by the Board of Aldermen and will be enacted by one motion. There will be no separate discussion on these items unless a Board member so requests. In which event, the item will be removed from the Consent Agenda and considered with other items listed in the Regular Agenda.*

##### i. Adoption of minutes of the January 11, 2022 regular meeting

***Motion: To approve the consent agenda as presented.***

#### D. PRESENTATION

##### 2. Presentation of the June 30, 2021 Audit Report and Financial Statements

- Nancy Lux with Ray, Bumgarner, Kingshill & Associates, PA

***Motion: To accept the financial statements and reports as presented***

#### E. OLD BUSINESS

##### 3. Helping Hands

- Jesse Fowler, Assistant Town Manager

#### F. NEW BUSINESS

##### 4. Budget Amendment for DWA

- Finance Director Misty Hagood

**Motion: To approve Ordinance No O-02-22 Budget Amendment 15 to the 2021-2022 Budget Ordinance in the amount of \$122,568.00 for the DWA.**

5. Approval of possible Medford Grant Application
- Elizabeth Teague, Development Services Director

**Motion: To direct staff to proceed with a grant application to the Medford Fund for restoration of the Sulphur Springs Springhouse**

6. Adding the position of Lead Meter Reader to Finance Dept.
- Jesse Fowler, Assistant Town Manager

**Motion: To approve adding a position title of Lead Meter Reader in the Finance Department**

7. Capital Project: Obama-King Park Pavillion
- Jesse Fowler, Assistant Town Manager
  -

**Motion: To begin site grading and construction of a retaining wall at Obama-King Park**

8. Capital Project: Miller Street Pavillion
- Jesse Fowler, Assistant Town Manager

**Motion: To begin the formal bidding process in order to construct a pavillion at the Miller Street Mini Park**

9. Capital Project: Vance Street Skate Park Pavillion
- Jesse Fowler, Assistant Town Manager

**Motion: To begin the formal bidding process in order to construct a pavilion at the Miller Street Mini Park**

10. Adoption of Data Breach Policy
- Jesse Fowler, Assistant Town Manager

**Motion: To adopt the Data Breach Policy as presented**

11. Adoption of Whistle Blower Policy
- Jesse Fowler, Assistant Town Manager

**Motion: To adopt the Whistle Blower Policy as presented**

12. Electronic Office A. V. Deployment Proposal

- Jesse Fowler, Assistant Town Manager

***Motion: To approve the Electronic Office A.V. Deployment Proposal as presented***

**G. COMMUNICATION FROM STAFF**

13. Manager's Report

- Town Manager, Rob Hites

14. Town Attorney Report

- Town Attorney, Martha Bradley

**H. COMMUNICATIONS FROM THE MAYOR AND BOARD**

**I. ADJOURN**



# TOWN OF WAYNESVILLE

PO Box 100  
 16 South Main Street  
 Waynesville, NC 28786  
 Phone (828) 452-2491 • Fax (828) 456-2000  
[www.waynesvillenc.gov](http://www.waynesvillenc.gov)

## CALENDAR February 2022

<b>2022</b>	
<b>Tuesday Feb 8</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday Feb 22</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday March 8</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday March 22</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday April 12</b>	Board of Aldermen Meeting – Regular Session
<b>Friday April 15</b>	Town Offices Closed – Good Friday
<b>Tuesday April 26</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday May 10</b>	Board of Alderman Meeting – Regular Session
<b>Monday May 24</b>	Board of Aldermen Meeting – Regular Session
<b>Monday May 30</b>	Town Offices Closed – Memorial Day
<b>Tuesday June 14</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday June 28</b>	Board of Aldermen Meeting – Regular Session
<b>Monday July 4</b>	Town Offices Closed – Independence Day
<b>Tuesday July 12</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday July 26</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday August 9</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday August 23</b>	Board of Aldermen Meeting – Regular Session
<b>Monday September 5</b>	Town Offices Closed – Labor Day
<b>Tuesday September 13</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday September 27</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday October 11</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday October 25</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday November 8</b>	Board of Aldermen Meeting – Regular Session
<b>Tuesday November 23</b>	Board of Alderman Meeting- Regular Session
<b>Friday November 11</b>	Town Offices Closed – Veterans Day
<b>Tuesday December 13</b>	Board of Aldermen Meeting – Regular Session
<b>December 23, 24 &amp; 27th</b>	Town Closed – Christmas Holidays

## Board and Commission Meetings – February 2022

ABC Board	ABC Office – 52 Dayco Drive	<b>February 15</b> 3 <sup>rd</sup> Tuesday 10:00 AM
Board of Adjustment	Town Hall – 9 S. Main Street	<b>February 1</b> 1 <sup>st</sup> Tuesday 5:30 PM
Firefighters Relief Fund Board	Fire Station 1 – 1022 N. Main Street	<b>Meets as needed;</b> <i>No meeting currently scheduled</i>
Historic Preservation Commission	Town Hall – 9 S. Main Street	<b>February 2</b> 1 <sup>st</sup> Wednesday 2:00 PM
Planning Board	Town Hall – 9 S. Main Street	<b>February 21</b> 3 <sup>rd</sup> Mondays 5:30 PM
Public Art Commission	Town Hall – 9 S. Main Street	<b>February 10</b> 2 <sup>nd</sup> Thursdays 4:00 PM
Recreation & Parks Advisory Commission	Rec Center Office – 550 Vance Street	<b>February 16</b> 3 <sup>rd</sup> Wednesday 5:30 PM
Waynesville Housing Authority	Waynesville Towers – 65 Church Street	<b>February 8</b> 2 <sup>nd</sup> Tuesday 3:30 PM

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2022**

**SUBJECT:** Presentation of the June 30, 2021 Audit Report and Financial Statements

**AGENDA INFORMATION:**

**Agenda Location:** Presentations  
**Item Number:**  
**Department:** Finance  
**Contact:** Misty Hagood  
**Presenter:** Nancy Lux with Ray, Bumgarner, Kingshill & Associates, PA

**BRIEF SUMMARY:**

Nancy Lux with Ray, Bumgarner, Kingshill & Associates, PA will present an overview of the Town's financial statements and audit report for the year ended June 30, 2021. The Town received an unqualified opinion.

**MOTION FOR CONSIDERATION:**

To accept the financial statements and reports as presented.

**FUNDING SOURCE/IMPACT:**

N/A

**ATTACHMENTS:**

A copy of the statements and letters will be provided at the meeting.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

To accept the financial statements and reports as presented.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2021**

**SUBJECT:** Helping Hands of Haywood Second ARP Installment

**AGENDA INFORMATION:**

**Agenda Location:** Old Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY:**

At the previous Board of Aldermen meeting the Board motioned to postpone until January 25, 2022 their decision to approve the second installment of American Recovery Plan funding to Helping Hands of Haywood. This second installment amounts to \$8,750 and is required by the Town of Waynesville to be earmarked by Helping Hands of Haywood for the sole purpose of providing temporary housing for individuals experiencing homelessness. If the Board is satisfied with the report provided to them by Helping hands of Haywood, then staff is asking for their direction in whether to provide Helping Hands of Haywood the second installment of American Relief Plan funding.

**MOTION FOR CONSIDERATION:**

Motion to approve the second installment of American Recovery Plan funding to Helping Hands of Haywood for the purpose of providing temporary housing to individuals experiencing homelessness in the amount of \$8,750

**FUNDING SOURCE/IMPACT:** \$8,750 in American Recovery Plan funding

**ATTACHMENTS:**

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2022**

**SUBJECT:** Budget Amendment for Downtown

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** (LEAVE BLANK)  
**Department:** Finance  
**Contact:** Misty Hagood  
**Presenter:** Misty Hagood

**BRIEF SUMMARY:**

The attached budget amendment will move the MSD taxes we receive from Special Appropriations- Taxes Transferred to DWA to a newly created Downtown department.

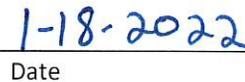
**MOTION FOR CONSIDERATION:**

1. Approval of the attached budget amendment

**FUNDING SOURCE/IMPACT:**

Overall, there will be no impact. We will decrease Special Appropriations – Taxes Transferred to the DWA and increase the Downtown department by \$122,568.

  
Misty Hagood, Finance Director

  
Date

**ATTACHMENTS:**

- Budget Amendment

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

The recommendation is to approve the attached budget amendment.

Ordinance No. O-02-22

Amendment No. 15 to the 2021-2022 Budget Ordinance

WHEREAS, the Board of Aldermen of the Town of Waynesville, wishes to amend the 2021-2022 Budget Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Waynesville that the 2021-2022 Budget Ordinance be amended as follows:

General Fund:

Decrease the following appropriations:

Special Appropriations	
Taxes Transferred to DWA	(\$122,568)

Increase the following appropriations:

Downtown Department	\$122,568
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Total General Fund appropriations change	<u>          \$    0</u>
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Adopted this 25th day of January 2022.

Town of Waynesville

\_\_\_\_\_  
J. Gary Caldwell  
Mayor

Attest:

\_\_\_\_\_  
Eddie Ward  
Town Clerk

Approved As To Form:

\_\_\_\_\_  
Martha Sharpe Bradley  
Town Attorney

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN**  
**REQUEST FOR BOARD ACTION**  
**Meeting Date: January 25, 2022**

**SUBJECT:** Approval of possible Medford Grant Application.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Development Services  
**Contact:** Elizabeth Teague, Development Services Director  
**Presenter:** Elizabeth Teague, Development Services Director

**BRIEF SUMMARY:** The Fund for Haywood County, managed by the WNC Community Foundation, will award up to \$17,450 in grants from the Mib and Phil Medford Endowment Fund. The Medford Fund grants are *“for beautification, streetscape improvements and other public amenities within the city limits of the Town of Waynesville, North Carolina or its defined extra-territorial jurisdictions for the purpose of enhancing economic prosperity, a healthy community and the arts for public enjoyment. Grants should support specific projects, initiatives or efforts rather than provide general operating support.”* The Town’s Historic Preservation Commission has identified renovation of the Sulphur Springs Spring House as a priority goal for preservation, and as an enhancement to the existing Sulphur Springs Park. Staff ask for Aldermen approval to apply to the Medford Fund for the purpose of restoring the Springhouse. Required match would come out of the Development Services Professional Services Budget for Historic Preservation. In coordination with Parks and Recreation and Development Services staff, the Historic Preservation Commission would provide design guidance.

**MOTION FOR CONSIDERATION:**

1. To direct staff to proceed with a grant application to the Medford Fund for restoration of the Sulphur Springs Springhouse.

**FUNDING SOURCE/IMPACT:** Grant may require up to \$3,000 in local match from the General Fund depending on final cost estimates from the contractor. In-kind support and guidance from the Town’s Parks and Recreation Department. Any additional costs for restoration will

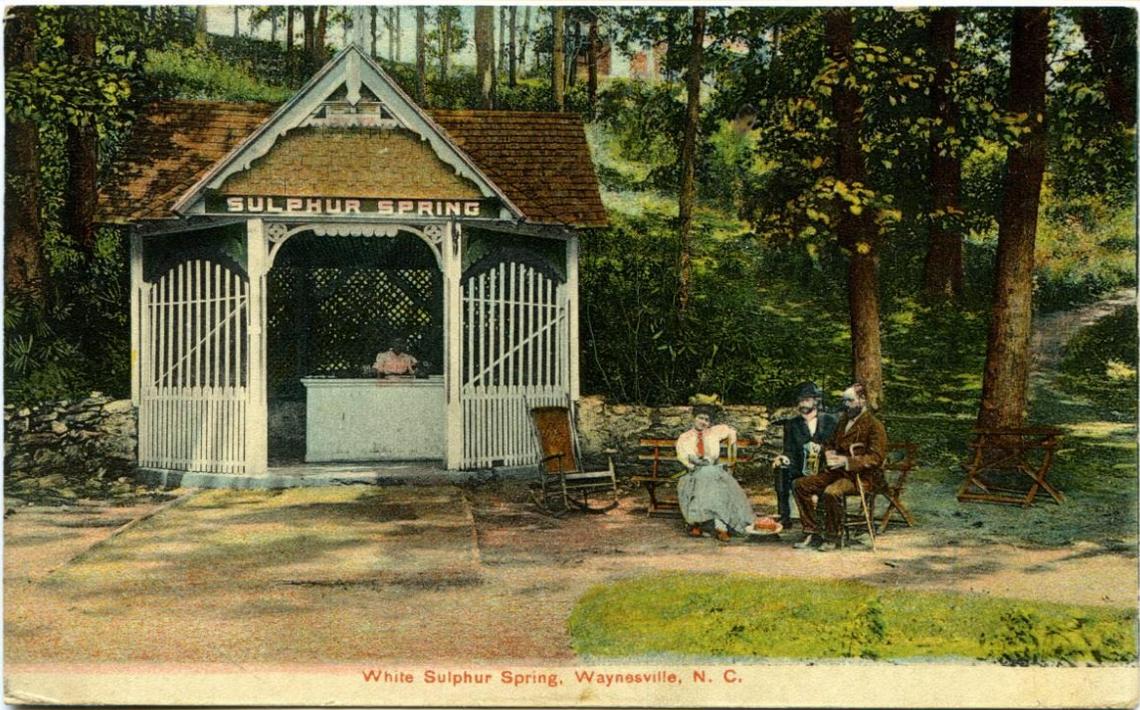
**ATTACHMENTS:**

Photos of the Springhouse.

**MANAGER’S COMMENTS AND RECOMMENDATIONS:**



Picture Taken January 19, 2022



Historic Postcard.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2022**

**SUBJECT:** Adding the position of Lead Meter Reader within the Finance Department

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Brittany Angel, HR Coordinator  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY:**

Due to Meter Reader turnover in the Finance Department, we find it necessary to create a new position of Lead Meter within the department. This new position would be in charge of training new meter readers, teaching them best practices, and assisting them in their day-to-day activities and issues as they occur. This new position would replace one of the three current meter reader positions and would be considered as a grade 54 on the Town's Pay/Classification table.

**MOTION FOR CONSIDERATION:** To approve adding a position title of Lead Meter Reader in the Finance Department

**ATTACHMENTS:**

- Copy of Job Description for Lead Meter Reader

**FUNDING SOURCE/IMPACT:** This position change would increase the payroll budget of the Finance Department yearly by approximately \$1,033.97

  
Misty Hagood, Finance Director

\_\_\_\_\_  
Date 1/20/2022

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

## LEAD METER READER



**Date:** 01/19/2022  
**From:** Human Resources Department  
**Position:** Lead Meter Reader  
**Salary:** \$30,575.86 annually

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### **GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide leadership and participate in the work of reading electric and water meters, to service meters, to maintain accurate recording of consumption to facilitate proper billing, and to perform related technical and clerical work as required. This class works according to some procedures but decides how or when to do things; work is reviewed regularly by supervisor.

### **ESSENTIAL TASKS**

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Lead and participate in training new meter readers.

Investigate and resolve any meter issues.

Reads electric and water meters on assigned route.

Records readings on hand-held computer; takes readings to appropriate office at end of workday.

Cleans out meter boxes as needed, reports improperly installed or defective meters.

Cuts service on and off as directed.

Assists in investigating potential water theft; may testify in court regarding meter tampering cases.

Maintains assigned vehicles and equipment.

Performs all work in compliance with applicable policies, procedures, laws, regulations, and standards of quality and safety.

Receives and responds to inquiries, complaints, and requests for assistance from customers and the public regarding areas of responsibility.

Prepares and submits detailed work records and reports.

Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness.

Performs general clerical work as required, including but not limited to copying and filing documents, answering the telephone, completing forms, etc.

## LEAD METER READER

Attends training, meetings, etc., as required to enhance job knowledge and skills.

### **DATA INVOLVEMENT:**

Requires copying, transcribing, entering, or posting data or information.

### **PEOPLE INVOLVEMENT:**

Requires serving others such as customers, attending to their requests and exchanging information with them.

### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, hand tools, telephones, or similar equipment.

### **REASONING REQUIREMENTS:**

Requires performing semi-routine work following procedures with occasional problems.

### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication, and division, and/or calculating ratios, rates and percentages.

### **LANGUAGE REQUIREMENTS:**

Requires reading routine sentences, instructions, regulations, procedures, or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

### **MENTAL REQUIREMENTS:**

Requires doing clerical, manual, or technical tasks prescribed by standard practices which may require computation, the use of several procedures, and the use of independent judgments with obvious choices; requires normal attention for accurate results.

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma, GED, or specialized vocational training.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

### **EXPERIENCE REQUIREMENTS:**

Requires at least 6 months of experience.

## LEAD METER READER

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

#### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires light-to-medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. Must be able to perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling.

#### **ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright / dim light, extreme heat and/or cold, wet or humid conditions, dusts and pollen, animals / wildlife, traffic, moving machinery, electrical shock.

#### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

#### **JUDGMENTS AND DECISIONS:**

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

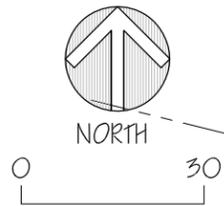
#### **ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations



## COST ESTIMATE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
<b>SITE, GRADING, &amp; PAVING</b>					
1	Mobilization/General Requirements	LS	1	\$10,000	\$10,000
2	Demolition	LS	0	\$0	\$0
3	Clearing and Grubbing	AC	0.5	\$10,000	\$5,000
4	Grading	CY	2,500	\$15	\$37,500
5	Retaining Walls (poured in place / stone face)	FF	0	\$0	\$0
6	Pavement (8" ABC/2" Surface)	SY	0	\$40	\$0
7	Stand - Up Concrete Curb	LF	0	\$25	\$0
8	Sidewalks	SY	75	\$70	\$5,250
9	Guard Rail	LF	0	\$0	\$0
10	Wheelstops	EA	0	\$150	\$0
11	Striping and Signage	LS	1	\$2,500	\$2,500
				<b>SUBTOTAL</b>	<b>\$60,250</b>
<b>STORM DRAINAGE &amp; EROSION CONTROL</b>					
12	Storm Pipes	LF	100	\$40	\$4,000
13	Storm Structures	EA	2	\$4,000	\$8,000
14	Rip Rap Aprons	EA	0	\$0	\$0
15	Seeding	LS	1	\$3,500	\$3,500
16	Erosion Control	LS	1	\$5,000	\$5,000
				<b>SUBTOTAL</b>	<b>\$20,500</b>
<b>UTILITIES</b>					
17	Tie-Into Sewer System	EA	1	\$2,500	\$2,500
19	8" Sanitary Sewer Line (with manholes as shown)	LF	0	\$0	\$0
20	Sanitary Sewer Services	EA	1	\$4,000	\$4,000
21	Tie-Into Water System	EA	1	\$2,500	\$2,500
22	Domestic Water Services	EA	1	\$4,000	\$4,000
22	Proposed 6" and 2" waterlines (includng valves, fittings, etc.)	LS	0	\$0	\$0
23	Fire Hydrant Assembly, complete	EA	0	\$0	\$0
				<b>SUBTOTAL</b>	<b>\$13,000</b>
<b>SUBTOTAL</b>					<b>\$93,750</b>
<b>CONTINGENCY</b>		25%			\$23,438
<b>TOTAL ESTIMATE = \$117,188</b>					



PIN: 8615-55-0147  
JOSEPHINE B. HALL  
DB 488 PG 1288  
ZONING: PSNR-RESIDENTIAL  
USE: RESIDENTIAL

PIN: 8615-45-9059  
WALTER S. BRYSON  
DB 367 PG 1106  
ZONING: PSNR-RESIDENTIAL  
USE: RESIDENTIAL

PIN: 8615-55-0150  
CASTAREAL CONSTRUCTION, LLC  
DB 991 PG 2411  
ZONING: PSNR-RESIDENTIAL  
USE: RESIDENTIAL

PIN: 8615-45-5098  
TIACOURT, INC.  
DB 720 PG 1468  
ZONING: PSNC-COMMERCIAL  
USE: SHOPPING CENTER

PIN: 8615-55-0032  
PATRICIA BOUKNIGHT-HAMILTON  
DB 978 PG 208  
ZONING: PSNR-RESIDENTIAL  
USE: RESIDENTIAL

PIN: 8615-44-7819  
WILL GENTRY (HEIRS)  
DB 236 PG 727  
ZONING: PSNC-COMMERCIAL  
USE: VACANT

PIN: 8615-44-8825  
MOUNTAIN PROJECTS, INC.  
DB 757 PG 1598  
ZONING: PSNC-COMMERCIAL  
USE: DAYCARE CENTER

PIN: 8615-44-9972  
KATHY MARTIN  
DB 622 PG 1088  
ZONING: PSNR-RESIDENTIAL  
USE: RESIDENTIAL

**CRAVEN STREET**  
(PRIVATE)(ASPHALT)

**CALVARY STREET**  
(PRIVATE)(ASPHALT)

7% -->

# CALVARY CRAVEN PARK CONCEPT BULLETIN 3 SEPTEMBER 2021





# STRUCTURAL NOTES

- GENERAL**
  - 1.01 THE STRUCTURE IS DESIGNED IN ACCORDANCE AND MEETS THE DESIGN CRITERIA OF THE FOLLOWING CODES:
    - 2018 NORTH CAROLINA RESIDENTIAL BUILDING CODE
    - ASCE 7-05 MINIMUM DESIGN LOADS FOR BUILDING AND OTHER STRUCTURES
    - ANSI A308 NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION
  - 1.02 METHODS, PROCEDURES, AND SEQUENCE OF CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO MAINTAIN AND INSURE THE INTEGRITY OF THE STRUCTURE AT ALL STAGES OF CONSTRUCTION.
  - 1.03 COORDINATE STRUCTURAL CONTRACT DOCUMENTS WITH ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING, CIVIL, AND GEOTECHNICAL REPORTS. FOR ADDITIONAL OPENINGS NOT SHOWN ON THE STRUCTURAL DRAWINGS, SEE ARCHITECTURAL, MECHANICAL, AND PLUMBING DRAWINGS.
  - 1.04 THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL RESULTING REVISIONS TO THE STRUCTURAL SYSTEM OR OTHER TRADES AS A RESULT OF ACCEPTANCE OF CONTRACTOR PROPOSED ALTERNATIVES OR SUBSTITUTIONS.

- DESIGN LOADS**
  - 2.01 DESIGN GRAVITY LOADS ARE AS FOLLOWS:
    - SUPERIMPOSED AREA DEAD LOAD (included but not limited to the following):
      - SINGLE FLY ROOF ..... 3 PSF
    - AREA LIVE LOADS
      - ROOF ..... 20 PSF
      - FLOOR ..... 40 PSF
      - DECK ..... 40 PSF
      - GARAGE ..... 100 PSF
  - 2.02 ROOF SNOW LOAD
    - GROUND SNOW LOAD ..... 30 PSF
    - SNOW EXPOSURE FACTOR  $C_e$  ..... 1.0
    - SNOW LOAD IMPORTANCE FACTOR  $I_s$  ..... 1.0
    - THERMAL FACTOR  $C_t$  ..... 1.0
  - 2.03 WIND LOAD
    - BASIC WIND SPEED (BUILDING FRAME 3-SEC. CAT.) ..... 120 MPH
    - WIND IMPORTANCE FACTOR ( $I_w$ ) ..... ENCLOSED
    - BUILDING CATEGORY ..... C
    - WIND EXPOSURE CATEGORY ..... 1
    - INTERNAL PRESSURE COEFFICIENT ..... +/- 0.18

- MATERIAL STRENGTHS**
  - 3.01 ALL CONCRETE (f'c @ 28 DAYS) U.N.O.
    - FOOTINGS ..... 3,000 PSI
    - SLAB ON GRADE ..... 3,000 PSI
    - TOPPING SLAB ..... 3,000 PSI
  - 3.02 REINFORCING STEEL (fy)
    - REBAR (ASTM A603) ..... 60,000 PSI
    - DEFORMED STEEL WELDED WIRE REINFORCING (ASTM A497) ..... 60,000 PSI
  - 3.03 STRUCTURAL STEEL (fy)
    - WF SHAPES (ASTM A992) ..... 50,000 PSI
    - CHANNELS, ANGLES, PLATES & OTHER SHAPES (ASTM A36) ..... 36,000 PSI
    - ISANGLES & ISCHANNELS (ASTM A36) ..... 36,000 PSI
    - ROUND HSS (ASTM A36) ..... 42,000 PSI
    - ALL OTHERS (ASTM A36) ..... 42,000 PSI
    - ANCHOR BOLTS (ASTM F1554) ..... GRADE 36
    - WELDING ELECTRODES ..... E70XX
  - 3.04 LIGHT GAGE STEEL (fy)
    - ROOF DECK ..... 33,000 PSI
    - STUDS, JOISTS, TRACKS, TRUSSES min#4 ..... 50,000 PSI
    - STUDS, JOISTS, TRACKS, TRUSSES min#4 ..... 50,000 PSI
  - 3.05 MASONRY MINIMUM COMPRESSIVE STRENGTH PER UNIT METHOD
    - NET AREA COMPRESSIVE STRENGTH OF CONCRETE MASONRY UNITS (TYPE M OR MORTAR) ..... 1,900 PSI
    - NET AREA COMPRESSIVE STRENGTH OF CONCRETE MASONRY UNITS (TYPE M OR MORTAR) ..... 1,900 PSI
    - NET AREA COMPRESSIVE STRENGTH OF CLAY MASONRY UNITS (TYPE M OR MORTAR) ..... 8,250 PSI
    - NET AREA COMPRESSIVE STRENGTH OF CLAY MASONRY UNITS (TYPE M OR MORTAR) ..... 3,000 PSI
    - MORTAR (TYPE "M") ..... 2,500 PSI
    - TYPE "S" ..... 1,800 PSI
    - TYPE "N" ..... 1,500 PSI
    - GROUT (fy) ..... 3,000 PSI
  - 3.06 SOIL SUBGRADE (PROPERTIES SOIL TYPE)
    - ALLOWABLE SOIL BEARING PRESSURE ..... 3,500 PSF (ASSUMED)
  - 3.07 WOOD FRAMING (2001 NDS)
    - COLUMNS
      - SP-NO. 1, 5/4" & LARGER
    - BEAMS / STUDS
      - SP-NO. 2 OR SPF-NO. 2 U.N.O.
    - LVL BEAMS
      - Ft. ..... 2,600 PSI
      - Ft. (PERP) ..... 1,700 PSI
      - Ft. ..... 2,150 PSI
      - E ..... 2,000 PSI

- FOUNDATION AND SLAB ON GRADE**
  - 4.01 THE SUBSURFACE INFORMATION AND FOUNDATION DESIGN ARE BASED ON THE FOUNDATION SECTION OF THE BUILDING CODE AND SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO THE START OF CONSTRUCTION. THE FOUNDATION IS ASSUMED TO BE BEARING ON A SUBGRADE WITH A MIN. BEARING CAPACITY OF 3,500 PSF.
  - 4.02 CENTER COLUMN FOOTINGS ON COLUMN CENTERLINES UNLESS NOTED OTHERWISE.
  - 4.03 WALL FOOTINGS ARE CENTERED ON FOUNDATION WALL UNLESS NOTED OTHERWISE.
  - 4.04 COLUMN AND WALL FOOTINGS SHALL BEAR ON ORIGINAL UNDISTURBED SOIL OR COMPACTED FILL AS DEFINED IN SOIL REPORT, BUT NOT HIGHER THAN THE MINIMUM DEPTH SHOWN ON DRAWINGS.
  - 4.05 CONTRACTOR TO KEEP EXCAVATIONS DRY AND PROTECTED FROM FROST AT ALL TIMES DURING THE FOUNDATION CONSTRUCTION.
  - 4.06 FOUNDATION CONDITIONS NOTED DURING CONSTRUCTION, WHICH DIFFERS FROM THOSE DESCRIBED IN THE GEOTECHNICAL REPORT OR ASSURED VALUES SHALL BE REPORTED TO THE ARCHITECT, GEOTECHNICAL ENGINEER AND PE ENGINEERING BEFORE FURTHER CONSTRUCTION IS ATTEMPTED.
  - 4.07 SLABS ON GRADE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS AND NOTES AND SHALL HAVE CONSTRUCTION JOINTS DETAIL PER PLAN. CONSTRUCTION JOINTS SHALL BE TYPICALLY PROVIDED SUCH THAT NO AREA BOUNDED BY CONSTRUCTION AND/OR CRACK CONTROL JOINTS CONTAINS MORE THAN 40 SQ. FT. OF SLAB AREA. THE SPACING OF THE JOINTS DOES NOT EXCEED 3X TIMES THE SLAB THICKNESS, AND THE RESULTING ASPECT RATIO OF THE DIMENSIONS OF SLAB AREA DOES NOT EXCEED 1.5 TO 1. CRACK CONTROL JOINTS SHALL BE MADE USING A "SOFT-CUT" CONCRETE SAW AS SOON AS THE SLAB WILL SUPPORT THE WEIGHT OF THE SAW AND OPERATOR WITHOUT DISTURBING THE FINAL FINISH. THE CRACK CONTROL JOINTS SHALL BE A MAX. WIDTH OF 1/8" WIDE AND A MINIMUM DEPTH OF 1/3 THE SLAB THICKNESS.

- REINFORCED CONCRETE**
  - 5.01 CONCRETE REINFORCING SHALL HAVE THE FOLLOWING MINIMUM PROTECTIVE COVER:
    - CONCRETE ON EXPOSED EARTH OR GROUND ..... 3 IN
    - CONCRETE EXPOSED TO WEATHER ..... 3 IN
    - #2 BAR, NOT OVER 10" WIDE AND SMALLER ..... 1 1/2 IN
    - CONCRETE EXPOSED TO EARTH OR WEATHER ..... 1 1/2 IN
    - #4 AND #5 BARS ..... 1 1/2 IN
    - #1 BARS AND SMALLER ..... 1 IN
  - 5.02 SLEEVES, CONDUITS, OR PIPES THROUGH SLABS AND WALLS SHALL BE PLACED SO THAT THEY ARE NOT CLOSER THAN THREE DIAMETERS ON CENTER AND THEY DO NOT DISTURB REINFORCING.
  - 5.03 DO NOT CUT OR PLACE HOLES IN CONCRETE SLABS, WITHOUT PRIOR APPROVAL OF THE PE ENGINEER.
  - 5.04 BARS SHALL BE LAPPED PER DETAILS UNLESS PROVIDED. OTHERWISE BARS SHALL BE CLASS "B" LAP, SPICED IN LONGEST CONVENIENT LENGTHS WITH ADJACENT LAPS STAGGERED 6" MINIMUM. BARS SHALL BE CONTACT SPICED OR SPACED A MINIMUM DISTANCE APART PER CRSI REINFORCEMENT ANCHORAGE AND SPICES, AND A MAXIMUM DISTANCE APART OF THE LESSER OF 1/3 THE LAP LENGTH OR 6 INCHES.
  - 5.05 CLEAR SPACING BETWEEN REBARS UNLESS SHOWN TO BE CONTACT LAP SPICED SHALL BE A MINIMUM OF 1/3 BAR DIAMETER, 1/4" OR 1/3 TIMES THE AGGREGATE SIZE, WHICHEVER IS GREATER.
  - 5.07 ALL HOOKS NOT NOTED SHALL BE A3 STANDARD HOOKS.
  - 5.08 NO TACK WELDING WILL BE PERMITTED ON GRADE 40 OR 60 STEEL.
  - 5.09 CONCRETE TOPPING SHALL BE REINFORCED WITH #3X14 W/ 4X14 W/4 UNLESS NOTED OTHERWISE. SEE PLAN.
  - 5.10 ANCHOR BOLTS SHALL BE SET AND CONCRETE BEARING SURF FOR COLUMNS SHALL BE REINFORCED TO THE FOLLOWING TOLERANCE:
    - A. ELEVATION OF CONCRETE SURFACE PLUS OR MINUS 3/8"
    - B. ELEVATION TOP OF ANCHOR BOLTS PLUS 1/2" MINUS 3/8"
    - C. OUT OF POSITION OF ANCHOR BOLTS PLUS OR MINUS 1/8"
  - 5.11 REFER TO ARCHITECTURAL DRAWINGS FOR LOCATION AND DIMENSIONS OF CONCRETE REVEALS, NOTCHES, RESETS, DRIPS, PAWS, CURBS, CHAMFER BLOCKOUTS AT DOORWAYS, AND ALL OTHER PROJECT REQUIREMENTS NOT SHOWN ON THE STRUCTURAL DRAWINGS.
  - 5.12 GROUT FOR BASE PLATES SHALL BE NONSHRINKABLE, NONMETALLIC CONFORMING TO ASTM C937. SHALL HAVE A COMPRESSIVE STRENGTH AT 28 DAYS OF 5,000 PSI. PRECASTING OF BASE PLATES WILL NOT BE PERMITTED. GROUT BASEPLATES AFTER CORRECTION IS ACHIEVED ON ALL ANCHOR BOLTS.
  - 5.13 REINFORCE SLAB ON-GRADE AT ALL PENETRATIONS AND AT RE-ENTRANT CORNERS. PLACE 3X3" OF AROUND FLOOR DRAINS. PLACE #4X4" OF (MIN) AT RE-ENTRANT CORNERS. HOLD REINFORCING 1" CLEAR FROM TOP OF CONCRETE.

- WOOD CONSTRUCTION CONNECTORS**
  - 6.01 ALL WOOD CONSTRUCTION CONNECTORS SHALL BE SIMPSON STRONG-TIE CONNECTORS OR APPROVED EQUIVALENT.
  - 6.02 ALL SPECIFIED FASTENERS SHALL BE INSTALLED ACCORDING TO THE DETAILS AND THE MANUFACTURER'S INSTRUCTIONS. ALL HOLES IN CONNECTORS SHALL BE PROPERLY MAILED TO THE WOOD STRUCTURE. CONTACT PE ENGINEERING FOR FASTENERS NOT SHOWN. INCORRECT FASTENER QUANTITY, SIZE, TYPE, MATERIAL, OR FINISH MAY CAUSE THE CONNECTION TO FAIL. 16D FASTENERS ARE COMMON NAILS (6 GA. 3 1/2") UNLESS NOTED OTHERWISE.
  - 6.03 DIAMETER (PER THE NDS, SECTION 1.2.3).
  - 6.04 INSTALL ALL SPECIFIED FASTENERS BEFORE LOADING THE CONNECTION.
  - 6.05 JOISTS SHALL BEAR COMPLETELY ON THE CONNECTION SEAT, AND THE GAP BETWEEN THE JOIST END AND THE HEADER SHALL NOT EXCEED 1/8" PER ASTM TEST STANDARDS.
  - 6.06 UNLESS OTHERWISE NOTED, BOLTS AND NAILS SHALL NOT BE COMBINED.
  - 6.07 A FASTENER THAT SPLITS THE WOOD WILL NOT SUPPORT THE DESIGN LOAD. IF THE WOOD HAS A TENDENCY TO SPLIT, PRE-BORE HOLES TO 3/4 OF THE NAIL DIAMETER (NDS 1.2.3.1).
- HANDRAILS**
  - 6.01 BALANCY RAILINGS, GUARDRAILS AND HANDRAILS SHALL BE DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH SECTION 16 OF THE NC BUILDING CODE AS FOLLOWS:
    - GUARDRAILS AND BALANCY RAILINGS SHALL BE DESIGNED TO SUPPORT A LATERAL LOAD OF 50 PLF APPLIED HORIZONTALLY AT RIGHT ANGLES TO THE TOP OF RAIL.
    - INTERMEDIAL RAILS AND THEIR CONNECTIONS SHALL BE DESIGNED TO SUPPORT A LOAD OF 25 PLF APPLIED HORIZONTALLY AT RIGHT ANGLES OVER THE ENTIRE TRAVEL AREA.
  - 6.02 SET STEEL ACCURATELY IN LOCATIONS AND ELEVATIONS INDICATED ON THE CONTRACT DOCUMENTS.

- STRUCTURAL STEEL**
  - 10.01 SPlicing OF STRUCTURAL STEEL MEMBERS WHERE NOT DETAILED ON THE CONTRACT DOCUMENTS IS PROHIBITED WITHOUT THE PRIOR APPROVAL OF THE STRUCTURAL ENGINEER AS TO LOCATION, TYPE OF SPLICE AND CONNECTION TO BE MADE.
  - 10.02 SET STEEL ACCURATELY IN LOCATIONS AND ELEVATIONS INDICATED ON THE CONTRACT DOCUMENTS.

- WOOD-ROOF AND CEILING JOISTS**
  - 7.01 GENERAL: THE FRAMING DETAILS GIVEN HERE APPLY TO ROOFS HAVING A MIN. SLOPE OF 3/12 OR GREATER. WHEN THE ROOF IS LESS THAN 2:12, MEMBERS SUPPORTING RAFTERS AND CEILING JOISTS SUCH AS RIDGE BOARD, HIPS AND VALLEY SHALL BE DESIGNED AS BEAMS.
  - 7.02 FRAMING: RAFTERS SHALL BE FRAMED DIRECTLY OPPOSITE EACH OTHER ON THE RIDGE AND WHEREVER POSSIBLE ON THE HIPS AND VALLEYS. RIDGES SHALL BE AT LEAST 1" NOMINAL THICKNESS AND NOT LESS IN DEPTH THAN THE CUT END OF THE RAFTER. AT ALL VALLEYS AND HIPS THERE SHALL BE A SINGLE VALLEY OR HIP RAFTER NOT LESS THAN 2" NOMINAL THICKNESS AND NOT LESS IN DEPTH THAN THE CUT END OF THE RAFTER. WHENEVER THE RAFTER DOES NOT ALIGN WITH EACH OTHER ON THE RIDGE, HIP OR VALLEY, THE RIDGE, HIP OR VALLEY MUST BE DESIGNED AS A BEAM.
  - 7.03 RAFTER TIES: RAFTERS SHALL BE MAILED TO ADJACENT CEILING JOIST TO FORM A CONT. BETWEEN EXTERIOR WALLS WHEN SUCH JOISTS ARE PARALLEL TO THE RAFTERS. WHERE NOT PARALLEL, RAFTERS SHALL BE MAILED TO 2" 4" NOMINAL MIN. SIZE CROSS TIE. RAFTER TIES SHALL BE SPACED NOT MORE THAN 4' O.C. THE SEAT OUT OF THE RAFTER BIRD'S MOUTH SHALL BE NO LONGER THAN ITS BEARING MEMBER.
  - 7.04 BLOCKING: ROOF RAFTERS AND CEILING JOISTS SHALL BE SUPPORTED LATERNALLY TO PREVENT ROTATION AND LATERAL DISPLACEMENT.
  - 7.05 ROOF SHEATHING: PLYWOOD MUST BE OF MIN. 1/2" THICKNESS AND MEET ALL OTHER REQUIREMENTS OF THE CODE. END JOINTS IN PLYWOOD SHALL OCCUR OVER SUPPORTS AND END JOINTS SHALL BE STAGGERED A MIN. OF ONE MEMBER ON ADJACENT ROWS.

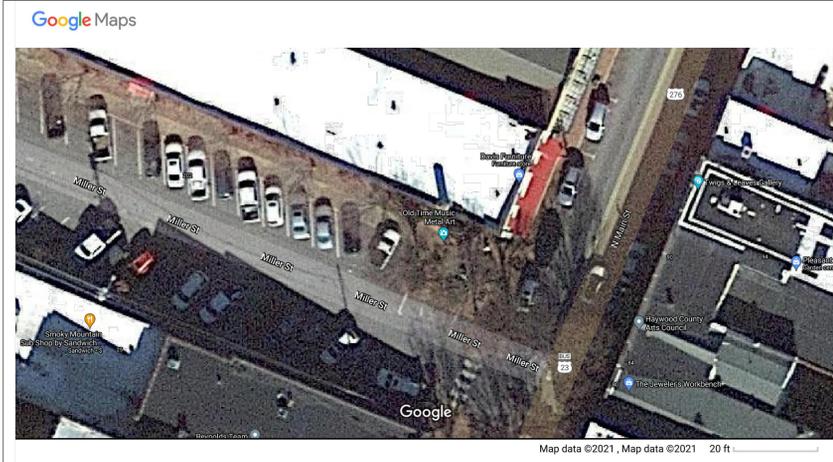
## FRAMING NOTES

1. ALL MULTI-PLY BEAMS (1 & (2) 1-3/4 X 11 7/8 LVL) SUPPORTING FLUSH JOISTS / BEAMS TO HAVE PLYS GLUED AND NAILED TOGETHER W/ (3) 16D COMMON NAILS AT 12" O.C. FOR 2-PLY BEAMS AND (3) 16D COMMON NAILS AT 12" O.C. EA. SIDE FOR 3 OR MORE PLY BEAMS, UNLESS NOTED OTHERWISE (UNO).

MEMBER SIZE	TOP PLATE BEARING COND. REQ. # STUDS	NON BEARING COND. REQ. CONN. CONNECTOR
2X6	N/A	LUS26
2X8	N/A	LUS28
2X10	N/A	LUS210
2X12	N/A	LUS212
(2) 2X8	(2) 2X4	LUS26-2
(2) 2X10	(2) 2X4	LUS210-2
(2) 2X12	(3) 2X4	LUS210-2
(3) 2X10	(3) 2X4	LUS28-3
(3) 2X12	(3) 2X4	HU212-3
1-3/4" X 7-1/4" LVL	(2) 2X4	N/A
(2) 1-3/4" X 7-1/4" LVL	(3) 2X4	HHUS48
(2) 1-3/4" X 9-1/4" LVL	(3) 2X4	HHUS410
(2) 1-3/4" X 11-1/4" LVL	(3) 2X6	HGUS410
(2) 1-3/4" X 14" LVL	(3) 2X6	HHUS410
(3) 1-3/4" X 14" LVL	(3) 2X6	HHUSS 5/10
(3) 1-3/4" X 16" LVL	(4) 2X4	HHUSS 5/10
(3) 1-3/4" X 20" LVL	(4) 2X4	HGUSS 5/14

OPENING	HEADER SIZE	NO. JACK STUDS	MIN. NO. FULL HT. STUDS
6"4" OR LESS	(3)-2x8	1 EA. SIDE	1 EA. SIDE

- NOTE:
1. USE SIZES INDICATED IN SCHEDULE UNLESS NOTED OTHERWISE ON PLAN.
  2. PROVIDE BLOCKING BETWEEN EA. MEMBER TO ACHIEVE PROPER WIDTH.
  3. USE SIMPSON HH4 AT HEADER CONNECTION TO FULL HT. STUDS IF THERE ARE NO Cripple STUD SUPPORTS.
  4. ALL JACK STUDS TO BE TIED TOGETHER WITH SIMPSON CS20 STRAPS A 2'-0" C/C VERT. MAX EA. SIDE. TYP.



LOCATION MAP

## FASTENER SCHEDULE

DESCRIPTION OR BUILDING ELEMENTS	NUMBER AND TYPE OF FASTENER (A.B.C.D.)	SPACING OF FASTENERS
JOIST TO SILL OR GIRDER, TOE NAIL	3:80	
1"X6" SUBFLOOR OR LESS TO EACH JOIST, FACE NAIL	2:80	
2" SUBFLOOR TO JOIST OR BLOCKING, BLIND AND FACE NAIL	2:16D	16" O.C.
SOLE PLATE TO JOIST OR BLOCKING, FACE NAIL	16D	16" O.C.
TOP OR SOLE PLATE TO STUD, END NAIL	2:16D	
STUD TO SOLE PLATE, TOE NAIL	3:40	
DOUBLE STUD, FACE NAIL	10D	24" O.C.
DOUBLE TOP PLATE, FACE NAIL	10D	24" O.C.
SOLE PLATE TO JOIST OR BLOCKING AT BRACED WALL PANEL	3:16D	16" O.C.
DOUBLE TOP PLATES, MINIMUM 48-INCH OFFSET OF END JOINTS, ACE NAIL IN LAPPED AREA	8:16D	
BLOCKING BETWEEN JOISTS OR RAFTERS TO TOP PLATE, TOE NAIL	3:40	
RIM JOIST TO TOP PLATE, TOE NAIL	8D	6" O.C.
TOP PLATES, LAPS AT CORNERS AND INTERSECTIONS, FACE NAIL	2:10D	
BUILT-UP HEADER, TWO PIECES WITH 1/2-INCH SPACER	16D	16" O.C. ALONG EACH EDGE
CONTINUOUS HEADER, TWO PIECES	16D	16" O.C. ALONG EACH EDGE
CEILING JOIST TO PLATE, TOE NAIL	3:80	
CONTINUED HEADER TO STUD, TOE NAIL	4:80	
CEILING JOIST, LAPS OVER PARTITIONS, FACE NAIL	3:10D	
CEILING JOIST TO PARALLEL RAFTERS, FACE NAIL	3:10D	
RAFTERS TO PLATE, TOE NAIL	2:16D	
1" BRACE TO EACH STUD AND PLATE FACE NAIL	2:80	
2"X4 BRACE TO EACH STUD AND PLATE FACE NAIL	2:1 3/4" 16 GAGE STAPLES	
1"X6" SHEATHING TO EACH BEARING WALL, FACE NAIL	2:80	
1"X6" SHEATHING TO EACH BEARING WALL, FACE NAIL	2:80	
WIDER THAN 1"X6" SHEATHING TO BEARING WALL, FACE NAIL	3:48	
BUILD-UP CORNER STUDS	4:1 3/4" 16 GAGE STAPLES	
BUILD-UP GIRDERS AND BEAMS 2-INCH LUMBER LAYERS	10D	NAIL EACH LAYER AS FOLLOWS: 3X O.C. AT TOP AND BOTTOM AND STAGGERED. TWO NAILS AT ENDS AND AT EACH SPLICE.
ROOF RAFTERS TO RIDGE, VALLEY OR FACE NAIL	4:16D	
RAFTER TIES TO RAFTERS, FACE NAIL	3:16D	
WOOD STRUCTURAL PANELS, SUBFLOOR, ROOF AND WALL SHEATHING TO FRAMING, AND PARTICLEBOARD WALL SHEATHING TO FRAMING		
5/8" - 1/2" 16 COMMON NAIL (SUBFLOOR, WALL) 8D COMMON (ROOF/F)	6	12 (G)
1 1/2" - 10" 1" 8D COMMON NAIL OR 8D DEFORMED NAIL	6	12 (G)
1 1/2" - 10" 1" 10D COMMON NAIL OR 8D DEFORMED NAIL	6	12
DESCRIPTION OF BUILDING MATERIAL	DESCRIPTION OF BUILDING MATERIAL	EDGES (INCHES) (I) SPACING OF FASTENERS INTERMEDIATE SUPPORTS (INCHES) (C,E)
OTHER WALL SHEATHING		
1/2" GYPSUM SHEATHING	1 1/2" GALVANIZED ROOFING NAIL 6D COMMON NAIL 1 1/2" 16 GA GALVANIZED STAPLE 1 1/4" SCREW, TYPE W OR S	4 8
5/8" GYPSUM SHEATHING	1 3/4" GALVANIZED ROOFING NAIL 8D COMMON NAIL 1 5/8" 16 GA GALVANIZED STAPLE 1 5/8" SCREW, TYPE W OR S	4 8
WOOD STRUCTURAL PANELS, COMBINATION SUBFLOOR UNDERLAYMENT TO FRAMING		
3/4" AND LESS	8D DEFORMED NAIL OR 8D COMMON NAIL	6 12
7/8" - 1"	8D COMMON NAIL OR 8D DEFORMED NAIL	6 12
1 1/8" - 1 1/4"	10D COMMON NAIL OR 8D DEFORMED NAIL	6 12

## TYPICAL ROOF BRACING DETAILS

- NOTES: APPLY UNLESS NOTED OTHERWISE ON STRUCTURAL DRAWINGS.
1. RIDGE MUST BE MINIMUM 1" NOMINAL THICKNESS AND MINIMUM HT EQUAL OR GREATER THAN THE END CUT ON RAFTER.
  2. COLLAR TIES PLACED AT THE UPPER 1/3 AND SIZED EQUAL OR GREATER THAN THE RAFTER SPACED AT NO MORE THAN 4' O.C.
  3. PURLIN EQUAL OR GREATER THAN THE SIZE OF THE RAFTER AND INSTALLED ON EDGE. LOCATION GIVEN ON DRAWINGS.
  4. PURLIN BRACES MINIMUM 2X4 AND SLOPED NO GREATER THAN 45 DEGREES.
  5. RAFTER SIZED BY THE DRAWINGS.
  6. DROP BEAM.
  7. FLUSH BEAM.
  8. DBL TOP PLATED WALL.
  9. RAISED BEAM. (6, 7, 8, AND 9 ARE ACCEPTABLE MEANS OF ROOF SUPPORT.)
  10. STRONG BACK WITH EACH MEMBER EQUAL OR GREATER THAN CEILING JOIST REQUIRED ON SPANS GREATER THAN 10'.
  11. CEILING JOIST SIZED BY THE DRAWINGS.
  12. 2X4 RAFTER TIES BRACE AT 4' O.C. WHERE REQUIRED.
  13. 2X4 BACK BRACE AT 4' O.C. CONTINUOUS EACH SIDE.

## POST BASE SCHEDULE

POST SIZE	SIMPSON EMBEDDED POST BASE	SIMPSON BOLTED POST BASE
4X4	CB44	ABU44
6X6	CB66	ABU66
8X8	CB88	ABU88

- NOTES TO TABLE R602.3(1)
- ALL NAILS ARE SMOOTH-COMMON, BOX OR DEFORMED SHANKS EXCEPT WHERE OTHERWISE STATED.
  - STAPLES ARE 16 GAGE WIRE AND HAVE A MINIMUM 7/16-INCH ON DIAMETER CROWN WIDTH. NAILS SHALL BE SPACED AT NOT MORE THAN 6 INCHES ON CENTER AT ALL SUPPORTS WHERE SPANS ARE 48 INCHES OR GREATER.
  - FOUR-FOOT BY 8-FOOT OR 4-FOOT BY 8-FOOT PANELS SHALL BE APPLIED VERTICALLY.
  - SPACING OF FASTENERS NOT INCLUDED IN THIS TABLE SHALL BE BASED ON TABLE R602.3(1).
  - FOR REGIONS HAVING BASIC WIND SPEED OF 110 MPH OR GREATER, 8D DEFORMED NAILS SHALL BE USED FOR ATTACHING PL WOOD AND WOOD STRUCTURAL PANEL ROOF SHEATHING TO FRAMING WITH MINIMUM 48-INCH DISTANCE FROM GABLE END WALLS, IF MEAN ROOF HEIGHT IS MORE THAN 25 FEET, UP TO 35 FEET MAXIMUM.
  - FOR REGIONS HAVING A BASIC WIND SPEED OF 100 MPH OR LESS, NAILS FOR ATTACHING WOOD STRUCTURAL PANEL ROOF SHEATHING TO GABLE END WALL FRAMING SHALL BE SPACED 6 INCHES ON CENTER. WHEN BASIC WIND SPEED IS GREATER THAN 80 MPH, NAILS FOR ATTACHING PANEL ROOF SHEATHING TO INTERMEDIATE SUPPORTS SHALL BE SPACED 6 INCHES ON CENTER FOR MINIMUM 48-INCH DISTANCE FROM RIDGES, EAVES AND GABLE END WALLS, 4 INCH ON CENTER TO GABLE END WALL FRAMING.
  - GYPSUM SHEATHING SHALL CONFORM TO ASTM C-79 AND SHALL BE INSTALLED IN ACCORDANCE WITH GA 253. FIBERBOARD SHEATHING SHALL CONFORM TO EITHER AHA 194.1 OR ASTM C-208.
  - SPACING OF FASTENERS ON FLOOR SHEATHING PANEL EDGES APPLIES TO PANEL EDGES SUPPORTED BY FRAMING MEMBERS AND AT ALL FLOOR PERIMETERS ONLY. SPACING OF FASTENERS ON ROOF SHEATHING PANEL EDGES APPLIES TO PANEL EDGES SUPPORTED BY FRAMING MEMBERS AND AT ALL ROOF PLANE PERIMETERS. BLOCKING OF ROOF OR FLOOR SHEATHING PANEL EDGES PERPENDICULAR TO THE FRAMING MEMBERS SHALL NOT BE REQUIRED EXCEPT AT INTERSECTION OF ADJACENT ROOF PLANES. FLOOR AND ROOF PERIMETER SHALL BE SUPPORTED BY FRAMING MEMBERS OR SOLID BLOCKING.



## APPLICABLE BUILDING CODES:

- 2018 IBC
- 2018 NC AMENDMENTS TO ALL CODES.

TYPE IV CONSTRUCTION - NEW 192 SQ. FT.  
PRIMARY FIRE DISTRICT  
NOT IN FLOOD ZONE

## GENERAL NOTES

THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AND CONDITIONS SHOWN ON THE DRAWINGS AT THE JOBSITE BEFORE PROCEEDING WITH THE WORK.

DO NOT SCALE DRAWINGS, DIMENSIONS GOVERN.

ALL WOOD TO BE PRESSURE TREATED. WAIT 6 MONTHS MIN BEFORE STAINING AND 1 MONTHS MIN BEFORE PAINTING. PAINT DURING OUTDOOR PAINTING SEASON. REMOVE DEBRIS, RUBBISH AND OTHER MATERIALS TO ON-SITE DUMPSTER. TRANSPORT AND LEGALLY DISPOSE OFF SITE. IF HAZARDOUS MATERIALS ARE ENCOUNTERED, COMPLY WITH ALL APPLICABLE LAWS, REGULATIONS, AND ORDINANCES CONCERNING REMOVAL, HANDLING AND PROTECTION AGAINST EXPOSURE TO ENVIRONMENTAL POLLUTION.

## TABLE OF CONTENTS

- 1.0 COVER PAGE / STRUCTURAL NOTES
- 2.0 ARCHITECTURAL DETAILS

ISSUE/REVISION	DATE



**MAIN STREET PAVILION**  
**WAYNESVILLE, NC 26786**

11-23-21

*Preston Gregg*  
 PE  
 NORTH CAROLINA  
 LICENSE NO. 10000  
 SEAL 041370  
 PRESTON GREGG  
 PE  
 NORTH CAROLINA

DRAWN BY **Irene Prill**

DATE

SCALE AS NOTED

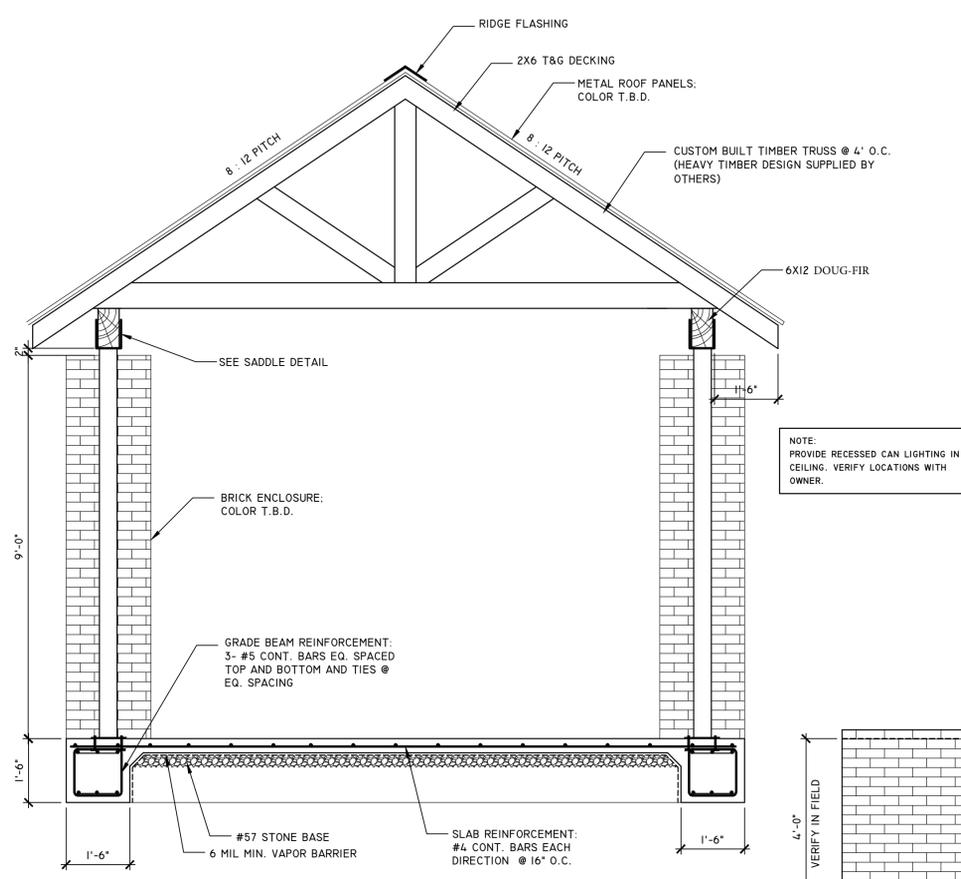
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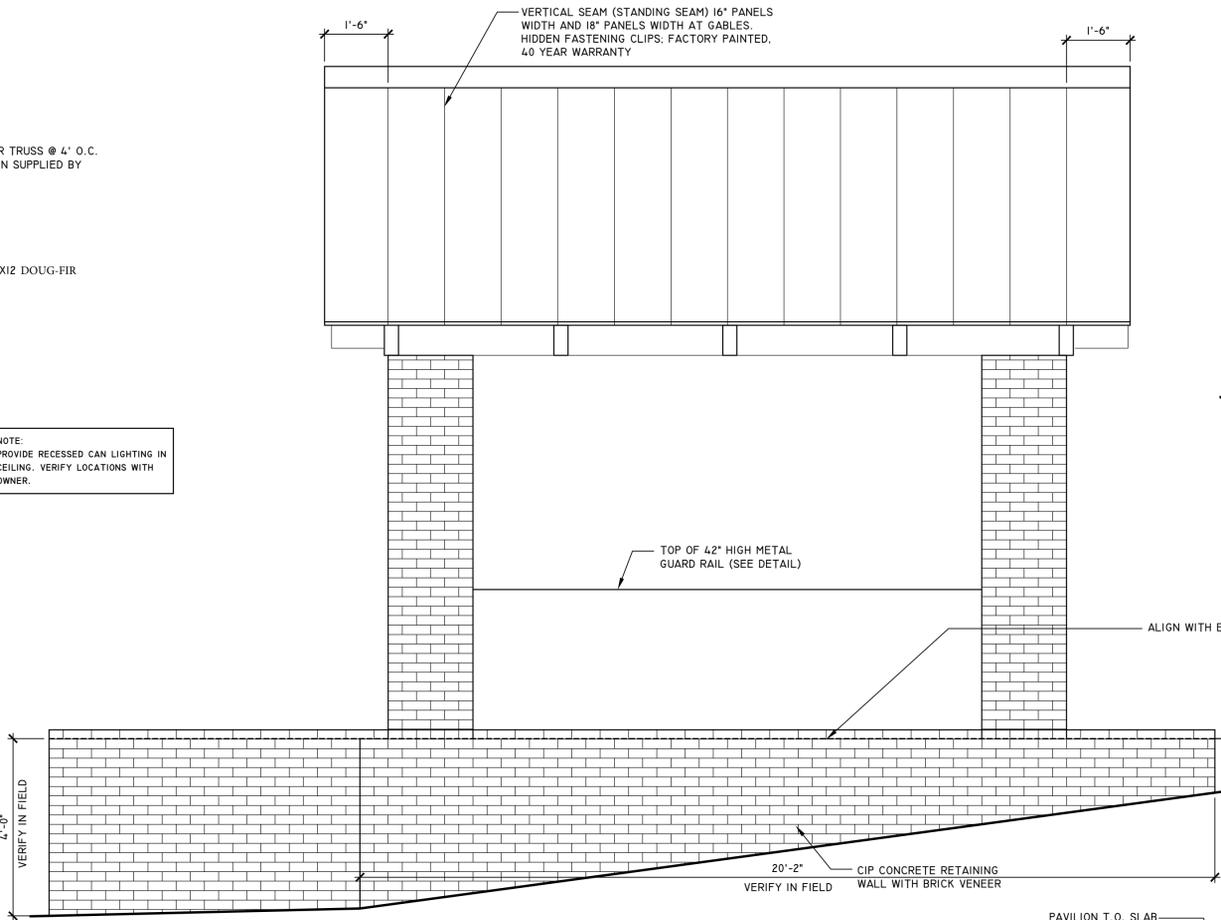
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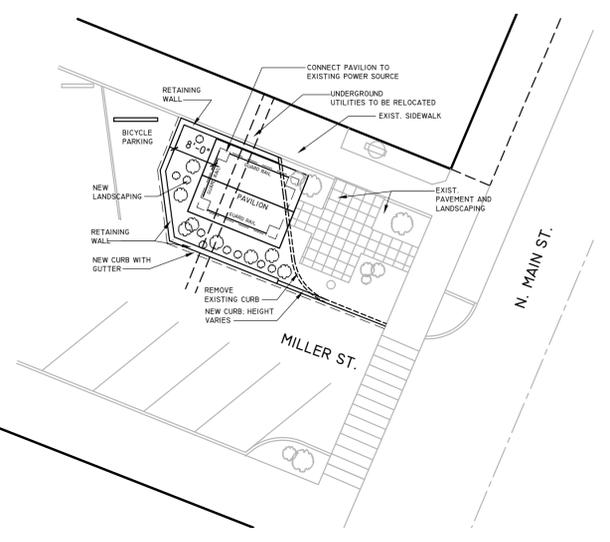
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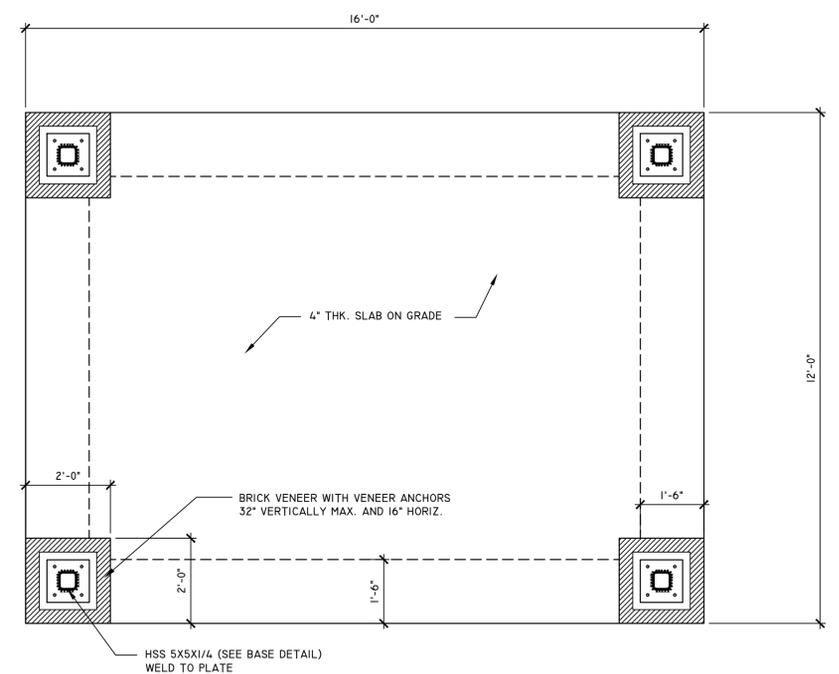
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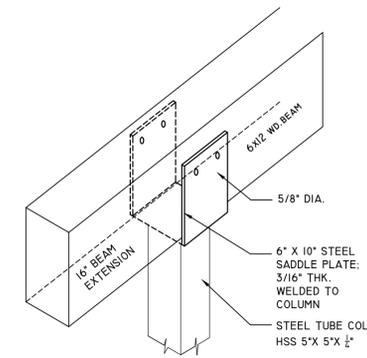
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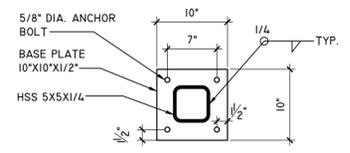
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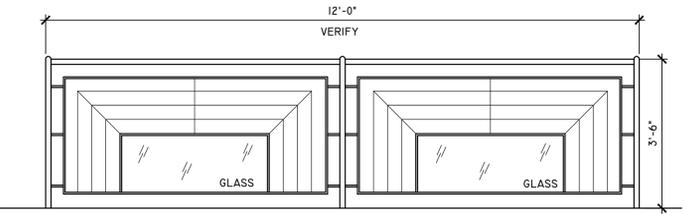
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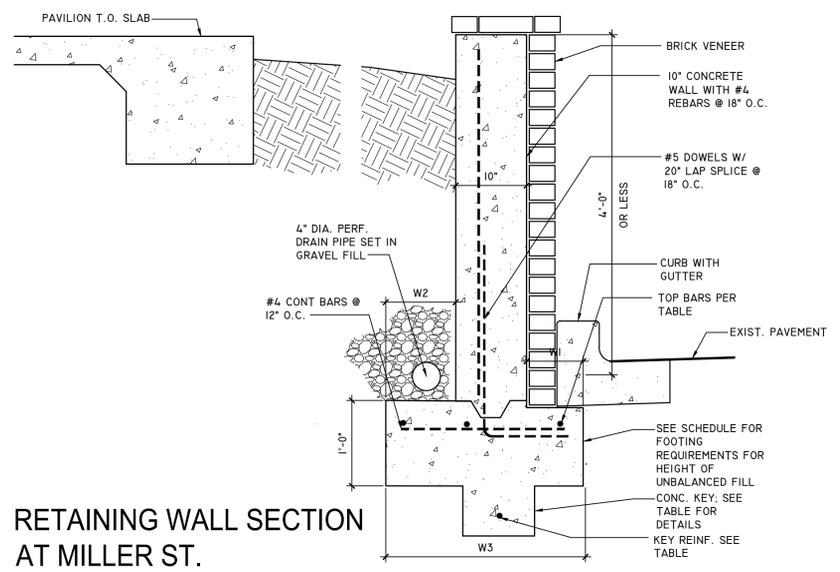
**SADDLE DETAIL**  
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**BASE PLATE DETAIL**  
SCALE: 1"=1'-0"



**GUARD RAIL DETAIL**  
SCALE: 1/2"=1'-0"



**RETAINING WALL SECTION AT MILLER ST.**  
SCALE: 1"=1'-0"

WALL HEIGHT UNBALANCED FILL	FOOTING DIMENSIONS			VERTICAL BARS AND DOWELS	HORIZONTAL TOP FOOTING BARS	KEY	KEY REINF.	LAP
	W1	W2	W3					
0 TO 4'	8"	8"	26"	#4 @ 18" O.C.	#4 @ 18" O.C.	N/A	N/A	20"

**MAIN STREET PAVILION**  
**WAYNESVILLE, NC 26786**

*Preston Gregg*  
 PRESTON GREGG  
 ENGINEER  
 11-23-21

**PR ENGINEERING, PLLC**

DRAWN BY **Irene Prill**

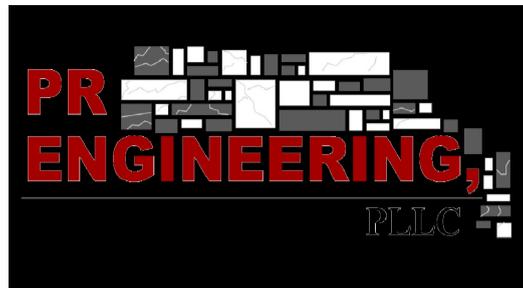
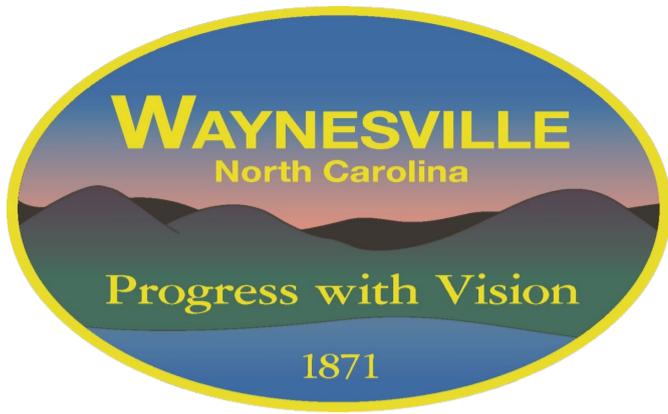
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SCALE \_\_\_\_\_ AS NOTED

PROJECT NO. \_\_\_\_\_

SHEET **2.0**

SHEET \_\_\_ OF \_\_\_



**ENGINEERS ESTIMATE**

Project No.: 211122

Project Name: Miller St. Pavilion  
 Location: Waynesville, NC  
 Engineer: PR Engineering, PLLC  
 Bid Due Date: **TBD**

**ENGINEER'S ESTIMATE**

Total Amount	BID
--------------	-----

LUMP SUM BID QUANTITIES						Total Amount	BID
Ref #	Bid Item #	Item Description	Quantity	UNIT PRICE	UOM		
0	0.000	Permitting	1	\$0.00	LS	100%	\$ -
1	1.001	Site Prep (Demo. Existing) (#57 Stone Fill)	1	\$4,000.00	LS	100%	\$ 4,000.00
2	1.002	Foundations and Slab on Grade (Matr'l & Labor)	7	\$350.00	CY	100%	\$ 2,450.00
3	1.003	Rough & Finish Framing( Material & Labor)	1	\$9,000.00	LS	100%	\$ 9,000.00
4	1.004	Timber Trusses (Material Only)	5	\$1,700.00	EA	100%	\$ 8,500.00
5	1.005	Stain (Material & Labor)	1	\$3,200.00	LS	100%	\$ 3,200.00
6	1.006	Metal Roofing (Material & Labor)	350	\$30.00	SF	100%	\$ 10,500.00
7	1.007	Brick Veneer (Material & Labor)	3,500	\$2.50	EA	100%	\$ 8,750.00
8	1.008	42" Custom Railing (Material & Labor)	47	\$200.00	LF	100%	\$ 9,400.00
9	1.009	1'-6" Curb & Gutter (Material & Labor)	50	\$25.00	LF	100%	\$ 1,250.00
10	1.010	Landscaping (Material & Labor) (Max Allotted)	1	\$3,000.00	LS	100%	\$ 3,000.00
11	1.011	Lighting (Material & Labor) (Max Allotted)	1	\$3,500.00	LS	100%	\$ 3,500.00
12	1.012	Walkway Pavers (Material & Labor)	50	\$35.00	SF	100%	\$ 1,750.00
13	1.013	Concrete Retaining Walls (Material & Labor)	12	\$550.00	CY	100%	\$ 6,600.00
14	1.014	General Contractor Overhead and Profit	1	\$13,580.00	LS	100%	\$ 13,580.00
<b>TOTAL BID AMOUNT</b>				<b>\$ 81,480.00</b>			

Assumptions and Clarifications:

- 1.) This project is intended to be a lump sum contract for the pavilion as drawn and detailed on project plans by PR Engineering, PLLC.
- 2.) Contractor to provide estimated start and completion date with bid.
- 3.) Town of Waynesville will reserves the right to self perform any item of work.
- 4.) No mechanical system.
- 5.) The awarded contractor will be responsible for pulling a building permit; however the permit fee assessed by the Town will be waived.

I acknowledge, by my signature below, that I received the project plans and understand that the information included in these documents are to be included in my bid.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Pint Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Date**

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2021**

**SUBJECT:** Capital Project: Pavilion at Vance Street Skate Park

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY:**

Staff has received a preliminary cost estimate to construct a pavilion at the Vance Street Skate Park. This pavilion would be constructed to replicate the existing pavilion at Obama-King Park, and the engineered design for the Obama-King Park Pavilion would be used for the formal bid process. It is estimated that the pavilion at the Vance Street Skate Park would cost approximately \$54,960. If approved, this project would be put out for a formal bid as a turn-key project.

**MOTION FOR CONSIDERATION:**

Motion to begin the formal bidding process in order to construct a pavilion at the Vance Street Skate Park.

**FUNDING SOURCE/IMPACT:** Final costs would be established after the formal bidding process.

	1/20/2022
Misty Hagood, Finance Director	Date

**ATTACHMENTS:**

- Preliminary cost Estimate
- Engineered design drawings.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



# SKATE PARK PAVILION ENGINEERS ESTIMATE

## BID TABULATION

Engineers Estimate: PR Engineering, PLLC

Date: 12/30/2021

Project Name: Calvary / Craven Park Pavilion

Proposed Location: Town of Waynesville Skate Park

Address: 550 Vance St., Waynesville

Engineer: Preston Gregg

**Engineer's Estimate**

Total Amount

LUMP SUM BID QUANTITIES					
Ref #	Bid Item #	Item Description	Price	UNIT	
1	1.001	Rough & Finish Grading	N/A	LS	\$2,800
2	1.002	Foundations Material and Labor	N/A	18 tons	\$2,700
3	1.003	Rough Framing Material and Labor	N/A	LS	\$16,900
4	1.004	Roofing Material and Labor	N/A	LS	\$7,800
5	1.005	Finish Carpentry Material and Labor	N/A	LS	\$4,000
6	1.006	Concrete Slab on Grade Prep, Post Holes Material and Labor	N/A	13 cy	\$5,400
7	1.007	Painting and Staining Material and Labor	N/A	LS	\$3,500
8	1.008	Electrical, Can Lights	N/A	LS	\$2,700
9	1.009	General Contractor Overhead and Profit	N/A	20%	\$9,160
<b>TOTAL ESTIMATE</b>					<b>\$54,960</b>

### Assumptions and Clarifications:

- 1.) Level terrain with minimum grading
- 2.) No trees / clearing required on-site
- 3.) Town Electric Dept. to supply electrical service connection
- 4.) Town staff to provide any landscaping proposed

1. GENERAL

- 1.01. THE STRUCTURE IS DESIGNED IN ACCORDANCE AND MEETS THE DESIGN CRITERIA OF THE FOLLOWING CODES:  
2018 NORTH CAROLINA BUILDING CODE  
ASCE 7-10, MINIMUM DESIGN LOADS FOR BUILDING AND OTHER STRUCTURES  
NDS-05, NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION
- 1.02. METHODS, PROCEDURES, AND SEQUENCES OF CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO MAINTAIN AND INSURE THE INTEGRITY OF THE STRUCTURE AT ALL STAGES OF CONSTRUCTION.
- 1.03. THE GENERAL CONTRACTOR AND SUB-CONTRACTORS SHALL DETERMINE THE SCOPE OF THE STRUCTURAL WORK FROM THE CONTRACT DOCUMENTS TAKEN AS A WHOLE. THE STRUCTURAL DRAWINGS SHALL NOT BE CONSIDERED SEPARATELY FOR PURPOSES OF BIDDING THE STRUCTURAL WORK.
- 1.04. SCALES NOTED ON THE DRAWINGS ARE FOR GENERAL REFERENCE ONLY. NO DIMENSIONAL INFORMATION SHALL BE OBTAINED BY DIRECT SCALING OF THE DRAWINGS.
- 1.05. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL RESULTING REVISIONS TO THE STRUCTURAL SYSTEM OR OTHER TRADES AS A RESULT OF ACCEPTANCE OF CONTRACTOR PROPOSED ALTERNATIVES OR SUBSTITUTIONS.
- 1.06. ELEVATIONS SHOWN ON PLAN ARE BASED ON FINISHED FLOOR ELEVATION +/-0'-0".
- 1.07. FOR THE PRE-ENGINEERED METAL BUILDING (PEMB), DRYE-MCGLAMERY IS RESPONSIBLE FOR THE FOUNDATION DESIGN ONLY. SUPERSTRUCTURE DESIGN IS THE RESPONSIBILITY OF THE MANUFACTURER.

2. DESIGN LOADS

- 2.01. DESIGN GRAVITY LOADS ARE AS FOLLOWS:  
SUPERIMPOSED AREA DEAD LOAD (included but not limited to the following):  
SINGLE PLY ROOF ..... 3 PSF  
AREA LIVE LOADS  
ROOF ..... 20 PSF  
CONCENTRATED LIVE LOADS  
ROOF ..... 300 LBS
- 2.03. WIND LOAD  
BASIC WIND SPEED (BUILDING FRAME - 3 SEC GUST) ..... 115 MPH  
WIND IMPORTANCE FACTOR (I) ..... 1.0  
BUILDING CATEGORY ..... OPEN  
WIND EXPOSURE CATEGORY ..... C  
INTERNAL PRESSURE COEFFICIENT ..... +/-0.55/-0.55

3. MATERIAL STRENGTHS

- 3.01. CONCRETE (fc @ 28 DAYS)  
ALL CONCRETE U.N. .... 3,000 PSI
- 3.02. REINFORCING STEEL (Fy)  
REBAR (ASTM A615) ..... 60,000 PSI
- 3.03. STRUCTURAL STEEL (Fy)  
ANGLES, PLATES, MISC. (ASTM A36) ..... 36,000 PSI
- 3.04. WOOD FRAMING (2005 NDS)  
COLUMNS  
SP - No. 1, 5"x5" AND LARGER  
BEAMS / STUDS  
SP - No. 2 OR SPF - No. 2  
LVL BEAMS  
Fb ..... 2,600 PSI  
Fv ..... 285 PSI  
Fc (PERP) ..... 750 PSI  
Fc ..... 2,510 PSI  
E ..... 2,000,000 PSI
- 3.05. SOIL/SUBGRADE PROPERTIES (ASSUMED)  
ALLOWABLE SOIL BEARING PRESSURE ..... ASSUMED 2000 PSF

4. FOUNDATION AND SLAB ON GRADE

- 4.01. THE SUBSURFACE INFORMATION AND FOUNDATION DESIGN ARE BASED ON THE FOUNDATION SECTION OF THE BUILDING CODE AND SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO THE START OF CONSTRUCTION. THE FOUNDATION IS ASSUMED TO BE BEARING ON A SUBGRADE WITH A MINIMUM BEARING CAPACITY OF 2000PSF.
- 4.02. PIER AND WALL FOOTINGS SHALL BEAR ON ORIGINAL, UNDISTURBED SOIL.
- 4.03. CONTRACTOR TO KEEP EXCAVATIONS DRY AND PROTECTED FROM FROST AT ALL TIMES DURING THE FOUNDATION CONSTRUCTION.
- 4.04. FOUNDATION CONDITIONS ENCOUNTERED DURING CONSTRUCTION, WHICH DIFFER FROM THOSE DESCRIBED "ASSUMED VALUES" AND CONDITIONS SHALL BE REPORTED TO THE ENGINEER (DRYE-MCGLAMERY ENGINEERING, PLLC), BEFORE FURTHER CONSTRUCTION IS ATTEMPTED.
- 4.05. SLABS ON GRADE SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE PLANS AND NOTES AND SHALL HAVE CONTRACTION JOINTS INSTALLED PER PLAN. CONTRACTION JOINTS SHALL BE TYPICALLY PROVIDED SUCH THAT NO AREA BOUNDED BY CONSTRUCTION AND/OR CRACK CONTROL JOINTS CONTAINS MORE THAN 450 SQUARE FEET OF SLAB AREA, THE SPACING OF THE JOINTS DOES NOT EXCEED 36 TIMES THE SLAB THICKNESS, AND THE RESULTING ASPECT RATIO OF THE DIMENSIONS OF SLAB AREA DOES NOT EXCEED 1.5 TO 1. CRACK CONTROL JOINTS SHALL BE MADE USING A "SOFT-CUT" CONCRETE SAW AS SOON AS THE SLAB WILL SUPPORT THE WEIGHT OF THE SAW AND OPERATOR WITHOUT DISTURBING THE FINAL FINISH. THE CRACK CONTROL JOINTS SHALL BE A MAXIMUM WIDTH OF 1/8" WIDE AND A MINIMUM DEPTH OF 1/3 THE SLAB THICKNESS. REFER TO DRAWINGS FOR PRESCRIBED LOCATIONS OF CONTRACTION / CRACK CONTROL JOINTS.

5. MASONRY

- 5.01. LOAD BEARING MASONRY UNITS SHALL BE CONSTRUCTED OF STRUCTURAL LIGHTWEIGHT CONCRETE UNITS CONFORMING TO ASTM C90 TYPE N-1.
- 5.02. MAINTAIN MOISTURE CONTROL DURING STORAGE AND ERECTION AT JOB SITE TYPICAL.
- 5.03. ALL HEAD AND BED JOINTS SHALL BE FULL.
- 5.04. MASONRY TO BE LAYED IN RUNNING BOND PATTERN TYPICAL.
- 5.05. TOP 8" OF MASONRY WALLS AND PIERS TO BE GROUTED SOLID TYP.

7. TRUSS NOTES

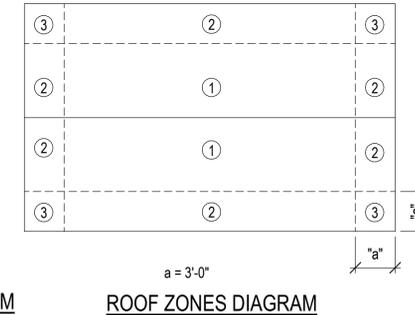
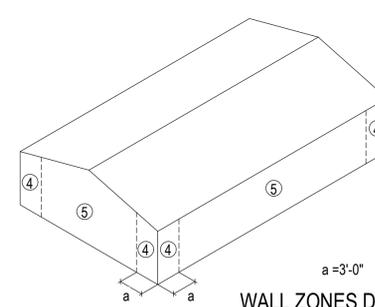
- 1. THE TRUSS ENGINEER SHALL DESIGN THE TRUSSES AND GIRDER TRUSSES FOR THE LOADS INDICATED ON THE STRUCTURAL DRAWINGS. SPECIAL LOAD CONSIDERATIONS, SUCH AS OVERFRAMING, ETC. SHALL BE ACCOUNTED FOR IN THE DESIGN.
- 2. THE TRUSS ENGINEER SHALL ACCEPT FULL RESPONSIBILITY FOR THE DESIGN. THE TRUSS ENGINEER SHALL PREPARE DESIGN CALCULATIONS AND DRAWINGS, WHICH SHALL BE SEALED, SIGNED, AND DATED BY THE RESPONSIBLE PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF NORTH CAROLINA.
- 3. THE DESIGN SHALL INCLUDE INTERNAL CONNECTIONS AND CONNECTIONS BETWEEN TRUSSES, CONNECTIONS TO OTHER STRUCTURAL MEMBERS AND ARCHITECTURAL SYSTEMS SHALL BE INCLUDED. TYPICAL DETAILS OF CONNECTIONS SHALL BE SHOWN.
- 4. THE MEMBER SIZE AND PROPERTIES FOR EACH MEMBER USED SHALL BE SHOWN, CLEARLY INDICATING WHERE EACH MEMBER IS BEING USED.
- 5. PARTICULAR ATTENTION SHALL BE GIVEN TO HEEL HEIGHTS AND TOP CHORD SLOPES TO ENSURE THAT THE FASCIA DETAILS ARE CONSISTENT, ALIGNED, AND IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
- 6. THE MAXIMUM SPACING OF THE TRUSSES SHALL BE 24 INCHES ON CENTER, (VERIFY SPACING WITH DETAILS).
- 7. A SAMPLE SUBMITTAL OF THE TYPICAL TRUSS AND TRUSS GIRDER TYPES SHALL BE SUBMITTED FOR PRELIMINARY REVIEW PRIOR TO COMPLETION OF DESIGN CALCULATIONS AND DRAWINGS.
- 8. COMPLETE ERECTION PLANS AND DETAILS SHALL BE SUBMITTED TO EACH TRADE FOR REVIEW.
- 9. THE TRUSS ENGINEER SHALL BE RESPONSIBLE FOR ANY FIELD COORDINATION ISSUES WHICH MAY ARISE REGARDING THE TRUSSES, OPENINGS IN TRUSSES, AND CONNECTIONS OF TRUSSES.
- 10. TRUSS ENGINEER SHALL VERIFY THAT DETAILS OF CONNECTIONS SHOWN ARE APPROPRIATE FOR HIS TRUSS DESIGN. IF NOT, HE SHALL SUBMIT PROPOSED REVISIONS TO DETAILS.
- 11. SHIM PLATES SHALL BE INSTALLED AS REQUIRED TO PROVIDE A POSITIVE BEARING SURFACE BETWEEN THE TRUSSES AND THE STRUCTURAL BEAMS AND/OR WALLS. EACH TRUSS SHALL BEAR ON EACH BEAM AND/OR WALL WITH WHICH IT INTERSECTS AS SHOWN ON THE PLAN AND IN THE LOADING DIAGRAMS. UNLESS SPECIFICALLY NOTED, THERE SHALL NOT BE ANY SPACE BETWEEN THE TRUSSES AND THE WALLS

8. WOOD CONSTRUCTION CONNECTORS

- 8.01. ALL WOOD CONSTRUCTION CONNECTORS SHOWN SHALL BE SIMPSON STRONG-TIE CONNECTORS MANUFACTURED BY SIMPSON STRONG-TIE COMPANY, INC. (OR APPROVED EQUIVALENT). BEFORE SUBSTITUTING ANOTHER BRAND, CONFORM LOAD CAPACITY BASED ON RELIABLE PUBLISHED TESTING DATA OR CALCULATIONS AND SUBMIT TO DRYE-MCGLAMERY ENGINEERING, PLLC FOR EVALUATION AND WRITTEN APPROVAL FOR SUBSTITUTION PRIOR TO INSTALLATION.
- 8.02. ALL SPECIFIED FASTENERS SHALL BE INSTALLED ACCORDING TO THE DETAILS AND THE MANUFACTURER'S INSTRUCTIONS. ALL HOLES IN CONNECTORS SHALL BE PROPERLY NAILED TO THE WOOD STRUCTURE. CONTACT DRYE-MCGLAMERY ENGINEERING, PLLC FOR FASTENERS NOT SHOWN. INCORRECT FASTENER QUANTITY, SIZE, TYPE, MATERIAL, OR FINISH MAY CAUSE THE CONNECTION TO FAIL. 16D FASTENERS ARE COMMON NAILS (8 GA. X 3 1/2") AND CANNOT BE REPLACED WITH 16D SINKERS (9GA. X 3 1/4") UNLESS OTHERWISE SPECIFIED.
- 8.03. DIAMETER (PER THE NDS, SECTION 8.1.2.1).
- 8.04. INSTALL ALL SPECIFIED FASTENERS BEFORE LOADING THE CONNECTION.
- 8.05. WELDING GALVANIZED STEEL MAY PRODUCE HARMFUL FUMES; FOLLOW WELDING PROCEDURES AND SAFETY PRECAUTIONS. WELDING SHOULD BE IN ACCORDANCE WITH AWS STANDARDS.
- 8.06. PNEUMATIC OR POWDER-ACTUATED FASTENERS MAY DEFLECT AND INJURE THE OPERATOR OR OTHERS. NAIL GUNS MAY BE USED TO INSTALL CONNECTORS, PROVIDED THE CORRECT QUANTITY AND TYPE OF NAILS ARE PROPERLY INSTALLED IN THE NAIL HOLES. GUNS WITH NAIL HOLE-LOCATING MECHANISMS SHOULD BE USED. FOLLOW THE MANUFACTURER'S INSTRUCTIONS AND USE THE APPROPRIATE SAFETY EQUIPMENT.
- 8.07. MEMBERS JOISTS SHALL BEAR COMPLETELY ON THE CONNECTOR SEAT, AND THE GAP BETWEEN THE JOIST END AND THE HEADER SHALL NOT EXCEED 1/8" PER ASTM TEST STANDARDS.
- 8.08. UNLESS OTHERWISE NOTED, BOLTS AND NAILS SHALL NOT BE COMBINED. 8D, 10D, AND 16D SPECIFY COMMON NAILS.
- 8.09. UNLESS OTHERWISE NOTED, BENDING STEEL IN THE FIELD MAY CAUSE FRACTURES AT THE BEND LINE. FRACTURED STEEL WILL NOT CARRY LOAD AND MUST BE REPLACED.
- 8.10. A FASTENER THAT SPLITS THE WOOD WILL NOT SUPPORT THE DESIGN LOAD. IF THE WOOD HAS A TENDENCY TO SPLIT, PRE-BORE HOLES TO 3/4 OF THE NAIL DIAMETER (1997 NATIONAL DESIGN SPECIFICATION, 2.1.3.1).

DRYE-MCGLAMERY ENGINEERING STRUCTURAL ABBREVIATIONS

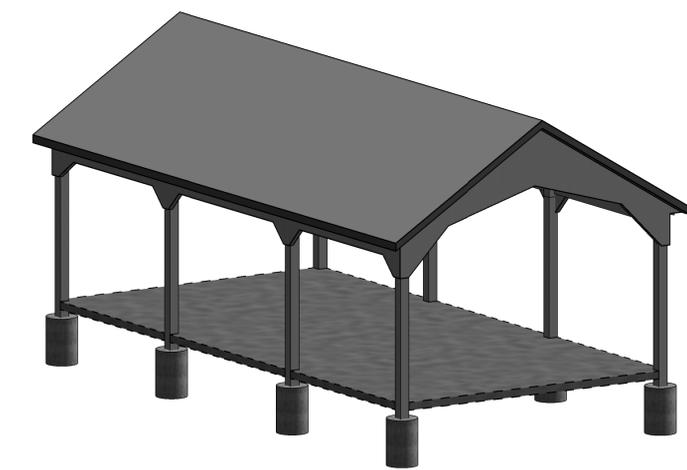
@	AT	MECH	MECHANICAL
AB	ANCHOR BOLT	MFR	MANUFACTURER
ACI	AMERICAN CONCRETE INSTITUTE	MIN	MINIMUM
ADDL	ADDITIONAL	MISC	MISCELLANEOUS
ALT	ALTERNATE	MK	MARK
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	MO	MASONRY OPENING
ARCH	ARCHITECTURAL	MPH	MILES PER HOUR
ASTM	AMERICAN SOCIETY OF TESTING MATERIALS	NS	NON SHRINK OR NEAR SIDE
B/	BOTTOM OF	NTS	NOT TO SCALE
BLDG	BUILDING	C/C	CENTER TO CENTER
BRG	BEARING	OF	OUTSIDE FACE
BTWN	BETWEEN	PL	PLATE
BYND	BEYOND	PLF	POUNDS PER LINEAR FOOT
CIP	CAST IN PLACE	PLYWD	PLYWOOD
CJ	CONTRACTION OR CONSTRUCTION JOINT	PSF	POUNDS PER SQUARE FOOT
CL	CENTERLINE	PSI	POUNDS PER SQUARE INCH
CLR	CLEAR	QTY	QUANTITY
COMP	COMPOSITE	R	RADIUS
CONC	CONCRETE	REF	REFERENCE
CONN	CONNECTION	REINF	REINFORCED OR REINFORCING
CONT	CONTINUOUS	REQD	REQUIRED
CTR	CENTER	REV	REVISION
Ø	DIAMETER	RO	ROUGH OPENING
DIM	DIMENSION	SCHED	SCHEDULE
DL	DEAD LOAD	SIM	SIMILAR
DN	DOWN	SOG	SLAB ON GRADE
DWG	DRAWING	T/	TOP OF
EA	EACH	T&B	TOP AND BOTTOM
EW	EACH WAY	T&G	TONGUE AND GROOVE
EXIST	EXISTING	TOC	TOP OF CONCRETE
EXP	EXPANSION	TOF	TOP OF FOOTING
FD	FLOOR DRAIN	TOJ	TOP OF JOIST
FDTN	FOUNDATION	TOS	TOP OF STEEL
FTG	FOOTING	TOW	TOP OF WALL
GALV	GALVANIZED	TYP	TYPICAL
ID	INSIDE DIAMETER	UNO	UNLESS NOTED OTHERWISE
IF	INSIDE FACE	VAR	VARIES
INT	INTERIOR	VEF	VERTICAL EACH FACE
K	KIP=1000 LB	VERT	VERTICAL
L	ANGLE	VIF	VERIFY IN FIELD
LB	POUND	W/	WITH
LG	LONG	W/O	WITHOUT
LL	LIVE LOAD	WWF	WELDED WIRE FABRIC



ZONES	WALLS PSF	
	10	100
4	30	26
	-33	-28
5	30	26
	-41	-31

ZONES	EDGE DIST.	ROOF PSF	
		10	100
1	N/A	18.0	16.4
		-28	-25
2	8'-2"	18.0	16.5
		-48	-35
3	8'-2"	18.0	16.5
		-72	-56

COMPONENTS & CLADDING PRESSURE TABLES



NC FIRM LICENSE #P-1305



THE PAVILION  
CALVARY / CRAVEN PARK  
WAYNESVILLE, NC

DRYE-MCGLAMERY  
ENGINEERING, PLLC  
832 ARBOR ST.  
CONCORD, NC 28025

ISSUED FOR PERMIT/CONST.

DRAWN BY HWD  
CHECKED BY HWD

STRUCTURAL NOTES











**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2021**

**SUBJECT:** Adoption of an Information Use and Data Breach Policy

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY:**

While attempting to apply for grants in the Police Department, staff realized that we lacked an adopted Data Breach Policy. This policy directs Town staff of procedures following a data breach and directs staff in the proper and prohibited uses of our network systems. Furthermore, this policy directs staff in the proper and prohibited uses of Town data, information, and computer systems. Following adoption, this policy will be added to the Personnel Policy and will be distributed to all staff for review

**MOTION FOR CONSIDERATION:**

Motion to adopt the Town of Waynesville Data Breach Policy.

**FUNDING SOURCE/IMPACT:** No budgetary impact

**ATTACHMENTS:**

- Draft Town of Waynesville Data Breach Policy

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**

# Town of Waynesville Information Technology Use And Data Breach Policy

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## **Section 1. PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines for the proper use of office information technology resources, including computers, electronic devices, hardware, software, systems, and procedures if a breach or imminent breach is discovered.

## **Section 2. DEFINITIONS**

Definitions related to this policy include:

**Computer system** – All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the Town of Waynesville that are provided for official use by its employees. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers by or through the Town or Town funding.

**Hardware** – Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems, or any other tangible computer device generally understood to comprise hardware.

**Software** – Includes, but is not limited to, all computer programs, systems and applications including “shareware.” This does not include files created by the individual user.

**Temporary file, permanent file, or file** – Any electronic document, information or data residing or located in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

## **Section 3. POLICY**

It is the policy of the Town of Waynesville that members shall use information technology resources, including computers, software, and systems, that are issued or maintained by the Town in a professional manner and in accordance with this policy.

## **Section 4. PRIVACY EXPECTATION**

Employees forfeit any expectation of privacy regarding emails, texts or anything published, shared, transmitted, or maintained through file-sharing software or any internet site that is accessed, transmitted, received, or reviewed on any Town computer or other system.

The Town reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received, or reviewed over any technology that is issued or maintained by the Town, including the Town email, computer network, and/or any information placed into storage on any office system or device. This includes records of all keystrokes or web browsing history made at any Town computer, or over any Town network. The fact that access to a database, service or website requires a username or password or is the employee's personal email, Facebook or other person's software will not create an expectation of privacy if it is accessed through Town computers, electronic devices, or networks.

#### **Section 5. RESTRICTED USE**

Employees shall not access computers, devices, software, or systems for which they have not received prior authorization or the required training. Employees shall immediately report unauthorized access or use of computers, devices, software, or systems by another member to their supervisors.

Employees shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

#### **Section 6. SOFTWARE**

Employees shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, employees shall not install any unlicensed or unauthorized software on any Town computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the Chief of Police.

No employee shall knowingly make, acquire, or use unauthorized copies of computer software that is not licensed to the Town while on Town premises, computer systems or electronic devices. Such unauthorized use of software exposes the Town and involved employees to severe civil and criminal penalties.

Introduction of software by employees should only occur as a part of the automated maintenance or update process of Town approved or installed programs by the original manufacturer, producer or developer of the software.

#### **Section 7: HARDWARE AND DATA**

Access to technology resources provided by or through the Town shall be strictly limited to Town-related activities or official duties. Data stored on or available through Town computer systems

shall only be accessed by authorized employees. Any exceptions to this policy must be approved by a supervisor.

#### **Section 8. INTERNET USE**

Internet access provided by or through the Town shall be strictly limited to Town-related activities. Internet sites containing information that is not appropriate or applicable to Town use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of an employee's assignment. This section shall not prohibit "Zoom" or "WebEx" or similar virtual meeting websites. Downloaded information from the internet shall be limited to messages, mail, and data files.

#### **Section 9. OFF-DUTY USE**

Members shall only use technology resources provided by or on behalf of the Town while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This prohibition includes the use of telephones, cell phones, texting, email or any other "off-the-clock" non-work-related activities. This prohibition also applies to personally owned devices that are used to access office resources.

#### **Section 10. PROTECTION OF SYSTEMS AND FILES**

All employees have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Employees shall ensure Town computers and access terminal are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not standard required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by the IT provider, or a supervisor.

It is prohibited for an employee to allow an unauthorized user to access the computer system at anytime or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to the Town Manager, the Assistant Town Manager, and the Town's IT provider shall be contacted immediately.

#### **Section 11. INSPECTION AND REVIEW**

The Town or its authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof. Reasons for inspection or review may include, but are not limited to computer system

malfunctions, problems or general computer system failure, a lawsuit against the Town involving one of its employees or an employee's duties, an alleged or suspected violation of any Town policy, request for disclosure of data, or a need to perform or provide a service or pursuant to random inspections. The Town or its agent may extract, download, or otherwise obtain all temporary or permanent files residing or located in or on the Town computer system when requested by the Board of Aldermen during regular duties that require such information.

## **Section 12. DATA BREACH PROCEDURE**

The Town of Waynesville has implemented the following procedures to follow in the event of a data breach involving personally identifying information (PII) or other confidential information maintained on personal computers, Town networks, or internet programs used by staff.

In the event of a data breach or imminent breach of PII data, to contain the data breach and minimize the extent of the intrusion:

- Disconnect the affected and related systems or networks from the Internet access
- Contact the Town Manager, the Assistant Town Manager and the Chief of Police to notify them of the data breach or imminent breach of PII data
- Document date and time the breach occurred, and what files the user was accessing at the time of the breach, and actions taken to secure data
- Contact the Town's IT provider to detect and remove the malware or other information related to the breach
- Notify the VOCA Administrator at Governor's Crime Commission at 919-733-4564 within 24 hours of the breach occurrence or detection of breach/recognition of imminent breach
- Review virus/malware/other protective software to review system vulnerabilities and increase the level of protection for the system
- If possible, reimage the system and restore from back-up files

Following the incident, Town of Waynesville staff will review procedures to determine if any action by the user or the team contributed to the data breach. Staff will be updated on policies to protect against data breaches or imminent breaches of PII data.

A computer technician will review software, updates, and software/data protection programs to improve the security of the data and operating system to prevent further incidents. Information implemented will be included on the log and kept in a secure location.

If necessary, the management team will review procedures and make necessary changes to the procedures to improve the security of PII and other secure information.

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2021**

**SUBJECT:** Adoption of a Whistle Blower Policy

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY:**

While attempting to apply for grants in the Police Department, staff realized that we lacked an adopted Whistle Blower Policy. This draft policy aims to protect Town employees when they believe they have witnessed fraud, waste, or abuse. This policy outlines the procedures for reporting such incidences and the procedures for the investigation of these incidences. Following adoption, this policy will be added to the Personnel Policy and will be distributed to all staff for review

**MOTION FOR CONSIDERATION:**

Motion to adopt the Town of Waynesville Whistle Blower Policy

**FUNDING SOURCE/IMPACT:** No budgetary impact

**ATTACHMENTS:**

- Draft Town of Waynesville Whistle Blower Policy

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



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## **PROCEDURE: Whistleblower Policy**

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### **1.0 INTRODUCTION/PURPOSE**

Town of Waynesville is committed to ethical standards of conduct. This policy provides an avenue for employees to raise concerns regarding fraud, waste, and abuse, as well as reassurance they will be protected from reprisals for reporting, in good faith, possible misuse of Town funds or resources.

### **2.0 POLICY**

If an employee of Town of Waynesville reasonably believes that another employee has committed fraud, waste, or abuse, and is in violation of the law or Town policy, a written complaint must be filed with the Department of Human Resources. Such violations may include incorrect financial reporting; unlawful activity; creating or ignoring safety hazards; activities not in compliance with Town policy; misuse of Town property; or activities amounting to serious improper conduct.

### **3.0 DEFINITIONS**

**3.1 Employee** - Any person who works for Town of Waynesville in a full-time, full-time reduced hour, part-time, appointed, contract, or temporary capacity.

**3.2 Unlawful activity** - Any activity that is in violation of local, state, or federal law. For example: theft, assault, threats of violence, or destruction of property.

**3.3 Serious improper conduct** - Conduct unbecoming an employee of Town of Waynesville, such as fraudulent reimbursement claims, alcohol or drug use while at work or in a Town vehicle, or unlawful possession of drugs in the workplace or in a Town vehicle.

**3.4 Fraud** - A dishonest and intentional course of action that results in obtaining money, property, or an advantage to which the individual committing the action would not normally be entitled.

**3.5 Waste** - The needless, careless, or extravagant expenditure of Town funds, incurring of unnecessary expenses, or misuse of Town resources or property.

**3.6 Abuse** - The intentionally wrongful or improper use of Town resources that can include the excessive or improper use of one's position, in a manner contrary to its rightful or legally intended use.

## **4.0 PROCEDURE**

**4.1** Employees who witness or have knowledge of any illegal or improper incidents shall report such incidents in writing to the Department of Human Resources.

**4.2** The report should include the person(s) involved in the incident(s) and title(s); when the incident occurred; where, how, how long, and how often the incident(s) occurred; how the employee knows of the incident(s); and whether anyone else knows of the incident(s).

**4.3** If the employee is not able to write out the report, an employee of the Department of Human Resources may assist by taking a statement from the employee, including a description of the incident.

**4.4** The Department of Human Resources will notify the appropriate Department Head and coordinate the gathering of necessary information. If the Department Head is implicated in the complaint the Department of Human Resources will independently gather the needed information.

**4.5** The Department Head will keep information confidential and cooperate with the investigation.

**4.6** When necessary, the Director of Human Resources will confer with the Town Attorney's Office and/or the Town Manager, depending on the severity of the incident(s) and complaint (i.e. complaints alleging felonies).

**4.7** The Department of Human Resources will confer with the Department of Fiscal and Administrative Services and/or the Internal Auditor on allegations of a fiscal/financial nature.

**4.8** The Department of Human Resources will confer with the Safety Officer on allegations involving safety violations.

**4.9** The Department of Human Resources will coordinate with the appropriate personnel to conduct an investigation, including:

- Gathering facts of the incident(s)
- Interviewing pertinent persons who may have witnessed incident(s)
- Auditing/reviewing records related to the incident(s), including any/all relevant paperwork.

**4.10** During the investigation, the employee accused of the improper or illegal conduct may be placed on paid or unpaid administrative leave, with or without the recommendation of the Department Head, at the discretion of the Director of Human Resources.

**4.11** The Department of Human Resources will conduct the investigation in a timely manner, respecting the confidentiality of the employee(s) involved. Employees may be required to testify in a grievance hearing or a court of law if necessary.

**4.12** The Town Manager will brief the Board of Aldermen on the nature and progress of any incidents, as deemed necessary by the Town Manager.

## **5.0 RESOLUTION AND ACTIONS**

**5.1** At the recommendation of the Department Head and the concurrence of the Director of Human Resources, an employee who has been found to have engaged in improper or illegal conduct may be subject to disciplinary action, up to and including termination.

**5.2** The Police dept. and Town Attorney Office may make recommendations on personnel actions when involved in investigations of alleged illegal activities.

**5.3** The Director of Human Resources may implement or modify those recommendations.

## **6.0 ANONYMITY AND CONFIDENTIALITY**

**6.1** This policy requires employees to put their names to allegations to enable appropriate follow-up questions and investigation, which may not be possible unless the source of the information is identified.

**6.2** All complaints will be investigated by the Department of Human Resources.

**6.3** When investigating a complaint, the Department of Human Resources will keep the identity of the person who submitted the complaint confidential, even from Department Heads, unless the Director of Human Resources deems it necessary to disclose the identity to the Department Head. In such case, the Department Head must maintain the confidential identity of the person.

**6.4** Concerns expressed anonymously will be explored appropriately, but consideration will be given to the seriousness of the issue raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

## **7.0 GOOD FAITH**

**7.1** This policy is based on employees acting in good faith to report concerns they have reason to believe are true.

**7.2** The Town may take disciplinary action, up to and including termination, against any employee who makes unfounded allegations that have been proven to have been made recklessly, maliciously, or with the foreknowledge that the allegations were false.

## **8.0 REPRISAL PROHIBITED**

**8.1** A Town employee or Town public official may not take a personnel action that constitutes a reprisal against an employee who, in good faith, reports concerns they have

reason to believe are true.

**8.2** Any supervisor, Department Head, or Town employee who has been found to act in a retaliatory nature against an employee who filed a complaint may be subject to discipline, up to and including termination.

DRAFT

**TOWN OF WAYNESVILLE BOARD OF ALDERMEN  
REQUEST FOR BOARD ACTION  
Meeting Date: January 25, 2021**

**SUBJECT:** Board Room AV Deployment

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:**  
**Department:** Administration  
**Contact:** Jesse Fowler, Assistant Town Manager  
**Presenter:** Jesse Fowler, Assistant Town Manager

**BRIEF SUMMARY:**

The Board of Aldermen's committee on the Board Room Audio Visual Equipment met with Electronic Office to discuss a new proposal concerning support of the new equipment. Electronic Office has set up this support as a "project" that will be open for three months past the "go-live" date of installation. This three-month agreement will allow Electronic Office and the Town of Waynesville to benchmark how much support is required, and this benchmarking will allow both parties to determine a price moving forward. The price of this three-month agreement is \$2,407.50. This will cover training, documentation, and support on behalf of Electronic Office.

**MOTION FOR CONSIDERATION:**

Motion to approve Electronic Office's three-month training, documentation, and support project for benchmarking the support of the new Board Room audio visual equipment.

**FUNDING SOURCE/IMPACT:** \$2,407.50 from Administration: Data Processing and Supplies

  
Misty Hagood, Finance Director

1/20/2022

Date

**ATTACHMENTS:**

- Electronic Office Training, Documentation, and support Project Proposal.

**MANAGER'S COMMENTS AND RECOMMENDATIONS:**



1400 Sweeten Creek Road - Asheville, North Carolina 28803  
 Phone: 828-274-1196 - Fax: 828-274-4048

# QUOTE

Boardroom AV Deployment

**Sold To:** Town of Waynesville  
 Jesse Fowler  
 16 South Main Street  
  
 Waynesville NC 28786  
**Phone:** (828) 452-2491  
**Fax:**

Date	Quote #	Expiration
1/20/2022	AAAQ35503	2/4/2022

Rep	Ticket #
Brett Yarrington	593508

Qty	Description	Unit Price	Ext. Price
1	Training, Documentation, Support **3 month Term**	\$2,250.00	\$2,250.00

SubTotal	\$2,250.00
Sales Tax	\$157.50
Shipping	\$0.00
<b>Total</b>	<b>\$2,407.50</b>

\*\*\*\*PAYMENT SCHEDULE\*\*\*\*

Service Total: \$2,407.50 50% = \$1,203.75

\$1,203.75 Total Due upon acceptance of quote  
 \$1,203.75 Total Due upon delivery of product

\*\*\*\*ACCEPTANCE\*\*\*\*

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**TERMS AND CONDITIONS**  
 This quote is valid for 15 days from the date issued and is subject to availability. All pricing is subject to change. Orders paid by Credit Card will incur a 3% processing fee. No specific warranties, other than manufacturer's individual warranties, express or implied, are granted. Projects and Special Orders will require a specific Payment Schedule as detailed on the Quote. Companies with specific terms that have accounts in good standing will be invoiced according to the terms and limits agreed upon or as stated in the Managed Services Agreement. Orders from Companies without prearranged financing or terms shall require a deposit, and balance is due Net Payable upon delivery.



## Exhibit C Statement of Work

### The Electronic Office of Asheville, Inc.

1400 Sweeten Creek Rd.  
Asheville, NC 28803

### Services Performed For:

Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786

### Date:

January 20, 2022

**THIS STATEMENT OF WORK ("SOW")** defines the entirety of the work to be performed.

### Background

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The town is in the process of upgrading their audio/visual technology in the town's boardroom. Carolina Technologies has been contracted to perform the upgrades to the solution and the town has asked Electronic Office to assist with support for the system.

### Objective

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Electronic Office will allocate resources (staff) to attend the training and deployment of the Carolina Technologies solution. As part of the training, EO resources will document processes and procedures related to the solution. This project will remain open for the first 3 months of the solution. This will cover costs associated with the training and documentation, as well as benchmarking the support needs of the town related to using the solution.

### Risks

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The risks associated with this SOW are:

1. There are no known risks associated with this project.

### Assumptions

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This SOW is based upon the following assumptions:

1. No assumptions have been deemed necessary to document as part of this project.

### Client Responsibilities

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The Client agrees to the following within timelines necessary to meet the objective:

1. Client will allow appropriate access to boardroom for the duration of this SOW.

- Client will participate in all training sessions conducted by Carolina Technologies.

## Scope of Work

Client agrees the following scope of work has been identified during meetings and interviews with Electronic Office. Electronic Office shall perform the following specific tasks to meet the objective:

Attendance of Training Sessions conducted by Carolina Technologies

Document Processes and Procedures for the Solution

Benchmark Ongoing Support Needs

## Change Request Procedure

In the event Client or Electronic Office wishes to make a change or addition (“Add/Change”) related to this SOW, and if they both agree to the Add/Change, Client and Electronic Office shall sign a change request (“CR”) which is priced and billed separately. The CR will describe the change, the rationale for the change, the impact on the implementation timeline, and the impact on the price of this SOW. Tasks or activities that are not related to this SOW will be addressed in a separate Statement of Work.

## Completion Criteria

Electronic Office shall have fulfilled its obligations when the following occurs:

- Electronic Office and Client agree that all tasks listed in the ‘Scope of Work’ of this SOW are completed.
- The Acceptance Testing Period has ended.

## Adverse Conditions and Unaccounted Items Related to this Statement of Work

- Software and hardware do not always act as advertised by the manufacturer in every environment. Certain issues may require additional technical support. Electronic Office does not provide technical support beyond that offered by the manufacturer or publisher. If additional technical support is required, Client may incur additional costs.

## Performance, Price, Completion, Acceptance

### Performance

EO will perform the tasks and activities defined in this SOW in accordance with the terms of this SOW. Client must allow appropriate access to facilities, passwords, hardware, software, and other equipment necessary for performance of this SOW. Additionally, Client must adhere to any scheduled work to be performed. Failure to adhere to schedule may result in additional charges not included in this SOW.

### Price

The pricing and payment terms for this SOW shall be addressed in a quote to be executed by Client prior to Electronic Office beginning the work under this SOW.

### SOW Completion and Acceptance

After delivery and installation of the goods, services, software, and/or equipment to be provided by Electronic Office pursuant to this SOW, Client shall have a commercially reasonable period of time to

utilize the goods, services, software and equipment to determine whether the same are performing in accordance with specifications prior to acceptance of the same (the "Acceptance Testing Period"). However, in no event shall the Acceptance Testing Period extend beyond thirty (30) days after the "go live" date as long as the hardware/software performs substantially in accord with the product specifications, and if it/they does not, then the "go live" date shall be the first date of such performance.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Town of Waynesville

The Electronic Office of Asheville, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_